



# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

## Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014*

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

Headon - Cum - Upton, Grove & Stokeham 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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	
		✓	

This annual governance statement is approved by this smaller authority on:

08/05/2017

and recorded as minute reference:

21/2017/18

Signed by Chair at meeting where approval is given:

*[Signature]*

Clerk:

*[Signature]*

\*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:

Headdon - Cum-Upton, Grove and Stokeham Parish Council

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
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	8911	9658	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	3572	3654	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	199	3484	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	1587	2986	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	1796	3016	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	9299	10,793	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	9299	10,793	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	NIL	NIL	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)	Yes	No	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:



Date: 08/05/2017

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

08/05/2017

and recorded as minute reference:

22/2017/18

Signed by Chair at meeting where approval is given:



# Section 3 – External auditor report and certificate

In respect of:

Enter name of smaller authority here:

HEADON - CUM - UPTON, GROVE & STOKEHAM 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).

(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

## 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 19 July 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](http://www.nao.org.uk))

**This page is part of Section 3 - External auditor certificate and opinion 2016/17  
Headon-cum-Upton, Grove & Stokeham Parish Council  
External Auditor Report for the year ended 31 March 2017**

**Matters reported**

None

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

**Treatment of unpresented cheques**

We note that an unpresented cheque totalling the amount of £359 at the bank at 31 March 2016 has been included as expenditure for both 2015/16 and 2016/17. This is incorrect. Box 4 (Staff costs) for 2016/17 is therefore overstated by £359 and should state £2,627. Box 1 (Balances brought forward) is overstated by £359 and should read £9,299.

The Authority should restate the 2017 figures on next year's Annual Return and write "Restated" beneath the £ sign on the 2017 column.

**Additional work required**

None

*Grant Thornton UK LLP*

**Grant Thornton UK LLP**

**Date** *19 July 2017*

**Our ref** NOT093

# Annual internal audit report 2016/17 to

Enter name of smaller authority here:

HEADON COM UPTON, GROVE & STOKELHAM PARISH COUNCIL

This smaller authority'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 2017.

Internal audit has been carried out in accordance with this smaller authority'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 this smaller authority.

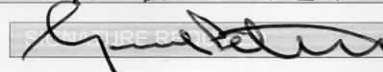
Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

PRIN GORDON PETERS

Signature of person who carried out the internal audit



Date

04/05/2017

\*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).

Our ref: MH/LTM/LAR/NOT093

Mr Knox  
Headon Cum Upton, Grove & Stokeham Parish Council  
24 Allison Avenue  
Retford  
Nottinghamshire  
DN22 7JS

20 July 2017

Dear Mr Knox

**Grant Thornton UK LLP**  
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Liverpool L3 1PS  
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F +44 (0)151 224 7201  
[www.grant-thornton.co.uk](http://www.grant-thornton.co.uk)

**Headon Cum Upton, Grove & Stokeham Parish Council**  
**Audit for the year ended 31 March 2017**

Please find enclosed the certified Annual Return for Headon Cum Upton, Grove & Stokeham Parish Council for the year ended 31 March 2017.

In accordance with the Audit Commission's scale of audit fees for small bodies there is no audit fee payable as the income and expenditure for the year ended 31 March 2017 are both less than £10,000. There are no additional fees.

**Notice of Conclusion of Audit**

A copy of the Notice of Conclusion of Audit is enclosed for completion. Please note that you must publish the information on a free to access website\*

As you may be aware, 2016/17 is the last year that Grant Thornton are your external auditors. From 2017/18 new external auditors have been appointed and they will be in touch with you in due course. Thank you for your assistance over the last 5 years and we wish you well for the future.

Yours sincerely

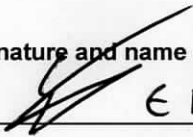
*Grant Thornton UK LLP*

Grant Thornton UK LLP

**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
<p>1. Date of announcement <u>28 AUG 2017</u> (a)</p> <p>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: <u>19 JUL 2017</u> (date) by grant Thornton UK LLP.</p> <p>The Annual governance statement, Accounting statements and the External auditor certificate and report (the Annual Return), have been published (b)(c).</p> <p>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).</p> <p>3. Section 25 of the Local Audit and Accountability Act 2014 provides for the exercise of public rights to inspect the statement of accounts:</p> <ul style="list-style-type: none"> <li>• Local Government Electors and their representatives have rights to make copies of: <ul style="list-style-type: none"> <li>• the accounting statements,</li> <li>• the external auditor's opinion and certificate of completion (e),</li> <li>• any public interest report relating to the authority, and</li> <li>• any recommendation relating to the authority.</li> </ul> </li> </ul> <p>For the year ended 31 March 2017 these documents will be available on reasonable notice on application to the person in paragraph 4 below.</p> <p>4. Person to which you can apply to inspect the accounts and availability (f)</p> <p>Name: <u>MR E KNOX</u></p> <p>Position: <u>CLERK / RESPONSIBLE FINANCIAL OFFICER</u></p> <p>Address: <u>24 ALLISON AVENUE</u> <u>RETFORD, DN22 7JS</u></p> <p>Tel no: <u>01777 711579</u></p> <p>Email: <u>headonpc@gmail.com</u></p> <p>Days and times of availability: <u>EMAIL TO ARRANGE APPOINTMENT</u></p> <p>5. Signature and name of person giving Notice on behalf of the authority</p> <p><u> E KNOX</u> Clerk and/or Responsible Financial Officer</p>	<p>(a) Insert date of placing of this Notice</p> <p>(b) Parish Councils should publish information on a website.</p> <p>(c) Parish meetings should display information in a conspicuous place in the area of the authority for at least 14 days.</p> <p>(d) See note 25.2 of the Local Audit and Accountability Act 2014 for further information.</p> <p>(e) Section 3 of Annual Return provides the external auditors certificate and report including any subsequent pages attached.</p> <p>(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.</p>
<p>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</p> <p><a href="https://www.nao.org.uk/code-audit-practice/wp-content/uploads/sites/29/2015/03/Council-accounts-a-guide-to-your-rights.pdf">https://www.nao.org.uk/code-audit-practice/wp-content/uploads/sites/29/2015/03/Council-accounts-a-guide-to-your-rights.pdf</a></p>	



**HEADON-CUM-UPTON, GROVE AND STOKEHAM PARISH COUNCIL**  
**Receipts and Payments Summary for the year ending 31<sup>st</sup> March 2017**

2015/16			2016/17	
£	£		£	£
<b>RECEIPTS</b>				
	<b>3572</b>	<b>Precept</b>		<b>3654</b>
<b>OTHER RECEIPTS</b>				
143		Bassetlaw D.C Concurrent Grant	97	
20		Interest	9	
36		VAT refund	0*	
0		Dist Cllr Grant – Grove War Memorial	200	
0		County Cllr Grant – Defibrillators	400	
0		19 <sup>th</sup> May1961 Charity Grant – Defibrillators	250	
0		NALC Transparency Grant	717	
0		Groundworks Grant – Neighbourhood Plan	1770	
0		Norton Cuckney Parish Council – Book	41	
	<b>199</b>	<b>TOTAL OTHER RECEIPTS</b>		<b>3484</b>
	<b>3771</b>	<b>TOTAL RECEIPTS</b>		<b>7138</b>
<b>PAYMENTS</b>				
	<b>1487</b>	<b>Staff Costs</b> (Salary + Mileage)		<b>2986</b>
<b>OTHER PAYMENTS</b>				
900		Churchyard Maintenance	900	
300		Village Halls	300	
0		S.137 Payments	0	
410		Administration costs	1334	
286		Other costs	360	
0		VAT paid	122	
	<b>1896</b>	<b>TOTAL OTHER PAYMENTS</b>		<b>3016</b>
	<b>3383</b>	<b>TOTAL PAYMENTS</b>		<b>6002</b>
	<b>8911</b>	<b>Balance @ 1<sup>st</sup> April 2016</b>		<b>9658***</b>
	<b>3771</b>	<b>Plus Receipts</b>	<b>7138</b>	
	<b>(3383)</b>	<b>Less Payments</b>		<b>(6002)</b>
	<b>9299</b>	<b>Balance @ 31<sup>st</sup> March 2017</b>		<b>10793</b>
<b>Bank Balances @ 31<sup>st</sup> March 2017</b>				
	<b>4585</b>	<b>Current Account</b>		<b>6071</b>
	<b>4714</b>	<b>Deposit Account</b>		<b>4722</b>
	<b>9299***</b>			<b>10793</b>

## Breakdown of PAYMENTS Categories 2016/2017

<b>Staff Costs (Clerk Karen)</b>	Salary & Adjustment Pay**	£1501.01
	Fuel Mileage	£ 167.70
		<b>£1668.71</b>
<b>Staff Costs (Clerk Ed)</b>	Salary & Income Tax	£1244.40
	Fuel Mileage (less VAT)	£ 73.20
		<b>£1317.60</b>
<b>Total Staff Costs</b>		<b>£2986.31</b>
<b>Churchyard Maintenance</b>	Grants £300 x 3	£ 900.00
<b>Village Halls</b>	Grant £300 x 1	£ 300.00
<b>S137 Payments</b>	Zero Donations	£ 0.00
<b>Administration Costs (less VAT)</b>		
	Insurance	£ 276.49
	Clerk Karen Home Office Allowance	£ 50.00
	Clerk Ed Home Allowance	£ 180.00
	Stationery, stamps, ink etc	£ 182.28
	Mr Ingman (Audit fee)	£ 30.00
	New Clerk Training Course	£ 25.00
	Local Council Admin Book	£ 76.60
	Computer Equip/Software	£ 513.23
		<b>£1333.60</b>
<b>Other Costs (less VAT)</b>	RBL Grove Poppy Wreath	£ 50.00
	CPRE Membership	£ 36.00
	NALC Subs	£ 84.43
	SLCC Subs	£ 70.00
	Village Hall Hire	£ 120.00
		<b>£ 360.43</b>
<b>VAT paid</b>	Admin Costs, Stationery, Fuel	<b>*£ 122.07</b>

\*VAT Refund applied for 2.2.17, however it was received in the next Financial Year on 18.04.17

\*\* Karen's Salary included £800 back pay in lieu of pay rises, pension gratuity 2010/11 to 2015/16 & final pay rise Apr 1<sup>st</sup> 2016 to Karen's resignation 30.06.16

\*\*\* Difference of expected year end 2015/16 figure to opening balance figure of 2016/17 due to cheque for £359 clearing after the year end, but having already been taken account of in the previous accounts figures

**Total** **£6002.41**