

Section 1 – Accounting statements for

SHERBURN PARISH 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 2009 £	31 March 2010 £	
	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.		
1 Balances brought forward	14 802	15 720	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	11 000	11 600	Total amount of precept receivable or received in the year.
3 (+) Total other receipts	6 124	1 741	Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.
4 (-) Staff costs	14 56	29 29	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6 (-) Total other costs	14 750	12 724	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	15 720	12 808	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	15 720	12 808	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 and long term assets	✓	37,707	The recorded 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 and any long term investments.
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES No	YES No.	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that 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, for the year ended 31 March 2010.

Signed by Responsible Financial Officer



Date 18/05/2010

I confirm that these accounting statements were approved by the council and recorded as minute reference

Page 64
Agenda item 8 18/5/2010

Date 18/05/2010

Signed by Chair of the meeting at which these accounting statements were approved.



Date 18/05/2010

Section 2 – Annual governance statement

We acknowledge as the members of **SHERBORN PARISH COUNCIL** 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 2010, that:

	Agreed – Yes or No*	'Yes' means that the council:
1 We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its accounting statements 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 during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	during the year 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 and has dealt with them properly.
6 We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.	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 and reviewed the impact of this work.
7 We have taken appropriate action on all matters raised in reports from internal and external audit.	YES	responded 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 accounting statements.	YES	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 have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and , if required, independent examination or audit.	YES N/A.	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 local council and recorded as minute reference

Page 64 Item 8 dated 18/5/2010

Signed on behalf of **SHERBORN PARISH COUNCIL**

Signed by: Chair  Date 18/05/2010

Signed by: Clerk  Date 18/05/2010

***Note:** 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.

Section 3 – External auditor's certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2010 of

SHERBORN PARISH COUNCIL

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 is also responsible for preparing an annual return which:

- summarises the council accounting records for the year ended 31 March 2010; 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's report

(Except for the matters reported below)* on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission's requirements 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's signature Mazars LLP

External auditor's name Mazars LLP, Southampton, SO15 2BE Date 10 AUGUST 2010

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*.

(local council name) SHERBURN PARISH COUNCIL

Notice of appointment of date for the exercise of electors' rights

Accounts for the year ended 31st March 2010

Audit Commission Act 1998, Accounts and Audit Regulations 2003 (SI 2003/533) as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 (SI 2006/564)

<p>1. Date of announcement: 16 June 2010 (a)</p>	<p>(a) Insert date of placing of the notice which must be not less than 14 days before the date in (f) below</p>
<p>2. Each year the Council's/Meeting's (b) Annual Return is audited by an auditor appointed by the Audit Commission. Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31st March 2009, these documents will be available on reasonable notice on application to: <u>2010</u></p>	<p>(b) Delete as appropriate</p>
<p>(c) <u>MRS M. WALKER</u> <u>18A ST HILDAS ST</u> <u>SHERBURN</u> <u>MALTON</u> <u>01944. 710617</u></p>	<p>(c) Insert name, position and address of the Clerk or other person to whom any person may apply to inspect the accounts</p>
<p>between the hours of (d) <u>9am</u> and (d) <u>5pm</u> on <u>Mon - Fri</u></p>	<p>(d) Insert the times between which any person may apply to inspect the accounts. NB Indicate if there is a lunchtime closure</p>
<p>(e) to (e) <u>by appointment</u></p>	<p>(e) Insert working days of the week any person may apply to inspect the accounts – usually Monday to Friday</p>
<p>commencing on (f) 1 July 2010</p>	<p>(f) Insert date at least 21 working days before the date appointed for audit in (h) below</p>
<p>and ending on (g) 28 July 2010</p>	<p>(g) The inspection period between (f) and (g) must be 20 working days and (g) must be at least one day before the date appointed for audit in (h) below.</p>
<p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> the opportunity to question the auditor about the accounts. The auditor can be contacted at the address in paragraph 4 below for this purpose on 29 July 2010 (h) and after that date will be available at the address given in paragraph 4 below until the audit has been completed; and the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the (i) Council/Meeting. 	<p>(h) This must be at least one working day after the end of the inspection period. Amend as necessary if period for display of notice and inspection period cannot be completed by 28 July 2010.</p>
<p>4. The audit is being conducted under the provisions of the Audit Commission Act 1998, the Accounts and Audit Regulations 2003 (as amended) and the Audit Commission's Code of Audit Practice. Your audit is being carried out by:</p>	<p>(i) Delete as appropriate</p>
<p>Mazars LLP, Regency House, 3 Grosvenor Square, Southampton SO15 2BE</p>	
<p>5. This announcement is made by (j) <u>Unpublished Clerk</u> <u>+ RFO</u></p>	<p>(j) Insert name and position of person placing the notice</p>