

**Woodham Mortimer with Hazeleigh Parish Council**  
**Essex**  
**Statement of Accounts year ended 31 March 2023**

	2021/22	2022/23	Difference
	£	£	
<b>RECEIPTS</b>			
Precept	5537.00	6137.00	600.00
Other receipts			
Locality Fund Grant	319.99	0.00	-319.99
Interest	1.20	42.29	41.09
VAT recovered	120.10	259.53	139.43
Non-metred electricity refund	0.00	20.32	20.32
Projector Screen refund	0.00	119.99	119.99
	441.29	442.13	0.84
Total receipts	5978.29	6579.13	600.84
<b>PAYMENTS</b>			
Stationery (print & associated)	16.28	10.00	-6.28
Bank charges	72.00	72.00	0.00
Debit Card charges	36.00	36.00	0.00
Internal Audit	170.00	90.00	-80.00
Insurance	325.94	329.29	3.35
Street lighting electricy (non meterd)	489.83	165.79	-324.04
Street lighting maintenance contract	150.00	150.00	0.00
Street lighting parts/repairs	566.40	169.00	-397.40
NALC/EALC affiliation fees	215.61	212.21	-3.40
IT services (Email account hosting)	57.60	74.22	16.62
IT services (Domain Registration)	65.00	65.00	0.00
Chairmans allowance	17.00	20.00	3.00
Councillor expenses	4.21	0.00	-4.21
Staff allowances (homeworking)	208.00	208.00	0.00
s137 monies (Locality Fund Grant)	319.99	0.00	-319.99
ICO subscription fee	35.00	35.00	0.00
	2748.86	1636.51	-1112.35
VAT paid	259.53	101.93	-157.60
Total other payments	3008.39	1738.44	-1269.95
Staff costs			
Nett salary	2435.52	2534.40	98.88
HMR&C	608.40	633.60	25.20
	3043.92	3168.00	124.08
Total payments	6052.31	4906.44	-1145.87
<b>CASH FLOW</b>			
Balance brought forward	1594.54	1520.52	-74.02
Add			
Receipts	5978.29	6579.13	600.84
Less			
Payments	-6052.31	-4906.44	1145.87
Balance carried forward	1520.52	3193.21	1672.69

## Explanation of variances – pro forma

Name of smaller authority:

Woodham Mortimer and Hazeleigh Parish Council

County area:

Essex

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority <u>(must include narrative and supporting figures)</u>
1 Balances Brought Forward	1,595	1,521				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	5,537	6,137	600	10.84%	NO		
3 Total Other Receipts	441	442	1	0.23%	NO		
4 Staff Costs	3,044	3,168	124	4.07%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	3,008	1,738	-1,270	42.22%	YES	Differences of: -397 - decrease in street lighting parts/repairs -324 - decrease in street lighting non-metered electricity costs -320 - no s137 monies (Locality Fund) spent -158 - reduction in VAT payments -80 - reduction in Internal Audit fees -6 - reduced stationary costs -4 - decrease in Cllr expenses -3 - decrease in expert organisation affiliation fees +17 - increase in email hosting charges +3 - increase in insurance fee +3 - increase in Chairmans allowance	
7 Balances Carried Forward	1,521	3,194			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,521	3,193				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	15,255	15,475	220	1.44%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

**Woodham Mortimer with Hazeleigh Parish Council**  
**Annual return Explanations year ended 31 March 2023**

Year on Year variances

<b>Staff costs</b>	Increase to Clerk salary in line with NALC National Pay guidelines	124.08
<b>Other payments</b>	Decrease of <b>£1269.95</b> due to the following	
	Stationery	-6.28
	Internal Audit	-80.00
	Insurance	3.35
	Street lighting non metered electricity	-324.04
	Street lighting parts/repairs	-397.40
	NALC/EALC affiliation fees	-3.40
	IT services (email hosting)	16.62
	Chairmans allowance	3.00
	Councillor expenses	-4.21
	s137 monies (Locality Fund)	-319.99
	VAT	-157.60
		<b><u><u>-1,269.95</u></u></b>

# **Woodham Mortimer with Hazeleigh Parish Council** **Bank Reconciliation financial year ended 31 March 2023**

Prepared by Andrew Ritchings - Clerk and RFO (01 May 2023)

Balance per Bank Statements as at 31 March 2023	£	£
Unity Trust Bank T1 Current Account	1,002.83	
Unity Trust Bank Instant Access Account	2,190.38	
		3,193.21
Less any unpresented cheques at 31 March 2023	0	
Add any un-banked cash at 31 March 2023	0	
		-
Net Balances as at 31 March 2023		<u>3,193.21</u>

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

## **CASH BOOK:**

Opening Balance at 01 April 2022	1,520.52
Add: Receipts in the year	6,579.13
Less: Payments in the year	(4,906.44)
Closing balance per cash book as at 31 March 2022	<u><u>3,193.21</u></u>