

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Hemblington 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 | 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>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 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. | <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. | Yes | No | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

*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:

23/06/2025

and recorded as minute reference:

MINU 5 (iii)

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

Chair

A. C. Howe

Clerk

S. Fard

Information required by the Transparency Code (not part of the Annual Governance Statement)

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

Yes | No

<https://hemblingtonparish.org.uk>

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2024 £ | 31 March 2025 £ | |
| 1. Balances brought forward | 11,092 | 12,620 | 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 | 3,900 | 3,900 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 1669 | 359 | 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 | 1597 | 1868 | 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 | — | — | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 2444 | 1929 | 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 | 12,620 | 13,082 | 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 | 12,620 | 13,082 | 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 | 12,248 | 12,488 | 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 | — | | 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) | | | N/A | 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

SIGNATURE S Ford.

Date

23/06/2025

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

23/06/2025

as recorded in minute reference:

5 (iii)

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

A. C. Hone.

Hemblington Parish Council
Annual Return

Accounts for Year from 01/04/2024 to 31/03/2025

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

| Box No. | Description | Year ending | |
|---------|----------------------------------|-----------------|-----------------|
| | | 31/03/2024 £ | 31/03/2025 £ |
| 1 | Balances brought fwd | 11,091.61 | 12,709.34 |
| 2 | Annual precept | 3,900.00 | 3,900.00 |
| 3 | Total other receipts | 1,668.99 | 10,269.52 |
| 4 | Staff Costs | 1,507.64 | 1,867.60 |
| 5 | Loan interest/capital repayment: | 0.00 | 0.00 |
| 6 | Total other payments | 2,443.62 | 11,929.40 |
| 7 | Balances carried forward | 12,709.34 | 13,081.86 |
| 8 | Total Cash and Short Term Inve | 12,709.34 | 13,081.86 |
| 9 | Total Fixed Assets and Long Ter | 12,247.90 | 12,487.90 |
| 10 | Total Borrowings | 0.00 | 0.00 |

£10,000 transfer of funds to deposit account

Additional hours

£10,000 transfer of funds to deposit account

Hemblington Parish Council

Prepared by: STEVEN FORD
Name and Role (Clerk/RFO etc)

Date: 31/03/2025

Approved by: STEVEN FORD
Name and Role (RFO/Chair of Finance etc)

Date: 31/03/2025

| Bank Reconciliation at 31/03/2025 | | | |
|--|---|-----------|------------------|
| | Cash in Hand 01/04/2024 | | 12,709.34 |
| | ADD Receipts 01/04/2024 - 31/03/2025 | | 14,169.52 |
| | | | 26,878.86 |
| | SUBTRACT Payments 01/04/2024 - 31/03/2025 | | 13,797.00 |
| A | Cash in Hand 31/03/2025 (per Cash Book) | | 13,081.86 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 31/03/2025 | 0.00 | |
| | Business Community Account 31/03/2025 | 3,471.77 | |
| | Business Premium Account 31/03/2025 | 10,245.36 | |
| | | | 13,717.13 |
| | Less unrepresented payments | | 635.27 |
| | | | 13,081.86 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 13,081.86 |
| A = B Checks out OK | | | |

Hemblington Parish Council
STATEMENT OF ACCOUNTS

| | RECEIPTS | PAYMENTS |
|-------------------------------------|------------------|------------------|
| Opening Balance | | |
| Balance at Bank | 12,709.34 | |
| Cash in Hand | | |
| Salary | | 1,494.40 |
| PAYE | | 373.20 |
| Norfolk Pension Fund EES | | |
| Norfolk Pension Fund EMP | | |
| Telephone/Internet | | 78.00 |
| Mileage | | 59.49 |
| Pedham Green Community Improvement | | |
| Precept | 3,900.00 | |
| Annual Insurance Premium | | 167.44 |
| Subs/Fees/Donations | | |
| Parish maintenance | | 626.20 |
| Postage stamps | | 20.00 |
| Bank Interest | 65.26 | |
| 50th Anniversary Exhibition | | |
| Scribe accounts subscription | | 154.80 |
| Information Commissioner annual fee | | 40.00 |
| CIL | | |
| Village sign | | |
| Telephone kiosk | | |
| Printer supplies | | 33.52 |
| NALC Subscription | | 302.67 |
| VAT refund | 204.26 | |
| Internal audit | | 120.00 |
| Donation | | |
| Parish Partnership grant | | |
| Room Hire | | |
| Broadland Tree Network | | |
| Domain renewal & web hosting | | 184.49 |
| Dog waste bin | | |
| Computer | | |
| Transfer to deposit account | 10,000.00 | 10,000.00 |
| Software | | 47.99 |
| VAT | | 94.80 |
| | 14,169.52 | 13,797.00 |
| Closing Balances: | | |
| Balances in Bank Account | | 13,081.86 |
| Cash in Hand | | |

**Hemblington Parish Council
STATEMENT OF ACCOUNTS**

| | RECEIPTS | PAYMENTS |
|--------------|------------------|------------------|
| TOTAL | 26,878.86 | 26,878.86 |

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed S. Ford
Responsible Financial Officer

Date 18/06/2025

Hemblington Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-04-2024 and 18-06-2025)

| Cost Centre | | Administration Costs | | | | | | | | | |
|--------------------|--|----------------------|---------------|-----------------|------------------|-----------------------------|---------------------------|-----------------|------------|------------|--------------|
| Code Number | 12 Postage stamps | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| Vchr. | | | | | | | | | | | |
| 6 | 09/05/2024 | | | Business Commun | 100579 | Expenses | Steven Ford | X | 20.00 | | 20.00 |
| | | | | | | | | | £20.00 | | £20.00 |
| | | | | | | | Subtotal for Code: | | | | |
| Code Number | 20 Printer supplies | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| Vchr. | | | | | | | | | | | |
| 33 | 15/01/2025 | | | Business Commun | 100593 | Printer cartridges | Steven Ford | S | 33.52 | 6.70 | 40.22 |
| | | | | | | | | | £33.52 | £6.70 | £40.22 |
| | | | | | | | Subtotal for Code: | | | | |
| Code Number | 23 Internal audit | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| Vchr. | | | | | | | | | | | |
| 7 | 17/06/2024 | | | Business Commun | 100580 | Internal Audit | J. W. Gallop | X | 120.00 | | 120.00 |
| | | | | | | | | | £120.00 | | £120.00 |
| | | | | | | | Subtotal for Code: | | | | |
| Code Number | 32 Software | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| Vchr. | | | | | | | | | | | |
| 31 | 27/01/2025 | | | Business Commun | 100593 | Office software | Steven Ford | X | 47.99 | | 47.99 |
| | | | | | | | | | £47.99 | | £47.99 |
| | | | | | | | Subtotal for Code: | | | | |
| | | | | | | | Subtotal for Cost Centre: | | 221.51 | 6.70 | 228.21 |
| | | | | | | | | | | | |
| Code Number | 9 Annual Insurance Premium | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| Vchr. | | | | | | | | | | | |
| 2 | 09/05/2024 | | | Business Commun | 100576 | Insurance premium | Zurich Municipal | X | 167.44 | | 167.44 |
| | | | | | | | | | £167.44 | | £167.44 |
| | | | | | | | Subtotal for Code: | | | | |
| Code Number | 21 NALC Subscription | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| Vchr. | | | | | | | | | | | |
| 1 | 01/04/2024 | | | Business Commun | 100575 | Norfolk ALC | Norfolk ALC | X | 150.72 | | 150.72 |
| 38 | 31/03/2025 | | | Business Commun | 100596 | Norfolk ALC | Norfolk ALC | X | 151.95 | | 151.95 |
| | | | | | | | | | £302.67 | | £302.67 |
| | | | | | | | Subtotal for Code: | | | | |
| Code Number | 28 Domain renewal & web hosting | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| Vchr. | | | | | | | | | | | |
| 13 | 29/07/2024 | | | Business Commun | 100584 | Domain name/web hosting | CG Design | S | 184.49 | 36.90 | 221.39 |
| | | | | | | | | | £184.49 | £36.90 | £221.39 |
| | | | | | | | Subtotal for Code: | | | | |
| Code Number | 31 Transfer to deposit account | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
| Vchr. | | | | | | | | | | | |
| 19 | 27/09/2024 | | | Business Commun | | Transfer to Premium Account | Barclays Bank | X | 10,000.00 | | 10,000.00 |
| | | | | | | | | | £10,000.00 | | £10,000.00 |
| | | | | | | | Subtotal for Code: | | | | |
| | | | | | | | Subtotal for Cost Centre: | | 10,654.60 | 36.90 | 10,691.50 |

Hemblington Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-04-2024 and 18-06-2025)

Cost Centre Employee Costs

| Code Number | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|---------------------------|------------|------------|--------|-----------------|-----------|-------------|-------------|----------|-----------|-----|-----------|
| 1 Salary | | | | | | | | | | | |
| 4 | 09/05/2024 | | | Business Commun | 100579 | Salary | Steven Ford | X | 264.24 | | 264.24 |
| 10 | 29/07/2024 | | | Business Commun | 100581 | Salary | Steven Ford | X | 264.24 | | 264.24 |
| 15 | 30/09/2024 | | | Business Commun | 100585 | Salary | Steven Ford | X | 264.24 | | 264.24 |
| 25 | 25/11/2024 | | | Business Commun | 100589 | Salary | Steven Ford | X | 214.72 | | 214.72 |
| 27 | 27/01/2025 | | | Business Commun | 100591 | Salary | Steven Ford | X | 263.69 | | 263.69 |
| 34 | 31/03/2025 | | | Business Commun | 100594 | Salary | Steven Ford | X | 223.27 | | 223.27 |
| Subtotal for Code: Salary | | | | | | | | | £1,494.40 | | £1,494.40 |

| Code Number | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|--|------------|------------|--------|-----------------|-----------|-------------|----------|----------|----------|-----|----------|
| 2 PAYE | | | | | | | | | | | |
| 11 | 29/07/2024 | | | Business Commun | 100582 | PAYE | HMRC | X | 66.00 | | 66.00 |
| 14 | 09/05/2024 | | | Business Commun | 100578 | PAYE | HMRC | X | 66.00 | | 66.00 |
| 18 | 30/09/2024 | | | Business Commun | 100586 | PAYE | HMRC | X | 66.00 | | 66.00 |
| 23 | 25/11/2024 | | | Business Commun | 100590 | PAYE | HMRC | X | 53.60 | | 53.60 |
| 30 | 27/01/2025 | | | Business Commun | 100592 | PAYE | HMRC | X | 65.80 | | 65.80 |
| 37 | 31/03/2025 | | | Business Commun | 100595 | PAYE | HMRC | X | 55.80 | | 55.80 |
| Subtotal for Code: PAYE | | | | | | | | | £373.20 | | £373.20 |
| Subtotal for Cost Centre: Employee Costs | | | | | | | | | 1,867.60 | | 1,867.60 |

| Code Number | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|---------------------------------------|------------|------------|--------|-----------------|-----------|--------------------|-------------|----------|--------|-----|--------|
| 5 Telephone/Internet | | | | | | | | | | | |
| 5 | 09/05/2024 | | | Business Commun | 100579 | Telephone/Internet | Steven Ford | X | 13.00 | | 13.00 |
| 8 | 29/07/2024 | | | Business Commun | 100581 | Telephone/Internet | Steven Ford | X | 13.00 | | 13.00 |
| 16 | 30/09/2024 | | | Business Commun | 100585 | Telephone/Internet | Steven Ford | X | 13.00 | | 13.00 |
| 24 | 25/11/2024 | | | Business Commun | 100589 | Telephone/Internet | Steven Ford | X | 13.00 | | 13.00 |
| 28 | 27/01/2025 | | | Business Commun | 100591 | Telephone/Internet | Steven Ford | X | 13.00 | | 13.00 |
| 35 | 31/03/2025 | | | Business Commun | 100594 | Telephone/Internet | Steven Ford | X | 13.00 | | 13.00 |
| Subtotal for Code: Telephone/Internet | | | | | | | | | £78.00 | | £78.00 |

| Code Number | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|------------------|------------|------------|--------|-----------------|-----------|-------------|-------------|----------|-------|-----|-------|
| 6 Mileage | | | | | | | | | | | |
| 3 | 09/05/2024 | | | Business Commun | 100579 | Expenses | Steven Ford | X | 5.40 | | 5.40 |
| 9 | 29/07/2024 | | | Business Commun | 100581 | Expenses | Steven Ford | X | 32.40 | | 32.40 |
| 17 | 30/09/2024 | | | Business Commun | 100585 | Expenses | Steven Ford | X | 5.40 | | 5.40 |
| 26 | 25/11/2024 | | | Business Commun | 100589 | Expenses | Steven Ford | X | 5.40 | | 5.40 |
| 29 | 27/01/2025 | | | Business Commun | 100591 | Expenses | Steven Ford | X | 5.40 | | 5.40 |
| 36 | 31/03/2025 | | | Business Commun | 100594 | Expenses | Steven Ford | X | 5.49 | | 5.49 |

Hemblington Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-04-2024 and 18-06-2025)

| | | |
|---------------------------|---------|---------------|
| Subtotal for Code: | Mileage | £59.49 |
| Subtotal for Cost Centre: | Other | 137.49 |
| | | 137.49 |

| Cost Centre | | Parish Maintenance | | 11 Parish maintenance | | | | | |
|-------------|------------|--------------------|--------|-----------------------|-----------|--|----------------------------|----------|---------|
| Code Number | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Total |
| 20 | 25/11/2024 | | | Business Commun | 100587 | Hemblington parish churchyard | All Saints Church | X | 500.00 |
| 21 | 25/11/2024 | | | Business Commun | 100588 | Dog bin emptying | Broadland District Council | S | 121.44 |
| 22 | 25/11/2024 | | | Business Commun | | Dog bin emptying | Broadland District Council | X | |
| 32 | 27/01/2025 | | | Business Commun | 100593 | Curtens Corner grass cutting | Steven Ford | Z | 25.00 |
| | | | | | | Subtotal for Code: Parish maintenance | | | £626.20 |
| | | | | | | Subtotal for Cost Centre: Parish Maintenance | | | 626.20 |
| | | | | | | | | | 20.24 |
| | | | | | | | | | £20.24 |
| | | | | | | | | | £646.44 |

| Cost Centre | | Subs/Fees/Donations | | 15 Scribe accounts subscription | | | | | |
|-------------|------------|---------------------|--------|---------------------------------|-----------|---|-----------------------|----------|---------|
| Code Number | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Total |
| 39 | 31/03/2025 | | | Business Commun | 100597 | Scribe Accounts Annual Software Licen | Starboard Systems Ltd | S | 154.80 |
| | | | | | | Subtotal for Code: Scribe accounts subscription | | | £154.80 |
| | | | | | | | | | 30.96 |
| | | | | | | | | | £30.96 |
| | | | | | | | | | £185.76 |

| Code Number | | 16 Information Commissioner annual fee | | | | | | | |
|-------------|------------|--|--------|-----------------|-----------|--|--------------------------|----------|---------|
| Vchr. | Date | Invoice No | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Total |
| 12 | 29/07/2024 | | | Business Commun | 100583 | Information Commissioner annual fee | Information Commissioner | X | 40.00 |
| | | | | | | Subtotal for Code: Information Commissioner annu | | | £40.00 |
| | | | | | | | | | |
| | | | | | | Subtotal for Cost Centre: Subs/Fees/Donations | | | 194.80 |
| | | | | | | | | | 30.96 |
| | | | | | | | | | £225.76 |

| | | | |
|---------------------|-------------------|---------------|-------------------|
| TOTALS | £13,702.20 | £94.80 | £13,797.00 |
|---------------------|-------------------|---------------|-------------------|

Hemblington Parish Council
Fixed Assets and Long Term Investments

| Asset Description | Date Acquired | Purchase Value | Current Value | Location /Responsibility | Estimated Life | Usage/Capacity | Charges |
|--------------------------------------|---------------|------------------|------------------|--------------------------|----------------|----------------|---------|
| Council Costs | | | | | | | |
| Bench | Unknown | 650.00 | 650.00 | Cuttons Corner | 9 years | | |
| Defibrillator | June 2017 | | | Pedham Green former B | 9 years | | |
| Former BT Telephone Box | June 2017 | 1.00 | 1.00 | Pedham Green | 10 years | | |
| HP Desktop computer | 24/01/2018 | 332.50 | 332.50 | Parish Clerk's office. | 5 years | | |
| HP Laptop computer | 31/03/2024 | 350.42 | 350.42 | Parish Clerk's office. | 5 years | | |
| HP Printer | 2017 | 69.95 | | Parish Clerk's office. | 1 year | | |
| Pedham Green sign | Unknown | 2,500.00 | 2,500.00 | Pedham Green | 10 years | | |
| Recycled plastic parish notice board | 03/11/2020 | 1,466.03 | 1,466.03 | Junction Mill Road/Pedha | 18 years | | |
| SAM 2 Speed sign | 26/07/2021 | 3,428.00 | 3,428.00 | Pedham Road | 14 years | | |
| Village sign | 26/07/2021 | 3,450.00 | 3,450.00 | Cuttons Corner | 19 years | | |
| | | <u>12,247.90</u> | <u>12,177.95</u> | | | | |
| Parish Maintenance | | | | | | | |
| Glasdon Fido Dog bin | 25 March 2024 | 240.00 | 240.00 | Roadside verge opposite | 10 years | | |
| | | <u>240.00</u> | <u>240.00</u> | | | | |
| Grand Total: | | 12,487.90 | 12,417.95 | | | | |

J.W.GALLOP Accountant

S(IV)

41 St Edmunds Road,
ACLE, Norwich,
Norfolk, NR13 3BP
Tel. 01493 751182

JWG / 25/26 004

13th June 2025

Hemblington Parish Council,
C/O The Clerk,
101 Thunder Lane,
Norwich,,
Norfolk,
NR7 0JG

INVOICE FOR ACCOUNTING SERVICES

To.

Carry out the Internal Audit for the year ended 31st March 2025 and reporting thereon.

Total due **£125**

Terms : Payment Due in 14 days please

BANK DETAILS FOR DIRECT PAYMENTS

| | |
|-------------------|-------------------|
| Bank Account Name | J W GALLOP |
| Bank | Barclays Bank PLC |
| Sort Code | 20 99 21 |
| Account number | 53925692 |

Chq No 100601
Auth By ACHone
CR.

41 St Edmunds Road,
ACLE, Norwich,
Norfolk, NR13 3BP
Tel. 01493 751182

13th June 2025

Hemblington Parish Council,
C/O The Clerk, RFO,
101 Thunder Lane,
Norwich,,
Norfolk, NR7 0JG

Dear Sirs / Madams

RE INTERNAL AUDIT - ACCOUNTS YEAR ENDED 31st MARCH 2025

I am pleased to report that I have now completed the Internal Audit of the Hemblington Parish Council's accounts for the year ended 31st March 2025.

I carried out my duties and restricted my checking in accordance with the Local Councils' Governance Guidelines. As Internal Auditor I am not required to express an opinion on the Council's accounts. Whilst I operate independently, I am still under the Council's instructions.

I have completed the Internal Auditor's Report, which accompanies your accounts and annual return. I can confirm that my report did not contain any adverse comments regarding those accounts.

I shall be pleased to hear from you should you have any questions on the Accounts or Return and my work thereon. I take the opportunity of submitting my fee account which I trust you find in order.

Yours faithfully


J.W. Gallop FCCA