



**Responsible Financial Officers Report**  
To Marks Tey Parish Council  
for the 12 months ended 31 March 2020

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## Administration / Council

The Parish Council over the last 12 months has received funds totalling £63,342 it was estimated that our total budget for Council expenditure would be £42,583. However this came in under budget at £40,379. Overspends were seen in the following areas:

- Salary and staff cost – over budget by £854 however NI was under budget by £417 and Misc staffing cost under budget by £166 so in total staffing for council was only £271 over budget for the financial year.
- Membership and subscriptions came in over budget by £511 – this was due to EALC and NALC subscriptions renewed at end of March for next financial year (2020/2021) – paid early due to the COVID pandemic starting. This will result in reduced membership and subscription costs next year.
- Computer Maintenance was over budget by £1438.00 – this was due to the requirement to upgrade all office computers to Windows 10 and the purchase of a new computer to assist with Bookings. This also included the purchase of Council Laptop to enable off site working when required during Covid 19 Pandemic.

### **The net receipts over payments for Council business £22,963.00**

The Parish Council also completed the purchase of 2 Defibrillators for the Parish which will be installed before end on 2020; 95% of the funding was met through donations with the remaining funds donated by the Borough Councillors.

We were successful in receiving a £5,000 grant for a new playground which we are hoping to complete by end of 2020.

## Parish Hall

The Parish Hall income for the year was £81,637 – this includes damage deposits received of £6,350.

There were a number of challenges this financial year; -

- We lost two members of staff during the financial year and a member of staff went on long term sick in June 2019
- We lost a long-term regular hirer in October for the Recreation Hall, the hirer left us with a debt of £1620 (we have instigated recovery procedures and have obtained a judgement in favour of the Council) and also loss of income for remainder of the year of £2500 (estimated £500 a month) – we also had 2 more hirers reduce from 2 classes a week to 1
- We took on a contract cleaner for 5 days a week – this was an additional expense for the Council but the benefit was that hall has been cleaned 7 days instead of 4 days a week.

Given all this we stayed within budget for the majority of our cost centres and in addition we have been able to complete the following projects to improve the halls;-

- Improved Recreation Hall Floor (Section 106 funding received for full project)
- Upgraded the CCTV for the premises (Earmarked reserves)
- New Chairs for all 3 halls (Earmarked Reserves)
- New Ceiling in Small Hall (Sound Proofing CIF Funding)
- Sound proofing of the doors to the small hall (Sound proofing CIF Funding)

The work undertaken in the halls was spent under the Earmarked reserves for the Parish hall – taking this into account the Hall received income of £81,637 against a hall expenditure (excluding project work) of £79,914

Damage deposit receipts were £6350 against damage deposit refunds of £5334 – the difference is due to deposits been taken at the time of booking and so they overlap each year depending when the hire is due to take place.

### **Net Receipts over payments for the hall £1723**

#### **Playing Field**

Income for the playing field was £2295 (increase from £1304 previous year) – this was due to a new contract in place for a football club that approached us to use our facilities.

The ground maintenance expenditure came in under budget at £3874

The ground maintenance still does not cover the income received and this is something that we need to look into going forward with regard to how the council can maximise the field hire over the next few years.

#### **Street Lighting**

Repairs and maintenance of our street lighting ended the year under budget at an expenditure of £4029 against a budget of £5000. This needs more focus this financial year with regarding to how this cost can be brought down including seeking tenders from other electricity companies and to undertake a strategic review of all the street lighting that we are being invoiced for. This will be a priority for the office to look at in the coming financial year.

#### **Community Events**

This financial year we had a very successful summer fete (even with the strong winds)  
The Community events (wine tasting, community Picnics and Young at Heart) were all greatly received throughout the financial year.  
The Community Library has been running now for over a year and has over 100 members signed up.

For the current financial year community made £3409 against and expenditure of £2,203

### **Net receipts over Payments £1,206**

**Grand Totals****Receipts**

Administration	£63,342
Halls	£81,637
Playing Field	£2,295
Projects	£8,309
Community Events	£3,409
<b>TOTAL</b>	<b>£158,722</b>

**Payments**

Administration	£40,379
Halls	£84,645
Playing Field	£3,874
Projects	£17,650
Street Lighting	£4,029
Neighbourhood Plan	£2,004
Community Events	£2,203
<b>TOTAL</b>	<b>£154.783</b>

Net Receipts over Payments    £3,938

Plus Transfer from EMR        £10,101

Movement to General Reserves £14,039

**Summary**

**Receipts & Payments  
by Budget Heading**

		Year ending 31/3/2019		Year ending 31/3/2020	
		Budget	Actuals	Budget	Actuals
Council Administration	Receipts	£52,317	£65,557	<b>£57,365</b>	<b>£63,342</b>
	Payments	£34,160	£35,799	<b>£42,583</b>	<b>£40,379</b>
	Net Receipts over Payments	£18,157	£29,758		<b>£22,963</b>
Parish Hall	Receipts	£70,000	£88,078	<b>£80,700</b>	<b>£81,637</b>
	Payments	£89,146	£80,760	<b>£83,836</b>	<b>£84,645</b>
	Net Receipts over Payments		£7,318		<b>-£3,008</b>
Playing Field & Annexe	Receipts	£1,000	£1,304	<b>£1,000</b>	<b>£2,295</b>
	Payments	£5,000	£3,432	<b>£5,000</b>	<b>£3,874</b>
	Net Receipts over Payments		-£2,128		<b>-£1,579</b>
Street lighting	Payments	£5,000	£3,766	<b>£5,000</b>	<b>£4,029</b>
Neighbourhood Plan	Receipts	£0	£0		
	Payments		£6237	<b>£5,500</b>	<b>£2,004</b>
	Net Receipts over Payments		-£6237		<b>-£2,004</b>
Projects	Receipts				<b>£8,309</b>
	Payments				<b>£17,650</b>
	Transfer EMR				<b>£5,370</b>
	Net Receipts over Payments				<b>-£9,611</b>
Community Events	Receipts		£4,179		<b>£3,409</b>
	Payments		£1,510		<b>£2,203</b>
	Net Receipts over Payments		£2,669		<b>£1,206</b>
<b>Grand Totals:- Receipts</b>	£123,317	£159,119	<b>£141,065</b>	<b>£158,722</b>	
<b>Grand Totals:- Payments</b>	£136,056	£132,539	<b>£184,269</b>	<b>£154,783</b>	
<b>Less Transfer to EMR</b>					
<b>Plus Transfer from EMR</b>				<b>£10,101</b>	
<b>Net Receipts over Payments</b>					
<b>Payments</b>	-£12,739	£26,580	<b>-£43,204</b>	<b>£3,938</b>	

EMR= Earmarked Reserves

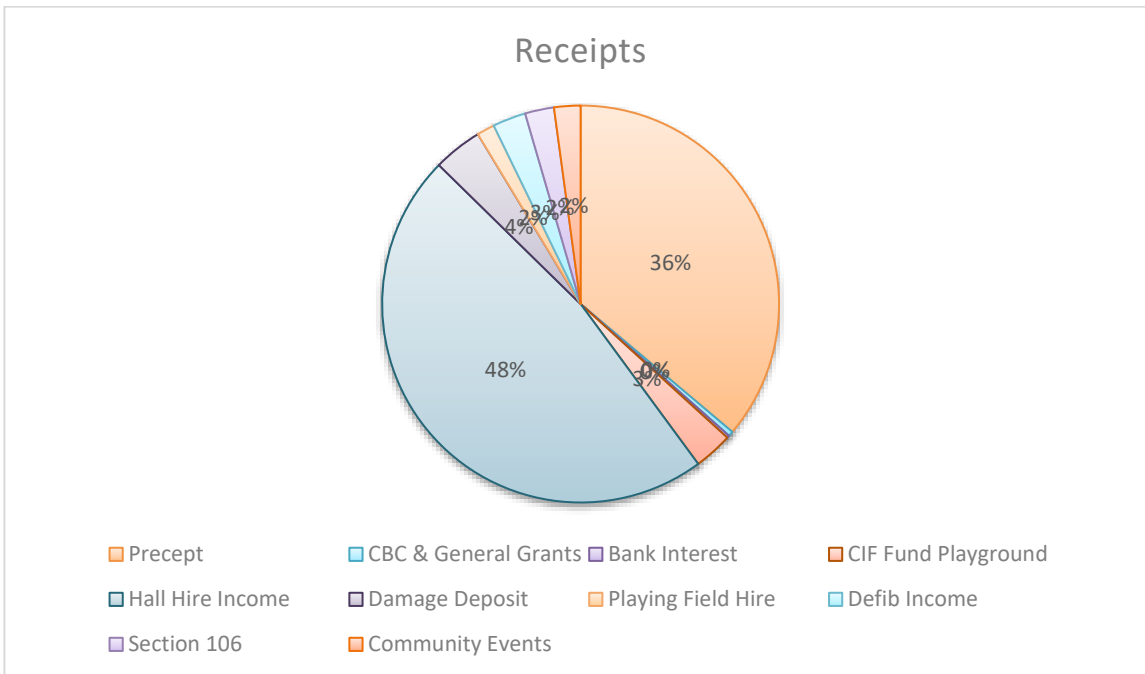
**Detailed Receipts & Payments by Budget Heading for the  
12 months to 31/03/2020**

	Budget	Actuals
Council Administration		
Precept	£57,365	£57,365
CBC & General Grants	£0	£650
Bank Interest	£0	£327
Other Income	£0	£0
CIF Fund Playground Refurb	£0	£5,000
<b>Total Receipts</b>	<b>£57,365</b>	<b>£63,342</b>
Salaries / Staff Costs	£17,499	£18,353
Employers NI	£1,300	£883
Misc Staff Costs	£200	£34
Misc Costs	£0	£105
Internal Office Rent	£7,750	£7,750
Payroll Fees	£600	£495
Staff Travel	£500	£424
Training	£3,000	£288
Insurance	£3,399	£3,511
Audit Fees	£800	£730
Data Protection Costs	£500	£234
Office Stationery	£750	£805
Postage	£235	£64
Office Equipment	£250	£0
Phone (Incl Mob) & ADSL Line	£2,500	£1,996
Membership / Subscriptions	£1,000	£1,511
Computer Software Support	£500	£470
Computer Maintenance	£350	£1,788
Newsletter	£800	£660
Chairman's Allowance	£200	£130
Councillors Expenses - Travel	£250	£0
<b>Total Payments</b>	<b>£42,583</b>	<b>£40,379</b>
<b>Net Receipts over Payments</b>	<b>£14,782</b>	<b>£22,963</b>
<b>Parish Hall</b>		
Main Hall	£35,000	£35,521
Recreation Hall Hire	£32,000	£28,604
Small Hall Hire	£8,700	£9,145
Council Room Hire	£2,000	£2,017
Hall Hire Damage Deposit	£0	£6,350
<b>Total Receipts</b>	<b>£80,700</b>	<b>£81,637</b>
Salaries / Staff Costs	£44,957	£45,158
Employers NI	£2,000	£1,467
Staff Pension	£2,040	£2,520

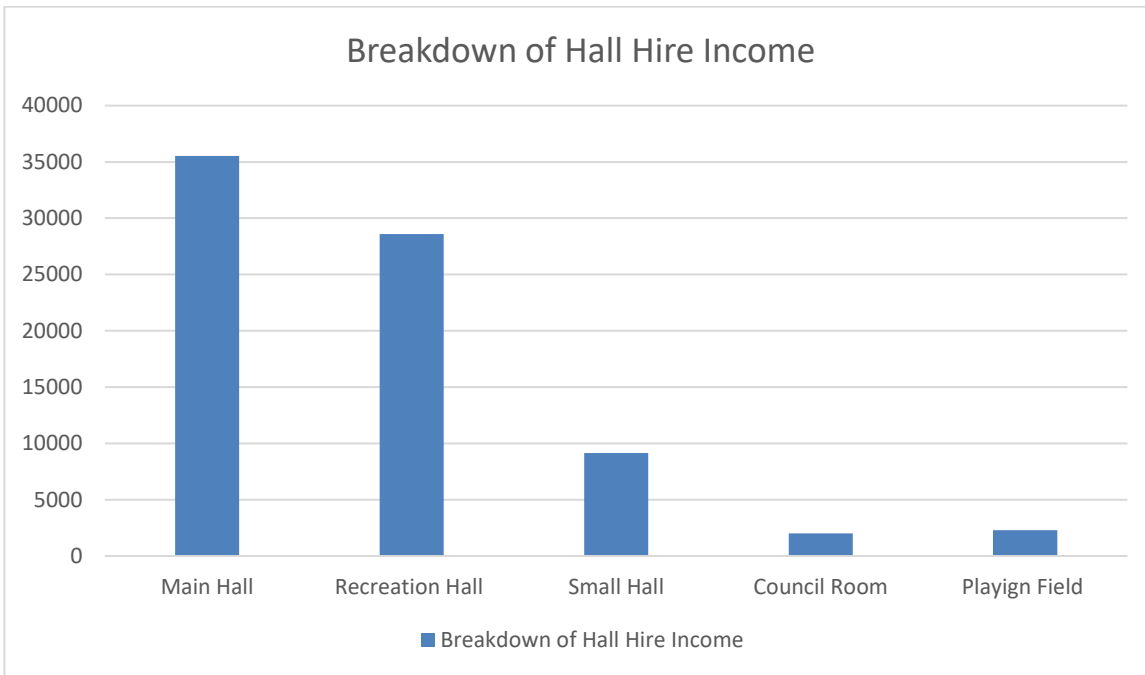
Internal Office Rent	-£7,750	-£7,750
External Cleaners	£7,256	£4,610
Hall General Maintenance	£5,000	£4,308
Hall Licences	£1,800	£1,326
Hall Planned Improvements	£3,500	£5,135
Hall Planned Decorating	£2,000	£0
Janitorial Maintenance	£3,000	£1,844
Electricity	£7,500	£7,354
CBC Rates	£11,048	£11,048
Water	£1,386	£1,422
Hall Hire Refunds Damage Deposits	£0	£5,334
<b>Total Payments</b>	<b>£83,836</b>	<b>£84,645</b>
<b>Net Receipts over Payments</b>	<b>-£3,136</b>	<b>-£3,008</b>
<b>Transfer From EMR</b>		<b>£4,731</b>
<b>Playing Field &amp; Annexe</b>		
Playing Field Hire -Income	£1,000	£2,295
Grounds Maintenance	£5,000	£3,874
<b>Net Receipts over Payments</b>	<b>-£4,000</b>	<b>-£1,579</b>
<b>Projects Income</b>		
Defib Income	£0	£4,289
Section 106 Flooring	£0	£3,750
<b>Projects Expenditure</b>		
Project - Playground Repairs	£1,250	£422
Project - Defibrillator	£300	£4391
Project CCTV	5,000	£5,370
Project Floors	£0	£3,750
Project – Sound Proofing	£10,000	£3,067
<b>Total Payments</b>	<b>£16,550</b>	<b>£9,611</b>
<b>Transfer From EMR</b>		<b>£5,370</b>
<b>Street lighting</b>		
Street Light Repairs & Mtnce	£5,000	£4,029
<b>Community Events</b>		
Fete Income		£3,111
Other Income		£298
<b>Total Receipts</b>		<b>£3,409</b>
Litter Pick Costs	£150	£284
Community Events	£1,000	£1,147
Summer Fete Expenditure	£1,000	£772
<b>Total Payments</b>		<b>£2,203</b>
<b>Receipts over Payments</b>		<b>£1,206</b>
Neighbourhood Plan :- Receipts (Grant)	£0	£0

Neighbourhood Plan expenditure	£5,500	£2,004
<b>Grand Totals:- Receipts</b>	<b>£141,065</b>	<b>£158,722</b>
<b>Grand Totals - Payments</b>	<b>£184,269</b>	<b>£154,783</b>
<b>Net Receipts over Payments</b>	<b>-£43,204</b>	<b>£3,938</b>
<b>Transfer from EMR</b>		<b>£10,101</b>



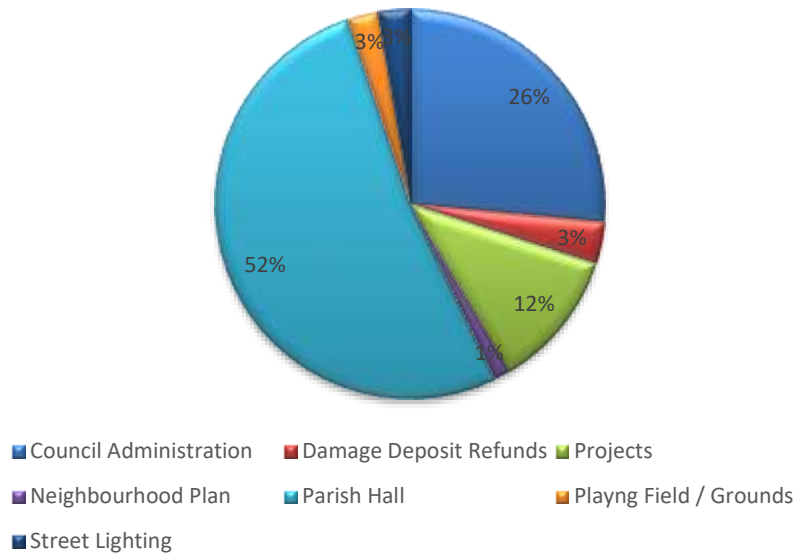


Hall hire income and Precept remain our largest income streams into the Council. Going forward I want to see the Hall hire income take more of a lead – to enable the precept increases to be minimal in the years to come.



The coming financial year will see a large impact on hall hire income given the Covid19 Pandemic closing the hall on 23<sup>rd</sup> March 2020. However once we can get back to some normality the office are going to be looking into a new booking system as a matter of priority so that we can free up capacity within the office staff to help increase hall hires and advertising to make sure the halls can reach there full potential in the years to come.

## Payments



The Parish Hall is still the largest expenditure for the Parish Council. Over the next few years a large amount of the Council reserves needs to be spent on the hall to bring it back up to a good standard. This will be taken forward through a 5-year maintenance plan. Once the large jobs are completed this should become more manageable over the next few years.

## Cash Reconciliation as at 31 March 2020

### Bank Statement Balances

Current Account	£44,659.77
Reserve Account	£107,208.44
Petty Cash	£41.87
Damage Deposit Account	£3,109.80

**£155,019.88**

### Unpresented Cheques

£2,598.46

**£152,421.42**

### Closing Balances Cash book

Current Account	£42,561.31
Reserve Account	£107,208.44
Petty Cash	£41.87
Damage Deposit Account	£2,609.80

**£152,421.42**

### Represented as follows:-

#### Earmarked Reserves

Contingency Reserve	£30,000.00
Playground Equipment	£23,500.00
Hall & Car Park	£30,000.00
Election Fees	£2500.00
Soundproofing	£11,305.00
Hot Water Boilers	£4.02

#### Sub Total

**£97,309.02**

General Reserves  
Current year Fund

£54,007.97  
£1104.43

#### TOTAL

**£152,421.42**