

(NAME): SHINFIELD PARISH COUNCIL

Notice of conclusion of the audit and right to inspect the Annual Return
Annual Return for the year ended 31st March 2016

Section 25 of the Local Audit and Accountability Act 2014
Accounts and Audit (England) Regulations 2015

	Notes
1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2016 has been concluded.	(a) Delete as appropriate
2. The Annual Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to: <u>(b) MRS SUSAN ROBERTS, CLERK</u> <u>SHINFIELD PARISH COUNCIL,</u> <u>SHINFIELD PARISH HALL, SHINFIELD</u> <u>SCHOOL GREEN READING RG2 9EH</u>	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
2. Copies will be provided to any local government elector on payment of <u>£1</u> (c) for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>SUSAN ROBERTS, CLERK</u>	(d) Insert name and position of person placing the notice
Date of announcement: (e) <u>6 SEPTEMBER 2016</u>	(e) Insert date of placing of the notice.

Section 1 - Local governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here: SHINFIELD 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" means that the 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about the 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 16/22.1 signed by: [Signature]

dated 13/06/2016 signed by: Susan Roberts

dated 13/06/2016 signed by: [Signature]

dated 13/06/2016 signed by: Susan Roberts

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the smaller authority will address the weaknesses identified.