

11 311 2003

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2002

BRAISHFIELD PARISH

COUNCIL

SECTION 1 – THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this annual return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on a receipts and payments/inac [delete the other.]

(Responsible Financ

18/12/02

I confirm that the

council minute reference

37(c)

half of the above Council

(Chair) Clerk

Date 18/12/02

				Notes and Guidance for Compilers
	Last Year £	This Year £	General	
			Please round all figures to nearest £. Report £0 or Nil balances. All figures must agree to the Council's underlying financial records for the relevant year.	
1	Balances brought forward	2649.75	3412.84	Total balances and reserves at the beginning of the year as recorded in the Council's financial records.
2	(+) Annual Precept	6000	9000	Total amount of Precept income received in the year.
3	(+) Total other receipts	1422.66	2311.10	Total income or receipts as recorded in the cashbook minus the precept.
4	(-) Staff costs	1119.95	1673.73	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses.
5	(-) Loan interest/ capital repayments	/	/	Total expenditure or payments of capital and interest made during the year on the Council's borrowings (if any).
6	(-) Total other payments	5539.62	7328.84	Total expenditure or payments as recorded in the cashbook minus employment costs (line 4) and loan/interest expenditure/payments (line 5).
7	(=) Balances carried forward	3412.84	5721.37	Total balances and reserves at the end of the year. (Must equal (1+2+3) – (4+5+6))
8	Total Cash & Investments	3412.84	5721.37	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March 2002 (as a check, this amount will, in most cases, be equal to the value of the council's total reserves and balances).
9	Total Fixed Assets	16670	17330	The recorded current book value at 31 March 2002 of all tangible fixed assets owned by the Council as recorded in the asset register.
10	Total Borrowings	/	/	The outstanding capital balance as at 31 March 2002 of all loans from third parties (usually PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- a brief explanation of significant variations from last year to this year in Section 1; and
- bank reconciliation as at 31 March 2002.

SECTION 2 – STATEMENT OF ASSURANCE

We acknowledge as the members of BRAUNFELD PARISH Council our responsibility for the preparation of the accounts and confirm, to the best of our knowledge and belief, with respect to the council's accounts for the year ended 31 March 2002, that:

Agreed – Yes or No*	'Yes' means that the Council:
YES	prepared its accounts in the way prescribed by law.
YES	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
YES	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
YES	considered all the risks it faces in the operation of the council and has dealt with them properly.
NO	arranged for a person unconnected with the council to check that its activities are properly carried out and recorded.
YES	followed the advice received from its auditors.
YES	has given all persons interested the opportunity to inspect and ask questions about the council's business.
YES	disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.

This Statement of Assurance is approved by the Council and recorded as council minute reference

113(b) dated September 2002

Signed on behalf of

LL Council:

Certified by:

103/03

9/12/02

*Please provide explanations to the auditor on a separate sheet if a 'No' response has been given; and describe what action is being taken to address the weaknesses identified.

SECTION 3 – EXTERNAL AUDITOR'S CERTIFICATE AND OPINION

Certificate

I certify that I have completed the audit of the annual return of

Braishfield Parish

Council for the year ended 31 March 2002

Respective responsibilities of the Council and the auditor

The Council is responsible for the preparation of the accounts in accordance with the requirements of the Accounts and Audit Regulations 1996 and for the preparation of an annual return which:

- summarises the Council's accounting records for the year ended 31 March 2002; and
- confirms and provides assurance on those matters that are important to my audit responsibilities.

My responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of my review of the annual return and supporting information, to report whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met.

Auditor's report

Except for the matters reported below on the basis of my review, in my opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to my attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

- No independent internal audit arrangements are in place

(Continued on separate sheet)

Signature

Date

21 March 2008

Name

Note

The auditor signing this page has been appointed by the Audit Commission and is reporting to you that he/she has carried out and completed all the work that is required of him/her by law.