

## Certificate of Exemption

To be completed only 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 2018, 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 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

### Hartlepool Headland Parish Council

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed £25,000

Annual gross income for the authority 2017/18: £9,060

Annual gross expenditure for the authority 2017/18: £8,699

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 has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), 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an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual 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 2 July 2018. By signing this certificate you are also confirming that this will be done.

Signed by the Responsible Financial Officer

Date

G. Bell

26.6.18

Signed by Chairman

Date

J. Huntley

26/6/18

Email

Telephone number

headlandparish@btconnect.com

01429 894583

\*Published web address (not applicable to Parish Meetings)

www.headlandparish.co.uk

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.

## Annual Internal Audit Report 2017/18

### Hartlepool/Headland 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 2018.

The internal audit for 2017/18 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.	✓		
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.	✓		
<b>K. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

22/06/18

DAWN RAINES

Signature of person who carried out the internal audit

D Raine

Date

26/6/18

\*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 2017/18

We acknowledge as the members of:

Hartlepool Headland 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 2018, 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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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
			✓

This Annual Governance Statement is approved by this authority and recorded as minute reference:

5.2

29/05/18

dated

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

Chairman



Clerk



## Section 2 – Accounting Statements 2017/18 for

Hartlepool Headland Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
			<i>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.</i>
1. Balances brought forward	6,035	6,620	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	5,466	5,704	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,552	3,346	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	2,484	2,338	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers) pension contributions and employment expenses.
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	4,449	6,361	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	6,620	6,971	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	6,620	6,971	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	1,577	1,577	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.  <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
	N/A	N/A	

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

G. Ellis

Date

26/06/18

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

26/06/18

and recorded as minute reference:

5.2

Signed by Chairman of the meeting where approval of the Accounting Statements is given

*[Signature]*

Your account statement  
 Statement sheet number: **44**  
 Issue date: **12 April 2018**  
 Page: **1 of 3**

HEADLAND PARISH COUNCIL HARTLEPOOL  
 BOROUGH BUILDINGS  
 MIDDLEGATE  
 HARTLEPOOL  
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Your branch: **HARTLEPOOL**  
 Sort code: **30-99-47**  
 Account number: **00822243**  
 BIC: **LOYDGB21438**  
 IBAN: **GB12 LOYD 3099 4700 8222 43**



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**TREASURERS ACCOUNT**  
 HEADLAND PARISH COUNCIL HARTLEPOOL

**Account Summary**

Balance On 29 March 2018	£7,005.00
Total Paid In	£0.00
Total Paid Out	£60.12
<b>Balance On 6 April 2018</b>	<b>£6,944.88</b>

**Account Activity**

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
<b>29 Mar 18</b>		<b>BALANCE BROUGHT FORWARD</b>			<b>7,005.00</b>
6 Apr 18	Direct Debit	BT GROUP-PLC WM37703133-000020	60.12		6,944.88
<b>6 Apr 18</b>		<b>BALANCE CARRIED FORWARD</b>			<b>6,944.88</b>

*2018/2019 accounts*

*£72 un-presented cheque*

*£6933*

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**Messages**

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.  
 For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>

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## **Financial Risk Assessment 2017/2018**

The telephone and broadband cost has been reviewed, needs to be kept up to date.

Make sure income and expenditure is in line with budget.

Cost of election included in budget but not needed, should not be needed next year.

Budget over amount of precept but actual expenditure less.

### **Expenditure for next year needs to be reviewed.**

Do we continue to make donations to groups?

Office costs, no major expense expected next year.

Cost of producing Neighbourhood Plan – grant has been obtained, further grant may be needed.

### **Look at additional means of increasing income.**

Make sure all possible VAT reclaimed including making donations by specific purchase through parish office rather than by direct cheque.

Obtain Grants for groups instead of giving donations.

Selling photographs etc.

Other fundraising

Increase precept.

# Headland Parish Council

## Period for the Exercise of Public Rights

### Accounts for the year ended 31 March 2018

Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Headland Parish Council's annual return can be reviewed by an external auditor appointed by Public Sector Audit Appointments Limited. Any person interested has the right to inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers and receipts and other documents relating to those records or documents.

These documents for Headland Parish Council are to be made available on reasonable notice by application between the hours of 9.30 am and 3.30 pm on Wednesdays.

Commencing on 27<sup>th</sup> June 2018

and ending on 31<sup>st</sup> July 2018

If you wish to view them then please contact the Headland Parish Council

Gillian Elliston

Hartlepool Headland Parish Clerk

Headland Parish Council Office

Middlegate

Hartlepool

TS24 0JD

email [headlandparish@btconnect.com](mailto:headlandparish@btconnect.com)

Website [www.headlandparish.co.uk](http://www.headlandparish.co.uk)

Local electors and their representatives have rights to question the auditor about the accounts and object to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The auditor can be contacted at the address below during the inspection period as above.

## Auditors

MAZARS

SALVUS HOUSE, AYKLEY HEADS, DURHAM DH1 5TS  
T: +44 (0)191 383 6348



