

# FORTON PARISH COUNCIL

## Finance Report For The Meeting To Be Held On Wednesday 20 November 2019

### 1 2019/2020 Quarter Three

Attached is the financial statement dated 13 November 2019. It balances to the latest bank statements received: -

Current Account @ 05 November 2019	£88.40
Reserve Account @ 05 November 2019	£1,076.95
<b>TOTAL</b>	<b>£1,165.35</b>

### 2 Payments for Approval

Precept Payments	Budget £ p	Agree to Pay
Clerk's Salary – 3 <sup>rd</sup> quarter *(gross)	108.15	
Clerk's Expenses – 3 <sup>rd</sup> quarter	15.00	
DLC expense, website domain renewal**	23.98	

\*The gross salary will be £108.15, PAYE being determined by the payroll service.

\*\*Not budgeted

The council is asked to approve the above payments.

**ACTION: council**

### 3 Budget 2020/2021

Please find attached a draft budget for next year. This is based on the forecast to the year's end which shows a precept balance brought forward of £655.57. The draft budget requires a precept of 1072.27 (2 x £517.81 + Council Tax Support Grant, £36.65).

Year	Annual Precept £
2020-2021	1072.27
2019-2020	976.00
2018-2019	989.99
2017-2018	893.99

Salaries and Insurance have been increased in line with the Government's Consumer Prices Index (CPI – All items) which in October 2019 stood at +1.5%. The general contingency is preserved at 15% (£185.00) and the reserve at £300.00.

Stafford Borough Council has announced its concurrent grant will remain the same as the several previous years, £270 (2 x £135). The council is asked to authorise the RFO to ask SBC for the maximum concurrent grant.

**ACTION: council**

The council is asked to debate the draft budget, make any amendments it sees fit and then approve it (as amended).

**ACTION: council**

### 4 Concurrent Grants

Any Concurrent Grants for the current year must be made by 31 March 2020 or be forfeit back to Stafford Borough Council. The council therefore needs to encourage applications that need to be considered no later than the meeting next March.

David Carver

Forton Parish Council RFO

**Forton Parish Council**

**YEAR 2019/2020 - Quarter 3 FINANCIAL STATEMENT**

RECEIPTS			
date	description	£ budget	£ actual
<b>PRECEPT</b>			
01-Apr-19	opening balance	684.83	685.60
08-Apr-19	precept Stafford BC, tranche 1	469.68	469.68
08-Apr-19	Council Tax Support Grant, tranche 1	18.32	18.32
30-Sep-19	precept Stafford BC, tranche 2	469.67	469.67
30-Sep-19	Council Tax Support Grant, tranche 2	18.33	18.33
30-Apr-19	Interest	nil	0.10
31-May-19	Interest	nil	0.12
28-Jun-19	Interest	nil	0.08
31-Jul-19	Interest	nil	0.10
31-Aug-19	Interest	nil	0.09
28-Sep-19	Interest	nil	0.08
31-Oct-19	Interest	nil	0.15
Nov-19	Interest	nil	
Dec-19	Interest	nil	
Jan-20	Interest	nil	
Feb-20	Interest	nil	
Mar-20	Interest	nil	
		<b>£ 1,660.83</b>	<b>£ 1,662.32</b>

CONCURRENT GRANT			
date	description	£ budget	£ actual
01-Apr-19	opening balance	nil	
05-Apr-19	concurrent Stafford BC, tranche 1	135.00	135.00
30-Sep-19	concurrent Stafford BC, tranche 2	135.00	135.00
		<b>£ 270.00</b>	<b>£ 270.00</b>

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
20-May-19	clerk's salary, gross, quarter 1	108.15	84.82	net 1,577.50
May-19	clerk's expenses, quarter 1	15.00	nil	1,577.50
08-May-19	SPCA annual subscription, 2019-20	100.16	98.00	1,479.50
May-19	election costs contingency	167.94	nil	1,479.50
08-May-19	general insurance 01 June - 31 May	294.81	330.00	1,149.50
24-Jul-19	clerk's salary, gross, quarter 2	108.15	86.55	net 1,062.95
Aug-19	clerk's expenses, quarter 2	15.00	nil	1,062.95
Sep-19	annual audit fee	nil	nil	1,062.95
08-May-19	parish hall rent for year 2019-20	127.75	125.00	937.95
Dec-19	clerk's salary, gross, quarter 3	108.15		
Nov-19	clerk's expenses, quarter 3	15.00		
Mar-20	clerk's salary, gross, quarter 4	108.15		
Mar-20	clerk's expenses, quarter 4	15.00		
16-Nov-19	website domain renewal (£23.98 for 2 yrs)	nil		
20-May-19	PAYE	nil	21.00	916.95
20-Jul-19	PAYE	nil	21.60	895.35
circa 15% general contingency reserve		177.00		
		300.00		
		<b>£ 1,660.26</b>	<b>£ 766.97</b>	<b>£ 895.35</b>

Mar-20	Forton PCC grant (Improvements)	67.50		
Mar-20	Forton PCC Churchyard upkeep grant	67.50		
Mar-20	Forton Parish Hall grant	67.50		
Mar-20	Forton Cricket Club grant	67.50		
Organisations and amounts in budget are indicative only.				
		<b>£ 270.00</b>	<b>£ -</b>	<b>£ 270.00</b>

**Closing Balances (Precept + Concurrent) TOTALS £ 1,165.35**

**BANK STATEMENT RECONCILIATION**

Current Account Statement @ 05 November 2019	<b>£ 88.40</b>
Reserve Account Statement @ 05 November 2019	<b>£ 1,076.95</b>
<b>Uncleared Funds TOTAL</b>	<b>£ -</b>

deduct cheques not presented: -	
<b>Uncleared Cheques TOTAL</b>	<b>£ -</b>
<b>Reconciliation TOTAL</b>	<b>£ 1,165.35</b>

Dates in full agree with cheque stubs and/or bank statement.

Q1 & Q2 statements mistakenly showed the Council Tax Support Grant duplicated and the precept payments correspondingly understated. This had no financial effect and is shown correctly on this statement.

Prepared by David Carver, Forton Parish Council RFO, 16 November 2019

Forton Parish Council

YEAR 2019/2020 - Forecast to Year End

RECEIPTS			
date	description	£ budget	£ actual
<b>PRECEPT</b>			
01-Apr-19	opening balance	684.83	685.60
08-Apr-19	precept Stafford BC, tranche 1	469.68	469.68
08-Apr-19	Council Tax Support Grant, tranche 1	18.32	18.32
31/09/2019	precept Stafford BC, tranche 2	469.67	469.67
30-Sep-19	Council Tax Support Grant, tranche 2	18.33	18.33
30-Apr-19	Interest	nil	0.10
31-May-19	Interest	nil	0.12
28-Jun-19	Interest	nil	0.08
31-Jul-19	Interest	nil	0.10
31-Aug-19	Interest	nil	0.09
28-Sep-19	Interest	nil	0.08
31-Oct-19	Interest	nil	0.15
Nov-19	Interest	nil	0.10
Dec-19	Interest	nil	0.10
Jan-20	Interest	nil	0.10
Feb-20	Interest	nil	0.10
Mar-20	Interest	nil	0.10
		<b>£ 1,660.83</b>	<b>£ 1,662.82</b>

CONCURRENT GRANT			
date	description	£ budget	£ actual
01-Apr-19	opening balance	nil	
05-Apr-19	concurrent Stafford BC, tranche 1	135.00	135.00
30-Sep-19	concurrent Stafford BC, tranche 2	135.00	135.00
		<b>£ 270.00</b>	<b>£ 270.00</b>

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
20-May-19	clerk's salary, gross, quarter 1	108.15	84.82	1,578.00
May-19	clerk's expenses, quarter 1	15.00	nil	1,578.00
08-May-19	SPCA annual subscription, 2019-20	100.16	98.00	1,480.00
May-19	election costs contingency	167.94	nil	1,480.00
08-May-19	general insurance 01 June - 31 May	294.81	330.00	1,150.00
24-Jul-19	clerk's salary, gross, quarter 2	108.15	86.55	1,063.45
Aug-19	clerk's expenses, quarter 2	15.00	nil	1,063.45
Sep-19	annual audit fee	nil	nil	1,063.45
08-May-19	parish hall rent for year 2019-20	127.75	125.00	938.45
Dec-19	clerk's salary, gross, quarter 3	108.15	108.15	830.30
Nov-19	clerk's expenses, quarter 3	15.00	nil	830.30
Mar-20	clerk's salary, gross, quarter 4	108.15	108.15	722.15
Mar-20	clerk's expenses, quarter 4	15.00	nil	722.15
	website domain renewal (2 yrs)	nil	23.98	698.17
20-May-19	PAYE	nil	21.00	677.17
20-Jul-19	PAYE	nil	21.60	655.57
	circa 15% general contingency reserve	177.00		
		300.00		
		<b>£ 1,660.26</b>	<b>£ 1,007.25</b>	<b>£ 655.57</b>

Mar-20	Forton PCC grant (Improvements)	67.50	67.50	202.50
Mar-20	Forton PCC Churchyard upkeep grant	67.50	67.50	135.00
Mar-20	Forton Parish Hall grant	67.50	67.50	67.50
Mar-20	Forton Cricket Club grant	67.50	67.50	-
Organisations and amounts in budget are indicative only.				
		<b>£ 270.00</b>	<b>£ 270.00</b>	<b>£ -</b>

**Closing Balances (Precept + Concurrent) TOTALS £ 655.57**

**BANK STATEMENT RECONCILIATION**

Current Account Statement @ 31 March 2020	£ 110.00
Reserve Account Statement @ 31 March 2020	£ 569.55
Uncleared Funds TOTAL	£ -

deduct cheques not presented: -	
DLC recharge for website domain renewal	£ 23.98
Uncleared Cheques TOTAL	£ 23.98
Reconciliation TOTAL	£ 655.57

Dates in full agree with cheque stubs and/or bank statement.

forecast items

Prepared by David Carver, Forton Parish Council RFO, 16 November 2019

