

Certificate of Exemption

To be completed only 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 2018, 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 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

FINNINGHAM PARISH COUNCIL

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2017/18:

£ 13,418 £00,000

Annual gross expenditure for the authority 2017/18:

£ 14,967 £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 has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), 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an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual 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 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer

Natalie Still

Date

08/05/18

Signed by Chairman

[Signature]

Date

08/05/18

Email

finninghamparishclerk@gmail.com

Telephone number

07802 492495

*Published web address (not applicable to Parish Meetings)

www.finningham.com/parish-council/

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.

Annual Internal Audit Report 2017/18

FINNINGHAM 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 2018.

The internal audit for 2017/18 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. | | | N/A |
| 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. (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

300418

Name of person who carried out the internal audit

ANDREW STRICKLAND

Signature of person who carried out the internal audit

AS

Date

3004.18

*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 2017/18

We acknowledge as the members of:

FINNINGHAM 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 2018, 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 it is a sole managing trustee of a local trust or trusts. |
| | | | ✓ | |

This Annual Governance Statement is approved by this authority and recorded as minute reference:

18.33 REFERENCE

dated

08/05/18

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

Chairman

Clerk

 SIGNATURE REQUIRED

 SIGNATURE REQUIRED

Section 2 – Accounting Statements 2017/18 for

FINNINGHAM PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2017 £ | 31 March 2018 £ | |
| 1. Balances brought forward | 6,266 | 9,800 | 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 | 6,500 | 6,695 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 6,275 | 6,723 | 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 | 2,194 | 2,129 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 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 | 7,047 | 12,838 | 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 | 9,800 | 8,251 | 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 | 9,800 | 8,251 | 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 | 20,072 | 26,102 | 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 acts as sole trustee for and is responsible for managing Trust funds or assets. |
| | N/A | | N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Natalie Hill REQUIRED

Date 21/04/18

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

08/05/18

and recorded as minute reference:

18.34 REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

Finningham Parish Council
Annual Statement for year ending 31.03.18

Year 2016/2017

Year 2017/2018

Income/Receipts

| | | |
|--------------------------|-----------------------|--------------------------|
| 6500.00 | Precept | 6695.00 |
| 102.09 | Recycling Grant | 98.35 |
| 0.00 | Donations | 1200.00 |
| 1.23 | Bank interest | 2.23 |
| 0.00 | Cemetery fees | 627.50 |
| 4889.92 | Grants | 2007.75 |
| 1282.18 | VAT | 1295.24 |
| | CIL | 891.54 |
| | MISC | 600.00 |
| <u>£12,775.42</u> | Total Receipts | <u>£13,417.61</u> |

Expenditure/Payments

| | | |
|-------------------------|--------------------------------|--------------------------|
| 1548.89 | Clerks fees | 1524.01 |
| 339.29 | Expenses | 274.11 |
| 235.00 | Training | 163.00 |
| 81.00 | Professional fees | 185.00 |
| 431.03 | Insurance | 438.86 |
| 230.00 | Hire of hall | 0.00 |
| 126.90 | Sect 137 | 0.00 |
| 100.00 | Donations | 100.00 |
| 301.98 | Subscriptions | 279.64 |
| 400.54 | Legal fees & PAYE | 421.81 |
| 0.00 | Election Costs | 0.00 |
| 1592.94 | New equipment | 4551.67 |
| 300.00 | Churchyard Maint | 300.00 |
| 125.00 | Cemetery maint | 190.00 |
| 1769.95 | Village Green maint | 2455.00 |
| 137.95 | Play Equip maint | 1880.79 |
| 426.39 | Equipment Maintenance & Repair | 327.14 |
| 405.00 | Bin emptying | 405.00 |
| 689.33 | VAT | 1470.67 |
| <u>£9,241.19</u> | Total Payments | <u>£14,966.70</u> |

Finningham Parish Council

Bank reconciliation

for the year 2017/18

| | | |
|-------------------------|-----------------------------|-------------------------|
| 2017 | | 2018 |
| 6265.98 | Balances as at 1st. April | 9800.23 |
| | 12775.42 Total receipts | 13417.61 |
| | 9241.19 Less total payments | 14966.70 |
| 3,534.23 | | -1549.09 |
| <u>£9,800.21</u> | | <u>£8,251.14</u> |

Natasha Hill

These Cumulative Funds are represented by:

| | | |
|-------------------------|----------------------------|-------------------------|
| 6486.87 | Current Account | 4935.55 |
| 0.00 | less unrepresented cheques | 0.00 |
| 3313.36 | Deposit Account | 3315.59 |
| <u>£9,800.23</u> | | <u>£8,251.14</u> |

Finningham Parish Council

Bank reconciliation for the year 2017/18

| | | |
|-------------------------|-----------------------------|-------------------------|
| 2017 | | 2018 |
| 6265.98 | Balances as at 1st. April | 9800.23 |
| | 12775.42 Total receipts | |
| | 9241.19 Less total payments | 13417.61 |
| | | 14966.70 |
| <u>3,534.23</u> | | <u>-1549.09</u> |
| <u>£9,800.21</u> | | <u>£8,251.14</u> |

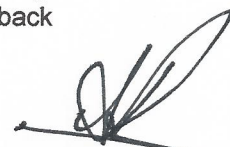
These Cumulative Funds are represented by:

| | | |
|-------------------------|--------------------------|-------------------------|
| 6486.87 | Current Account | 4935.55 |
| 0.00 | less unpresented cheques | 0.00 |
| <u>3313.36</u> | Deposit Account | <u>3315.59</u> |
| <u>£9,800.23</u> | | <u>£8,251.14</u> |

Significant variances.

For the year 2017/18

| year end | 2017 | 2018 | | item difference. | item difference. |
|----------|----------------|-----------------|---|------------------|------------------|
| | £ | £ | | £ | £ |
| Box 2 | 6500.00 | 6695.00 | In 2017 the PC increased the precept slightly | <u>-195.00</u> | <u>195.00</u> |
| Box 3 | <u>4889.92</u> | <u>5326.79</u> | | | <u>436.87</u> |
| | 0 | 627.50 | In 2017/2018 there were 3 burials in the cemetery and memorial ston | 627.50 | |
| | 0 | 891.54 | The Council received their first CIL payment due to developments/new builds in the village | 891.54 | |
| | 4889.92 | 2007.75 | No housing grant received and only a grant from MSDC for sports equip (table tennis table) & towards slide | -2882.17 | |
| | 0.00 | 1200.00 | The PC received 2 donations, 1 from the Friends of Finningham towards a replacement slide & for wood from a felled tree | 1200.00 | |
| | 0.00 | 600.00 | The PC received payment due to broken gravestone | 600.00 | |
| | | | | | <u>436.87</u> |
| Box 4 | <u>5753.75</u> | <u>11497.38</u> | | | <u>5743.63</u> |
| | 339.29 | 274.11 | Expenses decreased as not as many training courses attended | -65.18 | |
| | 235.00 | 163.00 | A training course was cancelled | -72.00 | |
| | 81.00 | 185.00 | External auditor charged a fee due to amt of income/expenditure | 104.00 | |
| | 230.00 | 0.00 | The PC hasn't received an invoice for hiring of the hall | -230.00 | |
| | 126.90 | 0.00 | The PC didn't use any money under section 137 | -126.90 | |
| | 1592.94 | 4551.67 | Defib equip. was purchased with grant received previous yr | 2958.73 | |
| | 125.00 | 190.00 | The cemetery was cut twice this year | 65.00 | |
| | 1769.95 | 2455.00 | Tree felling and fence worked on the Green completed this year | 685.05 | |
| | 137.95 | 1880.79 | Purchase of table tennis table | 1742.84 | |
| | 426.39 | 327.14 | Repairs to equip were not needed, just servicing | -99.25 | |
| | 689.33 | 1470.67 | Due to more purchases, more VAT to claim back | 781.34 | |



5743.63

Natalie Hill

FINNINGHAM PARISH COUNCIL

Supporting Notes for the year ended 31st. March, 2018.

1. Assets

At the 31st. March 2018 the following assets were held:

| <u>Description</u> | <u>Basis of Valuation</u> | <u>Value £</u> |
|------------------------------|------------------------------|----------------|
| Flagpole | Insured replacement cost | £1,520 |
| Two sets goal posts | Insured replacement cost | £600 |
| Play equipment | Insured replacement cost | £9,700 |
| 7 x Salt Bins | Replacement cost (Uninsured) | £550 |
| 2 x Picnic Bench | Replacement cost (Uninsured) | £480 |
| Old Village sign | Insured replacement cost | £150 |
| New Village sign | Insured replacement cost | £2,500 |
| Notice board | Replacement value | £300 |
| Village Green | Nominal value | £1 |
| Cemetery | Nominal value | £1 |
| Other property | | |
| Laptop | Replacement cost (Uninsured) | £300 |
| Lawn mower | Insured replacement cost | £600 |
| 3 x Litter Bins | Replacement cost (Uninsured) | £375 |
| 9 x Dog Litter bins | Replacement cost (Uninsured) | £675 |
| Hedge Cutter | Insured replacement cost | £300 |
| Hand Strimmer | Insured replacement cost | £420 |
| Wheeled strimmer | Insured replacement cost | £400 |
| Metal storage container | Insured replacement cost | £1,200 |
| Table tennis table | Replacement cost (Uninsured) | £2,100 |
| Defib | Replacement cost (Uninsured) | £2,420 |
| Electrical cabinet for defib | Replacement cost (Uninsured) | £880 |
| Trainer defib unit | Replacement cost (Uninsured) | £630 |

Investments

None

During the period:

No assets were disposed of.

Creditors:

Nil.

2. Borrowings

As at 31st. March, 2018 no loans were outstanding.

3. Leases

As at 31st. March, 2018 no leases were in operation

4. Outstanding Debts.

As at 31st. March, 2018 no debts were outstanding.

5. Tenancies

No tenancies were held

6. Section 137 payments

Total expenditure: nil

7. **Agency work**
During 2017/18 the Council undertook no agency work on behalf of other authorities.
8. **Advertising and Publicity.**
No costs for advertising and publicity were incurred
9. **Pensions**
Contributions are made when the clerk gets paid. The Pensions Regulator has confirmed compliance
10. **Charitable trusts**
Finningham Parish Council is not associated with any charitable trusts.
11. **Significant variations from previous year**
Spending £4,470 from the grant which was gained the previous year for the defibrillator project
Spending £1,750 on a Table tennis table, after a grant of £1,407 was awarded to go towards the cost of it.

Signed


Chairman

Natalie Utell
R.F.O