DATE				BANK (m	n via donc	osit account)		NOTES	EXPENSE		YSIS				
2010	ITEM	СН	FOR	IN	n via depo OUT	and the second		NOTES	Clerk		Public	Clk/Cllr	Purch	Audit	ТОТА
	Funds Bought Forward				001	2,179.66				Hire	Light	Exp	ases	Addit	
	Less standing bal on Treasurer's a/c					50.00									0
	OPERATING BAL B/F					2,129.66									0
۱1 Apr ۱	WalG Village Hall	604	Hall Hire		6.00	2,123.66				6.00					6
	Bank Interest APRIL	BACS	D	0.10		2,123.76					1.04				0
	Southern Electric	DD	Public Light	4550.00	4.04						4.04				4
	<mark>1st Half Precept</mark> WalGSocial Club	605	Fete Marquee	1550.00	500.00	3,669.72 3,169.72		AGREES ST 20/21					500.00		500
	WalG Village Hall	-	Hall Hire		18.00			Annual Parish Mtng		18.00			500.00		18
							-	Annaarranon widig		10.00			265.00		26
	Broker Network Ltd Bank Interest MAY	607	Insurance	0.11	265.00	2,886.72 2,886.83							265.00		20:
	Southern Electric	DD	Public Light	0.11	4.04			AGREES ST 21/22			4.04	_			
	WalG Village Hall	-	Hall Hire		9.00					9.00					(
	Donald Hill		CANCELLED		0.00										(
	HMRC deductions	610	CANCELLED		0.00	2,873.79	-								
	CPRE	611	Annual sub		29.00								29.00		2
	Donald Hill		Net Pay		299.18			Apr/May/Jun	299.18						29
	HMRC deductions		PAYE		74.60				74.60						74
	Donald Hill	614	Expenses	0.40	78.60	· · · · · · · · · · · · · · · · · · ·						78.60			78
	Bank Interest JUNE	-	Dude Day 1. Sada 4	0.13		2,392.54					2.00				(
	Southern Electric		Public Light Hall Hire		3.89		-	AGREES ST 22/23		6.00	3.89				
	WalG Village Hall Bank Interest JULY	615	папппе	0.11	6.00	2,382.76				0.00					
	Southern Electric	DD	Public Light	0.11	3.89			AGREES ST 23/24			3.89				
	Donald Hill		Net Pay + exp		125.86				99.66		0.00	26.20			12
	Bank Interest AUGUST			0.09		2,253.10									
~	Southern Electric	DD	Public Light		4.04						4.04				
	Donald Hill	so	Net Pay + exp		125.86	2,123.20	24/25		99.66			26.20			12
	TRANSFER TO TREASURERS a/c		re cover for PAYE		100.00	2,023.20		AGREES ST 24/25					100.00		10
ept 12 I		-	Audit		60.00	,		A						60.00	
	A Hollingsworth		Info Sheet £7 pm		56.00			Apr-Nov 2011		0.00			56.00		5
	WalG Village Hall		Hall Hire		9.00				74.00	9.00					7
	HMRC deductions Bank Interest SEPTEMBER	619	PAYE	0.09	74.80	1,823.40			74.80						
	Southern Electric			0.03	4.04						4.04				
	Donald Hill				125.86			AGREES ST 25/26	99.66		7.04	26.20			12
	2nd Half Precept	BACS		1550.00	1	3,243.59									
	WalG Village Hall		Hall Hire		6.00					6.00					(
8 Oct	Southern Electric	DD	Public Light		4.04						4.04				
	Bank Interest OCTOBER			0.09		3,233.64									1
	Donald Hill	BACS			125.86				99.66			26.20			12
	Bank Interest NOVEMBER	-		0.13	2.00	3,107.91					0.00				
-	Southern Electric	DD			3.89 125.86				99.66		3.89	26.20			12
	Donald Hill WalG Village Hall	BACS 621	Hall Hire		6.00				99.00	6.00		20.20			
-	Local Action Team (Policing)		Refund via WelG PC	31.33	0.00	3,003.49	1.00	AGREES ST 27/28		0.00					
	HMRC deductions	-	PAYE		74.80				74.80						7
	WalG Village Hall		Hall Hire		9.00					9.00					
	Southern Electric	DD	Public Light		3.89	2,915.80	28/29				3.89				
	Bank Interest DECEMBER			0.12		2,915.92	28/29								(
	Donald Hill	BACS	Employment		125.86	2,790.06	28/29	AGREES ST 28/29	99.66			26.20			12
	Southern Electric		Public Light	-	4.17		-				4.17				-
	WalG Village Hall	624	Hall Hire		9.00					9.00					
	Bank Interest JANUARY			0.12		2,777.01									
	Donald Hill Southorn Electric		Employment Bublic Light		125.86			AGREES ST 29/30	99.66		2 00	26.20			12
	Southern Electric WalG Village Hall		Public Light Hall Hire		3.89 9.00		-			9.00	3.89				
	Bank Interest FEBRUARY	020	i ian i nie	0.11	9.00	2,638.20				9.00					
	Donald Hill	BACS	Employment	V.III	125.86				99.66			26.20			12
	NSC		Election Costs		79.44	2,433.07		AGREES ST 30/31				_0.20	79.44		7
	Southern Electric		Public Light		3.89	,					3.89				
	Bank Interest MARCH			0.10		2,429.28									
	Donald Hill		Employment		126.74	,		AGREES ST 31/32				27.20			12
	HMRC deductions	-	PAYE		74.80				74.80						7
	WalG Village Hall	-	Hall Hire		6.00					6.00					
	A Hollingsworth		Info Sheet £7 pm		28.00			Dec '11 - Mar '12					28.00		2
	Note: for Audit, expenses are		** 629 lost: repla	cea by ch	003	2,193.74									
	£2968.55, as the adjustment at Aug 8th was a transfer - not an					2,193.74 2,193.74									
	Aug om was a transfer - not an expense					2,193.74									
	INCOME & EXPENDITURE		BAL TO SPEND			2,193.74									
	TOTALS >>>			3132.63	3068.55										
	Add standing bal on Tr a/c	ADJU	STED AT 8TH AUG			150.00		Total Expenses	1,495.00	93.00	47.71	315.40	1,057.44	60.00	3,068
	TOTAL FUNDS TO C/F		See Stmt 24/25			2,343.74			Clerk					Audit	
	LESS CARRY FORWARD PROV	/ISION				1500.00				Hire	Light	Exp	ases		
	BALANCE TO DEDUCT FRO	MBU	DGET			843.74		Budget 2011-12			50.00				
	INCOME: Procept £3100.00		Eudget 2012-13	3270.00				Estimate 2011-12					1106.00		
	Precept £3100.00 Other Income £31.33		PRECEPT 2012-13	2425.25	nounched 5	2,485.00		Actual 2010-11 Budget 2012-13	1,753.00 1560.00		45.35 100.00		896.64	58.75 100.00	
	Bank Interest £1.30					_,+00.00		- angle LUIL-IU	1000.00			555.00		100.00	JEI
	PURCHASES BUDGET		2012-13	2011-12	2011-12	2010-11			Budget 20	11-12 - A	DJUSTM	ENTS			
				Budget							was	here			
	Insurance		270.00	270.00	265.00	262.50			Clerk's Fee		1798.00			o expense	
			40.00	10.00	20.00	77 27	2010 44	Incomes of the		noncoc		667			50
	Subscriptions Donations		40.00 500.00	40.00	29.00 500.00	450.00	2010-11		Clk/Cllr Ex Purchases			333.00 1625.00		/PAYE rul	
	Subscriptions			40.00 500.00 115.00		450.00 90.60									

INCOME & EXPENDITURE SUMMARY

North SomersetCouncil Village

Add Fun

Deduct Cle

Deduct Other I

FUNDS CARRIED FORWAR

BANK RECONCILIATION

Deposit Account Bala

Current Account Bala

Balances per Bank Stateme

Less Un-presented Chec

Audrey Hollingsworth re Village Informatio

NET BALANCES @ 31st MARCH CAP

This Council is NOT VAT registered 2 notice boards & 1 Street Light written This Council handles no cash transact

		BANK RECO	ONCILIATION	- nage 1					
BEING THE IN					RIL 2011 - 31ST MA	RCH 2012			
	2011-12	2	010-11			2011-12		2010-11	
					EXPENDITURE		of which		of which
Precept	3100.00		3216.00				VAT =		VAT =
e Keeper Grant/Other	31.33		100.00						
Interest	1.30		1.31		Clerk's Fee	1495.00		1753.00	
TOTAL INCOME		3132.63		3317.31	Hall Hire	93.00		89.00	
unds Bought Forward	2179.66		1705.09		Public Light	47.71	2.22	45.35	1.38
Clerk's Fees for Year	-1495.00		-1753.00		Insurance	265.00		262.50	
er Expenses Paid Out	-1473.55		-1089.74		Councillors'/ Clerk's Expenses			0.00	
		-788.89		-1137.65	Subscriptions	29.00		77.37	
					Donations	500.00		450.00	
RD TO NEXT YEAR		2343.74		2179.66	Information Sheet	84.00		90.60	
					Purchases	79.44		16.17	
					Audit	60.00	10.00	58.75	8.7
						2968.55	12.22	2842.74	10.13
alance @ 31st March	150.00		2158.16						
alance @ 31st March	2302.54		50.00						
nents @ 31st March		2452.54		2208.16					
						Approved by	the Parish C	Council	
eques @ 31st March									
Village Hall	6.00		-6.50						
ation Sheet Expenses	28.00		-22.00			Signed	rman)	•••••	
HMRC re PAYE	74.80	108.80		-28.50		(Undi	innany		
						Signed			
ARRIED FORWARD		2343.74		2179.66		Signed (Clerk)			

WALTON-IN-GORDANO PARISH COUNCIL **BANK RECONCILIATION – page 2** INCOME & EXPENDITURE SUMMARY FROM 1ST APRIL 2011 - 31ST MARCH 2012 P&L & BS per Mazars attachment 2 (1) ETWEEN 2010-11 & 2011-12 erences Notes INCOME -116.00 Based on carrying forward £1500.0 Precept -0.01 Bank Interest North Somerset Council Village -68.67 NSC grant in 2010-11. Refund of L/ Keeper Grant/Other Income EXPENDITURE -258.00 **Was paid fee + expenses - from **Clerk's Fee Other Expenses** Hall Hire 4.00 2.36 Public Light 2.50 Insurance Councillors'/Clerk's Expenses 315.40 **Clerk's expenses now show here -48.37 Discontinued membership of Avon Subscriptions 50.00 Fete marquee donation increase Donations -6.60 Information Sheet 63.27 2011 North Somerset Council election Purchases 1.25 VAT increase Audit ** Expendi **Excluding Clerk's Fee** 383.81 Including Clerk's Fee 125.81 0.00 2 notice boards + 1 street light

BALANCE SHEET

Fixed & Long Term Assets

2011-12	2010-11	Diffe
3100.00	3216.00	
1.30	1.31	
31.33	100.00	
1495.00	1753.00	
93.00	89.00	
47.71	45.35	
265.00	262.50	
315.40	0.00	
29.00	77.37	
500.00	450.00	
84.00	90.60	
79.44	16.17	
60.00	58.75	
1473.55	1089.74	
2968.55	2842.74	

0
AT contribution in 2011-12
n April 2011 paid via PAYE
re rather than part of Fee
Local Councils Association
tion administration charge
iture differences over £200



Local Councils in England Annual return for the year ended 31 March 2012

Local councils in England with an annual turnover of £6.5 million or less must complete an

annual return summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages two to five is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.

- Section 3 is completed by the external auditor.

- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2012.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do **not** leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

The annual return, together with your bank reconciliation as at 31 March 2012, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your appointed external auditor by the due date.

Your auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the council for publication or public display of

sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2012.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Page 1 of 6

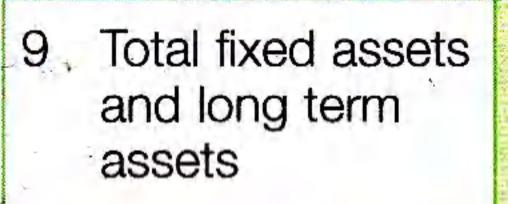
Section 1 – Accounting statements for

WALTON-IN-GORDANO PARISH COUNCIL

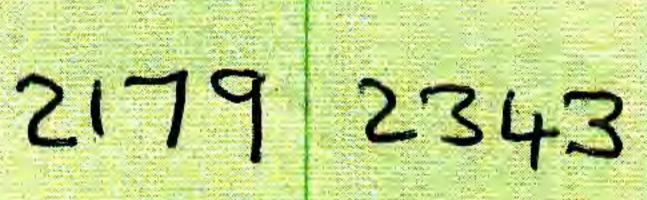
Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year	ending	Notes and guidance				
	31 March 2011 £	31 March 2012 £	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.				
1 Balances brought forward	1705	2179	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	3216	3100	Total amount of precept received or receivable in the year.				
3 (+) Total other receipts	101	33	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.				
4 (-) Staff costs	1753	1495	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	ZERO	ZERO	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).				
6 (-) All other payments	1090	14-74	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	2179	2343	Total balances and reserves at the end of the year. Must equal $(1+2+3) - (4+5+6)$				

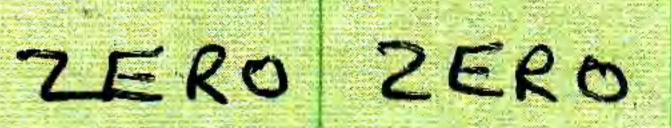




10 Total borrowings







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.

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.

The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Trust funds (including charitable) disclosure note



3

Disclosure Note: 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.)

I certify that for the year ended 31 March 2012 the accounting statements in this annual return

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

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

14 05 2012 Date

14/05/2012

and recorded as minute reference:

MINUTE 3497

14/05/2012

Signed by Chair of the meeting approving these accounting statements.

Page 2 of 6

Date

Section 2 – Annual governance statement

We acknowledge as the members of:

PARISH CONNCIL WALTON-IN- GORDANO

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 2012, that:

		Agreed – Yes No*	'Yes' means that the council:
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.

riddic ridgalaciónio ana propor praotiooo.

- We maintained an adequate system of internal control, 2 including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- We took all reasonable steps to assure ourselves that there З are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.
- We provided proper opportunity during the year for the 4 exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- We carried out an assessment of the risks facing the 5 council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- We maintained throughout the year an adequate and 6

made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

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.

during the year has given all persons interested the opportunity to inspect and ask questions about the council'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 the council.

effective system of internal audit of the council accounting records and control systems.

We took appropriate action on all matters raised in reports from internal and external audit.

- We considered whether any litigation, liabilities or 8 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.
- Trust funds (including charitable) in our capacity as the 9 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.

responded to matters brought to its attention by internal and external audit.

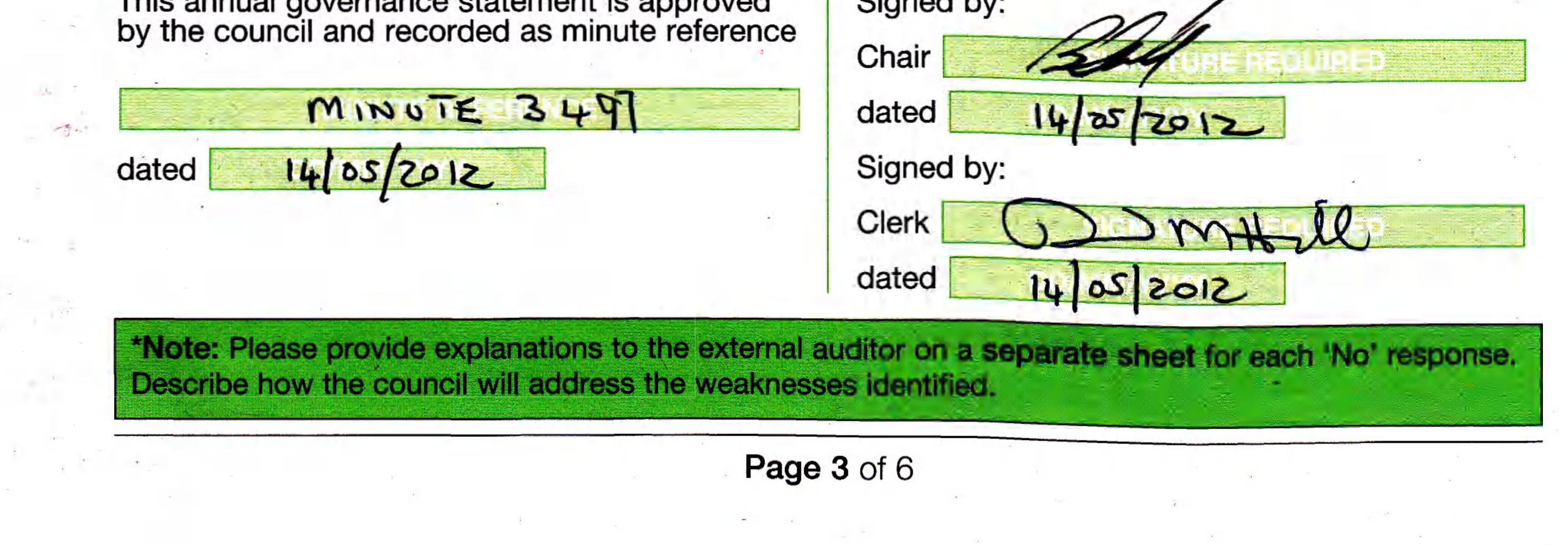
disclosed everything it should have about its business activity during the year including events taking place after the yearend if relevant.

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

Signed by:

1



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 2012 of

WALTON-IN-GOLDAND PARISH 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 prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2012; 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 in the annual return is in accordance with proper practices 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 draw to the attention of the council:

(continue on a separate sheet if required)

External auditor's signature Mazars LLP, Southampton, S0152BE Date 20 AUGUST 2012

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.

Page 4 of 6

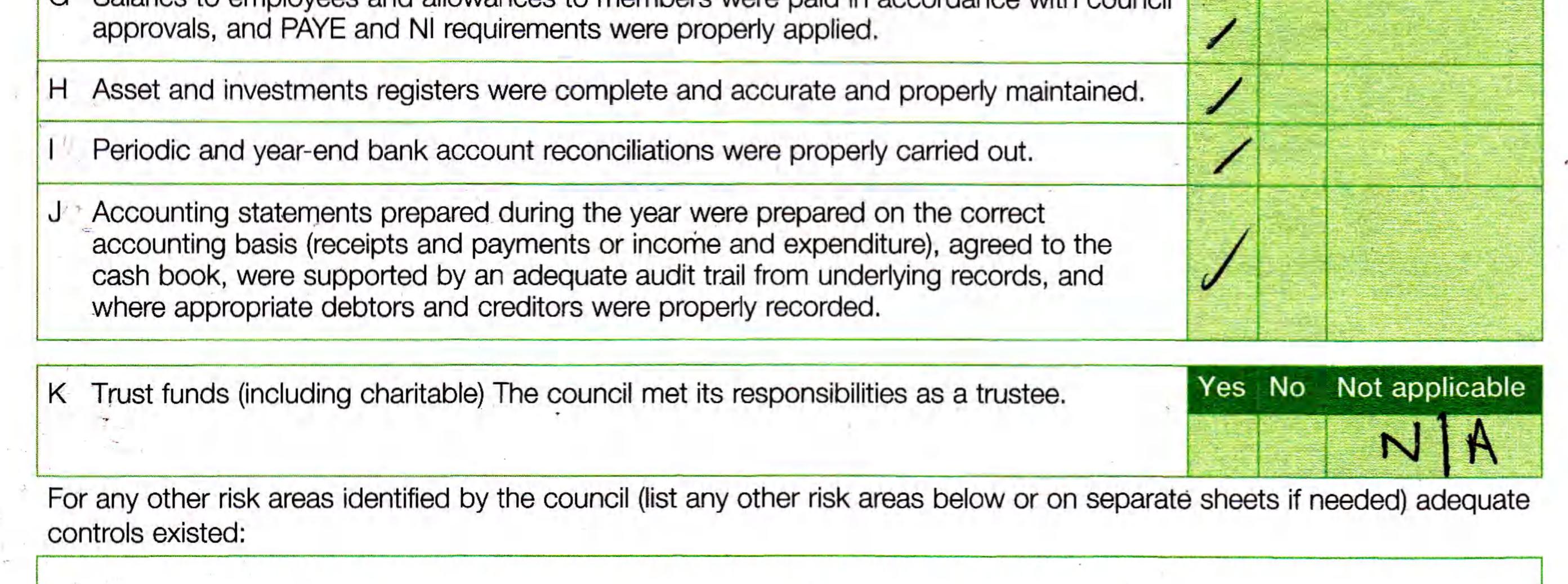
Section 4 – Annual internal audit report to

WALTON-IN- GORDAND PARISH CONCIL

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 2012.

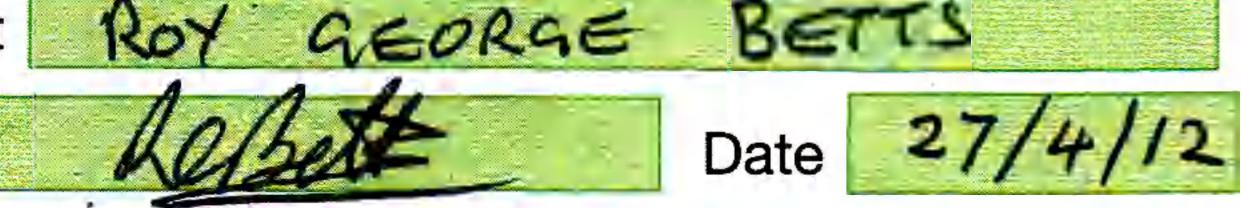
Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions 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.

			from one of the following			
		Yes	No*	Not covered**		
A	Appropriate books of account have been kept properly throughout the year.	1				
В	The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	1				
С	The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1				
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					



Print name of person who carried out the internal audit

Signature of person who carried out the internal audit



* 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 <u>povered</u>' 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 <u>perfect</u>).

Page 5 of 6

Guidance notes on completing the 2012 annual return

- Proper practices for preparing this annual return are found in the *Practitioners' Guide**. This publication is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 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 drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 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 to the auditor.
- 4 Do not send the auditor any information not specifically asked for. Doing so is not helpful. However, you must advise the auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 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, note their value on the bank reconciliation. The auditor must 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**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. 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. Include complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide** to assist you.
- 7 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.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2011) equals the balance brought forward in the current year (Box 1 of

2012).

Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

ecklist - 'No' answers mean you may not have met requirements	Done?
All green boxes have been completed?	\checkmark
All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	/
Council approval confirmed by signature of Chair of meeting approving accounting statements?	/
An explanation of significant variations from last year to this year is provided?	/
Bank reconciliation as at 31 March 2012 agreed to Box 8?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit. Council approval confirmed by signature of Chair of meeting approving accounting statements? An explanation of significant variations from last year to this year is provided?

	An explanation of any difference between Box 7 and Box 8 is provided?	/
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	A]A
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All green boxes completed by internal audit and explanations provided?	

*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and representatives or from www.nalc.gov.uk or www.slcc.co.uk

Page 6 of 6