

Section 1 – Accounting statements 2012/13 for

PRINCES RISBOROUGH TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

1	Balances brought forward	101935 194280	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	348450 348450	Total amount of precept received or receivable in the year.
3	(+ Total other receipts	31021 34164	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4	(-) Staff costs	99125 114481	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	21959 21959	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6	(-) All other payments	166042 186940	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	194280 323330 253346	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	176969 248755	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 other long term investments and assets	319733 329023	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	240397 230798	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11	(If Applicable) Trust funds (including charitable) disclosure note	○ ○	(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)

I certify that for the year ended 31 March 2013 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

CONFIDENTIAL

Date 23/5/13

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

23/05/13

and recorded as minute reference:

16 Pg 24/13

Signed by Chair of the meeting approving these accounting statements.

CONFIDENTIAL

Date 23/5/13

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of:

PRINCES RISBOROUGH TOWN 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 2013, that:

- | | | | |
|---|--|-----------------------|--|
| 1 | We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices. | yes | 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. | 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 codes of practice that 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 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 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. | 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 council 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 the council. |
| 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 the council 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 | 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. | <input type="radio"/> | 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

16 Pge 24/13
dated 28/5/13

Signed by:

Chair

dated

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Signed by:

Clerk

dated

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***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 opinion 2012/13

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of

PRINCES RIBBOROUGH TOWN COUNCIL

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2013; 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 report

(~~Except for the matters reported below~~)* on the basis of our review, 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:

(continue on a separate sheet if required)

External auditor signature MAZARS LLP

External auditor name MAZARS LLP, POOLE, BH12 0NF Date 8 AUGUST 2013

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*.

Section 4 – Annual internal audit report 2012/13 to

PRINCES RISBOROUGH TOWN COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2013.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

- A Appropriate books of account have been kept properly throughout the year.
- B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
- C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
- G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.
- H Asset and investments registers were complete and accurate and properly maintained.
- I Periodic and year-end bank account reconciliations were properly carried out.
- J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.
- K Trust funds (including charitable) The council met its responsibilities as a trustee.

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

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***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2012/13 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers **all** your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guide**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that **you** understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide** to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2012) equals the balance brought forward in the current year (Box 1 of 2013).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of the audit.

All sections	All green boxes have been completed?	yes
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	yes
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	yes
	An explanation of significant variations from last year to this year is provided?	yes
	Bank reconciliation as at 31 March 2013 agreed to Box 8?	yes
	An explanation of any difference between Box 7 and Box 8 is provided?	yes
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A
Section 2	For any statement to which the response is 'no', an explanation is provided?	yes
Section 4	All green boxes completed by internal audit and explanations provided?	yes

***Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guide* is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

Princes Risborough Town Council

Balance Sheet as at 31st March 2013

2012		2013
0.00	Long Term Assets	
	Investments	0.00
0.00	Long Term Debtors	0.00
	Current Assets	
0.00	Stocks on hand	0.00
0.00	Work in Progress	0.00
4245.00	Debtors	1,638.00
19,827.86	VAT Refund Due	7,693.34
176,968.77	Bank and Cash balances on Hand	248,754.96
201,041.63	Total Assets	258,086.30
	Less Current Liabilities	
688.85	Creditors	0
6072.36	Accrued Expenses	4,571.55
194,289.42	Net Assets	253,514.75
	Represented by:-	
£62,502.42	General Funds	£101,646.75
£131,778.00	Reserve Funds	£151,868.00
£194,289.42		£253,514.75

The above statement represents fairly the financial position of the authority as at 31 March 2013 and it reflects its income and expenditure during the year.

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Approved by Town Council
Chairman of Finance Committee

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Responsible Financial Officer

PRINCES RISBOROUGH TOWN COUNCIL
ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2013

CUMULATIVE FUND BALANCE (INCLUDING RESERVES)

Balance brought forward 1 April 2012	194,280.42
Add total Income	382,614.19
Total	576,894.61
Less total expenditure	323,379.86
Balance carried forward	253,514.75

Princes Risborough Town Council
Receipts and Payments Account for the Year Ended 31st March 2013

2011/2012	INCOME	2012/2013
348450.00	Precept	348450.00
478.00	Bank Interest	563.33
500.00	Rag Pit	0.00
24.80	Wayleaves	10.00
351.80	Ground Rent Wades Park	2090.28
1948.00	Market Stall rent	1484.00
1300.00	Hire Sports Pitches	850.00
13846.01	Agency BCC/ Maintenance	19530.98
430.25	Donations	361.10
12065.60	Burials income	9274.50
76.68	Insurance	0.00
0	Grants	0.00
0	Thames Water	0.00
0	EON	0.00
379471.14	Total	382614.19

EXPENDITURE 2012- 2013		
2011/12	TOWN & LIGHTING	2012/13
15,542.40	Energy Charges	18198.2
4,669.53	New Installations	3576
16,494.31	Maintenance & Repairs	19394.94
0	Painting of Columns	520
0	Contri towards Xmas Lights	0
0	Poppy Cross	228.57
3,175.00	Flowerbeds	0
0.00	Market House Maintenance	2035.64
0	War Memorials	0
48.00	General Maintenance	0
17,588.00	CCTV Maintenance	18027.7
150.00	Lease for the Crescent	150
57,667.24		62,131.05
	PARKS	
324.01	Play Equip Inspection	160
3528.22	Dog Waste	3972.6
359	Repair & maintenance of Parks	0
1971	Seats	597.9
0	Gates	0
88	Litter bins	1193.77
0	Notice Boards	0
14747.88	Grass Cutting	15211.44
2738.94	Loan Repayments Wades Park	2738.94
23,757.05		23,874.65
	PR	
1268.87	Website	1269.99
3769.82	Crosstalk Newsletter	6714.44
0	Public Meetings & Events	1284.08
0	RizFest Sponsorship	6500
5,038.69		15,768.51
	ADMIN & HR	
1525.00	Audit Fee	1125.00
56.00	Bank Charges	64.00
28355.04	Clerks Salary	28355.04
6011.28	Clerks Pension	6011.28
4750.13	Employers NICS	5823.92
12936.96	Assistant Clerks Salary	13711.20
2742.6	Assistant Clerk Pension	2833.80
6039.10	Clerial Assistant Salary	6996.73
0.00	Clerial Assistant Pension	1240.20
34897.82	MT Salary	45692.40
3392.04	MT Pensions	3816.00
1171.00	Stationary	600.77
416.59	Postage	467.63
596.08	Telephone	1050.94
226.02	MT Phone	514.83
122.95	Refreshments	121.99
4067.14	insurances	3593.49
554.88	Travel Expenses	149.75
602.34	Training / Conferences	704

1590.00	Legal Costs		1618.00
412.25	Rent of Rooms o/s Tower Court		60
1629.26	Risk Assessment		1423.73
923.93	Office Equipment plus Maintenance		4551.45
77.41	Photocopier		103.84
5000.00	Rent for Office		4717.79
2600.00	Councillors Expenses		2550.00
6063.96	Election Expenses		4727.13
126,759.78			142,624.91
	BURIAL/MEMORIAL GARDEN		
8002.42	Kerbing Stones		2740.1
149.89	water supply		0
2445.25	Timer for Gate		0
3542	Water Mains Connection		0
225	SMG Wildlife Project		135
19220.16	loan repayment		19220.16
33,584.72			22,095.26
	MAINTENANCE TEAM		
15463	Maintenance		17736.83
0	Composting Area SMG		4814
0	Dovecote		1934
1748.34	Equipment		552.44
275.52	Phones		0
6661.38	Vehicle		6026.08
356.85	Clothing		121.17
872	Toilet Hire		430
847.67	Utilities		684.54
593.27	Waste Management		779.3
26,818.03			33,078.36
	GRANTS/SUBS		
9,905.00	Grants		15,710.00
950.00	Section 137 Grant		500.00
2645.09	Subs		1726.12
13500.09			17,936.12
	OTHER		
0	one way system		3981
0	Library War Memorial		1890
0.00			5871.00
287,125.59	SUB TOTAL		323,379.86
	TOTAL		

Summary

Bank Balances forward 1.4.2012	£176968.77
Add Receipts	<u>£438994.33</u>
	£615963.10
Less payments	<u>£367208.14</u>
Balances carried forward	<u>£248,754.96</u>
Balances as at 31 st March 2013	
Bank Current Account	£38,364.44
Bank Premier Interest Account	£10,390.52
Fixed Term Deposit	£200,000.00

Total	<u>£248,754.96</u>

