

## Bank reconciliation - Template

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20XX" in the Accounting Statements of the AGAR - and Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remember unrepresented cheques should be entered as negative figures.

Name of smaller authority: **TORPOINT TOWN COUNCIL**

County area (local councils and parish meetings only): **CORNWALL**

Financial year ending 31 March 2026

Prepared by (Name and Role): **C Southworth - Town Clerk & RFO**

Date: **10/06/2026**

	£	£
<b>Balance per bank statements as at 31/3/26:</b>		
Lloyds Business Account	42984.61	
Cornwall Council Call Account	104286.52	
CCLA - Public Sector Deposit Fund	58702.63	
		205973.76
		<hr/>
		205973.76
Petty cash float (if applicable)		-
Less: any unrepresented cheques as at 31/3/26 (enter these as negative numbers)		
Nil		
[add more lines if necessary]		
		<hr/>
		-
Add: any un-banked cash as at 31/3/26		
Library Cash - banked in May	563.95	
		<hr/>
		563.95
<b>Net balances as at 31/3/26</b>		<hr/> <hr/> <b>206537.71</b>

## Reconciliation between Box 7 and Box 8 in the Accounting Statements - Template

Applies to Accounting Statements prepared on an income and expenditure basis only

Please complete the highlighted boxes.

Name of smaller authority:

TORPOINT TOWN COUNCIL

County area (local councils and parish meetings only):

CORNWALL

There should only be a difference between Box 7 and Box 8 where the Accounting Statements within the AGAR have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

Please note that all authorities using the income and expenditure basis should include either a VAT debtor or creditor in the table below.

	2025		2026	
	£	£	£	£
<b>Box 7: Balances carried forward</b>		<b>313,706.62</b>		<b>219,880.74</b>
Deduct: Debtors (enter these as negative numbers)				
HMRC - Recoverable VAT	(5,849.45)		(11,680.49)	
Debtors	(4,496.99)		(3,316.85)	
	(10,346.44)		(14,997.34)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)				
Prepayments	(2,245.80)		(2,927.32)	
	(2,245.80)		(2,927.32)	
<b>Total deductions</b>		<b>(12,592.24)</b>		<b>(17,924.66)</b>
Add: Creditors (must not include community infrastructure levy (CIL) receipts)				
Creditors - inc Credit Card	9,178.24		2,202.75	
Accruals	4,484.69		2,378.88	
	13,662.93		4,581.63	
Add: Receipts in advance (must not include deferred grants/loans received)				
Nil				
<b>Total additions</b>		<b>13,662.93</b>		<b>4,581.63</b>
<b>Box 8: Total cash and short term investments</b>		<b>314,777.31</b>		<b>206,537.71</b>

Please use other page(s) to explain further

Accounting statements 2025-26

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting on the significant variances

	Year ending		Variance £	Variance %	Notes and guidance	Explanation required
	31-Mar-25	31-Mar-26				
1. Balances brought forward	307,805.00	313,706.00			<b>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.</b> 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	462,799.00	499,446.00	36647	8%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	No explanation required
3. (+) Total other receipts	171,130.00	395,688.00	224558	131%	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	Please explain within the relevant tab
4. (-) Staff costs	340,375.00	370,456.00	30081	9%	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.	No explanation required
5. (-) Loan interest/capital repayments	35,200.00	35,200.00	0	0%	Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any).	No explanation required
6. (-) All other payments	252,453.00	583,303.82	330850.82	131%	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	Please explain within the relevant tab
7. (=) Balances carried forward	313,706.00	219,880.18			Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	Please explain in the Reserves tab
Bal c/f checker	313,706.00	219,880.18				
8. Total value of cash and short term investments	314,777.00	206,538.00			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	2,315,861.00	2,387,150.00	71289	3%	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.	No explanation required
10. Total borrowings	50,205.00	17,160.00	-33045	-66%	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).	Please explain within the relevant tab



**Other receipts**

2025 171130      2026 395688

Difference 224558  
 % Change 131% Yes explain

Use the table below to breakdown your explanation

*(consider any fixed assets that have been sold and ensure reflected in explanation in box 9 fixed assets)*

*Please ensure you complete the value for both years, please do not provide the movement only.*

2025 £	2026 £	Difference	Explanation (Ensure each explanation is quantified)
1000	3124	2124	3G Pitch Donations
4671	5702	1031	Accessible Play Equipment Funding and Donations
4854	1616	-3238	CIL Income
0	31243	31243	CLUP Income <b>GRANT FUNDING 25/26</b>
27435	0	-9935	Community Building Grant Funding
3150	520	-2630	Defibrillator Income
33	13	-20	FOC Admin Fee (F&O)
707	715	8	Footpaths Income (F&O)
0	3425	3425	Footpaths Income <b>GRANT FUNDING 25/26</b>
1033	3894	2861	Grants & Donations (F&O)
13905	11885	-2020	Investment Interest Income (F&O)
26510	25161	-1349	Library Cafe Income (D&L)
765	410	-355	Library Parish Donations
19377	17500	-1877	Community Funding Library
2192	1520	-672	Library Sales (D&L)
11082	12435	1353	Licence Fee (F&O)
0	116	116	Memorial Benches
356	446	90	Market Fees (F&O)
1275	683	-592	Newsletter Advertising (D&L)
134	462	328	Other Revenue (F&O)
6	0	-6	Photocopies/Printing (F&O)
11000	0	-11000	Project Funding (D&L)
0	243527	243527	RIBA 3 Shared Prosperity Fund <b>GRANT FUNDING 25/26</b>
27987	21552	-6435	Room Hire (F&O)
1450	1114	-336	Service Charges - Licensees (F&O)
2500	0	-2500	Tennis Courts Grant Funding (LTA)
3455	2374	-1081	Tennis Courts Stripe Income (D&L)
6250	6250	0	Town Accelerator Fund
		0	
<b>Total</b>	171127	395687	224560

Enter more lines as appropriate





All other payments

2025  2026

Difference   
 % Change  Yes explain

Use the table below to breakdown your explanation  
 (consider any fixed assets that have been purchased and reflect in explanation in box 9 fixed assets)  
 Please ensure you complete the value for both years, please do not provide the movement only.

2025 £	2026 £	Difference	Explanation (Ensure each explanation is quantified)	Is this purchase an asset and reflected in Box 9
6838	880	-5958	Play Areas and Tennis Courts	
15218	12747	-2471	Library Exp and Com Hub	
13966	16421	2455	Insurance costs	
12470	12364	-106	Café supplies	
0	2441	2441	Neighbourhood Plan	
18916	19817	901	Business Rates	
31341	34495	3154	Utilities	
9892	26217	16325	Repairs and Maintenance	
0	247502	247502	RIBA 3 Shared Prosperity Fund FUNDING 25/26	
0	40960	40960	CLUP Expenditure	
29455	6165	-23290	Vision Projects EXTERNAL CONSULTANCY	
12112	29459	17347	Advertising & Festive Lighting	
8285	2037	-6248	Grants	
12537	8994	-3543	Leases Vehicle	
25502	27712	2210	Services All areas	
0	32492	32492	Accessible Play Equipment INSTALLED 25/26	
		0		
<b>Total</b>	<b>196532</b>	<b>520703</b>	<b>324171</b>	

Enter more lines as appropriate

Reserves

Box 7      222000 Precept      499446

	£	£	£
<b>Earmarked reserves:</b>			
Vision Projects	3835		
Play Areas & Tennis Court	3000		
Defibrillator Donation	1000		
MUGA/Other	10000		
Tennis Court sinking Fund	7000		
SkatePark Improvements	20000		
Town Clock	20000		
3G Pitch Project	80000		
3G Pitch Project Donation	3624		
		148459	
<b>General reserve</b>	73541		
		73541	
<b>Total reserves (must agree to Box 7)</b>			<u><u>222000</u></u>

**Total fixed assets inc. long term investments**

2025  2026

Difference

% Change  No explanation required - unless there is a capital payment or receipt in excess of 15% of fixed assets

Use the table below to breakdown your explanation

*(include any new additions or sold assets which should be reflected in other receipts or other payments)*

**Fixed assets**

2025 £	2026 £	Difference	Explanation (Ensure each explanation is quantified)	Is this asset movement reflected in Box 3 or Box 6	If No please explain why
0	32492	32492	Accessible Play Equipment		
0	25000	25000	CLUP Funding Purchases (approximate total value)		
0	13080	13080	Grillo Climber		
		0			
		0			
		0			
		0			
		0			
		0			
		0			
		0			
		0			
		0			
		0			
		0			
		0			
<b>Total</b>	<b>0</b>	<b>70572</b>	<b>70572</b>		

Enter more lines as appropriate

**Long Term investments**

Please provide value of investments held at each year end

2025  2026

2025 £	2026 £	Difference	Explanation (Ensure each explanation is quantified)	Is this asset movement reflected in Box 3 or Box 6	If No please explain why
		0			
		0			
		0			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>		

**Total borrowings**

2025  2026

Difference   
 yes explain

Use the table below to breakdown your explanation

**Please provide 3rd party confirmation if a non PWLB loan**

2025 £	2026 £	Difference	Explanation (Ensure each explanation is quantified)
50205	17160	-33045	Capital repayments in year
		0	
		0	
		0	
		0	
		0	
		0	
<b>Total</b>	<b>50205</b>	<b>-33045</b>	

Enter more lines as appropriate

Name of Smaller authority: Torpoint Town Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF  
UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026**

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

NOTICE	NOTES
<p>1. Date of announcement: <u>Friday 19th June 2026</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit 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 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>Camilla Southworth Town Clerk &amp; RFO</u> <u>1 - 3 Buller Road Torpoint, PL11 2LD 01752 814165</u> <u>clerk@torpointtowncouncil.gov.uk</u></p> <p>commencing on (c) <u>Monday 22nd June 2026</u></p> <p>and ending on (d) <u>Friday 31st July 2026</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• 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.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p><b>BDO LLP</b> Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) <u>Camilla Southworth Town Clerk &amp; RFO</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(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</p> <p>(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</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

# Balance Sheet

## Torpoint Town Council As at 31 March 2026

31 MAR 2026

### Current Assets

<b>Cash at bank and in hand</b>	
Business Account	43,548.56
<b>Total Cash at bank and in hand</b>	<b>43,548.56</b>
Accounts Receivable	3,320.59
CC & TTC Call Account	104,286.52
Other Receivables	(3.74)
Prepayments	2,927.32
Public Sector Deposit Fund (CCLA)	58,702.63
<b>Total Current Assets</b>	<b>212,781.88</b>

### Creditors: amounts falling due within one year

Accounts Payable	508.75
Accruals	2,378.88
Credit Card	1,826.94
Other Payables	(132.90)
Rounding	(0.04)
VAT	(11,680.49)
<b>Total Creditors: amounts falling due within one year</b>	<b>(7,098.86)</b>

**Net Current Assets (Liabilities)** 219,880.74

**Total Assets less Current Liabilities** 219,880.74

**Net Assets** 219,880.74

### Capital and Reserves

Current Year Earnings	(93,825.88)
Ear Marked Reserves	148,459.00
Retained Earnings	165,247.62
<b>Total Capital and Reserves</b>	<b>219,880.74</b>

**Debtors**

2025 **12592.24**      2026 **17924.66**

Use the table below to breakdown your explanation

2025 £	2026 £	Difference	Explanation (Ensure each explanation is quantified)
5849.45	11680.49	<b>5831.04</b>	HMRC - Recoverable VAT
1672.4	3320.59	<b>1648.19</b>	Debtors ledger
		<b>0</b>	Prepayments -
0	1042.92	<b>1042.92</b>	Insurance
0	502.87	<b>502.87</b>	Telephone & Internet
905.04	874.38	<b>-30.66</b>	Water
181.78	148.81	<b>-32.97</b>	Operating Lease
1158.98	0		Public Convenience services
		<b>0</b>	Other Debtors
1506.17	258.34	<b>-1247.83</b>	Room Hire
373.16	0	<b>-373.16</b>	Licence Fee
	100	<b>100</b>	Advertising
	-3.74	<b>-3.74</b>	CC fee refund
945.26	0	<b>-945.26</b>	Investment Interest
		<b>0</b>	
		<b>0</b>	
<b>Total</b>	<b>12592.24</b>	<b>17924.66</b>	<b>6491.4</b>

Enter more lines as appropriate

**Creditors**

2025 13,662.93 2026 4,581.63

Use the table below to breakdown your explanation

2025 £	2026 £	Difference	Explanation (Ensure each explanation is quantified)
0	7.59	7.59	Richards Builders Merchants
0	7.27	7.27	Richards Builders Merchants
0	7.59	7.59	Richards Builders Merchants
0	80.00	80	WesternWeb
0	38.30	38.3	ITEC
0	30.00	30	Andy Campfield
0	88.13	88.13	Falmouth Town Council
1257.71	0.00	-1257.71	Council Chambers Utilities
670.86	0.00	-670.86	Telephone & Internet
252.41	0.00	-252.41	Café Supplies
38.71	0.00	-38.71	Printing & Stationery
1365	1680.00	315	External Auditor
450	440.00	-10	Internal Auditor
450	0.00	-450	Accountancy Support
6646.94	508.75	-6138.19	Creditors ledger
2531.31	1826.94	-704.37	Credit Card Balance
-0.01	-132.94	-132.93	Other Creditors
		0	
		0	
<b>Total</b>	<b>13662.93</b>	<b>4581.63</b>	<b>-9081.3</b>

*Enter more lines as appropriate*

**Income and Expenditure**  
 Torpoint Town Council  
 For the year ended 31 March 2026

<u>Account</u>	<u>2026</u>	<u>Box 2</u>	<u>Box 3</u>			
<b>Income</b>						
3G Pitch Donations	3,123.56		3,123.56			
Accessible Play Equipment Funding and Donations	5,702.05		5,702.05			
CIL Income 25/26	1,615.50		1,615.50			
CLUP Income	31,242.80		31,242.80			
Defibrillator Income	520.20		520.20			
FOC Admin Fee (F&O)	12.50		12.50			
Footpaths Income LMP (F&O)	715.18		715.18			
Footpaths LMP Extended	3,424.66		3,424.66			
Grants & Donations (F&O)	3,894.39		3,894.39			
Investment Interest Income (F&O)	11,885.20		11,885.20			
Library Cafe Income (D&L)	25,160.54		25,160.54			
Library Parish Donations	410.07		410.07			
Library Sales (D&L)	1,520.35		1,520.35			
Licence Fee (F&O)	12,434.89		12,434.89			
Market Fees (F&O)	446.00		446.00			
Memorial Benches (F&O)	116.00		116.00			
Newsletter Advertising (D&L)	683.33		683.33			
Other Revenue (F&O)	462.15		462.15			
Precept (F&O)	499,446.00	499,446.00				
RIBA 3 Shared Prosperity Fund	243,527.32		243,527.32			
Room Hire (F&O)	21,551.82		21,551.82			
Service Charges - Licensees (F&O)	1,114.95		1,114.95			
Tennis Courts Stripe Income (D&L)	2,374.27		2,374.27			
Town Accelerator Fund	6,250.00		6,250.00			
Community Funding Library	17,500.00		17,500.00			
<b>Total Income</b>	<b>895,133.73</b>	<b>499,446.00</b>	<b>395,687.73</b>			
				<b>Box 4</b>	<b>Box 5</b>	<b>Box 6</b>
<b>Expenditure</b>						
Accessible Play (D&L)	1,053.30					1,053.30
Advertising & Marketing (D&L)	29,459.90					29,459.90
Audit & Accountancy fees (F&O)	2,359.00					2,359.00
Cafe Supplies (D&L)	12,363.65					12,363.65
CIL Expenditure 25/26	1,615.50					1,615.50
Civic Functions (F&O)	3,403.40					3,403.40
Civic Regalia	70.83					70.83
CLUP Expenditure	40,959.56					40,959.56
Consumables - Recurring- Council Chambers (F&O)	2,140.47					2,140.47
Consumables - Recurring- Library (F&O)	926.26					926.26

Consumables - Recurring- Public Conveniences (F&O)	833.47					833.47
Defibrillator Costs (F&O)	1,265.00					1,265.00
Grants Awarded by TTC (F&O)	2,037.00					2,037.00
Insurance (F&O)	16,421.46					16,421.46
IT & Computers (F&O)	571.77					571.77
Library Community Expenditure	12,746.70					12,746.70
Light, Power, Heating - Council Chambers (F&O)	17,412.42					17,412.42
Light, Power, Heating - Library (F&O)	8,346.31					8,346.31
Light, Power, Heating - Public Conveniences (F&O)	2,189.12					2,189.12
Loan Repayments (F&O)	35,199.98				35,199.98	
Mayoral Allowance (F&O)	4,073.50					4,073.50
Members Expenses (P)	142.71					142.71
Memorial Benches purchased (F&O)	131.00					131.00
Motor Vehicle Expenses (F&O)	99.52					99.52
Non-Domestic Business Rates - Council Chambers (F&O)	13,834.78					13,834.78
Non-Domestic Business Rates - Library (F&O)	5,547.32					5,547.32
Non-Domestic Business Rates - Tennis Courts (F&O)	435.02					435.02
Operating Lease Payments (F&O)	8,845.56					8,845.56
Pain Cafe	100.00					100.00
Payroll Admin Fees	1,440.00					1,440.00
Postage, Freight & Courier (F&O)	5.92					5.92
Printing & Stationery (F&O)	1,931.31					1,931.31
Repairs & Maintenance - Recurring - Public Conveniences (F&O)	56.36					56.36
Repairs & Maintenance - Recurring - Tennis Courts	879.53					879.53
Repairs & Maintenance - Recurring Council Chambers (F&O)	7,804.29					7,804.29
Repairs & Maintenance - Recurring Library (F&O)	1,408.00					1,408.00
Repairs & Maintenance - Recurring- Parks (F&O)	16,971.78					16,971.78
Reserves - 3G Pitch Donations	2,171.00					2,171.00
Reserves - Accessibility Improvements	7,000.00					7,000.00
Reserves - Accessible Play Equipment	4,651.00					4,651.00
Reserves - CIL	5,999.00					5,999.00
Reserves - Defibrillator Donation	2,670.00					2,670.00
Reserves - Election Expenses	5,846.51					5,846.51
Reserves - Freedom Parade	2,006.88					2,006.88
Reserves - NDP Improvements	2,441.00					2,441.00
Reserves - Play Areas and Tennis Courts	12,614.00					12,614.00
Reserves - RIBA 3 Good Growth Shared Prosperity Fund	2,719.42					2,719.42
Reserves - Town Accelerator Fund (Website)	14,685.00					14,685.00
Reserves - Vision Projects	6,165.00					6,165.00
RIBA 3 Detailed Design Reports (D&L)	247,501.64					247,501.64
Salaries (P)	370,455.81				370,455.81	
Services - All venues (F&O)	10,691.60					10,691.60
Services - Council Chambers (F&O)	1,546.30					1,546.30
Services - Library (F&O)	908.20					908.20
Services - Parks (F&O)	14,409.32					14,409.32
Services - Public Conveniences (F&O)	157.50					157.50
Staff Training (P)	2,495.02					2,495.02
Stripe Fee (D&L)	120.21					120.21



# Trial Balance

## Torpoint Town Council

As at 31 March 2026

ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE	DEBIT - YEAR TO DATE	CREDIT - YEAR TO DATE	31 MAR 2025
201	Licence Fee (F&O)	Revenue		12,434.89	(11,082.28)
202	Room Hire (F&O)	Revenue		21,551.82	(27,987.46)
204	Precept (F&O)	Revenue		499,446.00	(462,799.00)
206	Footpaths Income LMP (F&O)	Revenue		715.18	(707.39)
207	Market Fees (F&O)	Revenue		446.00	(356.00)
208	Photocopies/Printing (F&O)	Revenue		-	(6.00)
209	Service Charges - Licensees (F&O)	Revenue		1,114.95	(1,450.54)
211	Library Sales (D&L)	Revenue		1,520.35	(2,192.46)
212	Library Cafe Income (D&L)	Revenue		25,160.54	(26,509.79)
213	Tennis Courts Stripe Income (D&L)	Revenue		2,374.27	(3,455.33)
214	Project Funding (D&L)	Revenue		-	(11,000.00)
217	Library Parish Donations	Revenue		410.07	(765.10)
218	Community Funding Library	Other Income		17,500.00	(19,377.00)
245	Footpaths LMP Extended	Revenue		3,424.66	-
258	CLUP Income	Revenue		31,242.80	-
259	CIL Income 25/26	Revenue		1,615.50	(4,853.87)
260	Other Revenue (F&O)	Revenue		462.15	(133.72)
261	Grants & Donations (F&O)	Revenue		3,894.39	(1,033.11)
262	Memorial Benches (F&O)	Revenue		116.00	-
263	FOC Admin Fee (F&O)	Revenue		12.50	(33.33)
269	Newsletter Advertising (D&L)	Revenue		683.33	(1,275.00)
270	Investment Interest Income (F&O)	Revenue		11,885.20	(13,905.40)
273	Community Building Grant Funding	Revenue		-	(27,435.00)
274	3G Pitch Donations	Revenue		3,123.56	(1,000.00)
275	Tennis Courts Grant Funding (LTA)	Revenue		-	(2,500.00)
276	Defibrillator Income	Revenue		520.20	(3,150.00)
277	RIBA 3 Shared Prosperity Fund	Revenue		243,527.32	-
452	Town Accelerator Fund	Revenue		6,250.00	(6,250.00)
500	Accessible Play Equipment Funding and Donations	Revenue		5,702.05	(4,671.20)
215	Cafe Supplies (D&L)	Expense	12,363.65		12,469.61
216	SumUp Fee (D&L)	Expense	224.68		184.76
219	Stripe Fee (D&L)	Expense	120.21		159.86
253	CIL Expenditure 25/26	Expense	1,615.50		-
255	Accessible Play (D&L)	Expense	1,053.30		-
257	Pain Cafe	Expense	100.00		-
311	Memorial Benches purchased (F&O)	Expense	131.00		-
312	Defibrillator Costs (F&O)	Expense	1,265.00		635.00
313	CLUP Expenditure	Expense	40,959.56		-

321	Mayoral Allowance (F&O)	Expense	4,073.50	4,090.92
322	Members Expenses (P)	Expense	142.71	703.69
323	RIBA 3 Detailed Design Reports (D&L)	Expense	247,501.64	-
400	Advertising & Marketing (D&L)	Expense	29,459.90	3,761.57
401	Audit & Accountancy fees (F&O)	Expense	2,359.00	2,607.00
405	Credit Card Annual Fee (F&O)	Expense	-	58.67
410	Masterplan	Expense	-	11,500.00
418	Grants Awarded by TTC (F&O)	Expense	2,037.00	-
424	Civic Functions (F&O)	Expense	3,403.40	3,120.20
425	Postage, Freight & Courier (F&O)	Expense	5.92	64.26
430	Consumables - Recurring-Council Chambers (F&O)	Expense	2,140.47	2,046.09
431	Consumables - Recurring-Library (F&O)	Expense	926.26	1,254.12
432	Consumables - Recurring-Public Conveniences (F&O)	Expense	833.47	795.51
433	Insurance (F&O)	Expense	16,421.46	13,965.82
437	Loan Repayments (F&O)	Expense	35,199.98	35,199.98
441	Legal Expenses (F&O)	Expense	-	950.00
445	Light, Power, Heating - Council Chambers (F&O)	Expense	17,412.42	16,592.63
446	Light, Power, Heating - Library (F&O)	Expense	8,346.31	7,180.21
447	Light, Power, Heating - Public Conveniences (F&O)	Expense	2,189.12	2,126.72
449	Motor Vehicle Expenses (F&O)	Expense	99.52	759.57
457	Operating Lease Payments (F&O)	Expense	8,845.56	12,536.92
460	Library Community Expenditure	Expense	12,746.70	15,218.25
461	Printing & Stationery (F&O)	Expense	1,931.31	1,500.03
463	IT & Computers (F&O)	Expense	571.77	1,025.95
465	Non- Domestic Business Rates - Council Chambers (F&O)	Expense	13,834.78	13,934.99
466	Non-Domestic Business Rates - Library (F&O)	Expense	5,547.32	4,437.86
467	Non-Domestic Business Rates - Tennis Courts (F&O)	Expense	435.02	543.02
469	Rent (F&O)	Expense	-	(106.36)
473	Repairs & Maintenance - Recurring Council Chambers (F&O)	Expense	7,804.29	3,455.97
474	Repairs & Maintenance - Recurring Library (F&O)	Expense	1,408.00	692.44
475	Repairs & Maintenance - Recurring - Public Conveniences (F&O)	Expense	56.36	459.25
476	Repairs & Maintenance - Recurring- Parks (F&O)	Expense	16,971.78	5,285.07
477	Salaries (P)	Expense	370,455.81	340,374.92
478	Payroll Admin Fees	Expense	1,440.00	1,500.00
480	Staff Training (P)	Expense	2,495.02	1,219.58

481	Services - All venues (F&O)	Expense	10,691.60	12,646.36
482	Services - Council Chambers (F&O)	Expense	1,546.30	2,876.50
483	Services - Library (F&O)	Expense	908.20	2,739.44
484	Services - Public Conveniences (F&O)	Expense	157.50	163.54
485	Services - Parks (F&O)	Expense	14,409.32	7,077.37
491	Subscriptions (F&O)	Expense	4,243.20	4,540.54
492	Telephone & Internet (F&O)	Expense	3,524.17	4,288.28
494	Tennis Courts Improvements Exp. (donations)	Expense	-	1,489.78
501	Water Rates - Council Chambers (F&O)	Expense	1,708.72	712.21
502	Water Rates - Library (F&O)	Expense	1,405.52	764.65
503	Water Rates - Public Conveniences (F&O)	Expense	3,433.71	3,963.60
504	Waste Collection - Council Chambers (F&O)	Expense	1,117.46	1,161.53
505	Waste Collection - Library (F&O)	Expense	966.04	1,001.07
506	Repairs & Maintenance - Recurring - Tennis Courts	Expense	879.53	875.34
773	Civic Regalia	Expense	70.83	8,386.24
967	Reserves - Vision Projects	Expense	6,165.00	29,455.00
968	Reserves - Play Areas and Tennis Courts	Expense	12,614.00	3,454.80
969	Reserves - NDP Improvements	Expense	2,441.00	1,200.00
970	Reserves - Defibrillator Donation	Expense	2,670.00	-
973	Reserves - Town Accelerator Fund (Website)	Expense	14,685.00	-
982	Reserves - RIBA 3 Good Growth Shared Prosperity Fund	Expense	2,719.42	-
983	Reserves - Section 137 Grants 2023 / 2024	Expense	-	8,285.00
985	Reserves - Accessible Play Equipment	Expense	4,651.00	-
986	Reserves - CIL	Expense	5,999.00	-
988	Reserves - Election Expenses	Expense	5,846.51	-
990	Reserves - Tennis Court Accessibility	Expense	-	1,894.00
991	Reserves - Warmth Hub	Expense	-	185.32
992	Reserves - Freedom Parade	Expense	2,006.88	-
993	Reserves - Accessibility Improvements	Expense	7,000.00	-
997	Reserve - Advertising and Marketing	Expense	-	8,349.78
998	Reserve - Library Community Fund 2023 - 2024	Expense	-	213.24
999	Reserves - 3G Pitch Donations	Expense	2,171.00	-
605	Other Receivables	Current Asset		3.74
606	Business Account	Bank	43,548.56	34,618.62
607	Credit Card	Bank		1,826.94
				(2,531.31)

Trial Balance

608	CC & TTC Call Account	Current Asset	104,286.52		223,819.35
609	Public Sector Deposit Fund (CCLA)	Current Asset	58,702.63		56,339.34
610	Accounts Receivable	Current Asset	3,320.59		1,672.40
615	Other Debtors	Current Asset	-		2,824.59
620	Prepayments	Current Asset	2,927.32		2,245.80
800	Accounts Payable	Current Liability		508.75	(6,646.94)
802	Other Payables	Current Liability	132.90		-
805	Accruals	Current Liability		2,378.88	(4,484.69)
820	VAT	Current Liability	11,680.49		5,849.45
860	Rounding	Current Liability	0.04		0.01
960	Retained Earnings	Equity		165,247.62	(101,424.58)
965	Ear Marked Reserves	Equity		148,459.00	(206,380.73)
<b>Total</b>			<b>1,213,558.66</b>	<b>1,213,558.66</b>	<b>-</b>

**TORPOINT TOWN COUNCIL**  
**EARMARKED RESERVES - Account 965**

<u>Code</u>	<u>Reserve</u>	<u>Balances at</u> <u>1st April 2025</u>	<u>Transfers</u>	<u>Additions</u> <u>2025/26</u>	<u>Expenditure</u> <u>Releases</u> <u>2025/26</u>	<u>Balances at</u> <u>31st March 2026</u>
967	Vision Projects	10,000.00		0.00	6,165.00	3,835.00
968	Play Areas & Tennis Courts	15,613.73		0.27	12,614.00	3,000.00
969	NDP Improvements	4,046.00		-1,605.00	2,441.00	0.00
970	Defibrillator Donation	3,150.00		520.00	2,670.00	1,000.00
971	MUGA/Other	10,000.00				10,000.00
973	Town Accelerator Fund (Website)	6,250.00		8435.00	14,685.00	0.00
975	Tennis Court sinking Fund	4,000.00		3,000.00		7,000.00
982	RIBA 3 Good Growth Shared Prosperity Fund	10,000.00		-7,280.58	2,719.42	0.00
985	Accessible Play Equipment Donations	4,651.00			4,651.00	0.00
986	CIL Receipts	5,999.00			5,999.00	0.00
988	Election Expenses	10,000.00		-4,153.49	5,846.51	0.00
989	SkatePark Improvements	20,000.00				20,000.00
992	Freedom Parade	3,000.00		-993.12	2,006.88	0.00
993	Accessibility Improvements	7,000.00			7,000.00	0.00
995	Town Clock	10,000.00		10,000.00		20,000.00
996	3G Pitch Project	80,000.00				80,000.00
999	3G Pitch Project Donations	2,671.00		3,124.00	2,171.00	3,624.00
		<u>206,380.73</u>	<u>0.00</u>	<u>11,047.08</u>	<u>68,968.81</u>	<u>148,459.00</u>

CR 965  
DR960

CR960  
DR965







SUPPORTING STATEMENT TO THE INCOME & EXPENDITURE  
FINANCIAL YEAR ENDED  
31<sup>st</sup> MARCH 2026

**ASSETS** -

For complete list of assets, including acquisitions and disposals, as at close of business 31<sup>st</sup> March 2026, see **Fixed Asset Report**.

**BORROWINGS** –

Borrowings and Balances at close of business 31<sup>st</sup> March 2026

<b>Purpose</b>	<b>Adv. Date</b>	<b>Amount - £</b>	<b>Rate - %</b>	<b>Final Payment</b>	<b>Balance</b>
Town Hall Project	05.10.2001	493,000	5.125	Sept 2026	17,160.12

**HIRE AGREEMENTS**

<b>CONTRACT</b>	<b>PURPOSE</b>	<b>COM DATE</b>	<b>TERM YEARS</b>	<b>ANNUAL PAYMENT £</b>
XEROX Finance Ltd	Photocopier*	April 2022	5	706.52
Shire Leasing	Telephone System	Dec 2023	5yrs 3 months	749.56
ALD Automotive Ltd t/a Ford Lease	Ford Transit Fully Electric Van inc maintenance	Mar 2024	5	7,474.20

\*Plus additional variable copy charges dependent on usage

## TENANCIES

**Council as Landlord** – None

**Council as Tenant**

<b>LANDLORD</b>	<b>PROPERTY</b>	<b>RENT £ (p/a)</b>	<b>REPAIR</b>	<b>EXPIRY</b>
<b>Cornwall Council</b>	<b>Land at Thanckes Park – in process of renewal</b>	<b>10</b>	<b>Yes</b>	<b>2025</b>
<b>Cornwall Council</b>	<b>Antony Road Bench</b>	<b>1</b>	<b>Yes</b>	<b>2019</b>
<b>Defence Estates</b>	<b>Land at Yonderberry Point</b>	<b>50</b>	<b>N/A</b>	<b>Annual</b>
<b>Cornwall Council</b>	<b>Public Conveniences x 2</b>	<b>0</b>	<b>No</b>	<b>N/A</b>
<b>Cornwall Council</b>	<b>Library Building</b>	<b>1</b>	<b>Yes</b>	<b>28/02/2028</b>
<b>Cornwall Council</b>	<b>4 x Play Parks and Tennis Courts</b>	<b>1</b>	<b>No</b>	<b>2120</b>

## GRANT PAYMENTS

<b>BENEFICIARY/ORGANISATION</b>	<b>AMOUNT - £</b>
Torpoint Ramps Forum	£100.00
Torpoint Community Events	£655.00
Mr P Smith (Battery for Defibrillator)	£282.00
Cornerstone Church	£500.00
Cornwall Air Ambulance	£500.00
<b>TOTAL</b>	<b>£2,037.00</b>

## ADVERTISING, MARKETING & PUBLICITY

**Total: £29,459.90**

## OUTSTANDING DEBTORS

Outstanding debts to the Council excluding VAT:

<b>AGE OF DEBT</b>	<b>NUMBER</b>	<b>AMOUNT - £</b>
Less than 1 month	0	0.00
1- 3 months	0	0.00
3-6 months	0	0.00
6-12 months	0	0.00
Over 12 months	0	0.00
<b>Total</b>	<b>0</b>	<b>0.00</b>

**PREPAYMENTS**

<b>PAYEE</b>	<b>AMOUNT - £</b>
Shire Leasing Quarterly	148.81
Everflow Water	398.58
Everflow Water	475.80
James Hallam	1042.92
BT	502.87
<b>TOTAL</b>	<b>2568.98</b>

**OUTSTANDING CREDITORS**

Payments outstanding for goods services received in 2025/26

<b>Creditor</b>	<b>Amount £</b>
Richards Builders Merchants	7.59
Richards Builders Merchants	7.27
Richards Builders Merchants	7.59
Westernweb	80.00
ITEC	38.30
Andy Campfield	30.00
Falmouth Town Council	88.13
<b>Total</b>	<b>258.88</b>

**OTHER NOTES**

Free of Charge Use – The Council permits use of council facilities at no charge for a number of qualifying organisations including the Town Council for Meetings. The approximate notional value for year ending 31<sup>st</sup> March 2026 is £1,500.

**VAT REGISTRATION**

The Town Council became fully registered for VAT in May 2019 and has opted to keep all hire and licensee charges inclusive of VAT.

Signed by CF Southworth .....

Mrs Camilla Southworth .....  
Town Clerk & Responsible Financial Officer  
16/06/2026



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# Year End Internal Audit Report

TO THE MEMBERS OF TORPOINT TOWN COUNCIL

YEAR ENDED 31ST MARCH 2026

ISSUE DATE: 16<sup>TH</sup> JUNE 2026

ISSUED TO: MILLY SOUTHWORTH, TOWN CLERK & RFO



## **INTRODUCTION:**

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

### **Scope:**

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return and the Transparency Code.

### **Approach:**

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Smaller Authorities Proper Practice Panel' which is applicable to financial years from 1st April 2025.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

## **GENERAL COMMENTS:**

We would like to thank the staff of Torpoint Town Council for all their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

We have provided, if required, a table of audit recommendations that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it was completed and returned to us.

*The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were achieved throughout the financial year to a standard adequate to meet the needs of the Council.*



**Previous Recommendations** – There were no outstanding recommendations from the previous Internal Audit.

**A Appropriate accounting records have been properly kept throughout the financial year.**

The accounts are maintained on Xero accounting software; at the time of the audit, they were up to date, in balance and free from material errors.

**B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.**

*Financial Regulations*

Financial Regulations were last reviewed in March 2026.

*Purchasing*

A scheme of delegation is in place and adhered to. Procurement was tested and found to be in line with Financial Regulations.

*Payments*

Testing of payments were made with no issues to report. All were supported by invoices, had been certified by the RFO and presented to members.

*VAT*

Within the sample tested VAT had been accurately applied in all instances.

Entry of payments onto the ledger were accurate as was the accounting for VAT.

VAT claims for the year had been submitted. There is a small discrepancy between the year-end VAT claim submitted and the balance held on the accounting statements. This is being reviewed to ensure that the discrepancy is picked up in the next claim.

**C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

*Insurance*

Statutory insurances are in place and the Fidelity Guarantee is adequate at £750,000.

Comparison of the Asset Register to the insurance schedule shows no obvious omissions.

*Risk Assessment & Internal Controls*

The Council has reviewed its risk management arrangements, risk assessment and the effectiveness of its internal controls in March 2026.

### *Cash*

An Investment Strategy covering the 2025/26 year was reviewed in June 2025.

- D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.**

#### *Budget setting*

The 2026/27 budget and precept were properly approved at Full Council in January 2026. Detailed estimates were produced which were initially considered by the relevant Committees.

#### *Budget monitoring*

Budget Monitoring reports are taken to each Council meeting.

#### *Adequacy of Reserves*

After allowing for Earmarked Reserves of £148,459 the General Reserve stood at £73,541; equating to 14% of the precept in the 2026/27 budget (£524,418) which is below generally accepted parameters.

A recommendation in regards to this issue is at the end of this report.

- E Expected income was fully received, based on correct prices, properly recorded, and promptly banked; and VAT was appropriately accounted for.**

Systems were tested to ensure that suitable controls are in place that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

#### *Precept*

The precept received was checked to the records of the Council and the principal authority and found to be in accord.

#### *VAT claims*

VAT claims for the year have been submitted and are up to date.

#### *Interest*

Interest earned on Council investments has been accurately reflected in the ledger records.

#### *Room Hire*

Testing revealed no issues to report.

#### *Licence Income*

Licencees are invoiced in accordance with the agreements in place. Adequate procedures are in place to ensure payment.

- F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.**

Petty cash was not operated.

**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.**

A sample of payroll records were tested in the year with no issues to report.

New members of staff had been issued with contracts of employment and have been paid in accordance with the terms therein.

Tax, NI & Pension requirements have been met.

The National pay award was accurately calculated and implemented.

**H Asset and investments registers were complete and accurate and properly maintained.**

The asset register has been updated to reflect acquisitions and disposals and the total value of assets held is accurately reflected in the AGAR.

**I Periodic and year-end bank account reconciliations were properly carried out during the year.**

Monthly bank reconciliations have been undertaken in an accurate and timely manner; they have been reviewed in accordance with Financial Regulations.

The year-end bank reconciliation has been accurately recorded.

**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.**

The accounts were produced on an income and expenditure basis and were in accord with underlying records. An audit trail was provided and accompanying information required by the external auditor produced.

**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.**

NOT APPLICABLE

**L The authority published the required information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.**

The Council publishes information on their free to access website that is up to date at the time of audit. In accordance with legislation it provides information that would reasonably be expected to be there.

**M In the year covered by this AGAR, the authority provided for a period for the exercise of public rights as required by the Accounts & Audit Regulations**

The AGAR for 2024/25 was properly approved by Council, the requisite Notice was published on time - an additional number of days for public inspection were allowed

**N The authority has complied with the publication requirements for 2024/25 AGAR.**

All publication requirements were met.

**O The authority has complied with laws, regulations & proper practices relating to digital and data compliance**

The Council complies with the requirements for Assertion 10 on the 2025-26 Annual Governance Statement. There is clear evidence that the Clerk/RFO, as well as Members, have taken a reasonable and proportionate approach to Information Systems security and management for a smaller council.

There were no matters arising from this area of review warranting formal comment or recommendation.

**P Trust funds (including charitable). The council met its responsibilities as trustee.**

Not applicable.



**JT AUDIT & ACCOUNTANCY**

**2025-26 INTERNAL AUDIT RECOMMENDATION – TORPOINT TOWN COUNCIL**

<i>No</i>	<i>Audit Recommendation</i>	<i>Management Response</i>	<i>Timescale/ Responsibility</i>	<i>Auditor Follow Up</i>
1	<p>After accounting for Earmarked Reserves, the General Reserve at the end of 2025-26 are low. With recommended levels at 25% of Net Revenue Expenditure the current figure of 14% needs consideration. Detail of unplanned additional expenditure on 8 projects were explained to Council in March 2026.</p> <p>It is recommended that the Council address this matter, consideration could be given to a budgeted contribution to the General Reserve in future years. To avoid additional pressure on the precept the funds could from any existing expenditure lines uncalled for in coming years.</p>			

# Neighbourhood Portion CIL Report

## Of Torpoint Town Council

### for the Year 1 April 2025 to 31 March 2026

Amount of CIL held at the beginning of the reported year (i.e., CIL receipts carried forward from previous years)		<b>£5,999.00</b>
A	Total CIL income received in the reported year	<b>£1,615.50</b>
B	Total CIL spent in the reported year (details of this provided in the CIL Expenditure table below)	<b>£7,614.50</b>
C	Summary details of CIL expenditure during the reported year – see CIL Expenditure table below	
D	Details of any notices received in accordance with Regulation 59E <sup>1</sup> in the year	
	<b>None</b>	
D(i)	Value of CIL received <u>in the reporting year</u> that has become subject to a Regulation 59E notice	£0
D(ii)	Value of CIL received <u>in any year</u> that has become subject to a Regulation 59E notice which has not been returned to the Charging Authority	£0
E(i)	CIL income received in the reported year which is still held at the end of the reported year	£0
E(ii)	CIL income from previous years which is still held at the end of the reported year	£0
	Total CIL held at year end (Ei + Eii)	£0

#### CIL Expenditure

Items to which CIL has been applied:	Date of Spend	Amount spent £
Accessible Play Equipment installed into play park	20.02.26	<b>5,999.00</b>
Accessible Play Equipment installed into play park	20.02.26	<b>1,615.50</b>
<b>Total spent</b>		<b>7,614.50</b>

<sup>1</sup> CIL Regulation 59E relates to recovery by the Charging Authority of any CIL passed to a local council which has not been spent within 5 years of the local council receiving it, or which has not been spent in accordance with the CIL Regulations.