

FORTON PARISH COUNCIL

Finance Report For The Meeting To Be Held On Wednesday 13 May 2026

1. 2025/2026 Year-End - 31 March

Attached is the financial statement for the year ended 31 March 2026. It balances to the bank statements covering the year-end with a closing balance of £1,070.76. It is this statement that provides the information for the annual return (AGAR), page 6 which is attached to this report and which requires the council's approval. (See paragraph 5 below).

ACTION: 1

Accept the 2025/2026 Year End financial statement as a true record and ask the chairman to sign a copy.

2. 2026/2027 Quarter One

Attached is the Quarter 1 financial statement dated 06 May 2026. It balances to the latest bank statements received with a closing balance of £2,218.71, the first tranche of £733.35, Precept, Council Tax Grant and Concurrent monies having been received from Stafford Borough Council on 16 April.

ACTION: 2

Accept the 2026/2027 Quarter 1 financial statement as a true record and ask the chairman to sign a copy.

3. Insured Risks

The Council needs to undertake its annual risk assessment and the writer suggests that a review of its proposed insurance cover at this time will meet this responsibility. Councillors need to satisfy themselves that the renewal, on the same terms as last year and at the same cost of £196.00, meets the risks the Council might face during the forthcoming year. (Insurance cover runs from 01 June to 31 May). See the insurance schedule attached to this report as Appendix 1.

ACTION: 3.1

Agree that the cover provided by Zurich Municipal covers all the risks councillors envisage the Council might face in the year to 31 May 2027.

ACTION: 3.2

Agree to continue insurance with Zurich Municipal on the terms offered for 01 June 2026 to 31 May 2027 at the premium of £196.00 (budget £204.04).

4. Payments For Approval

Precept Payments	£.p	Budget £.p	Agree to Pay £.p
Clerk's Salary (gross) – 1 st quarter	134.84	134.84	
PAYE	tba	nil	
Clerk's expenses	tba	15.00	
*SPCA subscription 2025/26 @ £114.02	169.87	118.69	169.87
Zurich Insurance premium 2023/24	196.00	204.04	196.00
TOTALS	500.71	472.57	

SPCA has expanded its offer, particularly for training and has substantially increased its subscription rates. This had been notified to the RFO by email but regrettably was not included in the budget. Following some negotiation with SPCA, it has agreed to provide 2 training slots this year, without charge (value £80.00). These have already been accepted: an end of year package for the RFO and an introduction to chairing for the chair.

ACTION: 4

Approve the above payments and authorise the RFO to make them.

5. Annual Audit 2025/2026

The audit papers need to be submitted before 30 June this year. The necessary notices for the exercise of electors' right to inspect accounts and records dated 02 June 2026 will be posted with the period allowing examination from 03 June 2026 to 14 July 2026 (30 working days).

The council is therefore asked to: -

ACTION: 5.1

Approve the Certificate of Exemption – AGAR 2025/26 (Page 3) which we did agree to do at the last meeting held on 11 March 2026 (minute ref: 26/008-4). This page has already been signed by the RFO and now requires the Chairman's signature. (Please leave the minute reference blank).

ACTION: 5.2

Note receipt of the clean Annual Internal Audit Report 2025/26 (Page 4).

ACTION: 5.3

Address the Annual Governance Statement 2025/26, questions Nos 1 – 10 (Page 5) after which the Chairman & Clerk are both required to sign. (Please leave the minute reference blank).

ACTION: 5.4

Approve the Accounting Statements 2025/26 (Page 6) this has already been signed by the RFO and now the Chairman is required to sign (Please leave the minute reference blank).

ACTION: 5.5

Record a vote of thanks to Hannah Follows for conducting our internal audit, without charge.

D L Carver
RFO
05 May 2026

Appendix 1

Zurich Municipal: Local Councils Policy Schedule: 01 June 2026 – 31 May 2027

Appendix 2

Copy of part-completed AGAR pages 3, 4, 5 & 6

Zurich Municipal: Local Councils Policy Schedule: 01 June 2026 – 31 May 2027

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Policy Number: YLL-2720920863

Insured: Forton Parish Council (Stafford)

Business: Parish Council

Period of Insurance:

From 01/06/2026

To 31/05/2027

and any other period for which cover has been agreed.

Premium Breakdown:

Package £ 196.00

Monuments, Memorials & Statues All Risks £ 0.00 (Cover not selected)

Playground Equipment All Risks £ 0.00 (Cover not selected)

Total Annual Premium* £ 196.00

*Premiums are inclusive of Insurance Premium Tax

Schedule Number 169121490

Preparation Date 06/04/2026

Policy Form Reference MLAACH10

Doc. No.ZTS160910.4 Page 2 of 10

Statement of Fact

You have confirmed to us that you comply with these statements of fact. If you become non-compliant with any of these statements, you must tell us, as it may affect your ability to claim under this policy.

- You have never had insurance declined, refused, cancelled or had special terms applied
- You will have up to date risk assessments whilst you are insured with us
- If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:
 - o Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
 - o You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
 - o You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
 - o All Employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
 - o You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
 - o You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

- You are not aware of any situations prior to purchasing this policy, which might cause a claim
- You have not had more than three claims or any one claim exceeding £5,000 in the last three years
- On average, your volunteers contribute less than 70 hours a week
- You do not hold any events that have more than 500 people in attendance at any one time
- You do not send goods or money outside of UK
- You are not responsible for insuring any type of buildings
- You are not responsible for:
 - o Skateparks, BMX tracks or adventure playgrounds
 - o Zip wires, trampolines or inflatable play equipment
- You do not require All Risks cover for monuments, memorials & statues
- You do not require All Risks cover for playground equipment

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part C – All risks

Where no premises address is shown, the item is not based at one location and cover is provided anywhere with the territorial limits.

All contents owned by the council, excluding any other items specified on the schedule, subject to the single article limit: sum insured: £ 12,000, Excess: £100

Single article limits applicable are:

Computer Equipment £2,000

Fine Art and Jewellery £2,500

Civic Regalia £2,500

Operative Endorsements: 1 and 2 (please refer to the Endorsement section of the policy wording)

Part D – Money

Limit any one loss

1. Loss of Non-Negotiable money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii): £250,000

2. Loss of other money:

(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe: £5,000

(b) in the private residence of any member or employee: £250

(c) in the premises

(i) in the custody of or under the actual supervision of any member or employee: £5,000

(ii) in locked safes or strongrooms: £5,000

(iii) in locked receptacles other than safes or strongrooms: £250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of Section 1 – Special Definitions, the definition of Person Insured is extended to include any person between the ages of 16 and 90.'

Part E – Public liability

Limit of Indemnity: £12,000,000

Operative Endorsements: None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements: None

Part H – Libel and slander

Sum Insured: £250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements: None

Part N – Fidelity guarantee

Persons Guaranteed: All members and employees: Sum Guaranteed: £250,000

Excess: £100 each and every loss

Operative Endorsements: None

Part O – Personal accident

The cover

Category: A, Employees: Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business

Category: B, member: Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business

Category: C volunteer: Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business

Excesses: Not applicable

Benefits

Benefit Categories: A B C as defined above

1. Death A: £100,000 B: £100,000 C: £20,000

2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes) A: £100,000 B: £100,000 C: £20,000

3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech A: £100,000 B: £100,000 C: £20,000

3B. Total Loss of Hearing in one ear: 25% of 3A 25% of 3A 25% of 3A

4. Permanent Total Disablement: A: £100,000 B: £100,000 C: £20,000

5. Permanent Partial Disablement See section 2.16 See section 2.16 See Section 2.16

6. Paraplegia: A: £75,000 B: £75,000 C: £Nil

7. Quadriplegia: A: £125,000 B: £125,000 C: £Nil

8. Temporary Total Disablement: A: £500 per week B: £500 per week C: £100 per week

9. Temporary Partial Disablement: 50% of 8 or Nil B: 50% of 8 or Nil C: 50% of 8 or Nil

Benefit Period – temporary disablement A: 104 weeks B: 104 weeks C: 104 weeks

Deferment Period – temporary disablement: A: 0 days B: 0 days C: 0 days

Operative endorsements

1 Special exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal expenses

Insured Incidents:

1. Employment Disputes and Compensation Awards: Operative

2. Legal Defence: Operative

3. Statutory License Appeal: Operative

4. Contract Disputes - £5,000 Limit: Operative

5. Debt Recovery: Operative

6. Property Protection and Bodily Injury: Operative

7. Tax Protection: Operative

Limit of Indemnity: £250,000

Operative Endorsements: None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This

means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the 'cooling off period' for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

-ends-

UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ. Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA.

Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113. Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Certificate of Exemption – AGAR 2025/26 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

ENTER NAME OF AUTHORITY

certifies that during the financial year 2025/26, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2025/26:

ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2025/26:

ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2026.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

Telephone number

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

TELEPHONE NUMBER

*Published web address

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2026. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, 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 2025/26 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. Cash payments were properly supported by receipts, all 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 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>			
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). Date(s) internal audit undertaken Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

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

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, 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 have assured 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>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*For any statement to which the response is 'no', an explanation **must** be published

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

Information required by the Transparency Code (not part of the Annual Governance Statement)

Yes No

The authority website is up to date and the information required by the Transparency Code has been published.

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>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.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

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.

SIGNATURE REQUIRED

DD/MM/YYYY

Date

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

Forton Parish Council

YEAR 2025/2026 - YEAR END FINANCIAL STATEMENT

RECEIPTS			
date	description	£ budget	£ actual
PRECEPT			
01-Apr-25	opening balance	920.60	1,070.76
10-Apr-25	precept Stafford BC, tranche 1	590.00	590.00
10-Apr-25	Council Tax Support Grant, tranche 1	19.04	19.04
13-Oct-25	precept Stafford BC, tranche 2	590.00	590.00
13-Oct-25	Council Tax Support Grant, tranche 2	19.03	19.03
30-Apr-25	Interest	nil	1.05
30-May-25	Interest	nil	1.31
30-Jun-25	Interest	nil	1.05
31-Jul-25	Interest	nil	1.03
29-Aug-25	Interest	nil	0.94
30-Sep-25	Interest	nil	1.04
31-Oct-25	Interest	nil	1.13
28-Nov-25	Interest	nil	1.37
31-Dec-25	Interest	nil	1.61
30-Jan-26	Interest	nil	1.47
28-Feb-26	Interest	nil	1.37
31-Mar-26	Interest	nil	1.35
	TOTAL INTEREST		14.72
	TOTAL PRECEPT	1,218.07	1,218.07
		£ 2,138.67	£ 2,303.55

CONCURRENT GRANT			
date	description	£ budget	£ actual
01-Apr-25	opening balance	nil	nil
10-Apr-25	concurrent Stafford BC, tranche 1	135.00	135.00
13-Oct-25	concurrent Stafford BC, tranche 2	135.00	135.00
		£ 270.00	£ 270.00

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
09-Jun-25	SPCA annual subscription, 2025-26	109.14	114.02	2,189.53
28-May-25	clerk's salary, gross, quarter 1	129.90	104.10	2,085.43
29-May-25	PAYE	nil	25.80	2,059.63
May-25	clerk's expenses, quarter 1	15.00	nil	2,059.63
May-25	election costs contingency	190.28	nil	2,059.63
05-Jun-25	general insurance 01 June - 31 May	211.15	196.00	1,863.63
Jul-25	clerk's salary, gross, quarter 2	129.90	nil	1,863.63
Jul-25	PAYE	nil	nil	1,863.63
Jul-25	clerk's expenses, quarter 2	15.00	nil	1,863.63
Sep-25	annual audit fee	nil	nil	1,863.63
13-Mar-26	Website Bronze Subscription due Mar '26	143.88	143.86	1,719.77
Nov-25	clerk's salary, gross, quarter 3	129.90	nil	1,719.77
Nov-25	PAYE	nil	nil	1,719.77
Nov-25	clerk's expenses, quarter 3	15.00	nil	1,719.77
11-Mar-26	***Cricket Club Room Rent 11 Mar '26	37.50	37.50	1,682.27
Nov-25	**parish hall rent for 2025-26	145.44	nil	1,682.27
11-Mar-26	clerk's salary, gross, quarter 4	129.90	109.70	1,572.57
11-Mar-26	PAYE	nil	27.20	1,545.37
Mar-26	clerk's expenses, quarter 4	15.00	nil	1,545.37
11-Mar-26	SPCA Councillor Training	150.00	40.00	1,505.37
	circa 15% general contingency reserve	305.90	300.00	
		£ 2,172.89	£ 798.18	£ 1,505.37

24-Mar-26	Forton PCC War Memorial grant	270.00	270.00	-
		£ 270.00	£ 270.00	£ -

Closing Balances (Precept + Concurrent) TOTALS £ 1,505.37

BANK STATEMENT RECONCILIATION		£.p
Current Account Statement @ 31 March 2026		597.50
Reserve Account Statement @ 02 April 2026		1,255.37
		1,852.87
add uncleared funds: -		
	Uncleared Funds Total	-
	TOTAL	£ 1,852.87

Un-presented Cheques	£.p
Forton PCC Grant - cheque 000349	270.00
SPCA Clerk Training - cheque 000357	40.00
Cricket Club Room Rent - cheque 000358	37.50
Uncleared Cheques Total	347.50
Reconciliation TOTAL	£ 1,505.37

Dates in full agree with cheque stubs and/or bank statement.

** Parish Hall closed summer '24 u.f.n.

***Cricket Club room rate agreed @ £37.50 each meeting (email 25/03/2025). (Ashley Gillum agreed no charge for November Meeting)

Prepared by David Carver, RFO, Forton Parish Council, 06 May 2026

Forton Parish Council

YEAR 2026/2027 - QUARTER 1 FINANCIAL STATEMENT

RECEIPTS			
date	description	£ budget	£ actual
PRECEPT			
01-Apr-26	opening balance	920.60	1,505.37
16-Apr-26	precept Stafford BC, tranche 1	590.00	580.00
16-Apr-26	Council Tax Support Grant, tranche 1	18.35	18.35
Oct-26	precept Stafford BC, tranche 2	590.00	
Oct-26	Council Tax Support Grant, tranche 2	19.03	
30-Apr-26	Interest	nil	0.98
31-May-26	Interest	nil	
28-Jun-26	Interest	nil	
31-Jul-26	Interest	nil	
30-Aug-26	Interest	nil	
30-Sep-26	Interest	nil	
31-Oct-26	Interest	nil	
29-Nov-26	Interest	nil	
31-Dec-26	Interest	nil	
31-Jan-27	Interest	nil	
28-Feb-27	Interest	nil	
31-Mar-27	Interest	nil	
	TOTAL INTEREST		0.98
	TOTAL PRECEPT	1,217.38	598.35
		£ 2,137.98	£ 2,104.70

CONCURRENT GRANT			
date	description	£ budget	£ actual
01-Apr-26	opening balance	nil	nil
16-Apr-26	concurrent Stafford BC, tranche 1	135.00	135.00
Oct-26	concurrent Stafford BC, tranche 2	135.00	
		£ 270.00	£ 135.00

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
May-26	SPCA annual subscription, 2026-27	118.69		
May-26	clerk's salary, gross, quarter 1	134.84		
May-26	PAYE	nil		net
May-26	clerk's expenses, quarter 1	15.00		
May-26	election costs contingency	198.08		
May-26	general insurance 01 June - 31 May	204.04		
Jul-26	clerk's salary, gross, quarter 2	134.84		net
Jul-26	PAYE	nil		
Jul-26	clerk's expenses, quarter 2	15.00		
Sep-26	annual audit fee	nil		
Mar-27	Website Bronze Subscription due Mar '27	149.78		
Nov-27	clerk's salary, gross, quarter 3	134.84		net
Nov-27	PAYE	nil		
Nov-27	clerk's expenses, quarter 3	15.00		
May-26	***Cricket Club Room Rent May '26 - Mar '27	nil		
Nov-26	**parish hall rent for 2026-27	151.40		
Mar-27	clerk's salary, gross, quarter 4	134.84		net
Mar-27	PAYE	nil		
Mar-27	clerk's expenses, quarter 4	15.00		
Mar-27	SPCA Councillor Training	nil		
08-Apr-26	.gov.uk emails £20.99 on 8th each month	251.88	20.99	
	circa 20% general contingency reserve	302.87		
		300.00		
		£ 2,276.10	£ 20.99	£ 2,083.71

Mar-27	All Saints Church Forton PCC grant)	67.50		
Mar-27	Forton PCC Churchyard upkeep grant)	67.50		
Mar-27	Forton Parish Hall grant	67.50		
Mar-27	Forton Cricket Club grant	67.50		
	organisations & amounts are indicative only			
		£ 270.00	£ -	£ 135.00

Closing Balances (Precept + Concurrent) TOTALS £ 2,218.71

BANK STATEMENT RECONCILIATION		£.p
Current Account Statement @ 06 May 2026		250.00
Reserve Account Statement @ 06 May 2026		1,968.71
		2,218.71
add uncleared funds: -		
	Uncleared Funds Total	-
	TOTAL	£ 2,218.71

		£.p
	Uncleared Cheques Total	-
	Reconciliation TOTAL	£ 2,218.71

Dates in full agree with cheque stubs and/or bank statement.

** Parish Hall closed summer '24 u.f.n.

Prepared by David Carver, RFO, Forton Parish Council, 06 May 2026