

Local Councils in England Annual return for the year ended 31 March 2012

Local councils in England with an annual turnover of £5.5 million or less must complete an annual return summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages two to five is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2012.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do **not** leave any green box blank, incomplete or incorrect. Returns require additional external audit work and may incur additional costs.

The annual return, together with your bank reconciliation as at 31 March 2012, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your appointed external auditor by the due date.

Your auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2012.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.sloc.co.uk

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 2012 of

OLD STRATFORD 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 prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2012; 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 in the annual return is in accordance with proper practices 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

(Please see enclosed report)

**BDO LLP Southampton
United Kingdom**

(continue on a separate sheet if required)

External auditor's signature Bob Hill

External auditor's name BDO LLP Southampton
United Kingdom Date 18/5/12

Note: The audit is giving this page the same approval as by the Audit Commission and is certifying to you that they have carried out and certified all the work that is required of them by law. For further information please refer to the Audit Commission's publication and the statement of Responsibilities of Auditors and of Audited Small Firms.

Section 1 - Accounting statements for

OUR STAFFORD 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 2011 £	31 March 2012 £	
1 Balance Group Forward	151848	134809	Total balances and reserves at the beginning of the year as recorded in the financial records. Must first agree to Box 7 of previous year.
2 (+) Annual receipt	32500	30750	Total amount of receipt received or receivable in the year.
3 (-) Total other receipts	21222	16001	Total income or receipts as recorded in the cashbook less the receipt received line 2. Include any grants received from.
4 (-) Staff costs	9560	9560	Total expenditure or payments made to and on behalf of all employees. Includes salaries and wages, Pwll and all employees and employment, pension contributions and employer's liability insurance.
5 (-) Other interest/bank requirements	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (+) All other payments	41201	33111	Total expenditure or payments as recorded in the cashbook less staff costs line 4 and bank interest/bank requirements line 5.
7 (-) Balance carried forward	134809	142929	Total balances and reserves at the end of the year. Must equal 7+3-2-4+5+6.
8 Total cash and short term investments	134809	142929	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	268593	268593	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets eg loans to third parties and any long term investments. ✓
10 Total borrowings	NIL	NIL	The outstanding capital borrowings as at 31 March of all long term third parties (including Pwll).
11 Total funds including charitable disclosure note	YES NO YES NO NO NO		Disclosure Note: The church acts as sole trustee for and is responsible for managing trust funds or assets. (Please be aware that the figures above do not include any trust transactions)

I certify that for the year ended 31 March 2012 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



Date 8/5/12

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

8/5/12

and recorded as minute reference:

18(A)

Signed by Chair of the meeting approving these accounting statements:



Date 08/05/2012