

COTHERSTONE PARISH COUNCIL

Finance Report

Author Responsible Financial Officer
 Meeting date 9 October 2019

1. Receipts, Payments and bank reconciliation

Opening balance at 1 September 2019		£22,128.87
Plus unpresented cheques		£0.00
Net balance at bank, 1 September 2019		£22,128.87
Receipts and payments 1 – 30 September 2019		
<i>Income</i>	G Brownless – Alderson(x2)	£400.00
	Groundwork UK – Neighbourhood Plan	£6,000.00
		£6,400.00
<i>Expenditure</i>	100085 – Clerk salary	£158.38
	100086 – Cotherstone Village Hall hire	£45.00
	100087 – J&JG Gill path repairs	£600.00
	100088 – HMRC PAYE/NI	£119.00
	100089 – Planning Advice Plus	£1,000.00
	100090 – Clerk reimbursements	£21.81
	100091 – A R Toward, grasscutting	£800.00
		£2,844.19
Net balance at start of period, plus receipts, less payments		£25,684.68
Closing balance at bank, 30 September 2019		£25,684.68

2. Payments due and needing authorisation on 9 October 2019

Payee	Description	Amount
Clerk	Salary, October	£158.58
Clerk	Office expenses, Quarter 2	£23.25
ClIr Bendin	Reimbursement of postage – questionnaires to outlying properties	£13.10

3. Monitoring of expenditure against approved budget

Appendix 1 provides a comparison of expenditure and income during the second quarter of 2019/20 (July to September) against the approved budget.

Information is also provided about the Reserves held, and expenditure against those reserves during 2019/20 Quarter 2.

Clerk is happy to answer questions arising from this.

Recommendations

1. To receive a report of receipts and payments 1 to 30 September and bank reconciliation at 30 September 2019.
2. To authorise payments due.

3. To receive a monitoring report of expenditure against budget for the quarter July to September 2019 and a report of expenditure against budget year to date.

Appendix 1: Budget monitoring report, 2019/20 Quarter 2

EXPENDITURE		APPROVED BUDGET 2019/20	Actual Quarter 2 (July to September 2019)	Actual Year to date (April to September)	Year to date % Actual / Budget	
Administering the Parish Council	Clerk salary	£2,332	£594.54	£1,112.48	47.7%	
	Insurance	£365	£0.00	£346.69	95.0%	
	Training and development	£260	£27.00	£27.00	10.4%	
	Membership subscriptions	£150	£0.00	£135.54	90.4%	
	Registrations / licences	£40	£0.00	£40.00	100.0%	
	Clerk's office expenses	£93	£0.00	£37.50	40.3%	
	Audit	£0	£0.00	£0.00		
	GDPR Data Protection Officer	£0	£0.00			
	Advertisements / notices	£80	£58.60	£58.60	73.3%	
	Postage	£25	£14.64	£14.64	58.6%	
	Travel & Subsistence - clerk	£50	£11.43	£11.43	22.9%	
	Travel & Subsistence - councillors	£50	£0.00	£0.00	0.0%	
	Miscellaneous	£75	£0.00	£13.77	18.4%	
	VAT to be reclaimed	£50	£106.19	£106.19	212.4%	
	Website, hosting and email	£60	£0.00	£0.00	0.0%	
Stationery	£0	£0.00	£0.00			
		£3,630	£812.40	£1,903.84	52.5%	
Services / amenities provision	Grass cutting - Greens/Klondike	£1,440	£600.00	£1,080.00	75.0%	
	Grass cutting - Cemetery	£960	£400.00	£720.00	75.0%	
	Grass cutting - miscellaneous/additional	£100	£20.00	£20.00	20.0%	
	Allotments - Klondike wall repairs	£0	£0.00	£0.00		
	Village Hall room hire	£150	£90.00	£135.00	90.0%	
	Bus ehelter	£0	£0.00	£130.00		
	Cemetery works	£50	£500.00	£500.00	1000.0%	
	Contributions and support	£700	£0.00	£0.00	0.0%	
	Defibrillator		£30.95	£30.95		
	Neighbourhood Plan		£1,000.00	£1,000.00		
	Section 137 donations	£20	£0.00	£0.00	0.0%	
	Transfer to reserves	£99	£0.00		0.0%	
		£3,519	£2,640.95	£3,615.95	102.8%	
TOTAL EXPENDITURE		£7,149	£3,453.35	£5,519.79	77.2%	
INCOME						
		ANTICIPATED 2019/20	Actual Quarter 2 (July to Sept 2019)	Actual Year to date (April to September)	% Actual / Budget	
Non-precept income	Cemetery		£690.00	£855.00		
	Wayleaves	£38		£38.49	101.3%	
	HMRC VAT Refund for 2018/19	£20			0.0%	
	Hearse House rents	£156			0.0%	
	The Close allotments rents	£64			0.0%	
	Klondike allotments rents	£60			0.0%	
	Grants			£6,000.00	£6,000.00	
	Bank interest					
		£338	£6,690.00	£6,893.49	2039.5%	
Precept		£6,811	£6,853.00	£6,853.00	100.6%	
TOTAL INCOME		£7,149	£13,543.00	£13,746.49	192.3%	

RESERVES	at 10 July 2019	Spent in Q1	Spent in Q2	Balance left in reserves
Election costs	£2,000.00			£2,000.00
Cemetery	£3,000.00			£3,000.00
Allotments	£2,000.00			£2,000.00
Neighbourhood Plan	£5,000.00	£1,000.00	£1,000.00	£3,000.00
Defibrillator	£457.00			£457.00
General reserves	£6,998.00			£6,998.00
Total	£19,455.00			£17,455.00