

## Certificate of Exemption – AGAR 2022/23 Form 2PM

To be completed by all Parish Meetings that neither received gross income nor incurred gross expenditure exceeding £25,000 in the year of account ended 31 March 2023, 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 Parish Meeting has certified itself as exempt at a Parish Meeting held between **1 April and 30 June 2023** and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

*Dalton Parish Council*

certifies that during the financial year 2022/23, the higher of the Parish Meeting'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 Parish Meeting 2022/23:

£18,535

Total annual gross expenditure for the Parish Meeting 2022/23:

£14,093

There are certain circumstances in which a Parish Meeting will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If a Parish Meeting 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 Form 3PM to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- This parish has no Parish Council
- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not**:
  - issued a public interest report in respect of the Parish Meeting or any entity connected with it
  - made a statutory recommendation to the Parish Meeting
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 the Parish Meeting 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, and Annual Accounting Statements still need to be fully completed and, along with a copy of this certificate and notice of the period for the exercise of public rights, published on a suitable website or be publicly displayed in the local area before 1 July 2023. **Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by Chairman

*K S Crighton*

SIGNATURE REQUIRED

Date

17/5/23

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

17/05/23

as recorded in minute reference:

6a REFERENCE

Email

*clerk.daltonparishcouncil@hotmail.com*

Telephone number

01845 578336

Place where this Certificate of Exemption is published or displayed  
(e.g. Parish Notice Board, Newsletter, Village website, etc.)

*https://hub.daltonnorth.yorkshire.org.uk/datasets/dalton-parish-council*

**ONLY a copy of 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 2023. Reminder letters for late submission will incur a charge of £40 + VAT.**

# Annual Internal Audit Report 2022/23

Drainage Parish Council  
ENTER NAME OF AUTHORITY

<https://hub.datanorthyorkshire.org/dataset>  
ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, 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 2022/23 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.	✓		
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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 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

Name of person who carried out the internal audit

04/06/2023 DD/MM/YYYY DD/MM/YYYY TERESA HODGSON AUDITOR

Signature of person who carried out the internal audit

Teresa Hodge **RE REQUIRED**

Date

04/06/2023

\*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 2022/23

We acknowledge as the members of:

*Dalton 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 2023, that:

Agreed			'Yes' means that this authority:
Yes	No*		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		considered and documented the financial and other risks it faces and dealt with them properly.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		responded to matters brought to its attention by internal and external audit.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		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.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

*17/05/2023*

and recorded as minute reference:

*Para 2: Approval Of Governance Statement*

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

Chairman  
*K. S. Graft*

Clerk  
*D. J. Graft*

*SIGNATURE REQUIRED*

*SIGNATURE REQUIRED*

<https://hub.dabanci.org.uk/policy-available-websitenewpageaddress/dataset/dalton-parish-council>

## Section 2 – Accounting Statements 2022/23 for

Draxton Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	83406	78593	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	8500	9000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	175	9535	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	1000	2300	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	—	—	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	12760	11793	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	78321	83035	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	78593	83035	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	96709	96209	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	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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**

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

12/05/23

as recorded in minute reference:

6a. ACCOUNTS RE REPORT

Treasurers REPORTS

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

K. S. Shattock

Date

12/05/23

KL

## Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

ENTER NAME OF AUTHORITY  
Dartmoor Parish Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

### Explanation of variances – pro forma

Name of smaller authority:  
County area (local councils and parish meetings only):  
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).

	2021/22	2022/23	Variance	Variance %	Explanation (Automatic responses trigger below based on figures input. Do NOT OVERRIDE THESE BOXES)	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	£ 83,406	£ 78,593			Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	Difference of £272 cheques not presented 21/22
2 Precept or Rates and Levies	£ 8,500	£ 9,000		500 5.88%	NO	
3 Total Other Receipts	£ 175	£ 9,535		9,360 ####	YES	In 21/22 we did not receive any CIL/106 payments but have done in 22/23.
4 Staff Costs	£ 1,000	£ 2,300		1,300 130.00%	YES	Clerks pay increase in line with the requirement for a contracted clerks position and pay guide within the 1CC band lines.
5 Loan Interest/Capital Repayment	£ 0	£ 0		0 0.00%	NO	
6 All Other Payments	£ 12,760	£ 11,793		-967 -7.58%	NO	
7 Balances Carried Forward	£ 78,321	£ 83,035				VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	£ 78,593	£ 83,038				Our bank balance remains at this level due to projects being put on hold over previous years due to lock-down/covid 19. Football pavilion/changing rooms and upgrading the village hall car parking being two of our largest budgeted plans. £30000 for the pavilion/changing rooms and £12000 for the car parking.
9 Total Fixed Assets plus Other Long Term Investments and Assets	£ 96,708	£ 96,209		-500 -0.52%	NO	EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES
10 Total Borrowings	£ 0	£ 0		0 0.00%	NO	

Rounding errors of up to £2 are tolerable  
Variances of £200 or less are tolerable

### Recipients:



**Dalton Parish Council Financial Statement**  
**for Year Ending 31 March 2023**

Bank Balance carried forward 1 April 2022 £ 78,593.37

**PAYMENTS**

Zurich Insurance	£ 641.36	Precept	£ 9,000.00
Clerk's salary	£ 2,300.00	Northern Electric	£ -
Audit	£ -	VAT Refund	£ -
Hire of Hall	£ -	Grass cutting contrib:	£ -
Sundries	£ 3,466.39	Bank interest (Net)	£ -
Harriers Croft Grass cutting	£ -	Topcliffe Charities	£ 171.61
Willow Bridge Grass cutting	£ -	CIL/106	£ 9,363.75
Grass cutting/Tree cutting maintenance	£ 4,380.00		
Playing field inspection/parts	£ 1,648.90		
Electricity costs	£ -		
Legal Fees	£ -		
VAT	£ 1,656.92		
Tax on Interest	£ -		
<b>TOTAL EXPENDITURE</b>	<b>£ 14,093.57</b>	<b>TOTAL INCOME</b>	<b>£ 18,535.36</b>

Balance 1 April 2022	£ 78,593.37
Receipts to 31 March 2023	£ 18,535.36
	<hr style="border-top: 1px solid black;"/>
	£ 97,128.73

Less payments at 31 March 2023	£ 14,093.57
<b>BALANCE AT 31 MARCH 2023</b>	<b>£ 83,035.16</b>

Summary of Receipts & Payments

Dalton Parish Council  
Summary of Receipts & Payments for the Year Ended  
31-Mar-23

RECEIPTS

	LAST YEAR	YEAR OF ACCOUNT
Precept	£ 8,500.00	£ 9,000.00 ✓
Bank Interest	£ -	£ -
Other	£ 174.94	£ 9,535.36 ✓
Investment Account	£ -	£ -
Awards for All Grant	£ -	£ -
Play Equipment etc.	£ -	£ -
Clock Appeal	£ -	£ -
<b>Total</b>	<b>£ 8,674.94</b>	<b>£ 18,535.36 ✓</b>

PAYMENTS

	LAST YEAR	YEAR OF ACCOUNT
VAT	£ 1,593.75	£ 1,656.92 ✓
Other	£ 12,166.25	£ 12,436.65 ✓
<b>Total</b>	<b>£ 13,760.00</b>	<b>£ 14,093.57 ✓</b>

RECEIPT AND PAYMENT SUMMARY

Balance brought forward 1 April 2022	£ 78,593.37 ✓
Receipts added	£ 18,535.36 ✓
Less payments	£ 97,128.73 ✓
Balance at 31 March 2023	£ 14,093.57 ✓
	<b>£ 83,035.16 ✓</b>

I certify that the above properly  
represents the Receipts and Payments of the  
Parish Council for the year ended 31 March 2023

Signed:

D Pearson-Briggs - Responsible Financial Officer

Dated:

17/05/2023

BANK RECONCILIATION

DALTON PARISH COUNCIL Financial year ending 31st March 2023

Prepared by David Pearson-Briggs - RFO Dated:

BANK RECONCILIATION

Balance as per Lloyds Bank Statement

Current Account £ 78,593.37

Less: Unpresented cheques from last years accounts	£ 272.00
Add: Any unbanked cash as at 31st March, 2023	
Net Balance as at 31st March, 2022	<u>£ 78,321.37</u>

CASH BOOK

Opening Balance as at 1st April, 2021	£ 78,593.37 ✓
Add Receipts to 31st March, 2022	£ 18,535.36 ✓
Less Payments to 31st March, 2022	£ 14,093.57 ✓
Closing Balance @ 31st March, 2021	<u>£ 83,035.16</u> ✓

FOR INFORMATION ONLY:

Total Balance made up as follows:-

Lloyds Current Account	£ 83,035.16 ✓
	<u>£ 83,035.16</u> ✓

## Budget

Dalton Parish Council budget for 23/24	Balance	Total	Difference
	£83,035.16	81800	£1,235.16
Area	Cost (£)		
Grass cutting	6000		
Insurance	1000		
Salarys	2300		
Playing field inspection	500		
Services from NYCC	3500		
Defib. (x2) upkeep etc.	1500		
Village fence painting	1000		
Football field upkeep	7000		
Car park upkeep	3000		
Pavillion	50000		
Misc.	6000		