

## Bank Reconciliation

Name of smaller authority JACOBSTON PARISH COUNCIL

County Area CORNWALL

### Financial year ending 31<sup>st</sup> March 2020

Prepared by Mrs D.A. TURNER (RFO)

Date 29/04/2020

	£
Balance as per bank statements as at 31 <sup>st</sup> March 2020	CURRENT A/C 4838-22 COMMUNITY A/C 4393-99
Less: any un-presented cheques as at 31 <sup>st</sup> March, 2020	CHEQUE NO 000500 (50-00)
Add any un-banked cash as at 31 <sup>st</sup> March, 2019	NIL
Net balances as at 31 <sup>st</sup> March, 2020	<u>12,182-21</u>

The net balances reconcile to the Cash Book (receipts and payments for the year as follows:-

Cash book:-

Opening Balance 1 <sup>st</sup> April, 2019 (Prior year Box 8)	15,138-25
Add: Receipts in year	10,356-17
Less: Payments in year	<u>13,392-21</u>

Closing balance per cash book (receipts and payment book)

as at 31<sup>st</sup> March 2020 (must equal net balances above – Box 8 12,182-21

# 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.

JACOBSTON PARISH COUNCIL

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:

£10,356-17 INT £00,000

Total annual gross expenditure for the authority 2019/20:

£13,392-21 INT £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 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

SIGNATURE REQUIRED

02/06/2020

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

02/06/2020

Signed by Chairman

Date

SIGNATURE REQUIRED

02/06/2020

as recorded in minute reference:

PAGE 040 TO 10 REFERENCE

Email of Authority

Jacobstonparishclerk@gmail.com

Telephone number

015661781269

\*Published web address

webs:tesbyballynet@gmail.com

**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**

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

JACOBSTOW 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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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
			✓

\*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:

02/06/2020

and recorded as minute reference:

PAGE 240 MI/09 REFERENCE

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

Chairman

M R Osborne

Clerk

D. A. [Signature]

## Section 2 – Accounting Statements 2019/20 for

JACOBSTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	15,016	15,138	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	4,000	5,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2486	5356	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	1816	1816	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	4548	11,496	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	15,138	12,182	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	15,138	12,182	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	NIL	NIL	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	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

 SIGNATURE REQUIRED

Date

02/06/2020

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

02/06/2020

as recorded in minute reference:

Page 24010b

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

 SIGNATURE REQUIRED

# Annual Internal Audit Report 2019/20

JACOBSTOW 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.			NONE
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.	✓		
<b>M. (For local councils only)</b> 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

16/09/19 15/06/2020 DD/MM/YYYY

EN MARGARET COWLING AUDITOR

Signature of person who carried out the internal audit

m. Cowling SIGNATURE REQUIRED

Date

15/6/2020

\*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).

**Jacobstow Parish Council**

**Explanation of significant variances year end 31/3/2020**

<b>Box No: 3</b>	<b>£</b>
Figure in 2020 column	5355
Figure in 2019 column	2486
Variance (2020 figure less 2019 figure)	+2869
<b>Reasons</b>	<b>Amount</b>
	<b>£</b>
Reason 1: VAT Reclaimed	362
Reason 2: CC Salt Bin	-183
Reason 3: Footpath Maintenance	30
Reason 4 : CTS Grant	- 8
Reason 5: Grant for village benches	1650
Reason 6: Tesco grant for ramblers	900
Reason 7: Community benefit	118
Unexplained:	0
Confirm unexplained amount is less than 15% of 2019 Figure	Yes

<b>Box No: 6</b>	<b>£</b>
Figure in 2020 column	11503
Figure in 2019 column	4548
Variance (2020 figure less 2019 figure)	+ 6955
<b>Reasons</b>	<b>Amount</b>
	<b>£</b>
Reason 1: Cost of Salt Bin	-220
Reason 2: Annual monitoring (defib)	509
Reason 3: Cost of Village Benches	2275
Reason 4: Cost Village Hall Door	- 1855
Reason 5: Footpath Maintenance	1779
Reason 7: Donations	1750
Reason 8: Community Benefit Donations	2424
Reason 9: Rent Paid (2 years)	333
Reason 10: Expenses	-25
Unexplained	-15
Confirm unexplained amount is less than 15% of 2019 Figure	Yes

Your account statement  
Statement sheet number: 00011  
Issue date: 01 April 2020



Jacobstow Parish Council  
WEST WITHEVEN  
CANWORTHY WATER  
LAUNCESTON  
PL15 8UA



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Club, Charity and Trust  
JACOBSTOW PARISH COUNCIL

### Account Summary

Balance on 02 March 2020	£4,893.99
Total Paid In	£0.00
Total Paid Out	£500.00
Balance on 01 April 2020	£4,393.99

### Account Activity

Date	Payment Type	Details	Paid out (£)	Paid in (£)	Balance (£)
01 Mar 20		BALANCE BROUGHT FORWARD			£4,893.99
11 Mar 20	ICS CHEQUE PAYMENT	000022	£500.00		£4,393.99
01 Apr 20		BALANCE CARRIED FORWARD			£4,393.99

M32A430FKSE

D32A430E0PE

Page 1 of 4 / 0018113 / 0108751

2

Your account statement  
 Statement sheet number: 00032  
 Issue date: 29 March 2020



Jacobstow Parish Council  
 WEST WITHEVEN  
 CANWORTHY WATER  
 LAUNCESTON  
 PL15 8UA



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**Club, Charity and Trust**  
**PARISH COUNCIL OF JACOBSTOW**

**Account Summary**

Balance on 02 March 2020	£10,026.97
Total Paid In	£0.00
Total Paid Out	£2,188.75
Balance on 29 March 2020	£7,838.22

**Account Activity**

Date	Payment Type	Details	Paid out (£)	Paid in (£)	Balance (£)
01 Mar 20		<b>BALANCE BROUGHT FORWARD</b>			<b>£10,026.97</b>
04 Mar 20	PAYMENT	Service Charges Ref:701579594		£0.00	£10,026.97
11 Mar 20	ICS CHEQUE	000626	£1,000.00	✓	£9,026.97
11 Mar 20	PAYMENT				
11 Mar 20	ICS CHEQUE	000494	£168.00	✓	£8,858.97
16 Mar 20	PAYMENT				
16 Mar 20	ICS CHEQUE	000627	£512.07	✓	£8,346.90
24 Mar 20	PAYMENT				
24 Mar 20	ICS CHEQUE	000628	£508.68	✓	£7,838.22
29 Mar 20	PAYMENT				
29 Mar 20		<b>BALANCE CARRIED FORWARD</b>			<b>£7,838.22</b>

*LESS UNPRESENTED  
 CHEQUE* 50.00  
 7788.22

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 Page 1 of 4 / 0019549 / 0097363  
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