

# NOTICE OF CONCLUSION OF AUDIT

## WITCHAM PARISH COUNCIL

Notice is hereby given that the audit for the year ended 31 March 2008 was concluded on 17 July 2008

The following accounts are displayed for inspection by local government electors on the Parish Noticeboard, Silver Street

The summary of Receipts and Payments Accounts and Statement of Accounts & Auditors Certificate and Opinion

Signed 

Clerk

Date: 2 August 2008

WITCHAM PARISH COUNCIL				
SUMMARY OF RECEIPTS AND PAYMENTS				
YEAR ENDING 31 MARCH 2008				
RECEIPTS				
Year 2006/7			Year 2007/8	
£	£		£	£
9000		Precept		9000
676		RSPB Rent & Electricity Wayleaves		676
215		Burials		255
470		Parish Paths P3		0
10		Witcham Chess Club		0
0		Grants NALC Clerks training		49
0		Grants CALC Clerks hours Quality Parish Council		189
607		Interest		864
313		VAT reclaimed		304
2250		Parish Plan Grants		750
13541		TOTAL RECEIPTS		12087
PAYMENTS				
Year 2006/7			Year 2007/8	
£	£		£	£
2244		Salaries (incl extra hrs for QPS submission)		3099
		Admin		
	932.20	Insurance		986.00
	140.00	2005/6 Audit Fees External 2006/7		675.00
	113.36	2005/6 Audit Fees Internal 2006/7		110.12
	239.25	Gen Admin-copying, stationery, travel		350.07
	75.04	Internet Website		
	15.64	Telephone calls reimbursement		30.24
	225.79	CALC subscriptions & training		162.21
	25.00	ACRE membership		25.00
	40.00	Bank fees		40.00
	112.00	Hire of Village Hall		120.00
	9.98	Chairman's Allowance		25.00
		Election April		50.00
		Election August		911.63
	120.00	RSPB Lease legal fees		0.00
	29.38	NALC QPS appln fee		0.00
2078				3485
		Grounds and Cemetery Expenses		
	1400.00	Village Contractor/Groundsman		288.00
		Groundsman expenses, petrol etc		84.70
	300.00	Grass Cutting Recreation Ground (Cricket Club)		375.00
	69.00	ROSPA Annual Inspection Play Equipment		69.00
	34.04	Slabs Cemetery		0.00
	0.00	Cemetery Gates (strip & re-paint)		250.00
1803				1067
		Street Lighting Energy & Maintenance		188
		Village Hall Project		200
		Grants S142		
	189.00	What's On		196.25
	35.04	Best Kept Garden Trophies		76.60
	92.00	Quality Parish Newsletter		64.50
	316	Citizens Advice Bureau (06/07 & 07/08)		50.00
		www.witcham.org website		70.36
		Youth Club		458
		Cricket Nets		1000
	993	Parish Plan (from grants)		0
	346			2095
	304	VAT - reclaimable		636
8277		TOTAL PAYMENTS		12227
21172		Balance carried forward from previous year		26436
13541		Add Total Receipts		12087
34713				38524
8277		Deduct Total Payments		12227
26436		Balance at 31 March, to carry over to next year		26296
These funds are represented by:				
	572.22	Current Account		1287
	424.38	less unrepresented cheques	1892.89	
	650	add cheques to clear	0	
798				1893
6814		Instant Access Deposit Account		4411
18824		30 Day Notice Deposit Account		22491
26436		TOTAL		26296

# Section 1 – Statement of accounts

WITCHAM PARISH

COUNCIL/MEETING

In completing the boxes below please explain any significant variances on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2008.

	Year ending		Notes and guidance
	31 March 2007 £	31 March 2008 £	
1 Balances brought forward	21172	26436	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	9000	9000	Total amount of precept received in the year.
3 (+) Total other receipts	4541	3087	Total receipts or income as recorded in the cashbook less the precept. Includes support, discretionary and revenue grants.
4 (-) Staff costs	2244	3387	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	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) Total other payments	6033	8840	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	26436	26296	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	26436	26296	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	41421	42104	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds disclosure note	No	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.)

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 31 March 2008.

Signed by Responsible Financial Officer

S. S. Beck

Date 13-5-08

I confirm that these accounts were approved by the council and recorded as council minute reference 03/083 Annual Return 07/08

Date 13-5-08

Signed by Chair of meeting approving council's accounts

[Signature]

Date 13/5/08

## 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 2008 of

WITCHAM

COUNCIL/MEETING

### Respective responsibilities of the council and the auditor

The council is responsible for the preparation of the accounts in accordance with the requirements of the Accounts and Audit Regulations and for the preparation of an annual return which:

- summarises the council’s accounting records for the year ended 31 March 2008; 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 contained in the annual return is in accordance with the Audit Commission’s requirements 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/meeting:

(continue on a separate sheet if required)

External auditor’s signature

*Moira Scott*

External auditor’s name

WITCHAM

Date

17 July 08

**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*.