

## Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here:

BRILLEY 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 2013 £	31 March 2014 £			
			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.		
1 Balances brought forward	3065	3069	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	4000	4609	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	1242	2156	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	1383	2178	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	3847	5051	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	3069	2599	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	3069	2599	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	NIL	NIL	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 Disclosure note	yes	no	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.
Trust funds (including charitable)		X		X	

I certify that for the year ended 31 March 2014 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

Alice J. Dutton

Date 6 May 2014

I confirm that these accounting statements were approved by the council 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

## Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

ENTER: **BRILLEY 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 2014, 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.	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 the council and recorded as minute reference

MINUTE REFERENCE

dated DD/MM/YYYY

Signed by:

Chair SIGNATURE REQUIRED

dated DD/MM/YYYY

Signed by:

Clerk SIGNATURE REQUIRED

dated DD/MM/YYYY

\*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.

Brilley Parish Council Accounts 2013/2014

	£	Income £	Expenditure £	Totals £
Balance per bank statements as at 31/3/14				
Current Account				
Less any unrepresented cheques/deposits at		2,599.43		2,599.43

Net Balances as 31/3/14 2,599.43

<b>Cash Book</b>				
Opening balance 1 April 2013	3,803.91			3,803.91
Add: Receipts in the year		6,759.64		6,759.64
Less: Payments in the year for 2013-14			7,229.00	7,229.00
Less: Payments for 2012-13, presented after 1/4/13				
HALC, subscription 2013, 000296	208.98			
PG Watts, Lengthsman, 000297	171.00			
Upper Bridge Enterprises, website, 000298	126.00			
M Tollhurst, Clerk's salary, 000299	174.80			
HMRC, PAYE, 000300	43.70			
Less: Cancelled payment from 2012-13	10.64			
			735.12	735.12
<b>Closing balance per cash book as at 31/3/14</b>				<b>2,599.43</b>

NB. Change from recording of Receipts and Payments to Income and Expenditure with new Clerk appointed 18 March 2014

Signature of Chairman of Brilley Parish Council: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Brilley Parish Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Balances

Brilley Parish Council  
Budget 2013/2014

2012 - 2013 Actual	2013-2014 Budget	2013 - 2014 Actual (to date)	Income	2014-2015 Budget	2015-2016 Budget
£1,242.00	£2,484.00	£1,999.00	Lengthsman	£2,484.00	£2,484.00
£4,000.00	£4,750.00	£4,750.00	Precept	£6,500.00	£6,500.00
£134.00	£0.00	£0.00	VAT reclaim		
	£0.00	£0.00	Neighbourhood Plan grant	£7,000.00	
		£10.64	Cancelled payment		
	£0.00	£0.00	Clerk's bursary	£100.00	
<b>£5,376.00</b>	<b>£7,234.00</b>	<b>£6,759.64</b>		<b>£16,084.00</b>	<b>£8,984.00</b>
			<b>Expenditure</b>		
£1,302.99	£1,350.00	£2,177.58	Clerks salary and expenses	£2,300.00	£2,800.00
£144.00	£150.00	£25.00	Audit	£30.00	£30.00
£612.00	£600.00	£500.00	Mowing	£1,000.00	£800.00
£0.00		£9.68	Postage and stationery	£75.00	£50.00
£144.59	£125.00	£144.59	Insurance	£150.00	£150.00
£2,217.00	£2,484.00	£2,478.00	Lengthsman + contingency	£1,742.00	£1,200.00
£79.70		£500.00	HMRC PAYE/fine	£100.00	
£368.33	£130.00	£193.86	Subscription - HALC	£280.00	£280.00
£35.00	£75.00	£105.00	Training	£280.00	£280.00
£126.00	£126.00	£105.00	Website	£126.00	£126.00
£0.00	£200.00	£0.00	Election	£500.00	£200.00
£0.00		£0.00	Parish maintenance, notice boards, grit bins		£500.00
£200.00			Jubilee Celebration projects		
		£35.00	Data Protection	£35.00	£35.00
	£300.00		Neighbourhood Plan	£7,000.00	
		£450.00	Parish expenses	£0.00	£0.00
			Contingency	£1,000.00	£1,000.00
		£505.29	VAT		
<b>£5,229.61</b>	<b>£5,540.00</b>	<b>£7,229.00</b>		<b>£14,618.00</b>	<b>£7,451.00</b>

S137 allocation (£6.15 x ???)

**Total**

**BRILLEY PARISH COUNCIL  
HEREFORDSHIRE**

Explanation of Variances

Box on section 1	2013 £	2014 £	Variance increase (+) or decrease (-)	% (Variance divided by 2013 figure multiplied by 100)	Explanation (If more than £250 or 15%)
Box 2 Precept	4000	4604	+604	15.1	Precept figure increased in anticipation of loan repayments on funding to undertake work on village school site
Box 3 Other receipts	1242	2156	+914	73.5	£146 council tax support grant – previously included in precept figure in Box 2 £757 increase in Lengthsman fees as more work done in 2012-13 £10.64 cancelled payment from 2012-13 added to accounts
Box 4 Staff costs	1383	2178	+795	57.4	No Clerk in post May 2013-March 2014, temporary cover provided by HALC leading to increase in costs
Box 6 All other payments	3847	5052	+1205	31.3	£10 postage and stationery costs now identified separately £261 increase in Lengthsman costs due to bad weather early 2014 £420 increase in HMRC PAYE/fine costs – due to £500 in fines, though PAYE £70 increase in training costs £35 Data Protection costs now being paid £450 parish expenses relating to village school survey £505 VAT costs now accounted separately But £174 reduction in HALC subscription £119 decrease in audit charge £112 decrease in mowing charge £21 decrease in website charge as VAT accounted separately £200 decrease in costs as no Jubilee Celebration costs Discrepancy of £80 relates to incorrect figures in 2013 return – box 4 in 2013 should have been 1303 and box 6 should have been 3927

BRILLEY PARISH COUNCIL, HEREFORDSHIRE

Reconciliation between boxes 7 and 8

Income and expenditure accounting now being used

See Bank Reconciliation sheet with list of creditors and debtors at 31 March 2014

# Section 4 – Annual internal audit report 2013/14 to

ENTER BRILLEY ~~ARDISLAND~~ 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 2014.

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.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept 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 council 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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			✓

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 PETER JOHN DAVIES  
 Signature of person who carried out the internal audit P.J. Davies Date 6-MAY-2014

\*Note: 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).