

# Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
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 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 and the subsequent work by the external auditor.
- 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.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- 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.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	N/A	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	N/A	

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2023/24

HOOE PARISH COUNCIL

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During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

NO PETTY CASH

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

19/04/2024 12/12/2023

Name of person who carried out the internal audit

M. WEBBER - MULBERRY LAS LTD

Signature of person who carried out the internal audit

M. Webber

Date

19/04/2024

\*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 2023/24

We acknowledge as the members of:

## HOOE 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.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
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.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

\*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:

29/04/2024

and recorded as minute reference:

MINUTE REFERENCE no. 7

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

Chair

Clerk

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## Section 2 – Accounting Statements 2023/24 for

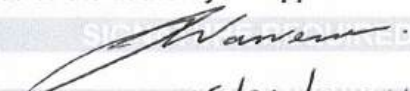
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	164,539	74,327	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.
2. (+) Precept or Rates and Levies	32,000	30,999	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	27,567	15,737	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	18,247	13,956	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	131,532	44,328	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	74,327	62,779	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	74,327	62,779	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.
9. Total fixed assets plus long term investments and assets	28,207	30,336	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

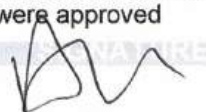
I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' 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

Signature:   
Date: 16/04/2024

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

29/04/2024  
as recorded in minute reference:  
MINUTE REFERENCE no. 8

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


## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

## Contact details

Name of smaller authority: **Hooe Parish Council**

County Area (local councils and parish meetings only): **East Sussex**

Please complete this form and send it back to us with the AGAR or exemption certificate

	<b>Clerk/RFO (Main contact)</b>	<b>Chairman</b>
<b>Name</b>	Jane Warrener	Ann Loyd
<b>Address</b>	1 Thorne Farm Cottages Ninfield Road Bexhill on Sea East Sussex TN39 5JP	2 Pleasant View Cottages Top Road Hooe Common TN33 9EX
<b>Daytime telephone number</b>	01424 552633	01424 893449
<b>Mobile telephone number</b>	07548 528754	07909 449447
<b>Email address</b>	clerk@hooe-pc.gov.uk	Cllr.loyd@hooe-pc.gov.uk

## Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It **must** appear in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a credit and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: Hooe Parish Council

County area (local councils and parish meetings only): East Sussex

### Financial year ending 31 March 20xx

Prepared by (Name and Role): Jane Warrener - RFO

Date: 15/04/2024

	£	£
<b>Balance per bank statements as at 31/3/2024:</b>		
Unity Trust Bank - Current Acct	1,081.3	
Unity Trust Bank - Savings Acct	61,697.6	
Barclays Bank Acct 1	-	
Barclays Bank Acct 2	-	
		62,778.9
 Petty cash float (if applicable)		-
 Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)		
 Add: any un-banked cash as at 31/3/24		-
 <b>Net balances as at 31/3/24 (Box 8)</b>		<b>62,778.9</b>



## Explanation of variances – pro forma

Name of smaller authority: **Horsham Parishes Council**  
 County area (local councils and ERS): **SUSSEX**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards: - variances of £100,000 or more require explanation regardless of the % variation year on year.

	2022/23	2023/24	Variance	Variance	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
	£	£	£	%			
1 Balances Brought Forward	164,539	74,327					
2 Precept or Rates and Levies	32,000	30,999	-1,001	3.13%	NO		
3 Total Other Receipts	27,587	15,737	-11,830	42.91%	YES		
4 Staff Costs	18,247	13,956	-4,291	23.52%	YES		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	131,632	44,328	-87,204	66.30%	YES		
7 Balances Carried Forward	74,327	62,779					
8 Total Cash and Short Term Investments	74,327	62,779					
9 Total Fixed Assets plus Other Long Term Investments and	26,207	30,336	2,129	7.55%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

# HOOE PARISH COUNCIL

## Annual Return Box 3 - Total Other Receipts

Budget Code	Budget Heading	2022/23	2023/24	Monetary Difference	% Change	Comment / Explanation
4000	VAT on Receipts	£20,289.00	£5,516.00	£14,773.00	-73%	2022/23 included three years backdated VAT Returns & VAT from building refurbishments. No additional projects for 2023/24
4010	Bank Interest	£274.00	£1,561.00	-£1,287.00	470%	All funds available moved to an interest savings account.
1090	Grants Received	£0.00	£0.00	£0.00		
1095	CIL Income	£0.00	£1,355.00	-£1,355.00	999%	New CIL income received for 2023/24. None received in 2022/23.
1100	Donations for Village Hall	£0.00	£0.00	£0.00		
1160	Donations for Benches	£0.00	£300.00	-£300.00	999%	One off public donations received to purchase seating benches.
1200	Parish Land Income	£833.00	£579.00	£254.00	-30%	Reduction of income due to unlet grazing land
1300	Allotment Income	£531.00	£870.00	-£339.00	64%	2023/24 figure includes £450 of deposits held in EMR. No deposits were taken in 2022/23.
1301	Allotment Water Income	£0.00	£445.00	-£445.00	999%	Allotment holders charged for water bills for 2023/24, not previously charged in 2022/23.
1400	Village Hall Hire Income	£630.00	£1,440.00	-£810.00	129%	Village Hall closed April 22 to Sept. 22 due to refurbishment so a loss of hire income. Village Hall income recovered 2023/24.
1500	Recreation Grounds - Pitch Hire Income	£2,320.00	£2,855.00	-£535.00	23%	Increase in usage and charges uplifted from £40 to £45 per pitch hire.
1505	Recreation Grounds - Event Hire Income	£900.00	£800.00	£100.00	-11%	
1510	Parish Jubilee Event Income	£290.00	£0.00	£290.00	-100%	No events held in 2023/24 that generated income.
1511	Other Income	£1,500.00	£16.00	£1,484.00	-99%	One off bank & utilities compensation paid in 2022/23. No compensation paid in 2023/24.
	<b>Total</b>	<b>£27,567.00</b>	<b>£15,737.00</b>		<b>-43%</b>	

**AMOUNT HELD IN CASHBOOK £27,567.00 £15,737.00**

# HOOE PARISH COUNCIL

## Annual Return Box 4 - Staff Costs

Budget Code	Budget Heading	2022/23	2023/24	Monetary Difference	% Difference	Comment / Explanation
4000	Clerk's Salary	£14,056.00	£11,282.00	£2,774.00	-20%	Clerk worked additional hours to manage the refurbishment of the village hall and sports pavilion including other administrative tasks to put the parish council back on a legal footing. Clerks contracted hours increased from 10 hours per week to 15 hours on 1/10/2023 plus includes a 5% national payrise from 1/4/2023.
4010	HMRC	£4,191.00	£2,674.00	£1,517.00	-36%	Clerk worked less hours in 2023/24 compared with 2022/23 so less PAYE due.
<b>Total</b>		<b>£18,247.00</b>	<b>£13,956.00</b>		<b>-24%</b>	
<b>AMOUNT HELD IN CASHBOOK</b>		<b>£18,247.00</b>	<b>£13,956.00</b>			

# HOOE PARISH COUNCIL

## Annual Return Box 6 - All Other Payments

Budget Code	Budget Headings	New Budget Heading 2023/24	2022/23	2023/24	Monetary Difference	% Difference	Comment / Explanation
1081	Bank Charges		£152.00	£120.00	£32.00	-21%	One off new monthly credit card fee 2022/23. No fee for 2023/24.
4060	Office Allowance		£651.00	£580.00	£71.00	-11%	
4080	Stationery/ Off. Expenses		£1,367.00	£1,186.00	£181.00	-13%	Included costs for new website 2022/23. Additional printing & signage costs for community consultation 2023/24.
4081	Mobile Phone		£95.00	£78.00	£17.00	-18%	Moved to a cheaper mobile contract.
4090	Subscriptions		£1,064.00	£541.00	£523.00	-49%	2022/23 include a licence fee for new finance system
4100	IT Support		£1,082.00	£2,359.00	-£1,277.00	118%	Work to website and to deal with IT system failures.
4110	Legal/Professional Fees included (1)	Budget Code Not Used 2023/24	£11,339.00	£13,553.82	-£2,214.82	20%	On going use of solicitor and land agent services relating to parish land agreements and leases.
4175	Solicitors (1)	New Budget Heading 2023/24	£0.00	£4,900.00			
4111	Other Professional (1)	New Budget Heading 2023/24	£0.00	£912.00			
4185	Land Surveyor (1)	New Budget Heading 2023/24	£0.00	£6,599.75			
4180	Audit (1)	New Budget Heading 2023/24	£0.00	£947.07			
4190	Payroll (1)	New Budget Heading 2023/24	£0.00	£195.00			
4120	Insurance		£917.00	£938.53	-£21.53	2%	
4130	Clerks Training		£463.00	£321.00	£142.00	-31%	Training requirements reduced.
4140	Members Training		£858.00	£305.00	£553.00	-64%	Training requirements reduced.
4160	Donations		£350.00	£0.00	£350.00	-100%	Moved to budget code 4161
4161	Grants		£0.00	£0.00	£0.00		
4160	S137		£230.00	£93.00	£137.00	-60%	Additional spend 2022/23 spent on wreath for death of queen.
4170	Elections		£0.00	£440.27	-£440.27	999%	Parish elections held in 2023/24. No elections in 2022/23.
4400	Parish/Coronation Event		£1,830.00	£407.02	£1,422.98	-78%	Smaller event held in 2023/24 than 2022/23.
4380	Bus shelter/G. Posts/ Signs		£0.00	£0.00	£0.00		
4330	Village Hall Infrastructure Maint.		£26,359.00	£1,214.00	£25,145.00	-95%	2022/23 undertook village hall refurbishment. Only maintenance work required in 2023/24.
4340	Village Hall - Water Rates		£186.00	£148.00	£38.00	-20%	Water usage reduced in 2023/24.
4350	Village Hall - Electricity		£883.00	£848.00	£35.00	-4%	
4360	Village Hall - Building Clean		£99.00	£59.97	£39.03	-39%	Reduction if amount of cleaning/materials.
4300	Hooe Recreation Grounds - Grass & Hedge Cutting		£2,958.00	£3,500.00	-£542.00	18%	Increased volume of work to grounds maintenance contract 2023/24.
4310	Recreation Grounds - Tree Works		£558.00	£0.00	£558.00	-100%	2022/23 undertook planned tree maintenance. Only urgent maint. work to be carried out for 2023/24.
4320	Hooe Recreation Grounds - Dog Bin /Waste Bin Emptying		£520.00	£619.00	-£99.00	19%	Added an additional waste bin collection in 2023/24 to contract.

# HOOE PARISH COUNCIL

## Annual Return Box 6 - All Other Payments

Budget Code	Budget Headings	New Budget Heading 2023/24	2022/23	2023/24	Monetary Difference	% Difference	Comment / Explanation
4330	Hooe Recreation Grounds - Infrastructure Maint.		£51,956.00	£2,196.00	£49,760.00	-96%	2022/23 undertook refurbishment of sports pavilion, installation of a new water pipe and rebuilt a new storage building. Only maintenance work carried out in 2023/24.
4331	Hooe Recreation Grounds - Infrastructure New Work	<b>New Budget Heading 2023/24</b>	£0.00	£1,500.00	-£1,500.00	999%	Connection of a new water supply to the sports pavilion.
4340	Hooe Recreation Grounds - Water Rates		£206.00	£434.00	-£228.00	111%	Additional payment made for the connection of new water/sewerage supply in 2023/24.
4350	Hooe Recreation Grounds - Electricity		£303.00	£646.00	-£343.00	113%	Increase in annual electricity costs.
4360	Hooe Recreation Grounds - Building Clean		£58.00	£103.54	-£45.54	79%	Increase use of building, additional cleaning required for 2023/24.
4300	Allotments- Grass Cutting		£1,240.00	£750.00	£490.00	-40%	Additional grass cutting required in 2022/23 due to failure to maintain area. Additional cuts not required in 2023/24.
4310	Allotments - Tree Works		-£62.00	£0.00	-£62.00	999%	Budget heading moved to Parish Land - Tree Maintenance for 2023/24.
4330	Allotments- Infrastructure Maint.		£1,983.00	£2,077.00	-£94.00	5%	
4340	Allotments- Water Rates		£1,204.00	£251.00	£953.00	-79%	2022/23 paid back dated water bills from 2018 to 2023. 2023/24 back to expected level of water charges.
4300	Parish Land - Grass Cutting		£1,700.00	£1,340.00	£360.00	-21%	Village grounds maintenance contract came in cheaper than budget set for 2023/24.
4302	Parish Land -Village Planting		£30.00	£180.00	-£150.00	500%	Increased number of planters in village so purchased additional plants/flowers in 2023/24.
4310	Parish Land -Tree Maintenance		£1,580.00	£200.00	£1,380.00	-87%	2022/23 planned tree maintenance undertaken. Urgent tree maintenance work only for 2023/24.
4330	Parish Land -Infrastructure Maintenance	<b>New Budget Heading 2023/24</b>	£0.00	£2,139.00	-£2,139.00	999%	New budget heading for 2023/24. Maintenance work to parish land including a new footpath bridge.
515	VAT on Payments		£19,370.00	£5,201.00	£14,169.00	-73%	Number of payments reduced in 2023/24 compared with 2022/23.
		<b>Total</b>	<b>£131,529.00</b>	<b>£44,329.15</b>		<b>-66%</b>	
		<b>Salary</b>	<b>£18,247.00</b>	<b>£13,956.00</b>			
		<b>Total</b>	<b>£149,776.00</b>	<b>£58,285.15</b>			
		<b>AMOUNT HELD IN CASH BOOK</b>	<b>£131,532.00</b>	<b>£44,328.00</b>			

DIFFERENCE -£3.00 £1.15

## CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

**This form is only for use by smaller authorities subject to a review and should not be published on your website**

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **Hooe Parish Council**

County Area (local councils and parish meetings only): **East Sussex**

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on **Monday 3<sup>rd</sup> June 2024**

and ending on **Friday 12<sup>th</sup> July 2024**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2024 (i.e. Monday 1 July – Friday 12 July).

We have suggested the following dates: Monday 3 June – Friday 12 July 2024 The latest possible dates that comply with the statutory requirements are Monday 1 July – Friday 9 August 2024.)

Signed: \_\_\_\_\_

Role: **Responsible Finance Officer**