

## Canvey Island Town Council

### NOTICE OF CONCLUSION OF AUDIT AND RIGHT TO INSPECT THE ANNUAL RETURN

ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2010

#### Section 14 of the Audit Commission Act 1998 The Accounts and Audit Regulations 2003 (SI 2003/533)

1. The audit of accounts for the Canvey Island Town Council for the year ended 31 March 2010 has been concluded.
2. The annual return is available for inspection by any local government elector for the area of the Canvey Island Town Council on application to:
  - (a) Insert name, position and address of person to whom local government electors should apply to inspect the annual return  
(a) MRS E. DECAN, TOWN CLERK  
11 HIGH STREET, CANVEY ISLAND  
ESSEX, SS 8 7RB
  - (b) Insert the times between which a local government elector may apply to inspect the annual return  
between (b) 9 am and (b) 5 pm on Mondays to Fridays  
  
(excluding public holidays), when any local government elector may make copies of the annual return.
  - (c) Insert a reasonable sum for copying costs  
3. Copies will be provided to any local government elector on payment of (c) £ 10p for each copy of the annual return.
  - (d) Insert name and position of person placing the notice  
(d) ELAINE DE CAN, TOWN CLERK
  - (e) Insert date of placing of the notice  
(e) 8-12-10

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16003 215

# Section 1 – Accounting statements for

## CANVEY ISLAND TOWN COUNCIL

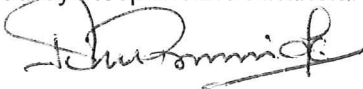
Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

1	Balances brought forward	195,095	304,039	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	266,004	266,738	Total amount of precept receivable or received in the year.
3	(+) Total other receipts	12,494	12,535	Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.
4	(-) Staff costs	65,407	59,324	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	104,147	106,889	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	304,039	417,099	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	301,875	413,920	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	22779 800 <del>22,650</del>	28,251 <del>27,263</del>	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	NO	NO	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.)

22779  
26201

I certify that the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2010.

Signed by Responsible Financial Officer



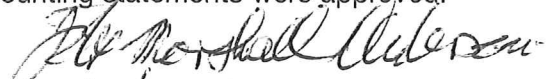
Date 14/06/2010

I confirm that these accounting statements were approved by the council and recorded as minute reference

CO/006/10

Date 14/06/2010

Signed by Chair of the meeting at which these accounting statements were approved.



Date 14/06/2010

## Section 2 – Annual governance statement

We acknowledge as the members of CANVEY ISLAND 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 2010, that:

- |   |   |     |   |
|---|---|-----|---|
| 1 | We have 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 in the way prescribed by law.  |
| 2 | We have 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 have taken 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 conformed to codes of practice and standards in the way it has done so.  |
| 4 | We have 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 have 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 have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.  | 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 and reviewed the impact of this work. |
| 7 | We have taken appropriate action on all matters raised in reports from internal and external audit.   | YES | responded to matters brought to its attention by internal and external audit.   |
| 8 | We have 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

CO/007/10 dated 14/06/2010

Signed on behalf of CANVEY ISLAND TOWN COUNCIL

Signed by: Chair [Signature] Date 14/06/2010

Signed by: Clerk [Signature] Date 14/06/2010

**\*Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

### 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 2010 of  
Canvey Island Town 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 is also responsible for preparing an annual return which:

- summarises the council accounting records for the year ended 31 March 2010; 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

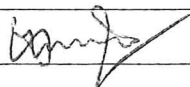
~~(Except for the matters reported below)~~\* on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

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

- The Internal Auditor has raised a number of issues around the clerk’s self employed status, and the timing of payments to the clerk. The Council must take urgent action to implement the recommendations.
- The Council must ensure it regularly reviews its fidelity guarantee insurance cover, which is currently £350,000. A guideline level could be cash balances plus half the precept (£574,000).
- The Council must ensure that the balances on bank accounts as at 31 March are used for the bank reconciliation. £294 of interest received in June 2010 was included in the reconciliation.

External auditor’s signature



External auditor’s name

M.D. BARTLETT

Date

26/11/10

**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*.

## Section 4 – Annual internal audit report to

CANVEY ISLAND TOWN COUNCIL

The council'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 2010.

Internal audit has been carried out in accordance with the council'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 the council.

- |   |  |     |
|---|--|-----|
| A | Appropriate books of account have been properly kept throughout the year.  | Yes |
| B | The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.  | Yes |
| C | The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.  | Yes |
| D | The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.  | Yes |
| E | Expected income was fully received; based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.   | Yes |
| F | Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.   | Yes |
| G | Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.  | Yes |
| H | Asset and investments registers were complete and accurate and properly maintained.  | Yes |
| I | Periodic and year-end bank account reconciliations were properly carried out.  | Yes |
| J | Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded. | Yes |
| K | Trust funds (including charitable) The council has met its responsibilities as a trustee.  | N/A |

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit

LOUISE FULLER

Signature of person who carried out the internal audit

*L Fuller*

Date 02.06.2010

**\*Note:** 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).

## Guidance notes on completing the 2010 annual return

- 1 Please make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are approved by the council, properly initialled and an explanation for them is provided to the auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 2 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it off to the auditor.
- 3 Please do not send the auditor any information not specifically asked for. Doing so is not helpful. You must, however, notify the auditor with details of any change of Clerk or Chair.
- 4 Make sure that the copy of the bank reconciliation which you send to your auditor with the annual return covers **all** your bank accounts. If your council holds any short-term investments, please note their value on the bank reconciliation. The auditor should be able to agree your bank reconciliation to Box 8 on the Statement of Accounts. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- 5 Please **explain fully** significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The auditor wants to know that **you** understand the reasons for all variances. Please include a complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide*\* to assist you.
- 6 If the auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 7 Please make sure that your accounting statements add up! Please ensure that the balance carried forward from the previous year (Box 7 of 2009) equals the balance brought forward in the current year (Box 1 of 2010).
- 8 **Do not complete section 3.** The external auditor will complete it at the conclusion of the audit.
- 9 Use the *Practitioners' Guide*\* for guidance. This publication is regularly updated and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines open should you wish to talk through any problem you may encounter.

All sections	All green boxes have been completed?	YES
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	YES
	An explanation of significant variations from last year to this year is provided?	YES
	Bank reconciliation as at 31 March 2010 agreed to Box 8?	YES
	An explanation of any difference between Box 7 and Box 8 is provided?	YES
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? <b>NB: Do not send trust accounting statements unless requested.</b>	N/A
Section 2	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 4	All green boxes completed by internal audit and explanations provided?	YES

**\*Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guide* is available from your local NALC and SLCC representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)