



Responsible Financial Officers Report
To Marks Tey Parish Council
for the 12 months ended 31 March 2016

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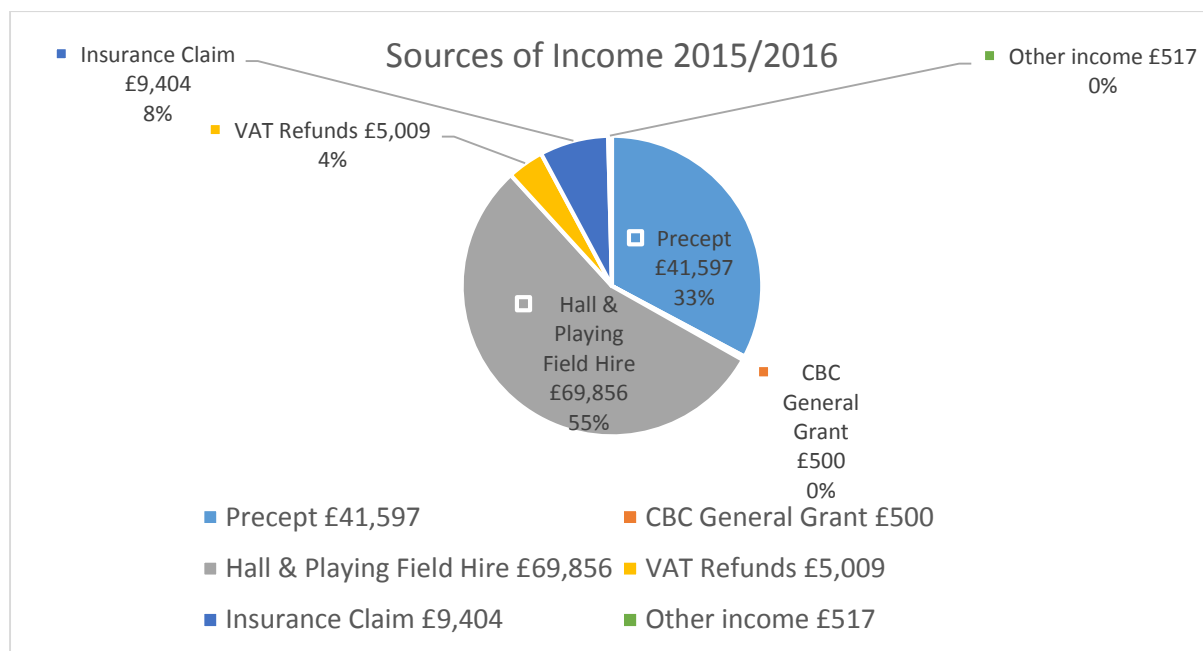
Parish Council Accounts for year ended 31 March 2016
Analysis of Income by source
Analysis of Hall hire income
Expenditure breakdown
Approved Budget of the year ending 31 March 2017

Marks Tey Parish Council Accounts 2015 - 2016

Period 1 April 2015 to 31 March 2016

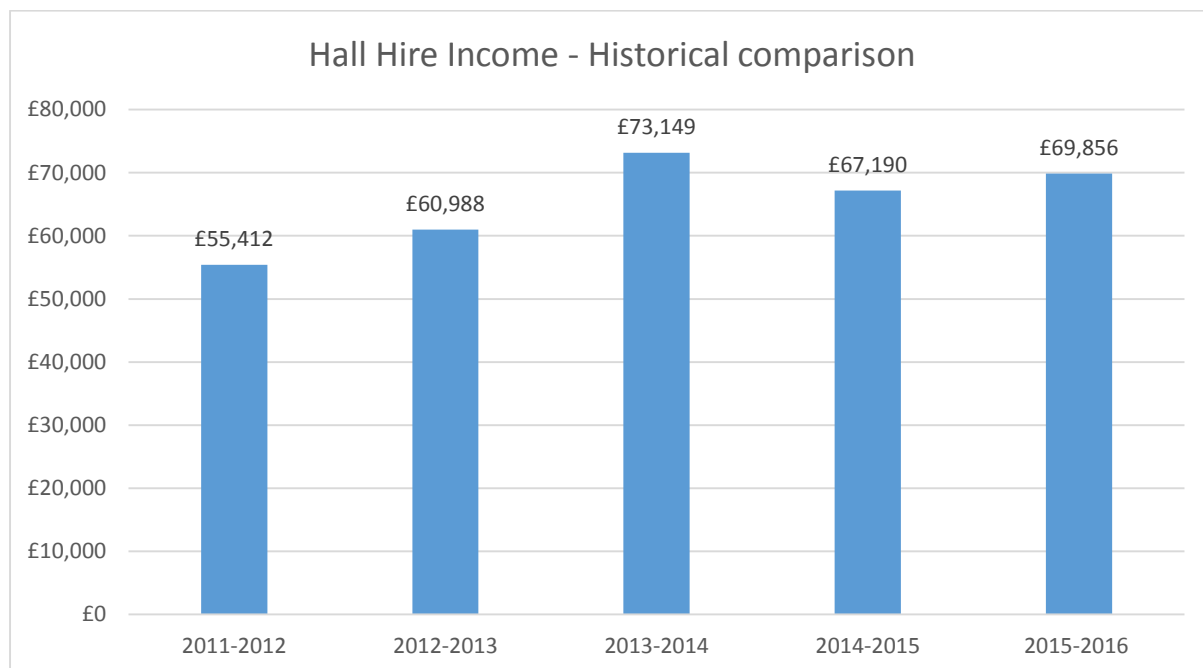
RECEIPTS	Budget £	Actuals £
Precept	41,597.00	41,597.00
Grants	-	
CBC General Grant	500.00	500.00
Localising Support Grant	2,310.00	2,310.00
Main Hall Hire	33,500.00	35,023.28
Recreation Hall Hire	24,500.00	22,801.99
Small Hall Hire	8,000.00	10,118.21
Council Room Hire	2,000.00	1,224.50
Playing Field Hire	1,500.00	687.80
VAT Refunds		5,009.21
SMP Refund		
Insurance refund / Claim		9,403.58
Other income		516.73
Total	113,907.00	129,192.30
PAYMENTS		
Staff Costs	42,500.00	36,402.24
HMRC PAYE /NI	3,000.00	5,918.26
Staff Pension	-	
Payroll fees	420.00	305.00
Petty cash	150.00	100.00
Insurance	2,500.00	2,582.09
Audit	800.00	2,675.00
PWLB	4,137.00	4,136.32
Office Stationery	2,100.00	2,040.68
Office equipment	500.00	585.00
Phone and ADSL Line	1,500.00	1,259.52
Membership / subscriptions	750.00	898.67
Training	1,000.00	1,351.00
Election fees	-	
Section 137 spend		
Contingency fund	4,400.00	3,633.54
Newsletter	1,000.00	845.00
Chairman's allowance	200.00	71.02
Hall maintenance	9,900.00	10,006.91
Grounds maintenance	5,450.00	3,843.23
Janitorial maintenance	4,000.00	2,621.39
Project - Floors	6,400.00	4,646.00
Project - Repaint	2,500.00	87.47
Project - Playground repairs	2,500.00	691.00
Acoustic Panels – Main Hall	2,400.00	2,318.91
Hall electricity	9,000.00	3,780.00
CBC Rates	11,500.00	11,092.50
Water	1,000.00	701.04
Hall direct purchases	500.00	380.82
Hall Hire refunds		903.62
Street lighting	4,900.00	4,089.16
Bank Charges		25.00
Total	125,007.00	107,990.39
Drawn against Reserves		3,140.15
Sub total (net of Vat)		111,130.54
Vat paid		7,772.92
Grand Total Spend (inc Vat)		118,903.46

Receipts / Income



The Hall and Playing Field hire income continues to represent in excess of half of the Parish Councils receipts. In this respect it is therefore gratifying to see that over the year the hire income is up on last year and that the Budget was met. The Booking Hall Managers job has been restructured with the departure of a long standing employee and a Premises Manager & Assistant Clerk appointed with the brief to maximise hire income which if successful will enable the Parish Council to restrict increases to the Precept and continue the existing level of services in relation to the Hall, Playing Fields, Playground and street lighting.

It is also planned to put the Hall to greater community use in the future.

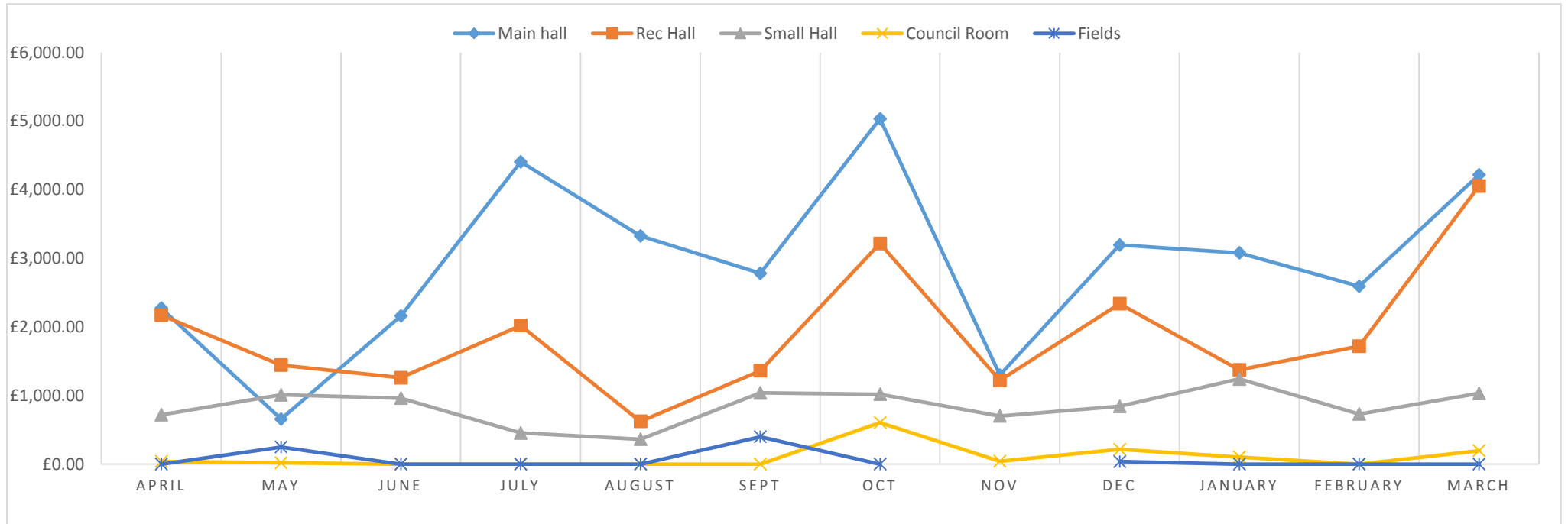


Note – The Parish Council operate on a cash accounting Receipts and Payments basis which means that the hire income reported relates to the date of receipt of funds and not the actual dates when the hire took place.

£814.50 remains overdue for payment from two regular hirers and is being pursued.

Hall and Playing Field Income Analysis

	April	May	June	July	August	Sept	Oct	Nov	Dec	January	February	March	Total income per hall
Main hall	£2,274.00	£657.50	£2,159.80	£4,406.38	£3,327.00	£2,782.30	£5,034.50	£1,298.50	£3,195.80	£3,079.62	£2,592.50	£4,215.38	£35,023.28
Rec Hall	£2,173.00	£1,444.15	£1,259.50	£2,020.25	£624.00	£1,362.00	£3,216.25	£1,220.00	£2,338.25	£1,373.38	£1,719.13	£4,052.08	£22,801.99
Small Hall	£720.00	£1,009.75	£961.50	£455.00	£363.96	£1,039.50	£1,019.25	£702.00	£842.75	£1,241.25	£731.25	£1,032.00	£10,118.21
Council Room	£40.00	£20.00	£0.00	£0.00	£0.00	£0.00	£605.75	£43.50	£216.00	£103.50	£0.00	£195.75	£1,224.50
Fields	£0.00	£250.00	£0.00	£0.00	£0.00	£400.00	£0.00		£37.80	£0.00	£0.00	£0.00	£687.80
	£5,207.00	£3,381.40	£4,380.80	£6,881.63	£4,314.96	£5,583.80	£9,875.75	£3,264.00	£6,630.60	£5,797.75	£5,042.88	£9,495.21	£69,855.78



Payments / Expenditure

	Budget YE 31/3/15 £	Actuals YE 31/3/15 £	Budget YE 31/3/16 £	Actuals YE 31/3/16
PAYMENTS				
Staff Costs	49,860.00	36,122.84	47,420.00	£42,625.50
Petty cash	150.00	200.00	150.00	£100.00
Insurance	2,750.00	2,489.40	2,500.00	£2,582.09
Audit	800.00	1,736.05	800.00	£2,675.00
PWLB	4,550.00	4,341.92	4,137.00	£4,136.32
Office Stationery	1,750.00	1,848.64	1,800.00	£2,040.68
Office equipment	400.00	579.15	500.00	£585.00
Phone and ADSL Line	1,300.00	1,327.96	1,500.00	£1,259.52
Membership / subscriptions	1,000.00	662.61	750.00	£898.67
Training	1,000.00	487.00	1,000.00	£1,351.00
Election fees	1,000.00		-	
Section 137 spend		-		
Contingency fund *	5,000.00	3,074.41	4,400.00	£3,633.54
Newsletter	1,500.00	940.90	1,000.00	£845.00
Chairman's allowance	200.00	56.31	200.00	£71.02
Hall & Grounds maintenance	10,500.00	12,679.83	16,450.00	£16,471.53
Project - Floors	6,400.00		6,400.00	£4,646.00
Project - Repaint	2,250.00	1,835.15	2,500.00	£87.47
Project - Playground repairs	7,000.00	3,173.16	2,500.00	£691.00
Asset purchase - hall gates 2015 / Project Acoustics 2016		5,214.00	4,100.00	£2,318.91
Hall electricity	13,750.00	6,805.04	9,000.00	£3,780.00
CBC Rates	10,750.00	10,996.69	11,500.00	£11,092.50
Water	850.00	868.40	1,000.00	£701.04
Hall direct purchases	500.00	599.55	500.00	£380.82
Hall hire refunds		350.00		£903.62
Street lighting	4,250.00	3,956.10	4,900.00	£4,089.16
Bank Charges				£25.00
Sub Total	127,510.00	100,345.11	125,007.00	£107,990.39
Minuted by Council to be drawn against Reserves *				£3,140.15
		100,345.11		£111,130.54
VAT paid		6,743.29		£7,772.92
Total Payments		107,088.40		£118,903.46

*Contingency Fund expenditure	
Computer Hardware & Mtnce	£549.50
Public Meeting Expenses	£33.02
Clock tower Repairs	£1,220.80
Premises Manager Job Advert	£405.22
Scrubber drier Machine - Floors	£975.00
Insurance reinstatement valuation	£450.00
	£3,633.54

*Minuted by Council to be drawn against Reserves	
Computer Hardware	£1,148.00
Hall Booking Software	£1,692.15
Neighbourhood Plan Banners	£255.00
Neighbourhood Plan Community Profile	£45.00
	£3,140.15

Whilst the Budget postulated a deficit at the year end of £11,100 to be funded from Reserves the actual outcome was a surplus of £10,288.84. The following factors have affected the out turn: -

- 1) Receipt of £9403.58 in respect of an insurance claim although this was in part offset by a payment of £2,000 which a supplier (Interim Clerk) agreed to hold over until the insurance claim was paid out. It had been anticipated that the Insurance claim would have been settled in the sum of £13,000 during the year ended 31 March 2015
- 2) As a result of long running issues with the Parish Council's electricity supplier in relation to meter readings cheques total £8,138.39 have been issued since the year end covering the last two years' supply
- 3) A cheque for £2,136 was also issued after the year end in final payment for the refurbishment work undertaken on the Hall floors
- 4) The Parish Council does not include VAT in its Budgets

The net effect has been that it has not been necessary to draw down on Reserves

In general expenses have been well controlled as a result of which the Parish Council finds itself in a comfortable financial position and able to fund the deficit budget for 2016 / 2017 (see next page) without having had to increase the precept

Steve Marriott
Parish Clerk & Responsible Financial Officer

Budget for year ending 31/3/2017 approved by Council 7 December 2015

RECEIPTS	Budget YE 31/3/15	Budget YE 31/3/16	Budget 31/3/2017
Precept	£37,921	£41,597	£41,597
Grants	£0	£0	£0
CBC General Grant	£500	£500	£500
Localising Support Grant	£2,718	£2,310	£2,010
Main Hall Hire	£31,000	£33,500	£34,000
Recreation Hall Hire	£23,500	£24,500	£25,000
Small Hall Hire	£8,000	£8,000	£8,000
Council Room Hire	£2,000	£2,000	£1,500
Playing Field Hire	£1,500	£1,500	£1,000
VAT Refunds	£4,965	£0	£0
SMP Refund	£1,130		
Insurance refund	£13,000		
Other income			
Total	£126,234	£113,907	£113,607
PAYMENTS			
Staff Costs	£45,000	£42,500	£44,200
HMRC PAYE /NI	£3,000	£3,000	£2,000
Staff Pension	£1,500	£1,500	£1,000
Payroll fees	£360	£420	£900
Petty cash	£150	£150	£200
Insurance	£2,750	£2,500	£2,750
Audit	£800	£800	£900
PWLB	£4,550	£4,137	£1,991
Office Stationery	£1,750	£1,800	£2,000
Office equipment	£400	£500	£1,000
Phone and ADSL Line	£1,300	£1,500	£1,650
Membership / subscriptions	£1,000	£750	£1,000
Computer Software support			£295
Training	£1,000	£1,000	£2,000
Election fees	£1,000	£0	£2,000
Section 137 spend			
Contingency fund *	£5,000	£4,400	£4,500
Newsletter	£1,500	£1,000	£1,500
Chairman's allowance	£200	£200	£200
Councillors Expenses - Travel			£250
Hall maintenance	£3,750	£7,000	£10,000
Grounds maintenance	£3,000	£5,450	£4,500
Janitorial maintenance	£3,750	£4,000	£3,000
Project - Floors	£6,400	£6,400	£0
Project - Repaint	£2,250	£2,500	£2,000
Project - Playground repairs	£7,000	£2,500	£2,000
Asset purchase - hall gates 2015 / Project Acoustics 2016		£4,100	£0
Neighbourhood Plan			£10,000
Hall Alarm			£1,500
Project Defibulator			£2,500
Hall electricity	£13,750	£9,000	£10,000
CBC Rates	£10,750	£11,500	£12,500
Water	£850	£1,000	£1,100
Hall direct purchases	£500	£500	£500
Hall hire refunds			
Street lighting	£4,250	£4,900	£5,000
Bank Charges			
Total	£127,510	£125,007	£134,936

