

## Attachment 1.1

### Bank reconciliation – Example

This reconciliation must include all bank and building society accounts and other short-term investments. It must agree to Box 8 in the column headed “Year ending 31 March 2023” in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis, but not when an income and expenditure basis is used.

Parish Council Name RIDGMONT PARISH COUNCIL\_\_\_\_\_

Financial year ending 31 March 2023

Prepared by OLIVIA BURROWS, CLERK\_\_\_\_\_ (Name and Position) Date 06/06/2023

Balance per bank statements as at 31 March 2023:	£	£
e.g. Current account		
High interest account		
Building society premium a/c	£ 3649.00	
Petty cash float (if applicable)		
Less: any unpresented cheques at 31 March 2023 (normally only current account)		
Cheque number	0	
Add: any un-banked cash at 31 March 2023		
e.g. Allotment rents banked 31 March 2023 (but not credited until 1 April)		0
Net balances as at 31 March 2023		£ 3649.00

***The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:***

#### CASH BOOK

Opening Balance 1 April 2022

Add: Receipts in the year

Less: Payments in the year

Closing balance per cash book [receipts and payments book] as at 31 March 2023 (must equal net balances above)

£ 3649.00

## Attachment 1.2

### Explanation of significant variances in the accounting statements – AGAR Section 2

Parish Council name: \_\_\_\_\_ RIDGMONT PARISH COUNCIL \_\_\_\_\_

**Please explain any variances of more than 15% between the totals for individual boxes in Section 2.** We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below or complete a separate schedule if more space is required.

Section 2	2021/22 £	2022/23 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £100))
Box 2 <i>Precept</i>	17,018	17,018		
Box 3 <i>Other income</i>	2377	338	- 2039	£193 – CBC Grass cutting contribution £140 - £140 refunded
Box 4 <i>Staff costs</i>	5132	3826	-1306	Lower salary grade for new Clerk
Box 5 <i>Loan interest/ capital</i>	0	0	0	N/A
Box 6 <i>Other payments</i>	11,658	15,002	3344	Contribution to 9 Lampposts upgrade £3758

Box 7 <i>Balances carried forward</i>	5120	3649	1471	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. You do not need to explain the year-on-year variance for this box.
Box 9 <i>Fixed assets &amp; long-term assets</i>	5120	3649		<p>Explain <u>all</u> movements in this category and not just those above 15%</p> <p>Matches bank reconciliation as at 31<sup>st</sup> March 2023— Ridgmont parish council doesn't own any property.</p>
Box 10 <i>Total borrowing</i>				

## Attachment 2

Local Council name: \_\_\_\_\_ RIDGMONT PARISH COUNCIL \_\_\_\_\_

### Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: OLIVIA BURROWS	RFO's name (if not clerk):	Chair's name: MARIA SPEARING
Clerk working hours (e.g. Mon-Fri 9-5pm): ..... .....4 hrs a week.....	RFO working hours (e.g. Mon-Fri 9-5pm): ..... .....	
Parish Council registered address:  CLERK Address 37 Church Street, Ridgmont Bedfordshire MK430TZ Email: ridgmontparishclerk@gmail.com	Parish Council registered address:  Segenhoe Manor, Ridgmont Bedfordshire MK43 0XW	Chair contact postal and email address:  Segenhoe Manor, Ridgmont Bedfordshire MK43 0XW Email: maria.spearing@sky.com
Telephone:  Primary contact number: 07742106115 Mobile/Alternative number: .....	Telephone:  Primary contact number: ..... Mobile/Alternative number: .....	Telephone:  Primary contact number: 07711 596384 Mobile/Alternative number: .....
E-mail address for the Council/Meeting (please do not provide a personal e-mail address unless the clerk / RFO does not have a Council/Meeting e-mail address). ridgmontparishclerk@gmail.com		

Please return this form via email together with the  
Annual Governance & Accountability Return and other information requested.

## Attachment 3

### Confirmation regarding the exercise of public rights

Parish Council name: \_\_\_\_\_ RIDGMONT PARISH COUNCIL \_\_\_\_\_

The Parish Council must inform the electorate of an exact 30 working day period during which public rights may be exercised. This is inclusive of the start and finish dates.

The inspection period **must** commence no later than 3 July 2023 and must **include the first 10 working days of July**.

The elector's rights must start **exactly** one day after the annual return has been published on your website (or other free to access website used by the Council) with the statutory notice at Attachment 3.2. Publication of the annual return must be as soon as practical after the unaudited annual return has been approved by the Parish Council, and in line with the regulatory inspection period.

**Working days are defined as Monday – Friday. They do not include Saturdays, Sundays and Bank Holidays.**

(See calendar guide overleaf, noting that because the earliest date to start a compliant public rights period is 5 June 2023 the definition of 'as soon as practical' excludes any earlier dates than this.)

The inspection period commences on: \_\_\_\_\_ 30/06/2023

And ends on: \_\_\_\_\_ 10/08/2023 \_\_\_\_\_

Signed: \_\_\_\_\_  \_\_\_\_\_ Date: \_\_\_\_\_ 06/06/2023 \_\_\_\_\_

Position held: RIDGMONT PARISH CLERK



## Attachment 3.2

Local council name: RIDGMONT PARISH COUNCIL

### Notice of appointment of date for the exercise of public rights

**Accounts for the year ended 31<sup>st</sup> March 2023**

The Local Audit and Accountability Act 2014, and

The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: 30/06/2023 (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2023 these documents will be available on reasonable notice on application to:</p> <p>(b) OLIVIA BURROWS - Ridgmont Parish Clerk Email: <a href="mailto:ridgmontparishclerk@gmail.com">ridgmontparishclerk@gmail.com</a></p> <p>commencing on (c) 30/06/2023</p> <p>and ending on (d) 10/08/2023</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> <li>the opportunity to question the auditor about the accounts; and</li> <li>the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f).</li> </ul> <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor complies with the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your appointed auditor is:</p> <p>Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: <a href="mailto:local.councils@mazars.co.uk">local.councils@mazars.co.uk</a></p> <p>5. This announcement is made by (e) _____ Olivia Burrows - Clerk</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c )And</p> <p>(d)The inspection period must be 30 working days in total and commence no later than 3 July 2023.</p> <p>(e) Insert name and position of person placing the notice</p>
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**RIDGMONT PARISH COUNCIL**

Financial year ending 31 March 2023 Prepared by OLIVIA BURROWS, CLERK Date: 06/06/2023

APR 1st 2022 - MAR 31st 2023

**Village Maintenance**

BUDGET FORECAST 2022/2023	BUDGET	ACTUAL SPEND YTD	TOTAL VARIANCE (Over, Under or On Budget)
Grasscutting	£ 6,500	£ 5,563.00	£ 937
Rec Hedge	£ -	£ -	£ -
Play Equipment	£ -	£ -	£ -
Safety Inspection	£ 100	£ 92.40	£ 8
Rec Rent	£ 20	£ 20.00	£ -
Maintenance	£ 500	£ -	£ 500
Moles	£ 100	£ -	£ 100
Defibrillator parts	£ 10	£ 125.94	£ 116
Distribution (Printing, newsletter)	£ -	£ 381.92	£ 382
Replacement lampposts	£ 3,600	£ 3,758.40	£ 158
<b>SUBTOTAL</b>	<b>£ 10,830</b>	<b>£ 9,941.66</b>	<b>£ 888</b>

**Misc**

Training	£ 63	£ -	£ 63
Poppy Wreath	£ 20	£ 23.99	£ 4
Election	£ 60	£ -	£ 60
Website	£ 100	£ 98.86	£ 1
<b>SUBTOTAL</b>	<b>£ 243</b>	<b>£ 122.85</b>	<b>£ 120</b>

Note: Due 2023

**Clerk Fees**

Clerks Salary	£ 2,700	£ 3,149.86	£ 450
Clerks Expenses	£ 200	£ 104.22	£ 96
Clerks Allowance	£ 400	£ 571.62	£ 172
PAYE	£ 1,000	£ -	£ 1,000
Affiliate Fees	£ 100	£ 94.00	£ 6
Membership Fees	£ -	£ -	£ #VALUE!
<b>SUBTOTAL</b>	<b>£ 4,400</b>	<b>£ 3,919.70</b>	<b>£ 480</b>

**Utilities**

Street Lighting Maintenance	£ 500	£ 569.70	£ 70
Energy	£ 3,600	£ 3,021.22	£ 579
<b>SUBTOTAL</b>	<b>£ 4,100</b>	<b>£ 3,590.92</b>	<b>£ 509</b>

**Running Costs**

Insurance	£ 900	£ 602.20	£ 298
VAT	£ 500	£ -	£ 500
Audit	£ 35	£ -	£ 35
<b>SUBTOTAL</b>	<b>£ 1,435</b>	<b>£ 602</b>	<b>£ 833</b>

**Contingency**

Contingency/Reserves	£ 1,000	£ 650	£ 350
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1970 Act

<b>TOTAL</b>	<b>£ 22,007.84</b>	<b>£ 18,827.33</b>	<b>£ 3,180.51</b>
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**Bank Statements:**

April 29th 2022 - £19,758.60  
 May 21th 2022 - £18,711.07  
 June 30th 2022 - £17,396.42  
 July 29th 2022 - £16,097.34  
 Aug 31th 2022 - £14,963.47  
 Sept 30th 2022 - £11,166.03  
 Oct 31st 2022 - £9,979.24  
 Nov 30th 2022 - £9,337.79  
 Dec 31st 2022 - £7909.64  
 Jan 31th 2023 - £6747.24  
 Feb 28th 2023 - £4755.81  
 Mar 31st 2023 - £3649.25

<b>INCOME:</b>	
£ 17,018.00	2022/2023 Precept
£ 5,120.35	Bank Balance bought forward from 2020/21
£ 198.23	CBC Grass cutting contribution
£ 140.00	£140 refunded (£922.08 VAT Refund paid in 23/24)
<b>£ 22,477</b>	<b>Total Income</b>

<b>£ 22,007.84</b>	<b>Total Budget</b>
<b>£ 18,827</b>	<b>Total Expenditure YTD</b>
<b>£ 3,181</b>	<b>Deficit / Surplus (deficit will show in red font)</b>
<b>£ 3,649</b>	<b>TOTAL BANK</b>