

Date: December 11, 2024

Subject: RFO's report to the Corporate Governance Committee (the 'CGC')

1. Finance reports

Summaries of income and expenditure (Appendix one)

Key takeaways are:

- spending under some cost codes is ahead of expectations at this point in the financial year, but overall expenditure is in line with budget; and
- income is also on target.

Payments (Appendix two)

Expenditure incurred during November 2024 was routine.

Bank reconciliation (Appendix three)

As of end November, there was £542,820 cash at hand, notionally allocated as follows:

- £13,340 owed to creditors;
- £75,700 of committed expenditure for the remainder of this financial year;
- £267,700 in Earmarked Reserves (see further comments under point 2.); and
- £91,000 to maintain the minimum General Reserve.

With no further income expected during this financial year, around £95,000 remains to cover the nonrecurring but foreseeable expenditure over the period to the end of March 2024.

2. Earmarked reserves (Appendix four)

Earmarked Reserves are: (1) for planned future investment in new assets or renewal of existing assets at end of life; (2) as a contingency to replace impaired assets; (3) to cover unplanned additional revenue expenditure; and (4) for another specific planned future purpose.

3. Spending plans (Appendix five)

Each committee has submitted provisional spending plans for 2025–26 and beyond. The CGC ought to review the plans and consider if any revisions are necessary to ensure a robust budget.

Appendices

- 1. Income and expenditure**
- 2. Payments list**
- 3. Bank reconciliation and lists of creditors and debtors**
- 4. Earmarked reserves**
- 5. Spending plans**

1

Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2024 and 30/11/2024)

A1 Revenue Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	364,200.00	364,200.00					(0%)
2	Wayleaves	1.00		-1.00				-1.00 (-100%)
6	Credit Interest	750.00	1,312.81	562.81				562.81 (75%)
53	Events	1,000.00	995.60	-4.40		56.00	-56.00	-60.40 (-6%)
55	Burial Ground	4,000.00	5,526.00	1,526.00				1,526.00 (38%)
77	All Other Income							(N/A)
SUB TOTAL		369,951.00	372,034.41	2,083.41		56.00	-56.00	2,027.41 (0%)

B1 Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Wages & Salaries				146,700.00	92,209.22	54,490.78	54,490.78 (37%)
9	Employers' NIC				13,600.00	9,102.11	4,497.89	4,497.89 (33%)
10	Non Salaried Benefits				950.00	1,159.00	-209.00	-209.00 (-22%)
11	Employers' Pension				35,208.00	20,818.13	14,389.87	14,389.87 (40%)
13	Training & Memberships		51.00	51.00	5,000.00	3,615.84	1,384.16	1,435.16 (28%)
14	Travel & Subsistence				600.00	25.80	574.20	574.20 (95%)
SUB TOTAL			51.00	51.00	202,058.00	126,930.10	75,127.90	75,178.90 (37%)

B2 Office & IT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Office Supplies & Consumables				1,900.00	442.62	1,457.38	1,457.38 (76%)
20	Telephone & Broadband				2,300.00	1,059.35	1,240.65	1,240.65 (53%)
22	IT				4,300.00	4,568.57	-268.57	-268.57 (-6%)
SUB TOTAL					8,500.00	6,070.54	2,429.46	2,429.46 (28%)

B3 Banking & Finance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Bank Charges				200.00	154.25	45.75	45.75 (22%)
79	Capital Repayments				16,000.00	16,000.00		(0%)
80	Debit Interest				4,450.00	4,450.00		(0%)
SUB TOTAL					20,650.00	20,604.25	45.75	45.75 (0%)

B4 Professional Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Internal Audit				1,600.00	755.00	845.00	845.00 (52%)
25	External Audit				1,100.00	1,050.00	50.00	50.00 (4%)

Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2024 and 30/11/2024)

40 Professional Fees		33,500.00	5,103.93	28,396.07	28,396.07 (84%)
SUB TOTAL		36,200.00	6,908.93	29,291.07	29,291.07 (80%)

B5 Other Admin

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Communications & Promotion				1,200.00	360.00	840.00	840.00 (70%)
36 Insurance				10,000.00	7,227.77	2,772.23	2,772.23 (27%)
37 Corporate Subscriptions				2,000.00	1,524.91	475.09	475.09 (23%)
75 Chairman's Allowance				200.00	81.46	118.54	118.54 (59%)
998 Uncategorised Expenditure							(N/A)
999 Accounting Adjustment		1,326.00	1,326.00		343.57	-343.57	982.43 (N/A)
SUB TOTAL		1,326.00	1,326.00	13,400.00	9,537.71	3,862.29	5,188.29 (38%)

CA1 Grounds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Buildings & Car Parks				9,000.00	2,442.53	6,557.47	6,557.47 (72%)
30 Play Areas				5,000.00	1,385.00	3,615.00	3,615.00 (72%)
31 Grounds Maintenance				17,000.00	10,988.18	6,011.82	6,011.82 (35%)
52 Tools & Consumables				1,000.00	482.51	517.49	517.49 (51%)
57 Burial Ground				3,000.00	2,462.07	537.93	537.93 (17%)
67 Misuse & Vandalism				3,000.00	467.83	2,532.17	2,532.17 (84%)
94 Motoring				1,200.00	491.69	708.31	708.31 (59%)
SUB TOTAL				39,200.00	18,719.81	20,480.19	20,480.19 (52%)

CA2 Streets

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50 Streetlights - ex. Electricity				6,000.00	4,108.70	1,891.30	1,891.30 (31%)
81 Street Furniture				3,500.00	576.13	2,923.87	2,923.87 (83%)
84 Streetlights - Electricity				15,000.00	1,532.53	13,467.47	13,467.47 (89%)
96 Footpaths				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL				25,500.00	6,217.36	19,282.64	19,282.64 (75%)

CS1 Community Services

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54 Community Events		6.65	6.65	6,000.00	1,244.97	4,755.03	4,761.68 (79%)
70 Grants				5,000.00	3,959.60	1,040.40	1,040.40 (20%)
91 Community Safety				4,000.00	368.95	3,631.05	3,631.05 (90%)
104 Community Services				500.00	189.49	310.51	310.51 (62%)
105 Road Safety				3,000.00	2,500.00	500.00	500.00 (16%)

Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2024 and 30/11/2024)

SUB TOTAL	6.65	6.65	18,500.00	8,263.01	10,236.99	10,243.64 (55%)
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Summary

NET TOTAL	369,951.00	373,418.06	3,467.06	364,008.00	203,307.71	160,700.29	164,167.35 (22%)
V.A.T.		27,300.95			7,578.57		
GROSS TOTAL		400,719.01			210,886.28		

Summary of Receipts and Payments

Cost Centre Group - Capital Account (Between 01/04/2024 and 30/11/2024)

A2 Capital Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Gifts & Donations		100,000.00	100,000.00				100,000.00 (N/A)
4	City Council Grants	1,000.00		-1,000.00				-1,000.00 (-100%)
5	Other Grants	203,741.00		-203,741.00				-203,741.00 (-100%)
7	LCTS Administration Subsidy	5,259.00	5,259.00					(0%)
SUB TOTAL		210,000.00	105,259.00	-104,741.00				-104,741.00 (-49%)

Q Capital Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	IT Equipment				3,000.00	1,681.76	1,318.24	1,318.24 (43%)
103	Comm Assets - New Projects (su					825.30	-825.30	-825.30 (N/A)
207	Jansma Park				200,000.00		200,000.00	200,000.00 (100%)
208	Grounds Machinery		200.00	200.00	2,000.00	450.00	1,550.00	1,750.00 (87%)
209	Bus Shelters - Holly Rd & Whea				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL			200.00	200.00	215,000.00	2,957.06	212,042.94	212,242.94 (98%)

Summary

NET TOTAL	210,000.00	105,459.00	-104,541.00	215,000.00	2,957.06	212,042.94	107,501.94 (25%)
V.A.T.					501.42		
GROSS TOTAL		105,459.00			3,458.48		

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Stanway Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
286	01/11/2024									
287	01/11/2024									
288	01/11/2024									
289	01/11/2024									
290	01/11/2024									
291	01/11/2024									
287	01/11/2024		1. Unity Trust XXXXX		PAYE & National Insurance	HM Revenue & Customs	X	1,489.39		1,489.39
277	01/11/2024									
278	01/11/2024									
279	01/11/2024									
286	01/11/2024		1. Unity Trust XXXXX		Pensions	Essex Pension Fund	X	3,498.95		3,498.95
275	01/11/2024		1. Unity Trust XXXXX	STANDING ORDER	IT software and support	Saint IT Ltd	S	99.00	19.80	118.80
276	01/11/2024		1. Unity Trust XXXXX	STANDING ORDER	IT software and support	Saint IT Ltd	S	176.61	35.32	211.93
280	01/11/2024				Grounds maintenance	COUNTRYWIDE GROUNDS	S	466.67	93.33	560.00
307	04/11/2024				Grounds maintenance machine	GRASSHOPPER (HORTICUL	S	83.53	16.71	100.24
285	04/11/2024				Maintenance consumables	Screwfix Direct Ltd t/a Trac	S	38.01	7.60	45.61
284	04/11/2024				Bank charges	Lloyds Banking Group	X	6.00		6.00
281	04/11/2024		1. Unity Trust XXXXX	DIRECT DEBIT	Loan repayment	HM Treasury	X	8,000.00		8,000.00
281	04/11/2024		1. Unity Trust XXXXX	DIRECT DEBIT	Loan repayment	HM Treasury	X	2,136.00		2,136.00
282	05/11/2024		1. Unity Trust XXXXX		Grounds maintenance	Tony Smithers t/a A Smith	X	170.00		170.00
294	05/11/2024		1. Unity Trust XXXXX		Jansma Park	MAIVETTE SERVICES LTD	S	798.00	159.60	957.60
298	06/11/2024		1. Unity Trust XXXXX		IT hardware	LAI QINGXIU t/a Parts Sho	X	22.99		22.99
303	06/11/2024		1. Unity Trust XXXXX		Legal fees	Ellisons Legal LLP	S	308.00	61.60	369.60
303	06/11/2024		1. Unity Trust XXXXX		Legal fees	Ellisons Legal LLP	X	330.00		330.00
302	08/11/2024		1. Unity Trust XXXXX	DIRECT DEBIT	Telephone and broadband	New Star Networks Ltd	S	121.29	24.26	145.55
292	10/11/2024		1. Unity Trust XXXXX		Office consumables	Saint IT Ltd	S	16.32	3.26	19.58
295	11/11/2024		1. Unity Trust XXXXX		Expenses reimbursement					
296	12/11/2024		1. Unity Trust XXXXX		Refund		X	16.00		16.00
299	12/11/2024		1. Unity Trust XXXXX		Waste collection	TBS Hygiene Ltd	S	260.00	52.00	312.00
309	13/11/2024		1. Unity Trust XXXXX	DEBIT CARD	Accounting Adjustment	Lloyds Banking Group	X	154.98		154.98
301	13/11/2024		1. Unity Trust XXXXX		Streetlights maintenance	A&J Lighting Solutions Ltd	S	439.00	87.80	526.80
306	13/11/2024		1. Unity Trust XXXXX		Event expenditure	Sainsbury's Supermarkets I	X	36.75		36.75
300	15/11/2024		1. Unity Trust XXXXX		IT hardware	Saint IT Ltd	S	5.54	1.11	6.65
310	18/11/2024		1. Unity Trust XXXXX	DEBIT CARD	Fuel	Sainsbury's Supermarkets I	S			

Stanway Parish Council PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
305 Training & Memberships	25/11/2024		1. Unity Trust XXXXX		Training	Essex Association of Local	S	511.00	102.20	613.20
308 Training & Memberships	25/11/2024		1. Unity Trust XXXXX		Training	Essex Association of Local	S	80.00	16.00	96.00
311 Motoring	25/11/2024		1. Unity Trust XXXXX	DEBIT CARD	Fuel	Sainsbury's Supermarkets I	S	41.42	8.28	49.70
329 Accounting Adjustment	26/11/2024		1. Unity Trust XXXXX	DEBIT CARD	Accounting Adjustment	Lloyds Banking Group	X	6.00		6.00
330 Accounting Adjustment	26/11/2024		1. Unity Trust XXXXX	DEBIT CARD	Accounting Adjustment	Lloyds Banking Group	X	6.00		6.00
313 Communications & Promotion	27/11/2024		1. Unity Trust XXXXX		Advertising	Regional Life Ltd	S	40.00	8.00	48.00
312 Grounds Maintenance	28/11/2024		1. Unity Trust XXXXX		Jansma Park	NAIVETTE SERVICES LTD	S	28.00	5.60	33.60
316 Office Supplies & Consumables	29/11/2024		1. Unity Trust XXXXX		Postage	Post Office Limited	X	3.80		3.80
331 Play Areas	29/11/2024		1. Unity Trust XXXXX		Playground equipment	The Play Inspection Comp	S	248.00	49.60	297.60
327 Bank Charges	30/11/2024		1. Unity Trust XXXXX	DIRECT DEBIT	Bank charges	Unity Trust Bank plc	X	10.95		10.95
Total								33,576.67	752.07	34,328.74

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Stanway Parish Council

	Bank Reconciliation at 30/11/2024		
	Cash in Hand 01/04/2024		237,585.22
	ADD Receipts 01/04/2024 - 30/11/2024		506,178.01
			743,763.23
	SUBTRACT Payments 01/04/2024 - 30/11/2024		214,282.36
A	Cash in Hand 30/11/2024 (per Cash Book)		529,480.87
	Cash in hand per Bank Statements		
	Petty Cash	03/05/2023	0.00
	1. Unity Trust XXXXX053	30/11/2024	316,412.55
	2. Unity Trust XXXXX933	30/11/2024	226,410.76
			542,823.31
	Less unrepresented payments		13,342.44
			529,480.87
	Plus unrepresented receipts		
B	Adjusted Bank Balance		529,480.87
	A = B Checks out OK		

Stanway Parish Council
Uncashed payments/transfers out (All banks)
(Upto 30/11/2024)

Voucher	Date	Cheque No.	Description	Total	Bank
270	29/10/2024		IT software and support	902.02	1. Unity Trust XXXXX053
281	04/11/2024	DIRECT DEBIT	Loan repayment	10,136.00	1. Unity Trust XXXXX053
285	04/11/2024		Maintenance consumables	45.61	1. Unity Trust XXXXX053
303	06/11/2024		Legal fees	699.60	1. Unity Trust XXXXX053
302	08/11/2024	DIRECT DEBIT	Telephone and broadband	145.55	1. Unity Trust XXXXX053
292	10/11/2024		Office consumables	19.58	1. Unity Trust XXXXX053
296	12/11/2024		Refund	16.00	1. Unity Trust XXXXX053
301	13/11/2024		Streetlights maintenance	526.80	1. Unity Trust XXXXX053
309	13/11/2024	DEBIT CARD	Accounting Adjustment	154.98	1. Unity Trust XXXXX053
300	15/11/2024		IT hardware		1. Unity Trust XXXXX053
310	18/11/2024	DEBIT CARD	Fuel	6.65	1. Unity Trust XXXXX053
311	25/11/2024	DEBIT CARD	Fuel	49.70	1. Unity Trust XXXXX053
305	25/11/2024		Training	613.20	1. Unity Trust XXXXX053
329	26/11/2024	DEBIT CARD	Accounting Adjustment	6.00	1. Unity Trust XXXXX053
330	26/11/2024	DEBIT CARD	Accounting Adjustment	6.00	1. Unity Trust XXXXX053
331	28/11/2024		Accounting Adjustment		1. Unity Trust XXXXX053
316	29/11/2024		Postage	3.80	1. Unity Trust XXXXX053
327	30/11/2024	DIRECT DEBIT	Bank charges	10.95	1. Unity Trust XXXXX053
Total-----				13,342.44	

Stanway Parish Council
Uncashed receipts\transfers in (All banks)
(Upto 30/11/2024)

Voucher	Date	Cheque No.	Description	Total	Bank
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Total-----

4

Earmarked Reserves

Planned future investment and renewal

Upkeep and maintenance of Jansma Park (2026–27 onwards)	£100,000
Replace van (2028–29)	£3,000
Replace outdoor gym (2031–32)	£6,000
Replace playground equipment (2032–33)	£24,000

Subtotal **£133,000**

Contingencies

Burial ground	£2,700
Bus shelters	£5,000
Car park	£6,000
Community safety	£3,000
Elections	£4,000
Footpaths	£19,000
Maintenance machinery	£1,000
Noticeboards	£3,000
Office equipment	£4,000
Planning	£1,500
Professional fees	£6,000
Staffing	£40,000
Streetlights	£6,000
Grounds	£5,500
Village halls	£25,000
Workshop and store	£3,000

Subtotal **£134,700**

Total **£267,700**

5

Spending plans

Overheads 2025–26

Salaries & wages	£160,000
Employer's National Insurance	£20,300
Employer's pension	£40,500
Non salaried benefits	£1,600
Training & memberships	£7,000
Travel & subsistence	£600
Office supplies & consumables	£1,700
Telephone & broadband	£2,300
IT	£4,500
Bank charges	£300
Capital repayments	£16,000
Debit interest	£3,800
Internal audit	£1,600
External audit	£1,100
Professional fees	£32,000
Communications & promotion	£2,500
Insurance	£12,000
Subscriptions	£2,500
Chairman's allowance	£300
Buildings & car parks	£6,000
Play areas	£6,000
Grounds maintenance	£18,000
Maintenance supplies & consumables	£1,000
Burial ground	£2,500
Misuse & vandalism	£1,500
Motoring	£3,000
Streetlights – ex. electricity	£7,500
Streetlights – electricity	£10,000
Street furniture	£3,500
Footpaths	£3,000
Events	£4,000
Grants	£5,000
Community safety	£4,000
Community services	£500
Road safety	£3,500
Subtotal	£389,600

Capital expenditure 2025–26

Office & IT equipment	£1,000
Plant & machinery	£1,000
Playground equipment (Climbing wall at Silver Witch Green)	£4,000
Jansma Park — Phase One	£50,000
Footpath at Silver Witch Green	£11,000
Subtotal	£67,000
Total expenditure for 2025–26	£456,600

Planned future expenditure**2026–27 financial year**

Vehicle activated sign	£4,000
Air quality survey	£2,000
Youth council	£500
Jansma Park — Phase Two	£22,000

2028–29 financial year

Replace vehicle	£16,000
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2029–30 financial year

Replace playground equipment at Silver Witch Green	£120,000
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2031–32 financial year

Replace outdoor gym	£30,000
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2032–33 financial year

Replace playground equipment at Lucy Lane South	£50,000
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