

# 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 been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , 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 <b>31 March 2025</b> 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? <b>NB:</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2024/25

## Pilton Parish Council

<https://www.piltonparishcouncil.org/>

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).

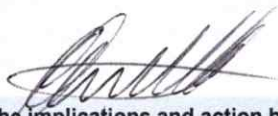
Date(s) internal audit undertaken

16/06/2025

Name of person who carried out the internal audit

Paul Russell

Signature of person who carried out the internal audit

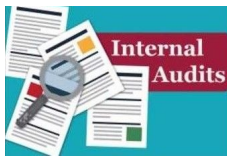


Date

16/06/2025

**\*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).**



Miss G Pettitt  
Parish Clerk  
Pilton Parish Council

16<sup>th</sup> June 2025

Dear Gill,

**Pilton Parish Council End of Year Audit June 2025**

Parish & Town Auditing Services have been appointed to undertake the internal audit for Pilton Parish Council. The End of Year audit was completed on 16<sup>th</sup> June 2025.

I can confirm that I am independent of the Parish Council.

As stated in the Letter of Engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements. This will be undertaken by the Council's appointed External Auditor.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

Thank you for all the information you have provided. I would be grateful if you could present this report at the next available meeting of Full Council.

Yours sincerely,

Paul Russell, Internal Auditor



**A. Appropriate accounting records have been properly kept throughout the financial year.**

The Council maintains its financial records using the Scribe accounting system which has recently been introduced. Previously it was carried out on a spreadsheet.

The internal audit has confirmed that income and expenditure balances to the cashbook and is reconciled to the bank statements on a monthly basis. During the review it has been confirmed that there is a clear audit trail from the accounts to supporting documentation such as invoices.

The Council is provided with a list of payments for approval. Financial reports have not been provided in detail during the year but this has now been addressed with the introduction of Scribe.

The opening balances in the cashbook agreed back to the 2023/24 accounts.

A sample of invoices have been inspected against the accounts for payment. No material differences were identified.

The accuracy of the year-end bank reconciliation details has been verified and accurate disclosure of the combined cash and bank balances have been stated in the AGAR, section 2, line 8. (£11,070 Restated).

**The Council has met this control objective.**

**B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.**

Both Standing Orders and Financial Regulations have been reviewed and are based on recent versions of the NALC standard template. Limits match. The Procurement Act 2023 has been enacted and new financial limits are now in place. This has amended the various thresholds that were in place prior to leaving the EU.

Please note that from 24<sup>th</sup> February 2025, both above and below threshold notices for new UK procurements will need to be published on Find a Tender: [Find a Tender](#)

All other payments under Box 6 of the AGAR has reduced from £15,081 to £13,560.

Invoices are presented to Full Council for payment and listed on a Schedule of Payments.

A sample test has been undertaken and the following is confirmed:

- Payment agreed to the invoice.
- A sample of Payments have been checked against the bank statements to verify accuracy.
- Expenditure is appropriate.

The Council does not have a debit or credit card in place.

The Council is not registered for VAT and normally submits a claim on an annual basis. A claim for £721.67 has been submitted for 2024/25.

**The Council has met the requirements of this control objective.**

**C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these**

The Council has a Risk Register in place and it is updated annually.

The Council is insured with Clear Councils on a standard local council package for employer liability and public liability. Adequate cover is provided and the policy was in date at time of audit.

**The Council has met this control objective.**

**D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves were appropriate**

Council maintains its accounts using both a spreadsheet system and the Scribe Accounting system.

Council had initial balances of £10,410 but these have been restated to £11,070 at the beginning of the year. These have increased to £61,537 mainly due to a donation from the Glastonbury Festival of £39,190. An explanation of variance has been provided.

End of year bank balances are as follows:

ACCOUNT	AMOUNT
Current	£9,693.06
Unity Trust Reserve	£51,844.03
<b>Total</b>	<b>£61,537.09</b>

The Council does have Earmarked Reserves in place. The table below indicates the Council's balances:

BALANCES	AMOUNT
Reserve	£39,310.98
General Fund	£22,226.11
<b>Total</b>	<b>£61,537.09</b>

The precept for 2024/25 of £25,990 was approved under minute 170 at the Full Council meeting on 31<sup>st</sup> January 2024.

The precept for 2025/26 of £32,488 was requested at its meeting on 8<sup>th</sup> January 2025 (Minute 148.b).



Budget Monitoring reports are now being presented to Council on a regular basis.

**The Council has met this control objective.**

**E. Expected income was fully received, based on correct prices, properly recorded and promptly banked and VAT was appropriately accounted for.**

Precept as stated in box 2 is £25,990. This has been agreed to third party documentation provided by central government.

Income per box 3 to the accounts is £46,659 compared to £1,292 in 2023/24. An explanation of variance has been provided.

A sample has been tested during the year from the cashbook. The transactions were selected randomly and included items from each month of the 2024/25 financial year. No material differences were identified.

The Council generates income from the cemetery, donations and interest.

The Council manages the cemetery. Samples of the various forms are available on the Council's website and a Register of Burials is maintained.

A VAT claim for the current year has been submitted.

**The Council has met this control objective.**

**F – Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.**

The Council does not operate a petty cash account. **Not covered.**

**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.**

Staff costs per box 4 to the accounts were £10,963 in 2023/24. This year the cost of salaries is £8,623. An explanation of variance has been provided.. It has been confirmed that this amount relates only to staff salaries.

Payroll is undertaken by Chalmers Accountants. A sample of payroll has been reviewed. It has been verified that gross pay was calculated correctly and all payments to HMRC have been submitted.

Members do not receive an allowance.

**The Council has met this control objective.**

**H - Asset and investments registers were complete and accurate and properly maintained.**

An asset register is in place and is maintained on Scribe. Box 9 states assets of £27,424 and movements during the year have been recorded.

The Council does not currently have any loans outstanding.

**The Council has met this control objective.**

**I – Periodic bank account reconciliations were properly carried out during the year.**

All the Bank Accounts are reconciled on a monthly basis and reported to Full Council.

**The Council has met this control objective.**

**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.**

Pilton Parish Council prepares its annual accounts on a receipts and payments basis as required as it has a turnover of less than £200,000 per annum

**The Council has met this control objective.**

**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”).**

The Council was subject to a limited assurance review. **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**

Smaller authorities should publish:

- All items of expenditure above £100 (published in the minutes)
- End of year accounts (published)
- Annual governance statement (published)
- Internal audit report (published)
- List of councillor or member responsibilities (published)
- Details of public land and building assets (published on the website)
- Minutes, agendas and meeting papers of formal meetings (published on the website)

**The Council has met this control objective.**



**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).**

The Council published Sections 1 & 2 of the AGAR and the internal audit report.

The Public Notice is published on the Council's website. Dates were 26<sup>th</sup> June to 6<sup>th</sup> August 2024. This meets the 30 statutory days notice requirement. The Council formally minuted the public notice at its meeting on 25<sup>th</sup> June 2024 (minute 46.h).

**The Council has met this control objective.**

**N: The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes)**

The Council has published AGAR documentation from 2017/18 onwards and meets the 5 year requirement.

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
- Section 2 - Accounting Statements 2023/24, approved and signed

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.

All the above items have been published on the website.

**The Council has met this control objective.**

**O – (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.**

The Council is not a trustee. **Not covered.**

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### Pilton Parish 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 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.	X		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.	X		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.	X		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.	X		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.	X		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.	X		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.	X		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.	X		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
			X

\*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:

23 June 2025

and recorded as minute reference:

25/26 item 44b

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

Chair

Clerk

<https://www.piltonparishcouncil.org/>

## Section 2 – Accounting Statements 2024/25 for:

### Pilton Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	18,062	restated 11,070	Total balances and reserves at the beginning of the year as recorded in the financial reports. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	17,100	25,990	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,292	46,659	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	10,963	8,623	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employees 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	15,081	13,560	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	10,410	61,537	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	10,410	61,537	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	26,070	27,424	The value of all the property the authority owns – if it 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)			X	The Council, as a body corporately, 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

*Bill R. Hill*

17 June 2025

Date

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

23 June 2025

as recorded in minute reference:

25/26 item 44c

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

*[Signature]*

## Explanation of variances – pro forma

Name of smaller authority: **Pilton Parish Council**

County area (local councils and **Somerset**

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, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority ( <u>must include narrative and supporting figures</u> )
1 Balances Brought Forward	18,062	11,070				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	Balance b/f restated - £660 thought to have been paid in 23/24, was paid in 24/25
2 Precept or Rates and Levies	17,100	25,990	8,890	51.99%	YES		Precept increase - General Reserves budgeted at £5593 23/24 to £12,000 24/25, (£6,407 increase) being a staged increase over 24/25 and 25/26 to bring them to an acceptable level. General Reserves now also include £2,000 emergency fund to cover potential devolved services from Somerset Council. Provision for grants increase by £1,800. £1,000 allowance to Burial Ground IT upgrade. Total budgeted increases £9,207. Other bugeted costs were reduced.
3 Total Other Receipts	1,292	46,659	45,367	3511.38%	YES		£39,190 received donation. Unusually high burial ground fees received of £6,725. (normally in the region of £1,000) Total for these two items - £45,915
4 Staff Costs	10,963	8,623	-2,340	21.34%	YES		In 23/24 £3,263 was paid in overtime and special project costs. £335.80 + tax was paid in overtime 24/25. plus £321.31 special project costs representing £2,606 reduced staff overtime and project costs 24/25. 24/25 basic pay increase totalled £327.60 for the year. Total £8,684 less tax amount on the overtime.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	15,081	13,560	-1,521	10.09%	NO		
7 Balances Carried Forward	10,410	61,536				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	10,410	61,536				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	26,070	27,424	1,354	5.19%	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



**Pilton Parish Council**  
**Reserves Balance**  
**2024 - 2025**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
Burial Ground Equipment	350.00				350.00
<b>Total Capital</b>	<b>350.00</b>				<b>350.00</b>
<b>Earmarked</b>					
GFEL Donation		39,190.00			39,190.00
Elections	640.00				640.00
Burial Ground Maintenance	300.00		3,669.02		-3,369.02
Defibrillator	200.00				200.00
Emergency Fund	2,000.00				2,000.00
War Memorial	300.00				300.00
<b>Total Earmarked</b>	<b>3,440.00</b>	<b>39,190.00</b>	<b>3,669.02</b>		<b>38,960.98</b>
<b>TOTAL RESERVE</b>	<b>3,790.00</b>	<b>39,190.00</b>	<b>3,669.02</b>		<b>39,310.98</b>
<b>GENERAL FUND</b>					22,226.11
<b>TOTAL FUNDS</b>					61,537.09

## Pilton Parish Council

Prepared by: Gill Pettitt, RFODate: 30 April 2025*Name and Role (Clerk/RFO etc)*Approved by: Clr Tom Hollings, Internal Review Officer Date: 7 May 2025*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 31/03/2025</b>		
	Cash in Hand 01/04/2024		11,070.30
	<b>ADD</b> Receipts 01/04/2024 - 31/03/2025		72,648.93
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/03/2025		22,182.14
	<b>Cash in Hand 31/03/2025</b> (per Cash Book)		<b>61,537.09</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Commercial Instant Access a/c 31/03/2025	51,844.03	
	Community a/c 31/03/2025	9,693.06	
	Other 24/04/2025	0.00	
			<b>61,537.09</b>
	Less unrepresented payments		
			61,537.09
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>61,537.09</b>
	<b>A = B Checks out OK</b>		