

Finance and General Purposes Meeting

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



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Minutes of the Finance and General Purposes Committee meeting held on the Monday, 16th March 2020, 7:00pm, Chairman's Room, Victoria Hall.

FPG/19-20/8/1

Present

Cllr A Cooper, Cllr S Dymond, Cllr J Dodgson, Cllr M Stubbs, Cllr P Waring
In attendance: Sue Davies, Town Clerk
Cllr K Robinson attended and was given permission by the chair to speak on item 16 of the agenda (FPG/19-20/7/6 below).

FPG/19-20/8/2

To receive and consider apologies for absence

Apologies had been received from Cllr A Cartwright and Cllr S Bowyer.

FPG/19-20/8/3

To note declarations of Member's Interests

Cllr P Waring declared an interest in the item on the grant application from Go Kidsgrove. Cllr S Dymond declared an interest in the British Legion grant application.

FPG/19-20/8/4

To consider and approve the minutes of the Finance and General Purposes Committee meeting held on the 24th February 2020

The minutes of the meeting of the 24th February 2020 were approved by those present.

FPG/19-20/8/5

Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)

None.

Cllr Cooper, as chair, agreed to bring agenda item 16 forward.

FPG/19-20/8/6

Update on the coronavirus situation and potential impact on the Council.

Cllr Robinson informed the Council that an emergency Council Meeting was being called for 20th March 2020. Due to the Mayor being in isolation, the meeting would be called by the two group leaders and the Clerk. The Clerk has produced an

Emergency Plan for approval at this meeting. This includes enhanced Clerk's powers and an Emergency Committee to cover essential business to be chair by Cllr Robinson and vice-chaired by Cllr Waring. Cllr Dymond mentioned the Rotary have expressed a wish to work with the Town Council to help the Community.

Grant applications from the VI/VJ fund would be deferred as some group may chose to run late events.

Cllr K Robinson and Cllr P Waring would be issuing a joint statement for issue regarding the Council's position.

FPG/19-20/8/7 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 Cllr Robinson reported that he has made contact with NSI and is pursuing this.

b) Defibrillator Mapping project

Deferred

FPG/19-20/8/8 Council Finance

a) To receive and resolve to approve the schedule of payments. (Appendix 1)

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

b) To receive bank reconciliations and the statement of accounts dated 29th February 2020. (Appendix 2)

The committee resolved to approve the bank reconciliation and the statement of accounts dated 29th February 2020. (Appendix 2)

c) To receive the RFO's financial report.

Deferred.

FPG/19-20/8/9 To consider grant applications received:

a) To consider and approve (or otherwise) the revised grant application received from Go Kidsgrove for the VI/VJ Day Fund.

The committee resolved to approve the application.

b) To consider and approve (or otherwise) the revised grant application received from the Realise Foundation for the VI/VJ Day Fund.

The committee resolved to approve the application.

c) To consider and approve (or otherwise) the revised grant application received from the British Legion for the VI/VJ Day Fund.

The Clerk was asked to ask for clarity regarding the breakdown, but the committee resolved to approve the application in principle.

FPG/19-20/8/1 Email/IT provision: To receive a report from the Clerk regarding provision of IT and email for the Council. (Circulated separately)

The Clerk reported that three quotes have been received and a report would be brought to the next meeting.

- FPG/19-20/8/2** **Policies: To review the following and recommend approval to Full Council (or otherwise).**
- a) **Financial Regulations**
Deferred
 - b) **Governance Risk Assessment**
It was agreed to recommend approval to Full Council subject to the addition of a line to cover emergencies such as the Covid-19 crisis.
 - c) **To further consider and resolve to recommend to Full Council the second draft Officer/Member protocol.**
Deferred
 - d) **To consider and review a recording of meetings policy and to make recommendations for approval to Full Council for approval or otherwise.**
Deferred
- FPG/19-20/8/3** **GDPR Policies – To receive an update from the Clerk**
Deferred
- FPG/19-20/8/4** **Quality Council Awards**
The Clerk reported that this is being pursued with policies required listed.
- FPG/19-20/8/5** **Victoria Hall Documentation**
Deferred
- FPG/19-20/8/6** **Victoria Hall Issues**
- a) **To consider correspondence received from Newcastle Borough Council concerning an open day and to agree Town Council involvement.**
The Committee noted that the open day is unlikely now to proceed but would welcome future involvement.
 - b) **To receive a verbal report from the Clerk on other issues**
The Clerk reported that the meeting room for use as extra office space has been formally offered at a cost of £1200 a year. The committee considered this acceptable and asked the Clerk to put arrangements in place once the covid-19 situation has abated.
The Committee asked the Clerk to liaise with the bar contract holder in light of the directive being issued by central government.
The Clerk reported that the roof repair on the refreshment’s room roof has been complete and the scaffolding is due for removal. The floor is due for a chemical strip and re-varnishing the following day.

- FPG/19-20/8/1 Dementia friendly Kidsgrove Initiative:**
- and to note actions.**
- a) **To receive the notes of the second and third meetings of the working party**
 Cllr Cooper provided a verbal update. The project would need to go on hold until restrictions are removed.
- b) **To receive an approve the Terms of Reference for the working party.**
 Deferred
- c) **To receive and approve the revised Dementia Action Plan.**
 Deferred
- FPG/19-20/8/2 Youth Provision Working Party: To receive an update**
 This project will be deferred until restrictions are lifted to allow continuation.
- FPG/19-20/8/3 Clerk and Chair’s Reports.**
 None
- FPG/19-20/8/4 Key future Agenda items:**
- Data protection Officer Provision
 - Id cards
 - Death of a Senior Figure Policy
 - Concession policy and revised booking forms.
- FPG/19-20/8/5 Exclusion of press and public: To resolve under 1960 (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.**
 The Committee resolved to move into a Part 2 of the meeting with press and public excluded.
- FPG/19-20/8/6 FPG/19-20/5/14 Bar Contract update.**
 It was agreed to progress, but it was asked if the solicitor quote and documentation do come back to a meeting for review.
- FPG/19-20/8/7 To note the date and time of the next meeting: Tuesday, 25th April 2020**

Appendix 1 Schedule of Payments

16/03/2020

Kidsgrove Town Council 2019/20

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PRELIMINARY PURCHASE DAYBOOK

User: SED

Creditors for Month No 12

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
02/03/2020	786/0960/19	409	CBI-SECURITY	CBISECUR	137.50	27.50	165.00	4093	109	137.50	Security 29th Feb 2020
05/03/2020	04274	410	SHIRES PAY SERVICES	SPSLTD	23.50	0.00	23.50	4022	101	23.50	Payroll Services March
13/03/2020	43	411	GOOD NEWS	GNP01	120.00	0.00	120.00	4004	101	120.00	Feb/Mar Town Council News
29/02/2020	61907	412	V2V	V2V01	25.50	5.10	30.60	4010	101	25.50	Ranger telephone Feb
09/03/2020	786/0969/19	413	CBI-SECURITY	CBISECUR	125.00	25.00	150.00	4093	109	125.00	Security 7th Mar Wedding
13/03/2020	0459203	414	FENN	FEN01	30.40	6.08	36.48	4008	101	30.40	Office supplies
31/01/2020	0453208	415	FENN	FEN01	37.60	7.52	45.12	4008	101	37.60	Office Supplies
TOTAL INVOICES					<u>499.50</u>	<u>71.20</u>	<u>570.70</u>			<u>499.50</u>	
VAT ANALYSIS CODE OTS @ 0.00%					143.50	0.00	143.50				
VAT ANALYSIS CODE S @ 20.00%					356.00	71.20	427.20				
TOTAL S					<u>499.50</u>	<u>71.20</u>	<u>570.70</u>				

Kidsgrove Town Council

Financial Position – 29th February 2020

1. Bank Reconciliations dated 29th February 2020

a. Barclays Current Account

Date: 13/03/2020	Kidsgrove Town Council 2019/20	Page 1
Time: 16:36	Bank Reconciliation Statement as at 06/03/2020 for Cashbook 1 - Current Bank A/c	User: SED

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Bank A/C	28/02/2020	37	92,999.36
			92,999.36
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			92,999.36
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			92,999.36
		Balance per Cash Book is :-	92,999.36
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
09/05/2019		0.00	0.00
		Unreconciled Difference is :-	0.00

b. Unity Current Account

Date: 13/03/2020	Kidsgrove Town Council 2019/20	Page 1
Time: 16:38	Bank Reconciliation Statement as at 03/03/2020 for Cashbook 4 - Unity Current Account T2	User: SED

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Bank 20409649	29/02/2020	10	18,939.05
			18,939.05
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			18,939.05
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			18,939.05
		Balance per Cash Book is :-	18,939.05
		Difference is :-	0.00

Appendix 1 Schedule of Payments

c. NSI Account

Date: 13/03/2020	Kidsgrove Town Council 2019/20	Page 1
Time: 16:41	Bank Reconciliation Statement as at 06/03/2020 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 1 Schedule of Payments

2. Trial Balance – 29th February 2020

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			490.00	
105	VAT Control A/c			36,171.03	
200	Current Bank A/c			92,999.36	
201	National Savings Account			170,235.82	
203	Unity Current Account T2			18,939.05	
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
512	Accrue mayors charity donation				1,021.68
1000	Lettings	109	Victoria Hall Operations		14,502.00
1001	Bar Franchise	109	Victoria Hall Operations		3,502.74
1002	Allotment Income	107	Allotments		896.25
1010	Bank Interest	101	Administration		1,386.37
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	33,096.72	
4001	HMRC	106	Staff payroll costs	14,842.82	
4002	Staffordshire Pensions	106	Staff payroll costs	13,036.44	
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	325.00	
4010	Telephone & Internet	101	Administration	1,185.19	
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	281.76	
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	
4042	Mayors Allowance	111	Civic Costs	1,000.00	
4043	Deputy Mayors Allowance	111	Civic Costs	250.00	

Continued over page

Appendix 1 Schedule of Payments

Date : 13/03/2020		Kidsgrove Town Council 2019/20		Page 2	
Time: 16:53		Trial Balance for Month No: 12		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>
4045	Mayors Function Funds	111	Civic Costs	357.00	
4046	Town Crier	111	Civic Costs	250.00	
4048	Money paid to Mayor's Charity	111	Civic Costs	1,000.00	
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	1,647.00	
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	340.00	
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	
4075	Party in Park Costs	101	Administration	345.00	
4078	Victoria Hall advertising	109	Victoria Hall Operations	540.00	
4085	Service Charge	109	Victoria Hall Operations	8,000.00	
4090	Victoria Hall - Redec/repairs	109	Victoria Hall Operations	215.83	
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	7,435.41	
4098	Reels on Wheels	114	Events	336.00	
4099	Other Event costs	114	Events	21.00	
4100	Ranger Service contract	110	Ranger Service	27,358.00	
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	
4550	Neighbourhood Plan General Cos	117	Neighbourhood Plan	385.40	
4602	Party in the Park Costs	114	Events	1,277.00	
Trial Balance Totals :				472,857.25	472,857.25
Difference				0.00	

Appendix 1 Schedule of Payments

3. Detailed Balance Sheet

13/03/2020		<u>Kidsgrove Town Council 2019/20</u>		Page 1
16:59		Detailed Balance Sheet - Excluding Stock Movement		
		Month 12 Date 29/02/2020		
<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
<i><u>Current Assets</u></i>				
100	Debtors	490		
105	VAT Control A/c	36,171		
200	Current Bank A/c	92,999		
201	National Savings Account	170,236		
203	Unity Current Account T2	18,939		
	Total Current Assets		318,835	
<i><u>Current Liabilities</u></i>				
512	Accrue mayors charity donation	1,022		
	Total Current Liabilities		1,022	
	Net Current Assets		317,814	
	Total Assets less Current Liabilities		317,814	
<i><u>Represented by :-</u></i>				
300	Current Year Fund	119,030		
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		317,814	

Appendix 1 Schedule of Payments

4. Income and Expenditure report up till 29th February 2020

13/03/2020

Kidsgrove Town Council 2019/20

Page 1

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Detailed Income & Expenditure by Budget Heading 13/03/2020

Month No: 12

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	1,386	560	(826)			247.6%	
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	255,855	252,755	251,929	(826)			100.3%	0
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	325	750	425		425	43.3%	
4010 Telephone & Internet	2,105	1,185	2,000	815		815	59.3%	
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	282	300	18		18	93.9%	
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	1,647	1,300	(347)		(347)	126.7%	
4053 Accountancy Fees inc Rialtas	760	566	750	184		184	75.4%	
4054 Professional Advice statutory	355	0	0	0		0	0.0%	
4075 Party in Park Costs	0	345	0	(345)		(345)	0.0%	
4999 Miscellaneous and unexpected	256	0	0	0		0	0.0%	
Administration :- Indirect Expenditure	26,611	11,740	20,250	8,510	0	8,510	58.0%	0
Net Income over Expenditure	229,245	241,016	231,679	(9,337)				
6000 less Transfer to EMR	111,772	0						
Movement to/(from) Gen Reserve	117,473	241,016						
<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	27	3,804	11,000	7,196	0	7,196	34.6%	0
Net Expenditure	(27)	(3,804)	(11,000)	(7,196)				

Appendix 1 Schedule of Payments

13/03/2020		Kidsgrove Town Council 2019/20				Page 2		
17:03		Detailed Income & Expenditure by Budget Heading 13/03/2020						
Month No: 12		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
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	340	1,000	660		660	34.0%	
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	15,573	19,950	4,377	0	4,377	78.1%	0
Net Expenditure	(20,774)	(15,573)	(19,950)	(4,377)				
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	33,097	40,000	6,903		6,903	82.7%	
4001 HMRC	8,091	14,843	15,000	157		157	99.0%	
4002 Staffordshire Pensions	8,350	13,036	15,000	1,964		1,964	86.9%	
Staff payroll costs :- Indirect Expenditure	37,503	60,976	70,000	9,024	0	9,024	87.1%	0
Net Expenditure	(37,503)	(60,976)	(70,000)	(9,024)				
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)				

Appendix 1 Schedule of Payments

13/03/2020		Kidsgrove Town Council 2019/20				Page 3			
17:03		Detailed Income & Expenditure by Budget Heading 13/03/2020							
Month No: 12		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	14,502	18,500	3,998			78.4%	
1001	Bar Franchise	4,945	3,503	3,750	247			93.4%	
	Victoria Hall Operations :- Income	24,238	18,005	22,250	4,245			80.9%	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	540	1,200	660		660	45.0%	
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	216	2,000	1,784		1,784	10.8%	
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	7,435	7,000	(435)		(435)	106.2%	
4999	Miscellaneous and unexpected	95	0	0	0		0	0.0%	
	Victoria Hall Operations :- Indirect Expenditure	63,500	20,443	42,150	21,707	0	21,707	48.5%	0
	Net Income over Expenditure	(39,262)	(2,438)	(19,900)	(17,462)				
110 Ranger Service									
4100	Ranger Service contract	35,000	27,358	35,000	7,642		7,642	78.2%	
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	27,526	37,000	9,474	0	9,474	74.4%	0
	Net Expenditure	(35,608)	(27,526)	(37,000)	(9,474)				
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%	
4048	Money paid to Mayor's Charity	0	1,000	0	(1,000)		(1,000)	0.0%	
	Civic Costs :- Indirect Expenditure	2,114	2,857	3,100	243	0	243	92.2%	0
	Net Expenditure	(2,114)	(2,857)	(3,100)	(243)				

Appendix 1 Schedule of Payments

13/03/2020		Kidsgrove Town Council 2019/20				Page 4			
17:03		Detailed Income & Expenditure by Budget Heading 13/03/2020							
Month No: 12		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	385	1,000	615	615	38.5%		
Neighbourhood Plan :- Indirect Expenditure		0	385	1,000	615	0	615	38.5%	0
Net Expenditure		0	(385)	(1,000)	(615)				

Appendix 1 Schedule of Payments

13/03/2020

Kidsgrove Town Council 2019/20

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17:03

Detailed Income & Expenditure by Budget Heading 13/03/2020

Month No: 12

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	272,400	275,079	2,679			99.0%	
Expenditure	193,450	153,371	271,450	118,079	0	118,079	56.5%	
Net Income over Expenditure	<u>88,225</u>	<u>119,030</u>	<u>3,629</u>	<u>(115,401)</u>				
less Transfer to EMR	111,772	0						
Movement to/(from) Gen Reserve	<u>(23,547)</u>	<u>119,030</u>						

Appendix 2 Financial Position 31st January 2020

5. Balance Sheet

13/03/2020		Kidsgrove Town Council 2019/20	
17:23		Balance Sheet as at 31 March 2019	
31 Mar 19		31 Mar 20	
Current Assets			
904	Debtors	490	
15,053	VAT Control A/c	36,171	
1,381	Prepayments	0	
65,918	Current Bank A/c	92,999	
168,885	National Savings Account	170,236	
0	Unity Current Account T2	18,939	
<u>252,140</u>			<u>318,835</u>
252,140	Total Assets		318,835
Current Liabilities			
2,219	Creditors	0	
49,072	Accruals	0	
1,022	Accrue mayors charity donation	1,022	
1,043	Receipts in Advance	0	
<u>53,357</u>			<u>1,022</u>
198,784	Total Assets Less Current Liabilities		317,814
Represented By			
53,784	General Reserves		172,814
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>317,814</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