

## HEADLEY PARISH COUNCIL - FINANCIAL POSITION AT 30.03.2020

| <b>Expenditure</b>                                  | <b>Previous</b> | <b>Adjusted</b> |                 | <b>Anticipated/</b> | <b>Full year</b> | <b>Variance</b>  |
|---|-----------------|-----------------|-----------------|---------------------|------------------|------------------|
|   | <b>Year</b>     | <b>Budget</b>   | <b>Paid</b>     | <b>Committed</b>    | <b>Forecast</b>  | <b>on budget</b> |
| <b>Administration:</b>                              |                 |                 |                 |                     |                  |                  |
| Clerk's expenses                                    | 35.60           | 25.00           | 0.00            | 0.00                | 0.00             | 25.00            |
| Broadband contribution                              | 100.00          | 140.00          | 120.00          | 0.00                | 120.00           | 20.00            |
| Clerk's mileage                                     | 192.40          | 416.40          | 175.80          | 0.00                | 175.80           | 240.60           |
| IT Equipment and Supplies                           | 37.70           | 100.00          | 97.06           | 0.00                | 97.06            | 2.94             |
| Village Hall rental (Including Heritage W/E)        | 296.00          | 449.00          | 296.00          | 0.00                | 296.00           | 153.00           |
| SALC membership                                     | 195.00          | 200.00          | 197.19          | 0.00                | 197.19           | 2.81             |
| SLCC membership                                     | 74.80           | 130.00          | 109.00          | 0.00                | 109.00           | 21.00            |
| Subscriptions & donations                           | 40.00           | 130.00          | 100.00          | 0.00                | 100.00           | 30.00            |
| Insurance   | 596.54          | 600.00          | 612.94          | 0.00                | 612.94           | (12.94)          |
| Internal Audit                                      | 162.15          | 230.00          | 133.05          | 0.00                | 133.05           | 96.95            |
| Audit Commission (PKF)                              | 0.00            | 0.00            | 0.00            | 0.00                | 0.00             | 0.00             |
| Data Protection - annual notification fee and GDPR  | 190.00          | 200.00          | 190.00          | 0.00                | 190.00           | 10.00            |
| Bank - Certificate holding fee                      | 0.00            | 0.00            | 0.00            | 0.00                | 0.00             | 0.00             |
| Courses/training                                    | 90.00           | 524.00          | 110.00          | 0.00                | 110.00           | 414.00           |
| Council tax shortfall                               | 0.00            | 0.00            | 0.00            | 0.00                | 0.00             | 0.00             |
| <i>Total Administration:</i>                        | <i>2,010.19</i> | <i>3,144.40</i> | <i>2,141.04</i> | <i>0.00</i>         | <i>2,141.04</i>  | <i>1,003.36</i>  |
| <b>Salary Costs:</b>                                |                 |                 |                 |                     |                  |                  |
| Clerk's salary (inc annual leave lieu payment)      | 4,271.76        | 4,600.00        | 5,203.17        | 0.00                | 5,203.17         | (603.17)         |
| Payroll fees  | 30.00           | 110.00          | 140.00          | 0.00                | 140.00           | (30.00)          |
| <i>Total Salary Costs:</i>                          | <i>4,301.76</i> | <i>4,710.00</i> | <i>5,343.17</i> | <i>0.00</i>         | <i>5,343.17</i>  | <i>(633.17)</i>  |
| <b>Community Support:</b>                           |                 |                 |                 |                     |                  |                  |
| Playground Lease Rent                               | 50.00           | 50.00           | 50.00           | 0.00                | 50.00            | 0.00             |
| Projects  | 1,000.00        | 1,000.00        | 0.00            | 0.00                | 0.00             | 1,000.00         |
| Playground - weed spraying                          | 0.00            | 150.00          | 0.00            | 0.00                | 0.00             | 150.00           |
| Playground grass "cut & collect" service            | 0.00            | 0.00            | 0.00            | 0.00                | 0.00             | 0.00             |
| Football/play area inspection & annual safety check | 0.00            | 0.00            | 0.00            | 0.00                | 0.00             | 0.00             |
| Playground equipment                                | 0.00            | 500.00          | 294.00          | 0.00                | 294.00           | 206.00           |
| Gateway signs and around shop - strimming           | 690.00          | 500.00          | 1,143.00        | 0.00                | 1,143.00         | (643.00)         |
| Footpath maintenance                                | 1,160.00        | 1,350.00        | 775.00          | 0.00                | 775.00           | 575.00           |
| Church Lane Footpath Clearance                      | 240.00          | 240.00          | 0.00            | 0.00                | 0.00             | 240.00           |
| Grit for Broome Close grit bin                      | 0.00            | 100.00          | 0.00            | 0.00                | 0.00             | 100.00           |
| Annual Village Meeting refreshments                 | 196.92          | 250.00          | 219.12          | 0.00                | 219.12           | 30.88            |
| PC meeting refreshments                             | 87.75           | 152.00          | 84.00           | 0.00                | 84.00            | 68.00            |
| Website hosting/maintenance & support               | 0.00            | 900.00          | 899.00          | 0.00                | 899.00           | 1.00             |
| Contingencies and small works                       | 0.00            | 300.00          | 0.00            | 0.00                | 0.00             | 300.00           |
| Newsletter  | 180.00          | 180.00          | 263.00          | 0.00                | 263.00           | (83.00)          |
| Section 137 Fund                                    | 0.00            | 100.00          | 0.00            | 0.00                | 0.00             | 100.00           |
| <i>Total Community Support:</i>                     | <i>3,604.67</i> | <i>5,772.00</i> | <i>3,727.12</i> | <i>0.00</i>         | <i>3,727.12</i>  | <i>2,044.88</i>  |
| <b>Total expenditure excluding VAT</b>              |                 |                 |                 |                     |                  |                  |
|   | 9,916.62        | 13,626.40       | 11,211.33       | 0.00                | 11,211.33        | 2,415.07         |
| VAT on PC expenditure                               | 504.43          | 0.00            | 530.01          | 0.00                | 530.01           | (530.01)         |
| <b>Gross expenditure including VAT</b>              | 10,421.05       | 13,626.40       | 11,741.34       | 0.00                | 11,741.34        | 1,885.06         |
|   | =====           | =====           | =====           | =====               | =====            | =====            |

| <b>Income</b>  |                  |                   |  |                    |                  |                           |
|--|------------------|-------------------|--|--------------------|------------------|---------------------------|
|  | <b>Prev Yr</b>   | <b>Budget</b>     | <b>Received</b>                            | <b>Anticipated</b> | <b>Forecast</b>  | <b>Variance on budget</b> |
| Precept  | 13,500.00        | 13,500.00         | 13,500.00                                  | 0.00               | 13,500.00        | 0.00                      |
| MVDC recreation grant                                  | 796.00           | 1,049.00          | 822.00                                     | 0.00               | 822.00           | (227.00)                  |
| Bank interest  | 8.99             | 7.00              | 11.46                                      | 0.00               | 11.46            | 4.46                      |
| M & G dividends  | 92.31            | 70.00             | 97.09                                      | 0.00               | 97.09            | 27.09                     |
| Miscellaneous  | 30.00            | 0.00              | 2,418.36                                   | 0.00               | 2,418.36         | 2,418.36                  |
|  | -----            | -----             | -----                                      | -----              | -----            | -----                     |
| <b>Total income excluding VAT</b>                      | <b>14,427.30</b> | <b>14,626.00</b>  | <b>16,848.91</b>                           | <b>0.00</b>        | <b>16,848.91</b> | <b>2,222.91</b>           |
| VAT refund (prior year)                                | 884.56           | 0.00              | 0.00                                       | 0.00               | 0.00             | 0.00                      |
| VAT refund (current year)                              | 0.00             | 0.00              | 504.43                                     | 0.00               | 504.43           | 504.43                    |
|  | -----            | -----             | -----                                      | -----              | -----            | -----                     |
| <b>Gross income including VAT</b>                      | <b>15,311.86</b> | <b>14,626.00</b>  | <b>17,353.34</b>                           | <b>0.00</b>        | <b>17,353.34</b> | <b>2,727.34</b>           |
|  | =====            | =====             | =====                                      | =====              | =====            | =====                     |
| <b>Balance Sheet</b>                                   |                  |                   |  |                    |                  |                           |
| <b>Reserves:</b>                                       | <b>Prev Yr</b>   | <b>Current yr</b> | <b>Bank balances at 30.03.2020</b>         |                    |                  |                           |
|  |                  |                   | Current account                            | 2,106.10           |                  |                           |
| Opening Reserves from previous year                    | 14,551.05        | 19,441.86         | Savings account                            | 22,947.76          | 25,053.86        |                           |
| Plus: anticipated full-year gross receipts             | 15,311.86        | 17,353.34         | add: anticipated income and VAT receivable |                    | 0.00             |                           |
| Less: Anticipated full-year gross expenses             | 10,421.05        | 11,741.34         | less: anticipated expenditure and VAT paid |                    | 0.00             |                           |
| Uncleared cheques at year-end                          | 0.00             | 342.98            |  |                    | 342.98           |                           |
|  | -----            | -----             |  |                    | -----            |                           |
| <b>Anticipated Closing Reserves at year-end</b>        | <b>19,441.86</b> | <b>24,710.88</b>  | <b>Net Bank balances at year-end</b>       |                    | <b>24,710.88</b> |                           |
|  | -----            | -----             |  |                    | -----            |                           |
|  |                  |                   | <b>Long-term Investment</b>                |                    |                  |                           |
|  |                  |                   | M & G Bonds @ Book Value                   |                    | 1,995.84         |                           |
|  |                  |                   |  |                    | -----            |                           |
|  |                  |                   | <b>Total realisable funds at year-end</b>  |                    | <b>26,706.72</b> |                           |
|  |                  |                   |  |                    | =====            |                           |
| <b>Forecast Reconciliation of reserves @ 31/3/2020</b> |                  |                   |  |                    |                  |                           |
|  |                  | <b>b/f</b>        | <b>Income</b>                              | <b>Expenditure</b> | <b>Transfer</b>  | <b>Carried forward</b>    |
| Reserve for contested election costs                   |                  | 2,500.00          |  |                    | 500.00           | 3,000.00                  |
| Village of the Year prize 2007 - 2011 (balance)        |                  | 166.00            |  |                    | (166.00)         | 0.00                      |
| Parish Plan revision                                   |                  | 300.00            |  |                    | (300.00)         | 0.00                      |
| Reserve for playground equipment                       |                  | 0.00              |  |                    | 206.00           | 206.00                    |
| Future projects  |                  | 0.00              |  |                    | 1,166.00         | 1,166.00                  |
| CIL Reserve  |                  | 0.00              |  |                    | 2,418.36         | 2,418.36                  |
| Uncleared cheques at year-end                          |                  | 196.40            |  | 196.40             |                  | 0.00                      |
| General reserve  |                  | 16,279.46         | 17,010.36                                  | 11,544.94          | (3,824.36)       | 17,920.52                 |
|  |                  | -----             | -----                                      | -----              | -----            | -----                     |
| <b>Total reserves</b>                                  |                  | <b>19,441.86</b>  | <b>17,010.36</b>                           | <b>11,741.34</b>   | <b>0.00</b>      | <b>24,710.88</b>          |
|  |                  | =====             | =====                                      | =====              | =====            | =====                     |
| General reserve as % of Precept                        |                  | 120.6%            |  |                    |                  | 132.7%                    |



