

Clerk Costs / Office Costs											
Item	Clerk Salary	Office Allowance	Mileage	Payroll	Office Admin	Office Phone	IT Equip	Antivirus Software	DPA Licence	Software licences	Totals
Budget	8200.00	216.00	240.00	150.00	100.00	200.00	250.00	40.00	35.00	0.00	9,431.00
Q1 20/21	1994.49	54.00	18.00	36.00		48.29					
Q2 20/21	1994.49	54.00	29.25	36.00	7.42	40.94					
Q3 20/21	1994.49	54.00	41.85	36.00	65.92	42.83			35.00		
Q4 20/21	2183.52	54.00	49.05	12.00		49.86	250.00				
Actuals	8166.99	216.00	138.15	120.00	73.34	181.92	250.00	0.00	35.00	0.00	9,181.40
% Spent	100%	100%	58%	80%	73%	91%	100%	0%	100%	#DIV/0!	97%
Overspend?	No	No	No	No	No	No	No	No	No	No	No

General Admin											
Item	Room Hire (incl BB)	Stationary Postage Print	Parish Newsletter	Stanleys Own Magazine	Advertising	Annual Parish Meeting	Defib supplies	Website			Totals
Budget	420.00	300.00	550.00	150.00	100.00	50.00	175.00	400.00			2,145.00
Q1 20/21	23.98	17.79	67.20					90.00			
Q2 20/21	35.97		100.80			2.92		150.00			
Q3 20/21	35.97	26.04	140.30	184.80				90.00			
Q4 20/21	35.97	91.58	107.17				167.20	90.00			
Actuals	131.89	135.41	415.47	184.80	0.00	2.92	167.20	420.00			1,457.69
% Spent	31%	45%	76%	123%	0%	6%	96%	105%			68%
Overspend?	No	No	No	Yes	No	No	No	Yes			No

Subscriptions/Mandatory/Grants											
Item	HALC/Nalc Subs	SLCC Subs	GIS / Map software	Audit Fees	Insurance	Elections	Training	S137 Grants	Wreath	Mag Subs	Totals
Budget	840.00	140.00	105.00	400.00	680.00	250.00	1000.00	250.00	30.00	50.00	3,745.00
Q1 20/21	870.09			45.87	678.78		10.00			36.00	
Q2 20/21		126.00		200.00			45.00	250.00			
Q3 20/21			104.17						20.00		
Q4 20/21			136.00	150.00		250.00	64.88				
Actuals	870.09	126.00	240.17	395.87	678.78	250.00	119.88	250.00	20.00	36.00	2,986.79
% Spent	104%	90%	229%	99%	100%	100%	12%	100%	67%	72%	80%
Overspend?	Yes	No	Yes	No	No	No	No	No	No	No	No

Misc & Playground											
Item	Chair's Allow	External Asset Maint	Telephone Box Maint.	Splitwind Pond	Lengthsman		RPII Op Insp	RPII Ann. Insp	Regular Maint	Longer Term Maint. Reserve	Totals
Budget	250.00	250.00	250.00	550.00	1000.00		95.00	100.00	200.00	500.00	3,195.00
Q1 20/21									14.13		
Q2 20/21		26.75	175.84					87.45			
Q3 20/21		95.83	33.60								
Q4 20/21				90.00	314.00		87.45		4.02	500.00	
Actuals	0.00	122.58	209.44	90.00	314.00		87.45	87.45	18.15	500.00	1,429.07
% Spent	0%	49%	84%	16%	31%		92%	92%	18%	250%	45%
Overspend?	No	No	No	No	No		No	No	No	No	No

Other & Projects											
Item	Scout Hut Grant	Contingency	Benches	Notice boards	Village Signs	New SID Fund					Totals
Budget	500.00	500.00	1,000.00	1,000.00	1,500.00	1,500.00					6,000.00
Q1 20/21											
Q2 20/21					1048.22						
Q3 20/21	500.00				450.00						
Q4 20/21			100.66	1,000.00		1500.00					
Actuals	500.00	0.00	100.66	1000.00	1498.22	1500.00					4,598.88
% Spent	100%	0%	10%	100%	100%	100%					77%
Overspend?	No	No	No	No	No	No					No

COMMENTS RE AREAS OF OVERSPEND	
Stanleys Own	£34.80 overspend is covered by underspend on Parish Newsletter
Website	Expected £20 overspend caused by web domain cost not budgeted for
HALC/NALC	£30 overspend will - by year end - be covered by underspends elsewhere in the category
GIS/Map app.	£135.17 as a result of decision to subscribe to a 2nd mapping package - Parish Online

Total Budget	24,516.00
Ex VAT Spend	19,653.83
% Spend to date (12 mth % should be 100%)	80%

Item	BUDGETED INCOME		UNBUDGETED INCOME					TOTAL
	NFDC Precept	Transfers from Reserves	Bank Interest	Dist./Cty. Clr. Grants	VAT Refunds	Donation	Other	TOTALS
Budget	23,016.00	1,500.00	0.00	0.00	0.00	0.00	0.00	24,516.00
Q1 20/21	11,508.00	0.00	2.48	0.00	1,077.34	0.00	0.00	12,587.82
Q2 20/21	11,508.00	0.00	2.01	0.00	0.00	1061.50	0.00	12,571.51
Q3 20/21	0.00	0.00	0.58	1000.00	787.98	170.00	130.00	2,088.56
Q4 20/21	0.00	0.00	0.55	550.00	1031.07		1832.00	3,413.62
Actuals	23,016.00	0.00	5.62	1,550.00	2,896.39	1,231.50	1,962.00	30,661.51

Projected in Budget for 2020/21	
Precept	23,016.00
Total Expenditure	24,516.00
Balance *	-1,500.00

* NOTE:- £1500 "overspend" of Expenditure over Precept is to be covered from planned drawdown of reserves
VAT refund from 2019/20 of £1077.34 should avoid need to call on general reserves for overspends.

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY APRIL 13TH 2021

Item 17c – Recommendations for movements to Reserves

BACKGROUND

As a result of lower than expected spending in some areas of the 2019/20 Budget along with the receipt of £2,896 in VAT Refunds for 2019/20 and 2020/21 the Parish Council has ended the year with £4,840.08 in the current account.

REQUIRED ACTIONS

Whilst all of these funds will be added to the Parish Council's reserves, I – as the Council's Responsible Financial Officer – feel that some of the funds should be placed into specific Designated Reserves with the remainder added to the General Reserve as follows:-

1. Splitwind Pond – This budget line was underspent by £460. I propose that this £460 be used to create a designated reserve for Splitwind Pond which can be used to reduce the annual budgeted sum for maintenance requirements in the next few years.
2. Lengthsman Scheme – This budget line was underspent by £686. I propose that this £686 be added to the existing designated reserve for Lengthsman's activities to be held for use in future years and/or if HCC funding reduces.
3. Benches – This budget line was underspent by just under £900, primarily as a result of a to be donated bench. I propose that £900 be placed into the designated reserve for Bench Replacement/Maintenance to be used in future years.
4. General Reserves – The remaining £2,794.08 will sit in the General Reserve which will now stand at £10,985.41 (this sum is just under 50% of our 2021/22 budget and is appropriate for a council of our size.

RECOMMENDATIONS

1. Move £460.00 to Splitwind Pond Designated Reserve
2. Move £686.00 to Lengthsman Scheme Designated Reserve
3. Move £900.00 to Bench Maintenance/Refurbishment Designated Reserve
4. Move £2,794.08 to General Reserves

David Rigby, Responsible Financial Officer
April 7th 2021

Copythorne Parish Council – Reserves 2020-21 (as at March 31st 2021)

DESIGNATED RESERVES	ACTUAL AT 01/04/2020	ADDED IN 2020-21	USED IN 2020-21	ACTUAL AT 31/03/2021	NOTES
Donated Funding for Adopted Phone Boxes	400.00		-200.00	200.00	Donation - Long term project, expect to use in 2021/22
Parish Council Playground Fund	2500.00	500.00		3000.00	"Sinking Fund" for equipment replacement, growing annually
Bench Maintenance/Replacement	392.34		-392.34	0.00	Used in 2020/21
Parish Hall External Games Area	2000.00			2000.00	Held for expected future refurbishment
I T Equipment Replacement	200.00	250.00		450.00	To be re-built at £250pa from 2020/21
Waste Bins	500.00			500.00	For possible future acquisition of additional bin
Elections	1400.00	250.00		1650.00	To be rebuilt at £250 pa from 2020/21
Parish Noticeboards Replacement	2000.00		-1659.83	340.17	Probable spend in 2021/22
Speedwatch device	0.00	1500.00		1500.00	£1500 added from 2020/21 budget to spend in 2021/22
Village Signs - Phase 1	1100.00		-1100.00	0.00	Used to pay for posts & installation as agreed
Lengthsman Scheme	2000.00			2000.00	To be held in case of loss of HCC funding in future years
Clerk's CiLCA Training Costs	500.00			500.00	Now expected to be spent in 2021/22
CCG donation for playwall maintenance	544.42			544.42	Spend as works undertaken
FOCP donation for playground	129.04			129.04	Spend as works undertaken
District & County Cllr Grants held for projects	2600.00	1550.00	-500.00	3650.00	To be allocated across various specific projects
Village Signs - Phase 2	0.00	500.00	-500.00	0.00	£500 allocated from DC & CC grants above
SUB TOTAL	16265.80	4550.00	-4352.17	16463.63	

UNALLOCATED RESERVES	ACTUAL AT 01/04/2020	ADDED IN 2020-21	USED IN 2020-21	@ 31/03/21	NOTES
Surplus funds held for general purposes	8191.33	4840.08		13031.41	Balance between Designated reserves & Year End Bank Bals
SUB TOTAL	8191.33			13031.41	

Copythorne Parish Council Account Reconciliations 2020/21

AGENDA ITEM 17 C

April 2020 - March 2021

Cashbook Reconciliation as at March 31st 2021

Balance b/fwd April 1st 2020	24,457.13
Plus Receipts (April 1st 2020 - March 31st 2021)	<u>30,661.51</u>
	55,118.64
Less Payments (April 1st 2020 - March 31st 2021)	- 25,623.60
Total - March 31st 2021	<u><u>29,495.04</u></u>

Bank Reconciliation as at March 31st 2021

Current Account	4,840.08
Reserves Account	<u>24,654.96</u>
Total	29,495.04
Less unrepresented cheques	none
	-
Total - March 31st 2021	<u><u>29,495.04</u></u>

Reviewed and Agreed at the Council Meeting April 13th 2021

Councillor _____
Copythorne Parish Council

Date _____

Additional Payments Schedule - Mch 2021

13-Apr-21

AGENDA ITEM 17d i

	Cost £	VAT element	Payment Type	Comments
Amazon (Playground Gate Sign)	4.82	0.80	Debit Card	Inv. AEU-INV-GB-2021-109251822 attached
Geosphere Ltd (Parish Online subscription)	163.20	27.20	EP60	Invoice 24UJ009-0003 attached
Greenbarnes Ltd (2 x Noticeboards)	3191.79	531.96	EP61	Invoice 15846 attached
NALC (Online Training Event)	38.93	6.49	Debit Card	Invoice 1659338611 attached
Totals	3393.92	565.65		

Payment Schedule Agreed _____
Chairman Parish Council

Date _____

Payment Schedule Agreed _____
2nd Councillor Signatory

Date _____

Payment Schedule

13-Apr-21

AGENDA ITEM 17d ii

	Cost £	VAT element	Cheque No.	Comments
Zoom (Video meeting software)	14.39	2.40	Debit Card	Mthly re-occurring until cancelled - Paid 6/4/20
NALC - Online Event	38.93	6.49	Debit Card	Invoice 1675695731 attached
Clerk (D Rigby), salary and mileage	719.97	0.00	EP1	Schedule attached
TLC - April Newsletter	33.60	0.00	EP2	Invoice 1766 attached
Easy Accountants - Payroll Service	13.00	2.17	DD	D/D expected 23/04/21
RSR (TM Solutions Ltd) - Parish Phone	21.00	3.50	DD	D/D expected 23/04/21
Totals	840.89	14.56		

Payment Schedule Agreed _____
Chairman Parish Council

Date _____

Payment Schedule Agreed _____
2nd Councillor Signatory

Date _____