Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here: MORLEY PARISH 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	Agreed No*		'Yes' means that this smaller authority:
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	No	NA ✓	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:

2016.6/136

dated 20/06/16

Signed by:
Chair [signature]
dated 20/06/16

Signed by:
Clerk [signature]
dated 20/06/16

*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: MORLEY PARISH 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	9649	10030	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	6806	6905	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	10671	1764	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	2663	1824	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	14433	9343	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	10030	7531	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	10030	7531	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	37410	71388 ~~65487~~	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	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		N/A	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

[signature]

Date 20/06/2016

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

20/06/2016

and recorded as minute reference:

2016.6/13b

Signed by Chair of the meeting approving these accounting statements.

[signature]

Date 20/06/16

Annual internal audit report 2015/16 to

Enter name of smaller authority here: MORLEY PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority'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 alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

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

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit: PRINT NAME JENNY ROBSON

Signature of person who carried out the internal audit: SIGNATURE REQUIRED [signature]

Date: 18/06/2016

*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).

Morley Parish Council

Financial Year ending 31 March 2016

Prepared by Gareth Roderick-Jones, Parish Clerk, 17 June 2016

Balance per bank statements as at 31 March 2016			
Community Account	£5,684.32		AGREED
Savings account 1	£1,746.25		
Savings account 2	£100.21		
		£7,530.78	
Less petty cash float	£0.00		
Less unpresented cheques at 31 March 2016	£0.00		
Net balances as at 31 March 2016		£7,530.78	

CASH BOOK

Opening balance 1 April 2015	£10,029.54	10029-76
Add: receipts in the year	£8,668.55	
Less: payments in the year	-£11,167.34	
Closing balance per cash book as at 31 March 2016		£7,530.75

Explanation of significant variances in the accounting statements - Section 2

Local council name: MORLEY PARISH COUNCIL

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2014/15 £	2015/16 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10)
Box 2 *Precept*	~~96~~ 6806	6905	+99	
Box 3 *Other income*	10671	1764	-8907	ADDITIONAL ONE-OFF RECEIPTS IN 2014/15 - SEE ATTACHED £7000.00
Box 4 *Staff costs*	2663	1824	-839	NO PAID PARISH CLERK IN JULY / AUGUST / SEPTEMBER 2015 £540
Box 5 *Loan interest/ capital*	∅	∅	∅	
Box 6 *Other payments*	14433	9343	-5090	PLEASE SEE ATTACHED
Box 7 *Balances carried forward*	10030	7531	-2499	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. PLEASE SEE ATTACHED
Box 9 *Fixed assets & long term assets*	37410	71388	+33978	Explain all movements in this category and not just those above 15% ADDITION OF CLIMBING WALL £30300; ~~PLEASE SEE ATTACHED~~ ADDITIONAL BENCHES £250; SIGNS £350
Box 10 *Total borrowing*	∅	∅	∅	

Attachment 3.2

Local council name: MORLEY PARISH 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: 27 JUNE 2016 *(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) GARETH RODERICK-JONES PARISH CLERK 0777 52 777 93 morleyparishclerk@gmail.com	(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)* 1 JULY 2016	
and ending on *(e)* 11 AUG 2016	(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: • 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).	(f) Delete as appropriate
The auditor can be contacted at the address in paragraph 4 below for this purpose on 12 Aug '16 *(g)* and after that date will be available at the address given in paragraph 4 below until the audit has been completed.	(g) This must be at least one working day after the end of the inspection period (e).
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: Mazars LLP, The Rivergreen Centre, Aykley Heads, County Durham, DH1 5TS	
5. This announcement is made by *(h)* GARETH RODERICK-JONES PARISH CLERK	(h) Insert name and position of person placing the notice

Local Council name: MORLEY PARISH COUNCIL

Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chairman, to assist us in ensuring that our records are kept up to date:

Clerk's name: GARETH RODERICK-JONES	RFO's name (if not clerk)	Chair's name CRAIG MCLEOD
Address: DOVE HOUSE COTTAGE DISS ROAD TIBENHAM NORFOLK NR16 1PW	Address:	Address: HOLLY HOUSE 13 CHAPEL ROAD MORLEY ST BOTOLPHS NR18 9TF
Telephone: Home: 01953 860430 Work: 0777 52 77793	Telephone: Home: Work:	Telephone: Home: 01953 529222 Work 07817 372244
e-mail: morleyparishclerk@gmail.com	e--mail:	e-mail: cmcleod@gmail.com

Please return this form in the envelope provided, together with the Annual Return and other information requested.

Confirmation regarding the exercise of electors' rights

Local Council name: MORLEY PARISH COUNCIL

The Council must inform the electorate of a 30 working day period during which electors' rights may be exercised.

The inspection period must include the first 10 working days of July 2016.

The elected period commences on: 1 JULY 2016

And ends on: 11 AUGUST 2016

The date appointed by the Council for the exercise of elector's rights has been set as:

12 AUG 2016 2016 (any date at least one working day after the end of the inspection period above).

Signed: [signature] Date: 18 June 2016

Position held: PARISH CLERK

Morley Parish Council Asset Register May 2016

Asset	Location	Replacement Value £	Current Insurance Value £	Sums Insured under	Comments
Playing Field	Derek Daniels Playing Field, Golf Links Road				Land of approximately 6 acres No current valuation
Morley Village Hall (Building)	Golf Links Road		Building Sum assured £351,787.63	Buildings	
Climbing Wall	Morley Village Hall, Golf Links Road	£30,300.00	£30,300.00	~~Buildings~~ SPORTS EQPT	to be purchased and installed during 2016-2017 financial year.
War Memorial	Deopham Road / St Peters Hill		£4,969.13	War Memorial	
20mph sign				Street Furniture	to be purchased and installed during 2016-2017 financial year.
Village Sign	Corner of Hall Lane / Chapel Rd	£2,030.84	curent total £9140.35 insured for £12881.09 excess £250 each 5 benches less than £250 so insurance co adviced not to insure	Street Furniture	
Church Clock	St Botolph Church	£3,762.64			
Dog Bin	Deopham Road	£150.00			Purchased 2009
Dog Bin	Mill Lane	£150.00			
Dog Bin	Hall Lane	£150.00			Purchased 2011 approx
Notice board 1	Hill Road X2	£343.79			Purchased 2006
Noticeboard 2	Recycling Centre X2	£400.00			
Noticeboard 3	Attleborough Road X2	£600.00			Purchased 2009
Noticeboard 4	(Morley Village Hall)	£300.00			
Recycled plastic Bench	Turner Playing Field	£401.08			Purchased 2004
Wheelie Bin	Turner Playing Field	£90.00			
Dust Bin	Turner Playing Field	£50.00			
6 x benches	3 x Derek Daniels Playing Field	£962.00			Purchased 2008 & 2015
Play Equipment –	Turner Field		value of play equipment £20,570 Sports equipment £3200 **TOTAL £23,900 THE ADDITIONAL AMT IS FOR THE BENCHES IF OVER £250**	Playground equipment	
Slide		£5,312.00			
Basketball hoop & kickboard		£1,250.00			
Springie Car		£780.00			
See saw		£3,500.00			
Goal Posts		£2,080.00			
Parallel & Swing Bars		£2,600.00			
Swing		£5,312.50			
Adventure Trail		£2,423.00			
Gates, Gateposts and Signs for Play Area –	Turner Playing Field Deopham Road		£456.22	Gates & Fences	Purchased 2007
3 x Deep Ditch					
1 x Play Area Ownership					
fencing, rails, posts & signage - new footpath	Golf Links Road	£1,500.00			
Village Hall sign	Morley Village Hall	£200.00			
Derek Daniels sign	Derek Daniels Playing Field, Golf Links Road	£150.00			
Contents of Village Hall	Including Metal Filing Cabinet		£6,654.84	General contents	
Office equipment	laser Printer – In Village Hall Cabinet; new Printer bought June 2015 with Parish Clerk	£689.01	Business Cover in office or away from the premises ie laptops, printers cover up to £5,000	Office Contents	
	ACER 2013 Lap Top - Held by the clerk				Laptop Purchased 2013
	Wireless Keyboard				Purchased September 2012

All annual checks completed March & April 2016

G Roderick-Jones Parish Clerk (signed & dated) ____________________

Cllr C McLeod, Chairman (signed & dated) ____________________

Cllr D Eckles, Vice Chairman (signed & dated) ____________________

Morley Parish Council
2016-2017 Payments over £100

payee	chq no	date	amount
Mrs J Rayner - Wages Apr	101255	20-Apr	225.05
NALC annual subs	101260	20-Apr	135.85
SNDC Dof bins	d/d	20-Apr	220.68
Mrs J Rayner - Wages May	101262	18-May	225.05
Came & Co Insurance	101265	18-May	985.94
T T S R Ground Main	101266	18-May	1257.19
Mrs J Rayner Wages June	101268	15-Jun	225.05
Mrs J Rayner Exp 05&06	101270	15-Jun	108.8
High Oak PCC	101272	15-Jun	200
C Scott painting	101273	15-Jun	326
Brian Clarke	101277	20-Jul	298.08
Mazars	101278	28-Aug	120
TTSR Ltd	101282	16-Nov	1257.19
G R-Jones salary Sep-Nov	101283	16-Nov	441.75
G R-Jones salary Dec	101284	16-Nov	176.7
Monarch Signs Ltd	101293	18-Jan	163.2
The Fencing Workshop	101296	18-Jan	1273.68
Monarch Signs Ltd	101292	18-Jan	150
G-R Jones salary Jan	101297	18-Jan	176.7
Jo Rayner clerk training	101298	18-Jan	24.05
GR-Jones salary Feb	101299	15-Feb	176.7
WJ Turner & Partners	101302	15-Feb	160
The Fencing Workshop	101303	15-Feb	456
GR-Jones salary Mar	101304	21-Mar	176.7
Brian Clarke	101305	21-Mar	1122