

Finance Report – Quarter 3

Preamble:

The current JPC inherited an inappropriate software programme designed for tradespeople and small businesses. This was further compromised by poor budget header selection, no clear lines differentiating between purchases, services, and expenses, and headers which were vague, such as *Mouse* and *Vale*. The new accountancy software will, from 1st April this year, be clear and concise in showing how income and outgoings are recorded and how they sit dynamically against the budget.

Expenses

<u>Finance Header</u>	<u>Comment</u>
Salaries	This budget line has an underspend as the current clerk only started being paid a salary in December 2020 in line with his agreed contract. [B-£3,000.00 A - £784.76 V £2,215.24]
Expenses	Due to reasons given in the preamble, Cllrs who purchased items for use by the JPC in projects, e.g. Cllr Jones, who reclaimed £149.70, after purchasing plants for the station, and other minor sums, were Cllr Hubbocks, for allotment keys, Cllr Field reimbursed for Zoom payments, all now covered by a JPC debit card. The largest item in this heading was the Clerk's monthly allowance and expenses for office materials. [B-£1,500.00 A- £1,752.91 V - £252.91]
Pensions	This budget line has no spend as the Clerk does not receive a pension.
Services	The budget figure of £35,000.00 includes reserves which have not been used, actual expenditure is just 16% of forecast. [B-£35,000.00 A - £5,546.63 V- £29,453.37]
Training	The JPC has embarked on a widening training regimes as so many of the members have been co-opted, namely, WALC £1,267.00 in membership and courses. SLCC £731.60 which includes Clerk's CiLCA training costs, WJ Robinson £214.40 – Total £2,162.00. [B - £1,500.00 A - £2,162.00 V- £662.00]
Publicity	This budget line has an overspend as during lock-down, the JPC voted to take out a 4-page spread in the Henley Focus in order to be able to communicate effectively with all members of the public. The JPC also spent nearly £500.00 on ballot papers for the WASPS adoption campaign and Covid questionnaire's used for future strategy. [B - £1,000.00 A - £3,370.00.50 V- £2,370.50]

Accounting	This is line with the budgeted amount.
Legal	There is an underspend in this area as the JPC have not had the need for Legal services so far this year.
Election	Due to Covid-19, we have only had one election which was uncontested at a cost of £100. There is a pending election for May 2021.
Web	This has an overspend as the JPC voted to bring the site up to HM Gov requirements on security and accessibility costing just over £4K. [B - £2,000.00 A - £5,061.58 V - £3,061.58]
IT	This is line with the budgeted amount.
Purchases	This year to date has seen use of the reserves placed in the budget for such high expenditure items as materials for St Nicholas churchyard, purchased from Curtiss, £750.60, along with R Adams, £574.25, new signage Creative Touch £970.00, sustenance for volunteers, Henley Bakery, £180.00, Henley Metal Products for town signage, KMO Plants for railway station, £256.83, £610.00, finally the JPC purchased newspapers from the Co-op, which were fully reimbursed by residents at £3,241.30 which is part of the ledger total. Each purchase is carefully monitored at Finance Committee level and reported to full Council – see minutes for further information. [B - £5,000.00 A - £8,546.53 V - £3,546.53]
Vale	This is in line with the budgeted amount and reflects that there is a final quarter in which to pay for these services.
Grants	There is an underspend in this area as the Grants Committee have changed the Annual Grants process and have ensured it reflects greater rigour and accountability. This has resulted in some community organisations not having the need to receive monies this year or to receive less than they had requested.
Mousley	There has been an overspend in this area as there has been a lot of tree work needed over this year. In order to try and reduce the cost, the JPC are in the process of conducting a tree survey so this will be better budgeted for in the future.
CCTV	This is line with the budgeted amount.
Support	This included £25.00 for HRBL, for Remembrance Day flowers, and reimbursement to Cllr Okey of £300.00 for station planting which was fully reimbursed by Wadsworth Solicitors of Henley.

HMRC	These expenses are regarding the outgoing Clerk.
Insurance	This is line with the budgeted amount.

Income

<u>Finance Header</u>	<u>Comments</u>
Precept	This was determined in January 2020.
CIL	The JPC has had no revenue to date from new builds in the town.
Refunds	This is in line with expected projections.
Allotments	This exceeds expected projections as this is now being well managed and monies for each plot are collected in a timely fashion.
Rents	This is in line with expected projections.
Interest on deposit account	Over ambitious budgeting as deposit accounts only attracts £1.00 to £2.00 per month.
Other income	This year to date saw exceptional funding which was never envisaged when the budget was drawn up. This listed included income from Crowdfunding [Outdoor Gym Equipment] of £3,727.00, and falsely inflated income due to the expenditure for the payment to the Co-op for newspapers, £3,285.55. [B - £00.00 A £8,253.32 V - £8,253.32]

Overall Comments

The JPC are managing their finances well, ensuring that value for money is at the heart of every transaction. The Finance Committee are well versed in rigour and accountability and relay this to all Council members when reporting on current spending. The JPC has managed to get many projects off the ground this year including enhancing the Railway station, providing more signage around town for tourists and ensuring effective communication with residents during the pandemic.

Signed:  Chair JPC

Dated: 31.12.2020

Appended Document: Financial Budget Comparison Statements 01.04.2020 – 31.12.2020

Financial Budget Comparison

Comparison between 01/04/20 and 31/12/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance
EXPENDITURE				
Council				
100 Salaries	£3,000.00	£0.00	£784.76	£2,215.24
110 Expenses	£1,500.00	£0.00	£1,752.91	-£252.91
115 Pensions	£0.00	£0.00	£0.00	£0.00
120 Services	£35,000.00	£0.00	£5,546.63	£29,453.37
125 Training	£1,500.00	£0.00	£2,162.00	-£662.00
130 Publicity	£1,000.00	£0.00	£3,370.50	-£2,370.50
135 Accountancy	£500.00	£0.00	£400.00	£100.00
140 Legal	£1,500.00	£0.00	£0.00	£1,500.00
145 Elections	£2,000.00	£0.00	£100.00	£1,900.00
150 Web	£2,000.00	£0.00	£5,061.58	-£3,061.58
155 IT	£1,500.00	£0.00	£1,010.50	£489.50
160 Purchases	£5,000.00	£0.00	£8,546.53	-£3,546.53
165 Vale	£15,000.00	£0.00	£9,486.84	£5,513.16
170 Mousley	£4,000.00	£0.00	£7,440.00	-£3,440.00
175 CCTV	£2,000.00	£0.00	£1,985.00	£15.00
180 Grants	£45,000.00	£0.00	£34,014.98	£10,985.02
185 Support	£5,250.00	£0.00	£325.00	£4,925.00
190 Insurance	£2,500.00	£0.00	£2,339.00	£161.00
195 HMRC	£1,000.00	£0.00	£250.40	£749.60
Total Council	£129,250.00	£0.00	£84,576.63	£44,673.37
Total Expenditure	£129,250.00	£0.00	£84,576.63	£44,673.37
Total Income	£123,000.00	£0.00	£126,172.17	£3,172.17
Total Expenditure	£129,250.00	£0.00	£84,576.63	£44,673.37
Total Net Balance	-£6,250.00		£41,595.54	

Financial Budget Comparison

Comparison between 01/04/20 and 31/12/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance
INCOME				
Council				
10 Precept	£116,600.00	£0.00	£116,600.00	£0.00
20 CiL	£5,000.00	£0.00	£0.00	-£5,000.00
25 Refunds	£0.00	£0.00	£0.00	£0.00
30 Allotments	£365.00	£0.00	£1,300.00	£935.00
35 Rents	£1,000.00	£0.00	£0.00	-£1,000.00
40 Interest on Deposit Account	£35.00	£0.00	£18.85	-£16.15
50 Other Income	£0.00	£0.00	£8,253.32	£8,253.32
Total Council	£123,000.00	£0.00	£126,172.17	£3,172.17
Total Income	£123,000.00	£0.00	£126,172.17	£3,172.17