

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of

Enter name of smaller authority here: **DUNESWELL PARISH COUNCIL**

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 2017, that:

	Signed		Yes/No/Not for the smaller authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>		Prepared to accounting statements in accordance with the Accounts and Audit Regulations
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and respond to effectiveness.	<input checked="" type="checkbox"/>		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
3. We took all reasonable steps to ensure customers that have not had their affairs or financial circumstances with our regulators and proper practices that could have a significant adverse effect on the ability of the smaller authority to conduct its business as an its business.	<input checked="" type="checkbox"/>		has only done what it has the legal power to do and has complied with proper practice in doing so.
4. We provided proper opportunities during the year for the exercise of electors' rights to participate with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>		during the year gave all persons interested the opportunity to inspect and see questions about the authority's accounts.
5. We carried out an assessment of the risks facing the smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external assurance where required.	<input checked="" type="checkbox"/>		conducted 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 accounting records and internal systems.	<input checked="" type="checkbox"/>		arranged for a competent person, independent of the financial controls and procedures, to give an objective view as to whether internal controls meet the needs of the smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, disputes or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the smaller authority and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>		disclosed everything it should have about its business activity during the year including events taking place after the year-end 7 relevant.
9. (For local authority only) Trust funds including charities in our capacity as the sole managing trustee we discharged our responsibility for the financial systems, including financial reporting and, if required, independent verification or audit.	<input checked="" type="checkbox"/>		has met all of its responsibilities where it is a sole managing trustee of a trust fund or trusts.

This annual governance statement is approved by the smaller authority on:

Signed by Chair at meeting where approval is given:

and recorded as minute reference:

Chair:

*Note: Please provide explanations to the external auditor on a separate sheet if any 'No' response. Describe how the smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

DUNESWELL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016	31 March 2017	
1. Balance brought forward	10855	17,742	Total balances and reserves at the beginning of the year as reported in the financial records. Value must agree to Box 7 of previous year.
2. (+) Proceed of Rates and Levies	25724	25473	Total amount of proceeds for the year. Rates and levies received or receivable in the year. Exclude any grant received.
3. (+) Total other receipts	7778	25259	Total receipts or receipts as reported in the accounts less the amount or value of grants received (line 2). Include any grants received.
4. (-) Staff costs	8059	8059	Total expenditure on payments made to and on behalf of all employees, include salaries and wages, PAYE and all employees and employees' pension contributions and retirement expenses.
5. (-) Local representative payments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowing (if any).
6. (-) VAT other payments	18556	42,236	Total expenditure of payments as reported in the accounts less staff costs (line 4) and local representative payments (line 5).
7. (+) Balance carried forward	17742	18,279	Total balances and reserves at the end of the year. Must agree (1+2-3)+4-5-6.
8. Total value of loan and short term investments	17742	18,279	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - Do agree with bank reconciliation.
9. Total fixed assets (net long term investments and assets)	228605	228605	This total shows the value of all the property the authority owns. It is made up of its fixed assets and long term investments.
10. Total surpluses	0	0	The outstanding council balance as at 31 March or if zero then third parties (including PAYE).
11. (For Local Councils Only) Disclosure note on Trust funds (including charities)			The Council acts as sole trustee for and is responsible for managing Trust funds as assets. N.B. The figures in the Accounting statements should not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of the smaller authority and its income and expenditure, in properly prepared records and payments, as far as may be.

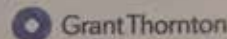
Signed by Responsible Financial Officer:

Date:

I confirm that these accounting statements were approved by the smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:



This page is part of Section 3 – External auditor certificate and opinion 2016/17
Dunswell Parish Council
External Auditor Report for the year ended 31 March 2017

Matters reported

Period for the exercise of public rights

The Local Audit and Accountability Act 2014 (the Act), sections 26 and 27, and the Accounts and Audit Regulations 2015 (the Regulations), sections 14 and 15, set out the requirements for the period for the exercise of public rights of objection, inspection and questioning of the external auditor. In particular section 15(1)(b) of the Regulations stipulates that the commencement of the period for the exercise of public rights takes place on such a day that ensures that the single period of 30 working days, as required by section 14(1), covers the first 10 working days of July of the financial year immediately following the end of the financial year to which the statement relates.

The Authority published its Notice indicating the period for the exercise of public rights commenced on 17th of August 2017 and ended on 17th of September. This does not cover the first 10 working days of July as required by the Regulations.

In the future, the Authority must ensure that it complies with the Local Audit and Accountability Act 2014, sections 26 and 27, and the Accounts and Audit Regulations 2015, sections 14 and 15 to ensure that the dates for the exercise of public rights are properly calculated and published. The Council should also consider the impact of this failure on its disclosures in the 2017/18 Annual Return.

Other matters not affecting our opinion which we wish to draw to the attention of the authority

Internal Audit, Objective F

The internal auditor has answered Yes to Objective F in relation to petty cash. This should state 'not covered' as the Authority does not operate a petty cash system.

The Authority should ensure that the internal auditor's report is reviewed before sending the Annual return to the external auditors. The Authority should minute this process. If there are any errors in the internal auditors report it should either be amended by the Internal Auditor or the Authority should provide an explanation for the error.