10h

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.

HESSETT 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: £15,008

Total annual gross expenditure for the authority 2020/21: £8,218

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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 authority on this date:	
MCly	04.05.2021		04/05/2021
Signed by Chairman	Date	as recorded in minute reference:	
MD	04.05.2021	10h	

Generic email address of Authority: hessetpc@gmail.com

Telephone number: 0777 595 6515

*Published web address: https://hessett.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 2021. Reminder letters incur a charge of £40 +VAT

10d

Hessett Parish Council - Summary Accounts 2020-21

Prev Yr Actual		Actual	Budget	Variances Against Budget £ +/-	Variances Against Budget % +/-	Variances Against prev Yr £ +/-	Variances Against prev Yr % +/-	Notes on Variances Against Budget
	Receipts							
9,123	Precept	9,886.00	9,886	-0	0%	763	8%	
2,316	Grants & Donations	3,752.22	0	3,752	0%	1,436	62%	CIL funds received in current year
1,087	Interest, Rent & RPA	1,364.64	775	590	76%	278	26%	Includes two years RPA grants
353	Other	0.00	313	-313	-100%	-353	-100%	Previous year was exceptional
498	VAT Refund	0.00	430	-430	-100%	-498	-100%	Claim completed after year end
######		15,002.86	11,404	3,599		1,627		
	Payments							
4,987	Salary costs	5,091.84	6,962	-1,870	-27%	105	2%	Original budget included Handyperson and extra time for Clerk bu latter not claimed.
0	Chair's Allowance	0.00	106	-106	0%	0	-	
1,615	Environmental Maint	1,557.70	2,695	-1,137	-42%	-57	-4%	Budget included works carried forward into 2021/22
420	Insurance	450.02	513	-62	-12%	30	7%	
354	Pubs, Subs and Training	258.11	702	-444	-63%	-96	-27%	No training undertaken due to Covid restrictions
305	Grants	0.00	769	-769	-100%	-305	-100%	No grants made in current year
110	Audit Costs	115.00	120	-5	-4%	5	5%	
0	Election Costs	0.00	0	0	0%	0	-	
0	Payments under S137	0.00	0	0	0%	0	-	
479	Administrative expenses	338.07	661	-323	-49%	-141	-29%	Some costs carried forward to next year
95	Cost of Meetings	0.00	80	-80	-100%	-95	-100%	Few physical meetings due to Covid restrictions
643	Fixed Assets	0.00	400	-400	-100%	-643	-100%	None acquired
233	Other Expenses	0.30	205	-205	0%	-233	-	Write-off of bank error
453	VAT on payments	317.10	666	-349	0%	-136	-30%	Lower VATable expenditure leads to concomitant lower VAT
9,388		8,128.14	13,878	-5,750		-1,566		
2,981	**Surplus / Deficit**	6,874.72	-2,474	-2,150				

10d

Hesset Parish Council - Bank Reconciliation for 2020-21

	2020/21
Income to Date	15,002.86
Expenditure to Date	8,128.14
Surplus for the year to date (per summary A/Cs)	**6,874.72**

Bank Reconciliation

Current A/c Bank balance at 31st March 2020	12,647.91	
Deposit A/c Bank balance at 31st March 2020	6,027.24	
Less outstanding cheques at 31st March 2020	-376.00	
Plus credits in transit 31st March 2020	0.30	
Reserves at 31st March 2020		18,299.45
Surplus/ Deficit to 31st March 2020		6,874.72
		25,174.17
Current A/c Bank balance at 31st March 2021	18,125.18	
Deposit A/c Bank balance at 31st March 2021	6,029.99	
Less outstanding cheques at 31st March 2021	-126.00	
Plus credits in transit 31st March 2021	1,145.00	
		25,174.17

Fund Allocation at Year End

	2020/21
Designated Funds	
Playground Maintenance	500.00
General Maintenance	2,000.00
Election Reserve	0.00
Defibrillator Reserve (donations)	2,403.03
Wild flower planting	0.00
Total	**4,903.03**
General funds	**20,271.14**
Total Funds	**25,174.17**

~~1 HPC Cashbook and Accounts 2020-21.xlsx;~~

10d

Hessett Parish Council

Asset Register - 2020/21 (as at 31st March 2021)

Land		
1	The Green	1
2	Green at Lime Tree Close	819
5	Behind Heath Road (The Heath)	1
Other		
6	Lawn Mower	500
7	Brush Cutter	300
8	Dog Waste Bin	60
9	Table with seats	150
10	Metal Bench	200
11	Litter Bin	300
12	Litter Bin	300
13	Litter Bin	300
14	Fences & Gate	1,200
15	Seat	608
16	Seat	445
17	Dog Waste Bin	129
18	Dog Waste Bin	129
19	Dog Waste Bin	129
20	Village Sign & Seating	4,555
21	Five-a-side Goal Posts	380
23	Crazy Gander (Play Equipment)	1,072
24	Super-Nova Play Equipment	3,196
25	TwoBay Swing	3,089
26	R & T Cradle Seat	77
27	Custom Play Unit	9,880
29	Play area surfacing	7,598
30	Playground gate	656
31	Matting for Recycling area	863
32	Noticeboard	1,265
33	Heath Gate	423
34	Dog Waste Bins & Fixings	127
36-38	Grit Bins x 3 @ £117 each	351
39	Audio-Visual Equipment	532
40	Benches x 2 @ 321 each	642
		£40,278

Changes during 2020/21	Nil

10g

Section 2 – Accounting Statements 2020/21 for

HESSETT PARISH COUNCIL

	Year ending 31 March 2020 £	Year ending 31 March 2021 £	Notes and guidance: *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	16,421	18,299	*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	9,645	9,886	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	1,485	5,117	*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	5,790	5,092	*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	3,462	3,036	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	18,299	25,174	*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	18,299	25,174	*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	40,278	40,278	*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 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 authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[signature]

Date 29/04/21

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

04/05/2021

as recorded in minute reference:

10g

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

[signature]

10f

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

HESSETT 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.*
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:

04/05/2021

and recorded as minute reference:

10 F

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

Chairman M D Port

Clerk [signature]

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

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

https://hessett.suffolk.cloud

10e

Annual Internal Audit Report 2020/21

HESSETT PARISH COUNCIL

https://hessett.suffolk.cloud

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	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.			NO PETTY CASH
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 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).*	✓		

	Yes	No	Not applicable
O. (For local councils only) 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: 27/04/2021

Name of person who carried out the internal audit: CHRISTINE FITZGERALD

Signature of person who carried out the internal audit: [signature] C Fitzgerald

Date: 27/04/2021

*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).

10e

CHRISTINE FITZGERALD

4 Chevington Road Chedburgh BURY ST EDMUNDS IP29 4UP
Tel 01284 850098
cffitzgerald3876@gmail.com

HESSETT PARISH COUNCIL

INTERNAL AUDIT REPORT

I have completed an internal audit of the financial records for Hessett Parish Council for 2020/2021

1. The Minutes of Parish Council Meetings have been checked. Payments have been made against invoices and in accordance with the agreed Financial Statements issued at Council meetings.
2. Income and bank interest have been received and recorded
3. Cheques appear on the bank statements, and unpresented cheques have been shown on the bank reconciliation. One unpresented cheque for £126 has been unpresented since May 2017. This needs to be written off as the cheque will now be out of date. The bank reconciliation has been checked.
4. Statements of Income & Expenditure agreed with bank reconciliation.
5. Asset Register has been checked.
6. Working under Covid Restrictions has made everything difficult; correct procedures have been followed

Fitzgerald

Christine Fitzgerald
Internal Audit
27 April 2021