

Local Councils in Eng

Annual return for the

31 March 2012

Precepting Authority..... East Riding of Yorkshire.....
Clerk Name..... Richard Wood.....
Clerk Phone Number..... 01759 304851.....
Clerk Email..... townclerk@pocklington.gov.uk.....
Chair Name..... Mr Graham PERRY.....
Chair Phone Number..... 01759 [REDACTED].....

Local councils in England with an annual turnover of more than £1 million are required to submit an annual return summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages two to five is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2012.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do **not** leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

The annual return, together with your bank reconciliation as at 31 March 2012, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your appointed external auditor by the due date.

Your auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2012.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements for

POCKLINGTON TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance								
	31 March 2011	31 March 2012									
	£	£									
1 Balances brought forward	115,484	130,219	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 (+) Annual precept	199,600	202,000	Total amount of precept received or receivable in the year.								
3 (+) Total other receipts	264,568	282,360	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.								
4 (-) Staff costs	121,528	126,854	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	30,782	30,782	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).								
6 (-) All other payments	297,122	360,765	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	130,219	96,178	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	176,047	143,082	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 and long term assets	1,963,898	2,149,982	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.								
10 Total borrowings	261,865	246,979	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).								
11 Trust funds (including charitable) disclosure note	<table border="1"> <tr> <th>YES</th> <th>NO</th> <th>YES</th> <th>NO</th> </tr> <tr> <td></td> <td>✓</td> <td></td> <td>✓</td> </tr> </table>	YES	NO	YES	NO		✓		✓	Disclosure Note: The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)	
YES	NO	YES	NO								
	✓		✓								

I certify that for the year ended 31 March 2012 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Remoor

Date 9th May 2012

I confirm that these accounting statements were approved by the council on this date:

9th May 2012

and recorded as minute reference:

Paragraph 13(b) 9th May 2012

Signed by Chair of the meeting approving these accounting statements.

Date 9th May 2012