

Briefing Note October 2015 Policy and Finance

Agenda Item 5.1

Sage Bank Reconciliations

Date: 21/10/2015

Time: 15:38:53

**Chandler's Ford Parish Council**

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**Bank Reconciliation**

<b>Bank Ref:</b> 1220	<b>Date To:</b> 01/10/2015
<b>Bank Name:</b> EBC deposit account	<b>Statement Ref:</b> 1220 2015-10-21 01
<b>Currency:</b> Pound Sterling	

**Balance as per cash book at 01/10/2015:** 115,481.62

**Add: Unpresented Payments**

Tran No	Date	Ref	Details	£
				<u>0.00</u>

**Less: Outstanding Receipts**

Tran No	Date	Ref	Details	£
				<u>0.00</u>

**Reconciled balance :** 115,481.62

**Balance as per statement :** 115,481.62

**Difference :** 0.00

*Carolea Manning*  
21/10/2015

Date: 21/10/2015  
Time: 12:39:16

**Chandler's Ford Parish Council**  
**Bank Reconciliation**

Page: 1

<b>Bank Ref:</b> 1200	<b>Date To:</b> 21/09/2015
<b>Bank Name:</b> Current Account Barclays 13282457	<b>Statement Ref:</b> 1200 2015-10-21 01
<b>Currency:</b> Pound Sterling	

Balance as per cash book at 21/09/2015:

152,371.11

**Add: Unpresented Payments**

Tran No	Date	Ref	Details	£
2323	21/07/2015	100734	Purchase Payment	2,000.00
2370	06/08/2015	100746	Purchase Payment	45.18
2459	04/08/2015	100741	Purchase Payment	248.00
2460	11/08/2015	100754	Purchase Payment	49.60
2461	10/09/2015	100766	Purchase Payment	440.40
2462	10/09/2015	100767	Purchase Payment	111.74
2463	07/09/2015	100755	Purchase Payment	212.88
2464	07/09/2015	100756	Purchase Payment	80.00
2466	07/09/2015	100757	Purchase Payment	7,332.00
2467	07/09/2015	100758	Purchase Payment	47.42
2468	07/09/2015	100759	Purchase Payment	135.00
2469	07/09/2015	100760	Purchase Payment	111.28
2470	07/09/2015	100761	Purchase Payment	246.79
2471	07/09/2015	100762	Purchase Payment	6,049.57
2472	07/09/2015	100763	Purchase Payment	310.80
2473	07/09/2015	100764	Purchase Payment	174.31
2474	07/09/2015	100764	Purchase Payment	177.56
2475	07/09/2015	100765	Purchase Payment	11,738.97
2476	10/09/2015	100768	Purchase Payment	76.53
2477	21/08/2015	100769	Purchase Payment	156.00
2478	10/09/2015	100770	Purchase Payment	60.00
2479	10/09/2015	100771	Purchase Payment	268.71
2480	10/09/2015	100772	Purchase Payment	105.31
2481	14/09/2015	100773	Purchase Payment	1,560.00

31,738.05

**Less: Outstanding Receipts**

Tran No	Date	Ref	Details	£
				0.00

0.00

Reconciled balance :

184,109.16

Balance as per statement :

184,109.16

Difference :

0.00

*Debra Murray*  
21/10/15

Date: 21/10/2015  
Time: 15:32:22

**Chandler's Ford Parish Council**  
**Bank Reconciliation**

Page: 1

<b>Bank Ref:</b> 1200	<b>Date To:</b> 16/10/2015
<b>Bank Name:</b> Current Account Barclays 13282457	<b>Statement Ref:</b> 1200 2015-10-21 02
<b>Currency:</b> Pound Sterling	

**Balance as per cash book at 16/10/2015:** 332,375.79

**Add: Unpresented Payments**

Tran No	Date	Ref	Details	£
2370	06/08/2015	100746	Purchase Payment	45.18
2470	07/09/2015	100761	Purchase Payment	246.79
2480	10/09/2015	100772	Purchase Payment	105.31
2530	24/09/2015	100778	Purchase Payment	5.26
2534	24/09/2015	100782	Purchase Payment	162.00
2538	28/09/2015	100788	Purchase Payment	26.28
2676	12/10/2015	100795	Purchase Payment	4,224.00
2677	08/10/2015	100796	Purchase Payment	48,924.29
2678	08/10/2015	100792	Purchase Payment	713.70

54,452.81

**Less: Outstanding Receipts**

Tran No	Date	Ref	Details	£
				<u>0.00</u>

**Reconciled balance :** 386,828.60

**Balance as per statement :** 386,828.60

**Difference :** 0.00

*Debra Whalley*  
21/10/2015

## Agenda Item 5.II

### Core Commitments 1<sup>st</sup> Draft 2016-17

<b>ADMINISTRATION</b>	<b>2014-2015</b>	<b>2016-2017</b>
<b>Staff costs</b>		
Pay & NI – Parish Clerk	£30,150.00	£30,903.75
Pension	£0.00	£0.00
Training	£500.00	£512.50
Pay & NI Assistant PC	£6,500.00	£8,450.00
Contract Officer	£15,250.00	£15,631.25
Caretaker	£4,350.00	£4,458.75
Admin Assistant	<u>£7,100.00</u>	£7,277.50
Grounds staff		
<b>Subtotal</b>	<b><u>£63,850.00</u></b>	<b><u>£67,233.75</u></b>
 <b>Office Costs</b>		
Premises costs	£250.00	£500.00
Meeting Expenses	£450.00	£350.00
Stationery	£662.00	£678.55
Photocopier	£662.00	£678.55
Printing	£221.00	£226.53
Travel expenses	£500.00	£512.50
Postage	£882.00	£904.05
Miscellaneous/other	£500.00	£512.50
Chairman’s Expenses	£100.00	£100.00
Telephone BT	£551.00	£925.00
Publications	£100.00	£102.50
Newsletter	£3,750.00	£4,900.00
Website	£2,500.00	£2,562.50
Computers	£2,000.00	£2,050.00
Office Equipment	£1,000.00	£1,025.00
HALC/NALC Subscription	£2,150.00	£2,203.75
Other		
Subscriptions	£300.00	£310.00
Insurance	<u>£2,000.00</u>	<u>£3,200.00</u>
<b>Subtotal</b>	<b><u>£18,578.00</u></b>	<b><u>£21,741.43</u></b>
 <b>Fees &amp; Subscriptions</b>		
Solicitors/Legal Fees	£7,000.00	£7,000.00
Audit Fees	Ext'l & Int'l <u>£3,100.00</u>	<u>£3,100.00</u>
<b>Subtotal</b>	<b><u>£10,100.00</u></b>	<b><u>£10,100.00</u></b>
 <b>Reserves</b>		

Contingency	£35,000.00	£40,000.00
Election costs	£4,000.00	£4,000.00
Asset improvement	<u>£125,000.00</u>	<u>£128,125.00</u>
<b>Subtotal</b>	<b><u>£164,000.00</u></b>	<b><u>£172,125.00</u></b>

#### **Community Funds**

Community Grants	£3,000.00	£3,000.00
Community Safety Fund	Includes PCSO's £18,000.00	£18,000.00
Volunteer Support	£500.00	£500.00
Community Support Initiatives	£8,000.00	£8,000.00
Granted to You initiative	£0.00	£0.00
Community Events	<u>£4,000.00</u>	<u>£4,000.00</u>
<b>Subtotal</b>	<b><u>£33,500.00</u></b>	<b><u>£33,500.00</u></b>

#### **Agenda Item 5.III**

##### **Financial Risk Assessment**

It is certainly advisable for a Council to undertake a Financial risk Assessment each year, and indeed a Council can be censured by the External Auditor if it doesn't. It would therefore seem advisable, with the growth in the turnover of the Council, to instruct the Internal Auditor to undertake this, independently, for the very modest additional fee of £100 (£65 in subsequent years).

#### **Agenda Item 5.IV**

##### **Accounts 2<sup>nd</sup> Quarter**

##### **P&L**

<b>2nd Qtr and Year to Date</b>	<b><u>Period</u></b>	<b><u>Year to Date</u></b>
<b>Income</b>		
Precept	£225,593.00	£477,224.00
Allotment income	£78.00	£148.00
Rental income - Fryern	£1,985.21	£2,046.66
Rental income - Hiltingbury	£1,321.25	£2,482.74
Grants	£46,709.10	£201,850.20
Events	£0.00	£3,341.50
	<b>£275,686.56</b>	<b>£687,093.10</b>
<b>Expenditure</b>		
Direct costs	£14,534.59	£15,222.72
Allotment costs	£622.77	£968.44
Hiltingbury Pavilion costs	£10,747.87	£12,452.87
Fryern Hill Pavilion costs	£7,199.78	£10,483.10
Event costs	£0.00	£2,625.00
Volunteer support	£0.00	£100.00
	<b>£33,105.01</b>	<b>£41,852.13</b>

<b>Gross Profit/(Loss):</b>	£242,581.55	£645,240.97
<b>Overheads</b>		
Website and newsletter	£0.00	£817.62
Miscellaneous	£56.00	£2,876.00
Grants : under GPC and other powers	£10,723.40	£10,723.40
Salary costs	£13,199.41	£25,225.87
General insurances	£0.00	£3,098.04
Office repairs	£384.50	£1,652.34
Motor Expenses	£238.95	£238.95
Printing and Stationery	£316.03	£545.70
Telephone and Computer charges	£1,722.87	£1,990.51
Professional Fees	£1,364.49	£7,336.57
Fryern Pavilion extension	£22,476.23	£293,483.44
Maintenance	£90.25	£2,059.92
Bank Charges and Interest	£12.50	£12.50
Subscriptions	£0.00	£2,355.00
Training costs	£170.00	£370.00
Refreshments	£0.00	£13.33
Meeting costs	£48.00	£159.50
Sundry expenses	£106.00	£170.40
	£50,908.63	£353,129.09
<b>Net Profit/(Loss):</b>	<b>£191,672.92</b>	<b>£292,111.88</b>

**Note:** I am thinking that as the Parish Council is supporting Youth provision at both Velmore and at the Hilt it would seem appropriate, and perhaps fair, if some provision was allowed for at Fryern with the new Community Centre and it being given over on Friday's to the FCA. Perhaps funding for a youth worker for 4-5 hours on a Friday (with volunteer support from FCA) to provide an after school 3.30 – 5.30 (younger people) and 5.30-7.30 for older children before the family/adult orientated evening activities start, could be considered.

## Balance Sheet

<b>2nd Quarter and Year to Date</b>	<b><u>Period</u></b>	<b><u>Year to Date</u></b>
<b>Current Assets</b>		
Debtors	£805.58	£2,348.07
Bank account - Current account	£177,591.44	£360,165.48
- Event account	£0.00	£3,755.20
Deposit account - EBC	£0.00	£115,150.76
Petty cash	£13.74	-£4.57
VAT Liability	£11,634.92	£28,019.55
	£190,045.68	£509,434.49
<b>Current Liabilities</b>		
Creditors : Short Term	-£1,627.24	£1,393.39
	-£1,627.24	£1,393.39
<b>Current Assets less Current Liabilities:</b>	£191,672.92	£508,041.10
<b>Total Assets less Current Liabilities:</b>	£191,672.92	£508,041.10
<b>Long Term Liabilities</b>	£0.00	£0.00

<b>Total Assets less Total Liabilities:</b>	<b>£191,672.92</b>	<b>£508,041.10</b>
<b>Capital &amp; Reserves</b>		
General Reserves	£0.00	£112,583.00
Asset Reserves	£0.00	£87,006.78
Election Reserves	£0.00	£16,339.44
P & L Account	£191,672.92	£292,111.88
	<b>£191,672.92</b>	<b>£508,041.10</b>

**October Payments impact to P&L (50% Streetscene and Vita Play interim £40k)**

**Date:** 21/10/2015  
**Time:** 10:50:54

**Chandler's Ford Parish Council**

**Profit and Loss**

**From:** Month 7, October 2015  
**To:** Month 7, October 2015

**Chart of Accounts:**

Default Layout of Accounts

	<b><u>Period</u></b>	<b><u>Year to Date</u></b>
<b>Income</b>		
Precept	£0.00	£477,224.00
Allotment income	£1,600.50	£1,748.50
Rental income - Fryern	£880.78	£2,927.44
Rental income - Hiltingbury	£947.46	£3,430.20
Grants	£0.00	£201,850.20
Events	£0.00	£3,341.50
Interest Received	£330.86	£330.86
	<b>£3,759.60</b>	<b>£690,852.70</b>
<b>Expenditure</b>		
Direct costs	£101,531.20	£116,753.92
Allotment costs	£288.91	£1,257.35
Hiltingbury Pavilion costs	£363.28	£12,816.15
Fryern Hill Pavilion costs	£116.86	£10,599.96
Event costs	£0.00	£2,625.00
Volunteer support	£0.00	£100.00
	<b>£102,300.25</b>	<b>£144,152.38</b>
<b>Overheads</b>		
Website and newsletter	£0.00	£817.62
Miscellaneous	£289.13	£3,165.13
Grants : under GPC and other powers	£2,733.00	£13,456.40
Salary costs	£0.00	£25,225.87
General insurances	£0.00	£3,098.04
Office repairs	£100.00	£1,752.34
Motor Expenses	£0.00	£238.95
Printing and Stationery	£69.48	£615.18
Telephone and Computer charges	£703.52	£2,694.03
Professional Fees	£0.00	£7,336.57
Fryern Pavilion extension	£0.00	£293,483.44
Maintenance	£3,520.00	£5,579.92
Bank Charges and Interest	£0.00	£12.50

Subscriptions	£0.00	£2,355.00
Training costs	£0.00	£370.00
Refreshments	£0.00	£13.33
Meeting costs	£51.50	£211.00
Sundry expenses	£0.00	£170.40
	<b>£7,466.63</b>	<b>£360,595.72</b>

**Net Profit/(Loss) : -£106,007.28 £186,104.60**

**Actual to Budget/Variance**



	Period			Year to Date				
	Actual	Ratio(%)	Budget	Variance	Actual	Ratio(%)	Budget	Variance
<b>Income</b>								
Precept	£225,593.00	£8183	£0.00	£225,593.00	£477,224.00	£69.46	£251,631.00	£225,593.00
Allotment income	£78.00	£0.03	£0.00	£78.00	£148.00	£0.02	£0.00	£148.00
Rental income - Fryern	£1,985.21	£0.72	£1,530.00	£455.21	£2,046.66	£0.30	£1,530.00	£516.66
Rental income - Hillingbury	£1,321.25	£0.48	£1,350.00	£-28.75	£2,482.74	£0.36	£2,550.00	£-67.26
Grants	£46,709.10	£16.94	£578.50	£46,130.60	£201,850.20	£29.38	£196,578.50	£65,271.70
Events	£0.00	£0.00	£0.00	£0.00	£3,341.50	£0.49	£4,250.00	£-908.50
Interest Received	£0.00	£0.00	£350.00	£-350.00	£0.00	£0.00	£350.00	£-350.00
<b>Expenditure</b>	<b>£275,686.56</b>	<b>£100.00</b>	<b>£3,808.50</b>	<b>£277,187.06</b>	<b>£687,093.10</b>	<b>£100.00</b>	<b>£396,889.50</b>	<b>£290,203.60</b>
Direct costs	£14,534.59	£5.27	£62,321.50	£47,786.91	£15,222.72	£2.22	£64,139.21	£48,916.49
Allotment costs	£622.77	£0.23	£894.76	£271.99	£968.44	£0.14	£1,1518.60	£550.16
Hillingbury Pavilion costs	£10,747.87	£3.90	£807.92	£9,939.95	£12,452.87	£1.81	£4,305.54	£-8,147.33
Fryern Hill Pavilion costs	£7,199.78	£2.61	£925.46	£6,274.32	£10,483.10	£1.53	£2,478.45	£-8,004.65
Event costs	£0.00	£0.00	£0.00	£0.00	£2,625.00	£0.38	£4,193.05	£1,568.05
Volunteer support	£0.00	£0.00	£0.00	£0.00	£100.00	£0.01	£0.00	£-100.00
<b>Overheads</b>	<b>£33,105.01</b>	<b>£12.01</b>	<b>£64,949.64</b>	<b>£31,844.63</b>	<b>£41,852.13</b>	<b>£6.09</b>	<b>£76,634.85</b>	<b>£34,782.72</b>
Website and newsletter	£0.00	£0.00	£0.00	£0.00	£87.62	£0.12	£1,850.00	£1,032.38
Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£20.00	£20.00
Miscellaneous	£56.00	£0.02	£0.00	£-56.00	£2,876.00	£0.42	£0.00	£-2,876.00
Grants : under GP C and other powers	£10,723.40	£3.89	£12,500.00	£1,776.60	£10,723.40	£1.56	£22,550.00	£11,826.60
Salary costs	£13,199.41	£4.79	£15,948.06	£2,748.65	£25,225.87	£3.67	£28,423.94	£3,198.07
General insurances	£0.00	£0.00	£0.00	£0.00	£3,098.04	£0.45	£3,600.00	£501.96
Office repairs	£384.50	£0.14	£1,500.00	£1,115.50	£1,652.34	£0.24	£1,500.00	£-152.34
Motor Expenses	£238.95	£0.09	£0.00	£-238.95	£238.95	£0.03	£0.00	£-238.95
Printing and Stationery	£316.03	£0.11	£270.03	£-46.00	£545.70	£0.08	£510.03	£-35.67
Telephone and Computer charges	£1,722.87	£0.62	£3,094.95	£1,372.08	£1,990.51	£0.29	£3,219.72	£1,429.21
Professional Fees	£1,364.49	£0.49	£6,090.50	£4,726.01	£7,336.57	£1.07	£8,995.50	£1,658.93
Fryern Pavilion extension	£22,476.23	£8.15	£5,400.00	£-17,076.23	£293,483.44	£42.71	£243,200.00	£-50,283.44
Maintenance	£90.25	£0.03	£0.00	£-90.25	£2,059.92	£0.30	£0.00	£-2,059.92
Bank Charges and Interest	£12.50	£0.00	£0.00	£-12.50	£12.50	£0.00	£0.00	£-12.50
Subscriptions	£0.00	£0.00	£0.00	£0.00	£2,355.00	£0.34	£2,350.00	£-5.00
Training costs	£170.00	£0.06	£100.00	£-70.00	£370.00	£0.05	£300.00	£-70.00
Refreshments	£0.00	£0.00	£0.00	£0.00	£13.33	£0.00	£0.00	£-13.33
Meeting costs	£48.00	£0.02	£200.00	£152.00	£159.50	£0.02	£400.00	£240.50
Sundry expenses	£106.00	£0.04	£87.08	£-18.92	£170.40	£0.02	£87.08	£-83.32
<b>Net Profit/(Loss) :</b>	<b>£191,672.92</b>	<b>£69.53</b>	<b>£45,190.62</b>	<b>-£5,718.01</b>	<b>£353,129.09</b>	<b>£42.51</b>	<b>£3,248.38</b>	<b>£288,863.50</b>

## Agenda Item 5.V

### Transfer of Funds to EBC Deposit

Having received the second half year's precept I am intending to transfer £125,000 to the deposit account we hold with EBC. This will allow for the cash-flow needs of the levels of expenditure we are currently undertaking whilst securing potential reserves in an interest bearing account.

## Agenda Item 5.VI

### Payments made and due

#### Payments Made

Date:		21/10/2015		<b>Chandler's Ford Parish Council</b>						
Time:		11:49:46		<b>Day Books: Supplier Payments (Summary)</b>						
Date From:		10/09/2015								
Date To:		21/10/2015								
Transaction From:		1								
Transaction To:		99999999								
Bank	1200	Currency	Pound Sterling							
No	Type	Date	Supplier	Ref	Details	Net	£	Tax	£	Gross
2461	PP	10/09/2015	GRANT	100766	Purchase Payment			0.00		440.40
2462	PP	10/09/2015	CORONAEN	100767	Purchase Payment		111.74	0.00		111.74
2476	PP	10/09/2015	ISL	100768	Purchase Payment		76.53	0.00		76.53
2478	PP	10/09/2015	TRADEUKA	100770	Purchase Payment		60.00	0.00		60.00
2479	PP	10/09/2015	SOUTHER3	100771	Purchase Payment		268.71	0.00		268.71
2480	PP	10/09/2015	COUNTY	100772	Purchase Payment		105.31	0.00		105.31
2481	PP	14/09/2015	BDO	100773	Purchase Payment		1560.00	0.00		1560.00
2525	PP	24/09/2015	TRADEUKA	100774	Purchase Payment		237.74	0.00		237.74
2526	PP	28/09/2015	BRITISHT	DD	Purchase Payment		69.61	0.00		69.61
2527	PP	24/09/2015	EASTLEIG	100775	Purchase Payment		717.60	0.00		717.60
2528	PP	24/09/2015	BRITISH3	100776	Purchase Payment		51.36	0.00		51.36
2529	PP	24/09/2015	XERETEC	100777	Purchase Payment		39.81	0.00		39.81
2530	PP	24/09/2015	COUNTY	100778	Purchase Payment		5.26	0.00		5.26
2531	PP	24/09/2015	SOUTHER4	100779	Purchase Payment		180.00	0.00		180.00
2532	PP	24/09/2015	FRYERNCO	100780	Purchase Payment		18.91	0.00		18.91
2533	PP	24/09/2015	ROYALBRI	100781	Purchase Payment		104.50	0.00		104.50
2534	PP	24/09/2015	HALC	100782	Purchase Payment		162.00	0.00		162.00
2535	PP	28/09/2015	HAGSSMPL	100785	Purchase Payment		11092.20	0.00		11092.20
2536	PP	28/09/2015	ISL	100786	Purchase Payment		27.57	0.00		27.57
2537	PP	28/09/2015	EASTLEIG	100787	Purchase Payment		5226.11	0.00		5226.11
2538	PP	28/09/2015	COUNTY	100788	Purchase Payment		26.28	0.00		26.28
2539	PP	28/09/2015	GRANTAID	100789	Purchase Payment		1000.00	0.00		1000.00
2676	PP	12/10/2015	FURNITUR	100795	Purchase Payment		4224.00	0.00		4224.00
2677	PP	08/10/2015	VITAPLAY	100796	Purchase Payment		48924.29	0.00		48924.29
2678	PP	08/10/2015	COLEMAN	100792	Purchase Payment		713.70	0.00		713.70
2686	PP	19/10/2015	SOUTHER1	100797	Purchase Payment		346.69	0.00		346.69
						<b>Totals</b>	<b>75790.32</b>	<b>0.00</b>		<b>75790.32</b>

**Payments Due**

<b>Cheque No</b>	<b>Payee</b>	<b>Narrative</b>	<b>Amount</b>
100790	British Gas	Hiltingbury Elec	44.13
100791	BT	P.E. Mobile	39.86
100793	HALC	Training	42.00
100794	Velmore Comm Assoc	Room Hire	51.50
100798	Groundwork South Trust	Grant Velmore Youth	2733.00
100799	Arbus	Heras Fencing Hire	59.40
100800	British Gas	Hiltingbury Gas	337.31
100801	County Locksmiths	Keys	65.95
100802	Corona Energy	Fryern Gas	122.70
100803	EBC	StreetScene 1 <sup>st</sup> Qtr	33063.00
100804	EBC	StreetScene 2 <sup>nd</sup> Qtr	39784.20
100805	ISL	Stationary	83.38
100806	Samson Fire	Fire Exting Servicing	120.00
100807	Trade UK	Maintenance	24.28
100808	Xeretec	Photocopying	130.53
100809	Coleman Bryant	Wi-Fi Net materials	169.80
100810	Duncan Murray	Expenses as detailed*	617.70
			<b><u>£77,488.94</u></b>

\* [As authorised under Fin Reg 4.1] Replacement computer for old office one (*that had significant corrupt disk and processor issues/I was informed would cost more to repair than replace at this cost for a new HP desktop*) and is needed for the tennis courts key card system (£164+ VAT), 2x indoor/outdoor Donnay table tennis tables (£124 each + VAT) plus various sundries including: table tennis bats, Granted to You evening refreshment expenses, postage to BDO of External Audit required financial evidence etc