

Hitcham Parish Council Annual Accounts 2014/15

Date	Payee	Chq no.	Net	Vat	Total
12.05.14	Community Action Suffolk	148	£30.00		£30.00
12.05.14	Suffolk Association of Local Councils	149	283.00		283.00
12.05.14	Mrs D Neun	150	250.10		250.10
12.05.14	HMRC 120PW00311648.1503	151	62.40		62.40
07.07.14	Suffolk Association of Local Councils	152	25.00	5.00	30.00
07.07.14	Avenue East	153	100.00		100.00
07.07.14	St Elizabeth's Hospice	154	100.00		100.00
07.07.14	St Nicholas Hospice Care	155	100.00		100.00
07.07.14	Mid Suffolk Citizens Advice Bureau	156	100.00		100.00
07.07.14	East Anglia Air Ambulance	157	100.00		100.00
07.07.14	Headway	158	100.00		100.00
07.07.14	Home Start South Suffolk & District	159	100.00		100.00
07.07.14	Suffolk Accident Rescue Service	160	100.00		100.00
07.07.14	East Anglia's Children's Service	161	100.00		100.00
08.09.14	Suffolk Association of Local Councils	162	25.00	5.00	30.00
08.09.14	Suffolk Association of Local Councils	163	25.00	5.00	30.00
08.09.14	Mrs V Ravio	164	50.00		50.00
08.09.14	Mrs D Neun	165	249.90		249.90
08.09.14	HMRC 120PW00311648.1506	166	62.60		62.60
08.09.14	Ladywell Accountancy Services	167	28.00		28.00
10.11.14	Bildeston & District Church Magazine	168	120.00		120.00
10.11.14	Mrs D Neun	169	250.10		250.10
10.11.14	HMRC 120PW00311648.1509	170	62.40		62.40
10.11.14	BDO LLP	171	100.00	20.00	120.00
10.11.14	Hitcham PCC	172	1550.00		1550.00
10.11.14	Community Action Suffolk	173	509.04		509.04
	c/f		£4,582.54	35.00	£4,617.54

Description
CAS membership 1.1.14-31.3.15
SALC subscription 2014-15
Clerk's salary April - June 2014
Clerk's PAYE April - June 2014
Planning workshop 7.5.14. Mrs Neun attended
Annual S137 donation
Annual S137 donation
Annual S137 donation
Annual S137 donation
Annual S137 donation
Annual S137 donation
Annual S137 donation
Annual S137 donation
Accounts & precepts course 8.7.14, Mrs Neun attended
Standing orders course 25.7.14 Mrs Neun attended
Fee for internal audit 2013/14
Clerk's salary July - September 2014
Clerk's PAYE July - Septemedr 2014
PAYE 2014-15 operation & RTI filing re. Clerk
Printing costs of 4 issues of HitchamLife
Clerk's salary October - December 2014
Clerk's PAYE October- December 2014
Fee for auditing annual return for year end 31.3.14
Annual donation £1250 + church gate repairs £300
Annual Zurich insurance premium 1.10.14 - 30.9.15

Hitcham Parish Council Annual Accounts 2015/16						
Expenditure of £100 and above incurred during 2015/16.						
Published in accordance with Transparency Code requirements.						
Date	Payee	Chq no.	Net	Vat	Total	Description
21.5.15	SALC	183	£290.00		£290.00	Annual subscription
21.5.15	Mrs D Neun	185	£300.00		£300.00	Clerk's Salary April-June 2015
<i>15.6.15</i>	<i>Mr G Hill</i>	<i>53</i>	<i>£105.00</i>		<i>£105.00</i>	<i>Community Play area grass cutting</i>
6.7.15	Hitcham Countryside Services	187	£706.99		£706.99	Church Green round bench repair
<i>7.9.15</i>	<i>Nigel Mayall</i>	<i>54</i>	<i>£170.00</i>		<i>£170.00</i>	<i>Community Play area grass cutting</i>
7.9.15	Mrs D Neun	192	£300.00		£300.00	Clerk's Salary July-September 2015
7.9.15	Mr D Selby (for Hitcham Village Hall)	196	£404.95	£93.14	£498.09	Safety Tec defibrillator cabinet
7.9.15	East Anglia Children's Hospices	197	£100.00		£100.00	S137 donation
7.9.15	Suffolk Accident Rescue Service	198	£100.00		£100.00	S137 donation
7.9.15	Headway	199	£100.00		£100.00	S137 donation
7.9.15	East Anglia Air Ambulance	200	£100.00		£100.00	S137 donation
7.9.15	Mid Suffolk Citizens Advic Bureau	201	£100.00		£100.00	S137 donation
7.9.15	St Nicholas Hospice Care	202	£100.00		£100.00	S137 donation
7.9.15	St Elizabeth's Hospice	203	£100.00		£100.00	S137 donation
7.9.15	Avenue East	204	£100.00		£100.00	S137 donation
7.9.15	Home Start South Suffolk & District	205	£100.00		£100.00	S137 donation
<i>8.9.15</i>	<i>Nigel Mayall</i>	<i>56</i>	<i>£150.00</i>		<i>£150.00</i>	<i>Community Play area grass cutting/maint.</i>
27.11.15	Mill House Media	206	£300.00		£300.00	New Hitcham website design & set up
<i>9.11.15</i>	<i>G & H Squirrel & Sons</i>	<i>Dr Db</i>	<i>£300.00</i>		<i>£300.00</i>	<i>Annual Community Play Area rental</i>
9.11.15	CAS Ltd	207	£508.88		£508.88	Zurich annual insurance premium
9.11.15	Mrs D Neun	211	£300.00		£300.00	Clerk's Salary October - December 2015
9.11.15	Bildeston & District Church Magazine	212	£120.00		£120.00	Hitcham Life printing Dec'14 - Sept'15
18.1.16	Hitcham PCC	213	£1,300.00		£1,300.00	Annual donation to All Saint's Church
<i>7.3.16</i>	<i>Nigel Mayall</i>	<i>59</i>	<i>£110.00</i>		<i>£110.00</i>	<i>Community Play Area grass cutting/maint.</i>
7.3.16	Hitcham Village Hall	215	£126.00		£126.00	2015 Hall Hire for meetings
7.3.16	Mrs D Neun	216	£300.00		£300.00	Clerk's Salary January - March 2016
7.3.16	Babergh District Council	218	£165.16	£33.03	£198.19	2015 Litter & Dog bin emptying service
Items in italics are from Hitcham Community Area account						

Hitcham Parish Council:

Explanations to increase/decrease in 2015/16 figures from 2014/15 figures on page 2 of Accounting Review document.

Box 3: Additional income of £1545.03 received from:

- a) Fleurets £1020.00 – refund of White Horse pub valuation cost which did not take place due to District Council accepting appeal from pub owners to turn pub into a residential property after village obtained Community Value Asset status for the pub.
- b) NALC granted funding to Hitcham of £525.03 from the Transparency Fund to cover the cost Hitcham Parish Council incurred in obtaining a website to comply with the new Transparency Code.

Box 4: Parish Council agreed to increase the Clerk's salary from £1,200 to £1,500 per annum to cover the additional work in complying with the Transparency Code.

Box 5: Decrease in expenditure is due in main to less need for ground maintenance work in the Village Community Play Area. (In 2014/15 new wood chippings were needed and new litter bins purchased.)

Box 9: Increase in fixed asset figure due to purchase of defibrillator cabinet (£498.09) now positioned at the Village Hall (The defibrillator itself was donated).

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

HITCHAM 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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	Yes	No	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:

56/11a
dated 09/05/2016

Signed by:

Chair

A. S. Galt

dated

09/05/16

Signed by:

Clerk

D. P. Reun

dated

09/05/2016

*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:

HITCHAM PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	14,214	12,665	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	6,300	6,300	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	NIL	1,545	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	1,250	1,500	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	6,599	6,335	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	12,665	12,675	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	12,665	12,675	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	48,177	49,009	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)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Yes	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.
Yes	No						
<input checked="" type="checkbox"/>	<input type="checkbox"/>						

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

J. E. Lewis

Date 09/05/2016

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

09/05/2016

and recorded as minute reference:

56/11a

Signed by Chair of the meeting approving these accounting statements.

A. S. G. H.

Date 09/05/16

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

HITCHAM 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.	NA		
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.			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 VIRPI RAIVIO

Signature of person who carried out the internal audit V. Raivo Date 24.5.2016

*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).

Section 3 – External auditor certificate and report

2015/16 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 31 March 2016 in respect of:

Enter name of smaller authority here:

HITCHAM PARISH COUNCIL

Respective responsibilities of the body and the auditor

This 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 2016; 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 (NAO) on behalf of the Comptroller and Auditor General (see note below). 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 report

~~(Except for the matters reported below)~~* on the basis of our review of the annual return, in our opinion the information 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. ~~(*delete as appropriate)~~.

~~(continue on a separate sheet if required)~~

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

~~(continue on a separate sheet if required)~~

External auditor signature

External auditor name Date

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Hitcham Parish Council Bank Reconciliation for Year Ended 31 March 2016

Bank Account(s):

TSB account 0125101	£12841.13	(Hitcham Parish Council)
TSB account 01253444	£260.57	(Hitcham Community Play Area)

£13,101.70

Less unrepresented cheques	£126.00	Cheque 000215 Hitcham Village Hall (Hall Hire) (Hitcham Parish Council a/c)
	£300.00	Cheque 000216 Mrs D Neun (Clerk's salary) (Hitcham Parish Council a/c)
Total	<u>£426.00</u>	

Add uncleared payments: None

Add Petty Cash: N/A

Final Balance: £12,675.70

Doreen Neun (Hitcham Parish Clerk)

09 May 2016

HITCHAM PARISH COUNCIL

SINCE MAY 2015 THE ELECTED PARISH COUNCILLORS ARE AS FOLLOWS:

Mr Allan Scott – Chairman
Mrs Pauline Squirrell – Vice Chairman
Mrs Wendy Crease
Mr Paul Beedham
Mr Brian Hubbard
Mr Jim Morgan
Mr Rob Whiting

Together with:

Mrs Doreen Neun – Clerk to the Parish Council
(Contact phone no. 01449 743637)

Mr Giles Hill – Hitcham Community Play Area Co-ordinator

Suffolk County Councillor - Mrs Jenny Antill
and

Babergh District Councillor - Mr Michael Creffield