

## Certificate of Exemption – AGAR 2019/20 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 2020, 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 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

Compton Abbas Parish Council

certifies that during the financial year 2019/20, 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 2019/20: £4998.34

Total annual gross expenditure for the authority 2019/20: £5,678

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 2016
- In relation to the preceding financial year (2018/19), 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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 a public website\* before 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer



Date

20/5/2020

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

20/5/2020

Signed by Chairman



Date

23/5/2020

as recorded in minute reference:

Email of Authority

clerk@comptonabbas.org.uk

Telephone number

01747850515

\*Published web address  
www.comptonabbas.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 2020. Reminder letters incur a charge of £40 +VAT**

# Annual Internal Audit Report 2019/20

## COMPTON ABBAS PARISH COUNCIL

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 2020.

The internal audit for 2019/20 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.	✓		
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. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

26/06/2020, 29/06/2020

Name of person who carried out the internal audit

MARTIN CROSS

Signature of person who carried out the internal audit

*Martin F. Cross*

Date

29/06/2020

\*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).

*see attached.*

\*\*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).

**COMPTON ABBAS PARISH COUNCIL – ANNUAL INTERNAL AUDIT REPORT  
2019-20**

**ADDITIONAL COMMENTS**

Given the turnover of Councillors during the year, the resignation of the Clerk and the fact that the new Clerk was only in post for a very short time before the end of the year (and the Coronavirus lockdown), there were some difficulties in locating information useful for the internal audit. However, I am satisfied that I have seen sufficient evidence to come to the conclusions recorded on the relevant page of the Governance and Accountability Return.

I have recorded a “No” in relation to items B and C thereon.

In relation to item B, while I am satisfied that in almost all respects the council complied with its financial regulations (as adopted on 20 December 2017), it did not do so in relation to regulations 4.3 (an annual salary budget review in October) and 7.5 (performance management of staff). These seemed sufficiently important to record a “No” on this item. My understanding is that the Council and its new Chairman have made arrangements to rectify the position in future.

In relation to item C, it seemed to me that the Council planned to implement a significantly increased volume of work without proper consideration of the possible risk in terms of overload in terms of managing an increased programme. Indeed, on a more general level, no Annual Risk Assessment for 2019-20 could be provided to me and there is no mention in Council Minutes of any such document having been considered. I am pleased to note that action for the future has been taken and that an Annual Risk Assessment for 2020-21 has now been completed.



Martin Cross

29<sup>th</sup> June 2020

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Compton Abbas 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 2020, 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.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>
			✓	

\*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:

20/5/2020

and recorded as minute reference:

4/20

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

Chairman

Clerk

*[Signature]*  
*[Signature]*

## Section 2 – Accounting Statements 2019/20 for

Compton Abbas Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	5233	5,165	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	3000	3500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	556	1498	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	1365	1,671	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 authority's borrowings (if any).
6. (-) All other payments	2258	4,006	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	5,165	4,486	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	5,165	4,486	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	16671	17,026	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 2020 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

Date



20/5/20

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

20/5/20

as recorded in minute reference:

4/20

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



Document Date	Payt. Sched. Month	Payee	Detail	Doc. Ref.	Category	VAT Included	Expense Amount	Exp. Not Yet Paid	Receipt Amount	Cash Book Balance
01-Apr-2019	Apr	Balance			Balance B/Fwd.				5,165.37	5,165.37
01-Apr-2019	Apr	Precept			Precept				1,750.00	6,915.37
01-Apr-2019	Apr	J Baughan	Donation for play area		Play area inc				100.00	7,015.37
01-Apr-2019	Apr	A Wright	Donation for play area		Play area inc				100.00	7,115.37
01-May-2019	May	P Cayford	Donation for play area		Play area inc				250.00	7,365.37
01-May-2019	May	Clr McHenry	reimbursement play area		Play area ex		200.00			7,165.37
01-May-2019	May	Clr McHenry	reimbursement printing		Parish Council expe	17.20	103.20			7,062.17
01-May-2019	May	Clr Clements	reimbursement play area		Play area ex	93.13	573.78			6,488.39
01-May-2019	May	M Wheatley	Clerk Salary		Clerk's Wages		321.30			6,167.09
01-May-2019	May	DM Payroll services	pay roll		Play area ex		58.00			6,109.09
01-May-2019	May	Clr Coupe	reimbursement play area		Play area ex	5.33	32.00			6,077.09
01-May-2019	May	Alex Fairchild	Play Area		Play area ex		130.00			5,947.09
01-May-2019	May	NBHB insurance	Annual insurance		Insurance		280.23			5,666.86
01-May-2019	May	DAPTC	Annual sub		Membership Fees		81.11			5,585.75
01-Jun-2019	Jun	SLCC	Annual sub		Membership Fees		18.80			5,566.95
01-Jun-2019	Jun	Clr Clements	reimbursement play area		Play area ex	33.72	193.21			5,373.74
01-Jul-2019	Jul	British Heart foundation	AED		Aed ex		600.00			4,773.74
01-Jul-2019	Jul	Clr Clements	AED		Aed ex	88.00	528.00			4,245.74
01-Jul-2019	Jul	Mrs Fuller	AED donation		Aed inc				1,040.00	5,285.74
01-Sep-2019	Sep	M Wheatley	Clerk Salary		Clerk's Wages		321.30			4,964.44
01-Sep-2019	Sep	Clr Coupe	reimbursement play area		Play area ex	3.80	22.80			4,941.64
01-Sep-2019	Sep	Play Inspection Co	Play Area Inspection		Play area ex	17.00	102.00			4,839.64
01-Sep-2019	Sep	Clr Clements	reimbursement aed		Aed ex	13.20	16.20			4,823.44
01-Sep-2019	Sep	Dorset Council	Presept		Precept				1,750.00	6,573.44
01-Oct-2019	Oct	A350 group	A350 group donation		A350 ex		24.20			6,549.24
01-Nov-2019	Nov	The Play area co ltd	Play Area		Play area ex	7.00	42.00			6,507.24
01-Dec-2019	Dec	DAPTC	Clerk seminar		Training & Seminars		8.34			6,498.90
01-Dec-2019	Dec	M Wheatley	Clerk wages		Clerk's Wages		321.40			6,177.50
01-Dec-2019	Dec	Impmt Graphics	Christmas cards		Parish Council expenses		60.00			6,117.50
01-Dec-2019	Dec	DAPTC	returned cheque		Miscellaneous (inc)				8.34	6,125.84
01-Jan-2019	Jan	Church Hall	Church hall fund		Hall Hire		175.00			5,950.84
01-Jun-2019	Jul	Vision ICT	Website		Website		150.00			5,800.84
01-Feb-2020	Feb	Vision ICT	Accessibility statement		Website	9.00	54.00			5,746.84
01-Feb-2020	Feb	DAPTC	Replacement cheque		Training & Seminars		8.34			5,738.50
01-Feb-2020	Feb	Clerk wages	Clerk wages		Clerk's Wages		224.30			5,514.20
01-Feb-2020	Feb	Clerk expenses	Clerk expenses		Clerk's Expenses		25.40			5,488.80
01-Feb-2020	Feb	Marianne Wheatley	Previous Clerk final wage		Clerk's Wages		233.46			5,255.34

Year to 31st March 2020

Compton Abbas Parish Council

Transactions for the period shown

01-Feb-2020	Mar Basil Lane	grass cutting	Grass Cutting	530.00	4,725.34
01-Feb-2020	Mar Mr Clements	refund for printing leaflets	Parish Council expenses	15.00	4,710.34
01-Mar-2020	Mar Clerk wages	Clerk wages	Clerk's Wages	224.30	4,486.04
					4,486.04
				287.38	4,486.04
				5,677.67	10,163.71