

# Withersfield Parish Council

## DRAFT Annual Accounts for 2023-24

This report summarises the income and expenditure for the year ending 31 March 2024. It outlines how the Parish Council has used the money entrusted to it for the benefit of residents of the parish.

It also outlines how the Parish Council intends to use the funds available to it during the current year.

### **Background:**

The annual accounts of the Parish Council should be approved at the first Parish Council meeting following the end of the Financial Year. For Withersfield this is our meeting on 14<sup>th</sup> May.

The income from Council Tax precept available to the Parish Council will increase by £700 in 2024-25 over previous years following our decision to increase our precept to cover increased costs. When the new homes at the Arboretum are completed and occupied this will increase our precept as it is based on the number of occupied homes in the parish.

Graveyard income decreased from £810 in 2022-23 to £658 last year. Income from this source is not predictable and relates to the numbers of interments that take place during the year.

There was no major item of expenditure under "Parish Projects" We had money set aside for implementation of our approved 20mph zone. This remains unspent at this point.

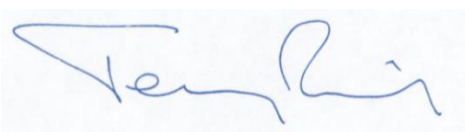
The draft accounts will be passed to our internal auditor (SALC) and any comments or observations will be reported to a Parish Council meeting.

### **Balances:**

Balances at the end of 2023/24 have increased from £23,211.82 to £34,789.48. This increase is due to the bequest of £9762 received during the year from the estate of a deceased parishioner.

The Parish Council has established a number of Capital Reserve funds (set out in a table in this report) to fund future projects and capital/maintenance items in future years. There is also a contingency service to cover any unforeseeable or non-recurrent items of expenditure (e.g. 4 yearly elections).

We remain able to fulfil the advice previously given by auditors that our balances should be at a level of around twice the annual expenditure of the Council.



Terry Rich

Chairman  
May 2024

## DRAFT SUMMARY OF ACCOUNTS FOR 2023-2024

<b>Income</b>		
Precept from West Suffolk Borough Council	9440.00	
Income from Graveyard	658.00	
Bank Interest	328.00	
VAT reclaim	1646.00	
Bequest from deceased parishioner	9762.00	1a.
Grants – Cllr Wijenayaka locality budget	500.00	1b.
<b>Total Income in 2021-22</b>	<b>£22,334.00</b>	
		<b>£22,334.00</b>
<b>Expenditure</b>		
Clerk's salary	£3011.00	
Clerk expenses	£125.00	
Payroll	£108.00	
Training	£000.00	
Grass cutting - village greens & graveyard	£5500.00	
Subs/memberships	£375.00	
Donations	£74.00	
Bank/audit	£256.00	
Insurance - Parish Council	£434.00	
Insurance - Sports Pavilion	£308.00	
Website	£60.00	
Village Green lease	£10.00	
Parish Projects & events	£225.00	
Hall rental	25.00	
Graveyard maintenance	00	
Maintenance of Parish Assets	124.00	
Speedwatch support	0	
Litter & waste management	0	
Election costs	82.00	
Data Protection	40.00	
Transferred to Reserves	10,262	1a/1b
<b>Total Expenditure in 2023-24</b>	<b>£21,019.00</b>	
		<b>£ 21,019.00</b>
<b>Total surplus/deficit for year</b>		<b>£1,315.00</b>

### Notes to the draft accounts

1a	Bequest from deceased Parishioner – to be transferred to reserves
1b	Grant from West Suffolk District Councillor to support Speedwatch activity – to be transferred to reserves

## BUDGET for 2024 - 25

<b>Income</b>		
Precept from West Suffolk Borough Council	£10,100.00	
Income from Graveyard	£1000.00	1.
Bank interest	65.00	
VAT reclaim	£600.00	
Grants	0	
Contribution towards Insurance of Sports Pavilion	150.00	2.
<b>Total Budgeted Income for 2022-2023</b>	<b>£11,665.00</b>	
		<b>£11,815.00</b>
<b>Expenditure</b>		
Clerk's salary	£3,500.00	
Clerk expenses	£150.00	
Payroll	£120.00	
Training	£300.00	
Grass cutting - village greens & graveyard	£5,750.00	6.
Subs/memberships	£400.00	
Donations (SARS/EAAA/Red Cross)	£180.00	
Bank/audit	£260.00	
Insurance - Parish Council	£450.00	
Insurance - Sports Pavilion	£330.00	3b
Hall rental	£60.00	
Website	£60.00	
Village Green lease	£10.00	
Maintenance budget	(£100)	6
Graveyard maintenance	(£350)	6
Speedwatch support	(100)	6
Parish Projects	0	6
Litter & waste management	0	
Withersfield News - contribution	0	
Neighbourhood Plan – provision for final costs	250.00	2b.
Data Protection	50.00	
<b>Total Expenditure in 2020-2021</b>	<b>£11,870.00</b>	
		<b>£11,820.00</b>
<b>Projected surplus/deficit for year</b>		<b>5</b>

### Notes to 2022-23 budget

1	Estimate only – varies from year to year. However, fees increased by 10% in 2023 and plan to increase number by targeting not Withersfield-resident interments
2a.	No further funding available from Locality in 2023-4.
2b.	Provision for any final costs of completion and referendum and publication of Neighbourhood Plan
3a/b	Sports & Recreation Committee have contributed £150 towards cost of Sports Pavilion insurance.
4.	Parish Council has decided to seek contributions for parking and for organised events on the village green
5.	Contract for grass cutting has increased exponentially over previous years and is set to increase annually for the life of the 3 year contract. In 2024 it increases from £5,500 to £5,750.
7.	These items to funded from capital reserves in future years.

Parish Council Capital Reserve Funds	BUDGET			
	2024			comment
Traffic Calming and 20 mph implementation costs	10,000			Includes Friends of Withersfield donation, 33% of recent bequest and accrued parish Projects budget from previous years.
Playground Development fund	5,000			Includes 33% of recent bequest
Parish assets maintenance fund reserve	2,500			To cover costs of one-off maintenance and repairs of parish assets including, benches, bins, war memorial, bus shelters and pavilion
Miscellaneous Parish Projects reserves	5,000			Other Parish Projects arising (£3000 set aside to support parking improvements at Village Hall/Town Green)
Contingencies reserve	2,500			(e.g. 4 yearly election costs, one-off unplanned and unavoidable items of expenditure)
West Suffolk Grant	500			To be allocated (Speedwatch/VAS activities)
Unrestricted reserves	6,500			Balance of our reserves.
<b>TOTAL</b>	<b>32,000</b>			