

Walford Parish Council
Income and expenditure account
Draft budget for year ending 31 March 2021



	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Total	Budget 2019/20	Projected actual 2019/20	note
General operating fund																
Income																
Precept	2,208	2,208	2,208	2,208	2,208	2,208	2,210	2,208	2,208	2,208	2,208	2,210	26,500	26,500	26,500	
Newsletter Advertising													-	-	-	1
Bank Interest	20	20	20	20	20	20	20	20	20	20	20	20	240	12	10	
Total general income	2,228	2,228	2,228	2,228	2,228	2,228	2,230	2,228	2,228	2,228	2,228	2,230	26,740	26,512	26,510	
Expenditure																
Lengthsman	330	330	330	330	330	330	330	330	330	330	330	330	3,960	3,600	2,706	2
Rights of Way	200	200	200	200	200	200	200	200	200	200	200	200	2,400	2,100	1,565	2
Donations to Supported Schemes	83	83	83	83	83	83	83	83	83	83	83	87	1,000	1,000	-	3
Administration costs	1,253	1,253	1,253	1,253	1,253	1,253	1,253	1,253	1,253	1,253	1,253	1,253	15,036	13,260	14,970	4
Training	157	127	127	127	127	127	202	127	127	127	127	127	1,629	1,000	724	5
Subscriptions	127	77	77	77	77	79	79	79	79	109	79	79	1,018	1,000	866	6
Insurance	33	33	33	33	33	33	33	33	33	33	33	33	396	480	310	7
Room hire	53	117	47	54	29	53	48	117	42	41	36	65	702	400	578	8
Newsletter	540	-	-	540	-	-	540	-	-	540	-	-	2,160	1,000	894	9
Advertising and promotion	160	60	50	-	60	-	-	60	-	-	60	-	450	-	-	10
Audit	25	25	25	25	25	25	25	25	25	25	25	25	300	600	215	11
Election	-	-	-	-	-	-	-	-	-	-	-	-	-	2,050	2,050	12
Total general expenditure	2,961	2,305	2,225	2,722	2,217	2,183	2,793	2,307	2,172	2,741	2,226	2,199	29,051	26,490	24,878	
General surplus/(deficit)	(733)	(77)	3	(494)	11	45	(563)	(79)	56	(513)	2	31	(2,311)	22	1,632	
Projects																
Walford Community Support Scheme																
Income	383	383	383	383	383	383	383	383	383	383	383	388	4,601	4,700	4,690	
Expenditure	(880)	(880)	(880)	(880)	(880)	(880)	(880)	(880)	(880)	(880)	(880)	(880)	(10,560)	(10,500)	(7,853)	
Surplus/(deficit)	(497)	(497)	(497)	(497)	(497)	(497)	(497)	(497)	(497)	(497)	(497)	(492)	(5,959)	(5,800)	(3,163)	
Kerne Bridge Canoe Launch																
Income																
Management fee	350	350	350	350	350	350	350	350	350	350	350	350	4,200	4,080	4,093	1
Canoe Launch fees	120	330	250	550	700	270	-	-	-	-	-	-	2,220	2,000	2,233	2
Car Park fees	80	180	220	330	300	170	40	-	-	-	-	-	1,320	1,000	1,356	2
Expenditure	(90)	(90)	(90)	(90)	(90)	(90)	(90)	(90)	(90)	(90)	(90)	(90)	(1,080)	(2,600)	(1,005)	3
Surplus/(deficit)	460	770	730	1,140	1,260	700	300	260	260	260	260	260	6,660	4,480	6,678	
Neighbourhood Development Plan																
Income	1,294	300	-	3,178	370	-	1,520	-	-	781	-	-	7,443	7,000	4,074	
Expenditure																
consultancy	(594)	(300)		(3,178)			(1,520)			(781)			(6,373)	(7,000)	(4,266)	
project costs	(700)				(370)								(1,070)			
room hire	-	(36)	-	(36)	-	(36)	-	(36)	-	(36)	-	(36)	(216)		-	
Surplus/(deficit)	-	(36)	-	(36)	-	(36)	-	(36)	-	(36)	-	(36)	(216)	-	(192)	
Total surplus/(deficit)	(770)	160	236	113	774	212	(760)	(352)	(181)	(786)	(235)	(237)	(1,826)	(1,298)	4,954	

Walford Parish Council
Notes to the general fund budget
Year ending 31 March 2021



1 Newsletter advertising

Historically, local businesses have paid to advertise in the newsletter. Is it the Council's intention to continue with this practice?

2 Lengthsman/Rights of Way

3 Donations to Supported Schemes

The last donation made was to the Walford Play Area in 2017. The current policy is to grant up to £1.000; should this be advertised in the newsletter?

4 Administration costs

The Personnel Committee proposed a 5% increase in the budget for the clerk's salary. Pay changes will be discussed in March when the pay scales are known.

5 Training

The Personnel Committee proposed £100pa for each councillor and the Clerk. In addition, the Environmental Working Group have proposed £150 for workshops and £75 for 5 members to attend the AONB annual tour.

6 Subscriptions

Includes HALC and SLCC with approximately 5% increase. The Environmental Working Group have asked for £50.

7 Insurance

Current year plus 5%

8 Room Hire

Cost based on forthcoming meeting schedules plus 2 Community Engagement events at £75 each.

9 Newsletter

Estimate from the Community Engagement Working Group for 4 editions per year.

10 Advertising and promotion

Proposal from Community Engagement Working Group for newspaper articles, banners and flyers.

11 Audit

Budget for internal and external auditor

12 Election costs

Elections are not due this year, but there is a reserve of £3,600 in the event of an unexpected election. If an election is necessary for the current vacancies, this reserve will be used and will need replacing.

Walford Parish Council

Notes to the Kerne Bridge Canoe Launch budget

Year ending 31 March 2021



1 Management fee

The fee will increase in line with RPI. The current estimate is 2.66%

2 Launch fees/car park

RHL don't expect to see large increases. The car park is almost at maximum capacity on busy days and canoe companies are restricted to two minibuses. They are looking into ways of "policing" the car park to recover unpaid fees, but this is an unknown quantity. The installation of a cafe could increase income to the Parish by up to £1,250pa, but how long it might take to satisfy conditions is unknown so has been left out.

3 Expenditure

Historically, expenditure is budgeted at 25% of the management fee.

There may be additional costs to be budgeted depending on what the Council decides to do about the provision of toilet facilities.

Walford Parish Council
Reserves
Year ending 31 March 2020

Note		Balance b/f	Transfer to general fund	Transfer from general fund	Surplus for year	Balance c/f
1	Community Support Reserve	10,500.00				10,500.00
2	Canoe Launch Reserve	2,600.00	(1,520.00)			1,080.00
3	Election reserve	3,600.00				3,600.00
4	Lengthsman Reserve	5,700.00		660.00		6,360.00
5	General fund	12,268.18	1,520.00	(660.00)	4,954.00	18,082.18
		<u>34,668.18</u>	-	-	4,954.00	<u>39,622.18</u>

Notes

- 1 Reserve maintained at budgeted expenditure
- 2 Reduce reserve to budgeted expenditure (excludes any budget for toilets)
- 3 This is the current estimate for a single by-election
- 4 Increase reserve to budgeted expenditure for lengthsman and rights of way
- 5 This is the current forecast of how the year will finish. The Council has no legal power to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes. The Reserves Policy states that the year-end general reserve should not be higher than the annual precept.