

## Certificate of Exemption – AGAR 2018/19 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 2019, 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 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

Ridlington Parish Council

certifies that during the financial year 2018/19, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed £25,000

Annual gross income for the authority 2018/19:

£2057.00

Annual gross expenditure for the authority 2018/19:

£1911.73

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:

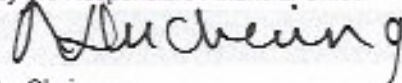
- The authority has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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, Annual 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 2019. By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer

Date



15/05/19

Signed by Chairman

Date



15 05 19

Email

Telephone number

clerk@ridlington

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.**



Smaller authority name:

Ridlington Parish Council

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

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

**NOTICE**

**NOTES**

1. Date of announcement 15<sup>th</sup> May 2019 (a)

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

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 2019, these documents will be available on reasonable notice by application to:

(b) Helen Duckering 01572 759554  
clerk@ridlingtonparishcouncil.org

(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

commencing on (c) Monday 17 June 2019

(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

and ending on (d) Friday 26 July 2019

(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.

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

5. This announcement is made by (e) Helen Duckering  
Parish Clerk + RFO

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



# Section 1 – Annual Governance Statement 2018/19

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 2019, that:

	Agreed		Yes	No	Yes means that this authority:
	Yes	No			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
			✓		

\*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

15/05/19


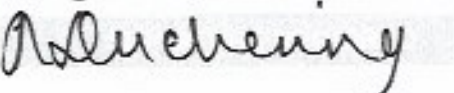
and recorded as minute reference:

2019/27 Item 1

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

Chairman

Clerk



# Section 2 – Accounting Statements 2018/19 for

## Ridlington Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	2890	2717	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	900	2057	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	502	3	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	0	978	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
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	1575	934	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	2717	2865	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	2717	2865	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	229,725	229,725	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 2019 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

*Adrian Churn*

15/05/2019

Date

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

15/05/2019

as recorded in minute reference:

2019/27 Item 2

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

*[Signature]*



# Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Ridlington Parish Council		
Name of Internal Auditor:	Hayley Cawthorne	Date of report:	14/05/2019
Year ending:	31 March 2019	Date audit carried out:	07/05/2019

*Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit.*

***The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.***

## To the Chairman of the Council:

I carried out the year-end audit review of Ridlington Parish Council on 7<sup>th</sup> May 2019. I would like to take this opportunity to thank Helen Duckering, the parish clerk, for her help and assistance.

Prior to the visit I reviewed the information available on <https://www.ridlingtonparishcouncil.org/>

I was able to access a well ordered and detailed set of documents and records. By examination of these documents and records plus further questioning during the visit, I tested aspects of the Council's internal controls as required for the Internal Audit section of the Annual Governance and Accountability Return (AGAR) Part 2, and notwithstanding the items noted below, I am satisfied that effective policies and procedures together with systems to manage, monitor and control the Council's business are in place. As a result, I was able to answer 'Yes' to all relevant questions on the AGAR and have signed as required.

## Noted this visit:

- The Transparency Code for Smaller Authorities sets out certain information that must be published on the Council's website. The items I spot checked were indeed on the website, but as a aide memoir please ensure the following continue to be published:

10. Smaller authorities should publish:
- a. all items of expenditure above £100 (see paragraphs 13 - 15);
  - b. end of year accounts (see paragraphs 16 and 17);
  - c. annual governance statement (see paragraphs 18 and 19);
  - d. internal audit report (see paragraphs 20 - 22);
  - e. list of councillor or member responsibilities (see paragraph 23); and
  - f. the details of public land and building assets (see paragraphs 24 - 27);
  - g. Minutes, agendas and meeting papers of formal meetings (see paragraphs 29 and 30).

- The Parish Council minutes log should read like a book, hence page numbers should continue from one meeting to another. For example, pages 1 to 4 may be for the April meeting, pages 5 to 8 then for the May meeting etc. Page numbers continue also into the following years.
- The clerk and I discussed adopting a new minute reference system, to denote the year and the item e.g. 19/001, 19/002 etc. and for the referencing to continue from one meeting to another e.g. last item on the agenda of one meeting may be 19/025 so the reference for the first agenda item for the next meeting would be 19/026
- The clerk and I discussed the format of the minutes, and highlighted the need to ensure all vital information is included in the actual minute log, and not as an appendix. For example, bank reconciliation amounts, precept amounts and the budget amount.
- The Parish Council's budgeting process and figures need to be uploaded onto the Parish Council's website. It should be already noted in the minutes, but it is considered best practice for them to be uploaded as an individual item.
- The clerk informed me that there is a refresh of some mandatory policies, including the financial regulations. Please ensure these are uploaded as soon as the council adopts these documents. I would advise that the council refers to 'LRALC's Local Council Documents and Policies' document.
- It is recommended that all invoices are signed by the chairman and dated at the meeting when the resolution was made to pay the invoice.
- It is recommended that the Parish Council revisit their list of reserves and make it clear what money is ring-fenced for particular projects and what is kept as a general reserve.
- A recommendation for the parish council to discuss a work from home allowance for the clerk
- A recommendation for the parish council to seek alternative backups to the laptop device, such as external hard drives which are updated as per the Parish Council's risk assessment policy



- The Parish Council has not claimed back VAT over the last two years, probably owing to purchases made not incurring a VAT tax. Moving forwards, please ensure any purchases made are noted in the cash book as 'Cost', 'VAT' and 'Total Cost' so that when it
- It was picked up that an annual grant was previously made to the Parish Church. The Parish Clerk explained this was no longer occurring
- A recommendation to review that as an employer, the parish council are providing their clerk with paid annual leave as per the clerk's contract of employment. For example, a clerk employed and paid to work 4 hours a week for 52 weeks of the year amounts to 208 hours of work. However, on a pro rata basis, actual working hours per week should be 3.57 (assuming annual leave allowance of 28 days per year including bank holidays). To achieve a four hour working week a clerk would need to be paid for 4.5 hours. Please refer to illustrations below.

**Calculating Leave Entitlement for Part Time Staff**

Enter number of hours worked **4.00 per week**

Equals hours per month 17.3 hours

Equals hours per year 208.0 hours

Standard Local Government week 37.0 hours

Pro-rata multiplier 0.11

Enter full time Annual Leave Entitlement **28.0 days**  
(including bank holidays etc)

Convert fulltime Entitlement to hours 207.2 hours

Equals pro-rata Monthly Leave Entitlement 1.9 hours

Equals pro-rata Weekly Leave Entitlement 0.4 hours

Balance of working hours **3.57 hours**

**Calculating Leave Entitlement for Part Time Staff**

Enter number of hours worked **4.50 per week**

Equals hours per month 19.5 hours

Equals hours per year 234.0 hours

Standard Local Government week 37.0 hours

Pro-rata multiplier 0.12

Enter full time Annual Leave Entitlement **28.0 days**  
(including bank holidays etc)

Convert fulltime Entitlement to hours 207.2 hours

Equals pro-rata Monthly Leave Entitlement 2.1 hours

Equals pro-rata Weekly Leave Entitlement 0.5 hours

Balance of working hours **4.00 hours**

This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. Consequently the report is limited to those matters set out.

I would like to wish your council all the best for the year ahead

Yours sincerely,

Hayley Cawthorne  
Internal Auditor to the Council  
07855 418693  
Hayleyjoycawthorne21@yahoo.co.uk

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2018	Year ending 31 March 2019
1. Balances brought forward	£2,890	£2,717
2. Annual precept	£900	£2,057
3. Total other receipts	£502	£3
4. Staff costs	£0	£978
5. Loan interest/capital repayments	£0	£0
6. Total other payments	£1,575	£934
7. Balances carried forward	£2,717	£2,865
8. Total cash and investments	£2,717	£2,865
9. Total fixed assets and long term assets	£229,725	£229,725
10. Total borrowings	£0	£0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2018)*. It is a guide to the accounting practices to be followed by local councils, and sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<http://www.leicestershireandrutlandalc.gov.uk/uploads/governance-and-accountability-for-smaller-authorities-in-england-2018-sections-1-5-1.pdf>



## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered in figures.

Name of smaller authority:

Ridlington Parish Council

County area (local councils and parish meetings only):

Rutland

Financial year ending 31 March 2019

Prepared by (Name and Role):

Helen Duckering - Parish Clerk & RFO

Date:

15/04/19

Balance per bank statements as at 31/3/19:

Current Account

30008230

Savings Account

30605670

[add more accounts if necessary]

£

£

1,719.4

1,223.8

2,943.2

Petty cash float (if applicable)

Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)

Cheque Number 240

HMRC

[add more lines if necessary]

(78.20)

(78.20)

Add: any un-banked cash as at 31/3/19

Net balances as at 31/3/19 (Box 8)

2,865.0



# Explanation of variances – pro forma

Homecare services

Costs and/or revenues

Costs and/or revenues from Section 2 of the table in the 2018/19 budgeted costs

Costs and/or revenues from Section 2 of the table in the 2018/19 budgeted costs

Costs and/or revenues from Section 2 of the table in the 2018/19 budgeted costs

2017/18 £ 2018/19 £ Variance £ %

Explanation Required?

Explanation from email or letter sent to the relevant committee and/or the relevant committee

Explanation from email or letter sent to the relevant committee and/or the relevant committee

1. Business Budget: Forward

2,000 2,000

2. Receipt of Revenue and Loans

600 2,000

1,400 100.00%

YES

Explanation of Variance from pro forma budgeted costs

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

3. New Other Receipts

100 0

100 100.00%

YES

Explanation of Variance from pro forma budgeted costs

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

4. Staff Costs

0 0

0 0.00%

NO

Explanation of Variance from pro forma budgeted costs

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

5. Staff Income/Costs in Receipt

1,400 1,400

0 0.00%

YES

Explanation of Variance from pro forma budgeted costs

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

6. All Other Payments

1,400 1,400

0 0.00%

YES

Explanation of Variance from pro forma budgeted costs

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

7. Business Council Grants

2,000 2,000

0 0.00%

NO

Explanation of Variance from pro forma budgeted costs

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

8. New Car and Short Term Investments

2,000 2,000

0 0.00%

NO

Explanation of Variance from pro forma budgeted costs

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

9. Total Receipts and Payments

2,000 2,000

0 0.00%

NO

Explanation of Variance from pro forma budgeted costs

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

10. Total Receipts

2,000 2,000

0 0.00%

NO

Explanation of Variance from pro forma budgeted costs

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

Receipt increased to allow for receipt of final Parish Clerk

Receiving services of up to £25,000

Variances of £250 or less are tolerable