

CALVERT GREEN PARISH COUNCIL

Financial Year Ending 31 March 2011

Prepared by Ruth Millard - Clerk/RFO

Balance per bank statement as at 31 March 2011	£
Maintenance Deposit Pot 1	£30,000.00
Maintenance Deposit Pot 2	£10,000.00
Current account	£14,020.71
Less Unpresented cheques:	
Cheque number 000021	£50.00
Cheque number 000023	£20.00
Cheque number 000025	£333.00
Cheque number 000027	£95.00
Cheque number 000028	£20.00
Cheque number 000030	£803.28

Net Balances at 31 March 2011

The net balances reconcile to the receipts and payments account for the year

CASH BOOK

Opening Balance 1 April 2010

Add Receipts for the year

Less Payments in the year

Closing balance per receipts and payments book as at 31 March 2010

(local council name) CALVERT GREEN PARISH COUNCIL**Notice of appointment of date for the exercise of electors' rights****Accounts for the year ended 31st March 2011**

Audit Commission Act 1998, Accounts and Audit Regulations 2003 (SI 2003/533) as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 (SI 2006/564)

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| <p>1. Date of announcement: 10-June 2011 (a)</p> | <p>(a) Insert date of placing of the notice which must be not less than 14 days before the date in (f) below</p> |
| <p>2. Each year the Council's/Meeting's (b) Annual Return is audited by an auditor appointed by the Audit Commission. 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 31st March 2011 these documents will be available on reasonable notice on application to:</p> | <p>(b) Delete as appropriate</p> |
| <p>(c) <u>The Clerk</u>
<u>32 CAMPBELL CLOSE, LINDEN VILLAGE</u>
<u>BUCKINGHAM</u>
<u>MK10 7HP</u></p> | <p>(c) Insert name, position and address of the Clerk or other person to whom any person may apply to inspect the accounts</p> |
| <p>between the hours of (d) <u>9.00am</u> and (d) <u>4.00 pm</u> on</p> | <p>(d) Insert the times between which any person may apply to inspect the accounts. <i>NB Indicate if there is a lunchtime closure</i></p> |
| <p>(e) <u>Monday</u> to <u>Friday</u> (e)</p> | <p>(e) Insert working days of the week any person may apply to inspect the accounts – usually Monday to Friday</p> |
| <p>commencing on (f) 27 June 2011</p> | <p>(f) Insert date at least 21 working days before the date appointed for audit in (h) below</p> |
| <p>and ending on (g) 22 July 2011</p> | <p>(g) The inspection period between (f) and (g) must be 20 working days and (g) must be at least one day before the date appointed for audit in (h) below.</p> |
| <p>3. Local Government Electors and their representatives also have:</p> | |
| <ul style="list-style-type: none"> the opportunity to question the auditor about the accounts. The auditor can be contacted at the address in paragraph 4 below for this purpose on 25 July 2011 (h) and after that date will be available at the address given in paragraph 4 below until the audit has been completed; and the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the (i) Council/Meeting. | <p>(h) This must be at least one working day after the end of the inspection period. Amend as necessary if period for display of notice and inspection period cannot be completed by 24 July 2011.</p> |
| <p>4. The audit is being conducted under the provisions of the Audit Commission Act 1998, the Accounts and Audit Regulations 2003 (as amended) and the Audit Commission's Code of Audit Practice. Your audit is being carried out by:</p> | <p>(i) Delete as appropriate</p> |
| <p>Mazars LLP, Regency House, 3 Grosvenor Square, Southampton SO15 2BE</p> | |
| <p>5. This announcement is made by (j) <u>Ruth Millard - Clerk</u></p> | <p>(j) Insert name and position of person placing the notice</p> |

Council Accounts: A Summary of Your Rights

The basic position

By law any interested person has the right to inspect the council's/meeting's accounts. If you are entitled and registered to vote in local council elections then you (or your representative) also have the right to ask the appointed auditor questions about the council's accounts or challenge an item of account contained within them.

The right to inspect the accounts

When your council has finalised its accounts for the previous financial year it must advertise that they are available for people to inspect. Having given reasonable notice of your intentions, you then have 20 working days to look through the accounts and supporting documents. You will be able to make copies of the accounts and most of the relevant documents from your council. You will probably have to pay a copying charge.

The right to ask the auditor questions about the accounts

You can only ask the appointed auditor questions about the accounts. The auditor does not have to answer questions about the council's policies, finances, procedures or anything else not related to the accounts. Your question must be about the accounts that they are auditing. The auditor does not have to say whether they think something the council has done, or an item in its accounts, is lawful or reasonable.

The right to object to the accounts

If you think that the council has spent money that they shouldn't have, or that someone has caused a loss to the council deliberately or by behaving irresponsibly, you can object to the external auditor by sending a formal 'notice of objection', **which must be in writing** to the address below. You must tell the auditor why you are objecting. The auditor must reach a decision on your objection. If you are not happy with that decision, you can appeal to the courts.

You may also object if you think that there is something in the accounts that the auditor should discuss with the council or tell the public about in a 'public interest report'. Again, **you must give your reasons in writing** to the auditor at the address below. In this case, the auditor must decide whether to take any action. The auditor will normally, but does not have to, give reasons for their decision and you cannot appeal to the courts. Your rights are summarised, and a helpful flowchart and objection proforma are available from the Audit Commission website (see contact details below).

You may not use this 'right to object' to make a personal complaint or claim against your council. You should take these complaints to your local Citizens' Advice Bureau, local Law Centre or your solicitor. You may also be able to complain to the Standards Board for England if you believe that a Member of the Council has broken the Code of Conduct for Members. The Standards Board can be contacted at: The Standards Board for England, Fourth Floor, Griffin House, Lever Street, Manchester, M1 1BB, telephone 0161 817 5300 or email: enquiries@standardsboard.gov.uk.

What else you can do

Instead of objecting, you can give the auditor information that is relevant to their responsibilities. For example, you can simply tell the auditor if you think that something is wrong with the accounts or about waste and inefficiency in the way the council runs its services. You do not have to follow any set time limits or procedures. The auditor does not have to give you a detailed report of their investigation, but they will usually tell you the outcome.

A final word

Councils, and so local taxpayers, must meet the costs of dealing with questions and objections. When the auditor decides whether to take your objection further, one of a series of factors they must take into account includes the costs that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts, you might have to pay for the action yourself.

Who should you contact?

Copies of the Audit Commission publication *Councils' Accounts – Your Rights* are available by calling FREEPHONE 0800 502030 and quoting reference LCM3351 or download from the Audit Commission website at <http://www.audit-commission.gov.uk/nationalstudies/localgov/Pages/councilsaccountsyourrights03072006.aspx>

If you wish to contact your Council's appointed external auditor please write to:

Stephen Christopher
Partner
Mazars LLP
Regency House
3 Grosvenor Square
SOUTHAMPTON, SO15 2BE