HIGH RODING

PARISH COUNCIL

FINAL ACCOUNTS 2023/2024

Clerk
Bonnie Jones

Financial Summary 2023/2024

We started the year with **£26,232.20** in the bank.

The precept set for 2023/2024 was £20,107.

The total income (including precept) for 2023/2024 was £22,939.78. This was against a budgeted income of £20,652 – a difference of £2,287.78. The difference can be accounted for by way of receipt of the VAT return for 2022/2023 of £1,158, a grant of £250 for Ride London, a grant of £650 from Uttlesford District Council for the Kings Coronation, and a bursary for Councillor Training of £285. In addition, an amount of £55 was budgeted for bank interest, however due to the closure of the Cambridge Building Society bank no interest was received.

The total expenditure for 2023/2024 was £22,866.52 (this includes VAT of £1,392.88) versus a budget of £17,002 – an overspend of £5,864.52. The Budget for 2023/2024 was set by the previous Council and clerk, and included sums of £2,400 to be placed in the playground earmarked reserve, and £800 to go into the clock refurbishment earmarked reserve. The main overspends are as follows:

- £1,219 – salary amendments for the previous Clerk plus 13 salary payments in the financial year instead of 12.
- £245 – training undertaken by new Councillors.
- £175 – Hall hire costs for both 2022 and 2023, instead of usually only paying for 1 year.
- £243 – Subscriptions. We can only assume this was an error in the original budgeting process.
- £247 – Defibrillator maintenance. The purchase of new adult and children defibrillator pads.
- £710 – The cost of tree works necessary for health and safety following risk assessment.
- £1,527 – Playground works including repair of the zip wire, new football goal and associated costs.
- £100 – Additional grass and vegetation cutting
- £650 – Contribution to Events Committee Kings Coronation Event

It should be noted that some earmarked reserves remain.

It was agreed at the end of 2022/2023, to close the Cambridge Building Society and move these funds into the Unity Trust Bank account. This closure took place on 12th April 2023, with £14,140.67 transferred to our Unity Trust Bank account. This meant that while the parish council started the year with two bank accounts, it ended the year with one.

The 2023/2024 bank reconciliation is as follows:

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2023	£26,232
Add: Receipts in the year	£22,939.78
Less: Payments in the year	(22,866.52)
Closing balance per cash book as at 31 March 2024	£26,305

Unity Trust Account 20447216 balance: £26,305

High Roding Parish Council

Summary Receipts and Payments for Year Ended 31st March 2024

Last Year Ended 31st March 2023			Current Year Ended 31st March
	Operating Income		
20,739.11	Income		21,782.00
779.51	VAT Data		1,157.78
21,518.62		Total Receipts	**22,939.78**
	Running Costs		
8,495.28	Administration		12,436.37
9,169.38	Asset & Open Space		9,037.27
1,157.78	VAT Data		1,392.88
18,822.44		Total Payments	**22,866.52**
	Receipts and Payments Summary		
23,536.02	**Opening Balance**		**26,232.20**
21,518.62	Add Total Receipts(As Above)		22,939.78
45,054.64			49,171.98
18,822.44	Less Total Payments(As Above)		22,866.52
26,232.20	**Closing Balance**		**26,305.46**
	These cumulative funds are represented by:		
12,091.53	Current A/c		26,305.46
14,140.67	Cambridge Building Society		0.00
26,232.20			**26,305.46**
	Reserve Balances are represented by:		
2,696.18	Current Year Fund		73.26
24,580.02	General Reserves		23,064.18
2,000.00	EMR - Village Clock		2,000.00
0.00	EMR - Playground		1,168.02
-3,044.00	EMR - Memorial Garden		0.00
26,232.20			**26,305.46**

Detailed Receipts and Payments

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
100 Income						
1076 Precept	20,107	20,107	0			100.0%
1080 Interest Received	0	55	55			0.0%
1100 Allotment Assoc - The Street	450	450	0			100.0%
1105 Allotment Assoc - Owers Place	40	40	0			100.0%
1110 General Income	1,185	0	(1,185)			0.0%
Income :- Receipts	**21,782**	**20,652**	**(1,130)**			**105.5%**
Net Receipts	**21,782**	**20,652**	**(1,130)**			
200 Administration						
4000 Clerk/RFO Salary	6,511	5,292	(1,219)		(1,219)	123.0%
4005 HMRC/PAYE	1,207	1,208	1		1	99.9%
4045 Bank Service Charge	72	72	0		0	100.0%
4055 Council Expenses	44	200	156		156	22.1%
4060 Election Expenses	52	0	(52)		(52)	0.0%
4065 Website	108	250	142		142	43.2%
4070 Payroll Contract	377	360	(17)		(17)	104.8%
4075 Audits	0	50	50		50	0.0%
4080 Training	1,030	500	(530)		(530)	206.0%
4085 Chairman's Allowance	29	100	71		71	29.2%
4090 Hall Hire	475	300	(175)		(175)	158.3%
4095 Insurance	491	500	9		9	98.1%
4100 Subscriptions	433	190	(243)		(243)	227.9%
4105 Civic Amenity Skip	662	630	(32)		(32)	105.0%
4300 MISC Expences	895	0	(895)		(895)	0.0%
4305 S106	50	0	(50)		(50)	0.0%
Administration :- Indirect Payments	**12,436**	**9,652**	**(2,784)**	**0**	**(2,784)**	**128.8%**
Net Payments	**(12,436)**	**(9,652)**	**2,784**			
250 Asset & Open Space						
4250 Street Lighting Electricity	694	850	156		156	81.6%
4255 Street Lighting Maintenance	410	500	91		91	81.9%
4260 Defibrillator Maintenance	347	100	(247)		(247)	347.0%
4265 General Maintenance	120	500	380		380	24.0%
4275 Annual Playground Inspection	330	600	270		270	55.0%
4280 Playground Maintenance	1,763	1,000	(763)		(763)	176.3%
4281 Playground Equipment	764	0	(764)		(764)	0.0%
4285 Grass & Vegetation Cutting	3,100	3,000	(100)		(100)	103.3%

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4290 Trees	1,510	800	(710)		(710)	188.8%
Asset & Open Space :- Indirect Payments	**9,037**	**7,350**	**(1,687)**	**0**	**(1,687)**	**123.0%**
Net Payments	**(9,037)**	**(7,350)**	**1,687**			
6000 plus Transfer from EMR	1,232					
Movement to/(from) Gen Reserve	**(7,805)**					
999 VAT Data						
115 VAT on Receipts	1,158	0	(1,158)			0.0%
VAT Data :- Receipts	**1,158**	**0**	**(1,158)**			
515 VAT on Payments	1,393	0	(1,393)		(1,393)	0.0%
VAT Data :- Indirect Payments	**1,393**	**0**	**(1,393)**	**0**	**(1,393)**	
Net Receipts over Payments	**(235)**	**0**	**235**			
Grand Totals:- Receipts	**22,940**	**20,652**	**(2,288)**			**111.1%**
Payments	**22,867**	**17,002**	**(5,865)**	**0**	**(5,865)**	**134.5%**
Net Receipts over Payments	**73**	**3,650**	**3,577**			
plus Transfer from EMR	**1,232**					
Movement to/(from) Gen Reserve	**1,305**					

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2024

High Roding Parish Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistant with the underlying financial records and have been prepared on the basis of Receipts and Payments.

Responsible Financial Officer		Date	
I confirm that these accounts are approved by the Council and recorded as council minute reference		Dated	
Signed on behalf of the above Council (Chair)		Date	

		Last Year £	This Year £	General Notes for Guidance
1	Balances brought forward	**23,536**	**26,232**	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	**19,725**	**20,107**	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	**1,794**	**2,833**	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	**6,559**	**7,718**	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	**0**	**0**	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	**12,264**	**15,149**	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	**26,232**	**26,305**	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	**26,232**	**26,305**	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.