



AGENDA ITEM 190406 a (Receipts Registers Q1 -4)

SHERFIELD PARK PARISH COUNCIL									
RECEIPTS LEDGER 2018 - 2019									
1st Quarter									
Date	Precept	Receipts Bank Int	Other	Details	Current A/C	Deposit Account	Other Account	TOTAL	
				Balance brought forward	13,442.17	65,789.49			79,231.66
Apr-18		3.91				3.91			3.91
Apr-18	19,610.00			1st Half year Precept	19,610.00				19,610.00
May-18			12,820.77	S106 Payment (Parish Office)	12,820.77				12,820.77
Jun-18			2,035.80	Litter Warden Grant BDBC	2,035.80				2,035.80
Jun-18			298.41	VAT refund Qtr 4 2017-18	298.41				298.41
May-18		3.79				3.79			3.79
Jun-18		3.91				3.91			3.91
	19,610.00	11.61	15,154.98		48,207.15	65,801.10	-		114,008.25
				Less Yr to date Payments	14,678.04				
				Current Account balance	<u>33,529.11</u>				
	Total Receipts:		34,776.59					Less Yr to date Payments	14,678.04
								Balance at 30 June 2018	<u>99,330.21</u>
				Current Account (per bank statement)	33,529.11				
				Deposit Account (per bank statement)	65,801.10				
				Other Account (per bank statement)					
				Less: Cheques o/s					
				Balance as at 30th June 2018	<u>99,330.21</u>				

SHERFIELD PARK PARISH COUNCIL

RECEIPTS LEDGER 2018 - 2019

2nd Quarter

Date	Receipts Precept	Receipts Bank Int	Receipts Other	Details	Current A/C	Deposit Account	Other Account	TOTAL
				Balance brought forward	33,529.11	65,801.10		99,330.21
Jul-18		3.79		Deposit account interest		3.79		3.79
Aug-18		3.91		Deposit account interest		3.91		3.91
Aug-18			1,469.65	VAT refund Qtr 1	1,469.65			1,469.65
Sep-18		5.32		Deposit account interest		5.32		5.32
Sep-18	19,610.00			2nd half year Precept	19,610.00			19,610.00
	19,610.00	13.02	1,469.65		54,608.76	-	65,814.12	120,422.88
				Less 2nd quarter's payments	25,627.13			
				Current Account balance	<u>28,981.63</u>			
	Total Receipts:		21,092.67			Less Yr to date Payments		40,305.17
						Balance at 30 Sept 2018		<u>94,795.75</u>
				Current Account (per bank statement)	29,081.63			
				Deposit Account (per bank statement)	65,814.12			
				Other Account (per bank statement)				
				Less: Cheques o/s	100.00			
				Balance as at 30 Sept 2018	<u>94,795.75</u>			

SHERFIELD PARK PARISH COUNCIL

RECEIPTS LEDGER 2018 - 2019

3rd Quarter									
Date	Receipts			Details	Current A/C	Deposit Account	Other Account	TOTAL	
	Precept	Bank Int	Other						
				Balance brought forward	28,981.63		65,814.12		- 94,795.75
Oct-18			3,223.27	VAT refund for Qtr 2	3,223.27				3,223.27
Nov-18		20.20		Deposit account interest		20.20			20.20
Dec-18		10.82		Deposit account interest		10.82			10.82
									-
									-
	-	31.02	3,223.27		32,204.90		65,845.14		- 98,050.04
				Less 3rd qtr payments	13,853.20				
				Current Account balance	<u>18,351.70</u>				
			3,254.29					Less Yr to date Payments	54,158.37
								Balance at 31 Dec 2018	<u>84,196.84</u>
				Current Account (per bank statement)	18,851.70				
				Deposit Account (per bank statement)	65,845.14				
				Other Account (per bank statement)					
				Less: Cheques o/s	500.00				
				Balance as at 31 Dec 2018	<u>84,196.84</u>				

SHERFIELD PARK PARISH COUNCIL

RECEIPTS LEDGER 2018 - 2019

4th Quarter									
Date	Receipts Precept	Bank Int	Other	Details	Current A/C	Deposit Account	Other Account	TOTAL	
				Balance brought forward	32,204.90		65,845.14	-	98,050.04
Jan-19		11.18		Deposit account interest		11.18			11.18
Feb-19		11.19		Deposit account interest		11.19			11.19
Mar-19		10.11		Deposit account interest		10.11			10.11
Feb-19			810.70	VAT Refund Qtr 3	810.70				810.70
									-
									-
	-	32.48	810.70		33,015.60	65,877.62		-	98,893.22
				Less 4th qtr payments	7,498.29				
				Current Account balance	<u>25,517.31</u>				
			843.18					61,656.66	
								77,541.73	
				Current Account (per bank statement)	11,664.11				
				Deposit Account (per bank statement)	65,877.62				
				Other Account (per bank statement)					
				Less: Cheques o/s					
				Balance as at 30 Mar 2019	<u>77,541.73</u>				

AGENDA ITEM 190406 b

SHERFIELD PARK PARISH COUNCIL						
SUMMARY RECEIPTS & PAYMENT ACCOUNT						
<u>YEAR ENDED 31 MARCH 2019</u>						
					Figures shown exclusive of VAT	
Annual	Actual-v-				£	£
Budget	Budget					
RECEIPTS						
39850	98%	Precept			39,220.00	
10	881%	Bank Interest			88.13	
		Other			20,658.60	
TOTAL RECEIPTS						59,966.73
PAYMENTS						
11,000	107%	Net Salaries & Allowances			11,722.00	
		HCC - Pension Contributions (eer's & eee's)			-	
100	170%	Clerk's Expenses			169.67	
1,500	0%	Chairman's Allowance			-	
100	317%	Hall Hire			316.95	
7,500	6%	Audit Commission			480.00	
1,500	60%	Administration			892.85	
12,000	5%	Insurance			623.38	
-		Subscriptions			510.00	
1,120	8%	Publications			90.00	
1,200	859%	Grants & Donations:			10,306.84	
1,500		Section 137 Payment			613.54	
1,500	45%	Training			669.07	
3,250	16%	Repairs & Maintenance			521.82	
3,250	9%	Website			297.94	
20,000	140%	Office Project			27,984.22	
		Miscellaneous			503.67	
		VAT on payments			5,954.71	
65,520		TOTAL PAYMENTS				61,656.66
<u>RECEIPTS & PAYMENTS SUMMARY</u>						
BALANCE BROUGHT FORWARD on 01/04/18						79,231.66
ADD Total Receipts (as above)						59,966.73
LESS Total payments (as above)						61,656.66
Balance Carried forward 31/03/0						77,541.73
These cumulative funds are represented by:						
Current Account Balance					11,664.11	
Less: Cheques drawn but not debited as at 31.03.0 (nos.)					-	
Deposit Account Balance					65,877.62	
Other Account					-	
						77,541.73
Signed: <i>Steve Vaux</i>						
Responsible Finance Officer to Sherfield Park Parish Council					Date:	13/04/2019

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SHERFIELD PARK PARISH COUNCIL						
ANNUAL RETURN: Year ending 31st MARCH 2019						
(Figures shown net of VAT)						
Prev Yr					% diff	£ diff
£	Box No.	RECEIPTS			on prev yr	on prev yr
39850	2	Precept		39,220	98%	-630.00
23		Bank Interest		88		
3607		Other receipts		20,659		
3631	3	Total other receipts		20,747	571%	17,116.22
10029		Net Salaries & Allowances (inc Chairman's)		11,722		
0		HCC - Pension Contributions		-		
0		Administration/Clerk's Expenses		170		
10029	4	Staff costs		11,891.67	119%	1,862.21
535		Audit Fees		480		
505		Training		669		
454		Hall Hire		317		
936		Subscriptions		510		
0		Publications		90		
490		Insurance		623		
1592		Administration		893		
0		Repairs & Maintenance		522		
4664		Grants & Donations		10,307		
1000		Section 137 Payments		614		
285		Website		298		
166		Office Project		27,984		
3084		Misc		504		
1074		VAT on payments		5,955		
14786	6	Total Other Payments		49,764.99	337%	34,979.30
RECEIPTS & PAYMENTS SUMMARY						
		Balance brought forward 1/4/200		-		
		Add Total Receipts (as above)		59,967		
		Less Total Payments (as above)		61,657		
0	8	Balance carried forward 31/3/2019		- 1,690		-1,689.93

Significant Variances (differences of over 15%) From Previous year			
(Detail here reasons for variances under appropriate headings)			
Ref 3	Receipts increased due to the following:		
	i) Section 106 contribution of £12820.77 towards construction of parish office		
	ii) Unexpected continuation of Litter Grants (£2,035.80)		
	iii) VAT refunds greater due to major capital project (Office construction)		
Ref 4	Staff costs increased due to:		
	i) Interim Clerk required for over 2 months;		
	ii) New Clerk recruited April 2018 required to work significant additional hours to oversee office construction project		
Ref 6	Overall Spending increased primarily by:		
	i) over £27,000 spent to construct and equip Parish Office. This is a non-recurrent capital project substantially completed by year end		
	ii) Grant disbursements increased to support more organisations inc New Cub and Beaver groups. Support also increased for youth club to support expansion of helper team		
	Other smaller variations were:		
	iii) insurance csts increased to cover additional assets (primarily office)		
	iv) Training cost increased by spending to enhance new clerk's skills and train councillors.		
	v) Miscellaneous costs reduced by improved cost allocation discipline		
	vi) Hall Hire costs reduced following opening of office		
	vii) Subscriptions reduced as several subs felt to be unnecessary		
	viii) Admin costs reduced by using existing resources (laptop, printer etc)		
	ix) R & M costs involved for the first time as equipment etc needed upkeep		
Ref 8	The council's overall cash situation saw a slight overall drop after various unplanned costs were added to office project eg Installing utilities & modifications to permit disabled access to building.		



AGENDA ITEM 190407

Sherfield Park Parish Council				
2019-20 Draft Budget				
Final (including Revised VAT Policy)				
	2018-19			
For year	Budget	Latest Est	Parameters for 2019-20	Totals 2019-20
RECEIPTS				
Precept	39,220	39,220	No increase requested as expenditure well controlled 2018-19	39,220
Interest	10	70	No significant changes	50
Litter Warden Grant	-	2,036	Assumes 3% inflation increase as per BDBC guidance	2,340
S 106 grant	12,000	12,821	2018-19 grant for parish office - no grant anticipated 2019-20	-
VAT refunds	3,300	7,500	Refunds reduced in 2019-20 as no major capital projects	3,000
Transfer from reserves			Reallocation unused capital allocation - avoids precept increase	7,100
Total income	54,530	61,647		51,710
RECURRENT EXPENDITURE PAYMENTS (Net of VAT)				
Salaries & Allowances	11,000	11,500	Litter warden & Clerk + possible adjustments/locums	11,000
Clerks Expenses	100	250	Primarily travel costs (training etc)	280
Administration	1,500	1,500	Includes software, office consumables etc	1,250
Chairman's Allowance	100	100		100
Repairs & Maintenance	7,500	4,000	Bus Shelters, Office maintenance, Lengthsman materials etc	3,600
Insurance	1,500	1,000	Provision for marginal increase	700
Grants & Donations	12,000	12,000	Proposed increase to encourage more organizations to seek grants	15,000
Section 137 payments	-	2,000	Tentative projection/contingency	2,500
Training	1,120	1,500	7 Councillors + clerk x 2 courses at £80 each	1,100
Hall Hire	1,200	500	Hire of Garden Room x 10 hrs	250
Audit Fees	1,500	700	Provision for marginal increase if internal auditor changes	900
Subscriptions	1,500	1,000	HALC & NALC + CCTV storage & Document backup etc	800
Publications	3,250	2,000	Newsletters x 4 & publication of Parish calendar	2,180
Traffic control equipment			Purchase of Speed monitoring eqpt	3,500
Office Equipment			Purchase of A3 Printer, Projector, CCTV & Alarm for office	3,000
Miscellaneous	4,250	2,000	Contingency	400
IT - inc Website refresh, Domain charge & backup			Ongoing costs plus refresh project provision	800
Emergency Plan supplies			Provision once plan finalized	850
Electricity & Telephone		500	Broadband @£35pcm & Electricity @ £15 pcm estimated	500
VAT				3,000
TOTAL	46,520	40,550		48,710
CAPITAL WORKS				
Office Development (including utilities)	21,500	28,000	Office due to be completed February 2019	-
Reserves				
Provision for Election Costs	4,000	4,000	Confirmed 20/11 BDBC responsibility so reserve not required	-
Provision for Playground refurbishment	7,500	7,500	Not required - BDBC responsibility. Reassigned to allotment fund etc	-
Provision for purchase of land for allotments			Provision reallocated from Playground reserve	5,000
Provision for wilderness areas			Provision reallocated from Playground reserve	2,500
Provision for other Capital projects	5,000	2,000	Noticeboard & Gateway Projects	9,000
Construction of Office	20,000	15,179	Project part offset by S106 grant	-
6 mth running cost reserve	20,000	20,000	Provision increased as annual spend increased	25,000
TOTAL	56,500	48,679	Reserves reduced after office project completed	41,500

Item 190408

SHERFIELD PARK PARISH COUNCIL							
Office Project expenditure 2018-19 to date							
(Allocated to Office project and Maintenance in accounts)							
Date	Details	Amount (£) net of VAT refund					Total to date
		Building	Civils	Utilities	Other	Interior	
Jan-18	Dunster House Building plans for Planning App'n	150.00					150.00
Feb-18	Fryer consulting - Planning Fees	180.00					330.00
Mar-18	BDBC - Planning application	117.00					447.00
Apr-18	Dunster House - downpayment for office	3,333.33					3,780.33
Jun-18	SSE Electricity installation			1,910.42			5,690.75
Jun-18	Building control fee				129.17		5,819.92
Jun-18	4Ds Slab construction downpayment		1,314.75				7,134.67
Jul-18	Dunster House - Balance for building	9,943.47					17,078.14
Jul-18	Hire of Secure Store				362.00		17,440.14
Jul-18	4Ds Slab construction stage payment		3,441.75				20,881.89
Jul-18	BDBC Planning Amendment Fee				117.00		20,998.89
Aug-18	4Ds Slab final payment		529.50				21,528.39
Aug-18	4Ds Excavator hire for utilities trench			380.00			21,908.39
Aug-18	4Ds labour & materials for utilities			325.00			22,233.39
Sep-18	DRC Electrical Power certificate			182.00			22,415.39
Sep-18	Building Control Visits				334.17		22,749.56
Nov-18	Southern Flooring - Downpayment					100.00	22,849.56
Nov-18	MCD - Office furniture					1,117.00	23,966.56
Nov-18	Southern Flooring - Balance					795.00	24,761.56
Nov-18	Timpsons - Duplicate Keys				76.82		24,838.38
Nov-18	Viking - Office Equipment					258.42	25,096.80
Nov-18	Viking - Office Chairs					436.00	25,532.80
Nov-18	Excavator hire - Broadband trench			230.00			25,762.80
Nov-18	Hire Safety Fencing				756.00		26,518.80
Nov-18	4Ds - Fitting Disabled access door	818.00					27,336.80
Dec-18	Sundries to equip office					88.82	27,425.62
Dec-18	Casual labour (backfilling trench)			25.00			27,450.62
Dec-18	Clerk's time backfilling trench *					150.00	27,600.62
Dec-18	Refund from SSE			- 1,118.66			26,481.96
Jan-19	4Ds - Finishing interior & path & drainage	771.00			771.00		28,023.96
Jan-19	Interior finishing *					70.00	28,093.96
Jan-19	Clerks time painting fitting interior *	100.00					28,193.96
Apr-19	BT Broadband connection			150.00			29,133.96
Yet to come							
May-19	Landscaping (along trench line etc)		500.00				
May-19	Additional notice board & installation				2,200.00		
May-19	Door shading	600.00					
Feb-19	Aluminium Trim/Flashing (Estimated)	790.00					28,983.96
Mar-19	Security systems (Estimated)				1,600.00		30,733.96
Summary of cost categories							
TOTAL		16,802.80	5,786.00	2,083.76	6,346.16	3,015.24	34,033.96

* = Cost of activity included in Clerk's salary

Agenda Item 190409

SHERFIELD PARK PARISH COUNCIL					
<u>Asset Register</u>					
Latest update:		Mar-19			
Item name	Date acquired	Original Cost (ex-VAT)	Estimated Life (Years)	Residual Value	Planned date for Replacement
HP 38087UB3 Laptop Computer	2016	400	5	160	2021
HP Envy 4520 Printer	2016	35	5	14	2021
Samsung 22" Monitor	2018	88	10	79	2028
Paper Shredder	2016	38	5	15	2021
A4 Laminator	2016	25	5	10	2021
2 x Notice boards	2016	5,200	20	4,420	2036
6 x Bus Shelters	2017	21,000	20	18,900	2037
1 x Office building	2018	27,000	20	25,650	2038
2 x Desks	2018	330	10	297	2028
2 x Drawer stacks	2018	189	10	170	2028
1 x Board table	2018	200	10	180	2028
2 x Office Operators Chairs	2018	157	10	141	2028
16 x Conference chairs	2018	436	10	392	2028
2 x Low level office cupboards	2018	298	10	268	2028
1 x Speed Monitor unit & Stand	2017	2,760	10	2,208	2027
2 x Display stand	2017	300	5	180	2022
TOTAL ASSET VALUE		58,456		53,085	
Replacement reserve needed at start of 2019/20 financial year			5,371		
Additional Assets to be added in Q1 of 2019-20					
<i>1 x Notice Board</i>	<i>2019</i>	<i>2,200</i>	<i>10</i>	<i>1,980</i>	<i>2029</i>
<i>Projector & Screen</i>	<i>2019</i>	<i>350</i>	<i>10</i>	<i>280</i>	<i>2029</i>
<i>Security systems</i>	<i>2019</i>	<i>2,000</i>	<i>10</i>	<i>1,600</i>	<i>2029</i>