

## Certificate of Exemption – AGAR 2019/20 Part 2PM

To be completed by all Parish Meetings that neither received gross income nor incurred gross expenditure exceeding £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 Parish Meeting has certified itself as exempt at a Parish Meeting held between 1 April and 30 June 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

MONYASH PARISH COUNCIL

certifies that during the financial year 2019/20, the higher of the Parish Meeting'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 Parish Meeting 2019/20:

£ 11120

Total annual gross expenditure for the Parish Meeting 2019/20:

£ 14941

There are certain circumstances in which an Parish Meeting will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If a Parish Meeting **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 3PM 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:

- This parish has no Parish Council
- 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 Parish Meeting or any entity connected with it
  - made a statutory recommendation to the Parish Meeting
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 Parish Meeting 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, and Annual Accounting Statements still need to be fully completed and, along with a copy of this certificate and notice of the period for the exercise of public rights, published or displayed before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by Chairman

Date

*[Signature]*

01/06/20

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

01/06/20

as recorded in minute reference:

6-0

Email

Telephone number

monyashparishclerk@gmail.com

07771 812399

**ONLY a copy of 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.**



# Annual Internal Audit Report 2019/20

## Monyash 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 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.  | ✓  |     |                |
| 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.   |  | 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.  | ✓  |     |                |
| 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.   | ✓  |     |                |
| M. (For local councils only)<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

18/05/20

Name of person who carried out the internal audit

Joanne Taylor

Signature of person who carried out the internal audit

*Joanne Taylor*

Date

18/05/20

\*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).



## **Monyash Gresley Parish Council**

### **Independent Internal Auditors Report for 31<sup>st</sup> March 2020**

#### Introduction

I have carried out an internal audit of the Council's records in accordance with the Council's requirements and under the guidelines of Governance and Accountability for Local Councils. Due to the current COVID 19 regulations the internal audit took place remotely with documents supplied via email and website on the 18<sup>th</sup> May 2020.

This work has been carried out on a sample basis so as to provide an assessment of compliance with the relevant policy and controls that are expected to be in operation during the above financial year. The audit has covered the work carried out by the Clerk to the Council in the execution of her duties ensuring that all relevant regulations have been met and the Council's resolutions have been carried out in a proper and timely manner.

#### Audit

The following areas were subject to inspection.

- Observance of Financial Regulations
- Observance of Standing Orders
- Operation and Reconciliation of Bank Accounts
- Cash Book Receipts and Payments
- Invoices received
- Value Added Tax Refunded
- Preparation of Receipts and Payments Account
- Preparation and Approval of Budget and Precept
- Council Minutes, Resolutions and Authorised Payments
- Fixed Assets
- Risk Assessment
- Adequacy of Insurance Cover
- Payroll Records and Clerks Expenses
- Precept requirement and Budget
- Burial and Cemetery Records (if applicable)
- Evidence that the exercise of public rights carried out
- Adequacy of Council Reserves
- Annual Return this year
- Annual Return last year with Internal Auditors Report

#### Outcome

My inspection of the Council's records for the year ended 31<sup>st</sup> March 2020 found no areas for concern. This concludes the internal audit for Monyash Parish Council.

Joanne Taylor  
Ain Moor House, Main Road, Stretton, Derbyshire DE55 6EW

18<sup>th</sup> May 2020

## Part 2PM Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

MONYASH 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’ means that this Parish Meeting:   |
|--|--------|----|---|
|  | 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 Parish Meeting 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 Parish Meeting’s accounts.  |
| 5. We carried out an assessment of the risks facing this Parish Meeting 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 met the needs of this Parish Meeting. |
| 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 Parish Meeting 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.                                       |

\*For any statement to which the response is ‘no’, an explanation should be published

This Annual Governance Statement was approved at a Parish Meeting on:

01/06/2019

and recorded as minute reference:

6.0 REFERENCE

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

Chairman

J M Scoggins



## Part 2PM Section 2 – Accounting Statements 2019/20 for

### MONYASH PARISH COUNCIL

|   | Year ending        |                    | Notes and guidance  |
|---|--------------------|--------------------|---|
|   | 31 March 2019<br>£ | 31 March 2020<br>£ |   |
| 1. Balances brought forward                                 | 8310               | 13144              | 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  | 6388               | 6707               | Total amount of precept received or receivable in the year. Exclude any grants received.  |
| 3. (+) Total other receipts                                 | 7389               | 4413               | Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received.   |
| 4. (-) Staff costs  | 2081               | 2081               | 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 Parish Meeting's borrowings (if any).   |
| 6. (-) All other payments                                   | 2203               | 12860              | 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                             | 8310               | 9326               | 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           | 9310               | 9326               | 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 |                    |                    | The value of all the property the Parish Meeting owns – it is made up of all its fixed assets and long term investments as at 31 March.   |
| 10. Total borrowings  | 0                  | 0                  | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |

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 Parish Meeting.

Signed by the Chairman before being presented to the Parish Meeting for approval

Date

*John Swaggins*  
01/06/20

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

01/06/20

as recorded in minute reference:

MIN 6.0 REFERENCE

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

*John Swaggins*