



**Notice of Date of Commencement of Period for the
Exercise of Public Rights
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017**

1. Date of announcement: Monday 5 June 2017
2. Sections 26 and 27 of the Local Audit and Accountability Act 2014 provide for:
 - Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31 March 2017 these documents will be available on reasonable notice on application to the person in paragraph 3 below:
 - Questions and objections to the external auditor: Local Government electors and their representatives have rights to:
 - question the auditor about the accounting records: and
 - object to the accounts or any item in them. Written notice of an objection must first be given to the external auditor and a copy sent to the Authority. Objections must concern a matter of which the external auditor could make a public interest report or apply for a declaration that an item of account is unlawful.

The Auditor can be contacted at the address in paragraph 5 below for this purpose.
3. Person to which you can apply to inspect the accounts:

Dr Cheryl Scott, Town Clerk, Keynsham Town Council, 15 – 17 Temple Street, Keynsham, Bristol BS31 1HF 0117 9868683 townclerk@keynsham-tc.gov.uk
Between the hours of 9.00 a.m. and 4.00 p.m. on Mondays to Fridays (excluding public holidays).
4. Any rights of inspection, objection and questioning of the auditor may only be exercised within a single period of 30 working days (Accounts and Audit Regulations 2015, Regulation 15(1)).
commencing on Tuesday 6 June 2017 and ending on Monday 17 July 2017
5. Your appointed auditor is:

Grant Thornton UK LLP (for the attention of Barrie Morris)
Hartwell House, 55-61 Victoria Street, Bristol BS1 6FT. Tel: 0117 3057600

For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – a Guide to Your Rights are available from the National Audit Office website.



**DECLARATION OF STATUS OF PUBLISHED ACCOUNTS FOR THE YEAR ENDED
31 MARCH 2017**

The Accounts and Audit Regulations 2015 (S1 2015 No. 234)

1. The statement of accounts for KEYNSHAM TOWN COUNCIL published today is unaudited and may be subject to change.

2. Signed by:

Signature: *Cheryl Scott*

Date: *5th June* 2017
RESPONSIBLE FINANCIAL OFFICER

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

KEYNSHAM 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 2017, 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.	✓		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.	✓		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.	✓		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 gave all persons interested the opportunity to inspect and ask questions about this 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.	✓		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.	✓		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.	✓		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.	✓		disclosed everything that 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.	Yes	No	NA
		✓	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 on:

16/05/17

and recorded as minute reference:

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Signed by Chair at meeting where approval is given:

Lucy Friers

Clerk:

Cheryl Bost

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

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

KEYNSHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	486,567	529,729	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.
2. (+) Precept or Rates and Levies	423,953	445,150	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.
3. (+) Total other receipts	102,490	118,858	Total amount of precept (or for DBs, rates and levies) received or receivable in the year. Exclude any grants received.
4. (-) Staff costs	281,926	281,489	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
5. (-) Loan interest/capital repayments	0	0	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.
6. (-) All other payments	201,355	228,009	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
7. (=) Balances carried forward	529,729	584,239	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). (1+2+3) - (4+5+6)
8. Total value of cash and short term investments	519,414	590,136	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 long term investments and assets	1,145,853	1,175,541	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PwLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Cheryl SHOTT

Date 10th May 2017

I confirm that these accounting statements were approved by this smaller authority on:

16/05/17

and recorded as minute reference:

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Signed by Chair at meeting where approval is given:

Lucy Friers