

Brixworth Parish Council

Period for the Exercise of Public Rights

Accounts for the year ended 31 March 2017

Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Brixworth Parish Council's annual return needs to be reviewed by an external auditor appointed by the Public Sector Appointments Limited. Any person interested has the right to inspect the accounting records for the financial year which the audit relates and all books, deeds, contracts, bills, vouchers and receipts and other documents relating to those records or documents.

These documents for Brixworth Parish Council are to be made available on reasonable notice by application between the hours of 10am and 3 pm on working days (excluding bank holidays) commencing on 3rd July 2017 and ending on 11th August 2017.

If you wish to view them please [contact](#) the named smaller authority representative:

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
10 Shelland Close
Market Harborough
Leicestershire
LE16 7XU**

Telephone 079 8314 1787

Web : www.brixworthpc.org.uk

E Mail : clerk@brixworthpc.org.uk

Local electors and their representatives have rights to question the auditor about the accounts and object to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The auditor can be contacted at the address below for this purpose during the inspection period which commences on 3rd July 2017 and ends of 14 July 2017.

The smaller authority's annual return is subject to review by the appointed auditor under the provisions of the [Local Audit and Accountability Act 2014](#), the [Accounts and Audit Regulations 2015](#) and the [NAO Code of Audit Practise](#).

The appointed auditor of Brixworth Parish Council is:

**BDO LLP, Arcadia House, Maritime Walk, Ocean Village, Southampton, SO14 3TL.
Telephone 023 8088 1941**



Brixworth Parish Council

Period for the Exercise of Public Rights

Accounts for the year ended 31 March 2017

The following documents were approved by the Brixworth Parish Council at its meeting on 27th June 2017.

Governance – Minute Number 17/3822

Financial Statement 17/3823

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

BRIXWORTH 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:

	Agreed		'Yes' means that this 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.	YES		prepared its 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 reviewed its effectiveness.	YES		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 this smaller authority to conduct its business or on its finances.	YES		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.	YES		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took 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 maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES		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 this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES		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 this smaller authority and, where appropriate have included them in the accounting statements.	YES		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	YES	No	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 this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

Peter Rowland

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

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

BRIXWORTH PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	126,161 RESTATED 126,161	101,797	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. 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. (+) Precept or Rates and Levies	103,668	123,835	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	23,310	20,961	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	54,156	61,020	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	97,186	92,032	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	101,797	93,541	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	97,332	100,412	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 plus long term investments and assets	324,267	326,251	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td>YES</td> <td></td> </tr> </table>		Yes	No	YES		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.
Yes	No						
YES							

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

Signed by Responsible Financial Officer:

Date

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

and recorded as minute reference:

Signed by Chair at meeting where approval is given:



BRIXWORTH PARISH COUNCIL

Notes to the Annual Return for the year ending 31st March 2017

Section 2 – Accounting Statements for 2016/2017

Explanation of quantified significant variances for each box 2 to 6 to 6, 9 and 10.

2. Annual Precept

Increased from £103,668 to £123,835

The Council has continued to improve the facilities and amenities within the village, whilst expenditure has also been ongoing for the proceedings of the County Court and Employment Tribunal. The precept was therefore increased by 14.63% to the Band D rate – equating to 16 pence per household per week.

3. Total Other Receipts

Decreased from £23,310 to £ 20,961.

The Council has £8,201.20 of debtors which is income from sports clubs and a cleaning recharge for the Community Centre.

There was some 'one off' income in the previous year including a Neighbourhood Planning grant of £7584.

4. Staff Costs

Staff costs indicate an increase from £54,156 to £61,020.

Pension costs have increased from £5228.88 to £5715.60.

The 2015/2016 return was incorrect. It did not include expenses/ allowances of £2,535 or Pension costs of £5,229. The correct figure for 31st March 2016 is £ 61,920 which is broadly in line with this year's figure.

5. Loan Interest / Capital repayments

Nil – nothing to report

6. Total Other payments

There was no significant variance.

9. Total Fixed Assets and long Term Assets

No Significant change. Minor variation as some office equipment was purchased.

10. Total Borrowings

Nil – nothing to report

Peter Rowbotham
Parish Clerk
Brixworth Parish Council