

# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

**SLEAFORD TOWN**

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	
	<i>As stated</i>	£	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	401,933	605,868	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	54,362	534,764	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	222,118	200,631	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	311,999	326,252	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	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	217,546	355,713	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	605,868	609,299	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	633,535	701,321	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	693,634	710,767	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	0	0	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. 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

*W Savage*

Date 10/06/2015

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

10 06 2015

and recorded as minute reference:

FC.4 (1)

Signed by Chair of the meeting approving these accounting statements

*[Signature]*

Date 10 06 2015

# Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

**SLEAFORD 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:

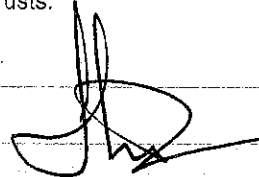
	Agreed		Yes means that the council
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓	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

FC & CID  
dated 10/06/2015

Signed by:

Chair



dated

10 06 2015

Signed by:

Clerk



dated

10/06/2015

\*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:

Sheffield 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

~~(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. (\*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:

See attached

(continue on a separate sheet if required)

External auditor signature

External auditor name

Barrie Morris for Grant Thornton UK LLP

Date

3/9/15

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



This page is part of Section 3 - External auditor certificate and opinion 2014/15

**Sleaford Town Council  
Audit Report for the year ended 31 March 2015**

**Other matters not affecting our opinion which we wish to draw to the attention  
of Sleaford Town Council for the year ended 31 March 2015**

**Comparative Figures**

The figures for 31 March 2014 in Boxes 2 and 3 have been restated from the figures presented on the 2014 Annual Return following the other matters noted in last year's external auditor's report. The council should write 'restated' beneath the '£' symbol of the 2014 column before the Annual Return is made available to the public.

**Council Tax Support Grant**

The Council Tax Support Grant should be included in Box 3. Council Tax Support Grant of £60,309 should be in Box 2. £308 remains in Box 2. Box 2 should state £534,456 and Box 3 should state £200,939.

**Internal Financial Controls**

The Parish Council has not documented its internal controls. It is good practice for the Parish Council to fully document and periodically review the specific day to day procedures it undertakes to implement its system of internal control

A handwritten signature in black ink, appearing to read 'P. Smith'.

for Grant Thornton UK LLP

Date 3/9/15.

Our ref LIN329

Audited Body Name Grant Thornton .....

NOTICE OF CONCLUSION OF AUDIT

Accounts year ended 31 March 2015

Audit Commission Act 1998 (as transitionally saved)

The Accounts and Audit (England) Regulations 2011

Insert date of placing the Notice

1. Date of Notice 15/09/2015

The date of conclusion of the audit is the date shown on the Auditor's Certificate and Report at Section 3 of the Annual Return.

2. Notice

The Audit of the Council's Accounts for the above year has been concluded on

03/09/2015 by Grant Thornton UK LLP.

The Accounts must be published on conclusion of the Audit or on 30<sup>th</sup> September whichever is the earlier.

3. Publication of Accounts.

A copy of the Statement of Accounts and the Auditor's Certificate and Report thereon has been published.

The Statement of Accounts consists of sections 1, 2 and 3 of the Annual Return.

Notice of these rights is required by the Act.

4. Local Government Elector's Rights

A Local Government Elector for the Parish may obtain, inspect or take a copy of the Statement of Accounts and Auditor's Certificate and Report by arrangement with the Clerk at the address and times set out below.

Complete as locally appropriate

5. Days and times of availability

Monday to Thursday 9.00am to 4.00pm

Friday 9.00am to 3.30pm

Complete as locally appropriate

6. Address where the Documents may be inspected or purchased

3 Mill House, Carre Street

Sleaford, Lincs. NG34 9TW

Complete as appropriate

7. Signature and name of person giving Notice on behalf of Council

Clerk and / or Responsible Financial Officer

Amend if necessary

This Notice is to be displayed for 14 days.