

Buxted Parish Council Half Year Financial Review (2018)

Aim

The aim of this report is to assess the financial position of Buxted Parish Council, comparing the expenditure during the first half of this financial year, to the budget that was set.

Method

Buxted Parish Council use Rialtas Business Solutions software (RBS) for their accounting purposes. Data has been extracted from RBS for this financial report.

Method: RBS > Management Accounts > Management Reports > Receipts and Payments reports > Nominal Ledger > Ear Marked Reserves > Cash and Investment reconciliation > Trial balance reports.

Time period

1st April 2018 to 30th September 2018.

Summary

During the first 6 months of this financial year there have been £82,238 of payments made by Buxted Parish Council. £24,337 of this was from the Section 106 funds for the new hall, so general parish council expenditure is £57,901.

Our anticipated income for the year is £104,331. We have therefore spent 55% of our annual income during the first 6 months. However, consideration needs to be given to the fact that we have several expenditures that are one off's and have already been paid – for example annual insurance and all the annual grants that the parish council awards.

Income

Precept

The parish council requested a precept of £101,011 from Wealden District Council for the period of 1.4.18 to 31.3.19. This is paid in two installments to our current account, both of which have now been received.

Reading room hire

During the first 6 months we have received £1,605.32 from hirers of the Reading Room. This is 64% of the amount we budgeted for the whole year (£2,500).

High Hurstwood allotment field rent

This field is not used by the parish council but is hired out on a long-term basis by a parishioner for her horse. The payment is made twice per year. And at the time of writing this report a cheque had just been received, but is not yet showing on our RBS figures, but it is anticipated that 100% of the £520 will be received during this financial year.

High Hurstwood recreation ground rent

When the field is used by hall hirers – for example when a wedding takes place – a small amount of ground rent is received by the parish council. We budgeted £300 for this financial year and have received exactly 50% of this at the half year point.

Interest received

A very small amount of interest is received each year, so little that do not actual set a budgeted amount. The amount received during the first 6 months is £59.

Expenditure

Staff costs

The combined budget for the Clerks salaries, national insurance, PAYE, employee pension contributions and employer pension contributions is £51,750 for the year. During the first 6 months of this financial year £24,969 has been spent, so is within budget 48%.

Clerks mileage

Currently this is fractionally over budget £416 spent of £800 – but is likely to go over budget by year end. This is due to Becky Macklen making more frequent checks of the playground equipment.

Computer expenditure (Infinity)

We have spent slightly more on this code than usual (currently 66% of the total years expenditure) which is due to setting up of the .gov email address and domain but was essential that we complete this for GDPR compliance.

Parish Council Insurance

There has been a fractional overspend on the annual insurance fee (£3,218 spent, £3,155 budgeted) this is due to the increased premium for the additional play equipment.

Highways

We have contributed £3,500 to the Coopers Green speed limit reduction signs, and there have also been a number of traffic surveys conducted. We have spent 98% of the £4,000 budget for the whole year – so it is likely that this cost code will have an overspend by the year end.

Reading Room Maintenance

At the beginning of the year we had to carry out some maintenance work on the kitchen and the gentleman's toilets at the Reading Room. Overall there has been an overspend on this cost code £801 spent in the first 6 months, £600 budgeted for the year.

High Hurstwood recreation ground general maintenance

This cost code could also see an overspend by the year end. Works were carried out on the trees which cost £450. The budget for the whole year is £500.

Unplanned expenditure

The parish council have recently issued a cheque for £585 for the refurbishment of the Five Ash Down telephone box. £646 has also spent on the 6ft tommy figure.

Bank balances

Buxted Parish council holds five accounts with Natwest Bank. The balances as of 30th September 2018 are as follows:

Date	Account	Balance
30.09.18	Current Account	£92,391.53
30.09.18	Youth Council Account	£545.63
30.09.18	Business Reserve Account (New Hall)	£37,667.71
30.09.18	Capital Reserve Account	£137,513.77
30.09.18	Reserve Account (Off site play equipment)	£50,989.20
	Total	£319,107.84

Accounted for within the above balances, the parish council have the following Ear Marked Reserves:

EMR	£ Amount
Elections	£4,313.35
Staff	£1,500.00
Play areas (renewal fund)	£14,850.00
Play areas (maintenance)	£5,420.00
Traffic Management	£6,000.00
Computer & Office Equipment	£2,500.00
Legal & valuation fees	£5,000.00
Parish Hall Development	£15,260.92 *
Allotment deposits (Buxted)	£1,160.00
Repairs & renewals	£26,500.00
Total	£82,504.27

*this figure needs to be updated within RBS, as the current balance is £9,496 plus some further funds are due back as VAT refund.

New Community Hall Finances

There are two sources of funds for the new community hall, one is the parish council reserves that were set aside many years ago, with a starting amount of £41,000. The other source of funding is the Section 106 funds. The breakdown of expenditure from both sources can be seen below

Parish Council New Hall Reserves

Starting Amount	£41,000
Amount spent	£34,145
Of the above amount – amount of VAT included	£5,070
VAT refunded to date**	£2,641
Current balance	£9,496

** The VAT refund for the year end of 31.3.2018 has not yet been received

Section 106 New Hall Funds

Starting amount	£108,514
Amount spent	£73,819
Of the above amount – amount of VAT included	£5,345
VAT refunded to date***	£474
Current balance	£35,169

*** The VAT refund for the year end of 31.3.2018 has not yet been received

New Hall expenditure

To date there have just been two payments made for the new hall during the first 6 months of this financial period – both have come from Section 106 funds. These invoices were paid from our current account, and the funds transferred from the hall account to the current account to cover it (as we do not have a cheque book for the hall account).

£14,677 architects' fees to Barker Shorten Associates.

£9,660 ground works D H Tourle.

We have just received a final invoice from D H Tourle for £1,070 which will be paid in November 2018 from Section 106 funds.

Community Infrastructure Levy (CIL)

Wealden District Council adopted its CIL Charging schedule in November 2015 and began the implementation in 2016. An amount of the CIL is awarded to the parish council where the development takes place. In October 2018 Buxted Parish Council received £2,344.24 from Wealden District Council in CIL. There are guidelines on what this can be spent on, it is not for general parish costs. The CIL regulations 2010 require the funds given to the parish council to be used to support the development of the local area by funding:

- 1) The provision, improvement, replacement, operation or maintenance of infrastructure; or
- 2) Anything else that is concerned with addressing the demands that development places on an area.

Claudine Feltham

Clerk and Responsible Financial Officer

Buxted Parish Council

22nd October 2018.