

	LODSWORTH PARISH COUNCIL 2015/16	
<u>2014/15</u>	<u>INCOME & EXPENDITURE</u>	<u>2015/16</u>
£		£
10,907	FUNDS BROUGHT FORWARD	14,473
£	INCOME	£
15,766	PRECEPT	16,112
205	CDC TAX GRANT	0
0	BANK INTEREST	0
290	ALLOTMENTS	345
9,885	GRANTS	20,004
2,541	VAT RECOVERED	3,607
0	MISCELLANEOUS	750
28,687	TOTAL INCOME	40,818
39,593		55,291
	<u>GRANTS AND FUNDING RECEIVED 2015/16</u>	
	<i>Operation Watershed funding £4,995</i>	
	<i>Village Hall funding for drainage works £15,009</i>	
<u>2014/15</u>	<u>EXPENDITURE</u>	<u>2015/16</u>
£		£
6,470	GENERAL ADMIN * (Note 1)	6,838
0	VILLAGE DESIGN STATEMENT	380
12,355	SLIDE PROJECT	0
0	DEFIBRILLATOR PROJECT	913
0	OPERATION WATERSHED	0
0	PARISH MAINTENANCE * (Note 2)	15,299
162	ALLOTMENTS	464
1,172	PLAYGROUND	1,501
2,350	GRANTS AND DONATIONS * (Note 3)	3,100
2,611	VAT PAID	3,430
0	ELECTION COSTS	177
25,120	TOTAL EXPENDITURE	32,100
14,473	TOTAL FUNDS AT YEAR END	23,191
Note 1:	GENERAL ADMIN	£
	CLERKS SALARY	3,992
	WEST SUSSEX ALC LTD (ANNUAL SUBSCRIPTION 15/16 AND 16/17)	420
	INSURANCE	709
	AUDIT	250
	GENERAL EXPENSES	1,187
	TRAINING	80
	HALL RENTAL	200
	TOTAL	6,838
Note 2:	PARISH MAINTENANCE	£
	BUS SHELTER REPAIRS	70
	RECREATION GROUND DRAINAGE (FUNDED BY VILLAGE HALL)	15,009
	TIDY UP/CLEARANCE WORK	220
	TOTAL	15,299
Note 3:	GRANTS AND DONATIONS 2015/16	£
	MIDHURST COMMUNITY BUS	100
	CITIZENS ADVICE BUREAU (ARUN AND CHICHESTER)	150
	LODSWORTH PCC (CHURCHYARD MTCE CONTRIBTUTION 2014/15 AND 2015/16)	1,500
	ROTHER VALLEY TOGETHER	100
	LODSWORTH VILLAGE HALL (CONTRIBUTION TOWARDS INSURANCE)	1,250
	TOTAL	3,100

LODSWORTH PARISH COUNCIL		
BANK RECONCILIATION as at 31st March 2016		
FINANCIAL YEAR ENDING 31 st MARCH 2016		
Prepared by Helen Cruikshank, Parish Clerk and Responsible Financial Officer		
	£	£
Balance per Bank Statements as at 31st March 2016		23,381.72
Less : unpresented cheques no's:		
Cheque no 231 - WSALC Ltd (Annual Subs 2016/17)	190.76	
		190.76
Add: money yet to be credited:		
		-
		23,190.96
The net balances reconcile to the Cash Book for the year, as follows:		
CASH BOOK		
Opening Balance 1 st April 2015		14,473.48
Add : Receipts in the year		40,817.82
Less : Payments in the year		32,100.34
		23,190.96
Closing balance per cash book as at 31.03.16		23,190.96

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of

smaller authority here:

LODSNORTH 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:

MINUTE REFERENCE
dated DD/MM/YY

Signed by:

Chair

SIGNATURE REQUIRED

dated

DD/MM/YY

Signed by:

Clerk

SIGNATURE REQUIRED

dated

DD/MM/YY

*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.

ALL STATEMENTS WERE AGREED AT MAY 2016 AGM TO BE TICKED AS YES APART FROM 9 WHICH WAS N/A

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

LODSNORTH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	10,906	14,473	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	15,766	16,112	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	12,921	24,706	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	5,368	4,716	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 smaller authority's borrowings (if any).
6. (-) All other payments	19,752	27,384	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	14,473	23,191	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	14,473	23,191	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	72,945	85,300	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	—	—	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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

LODSWORTH PARISH COUNCIL

EXPLANATION OF VARIANCES – 2015/16

Section 1	2014/15	2015/16	Variance +/- £	Detailed explanation of variance
Box 2	15,766	16,112	346	
Box 3	12,921	24,706	11,785	Funding and grants received for Operation Watershed and Drainage works
Box 4	5,368	4,716	-652	
Box 5	-	-	0	
Box 6	19,752	27,384	7,632	Drainage works carried out at recreation ground.
Box 7	14,473	23,191	8,718	£3,000 earmarked for parish maintenance yet to be spent. £5,000 Operation Watershed funding yet to be spent.
Box 9	72,945	85,300	12,355	New high slide at playground
Box 10	-	-	0	