

**Woodham Mortimer with Hazeleigh Parish Council**  
**Essex**  
**Statement of Accounts year ended 31 March 2025**

	2023/24	2024/25	Difference
	£	£	
<b>RECEIPTS</b>			
Precept	6637.01	7500.00	862.99
Precept additional payment	24.76	10.43	-14.33
Other receipts			
Interest	156.69	186.37	29.68
VAT recovered	101.93	126.09	24.16
Locality Fund grant	0.00	193.17	193.17
Total other receipts	258.62	505.63	247.01
Total receipts	<u>6920.39</u>	<u>8016.06</u>	1095.67
<b>PAYMENTS</b>			
Staff allowances (homeworking)	208.00	208.00	0.00
Bank charges	72.00	71.40	-0.60
Debit Card charges	36.00	36.00	0.00
Internal Audit	130.00	130.00	0.00
Insurance	340.12	344.83	4.71
Street lighting maintenance contract	150.00	150.00	0.00
Street lighting parts/repairs	0.00	284.00	284.00
Street lighting electricity (non metered)	336.68	551.09	214.41
NALC/EALC affiliation fees	215.54	225.09	9.55
ICO subscription fee	35.00	35.00	0.00
Village Hall Hire	275.00	0.00	-275.00
IT services (Email account hosting)	67.20	67.20	0.00
IT services (Domain Registration)	65.00	65.00	0.00
Chairmans allowance	50.99	20.00	-30.99
Stationery (print & associated)	35.83	38.97	3.14
IT equipment (printer/scanner)	108.33	0.00	-108.33
Election costs	198.60	0.00	-198.60
Assett Maintenance	120.00	418.84	298.84
Community equipment (litter picking)	0.00	193.17	193.17
Land Registry searches	0.00	24.00	24.00
Legal expenses	0.00	478.00	478.00
	<u>2444.29</u>	<u>3340.59</u>	896.30
VAT paid	126.09	364.62	238.53
Total other payments	<u>2570.38</u>	<u>3705.21</u>	1134.83
Staff costs			
Nett salary	2790.24	3104.80	314.56
HMR&C	697.20	776.00	78.80
	<u>3487.44</u>	<u>3880.80</u>	393.36
Total payments	<u>6057.82</u>	<u>7586.01</u>	1528.19
<b>CASH FLOW</b>			
Balance brought forward	3193.21	4055.78	862.57
Add			
Receipts	6920.39	8016.06	1095.67
Less			
Payments	-6057.82	-7586.01	-1528.19
Balance carried forward	<u>4055.78</u>	<u>4485.83</u>	430.05

## 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).

	2023/24 £	2024/5 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">3,193</span>	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">4,056</span>				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">6,662</span>	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">7,510</span>	849	12.74%	NO		
3 Total Other Receipts	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">259</span>	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">506</span>	247	95.65%	YES		Increase of: 30 - interest received 24 - VAT recovered 193 - Locality Fund grant received during 2024/25, none rec'd in 2023/24
4 Staff Costs	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">3,487</span>	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">3,881</span>	393	11.28%	NO		
5 Loan Interest/Capital Repayment	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">0</span>	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">0</span>	0	0.00%	NO		
6 All Other Payments	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">2,570</span>	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">3,705</span>	1,135	44.15%	YES		Differences of: -1 - decrease in bank charges -31 - decrease in Village Hall hire charges -108 - decrease in IT equipment procurement -199 - decrease in election costs -275 - decrease in village hall hire fees +3 - increase in stationery (print associated) costs +5 - increase in insurance premium +10 - increase in expert organisation affiliation fees +24 - Land Registry fees +193 - community litter picking equipment +214 - increase in street lighting energy costs +239 - increase in VAT charges +284 - increase in street lighting repairs +299 - asset maintenance costs +478 - legal fees
7 Balances Carried Forward	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">4,056</span>	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">4,486</span>			NO	<b>VARIANCE EXPLANATION NOT REQUIRED</b>	
8 Total Cash and Short Term Investments	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">4,056</span>	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">4,486</span>				<b>VARIANCE EXPLANATION NOT REQUIRED</b>	
9 Total Fixed Assets plus Other Long Term Investments and Assets	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">15,710</span>	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">15,710</span>	0	0.00%	NO		
10 Total Borrowings	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">0</span>	<span style="background-color: #0070C0; color: white; padding: 2px 5px;">0</span>	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

**BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)**

**Woodham Mortimer with Hazeleigh Parish Council**  
**Annual return Explanations year ended 31 March 2024**

Year on Year variances

<b>Staff costs</b>	Increase to Clerk salary in line with NALC National Pay guidelines	393.36
<b>Other payments</b>	Increase of <b>£1,134.83</b> due to the following	
	Bank charges	-0.60
	Insurance	4.71
	Street lighting repairs	284.00
	Street lighting non metered electricity	214.41
	NALC/EALC affiliation fees	9.55
	Village Hall hire (no invoices received)	-275.00
	Chairmans allowance	-30.99
	Stationery (print & associated)	3.14
	IT equipment (printer/scanner)	-108.33
	Election costs	-198.60
	Assett Maintenance (bus shelters)	298.84
	Community equipment (litter picking)	193.17
	Land Registry fees	24.00
	Legal expenses	478.00
	VAT	238.53
		<b><u>1,134.83</u></b>

**Woodham Mortimer with Hazeleigh Parish Council  
Bank Reconciliation financial year ended 31 March 2024**

Prepared by Andrew Ritchings - Clerk and RFO (01 May 2024)

Balance per Bank Statements as at 31 March 2025	£	£
Unity Trust Bank T1 Current Account		280.19
Unity Trust Bank Instant Access Account		4,205.64
		4,485.83
Less any unpresented cheques at 31 March 2025	0	
Add any un-banked cash at 31 March 2025	0	
		<hr/>
Net Balances as at 31 March 2025		<u>4,485.83</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 2024	4,055.78
Add: Receipts in the year	8,016.06
Less: Payments in the year	(7,586.01)
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Closing balance per cash book as at 31 March 2024	<u>4,485.83</u>