

Section 1 – Accounting statements for:

MARSHFIELD COMMUNITY COUNCIL

	Year ending			Notes and guidance for compilers			
	31 March 2014 (£)	31 March 2015 (£)		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 for the relevant year.			
1. Balances brought forward	162,930	195,881		Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to Line 7 of the previous year.			
2. (+) Annual precept	21825	22095		Total amount of precept income received in the year.			
3. (+) Total other receipts	52,436	16,853		Total income or receipts recorded in the cashbook minus the precept. Includes support, discretionary and revenue grants.			
4. (-) Staff costs	4343	4405		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 related expenses.			
5. (-) Loan interest/capital repayments	0	0		Total expenditure or payments of capital and interest made during the year on the Council's borrowing (if any).			
6. (-) Total other payments	36,966	29,069		Total expenditure or payments as recorded in the cashbook minus staff costs (Line 4) and loan interest/capital repayments (Line 5).			
7. (=) Balances carried forward	195,881	201,356		Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).			
8. (+) Debtors and stock balances	N/A	N/A		<b>Income and expenditure accounts only:</b> Enter the value of debts owed to and stock balances held at the year-end.			
9. (+) Total cash and investments	195,881	201,356		<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.			
10. (-) Creditors	N/A	N/A		<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the Council (except borrowing) at the year-end.			
11. (=) Balances carried forward	195,881	201,356		<b>Total balances should equal Line 7 above:</b> Enter the total of (8+9-10).			
12. Total fixed assets and long-term assets	543,167	579,140		The recorded current book value at 31 March of all fixed assets owned by the Council and any other long-term assets – eg, loans to third parties, other investments to be held for the long term ie, more than 12 months.			
13. Total borrowing	0			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).			
14. Trust funds disclosure note	Yes	No	N/A	Yes	No	N/A	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).
			✓			✓	



We acknowledge as the members of the 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 Council's accounting statements for the year ended 31 March 2015, that:

	Agreed?		'YES' means that the Council:	PG Chap.
	Yes	No*		
1. We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and proper practices.	✓		Prepared its accounting statements in the way prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
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 that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.	✓		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.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect and ask questions about the Council's accounts.	6, 23
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.	✓		Considered the financial and other risks it faces in the operation of the Council and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the Council's accounting records and control systems throughout the year and have received a report from the internal auditor.	✓		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.	6, 8
7. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Has responded to matters brought to its attention by internal and external audit.	6, 8, 23
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 on the accounting statements.	✓		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
9. Trust funds – in our capacity as trustee we have: <ul style="list-style-type: none"> <li>Discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.</li> </ul>	✓		Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.







**Section 4 – Annual internal audit report to:**

MARSHFIELD COMMUNITY COUNCIL

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2015.

The 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 the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?			
	Yes	No*	N/A	Not covered**
1. Appropriate books of account have been properly kept throughout the year.	✓			
2. The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓			
3. The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓			
4. The annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓			
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓			
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓	
7. Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓			
8. Asset and investment registers were complete and accurate, and properly maintained.	✓			
9. Periodic and year-end bank account reconciliations were properly carried out.	✓			
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓			
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.	✓		✓	

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:	Agreed?			
	Yes	No*	N/A	Not covered**
13.			✓	
14.			✓	

\* 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).

\*\* 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.

Name of person who carried out the internal audit: KATHRYN RICHARDS - MOORE

Signature of person who carried out the internal audit: *Kathryn Richards - Moore*

Date: 02/06/2015



# Marshfield Community Council

Financial Year Ending 31 March 2015

Prepared by G C Thomas, Clerk to Council

12th May 2015

## Bank Reconciliation

As per statements 31 March 2015

Current a/c	£	10,941.70
BRT a/c	£	102,769.21
NatWest Savings	£	87,644.87
Net balances as at 31 March 2014	£	<b>201,355.78</b>

## Cash Book

Opening balance 1 April 2014	£	195,881.44
Add Receipts in Year	£	38,947.97
Less Payments in Year	-£	33,473.63
Closing Balance as per Cash Book as at 31 March 2015	£	<b>201,355.78</b>

**Explanation of variances – pro forma**Council name: MARSHFIELD COMMUNITY COUNCIL

The "Practitioners' Guide 2011" provides guidance on explaining significant variances. (This is not just a matter for the audit, as it is good practice for the RFO to provide the Council with explanations for differences between one year's actual expenditure/income and the next, and between budgeted and actual expenditure/income in a year, as part of the normal budgetary control arrangements and when setting the precept.)

Please explain any variances of more than 15% between the totals for individual boxes. We do not require an explanation for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged. In such cases it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero.

Section 1	2013/14 £	2014/15 £	Variance (+/-) £	Detailed explanation of variance ((please include monetary values))
<b>Box 2</b> Annual precept	21,825	22,095	+ 270	
<b>Box 3</b> Total other receipts	52,436	16,853	- 35,583	In 2013/14 the Council received a one-off payment from Newport CC of £36,250 from S106 payments.
<b>Box 4</b> Staff costs	4,343	4,405	+ 62	
<b>Box 5</b> Loan interest/ capital repayments	0	0	0	
<b>Box 6</b> Total other payments	36,966	29,069	- 7,897	In 2013/14 £3,057 was spent on a contested election + a one-off donation of £7,392 to the local football club.
<b>Box 7</b> Balances carried forward	195,881	201,356	- 5,475	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. <span style="float: right;">There was no comparable spending in 2014/15</span>
<b>Box 8</b> Debtors and stock balances	N/A	N/A	N/A	
<b>Box 9</b> Total cash and investments	195,881	201,356	+ 5,475	
<b>Box 10</b> Creditors	N/A	N/A	N/A	
<b>Box 12</b> Total fixed assets/ long term assets	543,167	579,140	+ 35,973	
<b>Box 13</b> Total borrowing				

## Marshfield Community Council

### Asset Register 2014/15

<u>Name</u>	<u>Value</u>	<u>Location</u>
Village Hall	£ 539,998.00	Wellfield Road, Marshfield
Land	£ 1.00	Groes Corner
Junior Play Area Equipment	£ 11,578.00	Marshfield Village Hall, Wellfield Road
Toddler Play Area Equipment	£ 13,293.00	Marshfield Village Hall, Wellfield Road
Benches X 2	£ 1,800.00	Groes Corner & Marshfield Road (opposite the Post Office)
Allotment Sheds X 20	£ 5,402.00	Marshfield Allotment Site
Allotment Raised Beds	£ 4,192.00	Marshfield Allotment Site (October 2014)
Allotment Gate	£ 786.00	Marshfield Allotments - Church Lane (October 2014)
Printer	£ 45.00	4 Kenilworth Road, Newport (October 2014)
Vacuport Flask	£ 49.00	Mobile
Filing Cabinet	£ 50.00	Marshfield Village Hall, Wellfield Road
Bank of England Consol Stock	£ 188.00	Long-term asset
Notice Board	£ 678.00	A48 Castleton (Next to Graveyard Gate)
Notice Board	£ 1,080.00	Marshfield Road (opposite the Post Office)
<b>Total</b>	<b>£ 579,140.00</b>	

# MARSHFIELD COMMUNITY COUNCIL

## ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015


Report to the Management Committee on the financial statements of Marshfield Community Council

I have prepared the financial statement of Marshfield Community Council on a receipt and payments basis for the year ended 31 March 2015 based on the information presented to me.

You are responsible for providing the information to enable me to form an independent view on the content of the statement. This audit was performed so as to obtain all the information and explanations which were considered necessary and included examination of evidence relevant to the amounts and disclosures in the financial statement, sufficient to give reasonable assurance that the statement is free from material misstatement.

In my view the statement presents fairly the activities of Marshfield Community Council for the year ended March 2015.

Signed:



Position: Auditor

Date: 2<sup>nd</sup> June 2015



MARSHFIELD COMMUNITY COUNCIL

STATEMENT OF ACCOUNTS FOR THE PERIOD 1 APRIL 2014 TO 31 MARCH 2015

RECEPITS	£	PAYMENTS	£
Allotments	5,615.75	Maintenance	19.37
Precept	22,095.00	Play Area	2,156.40
Concurrent	7,244.00	Michaelstone Cl Panning	441.65
Youth Club Funds	2,274.47	Planning Aid Wales	20.00
Wales Audit Office Refund	30.00	S137 Donations	1,350.00
Insurance Claim - Play	1,614.00	Marshfield VH	16,742.62
B Ness Tracker Interest	33.78	Allotments	5,034.20
Nat West Business A/c	37.21	Publications / Subs	716.00
Stock Interest	3.76	Cardiff Cons Volunteers	140.00
		Notice Board/Stationary	32.27
		Insurance	850.95
		Bank Commission	24.00
		Audit Fees	520.00
		Keep Wales Tidy	50.00
		NCC Litter Bins	435.00
		Clerk's Salary	3,164.61
		Computer / Internet	216.00
		Clerk's Expenses	280.16
		Clerks Extra Hours	345.05
		BKG Competition	40.00
		HMRC PAYE	895.35
Total Receipts	<u>38,947.97</u>	Total Payments	<u>33,473.63</u>
Total Receipts	38,947.97	Current Account - 31/03/15	10,941.70
Less: Total Payments	33,473.63	Business Rate Tracker -14/02/15	102,769.21
		Nat West Fixed Rate - 31/03/15	87,644.87
Amount b/f from 2013/14	196,069.92	Invested Stock	188.48
BALANCE AS AT 31 MARCH 2015	<u>201,544.26</u>	BALANCE AS AT 31 MARCH 2015	<u>201,544.26</u>



Council name: MARSHFIELD COMMUNITY COUNCIL**Notice of appointment of date for the exercise of electors' rights****Accounts for the year ended 31<sup>st</sup> March 2015****Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2005 (as amended)**

<p>1. Date of announcement: <u>4<sup>TH</sup> June 2015</u> (a)</p> <p>2. Each year the Council's Annual Return is audited by an auditor appointed by the Auditor General for Wales. Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to the accounting statements. For the year ended 31 March 2015, these documents will be available on reasonable notice on application to:</p> <p>(b) <u>G. THOMAS</u>  <u>4 KENILWORTH ROAD</u>  <u>NEWPORT</u>  <u>NP19 8JQ</u></p> <p>commencing on (c) <u>18<sup>TH</sup> JUNE</u> <del>2015</del> <u>2015</u></p> <p>and ending on (d) <u>16<sup>TH</sup> July 2015</u></p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> <li>• the opportunity to question the auditor about the accounts; and</li> <li>• the right to make objections 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 Council.</li> </ul> <p>The auditor can be contacted at the address in paragraph 4 below for this purpose on <b>31 July 2015</b> (e) and after that date will be available at the address given in paragraph 4 below until the audit has been completed.</p> <p>4. The audit is being conducted under the provisions of the Public Audit (Wales) Act 2004, the Accounts and Audit (Wales) Regulations 2005 (as amended) and the Auditor General's Code of Audit and Inspection Practice. Your audit is being carried out by:</p> <p>Mazars LLP, The Rivergreen Centre, Aykley Heads, Durham, DH1 5TS</p> <p>5. This announcement is made by (f) <u>G. THOMAS (CLERK)</u></p>	<p>(a) Insert date of placing of the notice which must be not less than <u>14 days</u> before the date in (c) below</p> <p>(b) Insert name, position and address of the Clerk or other person to whom any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least <u>14 days</u> after the date of announcement in (a) above and at least <u>21 working days</u> before the date appointed for audit in (e) below</p> <p>(d) The inspection period between (c) and (d) must be <u>20 working days</u> and (d) must be at least <u>one working day</u> before the date appointed for audit in (e) below.</p> <p>(e) This must be at least <u>one working day</u> after the end of the inspection period (d).</p> <p>(f) Insert name and position of person placing the notice</p>
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