

# Small Bodies in England

## Annual return for the financial year ended 31 March 2015

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Small relevant bodies in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their annual activities at the end of each financial year.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the body.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the body's internal audit provider.

Each body must approve this annual return no later than 30 June 2015.

### 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 red. Do not leave any red box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

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

Once the auditor has completed their work, certified annual returns will be returned to the body for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides for either local councils or internal drainage boards. These publications may be downloaded from the National Association of Local Councils (NALC) or Society of Local Council Clerks (SLCC) websites ([www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)) or from the members area of the Association of Drainage Authorities website ([www.ada.org.uk](http://www.ada.org.uk)).

# Section 1 – Accounting statements 2014/15 for:

Enter name of reporting body here:

**PARKING & TRAFFIC REGULATIONS  
OUTSIDE LONDON ADJUDICATION JOINT COMMITTEE**

|  | Year ending        |                    | Notes and guidance  |
|--|--------------------|--------------------|---|
|  | 31 March 2014<br>£ | 31 March 2015<br>£ |   |
| 1 Balances brought forward                                       | 2,183,991          | 2,452,731          | Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.                                       |
| 2 (+) Income from local taxation and/or levy                     | -                  | -                  | Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.  |
| 3 (+) Total other receipts                                       | 3,260,847          | 3,085,885          | Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.  |
| 4 (-) Staff costs  | 1,703,652          | 1,902,611          | 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                           | -                  | -                  | Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).   |
| 6 (-) All other payments   | 1,288,455          | 1,006,619          | 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                                   | 2,452,731          | 2,629,386          | 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                          | 2,059,769          | 2,300,343          | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>to agree with bank reconciliation.</b>                              |
| 9 Total fixed assets plus other long term investments and assets | -                  | -                  | The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March  |
| 10 Total borrowings  | -                  | -                  | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

*P. Bates*

Date **05/06/2015**

I confirm that these accounting statements were approved by the body on:

**23/06/2015**

and recorded as minute reference:

**11/15**

Signed by Chair of meeting approving these accounting statements:

*M. Williams*

Date **23/06/2015**

## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of **PARKING & TRAFFIC REGULATIONS OUTSIDE LONDON ADJUDICATION JOINT COMMITTEE** 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 2015, that:

|  | Agreed – |     | 'Yes' means that the body:  |
|--|----------|-----|---|
|  | Yes      | No* |   |
| 1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.   | ✓        |     | prepared its accounting statements in the way prescribed by law.  |
| 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 the body 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 has given all persons interested the opportunity to inspect and ask questions about the body's accounts.  |
| 5 We carried out an assessment of the risks facing the body 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 body's 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 the body. |
| 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 the body 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.                             |

This annual governance statement is approved by the body and recorded as minute reference

**11/15**

dated **23/06/2015**

Signed by:

Chair **W. J. Williams**

dated **23/06/2015**

Signed by:

Clerk **S. J. Jones**

dated **23/06/2015**

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

# Section 3 – External auditor certificate and report 2014/15

## Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

PARKING & TRAFFIC REGULATIONS OUTSIDE LONDON ADJUDICATION  
JOINT COMMITTEE

## Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

## External auditor report

(~~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).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the body:

Please see enclosed report

**BDO LLP Southampton  
United Kingdom**

(continue on a separate sheet if required)

External auditor signature

External auditor name

**BDO LLP Southampton  
United Kingdom**

Date

15/9/15

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.