

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

WYSALL AND THORPE IN THE GLEBE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> NA has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

FULL COUNCIL - FINANCE

dated 03/05/16 08:00 AM

Signed by:

Chair

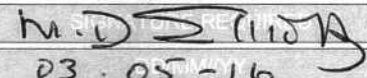


dated

03.05.16

Signed by:

Clerk



dated

03.05.16

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

WYSALL AND THORPE IN THE GLEBE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	25213	24158	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	8160	8170	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5548	7188	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	278	218	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	14485	14583	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	24158	24715	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	24158	24715	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	230863	231619	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		Yes No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

M D STEPHENSON

Date 03-05-16

I confirm that these accounting statements were approved by this smaller authority on this date:

03/05/16

and recorded as minute reference:

FULL COUNCIL - FINANCE

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date 03.05.16

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

WYSALL AND THORPE IN THE GLEBE PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit PRINT NAME DAVID DIXON

Signature of person who carried out the internal audit SIGNATURE REQUIRED Date 18/04/2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

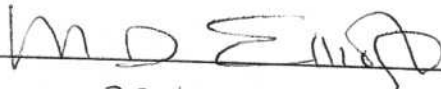
**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

INSERT NAME OF SMALLER AUTHORITY

**DECLARATION OF STATUS OF PUBLISHED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016**

The Accounts and Audit Regulations 2015 (SI 2015 No.234)

1. The statement of accounts for WYSALL AND THORPE IN THE GLEBE PARISH COUNCIL
published today is unaudited and may be subject to change.
* insert name of Smaller Authority

2. Signed by: M. D. ELLIOTT
Signature: 
Date: 23rd May 2016
RESPONSIBLE FINANCIAL OFFICER

**WYSALL AND THORPE IN THE GLEBE PARISH COUNCIL
NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF ELECTORS' RIGHTS
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016**

**Audit Commission Act 1998 Sections 15 and 16
The Accounts and Audit (England) Regulations 2011 (SI 2011/ No. 817)**

1. Date of announcement: May 19, 2016
2. Each year the Council's annual return is audited by an external auditor appointed by the Audit Commission. Any person interested has the opportunity to inspect and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31st March 2016 these documents will be available on reasonable notice on application to The Clerk of the Council, Mike Elliott, at 19 Main Street, Keyworth, Nottinghamshire, NG12 5AA (Tel. 0115 937 6506) between 1pm and 4pm Mondays to Fridays (excluding public holidays) commencing on June 03, 2016, and ending on July 14, 2016.
3. Local Government Electors and their representatives have rights to:
(i) to question the auditor about the accounts. (ii) the right to make objections to the accounts or any item in them, Written notice of an objection must first be given to the auditor and a copy sent to the Council.
The auditor can be contacted at the address in paragraph 4 below for this purpose on July 15, 2016 and after that date will be available at the address given in paragraph 4 below until the audit has been completed.
4. The audit is being conducted under the provisions of the Audit Commission Act 1998, the Accounts and Audit (England) Regulations 2011 and the Audit Commission's Code of Audit Practice.
The audit is being carried out by:
Mark Heap, Grant Thornton UK LLP, Royal Liver Building, Liverpool, L3 1PS. Tel 0151 224 7200

Mike Elliott, Clerk to the Council

WYSALL & THORPE IN THE GLEBE PARISH COUNCIL

ASSET REGISTER

NET Values at 31st March

Description	Item	Cost or Value	Value 2011	Value 2012	Value 2013	Value 2014	Value 2015	Value 2016	
Buildings	Village Hall	£104,677	£119,453	£119,453	£123,431	£123,431	£123,431	£123,431	
	Village Hall Extension	£71,685	£74,685	£74,685	£74,685	£74,685	£74,685	£74,685	
Street Furniture	Information Outdoor Panel Board	£740	£740	£740	£740	£740	£740	£740	
	Litter Bin	£136				£136	£136	£136	
	1 x Notice Board 1200 Wall Mounted	£1,793					£1,793	£1,793	
	1 x Westminster 1800 Public Seat	£756						£756	
Playground Equipment	Goalposts and Nets	£600	£600	£600	£0	£0	£0	£0	
	1 x Goal Nets	£57				£57	£57	£57	
	Old Playground Equipment	£1,169	£1,169	£1,169	£0	£0	£0	£0	
	New Playground Equipment	£22,940			£22,940	£22,940	£22,940	£22,940	
Village Hall Equipment	1 x Fridge Freeze	£302	£302	£302	£302	£302	£302	£302	
	1 x Dishwasher	£1,365	£1,365	£1,365	£1,365	£1,365	£1,365	£1,365	
	1 x Water Boiler	£296	£296	£296	£296	£296	£296	£296	
	1 x Mobile Hot Cupboard	£654	£654	£654	£654	£654	£654	£654	
	1 x Multifunction Cooker	£1,315	£1,315	£1,315	£1,315	£1,315	£1,315	£1,315	
	80 x Chairs	£1,187	£1,187	£1,187	£1,187	£1,187	£1,187	£1,187	
	16 x Tables	£1,305	£1,305	£1,305	£1,305	£1,305	£1,305	£1,305	
	8 x Square Tables	£172	£172	£172	£172	£172	£172	£172	
	2 x Table Trolleys	£320	£320	£320	£320	£320	£320	£320	
	1 x Baby Changing Table	£165				£165	£165	£165	
TOTAL			£211,634	£203,563	£203,563	£228,712	£229,070	£230,863	£231,619

March 2016

Note:

Goalposts and Nets valued at £600 removed in January 2013 therefore valued at £0 on Asset Register

Note:

Old Playground Equipment valued at £1169 removed in January 2013 therefore valued at £0 on Asset Register

Note:

New Playground Equipment valued at £22,940 paid with a grant from The Lottery Fund

**Listing of items in excess of £100
for the year ended 31 March 2016**

Date	Details	Amount
07/04/2015	Office Admin	219.15
20/04/2015	Village Hall power	159.76
11/05/2015	Village Hall water	109.82
11/05/2015	Village Hall repairs	197.19
11/05/2015	Office Admin	178.20
01/06/2015	Grass cutting & equipment maintenance	270.00
01/06/2015	Insurance	1,192.02
01/06/2015	Village Hall repairs	514.00
01/06/2015	Office Admin	208.90
06/07/2015	Ground Maintenance	470.00
06/07/2015	Office Admin	198.00
08/08/2015	Grant to church	410.00
08/08/2015	Ground Maintenance	300.00
08/08/2015	Ground Maintenance Churchyard	320.00
24/08/2015	Office Admin	428.22
24/08/2015	Web site	502.88
01/10/2015	Ground Maintenance Churchyard	320.00
01/10/2015	Ground Maintenance	300.00
01/10/2015	Office Admin	396.00
01/10/2015	Decorating Village Hall	2,100.00
01/10/2015	Audit fees	100.00
29/10/2015	Office Admin	227.05
29/10/2015	Ground Maintenance & Churchyard	310.00
30/11/2015	Water rates	129.75
30/11/2015	Projector	173.00
30/11/2015	Office Admin	227.05
10/12/2015	Drain survey	225.00
10/12/2015	Children's party	151.76
31/12/2015	Office Admin	222.23
04/01/2016	Ground Maintenance & Churchyard	490.00
18/01/2016	Village Hall power	109.18
25/01/2016	Street Furniture	756.00
25/01/2016	Office Admin	248.36
16/02/2016	Village Hall power	100.91
29/02/2016	Office Admin	221.10
17/03/2016	Village Hall power	165.23

VARIANCE REPORT

1. Other Receipts increase of 29.5% - which is broken down as follows:-

	<u>2016</u>	<u>2015</u>	<u>+ / (-)</u>
Village Hall Rents & Events received	6062	5035	1027
VAT received	658	260	398
Grants received	300	nil	300

All other items are below £250.

2. Staff costs decrease of 21.6% - as this decrease is below £250 it is not reportable.
3. Fixed Assets increase of 0.3% - this relates to the purchase of a new Westminster 1800 Public Seat at a cost of £756.

**Wysall and Thorpe in the Glebe Parish council,
Nottinghamshire**

Wysall and Thorpe in the Glebe PC 15-16

Bank Reconciliation to 17 March 2016

Account: NatWest Current Account

Cashbook balance		9,069.56
Bank statement balance		9,069.56
Outstanding receipts	_____	0.00
Outstanding payments	_____	0.00
Reconciled balance		9,069.56

Wysall and Thorpe in the Glebe PC 15-16

Bank Reconciliation to 17 March 2016

Account: National Savings

Cashbook balance		15,645.83
Bank statement balance		15,645.83
Outstanding receipts	_____	0.00
Outstanding payments	_____	0.00
Reconciled balance		15,645.83