

Newton and Biggin Parish Council

2024-25 Quarter 2 / Half 1 Finance Report (Q2 / H1)

Report prepared by Rebecca Barry, Clerk and Responsible Financial Officer. 18th October 2024

Overview

The end of Q2 brings us to the halfway point of the financial year 2024-25, so this is a good time to complete a full review of the council's finances and receipts / payments vs budget.

By the end of September, we had received all of our anticipated income for the year, as both tranches of the precept had been received. We have only spent around 35% of our payments budget.

Cashbook / Lloyds Balance

The cashbook starting balance on 1st April was £22,553.67

The cashbook closing balance on 30th September was £49,604.59

This closing balance has been reconciled against the Lloyds Treasurer's Account

Reserves

The reserves are broken down as follows:

General Reserve		£14,900.00
Earmarked Reserves	Burial Committee	£750.00
	Coton Noticeboard	£1,500.00
	Warm Hub Grant balance	£281.79
	Ellis Gardens Open Space	£2,586.40
	Future Enhancements to Open Spaces	£3,500.00
	Neighbourhood Plan - Grant	£8,000.00
	Neighbourhood Plan – Budgeted	£919.45
	Tax Base Smoothing	£682.47
TOTAL RESERVES		£33,120.11

Receipts Apr to Sept

Receipts total £35,253.35 YTD (net of VAT)

This is made up of £27,240.00 precept, £8,000.00 Neighbourhood Plan Grant and £13.35 credit from BT.

Payments Apr to Sept

Payments total £9,404.61 YTD (net of VAT)

The most significant expenditure items were on salary and associated HMRC costs; Honorarium payments for opening and closing of the gates at the Five Arches site and bridleway grass cutting and Insurance premium.

The Parish Council has not had to cover any unexpected costs in H1, so the 'General Contingency Fund' cost code is currently untouched. However, the cost of a two-week speed survey for Newton village (approx. £800) will be paid from this budget line in October or November.

VAT Summary

We opened the 2024-25 financial year with a VAT balance of £1295.75 to reclaim from the previous year (through the HMRC form 126 process).

The PC has paid £334.45 in VAT and has been refunded £1536.63 so far. A claim will be submitted for Q2 of approximately £800.00 at the beginning of November.

Summary by Cost Centre

- **ADMIN** cost centre is predicted to be underspent by £194.59 by the end of the financial year. Salary and associated HMRC look to be slightly under budget, however the 2024 LGA pay award is still TBC, so the forecast looking forward is based on an assumption only and is likely to change. This year's insurance premium came in under budget by £38.23, and the new defibrillator for Coton Park was also under budget by £100, although the council has paid £50 for defibrillator training.
- **GROUNDS MAINTENANCE** cost centre is predicted to be underspent at year end by £73.69. The Parish Council budgeted for a streetlighting maintenance contract this year, but this only became effective in September, saving £192.00 vs budget. However, the refurbishment of the phone box cost more than the grant received, so came in £231.03 over budget.

Five Arches General Maintenance cost code – only £79.98 payments YTD (but with one invoice of £2,000 paid in Q3), but assume we spend the full budget for 2024-25 of £2,420.

- **MISCELLANEOUS** cost centre is predicted to be underspent at year end by £45.25 due to the D-Day event in Newton coming in under budget. The Parish Council has yet to receive any invoices from Coton Park Residents Association, so I have assumed spend to budget in the YTG forecast.

The General Contingency Fund cost code sits under this cost centre, and I have left this intact assuming spend to budget in the YTG forecast. £1,750.00 was budgeted for this cost code, with £0.00 spend YTD, however the upcoming traffic speed survey (approx. £800) will be paid from this cost code in Q3.

- **OFFICE COSTS** cost centre is predicted to be flat at year end.
- **VILLAGE HALL** cost centre is predicted to be flat at year end.

Outlook

Overall, the prediction at year end will be an underspend of £341.10 vs. total budget. This, coupled with the small surplus of £35.90 that the Parish Council carried into this financial year from 2023-24 leaves an **end of year predicted balance of approximately £377.**

Points to note:

1. Pay award for 2024-25 is pending, awaiting formal sign-off by NALC and unions. Once agreed, any pay increase must be backdated to April. This has only been estimated in the H2 forecast.
2. Assumed spend to budget for Christmas cost code (£300), although is an estimate.
3. Assumed spend to budget for Coton Community Fund code (£1,500), although this could be considerably less as no invoices have been received to date.
4. The General Contingency fund (£1,750) could end the year considerably underspent, which would change the year-end position dramatically.

Please see the following page for full breakdown at cost code level for:

- 2024-25 budget
- H1 actuals April to September
- Forecast by month for October to March
- Predicted 2024-25 total receipts and payments (H1 actuals and H2 forecasts)
- Variance to budget

YTD – Year to Date YTG – Year to Go H1 – First half of year H2 – Second half of year

Q1 – Quarter 1 Q2 – Quarter 2 Q3 – Quarter 3 Q4 – Quarter 4

