

# Longstanton Parish Council

## Notice of conclusion of the audit and right to inspect the Annual Return Annual Return for the year ended 31 March 2013

Section 14 of the Audit Commission Act 1998

Accounts and Audit (England) Regulations 2011 (SI 2011/817)

|  |   |
|--|---|
| <p>1. The audit of accounts for <b>Longstanton Parish Council</b> for the year ended 31 March 2013 has been concluded.</p> <p>2. The Annual Return is available for inspection by any local government elector of the area of <b>Longstanton Parish Council</b> on application to:</p> <p>(a) <u>LIBBY WHITE - PARISH CLERK</u><br/><u>24 HIGH STREET</u><br/><u>LONGSTANTON</u><br/><u>CB24 3QS</u></p> <p>3. Copies will be provided to any local government elector on payment of <u>£1.00</u>(b) for each copy of the Annual Return.</p> <p>Announcement made by: (c) <u>LIBBY WHITE, PARISH CLERK</u></p> <p>Date of announcement: (d) <u>28 MAY 2013</u></p> | <p>Notes</p> <p>(a) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return</p> <p>(b) Insert a reasonable sum for copying costs</p> <p>(c) Insert name and position of person placing the notice</p> <p>(d) Insert date of placing of the notice</p> |
|--|---|

# Section 1 – Accounting statements 2012/13 for

## LONGSTANTON PARISH COUNCIL

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 2012 | 31 March 2013 |  |
| Please round all figures to nearest £1. Do not leave any boxes blank and report £0.00 Nil balances. All figures must agree to the actual financial records. |               |               |  |
| 1 Balances brought forward  | 51157         | 26637         | 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  | 70230         | 75011         | Total amount of precept received or receivable in the year.  |
| 3 (+) Total other receipts  | 168124        | 744135        | Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.   |
| 4 (-) Staff costs   | 112803        | 42073         | 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 council's borrowings (if any).   |
| 6 (-) All other payments  | 150071        | 123505        | 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  | 26637         | 10205         | 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   | 26637         | 10205         | 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 other long term investments and assets  | 95182         | 94782         | 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   | NIL           | NIL           | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).   |
| 11 (If Applicable) Trust funds (including charitable) disclosure note   | Yes           | Yes           | (if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.) |

I certify that for the year ended 31 March 2013 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

*[Signature]*

Date 13/05/2013

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

13/05/2013

and recorded as minute reference:

14.1

Signed by Chair of the meeting approving these accounting statements.

*[Signature]*

Date 13/05/2013

## Section 2 – Annual governance statement 2012/13

We acknowledge as the members of:

LONGSTANTON 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 2013, that:

|  | No  | Yes  |
|--|-----|--|
| 1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.   | Yes | 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.   | Yes | 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 codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances. | Yes | has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done 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.   | Yes | 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.   | Yes | 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.  | Yes | 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.  | Yes | 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.                                | Yes | 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 | 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

14.3  
dated 13/05/2013

Signed by:

Chair

dated

Signed by:

Clerk

dated

*[Signature]*  
13/05/13

*[Signature]*

13/05/13

**\*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 opinion 2012/13

### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of

LONGSTANTON PARISH COUNCIL

### Respective responsibilities of the council and the auditor

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

- summarises the accounting records for the year ended 31 March 2013; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

### External auditor report (CA0167)

Except for the matters reported below on the basis of our review, 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.

The audit of the Council's accounts for the year ended 31 March 2012 has yet to be concluded and as a consequence the audit for the year ended 31 March 2013 must remain open. While our report is given in advance of the conclusion of the audit, we can confirm that our opinion is subject only to the changes that may be required to balances brought forward as shown in Section 1.

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

The Annual Return was not accurately completed before submission for audit. The Annual Return had to be sent back for amendments to the current year balances in Section 1 Boxes 3, 4, 6, 7, 8 & 9 and additional documents were requested to support these changes.

External auditor signature

*Mr Littlejohn*

External auditor name

PKF Littlejohn LLP

Date

25/09/2013

**Note:** The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

## Longstanton Parish Council 2012/13

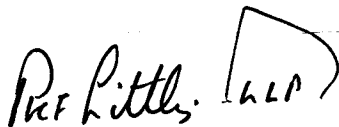
### External auditor report

On 25 September 2013 we issued a report detailing the results of our audit of Longstanton Parish Council's annual return for the year ended 31 March 2013. In that report we explained that we were unable to certify completion of the audit until the audit of the year ended 31 March 2012 had ended and until we had considered the potential impact of the outcome of that audit for the exercise of our statutory functions.

The audit of the year ended 31 March 2012 has been completed and we have considered the impact of the outcome of the audit for the exercise of our statutory functions. We have determined that no further action on our part is necessary.

### Certificate

We certify that we have completed the audit of the annual return of Longstanton Parish Council for the year ended 31 March 2013.

A handwritten signature in black ink that reads "PKF Littlejohn LLP". The signature is written in a cursive style, with "PKF" and "Littlejohn" connected, and "LLP" written separately to the right.

**PKF Littlejohn LLP**  
**25 April 2014**

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