

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

CAXTON PARISH

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 2014 £	31 March 2015 £	
1 Balances brought forward	28350	49104	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	14099	15000	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	35592	5459	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	1728	1937	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	27209	40046	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	49104	27580	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	49104	27580	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	58711	81572	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	0	0	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	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 2015 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

LG 80a

Date 30/04/15

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

14/05/2015

and recorded as minute reference:

9.6

Signed by Chair of the meeting approving these accounting statements.

1/15

Date 14/05/2015

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

CAYTON

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 2015, 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

9/6
14/05/2015

Signed by:

Chair

dated

Signed by:

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.

Section 4 – Annual internal audit report 2014/15 to

CAYTON PARISH

Council/Meeting

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 2015.

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.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			✓

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

NO PETTY CASH

Name of person who carried out the internal audit

JACQUEE WILSON

Signature of person who carried out the internal audit

J Wilson

Date 30.4.15

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).

**CAXTON PARISH COUNCIL CASH BOOK RECONCILIATION
FY 2015**

Reconciliation from cash book

BF 01/04/14

Santander Current Account	43,061.83
O/S at bank (deposits in transit)	0.00
O/S at bank (payments)	-3,976.93
Cambs & Counties Bank	<u>10,018.95</u>

49103.85

Payments

41983.24

Receipts

20459.38

C/F

27579.99

69563.23

69563.23

balance b/f	49103.85
receipts	20459.38
o/s receipts at bank	0.00
payments	-45960.17
o/s payments at bank	<u>3976.93</u>
balance c/f	<u>27579.99</u>

c/f

Santander Current Account	0.00
Santander Savings Account	3.78
Unity Trust Bank	17435.65
Cambs & Counties Bank	10,140.56
O/S at bank (payments)	0.00

27,579.99

CAXTON PARISH COUNCIL RECEIPTS FY ENDING 2015

DATE	REF		GROSS	VAT	NET	ADVERTISING & GRANTS	AGENCY SERVICES & GRANTS	GENERAL ADMIN	PRECEPT	INTEREST	SPECIAL PROJECTS	VILLAGE & ASSETS MAINT.	MISC	RESERVE S
		BALANCE B/F	49103.55											
01/04/2014	1	C&C BANK	12.25		12.25									
10/04/2014	2	SCDC	7500.00		7500.00				7500.00	12.25				
13/05/2014	3	SCDC	800.00		800.00									800.00
28/07/2014	4	SCDC	3640.46		3640.46									3640.46
07/05/2014	5	CCC	331.51		331.51		331.51							
18/09/2014	6	SCDC	7500.00		7500.00				7500.00					
02/09/2014	7	HMRC	552.45	552.45	0.00									
01/05/2014	8	SANTANDER	3.78		3.78					3.78				
01/06/2014	9	C&C BANK	11.87		11.87					11.87				
01/07/2014	10	C&C BANK	12.28		12.28					12.28				
01/07/2014	11	C&C BANK	11.91		11.91					11.91				
01/08/2014	12	C&C BANK	12.31		12.31					12.31				
01/09/2014	13	C&C BANK	12.33		12.33					12.33				
01/10/2014	14	C&C BANK	11.94		11.94					11.94				
01/11/2014	15	C&C BANK	12.36		12.36					12.36				
01/12/2014	16	C&C BANK	11.97		11.97					11.97				
01/01/2015	17	C&C BANK	12.39		12.39					12.39				
31/12/2014	18	UNITY BANK	3.49		3.49					3.49				
31/03/2015	19	UNITY BANK	6.08		6.08					6.08				
		TOTALS	20459.38	552.45	19906.93	0.00	331.51	0.00	15000.00	134.96	0.00	0.00	0.00	4440.46
		O/S at bank												
		TOTAL OS AT BANK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		B/F PLUS RECEIPTS 2015												
							69563.23							

CAXTON PARISH COUNCIL PAYMENTS FY ENDING 2015

DATE	REF	PAYEE	GROSS	VAT	NET	AGENCY SERVICES	ADVERTISING	MISC	GENERAL ADMIN	ADMIN SUPPORT	VILLAGE & ASSESTS	SPECIAL PROJECTS	S137	CONTRNG.	RESERVES	
		OS AT BANK FY ENDING 14														
13/03/2014	956	CAMBS ACRE	48.00	8.00	40.00			40.00								
13/03/2014	966	NOTICEBOARD CO	872.40	145.40	727.00							727.00				
13/03/2014	967	CAXTON PCC	1.00		1.00							1.00				
18/03/2014	671	AMEY CE/SPA	2004.10		2004.10										2004.10	
26/03/2014	672	CAME AND CO	51.43		51.43			51.43								
26/03/2014	673	CAXTON VH	1000.00		1000.00								1000.00			
		total outstanding	3976.93	153.40	3823.53	0.00	0.00	91.43	0.00	0.00	0.00	0.00	1.00	727.00	1000.00	2004.10
		PAYMENTS FYE 15														
13/03/2014	970	FLP	26721.61	4453.59	22268.02											22268.02
13/03/2014	958	CAMBS ACRE	-48.00	-8.00	-40.00			-40.00								
01/04/2014	DD	SCDC	100.00		100.00			100.00								
16/04/2014	674	PENDRILL PUBLICATIONS	185.00		185.00			185.00								
08/05/2014	675	LG STEHR	109.30		109.30			109.30								
08/05/2014	676	B STEWARD	21.94		21.94			21.94								
08/05/2014	677	BUCHHANS	373.20	62.20	311.00								128.00			
08/05/2014	678	CAPALC	191.07		191.07			191.07								
08/05/2014	679	NOEL HART	370.00		370.00											
08/05/2014	680	PLAYSAFETY LTD	103.20	17.20	86.00											86.00
08/05/2014	681	LG STEHR	109.10		109.10			109.10								
08/05/2014	683	CANALBS	131.68		131.68			131.68								
08/05/2014	684	LSG SERVICES	474.01	77.33	396.68			122.51								
08/05/2014	685	LSG SERVICES	413.70	68.46	345.24			71.07								
10/07/2014	686	LG STEHR	109.10		109.10			109.10								
10/07/2014	687	LG STEHR	109.30		109.30			109.30								
10/07/2014	688	B STEWARD	21.94		21.94			21.94								
10/07/2014	689	HMRC	92.60		92.60			92.60								
10/07/2014	690	BUCHHANS	384.00	64.00	320.00								137.00			
10/07/2014	691	BUCHHANS	384.00	64.00	320.00								137.00			
10/07/2014	692	LSG SERVICES	445.19	73.58	371.61			97.44								
10/07/2014	693	CCG	76.20	12.70	63.50										63.50	
10/07/2014	DD	SCDC	105.00		105.00			105.00								
10/07/2014	694	LSG SERVICES	436.74	71.86	364.88			90.71								
10/07/2014	695	CAMBS ACRE	48.00	8.00	40.00			40.00								
11/09/2014	696	FLP	88.80	14.80	74.00											74.00
11/09/2014	697	LSG SERVICES	886.31	147.26	739.05			83.89								
11/09/2014	698	B STEWARD	21.74		21.74			21.74								
11/09/2014	699	LG STEHR	109.30		109.30			109.30								
11/09/2014	700	LG STEHR	109.10		109.10			109.10								
11/09/2014	701	HMRC	87.60		87.60			87.60								
11/09/2014	702	BUCHHANS	384.00	64.00	320.00								137.00			
11/09/2014	704	BUCHHANS	384.00	64.00	320.00								137.00			
30/09/2014	705	CAME AND CO	545.32		545.32			545.32								
13/10/2014	706	PF LITTLEJOHN	240.00	40.00	200.00			200.00								
13/11/2014	001	LG STEHR	109.10		109.10			109.10								
13/11/2014	002	BUCHHANS	141.60	23.60	118.00										118.00	
13/11/2014	003	BUCHHANS	454.80	75.80	379.00										196.00	
13/11/2014	004	LSG SERVICES	479.91	78.92	400.99			126.82								
13/11/2014	005	ALGAR SIGNGRAFT	232.80	36.80	196.00											
13/11/2014	006	LSG SERVICES	355.73	65.66	290.07			55.90								
13/11/2014	007	B STEWARD	22.57		22.57			22.57								
13/11/2014	008	B STEWARD	109.30		109.30			109.30								
13/11/2014	009	BOURN PC	307.23		307.23										307.23	
13/11/2014	010	CCC	500.00		500.00										500.00	
13/11/2014	011	BUCHHANS	805.20	134.20	671.00										488.00	

CAXTON PARISH COUNCIL ASSETS LIST					
	ITEM	DECRPTION	LOCATION	2014	2015
	INSURED				
1	BUS SHELTER	WOODEN	ERMINE STREET/BROCKHOLT RD	4796	4796
1	MEMORIAL SEAT	THATCHED ROOF	ERMINE STREET/BOURN RD	4796	4796
1	WATER FOUNTAIN	STONEMWORK ONLY	ERMINE STREET/BOURN RD	4796	4796
2	NOTICE BOARDS		OPP MANOR HALL & VILLAGE HALL	1125	1125
1	NOTICE BOARD	SILVER WITH LEGS	BROCKHOLT ROAD	443	443
1	NOTICE BOARD	SILVER WALL MOUNT	VILLAGE HALL	284	284
1	WOODEN SEAT		ERMINE STREET	1913	1913
3	LITTER BINS/DOG BINS		ERMINE STREET/BROCKHOLT RD - 1 DOG 1 LITTER		
1	TIMBER PALISADE FENCING		ERMINE STREET OP GRANSDEN RD 1 X DOG BIN	981.31	981.31
1	SELF CLOSING GATE		PLAY AREA GRANSDEN ROAD	3656.02	3656.02
1	WAR MEMORIAL		PLAY AREA GRANSDEN ROAD		
1	DOG MOBILE		ERMINE STREET/GRANSDEN RD	4795.98	4795.98
1	2.1M SWING FRAME WITH 2 CRADLE SEATS		PLAY AREA GRANSDEN ROAD	1209.95	1209.95
1	2.45 SWING FRAME WITH 2 FLAT SEATS		PLAY AREA GRANSDEN ROAD	1855.29	1855.29
1	FOREST PANDA WOOD	CLIMBING FRAME/SLIDE	PLAY AREA GRANSDEN ROAD	1687.85	1687.85
1	BENCH		PLAY AREA GRANSDEN ROAD	4200.64	4200.64
	OTHER SURFACES		PLAY AREA GRANSDEN ROAD	546.37	546.37
				9800.17	9800.17
				46884.70	46884.70
	NOT INSURED				
1	PLAY EQUIPMENT		GRANSDEN ROAD POS		22268.02
1	PLAY AREA SIGN		GRANSDEN ROAD POS		194.00
2	GOAL POSTS		GRANSDEN ROAD POS	599.17	599.17
2	GOAL POSTS		BROCKHOLT ROAD POS	340.00	340.00
1	COOKER		VILLAGE HALL	150.00	150.00
1	SAFETY SURFACING		PLAY AREA GRANSDEN ROAD	7500.00	7500.00
4	CUPBOARD-FILING-CABINET		VILLAGE HALL	200.00	
1	FILING CABINET		CLERK'S OFFICE	100.00	100.00
1	DOG BINS		FP6	160.00	160.00
1	HEATER		VILLAGE HALL	175.00	175.00
1	SIGN	SAFETY NOTICE	POND	250.00	250.00
1	SIGN	NO OVERNIGHT PARKING	GRANSDEN ROAD CAR PARK	65.00	65.00
1	BALANCE BEAMS		PLAY AREA GRANSDEN ROAD	250.00	250.00
1	SET OF FIVE STEPPING STONES		PLAY AREA GRANSDEN ROAD	210.00	210.00
1	MINI RUN & LEAP		PLAY AREA GRANSDEN ROAD	215.00	215.00
8	TABLES	WAKE FOLDING TABLES	VILLAGE HALL	942.00	942.00
2	SIGNS	BRIDLEWAY SIGNS	THE DRIFT	59.00	59.00
1	WATER FOUNTAIN - SPOUT	SPOUT ONLY	ERMINE ST/BOURN ROAD	1000.00	1000.00
1	WATER FOUNTAIN	BRICKWORK	ERMINE ST/BOURN ROAD		
	DOG FOULING SIGNS		VARIOUS LOCATIONS	17.30	17.30
1	SALT BIN		on the grass verge on the east side of Ermine Street opposite number 121	95.00	95.00
1	SALT BIN		on the grass verge on the NW corner of the Gransden Road / Ermine Street junction	95.00	95.00
	LAND				
	PUBLIC OPEN SPACE		BROCKHOLT ROAD	1.00	1.00
	PUBLIC OPEN SPACE - VILLAGE GREEN		GRANSDEN ROAD	1.00	1.00
	PUBLIC OPEN SPACE - POND AREA		GRANSDEN ROAD	1.00	1.00
			OTHER ASSETS VALUE	11826.30	34687.49
			TOTAL ASSETS VALUE	58711.00	81572.19