

F/16/152 To receive the statement of accounts and management reports for month ended 30th September 2016 [see attached]	
<p>The Clerk gave a presentation to members of the figures for the year to date ending 31st October 2016. The current surplus of income over expenditure is £10,806.00 at that date.</p> <p>It was noted that due to Natwest combining the Parish Council's business and the Clerk's home bank accounts, an accidental transfer of £750.00 was made into the Parish Council's Natwest reserve account. This money has been returned to the Clerk but Natwest had stated that this kind of mishap wasn't possible.</p>	
F/16/153 Budget for 2017-18	
<p>A first draft forecast outturn and budget were presented to the committee, which had already been through Recreation & Amenities committee. After discussion, some amendments (see amended budget attached).</p>	
F/16/154 Grant applications	
<p>None.</p>	
F/16/155 Remuneration	
<p>None.</p>	
F/16/156 Tubbs Hall – landlord's responsibilities	
<p>Actions from 2016 fire inspection report – The final works will be taking place on the 20th December 2016.</p> <p>Electrical inspection – It was agreed to proceed with the quotation for an electrical inspection from ALB Electrical at a cost of £695.00</p> <p>Pest Control and resultant actions – It was agreed to accept the quotation for a 12-month maintenance contract, including one visit per quarter, at a cost of £240.00.</p> <p>The Clerk noted that he had authorised the installation of a non-return valve in the drain, to prevent rats entering the building, at a cost of £150.00.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
F/16/157 RFO's and Clerk's Notices	
<p>It was agreed to send Cllr Hudson on the next available finance course for Councillors.</p>	<p>Clerk</p>
F/16/158 Chairman's Notices	
<p>None.</p>	
F/16/159 Authorise Invoices for Payment	
<p>The Committee received a schedule of invoices due for payment, and agreed the schedule. Councillors Taylor and Newell are to authorise the payments with the online banking system after the meeting.</p>	

The total invoices for payment amounted to £3,335.20. A total of £4,054.08 had been spent on urgent invoices where payments have been made prior to the meeting. [Copy attached].

F/16/160 Items for Discussion at the Next Meeting

None.

F/16/161 Date of next meeting

The next meeting has been scheduled for 9.30am on 14th December 2016.

The meeting closed at 12:08.

Signed.....

Date.....

DRAFT

Kings Worthy Parish Council

Management Accounts for the period ended 31 October 2016

2015/16 Actual (Full Year) (£)	Current Month Budget (£)	Current Month Actual (£)	Current Month Variance (£)	Income Item/Description	2016/2017 Budget ytd (£)	Actual ytd (£)	Variance ytd (£)	2016/2017 Budget (£)	Forecast Outturn (£)	2017/18 Budget (Proposed) (£)
121,973	9,857	9,905	48	Finance (inc. Precept)	69,937	87,409	17,472	119,221	119,808	121,823
4,808	2,800	2,366	(434)	THMC Income	2,800	2,366	(434)	4,800	5,923	2,196
21,287	625	531	(94)	Recreation & Amenities	5,054	4,238	(816)	8,092	8,347	8,704
0	0	0	0	Planning & Highways	0	0	0	0	0	0
148,068	13,282	12,802	(480)	Total Income	77,791	94,013	16,221	132,113	134,079	132,723
				Expenditure Item/Description						
69,160	4,482	4,712	(230)	Finance	40,621	40,188	433	66,940	52,560	54,629
89,539	7,433	4,464	2,969	Recreation & Amenities	38,013	40,386	(2,373)	93,665	71,741	65,240
5,927	5,125	2,632	2,493	Planning & Highways	5,125	2,632	2,493	8,750	5,510	8,500
164,626	17,041	11,809	5,232	Total Expenses	83,759	83,206	552	169,355	129,810	128,369
148,068	13,282	12,802	(480)	Total Income	77,791	94,013	16,221	132,113	134,079	132,723
164,626	17,041	11,809	5,232	Total Expenses	83,759	83,206	552	169,355	129,810	128,369
(16,558)	(3,759)	994	4,752	Net Surplus (deficit) for year	(5,968)	10,806	16,774	(37,241)	4,268	4,354

Income: Finance (including Administration)

2013/2014 Budget	2013/2014 Actual	2014/2015 Budget	2014/2015 Actual	2015/2016 Budget	2015/2016 Actual	2016/17 Budget	2016/2017 Budget ytd	2016/2017 ytd	Variance ytd	Forecast Outturn	2017/18 Budget	Income Item/Description
105,299.00	105,299.00	107,900.00	107,900.00	110,059.00	110,058.69	110,309.00	64,346.92	64,346.92	0.00	110,309.00	112,515.18	4000 Precept
8,701.00	8,701.00	8,108.91	8,109.00	7,950.31	7,950.31	7,693.73	4,488.00	4,488.00	0.00	7,693.73	7,847.60	4001 Council Tax Support grant
400.00		300.00	170.00	200.00	268.00	250.00	145.83	147.00	1.17	500.00	250.00	4040 Meeting Room Hire
4,584.00	4,376.08	4,800.00	4,800.00	4,800.00	4,808.38	4,800.00	2,800.00	2,366.00	(434.00)	5,923.49	2,196.00	4020 THMC
1,800.00	2,737.98	1,800.00	7,384.09	2,300.00	239.00	968.75	956.25	858.46	(97.79)	865.67	770.50	4906 Bank interest received
0.00	1,759.00	0.00	1,114.50	0.00	3,456.60	0.00	0.00	440.00	440.00	440.00	440.00	4060 Other income, donations
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,128.20	17,128.20	34,256.40	22,837.67	4081 Community Infrastructure Levy
120,784.00	122,873.06	122,908.91	129,477.59	125,309.31	126,780.98	124,021.48	72,737.00	89,774.58	17,037.58	125,731.89	124,019.28	Total Income

Expenses: Finance, Administration & Remuneration

2013/2014 Budget	2013/2014 Actual	2014/2015 Budget	2014/2015 Actual	2015/2016 Budget	2015/2016 Actual	2016/17 Budget	2016/2017 Budget ytd	2016/2017 ytd	Variance ytd	Forecast Outturn	2017/18 Budget	Expenditure Item/Description
27,850.00	31,542.09	25,000.00	26,402.57	28,700.00	30,094.58	32,640.00	19,040.00	19,153.34	(113.34)	32,920.02	32,640.00	7000 Clerk's salary
6,300.00	5,621.49	3,500.00	4,664.83	5,692.00	6,142.29	6,512.70	3,799.08	3,909.04	(109.97)	6,712.44	6,512.70	7003 Employers pension
1,400.00	1,767.39	1,200.00	1,065.55	979.00	1,117.04	1,783.26	1,040.24	1,337.43	(297.19)	2,305.02	1,783.26	7006 Employers NI
1,000.00	375.29	1,000.00	575.00	1,000.00	701.90	500.00	291.67	35.00	256.67	250.00	500.00	7009 Training - Clerks/Council
400.00	306.12	400.00	70.90	200.00	178.50	75.00	43.75	98.69	(54.94)	94.15	200.00	7400 Expenses -Travel/subsist.
36,950.00	39,612.38	31,100.00	32,778.85	36,571.00	38,234.31	41,510.96	24,214.73	24,533.50	(318.77)	42,281.63	41,635.96	Salaries, Training, Expenses
550.00	569.99	400.00	518.26	400.00	688.82	650.00	379.17	393.15	(13.98)	659.96	650.00	7504/7509 Office Stationery
50.00	206.80	100.00	270.53	600.00	810.06	689.00	401.92	338.35	63.57	522.16	665.16	7506 Computer software
0.00	175.00	75.00	48.00	125.00	0.00	100.00	58.33	0.00	58.33	0.00	100.00	7510 Computer support
120.00	223.08	135.00	115.00	175.00	243.91	200.00	116.67	62.22	54.45	77.22	100.00	7500 Postage and Carriage
45.00	114.49	75.00	71.65	164.00	92.86	76.00	44.33	67.64	(23.31)	120.02	79.80	7505 Document storage
871.00	1,038.56	900.00	994.04	900.00	937.36	0.00	0.00	0.00	0.00	0.00	0.00	7502/7508 Telephone & internet
25.00	104.07	25.00	429.27	300.00	369.55	300.00	175.00	227.54	(52.54)	390.62	300.00	7503 Office Consumables
1,200.00	1,186.98	1,200.00	1,364.43	1,250.00	1,101.86	700.00	408.33	342.31	66.02	684.62	700.00	7501/7700 Office Equip rental
200.00	559.89	200.00	1,062.87	600.00	3,906.81	500.00	291.67	232.50	59.17	232.50	100.00	7507 Office capital expenditure
880.00	871.00	900.00	926.00	945.00	1,335.00	903.00	812.70	933.00	(120.30)	933.00	950.00	7606 Subs to prof bodies
50.00	75.00	83.00	75.00	80.00	75.00	75.00	0.00	75.00	(75.00)	75.00	75.00	8200 Subscriptions & Affiliations
0.00	840.00	250.00	0.00	250.00	0.00	100.00	0.00	0.00	0.00	0.00	100.00	6204 Public Consultations
250.00	341.78	200.00	441.15	300.00	435.07	300.00	175.00	110.21	64.79	72.24	150.00	6900 Sundry
500.00	473.05	500.00	162.55	300.00	264.11	150.00	87.50	99.42	(11.92)	99.42	150.00	6901 Events
4,741.00	6,779.69	5,043.00	6,478.75	6,389.00	10,260.41	4,743.00	2,950.62	2,881.34	69.28	3,866.76	4,119.96	General Administration

650.00	550.00	565.00	475.00	500.00	475.00	500.00	500.00	550.00	(50.00)	550.00	550.00	7602	Audit fees - internal
600.00	400.00	410.00	430.00	440.00	(30.00)	400.00	400.00	400.00	0.00	400.00	400.00	7603	Audit fees - external
500.00	222.18	300.00	273.34	200.00	182.54	300.00	225.00	172.54	52.46	411.35	305.08	7601	Accountancy/bookkeeping
2,000.00	569.00	1,000.00	1,327.10	2,000.00	2,971.00	1,000.00	583.33	6.00	577.33	9.00	1,000.00	7604	Legal fees
		0.00	0.00	0.00	100.00	100.00	58.33	0.00	58.33	0.00	100.00	7605	Consultancy fees
4,106.00	4,023.25	4,125.00	2,863.16	2,935.00	2,925.38	3,125.38	3,125.38	3,101.89	23.49	3,101.89	3,225.97	7100	Insurance
35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	0.00	35.00	35.00	7607	Information Commissioner
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.45	(31.45)	150.15	257.40	7900/7901	Bank Charges and Interest
7,891.00	5,799.43	6,435.00	5,403.60	6,110.00	6,658.92	5,460.38	4,927.05	4,296.88	630.17	4,657.39	5,873.45		Accountancy, Legal, Tax
4,100.00	3,271.39	4,100.00	4,820.00	4,100.00	2,015.00	3,000.00	2,100.00	1,373.00	727.00	2,000.00	3,000.00	8400 & 8500	Grants to village org (inc. S137)
0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8600	Election exps (earmarking)
0.00	0.00	0.00	100.00	0.00	230.00	0.00	0.00	(246.00)	246.00	(246.00)	0.00	8100	Write-offs
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Contingencies
4,100.00	3,271.39	6,600.00	4,920.00	4,100.00	2,245.00	3,000.00	2,100.00	1,127.00	973.00	1,754.00	3,000.00		Grants, Other,Contingency
8,771.00	8,654.77	10,585.00	10,633.07	8,877.00	11,761.46	10,529.02	6,428.66	7,349.55	(920.89)	0.00	0.00		KWPC - total expenses THMC
0.00	0.00	0.00	0.00	0.00	0.00	1,696.40	0.00	0.00	0.00	0.00	0.00		Capital Projects (Finance)
0.00	0.00	0.00	0.00	0.00	0.00	1,696.40	0.00	0.00	0.00	0.00	0.00		Capital Projects
62,453.00	64,117.66	59,763.00	60,214.27	62,047.00	69,160.10	66,939.77	40,621.06	40,188.27	432.79	52,559.78	54,629.37		Total Expenses

Bank Reconciliation as at**31 October 2016**

Bank: NatWest Current a/c		£0.00
NatWest Deposit a/c		£0.00
Co-Operative Bank Fixed Term Deposit		£0.00
Unity Trust Current 20369336		£10,349.46
Unity Trust Tailored Deposit 20369349		£106,001.79
Hampshire Trust Bank variable		£21,000.00
Hampshire Trust Bank 12 month		<u>£35,000.00</u>
		£172,351.25
Less u/p cheques and D/Ds:		
300003 Douglas Conroy	£40.00	
300006 Sarah White	£40.00	
Buy Stationery	£81.56	
OCS Group UK Ltd	<u>£72.00</u>	
		£233.56
Add u/p credits:		
	<u>£0.00</u>	
		£0.00
		<u>£139,636.79</u>
Current account as per Unity Trust Bank		£10,349.46
Less: unprocessed payments		£233.56
Add: unrepresented credits		
Balance as per ledger		<u>£10,115.90</u>

Kings Worthy Parish Council					
FINANCE, ADMINISTRATION & REMUNERATION COMMITTEE					
Payments Listing for November 2016 Committee Meeting					
The following payments have been made since the last meeting of the Finance Committee.					
Payments authorised:		Invoice Value	Total Invoice Value	On Sage	BACS/ Chq
Payments previously authorised:					
Name of Supplier	Nature of Works	(incl VAT) £	(incl VAT) £		
Hampshire County Council	Street lighting Apr-Sept 16		3,158.75	yes	10-Nov
Hampshire County Council	Pensions re September payroll		773.33	yes	17-Oct
Tubbs Hall Management Committee	Grant for Kings Worthy Christmas		110.00	yes	19-Oct
Payment Card Solutions	2 prepaid debit cards		12.00	yes	25-Oct
	Total		4,054.08		
Payments to be authorised:					
Hampshire County Council	Pensions - October 2016		716.62	yes	EKS to action
Hampshire County Council	Lifeguard spray, mop sweeper header & vee sweeper sleeve	34.87		yes	09-Nov
	Spare hose for vacuum cleaner	14.87		yes	09-Nov
			49.74		
Hampshire Association of Local Councils Ltd	Officers Update 19th October (2 attendees)	84.00		yes	09-Nov
	Focus on Audit (1 attendee)	42.00		yes	09-Nov
			126.00		
Plastic-ID.com Limited	4 identity cards		36.00	yes	26-Oct
Viking Payments	Wrist support, red pens, whiteboard cleaner, A4 notebooks & 10 reams A4 paper		69.06	yes	10-Nov
Green Smile Ltd	Extra bin emptying at Eversley Park		168.00	yes	31-Oct
Securasound Ltd	Ibin Grande parcel box - green		279.00	yes	25-Oct
Professional Tree Services Limited	Tree inspection report		456.00	yes	25-Oct
Hampshire Association of Local Councils	Intro. To appraisals 11/10/16 for Martin Taylor		42.00	yes	31-Oct
Environmental Hygiene Services	Bus shelter cleaning on 11/10/16		100.00	yes	31-Oct
P Fitzsimmons Ltd	Drain inspection and fitting non-return valve		444.00	yes	31-Oct
Getmapping PLC	Parish Online subscription 15/11/16 - 15/11/17		168.00	yes	09-Nov
Adrian Reeves	Travel & wireless mouse		54.54	yes	09-Nov
HMRC	PAYE & NI for October payroll		626.24	yes	EKS to action
	Total		3,335.20		
Direct Debits & Standing Orders	For October				
Southern Water	Tubbs Hall water supply (monthly)		24.60		n/a
Southern Water	Eversley Park water supply		6.82		n/a
E.On Gas	Tubbs Hall gas supply (monthly)		34.89		n/a
E.On Electricity	Tubbs Hall electricity supply (monthly)		82.47		n/a
Green Smile Ltd.	Grounds maintenance contract (monthly)		3,239.25		n/a
SAGE	Accounting software (monthly)		30.00		n/a
BT	Telephone (monthly)		33.16		n/a
	Total		3,451.19		
Salary Costs	For October				
Telephone banking	Net Wages (net of tax & NI)		2,088.21		n/a
HMRC	PAYE (see above)		329.00		n/a
HMRC	National Insurance (see above)		297.24		n/a
Pensions	(Paid by BACS as above)		716.62		n/a
	Total		3,431.07		