

Humber, Ford & Stoke Prior Group Parish Council



Council meeting, 18 September 2019

Report from the Responsible Financial Officer

1. Report on income and expenditure against budget

Councillors are welcome to inspect the cashbooks and receipts prior to the meeting.

	Budget item(s)	Budget 2019-20	To date (note 1)	Projected 2019-20	Variance from budget
--	----------------	-------------------	---------------------	----------------------	----------------------------

Income

1	Precept	12289.00	6144.50	12289.00	0
2	Advertising in Parish Pump	900.00	531.00	900.00	0
3	Wayleaves	3.00	3.06	3.06	+0.06
4	Savings account interest	9.00	2.26	14.00	+5.00
5	VAT reclaimed from previous year	1000.00	0	896.62	-103.38
6	Donations & miscellaneous income (note 2)	0	200.00	400.00	+400.00
7	Community Week fundraising (note 3)	200.00	633.86	633.86	+433.86
8	Lengthsman PROW devolved funding (note 4)	0	834.32	834.32	+834.32
	Total Income	14401	8349	15970.86	+1569.86

Expenditure

A	Clerk's salary and expenses	4270.00	1995.00	4270.00	0
B	Administration (stationery, copying, postage)	240.00	179.26	240.00	0
C	Insurance, audit, professional, subscriptions	1225.00	402.44	1225.00	0
D	Hire of Halls for meetings	280.00	126.00	280.00	0
E	Parish Pump printing and postage	1400.00	660.00	1400.00	0
F	Training and development	585.00	310.35	585.00	0
G	Maintenance and Equipment (see note 7)	510.00	276.49	910.00	+400.00
H	Grants/Donations	430.00	0	430.00	0
I	Election costs (note 5)	2000.00	0	250.00	-1750.00
J	Lengthsman work on highways and PROWs	2800.00	687.58	2800.00	0
K	Special projects (see note 6)	0	0	2000.00	+2000.00
L	Community Week costs (note 3)	200.00	320.00	570.00	+370.00
M	Reclaimable VAT on above	1029.00	341.00	1029.00	0
	Total Expenditure	14969	5298.12	15989	+1020.00

Note 1: The above summary of expenditure include cheques for authorisation at the current meeting.

Note 2: A donation of £200 has been received for the proposed War Memorial, and a further £200 is – at this time – expected. Costs of the project have not yet been estimated.

Note 3: Community Week had higher admission banked income, and higher expenditure on events/equipment.

Note 4: The income for Lengthsman was the balance of the grant for 2018-19 work.

Note 5: As the election in neither parish was contested, the expected costs for the election are much less than budgeted.

Note 6: £2000 was agreed by Council in July 2019 for the We Don't Buy Crime initiative.

Note 7: An additional £400 expenditure on a PA system and gas barbecue from Community Week reserves is proposed.

2. Bank Statements and Reconciliations

A bank reconciliation statement is prepared quarterly, as required by Financial Regulations. The statement for the second quarter to 30 September will be submitted to the next meeting, and will be checked against bank statements and signed by a councillor other than the Chairman or vice-Chairman.

3. Authorisation of payments

The following cheques have been signed since the last ordinary meeting on 15 May 2019:

<i>Date</i>	<i>Payee</i>	<i>Voucher</i>	<i>Purpose</i>	<i>Cheque No.</i>	<i>£</i>	<i>Statute authorising</i>
30/08/2019	PJ Brown:	208	Invoices DP21345 (Kiosk materials) and 23136 (PAD battery/pads)	802	280.48	LGA 1972 s.111
30/08/2019	DC Gardening Services:	209	Lengthsman invoice 502	803	441.10	LGA 1972 s.101

The following cheques are to be signed at the meeting:

<i>Date</i>	<i>Payee</i>	<i>Voucher</i>	<i>Purpose</i>	<i>Cheque No.</i>	<i>£</i>	<i>Statute authorising</i>
18/09/2019	HALC:	210	invoice H696	804	150.00	LGA 1972 s.111
18/09/2019	PJ Brown:	211	Ryman invoice 300109588 (Paper)	805	179.28	LGA 1972 s.111
18/09/2019	Stoke Prior Village Hall:	212	Hall hire 18 Sep	806	27.00	LGA 1972 s.111
18/09/2019	Mrs P Paxton:	213	Parish pump Oct/Nov (less paper)	807	95.50	LA 2011 s1. (GPC)
18/09/2019	PJ Brown:	214	Clerk Salary Jul-Sep	808	997.50	LGA 1972 s.111

Signature of Chairman approving Date.....

4. Proposed Community Week surplus expenditure

The Council has agreed that surplus funds from Community Week will be maintained as an ear-marked reserve, with expenditure guided by the Community Week Committee. Before Community Week 2019 there was £717.45 in these ear-marked reserves, and it is expected that when all invoices for 2019 events have been paid, there will be a further small surplus of up to £100. The Committee agreed at its meeting on 9 August 2019 that some of the accrued surplus (up to £400) should be invested in a mobile public-address system and a gas barbecue for both Community Week and other community events. These would be stored in Risbury Village Hall, but would remain the property of the Council. The Council is asked to approve this expenditure.

Philip Brown
Responsible Financial Officer
12 September 2019