

- Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less must, IROORZLQJ WKH HQG RI HDFK QDQFLDO \H DU FRPSOHWH \$FFRXQWDELOLW\ 5HWXUQ, unless the authority:
 - does not meet the qualifying criteria for exemption; or
- Smaller authorities where the higher of all gross annual income or gross annual expenditure does not exceed ... DQG WKDW PHHW WKH TXDOLI\LQJ FULWHU la a de / VHW to declare themselves exempt IURP VHQLQJ WKH FRPSOHWH \$FFRXQWDELOLW\ 5HWXUQ WR WKH H[WHUHQDO DQG LQWHUHQDO DQWLQVWLWXUHV: DVVXUDQF
 - The &HUWL¿FDWH RI ([HPSWLRQ, page 3 and returns a copy of it to the external auditor or E\SRVW QRW ERWK no later than 30 June 2020 WR GR VR ZLOO UHVXOW L ZKLFK WKH \$XWKRULW\ ZLOO EH FKDUJHG ... 9\$7 IRU HDFK OHW E 7KH Annual Governance and Accountability Return (Part 2) which is made up of:
 - Annual Internal Audit Report (page 4) WR EH FRPSOHWHG E\ WKH DXWKRULW\ \
 - Section 1 – Annual Governance Statement (page 5) WR EH FRPSOHWHG DQG DSSURY
 - Section 2 – Accounting Statements (page 6) WR EH FRPSOHWHG DQG DSSURYHG E
 127 (Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.
- The authority must DSSURYH 6HFWLRQ \$QQXDO *RYHUQDQFH 6WDWHPHQW \$FFRXQWLQJ 6WDWHPHQW DSSURYHG KDQG SXEOLF before July 2020 ZHEV

Publication Requirements

Smaller authorities must SXEOLVK YDULRXV GRFXPHQWV RQ D \$FFRXQWDELOLW\ \$XGLW 5HWXUQ WKH /RFDO \$XGLW 6PDOOHU \$XWKRULW\ IRU 6PDOOHU \$XWKRULWLHV 7KHVH LQFOXGH

- &HUWL¿FDWH RI ([HPSWLRQ, page 3
- Annual Internal Audit Report 2019/20 SDJH
- Section 1 – Annual Governance Statement 2019/20, page 5
- Section 2 – Accounting Statements 2019/20, page 6
- \$QDO\VLV RI YDULDQFHV
- Bank reconciliation
- 1RWLFH RI WKH SHULRG IRU WKH H[HUFLVH RI SXEOLF ULJKWV DQ \$FFRXQWV DQG \$XGLW 5HWXUQ

Limited Assurance Review

3URYLG LQJ WKH DXWKRULW\ FHUWL¿HV LWVHOI \$QXQ[DPSWYHUQDQFH DQG \$FFRXQWDELOLW\ requirements for the authority to have a limited assurance review.

\$Q\VPDOOHU DXWKRULW\ PD\ KRZHYHU UHTXHVW D OLPLWHG DVVXU should not certify itself as exempt, and not complete the &HUWL¿FDWH RI ([HPSWLRQ EX RI WKH \$QQXDO *RYHUQDQFH DQG \$FFRXQWDELOLW\ 5HWXUQ WRJHWKHU ZLWK WKH VXSSRUWLQJ GRFXPHQDWLRQ UHTXHVWHG 7KH FRVW WR WKH VPDOOHU DXWKRULW\ IRU WKH UHYLHZ ZLOO EH



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

7KHUH LV QR UHTXLUHPHQW WR KDYH D OLPLWHG DVVXUDQFH UHYLHZ R
5HWXUQ WR WKH H[WHUQDO DXGLWURU provided WKDW WKH DXWKRULW\ K
DXWKRULW\ DIWHU 0DUFK DQG D FRPSOHWHG &HUWL¿FDWH RI ([H
notifying the external auditor.

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FHUWL¿HV WKDW GXULQJ WKH ¿QDQFLDO \RDWRWDO JURVHV KILQRIRPHRIRV
total gross annual expenditure, for the year did not exceed £25,000

7RWDO DQQXDO JURVV LQFRPH IRI

7RWDO DQQXDO JURVV H[SHQGLWX LWA

7KHUH DUH FHUWDLQ FLUFXPVWDQFHable to certify itself as exempt, so that it is not
DVVXUDQFH UHYLHZ ZLOO VWLQV KH DHOXWURFRQ¿DQ DXWKRULW\ DWHPH
cannot certify itself as exempt and it must VXEPLW WKH FRPSOHWHG \$QQXDO *RYHUQDQF
3DUW WR WKH H[WHUQDO DXGLWURU WR XQGHUWDNDQ DVALPLOVHG HDSDXD

By signing this &HUWL¿FDWH RI ([HPSWLRQ \RX DUH FRQ¿UPLQJ WKDW

- 7KH DXWKRULW\ ZDV LQ H[LVWHQFH RQ VW \$SULO
- ,Q UHODWLRQ WR WKH SUHFRGLQJ ¿QDQFLDO HDU WKH H[WHUQDO
- LVVXH D SXEOLF LQWHUHVU UHSRUW LQ UHVSFW RI WKH DXWKRULW\
- made a statutory recommendation to the authority, relating to the authority or any entity connected with it
- LVVXH DQ DGYLVRU\ QRWLFH XQGHU SDUD\$XDSW DQGR\$BFRKQWODIE
'WKH \$FW' DQG KDV QRW ZLWKGUDZQ WKH QRWLFH
- FRPPHQFHG MXGLFLDO UHYLHZ SURFHSSFW J V XQGHU VHFWRQ
- PDGH DQ DSSOLFDWLRQ XQGHU VHFWRQ RI WKH \$FW IRU D GH
DQG WKH DSSOLFDWLRQ KDV QRW EHHQ ZLWKGUDZQ QRU KDV WKH
- 7KH FRXUW KDV QRW GHFODUH DQ LWHP RI DFFRXQW XQODZIXO DIWHU I
, I \RX DUH DEOH WR FRQ¿UP WKDW WKH DERYH VWDWHPHQWV DSSO\ D
QRU LQFXUUHG JURVV H[SHQGLWXUH H[FRHGLQJ ... WKHQ WKH &I
VXEPLWWHG WR WKH H[WHUQDO DXGLWURU WR ERWK

7KH \$QQXDO ,QWHUQDO \$XGLW 5HSRUW \$QQXDO *RYHUQDQFH 6WDWH
YDULDQFH DQG WKH EDQN UHFRQFLOLDWLRQ SOXV\$WKRXIQQSKGRODLR
5HJXODWLRQV LQFOXGLQJ WKH SHULRG IRU WKH H[HUFLVH RI SXEOL
ZLWK D FRS\ RI WKLV FHUWL¿FDWH SXEOLVKHG%RQDQSLXQJWKLZH EMIUW
DUH DOVR FRQ¿UPLQJ WKDW \RX DUH DZDUH RI WKLV UHTXLUHPHQW
6LJQH E\ WKH 5HVSQVLEOBWHQDQFLDO ERQHUP WKDW WKLV &HUWL¿FDWH R
([HPSWLRQ ZDV DSSURYHG E\ WKLV

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authority on this date:

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as recorded in minute reference:

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3XEOLVKHG ZHE DGGUHV

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21/< WKLV &HUWL¿FDWH RI ([HPSWLRQ VKRXOG EH UHWXUQH
ERWK DV VRRQ DV SRVVLEOH DIWHU FHUWL¿FDWH RQ DWRHURX
June 2020. Reminder letters incur a charge of £40 +VAT

\$QQXDO *RYHUQDQFH DQG \$FFRXQWDELOLW\ 5HWXUQ 3DQJH RI
/RFDO &RXQFLOV ,QWHUQDO 'UDLQDJH %RDUGV DQG RWKHU 6PDOOHU \$XV

Annual Internal Audit Report 2019/20

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7KLV DXWKRULW\TV LQWHUQDO DXGLWRU DFWLQJ LQGHSHQG
 FDUULHG RXW D VHOHFWLYH DVVHVPHQW RI FRPSOLDQFH ZL
 operation during WKH QDQFLDO HDU HQGHG 0DUFK

7KH LQWHUQDO DXGLW IRU KDV EHHQ FDUULHG RXW LQ
 DQG SODQQHG FRYHUDJH 2Q WKH EDVLV RI WKH QGLQJV LQ
 FRQFOXVLRQV DUH VXPPDULVHG LQ WKLV WDEOH 6HW RXW E
 DQG DORQJVLGH DUH WKH LQWHUQDO DXGLW FRQFOXVLRQV R
 REMHFWLYHV ZHUH EHLQJ DFKLHYHG WKURXJKRXW WKH QDQ
 needs of this authority.

- \$SSURSULDWH DFFRXQWLQJ UHFRUGV KDYH EHHQ SURSHU JKRXV
- B. 7KLV DXWKRULW\ FRPSOLHG ZLWK LWV QDQFLDO UHJXOD
 H[SHQGLWXUH ZDV DSSURYHG DQG 9\$7 ZDV DSSURSULDWH /V ZH
 RU
- C. 7KLV DXWKRULW\ DVVHVPHG WKH VLJQLQJ FDQWULVNV WR I
 of arrangements to manage these. EMHF
- D. 7KH SUHFHSW RU UDWHV UHTXLUHPHQW UHVXOWHG IURP (GJHW
 WKH EXGJHW ZDV UHJXODUO\ PRQLWRUHG DQG UHVHUYH LDWH
 ([SHFWHG LQFRPH ZDV IXOO\ UHFHLYHG EDVHG RQ FRUUI SHUO
 EDQNHG DQG 9\$7 ZDV DSSURSULDWHO\ DFFRXQWHG IRU
- F. 3HWW\ FDVK SD\PHQWV ZHUH SURSHUO\ VXSSRUWHG E\ UI IWW\
- G. 6DODULHV WR HPSOR\HHV DQG DOORZDQFHV WR PHPEHWV IFFRU
 DSSURYDOV DQG 3\$(DQG 1, UHTXLUHPHQWV ZHUH SURS
- H. \$VVHW DQG LQYHVPHQWV UHJLVWHUV ZHUH FRPSOHWH QG S
- I. 3HULRGLF DQG HDU HQG EDQN DFFRXQW UHFRQFLOLDWL UO\ F
- J. \$FFRXQWLQJ VWDWPHQWV SUHSDUHGXULQJ WKH HDU RQ W
 UHFHLSWV DQG SD\PHQWV RU LQFRPH DQG H[SHQGLWXUH KH FD
 DGHTXDWH DXGLW WUDLO IURP XQGHUO\LQJ UHFRUGV DQ ULDW
- K. If WKH DXWKRULW\ FHUWLQHG LWVHOI DV H[HPSW IURP D (QFH U
 exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance
 review of its 2018/19 AGAR tick "not covered")
- L. 7KH DXWKRULW\ KDV GHPRQVUDWHG WKDW GXULQJ VXPPHU LW FRUUHFV
 RI SXEOLF ULJKWV DV UHTXLUHG E\ WKH \$FFRXQWV DQG \$XGLW 5HJXODWLRQV

(For local councils only)

Yes	No	1RW DSS

7UXVW IXQGV LQFOXGLQJ FKDULWDEOH ± 7KH FRXQFLO VLELO

)RU DQ\ RWKHU ULVN DUHDV LGHQWLQJHG E\ WKLV DXWKRULW\ DGHTXDWH FRQWUR
 'DWH V LQWHUQDO DXGLW XQGHUWDNHQName of person who carried out the internal audit

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Signature of person who carried out the internal audit 6, *1\$785(5(48,5(' 'DW ' 00 <<<<

RQ EH
 VW UH
 DO DX

\$QQXDO *RYHUQDQFH DQG \$FFRXQWDELOLW\ 5HWXUQ 3DQWJH RI
 /RFDO &RXQFLOV ,QWHUQDO 'UDLQDJH %RDUGV DQG RWKHU 6PDOOHU \$XV

:H DFNQRZOHGJH DV WKH PHPEHUV RI

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RXU UHVSQRVLELQW\ IRU HQVXULQJ WKDW WKHUH LV D VRXQG V\W
WKH SUHSDUDWLRQ RI WKH \$FFRXQWLQJ 6WDWHPHQWV :H FRQ¿UP
UHVSHFW WR WKH \$FFRXQWLQJ 6WDWHPHQWV IRU WKH \H DU HQGH

	Agreed		'Yes' means that this authority:
	Yes	No	
1. :H KDYH SXW LQ SODFH DUUDQJHP management during the year, and for the preparation of the accounting statements.			I prepared its accounts in accordance with the Accounts and Audit Regulations.
2. :H PDLQWDLQHG DQ DGHTXDWH V\ including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			I have done so and accepted responsibility for safeguarding the public money and resources in its charge.
3. :H WRRN DOO UHDVRQDEOH VWHSV that there are no matters of actual or potential QRQ FRPSOLDQFH ZLWK QVODZG 3UHR 3UDFWLFHV WKDW FRXOG KDYH RQ WKH DELOLW\ RI WKLW DXWKRU EXVLQHV RU PDQDJH LWV ¿QDQFH			I have done what has the legal power to do and has complied with Proper Practices in doing so.
4. :H SURYLGHG SURSHU RSSRUWXQL WKH H[HUFLVH RI HOHFWRUV ULJ UHTXLUHPHQWV RI WKH \$FFRXQWV			During the year I have all persons interested the opportunity to Ribbed and ask questions about this authority's accounts.
5. :H FDUULHG RXW DQ DVVHVPHQW authority and took appropriate steps to manage those ULNV LQFOXGLQJ WKH LQWURGX external insurance cover where required.			I have done so and dealt with them properly.
6. :H PDLQWDLQHG WKURXJKRXW WKH effective system of internal audit of the accounting records and control systems.			I have done so and controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. :H WRRN DSSURSULDWH DFWRQ R in reports from internal and external audit.			I have done so and have brought to its attention by internal and external audit.
8. :H FRQVLGHUHG ZKHWKHU DQ\ OLW commitments, events or transactions, occurring either GXULQJ RU DIWHU WKH \H DU HQG this authority and, where appropriate, have included them in the accounting statements.			I have done so and should have about its business activity during the year including events taking place after the year end if relevant.
9.)RU ORFDO FRXQFLOV RQ\ 7UXV FGDULWDEOH ,Q RXU FDSDFLW\ D\ WUXVWHH ZH GLVFKDUJHG RXU DF UHVSQRVLELQWLV IRU WKH IXQG ¿QDQFLDO UHSRUWLQJ DQG LI UH examination or audit.	Yes	No	1 \$ Gas met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

)RU DQ\ VWDWHPHQW WR ZKLFK WKH UHVSQRVH LV µQR¿ DQ H[SO

7KLV \$QQXDO *RYHUQDQFH 6WDWHPHQW 6QWZDQV EDVSRUHQ &KGLDQ DQ DQG &OHUN RI meeting of the authority on: approval was given:

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and recorded as minute reference:

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- % DODQFHV EURXJKW forward
- 2. 3UHFHSW RU 5DWHV DQG /HYLHV
- 3. 7RWDO RWKHU UHFHLSWV
- 4. 6WDII FRVWV
- 5. /RDQ LQWHUHVW FDSLWDO repayments
- 6. \$OO RWKHU SD\PHQWV
- 7. % DODQFHV FDUULHG forward

Total balances and reserves at the beginning of the year received or receivable in the year. Exclude any grants received.

Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.

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.

Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).

Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).

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

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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. 7RWDO 2[HG DVV long term investments and assets

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The value of all the property the authority owns – it is made up of all property owned as at 31 March.

10. 7RWDO ERUURZ

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The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

11.)RU /RFDO &RXQFLOV 2QO UH 7UXVW IXQGV LQFOXGL

Yes	No
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The Council is a body corporate acts as sole trustee for the trust and is responsible for managing Trust funds or assets. It does not include any Trust transactions.

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