

## Certificate of Exemption – AGAR 2022/23 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 2023, 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 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

### SEDGEBROOK PARISH COUNCIL

certifies that during the financial year 2022/23, 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 2022/23: **£24,630** R AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: **£21,267** R AMOUNT £00,000

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 **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), 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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 the above statements apply and 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 2023.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer

Date

18/05/2023

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

18/05/2023

Signed by Chairman

Date

18/05/2023

as recorded in minute reference:

16/2023/15.8

Generic email address of Authority

clerksedgebrook@gmail.com NED GENERIC EMAIL ADDRESS

Telephone number

01476 577175 NUMBER

\*Published web address

ENTERED https://sedgebrook.parish.lincolnshire.gov.uk/ ADDRESS

**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 2023. Reminder letters for late submission will incur a charge of £40 + VAT.**

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

### SEDGEBROOK 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 2023, that:

	Agreed		
	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"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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
	<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:

18/05/2023

and recorded as minute reference:

16/2023/15.6

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

Chairman

Clerk

### 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"/>

ENTER <https://sedgebrook.parish.lincolnshire.gov.uk/> ADDRESS

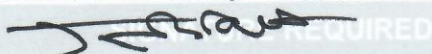
## Section 2 – Accounting Statements 2022/23 for

### SEDGEBROOK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	12,997	15,438	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	11,970	12,460	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,283	10,982	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	5,054	6,087	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	3,463	13,992	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	15,438	18,801	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	15,438	18,801	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	26,166	33,996	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

 REQUIRED

Date

11/05/2023

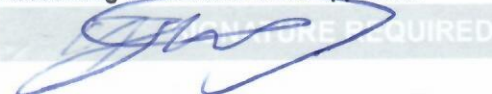
I confirm that these Accounting Statements were approved by this authority on this date:

18/05/2023

as recorded in minute reference:

16/2023/15.7

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

 REQUIRED

## Bank reconciliation

Name of smaller authority: Sedgebrook Parish Council  
County area (local councils and parish meetings only): Lincolnshire

Financial year ending 31 March 2023

Prepared by (Name and Role): Jane Bratton, Parish Clerk and Responsible Finance Officer

Date: 17/04/2023

	£	£
<b>Balance per bank statements as at 31/3/23:</b>		
Current Account with HSBC	3,745.14	
Deposit Account with HSBC	15,056.26	
	<hr/>	18,801.40
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/23 (enter these as negative numbers)		
N/A	0.00	
	<hr/>	-
Add: any un-banked cash as at 31/3/23		
N/A	-	
	<hr/>	-
<b>Net balances as at 31/3/23 (Box 8)</b>		<b><u>18,801.40</u></b>

The net balances reconcile to the Cash Book (Receipts and Payments Account) as follows:-

### CASH BOOK:

	£
Opening Balance as at 1 April 2023	15,438.27
Plus total of receipts	<u>24,630.62</u>
	40,068.89
Less total expenditure	<u>21,267.49</u>
Closing balance to c/f as at 31 Mar 2023	<u>18,801.40</u>

  
\_\_\_\_\_  
Clive Wood (Chairman)

18.5.23  
\_\_\_\_\_  
Date

## Explanation of variances – pro forma

Name of smaller authority: **Sedgebrook Parish Council**

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	12,997	15,438					
2 Precept or Rates and Levies	11,970	12,480	490	4.09%	NO		
3 Total Other Receipts	4,283	10,982	6,699	156.41%	YES		YE 31 March 2023 we received Lottery Funding of £10000 for The Queen's Platinum Jubilee for The Green. We received £926.64 Community Cleaner Grant from SKDC and deposit account interest of £56.10 = £10982.74 YE 31 March 2022 we had a grant from SK Community of £2956.80 for fencing, Community Cleaner grant of £926.64 donations of £400 for planters/flowers totalling £4282.64
4 Staff Costs	5,054	6,087	1,033	20.44%	YES		Only 11 payments to Clerk in YE 2022, 12 payments in YE 2023. No increase in hourly rate of .54p per hour for YE 2021 until agreed from YE 2023 and YE 2022 increase at £1 per hour applied in January (including back pay). Hourly pay should have increased by .33p per hour on the 1 April 2020 = £766 + £360 = £1126, (13 payments to Com. Cleaner instead of 12 YE 2022) less £85 = £1041
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	8,768	13,982	5,234	59.76%	YES		YE 31 Mar 2022 bought picket fences & planters £3367, work on trees & insp £1189, church clock service x 2 £220, Zoom licence £100, difib pads £86, subscriptions £100, Grass Cutting £148, Mis items £80 = difference in exp with 2023 = £5270 and YE 31 Mar 2023 Jubilee Green £9675, Ins £28, Vat £370, Room Hire £100, Training £70, bank charges £56, mileage £36, Refresh £20 =total diff in expenditure compared to 2022 = £10353 = £5083
7 Balances Carried Forward	15,438	18,901			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	15,438	18,901				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	26,186	33,986	7,830	29.92%	YES		Purchased hornbeam tree £2930 and Yorkshire Stone Paving £4900 = £7830
10 Total Borrowings	0	0	0	0.00%	NO		