

The Hennys', Middleton & Twinstead Parish Council

Chairman: Cllr Anthony Lyster

Clerk: Shelley Boydell. 15 The Paddocks, Bures CO8 5DF

Email: parishclerk@hennysmiddletontwinstead-pc.gov.uk

Finance Report - Parish Council Meeting 4th May 2021 at 7.30pm ONLINE

Financial Summary Year End 2020/21

INCOME	
B/fwd From 19/20	£3,610
Precept	£9,756
Insurance Claims	£0
Interest - All Accounts	£0
Other (inc Grants)	£806
VAT Refund	£0
Other Income	£806
TOTAL INCOME	£10,562

EXPENDITURE		£
Administration		
Clerks Salary		£6,818
Elections		£0
External Audit		£0
Internal Audit		£0
Insurance Policy		£211
Data Protecton		£40
Pension		£453
Other Office Equipment (inc. payment towards computer)		£117
Stationery/Post/Equipment/Expenses (including mileage)		£501
Subscriptions/Affiliation Fees		£152
Training/Travel/Cllr Expenses		£510
VAT for Training		£8
Hall Hire		£70
Accountantcy Fees		£51
Loans		£0
Total Administration Expenditure		£8,930

Grants & Donations	
S137 Donations	£85
Grants	£610
Total Grants & Donations Expenditure	£695

Open Spaces	
Twinstead Village Pump	£0
Grass Cutting/Tree Pruning	£432
Village Repairs	£0
Total Open Spaces Expenditure	£432

Publicity	
Advertising / Website / Emails	£180
Total Publicity Expenditure	£180

Assets	
Total Asset Expenditure	£0

TOTAL EXPENDITURE	£10,237
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Bank reconciliation – Hennys Middleton & Twinstead Parish Council

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2021" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: **The Hennys, Middleton & Twinstead Parish Council**

County area (local councils and parish meetings only): **Essex**

Financial year ending 31 March 2021

Prepared by (Name and Role): **Shelley Boydell**

Date: **31/03/2021**

	£	£
Balance per bank statements as at 31/3/21:		
Current Account	3,935.23	
High Interest Account	-	
Building Society Premium Account	-	
	<hr/>	3,935.23
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/x21 (normally only current account)		
Cheque number	0	0.00
	0	0.00
	0	0.00
	<hr/>	0.00
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx (but not credited until 2 April)		
	<hr/>	-
Net balances as at 31/3/21 (Box 8)		<u><u>3,935.23</u></u>

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Explanation of variances – pro forma

Name of smaller authority: **The Hennys, Middleton & Twinstead Parish Council**
County area (local councils and parish meetings only): **Essex**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21: variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	9,788	3,610				Explanation of % variance from PY opening balance not required – Balance brought forward agrees	
2 Precept or Rates and Levies	5,041	9,756	4,715	93.53%	YES		The band D amount was increased from £21.48 to £41.49 after a budget review, increasing the precept from £3041 (£4991 + £50 collection fund surplus) to £3756.
3 Total Other Receipts	632	806	174	27.53%	YES	Explanation not required, difference less than £200	
4 Staff Costs	6,242	7,271	1,029	16.49%	YES		The exchange of clerks resulted in two clerks both being employed for a period of time for handover, resulting in an increase of staffing costs.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	5,609	2,966	-2,643	47.12%	YES		2 x noticeboards were purchased at the cost of £1188, new clerk training totalled £1074 and councillor training totalled £227.
7 Balances Carried Forward	3,610	3,935			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	3,610	3,935			NO	VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and As	4,876	4,876	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

The following payments have been met prior to meeting:

CHQ	000759	Freethought (domain & hosting) 06/03/21 – 05/03/21	£30.00
CHQ	000760	HMRC PAYE	£11.40
CHQ	000761	Clerk's Wages March 2021	£582.35
CHQ	000762	Clerk's Expenses Jan & Feb 2021	£43.46
CHQ	000763	Clerk's Wages April 2021	£585.55
CHQ		Clerk's Salary – February 2021	£347.25
	Direct Debit	Tesco monthly phone bill (account was credited as part of a deal)	£0.00
	Direct Debit	Payment to NEST Pension (employee £23.53 & employer £17.65)	£41.18

The following payments to be agreed at meeting:

None

Income received prior to meeting:

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YEAR END BUDGET COMPARISON 2020/21	Actual 2019/20	Budget 2020/21	Actual 2020/21	Budget 2021/22	
CLERK					
CLERKS SALARY (inc PAYE)	6,242.51	6870	6818.3	7500	
WORKING FROM HOME ALLOWANCE			308.3		
PENSION - EMPLOYER			194.13	225	
PENSION - EMPLOYEE			258.83		
SUBSCRIPTIONS					
EALC	146.89	140	152.04	150	
CSCA	0.00	10	0	0	
PC INSURANCE	221.76	300	210.67	300	
GRANTS/DONATIONS					
CHURCHYARDS (£70 each church)	280.00	210	140	210	Henny CHQ 20/21 not presented
VILLAGE HALLS	255.00	170	170	170	
S137 DONATIONS (Inc. £85 for Middleton church)	85.00	85	85	85	
LITTER PICKING/STREET CLEANING BUDGET	450.00	450	300	450	Twinstead 20/21 paid in 21/22
AGENCY WORK					
GRASS CUTTING - TWINSTEAD GREEN (tree pruning)	500.00	300	432	300	
GENERAL ADMIN					
STATIONERY/POST/EQUIPMENT/EXPENSES/MILEAGE	481.69	425	192.3	325	
CONTRIBUTION TO USE OF COMPUTER		100	116.65	100	
AUDIT FEES	125.00	200	0	150	
HIRE OF HALL	20.00	130	70	60	
CHAIRMANS ALLOWANCE	0.00	20	0	20	
ALLOWANCE FOR TRAINING (CLERK & CLLRS)	1,519.22	600	518	200	
DATA PROTECTION REGISTRATION	40.00	35	40	40	
ACCOUNTANCY SERVICES	56.00	40	51	56	
TRANSPARENCY CODE FUNDING	0.00	0	0	0	
WEBSITE COSTS	0.00	250	180	0	
RESERVE FUNDS					
ELECTION	241.16	50	0	0	
EQUIPMENT REPAIR/RENEWAL	1,187.64	200	0	0	
FOR GENERAL/MISC PURPOSES	0.00	0	0	0	
	11,851.87	10585	10237.22	10341	
LESS INCOME FROM :					
PRECEPT	5,041.00	9756	9756	9756	
SURPLUS COLLECTION	0.00	0	66	0	
BDC COLLECTION FUND SERVICE	0.00	89			
STREET CLEANING	583.63	585	594	594.18	
LLOYDS DIVIDEND	0.00	2	0	0	
TVIS FOR NOTICE BOARDS/PUMP	0.00	0	0	0	
TRANSPARENCY CODE FUNDING	0.00	0	0	0	
Clerk's Bursery	48.75	0	146	0	
VAT REFUND	0.00	50	0		
	5,673.38	10482	10562	10350.18	