

**SOUTH THAMES GATEWAY
(STG)
BUILDING CONTROL
PARTNERSHIP**

**ANNUAL RETURN
2012/13**

Section 1 – Statement of accounts

SOUTH THAMES GATEWAY BUILDING CONTROL PARTNERSHIP

| | Year ending | |
|--|-------------------------------|-------------------------------|
| | 31 March 2012 £000's | 31 March 2013 £000's |
| Balances brought forward | 0 | (45) |
| Contributions from constituent authorities | (392) | (352) |
| Total other receipts | (1,001) | (988) |
| Staff costs | 1,066 | 1,043 |
| Total other payments | 282 | 288 |
| Balances carried forward | (45) | (55) |
| Total cash and short term investments (see note) | 0 | 0 |
| Total reserves (ICT replacement & General Reserve) | 45 | 55 |
| Total fixed / long term assets | 0 | 0 |
| Total borrowings | 0 | 0 |

Note:- The Partnership's accounts are hosted by Medway Council and as such the Partnership does not have its own cash / bank balances. At 31 March 2013 the Partnership was owed by the Council £13,194.64 in respect of its notional cash balance.

| | |
|--|---|
| <p>I certify that the statement of accounts contained in this annual return presents fairly the financial position of the Partnership and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2013.</p> <p>Signed by the Responsible Financial Officer</p> <p>...Mick Hayward</p> <p>Date ...6th June 2013.....</p> | <p>I confirm that these accounts were approved by the Partnership Joint Committee and recorded as minute reference</p> <p>Date</p> <p>Signed by Chair of meeting approving Partnerships accounts</p> <p>.....</p> <p>Date</p> |
|--|---|

Section 2 – Annual governance statement

We acknowledge, as the members of STG Building Control Joint Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of accounts. We confirm, to the best of our knowledge and belief, with respect to the partnership’s statement of accounts that

- We have approved the statement of accounts, which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practice.
- We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- We have 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 which could have a significant financial effect on the ability of the Partnership to conduct its business or on its finances.
- We have provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.
- We have carried out an assessment of the risks facing the Partnership and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- We have maintained throughout the year an adequate and effective system of internal audit of the Partnership’s accounting records and control systems and carried out a review of its effectiveness.
- We have taken appropriate action on all matters raised in reports from internal and external audit.
- We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Partnership and, where appropriate, have included them in the statement of accounts.

This annual governance statement is approved by the joint committee and recorded as minute reference Dated

Signed on behalf of the Partnership Joint Committee

Signed by (Chair) Date

Signed by..... (Clerk) Date.....

Section 3 – External auditor’s certificate and opinion

CERTIFICATE

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of

SOUTH THAMES GATEWAY BUILDING CONTROL PARTNERSHIP

Respective responsibilities of the Partnership and the auditor

The Partnership is responsible for the preparation of the accounts in accordance with the requirements of the Accounts and Audit Regulations and for the preparation of an annual return which:

- Summarises the Partnership’s accounting records for the year ended 31 March 2013; and
- Confirms and provides assurance on those matters that are important to our audit responsibility.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External Auditor’s Report

(Except for the matters reported below) on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements 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)

Other matters not affecting our opinion which we draw to the attention of the Joint Committee

External Auditor’s signature

External Auditor’s name.....

Date.....

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.

Section 4 – Annual internal audit report

Note - The accounts of the Partnership are currently hosted by Medway Council and maintained on Medway's financial systems. As such the head of internal audit is able to provide the necessary certification on the basis of work undertaken on Medway's systems.

The Council'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 2013.

Internal audit has been carried out in accordance with the Council'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, opposite, are the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

| | Agreed? Yes / No / Not covered |
|--|--------------------------------|
| Appropriate books of account have been properly kept throughout the year | Yes |
| The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for | Yes |
| The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these | Yes |
| Expected income was fully received, based on correct prices, properly recorded and promptly banked and VAT was appropriately accounted for | Yes |
| Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for | Yes |
| Salaries to employees and allowances to members were paid in accordance with approvals and PAYE and NI requirements properly applied | Yes |
| Asset and investment registers were complete and accurate and properly maintained | Yes |
| Periodic and year end bank reconciliations were properly carried out | Yes |
| Year end accounts were prepared on the correct accounting basis (receipts and payments, income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded | Yes |

Audit Services Manager, Medway Council

Signature

A Russell

Date: 03.06.13