

COUNCIL – 18th MAY 2020

FINANCE REPORT

OUTTURN REPORT YEAR ENDING 31 MARCH 2020

1.0 INTRODUCTION

This report introduces the outturn for the year ending 31 March 2020 and sets out the differences in income and expenditure.

At the time of writing the report it has not been possible to collate the budgeted figures to this form of overview report and councillors are referred to the individual committee and cost centre reports previously circulated. Arrangements are being put in place to enable an overview of actual vs budget to be available on a quarterly basis for 2020 – 2021.

2.0 BUDGET, INCOME AND EXPENDITURE SUMMARY 2019 - 2020

2.1 Income

	Actual 19/20	Budget 19/20	Balance
Income			
Bank Interest Received	£199.01		
Bowls Club Gas Recharge	£549.51		
Bowls Lease	£0.00		
Burial Income	£3,760.00		
Community projects	£1,925.00		
Delaford Colts Hire	£7,000.00		
Devolved Highways Services	£0.00		
Elderly Activities Income	£1,455.70		
Football Hire	£1,880.04		
Grants Received	£11,026.87		
Hardings Row Donation	£0.00		
Hardings Row Lease	£0.00		
Inspire Conservation - Grant received	£0.00		
Iver Allotments Rental	£470.00		
Iver Heath Allotments Rental	£1,300.00		
Iver Heath Fields Hay Sale	£0.00		
Iver Rec New Pavilion Hire	£4,473.00		
LAF Funding for Elderly	£0.00		
Miscellaneous Income (4031)	£5,160.79		
Miscellaneous Income (Insurance Claims Etc)	£9,515.52		
Neighbourhood Plan (4046)	£0.00		
Party in the Park Contributions	£0.00		
(Precept Income	£596,860.40)		
Rental Income	£15,823.69		
Scout Electricity Recharge	£530.14		
Single Payment Scheme (RPA - IHF)	£3,005.15		
St. Peter's Churchyard Income	£270.00		
Streetworks Improvements	£1,357.82		
Sunday 58 Bus Contribution	£0.00		
Swan Meadow Grant	£0.00		
Tennis Electricity Recharge Floodlight	£0.00		
Tennis Floodlights recharge	£0.00		

Tennis Hire	£1,812.64		
Totals	£71,514.88	£35,250.00	+£36,264.88

2.2 Expenditure

	Actual 19/20	Budget 19/20	Balance
Expenditure			
Office salaries	£117,306.61		
Grounds Team salaries	£91,156.13		
Pension	£30,355.40		
Employers National Insurance	£12,764.82		
Activities for Elderly	£2,276.39		
Advertising / Promotions	£1,225.00		
Agent Charges	£1,500.00		
Alarm System	£1,038.99		
Allotment Lease	£640.00		
Amenities Contingency	£4,842.50		
Annual Subscriptions	£633.98		
BALC / NALC Membership	£1,631.74		
Bank Charges	£1.63		
Business Rates	£9,081.00		
Cable Works	£16,180.04		
Car Park Work	£58,817.50		
Caretaking	£475.49		
CCTV	£66.62		
Chairman's Expenses	£39.82		
Christmas Street Lighting	£12,512.00		
Civic Functions	£96.86		
Cleaning	£4,051.00		
Clock Tower	£2,415.00		
Coffee Mornings	£0.00		
Colne Valley Trust	£2,500.00		
Combined Insurances	£10,176.09		
Community Event 1 - Iver Heath Fun day	£2,355.94		
Community Proj	£2,402.47		
Computer Technical Support	£4,546.60		
Contingency	£143.95		
Dog Bins	£0.00		
Electricity	£6,707.15		
Equipment Maintenance/Repairs	£1,706.70		
External Audit	£1,300.00		
Fire Alarm Systems/Fire Exting/Emergency light	£1,667.01		
Fire Extinguishers	£584.52		
First Aid	£2,131.19		
Flowers for Parish	£55.60		
Franking - Postage	£429.99		
Fuel	£3,807.57		
Gas	£10,114.19		
Gates Maintenance	£1,170.30		
General Maintenance	£11,344.37		
General Maintenance - Council Office	£0.00		
General Maintenance - St Peter's Burial Grounds	£500.00		
GIS Mapping	£180.00		
Groundwork Costs - Iver Rec Allotments	£1,235.35		

Hardings Row	£10,489.19
Health & Safety Services	£3,540.00
Highways Projects	£68,485.56
Hire of meeting rooms	£185.19
Internal Audit	£690.00
Intruder Alarm	£0.00
IT Software & Consumables (7554)	£3,062.14
Iver Heath Fields	£2,491.83
Iver Heath Rec Ground Pump Service Contract	£803.31
Iver Heath Tennis Pavilion Rates	£666.00
Iver Mud Wharves	£2,065.00
Legionnaire Checks	£325.00
Materials	£322.28
Members Expenses	£44.40
Mobile Phones	£289.70
Neighbourhood Plan (7646)	£5,508.00
New Office Overheads	£0.00
Office Cleaning Contract	£1,355.49
Office Equipment	£1,780.68
Office Equipment and Maintenance	£532.34
Office Internet	£524.44
Office Rental PWLB	£27,263.00
Office Repairs and Maintenance	£11,798.92
Office Telephone	£682.87
Other Grants - not S137	£1,872.00
Papers & Publications	£73.86
Photocopying	£823.97
Photocopying Lease	£1,487.78
Play Equipment	£3,378.82
Play Equipment Inspection	£347.50
Professional Fees	£9,907.00
Project Play Equipment	£15,000.00
Protective Clothing	£814.53
PSL Contract Maintenance	£14,701.86
PSL Repairs (not in contract)	£9,655.09
Repayments to PWLB	£16,354.50
Seats / Bollards	£1,205.37
Signs	£55.18
St Leonards Mound	£46.27
Staff Welfare	£124.97
Stationery	£1,201.07
Summer Hanging Baskets	£5,773.30
Sundry Expenses	£273.41
Swan Road Lease	£5,553.86
Swan Road Maintenance Costs	£2,166.87
Temporary Labour	£6,846.90
Tennis Electricity Floodlights	£250.44
Tools and Equipment	£458.66
Tractor and Equipment	£1,041.74
Traffic Schemes VAS Maintenance	-£0.01
Training	£2,869.25
Travel Expenses	£4.00
Tree Work	£14,685.34
Vehicle and equipment repairs / servicing	£1,375.98
Vehicle Road TAX	£520.00
Vehicle Service & MOT	£512.00
Water	£1,580.65

Website Expenditure	£280.00		
Youth Activities	£658.27		
Total	£698,973.28	£632,110.28	-£66,863.00

2.3 Summary

2.3.1 Assets and General Reserve 31 March 2020

Total Cash held in bank accounts	£274,142
Other Assets (Debtors, Office Cash, prepayments)	£14,825
Ear Marked Reserves	£ 138,084
	£ 150,343
Liabilities	£ 2,145
General Reserve balance at 31 March 2020	£148,198

2.3.2 Budget Outturn

	Budget	Actual	<i>Difference in actual</i>
Income	£35,250	£71,514.88 ¹	£36,264.88 additional income
Expenditure	£632,110.39	£698,973.28 ²	£66,862.89 overspend
		Outturn Figure	£30,598.01 overspend
		Movement out of reserves	£88,500.00
		Budget outturn	£57,901.99 added to General Fund

¹ Excluding rechargeable income

² Excluding rechargeable expenditure

3.0 **NON BUDGETED EXPENDITURE PROPOSALS**

In 2019 – 2020 the Council undertook 1 major piece of unbudgeted expenditure in order to address the risks that it faced. This was to fulfil the requirement of a Clerk to the Council and Responsible Finance Officer. It consisted of the commissioning of an interim clerk and the appointment process for a permanent replacement Clerk. Funds were transferred from the Highways Budget to cover costs.

The Council is likely to incur 2 non-budgeted expenditure items during 2020 – 2021:

- 3.1 Refurbishment costs at Iver Heath Recreation Pavilion where rot and decay issues have been identified during stripping out and the design has required modification.
- 3.2 Infrastructure and operational changes required to return the council to providing as many services as practicable following Covid-19 lockdown.

4.0 **EAR MARKED RESERVES**

The beginning of year (1 April, 2020) Ear Marked Reserves are detailed in the table below:

Ear Marked Reserve Item	Beginning of Year figure
Property upgrade (3126)	£2,000
Rec Ground pitch work (3124)	£1,500
Play Equipment (3113)	£5,000
Green Spaces (3122)	£2,500
Tree Works (3123)	£0
Car Park Iver Rec (3120)	£0
Ground Maintenance (3114)	£2,500
Groundsman Van (3104)	£13,000
Highways Project (3105)	£5,584
LED Street Lighting (3106)	£0
Iver Heath Recreation Ground Project (3125)	£25,000
Iver Heath Pavillion Refurbishment (3117)	£70,000
Neighbourhood Planning (3118)	£5,000
Office Equipment (3112)	£1,000
Tractor (3103)	£5,000
TOTAL	£138,084

4.2 Externally funded project work 2019 - 2020

During the year the following external funds were received for specific project work:

- 4.2.1 Stitch and Knit functions £500
- 4.2.2 LAF funding for lighting £4,444
- 4.2.3 Iver Mud Wharves £8,000
- 4.2.4 Iver Heath Recreation Ground Play Equipment £1,500

These funds currently sit in general reserves.

Recommendations

Council is recommended to:

- a. Receive the outturn report;
- b. Agree that the funds listed in 4.2 are allocated to new project-specific ear marked reserves
- c. In consideration of the unknown costs related to the Iver Heath Pavilion Refurbishment and the changes required to the council's infrastructure

and operations in relation to Covid-19 to maintain the General Reserve balance with no further allocations to Ear Marked Reserves at this time;
d. To consider further ear marked reserve allocations at a time when costs are available in relation to b.

For further information contact :

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