

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

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 highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

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

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority 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 2016.

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' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of

smaller authority here:

CAPEL-LE-FERNE 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:

MAY 2016 MEETING

dated

17-05-2016

Signed by:

Chair

dated

Signed by:

Clerk

dated

Jaye Long

17-05-2016

mheppa

17-05-2016

*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:

CAPEL - LE - FERNE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	29,034	20,538	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	15,033	17,645	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	14,867	7,800	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	5,230	5,250	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 smaller authority's borrowings (if any).
6. (-) All other payments	33,166	29,523	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	20,538	11,210	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	15,337	6,682	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	214,771	218,121	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	0	0	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

Date

17-05-2016

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

17-05-2016

and recorded as minute reference:

MAY 2016 MEETING

Signed by Chair of the meeting approving these accounting statements.

Date

17-05-2016

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:

CAPEL-LE-FERNE 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 (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 smaller authority:

- Any amendments made in Section 2 of the Annual Return must be initialled and dated by the RFO/Chairman.

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

25-9-16

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

CAPEL-LE-FERNE 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

TREVOR BISHOP

Signature of person who carried out the internal audit

SIGNATURE *Trevor Bishop*

Date

19/6/2016

*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).

Guidance notes on completing the 2015/16 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 work by the auditor. NALC, SLCC and ADA 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 highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the 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 tell the external auditor about 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 smaller authority 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 2 on page 3**). 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 3**. 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. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2016 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 a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	n/a
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

CAPEL-LE-FERNE PARISH COUNCIL
INCOME & EXPENDITURE SHEET AS AT 31ST MARCH 2016

INCOME			
Precept - £17,644.75 + Grant £605.25	18,250.00	✓	
Bank Interest	6.21	✓	
Newsletter Paid Adverts	5,059.00	✓	
History Books	187.00	✓	
Equipment (Bus Shelter)	900.00	✓	
KALC Transparency Grant	592.00	✓	
Event	450.49	✓	
TOTAL INCOME			<u>25,444.70</u>
EXPENDITURE			
General Administration:			
Clerk's Salary/PAYE	4,350.00	✓	
Insurance	1,180.56	✓	
Members Expenses/Training	122.00		
Newsletter	3,658.28	✓	
Postage/Expenses	689.57	✓	
Hall rent	544.25	✓	
Election Expenses	153.83	✓	
Audit Fee 2015	200.00	✓	
Subscriptions (KALC) (ICO)	487.38	✓	
Total Administration		11,385.87	✓
Parish Maintenance:			
Play Equipment Inspection	243.00	✓	
Play Equipment Repairs	4,603.42	✓	
Tree Work/Other Grounds Work	615.00	✓	
Litter Clearance	900.00		
Mowing (B2011/field)	3,100.00	✓	
Field rent	562.50	✓	
Signs/Plaques	255.00	✓	
		10,278.92	✓
Total Parish Maintenance			
Community Projects (Fencing) (Bus Shelter)	12,620.00	✓	
Computer	368.25	✓	
Grants S137 (Wreaths /Gifts)	135.50	✓	13,123.75
TOTAL EXPENDITURE			<u>34,772.99</u>
INCOME OVER EXPENDITURE			-9328.29

**CAPEL-LE-FERNE PARISH COUNCIL
BALANCE SHEET AS AT 31st MARCH 2016**

2014/2015		2015/2016
	LONG TERM ASSETS	
0.00	Investments	0.00
0.00	Long Term Debtors	0.00
	CURRENT ASSETS	
0.00	Stocks and Shares	0.00
0.00	Debtors	0.00
5,201.81	VAT	4,528.53
0.00	Invoices	0.00
0.00	Payments in Advance	0.00
15,336.64	Cash	6,681.63
20,538.45	TOTAL ASSETS	11,210.16
	LESS CURRENT LIABILITY	
0.00	Creditors	0.00
0.00	Receipts in Advance	0.00
0.00	Cash Overdrawn	0.00
20,538.45	NET ASSETS	11,210.16

CAPEL-LE-FERNE PARISH COUNCIL - SUPPORTING STATEMENT

ASSETS 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.	COSTS
Assets disposed of during the year	0.00
As at 31st March 2016 the following assets were held:	-
Ground Surfaces	41,664.00
Community Land	0.00
Furniture & Fittings – lamp-posts, seats, tables, fencing, gates, waste-bins, stone plinths, bus shelter	30,911.12
Noticeboards	1,758.00
Recreation Equipment	141,630.00
CCTV DVR	1,758.00
Dell Laptop Computer	400.00
TOTAL	218,121.12
Other Current Assets (Cash Held)	0.00
VAT owed	4,528.53
Business Reserve (A/c No: 59287802)	4,661.68
Current Account (A/c No: 085003346)	1,291.52
Community Project (A/c No: 48117161)	728.43
TOTAL	11,210.16
BORROWING	
At the close of business on 31 st March 2016 the Council had repaid all loans.	
DEBTS OUTSTANDING	
There were no debts outstanding.	
S137 PAYMENTS	

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 financial year 2015/16 are £25,500.00 and for 2016/17 are £25,500.00.

Explanation of variances – pro forma

Capel Le Ferne Parish Council

The 'Practitioners' Guide' provides guidance on explaining significant variances. Please provide full explanations, including numerical values, 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 2	2014/15 £	2015/16 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	15033	17645	2612	17.4%	INCREASE IN PRECEPT DEMAND FOR 2015-2016 OF £2,612 FOR INCREASED COSTS SALARIES/INSURANCE/MAINTENANCE
Box 3 Total other receipts	14867	7800	-7067	52.5%	LESSER AMOUNT OF £7,067 GRANTS AWARDED IN 2015-2016 DUE TO NO EQUIPMENT TO BE PURCHASED
Box 4 Staff costs	5230	5250	20	0.4%	INCREASE IN STAFF COSTS
Box 5 Loan interest/capital repayments	0	0	0	0	N/A
Box 6 All other payments	33166	29523	3643	11%	PURCHASE NEW ASSET
Box 9 Total fixed assets & long term investments & assets	214,771	218,121	3350	1.0%	NEW BUS SHELTER INCLUDED
Box 10 Total borrowings	0	0	0	0	N/A
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because N/A				

Reconciliation between Box 7 and Box 8 in Section 2 – 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

£

£

11,210

Deduct:

Debtors

- HMRC VAT TO BE REIMBURSED
-
-
-
-

4,528

Deduct:

Payments made in advance
(prepayments)

-
-

0

Total deductions

4,528

Add:

Creditors

-
-
-
-
-

0

Add:

Receipts in advance

-
-

0

Total additions

0

Box 8: Total cash and short term investments

6,682

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	KEITH PILCHER
Address	39 VICTORIA ROAD CAPEL-LE-FERNE FOLKESTONE KENT CT18 7LT	3 NEW DOVER ROAD CAPEL-LE-FERNE FOLKESTONE KENT CT18 7JJ
Daytime telephone number	01303 259564	01303 254731
Mobile telephone number	07813704142	07768493462
Email address	maureen.leppard @btinternet.com	keithpilcher @btinternet.com