

SHILLINGSTONE PARISH COUNCIL – TRANSPARENCY CODE DOCUMENTS – JULY 2015

1. Expenditure over £100: All payments for all amounts are shown in the minutes of monthly parish council meetings published on the web site
2. Year End Accounts: The following copies of a) the Annual Return (section 1) b) the bank reconciliation and c) the explanation of significant variations provide this information
3. Annual Governance Statement: See the following Section 2 of the Annual Return
4. Internal audit report: See the following Section 4 of the Annual Return
5. Councillors: See the following list of names and outside representative roles of parish councillors
6. Land and buildings: see the following list
7. Minutes, agendas etc – these are published on the web site

Malcolm Wilson

Parish Clerk

27<sup>th</sup> June 2015

2a)

# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: SHILLINGSTONE PARISH 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	128175	122606	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	22000	20452	Total amount of precept received or receivable in the year. Excludes any grants received.				
3 (+) Total other receipts	70306	<del>25882</del> 38563	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.				
4 (-) Staff costs	9326	7626	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	—	—	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).				
6 (-) All other payments	88549	<del>42751</del> 55431	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	122606	118564	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	122606	118564	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	94510	119141	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	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11 Disclosure note Trust funds (including charitable)	<table border="1"> <tr> <th>yes</th> <th>no</th> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><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 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or property present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

MJL

Date 20/04/2015

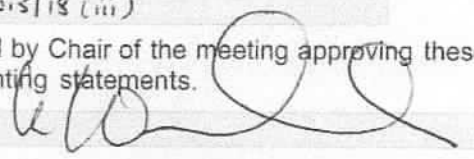
I confirm that these accounting statements were approved by the council on this date:

14/05/2015

and recorded as minute reference:

05/2015/18 (iii)

Signed by Chair of the meeting approving these accounting statements.



Date 14-5-15

2B)

Shillingstone Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2015

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	current	23,505.95
2	scottish widows	44,887.22
		<b>68,393.17</b>
<u>Other Bank &amp; Cash Balances</u>		
	Bond A/c	0.00
	lloyds fixed term deposit	54,000.00
		<b>54,000.00</b>
		<b>122,393.17</b>
<u>Unpresented Payments</u>		
1	08/01/2015 1882	2,052.20
1	08/01/2015 1883	808.55
1	08/01/2015 1884	600.00
1	04/03/2015 1897	368.00
		<b>3,828.75</b>
		<b>118,564.42</b>
<u>Receipts not on Bank Statement</u>		
0	31/03/2015 All Receipts Cleared	0.00
		<b>0.00</b>
<b>Closing Balance</b>		
		<b>118,564.42</b>
<u>All Cash &amp; Bank Accounts</u>		
	Current Bank A/c	19,677.20
	Deposit Bank A/c	44,887.22
	Other Bank & Cash Balances	54,000.00
	<b>Total Bank &amp; Cash Balances</b>	<b>118,564.42</b>



2c)

No inspired facilities project  
fewer grants 60112  
no general items 620  
less Rec servicing 446  
vavat reduced 358  
5537

**Totals** 75925 **Net total** 40617 **35308**

## Section 2 – Annual governance statement 2014/15

3)

We acknowledge as the members of:

SHILLINGSTONE PARISH

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.	✓	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

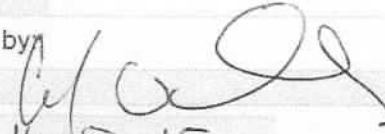
05/2015/18 (iii)

dated

Signed by

Chair

dated

  
14-5-15

Signed by:

Clerk

dated

MJL  
14/05/2015

\*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.

4)

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

SHILLING STONE PARISH

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.	<input checked="" type="checkbox"/>		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>		

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 JD PAUL JP CONSULTANTS

Signature of person who carried out the internal audit  Date 10.5.2015

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).

5)

## SHILLINGSTONE PARISH COUNCIL MAY 2015

PARISH COUNCILLORS		
<b>Chairman:</b> Malcolm Webberley	Pear Tree Cottage, Blandford Road, Shillingstone, DT110SF	01258 860470 <a href="mailto:malcolm@conopusfilm.com">malcolm@conopusfilm.com</a>
<b>Vice-chairman:</b> Tim Kennard	Hambledon Rise, Church Road, Shillingstone, DT11 OSL	01258 863771 <a href="mailto:timkennarduk@gmail.com">timkennarduk@gmail.com</a>
<b>Parish councillors</b>		
Peter Aaron	28 Spencer Gardens, Shillingstone, DT11 0TL	01258 863688 <a href="mailto:peter.aaron@ukgateway.net">peter.aaron@ukgateway.net</a>
James Cooper	Eastbrook House, White Pit, Shillingstone, DT11 0SZ	01258 860277 <a href="mailto:jamescooper55@hotmail.com">jamescooper55@hotmail.com</a>
Kay Farrell  Parish council representative on Portman Hall Committee	25 Wessex Avenue Shillingstone, DT11 0TG	01258 861345 <a href="mailto:kayrunyard@aol.com">kayrunyard@aol.com</a>
Craig Oakley	18 Hine Town Shillingstone, DT11 0SN	01258 861310 <a href="mailto:oakley.moon@virgin.net">oakley.moon@virgin.net</a>
Phil Watts	8 Vale Terrace Shillingstone, DT11 0ST	01258 863619



6)

SHILLINGSTONE PARISH COUNCIL SCHEDULE OF LAND AND PROPERTY ASSETS MAY 2015

ITEM	LOCATION	IDENTIFICATION	DESCRIPTION	VALUE	INSURANCE VALUE	CUSTODIAN
LAND & BUILDINGS Portman Hall and surrou Blandford I Deeds held by (0.158 acres)		Blanchards Bailey Solicitors	Community Asset	£1	£300,00 (tbc)	Parish Council is custodian trustee, Portman Hall Cttee managing trustee and responsible for insurance
Recreation Hine Town (8.268 acre Lane		Deeds held by Blanchards Bailey Solicitors	Community Asset held in trust by parish Council	£1		Parish Council as sole managing trustee
Pavilion wi Recreation fixtures and fittings		Building contract held by Parish Clerk	Trust asset	£1	£143,409	Parish Council as sole managing trustee
Mower she Recreation Gd			Trust asset	£1	£22,407	Parish Council as sole managing trustee
Modular of Recreation Village Gre Blandford I		Docs with clerk Commons registration document held by Parish Clerk	Community Asset Community Asset	£1 £1	£57,500	Parish council Parish Council
The Cross	Village Green Blandford Rd		Community Asset	£1	£30,000?	Parish Council
War Memc Corner of Poplar Hill/		Land registration document held by	Community Asset	£1	£20,000?	incl amount Parish Council

cont

6)

Blandford I Parish Clerk

Community White Pit Deeds held by  
Blanchards Bailey  
Solicitors

Community Asset

£1

Parish Council ownership  
Burton's Community  
Orchard and Wildflower  
Meadow Committee  
licensed to occupy with  
responsibility for  
insurance and maintenance

TOTAL

£9