MORLEY PARISH COUNCIL

Audit Contents 2024 – 2025

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MPC

Annual Governance and Accountability Return 2024/25 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must,** after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
   a) does not meet the qualifying criteria for exemption; or
   b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income **or** gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes:**
   a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2025.** Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
   b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
   c) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
   d) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
   e) **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.
   NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.
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.**

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2024/25**, page 4
- **Section 1 – Annual Governance Statement 2024/25**, page 5
- **Section 2 – Accounting Statements 2024/25**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2024/25 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT.**

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

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 2 of the Annual Governance and Accountability Return (AGAR) 2024/25, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2025. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2025.** Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- 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.
- 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.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **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.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and 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 been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
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', is an explanation available for publication?		
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 **31 March 2025** been reconciled to Box 8?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? *(Local Councils only)*		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices,** can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Sent 3 MAY 2025

Certificate of Exemption – AGAR 2024/25 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 2025, 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 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

MORLEY PARISH COUNCIL

certifies that during the financial year 2024/25, 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 2024/25: £21,880

Total annual gross expenditure for the authority 2024/25: £21,570

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 2021
- In relation to the preceding financial year (2023/24), 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 2025.
Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	28/04/2025
[signature]	28/04/2025		
Signed by Chair	Date	as recorded in minute reference:	
[signature]	28/04/2025	2025-04-08e	

Generic email address of Authority

morleyparishclerk@gmail.com

Telephone number

07775277793

*Published web address

morley-parish-council.norfolkparishes.gov.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 2025. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2024/25

MORLEY PARISH COUNCIL

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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.			N/A No Petty Cash
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 2023/24, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 AGAR *(see AGAR Page 1 Guidance Notes)*.	✓		

O. (For local councils only)	Yes	No	Not applicable
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

16/06/2025

Name of person who carried out the internal audit

Leah Smith

Signature of person who carried out the internal audit

Date 16/06/2025

*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:

MORLEY 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 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	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
			✓	

*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:

28/04/2025

and recorded as minute reference:

2025.04.08e

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

Chair

Clerk

Information required by the Transparency Code *(not part of the Annual Governance Statement)*	Yes	No
The authority website/webpage is up to date and the information required by the Transparency Code has been published.		

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Section 2 – Accounting Statements 2024/25 for

MORLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	*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	8,995	8065	*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	10,500	11,025	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	3,007	10,855	*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	2,947	3,187	*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	11,491	18,384	*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	8,064	8,374	*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	8.065	8,374	*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	439,496	439.496	*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 28/04/2025

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

28/04/2025

as recorded in minute reference:

2025.04.8e

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

MORLEY PARISH COUNCIL

Financial Regulations

To be read in conjunction with Morley Parish Council Code of Conduct, and to be interpreted in conformity with current legislation and government guidelines. If clarification is required, guidance will be sought from Norfolk ALC.

1. The Parish Clerk shall act as Responsible Financial Officer (RFO) whose duties include the financial management of the affairs of the Parish Council.
2. As part of these duties, the RFO shall maintain an up-to-date cashbook showing all payments and receipts and current balances, and will present a financial statement to the Council at each Parish Council meeting. Cashbook entries shall be supported by invoices, and shall agree with entries on bank statements.
3. Internal audits shall be carried out at least once a year by a person outside the Parish Council nominated by the Parish Council to carry out this work.
4. At least three councillors (normally including the Chair) shall be registered with the bank as authorised signatories, with any two of these signatures required to sign Parish Council cheques and to authorise online transactions and changes to the bank accounts.
5. The cheque book will be held by the RFO.
6. Payments may only be made on receipt of an invoice, and following the minuted agreement of the Parish Council.
7. Cheque stubs and invoices shall be initialled by the two councillors signing a cheque at the time the cheque is signed.
8. In all its financial dealings, Morley Parish Council shall act in a transparent and ethical manner. As part of its stewardship of public money, the Council shall always seek good value for money. "Value for money" refers not only to monetary value, but also to considerations of sustainability and quality, and the benefit of the community. Whenever possible, preference will be given to goods and services obtained locally, which help to maintain the local economy.
9. Requirements for authorising payments:
    - Up to £100: may be authorised by the RFO for necessary repairs or supplies and minuted at the next Parish Council meeting;
    - Up to £500: may be authorised by the Parish Council at a minuted Parish Council meeting;
    - In excess of £500: may be authorised by the Parish Council at a minuted Parish Council meeting on receipt of a written quotation;
    - In excess of £1,000: may be authorised by the Parish Council at a minuted Parish Council meeting on receipt of two written quotations.
10. This document will be reviewed annually at a full meeting of the Parish Council.

Adopted by Morley Parish Council on 17 February 2020

Chair [signature] *RFO* [signature]

Morley Parish Council

Receipts and Payments 1 April 2024 to 31 March 2025

Payments

date	payee	cheque	narrative	amount	incl VAT
04 April 2024	MVH	SO	container rental	£150.00	
17 April 2024	D Eckles	575	grass seed (reimburse)	£15.99	
19 April 2024	Gareth Roderick-Jones	576	salary April	£265.60	
07 May 2024	MVH	SO	container rental	£150.00	
24 May 2024	ICO	DD	annual subs	£35.00	
31 May 2024	Gareth Roderick-Jones	577	salary May	£265.60	
04 June 2024	MVH	SO	container rental	£150.00	
06 June 2024	TTSR Ltd	581	grounds maintenance	£893.82	£148.97
07 June 2024	AJG	580	annual insurance	£2,154.93	
12 June 2024	NALC	579	annual web fee	£70.00	
24 June 2024	-	#NAME?	internal transfer	£1,500.00	
24 June 2024	NALC	578	annual subs	£186.73	
27 June 2024	Gareth Roderick-Jones	582	salary June	£265.60	
03 July 2024	D Eckles	587	play equipment painting (reim)	£845.00	
04 July 2024	MVH	SO	container rental	£150.00	
04 July 2024	Leah Smith	583	internal audit fee	£50.00	
25 July 2024	Gareth Roderick-Jones	588	salary July	£265.60	£1,019.40
01 August 2024	Westcotec	586	bus shelter	£6,116.40	
05 August 2024	MVH	SO	container rental	£150.00	
04 September 2024	MVH	SO	container rental	£150.00	
19 September 2024	Gareth Roderick-Jones	590	salary Aug-Sept	£531.20	x
01 October 2024	SNDC	DD	dog bins	£648.00	£190.27
01 October 2024	TTSR Ltd	589	grounds maintenance	£1,141.62	
04 October 2024	MVH	SO	container rental	£150.00	
04 November 2024	MVH	SO	container rental	£150.00	
25 November 2024	Gareth Roderick-Jones	592	salary Oct-Dec	£796.80	£190.27
04 December 2024	MVH	SO	container rental	£150.00	
05 December 2024	TTSR Ltd	593	grounds maintenance	£1,141.62	
24 December 2024	RBL Poppy Appeal	594	Remembrance wreath	£20.00	
06 January 2025	MVH	SO	container rental	£150.00	x
22 January 2025	Brian Clarke Farming	598	hedge work	£336.00	
24 January 2025	Gareth Roderick-Jones	595	salary jan	£256.60	x
27 January 2025	The Play Inspection Co	597	annual RoSPA inspection	£108.30	
04 February 2025	MVH	SO	container rental	£150.00	
04 February 2025	TTSR Ltd	596	grounds maintenance	£1,011.18	
20 February 2025	Gareth Roderick-Jones	599	salary feb	£256.60	
04 March 2025	MVH	SO	container rental	£150.00	
04 March 2025	WJ Turner & Partners	600	annual rental Turner Field	£160.00	
20 March 2025	Gareth Roderick-Jones	602	annual admin expenses	£175.94	
20 March 2025	Gareth Roderick-Jones	601	salary march	£256.60	
			TOTAL	£21,570.73	

Receipts

date	from	narrative	amount
02 April 2024	P Jewiss	container rental	£150.00
19 April 2024	SNDC	CIL	£1,941.21
26 April 2024	SNDC	precept half year	£5,512.50
01/05/2024	P Jewiss	container rental	£150.00
03 June 2024	P Jewiss	container rental	£150.00
03 June 2024	Barclays	interest	£15.36
03 June 2024	Barclays	interest	£0.38
24 June 2024		internal transfer	£1,500.00
28 June 2024	SNDC	recycling centre	£250.00
01 July 2024	P Jewiss	container rental	£150.00
18 July 2024	MVH	share of insurance '22-23	£1,225.44
18 July 2024	MVH	share of insurance '23-24	£1,292.96
01 August 2024	P Jewiss	container rental	£150.00
23 August 2024	SNDC	recycling centre	£250.00
02 September 2024	Barclays	interest	£11.10
02 September 2024	Barclays	interest	£0.39
02 September 2024	P Jewiss	container rental	£150.00
06 September 2024	NCC	bus shelter 50%	£2,548.50
20 September 2024	SNDC	precept half year	£5,512.50
01 October 2024	P Jewiss	container rental	£150.00
01 November 2024	P Jewiss	container rental	£150.00
02 December 2024	Barclays	interest	£9.85
02 December 2024	Barclays	interest	£0.39
02 December 2024	P Jewiss	container rental	£150.00
02 January 2025	P Jewiss	container rental	£150.00
03 February 2025	P Jewiss	container rental	£150.00
03 March 2025	P Jewiss	container rental	£150.00
03 March 2025	Barclays	interest	£9.35
03 March 2025	Barclays	interest	£0.36
		TOTAL	£21,880.29

Morley Parish Council

Bank Reconciliation 2024-25
1 April 2024 to 31 March 2025

Opening balances			
current	£3,855.57		
savings	£4,106.95		
savings	£102.18		
TOTAL	**£8,064.70**		**£8,064.70**
Receipts			
current	£21,383.11	21833.11	
savings	£36.31	[illegible]	
savings	£1.16	1.52	21880.29
TOTAL	**£21,420.58**		**£29,485.28**
Payments			
current	£17,059.51	[illegible]	
savings	£1,500.00		
savings	£0.00		21570.73
TOTAL	**£18,559.51**		**£10,925.77**
Closing balances			
current	£8,179.17	5617.95	
savings	£2,643.26	2652.61	
savings	£103.34	103.70	
TOTAL	**£10,925.77**		**£10,925.77**

Explanation of variances – pro forma

Name of smaller authority: **Morley PC**

County area (local councils and parish meetings only):

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);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2023/24 £	2024/25 £	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	8,995	8,065				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree.	
2 Precept or Rates and Levies	10,500	11,025	525	5.00%	NO		
3 Total Other Receipts	3,007	10,855	7,848	260.99%	YES		£250 for recycling centre (owed from 2023-4); CIL receipt £1941; share of insurance premium fron Morley Village Hall £1225 (2022-23) and £1292.96 (2023-24); grant towards bus shelter £2549
4 Staff Costs	2,947	3,187	240	8.14%	NO		£
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	11,491	18,384	6,893	59.99%	YES		play equipment refurb @ £845; purchase of bus shelter @ £6116.40
7 Balances Carried Forward	8,064	8,374				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	8,065	8,374				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	439,496	429,496	-10,000	2.28%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Smaller authority name: MORLEY PARISH COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement 1 APRIL 2025 (a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. **Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:**	
(b) GARETH RODERICK-JONES CLERK 07775 277793	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts
commencing on (c) **Tuesday 3 June 2025**	(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below
and ending on (d) **Monday 14 July 2025**	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	
4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is: **PKF Littlejohn LLP (Ref: SBA Team)** **15 Westferry Circus** **Canary Wharf** **London E14 4HD** (sba@pkf-l.com)	
5. This announcement is made by (e) GARETH RODERICK-JONES CLERK	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority