NAME OF SMALLER AUTHORITY: BARLASTON PARISH COUNCIL

NOTICE OF CONCLUSION OF AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

The Accounts and Audit Regulations 2015 (SI 2015 No.234)
The Local Audit and Accountability Act 2014

NOTICE	NOTES
1. Date of announcement 27 SEPTEMBER 2017. (a)	(a) Insert date of placing of this Notice
2. Notice of conclusion of audit and publication of accounts. **The audit of the authority's accounts for the above year has been concluded on:** 22 SEPTEMBER 2017. **(date) by grant Thornton UK LLP.**	(b) **Parish Councils** should publish information on a website.
The Annual governance statement, Accounting statements and the External auditor certificate and report (the Annual Return), have been published (b)(c).	(c) **Parish meetings** should display information in a conspicuous place in the area of the authority for at least 14 days.
Copies of documents are available for purchase by any person on payment of a reasonable sum. Documents will remain available for public access for a period of not less than 5 years from the date of this notice (d).	(d) See note 25.2 of the Local Audit and Accountability Act 2014 for further information.
3. Section 25 of the Local Audit and Accountability Act 2014 provides for the exercise of public rights to inspect the statement of accounts:	
• **Local Government Electors and their representatives have rights to make copies of:**	
• the accounting statements,	(e) Section 3 of Annual Return provides the external auditors certificate and report including any subsequent pages attached.
• the external auditor's opinion and certificate of completion (e),	
• any public interest report relating to the authority, and	
• any recommendation relating to the authority.	
For the year ended 31 March 2017 these documents will be available on reasonable notice on application to the person in paragraph 4 below.	
4. Person to which you can apply to inspect the accounts and availability (f)	(f) Insert name, position, address and contact details such as telephone and email of the Clerk or other person to which any person may apply to inspect the above documents, and the details of the manner in which notice should be given of an intention to inspect the accounting records and other documents.
Name: KAREN ST LEGER.	
Position: CLERK + RESPONSIBLE FINANCIAL OFFICER	
Address: MARTIN HOUSE, CHEADLE ROAD, WETLEY ROCKS, STOKE-ON-TRENT. ST9 0BB	
Tel no: 01782 551250	
Email: BARLASTONPARISHCLERK@GMAIL.COM	
Days and times of availability: MONDAY - FRIDAY 9AM - 5PM.	
5. Signature and name of person giving Notice on behalf of the authority K A St Leger **Clerk and/or Responsible Financial Officer**	

For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – A Guide to Your Rights are available from the National Audit Office website

https://www.nao.org.uk/code-audit-practice/wp-content/uploads/sites/29/2015/03/Council-accounts-a-guide-to-your-rights.pdf

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here: BARLASTON 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.			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.			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.			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.			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.			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.			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.			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.			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:

6 June 2017.

and recorded as minute reference:

54.

Signed by Chair at meeting where approval is given:

E R Jones 6th June 2017

Clerk:

K B Hyde 6 June 2017.

*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: BARLASTON PARISH COUNCIL

	Year ending 31 March 2016 £	Year ending 31 March 2017 £	Notes and guidance
			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.
1. Balances brought forward	7202	7750	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	28301	33301	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	53101	18490	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	15580	11069	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	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	65274	41408	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	7750	7064	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	7750	7064	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	80697	95541	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	✓		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.

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: [signature]

Date 6 June 2017.

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

6 June 2017.

and recorded as minute reference:

84.

Signed by Chair at meeting where approval is given: [signature]

Section 3 – External auditor report and certificate

In respect of:

Enter name of smaller authority here: BARLASTON PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

SEE ATTACHED

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

SEE ATTACHED.

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature: Grant Thornton UK LLP

External auditor name: Grant Thornton UK LLP Date: 22 September 2017

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Grant Thornton

This page is part of Section 3 - External auditor certificate and opinion 2016/17

Barlaston Parish Council

External Auditor Report for the year ended 31 March 2017

Matters reported

Section 1, Annual governance statement

The Authority did not complete the responses to assertions 1 to 8 of the Annual governance statement, which was approved on 6 June 2017. The Authority has therefore failed to comply with The Accounts and Audit Regulations 2015 paragraph 6 (1) (b).

We have obtained assurances from the Authority that the responses should all be "yes" and a copy of the statement containing these responses has subsequently been supplied to external audit. However due to the non-compliance with the Regulations paragraph 6 (1) (b), in our view, the response to Assertion 1 on the Annual Governance Statement should be 'No'.

In future, the Authority should ensure compliance with the Accounts and Audit Regulations 2015 and all highlighted boxes in the Annual Return should be completed.

Other matters not affecting our opinion which we wish to draw to the attention of the authority

Publication of the Annual Governance Statement on the website

Section 1 of the Annual Return, Annual Governance Statement, was not published on the website during the period for the inspection of the accounts. This contravenes the Accounts and Audit regulations 2015 paragraph 15 (2) (a) (ii).

In future, the Authority must ensure that it properly approves and publishes the Annual Return in time to allow for the exercise of public rights. The Authority should also consider the impact of this on the assertions in the 2017/18 Annual Governance Statement.

Annual internal audit report

The internal auditor has provided a "no" response to objective G in the Annual internal audit report. This is due to some inaccuracies in the salary payments in year and in our view, this is an appropriate response.

Trust funds disclosure

In the Annual Returns for the years to 31 March 2016, 2015, and 2014 the Authority has answered 'N/A' to the Trust Funds assertion in the Annual Governance Statement and 'No' to the Trusts Funds question in the Accounting Statements. In the Annual Governance Statement to 31March 2013 the Council had answered both 'Yes' and 'N/A' to the Trust fund assertion but subsequently confirmed that it did not act as a Sole Trustee; this discrepancy and the Authority's confirmation were disclosed in our Audit Report dated 25 September 2013.

This page is part of Section 3 - External auditor certificate and opinion 2016/17

Barlaston Parish Council

External Auditor Report for the year ended 31 March 2017

The Authority's answers on the Annual Returns from 2013 to 2016 were incorrect as throughout this period the Authority was acting as the Sole Trustee of the Barlaston Village Hall Trust Fund, a Charitable Trust registered with the Charity Commission, charity number 522602.

Grant Thornton UK LLP

Grant Thornton UK LLP

Date 22 September 2017

Our ref STF012