

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Edith Weston 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 2024, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<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.	✓		<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.	✓		<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.	✓		<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.	✓		<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.	✓		<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.	✓		<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.	✓		<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
			✓

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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

20/05/2024

and recorded as minute reference:

028/24

MINUTE REFERENCE

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

Chair

Clerk

[Signature]
SIGNED REQUIRED

[Signature]
SIGNED REQUIRED

www.edithweston.org

IF PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

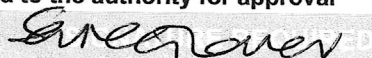
Edith Weston Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	61,005	66,918	<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	21,606	22,038	<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	2,871	5,037	<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	3,249	3,935	<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	15,316	26,938	<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	66,918	63,121	<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	66,918	63,121	<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	0	0	<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 exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 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

20/05/2024

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

20/05/2024

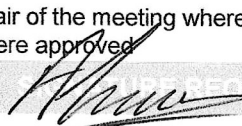
as recorded in minute reference:

028/24

MINUTE REFERENCE

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



Edith Weston Parish Council

Transactions for Current

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			127.68	
1	01/04/2023		Salary	Sara Glover	-58.91	68.77	19/06/2023
69491	03/04/2023		Transfer from Savings		1,000.00	1,068.77	19/06/2023
1	04/04/2023		Precept	Rutland County C	22,038.32	23,107.09	19/06/2023
2	04/04/2023		Village Hall Broadband	Zen Internet	-21.60	23,085.49	19/06/2023
3	05/04/2023		Bank Charges	HSBC	-8.00	23,077.49	19/06/2023
4	06/04/2023		Payroll	Max Wealth Accou	-55.20	23,022.29	19/06/2023
5	06/04/2023		Salary	HMRC	-250.20	22,772.09	19/06/2023
6	06/04/2023		Neighbourhood Planning Consultant	Urban Vision Ente	-3,594.00	19,178.09	19/06/2023
7	11/04/2023		Village Hall Broadband	Zen Internet	-23.98	19,154.11	19/06/2023
2	12/04/2023		VAT claim	HMRC	1,347.79	20,501.90	19/06/2023
69492	18/04/2023		Transfer to Savings		-15,000.00	5,501.90	19/06/2023
12	25/04/2023		Annual Subscription	Microsoft	-59.99	5,441.91	19/06/2023
21	02/05/2023		Salary	Sara Glover	-219.18	5,222.73	19/06/2023
11	05/05/2023		Insurance	Zurich Municipal	-167.44	5,055.29	19/06/2023
9	06/05/2023		Bank Charges	HSBC	-8.00	5,047.29	19/06/2023
10	23/05/2023		Annual Subscription	LRALC	-278.48	4,768.81	19/07/2023
13	23/05/2023		Annual Subscription	CPRE	-50.00	4,718.81	19/07/2023
15	24/05/2023		Village Hall Broadband	Zen Internet	-2.11	4,716.70	19/07/2023
16	24/05/2023		Village Hall Broadband	Zen Internet	-2.11	4,714.59	19/07/2023
8	30/05/2023		Salary	Sara Glover	-218.98	4,495.61	19/07/2023
20	30/05/2023		Village Hall Broadband	Zen Internet	44.86	4,540.47	19/07/2023
17	05/06/2023		Bank Charges	HSBC	-8.00	4,532.47	19/07/2023
18	06/06/2023		Grass Cutting	Biffa	-310.87	4,221.60	19/07/2023
19	19/06/2023		Website	TEEC Ltd	-184.79	4,036.81	19/07/2023
22	28/06/2023		Defibrillator pads	Community Heartt	-80.34	3,956.47	19/07/2023
23	28/06/2023		Salary	Sara Glover	-218.98	3,737.49	19/07/2023
24	04/07/2023		Village Hall Hire	Edith Weston Villa	-30.00	3,707.49	19/07/2023
25	04/07/2023		Annual Subscription	Starboard System	-414.72	3,292.77	19/07/2023
26	04/07/2023		Payroll	Max Wealth Accou	-55.20	3,237.57	19/07/2023
27	04/07/2023		Salary	HMRC	-164.20	3,073.37	19/07/2023
28	04/07/2023		Grass Cutting	Biffa	-495.62	2,577.75	19/07/2023
30	04/07/2023		External Auditor	LRALC	-20.70	2,557.05	19/07/2023
29	06/07/2023		Bank Charges	HSBC	-8.00	2,549.05	19/07/2023
31	07/07/2023		Village Hall Hire	Edith Weston Villa	-49.00	2,500.05	19/07/2023
33	27/07/2023		Grass Cutting	Biffa	-403.25	2,096.80	18/09/2023
34	27/07/2023		External Auditor	Moore	-48.00	2,048.80	18/09/2023
35	31/07/2023		Salary	Sara Glover	-218.98	1,829.82	18/09/2023
72546	02/08/2023		Transfer from Savings		4,500.00	6,329.82	18/09/2023
36	03/08/2023		Grant	Tommy's Close Re	-4,500.00	1,829.82	18/09/2023
32	05/08/2023		Bank Charges	HSBC	-8.00	1,821.82	18/09/2023
37	18/08/2023		Software	Dropbox Int	-95.88	1,725.94	18/09/2023
38	18/08/2023		Elections	Rutland County C	-187.69	1,538.25	18/09/2023
39	28/08/2023		Printing	The Quoin Print C	-770.50	767.75	18/09/2023
40	28/08/2023		Grass Cutting	Biffa	-403.25	364.50	18/09/2023
43	31/08/2023		Salary	Sara Glover	-219.18	145.32	18/09/2023
41	05/09/2023		Bank Charges	HSBC	-8.00	137.32	18/09/2023
8	18/09/2023		VAT claim	HMRC	941.15	1,078.47	17/10/2023
42	18/09/2023		Village gates	Rutland Stone Flo	-140.00	938.47	17/10/2023
45	20/09/2023		Grass Cutting	Biffa	-546.07	392.40	17/10/2023
46	20/09/2023		Salary	HMRC	-164.20	228.20	17/10/2023
47	20/09/2023		Village Hall Hire	Edith Weston Villa	-20.00	208.20	17/10/2023
48	20/09/2023		Village Hall Hire	Edith Weston Villa	-20.00	188.20	17/10/2023
73695	20/09/2023		Transfer from Savings		1,000.00	1,188.20	17/10/2023
44	29/09/2023		Salary	Sara Glover	-218.98	969.22	17/10/2023

Edith Weston Parish Council

Transactions for Current

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			127.68	
49	06/10/2023		Bank Charges	HSBC	-8.00	961.22	17/10/2023
10	09/10/2023		Grass Cutting	Rutland County Co	1,111.01	2,072.23	17/10/2023
51	17/10/2023		Grass Cutting	Biffa	-310.87	1,761.36	27/11/2023
52	17/10/2023		Software	ACR Computers	-76.48	1,684.88	27/11/2023
53	17/10/2023		Salary	Max Wealth Accou	-55.20	1,629.68	27/11/2023
54	17/10/2023		Village Hall Hire	Edith Weston Villa	-20.00	1,609.68	27/11/2023
55	17/10/2023		Village Hall Hire	Edith Weston Villa	-20.00	1,589.68	27/11/2023
50	31/10/2023		Salary	Sara Glover	-218.98	1,370.70	27/11/2023
56	31/10/2023		Annual Subscription	SLCC	-101.00	1,269.70	27/11/2023
57	05/11/2023		Bank Charges	HSBC	-8.00	1,261.70	27/11/2023
58	27/11/2023		Village Hall Hire	Edith Weston Villa	-20.00	1,241.70	19/12/2023
60	27/11/2023		Salary	Sara Glover	-218.98	1,022.72	19/12/2023
59	05/12/2023		Christmas tree and decorations	Juliet Stuttard	-45.00	977.72	19/12/2023
62	06/12/2023		Bank Charges	HSBC	-8.00	969.72	19/12/2023
64	18/12/2023		Grass Cutting	Biffa	-403.25	566.47	02/03/2024
65	18/12/2023		Training	LRALC	-50.00	516.47	02/03/2024
66	18/12/2023		Street Lighting	Rutland County Co	-1,016.54	-500.07	02/03/2024
77152	18/12/2023		Transfer from Savings		2,000.00	1,499.93	02/03/2024
61	29/12/2023		Salary	Sara Glover	-423.04	1,076.89	02/03/2024
67	05/01/2024		Chairman's expenses	Andy Lunn	-262.45	814.44	02/03/2024
68	05/01/2024		Payroll	Max Wealth Accou	-55.20	759.24	02/03/2024
69	05/01/2024		Village Hall Hire	Edith Weston Villa	-60.00	699.24	02/03/2024
70	05/01/2024		Bank Charges	HSBC	-8.00	691.24	02/03/2024
72	16/01/2024		Christmas tree and decorations	Ground maintenar	-35.00	656.24	02/03/2024
63	18/01/2024		Salary	HMRC	-215.40	440.84	02/03/2024
15	30/01/2024		VAT claim	HMRC	338.69	779.53	02/03/2024
71	31/01/2024		Salary	Sara Glover	-241.72	537.81	02/03/2024
73	02/02/2024		Defibrillator annual support	Community Heart	-162.00	375.81	02/03/2024
74	02/02/2024		External Auditor	LRALC	-245.00	130.81	02/03/2024
75	02/02/2024		Annual Subscription	CPRE	-74.00	56.81	02/03/2024
79178	02/02/2024		Transfer from Savings		1,000.00	1,056.81	02/03/2024
76	05/02/2024		Bank Charges	HSBC	-8.00	1,048.81	02/03/2024
77	05/02/2024		Village noticeboard	Greenbarnes Ltd	-818.18	230.63	02/03/2024
80266	05/02/2024		Transfer from Savings		1,000.00	1,230.63	02/03/2024
83	28/02/2024		Grass Cutting	Biffa	369.50	1,600.13	20/03/2024
80	29/02/2024		Salary	Sara Glover	-241.72	1,358.41	20/03/2024
81	29/02/2024		Village Hall Hire	Edith Weston Villa	-20.00	1,338.41	20/03/2024
78	07/03/2024		Bank Charges	HSBC	-8.00	1,330.41	20/03/2024
79	08/03/2024		Grant	Teper MEP Ltd	-4,800.00	-3,469.59	20/03/2024
80949	08/03/2024		Transfer from Savings		4,500.00	1,030.41	20/03/2024
84	18/03/2024		Annual Subscription	SLCC	-80.00	950.41	23/04/2024
85	18/03/2024		Salary	HMRC	-181.20	769.21	23/04/2024
82	25/03/2024		Village Hall Hire	Edith Weston Villa	-20.00	749.21	23/04/2024
81789	25/03/2024		Transfer from Savings		5,500.00	6,249.21	23/04/2024
88	26/03/2024		Neighbourhood Planning Consultant	Urban Vision Ente	-2,835.00	3,414.21	23/04/2024
87	27/03/2024		Neighbourhood Planning Consultant	Urban Vision Ente	-2,640.00	774.21	23/04/2024
86	29/03/2024		Salary	Sara Glover	-241.72	532.49	23/04/2024
			CLOSING BALANCE			532.49	

Bank statement should show £532.49

Edith Weston Parish Council

Transactions for Savings

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			66,789.92	
5	01/04/2023		Bank interest	HSBC	70.08	66,860.00	19/06/2023
69491	03/04/2023		Transfer to Current		-1,000.00	65,860.00	19/06/2023
69492	18/04/2023		Transfer from Current		15,000.00	80,860.00	19/06/2023
4	01/05/2023		Bank interest	HSBC	77.98	80,937.98	19/06/2023
14	01/05/2023		Bank interest	HSBC		80,937.98	19/07/2023
3	01/06/2023		Bank interest	HSBC	97.55	81,035.53	19/07/2023
6	01/07/2023		Bank interest	HSBC	100.40	81,135.93	19/07/2023
7	01/08/2023		Bank interest	HSBC	111.39	81,247.32	18/09/2023
72546	02/08/2023		Transfer to Current		-4,500.00	76,747.32	18/09/2023
9	01/09/2023		Bank interest	HSBC	117.59	76,864.91	18/09/2023
73695	20/09/2023		Transfer to Current		-1,000.00	75,864.91	17/10/2023
11	01/10/2023		Bank interest	HSBC	120.65	75,985.56	17/10/2023
12	01/11/2023		Bank interest	HSBC	124.78	76,110.34	27/11/2023
13	01/12/2023		Bank interest	HSBC	121.36	76,231.70	19/12/2023
77152	18/12/2023		Transfer to Current		-2,000.00	74,231.70	02/03/2024
14	01/01/2024		Bank interest	HSBC	123.85	74,355.55	02/03/2024
16	01/02/2024		Bank interest	HSBC	122.17	74,477.72	02/03/2024
79178	02/02/2024		Transfer to Current		-1,000.00	73,477.72	20/03/2024
80266	05/02/2024		Transfer to Current		-1,000.00	72,477.72	20/03/2024
17	01/03/2024		Bank interest	HSBC	110.97	72,588.69	20/03/2024
80949	08/03/2024		Transfer to Current		-4,500.00	68,088.69	23/04/2024
81789	25/03/2024		Transfer to Current		-5,500.00	62,588.69	23/04/2024
			CLOSING BALANCE			62,588.69	

Bank statement should show £62,588.69



Edith Weston Parish Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

Box No.	Description	31/03/2023 £	31/03/2024 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	61005	66918				BALANCE B/F AGREES
2	Annual precept	21606	22038	432	2%	No	
3	Total other receipts	2871	5037	2167	75%	Yes	£1128.90 inc in VAT claim £1040.52 inc in interest received £2.55 less misc
4	Staff Costs	3249	3935	686	21%	Yes	2023 Pay award implemented and backdated
5	Loan interest/capital repayments	0	0	0	0%	No	
6	Total other payments	15316	26938	11622	76%	Yes	£6157.50 inc in consultancy costs relating to Neighbourhood Plan process £5284.56 inc in grants given to local charities £572.72 inc in grass cutting costs offset by reductions in other areas
7	Balances carried forward	66918	63121	-3796	6%	No	
8	Total Cash and Short Term Investments	66918	63121	-3796	6%	No	
9	Total Fixed Assets and Long Term Investments	0	0	0	0%	No	
10	Total Borrowings	0	0	0	0%	No	

This report is intended as a guide to the variances you may need to explain. The specific requirements vary between external auditors so please check the requirements shown on the pro forma provided to your council

Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

