# FORTON PARISH COUNCIL

Finance Report For The Meeting To Be Held On Wednesday 20 November 2019

## **1 2019/2020 Quarter Three**

Attached is the financial statement dated 13 November 2019. It balances to the latest bank statements received: -

Current Account @ 05 November 2019	£88.40
Reserve Account @ 05 November 2019	£1,076.95
TOTAL	£1,165.35

# 2 Payments for Approval

Precept Payments	Budget £ p	Agree to Pay
Clerk's Salary – 3 <sup>rd</sup> quarter *(gross)	108.15	
Clerk's Expenses – 3 <sup>rd</sup> quarter	15.00	
DLC expense, website domain renewal**	23.98	

<sup>\*</sup>The gross salary will be £108.15, PAYE being determined by the payroll service.

The council is asked to approve the above payments.

**ACTION:** council

## 3 Budget 2020/2021

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 £655.57. The draft budget requires a precept of 1072.27 (2 x £517.81 + Council Tax Support Grant, £36.65).

Year	Annual Precept £
2020-2021	1072.27
2019-2020	976.00
2018-2019	989.99
2017-2018	893.99

Salaries and Insurance have been increased in line with the Government's Consumer Prices Index (CPI – All items) which in October 2019 stood at +1.5%. The general contingency is preserved at 15% (£185.00) and the reserve at £300.00.

Stafford Borough Council has announced its concurrent grant will remain the same as the several previous years, £270 (2 x £135). The council is asked to authorise the RFO to ask SBC for the maximum concurrent grant.

**ACTION:** council

**ACTION:** council

The council is asked to debate the draft budget, make any amendments its sees fit and then approve it (as amended).

#### 4 Concurrent Grants

Any Concurrent Grants for the current year must be made by 31 March 2020 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.

David Carver Forton Parish Council RFO

<sup>\*\*</sup>Not budgeted

### **Forton Parish Council**

## YEAR 2019/2020 - Quarter 3 FINANCIAL STATEMENT

RECEIPTS PAYMENTS							Ī	BALANCE	
date	description	£ budget	£ actual	date	description	£ budget	£ actual	†	£
PRECEPT	•							•	
01-Apr-19	opening balance	684.83	685.60	20-May-19		108.15	84.82	net	1,577.50
08-Apr-19	precept Stafford BC, tranche 1	469.68	469.68	May-19	clerk's expenses, quarter 1	15.00	nil		1,577.50
08-Apr-19	Council Tax Support Grant, tranche 1	18.32	18.32	08-May-19	SPCA annual subscription, 2019-20	100.16	98.00		1,479.50
30-Sep-19	precept Stafford BC, tranche 2	469.67	469.67	May-19	election costs contingency	167.94	nil		1,479.50
30-Sep-19	Council Tax Support Grant, tranche 2	18.33	18.33	08-May-19	general insurance 01 June - 31 May	294.81	330.00		1,149.50
30-Apr-19	Interest	nil	0.10	24-Jul-19	clerk's salary, gross, quarter 2	108.15	86.55	net	1,062.95
31-May-19	Interest	nil	0.12	Aug-19	clerk's expenses, quarter 2	15.00	nil		1,062.95
28-Jun-19	Interest	nil	0.08	Sep-19		nil	nil		1,062.95
31-Jul-19	Interest	nil	0.10	08-May-19		127.75	125.00		937.95
31-Aug-19	Interest	nil	0.09	Dec-19		108.15			
28-Sep-19	Interest	nil	0.08	Nov-19		15.00			
31-Oct-19	Interest	nil	0.15	Mar-20		108.15			
Nov-19	Interest	nil	0.10	Mar-20		15.00			
Dec-19	Interest	nil		16-Nov-19		nil			
							04.00		040.05
Jan-20	Interest	nil		20-May-19		nil	21.00		916.95
Feb-20	Interest	nil		20-Jul-19	PAYE	nil	21.60		895.35
Mar-20	Interest	nil							
					circa 15% general contingency	177.00			
					reserve	300.00			
		£ 1,660.83	£ 1,662.32			£ 1,660.26	£ 766.97		£ 895.35
CONCURREN	NT GRANT			<u> </u>				_	
01-Apr-19	opening balance	nil		Mar-20	Forton PCC grant (Improvements)	67.50			
05-Apr-19	concurrent Stafford BC, tranche 1	135.00	135.00	Mar-20	Forton PCC Churchyard upkeep grant	67.50			
30-Sep-19	concurrent Stafford BC, tranche 2	135.00	135.00	Mar-20		67.50			
				Mar-20	Forton Cricket Club grant	67.50			
					Organisations and amounts in budget are				
					indicative only.				
					,				
<u> </u>		£ 270.00	£ 270.00			£ 270.00	£ -		£ 270.00
					CI	losing Balance	s (Precept + Con	current) TOTALS	£ 1,165.35
BANK STATE	EMENT RECONCILIATION								
Current Account Statement @ 05 November 2019 £ 88.40 deduct cheques not presented: -									
Reserve Account Statement @ 05 November 2019 £ 1,076.95									
L	linelegand E	unds TOTAL	c	Í	<u> </u>	Heele	ared Cheques TO	TAL C	-
	Uncleared F	unus IUIAL	-			Unclea			C 440505
							Rec	onciliation TOTA	L £ 1,165.35

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

Q1 & Q2 statements mistakenly showed the Council Tax Support Grant duplicated and the precept payments correspondingly understated. This had no financial effect and is shown correctly on this statement.

Prepared by David Carver, Forton Parish Council RFO, 16 November 2019

### YEAR 2019/2020 - Forecast to Year End

	RECEIPTS				BALANCE			
date	description	£ budget	£ actual	date	PAYMENTS description	£ budget	£ actual	£
PRECEPT	, and the second				ļ			
01-Apr-19	opening balance	684.83	685.60	20-May-19	clerk's salary, gross, quarter 1	108.15	84.82	1,578.00
08-Apr-19	precept Stafford BC, tranche 1	469.68	469.68	May-19	clerk's expenses, quarter 1	15.00	nil	1,578.00
08-Apr-19	Council Tax Support Grant, tranche 1	18.32	18.32	08-May-19	SPCA annual subscription, 2019-20	100.16	98.00	1,480.00
31/09/2019	precept Stafford BC, tranche 2		469.67	May-19	election costs contingency	167.94	nil	1,480.00
30-Sep-19	Council Tax Support Grant, tranche 2		18.33	08-May-19	general insurance 01 June - 31 May	294.81	330.00	1,150.00
30-Apr-19	Interest	nil	0.10	24-Jul-19	clerk's salary, gross, quarter 2	108.15	86.55	1,063.45
31-May-19	Interest	nil	0.12	Aug-19	clerk's expenses, quarter 2	15.00	nil	1,063.45
28-Jun-19	Interest	nil	0.08	Sep-19	annual audit fee	nil	nil	1,063.45
31-Jul-19	Interest	nil	0.10	08-May-19	parish hall rent for year 2019-20	127.75	125.00	938.45
31-Aug-19	Interest		0.09	Dec-19	clerk's salary, gross, quarter 3	108.15	108.15	830.30
28-Sep-19	Interest		0.08	Nov-19	clerk's expenses, quarter 3	15.00	nil	830.30
31-Oct-19	Interest		0.15	Mar-20	clerk's salary, gross, quarter 4	108.15	108.15	722.15
Nov-19	Interest		0.10	Mar-20	clerk's expenses, quarter 4	15.00	nil	722.15
Dec-19	Interest		0.10	20	website domain renewal (2 yrs)	nil	23.98	698.17
Jan-20	Interest		0.10	20-May-19	PAYE	nil	21.00	677.17
Feb-20	Interest	nil	0.10	20-Jul-19	PAYE	nil	21.60	655.57
Mar-20	Interest		0.10	20-341-13	IAIL	''''	21.00	055.57
Wai -20	morest		0.10					
					circa 15% general contingency	177.00		
					reserve	300.00		
		£ 1,660.83	£ 1,662.82			£ 1,660.26	£ 1,007.25	£ 655.57
CONCURREN	IT GRANT				•			
01-Apr-19	opening balance	nil		Mar-20	Forton PCC grant (Improvements)	67.50	67.50	202.50
05-Apr-19	concurrent Stafford BC, tranche 1	135.00	135.00	Mar-20	Forton PCC Churchyard upkeep grant	67.50	67.50	135.00
30-Sep-19	concurrent Stafford BC, tranche 2	135.00	135.00	Mar-20	Forton Parish Hall grant	67.50	67.50	67.50
				Mar-20	Forton Cricket Club grant	67.50	67.50	-
					Organisations and amounts in budget are			
					indicative only.			
		£ 270.00 £	£ 270.00			£ 270.00	£ 270.00	£ -
					CI	osing Balance	s (Precept + Con	current) TOTALS £ 655.57
	MENT RECONCILIATION	Г			deduct de course and annual de			
	unt Statement @ 31 March 2020		£ 110.00		deduct cheques not presented: -			
Reserve Accou	unt Statement @ 31 March 2020	<u>L</u> :	£ 569.55		DLC	crecharge for w	ebsite domain rer	newal £ 23.98
								1
	Uncleared F	Funds TOTAL	£ -		1	Unclea	ared Cheques TO	OTAL £ 23.98 onciliation TOTAL £ 655.57

#### **Forton Parish Council**

#### DRAFT 1 BUDGET FOR YEAR 01 APRIL 2020 to 31 MARCH 2021

RECEIPTS				PAYMENTS				
date	description	£ budget	date	description	£ budget			
PRECEPT			-					
01-Apr-20		655.57	May-20	clerk's salary, first quarter (gross)	109.77			
Apr-20	Precept required from Stafford BC, tranche 1	517.81	May-20	clerk's expenses, first quarter	15.00			
Apr-20	Council Tax Support Grant, tranche 1	18.32	May-20	SPCA annual subscription	99.47			
Oct-20	Precept required from Stafford BC, tranche 2	517.81	May-20	election costs contingency	170.46			
Oct-20	Council Tax Support Grant, tranche 2	18.33	Jun-20	general insurance	334.95			
			Sep-20	clerk's salary, second quarter (gross)	109.77			
			Jan-00	clerk's expenses, second quarter	15.00			
			Oct-20	annual audit fee	nil			
			Nov-19	website domain accrual, £23.98 due 2021	11.99			
			Dec-20	parish hall rent for year 2020-21	126.88			
			Dec-20	clerk's salary third quarter (gross)	109.77			
			Dec-20	clerk's expenses third quarter	15.00			
			Mar-21	clerk's salary fourth quarter (gross)	109.77			
			Mar-21	clerk's expenses fourth quarter	15.00			
				sub-total	1,242.83			
				15% general contingency*	185.00			
				reserve*	300.00			
		£ 1,727.84			£ 1,727.83			
CONCURRE								
01-Apr-20	Forecast opening balance	nil	Mar-21	Forton Parochial Church Council*	67.50			
Apr-20	Concurrent grant from SBC, tranche 1	135.00	Mar-21	Churchyard upkeep*	67.50			
Oct-20	Concurrent grant from SBC, tranche 2	135.00	Mar-21	Forton Parish Hall*	67.50			
			Mar-21	Forton Cricket Club*	67.50			
				* Organisations and amounts are indicative only				
		£ 270.00			£ 270.00			

General increases as CPI - All Items, October 2019 + 1.5%.

Budgeted payments are the best estimates available based on last year's actual payments.

Clerk's salary is subject to review in March 2020 and could differ from the budget figure. Clerk's expenses remain unchanged.

The Borough Council has said the concurrent grant remains the same as last year, £36.65.

Total Precept is £1,072.27; last year was £976.00; previous year was £989.99; year before that was £893.99

Precept includes Council Tax Support Grant which remains the same as last year @ £36.65

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