

# Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2025/26, 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 2026. 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 2026** 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 before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- 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 which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- 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 2025) equals the balance brought forward in the current year (Box 1 of 2026)
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights for a single period of 30 working days for inspection ( this excludes weekends and public Holidays) 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 2026**

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 <b>31 March 2026</b> 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? ( <i>Local Councils only</i> )	✓	

\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# 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.

**Chebsey 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: £11,834

Total annual gross expenditure for the authority 2025/26: £12,576

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



11 05 2026

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

Signed by Chair

Date



11/05/2026

as recorded in minute reference:

26/082(4)

Generic email address of Authority

Telephone number

clerk@chebseyparishcouncil.gov.uk

07943920070

\*Published web address

www.chebseyparishcouncil.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 2026. Reminder letters for late submission will incur a charge of £40 + VAT.**

# Annual Internal Audit Report 2025/26

Chebsey Parish Council

www.chebseyparishcouncil.gov.uk

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.

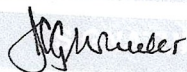
The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the 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.	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: 24/04/2026, 29/04/2026

Name of person who carried out the internal audit: Dr. J.C.G. Wheeler

Signature of person who carried out the internal audit



Date: 29/04/2026

\*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).

# Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Chebsey 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	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>'Yes' means that this authority: 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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:

11/05/2026

and recorded as minute reference:

261082 (2)

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)

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

Yes No

www.chebseyparishcouncil.gov.uk

AVAILABLE WEBSITE/WEBPAGE ADDRESS

# Section 2 – Accounting Statements 2025/26 for

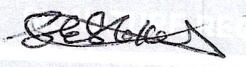
Chebsey Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	7,143	7,759	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.  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	7,305	7,671	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,962	4,163	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	4,241	4,494	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	4,410	8,081	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	7,759	7,018	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	7,759	7,018	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	16,809	16,809	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	
11. Do the figures in the accounting statements above exclude any Trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

  
Date 20/04/2026


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

11/05/2026

as recorded in minute reference:

26/082(3)

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



Statement of Variances - Year ended 31 March 2026

Instructions for completing this template:

1. Enter figures per the ACAR in the cells highlighted in light blue. This will automatically calculate a difference and a percentage change between years.
2. If the variance is within 15%, no explanation is required (except fixed assets). However, if it is outside this threshold, the percentage difference will highlight in yellow and an explanation is required.
3. Explanations should be entered in each section, quantified to show the figures for each year. This will automatically calculate the remaining difference and the percentage unexplained.
4. Once a sufficient explanation has been given to bring the percentage within 15% between years, the percentage difference cell will highlight as 'green' in the 'adjusted' line. **Please note that for fixed assets, regardless of the percentage change in the figure, an explanation is required for the movement.**

Item	2024-25	2025-26	Difference	%	Additional comments / explanations
<b>Box 2: Precept or Rates and levies</b>	7,305.00	7,671.00	366.00	5.0%	
<b>Box 2: Precept or Rates and levies (adjusted)</b>			366.00	5.0%	No further explanation needed
<b>Box 3: Total other receipts</b>	1,962.00	4,162.00	2,200.00	112.1%	
			2,200.00		Donations to cover costs of ACV Railway Inn
<b>Box 3: Total other receipts (adjusted)</b>				0.0%	No further explanation needed
<b>Box 4: Staff costs</b>	4,241.00	4,494.00	253.00	6.0%	
<b>Box 4: Staff costs (adjusted)</b>			253.00	6.0%	No further explanation needed
<b>Box 5: Loan interest/capital repayments</b>				#DIV/0!	
<b>Box 5: Loan interest/capital repayments (adjusted)</b>				0.0%	No further explanation needed
<b>Box 6: Other payments</b>	4,410.00	6,061.00	3,671.00	83.2%	
			3,671.00		Payments to Plunkett UK and Sidney Phillips valuers for AVC Railway Inn
<b>Box 6: Other payments (adjusted)</b>				0.0%	No further explanation needed
<b>Box 9: Fixed assets plus long-term investments</b>	16,809.00	16,809.00		0.0%	
<b>Box 9: Fixed assets plus long-term investments (adjusted)</b>				0.0%	No further explanation needed
<b>Box 10: Total borrowings</b>				#DIV/0!	
<b>Box 10: Total borrowings (adjusted)</b>				0.0%	No further explanation needed

**Attachment 1.1 - Bank Reconciliation - Year ended 31 March 2026**

**Guidance per the Practitioner's Guide 2025 (selected)**

Point 1.10 - "Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end and reviewed by members of the authority".

Point 5.20 - "The year-end bank reconciliation is a key financial control as it will provide evidence to support the total cash and short-term investments balance shown in Line 8 in Section 2 of the authority's AGAR. As bank statements may be made up to different dates in the month, care should be taken, particularly at year-end, to ensure that the statement being reconciled includes balances as at 31 March".

Point 5.175 - "Where an authority holds short-term investments such as deposit or savings accounts, all year-end balances must be reported in detail within the bank reconciliation and be included in the sum of line 8". For more information on short-term investments, please see point 2.23 of the Practitioner's Guide 2025.

**Instructions for completing this template**

1. Please fill in the figure from the Annual Governance and Accountability Return (AGAR) for the Box 8 Cash and Cash Equivalents balance.
2. Complete the relevant sections to disclose the value of any cash held at bank accounts, any other cash amounts e.g., petty cash, any unbanked cash and any unrepresented cheques. Each section includes a total and this will feed into a Net Balances figure towards the bottom of this template.
3. The final row calculates a difference between the Box 8 value per the AGAR and the adjusted bank balance at 31 March 2026. This should be NIL (or round to nil) for the balance to be satisfactorily reconciled.

NB: If the authority has either total income (Boxes 2+3) or total expenditure (boxes 4+5+6) above £500,000, the authority must provide a copy of the bank statement(s) showing the value of the bank account(s) at 31 March 2026 to support the figures per this template.

<b>Box 8 Cash and Cash Equivalents</b>		
<b>Bank Statement Balances</b>		7,018.00
<b>Total Cash at Bank</b>		7,018.00
<b>Additional Balances (e.g., petty cash, short-term investments)</b>		
<b>Total Additional Cash Balances</b>		
<b>Total Balances at 31 March 2026</b>		7,018.00
		calculated figure
<b>ADD unbanked cash</b>		
<b>Total Unbanked Cash</b>		
<b>LESS unrepresented cheques</b>		
<b>Total Unrepresented Cheques</b>		
<b>Net Balances at 31 March 2026</b>		7,018.00
		calculated figure
<b>Difference</b>		-
		calculated figure

Number	Transaction Date	Transaction Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance	check
1	17/03/2026	PAY		47272368	SERVICE CHARGES REF : 479349401				
2	17/03/2026	FPO		47272368	SUSAN ELIZABETH ST	4.25		7017.68	
3	05/03/2026	BGC		47272368	HMRC VTR XLV126000111633	279.65		7021.93	
4	04/03/2026	FPO		47272368	ALL SAINT'S CHEBSE		987.27	7301.58	
5	03/02/2026	BP		47272368	SUSAN ELIZABETH ST			6314.31	
6	19/01/2026	PAY		47272368	SERVICE CHARGES REF : 474397137	150		6832.6	
7	06/01/2026	BP		47272368	THE PLAY INSPECTIO	364.04		7196.64	
8	06/01/2026	BP		47272368	HMRC - ACCOUNTS OF	4.25		7200.89	
9	06/01/2026	BP		47272368	SUSAN ELIZABETH ST	110.4		7311.29	
10	02/01/2026	FPO		47272368	SIDNEY PHILLIPS LI 500000001692938511 96217 402411 10 02JAN26 22:49	10.2		7321.49	
11	19/12/2025	PAY		47272368	SERVICE CHARGES REF : 471914094	361.03		7682.52	
12	18/12/2025	FPI		47272368	FRIENDS OF NORTON RAILWAY INN COSTS 200000001680607873 309191 10 18DEC25 19:14	2000		9682.52	
13	17/12/2025	FPO		47272368	PLUNKETT UK 10000001674903742 INV-1344 089038 10 17DEC25 21:32	4.25		9686.77	
14	08/12/2025	FPI		47272368	FRIENDS OF NORTON RAILWAY INN COSTS 600000001678534580 309191 10 08DEC25 13:49	580		8599.77	
15	04/12/2025	FPI		47272368	SUSAN WARDLE FOR PLUNKETT UK HUBX9FD10E6DE49D 090128 10 04DEC25 16:12		174.33	8019.77	
16	02/12/2025	FPO		47272368	MIR CHRIS WOOD 600000001675309699 PETROL RECEIPTS 010847 10 02DEC25 20:24		309	8425.44	
17	02/12/2025	BP		47272368	STAFFORDSHIRE PARI	36.24		8116.44	
18	02/12/2025	BP		47272368	D M PAYROLL SERVIC	48		8152.68	
19	02/12/2025	BP		47272368	SUSAN ELIZABETH ST	60		8200.68	
20	18/11/2025	PAY		47272368	SERVICE CHARGES REF : 469478550	367.05		8260.68	
21	04/11/2025	BP		47272368	GREEN TECHNOLOGIES	4.25		8627.73	
22	20/10/2025	PAY		47272368	SERVICE CHARGES REF : 466988958	168		8631.98	
23	20/10/2025	FPI		47272368	FRIENDS OF NORTON HALL HIRE 300000001649522333 309191 10 13OCT25 18:09	367.05		8799.38	
24	13/10/2025	FPI		47272368	STAFFORD BC 00004205	4.25		9167.03	
25	13/10/2025	BGC		47272368	SUSAN ELIZABETH ST 300000001646907963 REIMBURSE BATTERY 070436 10 08OCT25 20:00		15	9171.28	
26	08/10/2025	FPO		47272368	THE OAKS OLD NORT DEFIBRILLATOR BATT 00000000367561464 089009 10 07OCT25 13:03	354.83	4052.87	9156.28	
27	07/10/2025	FPI		47272368	LAKESEDGE RESIDENT LAKESEDGE DONATION 200000001638700082 309383 10 07OCT25 12:43		105	5103.41	
28	07/10/2025	BP		47272368	ALL SAINT'S CHEBSE		105	5458.24	
29	07/10/2025	BP		47272368	GREEN TECHNOLOGIES	30		5353.24	
30	07/10/2025	BP		47272368	HMRC - ACCOUNTS OF	168		5248.24	
31	07/10/2025	BP		47272368	SUSAN ELIZABETH ST	60		5278.24	
32	19/09/2025	PAY		47272368	SERVICE CHARGES REF : 464529404	36		5446.24	
33	02/09/2025	BP		47272368	ALL SAINT'S CHEBSE	514.52		5482.24	
34	02/09/2025	BP		47272368	GREEN TECHNOLOGIES	4.25		5996.76	
35	02/09/2025	BP		47272368	CHEBSEY PARISH HAL	60		6001.01	
36	02/09/2025	BP		47272368	SUSAN ELIZABETH ST	168		6061.01	
37	19/08/2025	PAY		47272368	SERVICE CHARGES REF : 462102305	15		6229.01	
38	19/08/2025	BP		47272368	GREEN TECHNOLOGIES	350.33		6244.01	
39	04/08/2025	BP		47272368	D M PAYROLL SERVIC	4.25		6594.34	
40	04/08/2025	BP		47272368	SUSAN ELIZABETH ST	168		6598.59	
41	04/08/2025	BP		47272368	SERVICE CHARGES REF : 459835638	350.33		6766.59	
42	21/07/2025	PAY		47272368	CAMPAIGN TO PROTEC 025825	4.25		6826.59	
43	21/07/2025	DD		47272368	STAFFORDSHIRE PARI	36		7176.92	
44	08/07/2025	BP		47272368	GREEN TECHNOLOGIES	192		7181.77	
45	08/07/2025	BP		47272368	SUSAN ELIZABETH ST	168		7217.17	
46	16/06/2025	BP		47272368	CLEAR INSURANCE MA	367.93		7409.17	
47	03/06/2025	BP		47272368	LOCAL AUTHORITY TE	676.95		7577.17	
48	03/06/2025	BP		47272368	GREEN TECHNOLOGIES	312		7945.1	
49	03/06/2025	BP		47272368	SUSAN ELIZABETH ST	168		8572.05	
50	14/05/2025	FPO		47272368	SUSAN ELIZABETH ST 500000001559167684 DR WHEELER AT 070436 10 14MAY25 05:25	347.4		8884.05	
51	13/05/2025	BP		47272368	KOMPAN	55.9		9052.45	
52	13/05/2025	BP		47272368	SUSAN ELIZABETH ST	204.36		9399.45	
53	09/05/2025	FPI		47272368	DI AND SM DAVIS 600000001556440537 PETROL AND FLOWERS 089008 10 09MAY25 10:44	347.4		9455.35	
54	07/05/2025	FPI		47272368	FRIENDS OF NORTON SPARE PARTS 400000001560611750 309191 10 07MAY25 18:10	20		9659.71	
55	07/05/2025	FPI		47272368	FRIENDS OF NORTON GRASS CUTTING 2025 600000001555508255 309191 10 07MAY25 18:10	85.15		10007.11	
56	06/05/2025	FPO		47272368	GREEN TECHNOLOGIES 30000000155702746 006154 050926 10 03MAY25 12:35		280	10027.11	
57	24/04/2025	FPO		47272368	STAFFORD BOROUGH C 30000000155702746 006154 050926 10 03MAY25 12:35	168		9941.96	
58	16/04/2025	BP		47272368	STONE COMMUNITY FI 400000001548317091 C.P.C. DONATION 309950 10 24APR25 05:52	826		9661.96	
59	15/04/2025	FPO		47272368	STAFFORDSHIRE PARI 600000001542394055 SI-1764 CHEBSEY PC 608301 10 16APR25 15:27	50		9829.96	
60	14/04/2025	BGC		47272368	STAFFORD BC 00004205	190.03		10655.96	
61	08/04/2025	BP		47272368	STAFFORD BOROUGH C		4052.88	10706.96	
62	08/04/2025	BP		47272368	HMRC - ACCOUNTS OF	569.18		10895.99	
63	08/04/2025	BP		47272368	SUSAN ELIZABETH ST	8.8		6843.11	
64	08/04/2025	BP		47272368	SUSAN ELIZABETH ST	338.6		7412.29	
								7421.09	

I, Balbir samra, have checked the above accounts and verified that they are correct as shown above and the final balance ties up with the Bank Statement.

Signature: *Balbir samra*  
Date: 15/04/2026

**CHEBSEY PARISH COUNCIL**  
**FINAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026**  
**RECEIPTS & PAYMENTS ACCOUNT**

DESCRIPTION	RECEIPTS		PAYMENTS	
	2024/2025	2025/2026	2024/2025	2025/2026
Precept Income	7305.33	7670.75		
SCC Payments	£ 435.00	£ 435.00	£ 4,180.39	£ 4,439.72
FONB Donations	£ 280.00	£ 2,221.48	£ 61.00	£ 55.00
S Wardle Donation	£	£ 309.00		£ 38.25
Donation from Christmas Tea	£ 851.00	£ 105.00	£ 1,378.24	£ 1,232.24
Lakesedge RA donation		£ 105.00	£ 302.00	£ 430.03
Oaks RA Donation		£ 105.00	£ 106.80	£ 110.40
VAT Refund 01/04/24-29/02/25		£ 987.27	£ 100.00	£ 120.00
VAT Refund 01/04/25-28/02/26	£ 395.45		£ 550.24	£ 626.95
			£ 195.00	£ 255.00
			£ 43.90	£ 55.90
			£ 157.95	£ 312.00
			£	£ 204.36
			£ 143.88	
			£	£ 634.48
			£ 826.00	£ 826.00
			£ 36.00	£ 36.00
			£	£ 2,580.00
			£ 569.19	£ 569.18
			£	£ 50.00
			£ 8,650.59	£ 12,575.51
			£ 616.19	£ 742.01
<b>TOTALS</b>	<b>£ 9,266.78</b>	<b>£ 11,833.50</b>	<b>£ 9,266.78</b>	<b>£ 11,833.50</b>

Accumulated Fund	£ 28,490.50
Increase in stock value	£ 4,538.00
Surplus in year	£ 616.19
<b>TOTALS</b>	<b>£ 24,568.69</b>

2025/2026	£ 24,568.69
	£ 742.01
<b>TOTALS</b>	<b>£ 23,826.68</b>

Represented by bank deposits	
Lloyds On Line Account	£ 7,017.68
Sub-Total	£ 7,017.68
Assets	£ 16,809.00
<b>TOTALS</b>	<b>£ 23,826.68</b>

2025/2026	£ 7,017.68
	£ 7,017.68
	£ 16,809.00
<b>TOTALS</b>	<b>£ 23,826.68</b>

**Certificate of the Independent Internal Auditor**  
I certify that, on the basis of records supplied and explanations received, the accounts represent a true and fair view of the receipts and payments for the year 2025 to 2026 and the assets at the year end.

Signed *J.C.G. Wheeler* Date **29 April 2026**

Signed *S.S. Stokes* Date **29th April 2026**

Dr J.C.G. Wheeler  
Mrs S Stokes  
Chebsey PC Clerk & RFO

## Confirmation of contact details

Authority Name: Chebsey Parish Council

Please confirm the contact details for the Clerk, RFO (if applicable), and Chair to assist us in ensuring that our records are kept up to date.

Clerk name: <b>Mrs Susan Elizabeth Stokes</b>	RFO name (if different to clerk)	Chair name: Councillor David Wills
Clerk working hours (so we know when we can ring) Flexible 6 hrs per week	Clerk working hours (so we know when we can ring)	
Is this person the primary contact: Yes	Is this person the primary contact: Yes/No	
Authority registered address: 357 Stone Road Stafford ST16 1LD	Authority registered address:	Chair contact postal and email address Email: Cllr.d.wills@chebseyparishcouncil.gov.uk Postal address: 6 Meadow Court Norton Bridge ST15 0PB
Telephone: Primary contact number: 01785 241962 Mobile/alternative number: 07943920070	Telephone: Primary contact number: ..... ..... Mobile/alternative number: ..... .....	Telephone: Primary contact number: 01785 760304 Mobile/alternative number:
Email address (please <b>do not</b> provide a personal email unless the Clerk/RFO does not have a Council/Meeting email)		
<a href="mailto:clerk@chebseyparishcouncil.gov.uk">clerk@chebseyparishcouncil.gov.uk</a>		
NB: to be compliant with the requirements of assertion 10 within the Proper Practices of the SAPP Practitioner's Guide 2025, the authority "must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example".		