Agenda item: 4

ST HELENS PARISH COUNCIL

DATE: 10 APRIL 2017

ITEM FOR: INFORMATION

AUTHOR: RESPONSIBLE FINANCIAL OFFICER

FINANCIAL STATEMENT

PURPOSE OF REPORT

This report is the annual statement on the finances of the Council. It details the income and expenditure to year-end 2016-17, commenting on the outturn and financial resilience of the Council. The Council is invited to **NOTE** this report.

Appendix A shows the summary Receipts and Payments Account and Bank Reconciliation.

INCOME

- The year opened with £25,800.95 in the bank current A/c and £6.15 petty cash in hand. There were no unpresented items, requiring set-aside provision, outstanding. There was also £277.43 available to spend on an Alto charge card bringing total opening balances to £26,084.53.
- 3 The precept and grant, totalling £30,483.00 were correctly received.
- 4 Other income has been received in the form of a contribution to grass cutting costs of £1000 from IW Council, a prize award of £150 from the Best Kept Village competition, credit interest and a return of overpaid salary together with other technical adjustments with the closure of the Alto charge card account.
- Total net receipts to 31 March are therefore £33,422.12 (excluding the opening balance). The usual VAT refund of £1082.49 for 2015-16 (a receipt, not income) has also been correctly received. The full account is at Appendix B.

EXPENDITURE

- The Council's gross [bank] outgoings total £34,383.04 plus £6.15 petty cash expended (net £33,004.10). The Alto charge card balance was also used, then closed down, with a returned unspent balance of £2.22 and a fee refund of £4.00. Petty Cash has not, and will not, be replaced.
- The approved budget for 2016-17 had a planned total expenditure of £43,104.15, some £11,000 more than planned income. It should be noted that this included projected expenditure on consultation (£6,500) and £13,780 toilet costs, either of which would have required draw down from reserves to balance the budget.
- Acknowledging that the consultation exercise did not take place, and experience with toilets management showing costs at almost £4000 less than predicted, allows a review of other 'core' costs to show that they were contained within tolerable limits on most budget codes, and there was no impact on reserves. Had these two issues been known at initial approval stage, actual outturn would have effectively equalled planned expenditure.
- 9 Other more notable exceptions to the planned budget, notwithstanding that in general the overspends were balanced with underspends, are:
 - Overspend on salaries although at first sight the outturn shows an overspend, this was in the main caused by an error by the payroll providers, repaid within days of it arising and showing as 'income'. The small residual overspend was due to a pay award increase, and the commencement of a staff pension (since closed).

Overspend on Miscellaneous Admin – unplanned expenditure on new laptop and printer, Office 365 subscription, IT consultancy, archive storage, job advert. (£1360 [net] actual, £580 planned);

Underspend occurred on Bins emptying with £2500 (net) allowed, and actual expenditure of approximately £1500 (net), and Insurances where just over £1000 was allowed with approximately £400 actual expenditure. However, this latter item was noted as contingent on the toilets potentially requiring insurance, which did not occur.

Other smaller underspends occurred on Printing, Postage, Room Hire, Elections, and Christmas.

A full payments account is at Appendix C. It should be noted that the budget cashbook has been prepared using gross values, whilst the approved budget was set at net values. This has the effect of appearing to show differences in actual to planned expenditure at wider margins than is actually the case. Future cashbook formats will show all values at net, so that consistent views can be taken on spending profiles.

RESERVES

- All the Council's funds are managed within one bank account. The accounting records do not have established earmarked funds for particular purposes, other than those set out in the revenue budget (parish plan consultation, for instance). The 'reserves' are therefore simply 'cash in bank' at the year-end. In this case, £24,840.03 remains at the close, with provision required for an unpresented cheque of £52.00, some £1000 less than the opening position. At year-end, the VAT refund for 2016-17 of £1378.96 remains due, which will further augment the resources available for 2017-18.
- Guidance recommends that Parish Councils retain between 30-35% of the gross annual revenue budget in reserves. The current ratio is approximately 80%. However, the continuing uncertainty over the future impact on this Council of taking on full repair and maintenance leases on either one or two toilet blocks (with possible in-year costs in excess of current Tenancy at Will arrangements and which already represent almost 35% of the current total budget agreed for 2017-18) and the possibility of engaging in further maintenance tasks on the Greens, suggests that such capacity continues to be justifiable in the short term.

CONCLUSION

The Council is in a sound financial position. All expenditure has been contained within readily available resources and the carry-forward position is strong, supporting both planning and contingencies for the following year.

RECOMMENDATION

14 The Council is invited to **Note** this report.

Author:
Peter Baxter
Clerk/Responsible Financial Officer April 2017

Reconcilliation 2016/1	7							
Bank B/F			25800.95					
Petty Cash B/F			6.15					
Balances B/F			25807.10	BOX 1				
Bank Credits			33422.12					
Bank Debits		-34383.04						
Petty Cash Debit		-6.15						
			-34389.19					
Sub total			24840.03	BOX 7	Agrees to b	ank stater	ment 31 N	1arch 2017
less u/p chqs	52.00							
			52.00					
TOTAL C/F			24892.03					

APPENDIX B

Receipts 2016/17			
Receipts	Received from	Reason	Amount
13-Apr-16	IW COUNCIL - AP	Precept	30483.00
27-Apr-16	Dyer Lisa	Wages correction	666.96
04-Jun-16	Credit Interest		15.45
14-Sep-16	alto card	card closed	2.22
14-Sep-16	alto card	fee refund	4.00
28-Sep-16	Credit Interest		18.00
04-Nov-16	HMRC	vat/refund 15/16	1082.49
10-Jan-17	Best K V	Winner	150.00
08-Feb-17	I W COUNCIL - AF	Grass grant	1000.00
		Total	33422.12

APPENDIX C

	lens		

ceipis a	and Payments, with bank recond	ciliation 1 April 2016-31 March 2017	Staff Costs	NA:1/	Deinting		inistration	1	Misc	Toil		Grass	ds Keeping	additional			Election	xpenses	1 1		PAID	VOUCHER	VAT Cal	iculatio
Date	Cheque Payee	Details	Payroll	Mileage/ office	Printing/ copying	Postage	Meeting room hire	newsletter & consultation	admin	Cleaning	Maintenance/ utilities	cutting	Bins/ collection		Christmas	Insurance	costs	training	S.137	Audit	Gross total	VOUCHER	Reclaimable	le N
		APPROVED BUDGET	12323.15	330	175	100	350	5250	580	12280	1500	2960	2500	1000	1000	1010	900	150	300	396				
8-Apr-16	B/P to: The Landscape Group	Grass cutting										-88	88								-888.00	1	1 148.00	0
8-Apr-16		Subs							-228.29												-228.29			
8-Apr-16		Mileage		-27.03																	-27.03			
8-Apr-16		Hall rental					-48														-48.00		4 0.00	
8-Apr-16	B/P to: Lisa Dyer	Office Broadband		-45																	-45.00	contract	t 0.00	o
8-Apr-16	B/P to: Ringway Island Rds	Bins											-253.92								-253.92	5	5 42.32	
8-Apr-16	B/P to: The Landscape Grou	Nelson's Quay												-1,162.80							-1162.80		6 0.00	0
1-Apr-16	B/P to: Community ActionIW	Payroll	-872.40																		-872.40	7	7 0.00	J
5-Apr-16		Wages (in error- repaid 27 Apr 16)	-666.96																		-666.96	Corrected		
8-Apr-16		Toilet Cleaning								-606.67											-606.67	s/c		
9-May-16		Electrics toilets									-936										-936.00			
-May-16		Payroll - including underpayment from previous years	-2643.88																		-2643.88			
-May-16		Toilet Cleaning								-606.67											-606.67	s/c		
3-Jun-16 5-Jun-16	300062 NALC B/P to: Ventnor Town Counci	Ref Book Wall gate servicing toilets Green							-54.99		-450										-54.99 -450.00			
7-Jun-16		Parish Insurance									-450					-413.42					-450.00			-
1-Jun-16		Mileage		-54.08												-413.42					-413.42			
1-Jun-16		Payroll	-801.18	-34.00																	-801.18			
22-Jun-16		Electricity bill Toilets (Green)	-001.10								-174.16										-174.16			
28-Jun-16		Toilet Cleaning								-606.67	174.10										-606.67	s/c		
	300063 Dares	Drain Clearence									-60										-60.00			
11-Jul-16		Payroll	-780.44																		-780.44			
13-Jul-16		Grass cutting										-88	38								-888.00	18	8 148.00	٥
13-Jul-16		REFUND MAINTENANCE							-3.53												-3.53			o
18-Jul-16	300065 Mr G Hughes	internal Audit																		-110	-110.00	20	0.00	o
19-Jul-16	300066 Biffa	Bin Old Church Green											-140.68								-140.68	21	1 23.45	5
22-Jul-16	300067 Information Commissioners Of	fice ICO registration							-35												-35.00	22	2 0.00	J
28-Jul-16	S/O to: MRS S A CHESTER	Toilet cleaning								-606.67											-606.67	s/c	0.00	J
02-Aug-16		Bin emptying											-971.52								-971.52			
)2-Aug-16		Bin emptying											-105.26								-105.26			
22-Aug-16		Pension	-600.00																		-600.00			
22-Aug-16		Payroll	-780.44																		-780.44			
80-Aug-16		Toilet Cleaning								-606.67											-606.67			
15-Sep-16		Drain Clearence									-60										-60.00			
15-Sep-16		Office Broadband		-45																	-45.00			
15-Sep-16		Electricity bill Toilets (Green)		-14.28							-84.76										-84.76			
15-Sep-16		Mileage St Helens Pc Ink refund		-14.28	-112.92																-14.28 -112.92			
15-Sep-16 26-Sep-16		Payroll	-780.44		-112.92																-780.44			
	300070 Southern Electric	Electric toilets Duver	-700.44								-235.8										-235.80			
28-Sep-16		Toilet cleaning								-606.67	-233.0										-606.67	s/c		
	300068 Bdo LLP	External audit								-000.07										-240				
30-Sep-16		Bank service charge							-18												-18.00			
	300069 Focus Plumbing	Plumbing repair duver toilets									-144										-144.00			
0-Oct-16	B/P to: Biffa Waste Servic	Bin Old Church Green											-105.26								-105.26	35	5 17.54	4
24-Oct-16	B/P to: The Landscape Group	Landscaping										-88	38								-888.00			
4-Oct-16	B/P to: Community ActionIW	Payroll	-780.44																		-780.44	37	7 0.00	o
24-Oct-16	B/P to: Focus Plumbing	broken flushes									-66										-66.00	38	8 11.00	J
4-Oct-16	B/P to: Lisa Dyer	stamps/paper				-16.45															-16.45	39	9 0.00	J
4-Oct-16	B/P to: Lisa Dyer	Office Broadband		-45																	-45.00	contract	t 0.00	J
4-Oct-16		Drain clearence									-60										-60.00			
8-Oct-16		Toilet Cleaning								-606.67											-606.67			-
-Nov-16		pension	-27.19																		-27.19			
-Nov-16		Payroll	-780.44																		-780.44			
-Nov-16		hall rental					-84														-84.00			
2-Nov-16		Drain Clearence									-60										-60.00			
2-Nov-16		Bin Old Church Green											-119.54								-119.54			
2-Nov-16		envelopes							-3										1		-3.00			
3-Nov-16		xmas lights							-	505.55									-111.45		-111.45			
8-Nov-16		Toilet Cleaning							F40.70	-606.67											-606.67	s/c		
2-Dec-16		refund IT equip	-25.01						-519.76												-519.76 -25.01			
6-Dec-16	B/P to: Lisa Dyer	pension Office Broadband	-25.01	-45							-								-		-25.01 -45.00			

		APPROVED BUDGET	12323.15 BOX 4	330	175	100	350	5250	580	12280	1500	2960	2500	1000	1000	1010	900	150	300	396				
		APPROVED BUDGET	actual, after error	200	475	400	250	5050	580	12280	1500	0000	2500	4000	4000	4040	000	450	200	200				
	Totals		-12702.73	-361.73	-169.9	-49.15	-248		-1697.6	-7280.04	-2802.68	-3552	-1944.58	-1162.8		-413.42			961.45	-350.00	-34383.04		1378.96	3300
31-Mar-17	Service Charge	bank charge							-18												-18.00	bank	0.00	
81-Mar-17	S/O to: MRS S A CHESTER	toilet cleaning								-606.67											-606.67	s/o	0.00	
	300088 St Helens Church	Graveyard contribution																	-250		-250.00	minute	0.00	
	300087 Community ActionIW	Payroll	-523.04																		-523.04	72	0.00	
	300086 Ian Thomson	Expenses - batteries Emergency Planning							-63.84												-63.84	71	0.00	
	300085 Southern Electricity	Station Rd toilets									-102.06										-102.06	70	4.86	
	300084 Southern Electricity	Duver toilets									-136.63										-136.63	69	6.50	
	300083 P Baxter	Expenses: ink & office broadband - 2.5 months		-37.5	-56.98	-1.74															-96.22	68	9.50	
	300082 Community Cente	Room Hire Jan-Mar		27.	55.0-	4.74	-52		-												-52.00	67	0.00	
	300081 Lacey's Removals	Storage and recovery							-164.58												-164.58	66	27.43	
	300080 SLCC IW Branch	Course (L Dyer)																-20			-20.00	65	0.00	
28-Feb-17	S/O to: MRS S A CHESTER	toilet cleaning								-606.67											-606.67	s/o	0.00	
	300079 Royal British Legion	Wreath (Nov 16)																	-50		-50.00	64	0.00	
	300078 P Baxter	Expenses		-14.3					-162.54												-176.84	63	23.76	
	300077 St Helens Sports Assoc	Room Hire EP Team					-12														-12.00	62	0.00	
	300076 P C Consultants	IT Support							-27.6												-27.60	61	4.60	
	300075 Island Roads	Bin emptying											-248.4								-248.40	60	41.40	
	300073 Community Hall	Room hire x 4					-52						240.4					-			-52.00	59	0.00	
30-Jan-17	S/O to: MRS S A CHESTER	toilet cleaning								-606.67								-			-606.67	s/o	0.00	
	300071 P Gaskin	Xmas trees + connection																	-550		-550.00	58	0.00	
	300072 P C Consultants	IT Support							-110.4										550		-110.40	57	18.40	
16-Jan-17	D/D (B&CE HOLDINGS LTD)	pension	-46.97															-			-46.97	d/d	0.00	
13-Jan-17	B/P to: Community ActionIW	Payroll (forward planned)	-2500.00 -46.97																		-2500.00	56	0.00	
13-Jan-17	B/P to: P C Consultants	IT support							-82.8									-			-82.80	55	0.00	
13-Jan-17	B/P to: The Landscape Group	Grounds							02.0			-888									-888.00	54	148.00	
	300074 County Press	Job advert							-169.78												-169.78	53	28.30	
31-Dec-16	Service charge	bank							-18												-18.00	bank	0.00	
28-Dec-16	S/O to: MRS S A CHESTER	Toilet cleaning								-606.67											-606.67	s/o	0.00	
19-Dec-17	B/P to: Community ActionIW	Payroll	-760.86																		-760.86	52	0.00	
19-Dec-16	B/P to: Southern Electric	toilets electricity									-145.33										-145.33	51	6.91	
19-Dec-16	B/P to: Southern Electric	toilets electricity									-87.94							-			-87.94	50	4.18	
19-Dec-16	B/P to: Lisa Dyer	refund paper							-17.49												-17.49	49	0.00	
19-Dec-16	B/P to: Lisa Dyer	Mileage		-34.54																	-34.54	#	0.00	
19-Dec-16	B/P to: Lisa Dyer	refund stamps																			-30.96		0.00	