

Annual Governance and Accountability Return 2022/23 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2023**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2022/23 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2022/23, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2023. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority must comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2023**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Have the dates set for the period for the exercise of public rights been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations been published where required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

WEST HAGBOURNE PARISH COUNCIL

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23: £8,974

Total annual gross expenditure for the authority 2022/23: £8,919

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2023.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

10/05/23

I confirm that this Certificate of Exemption was approved by this authority on this date:

10/05/23

Signed by Chairman

Date

10/05/23

as recorded in minute reference:

23/727

Generic email address of Authority

westhagbournepc@gmail.com

Telephone number

07501033123

*Published web address

<http://www.westhagbourne.org/>

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2022/23

WEST HAGBOURNE PARISH COUNCIL

<http://www.westhagbourne.org/>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

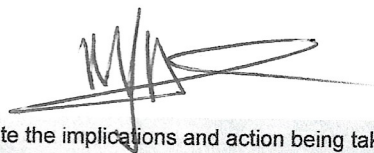
Date(s) internal audit undertaken

10/05/2023

Name of person who carried out the internal audit

M. J. Howe

Signature of person who carried out the internal audit



Date

10/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

WEST HAGBOURNE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

10/05/2023

and recorded as minute reference:

73/727

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[Handwritten signatures of Chairman and Clerk]

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

<http://www.westhagbourne.org/>

Section 2 – Accounting Statements 2022/23 for

WEST HAGBOURNE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	45,123	52,539	<i>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.</i>
2. (+) Precept or Rates and Levies	7,175	7,185	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	12,219	1,789	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	2,780	2,997	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	9,198	5,922	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	52,539	52,594	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	52,539	52,594	<i>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.</i>
9. Total fixed assets plus long term investments and assets	9,829	9,829	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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

Date

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

10/05/2023

as recorded in minute reference:

73/727

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

MJL

Financial Statement

Opening Balance 1/4/21

Bank ✓
52539.74

Receipts

8,974.46 <

Payments

8919.35 <

Closing Balance

52594.85 ^

Bank Reconciliation

Current Account as of 31.03.2023

201.85 ✓

Reserve Account (CIL) as of 31.03.2023

52393 ✓

Total

52594.85 ^

OB No	Date	Payee	Invoice Date	Net	Vat	Total	Minute	Signed	Comment
OB52	05.05.22	Andrew Wise		350.10	0	350.10	22/628	OD/MT	Clerks Salary
OB53	05.05.22	Andrew Wise		30.55	0	30.55	22/628	OD/MT	Clerks Expenses
OB54	09.05.22	HMRC		87.40	0	87.40	22/628	OD/MT	PAYE
OB55	05.05.22	CFO		35.00	0	35.00	22/628	OD/MT	Membership Subscription
OB56	05.05.22	Sheila Collins		32.11	0	32.11	22/628	OD/MT	Expenses
OB57	05.05.22	BHIB		970.43	0	970.43	22/628	OD/MT	Insurance Policy Premiums Renewal
OB58	05.05.22	Square Wave	06.04.22	420.00	84	504.00	22/628	OD/MT	Village Newsletter Printing
OB59	05.05.22	The Nightingales		500.00	0	500.00	22/628	OD/MT	For providing entertainment at the Village Jubilee Party
OB60	30.05.22	Unique Party Experience		853.40	0	853.40	22/628	OD/MT	Catering for Village Jubilee Party
OB61	30.05.22	OALC	31.03.22	125.00	25	150.00	22/628	OD/MT	Membership Subscription
OB62	27.06.22	Website 123	02.07.22	16.99	3.4	20.39	22/644	MB/DT	Village Website Domain Name Renewal
OB63	07.07.22	Andrew Wise		350.10	0	350.10	22/644	MB/DT	Clerks Salary
OB64	07.07.22	Andrew Wise		63.00	0	63.00	22/644	MB/DT	Clerks Expenses
OB65	07.07.22	HMRC		87.40	0	87.40	22/644	MB/DT	PAYE
OB66	07.07.22	Andrew Wise	09.06.22	49.99	10	59.99	22/644	MB/DT	Microsoft 365 Renewal
OB67	07.07.22	BGG Garden and Tree Care Ltd	31.05.22	250.00	50	300.00	22/644	MB/DT	Grass Cutting Invoice
OB68	07.07.22	West Hagbourne Village Association		293.89	0	293.89	22/644	MB/DT	Jubilee Party Expenses
OB69	07.07.22	Sheila Taylor		49.90	0	49.90	22/644	MB/DT	Jubilee Party Expenses
OB70	07.07.22	Hagbourne Village Hall		24.40	0	24.40	22/644	MB/DT	Village Hall Hire
OB71	07.07.22	Hagbourne Village Hall		36.00	0	36.00	22/644	MB/DT	Village Hall Hire
OB72	11.08.22	Jill Hill		428.50	0	428.50	22/660	MB/HL	Village Bench Repairs
OB73	08.09.22	OCC		546.80	0	546.80	22/660	MB/HL	Grass Cutting Grant Refund
OB74	08.09.22	BGG Garden and Tree Care Ltd	31.07.22	250.00	50	300.00	22/660	MB/HL	Grass Cutting Invoice
OB75	08.09.22	Andrew Wise		350.10	0	350.10	22/660	MB/HL	Parish Clerk Salary
OB76	08.09.22	Andrew Wise		3.25	0	3.25	22/660	MB/HL	Parish Clerk Expenses
OB77	08.09.22	HMRC		87.00	0	87.00	22/660	MB/HL	PAYE
OB78	08.09.22	Hagbourne Village Hall		12.00	0	12.00	22/660	MB/HL	Village Hall Hire
OB79	03.11.22	Royal British Legion Poppy Appeal		50.00	0	50.00	22/676	MB/MT	Donation
OB80	03.11.22	CAB		50.00	0	50.00	22/676	MB/MT	Donation
OB81	03.11.22	BGG Garden and Tree Care Ltd	30.09.22	250.00	50	300.00	22/676	MB/MT	Grass Cutting Invoice
OB82	03.11.22	Andrew Wise		350.10	0	350.10	22/676	MB/MT	Parish Clerk Salary
OB83	03.11.22	Andrew Wise		3.25	0	3.25	22/676	MB/MT	Parish Clerk Expenses
OB84	03.11.22	Andrew Wise	07.10.22	99.99	20	119.99	22/676	MB/MT	Reimbursement for Microsoft 365 Software Licence
OB85	08.11.22	HMRC		87.80	0	87.80	22/676	MB/MT	PAYE
OB86	05.01.23	Andrew Wise		364.00	0	364.00			Parish Clerk Salary
OB87	05.01.23	Andrew Wise		53.25	0	53.25			Parish Clerk Expenses
OB88	05.01.23	Hagbourne Village Hall		24.00	0	24.00			Village Hall Hire
OB89	08.01.23	HMRC		91.00	0	91.00			PAYE
OB90	05.01.23	EAI	04.01.23	100.00	20	120.00			Internal Auditor Fee
OB91	02.03.23	Andrew Wise		364.00	0.00	364.00			Parish Clerk Salary
OB92	02.03.23	Andrew Wise		3.25	0.00	3.25			Parish Clerk Expenses
OB93	02.03.23	Steve Carr		86.80	0.00	86.80			Coronation Party Insurance
OB94	02.03.23	Core Event Hire	10.01.23	196.00	39.20	235.20			Coronation Party Large Screen Hire
OB95	08.03.23	HMRC		91.00	0.00	91.00			PAYE
TOTALS				8567.75	351.60	8919.35			£383.40 claimed back 05.01.2023

Ref	Date	Received From	Amount	Comment
1	06.04.22	Driving Miss Daisy	£ 30	Newsletter Advert Charge
2	06.04.22	Taps and Toilets	£ 30	Newsletter Advert Charge
3	08.04.22	SODC	£ 3592.5	1st Half Precept
4	13.04.22	Mr & Mrs Totterdell	£ 30	Newsletter Advert Charge
5	27.04.22	Scotlands Ash Garage	£ 30	Newsletter Advert Charge
6	06.06.2022	Barclays Bank	£ 1.65	Reserve A/C Interest
7	08.06.2022	OCC	£ 546.8	Grass Cutting Grant
8	10.06.2022	OCC	£ 546.8	Grass Cutting Grant
9	05.09.2022	Barclays Bank	£ 6.32	Reserve A/C Interest
10	07.09.2022	SODC	£ 3592.5	2nd Half Precept
11	05.12.2022	Barclays Bank	£ 11	Reserve A/C Interest
12	16.01.2023	HMRC	£ 383.1	VAT Return
13	05.01.2023	Vine Community Services	£ 30	Newsletter Advert Charge
14	06.01.2023	Taps and Toilets	£ 30	Newsletter Advert Charge
15	09.01.2023	Miss Lay	£ 30	Newsletter Advert Charge
16	09.01.2023	Mr & Mrs Totterdell	£ 30	Newsletter Advert Charge
17	06.03.2023	Barclays Bank	£ 53.79	Reserve A/C Interest
		Total	£ 8,974.46	

Date	Amount Received	Amount Spent	Balance	Comments
26.04.2019	£3,318.89			
02.12.2019		£818.80	£2,500.09	Village Bench Repairs
25.10.2019	£3,630.13	£0.00	£6,130.22	
22.04.2020	£2,835.00	£0.00	£8,965.22	
29.10.2020	£4,545.94	£0.00	£13,511.16	
30.04.2021	£5,548.13	£0.00	£19,059.29	
27.10.2021	£4,839.38	£0.00	£23,898.67	
04.11.2021		£1,500.00	£22,398.67	Moor Lane restoration work
03.03.2022		£521.00	£21,877.67	Jubilee Party Expenses
30.06.2022		£1,385.51	£20,492.16	Jubilee Party Expenses
30.06.2022		£1.65	£20,490.51	Interest transferred to current account
07.07.2022		£343.79	£20,146.72	Jubilee Party Expenses
11.08.2022		£428.50	£19,718.22	Village Bench Repairs
05.09.2022	£6.32		£19,724.54	Interest accrued
05.12.2022	£11.00		£19,735.54	
23.10.2022			£19,735.54	TOTAL

	2022-2023	To date	Notes
General Administration			
Hire of hall	£100.00	£96.40	
Insurance	£900.00	£970.43	
Clerk's Salary	£2,625.00	£2,660.00	
Clerk's expenses	£130.00	£336.53	
Local elections	£500.00		
OALC Membership	£150.00	£150.00	
CFO Membership	£35.00	£35.00	
Internal Auditor	£120.00	£120.00	
Training	£100.00		
	£4,660.00	£4,368.36	
Maintenance			
Grasscutting	£1,400.00	£900.00	
Skip Hire	£250.00		
	£1,650.00	£900.00	
S137 payments and other regular grants			
C.A.B	£50.00	£50.00	
British Legion	£50.00	£50.00	
Village Website	£100.00	£20.39	
Newsletter Printing	£150.00	£504.00	
Defibrillator Running Costs	£275.00		
Village Bench Repairs		£428.50	
	£625.00	£1,052.89	
2022 Jubilee Party Costs			
Sheila Collins (Cake Stand)		£32.11	
The Nightingales		£500.00	
Unique Party Experience		£853.40	
West Hagbourne Village Association		£293.89	
Sheila Taylor		£49.90	
		£1,729.30	
OCC Grass Cutting Grant Refund		£546.80	
Contingency	£250.00	£0.00	
2023 Coronation Party Costs			
Event Insurance		£86.80	
Large Screen Hire		£235.20	
		£322.00	
Total	£7,185.00	£8,919.35	
Precept = £7185.00			

**West Hagbourne Parish Council - Annual Accounts for Year
ending 31st March 2023**

Significant Variances

**Receipts decreased by £ 10419.50 in 2022/23 compared to the
previous year**

NAME	Difference £
SODC decreased by	-10377.51
OCC increased by	546.8
Barclays Bank increased by	70.82
WH Village Association decreased by	-500
Newsletter Advert Fees increased by	210
HMRC decreased by	-369.61
TOTAL	-10419.5

**Payments decreased by £3058.15 compared to the previous
year**

NAME	Difference £
Clerks Salary increased by	85.00
Clerks Expenses increased by	131.69
Audit Fees remained the same	0.00
Memberships increased by	3.84
Insurance increased by	93.11
Website increased by	1.20
Grass Cutting decreased by	-1746.00
Village Hall Hire increased by	72.00

Donations decreased by	-60.50
Defib spare parts decreased by	-105.60
Newsletter Printing increased by	396.00
Bench Repairs decreased by	-1720.49
Jubilee Party decreased by	-984.70
Coronation Party increased by	229.50
OCC increased by	546.80
TOTAL	-3058.15

WEST HAGBOURNE PARISH COUNCIL
ASSETS AS AT 31ST MARCH 2023

	VALUE £
STRUCTURES:	
War memorial bus shelter (Village Square 1954: £150)	150
STREET FURNITURE:	
Road traffic mirror (Adjacent to the bus shelter 1994: £450)	450
Plant Trough (By village pond 2008: £135)	135
Telephone kiosk (Village Square 2010: £1)	1
Defibrillator (incl. Steel Cabinet 2015: £1775)	1775
Benches:	
Around tree in The Square (1997: £2600 & 2019:£1637 upgrade)	4237
Adjacent to the Bus Shelter (1957: £250)	250
Rear of Manor Farm (2006: £800)	800
Notice boards:	
Map board adjacent to the bus shelter (2005: £956)	956
Notice board on bus shelter	1000
Notice board in York Road	75
TOTAL VALUE OF ASSETS	9829

Payments

Council may spend up to **£8.82** per head of the electorate for the benefit of parishioners on activities or projects not specifically authorised by other powers.

Number of electors in West Hagbourne Parish in March 2023 = 210

Total available to spend = £1852.20

Actual Payments 2022 - 2023 = £625.00

Agency Work

The Council undertook no agency work on behalf of other councils.

PAYE

The Council employs one part time member of staff and all outstanding PAYE payments have been made.