

# Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here

**BARLASTON 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
			✓

This annual governance statement is approved by this smaller authority and recorded as minute reference

dated

10/5/2016

Signed by

Chair

dated

Signed by

Clerk

dated

*[Signature]*  
12/05/2016

*[Signature]* (RFO)  
12/05/2016

\*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

**BARLASTON PARISH COUNCIL**

	Year ending		Notes and guidance				
	31 March 2015	31 March 2016					
1. Balances brought forward	<del>11132</del> 12501	7202	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	26301	28301	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received				
3. (+) Total other receipts	18495	53101	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	15072	15580	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	<del>35423</del> 34654	65274	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	7202	7750	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	7202	7750	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 long term investments and assets	80697	80697	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)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>		Yes	No	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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

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

10/5/2016

and recorded as minute reference:

Signed by Responsible Financial Officer

*[Signature]*

Date

12/05/2016

Signed by Chair of the meeting approving these accounting statements

*[Signature]*

Date

12/05/2016

DECLARATION OF STATUS OF PUBLISHED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2016

The Accounts and Audit Regulations 2015 (SI 2015 No.234)

1. The statement of accounts for BARLASTON PARISH COUNCIL \*  
published today is unaudited and may be subject to change.

\* insert name of Smaller Authority

2. Signed by:

Signature: K. Squires

Date: 28/6/ 2016

RESPONSIBLE FINANCIAL OFFICER

## Councils' Accounts: A Summary of Your Rights

### The basic position

By law any person interested has the right to inspect a parish council's or parish meeting's accounts. If you are entitled and registered to vote in local council elections then you (or your representative) also have the right to ask the appointed auditor questions about the council's accounts or object to an item of account contained within them.

### The right to inspect the accounts

When your council has finalised its accounts for the previous financial year it must let you know that they are available for inspection. Giving your council reasonable notice of your intentions, you then have 20 working days to look through the accounting statements in the annual return and any supporting documents. By arrangement you will be able to inspect and make copies of the accounts and the relevant documents. You may have to pay a copying charge.

### The right to ask the auditor questions about the accounts

You can only ask the appointed auditor questions about the accounts. The auditor does not have to answer questions about the council's policies, finances, procedures or anything else not related to the accounts. Your question must be about the accounts for the financial year just ended. The auditor does not have to say whether they think something the council has done, or an item in its accounts, is lawful or reasonable.

### The right to object to the accounts

If you think that the council has spent money that they shouldn't have, or that someone has caused a loss to the council deliberately or by behaving irresponsibly, you can object to an item of account by sending a formal 'notice of objection' to the auditor at the address below. **The notice must be in writing.** In it, you must tell the auditor why you are objecting and what you want the auditor to do about it. The auditor must reach a decision on your objection. If you are not happy with that decision, you can appeal to the courts.

You may also object if you think that there is something in the accounts that the auditor should discuss with the council or tell the public about in a 'public interest report'. **You must give your reasons in writing** to the auditor at the address below and send a copy to the council. The auditor must then decide whether to take any action. The auditor does not have to, but usually will, give reasons for their decision and you cannot appeal to the courts.

You may not use this 'right to object' to make a personal complaint or claim against your council. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

### What else you can do

Instead of objecting, you can give the auditor information that is relevant to their responsibilities. For example, you can simply tell the auditor if you think that something is wrong with the accounts or about waste and inefficiency in the way the council runs its services. You do not have to follow any set time limits or procedures. The auditor does not have to give you a detailed report of their investigation, but they will usually tell you the outcome.

### A final word

Councils, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you will have to pay for the action yourself.

For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication *Council Accounts – A Guide to Your Rights* are available from the Audit Commission website.

If you wish to contact your Council's appointed external auditor please write to the person named in Box 4 of the Notice of Appointment of Date for the Exercise of Electors' Rights.

**NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE  
EXERCISE OF PUBLIC RIGHTS  
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016**

**The Accounts and Audit Regulations 2015 (SI 2015 No.234)  
The Local Audit and Accountability Act 2014**

NOTICE	NOTES
<p>1. Date of announcement <u>28/6/16</u> (a)</p> <p>2. Sections 26 and 27 of the Local Audit and Accountability Act 2014 provide for:</p> <ul style="list-style-type: none"> <li>• Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31 March 2016 these documents will be available on reasonable notice on application to the person in paragraph 3 below.</li> <li>• Local Government Electors and their representatives have rights to:               <ul style="list-style-type: none"> <li>• question the auditor about the accounts; and</li> <li>• object to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Smaller Authority.</li> </ul> </li> </ul> <p>The auditor can be contacted at the address in paragraph 5 below for this purpose.</p> <p>3. Person to which you can apply to inspect the accounts (b)</p> <p>Name: <u>(MRS) K. SQUIRES</u></p> <p>Position: <u>CLERK AND RESPONSIBLE FINANCE OFFICER</u></p> <p>Address: <u>52, HANDSACRE COURT, CANON LANE, HANKSYARD, RUGSELEY</u></p> <p>Tel no: <u>01889 584897</u></p> <p>Email: <u>barlastonclerk@gmail.com</u></p> <p>4. Any rights of inspection, objection, and questioning of the auditor may only be exercised within a single period of 30 <u>working</u> days:</p> <p>commencing on (c) <u>29/6/</u> 2016</p> <p>and ending on (d) <u>8/8/</u> 2016</p> <p>5. Your appointed auditor is:</p> <p style="margin-left: 20px;">Mark Heap Grant Thornton UK LLP Royal Liver Building Liverpool L3 1PS Tel: 0151 224 7200</p> <p>For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – A Guide to Your Rights are available from the National Audit Office website.</p>	<p>(a) Insert date of placing of this notice</p> <p>Sections 26 and 27 of the Local Audit and Accountability Act 2014 must be published with this Notice</p> <p>(b) Insert name, position, address and contact details such as telephone and email of the Clerk or other person to which any person may apply to inspect the accounts, and the details of the manner in which notice should be given of an intention to inspect the accounting records and other documents</p> <p>(c) Insert date at least 1 working day after the Date of announcement in paragraph 1 above and between 3 June 2016 and 1 July 2016.</p> <p>(d) The inspection period between (c) and (d) must be 30 consecutive working days and must include the first 10 working days of July. Exclude weekends.</p>