

## 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.

EXMOOR PARISH COUNCIL - SOMERSET

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:

£ 2515

Total annual gross expenditure for the authority 2019/20:

£ 1743

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:

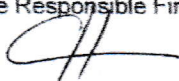
- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating 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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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



28/05/2020

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

04/06/2020

Signed by Chairman

Date



04/06/2020

as recorded in minute reference:

10/20

Email of Authority

exmoorparishcouncil@gmail.com

Telephone number

01643 831 535

\*Published web address

www.parish-council.com/exmoor/

**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**

## Exmoor Parish Council Annual Internal Audit 2019-20

Thank you for inviting me to look over the accounts and minutes of Exmoor Parish Council for another year.

Your organisation is evident, and the minutes and record keeping are thorough, clear and efficient, so my job has been an easy one. I am very happy to sign off against all criteria in the internal audit, and have hardly any comments to make – other than a couple of typos below:

- May 2019 meeting 8/19 – cheque should be dated 5 July 2019 not 2018.
- September and November meetings have been signed, but not dated.

Lyn Fisher

14 May 2020

*RFO response to above*

- *I have amended the minutes for point 08/18 May 2019 and now the cheque information reads 5th July 2019.*
- *The Chairman was at both the meetings in September and November and it was an oversight on both our parts not to have the minutes signed. These will be done at the next parish meeting and minuted as such.*

Charlotte Hornsby – RFO

18<sup>th</sup> May 2020.

# Annual Internal Audit Report 2019/20

## EXMOOR PARISH COUNCIL - SOMERSET

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.  | ✓  |            | (no VAT)       |
| 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.  | ✓  |            | (no VAT)       |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.   | No   | petty cash |                |
| 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.  | ✓  |            | (no NI)        |
| 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.   | ✓  |            |                |
| <b>M. (For local councils only)</b><br>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

14/05/2020

DD/MM/YYYY

DD/MM/YYYY

EMILYN S. FISHER

Signature of person who carried out the internal audit

Date

14/05/2020

\*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:

EXMOOR PARISH COUNCIL - SOMERSET

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:

04/06/2020

and recorded as minute reference:

08/20

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

Chairman

Clerk

# Exmoor Parish Council

## Bank Reconciliation Year ended 31st March 2020

|   | £       |
|---|---------|
| Balance per bank statement at 31st March 2020 (taken from Bank Statement) | 4567.90 |
| <b>Outstanding Items</b>  |         |
| Less Unpresented Cheques  | 0.00    |
| Plus uncleared payments into the bank                                     | 0.00    |
| <b>Petty Cash</b>   |         |
| Plus any Petty Cash balance held at 31st March 2019                       |         |
| Balance per cash book at 31st March 2019                                  | 4567.90 |

Chairman

DATE 04/06/2020

C Hornsby

Responsible Financial Officer

DATE 04/06/2020

**Exmoor Parish Council****Summary of Income and Expenditure for the year ended 31 March 2020**

|                               | 2018/19         | 2019/2020       |
|-------------------------------|-----------------|-----------------|
| <b>Income</b>                 |                 |                 |
| Opening Balance               | 3,100.81        | 3,795.68        |
| Precept                       | 2,035.00        | 2,500.00        |
| Interest received             | 0.00            | 0.00            |
| Refund on Insurance           | 119.00          | 0.00            |
| Refund from W&H               |                 | 15.00           |
| Grants received               | 0.00            | 0.00            |
|                               | <u>5,254.81</u> | <u>6,310.68</u> |
| <b>Expenditure</b>            |                 |                 |
| Insurance                     | 303.13          | 184.13          |
| Subscriptions/Miscellaneous   | 138.74          | 38.91           |
| Training                      | 12.50           | 55.00           |
| Parish Lengthsman             | 0.00            | 0.00            |
| Clerks Salary                 | 714.25          | 794.86          |
| Clerks Expenses               | 210.56          | 89.43           |
| Bank Charges                  | 0.00            | 0.00            |
| Election Costs                | 0.00            | 0.00            |
| Website Fees and laptop costs | 29.95           | 226.45          |
| Stationary                    | 0.00            | 324.00          |
| Audit Costs                   | 0.00            | 30.00           |
| Charitable Donation           | 50.00           | 0.00            |
|                               | <u>1459.13</u>  | <u>1,742.78</u> |
| <b>Closing balances</b>       |                 |                 |
| Reserve Account               | 0.00            | 0.00            |
| Current Account               | 3795.68         | 4,567.90        |
| Balance Carried Forward       | <u>3795.68</u>  | <u>4,567.90</u> |
| Unbanked cheque(s)            | 0.00            | 0.00            |
| Bank statement                | 3795.68         | 4567.90         |





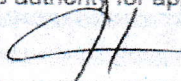


## Section 2 – Accounting Statements 2019/20 for

EXMODE PARISH COUNCIL - SOMERSET

|   | Year ending           |                       | Notes and guidance  |
|---|-----------------------|-----------------------|---|
|   | 31 March<br>2019<br>£ | 31 March<br>2020<br>£ |   |
| 1. Balances brought forward   | 3101                  | 3796                  | 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  | 2035                  | 2500                  | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts   | 119                   | 15                    | 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  | 925                   | 795                   | 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   | 534                   | 948                   | 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   | 3796                  | 4568                  | 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                                   | 3796                  | 4568                  | 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                         | NIL                   | NIL                   | 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  | NIL                   | NIL                   | 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

01/05/2020

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

04/06/2020

as recorded in minute reference:

09/20

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



**Exmoor Parish Council Explanation of Variances**

**2019/20**

| Box |  | 2019 | 2020 | variance<br>(2020 less<br>2019) | % ( Variance<br>divided<br>by 2019<br>figure<br>multiplied by<br>100) | Explanation<br>required?<br>Less than<br>£250 NO<br>More than<br>15% YES<br>Less than<br>15% NO |
|-----|--|------|------|---------------------------------|---|---|
| 2   | Precept or Rates or Levies                               | 2035 | 2500 | 465                             | 23%   | <b>YES</b>  |
| 3   | Total other receipts                                     | 119  | 15   | -104                            | 87%   | <b>YES</b>  |
| 4   | Staff costs  | 925  | 795  | -130                            | 14%   | <b>NO</b>   |
| 5   | Loan interest / capital repayments                       | 0    | 0    | 0                               | 0%  | <b>NO</b>   |
| 6   | All other payments                                       | 534  | 948  | 414                             | 78%   | <b>YES</b>  |
| 9   | Total fixed assets plus long term investments and assets | 0    | 0    | 0                               | 0%  | <b>NO</b>   |

|   |   |
|---|---|
| <b>BOX NUMBER</b>                       | <b>2</b>  |
| Figure in 2019 column                   | £<br>2035   |
| Figure in 2020 column                   | 2500  |
| Variance (2019 figure less 2018 figure) | 465   |
| <b>REASON</b>                           |   |
| Reason 1                                | The precept was raised to pay for possible winter gritting costs as advised by the Somerset County Council. |
| Reason 2                                |   |
| Reason 3                                |   |
| Reason 4                                |   |
| Unexplained                             |   |

|   |   |
|---|---|
| <b>BOX NUMBER</b>                       | <b>3</b>  |
| Figure in 2019 column                   | £<br>119  |
| Figure in 2020 column                   | 15  |
| Variance (2020 figure less 2019 figure) | -104  |
| <b>REASON</b>                           |   |
| Reason 1                                | In 2018/19 the parish council paid for insurance for a one-day event which was later reimbursed by Exmoor National Park Authority. £119.00. This was a one off payment. |
| Reason 2                                | The parish council were reimbursed in 2019/20 by another parish council for a shared training cost.   |
| Reason 3                                |   |
| Reason 4                                |   |
| Unexplained                             |   |

|   |   |
|---|---|
| <b>BOX NUMBER</b>                       | <b>6</b>  |
| Figure in 2019 column                   | £<br>534  |
| Figure in 2020 column                   | 948   |
| Variance (2020 figure less 2019 figure) | 414   |
| <b>REASON</b>                           |   |
| Reason 1                                | Previous year the Staff Costs included any office stationary and mileage. This year all expenses were included in All Other Payments.                           |
| Reason 2                                | Parish Council paid for a share of a laptop between two parish councils.  |
| Reason 3                                | The parish council purchased two official minute books to keep all minutes that had previously been kept in a ring binder in a safe place for future archiving. |
| Reason 4                                |   |
| Unexplained                             |   |

**Details of any earmarked or restricted reserves held by  
Exmoor Parish Council at 31 March 2020**

| <b>Amount held at 31 March 2020</b> | <b>Purpose of reserve</b>   |
|-------------------------------------|---|
| £<br>£100                           | Remainder of budget for purchase of laptop kept<br>in reserves for laptop emergency repairs |
|                                     |   |
|                                     |   |
|                                     |   |
|                                     |   |

**Asset Register for Exmoor Parish Council  
as at 31 March 2020**

Exmoor Parish Council has no fixed assets or investments.