

**REDGRAVE PARISH COUNCIL  
YEAR END ACCOUNTS - 31 MARCH 2025**

Please find below a brief explanation of the documents attached.

Please note that these documents are prepared in a prescribed format – the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide dated March 2020

**RECEIPTS & PAYMENTS SUMMARY**

This is a summary of the Council's receipts and payments in 2024/25 with comparison to the last financial year.

**BANK RECONCILIATION**

This details what funds are held by the Parish Council at the close of banking on the 31 March 2025. It shows any cheques that have been drawn by the Council that have not been presented for payment by that date (This does not mean they will not be banked just that it has not been done by this date). It also shows how this reconciles to the Receipts & Payments (R&P) book. The two figures (i.e., what is in the bank and the balance in the R&P book) should be the same, and are the same.

**RESERVES**

This shows the Council's Reserves as at the year-end compared with the start of the financial year.

**ASSETS REGISTER**

This is a record of what the Parish Council owns.

**ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2025**

This is a copy of part of the proforma provided by the external auditor (Audit Commission appointed), PKF Littlejohn. It has four sections: the Accounting Statement; the Annual Governance Statement; the External Auditor Certificate and Report; and the Annual Internal Audit Report.

**Section 1 - Annual Governance Statement 2024/25**

The Council will be asked to approve the signing of this.

**Section 2 - Accounting Statements 2024/25**

Section 2 information is taken from the R&P summary (excluding pence) and the Assets Register. The Council will be asked to approve the signing of this.

**Internal Audit Report 2024/25**

This now has to be completed before the Parish Council approves the accounts. The full report is a separate item on the agenda.

**IF THERE IS ANYTHING YOU WOULD LIKE EXPLAINED FURTHER, PLEASE CONTACT THE CLERK BEFORE THE MEETING**

The notices advertising the Audit will be posted prior to the inspection period which will be from (*dates and times to be confirmed* by prior appointment only).

**REDGRAVE PARISH COUNCIL**  
**SUMMARY RECEIPTS & PAYMENTS**  
Year Ending 31 March 2025

<b>2023/24</b>	<b>RECEIPTS</b>	<b>2024/25</b>
£ 24,156.00	Precept	£ 25,252.16
£ 17,933.39	Community Infrastructure Levy (CIL)	£ 16,565.52
£ -	Misc Income	£ -
£ -	Bank Interest	£ 1,170.14
£ 3,646.80	VAT Refund	£ 911.11
£ 988.57	Grant Income	£ 500.00
<b>£ 46,724.76</b>	<b>TOTAL</b>	<b>£ 44,398.93</b>

<b>PAYMENTS</b>		
£ 911.11	VAT	£ 1,700.02
£ 2,881.47	Administration	£ 2,132.30
£ 7,065.05	Salaries	£ 6,934.20
	Staff Allowances	£ 312.00
£ 4,810.00	CIL Payments	£ -
£ -	Christmas Tree	£ 310.62
£ -	Community Transport	£ 500.00
£ 1,738.89	Grants & Donations	£ 1,493.74
£ -	Neighbourhood Plan	£ -
£ 1,331.13	Office Costs	£ 1,110.61
£ -	Projects	£ 3,500.00
£ 470.08	Recreation Facilities	£ 300.01
£ -	Specialist Contractor Support	£ 1,555.21
£ 410.00	Traffic Control Measures	£ 1,000.00
£ 165.00	Training & Courses	£ -
£ 3,787.84	Village Assets & Upkeep	£ 7,341.35
<b>£ 23,570.57</b>	<b>TOTAL</b>	<b>£ 28,190.06</b>

# REDGRAVE PARISH COUNCIL

## Bank Reconciliation Statement Year Ending 31 Mar 2025

3 April 2025 (2024-2025)

### Redgrave Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 31/03/2025</b>		
	Cash in Hand 01/04/2024		48,398.54
	<b>ADD</b> Receipts 01/04/2024 - 31/03/2025		44,398.93
			92,797.47
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/03/2025		28,190.06
	<b>Cash in Hand 31/03/2025</b> (per Cash Book)		<b>64,607.41</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Unity Bank Instant Access Savings 31/03/2025	61,177.44	
	Unity Bank 31/03/2025	3,429.97	
	Cooperative Bank 31/03/2025	0.00	
			<b>64,607.41</b>
	Less unrepresented payments		
			64,607.41
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>64,607.41</b>
	<b>A = B Checks out OK</b>		

**REDGRAVE PARISH COUNCIL**  
**Reserves for the Year Ending 31 Mar 2025**

4 April 2025 (2024-2025)

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

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
General Reserves	9,000.00			1,170.14	10,170.14
Village Improvements/Projects	17,000.00	3,500.00	6,350.00		14,150.00
Community Infrastructure Levy I	14,701.98			16,565.52	31,267.50
Community Transport	3,000.00	500.00			3,500.00
Traffic Measures	1,090.00	1,000.00			2,090.00
Neighbourhood Plan (PC)					0.00
Neighbourhood Plan (Grant)					0.00
<b>Total Earmarked</b>	<b>44,791.98</b>	<b>5,000.00</b>	<b>6,350.00</b>	<b>17,735.66</b>	<b>61,177.64</b>
<b>TOTAL RESERVE</b>	<b>44,791.98</b>	<b>5,000.00</b>	<b>6,350.00</b>	<b>17,735.66</b>	<b>61,177.64</b>
<b>GENERAL FUND</b>					3,429.77
<b>TOTAL FUNDS</b>					64,607.41

# REDGRAVE PARISH COUNCIL

## Assets Register Year Ending 31 Mar 2025

Description	Location	Date Purchased	Purchase Value	Insured Value	Comments
<b>Land</b>					
One Acre Allotment	Fen Street	Unknown	£ 1.00		Not Insured - See Notes
Three Acre Allotment	Fen Street	Unknown	£ 1.00		Not Insured - See Notes
Village Green	Knoll	Unknown	£ 1.00		Not Insured - See Notes
Old School Field	Half Moon Lane	Unknown	£ 1.00		Not Insured - See Notes
Village Pond	The Street/Churchway	Apr-09	£ 1.00		Not Insured - See Notes
<b>Street Furniture</b>					
Bus Shelter	Knoll	Unknown	£ 9,640.00	£ 26,676.00	
6 Seats	S Mill La, S Bier La, Church, Green, Playground (x 2)	Unknown	£ 1.00		Not Insured - See Notes
2 Benches	The Knoll	09-May-24	£ 830.00	£ 830.00	
Notice Boards	The Street	Unknown	£ 418.00		Not Insured - See Notes
4 x Dog Litter Bins	Around Village	2007	£ 1,000.00		Not Insured - See Notes
1 x Dog Litter Bin	East of Amenities Centre	2014	£ 230.00		Not Insured - See Notes
1 x Dog Litter Bin	The Green	2021	£ 340.00		Not Insured - See Notes
1 x Dog Litter Bin	The Green	09-May-24	£ 441.35	£ 441.35	
Metal Litter Bin	By the pond	Unknown	£ 228.00		Not Insured - See Notes
Litter Bin	By the bus stop	Unknown	£ 230.00		Not Insured - See Notes
Village Sign	Knoll	Unknown	£ 2,334.00	£ 3,500.00	New Total
Oak Seat	Knoll	Unknown	£ 1.00		Not Insured - See Notes
Plaque for Queen's Jubilee Tree	Knoll	Mar-22	£ 154.99		Not Insured - See Notes
2 x Street Lights (Type SON70-SG)	Knoll	Unknown	£ 900.00	£ 1,500.00	
K6 Phone Box	Knoll	Feb-17	£ 3,000.00	£ 3,000.00	
Vehicle Activated Sign 1	Moveable - managed by Speedwatch	Feb-16	£ 2,875.00	£ 3,500.00	
Vehicle Activated Sign 2	Moveable - managed by Speedwatch	May-21	£ 3,303.60	£ 3,500.00	
Village Gateways	Both ends of village	Mar-20	£ 5,524.00	£ 6,500.00	
<b>Playground Equipment</b>					
Equipment	Amenities Field	Aug-09	£ 0.00	£ 0.00	Written off - see Notes overleaf
Equipment for new Playground	Old School Playing Field	Dec-22	£ 17,144.38	£ 25,000.00	
Surfacing	Amenities Field	Aug-17	£ 0.00	£ 0.00	Written Off - See Notes overleaf
<b>Other Equipment</b>					
Laptop Computer	Held by Parish Clerk	Sep-22	£ 482.49	£ 500.00	
Strimmer	Held by Chairman RPC	Unknown	£ 300.00	£ 0.00	Not Insured - See Notes
Electric Lawnmower	Held by Des Burgess	Mar-25	£ 499.17	£ 0.00	Not Insured - See Notes
Display Board	Activities Centre	Unknown	£ 1.00	£ 0.00	Not Insured - See Notes
Flip Chart	Activities Centre	Unknown	£ 1.00	£ 0.00	Not Insured - See Notes
Projector	Held by Chairman RPC	Feb-24	£ 635.82	£ 650.00	
Projector Stand	Activities Centre	Unknown	£ 1.00	£ 0.00	Not Insured - See Notes
			<b>£ 50,515.80</b>	<b>£ 74,947.35</b>	

Totals (to include land assets above)

**£ 50,520.80**

## Section 1 Annual Governance Statement 2024/25

### Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

**Redgrave Parish Council**  
ELECTED NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://redgrave.onesuffolk.net/parish-council/> WEBSITE/WEBPAGE ADDRESS

## Section 2 Annual Governance Statement 2024/25

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

Redgrave Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	25,244	48,399	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	24,156	25,252	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	22,569	19,147	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	6,920	6,934	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	16,651	21,256	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	48,399	64,607	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	48,399	64,607	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	59,474	50,521	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 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