

## Certificate of Exemption

To be completed only 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 2018, 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 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

WITHYPOOL AND HAWKRIDGE PARISH COUNCIL SOMERSET

certifies that during the financial year 2017/18, 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 2017/18:

£4240.84

Annual gross expenditure for the authority 2017/18:

£4899.25

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.

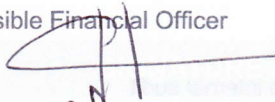
By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), 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an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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 submitted to the external auditor.

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 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer



Date

23/04/18

Signed by Chairman



Date

15/05/18

Email

withypoolhawkridgeparishclerk@gmail.com

Telephone number

01643 831535

\*Published web address (not applicable to Parish Meetings)

www.parish-council.com/withypoolandHawkridgeParishCouncil/

**This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.**



# Annual Internal Audit Report 2017/18

WITHYPOOL AND HAWKRIDGE 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 2018.

The internal audit for 2017/18 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.			n/a
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.	✓		NI n/a
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. (For local councils only)	Yes	No	Not applicable
	Trust funds (including charitable) – The council met its responsibilities as a trustee.		

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

29.4.18

Name of person who carried out the internal audit

LYN S. FISHER

Signature of person who carried out the internal audit

*L S Fisher*

Date

29.4.18

\*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 2017/18

We acknowledge as the members of:

WITHUPPOOL AND HAWKRIDGE 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 2018, 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 it is a sole managing trustee of a local trust or trusts.
			✓	

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Point 8 on Agenda

dated

15/05/18

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

Chairman

Clerk



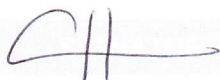
## Section 2 – Accounting Statements 2017/18 for

WITHYPOOL AND HAWKRIDGE PARISH COUNCIL SOMERSET

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	8774	3951	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	2850	2850	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	447	1391	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	563	934	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	7557	3965	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	3951	3295	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	3951	3388	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	20,000	21,500	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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

23/04/18

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

15/05/18

and recorded as minute reference:

Point 9. on Agenda

Signed by Chairman of the meeting where approval of the Accounting Statements is given



**Withypool and Hawkridge Parish Council  
Explanation of Variances 2017/18**

Figures are rounded to nearest £1

Box		2017	2018	variance (2018 less 2017)	% ( Variance divided by 2017 figure multiplied by 100)	Explanation required? Less than £250 NO More than 15% YES Less than 15% NO
2	Precept or Rates or Levies	2850	2850	0	0%	NO
3	Total other receipts	447	1390	943	211%	<b>YES</b>
4	Staff costs	563	934	371	66%	<b>YES</b>
5	Loan interest / capital repayments	0	0	0	0%	NO
6	All other payments	7557	3965	-3592	-47%	<b>YES</b>
9	Total fixed assets plus long term investments and assets	20000	21500	1500	7.5%	<b>YES</b>

BOX NUMBER	3
Figure in 2017 column	£ 447
Figure in 2018 column	1390
Variance (2018 figure less 2017 figure)	943
REASON	Amount £
Reason 1	Rental income was increased as a new tenant was taken on
Reason 2	The parish council had a land dispute which had been ongoing for a number of years. The claimant dropped the case when they sold their property in November 2016 unfortunately leaving the council to pay the fees to the solicitor and land agent however the £900 VAT was claimed back in 2017
Reason 3	
Reason 4	
Unexplained	
Confirm unexplained amount is less than 15% of 2015 figure	



<b>BOX NUMBER</b>	<b>4</b>
Figure in 2017 column	£ 563
Figure in 2018 column	934
Variance (2018 figure less 2017 figure)	371
<b>REASON</b>	<b>Amount    £</b>
Reason 1	A new clerk was employed in July 2016 and receives quarterly payments in Oct, Jan, April and July. The pay for Jan, Feb and March 2017 is in this financial year as it was paid in April 2017 meaning that the 2017 figure is missing 3 month's pay. The figure for the financial year 2017-18 shows the full 12 month's salary.
Reason 2	Last year the expenses were not shown in this box but have been included this year.
Confirm unexplained amount is less than 15% of 2017 figure	

<b>BOX NUMBER</b>	<b>6</b>
Figure in 2017 column	£ 7557
Figure in 2018 column	3965
Variance (2018 figure less 2017 figure)	-3592
<b>REASON</b>	<b>Amount    £</b>
Reason 1	The parish council had a land dispute which had been ongoing for a number of years. The claimant dropped the case when they sold their property in November 2016 unfortunately leaving the council to pay the fees to the solicitor and land agent in the 2016-17 financial year. The case has since been reopened because when the claimant sold their property they included the councils piece of land too which was not theirs to sell. The council are in the process of recouping the money they paid out in fees, this is still on going.
Reason 2	The Parish Council no longer pay for a Parish Lengthsman saving £201
Reason 3	Clerks expenses included in 2017 figure but not or 2018 as this is now included in Staff Costs (last year's figure was £229)
Reason 4	A defibrillator was purchased in April 2017 including case and electrical work totalling £1510
Unexplained	
Confirm unexplained amount is less than 15% of 2015 figure	

<b>BOX NUMBER</b>	<b>9</b>
Figure in 2017 column	£ 20,000
Figure in 2018 column	21,500
Variance (2018 figure less 2017 figure)	1,500
<b>REASON</b>	<b>Amount    £</b>
Reason 1	A defibrillator was purchased in April 2017 including case.
Unexplained	
Confirm unexplained amount is less than 15% of 2015 figure	

# Withypool and Hawkridge Parish Council, Somerset

## Bank Reconciliation Year ended 31st March 2018

	£
Balance per bank statement at 31st March 2018 (taken from Bank Statement) - Reserve Account	10.60
Balance per bank statement at 31st March 2018 (taken from Bank Statement) - Current Account	3,377.21
<b>Sub Total</b>	<b>3,387.81</b>
<b>Outstanding Items</b>	
Less Unpresented Cheques	95.00
Plus uncleared payments into the bank	0.00
<b>Petty Cash</b>	
Plus any Petty Cash balance held at 31st March 2018	0.00
Balance per cash book at 31st March 2018	<b>3,292.81</b>

### Details of unpresented cheques

<i>Payable to</i>	<i>Amount</i>	
Hawkridge Village Hall Hire (Cheq No: 469)	£	15.00
Withypool Village Hall Hire (Cheq No: 471)	£	80.00
Total	£	<u>95.00</u>



Chairman A HOWARD  
Date 15/05/18



Responsible Financial Officer C. HORNSBY  
Date 15/05/18



**Withypool and Hawkridge Parish Council**  
**Summary of Income and Expenditure for the year ended 31 March 2017**

		2016/2017	2017/2018	
<b>Income</b>				
	Carried forward	8773.97	3951.22	
	Precept	2850.00	2850.00	
	Interest received	1.52	0.06	
	Rents received	410.00	490.00	
	Flood Defence	0.00	0.00	
	Refund on Insurance	0.00	0.00	
	VAT claimed	0.00	900.78	
	Miscellaneous	35.00	0.00	
		<u>3296.52</u>	<u>4240.84</u>	Transfer from Reserve to Current Account 2,350.00
		<b>12070.49</b>	<b>8192.06</b>	
<b>Expenditure</b>				<i>Unpresented chqs from 2017</i> 58
	Insurance	200.02	204.59	
	Subscriptions/Miscellaneous	85.26	110.58	<i>Unbanked pay-in</i> 0
	Training	30.00	0.00	
	Parish Lengthsman	201.25	0.00	
	Clerk's Salary	562.50	750.00	<i>Unbanked cheques</i> 95.00
	Clerk's expenses	228.60	184.20	
	Upkeep of Parish property	700.00	2159.88	
	Hire of Village Halls	78.00	110.00	
	Solicitor Fee	3729.00	0.00	
	Rural property Consultant fee	2304.64	1380.00	<i>Reserve Acct interest</i> 0.06
	Unpaid item fee	0.00	0.00	
		<u>8119.27</u>	<u>4899.25</u>	
<b>Opening balances</b>	Reserve Account	4659.02	2360.54	<b>Current Account Balance Now</b> <b>3377.21</b>
	Current Account	4329.02	1648.68	
		<u>8988.04</u>	<u>4009.22</u>	<b>Reserve Account Balance Now</b> <b>10.60</b>
<b>Closing balances</b>	Reserve Account	2360.54	10.60	
	Current Account	1648.68	3377.21	
		<u>4009.22</u>	<u>3387.81</u>	
	Village Hall - Hawkridge	0.00	0.00	
	Village Hall - Withypool	0.00	0.00	
	Unbanked cheques	58.00	95.00	Unbanked cheque numbers: 2017: 451 2018:469,471
	Balance Carried Forward	<u><b>3951.22</b></u>	<u><b>3292.81</b></u>	

**Details of any earmarked or restricted reserves held by  
Withypool and Hawkridge Parish Council at 31 March 2018**

<b>Amount held at 31 March 2017</b>	<b>Purpose of reserve</b>
£	
£1464.00	Flood Defence
<b>£1464.00</b>	

**Asset Register for Withypool and Hawkridge Parish Council  
as of 31<sup>st</sup> March 2018**

Withypool and Hawkridge Parish Council own various small paddocks known as 'Parish Gardens' totalling approximately 3.5 acres. Updating this to current land prices the total value is estimated in the region of £20,000.

Withypool and Hawkridge Parish Council purchased a defibrillator and case for £1500 in April 2017

Total Asset Value: £21500.00