



Date: 26 September 2022

Subject: RFO Report for the Full Council Meeting on 29 September 2022

All referenced financial reports were extracted from the Council's accounting records and reflect the position as of 31 August 2022, being the date of the most recent bank statement. The following numbering refers to the relevant agenda item.

12.a) Payments List, including copies of supporting invoices (Appendix One)

19 payments for approval, totalling £15,267.7 net of VAT.

12.b) List of Payments and Receipts, excluding staff costs (Appendix Two)

For the period 29 July 2022 and 31 August 2022, payments totalling £14,616.06 and receipts totalling £2,230.00.

12.b) Bank Reconciliation (Appendix Three)

Bank reconciliation balances. As of 31 August 2022, total balance of all accounts £199,046.95.

12.b) Summary of Receipts and Payments (Appendix Four)

Material variances (i.e. greater than 10 percent of budget) are highlighted in the report.

12.b. No new contracts or expenditure with a value of more than £10,000 for approval. However, Councillors to APPROVE expenditure of £80,000 for extension of Tollgate Hall carpark (previously agreed £65,000) to cover installation of bicycle racks, which is a condition of planning consent. Additional expenditure to be met by corresponding income from further grant from Colchester Borough Council. Virement will be necessary (refer 12.d).

12.c. Revised Budget for 2022–23 Financial Year (Appendix Five)

The Corporate Governance Committee approved a revised budget for 2022–23 financial year.

12.d. Virements

Assuming approval of proposed revised budget (refer 12.c) corresponding virements are necessary to transfer budgets between Cost Codes, to retire redundant Cost Codes and to update Earmarked Reserves. For simplicity, the final position is reflected in the summary at Appendix Five.

Further virements are required to income and expenditure budgets relating to Tollgate Hall carpark (refer 12.b).

12.e. Financial Regulations

The Corporate Governance Committee approved revisions to the Financial Regulations.

APPENDIX ONE — Payments List, including invoices

Stanway Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
183	14/06/2022		1. Unity Trust Bank		Play area equipment	Caloo Ltd	S	4,000.00	800.00	4,800.00
195	31/08/2022		1. Unity Trust Bank		Staff training	SLCC Enterprises Ltd	S	15.00	3.00	18.00
196	31/08/2022		1. Unity Trust Bank		Printer supplies	Aurora Managed Services Ltc	S	39.28	7.86	47.14
197	31/08/2022		1. Unity Trust Bank		Councillor training	Essex Association of Local Cc	S	90.00	18.00	108.00
200	31/08/2022		1. Unity Trust Bank		Website Maintenance	2commune Ltd	S	425.00	85.00	510.00
206	31/08/2022		1. Unity Trust Bank		Street Lighting electricity	Colchester Borough Council	S	2,065.34	413.07	2,478.41
207	31/08/2022		1. Unity Trust Bank		Burial fees	The Humnaball Family Funeræ	S	150.00	30.00	180.00
208	31/08/2022		1. Unity Trust Bank		Burial Ground - Maintenance	The Humnaball Family Funeræ	S	2,500.00	500.00	3,000.00
209	31/08/2022		1. Unity Trust Bank		Grounds Maintenance	TBS Hygiene Ltd	S	190.00	38.00	228.00
210	31/08/2022		1. Unity Trust Bank		Tools and Consumables	Sibbons (Alresford) Ltd	S	50.16	10.04	60.20
211	31/08/2022		1. Unity Trust Bank		Printer lease & consumables	Amazon EU S.a.r.l. UK Branc	S	31.47	6.29	37.76
212	31/08/2022		1. Unity Trust Bank		Office Supplies	Amazon Services Europe S.a.	S	24.82	4.96	29.78
213	31/08/2022		1. Unity Trust Bank		Grants - s19(3) Local Govern	Our Parks Ltd	S	450.00	90.00	540.00
223	01/09/2022		1. Unity Trust Bank		Pension contributions (all)					
224	01/09/2022		1. Unity Trust Bank		Salaries, PAYE & NI (all)					
229	21/09/2022		1. Unity Trust Bank		Streetsights - Maintenance &	A&J Lighting Solutions Ltd	S	429.00	85.80	514.80
231	21/09/2022		1. Unity Trust Bank		Play Areas - equipment repla	Kent Blaxill & Co Ltd	S	16.16	3.23	19.39
232	21/09/2022		1. Unity Trust Bank		Printer lease & consumables	Aurora Managed Services Ltc	S	27.26	5.46	32.72
236	22/09/2022		1. Unity Trust Bank		Grounds Maintenance	Sibbons (Alresford) Ltd	S	50.16	10.04	60.20
Total								15,267.70	2,110.75	17,378.45

APPENDIX TWO — Payments and Receipts since last meeting

Stanway Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
159	01/08/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	475.00		475.00
160	01/08/2022		1. Unity Trust Bank		Play Area Interim Inspections	The Play Inspection Company	S	500.00	100.00	600.00
161	01/08/2022		1. Unity Trust Bank		Maintenance tools and supplies	Ernest Doe & Sons Ltd	S	91.48	18.30	109.78
162	01/08/2022		1. Unity Trust Bank		Printer supplies	Amazon EU S.a.r.l. UK Branch	S	35.35	7.07	42.42
163	01/08/2022		1. Unity Trust Bank	Direct Debit	Telephone and broadband	New Star Networks Ltd	S	171.62	32.82	204.44
164	01/08/2022		1. Unity Trust Bank		Staff training	SLCC Enterprises Ltd	S	50.00	10.00	60.00
165	01/08/2022		1. Unity Trust Bank		Defibrillator	M J Baker	X	395.00		395.00
166	01/08/2022		1. Unity Trust Bank		Noticeboard maintenance and	Carol Gosden	X	130.00		130.00
167	01/08/2022		1. Unity Trust Bank	Direct Debit	IT Support	Saint IT Ltd	S	99.00	19.80	118.80
168	01/08/2022		1. Unity Trust Bank	Direct Debit	IT Support	Saint IT Ltd	S	129.10	25.82	154.92
169	01/08/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	245.00		245.00
170	01/08/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	556.87		556.87
171	01/08/2022		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	225.00	45.00	270.00
172	01/08/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	100.00		100.00
173	01/08/2022		1. Unity Trust Bank		Bus shelter maintenance and r	Kent Blaxill & Co Ltd	S	45.02	9.00	54.02
176	04/08/2022		1. Unity Trust Bank		Travel Expenses	Donna Tristram	X	22.50		22.50
177	04/08/2022		1. Unity Trust Bank		Travel Expenses	Donna Tristram	X	3.50		3.50
178	04/08/2022		1. Unity Trust Bank		Postage	Donna Tristram	X	24.80		24.80
179	04/08/2022		1. Unity Trust Bank		Planning Advice and submissio	Donna Tristram	X	117.00		117.00
180	04/08/2022		1. Unity Trust Bank		Land Registry Fees	Donna Tristram	X	6.00		6.00
181	04/08/2022		1. Unity Trust Bank		Maintenance tools and supplies	HOBBYCRAFT TRADING LIMI	S	10.00	2.00	12.00
182	04/08/2022		1. Unity Trust Bank		Maintenance tools and supplies	TRAVIS PERKINS PLC	S	60.88	12.17	73.05
185	04/08/2022		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting Solutions Ltd	S	127.30	25.46	152.76
194	04/08/2022		1. Unity Trust Bank		Pension payments	Essex Pension Fund	X	2,707.87		2,707.87
195	31/08/2022		1. Unity Trust Bank		Staff training	SLCC Enterprises Ltd	S	15.00	3.00	18.00
196	31/08/2022		1. Unity Trust Bank		Printer supplies	Aurora Managed Services Ltc	S	39.28	7.86	47.14
197	31/08/2022		1. Unity Trust Bank		Councillor training	Essex Association of Local Cc	S	90.00	18.00	108.00
198	31/08/2022		1. Unity Trust Bank		Tree Maintenance	TWH Tree Services Limited	X	350.00		350.00
199	31/08/2022		1. Unity Trust Bank		Litter bins	M J Baker	X	330.00		330.00
200	31/08/2022		1. Unity Trust Bank		Website Maintenance	2commune Ltd	S	425.00	85.00	510.00
202	31/08/2022		1. Unity Trust Bank	Direct Debit	Telephone and broadband	New Star Networks Ltd	S	163.70	32.74	196.44
203	31/08/2022		1. Unity Trust Bank		Tree Maintenance	TWH Tree Services Limited	X	100.00		100.00
204	31/08/2022		1. Unity Trust Bank		Grounds Maintenance	M J Baker	X	395.00		395.00
205	31/08/2022		1. Unity Trust Bank		Grounds Maintenance	M J Baker	X	790.00		790.00
206	31/08/2022		1. Unity Trust Bank		Street Lighting electricity	Colchester Borough Council	S	2,065.34	413.07	2,478.41
207	31/08/2022		1. Unity Trust Bank		Burial fees	The Hunnaball Family Funer	S	150.00	30.00	180.00

Stanway Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
208	31/08/2022	Burial Ground - Maintenance	1. Unity Trust Bank		Signage	The Humnaball Family Funeræ	S	2,500.00	500.00	3,000.00
209	31/08/2022	Grounds Maintenance	1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	190.00	38.00	228.00
210	31/08/2022	Tools and Consumables	1. Unity Trust Bank		Fuel - Machinery	Sibbons (Alresford) Ltd	S	50.16	10.04	60.20
211	31/08/2022	Printer lease & consumables	1. Unity Trust Bank		Printer supplies	Amazon EU S.a.r.L. UK Branc	S	31.47	6.29	37.76
212	31/08/2022	Office Supplies	1. Unity Trust Bank		Office Supplies	Amazon Services Europe S.a.	S	24.82	4.96	29.78
213	31/08/2022	Grants - s19(3) Local Govern	1. Unity Trust Bank		Fitness sessions	Our Parks Ltd	S	450.00	90.00	540.00
234	04/08/2022	Bank Charges	2. Barclays Main C/A		Bank charges	Barclays Bank	X	8.00		8.00
235	15/08/2022	Printer lease & consumables	2. Barclays Main C/A		Printer lease	BNP Paribas Leasing Solution	S	120.00	24.00	144.00
Total								14,616.06	1,570.40	16,186.46

Stanway Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
33 Burial Ground - Income	02/08/2022		1. Unity Trust Bank		Burial fees	Jane Brightwell	X	800.00		800.00
36 Burial Ground - Income	31/08/2022		1. Unity Trust Bank		Burial fees	Alan Coe	X	1,430.00		1,430.00
Total								2,230.00		2,230.00

APPENDIX THREE — Bank Reconciliation

Stanway Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2022		
	Cash in Hand 01/04/2022		214,515.28
	ADD Receipts 01/04/2022 - 31/08/2022		239,331.84
			453,847.12
	SUBTRACT Payments 01/04/2022 - 31/08/2022		254,800.17
A	Cash in Hand 31/08/2022 (per Cash Book)		199,046.95
	Cash in hand per Bank Statements		
	Cash 04/04/2022	0.00	
	5. Nationwide 90172419 01/04/2022	31,186.61	
	4. Nationwide 90172427 01/04/2022	31,089.48	
	1. Unity Trust Bank 31/08/2022	76,327.35	
	3. Barclays Premium Savings A/C 19/08/2022	66,154.18	
	2. Barclays Main C/A 19/08/2022	9,037.92	
			213,795.54
	Less unrepresented payments		14,748.59
			199,046.95
	Plus unrepresented receipts		
B	Adjusted Bank Balance		199,046.95
	A = B Checks out OK		

APPENDIX FOUR — Summary of Receipts and Payments

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2022 and 31/08/2022)

A - Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	290,762.00	148,010.50	-142,751.50				-142,751.50 (-49%)
2	Wayleaves	1.00	1.00					(0%)
3	CBC Grants - General	500.00		-500.00				-500.00 (-100%)
4	CBC Grants - CIL, s106, etc.	43,500.00		-43,500.00				-43,500.00 (-100%)
5	Other Grants	88,769.00	86,589.00	-2,180.00				-2,180.00 (-2%)
6	Interest Income	50.00	5.09	-44.91				-44.91 (-89%)
7	LCTS Grant	4,759.00		-4,759.00				-4,759.00 (-100%)
53	Community Events - Income	500.00	1,205.25	705.25				705.25 (141%)
55	Burial Ground - Income	3,000.00	3,320.00	320.00				320.00 (10%)
56	Burial Ground - Tree Sponsorshi	10.00		-10.00				-10.00 (-100%)
77	Miscellaneous		101.00	101.00				101.00 (N/A)
85	VAT Refund							(N/A)
97	Stanway Lakelands Centre - Incc	10,000.00		-10,000.00				-10,000.00 (-100%)
102	PWLB Advance							(N/A)
SUB TOTAL		441,851.00	239,231.84	-202,619.16				-202,619.16 (-45%)

B - Administration - Personnel

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Salaries, PAYE & NI (all)				150,000.00	46,541.02	103,458.98	103,458.98 (68%)
10	Home Working Allowance				864.00	252.00	612.00	612.00 (70%)
11	Pension contributions (all)				32,500.00	13,490.29	19,009.71	19,009.71 (58%)
12	Payroll Services				550.00	231.22	318.78	318.78 (57%)
13	Training (all)				3,000.00	1,451.81	1,548.19	1,548.19 (51%)
14	Travel				1,000.00	60.30	939.70	939.70 (93%)
15	Stationery - Councillors				250.00		250.00	250.00 (100%)
75	Chairman's Allowance				200.00		200.00	200.00 (100%)
82	Staffing Reserve							(N/A)
SUB TOTAL					188,364.00	62,026.64	126,337.36	126,337.36 (67%)

C - Administration - Office & IT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Postage				200.00	2.65	197.35	197.35 (98%)
17	Office Supplies				800.00	137.75	662.25	662.25 (82%)
18	Printer lease & consumables				800.00	891.36	-91.36	-91.36 (-11%)
19	IT Support - Councillor				1,225.00		1,225.00	1,225.00 (100%)
20	Telephone and Broadband				1,250.00	1,412.79	-162.79	-162.79 (-13%)
21	Website Hosting				1,850.00	425.00	1,425.00	1,425.00 (77%)
22	IT Support - Office				2,250.00	912.40	1,337.60	1,337.60 (59%)
23	IT/PA System Reserve							(N/A)
78	Room Hire				250.00	56.00	194.00	194.00 (77%)
SUB TOTAL					8,625.00	3,837.95	4,787.05	4,787.05 (55%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2022 and 31/08/2022)

D - Administration - Audit & Ac

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Internal Audit				1,500.00	500.00	1,000.00	1,000.00 (66%)
25	External Audit				650.00		650.00	650.00 (100%)
26	Accounting Software				900.00		900.00	900.00 (100%)
SUB TOTAL					3,050.00	500.00	2,550.00	2,550.00 (83%)

E - Administration - Other

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Insurance				4,500.00	3,489.26	1,010.74	1,010.74 (22%)
37	Subscriptions				1,800.00	1,719.13	80.87	80.87 (4%)
38	Bank Charges				250.00	73.35	176.65	176.65 (70%)
39	Election Reserve							(N/A)
40	Legal Fees				1,000.00	6.00	994.00	994.00 (99%)
41	Other Specialist Fees				500.00		500.00	500.00 (100%)
74	Sundry Items				100.00	18.00	82.00	82.00 (82%)
92	Risk Management				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					9,150.00	5,305.74	3,844.26	3,844.26 (42%)

F - Planning

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
76	Planning Fees							(N/A)
SUB TOTAL								(N/A)

G - Community Assets - Grou

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	General Repairs				2,350.00	1,785.00	565.00	565.00 (24%)
28	Car Park Repairs					1,077.47	-1,077.47	-1,077.47 (N/A)
29	Play Areas - equipment replacen				117,434.00	123,467.59	-6,033.59	-6,033.59 (-5%)
30	Play Areas - signs				255.00	86.00	169.00	169.00 (66%)
31	Grounds Maintenance				12,000.00	4,263.36	7,736.64	7,736.64 (64%)
32	Play Areas - bark							(N/A)
33	Tree Maintenance				2,000.00	100.00	1,900.00	1,900.00 (95%)
34	Outdoor Gym - maintenance				1,000.00		1,000.00	1,000.00 (100%)
35	Play Areas - benches & bins				1,500.00	1,094.92	405.08	405.08 (27%)
42	Pest control				500.00		500.00	500.00 (100%)
52	Tools and Consumables				1,250.00	466.98	783.02	783.02 (62%)
90	Safety Inspections				510.00	500.00	10.00	10.00 (1%)
94	Tractor - Lease & Insurance				3,300.00	980.00	2,320.00	2,320.00 (70%)
95	Workshop and Store				200.00	94.79	105.21	105.21 (52%)
103	New Projects (subject to funding)				38,000.00		38,000.00	38,000.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2022 and 31/08/2022)

SUB TOTAL		180,299.00	133,916.11	46,382.89	46,382.89 (25%)
------------------	--	-------------------	-------------------	------------------	------------------------

H - Community Assets - Street

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Bus shelters - maintenance				1,000.00	635.16	364.84	364.84 (36%)
49	Notice Boards - maintenance				800.00	130.00	670.00	670.00 (83%)
50	Streetlights - Maintenance & rep.				6,000.00	509.20	5,490.80	5,490.80 (91%)
51	Street Light Reserve							(N/A)
81	Street Signs				3,000.00	65.00	2,935.00	2,935.00 (97%)
84	Streetlights - Electricity				8,000.00	3,225.16	4,774.84	4,774.84 (59%)
96	Footpaths - Maintenance				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL					20,300.00	4,564.52	15,735.48	15,735.48 (77%)

I - Community Assets - Halls

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Architectural and other fees					117.00	-117.00	-117.00 (N/A)
88	Contingency Reserve							(N/A)
98	Stanway Lakelands Centre - Car				55,000.00		55,000.00	55,000.00 (100%)
99	Stanway Lakelands Centre - Rur				12,500.00		12,500.00	12,500.00 (100%)
SUB TOTAL					67,500.00	117.00	67,383.00	67,383.00 (99%)

J - Community Assets - Burial

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Burial Ground - Maintenance				1,575.00	3,459.80	-1,884.80	-1,884.80 (-119%)
58	Burial Ground - Repairs		100.00	100.00	500.00	150.00	350.00	450.00 (90%)
SUB TOTAL			100.00	100.00	2,075.00	3,609.80	-1,534.80	-1,434.80 (-69%)

L - Community Services - Grar

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Grants - s137 Local Government				10,000.00		10,000.00	10,000.00 (100%)
71	s106 Town & Country Planning A							(N/A)
72	Grants - other grants					1,000.00	-1,000.00	-1,000.00 (N/A)
73	Grants - CIL							(N/A)
93	Grants - s19(3) Local Governme					900.00	-900.00	-900.00 (N/A)
SUB TOTAL					10,000.00	1,900.00	8,100.00	8,100.00 (81%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2022 and 31/08/2022)

M - Loans

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Capital Repayments				15,751.00	8,000.00	7,751.00	7,751.00 (49%)
80	Interest Payments					3,026.00	-3,026.00	-3,026.00 (N/A)
SUB TOTAL					15,751.00	11,026.00	4,725.00	4,725.00 (30%)

N - Community Services - Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Community Events - expenditure				2,000.00	905.65	1,094.35	1,094.35 (54%)
SUB TOTAL					2,000.00	905.65	1,094.35	1,094.35 (54%)

O - Community Services - Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Community Safety				2,500.00	395.00	2,105.00	2,105.00 (84%)
100	Green Projects				1,500.00		1,500.00	1,500.00 (100%)
101	New Projects (subject to funding)				12,000.00		12,000.00	12,000.00 (100%)
104	Other				5,600.00		5,600.00	5,600.00 (100%)
SUB TOTAL					21,600.00	395.00	21,205.00	21,205.00 (98%)

Summary

NET TOTAL	441,851.00	239,331.84	-202,519.16	528,714.00	228,104.41	300,609.59	98,090.43 (10%)
V.A.T.					26,695.76		
GROSS TOTAL		239,331.84			254,800.17		

APPENDIX FIVE — Revised Budget for 2022–23

Cost Code	Description	Revised Budget	Comments
A - General Income			
1	Precept	290,762	
2	Wayleaves	1	
3	CBC Grants - General	500	
4	CBC Grants - CIL, s106, etc.	50,000	Increase by £6,500 to cover CA and CS external grant sourcing CC101 & CC103
5	Other grants	88,769	
6	Interest income	50	
7	LCTS Grant	4,759	
53	Community Events - income	500	
55	Burial Ground - income	3,010	
97	Starway Lakelands Centre - income	1,000	Reduced by £9000 based on 1 month's income
102	PWLB advance	0	Reduce to zero as no loan applied for or granted
		439,351	
B - Admin - Personnel			
8	Gross salaries and employers' NI	150,000	
10	Home working allowance	864	
11	Pension contributions (all)	32,500	
13	Training (all)	3,000	
14	Travel	1,000	
		187,364	Reduced by Chairmans Allowance as moved to E - Admin - Other
C - Admin - Office/IT			
17	Rename as Office supplies (inc. printers, postage, stationery, etc.)	2,150	
20	Telephone and broadband	1,250	
22	Rename as IT Services (inc. all software and support)	6,775	
78	Room hire	250	
		10,425	Unchanged overall budget (codes consolidated over Admin Cost Centres)
D - Admin - Aud & Acc			
24	Internal audit	1,500	
25	External audit	650	
		2,150	
E - Admin - Other			
75	Chairman's allowance	200	Transferred from B to E
36	Insurance	4,500	
37	Subscriptions	1,800	
38	Bank charges	250	
40	Rename as Professional Fees	6,500	Increase by £4,000
		13,250	
F - Planning			
76	Rename CC76 as Planning Fees	0	
		0	
G - Community Assets - Grounds			
27	General repairs	1,300	
29	Play areas - equipment replacement	117,434	
30	Rename as Play Areas - Maintenance	4,315	
31	Grounds maintenance	14,500	
52	Tools and consumables	1,450	
94	Tractor - lease and insurance	3,300	
103	New projects (subject to funding)	38,000	Money only available from external funding (to be
		180,299	

H - Community Assets - Streets	
50 Streetlights - maintenance and repairs	6,000
81 Rename as Street Furniture	2,800 Reduce by £2,000
84 Streetlights - electricity	5,000 Reduced by £3000
96 Footpaths - maintenance	500 Reduced by £1000
	<u>14,300</u>
I - Community Assets - Halls	
98 Stanway Lakelands Centre - capital expenditure	97,000 Increase by £42,000 to cover carpark expenditure of £32,500 and kit out estimate
99 Stanway Lakelands Centre - running costs	9,000 Reduce by £3,500. Reduced to 3 months occupation running costs @ £3000 per month
	<u>106,000</u>
J - Burial Grounds	
57 Burial Ground - Rename Burial Ground Expenses	4,075 Rename as Burial Ground Expenses
	<u>4,075</u>
L - Grants & Donations	
70 Grants - s137 Local Government Act 1972	5,000 S137 grants can be shown seperately in Scribe so consolidate. Rename as Grants- reduce by
	<u>5,000</u>
M - Loans	
79 Capital repayments	16,000 increase by £ 249
80 Interest payments	6,350 increase by £ 6350 as incorrectly not applied
	<u>22,350</u>
N - Community Services - Events	
54 Community Events - expenditure	2,000
	<u>2,000</u>
O - Community Services - Services	
100 Green projects	1,500
91 Community safety	4,000 Increase by £1500 to cover VAS purchase
104 Other	4,100 Reduce by £1500 to cover transfer to 91 for VAS
101 New projects (subject to funding)	12,000 Money only available from external funding (to be
	<u>21,600</u>
TOTAL EXPENDITURE	<u>568,813</u>

EARMARKED RESERVES

Office (Furniture/IT/PA System)	2,000
Specialist fees (Legal, etc)	1,500
Car Park	5,000
Workshop / store	1,000
Planning	1,500
Village Hall & Comm Centre contingency	3,000
Footpath Reserve	1,000
Trees & Open Spaces	2,500
Notice Boards	1,000
Councillor Grants carried forward	
Street Lights	2,000
Staffing Reserve	20,000
MW Transport	500
Community Safety	1,000
Elections	3,000
Burial Grounds	2,500
Outdoor Gym	500
Bus Shelters	500
New Community Centre	5,000
Play Equipment Contingency	10,000

PROJECTED YEAR END SUMMARY POSITION***Income and Expenditure***

Total income	439,351
Total expenditure	568,813
Shortfall to be met from reserves	-129,462

Balance Sheet

Opening Balance (brought forward from previous year) (taken from AGAR)	232,251
Precept	290,762
All other income	148,589
Expenditure	568,813
Closing Balance (carried forward to following year)	102,789

Earmarked Reserves	63,500
General Reserve	39,289
Total Borrowings	120,000

Analysis

General Reserve should represent 25% of NRE (per Reserves Policy)	67,103
Better General Reserve should cover 3 months normal expenditure	88,595
Acid Test (Total Funds less EM Reserves and Debts)	-80,711