

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2011

Arne Parish Council

SECTION 1 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this annual return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on a receipts and payments basis.

RESPONSIBLE FINANCIAL OFFICER **MDWELLER** DATE 16TH JUNE 2011

I confirm that these accounts were approved by the Council and recorded as Council Minute reference 11/14a(a)

SIGNED ON BEHALF OF THE ABOVE COUNCIL
CHAIR **THE HERITAGE** DATE 16TH JUNE 2011

ITEMS	LAST YEAR (£)	THIS YEAR (£)	NOTES/GUIDANCE
1. Balances brought forward	88,059	88773	Total balances and reserves at beginning of year as recorded In the Council's financial records
2. Annual Precept received	17,369	20193	Total amount of Precept income received in the year
3. Total Receipts received	31,806	10470	Total income or receipts as recorded in the cashbook minus the Precept
4. Staff Costs	6,146	6330	Total expenditure or payments made to and on behalf of Council employees, include salaries and wages , PAYE and NI (employees and employers) , pension contributions, and expenses
5. Loan interests/repayments	Nil	Nil	Total expenditure or payments of capital and interest made during the year on the Council's borrowings (if any)
6. Total payments out	42,315	25680	Total expenditure or payments as recorded in cashbook minus employment costs, loan/interest and expenditure/payments
7. Balances carried forward	88,773	87426	Total balances and reserves at the end of the year
8. Total Cash + Investments	88,773	87426	Sum of all current and deposit bank accounts, cash holdings and investments held as at 31.3.2011.
9. Total Fixed Assets	62,065	30614	Recorded current book value at 31.3.2011 of all tangible fixed assets owned by the Council as recorded in the Asset Register
10 Total Borrowings	Nil	Nil	Outstanding capital balance as at 31.3.2011 of all loans from Third parties

Trust funds disclosure note - the council DOES NOT ACT 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)

Also attached is a bank reconciliation as at the 31st March 2011 and any necessary explanation for variations between the previous and latest year's accounts.

SECTION 2 - ANNUAL GOVERNANCE STATEMENT

We acknowledge as the members of **ARNE PARISH COUNCIL** our responsibility for the preparation of the statement of accounts and for the council's internal controls, and confirm, to the best of our knowledge and belief, with respect to the Council's statement of accounts for the year ended 31st March 2011 in section 1, that :

	AGREED	YES MEANS THAT THE COUNCIL
We have approved the accounts which have been prepared in accordance with the requirements of the Accounts & Audit Regulations and proper practices.	Yes	Prepared its accounts in the Way prescribed by law
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
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
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
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 all the risks it faces in the operation of the Council and has deal with them properly
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
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
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
Trust funds - in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the funds(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 11/14a(b)

SIGNED ON BEHALF OF **ARNE PARISH COUNCIL**

CERTIFIED BY CHAIR
CLERK

THE HERITAGE
MDWELLER

DATED 16TH JUNE 2011.
DATED 16TH JUNE 2011.

SECTION 3 - EXTERNAL AUDITOR'S CERTIFICATE AND OPINION

CERTIFICATE

We certify that we have completed the audit of the annual return of **ARNE PARISH COUNCIL** for the year ended 31st March 2011.

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 & Audit Regulations 1996 and for the preparation of an annual return which:

- ❖ Summarises the Council's accounting records for the year ended 31 March 2011, 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.

Only matter of concern was the review of effectiveness of the internal audit which must be done each year before end of financial year.

SIGNATURE
NAME

BDO LLP DATE 29.09.2011
CHARTER COURT, THIRD AVENUE
SOUTHAMPTON SO15 0AP

NOTE - The auditor signing this page has been appointed by the Audit Commission and is reporting to you that he/she has carried out and completed all the work that is required of him/her by law.

ARNE Parish Council

ASSET REGISTER for year ended 31.3.2011

The Parish Council is a party to the Wareham Joint Burial Committee and has a share in the Burial Ground Assets – one cemetery is at Conniger Lane, Wareham and the new Hill View Cemetery is approximately 100 metres along Worgret Road, between the roundabout and Worgret Manor Hotel, Wareham.

Item 29 is a new item of play equipment with clay freely donated by Imerys and £10,000 donated by Play Builders Fund.

SEE ATTACHED SPREADSHEET AND LOCATION PLANS

SECTION 137 PAYMENTS LOCAL GOVERNMENT ACT 1972 as at 31.3.2011

Minute Ref.	Payee	Amount	Basis
10/128(b)	Dorset & Somerset Air	£37.00	Support of service

Limit for spending 2010/2011 was £6.44 x 1133 electors = £7296.52

Total of payments made £37.00

ARNE Parish Council

SUPPORTING STATEMENT for 31.3.2011

ASSETS

During the year no assets were disposed of.

As at 31st March 2011 the assets listed on the Asset Register attached and shown on the accompanying plans were held by this Council. The basis of valuation of these assets is replacement value.

Clay jumps were put in from 200 tonnes of free clay donated by Imerys by Monster Play Systems. No other assets were purchased.

LEASES

At the year end there were no leases in operation.

BORROWINGS

The Parish Council has no borrowings.

OUTSTANDING CREDITORS

None

OUTSTANDING DEBTORS

At the year end, HM Customs & Excise owed the Parish Council £3,120.13

TENANCIES – Council as the Tenant

Landlord	:	D E Scott Estate (Savills)
Property	:	Allotment site, junction Corfe Road and New Road, Stoborough
Rent pa	:	£100 – non repairing

S137 PAYMENTS

The limit for spending under S137 of the Local Government Act 1972 for this Council in the year of account was £7296.52. The payments made are listed on S137 List attached.

ADVERTISING AND PUBLICITY - There were no costs.

AGENCY WORK

The Council undertook agency work on behalf of Dorset County Council. Under HIGHWAYS PARTNERSHIP - ENV17440 - ARNE PARISH, minor highway clearance work was completed and under the agreement but the County Council has cut this budget and invoices for 2x £800 and 2x£560 has been sent for payment. This has not been received as yet.

CONTINGENT LIABILITIES

The Parish Council's accounts for the 2009/2011 include provision for the first two contingencies in the form of the commuted sum (£79,985) given under S106 Agreement, which is in a higher interest bank account: The third contingency is an unlikely scenario but one to bear in mind.

- Administration of the Open Space adjacent Stoborough Meadows, Stoborough
- Purchase of new playground and equipment for Stoborough Green
- Compulsory purchase or legal action to gain allotment site

PENSIONS

For the year of account the Council has not contributed to any pension for the Clerk.

ARNE Parish Council

SUPPORTING STATEMENT CONCERNING FLUCTUATIONS for 31.3.2011

1. Our Precept increased this year by 16% for the following reasons:
 - ❖ taking account of annual rises in the Wareham Burial Joint Committee contributions (3%)
 - ❖ the Dorset Association for Parish & Town Councils annual subscription
 - ❖ expected low rate of bank interest (was £45 and now £7)
 - ❖ elections in 2010 and due to government elections as well as district elections on the same day, the parish and town councils were advised they had to pay for the whole cost, estimated at £2000 minimum.
2. The total receipts appear to have decreased but this is due to the Play Builders Funding of £25,000 received last year. £10,000 was received this year from the same funding source for BMX jumps at The Hayricks. We have not received Dorset County Council's money from the Minor Highways Agreement of £1360 as they are cutting their budgets and everything has been delayed. It will be paid next year.
3. Staff costs have increased by 3% but the Clerk has not taken a pay rise only worked more hours.
4. Other payments appear to have decreased in comparison to last year's payments but this is due mainly to the £25,000 from the Play Builders Fund paid out in 2010. £12,648 was spent on the new BMX jumps this year. Otherwise expenditure has been at the normal rate.
5. Balances carried forward have decreased by £1,347. The current account would be in a negative balance if all cheques were processed but allotment rents and new precept were due in within days of the end of financial year. The account did not actually become overdrawn.
6. Fixed assets have increased purely due to the new BMX jumps.