

# Waterbeach Parish Council

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## *Financial Report to 31 December, 2013*

The overall financial position as at 31 December, 2013 is summarised below. The full year budget is shown together with the profiled budget for the first nine months of the year and the actual income and expenditure. As can be seen, the position is quite satisfactory, with overall expenditure being just under £1000 above profiled budget, but income over £6,000 above budget, most of this being due to an insurance claim receipt that compensates for some of the expenditure to date.

	Budget 2013- 2014	Budget	Nine months April- December Actual	Variance
			-	
TOTAL expenditure (exc. S106)	-144,921	106,596	-107,597	-1,001
Total income (exc. S106 and borrowing)	<u>149,730</u>	<u>141,293</u>	<u>147,593</u>	<u>6,301</u>
Net income	4,809	34,697	39,996	5,300
Borrowing income			19,975	
S106 income			7,920	
S106 expenditure			-7,754	

The detailed income and expenditure results are shown in an appendix. It should be noted that, because of the major changes made in the expenditure codes during the early part of the year, a number of assumptions have had to be made to match the new codes to the codes used when the budget was originally set. Thus there are a number of expenditure headings with no budget figure, but some where the budget figure is shown as significantly greater than the actual expenditure. Some comment is made about this in the narrative.

### **Income against budget**

The figures are shown in Appendix 1.

There is a small adverse variance in funeral fees received and interest is significantly below budget. However, the Council has been moving to more actively manage its cash balances, and this figure will increase by the end of the municipal year. It should be noted that sports club rents normally are received in the final quarter of the year.

During the year the Council took out a loan of £20,000 to cover expenditure on the Parish Office. The interest rate is 3.5% and will be repaid over 10 years.

## **Expenditure against budget**

As noted above, some detailed comparisons are complicated because of the new expenditure codes. However, the figures in Appendix 2 give a reasonable picture of the expenditure against budget for the year to date. Note that these figures also show a proposed expenditure budget for 2014-2015.

It is probably best to examine the areas where there are significant variances.

Casual and part time staff – no budget was anticipated under this heading but expenditure has been incurred to cover the absence of the assistant clerk. This issue is now resolved and expenditure for the final quarter is expected to be significantly less.

Machinery Store equipment – this is significantly above budget, but most of the expenditure here was to replace machinery stolen during a break-in earlier in the year. As noted above, the overspend is covered to a large extent by receipts from an insurance claim. The overall machinery store budget expenditure is very close to budget, largely because of low expenditure on servicing, spares and maintenance.

Football pitches maintenance – the main cost here was a major project to improve drainage of the pitches and to oversee to increase the quality of the grass surface. Some of this is to be covered by a grant which has not yet been received.

Skate Park equipment – most of the cost here is additional fencing. No expenditure has yet been incurred on the major project to upgrade the skate park.

Legal and professional – these costs have been incurred following some issues that have necessitated taking professional advice. The costs will be covered by transfer from Contingency.

Insurance – a new broker has enabled us to make savings on these costs

Election costs – no vacancies requiring a by-election have occurred this year. It should be noted that the last by-election that followed the resignation of Alan Ball cost the Council over £6,000.

New pavilion refurbishment – these costs came out of the S106 funds and are not a charge to the Council Tax payer.

## **Parish Council Reserves**

The table below shows the movement in Parish Council reserves from 31 March, 2012 to the estimated position at 31 March, 2014. For this, an estimate of an overall surplus of £7,500 on the general funds has been assumed, using the budgeted surplus of £4,809 and an assumption that the favourable variance seen at 31/12/2013 will reduce by the end of the year. Note that the whole of the loan has been credited to the reserve for the office refurbishment.

## Parish Council Reserves

	31/03/2012	Change 2012-2013	31/03/2013	Change 2013-2014 (estimated)	31/03/2014
Long Term Building Maintenance	10,000	-	10,000	-	10,000
Road improvements	9,200	-	9,200	-	9,200
Vehicle Reserve	9,824	-	9,824	-	9,824
Car Park maintenance / extension	6,095	-	6,095	-	6,095
PPP	837	-	837	-	837
Parish office refurbishment	20,995	-35,533	-14,538	19,975	5,437
Play area equipment	3,556	-	3,556		3,556
S106	99,733	-48,572	51,161	166	51,327
General Reserves	58,465	1,117	59,582	7,500	67,082
<b>Total Reserves</b>	<b>218,705</b>	<b>-82,988</b>	<b>135,717</b>	<b>27,641</b>	<b>163,358</b>

### Budget for 2014-2015

Because of the loss of the Council Tax support grant, the Band D Council Tax will go up by 6% if the precept remains the same. The Parish Council has agreed that the precept should be reduced by 3% in order to keep the Band D charge increase at about 3% for 2014-2015 (note that the charge went up less than 1% in 2013-2014). The draft budget figures shown at the left hand side of the table in Appendix 2 anticipates a reduction in expenditure of 4.6%.

Given that budget expenditure and a precept of £127,250 (a 3% reduction) the overall position for 2014-2015 looks like

### Budget summary 2014-2015

#### Income

Precept	127,250
Funeral Fees	2,000
Sports Clubs	7,500
Village Green Rents	500
Interest	1,000
Other income	250
<b>TOTAL</b>	<b>138,500</b>
Budget expenditure	-137,200
<b>Surplus</b>	<b>1,300</b>

Michael Williamson

## Appendix 1 – Income against budget for the 9 months to 31 December 2013

	Budget 2013- 2014	Budget	9 months April- December Actual	Variance
Precept	131,182	131,182	131,182	-
Interest	1,000	750	11	-739
CT support grant	7,298	7,298	7,318	20
Sports Clubs	7,500	-	1,520	1,520
Funeral fees	2,000	1,500	1,124	-376
Village Green Hire		-	420	420
Insurance claim	-	-	5,923	5,923
Other income	750	563	96	-467
	<u>149,730</u>	<u>141,293</u>	<u>147,593</u>	<u>6,301</u>
Borrowing		-	19,975	19,975
S106 receipts			7,920	7,920
<b>TOTAL INCOME</b>			<u><b>155,513</b></u>	

## Appendix 2 – Expenditure against budget for the nine months to 31 December 2013

	9 months April-December					
	Budget 2013-2014	Budget	Actual	Variance	Budget 2014-2015	Change
<b>Staff costs</b>						
Staff salaries	61,000	45,750	45,652	-98	69,000	8,000
Casual and part time staff	-	-	4,107	4,107	-	-
Staff expenses	500	375	257	-118	400	-100
Training	3,000	2,250	472	-1,778	1,500	-1,500
Clothing	500	375	783	408	500	-
	<u>65,000</u>	<u>48,750</u>	<u>51,270</u>	<u>2,520</u>	<u>71,400</u>	<u>6,400</u>
<b>New pavilion</b>						
Equipment		-	494	494		
Maintenance	1,000	750	127	-623	500	-500
Electricity	1,000	750	1,213	463	1,600	600
	<u>2,000</u>	<u>1,500</u>	<u>1,835</u>	<u>335</u>	<u>2,100</u>	<u>100</u>
<b>Machinery store</b>						
Equipment	5,000	3,750	8,769	5,019	1,500	-3,500
Maintenance	6,000	4,500	1,513	-2,987	3,500	-2,500
Electricity	1,500	1,125	1,233	108	1,500	-
Water	500	375	704	329	500	-
Fuel	1,750	1,313	1,196	-117	1,750	-
Servicing and spares	4,000	3,000	850	-2,150	1,500	-2,500
Small equipment purchases	500	375	229	-146	500	-
	<u>19,250</u>	<u>14,438</u>	<u>14,494</u>	<u>57</u>	<u>10,750</u>	<u>-8,500</u>
<b>Recreation ground</b>						
Bowls green maintenance	1,200	900	846	-54	1,000	-200
Cricket square maintenance	750	563	1,535	972	1,000	250
Football pitches maintenance	-	-	4,997	4,997	5,000	5,000
Tennis courts maintenance	-	-	80	80	500	500
	<u>1,950</u>	<u>1,463</u>	<u>7,458</u>	<u>5,995</u>	<u>7,500</u>	<u>5,550</u>
<b>Other open spaces</b>						
Cemetery maintenance	1,500	1,125	165	-960	750	-750
Cemetery Rates	300	300	231	-69	300	-
Cemetery water		-	34	34	50	50
Chattering play area		-	100	100	-	-
Village green maint.	500	375	281	-94	500	-
Village green electricity	600	450	271	-179	400	-200
Bus shelter electricity		-	8	8	50	50
Playground maint. (Waterbeach)		-	696	696	-	-
Skate park equipment		-	3,747	3,747	-	-
Skate Park maintenance		-	450	450	-	-
Litter & bins		-	604	604	-	-
Parish Paths Partnership		-	-705	-705	-	-
Street furniture		-	516	516	-	-
Tree maintenance	3,500	2,625	45	-2,580	3,500	-
Rec. Car Park		-	494	494	-	-
	<u>6,400</u>	<u>4,875</u>	<u>6,936</u>	<u>2,061</u>	<u>5,550</u>	<u>-850</u>
<b>Administration</b>						
Office equipment	2,000	1,500	1,684	184	500	-1,500
Office maintenance	3,500	2,625	1,563	-1,062	500	-3,000

Office electricity	-	-	1,559	1,559	2,000	2,000
Office rates	750	750	728	-22	750	-
Office water	-	-	348	348	500	500
Office refurbishment		-	500	500	-	-
Office misc.		-	112	112	-	-
Library	3,500	2,625	1,000	-1,625	2,000	-1,500
Audit & accountancy	1,250	938	1,140	203	1,500	250
Legal & professional	-	-	4,688	4,688	500	500
Meeting costs	-	-	66	66	100	100
Postage & stationery	1,500	1,125	328	-797	500	-1,000
Telephone & internet	1,000	750	639	-111	800	-200
Grants and donations	8,000	-	1,000	1,000	8,000	-
Subscriptions	1,250	1,250	726	-524	1,000	-250
Insurance	8,000	8,000	6,265	-1,735	7,500	-500
Health & safety	500	375	979	604	1,500	1,000
Duty of care	-	-	5	5	-	-
Election costs	5,000	3,750	-	-3,750	2,500	-2,500
	<u>36,250</u>	<u>23,688</u>	<u>23,330</u>	<u>-357</u>	<u>30,150</u>	<u>-6,100</u>
<b>Finance</b>						
Loan repayment 1	2,910	2,910	1,455	-1,455	2,500	-410
Loan repayment 2	2,411	2,411	-	-2,411	2,250	-161
Contingency	7,500	5,625	-	-5,625	5,000	-2,500
	<u>12,821</u>	<u>10,946</u>	<u>1,455</u>	<u>-9,491</u>	<u>9,750</u>	<u>-3,071</u>
<b>Other costs</b>						
Tillage Hall costs	1,000	750	682	-69		
Tillage Hall water		-	20	20	-	-
Misc. costs	250	188	101	-86	500	250
	<u>1,250</u>	<u>938</u>	<u>802</u>	<u>-135</u>	<u>500</u>	<u>250</u>
<b>TOTAL</b>	<b>144,921</b>	<b>106,596</b>	<b>107,579</b>	<b>983</b>	<b>137,200</b>	<b>-6,471</b>
<b>S106 expenditure</b>						
New pavilion refurbishment		-	7,754	7,754		
		-	-	-		
			<u>7,754</u>			