

Section 1 – Accounting statements 2012/13 for

WOTTON - UNDER - EDGE TOWN COUNCIL

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 2012 £	31 March 2013 £	
1 Balances brought forward	103112	123831	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	252400	270000	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	37493	99819	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	105833	106699	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	20413	19739	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	142928	194642	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	123831	172570	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	110404	166423	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	1278780	1315305	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	63400	46200	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 (If Applicable) Trust funds (including charitable) disclosure note	YES YES	NO YES	(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)

I certify that for the year ended 31 March 2013 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

Wynne S. Sykes

Date 24/06/2013

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

17/06/2013

and recorded as minute reference:

T. 4316 (b)

Signed by Chair of the meeting approving these accounting statements.

R.P. Clapham

Date 24/06/2013

**Wotton-Under-Edge Town Council
Audit Report for the year ended 31 March 2013**

Other matters not affecting our opinion which we wish to draw to the attention of Wotton-Under-Edge Town Council for the year ended 31 March 2013

Internal Financial Controls

The Parish Council has not documented its internal controls. The Parish Council should ensure that internal financial controls are fully documented and periodically reviewed.

Risk Assessment

We note that the council has undertaken a limited risk assessment. Risk management is not just about insurance. It is about achieving the objectives of the parish council to deliver high quality public service. Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. As a minimum, members should: -

- take steps to identify the key risks facing the parish council
- evaluate potential consequences to the council if an event identified as a risk takes place; and
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences. This might involve insurance or the implementation of internal controls.
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More guidance on risk management can be found in the NALC / SLCC publication "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide

Grant Thornton UK LLP

Grant Thornton UK LLP

Date *5/9/13*

Our ref GLS263

see attached

(continue on a separate sheet if required)

External auditor signature

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

Date

5/9/13

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 2012/13 to

WOTTON - UNDER-EDGE TOWN COUNCIL

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 2013.

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 books of account have been kept properly throughout the year.	<input checked="" type="checkbox"/>		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>		

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 PAUL A. SELKIRK FCA
 Signature of person who carried out the internal audit [Signature] Date 1-6-2013

***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).