

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. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			
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 <i>(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)</i> .			
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			

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	No*	'Yes' means that this authority:
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			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<i>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.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

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

Shanklin Town Council

BALANCE SHEET

31/03/2025

(Last) Year Ended 31 Mar 2024		(Current) Year Ended 31 Mar 2025	
£		£	
	CURRENT ASSETS		
	Stocks and stores		
156.00	Work in progress	42.00	
	Debtors (Net of provision for doubtful debts)		
	Prepayments		
9,169.00	VAT Recoverable	5,470.12	
	Temporary lendings (investments)		
262,272.86	Cash in hand	325,792.29	
271,597.86	TOTAL ASSETS	331,304.41	
	CURRENT LIABILITIES		
40.00	Creditors	5,322.12	
<u>271,557.86</u>	NET ASSETS	<u>325,982.29</u>	
	Represented by:		
178,309.00	General fund Balance	228,000.15	
	Reserves:		
	Capital		
93,248.86	Earmarked	97,982.14	
	Adjustments		
<u>271,557.86</u>		<u>325,982.29</u>	

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed

Responsible Financial Officer

Date

Shanklin Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		262,272.86
	ADD Receipts 01/04/2024 - 31/03/2025		415,969.14
	SUBTRACT Payments 01/04/2024 - 31/03/2025		678,242.00 352,449.71
	Cash in Hand 31/03/2025 (per Cash Book)		325,792.29
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	40.00	
	Current Account 31/03/2025	74,934.95	
	Investment Account 31/03/2025	150,465.94	
	Co-op Investment Bond 31/03/2025	42,890.16	
	Falcon Cross Account 31/03/2025	57,461.24	
			325,792.29
	Less unrepresented payments		
			325,792.29
	Plus unrepresented receipts		
	Adjusted Bank Balance		325,792.29
	A = B Checks out OK		

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	SHANKLIN TOWN COUNCIL
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☒

I confirm that there are no conflicts of interest with BDO LLP.

☐

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
29 April 2025	13.1

Signed (Clerk/RFO)

Print Name STELLA JANEWAY

Signed (Chair)

Print Name SARA SHEATH

Shanklin Town Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 28/02/2025		
	Cash in Hand 01/04/2024		262,272.86
	ADD Receipts 01/04/2024 - 28/02/2025		415,188.81
	SUBTRACT Payments 01/04/2024 - 28/02/2025		677,461.67
	Cash in Hand 28/02/2025 (per Cash Book)		332,315.98
B			345,145.69
	Cash in hand per Bank Statements		
	Petty Cash 28/02/2025	40.00	
	Current Account 28/02/2025	94,315.18	
	Investment Account 28/02/2025	150,337.46	
	Co-op Investment Bond 28/02/2025	42,890.16	
	Falcon Cross Account 28/02/2025	57,562.89	
			345,145.69
	Less unrepresented payments		
			345,145.69
	Plus unrepresented receipts		
B	Adjusted Bank Balance		345,145.69
	A = B Checks out OK		

Shanklin Town Council
Income & Expenditure Account
01/04/2024 to 31/03/2025

(Last) Year Ended
31 Mar 2024

(Current) Year Ended
31 Mar 2025

Income

335,907.02	Town Council Income	379,670.14
2,459.00	Falcon Cross Income	4,983.00
-253.46	Town Council Expenditure	
£338,112.56		£384,653.14

Expense

325,632.35	Town Council Expenditure	327,212.97
4,177.14	Falcon Cross Expenditure	3,015.74
43,055.58	Town Council Reserves	
£372,865.07		£330,228.71

General Fund

170,005.93	Balance at 01 Apr 2024	178,309.00
338,112.56	ADD Total Income	384,653.14
508,118.49		562,962.14
372,865.07	DEDUCT Total Expenditure	330,228.71
135,253.42		232,733.43
-43,055.58	DEDUCT Reserves Balance	4,733.28
£178,309.00	Balance at 31 Mar 2025	£228,000.15

Reserves:

Earmarked Reserve Balance £97982.14

Name of Smaller authority: SHANKLIN TOWN COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 2 June 2025 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) Town Clerk RFO 65 Landguard Road Shanklin Isle of Wight. 865101. shanklintowncouncil@hotmail.com. Between the hours of 9-12 by appointment.</p> <p>commencing on (c) 3 June 2025</p> <p>and ending on (d) 14 July 2025</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) S. Janeway Town Clerk RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024-25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Annual Internal Audit Report 2024/25

Shanklin Town Council

www.shanklintowncouncil.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, 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

14/01/2025

21/04/2025

Name of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date

21/04/2025

*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).

Shanklin Town Council

Internal Audit Report 2024-25 (Final update)

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2024-25 financial year, during our two reviews the first of which was undertaken on site on 14th January 2025 with the final review undertaken remotely on 21st April 2025. We thank the Clerk for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate completion of our review for the year.

Internal Audit Approach

In undertaking our review, we have as in previous years had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

Overall Conclusions

We are pleased to report that, based on the work undertaken this year, the Clerk and Council continue to maintain adequate and effective internal control arrangements with no significant issues identified. Detail of the work undertaken is set out in the following detailed report with the few recommendations raised at our interim review further summarised in the appended Action Plan together with the updated position on their implementation: we ask that this final report for the year be presented to members as required by the Accounts and Audit Regulations.

Based on the overall satisfactory conclusions drawn from our review programme for the year and testing applied, we have signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbooks, also that effective controls are in place to confirm the accuracy of that detail. The Clerk has again used the Scribe accounting software to maintain the Council's financial records for 2024-25.

The Council continues to operate a range of bank accounts, with detail of both receipt and payment transactions being recorded appropriately in the Scribe accounts. Consequently, we have: -

- Checked the accurate roll forward of the 2023-24 closing balances as opening balances for 2024-25;
- Ensured that an appropriate coding structure remains in place to provide accurate reporting of financial performance during the year and analysis of detail in the year's AGAR at Section 2;
- Checked and verified detail of all transactions recorded in Scribe for the full financial year by reference to supporting bank statements; and
- Checked and agreed detail on the combined account bank reconciliations on 31st December 2024 and March 2025 and
- Ensured the accurate disclosure of the combined cash and bank balances in the year's AGAR at Section 2, Box 8.

Conclusions

We are pleased to record that no issues arise from work undertaken in this area this year.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have examined Council minutes for the financial year as posted on the Council's website or provided by the Clerk electronically with no issues identified that might affect the Council's financial stability either in the short, medium, or longer term, also ensuring that no unlawful actions are being or have been considered.

We have again noted the satisfactory completion of a review and re-adoption of both SOs and Financial Regulations (FRs), the latter based on the 2024 update of the NALC model document. We consider both documents appropriate for the Council's requirements. Whilst the Council is not required to comply with the website disclosure requirements of The Transparency Code for Smaller Authorities, we have noticed that the governance documents currently posted on the website are not the latest adopted versions and urge that detail on the website be updated accordingly in due course.

We are pleased to note that the external auditors signed off the 2023-24 AGAR with one minor issue raised in the "Other matters" section of their report. We are also pleased to note the publication on the Council's website of the statutorily required Notice of Public Rights for electors to examine the Council's financial records for the requisite 30 working days.

Conclusions

We are pleased to record that no issues have been identified in this area warranting formal comment or recommendation this year, although, as above, we urge that the documentation currently posted on the website be reviewed and, where appropriate brought fully up to date with the latest adopted detail.

Review of Expenditure & VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure any applicable discount;
- The correct coding analysis has been applied to invoices when processed; and
- Expended VAT is appropriately identified for recovery through reclaims prepared and submitted to HMRC quarterly.

To ensure compliance with the above criteria we have selected a sample of 49 payments for review in the financial year as recorded in the Scribe "payments cashbook" including all transactions individually more than £1,000 plus every 25th as recorded in the Scribe "payments cashbook". The payment sample totals £195,425 equating to 84% by value of non-pay related payments. In doing so, we noted at our interim review that VAT had not been identified on the payment being made to the external auditors. In checking the supporting detail, we noted that the external auditor's invoice did not identify the VAT, and it had, consequently, not been recorded for recovery in the Scribe accounts: we are pleased to note appropriate corrective action as having been taken at the year-end.

We are pleased to note that the previously acquired certification stamp continues to be placed on each invoice / payment docket with the relevant boxes duly completed and signed off by a reviewing councillor.

We have ensured that quarterly VAT reclaims continue to be prepared and submitted to HMRC examining and agreeing detail of the quarterly reclaims prepared for 2024-25, the first three being settled in the year and recorded appropriately in the Scribe accounts.

We have also examined the detailed expenditure by code transaction reports to ensure that payments have been analysed appropriately with no obvious anomalies identified.

Conclusions and recommendation

Apart from the need to ensure an appropriate VAT invoice is obtained from the external auditors, we are pleased to record that no other issues arise in this area.

R1. The Clerk should ensure that an appropriate VAT invoice is obtained from BDO (the external auditor) adjusting the Scribe entries accordingly to ensure that the related VAT may be recovered when the next reclaim is prepared for submission to HMRC. An appropriate invoice

has now been obtained and the Scribe accounts adjusted accordingly to facilitate recovery of the VAT.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We have previously noted that the Clerk and Council use the LCRS software to maintain the Register of potential risks facing the Council: we are pleased to note that this has been subjected to further review and update in January 2025. We have reviewed the resultant documentation noting that no issues scored high enough to warrant inclusion in the software's generated Action Plan(s) for the year.

We note that the Council's insurance cover continues to be provided by Hiscox and have examined the 2024-25 insurance schedule: we consider that appropriate cover remains in place with Employer's and Public Liability cover both set at £10 million, together with Fidelity Guarantee cover of £500,000 and Business Interruption – "Loss of Revenue" cover at £10,000, all of which we consider appropriate for the Council's present requirements.

Conclusions

We are pleased to record that no issues arise in this area this year: we shall continue to monitor the Council's approach to risk management at future reviews.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the Isle of Wight Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We are pleased to note that, following a full review of the budgetary requirements for 2025-26, the Council approved and adopted a precept of £425,000 at the February 2025 Council meeting.

We have reviewed the level of retained reserves noting that total funds have increased to £325,982 (£271,558 as of 31st March 2024), with £97,982 set-aside in five specific earmarked reserves. The residual General Reserve balance of £228,000 equates to approximately 8 month's spending at the 2024-25 level and sits comfortably within the generally recognised level of between 3- & 12-months' revenue spending.

We have also reviewed the year-end budget performance report in Scribe with no significant or unexpected / unexplained variances existing warranting further enquiry or follow-up.

As last year, we note that no budget detail, other than the precept, has recorded for the albeit limited various income budget headings and suggest that, whenever possible, an assessment of the anticipated income detail is recorded when entering the annual budget detail (based on the prior year actual income received): obviously due to its variable nature, accurate assessments are not possible

for other areas such as hall hire, toilet income, bank interest, etc. although we urge that a “best estimated” value is assigned.

Conclusions & recommendation

We are pleased to record that no significant issues arise in this area although, as indicated above, we urge that either factual or best estimated values for the various income headings are input to the Scribe accounts for future years to facilitate a degree of effective monitoring of budgeted income levels.

R2. In line with best practice and to afford members appropriate information on budgetary performance for the various income headings, either factual (e.g. precept) or “best estimate” values for the various income headings in Scribe be entered for future years.

Review of Income

The Council has relatively limited sources of income including the annual precept, hire of Falcon Cross Hall, library book sales, late book return fines, coin machine income from the public WCs and occasional donations, plus limited interest on bank deposits.

At our interim review we examined detail of Falcon Cross bookings in November 2024 by reference to the booking diary ensuring that appropriate booking forms were completed and invoices raised at the correct fee level in accordance with the Council’s approved scale of fees and charges with no issues arising.

We have also reviewed income arising at the library by reference to the underlying daily till print outs and weekly prepared summary of income handed over to the Clerk for banking by the Library Co-ordinator. Unfortunately, the Co-ordinator was not working on the day of our interim visit and, despite the Town Clerk’s request the previous day, the former had not left the keys to the cash boxes where the current week’s takings were held. Consequently, we were unable to physically verify the current cash receipt holdings against the till register. We were, however, able to check and agree the £40 cash float, which was held in a box in the locked cupboard in the library for which the Clerk does have access.

Finally in this area, at our interim visit, we examined the spreadsheet record of “Public WC” collections for the year to date with no issues arising, although we again note that, due to the use of radar keys, etc., income arising from “The Lift” WCs cannot be readily reconciled to any control mechanism on the toilet door as is the case at the other Public WCs.

Conclusions and recommendation

We are pleased to record that no significant concerns arise in this area this year, although as above, due to the unavailability of the Library Co-ordinator on the day of our interim visit, we have only been able to undertake limited work in this respect this year. As recorded in our interim report, we have suggested that the Clerk should, ideally, also retain a set of keys affording access to all library cash holdings in the event of any unforeseen or unplanned absence of the Library Co-ordinator. Due to her current sickness absence, we have not pursued this issue at the final visit and will do so at our 2025-26 interim review: in the meantime, we wish her a speedy recovery to full health.

R3. The Clerk should retain a set of keys affording access to the library till and physical cash receipts, etc in the event of any unforeseen possible long-term absence of the Library Co-ordinator.

Petty Cash Account

No formal petty cash account is in place, the Clerk and librarian reclaiming expenses through the normal trader payment procedures, detail of which we have reviewed and checked as part of the above referenced expenditure check. A £40 change float is held in the library, which is appropriately accounted for in the Scribe accounts as a “Cash in hand” holding at the financial year-end.

Review of Staff Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed ensuring adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions, together with those in relation to pension contributions to the LG Pension Fund, where applicable.

We have, at this interim review, checked and verified the accuracy of the gross salary payments made in September 2024 to the Council approved NJC spinal points and contracted working hours, also ensuring the accuracy of income tax, NI and pension scheme deductions / Council contributions for that month. Due to payment of the 2024-25 national pay award in November 2024, together with arrears backdated to 1st April 2024, we have also checked and agreed that month’s pay slip detail agreeing the new monthly gross salary payable following implementation of the pay award and arrears from 1st April in that month’s pay.

Conclusions

We are pleased to report that no issues have been identified in this area warranting formal comment or recommendation.

Fixed Asset Registers

“The Practitioner’s Guide” requires all councils to maintain a detailed register of their assets. We aim in examining this aspect of the Council’s documentation, to ensure that the Council has complied with that requirement noting that an appropriate and comprehensive asset register is now being maintained in the Scribe software with appropriate amendment annually to reflect the cost of any new purchases (net of VAT) and any deleted / disposed of assets.

Conclusions

No issues arise in this area warranting comment or recommendation.

Investments and Loans

The Council continues to deposit excess funds with the Co-operative bank, re-investing the amount held together with the periodic interest earned: we have verified the accuracy of recording of interest earned for the financial year in the Scribe accounts.

We have also reported previously that the Council has complied with the latest guidance on Investment Strategies / Policies noting that the Investment Strategy has been subjected to further review, update and formal re-adoption in February 2024. We have reviewed the updated document and consider it appropriate for the Council's present requirements.

No loans are in existence repayable either by or to the Council.

Conclusions

No issues arise in this area of our review process at present.

Statement of Accounts & AGAR

The Scribe accounting software generates a formal I&E Account and Balance Sheet annually, together with data for inclusion in the year's AGAR. The Clerk has duly identified all year-end debtors and creditors with detail input to the Scribe accounting software to generate the year-end Accounts and AGAR Section 2 financial data. We have duly checked that detail reported therein to the underlying financial and other documents and are pleased to report that no errors have been identified.

Conclusions

We are pleased to record that no issues have been identified in this area this year. We have also ensured the accurate transfer of the Scribe accounts detail to the AGAR and have duly signed off the IA Certificate assigning positive assurances in each relevant area.

Rec. No.	Recommendation	Response
Review of Expenditure& VAT		
R1	The Clerk should ensure that an appropriate VAT invoice is obtained from BDO (the external auditor) adjusting the Scribe entries accordingly to ensure that the related VAT may be recovered when the next reclaim is prepared for submission to HMRC.	<i>An appropriate invoice has now been obtained and the Scribe accounts adjusted accordingly to facilitate recovery of the VAT.</i>
Budgetary Control & Reserves		
R2	In line with best practice and to afford members appropriate information on budgetary performance for the various income headings, either factual (e.g. precept) or “best estimate” values for the various income headings in Scribe be entered for future years.	
Review of Income		
R3	The Clerk should retain a set of keys affording access to the library till and physical cash receipts, etc in the event of any unforeseen possible long-term absence of the Library Co-ordinator.	

Shanklin Town Council

TRIAL BALANCE

2024-2025

Code	Title	Income	Expenditure
	Cash in hand	325,792.29	
	VAT recoverable	5,470.12	
	Debtors	42.00	
	Prepayments	0.00	
	Stocks and stores	0.00	
	Creditors	5,322.12	
	Receipts in Advance	0.00	
	Accruals	0.00	
1	Interest	3,822.18	0.00
2	Library Income	1,969.45	0.00
3	Library Donations	18.30	0.00
4	VAT Reclaim	0.00	0.00
5	Grants	3,552.00	0.00
6	Toilets	10,218.52	0.00
7	Other	79.69	0.00
8	Precept	360,000.00	0.00
9	Salary/Pensions	0.00	122,015.88
10	Environment Officer	0.00	2,500.00
11	Section 137	0.00	0.00
12	Insurance	0.00	5,796.32
13	War Memorial	0.00	17.19
14	Floral Summer/Winter	0.00	6,393.56
15	Town Improvements	0.00	9,232.09
16	Beach Bin Emptying	0.00	5,670.00
17	Grounds maintenance IWC	0.00	36,760.00
18	Esplanade Benches	0.00	0.00
19	Toilets running/general mai	0.00	79,063.56
20	Christmas	0.00	2,748.65
21	Carol Service	0.00	79.69
22	Mayor's Allowance	0.00	1,500.00
23	Mayor's Reception	0.00	0.00
24	Commemorative Events	0.00	500.00
25	Grants	0.00	28,050.00
26	Newsletter	0.00	3,000.00
27	Mayoral Board/Regalia	0.00	0.00
28	Town Office running	0.00	6,308.07
29	Professional Services	0.00	2,651.10
30	Training	0.00	0.00
31	Falcon Cross Hall	0.00	92.23
32	Computer/Website	0.00	545.75
33	Advertising	0.00	0.00
34	Summer lights electricity	0.00	0.00
35	Beach Safety	0.00	3,916.02
36	Library running	0.00	4,260.39
37	CCTV License	0.00	0.00
38	School crossing patrol	0.00	4,493.30
39	Hall Hire	0.00	479.17
40	Refreshments	0.00	0.00
41	Defibrillator	0.00	695.00
42	Subscriptions	0.00	445.00

Code	Title	Income	Expenditure
43	Miscellaneous	0.00	0.00
44	Contingency	0.00	0.00
45	Bookings	4,983.00	0.00
46	Grants	0.00	0.00
50	Wages	0.00	1,358.70
51	Gas	0.00	0.00
52	Electric	0.00	53.88
53	Servicing	0.00	161.50
54	Cleaning Materials / Mainte	0.00	0.00
55	Water	0.00	11.01
57	Elections	0.00	0.00
59	Decorative Lights	0.00	0.00
62	ASSET MAINTENANCE	0.00	0.00
63	Clerk's Pension for transfer	0.00	0.00
64	Rates Falcon Cross Hall	0.00	1,422.15
65	Fittings Falcon Cross HaLL	0.00	0.00
66	Falcon Cross Hall Insuranc	0.00	0.00
67	Falcon Cross Hall refuse re	0.00	0.00
68	Falcon Cross Hall Renewal	0.00	0.00
69	Falcon Cross Hall Accruals	0.00	0.00
70	FALCON CROSS HALL UP	0.00	0.00
71	Lift Road toilets (previously	0.00	0.00
72	SERVICING	0.00	0.00
73	RECORDING CHARGE	10.00	0.00
74	BANK CHARGES	0.00	8.50
	Opening General Fund	178,309.00	
	Capital Reserves	0.00	
	Earmarked Reserves	97,982.14	
	Reserves Transfers		4,733.28
	Reserves Spend	0.00	
	Reserves Receipts		0.00
GROSS TOTAL		666,266.40	666,266.40

Shanklin Town Council
Summary of Income & Expenditure 2024-2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Falcon Cross Expenditure

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	Wages				2,500.00	1,358.70	1,141.30	1,141.30 (45%)
51	Gas				1,000.00		1,000.00	1,000.00 (100%)
52	Electric				600.00	53.88	546.12	546.12 (91%)
53	Servicing				450.00	161.50	288.50	288.50 (64%)
54	Cleaning Materials / Maintenance				150.00		150.00	150.00 (100%)
55	Water				400.00	11.01	388.99	388.99 (97%)
64	Rates Falcon Cross Hall				2,400.00	1,422.15	977.85	977.85 (40%)
65	Fittings Falcon Cross HaLL				300.00		300.00	300.00 (100%)
66	Falcon Cross Hall Insurance				500.00		500.00	500.00 (100%)
67	Falcon Cross Hall refuse removal				300.00		300.00	300.00 (100%)
68	Falcon Cross Hall Renewals fund				100.00		100.00	100.00 (100%)
69	Falcon Cross Hall Accruals				500.00		500.00	500.00 (100%)
70	FALCON CROSS HALL UPKEEP				300.00		300.00	300.00 (100%)
74	BANK CHARGES					8.50	-8.50	-8.50 (N/A)
SUB TOTAL					9,500.00	3,015.74	6,484.26	6,484.26 (N/A)

Falcon Cross Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Bookings		4,983.00	4,983.00				4,983.00 (N/A)
46	Grants							(N/A)
SUB TOTAL			4,983.00	4,983.00				4,983.00 (N/A)

Town Council Expenditure

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Salary/Pensions				120,000.00	122,015.88	-2,015.88	-2,015.88 (-1%)
10	Environment Officer				2,800.00	2,500.00	300.00	300.00 (10%)
11	Section 137				1,000.00		1,000.00	1,000.00 (100%)
12	Insurance				6,000.00	5,796.32	203.68	203.68 (3%)
13	War Memorial				1,000.00	17.19	982.81	982.81 (98%)
14	Floral Summer/Winter				7,000.00	6,393.56	606.44	606.44 (8%)
15	Town Improvements				25,000.00	9,232.09	15,767.91	15,767.91 (63%)
16	Beach Bin Emptying				7,200.00	5,670.00	1,530.00	1,530.00 (21%)
17	Grounds maintenance IWC				40,000.00	36,760.00	3,240.00	3,240.00 (8%)
18	Esplanade Benches				1,000.00		1,000.00	1,000.00 (100%)
19	Toilets running/general maintenanc				82,000.00	79,063.56	2,936.44	2,936.44 (3%)
20	Christmas				3,500.00	2,748.65	751.35	751.35 (21%)
21	Carol Service				200.00	79.69	120.31	120.31 (60%)
22	Mayor's Allowance				1,500.00	1,500.00		(0%)
23	Mayor's Reception				1,500.00		1,500.00	1,500.00 (100%)
24	Commemorative Events				3,000.00	500.00	2,500.00	2,500.00 (83%)
25	Grants				30,000.00	28,050.00	1,950.00	1,950.00 (6%)
26	Newsletter				3,600.00	3,000.00	600.00	600.00 (16%)
27	Mayoral Board/Regalia				1,000.00		1,000.00	1,000.00 (100%)
28	Town Office running				7,500.00	6,308.07	1,191.93	1,191.93 (15%)
29	Professional Services				4,000.00	2,651.10	1,348.90	1,348.90 (33%)

Shanklin Town Council

Summary of Income & Expenditure 2024-2025

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

30 Training	1,000.00		1,000.00	1,000.00 (100%)
31 Falcon Cross Hall	300.00	92.23	207.77	207.77 (69%)
32 Computer/Website	600.00	545.75	54.25	54.25 (9%)
33 Advertising	300.00		300.00	300.00 (100%)
34 Summer lights electricity	900.00		900.00	900.00 (100%)
35 Beach Safety	6,000.00	3,916.02	2,083.98	2,083.98 (34%)
36 Library running	7,500.00	4,260.39	3,239.61	3,239.61 (43%)
37 CCTV License	3,800.00		3,800.00	3,800.00 (100%)
38 School crossing patrol	5,500.00	4,493.30	1,006.70	1,006.70 (18%)
39 Hall Hire	500.00	479.17	20.83	20.83 (4%)
40 Refreshments	100.00		100.00	100.00 (100%)
41 Defibrillator	500.00	695.00	-195.00	-195.00 (-39%)
42 Subscriptions	750.00	445.00	305.00	305.00 (40%)
43 Miscellaneous	100.00		100.00	100.00 (100%)
44 Contingency	25,000.00		25,000.00	25,000.00 (100%)
72 SERVICING				(N/A)
SUB TOTAL	401,650.00	327,212.97	74,437.03	74,437.03 (N/A)

Town Council Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Interest		3,822.18	3,822.18				3,822.18 (N/A)
2	Library Income		1,969.45	1,969.45				1,969.45 (N/A)
3	Library Donations		18.30	18.30				18.30 (N/A)
4	VAT Reclaim							(N/A)
5	Grants		3,552.00	3,552.00				3,552.00 (N/A)
6	Toilets		10,218.52	10,218.52				10,218.52 (N/A)
7	Other		79.69	79.69				79.69 (N/A)
8	Precept	360,000.00	360,000.00					(0%)
73	RECORDING CHARGE		10.00	10.00				10.00 (N/A)
SUB TOTAL		360,000.00	379,670.14	19,670.14				19,670.14 (N/A)

Town Council Reserves

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Elections				15,000.00	15,000.00		15,000.00 (100%)
59	Decorative Lights				5,960.84	5,960.84		5,960.84 (100%)
62	ASSET MAINTENANCE				45,727.00	45,727.00		45,727.00 (100%)
63	Clerk's Pension for transfer to pen:				12,021.00	12,021.00		12,021.00 (100%)
71	Lift Road toilets (previously New C				14,538.60	14,538.60		14,538.60 (100%)
SUB TOTAL					93,247.44	93,247.44		93,247.44 (100%)

Restated (N/A)

NET TOTAL	360,000.00	384,653.14	24,653.14	504,397.44	330,228.71	174,168.73	198,821.87 (23%)
V.A.T.		31,202.00			27,503.12		
GROSS TOTAL		415,855.14			357,731.83		