

## CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: BRIGHTWELL FOXHALL & PURDIS FARM GROUP PC

County Area (local councils and parish meetings only): SUFFOLK

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on 17/6/2019

and ending on 26/7/2019

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2019 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 17 June – Friday 26 July 2019. The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2019.)

Signed: [Signature]

Role: CLERK

**This form is only for use by smaller authorities subject to a review:**

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

**Brightwell Foxhall and Purdis Farm Group Parish Council  
Receipts & Payments Account for the Year Ended  
31st March 2019**

Year Ended 31st March 2018		Year Ended 31st March 2019
£		£
£21,484.88	Balance B/forward @ 1st Apr	£20,901.75
9,705.55	Add Total Receipts	11,363.85
1.03	Adjustment for anticipated interest in 2016/17 which was not received.	0.00
<u>£31,189.40</u>		<u>£32,265.60</u>
10,287.65	Deduct Total Payments	7,671.95
<u>£20,901.75</u>	Balance C/Forward @ 31st March	£24,593.65
12,662.73	Community Account No. 50136565	16,626.19
8,239.02	Business Account No. 0023171	8,255.46
<u>20,901.75</u>		<u>24,881.65</u>
	Less unrepresented cheques:	100781      288.00
<u>£20,901.75</u>		<u>£24,593.65</u>

We, the undersigned, hereby declare that this document is a true and accurate reflection of the account of Brightwell Foxhall and Purdis Farm Group Parish Council 2018/2019

Responsible Finance Officer: *[Signature]* ..... Date: 8/5/2019  
 Chairman: *[Signature]* ..... Date: 8/5/2019



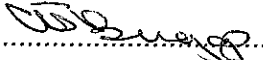
**Brightwell, Foxhall & Purdis Farm 2018/2019**  
**Expenditure Analysis (Community Account)**

Date	Detail	Cheque No	Total	Analysis												
				Wages	Tax	Clerk's Expenses	Travelling Expenses	Insurance	VAT	Newsletter	Section 137	Parish Plan	Other			
			£	£	£	£	£	£	£	£	£	£	£	£	£	£
07/04/2018	HMRC Mrs AJBuggs Tax Jan/Feb/March 2018	100758	182.00		182.00											
07/04/2018	Mrs AJBuggs Sal & Exp March 2018	100759	318.73	248.00		44.65	26.08									
23/05/2018	Mrs AJBuggs Sal & Exp April 2018	100760	328.66	252.00		37.60	39.16									
13/06/2018	Mrs AJBuggs Sal & Exp May 2018	100761	308.86	240.00		23.50	45.36									
13/06/2018	Trevor Brown Audit	100762	100.00													100.00
11/07/2018	HMRC Mrs AJBuggs Tax	100763	183.00		183.00											
11/07/2018	Brightwell PCC - Donation	100764	250.00													
11/07/2018	Mrs AJBuggs Sal & Exp June 2018	100765	296.12	240		25.50	30.62						250.00			
01/08/2018	Mrs AJBuggs Sal & Exp July 2018	100766	298.95	240.00		34.00	24.95									
12/09/2018	Mrs AJBuggs Sal & Exp Aug 2018	100767	304.52	240.00		30.50	34.02									
10/10/2018	Mrs AJBuggs Sal & Exp Sep 2018	100768	318.57	240.00		35.50	43.07									
10/10/2018	HMRC Mrs AJBuggs Tax	100769	180.00		180.00											
	Cancelled and reissued	100770														
10/10/2018	CAS Insurance	100771	290.52					290.52								
10/10/2018	LCPAS Subscription	100772	100.00													100.00
10/10/2018	OneSuffolk Web	100773	60.00						10.00							50.00
14/11/2018	Mrs AJBuggs Sal & Exp Oct 2018	100774	315.49	240.00		29.00	46.49									
12/12/2018	Mrs AJBuggs Sal & Exp Nov 2018	100775	306.42	240.00		29.00	37.42									
12/12/2018	Suffolk County Council Repairs Straight Road	100776	695.41											115.90		
09/01/2019	Mrs AJBuggs Sal & Exp Dec 2018	100777	312.86	240.00		32.04	40.82									579.51
09/01/2019	HMRC Mrs AJBuggs Tax	100778	180.00		180.00											
13/02/2019	ICO Data Protection	100779	40.00													
13/02/2019	Mrs AJBuggs Sal & Exp Jan 2019	100780	320.86	248.00		32.04	40.82									40.00
13/03/2019	Westotec Repairs to VAS Sign	100781	288.00											48.00		
13/03/2019	Mrs AJBuggs Sal & Exp Feb 2019	100782	307.19	240.00		32.04	35.15									240.00
13/03/2019	Ray Walters - Cameras	100783	422.68													422.68
13/03/2019	SALC Subscription	100783	713.11													713.11
13/03/2019	Brightwell PCC - Donation	100784	250.00													
	<b>Total</b>		<b>7671.95</b>	<b>2908.00</b>	<b>725.00</b>	<b>385.27</b>	<b>443.96</b>	<b>290.52</b>	<b>173.90</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2245.30</b>		

**Brightwell Foxhall and Purdis Farm Group Parish Council**  
**Receipts & Payments Account for the**  
**Year Ended 31st March 2019**

Year Ended 31st March 2018		Year Ended 31st March 2019
£	<b>Receipts</b>	£
7,500.00	Precept	7,500.00
-	Re-cycling Credits	-
5.55	Interest from Business Account	16.44
-	VAT Credit	770.90
2,200.00	Locality Budget/Enabling Budget/CIL	3,076.51
-	SCDC Top Up	-
-	Revenue from Courses	-
<b>£ 9,705.55</b>	<b>Total Income</b>	<b>£ 11,363.85</b>
	<b>Payments</b>	
100.00	SALC/LCPAS Subs etc	813.11
304.77	Insurance	290.52
333.92	Clerk's Expenses	385.27
3684.00	Clerks Salary	3633.00
250.00	Section 137 Donations	500.00
0.00	Newsletter copying	0.00
494.96	Mileage Allowance	443.38
0.00	Suffolk ACRE Subscription	0.00
0.00	LCPAS training courses	0.00
0.00	VAT	0.00
120.00	Audit Fees	100.00
0.00	Broadband Survey	0.00
0.00	Parish Plan Expenses	0.00
0.00	Brightwell Village Seat	0.00
0.00	Erection of Notice Board	0.00
0.00	Grit and Dog Bins	0.00
0.00	Suffolk Preservation Society Subscription	0.00
0.00	S.C.D.C Election expenses	0.00
0.00	S.C.D.C planning Application. Village sign. Brightwell	0.00
1250.00	Village Maintenance	1118.09
0.00	Hire of Hall	0.00
0.00	ICO	40.00
60.00	Web Hosting	60.00
3690.00	VAS Sign	288.00
0.00	Graffiti Removal	0.00
<b>£ 10,287.65</b>	<b>Total Expenditure</b>	<b>£ 7,671.37</b>

We, the undersigned, hereby declare that this document is a true and accurate reflection of the account of Brightwell Foxhall and Purdis Farm Group Parish Council 2018/2019

Responsible Finance Officer: 

Date: 10/5/2019

Chairman: 

Date: 10/5/2019

**Brightwell, Foxhall & Purdis Farm Group Parish Council  
Business Rate Account**

**Year Ended 31st March 2019**

<b>Date</b>	<b>Description</b>	<b>Withdrawn</b>	<b>Invested</b>	<b>Balance</b>
		<b>£</b>	<b>£</b>	<b>£</b>
	Balance brought forward			8,239.02
06/04/2018	Interest		4.11	8,243.13
03/09/2018	Interest		4.11	8,247.24
03/12/2018	Interest		4.11	8,251.35
04/03/2019	Interest		4.11	8,255.46
		0.00	16.44	



### Estimated Amount of Outstanding Re-Cycling Credits

Year	Re-Cycling Credits Received (£)	Donations Made (£)	Balance Outstanding (£)
2008 - 2009	373.00	0.00	373.00
2009 - 2010	466.20	300.00	539.20
2010 - 2011	588.95	300.00	828.15
2011 - 2012	415.28	0	1,243.43
2012 - 2013	132.30	250.00	1,125.73
2013 - 2014	0	0	1,125.73



## Certificate of Exemption – AGAR 2018/19 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 2019, 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 2019 and a completed Certificate of Exemption is submitted notifying the external auditor.

**BRIGHTWELL, FOXHALL & PURDIE FARM GROUP PARISH COUNCIL**

certifies that during the financial year 2018/19, 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 2018/19: £11,363.00

Annual gross expenditure for the authority 2018/19: £7,671.00

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:

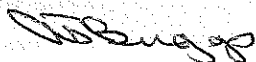
- The authority has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, 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 a copy submitted to the external auditor **either** by email **or** by post (not both).

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 1 July 2019. **By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date



08/05/2019

Signed by Chairman

Date



08/05/2019

Email

Telephone number

angiebuggs2001@yahoo.co.uk

07770575350

\*Published web address

brightwellfoxhallandpurdiefarm.onesuffolk.nec

**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.**

# Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

**BRIGHTWELL FOXHALL & PURDIS FARM GROUP PC**

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 2019, 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
			✓

\*For any statement to which the response is 'no', an explanation should be published

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

82.19

and recorded as minute reference:

03/05/2019

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

Chairman

*R.V. Warham*

Clerk

*A. Bugge*

ction 2 – Accounting Statements 2018/19 for

BRIGHTWELL FOXHALL & PURNS FARM GROUP FC

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	21485	20902	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	7500	7500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2205	3864	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	3684	3633	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	NONE	NONE	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	6604	4039	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	20902	24594	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	20902	24594	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	19695	19695	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	NONE	NONE	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 2019 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

08/05/2019

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

08/05/2019

as recorded in minute reference:

82.16

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

R. J. Wainman