

# COTHERSTONE PARISH COUNCIL

## Finance Report

Author                      Responsible Financial Officer  
 Meeting date    8 April 2020

### 1. Receipts, Payments and bank reconciliation

<b>Opening balance at 1 March 2020</b>	<b>£21,780.98</b>
Plus unpresented cheques	£
<b>Net balance at bank, 1 March 2020</b>	<b>£</b>
<b>Receipts and payments 1 -31 March 2020</b>	
<i>Receipts</i>	£0.00
<i>Payments</i>	
100 – Clerk March salary	£
	£
	£
	£
	£
<b>Net balance at start of period, plus receipts, less payments</b>	<b>£</b>
<b>Closing balance at bank, 31 March 2020</b>	<b>£</b>

### 2. Payments due and needing authorisation on 8 April 2020

Payee	Description	Amount
Clerk	Salary, April	£158.58
Planning Advice Plus	Consultancy support for Neighbourhood Plan	£1,750.00
Planning Advice Plus	Consultancy support for Neighbourhood Plan	£2,000.00
Groundwork UK	Repayment of unused Neighbourhood Plan grant	£500.00
Information Commissioner	Annual data protection fee	£40.00

### 3. Monitoring of expenditure against approved budget

Appendix 1 provides a comparison of expenditure and income during the full year 2019/20 against the approved budget.

Information is also provided about the Reserves held, and expenditure against those reserves during 2019/20 Quarter 4.

### 4. Draft annual accounts for 2019/20

Draft accounts for the financial year 1 April 2019 to 31 March 2020 are presented at Appendix 2, together with a comparison with the accounts for the previous year.

Notes to the accounts give a commentary on any significant year-on-year variances ( $\pm 15\%$  threshold, and for not insignificant amounts).

A breakdown of the end of year balance is supplied in relation to the earmarked reserves and general reserves, as agreed when the budget for 2020/21 was set in January 2020.

## **Recommendations**

1. To receive a report of receipts and payments 1 to 31 March and bank reconciliation at 31 March 2020.
2. To authorise payments due.
3. To receive a monitoring report of expenditure against budget for the year 2019/20.
4. To receive the draft annual accounts for 2019/20.

## Appendix 1: Monitoring of expenditure against budget 2019/20

EXPENDITURE		APPROVED BUDGET 2019/20	Actual Quarter 4 (January to March 2020)	Actual 2019/20	2019/20 % Actual / Budget
Administering the Parish Council	Clerk salary	£2,332	£572.36	£2,257.40	96.8%
	Insurance	£365	£0.00	£346.69	95.0%
	Training and development	£260	£0.00	£62.05	23.9%
	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	£60.75	65.3%
	Audit	£0	£0.00	£0.00	
	GDPR Data Protection Officer	£0	£0.00		
	Advertisements / notices	£80	£79.50	£79.50	99.4%
	Postage	£25	£1.50	£23.46	93.8%
	Travel & Subsistence - clerk	£50	£22.11	£36.69	73.4%
	Travel & Subsistence - councillors	£50	£0.00	£0.00	0.0%
	Miscellaneous	£75	£0.00	£13.77	18.4%
	VAT to be reclaimed	£50	£81.69	£216.96	433.9%
	Website, hosting and email	£60	£22.26	£22.26	37.1%
Stationery / office costs	£0	£49.99	£49.99		
		<b>£3,630</b>	<b>£829.41</b>	<b>£3,345.06</b>	<b>92.2%</b>
Services / amenities provision	Grass cutting - Greens/Klondike	£1,440	£0.00	£1,320.00	91.7%
	Grass cutting - Cemetery	£960	£0.00	£880.00	91.7%
	Grass cutting - miscellaneous/additional	£100	£256.23	£531.23	531.2%
	Allotments - Klondike wall repairs	£0	£0.00	£0.00	
	Village Hall room hire	£150	£0.00	£195.00	130.0%
	Bus shelter	£0	£0.00	£0.00	
	Cemetery works	£50	£0.00	£500.00	1000.0%
	Contributions and support	£700	£0.00	£650.00	92.9%
	Defibrillator		£0.00	£30.95	
	Neighbourhood Plan		£1,750.00	£3,750.00	
	Community Shop/Post Office project	£0	£535.92	£670.26	
	Section 137 donations	£20	£0.00	£25.00	125.0%
	Transfer to reserves	£99	£0.00	£0.00	0.0%
		<b>£3,519</b>	<b>£2,542.15</b>	<b>£8,552.44</b>	<b>243.0%</b>
<b>TOTAL EXPENDITURE</b>		<b>£7,149</b>	<b>£3,371.56</b>	<b>£11,897.50</b>	<b>166.4%</b>
INCOME		ANTICIPATED 2019/20	Actual Quarter 4 (January to March 2020)	Actual 2019/20	2019/20 % Actual / Budget
Non-precept income	Cemetery		£1,640.00	£2,495.00	
	Wayleaves	£38	£0.00	£38.49	101.3%
	HMRC VAT Refund for 2018/19	£20		£54.98	274.9%
	Hearse House rents	£156		£156.00	100.0%
	The Close allotments rents	£64	£0.00	£80.00	125.0%
	Klondike allotments rents	£60	£8.00	£72.00	120.0%
	Grants		£10,000.00	£16,000.00	
	Bank interest				
		<b>£338</b>	<b>£11,648.00</b>	<b>£18,896.47</b>	<b>5590.7%</b>
Precept	£6,853		£6,853.00		100.0%
<b>TOTAL INCOME</b>		<b>£7,191</b>	<b>£11,648.00</b>	<b>£25,749.47</b>	<b>358.1%</b>

RESERVES	at 10 July 2019	Spent in Q1	Spent in Q2	Spent in Q3	Spent in Q4	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		£1,750.00	£1,250.00
Defibrillator	£457.00			£30.95		£426.05
General reserves	£6,998.00					£6,998.00
<b>Total</b>	<b>£19,455.00</b>					<b>£15,674.05</b>

## Appendix 2: Draft Annual Accounts for 2019/20

### Cotherstone Parish Council Statement of Accounts 2019-20

	2019-20	2018-19	% difference	Note, if ±15%, >£200
		£		
<b>BALANCES BROUGHT FORWARD</b>				
Current account	£18,358.00			
<b>Total balances brought forward</b>	£18,358.00	£17,562.19	4%	
<b>RECEIPTS</b>				
Precept	£6,853.00	£6,810.00	1%	
LCTRS	£0.00	£0.00		
VAT reclaimed for previous year's expenditure	£54.98	£115.15	-109%	
Rents, Hearse House and allotments	£308.00	£288.00	6%	
Cemetery graves and interment fees	£2,495.00	£2,095.00	16%	1
Wayleaves	£38.49	£1,172.02	-2945%	2
Grants	£16,000.00	£0.00		3
Miscellaneous	£0.00	£0.00		
<b>Total receipts</b>	£25,749.47	£10,480.17	59%	
<b>TOTAL</b>	<b>£44,107.47</b>	<b>£28,042.36</b>	<b>36%</b>	
		£		
<b>PAYMENTS</b>				
Clerk's salary	£1,944.76	£2,067.71	-6%	
Memberships and subscriptions	£135.54	£177.12	-31%	
Fees	£40.00	£0.00		
HMRC - PAYE/NI	£312.64	£313.40	0%	
Insurance	£346.69	£346.69	0%	
Audit fees	£0.00	£0.00		
Neighbourhood Plan	£3,750.00	£2,708.00	28%	4
Office expenses	£110.74	£180.77	-63%	
Allotment expenses	£0.00	£196.00		5
Cemetery expenses	£500.00	£235.00	53%	6
Press notices and adverts and signage	£79.50	£45.25	43%	
Contributions and support	£650.00	£650.00	0%	
Community-run shop project	£670.26	£0.00	100%	7
Grass cutting	£2,731.23	£2,085.00	24%	8
Room hire (for PC meetings and Neighbourhood Plan)	£195.00	£143.00	27%	
Section 137 donations	£25.00	£25.00	0%	
Website, domain and email account	£22.26	£190.74	-757%	9
Defibrillator	£30.95	£0.00		
Training and development	£62.05	£227.60	-267%	10
Travel and subsistence	£36.69	£0.00		
Miscellaneous	£13.77	£0.00		
Postage	£23.46	£38.10	-62%	
Office equipment				
VAT paid, to be reclaimed	£216.96	£54.98	75%	
<b>Total payments</b>	£11,897.50	£9,684.36	19%	
Balance to carry forward	£32,209.97	£18,358.00	43%	
<b>TOTAL</b>	<b>£44,107.47</b>	<b>£28,042.36</b>	<b>36%</b>	

## Cotherstone Parish Council Notes to Accounts, 2019/20

Note, if  $\pm 15\%$  and  $>£200$

- 1 More/higher value Exclusive Rights of Burial sales in 2019/20 than in 2018/19.
- 2 One-off wayleave payment (£1,133) from Openreach in 2018/19 in respect of laying cable in Parish Council land.
- 3 Two grants in 2019/20: a) £6,000 from Locality for Neighbourhood Plan and b) £10,000 from Durham County Council as Business Rates Coronavirus support grant.
- 4 More consultancy work during 2019/20 as work on Neighbourhood Plan approaches its conclusion.
- 5 No repairs/work carried out in 2019/20; wall repairs (£196) were carried out in 2018/19.
- 6 2019/20: footpath repairs (£500);  
2018/19: Relocation of headstone (£150) and refund on surrender of grave plot (£85).
- 7 Costs incurred for publicity, printing, room hires and postage in connection with community consultation into potential community-run shop/post office enterprise.
- 8 2018/19 figure lower than normal due to exceptionally hot, dry weather during summer 2018.
- 9 a) During 2018/19 payment was for three years 17/18, 18/19 and 19/20.  
b) change to better value provider in April 2019.
- 10 All expenditure in 2018/19 was support for Clerk's CiLCA qualification study; in 2019/20 expenditure comprised one councillor's training fee, and a 10% share of Clerk's publication and conference attendance fee.