

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

Name of smaller authority: : \_\_\_\_\_ **Holme Valley Parish Council** \_\_\_\_\_

County Area (local councils and parish meetings only): \_\_\_\_\_ **Kirklees** \_\_\_\_\_

**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 \_\_\_\_\_ **Tuesday 25 June 2024** \_\_\_\_\_

and ending on \_\_\_\_\_ **Monday 5 August 2024** \_\_\_\_\_



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

**Role:** Responsible Finance Officer

## 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 in t “Year ending 31 March 2024” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and paym complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: **Holme Valley Parish Council**

County area (local councils and parish meetings only): **Kirklees**

### Financial year ending 31 March 2024

Prepared by (Name and Role): **Rich McGill - Responsible Finance Officer**

Date: **27/04/2024**

		£	£
<b>Balance per bank statements as at 31/03/24:</b>			
	HSBC Current	100,633.11	
	HSBC BMM	55,679.13	
	Handesbanken Current	0.00	
	CCLA PSDF	75,000.00	
			231,312.24
Petty cash float (if applicable)			-
Less: any un-presented cheques as at 31/3/24 <b>(enter these as negative numbers)</b>			
	none		
	none		
	none		
	none		
[add more lines if necessary]	none		
	none		
	none		
	none		
	none		
Add: any un-banked cash as at 31/3/24			
	none		
	none		
	none		
			-
<b>Net balances as at 31/03/24 (Box 8)</b>			<b><u>231,312.24</u></b>

## 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:

Holme Valley Parish Council

County area (local councils and parish meetings only):

Kirklees

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.

	£	£
<b>Box 7: Balances carried forward</b>		<b>221,341.99</b>
Deduct: Debtors ( <b>enter these as negative numbers</b> )		
1 Memorial Bench Donation	-	50.00
2 Wayleave Northern Powergrid	-	2.00
3 VAT to be repaid	-	804.00
		(856.00)
Deduct: Payments made in advance (prepayments) ( <b>enter these as negative numbers</b> )		
1		
2		
	-	
<b>Total deductions</b>		<b>(856.00)</b>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
1 Viking	123.66	
2 Npower	100.67	
3 Staff 02 - reimbursement	79.99	
4 Town & Country Insurance	419.53	
5 Document Logic	29.14	
6 Ramsdens - re Gartside building	200.00	
7 Ramsdens - fees re The Civic	1,584.00	
8 WYCA HV Minibus DEC	1,971.00	
9 WYCA HV Minibus JAN	1,971.00	
10 WYCA HV Minibus MAR	1,971.00	
11 Business Stream	611.40	
12 SLCC - Book	141.00	
13 Maintenance Toilets MAR	911.00	
14 Maintenance Seats MAR	596.99	
15 Expenses Toilets MAR	61.45	
16 Expenses Seats MAR	54.01	
	10,825.84	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
	-	
<b>Total additions</b>		<b>10,825.84</b>
<b>Box 8: Total cash and short term investments</b>		<b>231,311.83</b>

## Explanation of variances – pro forma

Name of smaller authority:

Hoime Valley Parish Council

County area (local councils and parish meetings only):

Kirklees

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 <b>NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and <u>supporting figures</u> )																														
1 Balances Brought Forward	321,485	253,277				Explanation of % variance from PY opening balance not required - Balance brought forward agrees																															
2 Precept or Rates and Levies	282,693	284,924	2,231	0.79%	NO																																
3 Total Other Receipts	15,562	19,861	4,299	27.62%	YES		<table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>2022-23</th> <th>2023-24</th> </tr> </thead> <tbody> <tr> <td>Special Expenses Grant</td> <td>£3,328.00</td> <td>£3,355.00</td> </tr> <tr> <td>Interest on Investments</td> <td>£1,610.36</td> <td>£4,627.55</td> </tr> <tr> <td>Donations - Holmfirth Public Toilets</td> <td>£2,986.19</td> <td>£2,565.00</td> </tr> <tr> <td>Miscellaneous receipts</td> <td>£3,775.72</td> <td>£6,163.96</td> </tr> <tr> <td>Allotment Rents</td> <td>£240.00</td> <td>£270.00</td> </tr> <tr> <td>Gartside Building</td> <td>£2,921.25</td> <td>£2,079.72</td> </tr> <tr> <td>Memorial Benches</td> <td>£0.00</td> <td>£100.00</td> </tr> <tr> <td>Garage Plot Income</td> <td>£700.00</td> <td>£700.00</td> </tr> <tr> <td><b>Total other receipts</b></td> <td><b>£15,561.52</b></td> <td><b>£19,861.23</b></td> </tr> </tbody> </table> <p>Such a high and sustained rise in interest rates accounted for increased receipts of &gt;£3,000 alone. A grant award of £1,702 was returned to the Parish Council unwanted. This is recorded under Miscellaneous receipts. Under the same budget line, Holmfirth Civic Hall Community Trust reimburses the Parish Council for The Civic's share of the cost of the Parish Council's insurance. The insurance cost had increased significantly - by around £700 in just one year.</p>	DESCRIPTION	2022-23	2023-24	Special Expenses Grant	£3,328.00	£3,355.00	Interest on Investments	£1,610.36	£4,627.55	Donations - Holmfirth Public Toilets	£2,986.19	£2,565.00	Miscellaneous receipts	£3,775.72	£6,163.96	Allotment Rents	£240.00	£270.00	Gartside Building	£2,921.25	£2,079.72	Memorial Benches	£0.00	£100.00	Garage Plot Income	£700.00	£700.00	<b>Total other receipts</b>	<b>£15,561.52</b>	<b>£19,861.23</b>
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4 Staff Costs	78,363	85,328	6,965	8.89%	NO																																
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO																																
6 All Other Payments	288,100	251,392	-36,708	12.74%	NO																																
7 Balances Carried Forward	253,277	221,342			NO	VARIANCE EXPLANATION NOT REQUIRED																															
8 Total Cash and Short Term Investments	254,136	231,312				VARIANCE EXPLANATION NOT REQUIRED																															
9 Total Fixed Assets plus Other Long Term Investments and Assets	5,271,897	5,281,344	9,447	0.18%	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