

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

LINDAL AND MARTON 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 2017, 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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	
		✓	

This annual governance statement is approved by this smaller authority on:

04/05/2017

and recorded as minute reference:

59/17/C (1)

Signed by Chair at meeting where approval is given:

A Wait SIGNATURE

Clerk:

JS SIGNATURE

*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 2016/17 for

Enter name of smaller authority here:

LINDAL AND MARTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	2881	3438	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	3441	3469	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2412	133	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	600	600	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	4696	2936	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	3438	3504	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	3438	3504	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	894	1140	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
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 2017 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: 04/05/2017

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

04/05/2017

and recorded as minute reference:

MIN 59/17/C (2)

Signed by Chair at meeting where approval is given:

A. Wainwright

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

LINDAL AND MARTON PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

~~(Except for the matters reported below)~~* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (~~delete as appropriate~~).

(continue on a separate sheet if required)

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

Please see enclosed report

(continue on a separate sheet if required)

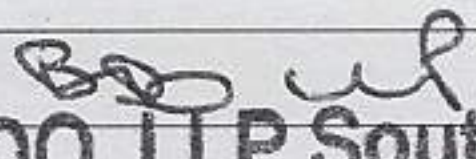
BDO LLP Southampton
United Kingdom

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* ~~We do not certify completion~~ because:

External auditor signature


BDO LLP Southampton
United Kingdom

External auditor name

Date

2/8/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

LINDAL AND MARLTON 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 2017.

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.	YES		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
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.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
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.	YES		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

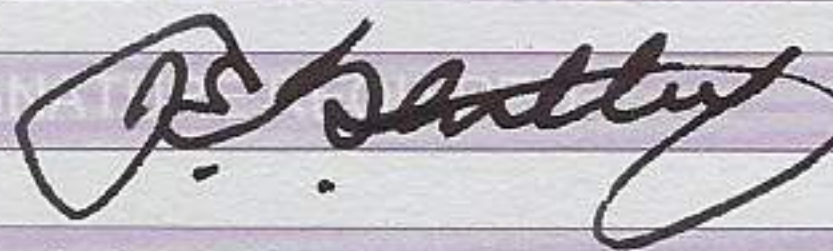
For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

PRINT: JOHN ERNEST BENTLEY

Signature of person who carried out the internal audit

SIGNATURE



Date

11 APRIL 2017

*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).

Re: Lindal and Marton Parish Council: Outstanding Review Points [BDO-UK.FID4855299]

jack smith <jackjan1@live.co.uk>

Mon 22/05/2017 10:49

To: Council Audits <councilaudits@bdo.co.uk>;

Dear Sirs, in response to your email below I would confirm that the inspection period will commence on 5th June 2017.

Jack Smith
Clerk to Lindal and Marton Parish Council
01229 467261

From: Council Audits <councilaudits@bdo.co.uk>
Sent: 11 May 2017 10:11
To: jackjan1@live.co.uk
Subject: Lindal and Marton Parish Council: Outstanding Review Points [BDO-UK.FID4855299]

Dear Mr Smith

-
Lindal and Marton Parish Council - Annual Review for the year ended 31 March 2017
Outstanding Review Points

I am writing in regards to the annual review of Lindal and Marton Parish Council for the year ended 31 March 2017. Please find below a list of outstanding points which I require your assistance with, to complete the annual review.

What is the point outstanding?	What is required to resolve the matter?	Why is this required?
The supporting information did not include confirmation of the date the inspection period commenced.	Please confirm the date the inspection period commenced.	It is a requirement under the Accounts and Audit Regulations to notify the external auditor of the date the inspection date commences.

We only charge additional fees if, the annual return is completed incorrectly, information requested is not provided or additional work is required.

Additional fees of £30 plus VAT have been incurred as a result of the outstanding review points, please see attached the reasons for this. The additional fees will be invoiced on completion of the annual review.

I would be most grateful if you could respond to this e-mail by 25 May 2017. It is not a problem if you are not able to respond by this date, however if you cannot you do need to contact me or a member of the team to arrange a more convenient time. Unfortunately following up those who have not responded to our outstanding points takes time and a cost may be incurred as a result.

Yours sincerely

Joe Evans

Local council team
For and on behalf of BDO LLP
+44 (0)23 8088 1737
+44 (0)23 8088 1701 (Fax)

*Was on another piece of info/
document*

Arcadia House
Maritime Walk - Ocean Village
Southampton SO14 3TL
UNITED KINGDOM

Lindal and Marton Parish Council

Bank reconciliation as at 31st March 2017.

Cash book:-	Balance b/fd	3437.99
	Plus receipts	<u>3601.85</u>
	Total	7039.84
	Less payments	3536.08
	<u>Balance</u>	<u>3503.76</u>

Bank accounts:-

Current account:-	50.00
Reserve account	2452.26
Reserve account no 2 (Festivals)	<u>1001.50</u>
<u>Total</u>	<u>3503.76</u>

Confirmed by

Clerk:-

Mr J Smith.....

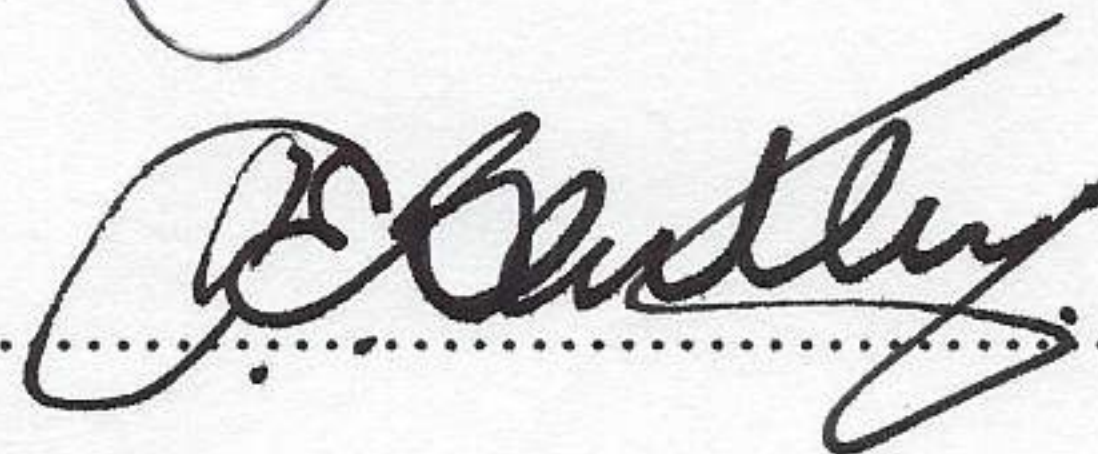


Date.....

11th April 2017

Internal auditor:-

Mr J Bentley.....



Date.....

11th April 2017

Lindal and Marton Parish Council

Annual Audit Return for year-ended 31st March 2017

Explanation of variances of 10% and £100, or more, compared to y/e 31/3/16.

	<u>15/16</u>	<u>16/17</u>	<u>Difference</u>
<u>Line 3, Total Other Receipts.</u>	2412	133	minus 2279
Reasons:			
<i>Repayment of VAT</i>	500	nil	
<i>County Council Grants</i>	250	nil	
<i>Government Grant re precept</i>	159	131	
<i>Donations re War Memorials refurbishment</i>	1500	nil	
<i>Bank interest</i>	<u>3</u>	<u>2</u>	
	2412	133	
	Difference 2279		

.....

<u>Line 6 All other payments</u>	4696	2936	minus 1760
Reasons:			
<i>Ground-care/planting</i>	150	250	
<i>Insurance</i>	166	172	
<i>Petty cash</i>	79	124	
<i>Donations/grants (section 173)</i>	1177	1450	
<i>CALC*</i>	133	177	
<i>Election expenses</i>	77	nil	
<i>Kiosk repairs</i>	31	88	
<i>War Memorials refurbishment</i>	2498	nil	
<i>PA system</i>	nil	246	
<i>Rent</i>	<u>216</u>	<u>260</u>	
	4527	2767	

Difference 1760

* *Cumbria Association of Local Councils*

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<u>Line 9 Total fixed assets.</u>	894	1140 extra 246
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Reason: purchase of PA system, 246.

Confirmed by

Clerk:- Mr J Smith.....  4/5/17

Date:-

Internal auditor:- Mr J Bentley..... 

Date:- 30th April 2017

NOTICE OF CONCLUSION OF AUDIT

(LOCAL AUDIT AND ACCOUNTABILITY ACT 2014
ACCOUNTS AND AUDIT REGULATIONS 2015)

FOR

Lindal and Marton Parish Council

NOTICE is hereby given that the audit for the
year ended 31 March 2017 was completed on

02 August 2017

and the accounts are now available for inspection by local electors
in accordance with Section 25 of the Local Audit and Accountability Act 2014.
The requisite information as defined by Section 13(1) of the Accounts and Audit
Regulations 2015 is/is not* displayed alongside this notice

(* Please delete as necessary)

If the requisite information is not displayed alongside
this notice, it is available for inspection by appointment.

To arrange a viewing please contact

Mr J SMITH

467261

between the hours of any reasonable time and _____

Dated:

7/8 2017

Signed:



.....
(Responsible Financial Officer)