

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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	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:

20/05/2020

and recorded as minute reference:

19 of 20/05/20

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

Chairman

Clerk

SIGNATURE REQUIRED
Chairman
Clerk

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.

GREAT GLEHAM 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:

£ 10,635.00.000

Total annual gross expenditure for the authority 2019/20:

£ 6,647.00.000

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

C. Mery

20/05/2020

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

20/05/20

Signed by Chairman

Date

J. C.

20/05/20

as recorded in minute reference:

19

Email of Authority

gtglehampc@gmail.com

Telephone number

01986798422

*Published web address

www.greatgleham.suffolk.net

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 2 – Accounting Statements 2019/20 for

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	19,076	14,743	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	1,625	4,945	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5,866	5,690	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	683	3,157	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	Nil	Nil	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	2,141	3,490	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	14,743	18,731	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	14,743	18,731	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	11,351	11,351	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	Nil	Nil	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

24/05/2020

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

24/05/20

as recorded in minute reference:

19

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

12-7

Explanation of variances – pro forma

Name of smaller authority: **Great Glemham Parish Council**
County area (local councils and Suffolk)

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);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	10,076	14,743				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,823	4,845	3,320	204.31%	YES		Precept increased to cover staff costs which the authority never had to pay before as Clerk was always a voluntary role.
3 Total Other Receipts	5,866	5,690	-176	3.00%	NO		
4 Staff Costs	683	3,157	2,474	362.23%	YES		All staff were voluntary up to Dec 2018. Staff costs for the first year 18/19 only covered the last quarter of the year. Staff costs for 19/20 are for the full year hence the large difference.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,141	3,490	1,349	63.01%	YES		Grants made to the Village hall and the purchase of a piano for the village hall, and grants to other organisations from the Solar Funds which are for the benefit of the village as a whole
7 Balances Carried Forward	14,743	18,731			YES	VARIANCE EXPLANATION NOT REQUIRED TO WHY CARRY FORWARD RESERVES ARE	
8 Total Cash and Short Term Investments	14,743	18,731				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	11,351	11,351	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

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:

	£	£	£
Earmarked reserves:			
Solar Funds	£15,256.61		Note the solar funds are an income received annually for a period of 25 years. Monies must be for the good for the village. Earmarked projects are New Notice Board £1400 approx and funds to assist villagers travel to other external venues
War Memorial	£360.00		
Recycling	£79.45		
K6	£137.29		
Butchers Field	£1,456.10		
Archive	£447.27		
		17736.72	
General reserve			
	994.66	994.66	
Total reserves (must agree to Box 7)			18731.38

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree with 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 cash and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority:

Great Glemham Parish Council

County area (local councils and parish meetings only):

Suffolk

Financial year ending 31 March 2020

Prepared by (Name and Role):

Caroline Emeny, Responsible Financial Officer

Date:

20/05/2020

Balance per bank statements as at 31/3/xx:

Co-Operative Bank

£

18781.38

£

18781.38

Petty cash float (if applicable)

nil

Less: any unpresented cheques as at 31/3/20 (enter these as negative numbers)

Cheque number

303

(50.00)

(50.00)

Net balances as at 31/3/20 (Box 8)

18,731.38



20.5.20

ACCOUNTS - GREAT GLEMHAM PARISH COUNCIL - YEAR ENDING 31 MARCH 2020										Note S137 is £8.12 19/20 year and will be £8.32 20/21 financial year		
Ref	Date	General Acc	Solar	War Memorial	Recycling	K6	Butchers Field	Archive	TOTALS	Chq No	Bank Recon	Notes
BBF		1246.78	11036.46	360.00	59.45	137.29	1456.10	447.27	14743.35			Balance as at 31/3/19 was £14743.35
	30.4.19	2472.50								CR	Y	Precept - 1st instalment
	20.5.19	-578.25								200271	Y	Clerks wages
	20.5.19	-55.43								200271	Y	Clerks Expenses
	20.5.19	-136.98								200272	Y	SALC Subscription
	20.5.19	-27.50								200273	Y	Hall hire
	20.5.19	-41.00								100274	Y	Internal audit fee
	20.5.19	-22.02								200275	Y	Mower petrol
	10.7.19	-58.70								200276	Y	SALC literature and training
	2.9.19	-12.79								200277	Y	SALC Planning training
	2.9.19	-87.04								200278	Y	East Suffolk uncontested election charges
	2.9.19	-22.40								200279	Y	Mower petrol
	2.9.19	-732.80								200280	Y	Clerks wages
	2.9.19	-61.79								200280	Y	Clerks Expenses
	2.9.19	-38.20								200281	Y	H M R C - PAYE
	2.9.19	-257.49	-1000.00							200282	Y	Community Action re insurance renewal
	2.9.19				20.00					200283	Y	Donation to Village Hall re heaters and chairs
	17.9.19	2472.50								CR	Y	Incentive from Norse re litter pick
	15.10.19	-99.00								200284	Y	Precept - 2nd instalment
	15.10.19		-100.00							200285	Y	Rospa Annual inspection
	1.11.19	-60.00								200286	Y	Piano for village hall - removal costs
	9.12.19	-21.00								200287	Y	One Suffolk website annual subscription
	9.12.19	-578.25								200287	Y	SALC literature
	9.12.19	-101.51								200288	Y	Clerks wages
	9.12.19	-61.77								200288	Y	Clerks Expenses
	18.12.19		5564.15							200289	Y	Mower petrol and replacement parts
	12.2.20	-897.40								200290	Y	Receipt from BayWa r.e. re Solar Farm 2019
	12.2.20	-34.05								200290	Y	Clerks wages and holiday pay to 31/3/20
	12.2.20	-79.20								200291	Y	Clerks Expenses
	12.2.20	-132.00								200291	Y	HMRC re PAYE
	12.2.20	-32.50								200292	Y	SALC re Councillor Training Course
	12.2.20		-244.00							200293	Y	Great Glemham Village Hall - hall hire
	12.2.20									200294	Y	Piano tuning and castor fitting
	12.2.20	-14.40								200295	Y	Mower repairs
	17.02.20	106.00									Y	VAT refund HMRC
	23.2.20	-50.00								200296	Y	Disability Advice Service - Donation
	23.2.20	-50.00								200297	Y	Citizens Advice Bureau - Donation
	23.2.20	-50.00								200298	Y	St Elizabeth Hospice - Donation
	23.2.20	-50.00								200299	Y	Coastal Accessible Transport Service - Donation
	23.2.20	-50.00								200300	Y	Suffolk Wildlife Trust - Donation
	23.2.20	-50.00								200301	Y	East Anglian Air Ambulance - Donation
	23.2.20	-250.00								200302	Y	Great Glemham Village Hall - Donation
	23.2.20	-50.00								200303	Y	Suffolk Flora Preservation Trust - Donation
	23.2.20	-50.00								200304	Y	Suffolk Accident & Rescue Service - Donation
	23.2.20	-50.00								200305	Y	Suffolk Lowland Search & Rescue - Donation
	11.03.20	-35.00								DD	Y	ICO Annual renewal re data protection
	16.03.20	-324.65								200306	Y	Mower repairs & fuel for mower
Sub total		994.66	15256.61	360.00	79.45	137.29	1456.10	447.27	18731.38			BALANCES WITH BANK STATEMENT NO. 106 less unrepresented chq 303 £50.00

I confirm that this Annual Return was presented to and approved by the Parish Council at the meeting on Wednesday 20th May 2020

signed
Responsible Financial Officer

signed
Chairman

19

GREAT GLEHAM PARISH COUNCIL

ACCOUNTING STATEMENT Y/E 31/3/2020

2018/19	RECEIPTS	2019/20
£1,625.00	Precept	£4,945.00
£0.00	Local Council Tax Relief Grant	£0.00
£5,465.72	Solar Fund	£5,564.15
£380.29	VAT	£106.00
£20.00	Miscellaneous	£20.00
£0.00	District Council Locality Award	0.00
£7,491.01	TOTAL RECEIPTS	£10,635.15
	PAYMENTS	
£147.34	Grounds Maintenance	£445.24
£744.24	Clerk's Salary	£2,904.10
£97.10	Clerk's and Administration expenses	£252.78
£0.00	Training and Literature	£224.49
£40.00	Meeting Rooms	£60.00
£327.70	Subscriptions – SALC, PDCC, SPS, website	£330.98
£328.47	Insurance	£257.49
£630.00	S.137 payments/Donations/ other donations incl Solar	£1,700.00
£460.42	Miscellaneous expenditure	344.00
£48.00	Audit	£41.00
£0.00	Elections	£87.04
£2,823.27	TOTAL PAYMENTS	£6,647.12

RECEIPTS AND PAYMENTS SUMMARY

2018/19		2019/20
£10,075.61	Balance as at 1 April	£14,743.35
£7,491.01	Total Receipts	£10,635.15
£2,823.27	Less Payments	£6,647.12
£14,743.35	TOTAL	£18,731.38

CUMULATIVE FUNDS REPRESENTED BY (AT 31ST MARCH 2019)

2018/2019		2019/20
£14,849.30	Current Account	£18,781.38
-£105.95	Less any unrepresented cheques	-£50.00
	chqs 303	
£14,743.35	Balance c/f	£18,731.38

EARMARKED FUNDS REPRESENTED BY (AT 31ST MARCH 2019)

Solar Funds	£15,256.61
War Memorial	£360.00
Recycling	79.45
K6	137.29
Butchers Field	1456.10
Archive	447.27
Total earmarked funds	£17,736.72