Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here:

ODSTOCK 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:

	A	greed	'Yes'	C (I) D III D III	-
	Yes	No*	means that this smaller authority:	 (+) Precept or Rates and Levies 	95
 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. 	1		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	3. (+) Total other receipts	183
 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. 	1		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	4. (-) Staff costs	27
 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 	Ve took all reasonable steps to assure ourselves that here are no matters of actual or potential non-compliance , has only done what it has the legal power to do and has complied with proper practices		5. (-) Loan interest/capital repayments		
have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	~			6. (-) All other payments	326
 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the 	1		during the year gave all persons interested the opportunity to inspect and ask questions about	7. (=) Balances carried forward	636
requirements of the Accounts and Audit Regulations. 5. We carried out an assessment of the risks facing this	v		this authority's accounts. considered the financial and other risks it faces	 Total value of cash and short term investments 	53
smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	~		and has dealt with them properly.	9. Total fixed assets plus long term	1151
 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. 	1		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls	investments and assets 10. Total borrowings	
 We took appropriate action on all matters raised in reports from internal and external audit. 	~		meet the needs of this smaller authority. responded to matters brought to its attention by internal and external audit.	11. (For Local Councils Only) Disclosure	
 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 	1		disclosed everything it should have about its business activity during the year including events taking place after the year-end	note re Trust funds (including charitable)
smaller authority and, where appropriate have included them in the accounting statements.	~		if relevant.	I certify that for the year	
 (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.	accounting statements in this annu- financial position of this smaller aut expenditure, or properly present red the case may be.	
This annual governance statement is approved by this smaller authority and recorded as minute reference:		Signed by Chair		Signed by Responsible	Financial Of
23/16 dated 09-MAY-2016		dated	4 MM 16	Henry Constant of Constant of Constant	
dated 09-MAY-2016		Signed by Clerk		Date	9-M
		dated	9 MAY 2016		
*Note: Please provide explanations to the external auditor of		ate sheet for	each 'No' response. Describe how this smaller		

Page 2 of 6

Section 2 - Accounting statements 2015/16 for

2015 2016 and report £0 or Nit balances. All figures must agree to underlying financial records. Balances brought forward 13370 6364 Total balances and reserves at the beginning of the year as recorde in the financial records. Value must agree to £0.7 0 previous year and teves to the receipts and Levis 9530 11412 (+) Precept or Rates and review 9530 11412 Total balances and reserves at the beginning of the year as recorde in the reachbook less the precept or rates/levis received (ine 2). Include any grants received. (+) Total domain of the year concepts as recorded in the cashbook less the precept or rates/levis received (line 2). Include any grants received (line 2). Include any grants received and the receipts of the year as recorded in the cashbook less the precept or rates/levis received (line 2). Include any grants received and the precept or rates/levis received (line 2). Include any grants received (line 2). Include any grants received and the receipts and environs or receipts and remembers and records. PAYE and NI (employees and employers), pension contributions and employers), pension contributions and employers). PAYE and NI (employees and environs or receipts and environs oreceipt oreceint constitutions and envinterest made during the repa		Year	ending	Notes and guidance	
forward 13870 6364 in the financial records. Value must agree to Box 7 of previous year (+) Precept or Rates 9580 11412 Total around of precept or (for IDB) rates and levies received. (+) Total other receipts 18319 422 Total income or receivable in the year. Exclude any grants received. (-) Total other receipts 18319 422 Total income or receivable in the year. Exclude any grants received. (-) Staff costs 2774 2640 Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and N (employees and employment expenses. (-) Loan interesticapital on one payments 0 0 Total expenditure or payments of capital and interest made during the year on the smaller authority is borrowings (fr any). (-) All other payments 32.631 7183 Total sependiture or payments as recorded in the cashbook less str costs (ine 4) and toan interest/capital repayments (line 5). (-) Balances carried 63.64 83.75 Total balances and reserves at the end of the year. Must equal (r12.23) – (47.64) Total value of cash and short term investments held as at 31 March – To agree with bank reconcilitation. The sum of all current and deposit bank accounts, cash holdings ar 31 March assets Total fued assets 115140 115140 The outstanding capital balance as at 31 March of all loan		2015	2016		
and Levises 95.80 (11412) or receivable in the year. Exclude any grants received. (+) Total other receipts 183.19 422 Total income or receipts as recorded in the cashbook less the precept or reade/levise received (line 2). Include any grants received (line 4). And there authority borowings (li any). (-) Loan interesticapital 0 0 Total expenditure or payments of capital and interest made during the year on the smaller authority borowings (li any). (-) All other payments 32.63.1 7.18.3 Total expenditure or payments as recorded in the cashbook less sti costs (line 4) and loan interest/capital repayments (line 5). (-) All other payments 53.75 65.692 The sum of all current and deposit bank accourts, cash holdings an short tem investments held as at 31 March - To agree with bank reconcellation. Total just ong tem 115.14.0 115.14.0 The outstanding capital balance as at 31 March of all loans from thi parties (including Antantabe) Yes No The outstanding capital balance as at 31 March of all loans from thi parti	Balances brought forward	13870	6364	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.	
other receipts 183519 4422 precept or rates/levides received (line 2), Include any grants received and employees. Include salaries and wage, PAYE and NI (employees and employees), pension contributions and employeement expenses. (-) Loan interest/capital 0 0 Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any). (-) All other apayments 32.631 71.83 Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any). (-) All other apayments 63.644 93.755 Total expenditure or payments of capital and interest made during the year. Must equal (i+2+3) - (4+5+6) (-) Balances and reserves at the end of the year. Must equal forward 53.755 65.692 The sum of all current and deposit bank accourts; cash holdings an shard short term investments held as at 31 March – To agree with bank hor expensitions. Total fund assets plus long term 115.140 115.140 The original Asset and Investment Register value of all fixed assets and assets Total fund assets 0 0 The outstanding capital balance as at 31 March of all loans from thi parties (in	(+) Precept or Rates and Levies	9580	11412		
2774 2640 employees. Include salaries and wages, PAYE and N (employees. and employers), pension contributions and employment expenses. (-) Loan interesticapital regayments 0 0 Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any). (-) Al other payments 32.631 71.833 Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any). (-) Al other payments 32.631 71.833 Total expenditure or payments as recorded in the cashbook less stic costs (line 4) and loan interest/capital repayments (line 5). (-) Balances carried forward 63.644 93.755 Total balances and reserves at the end of the year. Must equal (r1+2+3) – (45-6). Total value of cash and short lems 53.755 65.972 The sum of all current and deposit bank accourts; cash holdings ar short term investments hold as at 31 March – To agree with bank are conciliation. Total fload assets plus ong term investments 115.14.0 115.14.0 The outstanding capital balance as at 31 March of all loans from thi parties (including PWLB). (For Local Councils Only Disclosure inder ter Tust funds (including charitable) Yes No The council acts as sole trustee for and is responsible for managin Trust funds or assets. (including charitable) Yes No The council acts as sole trustee for and	(+) Total other receipts	18319	422	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
Interest/capital repayments O O the year on the smaller authority's borrowings (if any). (-) All other payments 32.63.1 71.83 Total expenditure or payments as recorded in the cashbook less sti costs (line 4) and loan interest/capital repayments (ine 5). (-) All other payments 32.63.1 71.83 Total expenditure or payments as recorded in the cashbook less sti costs (line 4) and loan interest/capital repayments (ine 5). (-) Blainces carried forward 63.64.4 93.75 Total scances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6) Total fixed assets plus long term investments 53.75 65.97.2 The sum of all current and deposit bank accourts/costs holdings ar short term investments held as at 31 March – To agree with bank there conciliation. Total fixed assets plus long term investments 11.51.14.0 11.51.14.0 The original Asset and Investment Register value of all fixed assets and assets Total and assets 0 0 The outstanding capital balance as at 31 March of all loans from thi parties (including PWLB). (rol Load Councils (including charitable) Yes No The Council acts as sole trustee for and is responsible for managine trust funds (including charitable) white rest funds (including charitable) Yes No The Council acts as sole trustee for and is responsible for managine trust funds or assets.	(-) Staff costs	2774	2640	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees	
payments 32.631 71.83 costs (line 4) and loan interest/capital repayments (line 5). (=) Balances carried forward 63.644 93.755 Total balances and reserves at the end of the year. Must equal (17:e29). (445-6) Total value of cash and short term investments 53.755 65.92 The sum of all current and deposit bank accounts; cash holdings ar short term investments held as at 31 March – To agree with bank reconciliation. Total fixed assets plus long term investments and assets 11.51.40 11.51.40 Total borrowings 0 The outstanding capital balance as at 31 March of all loans from thi parties (including PVLB). (For Local Councils Only) Disclosure incer e Trust funds (including charitable) Yes No The furth the year ended 31 March 2016 the counting statements in this annual return present fairly the andiance or properly present receipts and payments, as I confirm that these accounting statements abort on this smaller authority on this date:		0	0	Total expenditure or payments of capital and interest made during	
forward 63564 9375 (+2+3)-(4+5+6) Total value of cash and short term investments 5375 6592 The sum of all current and deposit bank accounts; cash holdings ar and short term investment hold as at 31 March – To agree with bank investments Total fixed assets plus long term and assets 115140 115140 The original Asset and Investment Register value of all fixed assets of the long term assets owned by the smaller authority as at 31 March Total and assets 0 0 The outstanding capital balance as at 31 March of all loans from this parties (including PWLB). (rot Local Councils Only Disclosure note re Trust funds (including charitable) Yes No The Council acts as sole trustee for and is responsible for managine Trust funds on thicked any Trust transactions. ritty that for the year ended 31 March 2016 the outing statements in this annual return present fairly the notal position of this smaller authority on this date: I confirm that these accounting statements above by this smaller authority on this date:	(-) All other payments	32631	7183	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
and short term investments 5375 6592 short term investments held as at 31 March - To agree with bank reconciliation. Total fixed assets plus long term investments 115140 115140 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 Total borrowings O The outstanding capital balance as at 31 March of all loans from thi parties (including PVLB). (For Local Councils Only Disclosur (including charitable) Yes No The fourts in the accounting statements (including charitable) The fourts assets. N.B. The fourts in the accounting statements above do not include any Trust transactions. with that for the year ended 31 March 2016 the counting statements in this annual return present fairly the ancial position of this smaller authority on this date: I confirm that these accounting statements were approve by this smaller authority on this date:	(=) Balances carried forward	6364	8375		
plus ong term investments and assets 1/5/14/0 1/5/14/0 plus other long term assets owned by the smaller authority as at 31 March and assets 0 0 The outstanding capital balance as at 31 March of all loans from thi parties (including PWLB). (For Local Councils Only Disclosure onder e Trust funds (including charitable) Yes Not Vers The Council acts as sole trustee for and is responsible for managine Trust funds or assets. NB. The figures in the accounting statements above do not include any Trust transactions. rtitly that for the year ended 31 March 2016 the outing statements in this annual return present fairly the notal position of this smaller authority and its income and enditure, or properly present receipts and payments, as I confirm that these accounting statements were approve by this smaller authority on this date:		5375	6592		
borrowings O parties (including PWLB). (For Local Councils Only) Disclosure onter e Trust funds (including charitable) Yes No The Council acts as sole trustee for and is responsible for managin Trust funds or assets. No The figures in the accounting statements (including charitable) The figures in the accounting statements above do not include any Trust transactions. rtify that for the year ended 31 March 2016 the incial position of this smaller authority and its income and enditure, or properly present receipts and payments, as I confirm that these accounting statements were approve by this smaller authority on this date: Og=McM_2016 Og=McM_2016 Og=McM_2016	investments	115140	115140		
Only Disclosure note re Trust funds (including charitable) Trust funds or assets. N.B. The figures in the accounting statements (including charitable) N.B. The figures in the accounting statements above do not include any Trust transactions. ritly that for the year ended 31 March 2016 the outling statements in this annual return present fairly the notal position of this smaller authority and its income and endirure, or properly present receipts and payments, as I confirm that these accounting statements were approve by this smaller authority on this date: Org — McM - 2016 Org — McM - 2016	Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
rithy that for the year ended 31 March 2016 the by this smaller authority on this date: by this smaller authority on this sdate: by this smaller authority on this sdate: by this smaller authority on this date: by this smaller authority and its income and by the smaller authority by this smaller authority by this smaller authority by this date: by this smaller authority by this date: by this smaller authority by this date: by the smaller authority by the sma	note re Trust funds		Yes No	N.B. The figures in the accounting statements	
and recorded as minute foreigned.	ccounting statements in nancial position of this s	this annual return maller authority an	present fairly the nd its income and	09-MAY-2016	
ned by Responsible Financial Officer Signed by Chair of the meeting approving these accounting statements.	igned by Responsible F	inancial Officer		23/16 entende Signed by Chair of the meeting approving these accounting	

Section 3 - External auditor certificate and report 2015/16 Certificate

certify that we have completed our review of the annual return, and discharged our consibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 6 in respect of:

name of er authority here:	ODSTOCK PARSH COUNCIL
pective resp	onsibilities of the body and the auditor
	responsible for ensuring that its financial management is adequate and

uthority prepares an ual return in accordance with proper practices which:

- ummarises the accounting records for the year ended 31 March 2016; and
- onfirms and provides assurance on those matters that are relevant to our duties and esponsibilities as external auditors.

responsibility is to review the annual return in accordance with guidance issued by the ional Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). work does not constitute an audit carried out in accordance with International Standards on iting (UK & Ireland) and does not provide the same level of assurance that such an audit ob blu

ternal auditor report

101400 - 1010 - 1010 - 1010 - 1010 - 1010 - 1010 - 1010 - 1010 - 1010 - 1010 - 1010 - 1010 - 1010 - 1010 - 1010		
	e outstanding capital balance as at 31 March of all loans from third rties (including PWLB).	(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).
	e Council acts as sole trustee for and is responsible for managing st funds or assets. B. The figures in the accounting statements ove do not include any Trust transactions.	
31 March 2016 the	I confirm that these accounting statements were approved	(continue on a separate sheet if required)
nual return present fairly the authority and its income and receipts and payments, as	by this smaller authority on this date:	Other matters not affecting our opinion which we draw to the attention of the smaller authority:
I Officer	and recorded as minute reference:	See attached
7 MRY-2016	Date 1 16 19 19	External auditor signature Grant Thornton UK LLP Date 03/04/16
		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)
Page	3 of 6	Page 4 of 6

This is a certified copy of Odstock Parish Council's 2016 Annual Return, published, as required by The Local Audit and Accountability Act 2014, Sections 26 and 24, and The Accounts and Audit Regulations 2015 (SI 2015 No.234).

A full sized copy may be requested by sending a stamped self-addressed A4 envelope to: The RFO of Odstock Parish Council, 27 West Dean, SALISBURY, Wiltshire. SP5-1JQ.

This notice is being published for a minimum of 14 days commencing 31-May-2016 and also at: WWW.SP5.ORG/opc/ or WWW.SP5.INFO/opc/ :: Tel: 01794-341405 :: Email: OPC@ODSTOCK.INFO