

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 1

To be completed only by smaller authorities* that are able to declare that they have had no financial transactions in the year of account 2017/18 and certify themselves exempt from a limited assurance review.

Guidance notes on completing Part 1 of the Annual Governance and Accountability Return 2017/18

Smaller authorities that have had no financial transactions in the year of account 2017/18 **must**

1. Complete the attached certificate, **Certificate of Exemption and Declaration of No Accounts**
2. Return a copy to the external auditor
3. Publicly display or publish a copy of **Certificate of Exemption and Declaration of No Accounts**

However, if the authority cannot complete this Part 1 Certificate of Exemption and Declaration of No Accounts the authority **must** instead complete an Annual Governance and Accountability Return Part 2 or Part 3.

Note

If the authority:

- either received income or incurred expenditure in the year ending 31 March 2018; or
- was issued with a public interest report or received a statutory recommendation in the year ending 31 March 2017; or
- was not in existence before 1 April 2014

then the authority **cannot** complete this Part 1 Certificate of Exemption and Declaration of No Accounts. The authority **must** instead complete Part 2 or Part 3 of the Annual Governance and Accountability Return.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Certificate of Exemption and Declaration of No Accounts

To be completed by all smaller authorities that are able to declare that they had no financial transactions in the year of account 2017/18 and certify themselves exempt from a limited assurance review.

WELBOURN PARISH COUNCIL

1. I confirm that the above named smaller authority neither received any income nor incurred any expenditure* and had no financial transactions to record in the books of account in the year ended 31 March 2018.

Yes

No

Note – if you answer NO you **must** complete an Annual Governance and Accountability Return 2017/18, either Part 2 or Part 3, and not this certificate.

2. Annual gross income for the authority 2017/18 (if NIL enter 0) 21,837.00
3. Annual gross expenditure for the authority 2017/18 (if NIL enter 0) 22,103.40
4. I confirm that the balance held as at 31 March 2018 is £
(Insert total from all bank statement(s) + petty cash) 27,657.08
5. I note that it is a statutory requirement that local councils, Internal Drainage Boards and other smaller authorities should display or publish a copy of this Certificate to inform local electors that there were no financial transactions during the year ending 31 March 2018.
6. I note that a copy of this certificate must be displayed **before 2 July 2018** and confirm this will be done.

By signing this **Certificate of Exemption and Declaration of No Accounts** you are also 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.

Signed by the Chairman or RFO of the Authority

Date



09 05 18

Chairman or RFO of the Authority

MISS SARAH ALICE BROWN
6 HALL ORCHARD LANE,
WELBOURN
LINCOLN LINCOLNSHIRE LN5 0NG

Telephone number

Email

01400 275163

welbournparishclerk@gmail.com

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

**PKF Littlejohn LLP (Ref: SBA Team),
1 Westferry Circus,
Canary Wharf, London E14 4HD**

sba@pkf-littlejohn.com

* Income or expenditure includes any items of £1 or more.

Annual Internal Audit Report 2017/18

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.	✓		
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

8-5-18

Name of person who carried out the internal audit

Pauline Barnhead

Signature of person who carried out the internal audit

P Barnhead

Date 9/5/18.

*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).