

THE ATTACHED ACCOUNTING STATEMENTS ARE
UNAUDITED AND

THEREFORE SUBJECT TO CHANGE

Clerk & Responsible Financial Officer
28.5.25

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

COLBURN TOWN 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	No*	'Yes' means that this authority:
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 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.	✓		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
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

19th MAY 2025

and recorded as minute reference:

ITEM 7 APPROVAL OF STATEMENT

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

Chair



Clerk

P. Grawley

[https:// colburn-tc.gov.uk](https://colburn-tc.gov.uk)

Annual Internal Audit Report 2024/25

COLBURN TOWN COUNCIL

During the financial year ended 31 March 2025, 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 2024/25 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. Petty cash payments were properly supported by receipts, all petty 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 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
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 <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

15/04/2025 17/04/2025 23/04/2025

JANET DOYLE

Signature of person who carried out the internal audit

J Doyle

Date

29/04/2025

***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 2 – Accounting Statements 2024/25 for

COLBURN TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	28,919	74,895	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	180,000	163,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	9,848	7619	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	24,801	25,704	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	119,071	121,385	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	74,895	98,424	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	74,895	98,424	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	735,282	747,035	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

P. Grew

Date

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

19th MAY 2025

as recorded in minute reference:

ITEM 8 APPROVAL OF ACCOUNTS

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

[Signature]

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]
County area (local council and district meetings only): [REDACTED]

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year.

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	28,918	74,894				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	180,000	163,000	-17,000	9.44%	NO		
3 Total Other Receipts	9,848	7,618	-2,230	22.64%	YES		VAT refund £1895 less 2024-25, £800 planter sponsorship for 24-25 was received in 2023-24, Bank of Ireland refund of £275 for over charge account fees received 2023-24
4 Staff Costs	24,801	25,704	903	3.64%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	119,071	121,384	2,313	1.94%	NO		
7 Balances Carried Forward	74,894	98,424				VARIANCE EXPLANATION NOT REQUIRED	Increased cash reserves 2024-25 by £8,000 from £42,000 to £50,000. Spent from Budget £5716 less on Sec 137 items, £2462 less on Unbudgetted items, £2281 on Play Park repairs and £2261 on Maintenance Contractor costs.
8 Total Cash and Short Term Investments	74,894	98,424				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	735,282	747,035	11,753	1.60%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: Colburn Town Council

County area (local councils and parish meetings only): ABC County

Financial year ending 31 March 2025

Prepared by (Name and Role): Philippa Graves Clerk/ RFO

Date: 12/04/2025

	£	£
Balance per bank statements as at 31/3/25:		
e.g Current Account	98,428.48	
High Interest Account	-	
Building Society Premium Account	-	
	<hr/>	98,428.48
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/25 (normally only current account) Cheque number		
	<hr/>	0.00
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx (but not credited until 2 April)	-	
	<hr/>	-
Net balances as at 31/3/25 (Box 8)		<u><u>98,428.48</u></u>

Colburn Town Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	74,894.60	
Cash in Hand		
Precept	163,000.00	
Allotments	350.00	
Wayleaves	48.88	
Miscellaneous	64.05	
Interest	2,994.46	
Mayor's Dinner	165.00	
Mayor's consort tickets & mileage	291.00	
Mayor's Charity Fund		
Grants		
VAT		
Clerk's salary		14,696.36
Deputy Clerk's Salary		8,541.31
HMRC PAYE		2,466.59
Subscriptions		962.00
Insurance		1,171.21
Computer Support		771.00
Bank Charges		57.73
Office Equipment/Stationery/Postage		192.02
Photocopier		1,294.15
Broadband & mobile		785.30
Broadway Car Park		1,122.25
Office/meeting room Rental		3,240.00
Annual Dinner		30.00
Mayor's Tickets & Mileage		561.30
Mayor & Deputy Allowances		1,800.00
Mayor's Charity Fund		
Audit & Payroll		1,315.44
Mileage & Travel		110.25
Training		
Miscellaneous/Unbudgeted items		2,303.00
Section 137		12,916.92
Allotments		350.00
Equipment Repairs		929.57
New Play Equipment		
Litter Bins		
Dog Bins		225.00
Litter Bins		
Water		1,054.80
New Projects		

Colburn Town Council
STATEMENT OF ACCOUNTS

		RECEIPTS	PAYMENTS
Tree Felling		3,000.00	
Plants & Bulbs		39.95	
Garage Rental		573.00	
Garden Competition		438.24	
Christmas Tree		282.50	
Miscellaneous		2,531.90	
Salaries		25,239.00	
Training			
Mileage			
Play Park Inspections		1,789.20	
Joint Burial Authority		4,187.00	
Other Grants		50,000.00	
Planter Sponsorship	640.00		
Land Trust maintenance payments	1,580.00		
Planter sponsorship refund		80.00	
VAT	1,485.27	2,031.79	
		170,618.66	147,088.78
Closing Balances:			
Balances in Bank Account			98,424.48
Cash in Hand			
TOTAL		245,513.26	245,513.26

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed

P. Gowers
Responsible Financial Officer

Date

7th April 2025