

Section 2 – Accounting Statements 2021/22 for

Paglesham Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	3,930	4,224	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	6,900	6,900	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	1,809	49	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	3,103	3,427	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	5,312	4,503	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	4,224	3,243	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	4,224	3,243	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	28,891	28,891	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority. Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED
Date 14/07/22

I confirm that these Accounting Statements were approved by this authority on this date:

14/07/22

as recorded in minute reference:

40 22-23 Vii/iv

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED X

Explanation of variances – pro forma

Name of smaller authority: **PAGLESHAM PARISH COUNCIL**
 County area (local councils and): **ROCHFORD, ESSEX**

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

Next, 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 £200);
- New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES
1 Balances Brought Forward	3,930	4,224				
2 Precept or Rates and Levies	6,900	6,900	0	0.00%	NO	
3 Total Other Receipts	1,809	49	-1,760	97.29%	YES	Explanation of % variance from PY opening balance not required - Balance brought forward agrees
4 Staff Costs	3,103	3,427	324	10.44%	NO	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	5,312	4,503	-809	15.23%	YES	
7 Balances Carried Forward	4,224	3,243			NO	VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	4,224	3,423				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	28,891	28,891	0	0.00%	NO	
10 Total Borrowings	0	0	0	0.00%	NO	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Explanation from smaller authority (must include narrative and supporting figures)

20-21 receipts: Vat @208, Insurance @ £333, EALC Bursery @ £517, PVT donation @ £750.

20-21 payments: Phonebox repair @ £630, Chestnut Fencing @ £674.

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered figures.

Name of smaller authority: Paglesham Parish Council

County area (local councils and parish meetings only): Rochford District, Essex.

Financial year ending 31 March 20xx

Prepared by (Name and Role): Barry Summerfield - Clerk

Date: 14/07/2022

	£	£
Balance per bank statements as at 31/03/2022		
account 1 Current Account		3,243.11
account 2		
account 3		
account 4		
[add more accounts if necessary] account 5		
account 6		
account 7		
account 8		-

Petty cash float (if applicable)

Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)

item 1		
item 2		
item 3		
item 4		
[add more lines if necessary] item 5		
item 6		
item 7		
item 8		-

Add: any un-banked cash as at 31/3/xx

Net balances as at 31/3/22 (Box 8)		3,243.11