

## Certificate of Exemption – AGAR 2021/22 Form 2PM

To be completed by all Parish Meetings that neither received gross income nor incurred gross expenditure exceeding £25,000 in the year of account ended 31 March 2022, 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 Parish Meeting has certified itself as exempt at a Parish Meeting held between **1 April and 30 June 2022** and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

### Clothall with Luffenhall Parish Meeting

certifies that during the financial year 2021/22, the higher of the Parish Meeting'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 Parish Meeting 2021/22: **£3,000**

Total annual gross expenditure for the Parish Meeting 2021/22: **£1,398**

There are certain circumstances in which an Parish Meeting will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If a Parish Meeting 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 Form 3PM 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:

- This parish has no Parish Council
- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), the external auditor **has not**:
  - issued a public interest report in respect of the Parish Meeting or any entity connected with it
  - made a statutory recommendation to the Parish Meeting
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 Parish Meeting 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, and Annual Accounting Statements still need to be fully completed and, along with a copy of this certificate and notice of the period for the exercise of public rights, published on a suitable website or be publicly displayed in the local area before 1 July 2022. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by Chairman

Date

*W Howard*

19/06/2022

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

10/05/2022

as recorded in minute reference:

Item 6

Email

chairman@clothallpm.org.uk

Telephone number

07859 943 705

Place where this Certificate of Exemption is published or displayed (e.g. Parish Notice Board, Newsletter, Village website, etc.)

Clothall village website

**ONLY a copy of 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 2022. Reminder letters incur a charge of £40 +VAT.**



# Form 2PM Annual Internal Audit Report 2021/22

## Clothall with Luffenhall Parish Meeting

During the financial year ended 31 March 2022 the Parish Meeting'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 and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this Parish Meeting'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 Parish Meeting.

| Internal control objective                                                                                                                                                                                                                                                                                   | Yes | No* | Not covered** |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|---------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.                                                                                                                                                                                                                     | ✓   |     |               |
| B. This Parish Meeting complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.                                                                                                                                   | ✓   |     |               |
| C. This Parish Meeting assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                                                                                                                                 | ✓   |     |               |
| D. The precept 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.                                                                                                                                                                     |     |     | ✓             |
| 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 Parish Meeting certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the Parish Meeting had a limited assurance review of its 2020/21 AGAR tick "not covered")                                            | ✓   |     |               |

|                                                                                                                                                                                                                                                                                                                                             | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| M. The Parish Meeting has demonstrated that during the previous year (2020-21) it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.<br>(Evidenced by: confirmation by the Chairman that the notice has been published on a suitable website or publicly displayed in the local area.) | ✓   |    |
| N. The Parish Meeting has complied with the publication requirements for 2020/21 AGAR.<br>(See AGAR Page 1 Guidance Notes).                                                                                                                                                                                                                 | ✓   |    |

For any other risk areas identified by this Parish Meeting adequate controls existed (list any other risk areas on separate sheets if needed).

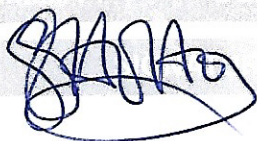
Date(s) internal audit undertaken

8/5/22

Name of person who carried out the internal audit

Simon Holtom

Signature of person who carried out the internal audit



Date

8/5/22

\*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).

**Clothall with Luffenhall Parish Meeting**

**Internal Audit Report 2021-22: Items ticked as "Not covered"**

The reasons that the 3 items were ticked as "not covered" are explained below

***F. Petty cash***

No petty cash payments were made during the financial year.

***H. Assets and investments***

No assets or investments are held by the Parish Meeting.

Signed:

A handwritten signature in blue ink, appearing to read 'Simon Holtom', written over a horizontal line.

Name:

Simon Holtom

Date:

8/5/22



# Form 2PM Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

## Clothall with Luffenhall Parish Meeting

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 2022, that:

|                                                                                                                                                                                                                                                                                                      | Agreed |    | 'Yes' means that this Parish Meeting:                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                      | 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 Parish Meeting 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 Parish Meeting's accounts.                                                      |
| 5. We carried out an assessment of the risks facing this Parish Meeting 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 met the needs of this Parish Meeting. |
| 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 Parish Meeting 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.                                       |

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

This Annual Governance Statement was approved at a Parish Meeting on:

10/05/2022

and recorded as minute reference:

Item 6.

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

Chairman

AJZ Howard



# Form 2PM Section 2 – Accounting Statements 2021/22 for

## Clothall with Luffenhall Parish Meeting

|                                                   | Year ending           |                       | Notes and guidance                                                                                                                                                                                             |
|---------------------------------------------------|-----------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                   | 31 March<br>2021<br>£ | 31 March<br>2022<br>£ |                                                                                                                                                                                                                |
| 1. Balances brought forward                       | 1,421                 | 45                    | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>                                                              |
| 2. (+) Precept                                    | 3,000                 | 3,000                 | <i>Total amount of precept received or receivable in the year. Exclude any grants received.</i>                                                                                                                |
| 3. (+) Total other receipts                       | 500                   | 0                     | <i>Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received.</i>                                                                                   |
| 4. (-) Staff costs                                | 0                     | 0                     | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments           | 0                     | 0                     | <i>Total expenditure or payments of capital and interest made during the year on the Parish Meeting's borrowings (if any).</i>                                                                                 |
| 6. (-) All other payments                         | 4,876                 | 1,398                 | <i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>                                                                     |
| 7. (=) Balances carried forward                   | 45                    | 1,648                 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>                                                                                                                       |
| 8. Total value of cash and short term investments | 45                    | 1,648                 | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>                                                     |
| 9. Total fixed assets plus long term investments  | 0                     | 0                     | <i>"The value of all the property the Parish Meeting owns – it is made up of all its fixed assets and long term investments as at 31 March."</i>                                                               |
| 10. Total borrowings                              | 0                     | 0                     | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>                                                                                                        |

I certify that for the year ended 31 March 2022 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 Parish Meeting.

Signed by the Chairman before being presented to the Parish Meeting for approval

AC2 Howard  
Date 28/04/2022

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

10/05/2022

as recorded in minute reference:

Item 6

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

AC2 Howard



## **Clothall with Luffenhall Parish Meeting**

### **Explanation of significant financial variances 2021-22**

**1) Other receipts: Nil in 2021/22 vs £500 in 2020/21**

The receipt in 2020/21 related to a grant received from Hertfordshire County Council to fund the new noticeboard that was erected in Luffenhall. Given the distance between the villages of Clothall and Luffenhall the noticeboard was erected to ensure there was adequate coverage of Parish matters throughout the Parish (there already being a noticeboard in Clothall). No such grant was received in 2021/22

**2) Other payments: £1,398 in 2021/22 vs £4,876 in 2020/21**

Payments in 2020/21 were abnormally high primarily due to:

- Repairs to the bus shelter (£2,799)
- Erection of a noticeboard in Luffenhall (£478)

Furthermore in 2020/21 a limited assurance audit review was carried out (£288). This was not incurred in 2021/22 as the Parish Meeting elected for an exemption given the very low levels of receipts and expenditure.



## 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 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be figures.

Name of smaller authority:

Clothall with Luffenhall Parish Meeting

County area (local councils and parish meetings only):

North Hertfordshire District Council

**Financial year ending 31 March 2021**

Prepared by (Name and Role):

Graham Lawes, Treasurer

Date:

24-Apr-22

**Balance per bank statements as at 31/3/21:**

Barclays

£

£

1,647.67

1,647.67

Petty cash float (if applicable)

-

Less: any un-presented cheques as at 31/3/21 (enter these as negative numbers)

n/a

Add: any un-banked cash as at 31/3/21

n/a

**Net balances as at 31/3/21 (Box 8)**

1,647.67



## CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: Clothall with Luffenhall Parish Meeting

County Area (local councils and parish meetings only): North Herts District Council

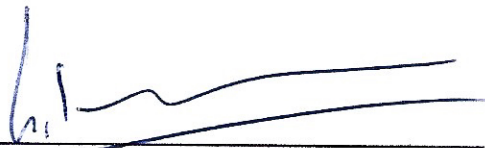
**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on 13 June 2022

and ending on 22 July 2022

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2022 (i.e. Friday 1 July – Thursday 14 July).

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)

Signed:  \_\_\_\_\_

Role: Treasurer

**This form is only for use by smaller authorities subject to a review:**

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.