

Smaller authority name: **Kingston Parish Council**

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

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020**

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

**NOTICE**

**1. Date of announcement 3 August 2020**

**2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.**

**Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it 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 2020, these documents will be available on reasonable notice by application to:**

The Clerk, 33 The Ridings, East Preston, West Sussex BN16 2TW  
Email: kingstonpc@yahoo.com

**commencing on 4 August, 2020**

**and ending on 15 September, 2020**

**3. Local government electors and their representatives also have:**

- The opportunity to question the appointed auditor about the accounting records; and
- The 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.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

**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:**

**Moore (Ref RD/hd)  
Rutland House, Minerva Business Park, Lynch Wood, Peterborough  
PE2 6PZ**

**5. This announcement is made by Val Knight, Clerk of the Council**

## 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.

### KINGSTON 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: £8,703 **PER AMOUNT £00,000**

Total annual gross expenditure for the authority 2019/20: £11,384 **PER AMOUNT £00,000**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return 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 *V. Knight*

23/07/2020

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

23/07/2020

Signed by Chairman

Date

SIGNATURE *G. H. Walker*

29/07/2020

as recorded in minute reference:

MINUTE REFERENCE 59/20

Email of Authority

Telephone number

kingstonpc@yahoo.com **AUTHORITY EMAIL ADDRESS REQUIRED**

01903 771922 **NUMBER**

\*Published web address

https://kingston-wsx-pc.gov.uk/ **PUBLISHED WEBSITE ADDRESS**

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2020. Reminder letters incur a charge of £40 +VAT**



# Annual Internal Audit Report 2019/20

## KINGSTON 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.	✓		
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

BETWEEN 1st JUNE AND 11th JUNE 2020

RODNEY COOPER AL AUDITOR

Signature of person who carried out the internal audit

*R. Cooper*

Date

17/06/2020

\*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).



## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

### KINGSTON 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	No	'Yes' means that this authority:
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
			✓

\*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:

23/07/2020

and recorded as minute reference:

MINUTE REFERENCE 59/20

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

Chairman

G. H. Waller

Clerk

V. Knight



## Section 2 – Accounting Statements 2019/20 for

### KINGSTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	27,317	27,657	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	8,066	8,228	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	39	475	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	4,181	4,206	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	3,584	7,178	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	27,657	24,976	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	27,657	24,976	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	1,236	4,087	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 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

29/05/2020

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

23/07/2020

as recorded in minute reference:

MINUTE REFERENCE 59/20

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

SIGNATURE REQUIRED



**KINGSTON PARISH COUNCIL**  
**SUMMARY RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2020**

Year Ended 31 March 2019		Year Ended 31 March 2020
<b>£</b>	<b><u>RECEIPTS</u></b>	<b>£</b>
8066.00	Precept (Arun)	8228.00
39.04	Bank Interest	50.20
0	Grants	0
0	VAT (reclaimed)	425.03
<b><u>8105.04</u></b>	<b>Total Receipts</b>	<b><u>8703.23</u></b>
	<b><u>PAYMENTS</u></b>	
3725.44	Salary costs	3750.00
456.00	Clerk - home office expenses/travel	456.00
150.00	Chairman's allowance	150.00
0	Courses and seminars	190.00
6.96	Postage	7.32
61.92	Stationery/copying/publications	62.59
35.00	Admin/expenses/DP notification	212.50
730.00	Website (new website 18/19)	230.00
176.00	Hire/use of Hall	120.00
285.60	Insurance	294.17
271.52	Subscription – SALC/SLCC/ADALC	299.26
50.00	Audit Fees	50.00
350.00	St Mary's – Grant for Churchyard upkeep	350.00
0	South Strand Community Toilets - Grant	300.00
135.00	Other Grants and donations	135.00
0	Election costs	145.00
148.64	Community Involvement (newsletter)	191.49
250.00	Environmental Reserve - maintenance	0.00
0	Env. Project - Gateway Sign	2077.53
0	Env. Project - Lost Chapel Marker Stone	773.66
0	Neighbourhood Plan	0
0	Winter Management Plan	140.70
557.61	20 Year Celebration	0
100.00	Regalia – Chain of Office	633.33
275.53	VAT (reclaimable)	815.30
<b><u>7765.22</u></b>	<b>Total Payments</b>	<b><u>11383.85</u></b>

**KINGSTON PARISH COUNCIL**  
**SUMMARY RECEIPTS AND PAYMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**

	£
Opening Balance	<b>£27,656.83</b>
Add: Total Receipts	8,703.23
Less: Total Payments	<u>11,383.85-</u>
Total Closing Balance	<b><u>£24,976.21</u></b>

These cumulative funds are represented by:

	£
<b>Balance at Bank 31 March 2020</b>	
Community Account (Current Account)	2645.57
Business Money Manager Account	23069.46
Less unrepresented cheques:	
No. 620, 621 and 622	738.82 -
	<u><b>£24,976.21</b></u>

**NOTE to the above Accounts**

Provided for in the balance at 31 March 2020 are the following reserve funds based on the reserves carried forward from 2018-19 and under/overspends against the budget for 2019-20.

	£
Election Costs	2,435
Environmental Improvements/Maintenance	2,329
Winter Management Plan	369
Celebration of 30 <sup>th</sup> year of Council (in 2028)	392
Community Involvement	930
Neighbourhood Plan/ Design Statement	4,788
Grants from Transparency Fund c/fwd	92
(£92 for printer)	
General Fund	<u>13,641.21</u>
<b>TOTAL</b>	<b><u>24,976.21</u></b>

# KINGSTON PARISH COUNCIL

## ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020 SUPPORTING STATEMENT

1. **ASSETS** - At the 31 March 2020 the following assets were held:-

DESCRIPTION	LOCATION	VALUE	
		Cost	Replacement
Flagpole	Sea Lane	Not available	500
Badge of Office	n/a	£ 800 (2008)	5,000
Chain “	n/a	£ 633 (2019)	633
Office Equipment	Clerk’s office	£ 435 (2017)	500
Gateway Sign	Kingston Lane	£ 2078 (2019)	2078
Grit Bin	Kingston Lane	£ 141 (2019)	141
Dog Bin	Kingston Lane/FP2114	Not available	350
Dog Bin	Golden Ave./ FP 2116	Not available	350
Dog Bin	Peak Lane/Coastal Rd.	Not available	350
Dog Bin	Golden Acre/twitten	Not available	350

2. **BORROWINGS** -There have been no borrowings during the year ended 31 March 2020

3. **ACCRUALS/DEBTS TO COUNCIL** - At the year end an amount of £815.30 was due to the Council in respect of VAT to be reclaimed for the period 1/4/19 – 31/3/20.

4. **CREDITORS** – None.

5. **SECTION 137 PAYMENTS** - Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to a set amount per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers.

The following Section 137 payments were made during the year ended 31 March 2019:

Poppy Appeal - Donation re Remembrance Service £120.00

Arundel and Littlehampton Scout Band - Donation re Remembrance Service £ 15.00

6. **PENSIONS** - The Council is not a member of the Local Government Superannuation Scheme and will fulfil its responsibilities under the Pensions Act 2008 by using the NEST scheme (National Employment Savings Trust).

Date 19 July 2020

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Explanation of variances 2019/20 – pro forma

Name of smaller authority:  
Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Now, 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 £500);  
• a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

	2019 £	2020 £	Variance £	Variance %	Explanation Required?	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	27,317	27,657				from PY opening balance not required - Balance	
2 Precept or Rates and Levies	8,066	8,228	162	2.01%	NO		
3 Total Other Receipts	39	475	436	1117.95%	YES	Explanation not required, difference less than £500	
4 Staff Costs	4,181	4,206	25	0.60%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	3,584	7,178	3,594	100.28%	YES		Main differences Courses and seminars: +190 Admin expenses + 177 (Clerk cover, IT and Mapping service) Grant for Community Toilets + 300 Election costs + 145 Newsletters + 43 Subscriptions + 27 Environmental projects + 2601 (2851 re new gateway sign & marker of historic site, - 250 mtce) Salt bin + 141 Regalia + 533 Vat paid + 540 Civic reception - 558 Venue hire - 56 Website design - 500 Net above 3583
7 Balances Carried Forward	27,657	24,976	-2,681	9.69%	NO		
8 Total Cash and Short Term Investments	0	0	0	0.00%	NO		
9 Total Fixed Assets plus Other Long Term Investments and Assets	1,236	4,087	2,851	230.66%	YES		Sign 2078 + Chain of Office 633 + salt bin 141, Flagpole -1
10 Total Borrowings	0	0	0	0.00%	NO		
Excessive Reserve	3.42884	3.03549					In the balance at 31 March 2020 are the following reserve funds: Election Costs 2,435 Environmental Improvements/Maintenance 2,329 Winter Management Plan 369 Celebration of 30th year of Council (in 2028) 392 Community Involvement 930 Neighbourhood Plan/ Design Statement 4,788 Grants from Transparency Fund c/fwd 92 General Fund 13,641  TOTAL 24,976