



REPORT TO BARNHAM AND EASTERGATE PARISH COUNCIL FULL COUNCIL – 17-06-25

TITLE OF REPORT: ANNUAL RETURN FOR 2024-25

DATE OF REPORT: 11TH JUNE 2025

REPORT BY INTERIM RESPONSIBLE FINANCIAL OFFICER

1. INTRODUCTION/PURPOSE OF REPORT

This report seeks approval to the various elements of the Annual Return for 2024-25.

2. APPROVAL OF INTERNAL AUDIT REPORT

Smithe & Co – the Council's appointed Internal Auditor – undertook this task and her report is attached which showed no issues of concern. The Internal Auditor section of the AGAR document has also been completed and signed.

3. APPROVAL OF ANNUAL RETURN DOCUMENT (AGAR) 2025-26

The document is attached and the Council will be asked to approve

- (a) the Annual Governance Statement on page 4 of the document and the Acting Clerk (Nina McMaster) and the Chair will sign the document.
- (b) the Accounting Statements on page 5. Signed by myself already as RFO and presented to you for approval and signature by the Chair. Please note that the restated figures for 2024/25 are as mentioned in my Financial Report at agenda item 7 have been made as we have moved from Receipts and Payments to Income and Expenditure accounts.

4. APPROVAL OF NOTICE OF PUBLIC RIGHTS FOR 2024-25 ACCOUNTS

The Council must approve the publication of the attached Notice of Public Rights. This notice must be published on the Council's website and noticeboards on Wednesday 18th June together with the completed AGAR document for a period of 30 working days to give the public the opportunity to examine the accounts.

5. SUBMISSION TO EXTERNAL AUDITOR

Following the approval of the AGAR and Internal Auditor report the Interim Financial Officer will submit these documents and all supporting information to the External Auditor on behalf of the Council.

6. RECOMMENDATIONS

- 1. To approve the Internal Audit Report as prepared by Smithe & Co**

2. To approve the Annual Governance Statement for 2024/25 as detailed in the Annual Return
3. To approve the Accounting Statements for 2024/25 as detailed in the Annual Return for signature by the Chair
4. To approve the publication of Notice of Public Rights and submission of the Annual Return to the External Auditor

ALISON CRABB
INTERIM RESPONSIBLE FINANCIAL OFFICER