

FORTON PARISH COUNCIL

Finance Report For The Meeting To Be Held On Wednesday 17 November 2021

1 2021/2022 Quarter Three

Attached is the financial statement dated 05 November 2021. It balances to the latest bank statements received: -

Current Account @ 05 November 2021	£110.00
Reserve Account @ 05 November 2021	£1,259.69
TOTAL	£1,369.69

2 Payments for Approval

Precept Payments	Budget £ p	Agree to Pay
Clerk's Salary – 3 rd quarter *(gross)	110.54	
Clerk's Expenses – 3 rd quarter	15.00	

*The gross salary is £110.54, PAYE being determined by the payroll service.

The council is asked to approve the above payments.

ACTION: council

3 Budget 2022/2023

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 £728.75. The draft budget requires a precept of £1,037.19 (2 x £498.17 + Council Tax Support Grant expected to be £40.85).

Year	Annual Precept £ p
2021-2023	1,037.19
2021-2022	1,110.83
2020-2021	1,072.27
2019-2020	976.00
2018-2019	989.99

Salaries and Insurance have been increased in line with the Government's Consumer Prices Index (CPI – All items) which in October 2021 stood at +2.9%. The general contingency is preserved at 15% (£191.00) 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 2022 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

The NatWest bank account is now available on line, I will let you know how this works out but to date it has been a benefit.

Forton Parish Council

YEAR 2021/2022 - QUARTER 3 FINANCIAL STATEMENT

RECEIPTS			
date	description	£ budget	£ actual
PRECEPT			
01-Apr-21	opening balance	629.84	638.89
15-Apr-21	precept Stafford BC, tranche 1	534.99	534.99
15-Apr-21	Council Tax Support Grant, tranche 1	20.42	20.42
Oct-21	precept Stafford BC, tranche 2	534.99	534.99
Oct-21	Council Tax Support Grant, tranche 2	20.43	20.43
Apr-21	Interest	nil	nil
28-May-21	Interest	nil	0.01
30-Jun-21	Interest	nil	0.01
30-Jul-21	Interest	nil	0.01
31-Aug-21	Interest	nil	0.01
30-Sep-21	Interest	nil	nil
29-Oct-21	Interest	nil	0.01
Nov-21	Interest	nil	nil
Dec-21	Interest	nil	nil
Jan-22	Interest	nil	nil
Feb-22	Interest	nil	nil
Mar-22	Interest	nil	nil
		£ 1,740.67	£ 1,749.77

CONCURRENT GRANT			
date	description	£ budget	£ actual
01-Apr-21	opening balance	nil	nil
15-Apr-21	concurrent Stafford BC, tranche 1	135.00	135.00
Oct-21	concurrent Stafford BC, tranche 2	135.00	135.00
		£ 270.00	£ 270.00

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
01-Apr-21	SPCA annual subscription, 2021-22	98.69	99.00	1,650.77
05-May-21	clerk's salary, gross, quarter 1	110.54	88.54	1,562.23
May-21	clerk's expenses, quarter 1	15.00	nil	1,562.23
May-21	election costs contingency	171.65	nil	1,562.23
05-May-21	general insurance 01 June - 31 May	332.31	330.00	1,232.23
Jun-21	parish hall rent for year 2021-22	125.88		
21-Jul-21	clerk's salary, gross, quarter 2	110.54	88.34	1,143.89
Aug-21	clerk's expenses, quarter 2	15.00		
Sep-21	annual audit fee	nil	nil	1,143.89
Nov-21	clerk's salary, gross, quarter 3	110.54		
Nov-21	clerk's expenses, quarter 3	15.00		
Mar-22	clerk's salary, gross, quarter 4	110.54		
Mar-22	clerk's expenses, quarter 4	15.00		
Nov-21	website domain fee (24 months) due Nov 21	23.98		
05-May-21	PAYE	nil	22.00	1,121.89
21-Jul-21	PAYE	nil	22.20	1,099.69
Nov-21	PAYE	nil		
Mar-22	PAYE	nil		
	circa 15% general contingency reserve	186.00		
		300.00		
		£ 1,740.67	£ 650.08	£ 1,099.69

Mar-22	Forton PCC grant (Items for attention)	67.50		
Mar-22	Forton PCC Churchyard upkeep grant	67.50		
Mar-22	Forton Parish Hall grant	67.50		
Mar-22	Forton Cricket Club grant	67.50		
		£ 270.00	£ -	£ 270.00

Closing Balances (Precept + Concurrent) TOTALS £ 1,369.69

BANK STATEMENT RECONCILIATION

Current Account Statement @ 05 November 2021	£ 110.00
Reserve Account Statement @ 05 November 2021	£ 1,259.69
Uncleared Funds TOTAL	£ -

deduct cheques not presented: -	
Uncleared Cheques TOTAL	£ -
Reconciliation TOTAL	£ 1,369.69

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

Forton Parish Council

YEAR 2021/2022 - FORECAST TO YEAR END

RECEIPTS			
date	description	£ budget	£ actual
PRECEPT			
01-Apr-21	opening balance	629.84	638.89
15-Apr-21	precept Stafford BC, tranche 1	534.99	534.99
15-Apr-21	Council Tax Support Grant, tranche 1	20.42	20.42
Oct-21	precept Stafford BC, tranche 2	534.99	534.99
Oct-21	Council Tax Support Grant, tranche 2	20.43	20.43
Apr-21	Interest	nil	nil
28-May-21	Interest	nil	0.01
30-Jun-21	Interest	nil	0.01
30-Jul-21	Interest	nil	0.01
31-Aug-21	Interest	nil	0.01
30-Sep-21	Interest	nil	nil
29-Oct-21	Interest	nil	0.01
Nov-21	Interest	nil	nil
Dec-21	Interest	nil	nil
Jan-22	Interest	nil	nil
Feb-22	Interest	nil	nil
Mar-22	Interest	nil	nil
		£ 1,740.67	£ 1,749.77

CONCURRENT GRANT			
date	description	£ budget	£ actual
01-Apr-21	opening balance	nil	nil
15-Apr-21	concurrent Stafford BC, tranche 1	135.00	135.00
Oct-21	concurrent Stafford BC, tranche 2	135.00	135.00
		£ 270.00	£ 270.00

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
01-Apr-21	SPCA annual subscription, 2021-22	98.69	99.00	1,650.77
05-May-21	clerk's salary, gross, quarter 1	110.54	88.54	1,562.23
May-21	clerk's expenses, quarter 1	15.00	nil	1,562.23
May-21	election costs contingency	171.65	nil	1,562.23
05-May-21	general insurance 01 June - 31 May	332.31	330.00	1,232.23
Jun-21	parish hall rent for year 2021-22	125.88	125.88	1,106.35
21-Jul-21	clerk's salary, gross, quarter 2	110.54	88.34	1,018.01
Aug-21	clerk's expenses, quarter 2	15.00	nil	1,018.01
Sep-21	annual audit fee	nil	nil	907.47
Nov-21	clerk's salary, gross, quarter 3	110.54	110.54	gross 907.47
Nov-21	clerk's expenses, quarter 3	15.00	nil	gross 796.93
Mar-22	clerk's salary, gross, quarter 4	110.54	110.54	gross 796.93
Mar-22	clerk's expenses, quarter 4	15.00	nil	gross 772.95
Nov-21	website domain fee (24 months) due Nov 21	23.98	23.98	772.95
05-May-21	PAYE	nil	22.00	750.95
21-Jul-21	PAYE	nil	22.20	728.75
Nov-21	PAYE	nil	nil	728.75
Mar-22	PAYE	nil	nil	728.75
	circa 15% general contingency	186.00	nil	
	reserve	300.00	nil	
		£ 1,740.67	£ 1,021.02	£ 728.75

Mar-22	Forton PCC grant (Items for attention)	67.50	67.50	202.50
Mar-22	Forton PCC Churchyard upkeep grant	67.50	67.50	135.00
Mar-22	Forton Parish Hall grant	67.50	67.50	67.50
Mar-22	Forton Cricket Club grant	67.50	67.50	-
		£ 270.00	£ 270.00	£ -

Closing Balances (Precept + Concurrent) TOTALS £ 728.75

BANK STATEMENT RECONCILIATION

Current Account Statement @ 05 November 2021	
Reserve Account Statement @ 05 November 2021	
Uncleared Funds TOTAL	£ -

deduct cheques not presented: -	
Uncleared Cheques TOTAL	£ -
Reconciliation TOTAL	£ -

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

