

The statement of accounts for Corby Glen Parish Council published today will not be audited on account of Corby Glen Parish Council's self-certified status as exempt (income less than £25,000), unless either a request for an opportunity to question the auditor about the council's accounting records under section 26(2) or an objection under section 27(1) of the Act, results in the involvement of the local auditor.

Certificate of Exemption – AGAR 2020/21 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 2021, 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 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

Corby Glen Parish Council

certifies that during the financial year 2020/21, 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 2020/21:

ENTER £12,927 £00,000

Total annual gross expenditure for the authority 2020/21:

ENTER £14,579 £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 2017
- In relation to the preceding financial year (2019/20), 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 2021.

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

Signed by the Responsible Financial Officer

Date

05 May 2021

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

05 May 2021

Date

05 May 2021

as recorded in minute reference:

26/21/03

Generic email address of Authority

cgpc@live.co.uk

Telephone number

01476 550795

*Published web address

corbyglen.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 2021. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2020/21

Corby Glen Parish Council AUTHORITY

ENTER PUBLIC WEBSITE/WEBPAGE ADDRESS corbyglen.com

During the financial year ended 31 March 2021, 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 2020/21 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.			✓
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 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>	✓		
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		

O. (For local councils only)	Yes	No	Not applicable
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

27/04/2021

Name of person who carried out the internal audit

Fiona Hatchman, Additions Accounting

Signature of person who carried out the internal audit

Date 27/04/2021

*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 2020/21

We acknowledge as the members of:

Corby Glen 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 2021, 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.	✓			<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.	✓			<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.	✓			<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.	✓			<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.	✓			<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.	✓			<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.	✓			<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.	✓			<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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

05 May 2021

and recorded as minute reference:

26/21/01

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

Chairman

Clerk

corbyglen.com

Section 2 – Accounting Statements 2020/21 for

Corby Glen Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<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	9,249	11,463	<i>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.</i>
2. (+) Precept or Rates and Levies	11,000	11,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	2,703	1,927	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	3,557	3,646	<i>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.</i>
5. (-) Loan interest/capital repayments	NIL	NIL	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	7,932	10,933	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	11,463	9,811	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	11,463	9,811	<i>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.</i>
9. Total fixed assets plus long term investments and assets	21,461	21,461	<i>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.</i>
10. Total borrowings	NIL	NIL	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 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

Date

05 May 2021

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

05 May 2021

as recorded in minute reference:

26/21/02

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

Corby Glen Parish Council, Lincolnshire

Bank Reconciliation Year Ended 31 March 2021

	2020 £	2021
Balance per bank statement at 31/3/21	11,463.00	9,811
Outstanding Items LESS unrepresented cheques		
Petty Cash	0	0
Balance per cash book at 31/3/21	11,463.00	9,811

Identification of significant variances on Audit Form:

	2020 £	2021 £	Variance £	Variance %	Explanation required
Box 2 Precept or rates or levies	11,000	11,000	0	0.00	
Box 3 Total other receipts	2,703	1,927	-776	-28.71	Y
Box 4 Staff costs	3,557	3,646	89	2.50	
Box 5 Loan interest / capital repayments	0		0		
Box 6 All other payments	7,932	10,933	3,001	37.83	Y
Box 7 Balances carried forward					
Box 8 Total value of cash / short term investments	0	9,811	0	0.00	
Box 9 Total Fixed Assets plus long term investments/assets	21,461	21,461	0	0.00	
Box 10 Total borrowings	0	0	0	0.00	

Explanation of significant variances on Audit Form:

Box 3 Total other receipts	£
figure in 2020 column	2,703
figure in 2021 column	1,927
variance	-776

Reasons	£ 2020	£ 2021	£ Variance	% Variance
Community Cleaner Grant	853	907	54	6
War Memorial Restoration Fund	1,850	0	-1,850	-100
War Memorial Restoration Grant	0	1,020	1,020	100
	0	0	0	
	0	0	0	
	0	0	0	
TOTAL	2,703	1,927	-776	-29

Box 6 All other payments	£
figure in 2020 column	7,932
figure in 2021 column	10,933
variance	

Reasons	£ 2020	£ 2021	£ Variance	% Variance
Insurance	873	897	24	3
Grass cutting	2,366	2,241	-125	-5
Community cleaner	1,705	1,789	84	5
Tree works and surveys	0	1,130	1,130	100
Repairs around village (move flag pole)	670	0	-670	-100
LALC membership	273	273	0	
Neighbourhood Plan Costs	143	10	-133	-93
Skip Hire	360	380	20	6
Remembrance Sunday (2019 was 100th anniversary)	20	17	-3	-15
Play Area Costs	129	263	134	104
Hand waving flags (CICLE)	125	0	-125	-100
Defibrillator Replacements	93	269	176	189
War Memorial Restoration	0	2,795	2,795	100
Zoom License	0	65	65	100
Other Parish Costs	1,175	804	-371	-32
TOTAL	7,932	10,933	3,001	38

Smaller authority name: **Corby Glen Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>Friday June 11th</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:</p> <p>(b) Mrs S Woodman, Clerk and RFO to Corby Glen Parish Council 1 Ferndale Close, Corby Glen 01476 550795</p> <p>commencing on (c) <u>Monday 14 June 2021</u></p> <p>and ending on (d) <u>Friday 23 July 2021</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">The opportunity to question the appointed auditor about the accounting records; andThe right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Mrs S Woodman, Clerk and RFO to Corby Glen Parish Council</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Corby Glen Parish Council

Chairman : Mrs. Tracey Lamming
Mr. James Walsingham
Mrs. Anne Collins
Mr. Jonathan Cook
Mr. David Fowler
Mr. Tom Fox
Mrs. Liz Hargreaves
Mrs. Sara Parker
Mrs. Paula Muir



Parish Clerk: Mrs. Sue Woodman
1, Ferndale Close
Corby Glen
Lincolnshire
NG33 4NZ

Tel : 01476 550795
email : cgpc@live.co.uk

Councillor Roles 2020 – 2021

Mrs T Lamming	Chairman
Mr J Walsingham	Vice Chairman; Member of Greens Committee
Mrs E Hargreaves	Member of Greens Committee
Mrs P Muir	Member of Greens Committee
Mrs A Collins	Member of Parish Council
Mr J Cook	Member of Parish Council
Mr T Fox	Member of Parish Council

Items of Expenditure over £100

Date	Pay't Ref	Reason for expenditure	Amount
14/04/2020	E0065	Mrs Woodman clerk's wages Mar	-£236.96
14/04/2020	E0068	CDPC community cleaner Mar	-£142.92
14/04/2020	E0069	MCS Groundcare grass cutting March	-£144.00
18/05/2020	E0072	Mrs Woodman clerk's wages Apr	-£237.16
18/05/2020	E0074	CDPC community cleaner Apr	-£149.73
18/05/2020	E0075	MCS Groundcare grass cutting Apr	-£229.00
18/05/2020	E0076	Annual Insurance	-£897.36
15/06/2020	E0080	Mrs Woodman clerk's wages May	-£237.16
15/06/2020	E0083	CDPC community cleaner May	-£149.73
15/06/2020	E0084	MCS Groundcare grass cutting May	-£289.00
13/07/2020	E0087	Mrs Woodman clerk's wages June	-£236.96
13/07/2020	E0090	CDPC community cleaner June	-£149.73
13/07/2020	E0092	MCS Groundcare grass cutting June	-£229.00
13/07/2020	E0093	J Wilcockson - Tree Survey	-£480.00
17/08/2020	E0094	Mrs Woodman clerk's wages	-£237.16
17/08/2020	E0097	CDPC community cleaner	-£149.73
17/08/2020	E0098	MCS Groundcare grass cutting	-£279.00
17/08/2020	E0100	Mrs Woodman - defib replacements	-£218.40
23/08/2020	E0101	Cllr Fowler - Waste bin	-£208.80
14/09/2020	E0102	Mrs Woodman clerk's wages	-£237.16
14/09/2020	E0105	CDPC community cleaner	-£149.73
14/09/2020	E0106	MCS Groundcare grass cutting	-£144.00
14/09/2020	E0107	Playsafety	-£107.40
19/10/2020	E0109	Mrs Woodman clerk's wages	-£236.96
19/10/2020	E0112	CDPC community cleaner	-£149.73
19/10/2020	E0113	MCS Groundcare grass cutting	-£434.00
30/10/2020	E0115	Hurst - War memorial restoration	-£2,436.00
16/11/2020	E0116	Mrs Woodman clerk's wages (incl back pay)	-£283.09
16/11/2020	E0119	CDPC community cleaner	-£149.73
16/11/2020	E0120	MCS Groundcare grass cutting	-£229.00
16/11/2020	E0121	St John's Churchyard - donation	-£150.00
16/11/2020	E0123	Boume skip hire	-£228.00
16/11/2020	E0124	Boume skip hire	-£228.00
16/11/2020	E0125	D Couture - War memorial railings	-£918.00
14/12/2020	E0127	Mrs Woodman clerk's wages	-£243.55
14/12/2020	E0130	CDPC community cleaner	-£149.73
14/12/2020	E0131	MCS Groundcare grass cutting	-£144.00
21/12/2020	E0132	Mrs Woodman - Christmas expenses	-£170.00
18/01/2021	E0133	Mrs Woodman clerk's wages	-£243.75
18/01/2021	E0136	CDPC community cleaner	-£149.73
18/01/2021	E0137	T Kiely - grass cutting war memorial	-£120.00
25/01/2021	E0140	Oakwick Tree work as per quote	-£780.00
15/02/2021	E0142	Mrs Woodman clerk's wages	-£243.55
15/02/2021	E0145	CDPC community cleaner	-£149.73
15/02/2021	E0146	M Cooper - Barleycroft Footpath Lights	-£100.00
15/03/2021	E0147	Mrs Woodman clerk's wages	-£243.55
15/03/2021	E0150	CDPC community cleaner	-£149.73
15/03/2021	E0151	LALC Subscription	-£272.57

Contact details

Corby Glen Parish Council

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	Mrs Sue Woodman	Mrs Tracey Lamming
Address	1 Ferndale Close Corby Glen NG33 4NZ	7 Market Place Corby Glen NG33 4NH
Daytime telephone number	01476 550795	01476 550803
Mobile telephone number	07801 917020	07813 843403
Email address	cgpc@live.co.uk	cgpc.lamming@gmail.com