

MARKS TEY PARISH COUNCIL

Parish Hall, Old London Road, Marks Tey, CO6 1EJ

Telephone: 01206 213 250

www.essexinfo.net/marksteyparish

Responsible Financial Officers Report

to Marks Tey Parish Council

Monday 16th June 2014

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Marks Tey Parish Council accounts for the year ending 31st March 2014

RECEIPTS	Budget 2013-2014	Actual income
Precept	£36,816.00	£36,816.00
CBC General Grant	£500.00	£500.00
Localising Support Grant	£3,160.00	£3,160.00
Grants	£0.00	£0.00
Hall and Playing field hire	£60,000.00	£73,418.55
S 106 / Credit notes / Other income		£3,394.33
VAT Refunds	£6,500.00	£3,057.04
SMP Refund		£0.00
Total	£106,976.00	£120,345.92
PAYMENTS		Actual spend
Staff Costs	£40,000.00	£44,133.04
HMRC PAYE and NI	£8,000.00	£1,289.80
Pension contributions		£0.00
Consultant fees		£2,452.22
Payroll fees		£240.00
SUSPENSE ACCOUNT		£2,070.00
Petty cash		£166.51
Insurance	£2,600.00	£2,544.10
Audit	£800.00	£0.00
PWLB	£5,000.00	£4,547.52
Office Stationery	£2,500.00	£1,867.83
Office equipment		£899.12
Office maintenance		£872.00
Telephone	£1,200.00	£1,207.76
Parish Council direct costs		£2,007.37
Bank charges		£25.00
Section 137 spend		£0.00
Contingency fund		£0.00
Hall maintenance	£12,000.00	£1,544.50
Grounds maintenance		£7,958.13
Janitorial maintenance	£1,500.00	£3,731.40
Repairs (Emergency)		£1,536.31
Project - kitchen		£3,342.00
Project - Floors		£0.00
Project - Repaint		£0.00
Hall electricity	£10,000.00	£8,766.00
CBC Rates	£9,000.00	£10,749.19
Water		£846.73
Hall Hire refunds		£251.50
Hall direct purchases		£840.00
Street lighting		£3,261.21
Total	£92,600.00	£107,149.24

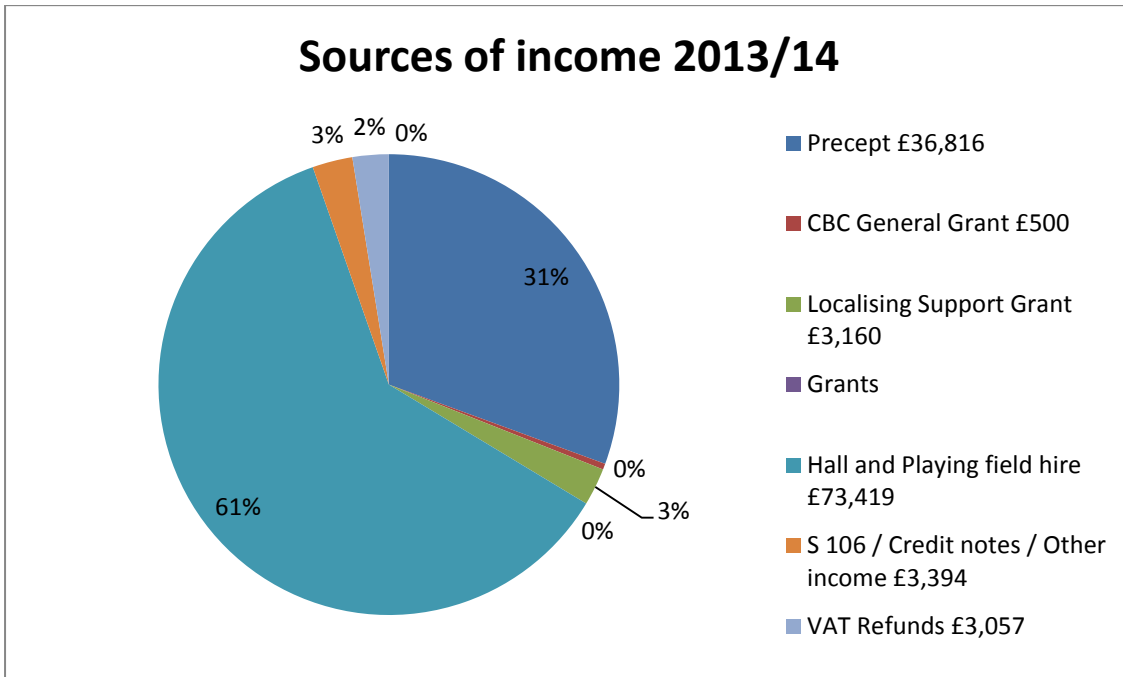
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Income



The above chart shows that almost a third of Parish Council income comes from the hire of the halls and playing fields, with the precept coming a considerably smaller second. It is due to the success of the halls that the Parish Council part of the Council Tax has continued to be kept low in comparison to other Parish Councils whilst still providing hall facilities, playgrounds, playing fields and street lighting.



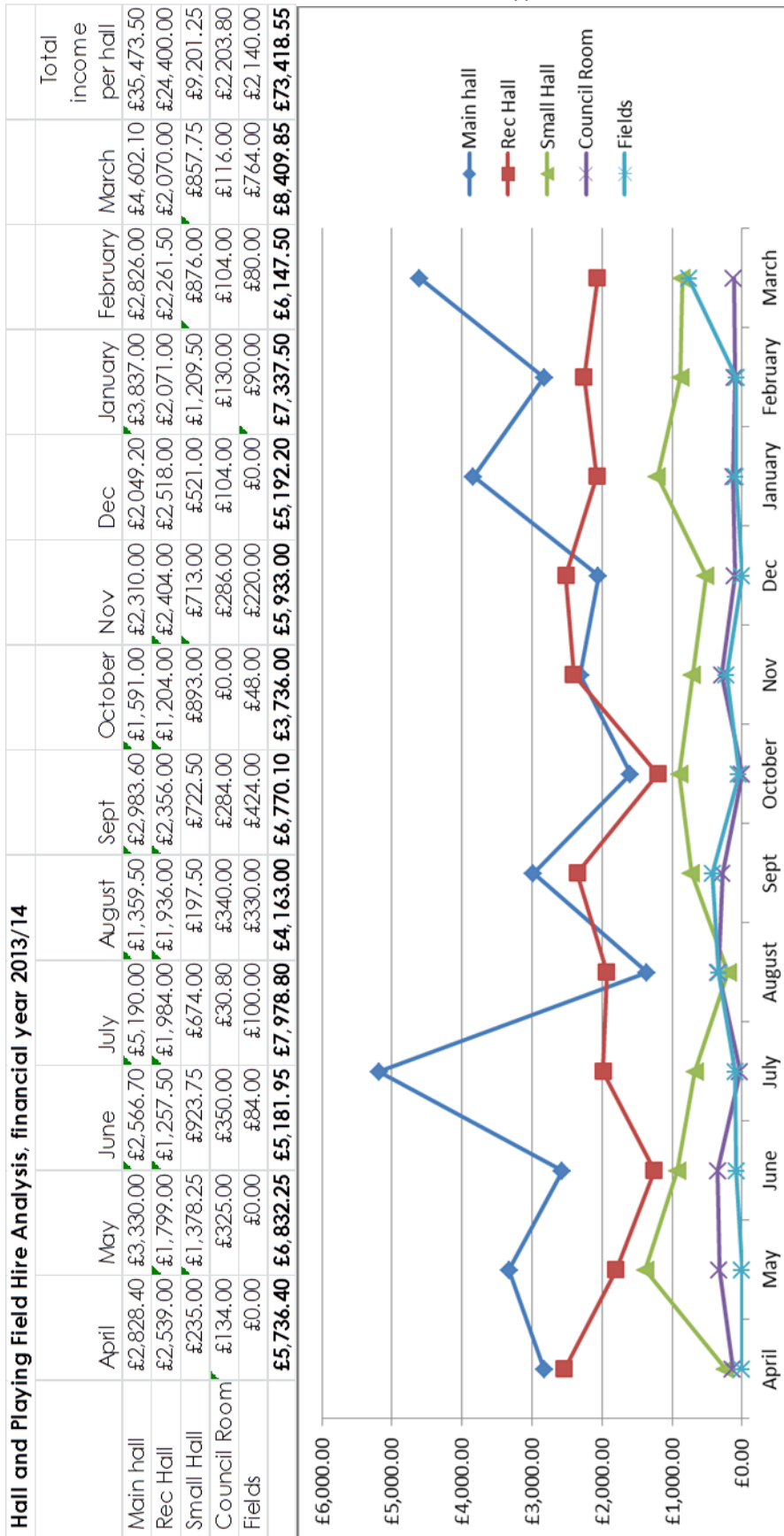
The above graph shows that year on year, the success of the Hall Complex has increased with regular hirers providing approximately 75% of each year's income.

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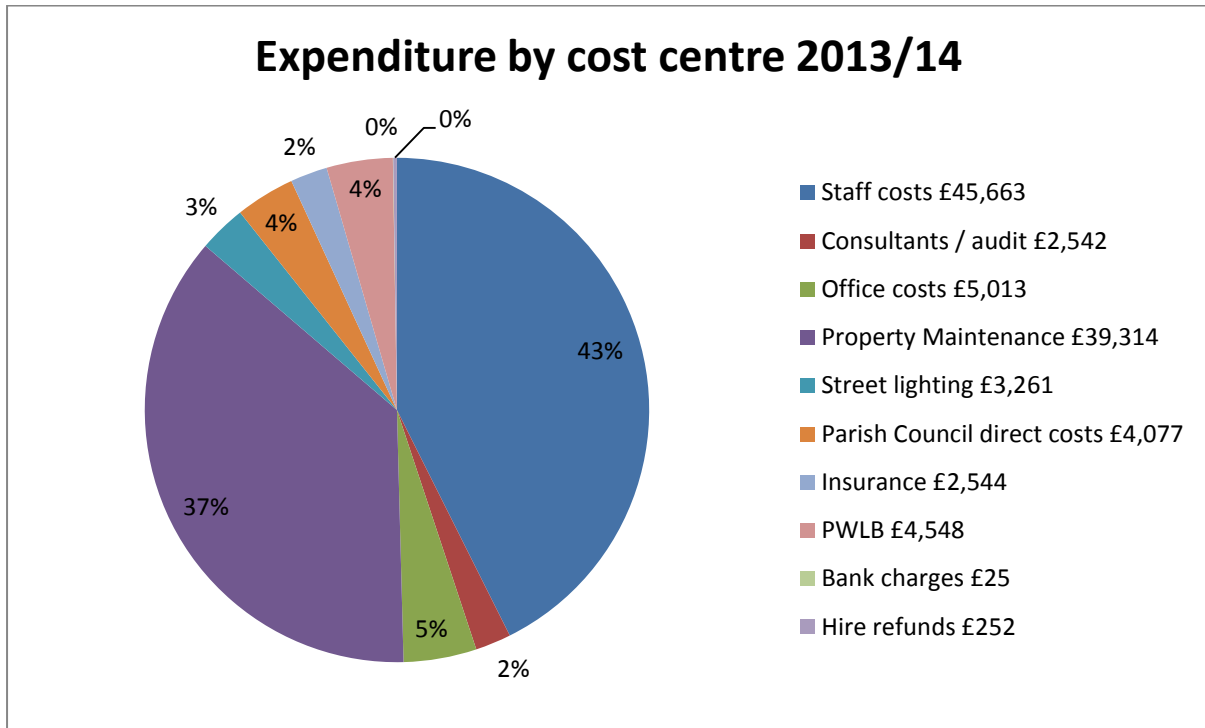
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Expenditure



The two main areas of expenditure are staff costs (including NI and PAYE) and property maintenance which shows that the halls are essentially self-sustaining if the obligatory cost of the Parish Clerk is taken out of the equation. It has been an expensive year for staff costs due to an additional caretaker being taken on to cover sickness and maternity leave, which is due to be reimbursed in some part by HMRC. The high Consultants cost was due to the need for the Interim Clerk and investigatory work

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Budget for 2014-15 (as approved by Marks Tey Parish Council in December 2013)

Receipts	2012/13 spend	2013/14 budget	2014/15 budget
Precept	£ 35,400	£ 36,816	£ 37,921
Grants	£ -	£ -	£ -
Parish Hall Hire	£ 55,000	£ 60,000	£ 66,000
CBC General Grant	£ 500	£ 500	£ 500
Localising Support Grant	£ 3,732	£ 3,160	£ 2,718
VAT Refunds	£ 3,800	£ 6,500	£ 4,965
SMP Refund	£ -	£ -	£ 1,130
Insurance refund	£ -	£ -	£ 13,000
Total	£ 98,432	£ 106,976	£ 126,234
Payments			
Staff Costs	£ 37,500	£ 40,000	£ 45,000
HMRC PAYE and NI	£ 5,500	£ 8,000	£ 3,000
Pension contributions			£ 1,500
Payroll fees			£ 360
Petty cash			£ 150
Insurance	£ 3,700	£ 2,600	£ 2,750
Audit	£ 700	£ 800	£ 800
PWLB	£ 4,500	£ 5,000	£ 4,550
Office Stationery	£ 1,600	£ 2,500	£ 1,750
Office equipment			£ 400
Telephone and ADSL Line	£ 1,200	£ 1,200	£ 1,300
Membership / subscriptions			£ 1,000
Training			£ 1,000
Election fees			£ 1,000
Contingency fund			£ 5,000
Newsletter			£ 1,500
Chairman's allowance			£ 200
Hall maintenance	£ 4,000	£ 12,000	£ 3,750
Grounds maintenance			£ 3,000
Janitorial maintenance	£ 2,500	£ 1,500	£ 3,750
Project - Floors			£ 6,400
Project - Repaint			£ 2,250
Project - Playground repairs			£ 7,000
Hall electricity	£ 11,000	£ 10,000	£ 13,750
CBC Rates	£ 6,000	£ 9,000	£ 10,750
Water			£ 850
Hall direct purchases			£ 500
Street lighting			£ 4,250
Total	£ 78,200	£ 92,600	£ 127,510