

# Local Councils in England

## Annual return for the financial year ended 31 March 2015

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Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk)

# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: **CAPEL - LE - FERNE PARISH COUNCIL** 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	35,241	29,034	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	15,485	15,033	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	101,401	14,867	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	5,065	5,230	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	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	118,028	33,166	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	29,034	20,538	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	26,808	15,337	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	214,771	214,771	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 <b>Disclosure note</b> 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 **19/05/2015**

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

**19/05/2015**

and recorded as minute reference:

**MAY 2015**

Signed by Chair of the meeting approving these accounting statements.



Date **19/05/2015**



## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

**CARL-LE-FERNE PARISH COUNCIL** 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.	✓		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.	✓		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.	✓		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 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.	✓		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.	✓		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.	✓		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.	✓		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.	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 the council and recorded as minute reference

**MAY 2015 MEETING**

dated **19/05/2015**

Signed by:

Chair



dated

**19/05/2015**

Signed by:

Clerk



dated

**19/05/2015**

\*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 3 – External auditor certificate and report 2014/15

### Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

CAPEL-LE-FERNE PARISH COUNCIL

Council/Meeting

### Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (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 (ACKE0051)

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.

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

Any amendments made in Section 1 of the Annual Return must be initialled and dated by the RFO and Chairman.

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

17 September 2015

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

## Section 4 – Annual internal audit report 2014/15 to

CAPEL-LE-FERRE PARISH COUNCIL

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.	✓		
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.	Yes	No	Not applicable
			✓

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 TRAVIS BARRY BISHOP

Signature of person who carried out the internal audit J. Bully Date 8/6/2015

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).



# Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	✓
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	✓
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A
Section 2	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 4	All green boxes completed by internal audit and explanations provided?	✓

\*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)

# Reconciliation between Box 7 and Box 8 in Section 1 – pro forma (applies to Annual Returns prepared on an income and expenditure basis only)

## Capel Le Ferne Parish Council

There should only be a difference between Box 7 and Box 8 where the Annual Return has been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

Box 7: Balances carried forward

£

£

20,538

Deduct:

Debtors

- HMRC - VAT TO BE REIMBURSED
- 
- 
- 
- 

5,201

Deduct:

Payments made in advance  
(prepayments)

- 
- 

0

Total deductions

5,201

Add:

Creditors

- 
- 
- 
- 
- 

0

Add:

Receipts in advance

- 
- 

0

Total additions

0

Box 8: Total cash and short term investments

15,337



## Explanation of variances – pro forma for local councils

### Capel Le Ferne Parish Council

The JPAG 'Practitioners' Guide' (paragraph 2.15 onwards) provides guidance on explaining significant variances. Please provide explanations for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 1	2013/14 £	2014/15 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
<b>Box 2</b> Precept	15,485	15,033	- 452		Grant from Local Authority included in Box 3
<b>Box 3</b> Other receipts	101,401	14,867	-86,534	14.66%	Grants for equipment in 2013/2014. None received / small amounts in 2014/2015
<b>Box 4</b> Staff costs	5,065	5,230	165		Increase in Staff costs
<b>Box 5</b> Loan interest/ capital repayments	0	0	0	0	N/A
<b>Box 6</b> Other payments	118,028	33,166	-84,862	28.1%	No equipment purchased as in 2013/2014
<b>Box 9</b> Fixed assets & long term assets	214,771	214,771	0	0	N/A
<b>Box 10</b> Borrowings	0	0	0	0	N/A
<b>Explanation for 'high' reserves</b>	Box 7 is more than twice Box 2 because ....  Not Applicable				



## Capel Le Ferne Parish Council

### Contact details

Please complete this form and send it back to us with the Annual Return

	Clerk	Chair
Name	MAUREEN LEPPARD	
Address	39 VICTORIA ROAD CAPEL-LE-FERNE FOLKESTONE KENT CT18 7LT	
Daytime telephone number	01303 259504	
Mobile telephone number	07813704142	
Email address	maureen.leppard@btinternet.com	

CAPEL-LE-FERNE PARISH COUNCIL BALANCE SHEET AS AT 31st MARCH 2015		
2013/2014		2014/2015
	<b>LONG TERM ASSETS</b>	
0.00	Investments	0.00
0.00	Long Term Debtors	0.00
	<b>CURRENT ASSETS</b>	
0.00	Stocks and Shares	0.00
0.00	Debtors	0.00
2,226.35	VAT	5,201.81
0.00	Invoices	0.00
0.00	Payments in Advance	0.00
26,807.83	Cash	15,336.64
29,034.18	<b>TOTAL ASSETS</b>	20,538.45
	<b>LESS CURRENT LIABILITY</b>	
0.00	Creditors	0.00
0.00	Receipts in Advance	0.00
0.00	Cash Overdrawn	0.00
29,034.18	<b>NET ASSETS</b>	20,538.45

CAPEL-LE-FERNE PARISH COUNCIL SUPPORTING STATEMENT
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<b>ASSETS</b> Movement in the year: The basis of valuation of these assets is historic cost with the exception of Community Land, which is valued at nil.	<b><u>COSTS</u></b>
<b>Assets disposed of during the year</b>	<b>0.00</b>
<b>As at 31<sup>st</sup> March 2015 the following assets were held:</b>	-
Ground Surfaces	36,374.00
Community Land	0.00
Furniture & Fittings – lamp-posts, seats, tables, fencing, gates, waste-bins, stone plinths	26,471.12
Noticeboards	1,350.00
Creation Equipment	136,727.00
CCTV DVR	1,758.00
<b>TOTAL</b>	<b>202,680.12</b>
<b>Other Current Assets (Cash Held)</b>	-
VAT owed	5,201.81
Community Project ( A/c No: 48117161)	277.94
Balance C/Fwd (A/c Nos: 085003346 and 59287802)	15,058.70
<b>TOTAL</b>	<b>20,538.45</b>
<b>BORROWING</b>	
At the close of business on 31 <sup>st</sup> March 2015 the Council had repaid all loans.	
<b>DEBTS OUTSTANDING</b>	
There were no debts outstanding.	
<b>S137 PAYMENTS</b>	
Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to the product of £3.50 per head of electorate for the benefit of people in the area on activities not specifically authorised by other powers. The limits for this Council in the year ended 31 <sup>st</sup> March 2015 was: £314.00 (Approx: 1655 electorate).	



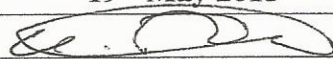
**CAPEL-LE-FERNE PARISH COUNCIL**  
**INCOME & EXPENDITURE SHEET AS AT 31<sup>ST</sup> MARCH 2015**

<b>INCOME</b>			
Precept - £15,033 + Grant £895	15,928.00		
Bank Interest	9.74		
Newsletter Paid Adverts	3,744.30		
History Books	83.65		
Community Recreation Project	9,529.00		
Returned Fee (overpayment)	112.50		
Event	493.01		
<b>TOTAL INCOME</b>			<b><u>29,900.20</u></b>
<b>EXPENDITURE</b>			
<b>General Administration:</b>			
Clerk's Salary	4350.00		
Insurance	1,165.44		
Members Expenses/Training	255.00		
Newsletter	4,100.22		
Postage/Expenses	565.96		
Hall rent	443.00		
Election Expenses	0.00		
Audit Fee 2014	400.00		
Subscriptions (KALC)	440.78		
<b>Total Administration</b>		11,720.40	
<b>Parish Maintenance:</b>			
Play Equipment Inspection	243.00		
Play Equipment Repairs	0.00		
Tree Work/Other Grounds	1,008.32		
Work			
Litter Clearance	879.96		
Mowing (B2011/field)	2,712.50		
Field rent	450.00		
Noticeboards/Signs	132.50		
CCTV	0.00		
<b>Total Parish Maintenance</b>		5,426.28	
Events		283.25	
Delivers' Buffet - £224 Rosettes - £59.25			
Community Project		19,617.00	
Memorial Project		1,050.00	
Grants S137 (Wreaths /Gifts)	299.00		
<b>TOTAL EXPENDITURE</b>			<b><u>38,395.93</u></b>
<b>INCOME OVER EXPENDITURE</b>			<b><u>-8,495.73</u></b>

**CAPEL-LE-FERNE PARISH COUNCIL**  
**BANK RECONCILIATION 2014 - 2015**  
**Prepared by: M Leppard – Year End Date: 31<sup>st</sup> March 2015**

<b>Bank Balances per Bank Statements as at 31<sup>st</sup> March 2015</b>		
Current Account – 085003346	60.48	
Reserve Account – 59287802	15,205.47	
Community Project Account – 48117161	277.94	
Other Accounts	0.00	
<b>SUB-TOTAL</b>		<b>15,543.89</b>
Less Unpresented cheques at 31 <sup>st</sup> March 2015		
Cheque Number 1494	75.00	
Cheque Number 1495	32.25	
Cheque Number 1496	100.00	
		(207.25)
Add Unpresented Income at 31 <sup>st</sup> March 2015	0.00	
<b>NET BALANCES AS AT 31<sup>st</sup> MARCH 2015</b>		<b>15,336.64</b>

<b>The net balances reconcile to the Cash Book (receipts and payments accounts for the year as follows:</b>	
Opening Balance 1 <sup>st</sup> April 2014	26,807.83
Add: Receipts in the Year	32,126.55
Less: Payments in the Year	43,597.74
Closing Balance per cash book (receipts and payments book) as at 31 <sup>st</sup> March 2015 <i>(must equal net balances above)</i>	15,336.64

<b>APPROVED BY COUNCIL ON:</b>	<b>19<sup>th</sup> May 2015</b>
<b>SIGNED: (Chairman)</b>	
<b>SIGNED: (Responsible Finance Officer)</b>	