



## Certificate of Exemption – AGAR 2024/25 Form 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 2025, 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 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

### Oakford Parish Council

certifies that during the financial year 2024/25, 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 2024/25: £6,989

Total annual gross expenditure for the authority 2024/25: £6,645

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 Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), 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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration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 the above statements apply and 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 2025.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer

Date

09/06/2025

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

09/06/2025

Signed by Chair

Date

as recorded in minute reference:

25/06/2025 g)

Generic email address of Authority

clerk.oakfordpc@gmail.com

Telephone number

01884 252647

\*Published web address

<https://www.middevonparish.co.uk/oakford/parish-council/>

**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 2025. Reminder letters for late submission will incur a charge of £40 + VAT.**

## Section 2 – Accounting Statements 2024/25 for

### Oakford Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	8,210	11,639	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	6,009	6,600	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,997	389	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	1,794	1,871	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	2,783	4,774	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	11,639	11,983	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	11,639	11,983	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	17,255	17,730	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 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

*Julie Linnell*

Date

08/06/2025

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

09/06/2025

as recorded in minute reference:

25/06/2025 f

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

*June Gwynne*

# Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

## Oakford 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 2025, 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>

\*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:

09/06/2025

and recorded as minute reference:

25/06/2025 e)

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

Chair

Clerk

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
✓	

<https://www.middevonparish.co.uk/oakford/parish-council/>

# Bank reconciliation 31.03.25

Name of smaller authority: Oakford Parish Council

County area (local councils and parish meetings only): Mid Devon

Financial year ending 31 March 2025

Prepared by (Name and Role):

Jill Larcombe, Clerk & RFO

Date:

23/04/2025

	£	£
<b>Balance per bank statements as at 31/03/25</b>		
Unity Trust Bank Current Account	500.00	
Unity Trust Bank Instant Access Account	11,483.26	
	<hr/>	11,983.26
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/24	<hr/> 0.00	11,983.26
Add: any un-banked cash as at 31/3/24	<hr/> 0.00	11,983.26
<b>Net balances as at 31/3/25 (Box 8)</b>		<hr/> <b>11,983.26</b>

**Oakford Parish Council - Explanation of Variances**

	2024/25		2023/24		Variance £	Variance %	Explanation Required?	
	£	£	£	£				
1 Balances Brought Forward	11,639	8,210					Automatic responses trigger below based on figures input, <b>DO NOT OVERRWRITE THESE BOXES</b>	
2 Precept or Rates and Levies	6,600	6,009			-591	8.95%	NO	Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this
3 Total Other Receipts	389	1,997			1,608	413.37%	YES	In 2023-24 a CIL payment of £1537 was received. In 2024-25 no P3 Grant (£310.00) was received but bank interest increased by £370
4 Staff Costs	1,871	1,794			-77	4.12%	NO	Additional hours agreed for 2022/23
5 Loan Interest/Capital Repayment	0	0			0	0.00%	NO	
6 All Other Payments	4,774	2,783			-1,991	41.71%	YES	In 2024-25 meeting room costs for 2 years were paid (£261), verge markers £150 were purchased and community area cost increased by £1580.
7 Balances Carried Forward	11,983	11,639						VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	11,639	8,210						VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets	17,730	17,255			-475	2.68%	NO	
10 Total Borrowings	0	0			0	0.00%	NO	

**Oakford Parish Council 2024-2025 Payments Over £100**

Date	Payee	Amount	Details
08/04/2024	Devon Association of Local Councils	138.00	Annual affiliation fees
13/05/2024	Community First Trading Ltd	333.86	Insurance premium
13/05/2024	Hampton Maintenance	300.00	Cutting community area grass
10/06/2024	Oakford Village Hall	261.00	Hire of meeting room
10/06/2024	Hampton Maintenance	300.00	Cutting community area grass
08/07/2024	Hampton Maintenance	180.00	Cutting community area grass
12/07/2024	Hampton Maintenance	180.00	Cutting community area grass
12/08/2024	Hampton Maintenance	360.00	Cutting community area grass
09/09/2024	Hampton Maintenance	150.00	Cutting community area grass
09/09/2024	Cllr V Stevens	295.00	Sand for petanque court
23/09/2024	Hampton Maintenance	150.00	Cutting community area grass
15/10/2024	Ken White Signs Ltd	325.00	Large printed and laminated footpath map for notice board
11/11/2024	Hampton Maintenance	150.00	Cutting community area grass
09/12/2024	Hampton Maintenance	150.00	Cutting community area grass
13/01/2025	Cllr J Meyer	149.95	Expense claim for verger flexi markers
10/02/2025	Hampton Maintenance	210.00	Cutting back overhanging branches in Community area