

Stedham Parish Council

Section 1	2017/18	2018/19	Variance	Variance
	Gross £	net £	£	%
Box 1				
Balances b/f	21901	12271	-9630	
Box 2				
Precept	19500	20500	1000	5%
Box 3				
Other receipts	35915	9524	-26391	-73%
Box 4				
Staff costs	8218	7032	-1186	-14%
Box 5				
PWB Loan	1474	1416	-58	-4%
Box 6				
Other payments	55353	28478	-26876	-49%
Box 7				
Balances c/f	12271	5,369	-6902	-56%
Box 8				
Total cash	12271	5282	-6989	-57%
Box 9				
Fixed assets	6450	7604	1154	18%
Box 10				
Total borrowing	3214	1929	-1286	-40%

explain variances over 15% (if more than £500)
boxes 2/3/4/5/6/9/10

Contingencies budget increased to £5,000

see explanation

Clerk costs reduced as RFO work outsourced

Loan payments result in lower interest

see explanation

Defibrillator purchase

see explanation

Stedham Parish Council

Box 2 Precept

explanation of varianc 1,000

	2017/18	2018/19	Difference
Precept	19,500	20,500	1,000
	<u>19,500</u>	<u>20,500</u>	<u>1,000</u>

Contingencies budget increased to £5000

Stedham Parish Council

Box 3 Other receipts

Other receipts	explanation of variance		-	26,391	
	2017/18	2018/19		Difference	
Allotment rent	300	300		-	
Watershed Grant	5,511	-		5,511	grant not applicable in current year
CDC Grant for parking project	5,000	-		5,000	as above
Neighbourhood Plan Grant	11,600	5400	-	6,200	less grant received
Grants/gifts	1,713	-		1,713	none received in current year
Book sales	25	-		25	
Minerals plan -residents protected funds	3,500	500	-	3,000	not applicable in current year
Donations (Defibrillator/tree)		676		676	Project in current year
CDC Homes Bonus		1,250		1,250	Project in current year
Interest	7	3	-	4	
VAT	8,259	1394	-	6,865	Income this year was amount owing at end of last year
	35,914	9,523	-	26,391	

Note: VAT is now being operated on an accruals basis - so is netted off.

Stedham Parish Council

Box 4 Staff costs

explanation of variance - 1,186

	2017/18	2018/19	Difference	
Staff salary	8,218	6,935 -	1,283	Reduction due to staff changes
Staff expenses		97	97	Staff expenses not included in previous years
	<u>8,218</u>	<u>7,032 -</u>	<u>1,186</u>	

Lower Clerk costs as RFO work is now outsourced seperately

Stedham Parish Council

Box 6	Other payments	explanation of variance	-	26,876	
		2017/18	2018/19	Difference	
	Neighbourhood Plan Costs	14,787	5352	9,435	ongoing capital project
	Operation watershed work	29,861	5511	24,350	ongoing capital project
	Election costs		365 -	365	Request for election
	Tribunal cost		2159 -	2,159	Costs to date of Professional fees for Tribunal
	Defibrillator		1154 -	1,154	Cost of purchase and installation of defibrillator (see fixed asset list)
	RFO		755 -	755	Now separate from Clerk _see reduced clerk costs
	Memberships	337	339 -	2	
	Grounds/property maintenance	5,799	5837 -	38	
	General admin	1,178	1251 -	74	
	Training		100 -	100	No training in previous year
	Playgrounds management	384	545 -	161	More repairs required
	Audit	240	330 -	90	Agar 2 to Agar 3
	Salt bin	379		379	Fixed asset purchase prior year
	Grants	380	350	30	
	Insurance	£474.29	488.89 -	15	
	Minerals	£843.90	3156.1 -	2,312	Repayment of monies held by Stedham Parish Council
	Payroll	£300.00	110	190	RFO operating payroll
	Hall hire	£390.00	675 -	285	Increase due to more meetings held
		55,353	28,478	26,875	

Stedham Parish Council

Box 9	Fixed assets	explanation of variance		1,154
		2017/18	2018/19	Difference
	Defibrillator purchase		1,154 -	1,154
		-	1,154 -	1,154

Stedham Parish Council

Box 10	Total borrowing	explanation of variance		-	1,286
				2018/19	
	Hall loan repaid during year-total (box 5)				1,416
	less interest			-	130
	Capital repaid during current year				1,286

STEDHAM WITH IPING PARISH COUNCIL

BANK RECONCILIATION

Prepared by Catherine Myres Responsible Financial Officer
April 2019

Financial year ending 31 March 2019		
Balance as per bank statements as at 31 March 2019		
Lloyds Current Account		£8786.35
Total		£8786.35
Less uncleared payments at 31 March 2019		
M P Harridge	(£226.00)	
Morag Birch (March sal & Feb o/t)	(£466.09)	
Morag Birch (exp and O/T for March)	(£407.01)	
HMRC Mth 12 remainder	(£113.20)	
Enplan	(£630.00)	
Chichester District Council	(£212.16)	
Jane Crawford (chq #04)	(£125.59)	
Caroline Brown	(£50.00)	
Electrician	(£135.00)	
Hire of hall	(£1020.00)	
	(£3580.47)	
Plus income for 2018/19 but not cleared		£76.00
Net balance as at 31 March 2019 (Box 8)		£5,281.88
The net balances reconcile to the Cash Book (receipts and payments account) for the year as follows:		
CASH BOOK		
Opening balances on 1 April 2018	11465.37	
	805.98	12271.35
Less: Payments in the year		39663.47
Add: Receipts in the year		32674.00
Closing balance as per cash book (receipt and payments) as at 31 March 2019		£5,281.88

Stedham Parish Council

Financial year ended 31st March 2019

Reconciliation of Box 7 and Box 8 on Annual Return

Box 7	Net funds	5,369.38	
	Less debtors		
	VAT refund due	317.50	
	Plus Creditors		
	Accruals	<u>230.00</u>	
		230.00	
			<u><u>5,281.88</u></u>
Box 8	Bank balance per bank reconciliation	5,281.88	
			<u><u>5,281.88</u></u>

STEDHAM WITH IPING PARISH COUNCIL

Chairman: Lucy Petrie

Clerk: Morag Birch

Grado, School Lane, Stedham, West Sussex GU29 0NT

Email: clerk@stedhamwithiping-pc.gov.uk

REGISTER OF ASSETS 31 MARCH 2019

		Value	Date acquired
1	Recreation Ground (Village Green)	£1	
2	Bus shelter (Iping)	£1	
3	Village signpost	£1	
4	Play equipment on Recreation Ground and at Common View (15 x £1)	£15	
5	Fence at Common View play area	£1	
6	Fence at allotments	£1	New 2003
7	Allotment gate	£1	New 2012
8	Allotment mower	£1	2016
9	Three notice boards	£3	2003
10	Three Neighbourhood Watch signs	£3	
11	Eight seats	£8	
12	Two village gateways	£2	2007,2008
13	Two Iping signs	£2	2016
14	Two telephone boxes	£2	2010,2015
15	Three litter bins	£3	2005, 2016
16	Five grit bins	£3	
17	Photocopier	£1	2007
18	Youth shelter – insurance value	£6401	2005
19	Defibrillator	£1154	2018
	Total	£7,604	