

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.

BROCKLEY PARISH COUNCIL

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: £4,982

Total annual gross expenditure for the authority 2019/20: £4,272

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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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

Date

11.06.2020

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

09.06.2020

Signed by Chairman

Date

12.06.2020

as recorded in minute reference:

Min. 6(d)

Email of Authority

brockleypc@hotmail.co.uk

Telephone number

07444 830870

*Published web address

<http://www.brockleypc.org/>

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 June 2020. Reminder letters incur a charge of £40 +VAT

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

BROCKLEY 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 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.	✓		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 must be published

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

09.06.2020

and recorded as minute reference:

17/11/20

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

Chairman

Tuan Rago

Clerk

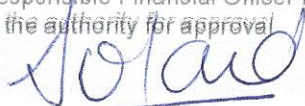
Jolau

Section 2 – Accounting Statements 2019/20 for

BROCKLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	2,535	3,155	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	4,500	4,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,192	482	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	2,435	2,690	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	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	2,637	1,582	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	3,155	3,865	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	3,203	3,984	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	2,246	2,246	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 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



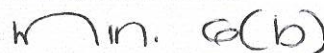
Date

04/06/2020

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

09.06.2020

as recorded in minute reference:



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



Internal Audit Report for Brockley Parish Council for the Financial Year ending 31 March 2020.

In relation to completing the Annual internal audit report as found in the Annual Governance and Accountability Return 2019/2020, I have carried out the below:

- An inspection of the accounts for 2019/2020.
- Cross referenced these with minutes of, and reports to the Parish Council against the Parish Council bank statements, invoices, receipts, cashbooks, cheque-book and payroll records.
- Assessed the fixed assets and insurance provision.
- Checked the brought forward figures from the 2018/2019 AGAR return match those on the 2019/2020 return.
- Checked the Parish Council's compliance with the Transparency Code on their website.

Response	Internal control objective	Internal audit observations
A-Yes	Appropriate accounting records have been properly kept throughout the financial year.	Accounting records have been properly kept and are easy to follow.
B-Yes	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT appropriately accounted for.	<ul style="list-style-type: none"> • Financial Regulations (FR) referenced for compliance. • Invoices checked and cross referenced for approval in minutes. • Cheque counterfoils not initialled by both signatories as per FR6.5. • VAT easily identified in separate column in cashbook and reclaim submitted.
C-Yes	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<p>Risks noted at Council meetings.</p> <p>Recommend: that a risk policy is put in place and reviewed annually.</p>
D-Yes	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<ul style="list-style-type: none"> • Evidenced under Parish Council Minute Ref 13a) and 13b) on 8 Jan 2019. • Regular financial summaries produced to monitor progress against the budget and reserves.
E-Yes	Expected income was fully received, based on correct prices, properly recorded and promptly banked; VAT was appropriately accounted for.	All properly recorded in accordance with FR.
F- N/A	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.	N/A
G- Yes	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	PAYE records and payments checked, and cross referenced with minutes and cashbook.
H-Yes	Asset and investments registers were complete and accurate and properly maintained.	Evidenced under Parish Council Minute Ref 17a) on 7 May 2019.

I-Yes	Periodic and year- end bank account reconciliations were properly carried out.	Presented at each Council Meeting in a clear and concise format.
J-Yes	Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	A clear audit trail - summary reports cross referenced against cashbook and minutes with no errors found.
K-Yes	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.	Evidenced under Parish Council Minute Ref 17e) on 7 May 2019.
L- Yes	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.	Proper opportunity of public rights provided and evidenced on the Council's website.
M - N/A	Trust funds (including charitable) - the council met its responsibilities as a trustee	N/A

To ensure full compliance with the Transparency Code – the following should be published on the Council's website:

- ~~All items of expenditure above £100.~~ (1-Jun-2020 – JvT advised via email that is available on website as the last page of year end accounts document – will include as a separate document in future).
- List of Councillor responsibilities.

Based on my checks carried out and reported above, in my opinion the Council's accounts for 2019/20 represent a fair and accurate picture of the Council's activities.

Dated: 28 May 2020

Linda Roslyn, Clerk to Flax Bourton Parish Council