

## 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review and should not be published on your website**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: HANSLOPE PARISH COUNCIL

County Area (local councils and parish meetings only): MILTON KEYNES CITY COUNCIL

**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 3/6/24

and ending on 12/7/24

(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: CLERK & RFO

## Contact details

Name of smaller authority: Hanslope Parish Council

County Area (local councils and parish meetings only): Milton Keynes City Council

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

Name	Clerk/RFO (Main contact) Gillian Merry	Chair Dorothy Courtman
Address	Hanslope Pavilion Hanslope Recreation Ground Castlethorpe Road Hanslope MK19 7LG	Rose Lane Farm Forest Road Hanslope MK7 9E
Daytime telephone number	07383 091319	07719 933708
Mobile telephone number	07383 091319	07719 933708
Email address	Clerk@hanslopeparishcouncil.gov.uk	Dorothy.courtman@hanslopeparishcouncil.gov.uk

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

HANSLOPE PARISH COUNCIL

County area (local councils and parish meetings only):

MILTON KEYNES

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

### Box 7: Balances carried forward

£

£

198,932.00

Deduct: Debtors (enter these as negative numbers)

Debtors

(132.00)

VAT Control

(3,974.29)

3

(4,106.29)

Deduct: Payments made in advance  
(prepayments) (enter these as negative numbers)

1

2

### Total deductions

-

(4,106.29)

Add:

Creditors (must not include community infrastructure levy (CIL) receipts)

Creditors

9,024.96

Accruals

1,995.24

Allotment Deposits

225.00

11,245.20

11,245.20

Add:

Receipts in advance (must not include deferred grants/loans received)

1

2

### Total additions

-

11,245.20

### Box 8: Total cash and short term investments

206,070.91

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 "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 receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

HANSLOPE PARISH COUNCIL

County area (local councils and parish meetings only):

MILTON KEYNES CITY COUNCIL

Financial year ending 31 March 20xx

Prepared by (Name and Role):

GILLIAN MERRY - CLERK AND RFO

Date:

20/05/2024

Balance per bank statements as at 31/3/xx:

Current Account  
Savings Account 1  
Savings Account 2

[add more accounts if necessary]

£ £

57,480.2  
145,817.3  
2,773.2

HANSLOPE PARISH COUNCIL 2023-24

206,070.6

Petty cash float (if applicable)

N/A

-

Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)

N/A

[add more lines if necessary]

Add: any un-banked cash as at 31/3/xx

N/A

-  
-  
-

Net balances as at 31/3/2024 (Box 8)

206,070.6



# Explanation of variances – pro forma

Name of smaller authority: <b>HANSLOPE PARISH COUNCIL</b>		County area (local councils and): <b>MILTON KEYNES</b>		Insert figures from Section 2 of the AGAR in all <b>Blue</b> highlighted boxes			
	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	313,628	241,118					
2 Precept or Rates and Levies	122,278	127,574	5,296	4.33%	NO		
3 Total Other Receipts	31,745	20,017	-11,728	36.94%	YES		
4 Staff Costs	28,491	29,557	1,066	3.74%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	198,042	160,220	-37,822	19.10%	YES		PLEASE SEE ATTACHED BREAKDOWN OF VARIANCES BY BUDGET HEADING DOCUMENT. Main difference was in 'Village Projects' budget. In 2022-23 there was a deliberate council policy of reducing the amount held in reserves and certain projects ring-fenced to implement i.e. New bins @ £2,4468, Church clock restoration @ £10,139 Pond work @ £7,705, New outdoor gym @ £47,256, Village white gates @ £16,585. Additionally, Jubilee event expenses. There was a reduction in this policy in 2023-24 with other items of expenditure prioritised, costing less overall.
7 Balances Carried Forward	241,118	198,932				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	233,344	206,071				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,289,568	1,273,003	3,435	0.27%	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							
BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)							

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);
- Variances of £100,000 or more require explanation regardless of the % variation year on year;

## Working details for ANNUAL RETURN - Year ended 31 March 2024

	Last Year £	This Year £	Variance £	Variance %	Code	Centre	Code Description
1	314,969	241,118			310		General Reserves
1	-1,341	0			321		Allotment Deposits refundable
1	<b>Balances brought forward</b>	<b>313,628</b>	<b>241,118</b>				Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	122,278	127,574	5,296	4.33	1076	100	Precept
2	<b>(+) Precept or Rates and Levies</b>	<b>122,278</b>	<b>127,574</b>	4.33			Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	416	1,963	1,547	371.88	1090	100	Interest Received
3	23,433	8,244	-15,189	-64.82	1100	100	Grants & Donations Received
3	4,027	6,210	2,183	54.21	1110	100	Rental/Permit Income
3	2,473	2,366	-107	-4.33	1130	100	Allotment Income
3	1,396	1,234	-162	-11.60	1999	100	Other Income
3	<b>(+) Total other receipts</b>	<b>31,745</b>	<b>20,017</b>	-36.94			Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	28,491	29,557	1,066	3.74	4000	100	Salary, Tax & NI
4	<b>(-) Staff costs</b>	<b>28,491</b>	<b>29,557</b>	3.74			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	<b>(-) Loan interest/capital repayments</b>	<b>0</b>	<b>0</b>				Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	380	450	70	18.42	4010	100	Payroll & Professional Fees
6	0	66	66		4100	100	Staff & Member's Expenses
6	250	677	427	170.80	4110	100	Training
6	1,772	1,278	-494	-27.88	4130	100	Audit & Election Fees
6	3,462	3,064	-398	-11.50	4150	100	Insurance
6	307	483	176	57.33	4160	100	Printing, Postage & Stationery
6	1,348	1,343	-5	-0.37	4165	100	Computer
6	815	749	-66	-8.10	4170	100	Subscriptions & Memberships
6	1,910	726	-1,184	-61.99	4175	100	Phone
6	237	1,219	982	414.35	4185	100	General Admin & Office
6	5,784	3,457	-2,327	-40.23	4200	100	Allotment Expense
6	3,164	5	-3,159	-99.84	4210	100	Miscellaneous
6	46,195	50,711	4,516	9.78	4300	110	Contractors
6	2,991	8,845	5,854	195.72	4311	110	Pavilion
6	14,941	6,589	-8,352	-55.91	4312	110	Community Hall
6	6,296	3,278	-3,018	-47.93	4313	110	Grounds - ad hoc
6	8,765	1,106	-7,659	-87.39	4320	120	Planning & Neighbourhood PPlan
6	-15,460	15,780	31,240		4400	120	S106 Projects
6	102,429	41,843	-60,586	-59.15	4410	120	Village Projects

Continued over page



## Working details for ANNUAL RETURN - Year ended 31 March 2024

		<u>Last Year £</u>	<u>This Year £</u>	<u>Variance £</u>	<u>Variance %</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6		8,287	17,352	9,065	109.39	4415	120	S137
6		4,170	1,200	-2,970	-71.22	4420	120	Highways SID
6	(-) All other payments	<b>198,042</b>	<b>160,220</b>	-37,821	-19.10	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	<b>241,118</b>	<b>198,932</b>			Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		32,941	57,480			200		Current Bank A/c
8		197,881	145,817			210		Savings account - 50353360
8		2,521	2,773			220		Savings account - 7687708
8	Total value of cash and short term investments	<b>233,344</b>	<b>206,071</b>			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		1,269,568	1,273,003	3,435	0.27	Total Fixed Assets		
9	Total fixed assets plus long term investments and assets	<b>1,269,568</b>	<b>1,273,003</b>	3,435	0.27	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	<b>0</b>	<b>0</b>	<b>0</b>		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		

## Hanslope Parish Council 2023/2024

### Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2024

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
<b>Total Reserves</b>		<b>241,118.48</b>	<b>198,931.67</b>
100	Debtors	0.00	132.00
105	VAT Control A/c	7,774.98	3,974.29
<b>Less Total Debtors</b>		<b>7,774.98</b>	<b>4,106.29</b>
500	Creditors	0.00	9,024.96
510	Accruals	0.00	1,995.24
567	Allotment Deposits	0.00	225.00
<b>Plus Total Creditors</b>		<b>0.00</b>	<b>11,245.20</b>
<b>Equals Total Cash and Bank Accounts</b>		<b>233,343.50</b>	<b>206,070.58</b>
200	Current Bank A/c	32,940.94	57,480.16
210	Savings account - 50353360	197,881.46	145,817.27
220	Savings account - 7687708	2,521.10	2,773.15
<b>Total Cash and Bank Accounts</b>		<b>233,343.50</b>	<b>206,070.58</b>



# Hanslope Parish Council 2023/2024

## Bank - Cash and Investment Reconciliation as at 31 March 2024

### Confirmed Bank & Investment Balances

#### Bank Statement Balances

31/03/2024	Lloyds Current	57,480.16
31/03/2024	Savings account - 50353360	145,817.27
31/03/2024	Savings account - 7687708	2,773.15

**206,070.58**

#### Receipts not on Bank Statement

**0.00**

#### **Closing Balance**

**206,070.58**

#### All Cash & Bank Accounts

1	Current Bank A/c	57,480.16
2	Savings account - 50353360	145,817.27
3	Savings account - 7687708	2,773.15
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>206,070.58</b>