

Walford Parish Council
Income and expenditure account
For the period 1 April 2019 to 31 March 2020

	Actual	Budget	Variance	Last year	Variance
General fund					
Income					
Precept	26,500	26,500	-	26,500	-
Rights of Way Grant	-	-	-	2,285	(2,285)
Bank interest	10	12	(2)	6	4
Total general income	26,510	26,512	(2)	28,791	(2,281)
Expenditure					
Lengthsman	3,252	3,600	348	2,189	(1,063)
Rights of Way	1,040	2,100	1,060	2,968	1,928
Donations to Supported Schemes	-	1,000	1,000	-	-
Administration costs	14,736	13,260	(1,476)	9,718	(5,018)
Training	492	1,000	508	650	158
Subscriptions	907	1,000	93	799	(107)
Insurance	310	480	170	300	(10)
Room hire	625	400	(225)	80	(545)
Newsletter costs	822	1,000	178	185	(637)
Legal and Professional	215	600	385	1,754	1,539
Election	2,050	2,050	-	-	(2,050)
Total general expenditure	24,449	26,490	2,041	18,643	(5,806)
General surplus/deficit	2,062	22	2,040	10,149	(8,087)
Projects					
Walford Community Support Scheme					
Income	4,671	4,700	(30)	5,630	(959)
Expenditure	(7,314)	(10,500)	3,186	(10,230)	2,917
Surplus/deficit	(2,643)	(5,800)	3,157	(4,601)	1,957
Kerne Bridge Canoe Launch					
Income					
Management fee	4,099	4,080	19	4,000	99
Canoe Launch fees	2,234	2,000	234	2,314	(80)
Car Park fees	1,357	1,000	357	1,458	(101)
Infrastructure	-	-	-	4,611	(4,611)
Expenditure	(97)	(2,600)	2,503	(6,590)	6,493
Surplus/deficit	7,592	4,480	3,112	5,794	1,799
Neighbourhood Development Plan					
Income	2,273	7,000	(4,727)	-	2,273
Expenditure	(2,359)	(7,000)	4,641	(130)	(2,229)
Surplus/deficit	(86)	-	(86)	(130)	44
Total surplus/deficit	6,925	(1,298)	8,223	11,212	(4,287)

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Income and expenditure account
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	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Actual Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Year to date Actual	Year to date Budget	Variance £	Note %
General fund																
Income																
Precept	2,210	2,208	2,208	2,208	2,208	2,208	2,210	2,208	2,208	2,208	2,208	2,208	26,500	26,500	-	0%
Newsletter Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Bank interest	0	0	1	1	1	1	1	1	1	1	1	1	10	12	(2)	(16%)
Total general income	2,210	2,208	2,209	2,209	2,209	2,209	2,211	2,209	2,209	2,209	2,209	2,209	26,510	26,512	(2)	(0%)
Expenditure																
Lengthsman	-	-	130	-	365	600	461	250	-	682	-	764	3,252	3,600	348	10% 1
Rights of Way	-	60	305	-	550	125	-	-	-	200	-	(200)	1,040	2,100	1,060	50% 1
Donations to Supported Scheme	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	1,000	100% 2
Administration costs	960	1,054	1,057	1,184	1,039	3,579	757	1,076	948	958	910	1,213	14,736	13,260	(1,476)	(11%) 3
Training	-	-	200	(9)	200	61	-	-	-	-	-	40	492	1,000	508	51% 4
Subscriptions	71	71	71	71	71	84	62	73	73	113	74	73	907	1,000	93	9%
Insurance	(0)	0	31	31	31	31	31	31	31	31	31	31	310	480	170	35%
Room hire	18	52	48	48	52	104	34	28	72	38	78	50	625	400	(225)	(56%) 5
Newsletter costs	-	-	-	-	-	-	394	-	-	-	428	-	822	1,000	178	18%
Legal and Professional	32	32	23	32	32	(98)	27	27	27	27	27	27	215	600	385	64% 6
Election	-	2,050	-	-	-	-	-	-	-	-	-	-	2,050	2,050	-	0%
Total general expenditure	1,081	3,319	1,866	1,357	2,341	4,487	1,767	1,485	1,151	2,049	1,548	1,998	24,449	26,490	2,041	8%
General surplus/deficit	1,129	(1,111)	343	852	(132)	(2,278)	445	724	1,058	160	661	211	2,062	22	2,040	9271%
Projects																
Walford Community Support Scheme																
Income	383	383	383	383	383	383	383	420	417	383	383	387	4,671	4,700	(30)	(1%)
Expenditure	(838)	(751)	(801)	(871)	(727)	(863)	(923)	(849)	(554)	(143)	52	(45)	(7,314)	(10,500)	3,186	(30%) 7
Surplus/deficit	(455)	(368)	(418)	(488)	(344)	(480)	(540)	(430)	(137)	240	435	342	(2,643)	(5,800)	3,157	(54%)
Kerne Bridge Canoe Launch																
Income																
Management fee	337	342	342	342	342	342	342	342	342	342	342	342	4,099	4,080	19	0%
Canoe Launch fees	120	338	247	310	949	265	5	-	-	0	-	-	2,234	2,000	234	12%
Car Park fees	88	184	226	150	494	171	44	-	-	1	-	-	1,357	1,000	357	36%
Expenditure	(0)	-	-	(202)	-	(155)	-	-	-	-	-	261	(97)	(2,600)	2,503	(96%)
Surplus/deficit	545	864	815	599	1,785	623	390	342	342	343	342	603	7,592	4,480	3,112	69% 8
Neighbourhood Development Plan																
Income	-	-	-	-	-	-	-	-	-	1,910	1,134	(771)	2,273	7,000	(4,727)	(68%)
Expenditure	-	-	-	(40)	(10)	(12)	(24)	(86)	(21)	(444)	(373)	(1,350)	(2,359)	(7,000)	4,641	(66%)
Surplus/deficit	-	-	-	(40)	(10)	(12)	(24)	(86)	(21)	1,466	761	(2,121)	(86)	-	(86)	(86%)
Total surplus/deficit	1,219	(615)	740	923	1,299	(2,147)	270	551	1,242	2,209	2,198	(965)	6,925	(1,298)	8,223	(633%)

Walford Parish Council
Notes to the accounts
For the period 1 April 2019 to 31 March 2020



Notes are given where the variance is greater than 10% plus or minus and the value is greater than £200.

Note

1 Lengthsman/Rights of way

Work schedule out of synch with budget split and little work recently because of the weather

2 Donations to Supported Schemes

No applications have been made in the year

3 Administration costs

Clerk's overtime approved for quarters one and two and accrued for three and four

4 Training

No training took place in quarter three or four

5 Room hire

Greater number of working groups and meetings

6 Legal and professional

The external audit fee for the year end was much less than accrued. The accrual for the current year has also been adjusted.

7 Walford Community Support Scheme

Expenditure trimming in line with income and no co-ordinator costs since December

8 Kerne Bridge Canoe Launch

There have been no maintenance costs since September and income has exceeded budget.

Walford Parish Council**Balance Sheet****31 March 2020****March 2019****Current assets**

Trade debtors	4,200	6,897
Other debtors	1,401	1,890
Prepayments and accrued income	939	921
Cash and bank	47,387	40,779

53,927

50,487

Current liabilities

Trade creditors	1,874	6,021
Taxation and social security	88	-
Other creditors	62	-
Accruals and deferred income	10,310	9,798

12,334

15,819

Net current assets

41,593

34,668

Total assets

41,593

34,668

Reserves

Designated funds		
Community Support reserve	8,600	10,500
Kerne Bridge Canoe Launch reserve	1,080	2,600
Election reserve	3,600	3,600
Highways and footpaths reserve	6,360	5,700

19,640

22,400

Undesignated funds**General reserves**

Balance brought forward	12,268	14,015
Transfer from designated funds	3,420	-
Transfer to designated funds	(660)	(12,958)
Surplus for the year	6,925	11,212

Balance carried forward

21,953

12,268

Total reserves

41,593

34,668

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
Designated funds						
1	Community Support Reserve	10,500.00	(1,900.00)			8,600.00
2	Canoe Launch Reserve	2,600.00	(1,520.00)			1,080.00
3	Election reserve	3,600.00				3,600.00
4	Highways and footpaths reserve	5,700.00		660.00		6,360.00
		22,400.00	(3,420.00)	660.00	-	19,640.00
5	General fund	12,268.18	3,420.00	(660.00)	6,924.57	21,952.75
		34,668.18	-	-	6,924.57	41,592.75

Notes

- 1 Reserve reduced to budgeted expenditure
- 2 Reserve reduced to budgeted expenditure
- 3 This is the current estimate for a single bye election
- 4 Increase reserve to budgeted expenditure for lengthsman and rights of way
- 5 Balance is 79% of precept

Walford Parish Council**AGAR section 2 - accounting statements****31 March 2020**

Box		31-Mar-19	31-Mar-20
1	Balances brought forward	29,671.35	34,668.18
2	+ Precept	26,500.00	26,500.00
3	+ Total other receipts	20,305.09	14,643.18
4	- Staff costs	15,225.42	18,700.86
5	- Loan interest/capital repayments	-	-
	Total general expenditure	18,642.85	24,448.51
	Total project expenditure	23,165.41	9,770.10
	Less: staff costs	(15,225.42)	(18,700.86)
	Less: loan interest	-	-
	Less: VAT repayment	-	-
6	- All other payments	26,582.84	15,517.75
7	= Balances carried forward	34,668.18	41,592.75
8	Cash and short term investments	40,779.42	47,387.23
9	Fixed assets	-	-
10	Total borrowing	-	-

Explanation of variances – pro forma

Name of smaller authority:

Walford Parish Council

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	29,671	34,668				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	26,500	26,500	0	0.00%	NO		
3 Total Other Receipts	20,305	14,643	-5,662	27.88%	YES		Last year, the Council received £2,285 rights of way grant, £4,611 in respect of Canoe Launch infrastructure and £1,000 more grants for the Community Support Scheme
4 Staff Costs	15,225	18,701	3,475	22.83%	YES		The Parish was without a Clerk from April to July 2018 so the 2018/19 costs were lower by approximately £2,000. The Clerk's basic salary increased by approx. £1,200, he was paid £2,200 for additional hours worked and he joined the pension scheme with a cost of £335 a total increase of £3,735. However, the Support Scheme Co-ordinator left in December 2019 and wasn't replaced until 2020/21. The cost saving of £2,200 offset part of that increase.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	26,583	15,518	-11,065	41.62%	YES		£6,500 less was spent on maintenance of the Canoe Launch site and a further £700 was saved on top of staff costs after the Support Scheme Co-ordinator left. There were costs last year of £330 for recruitment and £850 for consultancy which weren't repeated. £160 was saved by stopping the payroll bureau and bringing it in-house.
7 Balances Carried Forward	34,668	41,593			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	40,779	47,387				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term	0	0	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)