

Certificate of Exemption – AGAR 2020/21 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 2021, 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 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

STAPLE PARISH COUNCIL

certifies that during the financial year 2020/21, 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 2020/21:

£8035.52

Total annual gross expenditure for the authority 2020/21:

£13447.20

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 2017
- In relation to the preceding financial year (2019/20), 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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 the authority website/webpage* before 1 July 2021.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

Date

[Signature]

DD/MM/YYYY

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

12/05/2021

Signed by Chairman

Date

T. J. Bain

15/05/2021

as recorded in minute reference:

603 REFERENCE

Generic email address of Authority

Telephone number

ParishClerk@mounbj.co.uk

07739459945

*Published web address

www.staple-online.com

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 2021. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2020/21

Staple Parish Council
www.staple-online.com

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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	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 bank account reconciliations were properly carried out during the year.	✓		
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 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>	✓		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (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

04/05/2021

Name of person who carried out the internal audit

PATRICIA HEATHFIELD TOR

Signature of person who carried out the internal audit

PH Heathfield

Date

04/05/2021

*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 2020/21

We acknowledge as the members of:

Staple 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 2021, 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*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:

12/05/2021

and recorded as minute reference:

M 6.3

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

Chairman

T. J. Burn

Clerk

[Signature]

Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes No

www.staple-online.com

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	4679	7835.55	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	7887	7887.89	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	0.00	147.63	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	2316.00	2975.95	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	0.00	0.00	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	0.00	10471.25	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	7835.55	2423.87	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	7835.55	2423.87	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	18203.00	27611.43	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	0.00	0.00	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 2021 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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

12/05/2021

as recorded in minute reference:

MINUTE REFERENCE
6.3

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

T. J. Burn

Staple Parish Council

Prepared by: J. Mount
Name and Role (Clerk/RFO etc)Date: 05/05/2021Approved by: T. J. Burn
Name and Role (RFO/Chair of Finance etc)Date: 05/05/2021

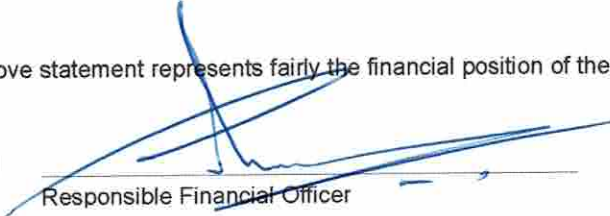
Bank Reconciliation at 05/05/2021			
	Cash in Hand 01/04/2021		4,607.62
	ADD Receipts 01/04/2021 - 05/05/2021		7,887.89
			12,495.51
	SUBTRACT Payments 01/04/2021 - 05/05/2021		265.00
A	Cash in Hand 05/05/2021 (per Cash Book)		12,230.51
	Cash in hand per Bank Statements		
	Petty Cash	05/05/2021	0.00
	Barclays Bank Deposit Account	05/05/2021	1,150.16
	Barclays Bank Current Account	05/05/2021	11,345.35
			12,495.51
	Less unrepresented payments		265.00
			12,230.51
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		12,230.51
A = B Checks out OK			

Staple Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	7,835.55	
Cash in Hand		
Miscellaneous Payments		3,348.17
Grounds Maintenance		3,170.17
Miscellaneous Receipts	0.03	0.31
Salaries		
Insurance		396.80
Equipment		2,588.58
Memberships		229.34
VAT Repayments		
Postage		
Stationery		
Telephone		
Village Hall Expenses		
Bank Interest	0.78	
Administration expense		2,975.95
Administration Income	73.41	
Expenditure		134.96
Precept Receipt	7,887.89	
VAT	73.41	602.92
	8,035.52	13,447.20
Closing Balances:		
Balances in Bank Account		2,423.87
Cash in Hand		
TOTAL	15,871.07	15,871.07

The above statement represents fairly the financial position of the council as at 31 Mar 2021

Signed



Responsible Financial Officer

Date

12/03/2021

Explanation of Variances (Receipts and Payments)

You can view annual return variances and add explanations to them

Box No	Description		31/03/2021	Variance	Explanation Required?	Explanation
1	Balances brought fwd	4679.00	7835.55			BALANCE B/F AGREES
2	Annual precept	7887.00	7887.69	0.89 (0%)	No	
3	Total other receipts	0.00	147.63	N/A	No	
4	Staff Costs	2316.00	2975.95	€659.95 (28%)	Yes	Staff costs this year included the purchase of a laptop
5	Loan interest/capital repayments	0.00	0.00	N/A	No	
6	Total other payments	0.00	10471.25	N/A	No	
7	Balances carried forward	7835.55	2423.87		No	VARIANCE EXPLANATION NOT REQUIRED
8	Total Cash and Short Term Investments	7835.55	2423.87		No	VARIANCE EXPLANATION NOT REQUIRED
9	Total Fixed Assets and Long Term Investments	18203.00	19490.20	1287.20 (7%)	No	
10	Total Borrowings	0.00	0.00	N/A	No	

Save



Staple Parish Council
Asset Register 31/03/21

Asset	Purchased	Original Cost
Churchyard Shed	18/03/2006	£560.00
Village Signs	06/04/2005	£46.00
Dog Bins	13/03/2008	£126.00
Litter Bins	08/11/2006	£294.00
Village Gates	13/09/2007	£635.00
Churchyard Mower	12/07/2006	£350.00
Bus Shelter	1998?	£1,200.00
Shelving	15/11/2007	£206.00
Lawn Mower	12/03/2014	£354.00
4 x Poles and 2 x Speed Indicating Devices	09/09/2015	£8,255.89
2 x 'Danger Ice' Signs	13/07/2016	£79.96
1 x Salt Grit Bin	08/03/2016	£169.00
1 x Hover mower for use at old Churchyard from Cllr Sue Coulson in exchange for the proceeds from the sale of one mower.	08/07/1905	£180.00
1 x Mini SID with data collection and bracket	10/05/2017	£2,925.00
1 x new mower, 1 x new strimmer for Old Church Yard	12/07/2017	£801.05
2 x Dog waste bins	08/11/2017	£400.00
"Unsuitable for HGV" signs, brackets & poles	19/07/2019	£226.10
Community Speed Watch SID	13/02/2019	£562.33
Dog waste bins	14/08/2019	£179.26
Laptop	11/09/2019	£199.00
Lawnmower	09/10/2019	£455.00
Defibrillator	24/07/2020	£1,287.50
TOTAL		£19,491.09

Assets held via Staple Village Hall Committee

Asset	Purchased	Original Cost
Village Hall		N/A
Recreation Ground		N/A
Storage Sheds	1981?	N/A
Recreation Facilities	09/11/2005	£450.00
Village Hall Gates	21/01/2005	£408.00
Storage Container	15/06/2007	£1,800.00
Village Hall Gates	11/09/2008	£320.00
Play Area Equipment	12/11/2014	£5,187.00
Trolley holder	10/06/2015	£276.23
TOTAL		£8,441.23