

Humber, Ford & Stoke Prior Group Parish Council

Council meeting, 11 March 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
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Income

1	Precept	12289.00	12289.00	12289.00	0
2	Advertising in Parish Pump	900.00	612.00	700.00	-200.00
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	15664.86	+1263.86

Expenditure

A	Clerk's salary and expenses	4270.00	3990.00	4270.00	0
B	Admin (stationery, copying, postage, misc)	240.00	254.61	260.00	+20.00
C	Insurance, audit, professional, subscriptions	1225.00	1537.78	1573.78	+348.78
D	Hire of Halls for meetings	280.00	279.00	279.00	-1.00
E	Parish Pump printing and postage	1400.00	1210.00	1210.00	-190.00
F	Training and development	585.00	435.35	435.35	-149.65
G	Maintenance and Assets (see note 7)	510.00	517.56	667.56	+157.56
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	1632.58	1840.00	-960.00
K	Special projects (see note 6)	0	2506.10	2506.10	+2506.10
L	Community Week costs (note 3)	200.00	450.00	450.00	+250.00
M	Reclaimable VAT on above	1029.00	1292.65	1400.00	+371.00
	Total Expenditure	14969	13740.4	15171.79	+202.79

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, and £500 has been spent on the professional valuation of The Lamb Inn.

Note 7: Refurbishment of the phone kiosk and electrical work for the re-location of the defibrillator will be about £300 more than budgeted, but the electrical work is now unlikely to be completed this financial year. An additional £217 expenditure on a gas barbecue from Community Week reserves has also been spent, with a further estimated £150 on a PA system.

2. Bank Statements and Reconciliations

A bank reconciliation statement is prepared quarterly, as required by Financial Regulations. The statement for the fourth quarter to 31 March will be prepared for the Annual 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 January 2020:

<i>Date</i>	<i>Payee</i>	<i>Voucher</i>	<i>Purpose</i>	<i>Cheque No.</i>		<i>£</i>	<i>Statute authorising</i>
16/01/2020	Enviroloo Ltd:	236	Invoices 2902 & 2905	826		180.00	LA 2011 s1. (GPC)
05/02/2020	Gwent Web Design:	237	invoice 1097, website costs	827		598.00	LGA 1972 s.111
05/02/2020	HALC:	238	Invoice H848, subscription 2020-20	828		540.41	LGA 1972 s.111
05/02/2020	Sidney Phillips Ltd:	239	invoice 11085: valuation on Lamb	829		600.00	LA 2011 s1. (GPC)
10/02/2020	DC Gardening Services:	240	Lengthsman invoice 615	830		312.00	LGA 1972 s.101
04/03/2020	HALC:	241	invoice H786: councillor training	831		150.00	LGA 1972 s.111
04/03/2020	SLCC:	242	Invoice 228905 Clerk subscription 2020-21.	832		109.00	LGA 1972 s.111

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>
11/03/2020	P Brown:	243	Ryman invoice 300139100 - copier paper	833		89.64	LGA 1972 s.111
11/03/2020	Mrs P Paxton:	244	Parish Pumps Apr&May, less paper	834		145.30	LA 2011 s1. (GPC)
11/03/2020	Stoke Prior Village Hall:	245	Hall hire 4 March	835		27.00	LGA 1972 s.111
11/03/2020	Humber Parish Room:	246	Hall hire 10 Feb/11 Mar	836		36.00	LGA 1972 s.111
11/03/2020	P Brown:	247	Clerk salary Jan-Mar 2020	837		997.50	LGA 1972 s.111

Signature of Chairman approving Date.....

4. Appointment of Internal and External Auditors for 2019-20

- 4.1 It is recommended that Herefordshire Association of Local Councils (HALC) again be appointed as Internal Auditors for 2019-20, at an anticipated cost of £150 plus VAT.
- 4.2 Under the Local Audit (Smaller Authorities) Regulations 2015, PKF Littlejohn have been appointed as External Auditors for local councils in Herefordshire. Councils with turnover of less than £25,000 (which will include our Council) can declare themselves exempt from an external audit following the conclusion of the financial year, and a resolution to this effect will be proposed to the Annual Meeting in May. However, this simply removes the requirement to *send* the Annual Return to the external auditors to audit (and therefore incur any fee); the same Annual Return documentation must still be prepared, approved and public notices posted.

Philip Brown
Responsible Financial Officer
4 March 2020