

LOCAL COUNCILS IN ENGLAND AND WALES
ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2017

Worth Matravers Parish Council

SECTION 1 - ANNUAL GOVERNANCE STATEMENT

We acknowledge as the members of **WORTH MATRAVERS PARISH COUNCIL** our responsibility for the ensuring that there is a sound system of internal control, including preparation of the statement of accounts. We confirm, to the best of our knowledge and belief, with respect to the statement of accounts for the year ended 31st March 2017 that :

	AGREED	YES MEANS THAT THE COUNCIL
We approved the accounting statements prepared in accordance with the requirements of the Accounts & Audit Regulations and proper practices.	x	Prepared its accounts in the way prescribed by law
We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	x	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or on its finances	x	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	x	Has during the year given all persons interested the opportunity to inspect and ask questions about the council's accounts
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	x	Considered all the risks it faces in the operation of the Council and has deal with them properly
We maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems	x	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work
We took appropriate action on all matters raised in reports from internal and external audit	x	Has responded to matters brought to its attention by internal and external audit
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 statement of accounts	x	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant
Trust funds - in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the funds(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	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 COUNCIL
MINUTE REFERENCE 1228 DATED 2 MAY 2017

SIGNED ON BEHALF OF **WORTH MATRAVERS PARISH COUNCIL**

CERTIFIED BY CHAIR J R BURDEN

R K KHANNA CLERK

SECTION 2 ACCOUNTING STATEMENT

ITEMS	LAST YEAR (£)	THIS YEAR (£)	NOTES/GUIDANCE
1. Balances brought forward	79030	59494	Total balances and reserves at beginning of year as recorded In the Council's financial records
2. Annual Precept received	NIL	NIL	Total amount of Precept income received in the year
3. Total Receipts received	46190	47649	Total income or receipts as recorded in the cashbook minus the Precept
4. Staff Costs	5855	6240	Total expenditure or payments made to and on behalf of Council employees, include salaries and wages, PAYE + NI (employees and employers), pension contributions, expenses
5. Loan interests/repayments	Nil	Nil	Total expenditure or payments of capital and interest made during the year on the Council's borrowings (if any)
6. Total payments out	59871	28039	Total expenditure or payments as recorded in cashbook minus employment costs, loan/interest and expenditure/payments
7. Balances carried forward	59494	72824	Total balances and reserves at the end of the year
8. Total Cash + Investments	59494	72824	Sum of all current and deposit bank accounts, cash holdings and investments held as at 31.3.2016.
9. Total Fixed Assets	169980	169980	Recorded current book value at 31.3.2017 of all tangible fixed assets owned by the Council as recorded in the Asset Register at purchase price costs.
10 Total Borrowings	Nil	Nil	Outstanding capital balance as at 31.3.2016 of all loans from Third parties

Trust funds disclosure note - the council DOES NOT ACT as sole trustee for and is not responsible for managing (a) trust fund(s)/assets.

I certify that the statement of accounts contained in this annual return present fairly the financial position of the council and properly presents receipts and payments for the year ended 31 March 2017.

RESPONSIBLE FINANCIAL OFFICER R K KHANNA DATE 6TH JUNE.2017

I confirm that these accounts were approved by the Council and recorded as Council Minute reference 1250

SIGNED ON BEHALF OF THE ABOVE COUNCIL

CHAIR

J R BURDEN

DATE 6TH JUNE 2017

SECTION 3 - EXTERNAL AUDITOR'S CERTIFICATE AND OPINION

CERTIFICATE

We certify that we have completed our review of the annual return and discharged our responsibilities under the Local Audit and Accountability Act 2014 for the year ended 31st March 2017 in respect of **WORTH MATRAVERS PARISH COUNCIL**.

RESPECTIVE RESPONSIBILITIES OF THE BODY AND THE AUDITOR

The smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- ❖ Summarises the accounting records for the year ended 31 March 2017, and
- ❖ Confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office on behalf of the Comptroller and Audit General. Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External Auditor's Report –, on the basis of our review, in our opinion the information contained in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

BDO STOY HAYWARD LLP DATE 31.09.2017
CHARTER COURT, THIRD AVENUE
SOUTHAMPTON SO14 3TL