

Certificate of Exemption – AGAR 2020/21 Part 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 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 Parish Meeting has certified itself as exempt at a Parish Meeting held between **1 April and 30 June 2021** and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

Clothall with Luffenhall Parish Meeting

certifies that during the financial year 2020/21, 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 2020/21: **£3,500**

Total annual gross expenditure for the Parish Meeting 2020/21: **£4,876**

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 Part 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
- 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advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 2021. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by Chairman

Date

H C Howard

19 05 2021

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

19/05/2021

as recorded in minute reference:

ITEM 6

Email

Telephone number

chairman@clothallpm.org.uk

07859943705

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 2021. Reminder letters incur a charge of £40 +VAT.

Part 2PM Annual Internal Audit Report 2020/21

Clothall with Luffenhall Parish Meeting

During the financial year ended 31 March 2021 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 2020/21 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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the Parish Meeting had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓

	Yes	No
L. The Parish Meeting has demonstrated that during the previous year (2019-20) it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. (Evidenced by: confirmation by the Chairman that the notice has been published on a suitable website or publicly displayed in the local area.)	✓	
M. The Parish Meeting has complied with the publication requirements for 2019/20 AGAR. (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).

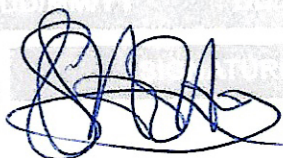
Date(s) internal audit undertaken

12/5/21

Name of person who carried out the internal audit

Simon Howton

Signature of person who carried out the internal audit



Date

12/5/21

*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 2020-21: 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.

K. 2019/20 exemption

The Parish Meeting did not certified itself as exempt for the financial year 2019/20, hence was subject to a limited assurance review.

Signed:



Name:

S. Horton

Date:

12/5/21

Part 2PM Section 1 – Annual Governance Statement 2020/21

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 2021, 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:

19/05/2021

and recorded as minute reference:

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

Chairman

AC Howard

Part 2PM Section 2 – Accounting Statements 2020/21 for

Clothall with Luffenhall Parish Meeting

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	2,131	1,421	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	1,000	3,000	Total amount of precept received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	0	500	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received.
4. (-) Staff costs	0	0	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the Parish Meeting's borrowings (if any).
6. (-) All other payments	1,710	4,876	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	1,421	45	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	1,421	45	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	0	0	"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."
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2021 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

ACZ Howard

Date

06/05/2021

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

19/05/2021

as recorded in minute reference:

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

ACZ Howard

Clothall with Luffenhall Parish Meeting

Explanation of significant financial variances 2020-21

1) Precept: £3,000 in 2020/21 vs £1,000 in 2019/20

The precept is reviewed annually as part of the budgeting process with the aim of maintaining an adequate cash reserve. Ahead of 2020/21 it was identified that there would be increased expenditure relating to repairs on the bus shelter, which was becoming in a dangerous state in particular the roof, hence it was agreed to increase the precept to £3,000 to help cover these costs.

2) Other receipts: £500 in 2020/21 vs nil in 2019/20

This 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)

3) Other payments: £4,876 in 2020/21 vs £1,710 in 2019/20

This related primarily to the additional expenditure on:

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

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative 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:

06-May-21

	£	£
Balance per bank statements as at 31/3/21:		
Barclays	45.36	
		45.36
Petty cash float (if applicable)		-
Less: any unpresented 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)		45.36

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

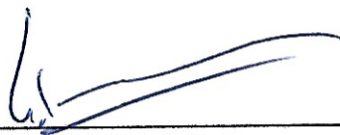
On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on 14 June 2021

and ending on 23 July 2021

(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 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

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 Part 3 and other requested documentation – this form is not for publication on your website.