

COTHERSTONE PARISH COUNCIL

Finance Report

Author Responsible Financial Officer
 Meeting date 10 October 2018

1. Receipts, Payments and bank reconciliation

Bank statement balances		
Closing balance at bank 30 September 2018		£19,532.52
Less unpresented cheques 100033 – Cotherstone Village Hall	£112.00	
Net balance at bank		£19,420.52
Income and Expenditure account balances 1 – 30 September 2018		
<i>Opening balance at 1 September 2018</i>		£20,924.02
<i>Income</i>		
	None	
<i>Expenditure</i>		
	100030 – Clerk August salary	£145.75
	100031 – Clerk September salary	£145.75
	100032 – Cotherstone Village Hall	£112.00
	100033 – Planning Advice Plus	£500.00
	100034 – AR Toward	£600.00
		£1,503.50
Balance of income and expenditure		£19,420.52

2. Budget monitoring report 2018/19 Quarter 2

Appendix 1 provides a comparison of expenditure and income during the first two quarters of 2018/19 (April to September) against the budget.

Clerk is happy to answer any questions arising from this.

3. Payments due and needing authorisation on 10 October 2018

Payee	Description	Amount
Clerk	Salary – October	£145.75
Co. Durham & Cleveland County Training Partnership	Cemetery Management course, 17 July	£45.00
UK POS (Clerk reimbursement)	Noticeboard poster sleeves	£38.58
HMRC	PAYE/NI 2018/19 Quarter 2	£109.20
Clerk	Office expenses (broadband, telephone, paper) Quarter 2, 3x £6.25	£18.75

Recommendations

1. To receive a report of receipts and payments 1 to 30 September and bank reconciliation at 30 September 2018.
2. To receive a budget monitoring report for the first half of 2018/19.
3. To authorise payments due.

Appendix 1: Expenditure and income against budget, 2018/19 Quarters 1 and 2 (April to September)

Reserves as at 31 March 2018	
Election costs	£2,000.00
Cemetery	£3,000.00
Neighbourhood Plan	£3,000.00
Allotments	£2,000.00
	£10,000.00

Ringfenced funds	
Neighbourhood Plan	£1,677.16
Defibrillator	£547.33
	£2,224.49

General operating reserves balance at 1 April 2018 £5,337.70

Bank balance at 1 April 2018 £17,562.19

Income	BUDGET	ACTUAL Q1+Q2	% ACTUAL / BUDGET
Precept	£6,810.00	£6,810.00	100%
Cemetery		£75.00	
Wayleaves	£35.00	£38.49	110%
HMRC VAT refund for 2017/18	£115.15	£115.15	100%
Rents			
Hearse House	£156.00		0%
Allotments - The Close	£64.00		0%
Allotments - Klondike	£60.00		0%
Grants			
Total income	£7,240.15	£7,038.64	97%

Expenditure				
Services				
	Grass cutting - Greens / Klondike	£1,440.00	£960.00	67%
	Grass cutting - Cemetery	£960.00	£640.00	67%
	Grass cutting - miscellaneous/additional	£100.00		0%
	Allotments - Klondike wall repairs	£196.00	£196.00	100%
	Village Hall hire	£140.00	£84.00	60%
	Cemetery	£50.00		0%
	Contributions and support	£650.00		0%
	Section 137 donations	£17.00		0%
	<i>Total services budget</i>	<i>£3,553.00</i>		<i>0%</i>
Council administration				
	Clerk salary	£2,169.00	£808.75	37%
	Clerk's office expenses (broadband, paper, Dropbox)	£75.00	£18.75	25%
	Insurance	£346.69	£346.69	100%
	Membership/subscriptions	£100.00	£177.12	177%
	Audit fees	£200.00		0%
	Notices/advertisements	£75.00		0%
	Postage	£10.00	£17.22	172%
	Travel and subsistence	£50.00		0%
	Training	£250.00		0%
	Website, domain, maintenance	£140.00	£120.00	86%
	Removal of Christmas Trees	£60.00		0%
	Office expenses (other than Clerk's as above)	£14.16	£34.15	241%
	VAT to be reclaimed		£6.83	
	HMRC PAYE/NI		£92.80	
	Data Protection Officer	£350.00		0%
	<i>Total council administration budget</i>	<i>£3,839.85</i>		<i>0%</i>
	Total expenditure	£7,392.85	£3,502.31	47%

From earmarked reserves Neighbourhood Plan £1,678.00

TOTAL SPEND £5,180.31