

Small Body Name GREAT AND LITTLE HALE JOINT BOROUGH COMMITTEE

NOTICE OF CONCLUSION OF AUDIT

Accounts year ended 31 March 2013

Audit Commission Act 1998

The Accounts and Audit (England) Regulations 2011

Insert date of placing the Notice

1. Date of Notice 9th / SEPT / 2013.

The date of conclusion of the audit is the date shown on the Auditor's Certificate and Report at Section 3 of the Annual Return.

2. Notice

The Audit of the Council's Accounts for the above year has been concluded on

4/9/13 by Grant Thornton UK LLP.

The Accounts must be published on conclusion of the Audit or on 30th September whichever is the earlier.

3. Publication of Accounts.

A copy of the Statement of Accounts and the Auditor's Certificate and Report thereon has been published.

The Statement of Accounts consists of sections 1, 2 and 3 of the Annual Return.

4. Local Government Elector's Rights

A Local Government Elector for the Parish may obtain, inspect or take a copy of the Statement of Accounts and Auditor's Certificate and Report by arrangement with the Clerk at the address and times set out below.

Complete as locally appropriate

5. Days and times of availability

BY ARRANGEMENT WITH THE CLERK

07973 330765

hmhpjbc@gmail.com

(see also <http://parishes.lincolnshire.gov.uk/littlehale>)

Complete as locally appropriate

6. Address where the Documents may be inspected or purchased

BY ARRANGEMENT WITH THE CLERK

(AS ABOVE)

Complete as appropriate

7. Signature and name of person giving Notice on behalf of Council

[Signature] Clerk and / or Responsible Financial Officer

Amend if necessary

BEBE SCOTT

This Notice is to be displayed for 14 days.

Section 1 – Accounting statements 2012/13 for:

Enter name of reporting body here:

GREAT AND LITTLE HALE JOINT BURIAL COMMITTEE

	Year ending		Notes and guidance
	31 March 2012 £	31 March 2013 £	
1 Balances brought forward	13218	13213	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 local taxation and/or levy	500	500	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	818 779	1024	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	150	225	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 employment expenses.
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	1173	1457	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	13213	13055	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	9014	8856	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	5221	5221	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

 REQUIRED

Date 13.05.2013

I confirm that these accounting statements were approved by the body on:

13/05/2013

and recorded as minute reference:

8.v. MINUTE REFERENCE

Signed by Chair of meeting approving these accounting statements:

 REQUIRED

Date 13/5/2013

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of **GREAT + LITTLE HALE JOINT BURIAL COMMITTEE** 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 2013, that:

	Agreed –		'Yes' means that the body:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes		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.	Yes		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We 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 that 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 provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes		during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 We carried out an assessment of the risks facing the body and took 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 and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	Yes		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 body.
7 We took appropriate action on all matters raised in reports from internal and external audit.	Yes		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 body and where appropriate have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity 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

8.v REFERENCE

dated **13/05/2013**

Signed by:

Chair **R. R. [Signature]** REQUIRED

dated **13/5/2013**

Signed by:

Clerk **[Signature]** REQUIRED

dated **13/05/2013**

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

Section 3 – External auditor certificate

Certificate

We certify that we have completed the audit of the annual return for the year

GREAT AND LITTLE HALL JOINT BURIAL COMMITTEE

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 2013; 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 report

~~(Except for the matters reported below)*~~ on the basis of our review, 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 body:

See attached

(continue on a separate sheet if required)

External auditor signature Grant Thornton UK LLP

External auditor name **Grant Thornton UK LLP** Date 4/9/13

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 Small Bodies*

**Great and Little Hale Joint Burial Committee
Audit Report for the year ended 31 March 2013**

Matters reported

**Other matters not affecting our opinion which we wish to draw to the attention
of Great and Little Hale Joint Burial Committee for the year ended 31 March 2013**

Section 1

£4200 worth of investments were correctly put into box 9 section 1 for fixed assets.
But the £4200 was also entered into the box 7 total for balance carried forward.
This makes the total of box 7 £13055. The correct figure for box 7 is £8,855 which
will ensure that boxes 7 and 8 are equal.

Grant Thornton UK LLP

Grant Thornton UK LLP

Date 4/9/13.

Our ref LIN155