

Form 2PM Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

BOXWORTH PARISH MEETING

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 Parish Meeting:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We 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 Parish Meeting to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this Parish Meeting's accounts.</i>
5. We carried out an assessment of the risks facing this Parish Meeting and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of this Parish Meeting.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this Parish Meeting and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>

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

This Annual Governance Statement was approved at a Parish Meeting on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Form 2PM Section 2 – Accounting Statements 2024/25 for

BOXWORTH PARISH MEETING

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	8,320	10,862	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	2,500	2,500	Total amount of precept received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,412	9,859	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received.
4. (-) Staff costs	0	0	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 Parish Meeting's borrowings (if any).
6. (-) All other payments	7,369	10,390	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	10,863	12,831	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	10,863	12,831	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	167,239	167,239	"The value of all the property the Parish Meeting 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).

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 Parish Meeting.

Signed by the Chair before being presented to the Parish Meeting for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Certificate of Exemption – AGAR 2024/25 Form 2PM

To be completed by all Parish Meetings that neither received gross income nor incurred gross expenditure exceeding £25,000 in the year of account ended 31 March 2024, 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 Parish Meeting has certified itself as exempt at a Parish Meeting held between 1 April and 30 June 2025 and a completed Certificate of Exemption is submitted no later than 30 June 2025 notifying the external auditor.

BOXWORTH PARISH MEETING

certifies that during the financial year 2024/25, the higher of the Parish Meeting'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 Parish Meeting 2024/25:

£12,359 R AMOUNT £00,000

Total annual gross expenditure for the Parish Meeting 2024/25:

£10,390 R AMOUNT £00,000

There are certain circumstances in which a Parish Meeting will be unable to certify itself as exempt, so a limited assurance review will still be required. If a Parish Meeting 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 3PM 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:

- This parish has no Parish Council
- 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 Parish Meeting or any entity connected with it
 - made a statutory recommendation to the Parish Meeting
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and 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 you are able to confirm that the above statements apply and the Parish Meeting 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, and Annual Accounting Statements still need to be fully completed and, along with a copy of this certificate and notice of the period for the exercise of public rights, published on a suitable website or be publicly displayed in the local area before 1 July 2025. Signing this certificate confirms the authority will comply with the publication requirements.

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Email

Telephone number

chair@boxworthparish.gov.uk MAIL ADDRESS

01954 267234 NUMBER

Place where this Certificate of Exemption is published or displayed (e.g. Parish Notice Board, Newsletter, Village website, etc.)

PARISH NOTICEBOARD AND WEBSITE: boxworthparish.gov.uk YED

ONLY a copy of 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.

Boxworth Parish Accounts (Overview)

	2022/23	2023/24	2024/25
Opening Balance	£10,868	£8,320	£10,863
Income			
Precept	£2,500	£2,500	£2,500
Hall/Equipment Hire	£1,146	£5,395	£5,926
Village Events (Fireworks/Quiz Night/etc) - net income	£498	£1,935	£572
Interest	£14	£82	£150
Total Income:	£4,158	£9,912	£9,148
Expenditure			
Parish Expenditure			
Insurance	£238	£238	£272
CAPALC membership	£178	£184	£197
Elsworth School donation	£250	£250	£250
PCC donation	£250	£250	£250
Information Commissioner	£35	£35	£35
Bank charges	£61	£60	£60
Paint for sign	£51		
Road Watch donation		£200	
boxworthparish.gov.uk website			£258
Total Parish Expenditure:	£1,063	£1,217	£1,322
Village Hall Expenditure			
Insurance	£420	£432	£443
Water	£456	£544	£409
H&S/ Fire Audit and Protection	£96	£361	£106
ACRE membership		£65	£72
General Maintenance		£390	£513
Electricity	£415	£2,667	£1,963
Broadband	£200	£279	£433
Booking System	£165	£165	£165
Hall Expenses	£340	£156	£70
Shed	£326		
Path/Parking Area	£2,520		£455
Coronation mugs	£460		
Defibrillator & pads	£245	£84	£75
Repairs		£120	£170
Electrical maintenance & improvements, PAT report		£889	
Solicitors			£983
Total Village Hall Expenditure:	£5,643	£6,152	£5,857
Total Expenditure	£6,706	£7,369	£7,179
Total Income - Total Expenditure	-£2,548	£2,543	£1,969
Closing Balance	£8,320	£10,863	£12,832

Boxworth Parish Budget For 2025/26

Detail	Actual 2024/25	Budget 2025/26	Notes
Parish Meeting			
Receipts			
Precept	£2,500	£2,500	
Interest Received	£150	£170	
Total Receipts	£2,650	£2,670	
Payments			
Insurance - Parish	£272	£280	
CAPALC Membership	£197	£195	
Elsworth School PTA Donation	£250	£300	
PCC Donation	£250	£300	
Information Commissioner (Data Protection)	£35	£35	
Bank Charges	£60	£60	
Domain Name Registration & Website	£258	£380	boxworthparish.gov.uk
Contribution to 2nd SID		£600	
Total Payments	£1,322	£2,150	
Village Hall			
Receipts			
Hall Hire	£5,916	£5,000	
Equipment Hire	£10		
Events Net Income	£572		
Total Receipts	£6,498	£5,000	
Payments			
Fixed Costs:			
Insurance	£443	£450	
Water	£409	£410	
Health & Safety and Fire Protection Audits	£106	£110	
ACRE Subscription	£72	£80	
Running Costs:			
General Maintenance	£513	£500	Cleaning, site access, etc
Electricity	£1,963	£2,000	
Comms & web	£598		County Broadband provide for free
Purchases and Works:			
Hall Works	£769	£3,500	Hall redecoration (£2500), maintenance, repairs and improvements (£1000)
Hall Furniture		£3,000	Replacement chairs
Solicitors	£984		
Total Payments	£5,856	£10,050	
Combined Parish and Hall			
Combined Net Income	£9,148	£7,670	
Combined Payments	£7,179	£12,200	
Surplus/(Shortfall) for Year	£1,970	(£4,530.00)	
Closing Balance			
Balance Brought Fwd from 2024/25			£12,832
Net change from Budget above			(£4,530)
Balance to carry forward			£8,302
Approved by Parish Chair			
Date			