

# Smaller bodies in England

## Annual return for the year ended 31 March 2007

Smaller relevant bodies in England must complete an annual return summarising their annual activities at the completion of each financial year. Smaller relevant bodies are those defined in the Accounts and Audit Regulations 2003 as amended. Members are responsible for ensuring that financial management is adequate and effective and that the body has a sound system of internal controls.

The annual return on the following pages has five sections. Sections 1 and 2 are to be completed by the person nominated by the body and section 4 by the body's internal audit provider. Section 5 contains guidance on completion. Section 3 will be completed by the external auditor.

**Please complete all relevant sections, which are highlighted in red for your convenience. Do not leave any red box blank.** Incomplete or incorrect returns may require additional external audit work incurring additional costs charged in accordance with the Commission's approved skill related fee scale.

When sections 1 and 2 have been approved by the body and section 4 is complete, please send the annual return, together with any additional information requested, to your appointed external auditor who will add the certificate and opinion in section 3.

**Unless requested, please do not send any original financial records to the external auditor. If required, your auditor will identify and ask for any documents needed for audit.**

Please complete this checklist		Done?
All sections	All red boxes have been completed?	✓
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	✓
Section 1	Approval by the body confirmed by signature of Chair of meeting approving accounts?	
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2007 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Section 2	For any statement to which the response is 'no', an explanation is provided?	✓
Section 4	All red boxes completed by internal audit and explanations provided?	✓

Audited and certified annual returns will be returned to the body for publication in accordance with the Accounts and Audit Regulations. There is no requirement for bodies to publish internal audit's annual report although bodies may choose to do so.

Guidance notes and instructions for completion are included at relevant points in the annual return. In the event that further guidance may be required, bodies may refer to the relevant practitioners' guide where available. See page 6 for further guidance. It should not be necessary for bodies to contact the external auditor or the Audit Commission directly for guidance.

## Section 1 – Statement of accounts

**CHILTERNUS CONSERVATION BOARD REPORTING BODY HERE**

In completing the boxes below please explain any significant variances, including any difference between Box 7 and Box 8, on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2007. See page 6 and the *Practitioners' Guide* for further guidance.

	Year ending		Notes and guidance for compilers
	31 March 2006 £	31 March 2007 £	
1 Balances brought forward	328,816	387,046	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from taxation and/or levy	-	-	Total amount of tax and/or levy received in the year.
3 (+) Total other receipts	891,969	835,878	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	331,803	351,140	Total expenditure or payments made to and on behalf of all body employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.
5 (-) Loan interest/capital repayments	-	-	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) Total other payments	501,936	465,561	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	387,046	406,223	Total balances and reserves at the end of the year. (Must equal (1+2+3) - (4+5+6))
8 Total cash and investments	541,894	479,115	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets and long term assets	-	-	The recorded book value at 31 March of all fixed assets owned by the body and any other long term assets e.g. loans to third parties.
10 Total borrowings	-	-	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that the statement of accounts contained in this annual return presents fairly the financial position of the body and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2007.

Signed by Responsible Financial Officer:

 **SIGNATURE REQUIRED**

Date **18/07/2007**

I confirm that these accounts were approved by the body and recorded as minute reference:

**MINUTE REFERENCE**

Date **DD/MM/YYYY**

Signed by Chair of meeting approving the accounts:

**SIGNATURE REQUIRED**

Date **DD/MM/YYYY**

## Section 2 – Annual governance statement

We acknowledge as the members of **CHILTERN'S CONSERVATION BOARD** / HERE our responsibility for the preparation of the statement of accounts and for the body's internal controls, and confirm, to the best of our knowledge and belief, with respect to the body's statement of accounts for the year ended 31 March 2007 in section 1, that:

	Agreed – Yes or No*	'Yes' means that the council:
1 we have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes	prepared its statement of accounts in the way prescribed by law.
2 we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 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 body to conduct its business or on its finances.	Yes	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 we have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	has during the year given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 we have carried out an assessment of the risks facing the body and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes	considered the financial and other risks it faces in the operation of the body and has dealt with them properly.
6 we have maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems and carried out a review of its effectiveness.	Yes	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body and reviewed the impact of this work.
7 we have taken appropriate action on all matters raised in reports from internal and external audit.	Yes	has to matters brought to its attention by internal and external audit.
8 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 body and, where appropriate have included them in the statement of accounts.	Yes	disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the body and recorded as minute reference

**MINUTE REFERENCE** dated **DD/MM/YYYY**

Signed on behalf of **CHILTERN'S CONSERVATION BOARD** / HERE

Signed by: Chair **SIGNATURE REQUIRED** Date **DD/MM/YYYY**

Signed by: Clerk **SIGNATURE REQUIRED** Date **DD/MM/YYYY**

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

## Section 3 – External auditor's certificate and opinion

### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2007 of

### Respective responsibilities of the body and the auditor

The body is responsible for the preparation of the accounts in accordance with the requirements of the Accounts and Audit Regulations and for the preparation of an annual return which:

- summarises the body's accounting records for the year ended 31 March 2007; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

### External auditor's report

(Except for the matters reported below)\* on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission's requirements 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 body:

(continue on a separate sheet if required)

External auditor's signature

External auditor's name  Date

**Note:** The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Bodies*.

## Section 4 – Annual internal audit report to

**CHILTERN'S CONSERVATION BOARD** (PORTING BODY HERE)

The body's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2007.

The internal audit has been carried out in accordance with the body'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, opposite, are the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the body.

	Agreed? Please choose from one of the following Yes/No'/Not covered''
A. Appropriate books of account have been properly kept throughout the year.	YES
B. The body's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	NOT REGISTERED FOR VAT
C. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES
D. The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES
F. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	YES, BUT NOT REGISTERED FOR VAT
G. Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.	YES
H. Asset and investments registers were complete and accurate and properly maintained.	YES
I. Periodic and year-end bank account reconciliations were properly carried out.	YES
J. Year-end accounts were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.	YES

For any other risk areas identified by the body (list any other risk areas below or on separate sheets if needed) adequate controls existed:

THE CHANGE TO ENGLISH NATURS RESULTED IN SLOW PAYMENT OF GRANT MONIES DUE.

Name of person who carried out the internal audit: **CAROL-ANN CORRETT**

Signature of person who carried out the internal audit: **CORRETT** Date: **27/06/2007**

\*Note: 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).

## Section 5 – Guidance notes on completing the 2007 annual return

- 1 Please make sure that your annual return is complete (i.e. no empty red boxes), properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are approved by the body, properly initialled and an explanation for them is provided to the auditor. Annual returns containing unapproved and/or unexplained amendments will be returned unaudited.
- 2 Use the checklist provided on page 1. Use a second pair of eyes, perhaps internal audit or the Chair just before he or she signs it, to review your annual return for completeness before sending it off to the auditor.
- 3 Make sure that the copy of the bank reconciliation which you send to your auditor with the annual return covers **all** your bank accounts. If your body holds any investments, please note their value on the bank reconciliation. The auditor should be able to agree your bank reconciliation to Box 8 on the Statement of Accounts. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliations is available in the practitioners' guide for local councils\* which you may find useful.
- 4 Please **explain fully** significant variances in the statement of accounts. Do not just send in a copy of your detailed accounts instead of this explanation. The auditor wants to know that **you** understand the reasons for the change. Please include a relevant analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide\** to assist you.
- 5 Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful. If the auditor has to review unsolicited information, this will take additional time and may incur additional cost for which the auditor is entitled to charge.
- 6 Please make sure that your statement of accounts adds up! Also please ensure that the balance carried forward from the previous year (Box 7 of 2006) equals the balance brought forward in the current year (Box 1 of 2007).
- 7 **Do not complete section 3.** This section is reserved for the external auditor who will complete it at the conclusion of their audit.
- 8 You may find the *Practitioners' Guide\** helpful for further guidance. This publication is aimed primarily at local councils but is regularly updated and contains useful material on accounting and governance.
- 9 Please also note that the Accounts and Audit Regulations 2003 (as amended in 2006) require all bodies to carry out and report on an annual review of the effectiveness of internal audit. Guidance on how this requirement may be met is enclosed and will be incorporated into future editions of the *Practitioners' Guide\**.
- 10 The statement of assurance has been renamed as the annual governance statement to bring it in line with best practice.

\*Note: *Governance and Accountability for Local Councils in England and Wales – A Practitioners' Guide 2003 edition*, is available from your local NALC and SLCC representatives.

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