

Humber, Ford & Stoke Prior Group Parish Council

Council meeting, 15 January 2020

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	12289.00	12289.00	0
2	Advertising in Parish Pump	900.00	612.00	900.00	0
3	Wayleaves	3.00	3.06	3.06	+0.06
4	Savings account interest	9.00	6.78	8.00	-1.00
5	VAT reclaimed from previous year	1000.00	896.62	896.62	-103.38
6	Donations & miscellaneous income (note 2)	0	300.00	300.00	+300.00
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	15575.64	15864.86	+1463.86

Expenditure

A	Clerk's salary and expenses	4270.00	2992.50	4270.00	0
B	Admin (stationery, copying, postage, misc)	240.00	246.29	325.00	+85.00
C	Insurance, audit, professional, subscriptions	1225.00	438.44	1223.44	-1.56
D	Hire of Halls for meetings	280.00	216.00	280.00	0
E	Parish Pump printing and postage	1400.00	990.00	1210.00	-190.00
F	Training and development	585.00	310.35	500.00	-85.00
G	Maintenance and Assets (see note 7)	510.00	300.91	910.00	+400.00
H	Grants/Donations	430.00	30.00	30.00	-400.00
I	Election costs (note 5)	2000.00	0	250.00	-1750.00
J	Lengthsman work on highways and PROWs	2800.00	1372.58	2500.00	-300.00
K	Special projects (see note 6)	0	2006.10	2006.10	+2006.10
L	Community Week costs (note 3)	200.00	320.00	470.00	+270.00
M	Reclaimable VAT on above	1029.00	897.42	1000.00	-29.00
	Total Expenditure	14969	10120.59	14974.54	+5.54

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

Note 2: Donations of £200 have been received for the proposed War Memorial. Costs of the project have not yet been estimated.

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

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 (Smartwater) initiative.

Note 7: Refurbishment of the phone kiosk and electrical work for the re-location of the defibrillator will be about £300 more than budgeted. An additional £250 expenditure on a PA system and gas barbecue from Community Week reserves is also proposed.

2. Bank Statements and Reconciliations

A bank reconciliation statement is prepared quarterly, as required by Financial Regulations. The statement for the third quarter to 30 September is attached, 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 20 November 2019:

<i>Date</i>	<i>Payee</i>	<i>Voucher</i>	<i>Purpose</i>	<i>Cheque No.</i>		£	<i>Statute authorising</i>
06/12/2019	DC Gardening Services:	229	Invoice 592	819		192.00	LGA 1972 s.101
06/12/2019	Mr P Arnold:	230	Minky invoice 9001665258 (barbecue)	820		259.98	LA 2011 s1. (GPC)

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>Statute authorising</i>
15/01/2020	DC Gardening Services:	231	Invoice 597	821		426.00	LGA 1972 s.101
15/01/2020	BOSS:	232	invoice 42856	822		31.04	LGA 1972 s.111
15/01/2020	P Brown:	233	Clerk salary Oct-Dec 2019	823		997.50	LGA 1972 s.111
15/01/2020	Mrs P Paxton:	234	Parish Pump Feb & Mar editions	824		220.00	LA 2011 s1. (GPC)
15/01/2020	Humber Parish Room:	235	Hall hire Dec & Jan	825		27.00	LGA 1972 s.111

Signature of Chairman approving Date.....

Philip Brown
Responsible Financial Officer
8 January 2019

Humber, Ford & Stoke Prior Group Parish Council

Financial Year 2019-20

Bank Reconciliation Statements as at 31/12/19

Prepared by P Brown (RFO)

Date: 8 January 2020

	£	£
Balance per bank statements		
Lloyds TSB current account, dated 8 Jan 2020	Balance as at 31/12/19	10810.54
Barclays 10 day notice deposit account, dated 03/12/19	Balance as at 31/12/19	4532.55
Petty Cash in hand	As at 31/12/19	85.30
		<hr/> 15428.39
Less unpresented cheques		
819 DC Gardening Services		192.00
		<hr/> (192.00)
Plus receipts not banked/cleared	Nil	<hr/> 0.00
		<hr/>
	Net balance at 31/12/19	15236.39

The net balance reconciles to the cash books for the year to 31/12/19 as follows:

Balance in Current Account Cash Book

Opening balance at 01/04/19	3789.21	
Add: Receipts to 31/12/19	15568.86	
Less: Payments to 31/12/19	(8739.53)	
		<hr/> 10618.54
	Net balance at 31/09/19	

Balance in Deposit Account Cash Book

Opening Balance at 01/04/19	4525.77	
Add: Receipts to 31/12/19	6.78	
Less: Payments to 31/12/19	(0.00)	
		<hr/> 4532.55
	Net balance at 31/12/19	

Balance in Petty Cash Book

Opening Balance at 01/04/19	5.02	
Add: Receipts to 31/12/19	(from current a/c) 342.17	
Less: Payments to 31/12/19	(261.89)	
		<hr/> 85.30
	Net balance at 31/12/19	

All cash books	Net balance at 31/12/19	15236.39
-----------------------	--------------------------------	-----------------

Difference	0.00
-------------------	-------------

Signed (RFO) Date: 8 January 2020

Countersigned(Cllr) 15 January 2020