

**ANNUAL COUNCIL 13 MAY 2015**

**1. Appointments and Committees**

Members are invited to make the following appointments:

Finance Committee (5)                      Grant Committee (3)

Bay Environment Group (3)

Portas Town Team

Friends of Woodhorn Church

The Northumberland Association of Local Councils

**2. Annual Internal Audit Report**

The Annual Internal Audit Report has been received and informs the Town Council that satisfactory arrangements are in place and it also supports the Annual Return to the External Auditor and the Audit Commission. The Report from the Internal Auditor Richard Slater is attached at Appendix 1 for members' information and he made no comments or had any matters which he needed to draw to members' attention.

RECOMMENDED that the Internal Audit report be agreed.

**3. Annual Accounts and Accounting Statement for 2014/2015**

Attached at Appendix 2 are the Final Accounts for the financial year 2014/2015 for members' consideration. The Accounts have been audited and will be available for inspection by the public as required by the legislation. The Accounting Statements set out in Appendix 3 must be endorsed by the Town Council and signed by the Chairperson.

RECOMMENDED that members consider the accounts in the light of the Internal Audit Report and confirm the accounting statements.

**4. Annual Governance Statement**

A further requirement of the audit process is that an Annual Governance Statement is incorporated in the Annual Return having been considered and approved by the Council and signed by the Chairman and the Town Clerk. The draft statement is attached at Appendix 4 for members' consideration.

RECOMMENDED that members consider and approve the Annual Governance Statement.

INTERNAL AUDIT SERVICE FOR NEWBIGGIN-BY-THE-SEA TOWN COUNCIL  
AUDIT PROGRAMME – 2014/15

## **Internal Audit of 2014/15 Accounts**

### **Report of Internal Auditor**

I certify that I have completed the audit of the accounts and associated accounting notes of Newbiggin-by-the-Sea Town Council which have been prepared by the Responsible Financial Officer.

The audit included examination of evidence relevant to the amounts and disclosures in the accounts and notes, sufficient to give reasonable assurance that the accounts and notes are free from material misstatement.

In my opinion the accounts present fairly the income and expenditure of Newbiggin-by-the-Sea Town Council for the year ended 31 March 2015.

There are no matters to draw to the attention of the Town Council.

This is my final report as internal auditor to the council, having decided to put myself out to grass. I would like to take this opportunity to thank your Clerk for his patience and forbearance over the past six years.

The council has made considerable progress since its inception in 2009, and I wish it well for the future.

Richard Slater

Internal Auditor

27 April 2015

## Accounts for the year ended 31 March 2015

## Appendix 2

<b>Income</b>	<b>£</b>
Precept	146,445
Bank interest	428
Woodhorn Villa	3,771
Project Grants	17,000
Other Income	<u>2,307</u>
	<u>169,951</u>
<b>Expenditure</b>	
<b>ADMINISTRATION - EMPLOYEE COSTS</b>	
Employee costs NI & pension	<u>29,871</u>
<b>Sub-Total</b>	<u>29,871</u>
<b>OFFICE COSTS</b>	
Office expenses incl. IT	2,404
Insurances	988
Woodhorn Villa	<u>2,385</u>
<b>Sub-Total</b>	<u>5,777</u>
<b>FEES &amp; CHARGES</b>	
Audit – Internal & External	720
Bank charges	173
Subscriptions fees & charges	830
Publications & notices	<u>2,324</u>
<b>Sub-Total</b>	<u>4,047</u>
<b>CIVIC EXPENSES</b>	
Civic & Councillors Expenses	<u>371</u>
<b>Sub-Total</b>	<u>371</u>
<b>LOCAL SERVICES</b>	
Seasonal Christmas lighting	9,459
Enhanced Services Partnership including Clean/Repair bus shelters, seats etc.	26,381
Play area inspections, floral bedding	8,866
Repair & renewals	3,310
Nipper transport scheme	<u>2,410</u>
<b>Sub-Total</b>	<u>50,426</u>
<b>PROJECTS &amp; EVENTS</b>	
Grants & donations	6,000
Events & Leaflets	3,850
Young People Sporting Events & Triathlon	16,154
The Bungalow	25,972
Christmas Light Motifs	6,406
In Bloom & Misc	498
Environment & Projects	<u>6,054</u>
<b>Sub-Total</b>	<u>64,934</u>
<b>Total Expenditure</b>	<b>155,426</b>
<b>Balance as at 31 March 2014</b>	<b>157,403</b>
<b>Balance as at 31 March 2015</b>	<b><u>167,928</u></b>

## Appendix 3

## Annual Return to 31 March 2015

## Accounting Statements for Newbiggin by-the-Sea Town Council

	31 March 2014 £	31 March 2015 £	Figures rounded to nearest £. Report £0 or NIL balance All figures must agree to underlying financial records.
1 Balances brought forward	142,163	157,403	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	83,261	146,445	Total amount of precept receivable or received in the year.
3 (+) Total other receipts	135,916	23,506	Total receipts or income as recorded in the cashbook less the precept received. Includes any grants.
4 (-) Staff costs	28,915	29,871	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 borrowings (if any).
6 (-) Total other costs	175,021	129,554	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	157,403	167,928	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	162,323	186,301	The sum of all current and deposit bank accounts, cash holdings and short term investments held at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	130,189	164,284	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	NO	NO	The council acts as sole trustee for and is responsible for managing trust funds or assets. Note that the figures above do not include any trust transactions

## Appendix 4

**ANNUAL GOVERNANCE STATEMENT**

We acknowledge as the members of Newbiggin by-the-Sea 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 2015, that:

	Agreed – Yes or No	'Yes' means that the Council:
1 We approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	Prepared its accounting statements 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 which 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 complied with proper practice 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.	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 taken 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 these 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 or 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 have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	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 local council and recorded as minute reference C0 /15/16 dated 13 May 2015.