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# **ANNUAL ACCOUNTS**

**For the financial year ending 31<sup>st</sup> March 2022**

1. Accounts summary
2. Cashbook
3. Note on budget variances
4. Bank reconciliation
5. Variances between current/previous financial year
6. Asset Register

Sarah Mamoany  
Clerk to Woodmancote Parish Council

**WOODMANCOTE PARISH COUNCIL- RECONCILED ACCOUNTS SUMMARY AS AT 31 MARCH 2022**

	<b>DEBIT</b>	<b>CREDIT</b>
B/FWD (31 March 2021)		5,245.35
HDC--Precept		8,761.00
Environmental Cleansing Grant		1,068.94
Grants		447.00
VAT Return		814.36
Fund transfers from Barclays active saver account		2,545.55
Playing field		100.00
Misc		40.00
Interest (Active Saver)		
Professional fees (payroll/recruitment/GDPR)	3,838.00	
Neighbourhood Plan		
Training		
Legal		
Subscriptions (HALC, NALC, WSALC etc.)	67.86	
IT/Website	140.00	
Insurance	279.60	
Clerk's Salary	7,519.08	
Clerk's allowance (working from home)	312.00	
Blackstone Playing Fields	100.00	
Transfers to Barclays Active Savers A/C		
Speed Indicator Device	1,581.75	
Environmental Cleansing Grant payments		
Maintenance & Repairs	73.76	
Community Speed Watch	471.62	
S137 Donations		
Bus Shelter Maintenance	170.00	
Operational Costs (phone/PO box/remote meeting fees/p&p/mileage, etc)	542.28	
Misc	89.09	
VAT	814.36	
<b>TOTAL</b>	<b>£15,999.40</b>	<b>£19,022.20</b>
<b>[1]</b>	<b>£3,022.80</b>	
CHECK--->	£19,022.20	£19,022.20
<b>Balance per bank statement 31.03.2022</b>	<b>£3,022.80</b>	
Less: Outstanding cheques/payments		
<b>Barclays Current A/C [1]</b>	<b>£3,022.80</b>	
<b>Balance of reserves</b>	<b>£15,300.45</b>	
Plus interest earned Active Saver A/C		
<b>Barclays Active Saver A/C [2]</b>	<b>£15,300.45</b>	
<b>Total available funds at Barclays Bank [1+2]</b>	<b>£18,323.25</b>	

**WOODMANCOTE PARISH COUNCIL**  
**BANK ACCOUNTS: BARCLAYS**

Date	Supplier / detail	Chq no Ref	Expense code	VAT code 0 or 1 or 2	Total
31-Mar-21	Enter VAT only if VAT registered				b/fwd
23-Apr-21	WSCC - Staff salaries	BACS	1		(652.59)
23-Apr-21	WSCC - Payroll administration	BACS	11	1	(47.30)
23-Apr-21	Vision ICT Ltd	BACS	16	1	(168.00)
29-Apr-21	Horsham District Council - 1st precept payment	BACS	2		4,380.50
04-May-21	Horsham District Council - Environmental Cleansing grant	BACS	4		534.47
07-May-21	S Mamoany - reimbursement of Talk Mobile phone charges	BACS	23		(10.00)
07-May-21	S Mamoany - reimbursement of Zoom remote meeting fees	BACS	23		(28.78)
07-May-21	Age UK Horsham - repayment of unused COVID-19 grant	BACS	27		(59.14)
07-May-21	Mulberry & Co - internal audit fees	BACS	11	1	(180.00)
07-May-21	WSCC - Staff salaries	BACS	1		(652.59)
21-May-21	Savills - valuation report Blackstone playing fields	BACS	11	1	(1,156.56)
21-May-21	Zurich - insurance premium	BACS	18		(279.60)
10-Jun-21	WSCC - Staff salaries	BACS	1		(652.59)
22-Jul-21	GDPR-Info Ltd	BACS	11	1	(420.00)
22-Jul-21	Cllr. David Austin - reimbursement materials repairs to notice board	BACS	22		(48.00)
22-Jul-21	S Mamoany - reimbursement of Talk Mobile phone charges	BACS	23		(10.00)
22-Jul-21	WSCC - Staff salaries	BACS	1		(652.59)
24-Aug-21	Royal Mail - PO Box service years service from September 2021	BACS	23	1	(283.50)
31-Aug-21	Sussex Cricket Foundation - rent Blackstone Playing Fields 2021	BACS	3		100.00
10-Sep-21	ICO	BACS	11		(35.00)
16-Sep-21	S Mamoany - reimbursement of Talk Mobile phone charges	BACS	23		(10.00)
16-Sep-21	Adams & Remers LLP	BACS	19		(100.00)
16-Sep-21	WSCC - Staff salaries (July)	BACS	1		(652.59)
16-Sep-21	WSCC - Staff salaries (August)	BACS	1		(652.59)
16-Sep-21	The PCC for Sussex (grant for Community Speedwatch Equipment)	BACS	6		447.00
16-Sep-21	Funds transfer from savings account 43152545 (valuation fees)	BACS	8		963.80
17-Sep-21	Balfour Beatty Groundworks	BACS	21	1	(1,898.10)
23-Sep-21	Community Speedwatch Online Shop	BACS	29	1	(565.94)
30-Sep-21	Horsham District Council (2nd installment precept)	BACS	2		4,380.50
01-Oct-21	WSCC - Staff salaries	BACS	1		(652.59)

[illegible]

# Bank reconciliation Woodmancote Parish Council 31.03.2022

	£	£
Community Saver Bank Account Balance 31 March 2022		3,022.80
Active Saver Bank Account Balance 31 March 2022		15,300.45
Add: outstanding receipts		
Less: outstanding payments		
Balance per cashbook at 31 March 2022		18,323.25

## List of Reserves as at 31.03.2022

Total cashbook balance ast at 31 March 2022 18,323.25 (BOX 8)

### Earmarked Reserves

Community Hall 10,000.00

General reserves 8,323.25

18,323.25 (BOX 7)



## Explanation of variances 2021/22 – pro forma

Name of smaller authority:

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

	2021 £	2022 £	Variance £	Variance %	Explanation Required?	DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
1 Balances Brought Forward	22,332	23,080					Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	8,675	8,761	86	0.99%	NO		
3 Total Other Receipts	2,116	2,472	356	16.82%	YES		Explanation not required, difference less than £500
4 Staff Costs	6,808	7,619	811	13.79%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	3,425	6,480	5,055	147.59%	YES		The Council has been negotiating a lease, which has included a valuation of the land £1,156, and solicitors fees £2,260. In addition they paid for poles to be supplied and installed for speed indicator devices at a cost of £1,898, which is a total additional expenditure this year of £5,314.
7 Balances Carried Forward	23,090	18,324	-4,766	20.64%	YES		Due to the additional expenditure noted above, the cash funds available have decreased.
8 Total Cash and Short Term Investments	23,090	18,324	-4,766	20.64%	YES		As noted above.
9 Total Fixed Assets plus Other Long Term Investments and Assets	11,803	13,630	2,028	18.43%	YES		Purchase of new SID poles and community speedwatch equipment (funded by grant)
10 Total Borrowings	0	0	0	0.00%	NO		

Excessive Reserves Ratio 2.06157 2.09153

PLEASE PROVIDE AN EXPLANATION FOR THE LEVEL OF RESERVES ON THE FOLLOWING TAB

Explanation for ‘high’ reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	£
Earmarked reserves:			
Reserve 1	10000		Community Hall Reserves
		10000	
General reserve	8324		
		8324	
Total reserves (must agree to Box 7)			18324
Box 7 per Annual Return			18,324
Difference			0

PLEASE PROVIDE AN EXPLANATION FOR THIS DIFFERENCE

**WOODMANCOTE PARISH COUNCIL**  
**ASSET REGISTER as at 31 March 2022**

Description	Location	Owner	Date of acquisition	Cost value per Annual Return	Present use	Insurance value
Bus shelter	On A281 before Horn Lane	Parish Council	UNKNOWN	£6,488.00	Bus shelter	£5,394.37
Wooden bus shelter	A281 opposite Parish Hall	Parish Council	May-08	£1,326.00	Bus shelter	£1,644.20
Salt bins x 3	Bramlands Lane, Blackstone Lane & A281		2014 Replacement A281 Nov-20	£1.00	Salt containers	£750.00
Wooden gateways x 2	Entrance to Blackstone, Blackstone Lane	Parish Council	Unknown	£1.00	Recreational use	PLL only
Blackstone Playing Field	Playing Field	Leased to Sussex Cricket	May-50	£1.00	Administration	N/A
Laptop	With Clerk	Parish Council	Aug-18	£350.00	Administration	£350.00
Speed Indicator Device	B2116	Parish Council	Feb-19	£2,385.00	Signage	£2,385.00
Blackstone Playing Field Entrance Signs	Entrance to Blackstone Playing Fields	Parish Council	Jul-19	£450.00	Signage	£450.00
Speed Indicator Device poles x 6	Located on A281 and B2116	Parish Council	Oct-21	£1,581.00	Signage	£1,581.00
Community Speedwatch Gun and equipment	with Cllr. Pam Williams	Parish Council	Oct-21	£447.00	Community Speedwatch	£447.00
<b>TOTAL</b>				<b>£13,030.00</b>		<b>£10,523.57</b>