

# FORTON PARISH COUNCIL

## Finance Report For The Meeting To Be Held On Wednesday 18 November 2020

### 1 2020/2021 Quarter Three

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

Current Account @ 05 November 2020	£110.00
Reserve Account @ 05 November 2020	£1,018.38
<b>TOTAL</b>	<b>£1,128.38</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	

\*The gross salary is £108.15, PAYE being determined by the payroll service.  
The council is asked to approve the above payments.

**ACTION: council**

### 3 Budget 2021/2022

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 £629.84. The draft budget requires a precept of £1110.83 (2 x £537.09 + Council Tax Support Grant, £36.65).

Year	Annual Precept £
2021-2022	1110.83
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 September 2020 stood at +0.7%. The general contingency is preserved at 15% (£185.00) and the reserve at £300.00.

Stafford Borough Council has not yet announced its concurrent grant but it is expected to remain the same as the previous several 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 2021 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.

### 5 Banking

As I have already made you aware, the incentivised offer NatWest bank made to us to move our account elsewhere has been frustrated because neither of the banks that offered free banking and to which we were invited to apply, Coop Bank and Metro Bank have decided that they do not wish to take on parish council business at the present time. Neither bank has given

any explanation for this stance, so we are left with no option but to stay where we are with NatWest at least for the time being.

David Carver

RFO Forton Parish Council

**Forton Parish Council**

**YEAR 2020/2021 - Quarter 3 FINANCIAL STATEMENT**

RECEIPTS			
date	description	£ budget	£ actual
<b>PRECEPT</b>			
01-Apr-20	opening balance	655.57	558.42
15-Apr-20	precept Stafford BC, tranche 1	517.81	517.81
15-Apr-20	Council Tax Support Grant, tranche 1	18.32	18.32
05-Oct-20	precept Stafford BC, tranche 2	517.81	517.81
05-Oct-20	Council Tax Support Grant, tranche 2	18.33	18.33
30-Apr-20	Interest	nil	0.06
29-May-20	Interest	nil	0.14
28-Jun-20	Interest	nil	nil
31-Jul-20	Interest	nil	0.01
30-Aug-20	Interest	nil	nil
30-Sep-20	Interest	nil	0.01
30-Oct-20	Interest	nil	0.01
Nov-20	Interest	nil	nil
Dec-20	Interest	nil	nil
Jan-21	Interest	nil	nil
Feb-21	Interest	nil	nil
Mar-21	Interest	nil	nil
		<b>£ 1,727.84</b>	<b>£ 1,630.92</b>

CONCURRENT GRANT			
date	description	£ budget	£ actual
01-Apr-20	opening balance	nil	nil
15-Apr-20	concurrent Stafford BC, tranche 1	135.00	135.00
05-Oct-20	concurrent Stafford BC, tranche 2	135.00	135.00
		<b>£ 270.00</b>	<b>£ 270.00</b>

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
11-Mar-20	SPCA annual subscription, 2020-21	99.47	98.00	1,532.92
19-Jun-20	clerk's salary, gross, quarter 1	109.77	87.97	1,444.95
May-20	clerk's expenses, quarter 1	15.00	nil	1,444.95
May-20	election costs contingency	170.48	nil	1,444.95
01-Jun-20	general insurance 01 June - 31 May	334.95	330.00	1,114.95
05-Jun-20	parish hall rent for year 2019-20	126.88	125.00	989.95
13-Aug-20	clerk's salary, gross, quarter 2	109.77	87.77	902.18
Aug-20	clerk's expenses, quarter 2	15.00	nil	902.18
Sep-20	annual audit fee	nil	nil	902.18
Nov-20	clerk's salary, gross, quarter 3	109.77	nil	
Nov-20	clerk's expenses, quarter 3	15.00	nil	
Mar-21	clerk's salary, gross, quarter 4	109.77	nil	
Mar-21	clerk's expenses, quarter 4	15.00	nil	
Nov-20	website domain renewal (2 yrs) due Nov 21	no budget	nil	902.18
29-Jun-20	PAYE	nil	21.80	880.38
21-Sep-20	PAYE	nil	22.00	858.38
Dec-20	PAYE	nil	nil	
Mar-21	PAYE	nil	nil	
circa 15% general contingency reserve		177.00	300.00	
		<b>£ 1,707.86</b>	<b>£ 772.54</b>	<b>£ 858.38</b>

Mar-21	Forton PCC grant (Improvements)	67.50		
Mar-21	Forton PCC Churchyard upkeep grant	67.50		
Mar-21	Forton Parish Hall grant	67.50		
Mar-21	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 £ 1,128.38**

**BANK STATEMENT RECONCILIATION**

Current Account Statement @ 05 November 2020	<b>£ 110.00</b>
Reserve Account Statement @ 05 November 2020	<b>£ 1,018.38</b>
<b>Uncleared Funds TOTAL</b>	<b>£ -</b>

deduct cheques not presented: -	
<b>Uncleared Cheques TOTAL</b>	<b>£ -</b>
<b>Reconciliation TOTAL</b>	<b>£ 1,128.38</b>

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

**Forton Parish Council**

**YEAR 2020/2021 - ESTIMATE TO YEAR END**

RECEIPTS			
date	description	£ budget	£ actual
<b>PRECEPT</b>			
01-Apr-20	opening balance	655.57	558.42
15-Apr-20	precept Stafford BC, tranche 1	517.81	517.81
15-Apr-20	Council Tax Support Grant, tranche 1	18.32	18.32
05-Oct-20	precept Stafford BC, tranche 2	517.81	517.81
05-Oct-20	Council Tax Support Grant, tranche 2	18.33	18.33
30-Apr-20	Interest	nil	0.06
29-May-20	Interest	nil	0.14
28-Jun-20	Interest	nil	nil
31-Jul-20	Interest	nil	0.01
30-Aug-20	Interest	nil	nil
30-Sep-20	Interest	nil	0.01
30-Oct-20	Interest	nil	0.01
Nov-20	Interest	nil	nil
Dec-20	Interest	nil	nil
Jan-21	Interest	nil	nil
Feb-21	Interest	nil	nil
Mar-21	Interest	nil	nil
		<b>£ 1,727.84</b>	<b>£ 1,630.92</b>

CONCURRENT GRANT			
date	description	£ budget	£ actual
01-Apr-20	opening balance	nil	nil
15-Apr-20	concurrent Stafford BC, tranche 1	135.00	135.00
05-Oct-20	concurrent Stafford BC, tranche 2	135.00	135.00
		<b>£ 270.00</b>	<b>£ 270.00</b>

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
11-Mar-20	SPCA annual subscription, 2020-21	99.47	98.00	1,532.92
19-Jun-20	clerk's salary, gross, quarter 1	109.77	87.97	1,444.95
May-20	clerk's expenses, quarter 1	15.00	nil	1,444.95
May-20	election costs contingency	170.48	nil	1,444.95
01-Jun-20	general insurance 01 June - 31 May	334.95	330.00	1,114.95
05-Jun-20	parish hall rent for year 2019-20	126.88	125.00	989.95
13-Aug-20	clerk's salary, gross, quarter 2	109.77	87.77	902.18
Aug-20	clerk's expenses, quarter 2	15.00	nil	902.18
Sep-20	annual audit fee	nil	nil	902.18
Nov-20	clerk's salary, gross, quarter 3	109.77	87.77	814.41
Nov-20	clerk's expenses, quarter 3	15.00	nil	814.41
Mar-21	clerk's salary, gross, quarter 4	109.77	87.77	726.64
Mar-21	clerk's expenses, quarter 4	15.00	nil	726.64
Nov-20	website domain renewal (2 yrs) due Nov 21	no budget	nil	726.64
29-Jun-20	PAYE	nil	21.80	704.84
21-Sep-20	PAYE	nil	22.00	682.84
Dec-20	PAYE	nil	22.00	660.84
Mar-21	PAYE	nil	22.00	638.84
circa 15% general contingency reserve		177.00	300.00	
		<b>£ 1,707.86</b>	<b>£ 992.08</b>	<b>£ 638.84</b>

Mar-21	Forton PCC grant (Improvements)	67.50	76.50	193.50
Mar-21	Forton PCC Churchyard upkeep grant	67.50	67.50	126.00
Mar-21	Forton Parish Hall grant	67.50	67.50	58.50
Mar-21	Forton Cricket Club grant	67.50	67.50	- 9.00
Organisations and amounts in budget are indicative only.				
		<b>£ 270.00</b>	<b>£ 279.00</b>	<b>-£ 9.00</b>

**Closing Balances (Precept + Concurrent) TOTALS £ 629.84**

**BANK STATEMENT RECONCILIATION**

Current Account Statement @ 05 April 2021	<b>£ 110.00</b>
Reserve Account Statement @ 05 April 2021	<b>£ 519.84</b>
<b>Uncleared Funds TOTAL</b>	<b>£ -</b>

deduct cheques not presented: -	
<b>Uncleared Cheques TOTAL</b>	<b>£ -</b>
<b>Reconciliation TOTAL</b>	<b>£ 629.84</b>

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

Forton Parish Council

DRAFT BUDGET FOR YEAR 01 APRIL 2021 to 31 MARCH 2022

RECEIPTS				PAYMENTS			
date	description	£ budget		date	description	£ budget	
<b>PRECEPT</b>							
01-Apr-21	Forecast opening balance b/f	629.84		May-21	clerk's salary, first quarter (gross)	110.54	
Apr-21	Precept required from Stafford BC, tranche 1	537.09		May-21	clerk's expenses, first quarter	15.00	
Apr-21	Council Tax Support Grant, tranche 1	18.32		May-21	SPCA annual subscription	98.69	
Oct-21	Precept required from Stafford BC, tranche 2	537.09		May-21	election costs contingency	171.65	
Oct-21	Council Tax Support Grant, tranche 2	18.33		Jun-21	general insurance	332.31	
				Jun-21	parish hall rent for year 2021-22	125.88	
				Sep-21	clerk's salary, second quarter (gross)	110.54	
				Sep-21	clerk's expenses, second quarter	15.00	
				Oct-21	annual audit fee	nil	
				Nov-21	website domain accrual, £11.99 p.a. due 2021	23.98	
				Nov-21	clerk's salary third quarter (gross)	110.54	
				Dec-21	clerk's expenses third quarter	15.00	
				Mar-22	clerk's salary fourth quarter (gross)	110.54	
				Mar-22	clerk's expenses fourth quarter	15.00	
					<b>sub-total</b>	<b>1,254.67</b>	
					15% general contingency*	186.00	
					reserve*	300.00	
		<b>£ 1,740.67</b>				<b>£ 1,740.67</b>	
<b>CONCURRENT</b>							
01-Apr-21	Forecast opening balance	nil		Mar-22	Forton Parochial Church Council*	67.50	
Apr-21	Concurrent grant from SBC, tranche 1	135.00		Mar-22	Churchyard upkeep*	67.50	
Oct-21	Concurrent grant from SBC, tranche 2	135.00		Mar-22	Forton Parish Hall*	67.50	
				Mar-22	Forton Cricket Club*	67.50	
					* Organisations and amounts are indicative only		
		<b>£ 270.00</b>				<b>£ 270.00</b>	

General increases as CPI - All Items, September 2020 + 0.7%.  
 Budgeted payments are the best estimates available based on last year's actual payments.  
 Clerk's salary is subject to review in March 2021 and could differ from the budget figure. Clerk's expenses remain unchanged.  
 It is expected that the Borough Council will maintain the concurrent grant the same as last year; £270.00.  
 Total Precept (inc. CTSG) is £1,110.83 last year was £1,072.27; previous year was £976.00; year before that was £989.99.  
 Precept includes Council Tax Support Grant which is expected to be the same as last year @ £36.65  
 Contingency remains at 15% of budgeted payments; Reserve is maintained at last year's level. (\*both rounded to nearest £)  
 Concurrent grant from SBC is expected to remain the same as last year @ £270.00

This budget for consideration at the meeting due to be held on 18 November 2020

Prepared by David Carver, Forton Parish Council RFO, 10 November 2020