

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here: **BROOMFLEET 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	No*	'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.	yes				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.	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 proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	yes				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.	yes				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.	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 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 this smaller authority.
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 this smaller authority 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. (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				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 on:

18/05/2017

and recorded as minute reference:

1194 SA

Signed by Chair at meeting where approval is given:

A.J. Gibbons

Clerk:

D. Lewis

\*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: **Broomfield Parish Council**

Notes and guidance	Year ending	
	31 March 2016	31 March 2017
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	5331	5699
2. (+) Precept or Rates and Levies	3400	3600
3. (+) Total other receipts	1970	885
4. (-) Staff costs	988	926
5. (-) Loan interest/capital repayments	-	-
6. (-) All other payments	4014	2095
7. (=) Balances carried forward	5699	7163
8. Total value of cash and short term investments	5699	7163
9. Total fixed assets plus long term investments and assets	8258	8258
10. Total borrowings	N/A	N/A
11. (For Local Councils Only) Disclosure (including charitable) note re Trust funds	YES	YES

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: **[Signature]**

Date: **16/04/2017**

I confirm that these accounting statements were approved by this smaller authority on: **18/05/2017**

and recorded as minute reference: **1194 SB**

Signed by Chair at meeting where approval is given: **A.K. Gibbins**

Section 3 – External auditor report and certificate

In respect of:

Enter name of

smaller authority here:

BECOMHREET FRESH 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 (H0043)

(~~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:

(continue on a separate sheet if required)

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

*Paul Kuttley*

External auditor name

PKF Littlejohn LLP

Date

1-8-17

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)



# Broomfleet Parish Council

## Notice of conclusion of audit

### Annual Return for the year ended 31 March 2017

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>Notes</p> <p>This notice and Sections 1, 2 &amp; 3 of the Annual Return must be published by 30 September. This must include publication on the smaller authority's website.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the Annual Return</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>	<p>1. The audit of accounts for Broomfleet Parish Council for the year ended 31 March 2017 has been completed and the accounts have been published.</p> <p>2. The Annual Return is available for inspection by any local government elector of the area of Broomfleet Parish Council on application to:</p> <p>(a) <u>Mrs D PLATTS (CLERK)</u> <u>7 CHAPEL GARTH</u> <u>BROOMFLEET</u> <u>ITUIS IRLP</u></p> <p>(b) <u>Mon - Fri</u> <u>09 - 1700</u></p> <p>3. Copies will be provided to any person on payment of £ <u>5</u> (c) for each copy of the Annual Return.</p> <p>Announcement made by: (d) <u>Mrs D PLATTS - Clerk</u></p> <p>Date of announcement: (e) <u>11/08/2017</u></p>
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