

Bramley Parish Council

<https://www.bramley-pc.co.uk/>

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, 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)                                                                                                                                                                                                                                                                                 |     |    |               |
| Trust funds (including charitable) – The council met its responsibilities as a trustee.                                                                                                                                                                                                                      |     |    |               |
| Yes No Not applicable                                                                                                                                                                                                                                                                                        |     |    |               |

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  
Signature of person who carried out the internal audit  
Date  
J. Hepworth  
28/05/2025  
DD/MM/YY  
21/05/2025  
DD/MM/YY  
J. Hepworth  
10/06/2025  
DD/MM/YY  
Date  
10/06/2025

If the response is 'not covered' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed). Please see copy of 2023/24 audit report, annotated in green to show the updated situation for the 2024/25 year.

\*\*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                                 | No*                      | *Yes* means that this authority:                                                                                                               |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. |

|                                     |                          |                                                                                                                                                                |
|-------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. |
|-------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                     |                          |                                                                                                                                                                                                                                                                                                 |
|-------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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. |
|-------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                     |                          |                                                                                                                                                                   |
|-------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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. |
|-------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                     |                          |                                                                                                                                                                                                                      |
|-------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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. |
|-------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                     |                          |                                                                                                                                        |
|-------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. |
|-------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------|

|                                     |                          |                                                                                                  |
|-------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. We took appropriate action on all matters raised in reports from internal and external audit. |
|-------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------|

|                                     |                          |                                                                                                                                                                                                                                                                |
|-------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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. |
|-------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                     |                          |                                                                                                                                                                                                                                                                         |
|-------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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. |
|-------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                     |                          |     |    |     |                                                                                                                           |
|-------------------------------------|--------------------------|-----|----|-----|---------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Yes | No | N/A | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts. |
|-------------------------------------|--------------------------|-----|----|-----|---------------------------------------------------------------------------------------------------------------------------|

\*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:

24/06/2025

and recorded as minute reference:

04.02

Clerk

Chair

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

SIGNATURE REQUIRED

SIGNATURE REQUIRED

ENTRANCE NAME OF AUTHORITY

# Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

| Notes and guidance                                                                                                                                                                                      | Year ending   |               |                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|-------------------------------------------------------------|
|                                                                                                                                                                                                         | 31 March 2025 | 31 March 2024 |                                                             |
| Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.                                             | £             | £             |                                                             |
| 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.                                                              | 118,672       | 120,839       | 1. Balances brought forward                                 |
| Total amount of precept (or for LBs rates and levies) received or receivable in the year. Exclude any grants received.                                                                                  | 164,850       | 157,000       | 2. (+) Precept or Rates and Levies                          |
| Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.                                                                   | 305,801       | 111,272       | 3. (+) Total other receipts                                 |
| 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. | 66,481        | 87,781        | 4. (-) Staff costs                                          |
| Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).                                                                                      | 0             | 0             | 5. (-) Loan interest/capital repayments                     |
| Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).                                                                      | 88,596        | 182,658       | 6. (-) All other payments                                   |
| Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).                                                                                                                       | 434,246       | 118,672       | 7. (=) Balances carried forward                             |
| 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.                                                     | 366,829       | 101,808       | 8. Total value of cash and short term investments           |
| 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.                                                                      | 113,658       | 430,376       | 9. Total fixed assets plus long term investments and assets |
| The outstanding capital balance as at 31 March of all loans from third parties (including PwLB).                                                                                                        | 0             | 0             | 10. Total borrowings                                        |

| For Local Councils Only                                                                                       |                          |                          |                                                            |
|---------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|------------------------------------------------------------|
| Yes                                                                                                           | No                       | N/A                      |                                                            |
| <input checked="" type="checkbox"/>                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | 11a. Disclosure note re Trust funds (including charitable) |
| <input checked="" type="checkbox"/>                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | 11b. 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. |                          |                          |                                                            |
| 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 24/06/2025

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

SIGNATURE REQUIRED

MINUTE REFERENCE 04/03

as recorded in minute reference:

I confirm that these Accounting Statements were approved by this authority on this date: 24/06/2025.