

Certificate of Exemption – AGAR 2019/20 Part 2

to be completed 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 2020, 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 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

BEESTON REGIS PARISH COUNCIL (N. Nfk)

certifies that during the financial year 2019/20, the higher of the authority'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 authority 2019/20:

£ 13.257

Total annual gross expenditure for the authority 2019/20:

£ 15.668

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:

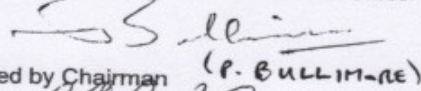
- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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 a copy submitted to the external auditor **either by email or by post** (not both).

The Annual Internal Audit Report, Annual Governance Statement, 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 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

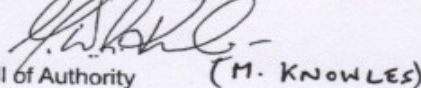
Date


(P. BULLIMORE)

15/07/2020

Signed by Chairman

Date


(M. KNOWLES)

15/07/2020

Email of Authority

beestonpc@btinternet.com

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

15/07/2020

as recorded in minute reference:

4 (1)

Telephone number

01263 822864

*Published web address

beestonregispc.norfolkparishes.gov.uk

ONLY 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 2020. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2019/20

BEESTON REGIS 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 2020.

The internal audit for 2019/20 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. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (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

24/05/2020

Name of person who carried out the internal audit

STUART MEAKIN

Signature of person who carried out the internal audit

Stuart Meakin

Date

24/05/2020

*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 2019/20

We acknowledge as the members of:

BEESTON REGIS 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 2020, 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
			✓

*For any statement to which the response is ‘no’, an explanation must be published

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

15/07/2020

and recorded as minute reference:

4 (d)

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

Chairman

(M. KNOWLES)

Clerk

(P. BULLIMORE)

Section 2 – Accounting Statements 2019/20 for

BEESTON REGIS PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	10.173	11.046	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	11.534	11.121	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5.247	2.136	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	4.331	4.303	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	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	11.577	11.365	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	11.046	8.635	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	9.701	8.049	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	28.934	29.297	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. (New Bench Seat £363)
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 as a body corporate 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 2020 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

P. Bullimore (P. BULLIMORE)

Date

15/07/2020

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

15/07/2020

as recorded in minute reference:

4 (e)

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

M. Knowles (M. KNOWLES)

Explanation of variances

(31 / 3 / 20)

Name

BEESTON REGIS P.C.

County

Norfolk

Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2019/20 £	2018/19 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)																								
Box 2 Precept or Rates and Levies	11.121	11.534	- 413	3.6%	-																								
Box 3 Total other receipts	2.136	5.247	- 3111	59.2%	<table><tr><th></th><th>(2020)</th><th>(2019)</th><th>Difference</th></tr><tr><td>Common. re WVI</td><td>-</td><td>1064</td><td>- 1064</td></tr><tr><td>Donations re Defibrillator</td><td>-</td><td>1895</td><td>- 1895</td></tr><tr><td>re Booklets</td><td>-</td><td>120</td><td>- 120</td></tr><tr><td>Other</td><td>-</td><td>32</td><td>- 32</td></tr><tr><td></td><td></td><td></td><td>- 3111</td></tr></table>		(2020)	(2019)	Difference	Common. re WVI	-	1064	- 1064	Donations re Defibrillator	-	1895	- 1895	re Booklets	-	120	- 120	Other	-	32	- 32				- 3111
	(2020)	(2019)	Difference																										
Common. re WVI	-	1064	- 1064																										
Donations re Defibrillator	-	1895	- 1895																										
re Booklets	-	120	- 120																										
Other	-	32	- 32																										
			- 3111																										
Box 4 Staff costs	4.303	4.331	- 28	0.6%	-																								
Box 5 Loan interest/ capital repayments	NIL	NIL	-	-	NIL																								
Box 6 All other payments	11.365	11.577	- 212	1.8%	-																								
Box 9 Total fixed assets & long term investments & assets	29.297	28.934	+ 363	1.2%																									
Box 10 Total borrowings	NIL	NIL	-	-	NIL																								
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end: N/A.																												

BEESTON REGIS PARISH COUNCIL

BANK BALANCES AS AT 31st MARCH 2020

<u>2019</u>		<u>2020</u>
2728	A/C 10162132 – Community Account	3911.62
7424	A/C 10162140 – Business Reserve A/C	4440.20
<u>(451)</u>	Less Unpresented cheques **	<u>(302.20)</u>
<u>9701</u>	Balance as at 31.3.19.	8049.62

** Unpresented Cheques (a/c 10162132)

102056	135.00	
057	15.00	
060	11.20	
062	75.00	
035	66.00	£302.20

BEESTON REGIS PARISH COUNCIL

BALANCE SHEET AS AT 31ST MARCH 2020

<u>2019</u>	<u>CURRENT ASSETS</u>	<u>2020</u>
9701	Cash at Bank	8049.62
736	Debtors & Prepaid	559.86
<u>836</u>	VAT Recoverable	<u>372.83</u>
11273		8982.31

CURRENT LIABILITIES

<u>(227)</u>	Creditors	<u>(347.00)</u>
<u>11046</u>	NET ASSETS	<u>8635.31</u>

10173	Represented by:	
16781	General Fund (March 2020)	11046.07
15908	Plus Total Income	+ 13257.08
	Minus Total Expenses	- 15667.84
<u>11046</u>		<u>8635.31</u>

Smaller authority name:

BEESTON REGIS PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Local Audit and Accountability Act 2014 Sections 25, 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

NOTICE	NOTES
<p>1. Date of announcement <u>Monday 27 July, 2020</u> (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Parish Clerk (01263 822864) BY</u> <u>24 BEECH AVE. APPPOINTMENT</u> <u>SHERINGHAM, NR 26 8NS. ONLY</u></p> <p>commencing on (c) <u>(30/7/20) 30th July 20</u></p> <p>and ending on (d) <u>(9/9/20) 9th September 20</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) <u>Mr. P. Bullimore</u> <u>clerk / R.F.O.</u> <u>27.7.20.</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.</p> <p>(e) Insert name and position of person placing the notice - this person must be the responsible financial officer for the</p>

Telephone - 01263 823818
email :- stuartmeakin@btinternet.com

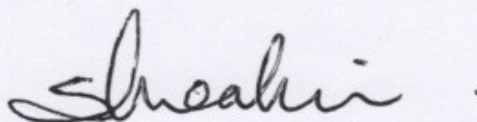
"Wykeham"
Morley Road North
SHERINGHAM
Norfolk NR26 8JB

25th May 2020

Beeston Regis Parish Council
Statement of Accounts
April 2019- March 2020

I certify that the above Accounts have been prepared in accordance with correct accounting procedures, that they reflect accurately the transactions of the Council during the Fiscal Year and of the state of affairs at 31st March 2020 and that records have been properly kept and payments authorised by the Parish Council during the year to 31st March, 2020.

Stuart Meakin



INDEPENDENT EXAMINER



**BEESTON REGIS
PARISH COUNCIL**

**FINANCIAL
STATEMENTS**

March 2020

INDEX

PAGE

1	Notes to the accounts
2	Income and Expenditure Account
3	Balance Sheet
4	Bank Balances
5	Creditors, Debtors and Prepaid
6	List of Assets and further information
7	Accounting Statement for External Auditors
8	Annual Governance Statement for External Auditors
9	Small Authority Exemption Certificate

BEESTON REGIS PARISH COUNCIL

General Notes to Accounts for the year ended 31st March 2020.

1. The Accounts as in previous years have been prepared for councillors and parishioners.
2. The Annual Returns (sheet 7), meeting the External Auditors requirements, make simple comparisons between last years figures and this years figures under a few general headings and do not provide complete information.
3. These Accounts are subject to approval by the Parish Council and also External Audit. (PKF Littlejohn) unless the PC approves the **Small Authority Exemption Certificate**
4. All the figures on the Income and Expenditure Account exclude VAT.
5. Debtors, Prepayments and Creditors are also included in the Accounts net of VAT.
6. No creditors have been introduced into the accounts regarding future expenditure which the council is currently considering or has discussed.
7. Further information is available on sheet 6.

Other Notes:-

Income & Expenditure Account:-

- (a) The main increases when comparing the 2020 figures with the previous year are (i) parish council election costs £1942.60 (ii) questionnaire costs £534.50 (iii) purchase & repairs to bench seats £442.97 (new seat purchased) and (iv) new bus shelter signs £405.30.
- (b) Other smaller increases are (i) bank interest etc...£43.35 (Barclays plc awarded BRPC £25 compensation for inconvenience following their banking error) (ii) conference & training up slightly because of new councillors training (iii) website exps up because of changeover to WIX (iv) cleaning shelters/repairs up slightly because of repair to main bus shelter seat and (v) grass cutting up £130 but covered by increase in NCC subsidy.

BEESTON REGIS PARISH COUNCIL
Income & Expenditure Account to 31.3.2020.

<u>2019</u>	<u>INCOME</u>	<u>2020</u>
12500	Precept/Grant	12,000.00
17	Bank Interest etc	43.35
	Commemoration re WW!	
754	(A)	
	Cash Collection at WW1 event	
310	(B)	
	NCC Subsidy re Grass Cutting	
1065	C	1,093.73
	NCC Subsidy re Road Sign Cleaning	
120	(D)	120.00
	Welcome/Information Booklets	
120	(E)	
	Donation from Hooke Charity re Defibrillator	
1895	(F)	
16781		13,257.08
	<u>EXPENDITURE</u>	
	Administration	
82	Postages, printing, staty., & Computer	72.24
324	Use of Room as an Office	324.00
120	Telephone	123.75
62	Travelling	71.40
325	Hire of Rooms & Hall	300.00
696	Insurance	715.69
100	Audit Fees	100.00
4331	Salaries	4,303.32
349	Other - Subscriptions	354.76
83	- Conference & Training	134.00
80	- Website Exps	210.00
48	- LCAS fees	
	- Election Costs	1,942.60
	- Questionnaire Costs	534.50
70	- Payroll Services	70.00
50	- Data Protectn Fee/Other	92.00
	Lighting	
1067	Supply of Electricity	1,070.35
209	Routine Maintenance	251.16
	Additional Maintenance	0.00
	Other	
	Road Sign Cleaning	
120	(D)	120.00
686	Emptying Dog Bins	720.80
960	Cleaning Shelters/Repairs	1,105.00
550	Churchyard donation	575.00
25	Other Donations - Scouts	80.00

910	Grass Cutting	1,040.00
267	C	
	Vehicle Activated Sign + mtce.	264.00
	Welcome/Information Booklets	
315	(E)	0.00
	Commemoration re WW!	
1029	(A)	0.00
135	Purchase & Reprs to Bench Seats	442.97
	<Army Benev.Fund - Bus Shelter Signs	
310	(B)	405.30
445	Daisy Green & General Mtce.	225.00
	Defibrillator	
2120	(F)	0.00
40	Merchant Navy Day/Other	20.00
15908		15667.84

BEESTON REGIS PARISH COUNCIL

BALANCE SHEET AS AT 31ST MARCH 2020

<u>2019</u>	<u>CURRENT ASSETS</u>	<u>2020</u>	
9701	Cash at Bank	8049.62	
736	Debtors & Prepaid	559.86	
<u>836</u>	VAT Recoverable	<u>372.83</u>	
11273		8982.31	
	<u>CURRENT LIABILITIES</u>		
<u>(227)</u>	Creditors	<u>(347.00)</u>	
<u>11046</u>	NET ASSETS		<u>8635.31.</u>
=====			
	Represented by:		
10173	General Fund (March 2020)	11046.07	
16781	Plus Total Income	+ 13257.08	
15908	Minus Total Expenses	- 15667.84	
<u>11046</u>		<u>8635.31</u>	

BEESTON REGIS PARISH COUNCIL

BANK BALANCES AS AT 31st MARCH 2020

<u>2019</u>		<u>2020</u>
2728	A/C 10162132 – Community Account	3911.62
7424	A/C 10162140 – Business Reserve A/C	4440.20
<u>(451)</u>	Less Unpresented cheques **	<u>(302.20)</u>
<u>9701</u>	Balance as at 31.3.19.	8049.62

** Unpresented Cheques (a/c 10162132)

102056	135.00	
057	15.00	
060	11.20	
062	75.00	
035	66.00	£302.20

BEESTON REGIS PARISH COUNCIL

CREDITORS as at 31/3/20

S.Meakin – Internal Audit fee 2020	100.00
External Audit fee 2020 (assumed exemption)	-
G.Sadler – Bus Shelter cleaning – 1 month in arrears	80.00
Secret Gardens (Road Sign Cleaning)	120.00
Morston PC – Copying charges Feb/Mar.20	3.00
E.Farrow (VAS mtce)	44.00
	£347.00

DEBTORS/PREPAID as at 31/3/20

Norfolk County Council – sign cleaning	240.00
Came & Co – 2 months Insurance prepaid	119.86
West Runton Scouts (hire of hall in advance))	200.00
	£559.86
HMRC – VAT recoverable	372.83
	£932.69

BEESTON REGIS PARISH COUNCIL

(A) List of Assets (31.3.20)

(More details including location etc.. can be found on the Asset Register)

	£
Bus Shelter (Brick)	12500
Bus Shelter (Glass)	4900
Parish Sign	5000
Notice Boards	2650
Bench Seats	2880
Vehicle Activated Sign	3500
Land – Daisy Green (nominal value £1)	1
Street Lights (58) (58 x £1500)	87000
Dog Bins (4 x £115)	460
Grit Bins (4 x £150)	600
Picnic table	660
Computer (1/2 share)	187
BT phone box – Britons Lane	1
Defibrillator & Case	2000

(Values are reinstatement values used in the 2020 Insurance Review)

(B) Further information:-

- | | |
|----------------------------|---|
| 1. Borrowing: | There are no loans outstanding |
| 2. Leases: | The Council has no leases |
| 3. Outstanding Debts: | See Sheet 5 |
| 4. Tenancies: | The Council is neither a landlord or tenant |
| 5. Agency Work: | Grass Verge cutting & Road Sign cleaning for Norfolk CC |
| 6. Advertising & Publicity | The newsletter is “self-financing” in this year |
| 7. Pensions: | None payable |
| 8. Section 137: | No longer applicable (General Power of Competence) |

(C) Financial Regulations

The Council has recently reviewed its Financial Regulations

(D) Responsible Financial Officer: The RFO is the Clerk – Mr.P.Bullimore

Explanation of variances

(31/3/20)

Name

Beeston Regis P.C.

Telephone - 01263 823818

email :- stuartmeakin@btinternet.com

"Wykeham"

Morley Road North

SHERINGHAM

Norfolk NR26 8JB

- Please provide full explanations, including numerical values, for the following:
- variances of more than 10% between totals for individual boxes (except variances of less than £200);
 - a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/total & levies value (Box 2).

25th May 2020

Section 2	2018/19 £	2019/20 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	11,265	11,577	312	2.8%	
Box 3 Total other receipts	2,134	1,795	(339)	(15.9%)	
Box 4 Staff costs	11,265	11,577	312	2.8%	
Box 5 Total fixed assets & long term investments & savings	29,297	28,934	(363)	(1.2%)	
Box 6 Total Borrowings	N/A	N/A			
Box 7 Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the precept has the following breakdown of reserves of the year end: N/A				

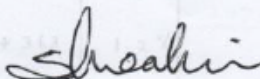
Beeston Regis Parish Council

Statement of Accounts

April 2019- March 2020

I certify that the above Accounts have been prepared in accordance with correct accounting procedures, that they reflect accurately the transactions of the Council during the Fiscal Year and of the state of affairs at 31st March 2020 and that records have been properly kept and payments authorised by the Parish Council during the year to 31st March, 2020.

Stuart Meakin



INDEPENDENT EXAMINER

BEESTON REGIS PARISH COUNCIL

ANNUAL GOVERNANCE STATEMENT – 2020.

Agreed (Yes/No)

1. We have approved the Statement of Accounts
2. We have maintained an adequate system of internal control
3. We have taken all reasonable steps to assure ourselves that we have complied with the law, regulations and codes of practice
4. We provide proper opportunity for the exercise of electors rights
5. We have adequate external insurance and take appropriate steps to manage risks.
6. We have taken appropriate action on all matters raised in reports from Audit if and when necessary.
7. We have considered whether any litigation, commitments, events or transactions have a financial impact on the Council and where appropriate have included them in the accounts.

Certificate of Exemption – AGAR 2019/20 Part 2

to be completed 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 2020, 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 2020 and a completed Certificate of Exemption is submitted no later than 30 June 2020 notifying the external auditor.

BEESTON REGIS PARISH COUNCIL (N. NFK)

certifies that during the financial year 2019/20, the higher of the authority'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 authority 2019/20:

£ 13.257

Total annual gross expenditure for the authority 2019/20:

£ 15.668

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.

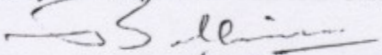
By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2016
- In relation to the preceding financial year (2018/19), 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 Local 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 a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, 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 1 July 2020. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer Date



15/07/2020

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

15/07/2020

Signed by Chairman

(P. BULLIMORE)

Date

15/07/2020

as recorded in minute reference:

4 (1)

Email of Authority

(M. KNOWLES)

Telephone number

beestonpc@btinternet.com

01263 822864

*Published web address

beestonregispc.norfolkparishes.gov.uk

ONLY 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 2020. Reminder letters incur a charge of £40 +VAT