

Annual Governance and Accountability Return 2020/21 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less must, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority: a) does not meet the qualifying criteria for exemption; or b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption are able **to declare themselves exempt** from sending the completed Annual

Governance and Accountability Return to the external auditor for a limited assurance review provided the authority **completes**: a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor either by email or by post (not both) no later than 30 June 2021. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 + VAT for each letter; and b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:

- **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
- **Section 1 - Annual Governance Statement (page 5)** must be completed and approved by the authority.

- **Section 2 - Accounting Statements (page 6)** must be completed and approved by the authority. **NOTE:**

Authorities certifying themselves as exempt SHOULD NOT send the completed Annual

Governance and Accountability Return to the external

auditor. 3. The authority must approve Section 1

Annual Governance Statement before approving

Section 2

Accounting Statements and both must be approved

and published on the authority website/webpage

before 1 July 2021. **Publication Requirements** Smaller

authorities must publish various documents on a

publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- Certificate of Exemption, page 3
- Annual Internal Audit Report 2020/21, page 4
- Section 1 - Annual Governance Statement 2020/21, page 5 . section 2- Accounting Statements 2020/21, page 6
- Analysis of variances

Bank reconciliation Notice of the period for the exercise of public rights and other information required by Regulation 15 (2) ,

Accounts and Audit Regulations 2015. Limited Assurance Review Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption.

Instead it should complete Part 3 of the AGAR 2020/21 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be £200 +VAT. Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication

Requirements, there is no requirement for the authority to have a review. If it decides to certify itself as exempt, the authority must complete and return the Certificate

of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015.

Throughout the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015. **for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return (AGAR) 2020/21, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2021. It should not submit *its* Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.

The Certificate of Exemption must be returned to the external auditor no later than 30 June 2021. Reminder letters will incur a charge of £40 +VAT for each letter.

- The authority must comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the

*Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end. The authority should receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.

- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed

off.

- You must inform your **external auditor about any change** of Clerk, Responsible Financial Officer or **Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**

- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on page 6. Guidance is provided in the *Practitioners' Guide** which may assist.

- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).

- The Responsible Financial Officer (RFO), on behalf of the authority, must set the commencement date for the

exercise of public rights of 30 consecutive working days which must include the first ten working days of July.

- The authority must publish, on the authority website/webpage, the information required by Regulation 15 (2) ,

Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor before 1 July 2021.

Completion checklist -'No' answers mean you may not have met requirements

Yes

No

All sections

Have all highlighted boxes been completed?

Have the dates set for the period for the exercise of public rights been published? Internal Audit Report Have all highlighted boxes been completed by the internal auditor and

explanations provided? Section 1

For any statement to which the response is 'no', is an explanation available

for publication? Section 2

Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? Has an explanation of significant variations from last year to this year been published? Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party? Sections 1 and 2 Trust funds - have all disclosures been made if the authority as a body corporate is a sole managing trustee? (*Local Councils only*)

*** Governance and Accountability for Smaller Authorities in**

England - a Practitioners' Guide to Proper Practices,

can be downloaded from www.nalc.gov.uk or from

www.ada.org.uk

Certificate of Exemption - AGAR 2020/21 Part 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2021, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, provided that the authority has certified itself as exempt at a meeting of the authority after 31 March 2021 and a completed Certificate of Exemption is submitted no later than 30 June 2021 notifying the external auditor.

WEAVERTHORPE PARISH COUNCIL

certifies that during the financial year 2020/21, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000

Total annual gross income for the authority 2020/21:

£16,359

Total annual gross expenditure for the authority 2020/21:
£13.392

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it must submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a **fee of £200 + VAT** will be payable. By signing this Certificate of Exemption you are confirming that:

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), the external auditor has not:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a

declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration

- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act. If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor either by email or by post (not both). The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2021. By signing this certificate you are also confirming that you are aware of this requirement. Signed by the

Responsible Financial Officer Date

I confirm that this Certificate of

Exemption was approved by this 17/05/2021

17/05/2021

authority on this date: Signed by Chairman

Date

as recorded in minute reference: 17/05/2021

Senas

Telephone number 01944 738841

Generic email address of Authority

weaverthorpeparishcouncil@gmail.com

*Published web address

<https://luttonsandweaverthorpe.ryedaleconnect.org.uk/>

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2021.

Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2020/21

WEAVERTHORPE PARISH COUNCIL

<https://luttonsandweaverthorpe.ryedaleconnect.org.uk/>

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

authority. The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective

Not

Yes No* 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. 1. Periodic bank account

reconciliations were properly carried out during the year. J. Accounting statements prepared during the year were prepared on the correct accounting basis

(receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying

records and where appropriate debtors and creditors were

properly recorded. K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the

exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance*

review of its 2019/20 AGAR tick "not covered") L. The authority

publishes information on a website/webpage, up to date at the time of the internal

audit, in accordance with the Transparency code for smaller authorities. M.

The authority, during the previous year (2019-20) correctly provided for the period for the

exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the*

notice published on the website and/or authority approved minutes confirming the dates set). N. The authority has complied with the publication

requirements for 2019/20 AGAR

(see AGAR Page 1 Guidance Notes).

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0. (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

Name of person who carried out the internal audit

shernLNSON

Toluli

Signature of person who carried out the internal audit

Sretattoo

10141

Date

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed). **Note: If the response is 'not covered please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 - Annual Governance Statement 2020/21

We acknowledge as the members of:

WEAVERTHORPE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

Agreed Yes No

Yes' means that this authority:

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.

has only done what it has the legal power to do and has complied with Proper Practices in doing so.

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. 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. 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.

during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.

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.

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responded to matters brought to its attention by internal and external audit.

disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

7. We took appropriate action on all matters raised in reports from 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. 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 must be published

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

17/05/2021

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

A Shell

Chairman

and recorded as minute reference:

SEVEN

Clerk

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

The authority website/webpage is up to date and the information required by the Transparency Code has
Yes No been published.

<https://uttonsandweaverthorpe.ryedaleconnect.org.uk/>
Section 2 - Accounting Statements 2020/21 for

1. Balances brought forward

2. (+) Precept or Rates and Levies

Year ending

Notes and guidance 31 March

31 March *Please round all figures to nearest £1. Do not leave any 2020 2021 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 7,111
9.833 as recorded in the financial records. Value must agree to
Box 7 of previous year.

Total amount of precept (or for IDBs rates and levies) 4,750 4,850
received or receivable in the year. Exclude any grants
received.

Total income or receipts as recorded in the cashbook less 2,322 11,509 *the*
precept or rates/levies received (line 2). Include any
grants received. Total expenditure or payments made to and on
behalf

of all employees. Include gross salaries and wages, 1,341
employers Ni contributions, employers pension contributions, gratuities
and severance payments.

Total expenditure or payments of capital and interest O
made during the year on the authority's borrowings (if
any).

3. (+) Total other receipts

4. (-) Staff costs

1,377

5. (-) Loan interest/capital
repayments

6. (-) All other payments

3,009

Total expenditure or payments as recorded in the cash 12,015 book less staff costs (line 4) and loan interest/capital repayments (line 5).

Total balances and reserves at the end of the year. Must 12,800 equal (1+2+3) - (4+5+6).

7. (=) Balances carried forward

9,833

8. Total value of cash and short term investments

9,833

7,707

9. Total fixed assets plus long term investments

and assets 10. Total borrowings

The sum of all current and deposit bank accounts, cash 7,475 holdings and short term investments held as at 31 March -

To agree with bank reconciliation.

The value of all the property the authority owns - it is made 7,707 up of all its fixed assets and long term investments as at 31 March. The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Yes

No

11. (For Local Councils Only) Disclosure note
re Trust funds (including charitable)

The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting I confirm that these Accounting Statements were Statements in this Annual Governance and Accountability approved by this authority on this date: Return have been prepared on either a receipts and 17/05/2021 payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices as recorded in minute reference: and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being Sanan presented to the authority for approval Signed by Chairman of the meeting where the Accounting Statements were approved | 17/05/2021 Date