

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.

Stretton-on-Fosse Parish Council

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: £11913.50

Annual gross expenditure for the authority 2017/18: £4549.50

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an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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), Account 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

S. E. Foley

Date

09/05/18

Signed by Chairman

Robert M. Hazelwood

Date

09/05/18

Email

strettononfossepc@btinternet.com

Telephone number

01608 661157

*Published web address (not applicable to Parish Meetings)

www.strettononfosse.com

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

Annual Internal Audit Report 2017/18

Stretton-on-Fosse 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 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.	Y		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Y		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Y		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Y		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Y		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Y		
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.	Y		
H. Asset and investments registers were complete and accurate and properly maintained.	Y		
I. Periodic and year-end bank account reconciliations were properly carried out.	Y		
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.	Y		
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

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

30/04/18

Name of person who carried out the internal audit

Kenneth Dunn

Signature of person who carried out the internal audit



Date

30/04/18

*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:

Stretton-on-Fosse 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 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.	Y			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.	Y			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.	Y			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.	Y			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.	Y			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.	Y			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.	Y			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.	Y			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.
			N/A	

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

M18.12.v

dated

09/05/18

Signed by the Chairman and Clerk where approval is given:

Chairman

Robert M. Hazelwood

Signed by:

Clerk

S.E. Flay

Section 2 – Accounting Statements 2017/18 for

Stretton-on-Fosse Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	8702	8227	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	5090	5120	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1005	6794	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	1250	1250	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	5320	3300	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	8227	15591	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	8227	15591	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	22804	23164 22804	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	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

S. E. F. Lay

Date

09/05/18.

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

09/05/18

and recorded as minute reference:

M18.12.vi

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

Paul M. Hazelwood

Bank reconciliation – pro forma

Name of smaller authority: Stretton-on-Fosse Parish Council

County area (local councils and parish meetings only): Warwickshire

Financial year ending 31 March 2018

Prepared by Sue Finlay (Parish Clerk/RFO)

Date 24/04/18

Balance per bank statements as at 31 March 2018:	£	£
		<u>15543.96</u>
Petty cash float (if applicable)	47.09	
Less: any un-presented cheques at 31 March 2018	None	
		<hr/>
Add: any un-banked cash at 31 March 2018	None	
		<hr/>
Net balances as at 31 March 2018 (Box 8)	15591.05	<hr/>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:	15591.05	
Opening Balance 1 April 2017 (Prior year Box 8)		8227.08
Add: Receipts in the year		11913.50
Less: Payments in the year		4549.53
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)		<hr/>
		15591.05

(See [example](#) for guidance if required)

Explanation of variances – pro forma

Name of smaller authority: **Stretton-on-Fosse parish Council**

County area (local councils and parish meetings only): **Warwickshire**

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	5090	5120	+30	0.5	N/A
Box 3 <i>Total other receipts</i>	1005	6794	+5789	576	We are currently fund-raising to replace the play area equipment. The additional money includes £6450 in funds already raised.
Box 4 <i>Staff costs</i>	1250	1250	0	0	N/A
Box 5 <i>Loan interest/ capital repayments</i>	Nil	Nil	0	0	N/A
Box 6 <i>All other payments</i>	5320	3300	-2020	37.9	Last year we replaced the bark in the play area at a cost of £2413, which accounts for virtually all the overspend
Box 9 <i>Total fixed assets & long term investments & assets</i>	8227	15591	7364	89.5	See Box 3
Box 10 <i>Total borrowings</i>	Nil	Nil	0	0	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: Again it includes £6450 ring-fenced to pay for the new play equipment and is kept in a separate account.				

Reconciliation between Box 7 and Box 8 in Section 2 – pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Name _____ of _____ smaller _____ authority:

County _____ area _____ (local _____ councils _____ and _____ parish _____ meetings _____ only):

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		15991
Deduct: Debtors		
•		
•		
•		
	0	
Deduct: Payments made in advance (prepayments)		
•		
•		
	0	
Total deductions	0	15591
Add: Creditors (must not include community infrastructure levy (CIL) receipts)		
•		
•		
	0	
Add: Receipts in advance (must not include deferred grants/loans received)		
•		
•		
	0	
Total additions	0	0
Box 8: Total cash and short term investments		15591

Stretton-on-Fosse Parish Council

Summary receipts and payments account for year ended 31 March 2018

Receipts

Precept	5120.00
Council support grant	80.00
Bank Interest	1.87
VAT refund	261.63
Donations to PC (Funding towards new play area)	6450.00
Total receipts	11913.50

Payments

Clerk's salary	1250.00
General Administration*	248.60
Annual Audit	40.00
Insurance Premium	477.83
Village Hall Hire	22.50
Village Maintenance	
Grass cutting	1480
Play area maintenance	330.88
Furniture repairs	506.58
Website fees and expenses	86.39
Computer sundries (Inks, etc.)	42.35
New noticeboard	59.40
Legal information (WALC booklets)	5.00

Total expenses **4549.53**

Total **7363.97**

*Payments itemized:

Postage	17.55
Subscriptions	156.50
Stationary	74.55

Total **248.60**

Stretton-on-Fosse Parish Council

Receipts and Payments Summary

Balance brought forward @ 01.04.17	8227.08
Add total receipts	11913.50
	20140.58
Less total payments	-4549.53
Balance carried forward @ 31.03.17	15591.05

These cumulative funds are represented by:

Midland High Interest account 91053507	3764.07
Petty Cash	47.09
Lloyds treasurers account	5329.89
Midland Treasurer's account 90784672*	6450.00
	15591.05

*As of 8 January 2018 this account has been dedicated for the use of the play area fund-raising money.

Stretton-on-Fosse Parish Council

Supporting statement for the year ended 31 March 2018

Assets

Assets disposed of	nil
Assets held at 31.03.18	
Playground equipment	12,460
Bus shelter (insurance value)	3000
Memorial seat	591
Seats (3)	200
Areas of land designated village green	9
Road salt containers (7)	1937
Signposts and signs	111
Parish computer equipment	500
Fire proof filing cabinet	540
BAP equipment	1128
Allotments shed	2328
Notice board	360
Total	23164

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Stretton-on-Fosse Parish Council**

County Area (local councils and parish meetings only): **Warwickshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **4 June 2018**

and ending on **13 July 2018**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days inclusive and must include the first 10 working days of July 2018.

We have suggested the following dates: Monday 4 June – Friday 13 July 2018.

The latest possible dates that comply with the statutory requirements are Monday 2 July – Friday 10 August 2018.)

Signed: S. E. Flay

Role: Parish Clerk/RFO

The accounts may be viewed at any reasonable time by prior arrangement with the Clerk at:

Rowborough Lodge

Stretton-on-Fosse

Moreton-in-Marsh

GL56 9RE

The clerk may be contacted on 01608 661157 or by email on strettononfossepc@btinternet.com