

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advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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

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:

6 a REFERENCE

Email

clerk@daltonparishcouncil@hotmail.com

Telephone number

~~01845~~ 578336
01845

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

<https://hub.daltonorthyorkshire.org/dataset/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

Darwen Parish Council

<https://hub.darwenorthyorkshire.org/dataset>

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.			✓

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 E HODGSON AUDITOR

Signature of person who carried out the internal audit

Teresa Hodgson

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:

ENTER NAME PUBLICLY AVAILABLE WEBSITE/PAGE NUMBER
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*	
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.

***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. J. Hoff

Clerk [Signature]

https://hub.daltonorthyorkshire.org/database/dalton-parish-council

Section 2 – Accounting Statements 2022/23 for

Dunoon 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

Date 17/05/2023

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

17/5/23

as recorded in minute reference:

6a Accounts Review

Treasurers Report

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

K. S. Croft

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

In respect of

Darwin 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):



Submit Figures from Reserves & the Accounts of Blue - Approved Scheme

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 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	83,608	78,593					
2 Precept or Rates and Levies	8,500	9,000	500	5.88%	NO		
3 Total Other Receipts	175	9,835	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 ICI band lines.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	12,780	11,783	-967	7.58%	NO		
7 Balances Carried Forward	78,321	83,035					
8 Total Cash and Short Term Investments	78,593	83,038					
9 Total Fixed Assets plus Other Long Term Investments and Assets	96,709	96,209	-500	0.52%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		
					YES	VARIANCE EXPLANATION NOT REQUIRED	Our bank balance remains at this level due to projects being put on hold over previous years due to lock-down/covid19. 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.
						VARIANCE EXPLANATION NOT REQUIRED	

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

Dalton Parish Council Financial Statement
for Year Ending 31 March 2023

Bank Balance carried forward 1 April 2022

£ 78,593.37

PAYMENTS

RECEIPTS

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	£	-			
TOTAL EXPENDITURE	£	<u>14,093.57</u>	TOTAL INCOME	£	<u>18,535.36</u>

Balance 1 April 2022

£ 78,593.37

Receipts to 31 March 2023

£ 18,535.36

£ 97,128.73

Less payments at 31 March 2023

£ 14,093.57

BALANCE AT 31 MARCH 2023

£ 83,035.16

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	£	-	£	-
Total	£	8,674.94	£	18,535.36

PAYMENTS

	LAST YEAR		YEAR OF ACCOUNT	
VAT	£	1,593.75	£	1,656.92
Other	£	12,166.25	£	12,436.65
Total	£	13,760.00	£	14,093.57

RECEIPT AND PAYMENT SUMMARY

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

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> ✓