



**Responsible Financial Officers Report**  
To Marks Tey Parish Council  
for the 12 months ended 31 March 2021

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## **Administration / Council**

The Parish Council over the last 12 months has received funds in the sum of £74,835 we estimated a budget for Council activity of £42,775 however came in over budget at £47,514. We went over budget in the following areas:

- Salary and staff cost – Clerk and assistant clerk salaries came in over budget by £2,979 this was due to loss of Hall staff over the last 12 months and Clerk having to cover this additional work. This also meant the NI contribution increased by £226 over the last 12 months
- Misc. staff costs came in over budget by £5015 due to staffing issues which have now been resolved.
- Payroll Fees came in slightly over budget by £80 due to the additional fees for furloughing of staff.
- Postage came in over budget by £174 due to the increase in postage needed over lockdown and hall closures.

### **The net receipts over payments for Council business £27,321**

#### **Parish Hall**

The Parish Hall income for the year was £64,047 – this includes damage deposits received of £400.

The Hall had many challenges this financial year

- The hall was only open for 3 months due to Covid 19 which resulted in Hall hire income received reducing from proposed £78,900 to £13,718
- The hall has benefitted from £49,929 in grant funding from Colchester Borough Council under Covid 19 Grants.
- We have also had the benefit of reduced Staffing costs due to closure and Furlough payments also a reduction in all other hall expenditure related to running the hall including not having to pay business rates for the financial year.

While the hall was closed many projects were completed which were long over due including New heating system in Main and Small Hall, Car park relining, the addition of 2 new hot water boilers and the Decoration of Main hall, Foyer and Small Hall at the total cost of £31,732

For coming financial year, we have arranged to complete the decoration at the hall along with new flooring for the small hall, foyer and 6 toilets.

#### **Net Receipts over payments for the hall -£5310**

**Ear Marked Reserves used £30,882**

**Movement to General Reserves £25,572**

#### **Playing Field**

Income for playing field £1665, this is a reduction from £3000 proposed income again due to Covid 19 restrictions

The ground maintenance expenditure came in under budget at £4,376.

The Council has entered a new contract with Dines Agri services for 3 years for the grass cutting contract. Council need to work over the next 12 months on ways to maximise income from the Hall so that we can ensure going forward the Ground income covers the Ground Expenditure.

### **Street Lighting**

Repairs and maintenance of our street lighting ended the year under budget at an expenditure of £2,937 against a budget of £5000. This needs more focus this financial year with regarding to how this cost can be brought down including looking at other electricity companies and only paying for lights we own. This will be a priority for the office to look at in the coming financial year.

### **Community Events**

Community Events have not been able to run through the financial year due to Covid 19. They are looking forward to opening again in coming Financial Year.

### **Projects**

The Council this year has installed a new playground at the Parish Hall which has been well received by residents. The cost of the project was £41,168 of which we received £5,000 CIF Fund last year, £1,000 from Locality Budget, £6,289.66 was received from an insurance claim against vandalism to the old playground the weekend before work was due to be completed. £28,878.34 was spent from Ear Marked Reserves

### **Grand Totals**

Receipts £140,758

Payments £170,057

Net Receipts over Payments -£29,298

Plus Transfer from EMR £67,413

Movement to General Reserves £38,115

**Summary  
Receipts & Payments  
by Budget Heading**

		Year ending 31/3/2020		Year ending 31/3/2021	
		Budget	Actuals	Budget	Actuals
Council Administration	Receipts	£57,365	£63,342	<b>£59,550</b>	<b>£74,835</b>
	Payments	£42,583	£40,379	<b>£42,775</b>	<b>£47,514</b>
	Net Receipts over Payments		£22,963		<b>£27,321</b>
Parish Hall	Receipts	£80,700	£81,637	<b>£78,900</b>	<b>£64,047</b>
	Payments	£83,836	£84,645	<b>£114,646</b>	<b>£69,357</b>
	Net Receipts over Payments		-£3,008		<b>-£5,310</b>
	Transfer EMR Movement to / (from) Gen Reserves				<b>£30,882</b>
					<b>£25,572</b>
Playing Field & Annexe	Receipts	£1,000	£2,295	<b>£3,000</b>	<b>£1,665</b>
	Payments	£5,000	£3,874	<b>£5,000</b>	<b>£4,376</b>
	Net Receipts over Payments		-£1,579		<b>-£2,711</b>
Street lighting	Payments	£5,000	£4,029	<b>£5,000</b>	<b>£2,937</b>
Neighbourhood Plan	Receipts	£0	£0		
	Payments	£5,500	£2,004	<b>£5,000</b>	<b>£4,175</b>
	Net Receipts over Payments		-£2,004		<b>-£4,175</b>
Projects	Receipts		£8,309		<b>£52</b>
	Payments		£17,650	<b>£35,670</b>	<b>£41,558</b>
	Transfer EMR		£5,370		<b>£35,730</b>
	Net Receipts over Payments		-£9,611	<b>-£35,670</b>	<b>-£5,776</b>
Community Events	Receipts		£3,409		<b>£160</b>
	Payments		£2,203		<b>£140</b>
	Net Receipts over Payments		£1,206		<b>£20</b>
<b>Grand Totals:- Receipts</b>	£141,065	£158,722	<b>£143,650</b>	<b>£140,758</b>	
<b>Grand Totals:- Payments</b>	£184,269	£154,783	<b>£213,291</b>	<b>£170,057</b>	
<b>Less Transfer to EMR</b>					
<b>Plus Transfer from EMR</b>		£10,101		<b>£67,413</b>	
<b>Net Receipts over Payments</b>	<b>-£43,204</b>	<b>£3,938</b>	<b>-£69,641</b>	<b>£38,115</b>	

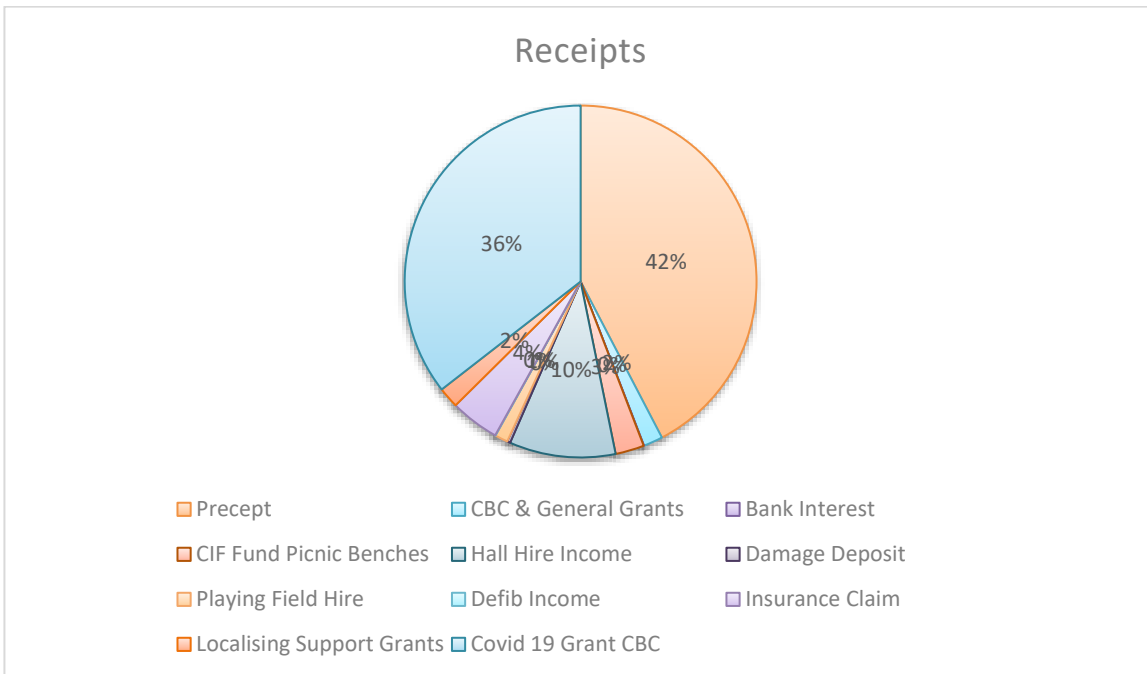
EMR= Earmarked  
Reserves

**Detailed Receipts & Payments by Budget Heading for the  
12 months to 31/03/2021**

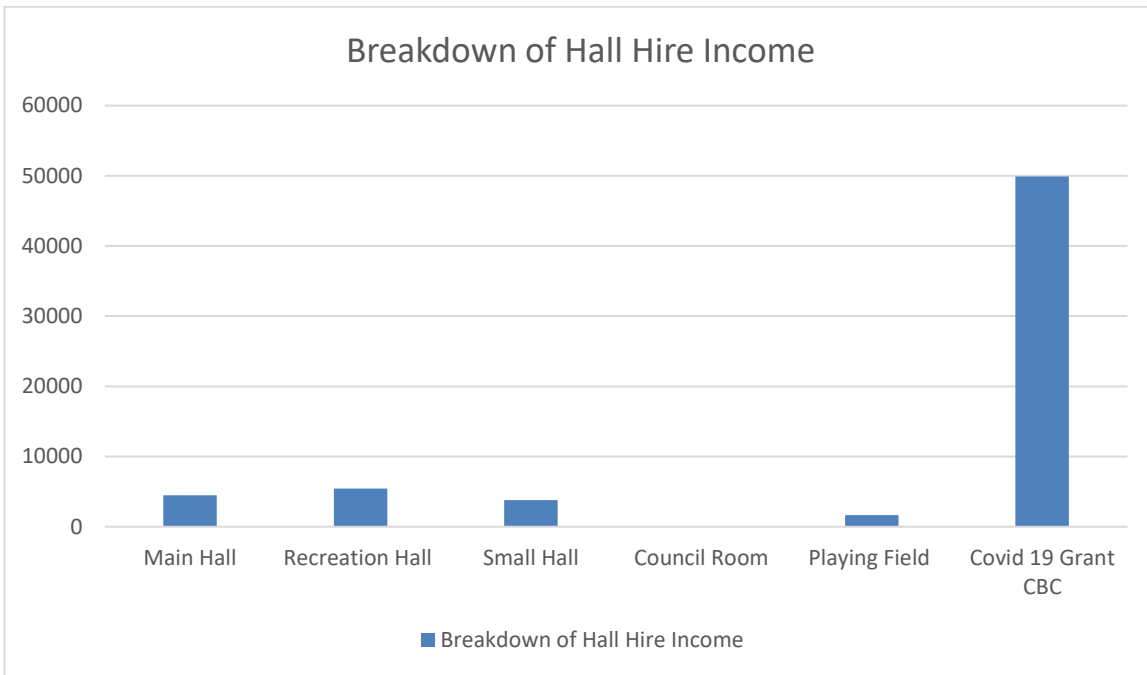
	Budget	Actuals
Council Administration		
Precept	£59,550	£59,550
Localising Support Grant	£0	£2,682
CBC & General Grants	£0	£2,500
Bank Interest	£0	£43
Other Income	£0	£6340
ClF Fund Picnic Benches	£0	£3,720
<b>Total Receipts</b>	<b>£59,550</b>	<b>£74,835</b>
Salaries / Staff Costs	£18,000	£21,979
Employers NI	£900	£1126
Misc Staff Costs	£2000	£7,015
Internal Office Rent	£7,750	£7,750
Payroll Fees	£450	£530
Staff Travel	£400	£8
Training	£1500	£142
Insurance	£3,700	£3648
Audit Fees	£800	£740
Data Protection Costs	£175	£60
Website	£450	£64
Charity Donation	£100	£100
Office Stationery	£750	£407
Postage	£50	£224
Office Equipment	£250	£192
Phone (Incl Mob) & ADSL Line	£2,500	£2,472
Membership / Subscriptions	£1,000	£573
Computer Software Support	£500	£729
Computer Maintenance	£350	£246
Newsletter	£700	£425
Chairman's Allowance	£200	£31
Councillors Expenses - Travel	£250	£0
<b>Total Payments</b>	<b>£42,775</b>	<b>£47,514</b>
<b>Net Receipts over Payments</b>	<b>£16,775</b>	<b>£27,321</b>
<b>Parish Hall</b>		
Covid 19 Grant CBC	£0	£49,929
Main Hall	£36,000	£4,461
Recreation Hall Hire	£30,000	£5,443
Small Hall Hire	£8,400	£3,814
Council Room Hire	£1,500	£0

Hall Hire Damage Deposit	£0	£400
<b>Total Receipts</b>	<b>£78,900</b>	<b>£64,047</b>
Salaries / Staff Costs	£48,410	£23,344
Employers NI	£1,800	£768
Staff Pension	£1,335	£2,520
Internal Office Rent	-£7,750	-£7,750
External Cleaners	£7,280	£2,749
Hall General Maintenance	£5,000	£2,749
Hall Licences	£1,800	£1,179
Hall Planned Improvements	£30,000	£28,542
Hall Planned Decorating	£2,000	£3,190
Janitorial Maintenance	£2,500	£465
Electricity	£7,500	£3,698
CBC Rates	£11,600	£0.00
Water	£1,486	£1,949
Hall Direct Purchases	£500	£0.00
Hall Hire Refunds Damage Deposits	£0	£2,499
Hall Hire Refunds	£0	£4,669
<b>Total Payments</b>	<b>£114,646</b>	<b>£69,357</b>
<b>Net Receipts over Payments</b>	<b>-£35,746</b>	<b>-£5,310</b>
<b>Transfer From EMR</b>	⌘	<b>£30,882</b>
<b>Movement to / (from) Gen Reserves</b>	⌘	<b>£25,572</b>
<b>Playing Field &amp; Annexe</b>		
Playing Field Hire Income	£3,000	£1,665
Grounds Maintenance	£5,000	£4,376
<b>Net Receipts over Payments</b>	<b>-£2,000</b>	<b>-£2,711</b>
<b>Projects Income</b>		
Defib Income	£0	£52
<b>Projects Expenditure</b>		
Project - Playground Repairs	£35,670	£41,168
Project - Defibrillator	£0	£330
Project – Sound Proofing	£0	£60
<b>Total Payments</b>	<b>£35,670</b>	<b>£41,558</b>
<b>Transfer From EMR</b>		<b>£35,730</b>
<b>Movement to / (from) Gen Reserves</b>		<b>(£5,776)</b>
<b>Street lighting</b>		
Street Light Repairs & Mtnce	£5,000	£2,937
<b>Community Events</b>		
Fete Income		£0
Community Events Petty Cash		£160
Other Income		£0

<b>Total Receipts</b>		<b>£160</b>
Litter Pick Costs	£200	£0
Community Events	£1,000	£0
Summer Fete Expenditure	£1,000	£0
Grant Spend Mens Mental Health		£140
<b>Total Payments</b>		<b>£140</b>
<b>Receipts over Payments</b>		<b>£20</b>
Neighbourhood Plan :- Receipts (Grant)	£0	£0
Neighbourhood Plan expenditure	£5,000	£4,175
<b>Grand Totals:- Receipts</b>	<b>£143,650</b>	<b>£140,758</b>
<b>Grand Totals - Payments</b>	<b>£213,291</b>	<b>£170,057</b>
<b>Net Receipts over Payments</b>	<b>-£69,641</b>	<b>-£29,298</b>
<b>Transfer from EMR</b>		<b>£67,413</b>
<b>Movement to / (from) Gen Reserves</b>		<b>£38,115</b>



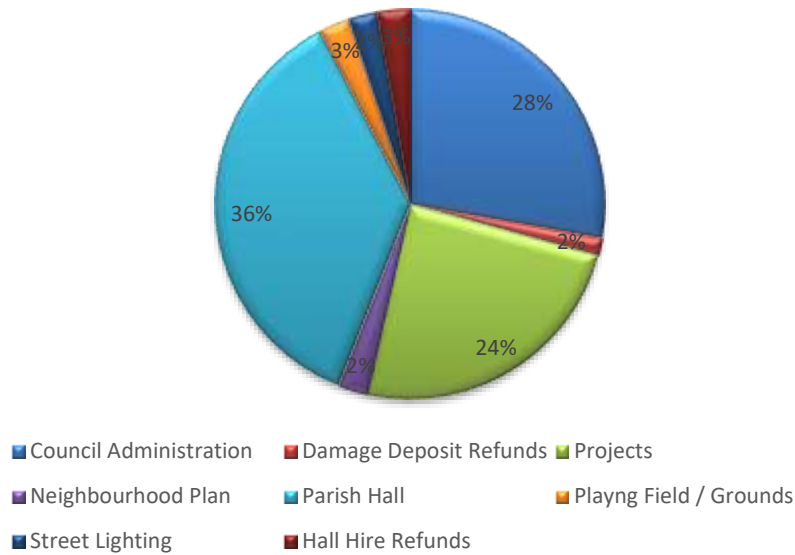
Due to Covid 19, 78% of our income over the last 12 months has come from precept and CBC grants to help keep the parish hall running through unprecedented times. We are hoping for hall income to resume in next financial year so that we can try replace the reserves we have spent on projects over the last 12 months.



Due to national lockdowns over the last 12 months hall Income has been minimal we have also had the addition to this of £4,669 hall hire refunds (detailed below) which were taken this financial year and previous financial year.



## Payments



The Parish Hall has had the largest expenditure this financial year however this also includes £31,732 of hall improvements which have been able to be completed while the hall is closed so would not impact hirers. The Playground project was required with previous playground been installed in excess of 20 years ago. This is a project which will benefit the Community for many years to come.

## Cash Reconciliation as at 31 March 2021

### Bank Statement Balances

Current Account	£34,757.07
Reserve Account	£87,251.47
Community Petty Cash	£149.62
Damage Deposit Account	£945.00

**£123,103.16**

### Unpresented Cheques

£292.10

**£122,811.06**

### Closing Balances Cash book

Current Account	£34,664.97
Reserve Account	£87,251.47
Community Petty Cash	£149.62
Damage Deposit Account	£745.00

**£122,811.06**

### Represented as follows:-

#### Earmarked Reserves

Contingency Reserve	£30,000.00
Hall & Car Park	£5,621.94
Election Fees	£2500.00
Community Projects	£4,678.00

#### Sub Total

**£42,799.94**

General Reserves

£80,011.12

#### TOTAL

**£122,811.06**