

Lawley & Overdale Parish Council


CONSOLIDATED ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2009

SECTION 1 – STATEMENT OF ACCOUNTS

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 31st March 2009.

I confirm that these accounts were approved by the council and recorded as council minute reference: **2009/480(b)** dated **7th April 2009**

Signed by Responsible Financial Officer



	Year ending		Notes and guidance
	31 st March 2008 £	31 st March 2009 £	
			All figures rounded to the nearest pound. All figures agree to the council's underlying financial records.
1 Balances brought forward	86873	91633	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	121000	130000	Total amount of precept received in the year.
3 (+) Total other receipts	32046	35628	Total receipts or income as recorded in the cashbook less the precept. Includes support, discretionary and revenue grants.
4 (-) Staff costs	42830	47272	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	105456	115548	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	91633	94441	Total balances and reserves at the end of the year. (Must equal (1+2+3) – (4+5+6))
8 Total cash and investments	91633	94441	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 st March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	14640	13387	The recorded book value at 31 st 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 st March of all loans from third parties (including PWLB).
11 Trust funds disclosure note	YES/NO	YES/NO	The council acts as sole trustee for and is responsible for managing [a] trust fund[s]/assets. (Readers should note that the figures above do not include any trust transactions.)

Lawley & Overdale Parish Council

SECTION 2 – ANNUAL GOVERNANCE STATEMENT

We acknowledge as the members of Lawley & Overdale Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of accounts. We confirm, to the best of our knowledge and belief, with respect to the council's statement of accounts for the year ended 31st March 2009 that: -

	Agreed – Yes or No*	'Yes' means that the council:
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 safe-guarding 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	has during the year 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's 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	has 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 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.
9. Trust funds – 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.	N/A	Has met al of its responsibilities where it is a sole managing trustee of a local trust or trusts.

Signed

Clerk to the Council/Responsible Finance Officer

