

Finance and General Purposes Meeting

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL



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www.kidsgrovetowncouncil.gov.uk

Minutes of the Finance and General Purposes Committee meeting held on the 24th February 2020, 7:00pm, Chairman's Room, Victoria Hall

- FPG/19-20/7/1 Present**
- Cllr A Cooper, Cllr S Dymond, Cllr A Cartwright, Cllr S Bowyer, Cllr M Stubbs.
In attendance: Sue Davies, Town Clerk
- FPG/19-20/7/2 To receive and consider apologies for absence**
- Apologies had been received from Cllr J Dodgson and Cllr P Waring.
- FPG/19-20/7/3 To note declarations of Member's Interests**
- None
- FPG/19-20/7/4 To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 6th January 2020**
- The minutes of the meeting of the 6th January 2020 were approved by those present.
- FPG/19-20/7/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)**
- None.
- FPG/19-20/7/6 Matters Arising not covered elsewhere on the agenda:**
- a) Update on banking arrangements.**
- The Clerk provided an update on the banking arrangements. The progress on the NSI account was queried and the Clerk agreed to pursue this.
- b) Defibrillator Mapping project**
- An update was provided:
- Two new defibrillators in the region are at the Swan and in a phone box on Primitive Street, ow Cop, from funding raised by St James's, with both being public access.

- The box is still damaged outside of One Sure Insurance.
- The provision at the Railway Station need ascertaining.
- Contact with the Canal and River Trust is required.

FPG/19-20/7/7

Council Finance

a) To receive and resolve to approve the schedule of payments.

The committee resolved to approve the schedule of payments. (Appendix 1)

b) To receive bank reconciliations and the statement of accounts dated 31st January 2020.

The Committee received the bank reconciliations and statement of accounts dated 31st January 2020. (Appendix 2)

c) To receive the RFO's financial report.

The Clerk gave a verbal summary of the financial situation based on the report of the 31st January. There were no proposed virements.

FPG/19-20/7/8

To receive and review the Interim Audit Report conducted by JDH Business Services. To agree any actions required.

The Committee received the Interim Internal Audit report. All outstanding issues have now been satisfactorily resolved. Town comments were:

- It was identified the Council has no financial back-up to the Clerk/RFO should she be off for any length of time. The administration assistant is being given further training on the RBS software use from the Clerk.
- It was identified that the Council needs to consider the level at which variances are reported. This will be included in the imminent Financial regulations Review.

The Interim Internal Report will be taken to Full Council.

Action: The Clerk/RFO to pursue and resolve matters arising.

FPG/19-20/7/9

To receive and review the GDPR Audit received from JDH Business Services and to make necessary recommendations.

The Committee received the report and resolved that the Council now needs to focus on ensuring all GDPR requirements are met.

Action: The Clerk to produce a report with an action plan.

FPG/19-20/7/10

To consider grant applications received:

a) To consider a grant received from St Thomas's church and NALC guidance on making grants and donations to the Church of England and make recommendations to Full Council.

It was **resolved** to recommend to Full Council that this application be refused due to current NALC advice concerning the ambiguity in the legality of Local Councils funding the Church of England.

b) To consider and recommend to approve (or otherwise) a grant received from St Martin's Luncheon Club for a grant from the VI/VJ fund.

It was **resolved** to approve this application.

- c) **To consider and recommend to approve (or otherwise) a grant received from Go Kidsgrove for a grant from the VI/VJ day fund.**

It was agreed to approve the grant in principal, but the Clerk was asked to request further details of costs. It was also agreed that the Go Kidsgrove contribution should be to pay for the use of the Victoria Hall.

Action: The Clerk to liaise with Go Kidsgrove.

FPG/19-20/7/11

Quality Council Awards

The Clerk outlined the requirements for the Quality Council Awards and a table has been prepared, which was circulated, to track progress. The Committee felt that progressing towards the foundation award was a priority.

Action: The Clerk to progress.

FPG/19-20/7/12

Policies:

- a) **To further consider the draft officer/member protocol.**

The Clerk proposed the addition of a section on use of mobile phones during meetings.

- b) **To consider a draft concessions policy.**

Deferred.

FPG/19-20/7/13

Victoria Hall Issues:

- a) **To consider a quote received for cleaning and fire retarding the Victoria Hall curtains. To recommend approval or otherwise.**

The Council reviewed the report from the Clerk

The Committee resolved to approve the quote received from Gorts of Oldham for cleaning and fireproofing the hall curtains.

Action: The Clerk to progress the order.

- b) **To receive a verbal report from the Clerk on any other issues.**

The Clerk informed that Signature Flooring (previously Shakespeare Flooring) had been approached again and had suggested a chemical peel to clean the surface followed by a coating of the floor sealant. Damaged planks had also been quoted for.

FPG/19-20/7/14

Dementia Friendly Kidsgrove Initiative: To receive the notes of the first meeting of the working party and to note actions.

The Committee received the minutes of the first meeting and

FPG/19-20/7/15

Youth Provision Working Party: To receive the notes of the first meeting of the working party and to note actions.

The notes of the first meeting are not yet available, but the committee received a verbal report. The working party had elected Cllr Dickens as the chair and Cllr M Maxfield as the deputy chair. A further report will be brought to the next meeting.

FPG/19-20/7/16 Clerk and Chair's Reports.

None

FPG/19-20/7/17 Key future Agenda items:

- Data protection Officer Provision
- Email Provision
- Id cards
- Death of a Senior Figure Policy
- Concession policy and revised booking forms.

FPG/19-20/7/18 To note the date and time of the next meeting: Monday, 16th March 2020

DRAFT

Appendix 1 Schedule of Payments

24/02/2020		Kidsgrove Town Council 2019/20								Page 56	
13:34		PURCHASE DAYBOOK								User: PP	
Creditors for Month No 11				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
17/02/2020	90294	390	ALPHA	ALPH01	98.13	19.63	117.76	4010	101	98.13	Telecoms to 31 01 20
05/01/2020	KLE-307	391	KLEENSCAPE	KLS01	32.40	6.48	38.88	4094	109	32.40	Cleaning services
06/02/2020	KLE-348	392	KLEENSCAPE	KLS01	587.59	117.52	705.11	4094	109	587.59	Cleaning services Jan 20
31/01/2020	61291	393	V2V	V2V01	25.50	5.10	30.60	4010	101	25.50	Ranger mobile Jan 20
21/01/2020	54	394	GOOD NEWS	GNP01	90.00	0.00	90.00	4078	109	90.00	Feb/Mar Edition
19/02/2020	ORD507126	395	SLCC	SLCC01	52.30	0.00	52.30	4009	101	52.30	Clerks Manual
19/02/2020	ORD507127	396	SLCC	SLCC01	116.80	0.00	116.80	4009	101	116.80	11th Ed Local Council Admin
01/02/2020	MEM228187	397	SLCC	SLCC01	363.00	0.00	363.00	4052	101	363.00	SLCC Membership fees
17/02/2020	30127	400	PDI	PDI	113.30	22.66	135.96	4090	109	113.30	Paint supplies
17/02/2020	30128	401	PDI	PDI	32.00	6.40	38.40	4090	109	32.00	Paint Supplies
22/02/2020	583	402	PJ ELECTRICAL	PJE01	200.00	0.00	200.00	4094	109	200.00	Electrical work in hall
22/02/2020	584	403	PJ ELECTRICAL	PJE01	210.00	0.00	210.00	4094	109	210.00	Replace emergency lighting
07/01/2020	1/028/AT/2020	398	TPP LTD	TPP	267.00	53.40	320.40	4550	117	267.00	Neighbourhood Plan Meets Dec
31/01/2020	2/028/AT/2020	399	TPP LTD	TPP	118.40	23.68	142.08	4550	117	118.40	Neighbourhood Plan meet Jan
24/02/2020	44104	404	RH TRAFFIC	RH01	345.00	69.00	414.00	4075	101	345.00	Road Closure Rem Sunday
31/01/2020	004E2875034A	405	ICO	ICO	40.00	0.00	40.00	4054	104	40.00	Data protection fee
12/02/2020	N202419774	406	NBC	NBC01	9,025.00	1,805.00	10,830.00	4100	110	9,025.00	Ranger QTR3
TOTAL INVOICES					11,716.42	2,128.87	13,845.29			11,716.42	
					VAT ANALYSIS CODE	OTS @ 0.00%	450.00	0.00	450.00		
					VAT ANALYSIS CODE	S @ 20.00%	10,644.32	2,128.87	12,773.19		
					VAT ANALYSIS CODE	Z @ 0.00%	622.10	0.00	622.10		
TOTAL S					11,716.42	2,128.87	13,845.29				

Chair

Kidsgrove Town Council Financial Position – 31st January 2020

1. Bank Reconciliations dated 31st January 2020

a. Barclays Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank A/C	31/01/2020	36	112,962.23
			112,962.23
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			112,962.23
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			112,962.23
		Balance per Cash Book is :-	112,962.23
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
09/05/20 19		0.00	
			0.00
		Unreconciled Difference is :-	0.00

Appendix 2 Financial Position 31st January 2020

b. Unity Current Account

Date: 24/02/2020	Kidsgrove Town Council 2019/20	Page 1
Time: 12:59	Bank Reconciliation Statement as at 24/02/2020 for Cashbook 4 - Unity Current Account T2	User: SED

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank 20409649	31/01/2020	9	26,515.46
			<u>26,515.46</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
31/01/2020 CB22	Butt Lane White Stars	500.00	
31/01/2020 CB23	Butt Lane Youth Club	1,015.00	
			<u>1,515.00</u>
			25,000.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,000.46
		Balance per Cash Book is :-	25,000.46
		Difference is :-	0.00

Chair

Appendix 2 Financial Position 31st January 2020

c. NSI Account

Date: 24/02/2020	Kidsgrove Town Council 2019/20	Page 1
Time: 13:39	Bank Reconciliation Statement as at 24/02/2020 for Cashbook 2 - National Savings Account	User: SED

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
National Savings Account	31/10/2019	13	170,235.82
			170,235.82
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			170,235.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			170,235.82
		Balance per Cash Book is :-	170,235.82
		Difference is :-	0.00

Appendix 2 Financial Position 31st January 2020

2. Trial Balance – 31st January 2029

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			647.00	
105	VAT Control A/c			34,042.16	
200	Current Bank A/c			112,962.23	
201	National Savings Account			170,235.82	
203	Unity Current Account T2			25,000.46	
310	General Reserves				53,783.79
320	EM RES - VH Maintenance Fund				55,000.00
321	EM RES - Election Costs				10,000.00
322	EM RES - Capital Projects				60,000.00
323	EM RES - Revenue Fund				20,000.00
500	Creditors				5,234.12
512	Accrue mayors charity donation				1,021.68
1000	Lettings	109	Victoria Hall Operations		13,682.00
1001	Bar Franchise	109	Victoria Hall Operations		3,232.74
1002	Allotment Income	107	Allotments		896.25
1004	Surety Deposits	109	Victoria Hall Operations		200.00
1010	Bank Interest	101	Administration		1,385.24
1076	Precept	101	Administration		231,309.00
1077	Council Tax Support Grant	101	Administration		13,266.00
1078	S136 RECEIPT	101	Administration		6,794.00
1998	Party in the Park Income	114	Events		483.00
1999	Event Income	114	Events		261.00
4000	Salaries	106	Staff payroll costs	29,984.70	
4001	HMRC	106	Staff payroll costs	13,442.98	
4002	Staffordshire Pensions	106	Staff payroll costs	10,616.30	
4004	Communication and consultation	101	Administration	600.00	
4006	Office Equipment + ICT hardwar	101	Administration	813.00	
4008	Stationery	101	Administration	297.74	
4009	Office Contingency Costs	101	Administration	155.90	
4010	Telephone & Internet	101	Administration	1,061.56	
4011	ICT - software + support	101	Administration	993.60	
4013	Photocopier and printer	101	Administration	1,170.04	
4018	Off site storage	101	Administration	720.00	
4019	Bank Charges	101	Administration	220.76	
4020	Training - Staff	101	Administration	1,620.00	
4021	Training - Members	101	Administration	500.00	
4022	Payroll costs	101	Administration	251.50	
4025	Business Rates	104	Fixed & Statutory	8,161.50	
4026	General admin equipment	101	Administration	424.43	
4029	Environmental improvement	102	Environmental Projects	2,904.00	
4030	Planters and hanging baskets	102	Environmental Projects	900.00	
4032	Maintenance	109	Victoria Hall Operations	896.68	

Continued over page

Appendix 2 Financial Position 31st January 2020

Date : 24/02/2020

Kidsgrove Town Council 2019/20

Page 2

Time: 16:02

Trial Balance for Month No: 11

User: SED

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4042	Mayors Allowance	111	Civic Costs	1,000.00	
4043	Deputy Mayors Allowance	111	Civic Costs	250.00	
4045	Mayors Function Funds	111	Civic Costs	357.00	
4046	Town Crier	111	Civic Costs	250.00	
4050	Audit Fee inc GDPR	104	Fixed & Statutory		540.00
4051	Insurance	104	Fixed & Statutory	3,525.54	
4052	SPCA and other subscriptions	101	Administration	1,284.00	
4053	Accountancy Fees inc Rialtas	101	Administration	565.52	
4053	Accountancy Fees inc Rialtas	104	Fixed & Statutory		111.42
4054	Professional Advice statutory	104	Fixed & Statutory	300.00	
4055	Bar licence	104	Fixed & Statutory	190.50	
4056	Legal and Health and Safety	104	Fixed & Statutory	4,007.30	
4063	Christmas Lights	105	Capital Projects	1,500.00	
4070	Community Pantomime	114	Events	775.00	
4078	Victoria Hall advertising	109	Victoria Hall Operations	450.00	
4085	Service Charge	109	Victoria Hall Operations	8,000.00	
4090	Victoria Hall - Redec/repairs	109	Victoria Hall Operations	70.53	
4092	Health and Safety	109	Victoria Hall Operations	541.50	
4093	External contractor Security	109	Victoria Hall Operations	2,813.50	
4094	External Contractor cleaning	109	Victoria Hall Operations	6,405.42	
4098	Reels on Wheels	114	Events	336.00	
4099	Other Event costs	114	Events	21.00	
4100	Ranger Service contract	110	Ranger Service	18,333.00	
4102	Ranger Other Costs	110	Ranger Service	168.10	
4200	Grants awarded	112	Grants and donations	4,995.00	
4201	Donations (S137)	112	Grants and donations	500.00	
4300	Allotment Society Subs	107	Allotments	55.00	
4302	Allotment waste disposal	107	Allotments	358.00	
4303	Allotment contingency	107	Allotments	168.99	
4304	Allotment Maintenance	107	Allotments	79.98	
4602	Party in the Park Costs	114	Events	1,277.00	
Trial Balance Totals :				477,200.24	477,200.24
Difference				0.00	

Appendix 2 Financial Position 31st January 2020

3. Detailed Balance Sheet

24/02/2020 16:09	<u>Kidsgrove Town Council 2019/20</u> Detailed Balance Sheet - Excluding Stock Movement Month 11 Date 24/02/2020	Page 1
<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
100	Debtors	647
105	VAT Control A/c	34,042
200	Current Bank A/c	112,962
201	National Savings Account	170,236
203	Unity Current Account T2	25,000
	Total Current Assets	342,888
	<u>Current Liabilities</u>	
500	Creditors	5,234
512	Accrue mayors charity donation	1,022
	Total Current Liabilities	6,256
	Net Current Assets	336,632
	Total Assets less Current Liabilities	336,632
	<u>Represented by :-</u>	
300	Current Year Fund	137,848
310	General Reserves	53,784
320	EM RES - VH Maintenance Fund	55,000
321	EM RES - Election Costs	10,000
322	EM RES - Capital Projects	60,000
323	EM RES - Revenue Fund	20,000
	Total Equity	336,632

Appendix 2 Financial Position 31st January 2020

4. Income and Expenditure report up till 31st January 2020

24/02/2020		Kidsgrove Town Council 2019/20				Page 1			
16:10		Detailed Income & Expenditure by Budget Heading 24/02/2020							
Month No: 11		Cost Centre Report							
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>									
1010	Bank Interest	1,008	1,385	560	(825)			247.4%	
1076	Precept	228,177	231,309	231,309	0			100.0%	
1077	Council Tax Support Grant	13,266	13,266	13,266	0			100.0%	
1078	S136 RECEIPT	13,404	6,794	6,794	0			100.0%	
	Administration :- Income	<u>255,855</u>	<u>252,754</u>	<u>251,929</u>	<u>(825)</u>			<u>100.3%</u>	<u>0</u>
4004	Communication and consultation	0	600	1,000	400		400	60.0%	
4005	Advertising	1,030	0	500	500		500	0.0%	
4006	Office Equipment + ICT hardwar	42	813	1,500	687		687	54.2%	
4007	Postage	2	0	50	50		50	0.0%	
4008	Stationery	529	298	600	302		302	49.6%	
4009	Office Contingency Costs	252	156	750	594		594	20.8%	
4010	Telephone & Internet	2,105	1,062	2,000	938		938	53.1%	
4011	ICT - software + support	3,314	994	2,000	1,006		1,006	49.7%	
4012	Website development	899	0	500	500		500	0.0%	
4013	Photocopier and printer	596	1,170	1,100	(70)		(70)	106.4%	
4017	Mileage costs	47	0	150	150		150	0.0%	
4018	Off site storage	960	720	1,000	280		280	72.0%	
4019	Bank Charges	283	221	300	79		79	73.6%	
4020	Training - Staff	2,076	1,620	3,750	2,130		2,130	43.2%	
4021	Training - Members	256	500	1,000	500		500	50.0%	
4022	Payroll costs	340	252	500	249		249	50.3%	
4023	Staffing support	12,258	0	0	0		0	0.0%	
4026	General admin equipment	0	424	1,500	1,076		1,076	28.3%	
4052	SPCA and other subscriptions	252	1,284	1,300	16		16	98.8%	
4053	Accountancy Fees inc Rialtas	760	566	750	184		184	75.4%	
4054	Professional Advice statutory	355	0	0	0		0	0.0%	
4999	Miscellaneous and unexpected	256	0	0	0		0	0.0%	
	Administration :- Indirect Expenditure	<u>26,611</u>	<u>10,678</u>	<u>20,250</u>	<u>9,572</u>	<u>0</u>	<u>9,572</u>	<u>52.7%</u>	<u>0</u>
	Net Income over Expenditure	<u>229,245</u>	<u>242,076</u>	<u>231,679</u>	<u>(10,397)</u>				
6000	less Transfer to EMR	111,772	0						
	Movement to/(from) Gen Reserve	<u>117,473</u>	<u>242,076</u>						
<u>102 Environmental Projects</u>									
4029	Environmental improvement	0	2,904	8,000	5,096		5,096	36.3%	
4030	Planters and hanging baskets	27	900	3,000	2,100		2,100	30.0%	
	Environmental Projects :- Indirect Expenditure	<u>27</u>	<u>3,804</u>	<u>11,000</u>	<u>7,196</u>	<u>0</u>	<u>7,196</u>	<u>34.6%</u>	<u>0</u>
	Net Expenditure	<u>(27)</u>	<u>(3,804)</u>	<u>(11,000)</u>	<u>(7,196)</u>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Fixed & Statutory								
4025 Business Rates	7,920	8,162	8,500	339		339	96.0%	
4050 Audit Fee inc GDPR	2,882	(540)	1,500	2,040		2,040	(36.0%)	
4051 Insurance	3,904	3,526	4,200	674		674	83.9%	
4052 SPCA and other subscriptions	1,284	0	0	0		0	0.0%	
4053 Accountancy Fees inc Rialtas	0	(111)	0	111		111	0.0%	
4054 Professional Advice statutory	640	300	1,000	700		700	30.0%	
4055 Bar licence	203	191	250	60		60	76.2%	
4056 Legal and Health and Safety	3,941	4,007	4,000	(7)		(7)	100.2%	
4999 Miscellaneous and unexpected	0	0	500	500		500	0.0%	
Fixed & Statutory :- Indirect Expenditure	20,774	15,533	19,950	4,417	0	4,417	77.9%	0
Net Expenditure	(20,774)	(15,533)	(19,950)	(4,417)				
105 Capital Projects								
4033 Hanging Baskets	700	0	0	0		0	0.0%	
4063 Christmas Lights	1,200	1,500	10,000	8,500		8,500	15.0%	
Capital Projects :- Indirect Expenditure	1,900	1,500	10,000	8,500	0	8,500	15.0%	0
Net Expenditure	(1,900)	(1,500)	(10,000)	(8,500)				
106 Staff payroll costs								
4000 Salaries	21,062	29,985	40,000	10,015		10,015	75.0%	
4001 HMRC	8,091	13,443	15,000	1,557		1,557	89.6%	
4002 Staffordshire Pensions	8,350	10,616	15,000	4,384		4,384	70.8%	
Staff payroll costs :- Indirect Expenditure	37,503	54,044	70,000	15,956	0	15,956	77.2%	0
Net Expenditure	(37,503)	(54,044)	(70,000)	(15,956)				
107 Allotments								
1002 Allotment Income	830	896	900	4			99.6%	
Allotments :- Income	830	896	900	4			99.6%	0
4300 Allotment Society Subs	55	55	75	20		20	73.3%	
4301 Allotment Legal and prof.	0	0	2,000	2,000		2,000	0.0%	
4302 Allotment waste disposal	480	358	425	67		67	84.2%	
4303 Allotment contingency	0	169	500	331		331	33.8%	
4304 Allotment Maintenance	387	80	1,000	920		920	8.0%	
Allotments :- Indirect Expenditure	922	662	4,000	3,338	0	3,338	16.5%	0
Net Income over Expenditure	(92)	234	(3,100)	(3,334)				

Detailed Income & Expenditure by Budget Heading 24/02/2020

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
109 Victoria Hall Operations								
1000 Lettings	19,293	13,682	18,500	4,818			74.0%	
1001 Bar Franchise	4,945	3,233	3,750	517			86.2%	
1004 Surety Deposits	0	200	0	(200)			0.0%	
Victoria Hall Operations :- Income	24,238	17,115	22,250	5,135			76.9%	0
4031 Christmas Decorations VH	145	0	200	200		200	0.0%	
4032 Maintenance	2,935	897	1,000	103		103	89.7%	
4062 Stage Lighting	0	0	1,000	1,000		1,000	0.0%	
4064 Kitchen Costs	0	0	10,500	10,500		10,500	0.0%	
4077 Victoria Hall other costs	133	0	750	750		750	0.0%	
4078 Victoria Hall advertising	0	450	1,200	750		750	37.5%	
4080 Waste Disposal	0	0	500	500		500	0.0%	
4085 Service Charge	27,719	8,000	10,000	2,000		2,000	80.0%	
4090 Victoria Hall - Redec/repairs	2,452	71	2,000	1,929		1,929	3.5%	
4091 Victoria Hall Legal Expenses	396	0	2,000	2,000		2,000	0.0%	
4092 Health and Safety	2,000	542	1,000	459		459	54.1%	
4093 External contractor Security	21,393	2,814	5,000	2,187		2,187	56.3%	
4094 External Contractor cleaning	6,232	6,405	7,000	595		595	91.5%	
4999 Miscellaneous and unexpected	95	0	0	0		0	0.0%	
Victoria Hall Operations :- Indirect Expenditure	63,500	19,178	42,150	22,972	0	22,972	45.5%	0
Net Income over Expenditure	(39,262)	(2,063)	(19,900)	(17,837)				
110 Ranger Service								
4100 Ranger Service contract	35,000	18,333	35,000	16,667		16,667	52.4%	
4101 Ranger Service Training	350	0	1,000	1,000		1,000	0.0%	
4102 Ranger Other Costs	258	168	1,000	832		832	16.8%	
Ranger Service :- Indirect Expenditure	35,608	18,501	37,000	18,499	0	18,499	50.0%	0
Net Expenditure	(35,608)	(18,501)	(37,000)	(18,499)				
111 Civic Costs								
4040 Civic Gifts	0	0	100	100		100	0.0%	
4041 Civic Regalia	614	0	1,000	1,000		1,000	0.0%	
4042 Mayors Allowance	1,000	1,000	1,000	0		0	100.0%	
4043 Deputy Mayors Allowance	250	250	250	0		0	100.0%	
4045 Mayors Function Funds	0	357	500	143		143	71.4%	
4046 Town Crier	250	250	250	0		0	100.0%	
Civic Costs :- Indirect Expenditure	2,114	1,857	3,100	1,243	0	1,243	59.9%	0
Net Expenditure	(2,114)	(1,857)	(3,100)	(1,243)				

Appendix 2 Financial Position 31st January 2020

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
112 Grants and donations								
4200 Grants awarded	1,200	4,995	10,000	5,005		5,005	50.0%	
4201 Donations (S137)	250	500	500	0		0	100.0%	
Grants and donations :- Indirect Expenditure	1,450	5,495	10,500	5,005	0	5,005	52.3%	0
Net Expenditure	(1,450)	(5,495)	(10,500)	(5,005)				
114 Events								
1998 Party in the Park Income	0	483	0	(483)			0.0%	
1999 Event Income	750	261	0	(261)			0.0%	
Events :- Income	750	744	0	(744)				0
4070 Community Pantomime	975	775	2,200	1,425		1,425	35.2%	
4097 TMC-NYE/Xmas	0	0	200	200		200	0.0%	
4098 Reels on Wheels	320	336	1,000	664		664	33.6%	
4099 Other Event costs	0	21	3,500	3,479		3,479	0.6%	
4600 Event advertising	0	0	600	600		600	0.0%	
4602 Party in the Park Costs	0	1,277	0	(1,277)		(1,277)	0.0%	
4999 Miscellaneous and unexpected	1,744	0	0	0		0	0.0%	
Events :- Indirect Expenditure	3,039	2,409	7,500	5,091	0	5,091	32.1%	0
Net Income over Expenditure	(2,289)	(1,665)	(7,500)	(5,835)				
115 Health and Wellbeing								
4401 Dementia Friendly Kidsgrove	0	0	1,000	1,000		1,000	0.0%	
4402 Defibrillator project	0	0	9,000	9,000		9,000	0.0%	
Health and Wellbeing :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
116 Highways and Highways Safety								
4500 Highways and highways Safety	0	0	20,000	20,000		20,000	0.0%	
4501 Community Speed Watch Report	0	0	5,000	5,000		5,000	0.0%	
Highways and Highways Safety :- Indirect Expenditure	0	0	25,000	25,000	0	25,000	0.0%	0
Net Expenditure	0	0	(25,000)	(25,000)				
117 Neighbourhood Plan								
4550 Neighbourhood Plan General Cos	0	0	1,000	1,000		1,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				

Appendix 2 Financial Position 31st January 2020

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Kidsgrove Town Council 2019/20

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Detailed Income & Expenditure by Budget Heading 24/02/2020

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	281,674	271,509	275,079	3,570			98.7%	
Expenditure	193,450	133,661	271,450	137,789	0	137,789	49.2%	
Net Income over Expenditure	88,225	137,848	3,629	(134,219)				
less Transfer to EMR	111,772	0						
Movement to/(from) Gen Reserve	(23,547)	137,848						

Appendix 2 Financial Position 31st January 2020

5. Balance Sheet

24/02/2020		Kidsgrove Town Council 2019/20	
16:18		Balance Sheet as at 31 March 2019	
31 Mar 19			31 Mar 20
Current Assets			
904	Debtors	647	
15,053	VAT Control A/c	34,042	
1,381	Prepayments	0	
65,918	Current Bank A/c	112,962	
168,885	National Savings Account	170,236	
0	Unity Current Account T2	25,000	
<u>252,140</u>			<u>342,888</u>
252,140	Total Assets		342,888
Current Liabilities			
2,219	Creditors	5,234	
49,072	Accruals	0	
1,022	Accrue mayors charity donation	1,022	
1,043	Receipts in Advance	0	
<u>53,357</u>			<u>6,256</u>
198,784	Total Assets Less Current Liabilities		336,632
Represented By			
53,784	General Reserves		191,632
55,000	EM RES - VH Maintenance Fund		55,000
10,000	EM RES - Election Costs		10,000
60,000	EM RES - Capital Projects		60,000
20,000	EM RES - Revenue Fund		20,000
<u>198,784</u>			<u>336,632</u>

The above statement represents fairly the financial position of the authority as at 31 March 2019 and reflects its Income and Expenditure during the year.

Signed: _____ Date: _____
Chairman

Signed: _____ Date: _____
Responsible
Financial