

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2002

NEWBY AND SCALBY PARISH COUNCIL

SECTION 1 – THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this annual return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on a receipts and payments/income and expenditure* basis. [* Select only one option and delete the other.]

(Responsible Financial Officer) M. McQUINN Date 16/10/2002

I confirm that these accounts were approved by the Council and recorded as council minute reference 2002. 54(S) dated 1st MAY 20 02 Signed on behalf of the above Council

(Chair) [Redacted] Date 8/1/2003

			Notes and Guidance for Compilers
	Last Year £ 2001	This Year £ 2002	General Please round all figures to nearest £. Report £0 or Nil balances. All figures must agree to the Council's underlying financial records for the relevant year.
1 Balances brought forward	<u>£65768</u>	<u>£60779</u>	Total balances and reserves at the beginning of the year as recorded in the Council's financial records.
2 (+) Annual Precept	<u>15000</u>	<u>17500</u>	Total amount of Precept income received in the year.
3 (+) Total other receipts	<u>17086</u>	<u>19,341</u>	Total income or receipts as recorded in the cashbook minus the precept.
4 (-) Staff costs	<u>8208</u>	<u>9470</u>	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses.
5 (-) Loan interest/ capital repayments	<u>0.00</u>	<u>0.00</u>	Total expenditure or payments of capital and interest made during the year on the Council's borrowings (if any).
6 (-) Total other payments	<u>28,867</u>	<u>27451</u>	Total expenditure or payments as recorded in the cashbook minus employment costs (line 4) and loan/interest expenditure/payments (line 5).
7 (=) Balances carried forward	<u>60779</u>	<u>60699</u>	Total balances and reserves at the end of the year. (Must equal (1+2+3) – (4+5+6))
8 Total Cash & Investments	<u>60779</u>	<u>60699</u>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March 2002 (as a check, this amount will, in most cases, be equal to the value of the council's total reserves and balances).
9 Total Fixed Assets	<u>NIL</u>	<u>NIL</u>	The recorded current book value at 31 March 2002 of all tangible fixed assets owned by the Council as recorded in the asset register.
10 Total Borrowings	<u>NIL</u>	<u>NIL</u>	The outstanding capital balance as at 31 March 2002 of all loans from third parties (usually PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- a brief explanation of significant variations from last year to this year in Section 1; and
- bank reconciliation as at 31 March 2002.

SECTION 2 – STATEMENT OF ASSURANCE

We acknowledge as the members of NEWBY AND SEARBY PARISH Council our responsibility for the preparation of the accounts and confirm, to the best of our knowledge and belief, with respect to the council's accounts for the year ended 31 March 2002, that:

	Agreed – Yes or No*	'Yes' means that the Council:
1 we have approved the accounts which have been prepared in accordance with the requirements of the Accounts and Audit Regulations 1996 and proper accounting practice.	YES SEE PMA 1 OF ATTACHED	prepared its accounts in the way prescribed by law. LETTER
2 we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption.	YES, BUT ONLY PARTIAL SEE PMA 2.	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 we have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 we have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	NO SEE PARA. 4 of letter	considered all the risks it faces in the operation of the council and has dealt with them properly.
5 we have appointed an internal auditor who is both competent and who has acted independently from influence by the council.	YES	arranged for a person unconnected with the council to check that its activities are properly carried out and recorded.
6 we have taken what we consider to be appropriate action on all matters raised in previous reports from the internal and external auditors.	YES SEE LETTER ALSO PARA. 6.	followed the advice received from its auditors.
7 we have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations 1996.	YES	has given all persons interested the opportunity to inspect and ask questions about the council's business.
8 we are not aware of any litigation, liabilities or commitments, events or transactions, occurring either during or after the end of the financial year being reported, other than those included in the accounts.	YES.	disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.

This Statement of Assurance is approved by the Council and recorded as council minute reference

Minute 2002-125 dated 9 OCTOBER 2002

Signed on behalf of NEWBY AND SEARBY PARISH COUNCIL Council:

Certified by: Chair [Signature] Date 16/10/2002

Clerk [Signature] Date 16/10/2002

*Please provide explanations to the auditor on a separate sheet if a 'No' response has been given; and describe what action is being taken to address the weaknesses identified.

SECTION 3 – EXTERNAL AUDITOR’S CERTIFICATE AND OPINION

Certificate

We* certify that we* have completed the audit of the annual return of

NEWBY & SCALBY PARISH

Council for the year ended 31 March 2002

Respective responsibilities of the Council and the auditor

The Council is responsible for the preparation of the accounts in accordance with the requirements of the Accounts and Audit Regulations 1996 and for the preparation of an annual return which:

- summarises the Council’s accounting records for the year ended 31 March 2002; and
- confirms and provides assurance on those matters that are important to my/our* audit responsibilities.

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

Auditor’s report

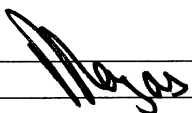
(Except for the matters reported below¹)* on the basis of my/our* review, in my/our* opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to my/our* attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

¹(Insert here any matters arising at audit to be reported)

- 1/ A number of amendments were required to Section 1
 - 2/ The Council should ensure that the weaknesses in the system of internal control highlighted by the Internal Auditor are addressed. In particular:
 - (a) An asset register should be produced and updated on a regular basis
 - (b) A Annual risk assessment should be undertaken
 - 3/ The Annual Return is a standalone document^{available to the public} and reference should not be made to other documents (Section 2)
 - 4/ The Council may wish to review the adequacy of its fidelity insurance cover
- (continue on a separate sheet if required)

* Delete as appropriate

Signature



Date

21/11/02

Name

MAZARS

Note

The auditor signing this page has been appointed by the Audit Commission and is reporting to you that he/she has carried out and completed all the work that is required of him/her by law.