

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

MARLOW BOTTOM PARISH

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	31,073	43,459	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 (+) Annual precept	30,299	30,386	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	9,532	2,961	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	4,677	5,131	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	2,460	2,460	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	20,308	24,935	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	43,459	44,280	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	43,459	44,280	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 other long term investments and assets	55,999	55,999	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	22,018	20,510	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note 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 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 14.05.15

I confirm that these accounting statements were approved by the council on this date:

14/05/2015

and recorded as minute reference:

7.4

Signed by Chair of the meeting approving these accounting statements.



Date 14/05/2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

MARLOW BOTTOM PARISH Council/Meeting

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 2015, that:

	Agreed –		‘Yes’ means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in the way prescribed by law.
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 the council 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 has given all persons interested the opportunity to inspect and ask questions about the council’s accounts.
5 We carried out an assessment of the risks facing the council 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 council 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 the council.
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 the council 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 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 the council and recorded as minute reference

7.4

dated 14/05/2015



Signed by:

Chair 

dated 14/05/2015

Signed by:

Clerk 

dated 14.05.15

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

Section 4 – Annual internal audit report 2014/15 to

MARLOW BOTTOM PARISH

Council/Meeting

The council'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 2015.

Internal audit has been carried out in accordance with the council'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 the council.

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 The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept 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. <i>THERE WERE NO PETTY CASH TRANSACTIONS</i>			✓
G Salaries to employees and allowances to members were paid in accordance with council 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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit ROBERT BRUNTON

Signature of person who carried out the internal audit R. Brunton Date 28/04/2015

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).

MARLOW BOTTOM PARISH COUNCIL
BANK RECONCILIATION
 Financial Year ending 31 March 2015

Prepared by Amba Latimer (Clerk/RFO) Dated: 16 April 2015

		£p
Balance shown on Bank Statements as at 31 March 2015		
HSBC current account		100.00
HSBC Deposit		51,295.87
		<u>51,395.87</u>
Less cheques not presented: as at 31.03.15		
Ch. No.	440	430.20
	441	629.51
	442	1,190.84
	443	31.50
	444	137.28
	445	3,303.58
	446	800.00
	447	592.80
		7,115.71
Unbanked cheques		7,115.71
	Net balance as at	44,280.16

The Net balance reconciles to the Cash Book (receipts and payments account) for the year as follows:

Opening balance as at 1.04.14	43,459.43
Add: Receipts in the year	33,346.89
	<u>76,806.32</u>
Less: payments in the year	32,526.16
Closing balance as per cash book as at 30.03.15	<u>44,280.16</u>

Signed
Clerk

Signed
Chairman

**VARIATIONS EXPLANATION SHEET
INCOME**

2013/2014	2014/15	+	-	Explanation
£ RECEIPTS				
696.00 Council Tax Support Grant	598.20			
24.56 Interest	27.79	3.23		
0.00 Cheque cancelled	127.00	127.00		97.80 A reduction in percentage paid to parishes Increased deposit amounts
3,496.22 BCC MVAS funding	0.00			Three suppliers did not receive cheques sent and were re
2,673.81 VAT refund	2,107.10			3,496.22 Previous year was one off payment only
616.05 WDC CIL funding	0.00			566.71 Less due to the previous year reclaiming VAT on MVAS
0.00 BCC LAF Grant for Bus Publicity	100.00	100.00		616.05 No monies received from WDC during the year
2,025.00 BCC Ward Grant for kerbs etc.	0.00			One off grant
<u>9,531.64</u>	<u>2,960.09</u>	230.23		2,025.00 Previous year was one off payment only
			6,801.78	

Budget Item	2013/14 SPEND	2014/15 SPEND	VARIATION +	VARIATION -	EXPLANATION
Clerks' salary Box 4	4,176.60	4,630.54	453.94		
Office allowance Box 4	500.00	500.00	0.00	0.00	Overlapping of new Clerk with retiring Clerk for 1 month
Clerk's mileage	0.00	0.00	0.00	0.00	
Admin	592.07	590.02		2.05	
Street lighting	9,124.74	9,037.49		87.25	less maintenance required
Playing Field donation	3,210.00	3,303.58	93.58		more funding available due to less spent on dog bins etc.
Dog bin provision + path maint	870.80	594.00		276.80	no path maintenance carried out 2014-15
Subscriptions	120.00	476.68	356.68		2013/14 had not included BALC as invoiced after year end.
Seat, Boards, Shelter etc.	0.00	617.50	617.50		cleaning of bus shelter - new contract. N. board keys.
Town Bus contribution	2,476.49	2,542.61	66.12		increase in line with RPI
Audit Fees	260.00	260.00	0.00	0.00	
Hire of Halls	348.75	291.50		57.25	end of year invoice not received by 31.03.2015
Election costs	0.00	0.00	0.00	0.00	
Training - Councillors	56.78	15.00		41.78	fewer courses attended which required attendees payment
s137 payments	17.00	34.00	17.00		cheque lost in post - cancelled and repaid in 2014 hence 2
PWLB Loan -	2,460.26	2,460.26	0.00	0.00	
Insurance	360.45	363.96	3.51		agreed annual increase under 3 year contract
MVAS - maintenance contract	0.00	187.73	187.73		warranty expired - maintenance contract taken out.
Speed Data Strips	380.00	0.00		380.00	one off payment for installation in 2013/14
Mobile VAS maintenance	250.00	275.00	25.00		additional move
Planning Application-Community Bld.	0.00	410.20	410.20		one off payment for site plans and planning application
Office equipment	0.00	633.23	633.23		equipment for newly appointed Clerk
Shrubs - verge maintenance	0.00	1,106.18	1,106.18		Autumn 2014 Spring 2015 verge maintenance in Parish
Donation for Sculpture	0.00	800.00	800.00		from Reserves - Sir Steve Redgrave Sculpture (Res. Assoc)
Woodland maintenance	0.00	620.00	620.00		Maintenance work to trees in Hatches Wood
Staff Vacancy Cost	0.00	150.00	150.00		Employment of HR consultant re interviewing new Clerk
VAT paid	2,240.78	2,626.68	385.90		increase due to office equipment, turfs and shrubs etc.
	27,444.72	32,526.16	5,926.57	845.13	

Local Council name: MARLOW BOTTOM PARISH COUNCIL**Confirmation regarding the exercise of electors' rights**

Please advise the auditor if it is necessary to change the appointed date. (See section 7 of the covering letter.)

The appointed date specified by the auditor, 31 July 2015, has been amended to ___/___/2015.

Signed: _____ Date: _____

Position held: _____

Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chairman, to assist us in ensuring that our records are kept up to date:

Clerk's name: <u>MRS AMBA LATIMER</u>	RFO's name (if not clerk)	Chair's name <u>CLR DAVID LAWRENCE</u>
Address: <u>132 WYCOMBE ROAD MARLOW BUCKS SL7 3JD</u>	Address:	Address: <u>193 MARLOW BOTTOM MARLOW SL7 3PL</u>
Telephone: Home: <u>01628 314889</u> Work:	Telephone: Home: Work:	Telephone: Home: <u>01628 484936</u> Work: <u>07540 796693</u>
e-mail: <u>clerk.mbpc@gmail.com</u>	e-mail:	e-mail: <u>dandalawrence@ntlworld.com</u>

Please return this form in the envelope provided, together with the Annual Return and other information requested.