**Woodland Parish Council**

Notes for AGAR 2024/25

These notes provide explanations regarding the AGAR return

**Annual lnternal Audit Report 2023/24**

lnternal control objective – The Internal Auditor answered ‘No’ to the following points:

*I. Periodic bank account reconciliations were properly carried out during the year*

*and*

*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.*

Whilst no financial risk was identified by the Internal Auditor, during 2024/25 the Parish Council has tightened up procedures with bank reconciliations being prepared for each full Parish Council meeting (6 meetings per annum), with appropriate checks being in place to monitor and validate all income / expenditure through appropriate audit trail.

**Section 2 -Accounting Statements 2024/25**

Box 2: Precept or Rates and levies – the precept in 2023/24 was £2,900 and in 2024/25 £ 3,401. The increase was partially to offset a reduction in the LCTRS grant from £165 to £72 and also to budget for employment of a paid clerk/RFO at an annual cost to the Parish Council of £1,944. It also took in to account adjustments being made on the annual expenditure on grass cutting and maintenance spending. The Parish Council has historically kept the precept low through the use of unpaid volunteers and the use of retained reserves held. The increase in precept from 2023/24 to 2024/25 has been to more accurately to cover the actual costs of running the Parish Council without relying on goodwill of unpaid work such as an unpaid clerk/RFO

4. Staff costs

No payment is shown for staff costs - During the period 2023/24 and part of 2024/25 the Parish Council Clerk/RFO was employed on an unpaid basis. In September 2024 a new Clerk/RFO was employed, with a 4 month probationary period. Due to delays in setting up a suitable payroll and registering of the Parish Council as an employer, the Clerk has agreed to roll over payment of salary due to until the accounting period 2025/26.

9. Total fixed assets plus long term investments and assets – the figure of £31,352 for 2023/24 is a correctly restated value as the AGAR return during that period was incorrectly stated as £19,999, which did not match the value in the asset register which had been published on the Parish Council website as part of the AGAR. The restated increase in value is due to a revaluation of Parish Council assets, which had previously been valued on a depreciating basis, to comply with Part 5 of the Practitioner’s Guide which states that the standard approach to valuing fixed assets at smaller authorities is to value them at their historic purchase cost and not revalue or depreciate.

Note - The asset register does not include the new play equipment mentioned below. This is that whilst installation works started at the end of March 2025, the equipment was not fully installed, tested, signed off and handed over to the Parish Council until 15th April 2025. The value will therefore be reflected in the asset register for the period 2025/26

**Significant variances**

Box 3: Total other receipts - During the year 2024/25 the Parish Council received total income of £51,033 compared with £1,367 during 2023/24. This is as a result of grants, donations and fundraising received of £46,517 towards the cost of new play equipment, together with a VAT refund of £4,444.16. The cost of the new equipment is £53,329.96

During 2023/24 the Parish Council received a VAT refund of £362.20 and rental income of £840. There was no rental income during 2024/25

Box 4: Staff costs – see above for explanation why there are no staff costs shown, despite having been budgeted for in the precept

Box 6: Other payments – During the period 2024/25 the Parish Council placed an order for new play equipment costing in total £53,329.96. This required a 50% deposit payment on order of £26664.98 with the remaining 50% balance being due on completion. The equipment was not fully installed, tested, signed off and handed over to the Parish Council until 15th April 2025 with the balance payment then being paid.