

Upton Bishop Parish Council
Income and expenditure account
31 October 2019

	Actual							Year to date		Forecast					Total 2019-2020			Note
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Actual	Budget	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Forecast	Budget	Variance £	
General operating fund																		
Income																		
Precept	742	738	738	738	738	738	742	5,174	5,174	738	738	738	738	738	8,864	8,864	-	-
Bank interest	-	-	-	-	1	1	-	2	-	-	-	-	-	-	2	-	2	2%
Total general income	742	738	738	738	739	739	742	5,176	5,174	738	738	738	738	738	8,866	8,864	2	0%
Expenditure																		
Salaries	241	228	-	-	440	440	440	1,789	1,728	440	440	440	440	440	3,989	3,928	(61)	(2%)
Temporary clerk cover	-	-	-	1,000	-	-	-	1,000	1,270	-	-	-	-	-	1,000	1,270	270	21% 1
Recruitment	-	-	-	200	-	-	-	200	200	-	-	-	-	-	200	200	-	-
Mileage costs	-	-	-	59	27	9	18	113	46	18	18	18	18	18	203	56	(147)	(262%)
Office costs	-	15	-	-	-	7	-	23	55	8	8	8	8	8	63	95	32	34%
Payroll bureau	-	-	-	-	13	18	13	44	30	13	13	13	13	13	109	80	(29)	(37%)
Training	-	-	-	-	-	-	-	-	180	-	-	-	-	-	-	180	180	100%
Lengthsman	1,072	225	225	256	256	256	256	2,546	2,246	236	236	236	236	236	3,726	3,426	(300)	(9%)
Footpaths	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
IT costs	-	55	-	15	14	67	7	158	643	21	21	529	29	29	787	748	(39)	(5%)
Subscriptions	69	35	35	35	35	35	35	279	328	35	35	35	35	35	454	503	49	10%
Insurance	(2)	-	30	30	30	30	30	148	208	30	30	30	30	30	298	358	60	17%
Room hire	72	60	61	-	104	8	38	344	213	20	20	20	20	20	444	313	(131)	(42%)
Audit	-	-	-	-	275	15	55	345	215	15	15	15	15	15	420	240	(180)	(75%) 2
Election	-	-	-	-	-	-	-	-	600	250	-	-	-	-	250	600	350	58% 3
Loan interest	-	-	-	-	-	344	56	399	-	54	56	49	46	50	654	-	(654)	(654%) 4
Contingency	-	-	-	-	-	-	-	-	700	100	100	100	100	100	500	1,200	700	58% 5
Total general expenditure	1,453	618	351	1,595	1,194	1,229	948	7,388	8,662	1,240	992	1,493	990	994	13,097	13,197	100	1%
General surplus/(deficit)	(711)	120	387	(857)	(455)	(490)	(206)	(2,212)	(3,488)	(502)	(254)	(755)	(252)	(256)	(4,231)	(4,333)	102	(2%)
Neighbourhood Development Plan																		
Income	-	-	-	-	-	-	1,993	1,993	1,993	596	516	516	516	1,743	5,880	5,880	-	-
Expenditure																		
Consultancy	(622)	-	-	-	(299)	-	-	(921)	(1,247)	(580)	(580)	(580)	(580)	(1,733)	(4,974)	(4,974)	0	(0%)
Printing and stationery	-	-	-	-	-	(438)	-	(438)	(500)	(62)	-	-	-	-	(500)	(500)	-	-
Room hire	(102)	-	(16)	-	(28)	-	(14)	(160)	(118)	(54)	(16)	(16)	(16)	(16)	(278)	(278)	-	-
Miscellaneous	-	-	(20)	-	(31)	31	-	(20)	(20)	-	-	-	-	-	(20)	(20)	-	-
Surplus/(deficit)	(724)	-	(36)	-	(358)	(407)	1,979	454	108	(100)	(80)	(80)	(80)	(6)	108	108	0	0%
Total surplus/(deficit)	(1,435)	120	351	(857)	(813)	(897)	1,773	(1,758)	(3,380)	(602)	(334)	(835)	(332)	(262)	(4,123)	(4,225)	102	(2%)

Upton Bishop Parish Council

Notes to the accounts

31 October 2019

General comments

In 2018/19, the Council received a grant in respect of the NDP. In accounting terms, this income needs to be matched with the expenditure that it was intended for. I've allocated this income in line with budget for the year. Expenditure for the first part of the year has been below budget but will pick up by the end of the year, such that the grant will be fully spent.

The general operating fund, is funded by the precept and although it shows in the cash flow report as being received in two installments, in accounting terms it is used to fund operating costs throughout the year. At this stage of the year, we expected to see costs of £8,662 but have only spent £7,388. However, we now anticipate more actual cost than budget in the final five months bringing the total expenditure to £13,097 - £100 under budget. The bad news is that this will still be £4,231 greater than the precept, but at least costs are being controlled and demonstrates that the Council is capable of doing this.

Notes

Notes are given where the variance is greater than 10% plus or minus and the value is greater than £200 or when more explanation is needed.

1 Temporary clerk cover

The actual cost of cover was less than the budget

2 Audit

Provision is being made for the cost of the internal audit at the end of the year, but in August there was a bill for the internal audit for 2018/19 so there is a double charge this year. In addition, there was a penalty invoice this month from the auditors because the Certificate of Exemption was lodged after the due date.

3 Election

Although the election was uncontested, there will be an admin cost from Herefordshire Council. £600 was budgeted, but £250 has been accrued which should be more than enough when HC send the invoice.

4 Loan interest

The repayment to the Public Works Loan Board is a fixed amount but consists of capital repayment and interest. As the outstanding loan reduces the interest element reduces and the capital repayment element goes up. Interest is reported in the income and expenditure statement and the full repayment is shown in the cash flow report.

5 Contingency

The contingency has not been used this year so far.

Upton Bishop Parish Council

Cash flow statement

For the period ended 31 October 2019

	Actual							year to date	Forecast					Projection for year
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19		Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	
Precept	4,432	-	-	-	-	4,432	-	8,864	-	-	-	-	-	8,864
Interest receivable	-	-	1	-	-	1	-	2	-	-	-	-	-	2
VAT refund	-	-	-	22	-	-	-	22	-	-	-	-	-	22
Income	4,432	-	1	22	-	4,433	-	8,888	-	-	-	-	-	8,888
Salaries	242	182	-	-	352	528	486	1,790	440	440	440	440	440	3,990
Temporary clerk cover	-	-	-	-	1,200	-	-	1,200	-	-	-	-	-	1,200
Recruitment	-	-	-	-	-	-	240	240	-	-	-	-	-	240
Mileage costs	-	-	-	-	70	-	27	97	18	18	18	18	18	187
Office costs	-	15	-	-	-	-	-	15	-	-	-	-	-	15
Payroll bureau	-	-	-	-	-	-	38	38	-	-	65	-	-	103
Training	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lengthsman	660	220	-	642	-	-	512	2,034	236	236	236	236	236	3,214
Footpaths	-	-	-	-	-	-	-	-	-	-	-	-	-	-
IT costs	-	55	-	17	8	8	88	176	8	8	728	8	8	938
Subscriptions	538	-	-	-	-	-	-	538	-	-	-	-	-	538
Insurance	-	-	358	-	-	-	-	358	-	-	-	-	-	358
Room hire	-	72	-	121	-	-	104	297	20	20	20	20	20	397
Audit	-	-	-	-	240	-	-	240	-	-	-	-	-	240
Election	-	-	-	-	-	-	-	-	250	-	-	-	-	250
General expenditure	1,440	545	358	780	1,871	536	1,495	7,024	972	722	1,507	722	722	11,671
NDP consultancy	-	-	747	-	-	299	-	1,045	580	580	580	580	1,733	5,098
NDP printing and stationery	-	-	-	-	-	-	450	450	62	-	-	-	-	512
NDP Room hire	-	102	-	16	-	-	28	146	54	16	16	16	16	264
NDP miscellaneous	-	-	-	20	-	-	-	20	-	-	-	-	-	20
NDP expenditure	-	102	747	36	-	299	478	1,661	696	596	596	596	1,749	5,894
PWB loan repayment	-	-	-	1,719	-	-	-	1,719	-	1,719	-	-	-	3,438
Total expenditure	1,440	647	1,105	2,535	1,871	834	1,973	10,404	1,668	3,037	2,103	1,318	2,471	21,003
Net income/expenditure	2,992	(647)	(1,104)	(2,513)	(1,871)	3,599	(1,973)	(1,517)	(1,668)	(3,037)	(2,103)	(1,318)	(2,471)	(12,115)
Bank balances brought forward	15,884	18,877	18,230	17,126	14,613	12,742	16,341	15,884	14,368	12,699	9,662	7,558	6,240	15,884
Bank balances carried forward	18,877	18,230	17,126	14,613	12,742	16,341	14,368	14,368	12,699	9,662	7,558	6,240	3,769	3,769