Kendal Town Council

Town Hall, Highgate, Kendal LA9 4DD
www.kendaltowncouncil.gov.uk

12 October 2026

To Members of the Audit Committee

Cllr S Coleman	Cllr D Evans
Cllr J Dunlop	Cllr D Rathbone (Vice-Chair)
Cllr L Edwards	Cllr C Russell (Chair)

You are summoned to a meeting of Kendal Town Council Audit Committee on **Monday, 19 October 2026, at 7.30pm**, in the Council Chamber at the Town Hall, Highgate, Kendal.

(Distributed to other Members of the Council for information only.)

Yours faithfully

Chris Bagshaw
Town Clerk

AGENDA

Public Participation

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website: kendaltowncouncil.gov.uk, or by contacting the Town Clerk on 01539 885430.

1. Apologies

To receive and accept any apologies. If accepted, apologies will be considered to be for reasons approved by the council under the terms of Local Government Act 1972, s85.

2. Declarations of Interest

To receive declarations by members and/or co-optees of interests in respect of items on this agenda.

3. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To consider whether there are any agenda items during consideration of which the press and public should be excluded.

4. Minutes of the Last Meeting (pages 4 to 6)

To receive the minutes of the meeting of the Audit Committee held on 20 July 2026 and to authorise the Chair to sign them as a true record.

5. Minute Action Sheet (page 7)

To consider a report on actions taken by officers on resolutions or recommendations made at previous meetings.

6. 2026/27 Budget Monitoring Second Quarter (pages 8 to 20)

To receive and note the Council's Budget Monitoring Reports for the second quarter (to 30 September), including the Statement of Income and Expenditure, the balance sheet and the levels of earmarked reserves.

The Committee suggested a number of changes to the way in which information was presented, and these are still being reviewed in the context of our automatically generated reports. In this series of reports, the Environment Committee's Projects report has been omitted, as officers are altering the way in which commitments are uploaded to the system. There was an inconsistency in Purchase ordering which was leading to many orders requiring amendment on invoice.

7. Bank Reconciliation (pages 21 to 31)

To receive and note the bank reconciliation statements on 30 September 2026. Also, to receive the wet signatures as requested in the 23 June 2026 meeting.

Background

The Bank Reconciliation shows that the Council's Accounting system has been reconciled against actual bank statements. These are checked by the Town Clerk and the Finance Officer, then countersigned by a Councillor.

8. External Auditors (pages 32 to 33)

To receive and note the signed Annual Governance and Accountability Return (AGAR) and Notice of Completion of Audit from the External Auditor for the year 2025-2026.

Background

The Council's External Auditor reviews the Council's AGAR over the Summer and returns a report with any recommended actions or observations. The report for 2025-2026 has no recommended actions (known as Except Fors) and contains a single observation about a negative balance in the Council's Earmarked Reserves. The negative balance was noted in the Reserves as being a method of ensuring that future income to reserves for CIL which was expected but not received at the year end, would require appropriate allocation on receipt.

9. Internal Auditor's Report (page 34 to 35)

To receive and note the half-yearly review report from the Internal Auditor.

Background

The Council’s Internal Auditor conducts a half yearly audit of the Council’s finances and governance arrangements, in line with the recommendations of the Practitioner’s Guide.

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Minutes of a meeting of the Audit Committee held on Tuesday, 20 July 2026, at 6.15pm in the Chairman's Room, Town Hall, Highgate, Kendal.

Cllr B Bisby	Absent	Cllr D Evans	Present
Cllr S Coleman	Present	Cllr D Rathbone (Vice-Chair)	Present
Cllr J Dunlop	Present	Cllr C Russell (Chair)	Present
Cllr L Edwards	Present		

In attendance: Chris Bagshaw (Town Clerk), Ben Unsworth (Democratic Services Assistant – Temporary), and Judith Lomax (Development and Delivery Manager - Maternity Cover), and a member of the public.

A09/2026 Apologies

No apologies were received.

A10/2026 Declarations of Interest

No declarations of interest were raised.

A11/2026 Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

There were no excluded items included within the agenda.

A12/2026 Minutes of the Last Meetings

Resolved: To receive the minutes of the meeting of the Audit Committee held on 23 June 2026 and to authorise the Chair to sign them as a true record.

A13/2026 Minute Action Sheet

The Committee were assured that the clarity previously requested over actual/projected figures has now been achieved.

Resolved: To note the report and the actions taken by officers.

A14/2026 Budget Monitoring 2026/27

The Town Clerk gave a report on the Council's overall budget performance in

the first Quarter. He explained the difference between money that has been committed (by being automatically generated in response to an authorised Purchase Order) and the Projected figures, which were aimed at indicating the likely outturn figure. The Projected Outturn figure at this point in the budget cycle would usually follow the budget figure unless the Finance Officer had specific knowledge of a likely underspend or overspend. There was concern that the Finance Officer couldn't be expected to have detailed working knowledge of the Committee's spending activity, though the Clerk sought to reassure members that the budgeting process was much tighter than they may be remembering from previous years. The Clerk agreed to tighten up the procedures for the inputting of projected outturn figures, so that they were more transparent to the reader.

He drew the Committee's attention to the relationship between the Resilience project income, the budgeted additional spend and the funds held as a committed reserve. The Project funding from Defra has another financial year to run, after which the Council must look for alternative financial support for the project, which may include funding it entirely from the Precept.

The Committee queried whether the data was sufficiently clear and whether the subheadings could be made more transparent. The Town Clerk agreed to see what changes could be made on the Council's Finance Reporting system to improve the matter.

The Chair led the Committee through the various committee budgets. There was some discussion about the role of the Community Infrastructure Levy (CIL), and in particular the relative, apparent opacity in the way in which CIL which has been collected and retained by W&FC is allocated toward necessary projects.

The Town Clerk reported that W&FC officers had recently inspected the Town Council's garage, and it seemed likely that some revaluation of rents may be the result. This may coincide with a revaluing of office rents and Town Hall service charges. He drew the Committee's attention to the HR costs, which were also likely to be under pressure, but members reaffirmed the value of this service. Officers have recently been on employment rights training.

It was anticipated that the newly appointed Estate and Grounds Officer would assist in the replacement of the Council's van, though with now with a hybrid rather than an electric vehicle as the planned specification. The next financial year would require the Council to begin adding to a new elections reserve, following the elections in May 2027. The Council will request that W&FC send out invoices for the parish contribution more swiftly than in previous years.

There was some discussion about the problems in presenting the Environment Committee's budget succinctly and meaningfully, as it often includes contributions from both revenue and earmarked reserves, and often reflects.

Allocated funds to longer-term projects which are being scoped. There was also an update on the current status of a budget previously allocated to the K Shoes collection.

There was some discussion on the necessity for 'Closing out' certain projects so as not to allow budget lines to be reallocated without proper re-evaluation.

The Clerk explained how the Wainwright Award was funded, and it was noted that the budget line should include the value of the award, not simply the expenditure.

Finally, the Chair drew the Committee's attention to the way in which public realm budgets were reported, and suggested that officers look at ways of improving the reporting in order to improve the transparency for members and the public.

Resolved: To develop a method for the recording of projected outturns which reflects the specific budget-holding Committee's oversight, rather than relying on than Officers' apparent insight; to note the report and the comments provided by members.

A15/2026 Bank Reconciliation

The Committee noted the Bank Reconciliation statements. Queries were raised over the petty cash budget. The Clerk reported that Petty Cash transactions were strongly discouraged, so the balances were routinely very low.

Resolved: To receive and note the report and to provide the previously-requested wet signatures at a future meeting.

A16/2025 Financial Procedure Notes

The Committee considered a report by the Town Clerk on financial procedures, though it was noted the report was not as extensive as he had originally intended, and that he would provide fuller report on further procedures next time. The process of DocuSign was clarified, and the Town Clerk assured the Committee that KTC complies with various auditors on this.

The Committee queried whether the information was pragmatic enough and whether personnel involved could be clarified, however it was noted that DocuSign has proved easy to use and is as simple as it can be, and that for a small team with reduced officers and resources that good progress has been made.

Resolved: To note the report

The meeting closed at 8:11 p.m.

Audit, Grants and Charities/Audit Committee - Minute Action Sheet - as at 7 October 2026								
Ref. No.	**Meeting Date**	**Minute No.**	**Title**	**Action (Resolution)**	**Officer Responsible**	**Deadline, if any**	**Date Actioned**	**Comments**
50	21/07/2025	A7/2025	Rialtas	The Town Clerk to present a report to the Management Committee seeking budget for five licences for read only access to the Council's Rialtas Finance System.	CB	Sep-25	Jun-26	To be considered in budget round Autumn 2026.
52	20/10/2025	A17/2025	Civility and Respect Audit	To establish a working group for the civility and respect audit and convene the first meeting	CB/JD		Jan-26	Meeting scoped
54	19/01/2026	A20/2025	Debtors	Process for chasing allotment debtors to be brought back to a future Audit Committee meeting.	CB/JH	Sep-26		Requires process to link in with new Allotment Tenancy
56	23-Jun-26	A06/2026	Projected expenditure	Officers to check that projected totals, where reported, reflect realistic projections, not blanks	CB/SD/JL	Sep-26	Jul-26	initial report changed for information presented
57	23-Jun	A07/2026	Bank reconciliation	Committee to have sight of wet signatures	CB/SD/JL	Jul-26	Jul-26	Signatures are both digital and wet – the Town Clerk will bring the wet signatures to the next possible meeting

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 01/10/2026

A/c	Description	Actual		
	Current Assets			
103	Nat West Bk Debtor	2,427		
105	VAT Control A/c	5,109		
200	Current and Reserve Bk A/cs	289,803		
210	Cumberland Building Society	1,000,000		
250	Petty Cash	48		
	Total Current Assets		**1,297,387**	
	Current Liabilities			
500	Creditors	15,758		
510	Accruals	21,459		
	Total Current Liabilities		**37,217**	
	Net Current Assets			**1,260,170**
	Total Assets less Current Liabilities			**1,260,170**
	Represented by :-			
300	Current Year Fund	412,491		
310	General Reserves	247,189		
320	EMR-Environment & Projects Res	359,223		
321	EMR-Allotments Reserve	68,977		
322	EMR-Arts & Heritage Reserve	13,033		
324	EMR-Election Reserve	72,037		
326	EMR-Wainwright Fund	11,407		
327	EMR - Connectivity	2,708		
328	EMR Cllr Contributions	4,500		
329	EMR Visit Kendal	30,000		
332	UU Contribution to Footpaths	16,107		
353	EMR - Kendal Resilience	20,768		
354	EMR - CIL	1,730		
	Total Equity			**1,260,170**

Kendal Town Council

Income and Expenditure Account for Year Ending 31st March 2027

31st March 2026		30 September 2026
	Operating Income	
870,515	Income	817,960
0	Stationery/Office General	15
10,000	Promoting Kendal	0
500	Kendal In Bloom	0
881,015	Total Income	**817,975**
	Running Costs	
364,216	Staffing Costs	186,067
25,860	Premises & Accommodation	27,087
34,268	IT & Communications	16,059
7,827	Website & Branding	355
21,063	Policies/Ins & Finance Costs	18,933
7,647	Stationery/Office General	5,607
3,512	Vehicle Costs	1,600
22,774	Mayoralty & Heritage	8,622
46,500	Kendal Vision & Futures	0
22,255	Promoting Kendal	2,040
250	Wainwright Fund	250
55,345	Audit, Grants & Charities	47,357
76,414	Christmas Lights & Festivals	38,157
36,408	Kendal In Bloom	16,220
13,744	Allotments	6,265
27,864	E - New Infrastructure/Improve	5,786
2,350	E - Infrastructure Maintenance	670
1,884	E - W&F Charges	0
615	Projects - Climate Ch	0
2,735	Projects - Biodiversity	0
882	Projects - 20MPH	0
9,067	Projects -Cycling & Walking	1,950
8,893	River Corridor Connectivity	0
205	Projects - Green Spaces Impro	380
28,300	Projects -Public Realm Enhance	22,079
150,150	Planning	0
971,028	Total Expenditure	**405,484**
	General Fund Analysis	
160,571	Opening Balance	220,375
881,015	Plus : Income for Year	817,975
1,041,586		1,038,350
971,028	Less : Expenditure for Year	405,484
70,558		632,866
(149,816)	Transfers TO / FROM Reserves	(26,815)
220,375	**Closing Balance**	**659,680**

Ear Marked Reserves **Sep-26**

	Account	Opening Balance	Income	Expenditure	Closing Balan
320	EMR-Environment & Projects Res	£378,204.01	£0.00	£18,981.08	£359,222.93
321	EMR-Allotments Reserve	£68,976.85	£0.00	£0.00	£68,976.85
322	EMR-Arts & Heritage Reserve	£13,032.63	£0.00	£0.00	£13,032.63
324	EMR-Election Reserve	£72,037.00	£0.00	£0.00	£72,037.00
326	EMR-Wainwright Fund	£11,406.76	£0.00	£0.00	£11,406.76
327	EMR - Connectivity	£2,708.00	£0.00	£0.00	£2,708.00
328	EMR Cllr Contributions	£4,500.00	£0.00	£0.00	£4,500.00
329	EMR Visit Kendal	£30,000.00	£0.00	£0.00	£30,000.00
332	UU Contribution to Footpaths	£16,107.09	£0.00	£0.00	£16,107.09
334	EMR Stricklandgate House	£16,667.00	£0.00	£16,667.00	£0.00
353	EMR - Kendal Resilience	£20,768.35	£0.00	£0.00	£20,768.35
354	EMR - CIL	-£7,103.58	£8,833.31	£0.00	£1,729.73
	TOTALS:	**£627,304.11**	**£8,833.31**	**£35,648.08**	**£600,489.34**

Kendal Town Council

Annual Budget - By Committee (Actual YTD Month 6)

Note: Full Budget Statement

		25/26		26/27				27/28		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Income										
100	**Income**									
	Total Income	764,996	870,515	843,238	817,960	843,238	0	0	0	0
6001	less Transfer to EMR	0	93,144	0	8,833	0	0	0	0	0
	Movement to/(from) Gen Reserve	764,996	777,370	843,238	809,127	843,238		0		
	Income - Income	764,996	870,515	843,238	817,960	843,238	0	0	0	0
	Expenditure	0	0	0	0	0	0	0	0	0
	Net Income over Expenditure	764,996	870,515	843,238	817,960	843,238	0	0	0	0
	less Transfer to EMR	0	93,144	0	8,833	0	0	0	0	0
	Movement to/(from) Gen Reserve	764,996	777,370	843,238	809,127	843,238		0		
Management										
200	**Staffing Costs**									
	Overhead Expenditure	367,500	364,216	407,843	186,067	404,843	0	0	0	0
6000	plus Transfer from EMR	0	-400	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(367,500)	(364,616)	(407,843)	(186,067)	(404,843)		0		
210	**Premises & Accommodation**									
	Overhead Expenditure	27,000	25,860	40,150	27,087	40,171	8,889	0	0	0
6000	plus Transfer from EMR	0	120	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(27,000)	(25,740)	(40,150)	(27,087)	(40,171)		0		
220	**IT & Communications**									

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		25/26		26/27				27/28		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	34,000	34,268	37,800	16,059	37,500	11,176	0	0	0
	Movement to/(from) Gen Reserve	(34,000)	(34,268)	(37,800)	(16,059)	(37,500)		0		
225	**Website & Branding**									
	Overhead Expenditure	7,827	7,827	5,000	355	5,000	0	0	0	0
6000	plus Transfer from EMR	0	7,827	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(7,827)	0	(5,000)	(355)	(5,000)		0		
230	**Policies/Ins & Finance Costs**									
	Overhead Expenditure	18,555	21,063	27,050	18,933	31,672	5,094	0	0	0
6000	plus Transfer from EMR	0	2,555	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(18,555)	(18,509)	(27,050)	(18,933)	(31,672)		0		
240	**Stationery/Office General**									
	Total Income	0	0	0	15	0	0	0	0	0
	Overhead Expenditure	8,200	7,647	9,300	5,607	9,900	1,095	0	0	0
	Movement to/(from) Gen Reserve	(8,200)	(7,647)	(9,300)	(5,592)	(9,900)		0		
250	**Vehicle Costs**									
	Overhead Expenditure	5,500	3,512	8,500	1,600	6,500	48	0	0	0
	Movement to/(from) Gen Reserve	(5,500)	(3,512)	(8,500)	(1,600)	(6,500)		0		
260	**Elections**									
	Overhead Expenditure	15,000	0	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	-15,000	0	0	0	0	0	0	0

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		25/26		26/27				27/28		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(15,000)	(15,000)	0	0	0		0		
270	**Mayoralty & Heritage**									
	Overhead Expenditure	21,759	22,774	23,150	8,622	22,150	1,847	0	0	0
6000	plus Transfer from EMR	0	1,509	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(21,759)	(21,265)	(23,150)	(8,622)	(22,150)		0		
300	**Kendal Vision & Futures**									
	Overhead Expenditure	45,800	46,500	6,000	0	6,000	0	0	0	0
6000	plus Transfer from EMR	0	30,000	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(45,800)	(16,500)	(6,000)	0	(6,000)		0		
310	**Promoting Kendal**									
	Total Income	0	10,000	0	0	0	0	0	0	0
	Overhead Expenditure	21,000	22,255	10,000	2,040	10,000	410	0	0	0
	Movement to/(from) Gen Reserve	(21,000)	(12,255)	(10,000)	(2,040)	(10,000)		0		
320	**Wainwright Fund**									
	Overhead Expenditure	250	250	0	250	0	0	0	0	0
6000	plus Transfer from EMR	0	250	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(250)	0	0	(250)	0		0		

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	25/26		26/27				27/28		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Management - Income	0	10,000	0	15	0	0	0	0	0
Expenditure	572,391	556,172	574,793	266,621	573,736	28,559	0	0	0
Net Income over Expenditure	-572,391	-546,172	-574,793	-266,606	-573,736	-28,559	0	0	0
plus Transfer from EMR	0	26,860	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(572,391)	(519,311)	(574,793)	(266,606)	(573,736)		0		

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		25/26		26/27				27/28		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Culture & Comm (Comm Grants)										
400	**Audit, Grants & Charities**									
	Overhead Expenditure	55,500	55,345	80,667	47,357	64,000	3,495	0	0	0
6000	plus Transfer from EMR	0	345	0	16,667	0	0	0	0	0
	Movement to/(from) Gen Reserve	(55,500)	(55,000)	(80,667)	(30,690)	(64,000)		0		
Culture & Comm (Comm Grants) - Income		0	0	0	0	0	0	0	0	0
	Expenditure	55,500	55,345	80,667	47,357	64,000	3,495	0	0	0
	Net Income over Expenditure	-55,500	-55,345	-80,667	-47,357	-64,000	-3,495	0	0	0
	plus Transfer from EMR	0	344	0	16,667	0	0	0	0	0
	Movement to/(from) Gen Reserve	(55,500)	(55,000)	(80,667)	(30,690)	(64,000)		0		

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		25/26		26/27				27/28		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Culture & Comm (Festivals)										
430	**Christmas Lights & Festivals**									
	Overhead Expenditure	82,485	76,414	113,765	38,157	111,000	1,733	0	0	0
6000	plus Transfer from EMR	0	2,235	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(82,485)	(74,179)	(113,765)	(38,157)	(111,000)		0		
	Culture & Comm (Festivals) - Income	0	0	0	0	0	0	0	0	0
	Expenditure	82,485	76,414	113,765	38,157	111,000	1,733	0	0	0
	Net Income over Expenditure	-82,485	-76,414	-113,765	-38,157	-111,000	-1,733	0	0	0
	plus Transfer from EMR	0	2,235	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(82,485)	(74,179)	(113,765)	(38,157)	(111,000)		0		

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	25/26		26/27				27/28		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Kendal In Bloom									
440 Kendal In Bloom									
Total Income	0	500	0	0	0	0	0	0	0
Overhead Expenditure	36,600	36,408	40,000	16,220	40,000	3,559	0	0	0
Movement to/(from) Gen Reserve	(36,600)	(35,908)	(40,000)	(16,220)	(40,000)		0		
Kendal In Bloom - Income	0	500	0	0	0	0	0	0	0
Expenditure	36,600	36,408	40,000	16,220	40,000	3,559	0	0	0
Movement to/(from) Gen Reserve	(36,600)	(35,908)	(40,000)	(16,220)	(40,000)		0		

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	25/26		26/27				27/28		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Allotments									
500 Allotments									
Overhead Expenditure	15,650	13,744	16,350	6,265	16,350	2,343	0	0	0
Movement to/(from) Gen Reserve	(15,650)	(13,744)	(16,350)	(6,265)	(16,350)		0		
Allotments - Income	0	0	0	0	0	0	0	0	0
Expenditure	15,650	13,744	16,350	6,265	16,350	2,343	0	0	0
Movement to/(from) Gen Reserve	(15,650)	(13,744)	(16,350)	(6,265)	(16,350)		0		

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		25/26		26/27				27/28		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Environment Core										
600	**E - New Infrastructure/Improve**									
	Overhead Expenditure	36,166	27,864	46,641	5,786	16,500	750	0	0	0
6000	plus Transfer from EMR	0	14,016	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(36,166)	(13,848)	(46,641)	(5,786)	(16,500)		0		
620	**E - Infrastructure Maintenance**									
	Overhead Expenditure	2,350	2,350	6,000	670	6,000	2,765	0	0	0
	Movement to/(from) Gen Reserve	(2,350)	(2,350)	(6,000)	(670)	(6,000)		0		
630	**E - W&F Charges**									
	Overhead Expenditure	4,250	1,884	4,420	0	4,420	0	0	0	0
	Movement to/(from) Gen Reserve	(4,250)	(1,884)	(4,420)	0	(4,420)		0		
	Environment Core - Income	0	0	0	0	0	0	0	0	0
	Expenditure	42,766	32,099	57,061	6,456	26,920	3,515	0	0	0
	Net Income over Expenditure	-42,766	-32,099	-57,061	-6,456	-26,920	-3,515	0	0	0
	plus Transfer from EMR	0	14,016	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(42,766)	(18,083)	(57,061)	(6,456)	(26,920)		0		
	Total Budget Income	764,996	881,015	843,238	817,975	843,238	0	0	0	0
	Expenditure	805,392	770,180	882,636	381,075	832,006	43,204	0	0	0
	Net Income over Expenditure	-40,396	110,834	-39,398	436,900	11,232	-43,204	0	0	0

Continued on next page

	25/26		26/27				27/28		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
plus Transfer from EMR	0	43,456	0	16,667	0	0	0	0	0
less Transfer to EMR	0	93,144	0	8,833	0	0	0	0	0
Movement to/(from) Gen Reserve	(40,396)	61,146	(39,398)	444,734	11,232		0		

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Date: 17/08/2026 **Kendal Town Council** Page 1

Time: 15:39 User: S.DENNEY

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/C	31/07/2026		25,000.00
Reserve A/C	31/07/2026		371,821.83
			396,821.83

Unpresented Payments (Minus)			Amount	
13/07/2026	JUL43	Adobe Systems Software Ireland	139.54	
				139.54
				396,682.29

Unpresented Receipts (Plus)

	0.00	
		0.00
		396,682.29
Balance per Cash Book is :-		**396,682.29**
Difference is :-		**0.00**

Signatory 1:

Name ..... Signed ..... DocuSigned by: Susan Denney BB628A27180347E... Date .....

Signatory 2:

Name ..... Signed ..... Signed by: Judith Lomax EF00118AF92D430... Date .....

DocuSigned by: Cllr Guy Tinnergadum 85ADDB5E5C6D40C...

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Bank Reconciliation Statement as at 30/09/2026
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/C	30/09/2026		25,000.00
Reserve A/C	30/09/2026		264,814.88
			289,814.88

Unpresented Payments (Minus)			Amount	
18/09/2026	MDUFF	M.Duff	11.70	
				11.70
				289,803.18

Unpresented Receipts (Plus)

			0.00	
				0.00
				289,803.18
			Balance per Cash Book is :-	**289,803.18**
			Difference is :-	**0.00**

Signatory 1:

Name ..... Signed ..... Date .....

DocuSigned by:
Susan Denney
BB628A27180347E...

Signatory 2:

Name ..... Signed ..... Date .....

DocuSigned by:
Chris Bagshaw
B673289068F945A...

DocuSigned by:
Cllr Guy Tirvengadum
85ADDB5E5C6D40C...

Docusign Envelope ID: AA1CB1AE-7AD5-8EFE-807F-BF6E14E69D42

Today: **12 Aug 2026**

BARCLAYS

KENDAL TOWN COUNCIL

Transactions

KTC Current Account 20-45-28 70545430

Available balance	**£24,949.91**
Last night's balance	£25,000.00
Overdraft limit	**£0.00**

Showing **90** transactions between **01/07/2026** and **31/07/2026** from 01/07/2026 to 31/07/2026

Pending debit card transactions

Date	Transaction	Amount
12/08/2026	Intuit Limited London GB	-£29.09
Card Number	**** **** **** 9018	
12/08/2026	WESTMORLAND AND FURNES KENDAL GB	-£21.00
Card Number	**** **** **** 9018	

Date	Description	Money in	Money out	Balance
31/07 /2026	Transfer TRANSFER 60545465 TRANSFER 60545465	£3,575.16		£25,000.00
31/07 /2026	Bill Payment WESTMORLAND & FURN 0399064 BBP		-£840.00	£21,424.84
31/07 /2026	Bill Payment SHAUN BAINBRIDGE Y HALLGARTH BBP		-£650.40	£22,264.84
31/07 /2026	Bill Payment MTP MEDIA 75133 BBP		-£1,824.00	£22,915.24
31/07 /2026	Bill Payment ITEK COMPUTER SOLU 34846 BBP		-£1,129.06	£24,739.24

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Signed by: Judith Loma EF00118AF92D430...

DocuSigned by: Cllr Guy T 85ADDB5E5C6D4...

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Today: **12 Aug 2026**

BARCLAYS

KENDAL TOWN COUNCIL

Transactions

KTC DEPOSIT ACC 20-45-28 60545465

Available balance	**£367,983.46**
Last night's balance	£369,016.14
Overdraft limit	**n/a**

Showing **16** transactions between **01/07/2026** and **31/07/2026** from 01/07/2026 to 31/07/2026

Date	Description	Money in	Money out	Balance
31/07/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£3,575.16	£371,821.83
28/07/2026	Transfer TRANSFER 70545430 TRANSFER 70545430	£7,395.87		£375,396.99
27/07/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£19.29	£368,001.12
24/07/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£128.02	£368,020.41
23/07/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£9,370.39	£368,148.43
21/07/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£1,893.92	£377,518.82
20/07/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£16,943.33	£379,412.74
17/07/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£672.07	£396,356.07
16/07/2026	Transfer TRANSFER 70545430		-£107.60	£397,028.14

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Signed by: Judith Lomax EF00118AF92D430...

DocuSigned by: Cllr Guy Ti 85ADDB5E5C6D40C

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Today: **01 Oct 2026**

BARCLAYS

KENDAL TOWN COUNCIL

Transactions

KTC Current Account 20-45-28 70545430

Available balance	**£23,880.00**
Last night's balance	£25,000.00
Overdraft limit	**£0.00**

Showing **86** transactions between **01/09/2026** and **28/09/2026** from 01/09/2026 to 30/09/2026

Date	Description	Money in	Money out	Balance
28/09 /2026	Transfer TRANSFER 60545465 TRANSFER 60545465	£82.13		£25,000.00
28/09 /2026	Direct Debit WATER PLUS 4077795296 DDR		-£28.36	£24,917.87
28/09 /2026	Direct Debit WATER PLUS 4077790495 DDR		-£34.29	£24,946.23
28/09 /2026	Direct Debit WATER PLUS 4077668754 DDR		-£19.48	£24,980.52
25/09 /2026	Transfer TRANSFER 60545465 TRANSFER 60545465	£2,821.88		£25,000.00
25/09 /2026	Bill Payment BEES CUMBRIA 120.13 BBP		-£803.40	£22,178.12
25/09 /2026	Bill Payment SHAUN BAINBRIDGE Y CASTLE WALK BBP		-£444.00	£22,981.52
25/09 /2026	Bill Payment TECH 4 OFFICE EQUI 339391 BBP		-£74.82	£23,425.52
25/09	Bill Payment WESTMORLAND & FURN		-£30.00	£23,500.34

DocuSigned by
Susan Dens
BB628A271803

DocuSigned b
Chris Bay
B673289068F9

DocuSigned b
Cllr Guy
85ADDB5E5C

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Date: 10/09/2026 **Kendal Town Council** Page 1

Time: 11:58 User: S.DENNEY

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 1 - Current Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/C	31/08/2026		25,000.00
Reserve A/C	31/08/2026		328,924.44
			353,924.44

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		353,924.44

Unpresented Receipts (Plus)		
	0.00	
		0.00
		353,924.44
	Balance per Cash Book is :-	**353,924.44**
	Difference is :-	**0.00**

Signatory 1:

Name Susan Denney ..... Signed DocuSigned by: Susan Denney BB628A27180347E... Date .....

Signatory 2:

Name Chris Bagshaw ..... Signed DocuSigned by: Chris Bagshaw B673289068F945A... Date .....

DocuSigned by: Cllr Guy Tirvengadum 85ADDB5E5C6D40C...

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Bank Reconciliation Statement as at 30/09/2026
for Cashbook 3 - Cumberland Building Society

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Cumberland Building Society	30/09/2026		1,000,000.00
			1,000,000.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		1,000,000.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		1,000,000.00
	Balance per Cash Book is :-	**1,000,000.00**
	Difference is :-	**0.00**

Signatory 1:

Name ..... Signed ..... Date .....

DocuSigned by: Susan Denney BB628A27180347E...

Signatory 2:

Name ..... Signed ..... Date .....

DocuSigned by: Chris Bagshaw B073289068F945A...

DocuSigned by: Cllr Guy Tirvengadum 85ADDB5E5C6D40C...

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Today: **01 Sep 2026**

BARCLAYS

KENDAL TOWN COUNCIL

Transactions

KTC Current Account 20-45-28 70545430

Available balance	**£24,683.00**
Last night's balance	£25,000.00
Overdraft limit	**£0.00**

Showing **64** transactions between **03/08/2026** and **27/08/2026** from 01/08/2026 to 31/08/2026

Date	Description	Money in	Money out	Balance
27/08 /2026	Transfer TRANSFER 60545465 TRANSFER 60545465	£2,869.48		£25,000.00
27/08 /2026	Bill Payment WESTMORLAND + FURN 0397323 BBP		-£2,850.00	£22,130.52
27/08 /2026	Direct Debit WATER PLUS 4077668754 DDR		-£19.48	£24,980.52
26/08 /2026	Transfer TRANSFER 60545465 TRANSFER 60545465	£2,744.49		£25,000.00
26/08 /2026	Counter Credit G Farncombe CHE22/2025/FARNCOM BG C	£72.90		£22,255.51
26/08 /2026	Bill Payment HEATONS 10780341 BBP		-£44.28	£22,182.61
26/08 /2026	Bill Payment ITEK COMPUTER SOLU 400877 BBP		-£416.46	£22,226.89
26/08 /2026	Bill Payment SHAUN BAINBRIDGE Y 6 BENCHES BBP		-£2,345.40	£22,643.35
	Bill Payment			

DS SD

DS CB

DS LGT

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Today: **01 Sep 2026**

BARCLAYS

KENDAL TOWN COUNCIL

Transactions

KTC DEPOSIT ACC 20-45-28 60545465

Available balance	**£328,924.44**
Last night's balance	£328,924.44
Overdraft limit	**n/a**

Showing **12** transactions between **03/08/2026** and **27/08/2026** from 01/08/2026 to 31/08/2026

Date	Description	Money in	Money out	Balance
27/08/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£2,869.48	£328,924.44
26/08/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£2,744.49	£331,793.92
25/08/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£10,188.82	£334,538.41
24/08/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£17.18	£344,727.23
20/08/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£18,958.78	£344,744.41
19/08/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£769.45	£363,703.19
17/08/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£378.33	£364,472.64
13/08/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£3,132.49	£364,850.97
11/08/2026	Transfer TRANSFER 70545430		-£1,032.68	£367,983.46

DS SD

DS CB

DS LGT

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Today: **01 Oct 2026**

BARCLAYS

KENDAL TOWN COUNCIL

Transactions

KTC DEPOSIT ACC 20-45-28 60545465

Available balance	**£264,814.88**
Last night's balance	£264,814.88
Overdraft limit	**n/a**

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Showing **12** transactions between **01/09/2026** and **28/09/2026** from 01/09/2026 to 30/09/2026

DocuSigned by: Chris Bagsha B673289068F945A...

Date	Description	Money in	Money out	Balance
28/09/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£82.13	£264,814.88
25/09/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£2,821.88	£264,897.01
24/09/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£10.80	£267,718.89
23/09/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£5,705.72	£267,729.69
21/09/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£2,412.18	£273,435.41
18/09/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£24,796.76	£275,847.59
11/09/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£1,032.68	£300,644.35
09/09/2026	Transfer TRANSFER 70545430 TRANSFER 70545430		-£2,384.57	£301,677.03
04/09/2026	Transfer TRANSFER 70545430		-£21,382.64	£304,061.60

DocuSigned by: Cllr Guy Ti 85ADDB5E5C6D40

Docusign Envelope ID: F26D7B87-B8EF-8030-80F7-8555A6C78FB0

7

	DATE	TYPE	REFERENCE	RECEIPTS	WITHDRAWALS	BALANCE
01	31/03/23		25 520	52903319	B/F	£ 183093.54
				£ p	£ p	
02	31/03/23	DC	25 520		3093.54	180000.00
03	30/03/24	IC	25 542	6961.46		186961.46
04	30/03/24	DC	25 542		6961.46	180000.00
05	13/06/24	BK	25 542	320000.00		500000.00
06	27/03/25	IC	25 420	17491.63		517491.63
07	27/03/25	DC	25 420		17491.63	500000.00
08	13/05/25	BK	25 628	500000.00		1000000.00

Please check the accuracy of all entries made in this passbook.

				£ p	£ p	£
09	27/10/25	CH	25 519		400025.00	599975.00
10	27/03/26	IC	25 519	22020.71		621995.71
11	27/03/26	DC	25 519		22020.71	599975.00
12	18/06/26	BK	25 519	400025.00		1000000.00
13						
14						
15						
16						

Please see the notes at the back of this passbook for an explanation of the codes shown above.

8

DocuSigned by:
Susan Denney
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DocuSigned by:
Chris Bagshaw
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DocuSigned by:
Cllr Guy Tinvengadum
85ADDB5E5C6D40C...

Section 3 - External Auditor Report and Certificate 2025/26

In respect of **Kendal Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Internal Auditor has provided a 'not applicable' response at control objective P on the Annual Internal Audit Report as they do not act as auditor for the charities, however this control relates solely to whether the council met its responsibilities as a trustee. In future this control objective is to be covered by the internal auditor and will be answered 'yes' or 'no' to confirm whether the council met its responsibilities as the sole trustee of The Allen Technical Institute and Museum (Charity No: 526981) and Schools of Science and Art (Charity No: 526966).

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name	External Auditor Signature	Date
MOORE	Moore	09/09/2026

MOORE

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ
T 01536 461900

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough, PE2 6PZ
T 01733 397300

mooreeastmidlands.co.uk

Our ref: 979/2115600

10 September 2026

Mr C Bagshaw
Kendal Town Council
Kendal Town Council
Town Hall
Kendal
Cumbria
LA9 4DL

Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2026

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2026.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption
Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

(a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
(b) The auditor's certificate and opinion
(c) Any public interest report or other recommendation of the auditor.
(d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following point:

- On review, the councils year end reserves breakdown contains a negative earmarked reserve. The council should review these and reallocate its reserves accordingly to ensure all reserves are sufficient for the purpose they are being held. The council should keep this under review and ensure that they have sufficient reserves to cover expenditure.

A template Notice of Conclusion of Audit form is available in the useful documents section on our website mooreeastmidlands.co.uk/sectors/smaller-authorities/smaller-authorities-agar-forms/

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Moore

Encs.

Partners: Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, April Foster FCCA, John Harvey BFP ACA FCCA, Tim Woodgates ACA CTA FCCA, Jen Nixon ACA FCCA MAAT, Michelle Watson FCCA, Robert Pluck FCCA, Gemma Roger FCA, Amanda Etty FCA.
Associates: Paul Nash FCCA, Lorna Bloor FCCA, Hannah Sardeson FCCA, Ben Higgins FCCA, Leanne Plumpton FCA, Chloe Hickman FCCA MAAT. Registered to carry on audit work in the UK and regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.

Mrs Julie Hartley, BA (Hons), IPFA, ILCA
Cottars Barn
Ellingham Glebe
Ellingham
Northumberland
NE67 5EU
13th October 2026

Dear Town Council:

Kendal Town Council, Interim Audit 2026-27

1. I have completed the interim audit of financial systems and processes, in preparation for the 2026-27 Year End Accounts. My review and testing has followed the NALC recommendations for Internal Audit and has covered the following areas:

- Standard of book-keeping and the cash book;
- Expenditure controls and authorisation, including Bank Reconciliation.
- Standing Orders & Financial Regulations;
- Risk Management & Insurance;
- Budgetary Control;
- Income Control & Petty Cash.

2. From my sample testing and review of documentation, I can confirm that the Town Council's finances continue to be very well administered and the standard of financial management and internal control is good. My audit findings can be summarised as follows:
   a) The Council continues to work according to the Financial Regulations updated and agreed in December 2025 and the Standing Orders approved by Council in July 2025. All key requirements of internal financial control are included.
   b) The cash book is maintained on the Rialtas software and, as of the date of audit (12th October 2026), entries were up to date.
   c) There was a clear audit trail between transactions shown on the bank statement and the cash book.
   d) The bank reconciliation is completed on a monthly basis and was verified for September 2026 as part of the audit. The reconciliation was independently checked by a Councillor as required by the financial regulations.
   e) My sample testing indicated that expenditure is incurred and authorised according to the standards set out in the Financial Regulations. The use of docu-sign to make this process efficient but also provide an accountable audit record is particularly good and continues to work well.
   f) An expenditure listing is approved at each Full Council meeting and audit tests confirmed that this works correctly to provide a higher level of control and accountability.
   g) The audit sample demonstrated that VAT is being claimed in full on a quarterly basis. The claim for the 2nd quarter (July to Sept 2026) was sample checked and all the VAT amounts identified had been claimed correctly.
   h) A brief examination of the Zurich insurance policy (running to April 2027) gave assurance that it covers known areas of risk (civic regalia, heritage collection for example). The Council has in place an overall risk management policy, but it is accepted that this is an area that needs continuous improvement and the appointment of external Health & Safety advisers should assist with this.
   i) Committee and Council minutes show that the precept demand for the 2026/27 financial year was prepared by the budget working group and approved by Council. Expenditure and income levels are regularly monitored by the Management Committee.

j) Apart from the Precept and other grants, the main area of miscellaneous income is allotment rents. The minutes for the allotments committee demonstrate that rents are reviewed regularly and set well in advance of the budgetary process.
k) Payroll is managed externally and reports are produced each month for Council. Audit tests confirmed that HMRC and Pensions deductions have been actioned and paid to the respective agencies. Net payments to staff could be readily agreed to the underlying payroll records.
l) A comprehensive asset register is maintained, with items to a book value of £1.7m. Assets are valued at the acquisition cost, if this is available. This is not routinely changed until disposal or revaluation. Assets were last revalued in 2004. Given the nature of the Council's assets, many of which are unique and of great age, efforts should be made to commission a revaluation of these assets.
m) There is a very small amount of petty cash held and managed. From a cursory review of these records, petty cash appears to be adequately managed.

3. I have the following recommendations which have been discussed with the Clerk and RFO:
   a) Financial planning is improving, but there is scope to strengthen the link between medium and longer term Council goals (as set out in the Council plan) and resource allocation in the budget. It is recommended that the Council look to agree a medium term financial plan, with clear targets for investment and amounts held in reserves against any financial risks.
   b) A plan should be agreed to ensure that the Council's unique assets are revalued.
   c) Banking signatories were last agreed in January 2023. Arrangements should be made to review and update these.

Yours faithfully

Mrs Julie Hartley