

Appendix III - Second Quarter 2017/18 Parish Council Budget Update

COPYTHORNE PARISH COUNCIL **2Q 2017/18 Budget Update**

	Actual 2016/17	Budget 2017/18	Plan 2Q 2017/18	Actual 2Q 2017/18	Actual vs Plan	Projected Year End 2017/18
INCOME						
Precept Payment	14,995.00	17,060.00	17,060.00	17,060.00	-	17,060.00
Government Grant	155.00	-	-	-	-	-
VAT Repayment	471.27	-	-	-	-	942.39
Lengthsman	4,400.00	4,400.00	-	4,400.00	4,400.00	4,400.00
Bank Interest	20.00	-	-	7.98	7.98	-
Dist Cllr Grant Funding	750.00	-	-	400.00	400.00	400.00
C.Cllr Grant Funding	2,500.00	-	-	-	-	-
Other	-	-	-	577.73	577.73	577.73
T/F Deposit A/C (less Reserves)	-	-	-	-	-	-
Total Income	23,291.27	21,460.00	17,060.00	22,445.71	5,385.71	23,380.12

Notes

Inc Prev Clerk P/BB Repayment; Lloyds Bank Compensation

	Actual 2016/17	Budget 2017/18	Plan 2Q 2017/18	Actual 2Q 2017/18	Actual vs Plan	Projected Year End 2017/18	Notes
EXPENDITURE							
Gen Admin	734.91	1,020.00	510.00	419.68	(90.32)	1,020.00	
HALC/Nalc Subs	732.00	665.00	665.00	754.00	89.00	754.00	89.00 Actual Costs - Budget did not cover 2016/17 Actual
SLCC	128.00	130.00	-	-	-	130.00	
GIS	100.00	110.00	110.00	100.00	(10.00)	100.00	-10.00 Actual Costs - Budget Presumed Increase
Bank Charges	-	70.00	35.00	-	(35.00)	70.00	
Stationery/Postage	389.66	220.00	110.00	149.67	39.67	220.00	
IT Equipment	547.50	250.00	125.00	-	(125.00)	250.00	
Room Hire	295.00	210.00	105.00	96.00	(9.00)	210.00	
Parish Hall Phone & Broadband	424.63	-	-	151.23	151.23	151.23	
Lengthsman - Copythorne	2,112.00	2,000.00	1,000.00	-	(1,000.00)	2,000.00	
Lengthsman - Other	2,360.00	3,000.00	1,500.00	-	(1,500.00)	3,000.00	
Lengthsman - Admin	400.00	400.00	200.00	200.00	-	400.00	
Splitwind Pond	280.00	300.00	150.00	-	(150.00)	300.00	
Grants (S.107)	530.00	630.00	315.00	200.00	(115.00)	630.00	Budget £130 + £500 Playground - Overspent already!
Parish Council Insurance	353.11	390.00	390.00	368.40	(21.60)	368.40	-21.60 Actual Costs - Budget Presumed Higher Increase
Parish Council Website	360.00	560.00	470.00	380.00	(90.00)	560.00	
Clerks Salary /Tax/NI/Pens	7,880.60	7,485.00	3,742.50	4,011.70	269.20	7,650.00	165.00 Additional Increment for Qualified Clerk.
Office Allowance	320.01	320.00	160.00	160.02	0.02	320.00	
Office Phone / Email	726.67	425.00	212.50	301.99	89.49	425.00	Inc £212.45 Prev Clerks Phone/BB Repaid (Reciepts Other)
Mileage	885.66	800.00	400.00	186.75	(213.25)	400.00	-400.00 Reduced Mileage + Reduced Mileage Allowance by 20ppm
Audit Costs	275.00	100.00	100.00	410.00	310.00	510.00	410.00 No Budget for External Audit; Increase for New Auditor
Training	185.00	500.00	500.00	118.60	(381.40)	500.00	
Notice Boards/Publicity	138.00	100.00	100.00	-	(100.00)	100.00	
Asset Purchase	-	700.00	700.00	241.63	(458.37)	500.00	-200.00 Printer Cost Less than Budget Allowance
Adopted Telephone Boxes	-	200.00	200.00	-	(200.00)	200.00	
Elections	-	500.00	500.00	-	(500.00)	500.00	
Chairman's Allowance	-	375.00	375.00	-	(375.00)	375.00	
VAT	364.36	-	-	235.56	235.56	471.12	
Projects	-	-	-	-	-	-	
Grants (D/C Cllr/ Playground)	2,650.00	-	-	1,150.00	1,150.00	1,150.00	Payment prior year receipts
Other	-	-	-	-	-	-	
Sub Total - Precepted Expenditure	23,172.11	21,460.00	12,675.00	9,635.23	(3,039.77)	23,264.75	
From Earmarked Reserves				1,750.00	1,750.00	2,225.00	
Total Expenditure	23,172.11	21,460.00	12,675.00	11,385.23	(1,289.77)	25,489.75	

	Actual 2016/17	Budget 2017/18				Projected Year End 2017/18
Total Income	23,291.27	21,460.00				23,380.12
Total Precepted Expenditure	23,172.11	21,460.00				23,264.75
Balance Income Less Expenditure	119.16	-				115.37

Earmarked Reserves 2017/18	13,000.00
Anticipated Expenditure 2017/18	(2,225.00)
Earmarked Reserves C/F 2018/19	10,775.00

Bank Account Totals as @ 30.09.17

Savings Account	17,600.00
Current Account	14,147.78
Total	31,747.78

Current Account - Receipts Year April 2017 to March 2018											
Date	Details	Total	Precept Payment	VAT Reclaim	Bank Interest	Lengthsman Scheme	Grants Received	Donations	M.Weston Phone/BB	Other	Balance B/Forward
01/04/17	Balance B/F from 2016/17										20,687.30
05/04/17	Co-op Bank SA - Interest	6.52			6.52						
19/04/17	DC Puttock - Grant for Playground	400.00					400.00				
27/04/17	NFDC - Precept (Half Year)	8,530.00	8,530.00								
Total 1Q 2017/18		8,936.52	8,530.00	-	6.52		400.00	-	-	-	-
12/07/17	M.Weston - Training Non Attend	18.00								18.00	
12/07/17	M.Weston Phone/BB Repayment	71.86							71.86		
05/04/17	Co-op Bank SA - Interest	1.46			1.46						
28/07/17	Lloyds Bank Compensation	250.00								250.00	
28/07/17	Lloyds Bank Expenses Refund	47.00								47.00	
10/08/17	BT Refund PH Phone	15.60								15.60	
25/08/17	HCC Lengthsman Scheme	4,400.00				4,400.00					
15/09/17	M.Weston Phone/BB Repayment	175.27							175.27		
28/09/17	NFDC - Precept (Half Year)	8,530.00	8,530.00								
Total 2Q 2017/18		22,445.71	17,060.00	-	7.98	4,400.00	400.00	-	247.13	330.60	-

Current Account - Payments Year April 2017 to March 2018

Date	Details	Chq No	Total	VAT Element	Salaries, TAX/NI	Office Allowance	Clerks Mileage	Office & Gen Admin	Stationery Postage	Phone /BB/Email Charges	Prior Clerk Phone /BB	PH Phone /BB Charges	Hall Hire
01/04/17	BT P&BB M.Weston	dd	37.18	-				-			37.18		
20/04/17	HMRC	501085	373.78		373.78								
25/04/17	Copythorne Parish Hall	501086	48.00	-									48.00
25/04/17	TLC Online Website Revamp/Email	501087	248.00	-						48.00			
25/04/17	HALC - Annual Conference	501088	90.00	15.00									
25/04/17	HALC - Affiliation Fees/NALC Levy	501088	604.00	-									
25/04/17	HALC - HR Consult Service	501088	180.00	30.00									
25/04/17	NFDC - GIS Partnership	501089	100.00	-									
25/04/17	Clerks Salary & Expenses	501090	679.47	3.33	606.32	26.67	25.20	17.95					
25/04/17	Friends Copythorne Playground	501091	1,150.00										
	Payment DCllr Grants												
25/04/17	Grant to 2nd NF Scout Group	501092	200.00										
15/05/17	BT P&BB M.Weston	dd	34.68	-				-			34.68		
18/05/17	BT - Parish Hall BB	dd	64.80	10.80								54.00	
23/05/17	Came & Co - Insurance	501093	368.40										
23/05/17	TLC Online - Website Maint AMJ	501094	90.00										
23/05/17	Lyreco - Stationery	501095	118.48	19.75				10.99	87.74				
23/05/17	Clerks Salary & Expenses	501096	717.43	7.62	606.32	26.67	38.70	33.03	1.25	3.84			
15/06/17	BT P&BB M.Weston	dd	34.68	-				-			34.68		
16/06/17	BT - Parish Hall PH	dd	85.32	14.22								71.10	
27/06/17	Clerks Salary & Expenses	501097	727.39	6.81	606.32	26.67	40.95	10.83	25.25	10.56			
27/06/17	Weed it & Reap - T/F Office Filing	501098	60.00					60.00					
27/06/17	Lightatouch - Internal Audit	501099	410.00										
27/06/17	Friends Copythorne Playground	501100	1,000.00										
27/06/17	Friends C/T Playground - Chair All	501101	375.00										
Total 1Q 2017/18			7,796.61	107.53	2,192.74	80.01	104.85	132.80	114.24	62.40	106.54	125.10	48.00
15/07/17	BT P&BB M.Weston	dd	34.93	-							34.93		
25/07/17	Clerks Salary & Expenses - July	1	732.79	5.49	606.32	26.67	55.35	26.85	7.95	0.56			
25/07/17	Copythorne Parish Hall	2	48.00										48.00
25/07/17	Lyreco - Printer Cartridges	3	99.07	16.51				82.56					
25/07/17	HALC - Transparency Trng	4	48.00	8.00									
25/07/17	Clerks Salary - Aug (Dated 22/8/17)	5	632.99	-	606.32	26.67							
25/07/17	Clerk - Printer Ink for own printer	6	89.99	15.00				74.99					
15/08/17	BT P&BB M.Weston	dd	36.30	-							36.30		
18/08/17	BT - Parish Hall BB	dd	31.36	5.23								26.13	
12/09/17	TLC Online - Website Maint JAS	7	90.00										
12/09/17	Clerks Salary & Expenses - A/S	8	1,239.83	61.85	606.32	26.67	26.55	47.48	27.48	1.85			
12/09/17	Chair's Allow - 2nd NF Scout Grp	9	375.00										
15/09/17	BT P&BB M.Weston	dd	34.68								34.68		
21/09/17	RSR Comms - Office Telephone	dd	95.68	15.95				55.00		24.73			
Total 2Q 2017/18			11,385.23	235.56	4,011.70	160.02	186.75	419.68	149.67	89.54	212.45	151.23	96.00

Current Account - Payments Year April 2017

Date	Details	Insurance	Section 137 Grants	D/C Cllr Grants	Chair's Allowance	Training	Audit	HALC /Nalc Levies	NFDC Fees	Splitwind Pond	Elections	Bank Charges	Website	Projects
01/04/17	BT P&BB M.Weston													
20/04/17	HMRC													
25/04/17	Copythorne Parish Hall													
25/04/17	TLC Online Website Revamp/Email												200.00	
25/04/17	HALC - Annual Conference					75.00								
25/04/17	HALC - Affiliation Fees/NALC Levy							604.00						
25/04/17	HALC - HR Consult Service							150.00						
25/04/17	NFDC - GIS Partnership								100.00					
25/04/17	Clerks Salary & Expenses													
25/04/17	Friends Copythorne Playground			1,150.00										
	Payment DCllr Grants													
25/04/17	Grant to 2nd NF Scout Group		200.00											
15/05/17	BT P&BB M.Weston													
18/05/17	BT - Parish Hall BB													
23/05/17	Came & Co - Insurance	368.40												
23/05/17	TLC Online - Website Maint AMJ												90.00	
23/05/17	Lyreco - Stationery													
23/05/17	Clerks Salary & Expenses													
15/06/17	BT P&BB M.Weston													
16/06/17	BT - Parish Hall PH													
27/06/17	Clerks Salary & Expenses													
27/06/17	Weed it & Reap - T/F Office Filing													
27/06/17	Lightatouch - Internal Audit						410.00							
27/06/17	Friends Copythorne Playground													
27/06/17	Friends C/T Playground - Chair All													
Total 1Q 2017/18		368.40	200.00	1,150.00	-	75.00	410.00	754.00	100.00	-	-	-	290.00	-
15/07/17	BT P&BB M.Weston													
25/07/17	Clerks Salary & Expenses - July					3.60								
25/07/17	Copythorne Parish Hall													
25/07/17	Lyreco - Printer Cartridges													
25/07/17	HALC - Transparency Trng					40.00								
25/07/17	Clerks Salary - Aug (Dated 22/8/17)													
25/07/17	Clerk - Printer Ink for own printer													
15/08/17	BT P&BB M.Weston													
18/08/17	BT - Parish Hall BB													
12/09/17	TLC Online - Website Maint JAS												90.00	
12/09/17	Clerks Salary & Expenses - A/S													
12/09/17	Chair's Allow - 2nd NF Scout Grp													
15/09/17	BT P&BB M.Weston													
21/09/17	RSR Comms - Office Telephone													
Total 2Q 2017/18		368.40	200.00	1,150.00	-	118.60	410.00	754.00	100.00	-	-	-	380.00	-

Current Account - Payments Year April 2017							
Date	Details	Lengthsman Copythorne	Lengthsman Other	Lengthsman Admin	Asset Purchase	Earmarked Reserves	Other
01/04/17	BT P&BB M.Weston						
20/04/17	HMRC						
25/04/17	Copythorne Parish Hall						
25/04/17	TLC Online Website Revamp/Email						
25/04/17	HALC - Annual Conference						
25/04/17	HALC - Affiliation Fees/NALC Levy						
25/04/17	HALC - HR Consult Service						
25/04/17	NFDC - GIS Partnership						
25/04/17	Clerks Salary & Expenses						
25/04/17	Friends Copythorne Playground						
	Payment DCllr Grants						
25/04/17	Grant to 2nd NF Scout Group						
15/05/17	BT P&BB M.Weston						
18/05/17	BT - Parish Hall BB						
23/05/17	Came & Co - Insurance						
23/05/17	TLC Online - Website Maint AMJ						
23/05/17	Lyreco - Stationery						
23/05/17	Clerks Salary & Expenses						
15/06/17	BT P&BB M.Weston						
16/06/17	BT - Parish Hall PH						
27/06/17	Clerks Salary & Expenses						
27/06/17	Weed it & Reap - T/F Office Filing						
27/06/17	Lightatouch - Internal Audit						
27/06/17	Friends Copythorne Playground					1,000.00	
27/06/17	Friends C/T Playground - Chair All					375.00	
Total 1Q 2017/18		-	-	-		1,375.00	-
15/07/17	BT P&BB M.Weston						
25/07/17	Clerks Salary & Expenses - July						
25/07/17	Copythorne Parish Hall						
25/07/17	Lyreco - Printer Cartridges						
25/07/17	HALC - Transparency Trng						
25/07/17	Clerks Salary - Aug (Dated 22/8/17)						
25/07/17	Clerk - Printer Ink for own printer						
15/08/17	BT P&BB M.Weston						
18/08/17	BT - Parish Hall BB						
12/09/17	TLC Online - Website Maint JAS						
12/09/17	Clerks Salary & Expenses - A/S			200.00	241.63		
12/09/17	Chair's Allow - 2nd NF Scout Grp					375.00	
15/09/17	BT P&BB M.Weston						
21/09/17	RSR Comms - Office Telephone						
Total 2Q 2017/18		-	-	200.00	241.63	1,750.00	-