

Shavington-cum-Gresty Parish Council  
Budget Monitoring - Position at 31 July 2019

	PAYMENTS	Approved Budget 2019-2020 £	Spend 1 April 2019 31 July 2019 £	VAT £	Expected Spend 1 Aug 2019 to 31 Mar 2020 £	Notes
	<b>PARISH COUNCIL BUDGET</b>					
	<b>Administration</b>					
1	Clerk's salary (gross)	15,085.00			10,080.00	
2	Clerk's salary (net)		4,022.64			
3	Overtime costs	2,000.00	638.00		1,300.00	
4	HMRC - Tax on salary		1,509.27			
5	Employer's NI contribution	750.00			505.00	
6	Payroll service	130.00	126.00		200.00	
7	Clerk's expenses	100.00	369.38		150.00	
8	Clerk's stationery items (ink cartridges etc)	500.00	200.00		250.00	
9	Purchase of laptop computer for use by the Clerk	2,000.00				Suggest deferring to 2020-2021
10	Xero training (software package for finances)	500.00			500.00	
	<b>Insurance/Audit/Subscriptions</b>					
11	External audit (PKF Littlejohn LLP)	480.00			480.00	
12	Internal audit (JDH Business Services)	420.00	391.00	78.20	420.00	
13	Insurance (Came & Company)	3,500.00	42.91		2,765.00	Note: the £42.91 was refunded in July 19
14	Cheshire Association of Local Councils fee		1,380.60		0.00	
	<b>Amenities</b>					
15	Allotment site maintenance/repairs/skips	250.00			250.00	
16	Purchase of benches and litter-bins	3,000.00	472.50	94.50	1,780.00 740.00	Two litter-bins (cheque due Sept 2019)
17	Vine Tree Play Area Play equipment inspections/maintenance/ replacement	5,000.00	257.87	51.57	4,000.00	
18	Best-Dressed House at Christmas (First-second prizes) Halloween event (31 October 2019)	500.00	80.00			Process revised and Halloween event added in. The cost is not known but will be more than the cost of first and second prizes for each. Funding could be re-allocated from the Community engagement budget. (Line 36 below)
19	General amenities budget (includes Clean Team supplies)	250.00	331.23	66.25	0.00	Exceeded budget.

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	<b>Communications</b>					
20	Design work (Ten & Bourne, t/a Brave Little Tank)	11,570.00				
21	Monthly retainer		2,700.00	540.00	7,200.00	
22	Part of retainer agreement (Strategy Meetings etc)		492.50	98.50	1,477.00	
23	Poster for kiosk		90.00	18.00		
24	Advertisement for cleaner (poster)		106.50	21.30		
25	Branding of Financial Regulations (Invoice 0701)		90.00	18.00		
26	Scarecrow competition - design/printing of forms etc		465.00	93.00		Invoice 0700
27	Printing	6,000.00			4,800.00	Printing to date has been on the Neighbourhood Plan (see line 49)
28	Delivery of newsletter	1,500.00	510.00		1,040.00	
29	Photography (for stock, newsletter and website)	3,600.00	1,200.00		2,700.00	
30	Independent contractor to collate and proof-read newsletter.	2,500.00	360.00		1,500.00	
31	Gradwell Communications - new phone line	300.00	86.80		280.00	
32	On-line (eg. Website, Facebook)	500.00			500.00	
33	Internet Central - fee for hosting previous website		35.98		0.00	
34	Domain renewal		15.58		0.00	
35	Strategy 365 - E-mail addresses for councillors and Clerk	1,080.00	356.16		710.00	
36	Community engagement	1,000.00			1,000.00	
37	Support/hosting general	1,000.00	320.00		640.00	
38	Advertising in Village Voice	120.00			120.00	
39	<b>Grants general (small grants up to £250)</b>	1,000.00			1,000.00	
40	Environmental award to Shavington Academy	30.00			30.00	
41	<b>Youth Club provision in Shavington</b>	6,000.00			6,000.00	
42	<b>Grounds Maintenance</b>	12,500.00	4,002.58	800.72	8,500.00	
	<b>Miscellaneous</b>					
43	Fitting AED to Village Hall wall		325.00	65.00	350.00	Provision for fitting of second defibrillator

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	<b>Members</b>					
44	Travel expenses and reimbursement for consumables	100.00			50.00	
45	Member Training	900.00			500.00	
	<b>Neighbourhood Planning</b>					
46	Brave Little Tank - consultation documents		541.50	108.30		
47	CCA Membership	50.00	50.00			
48	Consultant's support from CCA	2,000.00			2,000.00	
49	Printing of Draft Plan and other documents for Reg. 14 Consultation		993.55	35.39		No budget for this. Cost set against line 27.
50	W Atteridge - expenses		19.35			
51	Regulation 15 Consultation					No budget for this, but will occur during the current financial year.
52	<b>Police Community Support Officers</b>	33,280.00			33,280.00	
53	<b>Remembrance Sunday</b>					
54	Wreaths for war memorials/refreshments	50.00			50.00	
55	Fee for bugler	30.00			30.00	
56	Possible additional expenses for new style service				400.00	No budget for this.
57	<b>Shavington School Car Park (S.137 donation)</b>	3,500.00			3,500.00	
	<b>VILLAGE HALL BUDGET (funded from main Parish Council Account for the time being)</b>					
58	Dame Hygiene - provision of hygiene equipment and supplies in toilets		694.68	138.94		
59	Maintenance/up-grading of kitchen/bar area	10,000.00			10,000.00	
60	Supplies	300.00	469.47		100.00	Exceeded budget
61	Cleaning of hall	3,500.00	480.00	96.00	3,000.00	
62	Window cleaning	600.00	125.00		440.00	
63	British Gas (Careplan agreement)	2,000.00	786.74		2,000.00	
64	Scottish Power	1,500.00			1,500.00	
65	Water Plus (water services)	1,500.00	1,847.19		1,500.00	Exceeded budget

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66	ASH Waste collection	1,100.00	73.28	24.24	1,000.00	
67	Fire equipment maintenance	200.00			200.00	
68	PPS - Licence to play music in the hall.	220.00			220.00	
69	Wi-Fi service	700.00	406.80		550.00	The costs are in excess of the budget (£67.80 p.m.)
70	Refund to client	0.00	60.00			
71	Call-minding service to take bookings		192.00		480.00	No budget for this.
72	Keys for Village Hall		37.10			
73	On-line booking service		117.20			
74	Dynorod - drains work		156.00			
75	Music licence	220.00	235.57			
76	Scottish Power	1,500.00	191.70	9.59	700.00	
77	M Ascroft - electrical work		350.00	70.00		
78	New letter-box		58.01			
79	Transfer from main account to Village Hall Account		3,000.00			
80	<b>Defibrillator - purchase of second defib</b>	1,500.00			1,500.00	
	<b>Projects</b>					
81	Purchase of parcel of land in the parish, for recreational purposes for all ages. OR	20,000.00				Suggest deferring this as there appears to be no realistic prospect of this being spent during the current financial year.
82	Refurbishment of upstairs Meeting Room and downstairs Lounge in Village Hall. Decision to be taken later in the financial year.				576.00	
83	Parish boundary signs at 'guesstimated' figure of £1,000 each	3,000.00			3,000.00	Suggest deleting these as it has taken several years already and will save £3,000.
84	Unallocated reserves	10,000.00			2,000.00	
85	Balancing adjustment		0.61			
	<b>TOTALS</b>	<b>180,915.00</b>	<b>31,863.25</b>	<b>2,427.50</b>	<b>129,843.00</b>	

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**A PARISH COUNCIL ACCOUNT - BANK RECONCILIATION** (see separate Receipts and Payments Statement)

	Brought forward on 1 April 2019	54,675.54	Bank	88,462.96
ADD	First half of parish precept	64,500.00	LESS U/p cheques	<u>-3,375.26</u>
ADD	Other receipts	202.91		
		<u>119,378.45</u>		
LESS	Payments	-34,290.75		
	Balance	<u><b>85,087.70</b></u>		<u><b>85,087.70</b></u>

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**B VILLAGE HALL ACCOUNT BANK RECONCILIATION** (see separate Receipts and Payments Statement)

	Brought forward on 1 April 2019	1,955.76	Bank	3,217.71
ADD	Receipts	3,360.00	LESS U/p cheques	<u>-264.12</u>
		<u>5,315.76</u>		
LESS	Payments	-2,362.17		
	Balance	<u><b>2,953.59</b></u>		<u><b>2,953.59</b></u>

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**C LIKELY BALANCE AVAILABLE ON 1 APRIL 2019**

	<u>Parish Council Account: Balance at bank July 2019</u>	85,087.00		
ADD	Second half of Precept	64,500.00		
ADD	VAT Re-claim for 2017-2018 (received in August)	3,375.00		
ADD	Partial VAT reclaim for 2019-2020 during the year	<u>3,000.00</u>		
	<u>Village Hall Account: Balance at bank July 2019</u>	<u>2,953.00</u>		<u>158,915.00</u>

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	<b>TOTAL FOR COMBINED ACCOUNTS</b>	<u><b>158,915.00</b></u>		
LESS	Spend 1 July 2019-31 March 2020 (includes Village Hall items)	<u><b>-129,843.00</b></u>		<u>29,072.00</u>

**ESTIMATED BALANCE AVAILABLE ON 1 APRIL 2020** **29,070.00** (rounded)