

Certificate of Exemption – AGAR 2025/26 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 2026 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 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

STAUNTON (GLOS) PARISH COUNCIL

certifies that during the financial year 2025/26, 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 2025/26: 9,953

Total annual gross expenditure for the authority 2025/26: 7,344.73

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:

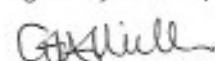
- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to 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notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice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 2026.

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

Signed by the Responsible Financial Officer Date



12/05/26

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

12/05/26

Signed by Chair



Date

12/05/2026

as recorded in minute reference:

8a

Generic email address of Authority

Telephone number

Clerk@Staunton - PC . gov . UK

01452 849048

*Published web address

www.Staunton - PC . gov . UK

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 2026 Reminder letters for late submission will incur a charge of **£40 + VAT**.

Annual Internal Audit Report 2025/26

STAUNTON (GLOS) PARISH COUNCIL

www.staunton-pc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 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	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. Cash payments were properly supported by receipts, all 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 bank account reconciliations were properly carried out during the year.	/		
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 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	/		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	/		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	/		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes)	/		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	/		
P. (For local councils only) 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

29/5/26

IAIN SELKIRK

Signature of person who carried out the internal audit



Date 29/5/26

*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 2025/26

We acknowledge as the members of:

STAUNTON (GLOS) 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 2026, that:

	Agreed		Yes	No*	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.	✓				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 have assured 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	✓	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓				has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*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:

12/05/26

and recorded as minute reference:

86

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)

	Yes	No
The authority website is up to date and the information required by the Transparency Code has been published.	✓	

www.staunton-pc.gov.uk

Section 2 – Accounting Statements 2025/26 for

STAUNTON (GLOS) PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	4265	5379	<i>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.</i>
2. (+) Precept or Rates and Levies	8655	9953	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	811	0	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	5721	5327	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	2632	2018	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	5379	7988	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	5379	7988	<i>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.</i>
9. Total fixed assets plus long term investments and assets	13,675	13,887	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any Trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 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.

G. Hillier

Date

12/05/26

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

12/05/26

as recorded in minute reference:

8c

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

A. Hillier

INDEPENDENT INTERNAL AUDITOR'S REPORT TO THE MEMBERS OF

STAUNTON PARISH COUNCIL

YEAR ENDED 31ST MARCH 2026

I have examined the Council's records in the areas delineated in the attached schedule and made enquiries as deemed appropriate.

In my opinion the systems of internal controls is adequate for the purpose intended and there are no matters to be brought to your attention.



Iain Selkirk FCA
Appointed Independent Internal Auditor

May

2026

AUDITORS REPORT TO THE MEMBERS OF:- STAUNTON PARISH COUNCIL

31/03/2026

	Y/N	COMMENTS	
1 a	Y	Is the cashbook maintained and up to date	
b	Y	Is the cashbook arithmetic correct	
c	Y	Is the cashbook regularly balanced and reconciled to the bank	
2 a	Y	Have Standing Orders and Financial Regulations been formally adopted	
b	Y	Are Standing Orders and Financial Regulations regularly reviewed	
c	Y	Has an RFO been appointed with specific duties	
d	Y	Have items or services above a de minimis amount been competitively purchased	
e	N	Has the Clerk authority to spend in emergencies	
		From what level are quotes required	None
		From what level are tenders required	over £100
3 a	Y	Are payments in the cashbook supported by invoices, authorised and minuted	over £100
b	Y	Has VAT on payments been identified, recorded and reclaimed	over £100
c	Y	Is S137 expenditure separately recorded and within statutory limits	
d	Y	Is S137 expenditure separately minuted as such	
e	Y	Is the signing authority two or more councillors	
f	N	Is the Clerk a signatory	
g	Y	Are the counterfoils initialised by the signatories	
h	Y	Are invoices vouched to payments	
4 a	Y	Is there a procedure in place for the regular audit of internal controls	Chairman
b	Y	Has a member of the Committee been appointed internal auditor	Quarterly
c	N	Does he have a specific programme and does he report to meetings	
5 a	N	Does scanning of the minutes identify any unusual activity	
b	Y	Is the annual risk assessment minuted	
c	Y	Is insurance cover appropriate and adequate	
d	Y	Are internal financial controls documented and regularly reviewed.	
6 a	Y	Has the Council prepared an annual budget in support of its precept	
b	N	Is actual expenditure against budget regularly reported to the Council	Too small
c	N/A	Are there any significant unexplained variances from budget	

7 a	Y	Is income properly recorded and banked as promptly as possible
b	Y	Does the precept recorded in the cash book agree to the District Councils notification
c	N/A	Where income is raised by rental or lettings has the VAT position been clarified
d	N/A	Are security controls over cash adequate and effective
8 a	N/A	Is petty cash spent recorded and supported by VAT invoices/receipts
b	N/A	Is petty cash expenditure reported to each Council meeting
c	N/A	Is petty cash expenditure reimbursed regularly
d	Y	Or does the Clerk present petty cash with her expenses supported by VAT invoices/receipts
9 a	Y	Do salaries paid agree to with those approved by the Council
b	Y	Has PAYE/NIC been properly operated by the Council as employer
c	Y	Are other payments to the Clerk and staff reasonable and approved by the Council
d	Y	Where PAYE/NIC is not operated due to the low salary level has HMRC been informed
10 a	N	Does the Council maintain an Asset Register of all material assets owned
b	N/A	Is the Register up to date
c	N/A	Do the values agree to insurance valuations
d	N/A	Are movements in Treasury Deposits accurately recorded
11 a	Y	Is each bank account reconciled on a regular basis
b	N	Are there any unexplained balancing entries in any reconciliation
12 a	Y	Are accounts prepared on the correct accounting basis
b	Y	Do the accounts reflect the cashbook entries
c	Y	Is there an audit trail from the underlying financial records to the accounts
d	N/A	Where appropriate have debtors and creditors been properly recorded
13 a	Y	Are minutes signed, initialed and pages sequentially numbered
14 a	N/A	Do Burial receipts agree to the attendant Burial records
b	N/A	Are rights or permissions properly recorded
15 a	N/A	Any evidence of fraudulent activity should be brought to the attention of the Chairman

No cash income

Assets of little value to council



**STAUNTON PARISH COUNCIL
REPORT OF THE INDEPENDENT INTERNAL AUDITOR
FOR THE YEAR ENDED 31 MARCH 2026**

I have examined the books and records of the Council as at 31 March 2026
Whilst I have not performed an audit I can confirm that the attached statements are
in accordance therewith



Iain Selkirk FCA
Appointed Independent auditor

Malvern
May

Worcester
2026

**STAUNTON PARISH COUNCIL
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 202.6**

£

2025-2026

RECEIPTS

Precept	9,953.00	8,655.00
Contributions to Defibrillator		811.43
	<u>9,953.00</u>	<u>9,466.43</u>

PAYMENTS

Staff Costs	5,023.20	5,146.50
Clerk Expenses	504.16	403.84
Insurance	278.24	312.19
Grass Cutting	180.00	160.00
Wreath		62.46
Audit	125.00	110.00
Subscription	240.78	216.83
Miscellaneous		4.25
Hall		300.00
S137 Donation	450.00	
Training	25.00	
Defibrillator	18.12	254.30
Noticeboard		764.99
Bank Charges	55.25	
Laptop	350.00	
Website and IT	94.98	407.00
Gate		80.00
VAT Recoverable		129.98
	<u>7,344.73</u>	<u>8,352.34</u>
Surplus for the year	2,608.27	1,114.09
General Fund B/fwd	5,379.38	4,265.29
General Fund C/fwd	£ <u>7,987.65</u>	£ <u>5,379.38</u>
Represented by:-		

Lloyds Treasurers Account

	7,987.65	5,379.38
£	<u>7,987.65</u>	£ <u>5,379.38</u>

Chairman

RFO

STATEMENT OF ACCOUNTS
STAUNTON PARISH COUNCIL
INCOME AND EXPENDITURE

2025-2026

	Last Year	This Year
1 Balances brought forward	4,266	5,379
2 Annual Precept	8,655	9,953
3 Other Receipts	811	
4 Staff Costs	5,146	5,023
5 Loan interest and Capital Repayts		
6 Total Other Payments	3,207	2,321
7 Balance carried forward	5,379	7,988
8 Total Cash	5,379	7,988
9 Total Fixed Assets	13,675	13,675
10 Total Borrowings		

APPENDIX TO THE STATEMENT OF ACCOUNTS 2025-2026
STAUNTON PARISH COUNCIL
BANK RECONCILIATION

£

Opening Balance	5,379.38
Receipts during the year	<u>9,953.00</u>
	15,332.38
Payments during the year	7,344.73
Closing Balance	£ <u><u>7,987.65</u></u>
Represented by the bank account as under:-	
Lloyds 2989335	7,987.65
no unpresented cheques	£ <u><u>7,987.65</u></u>

Chairman

Date

