## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:



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:

		Yes	vgreed No*	'Yes' means that this smaller authority:
1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	1		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.	1		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.	1		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 on:



and recorded as minute reference:



Signed by Chair at meeting where approval is given:



Clerk:



\*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 31 March	ending I 31 March	Notes and guidance
	2016 £	31 Warch 2017 £	Please round all figures to nearest £1. Do not leave any boxes blank and report ${\mathfrak L}0$ or Nil balances. All figures must agree to underlying financial records.
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.
(+) 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.
(+) 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	23.25	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)
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 – <b>To agree with bank</b> reconciliation.
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.

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 RECEIPTS FY ENDING 2017

DATE REF	3 2017	GROSS	VAT	NET	ADVERTISING	AGENCY SERVICES & GRANTS	GENERAL ADMIN	INTEREST	PRECEPT	SPECIAL PROJECTS	VILLAGE & ASSETS MAINTENA NCE		RESTRICTED RESERVES
15/04/2016 BACS SCDC	PRECEPT	7500.00	)	7500.00					7500.00	)			
03/05/2016 107 PLOT 2A & 2B	ALLOTMENT RENT	20.00		20.00								20.0	10
27/05/2016 108 PLOT 1B	ALLOTMENT RENT	10.00		10.00								10.0	
10/06/2016 BACS CCC	AGENCY SERVICES	626.06		626.06		626.0	6						
23/08/2016 BACS HMRC	VAT	872.33											
20/09/2016 BACS SCDC	S106 MERIDIAN COURT	14595.38	3	14595.38									14595.38
20/09/2016 BACS SCDC	S106 69 HIGH STREET	2660.39		2660.39									2660.39
23/09/2016 BACS SCDC	PRECEPT	7500.00	)	7500.00					7500.00	)			
22/11/2017 109 PLOT 4B 6A & 6B	ALLOTMENT RENT	30.00	)	30.00								30.0	0
08/11/2017 BACS PLOT 1A	ALLOTMENT RENT	10.00	)	10.00								10.0	0
31/12/2016 INT CBS	INTEREST	4.36		4.36				4.36					
31/01/2017 110 WORBOYS CHARITY	DONATION	876.37		876.37									876.37
22/10/2014 8 COMMUNITY FOUNDATION	SPRING FEAST	-173.00		-173.00									-173.00
		34531.89	872.33	33659.56	0.0	626.00	6 0.0	0 4.36	15000.00	0.00	0.00	70.0	0 17959.14
OUTSTANDING AT BANK													
TOTAL OUTSTANDING		0.00	0.00	0.00	0.0	0.0	0.0	0.00	0.00	0.00	0.00	0.0	0.00

	COUNCIL PAYMENTS FY ENDING 2017																	
DATE	REF PAYEE	DETAIL	GROSS	VAT	NET	Г		GI	ENERAL ADM	IN								
							ADVERTISING	MISC	ADMIN	SALARIES	GRASS	VILLAGE & ASSETS	PLAY GROUND	SPECIAL	S137/S145	LOAN REPAY PA	RISH PLAN	RESERVES
							ABTEITION		SUPPORT	OALAHILO	CUTTING	MAINT	. zar anomo	PROJECTS	0.07.01.40	20/11/12/71		
	OUTSTANDING AT BANK FY2016																	
05/10/2015	192 TOFT PEOPLES HALL	S137 OIL TANK	800.0	0		800.00									800.00			
01/02/2016	180 COMBERTON PC	DITCH CLEARANCE	271.7	5		271.75					271.75							
07/01/2016		SALARY	106.5			106.55				106.55								
07/01/2016 07/01/2016		ADMIN SUPPORT ADMIN SUPPORT	409.9 399.3		68.15 66.01	341.81 333.36		81.81 73.36	260.00 260.00									
07/01/2016	107 LGS SERVICES	ADMIN SUPPORT	399.3	1	00.01	333.30		73.30	200.00									
			1987.6	3	134.16	1853.47	0.00	155.17	520.00	106.55	271.75	0.00	0.00	0.00	800.00	0.00	0.00	0.00
	Payments FY 2017																	
04/04/2016	2189 BUCHANS	BRAMBLE & MOSS CLEARANCE	40.8	n	6.80	34.00							34.00					
	2190 ORACLE HEDGING AND FENCING		100.0		0.00	100.00							04.00					100.00
04/04/2016		SALARY	106.5			106.55				106.55								
	2193 RUTLAND COUNTY	PICNIC BENCH	395.0		65.83	329.17						00.00						329.17
	2194 PETER OAKES 2195 LGS SERVICES	TREE WORKS PAYROLL FY15	96.0 79.2		16.00 13.20	80.00 66.00		66.00				80.00	)					
	2197 C BLOWER	VILLAGE MAINTENANCE	189.0		13.20	189.00		00.00				90.00	99.00					
	2198 T ELLIS-EVANS	EXPENSES - PADLOCK	24.8		4.14	20.70							20.70					
	2199 T ELLIS-EVANS	EXPENSES - LOTTS MEADOW	10.9			10.96												10.96
09/05/2016		SALARY	106.5		07.00	106.55		04.07	200.00	106.55								
	2201 LGS SERVICES 2202 LGS SERVICES	ADMIN SUPPORT ADMIN SUPPORT	412.4 474.3		67.82 78.14	344.67 396.20		84.67 136.20	260.00 260.00									
	2203 CANALBS	INTERNAL AUDIT	142.6		70.14	142.65		142.65	200.00									
	2204 CAPALC	AFFILIATION FEE	215.7			215.74		215.74										
	2205 PLAYSAFETY	ROSPA INSPECTION	88.2	0	14.70	73.50							73.50					
	2206 M COPPIN	EXPENSES	4.6			4.68		4.68										
09/05/2016 06/06/2016	2207 CAM VALLEY FORUM	AFFILIATION FEE  SALARY	10.0 106.5			10.00 106.55		10.00		106.55								
	2209 HMRC	PAYE/NIC	79.8			79.80				79.80								
	2210 TOFT PEOPLE'S HALL	ROOM HIRE	30.0			30.00		30.00		73.00								
	2211 C BLOWER	PLAY AREA MAINTENANCE	435.7			435.75							435.75					
	2212 T ELLIS-EVANS	EXPENSES	26.9		4.49	22.42							22.42					
	2213 BUCHANS	GRASSCUTTING	689.2		114.87	574.34					514.34							60.00
	2214 BUCHANS 2215 T ELLIS-EVANS	GRASSCUTTING EXPENSES - QUEENS JUBILEE	427.6 198.2		71.27	356.34 198.24					236.34				198.24			120.00
04/07/2016		SALARY	159.3			159.39				159.39					130.24			
	2217 LGS SERVICES	ADMIN SUPPORT	469.5		76.19	393.34		133.34	260.00									
	2218 CAME AND CO	INSURANCE	426.7			426.73		426.73										
	2219 BUCHANS	GRASSCUTTING	427.6		71.27	356.34					236.34							120.00
05/09/2016 05/09/2016	2220 BUCHANS	GRASSCUTTING SALARY	427.6 112.7		71.27	356.34 112.72				112.72	236.34							120.00
05/09/2016		SALARY	112.7			112.72				112.72								
	2223 HMRC	PAYE/NIC	96.2			96.20				96.20								
05/09/2016	2224 LGS SERVICES	ADMIN SUPPORT	442.7		73.21	369.54		109.54	260.00									
	2225 TOFT PEOPLE'S HALL	ROOM HIRE	15.0			15.00		15.00										
	2226 TOFT PEOPLE'S HALL	ROOM HIRE	15.0			15.00		15.00										
	2227 TOFT PEOPLE'S HALL 2229 PARISH ON LINE	ROOM HIRE ONLINE MAPPING	15.0 57.6		9.60	15.00 48.00		15.00 48.00										
	2228 J MCCARTEN	REIMBURSEMENT - SPORTS DAY			0.00	96.35		40.00						96.35				
06/10/2016		PENSION	56.3			56.37				56.37								
	2230 BUCHANS	GRASSCUTTING	304.7		50.78	253.92					193.92							60.00
	2231 PKF LITTLEJOHN	EXTERNAL AUDIT	240.0		40.00	200.00		200.00										
	2232 LGS SERVICES 2233 LGS SERVICES	ADMIN SUPPORT ADMIN SUPPORT	399.9 381.4		66.65 63.37	333.26 318.03		73.26 58.03	260.00 260.00									
	2234 LGS SERVICES	ADMIN SUPPORT	397.4		65.53	331.95		71.95	260.00									
03/10/2016		SALARY	56.3			56.35				56.35								
	2236 CAPALC	TRAINING	30.0			30.00												30.00
	2237 J TEBBIT	CINEMA ANIMATION	100.0			100.00				50.0=								100.00
20/10/2016	DD NEST 2238 LCPAS	PENSION TRAINING	56.3 25.0			56.37 25.00				56.37								25.00
	2238 LCPAS 2239 TOFT PEOPLE'S HALL	ROOM HIRE	25.0 15.0			15.00		15.00										25.00
	2240 BUCHANS	GRASSCUTTING	428.3		71.38	356.92		10.00			296.92							60.00
		**	,,,,		-													

	TOTAL OUTSTANDING		156.35	0.00	156.35	0.00	0.00	0.00	56.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
06/02/2017	263	SALARY	56.35		56.35				56.35								
	2237 J TEBBIT	S137	100.00		100.00				50.05								100.00
	OUTSTANDING AT BANK																
	TOTAL (INCLUDING O/S AT BA	ANK)	14535.95	1513.37	13022.58	120.36	2292.34	2860.00	1783.87	1908.12	1119.43	685.37	240.50	348.24	0.00	0.00	1664.35
00/02/2017																	
06/02/2017	266 TOFT PEOPLE'S HALL	ROOM HIRE	15.00	00.20	15.00		15.00										331
06/02/2017	265 BUCHANS	ALLOTMENTS	397.20	66.20	331.00						333.44						331
06/02/2017		STREETLIGHT ENERGY	933.44		933.44				36.37		933.44						
06/02/2017 06/02/2017	DD NEST	SALARY PENSION	56.35 56.37		56.35 56.37				56.35 56.37								
06/03/2017	262 HMRC	PAYE/NIC	84.60		84.60				84.60								
27/02/2017	261 LGS SERVICES	ADMIN SUPPORT	414.22	68.83	345.39		85.39	260.00	04.00								
27/02/2017	260 C BLOWER	VILLAGE GREEN POSTS	15.99		15.99						15.99						
06/02/2017	DD NEST	PENSION	56.37		56.37				56.37								
06/02/2017		SALARY	56.35		56.35				56.35								
	2258 TOFT PEOPLE'S HALL	ROOM HIRE	15.00		15.00		15.00										
	2257 TOFT PEOPLE'S HALL	ROOM HIRE	15.00		15.00		15.00										
06/02/2017	2256 TOFT CALENDAR	ADVERTISING	105.36		105.36	105.36											
06/02/2017	2255 CAM VALLEY FORUM	AFFILIATION FEE	10.00		10.00		10.00										
09/01/2017		PENSION	56.37		56.37				56.37								
	2254 LGS SERVICES	ADMIN SUPPORT	395.89	65.49	330.40		70.40	260.00									
09/01/2017		SALARY	56.35	00.10	56.35			200.00	56.35								
	2252 LGS SERVICES	ADMIN SUPPORT	401.86	66.15	335.71		75.71	260.00									
	2251 P ELLIS-EVANS	MILEAGE EXPENSES	40.50		40.50		40.50										70.22
	2250 P ELLIS-EVANS	WIRE NETTING	78.22		78.22	15.00											78.22
	2249 M YEADON	EXPENSES	84.60 15.00		84.60 15.00	15.00			84.60								
	DD NEST 2248 HMRC	PENSION PAYE/NIC	57.87		57.87				57.87								
05/12/2016		SALARY	56.35		56.35				56.35								
	2246 BUCHANS	GRASSCUTTING	376.70	62.78	313.92					193.92							120.00
	2245 TOFT PEOPLE'S HALL	ROOM HIRE	15.00		15.00		15.00										
	2244 TOFT FIREWORKS	S137	150.00		150.00									150.00			
	2243 TOFT SPORTS	REIMBURSEMENT	144.15		144.15								144.15				
	2242 LGS SERVICES	ADMIN SUPPORT	406.96	67.41	339.55		79.55	260.00									
	DD NEST	PENSION	56.37		56.37				56.37								
07/11/2016		SALARY	56.35		56.35				56.35								

### TOFT PARISH COUNCIL CASH BOOK RECONCILIATION

FY ending 2017

### Reconciliation from cash book

Balance b/f Receipts Payments (inc o/s at bank)  Balance c/f	43300.97 34531.89 -14535.95 63296.91	C/F Current Account CBS Account O/S	62,795.17 658.09 -156.35 63296.91
B/F Bank & cash	43300.97	Payments	14535.95
Receipts	34531.89	C/F	63296.91
	77832.86		77832.86

#### 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