

Hythe Town Council

Notice of conclusion of the audit and right to inspect the Annual Return Annual Return for the year ended 31 March 2015

Section 14 of the Audit Commission Act 1998, as transitionally saved

Accounts and Audit (England) Regulations 2011 (SI 2011/817), as transitionally saved

	Notes
1. The audit of accounts for Hythe Town Council for the year ended 31 March 2015 has been concluded.	
2. The Annual Return is available for inspection by any local government elector of the area of Hythe Town Council on application to: (a) <u>NICK HILDITCH TOWN CLERK.</u> <u>TOWN CLERK, HYTHE TOWN COUNCIL</u> <u>OAKLANDS, 1 STADE STREET</u> <u>HYTHE CT21 6BG</u>	(a) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
3. Copies will be provided to any local government elector on payment of <u>£0.60</u> (b) for each copy of the Annual Return.	(b) Insert a reasonable sum for copying costs
Announcement made by: (c) <u>N Hilditch</u>	(c) Insert name and position of person placing the notice
Date of announcement: (d) <u>07. October 2015</u>	(d) Insert date of placing of the notice


Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

HYTHE TOWN

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

1	Balances brought forward	562,824 573,812	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	16-staked 279,053 287,340	Total amount of precept received or receivable in the year. Excludes any grants received.
3	(+) Total other receipts	16-staked 159,493 155,291	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4	(-) Staff costs	147,008 149,531	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	29,850 23,305	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6	(-) All other payments	256,700 292,220	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	573,812 551,387	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	585,510 551,952	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	5,041,370 5,083,214	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	250,764 238,727	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11	Disclosure note Trust funds (including charitable)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 	The council acts as sole trustee for and is responsible for managing trust funds or assets.

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

J. A. Mc Cormin

Date 28.05.2015

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

28.05.2015

and recorded as minute reference:

444/15

Signed by Chair of the meeting approving these accounting statements.

Date 28.05.2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

HYPHE TOWN

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:

- | | | | |
|---|---|-----|--|
| 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 | 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

44/15

dated 28.05.2015

Signed by:

Chair

dated 28.05.2015

Signed by:

Clerk

dated 28.05.2015

*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 3 – External auditor certificate and report 2014/15

Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

HYTHE TOWN

Council/Meeting

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report (KE0142)

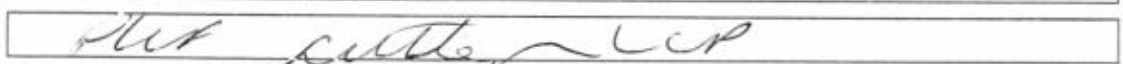
Except for the matters reported below, on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Council's reconciliation between Boxes 7 and 8 was incorrect as it included an amount of £166,075 detailed as a debtor amount owed to the Council by the Davis Oaklands Charitable Trust. It appears that this money is the accumulated amount of money spent by the Council on behalf of the Trust over a number of years. This expenditure is apparently shown both in the Trust accounts and the Council accounts but has not been invoiced to the Trust and so has not appeared as income in the Council accounts. The Council must ensure that this anomaly is resolved as a matter of urgency and that any adjustments to each set of accounts are made as soon as possible.

Other matters not affecting our opinion which we draw to the attention of the Council:

The Council has stated that an unreconciled £15 discrepancy between Boxes 7 and 8 is due to a set of historic rounding errors. The discrepancy came to light when the Council's accounts were migrated to the new accounting software. Please ensure that the discrepancy is adjusted for in the 2015/16 accounts.

External auditor signature



External auditor name

PKF Littlejohn LLP

Date

29 September 2015

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.