

WOODHAM WALTER PARISH COUNCIL

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

4th June 2018

Dear Sir

Audit Accounts of Woodham Walter Parish Council for the year ended 31st March 2018

Please find enclosed the Local Council's Annual Return for the year ended 31st March 2018.

Statement of Accounts – Explanation as to Significant Variations:

Woodham Walter Parish Council - Explanation of variances 2017/2018

	2016/ 2017	2017/ 2018	Variance £	Variance %	Detailed Explanation of variance (with amounts £)
Box 2 Precept	12333	14183	1850	15%	There are a number of additional expenditures agreed for 2018/19 such as plans for a new playground (£1000) and engaging the Community Protection Team from Maldon District Council (£2000). Along with other expenditure budgeted such as a DPO to comply with GDPR. We have also budgeted for maintenance of our Memorial Garden and 2 new trees to commemorate the WW1 centenary in 2018. We are in the process of adopting our BT phone box and anticipate costs associated with installing a defibrillator. There is concern that future caps could be placed on parish council precept requests and Councillors want to maintain reserves at a level in the region of £10,000.

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Box 3 Other Receipts	1574	2192	618	39%	<p>We were successful in our bid for a grant for staff costs to comply with the Transparency Code. We received £603.07 Other figures were all slightly different resulting in the increase as per comparison below.</p> <table border="1"> <thead> <tr> <th>Total Other Receipts</th> <th>2016/17</th> <th>2017/18</th> </tr> </thead> <tbody> <tr> <td>INTEREST</td> <td>£4.33</td> <td>£8.42</td> </tr> <tr> <td>VAT RECLAIMED</td> <td>£301.65</td> <td>£589.95</td> </tr> <tr> <td>UKPN-WAYLEAVE/OH</td> <td>£15.64</td> <td>£5.75</td> </tr> <tr> <td>GRANTS RECEIVED</td> <td>£0.00</td> <td>£603.07</td> </tr> <tr> <td>INCOME PARTY TENT HIRE CANCELLED/UN CASHED CHEQUES</td> <td>£22.50</td> <td>£0.00</td> </tr> <tr> <td>ALLOTMENT ASSOC.</td> <td>£55.00</td> <td>£55.00</td> </tr> <tr> <td>BELL MEADOW VILLAGE ASSO.</td> <td>£410.00</td> <td>£430.00</td> </tr> <tr> <td>DONATIONS TO STREET PARTY</td> <td>£50.00</td> <td></td> </tr> <tr> <td>REFUND FROM EALC</td> <td>£15.00</td> <td></td> </tr> <tr> <td>Total</td> <td>£1,574.12</td> <td>£2,192.19</td> </tr> </tbody> </table>	Total Other Receipts	2016/17	2017/18	INTEREST	£4.33	£8.42	VAT RECLAIMED	£301.65	£589.95	UKPN-WAYLEAVE/OH	£15.64	£5.75	GRANTS RECEIVED	£0.00	£603.07	INCOME PARTY TENT HIRE CANCELLED/UN CASHED CHEQUES	£22.50	£0.00	ALLOTMENT ASSOC.	£55.00	£55.00	BELL MEADOW VILLAGE ASSO.	£410.00	£430.00	DONATIONS TO STREET PARTY	£50.00		REFUND FROM EALC	£15.00		Total	£1,574.12	£2,192.19
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Box 4 Staff Costs	5621	6327	706	12.6%	<p>The number of hours worked increased from 436 in 2016/17 to 486 in 2017/18. As well as general additional work, Clerk attended a couple of training courses and we had to call 2 additional meetings to discuss planning applications. There was also a small increase in the hourly rate as per NALC guidelines.</p>																																	
Box 5 Loan interest/capital repayments	0	0	0	0	n/a																																	
Box 6 Other payments	7361	6989	-372	-5%	n/a																																	

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Box 9 Fixed assets & long term assets	44868	44750	-118	-0.3%	n/a
Box 10 Borrowings	0	0	0		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 John Tompkins, 7 Brook Close, Woodham Walter, Maldon, Essex CM9 6RG
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 2018

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

Balance per bank statements as at 31 March 2018

Date	Detail	Actual Figure	Rounded Figure
31-Mar-18	Business Reserve Account	10519.13	10519
31-Mar-18	Community Account	523.07	523
31-Mar-18	Petty Cash Float (No Petty Cash Float)	Nil	Nil
31-Mar-18	Unbanked Cash	Nil	Nil
31-Mar-18	Unpresented Cheques	Nil	Nil
31-Mar-18	Total Balance (Box 8)	11042.20	11042

Balance per accounts book at 31 March 2018

Detail	Actual Figure	Rounded Figure
Opening Balance 1 April 2017 (Prior Year Box 8)	7982.74	7983
Add: Receipts in the year	16375.19	16375
Less: Payments in the year	13315.73	13316
Closing Balance as at 31 March 2018 (Box 8)	11042.20	11042