## Section 2 – Accounting Statements 2024/25 for

CHIGWELL PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | 31 March 2024 £ | 31 March 2025 £ | *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.* |
| **1.** Balances brought forward | 594,620 | 508,276 | *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 | 298,000 | 312,900 | *Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.* |
| **3.** (+) Total other receipts | 132,460 | 160,538 | *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 | 263,022 | 240,221 | *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 | 7,703 | 7,703 | *Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).* |
| **6.** (-) All other payments | 246,080 | 389,292 | *Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).* |
| **7.** (=) Balances carried forward | 508,276 | 344,498 | *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 | 528,021 | 397,403 | *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 | 2,978,668 | 2,999,690 | *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 | 74,228 | 69,610 | *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 2025 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 REQUIRED

Date 04/06/2025

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

# Chigwell Parish Council

## BALANCE SHEET

**31/03/2025**

| *(Last) Year Ended 31 Mar 2024* | | *(Current) Year Ended 31 Mar 2025* |
|---|---|---|
| **£** | **CURRENT ASSETS** | **£** |
| | Stocks and stores | 157.75 |
| | Work in progress | |
| 730.00 | Debtors (Net of provision for doubtful debts) | 4,466.99 |
| 1,046.29 | Prepayments | 2,295.33 |
| 10,820.00 | VAT Recoverable | 9,183.43 |
| | Temporary lendings (investments) | |
| 528,020.62 | Cash in hand | 397,402.76 |
| 540,616.91 | **TOTAL ASSETS** | 413,506.26 |
| | **CURRENT LIABILITIES** | |
| 32,340.78 | Creditors | 69,008.58 |
| **508,276.13** | **NET ASSETS** | **344,497.68** |
| | **Represented by:** | |
| 202,026.13 | General fund Balance | 215,465.73 |
| | **Reserves:** | |
| 6,250.00 | Capital | 1,136.95 |
| 300,000.00 | Earmarked | 127,895.00 |
| | Adjustments | |
| **508,276.13** | | **344,497.68** |

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed [signature]
Responsible Financial Officer

Date 04/06/2025

# Chigwell Parish Council

Prepared by: Shuller Date: 14/05/25

Name and Role (Clerk/RFO etc)

Approved by: F86 Date: 

Name and Role (RFO/Chair of Finance etc)

| | | | |
|---|---|---|---|
| | **Bank Reconciliation at 31/03/2025** | | |
| | Cash in Hand 01/04/2024 | | 528,020.62 |
| | **ADD**<br>Receipts 01/04/2024 - 31/03/2025 | | 517,843.56 |
| | | | 1,045,864.18 |
| | **SUBTRACT**<br>Payments 01/04/2024 - 31/03/2025 | | 648,461.42 |
| A | **Cash in Hand 31/03/2025**<br>(per Cash Book) | | **397,402.76** |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 31/03/2025 | 0.00 | |
| | HSBC - 40-30-25 Account Numbe 31/03/2025 | 18,154.89 | |
| | Barclays - Current - Account Numb 31/03/2025 | 0.00 | |
| | Cambridge Counties Bank - 60-95- 31/03/2025 | 87,029.75 | |
| | Barclays - Account Number 70471 31/03/2025 | 0.00 | |
| | United Trust - Investment 31/03/2025 | 0.00 | |
| | A Cash paid Control a/c 31/03/2025 | 0.00 | |
| | CHQ / Cash Control Account 31/03/2025 | 0.00 | |
| | Control account for Credit Note 31/03/2025 | 0.00 | |
| | Unity Current Account T2 31/03/2025 | 119,204.61 | |
| | Unity T Bank-LLoyds Debit Card C 31/05/2025 | 0.00 | |
| | Adjustments Control Account 31/03/2025 | 0.00 | |
| | Charity Bank 40 Day Notice Accou 31/03/2025 | 87,643.51 | |
| | Charity Bank 1 Year Fixed Rate Ac 31/03/2025 | 85,000.00 | |
| | | | **397,032.76** |
| | Less unpresented payments | | 100.00 |
| | | | 396,932.76 |
| | Plus unpresented receipts | | 470.00 |
| B | **Adjusted Bank Balance** | | 397,402.76 |
| | **A = B Checks out OK** | | |



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# Chigwell Parish Council
## Reconciliation between Box 7 and Box 8

**31/03/2025**

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

| | *Amount* | *Amount* |
|---|---|---|
| **Box 7 - Balances carried forward** | | **344,497.68** |
| Debtors | 4,466.99 | |
| Prepayments | 2,295.33 | |
| Stocks and Stores | 157.75 | |
| VAT Recoverable | 9,183.43 | |
| **TOTAL DEDUCTIONS** | | **16,103.50** |
| Creditors | 60,914.56 | |
| Receipts in Advance | 8,094.02 | |
| Doubtful Debts | | |
| **TOTAL ADDITIONS** | | **69,008.58** |
| **Box 8 - Total cash and short term investments** | | **397,402.76** |

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## Chigwell 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 an INCOME and EXPENDITURE basis.

| Box No. | Description | 31/03/2024 £ | 31/03/2025 £ | Variance £ | Variance % | Explanation Required? | Notes |
|---|---|---|---|---|---|---|---|
| 1 | Balances brought fwd | 594620.29 | 508276.13 | | | | BALANCE B/F AGREES |
| 2 | Annual precept | 298000.00 | 312900.00 | 14900.00 | 5% | No | Under Full Council decision FC MINUTES 64.3 (23.01.2024) |
| 3 | Total other receipts | 132459.83 | 160537.51 | 28077.68 | 21% | Yes | The report is attached. |
| 4 | Staff Costs | 263021.50 | 240221.20 | -22800.30 | 9% | No | The report is attached. |
| 5 | Loan interest/capital repayments | 7702.58 | 7702.58 | 0.00 | 0% | No | |
| 6 | Total other payments | 246079.91 | 389292.18 | 143212.27 | 58% | Yes | |
| 7 | Balances carried forward | 508276.13 | 344497.68 | -163778.45 | 32% | Yes | |
| 8 | Total Cash and Short Term Investments | 528020.62 | 397402.76 | -130617.86 | 25% | Yes | |
| 9 | Total Fixed Assets and Long Term Investments | 2978667.50 | 2999690.40 | 21022.90 | 1% | No | The total amount for the 2024/25 acquisition is £21,022.90. |
| 10 | Total Borrowings | 74228.29 | 69609.93 | -4618.36 | 6% | 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)

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CHIGWELL PARISH COUNCIL

EXPLANATION OF VARIANCES 2024/2025 REQUIRED

| | | A | B | C=B-A | %=C/A | |
|---|---|---|---|---|---|---|
| | | 2023/24 | 2024/25 | | | |
| **Bank Interest** | **AB/2** | **£4,214.41** | **£4,097.18** | -£117.23 | -3% | The annual percentage earned from the Charity account that was brought into the account was £2,643.51, from the Barclays savings account was £1,019.51, and from the Cambridge savings account was £434.16 |
| **Other Income** | | **£6,051.50** | **£9,823.89** | £3,772.39 | 62% | Revised the lease fee for the piece of land |
| **Cemetery Income** | **AC** | **£86,255.00** | **£126,890.00** | £40,635.00 | 47% | The Chigwell Cemetery records show an increase in the number of burials (interments) from 32 to 46 and an increase in the number of burials (cremated remains) from 17 to 19 compared to the previous year's actual figure, 2023/24. The cemetery revenue for the 2024/25 period ran higher by 47%. |
| **Allotment Income** | **AD** | **£1,640.00** | **£2,312.69** | £672.69 | 41% | Most plots have been prepared and provided for tenants during this financial year. GL one vacant plot - LF one vacant plot for 31 03 2025. These vacant plots will be offered for 2025/26. |
| **Hire Victory Hall** | **AE** | | | | | |



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AGAR BOX 3

| | | | | | | |
|---|---|---|---|---|---|---|
| Regular Users | AE/60 | **£15,653.52** | **£6,730.00** | -£8,923.52 | -57% | Due to emergency maintenance, the kitchen facility has been closed, leading to limited availability of the hall for casual rentals starting from 21 June 2024. This situation has affected the income from renting Victory Hall. |
| | | | | £0.00 | | |
| Casual users | AE/61 | **£11,445.00** | **£10,333.75** | -£1,111.25 | -10% | Due to emergency maintenance, the kitchen facility has been closed, leading to limited availability of the hall for casual rentals starting from 21 June 2024. This situation has affected the income from renting Victory Hall. |
| Cover damage income | AE/166 | **£750.00** | **£350.00** | -£400.00 | -53% | The Full Council has decided to hire a Caretaker responsible for maintaining control and reporting the hall condition after event to the Council for appropriate action. |
| Fund received | | £6,450.00 | £0.00 | -£6,450.00 | | |
| **In total BOX 3** | | **£132,459.43** | **£160,537.51** | **£28,078.08** | **21%** | |



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AGAR BOX 3

CHIGWELL PARISH COUNCIL

EXPLANATION OF VARIANCES 2024/2025 REQUIRED

| | | 2023/2024 | 2024/2025 | Variancies | |
|---|---|---|---|---|---|
| Employment Cost | Temp staff costs B/120 | £8,899.39 | £16,374.77 | £7,475.38 | 84% |

In 2024/25, staff costs decreased by 9% due to an increase in turnover, particularly among permanent staff. Five employees left the Council during this period, including several high-level staff members. This turnover contributed to the reduced staff costs compared to the previous year, when there were seven staff members at the end of 2023/24. Additionally, costs for temporary staff have risen from £8,899.39 to £16,374.77. This increase is necessary to help the Council fill short-term gaps and maintain service delivery for the community.

**Staff Costs Analyse 2023/24:**

| | | | |
|---|---|---|---|
| Under contract | At the beginning of the year | | 7 |
| | New starter | | 4 |
| | Leaver | | 4 |
| | At the end of the year staff | 7 | 7 |
| | | **2022/23** | **2023/24** |
| **AGAR Box 4** | **Staff under contract** | **172,236.35** | **263,021.50** |
| **Temp staff** | At the beginning of the year | 1 | 1 |
| | New | 2 | 1 |
| | Leaver | 3 | 1 |
| | | 0 | 1 |
| **Temp staff costs** | **B/120** | **16,776.85** | **8,899.39** |

**Staff Costs Analyse 2024/25:**

| | | | | |
|---|---|---|---|---|
| Under contract | At the beginning of the year | | | 7 |
| | New starter | | | 3 |
| | Leaver | | | 5 |
| | At the end of the year staff | AdmStaff two full-time, Cem staff two full time, Cem Reg 1 part time | | 5 |
| | | | | **2024/25** |
| **AGAR Box 4** | **Staff under contract** | | | **240,221.20** | 9% |
| **Temp staff** | At the beginning of the year | | | 1 |
| | New | | | |
| | Leaver | | | 1 |
| | At the end of the year staff | | | 0 |
| **Temp staff costs** | **B/120** | | | **16,374.77** |

BOX 4

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CHIGWELL PARISH COUNCIL

EXPLANATION OF VARIANCES 2024/2025 REQUIRED

| | | A<br>2023/24 Last year | B<br>2024/25 This year | C=B-A | C/A | |
|---|---|---|---|---|---|---|
| AGAR Box 6 Total other payments | | £246,079.91 | £383,911.04 | £137,831.13 | 56% | |
| | | 2023/24 Last year | 2024/25 This year | | | Explanation |
| **Utilities** | | | | | | |
| GAS | C/12 | £87.90 | £1,167.00 | **£1,079.10** | 1228% | |
| | | | | | | The price has been increased. A new provider has been approved to supply green electricity. |
| Electricity | C/13 | £2,411.74 | £1,821.23 | **-£590.51** | -24% | |
| Electricity | T/102 | £4,147.22 | £4,124.34 | **-£22.88** | -1% | |
| Water | C/14 | -£11.77 | £163.37 | **£175.14** | -1488% | Water providers recalculated water comsumprion for 2023/24 |
| Water | T/103 | £413.19 | £182.50 | **-£230.69** | -56% | |
| VH Utilities | L/68 | £8,695.80 | £15,083.62 | **£6,387.82** | 73% | Vicrory Hall and Community Hub, increased activities in the Community Hub for residents: VH Heating £5,147.97; VH Electricity £8,120.32 (23/24 VH Heating £3,482.79; VH Electricity £4,980.91) |
| Waste Disposal | C/15 | £1,892.37 | £2,219.04 | **£326.67** | 17% | The contract with the waste disposal provider has been in effect since June 2022. |
| Waste Disposal | L/69 | £1,428.33 | £1,154.46 | **-£273.87** | -19% | |
| Waste Disposal | T/104 | £4,051.72 | £3,538.30 | **-£513.42** | -13% | |
| Property maintenace | C/16 | £5,805.44 | £8,136.08 | **£2,330.64** | 40% | Throughout 2023 and 2024, Council primary focus has been on ensuring compliance with health and safety regulations and implementing a fire risk assessment action plan. |
| Property maintenace | L/63 | £16,350.41 | £23,651.43 | **£7,301.02** | 45% | Throughout 2023 and 2024, Council primary focus has been on ensuring compliance with health and safety regulations and implementing a fire risk assessment action plan. The Victory Hall has been closed for two months to complete necessary emergency maintenance work. Comprehensive surveillance has been conducted for all properties in Chigwell.Council has also hired drainage companies to conduct surveys of Victory Hall drainage systems for £11,510.00 |

BOX 6



d 04/6/25

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Property maintenace | R/97 | £9,085.54 | £14,872.97 | | **£5,787.43** | 64% | In 2023 and 2024, the Council focused on compliance with health and safety regulations and implementing a fire risk assessment action plan. Cemetery drain jetting and a CCTV survey were conducted at a cost of £5,580. |
| Security | C/26 | £657.50 | £1,848.80 | | **£1,191.30** | 181% | new alarm system installed |
| Security | L/65 | £335.20 | £0.00 | | **-£335.20** | -100% | |
| Security | R/98 | £4,479.63 | £2,421.76 | | **-£2,057.87** | -46% | CCTV and Security system have been updated |
| Cleaning/domestic supp | C/17 | £418.59 | £54.18 | | **-£364.41** | -87% | stock-inventories control |
| Cleaning/domestic supp | L/179 | £1,121.03 | £578.98 | | **-£542.05** | -48% | stock-inventories control |
| Cleaning/domestic supp | R/96 | £1,152.63 | £143.63 | | **-£1,009.00** | -88% | stock-inventories control |
| | | **£62,522.47** | **£81,161.69** | **£18,639.22** | | **30%** | |
| **Property rate** | | | | | | | |
| Non-Domestic rate | C/11 | £10,603.75 | £10,603.75 | | | | |
| | L/67 | £6,487.00 | £6,487.00 | | | | |
| | R/101 | £2,095.80 | £2,095.80 | | | | |
| | | **£19,186.55** | **£19,186.55** | **£0.00** | | **0%** | |
| **Climate Change Action Cost** | | £0.00 | £0.00 | **£0.00** | | | 2024/25 no expenditures have been acquired by Committee |
| **Finance and Governance cost** | | £4,745.00 | £2,023.80 | **-£2,721.20** | | -57% | 2024/25 Internal&External audit |
| **Communication Services Costs** | | | | | | | |
| Website Costs | E/27 | £930.00 | £440.00 | | **-£490.00** | 103% | |
| Social Media | E/28 | £0.00 | £0.00 | | **£0.00** | | |
| Parish Magazine | | £0.00 | £0.00 | | **£0.00** | | |
| | | **£930.00** | **£440.00** | **-£490.00** | | -53% | |
| **Accounting Software** | F/34 | **£3,489.50** | **£3,662.60** | **£173.10** | **£173.10** | 33% | Scribe Full package - Accounts;Booking;Cemetery;Allotments)Monday management software |
| **Legal & Professional Fees** | | | | | | | |
| Legal & Professional Fee | G/37 | £1,608.00 | £14,570.00 | | **£12,962.00** | | The council paid for legal advice, consultancy fees for human resources, employment law, and planning. |
| Legal & Professional Fee | L/70 | £0.00 | £0.00 | | **£0.00** | | |
| Legal & Professional Fee | ZB/40 | | £40,000.00 | | **£40,000.00** | | |
| Profesional Consultancy | H/43 | | £4,000.00 | | **£4,000.00** | | |
| Legal & Professional Fee | G/160 | £2,637.82 | £10,000.00 | | **£7,362.18** | | |
| | | **£4,245.82** | **£68,570.00** | **£64,324.18** | | 1515% | |

BOX 6

 04/6/25

| | | | | | | |
|---|---|---|---|---|---|---|
| Locum/Temp Fee | G/120 | £8,899.39 | £16,374.77 | **£7,475.38** | 84% | The costs for temporary staff have risen from £8,899.39 to £16,374.77. This increase is necessary to help the Council fill short-term gaps and maintain service delivery for the community. |
| Grant Donations | | **£13,831.00** | **£6,227.83** | **-£7,603.17** | -55% | Grants application forms approved by Full Council |
| Office & IT COST | | £15,191.72 | £17,467.46 | **£2,275.74** | 15% | 24/25 photocopying costs increased £1,207.64,IT equipment maintenace £521.98,mobile phones fee service £397.54,soft MS £148.58 |
| Cemetery Office & IT COST | | £1,988.93 | £1,987.98 | **-£0.95** | 0% | |
| Cemetery & Open Spaces Equipment &Maintenance | | £37,368.97 | £30,633.09 | **-£6,735.88** | -18% | The council has rented a dumper, a digger for cemetery service and a tipper for Open space and has leased a mower for 2,518.50 (U/107). Additionally, they have spent £8,655.19 (U/108) on vehicles maintenance and repairs. The council has also invested £19,317.82 (U/109) to acquire equipment for the cemetery for £9,750 and equipment, tools for £2,756.36. |
| Cemetery Cost | | £5,491.30 | £16,242.24 | **£10,750.94** | 196% | Ground maintenance for cemetery graves involved removing excess soil and purchasing additional turf in dumpy bags, costing £2,108.63. Grave digging by subcontractors was £11,898.40 due to a shortage of cemetery staff compared to 2023/24. |
| Open space maintenance | | | | | | |
| GAS/OIL | T/118 | £1,759.06 | £2,008.62 | **£249.56** | 14% | The grass-cutting for all seasons in 2022/23 has been accounted for. |
| Tree maintenace | V/116 | £495.00 | £32,105.00 | **£31,610.00** | 6386% | 2023/24 FC approved the tree tender to carry out tree maintenance works |

BOX 6



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| | | | | | | |
|---|---|---|---|---|---|---|
| Open space costs | in total VB | £15,868.22 | £22,467.79 | **£6,184.91** | 39% | The council spent £13,355.84 on the Christmas lights installation. Playground inspection and repair work under inspection reports £4,481.30. Ground maintenance and materials cost £4,630.65 |
| ZA Cemetery & OS PROJECTS | | £383.98 | £7,100.44 | **£6,716.46** | 1749% | 2024/25 EV under lease paid from the Capital fund £5,113.05, Play in the Park sessions £1,290, Warm / Social Spaces project £542.99 |
| B. Staff training/personn | Adm/Cem | £4,220.64 | £9,232.09 | **£5,011.45** | 119% | 2024/25 staff training and travel costs were £9,232.09; 2023/24 £4,220.64 |
| E. Communications | E/195 | £930.00 | £4,443.25 | **£3,513.25** | 378% | 2024/25 Council decided to replace the notice boards at the Cemetery Site, £2,919, and the Allotments site, £1084.25 |
| G Elections | | | | **£11,037.93** | | 2024/25 Elections cost |
| Assets&Land Register | | | | **-£7,198.65** | | The value of asset acquisitions has fallen compared to the 2023/24 period (2023/24 £30,072.21;2024/25 £21,022.90) |
| **AGAR Box 6 Total variances of other payments** | | | | **£143,212.27** | 58% | |
| | | | | 143212.27 | | |
| | | | | 0.00 | | |

BOX 6



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