

## Financial Briefing Notes to Councillors – September 2020

Cheques to be signed this month:

<u>Ref</u>	<u>ChqNo</u>	<u>Date</u>	<u>Payee &amp; Details</u>	<u>Amount</u>
1356	1603	22/09/20	Steve Cox - Pay (sick pay at half rate)	£ 208.43
1357	1604	22/09/20	David Cole - Pay	£ 528.00
			David Cole – Expenses*	<i>To be confirmed at the meeting</i>
1358	1605	22/09/20	Josh Cook - Litter Picker fee	£ 40.00
1359	1606	22/09/20	Alison Geen - Allowances	£ 6.00
1360	1607	22/09/20	David Worth - Allowances & Expenses	£ 55.48
1361	1608	22/09/20	Nigel Tigwell - Allowances	£ 18.00

\* *As the meeting falls so early in the month, I will not know what David Cole's expenses have been until the day before the meeting. I will inform Councillors at the meeting.*

The Bank Reconciliation for September is complete and correct.

Other Movements In-Month:

- a. Cheque from Princetown Football Club was returned as they were in the process of changing signatories. A replacement cheque has been issued and posted to bank.
- b. WDBC has deferred the increase in dog bin emptying charges until next year, which will free up £242.40 in the budget.
- c. The Spreadwatch funds of £1336.45 were transferred on 15 September and have been placed in a new allocated reserve.

Other Liabilities:

- a. Play Area repairs £1844 – the new cable has been ordered and we are awaiting a delivery forecast from Germany.
- b. New website completion £290 – from allocated reserve.
- c. Princetown notice board £212 – additional costs waived by Chris Worth.
- d. Bellever notice board – labour cost estimate £26.
- e. Christmas tree replacement lights £139.19.
- f. St Raphael's Carpark Extension £117 – awaiting the church wardens.

Parishscapes Grant Fund and Other Similar Funds: The Council still has to agree on which minor projects to develop in order to be ready to apply for short notice grant opportunities. Ideas were circulated in February.

Report of Accounts:

The report of Accounts is shown on the page below. Items to note are:

Pay.

Clerk: underspend of £1248.

Litter picker: underspend of £104.

Lengthsman.

*As the meeting falls so early in the month, I will not know David Cole's actual hours until the day before the meeting. I will inform Councillors at the meeting of this and of any implications for the end of year forecast of outturn.*

Forecast:

The mid-year forecast is distorted by the unplanned cable ride repair, but partially offset by the underspend on the Clerk's pay. Overall we are heading for an overspend of around £482,

which can be covered by the general reserve and can be fully explained to auditors and parishioners.

NKT

<u>End of Month Report of Accounts</u>			<u>August 2020/21</u>		
<u>Report of Accounts</u>	<u>To Date</u>	<u>Forecast</u>		<u>To Date</u>	<u>Budget</u>
<u>Income</u>			<u>Expenditure (ex VAT)</u>		
Brought Forward 1/4/20	£23,124.39	£23,124.39	Litter Picking	£159.78	£396.00
Precept	£8,809.50	£17,619.00	Grass Cutting, Lengthsman	£3,189.47	£7,610.00
Council Tax Support Grant	£0.00	£0.00	Dog Bins	£59.80	£119.52
Grass Cutting & Lengthsman	£83.90	£2,868.00	Toilets	£0.00	£3,937.81
Others	£1,456.35	£1,456.35	Play Area	£0.00	£936.00
<b>Total</b>	<b>£33,474.14</b>	<b>£45,067.74</b>	Running Costs	£61.95	£125.00
			Improve & Repair	£31.23	£2,256.00
			Tools & equipment	£10.85	£139.19
			Donations with Powers	£0.00	£150.00
<u>Bank Reconciliation</u>			Section 137	£0.00	£196.00
Cash in Bank	£28,449.38		Fees	£1,084.74	£930.00
Plus Outstanding Income	£83.90		Admin Costs	£874.71	£1,092.00
Less Outstanding Cheques	£1,108.15		Clerk's Pay	£1,245.33	£3,939.24
Less spend this month	£248.43		Training	£0.00	£75.00
<b>Balance carried forward</b>	<b>£27,176.70</b>		<b>Total</b>	<b>£6,717.86</b>	<b>£21,901.76</b>
			<u>Notes</u>		
<u>Annual Budget Reconciliation</u>	<u>To Date</u>	<u>To Year End</u>	Monthly bank reconciliations correct.		
Brought Forward 1/4/20	£23,282.91	£23,282.91	See written report for liabilities.		
Total Income	£10,349.75	£21,943.35	Mid-year forecast of outturn:		-£482.12
VAT Rebate	£1,691.56	£1,691.56			
Total Expenditure (ex VAT)	£6,717.86	£21,901.76			
Allocated Reserves	£13,050.21	£13,050.21			
General Reserve 1/4/19	£10,756.41	£12,447.97			
<b>Balance carried forward</b>	<b>£4,799.74</b>	<b>-£482.12</b>			
			VAT to be reclaimed at end of year		£138.32

<u>Reserves Held by the Parish Council</u>				
<u>Allocated:</u>	<u>Start of Year</u>	<u>Transfer In</u>	<u>Transfers Out</u>	<u>Balance</u>
CCTV	£2,396.50			£2,396.50
Skate Park	£500.00			£500.00
Princetown Toilets	£1,000.00			£1,000.00
Website & IT	£630.00			£630.00
Speed Reducion & Animal Safi	£0.00	£1,336.45		£1,336.45
Contested Election	£3,000.00		£812.74	£2,187.26
Grass cutting equipment	£5,000.00			£5,000.00
	<b>£12,526.50</b>	<b>£1,336.45</b>	<b>£812.74</b>	<b>£13,050.21</b>
<u>Unallocated:</u>				
General Reserve at start of year	£10,756.41		Expected at end of year	£10,274.29

<u>Assets Held by the Parish Council</u>			
Playground Equipment	£63,485.63	Tools and Other Equipment	£6,520.73
Community Assets	£17,512.71	Miscellaneous	£601.71
Information Technology Equipn	£904.56	Long Term Investments	£0.00