

WOODHAM WALTER PARISH COUNCIL

Audit Commission
 PFK Littlejohn LLP
 Ref: SBA
 2nd Floor
 1 Westferry Circus
 Canary Wharf
 London
 E14 4HD

22nd May 2017

Dear Sir

Audit Accounts of Woodham Walter Parish Council for the year ended 31st March 2017

Please find enclosed the Local Council's Annual Return for the year ended 31st March 2017.

Statement of Accounts – Explanation as to Significant Variations:

Woodham Walter Parish Council - Explanation of variances 2015/2016

	2015/ 2016	2016/ 2017	Variance £	Variance %	Detailed Explanation of variance (with amounts £)																																																				
Box 2 Precept	10294	12333	2039	18%	The Precept was raised because councilor's were concerned that our reserves would be too low. We also put in a £1000 contingency for the purchase of a Speed Indicator Device – this project has not yet come to fruition and has been carried across to this year. We are awaiting a decision by the Local Highways Panel.																																																				
Box 3 Other Receipts	3543	1574	1968	77%	In 2015/16 we had £1097.31 Transparency Code grant which we did not have in 2016/17. In 2015/16 we had £1075 of party tent income compared to £700 in 2016/17. In 2015/16 we had £430 LCTS grant which we did not receive in 2016/17. Along with some more minor differences as detailed below.																																																				
					<table border="1"> <thead> <tr> <th></th> <th>2016/17</th> <th>2017/18</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>Interest</td> <td>4.74</td> <td>4.33</td> <td>0.41</td> </tr> <tr> <td>Grant</td> <td>1097.31</td> <td>0.00</td> <td>1097.31</td> </tr> <tr> <td>VAT</td> <td>324.96</td> <td>301.65</td> <td>23.31</td> </tr> <tr> <td>Tent Hire</td> <td>1075.00</td> <td>700.00</td> <td>375.00</td> </tr> <tr> <td>Wayleave</td> <td>15.53</td> <td>15.64</td> <td>-0.11</td> </tr> <tr> <td>Cancellations</td> <td>150.00</td> <td>22.50</td> <td>127.50</td> </tr> <tr> <td>BMVA</td> <td>390.00</td> <td>410.00</td> <td>-20.00</td> </tr> <tr> <td>AA</td> <td>55.00</td> <td>55.00</td> <td>0.00</td> </tr> <tr> <td>Donations</td> <td>0.00</td> <td>50.00</td> <td>-50.00</td> </tr> <tr> <td>Refund</td> <td>0.00</td> <td>15.00</td> <td>-15.00</td> </tr> <tr> <td>LCTS Grant</td> <td>430.00</td> <td>0.00</td> <td>430.00</td> </tr> <tr> <td>TOTAL</td> <td>3542.54</td> <td>1574.12</td> <td>1968.42</td> </tr> </tbody> </table>		2016/17	2017/18	Difference	Interest	4.74	4.33	0.41	Grant	1097.31	0.00	1097.31	VAT	324.96	301.65	23.31	Tent Hire	1075.00	700.00	375.00	Wayleave	15.53	15.64	-0.11	Cancellations	150.00	22.50	127.50	BMVA	390.00	410.00	-20.00	AA	55.00	55.00	0.00	Donations	0.00	50.00	-50.00	Refund	0.00	15.00	-15.00	LCTS Grant	430.00	0.00	430.00	TOTAL	3542.54	1574.12	1968.42
	2016/17	2017/18	Difference																																																						
Interest	4.74	4.33	0.41																																																						
Grant	1097.31	0.00	1097.31																																																						
VAT	324.96	301.65	23.31																																																						
Tent Hire	1075.00	700.00	375.00																																																						
Wayleave	15.53	15.64	-0.11																																																						
Cancellations	150.00	22.50	127.50																																																						
BMVA	390.00	410.00	-20.00																																																						
AA	55.00	55.00	0.00																																																						
Donations	0.00	50.00	-50.00																																																						
Refund	0.00	15.00	-15.00																																																						
LCTS Grant	430.00	0.00	430.00																																																						
TOTAL	3542.54	1574.12	1968.42																																																						

WOODHAM WALTER PARISH COUNCIL

Box 4 Staff Costs	5180	5621	441	8%	n/a
Box 5 Loan interest/ capital repayments	0	0	0	0.00%	n/a
Box 6 Other payments	7004	7361	357	5%	n/a
Box 9 Fixed assets & long term assets	44330	94868	50538	73%	The figure in 2016/17 did not include an area of land called Woodham Walter Common which we are custodians of and I hadn't previously realised should be included in our Asset register. Having read the Transparency Code information I now understand that it needs to be included. This has been valued at £50,000 We also purchased a laptop and printer which have also been included.
Box 10 Borrowings	0	0	0	0.00%	n/a
Explanation for 'high' reserves.	Box 7 is more than twice Box 2 because...				n/a

Bank Account Reconciliation Please see attached sheet.

Contact Details: The Parish Clerk/RFO is contactable at the address below. For your records and information the Chairman of Woodham Walter Parish Council is Councillor Joanna Symons, Shrubbery Farm, Curling Tye Lane, Woodham Walter, Maldon, Essex, CM9 6LT

Please do not hesitate to contact me if you require any further information.

Yours faithfully



Mrs J Bannerman
Parish Clerk/RFO

WOODHAM WALTER PARISH COUNCIL

Bank Reconciliations

Financial Year ending: 31 March 2017

Prepared and Approved by: Jacky Bannerman (Parish Clerk/RFO)

Balance per bank statements as at 31 March 2017

Date	Detail	Actual Figure	Rounded Figure
31-Mar-17	Business Reserve Account	7527.71	7523
31-Mar-17	Community Account	455.03	455
31-Mar-17	Petty Cash Float (No Petty Cash Float)	Nil	Nil
31-Mar-17	Unbanked Cash	Nil	Nil
31-Mar-17	Unpresented Cheques	Nil	Nil
31-Mar-17	Total Balance (Box 8)	7982.74	7983

Balance per accounts book at 31 March 2017

Detail	Actual Figure	Rounded Figure
Opening Balance 1 April 2016 (Prior Year Box 8)	7057.55	7058
Add: Receipts in the year	13907.12	13907
Less: Payments in the year	12981.93	12982
Closing Balance as at 31 March 2016 (Box 8)	7982.74	7983