

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.

Winterbourne Stoke Parish Council
ENTER NAME OF AUTHORITY

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:

ENTER £9,090:00 £00,000

Total annual gross expenditure for the authority 2019/20:

ENTER £8,475:24 £00,000

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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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

SIGNATURE REQUIRED

23/07/2020

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

23/07/2020

Signed by Chairman

Date

SIGNATURE REQUIRED

23/07/2020

as recorded in minute reference:

MINUTE REFERENCE

5b

Email of Authority

clerk@winterbournestokepc.org.uk

TELEPHONE NUMBER

*Published web address

www.winterbournestokepc.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

Winterbourne Stoke Parish Council
 ENTER NAME OF AUTHORITY

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.

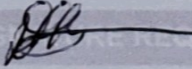
The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the 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.	✓		
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.	✓	g	
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 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 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")	✓		
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.	✓		

M. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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: 02-07-20
 Name of person who carried out the internal audit: D Blackborrow

Signature of person who carried out the internal audit: 
 Date: 02-07-20

*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).

Winterbourne Stoke Parish Council

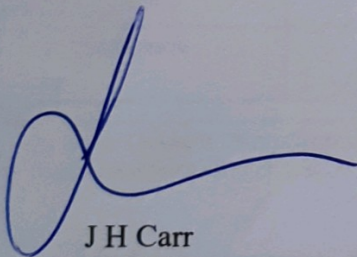
Bank Reconciliation – Financial Year ending 31st March 2020

Prepared by J H Carr Clerk/RFO

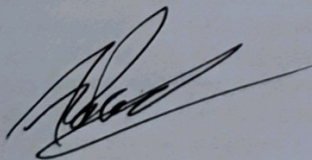
6th May 2020

	£
Balance as per Bank Statement	8,446.49
Less un-presented cheques:	
000314 Clerk's Pay 2018 Q3	(182.97)
000361 Community First Insurance	(510.00)
000367 Parish Magazine	(80.00)
000368 Netwise – Op London Bridge	(99.00)
Net Balance as at 31 st March 2020	7,574.52

Cash Book	
Opening Balance on 1 st April 2019	6959.76
Plus: Receipts in year	9090.00
Minus: Payments in year	(8,475.24)
Closing Balance	7,574.52



J H Carr
Clerk/RFO



A Pywell
Chairman

Section 2 – Accounting Statements 2019/20 for

Winterbourne Stoke Parish Council

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	9937	6961	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>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.</i>
2. (+) Precept or Rates and Levies	7290	9090	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	0	0	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	1221	2562	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	9045	5914	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	6961	7575	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	7326	8447	<i>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.</i>
9. Total fixed assets plus long term investments and assets	25650	25650	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 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

SIGNATURE REQUIRED

Date

22/07/2020

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

23/07/2020

as recorded in minute reference:

MINUTE 56 REFERENCE

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

SIGNATURE REQUIRED

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Winterbourne Stoke Parish Council
 ENTER NAME OF AUTHORITY

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	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
			✓

*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:

23/07/2020

and recorded as minute reference:

5b

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Variance Explanation - Box 2

Figure in 2019 column	£7,290
Figure in 2020 column	£9,090
Variance (2020 figure minus 2019 figure)	£1,800
Percentage Change	+25%

Explanation: Decision made by cllrs to increase precept to retain a positive bank balance of one year's routine expenditure to cover unforeseen financial eventualities in accordance with the Financial and Operational Risk Assessment.

Variance Explanation - Box 3

Figure in 2019 column	£0
Figure in 2020 column	£0
Variance (2020 figure minus 2019 figure)	£0
Percentage Change	0

Explanation: Not required.

Variance Explanation - Box 4

Figure in 2019 column	£1,221
Figure in 2020 column	£2,562
Variance (2020 figure minus 2019 figure)	£1,341
Percentage Change	+110%

Explanation: The Clerk's hourly rate was increased in accordance with minimum pay regulations and hours doubled from three to six.

Variance Explanation - Box 6

Figure in 2019 column	£9,045
Figure in 2020 column	£5,914
Variance (2020 figure minus 2019 figure)	-£3,131
Percentage Change	-35%

Explanation: In FY 2018/19 the Council bought a new notice board (£1,437), resurfaced part of the play park "bouncy" tarmac (£3,723), replaced part of the play park fence (£700) and contracted a local firm to maintain the play park grounds (£950).

Variance Explanation - Box 9

Figure in 2019 column	£25,650
Figure in 2020 column	£25,650
Variance (2020 figure minus 2019 figure)	£0
Percentage Change	0

Explanation: Not required.

Winterbourne Stoke Parish Council

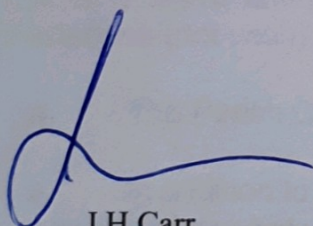
Asset Register - Financial Year ending 31st March 2020

Prepared by J H Carr Clerk/RFO

6th May 2020

Asset	Purchase Date	Purchase Price (£)
Church Street Bench (fixed)	n/k	n/k
Play Park Swings	n/k	n/k
Play Park Bench (fixed)	n/k	n/k
A303 Bus Shelter	n/k	n/k
Clerk's Filing Cabinet	03/11/2006	94.98
Play Park Youth Shelter	30/04/2008	6,215.76
Redundant BT Telephone Box	20/03/2010	1.00
Play Park Infant Swing	11/03/2011	4,483.38
Church Street Notice Board	21/01/2019	1,436.52
Play Park	24/03/2013	1.00
Play Park Boundary Fence	25/06/2014	930.00
Play Park Picnic Table (x2)	09/10/2014	180.00
Play Park Daisy Spinner	17/03/2015	410.64
Play Park Spinner Bowl	17/03/2015	692.16
Play Park Multi-Play Unit	17/03/2015	10,155.60
Laptop	12/10/2016	329.00
Play Park Litter Bin	07/03/2018	719.94
Defibrillator and Cabinet	10/08/2018	free

Recorded book value of all fixed assets as of 31st March 2020: **£25,649.98**



J H Carr
Clerk/RFO



A Pywell
Chairman

Winterbourne Stoke Parish Council

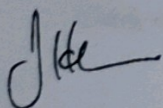
FINANCIAL AND OPERATIONAL RISK ASSESSMENT 2020/21

1. The greatest risk facing a local authority is not being able to deliver the activities or services expected by the electorate; so, in order to develop a Financial & Operational Risk assessment we have to define what activities or services Winterbourne Stoke Parish Council is expected to deliver. The following are deliverables:

- a. A quorate Parish Council representing the Parish to higher level authorities (local area board, Wiltshire Council etc).
- b. A serviceable and safe play park.
- c. Financial probity of the precept with all spending fully auditable, authorised and for the benefit of the Parish.
- d. The ability to recover up-front expenditure prior to an insurance claim.
- e. The ability to recover ad hoc election expenditure.

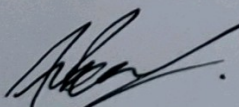
2. Considering the above, the risks and controls are:

- a. The Parish Council consists of five councillors, the quorum is three councillors; these numbers can be maintained using co-opted members. In extremis the Parish Council could become a Parish Meeting which only necessitates a Chairman and the Clerk.
- b. The main risk to the play park is the lack of funds to replace worn-out equipment. The majority of equipment is fairly robust and made of metal so will have a significant life span; however, accruing funds to replace equipment must be considered because the cost of replacement equipment would be prohibitive without grant funding which would probably require matched funding from the Parish council.
- c. The Parish Council will retain its financial integrity provided it continues to have two signatories for cheques, the Clerk controls the issuing of cheques, all transactions are with cheques (not cash) and all spending is as the result of a bill/invoice.
- d. The Parish Council will ring-fence £2,000 to cover the cost of an ad hoc election.
- e. In addition to the amount in Paragraph 2d the Parish Council will endeavour to retain a positive bank balance of one year's routine expenditure to cover unforeseen financial eventualities.



J H Carr
Clerk to the Council

2nd January 2020



A Pywell
Chairman of the Council

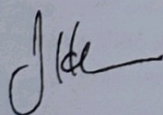
2nd January 2020

Winterbourne Stoke Parish Council

SUMMARY OF EXPENDITURE 2019/20

In accordance with the Transparency Code for Smaller Authorities dated December 2014 the details of each individual item of expenditure above £100 (VAT ex) is given in the table below:

Date of Expenditure	Purpose of Expenditure	Amount (£)	Notes
22 Apr	Website Maintenance	300:00	
24 Apr	Noticeboard Installation	180:00	
17 Jun	Clerk's Pay	384:38	
17 Jun	PAYE	256:00	
22 Jul	Insurance	510:00	
21 Oct	Clerk's Pay	384:38	
21 Oct	PAYE	256:00	
21 Oct	Church Street 20 mph Zone	625:00	Survey
31 Dec	Clerk's Pay	383:98	
31 Dec	PAYE	256:40	
06 Mar	Insurance	510:00	
06 Mar	Website Maintenance	300:00	
06 Mar	Clerk's Pay	384:38	
06 Mar	PAYE	256:00	
06 Mar	Play Park Maintenance	1303:20	Grass cutting



J H Carr
Clerk of the Council

6th May 2020