

Certificate of Exemption

To be completed only 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 2018, 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 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

EDINGTON PARISH COUNCIL

certifies that during the financial year 2017/18, 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 2017/18:

£11644 MOUNT £00,000

Annual gross expenditure for the authority 2017/18:

£9484 MOUNT £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 has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), 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an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 submitted to the external auditor.

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 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer

Malcolm L. Niece

Date

11/06/18

Signed by Chairman

Michael G. G. G.

Date

11/06/18

Email

malcolm.niece@btinternet.com

Telephone number

01380 830258

*Published web address (not applicable to Parish Meetings)

edingtonwillshire.org.uk

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.

Annual Internal Audit Report 2017/18

EDINGTON PARISH COUNCIL 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 2018.

The internal audit for 2017/18 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.			N/A
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. (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

29 May 2018

Name of person who carried out the internal audit

DENIS ME HURN

Signature of person who carried out the internal audit

Denis Hurn

Date

29/05/18

*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 2017/18

We acknowledge as the members of:

EDINGTON 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 2018, that:

	Agreed		"Yes" means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		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 it is a sole managing trustee of a local trust or trusts.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

2018/19 6 (at 2106)

dated

11/06/18

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

Chairman

Michael Stacey

Clerk

Michael L. Wick

Section 2 – Accounting Statements 2017/18 for

EDINGTON PARISH COUNCIL AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	9107	6483	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	8065	8500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7497	3144	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	3491	4030	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	—	—	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	14195	5454	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	6483	8643	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	6483	8643	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	56150	56760	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	—	—	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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Malcolm L. Nieve

Date

11/06/18

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

11/06/18

and recorded as minute reference:

2018/19 6 (AG 2111)

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Michael Seabey

Explanation of variances – pro forma

Name of smaller authority: EDINGTON PARISH COUNCIL

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

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	8065	8500	+ 435	5%	N/A
Box 3 Total other receipts	7497	3144	- 4353	58%	In 2016/17 the PC had received grants and donations of £1000 to recover PF project. This year as we were very much within budget although a donation of £1000 and VAT ref of £777 had been received.
Box 4 Staff costs	3991	4030	+ 39	1%	N/A.
Box 5 Loan interest/ capital repayments	—	—	—	—	—
Box 6 All other payments	14195	5454	- 8741	61%	In 2016/17 the PF project cost £8376. This year the only non-budgetary was provision of waste bins £610 and PF replace more bank.
Box 9 Total fixed assets & long term investments & assets	56150	56760	+ 610	.01%	cost of waste/poly bins
Box 10 Total borrowings	—	—	—	—	—
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: N/A.				

Bank reconciliation – pro forma

Name of smaller authority: EDINGTON PARISH COUNCIL

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

Financial year ending 31 March 2018

Prepared by MALCOLM R. WIECK - CLERK/RFO (Name and role)

Date _____

Balance per bank statements as at 31 March 2018:

	£	£
LOYDS BANK - TREASURERS A/C	50.00	
" - BUSINESS CALL A/C	13020.05	13070.05

Petty cash float (if applicable)

Less: any unpresented cheques at 31 March 2018

12.3.18	992	40.00	
"	994	40.00	
"	995	40.00	
"	996	40.00	
"	997	45.00	
"	1000	36.00	
14.3.18	1001	100.00	
"	1002	25.85	
"	1003	30.00	
28.3.18	1004	3244.47	
"	1005	786.00	14427.32
			<u>8642.73</u>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8) 6482.71

Add: Receipts in the year 11643.86

Less: Payments in the year 9483.84

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

8642.73

Smaller authority name: EDINGTON PARISH COUNCIL

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

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

NOTICE	NOTES
<p>1. Date of announcement <u>14th JUNE 2018</u> (a)</p> <p>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 2018, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>MR M. L. WIECK - CLERK / RFO</u> <u>12 WESTBURY ROAD</u> <u>EDINGTON BA13 4QD</u></p> <p>commencing on (c) <u>Monday 4 June 2018</u> <u>FRIDAY 15 JUNE 2018</u></p> <p>and ending on (d) <u>Friday 13 July 2018</u> <u>THURSDAY 26 JULY 2018</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• 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. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>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:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 1 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) <u>MALCOLM R. WIECK</u> <u>RFO</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(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</p> <p>(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</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

WHAT EXEMPT AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS?

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that:

1. The statement of accounts prepared by the authority (i.e. the Annual Governance & Accountability Return (AGAR) Part 2), the accounting records for the financial year to which the audit 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, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
2. The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
3. The responsible financial officer for an exempt authority must, on behalf of that authority, publish **(which must include publication on the authority's website)**:

- (a) the Accounting Statements (i.e. Section 2 of the AGAR Part 2), accompanied by:
 - (i) a declaration, signed by that officer to the effect that the statement of accounts will not be audited on account of that authority's self-certified status as exempt, unless either a request for an opportunity to question the auditor about the authority's accounting records under section 26(2) or an objection under section 27(1) of the Act, results in the involvement of the local auditor;
 - (ii) the Annual Governance Statement (i.e. Section 1 of the AGAR Part 2); and
 - (iii) the Certificate of Exemption (i.e. Page 3 of the AGAR Part 2); and
- (b) a statement that sets out—
 - (i) the period for the exercise of public rights;
 - (ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - (iii) the name and address of the local auditor;
 - (iv) the provisions contained in section 25 (inspection of statements of accounts etc), section 26 (inspection of documents etc) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document; and publish **(including publication on the smaller authority's website)** the following documents, the day before the public rights period commences:

- a. the approved Sections 1 and 2 of Part 2 of the AGAR; and
- b. the completed Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority). Please note that we have pre-completed it with the following **suggested** dates: Monday 4 June – Friday 13 July 2018. (The latest possible dates that comply with the statutory requirements are Monday 2 July – Friday 10 August 2018); and
- c. the notes which accompany the Notice (Local authority accounts: a summary of your rights).

PROSPECTS OF SUCCESS

If at any time We consider that Your prospects of success for Your Claim are insufficient but You and Your Solicitor disagree We will write to Your Solicitor giving Our reasons. Within 7 working days of receipt of Our letter You may request Us to obtain an opinion from an independent barrister on whom We both agree. If We cannot agree We will ask the President of the Law Society to nominate one. Both You and We must accept that nomination. If the independent opinion supports Our view We will cancel this insurance with immediate effect. We will not pay for any Opponent's Costs and Disbursements incurred after the date of cancellation.

If the independent opinion disagrees with Our view We must pay the costs of obtaining it. If the independent opinion supports Our view You must pay the cost of obtaining it.

If you fail to request Us to obtain an independent opinion within 7 working days of receipt of Our letter We will cancel this insurance with immediate effect. We will not pay for any Opponent's Costs and Disbursements incurred after the date of cancellation.

ARBITRATION

If there is a dispute between You and Us the dispute must be referred to a sole arbitrator, who shall either be a solicitor or barrister on whom we both agree. If we cannot agree We will ask the President of the Law Society to nominate one. Both You and We must accept that nomination. The arbitrator will act in accordance with the arbitration laws of England and Wales. Both You and We must accept his decision. If the arbitrator disagrees with Our view We must pay the costs of the arbitration if the arbitrator supports Our view You must pay the costs of the arbitration.

GOVERNING LAW

The contract for this insurance is governed by English Law and is subject to the exclusive jurisdiction of the English Courts.

ENQUIRIES OR COMPLAINTS

You should raise any enquiry or complaint about this insurance with Your Solicitor if he is unable to resolve the problem You should write quoting Your Conditional Fee Certificate of Insurance number and the name and address of Your Solicitor to:

The Director of Claims Administration, Amicus Legal Ltd., Eaglegate, East Hill, Colchester Essex CO1 2PR.

If he is unable to resolve Your complaint You should write to Lloyd's Complaints & Advisory Department, Lloyd's of London, Lime Street, London EC3M 7HA.

If You remain dissatisfied and before starting the arbitration procedure set out above You must ask the Insurance Ombudsman to review Your complaint. You should write to The Insurance Ombudsman, Insurance Ombudsman's Bureau, City Gate One, 135 Park Street, London SE1 9EA.

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