

THE CHARTER TRUSTEES FOR POOLE



Report subject	Budget Outturn & AGAR Return 2024/25
Meeting date	25 June 2025
Status	Public Report
Executive summary	The Charter Trustees of Poole have underspent against their budget by £28,769. The use of reserves to support the budget was £38,500 rather than the budgeted £67,269. This gives a total reserve carried forward of £98,269 as at March 2025.
Recommendations	It is RECOMMENDED that: 1. Note the Outturn position for 2024/25 set out in appendix A 2. Approve Annual Governance and Accountability Return (AGAR) 2024/25 found in appendix B 3. Approve the change to the financial regulations to allow the requirement for a competitive review to be increased from £100 to £500 on purchases set out in paragraphs 9-10.
Reason for recommendations	To inform the Charter Trustees of the budget outturn position for 2024/25 financial year and approve the AGAR return.
Report Authors	Matthew Filmer, Responsible Finance Officer
Classification	For Recommendation

Background

1. In accordance with the Accounts and Audit Regulations 2015, the Charter Trustees are required to approve the Annual Governance and Accountability Return (AGAR) 2024/25 by 30 June 2025. The AGAR contains a summarised accounting statement that complies with statutory requirements. This report provides the Charter Trustees with a detailed analysis of the budget outturn position in order to facilitate the approval of the AGAR found in appendix B.

Budget Outturn Position 2024/25

2. The Charter Trustees of Poole approved the 2024/25 budget at their meeting of 24 January 2024. Total expenditure of £196,153 was approved.
3. Budget monitoring reports have not been presented to the charter trustees in year due to cancellation of meeting in 2024. However, monitoring did continue to be carried out in year, and an underspend was forecast. This was due to the recent legal advice on the activities the charter trustees can carry out which differed from the original envisaged budget. The final outturn position for the financial year is an underspend of £28,769.
4. Appendix A provides the detail of the expenditure incurred during 2024/25 against the detailed budget headings. The total spend of £167,384 shown in this detailed expenditure analysis reconciles to the statutory summary accounting statements that the Charter Trustees are asked to approve in Appendix B. The summary accounting statements form part of the Annual Governance and Accountability Return 2024/25.
5. In the main the Charter Trustees expenditure is fixed recharges from BCP Council such as staff and premises costs. The underspend is on budgets where there are variables such as the decision from the mayor to hold a civic service. The budget for 2025/26 was reduced to avoid the continued rise in reserves and events are supported from reserves for a period.

Reserves

6. As a result of the in-year underspend, the Charter Trustees will carry forward reserves of £98,269 into the 2025/26 financial year. The reserves position is summarised in Figure 1 below:

	2024/25 Actual	2025/26 Budget
Opening Balance 1 April	(136,769)	(98,269)
Movement in Year	38,500	25,065
Closing Balance 31 March	(98,269)	(73,204)

7. The Charter Trustees reserves in comparison to the 2025/26 precept of £132,324 is forecast to be 55% of the precept by 31 March 2026.
8. The 2025/26 budget report recommended reserve levels of 20% of the precept, which would equate to circa £26,000. This level is thought prudent to cover unforeseen expenditure because of the nature of the Charter Trustee budget where the majority of expenditure is on an agreed recharge basis with BCP Council and so not subject to volatility (for example salary costs and premises costs).

Financial Regulations

9. The charter trustee has an established financial regulation document since its inception which can be found on the Charter Trustees website. Under part 11 contracts part h it states the following:

When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed

supply); where the value is below £3,000 and above £100 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

10. It is proposed that the minimum value of £100 is raised to £500 to reflect the general increase in costs as well as reduce the administrative burden of obtaining quotes for small amounts of expenditure.

Summary of financial implications

11. As detailed in this report.

Summary of legal implications

12. None

Summary of human resources implications

13. None

Summary of sustainability impact

14. None

Summary of public health implications

15. None

Summary of equality implications

16. None

Summary of risk assessment

17. This report sets out the level of reserve at the disposal of the Charter Trustees and defines the minimum prudent balance to cover unforeseen expenditure.

Appendices

Appendix A – Financial Outturn 2024/25

Appendix B – Annual Governance and Accountability Statement 2024/25