

Explanation of significant variances in the accounting statements – AGAR Section 2

Parish Council name HOO ST WERBURGH AND CHATTENEN PARISH COUNCIL

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be ‘*compensating*’ variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below or complete a separate schedule if more space is required.

Section 2	2022/23 £	2023/24 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £100))
Box 2 <i>Precept</i>	110336	115100	£4764 4.32%	NO EXPLANATION NECESSARY
Box 3 <i>Other income</i>	11450	179861	£168411 1470.84%	The main reason for this increase is due the Parish Council receiving £150K S106 money in 23/24 from Medway Council to finance a new play area at our recreation ground. The PC has now entered into a contract with the play installation company and this project will be completed in 24/25 We also received a sum of £11688 S106 funds towards Greenspaces and a National Lottery Grant of £8800 toward the Coronation event.
Box 4 <i>Staff costs</i>	75462	76784	£1322 1.75%	NO EXPLANATION NECESSARY

Box 5 <i>Loan interest/capital</i>	0	0	£ 0.00	NO EXPLANATION NECESSARY
Box 6 <i>Other payments</i>	69402	84861	£15459 22.27%	<p>Increase in General Administration – HugoFox started charging parish councils for the website – 19.99 per month.</p> <p>Burial Ground – increased grounds maintenance costs, up from £1000 to £1456 per annum.</p> <p>Recreation Ground – installation of new height barrier, fencing and gates to try to prevent antisocial behaviour at a cost of approximately £25000.</p> <p>Other costs include:</p> <p>Events - 15168.26</p> <p>Hall Hire - 919.80</p> <p>Defibrillator - 750.99</p> <p>Notice Boards - 3154.73</p> <p>Planning consultant assistance - 4199.50</p> <p>The increase in general is due to the above factors and the overall operations of the Parish Council.</p>
Box 7 <i>Balances carried forward</i>	274204	407519		<p><u>BREAKDOWN OF EARMARKED FUNDS</u></p> <p>General Reserves - £170323</p> <p>NHP Grant - £0</p> <p>S106 FUNDS - 52073</p> <p>S106 FUNDS new play area - £150000</p> <p>Election Fund - £10489</p> <p>Van replacement fund - £3000</p> <p>Total Reserves - £385885</p> <p>* <u>General Reserves include the following:</u></p> <p>Allocation for Play area repairs and maintenance.</p> <p>Running costs for Parish Van</p> <p>Salaries 2 x as general reserves</p> <p>Burial ground maintenance and repairs if necessary</p> <p>Allotment maintenance and repairs</p> <p>Tree Maintenance costs</p> <p>Reserves for unexpected e.g. traveller occupations</p>

Box 9 <i>Fixed assets & long-term assets</i>	183372	211372	£28000 15.27%	The increase is due to the purchase of new gates and fencing at the PC recreation Ground at a cost of £24000, the purchase of 4 new notice boards £3785 and new flags.
Box 10 <i>Total borrowing</i>	0	0	£ 0.00	

Reconciliation between Box 7 and Box 8 in Section 2 (31/03/2024). Note – this form is only required for authorities preparing their accounts on an income and expenditure basis.

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There should only be a difference between Box 7 and Box 8 where the accounts are prepared on an Income & Expenditure basis and where there are year-end adjustments for debtors/prepayments and creditors/receipts in advance. Please provide details of the year-end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Total of Box 7: Balances carried forward (31/3/2024)		407519
Deduct: Debtors		
	21634	
Deduct: Payments made in advance (prepayments)		
	0	
Total deductions		21634
Add: Creditors		
	0	
Add: Receipts in advance		
	0	
Total additions		0
Total of Box 8: Total cash and short-term investments (31/3/2024) (must agree to the net balances on bank reconciliation)		385885

Local Council name: HOO ST WERBURGH AND CHATTENDEN PARISH COUNCIL

Confirmation of contact details

Please confirm the contact details for the Clerk, RFO (if not the clerk) and Chair, to assist us in ensuring that our records are kept up to date:

Clerk's name: Sherrie Babington	RFO's name (if not clerk):	Chair's name: Ron Sands
Clerk working hours (e.g. Mon-Fri 9-5pm): 9.00 – 5.00	RFO working hours (e.g. Mon-Fri 9-5pm):	
Parish Council registered address: 4 Birkhall Close Chatham Kent ME57QD clerk@hoopc.org	Parish Council registered address:	Chair contact postal and email address: 18 Gudgeon Crescent Hoo Kent ME3 9FR Email: ron.sands@hoopc.org
Telephone: Primary contact number: 01634 868855 Mobile/Alternative number: 07795252575	Telephone: Primary contact number: Mobile/Alternative number:	Telephone: Primary contact number: 01634 253097 Mobile/Alternative number:
E-mail address for the Council/Meeting (please do not provide a personal e-mail address unless the clerk / RFO does not have a Council/Meeting e-mail address). clerk@hoopc.org		

Please return this form via email together with the
 Annual Governance & Accountability Return and other information requested.