

## 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.

### CHIDEOCK 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: **£19,565**

Total annual gross expenditure for the authority 2020/21: **£14,503**

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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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



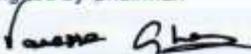
Date

18/04/2021

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

27/04/2021

Signed by Chairman



Date

27 04 2021

as recorded in minute reference:

2565 c)

Generic email address of Authority

chideock@dorset-aptc.gov.uk

Telephone number

01308 426327

\*Published web address

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

## Annual Internal Audit Report 2020/21

### CHIDEOCK PARISH COUNCIL

chideockpc.gov.uk

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.	N/A	no more held	
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).	✓		
O. (For local councils only) 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).

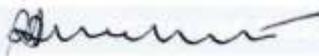
Date(s) internal audit undertaken

26/05/2021

Name of person who carried out the internal audit

IAN NIGGLESWORTH

Signature of person who carried out the internal audit



Date

26/05/2021

\*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).

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### CHIDEOCK 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* 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
			✓

\*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:

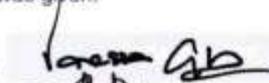
29/06/2021

and recorded as minute reference:

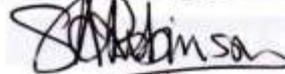
2597 b) ii)

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

Chairman



Clerk



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

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

chideockpc.gov.uk

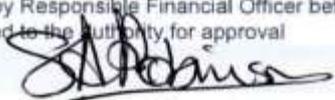
## Section 2 – Accounting Statements 2020/21 for

### CHIDEOCK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	31,230	39,299	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	16,320	16,463	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,290	3,102	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	3,356	3,697	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	8,985	10,806	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	39,299	44,362	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	39,299	44,362	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	24,494	24,494	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



Date

28/06/2021

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

29/06/2021

as recorded in minute reference:

2597 b) IV)

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



## Internal Auditor's Report

			Yes	No	Not Covered	Comments
<b>A</b>	<b>Appropriate accounting records have been properly kept throughout the financial year</b>	1) Is cash book maintained and up to date?	X			
		2) Is cash book mathematically correct?	X			
		3) Is cash book regularly balanced?	X			Monthly
<b>B</b>	<b>This authority complied with its financial regulations, payments were supported by invoices all expenditure was approved and VAT was appropriately accounted for:</b>	1) has Council formally adopted standing orders and financial regs	X			Sept. '20
		2) has responsible Financial Officer been appointed with specific duties?	X			March '21
		3) have several quotes been obtained where appropriate?	X			
		4) are payments supported by invoices, authorised and minuted?	X			
		5) has VAT on payments been correctly recorded and reclaimed?	X			
		6) is Section 137 expenditure recorded and within limits?	X			
<b>C</b>	<b>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b>	1) Do minutes identify unusual activity?		X		
		2) Do minutes show Council carried out annual assessment?	X			March '21

		3) Is insurance cover appropriate and adequate?	X			3 yrs May '20
		4) Are internal financial controls documented & regularly reviewed?	X			
<b>D</b>	<b>The precept or rates requirement resulted from an adequate budgetary process; progress against budget was regularly monitored; and reserves were appropriate</b>	a) Has Council prepared annual budget in support of precept?	X			Dec. '20
		b) Is expenditure against the budget regularly reported to Council?	X			
		c) Are there any significant unexplained variances from the budget?		X		
<b>E</b>	<b>Expected income was fully received, based on correct prices, properly recorded, and promptly banked; and VAT was appropriately accounted for</b>	a) Is income properly recorded and promptly banked?	X			
		b) Does precept shown in books agree with notification from Local authority?	X			
		c) Are security controls over cash adequate?	X			
		d) Is VAT correctly reserved in books?	X			
<b>F</b>	<b>Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for:</b>	a) Is all cash spent recorded and supported by valid VAT receipts?				None held
		b) Is petty cash reimbursement carried out regularly?				
<b>G</b>	<b>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</b>	a) Do salaries paid agree with those approved by Council?	X			
		b) Has PAYE/NIC been properly calculated and paid to HMRC?	X			

<b>H</b>	<b>Asset and investments registers were complete and accurate and properly maintained.</b>	a) Does the Council keep an asset register?	X			
		b) Is the register up to date?	X			Aug. '20
		c) Do asset values reflect the cost? - i.e. Book value	X			
<b>I</b>	<b>Period and year-end bank account reconciliations were properly carried out.</b>	a) Is there reconciliation for each account & carried out regularly?	X			Monthly
		b) Are there unexplained balances on the reconciliation?		X		
<b>J</b>	<b>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.</b>	a) Are accounts prepared on correct basis & agree with books?	X			
		b) Is there an audit trail for financial records?	X			
<b>K</b>	<b>Trust Funds (including charitable)- The Council met its responsibilities as a trustee.</b>	If applicable has the PC met these requirements?	N/A			
<b>L</b>	<b>Transparency Code- Has the authority met the transparency regulations:</b>	Information to be published				
		a) all items above £100	X			
		b) end of year accounts	X			
		c) annual governance statement	X			
		d) internal audit report	X			
		e) list of Council members responsibilities	X			
		f) details of public land and building assets	X			
		g) minutes, agendas, and meeting papers of formal meetings	X			

<b>M</b>	<b>General comments</b>	The Clerk runs a very tight ship and her record keeping is excellent. Any very minor discrepancies were discussed with the clerk. As always, a very clear set of records.				
	<b>Internal Auditor</b>	Ian Wigglesworth	Date	26/05/2021		

# Explanation of Significant Differences.

## Explanation of variances – pro forma

Name of smaller authority:

Chideock

County area (local councils and parish meetings only):

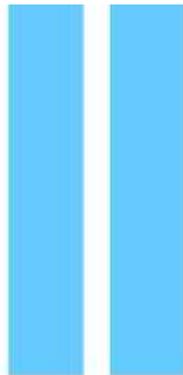
Dorset Council

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	31,230	39,299				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	16,320	16,463	143	0.88%	NO		
3 Total Other Receipts	4,290	3,102	-1,188	27.69%	YES		Interest 2020/21 - £193.81; 2019/20 - £212.46; Down £18.65 Vat Refund 2020/21 - £363.89; 2019/20 - £1,683.25; Down £319.36 Western Power Distribution Wayleave Payment 2020/21 - £25.00; 2019/20 - £0; Up £25.00 SWARCO Charing Point Rent 2020/21 - £833.34; 2019/20 - £0; Up £833.34 Foss Orchard Car Park - Tickets and Season Tickets 2020/21 - £946.37; 2019/20 - £873.55; Up £72.82 Footpath Guides 2020/21 - £0; 2019/20 - £5.00; Down £5.00 Donation from Chideock Mini Fete 2020/21 - £0; 2019/20 - £118.66; Down £118.66 Credit -overcharge for recharge May Parish Election 2020/21 - £0; 2019/20 - £76.75; Down £76.75 Seatown Regeneration Project (Dorset Council Grant) 2020/21 - £0; 2019/20 - £1,180.00; Down £1,180.00 Dorset Council Grant held for Chideock COVID-10 Support Group 2020/21 - £600.00; 2019/20 - £0; Up £600.00
4 Staff Costs	3,556	3,697	141	3.97%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	8,985	10,806	1,821	20.27%	YES		Councillor Travel 2020/21 £10.80; 2019/20 £40.55; Down £29.75 Postage / Phone 2020/21 £41.34; 2019/20 £0; Down £41.34 Print cartridges / printing 2020/21 £81.90; 2019/20 £20.00; Up £61.90 Training 2020/21 £20.00; 2019/20 £ 485.00; Down £465.00 Insurance 2020/21 £529.91; 2019/20 £ 485.74; Up £44.17 Hall Hire 2020/21 £81.00; 2019/20 £ 378.00; Down £297.00 Zoom subscription (monthly) 2020/21 £57.56; 2019/20 £0; Up £57.56 Subscriptions 2020/21 £263.75; 2019/20 £259.41; Up £4.34 ROSPA Safety Inspection of Playing Field and Equipment 2020/21 £148.50; 2019/20 £99.00; Up £47.50 General Playing Field Maintenance 2020/21 £704.76; 2019/20 £371.83; Up £332.93 Clapp's Mead Grass Cutting (Play Area and Field) 2020/21 £1,620.00; 2019/20 £1,030.00; Up £590.00 Clapp's Mead Brook / Ditch Clearance 2020/21 £1,752.00; 2019/20 £1,200.00; Up £552.00



Cemetery Grass Cutting Grant 2020/21 £ 650.00; 2019/20 £625.00; Up £25.00  
 Grant to St Giles PCC for 3 Year Clock Service Contract 2020/21 £640.80; 2019/20 £0Up £640.80  
 Chideock News Grant 2020/21 £ 200.00; 2019/20 £0Up £200.00  
 St John Ambulance (South West) Grant 2020/21 £0; 2019/20 £75.00; Down £75.00  
 Axe Valley Ring and Ride Grant 2020/21 £0; 2019/20 £25.00; Down £25.00  
 Bridport Leisure Centre Grant 2020/21 £100.00; 2019/20 £0; Up £100.00  
 Foss Orchard Car Park Maintenance 2020/21 £144.00; 2019/20 £946.80; Down £802.80  
 Bus Shelter Cleaning 2020/21 £25.00; 2019/20 £75.00; Down £50.00  
 Domain Name for website - renewal for 2 years 2020/21 £0; 2019/20 £23.98; Down £23.98  
 Recharge of Parish Election Cost to Dorset Council 2020/21 £2,088.88; 2019/20 £584.30; Up £1,494.58  
 Remembrance Day Wreath 2020/21 £17.50; 2019/20 £32.00; Down £14.50  
 Radar Key and Fob for Seatown Public Toilets 2020/21 £0; 2019/20 £17.55; Down £17.55  
 Padlock for VAS 2020/21 £8.99; 2019/20 £0; Up £8.99  
 Works at Seatown (Dorset Council Grant) 2020/21 £0; 2019/20 £1,180.00; Down £1,180.00  
 Dorset Council Grant held for Chideock COVID-10 Support Group 2020/21 £600.00; 2019/20 £0; Up £600.00

7 Balances Carried Forward

39,299 44,362

YES

VARIANCE EXPLANATION NOT REQUIRED  
 EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES

8 Total Cash and Short Term Investments

39,299 44,362

VARIANCE EXPLANATION NOT REQUIRED

9 Total Fixed Assets plus Other Long Term Investments

24,493 24,493

0 0.00%

NO

[Empty box for variance explanation]

10 Total Borrowings

0 0

0 0.00%

NO

[Empty box for variance explanation]

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

## Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
<b>Earmarked reserves:</b>			
Community Fund	£3,666		
Playing Field Depreciation Fund	£1,340		
Foss Orchard Car Park Maintenance Fund	£13,841		
Foss Orchard River Bank Fund	£11,232		
Adverts	£80		
All Weather Footpath	£200		
Mill Lane (Bridleway 18)	£121		
Training	£415		
Playing Field Maintenance	£48		
Flood / Winter Maintenance	£330		
Hall Hire	£304		
Village Clock Service Contract	£218		
Mower Hire	£70		
Highways Contingency	£1,500		
Recharge of Parish Elections	£183		
Fingerpost Renovations	£800		
S106 - BW20 and FP20	£1,457		
Devolution of Services Contingency	£5,500		
Insurance Excess	£250		
Clerk's Salary Contingency	£1,000		
War Memorial Maintenance	£250		
<b>Total Restricted Reserve</b>		<b>£42,806</b>	
<b>General Reserve</b>		<b>£1,556</b>	
<b>Total Reserves</b>			<b>£44,362</b>

# Bank Reconciliation.

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in 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 prepared 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: **Chideock Parish Council**

County area (local councils and parish meetings only): **Dorset Council**

Financial year ending 31 March 20xx

Prepared by (Name and Role): **Sal Robinson, Clerk and Responsible Financial Officer**

Date: **08/05/2021**

	£	£
<b>Balance per bank statements as at 31/3/2021:</b>		
TSB Current Account	£6,861.02	
TSB Deposit Account	£38,928.84	
Bank of Ireland	£279.67	
		46,069.53
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/2021 ( <b>enter these as negative numbers</b> )		
209	(265.99)	
210	(184.40)	
213	(200.00)	
214	(200.00)	
215	(100.00)	
216	(700.00)	
211	(47.50)	
212	(9.99)	
		-1,707.88
Add: any un-banked cash as at 31/3/2021		
	-	0.00
<b>Net balances as at 31/3/2021 (Box 8)</b>		<b><u>44,361.65</u></b>