

Budget Report Bridgtown for precept considerations for
Financial year 1st April 2021 – 31st March 2022.

FINANCIAL YEAR FORECAST – CURRENT.

Below is a draft estimate of the Council account using the factors we know of the bank accounts we have,

This is a report for the November 2020 Parish Council Meeting.

If this budget is accepted can the Council, consider a budget of £7,500?

This will be an increase of £100 from this year.

On these figures it will equate to a 1.3% rise (Band D properties will pay an extra £0.16 per annum).

Please remember however these figures are based on 2019 housing stock – Bridgtown has increased its housing stock so the increase will be even smaller in all likelihood and possible even lower!! I have asked for estimated tax base so I can accurately work out the figures per Band D

CURRENT FINANCIAL YEAR FORECAST		
1	Balance carried forward April 2020	£12,670.27
2	Income as at <u>November 1st 2020</u>	£17,720.02
3	Expenditure as at <u>1st November 2020</u>	£3,752.43
4	Unpresented cheque	
5	Current Bank Balances	£26,637.86
6	Minus estimated spend for remainder of financial year -	£3,480.84
7	Estimated bank balances at 31/3/21	£23,157.02
8	Minus earmarked fund	£19,667.22
9	Forecast for available General funds from the end of year balance 31 March 2021	£3,489.80

1 – 5 should be self-explanatory.

6: This is the amount I have estimated we will spend between November meeting and March.

<u>DRAFT BUDGET FOR FINANCIAL YEAR 2021 - 2022</u>		PROPOSED BUDGET 2021 - 2022
1	Clerk Pay including HMRC	£2,196.00
2	Pension contributions - Partly included in the above clerks pay - council contribution and Clerk contribution	£770.00
3	mileage/postage	£20.00
4	Union Street Gardens AND MEMORIAL AREA	£250.00
5	Office	£730.00
6	Insurance	£1,200.00

7	SPCA subscription	£260.00
8	stationary	£40.00
9	room hire	£120.00
10	Chair Allowance	£500.00
11	Audit	£300.00
12	S137	£500.00
13	Training including SLCC contribution	£100.00
14	Miscellaneous	£200.00
15	Contingencies for Election Exp	£300.00
16	Contingencies for parish maintenance issues.	£0.00
	TOTAL	£7,486.00

SUPPORTING PAPERWORK FOR THE ABOVE FIGURES AND RECCOMENDATIONS

DRAFT BUDGET comparison

This is the draft budget I have completed, assuming we raise a precept of £7,500, with last years figures for comparison

<u>BUDGET FOR FINANCIAL YEAR 2021 - 2022</u>	BUDGET 2020 - 2021	CURRENT SPEND	EST. DUE SPEND	PROPOSED BUDGET 2021 - 2022
Clerk Pay 2400 (minus pension contributions and Income tax	£2,180.00	£1,153.27	£1,153.00	£2,196.00
Pension contributions - Council contribution and Clerk contribution	£710.00	£379.52	£372.84	£770.00
mileage/postage	£30.00	£10.50	£10.00	£20.00
Office (including proposed website £125 per annum	£200.00	£32.22	£165.00	£250.00
Insurance	£700.00	£702.67	£0.00	£730.00
LEIGHTON MEMORIAL AND MEMORIAL PARK AND GARDENS	£1,200.00	£600.00	£600.00	£1,200.00
SPCA subs	£260.00	£250.00	£0.00	£260.00
Stationary	£40.00	£0.00	£40.00	£40.00
Room hire	£120.00	£20.00	£60.00	£120.00
Chair Allowance	£500.00	£500.00	£500.00	£500.00
Audit (including possible extra audit costs due to CIL receipts)	£100.00	£70.00	£0.00	£300.00
S137	£500.00	£0.00	£500.00	£500.00

Training including SLCC contribution	£60.00	£20.00	£80.00	£100.00
Miscellaneous	£400.00		£0.00	£200.00
Contingencies for Election Exp	£400.00		£0.00	£300.00
Contingencies for parish maintenance issues.		£7.80		£0.00
TOTAL	£7,400.00	£3,745.98	£3,480.84	£7,486.00
		£6.45		
Spend including VAT paid Plus £6.45		£3,752.43		

We are on course to spend £7,226.82 of last year's budget of £7,400. The reduction is partly due to the current situation with the pandemic and partly not spending so much on room hire, mileage and postage.

A brief explanation of each budget heading and reasoning for the draft budget.

1. CLERK PAY: Clerk pay including Tax payable to HMRC.
2. PENSION CONTRIBUTIONS: The Council has to pay a portion of this amount As the Clerk is in the Staffordshire County Council Pension Scheme, the Council pay 25.6%and the Clerk pays 5.5%. The Council pays no NI on behalf of the Clerk.
3. MILEAGE AND POSTAGE: Combined Mileage and postage costs have been reduced by 50% as most business is completed electronically.
4. OFFICE EXPENSES: Office expenses are for consumables like printer cartridges, etc. most years vey little of this budget us used, especially since we have gone mainly digital. However if anything goes wrong with the Council printer it will come from this budget. There is also on occasions reasons to print in colour for clarity. The cartridges for this are over £100 for a full set.

If the Council approve the request to utilise the Staffordshire Council service for Website Template offer, to comply with Website Accessibility Standards, the Silver Package will cost approximately £125 per annum. I have provisionally included this in the budget.

5. INSURANCE: In line with current costs.
6. LEIGHTON MEMORIAL AND MEMORIALE PARK AND GARDENS: This is the monthly contract of £50 per area, per month with the Gardener. The two areas we maintain are Leighton Memorial Area. With the approval of the District Council we also carry out minor tidying work on the Memorial Park and Garden between Union Street and Park Street.
7. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION: Annual cost to be members. This is very useful for training and advice.
8. STATIONARY:
9. ROOM HIRE: Cost to hire Bethel Methodist Church.
10. CHAIRMANS ALLOWANCE: this is an agreed payment to the Chairman of the Council for any costs incurred whilst carrying out their duties.

11. **AUDIT COSTS:** Normally the Council does not have expenditure or income exceeding £25,000 so does not have to pay an external auditor. However, with the two CIL payments we will have received, I believe we shall exceed this limit and have to pay at least £200 for the external audit. With the addition of Internal audit fees, I have increased this budget in line with anticipated costs.
12. **SECTION 137:** This is the power Parish Councils can use to make, subject to provisions and conditions, discretionary grants/payments when no other power allows for expenditure. The main example of this is the cost of wreaths for Remembrance Day. Essentially the payment/grant, must be of benefit to the community or part of. The limit for these payments is dependent on the electorate. Bridgtown Parish Council normally make grants available for Christmas services or local events.
13. **TRAINING.**
14. **MISCELLANEOUS:** This is difficult one as although I have listed “miscellaneous” we rarely use this budget but perhaps helpful in case we have any urgent spending. I have however reduced it from £400 down to £200.
15. **ELECTION EXPENSES:** As we had a contested election at a cost of £1609.22 in 2018 and was only able to earmark £400 last year, I have earmarked a further £300 to bring this budget up to £2987 cover any other elections or unscheduled bye Elections. We aim to earmark £3,000.
16. **PARISH MAINTENANCE ISSUES:** This is used for any improvements or unforeseen general maintenance work to the Leighton Memorial Garden area on the corner of Union Street, and the War memorial, but as we have over £6,000 in this budget, I didn't see a reason to increase it so have made no provision in the budget.

Current Earmarked reserves:

Bridgtown Earmarked funds	<i>Actual 31st March 2020</i>	increase 1st April financial year 2020 from budget & Transfer from reserves	Income 2020- 2021	Expenditure 2020- 2021	New Balance of earmarked	BALANCE SHEET
Election Costs	<i>2,287.22</i>	£400.00	£0.00	£0.00	£2,687.22	£2,687.22
Memorial Gardens and Park	<i>6,377.80</i>	£0.00	£0.00	£7.80	£6,370.00	£6,370.00
CIL MONEY	<i>443.06</i>	£0.00	£10,166.94	£0.00	£10,610.00	£10,610.00
	<i>9,108.08</i>				£19,667.22	£19,667.22
TOTAL	<i>19,667.22</i>	£400.00	£10,166.94	£7.80	£19,667.22	

WE HAVE HAD NOTICIATION THAT WE ARE DUE TO RECEIVE FURTHER CIL MONEY SO EARMARKED CIL WILL BE APPROX £20.100.

ACCOUNTS TO DATE – AS OF 1ST NOVEMBER 2020

SPREADSHEET

INCOME	£	YTD	Annual Budget	Variance	%		EXPENDITURE				
							£	YTD	Annual Budget	Variance	
Precept		7,400.00	7,420	-20	100%	1	HMRC	9.60			
Interest		3.08	2	1			1 CLERKS PAY	1,143.67	2,180	-1,027	
VAT							2 Staff Pensions	379.52	710	-330	
Grants		150.00		150			3 Miles/postage	10.50	30	-20	
CIL PAYMENTS		10,166.94		10,167			4 Office	32.22	200	-168	
							5 Insurance	702.67	700	3	
							6 UNION STREET AND MEMORIAL GARDEN MAINTENANCE	600.00	1,200	-600	
							7 SPCA	250.00	260	-10	
							8 Stationary		40	-40	
							9 Room Hire	20.00	120	-100	
							10 Chair Allowance	500.00	500		
							11 Audit	70.00	100	-30	
							12 S137		500	-500	
							13 Training including SLCC contribution	20.00	60		
							14 Miscellaneous		400	-400	
							Contingencies - Election		400	-400	
							Contingencies - Park and Memorial Garden	7.80			
							EXPENDITURE AGAINST GRANTS				
							VAT	6.45			
							Expenditure against CIL				
SUB TOTAL		17,720.02	7,422.00	10,298	239%		Sub Total	3,752.43	7,400	-3,648	
TOTAL		17,720.02					TOTAL	3,752.43	7,400		

SUMMARY :		£
Closing Balance 31-Mar-20		
MAIN COUNCIL :		
Barclays BUSINESS SAVER		7,551.92
COMMUNITY ACCOUNT		5,118.35
		12,670.27
INCOME	17,720.02	
EXPENDITURE	3,752.43	
SURPLUS / DEFICIT	13,967.59	
plus u/p items		
BANK BALANCE	26,637.86	

REPRESENTED BY :		£
MAIN COUNCIL :		
Barclays BUSINESS SAVER		7,555.00
COMMUNITY ACCOUNT		19,102.86
		26,657.86
UNPRESENTED ITEMS council		20.00
		26,637.86

EARMARKED FUNDS INCLUDED IN THE ABOVE :		£
ELECTION		2,687.22
PARK AND MEMORIAL GARDENS		6,370.00
CIL PAYMENTS		10,610.00
		19,667.22

BRIDGTOWN CASH BOOK				
2020 - 2021				
PAYEE	STATEMENT	AMOUNT	VAT	TOTAL
Bethel Methodist Church Hall Hire	£20.00	£20.00		£20.00
Staffordshire Parish Councils Association	£250.00	£250.00		£250.00
MAY				
Janine Arm - Clerk pay	£367.51	£367.51		£367.51
Staffordshire Pension Fund 'SCC Superannuation fund' including arrears	£60.47	£60.47		£60.47
Staffordshire Pension Fund 'SCC Superannuation fund'	£60.47	£60.47		£60.47
Janine Arm - Clerk Expenses - Payment of licence to cultivate £7.80 plus postage/mileage	£12.80	£12.80		£12.80
J Burton Gardening Services	£200.00	£200.00		£200.00
JULY				
Janine Arm - Clerk pay	£367.51	£367.51		£367.51
Staffordshire Pension Fund 'SCC Superannuation fund' including arrears	£60.47	£60.47		£60.47
Staffordshire Pension Fund 'SCC Superannuation fund'	£60.47	£60.47		£60.47
Janine Arm - Clerk Expenses - postage/mileage	£2.50	£2.50		£2.50
J Burton Gardening Services	£200.00	£200.00		£200.00

INCOME

2020 - 2021

**INCOME
BRIDGTOWN**

account *AMOUNT*

	PRECEPT	account	<i>AMOUNT</i>
	Income Anglesey estates - Christmas Tree expenses		150.00
15/4/20	Half Precept requested		3,700.00
	CCDC - Cil Payment		10,166.94
	Interest		2.03
	INTEREST		1.05
	PRECEPT - SECOND HALF PAYMENT		3,700.00
			17,720.02