

## 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.

### BURNISTON 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: £19,159 R AMOUNT £00,000

Annual gross expenditure for the authority 2017/18: £18,755 R AMOUNT £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an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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

Date



01/05/18

Signed by Chairman

Date



01/05/18

Email

Telephone number

clerk@burnistonparishcouncil.org.uk REQUIRED

01723870299 NUMBER

\*Published web address (not applicable to Parish Meetings)

www.burnistonparishcouncil.org.uk PUBLIC WEBSITE ADDRESS

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

# Annual Internal Audit Report 2017/18

## BURNISTON 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.			No Petty Cash
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)	Yes	No	Not applicable
	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

12/04/2018

Name of person who carried out the internal audit

R. A. CAREY

Signature of person who carried out the internal audit

R.A. CAREY

Date

12/04/18

\*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:

### BURNISTON 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.	✓			<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	<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>
	✓			

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

30/18 b) 2]

dated

01/05/18

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

Chairman

SIG BR

Clerk

SIG JM



## Section 2 – Accounting Statements 2017/18 for

### BURNISTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	32,995	31,617	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	8,000	8,050	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11,002	11,109	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	6,285	4,522	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	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	14,095	14,233	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	31,617	32,021	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	31,617	32,021	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	51,086	51,086	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 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 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

SIG JMC

Date

10/04/18

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

01/05/18

and recorded as minute reference:

30/18 D 3

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

BP

**BURNISTON PARISH COUNCIL**

**APPROVED ACCOUNTS 2017/18**

**Explanation of Variances from 2016/17 accounts**

**Section 1, Box 4.**

Staff costs have altered due to pension auto-enrolment

1. Historically the sum of 3.75% of the Clerk's annual salary had been held within reserves as funds earmarked for staff retirement benefit scheme (as approved by the Inland Revenue on 3rd April 2006 and in accordance with Clerk's amended contract of employment dated 23rd March 2000).
2. A pension scheme was set up with The People's Pension and from the staging date on 1/4/16 Council has contributed 3.75% and Clerk 4.25% of gross salary to that scheme.
3. The accrued sum of £1,610-88 held within reserves as funds earmarked for staff retirement benefit scheme was transferred into the pension scheme during 2016/17.
4. In the year of account, employees pension contributions totalled £166-56 and employer's pension contributions totalled £147-00.

**Level of reserves**

Council takes the view that it is prudent to have a general reserve in the region of £20,000 in order to cover a full year's expenditure and provide a sensible amount for unforeseen contingencies such as election costs.

Funding from NYCC for works carried out on an agency basis was slashed by 250% between 2015 and 2017. Reductions in the number of cuts and area of grass cut achieved some economies but there was no room for further reduction without compromising the appearance of the village. Council has awarded a three year contract for ground maintenance/urban verge cutting - the contract commences on 1st April 2018. Funds will need to be drawn from general reserves in order to cover the gap between the funding received from SBC/NYCC and the cost of the contract.

£15,000 is held within reserves as funds earmarked for future anticipated works associated with Prickybeck, seat replacement and open space works. This will be re-assessed as necessary in the light of the preceding paragraph.

For the financial years 2017-18, 2018-19 and 2019-20 Council is providing funding of £750/year to Newby & Scalby Library which serves the parish. From 1/4/2017 the library has been run as a registered charity by trustees and volunteers and Burniston Parish Council wanted to provide assistance. Council has budgeted to make this funding from reserves.

Jm 

J. Marley  
Clerk to the Parish Council  
Responsible Financial Officer

## Bank Reconciliation

### BURNISTON PARISH COUNCIL

Financial year ending 31 March 2018

Prepared by J. Marley (Clerk/RFO) Date: 2nd April 2018

	£	£
Balance per bank statements as at 31 March 2018:		
Barclays current account	3,890.85	
Savings Bonds	10,000.00	
Abbey National Treasurer's Account	1,210.49	
Barclays Premium Account	<u>16,919.83</u>	
		32,021.17
Less: unpresented cheques at 31 March 2018		
	<u>(0.00)</u>	(0.00)
Add: unbanked cash at 31 March 2018	<u>0.00</u>	<u>0.00</u>
Net balances as at 31 March 2018		<u><u>32,021.17</u></u>

**The net balances reconcile to the receipts and payments account for the year as follows:**

### CASH BOOK

Opening Balance 1 April 2017	31,617.26	
Add: receipts in the year	<u>19,159.00</u>	
		50,776.26
Less: Payments in the year		<u>18,755.09</u>
Closing balance per receipts & payments book as at 31 March 2017		<u><u>31,617.26</u></u>