

Section 1 – Accounting statements 2013/14 for

Council/Meeting

Monks Eleigh Parish

Enter name of reporting body here:

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

Notes and guidance	Year ending	
	31 March 2013	31 March 2014
Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	£	£

1 Balances brought forward	6599	6478
2 (+) Annual precept	14316	14803
3 (+) Total other receipts	4683	3478
4 (-) Staff costs	3523	3510
5 (-) Loan interest/capital repayments	0	0
6 (-) All other payments	15597	14768
7 (=) Balances carried forward	6478	6481
8 Total cash and short term investments	6478	6481
9 Total fixed assets plus other long term investments and assets	51087	51088
10 Total borrowings	0	0

11 Disclosure note	yes	no	yes	no
The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.	✓		✓	

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

19/05/2014

and recorded as minute reference: Agenda item 14

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date 19/05/2014

I certify that for the year ended 31 March 2014 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 REQUIRED

Date 19/05/2014

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

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 2014, that:

1	We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓	Agreed –	'Yes' means that the council:	
				Yes	No*
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			
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.	✓			
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.	✓			
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.	✓			
6	We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓			
7	We took appropriate action on all matters raised in reports from 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.	✓			
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.	✓			

This annual governance statement is approved by the council and recorded as minute reference

Angelo Venu 14
dated 19/05/2014

Signed by: *[Signature]*
dated 19/05/2014
Chair
SIGNED REQUIRED

Signed by: *[Signature]*
dated 19/05/2014
Clerk
SIGNED REQUIRED

dated 19/05/2014

*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.

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

Council Meeting

ENTER LOCAL COUNCIL NAME
MONKS FLEIGH Parish

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 2014; 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 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:

(continue on a separate sheet if required)

External auditor signature

BDO LLP

External auditor name

BDO LLP Southampton

United Kingdom

Date

12/6/14

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.