

South Willlesborough and Newtown Community Council

AGAR 2023 2024

- 1) Bank Reconciliation attached under separate cover Agreed Council April 2024
- 2) A full explanation of figures of all significant variances report included with this report pages 1-3
- 3) Confirmation of Clerk RFO and Chair under separate cover
- 4) Confirmation of Exercise of Public Rights under separate cover
- 5) Details of action taken in respect of all recommendations made by your external auditor in 2023 2023 report included with this report page 3
- 6) Internal Audit AGAR Form 3 and Internal Auditor Report under separate cover

Explanation of Significant Variances 2023 2024

Explanation Box 3 Total Other Receipts

		22 23	23 24	Variance
VAT		3288.09	8671.44	5383.35
Rents		1771.69	1786.23	14.54
Interest		666.56	1873.06	1206.50
Other		8563	9872.00	1309.00
Total		14289	22202.73	7913.39
Total	Rounded Up	14289	22203	7914.00

VAT return was higher £5385 As this included unreclaimed VAT from the previous year.

Allotment Rents were marginally higher £14

Interest was higher £1206 Due to higher reserve, and regular use of Regular Savings account.

Other Income was higher £1309 Railway Vintage Festival, Grants and Donations.

Total £7913.39 Rounded up £7914

Breakdown of Other Income.

The Council Other Income was higher this year as the Council held a one off large scale Railway Vintage Festival for the 175th Anniversary of Newtown Railway Works and 180 Years of the Railway coming to Ashford, generating £6360.00 in income.

The Council received a charitable donation of £40 towards its support of Ashford Guide Dogs this year only.

The Council ran Rising Costs Support initiatives and received grant funding of £1500 this year only.

In addition the Council received a Grant for a Community Defibrillator to be installed in 2024 at £1972

Railway Vintage Festival	£6360
Rising Costs Grant	£1500
Community Defibrillator	£1972

South Willlesborough and Newtown Community Council

Community Donation	£40
Total	£9872
Variance increase of £1309.00	

Explanation Box 4 Staff Costs

Explanation Box 4

	22/23	23/24	Variance
HMRC	£3994	£6530.53	2537
Nest	£1464	£2518.52	1055
Salaries	£25437	£29065.83	3629
		Total	7220

Salaries were higher as the Council hired additional staff in 2023 2024,

A litter picker for 30 hours a month for the whole year compared to 2 months last year.

A temporary assistant to the SWAN office for 3 months for admin support.

The Community Council Manager RFO Clerk is now full time instead of a 2 part job share as 22/23

Consequently HMRC contributions were high and NEST pension contributions were higher.

Breakdown of Salaries Spend.

CCM	24287.23
Admin	1137.63
Litter Picker	3640.97
Total	29065.83

Explanation Box 7

If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. You do not need to explain the year-on-year variance for this box.

Reserves			
Noticeboard Repairs		420	
Legal Costs		4000	
Speed Indicator Device		6000	
Key Deposits		775	
Allotments Emergency		3000	
Defib Maintenance		621.74	
3-6 months running costs	Run Costs	25000	
Precept Support		5227	
Staffing EMR		2082.55	
Highways Imp. Plan		4000	

South Willlesborough and Newtown Community Council

Reserves		51,126.29	
General Fund		34918.68	
Total		86044.97	
As per Bank Reconciliation 31.3.24			

Explanation Box 9 Fixed Asset Register

	2022 2023 Fixed Asset Register	7932
	2023 2024	
Disposal of Community Noticeboard - Disrepair	Removed from Register 2023 2024	-100
Purchase of Community Litter Picking Equipment	Added to Register 2023 2024	+£817.48
Happy to Chat Bench	Added to Register 2023 2024	£340.00
Happy to Chat Bench	Added to Register 2023 2024	£340.00
Disabled Access Matting	Added to Register 2023 2024	£239.00
Public Address System transferred from SWANCG to Council	Added to Register 2023 2024 £1.00 transfer value	£1360.00 purchase cost
Community Picnic Table and Chairs. Whilst this is of low value financially the Council felt strongly this was an item it wanted to take care of and note its transfer and use by the Council	Added to Register 2023 2024 £1.00 nominal value transfer	£65.00 purchase cost .
	This is on the same terms as all previous years.	£10993.48 Rounded Down for Box 7 £10993.

Details of action taken in respect of all recommendations made by your External Auditor in 2022 2023

“The Council asserted that it ensured an effective internal audit during the year but the Internal audit report was dated after the Annual Governance Statement and only limited internal audit testing of 2022/23 transactions or controls had been completed at the time the Annual Governance Statement was approved. In future, the Council should ensure that sufficient internal audit testing of the relevant year’s transactions and controls has been completed before the Annual Governance Statement is approved”

Reviewed at Council
Council Minute

182/23 To consider the External Auditors Report for 2022 2023 and agree any actions

Resolved:- Proposed PB and Seconded SC and Agreed Unanimously to receive External Auditors Report that the Council should have no concerns that relevant legislation and regulatory requirements are being met but should ensure that the Internal Audit takes place before the AGAR in future. (Action SE CCM)

For year 2023 2024 Date of Internal Audit 11th April 2024 AGAR agreed by resolution 13th May 2024

South Willesborough and Newtown Community Council

Recommendation implemented.

**Sarah Evans
Community Council Manager
May 2024**