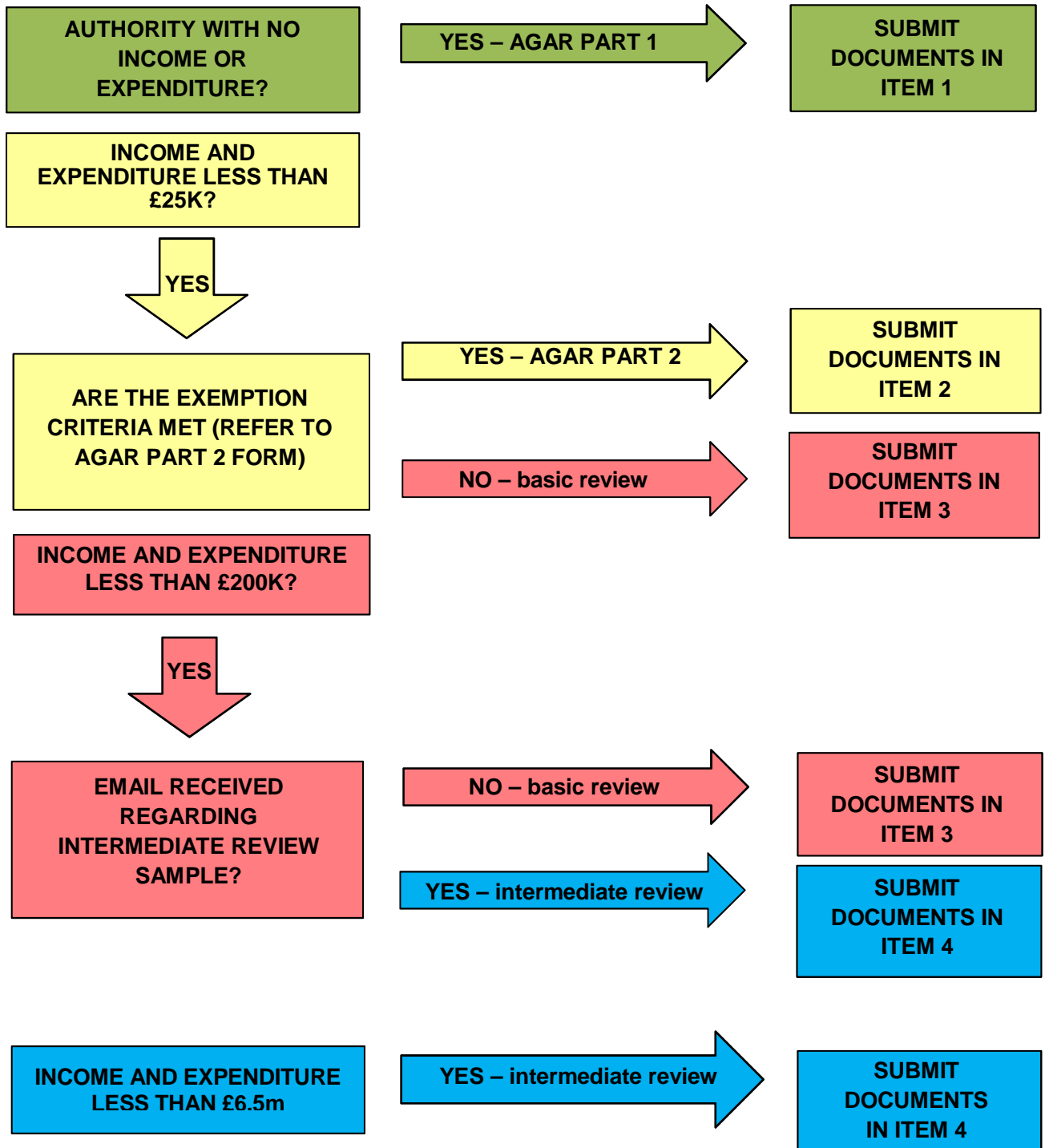


Guide to which AGAR to complete and supporting documents to submit to the External Auditor?

The following questions need to be answered using the total gross income and expenditure for the financial year between 1 April 2019 and 31 March 2020. If the answer is 'No' to the income and expenditure questions, then please move down to the next colour band. Please note that the supporting documents to be submitted are on the following pages:



Item 1 – SMALLER AUTHORITY WITH NO FINANCIAL TRANSACTIONS IN THE YEAR

1. Completed & signed [AGAR Part 1](#) Exemption Certificate ([AGAR Part 1PM](#) for parish meetings)

NB: A financial transaction is any form of income or expenditure received or incurred by the smaller authority.

If the authority either:

-) Was issued with a public interest report or received a statutory recommendation in the year ending 31 March 2019; or
-) Was not in existence before 1 April 2014

Then the authority cannot complete Part 1 and must instead complete Part 2 (see Item 2) or Part 3 (see Item 3 and 4).

Item 2 – EXEMPT AUTHORITIES

1. Completed & signed [AGAR Part 2](#) Exemption Certificate ([AGAR Part 2PM](#) for parish meetings) which is **page 3** of the form.

Item 3 – BASIC LEVEL REVIEW

1. Completed and signed [AGAR Part 3](#) which includes Sections 1 & 2 and the Annual Internal Audit Report ([AGAR Part 3PM](#) for parish meetings)
2. Completed [notice of public rights form](#)
3. Bank reconciliation – [pro forma attached](#)
4. Explanation of any significant variances – [pro forma attached](#)
5. Reconciliation between Boxes 7 and 8 in Section 2 for those smaller authorities preparing their accounts on an income and expenditure basis
6. Copy of the separate internal audit report for those smaller authorities whose internal auditor has referred to a separate report on the Annual Internal Audit Report

Item 4 – INTERMEDIATE LEVEL REVIEW

1. Completed and signed [AGAR Part 3](#) which includes Sections 1 & 2 and the Annual Internal Audit Report ([AGAR Part 3PM](#) for parish meetings)
2. Completed [notice of public rights form](#)
3. Bank reconciliation – [pro forma attached](#)
4. Explanation of any significant variances – [pro forma attached](#)
5. Reconciliation between Boxes 7 and 8 in Section 2 for those smaller authorities preparing their accounts on an income and expenditure basis
6. Copy of the separate internal audit report for those smaller authorities whose internal auditor has referred to a separate report on the Annual Internal Audit Report
7. Copy of the relevant documentation which helps answer the questions in the separate intermediate review email (note you will be notified separately of these questions by email in the near future)

**NOTE THESE DOCUMENTS MUST BE
SUBMITTED TO US BY 31 AUGUST 2020**