

**SEALAND COMMUNITY COUNCIL**

**EXTRACT FROM THE MINUTES OF THE MEETING OF COUNCIL HELD ON  
14<sup>th</sup> APRIL 2014 AT THE SEALAND PRIMARY SCHOOL.**

**PRESENT: Councillors:** Mrs Mary Southall (Chairman), Mrs Gwyneth Bullock, John Dodd, John Griffiths, Alex Lewis, Mrs Chris Jones (County Councillor), Norman Jones, Mike Walker, Mrs. Shelley Webber and David Wisinger.

Peter Richmond - the Clerk and Financial Officer.

Also in attendance -  
Three members of the public.

**13/297      SEALAND COMMUNITY COUNCIL – SUMMARY ACCOUNTS  
2013/14 FINANCIAL YEAR**

The Clerk outlined the overall finalised expenditure and income for the 2013/14 financial year. The Clerk detailed that the closing bank balances are -

Account - no – 0388217 - £ 9971.74

Account - no – 7326098 - £ 31807.82

Total - £41,779.56

Less unpaid cheques of £1156.19

Cheque no – 002799 - £473.62 and 002800 £682.57

Total bank Accounts - £ 41,779.56 less unpaid cheques of £1,156.19 leaves a closing balance of £40,623.37

The Clerk confirmed that he had submitted to HMRC the Council's VAT claim for the 2013/14 financial year for £646.11.

The Clerk also confirmed that he had completed the Council's HMRC end of year on line processes for 2013/14 and has set up the on line process for the 2014/15 financial year.

RESOLVED: - that-

- i) the report be noted.
- ii) the Chair and Clerk sign off the appropriate pages for the 2013/14 financial year in the Council's account book.

**13/298      REPORT – ANNUAL FINANCIAL RETURN – 2013/14**

The Clerk detailed the accounts for Council in the Local Council for Wales Annual Return for the year ended 31 March 2014.

### Statement of Accounts

<b>31-Mar-13</b> <b>£</b>	<b>31-Mar-14</b> <b>£</b>	
£43,972	£41,708	Total balances and reserves at the beginning of the year as recorded in the council's financial records.
£53,000	£53,000	Total amount of precept income received in the year.
£2,092	£2,793	Total income or receipts as recorded in the cashbook minus the precept Includes support, discretionary and revenue grants
£7,437	£7,537	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.
£0.00	£0.00	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
£49,919	£49,341	Total expenditure or payments as recorded in the cashbook minus staff costs and loan/interest expenditure/payments.
£41,708	£40,623	Total balances and reserves at the end of the year.
£0.00	£0.00	Income and Expenditure Accounts only. The value of debts owed to the council at the year end.
£41,708	£40,623	All accounts. The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March – this must agree with the reconciled cash book as per the bank reconciliation.

£0.00	£0.00	Income and Expenditure Accounts only. The value of monies owed by the council (except borrowing) at the year end
£41,708	£40,623	Total balances

£247,414	£254,820	The recorded current 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, other investments to be held for the long term i.e. more than 12 months.
£0.00		The outstanding capital balance as at 31 March of all loans from third parties.
N/A		Trust Fund Disclosure

The Accounts and Audit Regulations were amended in 2010. Process to follow is –

1. RFO / Clerk prepare the Annual Return sections 1 and 2 – Now Complete.
2. Pass the Return to the internal auditor along with all the Council's appropriate records – (16<sup>th</sup> April 2014– to be returned on 23<sup>rd</sup> April 2014)
3. RFO then certifies page 1 of the Return before 30<sup>th</sup> June 2014 and presents the Return to Council –May 2014 meeting.
4. The Council approves the Return in draft and the Clerk and Chair signs Page 1 –May 2014 meeting of Council.
5. Send a copy of the Return to UHY Hacker Young / External Auditor with bank reconciliation and variance analysis together with requested documents.
6. UHY Hacker Young will send a letter at the end of the audit with details of their issues / comments on the proposed audit opinion. The Annual Return is not certified by the External Auditor at this stage.
7. RFO / Clerk certify Section 3 and present the Annual Return and the external audit report to Council.
8. Council approved the Return and RFO/Clerk and the Chair certify Section 3
9. Original copy of the Return is sent to the External Auditor.
10. External Auditor certifies Section 3 and sends back to Council for publication before 30<sup>th</sup> September 2014.

## **Section 2 – Annual governance statement**

The Clerk outlined the Section 2 – Annual governance statement

We acknowledge as the members of SEALAND COMMUNITY COUNCIL 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 Council's accounting statements for the year ended 31st March 2012 that -

	Agreed - Yes or No
We have approved the accounting statements accounts which have been prepared in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2005(as amended) and proper practices.	YES
We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES
We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice, which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES
We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2005(as amended).	YES
We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES
We have maintained an adequate and effective system of internal audit of the Council's accounting records and control systems throughout the year and have received a report from the Internal Auditor.	Not yet
We have taken appropriate action on all matters raised in previous reports from internal and external audit	YES
We have 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 on the statement of accounts.	YES
Trust funds – in our capacity as trustee we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and if required, independent examination or audit.	N/A

Section1 – Following certification by the Responsible Financial Officer the Council is now required to approve the accounting statements in Section 1

Section 2 – The Annual Governance Statement has been presented to the Council. To the best of our knowledge and belief and subject to your audit findings, the responses to each statement of assurance in Section 2 are accurate, complete and represent the Council's final responses.

RESOLVED: - that –

- i) the report be noted.
- ii) Council should note the Annual Return for the year ended 31<sup>st</sup> March 2014 as presented by the Council's Responsible Financial Officer in line with Section 1 and

Section 2 as reported to Council.

iii) the Chairman and Clerk should also sign off the Council's ledger book.

**Notice of Appointment of Date for the Exercise of Electors' Rights, Annual Return for the Year Ended 31 March 2014**

The Clerk advised that each year the Council's annual return is audited and any person interested has the opportunity to inspect and make copies of the annual return and all books, deeds, contracts, bills, vouchers and receipts relating to them.

The Clerk outlined the public notice and details of the public inspection arrangements. Inspection runs 1<sup>st</sup> May 2014 and ends on 30<sup>th</sup> May 2014.

The notice has been displayed since 10<sup>th</sup> April 2014 on the Council's notice boards and on the Council's web site.

RESOLVED: - that the report be noted.