



Responsible Financial Officers Report
To Marks Tey Parish Council
for the 12 months ended 31 March 2018

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This will be my final report as RFO as I leave the employ of the Council by the end of August 2018.

The information contained in this report is extracted from the Council's proprietary accounting package which has now been in use for 2 complete financial years. As a result the presentation of the information differs slightly in some areas from that shown in my last report. The report continues to be presented to allow a differentiation to be made between the operations of the Parish Council and the Parish Hall Hire. In an effort to make this comparison as accurate as possible the reader will note an internal rent paid by the Council to the Parish Hall to mimic the payment of a market rent for the use of the Council offices to defray the cost of the resources shared by the Council and the hall administration i.e. the utility costs and rates.

The financial year under review has seen continued change and as in the past is dominated by the cost to run the Parish Hall which is by far the single most valuable asset of the Parish.

Whilst there was a significant deficit budgeted to catch up maintenance and decoration of the Parish Hall there have been a number of factors which have meant that the out turn has been a lower than anticipated spend. The factors which have impacted are as follows: -

- Loss of a key member of staff (Premises Manager) which led to the need to again restructure the Office staff. The natural course of recruitment meant that the Office staff numbers were reduced from 3 to 2 from early August until late November thereby restricting capability
- Medium term sickness of a member of staff which restricted the maintenance work which could be undertaken and led to pressure on the caretaking and key holding staff
- On the positive side much of the planned maintenance work needed in the halls for the year was undertaken, in house, at a fraction of the cost budgeted thanks to the careful management of the Premises Committee Chairman and close co-operation of the caretaking staff
- The majority of the planned decorating was deferred whilst LED lighting was fitted (to reduce running costs) and a replacement heating system is considered for the Main Hall
- Net Hall hire income is down year on year as a result of VAT registration with effect from 1 April 2017 and the Council's decision not to pass the cost on to hirers for the year to 31 March 2018. Hall Hire tariffs have now been increased with effect from 1 April 2018

The net result is that the Council's year-end cash position is better than anticipated. However there are a number of unanticipated expenditures faced by the Council since the budget to 31 March 2019 was approved in January as follows:-

1. The need to increase security at the entrance gate to the Parish Hall site and around the immediate access points to the playing fields in view of the Traveller encroachment in April
2. A requirement to review the Caretaking, keyholder and cleaning arrangements for the Parish Hall as a result of the increased hire activity

In addition it is hoped that the heating in the Main Hall can be replaced within the current financial year and whilst this will have to be grant funded it is likely that the Council will have to provide an element of match funding to secure a grant.

As in the year under report the financial requirements of maintaining and improving the Parish Hall to a satisfactory standard for the use of Marks Tey residents has placed the Parish Council in a position where there was little option other than to increase the Precept for the current financial year 2018/2019 by 10%.

If you have any questions in relation to the content of this report please do not hesitate to contact a Councillor or my successor

Steve Marriott
Parish Clerk & Responsible Financial Officer

Summary

Receipts & Payments by Budget Heading

		Year ending 31/3/2017		Year ending 31/3/2018	
		Budget	Actuals	Budget	Actuals
Council Administration	Receipts	£44,107	£51,359	£47,925	£49,078
	Payments	£32,088	£47,074	£37,450	£39,496
	Net Receipts over Payments	£12,019	£4,285		£9,582
Parish Hall	Receipts	£68,500	£100,750	£63,750	£77,313
	Payments	£78,148	£72,757	£102,580	£83,313
	Net Receipts over Payments		£27,993		-£6,000
Playing Field & Annexe	Receipts	£1,000	£2,385	£1,000	£898
	Payments	£4,500	£3,470	£5,000	£3,881
	Net Receipts over Payments		-£1,085		-£2,983
Garden Sacks	Receipts	£0	£190	£0	£15
	Payments	£0	£133	£0	
	Net Receipts over Payments		£57		£15
Projects	Payments	£5,000	£3,260	£4,622	£3,472
	Net Receipts over Payments				-£3,472
Street lighting	Payments	£5,000	£2,428	£5,000	£3,345
Neighbourhood Plan	Receipts	£0	£1,557		£3,529
	Payments	£10,000	£2,269	£1,000	£4,258
	Net Receipts over Payments		-£712		-£729
Grand Totals:- Receipts		£113,607	£156,241	£112,675	£130,833
Grand Totals:- Payments		£134,736	£131,391	£155,652	£137,765
Less Transfer to EMR			£3,620		
Plus Transfer from EMR					£5,220
Net Receipts over Payments		-£21,129	£21,230	-£42,977	-£1,712

EMR= Earmarked
Reserves

**Detailed Receipts & Payments by Budget Heading for the
12 months to 31/03/2018**

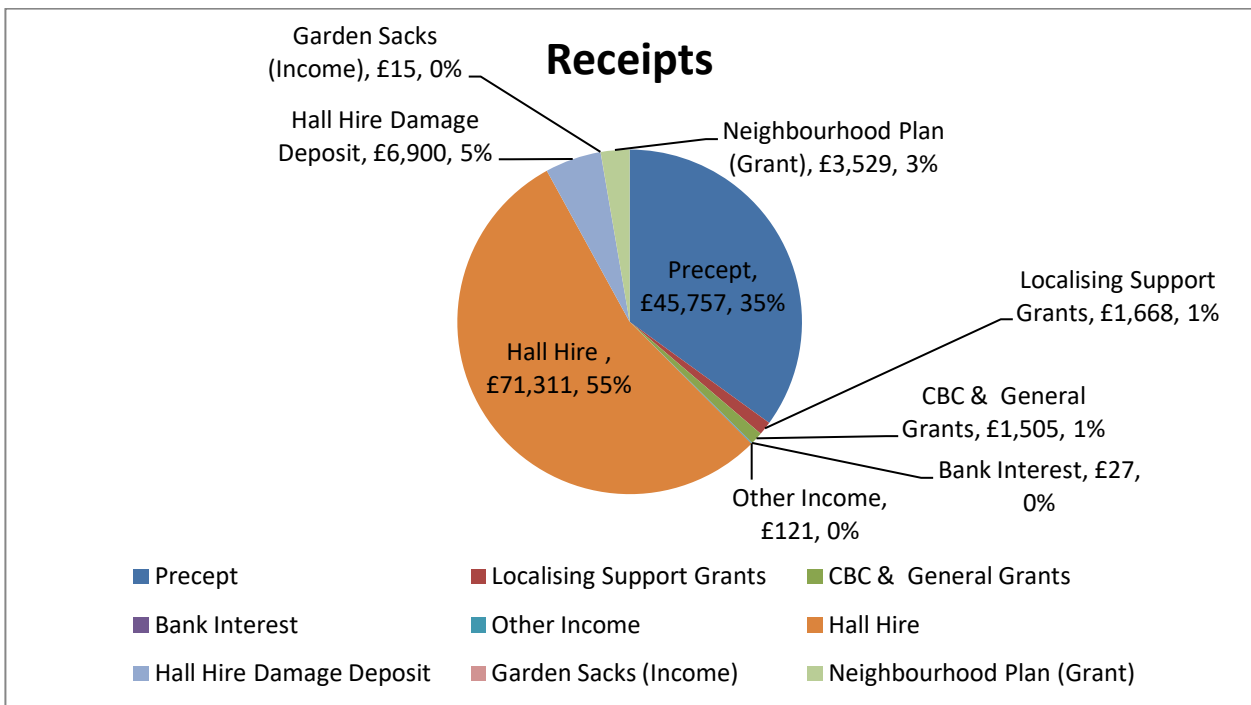
	Budget	Actuals
Council Administration		
Precept	£45,757	£45,757
Localising Support Grants	£1,668	£1,668
CBC & General Grants	£500	£1,505
Bank Interest	£0	£27
Other Income	£0	£121
Total Receipts	£47,925	£49,078
Salaries / Staff Costs	£14,000	£12,229
Employers NI	£1,400	£562
Misc Staff Costs	£0	£319
Misc Costs	£0	£191
Internal Office Rent	£0	£7,750
Payroll Fees	£750	£485
Other Professional Fees	£1,350	£1,350
Staff Travel	£250	£87
Training	£2,000	£1,207
Insurance	£4,000	£3,525
Insurance claim	£0	£2,893
Audit Fees	£800	£700
Data Protection Costs		£30
Office Stationery	£2,000	£1,307
Postage	£750	£361
Office Equipment	£1,769	£939
Contingency spend	£2,381	
Phone (Incl Mob) & ADSL Line	£2,000	£2,333
Membership / Subscriptions	£1,000	£974
Computer Software Support	£300	£401
Computer Maintenance	£500	£138
Election Fees		£0
Newsletter	£1,500	£832
Chairman's Allowance	£200	£118
Councillors Expenses - Travel	£250	£23
Community Events Grant spend		£355
Community Recognition	£250	£230
Civic Expenses	£0	
Bank Charges	£0	£57
Litter Pick Costs	£0	£100
Hall Direct Purchases	£0	£0
Total Payments	£37,450	£39,496
Net Receipts over Payments	£10,475	£9,582

Parish Hall

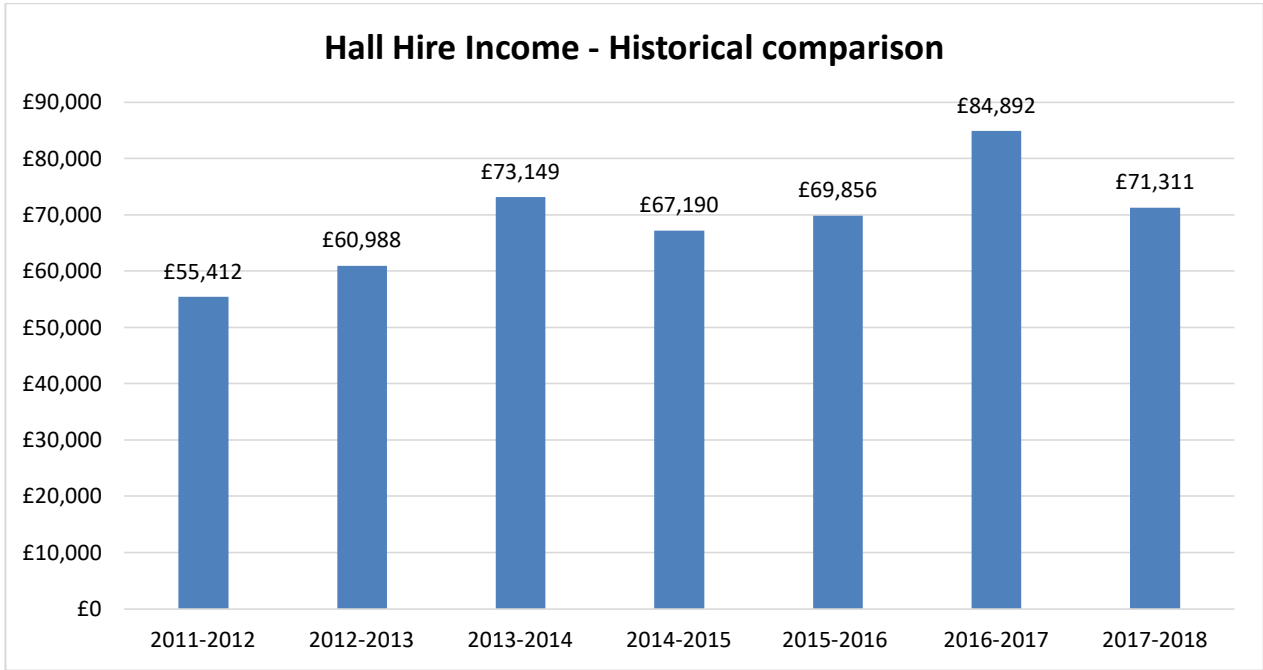
Main Hall	£29,000	£31,918	
Recreation Hall Hire	£25,000	£26,622	
Small Hall Hire	£8,000	£9,950	
Council Room Hire	£1,750	£1,923	
Hall Hire Damage Deposit	£0	£6,900	
Insurance Claims	£0	£0	
Total Receipts	£63,750	£77,313	
Salaries / Staff Costs	£41,968	£44,519	
Employers NI	£2,600	£1,074	
Staff Pension	£500	£385	
Internal Office Rent	£0	-£7,750	
Hall General Maintenance	£5,500	£4,375	
Hall Licences	£1,510	£1,549	
Keyholder costs	£2,025	£2,025	
Hall Planned Improvements	£10,000	£4,774	
Hall Planned Decorating	£14,877	£481	
Janitorial Maintenance	£3,000	£2,465	
Electricity	£6,000	£5,932	
CBC Rates	£13,000	£10,485	
Water	£1,100	£959	
Hall Direct Purchases	£500	£192	
Hall Hire Refunds	£0	£838	
Hall Hire Refunds Damage Deposits	£0	£7,390	
Section 106 expenditure		£3,620	Main Hall floor Sand & reseed
Total Payments	£102,580	£83,313	
Net Receipts over Payments	-£38,830	-£6,000	
Playing Field & Annexe			
Playing Field Hire -Income	£1,000	£898	
Grounds Maintenance	£5,000	£3,881	
Net Receipts over Payments	-£4,000	£2,983	
Garden Sacks			
Garden Sacks (Income)	£0	£15	
Garden Sacks (Purchase)	£0	£0	
Net Receipts over Payments		£15	
Projects			
Project - Playground Repairs	£1,250	£400	
Project - Defibrillator	£0	£0	
Project Fluorescent Light covers	£1,472	£1,472	
Project Leyfield	£1,400		
Project - kitchen equipment	£500		
Section 106 Expenditure		£1,600	CBC Grant repaid to fund picnic benches on Leyfield
Total Payments	£4,622	£3,472	

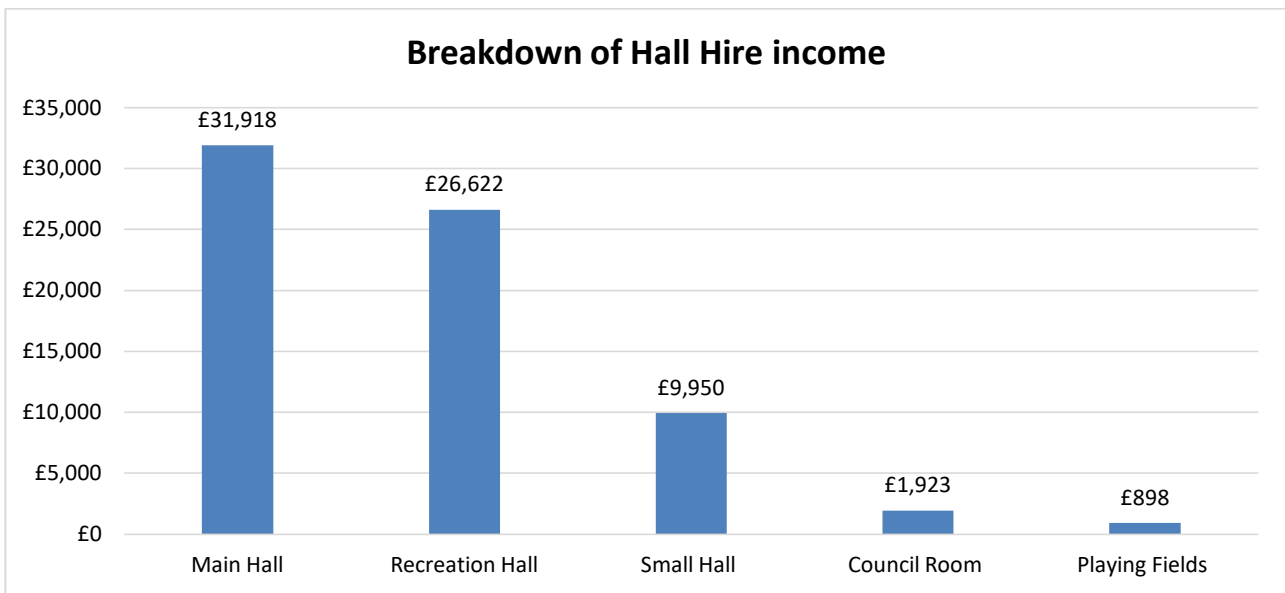
Street lighting

Street Light Repairs & Mtnc	£5,000	£3,345
Net Receipts over Payments	£5,000	£3,345
Neighbourhood Plan :- Receipts (Grant)	£0	£3,529
Neighbourhood Plan expenditure	£1,000	£729
Neighbourhood Plan Grant spend	£0	£3,529
Net Receipts over Payments		£729
Grand Totals:- Receipts	£112,675	£130,833
Grand Totals - Payments	£155,652	£137,765
Less Transfer from Earmarked Reserves		£5,220
Net Receipts over Payments	-£42,977	-£1,712

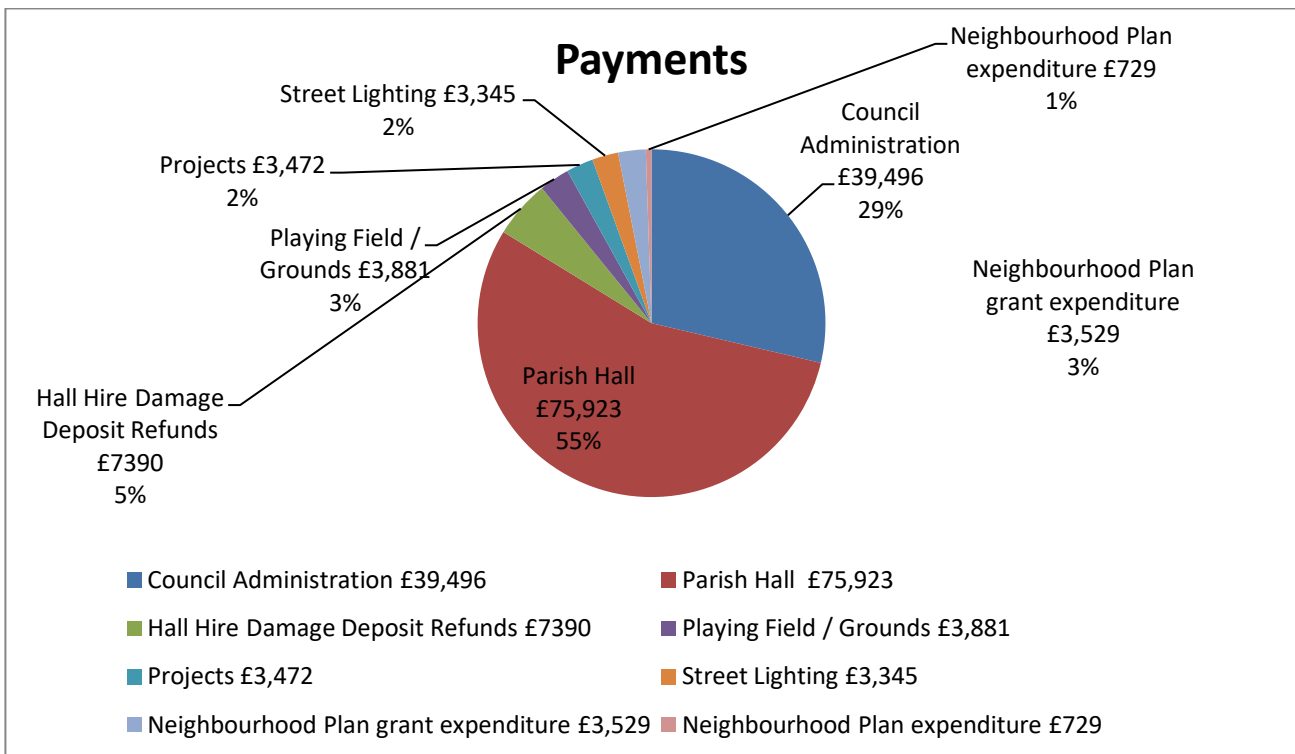


Hall Hire income continues to represent a significant proportion of the Council's income (close to 60% if refundable Hall Hire Damage Deposits are excluded.) Net Hall Hire income in comparison with last year is down as a result of the need to register for VAT with effect from 1 April 2017 (the start of the financial year) and the Council's decision not to pass on the increased cost for the year under report. In real terms gross income including VAT is level with the year ending 31 March 2017.





The Council Room continues to be under utilised as a result of which efforts are being made to offer the room for conferencing



As already intimated the costs of running and maintaining the Parish Hall dominate the Councils finances

Cash Reconciliation

Opening balances 1 April 2017		£129,335.97
Plus Receipts during year (inc Vat)		£144,570.86
Less Payments during year (inc Vat)		£151,503.29
Closing balances 31 March 2018		£122,403.54

Cash Balances held as at 31 March 2018

Current account	£16,053.66	
Less unpresented cheques	£731.82	
Less VAT payment not debited	£1,930.55	£13,391.29
Hall Hire Damage Deposits Current account	£ 2760.00	
Less unpresented cheques	£650.00	£2,110.00
Deposit account		£106,860.38
Petty Cash		£41.87
Total		£122,403.54

Represented as follows: -

Earmarked Reserves

General		£30,000.00
Playground Equipment		£5,000.00
CCTV upgrade		£1,000.00
Hall & Car Park		£20,000.00
Election Fees		£750.00
Crockery & Dishwasher		£650.00
Sub Total		£57,400.00
2018/2019 Budget Deficit		£12,739.00
Hall Hire Damage Deposits due to be refunded		£2110.00
Cash flow / working balances		£50,154.54
Total		£122,403.54

Budget

	31/03/2018	31/03/2019
<u>Administration</u>		
Precept	£45,757	£50,332
Localising Support Grants	£1,668	£1,485
CBC & General Grants	£500	£500
Total Receipts	£47,925	£52,317
Salaries / Staff Costs	£14,000	£14,000
Employers NI	£1,400	£500
Misc Staff Costs	£0	£200
Payroll Fees	£750	£600
Other Professional Fees	£1,350	£0
Staff Travel	£250	£250
Training	£2,000	£2,000
Insurance	£4,000	£4,500
Audit Fees	£800	£800
Data Protection Costs	£0	£750
Office Stationery	£2,000	£1,750
Postage	£750	£500
Office Equipment	£1,769	£0
Phone (Incl Mob) & ADSL Line	£2,000	£2,500
Membership / Subscriptions	£1,000	£1,000
Computer Software Support	£300	£310
Computer Maintenance	£500	£350
Contingency Fund	£2,381	£2,000
Newsletter	£1,500	£1,500
Chairman's Allowance	£200	£200
Community Recognition	£250	£500
Councillors Expenses - Travel	£250	£250
Bank Charges	£0	£0
Litter Pick Costs	£0	£200
Total Payments	£37,450	£34,660
<u>Parish Hall</u>		
Main Hall	£29,000	£33,000
Recreation Hall Hire	£25,000	£27,000
Small Hall Hire	£8,000	£8,000
Council Room Hire	£1,750	£2,000
Total Receipts	£63,750	£70,000
Salaries / Staff Costs	£41,968	£44,746
Employers NI	£2,600	£2,000
Staff Pension	£500	£500
Hall General Maintenance	£5,500	£6,000
Hall Licences	£1,510	£1,800

Keyholder Costs	£2,025	£0
Hall Planned Improvements	£10,000	£5,000
Hall Planned Decorating	£14,877	£4,000
Janitorial Maintenance	£3,000	£3,000
Electricity	£6,000	£7,500
CBC Rates	£13,000	£13,000
Water	£1,100	£1,100
Hall Direct Purchases	£500	£500
Total Payments	£102,580	£89,146
<u>Playing Field & Annexe</u>		
Playing Field Hire	£1,000	£1,000
Total Receipts	£1,000	£1,000
Grounds Maintenance	£5,000	£5,000
Total Payments	£5,000	£5,000
<u>Projects</u>		
Project - Playground Repairs	£1,250	£1,250
Project Fluorescent Light cove	£1,472	£0
Project Leyfield	£1,400	£0
Project Kitchen Equipment	£500	£0
Total Payments	£4,622	£1,250
<u>Street Lighting</u>		
Street Light Repairs & Maintenance	£5,000	£5,000
<u>Neighbourhood Plan</u>		
Neighbourhood Plan	£1,000	£1,000
Total Budget Receipts	£112,675	£123,317
Total Budget Payments	£155,652	£136,056
Net Receipts over Payments	-£42,977	-£12,739

Precept for year ending 31 March 2019	
Income	£72,985
Less Expenditure	-£136,056
Net	-£63,071
Proposed use of Reserves	£12,739
Precept	£50,332
Previous year Precept	£41,597
Percentage increase	10%
Band D property equivalent charge	£53.68

Budget and Precept request agreed by Full Council

8 January 2018 minute ref 2018/006