

## 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.

**BASSENTHWAITE 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:

**£8165-**

Annual gross expenditure for the authority 2018/19:

**£10063-**

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advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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

*E. Paul Clerk*

Date

**09/05/2019**

Signed by Chairman

*[Signature]*

Date

**9/5/19**

Email

**bassenthwaiteclerk@aol.com**

Telephone number

**016973 - 45665**

\*Published web address

**bassenthwaite.org.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

## BASSENTHWAITE 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.			Not covered
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. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	✓		
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 ✓
M. (For local councils only) 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

04/05/2019

Name of person who carried out the internal audit

ELIZABETH BELL

Signature of person who carried out the internal audit



Date

04/05/2019

\*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).

West Croft,  
Well Rash,  
Boltongate,  
Wigton  
CA7 1DH  
Tel: 01697371657  
Mobile: 07484235982  
Email: [bell.wellrash@hotmail.com](mailto:bell.wellrash@hotmail.com)  
Date: 04 May 2019

Mrs E Clark  
Clerk, Bassenthwaite Parish Council

**Annual Internal Audit Report for 2018/19**

Question F. Bassenthwaite Parish Council does not hold petty cash.

A handwritten signature in black ink, appearing to read 'Elizabeth Bell', with a long horizontal flourish extending to the right.

Mrs Elizabeth Bell



## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

BASSENTHWAITE 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 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
			✓

\*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:

09/05/2019

and recorded as minute reference:

14 (b)

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

Chairman

Clerk

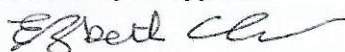



## Section 2 – Accounting Statements 2018/19 for

### BASSENTHWAITE PARISH COUNCIL.

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	12794	16884	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	7350	7350	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3280	815	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	2121	2222	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	4419	7841	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	16884	14986	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	16884	14986	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	511744	511744	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 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 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. Signed by Responsible Financial Officer before being presented to the authority for approval



Date

09/05/2019

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

09/05/2019

as recorded in minute reference:

14(c)

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





Reasons for Significant Variances Year End 31 March 2019

Box 3	2017/18	2018/19	Variances
CTRS Grant	58.66	29.33	-29.33
UU Wayleave	36.02	36.02	-
Rents	134.00	134.00	-
Vat Repayment	971.91	254.89	-717.02
Bank/Building Soc Int	73.19	86.04	12.85
Misc Donations/Grants	1984.00	200.00	-1784.00
Sale of Bier		75.00	75.00
Business Rates Refund	22.49		-22.49
	<b>3280.27</b>	<b>815.28</b>	<b>-2464.99</b>

General Increases and decreases as above but variance mainly due to donations to the refurbishment of a signpost in 2017/18 and an increase in the vat repayment amount.

Box 6	2017/18	2018/19	Variances
UU - Water Trough	122.00	128.10	6.10
Donations	300.00	385.00	85.00
Grass Cutting	1064.16	1737.16	673.00
Church Grasscutting	1000.00	1000.00	0.00
Xmas Tree	25.69	26.35	0.66
Postage & Stationary	209.31	202.14	-7.17
Audit	145.00	25.00	-120.00
Business Rates - Parish Room		528.52	528.52
Water Rates - Parish Room		116.71	116.71
Insurance	830.00	1002.68	172.68
Defib maintenance	151.20	302.40	151.20
CALC - Membership & Courses	235.14	165.00	-70.14
Playground Inspection	67.20	67.20	0.00
Website	269.00	73.22	-195.78
Misc Paint Brush/Advert		47.66	47.66
Bench Refurbs		410.00	410.00
Tree maintenance		576.00	576.00
Signpost Refurb		990.00	990.00
Swings		57.60	57.60
	<b>4418.70</b>	<b>7840.74</b>	<b>3422.04</b>

An overall increase in costs in 2018/19 due to an invoice for the 2017 grasscutting (£300.00) being received late so in 2018/19 accounts.

No Business/Water Rates received for the parish rooms in 2017/18.

Additional costs include bench & signpost refurbishment and tree maintenance.

All other payments slight increases and decreases as per variance amounts above.

£10,000.00 has been held by the Parish Council since tennis court land valued at this figure was gifted to the Parish Council in May 1975.

(minutes form the 19th May 1975 meeting read, 'it was resolved that the offer of a gift of this land be accepted and Mr Gardiner be instructed') The land was sold for building 3 bungalows (local occupancy only) and the £10,000 raised from the sale of this land has been invested ever since with some of the annual interest being donated to local groups in the parish. In 2016/17 £1950.00 of this money was used to purchase a parish defibrillator. The balance of this account is now £8061.12 and held in a Skipton Building Society Account.

# BASSENTHWAITE PARISH COUNCIL

## Bank Reconciliation

Financial Year Ending 31 March 2019

Prepared by Elizabeth Clark (Clerk & RFO)

28 April 2019

Approved by Chairman

9 May 2019

Balance per bank statements as at 31 March 2019	£	£
Cumberland Current Account	3781.72	✓
Deposit Account	3143.48	✓
Skipton Building Society	8061.12	✓
Less: any un-presented cheques as at 31 March		
Cheque Number(s):		
		0.00
Add any unbanked cash as at 31 March		0.00
<b>Net bank balances as at 31 March 2019</b>		<b>14986.32</b> ✓
<i>The net balances reconcile to the cash book (receipts &amp; payments account) for the year, as follows</i>		
<b>CASH BOOK</b>		
Opening Balance		16884.08 ✓
Add: Receipts in the year		8165.28 ✓
Less: Payments in the year		-10063.04 ✓
<b>Closing balance per cash book (receipts &amp; payments book) as at 31 March 2019</b>		<b>14986.32</b> ✓

# **BASSENTHWAITE PARISH COUNCIL**

## **NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

### **NOTICE**

**1. Date of announcement** Wednesday 12<sup>th</sup> June 2019

**2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2019, these documents will be available on reasonable notice by application to:**

(b) Elizabeth Clark – RFO/Clerk  
11 Standingstone Heights, Wigton, CA7 9DS  
016973 45665 bassenthwaiteclerk@aol.com

commencing on **Monday 17 June 2019**

and ending on **Friday 26 July 2019**

**3. Local government electors and their representatives also have:**

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

**4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:**

PKF Littlejohn LLP (Ref: SBA Team)  
1 West ferry Circus  
Canary Wharf  
London E14 4HD  
(sba@pkf-littlejohn.com)

**5. This announcement is made by Elizabeth Clark (RFO/Clerk)**