



Rendlesham Parish Council

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www.rendlesham.suffolk.gov.uk

NOTICE

These published accounts are in **DRAFT** form and are now in process of being audited. The first stage is the Internal Audit, an ongoing process, but which is summarised in the year-end report. The Internal Auditor then has to complete the relevant section of the Annual Governance and Accounting Return (AGAR). Both reports are then reviewed and accepted by the Full Council at in session, usually at its Annual General Meeting, before being sent, with further supporting documents, to the External Auditor.

In the interim, a period of public rights to view the accounts will be advertised. Once the whole process is completed, the full set of documents is published as a “Conclusion of Audit” report.

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2024 for 2023/24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Smaller authority name: **RENDLESHAM PARISH COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 26TH JUNE 2024_____ (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) EMMA HARRINGTON – FINANCE OFFICER RENDLESHAM COMMUNITY CENTRE, WALNUT TREE AVENUE RENDLESHAM, SUFFOLK IP12 2GG P: 01394 420207 E: finance@rendleshampc.org.uk</p> <p>commencing on (c) <u>Monday 1 July 2024</u></p> <p>and ending on (d) <u>Friday 10 August 2024</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com</p> <p>5. This announcement is made by (e) David Lines RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Annual Internal Audit Report 2023/24

ENTER RENDLESHAM COUNCIL

http://www.rendlesham.suffolk.gov.uk/ AVAILABLE WEBSITE/WEBPAGE ADDRESS

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).		✓	
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
		✓	

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

24/06/2024 27/06/2024

Name of person who carried out the internal audit

V Waples (on behalf of SALC)

Signature of person who carried out the internal audit

Date 27/06/2024

*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).

EXPLANATIONS FOR "NO" ANSWERS

C, J, L, N and O—THE REASONS AND REMEDIES ARE THE SAME AS THOSE PROVIDED
FOLLOWING SECTION 1 (ANNUAL GOVERNANCE STATEMENT)

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Rendlesham 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:

20/05/2024

and recorded as minute reference:

24.05.02166)

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

Chair

Clerk

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RENDELESHAM PARISH COUNCIL

Section 1 AGAR 2024 - explanation for 'No' responses

Item	Category	Explanation	Remedy
1	Preparation of Accounting Statements (re Accounts and Audit Regulations)	Prolonged staff absences and limited cover (in terms of hours and local government experience) created significant difficulties during the year. Some items not fully addressed	Limited engagement of CILCA qualified consultant to move to and populate Scribe Accounting System Recruitment of additional staff in early 2024, with a clear training programme
2	Adequate system of Internal Control and review of effectiveness	Prolonged key staff absences and limited cover (in terms of hours and local government experience) created significant difficulties during the year in complying with this requirement.	Limited engagement of CILCA qualified consultant Recruitment of additional staff in early 2024, with a clear training programme
3	Compliance with Proper Practices	Prolonged key staff absences and limited cover (in terms of hours and local government experience) created significant difficulties during the year in ensuring reasonable compliance with this requirement.	Limited engagement of CILCA qualified consultant Recruitment of additional staff in early 2024, with a clear training programme
5	Considered financial and other risks	Prolonged key staff absences and limited cover (in terms of hours and local government experience) created significant difficulties during the year. No Risk Assessment was done	Limited engagement of CILCA qualified consultant Recruitment of additional staff in early 2024, with a clear training programme
6	Adequate system of internal audit	No review undertaken	Recommendation to outsource review
9	Meeting of responsibilities as Sole Managing Trustee	Late presentation of accounts to the Charity Commission	Now being undertaken

Section 2 – Accounting Statements 2023/24 for

Rendlesham Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	156,266	150,959	<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	155,214	144,522	<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	66,788	148,158	<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	108,784	102,588	<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	118,525	97,476	<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	150,959	243,575	<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	150,959	243,575	<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	234,528	236,028	<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

David Lme

20/05/2024

Date

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

20/05/2024

as recorded in minute reference:

24.05.02.16a)

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

[Signature]

Explanation of variances – pro forma

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

County area (local councils and Suffolk

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	155,256	150,959					
2 Precept or Rates and Levies	155,214	144,522	-10,692	6.89%	NO		
3 Total Other Receipts	66,788	148,158	81,370	121.83%	YES		Significant CIL Receipts +£115,978, Bank Interest was higher with larger balances +£1,747, Newsletter discontinued, therefore income -£4,665, Community Radio (offset by lower expenses) -£9,575, VAT Receipts -£21,398 Balance of other income items -£720.
4 Staff Costs	108,784	102,588	-6,196	5.70%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	118,525	97,476	-21,049	17.76%	YES		VAT -£2,356, Capital Exp. -£9,913, Rendlesham Newsletter discontinued, therefore lower costs -£10,006, Fewer events -£8,429, Community Radio (offset by lower income) -£8,426, Utilities +£3,450, Administration +£3,214, Locum Fees (in the absence of the Clerk) +£7,305, Asset Maintenance +£4,001
7 Balances Carried Forward	150,959	243,575				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	150,959	243,575				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	234,528	236,028	1,500	0.64%	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

	Bank Reconciliation at 31/03/2024		
	Cash in Hand 01/04/2023		150,959.32
	ADD Receipts 01/04/2023 - 31/03/2024		292,680.18
	SUBTRACT Payments 01/04/2023 - 31/03/2024		443,639.50
			200,064.02
A	Cash in Hand 31/03/2024 (per Cash Book)		243,575.48
	Cash in hand per Bank Statements		
	Petty Cash	01/04/2023	0.00
	Unity Trust - Current	31/03/2024	114,837.56
	Unity Trust - Savings	31/03/2024	130,283.35
	Barclays - Current	01/04/2023	30.00
	Barclaycard	14/11/2023	0.00
	Lloyds Bank (Unity) Card	14/11/2023	0.00
			245,150.91
	Less unrepresented payments		1,575.43
			243,575.48
	Plus unrepresented receipts		
			243,575.48
B	Adjusted Bank Balance		243,575.48

Rendlesham Parish Council
SUMMARY OF VAT POSITION AS AT 16/05/2024

Brought Forward	£9,553.68
Receipts	£9,579.32
Sub Total	£25.64
Payments	£7,198.79
Bal. carry/fwd.	-£7,173.15

Rendlesham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

16 May 2024 (2023 - 2024)

A. Admin Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	144,522.00	144,522.00					(0%)
2	Precept Support							(N/A)
3	Grants Received							(N/A)
5	Bank Interest	3,000.00	3,368.35	368.35				368.35 (12%)
6	Other grants/funds							(N/A)
8	Rendlesham Youth Group							(N/A)
9	Income - Other		549.66	549.66				549.66 (N/A)
102	RYG Income transfer from YE20					3,520.66	-3,520.66	-3,520.66 (N/A)
103	Refund of RCC erroneous credit		72.00	72.00		127.00	-127.00	-55.00 (N/A)
108	Cash Suspense Account		6,342.50	6,342.50				6,342.50 (N/A)
119	Transfer		305.16	305.16		305.16	-305.16	(N/A)
SUB TOTAL		147,522.00	155,159.67	7,637.67		3,952.82	-3,952.82	3,684.85 (2%)

B. Admin Office & IT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Postage & Stationery				500.00	25.35	474.65	474.65 (94%)
33	Phone & Internet				1,000.00	1,360.50	-360.50	-360.50 (-36%)
34	Photocopier - copies				1,800.00	573.48	1,226.52	1,226.52 (68%)
51	IT expenditure				1,000.00	3,049.24	-2,049.24	-2,049.24 (-204%)
54	Photocopier - Lease				1,000.00	905.96	94.04	94.04 (9%)
62	Website				1,500.00	831.26	668.74	668.74 (44%)
94	Travel Expenses							(N/A)
98	SUSPENSE ACCOUNT					4,316.71	-4,316.71	-4,316.71 (N/A)
105	Office Supplies					716.47	-716.47	-716.47 (N/A)
112	Specialist Printing Costs					17.00	-17.00	-17.00 (N/A)
117	RCCC Supplies		462.11	462.11		541.02	-541.02	-78.91 (N/A)
SUB TOTAL			462.11	462.11	6,800.00	12,336.99	-5,536.99	-5,074.88 (-74%)

C. Admin Audit & Accts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Internal Audit				400.00	400.00		(0%)
44	Accounting software licence				800.00	1,487.67	-687.67	-687.67 (-85%)
95	External Audit				600.00	630.00	-30.00	-30.00 (-5%)
SUB TOTAL					1,800.00	2,517.67	-717.67	-717.67 (-39%)

D. Admin Assets

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Christmas Lights I & E							(N/A)
41	Finance - Contingencies				500.00		500.00	500.00 (100%)

Rendlesham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

16 May 2024 (2023 - 2024)

46 RYG - Capital Expenditure			399.00		399.00	399.00 (100%)
50 Capital Expenditure			4,000.00		4,000.00	4,000.00 (100%)
52 Village Green			1,000.00	1,110.00	-110.00	-110.00 (-11%)
53 Participatory Budgeting			2,500.00		2,500.00	2,500.00 (100%)
57 Village Square Planting			500.00		500.00	500.00 (100%)
58 Asset Contingency			500.00		500.00	500.00 (100%)
59 Other Planting			300.00		300.00	300.00 (100%)
60 Car Park - Maintenance			1,500.00	192.30	1,307.70	1,307.70 (87%)
61 Mayhew Road Commuted Sum			1,730.00		1,730.00	1,730.00 (100%)
63 Community Centre	51.45	51.45		157.90	-157.90	-106.45 (N/A)
104 Storage Fees				1,054.17	-1,054.17	-1,054.17 (N/A)
SUB TOTAL	51.45	51.45	12,929.00	2,514.37	10,414.63	10,466.08 (80%)

E. Admin Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
42	Grants and Donations				2,000.00	350.00	1,650.00	1,650.00 (82%)
43	Section 137					100.00	-100.00	-100.00 (N/A)
45	RYG - Support				9,000.00	9,000.00		(0%)
SUB TOTAL					11,000.00	9,450.00	1,550.00	1,550.00 (14%)

F. Admin - other

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
30	Insurance				3,500.00	3,255.72	244.28	244.28 (6%)
35	Room Hire				1,000.00	508.00	492.00	492.00 (49%)
36	Bank Charges				200.00	198.90	1.10	1.10 (0%)
38	Legal Costs				2,000.00	1,527.83	472.17	472.17 (23%)
39	Subscriptions				2,400.00	843.64	1,556.36	1,556.36 (64%)
40	Parish Magazine I & E		502.00	502.00	12,000.00	3,620.00	8,380.00	8,882.00 (74%)
48	Election Expenses				2,000.00	67.32	1,932.68	1,932.68 (96%)
82	Other Fees					960.83	-960.83	-960.83 (N/A)
96	Annual Membership Fees							(N/A)
109	Chair's Expenses					50.00	-50.00	-50.00 (N/A)
114	Maintenance					433.38	-433.38	-433.38 (N/A)
SUB TOTAL			502.00	502.00	23,100.00	11,465.62	11,634.38	12,136.38 (52%)

G. FC Projects & Plans

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
64	Safer Rendlesham				377.00		377.00	377.00 (100%)
65	Highways				500.00		500.00	500.00 (100%)
66	Full Council Contingency				1,000.00		1,000.00	1,000.00 (100%)
67	Emergency Plan				500.00		500.00	500.00 (100%)
68	Climate Emergency				1,000.00		1,000.00	1,000.00 (100%)
69	Youth Strategy				500.00		500.00	500.00 (100%)
110	Transition Streets				43.00		43.00	43.00 (100%)

Rendlesham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

16 May 2024 (2023 - 2024)

SUB TOTAL				3,920.00	3,920.00	3,920.00 (100%)
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H. FC Community Services

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56 Community Development Fund				1,500.00		1,500.00	1,500.00 (100%)
70 Hedgehog Project					640.52	-640.52	-640.52 (N/A)
97 Rendlesham Radio					3,918.07	-3,918.07	-3,918.07 (N/A)
111 Waste Disposal					47.68	-47.68	-47.68 (N/A)
SUB TOTAL				1,500.00	4,606.27	-3,106.27	-3,106.27 (-207%)

I. FC Community Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55 Christmas Events					174.37	-174.37	-174.37 (N/A)
SUB TOTAL					174.37	-174.37	-174.37 (N/A)

J. FC Community Assets

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47 Car Park - Lighting				200.00		200.00	200.00 (100%)
49 Asset Maintenance				2,000.00	3,690.88	-1,690.88	-1,690.88 (-84%)
SUB TOTAL				2,200.00	3,690.88	-1,490.88	-1,490.88 (-67%)

K. Personnel

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19 Salaries, PAYE and Nil (all)				97,686.00	95,582.09	2,103.91	2,103.91 (2%)
22 Pensions		0.20	0.20	5,652.92	7,005.94	-1,353.02	-1,352.82 (-23%)
23 Gratuities				203.49		203.49	203.49 (100%)
28 Staff Training				1,000.00	229.32	770.68	770.68 (77%)
29 Staff Contingency				4,772.60		4,772.60	4,772.60 (100%)
31 Staff Expenses				150.00		150.00	150.00 (100%)
93 Locum Fees					7,304.58	-7,304.58	-7,304.58 (N/A)
99 SUSPENSE							(N/A)
100 Payroll Fees					500.00	-500.00	-500.00 (N/A)
101 HR Services					1,941.35	-1,941.35	-1,941.35 (N/A)
107 Caretaking Services				5,366.40		5,366.40	5,366.40 (100%)
116 HMRC Charges					113.83	-113.83	-113.83 (N/A)
SUB TOTAL		0.20	0.20	114,831.41	112,677.11	2,154.30	2,154.50 (1%)

Rendlesham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

16 May 2024 (2023 - 2024)

I. Jubilee Park Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Jubilee Trees I & E		250.00	250.00		345.82	-345.82	-95.82 (N/A)
77	Special Projects				2,000.00		2,000.00	2,000.00 (100%)
118	insurance					314.32	-314.32	-314.32 (N/A)
SUB TOTAL			250.00	250.00	2,000.00	660.14	1,339.86	1,589.86 (79%)

M. Jubilee Park Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Other Events I & E		105.00	105.00	2,500.00	463.50	2,036.50	2,141.50 (85%)
80	Rendlesham Show I & E		5,857.61	5,857.61	4,000.00	8,014.38	-4,014.38	1,843.23 (46%)
84	Fireworks I & E		4,232.62	4,232.62	3,500.00	3,610.00	-110.00	4,122.62 (117%)
86	Christmas Lights		30.00	30.00	500.00	115.98	384.02	414.02 (82%)
115	Royalties					455.44	-455.44	-455.44 (N/A)
SUB TOTAL			10,225.23	10,225.23	10,500.00	12,659.30	-2,159.30	8,065.93 (76%)

N. Jubilee Park Assets

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Skatepark income		55.00	55.00				55.00 (N/A)
14	Pavilion income		30.00	30.00		30.00	-30.00	(N/A)
15	Pitch Hire income							(N/A)
18	Community Centre income							(N/A)
74	JP Maintenance		128.22	128.22	5,018.00	6,745.96	-1,727.96	-1,599.74 (-31%)
75	Pavilion - Utilities		258.79	258.79	5,000.00	8,974.43	-3,974.43	-3,715.64 (-74%)
76	JP Capital Expenditure				5,000.00		5,000.00	5,000.00 (100%)
78	MUGA				500.00		500.00	500.00 (100%)
81	Skatepark				78,113.00	2.91	78,110.09	78,110.09 (100%)
83	JP Contingency				1,000.00		1,000.00	1,000.00 (100%)
85	Future Maintenance Fund				2,000.00		2,000.00	2,000.00 (100%)
87	Pavilion - Redevelopment				6,500.00		6,500.00	6,500.00 (100%)
106	Pavilion repairs					253.34	-253.34	-253.34 (N/A)
113	Pavilion Maintenance					153.05	-153.05	-153.05 (N/A)
SUB TOTAL			472.01	472.01	103,131.00	16,159.69	86,971.31	87,443.32 (84%)

O. Planning

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71	Neighbourhood Plan				15,000.00		15,000.00	15,000.00 (100%)
72	Planning Contingency				2,000.00		2,000.00	2,000.00 (100%)
73	Planning Training				1,000.00		1,000.00	1,000.00 (100%)
88	V Centre - Professional Fees				5,000.00		5,000.00	5,000.00 (100%)
89	V Centre - Structural Surveys				6,000.00		6,000.00	6,000.00 (100%)

Rendlesham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

16 May 2024 (2023 - 2024)

90 Village Centre - Contingency		5,000.00	5,000.00	5,000.00 (100%)
SUB TOTAL		34,000.00	34,000.00	34,000.00 (100%)

Q. CIL Income & Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	CIL Funds		115,978.19	115,978.19				115,978.19 (N/A)
92	CIL Expenditure							(N/A)
SUB TOTAL			115,978.19	115,978.19				115,978.19 (N/A)

Summary

NET TOTAL	147,522.00	283,100.86	135,578.86	327,711.41	192,865.23	134,846.18	270,425.04 (56%)
V.A.T.		9,579.32			7,198.79		
GROSS TOTAL		292,680.18			200,064.02		

Expenditure in excess of £250.00 (excluding salaries, PAYE & NI-

Rendlesham Parish Council PAYMENTS LIST

16 May 2024 (2023 - 2024)

Voucher	Code	Date	Misc	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
3	RYG Income transfer from YE2	21/06/2023		Unity Trust - Current		Transfer of RYG income	Rendlesham Youth Group	X	495.00		495.00
7	Storage Fees	21/06/2023		Unity Trust - Current		Storage - Annual Fee	Fennridge	S	1,094.17	233.83	1,328.00
8	RYG Income transfer from YE2	21/06/2023		Unity Trust - Current		Transfer of RYG income	Rendlesham Youth Group	X	457.53		457.53
9	RYG Income transfer from YE2	21/06/2023		Unity Trust - Current		Transfer of RYG income	Rendlesham Youth Group	X	635.00		635.00
11	Rendlesham Radio	21/06/2023		Unity Trust - Current		Grant	Rendlesham Radio	X	1,877.00		1,877.00
13	Website	21/06/2023		Unity Trust - Current		Website services	Valon ICT	S	265.00	53.80	318.80
14	Parish Magazine I & E	21/06/2023		Unity Trust - Current		Printing services	Micropress	Z	905.00		905.00
20	RYG Income transfer from YE2	21/06/2023		Unity Trust - Current		Transfer of RYG income	Rendlesham Youth Group	X	1,790.00		1,790.00
25	Pensions	21/06/2023		Unity Trust - Current		Pension payments	NEST Pensions	X	610.99		610.99
38	Website	22/06/2023		Unity Trust - Current		Website services	H Heeds	S	557.26	111.45	668.71
42	JP Maintenance	22/06/2023		Unity Trust - Current		Waste services	Binder Ltd	S	388.33	77.67	466.00
43	Rendlesham Show I & E	22/06/2023		Unity Trust - Current		Music Services	Epic Sound & Light	X	1,000.00		1,000.00
53	Parish Magazine I & E	22/06/2023		Unity Trust - Current		Printing services	Micropress	Z	905.00		905.00
63	Legal Costs	22/06/2023		Unity Trust - Current		Legal Fees	Birketts	S	1,527.83	305.57	1,833.40
63	Rendlesham Show I & E	22/06/2023		Unity Trust - Current		Event Medical Services	EDMS Medical	E	494.40		494.40
66	Other Fees	22/06/2023		Unity Trust - Current		Business Coaching	C Samuel	X	570.00		570.00
68	Pensions	22/06/2023		Unity Trust - Current		Pension payments	NEST Pensions	X	578.90		578.90
75	SUSPENSE ACCOUNT	22/06/2023		Unity Trust - Current		Unknown	Lloyds Bank PLC	X	462.05		462.05
76	RYG - Support	22/06/2023		Unity Trust - Current		Grant	Rendlesham Youth Group	X	9,000.00		9,000.00
83	HR Services	22/06/2023		Unity Trust - Current		HR Services	Sure Bets HR	X	582.30		582.30
84	Parish Magazine I & E	22/06/2023		Unity Trust - Current		Printing services	Micropress	Z	905.00		905.00
88	Rendlesham Show I & E	22/06/2023		Unity Trust - Current		Marquee Rental	Anglia Coastal Marquees	S	1,211.25	254.25	1,525.50
89	Rendlesham Show I & E	22/06/2023		Unity Trust - Current		Printing services	Micropress	Z	629.00		629.00
93	Subscriptions	26/06/2023		Unity Trust - Current		Annual Subscription	SALC	E	843.64		843.64
95	Internal Audit	26/06/2023		Unity Trust - Current		Internal Audit	M Gallop	X	400.00		400.00
108	Pavilion - Utilities	29/06/2023		Unity Trust - Current		Utilities	SSE	L	1,196.00	52.86	1,248.86
118	Rendlesham Show I & E	29/06/2023		Unity Trust - Current		Event Services	Josh Lucke's Company	X	390.00		390.00
125	Locum Fees	29/06/2023		Unity Trust - Current		Locum Fees	TAPAS	X	790.00		790.00
133	SUSPENSE ACCOUNT	04/07/2023		Unity Trust - Current		Card transactions	Lloyds Bank PLC	Z	1,259.44		1,259.44
138	HR Services	04/07/2023		Unity Trust - Current		HR Services	Sure Bets HR	X	326.70		326.70
144	JP Maintenance	26/07/2023		Unity Trust - Current		Equipment hire	D Sharp Landscapes	S	480.00	96.00	576.00
153	Locum Fees	25/07/2023		Unity Trust - Current		Locum Fees	TAPAS	X	792.50		792.50
154	Asset Maintenance	27/07/2023		Unity Trust - Current		Playground repairs	Playdate Playgrounds	S	871.61	174.32	1,045.93
157	Asset Maintenance	01/08/2023		Unity Trust - Current		Service & Repair	Holton Mowers Ltd	S	1,365.00	273.00	1,638.00
158	Parish Magazine I & E	03/08/2023		Unity Trust - Current		Printing services	Micropress	Z	905.00		905.00
161	Presenters I & E	03/08/2023		Unity Trust - Current		Transportation Services	FP Travel	Z	290.00		290.00
165	Accounting software licence	08/08/2023		Unity Trust - Current		Accountancy Fees	Ralpas	S	495.00	99.00	594.00
171	Locum Fees	15/08/2023		Unity Trust - Current		Locum Fees	TAPAS	X	812.50		812.50
172	JP Maintenance	17/08/2023		Unity Trust - Current		Service & Repair	Holton Mowers Ltd	S	363.72	72.74	436.46
177	Accounting software licence	22/08/2023		Unity Trust - Current		Annual Subscription	Ralpas	S	332.67	66.53	399.20
180	SUSPENSE ACCOUNT	05/09/2023		Unity Trust - Current		Card transactions	Lloyds Bank PLC	X	298.18		298.18
195	Pavilion - Utilities	14/09/2023		Unity Trust - Current		Utilities	SSE	S	1,879.50	467.89	2,347.39
196	Locum Fees	14/09/2023		Unity Trust - Current		Locum Fees	TAPAS	X	818.75		818.75
197	Presenters I & E	19/09/2023		Unity Trust - Current		Firework Display	Fully Paved Fireworks	S	2,300.00	500.00	3,000.00
198	Pavilion - Utilities	19/09/2023		Unity Trust - Current		Utilities	SSE	L	288.07	14.40	302.47
205	HR Services	26/09/2023		Unity Trust - Current		Legal Fees	Birketts	S	330.00	66.00	396.00
222	Locum Fees	10/10/2023		Unity Trust - Current		Locum Fees	TAPAS	X	662.50		662.50
256	Insurance	02/11/2023		Unity Trust - Current		Insurance	Gallagher	X	1,255.72		1,255.72
266	SUSPENSE ACCOUNT	07/11/2023		Unity Trust - Current		Card transactions	Lloyds Bank PLC	X	576.32		576.32
268	SUSPENSE ACCOUNT	07/11/2023		Unity Trust - Current		Card transactions	Lloyds Bank PLC	X	457.53		457.53
274	Presenters I & E	08/11/2023		Unity Trust - Current		Event emergency Cover	Falcon Fire and Rescue Ltd	S	255.00	51.00	306.00
278	External Audit	14/11/2023		Unity Trust - Current	40318	Audit Fees	KIP Littlejohn LLP	S	630.00	126.00	756.00
279	Pensions	16/11/2023		Unity Trust - Current		Pension payments	NEST Pensions	X	578.90		578.90
281	Pavilion - Utilities	16/11/2023		Unity Trust - Current		Water and Sewage Services	Wave	E	258.79		258.79
284	Pavilion - Utilities	16/11/2023		Unity Trust - Current		Utilities	SSE	S	787.80	157.56	945.36
285	Royalties	16/11/2023		Unity Trust - Current		Music Royalties	PPL PRS	S	425.44	81.09	506.53
290	Locum Fees	23/11/2023		Unity Trust - Current		Locum Fees	TAPAS	X	843.75		843.75
336	SUSPENSE ACCOUNT	05/12/2023		Unity Trust - Current		Card transactions	Lloyds Bank PLC	X	473.06		473.06
337	Pavilion - Utilities	05/12/2023		Unity Trust - Current		Utilities	Wave	E	295.90		295.90
353	Locum Fees	19/12/2023		Unity Trust - Current		Locum Fees	TAPAS	X	798.33		798.33
354	Rendlesham Show I & E	19/12/2023		Unity Trust - Current		Music Royalties	PPL PRS	S	335.19	67.04	402.23
358	IT expenditure	19/12/2023		Unity Trust - Current		CCTV Installation/Maintenance	Rayfields	S	1,872.00	374.40	2,246.40
368	Pensions	06/01/2024		Unity Trust - Current	27000000630061	Pension payments	NEST Pensions	E	578.90		578.90
370	Pensions	06/01/2024		Unity Trust - Current	27000000630061	Pension payments	NEST Pensions	E	578.90		578.90
372	Pensions	06/01/2024		Unity Trust - Current	27000000630061	Pension payments	NEST Pensions	E	578.90		578.90
373	Insurance	06/01/2024		Unity Trust - Current	325851863	Insurance	Gallagher	E	314.32		314.32
380	Pensions	11/01/2024		Unity Trust - Current		Penalty Notice	Pensions Regulator	X	400.00		400.00
383	Pavilion - Utilities	11/01/2024		Unity Trust - Current		Utilities	SSE	L	817.54	41.88	859.42
384	Pavilion - Utilities	11/01/2024		Unity Trust - Current		Utilities	SSE	S	2,472.06	494.41	2,966.47
386	JP Maintenance	16/01/2024		Unity Trust - Current		Service & Repair	RMC Garden	S	670.83	194.15	1,564.98
387	Village Green	16/01/2024		Unity Trust - Current		Horticultural services	Garden Keeper	X	1,110.00		1,110.00
389	Locum Fees	18/01/2024		Unity Trust - Current		Locum Fees	TAPAS	X	675.00		675.00
396	Rendlesham Show I & E	01/02/2024		Unity Trust - Current		Contractor Services	Dea-Line	S	1,029.00	277.00	1,306.00
400	Asset Maintenance	01/02/2024		Unity Trust - Current		Horticultural services	Frank Rudd Garden Service	X	760.00		760.00
414	Pensions	15/02/2024		Unity Trust - Current		Pension payments	NEST Pensions	X	2,068.69		2,068.69
423	Transfer	27/02/2024		Unity Trust - Current		Transfer of RYG Expense	D Maas	X	305.16		305.16
425	Pavilion - Utilities	27/02/2024		Unity Trust - Current		Water and Sewage Services	Wave	Z	472.18		472.18
428	Rendlesham Show I & E	27/02/2024		Unity Trust - Current		Music Services	Epic Sound & Light	X	1,030.00		1,030.00
429	Rendlesham Show I & E	27/02/2024		Unity Trust - Current		Event Services	Mr. Bean Entertainments	X	625.00		625.00
434	Accounting software licence	27/02/2024		Unity Trust - Current		Annual Subscription	Scribe (Starboard Systems)	S	690.00	132.00	822.00
436	Locum Fees	07/03/2024		Unity Trust - Current		Contractor Services	TAPAS	X	1,331.25		1,331.25
438	Rendlesham Show I & E	07/03/2024		Unity Trust - Current		Event equipment	Anglia Coastal Marquees	S	487.05	97.41	584.46
441	JP Maintenance	12/03/2024		Unity Trust - Current		Playground repairs	Playdate Playgrounds	S	871.61	174.32	1,045.93
Total									77,981.92	5,187.57	83,169.49