

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.

Leavenheath 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: £19,491

Total annual gross expenditure for the authority 2019/20: £19,472

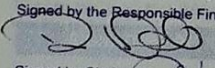
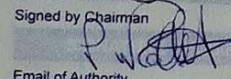
There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual 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	I confirm that this Certificate of Exemption was approved by this authority on this date: 03/06/2020 as recorded in minute reference: M6/2020
	03/06/2020	
Signed by Chairman	Date	
	03/06/2020	
Email of Authority	Telephone number	
pc@leavenheath.suffolk.gov.uk	01787 378649	

*Published web address

www.leavenheath.suffolk.cloud

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Leavenheath 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.	✓		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 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:

03/06/2020

and recorded as minute reference:

M6/2020

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

Chairman

Clerk

Section 2 – Accounting Statements 2019/20 for

Leavenheath Parish Council

	Year ending		Notes and guidance					
	31 March 2019 £	31 March 2020 £						
1. Balances brought forward	45,833	48,504	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	19,461	19,430	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.					
3. (+) Total other receipts	1,306	61	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	7,795	8,033	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	10,301	11,439	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	48,504	48,523	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	47,071	47,196	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	6,534	7,208	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)			<table border="1"> <tr> <td>Yes</td> <td>No</td> <td rowspan="2">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.</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </table>	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.		<input checked="" type="checkbox"/>
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.						
	<input checked="" type="checkbox"/>							

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 03/06/2020

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

03/06/2020

as recorded in minute reference:

M6/2020

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

Leavenheath Parish Council
12 Hitchcock Place, Sudbury, Suffolk CO10 1NN
Tel: 01787 378649; Email: pc@leavenheath.suffolk.gov.uk

End of Year Bank Reconciliation for Year Ending 31st March 2020

Community Account 80572055	
Balance as at 31 st March 2020 =	£31706.95
Deposit Account 53904970	
Balance as at 31 st March 2020 =	£15488.97
Total	£47195.92

Ledger Balances as at 31st March 2020

CRS =	£67995.09
DRS =	£20799.17
Total =	£47195.92

Debbie Hattrell
Responsible Finance Officer – Leavenheath Parish Council

Leavenheath Parish Council
12 Hitchcock Place, Sudbury, Suffolk CO10 1NN
Tel: 01787 378649; Email: pc@leavenheath.suffolk.gov.uk

Explanation of Variances for External Audit (Year Ending 31st March 2020)

3) The difference in total other receipts of £1245 can be explained as follows:

- During the year ending 2019, a greater amount of £1236 was received under grants/Community Infrastructure Levy (CIL) compared to the 2020 year. The small additional difference is from minor variations over other headings.

8) The differences between boxes 7 and 8 are due to VAT payments still to be re-claimed. In the 2020 year £1327 was paid in respect of VAT

Explanation of High Reserves: -
£25,000 is earmarked for future renewal of Village Assets.

Debbie Hattrell
Responsible Finance Officer – Leavenheath Parish Council