

# NOTICE OF CONCLUSION OF AUDIT

(LOCAL AUDIT AND ACCOUNTABILITY ACT 2014  
ACCOUNTS AND AUDIT REGULATIONS 2015)

## FOR

### Wissett Parish Council

*COPY*  
*ORIGINAL*  
*ON BOARD*  
*2/8/16*

NOTICE is hereby given that the audit for the  
year ended 31 March 2016 was completed on

25 July 2016

and the accounts are now available for inspection by local electors  
in accordance with Section 25 of the Local Audit and Accountability Act 2014.  
The requisite information as defined by Section 13(1) of the Accounts and Audit  
Regulations 2015 is/is not\* displayed alongside this notice

(\* Please delete as necessary)

If the requisite information is not displayed alongside  
this notice, it is available for inspection by appointment.

To arrange a viewing please contact

BILL SIMPSON  
07770 647546

between the hours of 9 and 5

Dated: 2ND AUGUST 2016

Signed: 

(Responsible Financial Officer)

30 DAY WORKING PERIOD  
FOR THE EXERCISE OF PUBLIC  
RIGHTS COMMENCES ON 3/6/2016.

65 14/7

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the internal audit report is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

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

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, your notification of the commencement date of the period for the exercise of public rights and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority 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 2016.

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 that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014*

# Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here:

**Wissett 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 this 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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes		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.	Yes	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	

✓

This annual governance statement is approved by this smaller authority and recorded as minute reference:

**FINANCE WINE ONE**

dated **19/5/2016**

Signed by: \_\_\_\_\_  
 Chair  
 dated **19-05-2016**

Signed by: \_\_\_\_\_  
 Clerk  
 dated **19/5/2016**

\*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 2015/16 for

Enter name of smaller authority here:

Wissett Parish Council

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	11214	10891	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.
2. (+) Precept or Rates and Levies	3395	3480	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	224	2774	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	405	1033	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	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	3537	6056	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	10891	10056	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	10891	10056	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 long term investments and assets	14188	14860	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
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.
		X	

I certify that for the year ended 31 March 2016 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

Date

*[Signature]*

19/5/2016

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

19/5/2016

and recorded as minute reference:

FINANCE - WINECHE

Signed by Chair of the meeting approving these accounting statements.

*[Signature]*

Date

19-05-2016

# Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of smaller authority here:

Wissett Parish Council

## Respective responsibilities of the body and the auditor

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

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

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (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 smaller authority:

(continue on a separate sheet if required)

External auditor signature

External auditor name  Date

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](http://www.nao.org.uk))

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

# Annual internal audit report 2015/16 to

Enter name of smaller authority here:

Wissett Parish Council

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit PRINT NAME SOCELIN DORAN

Signature of person who carried out the internal audit SIGNATURE REQUIRED Date 7 May 2016

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, <b>including the dates set for the period for the exercise of public rights</b> , has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	HA
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

\*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).

# WISSETT PARISH COUNCIL

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## Notes to Accompany Annual Return for the Financial year ended 31<sup>st</sup> March 2016

A detailed copy of the Parish Councils income and expenditure spreadsheet is enclosed.

Copies of year end statements from both accounts are enclosed.

Explanation of differences between YE 2015 and YE 2016 in section 1 are;

- Box 3 After EON supplied electricity to our Village field, they debited us by £967.56 on 7/5/15 for electricity use in error. When we challenged, they credited us twice, in error, £945.90 on 13/5/15 and £945.90 again on 20/5/15. They subsequently corrected this by debiting £951.68 on 19/6/15. These are all shown on the income and expenditure spreadsheet. We also reclaimed 3 years VAT of £576.62 On 30/10/15
- Box 4 Change of Clerk from December 2014. Outgoing Clerk took pro rata salary in 2014/5. New Clerk salary for 2015/2016 was £1,033.
- Box 6 Additional spend partly due to EON error as described re box 3 above. Other additional costs in relation to finishing the lighting to Village field. Other additional costs for grass cutting, purchase of dog waste bin, election costs, VAS purchase, and ongoing electricity costs for field and car park electricity.

### Un-presented cheques

Date	Payee	Cq No.	Sum
12/03/2016	Waveney District Council	100489	£30.00
	TOTAL		£30.00

I have updated the Assets Register removing the trees and planting as requested by you in September 2015, and added the light in the village field, dog waste bin and VAS equipment. Copy attached for reference.

The reserves held in the Business Saver Account are the balance from a bequest made to the Village by a Mr Reggie Elvin of Bleach Farm around 11 years ago. They are not deposits made from the Precept. This money was given to us for the benefit of the Village, and as such is used for items outside of the normal day to day requirements of the Village. Current planned expenditure includes legal costs for registering some land, further investment into the VAS scheme and community speed watch, a salt/grit bin, a hard finish to the Village car park entrance, and additional lighting for the car park.

Bill Simpson

Wissett Parish Clerk

23<sup>rd</sup> April 2016



00081 XUB2014A D00130 35700 9208 1431365011



MR W C SIMPSON  
WISSETT PARISH COUNCIL  
10 THE STREET  
WISSETT  
HALESWORTH  
IP19 0JE

**In this pack...**

- This account summary
  - Your statement for  
– Community Account
- We'll send any other account statements separately.

## Your Business accounts - at a glance

### Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

## Your balances on 31 March 2016

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**Business Current Account**

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Wissett Parish Council £2,750.80 ✓

Sort Code 20-92-08 • Account no 80975532

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**Business Savings Account**

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Wissett Parish Council £7,335.40 ✓

Sort Code 20-92-08 • Account no 90060887

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This is the end of your account summary.

WISSETT PARISH COUNCIL

BUDGET FOR 2015/16

INCOME	2014/15 LIKELY/ACTUAL	ORIGINAL 2015/16 PROJECTED	JAN 2015/16 PROJECTED	MAR 2015/16 PROJECTED	MAY 2015/16 PROJECTED	JULY 2015/16 PROJECTED	SEPT 2015/16 PROJECTED	NOV 2015/16 PROJECTED	Jan-16 2015/16 PROJECTED	Mar-16 2015/16 PROJECTED	Projection 2016-17 AGREED	+/-%
PRECEPT	£3,395.00	£3,480.00	£3,480.00	£3,480.00	£3,480.00	£3,480.00	£3,480.00	£3,480.00	£3,480.00	£3,480.00	£3,480.00	0.00%
ALLOTMENT RENT	£120.00	£120.00	£120.00	£120.00	£120.00	£153.33	£153.33	£153.33	£153.33	£153.33	£160.00	
FIELD RENT	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	
VAS Insurance from other Parishes								£49.24	£49.24	£49.24	£38.32	
VAT refund						£576.62	£576.62	£576.62	£576.62	£576.62	£230.00	
<b>TOTAL Income</b>	<b>£3,615.00</b>	<b>£3,700.00</b>	<b>£3,700.00</b>	<b>£3,700.00</b>	<b>£3,700.00</b>	<b>£4,309.95</b>	<b>£4,309.95</b>	<b>£4,359.19</b>	<b>£4,359.19</b>	<b>£4,359.19</b>	<b>£4,008.32</b>	
<b>TOTAL EXPENDITURE</b>												
WPC INSURANCE	£191.00	£194.00	£194.00	£194.00	£194.00	£194.00	£194.00	£198.99	£198.99	£198.99	£200.00	
WDC ALLOTMENT RENT	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	
CHURCHYARD GRANT	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	
STATIONERY/EXPENSES	£150.00	£152.00	£152.00	£152.00	£152.00	£152.00	£152.00	£152.00	£152.00	£152.00	£150.00	
SALC SUBSCRIPTION	£119.00	£121.00	£121.00	£121.00	£123.00	£123.00	£123.00	£123.00	£123.00	£123.00	£130.00	
WISSETT WEB	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	
VILLAGE HALL INSURANCE	£443.00	£450.00	£450.00	£450.00	£450.00	£459.92	£459.92	£459.92	£459.92	£459.92	£500.00	
BDO AUDIT REPORT	£100.00	£100.00	£100.00	£100.00	£100.00	£30.00	£30.00	£36.00	£36.00	£36.00	£100.00	
CLERK SALARY	£510.00	£910.00 *	£910.00	£910.00	£1,033.00	£1,033.00	£1,033.00	£1,033.00	£1,033.00	£1,033.00	£1,060.00	
FIELD MAINTENANCE FEES	£1,020.00	£1,066.00	£1,066.00	£1,066.00	£1,066.00	£796.00	£796.00	£336.00	£336.00	£336.00	£400.00	
TRAINING BUDGET		£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£400.00	
ELECTRICITY TARIFF & usage	ESTIMATE	£100.00	£100.00	£100.00	£100.00	£150.00	£150.00	£150.00	£150.00	£150.00	£250.00	
MAY ELECTIONS				£750.00 *	£750.00	£126.42	£126.42	£126.42	£126.42	£126.42	£0.00	
Community Action Suffolk Subscription								£30.00	£30.00	£30.00	£30.00	
Costs to supply lighting to field	ESTIMATE					£400.00	£461.04	£600.00	£600.00	£656.00	£0.00	
Costs for VAS & Posts	ESTIMATE					£1,500.00	£1,500.00	£1,300.00	£1,300.00	£1,265.28	£0.00	
Costs for dog waste bin						£200.00	£84.00	£100.80	£100.80	£100.80	£0.00	
Grass cutting by V/Hall & Picnic area						£270.00	£343.21	£343.21	£343.21	£343.21	£400.00	
<b>TOTAL Expenditure</b>	<b>£2,813.00</b>	<b>£3,673.00</b>	<b>£3,673.00</b>	<b>£4,423.00</b>	<b>£4,548.00</b>	<b>£6,014.34</b>	<b>£6,032.59</b>	<b>£5,569.34</b>	<b>£5,569.34</b>	<b>£5,590.62</b>	<b>£3,900.00</b>	
<b>Projected income v expenditure</b>		<b>£27.00</b>	<b>£27.00</b>	<b>-£723.00</b>	<b>-£848.00</b>	<b>-£1,704.39</b>	<b>-£1,722.64</b>	<b>-£1,210.15</b>	<b>-£1,210.15</b>	<b>-£1,231.43</b>	<b>£108.32</b>	

\* To be reviewed

The expenditure for 2015/16 in some cases has been increased by 1.5% in line with inflation

CURRENT BALANCE AT BANK AS PER LAST STATEMENT DATED:	21/10/14	21/10/14	31/12/14	08/05/15	10/07/15	10/09/15	10/11/15	08/01/16	10/03/16
Current Account balance	£6,533.14	£6,533.14	£4,955.84	£4,361.88	£3,883.41	£3,642.54	£5,401.59	£4,270.51	4053.46
Premium Account balance	£7,329.94	£7,329.94	£7,331.69	£7,331.69	£7,332.67	£7,333.58	£7,333.58	£7,334.49	7335.4
<b>Total</b>	<b>£13,863.08</b>	<b>£13,863.08</b>	<b>£12,287.53</b>	<b>£11,693.57</b>	<b>£11,216.08</b>	<b>£10,976.12</b>	<b>£12,735.17</b>	<b>£11,605.00</b>	<b>£11,388.86</b>

Village Assets

Asset	Date	Owned By	Value	Value	Value	Notes
			2013/2014	2014/2015	2015/2016	
Where known			Audit	Audit	Audit	
			Projected			
Village Field		Wissett Parish Council	£11,500.00	£11,500.00	£11,500.00	Need to confirm purchase price
Land near Rumburgh		Wissett Parish Council		£1.00	£1.00	Trying to confirm ownership, we receive rental income
Village Tent		Wissett Community Council		£1.00	£1.00	Included in Parish Council insurance
Village Hall		Wissett Parish Hall Committee		£1.00	£1.00	WPC pays insurance
Car park signs	17/12/2011	Wissett Parish Council		£102.00	£102.00	
Kiosk on field	26/03/2015	Wissett Parish Council		£350.00	£350.00	£350 paid was materials only
Village Sign	19/05/2012	Wissett Parish Council		£350.00	£350.00	This was cost of restoration
Picnic Table & Chairs on Field	28/05/2012	Wissett Parish Council		£486.00	£486.00	
Jubilee Bench on Field	13/04/2012	Wissett Parish Council		£429.99	£429.99	
Notice Board on Hall		Wissett Community Council		£1.00	£1.00	
Notice Board opp Plough		Wissett Parish Council		£1.00	£1.00	
Allotments		Waveney District Council		£1.00	£1.00	Rented from Waveney DC
Trees planted	15/03/2013	Wissett Parish Council		£460.00	£0.00	Removed as fixed assets as requested BDO Sept 15
Planting around play area	30/01/2012	Wissett Parish Council		£504.00	£0.00	Removed as fixed assets as requested BDO Sept 15
Goal Posts		Wissett Parish Council		£1.00	£1.00	Donated, but cost to repaint was about £30
Light in village field	Jun-15	Wissett Parish Council			£286.04	Cost of light and post.
Dog waste bin	04/08/2015	Wissett Parish Council			£84.00	Sited in Mill road
VAS Speeding Signs & posts	23/02/2016	Wissett Parish Council			£1,265.28	1/6th payment with other Parishes
Salt & Grit bin by car park						Waiting invoice will be 16/17 year
<b>Total</b>			<b>£11,500.00</b>	<b>£14,188.99</b>	<b>£14,860.31</b>	

# APPENDIX 2

ALL CORRECT.

## Change of Clerk/RFO/Chairman details

Please return this form to us immediately if there is a change of Clerk / RFO or Chair. If any of the contact details are incorrect or incomplete for Wissett Parish Council, amend and return with the completed annual return and supporting information.

Please note that as from \_\_\_\_\_ the position of clerk / RFO will be carried out by:

Please circle preferred method of communication

Letter / Phone / Fax / Email

Title	Mr	_____
Initials	W	_____
Surname	Simpson	_____
Position	Clerk	_____
Address	10 The Street	_____
	Wissett	_____
		_____
Town/City	HALESWORTH	_____
County	Suffolk	_____
Postcode	IP19 0JE	_____
Home Tel No.	01986 835721	_____
Work Tel No.		_____
Fax no.		_____
Mobile	07770 647546	_____
Email	#mailto:wissettparishclerk@btinternet.com#	_____
Website		_____

FOR BDO USE ONLY: FILE UPDATED  RMS UPATED  (PLEASE TICK)

Please note that as from \_\_\_\_\_ the position of chair will be carried out by:

Title	Mrs	_____
Initials	H	_____
Surname	Pretty	_____
Position	Chairman	_____
Address	3 Brickhill Cottages	_____
	Halesworth Road	_____
	Wissett	_____
Town/City	HALESWORTH	_____
County	Suffolk	_____
Postcode	IP19 0NB	_____
Home Tel No.	01986 835780	_____
Work Tel No.		_____
Fax no.		_____
Mobile		_____
Email		_____

FOR BDO USE ONLY: FILE UPDATED  RMS UPATED (IF APPLICABLE)  (PLEASE TICK)