

COTHERSTONE PARISH COUNCIL

Finance Report

Author Responsible Financial Officer
 Meeting date 11 December 2019

1. Receipts, Payments and bank reconciliation

Opening balance at 1 November 2019		£25,445.75
Plus unrepresented cheques		
	100097 – J & JG Gill & Son Ltd	£150.00
	100098 – The Poppy Appeal	£25.00
	100102 – Play@Cotherstone	£150.00
		£325.00
Net balance at bank, 1 November 2019		£25,770.75
Receipts and payments 1 -30 November 2019		
<i>Receipts</i>	A Hepburn – rent	£8.00
	T Wilcox – rent	£8.00
	N Dinning – rent	£8.00
	R Markham – rent	£10.00
	S McManus – rent	£5.00
	C Hutchinson – rent	£10.00
		£49.00
<i>Payments</i>	100096 – J Mashiter	£158.58
	100097 – J & JG Gill & Son Ltd	£150.00
	100098 – The Poppy Appeal	£25.00
	100099 – Cotherstone Village Hall	£108.00
	100100 – A R Toward	£200.00
	100101 – Cotherstone Village Hall	£500.00
	100102 – Play@Cotherstone	£150.00
		£1,291.58
Net balance at start of period, plus receipts, less payments		£24,528.17
Closing balance at bank, 30 November 2019		£24,528.17

2. Payments due and needing authorisation on 11 December 2019

Payee	Description	Amount
Clerk	Salary, December and January	£158.58
HMRC	PAYE/NI Quarter 3	£96.82
J & JG Gill & Son Ltd	Grass cutting at The Hagg (replacement for damaged cheque)	£150.00
SLCC (clerk reimbursement)	2-day Practitioners' Conference booking (10% share)	£33.90
SLCC (clerk reimbursement)	'The Clerk's Manual' (10% share)	£5.23
Clerk	Travel to Trimdon for SLCC branch meeting (10% share)	£3.15
G&J News (clerk reimbursement)	36 x second class stamps	£21.96

3. Draft budget for 2020/21

A draft budget for the year 2020/21 is at Appendix 1.

The basis of cost estimates for 2020/21 is provided, along with actual spend year to date to end of November 2019 and a predicted outturn for the year 2019/20.

Councillors may wish to consider setting a budget for a Community Shop/Post office project.

Keeping reserves at the current level for election costs (£2,000), cemetery costs (£4,500), allotment costs (£4,000) and defibrillator costs (£426), on the basis of the proposed budget, a precept level increase of 2.63% for a Band D property (£25.80 compared to £25.14) could be achieved by reducing general reserves to £6,000 (84% of precept), with no budget allocation for a Community Shop/Post office project.

Recommendations

1. To receive a report of receipts and payments 1 to 30 November and bank reconciliation at 30 November 2019.
2. To authorise payments due.
3. To consider a draft budget for 2020/21.

Appendix 1: DRAFT budget for 2020/21

Cotherstone Parish Council

DRAFT BUDGET 2020-21

EXPENDITURE		ACTUAL 2018/19	BUDGET 2019/20	ACTUAL 2019/20 YTD end November	PREDICTED OUTTURN 2019/20 (based on YTD end November)	COMMENTARY ON OUTTURN PREDICTION	PROPOSED BUDGET 2020/21	BASIS OF COST ESTIMATE FOR 2020/21
Administering the Parish Council	Clerk salary	£2,381	£2,332	£1,430	£2,145	4 months at same level as previous 8	£2,670	Increment to NSCP8 (£10.37ph) plus 10% allowance as unions have requested = £11.41ph
	Insurance	£347	£365	£347	£347		£360	Long term agreement so only increase in tax
	Training and development	£228	£260	£27	£80	Agreed to fund Clerk attending Practitioners' Conference, February 2020	£260	£200 clerk, £30 councillor x 2
	Membership subscriptions	£177	£150	£136	£136		£150	Slight increases in CDALC and SLCC subscriptions allowed for
	Registrations / licences		£40	£40	£40		£40	No change in fee basis from Information Commissioner's Office
	Clerk's office expenses	£181	£93	£61	£131	3 quarterly payments of £23.25 still to be made	£105	Broadband (£4.75pm, paper £1.75pm, Dropbox £2.25pm)
	Audit		£0		£0	Certified exempt from limited assurance review on 18/19 accounts	£285	Internal audit fee now £85. External audit (£200 fee) possible if shop project takes income or expenditure >£25k
	Advertisements / notices	£45	£80	£0	£80	Tender notice for grass cutting tenders - February 2020	£80	Assume 1 x notice in Teesdale Mercury
	Postage	£38	£25	£0	£10		£25	No change
	Travel & Subsistence - clerk		£50	£11	£11		£50	No change - Assume two trips to Durham
	Travel & Subsistence - councillors		£50		£0		£50	No change - Assume two trips to Durham
	Miscellaneous		£75	£14	£25		£75	No change
	VAT to be reclaimed	£55	£50	£106	£125			
	Website, hosting and email	£191	£60	£0	£60		£60	Maintenance/support taken in-house as Clerk's responsibility. Hosting fee £60
Stationery		£0	£0	£0			Day-to-day stationery covered through Clerk's office expenses	
		£3,642	£3,630	£2,171	£3,190		£4,210	
Services / amenities provision	Grass cutting - Greens/Klondike		£1,440	£1,320	£1,320	season finished	£1,584	10% increase estimated - new contract to be tendered
	Grass cutting - Cemetery	£2,085		£880	£880	season finished	£1,056	10% increase estimated - new contract to be tendered
	Grass cutting - miscellaneous/additional		£100	£300	£300	season finished	£300	As for 2019/20 expenditure
	Allotments - Klondike wall repairs	£196	£0		£0	No change	£0	No work identified
	Defibrillator		£0	£31	£31		£0	
	Village Hall room hire	£143	£150	£195	£270	Five more hires @£15	£150	Based on 10 meetings @ £15
	Community shop/post office project		£0	£134	£800	Based on budget allocated October 2019		
	Cemetery works	£235	£50	£500	£500	No further work this year	£500	Work on cherry trees
	Tree inspections		£0	£0	£300	Detailed Autumn inspection of T42 and T43	£500	??
	Contributions and support	£650	£700	£650	£650		£700	No change
	Neighbourhood Plan	£2,708	£0	£2,000	£6,000	Using remaining grant funds	£0	All completed
	Section 137 donations	£25	£20	£25	£25	No change	£25	As for 2019/20 expenditure
		£6,042	£3,420	£6,035	£11,076		£4,815	
TOTAL EXPENDITURE	£9,684	£7,050	£8,206	£14,266		£9,025		
INCOME		ACTUAL 2018/19	BUDGET 2019/20	ACTUAL 2019/20 YTD end November	PREDICTED OUTTURN 2019/20 (based on YTD end November)	COMMENTARY ON OUTTURN PREDICTION	PROPOSED BUDGET 2020/21	BASIS OF COST ESTIMATE FOR 2020/21
Non-precept income	Cemetery	£2,095		£855	£945	£90 Fee re Alderson due		Cannot be predicted
	Wayleaves	£1,172	£38	£38	£38	all income achieved	£38	No change
	HMRC VAT Refund for 2018/19	£115	£20	£0	£125	Based on expenditure to end November 2019	£125	Nominal sum based on expenditure at YTD November 2019
	Hearse House rents		£156	£156	£156	all income achieved	£156	No change
	The Close allotments rents	£288	£64	£25	£80	New rate from January 2020: 8 @£10	£80	No change
	Klondike allotments rents		£60	£32	£80	New rate from January 2020: 10 @£8	£80	No change
	Grants			£6,000	£6,000	Neighbourhood Plan grant		
	Bank interest							

TOTAL NON-PRECEPT INCOME	£3,670	£338	£7,106	£7,424	£479	
NET EXPENDITURE (total expenditure less total non-precept income)	£6,014	£6,712	£1,100	£6,842	£8,546	
FINANCED BY						
reserves brought forward at start of year	£17,562	£18,358		£18,358	£18,369	
reserves carried forward at year end	£18,358	£18,499		£18,369	£16,926	
Use of reserves	-£796	-£141		-£11	£1,443	providing reserves of £16,926 at YE20/21 comprising £2k election, £4.5k cemetery, £4k allotments, £426 defibrillator and general reserves of £6,000 (84% of precept)
PRECEPT	£6,810	£6,853		£6,853	£7,103	all income achieved, Band D equivalent £25.80
	£6,014	£6,712		£6,842	£8,546	

Resource change 4%
Band D £25.80
Band D change 2.63%
old Band D £25.14

Reserves b/f into 2020/21

Election costs	£2,000	
Cemetery	£4,500	
Allotments	£4,000	
Neighbourhood Plan	£0	
Defibrillator	£457	
General reserves	£8,597	121%
Total	£19,554	

Reserves b/f into 2021/22

Election costs	£2,000	
Cemetery	£4,500	
Allotments	£4,000	
Neighbourhood Plan	£0	
Defibrillator	£426	
General reserves	£6,000	84%
Total	£16,926	