

Smaller authority name:

Reddington 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

NOTES

1. Date of announcement 3rd June 2020 (a)

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:

(b) Helen Duckering, 3 Ruddle Way, Langham
clerk@reddingtonparishcouncil.org

commencing on (c) Monday 15 June 2020

and ending on (d) Friday 24 July 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 (e) Helen Duckering
Parish Clerk

(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below

(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts

(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below

(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.

(e) Insert name and position of person placing the notice - this person must be the responsible financial officer for the smaller authority

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 accounts ended 31 March 2020 and that wish to certify themselves as exempt from a limited assurance review under Section 8 of the Local Audit and Accountability 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.

Ridlington 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 £3420.87

Total annual gross expenditure for the authority 2019/20 £4498.42

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.

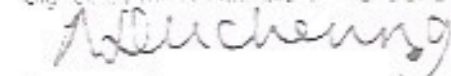
By signing this Certificate of Exemption you are confirming that:

- The authority was in existence on 1st April 2018
- 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 public 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's net received gross income, net 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

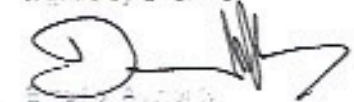


14/05/2020

By signing this Certificate of Exemption you confirm that you are aware of the requirements of the Act.

13/05/2020

Signed by Chairman



D. DORMAN
Chairman 14/05/20

As received by the external auditor

2020.33.06

External Auditor

clerk@ridlingtonparishcouncil.org

Telephone number
01572 759554

Published web address

www.ridlingtonparishcouncil.org

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

RIDLINGTON 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.	✓		
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 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) 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

26/05/2020

27/05/2020

Name of person who carried out the internal audit

Hayley Cawthorne

Signature of person who carried out the internal audit

Date

27/05/2020

*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).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of

Ridlington 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:

	Yes/No		The answer to this question
	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 the accounting statements in accordance with the Accounting and Audit Regulations
2. We have put in place a system of internal control including measures designed to prevent and detect major risks to the financial resources of the authority	✓		made proper arrangements and allocated responsibilities for safeguarding the public money and resources in the charge
3. We have taken reasonable steps to ensure ourselves that there are no matters of policy or practice not complying with laws and regulations and proper practices that may have a significant financial effect on the ability of the authority to discharge its business or manage its finances	✓		nothing done what I had the legal power to do and has complied with proper practices in doing so
4. We have taken reasonable steps during the year to the exercise of a person's rights in accordance with the requirements of the Accounting and Audit Regulations	✓		During the year gave all persons information the opportunity to inspect and ask questions about the authority's accounts
5. We carried out an annual review of the effectiveness of our controls and took appropriate steps to manage those risks, including the evaluation of internal controls and on external controls over which we retained	✓		carried out the review and the findings and actions in the report and dealt with them properly
6. We have had in place good financial controls adequate to the effective system of internal control of the accounting records and other systems	✓		arranged for a competent person independent of the financial control and objectives to give an objective view of whether internal control measures comply with the accounting theory
7. We have appropriate measures in place to ensure that all records from internal and external audit	✓		responded to matters brought to attention by internal and external audit
8. We have taken all steps to ensure that all financial commitments, financial arrangements and financial matters during the year and financial matters for the future, by any other authority have included them in the accounting records	✓		discussed everything that should have been included in the accounting records including events taking place after the year end and provision
9. For local authority work that funds including over costs in our capacity as the sole managing body for the council are charged on the authority's responsibility for the financial statements including the financial statements, financial statements and financial statements			not more than responsibilities where as a body corporate is the sole managing body of the authority

*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:

13/05/2020


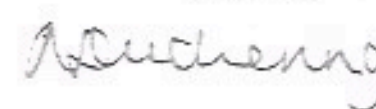
and received with no amendments

2020.33.04

Signed by the Chairman and Clerk of the meeting where approved

Chairman

Clerk

 D JOHNSON
CHAIRMAN. 13/05/2020 Meeting
 A. Cuthbert 13/05/2020

Section 2 – Accounting Statements 2019/20 for

Ridlington Parish Council

Balances brought forward		2717	2865	Total balances and reserves at the beginning of the year as recorded in the financial records. This includes the total of previous year.
Income: Receipts of Rates and Taxes		2057	3419	Total amount of receipts of Rates and Taxes received during the year. This includes any grants received.
Income: Other Receipts		3	2	Total amount of receipts of other income received during the year. This includes any grants received.
Expenditure: Staff Costs		978	2954	Total expenditure on payments made to and on behalf of all employees, including gross salaries and wages, employer's National Insurance and pension contributions, gratuities and severance payments.
Expenditure: Loan Interest/Share Payments		0	0	Total expenditure on payments of interest and interest made during the year on the authority's borrowings or any.
Expenditure: All other payments		934	1535	Total expenditure on payments as recorded in the financial records, which includes any payments for the year.
Total Balances carried forward		2865	1787	Total balances and reserves at the end of the year. Must equal 1787-1787-1787-1787.
Total value of cash and short-term investments		2865	1787	The value of cash and short-term investments held at the end of the year. To agree with bank reconciliation.
Total fixed assets plus long-term investments and assets		229725	229725	The value of fixed assets and long-term investments held at the end of the year.
Total borrowings		0	0	The total of all borrowings held at the end of the year, including any.
Total assets less liabilities				The total of all assets less liabilities held at the end of the year, including any.

I certify that for the year ended 31 March 2020, the Annual Governance and Accountability Return has been prepared in accordance with the requirements of the Local Government Finance Regulations 2015 and the provisions in Government of Wales Act 2011, for the Local Authority – a Practitioner's Guide to Good Practice and present fairly the financial position of the Authority. Signed by Responsible Financial Officer, whose name being presented to the authority for approval.

Richard
17/04/2020

Date

I confirm that these Accounting Statements were approved by the authority on the 13.05.2020.

13.05.2020.

2020: 35:05

for record and minute reference

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

[Signature]

J. JONES
CHAIRMAN. MEETING 13/05/2020.

Smaller authority name:

Reddington 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 3rd June 2020 (a)

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:

(b) Helen Duckering, 3 Ruddle Way, Langham
clerk@reddingtonparishcouncil.org

commencing on (c) Monday 15 June 2020

and ending on (d) Friday 24 July 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 (e) Helen Duckering

Parish Clerk

NOTES

(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below

(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts

(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below

(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.

(e) Insert name and position of person placing the notice - this person must be the responsible financial officer for the smaller authority

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 accounts ended 31 March 2020 and that wish to certify themselves as exempt from a limited assurance review under Section 8 of the Local Audit and Accountability 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.

Ridlington 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 £3420.87

Total annual gross expenditure for the authority 2019/20 £4498.42

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 2018
- 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 public 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's net received gross income not 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 Financial Officer or Head of Finance

Date 14/05/2020

I confirm that this Certificate of Exemption was countersigned by the authority on this date

13/05/2020

Signed by Chairman

Date

as received by the external auditor

2020.33.06

External Auditor's

D. DORMAN
Chairman 14/05/20

Telephone number
01572 759554

clerk@ridlingtonparishcouncil.org

Published web address

www.ridlingtonparishcouncil.org

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

RIDLINGTON 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.	✓		
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 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) 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

26/05/2020

27/05/2020

Name of person who carried out the internal audit

Hayley Cawthorne

Signature of person who carried out the internal audit

Date

27/05/2020

*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).

Section 1 - Article Governance Agreement 2019-20

The knowledge of the members of

Redington 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:

[illegible]

*For any statement to which the respondent gives an explanatory answer, an asterisk is placed

The Apple Governance Statement was approved at the meeting of 12 September 2014.

13/05/2020


and therefore with the rate of change

2020.33.04

Signed by the Chairman and Clerk of the Testing where
approved. 05/20/1971

*** $p < 0.001$ (ANOVA).

111

 D. JOHNSON
 CHAIRMAN. 13/05/2020 Meeting
 R. Channing 17/05/2020

Section 2 – Accounting Statements 2019/20 for

Ridlington Parish Council

Balance brought forward	2717	2865	Total balances and reserves at the beginning of the year as recorded in the financial records. This includes the total of previous year.		
Income: Receipts of Rates and Services	2057	3419	Total amount of receipts of Rates and Services received during the year. Includes any grants received.		
Income: Other Receipts	3	2	Total income or receipts as recorded in the financial records and included in the financial records. Includes any grants received.		
Expenditure: Staff costs	978	2954	Total expenditure on payments made to and on behalf of all employees, including gross salaries and wages, employer's National Insurance and pension contributions, gratuities and severance payments.		
Expenditure: Loan interest on loans repaid	0	0	Total expenditure on payments of capital and interest made during the year on the authority's borrowings at any time.		
Expenditure: All other payments	934	1535	Total expenditure on payments as recorded in the financial records and included in the financial records.		
Total: Balances carried forward	2865	1787	Total balances and reserves at the end of the year. Must equal 1787-1787-1787-1787.		
Total value of cash and short-term investments	2865	1787	The value of cash and short-term investments held at the end of the year. To agree with bank reconciliation.		
Total fixed assets plus long-term investments and assets	229725	229725	The value of fixed assets and long-term investments held at the end of the year.		
Total borrowings	0	0	The authority's total borrowings at the end of the year. Including PFI.		
For Local Councils Only: Treasury and Trust Funds (see page 10 of 11)				The Council or a body or bodies set up solely for the purpose of holding and managing the funds of the Council or other bodies.	

I certify that for the year ended 31 March 2020, the Annual Governance and Accountability Return has been prepared in accordance with the requirements of the Local Government Finance Act 2012 and the provisions in Government of Wales Act 2011, for the Local Authority – a Practitioner's Guide to Good Practice and present fairly the financial position of the Authority. Signed by Responsible Financial Officer, signature being presented to the authority for approval.

Abir Chetty
17/04/2020

Date

I confirm that these Accounting Statements were approved by the authority on the date below.

13.05.2020

2020: 35:05

for record and minute reference

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

[Signature] J. JONES
CHAIRMAN. MEETING 13/05/2020.

Section 2 – Accounting Statements 2019/20 for

Ridlington Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	2717	2865	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	2057	3419	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3	2	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	978	2964	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	934	1535	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	2865	1787	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	2865	1787	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	229725	229725	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

Abelcheny
17/04/2020

Date

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

as recorded in minute reference:

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

Ridlington Parish Council

Payments over £100 Financial year 2018/19

Date	Chq No	Payee	Amount	Description
23/05/18	100230	Zurich	257.60	Parish insurance
25/05/18	100231	LRALC	117.69	Annual subscription
09/10/18	100235	D Mitcheson	140.00	Website maintenance
27/11/18	100233	Community Heartbeat Trust	100.00	Defibrillator
05/12/18	100236	Ridlington PCC	200.00	Church grant
24/12/18	100237	H Duckering	312.86	Clerk's salary Nov & Dec
02/01/19	S/O	H Duckering	156.43	Clerk's salary
01/02/19	S/O	H Duckering	156.43	Clerk's salary
01/03/19	S/O	H Duckering	156.43	Clerk's salary

Explanation of variances – pro forma

Name of smaller authority:

Ridlington Parish Council

County area (local councils and p

Rutland

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	2,717	2,865				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	2,057	3,419	1,362	66.21%	YES		Precept increased to cover salary of paid part time clerk.
3 Total Other Receipts	3	2	-1	33.33%	YES	Explanation not required, difference less than £200	Reduction in interest rate on deposit account.
4 Staff Costs	978	2,964	1,986	203.07%	YES		Paid clerk employed November 2018 therefore 5 months pay. 2019/20 reflects 12 months pay.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	934	1,535	601	64.35%	YES		2018/19 & 2019/20 Internal audit fees paid (£170 x 2) £340. 3 yrsr website renewal paid £321.29.
7 Balances Carried Forward	2,865	1,787			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	2,865	1,787				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Ass	229,725	156,000	-73,725	32.09%	YES		new valuations completed by professional surveyor. Streetlighting stock transferred to RCC.
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

	£	£	£
Earmarked reserves:			
Reserve 1			
Reserve 2			
Reserve 3			
Reserve 4			
Reserve 5			
Reserve 6			
Reserve 7			
			0
General reserve			
			0
Total reserves (must agree to Box 7)			0

end: