

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

ST CLEER 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.			NO PETTY CASH
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.	✓		
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.	✓		
M. (For local councils only) 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

DD/MM/YY DD/MM/YY 10/06/20

ENTER LINDA COLES AUDITOR

Signature of person who carried out the internal audit

Linda Coles

Date

10/06/20

*If the response is 'no' you must include a note to 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).



LJC Bookkeeping Services

The Firs

Lower Metherell, Callington

Cornwall PL17 8BJ

Tel no: 01579 350962

10th June 2020

INTERNAL AUDIT REPORT 2019/20 – ST CLEER PARISH COUNCIL

I have completed the internal audit for March 2020 and the Annual Report has been signed in accordance with my findings. Testing was carried out as appropriate in line with the Financial Risk Assessment and the Accounts and Audit Regulations 2018 and is reported below:

- **Precept, Budgets and Reserves**
The precept was set for 2019/2020 after consideration of a budget and the level of free reserves. The receipt of precept is recorded in the ledger and on the bank statements. **No issues**
- **Other Income**
Other income was tested against supporting documentation and traced to bank and ledger. **No issues**
- **Staff Costs**
Salaries, allowances and additional hours worked were paid in accordance with the Council's approval and PAYE properly accounted for and applied. **No issues**
- **Payments**
Payments were supported by invoice and receipts and VAT has been properly recorded and reclaimed. **No issues**
- **Bank Reconciliations**
Regular bank reconciliations and ledger checks are carried out. The end of year reconciliation has been properly carried out. I note a £3000 difference between Box 7 and Box 8 on the Annual Accounting Statement however this has been explained by the sale of an asset not being recorded in income, which has now been rectified.
No issues
- **Asset Register**
The Parish Council's Asset Register was available and found to be properly maintained. **No issues**
- **Insurances**
The insurance cover in place was reviewed and appeared adequate. Fidelity guarantee cover is adequate based on Audit Commission guidance. **No issues**

The Council has Risk Assessments and Risk Strategy policies in place.

No issues were found that required further information or investigation. Audit concluded satisfactorily.

Linda Coles
Internal Auditor

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ST CLEER 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.	✓		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
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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:

24th June 2020

and recorded as minute reference:

- 12 -

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

Chairman

Clerk

[Signature]
[Signature]
 Loui Jones

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address

www.stcleerparishcouncil.gov.uk

Section 2 – Accounting Statements 2019/20 for

ST CLEAR PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	113,383	92,346	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	52,585	52,881	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	18,745	19,740	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	24,022	24,749	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	—	—	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	68,346	53,484	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	92,346	89,734	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	92,346	89,734	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	531,630	478,299	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	—	—	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

Reini Jones

Date

23 JUNE 2020.

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

24 JUNE 2020

as recorded in minute reference:

— 12 —

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

[Signature]

Section 2 – Accounting Statements 2019/20 for

ST CLEAR PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	113,383	92,346	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	52,585	52,881	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	18,745	19,740	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	24,022	24,749	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	—	—	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	68,346	53,484	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	92,346	89,734	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	92,346	89,734	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	531,630	478,299	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	—	—	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

Rain Jones.

Date

23 JUNE 2020.

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

24 JUNE 2020

as recorded in minute reference:

- 12 -

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

St Cleer Parish Council**Bank - Cash and Investment Reconciliation as at 31 March 2020**

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
3	30/03/2020 HSBC Deposit Account	64,216.74
4	31/03/2020 Unity Trust Bank 20410939	10,021.61
5	30/03/2020 Unity Deposit	16,035.65
		90,274.00
<u>Unpresented Payments</u>		
4	31/03/2020 98290331	211.68
4	31/03/2020 BACS	319.20
4	31/03/2020 BACS	9.10
		539.98
		89,734.02
<u>Receipts not on Bank Statement</u>		
0	31/03/2020 All Receipts Cleared	0.00
		0.00
Closing Balance		
		89,734.02
<u>All Cash & Bank Accounts</u>		
1	CAF Current A/c CLOSED	0.00
2	CAF Deposit A/c CLOSED	0.00
3	HSBC Deposit Account	64,216.74
4	Unity Bank	9,481.63
5	Unity Bank Deposit	16,035.65
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	89,734.02

St Cleer Parish Council

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2020

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	92,345.69	89,734.02
215	HSBC Deposit Account	92,345.69	64,216.74
220	Unity Bank	0.00	9,481.63
225	Unity Bank Deposit	0.00	16,035.65
	Total Cash and Bank Accounts	92,345.69	89,734.02

Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	43,633	28,618	310	0	General Reserves
1	4,000	4,000	320	0	EMR - Pavilion
1	22,000	22,000	321	0	EMR - Skatepark
1	8,000	8,000	322	0	EMR - MUGA
1	1,000	1,000	324	0	EMR - Stand & Dugouts
1	2,000	2,000	325	0	EMR - Pavilion Internal Equip.
1	250	250	326	0	EMR - CCTV
1	5,000	5,000	327	0	EMR - External Equipment
1	4,000	4,000	328	0	EMR - Play Equipment
1	1,000	1,000	329	0	EMR - Millennium Garden
1	3,000	3,000	330	0	EMR - Toilets
1	2,000	2,000	331	0	EMR - Allotments
1	6,000	6,000	332	0	EMR - Pavilion Car Park
1	1,000	1,000	333	0	EMR - Bus Shelters
1	2,000	2,000	334	0	EMR - Benches
1	500	500	335	0	EMR - Notice Boards
1	8,000	0	337	0	EMR - Village Car Park
1	0	1,978	339	0	EMR - NDP
1	Balances brought forward	113,383	92,346	Total balances & reserves at the beginning of the year as recorded in the Financial Records	

Asset Register 2019-2020

Date	Item	Location	2018-2019 Value	2019-2020	Category	Variation explanation
1.4.87	Sportsground	Hockings House	£1.00	£1.00		0
1.4.92	Horizon Play Area	R / O Penhale Close	£1.00	£1.00		0
1.8.09	Land	Bakers Hill Tremar	£1.00	£1.00		0
23.7.03	Land	Tremar Lane	£1.00	£1.00		0
30.11.02	Land	Trethevy	£1.00	£1.00		0
20.2.2019	Car Park	Well Lane	£1.00	£1.00		0
1.4.06	Toilets	Well Lane	£26,840.00	£26,840.00		1
1.6.90	Pavilion	Sportsground	£259,993.00	£259,993.00		1
17.12.97	Football stand	Sportsground	£3,633.00	£0.00		1 Written off
1.12.11	Computer Equipment and Printer	Pavilion	£50.00	£0.00		2 Written off
11.4.18	Computer	Clerk's Possession	£669.91	£669.91		2
27.7.18	Safe	Pavilion	£1.00	£1.00		2
31.7.18	Printer	Clerk's Possession	£155.26	£155.26		2
15.7.18	Local Council Administration Book	Sportsground	£73.60	£73.60		2
20.11.02	Millenium Coins	Pavilion	£585.00	£585.00		3
26.11.03	Cooker	Pavilion	£401.00	£401.00		3
26.11.03	Fridge	Pavilion	£107.00	£107.00		3
27.6.18	Defibrillator	Sportsground	£2,160.00	£2,160.00		3
31.10.15	CCTV	Pavilion	£1,130.00	£1,130.00		3
31.12.15	Vacuum cleaner	Pavilion	£57.00	£57.00		3
31.5.15	Tables and Trolley	Pavilion	£795.00	£795.00		3
19.3.18	Boiler	Pavilion	£2,500.00	£2,500.00		3
21.11.18	Table	Pavilion	£142.86	£142.86		3
02/10/2019	Trophy Cabinet	Pavilion	£0.00	£80.00		3 Purchase
1.10.18	Outside Gym Equipment	Sportsground	£11,889.44	£11,889.44		4
25.10.00	Notice Boards 5	Various	£1,842.00	£1,842.00		4
27.7.16	Outside Gym	Sportsground	£4,196.00	£4,196.00		4
30.11.02	Interpretation Board	Trethevy	£1,403.00	£1,403.00		4
1.4.75	Bus shelter	Darite	£470.00	£470.00		5
1.4.75	Bus shelter	Commonmoor	£492.00	£492.00		5
1.4.98	Bus shelter	War Memorial, Well Lane	£3,043.00	£3,043.00		5
1.5.87	Seats	Various	£1,417.00	£0.00		5 Removed as unsafe
1.6.85	Bus shelter	Phillips Hill	£3,560.00	£3,560.00		5
20.10.03	Bus shelter	Higher TremarCoombe	£1,537.00	£1,537.00		5
24.8.05	Bus shelter	Well Lane	£1,377.00	£1,377.00		5
27.6.18	Benches	Pavilion	£598.80	£598.80		5
27.6.18	Seat		£351.00	£351.00		5
29.8.02	Bus shelter	Venland Close	£1,445.00	£1,445.00		5
29.8.02	Bus shelter	Sportsground	£1,445.00	£1,445.00		5
29.8.02	Bus shelter	Crows Nest	£1,445.00	£1,445.00		5
14.11.18	Grit bins	Various	£358.38	£268.79		5 2 written off
26.9.18	Phone Box	St Cleer	£1.00	£1.00		5
22.11.2019	Benches 6	Various	£0.00	£2,649.24		5 Purchase (reuse of £3000)
31.10.09	Fencing and Gate	Pavilion	£3,341.00	£3,341.00		6
26.11.03	MUGA	Fencing, lights, goal posts	£25,000.00	£25,000.00		6
15.5.13	ALLROAD Mower	Sportsground	£283.00	£283.00		7
15.5.13	KUBOTA	Sportsground	£8,910.00	£0.00		7 Sold for £3000 (Damaged)
24.7.13	Brushcutter	Sportsground	£497.00	£497.00		7
3.8.16	EFCO Strimmers	Pavilion	£608.00	£608.00		7
30.11.15	Pressure Washer	Pavilion	£199.00	£199.00		7
1.9.16	Play Equipment / Fencing	Horizon Play Area	£110,842.47	£110,842.47		8
10.9.12	Skatepark Shelter	Sportsground	£3,818.00	£3,818.00		9
22.6.05	Skatepark Equip	Sportsground	£41,960.00	£0.00		9 Removed as unsafe
26.11.03	MUGA	Sportsground	£1.00	£1.00		9
		Total	£ 531,629.72	£ 478,299.37		

Key

Key	Item	2018-2019 Value	2019-2020	Variance
0	Land	£6.00	£6.00	
1	Buildings	£290,466.00	£286,833.00	-\$3,633.00
2	Office	£949.77	£899.77	-\$50.00
3	General	£7,877.86	£7,957.86	£80.00
4	Outside equipment	£19,330.44	£19,330.44	£0.00
5	Street Furniture	£17,540.18	£18,682.83	£1,142.65
6	Gates and Fencing	£28,341.00	£28,341.00	£0.00
7	Mowers and Machinery	£10,497.00	£1,587.00	-\$8,910.00
8	Play equipment	£110,842.47	£110,842.47	£0.00
9	Other Sports Surfaces	£45,779.00	£3,819.00	-\$41,960.00
	Total	£531,629.72	£478,299.37	-\$53,330.35

		NEXT YEAR		
		Agreed	EMR	Carried
100	Administration			
1076	Precept	£ 53,000	£ -	£ -
1077	Council Tax Support Grant	£ 2,105	£ -	£ -
1090	Bank Interest	£ 50	£ -	£ -
1095	Accounts for 3rd Parties	£ -	£ -	£ -
1100	Grants Received	£ -	£ -	£ -
	Total Income	£ 55,155	£ -	£ -
4000	Salaries In. NI & pension	£ 7,000	£ -	£ -
4055	Staff Training	£ 200	£ -	£ -
4060	Councillor Training	£ 200	£ -	£ -
4065	Parish Office	£ 2,000	£ -	£ -
4066	Allocation to Election Reserve	£ 1,000	£ -	£ -
4070	Insurance	£ 3,000	£ -	£ -
4080	GDPR	£ 150	£ -	£ -
4085	Audit Fees	£ 705	£ -	£ -
4095	Chairman's Allowance	£ 500	£ -	£ -
4100	Section 137	£ 1,500	£ -	£ -
4105	Burial Grounds	£ 700	£ -	£ -
	Overhead Expenditure	£ 16,955	£ -	£ -
	100 Net Income over Expenditure	£ 38,200	£ -	£ -
6001	less Transfer to EMR	£ -	£ -	£ -
	Movement to/(from) Gen Reserve	£ 38,200		
110	Neighbourhood Plan			
1110	Neighbourhood Plan (Inc)	£ -	£ -	£ -
	Total Income	£ -	£ -	£ -
4110	Neighbourhood Plan (Exp)	£ -	£ -	£ -
	Overhead Expenditure	£ -	£ -	£ -
	Movement to/(from) Gen Reserve	£ -		
200	Pavilion			
1200	Pavilion Hirings (Inc)	£ 1,500	£ -	£ -
	Total Income	£ 1,500	£ -	£ -
4000	Salaries In. NI & pension	£ 7,000	£ -	£ -
4200	Maintenance	£ -	£ 4,000	£ -
4220	Utilities	£ 2,250	£ -	£ -
4225	Internal Equipment	£ 150	£ -	£ -
	Overhead Expenditure	£ 9,400	£ 4,000	£ -
	Movement to/(from) Gen Reserve	(7,900)		
210	Sports Pitches			
1220	Sports Pitches (Inc)	£ 1,000	£ -	£ -
	Total Income	£ 1,000	£ -	£ -
4200	Maintenance	£ -	£ 2,000	£ -
4300	Mowing Contract	£ 9,517	£ -	£ -
	Overhead Expenditure	£ 9,517	£ 2,000	£ -
	Movement to/(from) Gen Reserve	(8,517)		
220	Outdoor Assets			
4350	Skatepark/MUGA/Outdoor Gym	£ 1,500	£ -	£ -
4360	Openspaces	£ -	£ -	£ -
4370	Play Area	£ 350	£ -	£ -
	Overhead Expenditure	£ 1,850	£ -	£ -
	Movement to/(from) Gen Reserve	(1,850)		
300	Allotments			
1300	Allotment Rent	£ 1,700	£ -	£ -
1305	Allotment Water	£ 600	£ -	£ -
1310	Allotment Assoc. Subs	£ 300	£ -	£ -
	Total Income	£ 2,600	£ -	£ -
4200	Maintenance	£ -	£ 500	£ -
4220	Utilities	£ 600	£ -	£ -
	Overhead Expenditure	£ 600	£ 500	£ -
	Movement to/(from) Gen Reserve	£ 2,000		
400	Toilets			
4200	Maintenance	£ 700	£ -	£ -
4220	Utilities	£ 500	£ -	£ -
	Overhead Expenditure	£ 1,200	£ -	£ -
	Movement to/(from) Gen Reserve	(1,200)		
410	St Cleer Village			
4410	Car Park	£ -	£ 500	£ -
4505	Millenium Garden	£ -	£ -	£ -
4550	Bus Shelters	£ -	£ 2,000	£ -
4570	Benches	£ 500	£ -	£ -
4580	New Projects	£ -	£ -	£ -
	Overhead Expenditure	£ 500	£ 2,500	£ -
	Movement to/(from) Gen Reserve	(500)		
420	Footpaths			
1000	Footpaths - SLA (Inc)	£ 1,500	£ -	£ -
	Total Income	£ 1,500	£ -	£ -
4300	Mowing Contract	£ 1,483	£ -	£ -
	Overhead Expenditure	£ 1,483	£ -	£ -
	Movement to/(from) Gen Reserve	£ 17		
999	VAT Data			
515	VAT on Payments	£ -	£ -	£ -
4220	Utilities	£ -	£ -	£ -
	Overhead Expenditure	£ -	£ -	£ -
	Movement to/(from) Gen Reserve	£ -		
	Total Budget Income	£ 61,755	£ -	£ -
	Expenditure	£ 41,505	£ 9,000	£ -
	Net Income over Expenditure	£ 20,250	-£ 9,000	£ -
	less Transfer to EMR	£ 20,000	£ -	£ -
	Movement to/(from) Gen Reserve	£ 250		

Contact details

Name of smaller authority: _____ **ST CLEER PARISH COUNCIL**

County Area (local councils and parish meetings only) **CORNWALL**

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

	Clerk/RFO (Main contact)	Chair
Name	Ms Roni Jones	Mrs Susan Harbord
Address	19 Biscombe Gardens Saltash PL12 6EG	35 Kilmar Way St Cleer PL14 5LU
Daytime telephone number	07813333717	01579 344753
Mobile telephone number	07813333717	07896 630949
Email address	Clerk@stcleerparishcouncil.gov.uk	Harbordhomes@hotmail.co.uk

ST CUEER PARISH COUNCIL.

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]

County area (local councils and parish meetings only): [REDACTED]

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);
- 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).

	2018/2019 £	2019/2020 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	113,363	92,346				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	52,585	52,881	296	0.56%	NO		
3 Total Other Receipts	18,745	19,740	995	5.31%	NO		
4 Staff Costs	24,022	24,749	727	3.03%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	68,346	53,484	-14,862	21.75%	YES		In the previous year a car park was refurbished at a cost of £14K; this was not repeated
7 Balances Carried Forward	92,346	86,734			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	92,346	89,734				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	531,630	478,299	-53,331	10.03%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable