

Committee/Panel:	Sir George Staunton Country Park Joint Management Committee
Date:	28 th June 2013
Title:	Small Bodies Annual Return 2012/13
Reference:	4995
Report From:	Report of the Honorary Treasurer

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1. Introduction

1.1. Sir George Staunton Country Park is required to submit an annual return by 30 June 2013 summarising its financial activities for the financial year 1 April 2012 to 31 March 2013. This return comprises two element; an Annual Governance Statement which gives assurance that the financial affairs of the Park are conducted properly and an Accounting Statement.

2. Annual Governance Statement

- 2.1. The Annual Governance Statement for the 2012/13 financial year is attached at Appendix A. Appendix B contains some explanatory notes to demonstrate how the Park complies with the requirements of the statement.
- 2.2. The Committee is requested to approve the Annual Governance Statement, so it can be signed by the Chair and the Committee Clerk and submitted for Audit.

3. Accounting Statement 2012/13

- 3.1. The Accounting Statement provides a very basic summary of the 2012/13 financial activity of the Country Park which is attached at Appendix C. It reflects the detailed financial position in the Final Accounts Report elsewhere on the Agenda.
- 3.2. The Committee is requested to approve the Accounting Statement, so it can be signed by the Chair and the Committee Clerk and submitted for Audit.

4. Recommendations

- 4.1. That the Annual Governance Statement for 2012/13 is agreed and signed by the Chair and Clerk.
- 4.2. That the Accounting Statement for 2012/13 is approved and signed by the Chair

Appendix A

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of Sir George Staunton Country Park Joint Management 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 2013, 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 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 body to conduct its business or on its finances.			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 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

MINUTE REFERENCE

dated DD/MM/YYYY

Signed by:

Chair SIGNATURE REQUIRED

dated DD/MM/YYYY

Signed by:

Clerk SIGNATURE REQUIRED

dated DD/MM/YYYY

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

Appendix B

Sir George Staunton Country Park - Annual Governance Statement

1. The accounts are prepared in the same way as all Hampshire County Council (HCC) accounts in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom.
2. The HCC financial systems and procedures ensure segregation of duties, financial limits of responsibility. This, together with audits, facilitates the prevention of fraud as well as its detection.
3. The officers are kept informed of changes in the law and regulations (through a variety of groups and forums) which could have an effect on the running of the Park or its finances. The Park has not acted outside its legal powers.
4. A “Notice of Public Rights” is displayed in the Park’s Visitor Centre each year, inviting anyone to arrange a time to inspect the accounts between specific dates (20 working days).
5. The Park management team discuss and assess all risks at their regular meetings, and decide upon a course of action. The Park is covered by HCC’s self-insurance scheme. The Park also benefits from regular advice visits and inspections by the Culture, Communities and Business Services (CCBS) Risk & Safety team. Financial advice is provided by Hampshire County Council as is the Internal Audit service.
6. The Park’s finances are conducted by the Park staff. HCC Finance staff continually oversee the financial systems and procedures and ensure that the Financial Rules and Regulations are in place and adhered to. The HCC Audit Service section conduct systems audits to ensure appropriate internal controls are in place and complied with.
7. The Park staff have responded to all matters brought to their attention via internal and external audits.
8. The annual financial accounts take into account everything relating to each financial year regardless of when the activity took place.

Agenda Item: 8

Appendix C

Section 1 – Accounting statements 2012/13 for:

Enter name of reporting body here:

Sir George Staunton Country Park Joint Management Committee

	Year ending		Notes and guidance
	31 March 2012 £	31 March 2013 £	
			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	-99,427	-80,280	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	0	0	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	905,587	925,008	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	553,053	539,749	Total expenditure or payments made to and on behalf of all body 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 body's borrowings (if any).
6 (-) All other payments	333,387	387,125	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	-80,280	-82,146	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	-80,280	-82,146	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 other long term investments and assets	131,825	102,023	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	0	0	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 2013 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:

SIGNATURE REQUIRED

Date DD/MM/YYYY

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of meeting approving these accounting statements:

SIGNATURE REQUIRED

Date DD/MM/YYYY

Section 100 D – Local Government Act 1972 – background papers

The following documents disclose facts or matters on which this report, or an important part of it, is based and has been relied upon to a material extent in the preparation of this report. NB this list excluded:

1. Published works.
2. Documents which disclose exempt or confidential information as defined in the Act.

TITLE

FILE

None

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