(Local council name): PUBLOW WITH PENSFORD PARISH COUNCIL

Notice of conclusion of the audit and right to inspect the Annual Return

Annual Return for the year ended 31st March 2008

Section 14 of the Audit Commission Act 1998

Accounts and Audit Regulations 2003 (SI 2003/533) as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 (SI 2006/564)

1. The audit of accounts for the Council/~~Parish Meeting (a)~~ for the year ended 31 March 2008 has been concluded.

2 The Annual Return is available for inspection by any local government elector of the area of the Council/~~Parish Meeting (a)~~ on application to:

(b) MRS J BRAGG
PARISH CLERK
TANKERYN TARNWELL
STANTON DREW BS39 4DZ

between the hours of (c) 9 am and (c) 5 pm on Mondays to Fridays (excluding public holidays), when any local government elector may make copies of the Annual Return

3. Copies will be provided to any local government elector on payment of £ 1 (d) for each copy of the Annual Return.

Announcement made by: (e) MRS J BRAGG

Date of announcement: (f) 5 SEPTEMBER 2008

(a) Delete as appropriate

(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return

(c) Insert the times between which a local government elector may apply to inspect the Annual Return

(d) Insert a reasonable sum for copying costs

(e) Insert name and position of person placing the notice

(f) Insert date of placing of the notice

Section 1 – Statement of accounts

PUBLOW WITH PENSFORD 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 £	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to the council's underlying financial records.
1 Balances brought forward	29088	28585	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	8650	10000	Total amount of precept received in the year.
3 (+) Total other receipts	1414	8092	Total receipts or income as recorded in the cashbook less the precept. Includes support, discretionary and revenue grants.
4 (-) Staff costs	6002	6370	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	–	–	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) Total other payments	4565	14671	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	28585	25636	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	20057	26445	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	50117	48557	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	–	–	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds disclosure note	~~YES~~/NO	~~YES~~/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

D L Chilcott

Date 9 JUNE 2008

I confirm that these accounts were approved by the council and recorded as council minute reference 5 E

Date 9 JUNE 2008

Signed by Chair of meeting approving council's accounts

J. A. Hayward

Date 9/06/08

Section 2 – Annual governance statement

We acknowledge as the members of PUBLOW WITH PENSFORD PARISH COUNCIL/~~MEETING~~ our responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of accounts. We confirm, to the best of our knowledge and belief, with respect to the council's statement of accounts for the year ended 31 March 2008, that:

		Agreed – Yes or No*	'Yes' means that the council:
1	we have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its statement of accounts in the way prescribed by law.
2	we have 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 have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4	we have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	has during the year given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5	we have carried out an assessment of the risks facing the council **and** taken 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 have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems **and** carried out a review of its effectiveness.	YES	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work.
7	we have taken appropriate action on all matters raised in reports from internal and external audit.	YES	has responded to matters brought to its attention by internal and external audit.
8	we have 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 statement of accounts.	YES	disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.
9	Trust funds – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting **and**, if required, independent examination or audit.	N/A	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 council minute reference 52 dated 9 JUNE 2008

Signed on behalf of PUBLOW WITH PENSFORD PARISH COUNCIL/~~MEETING~~

Signed by: Chair J. C. Mafford Date 9/06/2008

Signed by: Clerk C.A. Bragg. Date 9/06/2008

***Note:** Please provide explanations to the external auditor on a **separate sheet** for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

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

PUBLOW WITH PENSFORD PARISH 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 Mazars LLP

External auditor's name Mazars LLP Date 26/8/08

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.*