

Cossington Parish Council
Annual Return

Accounts for Year from 01/04/2023 to 31/03/2024

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 15% and £200 from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

Box No.	Description	Year ending		
		31/03/2023 £	31/03/2024 £	
1	Balances brought fwd	30,748.54	28,860.31	
2	Annual precept	15,225.00	16,400.00	
3	Total other receipts	7,575.35	12,587.36	*
4	Staff Costs	6,166.67	6,948.10	
5	Loan interest/capital repayment	0.00	0.00	
6	Total other payments	18,521.91	32,420.74	*
7	Balances carried forward	28,860.31	18,478.83	*
8	Total Cash and Short Term Inve	28,860.31	18,478.83	*
9	Total Fixed Assets and Long Ter	100,393.40	100,393.40	
10	Total Borrowings	0.00	0.00	

Cossington Parish Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

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Box No.	Description	31/03/2023 £	31/03/2024 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	30748.54	28860.31				BALANCE B/F AGREES
2	Annual precept	15225.00	16400.00	1175.00	8%	No	
3	Total other receipts	7575.35	12587.36	5012.01	66%	Yes	Grant received from LCC for the MVAS sign: £5580.00 VAT return: £6,244.45
4	Staff Costs	6166.67	6948.10	781.43	13%	No	
5	Loan interest/capital repayments	0.00	0.00	0.00	0%	No	
6	Total other payments	18521.91	32420.74	13898.83	75%	Yes	Resurfacing of driveway project: £18,860.66 The reason all of the total other payments in 2023-24 is higher because the amount includes payment of £22,633 for the resurfacing of the driveway. This amount was transferred from the Reserve account. The reason for the variance of circa £5,000 is due to the refund of VAT for the cost of the driveway which came in April 2024.
7	Balances carried forward	28860.31	18478.83	-10381.48	36%	Yes	Due to monies being spent for driveway from the reserve account: £18,860.66
8	Total Cash and Short Term Investments	28860.31	18478.83	-10381.48	36%	Yes	Due to monies being spent for driveway from the reserve account: £18,860.66
9	Total Fixed Assets and Long Term Investments	100393.40	93684.00	-6709.40	7%	No	
10	Total Borrowings	0.00	0.00	0.00	0%	No	

This report is intended as a guide to the variances you may need to explain. The specific requirements vary between external auditors so please check the requirements shown on the pro forma provided to your council

Cossington Parish Council
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Box No.	Description	31/03/2023 £	31/03/2024 £	Variance £	Variance %	Explanation Required?	Notes
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Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

Cossington Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	28,860.31	
Cash in Hand		
Stationery/Stamps		22.00
Telephone		285.10
Website		585.00
Office 365 Subscription		123.60
Back Lane Carpark		
War Memorial & Carpark		932.50
Churchyard		1,712.50
Crab Tree Lane		330.00
Parish Assets		
RCC		
LRALC/NALC		248.56
Footpaths Association		6.00
Driveway/Footpath		18,860.66
Christmas Lights (Installation)		686.00
Planter		
Benches		
Christmas Lights		
Clerk Salary		5,200.00
HMRC		1,300.00
Precept	16,400.00	
Bank Interest	262.91	
VAT Reclaim	6,244.45	
Grants/Donations		
Hall Hire		210.00
Staff Costs		106.00
Insurance		710.92
Audit		207.65
Data Protection		35.00
War Memorial		
Cossington Parish Elections		
Poppy Wreath		25.00
Training		
Electrical Box		
Signage		10.82
Locality Funding	500.00	500.00
Scribe		345.60
Balmoral Garden Bench		
Bank Service Charge		72.00
Office Running Costs		355.76

**Cossington Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Litter Picking Equipment		
Bench Installation		
Bank Interest		
Fence Installation		
Open Gardens		
Kings Event		993.36
Replanting Crab Tree Lane		
Queens Platinum Jubilee Plaque		400.00
Contingency		
VAS Sign	5,580.00	500.00
Village Hall Project		
VAT		4,604.81
	28,987.36	39,368.84
Closing Balances:		
Balances in Bank Account		18,478.83
Cash in Hand		
TOTAL	57,847.67	57,847.67

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Signed 
Responsible Financial Officer

Date 20th May 2024

Cossington Parish Council

Prepared by: EMMA CROWE
Name and Role (Clerk/RFO etc)

Date: 20-05-24

Approved by: [Signature] RICHARD WEST
Name and Role (RFO/Chair of Finance etc)

Date: 20-5-24

	Bank Reconciliation at 31/03/2024			
	Cash in Hand 01/04/2023			28,860.31
	ADD Receipts 01/04/2023 - 31/03/2024			28,987.36
				57,847.67
	SUBTRACT Payments 01/04/2023 - 31/03/2024			39,368.84
A	Cash in Hand 31/03/2024 (per Cash Book)			18,478.83
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2021	0.00	
	Unity Current Account T1	31/03/2024	17,886.91	
	Instant Access Account	31/03/2024	591.92	
				18,478.83
	Less unrepresented payments			
				18,478.83
	Plus unrepresented receipts			
B	Adjusted Bank Balance			18,478.83
	A = B Checks out OK			

Breakdown of reserves held

Please complete or update the highlighted boxes to help provide a breakdown of the types of reserves

	£	£	£
Earmarked reserves*:			
Reserve 1	591.92	Driveway maintenance	
Reserve 2			
Reserve 3			
Reserve 4			
Reserve 5			
		591.92	
Restricted (ring-fenced) reserves:			
Reserve 1			
Reserve 2			
Reserve 3			
Reserve 4			
Reserve 5			
		0	
General reserves	17886.91		
		17886.91	
Total reserves			18478.83
Box 7 per Annual Return			18,479
Difference			0

Explanation of difference (if applicable):

Column B - Reserves should be renamed to show the specific purpose / name given by this authority.

Column D - Earmarked items - a value for the amount earmarked for each specific reserve should be or more and the number can be reduced or extended as appropriate.

Column D - Ring-fenced items - a value for the amount restricted (ring-fenced) for each specific reserve than 5 reserves or more and the number can be reduced or extended as appropriate.

Column D - General reserves - this should relate to normal operating funds and should be the difference between Total reserves and Restricted (ring-fenced) reserves, and the value of Box 7 on Section 2 of the AGAR.

Additional information to be submitted with Part 3 AGAR

Basic and Intermediate levels

Item required.	
1. State the basis of accounts – Income and Expenditure (I&E) <u>or</u> Receipts and Payments (R&P).	Yes
2. Bank reconciliation (N.B. a pro-forma document is available online). <i>Where you have income or expenditure of £2m or above then we will also require copy bank statements supporting the reconciliations.</i>	Yes
3. Explanations of significant variances – <u>with numerical support</u> : For boxes 2 – 10 in the Accounting Statements, where the 2024 figure is 15% greater than, or 15% less than, the 2023 figure unless the variance is less than £500. Please also provide an explanation if the variance is greater than £100,000 regardless of whether this is less than 15%. (N.B. a pro-forma document is available online).	Yes
4. <i>Where you have income or expenditure of £2m or above then we will also require a copy of the full independent report of your internal auditor(IA). Supporting evidence of the council's assessment that the IA is:</i> a. <i>independent of the council.</i> b. <i>competent to undertake the role.</i> c. <i>has a current and appropriate letter of engagement</i> d. <i>the authority has considered and agreed the IA programme of work against its identified risks.</i> e. <i>Copies of the minutes of the meetings considering the IA's findings together with evidence that any recommendations have been addressed.</i>	No
5. A reconciliation between boxes 7 and 8 – this must be quantified (N.B. a pro-forma document is available online).	Yes
6. An explanation of any 'No' answers in Section 1 (Annual Governance Statement).	Yes
7. An explanation of any 'No' answers in the Annual Internal Audit Report.	Yes
8. A breakdown of the types of reserves held between general reserves, earmarked reserves and restricted (ring-fenced) reserves (N.B. a pro-forma document is available online).	Yes
9. Where any investments are included as part of the Box 9 figure, please provide a summary of these amounts.	No
10. Whether you use the general power of competence.	No
11. The dates for the period for the exercise of public rights (N.B. a pro-forma document is available online).	Yes
12. Explanation for any delay between approval of Section 2 (accounts) and the commencement of the period for the exercise of public rights, other than to satisfy Regulation 12 of The Accounts and Audit Regulations 2015.	No
13. This sheet must be completed and a copy provided with your AGAR submission.	Yes