Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

SPROWSTON TOWN

Council/Meeting

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

		Year 6 31 March 2014 E	ending 31 March 2015 £	Notes and guidance Please round all figures to nearest $\mathfrak{L}1$. Do not leave any boxes blank and report $\mathfrak{L}0$ or Nil balances. All figures must agree to underlying financial records
1	Balances brought forward	744,188	699,888	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	459,184	499,137	Total amount of precept received or receivable in the year. Excludes any grants received.
3	(+) Total other receipts	498,546	340,120	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4	(-) Staff costs	300,032	Z83,Z37	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	82,943	98,361	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6	(-) All other payments	619,055	298,170	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	699,888	859,377	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	691,360	866,775	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	2,499,111	2,501,323	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	975,250	914,230	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11	Disclosure note (including charitab		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

Flust

Date 07 | 05 | 2015

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

10/06/2015

and recorded as minute reference:

15 (150 (ii)

Signed by Chair of the meeting approving these accounting statements.

Monne

Date 10 06 2015

ection 2 - Annual governance statement 2014/15

We acknowledge as the members of:

SPROWSTON TOWN

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:

	pect to the accounting statements for the year end	ied 3 August	erennen er	aic	Yas
		ų S	No		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.	1		gap over for speed all places and a second stranger	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.			Proceedings of the control of the co	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.	1		the state of the s	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.	J	ectograph gran		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.	1	Andones con o	- Section of the large graph and section and the collapses conserved and collapses conserved and collapses	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.			egenement production and order to the control of th	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.	J		and the second s	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.		dispression in the contract of	Control of the second of the s	disclosed everything it should have about its business activity during the year including events taking place after the yea 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 financia reporting and, if required, independent examination or audit.	1		N).	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
	nis annual governance statement is approved the council and recorded as minute reference	Signe Chair		y:	Monne
	15 (iv)	dated	1	1	0/06/2015
da	ated 10/06/2015	Signe	ed k	oy:	•
		Clerk			twift
		dated	1		10 06 2015

*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 3 – External auditor certificate and report 2014/15 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

Council/Meeting Sprawston Town Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (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.

External auditor report
(Except for the matters reported below)* 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 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 signature Mayars LLP
External auditor name Mazars LLP, Durham, DH1 5TS Date 14 August 2014

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

section 4 - Annual internal audit report 2014/15 to

SPROWSTON TOWN COUNCIL

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.

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	Yes N	e of the following of Not covered.
B The council's financial regulations have been met, payments were supported by invoices all expenditure was approved and VAT was appropriately accounted for.	, /	
all expenditure was approved and VAT was appropriately accounted for.	/	(1) (Angel All St. Marrier (1) (Angel Angel
C. 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.	1	
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	1	
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	1	
G Salaries to employees and allowances to members were paid in accordance with counc approvals, and PAYE and NI requirements were properly applied.	ii /	
H Asset and investments registers were complete and accurate and properly maintained.	7	
Periodic and year-end bank account reconciliations were properly carried out.	/	
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.	1	
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes N	o Not applicable
For any other risk areas identified by the council (list any other risk areas below or on separation controls existed:	ate sheets	f needed) adequate

Name of person who carried out the internal audit N. ARCHER for Auditive Solutions the Signature of person who carried out the internal audit N.Z. Ander Date 19 /5 /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).

Juidance notes on completing the 2014/15 annual return

- You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which 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 external 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 external auditor.
- Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- Make sure that the copy of the bank reconciliation which you send to your external 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 external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). 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*.
- 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 external 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.
- If the external 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 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion chec	klist – No' answers mean you may not have met requirements	Done?
	All green boxes have been completed?	/
All sections	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?	_
Section 1	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	
	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.	NIA
Section 2	For any statement to which the response is 'no', an explanation is provided?	NA
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 SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk



FINANCIAL STATEMENTS

For the year ended

31st March 2015

Explanatory Foreword to the unaudited external financial statements for the year ended 31st March 2015

The Council's financial statements have been prepared in compliance with 'proper accounting practices' required by the Accounts and Audit Regulations for local councils. Whereas local councils were formerly obliged to prepare financial statements which were a receipts and payments summary, they are now prepared on the accruals basis and include a balance sheet and supporting notes. The Council falls within the Audit Commission's limited assurance audit regime and so the external audit opinion will be provided on the Annual Return, which includes a summary of Income and Expenditure Account and particulars of bank balances, long-term assets and liabilities. The audit opinion will be provided and advertised in due course.

The financial statements comprise the following:-

<u>Income and Expenditure Account</u> – recording financial transactions during the year for both revenue and capital schemes;

Balance Sheet - summarising the Council's financial position at year end;

<u>Notes to the Accounts</u> – providing explanatory detail and more information on the financial statements and operational assets such as community facilities.

Notes to the financial statements for the year ended 31st March 2015

1. Accounting policies

These financial statements have been prepared following the guidance issued by CIPFA to enable local councils to meet the requirements of the Account and Audit Regulations. The following are the principal accounting policies which have been applied consistently to items which are material in relation to these statements.

[a] Basis of preparation

These statements are prepared on an accruals basis and therefore include income receivable and accounts payable at the year end.

[b] Fixed assets and funding

Assets such as Council buildings that are held for long-term use, and any indebtedness connected with those assets, are not included in the balance sheet but are disclosed in the supporting notes. Fixed assets are valued in accordance with Governance and Accountability Manual — Practitioner's Guide (2014 edition), reviewed and re-adopted formally by the Council annually, as follows:-

- Land, operational properties are stated at estimated current value following a revaluation. Other assets are stated at depreciated current values based on current prices for similar equipment. In accordance with CIPFA guidance, capital funding is not included on the balance sheet.
- Community assets to be held in perpetuity are valued at £1.

[c] Value Added Tax (VAT)

Income and expenditure is stated exclusive of VAT.

2. Community Support

The Council is entitled under Section 137 of the Local Government Act 1972 (as amended) to spend up to £7.20 per head of the electorate in any year on projects not specifically authorised by other powers. The total amount available in 2014/15 and spent by way of grants to local voluntary organisations under these powers was £650. The Council also has adopted the General Power of Competence showing that a new, locally led approach can yield positive outcomes and change for our community.

Payee

Norfolk Accident Rescue Service	£200
Royal British Legion	£200
Age UK Norfolk	£250

The Council engaged consultants involving professional fees to fund a design for the Pavilion. The property is owned freehold and managed by Sprowston Town Council.

3. Advertising & Publicity

The Council incurred expenditure amounting to £1,825 on advertising and publicity during the year for printing and distributing the annual report and newsletters.

4. Pensions

The Council contributes to the Norfolk Pension scheme for its staff.

As at 31 March 2015 the actuarial valuation of Norfolk Pension Fund has not been published.

It is the policy of Sprowston Town Council to offer equal pension provision to full and part-time employees entitled to be admitted to the County Council 's pension fund.

5. Creditors

There are no sundry creditors.

6. Fixed Assets and Borrowings

[a] Capital Expenditure

During the year the Council has incurred the following expenditure on capital projects.

Cemetery building and memorial wall	£54,401
All weather tennis courts	£3,800
Cycle track	£4,995
Sprowston Diamond Centre Improvements	£21,461

[b] Capital receipts

The Council received £99,828 s106 contribution and £10,409 New Homes Bonus, towards capital expenditure in the year.

[c] Pavilion

Refurbishment of the Pavilion at the Recreation Ground commenced during the year with undertaking consultant and applying for planning permission plus

health and safety surveys at a cost of £4,040. Planning permission was granted in December 2014. The scheme, estimated at £140,000 is being financed by using earmarked reserves as temporary bridging finance, and the Council will restore such reserves at the end of the next financial year.

[d] Fixed assets owned by the Council

Reference numbers are those used in the Asset Register

£ Insu	rance Value	£ Valuation Office
B001 Recreation Ground Office Building	378,629	298,000
B002 Pavilion, Recreation Ground Road	450,749	361,300
B003 Maintenance Store Recreation Ground Road	127,849	76,000
B004 Bowls Pavilion, Recreation Ground Road	29,503	55,200
B005 Toilet Block Building Sparhawk	196,063	174,200
B006 Cemetery Visitors Centre	109,272	105,500
B007 Sprowston Diamond Centre	622,854	289,000
Land		£
L002 Barkers Lane		24,000
L016 5.93 acres land for cemetery extension	92,000	
L017 Access between Cricket Ground and Millenni	3,400	
LO18 Land at School Lane and Field (£25,000)		96,103

Parks and open spaces (all £1 nominal):-

L001 Barkers Lane Playing Field

L003 Cannerby Lane Amenity Area

L004 Allotment site, Church Lane

L005 Allotment site, Church Lane

L006 Cemetery Land

L007 Cemetery Land

L008 Public Right of Way Dixon Road

L009 Post Mill Close Amenity Land

L010 Recreation Ground

L011 Recreation Ground

L012 Sparhawk Park

L013 Sparhawk Park

L015 Wilks Farm Drive Play and Amenity Area

L019 Public Open Space Cranes Croft and Hallwood Road

L020 Windsor Park Gardens Open Space

L021 Millennium Woodland

Tractors and Stored Equipment

£84,404

(a) During the year, the Council purchased/acquired the following assets, exceeding £1,000 in value, at the cost shown:

(b) The following assets, exceeding £1,000 in value, were disposed of during the year:

	£11,250	
842 street footway lights £842	000	

7. Reserves and balances

Balances brought forward	699,888
Net income from Income & Expenditure a/c	159,489
Transfers to (-) or from reserves	0
Balances carried forward	859,377

At close of year on 31 March 2015 the following earmarked funds, not included in the Council's General Fund Balance, were held for the purposes of funding specific future capital and revenue expenditure.

The amount retained in earmarked reserves at 31 March 2015 represents the following:-

	£
Play Equipment Renewals Fund	5,500
Machinery Renewals Fund	20,000
Parish Council Election Fund	4,270
Office Equipment Fund	10,000
Street Lighting Renewals Fund	17,000
Heating System Renewal Fund	13,000
Charities Capital Fund	51,980
Cemetery Land Fund	260,000
Sprowston Diamond Centre Fund	30,696
General Fund (P&L Acc) – prior years	287,441
General Fund (P&L Acc) – current years	159,489
Rounding	1
	859,377

8. Borrowing

At close of year on 31 March 2015 the following loans to the Council were outstanding:

Lender

Public Works Loan Board – Street Lighting Improvements	£ 16,047
Public Works Loan Board – Bowls Pavilion & Parks Improvements	£ 73,550
Public Works Loan Board – Machinery Store	£ 33,934
Public Works Loan Board – Cemetery Extension	£124,000
Public Works Loan Board – Cemetery Extension – Groundworks	£254.800

Public Works Loan Board – Rec. Ground BMX & Play Area	£ 75,000
Public Works Loan Board – Sprowston Diamond Centre	£336,900
Total	£914,231

9. Debts Outstanding

At 31 March 2015 there were debts of £7,790 outstanding and due to the Council. The ages of these debts were:

•	No.	Value £
Less than 1 month old	13	5,761
Less than 2 months old	3	55
Less than 3 months old	2	1,416
Over 3 months old	3	558

10. Leases

At 31 March 2015 the following leases were in operation:

Lessor	Purpose	Annual Rent Payable £	Year of Expiry
Siemens Financial Services	Photocopier	820	2016/2017

11. Tenancies

During the year the following tenancies were held:

Tenant	Purpose	Annual Rent Payable £	Repair/Non Repair
Allotment Holders (92)	Allotment	38.50 per plot	Non-repair
Landlord	Property	Annual Rent Payable £	Repair/ Non Repair
Norfolk County Council	Sparhawk Park	480	Repair

12. Delegated Functions

During the year the Council undertook the following delegated functions on behalf of other authorities:

Delegating Authority	Nature of Delegation	Amount
Norfolk County Council	Highway Verge Cutting	£9,519

13. Contingent liabilities

As these Accounts are prepared on an Income & Expenditure basis any contingent cost, or reasonable estimate, relevant to the current period will be accrued in the financial statements.

Where a material contingent loss is not accrued, because it cannot be accurately estimated or the event is not sufficiently certain, it is disclosed here as a note to the Balance Sheet.

The Accounts for the year ended 31 March 2016 do not include any provision for any such losses.

14. Our objectives in providing the service

To maintain an efficient and accurate accounting system, including preparation and monitoring of annual budgets, VAT, PAYE and payroll records, prompt supplier payment, prompt receipt of income and a minimum of bad debts;

To manage the investments and cash flows of the Council to maximise interest receipts and minimise interest payments and bank charges.

15. Further Information

Further information about the accounts is available from Sprowston Town Council's Responsible Financial Officer at the Council Office, Tel: 01603 408063/0845 004 6227 Fax: 01603 418113 E-mail: townclerk@sprowston-tc.gov.uk.

Parishioners whose names appear on the current Electoral Register for the parish of Sprowston have a statutory right to inspect the accounts, Statement of Accounts, Balance Sheet and the Annual Return prior to completion of the Audit. The availability of these accounts is advertised on the Council's main notice board and website for 20 working days from 1 July 2015.

Signed	Signed
	•
lan Moncur	June Hunt
Chairman of the Council	Responsible Financial Officer

Sprowston Diamond Centre School Lane, Sprowston, Norwich, NR7 8TR

					Sprowst	Sprowston Town Council	Council			
Fixed Loal	n Repayme	nts (Anr	uity Bas	Fixed Loan Repayments (Annuity Basis - combining both interest & principal)	st & principa	0				
Loan		End	Term	Scheme	Original	Interest	Bal o/s at	Interest	Principal	Bal o/s at
Number	Start Date		Annual and a second second	emplanta conta della terramina establica della d	Loan	Rate	31.03.2015	Due	Due	30.09.2015
					3		3	લ	W	H
Annuity Ba	Annuity Basis - combining		th intere	both interest & principal						
481134	14.07.98	2018	20yrs	Streetlighting	60,000.00	5.88	16,046.93			16,046.93
489751	21.03.05	2030	25yrs	Bowls Pavilion & Works	100,000.00	4.90	73,549.98			73,549.98
491908	28.07.06	2021	15yrs	Machinery Store	65,000.00	4.85	33,933.68			33,933.68
EIP - Equa	Equal instalments of		principal							
497743	03.09.10	2035	25yrs	Cemetery Extension	100,000.00	3.46	82,000.00			82,000.00
498274	11.01.11	2036	25yrs	Cemetery Extension	50,000.00	4.99	42,000.00	WASHINGTON OF A THE PROPERTY OF THE PROPERTY O		42,000.00
498275	11.01.11	2021	10yrs	Rec. Grd BMX & Play	125,000.00	3.53	75,000.00			75,000.00
499162	01.12.11	2031	20yrs	Acquisition School Lane	314,000.00	3.31	266,900.00			266,900.00
499163	01.12.11	2021	10yrs	Renovation School Lane 100,000.00	100,000.00	2.24	70,000.00			70,000.00
502857	13.03.14	2064	50yrs	Cemetery Groundworks (260,000.00	260,000.00	4.50	254,800.00	5733.00	2600.00	252,200.00
			And the second second				914,230.59	5733.00	2600.00	911,630.59
								8,3	8,333.00	ABANNALAMA KATI KATI KATI KATI KATI KATI KATI KAT
			And the second s							
										ALAMAMATINE OF THE PROPERTY OF