

FORTON PARISH COUNCIL

Finance Report For The Meeting To Be Held On Wednesday 21 November 2018

1 2018/2019 Quarter Three

Attached is the financial statement dated 07 November 2018. It balances to the latest bank statements received: -

Current Account @ 05 November 2018	110.00
Reserve Account @ 05 November 2018	1,056.47
TOTAL	£1,166.47

2 Payments for Approval

Precept Payments	Budget £ p	Agree to Pay
Clerk's Salary – 3 rd quarter *(gross)	105.82	
Clerk's Expenses – 3 rd quarter	15.00	

*The gross salary will be £105.82, PAYE being determined by the payroll service.

The council is asked to approve the above payments.

ACTION: council

3 Budget 2019/2020

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 £684.83 (last year £653.08). The draft budget requires a precept of £976.00 (2 x £488.00), (last year £990.00). Note that the precept includes government Council Tax Support Grant which for 2018-19 will be £36.65 (last year £29.44).

Year	Annual Precept £
2017-2018	894
2018-2019	990
2019-2020	976

Salaries and Insurance have been increased in line with the Government's Consumer Prices Index (CPI – All items) which in October 2018 stood at +2.2%. The general contingency is preserved at 15% (£177.00) and the reserve at £300.00.

Stafford Borough Council has not yet announced its concurrent grant level but the budget assumes that it will remain the same as last year, £270 (2 x £135) and the parish council will request the maximum. 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 2018 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 2018/2019 - Quarter 3 FINANCIAL STATEMENT

RECEIPTS			
date	description	£ budget	£ actual
PRECEPT			
01-Apr-18	opening balance	653.08	629.29
05-Apr-18	precept Stafford BC, tranche 1	480.28	480.28
05-Apr-18	Council Tax Support Grant, tranche 1	14.72	14.72
02-Oct-18	precept Stafford BC, tranche 2	480.28	480.28
02-Oct-18	Council Tax Support Grant, tranche 2	14.71	14.72
30-Apr-18	Interest	nil	0.03
31-May-18	Interest	nil	0.03
29-Jun-18	Interest	nil	0.02
31-Jul-18	Interest	nil	0.02
31-Aug-18	Interest	nil	0.02
28-Sep-18	Interest	nil	0.02
31-Oct-18	Interest	nil	0.14
Nov-18	Interest	nil	
Dec-18	Interest	nil	
Jan-19	Interest	nil	
Feb-19	Interest	nil	
Mar-19	Interest	nil	
		£ 1,643.07	£ 1,619.57

CONCURRENT GRANT			
date	description	£ budget	£ actual
01-Apr-18	opening balance	nil	
05-Apr-18	concurrent Stafford BC, tranche 1	135.00	135.00
02-Oct-18	concurrent Stafford BC, tranche 2	135.00	135.00
		£ 270.00	£ 270.00

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
22-May-18	clerk's salary, gross, quarter 1	105.82	105.82	1,513.75
May-18	clerk's expenses, quarter 1	15.00	nil	1,513.75
18-Apr-18	SPCA annual subscription, 2018-19	100.65	98.00	1,415.75
May-18	election costs contingency	164.32	nil	1,415.75
16-May-18	general insurance 01 June - 31 May	296.25	288.46	1,127.29
13-Aug-18	clerk's salary, gross, quarter 2	105.82	105.82	1,021.47
Aug-18	clerk's expenses, quarter 2	15.00	nil	1,021.47
Sep-18	annual audit fee	nil		
18-Apr-18	parish hall rent for year 2018-19	123.24	125.00	896.47
Nov-18	clerk's salary, gross, quarter 3	105.82		
Nov-18	clerk's expenses, quarter 3	15.00		
Mar-19	clerk's salary, gross, quarter 4	105.82		
Mar-19	clerk's expenses, quarter 4	15.00		
circa 15% general contingency reserve		175.16		
		300.14		
		£ 1,643.04	£ 723.10	£ 896.47

Mar-19	Forton PCC grant	67.50		
Mar-19	Forton PCC Churchyard upkeep grant	67.50		
Mar-19	Forton Parish Hall grant	67.50		
Mar-19	Forton Cricket Club grant	67.50		
Organisations and amounts in budget are indicative only.				
		£ 270.00	£ -	£ 270.00

Closing Balances (Precept + Concurrent) TOTALS £ 1,166.47

BANK STATEMENT RECONCILIATION

Current Account Statement @ 05 November 2018	£ 110.00
Reserve Account Statement @ 05 November 2018	£ 1,056.47
Uncleared Funds TOTAL	£ -

deduct cheques not presented: -	
Uncleared Cheques TOTAL	£ -
Reconciliation TOTAL	£ 1,166.47

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

Prepared by David Carver, Forton Parish Council RFO, 08 November 2018

Forton Parish Council

YEAR 2018/2019 - Estimated Year-End

RECEIPTS			
date	description	£ budget	£ actual
PRECEPT			
01-Apr-18	opening balance	653.08	629.29
05-Apr-18	precept Stafford BC, tranche 1	480.28	480.28
05-Apr-18	Council Tax Support Grant, tranche 1	14.72	14.72
02-Oct-18	precept Stafford BC, tranche 2	480.28	480.28
02-Oct-18	Council Tax Support Grant, tranche 2	14.71	14.72
30-Apr-18	Interest	nil	0.03
31-May-18	Interest	nil	0.03
29-Jun-18	Interest	nil	0.02
31-Jul-18	Interest	nil	0.02
31-Aug-18	Interest	nil	0.02
28-Sep-18	Interest	nil	0.02
31-Oct-18	Interest	nil	0.14
Nov-18	Interest	nil	
Dec-18	Interest	nil	
Jan-19	Interest	nil	
Feb-19	Interest	nil	
Mar-19	Interest	nil	
		£ 1,643.07	£ 1,619.57

CONCURRENT GRANT			
date	description	£ budget	£ actual
01-Apr-18	opening balance	nil	
05-Apr-18	concurrent Stafford BC, tranche 1	135.00	135.00
02-Oct-18	concurrent Stafford BC, tranche 2	135.00	135.00
		£ 270.00	£ 270.00

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
22-May-18	clerk's salary, gross, quarter 1	105.82	105.82	1,513.75
May-18	clerk's expenses, quarter 1	15.00	nil	1,513.75
18-Apr-18	SPCA annual subscription, 2018-19	100.65	98.00	1,415.75
May-18	election costs contingency	164.32	nil	1,415.75
16-May-18	general insurance 01 June - 31 May	296.25	288.46	1,127.29
13-Aug-18	clerk's salary, gross, quarter 2	105.82	105.82	1,021.47
Aug-18	clerk's expenses, quarter 2	15.00	nil	1,021.47
Sep-18	annual audit fee	nil	nil	1,021.47
18-Apr-18	parish hall rent for year 2018-19	123.24	125.00	896.47
Nov-18	clerk's salary, gross, quarter 3	105.82	105.82	790.65
Nov-18	clerk's expenses, quarter 3	15.00	nil	790.65
Mar-19	clerk's salary, gross, quarter 4	105.82	105.82	684.83
Mar-19	clerk's expenses, quarter 4	15.00	nil	684.83
circa 15% general contingency reserve		175.16	300.14	
		£ 1,643.04	£ 934.74	£ 684.83

Mar-19	Forton PCC grant	67.50	67.50	202.50
Mar-19	Forton PCC Churchyard upkeep grant	67.50	67.50	135.00
Mar-19	Forton Parish Hall grant	67.50	67.50	67.50
Mar-19	Forton Cricket Club grant	67.50	67.50	-
Organisations and amounts in budget are indicative only.				
		£ 270.00	£ 270.00	£ -

Closing Balances (Precept + Concurrent) TOTALS £ 684.83

BANK STATEMENT RECONCILIATION

est Current Account Statement @ 05 March 2019	£ 110.00
est Reserve Account Statement @ 05 March 2019	£ 574.83
Uncleared Funds TOTAL	£ -

deduct cheques not presented: -	
Uncleared Cheques TOTAL	£ -
Reconciliation TOTAL	£ 684.83

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

Prepared by David Carver, Forton Parish Council RFO, 08 November 2018

Forton Parish Council

DRAFT BUDGET FOR YEAR 01 APRIL 2019 to 31 MARCH 2020

RECEIPTS			
date	description	£ budget	
PRECEPT			
01-Apr-19	anticipated opening balance (from forecast)	684.83	
Apr-19	Precept required from Stafford BC. Tranche 1	451.35	
Apr-19	plus Council Tax Support Grant	36.65	
Oct-19	Precept required from Stafford BC. Tranche 2	488.00	
		£ 1,660.83	

PAYMENTS			
date	description	£ budget	
May-19	clerk's salary, first quarter (gross)	108.15	
May-19	clerk's expenses, first quarter	15.00	
May-19	SPCA annual subscription	100.16	
May-19	election costs contingency	167.94	
Jun-19	general insurance	294.81	
Sep-19	clerk's salary, second quarter (gross)	108.15	
Sep-19	clerk's expenses, second quarter	15.00	
Oct-19	annual audit fee	nil	
Dec-19	parish hall rent for year 2019-20	127.75	
Dec-19	clerk's salary third quarter (gross)	108.15	
Dec-19	clerk's expenses third quarter	15.00	
Mar-20	clerk's salary fourth quarter (gross)	108.15	
Mar-20	clerk's expenses fourth quarter	15.00	
		sub-total	1,183.26
		15% general contingency*	177.00
		reserve*	300.00
		£ 1,660.26	

CONCURRENT			
date	description	£ budget	
01-Apr-19	anticipated opening balance	nil	
Apr-19	est. concurrent grant from SBC. Tranche 1	135.00	
Oct-19	est. concurrent grant from SBC. Tranche 2	135.00	
		£ 270.00	

Mar-20	Forton Parochial Church Council*	67.50	
Mar-20	Churchyard upkeep*	67.50	
Mar-20	Forton Parish Hall*	67.50	
Mar-20	Forton Cricket Club*	67.50	
* Organisations and amounts are indicative only			
		£ 270.00	

General increases as CPI - All Items, October 2018 + 2.2%.
 Budgeted payments are the best estimates available based on last year's actual payments.
 Clerk's salary is subject to review in March 2019 and could differ from the budget figure. Clerk's expenses remain unchanged.
 The Borough Council has not yet indicated the amount of concurrent grant but the budget anticipates no change from last year.
 Precept is lower than last year @ £976.00; previous year was £990.00; year before that was £894.
 Precept includes Council Tax Support Grant which has been announced at £36.65 (19/11/2018)
 Contingency remains at 15% of budgeted payments; Reserve is maintained at last year's level. (*both rounded to nearest £)

This budget is for consideration at the meeting to be held on 21 November 2018

Prepared by David Carver, Forton Parish Council RFO, 20 November 2018