

Certificate of Exemption – AGAR 2020/21 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 2021, 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 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

POULSHOT PARISH COUNCIL

certifies that during the financial year 2020/21, 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 2020/21: **17582**

Total annual gross expenditure for the authority 2020/21: **19908**

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 2017
- In relation to the preceding financial year (2019/20), 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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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.

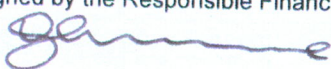
If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

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 the authority website/webpage* before 1 July 2021.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

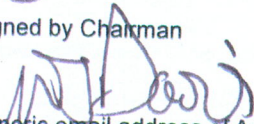
Date



24/8/21

Signed by Chairman

Date



I confirm that this Certificate of Exemption was approved by this authority on this date: **24/8/21**

as recorded in minute reference:

21/22-53

Telephone number

01225 777606 OR 07785 547176

Generic email address of Authority

POULSHOTPARISHCOUNCIL@GMAIL.COM

*Published web address

WWW.POULSHOT.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 2021. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2020/21

POULSHOT PARISH COUNCIL WWW.POULSHOT.ORG.UK

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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	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.	✓		
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 bank account reconciliations were properly carried out during the year.	✓		
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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (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

20 AUGUST 2021

Name of person who carried out the internal audit

SAM GOODING

Signature of person who carried out the internal audit



Date 20/8/2021

*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 2020/21

We acknowledge as the members of:

POULSHOT 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 2021, that:

	Agreed		
	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:

7/9/21

and recorded as minute reference:

21/22-70

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

Chairman

Clerk

[Signature]
[Signature]

Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
✓	

Section 2 – Accounting Statements 2020/21 for

POULSHOT PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	126963	130863	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. 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	12277	12277	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2811	5305	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	2767	1772	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	8421	18136	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	130863	128537	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	130863	128537	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	10823	11531	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 2021 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

7/9/21

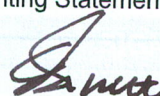
I confirm that these Accounting Statements were approved by this authority on this date:

7/9/21

as recorded in minute reference:

21/22 - 70

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



POULSHOT PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT

Year Ended 31st March 2021

	2021	2020
£	£	£
Receipts		
Precept	12277.00	12277.00
Allotment rents	20.00	-
VAT refund	2474.60	1304.02
Donation	850.00	-
Interest	1319.24	1504.52
Bank Compensation	50.00	-
Savings Champion refund	90.00	-
1&1	1.55	-
Wayleaves	-	2.00
Sale of mower	500.00	-
Total Receipts	17582.39	15087.54
Payments		
Staff Costs	1772.00	2766.83
Subscriptions	308.88	227.13
Insurances	347.21	347.21
Green and Routine Maintenance	1641.60	2433.80
Tree work	4470.00	-
Audit fee	510.00	600.00
S137 projects	251.60	250.00
Financial Services fee	354.00	354.00
Payroll Services Fee	150.00	112.50
Bench	849.85	-
Water (allotments)	44.03	-
Admin (inc Website)	209.22	696.02
Community Fund payment	-	3400.00
Staff settlement	9000.00	-
Total payments	19908.39	11187.49
Surplus of receipts over expenditure	(2326.00)	3900.06

POULSHOT PARISH COUNCIL

Reconciliation of Funds Year Ended 31st March 2021

Fund Balances

	As at 1 st April 2020	Movement	As at 31 st March 2021
General Contingency	8498.71	(5732.20)	2766.51
Community Fund	122364.09	3446.20	125770.29
	130862.80	(2326)	128536.80

Bank Balances and Investments

Lloyds General Fund – Current	4389.59		75967.24
Lloyds Deposit	5303.21		5304.59
Lloyds Community Fund	1324.14		1824.48
Hampshire Bank	75033.24		Closed
Cambridge & Counties	44812.62		45440.49
Total	130862.80	(2326)	128536.80

Poulshot Parish Council

Explanation of Variances 2020/2021

	2019/2020	2020/2021	Variances	Comments
Receipts				
Precept	12277	12277	-	
Allotment rents	-	20	20	None collected in 19/20, new one in 20/21
VAT refund	1304	2474	1170	VAT collected from previous year's spend
Donation	-	850	850	None given in 19/20
Interest	1504	1319	(185)	Lower interest rates
Bank compensation	-	50	50	None given in 19/20
Saving Champ. Refund	-	90	90	None given in 19/20
1&1	-	2	2	Refund of overpayment
Mower sale	-	500	500	Sale of mower
Payments				
Staff costs	2766	1772	994	New Clerk for only part of year
Subscriptions	227	309	(82)	New SLCC sub
Insurance	347	347	-	
Green/routine main.	2433	1641	792	Less maintenance carried out
Tree work	-	4470	(4470)	No tree work in 19/20
Audit fee	600	510	90	Less work involved
S137 projects	252	250	(2)	
Financial Service fee	354	354	-	
Payroll Services	112	150	(38)	Payment missed in 19/20
Bench	-	850	(850)	Memorial bench
Water	-	44	(44)	Inc in admin in 19/20
Admin	696	209	487	Less admin expenses in 20/21
Community Fund pay	3400	-	3400	No payment in 20/21
Staff Settlement	-	9000	(9000)	Settlement of staff dispute
Asset Register				
	10823	11531	708	Bench added

Poulshot Parish Council

Statement of payments over £100 in 2020/2021

Date	Ch. No	Supplier Name	Description of goods or services	Gross	VAT	Net
22/06/2020	717	Richard Culverhouse	Clerk net pay	125.3		125.3
29/06/2020	716	Memorial Benches	Bench	849.85	141.64	708.21
01/07/2020	716	Community First	Insurance	347.21		347.21
13/07/2020	721	Richard Culverhouse	Clerk net pay	206.61		206.61
21/07/2020	712	Poulshot Village Hall	use of village Hall (in 19/20 accounts)	168		168
21/07/2020	723	GA Groundcare	Village Green grass cutting	720	120	600
28/08/2020	726	Alan Brookes/JS Weeks & Co	Internal Audit	510	85	425
01/09/2020	724	Richard Culverhouse	Clerk net pay	166.41		166.41
17/09/2020	727	Richard Culverhouse	Clerk net pay	166.61		166.61
21/09/2020	725	WALC	Annual subscription	148.88	24.81	124.07
10/11/2020	731	Richard Culverhouse	Clerk net pay	166.41		166.41
10/11/2020	730	Richard Culverhouse	Clerk net pay	166.61		166.61
24/11/2020	732	GA Groundcare	Village Green grass cutting	720	120	600
14/12/2020	737	Mandy Housby	Christmas boxes	101.19		101.19
15/12/2020	736	Denise Josey	Christmas boxes	150.41		150.41
22/12/2020	735	Wiltshire Countryside Services	Tree work	4470	745	3725
22/12/2020	733	R L Dark	Hedge Cutting	201.6	33.6	168
19/01/2021	738	Richard Culverhouse	Clerk net pay	166.61		166.61
19/01/2021	741	Richard Culverhouse	Clerk net pay	166.61		166.61
15/03/2021	744	Richard Culverhouse	Clerk net pay	166.41		166.41
15/03/2021	743	Richard Culverhouse	Clerk net pay	166.61		166.61