

LOCAL COUNCIL NAME: HORNINGLOW AND ETON PARISH COUNCIL

COUNTY: STAFFORDSHIRE

ANNUAL RETURN - SECTION 1

YEAR ENDED 31ST MARCH 2014

Variance explanation

Line 2 decrease

Tax grant given shown in item 3

Line 3 increase

Tax grant	6,060
ESBC/SCC grants	9,837
VAT reimbursement	2,003
Interest	7
Total	17,906

Line 4 increase

Overtime costs for staff

Line 6 decrease

Membership subscriptions	1,035.00
Stationery/equipment/website	1,155.85
Postage and telephone	703.95
Training/travelling expenses	23.07
Data Protection	35.00
Insurance/audit	557.99
chair allowance	104.87
Room hire and mis	545.00
Maintenance/projects*	9,689.93
Grants to allotment/community centre committees	1,040.00
Section 137 payments	
VAT	1,621.29
Total	<u>16,511.95</u>

Line 7 increase

The parish council are reserving funds to introduce a parish council office

NOTE

\* The parish council have been awarded a grant of £20K to compile a neighbourhood development plan  
Consultant costs, maintenance costs are included in this figure

LOCAL COUNCIL NAME: HORNINGLOW AND ETON PARISH COUNCIL

COUNTY: STAFFORDSHIRE

Receipts and payments account for the financial year 2013/14

2012/13	Receipts	2013/14
27,934.00	Precept	23,005.00
	ESBC Tax grant	6,059.79
3,892.00	ESBC/cc	9,836.53
2,296.00		
1,836.60	VAT Reimbursement	2,002.99
<u>6.82</u>	Interest	<u>6.78</u>
<u>35,965.42</u>	Total Receipts	<u>40,911.09</u>
	<b>Payments</b>	
14,187.15	Staff costs	14,281.04
783.90	Membership subscriptions	1,035.00
1,189.10	Stationery/equipment/website	1,155.85
569.32	Postage and telephone	703.95
nil	Training/travelling expenses	23.07
35.00	Data Protection	35.00
600.17	Insurance/audit	557.99
81.93	chair allowance	104.67
360.00	Room hire and mis	545.00
15,314.20	Maintenance/projects	9,689.93
	Grants - repayments	1,040.00
	Section 137 payments	
<u>2,002.99</u>	VAT	<u>1,621.29</u>
<u>35,123.76</u>	Total Payments	<u>30,792.99</u>
	<b>Balance at Bank</b>	
25,289.28	Balances b/fd 31.03.13	26,130.94
<u>35,965.42</u>	Add receipts	<u>40,911.09</u>
61,254.70		67,042.03
<u>35,123.76</u>	Less payments	<u>30,792.99</u>
<u>26,130.94</u>	Balance at 31.03.14	<u>36,249.04</u>

Signed:  Clerk RFO

LOCAL COUNCIL NAME: HORNINGLOW AND ETON PARISH COUNCIL

COUNTY: STAFFORDSHIRE

YEAR ENDED 31ST MARCH 2014

**BANK RECONCILIATION**

**BALANCE PER BANK STATEMENT**

Current:	26,760.71
Savings account	9,753.33
	<b>36,514.04</b>

Less u/p cheques	265.00
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Balance as at 31.3.14	<b>36,249.04</b>
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**BALANCE PER CASH BOOK**

Balance b/frd	26,130.94
Receipts	40,911.09
	67,042.03
Less payments	30,792.99

Balance as at 31.3.14	<b>36,249.04</b>
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## Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here:

HORNINGLOW & ETON

Council/Meeting

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

	Year ending		Notes and guidance		
	31 March 2013 £	31 March 2014 £			
1 Balances brought forward	25289	26130	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. 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	27934	23005	Total amount of precept received or receivable in the year.		
3 (+) Total other receipts	8031	17906	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.		
4 (-) Staff costs	14187	14281	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	20937	16511	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	26130	36249	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	26130	36249	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 plus other long term investments and assets	16000	16000	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	nil	nil	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		
11 Disclosure note Trust funds (including charitable)	yes	no	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2014 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.

Signed by Responsible Financial Officer

*kh*

Date 6/05/2014

I confirm that these accounting statements were approved by the council on this date:

06/05/2014

and recorded as minute reference:

125/14

Signed by Chair of the meeting approving these accounting statements.

*Esther*

Date 6/05/2014

## Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

*HORNINGLOW & STON PARISH*

Council/Meeting

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 2014, that:

	Agreed –		"Yes" means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in 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.	✓		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 the council 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 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 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 council 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 the council.
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 the council 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 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability 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 the council and recorded as minute reference

dated *126/14*  
*06/05/2014*

Signed by:

Chair *[Signature]*  
dated *06/05/2014*

Signed by:

Clerk *[Signature]*  
dated *06/05/2014*

\*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.



## Horninglow & Eton Parish Council

PO Box 6884, Burton upon Trent  
DE13 0WZ

8 May 2014

Ms A Ellison  
Grant Thornton UK LLP  
Royal Liver Building  
Liverpool  
L3 1PS

Dear Mr Ellison

Re: **END OF YEAR RETURN 2013/14**  
**HORNINGLOW AND ETON PARISH COUNCIL**

Please find enclosed End of year return for Horninglow and Eton Parish Council.

Regards

A handwritten signature in black ink, appearing to be the letter 'K' with a long, sweeping tail that curves upwards and to the right.

Kay Lear  
**Clerk/Proper Officer**  
**Horninglow and Eton Parish Council**

Telephone 01283 530554

[www.horninglowandetonparishcouncil.co.uk](http://www.horninglowandetonparishcouncil.co.uk)