

(NAME): LINGWOOD & BURLINGHAM PARISH COUNCIL

**Notice of conclusion of the audit**  
**Annual Return for the year ended 31<sup>st</sup> March 2017**

Section 25 of the Local Audit and Accountability Act 2014  
Accounts and Audit (England) Regulations 2015

	Notes
<p>1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2017 has been concluded.</p>	(a) Delete as appropriate
<p>2. The Annual Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to:</p> <p>(b) <u>SONYA DICKINSON - CLERK &amp; RFO</u> <u>TWO ACRES</u> <u>LODGE ROAD</u> <u>LINGWOOD, NR13 4TF</u></p>	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
<p>2. Copies will be provided to any local government elector on payment of £___(c) for each copy of the Annual Return.</p>	(c) Insert a reasonable sum for copying costs
<p>Announcement made by: (d) <u>SONYA DICKINSON - CLERK &amp; RFO</u></p>	(d) Insert name and position of person placing the notice
<p>Date of announcement: (e) <u>14/9/17</u></p>	(e) Insert date of placing of the notice

# Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

LINGWOOD & BURLINGHAM PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	47,785	55,492	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. (+) Precept or Rates and Levies	177,64	209,83	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	34,487	18,741	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	8,231	8,954	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	36,313	193,632	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	55,492	61,300	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	55,492	61,300	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	157,061	261,360	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>✓</td> </tr> </table>		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.
Yes	No						
	✓						

I certify that for the year ended 31 March 2017 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: 06/06/2017

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

06/06/2017

and recorded as minute reference:

17/17. (C) REFERENCE

Signed by Chair at meeting where approval is given:



## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

LINGWOOD & BURLINGHAM PARISH COUNCIL

### 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### 2. 2016/17 External auditor's report

On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

The Council did not initially supply the documentation requested for the intermediate audit. This was supplied after a reminder but in future the Council should ensure that all documentation requested in the annual return covering letter is supplied when the completed annual return is submitted for audit.

The Council does not have a written letter of engagement or contract with Internal Audit setting out the scope of the work, agreed fee and reporting arrangements. The Council should ensure that a written letter of engagement is agreed with Internal Audit in future.

### 3. 2016/17 External auditor certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

External auditor signature:

Mazars LLP

External auditor name:

Mazars LLP, Durham, DH1 5TS

Date:

10 September 2017

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))