

Staploe Parish Council Accounts to 31st Mch 2019 . Explanation of variances

Box of Acc'tng Stat'mts		Actual 2017/18	Actual 2018/19	Variance £	% variance	Comment
Box 1	Opening Balance	£13,175.22	£16,667.00	£3,491.78	21.0%	See "SPC Earmarked Reserves" for breakdown. We were advised to increase our level of available reserves from 3-6 months spending to 6-12 months
Box 2	Precept	£9,900.00	£10,091.00	£191.00	1.9%	Increased to contribute towards cutting the playing field (remainder of cutting costs were covered by reducing the amount saved towards rebuilding the village hall).
	Other receipts					
	Interest	£18.32	£30.09	£11.77	39.1%	Additional savings were added to the account.
	Grass cutting	£1,389.51	£1,389.51	£-	0.0%	
	VAT	£650.17	£1,245.68	£595.51	47.8%	
	Council tax support grant	£139.00	£0.00	£-139.00	#DIV/0!	Bedford Borough Council phased this out.
	Ward Fund	£1,000.00	£1,500.00	£500.00	33.3%	For heaters for the hall in 2017/18. For football containers and bus shelter in 2018/19
	Transparency Code Grant	£1,006.29	£0.00	£-1,006.29	#DIV/0!	2017/18 £477 additional hours for the Clerk and £530 for laptop and software.
	Donation for mobile speed sign	£2,100.00	£0.00	£-2,100.00	#DIV/0!	Donation received to purchase a mobile speed sign for the village. One off purchase.
	Ticket sales from social events covering hall hire	£95.00	£121.00	£26.00	21.5%	Harvest supper & curry night
	CIL money	£0.00	£1,603.80	£1,603.80	100.0%	Topham End Farm
	Other (eg. f.ball deposit / proceeds from social events)	£139.36	£1,281.00	£1,141.64	89.1%	2017/18 book sales £17 and £122 refund for trolley returned. 2018/19 £1000 heater refund (£800 into reserve, £200 VAT to be repaid), £281 funds raised at social events
Box 3	Total Other receipts	£6,537.65	£7,171.08	£633.43	8.8%	
	Total receipts	£16,437.65	£17,262.08	£824.43	4.8%	
	Payments					
	Clerk's salary & pension	£3,595.79	£3,815.55	£219.76	5.76%	Clerk moved to next point on the pay scale plus national pay increase.
	Clerk's PAYE	£0.00	£0.00	£-	#DIV/0!	Clerk doesn't earn enough to pay tax
	Clerk's employment expenses	£254.47	£312.75	£58.28	18.63%	Employment costs (mileage and home working allowance). Mileage increased due to travel to PC meetings when hall closed and travel for GDPR training.
Box 4	Total staff costs	£3,850.26	£4,128.30	£278.04	6.73%	
	Audit Fees	£160.00	£30.00	£-130.00	-433.33%	No external audit required in 2017/18
	Councillors Expenses	£0.00	£0.00	£-	#DIV/0!	Not claimed
	Clerk's Other Expenses eg. hall heating, postage, parking	£47.93	£20.77	£-27.16	-130.77%	Hall closed in May 2018. No more heating costs in new hall.
	Training	£40.00	£20.00	£-20.00	-100.00%	2017/18 several GDPR training courses. 2018/19 VAT training
	Ward Fund Donations	£1,000.00	£0.00	£-1,000.00	#DIV/0!	2017/18 £1000 received towards heaters for hall (remaining £250 from VH Works budget). 2018/19 £700 towards containers and £800 towards bus shelter
	Highways Grass Cutting	£1,386.56	£1,016.74	£-369.82	-36.37%	2018/19 Borough cut our grass in error saving us money.
	Insurance	£410.46	£358.23	£-52.23	-14.58%	New insurers in 2018/19 - cheaper than previous.
	Power (street lights)	£515.27	£483.44	£-31.83	-6.58%	Switched to Opus from Jan 17 but not billed for useage until 2017/18 so there were extra payments in 2017/18 from the previous year.
	Electricity (CCTV & Containers)	£60.00	£211.12	£151.12	71.58%	The hall closed in May 2018 and the parish council paid the standing charge and electricity costs to keep the electricity supply to the containers until they were disconnected in December 2018

Box of Acc'tng Stat'mts		Actual 2017/18	Actual 2018/19	Variance £	% variance	Comment
	Maintainance (street lights, speed signs, field & play area)	£590.80	£540.70	£-50.10	-9.27%	2017/18 £375 for street light maintenance (£75 invoice from previous year paid in 2017/18), batteries for vehicle activated sign £96, fire extinguishers for containers on playing field £38, legionella testing £45 & paint etc £35. 2018/19 £300 for street light maintenance, £196 for repairs to noticeboards and phone box, £44 sundries.
	Play Area Inspection	£66.50	£66.50	£-	0.00%	
	Play Area Works / assets purchased	£120.95	£0.00	£-120.95	#DIV/0!	Covered litter bin purchased in 2017/18.
	Play Area Works (consumables / labour)	£0.00	£493.00	£493.00	100.00%	Replaced the edging in 2018/19
	Playing Field grass & hedge cutting	£0.00	£1,101.71	£1,101.71	100.00%	Football Club left so we had to pay for cutting
	Duloe Common grass & hedge cutting	£0.00	£40.05	£40.05	100.00%	Previously cut by volunteers
	Secn 137			£-	#DIV/0!	
	Subs (SLCC / BATPC)	£145.00	£149.50	£4.50	3.01%	
	Admin	£214.32	£378.47	£164.15	43.37%	Additional stationary and printing ink purchases in 2018/19
	Literature & info	£75.60	£0.00	£-75.60	#DIV/0!	Arnold Baker reference book for Clerk in 2017/18
	E-mail subscriptions	£0.00	£11.88	£11.88	100.00%	Started dedicated e-mail accounts in 2018/19
	Other Assets Purchased (eg. street furniture / tools / office eq)	£2,155.99	£7,711.83	£5,555.84	72.04%	2017/18 Mobile speed sign £2100, password protected hard drive for Council files £56. 2018/19 Street lights £4620, playing field containers £1500, Bus shelter £625, laptop £404, litter bin £248
	Village Hall Hire	£278.00	£324.00	£46.00	14.20%	Includes Colmworth hall hire for harvest supper in 2018/19 after our hall closed. Previously organised by the Village Hall Committee with hall hire free.
	Village Hall Works	£400.00	£164.22	£-235.78	-143.58%	In 2017/18 we paid £150 towards hall maintenance and £250 towards heaters for the hall. In 2018/19 we paid £164 to clear blocked drains.
	Newsletter	£158.40	£253.20	£94.80	37.44%	Only two newsletters in 2017/18. Three in 2018/19.
	Donations	£0.00	£266.00	£266.00	100.00%	To Village Hall - proceeds from social events
	Other	£0.00	£200.00	£200.00	100.00%	Football Club deposit returned
	VAT	£1,269.83	£1,888.81	£618.98	32.77%	
Box 6	Total other payments	£9,095.61	£15,730.17	£6,634.56	42.18%	
	Total payments	£12,945.87	£19,858.47	£6,912.60	34.81%	
	Total receipts - Total payments	£3,491.78	£-2,596.39	£-6,088.17	234.49%	
Box 7	Balances carried forward	£16,667.00	£14,070.61	£-2,596.39	-18.45%	See "SPC Earmarked Reserves" for breakdown. Reserves fell due to changes in earmarked reserves. Available reserves are approx. £60 below 6 months of our regular spending.
Box 9	Total fixed assets	£39,634.54	£40,756.12	£1,121.58	2.75%	Disposed of sodium street lights worth £6589. Purchased new LED lights worth £4620, playing field containers £1500, renovated bus shelter £940, Clerk's laptop £404 & litter bin £247

Comments

2017/18 Excess of receipts over payments of £3500 = £1350 saved in village hall rebuild reserve and £750 saved in street light replacement reserve. In addition we received £530 additional transparency code funds for a laptop which was not purchased until 2018/19. This left an excess of receipts over payments of around £860 due to underspends vs budget (and therefore precept) on staff costs, training, grass cutting, and newsletter costs and a contingency of £400 which was not spent. The underspend was used towards purchasing two storage containers for the playing field in 2018/19. In 2018/19 we spent approx £2600 more than we received. We used earmarked reserves to contribute to / buy the new street lights (£3750), playing field containers (£800), the Clerk's laptop (£404), reroof the bus shelter £140, and to refund the football club deposit (£200). In addition we paid £643 more in VAT than we received from the previous year's reclaim. However, we added £1604 of CIL money, £800 heater refund and £750 Village Hall rebuilding funds to the reserves and we did not use £300 of contingency funds.