

Annual Governance and Accountability Return 2018/19 Part 1PM

ONLY to be completed on behalf of PARISH MEETINGS OF PARISHES NOT HAVING PARISH COUNCILS that are able to declare that they have had no financial transactions in the year of account 2018/19 and can certify themselves exempt from a limited assurance review.

Guidance notes for Parish Meetings on completing Part 1PM of the Annual Governance and Accountability Return 2018/19

The Chairman of the Parish Meeting of a parish not having a parish council that has had no financial transactions in the year of account 2018/19 **must**

1. Complete the attached **Declaration of No Accounts and Certificate of Exemption** following a Parish Meeting held between 1 April and 30 June 2019
2. Return a copy to the external auditor **either** by email or by post (not both). No acknowledgement will be issued by the external auditor who only notes that the authority has certified itself as exempt
3. Publicly display or publish a copy of the **Declaration of No Accounts and Certificate of Exemption BEFORE 1 July 2019**. If the Certificate and Declaration is not published on a website, it must be publicly displayed in the local area for a minimum of 14 days

Please note that the Chairman of the Parish Meeting cannot complete this Part 1PM Declaration of No Accounts and Certificate of Exemption if the Parish Meeting:

- either received income or incurred expenditure in the year ending 31 March 2019; or
- was issued with a public interest report or received a statutory recommendation in relation to the year ending 31 March 2018; or
- was not in existence before 1 April 2015

In those circumstances the Chairman of the Parish Meeting **must** complete an Annual Governance and Accountability Return Part 2PM or Part 3PM.

Declaration of No Accounts and Certificate of Exemption – AGAR Part 1PM

To be completed by all **Parish Meetings** that are able to declare that they had **no financial transactions** in the year of account 2018/19 and can certify themselves exempt from a limited assurance review.

ENTER NAME OF PARISH MEETING

1. I confirm that this parish has no Parish Council.
2. I confirm that the above named Parish Meeting neither received any income nor incurred any expenditure* and had no financial transactions to record in the books of account in the year ended 31 March 2019.

Yes

No

Note – if you answer NO you **must** complete an Annual Governance and Accountability Return 2018/19, either Part 2PM or Part 3PM, and not this certificate.

3. Annual gross income for the Parish Meeting 2018/19 (if NIL enter 0)
4. Annual gross expenditure for the Parish Meeting 2018/19 (if NIL enter 0)
5. I confirm that the balance held as at 31 March 2019 is
(Insert total from all bank statement(s) + petty cash)

£0,000.00

£0,000.00

£0,000.00

6. I note that it is a **statutory requirement** that Parish Meetings **must** display or publish a copy of this Certificate to inform local electors that there were no financial transactions during the year ending 31 March 2019.
7. I note that a copy of this certificate must be displayed or published **before 1 July 2019**.

By signing this **Declaration of No Accounts and Certificate of Exemption** I also confirm that:

- The Parish Meeting has been in existence since before 1 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 Parish Meeting or any entity connected with it
 - made a statutory recommendation to the Parish Meeting, relating to it 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 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.

Signed by the Chairman of the Parish Meeting

Date

SIGNATURE REQUIRED

DD/MM/YY

Chairman of the Parish Meeting

ENTER NAME AND ADDRESS OF
CHAIRMAN OF THE PARISH MEETING

Telephone number

Email

TELEPHONE NUMBER

EMAIL ADDRESS REQUIRED

ONLY a copy of this Declaration of No Accounts and Certificate of Exemption should be returned EITHER by email OR post (not both) as soon as possible after certification to your external auditor:

**PKF Littlejohn LLP (Ref: SBA Team),
1 Westferry Circus,
Canary Wharf, London E14 4HD**

sba@pkf-littlejohn.com

* Income or expenditure includes any items of £1 or more.