# Section 2 – Accounting Statements 2025/26 for

MAIDFORD

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | 31 March 2025 £ | 31 March 2026 £ | *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.* |
| **1.** Balances brought forward | 18517 | 21803 | *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 | 5000 | 5000 | *Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.* |
| **3.** (+) Total other receipts | 821 | 243 | *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 | – | – | *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 | – | – | *Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).* |
| **6.** (-) All other payments | 2535 | 16588 | *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 | 21803 | 10458 | *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 | 21803 | 10458 | *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 | 24474 | 36420 | *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 | – | – | *The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).* |

| For Local Councils Only | Yes | No | |
|---|---|---|---|
| **11.** Do the figures in the accounting statements above exclude any Trust transactions? | | | *For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.* |

I certify that for the year ended 31 March 2026 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 29/06/2026

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

29/06/2026

as recorded in minute reference:

34/2026

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

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# Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

| | | | |
|---|---|---|---|
| Name of council: | Maidford Parish Council | | |
| Name of Internal Auditor: | Kate Houlihan | Date of report: | 22 06 2026 |
| Year ending: | 31 March 2026 | Date audit carried out: | 17-22 June 2026 |

*Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.*

***The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.***

**To Chair of the Council:**

I completed the year-end audit for Maidford Parish Council on 22 June 2026. I would like to take this opportunity to thank Adrian Khaliq for his help and assistance.
To complete the audit, I:

- Reviewed documents supplied to me
- Reviewed information available on https://www.maidfordparishcouncil.gov.uk
- Reviewed a copy of the council's cashbook

I appreciate that Maidford Parish Council is a small council and that, at times, council members may feel that what is expected of the council is onerous. However, the council is a body corporate and is subject to the same legislation and regulation as any other council.

The cashbook for the Metro account is up to date and well-organised. It would be helpful if the cashbook included a column with a short description of each item rather than just the name of the supplier, although more detailed information is available on the monthly finance reports.

Bank balances for the Metro account and a full financial report are presented at every council meeting, and payments are approved. I note that the Council does not have access to the NS&I account and is currently unable to reconcile this. Whilst seemingly minor the situation has been ongoing for some time and the council cannot be fully clear on their true financial position until this is resolved. I know the council is trying to resolve this, but I **have answered NO to assertion A**

VAT is correctly recorded in the council's cashbook. Periodic VAT returns are made.

During the year, the council made several larger purchases, including fencing, a bench and a village sign. The agendas and minutes would benefit from clearer wording so that the decisions being made are more explicit. The council should also be able to demonstrate, through the minutes, that the council has complied with its Financial Regulations.

Financial Regulation 5.8 requires the council to obtain written quotations from three or more suppliers where the value of the purchase is over £2,000. The council should consider these quotations and make a formal decision to appoint a supplier.

By way of example, minute 09/25 from May 2025 states:

**"09/2025 Village improvements.**

*The area around the garages, next to the land owned by the Parish Council, which is new to improved soon* ***with the addition of the Village Sign, is to be considered to be improved also. The Village Sign is to be ordered and a final quote to be obtained.*** *A new fence was suggested and a quote is to be obtained for this".*

I could not find a subsequent minute recording the quotations obtained, or a clear resolution confirming the selected supplier and agreed price, although I can see that a payment to the village sign company was approved in March 2026. **I have therefore answered NO to assertion B.**

The Parish Council does not maintain petty cash, and since no staff are employed by the council, these areas were not included in the audit.

The council is insured through Clear Councils, but the risk register was not reviewed during the year. This also came to my attention in my report last year. It is advisable for the council to undertake this review as soon as possible.
**I have therefore answered NO to assertion C.**

There is a regulatory requirement that a budget is agreed prior to a precept being set. There needs to be a deliberate decision at each stage and the minutes should be framed so that there is an unambiguous statement of the decision processes and what that decision is. This can be achieved by structuring the agenda accordingly and repeating that structure in the minutes. This wasn't evident from the minutes.
**I have therefore answered NO to assertion D.**

The council should periodically review core policies such as the code of conduct, financial regulations, and standing orders and ensure that these are available on the council's website.

Further work is needed on the website to ensure that all documents are available and easily accessible. Not all information required under the Transparency Code for Smaller Authorities - GOV.UK appeared to be available on the website at the time of the audit. Notably, I was not able to find agendas for all meetings or the council's asset register. **I have therefore answered NO to assertion L.**

During the audit, it came to my attention that the Council did not publish the report of the External Auditor, nor was this reviewed and considered by the Council. The Council must consider this report when completing the Annual Governance Statement. **I have therefore answered NO to assertions M and N which aligns with the external auditors comments.**

The Council now has a .gov website domain, but unfortunately the website provider has not yet provided an email address that is linked to the domain. A privacy policy is available on the council's website, but there is no accessibility statement. **I have therefore answered NO to assertion O.**

**Further guidance on all the matters raised in this report can be found in the Practitioners' Guide 2026. Practitioners' Guide 2026/27**

This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud.

Please do contact me if you have any queries relating to this report.

Yours sincerely,

*Kate Houlihan*

NcALC Internal Auditor