



Date: 8 July 2022

Subject: RFO Report for the Corporate Governance Committee Meeting on 13 July 2022

All referenced financial reports were extracted from the Council's accounting records and reflect the financial position as at 30 June 2022, being the date of the most recent bank statement. The following numbering refers to the relevant agenda item.

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

There are 51 payments for approval, totalling £77,426.93.

7.b) Bank Reconciliation, including copies of the most recent statement from each bank (Appendix Two)

The bank reconciliation does not balance. The £500 mismatch arises from a payment to Nick Dines t/a Dines Agri Services made in error by way of a Standing Order. The credit will be offset against the earliest due invoice (Voucher 129 on the Payment List at Appendix One). The Standing Order has since been cancelled.

7.b) Summary of Receipts and Payments (Appendix Three)

The report provides a breakdown for each Cost Centre and Cost Code, showing receipts and payments and the variance against the annual budget. The following material variances (i.e. greater than 10 percent of budget) are to be noted:

- 28 (Car Park Repairs). Budgeted £0. Actual £1,044.69. Variance £1,044.69.
- 72 (Grants – other grants). Budgeted £0. Actual £1,000. Variance £1,000.
- 93 (Grants – s19(3) Local Government (Miscellaneous Provisions) Act 1976). Budgeted £0. Actual £450. Variance £450.

These variances will be corrected assuming the virements proposed at point 7.e) are approved.

7.b) Receipts and Payments compared with Flexed Budget (Appendix Four)

The report provides further detail for each Cost Centre and Cost Code, showing receipts and payments against the pro rata year-to-date budgets.

7.b) Reserves (Appendix Five)

The report provides a breakdown of the Earmarked Reserves and shows the General Reserve balance.

7.c) Virements

Proposed virements are addressed at 7.e) within the budget review.

7.d) Capital Projects (Appendix Six)

The reports shows the three projects for 2022–23 with an anticipated spend of more than £50,000.

7.e) Budget Review (Appendix Seven)

Further to last month's meeting, the CGC Working Party (comprising Cllr Baines, Cllr Dundas, the Clerk and the Finance Officer) met on 13 June 2022 to review the budget. The report reflects the output of that meeting and lays out several virements and other changes that are necessary to: (i) correct obvious omissions from the original budget; (ii) take account of anticipated expenditure during 2022–23; and (iii) streamline and simplify Cost Codes.

**APPENDIX ONE — Payments List**

**Stanway Parish Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
99	13/06/2022		1. Unity Trust Bank		Bus shelter maintenance and r	A Clarke Monumental Ltd	S	416.67	83.33	500.00
101	14/06/2022		1. Unity Trust Bank		Play area equipment	Caloo Ltd	S	45,019.00	9,003.80	54,022.80
102	27/06/2022		1. Unity Trust Bank		Fitness sessions	Our Parks Ltd	S	450.00	90.00	540.00
103	27/06/2022		1. Unity Trust Bank		Bus shelter maintenance and r	Kent Blaxill & Co Ltd	S	194.94	38.99	233.93
104	10/06/2022		1. Unity Trust Bank	Direct Debit	Telephone and broadband	New Star Networks Ltd	S	173.78	34.76	208.54
105	27/06/2022		1. Unity Trust Bank		First aid kit	Amazon Payments UK Limite	S	10.82	2.16	12.98
106	27/06/2022		1. Unity Trust Bank		First aid kit	Amazon Payments UK Limite	X	4.99		4.99
107	27/06/2022		1. Unity Trust Bank		Maintenance tools and supplie	Amazon Payments UK Limite	S	16.04	3.21	19.25
108	27/06/2022		1. Unity Trust Bank		Maintenance tools and supplie	Amazon Payments UK Limite	S	35.42	7.08	42.50
109	27/06/2022		1. Unity Trust Bank		First aid kit	Amazon Payments UK Limite	S	43.33	8.67	52.00
110	27/06/2022		1. Unity Trust Bank		Printer supplies	Amazon Payments UK Limite	S	36.71	7.34	44.05
111	27/06/2022		1. Unity Trust Bank		Maintenance tools and supplie	Impact Sign Services Ltd	S	30.00	6.00	36.00
112	27/06/2022		1. Unity Trust Bank		Signage	Impact Sign Services Ltd	S	86.00	17.20	103.20
113	27/06/2022		1. Unity Trust Bank		Staff training	Colchester Regional Agricultu	S	180.00	36.00	216.00
114	27/06/2022		1. Unity Trust Bank		Staff training	Colchester Regional Agricultu	S	240.00	48.00	288.00
115	27/06/2022		1. Unity Trust Bank		Payroll services	RE Group Accountants Limite	S	104.52	20.90	125.42
116	27/06/2022		1. Unity Trust Bank	Direct Debit	ICO Registration	Information Commissioner	X	40.00		40.00
117	27/06/2022		1. Unity Trust Bank		Insurance	Arthur J. Gallagher Insurance	X	3,489.26		3,489.26
118	27/06/2022		1. Unity Trust Bank		Telephone and broadband	Saint IT Ltd	S	158.26	31.65	189.91
119	28/06/2022		1. Unity Trust Bank		Tablet protectors	Saint IT Ltd	S	21.66	4.33	25.99
120	28/06/2022		1. Unity Trust Bank		Subscription	Society of Local Council Clerk	X	327.00		327.00
121	28/06/2022		1. Unity Trust Bank		Councillor training	Essex Association of Local Cc	S	90.00	18.00	108.00
122	28/06/2022		1. Unity Trust Bank		Staff training	Essex Association of Local Cc	S	150.00	30.00	180.00
123	29/06/2022		1. Unity Trust Bank		Bus shelter maintenance and r	Kent Blaxill & Co Ltd	S	71.49	14.30	85.79
124	29/06/2022		1. Unity Trust Bank		Bus shelter maintenance and r	Kent Blaxill & Co Ltd	S	74.97	8.30	83.27
125	29/06/2022		1. Unity Trust Bank		Bus shelter maintenance and r	Kent Blaxill & Co Ltd	S	80.16	9.41	89.57
126	29/06/2022		1. Unity Trust Bank		Car park repairs	Kent Blaxill & Co Ltd	S	44.69	8.94	53.63
127	29/06/2022		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	190.00	38.00	228.00
128	29/06/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	245.00		245.00
129	05/07/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	556.87		556.87
130	05/07/2022		1. Unity Trust Bank		Maintenance tools and supplie	Ernest Doe & Sons Ltd	S	168.22	33.65	201.87
131	05/07/2022		1. Unity Trust Bank		Printer supplies	Aurora Managed Services Ltd	S	172.23	34.45	206.68
141	05/07/2022		1. Unity Trust Bank		Maintenance tools and supplie	Kent Blaxill & Co Ltd	S	172.57	34.51	207.08
142	05/07/2022		1. Unity Trust Bank		Play area equipment	Kent Blaxill & Co Ltd	S	44.69	8.94	53.63
143	05/07/2022		1. Unity Trust Bank		Car park repairs	Kent Blaxill & Co Ltd	S	77.47	15.49	92.96
144	05/07/2022		1. Unity Trust Bank		Event expenses	Kent Blaxill & Co Ltd	L	74.97	8.30	83.27

**Stanway Parish Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
145	Community Events - expendi	05/07/2022		1. Unity Trust Bank		Event expenses	Kent Blaxill & Co Ltd	L	80.16	9.41	89.57
146	Internal Audit	05/07/2022		1. Unity Trust Bank		Internal Audit Review	SLCC Enterprises Ltd	S	500.00	100.00	600.00
147	Printer lease & consumables	05/07/2022		1. Unity Trust Bank		Printer supplies	Amazon Payments UK Limite	S	33.33	6.67	40.00
148	Grounds Maintenance	05/07/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	556.87		556.87
150	Play Areas - benches & bins	07/07/2022		1. Unity Trust Bank		Litter bins	TBS Hygiene Ltd	S	764.92	152.98	917.90
155	IT Support - Office	07/07/2022		1. Unity Trust Bank	Standing Order	IT Support	Saint IT Ltd	S	99.00	19.80	118.80
<b>Total</b>									<b>55,326.01</b>	<b>9,994.57</b>	<b>65,320.58</b>

NOTE: Excludes salaries, pensions, tax, National Insurance contributions, totals of which are included in other reports.

**APPENDIX TWO — 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)*

	<b>Bank Reconciliation at 30/06/2022</b>		
	Cash in Hand 01/04/2022		214,515.28
	<b>ADD</b>		
	Receipts 01/04/2022 - 30/06/2022		237,096.75
			451,612.03
	<b>SUBTRACT</b>		
	Payments 01/04/2022 - 30/06/2022		202,583.64
<b>A</b>	<b>Cash in Hand 30/06/2022</b> (per Cash Book)		<b>249,028.39</b>
	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	30/06/2022	162,015.53
	3. Barclays Premium Savings A/C	19/05/2022	66,149.20
	2. Barclays Main C/A	19/05/2022	20,232.51
			<b>310,673.33</b>
	Less unrepresented payments		62,144.94
			248,528.39
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>248,528.39</b>
	<b>Error A does NOT equal B</b>		
	<b>ERROR IS</b>	<b>£500.00</b>	

**APPENDIX THREE — Summary of Receipts and Payments**



Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2022 and 30/06/2022)

**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		-50.00				-50.00 (-100%)
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	1,090.00	-1,910.00				-1,910.00 (-63%)
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)
<b>SUB TOTAL</b>		<b>441,851.00</b>	<b>236,996.75</b>	<b>-204,854.25</b>				<b>-204,854.25 (-46%)</b>

**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	27,852.60	122,147.40	122,147.40 (81%)
10	Home Working Allowance				864.00	144.00	720.00	720.00 (83%)
11	Pension contributions (all)				32,500.00	8,074.56	24,425.44	24,425.44 (75%)
12	Payroll Services				550.00	231.22	318.78	318.78 (57%)
13	Training (all)				3,000.00	1,296.81	1,703.19	1,703.19 (56%)
14	Travel				1,000.00	34.30	965.70	965.70 (96%)
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)
<b>SUB TOTAL</b>					<b>188,364.00</b>	<b>37,633.49</b>	<b>150,730.51</b>	<b>150,730.51 (80%)</b>

**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	112.93	687.07	687.07 (85%)
18	Printer lease & consumables				800.00	459.70	340.30	340.30 (42%)
19	IT Support - Councillor				1,225.00		1,225.00	1,225.00 (100%)
20	Telephone and Broadband				1,250.00	1,077.47	172.53	172.53 (13%)
21	Website Hosting				1,850.00		1,850.00	1,850.00 (100%)
22	IT Support - Office				2,250.00	456.20	1,793.80	1,793.80 (79%)
23	IT/PA System Reserve							(N/A)
78	Room Hire				250.00	56.00	194.00	194.00 (77%)
<b>SUB TOTAL</b>					<b>8,625.00</b>	<b>2,164.95</b>	<b>6,460.05</b>	<b>6,460.05 (74%)</b>

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2022 and 30/06/2022)

**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		1,500.00	1,500.00 (100%)
25	External Audit				650.00		650.00	650.00 (100%)
26	Accounting Software				900.00		900.00	900.00 (100%)
<b>SUB TOTAL</b>					<b>3,050.00</b>		<b>3,050.00</b>	<b>3,050.00 (100%)</b>

**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	1,724.13	75.87	75.87 (4%)
38	Bank Charges				250.00	48.65	201.35	201.35 (80%)
39	Election Reserve							(N/A)
40	Legal Fees				1,000.00		1,000.00	1,000.00 (100%)
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%)
<b>SUB TOTAL</b>					<b>9,150.00</b>	<b>5,280.04</b>	<b>3,869.96</b>	<b>3,869.96 (42%)</b>

**F - Planning**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
76	Planning fees reserve							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

**G - Community Assets - Grou**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	General Repairs				1,300.00	600.00	700.00	700.00 (53%)
28	Car Park Repairs					1,044.69	-1,044.69	-1,044.69 (N/A)
29	Play Areas - equipment replacen				117,434.00	123,422.90	-5,988.90	-5,988.90 (-5%)
30	Play Areas - signs				255.00	86.00	169.00	169.00 (66%)
31	Grounds Maintenance				12,000.00	1,541.87	10,458.13	10,458.13 (87%)
32	Play Areas - bark				1,050.00		1,050.00	1,050.00 (100%)
33	Tree Maintenance				2,000.00		2,000.00	2,000.00 (100%)
34	Outdoor Gym - maintenance				1,000.00		1,000.00	1,000.00 (100%)
35	Play Areas - benches & bins				1,500.00		1,500.00	1,500.00 (100%)
42	Pest control				500.00		500.00	500.00 (100%)
52	Tools and Consumables				1,250.00	147.12	1,102.88	1,102.88 (88%)
90	Safety Inspections				510.00		510.00	510.00 (100%)
94	Tractor - Lease & Insurance				3,300.00	735.00	2,565.00	2,565.00 (77%)
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 30/06/2022)

<b>SUB TOTAL</b>		<b>180,299.00</b>	<b>127,672.37</b>	<b>52,626.63</b>	<b>52,626.63 (29%)</b>
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**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	838.23	161.77	161.77 (16%)
49	Notice Boards - maintenance				800.00		800.00	800.00 (100%)
50	Streetlights - Maintenance & rep.				6,000.00	254.60	5,745.40	5,745.40 (95%)
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	1,159.82	6,840.18	6,840.18 (85%)
96	Footpaths - Maintenance				1,500.00		1,500.00	1,500.00 (100%)
<b>SUB TOTAL</b>					<b>20,300.00</b>	<b>2,317.65</b>	<b>17,982.35</b>	<b>17,982.35 (88%)</b>

**I - Community Assets - Halls**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Architectural and other fees							(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%)
<b>SUB TOTAL</b>					<b>67,500.00</b>		<b>67,500.00</b>	<b>67,500.00 (100%)</b>

**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	585.00	990.00	990.00 (62%)
58	Burial Ground - Repairs		100.00	100.00	500.00		500.00	600.00 (120%)
<b>SUB TOTAL</b>			<b>100.00</b>	<b>100.00</b>	<b>2,075.00</b>	<b>585.00</b>	<b>1,490.00</b>	<b>1,590.00 (76%)</b>

**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					450.00	-450.00	-450.00 (N/A)
<b>SUB TOTAL</b>					<b>10,000.00</b>	<b>1,450.00</b>	<b>8,550.00</b>	<b>8,550.00 (85%)</b>

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2022 and 30/06/2022)

**M - Loans**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Capital Repayments				15,751.00		15,751.00	15,751.00 (100%)
80	Interest Payments							(N/A)
<b>SUB TOTAL</b>					<b>15,751.00</b>		<b>15,751.00</b>	<b>15,751.00 (100%)</b>

**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	750.52	1,249.48	1,249.48 (62%)
<b>SUB TOTAL</b>					<b>2,000.00</b>	<b>750.52</b>	<b>1,249.48</b>	<b>1,249.48 (62%)</b>

**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		2,500.00	2,500.00 (100%)
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%)
<b>SUB TOTAL</b>					<b>21,600.00</b>		<b>21,600.00</b>	<b>21,600.00 (100%)</b>

**Summary**

<b>NET TOTAL</b>	<b>441,851.00</b>	<b>237,096.75</b>	<b>-204,754.25</b>	<b>528,714.00</b>	<b>177,854.02</b>	<b>350,859.98</b>	<b>146,105.73 (15%)</b>
<b>V.A.T.</b>					<b>24,729.62</b>		
<b>GROSS TOTAL</b>		<b>237,096.75</b>			<b>202,583.64</b>		

**APPENDIX FOUR — Receipts and Payments compared with Flexed Budget**

**Stanway Parish Council**  
**Receipts and Payments compared with Flexed Budget (01/04/2022 to 30/06/2022)**

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
<b>Cost Centre A - Income</b>							
1 Precept	290,762.00	145,381.00	148,010.50				2,629.50
2 Wayleaves	1.00	0.28	1.00				0.72
3 CBC Grants - General	500.00	124.97					-124.97
4 CBC Grants - CIL, s106, etc..	43,500.00	10,875.00					-10,875.00
5 Other Grants	88,769.00	22,192.22	86,589.00				64,396.78
6 Interest Income	50.00	12.47					-12.47
7 LCTS Grant	4,759.00	1,189.78					-1,189.78
53 Community Events - Income	500.00	124.97	1,205.25				1,080.28
55 Burial Ground - Income	3,000.00	750.00	1,090.00				340.00
56 Burial Ground - Tree Sponsorship	10.00	2.53					-2.53
77 Miscellaneous			101.00				101.00
85 VAT Refund							
97 Stanway Lakelands Centre - Income	10,000.00	2,500.03					-2,500.03
102 PWLB Advance							
<b>Cost Centre B - Administration - Personnel</b>							
8 Salaries, PAYE & NI (all)				150,000.00	37,500.00	27,852.60	9,647.40
10 Home Working Allowance				864.00	216.00	144.00	72.00
11 Pension contributions (all)				32,500.00	8,125.03	8,074.56	50.47
12 Payroll Services				550.00	137.53	231.22	-93.69
13 Training (all)				3,000.00	750.00	1,296.81	-546.81
14 Travel				1,000.00	250.03	34.30	215.73
15 Stationery - Councillors				250.00	62.53		62.53
75 Chairman's Allowance				200.00	49.97		49.97
82 Staffing Reserve							
<b>Cost Centre C - Administration - Office &amp; IT</b>							
16 Postage				200.00	49.97	2.65	47.32
17 Office Supplies				800.00	199.97	112.93	87.04
18 Printer lease & consumables				800.00	199.97	459.70	-259.73
19 IT Support - Councillor				1,225.00	306.28		306.28
20 Telephone and Broadband				1,250.00	312.47	1,077.47	-765.00

**Stanway Parish Council**  
**Receipts and Payments compared with Flexed Budget (01/04/2022 to 30/06/2022)**

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
21 Website Hosting				1,850.00	462.47		462.47
22 IT Support - Office				2,250.00	562.50	456.20	106.30
23 IT/PA System Reserve							
78 Room Hire				250.00	62.53	56.00	6.53
<b>Cost Centre D - Administration - Audit &amp; Accou</b>							
24 Internal Audit				1,500.00	375.00		375.00
25 External Audit				650.00	162.47		162.47
26 Accounting Software				900.00	225.00		225.00
<b>Cost Centre E - Administration - Other</b>							
36 Insurance				4,500.00	1,125.00	3,489.26	-2,364.26
37 Subscriptions				1,800.00	450.00	1,724.13	-1,274.13
38 Bank Charges				250.00	62.53	48.65	13.88
39 Election Reserve							
40 Legal Fees				1,000.00	250.03		250.03
41 Other Specialist Fees				500.00	124.97		124.97
74 Sundry Items				100.00	25.03	18.00	7.03
92 Risk Management				1,000.00	250.03		250.03
<b>Cost Centre F - Planning</b>							
76 Planning fees reserve							
<b>Cost Centre G - Community Assets - Grounds</b>							
27 General Repairs				1,300.00	325.03	600.00	-274.97
28 Car Park Repairs						1,044.69	-1,044.69
29 Play Areas - equipment replacemen				117,434.00	29,358.47	123,422.90	-94,064.43
30 Play Areas - signs				255.00	63.75	86.00	-22.25
31 Grounds Maintenance				12,000.00	3,000.00	1,541.87	1,458.13
32 Play Areas - bark				1,050.00	262.50		262.50
33 Tree Maintenance				2,000.00	499.97		499.97
34 Outdoor Gym - maintenance				1,000.00	250.03		250.03
35 Play Areas - benches & bins				1,500.00	375.00		375.00

**Stanway Parish Council**  
**Receipts and Payments compared with Flexed Budget (01/04/2022 to 30/06/2022)**

	Budget Receipts		Act. Receipts	Budget Payments		Act. Payments	Variance
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
42 Pest control				500.00	124.97		124.97
52 Tools and Consumables				1,250.00	312.47	147.12	165.35
90 Safety Inspections				510.00	127.50		127.50
94 Tractor - Lease & Insurance				3,300.00	825.00	735.00	90.00
95 Workshop and Store				200.00	49.97	94.79	-44.82
103 New Projects (subject to funding)				38,000.00	9,499.97		9,499.97
<b>Cost Centre H - Community Assets - Streets</b>							
46 Bus shelters - maintenance				1,000.00	250.03	838.23	-588.20
49 Notice Boards - maintenance				800.00	199.97		199.97
50 Streetlights - Maintenance & repairs				6,000.00	1,500.00	254.60	1,245.40
51 Street Light Reserve							
81 Street Signs				3,000.00	750.00	65.00	685.00
84 Streetlights - Electricity				8,000.00	1,999.97	1,159.82	840.15
96 Footpaths - Maintenance				1,500.00	375.00		375.00
<b>Cost Centre I - Community Assets - Halls</b>							
87 Architectural and other fees							
88 Contingency Reserve							
98 Stanway Lakelands Centre - Capital				55,000.00	13,750.03		13,750.03
99 Stanway Lakelands Centre - Runnir				12,500.00	3,124.97		3,124.97
<b>Cost Centre J - Community Assets - Burial Ground</b>							
57 Burial Ground - Maintenance				1,575.00	393.75	585.00	-191.25
58 Burial Ground - Repairs			100.00	500.00	124.97		224.97
<b>Cost Centre L - Community Services - Grants</b>							
70 Grants - s137 Local Governments A				10,000.00	2,500.03		2,500.03
71 s106 Town & Country Planning Act							
72 Grants - other grants						1,000.00	-1,000.00
73 Grants - CIL							
93 Grants - s19(3) Local Government (						450.00	-450.00
<b>Cost Centre M - Loans</b>							



**Stanway Parish Council**  
**Receipts and Payments compared with Flexed Budget (01/04/2022 to 30/06/2022)**

	<u>Budget Receipts</u>		<u>Act. Receipts</u>	<u>Budget Payments</u>		<u>Act. Payments</u>	<u>Variance</u>
	Total for year	Year to Date		Total for Year	Year to Date		Year to Date
79 Capital Repayments				15,751.00	3,937.78		3,937.78
80 Interest Payments							
<b>Cost Centre N - Community Services - Events</b>							
54 Community Events - expenditure				2,000.00	499.97	750.52	-250.55
<b>Cost Centre O - Community Services - Services</b>							
91 Community Safety				2,500.00	625.03		625.03
100 Green Projects				1,500.00	375.00		375.00
101 New Projects (subject to funding)				12,000.00	3,000.00		3,000.00
104 Other				5,600.00	1,399.97		1,399.97
<b>GRAND TOTALS</b>	<b>£441,851.00</b>	<b>£183,153.25</b>	<b>£237,096.75</b>	<b>£528,714.00</b>	<b>£132,178.41</b>	<b>£177,854.02</b>	<b>£8,267.89</b>

**APPENDIX FIVE — Earmarked Reserves**

**Stanway Parish Council**  
**Reserves Balance**  
**2022-2023**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Office (Furniture/IT/PA System)	2,000.00				2,000.00
Specialist fees (legal, etc)	1,500.00				1,500.00
Car Park	5,000.00				5,000.00
Workshop / store	1,000.00				1,000.00
Planning	1,500.00				1,500.00
Village Hall & Community Centr	43,000.00				43,000.00
Footpaths	1,000.00				1,000.00
Trees & Open Spaces	2,500.00				2,500.00
Notice Boards	1,000.00				1,000.00
Streetlights	12,000.00				12,000.00
Staffing	20,000.00				20,000.00
Transport	500.00				500.00
Community Safety	6,000.00				6,000.00
Elections	3,000.00				3,000.00
Burial Grounds	2,500.00				2,500.00
Outdoor Gym	500.00				500.00
Bus Shelters Contingency	500.00				500.00
Stanway Lakelands Centre Con	5,000.00				5,000.00
Play Equipment Contingency	500.00	19,500.00			20,000.00
2021 Balance Carried Forward	30,350.00	-30,350.00			
<b>Total Earmarked</b>	<b>139,350.00</b>	<b>-10,850.00</b>			<b>128,500.00</b>
<b>TOTAL RESERVE</b>	<b>139,350.00</b>	<b>-10,850.00</b>			<b>128,500.00</b>
<b>GENERAL FUND</b>					147,652.83
<b>TOTAL FUNDS</b>					276,152.83

**APPENDIX SIX — Capital Projects**

## Capital Projects in excess of £50,000

### Stanway Lakelands Centre

Description	Approved Budget	Current Forecast
Contribution for additional car parking space	0	35,000
Fit out	55,000	63,040
<b>Forecast over (under) spend: £43,040</b>		

### Replacement Play Equipment

Description	Approved Budget	Current Forecast
Income from grants	88,769	98,589
Cost to replace play equipment	57,750	98,769
Spiders web	0	10,450
Disability access gate	0	1,215
Additional ground works	0	4,000
Contribution from SPC to release grant	0	8,259
<b>Forecast over (under) spend: £24,104</b>		

### Extension to Tollgate Car Park

Description	Approved Budget	Current Forecast
Income From Grants	0	66,000
Planning and Other Fees	0	1,000
Construction Costs	0	65,000
<b>Forecast over (under) spend: £0</b>		

**APPENDIX SEVEN — Budget Review**

Cost Code	Description	Budget Agreed at FC Jan 2022	Virement YTD	Virement Proposal	Revised Budget	Comments
	<b>A - General Income</b>					
1	Precept	290,762			290,762	
2	Wayleaves	1			1	
3	CBC Grants - General	500			500	
4	CBC Grants - CIL, s106, etc.	43,500		6,500	50,000	Reflect CC101 and CC103
5	Other grants	88,769			88,769	
6	Interest income	50			50	
7	LCTS Grant	4,759			4,759	
53	Community Events - income	500			500	
55	Burial Ground - income	3,000		10	3,010	
56	Burial Ground - tree sponsorship	10		-10	0	Virement to CC55
97	SLC - income	10,000		-9,000	1,000	
102	PWLB advance	40,000	-40,000		0	
	<b>B - Admin - Personnel</b>					
8	Gross salaries and employers' NI	150,000			150,000	
10	Home working allowance	864			864	
11	Pension contributions (all)	32,500			32,500	
12	Payroll services	550		-550	0	Virement to CC22
13	Training (all)	3,000			3,000	
14	Travel	1,000			1,000	
15	Stationery - Councillors	250		-250	0	Virement to CC17
75	Chairman's allowance	200			200	Move to Cost Centre E - Admin Other
	<b>C - Admin - Office/IT</b>					
16	Postage	200		-200	0	Virement to CC17
17	Office supplies	800		1,350	2,150	Rename as Office supplies
18	Printer lease and consumables	800		-800	0	Virement to CC17
19	IT support - Councillors	1,225		-1,225	0	Virement to CC22
20	Telephone and broadband	1,250			1,250	
21	Website hosting	1,850		-1,850	0	Virement to CC22
22	IT support - Office	2,250		4,525	6,775	Rename IT Services
78	Room hire	250			250	
	<b>D - Admin - Aud &amp; Acc</b>					
24	Internal audit	1,500			1,500	
25	External audit	650			650	
26	Accounting software	900		-900	0	Virement to CC22
	<b>E - Admin - Other</b>					
36	Insurance	4,500			4,500	
37	Subscriptions	1,800			1,800	
38	Bank charges	250			250	
40	Legal fees	1,000		5,500	6,500	Rename Professional Fees
41	Other specialist fees	500		-500	0	Virement to CC40
74	Sundry items	100		-100	0	Virement to CC17
92	Risk management	1,000		-1,000	0	Virement to CC40
	<b>F - Planning</b>					
						Rename CC76 Planning Fees
	<b>G - Community Assets - Grounds</b>					
27	General repairs	1,300			1,300	
28	Car park repairs	40,000	-40,000		0	Virement to CC27
29	Play areas - equipment replacement	57,750	59,684		117,434	
30	Play areas - signs	255		4,060	4,315	Rename Play Areas - Maintenance
31	Grounds maintenance	12,000		2,500	14,500	
32	Play areas - bark	1,050		-1,050	0	Virement to CC30
33	Tree maintenance	2,000		-2,000	0	Virement to CC31
35	Play areas - benches and bins	1,500		-1,500	0	Virement to CC30
42	Pest control	500		-500	0	Virement to CC31
52	Tools and consumables	1,250		200	1,450	
90	Safety inspections	510		-510	0	Virement to CC30

94	Tractor - lease and insurance	3,300			3,300	
95	Workshop and store	200		-200	0	Virement to CC52
34	Outdoor gym maintenance	1,000		-1,000	0	Virement to CC30
103	New projects (subject to funding)	38,000			38,000	
<b>H - Community Assets - Streets</b>						
46	Bus shelters - maintenance	1,000		-1,000	0	Virement to 81
49	Notice boards - maintenance	800		-800	0	Virement to 81
50	Streetlights - maintenance and repairs	6,000			6,000	
81	Street signs	3,000		-200	2,800	Rename Street Furniture
84	Streetlights - electricity	8,000		-3,000	5,000	Reduce to £5,000
96	Footpaths - maintenance	1,500		-1,000	500	Reduce to £500
<b>I - Community Assets - Halls</b>						
98	SLC - capital expenditure	55,000		42,000	97,000	
99	SLC - running costs	12,500		-3,500	9,000	
<b>J - Burial Grounds</b>						
57	Burial Ground - maintenance	1,575		2,500	4,075	Rename Burial Ground Expenses
58	Burial Ground - repairs	500		-500	0	Virement to CC58
<b>L - Grants &amp; Donations</b>						
70	Grants - s137 Local Government Act 1972	10,000		-5,000	5,000	Rename as Grants
71	Grants - s106 Town & Country Planning Act 1990					Virement to CC70
72	Grants - other grants					Virement to CC70
73	Grants - CIL					Virement to CC70
93	Grants - s19(3) LG(MP)A 1976					Virement to CC70
<b>M - Loans</b>						
79	Capital repayments	15,751		249	16,000	
80	Interest payments	0		6,350	6,350	
<b>N - Community Services - Events</b>						
54	Community Events - expenditure	2,000			2,000	
<b>O - Community Services - Services</b>						
100	Green projects	1,500			1,500	
91	Community safety	2,500		1,500	4,000	To give sufficient budget for VAS
104	Other	5,600		-1,500	4,100	Virement to CC91
101	New projects (subject to funding)	12,000			12,000	
<b>RESERVES</b>						
	Office (Furniture/IT/PA System)	2,000			2,000	
	Specialist fees (Legal, etc)	1,500			1,500	
	Car Park	5,000			5,000	
	Workshop / store	1,000			1,000	
	Planning	1,500			1,500	
	Village Hall & Comm Centre contingency	43,000		-40,000	3,000	
	Footpath Reserve	1,000			1,000	
	Trees & Open Spaces	2,500			2,500	
	Notice Boards	1,000			1,000	
	Councillor Grants carried forward					
	Street Lights	12,000		-10,000	2,000	
	Staffing Reserve	20,000			20,000	
	MW Transport	500			500	
	Community Safety	6,000		-5,000	1,000	
	Elections	3,000			3,000	
	Burial Grounds	2,500			2,500	
	Outdoor Gym	500			500	
	Bus Shelters	500			500	
	New Community Centre	5,000			5,000	
	Play Equipment Contingency	500	19,500	-10,000	10,000	



<b>PROJECTED YEAR END SUMMARY POSITION</b>						
	<b><i>Income and Expenditure</i></b>					
	Total income	481,851			439,351	
	Total expenditure	509,030			568,813	
	Shortfall to be met from reserves	-27,179			-129,462	
	<b><i>Balance Sheet</i></b>					
	Opening Balance (brought forward from previous year) (taken from AGAR)	232,251			232,251	
	Precept	290,762			290,762	
	All other income	191,089			148,589	
	Expenditure	509,030			568,813	
	Closing Balance (carried forward to following year)	205,072			102,789	
	Earmarked Reserves	109,000			63,500	
	General Reserve	96,072			39,289	
	Total Borrowings	120,000			120,000	
	<b><i>Analysis</i></b>					
	General Reserve should represent 25% of NRE (per Reserves Policy)	68,753			67,103	
	Better General Reserve should cover 3 months normal expenditure	99,070			88,595	
	Acid Test (Total Funds less EM Reserves and Debts)	-23,928			-80,711	