

# Annual Governance and Accountability Return 2019/20 Part 2

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**To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities\* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review**

## **Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20**

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
  - a) does not meet the qualifying criteria for exemption; or
  - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
  - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either by email or by post (not both) no later than 30 June 2020**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
  - b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
    - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
    - **Section 1 – Annual Governance Statement (page 5)** to be completed and approved by the authority.
    - **Section 2 – Accounting Statements (page 6)** to be completed and approved by the authority.

**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on a website **before 1 July 2020**.

## **Publication Requirements**

Smaller authorities **must** publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2019/20**, page 4
- **Section 1 – Annual Governance Statement 2019/20**, page 5
- **Section 2 – Accounting Statements 2019/20**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

## **Limited Assurance Review**

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority **should not certify itself as exempt, and not complete the Certificate of Exemption**, but complete Part 3 of the Annual Governance and Accountability Return 2019/20 and return it to the external auditor for review together with the supporting documentation requested by the external auditor.

The cost to the smaller authority for the review will be **£200 +VAT**.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*



## Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2019/20, 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 2020. 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 Certificate of Exemption must be returned to the external auditor no later than 30 June 2020. Reminder letters will incur a charge of £40 +VAT for each letter.
- 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 before approving the annual governance statement and the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), 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.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on page 6. Guidance is provided in the *Practitioners' Guide\** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- 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 2020**.

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 for publication?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?	✓	
	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 2019/20 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 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 authority has certified itself as exempt at a meeting of the authority after 31 March 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

### BASSENTHWAITE PARISH COUNCIL

certifies that during the financial year 2019/20, 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 2019/20: **8378**

Total annual gross expenditure for the authority 2019/20: **8552**

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 2016
- In relation to the preceding financial year (2018/19), 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 a public website\* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date



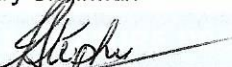
**02/07/2020**

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

**02/07/2020**

Signed by Chairman

Date



**02/07/2020**

as recorded in minute reference:

**12a**

Email of Authority

**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, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT**



# Annual Internal Audit Report 2019/20

## 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 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.	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.			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.	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. 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")	Y		
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.	Y		
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

Name of person who carried out the internal audit

25/05/2020

ELIZABETH BELL

Signature of person who carried out the internal audit



Date

25/05/2020

\*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: 25 May 2020

Mrs E Clark  
Clerk, Bassenthwaite Parish Council

**Annual Internal Audit Report for 2019/20**

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

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

Mrs Elizabeth Bell



## Section 1 – Annual Governance Statement 2019/20

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 2020, 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
			N/A

\*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:

02/07/2020

and recorded as minute reference:

12c

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

Chairman

Clerk




## Section 2 – Accounting Statements 2019/20 for

### BASSENTHWAITE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	16884	14986	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	815	1028	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	2222	2256	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	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	7841	6296	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	14986	14812	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	14986	14812	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 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 authority. Signed by Responsible Financial Officer before being presented to the authority for approval

*Esprit Cl...*

Date

02/07/2020

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

02/07/2020

as recorded in minute reference:

12d

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

*Stephen*



## Reasons for Significant Variances Year End 31 March 2020

<b>Box 3</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Variances</b>
CTRS Grant	29.33	0	-29.33
UU Wayleave	36.02	36.02	-
Rents	134.00	134.00	-
Vat Repayment	254.89	370.35	115.46
Bank/Building Soc Int	86.04	98.12	12.08
Misc Donations/Grants	200.00	390.00	190.00
Sale of Bier	75.00	0.00	-75.00
Business Rates Refund			
	<b>815.28</b>	<b>1028.49</b>	<b>213.21</b>

General Increases and decreases as above but variance mainly due to an increase in donations & Vat repayment.

<b>Box 6</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Variances</b>
UU - Water Trough	128.10	140.91	12.81
Donations	385.00	435.00	50.00
Grass Cutting	1737.16	1511.94	-225.22
Church Grasscutting	1000.00	1000.00	0.00
Xmas Tree	26.35	30.00	3.65
Postage & Stationary	202.14	208.42	6.28
Audit	25.00	25.00	0.00
Business Rates - Parish Room	528.52	347.76	-180.76
Water Rates - Parish Room	116.71	121.18	4.47
Insurance	1002.68	1021.20	18.52
Defib maintenance	302.40	0	-302.40
CALC - Membership & Courses	165.00	138.69	-26.31
Playground Inspection	67.20	67.20	0.00
Website	73.22	79.06	5.84
Misc Paint Brush/Advert	47.66		-47.66
Bench Refurbs	410.00		-410.00
Tree maintenance	576.00	780.00	204.00
Signpost Refurb	990.00		-990.00
Swings	57.60		-57.60
Marker Stone	0.00	390.00	390.00
	<b>7840.74</b>	<b>6296.36</b>	<b>-1544.38</b>

Decrease in expenses mainly due to no bench & Signpost refurbs in 2019/20.

General increases & decreases as 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.



# Explanation of variances – pro forma

Name of smaller authority: **BARNET BOROUGH COUNCIL**

County area: **ALLERDALE**

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged

In the green boxes where relevant:

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

	2019 £	2020 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	18,924	14,998				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	7,350	7,350	0	0.00%	NO		
3 Total Other Receipts	815	1,028	213	26.13%	YES		
4 Staff Costs	2,222	2,259	34	1.53%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	7,841	6,239	-1,545	19.70%	YES		
7 Balances Carried Forward	14,998	14,812				EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES	
8 Total Cash and Short Term Investments	14,998	14,812			YES		
9 Total Fixed Assets plus Other Long Term Investments at	514,744	514,744	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable



# BASSENTHWAITE PARISH COUNCIL

## Bank Reconciliation

Financial Year Ending 31 March 2020

Prepared by Elizabeth Clark (Clerk & RFO)

2 May 2020

Balance per bank statements as at 31 March 2020	£	£
Cumberland Current Account	3691.87	
Deposit Account	3159.54	
Skipton Building Society	8061.12	
Less: any un-presented cheques as at 31 March		
Cheque Number(s): 088	100.00	
		100.00
Add any unbanked cash as at 31 March		0.00
<b>Net bank balances as at 31 March 2020</b>		<b>14812.53</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		14986.32
Add: Receipts in the year		8378.49
Less: Payments in the year		-8552.28
<b>Closing balance per cash book (receipts &amp; payments book) as at 31 March 2020</b>		<b>14812.53</b>



**BASSENTHWAITE PARISH COUNCIL**
**INVOICES**  
**01/04/19 - 31/03/20**

DATE	CHQ NO	TO WHOM PAID		ADMIN COSTS	SALARY	GRANTS	S137	VAT	TOTAL PAYMENTS
04.04.19	060	Water Plus Ltd	Water Trough	140.91					140.91
04.04.19	061	Bassenthwaite Parish Room	Water Rates			121.18			121.18
04.04.19	061	Bassenthwaite Parish Room	Rates			347.76			347.76
04.04.19	062	Lakeland Slate Shop	Marker Stone	390.00					390.00
09.05.19	063	CALC	Annual Subscription	138.69					138.69
09.05.19	064	Website	Hosting	79.06					79.06
09.05.19	065	Mrs E Bell	Internal Auditor	25.00					25.00
09.05.19	066	Tivoli	Grounds Maintenance	159.99				32.00	191.99
09.05.19	067	Zurich Insurance	01/06/19 - 31/05/20	1021.20					1021.20
09.05.19	068	Keswick & District 1st Respond	Donation			60.00			60.00
06.06.19	069	Tivoli	Grounds Maintenance	159.99				32.00	191.99
06.06.19	070	Mr R James	Laminating Pouches	3.22				0.65	3.87
06.06.19	071	E Clark	Salary 01.04.18 -30.06.19		451.38				451.38
06.06.19	071	E Clark	Expenses	59.99				6.61	66.60
06.06.19	072	HM Revenue & Customs	PAYE		112.60				112.60
04.07.19	073	Tivoli	Grounds Maintenance	159.99				32.00	191.99
04.07.19	074	Allerdale Borough Council	Playground Inspection	56.00				11.20	67.20
04.07.19	075	Bassenthwaite PCC	Grasscutting 1st Install			500.00			500.00
01.08.19	076	Tivoli	Grounds Maintenance	159.99				32.00	191.99
05.09.19	077	Tivoli	Stopped Cheque	0.00					0.00
05.09.19	078	E Clark	Salary 01.07.19 -30.09.19		451.18				451.18
05.09.19	078	E Clark	Expenses	55.20				0.74	55.94
05.09.19	079	HM Revenue & Customs	PAYE		112.80				112.80
03.10.19	080	Tivoli	Grounds Maintenance	159.99				32.00	191.99
07.11.19	081	Bassenthwaite PCC	Grasscutting 2nd Install			500.00			500.00
07.11.19	082	The Royal British Legion	Poppy Appeal				25.00		25.00
07.11.19	083	Senior Citizens	2019 Christmas Lunch			200.00			200.00
07.11.19	084	Mr R James	Laminator & Pouches	19.15				3.83	22.98
07.11.19	085	Tivoli	Replacement for chq no 77	159.99				32.00	191.99
05.12.19	086	E Clark	Salary 01.10.19 -31.12.19		451.18				451.18
05.12.19	086	E Clark	Expenses	37.68				3.11	40.79
05.12.19	087	HM Revenue & Customs	PAYE		112.80				112.80
05.12.19	088	Bass Sports Committee	Youth Club Donation			100.00			100.00
06.02.20	089	GNAA	Donation				50.00		50.00
06.02.20	090	Tivoli	Trimming of Lime Trees	650.00				130.00	780.00
06.02.20	091	Steve Sowerby	Grasscutting 2019	360.00					360.00
06.02.20	092	D L Services	Testing Xmas Tree Lights	30.00					30.00
05.03.20	093	E Clark	Salary 01.01.20 -31.03.20		451.18				451.18
05.03.20	093	E Clark	Expenses	18.24					18.24
05.03.20	094	HM Revenue & Customs	PAYE		112.80				112.80
				4044.28	2255.92	1828.94	75.00	348.14	8552.28



**BASSENTHWAITE PARISH COUNCIL**
**RECEIPTS  
01/04/19 - 31/03/20**

DATE	FROM WHOM RECEIVED	PARTICULARS OF RECEIPT	PRECEPT & CTRS GRANT	RENT	VAT & INTEREST	DONATIONS & GRANTS	TOTALS
01.04.19	Allerdale Borough Council	Precept - 1st Installment	3675.00				3675.00
02.04.19	Electricity North West	Wayleaves		36.02			36.02
27.04.19	Cumbria County Council	Marker Stone Payment				390.00	390.00
10.05.19	HM Revenue & Customs	VAT Repayment			370.35		370.35
22.06.19	Mr Beaty	Allotment Rent		24.00			24.00
26.07.19	Southview	Wayleaves		70.00			70.00
02.08.19	Birch Trees	Wayleaves		10.00			10.00
02.08.19	Chestnuts	Wayleaves		10.00			10.00
02.09.19	Skipton Building Society	Interest			76.60		76.60
30.09.19	Allerdale Borough Council	Precept - 2nd Installment	3675.00				3675.00
02.10.19	Green Farm	Wayleaves		10.00			10.00
06.11.19	Rivendell	Wayleaves		10.00			10.00
31.03.20	Cumberland Current A/c	Interest			5.46		5.46
31.03.20	Cumberland Deposit A/c	Interest			16.06		16.06
			<b>7350.00</b>	<b>170.02</b>	<b>468.47</b>	<b>390.00</b>	<b>8378.49</b>



# ASSET REGISTER 2020

\* The 5 pieces of land are in the village & off Back Hill,  
off Cooper Dub & along Halls Beck.

**FOR AUDIT PURPOSES IT IS RECOMMENDED PARISH LAND IS CONSIDERED A COMMUNITY ASSET & GIVEN A VALUE OF £1.00.**



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

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27**

**The Accounts and Audit Regulations 2015 (SI 2015/234)**

**The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)**

**NOTICE**

**1. Date of announcement 25 June 2020**

**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 2020, these documents will be available on reasonable notice by application to:**

Elizabeth Clark  
Parish Clerk/RFO  
016973 45665 or bassenthwaiteclerk@aol.com

**commencing on Monday 29 June 2020**

**and ending on Friday 7 August 2020**

**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)  
15 Westferry Circus  
Canary Wharf  
London E14 4HD  
(sba@pkf-littlejohn.com)

**5. This announcement is made by Elizabeth Clark Clerk to the Parish Council/RFO**