

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

Budleigh Salterton Town Council

<http://www.budleighsaltertontowncouncil.gov.uk>

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
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

21/12/2023

13/05/2024

Name of person who carried out the internal audit

Thomas John Stuckey

Signature of person who carried out the internal audit

T. J. Stuckey

Date

13/05/2024

***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 2023/24

We acknowledge as the members of:

BUDLEIGH SALTERTON 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 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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:

20/05/2024

and recorded as minute reference:

24.041(i)

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

Chair

Clerk

www.budleighsaltertontowncouncil.gov.uk

ABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

BUDLEIGH SALTERTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	197,323	257,234	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	158,000	158,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	71,754	81,469	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	48,548	52,518	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	121,295	116,091	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	257,234	328,094	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	253,867	325,867	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	2,155,241	2,153,722	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 2024 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

[Signature]

Date

23/04/2024

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

20/05/2024

as recorded in minute reference:

24.041(iv)

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

[Signature]

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

BUDLEIGH SALTERTON TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DDMMYY

Budleigh Salterton Town Council (Devon) – DVN0077

Explanation of Variances

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2022/23 £	2023/24 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	158000	158000	0	0.00	
Box 3 <i>Total other receipts</i>	71754	81469	9715	13.54	Please see covering letter
Box 4 <i>Staff costs</i>	48548	52518	3970	8.18	Please see covering letter
Box 5 <i>Loan interest/ capital repayments</i>	0	0	0	0	
Box 6 <i>All other payments</i>	121295	116091	5204	4.29	Please see covering letter
Box 9 <i>Total fixed assets & long term investments & assets</i>	2155241	2153722	1519	0.07	Please see covering letter
Box 10 <i>Total borrowings</i>	0	0			
Explanation for 'high' reserves	Please see covering letter which gives a breakdown of reserves at the year end				



Buddleigh Salterton Town Council

Town Clerk: Mrs J E Vanstone
Council Offices, Station Road
Buddleigh Salterton
Devon, EX9 6RJ
T: 01395 442245

E: office@buddleighsaltertontowncouncil.gov.uk

Our Ref: JV/24.041/2A
County Area: Devon DVN 0077
Date: 31 May 2024

SBA Team
PKF Littlejohn LLP
15 Westferry Circus
Canary Wharf
London
E14 4HD

Dear Sirs

Year End: 31 March 2024

Explanation of Significant Variances between 2022/23 and 2023/24

Line 3: Other Receipts

2022/23: £71754 2023/24: £81469 Difference: **+£9715**

- Community Infrastructure Levy payments were received from East Devon District Council totalling £34815.74, an increase of **+£10999** on the previous year.
- In 2022/23 a Grant was received from Devon Communities Together for equipment needed for the town's Emergency Plan. No such grant was received in 2023/24 **-£937**
- Hires for the Public Hall and Norman Centre have decreased slightly and therefore the income has also decreased **-£4944**
- The amount recharged to tenants on the Community Gardens for water has decreased **-£785**
- Interest on investments has increased **+£5382**

Line 4: Staff Costs

2022/23: £48548 2023/24: £52518 Difference: **+£3970**

- The salaries for the Town Clerk and Assistant to the Clerk increased in line with recommendations from the National Association of Local Councils and the National Joint Council. All other salaries were increased in line with inflation.

Line 6: Total Payments

2022/23: £121295 2023/24: £116091 Difference: **-£5204**

- The cost of maintenance around the town increased **+£2272**
- The Council made a Grant from Community Infrastructure Levy funds to the local Football Club. **+£5000**
- In 2022/23, to comply with Cyber Insurance requirements, an email account was required for each councillor. No such expense in 2023/24 plus other office expenditure decreased **-£4227**
- Car Park maintenance increased slightly **+£217**
- Donations to various town organisations decreased by **-£1196**
- In 2022/23 the Council commissioned a granite plinth to commemorate HM Queen Elizabeth's Platinum Jubilee. No such expense in 2023/24 **-£1524**
- In 2022/23 the Civic Regalia and other Community Assets were revalued for insurance purposes. No such expense in 2023/24 **-£350**
- A new defibrillator was purchased **+£1080**
- Repairs were carried out to the War Memorial lighting **+£1276**
- Public Hall general expenditure increased by **£5586** (Water & Rates -£513/Electricity +£2632/Gas -£131/Insurance +£1224/Consumables +£551/Performing Rights +£300/Wages +£1358. Public Hall Cleaning costs increased by £165)
- Maintenance on the Public Hall decreased by **-£576**
- The exterior of the Public Hall was redecorated in 2022/23. No such expense in 2023/24 **-£10944**
- Replacement dormer windows and blinds were fitted to the Hall. No such expense in 2023/24 **-£8234**
- A survey was carried out to ascertain if a publicly accessible toilet could be installed in the Hall. No such expense in 2023/24 **-£125**
- During 2023/24, the Public Hall floor was refurbished **+£6480**
- During 2023/24, an acoustic survey of the Public Hall floor was undertaken **+£233**
- Utility and maintenance costs for the Norman Centre have increased **+£803**
- Expenditure for the Community Gardens dropped slightly **-£975** (water charges decreased -£754/maintenance decreased -£221)

I enclose a reconciliation between Box 7 and Box 8 which explains the difference between these two boxes.

- As at 31 March 2024, the Town Council had the following reserves:
 - Car Park Resurfacing Fund - £20000
 - Public Hall Fund - £50000
 - Jubilee Shelter Maintenance - £3000
 - Town Improvement Fund - £5000
 - Community Infrastructure Levy Fund - £100158
 - General Reserves - £274935 (from Long and Short-Term Investments)

Line 9: Total Fixed Assets

2022/23: £2155241 2023/24: £2153722 Difference: **+£1519**

- The sums insured for other items on the Fixed Asset Register have been increased in line with inflation

I hope the information contained in this letter is of assistance.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Nanstone' or 'Vanstone', with a horizontal line drawn underneath it.

Mrs JE Vanstone
Town Clerk

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/03/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Lloyds Business Instant	£225,000.00
Lloyds Current	£28,867.03

Short Term Investment Accounts

Public Sector Deposit Fund	£0.00
Total	<u>£253,867.03</u>

RECEIPTS	Net	Vat	Gross
Council	£204,109.80	£0.00	£204,109.80
Finance Committee	£10,845.65	£0.00	£10,845.65
Public Hall Committee	£28,890.22	£0.00	£28,890.22
Community Gardens Committee	£2,653.77	£0.00	£2,653.77
Norman Centre	£2,492.50	£0.00	£2,492.50
Total Receipts	<u>£248,991.94</u>	<u>£0.00</u>	<u>£248,991.94</u>

PAYMENTS	Net	Vat	Gross
Council	£18,034.05	£838.66	£18,872.71
Finance Committee	£81,115.62	£3,167.69	£84,283.31
Public Hall Committee	£64,018.82	£4,985.54	£69,004.36
Community Gardens Committee	£2,205.74	£226.10	£2,431.84
Norman Centre	£2,180.43	£219.00	£2,399.43
Total Payments	<u>£167,554.66</u>	<u>£9,436.99</u>	<u>£176,991.65</u>

Closing Balances

Ordinary Accounts

Lloyds Business Instant	£190,000.00
Lloyds Current	£10,867.32
	<u>£200,867.32</u>

Short Term Investment Accounts

Public Sector Deposit Fund	£125,000.00
	<u>£125,000.00</u>
Total	<u>£325,867.32</u>

Reserve Balances

Car Park Fund	£20,000.00
Public Hall Fund	£50,000.00
Jubilee Shelter Maintenance	£3,000.00
Town Improvement Fund	£5,000.00
CIL Fund	£100,158.48
Reserves total	<u>£178,158.48</u>

Signed
Chair



Clerk / Responsible Financial Officer

Bank Reconciliation

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" 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: Budleigh Salterton Town Council

County area (local Councils and Parish meetings only): Devon DVN 0077

Financial year ending 31/03/24

Prepared by (Name and role): Jo Vanstone Clerk/RFO

Date: 23/04/24

Balance per bank statements as at 31/03/24	£	£
Lloyds Business Instant	£190,000.00	
Lloyds Current	£10,867.32	
Public Sector Deposit Fund	£125,000.00	
		£325,867.32
Petty cash (no balance)		£0.00
Less: any unpresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 31/03/24 (Box 8)		£325,867.32

Reconciliation between Box 7 and Box 8 in Section 2

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

Name of smaller authority: Budleigh Salterton Town Council

County area (local Councils and Parish meetings only): Devon DVN 0077

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		£328,093.82
Deduct: Debtors	-£1,397.65	
Vat	-£1,883.14	
Payments in advance	£0.00	
Stock opening value	£0.00	
Stock change	£0.00	
Capital borrowing reduction	0.00	
Total deductions	-£3,280.79	£324,813.03
Add: Creditors	£1,054.29	
Vat Payable	£0.00	
Receipts in advance	£0.00	
Total additions	£1,054.29	£325,867.32
Box 8: Total cash and short term investments		£325,867.32

This explains the difference between box 7 and box 8

LLOYDS BANK



J31E4301AETMBA0000014397001002 404 B 000

BUDLEIGH SALTERTON TOWN COUNCIL
BUDLEIGH SALTERTON TOWN COUNCI
STATION ROAD
BUDLEIGH SALTERTON
DEVON
EX9 6RJ



Your account statement

Issue date: 2 April 2024

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

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Sort code: 30-94-36 Account number: 07208944

BIC: LOYDGB21286

IBAN: GB79 LOYD 3094 3607 2089 44

BUS BANK INSTANT

BUD SALT TOWN COUNCIL

Account summary

Balance On 02 Feb 2024	£200,000.00
Total Paid In	£82,950.00
Total Paid Out	£10,000.00
Balance On 02 Apr 2024	£272,950.00

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
02 Feb 24		STATEMENT OPENING BALANCE			200,000.00
25 Mar 24	TFR	BUDLEIGH SALTERTON 309436 00511463		10,000.00	190,000.00
02 Apr 24	BGC	EAST DEVON DC 111198	82,950.00		272,950.00
02 Apr 24		STATEMENT CLOSING BALANCE	82,950.00	10,000.00	272,950.00

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

TFR - Transfer BGC - Bank Giro Credit

gw 22/4/24



Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
13 Mar 24	FPO IB 0741	COMPLETE CLEANING 100000001307081685 INV 38379 309436 10 13MAR24 15:08		208.80	13,179.29 ✓
13 Mar 24	FPO IB 0742	MRS L D EVANS 600000001310090214 PLANTS/BUG SPRAY 309315 10 13MAR24 15:08		42.87	13,136.42 ✓
13 Mar 24	FPO IB 0743	FENCE STORES LTD 400000001315170940 BUDSAL 209704 10 13MAR24 15:08		99.53	13,036.89 ✓
13 Mar 24	FPO IB 0744	GDUK DOOR SOLUTION 300000001313782051 BUD0001 309618 10 13MAR24 15:08		661.20	12,375.69 ✓
13 Mar 24	FPO IB 0745	A MCLAUGHLAN 500000001310453438 INVOICE 062 777305 10 13MAR24 15:08		336.98	12,038.71
13 Mar 24	FPO IB 0746	NSALG 300000001313782059 S3981A - BUDLEIGH 204577 10 13MAR24 15:08		66.00	11,972.71
13 Mar 24	FPO IB 0747	NPOWER COMMERCIAL 400000001315170991 A0009236488 500000 10 13MAR24 15:08		160.30	11,812.41
13 Mar 24	FPI 11175	DRAKES SCHOOLS P INVOICE 6153 30190426670655000N 521026 10 13MAR24 19:04	45.00		11,857.41
14 Mar 24	FPI 11176	SONG PH EDWG ROOM HIRE 13135922373332000N 602032 10 14MAR24 13:59 6175 ✓	20.00		11,877.41
15 Mar 24	FPI 11177	BUDLEIGH SALTERTON BSLF INV 6173 600000001310949833 309436 10 15MAR24 01:41	20.00		11,897.41
18 Mar 24	FPI 11180	BUDLEIGH SALTERTON INV 6176 500000001313118102 309436 10 18MAR24 10:24	20.00		11,917.41
18 Mar 24	DEP	500443	50.00		11,967.41
18 Mar 24	FPI 11181	J E HARVEY ESPA HIRE INV 6177 735323256331813001 402032 10 18MAR24 13:36	118.00		12,085.41
19 Mar 24	DD 0365	BRITISH GAS BUSINE 602792050100522000		41.38	12,044.03
20 Mar 24	FPI 11182	BUD SALT MED BUD MEDICAL CENTRE 6169 360162055361023001 402032 10 20MAR24 16:35	20.00		12,064.03
22 Mar 24	DD 0364	BRITISH GAS BGL0189945-0181286		237.07	11,826.96
22 Mar 24	DD 0363	BRITISH GAS BUSINE 603669835100522000		246.14	11,580.82
25 Mar 24	DD 0364	BIFFA WASTE SERVIC B11960		173.86	11,406.96
25 Mar 24	TFR	BUDLEIGH SALTERTON 309436 07208944 Jv2240325 10,000.00	10,000.00		21,406.96
26 Mar 24	FPI 11183	PAINTITREDPRODUCTI HALL HIRE 6168 000000000056553532 087199 10 26MAR24 13:53	52.52		21,459.48
26 Mar 24	FPO IB 0748	BUDLEIGH SALTERTON 200000001313892938 YOUTH TEAM GRANT 402032 10 26MAR24 19:38		5,000.00	16,459.48 ✓
26 Mar 24	FPO IB 0749	THE COMMUNITY HEAR 300000001321334607 BUD001 205269 10 26MAR24 19:38		73.14	16,386.34 ✓
26 Mar 24	FPO IB 0750	FENCE STORES LTD 500000001318004742 BUDSAL 209704 10 26MAR24 19:38		12.12	16,374.22
26 Mar 24	FPO IB 0751	ANDREW MILLS SURVE 200000001313892991 4748/S 602127 10 26MAR24 19:38		525.00	15,849.22
26 Mar 24	FPO IB 0752	MRS J E VANSTONE 200000001313893003 STAMPS 309436 10 26MAR24 19:38		89.39	15,759.83
27 Mar 24	FPI 11184	PERRATT DK+DM D.PERRATT 6185 RP4679969315503400 203047 10 27MAR24 22:39	975.00		16,734.83
28 Mar 24	FPO IB 0753	EAST DEVON DISTRIC 200000001315070994 40066641 309314 10 28MAR24 09:19		5,867.51	10,867.32
02 Apr 24	FPI 11187	BUD FILM SOC INVOICE 6179 620901728371923001 402032 10 29MAR24 17:38	124.25		10,991.57
02 Apr 24	FPI 11188	WHITTING C&T 6183 796350048261104001 402030 10 01APR24 16:28	298.50		11,290.07
02 Apr 24	DD 0370	PENNON WATER SRVCS 3060245501		21.31	11,268.76
02 Apr 24	DD 0372	EAST DEVON DC 30357704		51.08	11,217.68
02 Apr 24	DD 0371	PENNON WATER SRVCS 1783989201		318.90	10,898.78
02 Apr 24	DD 0373	EAST DEVON DC 30014124		371.25	10,527.53
02 Apr 24	DD 0374	EAST DEVON DC 30036433		459.80	10,067.73
02 Apr 24	DEB 0032	MSFT * <E0300RL1E3> CD 2513		70.56	9,997.17
02 Apr 24		STATEMENT CLOSING BALANCE	13,065.07	15,442.53	9,997.17

Statement of Account

Mrs Vanstone
Council Offices Station Road
BUDLEIGH SALTERTON
Devon
EX9 6RJ

5 April 2024

Account name: **BUDLEIGH SALTERTON TOWN COUNCIL**
Account number: **PS3127456-001**
Statement period: **29/02/2024 to 31/03/2024**

Account summary

Total valuation as at 31 March 2024 **£125,000.00**
Total valuation as at last statement at 29 February 2024 **£125,000.00**

Holdings as at 31 March 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	125,000.0000	£1.00	£125,000.00
			Total value
			£125,000.00

The average Fund yield for this period was 5.23% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Feb 2024	04/03/2024	Paid to Nominated Bank Details	£521.02	

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

Consolidated Balance Sheet

Unaudited

31/03/23

£

31/03/24

£

Long Term assets

0.00	Long Term Debts	0.00
------	-----------------	------

125,000.00	LONG TERM Investment Accounts	125,000.00
------------	-------------------------------	------------

125,000.00	TOTAL LONG TERM ASSETS	125,000.00
------------	------------------------	------------

Current assets

0.00	Investments	125,000.00
------	-------------	------------

0.00	Loans Made	0.00
------	------------	------

0.00	Investments	0.00
------	-------------	------

0.00	Stocks	0.00
------	--------	------

3,740.21	VAT Recoverable	1,883.14
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160.88	Debtors	1,397.65
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0.00	Payment in Advance	0.00
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253,867.03	Cash in Hand & at Bank	200,867.32
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257,768.12	TOTAL CURRENT ASSETS	329,148.11
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382,768.12	TOTAL ASSETS	454,148.11
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Current liabilities

0.00	Loans Received	0.00
------	----------------	------

0.00	Temporary Borrowing	0.00
------	---------------------	------

0.00	VAT Payable	0.00
------	-------------	------

0.00	Creditors	1,054.29
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534.00	Receipts in Advance	0.00
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534.00	TOTAL CURRENT LIABILITIES	1,054.29
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382,234.12	TOTAL ASSETS LESS CURRENT LIABILITIES	453,093.82
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0.00	Deferred Liabilities	0.00
------	----------------------	------

0.00	Deferred Credits	0.00
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0.00		0.00
------	--	------

382,234.12	NET ASSETS	453,093.82
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Represented by

119,141.38	General Fund	149,935.34
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15,500.00	Car Park Fund	20,000.00
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50,000.00	Public Hall Fund	50,000.00
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2,250.00	Jubilee Shelter Maintenance	3,000.00
----------	-----------------------------	----------

5,000.00	Town Improvement Fund	5,000.00
----------	-----------------------	----------

65,342.74	CIL Fund	100,158.48
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125,000.00	LONG TERM Investment Accounts	125,000.00
------------	-------------------------------	------------

0.00	Liability Reserves e.g. deposits	0.00
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382,234.12		453,093.82
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138,092.74	Reserves total excluding general fund and liabilities	178,158.48
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0.00	Reserves total of liabilities e.g. deposits	0.00
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119,141.38	General fund total	149,935.34
------------	--------------------	------------

257,234.12		328,093.82
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Consolidated Balance Sheet

Unaudited

31/03/23

£

31/03/24

£

Notes:

0.00

Long Term Borrowing

0.00

Signed

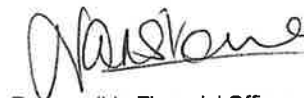
Chairman

Date

AUDIT OPINION



20.5.2024



Responsible Financial Officer

23.4.24

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

**This form is only for use by smaller authorities subject to a
review and should not be published on your website**

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested
documentation

Name of smaller authority: BUDLEIGH SALTERTON TOWN COUNCIL

County Area (local councils and parish meetings only): DEVON

**On behalf of the smaller authority, I confirm that the dates set for the period for the
exercise of public rights are as follows:**

Commencing on 4 JUNE 2024

and ending on 16 JULY 2024

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2024 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 3 June – Friday 12 July 2024 The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2024.)

Signed: Nashmore

Role: TOWN CLERK / RFO

Budleigh Salterton Town Council (Devon) – DVN 0077

Contact Details

Clerk/RFO

Mrs Joanne E Vanstone
Council Offices
Station Road
Budleigh Salterton
EX9 6RJ

01395 442245

jo.vanstone@budleighsaltertontowncouncil.gov.uk

Chairman

Mrs Caz Sismore-Hunt
Cobwebs
3 Tidwell Close
Budleigh Salterton
EX9 6SH

07786 707602

caz.sismorehunt@budleighsaltertontowncouncil.gov.uk