

TRUDOXHILL PARISH COUNCIL

Clerk: Mrs Georgie Blackshaw
The Orchard
Trudoxhill
BA11 5DP

Email: clerk@trudoxhill.org.uk

Chairman: Mr Patrick Twigger

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2017/18 Part 2

This is new system introduced to be completed only by smaller authorities where the higher of gross income/expenditure is £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review.

Publication requirements:

Smaller authorities must publish the following on their website:

- Certificate of Exemption
- Annual Internal Audit Report
- Section 1 - Annual Governance statement
- Section 2 – Accounting Statements
- Analysis of variances
- Bank reconciliation
- Notice of the exercise of public rights.

TIMELINE FOR 2017/18 AGAR

- 1) Accounts to Jen Lewis to prepare Balance sheet – by **6th April 2018**. Return to Clerk by **25th April**.
- 2) To Lucy Carter for Internal Audit – **from 26th April**. Completed by **25th May**.
- 3) Copy of Balance sheet for TPC in blue box **26th April**
- 4) **Annual PARISH** meeting (APM) **3rd May 7.00pm**. Yearly Accounts presentation of Balance sheet. Information on Precept for 2018/19. Display with Minutes on website/notice boards.
- 5) **Annual COUNCIL** meeting (ACM) **3rd May 7.30pm**. Cllr's sign Section 1 of Annual Governance Statement and Certificate of Exemption. Clerk to send Certificate to external auditor PKF Littlejohn LLP.
- 6) TPC meeting **7th June 7.30pm**. Sign Section 2 of Annual AGAR. Publish on website/notice boards as 'unaudited' Prepare 'Notice of Public Rights' form. Display on website/notice boards
- 7) Display all AGAR information on website and notice boards by **30th September 2018**.

Prepared by Clerk: Georgie Blackshaw
Councillor Chris Kenyon to monitor

Patrick Twigger
Chairman Trudoxhill Parish Council