

Date 9 October 2019

Item 10 Appendix 1	Finance Report
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1 Income

Payee	Date	In Respect of	Amount
SDC	20 September	Precept/Precept Support Grant	£17,440.00
Unity Trust Bank	30 September	Interest	£ 81.35
Total			£17,521.35

2 Passing of Accounts for Payment

Action Required: The payments listed in the following table require authorisation. Any marked * have been paid and require retrospective authorisation.

Payee	Comment	Amount
*SDC	Planning Application	£231
RightFuel	X 3 invoices totalling	£89.60
Mark Taylor	X 2 invoices totalling	£2224.95
Ettington Community Trust	Final payment in respect of Grant to Cheeky Monkeys	£24.00
PKF Littlejohn	Audit Fee	£480
S Furniss	Salary (Sept)	£529.30
WCC	Pension Contributions (Sept)	£206.50
HMRC	PAYE	£132.20
S Furniss	Office Expenses	£49.86
Unity Trust Bank	Service Charge	£18.00
Total		£3985.41

Action Required: To authorise the above accounts for payment

2 Clerk's Salary

Changes to the Pay Structure means there is now an unnumbered Spine Point between Points 27 and 28 and a query has been directed to WALC with regards to the impact of this (The Clerk having reached Spine Point 27). WALC confirm that this band is only applicable to Clerks appointed after the initiation of the Spine Point.

Action Required: None – for information only.

3 Bank Reconciliations

The new Financial Regulations require that a Member who is not a signatory to the Bank Accounts check the Bank Reconciliations quarterly. All Members are currently signatories with the exception of Cllr Houghton.

Action Required: To consider, debate and make a resolution in respect of which Member to take on this function.

4 Quarter 2 Finance Report

The new Financial Regulations require the Clerk to explain differences in expected expenditure of more than £100 or 15%. There are a number of budget lines which fall into this category but which, due to the payment cycle (ie one off payments) for which this is not practical and these include: Audit Fee, Professional Fees, Subscriptions, Community Centre and Grants.

Lines falling within the category for reporting and not included above are:

Clerk's Salary: It is anticipated that the year end outcome will be higher than the budgeted amount due to the Council agreeing to fund additional hours to support the Community Centre Governance Agenda;

Street Light Power: The budget was set on expectation that there would be a reduction in costs due to moving of the account. The switch was delayed which has led to paying at the old rate for part of the year. It is anticipated that more accurate budget setting will be possible for 20-21.

The Bank Balances as at 30 September are:

Unity Bank Account No. 20396150	£22,985.37
Unity Bank Account No. 20396163	£80,771.09
NS&I Account	68,206.19
Total	£171,962.65

Action Required: To consider, debate and raise any questions.

Annual Budget - By Centre

Note: Quarter 2 1 April 2019 - 30 September 2019

	<u>2017-18</u>		<u>2019-20</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100 Income									
1076 Precept	32,500	32,500	34,800	34,800	0	0	0	0	0
1077 Precept Support Grant	200	200	80	80	0	0	0	0	0
1090 Interest Received	300	555	150	81	0	0	0	0	0
1100 Grants Received	0	46,642	0	0	0	0	0	0	0
1500 Courts Income	500	460	300	0	0	0	0	0	0
1510 Allotment Income	15	15	15	0	0	0	0	0	0
1520 Youth Project Income	0	1,213	0	0	0	0	0	0	0
1900 Miscellaneous Income	0	21,336	0	168	0	0	0	0	0
Total Income	33,515	102,921	35,345	35,129	0	0	0	0	0
Movement to/(from) Gen Reserve	33,515	102,921	35,345	35,129	0		0		
200 Administration									
4200 Clerk Salary	9,000	9,103	9,400	5,015	0	0	0	0	0
4210 Clerk Training	350	115	350	51	0	0	0	0	0
4220 Office Expenses	2,250	1,404	2,250	592	0	0	0	0	0
4230 Audit Fees	358	336	360	300	0	0	0	0	0
4240 Professional Fees	1,000	761	1,000	957	0	0	0	0	0
4250 Subscriptions	500	619	500	374	0	0	0	0	0
4260 Insurance	1,050	1,163	1,250	0	0	0	0	0	0
4270 Bank Charges	0	54	40	18	0	0	0	0	0
4280 Contingency	940	109	800	0	0	0	0	0	0
4640 Youth Project Costs	3,000	12,567	3,000	0	0	0	0	0	0

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Annual Budget - By Centre

Note: Quarter 2 1 April 2019 - 30 September 2019

	<u>2017-18</u>		<u>2019-20</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	18,448	26,229	18,950	7,307	0	0	0	0	0
Movement to/(from) Gen Reserve	(18,448)	(26,229)	(18,950)	(7,307)	0		0		
300 Grants & Contributions									
4300 Newsletter	600	0	600	0	0	0	0	0	0
4310 Community Centre	1,600	1,493	1,600	1,348	0	0	0	0	0
4320 Web & WiFi	0	0	0	219	0	0	0	0	0
4330 Grants	1,000	1,100	1,000	888	0	0	0	0	0
4333 Great War Centenary	2,000	384	0	0	0	0	0	0	0
4340 Churchyard	700	315	700	0	0	0	0	0	0
Overhead Expenditure	5,900	3,291	3,900	2,455	0	0	0	0	0
Movement to/(from) Gen Reserve	(5,900)	(3,291)	(3,900)	(2,455)	0		0		
400 Civic									
4400 Councillor Training & Expenses	200	35	200	137	0	0	0	0	0
4410 Elections	250	0	250	100	0	0	0	0	0
4411 Chairman's Allowance	200	0	200	24	0	0	0	0	0
Overhead Expenditure	650	35	650	261	0	0	0	0	0
Movement to/(from) Gen Reserve	(650)	(35)	(650)	(261)	0		0		
500 Open Spaces									
4500 Greens	9,000	3,880	9,000	2,432	0	0	0	0	0
4510 Machinery Repairs/Maintenance	1,700	204	1,700	1,047	0	0	0	0	0
4520 Allotment Rent	0	0	0	-15	0	0	0	0	0

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Annual Budget - By Centre

Note: Quarter 2 1 April 2019 - 30 September 2019

	<u>2017-18</u>		<u>2019-20</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4530 Street Lighting Power	300	707	631	619	0	0	0	0	0
4531 Street Lighting Maintenance	35	19	35	0	0	0	0	0	0
4540 Playground Repairs	1,500	411	1,700	288	0	0	0	0	0
Overhead Expenditure	12,535	5,220	13,066	4,370	0	0	0	0	0
Movement to/(from) Gen Reserve	(12,535)	(5,220)	(13,066)	(4,370)	0		0		
600 Projects & Capital Expenditure									
4600 Capital Expenditure	400	12,336	400	0	0	0	0	0	0
4620 New Software	190	330	0	0	0	0	0	0	0
4630 Neighbourhood Plan	0	1,634	0	0	0	0	0	0	0
Overhead Expenditure	590	14,299	400	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(590)	(14,299)	(400)	0	0		0		
999 VAT Data									
115 VAT Refunds	2,210	1,572	0	0	0	0	0	0	0
Total Income	2,210	1,572	0	0	0	0	0	0	0
515 VAT on Payments	2,210	3,795	0	504	0	0	0	0	0
Overhead Expenditure	2,210	3,795	0	504	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(2,222)	0	(504)	0		0		

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Annual Budget - By Centre

Note: Quarter 2 1 April 2019 - 30 September 2019

	<u>2017-18</u>		<u>2019-20</u>				<u>2020-21</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	35,725	104,494	35,345	35,129	0	0	0	0	0
Expenditure	40,333	52,870	36,966	14,896	0	0	0	0	0
Movement to/(from) Gen Reserve	(4,608)	51,624	(1,621)	20,233	0		0		