

Section 1 – Accounting statements 2013/14 for

Enter name of
reporting body here:

WOTTON-UNDEREDGE 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	123,831	172,570	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	270,000	253,462	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	99,819	83,137	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	106,699	103,480	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	19,739	4,209	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).		
6 (-) All other payments	194,642	173,819	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	172,570	227,661	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	166,423	223,517	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	1,315,305	1,509,776	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	46,200	44,000	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

S. Singh

Date 12/05/2014

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

19/05/2014

and recorded as minute reference:

T. 4499

Signed by Chair of the meeting approving these accounting statements.

R.P. Singh

Date 19/05/2014

This page is part of Section 3 - External auditor certificate and opinion 2013/14

Wotton-Under-Edge Town Council
Audit Report for the year ended 31 March 2014

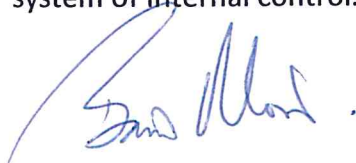
Other matters not affecting our opinion which we wish to draw to the attention of Wotton-Under-Edge Town Council for the year ended 31 March 2014

Financial Regulations

The internal auditor's report highlighted that whilst financial regulations are adequate for the purpose intended, they are not regularly reviewed by the Parish Council. The Parish Council should ensure that financial regulations are fully documented and periodically reviewed.

Internal Financial Controls

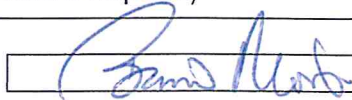
The Parish Council has not documented its internal controls in a separate document. They are currently included in the risk assesment. It is good practice for the Parish Council to fully document and periodically review the specific day to day procedures such as bank reconciliations it undertakes to implement its system of internal control.

for 
Grant Thornton UK LLP
Date *23/6/14.*

See attached

(continue on a separate sheet if required)

External auditor signature



External auditor name

Barrie Morris for Grant Thornton UK LLP

Date

23/6/14.

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

WOTTON-UNDER-EDGE TOWNS 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.	✓		

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 IAIN A. [Signature] FCA

Signature of person who carried out the internal audit [Signature] Date 13 5 2014

*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).