

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

### Stottesdon and Sidbury 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 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.	✓			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 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.	✓			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.
			✓	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

**\*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:

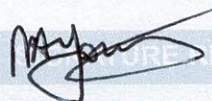
18/05/2026

and recorded as minute reference:

8 a) iii

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

Chair

 SIGNATURE REQUIRED

Clerk

 SIGNATURE REQUIRED

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PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2025/26 for

### Stottesdon and Sidbury Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	48,869	45,017	Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	26,000	39,950	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,374	1,285	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	18,219	20,565	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	4,853	4,853	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	8,154	18,904	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	45,017	41,930	Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	45,017	41,930	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	121,543	121,497	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	11,808	7,174	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).


31610+  
13407

41350  
+ 578

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.**

SIGNATURE REQUIRED  
  
 Date 07/05/2026

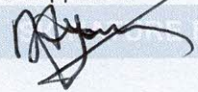
I confirm that these Accounting Statements were approved by this authority on this date:

18/05/2026

as recorded in minute reference:

8a) iv MINUTE REFERENCE

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

  
 SIGNATURE REQUIRED

# Annual Internal Audit Report 2025/26

## Stottesdon and Sidbury Parish Council

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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. (If the authority had a limited assurance review of its 2024/25 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 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).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
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.	✓		✓

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: 12/05/2026 Name of person who carried out the internal audit: VICTORIA OF TURNER

Signature of person who carried out the internal audit: *Victoria Turner* Date: 12/05/2026

\*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).

## Contact details

Name of smaller authority: Stottesdon + Sidbury Parish Council

County Area (local councils and parish meetings only): Shropshire

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
<b>Name</b>	Mrs Freda Morris	Mr David Young
<b>Address</b>	18 Globe Drive Stottesdon Kidderminster Worce DY14 8UF.	Fairacres Stottesdon Kidderminster
<b>Daytime telephone number</b>	01746 718453	01746 718684
<b>Mobile telephone number</b>	07921822341	07582 513104
<b>Email address</b>	clerk@stottesdon-pc.gov.uk	david.young@stottesdon-pc.gov.uk

Clerk@stottesdon-pc.gov.uk

All contact details remain the same, except for email addresses.

## CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

**This form is only for use by smaller authorities subject to a review and should not be published on your website**

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: Stottesdan & Sidbury Parish Council

County Area (local councils and parish meetings only): Shropshire

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on Wednesday 3rd June 2026

and ending on Tuesday 14<sup>th</sup> July 2026

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2026 (i.e. Wednesday 1 July – Tuesday 14 July). The period should not commence before the approval of the AGAR.)

We have suggested the following dates: Wednesday 3 June – Tuesday 14 July 2026 The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026.)

Signed: [Signature]

Role: CLERK/RFO

# Reconcile All Banks

Bank reconciliation is the process of matching the balances in your accounting records to the corresponding information on a bank statement. The goal of this process is to ascertain the differences between the two, and to book changes to the accounting records as appropriate.

31 March 2026 (2025-2026)

## Stottesdon and Sidbury Parish Council

Prepared by: Mrs Freda Manns Date: 31/3/26  
Name and Role (Clerk/RFO etc)

Approved by: DAVID YOUNG - CHAIRMAN Date: 18/5/26  
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/03/2026			
	Cash in Hand 01/04/2025		45,017.07
	<b>ADD</b> Receipts 01/04/2025 - 31/03/2026		41,234.96
			86,252.03
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/03/2026		44,322.45
<b>A</b>	<b>Cash in Hand 31/03/2026</b> (per Cash Book)		<b>41,929.58</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2026	0.00	
	Lloyds Current Account 31/03/2026	577.34	
	Lloyds Savings Account 31/03/2026	41,352.24	
			<b>41,929.58</b>
	Less unrepresented payments		
			41,929.58
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>41,929.58</b>
	<b>A = B Checks out OK</b>		



United Kingdom  
Debt Management  
Office

OFFICIAL

T 020 7862 6610  
E [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk)  
[www.dmo.gov.uk](http://www.dmo.gov.uk)

**PWLB lending facility**

BALANCE OUTSTANDING AS AT 31 Mar 2026

7 April 2026

STOTTESDON & SIDBURY PARISH C (WORCS)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW506088	25 May - 25 Nov	FIXED	ANNUITY	£7,174.37
<b>TOTAL OUTSTANDING BALANCE:</b>				<b>7,174.37</b>
<b>TOTAL NUMBER OF LOANS:</b>				<b>1</b>

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk) if you have any queries.

## Explanation of variances – pro forma

Name of smaller authority: **Stotherton and Sibbury Parish Council**  
 County area (local councils and SPOs): **Strogsburg**

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £5,300,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	48,888	45,017				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	26,000	39,980	13,950	53.65%	YES		Precept increased due to uncertainty of what devolved services may be taken on from Shropshire Council, which included extra money for EMG (Legnighman Scheme) work
3 Total Other Receipts	1,374	1,285	-89	6.48%	NO		
4 Staff Costs	18,219	20,565	2,346	12.88%	NO		
5 Loan Interest/Capital Repayment	4,853	4,853	0	0.00%	NO		Clerks expenses including purchases from Amazon and Slinky Ink - £77.84, Insurance increased by £78.14, Surgery car park work - £288.40, Computer - gov.uk names plus updates - £106.26, EMG (legnighman scheme) -£997.5 extra work due to weather (floods, ditch and drain cleaning, tree removal etc. Payroll administration increased by £80, s137 payments of £173.00. Total = £10778.44
6 All Other Payments	8,154	18,304	10,750	131.84%	YES	VARIANCE EXPLANATION NOT REQUIRED	
7 Balances Carried Forward	45,017	41,930				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	45,017	41,930				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	121,543	121,487	-46	0.04%	NO		
10 Total Borrowings	11,808	7,174	-4,634	39.24%	YES		2 payments of £2426.43 made during the year = £4852.36 reduced from loan

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable