



Budleigh Salterton Town Council

Town Clerk: Mrs A Gater-Wildgust

Council Offices, Station Road

Budleigh Salterton

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Meeting of the Finance Committee 14 April 2025

Agenda Item 5

Income & Expenditure 2024/25

- 2024/25 Financial Budget Comparison inc 2025/26 Budget
- March 2025 Cash Statement and Bank Reconciliation

BUDLEIGH SALTERTON TOWN COUNCIL

CASH STATEMENT FOR THE MONTH OF MARCH 2025

Balance as at 01.03.25	419898.98
<u>Receipts - March</u>	
Public Hall/Norman Centre	6184.53
Community Gardens	262.98
Miscellaneous	1980.93
Interest - Lloyds Community Instant Access	126.71
Dividend - CCLA Local Authorities Property Fund	0.00
Interest - CCLA Public Sector Deposit Fund	437.88
CIL Receipts	0.00
Precept	0.00
VAT Repayment	0.00
	8993.03
Payments - March (as per Appendix A)	40015.19
Balance as at 31.03.25	388876.82

BANK RECONCILIATION AS AT 31 MARCH 2025

Lloyds Bank - Community Account	14379.19
Lloyds Bank - Community Instant Access *	125000.00
CCLA Property Fund **	125000.00
CCLA Public Sector Deposit Fund	125000.00
	389379.19
Less Unpresented Payments	502.37
	388876.82

<u>Unpresented Payments as at 31 March 2025</u>	<u>Payment Reference</u>	<u>Amount</u>
Source for Business	DD0477	431.81
Microsoft	Deb0090	70.56

502.37

* Includes CIL Receipts of £57742.62

** CCLA Property Fund - Valuation as at 28.2.25

£ 116,762.21

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	24/25	24/25 Revised	Reserve Movements	Actual Net	Balance	25/26
Council Income						
10 Precept	£165,900.00	£165,900.00	£0.00	£165,900.00	£0.00	£198,000.00
20 VAT	£15,000.00	£15,000.00	£0.00	£19,749.57	£4,749.57	£15,000.00
30 Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
50 Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income	£180,900.00	£180,900.00	£0.00	£185,649.57	£4,749.57	£213,000.00
Expenditure						
101 Car Park Fund	£8,000.00	£8,000.00	£0.00	£0.00	£8,000.00	£8,000.00
102 Car Park Repairs	£1,500.00	£1,500.00	£0.00	£0.00	£1,500.00	£1,500.00
110 Station Road Toilets - Fees	£20,000.00	£20,000.00	£0.00	£1,434.40	£18,565.60	£20,000.00
111 Station Road Toilets - Operating Costs						
111/1 Cleaning	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
111/2 Consumables	£0.00	£0.00	£0.00	£321.54	£-321.54	£1,000.00
111/3 Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
111/4 Water / Sewerage	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
111/5 Electricity	£0.00	£0.00	£0.00	£0.00	£0.00	£1,000.00
111 Total	£0.00	£0.00	£0.00	£321.54	£-321.54	£5,000.00
115 Emergency Plan	£5,000.00	£5,000.00	£0.00	£0.00	£5,000.00	£5,000.00
120 Grass Cutting	£5,000.00	£5,000.00	£0.00	£3,000.00	£2,000.00	£5,000.00
125 Town Improvement Fund	£25,000.00	£25,000.00	£0.00	£6,668.63	£18,331.37	£25,000.00
126 Defibrillators	£0.00	£0.00	£0.00	£361.45	£-361.45	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

	24/25	24/25 Revised	Reserve Movements	Actual Net	Balance	25/26
130 Town Handyman	£10,000.00	£10,000.00	£0.00	£8,728.83	£1,271.17	£10,000.00
140 Jubilee Shelter Maintenance	£1,750.00	£1,750.00	£0.00	£210.00	£1,540.00	£1,750.00
150 Community Infrastructure Levy	£0.00	£33,500.00	£0.00	£42,415.86	£8,915.86	£8,750.00
Total Expenditure	£76,250.00	£109,750.00	£0.00	£63,140.71	£46,609.29	£90,000.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

	24/25	24/25 Revised	Reserve Movements	Actual Net	Balance	25/26
Finance Committee Income						
200 Bank Interest - Lloyds	£250.00	£2,000.00	£0.00	£2,579.67	£579.67	£2,000.00
205 Dividend - Local Auth Prop Fund	£4,000.00	£4,000.00	£0.00	£5,940.53	£1,940.53	£4,000.00
206 Interest - Public Sector Deposit Fund	£2,000.00	£2,000.00	£0.00	£6,238.46	£4,238.46	£4,000.00
220 Miscellaneous	£0.00	£0.00	£0.00	£7,480.93	£7,480.93	£0.00
222 Refund from Bank	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income	£6,250.00	£8,000.00	£0.00	£22,239.59	£14,239.59	£10,000.00
Expenditure						
300 Chairman's Allowance	£1,600.00	£1,900.00	£0.00	£1,923.95	£-23.95	£1,650.00
301 Civic Fund	£2,000.00	£2,500.00	£0.00	£604.89	£1,895.11	£3,000.00
302 Members Expenses and Courses	£600.00	£600.00	£0.00	£326.45	£273.55	£600.00
303 Publications and Membership	£1,250.00	£1,750.00	£0.00	£2,053.00	£-303.00	£2,000.00
310 Audit Fee	£2,000.00	£2,000.00	£0.00	£1,705.00	£295.00	£2,000.00
311 Bank Charges	£0.00	£250.00	£0.00	£8.10	£241.90	£750.00
315 Grants and Donations	£10,000.00	£15,000.00	£0.00	£14,648.00	£352.00	£15,000.00
320 Stationery	£750.00	£750.00	£0.00	£211.94	£538.06	£750.00
321 Postage	£1,200.00	£1,200.00	£0.00	£6.39	£1,193.61	£0.00
322 Telephone/Internet	£1,200.00	£1,200.00	£0.00	£605.67	£594.33	£1,250.00
323 Photocopier	£1,500.00	£1,500.00	£0.00	£703.41	£796.59	£1,500.00
324 Office Equipment	£500.00	£1,500.00	£0.00	£2,765.74	£-1,265.74	£750.00
325 Equipment Servicing/Repairs	£300.00	£300.00	£0.00	£153.47	£146.53	£300.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

	24/25	24/25 Revised	Reserve Movements	Actual Net	Balance	25/26
326	Office Furniture/Furnishings	£500.00	£0.00	£198.00	£302.00	£500.00
327	Computer Software	£1,500.00	£0.00	£6,043.78	-£4,043.78	£2,000.00
328	Website	£750.00	£0.00	£335.99	£414.01	£750.00
330	Planters/Plants	£150.00	£0.00	£179.96	-£29.96	£200.00
340	Elections	£2,500.00	£0.00	£0.00	£2,500.00	£2,500.00
345	Legal Fees	£750.00	£0.00	£0.00	£750.00	£1,000.00
350	Car Park Rates & Rent					
350/1	Rent	£500.00	£0.00	£500.00	£0.00	£500.00
350/2	Rates	£4,750.00	£0.00	£4,590.80	£159.20	£5,000.00
350/3	Cleaning	£250.00	£0.00	£0.00	£250.00	£250.00
350	Total	£5,500.00	£0.00	£5,090.80	£409.20	£5,750.00
370	Salaries					
370/1	Town Clerk	£27,750.00	£0.00	£52,345.75	-£4,595.75	£40,000.00
370/2	Assistant to the Clerk	£11,500.00	£0.00	£11,843.52	-£343.52	£12,000.00
370/3	NI - Employer's Contribution	£3,000.00	£0.00	£5,942.45	-£2,942.45	£3,500.00
370/4	Pension - Employer's Contribution	£12,500.00	£0.00	£17,408.48	£1,091.52	£16,000.00
370	Total	£54,750.00	£0.00	£87,540.20	-£6,790.20	£71,500.00
371	Payroll	£500.00	£0.00	£387.84	£112.16	£500.00
372	Statutory Sick Pay	£15,000.00	£0.00	£0.00	£15,000.00	£15,000.00
373	Staff Travel Expenses	£0.00	£0.00	£0.00	£150.00	£250.00
374	Staff Training	£0.00	£0.00	£260.00	£240.00	£500.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	24/25	24/25 Revised	Reserve Movements	Actual Net	Balance	25/26
375 Recruitment Advertising	£0.00	£850.00	£0.00	£843.40	£6.60	£500.00
376 Recruitment Fees	£0.00	£0.00	£0.00	£5,944.32	-£5,944.32	£0.00
390 Miscellaneous	£500.00	£500.00	£0.00	£2,998.36	-£2,498.36	£500.00
Total Expenditure	£105,300.00	£140,850.00	£0.00	£135,538.66	£5,311.34	£131,000.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

	24/25	24/25 Revised	Reserve Movements	Actual Net	Balance	25/26
Public Hall Committee Income						
400 EDDC Contribution	£2,500.00	£2,500.00	£0.00	£2,576.00	£76.00	£2,500.00
410 Lettings	£27,500.00	£27,500.00	£0.00	£27,713.64	£213.64	£27,500.00
411 Heating	£2,000.00	£2,000.00	£0.00	£2,309.75	£309.75	£2,000.00
412 Bar	£400.00	£400.00	£0.00	£570.00	£170.00	£400.00
413 Electricity	£250.00	£250.00	£0.00	£293.54	£43.54	£250.00
414 Bunting	£0.00	£0.00	£0.00	£15.00	£15.00	£0.00
416 Internet re-charge	£100.00	£100.00	£0.00	£100.00	£0.00	£100.00
417 Sound System (Microphone)	£150.00	£150.00	£0.00	£292.50	£142.50	£150.00
430 Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income	£32,900.00	£32,900.00	£0.00	£33,870.43	£970.43	£32,900.00
Expenditure						
500 Rates	£3,750.00	£3,750.00	£0.00	£3,746.25	£3.75	£4,000.00
501 Gas	£5,000.00	£5,000.00	£0.00	£2,634.29	£2,365.71	£5,000.00
502 Electricity	£10,000.00	£10,000.00	£0.00	£3,652.10	£6,347.90	£10,000.00
503 Water	£2,000.00	£2,000.00	£0.00	£1,814.39	£185.61	£2,000.00
505 Insurance	£12,000.00	£12,000.00	£0.00	£9,187.27	£2,812.73	£12,000.00
510 Wages	£15,000.00	£20,000.00	£0.00	£15,819.00	£4,181.00	£20,000.00
515 Cleaning	£4,000.00	£4,000.00	£0.00	£3,514.47	£485.53	£4,000.00
517 Consumables	£8,000.00	£8,000.00	£0.00	£6,451.61	£1,548.39	£10,000.00
520 Maintenance	£15,000.00	£15,000.00	£0.00	£11,647.14	£3,352.86	£16,500.00
521 Major Repairs/Renovations	£15,000.00	£15,000.00	£0.00	£300.00	£14,700.00	£7,500.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	24/25	24/25 Revised	Reserve Movements	Actual Net	Balance	25/26
522	£15,000.00	£35,000.00	£0.00	£18,545.06	£16,454.94	£35,000.00
523	£300.00	£300.00	£0.00	£312.00	£-12.00	£350.00
530	£200.00	£200.00	£0.00	£180.00	£20.00	£200.00
535	£2,500.00	£2,500.00	£0.00	£2,019.71	£480.29	£2,500.00
540	£750.00	£750.00	£0.00	£0.00	£750.00	£750.00
590	£500.00	£500.00	£0.00	£300.78	£199.22	£500.00
Total Expenditure	£109,000.00	£134,000.00	£0.00	£80,124.07	£53,875.93	£130,300.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

	24/25	24/25 Revised	Reserve Movements	Actual Net	Balance	25/26
Community Gardens Committee Income						
600 Rents	£2,600.00	£2,600.00	£0.00	£2,557.68	-£42.32	£2,600.00
601 Water Recharge	£800.00	£800.00	£0.00	£714.73	-£85.27	£1,250.00
610 Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
900 Suspense	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income	£3,400.00	£3,400.00	£0.00	£3,272.41	-£127.59	£3,850.00
Expenditure						
650 Rent	£650.00	£650.00	£0.00	£668.56	-£18.56	£700.00
660 Water	£1,250.00	£1,250.00	£0.00	£746.47	£503.53	£1,250.00
670 Maintenance	£1,500.00	£1,500.00	£0.00	£1,564.71	-£64.71	£1,500.00
690 Miscellaneous	£250.00	£250.00	£0.00	£0.00	£250.00	£250.00
Total Expenditure	£3,650.00	£3,650.00	£0.00	£2,979.74	£670.26	£3,700.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	24/25	24/25 Revised	Reserve Movements	Actual Net	Balance	25/26
Norman Centre						
Income						
700 Lettings	£2,250.00	£2,250.00	£0.00	£3,347.50	£1,097.50	£2,250.00
710 Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income	£2,250.00	£2,250.00	£0.00	£3,347.50	£1,097.50	£2,250.00
Expenditure						
750 Rates	£600.00	£600.00	£0.00	£459.08	£140.92	£600.00
751 Gas	£1,000.00	£1,000.00	£0.00	£337.29	£662.71	£1,000.00
752 Electricity	£2,000.00	£2,000.00	£0.00	£507.43	£1,492.57	£2,000.00
770 Maintenance	£1,000.00	£1,000.00	£0.00	£314.22	£685.78	£1,000.00
771 Major Repairs	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
790 Miscellaneous	£250.00	£250.00	£0.00	£0.00	£250.00	£250.00
Total Expenditure	£4,850.00	£4,850.00	£0.00	£1,618.02	£3,231.98	£4,850.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	24/25	24/25 Revised	Reserve Movements	Actual Net	Balance	25/26
Total Income	£225,700.00	£227,450.00	£0.00	£248,379.50		£262,000.00
Total Expenditure	£299,050.00	£393,100.00	£0.00	£283,401.20		£359,850.00
Total Net Balance	-£73,350.00	-£165,650.00		-£35,021.70		-£97,850.00



Budleigh Salterton Town Council

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Meeting of the Finance Committee 14 April 2025

Agenda Item 6

Annual Governance and Accountability Return 2025/25 (AGAR)

- To agree the completion of the AGAR, Section 1, which forms part of the annual return.
- To sign Section 1

Annual Governance and Accountability Return 2024/25 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 2024/25

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 2025**.
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 2025**. 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 2025
 - 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 2024/25

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 2025 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 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 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) 2024/25

- 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 2025.
- 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 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- 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 2025**.

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 2025 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 2024/25

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

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. (If the authority had a limited assurance review of its 2023/24 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 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).			
N. The authority has complied with the publication requirements for 2023/24 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

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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' means that this authority:	
	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	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward			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			Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts			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			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			Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments			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			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			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			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			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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

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 2025; 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 2024/25

(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 2024/25

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 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



Budleigh Salterton Town Council

Town Clerk: Mrs A Gater-Wildgust
Council Offices, Station Road
Budleigh Salterton
Devon, EX9 6RJ
T: 01395 442245

E: office@budleighsaltertontowncouncil.gov.uk

Meeting of the Finance Committee 14 April 2025

Agenda Item 7 Internal Controls



Budleigh Salterton Town Council

Town Clerk: Mrs J E Vanstone
Council Offices, Station Road
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E: office@budleighsaltertontowncouncil.gov.uk

FINANCE – CHECKS TO BE UNDERTAKEN BY AN APPOINTED COUNCILLOR (usually Chairman of the Finance Committee)

Monthly

Bank Reconciliation

To be undertaken before each Council meeting with the reviewer checking the amounts on the Reconciliation against the Bank Statements. It should then be reviewed during the Meeting and signed as proof of record.

Payroll

Check that the instructions sent to East Devon District Council are correct and salary payments tie up with amounts agreed by the Town Council.

Quarterly

Cash Control

Ensure that all monies received are recorded and paid into the Bank regularly.

Petty Cash

Check petty cash and postage books, querying any abnormal amounts.

VAT

Confirm amount reclaimed equals that shown on the cheque lists and that returns are being submitted regularly.

Budgetary Controls

A statement of receipts and payments to date under each budget heading, comparing actual expenditure against that planned. NB the Finance Committee may check this.



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Meeting of the Finance Committee 14 April 2025

Agenda Item 11

Precept 2025/26

To note that Budleigh Salterton TC requested £198000.00 Precept from East Devon District Council [Min 24.368]

This was an increase from £175000.00 previously agreed at the Finance Meeting [Min 24.313]

Upon further examination, it became clear that the income generated by the Public Hall is insufficient to cover the ongoing expenses related to the maintenance and upkeep of the building. To protect this valuable community asset and minimise any increase in hiring rates the precept amount was increased. Despite this increase, BSTC's portion of Council Tax remains at the lower end of precept demands, when compared with similar Towns in East Devon.



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Meeting of the Finance Committee 14 April 2025

Agenda Item 12

Grant Applications

To receive and accept details of a template for use for all future grant applications

Use of a template for all applications will allow BSTC to streamline the assessment process. Applicants will be permitted to submit additional documents, should they wish to do so.

BUDLEIGH SALTERTON TOWN COUNCIL
GRANT FUNDING APPLICATION CHECKLIST – For internal use only

Organisation Name:

--

Address where the project/activity is, or will be, based:

Address	
	Post Code:
Website:	

Main contact for this application:

Name:	
Position Held:	
Email:	
Telephone:	
Mobile:	

Correspondence address (if different from above):

Address	
	Post Code:

Legal status of the organisation (tick all that apply):

Unincorporated Voluntary or Community Group	<input type="checkbox"/>	Charitable Unincorporated Association	<input type="checkbox"/>
Charitable Incorporated Organisation (CIO)	<input type="checkbox"/>	Awaiting Charity Registration	<input type="checkbox"/>
Charitable Company Limited by Guarantee	<input type="checkbox"/>	Other (describe)	<input type="checkbox"/>
Trust	<input type="checkbox"/>		

Charity Registration no:	
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Sum Requested:	£
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