

## Certificate of Exemption – AGAR 2021/22 Form 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 2022, 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 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

certifies that during the financial year 2021/22, 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 2021/22: **23,333**

Total annual gross expenditure for the authority 2021/22: **16,494**

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 Form 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 2018
- In relation to the preceding financial year (2020/21), 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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 the authority website/webpage\* before 1 July 2022.

**By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

*Sonia L. Barker*

11/04/22

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

11/04/22

Signed by Chairman

Date

*A. Hester*

11/04/22

as recorded in minute reference:

Page 478 bc.

Generic email address of Authority

Telephone number

CHERKOT HOLTON PARISH COUNCIL.ORG.UK

01865 872334

\*Published web address

WWW.HOLTON PARISH COUNCIL.ORG.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 2022. Reminder letters incur a charge of £40 +VAT**

# Annual Internal Audit Report 2021/22

HOLTON PARISH COUNCIL  
WWW.HOLTONPARISHCOUNCIL.ORG.UK

During the financial year ended 31 March 2022, 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 2021/22 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.	No	NE	USED
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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (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

Name of person who carried out the internal audit

07/06/2022 - 10/06/2022

EUGENIA SKELLY

Signature of person who carried out the internal audit

Eugenie Skelly

Date

10/06/2022

\*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 2021/22

We acknowledge as the members of:

HOLTON 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 2022, 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\*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:

13/06/2022


and recorded as minute reference:

PAGE 488 7c

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

Chairman

Clerk

  
Sonia L. Barker

### Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

holtonparishcouncil.org.uk

## Section 2 – Accounting Statements 2021/22 for

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	13,842	13,306	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. 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	19,040	19,616	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,054	3,718	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	4,752	5,184	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	2,017	1,937	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	15,861	9,373	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	13,306	20,146	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	13,306	20,146	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	67,726	68,056	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	8,880	7,400	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	N/A
			✓
			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 2022 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

*Souja L Barker*

Date 13/06/2022

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

13/06/2022

as recorded in minute reference:

PAGE 488 7c

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

*A. B. L.*

# ANNUAL RETURN

## Section 1 - Statement of accounts

## VARIANCE ANALYSIS

	31-Mar-21	31-Mar-22
1 Balances brought forward	13,842	13,306
2 (+) Annual precept	19,040	19,616
3 (+) Total other receipts	3,054	3,718
4 (-) Staff costs	4,752	5,184
5 (-) Loan interest / capital repayments	2,017	1,937
6 (-) Total other payments	15,861	9,373
7 (=) Balances carried forward	13,306	20,146
8 Total cash & investments	13,306	20,146
9 Total fixed assets and long term assets	67,726	68,056
10 Total borrowings	8,880	7,400

CIL monies received 2021/22

Payments in 2020/21 of £6036 for Village Hall ceiling and Churchyard not made in 2021/22



Holton Parish Council		2021/2022	2021/2022	2020/2021	2020/2021
RECEIPTS & PAYMENTS - Year ended 31st March 2022		Actual	Estimate	Actual	Estimate
<b>RECEIPTS</b>					
Precept	19,616.00	19,616	19,040.00	19,040	
OCC re Verges cutting	749.65	750	749.65		
Holton Orchard receipts	0.00		80.00		
OCC Grant - Bus shelter repairs	0.00		300.00		
SODC Grant - Orchard	0.00		360.00		
SODC - CIL monies	1,977.38		0.00		
Bank Interest	1.99		4.84		
VAT Reclaim	988.97		1,559.09		
<b>Total receipts</b>	<b>23,333.99</b>	<b>20,366</b>	<b>22,093.58</b>	<b>19,040</b>	
<b>PAYMENTS</b>					
<b>Establishment</b>					
Clerk's salary	5,184.00	5,184	4,752.00	4,752	
Subscriptions	248.80	300	387.90	300	
Insurance	291.24	300	288.18	350	
Monthly meeting expenses	185.90	300	39.00	170	
Audit fees	109.00	275	254.00	275	
Administration expenses	187.00	400	419.66	350	
Local Council Reference book			119.99		
Home office and broadband contribution	152.00	152	152.00	152	
Computer maintenance	0.00	100	100.00	100	
Members' allowances	400.00	400	400.00	400	
Training and development	0.00	150	0.00	150	
New Website	0.00		409.99	250	
Web site maintenance and hosting	131.98	120	120.00	100	
Parish Meeting expenses	0.00	30	0.00	30	
	<b>6,889.92</b>	<b>7,711</b>	<b>7,442.72</b>	<b>7,379</b>	
<b>Grants</b>					
Wheatley Park School prize (S.137)	50.00	50	50.00	50	
The Maple Tree Children's Centre (S.137)	750.00	750	750.00	750	
Holton Table Tennis Club (S.137)					
Other S.137 Grants	250.00	370		462	
Village Community fund	59.00	2,000			
Village Hall ceiling replacement			1,500.00		
Churchyard extension			4,535.83	2,000	
	<b>1,109.00</b>	<b>3,170</b>	<b>6,835.83</b>	<b>3,262</b>	
<b>Village Running Costs</b>					
Parish Magazine	235.00	235	235.00		
Village general maintenance	1,565.00	1,800	1,500.40	1,800	
Verge cutting	0.00	400	300.00	0	
Mowing Church Yard	1,436.00	1,200	1,071.45	1,200	
Orchard maintenance	1,582.00	1,200	1,100.00	1,200	
Orchard benches, tree and plants	397.08				
Bus shelter repairs	160.00	500	475.00		
Tommy statue	166.66				
Miscellaneous village costs:					
Christmas lights	27.00		96.50		
Traffic calming measures				500	
	<b>5,568.74</b>	<b>5,335</b>	<b>4,778.35</b>	<b>4,700</b>	
<b>Capital Schemes</b>					
Public Works Loan Repayments	1,480.00	1,480	1,480.00	1,480	
Orchard play equipment				1,000	
Defibrillator		1,250			
	<b>1,480.00</b>	<b>2,730</b>	<b>1,480.00</b>	<b>2,480</b>	
<b>Financial</b>					
Public Works Loan Interest	457.41	458	536.97	536	
	<b>457.41</b>	<b>458</b>	<b>536.97</b>	<b>536</b>	
<b>Miscellaneous</b>					
VAT paid on expenditure	988.97		1,555.71		
	<b>988.97</b>	<b>0</b>	<b>1,555.71</b>	<b>0</b>	
<b>Total Payments</b>	<b>16,494.04</b>	<b>19,404</b>	<b>22,629.58</b>	<b>18,357</b>	
<b>Excess of Receipts over Payments/(Payments over Receipts)</b>	<b>6,839.95</b>	<b>962</b>	<b>(536.00)</b>	<b>683</b>	
<b>CASH BALANCES</b>					
Balances at 1st April 2021	13,306.06	5,038	13,842.06	5,317	
Total receipts	23,333.99	20,366	22,093.58	19,040	
	36,640.05	25,404	35,935.64	24,357	
Total payments	16,494.04	19,404	22,629.58	18,357	
Balances at 31st March 2022	20,146.01	6,000	13,306.06	6,000	
The above statement reflects the Receipts and Payments of Holton Parish Council for the year ended 31st March 2022.					
Approved by Council					
Chairman					
Responsible Financial Officer					

# Holton Parish Council

## NOTES TO FINANCIAL STATEMENTS

Year ended 31st March 2022

	At 31 March 2022	At 31 March 2021
1. Council owned assets		
Orchard land	59,935	59,935
Bus shelter	2,569	2,569
Wooden seat - Village green	427	427
Wooden seat - Village Hall	507	507
Notice boards - 2 no.	736	736
Wooden seats - Orchard - 2 no.	1,017	1,017
Salt bins - 5 no.	1,025	1,025
Metal filing cabinet	137	137
Optoma projector	750	750
HP Laptop, Printer & Office software	623	623
Picnic benches - Orchard - 2 no.	330	
	<u>68,056</u>	<u>67,726</u>
2. Public Works Loan		
Total amount outstanding		
Capital	7,400	8,880
Interest	1,094	1,551
	<u>8,494</u>	<u>10,431</u>
Amount due within one year		
Capital	1,480	1,480
Interest	378	457
	<u>1,858</u>	<u>1,937</u>
Amount due after one year		
Capital	5,920	7,400
Interest	716	1,094
	<u>6,636</u>	<u>8,494</u>

A loan of £37,000 was taken out in 2002 to assist with the purchase of the Orchard land.  
The capital is repayable by equal half-yearly instalments of £740 together with interest.  
The final repayment is due in March 2027.

Holton Parish Council  
**CASH MOVEMENT SUMMARY**  
 Year to: 31 March 2022

	Balance b/f	Receipts	Payments	Balance c/f
Current Account	931.07	16,749.65	(16,494.04)	1,186.68
Business 30 Day Notice Account	12,374.99	22,584.34	(16,000.00)	18,959.33
	<u>13,306.06</u>	<u>39,333.99</u>	<u>(32,494.04)</u>	<u>20,146.01</u>

**BANK CURRENT A/C RECONCILIATION**

Statement balance	1,186.68
O/S Bankings Transfer	
	<u>1,186.68</u>
O/S Payments	
Cash book balance	<u>1,186.68</u>
Difference	0.00

**30 DAY NOTICE A/C RECONCILIATION**

Statement balance	18,959.33
O/S Bankings VAT refund Precept	
	<u>18,959.33</u>
O/S Payments Transfer to C/A	
Cash book balance	<u>18,959.33</u>
Difference	0.00



HOLTON PARISH COUNCIL

**CIL RECEIPTS AND EXPENDITURE To 31st March 2022**

To be spent  
by

**Re. HOME CLOSE ( P16/S3495/FUL )**

Nov-17 CIL Receipt 1,642.50

Mar-18 Balance retained 1,642.50

May-18 CIL Receipt 1,642.50

Nov-18 CIL Receipt 3,285.00 4,927.50

Dec-18 Expenditure on 20mph Speed Limit (3,774.39)

Mar-19 Balance retained (Allocated to Play Equipment) 2,795.61 24/10/2023

**Re. HOME CLOSE ( P19/S0114/FUL )**

25/10/2021 CIL receipt 1977.38 25/10/2026

**Re. TERENCE HOUSE (P20/S0245/FUL)**

Amount due to HPC April 2022 = £7378.36 + £36.79

4,772.99