

# Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here:

MILTON 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 £			
1 Balances brought forward	205,525	220,750	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	125,000	125,000	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	29,734	32976	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	44,167	40544	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	95,342	70823	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	220,750	267,359	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	226,810	273,286	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	190,684	190,684	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)		✓		✓	

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

G Faulkner

Date 12/05/2014

I confirm that these accounting statements were approved by the council on this date:

12/05/2014

and recorded as minute reference:

Point 13 REFERENCE

Signed by Chair of the meeting approving these accounting statements.

J.R. CHAIR REQUIRED

Date 12/5/2014

**Milton Parish Council**  
**BALANCE SHEET**  
31/03/2014

(Last) Year Ended  
31 Mar 2013

(Current) Year Ended  
31 Mar 2014

£		£
	<b>LONG TERM ASSETS</b>	
190,684.00	Fixed Assets and Long term Investments	190,684.00
0.00	Long Term Debtors	0.00
	<b>CURRENT ASSETS</b>	
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
88.50	Debtors (Net of provision for doubtful debts)	896.50
1,120.66	Payments in advance	0.00
4,025.05	VAT Recoverable	3,061.44
0.00	Temporary lendings (investments)	0.00
226,809.56	Cash in hand	273,286.49
422,727.77	<b>TOTAL ASSETS</b>	467,928.43
	<b>CURRENT LIABILITIES</b>	
11,293.80	Creditors	9,884.96
0.00	Temporary borrowing	0.00
<u>411,433.97</u>	<b>NET ASSETS</b>	<u>458,043.47</u>
	<b>Represented by:</b>	
220,749.97	General fund Balance	114,785.47
	<b>Reserves:</b>	
0.00	Capital	146,000.00
0.00	Earmarked	6,574.00
190,684.00	Adjustments	190,684.00
<u>411,433.97</u>		<u>458,043.47</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2014

Signed

Responsible Financial Officer

Date

**Milton Parish Council**  
**Income & Expenditure Account**  
 01/04/2013 to 31/03/2014

(Last) Year Ended  
31 Mar 2013

(Current) Year Ended  
31 Mar 2014

**Income**

Community Care	8,239.00
Precept	130,562.00
S106	7,629.27
Allotments	866.25
Interest	1,070.59
Cemetery	6,330.00
Agency Received	892.31
S 137 Sundries	16.50
Receipts: Licence Grazing	105.00
Trees & Tree Maintenance	500.00
Admin	31.80
Restated	1,563.08
	<u><u>£157,805.80</u></u>

**Expense**

Admin	29,991.07
Cemetery	2,727.88
MCC	30,744.10
Highways	3,292.89
Office	2,663.32
S 137 Community Care	12,215.86
Trolley Bus	1,551.00
Play Areas	784.40
Professional	649.75
Tomkins Mead	1,000.00
Community Grants	1,725.34
Grass Cutting	14,927.01
Youth Building	3,524.12
Allotments	3,611.88
Payroll	3,238.29
Youth Club expenses	4,033.86
Trees & Tree Maintenance	2,358.00
S 137 Sundries	56.50
VAT repayment	793.27
Restated	-8,521.56
	<u><u>£111,366.98</u></u>

**General Fund**

	Balance at 01 Apr 2013	220,749.97
0.00	ADD Total Income	157,805.80
		<u>378,555.77</u>
0.00	DEDUCT Total Expenditure	111,366.98
		<u>267,188.79</u>
0.00	Transfer to/from Reserves	152,574.00
<u>£220,749.97</u>	Balance at 31 Mar 2014	<u><u>£114,614.79</u></u> * £170.68 difference due to figures entered incorrectly in creditors 2012/2013.

Transfers:

General Fund to Capital Reserve £146,000.00  
 General Fund to Earmarked Reserve £6,574.00

**Milton Parish Council**  
**ADJUSTMENTS FOR THE YEAR ENDING 31/03/2014**

Outstanding bills received but NOT paid. (Creditors) - Increase Expenditure

UNPAID CHEQUES.

Code

Cemetery Fees	210.00
Prime Plumbing and	1,775.33
Payroll Asst Clerk	384.20
Bus Shelters	35.00
Professional Training	200.00
Payroll NI	245.57
Payroll PAYE	307.80
S 137: Warden's Phone	12.50
Stationery	16.86
Tree Maintenance	108.00
Buchans	2,611.56
Cemetery Maintenance	330.48
Allotments Maintenance	585.60
Office expenses	45.22
Trolley Bus	144.00
Photocopying	20.15
Grass Cutting	1,991.44
	<b>£9,023.71</b>

Outstanding payments DUE TO the Council. (Debtors) - Increase Income

Outstanding C Care fees

Code

Allotments Rents	5.00
Horse Grazing	20.00
Community Care Fees	871.50
	<b>£896.50</b>

Received in Advance - Decrease Income

allotment rents paid in advance

Code

Allotments Rents	861.25
	<b>£861.25</b>

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

Milton 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 PRINT NAME Wilson for CANALS LTD  
 Signature of person who carried out the internal audit SIGNATURE [Signature] Date DATE 15/05/14

\*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).