

# COMPLETING THE 2020-21 AGAR: A STEP-BY-STEP GUIDE

## A. All authorities other than parish meetings

AGAR Part 1  For authorities with no financial transactions	Between 1 April and 30 June 2021		Before 1 July 2021
	STEP 1	A meeting of the authority is held	The authority publishes the Declaration of No Accounts and Certificate of Exemption
	STEP 2	The Declaration of No Accounts and Certificate of Exemption is completed, approved by the authority and signed by the Chairman or RFO	
	STEP 3	The authority sends the Declaration of No Accounts and Certificate of Exemption to the External Auditor	

AGAR Part 2  For authorities wishing to declare themselves exempt	Between 1 April and 30 June 2021		Before 1 July 2021	
	STEP 1	The Accounting Statements (Section 2) are prepared and signed by the RFO	The authority publishes: a) the Annual Internal Audit Report; b) the Annual Governance Statement; c) the Accounting Statements; d) an analysis of any significant year on year variances; e) a bank reconciliation as at 31 March 2021; f) a copy of the Certificate of Exemption; g) details of the arrangements for the exercise of public rights; and h) the name and address of the External Auditor	
	STEP 2	A meeting of the authority is held at which:		
		STEP 2.1		The Annual Internal Audit Report is received and noted
		STEP 2.2		The Annual Governance Statement (Section 1) is approved
		STEP 2.3		The Accounting Statements (Section 2) are approved
	STEP 2.4	The Certificate of Exemption is approved		
	STEP 3	Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements		
	STEP 4	The RFO sets the commencement date for the exercise of public rights		
STEP 5	The Certificate of Exemption is signed by the RFO and Chairman			
STEP 6	The authority sends the Certificate of Exemption to the External Auditor			

<b>AGAR Part 3</b>	<b>Between 1 April and 30 June 2021</b>		<b>Before 1 July 2021</b>	<b>Before 1 October 2021</b>	
<b>For authorities unable to declare themselves exempt or requesting a limited assurance review</b>	<b>STEP 1</b>	The Accounting Statements (Section 2) are prepared and signed by the RFO	The authority publishes: a) the Annual Internal Audit Report (recommended but not mandatory); b) the Annual Governance Statement; c) the Accounting Statements; d) a declaration that the accounts are as yet unaudited; e) details of the arrangements for the exercise of public rights; and f) the name and address of the External Auditor	The authority publishes: a) notice of the conclusion of the audit; b) the Annual Governance Statement (including any amendments as a result of the limited assurance review); c) the Accounting Statements (including any amendments as a result of the limited assurance review); and d) the External Auditor Report and Certificate	
	<b>STEP 2</b>	A meeting of the authority is held at which:			
		<b>STEP 2.1</b>			The Annual Internal Audit Report is received and noted
		<b>STEP 2.2</b>			The Annual Governance Statement (Section 1) is approved
		<b>STEP 2.3</b>			The Accounting Statements (Section 2) are approved
	<b>STEP 3</b>	Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements			
	<b>STEP 4</b>	The RFO sets the commencement date for the exercise of public rights			
<b>STEP 5</b>	The authority sends to the External Auditor: a) the Annual Internal Audit Report; b) the Annual Governance Statement; c) the Accounting Statements; d) an analysis of any significant year on year variances; e) a bank reconciliation as at 31 March 2021; f) details of the arrangements for the exercise of public rights; and g) any other information that the auditor has specifically requested.				