

**MORETON, BOBBINGWORTH AND THE LAVERS
PARISH COUNCIL**

FINAL ACCOUNTS 2023/2024

**Clerk
Adriana Jones**

Financial Summary 2023/2024

We started the year with **£24,721.32** in the bank.

The precept set for 2023/2024 was £24,800.

The total income (including precept) for 2023/2024 was £26,028.86. This was against a budgeted income of £24,800 – a difference of £1,228.86, the reason for this being a VAT refund for 22/23 of £268.49, and Bank Interest received of £960.37.

The total expenditure for 2023/2024 was £18,991.21 (this includes VAT of £241.05) against a budget of £25,682 – an underspend of £6,690.79. The main differences can be accounted for as follows:

- Underspend of £1,734.38 in Clerks Salary, due to change in Clerk and reduction in hours
- Underspend of £315 for training.
- £500 budgeted for legal expenses that were not used (to be placed in earmarked reserves)
- Underspend of £450 for defibrillators
- £300 budgeted for war memorials that was not used (to be placed in earmarked reserves)
- Underspend of just over £600 for general admin costs (stationery, postage, photocopying, etc)
- £100 budgeted for Salt, but not used
- £2,000 contingency that was not used but will be placed into earmarked reserves for any unanticipated costs or agreed project.
- £150 underspend in software subscriptions, partly due to moving to a free website
- £151 underspend in S137 grants
- £100 budgeted for election, but not used (placed into earmarked reserves)
- £106 underspend for Village Hall hire
- £98 underspend on subscriptions

The financial year saw a change in Clerk, which resulted in no longer needing to pay an external payroll company to administer the payroll. In addition, as the new Clerk joined, she was advised of a discrepancy from HMRC, and after a thorough investigation it was established that Employers Allowance had been incorrectly applied to previous employments, amounting to £378.33 being owed to HMRC.

As the Parish Councils income was in excess of £25,000, it is unable to declare itself exempt from the Annual Governance and Accountability Return for 2023/2024.

The S137 expenditure for 2023/2024 was £3,248.92.

The 2023/2024 bank reconciliation is as follows:

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

CASH BOOK:

Opening Balance 1 April 2023	£24,721.32
Add: Receipts in the year	£26,028.86
Less: Payments in the year	(£18,991.21)
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Closing balance per cash book as of 31 March 2024	£31,758.97

<i>Unity Trust Bank account 20345570 balance 31/3/24:</i>	£5,110.59
<i>Unity Trust Bank account 20345583 balance 31/3/24:</i>	£26,648.38
TOTAL:	£31,758.97

External Auditors Statement of Accounts for 2023/2024

	31st March 2023	31st March 2024
1 Balance Brought Forward	23,133	24,721
2 (+) Annual Precept	22,000	24,800
3 (+) Total other receipts	622	1,229
4 (-) Staff Costs	13,123	12,266
5 (-) Loan interest/capital repayments	0	0
6 (-) Total other payments	7,911	6,725
7 (=) Balances Carried forward	24,721	31,759
8 Total Cash & Investments	24,721	31,759
9 Total Fixed Assets	6,296	6,296
10 Total Borrowings	0	0

There may be rounding differences of £1

Earmarked Reserves as at 31st March 2024

Specific Earmarked Funds			
		Change	Remain
Clock	200.00	-148.92	51.08
Elections	200.00	100.00	300.00
Asset Maint	1000.00		1000.00
Legal	1000.00	500.00	1500.00
War Mem	750.00	300	1050.00
Contingency		2000	2000.00
	Total Earmarked		5,901.08

General Reserves: £25,857.89

RECEIPTS & PAYMENTS FOR MORETON, BOBBINGWORTH AND THE LAVERS PARISH COUNCIL
Financial Year 2023/2024 Ending 31 March 2024

INCOME			EXPENSES																					
Date	£	Ref	Date	Chq No.	Item	Salary Net	PAYE	insurance	S137 Grants	elections	Stationery	General Admin	Subs	Training	Audit	Home Office	Defib Maint	Travel	IT	Other	VAT	TOTAL £		
Opening Balance	£24,721.32																							
26-04-23	EFDC Precept		17/04/2023	BACS	HMRC - PAYE March		319.24															319.24		
16-06-23	VAT Refund		04/05/2023	BACS	A Rogers - Payroll Admin							25.00										25.00		
30-06-23	Interest 5583		04/05/2023	BACS	G Paddan - Travel & Stationery						32.50							5.85			6.50	44.85		
30-09-23	Interest 5583		09/05/2023	BACS	EALC - Subs 23/24								402.11									402.11		
31-12-23	Interest 5583		09/05/2023	BACS	C Davis - Flower Tubs coronation				100.00													100.00		
31-03-24	Interest 5583		09/05/2023	BACS	G Paddan - Salary April	832.00																832.00		
			09/05/2023	BACS	Zurich - Insurance 23/24			441.21														441.21		
			18/05/2023	BACS	HMRC - PAYE April		208.00															208.00		
			12/06/2023	BACS	A Rogers - Payroll Admin							25.00										25.00		
			16/06/2023	BACS	HMRC - PAYE May		258.24															258.24		
			30/06/2023	BACS	G Paddan - Salary May	941.76																941.76		
			30/06/2023	BACS	Unity Service Charge															18.00		18.00		
			03/07/2023	BACS	A Rogers - Payroll Admin							25.00										25.00		
			03/07/2023	BACS	G Paddan - Travel & Stationery						13.33							11.70			2.67	27.70		
			03/07/2023	BACS	G Paddan - Salary June	992.00																992.00		
			17/07/2023	BACS	HMRC - PAYE June		248.00															248.00		
			04/08/2023	BACS	A Rogers - Payroll Admin							25.00										25.00		
			04/08/2023	BACS	G Paddan - Salary July	832.00																832.00		
			04/08/2023	BACS	EALC - Chair training									285.00								285.00		
			04/08/2023	BACS	RCCE - Annual Subs								60.50									60.50		
			04/08/2023	BACS	A Busch - reimb land reg fee																6.00	6.00		
			17/08/2023	BACS	HMRC - PAYE July		208.00															208.00		
			06/09/2023	BACS	G Paddan - Salary Aug	832.00																832.00		
			06/09/2023	BACS	A Rogers - Payroll Admin							25.00										25.00		
			06/09/2023	BACS	G Paddan - Travel													10.70				10.70		
			15/09/2023	BACS	HMRC - PAYE Aug		208.00															208.00		
			25/09/2023	BACS	V Evans - Internal Audit 22/23										107.20							107.20		
			25/09/2023	BACS	A Rogers - Payroll Admin							25.00										25.00		
			25/09/2023	BACS	V Butler - Email services 1yr - Vikatech														40.80			40.80		
			25/09/2023	BACS	Magdalen Laver VH - Hire 12/9															22.00		22.00		
			29/09/2023	BACS	G Paddan - Salary Sep	832.00																832.00		
			30/09/2023	BACS	Unity Service Charge															18.00		18.00		
			17/10/2023	BACS	HMRC - PAYE Sep		208.00															208.00		
			25/10/2023	BACS	A Rogers - Payroll Admin							25.00										25.00		
			30/10/2023	BACS	G Paddan - October Salary & Hol Pay	1312.00																1312.00		
			30/10/2023	BACS	G Paddan - Travel and expenses														14.85		67.00	81.85		
			30/10/2023	BACS	Community Spirit - Grant				3000.00													3000.00		
			31/10/2023	BACS	G Paddan - Home Office											300.00						300.00		
			17/11/2023	BACS	HMRC - PAYE Oct		328.00															328.00		
			24/11/2023	BACS	Moreton Village Hall - 2023 hall hire																150.00	150.00		
			24/11/2023	BACS	E Crosbie - Reimb Batteries xmas lights															14.98	3.00	17.98		
			24/11/2023	BACS	Public Clocks - Bobbingworth maint				148.92												29.78	178.70		
			30/11/2023	BACS	A Jones - Salary Nov	554.73										43.33						598.06		
			06/12/2023	BACS	HMRC - PAYE Nov		138.60															138.60		
			31/12/2023	BACS	Unity Service Charge															18.00		18.00		
			11/01/2024	BACS	A Jones - Salary Dec	554.73																554.73		
			11/01/2024	BACS	A Jones - Expenses reimb											43.33		22.95		51.30		117.58		
			11/01/2024	BACS	HMRC - PAYE Dec		138.60															138.60		
			11/01/2024	BACS	Information Commis Office - subs								40.00									40.00		
			31/01/2024	BACS	A Jones - Salary Jan	554.73																554.73		
			07/02/2024	BACS	HMRC - PAYE Jan		138.60															138.60		
			29/02/2024	BACS	A Jones - Salary Feb	554.73																554.73		
			07/03/2024	BACS	HMRC - PAYE Feb		138.60															138.60		
			14/03/2024	BACS	A Jones - Expenses Reimb inc defib bat											129.99	49.99				10.00	189.98		
			14/03/2024	BACS	EALC - Cllr Training Day & Offord									600.00								600.00		
			14/03/2024	BACS	Magdalen Laver VH - Hire 12/3/24															22.00		22.00		
			28/03/2024	BACS	A Jones - Salary March	554.73																554.73		
			28/03/2024	BACS	HMRC - Historic Employers allowance		378.33															378.33		
			28/03/2024	BACS	Unity Service Charge															18.00		18.00		
RECONCILIATION																								
<i>(all including VAT)</i>																								
Opening Balances	24,721.32						9347.41	2918.21	441.21	3248.92		45.83	175.00	502.61	885.00	107.20	516.65	49.99	66.05	40.80	405.28	241.05	18991.21	
Income	26,028.86																						(excluding VAT)	18750.16
Less expenses of	18,991.21																							
Balance	31,758.97																							