

Local Councils in England

Annual return for the financial year ended 31 March 2014

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2014.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2014, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do not send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2014.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2013/14 for

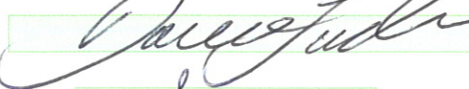
Enter name of reporting body here: IMMINGHAM TOWN Council/Meeting

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	252,544	240,863	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	238,455	186,411	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	265,817	292,301	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	270,173	260,123	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	18,324	18,324	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).		
6 (-) All other payments	227,455	193,300	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	240,863	247,828	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	221,211	389,523	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	3,000,191	3,074,185	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	154,416	144,863	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



Date 23rd APRIL 2014

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

23-4-14

and recorded as minute reference:

149 / 13

Signed by Chair of the meeting approving these accounting statements.



Date 23-4-14

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

IMMINHAM TOWN COUNCIL

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

149 – 13

dated 23-4-2014

Signed by:

Chair 

dated 23-4-2014

Signed by:

Clerk 

dated 23-4-2014

*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.

Section 3 – External auditor certificate and opinion 2013/14

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

Council/Meeting

Respective responsibilities of the council and the auditor

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

- summarises the accounting records for the year ended 31 March 2014; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report

(Except for the matters reported below)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation 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 council:

(continue on a separate sheet if required)

External auditor signature

External auditor name Date

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.

Section 4 – Annual internal audit report 2013/14 to

Immingham Town Council

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.	Yes	No	Not applicable
			✓

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 MARIE ASHTON

Signature of person who carried out the internal audit [Signature] Date 28/04/14

*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).

Guidance notes on completing the 2013/14 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2013) equals the balance brought forward in the current year (Box 1 of 2014).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	✓
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	✓
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2014 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Section 2	For any statement to which the response is 'no', an explanation is provided?	✓
Section 4	All green boxes completed by internal audit and explanations provided?	✓

*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

EXPLANATION OF SIGNIFICANT VARIANCES WITHIN THE
ANNUAL RETURN 31st March 2014

	2013	2014	%	Difference	Explanation Required
SECTION 1 Balances Brought Forward					
SECTION 2 Precept Precept supporting grant is included in box 3	252,544.00	240,863.00	-4.63%	- 11,681.00	No
SECTION 3 Total Other Receipts	238,455.00	186,411.00	-21.83%	- 52,044.00	Yes
SECTION 4 Staff Costs	265,817.00	260,123.00	-2.14%	- 5,694.00	No
Loss of 0.5 staff member	270,173.00	260,123.00	-3.72%	- 10,050.00	No
SECTION 5 Loan Interest/ Capital Repayments	18,324.00	18,324.00	0.00%	-	No
SECTION 6 Total Other Payments	227,455.00	193,300.00	-15.02%	- 34,155.00	Yes
Increases					
S137 Grants	3600				
Homestead Park Road surface repairs	1500				
Civic Centre (One off items e.g asbestos removal, new doors, solar panels, architects fees and xmas lights)	26000				
	31100				
Less					
Skate Park (No costs- £42,000 in 2012-13)	42000				
Bar and sundries	3700				
Grounds & Streetscene (less mowers and machinery bought compared to 2012-13)	19500				
	65200				
Total	-34100				
SECTION 7 Balances Carried Forward	240,863.00	247,828.00	2.89%	6,965.00	No
Earmarked Reserves (Full breakdown held on file and minuted)	175000				
Less	175000				
<u>Reserves at end of 2014</u>					
General Reserve	72,828				
Report justifying amount approved x Council					
Total	247,828				

59/13

RISK MANAGEMENT STRATEGY

The Clerk had reviewed the risks which the Council faces and produced a Risk Strategy Document, as per Governance Guidelines

Resolved

that Council adopts the document

60/13

FINANCIAL REGULATIONS

The Clerk had reviewed and produced a new set of Financial Regulations taking into account current guidelines.

Resolved

that Council adopts the document

61/13

FINANCE

- a. Schedule of Payments –To approve the accounts for payment (05/13)

Resolved

that the SoP 05/13 was approved.

PART 2: Private Session

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was then resolved that the public be excluded from the meeting for the following Item(s) of business pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, as the matter was commercially sensitive

62/12

Civic Award

Resolved

unanimously that Bertha Cottingham was granted the Civic Award for 2013



Signed:

The Town Mayor – Immingham Town Council

04/12/13

Immingham Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2014

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	CO-OP CURRENT ACCOUNT	251,974.78
2	CO-OP INSTANT A/C	153,334.32
3	CO-OP 14 DAY A/C	0.00
4	Unity Trust A/C	0.00
5	UNITY TRUST 90 DAY ACC	0.00
		405,309.10
<u>Other Bank & Cash Balances</u>		
	Current a/c 1	0.00
	Current a/c 2	0.00
	No 1 Deposit Account	0.00
	Catering Managers Bond	0.00
	Bar Catering	0.00
	High Interest (PWL B)	0.00
	High Interest Precept a/c	0.00
	Mayoral Holding Account	0.00
	Bar Float	751.00
	Petty Cash	187.89
	Petty Cash Alto Card DJ	248.72
	Petty Cash Alto Card TK	5.45
	Petty Cash Alto Holding Acc	0.00
	NELC Float Council Tax	0.00
	Petty Cash Alto Card SB	4.01
	Allotment Bonds	0.00
		1,197.07
		406,506.17
<u>Unpresented Payments</u>		
1	28/02/2014 BACS	3,568.12
1	28/02/2014 BACS	3,788.32
1	06/03/2014 300194	500.00
1	14/03/2014 MARCH14	3,980.48
1	18/03/2014 300195	1,036.82
1	19/03/2014 300197	320.16
1	20/03/2014 BACS Pymnt	11.99
1	31/03/2014 MARCH14	3,658.57
1	31/03/2014 CSAMARCH14	266.17
1	31/03/2014 BACS	130.00
		17,260.63
		389,245.54
<u>Receipts not on Bank Statement</u>		
1	31/03/2014	277.20
		277.20
Closing Balance		389,522.74

Immingham Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2014

<u>All Cash & Bank Accounts</u>	<u>Account Description</u>	<u>Balance</u>
	Unity Trust Account	234,991.35
	Unity Trust 90 Day Account	153,334.32
	Co-Op 14 day A/C	0.00
	Unity Trust A/C	0.00
	UNITY TRUST 90 DAY ACC	0.00
	Other Bank & Cash Balances	1,197.07
	Total Bank & Cash Balances	389,522.74

Immingham Town Council

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2014

	<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
		Total Reserves	240,863.21	247,828.24 = Box 7
2	100	Debtors	2,241.10	2,485.50
2	101	Sundry Debtors	0.00	202.61
2	105	Vat Due	2,457.23	4,176.30
2	110	Prepayments	20,022.23	41,453.58
2	120	BAR STOCK	3,049.23	0.00
2	125	Insignia stock	383.51	1,080.91
		Less Total Debtors	28,153.30	49,398.90
3	500	Creditors	1,891.62	25,544.41
3	510	Accruals	5,319.75	4,638.99
3	516	Superan Due	0.00	0.00
3	530	Key Bonds Allotments	0.00	290.00
3	540	Receipts in Advance	1,290.00	160,620.00
		Plus Total Creditors	8,501.37	191,093.40
		Equals Total Cash and Bank Accounts	221,211.28	389,522.74
5	204	Unity Trust Account	67,118.72	234,991.35
5	205	Unity Trust 90 Day Account	152,417.40	153,334.32
5	220	Bar Float	751.00	751.00
5	221	Petty Cash	122.22	187.89
5	222	Petty Cash Alto Card DJ	142.49	248.72
5	223	Petty Cash Alto Card TK	145.45	5.45
5	225	NELC Float Council Tax	20.00	0.00
5	226	Petty Cash Alto Card SB	494.00	4.01
		Total Cash and Bank Accounts	221,211.28	389,522.74 = Box 8

Immingham Town Council

Contact details

Please complete this form and send it back to us with the Annual Return

	Clerk	Chair
Name	David Jackson	Councillor Brian Duke
Address	Immingham Town Council Civic Centre Pelham Road Immingham NE Lines DN40 1QF	34 Beechwood Avenue Immingham NE Lines DN40 2JP
Daytime telephone number	01469 572763	01469 518383
Mobile telephone number	07702049000	
Email address	davejackson@immingham-tc.gov.uk	brian.duke@ntlworld.com