

ALDENHAM PARISH COUNCIL

Council Document

To review the latest financial statements

AGENDA item 9

Finance & General Purposes Committee Meeting
12th April 2021

Background

Please find attached the summary figures for all committees' year to date, this is up to the end of February 2021, eleven months into the fiscal year, so we would expect expenditure to be about 91.67%. Overall the Council is on track. Please see the reports for specific comments.

Earmarked and Capital Reserves are covered in another report.

Community Infrastructure Levy (CIL)

The balance in CIL currently stands at £373,810.72. So far in 2021 there has been expenditure on

- High Street furniture redecoration – £10,589, still £1,671.48 to pay once the 'snagging' has been completed.
- CIL Community Grants to Radlett Bowls Club & Aldenham War Memorial Hall and 1st Radlett Scouts – £6,064.68 (a further £14,248.17 reserved but not yet allocated).
- Phillimore Rec Improvement project – £4,085 for architect fees and topographical survey.

These funds are allocated as stated below:

- £ 52,791.59 - CIL community grants (of which £1,562.85 has been paid)
- £ 1,671.48 - High Street Furniture restoration.
- £319,347.65 - Phillimore Rec improvements

Members are asked to consider this report.

Peter Evans

Parish Council Manager

These are the figures at the end of February -- Month 11 (91.67%)

<u>Code</u>	<u>INCOME</u>									
<u>Code</u>	<u>Description</u>	<u>Received</u>	<u>Budget YTD</u>	<u>Variance</u>	<u>U/F</u>	<u>Received YTD 2019/20</u>	<u>Reasons</u>			
1010	Compost Bags	634	1,650	-1,016	U	2,206	Some sales from depot at a reduced price as approaching out of date.			
1020	Misc Income	5,291	420	4,871	F	409	£5,000 received for Radlett Centre mast rental, will be returned as proposed lease has been rejected.			
1025	Bank Interst Received	4,308	2,750	1,558	F	9,994	Close Brothers , CCLA , Active Saver			
1080	Agency SCS Income RCT	-00	4,120	-4,120	U	4,359	APC have agreed not to charge for services as Radlett Centre is shut			
	Expenditure									
<u>Code</u>	<u>Description</u>	<u>Spend</u>	<u>Budget YTD</u>	<u>Variance</u>	<u>F/U</u>	<u>Spend YTD 2019/20</u>	<u>Reasons</u>			
4000	Salaries	94,201	93,406	-795	U	111,983	Budget has allowed for 2% increase in salaries from 1st April 2020 however agreed increase was 2.75%.			
4005	Overtime	124	500	376	F	485	Very little overtime as events cancelled			
4015	ERS NIC & Pension	32,118	30,558	-1,560	U	37,858	APC have added ill health liability cover to pension policy -- not budget for plus increase in salaries see above			
4030	Travel	71	638	567	F	425	Very little travel to meetings or training as all on line now.			
4100	Utilities	2,827	10,000	7,173	F	6,520	Credit note received for gas usage from March20-May 20.Also as R Centre is closed gas and electricity reduced.			
4140	Professional Fees	-00	2,747	2,747	F	1,000	No invoices so far from services used.			
4150	Audit & Accountancy	410	1,330	920	F	745	Fisrt internal audit fee paid.			
4200	Office Cost	2,846	4,829	1,983	F	3,708	Some equipment purchased to allow staff to work from home. Less printing cost as office closed .			

4225	IT	13,870	12,067	-1,803	U	10,262	New laptop and repairs to another one, not all budgeted for.
4240	Training	1,189	1,750	561	F	1,985	Some training from webinars purchased
4300	Agency Services	6,530	7,365	835	F	1,296	Annual HR charges and payroll agency services .
4405	Asset Purchases	1,300	1,000	-300	U	-00	New laptop for PCM
4410	R&M Premises	2,713	700	-2,013	F	4,735	New fire alarm system installed so far.
4415	RCT Cleaning & Maintenance	3,570	8,187	4,617	F	10,220	Quartely charges made and supplies ordered before closure of the R Centre so far. Qtr 2,3,4 invoices being queried.
4437	N Plan expenditure	1,050	-00	-1,050	U	2,845	Contractors work on meetings with Hertsmere at the beginning of the year
4490	Misc Expenditure	103	420	317	F	540	Very little expenditure so far
4495	Compost Bags	-00	1,500	1,500	F	1,763	R Centre is closed so no replenishment of stock needed
	F = Favourable Variance						
	U = Unfavourable Variance						

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Detailed Income & Expenditure by Phased Budget Heading 28/2/2021

Month No: 11

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1010 Compost Bags Income	634	1,650	1,016	1,800			35.2%	
1020 Miscellaneous Income	5,291	462	(4,829)	500			1058.2%	
1025 Bank Interest Received	4,308	2,750	(1,558)	3,000			143.6%	
1035 Walks booklet income	2	0	(2)	0			0.0%	
1037 Footpath Maps Income	18	0	(18)	0			0.0%	
1076 Precept	686,613	686,612	(1)	686,612			100.0%	
1080 Agency Scs Income - RCT	0	4,532	4,532	4,851			0.0%	
Administration :- Income								
4000 Salaries	94,201	93,406	(795)	101,898		7,697	92.4%	
4005 Overtime	124	550	426	600		476	20.7%	
4015 ERS NIC&Pension	32,118	30,558	(1,560)	35,664		3,546	90.1%	
4030 Travel	71	638	567	700		629	10.2%	
4100 Utilities - Gas,elec & water	2,827	10,000	7,173	11,000		8,173	25.7%	
4110 Insurance	11,676	11,539	(137)	11,539		(137)	101.2%	
4120 Telephone	954	1,100	146	1,200		246	79.5%	
4135 Office Rental	4,910	6,547	1,637	6,547		1,637	75.0%	
4140 Professional Fees	0	2,830	2,830	3,000		3,000	0.0%	
4150 Audit & Accountancy	410	1,330	920	2,600		2,190	15.8%	
4200 Office Cost	2,846	4,829	1,983	5,224		2,378	54.5%	
4225 IT	13,870	12,067	(1,803)	13,000		(870)	106.7%	
4240 Training	1,189	1,750	561	2,000		811	59.4%	
4300 Agency Services	6,530	7,365	835	7,500		970	87.1%	
	696,866	696,006	(860)	696,763			100.0%	0

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Detailed Income & Expenditure by Phased Budget Heading 28/2/2021

Month No: 11

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4405 Asset Purchase	1,300	1,000	(300)	1,000		(300)	130.0%	
4410 R&M Premises	2,877	7,000	4,123	9,000		6,123	32.0%	
4415 RCT Cleaning & Maintenance	3,570	8,187	4,617	10,916		7,346	32.7%	
4437 Neighbourhood Plan Expenditure	1,050	0	(1,050)	0		(1,050)	0.0%	
4490 Miscellaneous Expenditure	103	462	359	500		397	20.7%	
4495 Compost Bags Costs	0	1,650	1,650	1,800		1,800	0.0%	
4497 Footpath Maps costs	0	0	0	100		100	0.0%	
4510 Subscriptions	2,416	2,500	84	2,500		84	96.6%	
4530 Radlett Centre Trust Grant	110,000	110,000	0	120,000		10,000	91.7%	
4531 RCT life cycle grant	16,000	16,000	0	16,000		0	100.0%	
4600 Election Costs	0	0	0	2,000		2,000	0.0%	
4610 Contingency	0	0	0	17,450		17,450	0.0%	
4612 Newberries Car Park Grant	8,511	8,512	1	8,512		1	100.0%	
4613 Chairman's Allowance	322	300	(22)	1,600		1,278	20.1%	
Administration - Indirect Expenditure	317,874	340,120	22,246	393,850	0	75,976	80.7%	0
Net Income over Expenditure	378,992	355,886	(23,106)	302,913				

These are the figures at the end of February 2021-- Month 11 (91.67%)

Code	INCOME								
	Description	Received	Budget YTD	Variance	U/F	Received YTD 2019/20	Reasons		
1150	Allotments Income	2,471	2,200	271	F	2,418	Extra tenants this year.		
	EXPENDITURE								
	Description	Spend	Budget YTD	Variance	U/F	Spend YTD 2019/20	Reasons		
4000	Salaries	83,955	94,600	10,645	F	79,446	Reduction in staff number by 1.62FTE for first 3 months so less salary costs. (still 30hr vacancy not appointed)		
4005	Overtime	625	3,000	2,375	F	2,659	Weekend overtime did not start until August (normally March) due to lockdown meaning no toilets open.		
4015	ERS NI & Pension	12,906	20,548	7,642	F	15,192	See comment above re salaries.		
4030	Travel	106	550	444	F	340	Only weekend travel costs paid so far		
4100	Utilities	1,901	4,400	2,499	F	3,536	Credit note received from company for electricity 2019/20.		
4401	Open Space	13,211	8,800	-4,411	U	9,484	Various open spaces risk assessments plus usual maintenance as per works schedule. New noticeboard for L Health.		
4405	Asset Purchase	3,810	7,400	3,590	F	4,890	Only new flooring in depot and fencing at Wellhouse Dell purchased so far.		
4417	Fleet Management	5,176	6,199	1,023	F	6,226	Less fuel used as staff not in everyday during lockdown periods.		
4460	Protective clothing	679	1,250	571	F	738	OST fully kitted out.		
4492	Security	4,734	7,791	3,057	F	8,610	No lock ups being carried out at weekends, evening lock ups started in July.		

F = Favourable Variance

U = Unfavourable Variance

Detailed Income & Expenditure by Phased Budget Heading 28/2/2021

Month No: 11

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Open Spaces								
1020 Miscellaneous Income	61	75	14	100			61.0%	
1150 Allotments Income	2,471	2,200	(271)	2,200			112.3%	
1160 Site Rental	4,244	4,000	(244)	6,500			65.3%	
		Open Spaces :- Income						
	6,776	6,275	(501)	8,800			77.0%	0
4000 Salaries	83,955	94,600	10,645	115,862		31,907	72.5%	
4005 Overtime	625	3,000	2,375	3,000		2,375	20.8%	
4015 ERS NIC&Pension	12,906	20,548	7,642	31,283		18,377	41.3%	
4030 Travel	106	550	444	600		494	17.7%	
4100 Utilities - Gas,elec & water	1,901	4,400	2,499	4,750		2,849	40.0%	
4120 Telephone	(0)	0	0	0		0	0.0%	
4225 IT	360	0	(360)	0		(360)	0.0%	
4240 Training	726	880	154	1,000		274	72.6%	
4401 Open spaces	13,211	8,800	(4,411)	9,500		(3,711)	139.1%	
4405 Asset Purchase	3,810	7,400	3,591	8,000		4,191	47.6%	
4411 Depot	10,096	8,660	(1,436)	9,400		(696)	107.4%	
4417 Fleet management	5,176	6,199	1,023	7,163		1,987	72.3%	
4441 High street	537	1,250	713	3,000		2,468	17.9%	
4451 Tree Management	6,992	7,000	8	8,000		1,008	87.4%	
4460 Protective Clothing	679	1,250	571	1,600		921	42.4%	
4490 Miscellaneous Expenditure	0	375	375	500		500	0.0%	
4492 Security	4,734	7,791	3,057	8,500		3,766	55.7%	
	Open Spaces :- Indirect Expenditure							
	145,814	172,703	26,889	212,158	0	66,344	68.7%	0
Net Income over Expenditure	(139,036)	(166,428)	(27,390)	(203,356)				

These are the figures at the end of February -- Month 11 (91.67%)

Code	INCOME								
Code	Description	Received	Budget YTD	Variance	U/F	Received YTD 2019/20	Reasons		
1070	Grant R'ved - other	6,978	0	6,978	F	2,500	Grants recd for FOC will be carried forward to 2021/22 towards 100 year celebrations event plus £1500 sponsorship received for Xmas Tree and decorations.		
1021	Winter Fair Income	-00	1,001	-1,001	U	1,874	No Winter Fair this year due to Covid19		
1240	Newsletter Advertising Income	-00	1,500	-1,500	U	100	CD Committee decided in December not to charge for 2021 to support businesses		
	EXPENDITURE								
Code	Description	Spend	Budget YTD	Variance	F/U	Spend YTD 2019/20	Reasons		
4015	ERS NIC&Pensions	8,259	7,865	-394	U	2,707	APC have purchased ill health liability insurance not budgeted for, plus salary increase of 2.75% agreed whereas budget assumed 2%		
4030	Travel	-00	330	330	U	121	No travel by officer as no events		
4226	Website Design & Maintenance	1,667	1,265	-402	U	937	New website completed , hosting paid in advance for a year .		

Aldenhams Parish Council

Detailed Income & Expenditure by Phased Budget Heading 28/2/2021

Cost Centre Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Community Development								
1020 Miscellaneous Income	0	0	0	500			0.0%	
1021 Winter Fair Income	0	1,001	1,001	1,000			0.0%	
1070 Grants R'v'd - Other	6,978	0	(6,978)	0			0.0%	
1240 Newsletter Advertising Income	0	1,500	1,500	1,500			0.0%	
Community Development :- Income	6,978	2,501	(4,477)	3,000			232.6%	0
4000 Salaries	33,945	33,742	(203)	36,810		2,865	92.2%	
4005 Overtime	153	160	7	185		32	82.6%	
4015 ERS NIC&Pension	8,259	7,865	(394)	8,098		(161)	102.0%	
4030 Travel	0	330	330	360		360	0.0%	
4040 External Staffing	750	1,500	750	1,500		750	50.0%	
4226 Website Design & Maintenance	1,667	1,265	(402)	1,315		(352)	126.8%	
4405 Asset Purchase	2,250	2,250	0	4,000		1,750	56.3%	
4420 Christmas Lights	4,254	2,600	(1,654)	2,600		(1,654)	163.6%	
4433 Event - Summer	0	3,000	3,000	3,000		3,000	0.0%	
4434 Event - Winter Fair	783	4,000	3,217	4,000		3,217	19.6%	
4435 Event - varies	2,481	3,000	519	3,000		519	82.7%	
4438 Youth Council Expenditure	0	231	231	250		250	0.0%	
4470 Newsletter Delivery	750	800	50	1,000		250	75.0%	
4475 Newsletter Printing	4,271	7,000	2,729	8,000		3,729	53.4%	
4490 Miscellaneous Expenditure	0	462	462	500		500	0.0%	
4519 Grants	4,632	12,625	7,993	13,500		8,868	34.3%	
Community Development :- Indirect Expenditure	64,195	80,830	16,635	88,118	0	23,923	72.9%	0
Net Income over Expenditure	(57,217)	(78,329)	(21,112)	(85,118)				