

ITEM A - To Note the Completion of the Internal Audit and Consider the Matters raised in the Report



Internal Audit Report
Year ending: 31st March 2016

Name of Council:	Trimley St Martin
Income:	£31,031.91
Expenditure:	£51,613.02
Precept figure:	£24,500.00
General Reserve:	£21,461.35
Earmarked Reserves:	None identified

Subject	Requirements	Comments/Recommendations
1. Proper Book-keeping	Type of cash book or ledger used.	Spreadsheets for receipts and payments were seen and cross checked
	Cash book kept up to date and regularly verified against bank statement.	<p>Reconciliations are undertaken although these are not reported to Council.</p> <p>Recommendation: that all bank account balances are reported and minuted at each council meeting this will ensure that Council complies with its own Financial Regulation 2.2</p> <p>" On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council."</p>
	Correct arithmetic and balancing.	Selected invoices were checked to verify totals were correct. Items checked were found to be correct.
2 Payment controls	Supporting paperwork for payments, and appropriate authorisation.	<p>12 payments were selected and were cross checked against cheque book, cash book, bank statement, invoice and minutes.</p> <p>All were found to be correctly recorded, paid and approved by the council.</p>
	VAT is identified and reclaimed.	VAT claim submitted for year ending 31.03.16 submitted April 2016. Amount of £6464.04 agrees with financial records of 31.03.16


	S137 separately recorded and minuted.	<p>2 payments were made and headed as Misc. £25.00 to Salvation Army - Christmas Donation & £50.00 to Trimley St Martin - Christmas Donation.</p> <p>No S137 column in cash book. Items were shown as donations in cash book and year end accounts.</p> <p>Recommendation: that Council review the powers under which such donations are made and if appropriate ensure they are noted as payments under S137 of the 1972 Act in the cash book and minuted as such.</p>
	Payments of interest and principal sums in respect of loans, are paid in accordance with agreements.	There were none for the year under review
	Legal Powers identified in minutes and/or cashbook?	<p>No reference is made to the legal powers under which payments are made.</p> <p>Recommendation: to ensure that all payments made are within its powers and that it is not acting outside of its legal power, a reference as to the power being used should be identified in either the minutes or the cashbook.</p>
3. Financial Regulations, Standing Orders	Evidence that standing orders have been adopted and reviewed regularly.	Standing Orders were revised and adopted 01.03.2016 due to changes in legislation
	Evidence that Financial Regulations have been adopted and reviewed regularly.	Financial Regulations were revised and adopted 01.03.2016 due to changes in legislation
4. Petty cash/expenses procedure	Established system in place, and associated supporting documents	No petty cash is held. Expenses are paid through the council's normal payment process

5. Risk management	Evidence that risks are being identified and managed. Internal financial controls documented and minuted.	Risk assessments were reported to Council on 03.11.15 - Implementation agreed on actions raised
	Appropriate Insurance cover for employment, public liability and fidelity guarantee.	Unable to verify as insurance document no seen at time of audit. Assume to be in place as per 2014/15 audit.
4. Budgetary controls	Verifying that the budget has been properly prepared, and agreed.	The budget and precept were agreed at a meeting of 06.01.2015
	Regular reporting of expenditure and variances from budget.	Whilst a financial report was submitted at each meeting there is no minute to record variances from budget. Recommendation that such a report be submitted on a quarterly basis in accordance with the Council's Standing Order 17.3 " The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December In each year a statement to summarise: i. the council's receipts and payments for each quarter; ii. the council's aggregate receipts and payments for the year to date; iii. the balances held at the end of the quarter being reported"
6. Income controls	Monitoring of precept and any other income.	The Council received precept in the sum of £24,500 and £827.95 council tax support grant. 6 income records were selected and cross checked against paying books, bank statements, cash book and minutes. Whilst the underlying audit trail was in existence there was no reporting of any income received in the minutes. As part of its financial risk assessment regular reporting of income would show robust monitoring procedures are in place and would highlight any variations in expected income.

		Recommendation: council should consider the full reporting of all income to enable it to understand fully the patterns of income flows during the year and to help inform its decision making process.
	Reserves:	General: £21,461.35 Earmarked: None identified
7. Payroll controls	Salary payments include deductions for PAYE/ NIC. PAYE/NIC paid promptly to HMRC. Evidence that Council is aware of it's pension responsibilities.	Evidence seen to support approval of salary payments and payment of PAYE. Council is aware of its pension responsibilities and agree to appoint NEST as its pension provider - 05.01.16
8. Asset control	Inspection of Asset register.	Asset Register seen for period 31.03.16 Noted that the Council had complied with the advice given by BDO LLP to remove the Memorial Hall from its asset register as it was not an asset of the Parish Council.
	Asset register reviewed annually.	Yes - there were no additions or disposals for the year in question.
	Cross checking of Insurance cover.	Insurance Document not seen. Assume assets to be covered as per Audit 2014/15
9. Bank reconciliation	Regularly completed, reconciled with cash book. Regular reporting of bank balances at council meetings? Confirm bank balances agree with bank statements.	Bank statements were seen and a financial report was minuted as having been received but there is no reference in the minutes to the actual bank balances Recommendation: see comment under Item 2 Bank balances at 31.03.16: Unity Trust Deposit Acct: £12000.72 Unity Trust Current Acct: £9460.63 Agree with year end position in cash book

10. Year-end procedures	Appropriate accounting procedures used. Income/Expenditure or Receipts/Payments. Financial trail from records to presented accounts.	Receipts and Payments used. There is a clear underlying audit trail from records to presented accounts
11. Annual return	Completion of sections of Annual return.	Section 1 to be completed Section 2 be completed at time of audit Section 4 was completed by the internal auditor at time of internal audit
12. Review Internal controls	Date review completed. Previous internal and external reports minuted and considered by Council	Council's Governance Risks received and agreed at meeting of 01.09.15. Reported no additional measures necessary Internal Audit Report considered and recommendations made 21.07.15 External Audit Report considered and recommendations made 01.03.16
13. Recommendations from previous internal audit – 31 March 2015.	Date reviewed and action plan agreed. 1. Pension position be investigated 2. Council register with ICO 3. Cheque signing procedures be enforced more rigorously	Closed 05.01.16 Closed 10.08.15 Closed
14. Additional comments	Annual meeting: Appointment of internal auditor: Any trustee responsibilities:	Held 23.06.16 In accordance with the 1972 Act and the Council's own Standing Orders the Annual Meeting in an election year must be held within 14 days after that election. 01.03.06 Minute reference 9 page 28 · 2015/16 Council understood its requirements regarding Electors Rights and agreed a strategy for the

		Inspection of its records - 01.03.16 Minute reference 9 page 28 - 2015/16
	Transparency code for smaller authorities:	Noted impact of Transparency Code 21.07.15. Agreement to publish information on a new website hosted by onesuffolk
	Arrangements in place for the public inspection of council's records	Council understood its requirements regarding Electors Rights and agreed a strategy for the inspection of its records - 01.03.16 Minute reference 9 page 28 - 2015/16
	Is the council registered with the ICO:	Yes - effective 10.08.15

Signed 

Date 18/04/2016

On behalf of Suffolk Association of Local Councils

The Internal Auditor has raised the following matters:-

- a) Although supplied as part of the agenda, the verification of bank balances have not been specifically minuted. **It is recommended that the future minutes reflect this.**
- b) The two donations re the Christmas event were not specifically recorded as expenditure against S137 of the Local Government Act 1972. This is because the donations were for “entertainment”, which is covered by S145 of the Local Government Act 1972. **It is recommended that no action be taken.**
- c) The Council is not recording the specific powers under which payments are being made. It is recommended that these be recorded in future minutes.
- d) Although supplied as part of the agenda, the variances from budget have not been specifically minuted. **It is recommended that the future minutes reflect this.**
- e) Although supplied as part of the agenda, the individual items of receipts have not been specifically minuted. **It is recommended that the future minutes reflect this.**

The Council is recommended to note and adopt the recommendations outlined above.

ITEM B

To Agree the Accounts for 2015/16

TRIMLEY ST MARTIN PARISH COUNCIL

2015/2016 ACCOUNTS

Income

Income			
Date	Reference	From	In Respect of
01/04/2015	DD	SCDC	Precept
07/04/2015	DD	HM Treasury 2.5 stocks	interest
23/04/2015	DD	HSBC	Bank Interest Deposit Account
24/04/2015	DD	HMRC	VAT Refund
23/05/2015	DD	HSBC	Bank Interest Deposit Account
23/06/2015	DD	HSBC	Bank Interest Deposit Account
06/07/2015	DD	HM Treasury 2.5 stocks	interest
23/07/2015	DD	HSBC	Bank Interest Deposit Account
10/08/2015	DD	HM Treasury 2.5 stocks	Disposal of Stock
10/08/2015	DD	Suffolk Provincial Grand Ch	Grant towards Memorial Hall Rebuild
23/08/2015	DD	HSBC	Bank Interest Deposit Account
23/09/2015	DD	HSBC	Bank Interest Deposit Account
30/09/2015	DD	SCDC	Precept
23/10/2015	DD	HSBC	Bank Interest Deposit Account
23/11/2015	DD	HSBC	Bank Interest Deposit Account
23/12/2015	DD	HSBC	Bank Interest Deposit Account
23/01/2015	DD	HSBC	Bank Interest Deposit Account
23/02/2015	DD	HSBC	Bank Interest Deposit Account
23/02/2015	DD	Trimley St Martin Parish Co	Start Up Bank Account
01/03/2016		HSBC	Bank Interest Deposit Account
23/03/2016	DD	Felixstowe Town Council	Councillor Training
23/03/2016	DD	Trimley St Mary PC	Councillor Training
30/03/2016	DD	Kirton Parish Council	Councillor Training
31/03/2016	DD	Unity Trust Bank	Bank Interest Deposit Account

Precept	Grants	VAT Refund	Bank Interest	Other Interest	Other	TOTAL
£ 12,250.00	£ 413.98					£ 12,663.98
				£ 0.45		£ 0.45
			£ 0.48			£ 0.48
		£ 4,273.76				£ 4,273.76
			£ 0.47			£ 0.47
			£ 0.48			£ 0.48
				£ 0.45		£ 0.45
			£ 0.47			£ 0.47
					£ 73.09	£ 73.09
	£ 250.00					£ 250.00
			£ 0.48			£ 0.48
			£ 0.48			£ 0.48
£ 12,250.00	£ 413.97					£ 12,663.97
			£ 0.47			£ 0.47
			£ 0.48			£ 0.48
			£ 0.47			£ 0.47
			£ 0.48			£ 0.48
			£ 0.48			£ 0.48
					£ 500.00	£ 500.00
			£ 0.25			£ 0.25
					£ 240.00	£ 240.00
					£ 200.00	£ 200.00
					£ 160.00	£ 160.00
			£ 0.72			£ 0.72
£ 24,500.00	£ 1,077.95	£ 4,273.76	£ 6.21	£ 0.90	£ 1,173.09	£ 31,031.91

Expenditure

Expenditure																
Date	Reference	Paid To	In Respect of	Clerk's Salary	General Administration	Subscription	Audit Fees	Grass Cutting	Bus Shelters	Flower Beds	Parish Pump	Memorial Hall Rebuild	Miscellaneous	Total Exc VAT	Total Inc VAT	
01/04/2015	245	A C Harding	Final Settlement - Memorial Hall Rebuild									£ 6,299.87		£ 6,299.87	£ 1,259.97	£ 7,559.84
01/04/2015	246	Concerus	Memorial Hall Fees									£ 14,840.05		£ 14,840.05	£ 2,968.01	£ 17,808.06
07/04/2015	247	K Coutts	Clerk's Salary	£ 890.66										£ 890.66	£ -	£ 890.66
07/04/2015	248	HM Customs & Revenue	Tax/NI	£ 156.49										£ 156.49	£ -	£ 156.49
07/04/2015	249	B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50	£ -	£ 67.50
07/04/2015	250	JAS	Roundabout Maintenance					£ 275.00						£ 275.00	£ -	£ 275.00
07/04/2015	251	JAS	Flower Beds							£ 270.00				£ 270.00	£ -	£ 270.00
07/04/2015	252	Community Action Suffolk	Subscription			£ 25.00								£ 25.00	£ 5.00	£ 30.00
07/04/2015	253	K Coutts	Expenses		£ 162.73									£ 162.73	£ 5.00	£ 167.73
07/04/2015	254	Computing Needs	Toner Cartridges		£ 47.90									£ 47.90	£ 9.58	£ 57.48
07/04/2015	255	SALC	Subscription			£ 664.00								£ 664.00	£ -	£ 664.00
01/05/2015	256	K Coutts	Clerk's Salary	£ 968.90										£ 968.90	£ -	£ 968.90
01/05/2015	257	HM Customs & Revenue	Tax/NI	£ 128.39										£ 128.39	£ -	£ 128.39
01/05/2015	258	K Coutts	Expenses		£ 101.41									£ 101.41	£ 5.28	£ 106.69
01/05/2015	259	B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
02/06/2015	260	B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50		£ 67.50
23/06/2015	261	Feixstowe District Council for Sport & Recreation	Subscription			£ 5.00								£ 5.00	£ -	£ 5.00
23/06/2015	262	123-Reg	Web Hosting		£ 35.88									£ 35.88	£ 7.18	£ 43.06
23/06/2015	263	B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50		£ 67.50
23/06/2015	264	SALC	Internal Audit Fee				£ 330.00							£ 330.00	£ 66.00	£ 396.00
18/08/2015	265	SALC	Photocopying		£ 57.00									£ 57.00	£ 11.40	£ 68.40
18/08/2015	266	ICO	Registration		£ 35.00									£ 35.00		£ 35.00
18/08/2015	267	G N Mussett	Expenses		£ 52.92									£ 52.92	£ 10.58	£ 63.50
18/08/2015	268	G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
18/08/2015	269	HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00		£ 104.00
18/08/2015	270	JAS	Roundabout Maintenance					£ 275.00						£ 275.00		£ 275.00
01/09/2015	271	Inprint	Photocopying		£ 73.50									£ 73.50	£ 14.70	£ 88.20
01/09/2015	272	G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
01/09/2015	273	HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00		£ 104.00
01/09/2015	274	CPRE	Subscription			£ 36.00								£ 36.00		£ 36.00
01/09/2015	275	B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
01/09/2015	276	B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
01/09/2015	277	Trimley Memorial Hall Management Committee	Grant towards hedgecutting		£ 75.00									£ 75.00		£ 75.00
06/10/2015	278	Cane & Co	Insurance Premium		£ 1,393.50									£ 1,393.50		£ 1,393.50
06/10/2015	279	SALC	Training		£ 620.00									£ 620.00	£ 124.00	£ 744.00
06/10/2015	280	B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50		£ 67.50
06/10/2015	281	DMH Solutions	Risk Software		£ 100.34									£ 100.34	£ 20.07	£ 120.41
06/10/2015	282	G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
06/10/2015	283	HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00		£ 104.00
06/10/2015	284	Trimley Memorial Hall Management Committee	Hall Hire		£ 140.00									£ 140.00		£ 140.00
06/10/2015	285	JAS	Roundabout Maintenance					£ 275.00						£ 275.00		£ 275.00

Date	Reference	Paid To	In Respect of	Clerk's Salary	General Administration	Subscriptions	Audit Fees	Grass Cutting	Bus Shelters	Flower Beds	Parish Pump	Memorial Hall Rebuild	Miscellaneous	Total Exc VAT	VAT	Total Inc VAT
03/11/2015	286	G N Mussett	Wreath		£ 17.00									£ 17.00		£ 17.00
03/11/2015	287	G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
03/11/2015	288	HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00		£ 104.00
03/11/2015	289	A C Harding	Retention Memorial Hall Rebuild									£ 7,236.35		£ 7,236.35	£ 1,447.27	£ 8,683.62
03/11/2015	290	B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00	£ -	£ 54.00
15/12/2015	291	G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
15/12/2015	292	HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00		£ 104.00
15/12/2015	293	B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
15/12/2015	294	Goslings Farm Shop	Christmas Tree										£ 45.95	£ 45.95		£ 45.95
15/12/2015	295	Homebase	Christmas Tree Lights										£ 24.99	£ 24.99	£ 5.00	£ 29.99
15/12/2015	296	CANCELLED												£ -		£ -
15/12/2015	297	East of England Co-op	Refreshments for Carol Service										£ 31.50	£ 31.50	£ 6.30	£ 37.80
15/12/2015	298	SCDC	Election Fees		£ 786.12									£ 786.12		£ 786.12
15/12/2015	299	G N Mussett	Printer Cartridges		£ 74.17									£ 74.17	£ 14.83	£ 89.00
	300	CANCELLED												£ -	£ -	£ -
05/01/2016	301	HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00	£ -	£ 104.00
05/01/2016	302	Mr B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50	£ -	£ 67.50
		JAS	Roundabout													
05/01/2016	303		Maintenance					£ 275.00						£ 275.00	£ -	£ 275.00
05/01/2016	304	CANCELLED												£ -	£ -	£ -
		Trimley Memorial Hall	Hall Hire													
05/01/2016	305	Management Committee			£ 60.00									£ 60.00	£ -	£ 60.00
		Trimley St Martin Parish	Start Up New Bank													
05/01/2016	306	Council	Account		£ 500.00									£ 500.00	£ -	£ 500.00
05/01/2016	307	Salvation Army	Donation re Christmas										£ 25.00	£ 25.00	£ -	£ 25.00
05/01/2016	308	G N Mussett	Clerk's Salary	£ 416.13										£ 416.13	£ -	£ 416.13
02/02/2016	309	G N Mussett	Clerk's Salary	£ 416.13										£ 416.13	£ -	£ 416.13
02/02/2016	310	HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00	£ -	£ 104.00
02/02/2016	311	G N Mussett	Printer Cartridges		£ 64.17									£ 64.17	£ 12.83	£ 77.00
02/02/2016	312	G N Mussett	Kaspersky Software		£ 29.16									£ 29.16	£ 5.83	£ 34.99
02/02/2016	313	J Barker	Parish Pump delivery								£ 75.00			£ 75.00	£ -	£ 75.00
02/02/2016	314	Pierrot Stationers	Parish Pump Printing								£ 299.00			£ 299.00	£ -	£ 299.00
02/02/2016	315	Mr B Dunningham	Bus Shelter Cleaning						£ 67.50					£ 67.50	£ -	£ 67.50
02/02/2016	316	Trimley Saints Players	Donation re Christmas										£ 50.00	£ 50.00	£ -	£ 50.00
02/02/2016	317	Bayfields Electrical	Fixed Wiring Testing									£ 560.00		£ 560.00	£ 112.00	£ 672.00
01/03/2016	DD	Unity Trust Bank	Service Charge		£ 5.00									£ 5.00	£ -	£ 5.00
01/03/2016	1	BDO	External Audit Fee				£ 1,766.00							£ 1,766.00	£ 353.20	£ 2,119.20
01/03/2016	2	Mr B Dunningham	Bus Shelter Cleaning						£ 54.00					£ 54.00		£ 54.00
01/03/2016	3	G N Mussett	Clerk's Salary	£ 416.13										£ 416.13		£ 416.13
01/03/2016	4	HM Customs & Revenue	Tax/NI	£ 104.00										£ 104.00		£ 104.00
				£ 6,305.48	£ 4,430.80	£ 730.00	£ 2,096.00	£ 1,100.00	£ 729.00	£ 270.00	£ 374.00	£ 28,936.27	£ 177.44	£ 45,148.99	£ 6,464.04	£ 51,613.02

Spend Against Budget

ITEM	BUDGET 2015/16	Spend to Date Net of VAT)	Percentage Spent
Clerk's Salary	£ 12,225.00	£ 6,305.48	51.6%
General Expenses	£ 1,200.00	£ 2,342.30	195.2%
Audit Fees	£ 440.00	£ 2,096.00	476.4%
Insurance	£ 1,352.91	£ 1,393.50	103.0%
Election Fees	£ 2,000.00		0.0%
Clerk Training	£ 500.00		0.0%
Councillor Training	£ 500.00	£ 620.00	124.0%
Recruitment Fees	£ 500.00		0.0%
Subscriptions	£ 648.00	£ 730.00	112.7%
Grants/Donations	£ 525.00		0.0%
Bus Shelter Cleaining	£ 800.00	£ 729.00	91.1%
Flower Beds & Roundabout	£ 1,500.00	£ 1,370.00	91.3%
Hall Hedge Cutting	£ 300.00	£ 75.00	25.0%
Christmas Tree	£ 100.00	£ 177.44	177.4%
Parish Pump	£ 700.00	£ 374.00	53.4%
School Vouchers	£ 100.00		0.0%
New Dog Bin	£ 295.00		0.0%
Memorial Hall Rebuild	£ -	£ 28,936.27	N/A
TOTALS	£ 23,685.91	£ 45,148.99	

Bank Reconciliation

As at 31/3/15	
Deposit Account	£ 10,020.38
Current Account	<u>£ 32,022.08</u>
	£ 42,042.46
Add Receipts to 31/3/16	£ 31,031.91
Less Expenditure to 31/3/16	<u>-£ 51,613.02</u>
As at 31/3/16	£ 21,461.35
As at 31/3/16	
Deposit Account	£ 12,000.72
Current Account	<u>£ 9,460.63</u>
	£ 21,461.35

Notes to the Accounts

1. These accounts have been prepared on a "receipts and payments" basis (i.e. they reflect monies received and payments made within the period 1st April 2015 to 31st March 2016). However our External Auditors have asked that we identify any "significant" income or payments which may have been due in this year but which have not yet been received or made. There are no such receipts, but the following payments, which will be approved at the Council's meeting in April, may be deemed significant:-

G N Mussett	Clerk's Salary	£416.13
K Coutts	Clerk's Salary	£469.51
HM Revenue & Customs	PAYE/TAX	£104.00
G N Mussett	Clerk's Expenses	£ 85.50
JAS Landscapes	Various Landscaping Maintenance	£635.00

These would have the effect of reducing the end of year balances to £19,751.21.

ITEM C

To Receive, Agree and Sign the Annual Return

The Council is required confirm that it has complied with the statements in Section 1 to denote that the Council has ensured there is an effective system of internal control, and then agree the figures in Section 2.

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:

TRIMLEY ST MARTIN 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 the 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 the 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 charities. 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:

_____ dated _____

Signed by:

Chair _____

dated _____

Signed by:

Clerk _____

dated _____

*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:

TRINITY ST MARTIN PARISH COUNCIL

	Year ending		Notes and guidance Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	122745	42042	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	19000	24500	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	276010	6532	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	11486	6305	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and Nil (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	22095	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	342132	45308	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	42042	21461	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	42042	21461	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	616537	14562	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> <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 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

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

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements:

Date

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

TRIMIST ST MARTIN 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.			

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)

1) None used

Name of person who carried out the internal audit

Viccaro, S. (on behalf of SAC)

Signature of person who carried out the internal audit

Date 18/04/2016

*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).