

Shavington-cum-Gresty Parish Council  
Budget Monitoring - Position at 30 September 2016 (2016-2017) and Draft Budget 2017-2018

Line	Item	Receipts to 30 Sept 2016 £	Expected Receipts to 31 March 2017 £	Notes
	<b>PARISH COUNCIL RECEIPTS</b>			
1	Brought forward	47,044.05		
2	Precept	85,000.00		
3	CEC Support Grant	2,230.00		
4	Bank interest	24.78	24.00	
5	Allotment rents	10.00	140.00	
6	VAT Re-claim	0.00	3,442.00	Paid in November 2016
7	Balancing adjustment	-24.36		
	<b>PARISH COUNCIL RECEIPTS</b>	<b>134,284.47</b>	<b>3,606.00</b>	137,890.47
	<b>VILLAGE HALL RECEIPTS</b>			
6	Brought forward	4,410.80		
7	Hall lettings	7,775.00	4,000.00	This has been reduced to reflect closure of the hall during March-April 2017.
	<b>VILLAGE HALL RECEIPTS</b>	<b>12,185.80</b>	<b>4,000.00</b>	
	<b>TOTAL COMBINED RECEIPTS</b>	<b>141,890.00</b>	<b>7,606.00</b>	

Line	PAYMENTS: Item	Column 1 2016-2017 Budget £	Column 2 2016-2017 Spend to 30 Sept 2016 £	Column 3 Revised Estimates to 31 Mar 2017 £	Column 4 Draft Budget 2017-2018 £	Notes
	<b>PARISH COUNCIL BUDGET MONITORING</b>					
	<b>Salary</b>					
1	Clerk's salary (net)		4,345.62	5,160.00		Prior to April, the Clerk was paid one month in advance instead of one month in arrears. This method changed in April. The amount of £4,345.62 to September 2016, represents five monthly payments, each of approximately £859.
2	Clerk's salary (gross)	12,887.00			13,365.00	New NALC rates applicable 1 April 2017.
2a	Clerk's salary (to be drawn upon for overtime only)				2,000.00	This has been added to take into account potential additional duties in respect of social media and the website. (see report)

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3	HMRC - Tax on salary	500.00	1,545.67	1,900.00		
3a	Employer's NI contribution		329.46	330.00	660.00	
4	Payroll services and sundries	300.00	140.00	140.00	300.00	
	<b>Administration</b>					
5	Clerk's expenses	100.00		100.00	100.00	
6	Clerk's stationery items (ink cartridges etc)	100.00	100.17	50.00	200.00	
7	Petty cash	300.00	0.00	0.00	0.00	Facility withdrawn
8	Photocopier maintenance	300.00	0.00	0.00	0.00	Photocopier removed
	<b>Amenities</b>					
9	Allotment site maintenance/repairs/skips	250.00	0.00	250.00	250.00	
10	Litter-bins	0.00	816.65	0.00	0.00	
11	<b>Mid-Cheshire Footpath Society</b>	<b>8.00</b>				<b>DELETED</b>
12	Vine Tree Play Area Play equipment inspections/maintenance	400.00	86.00	310.00	400.00	
13	Wessex Play Area - Possible transfer of asset from CEC to the Parish Council	0.00	0.00	0.00		The cost of managing the play area is unknown. No decision was made on this item at the meeting held on 7 December 2016.
14	Best Kept Gardens Competition/ Best-Dressed House at Christmas	400.00		50.00	200.00	Best Kept Gardens competition replaced with Best-Dress House at Christmas for 2016-2017.
	<b>Grants general</b>	1,000.00			1,000.00	
15	Environmental award to Shavington Academy			30.00	30.00	
16	<b>Grant to Shavington Youth Club (March 2017)</b>	0.00		3,000.00	6,000.00	
17	<b>Grounds Maintenance</b>	10,588.00	4,265.00	5,500.00	10,500.00	
	<b>Insurance/Audit/Subscriptions</b>					
18	External audit (BDO LLP)	360.00		360.00	360.00	
19	Internal audit (John Hancock)	338.00	330.00	0.00	340.00	
20	Insurance (Came & Company)	2,900.00	2,943.88	0.00	3,500.00	
21	Cheshire Association of Local Councils fee		782.97	0.00	1,600.00	The fee in 2016-2017 was for the half-year.

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	<b>Members</b>					
22	Travel expenses and reimbursement for consumables	250.00	45.20	100.00	250.00	
22a	Member Training				1,000.00	Training for Parish Councillors can be arranged through the Cheshire Association of Local Councils.
23	<b>Neighbourhood Planning</b>	10,000.00	3,549.51	4,375.00	15,000.00	£7,650 is for planning specialist support (CCA) and this will be met in part from the grant received from Groundwork UK (£8,668).
24	<b>Police Community Support Officers</b>	15,733.00	0.00	15,733.00	15,733.00	
25	<b>Planning consultancy</b>	1,000.00		0.00	1,000.00	
	<b>Remembrance Sunday</b>					
26	Wreaths for war memorials/refreshments	125.00		50.00	125.00	
27	Fee for bugler	0.00		30.00	30.00	
	<b>Village Hall</b>					
28	Disabled toilets project	30,000.00		39,500.00	0.00	This will not be spent until 2017-2018
29	Interior/exterior maintenance (ring-fenced funding)	5,000.00		5,000.00	5,000.00	This will result in a fund of £10,000.
	<b>Website support/hosting</b>					
30	Wi-Fi enabling of Village Hall	0.00		1,000.00		To be funded from the £4,000 allocated for re-branding of the website.
31	Re-branding of website to be compatible with all forms of new technology	4,000.00			7,000.00	
32	Development /maintenance and other communications/advertising (Village Voice etc.)	400.00				
33	Support/hosting general	300.00	365.84	300.00	1,000.00	
34	Mobile vehicle-speed display unit	3,000.00		5,200.00	5,200.00	In addition to the cost of the unit (£4,200) a sum of £1,000 is required for CE Highways for installation of the posts and survey to establish any underground services.

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35	Miscellaneous		1.00		0.00	This relates to adoption of kiosk
36	Unallocated reserves	10,000.00		1,000.00	10,000.00	
	<b>PARISH COUNCIL</b>	<b>110,539.00</b>	<b>19,646.97</b>	<b>89,468.00</b>	<b>102,143.00</b>	

VILLAGE HALL BUDGET MONITORING						
37	Members telephone account	450.00	0.00	620.00	480.00	For two councillors who manage the hall
38	Supplies	450.00	94.76	150.00	300.00	
39	Cleaning of hall	4,000.00	1,611.40	2,000.00	4,000.00	
40	Window cleaning	600.00	150.00	150.00	600.00	
41	British Gas	1,200.00	1,551.63	300.00	1,500.00	Includes Careplan scheme (£500+ per year)
42	Scottish Power	2,500.00	591.95	800.00	2,000.00	
43	United Utilities	3,400.00	1,678.89	1,300.00	3,000.00	
44	ASH Waste collection	1,100.00	502.41	600.00	1,100.00	
45	Fire equipment maintenance	500.00	0.00	500.00	200.00	
46	Contingency and unforeseen repairs/renewals	500.00	0.00	0.00	0.00	This is already covered at line 29 above
47	Replacement guttering	0.00	470.00	0.00	0.00	
48	Window replacement	0.00	102.00	0.00	0.00	
49	Plumbing repair	0.00	80.16	0.00	0.00	
50	Major electrical review	0.00	516.00	0.00	0.00	
51	Toilet survey for refurbishment	0.00	420.00	0.00	0.00	Should have been funded from PC Account.
52	Radiator repair	0.00	150.00	0.00	0.00	Should have been funded from PC Account.
53	Weaver Business Machines - photocopier repair	0.00	237.12	0.00	0.00	
54	Balancing adjustment	0.00	-0.11	0.00	0.00	This relates to underpayment on ASH Invoice.
	<b>VILLAGE HALL</b>	<b>14,700.00</b>	<b>8,156.21</b>	<b>6,420.00</b>	<b>13,180.00</b>	

<b>PARISH COUNCIL ACCOUNT</b>			<b>89,468.00</b>	<b>102,140.00</b>	(draft budget figures rounded)
<b>VILLAGE HALL ACCOUNT</b>			<b>6,420.00</b>	<b>13,200.00</b>	(draft budget figures rounded)
<b>COMBINED PARISH COUNCIL AND VILLAGE HALL</b>	<b>125,239.00</b>	<b>27,803.18</b>	<b>95,888.00</b>	<b>115,340.00</b>	

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Bank Reconciliation at 30 September 2016			
<b>A Village Hall Account</b>			
Receipts (including bring forward on 1 April 2016)	12,185.80	Bank account balance	4,029.59
LESS Payments	-8,156.21		
	<u>4,029.59</u>		<u>4,029.59</u>
<b>B Parish Council Account</b>			
Receipts (including bring forward on 1 April 2016)	134,284.47	Bank account balance	115,471.29
LESS Payments	-19,646.97	LESS Unpresented cheques	-833.79
	<u>114,637.50</u>		<u>114,637.50</u>
<b>C Balance at 30 September 2016 (both accounts combined)</b>			
Parish Council account	114,637.50		
Village Hall account	<u>4,029.59</u>		
	<u>118,667.09</u>		
<b>D Calculation of likely balance available on 1 April 2017</b>			
Balance at bank on 30 September 2016 (rounded)	118,667.00		
LESS Spend between 1 October 2016 and 31 March 2017	-95,888.00	22,779.00	
ADD Village Hall receipts	4,000.00	26,779.00	
ADD VAT Re-claim	3,600.00	30,379.00	
<b>Balance available on 1 April 2017 (rounded)</b>	<u>30,380.00</u>		
<b>E Calculation of precept requirement 2017-2018</b>			
Forward year budget proposals (Parish Council account)	102,140.00 (rounded)		
Forward year budget proposals (Village Hall account)	13,200.00 (rounded)	115,340.00	
LESS Expected balance available on 1 April 2017	-30,380.00	84,960.00	
<b>Precept Required (rounded up)</b>	<u>85,000.00</u>		