

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.

CROPTHORNE 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: £11,692

Total annual gross expenditure for the authority 2019/20: £9,563

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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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



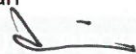
Date

07/07/2020

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

06/07/2020

Signed by Chairman



Date

07/07/2020

as recorded in minute reference:

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Email of Authority

cropthornepc@outlook.com

Telephone number

01386 552233

*Published web address

www.cropthorne.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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

CROPTHORNE 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.	✓		<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.	✓		<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.	✓		<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.	✓		<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.	✓		<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.	✓		<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.	✓		<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.	✓		<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	<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*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:

06/07/2020

and recorded as minute reference:

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(1d)

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

Chairman



Clerk




Section 2 – Accounting Statements 2019/20 for

CROPTHORNE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	21,035	13,001	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	6,115	6,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6,210	5,192	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	3,788	4,156	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 authority's borrowings (if any).
6. (-) All other payments	16,571	5,407	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	13,001	15,130	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	13,001	15,130	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	77,038	18,323	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	0	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


Date 06/07/2020

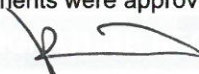
I confirm that these Accounting Statements were approved by this authority on this date:

06/07/2020

as recorded in minute reference:

Page 2020/15 - Item 12 Finance (re).

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



Annual Internal Audit Report 2019/20

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

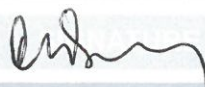
Date(s) internal audit undertaken

9/06/20

Name of person who carried out the internal audit

ROBERT VAN BALKEN FCA

Signature of person who carried out the internal audit



Date

9/06/20

*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).

Explanation of variances – pro forma

Name of smaller authority: **Croftorne Parish Council**
 County area (local councils and Wards/wards): **Warzes/ershire**

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).

	2018/19 £	2019/20 £	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	21,035	13,001					
2 Precept or Rates and Levies	6,115	6,500	385	6.30%	NO		
3 Total Other Receipts	6,210	5,192	-1,018	16.39%	YES		2018/19 - £1678 received Community Infrastructure Levy Fund
4 Staff Costs	3,788	4,156	368	9.71%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	16,571	5,407	-11,164	67.37%	YES		£873 refunded CIL monies to local authority (paid to us in error)
7 Balances Carried Forward	13,001	15,130				VARIANCE EXPLANATION NOT REQUIRED 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	13,001	15,130			YES	VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	77,038	18,323	-58,715	76.22%	YES		Playground equipment was transferred to the 'ownership' of the Village Hall Committee and therefore removed from the parish council Asset Register - Value £58714. Minuted Meeting May 13th 2019
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Election reserve	2000		
Legal Reserve	5000		
Maintenance Reserve	1000		
Tree Reserve	2000		
CIL Fund	1677		
			<u>11677</u>
General reserve			<u>3453</u>
Total reserves (must agree to Box 7)			<u><u>15130</u></u>

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree with the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: CROPTHORNE PARISH COUNCIL

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

Financial year ending 31 March 20xx

Prepared by (Name and Role): LYNNE YAPP - CLERK/ RFO

Date: 28/05/2020

		£	£
Balance per bank statements as at 31/3/20			
Current Account	account 1	10,240.78	
High Interest Account	account 2	<u>5,021.02</u>	
			15,261.8
Petty cash float (if applicable)			-
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)			
Cheque Number	1019	<u>(132.00)</u>	(132.00)
			-
Net balances as at 31/3/20 (Box 8)			<u><u>15,129.8</u></u>

CROPTHORNE PARISH COUNCIL

FIXED ASSET SCHEDULE 31ST MARCH 2020

ITEM	VALUE £
Baldwins Bank	1000
2 x defibrillators & housing units	1898
Bus shelter	676
Mobile VAS sign	3294
2 x Fixed Solar VAS signs	8010
Village Speed Gates	1245
3 x dog waste bins	1000
Notice Board	No Value
2 x bench seating	1200
Assets Total	<u>£18,323</u>





CROPTHORNE PARISH COUNCIL

RISK REVIEW ASSESSMENT APRIL 2020

<u>ITEM</u>	<u>FREQUENCY</u>	<u>LAST REVIEWED</u>	<u>COMMENTS</u>
Insurance			
Public/Employers Liability	Annual	May 2020	
Money/Fidelity Guarantee	Annual	May 2020	
Personal Accident	Annual	May 2020	
Assets as per Asset Register	Annual	May 2020	
Lengthsmans Insurance	Annual	February 2020	(Lengthsmans own arrangement)
Safety Inspections :			
Trees on Baldwins Bank		May 2020	<i>Will to check on</i>
Financial Matters :			
Banking Arrangements	Annual	April 2020	
VAT Return submitted	Annual	January 2020	
Budget Agreed and Monitored	½ yearly	January 2020	
Precept Requested	Annual	January 2020	
Payments Approval Procedure		April 2019	Any 2 councillors
Review of Bank Reconciliations	Monthly	April 2020	Every month
Review of Clerks Salary	Annual	January 2019	Not applicable at present
Chairmans Allowance	Annual	June 2020	
Internal Audit	Annual	August 2019	
External Audit	Annual	April 2020	
Internal Check of Financial Records	½ yearly		
Record Keeping :			
Minutes properly numbered	On-going		
Asset Register updated	On-going	April 2020	

Financial Regulations
Standing Orders

Annual
Annual

January 2020
January 2020

Members Responsibilities :

New Code of Conduct adopted
Register of Interests
Register of Gift/Hospitality

On-going
On-going
On-going

January 2020

CROPTHORNE PARISH COUNCIL – LENGTHSMAN RISK ASSESSMENT

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Madresfield Parish Council to assess the risks that its Lengthsman Contractor faces and satisfy itself that it has taken adequate steps to minimise them.

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Working on or near Highway	Slips, trips, falls Collision with motor vehicles	L L	Ensure correct PPE worn and in good condition. Appropriate footwear. Hi Viz jacket to be worn. Vehicle parked at suitable position and road warning signs positioned at suitable locations. Work to be carried out only on highways conforming with WCC guidance.	Regular training with WCC Highways
Use of Power Tools	Injury to self and public.	L	Correct PPE to be worn when operating power tools. Appropriate training to have taken place as necessary. Warning signs positioned at suitable locations.	Regular training with WCC Highways
Competency	Inappropriate actions.	L	Regular training with WCC Highways Department.	Review with annual contract for services.
Covid 19	Health and well being of Lengthsman and/or general public compromised by transference of virus.	L	Ensure Lengthsman is lone working. Only essential tasks to be performed. Ensure social distancing takes place. If deemed appropriate additional PPE to be worn – face masks, eye protectors, nitrile gloves (or alternative). No contact to be made with members of the public. If hand washing facilities are not available then hand sanitizers should be use as appropriate. If Lengthsman becomes unwell with a new continuous cough or a high temperature they must self isolate immediately and notify the Clerk who will undertake an assessment of any further action required to ensure public safety. Ensure the Lengthsman advises someone where he is working and when works are finished.	Re assess when government advice on dealing with virus alters.
Insurance	Claims	L	Ensure Lengthsman has appropriate Public Liability Insurance	Review with annual contract for services.