

## Certificate of Exemption – AGAR 2019/20 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 2020, 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 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

certifies that during the financial year 2019/20, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000

Total annual gross income for the authority 2019/20: **£5997**

Total annual gross expenditure for the authority 2019/20: **£6177.08**

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 was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), 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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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, 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 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

*L S Gibbs*

Date

*27 May 2020*

I confirm that this Certificate of Exemption was approved by this authority on this date:

*27/05/2020*

Signed by Chairman

*Paula C. Foster*

Date

*27.5.2020*

as recorded in minute reference:

*32/20*

Email of Authority

*stowparishclerk@gmail.com*

Telephone number

*01522 704687*

\*Published web address

*parishes.lincolnshire.gov.uk/stow*

**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 but no later than 30**

# Annual Internal Audit Report 2019/20

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 2020.

The internal audit for 2019/20 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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

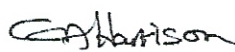
For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

ELIZABETH HARRISON

Signature of person who carried out the internal audit



Date 04/05/2020

\*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).

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

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 2020, that:

	Agreed		‘Yes’ means that this 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.	✓		<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 must be published

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

27/05/2020

and recorded as minute reference:

33/20

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

Chairman

*Paula Foster*

Clerk

*LS Gibbs*

## Section 2 – Accounting Statements 2019/20 for

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	5004	5076	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	3900	4600	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1133	1397	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	1490	1505	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	3472	4672	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	5076	4895	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	5076	4895	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	21 013	19307	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	—	—	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 2020 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

*A S Gibbs*

Date

27/5/2020

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

27/05/2020

as recorded in minute reference:

34/20

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

*Paula Joslin*

DATE	NAME	PARTICULARS	RECEIPTS	PAYMENTS GROSS	VAT
01/04/2019	West Lindsey DC	Precept	4700		
01/04/2019	LALC	Subscription		136.83	22.8
01/04/2019	Stow PCC	Meeting Room Hire		150	
12/04/2019	L Gibbs	Salary		92.76	
12/04/2019	HMRC	Tax on Salary		23	
30/04/2019	Viking	Stationary		20.27	3.38
10/05/2019	S Solecki	Grass Cutting Cemetary and Playpark		213.13	35.52
10/05/2019	S Solecki	Grass Cutting Cemetary and Playpark		105.6	17.6
10/05/2019	HMRC	Tax on Salary		23	
10/05/2019	L Gibbs	Salary		92.76	
13/05/2019	Sharp Farm	Farm Rent	225		
17/05/2019	ICO	Data protection registration		40	
17/05/2019	Sturton Parish Council	Grant for Neighbourhood Plan		500	
27/05/2019	Sturton Youth Club	Grant		200	
28/05/2019	Came and Co	Insurance		287.71	
05/06/2019	L Gibbs	Salary		92.76	
05/06/2019	HMRC	Tax on Salary		23	
17/06/2019	S Solecki	Grass Cutting Cemetary and Playpark		318.72	53.12
30/06/2019	West Lindsey Citizens	Grant		50	
01/07/2019	Mr Lee	Cremation Plot	80		
01/07/2019	Neville Barnes	New Gate for Playpark		715.44	119.24
01/07/2019	Paula Justham	Voucher for Internal Auditor		25	
07/07/2019	L Gibbs	Salary		92.76	
07/07/2019	HMRC	Tax on Salary		23	
16/07/2019	West Lindsey DC	Election Costs		112.66	
31/07/2019	L Gibbs	Salary		92.76	
09/08/2019	Terry Taylor	Playpark Checks		20	
09/08/2019	Terry Taylor	Playpark Maintenance		36	
28/08/2019	L Gibbs	Salary		92.76	
28/08/2019	HMRC	Tax on Salary		23	
06/09/2019	S Solecki	Grass Cutting Cemetary and Playpark		318.72	53.12
06/09/2019	IPi	Playpark Annual Inspection		114	19

*cheque*

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27/09/2019	Mr Draper	Memorial Wording Change	60		
27/09/2019	L Gibbs	Salary		92.76	
27/09/2019	HMRC	Tax on Salary		23	
23/10/2019	L Gibbs	Salary		92.76	
23/10/2019	HMRC	Tax on Salary		23	
03/11/2019	S Solecki	Grass Cutting Cemetery and Playpark		558.72	93.12
19/11/2019	L Gibbs	Salary		92.76	
19/11/2019	HMRC	Tax on Salary (Includes payment for July not submitted)		46	
22/11/2019	L Gibbs	Reimbursement for Pelican Trust Printing of Newsletter		50	
29/11/2019	Northern Powergrid	Wayleaves and rents	26.82		
03/12/2019	W & AC Rose Farm	Christmas Tree		75	12.5
18/12/2019	L Gibbs	Salary		92.76	
18/12/2019	HMRC	Tax on Salary		23	
17/01/2020	L Gibbs	Salary		92.76	
17/01/2020	HMRC	Tax on salary		23	
17/01/2020	West Lindsey DC	Annul Chage for 2 green bins		70	
29/01/2020	HMRC	Reclaim of VAT	550		
04/02/2020	West Lindsey DC	Grant for bench	355		
07/02/2020	Agri Cycle	Bench		450	75
17/02/2020	L Gibbs	Salary		92.76	
17/02/2020	HMRC	Tax on Salary		23	
25/02/2020	LALC	Training course for new Councillors		68.4	11.4
02/03/2020	Pelican Trust	Stow Bugle		36	
13/03/2020	L Gibbs	Salary		92.76	
13/03/2020	HMRC	Tax on Salary		23	
			5996.82	6177.08	515.8

Balance b/f from 2019	£ 5075.59	Staff Costs	£1504.88	Precept	£4700
Receipts 2019/2020	£5996.82	Other Payments	£4672.20	Other Receipts	£1296.82
Total	£11072.41	Total Payments	£6177.08	Total Receipts	£5996.82
Less Payments 2019/2020	£6177.08				
Closing Balance	£4895.33				

## Explanation of variances – pro forma

Name of smaller authority **Stow Parish Council**

County area (local councils and parish meetings only)

Insert figures from Section 2 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).

	2018/2019 £	2019/2020 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	5,004	5,076					
2 Precept or Rates and Levies	3,900	4,500	700	17.95%	YES		
3 Total Other Receipts	1,133	1,397	264	23.30%	YES		
4 Staff Costs	1,490	1,505	15	1.01%	NO		
5 Loan Interest/Capital Repayment			0	0.00%	NO		
6 All Other Payments	3,472	4,672	1,200	34.56%	YES		
7 Balances Carried Forward	5,075	4,896			NO		
8 Total Cash and Short Term Investments							
9 Total Fixed Assets plus Other Long Term Investments at	21,013	19,307	-1,706	8.12%	NO		
10 Total Borrowings			0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable





## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Stow Parish Council

County area (local councils and parish meetings only):

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments in advance at the year end. Please provide details of the year end adjustments, showing how they equal to the difference between Boxes 7 and 8.

£

### Box 7: Balances carried forward

Deduct: Debtors (enter these as negative numbers)

1  
2  
3

\_\_\_\_\_

-

Deduct: Payments made in advance  
(prepayments) (enter these as negative numbers)

1  
2

\_\_\_\_\_

-

### Total deductions

Add:

Creditors (must not include community infrastructure levy (CIL) receipts)

1  
2

\_\_\_\_\_

-

Add:

Receipts in advance (must not include deferred grants/loans received)

1  
2

\_\_\_\_\_

-

### Total additions

Box 8: Total cash and short term investments


Section 2 of the AGAR) have been  
payments and creditors/receipts in  
e net differenece between them is

£

-

\_\_\_\_\_

-

\_\_\_\_\_

-

4,895.00