

Local council name: AMERSHAM TOWN COUNCIL

Notice of appointment of date for the exercise of electors' rights
Accounts for the year ended 31st March 2016

The Local Audit and Accountability Act 2014, and
 The Accounts and Audit (England) Regulations 2015 (SI 234)

| | |
|---|---|
| 1. Date of announcement: <u>20 June 2016</u> . (a) | (a) Insert date of placing of this notice on your website.. |
| 2. Each year the Council's/Meeting's (b) Annual Return is audited by an auditor appointed by Public Sector Audit Appointments Limited. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2016 these documents will be available on reasonable notice on application to: | (b) Delete as appropriate |
| (c) <u>MRS E RICHARDSON -</u> <u>TOWN CLERK - FINANCE & POLICY.</u> <u>TOWN COUNCIL OFFICE</u> <u>FLINT BARN COURT, CHURCH ST. AMERSHAM.</u> <u>HP7 0DB.</u> | (c) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts |
| commencing on (d) <u>21 June 2016</u> . | |
| and ending on (e) <u>1 August 2016</u> . | (d) And (e) The inspection period must include 1 July 2016 to 14 July 2016 inclusive and be 30 working days in total |
| 3. Local Government Electors and their representatives also have: <ul style="list-style-type: none"> • the opportunity to question the auditor about the accounts; and • the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council/Meeting (f). <p>The auditor can be contacted at the address in paragraph 4 below for this purpose on <u>3 August 2016</u> (g) and after that date will be available at the address given in paragraph 4 below until the audit has been completed.</p> | (f) Delete as appropriate |
| 4. The audit is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your audit is being carried out by: <p>Mazars LLP, The Rivergreen Centre, Aykley Heads, County Durham, DH1 5TS</p> | (g) This must be at least <u>one working day</u> after the end of the inspection period (e). |
| 5. This announcement is made by (h) <u>MRS E RICHARDSON</u> <u>TOWN CLERK - FINANCE & POLICY</u> . | (h) Insert name and position of person placing the notice |

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

AMERSHAM 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:

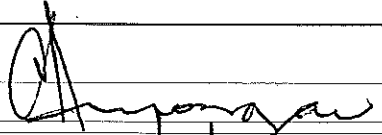
| | Agreed | | | 'Yes' means that this smaller authority: |
|---|--------|-----|---|---|
| | Yes | No* | | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | | prepared its accounting statements in 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. | n/a | | ✓ | 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:

dated COUNCIL MEETING MIN 31(i)
20/06/2016

Signed by:

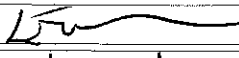
Chair


20/06/2016

dated

Signed by:

Clerk


20/06/2016

dated

*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:

AMERSHAM TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2015 £ | 31 March 2016 £ | |
| | | | Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. |
| 1. Balances brought forward | 503,488 | 317,905 | 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 | 498,301 | 504,312 | Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 275,711 | 335,290 | 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 | -451,040 | -466,419 | 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 | -53,359 | -53,347 | Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any). |
| 6. (-) All other payments | -455,276 | -501,629 | 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 | 317,905 | 136,192 | 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 | 317,415 | 157,800 | 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 | 2,949,945 | 2,899,129 | 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 | 713,305 | 690,479 | 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 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

EBN

Date

20/06/2016

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

20/6/2016

and recorded as minute reference:

COUNCIL MEETING MIN. 21(ii)

Signed by Chair of the meeting approving these accounting statements.

Chairman

Date

20/6/2016