	7	prodtu	Parish Council
Readers should not	e that through		al return references to a 'local council' or 'council' also
	Year e		Notes and guidance
			Please round all figures to nearest $\mathfrak{L}1$ . Do not leave any boxes blank and report $\mathfrak{L}0$ or Nil balances. All figures must agree to underlying financial records.
Balances     brought forward	25,111	27,614	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	35,950	35,000	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	2,937	3,587	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	9,788	145,01	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 council's borrowings (if any).
6 (-) All other payments	26,596	26,788	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	27,614	29,171	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	27,614	29,171	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 and long term assets	163,618	162,481	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
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	YES NO	YES NO	<b>Disclosure Note:</b> The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)
I certify that for the the accounting stapersent fairly the fand its income an present receipts abe.	atements in the financial posited dexpenditure and payments	nis annual retuion of the cou e, or properly , as the case	approved by the council on this date:    16/H/12     and recorded as minute reference:   2/8/7-1   288405
Signed by Respon	nsible Financi	IREO	Signed by Chair of the meeting approving these accounting statements.
Date 16/4	12.		Date 16/04/2012

## Section 2 - Annual governance statement We acknowledge as the members of: Tutborg 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 2012, that: prepared its accounting statements in the 1 We approved the accounting statements prepared in way prescribed by law. accordance with the requirements of the Accounts and Audit Regulations and proper practices 2 We maintained an adequate system of internal control, made proper arrangements and accepted including measures designed to prevent and detect fraud responsibility for safeguarding the public and corruption and reviewed its effectiveness money and resources in its charge has only done things that it has the legal 3 We took all reasonable steps to assure ourselves that there power to do and has conformed to codes are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a of practice and standards in the way it has significant financial effect on the ability of the council to done so. conduct its business or on its finances. during the year has given all persons 4 We provided proper opportunity during the year for the interested the opportunity to inspect and exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. ask questions about the council's accounts considered the financial and other risks it 5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, faces and has dealt with them properly. including the introduction of internal controls and/or external insurance cover where required. arranged for a competent person. 6 We maintained throughout the year an adequate and independent of the financial controls and effective system of internal audit of the council accounting procedures, to give an objective view on records and control systems. whether internal controls meet the needs of the council. 7 We took appropriate action on all matters raised in reports responded to matters brought to its from internal and external audit. attention by internal and external audit disclosed everything it should have about 8 We considered whether any litigation, liabilities or its business activity during the year commitments, events or transactions, occurring either including events taking place after the yearduring or after the year-end, have a financial impact on the council and, where appropriate have included them in the end if relevant. accounting statements. YES NO NA has met all of its responsibilities where it is 9 Trust funds (including charitable) - in our capacity as the sole managing trustee we discharged our responsibility in a sole managing trustee of a local trust or relation to the accountability for the fund(s)/assets, including trusts. financial reporting and, if required, independent examination This annual governance statement is approved by the council and recorded as minute reference Signed by: Chair 212/8.1 dated Signed by: dated Clerk dated \*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified. Page 3 of 6

## Section 3 - External auditor's certificate and opinion Certificate We certify that we have completed the audit of the annual return for the year ended 31 March 2012 of Tulbury Parish Council Respective responsibilities of the council and the auditor The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which: summarises the accounting records for the year ended 31 March 2012; and confirms and provides assurance on those matters that are important to our audit responsibilities. Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met. External auditor's report (Except for the matters reported below)\* on the basis of our review, 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. (\*delete as appropriate). (continue on a separate sheet if required) Other matters not affecting our opinion which we draw to the attention of the council: (continue on a separate sheet if required) External auditor's signature External auditor's name CROSS Date 11704 2012 Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies Page 4 of 6