

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

Toft Parish 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 accounting statements for the year ended 31 March 2016, that:

	Agreed		Yes means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
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 this smaller authority 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 gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority 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 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 this smaller authority.	
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 this smaller authority 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. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities 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 this smaller authority and recorded as minute reference:

95
MINUTE REFERENCE
dated 9/5/16

Signed by:

Chair

SIGNATURE

dated

09/05/16

Signed by:

Clerk

SIGNATURE

dated

9/5/16

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

TOFT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	35479	32433	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	17500	17500	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	20082	25901	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	1603	1597	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	2325	2325	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	36700	28611	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	32433	43301	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	32433	43301	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 long term investments and assets	397917	397919	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	2230	0	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)	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.
		X	

I certify that for the year ended 31 March 2016 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

LG [Signature]

Date 19/04/16

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

09/05/16

and recorded as minute reference:

96 REFERENCE

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date 09/05/2016

Section 3 – External auditor certificate and report 2015/16 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 2016 in respect of:

Enter name of
smaller authority here:

TOFT PARISH COUNCIL

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 2016; 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.

External auditor report (CA0258)

~~(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 smaller authority:

(continue on a separate sheet if required)

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

17-9-16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

TOFT PARISH COUNCIL PAYMENTS FY ENDING 2016

DATE	REF	PAYEE	DETAIL	GROSS	VAT	NET	GENERAL ADMIN												
							ADVERTISING	MISC	ADMIN SUPPORT	SALARIES	GRASS CUTTING	VILLAGE & ASSETS MAINT	PLAY GROUND	SPECIAL PROJECTS	S137	LOAN REPAY	PARISH PLAN	RESERVES	
OUTSTANDING AT BANK FY2015																			
05/01/2015	2087	M YEADON	CALENDAR	15.00		15.00	15.00												
				15.00	0.00	15.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Payments FY2016																			
02/04/2015	107	CPC	VILLAGE HALL ELECTRICS	382.72	63.79	318.93												318.93	
13/04/2015	108	OAKINGTON GARDEN CENTRE	COMMUNITY LAND TREES	76.70	12.78	63.92												63.92	
13/04/2015	109	PETER OAKES	TREE INSPECTIONS	180.00	30.00	150.00						150.00							
13/04/2015	110	CLIVE BLOWER	WOODCHIPPINGS AND WAYMARK	56.96		56.96							36.83					20.13	
13/04/2015	111	CAPALC	AFFILIATION FEE	222.45		222.45	222.45												
13/04/2015	112	BUCHANS	GRASSCUTTING	302.40	50.40	252.00						192.00						60.00	
13/04/2015	DD	PWLB	LOAN REPAYMENT	1162.42		1162.42										1162.42			
13/04/2015	114	[REDACTED]	SALARY	106.55		106.55			106.55										
13/04/2015	113	LGS SERVICES	ADMIN SUPPORT	413.82	67.63	346.19		86.19	260.00										
13/04/2015	115	LGS SERVICES	ADMIN SUPPORT	413.51	67.63	345.88		85.88	260.00										
13/04/2015	117	OAKINGTON GARDEN CENTRE	COMMUNITY LAND TREES	97.20		97.20												97.20	
24/04/2015	118	CAMBS ELECTRICAL WHOLESAL	VILLAGE HALL ELECTRICS	655.20	109.20	546.00												546.00	
24/04/2015	119	LIGHTHOUSE A/V	VILLAGE HALL ELECTRICS	2688.00	448.00	2240.00												2240.00	
11/05/2015	120	[REDACTED]	SALARY	106.55		106.55			106.55										
11/05/2015	121	LGS SERVICES	ADMIN SUPPORT	405.74	66.36	339.38		79.38	260.00										
11/05/2015	122	BUCHANS	GRASSCUTTING	478.51	79.75	398.76						278.76						120.00	
11/05/2015	123	CANALBS	INTERNAL AUDIT	178.92		178.92		178.92											
11/05/2015	124	T ELLIS-EVANS	COMMUNITY LAND	10.31	1.72	8.59										8.59			
11/05/2015	125	M COPIN	COMMUNITY LAND	6.00		6.00										6.00			
01/06/2015	127	[REDACTED]	SALARY	106.55		106.55			106.55										
01/06/2015	128	HMRC	PAYE/NIC	79.80		79.80			79.80										
01/06/2015	129	TOFT PEOPLES HALL	ROOM HIRE	12.00		12.00		12.00											
01/06/2015	130	PLAY INSPECTION CO	PLAY INSPECTION	75.00		75.00							75.00						
01/06/2015	131	LGS SERVICES	ADMIN SUPPORT	467.61	77.62	389.99		129.99	260.00										
03/06/2015	132	CLIVE BLOWER	MILLENNIUM BEACON	90.00		90.00													
03/06/2015	133	CLIVE BLOWER	BENCH PAINTING	160.00		160.00													
06/07/2015	134	HARRY STEBBING	VILLAGE SIGN RESTORATION	936.00	156.00	780.00												780.00	
06/07/2015	135	[REDACTED]	SALARY	106.55		106.55			106.55										
06/07/2015	136	M SEBBORN	VH ELECTRICAL WORKS	8547.00		8547.00												8547.00	
06/07/2015	137	BUCHANS	GRASSCUTTING	355.61	59.27	296.34						236.34						60.00	
06/07/2015	138	BUCHANS	GRASSCUTTING	355.61	59.27	296.34						236.34						60.00	
06/07/2015	139	TOFT PEOPLES HALL	ROOM HIRE	36.00		36.00		36.00											
06/07/2015	140	LGS SERVICES	ADMIN SUPPORT	399.85	65.69	334.16		74.16	260.00										
07/09/2015	141	RPM	PLAY EQUIPMENT REPAIRS	1266.00	211.00	1055.00							94.72					960.28	
07/09/2015	142	TOFT PEOPLES HALL	ROOM HIRE	12.00		12.00		12.00											
07/09/2015	143	[REDACTED]	SALARY	106.55		106.55			106.55										
07/09/2015	144	[REDACTED]	SALARY	106.55		106.55			106.55										
07/09/2015	145	HMRC	PAYE/NIC	79.80		79.80			79.80										
07/09/2015	146	LGS SERVICES	ADMIN SUPPORT	396.52	65.67	330.85		70.85	260.00										
07/09/2015	147	BUCHANS	GRASSCUTTING	355.61	59.27	296.34						236.34						60.00	
07/09/2015	148	LGS SERVICES	ADMIN SUPPORT	384.63	63.92	320.71		60.71	260.00										
07/09/2015	149	TOFT SHOP	REFRESHMENTS	78.18		78.18										78.18			
07/09/2015	150	J MCCARTEN	MEDALS	63.00		63.00										63.00			
07/09/2015	151	J MCCARTEN	MEDALS	16.50		16.50										16.50			
07/09/2015	153	BUCHANS	GRASSCUTTING	355.61	59.27	296.34						236.34						60.00	
05/10/2015	154	LITTLEJOHN LLP	AUDIT	240.00	40.00	200.00		200.00											
05/10/2015	155	[REDACTED]	SALARY	106.35		106.35			106.35										
05/10/2015	156	BOURN PC	TRAFFIC CONSULTANT	106.17		106.17													
05/10/2015	157	ROLAND FLETCHER	FP1-3 GATES	163.20	27.20	136.00												136.00	
05/10/2015	158	TOFT PEOPLES HALL	S137 OIL TANK	800.00		800.00										800.00			
02/11/2015	DD	PWLB	LOAN REPAYMENT	1162.42		1162.42											1162.42		
02/11/2015	159	BUCHANS	GRASSCUTTING	406.51	67.75	338.76						278.76						60.00	
02/11/2015	160	LGS SERVICES	ADMIN SUPPORT	411.28	67.20	344.08		84.08	260.00										
02/11/2015	161	[REDACTED]	SALARY	106.55		106.55			106.55										
02/11/2015	181	M SEBBORN	TOFT FIREWORKS	150.00		150.00										150.00			

TOFT PARISH COUNCIL CASH BOOK RECONCILIATION

FY ending 2016

Reconciliation from cash book

Balance b/f	32433.11	C/F	
Receipts	43401.30	Current Account	44,461.87
Payments (inc o/s at bank)	-32533.44	CBS Account	653.73
		O/S	-1814.63
<u>Balance c/f</u>	<u>43300.97</u>		<u>43300.97</u>

B/F Bank & cash	32433.11	Payments	32533.44
Receipts	43401.30	C/F	43300.97
	<u>75834.41</u>		<u>75834.41</u>

Toft Parish Council
 Assets List
 31/03/2016

Item	Location	Value
Toft Peoples Hall	School Lane	343,488.00
Flagpole 5m	Peoples Hall	439.95
Tub Chairs (x6)	Peoples Hall	449.93
Victorian Hand Pump on Village Green	Green	717.07
Village Well	St Andrews Church	573.65
Goal Posts	Recreation Area	800.64
Playground Equipment	Recreation Area	5,736.75
LAPPSET	Recreation Area	
Supernova	Recreation Area	3,733.00
Birds Nest Swing	Recreation Area	2,341.00
Skyline	Recreation Area	10,041.00
Ecosmart Surface (57M SQ)	Recreation Area	3,177.00
Cusionfall Surface (19m cu)	Recreation Area	779.00
Mini Soccer Goals 12x6' (x2)	Recreation Area	578.00
Playground Equipment (2006)	Recreation Area	1,698.12
Picnic Tables	Recreation Area	623.42
Fencing & Gates	Recreation Area	1,892.86
Signage	Recreation Area	128.00
Timber Shed	Recreation Area	1,244.01
Bus Shelter	High Street, Village Green	3,844.35
10 Bench Seats	Various	4,200.00
Toft Wood Bench (E Barwell)	Toft Wood	464.00
Village Sign & Plaque	Comberton Road	1,779.75
Engraved Stone	Comberton Road	905.85
Millenium Beacon & Plaque	Church Drift	904.81
Canvas Cover (not insured)	Beacon	122.92
9 Litter Bins (not insured)	Various	1,392.00
Filing Cabinets (not insured)	People's Hall	200.00
4 Dog Waste Bin (not insured)	Church Lane	800.00
Jubilee bench	Village Green	1,989.70
Ramblers Bench	Community Orchard	458.73
Footpaths Signage	Green, Brookside & Toft Wood	1,065.30
Noticeboard	Recreation Area	200.00
Noticeboard	Bus Shelter (glass fronted)	200.00
Village Noticeboard	High Street, Village Green	466.02
Grit Bins x4 (not insured)	School Lane, Mill Lane, Millers Rd,	480.00
Toft Playground	High Street	1.00
Toft Village Green	Corner of High St & Comberton Rd	1.00
Toft Community Orchard	High Street	1.00
Allotment land		1.00
	Total Value	397,918.83

Assets are recorded at fixed value