

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.

INGWORTH 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:

2725

Annual gross expenditure for the authority 2018/19:

2112

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an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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

[Signature]

Date

09/05/19

Signed by Chairman

[Signature]

Date

09/05/19

Email

ingworthclerk@yahoo.co.uk

Telephone number

01263 587755

*Published web address

ingworth-parish-council.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

INGWORTH 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

20/04/19

Name of person who carried out the internal audit

Jo Boxall

Signature of person who carried out the internal audit

Jo Boxall

Date

20/04/19

*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 Ingworth 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 observation:

The financial management -

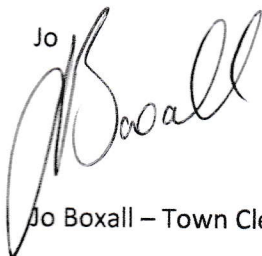
A payment of £9.30 to North Norfolk District Council not recorded in the minutes (9th August 2018)

Cheque stubs 100470 and 100471 only initialled by 1 Councillor

It is assumed that direct debit payment to Eon Energy £29 dated 5th February 2019 will be recorded in the minutes of the next Parish Council meeting.

Regards

Jo

A handwritten signature in black ink, appearing to read 'Jo Boxall', written in a cursive style.

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:

INGWORTH 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' 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.	☒		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
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.	☒		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
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.	☒		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
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.	☒		considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒		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.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒		responded to matters brought to its attention by internal and external audit.	
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.	☒		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
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	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
	☒		☒	

*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:

09/05/19.

and recorded as minute reference:

19/27 (c)

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

Chairman

Drubans

Clerk

H. O'Connell

Section 2 – Accounting Statements 2018/19 for

INGWORTH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	5584	6583	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	2645	2645	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	446	80	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	1091	1112	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	6584	7196	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	6584	7196	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	17379	17379	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

K. Atgore

Date

09/05/19.

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

09/05/19.

as recorded in minute reference:

19/27 (d)

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

Drubbars

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts, in the column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the reconciliation is prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unrepresented cheques entered as negative figures.

Name of smaller authority:

INGWORTH PARISH COUNCIL

County area (local councils and parish meetings only):

Financial year ending 31 March 2019

Prepared by (Name and Role):

KIRSTY COTGROVE, RFO

Date:

09.04.2019

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

[add more accounts if necessary]

90512974
60299081
account 3
account 4
account 5
account 6
account 7
account 8

£

3,753.5

3,442.4

7,195.9

Petty cash float (if applicable)

-

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

[add more lines if necessary]

item 1
item 2
item 3
item 4
item 5
item 6
item 7
item 8

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

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

7,195.9

Explanation of variances – pro forma

Name of smaller authority: **INGWORTH 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).

	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	5,584	6,583				Explanation of % variance from PY opening balance not required - Balance brought forward does not require query this	
2 Precept or Rates and Levies	2,645	2,645	0	0.00%	NO		
3 Total Other Receipts	446	80	-366	82.06%	YES		£160 hall hire 2017-18, £205 VAT reclamation 2017-18
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	1,091	1,112	21	1.92%	NO		
7 Balances Carried Forward	5,584	7,106			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS	
8 Total Cash and Short Term Investments	5,584	7,106				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	17,379	17,379	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:			
playground	3442		
sign repairs	1500		
Reserve 3			
Reserve 4			
Reserve 5			
Reserve 6			
Reserve 7			
		4942	
General reserve	2254		
		2254	
Total reserves (must agree to Box 7)			7196

Ingworth Cash book 2018/19

Date	Payment Amount	Receipt amount	Item	Bal. comm acc	Bal. bus acc	Column1
01.04.17	----	----	opening balance	£3,147.81	£3,435.51	
23.04.18		£1,323.00	NNDC - Precept 1st instalment	£4,470.81		
23.04.18		£37.00	NNDC - precept grant	£4,507.81		
10.05.18	£250.00		K Cotgrove - Clerk's May salary	£4,257.81		100463
10.05.18	£30.00		J Boxall - internal audit	£4,227.81		100464
10.05.18	£108.90		NALC - annual subscription	£4,118.91		100465
10.05.18	£380.88		Came & Company - liability insurance	£3,738.03		100466
22.05.18	£31.41		E.On - Reading Room electricity (DD)	£3,706.62		
04.06.18		£1.71	Interest - business saver account		£3,437.22	
09.08.18	£250.00		K Cotgrove - Clerk's August salary	£3,456.62		100467
09.08.18	£11.71		K Cotgrove - 1/7 AGAR training & expenses	£3,444.91		100467
09.08.18	£202.72		Norse - six monthly grounds maintenance	£3,242.19		100468
09.08.18	£9.30		G Chambers - planning application	£3,232.89		100469
22.08.18	£30.04		E.On - Reading Room electricity (DD)	£3,202.85		
26.09.18		£1,322.00	precept 2nd instalment	£4,524.85		
26.09.18		£36.00	precept grant	£4,560.85		
26.09.18		£1.71	Interest - business saver account		£3,438.93	
08.11.18	£250.00		K Cotgrove - clerk's Nov salary	£4,310.85		100470
08.11.18	£11.00		E.On - Reading Room electricity (DD)	£4,299.85		
08.11.18	£90.00		David Bracey - annual playground inspection	£4,209.85		100471
03.12.18		£1.71	Interest - business saver account		£3,440.64	
15.12.18	£35.00		ICO - data protection renewal	£4,175.85		
07.02.19	£250.00		K Cotgrove - Clerk's february salary	£3,924.85		
07.02.19	£115.32		Norse - six monthly grounds maintenance	£3,809.53		
07.02.19	£26.99		K Cotgrove - ink	£3,782.54		
20.02.19	£29.00		E.On - Reading Room electricity (DD)	£3,753.54		
04.03.19		£1.71	Interest - business saver account		£3,442.36	
TOTAL	£2,112.27	£2,718		£3,753.54	£3,442.36	

BANK RECONCILIATION @ 29.03.19 2018

Current account -

£3,753.54