

Certificate of Exemption – AGAR 2018/19 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2019, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

SUSTEAD PARISH COUNCIL

certifies that during the financial year 2018/19, the higher of the authority's gross income for the year **or** gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2018/19:

£2880

Annual gross expenditure for the authority 2018/19:

£1524

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 1 July 2019. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

K. O'Grady

13/05/2019

Signed by Chairman

Date

[Signature]

13/05/2019

Email

Telephone number

sbmparishcouncil@yahoo.co.uk

01263 587755

*Published web address

susteadpc.norfolkparishes.gov.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor.

Annual Internal Audit Report 2018/19

SUSTEAD PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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 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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓

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

Date(s) internal audit undertaken

22/04/19

Name of person who carried out the internal audit

Jo Boxall

Signature of person who carried out the internal audit

Jo Boxall

Date

22/04/19.

*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, the annual internal audit report must explain why not (add separate sheets if needed).

Report of the annual internal audit of Sustead Parish Council for the year ended 31st March 2019

I confirm that I have acted independently and on the basis of the assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the relevant period.

I have followed the 'Governance and Accountability for Local Councils Appendix 9 – An Approach to internal audit testing'.

I have completed the Annual internal audit report 2018/19 and agreed with all the objectives (except for petty cash records which are not applicable).

Although overall I am in agreement that the council has complied with their responsibilities, I would make the following observations:

Annual Review of the Effectiveness of Internal Control states 'A councillor shall review the clerk's bank reconciliations quarterly, including at the year-end, and shall sign the reconciliation as evidence of this check.' – No evidence on bank statements or in minutes that this happens.

Payment to BHIB Insurance. Is this a fixed term contract? Should insurance be reviewed / approved annually?

I calculate gross income as £2880 for the period 2018/19 as per totals 2 & 3 on accounting statement not £2876 as stated on proof of exemption AGAR 2018/19 Part 2 form (bank interest not included?).

Should there be an asset register? Assets shown as £356 but no indication of what this is.

Regards

Jo


Jo Boxall – Town Clerk

White House, Pettywell, Reepham, Norfolk, NR10 4RN

T: 01603 879480 email: jo@just-jo.co.uk

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

SUSTEAD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2019, that:

	Agreed		
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☐	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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 authority to conduct its business or manage its finances.	☒	☐	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	☒	☐	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☐	<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒	☐	<i>responded to matters brought to its attention by internal and external audit.</i>
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 authority and, where appropriate, have included them in the accounting statements.	☒	☐	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	N/A
	☐	☐	☒
			<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

13/05/19

and recorded as minute reference:

19/23 (v) MAY 2019

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[Signature]
[Signature]

Section 2 – Accounting Statements 2018/19 for

SUSTEAD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	3058	4661	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	2730	2730	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	95	150	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	1000	1000	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 authority's borrowings (if any).
6. (-) All other payments	223	524	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	4661	6018	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	4661	6018	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	356	356	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments 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 as a body corporate 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]

Date

13/05/19

I confirm that these Accounting Statements were approved by this authority on this date:

13/05/19

as recorded in minute reference:

19/23 (VI), MAY 2019.

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]

Smaller authority name: SUSTEAD PARISH COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
1. Date of announcement <u>15TH MAY 2019</u> (a) 2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2019, these documents will be available on reasonable notice by application to: (b) <u>KIRSTY COTGROVE, CLERK sbmparishcouncil@yahoo.co.uk</u> <u>BODGERS FIELD, NORWICH ROAD, BRISTON,</u> <u>NR24 2BB. 01263 587155</u> commencing on (c) <u>Monday 17 June 2019</u> and ending on (d) <u>Friday 26 July 2019</u> 3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com) 5. This announcement is made by (e) <u>KIRSTY COTGROVE, RFO</u>	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

Explanation of variances – pro forma

Name of smaller authority: **Surrey Parish Council**

County area (local councils and parish meetings only):

Insert figures from Section 1 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	3,058	4,861				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this.	
2 Precept or Rates and Levies	2,730	2,730	0	0.00%	NO		
3 Total Other Receipts	95	150	55	57.89%	YES	Explanation not required, difference less than £200	
4 Staff Costs	1,000	1,000	0	0.00%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	223	524	301	134.96%	YES		2 years of liability insurance, due to renewal dates
7 Balances Carried Forward	4,660	6,017			YES	VARIANCES EXPLANATION OF NEXT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS	
8 Total Cash and Short Term Investments	4,660	6,018				VARIANCE EXPLANATION OF NEXT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments at	356	356	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the

	£	£	£
Earmarked reserves:			
solicitors costs - purch	2000		
solicitors costs - trust	1000		
Reserve 4			
Reserve 5			
Reserve 6			
Reserve 7			
		3000	
General reserve	1000		
		1000	
Total reserves (must agree to Box 7)			4000

Name of smaller authority: SUSTEAD PARISH COUNCIL

County area (local councils and parish meetings only):

Financial year ending 31 March 2019

Prepared by (Name and Role): KIRSTY COTGROVE, RESPONSIBLE FINANCIAL OFFICER

Date: 15.04.119

£ £

Balance per bank statements as at 31/3/19:

90852503

4085.7

90852511

1931.91

-

Petty cash float (if applicable)

0

-

Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)

0

Add: any un-banked cash as at 31/3/19

0

-

Net balances as at 31/3/19 (Box 8)

6017.61

-

Date	Payment amount	Receipt amount	Item	Balance comm acct	Balance bus acct
01.04.18	-	-	Opening balance 2018-19	£2,732.89	£1,928.07
23.04.18		£1,365.00	NNDC - precept 1st instalment	£4,097.89	
23.04.18		£44.00	NNDC - precept grant	£4,141.89	
03.05.18	£250.00		K Cotgrove - Clerks salary	£3,891.89	
03.05.18	£313.96		BHIB Ltd - Liability insurance	£3,577.93	
03.05.18	£125.91		Norfolk ALC - annual renewal	£3,452.02	
03.05.18	£30.00		J Boxall - internal audit	£3,422.02	
03.05.18		£59.39	HMRC - VAT rebate	£3,481.41	
04.06.18		£0.96	Interest - business saver		£1,929.03
13.08.18	£250.00		K Cotgrove - Clerks salary	£3,231.41	
13.08.18	£5.71		K Cotgrove - 1/7 AGAR training	£3,225.70	
13.08.18	£13.00		Aldborough Community Centre - hall hire	£3,212.70	
03.09.18		£0.96	Interest - business saver		£1,929.99
26.09.18		£1,365.00	NNDC - precept 2nd instalment	£4,577.70	
26.09.18		£43.00	NNDC - precept grant	£4,620.70	
12.11.18	£250.00		K Cotgrove - clerk's salary	£4,370.70	
03.12.18		£0.96	Interest - business saver		£1,930.95
11.02.19	£250.00		K Cotgrove - Clerk's salary	£4,120.70	
04.03.19		£0.96	Interest - business saver		£1,931.91
15.03.19	£35.00		ICO - data protection fee	£4,085.70	
TOTAL	£1,523.58	£2,876.39		£4,085.70	£1,931.91
BANK RECONCILIATION 31 March 2019					
Current Account		£4,085.70			
Business saver		£1,931.91			