

## **Woodham Mortimer with Hazeleigh Parish Council Bank Reconciliation financial year ended 31 March 2026**

Prepared by Andrew Ritchings - Clerk and RFO (21/04/2026)

Balance per Bank Statements as at 31 March 2026	£	£
Unity Trust Bank T1 Current Account	859.15	
Unity Trust Bank Instant Access Account	4,125.69	
Unity Trust Community Benefit Account	5,283.52	
Unity Trust Community Benefit 95-day Account	80,044.49	
		90,312.85
Less any un-presented cheques at 31 March 2026	0	
Add any un-banked cash at 31 March 2026	0	
Net Balances as at 31 March 2026		<u>90,312.85</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 2025	4,485.83
Add: Receipts in the year	94,476.51
Less: Payments in the year	(8,649.49)
Closing balance per cash book as at 31 March 2026	<u><u>90,312.85</u></u>

## Explanation of variances – pro forma

Name of smaller authority: **Woodham Mortimer and Hazeleigh Parish Council**

County area: Essex

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);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/5 £	2025/26 £	Variance £	Variance %	Explanation Required?	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	4,056	4,486				
2 Precept or Rates and Levies	7,510	7,763	253	3.36%	NO	
3 Total Other Receipts	506	86,714	86,208	17037.06%	YES	<p>Increase of:            £84,000 - Community Benefit receipt due to large solar farm development  <i>(These funds are held as earmarked reserves for future community projects and are not part of the Council's general reserve).</i>            £489 - bank interest payments due to larger funds on deposit            £579 - Insurance claim due to bus shelter vandalism            £239 - additional VAT recovered            £85 - MS365 refund            less:            (£193) - No Locality fund money this financial year</p>
4 Staff Costs	3,881	4,113	232	5.99%	NO	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	3,705	4,536	831	22.43%	YES	<p>Differences of:            (£16) - reduction in Land Registry document receipt            (£59) - reduced asset maintenance costs            (£67) - termination of Zoho email services            (£193) - no community litter picking equipment purchased this financial year            (£284) - no street lighting parts required this financial year            (£478) - no employment of legal services this financial year            £1 - additional stationery costs            £2 - additional bank charges            £6 - increase in VAT payment            £9 - increased insurance premium            £12 - increased ICO fee            £26 - increased membership fees            £108 - there were no training fees in the previous year            £124 - increased non-metered street lighting energy fees            £200 - no parish magazine donations were made in the previous year            £275 - this represents 2 years meeting venue hiring costs            £292 - introduction of Microsoft 365 service            £348 - funds granted for village defibrillator maintenance costs            £525 - replacement of out-dated PC laptop</p>
7 Balances Carried Forward	4,486	90,313			YES	Balances carried forward exceed twice the annual precept due to the receipt of a significant one-off Community Benefit payment from a solar farm development. These funds are held as earmarked reserves for future community projects and do not form part of the Council's general reserve.
8 Total Cash and Short Term Investments	4,486	90,313				
9 Total Fixed Assets plus Other Long Term Investments and Assets	15,710	16,042	332	2.11%	NO	
10 Total Borrowings	0	0	0	0.00%	NO	

**Woodham Mortimer with Hazeleigh Parish Council**  
**Annual return Explanations year ended 31 March 2026**

Year on Year variances

<b>Staff costs</b>	Increase to Clerk salary in line with NALC National Pay guidelines	232.32
<b>Other payments</b>	Increase of <b>£831.16</b> due to the following	
	Bank charges	1.60
	Insurance	8.56
	Street lighting repairs	(284.00)
	Street lighting non metered electricity	123.88
	NALC/EALC affiliation fees	26.17
	Information Commissioners Office	12.00
	Village Hall hire (no invoices received)	275.00
	IT email service provider contract terminated	(67.20)
	Introduction of Microsoft 365 service	292.47
	Stationery and printer associated products	1.05
	Assett Maintenance	(58.84)
	Community equipment (litter picking)	(193.17)
	Land Registry fees	(16.00)
	Legal expenses	(478.00)
	IT equipment (new laptop)	525.00
	Parish magazine donation	200.00
	Defibrillator equipment funds granted	348.33
	Councillor training	108.00
	VAT	6.31
		<u><b>831.16</b></u>
<b>RECEIPTS</b>	Increase of <b>£86,460.45</b> due to the following	
	Precept	252.57
	Bank interest payments	1,498.69
	VAT recovered	238.53
	Locality fund	(193.17)
	Community Benefit Fund	84,000.00
	Insurance claim	578.84
	Microsoft 365 refund	84.99
		<u><b>86,460.45</b></u>

**Woodham Mortimer with Hazeleigh Parish Council**  
**Essex**  
**Statement of Accounts year ended 31 March 2026**

	2024/25	2025/26	Difference
	£	£	
<b>RECEIPTS</b>			
Precept	7,500.00	7,763.00	263.00
Precept additional payment	10.43		(10.43)
Other receipts			-
Interest	186.37	1,685.06	1,498.69
VAT recovered	126.09	364.62	238.53
Locality Fund grant	193.17		(193.17)
Solar Farm Community Benefit		84,000.00	84,000.00
Bus shelter vandalism insurance claim		578.84	578.84
Microsoft 365 refund		84.99	84.99
Total other receipts	505.63	86,713.51	86,207.88
Total receipts	<u>8,016.06</u>	<u>94,476.51</u>	86,460.45
<b>PAYMENTS</b>			
Staff allowances (homeworking)	208.00	208.00	-
Bank charges	71.40	73.00	1.60
Debit Card charges	36.00	36.00	-
Internal Audit	130.00	130.00	-
Insurance	344.83	353.39	8.56
Street lighting maintenance contract	150.00	150.00	-
Street lighting parts/repairs	284.00		(284.00)
Street lighting electricy (non meterd)	551.09	674.97	123.88
NALC/EALC affiliation fees	225.09	251.26	26.17
ICO subscription fee	35.00	47.00	12.00
Village Hall Hire		275.00	275.00
IT services (Email account hosting)	67.20		(67.20)
IT services (Domain Registration)	65.00	65.00	-
Microsoft 365 Subscriptions		292.47	292.47
Chairmans allowance	20.00	20.00	-
Stationery (print & associated)	38.97	40.02	1.05
Election costs			-
Assett Maintenance	418.84	360.00	(58.84)
Community equipment (litter picking)	193.17		(193.17)
Land Registry searches	24.00	8.00	(16.00)
Legal expenses	478.00		(478.00)
It Equipment (new laptop)		525.00	525.00
Parish Magazine donation		200.00	200.00
Funds granted for defibrilator equipment		348.33	348.33
Parish Councilor training course		108.00	108.00
	<u>3,340.59</u>	<u>4,165.44</u>	824.85
VAT paid	364.62	370.93	6.31
Total other payments	<u>3,705.21</u>	<u>4,536.37</u>	831.16
Staff costs			
Nett salary	3,104.80	3,290.52	185.72
HMR&C	776.00	822.60	46.60
	<u>3,880.80</u>	<u>4,113.12</u>	232.32
Total payments	<u>7,586.01</u>	<u>8,649.49</u>	1,063.48
<b>CASH FLOW</b>			
Balance brought forward	4,055.78	4,485.83	430.05
Add			
Receipts	8,016.06	94,476.51	86,460.45
Less			
Payments	(7,586.01)	(8,649.49)	(1,063.48)
Balance carried forward	4,485.83	90,312.85	85,827.02