

Section 1 – Annual governance statement 2016/17

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 2017, 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
			X
			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 on:

08/05/17

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

W. Year SIGNATURE

Clerk:

LG SIGNATURE

*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 2016/17 for

Enter name of
smaller authority here:

TOFT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	32433	43301	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	15000	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	25901	19532	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	1597	1784	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	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	28611	12752	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	43301	63297	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	43301	63297	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	397919	398248	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	0	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 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

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

TOFT PARISH COUNCIL CASH BOOK RECONCILIATION

FY ending 2017

Reconciliation from cash book

Balance b/f	43300.97	C/F	
Receipts	34531.89	Current Account	62,795.17
Payments (inc o/s at bank)	-14535.95	CBS Account	658.09
		O/S	-156.35
<u>Balance c/f</u>	<u>63296.91</u>		<u>63296.91</u>

B/F Bank & cash	43300.97	Payments	14535.95
Receipts	34531.89	C/F	63296.91
	<u>77832.86</u>		<u>77832.86</u>

Toft Parish Council
Assets List
31/03/2017

Item	Location	FY 2016	F72017
Toft Peoples Hall	School Lane	343,488.00	343,488.00
Flagpole 5m	Peoples Hall	439.95	439.95
Tub Chairs (x6)	Peoples Hall	449.93	449.93
Victorian Hand Pump on Village Green	Green	717.07	717.07
Village Well	St Andrews Church	573.65	573.65
Goal Posts	Recreation Area	800.64	800.64
Playground Equipment	Recreation Area	5,736.75	5,736.75
Supernova	Recreation Area	3,733.00	3,733.00
Birds Nest Swing	Recreation Area	2,341.00	2,341.00
Skyline	Recreation Area	10,041.00	10,041.00
Ecosmart Surface (57M SQ)	Recreation Area	3,177.00	3,177.00
Cusionfall Surface (19m cu)	Recreation Area	779.00	779.00
Mini Soccer Goals 12x6' (x2)	Recreation Area	578.00	578.00
Playground Equipment (2006)	Recreation Area	1,698.12	1,698.12
Picnic Tables	Recreation Area	623.42	623.42
Fencing & Gates	Recreation Area	1,892.86	1,892.86
Signage	Recreation Area	128.00	128.00
Timber Shed	Recreation Area	1,244.01	1,244.01
Picnic Tables	Toft Meadow		329.17
Bus Shelter	High Street, Village Green	3,844.35	3,844.35
10 Bench Seats	Various	4,200.00	4,200.00
Toft Wood Bench (E Barwell)	Toft Wood	464.00	464.00
Village Sign & Plaque	Comberton Road	1,779.75	1,779.75
Engraved Stone	Comberton Road	905.85	905.85
Millenium Beacon & Plaque	Church Drift	904.81	904.81
Canvas Cover (not insured)	Beacon	122.92	122.92
9 Litter Bins (not insured)	Various	1,392.00	1,392.00
Filing Cabinets (not insured)	People's Hall	200.00	200.00
4 Dog Waste Bin (not insured)	Church Lane	800.00	800.00
Jubilee bench	Village Green	1,989.70	1,989.70
Ramblers Bench	Community Orchard	458.73	458.73
Footpaths Signage	Green, Brookside & Toft Wood	1,065.30	1,065.30
Noticeboard	Recreation Area	200.00	200.00
Noticeboard	Bus Shelter (glass fronted)	200.00	200.00
Village Noticeboard	High Street, Village Green	466.02	466.02
Grit Bins x4 (not insured)	School Lane, Mill Lane, Millers Rd,	480.00	480.00
Toft Playground	High Street	1.00	1.00
Toft Village Green	Corner of High St & Comberton Rd	1.00	1.00
Toft Community Orchard	High Street	1.00	1.00
Allotment land		1.00	1.00
Total Value		397,918.83	398,248.00

Assets are recorded at fixed value