

# 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 <b>31 March 2025</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

\* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2024/25

Newbiggin-by-the-Sea town Council

www.newbiggintowncouncil.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 of 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 made a limited assurance review in 2023/24, it was 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 covering the 2024/25 AGAR period. Were public rights in relation to the 2023/24 AGAR exercised by a member of the public or the authority approved minutes covering the date and	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR	✓		
O. (For local councils only) 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)

Dates internal audit undertaken:

14/12/2024

24/02/2025

13/05/2025

Name of person who carried out the internal audit

Mrs S M Saunders

Signature of person who carried out the internal audit

Date

04/06/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: if the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed)

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Newbiggin by the Sea Town 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
			✓

\*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:

11<sup>th</sup> June 2025

and recorded as minute reference:

C022/25-I

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

Chair

[Redacted Signature]

Clerk

[Redacted Signature]

[www.newbiggintowncouncil.gov.uk](http://www.newbiggintowncouncil.gov.uk)



## Section 2 – Accounting Statements 2024/25 for

Newbiggin by the Sea Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	208,551	168,338	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	254,200	275,509	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	75,825	23,901	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	83,697	66,255	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	286,541	169,200	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	168,338	232,293	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	154,900	230,988	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	651,907	652,000	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

Date

05/06/2025

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

11<sup>th</sup> June 2025

as recorded in minute reference:

C022/25 - 11

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

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

In respect of

Newbiggin by the Sea Town Council

### 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

---

Newbiggin by the Sea Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 March 2026

---

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2026	Current Bank A/c	62,570.22
31/03/2026	Deposit Account	168,417.88

230,988.10

Receipts not on Bank Statement

0.00

Closing Balance

230,988.10

All Cash & Bank Accounts

1	Current Bank A/c	62,570.22
2	Deposit Account	168,417.88
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>230,988.10</b>

## Bank Reconciliation up to 31/03/2025 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/03/2025	DD	82.00		82.00		R <input type="checkbox"/>	EDF Energy
03/03/2025			1,083.33	1,083.33		R <input type="checkbox"/>	Receipt(s) Banked
05/03/2025			500.00	500.00		R <input type="checkbox"/>	Receipt(s) Banked
07/03/2025	DD	8.50		8.50		R <input type="checkbox"/>	Barclays Bank
07/03/2025	BACS	28.74		28.74		R <input type="checkbox"/>	Agiligo
07/03/2025	BACS	984.00		984.00		R <input type="checkbox"/>	J Smith & Sons
07/03/2025	BACS	260.00		260.00		R <input type="checkbox"/>	NCC
07/03/2025	BACS	9,750.00		9,750.00		R <input type="checkbox"/>	NCC
07/03/2025	BACS	96.08		96.08		R <input type="checkbox"/>	Widescope Web Design
10/03/2025	BACS	238.00		238.00		R <input type="checkbox"/>	Jacqueline Prouse
11/03/2025	DD	108.79		108.79		R <input type="checkbox"/>	BT
12/03/2025	BACS	30.60		30.60		R <input type="checkbox"/>	Amazon EU
17/03/2025	DD	106.80		106.80		R <input type="checkbox"/>	Corona Energy
26/03/2025	DD	322.70		322.70		R <input type="checkbox"/>	Culligan LTD
27/03/2025	BACS	8.00		8.00		R <input type="checkbox"/>	Pauline Stevens
27/03/2025	BACS	8.00		8.00		R <input type="checkbox"/>	Pauline Stevens
27/03/2025	BACS	4,872.00		4,872.00		R <input type="checkbox"/>	NCC
27/03/2025	BACS	4,032.67		4,032.67		R <input type="checkbox"/>	NCC
27/03/2025	BACS	30.00		30.00		R <input type="checkbox"/>	Newbiggin Salvation Army
27/03/2025	BACS	12.83		12.83		R <input type="checkbox"/>	Anglian Water (Wave)
27/03/2025	BACS	31,745.00		31,745.00		R <input type="checkbox"/>	NCC
27/03/2025	TRANSFER		60,000.00	60,000.00		R <input type="checkbox"/>	Receipt(s) Banked
27/03/2025			48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
27/03/2025			63.20	63.20		R <input type="checkbox"/>	Receipt(s) Banked
28/03/2025			576.00	576.00		R <input type="checkbox"/>	Receipt(s) Banked
31/03/2025	BACS	96.08		96.08		R <input type="checkbox"/>	Widescope Web Design
31/03/2025	BACS	2,000.00		2,000.00		R <input type="checkbox"/>	Wansbeck Foodbank
		54,820.79	62,270.53				

Signatory 1:

Name GWEN WOODMAN Signed [Signature] Date 09/04/25

Signatory 2:

Name AM. WOOTTON Signed [Signature] Date 09/04/25



Date: 03/04/2025

Newbiggin by the Sea Town Council Current Year

Page 1

Time: 13:37

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 1 - Current Bank A/c

User: LL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/c	31/03/2025		62,570.22
			<u>62,570.22</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			62,570.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			62,570.22
		Balance per Cash Book is :-	62,570.22
		Difference is :-	0.00

Signatory 1:

Name GHEN WOOPMAN Signed [REDACTED] Date 09/04/25

Signatory 2:

Name AMI WOOTTON Signed [REDACTED] Date 09/04/25

Date: 03/04/2025

Newbiggin by the Sea Town Council 2024/2025

Page 1

Time: 13:38

User: LL

Bank Reconciliation up to 31/03/2025 for Cashbook No 2 - Deposit Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/03/2025			892.70	892.70		R <input type="checkbox"/>	Receipt(s) Banked
27/03/2025	TRANSFER	60,000.00		60,000.00		R <input type="checkbox"/>	Current Bank A/c
		<u>60,000.00</u>	<u>892.70</u>				

Signatory 1:

Name GLIEN WOODMAN Signed [Signature] Date 09/04/2025

Signatory 2:

Name AMI WOOTON Signed [Signature] Date 09/04/2025

Date: 03/04/2025

Newbiggin by the Sea Town Council Current Year

Page 1

Time: 13:38

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 2 - Deposit Account

User: LL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	31/03/2025		168,417.88
			<u>168,417.88</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			168,417.88
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			168,417.88
		Balance per Cash Book is :-	168,417.88
		Difference is :-	0.00

Signatory 1:

Name GWEN HOOTON Signed [Signature] Date 09/04/25

Signatory 2:

Name AMI HOOTON Signed [Signature] Date 09/04/25

16/04/2025

## Newbiggin by the Sea Town Council Current Year

11:45

## Balance Sheet as at 31st March 2025

31st March 2024

31st March 2025

31st March 2024		31st March 2025	
	<b>Current Assets</b>		
17,219	Debtors	7,340	
1,095	VAT Control A/c	5,974	
19,948	Current Bank A/c	62,570	
134,952	Deposit Account	168,418	
<u>173,215</u>		<u>244,302</u>	
173,215	<b>Total Assets</b>	244,302	
	<b>Current Liabilities</b>		
1,487	Creditors	9	
3,390	Accruals	8,750	
0	Bungalow Deposit	3,250	
<u>4,877</u>		<u>12,009</u>	
168,338	<b>Total Assets Less Current Liabilities</b>	232,293	
	<b>Represented By</b>		
89,066	General Reserves	153,539	
15,706	EMR - Regeneration Fund	15,706	
10,000	EMR - Contingency	10,000	
218	EMR - Legal	218	
7,000	EMR - Elections	7,000	
200	EMR - War Memorials	200	
10,000	EMR - Observation Platform	10,000	
27,507	EMR - 3-Year Project Plan	27,507	
8,642	EMR - Community Resilience	8,123	
<u>168,338</u>		<u>232,293</u>	

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

[Redacted Signature]

Date : 09/04/25

Signed :  
Responsible  
Financial

[Redacted Signature]

Date : 08/04/25

**Newbiggin by the Sea Town Council Current Year**  
**Income and Expenditure Account for Year Ended 31st March 2025**

31st March 2024		31st March 2025
	<b>Operating Income</b>	
330,026	Income	299,410
<u>330,026</u>	<b>Total Income</b>	<u>299,410</u>
	<b>Running Costs</b>	
107,764	Administration	84,283
65,349	Local & Enhanced Service	83,042
64,342	Asset Repairs & Replacements	17,741
80,256	Environmental Projects	0
34,745	Recreation & Leisure	37,545
9,280	Grants	7,315
8,500	Support Scheme	5,530
<u>370,237</u>	<b>Total Expenditure</b>	<u>236,456</u>
	<b>General Fund Analysis</b>	
96,973	Opening Balance	89,066
330,026	Plus : Income for Year	299,410
<u>426,998</u>		<u>388,476</u>
370,237	Less : Expenditure for Year	236,456
<u>56,760</u>		<u>153,020</u>
(32,306)	Transfers TO / FROM Reserves	(519)
<u>89,066</u>	<b>Closing Balance</b>	<u>153,539</u>



## Attachment 1.3

**Reconciliation between Box 7 and Box 8 in Section 2 (31/03/2025).**  
**Note – this form is only required for authorities preparing their accounts on an income and expenditure basis.**

Parish Council name: Newbiggin by the Sea Town Council

There should only be a difference between Box 7 and Box 8 where the accounts are prepared on an Income & Expenditure basis and where there are year-end adjustments for debtors/prepayments and creditors/receipts in advance. Please provide details of the year-end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

Where the sum-total of any debtor, payments in advance, trade creditors or receipts in advance exceed £5k, a breakdown should be provided showing the individual balances making up the sum-total balance.

	£	£
Total of Box 7: Balances carried forward (31/3/2025)		232,293
Deduct: Debtors		
	7340	
	5974	
Deduct: Payments made in advance (prepayments)		
Total deductions		13,314
Add: Creditors		
	9	
	8750	
	3250	
Add: Receipts in advance		
Total additions		12,009
Total of Box 8: Total cash and short-term investments (31/3/2025) (must agree to the net balances on bank reconciliation)		230,988

## Breakdown

### Income Accruals -

Cost Centre	Nominal Code	Supplier - Description - Invoice #	Net of VAT Figure
100	1120	Allotment Annual Rent	£ 7,340.00
		VAT Reclaim	£ 5,974.00
		<b>Total</b>	<b>£ 13,314.00</b>

### Creditors –

Cost Centre	Nominal Code	Supplier - Description - Invoice #	Net of VAT Figure
110	4160	Agilico - Copier charges	£ 8.73

### Accruals -

Cost Centre	Nominal Code	Supplier - Description - Invoice #	Net of VAT Figure
110	4105	ACCLC Year End Closure	£ 542.00
110	4100	S Saunders - Internal Audit Fee	£ 600.00
110	4100	Mazars - External audit fee	£ 900.00
220	4610	Brewers - Paint	£ 520.00
110	4000	Staff Salary	£ 4,837.70
110	4030	Tax/Ni	£ 458.40
110	4040	Pension	£ 875.62
110	4091	Payroll Processing	£ 16.67
550	0	Bungalow Deposit	£ 3,250.00
		<b>Total</b>	<b>£ 12,000.39</b>

## Attachment 2

### Confirmation of contact details

Local Council Name: Newbiggin by the Sea Town Council

Please confirm the contact details for the Clerk, RFO (if applicable), and Chair to assist us in ensuring that our records are kept up to date.

Clerk name:	RFO name (if different to clerk):	Chair name:
Leanne Lawson		Gwen Woodman
Clerk working hours (so we know when we can ring)	Clerk working hours (so we know when we can ring)	
Monday to Thursday 8am – 5pm		
Is this person the primary contact:	Is this person the primary contact:	
Yes	Yes/No	
Parish Council registered address:	Parish Council registered address:	Chair contact postal and email address
76 Front Street		Email:
Newbiggin by the Sea		Cllr.Gwoodman@newbiggintowncouncil.gov.uk
Northumberland		Postal address:
NE64 6QD		76 Front Street Newbiggin by the Sea
		Northumberland NE64 6QD
Telephone:	Telephone:	Telephone:
Primary contact number:	Primary contact number:	Primary contact number:
01670 851833		
Mobile/alternative number:	Mobile/alternative number:	Mobile/alternative number:

Email address (please do not provide a personal email unless the Clerk/RFO does not have a Council/Meeting email)

Townclerk@newbiggintowncouncil.gov.uk

## Working details for ANNUAL RETURN - Year ended 31 March 2025

		Last Year £	This Year £	Variance £	Variance %	Code	Centre	Code Description
1		96,973	89,066			310		General Reserves
1		45,428	15,706			320		EMR - Regeneration Fund
1		10,000	10,000			321		EMR - Contingency
1		218	218			322		EMR - Legal
1		7,000	7,000			323		EMR - Elections
1		200	200			325		EMR - War Memorials
1		10,000	10,000			332		EMR - Observation Platform
1		27,507	27,507			333		EMR - 3-Year Project Plan
1		11,225	8,642			334		EMR - Community Resilience
1	Balances brought forward	208,551	168,338			Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.		
2		254,200	275,509	21,309	8.38	1076	100	Precept
2	(+) Precept or Rates and Levies	254,200	275,509	21,309	8.38	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received		
3		2,168	3,466	1,298	59.87	1090	100	Income - Interest
3		30,843	0	-30,843	-100.00	1100	100	Income - Donations
3		0	185	185		1101	100	Income - Holiday Let Donations
3		480	0	-480	-100.00	1106	100	Income - Jubilee/Coronation
3		0	10,833	10,833		1110	100	Income - Rent Bungalow
3		14,680	7,340	-7,340	-50.00	1120	100	Income - Rent Allotments
3		480	576	96	20.00	1140	100	Income - Sirt Dividend
3		93	0	-93	-100.00	1160	100	Income - Community Transport
3		27,081	1,500	-25,581	-94.46	1200	100	Income - Other
3	(+) Total other receipts	75,825	23,901	-51,924	-68.46	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.		
4		65,234	51,804	-13,430	-20.59	4000	110	Staff Salary
4		6,563	5,074	-1,489	-22.69	4030	110	Tax/Ni
4		11,900	9,377	-2,523	-21.20	4040	110	Pension
4	(-) Staff costs	83,697	66,255	-17,442	-20.84	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	0		Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).		
6		0	1,890	1,890		4075	110	Recruitment costs
6		262	140	-142	-50.33	4080	110	Training

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 March 2025

	Last Year £	This Year £	Variance £	Variance %	Code	Centre	Code Description
6	169	104	-65	-38.46	4090	110	Bank Charges
6	150	241	91	60.67	4091	110	Payroll Processing
6	3,037	1,500	-1,537	-50.61	4100	110	Audit Fees
6	1,370	1,097	-273	-19.93	4105	110	Accounts Software
6	579	695	116	20.03	4110	110	Professional Fees
6	837	925	88	10.51	4120	110	Subscriptions & Memberships
6	1,089	1,453	364	33.41	4125	110	Software and support
6	904	961	57	6.31	4127	110	Email hosting
6	1,448	1,615	167	11.53	4130	110	Insurance
6	253	659	406	160.47	4140	110	Stationery
6	93	0	-93	-100.00	4150	110	Postage
6	149	233	84	56.38	4160	110	Printing
6	837	720	-117	-13.98	4165	110	Copier hire
6	921	1,088	167	18.13	4170	110	Telephone & Broadband
6	820	0	-820	-100.00	4180	110	Website
6	62	0	-62	-100.00	4190	110	IT Hardware
6	645	510	-135	-20.93	4200	110	Room Hire
6	252	167	-85	-33.73	4210	110	Equipment & Furniture
6	50	0	-50	-100.00	4220	110	Civic & Member Expenses
6	858	109	-749	-87.30	4221	110	Town Twinning
6	1,035	1,081	46	4.44	4225	110	Community & Garden Awards
6	40	0	-40	-100.00	4226	110	Councillor Training
6	514	340	-174	-33.85	4230	110	Remembrance
6	2,237	0	-2,237	-100.00	4240	110	National events
6	1,902	2,501	599	31.49	4260	110	Utilities
6	55,325	68,497	13,172	23.81	4410	200	Enhanced Partnership
6	1,672	870	-802	-47.97	4415	210	Public seats
6	13,375	1,243	-12,132	-90.71	4416	210	Bus Shelters
6	19,462	820	-18,642	-95.79	4420	210	Litter Bins
6	55	0	-55	-100.00	4423	210	Allotments
6	262	0	-262	-100.00	4425	210	Dedications Assets
6	0	323	323		4426	200	Water Bottle Refill Station
6	500	0	-500	-100.00	4428	210	CCTV
6	250	0	-250	-100.00	4429	210	Community Access Defibrillator
6	0	3,335	3,335		4430	200	War Memorial
6	3,578	0	-3,578	-100.00	4440	200	Play Area Inspections
6	6,446	10,888	4,442	68.91	4450	200	Floral Displays
6	15,481	8,518	-6,963	-44.98	4500	210	Play Areas
6	1,412	393	-1,019	-72.17	4510	210	Council Office
6	11,874	5,897	-5,977	-50.34	4520	210	The Bungalow
6	3,536	0	-3,536	-100.00	4580	110	Legal
6	39,977	0	-39,977	-100.00	4610	220	Town Improvement Scheme
6	40,279	0	-40,279	-100.00	4640	220	Milburn Park
6	18,280	19,500	1,220	6.67	4700	300	Children's Holiday & Leisure

Continued over page



## Working details for ANNUAL RETURN - Year ended 31 March 2025

		Last Year £	This Year £	Variance £	Variance %	Code	Centre	Code Description
6		16,465	18,045	1,580	9.60	4720	300	Christmas Lighting
6		1,898	3,563	1,665	109.84	4810	400	Small Grants (under 300)
6		5,000	3,233	-1,767	-35.34	4820	400	Larger Grants
6		2,583	519	-2,064	-79.91	4825	400	Community Resilience Fund
6		6,500	3,530	-2,970	-45.69	4830	410	Newbiggin Nipper Service
6		2,000	2,000	0	0.00	4840	410	Newbiggin Food Bank
6	(-) All other payments	286,541	169,200	-117,340	-40.95	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	168,338	232,293			Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		19,948	62,570			200		Current Bank A/c
8		134,952	168,418			210		Deposit Account
8	Total value of cash and short term investments	154,900	230,988			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		651,907	652,000	93	0.01	Total Fixed Assets		
9	Total fixed assets plus long term investments and assets	651,907	652,000	93	0.01	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	0		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		