



## Durleigh Parish Council

### Summary Receipts / Payments for the year ending 31st March 2024

2022-23	Receipts	2023-24	Notes
9,695.00	Precept	10,615.00	1
-	Bank Interest	-	
246.76	Grants & Donations	-	
	VAT Refund	2,009.19	
5,752.53	Other Receipts	-	
<b>15,694.29</b>	<b>Total Income</b>	<b>12,624.19</b>	
2022-23	Payments	2023-24	
5,433.43	Salary & Expenses	7,602.90	2
605.61	General Administration & running costs <i>inc. office expense &amp; supplies, travel, hire of hall</i>	688.56	
200.00	Election Expenses	-	
264.00	Insurance	300.00	
348.61	SALC Membership & Online Subscriptions	355.97	
360.00	Training	170.00	3
100.00	Audit	125.00	
345.00	Professional Fees	450.99	
100.00	Grants & Donations	-	
332.76	Asset Maintenance	808.20	4
655.15	Capital Projects	8,745.00	5
36.08	Miscellaneous PAT testing, magnetic sign for noticeboard, donation for bus decals	89.02	
<b>8,780.64</b>	<b>Total Payments</b>	<b>19,335.64</b>	
260.19	VAT (to be reclaimed at year end)	1,848.61	Claim submitted 31/3/24 for remaining amount (£1749 claimed already)
<b>9,040.83</b>	<b>Gross Total inc. VAT</b>	<b>21,184.25</b>	

For further explanation of the figures detailed above, please see the attached 'Supporting Statement'

#### Bank Reconciliation at Year End

<b>Balance brought forward 1 April 2023</b>	<b>18,126.48</b>
Add 'Total Receipts'	12,624.19
<b>Total Income</b>	<b>30,750.67</b>
Less 'Total Payments'	19,335.64
Less 'VAT' claimed but awaiting payment	1,848.61
<b>Balance to Carry Forward 31 March 2024</b>	<b>9,566.42</b>

These accumulative funds are represented by:

Treasurers Account	
Balance per Bank Statement as at 31 March 2024	<b>9,566.42</b>
Less unrepresented payments	-
Less uncleared lodgements	-
<b>Balance to Carry Forward 31 March 2024</b>	<b>9,566.42</b>

Balance per 'Cash Book' as at 31 March 2024	<b>9,566.42</b>
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Other deposits/investments **NIL**

We certify that the above statement represents fairly and accurately the financial position of the Council and reflects all of its receipts and payments for the year ended 31 March 2024.

Signed: [Redacted] ..... [Redacted]  
Chairman Responsible Financial Officer

Date: 16-05-2024

Approved at the Annual Parish Meeting, Date: 16/5/2024

Minute Ref: 10-16/5/24



Supporting Statement

Balances / Reserves:

The balance carried forward includes:

- Recommended reserve (NALC) for contingency
Money towards future capital projects and future repairs/maintenance for assets

Areas to note (larger differences between years):

- 1 Increase in precept to reflect actual costs, as agreed January 2023
2 Staff costs increase includes, increase in hours, national pay award and increment pay award.
3 Continued increased training for Councillors to bring them up to date with current standards and training for new councillor. AED Training for the community in previous year, but not current year.
4 Includes work to resurface and tidy up area by noticeboard
5 Work undertaken to resurface Queenswood Lane

Assets:

See attached Asset Register for details of value:

The Council has ZERO borrowings. £22,082.00 now includes path in Queenswood Lane and land resurfaced by notice board on Luxborough Road

Debts Outstanding:

None

Leases:

The Council has ZERO leases or property.

Risk Register:

Attached

Explanation of Variances in Accounts 2023-24 (AGAR)

Table with 4 columns: Details, 2022-23, 2023-2024, Difference, Explanation. Rows include Precept, Other Income, Staff Costs, and Other Costs.

Details

- 1. Precept: Increase in Precept as agreed Jan 2023
2. Other Income: Large VAT reclaim in year in respect of work on Queenswood Lane
3. Staff Costs: Includes increase of hours agreed June 2023, national pay award and increment pay award
4. Other Costs: Includes resurfacing of Queenswood Lane and area by noticeboard

We certify that the above statement represents fairly and accurately the financial position of the Council and reflects all of its receipts and payments for the year ended 31 March 2024.

Signed: [Redacted] Chairman, [Redacted] Responsible Financial Officer

Date: 16-5-24

Approved at the Annual Parish Meeting, Date: 16/5/2024, Minute Ref: 10-16/5/24



Year End Finance Report 2023/24

Budget 2023/24

Budget Report printed:

9-May-24

Actual Year End 2021/22	Description	Actuals Year End 2022/23	Proposals for 2023/24 budget	Cost Centre	Actual YTD (ex. VAT)	Variance to Budget
<b>Receipts</b>						
£7,995.00	Precept	£9,695.00	£10,615	A1	£10,615.00	£-
£0.00	Bank Interest	£-	£0	A2	£0.00	£-
£0.00	Miscellaneous Income/Reclaims	£5,000.00	£0	A3	£0.00	£-
£2,175.00	Grants	£-	£0	A4	£0.00	£-
£0.00	Section 106 & CIL	£752.53	£0	A5	£0.00	£-
£64.05	VAT Refunds Received	£246.76	£112	A7	£2,009.19	£(1,897.50)
<b>£10,234.05</b>	<b>TOTAL RECEIPTS</b>	<b>£15,694.29</b>	<b>£10,727</b>		<b>£12,624.19</b>	<b>£(1,897.50)</b>
<b>Expenditure</b>						
£4,354.84	Clerks Salary - Basic	£4,765.42	£5,990	B1	£7,311.20	£(1,321.26)
£0.00	Clerks Holiday Pay	£-	£632	B6	£91.80	£539.80
£0.00	Employers NI	£-	£0	B5	£33.18	£(33.18)
£756.33	Clerks Salary - Estimated Overtime	£668.01	£161	B2	£166.72	£(5.32)
£54.98	Clerks Expenses (mileage)	£75.61	£100	B3	£61.56	£38.44
£312.00	Broadband/Office Expenses - work from home al	£312.00	£312	B4	£312.00	£-
£205.00	Training (councillors & Clerk)	£360.00	£150	C1	£170.00	£(20.00)
£0.00	AED Training	£-	£200	C5	£0.00	£200.00
£285.00	Website Maintenance & Development	£285.00	£350	D1	£330.99	£19.01
£53.04	Office Supplies - Consumables (paper/ink) & Pos	£-	£70	D2	£42.00	£28.00
£100.00	Auditors	£100.00	£150	D3	£125.00	£25.00
£152.40	SALC Subscription	£151.70	£175	C2	£157.87	£17.13
£70.00	Hire of Hall	£218.00	£234	D4	£273.00	£(39.00)
£309.02	Insurance	£264.00	£375	D5	£300.00	£75.00
£162.00	Consultancy Fees / PAYE	£60.00	£150	D6	£120.00	£30.00
£0.00	Election Costs	£200.00	£200	C3	£0.00	£200.00
£45.00	Other LA Services - impovement of signs/grass c	£-	£500	C4	£475.44	£24.56
£394.14	Asset Maintenance	£332.76	£525	D7	£332.76	£192.24
£682.20	Grants	£100.00	£0	E1	£0.00	£-
£0.00	Capital Projects	£655.15	£9,000	E2	£8,745.00	£255.00
£0.00	Online Subscriptions	£196.91	£200	E4	£198.10	£1.90
£862.96	Miscellaneous	£36.08	£250	E3	£89.02	£160.98
£246.76	VAT (to be Reclaimed at year end)	£260.19	£0	A6	£1,848.61	£(1,848.61)
<b>£9,045.67</b>	<b>GROSS BUDGET REQUIREMENTS</b>	<b>£9,040.83</b>	<b>£19,724</b>		<b>£21,184.25</b>	<b>£(1,460.30)</b>
<b>£1,188.38</b>	<b>Surplus/Deficit</b>	<b>£6,653.46</b>	<b>-£8,997</b>		<b>-£8,560</b>	
	Transfer from unallocated funds to off set deficit		£8,997			
<b>Movement on Reserves</b>						
£10,284.64	Bank balance b/f	£11,473.02	£18,126		£18,126	
£11,473.02	Bank balance c/f	£18,126.48	£9,129		£9,566.42	
<b>Restricted funds</b>						
£1,998.75	General reserve 25% Precept	£2,423.75	£2,654		£2,654	
£1,800.00	Election	£1,800.00	£1,800		£1,800	
£4,000.00	Funding towards Queensland Lane footpath	£4,000.00	£3,650		£3,650	
£2,200.00	Funding towards AED	£400.00	£150		£150	
£-	Grant funding for jubilee benches	£1,280.00	£875		£875	
£9,998.75		£9,903.75	£9,129		£9,129	
£285.89	Unallocated funds	£1,569.27	£8,998		£8,998	
£-	Transfer to offset deficit	£-	£8,997		£8,997	
£285.89	Remaining Unallocated funds	£1,569.27	£1		£1	

Completed by T Weeks - Clerk & Responsible Financial Officer  
 Approved by [Redacted]

Date: 6/5/24  
 Minute Ref: 10-6/5/24





### Monthly Bank Reconciliation

Date of reconciliation: 2-Apr-24

cashbook balance £9,566.42

Bank Balance: £9,566.42 Statement Date: 31/3/2024

Transactions since statement date:	Date:	Description	Amount
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Total			£ -
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Bank Balance less recent transactions: £9,566.42

Difference to cashbook £-

Completed by  
 Approved by

T Weeks - Clerk & Responsible Financial Officer  
 Date: 16/5/24  
 Minute Ref: 10-16/5/24