Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

MILTON	PARISH	COUNCIL
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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:

350		A	Agreed		'Yes'
		Yes	No)*	means that this smaller authority:
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.	V			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:

Chair

dated

23070372316

Signed by:
Clerk

dated

230516

Clerk

dated

230516

*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:

MILTON PARISH CONNCIL

	Year e	ending	Notes and guidance
	31 March 2015 £	31 March 2016 £	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.
Balances brought forward	267359	353002	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.
(+) Precept or Rates and Levies	(25000	129066	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
(+) Total other receipts	68,925	40.750	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	39248	28846	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	ncr	pll	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	69034	119671	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	3(3002	374241	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
Total value of cash and short term investments	352250	369834	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.
Total fixed assets plus long term investments and assets	190691	190 691	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	NIL	hir	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

Date 2 July March

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

and recorded as minute reference:

MINUT OFERENCE

Signed by Chair of the meeting approving these accounting statements.

Date

Milton Parish Council	Box 3 calculation	1 April 2015 to 31 March 2016	
2015 Income	BOX 5 calculation	2 April 2025 to 02 march 2020	2016
7143.00 Community Care	fees and grant		12260.00
51027.86 S 106	rees and Brune		2741.46
2719.25 Allotments		×	1817.00
3663.23 Interest			3849.28
1080.00 Cemetery			8490.00
892.31 Agency received			888.86
0.00 Football club gran	nt		10000.00
160.00 Licence grazing			160.00
500.00 Tree maintenance	ے		500.00
110.00 Highways			0.00
1800.00 Trolley Bus			0.00
0.00 Sundry			88.45
69095.65			40795.05
	Box 6 calculation		
Expenditure			
28279.03 Administration			3709.41
2334.69 Cemetery			2403.10
34097.26 MCC			32000.00
3929.48 Highways			391.36
1581.97 Office			2964.24
12094.30 S 137 Community	vy Care		1971.16
1217.00 Trolly bus	101 and 1010 (1010)		1215.00
0.00 S 106			2718.64
536.70 Play areas			639.00
1019.00 Professional			4448.71
1000.00 Tomkins Mead			1000.00
1900.00 Community Gran	ts		1000.00
7270.56 Grass cutting			10981.00
2136.22 Youth building			0.00
0.00 Football club			26824.17
2222.13 Allotments			3583.94
1000.00 Capital schemes			13086.13
6050.79 Youth club			7841.90
1783.49 Tree maintenanc	e		2858.00
0.00 Seats and bins			35.81

2015 total includes wages and do not have details of £39,248 to adjust as deduction from admin, highways and $\rm s137$

Wages box 4

The wages records maintained were lost when windows 10 was put on system. I have ben unable to locate any paper copy for the year ended 31 March 2015 so cannot provide figures for previous year.

119671.57

Wages for year ended 31 March 2016

15165 Admin

2781 Highways

10944 s137

28890

108452.62

D 7 siliation	Balance carried forward	374241
Box 7 reconciliation	VAT debtor	-5338
	Debtors	-1255
	Creditors	2186
		369834
Griffith I Kinsman		

Finance officer 19-Sep-16

Explanation of variances – pro forma

Milton Parish Council

The 'Practitioners' Guide' provides guidance on explaining significant variances. Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 2	2014/15 £	2015/16 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	125000	(29000	4000	3,2	INCREASED PRECEDT
Box 3 Total other receipts	6892	40,795	28,130	cto.8	S. 106 £2,741 = 60p compARSO WITH £51.027 = 81p IN PRESIONS YEAR
Box 4 Staff costs	39.248	28.840	iv. 408	26.5	REDUCTION IN STAFF AND NO ACHITANT CLERIC FOR HAJORITY OF YEAR
Box 5 Loan interest/ capital repayments	NIL	NIL	NIC	Nx	MA
Box 6 All other payments	69034	119.671	To.637	73.4	£26.824: MP FOOT BALL COUB £12.086 INCREASE IN CAP 17AL SCHEMET
Box 9 Total fixed assets & long term investments & assets	190,691	(90,691	MA	No	r (A
Box 10 Total borrowings			Mn		
Explanation for 'high' reserves Box 7 is more than twice Box 2 because FUND US SICY, 117 FROM WE HAVE A CAPITAL PAHIENTS FUND US SICY, 117 FROM WE HAVE A CAPITAL PAHIENTS FUND SPORTS FIEZISS. WE LEAVING A GENERAL REJERUE OF LIZE 62 = 227. WE CONSIDER TO BE PROJECT					f203 FOR VILLAGE HISTORY OF LIIZ. 662 = 227. WAILH

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

MILTON 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.

Int	Internal control objective		Agreed? Please choose onl one of the following			
		Yes	No*	Not covered**		
Α.	Appropriate accounting records have been kept properly throughout the year.	1				
В.	This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	1				
C.	This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1				
D.	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	1				
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.	/				
Н.	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.	1				
K.	(For local councils only)	Yes	No	Not applicable		
	Trust funds (including charitable) – The council met its responsibilities as a trustee.			/		

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)

NO PETTY CASH TRANSACTIONS

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

Date

*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).