

Waterbeach Parish Council

Reports for Finance Committee Meeting 8/6/2014

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Financial Report for the year 2013-2014

This is a report on the financial performance of the Council against the budget for 2013-2014. The annual return of the Council has been audited by the internal auditor and approved. However, it should be noted that, apart from the specific figures in the annual return, the detailed figures have not been subject to audit.

As commented in the report to the Finance Committee dated 22 January, 2014, there were a number of changes to expenditure codes during the year. The basic budget figures seen below are those that were presented in that report and can be seen in the column headed 'Original budget'.

There have also been a number of virements within the overall budget during the year. These were as follows:

From	To	Amount	Explanation
Contingency	Casual and part-time staff	£5,000	Various temporary staff employed during the year including advice on new expenditure codes, temporary clerk following resignation of J Horsnell
Insurance claims	Machinery store equipment	£7,300	Claim following theft of equipment
Vertidrain grant	Football pitches maintenance	£1,000	Grant obtained by colts to cover specialist work on the football pitches
Library rent	Grants and donations	£1,500	Clarifies library expenditure
Contingency	Legal and Professional	£2,500	To cover part of actual spending on this item

It should be noted that the overall effect on the budget is neutral.

We comment on each headings in the report below

Staff costs

There was a significant overspend against the original budget. Part of this was in staff salaries (about 4% of original budget) and some the originally un-budgeted casual and part-time staff to cover, for example, the gap between the resignation of the Clerk in July 2013 and appointment of her replacement. These overspends were to some degree offset by an underspend of £2,433 on staff training.

New pavilion

Overall this heading came in close to budget

Machinery store and recreation ground

These two headings need to be looked at together. If we take into account the need for new machinery purchases following the theft, then the total spend in this area is £3,395 under budget. Much of this underspend comes from significant savings on Machinery Maintenance and Servicing and Spares.

During the year, following expert advice (see, for example, information on the Football Foundation website) an extensive piece of work was carried out to improve the quality of the football pitches. Part of this cost was covered by a grant obtained by the Colts Football Club.

Despite this expenditure, the costs are still well below the total budget.

Other open spaces

The main overspend here was on fencing for the skate park. Tree maintenance was significantly under budget and this may need to be remedied in future.

Administration

Many of these headings show over and under spends. This partly due to the way in which the budget agreed at the start of the year was converted into the new headings. Overall the actual figures are showing an underspend, but within that it should be noted that Legal and Professional costs show a significant overspend while Grants and Donations and Election Costs show large underspends.

However, on the more day-to-day expenses the picture is good since, apart from Office Electricity, for which no budget was set, items such as Postage and Stationery, Telephone, etc. are all close to or below budget.

Incidentally, it should be noted that, although a total of £6,400 was paid out during the year in Grants and Donations, most of that (£5,800) related to the previous year's grants. The total of £3,100 was made up of £500 for the library, £100 for Victim Support and £2,500 for WAY. Other grants such as that for the Farmland Museum will be charged against the current year's budget.

Finance

The second loan, for the office refurbishment, was not drawn down until the second half of the year and so only one of the two six-month repayments is shown in the accounts for 2013-2014.

Other costs

The small amount of Tillage Hall costs relate to a repair carried out by Murfitt's, the original contractors. The other costs were for New Pavilion refurbishment which comes out of S106 funds (improvement of sports facilities).

Income

The grant for Solar Panels on Tillage Hall was received during the year, but no invoice for the panels was received during the year.

Sports Club rents received are significantly below budget. This matter is being discussed by the clubs and it is hoped that a fair resolution will be achieved.

Funeral fees were a little over budget. The Council is currently reviewing charges.

Village Green hire was from the circus.

The Insurance Claim was for equipment stolen from the Groundsman's Store.

Parish Council Reserves

Information on Parish Council balances was incorporated in the report to the Finance Committee meeting on January 22nd, 2013 and considered by them at their meeting. It turns out that there were some errors in those figures since the audited balance at 31 March 2013 was £135,240 and some corrections needed to be made to the S106 balances. A corrected table of Council Balances at 31 March, 2013 is below

Long Term Building Maintenance	10,000
Road improvements	9,200
Vehicle Reserve	9,824
Car Park maintenance / extension	6,095
Parish Paths	837
Parish office refurbishment	(14,538)
Play area equipment	3,556
S106	60,716
General Reserves	49,550
Total Reserves	135,240

The total balances held by the Council at 31 March 2014 and shown on the audited annual return amounted to £182,972. Within that total, we have to segregate the funds received for the solar panels on Tillage Hall (£10,732) and the S106 funds. A summary of the latter is below

Balance at 1/4/13	£60,716
Further funds received from developers	£10,267
Interest received during the year	£1,698
Expenditure during the year	(£6,424)
Balance at 31/3/14	£66,257

In addition, the Parish Office refurbishment fund needs to be separately detailed:

Balance at 1/4/13	(£14,538)
PWLB loan draw-down	£19,975
Expenditure during the year	(£500)
Balance at 31/3/14	£4,937

And £476 was paid out on maintaining the car park.

The final result of all the above is shown below

	Balance at 1/4/13	Change during the year	Balance at 31/3/14
Long Term Building Maintenance	£10,000		£10,000
Road improvements	£9,200		£9,200
Vehicle Reserve	£9,824		£9,824
Car Park maintenance / extension	£6,095	(£476)	£5,619
Parish Paths	£837		£837
Parish office refurbishment	(£14,538)	£19,475	£4,937
Play area equipment	£3,556		£3,556
S106	£60,716	£5,541	£66,257
Tillage Hall Solar Panels		£10,732	£10,732
General Reserves	£49,550	£12,460	£62,010
Total Reserves	£135,240	£47,732	£182,972

A general reserve balance of £62,010 represents 42% of the budgeted expenditure for 2013-2014 or 5 months. This is a little on the low side but should be adequate provided that we keep within budget. Councillors might like to consider the amounts in the other balances and decide if they would like to move funds around.

Michael Williamson – 5/6/14

EXPENDITURE	Original Budget 2013-2014	Virements	Adjusted Budget 2013-2014	Actual	Variance
Staff costs					
7001 Staff salaries	61,000		61,000	63,269	2,269
7005 Casual and part time staff	-	5,000	5,000	5,475	475
7006 Recruitment costs				-	-
7002 Staff expenses	500		500	316	-184
7003 Training	3,000		3,000	567	-2,433
7004 Clothing	500		500	783	283
	65,000	5,000	70,000	70,409	409
New pavilion					
6020 Equipment				644	644
6021 Maintenance	1,000		1,000	331	-669
6022 Electricity	1,000		1,000	996	-4
6023 Rates				-	-
	2,000	-	2,000	1,971	-29
Machinery store					
6030 Equipment	5,000	7,300	12,300	10,370	-1,930
6031 Maintenance	6,000		6,000	1,559	-4,441
6032 Electricity	1,500		1,500	1,352	-148
6033 Water	500		500	1,961	1,461
6034 Fuel	1,750		1,750	1,560	-190
6035 Servicing and spares	4,000		4,000	763	-3,237
6036 Small equipment purchases	500		500	229	-271
	19,250	7,300	26,550	17,794	-8,756
Recreation ground					
6041 Bowls green maintenance	1,200		1,200	846	-354
6051 Cricket square maintenance	750		750	1,621	871
6061 Football pitches maintenance	-	1,000	1,000	4,997	3,997
6081 Play areas & skatepark maint.				767	767
6091 Tennis courts maintenance	-		-	80	80
	1,950	1,000	2,950	8,311	5,361
Other open spaces					
6101 Cemetery maintenance	1,500		1,500	175	-1,325
6103 Cemetery Rates	300		300	231	-69
6104 Cemetery water			-	34	34
6180 Chattering play area	-		-	100	100
6201 Village green maint.	500		500	360	-140
6202 Village green electricity	600		600	386	-214
6212 Bus shelter electricity	-		-	8	8
6280 Skate park equipment			-	5,747	5,747
6281 Skate Park maintenance			-	450	450
6910 Litter & bins			-	1,296	1,296
6920 Parish Paths Partnership			-	-694	-694
6930 Street furniture			-	491	491
6940 Tree maintenance	3,500		3,500	45	-3,455
6950 Rec. Car Park			-	746	746
	6,400	-	6,400	9,373	2,973
Administration					
6010 Office equipment	2,000		2,000	2,167	167
6011 Office maintenance	3,500		3,500	2,626	-874
6012 Office electricity	-		-	1,239	1,239
6013 Office rates	750		750	728	-22

EXPENDITURE	Original Budget 2013-2014	Virements	Adjusted Budget 2013-2014	Actual	Variance
6014 Office water	-		-	350	350
6015 Office refurbishment			-	500	500
6019 Office misc.			-	112	112
6400 Library rent	3,500	-1,500	2,000	2,000	-
7101 Audit & accountancy	1,250		1,250	1,140	-110
7102 Legal & professional	-	2,500	2,500	6,891	4,391
7103 Meeting costs	-		-	66	66
7104 Postage & stationery	1,500		1,500	482	-1,018
7105 Telephone & internet	1,000		1,000	909	-91
7210 Grants and donations	8,000	1,500	9,500	3,100	-6,400
7215 Subscriptions	1,250		1,250	726	-524
7220 Insurance	8,000		8,000	6,265	-1,735
7250 Health & safety	500		500	1,104	604
7260 Duty of care			-	5	5
7270 Election costs	5,000		5,000	-	-5,000
	36,250	2,500	38,750	30,409	-8,341
Finance					
7230 Loan repayment 1	2,910		2,910	2,892	-18
7240 Loan repayment 2	2,411		2,411	1,179	-1,232
7290 Contingency	7,500	-7,500	-	-	-
	12,821	-7,500	5,321	4,071	-1,250
Other costs					
6304 Tillage Hall water			-	-	-
6301 Tilage Hall costs	1,000		1,000	128	-872
6025 New pavilion refurbishment (S106)				6,424	6,424
7299 Misc. costs	250		250	111	-139
	1,250	-	1,250	6,663	5,413
TOTAL	144,921	8,300	153,221	149,001	-4,220

INCOME	Original Budget 2013-2014	Virements	Adjusted Budget 2013-2014	Actual	Variance
4000 Precept	131,182		131,182	131,182	-
4001 S106 income				10,267	10,267
4003 Bank interest	1,000		1,000	623	-377
4002 S106 interest				1,698	1,698
4005 Support Grant	7,298		7,298	7,318	20
4006 Solar panel grant			-	10,732	10,732
4007 Vertidrain grant		1,000	1,000	1,000	-
4010 PWLB loan draw-down				19,975	19,975
Sports Clubs	7,500		7,500	-	-7,500
4041 Bowls Green rent				1,582	1,582
4051 Cricket Square rent				-	-
4061 Football Club rent				1,520	1,520
4062 Football Colts Rent				675	675
4101 Funeral Fees	2,000		2,000	2,340	340
4201 Village Green Hire	-		-	420	420
4020 Insurance Claim	-	7,300	7,300	7,299	-1
4999 Other Income	750		750	102	-648
	<u>149,730</u>	<u>8,300</u>	<u>158,030</u>	<u>196,733</u>	<u>38,703</u>
Income less expenditure	4,809	-	4,809	47,732	42,923

Bank Reconciliation at 31 March, 2014

Bank Reconciliation at 31/03/2014

Name of Council	Waterbeach Parish Council
Financial Year ended	31/03/2014

Balances per bank statements

31/03/2014

Account name	Number	£	£
Current account		1,918.00	
Petty cash		12.23	
Business saver account		20,933.31	
Business saver account		0.00	
Cambridge Building Society		51,698.36	
Close Brothers		50,000.00	
Cambridge & Counties Bank		50,580.32	
TOTAL			

Less unrepresented cheques

	102912	101.12	
	102959	600.00	
	103059	518.32	
	103236	1,000.00	
	103237	1,000.00	
	103324	231.50	
	103321	63.00	
	DD	116.59	
TOTAL			3,630.53

Add any uncleared credits

TOTAL			0.00

TOTAL NET BANK BALANCES AT 31/03/2014

171,511.69

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows

Opening balances	155,647.83
Total receipts	196,732.50
Total payments	180,868.64
Closing balance per cash book as at 31/03/2014 (must equal net bank balances above)	171,511.69

Reconciliation of Balances at 31 March, 2014

Cash and bank balances at 31 March 2014		171,511.69
Add debtors		
VAT	21,449.08	
Other debtors	<u>-</u>	21,449.08
Less accruals		
Salaries March 2014 (paid in April)	6,395.05	
Grant to WAY agreed	2,500.00	
Library rent Jan-March 2014	500.00	
Invoice for temporary staff	267.88	
Cleaning	240.00	
Recreation ground materials	<u>86.10</u>	-9,989.03
Balances at 31/3/14		<u>182,971.74</u>

Analysis of Variances between 2012-2013 and 2013-2014

		2012-2013	2013-2014	Variance	Percent	
Box 2	Annual Precept	£ 139,459	£ 131,182	-£ 8,277	-5.9%	-
Box 3	Total other receipts	£ 10,866	£ 65,550	£ 54,684	503.3%	See note 1
Box 4	Staff costs	£ 61,582	£ 63,269	£ 1,687	2.7%	-
Box 5	Loan interest / capital repayments	£ 7,131	£ 9,158	£ 2,027	28.4%	Second loan taken out
Box 6	All other payments	£ 165,087	£ 76,574	-£ 88,513	-53.6%	See note 2
Box 9	Fixed and long term assets			£ -	#DIV/0!	
Box 10	Borrowings	£ 15,000	£ 31,500	£ 16,500	110.0%	Loan of £20,000 taken out for capital project
Note 1 (Box 3)						
Most of the increase in 2013-2014 was made up of						
	Council tax support grant	£ 7,298				
	Grant for solar panels	£ 10,732				
	Grant for work on football pitches	£ 1,000				
	PWLB loan draw-down	£ 19,975				
	Insurance claim	£ 7,300				
	Increase in S106 income	£ 10,240				
	Reduction in Tillage Hall grants	-£ 4,000				
		£ 52,545				
Note 2 (Box 6)						
A number of capital projects were completed during 2012-2013 so no expenditure was recorded on those projects during 2013-2014						
	Tillage Hall	£ 15,666				
	Parish Office Refurbishment	£ 35,333				
	New Play equipment	£ 33,570				
		£ 84,569				