

WRETHAM PARISH COUNCIL

MONTHLY REPORT

31 March 2024

	Budget £	Actual to date £	Predicted rest of year to 31Mar24	Predicted Total to 31Mar24	Variance £	Variance %
Balance brought forward 2022/23	£	7,510.63	£	£	£	%
RECEIPTS						
Precept Apr + Sep 2023/2024	8,246	8,246.00	0.00	8,246.00	0.00	0%
Grants	0	0.00	0.00	0.00	0.00	-
Recycling credits - Increased due to Bottle Bank	200	351.17	0.00	351.17	151.17	76%
Interest	1	29.30	0.00	29.30	28.30	2830%
VAT refund	230	226.55	0.00	226.55	-3.45	-2%
Other - HMRC PAYE/NI Refund	0	261.20	0.00	261.20	0.00	-
Total Receipts	8,677	9,114.22	0.00	9,114.22	437.22	5%
PAYMENTS						
Staff Costs (Includes Jgibson Qtr 4 Jan-Mar23)	5,038	6,952.04	0.00	6,952.04	1,914.04	38%
Other Staff Related Costs	398	188.10	0.00	188.10	-209.90	-53%
Training costs - Dementia Course	150	629.28	0.00	629.28	479.28	320%
Insurance	630	647.13	0.00	647.13	17.13	3%
Subscriptions	287	376.34	0.00	376.34	89.34	31%
Grass cutting	547	475.67	0.00	475.67	-71.33	-13%
Section 137 (MAGPAS £75, Royal British Legion £75, Age UK Norfolk £75, Norfolk Accident Rescue Service £75)	225	75.00	0.00	75.00	-150.00	-67%
Hire of Venue £15/mtg * 11 (no Dec mtg)	180	165.00	0.00	165.00	-15.00	-8%
Publications	50	0.00	0.00	0.00	-50.00	-100%
Audit & Election costs	125	75.00	0.00	75.00	-50.00	-40%
Stationery + Postage + Telephones	200	6.00	0.00	6.00	-194.00	-97%
Website/IT - Purchase new laptop by 31Mar24	384	644.54	95.79	740.33	356.33	93%
VAT	226	382.90	0.00	382.90	156.65	69%
Other (Defibrillator maintenance £170, Noticeboards refurb £455)	500	450.00	0.00	450.00	-50.00	-10%
Contingency	300	0.00	300.00	300.00	0.00	0%
Total Payments	9,240	11,067.00	395.79	11,462.79	2,222.54	24%
Book balance to carry down		5,557.85				
Bank Reconciliation						
Lloyds Business Current Account *****660	31-Mar-24	5,557.85				
Balance 31 Mar 24 c/f		5,557.85				

Bank reconciliation – Wretham Parish Council

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must be the column headed "Year ending 31 March 2024" in Section 2 of the AGAR – and will also agree to Box 7 where the account receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be figures.

Name of smaller authority:

Wretham Parish Council

County area (local councils and parish meetings only):

Norfolk

Financial year ending 31 March 2024

Prepared by (Name and Role):

Jules Challenor - Clerk and RFO

Date:

15/04/2024

		£	£
Balance per bank statements as at 31/3/24			
Lloyds Business Account	****660	5,557.9	
Savings Account	n/a		
			5,557.9
Petty cash float (if applicable)			-
Less: any un-presented cheques as at 31/3/24 (enter these as negative numbers)			
None	n/a	0.00	
			-
Add: any un-banked cash as at 31/3/24			
None	n/a	-	
			-
Net balances as at 31/3/24 (Box 8)			<u><u>5,557.9</u></u>



Date	Details	Cheque number	Receipts	Payments	Receipts													Payments										
					Precept	Grants	Recycling Credit	Transfer from Active Saver Account	VAT refund	Other	Staff costs	Other staff related costs (mileage & Homeworking)	Training	Insurance	Subscriptions	Grass cutting	Section 137 (Wreath & donations)	Hire of venue	Publications	Audit & Election costs	Stationery/Postage/Telephone	Website/IT	Transfer to Active Saver Account	VAT	Loan Repayments	Other - Defibrillator+ noticeboards refurb		
1-Apr	Balance brought forward		1,975.50	0.00																								
5-Apr	Precept		4,123.00																									
19-Apr	Data Protection Fee	DD		35.00																								
13-Apr	Loy Townsend Web Site Fee	100851		158.40																								
13-Apr	Balthwick IT Ltd	100852		131.26																								
13-Apr	Void Cheque - refunded by Joy Gibson	100853		0.00																								
11-May	NALC subscription	100854		140.34																								
11-May	Athur J Galagler Insurance	100855		647.13									647.13															
11-May	J Gibson (Speednames)	100856		34.80																								
11-May	J Gibson (Speednames)	100857		261.20																								
11-May	J Gibson (Speednames)	100858		1,044.80																								
11-May	J Gibson Salary 4th QTR	100859		36.00																								
11-May	Campaign to protect Rural England																											
2-Jun	Mrs P Angus - Temp Clerk Mar-May 23 + Expenses	100860		1,143.04																								
26-Jun	HMRC VAT Refund 31Mar-23	BACS		226.55																								
25-Jul	HMRC PAYE Duplicate Payment	DD		0.00																								
28-Jul	Breckland Council - Recycling Payment	BACS		351.17																								
10-Aug	Clerk Salary 11Jun-31Aug23	100861		1,222.26																								
	Barclays Closed Saver Account			5,564.43																								
	NEW ACCOUNT OPENED			0.00																								
	LLOYDS Business Current Account *****660 Sort Code 309950			0.00																								
18-Oct	R V Hines - Noticeboards Inv 21.8	BACS		450.00																								
20-Oct	Breckland Council - Precept			4,123.00																								
13-Nov	Clerk Salary 1Sep-30Nov23			1,222.26																								
13-Nov	Breckland Council - Admin Fee			75.00																								
13-Nov	Royal British Legion - Poppy Donation			0.00																								
13-Nov	Expenses Mileage - Jun-Dec23			101.70																								
13-Jan	Clerk Salary Dec 23 + Jan 24			866.84																								
11-Jan	Clerk Back Pay Jun - Nov 23			156.00																								
11-Jan	HMRC - PAYE/NI Refund			261.20																								
15-Mar	Community Heartbeat			198.00																								
15-Mar	Salary Clerk Feb & Mar 24			815.84																								
15-Mar	Dementia Care Course - Hannah			409.49																								
15-Mar	Wretham Village Hall - Hire 2023			165.00																								
15-Mar	Dementia Care Course - Lisor			345.65																								
15-Mar	Replacement Laptop Clerk			448.99																								
15-Mar	HMRC PAYE/NI Feb-Mar 24			51.00																								
15-Mar	Serco Grassing Cutting			570.80																								
	Totals		16,624.85	11,067.00	8,246.00	0.00	351.17	5,564.43	226.55	2,236.70	6,952.04	188.10	629.28	647.13	376.34	475.67	75.00	165.00	0.00	75.00	6.00	644.54	0.00	382.90	0.00	450.00		

Book balance (E43-F43) 5,577.85
 Book balance (SUM(G43:I43)-SUM(N43:AB43)) 5,577.85

Barclays Closed Account with cheque 18-Sep £7,125.22
 Check B336-1B37 0.00

Reconciled

Explanation of variances – pro forma

Name of smaller authority: **Wretham Parish Council**
 County area (local councils and Norfolk)

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);

	2022/23	2023/24	Variance	Variance	Explanation Required?	Explanation
	£	£	£	%		Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES
1 Balances Brought Forward	5,663	7,511				Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	7,840	8,246	406	5.18%	NO	
3 Total Other Receipts	511	868	357	69.86%	YES	HMRC PAYE/NL Refund £261. Recycling payment 22/23 £234 as against recycling payment in 23/24 £351. 17 difference of £117.17
4 Staff Costs	3,516	6,952	3,437	97.78%	YES	Ex Clerk was taken ill and left 31 Dec 2022. Q4 salary Jan to Mar 23 was paid in May 2024. Also had to pay Interim Clerk until replacement Clerk started 1 Jun 23.
5 Loan Interest/Capital Repayment	220	0	-220	100.00%	YES	Balance of loan was £220 in 22/23 now paid in full
6 All Other Payments	2,788	4,115	1,347	48.66%	YES	Due to Clerk leaving suddenly, IT company used £1,132. Noticeboards (x2) refurbished £450. Dementia Training Courses attended cost £756. Replacement laptop purchased £449
7 Balances Carried Forward	7,511	5,558			NO	VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	5,663	5,558			NO	VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	14,553	14,185	-368	2.53%	NO	
10 Total Borrowings	0	0	0	0.00%	NO	Balance of loan now paid in full so no borrowings outstanding

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable