

**LOCAL COUNCILS IN ENGLAND  
ANNUAL RETURN**

**FOR THE YEAR ENDED 31 March 2011  
Sevenoaks Town Council**

**SECTION 1 - ACCOUNTING STATEMENTS**

		Year ending		
		31 March 2010 £	31 March 2011 £	<u>General Notes for Guidance</u>
1	Balances brought forward	544,204	568,091	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	700,000	715,000	Total amount of Precept received or receivable in the year.
3	(+) Total other receipts	1,065,335	893,811	Total income or receipts as recorded in the cashbook less the Precept received (line 2). Include any grants received here.
4	(-) Staff costs	813,687	715,556	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the Council's borrowings (if any).
6	(-) All other payments	927,761	1,007,743	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	568,091	453,603	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	630,993	405,071	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	5,042,477	5,040,778	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	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11	Trust funds (including charitable) disclosure note	No	Yes	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.)

I certify that for the year ended 31 March 2011 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

C E Parvin

Date

27/06/2011

I confirm that these accounting statements were approved by the Council and recorded as minute reference:

Finance and General Purposes 66(a)

Dated

27/06/2011

Signed by Chair of the meeting approving these accounting statements.

R L Piper

Date

27/06/2011

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**SECTION 2 - ANNUAL GOVERNANCE STATEMENT**

We acknowledge as the members of Sevenoaks 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 2011, that:

	<u>Agreed - Yes or No</u>	<u>'Yes' means that the Council:</u>
1 We have approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<b>Yes</b>	prepared its accounting statements in the way prescribed by law.
2 We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<b>Yes</b>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We have 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 Council to conduct its business or on its finances.	<b>Yes</b>	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 have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<b>Yes</b>	during the year has given all persons interested the opportunity to inspect and ask questions about the Council's accounts.
5 We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<b>Yes</b>	considered the financial and other risks it faces and has dealt with them properly.
6 We have maintained throughout the year an adequate and effective system of internal audit of the Council accounting records and control systems.	<b>Yes</b>	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 Council.
7 We have taken appropriate action on all matters raised in reports from internal and external audit.	<b>Yes</b>	responded to matters brought to its attention by internal and external audit.
8 We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the Council and, where appropriate have included them in the accounting statements.	<b>Yes</b>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9 Trust funds (including charitable) - in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<b>Yes</b>	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 the body and recorded as minute reference:

Finance & General Purposes 66(b)

Dated

27/06/2011

Signed by:

Chair

R L Piper

Date

27/06/2011

Clerk

L Larter

Date

27/06/2011

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**SECTION 3 - EXTERNAL AUDITOR'S CERTIFICATE AND OPINION**

**Certificate**

We certify that we have completed the audit of the annual return for the year ended 31 March 2011 of Sevenoaks Town Council.

**Respective responsibilities of the Council and the Auditor**

The Council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The Council prepares an Annual Return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2011; 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's Report**

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.

External Auditor's Name

Dina Pejcinovic

Dated

09/11/2011

For and on behalf of:

Audit Commission  
2nd Floor  
Aspinall Close  
Middlebrook  
Horwich  
Bolton  
BL6 6QQ