

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to the figures in the reconciliation table headed “Year ending 31 March 2025” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a reconciling basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: Billing Parish Council

County area (local councils and parish meetings only): West Northamptonshire

Financial year ending 31 March 20xx

Prepared by (Name and Role): Carrie Goodridge - Clerk/ RFO

Date: 4/3/2025

	£	£
Balance per bank statements as at 31/3/2025:		
Current Account	6,260.03	
Reserve Account	125,868.15	
CCLA PSDF Account	256,437.14	
		388,565.32
 Petty cash float (if applicable)		-
 Less: any unpresented cheques as at 31/3/2025		-
		-
 Add: any un-banked cash as at 31/3/2025		-
		-
 Net balances as at 31/3/2025 (Box 8)		388,565

Explanation of variances – pro forma

Name of smaller authority:
County area (local councils and

Billing Parish Council
West Northamptonshire

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	384,313	354,644				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	175,450	193,384	17,934	10.22%	NO		
3 Total Other Receipts	27,372	31,773	4,401	16.08%	YES		A Public Sector Deposit Fund was opened with CCLA in August 2024. This lead to a higher amount of interest received in 2024/2025 (£9,855) compared to the year 2023/2024 (£4961) a difference of £4894.
4 Staff Costs	65,960	68,767	2,807	4.26%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	166,531	121,497	-45,034	27.04%	YES		No path replacement work was needed to take place in the year ending 31.03.2025 as had already been completed in year ending 31.03.2024 at a cost of £51,022.50. Minor manitence work did take place on parish land in the year ending 31.03.2025 which amounted to £5188.00.
7 Balances Carried Forward	354,644	389,537				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	351,548	388,565				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	272,200	291,358	19,158	7.04%	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

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Billing Parish Council

County area (local councils and parish meetings only):

West Northamptonshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		389,537.30
Deduct: Debtors (enter these as negative numbers)		
Sales Ledger	(190.00)	
VAT Recoverable	(3,792.59)	
	<u>(3,982.59)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Pre-payments	(1,334.16)	
	<u>(1,334.16)</u>	
Total deductions		(5,316.75)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Purchase Ledger	-	
Accruals	4,344.77	
	<u>4,344.77</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
Receipts in advance	-	
	<u>-</u>	
Total additions		4,344.77
Box 8: Total cash and short term investments		<u><u>388,565.32</u></u>

Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Billing Parish Council		
Name of Internal Auditor:	Mrs TL Charteress	Date of report:	23 rd April 2025
Year ending:	31 March 2025	Date audit carried out:	23 rd April 2025

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chair of the Council:

Thank you very much to the Parish Clerk for supplying me with the information I requested to carry out this Annual Internal Audit. I have spoken with the Clerk, in person via Teams and conducted the audit remotely.

Results

The work completed is identified in the table below and action required is highlighted:

Area of Work	Observations/Points
Adoption of Policies	A review of the council's policies was conducted at the Annual Parish Council meeting in May 2024 and a resolution was passed to adopt them. Terms of reference of working groups were also agreed at this meeting. The new Financial Regulations were adopted at the full council meeting in July 2024 and were matched to a Scheme of Delegation
Accounting Records	The Accounts were properly maintained during the financial year and the correct carry forward figure was rolled over.
Asset Register	The Asset Register & Disposal Policy was reviewed and approved at the July 2024 council meeting. The Asset Register appears to be an accurate reflection of council owned assets
Bank Balances	Bank balances are reported monthly at council meetings and Minuted

Bank reconciliations	Bank reconciliations were reviewed and confirmed to be done on a regular basis with due care and attention and were reported to full council. Bank balances were confirmed to statements as at the 31 st of March 2025
Budget	The council followed due process for the agreement of the Budget. The finance working group met in November 2024 and the Budget was approved by council at the December 2024 meeting with a figure of £214,535.00 – the deficit being taken from reserves. Progress against the budget was monitored regularly at full council
Earmarked Reserves	The council is holding on to large reserves some of which were earmarked at the March 2025 council meeting
Insurance	Insurance premium was paid to Zurich of £2,865.27 and is a long-term agreement expiring on the 1 st of June 2025. An addition policy was purchased to cover the use of the newly purchased chipper
Internal Control	Internal Control is being completed quarterly and reported to council
Minutes of Meetings	Minutes were reviewed and were found to be in good order.
PAYE & Pensions	Paye & Pensions were tested and found to be in good order. The council use a payroll provider. Payments to HMRC are paid through the payroll provider acting as agent, and Nest Pension payments are being paid monthly through the council's bank account
Payments	Payments followed due process and have been accounted for correctly
Precept	The council followed the correct procedure to agree the Precept Demand of £195,335.00 at the December 2024 full Council meeting
Risk Assessments	The council's Risk Assessments were adopted at the Annual Parish Council meeting in May
VAT return	The balance as at 31 st March 2025. No errors were observed
Website	The website contained all necessary documents which were easily accessible and comply with the Transparency Code
Year-end procedures	Year-end procedures were carried out in the correct manner.

Summary

In my opinion the Council's books and records are in very good order and follow due process in all elements.

I wish the Council a very successful 2025/2026 and look forward to returning later this year.

Yours sincerely,

Tina Charteress



Mrs TL Charteress
Internal Auditor to the Council
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The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2024	Year ending 31 March 2025
1. Balances brought forward	384,313	354,644
2. Annual precept	175,450	193,384
3. Total other receipts	27,372	31,773
4. Staff costs	65,960	68,767
5. Loan interest/capital repayments	0	0
6. Total other payments	166,531	121,497
7. Balances carried forward	354,644	389,537
8. Total cash and investments	351,548	388,565
9. Total fixed assets and long-term assets	272,200	291,358
10. Total borrowings	0	0

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2024)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://northantscalc.gov.uk/practitioners-guide>.