

## Additional information to be submitted with Part 3 AGAR

### Basic and Intermediate levels

1. Item required.	Yes or No																																						
2. State the basis of accounts – Income and Expenditure (I&E) <b>or</b> Receipts and Payments (R&P).	R&P																																						
3. Bank reconciliation (N.B. a <a href="#">pro-forma</a> document is available online).	Yes. Pro forma document																																						
4. Explanations of significant variances – with a numerical support:	<table><tr><th>Box 3 (+) Total</th><th>Other Receipts</th><th></th></tr><tr><th>2021/22</th><th></th><th>2022/23</th></tr><tr><td>£74.50</td><td>Miscellaneous (traininig refund) &amp; Lottery</td><td>£164.00</td></tr><tr><td>£114.07</td><td>Bottle bank</td><td>£233.26</td></tr><tr><td>£4,512.80</td><td>VAT Refund - more VATable expenditure last year</td><td>£0.00</td></tr><tr><td>£0.00</td><td>Jubilee</td><td>£400.00</td></tr><tr><td>£307.60</td><td>Grass Cutting Grant</td><td>£307.60</td></tr><tr><td>£5,008.97</td><td>Totals</td><td>£1,104.86</td></tr></table>	Box 3 (+) Total	Other Receipts		2021/22		2022/23	£74.50	Miscellaneous (traininig refund) & Lottery	£164.00	£114.07	Bottle bank	£233.26	£4,512.80	VAT Refund - more VATable expenditure last year	£0.00	£0.00	Jubilee	£400.00	£307.60	Grass Cutting Grant	£307.60	£5,008.97	Totals	£1,104.86														
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5. For boxes 2 – 10 in the Accounting Statements, where the 2023 figure is 15% greater than, or 15% less than, the 2022 figure <b>unless</b> the variance is less than £500.	<table><tr><th>Box 4 (-) Staff Costs</th><th></th></tr><tr><th>2021/22</th><th>2022/23</th></tr><tr><td>£8,143.65</td><td>CILCA extra cost not required in 2022/23 £7,615.00</td></tr></table>	Box 4 (-) Staff Costs		2021/22	2022/23	£8,143.65	CILCA extra cost not required in 2022/23 £7,615.00																																
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6. Please also provide an explanation if the variance is greater than £100,000 regardless of whether this is less than 15%.	<table><tr><th>Box 6 (-) All other payments</th><th></th></tr><tr><th>2021/22</th><th>Items with variances.</th><th>2022/23</th></tr><tr><td>£361.04</td><td>Insurance: Small increase in insurance costs.</td><td>£399.73</td></tr><tr><td>£525.00</td><td>Grants: More grants made in 2022/23</td><td>£1,475.00</td></tr><tr><td>£362.00</td><td>Membership subscriptions: Cost increases of individual memberships.</td><td>£574.00</td></tr><tr><td>£4,178.40</td><td>Grass cutting/tree &amp; hedge maintenance: New contractor/summer weather meant less grass cutting.</td><td>£2,760.00</td></tr><tr><td>£144.00</td><td>Room hire: No additional meetings held therefore less room hire.</td><td>£96.00</td></tr><tr><td>£610.00</td><td>Auditors:</td><td>£430.00</td></tr><tr><td>£0.00</td><td>Elections: Uncontested election fees in election year.</td><td>£100.00</td></tr><tr><td>£2,834.70</td><td>Play area equipment, rent, inspection &amp; maintenance. Maintenance (new fence) completed in 2021/2022.</td><td>£253.89</td></tr><tr><td>£323.87</td><td>Admininstration, Office equipment &amp; repairs. Zoom software/membership for 2021/2022 no longer required as no remote meetings.</td><td>£59.99</td></tr><tr><td>£35.00</td><td>Information Commissioner</td><td>£35.00</td></tr><tr><td>£0.00</td><td>Councillors training. New councillor training and refresher courses.</td><td>£414.54</td></tr></table>	Box 6 (-) All other payments		2021/22	Items with variances.	2022/23	£361.04	Insurance: Small increase in insurance costs.	£399.73	£525.00	Grants: More grants made in 2022/23	£1,475.00	£362.00	Membership subscriptions: Cost increases of individual memberships.	£574.00	£4,178.40	Grass cutting/tree & hedge maintenance: New contractor/summer weather meant less grass cutting.	£2,760.00	£144.00	Room hire: No additional meetings held therefore less room hire.	£96.00	£610.00	Auditors:	£430.00	£0.00	Elections: Uncontested election fees in election year.	£100.00	£2,834.70	Play area equipment, rent, inspection & maintenance. Maintenance (new fence) completed in 2021/2022.	£253.89	£323.87	Admininstration, Office equipment & repairs. Zoom software/membership for 2021/2022 no longer required as no remote meetings.	£59.99	£35.00	Information Commissioner	£35.00	£0.00	Councillors training. New councillor training and refresher courses.	£414.54
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7. A reconciliation between boxes 7 and 8 – this must be quantified.	No variance between these. The Parish Council does not have any investments.																											
8. An explanation of any 'No' answers in Section 1 (Annual Governance Statement).	NIL																											
9. An explanation of any 'No' answers in the Annual Internal Audit Report.	NIL																											
10. An explanation of the level of reserves held if more than twice the precept of the Authority.	<table><tr><td><b>Reserves</b></td><td></td><td></td></tr><tr><td><b>2021/22</b></td><td></td><td><b>2022/23</b></td></tr><tr><td>£10,000.00</td><td>6 months' running costs</td><td>£10,000.00</td></tr><tr><td>£15,000.00</td><td>Tennis court resurfacing and painting repairs. Carried over as cost of tarmac has been so variable over last 2 years.</td><td>£16,000.00</td></tr><tr><td>£475.00</td><td>Ring fenced from grant (S137) budget for Jubilee celebrations in 2022.</td><td>£0.00</td></tr><tr><td>£5,000.00</td><td>Toddler play area refurbishment. Savings to put towards refurbishment.</td><td>£13,000.00</td></tr><tr><td>£750.00</td><td>General fund</td><td>£970.82</td></tr><tr><td>£31,225.00</td><td>Total</td><td>£39,970.82</td></tr></table>	<b>Reserves</b>			<b>2021/22</b>		<b>2022/23</b>	£10,000.00	6 months' running costs	£10,000.00	£15,000.00	Tennis court resurfacing and painting repairs. Carried over as cost of tarmac has been so variable over last 2 years.	£16,000.00	£475.00	Ring fenced from grant (S137) budget for Jubilee celebrations in 2022.	£0.00	£5,000.00	Toddler play area refurbishment. Savings to put towards refurbishment.	£13,000.00	£750.00	General fund	£970.82	£31,225.00	Total	£39,970.82			
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11. Whether you use the general power of competence.	Yes.																											
12. The dates for the period for the exercise of public rights (N.B. a <a href="#">pro-forma</a> document is available online).	<table><tr><td>Commencing on:</td><td>and ending on:</td></tr><tr><td>06/06/2022</td><td>15/07/2022</td></tr><tr><td>(Monday)</td><td>(Friday)</td></tr></table>	Commencing on:	and ending on:	06/06/2022	15/07/2022	(Monday)	(Friday)																					
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13. This sheet should also be submitted, duly completed.	Yes, Complete.																											

