

CHOLSEY PARISH COUNCIL

Notice of a Meeting of the Finance Committee of Cholsey Parish Council

To all Councillors who are members of the Finance Committee, you are hereby summoned to attend the meeting on Monday 10th July 2023 at 9.30am to be held at The Pavilion, Station Road, Cholsey for the purpose of transacting the following business.

4th July 2023

Claire Bird, Clerk to the Council

- 1. To receive apologies for absence**
- 2. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins)**
- 3. To receive Declarations of Personal and Pecuniary Interest for any agenda items**
- 4. To elect Chair and Vice Chair of the Finance Committee**
- 5. To review current Committee Terms of Reference and Financial Regulations (last approved by full Council, May 2023)**
- 6. To review financial risk assessment (last approved by full Council, May 2022)**
- 7. To note year end 2022-2023 accounts**
- 8. To note outcomes of 2022-2023 Internal audit process**
- 9. To note 2023/2024 accounts to date, including CIL spending**
- 10. To note bank account balances including reserves and ear marked reserves**
- 11. To review Investment strategy, including alternative banking providers to reflect £85,000 protection limit**
- 12. To agree items to be reported to meeting of full Council on 12th July 2023**
- 13. To agree next meeting date**

Detailed Income & Expenditure by Budget Heading 31/03/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration							
1076 Precept	158,947	158,947	0			100.0%	
1090 Interest Received	29	150	121			19.7%	
General Administration :- Income	158,976	159,097	121			99.9%	0
4000 Insurance	2,232	1,750	(482)		(482)	127.6%	
4005 Audit Fees	1,449	1,250	(199)		(199)	116.0%	
4020 Annual Subscriptions	454	1,250	796		796	36.3%	
4025 Website	209	70	(139)		(139)	298.6%	
4026 IT Infrastructure	1,469	1,600	131		131	91.8%	
4045 Member's Travel Expenses	0	30	30		30	0.0%	
4050 Meeting Hall Rental	300	300	0		0	100.0%	
4055 Professional Fees	3,320	0	(3,320)		(3,320)	0.0%	3,320
4060 Training	1,606	2,000	394		394	80.3%	
General Administration :- Indirect Expenditure	11,040	8,250	(2,790)	0	(2,790)	133.8%	3,320
Net Income over Expenditure	147,937	150,847	2,910				
6000 plus Transfer from EMR	3,320						
Movement to/(from) Gen Reserve	151,257						
110 Accommodation							
4100 Office Rental	2,500	2,500	0		0	100.0%	
Accommodation :- Indirect Expenditure	2,500	2,500	0	0	0	100.0%	0
Net Expenditure	(2,500)	(2,500)	0				
120 The Burial Ground							
1200 Burial/Memorial Fees	7,848	3,500	(4,348)			224.2%	
1210 Grass Cutting Income	1,758	2,200	442			79.9%	
The Burial Ground :- Income	9,606	5,700	(3,906)			168.5%	0
4210 Waste Removal	662	700	38		38	94.6%	
4240 Mortgage (PWL B) - Wall Repairs	1,001	1,001	(0)		(0)	100.0%	
4500 Water	243	130	(113)		(113)	187.2%	
4505 Maintenance	329	1,700	1,371		1,371	19.4%	
4600 Grass Cutting	6,125	6,000	(125)		(125)	102.1%	
4635 Pest Control	980	840	(140)		(140)	116.7%	
The Burial Ground :- Indirect Expenditure	9,341	10,371	1,030	0	1,030	90.1%	0
Net Income over Expenditure	266	(4,671)	(4,937)				

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130 Staff							
1902 Local group wages contribution	8,392	10,600	2,208			79.2%	
1903 Income MHSW	0	150	150			0.0%	
Staff :- Income	8,392	10,750	2,358			78.1%	0
4040 Sundry Expenses	82	100	18		18	81.9%	
4329 Staff wages	73,981	90,438	16,457		16,457	81.8%	
4330 PAYE & Employee NIC	4,983	0	(4,983)		(4,983)	0.0%	
4335 Employer NIC	1,893	1,000	(893)		(893)	189.3%	
4336 Employer pension contributions	1,686	1,000	(686)		(686)	168.6%	
4345 Mileage & Travel Expenses	135	100	(35)		(35)	134.7%	
4357 MHSW expenses	237	500	263		263	47.4%	
4360 OPW Sundry Costs	0	200	200		200	0.0%	
Staff :- Indirect Expenditure	82,997	93,338	10,341	0	10,341	88.9%	0
Net Income over Expenditure	(74,605)	(82,588)	(7,983)				
140 Office							
1900 Miscellaneous Income	783	208	(575)			376.6%	90
Office :- Income	783	208	(575)			376.6%	90
4040 Sundry Expenses	121	100	(21)		(21)	120.6%	
4055 Professional Fees	378	0	(378)		(378)	0.0%	
4400 Printing	483	0	(483)		(483)	0.0%	
4405 Office Supplies/Stationery	447	400	(47)		(47)	111.7%	
4410 Postage	8	100	92		92	7.6%	
4415 Telephone/Broadband	867	700	(167)		(167)	123.8%	
4420 Office Equipment	695	500	(195)		(195)	139.1%	
4425 Photocopier Contract	55	400	345		345	13.8%	
4427 Payroll	630	540	(90)		(90)	116.7%	
4430 Accounts Software	66	130	64		64	50.5%	
4435 IT Support	1,610	0	(1,610)		(1,610)	0.0%	
4720 Contingencies	15	50	35		35	30.0%	
4810 Miscellaneous Purchases	577	0	(577)		(577)	0.0%	
Office :- Indirect Expenditure	5,951	2,920	(3,031)	0	(3,031)	203.8%	0
Net Income over Expenditure	(5,168)	(2,712)	2,456				
6001 less Transfer to EMR	90						
Movement to/(from) Gen Reserve	(5,258)						

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<u>150 Allotments</u>							
1500 Allotment Rents	2,276	2,350	74			96.9%	
1900 Miscellaneous Income	500	0	(500)			0.0%	500
Allotments :- Income	2,776	2,350	(426)			118.1%	500
4440 Allotment Software	56	0	(56)		(56)	0.0%	
4500 Water	222	1,000	778		778	22.2%	
4505 Maintenance	652	1,000	348		348	65.2%	
Allotments :- Indirect Expenditure	929	2,000	1,071	0	1,071	46.5%	0
Net Income over Expenditure	1,847	350	(1,497)				
6001 less Transfer to EMR	500						
Movement to/(from) Gen Reserve	1,347						
<u>160 Open Spaces</u>							
1705 Verge Cutting Grant	1,759	1,759	0			100.0%	
1899 CHEC donations	1,280	0	(1,280)			0.0%	
1900 Miscellaneous Income	1,188	500	(688)			237.6%	
Open Spaces :- Income	4,227	2,259	(1,968)			187.1%	0
4040 Sundry Expenses	19	25	6		6	76.6%	
4210 Waste Removal	3	100	97		97	2.9%	
4505 Maintenance	2,820	500	(2,320)		(2,320)	564.0%	2,250
4600 Grass Cutting	4,103	6,000	1,897		1,897	68.4%	
4601 Maintenance equipment	329	0	(329)		(329)	0.0%	
4620 Fuel	47	50	3		3	93.5%	
4621 CHEC Expenditure	2,635	3,000	365		365	87.8%	706
4625 Play Equipment Repairs	0	400	400		400	0.0%	
4635 Pest Control	980	850	(130)		(130)	115.3%	
4640 Safety Inspections	146	140	(6)		(6)	104.2%	
4645 Dog Waste Disposal	4,727	3,000	(1,727)		(1,727)	157.6%	
4655 Tree & Hedge Maintenance	10,617	3,000	(7,617)		(7,617)	353.9%	
4660 Sundry Works	244	600	356		356	40.7%	
4665 Vandalism	0	100	100		100	0.0%	
4810 Miscellaneous Purchases	222	0	(222)		(222)	0.0%	
Open Spaces :- Indirect Expenditure	26,892	17,765	(9,127)	0	(9,127)	151.4%	2,956
Net Income over Expenditure	(22,666)	(15,506)	7,160				
6000 plus Transfer from EMR	2,956						
Movement to/(from) Gen Reserve	(19,709)						

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<u>170 Sundries</u>							
1085 CIL	139,932	0	(139,932)			0.0%	139,932
1700 Bluebirds Pavilion Lease	65	90	25			72.2%	
1710 Tennis Club Lease	390	150	(240)			260.0%	
Sundries :- Income	140,387	240	(140,147)			58494.4	139,932
4700 S137 Donations	8,750	2,000	(6,750)		(6,750)	437.5%	
4705 Citizens Advice Bureau	0	900	900		900	0.0%	
4720 Contingencies	0	500	500		500	0.0%	
4722 Youth Club Grant	0	5,000	5,000		5,000	0.0%	
4725 Library Organiser	3,000	3,000	0		0	100.0%	
4730 Summer Play Scheme - exp	1,776	1,500	(276)		(276)	118.4%	
4731 Defibrillators	0	200	200		200	0.0%	
Sundries :- Indirect Expenditure	13,526	13,100	(426)	0	(426)	103.3%	0
Net Income over Expenditure	126,861	(12,860)	(139,721)				
6001 less Transfer to EMR	139,932						
Movement to/(from) Gen Reserve	(13,071)						
<u>175 Summer Play Scheme</u>							
1950 Summer Play Scheme - inc	251	500	249			50.1%	
Summer Play Scheme :- Income	251	500	249			50.1%	0
Net Income	251	500	249				
<u>176 Neighbourhood Plan</u>							
4051 Neighbourhood Plan - exp	7,259	500	(6,759)		(6,759)	1451.8%	
Neighbourhood Plan :- Indirect Expenditure	7,259	500	(6,759)	0	(6,759)	1451.8%	0
Net Expenditure	(7,259)	(500)	6,759				
<u>180 The New Pavilion</u>							
4505 Maintenance	0	2,000	2,000		2,000	0.0%	
4800 Mortgage (PWLb)	27,753	27,753	0		0	100.0%	
The New Pavilion :- Indirect Expenditure	27,753	29,753	2,000	0	2,000	93.3%	0
Net Expenditure	(27,753)	(29,753)	(2,000)				
<u>190 Childrens Centre</u>							
4915 Childrens Centre Running Costs	326	100	(226)		(226)	325.5%	
Childrens Centre :- Indirect Expenditure	326	100	(226)	0	(226)	325.5%	0
Net Expenditure	(326)	(100)	226				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	325,399	181,104	(144,295)			179.7%	
Expenditure	188,514	180,597	(7,917)	0	(7,917)	104.4%	
Net Income over Expenditure	<u>136,885</u>	<u>507</u>	<u>(136,378)</u>				
plus Transfer from EMR	6,276						
less Transfer to EMR	140,522						
Movement to/(from) Gen Reserve	<u>2,640</u>						