

## Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2018/19, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2019. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The authority **must** comply with Proper Practices in completing Sections 1 and 2 of this Annual Governance and Accountability Return and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- **You should inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- It is recommended that the authority has numerical and narrative explanations for significant variances in the accounting statements on **page 6**, should a question be raised by a member of the public. There is guidance provided in the *Practitioners' Guide*\* that may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

| Completion checklist – 'No' answers mean you may not have met requirements |                                                                                                                                                               | Yes | No |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| All sections                                                               | Have all highlighted boxes been completed?                                                                                                                    | ✓   |    |
|                                                                            | Have the dates set for the period for the exercise of public rights been published?                                                                           | ✓   |    |
| Internal Audit Report                                                      | Have all highlighted boxes been completed by the internal auditor and explanations provided?                                                                  | ✓   |    |
| Section 1                                                                  | For any statement to which the response is 'no', is an explanation available should a question be raised by a local elector and/or an interested party?       | ✓   |    |
| Section 2                                                                  | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?                            | ✓   |    |
|                                                                            | Is an explanation of significant variations from last year to this year available, should a question be raised by a local elector and/or an interested party? | ✓   |    |
|                                                                            | Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?             | ✓   |    |
| Sections 1 and 2                                                           | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? ( <i>Local Councils only</i> )                  | ✓   |    |

\* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## 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.

Duddon and Burton 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:

£8,500 PER AMOUNT £00,000

Annual gross expenditure for the authority 2018/19:

£5,844 PER AMOUNT £00,000

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

Date

16/05/2019

Signed by Chairman

Date

16/05/2019

Email

duddonandburtonparishcouncil@gmail.com

Telephone number

07778451886

\*Published web address

duddonandburtonpc.co.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

## Duddon and Burton 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. ( <i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i> )                         | ✓                                          |     |                     |
| 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<br>✓ |
| M. (For local councils only)<br>Trust funds (including charitable) – The council met its responsibilities as a trustee.                                                                                                                                                                                      | Yes                                        | No  | Not applicable<br>✓ |

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

14/05/2019 DD/MM/YYYY DD/MM/YYYY

HAYLEY COOPER AUDITOR

Signature of person who carried out the internal audit

*Signature* SIGNED

Date 14/05/2019

\*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 2018/19

We acknowledge as the members of:

### Duddon and Burton 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    | 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                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                                                 |        |    | ✓                                                                                                                                                                                              |

\*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:

16/05/2019

and recorded as minute reference:

16.05.06 MINUTE REFERENCE

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

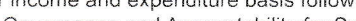
Chairman

*G. Gellman*

Clerk

*Paula Burton*

Duddon and Burton Parish Council

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>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.</p> <p>Signed by Responsible Financial Officer before being presented to the authority for approval</p> <p></p> <p>Date <span style="border: 1px solid black; padding: 2px;">16/05/2019</span></p> | <p>I confirm that these Accounting Statements were approved by this authority on this date:</p> <p><span style="border: 1px solid black; padding: 2px;">16/05/2019</span></p> <p>as recorded in minute reference:</p> <p><span style="border: 1px solid black; padding: 2px;">16.05.06</span> <span style="border: 1px solid black; padding: 2px;">MINUTE REFERENCE</span></p> <p>Signed by Chairman of the meeting where the Accounting Statements were approved</p> <p> <span style="border: 1px solid black; padding: 2px;">REQUIRED</span></p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Duddon Parish Council Bank Reconciliation to 31st March 2019**

|                 | <b>Current</b> |
|-----------------|----------------|
|                 | <b>£</b>       |
| Opening balance | 11756.39       |
| Receipts/in     | 8500.00        |
| Payments/out    | 5844.79        |
| Closing balance | 14411.60       |

**Balance at Bank**

|                 |          |
|-----------------|----------|
| Current account | 14411.60 |
|-----------------|----------|

|               |                        |
|---------------|------------------------|
| <b>Equals</b> | <b><u>14411.60</u></b> |
|---------------|------------------------|