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 its 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.

David Carver RFO Forton Parish Council

YEAR 2021/2022 - QUARTER 3 FINANCIAL STATEMENT

	RECEIPTS		PAYMENTS				BAI A	ANCE		
date	description	£ budget	£ actual	date	description	£ budget	£ actual	†		E
PRECEPT		a suaget					~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	1		
01-Apr-21	opening balance	629.84	638.89	01-Apr-21	SPCA annual subscription, 2021-22	98.69	99.00	Ī	1	1,650.77
15-Apr-21	precept Stafford BC, tranche 1	534.99	534.99	05-May-21	clerk's salary, gross, quarter 1	110.54	88.54	net		1,562.23
15-Apr-21	Council Tax Support Grant, tranche 1	20.42	20.42	May-21	clerk's expenses, quarter 1	15.00	nil		1	1,562.23
Oct-21	precept Stafford BC, tranche 2	534.99	534.99	May-21	election costs contingency	171.65	nil			1,562.23
Oct-21	Council Tax Support Grant, tranche 2	20.43	20.43	05-May-21	general insurance 01 June - 31 May	332.31	330.00			1,232.23
Apr-21	Interest	nil	nil	Jun-21	parish hall rent for year 2021-22	125.88				,
28-May-21	Interest	nil	0.01	21-Jul-21	clerk's salary, gross, quarter 2	110.54	88.34	net	1	1,143.89
30-Jun-21	Interest	nil	0.01	Aug-21	clerk's expenses, quarter 2	15.00				,
30-Jul-21	Interest	nil	0.01	Sep-21	annual audit fee	nil	nil		1	1,143.89
31-Aug-21	Interest	nil	0.01	Nov-21	clerk's salary, gross, quarter 3	110.54		net	· ·	,
30-Sep-21	Interest	nil	nil	Nov-21	clerk's expenses, quarter 3	15.00		1101		
29-Oct-21	Interest	nil	0.01	Mar-22	clerk's salary, gross, quarter 4	110.54		net		
Nov-21	Interest	nil	0.01	Mar-22	clerk's expenses, quarter 4	15.00		liot		
Dec-21	Interest	nil		Nov-21	website domain fee (24 months) due Nov 21	23.98				
					,		22.00		l ,	1 101 00
Jan-22	Interest	nil		05-May-21	PAYE	nil	22.00			1,121.89
Feb-22	Interest	nil		21-Jul-21	PAYE	nil	22.20		1	1,099.69
Mar-22	Interest	nil		Nov-21	PAYE	nil 				
				Mar-22	PAYE	nil				
					circa 15% general contingency	186.00				
					reserve	300.00				
		£ 1,740.67	£ 1,749.77			£ 1,740.67	£ 650.08		£ 1	1,099.69
CONCURRE	-							-		
01-Apr-21	opening balance	nil	nil	Mar-22	Forton PCC grant (Items for attention)	67.50				
15-Apr-21	concurrent Stafford BC, tranche 1	135.00	135.00	Mar-22	Forton PCC Churchyard upkeep grant	67.50				
Oct-21	concurrent Stafford BC, tranche 2	135.00	135.00	Mar-22	Forton Parish Hall grant	67.50				
				Mar-22	Forton Cricket Club grant	67.50				
		£ 270.00	£ 270.00			£ 270.00	£ -	1	£	270.00
		2 2.0.00			L	2 2.0.00	~			
					Cle	osing Balance	s (Precent + Con	current) TOTALS	£ 1	1,369.69
						Janes Dalario		TOTALO		,500.00
BANK STAT	EMENT RECONCILIATION									
			£ 110.00	ĺ	deduct cheques not presented: -					
	ount Statement @ 05 November 2021 count Statement @ 05 November 2021		£ 1,259.69		deduct cheques not presented: -			1	_	
Reserve Acc	count Statement @ 05 November 2021		£ 1,259.69							
									_	
	Uncleared F	unds TOTAL	£ -			Uncle	ared Cheques TO			
		<u></u>					Rec	onciliation TOTA	L£ 1	1,369.69

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

YEAR 2021/2022 - FORECAST TO YEAR END

	RECEIPTS				PAYMENTS				BALANCE	
date	description	£ budget	£ actual	date	description	£ budget	£ actual		£	
PRECEPT								<u></u>	<u> </u>	_
01-Apr-21	opening balance	629.84	638.89	01-Apr-21	SPCA annual subscription, 2021-22	98.69	99.00		1,650.7	7
15-Apr-21	precept Stafford BC, tranche 1	534.99	534.99	05-May-21	clerk's salary, gross, quarter 1	110.54	88.54	net	1,562.2	3
15-Apr-21	Council Tax Support Grant, tranche 1	20.42	20.42	May-21	clerk's expenses, quarter 1	15.00	nil		1,562.2	3
Oct-21	precept Stafford BC, tranche 2	534.99	534.99	May-21	election costs contingency	171.65	nil		1,562.2	3
Oct-21	Council Tax Support Grant, tranche 2	20.43	20.43	05-May-21	general insurance 01 June - 31 May	332.31	330.00		1,232.2	
Apr-21	Interest	nil	nil	Jun-21	parish hall rent for year 2021-22	125.88	125.88		1,106.3	5
28-May-21	Interest	nil	0.01	21-Jul-21	clerk's salary, gross, quarter 2	110.54	88.34	net	1,018.0	1
30-Jun-21	Interest	nil	0.01	Aug-21	clerk's expenses, quarter 2	15.00			,	
30-Jul-21	Interest	nil	0.01	Sep-21	annual audit fee	nil	nil		1,018.0	1
31-Aug-21	Interest	nil	0.01	Nov-21	clerk's salary, gross, quarter 3	110.54	110.54	gross	907.4	
30-Sep-21	Interest	nil	nil	Nov-21	clerk's expenses, quarter 3	15.00		3		1
29-Oct-21	Interest	nil	0.01	Mar-22	clerk's salary, gross, quarter 4	110.54	110.54	gross	796.9	3
Nov-21	Interest	nil	****	Mar-22	clerk's expenses, quarter 4	15.00		3		-
Dec-21	Interest	nil		Nov-21	website domain fee (24 months) due Nov 21	23.98	23.98		772.9	5
Jan-22	Interest	nil		05-May-21	PAYE	nil	22.00		750.9	-
Feb-22	Interest	nil		21-Jul-21	PAYE	nil	22.20		728.7	
Mar-22	Interest	nil		Nov-21	PAYE	nil	nil		728.7	
IVIAI-ZZ	interest	''''		Mar-22	PAYE	nil	nil		728.7	
				IVIAI-22	TAIL	''''	1111		120.1	٦
					circa 15% general contingency	186.00				
					reserve	300.00				
ļļ		£ 1,740.67	£ 1,749.77		4	£ 1,740.67	£ 1,021.02	1	£ 728.7	-
CONCURRE		£ 1,740.07	1,749.77		L	£ 1,740.07	1,021.02	1	£ /20.1	5
01-Apr-21	opening balance	nil	nil	Mar-22	Forton PCC grant (Items for attention)	67.50	67.50	7	202.5	n
15-Apr-21	concurrent Stafford BC, tranche 1	135.00	135.00	Mar-22	Forton PCC Churchyard upkeep grant	67.50	67.50		135.0	
Oct-21	concurrent Stafford BC, tranche 2	135.00	135.00	Mar-22	Forton Parish Hall grant	67.50	67.50		67.5	
00(2)	concurrent ctanora bo, transno b	100.00	100.00	Mar-22	Forton Cricket Club grant	67.50	67.50		-	
					r onton ontonot onaz grant	000	000			
L		£ 270.00	£ 270.00			£ 270.00	£ 270.00	1	£ -	\dashv
		2 270.00	2 2:0:00		L.	2 270.00	2 270.00	1	~	
					CI	osing Balance	s (Precept + Cor	current) TOTALS	£ 728.7	5
							· · ·	· · · · · · · · · · · · · · · · · · ·	1	_
BANK STAT	EMENT RECONCILIATION									
Current Acco	ount Statement @ 05 November 2021				deduct cheques not presented: -					
Reserve Acc	count Statement @ 05 November 2021				· · · ·				1	
	Uncleared F	unds TOTAL	£ -	ı		Uncle	ared Cheques TO	OTAL £ -	1	
		<u> </u>	-				Rec	onciliation TOTAL	Ĵ	

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

Forton Parish Council

DRAFT BUDGET FOR YEAR 01 APRIL 2022 to 31 MARCH 2023

	RECEIPTS					
date			description	£ budget		
PRECEPT						
01-Apr-22	Forecast opening balance b/f	728.75	May-22	clerk's salary, first quarter (gross)	113.75	
Apr-22	Precept required from Stafford BC, tranche 1	498.17	May-22	clerk's expenses, first quarter	15.00	
Apr-22	Council Tax Support Grant, tranche 1	20.42	May-22	SPCA annual subscription	101.87	
Oct-22	Precept required from Stafford BC, tranche 2	498.17	May-22	election costs contingency	176.63	
Oct-22	Council Tax Support Grant, tranche 2	20.43	Jun-22		339.57	
			Jun-22	parish hall rent for year 2022-23	129.53	
			Sep-22	clerk's salary, second quarter (gross)	113.75	
			Sep-22	clerk's expenses, second quarter	15.00	
			Oct-22	annual audit fee	nil	
			Nov-22	Web. Dom. 2 yr accrual @ £12.34 due Nov 2023	12.34	
			Nov-22	clerk's salary third quarter (gross)	113.75	
			Dec-22	clerk's expenses third quarter	15.00	
			Mar-23		113.75	
			Mar-23	clerk's expenses fourth quarter	15.00	
				sub-total	1,274.94	
				15% general contingency*	191.00	
				reserve*	300.00	
		£ 1,765.94			£ 1,765.94	
CONCURRE						
01-Apr-22	Forecast opening balance	nil	Mar-23	Forton Parochial Church Council*	67.50	
Apr-22	Concurrent grant from SBC, tranche 1	135.00	Mar-23	Churchyard upkeep*	67.50	
Oct-22	Concurrent grant from SBC, tranche 2	135.00	Mar-23	Forton Parish Hall*	67.50	
			Mar-23	Forton Cricket Club*	67.50	
				* Organisations and amounts are indicative only		
		£ 270.00			£ 270.00	

General increases as CPI - All Items, October 2021 + 2.9%.

Budgeted payments are the best estimates available and where possible, based on last year's actual payments.

Clerk's salary is subject to review in March 2022 and could differ from the budget figure. Clerk's expenses remain unchanged.

Stafford Borough Council is expected to maintain the concurrent grant the same as previous years; £270.00.

Total Precept is £1,037.19; last year was £1,110.83; previous year was £1,072.27; year before that was £976.00.

Precept includes Council Tax Support Grant of £40.85 (expected to be unchanged).

Contingecy remains at 15% of budgeted payments; Reserve is maintained at last year's level. (*both rounded to nearest £).

The band 'D' charge will be calculated by SBC.