

Draft budget 2017/18

Ford Parish Council

RECEIPTS	Actual 2015/16	Budget 2016/17	Actual to 20.12.16	Projected to 31.3.17	Over/under 2016/17	Proposed budget 2017-18	Estimated Budget 2018-19	Estimated Budget 2019-20	Notes
Precept	£ 15,844.00	£ 12,844.00	£ 12,844.00	£ 12,844.00	£ -	£ 13,844.00	£ 14,844.00	£ 15,844.00	Based on an increase of £1000 per year for next 3 years - other options can also be considered
Bank Interest	£ 9.06	£ 10.00	£ 6.81	£ 9.00	£ -1.00	£ 9.00	£ 8.00	£ 7.00	
Environmental Maintenance Grant	£ -	£ -	£ 2,200.00	£ 2,200.00	£ 2,200.00	£ 2,200.00	£ -	£ -	
Transparency Grant	£ -	£ -	£ 1,461.33	£ 2,011.33	£ 2,011.33	£ -	£ -	£ -	
LUC Youth Grant	£ 699.53	£ 1,200.00	£ 1,199.19	£ 1,199.19	£ -0.81	£ 899.39	£ -	£ -	
Football Goals	£ 679.20	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
Village Show	£ 834.08	£ -	£ -	£ 125.00	£ 125.00	£ -	£ -	£ -	
Parish Portion - 15% CIL monies	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
Other income	£ 34.20	£ -	£ -	£ 50.00	£ 50.00	£ -	£ -	£ -	
TOTAL RECEIPTS	£ 18,100.07	£ 14,054.00	£ 17,711.33	£ 18,438.52	£ 4,384.52	£ 16,952.39	£ 14,852.00	£ 15,851.00	

PAYMENTS	Actual 2015/16	Budget 2016/17	Actual to 20.12.17	Projected to 31.3.17	Over/under 2016/17	Proposed budget 2017-18	Estimated Budget 2018-19	Estimated Budget 2019-20	Notes
Administrative & Establishment Costs:									
Clerk's Salary (incl. pension)	£ 3,776.56	£ 4,073.00	£ 3,403.02	£ 5,391.39	£ 1,318.39	£ 6,022.69	£ 6,082.92	£ 6,143.75	8.5 hrs per week, SCP25
Office Expenses	£ 411.27	£ 550.00	£ 277.78	£ 450.00	£ 100.00	£ 500.00	£ 500.00	£ 525.00	
Website	£ -	£ 500.00	£ 700.00	£ 900.00	£ 400.00	£ 190.00	£ 190.00	£ 200.00	Logo needs to be done for website
Training/AGM (Clerk/Councillors)	£ 40.00	£ 200.00	£ 44.00	£ 44.00	£ 156.00	£ 225.00	£ 225.00	£ 225.00	Increase budget due to inflation and to train new council
Hire of meeting rooms	£ 70.00	£ 120.00	£ 10.00	£ 90.00	£ 30.00	£ 120.00	£ 120.00	£ 130.00	
Audit (Internal & External)	£ 95.00	£ 95.00	£ 30.00	£ 150.00	£ 55.00	£ 100.00	£ 110.00	£ 120.00	
Insurance	£ 657.12	£ 700.00	£ 685.61	£ 273.75	£ 426.25	£ 700.00	£ 715.00	£ 730.00	
Professional Subscriptions (SALC)	£ 283.92	£ 320.00	£ 290.86	£ -	£ 320.00	£ 300.00	£ 310.00	£ 320.00	
ICO Registration	£ 35.00	£ 35.00	£ -	£ 35.00	£ -	£ 35.00	£ 35.00	£ 40.00	
Computer / office equipment	£ -	£ -	£ -	£ 330.00	£ 330.00	£ -	£ -	£ -	Equipment sharing with Clun, desk & scanner
Safe custody of papers	£ 15.00	£ 20.00	£ 7.50	£ 15.00	£ 5.00	£ 20.00	£ 20.00	£ 20.00	
Election Costs	£ -	£ -	£ -	£ -	£ -	£ 100.00	£ -	£ -	Cost unknown, balance drawn from reserve
Sub Total Admin & Establishment	£ 5,383.87	£ 6,613.00	£ 5,448.77	£ 7,679.14	£ 1,066.14	£ 8,312.69	£ 8,307.92	£ 8,453.75	
Recreation Ground									
Maintenance (incl. weeds)	£ 903.28	£ 3,000.00	£ 2,073.83	£ 3,000.00	£ -	£ 2,450.00	£ 1,700.00	£ 1,700.00	Grass cutting & equipment maintenance/replacement
Inspections (RoSPA & regular)	£ 677.00	£ 940.00	£ 480.50	£ 880.50	£ 59.50	£ 950.00	£ 975.00	£ 1,000.00	
Football goals	£ 1,080.12	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
Sub Total Recreation Ground	£ 2,660.40	£ 3,940.00	£ 2,554.33	£ 3,880.50	£ 59.50	£ 3,400.00	£ 2,675.00	£ 2,700.00	
Street Lighting									
Electricity	£ 493.80	Total of £1250 budgeted for elec & maintenance	£ 377.64	£ 800.00	£ 450.00	£ 800.00	£ 825.00	£ 850.00	Elec hard to estimate due to prior billing error
Maintenance / Inspections	£ 200.00		£ 200.00	£ 200.00	£ -	£ 200.00	£ 250.00	£ 300.00	Increase to allow for more maintenance
PWLB Loan Repayment	£ 1,283.54	£ 1,283.54	£ 641.77	£ 1,283.54	£ -	£ 1,283.54	£ 1,283.54	£ 1,283.54	
Sub Total Street Lighting	£ 1,977.34	£ 2,533.54	£ 1,219.41	£ 2,283.54	£ 450.00	£ 2,283.54	£ 2,358.54	£ 2,433.54	
Ford Youth Group									
Grant for youth worker	£ 3,000.00	£ 3,500.00	£ 3,500.00	£ 3,500.00	£ -	£ 3,500.00	£ 4,000.00	£ 4,000.00	Youth worker may be S19 (3) LG Misc Prov Act 1976 or S137 LGA 1972 (NALC advice unclear)
Sub Total Youth Group	£ 3,000.00	£ 3,500.00	£ 3,500.00	£ 3,500.00	£ -	£ 3,500.00	£ 4,000.00	£ 4,000.00	
Village Show									
	£ 512.50	£ -	£ -	£ 619.00	£ 619.00	£ -	£ -	£ -	Budget not allocated as the show aims to be self-funding. Funds from previous year's shows held in reserve R15
Sub Total Village Show	£ 512.50	£ -	£ -	£ 619.00	£ 619.00	£ -	£ -	£ -	
Projects/Grants									
Jubilee Bench	£ 159.20	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
Parish Plan Action Group (R7)	£ -	£ 442.40	£ -	£ -	£ 442.40	£ -	£ -	£ -	What is the group planning to spend on?
Newsletter	£ 432.00	£ 450.00	£ 144.00	£ 450.00	£ -	£ 450.00	£ 460.00	£ 470.00	Increase for inflation
Sub Total Misc Projects/Grants	£ 591.20	£ 892.40	£ 144.00	£ 450.00	£ 442.40	£ 450.00	£ 460.00	£ 470.00	
GRAND TOTAL PAYMENTS	£ 14,125.31	£ 17,478.94	£ 12,866.51	£ 18,412.18	£ 733.24	£ 17,946.23	£ 17,801.46	£ 18,057.29	

FUNDS TO ADD TO RESERVES	Actual 2015/16	Budget 2016/17	Actual to 20.12.17	Projected to 31.3.17		Proposed budget 2017-18	Estimated Budget 2018-19	Estimated Budget 2019-20	Notes
R7 - Parish Plan Action Plan	£ -	£ -	£ -	£ -		£ -	£ -	£ -	
R11 - Election Costs	£ -	£ -	£ -	£ -		£ -	£ -	£ -	
R13 - Contingency	£ -	£ -	£ -	£ -		£ -	£ -	£ -	
R14 - Traffic Calming	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00		£ 1,000.00	£ 1,000.00	£ 1,000.00	Budgeted for in 2016/17 budget
R15 - Village Show	£ -	£ -	£ -	£ -		£ -	£ -	£ -	Reserve set-up from existing reserves so no more budget needed as it is intended to be self-funding
R16 & R19 - Weeds & maintenance rec ground	£ -	£ 1,500.00	£ 1,500.00	£ 1,500.00		£ -	£ 600.00	£ -	2017/18 budget of £1200 in expenditure budget
R17 - Computer equipment	£ -	£ -	£ -	£ -		£ -	£ -	£ -	
R18 - Transparency Grant	£ -	£ -	£ -	£ -		£ -	£ -	£ -	
R23 - New reserve - Play equipment	£ -	£ -	£ -	£ -		£ -	£ 500.00	£ 500.00	Reserve created by transfer from general in 2017/18 - going forward will need budgetary provision
R24 - New reserve - Noticeboards	£ -	£ -	£ -	£ -		£ -	£ 250.00	£ 250.00	Reserve created by transfer from general in 2017/18 - going forward will need budgetary provision
R25 - New reserve - Street lights	£ -	£ -	£ -	£ -		£ -	£ 250.00	£ 250.00	Reserve created by transfer from general in 2017/18 - going forward will need budgetary provision
TOTAL FUNDS TO ADD TO RESERVES	£ 1,000.00	£ 2,500.00	£ 2,500.00	£ 2,500.00		£ 1,000.00	£ 1,600.00	£ 1,000.00	

TOTAL BUDGET REQUIREMENT	£ 15,125.31	£ 19,978.94	£ 15,366.51	£ 20,912.18		£ 18,946.23	£ 19,401.46	£ 19,057.29	This is the spend requirement for the year (see grand total payments) and the further funds being raised for earmarked reserves. Together, they comprise the total budget requirement
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BUDGET DEFICIT/SURPLUS	-£ 2,974.76	£ 5,924.94	-£ 2,344.82	£ 2,473.66		£ 1,993.84	£ 4,549.46	£ 3,206.29	A negative figure means surplus of income over budget requirement, positive means a deficit in the income required to meet budgetary need. If it does not raise the precept, the Council is increasingly relying on reserves and the sustainability of this needs to be carefully considered.
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RESERVES	Actual balance 31.3.16	Contributions 2016/17	Expenditure 2016/17	Estimated balance at 31.3.17		Estimated reserve as at 31.3.18	Estimated reserve as at 31.3.19	Estimated reserve as at 31.3.20	
Ringfenced Reserves									
R7 - Parish Plan Action Plan	£ 1,488.00	£ -	£ -	£ -		£ 1,488.00	£ 1,488.00	£ 1,488.00	Review scope for expenditure & consider closing the reserve
R11 - Election Costs	£ 900.00	£ -	£ -	£ 900.00		£ 900.00	£ 900.00	£ 900.00	Reserve will be re-assessed following 2017 elections
R13 - Contingency	£ 1,000.00	£ -	£ -	£ -		£ -	£ -	£ -	Dissolve & use general reserve
R14 - Traffic Calming	£ 1,000.00	£ 1,000.00	£ -	£ 2,000.00		£ 3,000.00	£ 4,000.00	£ 5,000.00	Is this level of contribution sustainable and what is it for?
R15 - Village Show	£ -	£ 655.44	£ -	£ 655.44		£ -	£ -	£ -	
R16 - Invasive Weeds	£ 1,500.00	£ -	£ 1,500.00	£ -		£ -	£ 600.00	£ 600.00	May not need Y3 treatment, if so reserve can be dissolved but keep for now as only 1 year of treatment done so far
R17 - Computer equipment	£ -	£ 450.00	£ 450.00	£ -		£ -	£ -	£ -	Transfer to R18
R18 - Transparency Grant & office equipment	£ -	£ 1,911.33	£ 1,813.00	£ 648.33		£ 648.33	£ 648.33	£ 648.33	Merge with R17
R23 - New reserve - Play equipment	£ -	£ -	£ -	£ -		£ 500.00	£ 1,000.00	£ 1,500.00	For long term renewal of play equipment - review after 2017 RoSPA inspection
R24 - New reserve - Noticeboards	£ -	£ -	£ -	£ -		£ 500.00	£ 750.00	£ 1,000.00	Consider replacing board by Quail Ridge initially
R25 - New reserve - Street lights	£ -	£ -	£ -	£ -		£ 500.00	£ 750.00	£ 1,000.00	For long term repairs
Total Ringfenced Reserves	£ 5,888.00	£ 4,016.77	£ 3,763.00	£ 4,203.77		£ 7,036.33	£ 9,386.33	£ 11,136.33	
General Reserves (balance b/f less ringfenced reserves)	£23,155.06			£ 24,865.63		£ 21,039.23	£ 15,739.78	£ 11,783.49	
Total Reserves	£29,043.06			£ 29,069.40		£ 28,075.56	£ 25,126.11	£ 22,919.82	These are what the balances would be at end of each financial year - ie as at 31.3.18 etc

GENERAL RESERVE AS % OF BUDGETED SPEND				135.05%		117.23%	88.42%	65.26%	General reserve should be between 3 to 12 months (25 to 100%) of gross budgeted spend (for this purpose budgeted spend excludes funds identified in the budget as being raised to add to ringfenced reserves because general reserves are principally to cover day to day running costs rather than longer term projects/spend). The general reserve is falling due to loss of grants and need to set funds aside for ageing assets. I recommend that the precept will need to be increased and Council need to consider whether to start this in 2017/18 or wait until reserve falls.
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