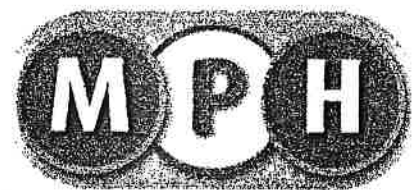


**Income and Expenditure Account
and Statement of Affairs for
Roos Parrish Council
Year Ending 31 March 2015**



ACCOUNTANCY

Roos Parrish Council

Year Ending 31 March 2015

We have prepared the annexed Income and Expenditure Account and Statement of Affairs for Roos Parrish Council Year Ending 31 March 2015 from the books and financial records of the Council and from explanations given to us by the Treasurer.

A handwritten signature in black ink, appearing to be 'MPH', with a long horizontal flourish extending to the right.

MPH Accountancy
Rear of 9 Westgate
Patrington
East Yorkshire
HU12 0NA

18 April 2015

Roos Parrish Council

Income and Expenditure Account

Year Ending 31 March 2015

	2015	2014
<u>INCOME</u>		
Precept	3,000	3,300
Parish Paths	1,000	931
Wayleave Payment	32	31
Sign Grant	-	135
Garden Rents	20	20
Rooster (Closure Fund)	1,623	
Grant for Salt	415	
Sundry Receipt from ERYC included In Precept	-	724
Bank Interest Received	61	62
VAT Reclaim	83	57
	6,235	5,264
<u>EXPENDITURE</u>		
Clerk Salary and Payments	3,500	3,375
Parish Paths	1,000	931
Hall Hire and Room Rents	150	180
Audit and Accountancy Fees	65	65
Insurance	244	244
Winter Weather Items	498	121
Grass Cutting and Gardening Costs	240	236
Playing Field Sign	-	158
Repairs and Paints	-	26
Village Christmas Costs (Tree, Lights etc)	105	132
Obituaries	-	12
Wind Farm Printing	-	138
Donations and Gifts	100	200
	5,902	5,819
<u>NET SURPLUS/(DEFICIT) FOR THE YEAR</u>	£ 333	£ 555

Roos Parrish Council

Bank Reconciliation and Variation Analysis

Year Ending 31 March 2015

1. Bank Reconciliation

	£
Opening Balance per Cash Book	19,160.38
Add: Receipts	6,235.14
Less: Payments	- 5,902.33
	19,493.19
Current Account	321.08
Deposit Account	7,128.98
Tunstall Garden Account	12,043.13
	19,493.19

2. Variance Analysis

Box 2 Variance decrease by £300 (Less than 15%) *No Explanation Required*

Box 3 Variance Increase by £1271 (More than 15%)

Increase in Parish Paths	69
Increase in Wayleave Payment	1
No Sign Grant awarded	- 135
Funds deposited from closure of Rooster Fund	1,623
Salt Grant Received	415
Decrease in Bank Interest Received	- 1
No Sundry Receipt received from ERYC	- 728
Decrease in VAT Reclaim	26
	1,271

Box 4 Variance Increase by £125 (Less than 15%) *No Explanation Required*

Box 5 No Loan Interest/Capital Costs Incurred *No Explanation Required*

Box 6 Variance decrease by £42 (Less than 15%) *No Explanation Required*

Box 9 No Fixed Assets and Long Term Assets *No Explanation Required*

Box 10 No Borrowings *No Explanation Required*

3. Explanation for High Reserves

Box 7 is more than twice Box 2 as the reserves include two restricted reserves in relation to Winter Weather payments and funds in relation to a Tunstall Garden Reserve. The restricted reserves also include funds received in the year from the closure of a local group where their constitution stated that the funds must be held restricted by the Parrish for a period of 5 years before it can be released into the Parrish General Reserve. The General Reserve itself is less than twice the Precept.

Roos Parish Council Accounts 2014/2015

Items of expenditure above £100.00

<u>Date of Expenditure</u>	<u>Purpose</u>	<u>Amount</u>	<u>VAT that cannot be recovered</u>
14 th April 2014	Clerk Salary	£875.00	Nil
14 th April 2014	Winter Salt	£498.37	Nil
14 th July 2014	Clerk Salary	£875.00	Nil
14 th July 2014	Parish Paths	£295.00	Nil
11 th August 2014	Parish Paths	£215.00	Nil
13 th October 2014	Clerk Salary	£875.00	Nil
10 th November 2014	Parish Paths	£195.00	Nil
8 th December 2014	Christmas Tree	£105.00	Nil
12 th January 2015	Clerk Salary	£875.00	Nil
12 th January 2015	Parish Paths	£206.00	Nil
9 th February 2015	Insurance	£243.80	Nil

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

ROOS PARISH COUNCIL Council/Meeting

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 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No	
1 We approved the accounting statements 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 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 took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We 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 carried out an assessment of the risks facing the council and took 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 maintained throughout the year an adequate and effective system of internal audit of the council 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 internal controls meet the needs of the council.
7 We took 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 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 discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no NA	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 council and recorded as minute reference

dated AGM MINUTES
11/05/2015

Signed by:

Chair [Signature]

Signed by:

Clerk [Signature]

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

ROOS PARISH

Council/Meeting

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 2014 £	31 March 2015 £	
1 Balances brought forward	19,715	19,160	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	3,300	3,000	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	1,964	3,235	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	3,375	3,500	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	—	—	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	2,444	2,402	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	19,160 19,715	19,493 19,160	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	19,160 19,715	19,493	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 plus other long term investments and assets	—	—	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no		The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions

I certify that for the year ended 31 March 2015 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

[Signature]

Date 11/03/2015

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

11/03/2015

and recorded as minute reference:

[Signature]

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date 11/03/15

Section 4 – Annual internal audit report 2014/15 to

ROOY PARISH COUNCIL

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

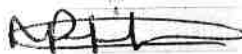
Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.			✓
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

'H' - NO ASSETS HELD

Name of person who carried out the internal audit **MATI HOE - MPH ACCOUNTANCY**

Signature of person who carried out the internal audit  Date **18/04/15**

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).