

The Trustees Annual Report for the **Barnetby Recreational Field Charity registration No 521892 year end 31st March 2016**, prepared by J Reed, previous Trustee Clerk.

Achievements for this year:

Delivery of new Skate Park, Multi use games area (MUGA), outside gym equipment, resurfacing and improvements to the Village Hall Car-Park, replacement of boundary fence and toddler fencing.

Challenges for this year:

Antisocial behaviour of children and young people on the site, we have worked with police and local street sports workers to reduce the occurrences of vandalism and damage. We have planned further expenses in the following year for CCTV equipment and replacing more of the boundary fencing to secure the area and neighbouring properties.

Challenges expected for the coming year:

Raising funds to complete the next 2 stages of the development plan, the toddler and junior areas:

Toddler area circa £51,000 to be funded as follows

Under 5s contribution pledge	£12,850
Awards 4 all	£10,000
Singleton Birch	£25,000 (would attract an 11% surcharge)
Own fundraising	£3,150

Plans for future years:

This will be followed in the following year by the Junior area which is at a cost of £47,000 or earlier if funding streams are available.

The Local Authority Grant for £100,000 has been spent and the scheme guidance is one application per 5 years.

Other potential opportunities would be landfill grants from WREN, BIFFA, Big Lottery etc

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

BARNET - LE WOOD PARISH COUNCIL

This smaller authority'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 2016.

Internal audit has been carried out in accordance with this smaller authority'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 this smaller authority.

Internal control objective		Agreed? Please choose only one of the following			
Yes	No*	Yes	No*	Not covered**	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			A. Appropriate accounting records have been kept properly throughout the year.
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
	<input checked="" type="checkbox"/>				F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			H. Asset and investments registers were complete and accurate and properly maintained.
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			I. Periodic and year-end bank account reconciliations were properly carried out.
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

K. (For local councils only)		
Trust funds (including charitable) – The council met its responsibilities as a trustee.		
Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit
Signature of person who carried out the internal audit

24/6/16
Date

*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).

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

BARNET BY LE WOLD PARISH COUNCIL

Enter name of smaller authority here:

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 2016, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	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 this smaller authority to conduct its business or on its finances.	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.	5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	7. We took appropriate action on all matters raised in reports from 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 this smaller authority and, where appropriate have included them in the accounting statements.	9. (For local councils only) Trust funds including charitable fund(s)/assets, including financial reporting and, if discharged our accountability responsibilities for the required, independent examination or audit.	Agreed			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
									Yes	No	NA	
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			
prepared its accounting statements in accordance with the Accounts and Audit Regulations.	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	has only done what it has the legal power to do and has complied with proper practices in doing so.	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	considered the financial and other risks it faces and has dealt with them properly.	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 this smaller authority.	responded to matters brought to its attention by internal and external audit.	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.					

This annual governance statement is approved by this smaller authority and recorded as minute reference:

1604/11 dated 15.06.2016

Signed by: Chair
dated
Signed by: Clerk
dated

15-06-2016
15-06-2016

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

BAKESBY LE WOOD PARISH COUNCIL

Year ending		Notes and guidance	
31 March 2015	31 March 2016	£	£
1. Balances brought forward	44,565	21,155	
2. (+) Precept or Rates and Levies	21,371	21,655	
3. (+) Total other receipts	3,049	10,056	
4. (-) Staff costs	6,317	6,155	
5. (-) Loan interest/capital repayments	NIL	NIL	
6. (-) All other payments	41,513	35,675	
7. (=) Balances carried forward	21,155	11,036	
8. Total value of cash and short term investments	21,155	11,036	
9. Total fixed assets plus long term investments and assets	8,120	8,120	
10. Total borrowings	NIL	NIL	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			
Yes	No	Yes	No
The Council acts as sole trustee for and is responsible for managing Trust funds or assets.			
N.B. The figures in the accounting statements above do not include any Trust transactions.			

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date 16/06/16

I confirm that these accounting statements were approved by this smaller authority on this date:

15/06/2016

and recorded as minute reference:

16/06/006

Signed by Chair of the meeting approving these accounting statements.

Date

16/06/16

HSBC account 21496638 Barnetby Recreational Field Bank Account Summary Accounts for 12 months to 31.03.2016

Receipts

Barnetby Parish Council	28000
Donations	0
Barnetby Utd	198.3
YEDL Wayleave	20.86

Total Receipts

28219.16

Payments

Wages and expenses	632.14
administration	
Groundworks	1965.52
Bank charges	78
Professional charges	365
Additions to assets	31459.99
VAT	6685.11

Total Payments

41185.76

Opening Balances 1st April 2015	£ 29,986.21
Income over expenditure	<u>-12966.6</u>
Closing Balance	£ 17,019.61

The liabilities for the Trustee are against the ordered equipment valued at £162,000 and this is countered by the grant income of £100,000 and £30,000 deposit invoice already paid. There will need to be careful management of part payments as the VAT will need recovering from Her Majesty's Inspector prior to settlement of the final account.

The Parish account has further reserves which have been committed to cover the cost of the fencing around the junior and toddler area being delivered ahead of the schedule, the reason for this being brought forward was for the safety of children on site.

Barnetby Recreational Field Trustee year end 31.03.2016

<u>Current Assets</u>	2016	2015
	£	
Cash in bank current a/c	17,020	29,986
Cash in hand	0	0
	<u>17,020</u>	29,986
 <u>Creditor amounts falling due within 1 year</u>	 0	 0
	<u>0</u>	<u>0</u>

<u>Accumulated Funds</u>		
Balances brought forward	29,986	0
Net surplus/deficit for year	<u>-12,966</u>	29,986
	<u>17,020</u>	29,986

Presented by Treasurer