

# **Carlton Parish Council**

## **Audit documentation for the financial year ending 31<sup>st</sup> March 2026**

### **This file includes the following documents:**

- (A) Annual Governance and Accountability Return 2025-2026 comprising:
  - Page 3: Certificate of Exemption
  - Page 4: Internal audit report
  - Page 5: Annual governance statement
  - Page 6: Accounting statements
- (B) Explanation of variances
- (C) Bank reconciliation
- (D) Explanation for high reserves

These documents are unaudited and subject to change

The accounts and supporting documentation will be available for public  
inspection from  
Wednesday 3<sup>rd</sup> June to Tuesday 14<sup>th</sup> July 2026 inclusive

[Full details and information about public rights will be given in separate advertisements]

More detailed financial information is published on the  
Carlton Parish Council website at [www.carltonpc.co.uk/finance](http://www.carltonpc.co.uk/finance)

# 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.

CARLTON PARISH COUNCIL

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: £ 14,684  
Total annual gross expenditure for the authority 2025/26: £ 15,350

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.

Sign [redacted] authority will comply with the publication requirements.

Signature	Date	I confirm that this Certificate of Exemption was approved by this authority on this date: as recorded in minute reference: P. 2022 / 10e
[redacted]	13/5/2026	
Signature	Date	
[redacted]	13/5/26	
Generic email address of Authority	Telephone number	
@ CARLTONPC.CO.UK.	01455-290934	

\*Published web address  
WWW.CARLTONPC.CO.UK.

**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

CARLTON 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: 01/04/2026

Name of person who carried out the internal audit: DAWN IGDE.

Signature carried out

Date: 5/5/26

\*If the response is "No" then an action plan must be developed and a date for the action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is "Not covered" then the most recent internal audit work was done in this area and when it is next planned; or, if coverage is "Not applicable" then the authority must explain why not (add separate sheets if needed).

# Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

CARLTON 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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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.	YES		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
			N/A
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	YES		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

\*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:

13/05/2026

and recorded as minute reference:

P. 2022/10g.

Signed by the Chair and Clerk of the meeting where

app  
Ch  
C

Information required by the Transparency Code (no	Statement)	Yes	No
The authority website is up to date and the information required by the Transparency Code has been published.		YES	

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**Section 2 – Accounting Statements 2025/26 for**

CARLTON PARK COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	55786	55608	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. 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	9200	10000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2256	4685	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	2250	3400	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	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	9384	11950	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	55608	54943	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	55608	54943	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	28709	30020	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	NIL	NIL	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?		NO	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 \_\_\_\_\_ before being presented

Date

12/04/2026

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

13/5/2026

as recorded in minute reference:

P. 2023/106

Signed  
Acc

# Carlton Parish Council Leicestershire

## B) Explanation of variances for financial year ending 31<sup>st</sup> March 2026

	2023/24	2024/25	Variance £	Variance %	Explanation																												
<b>Box 2</b>	9200	10000	800	8.7	Precept increased by resolution																												
<b>Box 3</b>	2256	3787	1531	67.9%	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Bank interest 24/25</td> <td style="text-align: right;">675</td> </tr> <tr> <td>Grants 24/25</td> <td style="text-align: right;">700</td> </tr> <tr> <td>VAT refund 24/25</td> <td style="text-align: right;">556</td> </tr> <tr> <td>Cemetery fees 24/25</td> <td style="text-align: right;">250</td> </tr> <tr> <td><b>TOTAL 1</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>2181</b></td> </tr> <tr> <td>Bank interest 25/26</td> <td style="text-align: right;">1095</td> </tr> <tr> <td>Grants 25/26</td> <td style="text-align: right;">1325</td> </tr> <tr> <td>VAT refund 25/26</td> <td style="text-align: right;">666</td> </tr> <tr> <td>Cemetery fees 25/26</td> <td style="text-align: right;">700</td> </tr> <tr> <td><b>TOTAL 2</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>3786</b></td> </tr> <tr> <td><b>TOTAL 2 – TOTAL 1</b></td> <td style="text-align: right;"><b>1605</b></td> </tr> <tr> <td><b>Subtract variance</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>1531</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>74</b></td> </tr> <tr> <td><b>Residual variance</b></td> <td style="text-align: right;"><b>-3.3%</b></td> </tr> </table>	Bank interest 24/25	675	Grants 24/25	700	VAT refund 24/25	556	Cemetery fees 24/25	250	<b>TOTAL 1</b>	<b>2181</b>	Bank interest 25/26	1095	Grants 25/26	1325	VAT refund 25/26	666	Cemetery fees 25/26	700	<b>TOTAL 2</b>	<b>3786</b>	<b>TOTAL 2 – TOTAL 1</b>	<b>1605</b>	<b>Subtract variance</b>	<b>1531</b>		<b>74</b>	<b>Residual variance</b>	<b>-3.3%</b>
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<b>Box 4</b>	2250	3400	1150	51.1%	Clerk's salary increased by resolution																												
<b>Box 5</b>	nil	nil																															
<b>Box 6</b>	9384	11053	1669	17.8%	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Cemetery fencing 24/25</td> <td style="text-align: right;">1000</td> </tr> <tr> <td>Noticeboard</td> <td style="text-align: right;">907</td> </tr> <tr> <td>Church gate lamp 24/25</td> <td style="text-align: right;">365</td> </tr> <tr> <td><b>TOTAL 1</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>2272</b></td> </tr> <tr> <td>Cemetery fencing 25/26</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Church gate lamp 25/26</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Playbark 25/26</td> <td style="text-align: right;">1080</td> </tr> <tr> <td>Defibrillator 25/26</td> <td style="text-align: right;">1629</td> </tr> <tr> <td>Churchyard wall surveys</td> <td style="text-align: right;">1195</td> </tr> <tr> <td><b>TOTAL 2</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>3904</b></td> </tr> <tr> <td><b>TOTAL 2 – TOTAL 1</b></td> <td style="text-align: right;"><b>1632</b></td> </tr> <tr> <td><b>Subtract variance</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>1669</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>-37</b></td> </tr> <tr> <td><b>Residual variance</b></td> <td style="text-align: right;"><b>0.4%</b></td> </tr> </table>	Cemetery fencing 24/25	1000	Noticeboard	907	Church gate lamp 24/25	365	<b>TOTAL 1</b>	<b>2272</b>	Cemetery fencing 25/26	0	Church gate lamp 25/26	0	Playbark 25/26	1080	Defibrillator 25/26	1629	Churchyard wall surveys	1195	<b>TOTAL 2</b>	<b>3904</b>	<b>TOTAL 2 – TOTAL 1</b>	<b>1632</b>	<b>Subtract variance</b>	<b>1669</b>		<b>-37</b>	<b>Residual variance</b>	<b>0.4%</b>
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<b>Box 9</b>	28709	30020	1311	5.5%	Defibrillator 25/26	1310
						1
					Residual variance	0%

**Box 10**          nil                  nil

C J Peat  
Responsible Financial Officer  
13<sup>th</sup> April 2026

# Carlton Parish Council Leicestershire

## C) Bank reconciliation for financial year ending 31<sup>st</sup> March 2026

Bank statements at 31 <sup>st</sup> March 2025	£.p
HSBC Business current account	1020.55
HSBC Business Money Manager account	5049.44
Hinckley & Rugby Building Society 45-day notice account	48985.91
<u>Total</u>	<u>55055.90</u>
<i>Subtract</i> Uncollected direct debits	113.20 ✓
<hr/>	
<b>Balance carried forward</b>	<b>54942.70</b>

Receipts & Payments account book	£.p
Opening balance on 1 <sup>st</sup> April 2026	55608.23
<i>Add</i>	
<u>Receipts to 31<sup>st</sup> March 2026</u>	<u>14684.55</u>
<u>Total</u>	<u>70292.78</u>
<i>Add</i>	
<u>Lost cheque 100894 written back in</u>	<u>897.53</u>
	71190.31
<i>Subtract</i>	
<u>Payments to 31<sup>st</sup> March 2026</u>	<u>15350.08</u>
	55840.23
<i>Subtract</i>	
<u>Lost cheque 100894 written out</u>	<u>897.53</u>
<b>Total</b>	<b>54942.70</b>

C J Peat  
Responsible Financial Officer  
13<sup>th</sup> April 2026

# Carlton Parish Council Leicestershire

## **D) Explanation for high reserves**

Carlton Parish Council held the following reserves at 31<sup>st</sup> March 2026:

Recreational land reserve (for purchase of playing field)	41625
Fixed asset fund (for repair/replacement of fixed assets eg play equipment)	3044
Voluntary group funds (include public donations)	2153
Election reserve	2000
Contingency reserve	4000
<b>Total</b>	<b><u>52822</u></b>

C J Peat  
Responsible Financial Officer  
13<sup>th</sup> April 2026