

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY NOVEMBER 12TH 2019

Item 14c – Responsible Financial Officers Report for the Period April 1 2019 to September 30 2019

BUDGET MONITORING REPORT

Attached is a summary of the Council's Income and Expenditure for the first six months of the 2019/20 Financial Year. As can be seen from the report there are a few budgeting lines where we are overspent against budget. For those lines commentary is provided to explain the background to the overspend.

RECOMMENDATIONS FOR VIREMENTS AND TRANSFERS FROM GENERAL RESERVES

The following minor adjustments to the 2019/20 budget are proposed:-

Virements

ROOM ALLOWANCE - Reduce the budget from £300 to £216 to reflect the actual sum required on an annual basis (12 x £18pm) and move the remaining £84 into Mileage to support the expected overspend in that budget line.

MILEAGE – New budget of £211.80, up from £127.80 (see above)

PRINTING - Combine the £150 budget for printing with the £200 budget for Stationery & Postage and treat as one budget of £350.

Transfers from General Reserves

HALC/NALC SUBS - Transfer £182 from General Reserves to cover the overspend caused by higher than budgeted subs and omission of cost of HALC HR Service.

SLCC SUBS - Council has already approved the movement of £22 from General Reserves to cover the higher than budgeted cost of Clerk joining SLCC (Item 289/19).

INTERNAL AUDIT FEE - Transfer £70 from General Reserves to cover the higher than budgeted cost of Internal Auditor. Also transfer a further £210 from General Reserves to cover the cost of bringing the bulk of the 2019/20 Internal Audit forward to January 2020.

INSURANCE - Transfer £99.89 from General Reserves to cover the overspend caused by adding the War Memorial to insured assets

TOTAL OF SUGGESTED TRANSFERS FROM GENERAL RESERVES

HALC /NALC SUBS	£182.00
SLCC SUBS	£ 22.00
INTERNAL AUDIT FEE 2018/19	£ 70.00
INTERNAL AUDIT FEE 2019/20	£210.00
INSURANCE	£ 99.89
TOTAL	£583.89

(Note: These transfers from General Reserves would be replaced by the VAT rebates for 2017/18 and 2018/19 already received totalling £1,386.44)

DAVID RIGBY

Clerk/Responsible Financial Officer

November 5th 2019

Staff / Office Costs													
Item	Clerk Salary	Clerk Tax/ NI/Pens	Room All	Mileage	Payroll	Office/ Admin	Office Phone/ BB	Pr Clerk Phone/bb	IT/Equip	Antivirus	Data Prot	Totals	Poss 20/21
Budget	8164.00	0.00	300.00	127.80	120.00	150.00	275.00	0.00	100.00	40.00	40.00	9,316.80	
1Q19/20	1831.23	0.00	27.00	64.94	12.00	54.17	40.44	0.00	0.00	0.00	0.00		
2Q19/20	1943.01	0.00	54.00	53.70	36.00	0.00	41.33	0.00	0.00	0.00	0.00		
3Q19/20													
4Q19/20													
Actuals	3774.24	0.00	81.00	118.64	48.00	54.17	81.77	0.00	0.00	0.00	0.00	4,157.82	
% Spent	46%	#DIV/0!	27%	93%	40%	36%	30%	#DIV/0!	0%	0%	0%	45%	
CONCERN?	No	No	No	Yes	No	No	No	No	No	No	No		

General Admin													
Item	PH Room Hire/ BB	Print/Phot	Stationary/ Postage	Bank Charges	News Letter	S/O Mag	Recruit Clerk	Advert	APM	Web site		Totals	
Budget	607.00	150.00	200.00	50.00	513.20	120.00	0.00	100.00	50.00	400.00		2,190.20	
1Q19/20	111.00	41.10	18.42	0.00	100.80	0.00	0.00	0.00	0.00	90.00			
2Q19/20	168.00	73.28	4.75	0.00	100.80	0.00	0.00	0.00	0.00	7.50			
3Q19/20													
4Q19/20													
Actuals	279.00	114.38	23.17	0.00	201.60	0.00	0.00	0.00	0.00	97.50		715.65	
% Spent	46%	76%	12%	0%	39%	0%	#DIV/0!	0%	0%	24%		33%	
CONCERN?	No	Yes	No	No	No	No	No	No	No	No			

Subscriptions/Mandatory/Grants													
Item	HALC/Nalc Subs	SLCC Sub	NFDC GIS	Int Audit Fees	Ext Audit Fees	Insurance	Elections	Training	S137 Grants	Wreath	Mag Subs	Totals	
Budget	637.00	110.00	110.00	250.00	0.00	555.00	273.00	1000.00	250.00	30.00	50.00	3,265.00	
1Q19/20	819.00	0.00	0.00	260.00	0.00	654.89	0.00	0.00	0.00	0.00	36.00		
2Q19/20	0.00	132.00	0.00	60.00	0.00	0.00	0.00	147.50	150.00	0.00	0.00		
3Q19/20													
4Q19/20													
Actuals	819.00	132.00	0.00	320.00	0.00	654.89	0.00	147.50	150.00	0.00	36.00	2,259.39	
% Spent	129%	120%	0%	128%	#DIV/0!	118%	0%	15%	60%	0%	72%	69%	
CONCERN?	Yes	No	No	Yes	No	Yes	No	No	No	No	No		

Misc														
Item	Chair's Allow	Asset Purch	External Asset Maint	Notice Boards	Tel Boxes	Tel Boxes Insurance	Splitwind Pond	L'man Copy	Paperless Council	Grant / Donation Scout Hut	Other	Totals		
Budget	0.00	0.00	250.00	50.00	50.00	0.00	600.00	2,000.00	1316.00	500.00	500.00	5,266.00		
1Q19/20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	47.00	0.00	0.00	0.00			
2Q19/20	0.00	0.00	0.00	0.00	16.65	0.00	0.00	0.00	1,321.24	0.00	0.00			
3Q19/20														
4Q19/20														
Actuals	0.00	0.00	0.00	0.00	16.65	0.00	0.00	47.00	1321.24	0.00	0.00	1,384.89		
% Spent	#DIV/0!	#DIV/0!	0%	0%	33%	#DIV/0!	0%	2%	100%	0%	0%	26%		
CONCERN?	No	No	No	No	No	No	No	No	No	No	No			

Playground								TRANSFERS FROM RESERVES					
Item	RPII Op Insp	RPII Ann. Insp	Visual Insp.Trng	Maint Fund	Legal Review	Inspection	Maint.Res		Elections	Chair's Allowance	Paperless council	Totals	
Budget	90.00	96.00	0.00	200.00	0.00	0.00	500.00		2,000.00	375.00	1,300.00	4,561.00	
1Q19/20	0.00	0.00	0.00	27.11	0.00	0.00	0.00		0.00	0.00	0.00		
2Q19/20	0.00	87.45	0.00	41.47	0.00	0.00	0.00		0.00	0.00	0.00		
3Q19/20													
4Q19/20													
Actuals	0.00	87.45	0.00	68.58	0.00	0.00	0.00		0.00	0.00	0.00	156.03	
% Spent	0%	91%	#DIV/0!	34%	#DIV/0!	#DIV/0!	0%		0%	0%	0%	3%	
CONCERN?	No	No	No	No	No	No	No		No	No	No		

COMMENTS RE AREAS OF CONCERNS

Mileage	Initially high due to locum, will be covered by lower salary costs
Print/P'copy	Frontloaded with printer inks, overspend should gradually reduce as year progresses
HALC/NALC	Includes £150 for HR service which appears to have not been budgeted for
Internal Audit	Higher cost than budgeted for, modest overspend though
Insurance	Higher cost than budgeted for due to inclusion of cover for War Memorial
SUMMARY	Underspend elsewhere plus x2 VAT rebates should ensure within annual budget at yr end

Total Budget	24,599.00
Spend to date	8,673.78 (ex VAT of £397.38)
% Spend to date	35% (6 mth % should be 50%)

INCOME							
Item	Precept	Vat Refunds	Bank Interest	DC Grants	CC Grants	Other	NFDC CI Tax
Budget	20,924.00						0.00
1Q19/20	10,462.00	612.12	2.19			129.04	
2Q19/20	10,462.00	774.32	2.20				
3Q19/20							
4Q19/20							
Actuals	20,924.00	1,386.44	4.39	0.00	0.00	129.04	0.00

Projected in Budget for 2019/20	
Precept	20,924.00
Total Expenditure	24,599.00
Balance *	-3,675.00

* NOTE:- £3675 "overspend" of Expenditure over Precept is to be covered from planned drawdown of reserves
VAT refunds from previous years of £1,386.44 will reduce need to call on reserves.