**Section 1 – Statement of accounts for:**

*South Yorkshire Archives Service Joint Committee*

In completing the boxes below please explain any significant variances on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2009.

<table>
<thead>
<tr>
<th>Year ending</th>
<th>Notes and guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 March 2008</td>
<td>31 March 2009</td>
</tr>
</tbody>
</table>

1. **Balances brought forward**
   - 31 March 2008: £0
   - 31 March 2009: £0

2. **(+)/(-) Income from taxation and/or levy**
   - 31 March 2008: £166,024
   - 31 March 2009: £165,782
   - **Revised**

3. **(+)/(-) Total other receipts**
   - 31 March 2008: £0
   - 31 March 2009: £0
   - **Revised**

4. **(-) Staff costs**
   - 31 March 2008: £104,241
   - 31 March 2009: £104,769

5. **(-) Loan interest/capital repayments**
   - 31 March 2008: £0
   - 31 March 2009: £0

6. **(+)/(-) Total other payments**
   - 31 March 2008: £64,610
   - 31 March 2009: £58,083

7. **(+)/(-) Balances carried forward**
   - 31 March 2008: £0
   - 31 March 2009: £0

8. **Total cash and short term investments**
   - 31 March 2008: £0
   - 31 March 2009: £0

9. **Total fixed assets and long term assets**
   - 31 March 2008: £0
   - 31 March 2009: £0

10. **Total borrowings**
    - 31 March 2008: £0
    - 31 March 2009: £0

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**I certify that the statement of accounts contained in this annual return presents fairly the financial position of the body and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2009.**

Signed by Responsible Financial Officer:

[Signature]

Date: 25/06/2009

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**I confirm that these accounts were approved by the body and recorded as minute reference:**

[Signature]

Date: 18/06/2009

Signed by Chair of meeting approving this statement of accounts:

[Signature]

Date: 18/06/2009
Section 2 – Annual governance statement

We acknowledge as the members of **South Yorkshire Archives Service 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 body’s statement of accounts for the year ended 31 March 2009, that:

<p>| | | | |</p>
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<thead>
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</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Yes</td>
<td></td>
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<tr>
<td></td>
<td>we have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.</td>
<td>Yes</td>
<td>prepared its statement of accounts in the way prescribed by law.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</td>
<td>Yes</td>
<td>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</td>
</tr>
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<td>3</td>
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<td>Yes</td>
<td></td>
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<td></td>
<td>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 body to conduct its business or on its finances.</td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Yes</td>
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<tr>
<td></td>
<td>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.</td>
<td>Yes</td>
<td>during the year has given all persons interested the opportunity to inspect and ask questions about the body’s accounts.</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Yes</td>
<td></td>
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<td></td>
<td>we have carried out an assessment of the risks facing the body and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</td>
<td>Yes</td>
<td>considered the financial and other risks it faces and has dealt with them properly.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>we have maintained throughout the year an adequate and effective system of internal audit of the body’s accounting records and control systems and carried out a review of its effectiveness.</td>
<td>Yes</td>
<td>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body and reviewed the impact of this work.</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Yes</td>
<td></td>
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<tr>
<td></td>
<td>we have taken appropriate action on all matters raised in reports from internal and external audit.</td>
<td>Yes</td>
<td>responded to matters brought to its attention by internal and external audit.</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Yes</td>
<td></td>
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<tr>
<td></td>
<td>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 body and where appropriate have included them in the statement of accounts.</td>
<td>Yes</td>
<td>disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.</td>
</tr>
</tbody>
</table>

This annual governance statement is approved by the body and recorded as minute reference:

**Item 3 - South Yorkshire Joint Committee on Archives** dated 18.06.2009

Signed on behalf of **South Yorkshire Archives Service Joint Committee**

Signed by: Chair  
Date 18.06.2009

Signed by: Clerk  
Date 18.06.2009
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 2009 of

Respective responsibilities of the body and the auditor
The body 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 body’s accounting records for the year ended 31 March 2009; and
• confirms and provides assurance on those matters that are important to our audit responsibilities.

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).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the body:

(continue on a separate sheet if required)

External auditor’s signature

External auditor’s name BDO STOY HAYWARD LLP Date 20/01/15

SOUTHAMPTON SO14 3TL