

**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 receiptps	258.62	505.63	247.01
Total receipts	6920.39	8016.06	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 meterd)	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
	2444.29	3340.59	896.30
VAT paid	126.09	364.62	238.53
Total other payments	2570.38	3705.21	1134.83
Staff costs			
Nett salary	2790.24	3104.80	314.56
HMR&C	697.20	776.00	78.80
	3487.44	3880.80	393.36
Total payments	6057.82	7586.01	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	4055.78	4485.83	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 <u>(must include narrative and supporting figures)</u>
1 Balances Brought Forward	3,193	4,056				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	6,662	7,510	849	12.74%	NO		
3 Total Other Receipts	259	506	247	95.65%	YES		Increase of: 30 - interest received 24 - VAT recovered 193 - Locality Fund grant received during 2024/25, none recived in 2023/24
4 Staff Costs	3,487	3,881	393	11.28%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,570	3,705	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	4,056	4,486			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	4,056	4,486				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	15,710	15,710	0	0.00%	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

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	
		-
Net Balances as at 31 March 2025		4,485.83

**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)
Closing balance per cash book as at 31 March 2024	4,485.83