

NETHER ALDERLEY PARISH COUNCIL

Bank Reconciliation as at 31st December 2020

Cash Book

		£	£
<i>Cash book balance b/f at 1/4/2020</i>			50,053.57
Add Receipts per cash book	Q1	29,198.81	
	Q2	26,900.37	
	Q3	123.56	56,222.74
Less Payments per cash book	Q1	-6,343.38	
	Q2	-5,230.38	
	Q3	-7,677.25	-19,251.01
Balance c/f			87,025.30

Bank Balances

		£
Current Account		72,473.73
Deposit Account		14,924.57
Less u/p cheques:		
	1513	-30.00
	1514	-25.00
	1516	-318.00
Balance at 31.12.20		87,025.30

Signed: _____
Clerk and RFO

Signed: _____
Councillor with verification responsibility

Signed: _____
Chairman of the Meeting

Nether Alderley Parish Council								
		Actual						
Budget Head	FY	Budget	Q1	Q2	Q3	Q4	TOTAL	
	2019/20	2020/21	To 30.06.20	To 30.09.20	To 31.12.20	To 31.03.21		
PAYMENTS								
1 Clerk's salary/pension/HMRC	11487.90	11538	3231.97	2768.49	4334.71			10335.17
2 Payroll Services	176.00	194	39.00	59.00	39.00			137.00
3 Stationery/travel/phone	724.34	804	134.80	92.47	156.45			383.72
4 Other admin expenses	83.96	125			10.41			10.41
5 Insurance	1110.29	1155	1142.11					1142.11
6 Audit fees	378.50	417	199.00	300.00				499.00
7 Annual Subscripn	597.59	628	326.60	110.00				436.60
8 Parish Hall expenses	2218.48	2558	433.03	35.77	285.36			754.16
9 Highways	838.80	3000		100.00	2291.00			2391.00
10 Burial Ground expenses	2458.84	2684	699.00	665.00	67.00			1431.00
11 Councillor/Clerk courses	300.00	360		25.00	105.00			130.00
12 Hall Re-development	6147.60	32039		607.00	265.00			872.00
13 Hall hire public event	0	90						
Community Fund:								
14 Ald. Pk Notice Board	0	800						
15 Bank Safety deposit	25.00	25						
16 Chairman's allowance	170.79	100						
17 Neighbourhood Plan	0	9000						
18 s137 - Honours Board								
s137 - Newsletter	160.00	0		262.09				262.09
Total	26878.09	65517	6205.51	5024.82	7553.93			18784.26
VAT on expenditure	1293.86		137.87	205.56	123.32			466.75
	28171.95		6343.38	5230.38	7677.25			19251.01
RECEIPTS								
1 Precept	46000.00	53400	26700.00	26700.00				53400.00
2 Bank interest	30.05	30	4.95	0.37	0.38			5.70
3 Burial Fees	4800.00	3087	1200.00	200.00	60.00			1460.00
4 Ill Health Insurance refund								
5 P/Hall Electricity Refund					60.58			60.58
6 2018/19 Adjustment	0.10							
7 CEC Grant:	1910.71							
Neighbourhood Plan	24.99	9000						
Clean-up Grant	50.00							
8 Refund - Hi-Viz Jackets								
VAT on income					2.60			2.60
Total	52815.85	65517	27904.95	26900.37	123.56			54928.88
VAT repaid	1657.74		1293.86					1293.86
	54473.59		29198.81	26900.37	123.56			56222.74
Signed:								
Clerk and RFO								
Signed:								
Councillor with verification responsibility								
Signed:								
Chairman								

Nether Alderley Parish Council

Quarterly Analysis of Expenditure and Receipts compared with budget headings at 31st December 2020

RECEIPTS

	Q1	Q2	Q3
1. Half precept has been received for 2020-21:	£26,700.00	£26,700.00	
2. Bank interest on reserve account total:	£4.95	£0.37	£0.38
3. Burial Fees:			
Purchase EROB (NP)	£1,200.00		
Inter ashes in a grave + inscription (P)		£140.00	
Re-open existing ashes plot incl. inscription (P)		£60.00	
Additional inscription (NP)			£60.00
Total		£200.00	£60.00
4. Ill Health Insurance refund: Nil			
5. P/Hall Elec. refund:			£60.58
6. 2018/19 Adjustment			
7. CEC Grant:			
Neighbourhood Plan			
Clean-up Grant			
Donation			
8. Refund – Hi-viz Jkts			

Nether Alderley Parish Council

PAYMENTS

1. Clerk's salary and pension:

	Q1	Q2	Q3
Salary	1,610.70	1,610.70	2,482.30
Overtime	1,090.32	656.67	763.80
Back pay			411.94
Employer Pension	576.68	484.11	781.01
Employer N.I.	79.52	19.67	201.76
Annual payment ill health insurance			82.29
Additional 'sweep up' ill health insurance			
CE Pension Fund adjustment (+overpaid/-underpaid)	- 125.25	-8.83	-382.22
HMRC Account Credit		6.17	-6.17
Total	£3,231.97	£2,768.49	4,334.71

2. Payroll service to SPS:

	Q1	Q2	Q3
3 Months payroll service	30.00	30.00	30.00
GDPR Software – 1 st employee	£9.00	9.00	9.00
Acting pension delegate (auto enrolment)		20.00	
Total	£39.00	£59.00	£39.00

3. Stationery/Travel/Phone Expenses:

	Q1	Q2	Q3
HP Instant Ink	25.00	13.00	23.00
Mobile Phone	18.77	28.86	29.15
Microsoft One Cloud Storage		4.98	4.98
Stationery/Postage	31.18	14.58	45.32
Travel	59.85	31.05	54.00
Total	£134.80	£92.47	£156.45

4. Other Admin costs:

	Q3
Anti-virus software (1 yr)	10.41

5. Insurance:

Q1
£1,142.11

6. Audit Fees:

	Q1	Q2
Internal Audit 2019/20	199.00	
External Audit 2019/20		300.00
Total	£199.00	£300.00

7. Annual Subscription:

	Q1	Q2
Cheshire Association of Local Councils (ChALC)	200.60	
Cheshire Community Action (CCA) - Network		50.00
Society of Local County Clerks (SLCC)	126.00	
Information Commissioner's Data Protection		40.00
Cheshire Community Action CCA - Village Hall		20.00
Web hosting still to be paid		
Total	£326.60	£110.00

Nether Alderley Parish Council

8. Hall Expenses:

	Q1	Q2	Q3
Electricity	433.03	35.77	84.23
Contribution to running costs for 2020			
Hall Maintenance			51.16
COVID-19 Equip/Consumables			149.97
Total	£433.03	£35.77	£285.36

9. Highways:

	Q2	Q3
NAPC Contribution to repairs to Ladies Lane	£100.00	
Defibrillator (Monks Heath) and cabinet		1441.00
Replacement bench		850.00
Total		£2291.00

10. Burial Ground expenses:

	Q1	Q2	Q3
Maintenance	699.00	665.00	67.00
Total	£699.00	£665.00	£67.00

11. Councillor/Clerk courses:

	Q2	Q3
ChALC Course: 27.08.20	£25.00	
ChALC Course: 13.10.20		25.00
SLCC Annual Conference/Training		25.00
ChALC Course: 19.11.20		30.00
ChALC Course: 03.11.20		25.00
Total		£105.00

12. Hall Re-development:

	Q2	Q3
RIBA Work Stage 4 [Phase 3]	£607.00	
Bat Survey (Update)		265.00

13. Hall hire (Public event): None to date

14. Community Fund: None to date

15. Bank Safety Deposit fee: Paid at the end of financial year

16. Chairman's Allowance: None to date

Nether Alderley Parish Council

17. Neighbourhood Plan: None to date

18. S137 Expenditure:

Newsletter (Consumables)	Q2 £262.09
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Nether Alderley Parish Council

Estimated Expenditure to 31/3/21 and Forecast Budget 2021/22

Budget Heading	Actual 2019/20	Budget 2020/21	Total to 31/12/20	Estimated to 31/03/2021	Budget 2021/22
PAYMENTS					
1 Clerk's salary/pension/NI	11487.90	11538	10335.71	14446.11	14970
2 Payroll Services	176.00	194	137.00	176.00	194
3 Stationery/travel/phone	724.34	804	383.72	511.63	804
4 Other admin expenses	83.96	125	10.41	10.41	125
5 Insurance	1110.29	1155	1142.11	1142.11	1236
6 Audit fees	378.50	417	499.00	499.00	549
7 Annual Subscripn	597.59	628	436.60	556.60	584
8 Parish Hall expenses	2218.48	2558	754.16	938.50	2814
9 Highways	838.80	3000	2391.00	2541.00	3000
10 Burial Ground expenses	2458.84	2684	1431.00	2103.50	2209
11 Councillor/Clerk courses	300.00	360	130.00	285.00	360
12 Hall Redevelopment	6147.60	32039	872.00	872.00	28696
13 Hire of Hall (public events)	0.00	90	0.00	0.00	90
14 Community Fund:	0.00	800	0.00	0.00	500
15 Bank Safety deposit fee	25.00	25	0.00	25.00	25
16 Chairman's allowance	170.79	100	0.00	0.00	100
17 Neighbourhood Plan	0.00	9000	0.00	6500.00	3500
18 s137:	160.00	0			
Newsletter			262.09	262.09	0
Total	26878.09	65517	18784.80	30868.95	59756
VAT on payments	1293.86		466.75		
	28171.95		19251.55		
RECEIPTS					
1 Precept	46000.00	53400	53400.00	53,400.00	53025
2 Bank interest	30.05	30	5.70	6.09	2
3 Burial Fees	4800.00	3087	1460.00	2060.00	3229
4 Ill Health Insurance refund					
5 P/Hall Electricity refund			60.58	60.58	
6 Corr. of under/over payment	0.10				
7 CEC Grant:	1910.71				
Neighbourhood Plan		9000		6500.00	3500
Clean-up Grant					
Donation re: Parish Hall					
8 Refund - Hi-Viz Jackets	24.99				
Other	50.00				
VAT on income			2.60	2.60	
Total	52815.85	65517	54928.88	62,029.27	59756
VAT repaid	1657.74		1293.86		
	54473.59		56222.74		
(N.B. All figures do not include VAT)					
Budgeted Difference between income and expenditure = £53,025					
Precept 2021/22 approved on 11/01/21 as £53,025					
Signed Chairman					
Signed Clerk/RFO					

Nether Alderley Parish Council

Estimated Receipts/Payments to 31st March 2021 and Forecast Budget 2021/22

RECEIPTS

1. Full **Precept** has been received for 2020-21: £53,400

2. **Bank Interest**

Current: £5.70

Forecast: £6.09 (Further £0.39 Q4)

Budget: £2

In line with current bank interest of 0.01% per month (approx. £0.13 per month in 2020/2021)

3. **Burial Fees**

Current: £1460.00 (9 months)

Forecast: £2060.00 (1 x interment/EROB)

Budget: £3229

Not possible to accurately predict (average of previous years income)

Take account of previous income from previous years:

2007-8:	£1702
2008-9:	£1060
2009-10:	£5630
2010-11:	£1910
2011-12:	£3100
2012-13:	£3680
2013-14:	£2150
2014-15:	£4680
2015-16:	£3380
2016-17:	£1860
2017-18:	£5998
2018-19:	£2160
2019-20:	£4800

4. **Ill Health Insurance refund**

Current: £0

Forecast: £0 (No further refund expected)

Budget: £0

5. **Parish Hall Electricity refund**

Current: £60.58

Forecast: £60.58 (No further refund expected)

Budget: £0

6. **Correction of under/over payment**

Current: £0

Forecast: £0 (no further adjustment expected)

Budget: £0

Nether Alderley Parish Council

Estimated Receipts/Payments to 31st March 2021 and Forecast Budget 2021/22

7. CEC Grant: Neighbourhood Plan, Clean-up Grant and Donation

Current: £0

Forecast: £6,500.00 (Consultant fee: Phase 1 and 2)

Budget: £3500 (Consultant fee: Phase 3 and 4 plus other costs)

8. Refund: Hi-viz Jackets

Current: £0

Forecast: £0

Budget: £0

9. Other: Sale of Speed Gun

Current: £0

Forecast: £0

Budget: £0

Nether Alderley Parish Council

Estimated Receipts/Payments to 31st March 2021 and Forecast Budget 2021/22

PAYMENTS

1. Clerk's salary/pension/NI

Current: £10,335.71

Forecast: £14,446.11 (Average not used as salary increased in Sept. 2020. Forecast based on Q3)

Budget: £14,970 (rounded)

Salary/Pension/NI: Add 3% to forecast amount

£14,879 (rounded)

Add 10% Annual Ill Health Pension Ins. 2020/21:

£91

2. Payroll service:

Current: £137.00

Forecast: £176.00 (£39 due Q4)

Budget: £194 (rounded)

Add 10% to forecast amount

3. Stationery/travel/phone

Current: £383.72

Forecast: £511.63 ($\frac{383.72 \times 12}{9}$)

Budget: £804 (Maintained)

4. Other Admin expenses

Current: £10.41

Forecast: £10.41 (No further expenditure expected)

Budget: £125 (Maintained)

5. Insurance

Current: £1,142.11

Forecast: £1,142.11 (No further premium expected)

Budget: £1,236 (rounded)

Add 4% to forecast amount (incl. £50 admin charge)

6. Audit Fees

Current: £499.00

Forecast: £499.00 (No further fees expected)

Budget: £549 (rounded)

Add 10% to forecast amount

7. Annual Subscription

Current: £436.60

Forecast: £556.60 (Further £120 - Web hosting fee Q4)

Budget: £584 (rounded)

Add 5% to forecast amount

Nether Alderley Parish Council

Estimated Receipts/Payments to 31st March 2021 and Forecast Budget 2021/22

(Cost of affiliation to: ChALC, Cheshire Community Action - PC, Cheshire Community Action - Building Network, Data Protection Notification, SLCC, Anti-virus subscription and Greensplash)

8. Parish Hall Expenses

Current: £754.16

Forecast: £938.50 (£754.16 - £51.16 Maint - £149.97 COVID-19 Safe.= £553.03

£553.03 x 12 = £184.34 (Q4)

9

Budget: £2814 (rounded)

Unable to calculate based on current year as hall closed due to COVID-19. Therefore used 20/21 budget figure (£2558) + 10%

9. Highways

Current: £2,391.00

Forecast: £2,541.00 (Install defibrillator £100 + Memorial plaque for bench £50 = £150)

Budget: £3000 (Maintained)

Replacement Parish boundary sign(s)

10. Burial Ground Expenses

Current: £1,431.00

Forecast: £2,103.50 (January invoice: £672.50)

Budget: £2,209 (rounded)

Add 5% to forecast

11. Councillor/Clerk courses

Current: £130.00

Forecast: £285.00 (January invoice: £75.00 + £30.00 EOY/Finance + £50.00
2 x courses = £155.00)

Budget: £360 (Maintained)

Update Councillor/Clerk knowledge based courses

12. Hall Renovation

Current: £872.00

Forecast: £872.00 (No further expenditure anticipated)

Budget: £28,496

If additional funding required, consider reserves and applications for grant funding

13. Hire of Hall (Public events)

Current: £0

Forecast: £0 (No public events expected)

Budget: £90 (Maintained)

Additional public meetings required re: P/Hall refurbishment and Neighbourhood Plan

Nether Alderley Parish Council

Estimated Receipts/Payments to 31st March 2021 and Forecast Budget 2021/22

14. Community Fund:

Current: £0

Forecast: £0

Budget: £500

15. Bank Safety Deposit fee

Current: £0.00

Forecast £25.00

Budget: £25 (Maintained)

16. Chairman's Allowance

Current: £0

Forecast: £0 (No further expenditure expected)

Budget: £100

Approved amount

17. Neighbourhood Plan

Current: £0

Forecast: £6,500.00 (Consultant fee: Phase 1 and 2)

Budget: £3,500

CEC Grant available to produce a Neighbourhood Plan (Phase 3 and 4)

18. (s137) Newsletter

Current: £262.09

Forecast: £262.09 (No further expenditure expected)

Budget: £0