

# FINANCE AGENDA

The Charing Parish Council's Finance Meeting  
will be held on Monday the 8<sup>th</sup> June 2020 AT 16.00  
via Cisco Webex video conferencing.

1.	Apologies: In attendance:
2.	Monthly accounts (April/May)
3.	Budget 2019-2020 Variances explained
4.	Hall and Toilet extra expenditure
5.	HR Committee (the need for)
6.	Banks reports (JL Nat West)( JM Unity Trust)
7.	AOB
8.	Date of Next Finance Meeting July 14 <sup>th</sup> 2020 at 18.00



**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MAY 2020**  
**Charing Parish Council Current Year 2020-2021**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	61,433	73,503	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2 Annual Precept	113,825	59,758	Total amount of Precept income received in the year
3 Total other receipts	35,897	4,684	Total income or receipts as recorded in the cashbook minus the Precept
4 Staff costs	58,544	10,395	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5 Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6 Total other payments	79,109	11,158	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7 Balances carried forward	73,503	116,391	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	73,503	116,391	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	200,124	205,181	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10 Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March



## Summary Receipts &amp; Payments by Budget Heading 05/06/2020

Finance Meeting 8th June 2020

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income						
	Receipts	62,387	124,762	62,375			50.0%
120	General Admin						
	Receipts	0	750	750			0.0%
	Payments	11,169	65,657	54,488		54,488	17.0%
	Movement to/(from) Gen Reserve	<u>(11,169)</u>					
130	Communications						
	Payments	1,711	1,200	(511)		(511)	142.6%
140	Hall						
	Receipts	158	4,655	4,497			3.4%
	Payments	2,465	11,360	8,895		8,895	21.7%
	Movement to/(from) Gen Reserve	<u>(2,307)</u>					
160	Cemetery						
	Receipts	815	14,800	13,985			5.5%
	Payments	865	15,198	14,333		14,333	5.7%
	Movement to/(from) Gen Reserve	<u>(50)</u>					
180	Toilets						
	Payments	1,364	5,460	4,096		4,096	25.0%
200	Open Spaces						
	Payments	2,788	42,280	39,492		39,492	6.6%
210	Highways and Footpaths						
	Payments	0	5,000	5,000		5,000	0.0%
220	Neighbourhood Plan						
	Receipts	(271)	0	271			0.0%
	Payments	51	4,700	4,649		4,649	1.1%
	Movement to/(from) Gen Reserve	<u>(321)</u>					
230	Tourism						
	Payments	0	500	500		500	0.0%
240	Parsons Mead						
	Payments	0	5,500	5,500		5,500	0.0%
Grand Totals:- Receipts		<b>63,089</b>	<b>144,967</b>	<b>81,878</b>			<b>43.5%</b>
Payments		<b>20,413</b>	<b>156,855</b>	<b>136,442</b>	<b>0</b>	<b>136,442</b>	<b>13.0%</b>
Net Receipts over Payments		<u><b>42,676</b></u>	<u><b>(11,888)</b></u>	<u><b>(54,564)</b></u>			
Movement to/(from) Gen Reserve		<u><b>42,676</b></u>					



**Bank Reconciliation Statement as at 31/05/2020  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natest Current	31/05/2020	815	1,400.00
Natwest Business	31/05/2020	357	107,038.07
			<u>108,438.07</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
26/04/2020 DDINITIAL Initial		31.14	
05/05/2020 DDINITIALM Initial		52.72	
			<u>83.86</u>
			108,354.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			108,354.21
		<b>Balance per Cash Book is :-</b>	<b>108,354.21</b>
		<b>Difference is :-</b>	<b>0.00</b>



0116260  
2 00777 01



## Current Account

**Branch details**  
Ashford Kent Branch  
20 High Street  
Ashford  
Kent  
TN24 8SH

N36700/01162608/M 600121/00777



MRS J MUNRO  
8 MONKS WALK  
CHARING  
ASHFORD  
KENT  
TN27 0HT

For Bank use

Account Number 74435078  
Branch sort code 60-01 -21  
National Westminster Bank Plc

### Summary

30 Apr 2020 to 29 May 2020  
Sheets 814 to 815

Previous balance	1,400.00
Withdrawn	12,549.05
Paid in	12,549.05
New balance	1,400.00

Your deposit is not eligible for protection under the Financial Services Compensation Scheme (FSCS). An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

FROM 19 APRIL 2020, VIEW YOUR CURRENCY CONVERSION CHARGES USING THE DAILY ECB RATE AT [WWW.BUSINESS.NATWEST.COM/USINGMYCARDABROAD](http://WWW.BUSINESS.NATWEST.COM/USINGMYCARDABROAD)

If you have changed your address or telephone number, please let us know

CHARING PARISH COUNCIL

BIC NWBK GB 2L  
IBAN GB69 NWBK 6001 2174 4350 7

01162626  
2 00780 01



## Business Reserve Account

**Branch details**  
Ashford Kent Branch  
20 High Street  
Ashford  
Kent  
TN24 8SH

N36700/01162626/M 600121/00780



MRS J MUNRO  
8 MONKS WALK  
CHARING  
ASHFORD  
KENT  
TN27 0HT

For Bank use

Account Number 74482610  
Branch sort code 60-01 -21  
National Westminster Bank Plc

### Summary

30 Apr 2020 to 29 May 2020  
Sheet 357

Previous balance	117,023.56
Withdrawn	10,758.29
Paid in	772.80
New balance	107,038.07

Your deposit is not eligible for protection under the Financial Services Compensation Scheme (FSCS). An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

Interest rate: 0.01% Gross / 0.01% AER

If you have changed your address or telephone number, please let us know

CHARING PARISH COUNCIL

BIC NWBK GB 2L  
IBAN GB15 NWBK 6001 2174 4826 1



Date: 05/06/2020

Charing Parish Council Current Year 2020-2021

Page 1

Time: 10:36

**Bank Reconciliation Statement as at 01/06/2020  
for Cashbook 4 - Unity Trust Bank**

User: JM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	31/05/2020	45	8,113.41
			0.00
			0.00
			<u>8,113.41</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
26/05/2020 504599597 Phs Group		76.13	
			<u>76.13</u>
			8,037.28
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,037.28
		<b>Balance per Cash Book is :-</b>	<b>8,037.28</b>
		<b>Difference is :-</b>	<b>0.00</b>



# Statement of your account



BANK WITH US. BANK ON US.

06180031 | 00254

Miss Jo Munro  
Charing Parish Council  
8 Monks Walk Charing  
ASHFORD  
Kent  
TN27 0HT

PO Box 7193, Planetary Road, Willenhall WV1 9DG

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please visit [www.unity.co.uk/update-your-details/](http://www.unity.co.uk/update-your-details/)

For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

## Contact us

Tel: 0345 140 1000

Email: [us@unity.co.uk](mailto:us@unity.co.uk)

Web: [www.unity.co.uk](http://www.unity.co.uk)

Name of account: Charing Parish Council

Date: 31 May 2020

Statement 045 (page 1 of 1)

Account number: 20382025

Bank sort code: 608301

Type of account: Current T1

Date	Details	Payments	Receipts	Balance
30 APR 20	Balance brought forward			4,197.77 *
15 MAY 20	CHARING PARISH COU		10,000.00	14,197.77 *
21 MAY 20	B/P to: Staples UK online	205.55		
21 MAY 20	B/P to: phs Group	27.36		
21 MAY 20	B/P to: Kevin Giles	100.00		
21 MAY 20	B/P to: Groundwork UK	270.70		
21 MAY 20	B/P to: Triple 9 Services	443.74		
21 MAY 20	B/P to: Staples UK online	184.03		
21 MAY 20	B/P to: Malcolm Gallagher	50.00		
21 MAY 20	B/P to: Mr Mrs C Stupple	505.38		
21 MAY 20	B/P to: Triple 9 Services	503.04		
21 MAY 20	B/P to: Countrywide Ground	300.00		
21 MAY 20	B/P to: D N J Austen	2,381.26		
21 MAY 20	B/P to: M.J. J Munro	400.69		
21 MAY 20	B/P to: R. R.S Faulkner	607.61		
21 MAY 20	B/P to: Gary Friend	105.00		
	Balance carried forward			8,113.41 *
				8,113.41 *

You can ask us to send you details of our rates and how we work them out.

Abbreviations: \* credit balance DR overdrawn S sub total (intermediate balance)

Registered Office : Unity Trust Bank plc, Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales Number 1713124



## **Explanations of Budget Variances for accounting period April 2019- March 2020**

### **Hall**

**Income:** Variance (£1,685) loss of Hirers due to new venue available

**Expenditure:** Variance £10,435 Combination of over budget on staff and utilities of (£1415) underspend Repairs and Maintenance £1,350, rescheduling of the refurbishment of the hall and toilets £8K along with the painting of the exterior of the Parish Hall £2.5K

### **Cemetery**

**Income:** Variance (£5,425) Less Burials

**Expenditure:** Variance £9,665 Combination general expenses of underspend £2,265, Plus £5K for records digitalisation of cemetery graves to be completed 2020-2021 with £2.4K for Photos for computerizing records of the cemetery, for completion 2020-2021.

### **Toilets**

**Expenditure:** Variance £4,294 Combination general expenses of over budget of (£706), £5K Rescheduled refurbishment of the toilets.

### **Open Spaces**

**Expenditure:** Variance £17,616 Combination general expenses of underspend £4,298 Staff costs over budget (£341) Notice Boards not budgeted for (£1,431) general ground maintenance underspend £6,090 Contingency Budget for Trees maintenance, £9K.

### **Highways and footpaths**

**Income:** Variance (£1,680)

**Expenditure:** Variance £7,765 Report on greenways over spend (£100) General Expenses Charing Heath Speed limits (£2,135). with £10K for CCTV postponed until 2020-2021