



Date: 25 September 2023

Subject: RFO's Report to the meeting of Stanway Parish Council on 28 September 2023

The first part of my report (numbered 1 to 3) together with the associated appendices provides unaudited financial information. The second part (numbered 4 to 6) covers procedural matters.

1. List of Payments and Receipts (Appendix One)

There were 45 payments totalling £44,352.11 and no receipts during the period 27 July 2023 (the date of the last Council meeting) and 31 August 2023 (the date of the most recent statement from Unity Trust Bank plc).

The payments to HMRC and Essex Pension Fund (both on 23 August 2023) comprised employees' tax, National Insurance and pension contributions as well as the National Insurance and pension contributions due from the Council.

In accordance with paragraph 5.2 of the Financial Regulations, the transaction list at Appendix One omits personal information (such as individual payroll information) and other sensitive information.

2. Summaries of Receipts and Payments (Appendix Two)

Looking first at the revenue account, during the financial year to 31 August 2023 the Council received £180,154 and spent £118,707. Broadly speaking these figures are on track with budgets; however, after five months some Cost Codes show spends of more than half the annual budget. In part this is due to phasing of payments (the bill for insurance, for example, is paid in full in June for a year's cover).

Over the same period, the Council spent £75,489 on capital projects against capital receipts of £54,757. The balance of £20,732 (mainly the bill to replace the soakaway) was funded from the General Reserve.

As of 31 August 2023, the General Reserve stood at £128,101 which is within the tolerance allowed by the Reserves Policy. Members and officers should continue to monitor spending against budget to ensure reserves are not eroded.

3. Bank Reconciliation (Appendix Three)

The accounting records did not reconcile with the bank statements as of 31 August 2023 owing to an erroneous duplicate payment of £37.80 to TBS Hygiene Limited, which has since been offset against a subsequent invoice.

4. Expenditure greater than £10,000

Currently, there are no projects with expenditure of more than £10,000.

5. Virements

Members should identify and approve virements as may be necessary to (i) update budgets taking account of the variances highlighted in the report at Appendix Two; or (ii) transfer funds to or from reserves to cover anticipated future expenditure.

6. Corporate Multipay Debit Cards

In May 2021 the Council resolved for a corporate bank card to be issued to the Maintenance Worker and in March 2022 the Corporate Governance Committee resolved the debit card will have a credit limit of £100 and will be used to purchase only fuel. In practice, due to the timing of card usage and settlement of the debt with Lloyds Bank, the monthly credit limit has proved insufficient. Accordingly, members are asked to approve increasing the limit to £150 per month.

APPENDIX ONE

List of Payments and Receipts

Transaction List

Date	Receipt	Payment	Name
28-Jul-23		24.90	Screwfix Direct
28-Jul-23		19.00	Screwfix Direct
28-Jul-23		20.45	Screwfix Direct
28-Jul-23		10.88	Screwfix Direct
04-Aug-23		30.00	Stanway Village Hall Management Committee
04-Aug-23		8.00	Barclays Bank
10-Aug-23		514.80	A&J Lighting Solutions
10-Aug-23		26.29	Amazon Payments UK
10-Aug-23		30.99	Amazon Payments UK
10-Aug-23		75.00	Karl Semmence
10-Aug-23		37.80	TBS Hygiene
10-Aug-23		600.00	SLCC Enterprises
10-Aug-23		35.00	Colchester Association of Local Councils
10-Aug-23		181.70	Donna Tristram
10-Aug-23		720.00	TWH Tree & Garden Services
10-Aug-23		80.00	M J Baker
10-Aug-23		286.80	TBS Hygiene
10-Aug-23		220.00	M J Baker
10-Aug-23		22.99	Amazon Payments UK
10-Aug-23		264.00	The Play Inspection Company
10-Aug-23		30.00	Stanway Village Hall Management Committee
10-Aug-23		96.00	Regional Life
10-Aug-23		2,478.61	Colchester Borough Council
10-Aug-23		114.00	Essex Association of Local Councils
10-Aug-23		515.20	Nicholas Dines t/as Dines Agri Services
10-Aug-23		18.00	Stanway Village Hall Management Committee
10-Aug-23		41.25	Ernest Doe & Sons
14-Aug-23		218.38	New Star Networks
16-Aug-23		26.90	Angela Lingham-Baker
16-Aug-23		3.00	Lloyds Bank
17-Aug-23		118.80	Saint IT
17-Aug-23		211.93	Saint IT
17-Aug-23		152.76	A&J Lighting Solutions
23-Aug-23		3,276.04	Essex Pension Fund
23-Aug-23		47.97	Amazon Payments UK
23-Aug-23		2,884.03	HMRC
23-Aug-23		43.29	Amazon Payments UK
25-Aug-23		22,883.40	Henderson & Taylor
30-Aug-23		24.90	Screwfix Direct Limited

APPENDIX TWO

Summary of Receipts and Payments

Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2023 and 31/08/2023)

A1 Revenue Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	353,793.00	176,896.50	-176,896.50				-176,896.50 (-50%)
2	Wayleaves	1.00		-1.00				-1.00 (-100%)
6	Credit Interest	75.00	138.28	63.28				63.28 (84%)
53	Community Events - Income	300.00	467.00	167.00				167.00 (55%)
55	Burial Ground - Income	4,000.00	2,145.00	-1,855.00				-1,855.00 (-46%)
77	All Other Revenue Income		150.00	150.00				150.00 (N/A)
SUB TOTAL		358,169.00	179,796.78	-178,372.22				-178,372.22 (-49%)

B1 Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Salaries (inc. employee's tax, NI				140,000.00	49,043.32	90,956.68	90,956.68 (64%)
9	Employers' NI Contribution					4,675.85	-4,675.85	-4,675.85 (N/A)
11	Employers' Pension Contribution				37,937.00	12,406.99	25,530.01	25,530.01 (67%)
SUB TOTAL					177,937.00	66,126.16	111,810.84	111,810.84 (62%)

B2 Office & IT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Office Supplies & Consumables				2,970.00	669.24	2,300.76	2,300.76 (77%)
20	Telephone & Broadband				3,465.00	1,067.89	2,397.11	2,397.11 (69%)
22	IT Services (inc. software & supp				7,260.00	2,458.03	4,801.97	4,801.97 (66%)
SUB TOTAL					13,695.00	4,195.16	9,499.84	9,499.84 (69%)

B3 Banking & Finance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Bank Charges				220.00	85.80	134.20	134.20 (61%)
79	Capital Repayments				16,000.00	8,000.00	8,000.00	8,000.00 (50%)
80	Debit Interest				5,162.00	2,670.00	2,492.00	2,492.00 (48%)
SUB TOTAL					21,382.00	10,755.80	10,626.20	10,626.20 (49%)

B4 Professional Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Internal Audit				1,650.00	1,250.00	400.00	400.00 (24%)
25	External Audit				840.00		840.00	840.00 (100%)
40	Professional Fees				7,700.00	126.00	7,574.00	7,574.00 (98%)

Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2023 and 31/08/2023)

SUB TOTAL				10,190.00	1,376.00	8,814.00	8,814.00 (86%)
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B5 Other Admin

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 Home Working Allowance				936.00	390.00	546.00	546.00 (58%)
13 Training		90.00	90.00	3,850.00	1,301.10	2,548.90	2,638.90 (68%)
14 Travel				596.00	234.56	361.44	361.44 (60%)
36 Insurance				6,100.00	6,321.04	-221.04	-221.04 (-3%)
37 Subscriptions				2,200.00	1,762.99	437.01	437.01 (19%)
75 Chairman's Allowance				220.00		220.00	220.00 (100%)
78 Room Hire				198.00		198.00	198.00 (100%)
998 Uncategorised Expenditure					564.25	-564.25	-564.25 (N/A)
999 Accounting Adjustment							(N/A)
SUB TOTAL		90.00	90.00	14,100.00	10,573.94	3,526.06	3,616.06 (25%)

CA1 Grounds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Buildings & Car Parks				8,000.00	5,315.71	2,684.29	2,684.29 (33%)
30 Play Areas				6,000.00	454.27	5,545.73	5,545.73 (92%)
31 Grounds Maintenance		267.25	267.25	22,500.00	6,352.05	16,147.95	16,415.20 (72%)
52 Tools and Consumables				1,500.00	166.01	1,333.99	1,333.99 (88%)
94 Maintenance Vehicle				7,489.00	472.21	7,016.79	7,016.79 (93%)
SUB TOTAL		267.25	267.25	45,489.00	12,760.25	32,728.75	32,996.00 (72%)

CA2 Streets

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50 Streetlights - ex. Electricity				6,000.00	1,494.50	4,505.50	4,505.50 (75%)
81 Street Furniture				3,800.00	1,625.00	2,175.00	2,175.00 (57%)
84 Streetlights - Electricity				24,000.00	4,167.08	19,832.92	19,832.92 (82%)
96 Footpaths				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL				35,300.00	7,286.58	28,013.42	28,013.42 (79%)

CA3 Burial Ground

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57 Burial Ground - All Expenditure				2,200.00	57.86	2,142.14	2,142.14 (97%)
SUB TOTAL				2,200.00	57.86	2,142.14	2,142.14 (97%)

Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2023 and 31/08/2023)

CS1 Community Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Community Events - Expenditure				3,000.00	770.87	2,229.13	2,229.13 (74%)
70	Grants (all)				5,000.00	500.00	4,500.00	4,500.00 (90%)
91	Community Safety				5,000.00	4,104.20	895.80	895.80 (17%)
104	Community Services - other exp				2,000.00	200.00	1,800.00	1,800.00 (90%)
SUB TOTAL					15,000.00	5,575.07	9,424.93	9,424.93 (62%)

Summary

NET TOTAL	358,169.00	180,154.03	-178,014.97	335,293.00	118,706.82	216,586.18	38,571.21 (5%)
V.A.T.		35,849.03			4,764.68		
GROSS TOTAL		216,003.06			123,471.50		

Summary of Receipts and Payments

Cost Centre Group - Capital Account (Between 01/04/2023 and 31/08/2023)

A2 Capital Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	CCC Grants - General							(N/A)
4	CCC Grants - CIL, s106, etc.	53,000.00	52,000.00	-1,000.00				-1,000.00 (-1%)
5	Other Grants	44,500.00	127.00	-44,373.00				-44,373.00 (-99%)
7	LCTS Administration Subsidy	5,259.00	2,629.50	-2,629.50				-2,629.50 (-50%)
SUB TOTAL		102,759.00	54,756.50	-48,002.50				-48,002.50 (-46%)

Q Capital Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
200	Community Services - environm				1,500.00		1,500.00	1,500.00 (100%)
201	Community Services - other new				12,000.00		12,000.00	12,000.00 (100%)
202	Car park extension				52,000.00	52,557.08	-557.08	-557.08 (-1%)
203	Soakaway				19,000.00	19,069.50	-69.50	-69.50 (-0%)
204	Car park resurfacing				30,000.00		30,000.00	30,000.00 (100%)
205	Electric vehicle charging point				1,000.00		1,000.00	1,000.00 (100%)
206	Air conditioning				5,000.00	3,862.00	1,138.00	1,138.00 (22%)
SUB TOTAL					120,500.00	75,488.58	45,011.42	45,011.42 (37%)

Summarv

NET TOTAL	102,759.00	54,756.50	-48,002.50	120,500.00	75,488.58	45,011.42	-2,991.08 (-1%)
V.A.T.					15,097.72		
GROSS TOTAL		54,756.50			90,586.30		

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)

A	Bank Reconciliation at 31/08/2023		
	Cash in Hand 01/04/2023		164,732.04
	ADD Receipts 01/04/2023 - 31/08/2023		270,759.56
	SUBTRACT Payments 01/04/2023 - 31/08/2023		435,491.60 214,057.80
	Cash in Hand 31/08/2023 (per Cash Book)		221,433.80
B	Cash in hand per Bank Statements		
	Petty Cash	03/05/2023	0.00
	5. Nationwide XXXXX419	21/07/2023	31,709.86
	4. Nationwide XXXXX427	21/07/2023	31,571.29
	1. Unity Trust XXXXX053	31/08/2023	98,377.64
	3. Barclays XXXXX528	19/07/2023	66,431.85
	2. Barclays XXXXX152	19/07/2023	5,164.23
			233,254.87
	Less unrepresented payments		11,966.87
			221,288.00
Plus unrepresented receipts		108.00	
		221,396.00	
	Error A does NOT equal B		
	ERROR IS	£37.80	

Stanway Parish Council
Uncashed payments/transfers out (All banks)
(Upto 31/08/2023)

Voucher	Date	Cheque No.	Description	Total	Bank
140	10/07/2023	DIRECT DEBIT	Health and wellbeing	600.00	1. Unity Trust XXXXX053
145	10/07/2023		Training	108.00	1. Unity Trust XXXXX053
167	27/07/2023	DEBIT CARD	Fuel	49.40	1. Unity Trust XXXXX053
185	03/08/2023		Maintenance consumables	9.95	1. Unity Trust XXXXX053
186	04/08/2023		IT software and support	510.00	1. Unity Trust XXXXX053
187	08/08/2023		Office consumables	85.72	1. Unity Trust XXXXX053
188	08/08/2023		Signage	4,925.04	1. Unity Trust XXXXX053
189	14/08/2023		Air conditioning	4,634.40	1. Unity Trust XXXXX053
190	14/08/2023		Advertising	48.00	1. Unity Trust XXXXX053
191	14/08/2023	DIRECT DEBIT	Telephone and broadband	393.37	1. Unity Trust XXXXX053
192	22/08/2023		Training	72.00	1. Unity Trust XXXXX053
193	22/08/2023		Training	72.00	1. Unity Trust XXXXX053
194	29/08/2023		Maintenance consumables	7.48	1. Unity Trust XXXXX053
195	29/08/2023		Maintenance consumables	44.50	1. Unity Trust XXXXX053
196	29/08/2023		Advertising	48.00	1. Unity Trust XXXXX053
197	30/08/2023	DEBIT CARD	Fuel	49.21	1. Unity Trust XXXXX053
198	30/08/2023	DEBIT CARD	Fuel	15.00	1. Unity Trust XXXXX053
199	30/08/2023	DIRECT DEBIT	Bank charges	8.00	2. Barclays XXXXX152
200	29/08/2023		Waste collection	286.80	1. Unity Trust XXXXX053
Total-----				11,966.87	

Stanway Parish Council
Uncashed receipts\transfers in (All banks)
(Upto 31/08/2023)

Voucher	Date	Cheque No.	Description	Total	Bank
14	13/07/2023		Refund	108.00	1. Unity Trust XXXXX053
			Total-----	108.00	