

NAME OF SMALLER AUTHORITY: BURNWOOD TOWN COUNCIL

## NOTICE OF CONCLUSION OF AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

The Accounts and Audit Regulations 2015 (SI 2015 No.234)  
The Local Audit and Accountability Act 2014

| NOTICE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | NOTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Date of announcement <u>29<sup>TH</sup> SEPTEMBER 2016</u> (a)</p> <p>2. Notice of conclusion of audit and publication of accounts.<br/>The audit of the authority's accounts for the above year has been concluded on:<br/><u>26<sup>TH</sup> SEPTEMBER 2016</u> (date) by grant Thornton UK LLP.</p> <p>The Annual governance statement, Accounting statements and the External auditor certificate and report (the Annual Return), have been published (b)(c).</p> <p>Copies of documents are available for purchase by any person on payment of a reasonable sum. Documents will remain available for public access for a period of not less than 5 years from the date of this notice (d).</p> <p>3. Section 25 of the Local Audit and Accountability Act 2014 provides for the exercise of public rights to inspect the statement of accounts:</p> <ul style="list-style-type: none"> <li>Local Government Electors and their representatives have rights to make copies of: <ul style="list-style-type: none"> <li>the accounting statements,</li> <li>the external auditor's opinion and certificate of completion (e),</li> <li>any public interest report relating to the authority, and</li> <li>any recommendation relating to the authority.</li> </ul> </li> </ul> <p>For the year ended 31 March 2016 these documents will be available on reasonable notice on application to the person in paragraph 4 below.</p> <p>4. Person to which you can apply to inspect the accounts and availability (f)</p> <p>Name: <u>MARY DANBY</u></p> <p>Position: <u>CHIEF EXECUTIVE OFFICER</u></p> <p>Address: <u>THE OLD MINING COLLEGE CENTRE, QUEEN STREET,</u><br/><u>CHASETOWN, BURNWOOD WS7 4PH</u></p> <p>Tel no: <u>01543 677166</u></p> <p>Email: <u>ceo@burntwood-tc.gov.uk</u></p> <p>Days and times of availability: <u>MONDAY - FRIDAY 9AM - 4PM</u></p> <p>5. Signature and name of person giving Notice on behalf of the authority</p> <p><u>MDanby (MARY DANBY)</u> Clerk and/or Responsible Financial Officer</p> | <p>(a) Insert date of placing of this Notice</p> <p>(b) Parish Councils should publish information on a website.</p> <p>(c) Parish meetings should display information in a conspicuous place in the area of the authority for at least 14 days.</p> <p>(d) See note 25.2 of the Local Audit and Accountability Act 2014 for further information.</p> <p>(e) Section 3 of Annual Return provides the external auditors certificate and report including any subsequent pages attached.</p> <p>(f) Insert name, position, address and contact details such as telephone and email of the Clerk or other person to which any person may apply to inspect the above documents, and the details of the manner in which notice should be given of an intention to inspect the accounting records and other documents.</p> |
| <p>For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – A Guide to Your Rights are available from the National Audit Office website</p> <p><a href="https://www.nao.org.uk/code-audit-practice/wp-content/uploads/sites/29/2015/03/Council-accounts-a-guide-to-your-rights.pdf">https://www.nao.org.uk/code-audit-practice/wp-content/uploads/sites/29/2015/03/Council-accounts-a-guide-to-your-rights.pdf</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of

smaller authority here:

BURNTWOOD TOWN 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<br>✓ | No  | NA<br>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:

15.4

dated

18/05/16

Signed by:

Chair

Beth Fisher

dated

18.05.16

Signed by:

Clerk

MDanby

dated

18/05/16

\*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:

BURNTWOOD TOWN COUNCIL

|                                                                                     | Year ending           |                       | Notes and guidance                                                                                                                                                                               |
|-------------------------------------------------------------------------------------|-----------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                     | 31 March<br>2015<br>£ | 31 March<br>2016<br>£ |                                                                                                                                                                                                  |
| 1. Balances brought forward                                                         | 333,584               | 342,514               | 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                                                  | 218,923               | 223,972               | Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.                                                                          |
| 3. (+) Total other receipts                                                         | 101,751               | 123,451               | 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                                                                  | 112,354               | 147,966               | 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                                             | 0                     | 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                                                           | 199,390               | 243,506               | 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                                                     | 342,514               | 298,465               | 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                                   | 337,784               | 328,236               | 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 reconciliation.</b>                                       |
| 9. Total fixed assets plus long term investments and assets                         | 155,214               | 196,033               | 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                                                                | 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<br>✓              | No                    | The Council acts as sole trustee for and is responsible for managing Trust funds or assets.<br><b>N.B. The figures in the accounting statements above do not include any Trust transactions.</b> |

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

MDanby

Date

28/04/2016

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

18/05/16

and recorded as minute reference:

15.5

Signed by Chair of the meeting approving these accounting statements.

Bell Bish

Date

18.05.16

## 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:

BURNWOOD TOWN 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

~~(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

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

Date

26/9/16

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](http://www.nao.org.uk))