

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here: **Buckingham Park 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 2016, that:

	Agreed					
	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, discharged or 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 and recorded as minute reference:

**Finance/Audit Item 12**  
dated **03/5/16**

Signed by: **[Signature]**  
Chair  
dated **03/5/16**  
Signed by: **[Signature]**  
Clerk  
dated **03/5/16**

\*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 2015/16 for

Buckingham Park Parish Council

Enter name of smaller authority here:

Notes and guidance	Year ending	
	31 March 2015	31 March 2016
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	60180	94384
2. (+) Precept or Rates and Levies	84816	88210
3. (+) Total other receipts	75996	120017
4. (-) Staff costs	62795	64438
5. (-) Loan interest/capital repayments	-	-
6. (-) All other payments	63814	94455
7. (=) Balances carried forward	94384	143717
8. Total value of cash and short term investments	94384	143717
9. Total fixed assets plus long term investments and assets	52209	22209
10. Total borrowings	-	-
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.	Yes	No
N.B. The figures in the accounting statements above do not include any Trust transactions.		

I certify that for the year ended 31 March 2016 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

*Keith Jones*  
Date 03/5/16

Date

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

03/5/16

and recorded as minute reference:

Ref: Item 12 Finance/ Audit

Signed by Chair of the meeting approving these accounting statements:

*A. W. Jones*

Date

03/5/16

## Section 3 – External auditor certificate and report

2015/16 Certificate

We 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 2016 in respect of:

Enter name of smaller authority here: Buckingham Park Parish Council

### 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 2016; 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.

### External auditor's 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 matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The budget setting report that the Council approved for 2015/16 did not include the community centre income and expenditure. Accordingly, the expenditure in the year was 80% greater than the budget without reasonable explanation. In addition, the minutes of the meeting to discuss the budget setting report did not explicitly document the Council's approval of the budget, only the precept. In future the Council should ensure that the budget includes all anticipated income and expenditure, and that the consideration of the income and expenditure budget is properly minuted, as opposed to just the precept figure.

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

The date of the Internal Audit report in Section 4 was not recorded. The Clerk has confirmed that the date was 20 May 2016.

The Council relies on the work of Internal Audit to inform the preparation of the Annual Governance Statement at Section 1 of the Annual Return. For 2015/16 the Internal Audit work was completed after the date the Council approved Section 1. In future the Council should seek to receive the Internal Audit report before it approves the Annual Governance Statement, and ensure that the Internal Auditor dates their report.

External auditor's signature: mazars LLP

External auditor's name: Mazars LLP, Durham, DH1 5TS Date: 15 September 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))