

Local Councils in England
Annual return
for the year ended 31 March 2006

CLOUGHTON PARISH COUNCIL/MEETINGS

Section 1 – The statement of accounts

In completing the boxes below please explain any significant variances, including any difference between Box 7 and Box 8, on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2006. See page 6 and the *Practitioners' Guide* for further guidance.

	31 March 2005 £	31 March 2006 £	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to the council's underlying financial records for the relevant year.
1 Balances brought forward	159578 15818	17952	Total balances and reserves at the beginning of the year as recorded in the council's financial records. Value must agree to box 7 of previous year.
2 (+) Annual precept	2000	2000	Total amount of precept income received in the year.
3 (+) Total other receipts	6963	7190	Total income or receipts as recorded in the cashbook minus the precept. Includes support, discretionary and revenue grants.
4 (-) Staff costs	1097	1344	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 related 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 (-) Total other payments	5732	7475	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	17952	18323	Total balances and reserves at the end of the year. (Must equal (1+2+3) – (4+5+6))
8 Total cash & investments	17952	18323	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	159578	169739	The recorded current book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties.
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that the statement of accounts contained in this annual return presents fairly the financial position of the council and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2006.

Signed by Responsible Financial Officer:



Date 15/4/06

I confirm that these accounts were approved by the council and recorded as council minute reference: 23/06d

Date 8 May 2006

Signed by Chair of meeting approving council's accounts:



Date 8/5/06

Section 2 – Statement of assurance

We acknowledge as the members of CLOUGHTON PARISH COUNCIL/~~MEETING~~ our responsibility for the preparation of the statement of accounts and for the council's internal controls, and confirm, to the best of our knowledge and belief, with respect to the council's statement of accounts for the year ended 31 March 2006 in section 1, that:

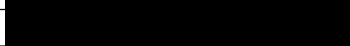
1	we have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its statement of accounts in the way prescribed by law.
2	we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	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 provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5	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.	YES	considered the financial and other risks it faces in the operation of the council and has dealt with them properly.
6	we have maintained an adequate and effective system of internal audit of the council's accounting records and control systems.	YES	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council.
7	we have taken what we consider to be appropriate action on all matters raised in reports from internal and external audit.	YES	has taken appropriate action in response to matters brought to its attention by internal and external audit.
8	we have 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 statement of 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

23/06 d) dated 8/5/06

Signed on behalf of CLOUGHTON PARISH COUNCIL/~~MEETING~~

Signed by: Chair  Date 8/5/06

Signed by: Clerk  Date 8 May 2006

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

