

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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', has an explanation been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations been published where required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of any difference between Box 7 and Box 8 been provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

New Frankley in Birmingham Parish Council

www.newfrankleyinbirminghamparishcouncil.gov.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

01/04/2025 09/09/2025

Name of person who carried out the internal audit

Ms L Baudet, TPO Audit Services

Signature of person who carried out the internal audit

L Baudet

Date 09/09/2025

*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).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

NEW FRANKLEY in BIRMINGHAM PARISH COUNCIL

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

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

07/07/2025

and recorded as minute reference:

70241 (6/1/2024)

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

Chair

J Walker

Clerk

Rm Clift

www.newfrankleyinbirminghamparishcouncil.gov.uk

Section 2 – Accounting Statements 2024/25 for

NEW FRANKLEY in BIRMINGHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	55,088	95,710	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	59,755	59,858	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	58,157	43,503	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	39,104	39,152	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	38,186	51,835	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	95,710	108,084	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	95,710	108,084	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	47,459	62,184	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

W. Hance

Date 11/06/2025

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

6/7/2025

as recorded in minute reference:

71251(812694)

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

J. Walker

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

In respect of

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

External Auditor Signature

Date

Smaller authority name: **NEW FRANKLEY in BIRMINGHAM PARISH 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 <u>Monday 30 June 2025</u> (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) Rachael Anstey – Clerk 12 Arden Road, Frankley, Birmingham, B45 0JA T.0121 457 9410 / clerk@newfrankleyinbirminghamparishcouncil.gov.uk</p> <p>commencing on (c) <u>Tuesday 1st July 2025</u></p> <p>and ending on (d) <u>Monday 11 August 2025</u></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>Moore (Ref AP/HD) Rutland House Minerva Business Park Lynch Wood Peterborough PE2 6PZ</p> <p>5. This announcement is made by (e) Margarita Fackrell, 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 extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must also 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>

New Frankley in Birmingham Parish Council

Prepared by: Margarita Fackerell
Name and Role (Clerk/RFO etc)

Date: 11/06/25

Approved by: J. Walter
Name and Role (RFO/Chair of Finance etc)

Date: 16/6/25

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		95,710.12
	ADD Receipts 01/04/2024 - 31/03/2025		103,361.16
	SUBTRACT Payments 01/04/2024 - 31/03/2025		199,071.28 90,987.57
	Cash in Hand 31/03/2025 (per Cash Book)		108,083.71
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	120.93	
	Current Account - New Frankley in 31/03/2025	61,725.09	
	Deposit Account - New Frankley in 31/03/2025	46,527.45	
	Multipay Credit card 31/03/2025	0.00	
			108,373.47
	Less unrepresented payments		289.76
			108,083.71
	Plus unrepresented receipts		
	Adjusted Bank Balance		108,083.71
	A = B Checks out OK		

New Frankley in Birmingham Parish Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

Box No.	Description	31/03/2024 £	31/03/2025 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	55087.71	95710.12				BALANCE B/F AGREES
2	Annual precept	59755.00	59858.00	103.00	0%	No	
3	Total other receipts	58157.46	43503.16	-14654.30	25%	Yes	Break-in Insurance Claim £1,378.70 £1,225.46 Credit Interest on deposit bank account £40,899 Localising Grant Tax Support
4	Staff Costs	39103.56	39152.13	48.57	0%	No	
5	Loan interest/capital repayments	0.00	0.00	0.00	0%	No	
6	Total other payments	38186.49	51835.44	13648.95	36%	Yes	Rent £2000 paid in Advance for April next year £11,963.74 Truck expenses paid
7	Balances carried forward	95710.12	108083.71	12373.59	13%	No	
8	Total Cash and Short Term Investments	95710.12	108083.71	12373.59	13%	No	
9	Total Fixed Assets and Long Term Investments	47458.68	62183.82	14725.14	31%	Yes	Update of Asset Register
10	Total Borrowings	0.00	0.00	0.00	0%	No	

This report is intended as a guide to the variances you may need to explain. The specific requirements vary between external auditors so please check the requirements shown on the pro forma provided to your council

Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

New Frankley in Birmingham Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	95,662.78	
Cash in Hand	47.34	
Current Account		
Deposit Bank Account		
Petty Cash		
Precept	59,858.00	
Localising Council Tax Support Grant	40,899.00	
Untaxed Interest Current Account		
Untaxed Interest Deposit Account	1,225.46	
Frankley Neighbourhood Forum		
Transfer from Deposit Account		
Multi Pay Credit Card		
Receivable VAT		
Staff Salaries Inc Employers NIC		32,483.16
Employer Pension Contribution		
Employee Pension Contribution		203.08
Staff Expenses		
Nest Pensions Contributions		2,434.41
Underpayment of NI and PAYE		
Staff Wages		1,680.00
Office Lease		10,000.00
Business Rates		
Water Rates		226.78
Electricity Bills		747.05
Gas Bills		1,109.85
Telephone		591.12
Broadband Service		
Office Furniture and Equipment		485.86
Premises Repairs and Maintenance		122.38
Office Equipment Maintenance		793.32
Office Printer Lease		1,827.91
Replacement Computer		415.83
Refurbishment of Office		
Phone System Lease		1,413.34
Office Supplies		881.28
Printing		
Computer Software/Consumables		805.34
Parish Newsletter		1,485.00
Website Hosting/Updates		162.20
Audit Fees		853.20
Subscriptions (WALC and NALC)		1,096.00

New Frankley in Birmingham Parish Council
STATEMENT OF ACCOUNTS

RECEIPTS

PAYMENTS

Signed


Responsible Financial Officer

Date

09/06/25

Column1	Column2	Column3	Column4	Column5
BOX 3				
Reason for variance BOX 3 TOTAL OTHER RECEIPTS	58157	43503	-14654	
Localising Grant Tax Support	0	40899	40899	2604
Break in Insurance Claim	0	1379	1379	1225
Bank Interest Received	0	1225	1225	0
BOX 6				
Reason for variance BOX 6 TOTAL OTHER PAYMENTS	38186	51835	13649	
Office Rent paid in Advance	0	2000	2000	11649
Community Grants	0	5000	5000	6649
Frankley Truck Running Costs	0	6649	6649	0
BOX 9				
Reason for variance BOX 9 TOTAL FIXED ASSETS	47459	62183	14724	
2 Outdoor Kremlins added	0	5500	5500	9224
War Memorial Added	0	5000	5000	4224
Dehumidifier	0	160	160	4064
Office Shredder	0	136	136	3928
Vax Spot Wash Cleaner	0	83	83	3845
ANNKE CCTV Surveillance wall mounted+DVR Video	0	135	135	3710
Lenovo Laptop	0	500	500	3210
600 Desk High Pedestal, Silver S Handles	0	150	150	3060
1200x600 Table Oak & Silver	0	99	99	2961
Yale digital safe	0	48	48	2913
2 Laptop pre-2018	0	50	50	2863
2 Microwaves	0	180	180	2683
6LTR Water Extinguishers 2pc x 55	0	110	110	2573
Noticeboard	0	1920	1920	653
2 Lenovo Idea Pads	0	659	659	-6

New Frankley in Birmingham Parish Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Replacement Office Equipment	3,000.00				3,000.00
Total Capital	3,000.00				3,000.00
Earmarked					
Replacement Truck	20,000.00				20,000.00
Frankley Library Community Ev	2,000.00				2,000.00
Community Newsletter	1,960.00		1,485.00		475.00
Community Grants	4,000.00				4,000.00
Honorary Man	2,300.00				2,300.00
Floods and Natural Emergency	5,000.00				5,000.00
Defibrillator	5,000.00				5,000.00
Total Earmarked	40,260.00		1,485.00		38,775.00
TOTAL RESERVE	43,260.00		1,485.00		41,775.00
GENERAL FUND					66,308.71
TOTAL FUNDS					108,083.71

Asset Register

The purpose of the register is to record your fixed assets and long term investments. This can be used regardless of whether you prepare your accounts on a Receipts and Payments basis or an Income and expenditure basis

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life
✓ ANNKE CCTV Surveillance wall mounted-DVR Video Recdr.	ACTIVE			£134.99	£0.00	In front parish office	
✓ Office Furniture	ACTIVE		May 2016	£3,789.79	£0.00	In use through offices	
✓ Fully Automatic Defibrillator plus protective case	ACTIVE		March 2019	£2,120.00	£0.00	Available outside shops	
✓ Outdoor Flower Planters 6x£250 each	ACTIVE		January 2019	£1,500.00	£0.00	Outside shops/Reaside/Forestdale school	
✓ 2 Oak Book Cases	ACTIVE		January 2019	£259.50	£0.00	In use in meeting hall	
✓ Additional Public Seating	ACTIVE		January 2018	£194.40	£0.00	In use in meeting hall	
✓ Shredder	DISPOSED		January 2017	£0.00	£0.00		
✓ Reception Desk Intercom	ACTIVE		December 2016	£48.44	£0.00	Located main office	
✓ A3 Epson Colour Printer	DISPOSED		September 2016	£0.00	£0.00		
✓ Fridge	ACTIVE		July 2016	£109.99	£0.00	In use in meeting hall	
✓ Office Based CCTV	ACTIVE		April 2016	£423.60	£0.00	Located main office	
✓ 2 off Lenovo IdeaPad and screens	ACTIVE		May 2015	£659.00	£0.00	Located main office	
✓ Computer projector	ACTIVE			£0.00	£0.00		
✓ Desktop wireless keyboard/mouse	ACTIVE		April 2016	£35.00	£0.00	Located main office	
✓ Office Vertical Blinds	ACTIVE		May 2016	£223.20	£0.00	located small office	



Please ensure you have brought forward your closing 24/25 balances so that you can reconcile in 25/26

✓ Windows 10 Computer Tower/Monitor/Keyboard and Mouse	ACTIVE	November 2015	£510.00	£0.00	Located main office
✓ Additional Parish Notice Board	ACTIVE	September 2013	£490.00	£0.00	Wareham Road
✓ Snow Clearing Equipment	ACTIVE	February 2013	£562.00	£0.00	Available at Kremlin 1
✓ War Memorial	ACTIVE	September 2017	£5,000.00	£0.00	Outside Arden Shops
✓ Parish Notice Board	ACTIVE	September 2010	£1,427.00	£0.00	Reaside Center
✓ Computer projector	ACTIVE	January 2020	£60.00	£0.00	In office storage
✓ Kick step FOR Office	ACTIVE	October 2019	£39.99	£0.00	In use in meeting hall
✓ Vax Spot Wash Cleaner	ACTIVE	January	£83.00	£0.00	In parish office storage
✓ 2 Microwaves	ACTIVE	April 2023	£180.00	£0.00	1 In use & 1 in storage
✓ Office Shredder Bonsai with 4 wheels, 23 l bin	ACTIVE	January	£135.99	£0.00	In meeting room

