BRADFIELD PC

Annual Governance and Accountability Return 2018/19 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must** following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:

   a) does not meet the qualifying criteria for exemption; or

   b) does not wish to certify itself as exempt

2. Smaller authorities where the higher of gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes:**

   a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both); and

   b) The **Annual Governance and Accountability Return (Part 2)** which is made up of:
   - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
   - **Section 1 – Annual Governance Statement (page 5)** to be completed and approved by the authority.
   - **Section 2 – Accounting Statements (page 6)** to be completed and approved by the authority.

   NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.

3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on a website **before 1 July 2019.**

Publication Requirements

Smaller authorities **must** publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2018/19**, page 4
- **Section 1 – Annual Governance Statement 2018/19**, page 5
- **Section 2 – Accounting Statements 2018/19**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, and not complete the** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2018/19 and return it to the external auditor for review together with the supporting documentation requested by the external auditor.

The cost to the smaller authority for the review will be **£200 +VAT.**

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 the Local Audit and Accountability Act 2014.*

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Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2018/19, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2019. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The authority **must** comply with Proper Practices in completing Sections 1 and 2 of this Annual Governance and Accountability Return and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- **You should inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- It is recommended that the authority has numerical and narrative explanations for significant variances in the accounting statements on **page 6**, should a question be raised by a member of the public. There is guidance provided in the *Practitioners' Guide** that may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available should a question be raised by a local elector and/or an interested party?	N/A	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Is an explanation of significant variations from last year to this year available, should a question be raised by a local elector and/or an interested party?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	N/A	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? *(Local Councils only)*	N/A	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

date	Chq	Payee	Amt		VAT	landscape	Clerk	comp	137	Subs	INS	audit	Stny/post	misc
03/04/2018	1026	WBC dog bins	751.68	x	125.28	626.40								
01/05/2018	1027	APA exp	102.54	x	0.99									101.55
01/05/2018	1028	postage	31.68	x									31.68	
01/05/2018	1029	back pay/ives	20.60	x			20.60							
01/05/2018	1030	Autela gp	43.20	x	7.20			36.00						
01/05/2018	1031	Computer BB	135.20	x				135.20						
01/06/2018	1032	BALC sub	434.96	x	72.49					362.47				
05/06/2018	1033	Came & Co ins	436.80	x							436.80			
05/06/2018	1034	stny	41.63	x									41.63	
05/06/2018	1035	S Westmeath	218.75	x				218.75						
05/06/2018	1036	post/stny	19.08	x									19.08	
05/06/2018	1037	back pay/Ives	10.40	x			10.40							
16/06/2018	1038	HMRC	121.00	x			121.00							
03/07/2018	1039	Autela gp	46.80	x	7.80			39.00						
03/07/2018	1040	post/mileage	74.68	x	4.34								70.34	
07/08/2018	1041	stny	32.98	x									32.98	
07/08/2018	1042	dongle	74.45	x	11.08			63.37						
07/08/2018	1043	CPRE Sub	36.00	x						36.00				
04/09/2018	1044	Autela gp	46.80	x	7.80			39.00						
04/09/2018	1045	stny	64.07	x	9.53								54.54	
04/09/2018	1046	HMRC	121.00	x			121.00							
02/10/2018	1047	exp/dongle/	42.64	x	2.61								40.03	
06/11/2018	1048	Poppy Appeal	30.00	x									30.00	
06/11/2018	1049	stny	52.97	x	7.88								45.09	
06/11/2018	1050	stny/dongle	28.08	x									28.08	
06/11/2018	1051	Internal Aud	100.00	x								100.00		
04/12/2018	1052	Glasdon bins	451.61	x	75.27									376.34
04/12/2018	1053	VOID												
04/12/2018	1054	Ashstead Hire	693.60	x	115.60									578.00
04/12/2018	1055	Room Hire Sch	40.00	x										40.00
04/12/2018	1056	VOID												
04/12/2018	1057	Wickes salt	481.60	x	£ 80.27	£ 401.33								
04/12/2018	1058	Stny A House	52.97	x	7.88								45.09	
04/12/2018	1059	stny A Ives	42.40	x									42.40	
04/12/2018	1060	HMRC	119.60	x			119.60							
04/12/2018	1061	Autela Gp Ltd	46.80	x	7.80			39.00						
08/01/2019	1062	Village Hall	227.00	x										227.00
08/01/2019	1063	a j ives exp	92.84	x	6.62								86.22	

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08/01/2019	1064	stny	49.98	x	7.44					42.54
05/02/2019	1065	chair allow	250.00	x			250.00			
05/02/2019	1066	chair allow	250.00	x			250.00			
05/02/2019	1067	youth ins	50.00	x		50.00				
05/03/2019	1068	stamps/mile	69.43	x						69.43
05/03/2019	1069	HMRC	117.00	x		117.00				
05/03/2019	1070	website pa	431.89	x						431.89
05/03/2019	1071	extra help grit	100.00	x		100.00				
05/03/2019	1072	Wickes salt	511.60	x	85.27	426.33				
05/03/2019	1073	cricket club	400.00	x			400.00			
05/03/2019	1074	lunch club	400.00	x			400.00			
05/03/2019	1075	St Peters Pre	400.00	x			400.00			
05/03/2019	1076	Primary Sch	750.00	x			750.00			
05/03/2019	1077	Primary PTA	750.00	x			750.00			
05/03/2019	1078	SVG	500.00	x			500.00			
05/03/2019	1079	Village Hall	3,000.00	x			3,000.00			
05/03/2019	1080	Brad WI	200.00	x			200.00			
05/03/2019	1081	2nd Brownies	200.00	x			200.00			
05/03/2019	1082	coffee club	200.00	x			200.00			
05/03/2019	1083	VOID								
05/03/2019	1084	TC Property	275.00	x		275.00				
05/03/2019	1085	Pang Valley	125.00	os			125.00			
05/03/2019	1086	VOID								
05/03/2019	1087	Toddlers	200.00	os			200.00			
19/03/2019	1088	historical soc	350.00	os			350.00			
25/03/2019	1089	Parish Mag	400.00	x			400.00			
20/04/2018	so	use of home	41.66	x						41.66
20/04/2018	so	Salary	242.53	x		242.53				
21/05/2018	so	use of home	41.66	x						41.66
21/05/2018	so	Salary	242.53	x		242.53				
20/06/2018	so	use of home	41.66	x						41.66
20/06/2018	so	Salary	283.33	x		283.33				
20/07/2018	so	use of home	41.66	x						41.66
20/07/2018	so	Salary	262.93	x		262.93				
20/08/2018	so	use of home	41.66	x						41.66
20/08/2018	so	Salary	262.93	x		262.93				
20/09/2018	so	use of home	41.66	x						41.66
20/09/2018	so	Salary	262.93	x		262.93				
22/10/2018	so	use of home	41.66	x						41.66

22/10/2018 so	Salary	262.93	x	262.93				
20/11/2018 so	use of home	41.66	x					41.66
20/11/2018 so	Salary	262.93	x	262.93				
20/12/2018 so	use of home	41.66	x					41.66
20/12/2018 so	Salary	262.93	x	262.93				
21/01/2019 so	use of home	41.66	x					41.66
21/01/2019 so	Salary	262.93	x	262.93				
20/02/2019 so	use of home	41.66	x					41.66
20/02/2019 so	Salary	262.93	x	262.93				
20/03/2019 so	use of home	41.66	x					41.66
20/03/2019 so	Salary	262.93	x	262.93				
		£18,980.99	£643.15	£1,879.06	£ 3,644.36	£570.32	£ 8,375.00	£ 398.47	£436.80	£ 100.00	£679.13	£ 2,254.70
		£18,980.99										

Bradfield Receipts			Bank Reconciliation					
10.00	refund							
10.00	Advert		34,964.76	bfwd			FKP	2019
1,671.17	VAT		26,155.55	add		1	38618	34965
19,000.00	Precept		61,120.31			2	18000	19000
2,636.72	CIL		18,980.99	pur		3	1372	7155
2,806.99	CIL		**42,139.32**			4	3552	3644
20.67	Interest					5	nil	nil
18,000.00	transfer					6	19474	15337
12,000.00	transfer		38,079.85	Bank		7	34965	42139
- 30,000.00	transfer		4,734.47			8	34965	42139
			42,814.32	sub		9	11621	12193
26,155.55			125.00	O/s		10	nil	nil
			350.00			11	nil	nil
			200.00	675.00				
			42,139.32					