

COPYTHORNE PARISH COUNCIL - BUDGET MONITORING 2019/20

Staff / Office Costs												
Item	Clerk Salary	Clerk Tax/ NI/Pens	Room All	Mileage	Payroll	Office/ Admin	Office Phone/ BB	Pr Clerk Phone/bb	IT/Equip	Antivirus	Data Prot	Totals
<b>Budget</b>	<b>8164.00</b>	<b>0.00</b>	<b>300.00</b>	<b>127.80</b>	<b>120.00</b>	<b>150.00</b>	<b>275.00</b>	<b>0.00</b>	<b>100.00</b>	<b>40.00</b>	<b>40.00</b>	<b>9,316.80</b>
1Q19/20	1,831.23	0.00	27.00	64.94	12.00	54.17	40.44	0.00	0.00	0.00	0.00	
2Q19/20												
3Q19/20												
4Q19/20												
<b>Actuals</b>	<b>1831.23</b>	<b>0.00</b>	<b>27.00</b>	<b>64.94</b>	<b>12.00</b>	<b>54.17</b>	<b>40.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,029.78</b>
% Spent	22%	#DIV/0!	9%	51%	10%	36%	15%	#DIV/0!	0%	0%	0%	22%
<b>CONCERN?</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	

General Admin												
Item	PH Room Hire/ BB	Printing	Stationary/ Postage	Bank Charges	News Letter	S/O Mag	Recruit Clerk	Advert	APM	Web site		Totals
<b>Budget</b>	<b>607.00</b>	<b>150.00</b>	<b>200.00</b>	<b>50.00</b>	<b>513.20</b>	<b>120.00</b>	<b>0.00</b>	<b>100.00</b>	<b>50.00</b>	<b>400.00</b>		<b>2,190.20</b>
1Q19/20	111.00	41.10	18.42	0.00	100.80	0.00	0.00	0.00	0.00	90.00		
2Q19/20												
3Q19/20												
4Q19/20												
<b>Actuals</b>	<b>111.00</b>	<b>41.10</b>	<b>18.42</b>	<b>0.00</b>	<b>100.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90.00</b>		<b>361.32</b>
% Spent	18%	27%	9%	0%	20%	0%	#DIV/0!	0%	0%	23%		16%
<b>CONCERN?</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>		

Subscriptions/Mandatory/Grants												
Item	HALC/Nalc Subs	SLCC Sub	NFDC GIS	Int Audit Fees	Ext Audit Fees	Insurance	Elections	Training	Grants	Wreath	Mag Subs	Totals
<b>Budget</b>	<b>637.00</b>	<b>110.00</b>	<b>110.00</b>	<b>250.00</b>	<b>0.00</b>	<b>555.00</b>	<b>273.00</b>	<b>1000.00</b>	<b>250.00</b>	<b>30.00</b>	<b>50.00</b>	<b>3,265.00</b>
1Q19/20	819.00	0.00	0.00	260.00	0.00	654.89	0.00	0.00	0.00	0.00	36.00	
2Q19/20												
3Q19/20												
4Q19/20												
<b>Actuals</b>	<b>819.00</b>	<b>0.00</b>	<b>0.00</b>	<b>260.00</b>	<b>0.00</b>	<b>654.89</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.00</b>	<b>1,769.89</b>
% Spent	129%	0%	0%	104%	#DIV/0!	118%	0%	0%	0%	0%	72%	54%
<b>CONCERN?</b>	<b>Yes</b>	<b>No</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	

Misc												
Item	Chair's Allow	Asset Purch	External Asset Maint	Notice Boards	Tel Boxes	Tel Boxes Insurance	Splitwind Pond	L'man Copy	Paperless Council	Grant / Donation Scout Hut	Other	Totals
<b>Budget</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>	<b>50.00</b>	<b>50.00</b>	<b>0.00</b>	<b>600.00</b>	<b>2,000.00</b>	<b>1316.00</b>	<b>500.00</b>	<b>500.00</b>	<b>5,266.00</b>
1Q19/20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.00	0.00	0.00	0.00	
2Q19/20												
3Q19/20												
4Q19/20												
<b>Actuals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47.00</b>
% Spent	#DIV/0!	#DIV/0!	0%	0%	0%	#DIV/0!	0%	2%	0%	0%	0%	1%
<b>CONCERN?</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	

Playground												
Item	RPII Op Insp	RPII Ann. Insp	Visual Insp.Trng	Maint Fund	Legal Review	Inspection	Maint.Res		Elections	Chair's Allowance	Paperless council	Totals
<b>Budget</b>	<b>90.00</b>	<b>96.00</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>		<b>2,000.00</b>	<b>375.00</b>	<b>1,300.00</b>	<b>4,561.00</b>
1Q19/20				27.11								
2Q19/20												
3Q19/20												
4Q19/20												
<b>Actuals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27.11</b>
% Spent	0%	0%	#DIV/0!	14%	#DIV/0!	#DIV/0!	0%		0%	0%	0%	1%
<b>CONCERN?</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>		<b>No</b>	<b>No</b>	<b>No</b>	

COMMENTS RE AREAS OF CONCERNS	
Mileage	High due to locum, travel to training will impact(may need to tfr some budget from training)
Office Admin	Should even out across Office Admin & Stationery/Post
HALC/NALC	Includes £150 for HR service which appears to have not been budgeted for
Internal Audit	Higher cost than budgeted for, modest overspend though
Insurance	Higher cost than budgeted for due to inclusion of War Memorial
SUMMARY	Underspend elsewhere plus VAT rebates (£1.3k) should ensure within budget at year end

Total Budget	<b>24,599.00</b>
Spend to date	<b>4,235.10</b> (ex Vat of £52.21)
% Spend to date	<b>17%</b> 20% (of precept)

INCOME								
Item	Precept	Vat Refunds	Bank Interest	DC Grants	CC Grants	Other	NFDC CI Tax	TOTALS
<b>Budget</b>	<b>20,924.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,924.00</b>
1Q19/20	10,462.00	612.12	2.19			129.04		
2Q19/20								
3Q19/20								
4Q19/20								
<b>Actuals</b>	<b>10,462.00</b>	<b>612.12</b>	<b>2.19</b>	<b>0.00</b>	<b>0.00</b>	<b>129.04</b>	<b>0.00</b>	<b>11,205.35</b>

Projected in Budget for 2019/20	
Precept	20,924.00
Total Expenditure	24,599.00
Balance *	-3,675.00

\* NOTE:- £3675 "overspend" of Expenditure over Precept is to be covered from planned drawdown of reserves

Current Account - Receipts Year April 2019 to March 2020

Date	Details	Total	Precept Payment	VAT Repayment	Bank Interest	Lengthsman Scheme	Grants Received	Donations	Other
09/04/19	Bank Interest	0.70			0.70				
29/04/19	NFDC - Precept (Half Year)	10,462.00	10,462.00						
09/05/19	Bank Interest	0.72			0.72				
24/05/19	Friends of Copythorne Playground Ltd	129.04							129.04
10/06/19	Bank Interest	0.77			0.77				
19/06/19	VAT Refund 2017/18	612.12		612.12					
<b>Total 1Q 2019/20</b>		<b>11,205.35</b>	<b>10,462.00</b>	<b>612.12</b>	<b>2.19</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>129.04</b>

Current Account - Payments Year April 2019 to March 2020

Date	Details	Chq No	Total	VAT Element	Salaries, TAX/NI	Office Allowance	Mileage	Payroll	Office & Gen Admin	Stationery Postage	IT Equip	Printing	Phone /BB/Email Charges	Hall hire incl BB	Grant	Insurance	Section 137 Grants	D/C Clr Grants	Chair's Allowance	Training	Audit	H.A.L.C /Nalc Levies	
23/04/19	RSR Comms - Office Phone	DD	14.44	2.41									12.03										
14/05/19	Copyhome Parish Hall	81	111.00	-										111.00									
14/05/19	HALC - 2019/20 Affiliation/Levy	82	669.00	-																		669.00	
14/05/19	HALC - 2019/20 HR Service Fee	83	180.00	30.00																			150.00
14/05/19	Clerk salary, mileage & expenses	84	446.84	6.18	358.56		21.15		30.02	10.83		20.10											
14/05/19	Wellow PC - Lengthsman	85	47.00	-																			
15/05/19	TLC Online - April newsletter	EP1	33.60	-																			
15/05/19	TLC Online - May newsletter	EP2	33.60	-																			
15/05/19	C Howe - Locum Clerk costs	EP3	883.18	-	825.00		34.34			2.84		21.00											
22/05/19	RSR Comms - Office Phone	DD	16.58	2.76									13.82										
12/06/19	TLC - June newsletter/qr website	EP4	123.60	-																			
12/06/19	S Lucas - Expenses Claim	86	22.62	3.76																			
12/06/19	Clerk salary, mileage & expenses	87	703.05	1.78	647.67		9.45		4.16	4.75						654.89							
12/06/19	NALC - Publication purchase	88	19.99	-					19.99														
12/06/19	Came & Co - Insurance renewal	89	654.89	-																			
12/06/19	CPRE - Membership renewal	90	36.00	-																			
12/06/19	Lightatouch - Internal Audit 18/19	91	260.00	-																			
20/06/19	Easy Accountants	DD	14.40	2.40				12.00															
21/06/19	RSR Comms - Office Phone	DD	17.51	2.92									14.59										
<b>Total 1Q 2019/20</b>			<b>4,287.31</b>	<b>52.21</b>	<b>1,831.23</b>	<b>27.00</b>	<b>64.94</b>	<b>12.00</b>	<b>54.17</b>	<b>18.42</b>	<b>-</b>	<b>41.10</b>	<b>40.44</b>	<b>111.00</b>	<b>-</b>	<b>654.89</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>260.00</b>	<b>819.00</b>

Current Account - Payments Year April 2019

Date	Details	SLCC Fees	NFDC Fees	Subs Costs	Elections	Bank Charges	Notice Boards/ Publicity	Newsletter Printing	Website	Annual Parish Meeting	Projects	Playground	L'man - Copythorne	Splitwind Pond	Asset Purchase	Reserves	Recruit	Other	
23/04/19	RSR Comms - Office Phone																		
14/05/19	Copythorne Parish Hall																		
14/05/19	HALC - 2019/20 Affiliation/Levy																		
14/05/19	HALC - 2019/20 HR Service Fee																		
14/05/19	Clerk salary, mileage & expenses																		
14/05/19	Wellow PC - Lengthsman																		
15/05/19	TLC Online - April newsletter							33.60											
15/05/19	TLC Online - May newsletter							33.60											
15/05/19	C Howe - Locum Clerk costs																		
22/05/19	RSR Comms - Office Phone								90.00										
12/06/19	TLC - June newsletter/qr website							33.60											
12/06/19	S Lucas - Expenses Claim											18.86							
12/06/19	Clerk salary, mileage & expenses											8.25							
12/06/19	NALC - Publication purchase																		
12/06/19	Came & Co - Insurance renewal			35.00															
12/06/19	CPRE - Membership renewal																		
12/06/19	Lightatouch - Internal Audit 18/19																		
20/06/19	Easy Accountants																		
21/06/19	RSR Comms - Office Phone																		
<b>Total 10 2019/20</b>				<b>36.00</b>				<b>100.80</b>	<b>90.00</b>			<b>27.11</b>	<b>47.00</b>						