

Stowe by Chartley Parish Council.

Cash Flow Statement 2007/08.

RECEIPTS	April	May	June	July	Aug	Sept
Precept	3575	0	0	0	0	3575
Agency Services	2	10	9	8	0	103
Concurrent	258	0	0	0	0	258
Interest received	58	45	47	51	58	53
Misc. Receipts	2	342	64	1038	0	508
VAT reimbursement	0	0	0	0	0	0
Loan/Capital Receipts	0	0	0	0	0	0
Total income	3895	397	120	1097	58	4497

PAYMENTS						
General Administration	0	1748	709	0	577	748
Member's Allowances	0	8	0	0	61	0
Agency Services	0	68	68	0	68	0
Concurrent	0	138	184	0	138	39
Parish non-administration	0	524	21	0	29	29
S137	0	1046	340	0	40	2
Capital	0	180	0	0	2324	0
Interest on long term debt	0	0	0	0	0	0
Publicity	0	322	0	0	0	75
Total payments	0	4034	1322	0	3237	893
Funds B/F	17602	21497	17860	16658	17755	14576
Receipts-payments	3895	-3637	-1202	1097	-3179	3604
Funds c/f	21497	17860	16658	17755	14576	18180

RECEIPTS	Oct	Nov	Dec	Jan	Feb	March	Year End	Budget
Precept	0	0	0	0	0	0	7150	7150
Agency Services	0	6	131	14	500	20	803	870
Concurrent	0	0	0	0	0	0	516	516
Loan/Capital Receipts	0	0	0	0	0	0	0	400
Interest received	52	53	55	50	46	44	612	539
Misc. Receipts	0	1811	419	19	5	25	4233	2735
VAT reimbursement	0	0	0	0	0	0	0	0
Total income	52	1870	605	83	551	89	13314	12210

PAYMENTS								
General Administration	0	557	505	495	296	477	6112	6206
Member's Allowances	0	13	50	50	50	261	493	450
Agency Services	0	170	414	0	100	0	888	986
Concurrent	0	230	226	171	125	120	1371	1485
Parish non-administration	0	55	1062	541	542	541	3344	2922
S137 (Max 5.64x309=1742.76)	0	84	40	77	40	75	1744	1664
Capital	0	0	0	0	0	0	2504	3121
Interest on long term debt	0	0	0	0	0	0	0	0
Publicity	0	40	100	0	75	0	612	644
Total payments	0	1149	2397	1334	1228	1474	17068	17478
Funds B/F	18180	18232	18953	17161	15910	15233		
Receipts-payments	52	721	-1792	-1251	-677	-1385		
Funds c/f	18232	18953	17161	15910	15233	13848		

Notes.

Current rates of interest. Lloyds = 0 Bol = 0.0525 (Half % below base rate)

Income.	April	May	June	July	Aug	Sept	Oct	Nov
Precept	3575						3575	
Mowing & Minor Hways for County Concurrent	258						258	
Loan/capital receipts (sale of capital items)								
Misc receipts			332	55	1030		500	1805
Salute invoices			10					
Hixon invoices	2							
Salute Ltd invoices				9			8	
SLCC invoices					8			6
VAT refunded								
Total Income	3835	342	64	1038	0	4444	0	1811
Expenditure								
Clerk's net salary			415	208		415	216	415
Clerk's PAYE & NI				275			26	
Payroll Giving			20	10		21	10	20
Use of home as office								
Phone calls								
Phone rental								
Mileage			67	89		74	58	63
Clerk's training						40		
Imprest (ex newsletter postage)			71	62		27	83	7
Stationery & software			235				165	52
Parish Meeting				15			190	
VAT paid								
External audit								
Internal audit				50				
Hire of halls			212					
Insurance			460					
Data protection			35					
Election costs								
Play equip inspections								
SPCA sub			186					
SoLCC sub								
Other subs			47					
Total General Admin	0	1748	709	0	577	748	0	557
Chairman's allowance						61		
Councillor's exp & Part'n allowances			8					13
Total member's allowance	0	8	0	0	61	0	0	13

Verge mowing	68	68		68				170
Minor Highways								
SLCC (Copies @ cost ie 3p)								
SPCA Area Committee(Copies @ 3p)								
Salute (Copies @ 3p)								
Total agency services	0	68	68	0	68	0	0	170
Environmental Mtnce							39	
Bark weeding & raking								
Mowing playing field	102	136		102				170
Grants for hall (Mowing)	36	48		36				60
Play equip mtnce								
Total concurrent	0	138	184	0	138	39	0	230
Footpaths								
Bus shelter clean & mtnce	24	21		29		20		33
Noticeboards						9		
Clock Mtnce								
Planter purchase – see s107								
Crime & Disorder Init (Inc Speedwatch)	500							22
Prom of Racial Equality								
QC revenue projects								
Total parish non-admin	0	524	21	0	29	29	0	55
Plants, planter & bulbs	25	104						
Best Kept Village & litter notice		50						
Calor Village of Year								
Empty litter bin				2		2		1
Civic Amenity visits				38				33
Donations & Grants								50
Hosting meetings								
Parish Plan	1021	186						
Total free resource	0	1046	340	0	40	2	0	84
Web site	27							
Quarterly newsletter	180					75		40
Adverts	115							
Total publicity	0	322	0	0	0	75	0	40
New playing field seat								
New safety surfaces	180				2324			
Total Capital	0	180	0	0	2324	0	0	0

Dec	Jan	Feb	March	Totals	Budget
				7150	7150
	112		500	715	725
				516	516
				0	400
	400	5	5	5	4137
				10	9
				2	3
	19			20	56
		14			77
					28
					56
					0
	531	19	505	25	12614
					11671

						+ Interest									
						2008/09	2007/08	2006/07	2005/06	2004/05	2003/04	2002/03	2001/02		
	280	220	220	220	2609	2586				7181	14362	1732			
		190		32	523	730				1501	3002	366			
					81	0				132	264	0			
			104		104	104				312	624	43			
					0	0				0	0	44	30	60	11.45
					0	0				0	0	70	59	65	17.86
	30	31	31	31	474	380		487	317	303	290	190	270	351.18	
		5		5	50	50			150	300	0				
	15	15	15	15	310	150		223	100	492	121	66	80	209.27	
	10	10	10	10	492	157		753	306	47	125	80	140	348.36	3841
					205	0			395	790	33				
					0	0			0	0	60				
	102				102	102			306	612	282				
					50	40			90	180	25				
					212	99			311	622	63				
					460	415			875	1750	306				
					35	35			70	140	35				
	50				50	1000			1100	2200	62				
				40	40	40			120	240	0				
					186	190			376	752	131				
	15	20	20	20	75	75			225	450	36				
	3	4			54	54			115	230	18				
	505	495	296	477	6112	6207			13982	27360					
				82	143	100			386	772	50				
	50	50	50	179	350	350			1042	2084	42				
	50	50	50	261	493	450			1428	2856					
										5712					

34				408	380			1060		181			
380		100		480	500			1460	2920	433			
				50	50			2520	2620				
				50	50				5540				
				6	6			12					
414	0	100	0	994	986			2732	5464				
								0	0				
100	70	70	70	349	351		295	683	97	649	0	250	366.59
				0	24			24	48	0			
34	34			578	636			3451	5005	250			
12	12			204	234				558				
80	55	55	50	240	240		83	290	40	341	620	104	207.18
226	171	125	120	1371	1485			3905					
								0	0				
445				445	445			1335	2670	0			
21	20	21	21	210	230		126	85	84	259	127	127	127.32
12	13	13	13	60	60			180	360				
77				77	77			5795	6026	100			
				0	0				0				
5	5	5	5	542	100			684	9140				
2	3	3	2	10	10			30					
500	500	500	500	2000	2000								
1062	541	542	541	3344	2922			9065	18130				
								0	0				
				129	50		0	0	46	25	30	0	14.5
			15	65	15			9779	9874	58			
				0	10								
				5	15								
	37			108	74				28050	25			
25	25	25	25	150	100			400		0			
15	15	15	15	60	60								
				20	1227	1340							
40	77	40	75	1744	1664			3766	7532				
								0	0				
100				127	128			4166	4521	0			
		75		370	441				12053				
				115	75			190		122			
100	0	75	0	612	644			1546	3092				
								1736	1736				
				0	300				4828	0			
				2504	2821					0			
0	0	0	0	2504	3121					0			

Stowe by Chartley Parish Council. Asset Register.

Supporting statement continued Estimate RPI @31/3/17 = 270

Order of inspection	Fixed Asset Details	Year Purchased	Age in March 2017	Deprectn RPI	Period (years)	Purchase price	Value at 31/03/17	Additions	Disposals	Depreciation In 17/18	Accumulated Depreciation March 17	W/Down value c/f To '18	Current cost adjustment factor	Current Value at March '17	Replacement fund at March '17	Assets by category	Replacement Year
	5 Fencing, Play area	1986/87	30	98	15	300	0			0	300	0	2.76	0	826	Gates & Fenc	2001
	5 Gates, Play area	2005/06	11	191	15	230	76			15	169	61	1.41	86	238	86	2020
	2 Noticeboard, Stowe	2001/02	15	174	15	1000	66			66	1000	0	1.55	0	1551		2016
	10 Noticeboard, Grindley	2006/07	10	196	15	590	236			39	393	197	1.38	271	541	Street Furntr	2021
	3 Notice, Stowe Playing Field	1996/97	20	153	15	120	0			0	120	0	1.76	0	0	1963	2011
	3 Lectern	2016/17	0	260	15	1000	1066			66	0	1000	1.04	1038	0		2031
	4 Defibrillator case	2016/17	0	260	10	630	693			63	0	630	1.04	654	0		2026
	4 1 Planter, village hall	1990/91	26	125	20	131	0			0	131	0	2.16	0	282		2010
	4 1 Planter, village hall	1990/91	26	125	20	86	0			0	86	0	2.16	0	0		2010
	1 Large Planter St Johns Close	2007/08	9	205	5	25	0			0	25	0	1.32	0	0		2012
	1 Millennium Bench, St. Johns	2000/01	16	165	15	400	0			0	400	0	1.64	0	654	Bus shelter	2015
	9 Brick bus shelter, Tollgate	1964/65	52	17	20	160	0			0	160	0	15.88	0	2541	0	1984
	8 Double swings (8ft) 2-5yrs	1989/90	27	114	15	450	0			0	450	0	2.37	0	1065	Play equip	2004
	6 Slide, 11ft long, 3-7yrs	1990/91	26	125	15	1028	0			0	1028	0	2.16	0	2220	0	2005
	6 Safety Surface	2006/07	10	205	10	2000	200			200	2000	0	1.32	0	2634		2016
	7 Seat, playing field	1991/92	25	133	15	83	0			0	83	0	2.03	0	0	Seats	2006
	7 Seat, playing field, cast ends	2010/11	6	215	15	500	333			33	200	300	1.26	376	251	416	2025
	7 Picnic table, playing field	2003/04	13	180	15	200	40			13	173	27	1.5	40	259		2018
	11 Computer	2004/05	12	188	4	600	0			0	600	0	1.44	0	861	Office Equip	2008
	11 Speedwatch device & signs*	2009/10	7	208	10	500	200			50	350	150	1.3	194	454	368	2019
	11 Digital recorder	2006/07	10	205	5	30	0			0	30	0	0	0	0		2011
	11 Guillotine	2006/07	10	205	10	40	4			4	40	0	1.32	0	0		2016
	11 Kyocera printer	2006/07	10	205	5	713	0			0	713	0	1.32	0	939		2011
	11 Camera	2013/14	3	245	10	90	72			9	27	63	1.1	69	0		2023
	11 Printer HP Pro 8000	2011/12	5	220	5	60	12			12	60	0	1.23	0	0		2016
	11 Printer HP 8600	2012/13	4	235	5	211	84			42	169	42	1.15	48	0		2017
	11 Printer Deskjet 2132	2016/17	0	260	5	49	58			9	0	49	1.04	50	0		2021
	11 Laminator	2012/13	4	235	5	30	12			6	24	6	1.28	7	0		2017
	11 4 drawer cabinet (gift)	1991/92	25	133	15	60	0			0	60	0	2.03	0	0		2006
	11 Steel chest	1894/95	122	4	20	5	0			0	5	0	67.5	0	337		1914
	Totals					11321		0	0	627		2525		2833	15653		2833

*Owned jointly with Kingston

As at 31/3/17 the following assets were held:
 Playing fields
 Stowe by Chartley Playing Field Value
 1

Other fixed assets:
 Gates & Fences 86
 Street furniture 1963
 Bus shelters 0
 Play equipment 0
 Seats 416
 Office equipment 368
 2833

Stowe by Chartley Parish Council					
Budget estimates 2008/09					
These estimates are modelled on guidelines in SLCC Advice Note 40/2005 'Budget preparation (Smaller Councils)'					
Your RFO recommends an initial consideration of major projects and principles in November with a more detailed bottom up consideration in December and finally a top down look in January to set the precept.					
Note that although VAT does not cancel out in Receipts and Payments Accounts it is council policy to exclude VAT in A/Cs					
Revenue Budget	Budget 2008/09	Estimated Year End 2007/08	Budget 2007/08	Actual 2006/07	Actual 2005/06
Receipts.					
Agency Services (2)	715	803	870	610	541
Concurrent (3)	495	516	516	505	494
Interest (4)	569	608	539	472	403
Misc. Receipts (5)	890	4433	3135	6235	658
Total Receipts	2669	6360	5060	7822	2096
Payments					
Parish (Admin) (6)	6341	6112	6206	5734	4266
Members' Allowances (7)	310	493	450	193	201
Agency Services (8)	860	888	986	738	545
Concurrent (9)	1330	1371	1485	1001	1450
Parish (non-admin.) (10)	845	3344	2922	693	385
Free Resource (11)	2325	1744	1664	1728	218
Publicity (12)	740	612	644	373	319
Contingency (13)	700		700		
Total Payments.	13451	14564	15057	10460	7384
NET PAYMENTS (Excluding Precept)	10782	8204	9997	2638	5288
Calculation of revenue balance					
Cash balance at 1st April 2007			£ 17602	Precept required for 2008/09	£ 10782
Less:				Estimated 2008/09 payments	
Capital account balance at 1st April 2007 (16)			-5931	Add for:	
Less:				Working balance (14)	2000
Estimated 2007/08 revenue requirements			-8204	Earmarked reserves (17)	367
Less:				Transfers to Capital funds (16)	648
Transfers to Capital A/C			-2504		
Add:				Total revenue requirements	13797
Precept for 2007/08			7150	Less: Estimated balance available on 1st April 2008	-8113
Estimated revenue balance available on 1st April 2008			8113	Amount to be met from 2008/09 precept	5684
Total Funds					
B/F from 2007/08	14468				
Receipts	8303				
Payments	13451				
c/f to 2009/10	9320				
The budget context.					
After a period of doubt the Quality Council initiative seems set to stay but funding in 2008/09 is unlikely..					
It is estimated that the cost of running a parish council to meet basic statutory requirements is £7,500 pa and that a budget of £20,000 is the minimum necessary to successfully take on additional functions as a Quality Council. This includes the cost of meeting the key tests as well as the Community Newsletter.					
Small councils such as Stowe will have to do a considerable amount of partnership working in order to supply services at the community level although the local representation role will always stay with the council and take on more importance.					
DETAILED ESTIMATES.					
Receipts.			2008/09 Budget	2007/08 Budget	
1. Precept was £4662 in 2003/04, £6655 in 2004/05, £6894 in 2005/06, £7135 in 2006/07 and £7150 in 2007/08.					
Having a precept of £5,634.00 would mean a -22% drop on last year. The tax base for 2008/09 will be 183 approx which means that the Parish element of the Council Tax Band D charge will be about £30.79 To avoid being the Parish Council with the highest charge in the Borough area Stowe needs to precept about £7,400.00 making the 'D' charge £40.44					
2. Agency Services.					
Urban Mowing, County Council.					
The County Council pays 2.2p/sq.m. 1222sq.m x 8 cuts x 2.2p = 215.00 (215)					
Minor Highways work. Assuming that the Council want to do this work again on behalf of the County Council.					
Claims are limited to £643 for areas with populations up to 1000.					
480 for work + administration charge for clerk 20 = 500.00 (520)					
Total agency services = £715.00					
3. Borough Council concurrent contribution.					
Calculated using the formula Community Charge tax base x £2.71 £495.00 (495)					
4. Interest received.					
Use 100-Sept 3mth Sterling Futures to forecast bank rate. Bank of Ireland pays 0.5% less than bank rate (gross).					
Lloyds pays 0%. Assuming 1/3rd of funds in Lloyds account, total Borough payment of 6150.00					
with capital receipts totaling £100.00 and September 3 month sterling futures at 94.65					
Est. total=(opening balance+1/4 capital receipts+1/4 Borough) x BoI int. rate @ 2/3 rd x 4.85					
= £569.00 (465)					
5. Miscellaneous receipts.					
Community Paths Initiative grant = 200 (400)					
PAYE E-filing (7/8=100, 8/9=75) 100 (150)					
Parish Plan revenue projects 500 (0)					
Local members' Initiative (Poster prizes) 50 (0)					
NALC training bursary 30 (25)					
Miscellaneous income estimated at = 10 (10)					
Total = £890.00					
Payments.					
6. Admin.					
Staff costs					
a) Clerk's salary. Calculated on this year's work and at this years rates + 3%. Spinal Column Point 19 Jan 05 = £8.451 per/hr.					
There were 11 meetings (AGM & Parish Meeting counted as one); 282 minuted action points and 595 actions.					
Hours based on action points: 16 + (meetings x 4.3) + (action points x 1.6) = 514 hrs					
Hours based on actions: 16 + (meetings x 4.3) + (actions x 0.54) = 384 hrs					
Average of both methods (514 + 384)/2 = 449 hours.					
449 hours x £8.916 x 3% = 4123.00 (2927)					
(Up from 381 hours @ £8.916 = £3397 in 2007/08. This is high for such a small council but compares with Ingestre where councillor/clerk works for free and other small places where clerk's job is treated as a hobby.)					
Clerk will again waive entitlement to paid leave and long service leave.					
Clerk's contract finishes on 21 st November. If the council does not wish to extend the contract for a further year it is suggested that the contract is extended for 5 months to allow a replacement to be found and for a handover period finishing with the production of the accounts.					
Gratuity if fully paid 0.00 (150)					
Payment for new, untrained, clerk, 2 months salary 0.00 (487)					

Contribution to clerk's gratuity after 5 year's service. 3.7% of lower earnings									
limit of £87 per week .037 x 52 x 87 =					167.39				
B/F from 2006/07 = £150. Add £167 in 2008/09 =						317	367.00	(150)	
Note that payment of a gratuity is at the council's discretion.									
Pensions are recommended by NALC but payments would be onerous for the council.									
16. Capital.									
In line with Standing Orders your RFO has produced the following capital programme. It is based on the design/anticipated life of the relevant asset. (See Asset Register). The figures include VAT but not installation costs. It is most important that Members carefully consider what other items they wish to add as Standing Orders do not allow capital expenditure on items that are not programmed.									
Asset	Estimated Cost	Replacement Fund+	Grants	Net					
2008/09									
a) Swings*	0	836	0	0					
b) Slide*	0	1743	0	0					
c) Playing field fencing*	0	648	0	0					
d) Playing field seat*	0	0	0	0					
e) Computer@	350	507	250	-407					
f) 4 drawer cabinet*	0	0	0	0					
g) Milemarkers. Refurb x 2, New x 2 (installed)	2000	0	1900	100					
h) Parish Plan capital projects.	2000	0	1500	500					
Totals	£4,350.00	£3,734.00	£3,650.00	£193.00					
* Serviceable but past replacement date of asset									
@ Could be replaced a year early through Parish Plan learning project									
+Assumes that council fully funds the Replacement Fund.									
NALC recommend leasing equipment. This puts the onus of inspection onto the supplier but would cost about £34 per month per £1,000 worth of equipment.									
Replacement Fund (Formerly Community Capital Fund).									
Advised by NALC's senior financial advisor that this is a 'Revenue Fund for Capital purposes'.									
Strictly speaking replacements are not capital expenditure but replacement items are unlikely to be the same as the original. Items that can be replaced for less than £250 are counted as revenue expenditure. (i.e. day-to-day) and are catered for by revenue budgetary provision or the contingency fund. Items over £250 are depreciated each year ('straight line') and the value is made up by additions to the Replacement Fund (CCF) to cover their replacement. Detailed calculations are shown in the asset record.									
				£					
				Replacement fund requirement 31/3/08	6703				
				Replacement fund requirement 31/3/09	7158				
				Additional resource	455				
				Total capital requirements =	£648.00	(1082)			
				J. Blount					
				RFO	29/07/17				
Breakdown of funds as sent to District Audit last year 2006/07									
Breakdown of funds:									
General Reserve	7167								
Asset replacement fund	5931								
Parish Plan	2000								
New Play Area Surface	2500								
Petty Cash	70								
Total	17668								
Missed gratuity!									
General Reserve	7112								
Asset replacement fund	5931								
Parish Plan	2000								
New Play Area Surface	2500								
Petty Cash	70								
Clerk's gratuity	150								
Total	17763								
Your Responsible Finance Officer hopes that this budget will be easier to use than those previously offered. Note that some issues have been ignored below for simplicity but these will be settled at the November meeting and an improved and updated version of these budget estimates will be provided in December.									
Revenue Budget Estimates					2008/09	2007/08 Budget			
Receipts.									
1. Precept					4000	(7150)			
2. Agency Services.					835	(735)			
3. Borough Council concurrent.					495	(495)			
4. Interest received.					611	(465)			
5. Miscellaneous receipts.									
Community Paths Initiative grant =					200	(400)			
PAYE E-filing					100	(150)			
Parish Plan projects					2000	(0)			
Other grants. Mile Marker project					1760	(2560)			
NALC training bursary					30	(25)			
TOTAL RECEIPTS					10031				
Payments.									
6. Staff.					4123	(2927)			
Clerk's expenses					635	(604)			
General Admin					1545	(2433)			
7. Members' allowances.					350	(325)			
8. Agency services.					980	(860)			
9. Concurrent.									
a) Maintenance					580	(730)			
b) Grass cutting:					720	(817)			
10. Parish (Non-admin.)					815	(825)			
11. Free Resource. (S. 137).					525	(525)			
a) Parish Plan.					1700	(1000)			
b) Promote Micro-Generation.					100	(100)			
12. Publicity.					661	(506)			
13. Contingency.					700	(700)			
TOTAL PAYMENTS					13434				
Capital Budget Estimates									
Asset	Estimated Cost	Replacement Fund+	Grants	Net					
2008/09									
a) Swings*	1400	836	0	564					
b) Slide*	2500	1743	0	757					

c) Playing field fencing*		500	648	0	-148					
d) Playing field seat*		300	0	0	300					
e) Computer@		350	507	250	-407					
f) 4 drawer cabinet*		100	0	0	100					
g) Milemarkers. Refurb x 2, New x 2 (installed)		2000	0	1900	100					
	Totals	£7,150.00	£3,734.00	£2,150.00	£1,266.00					
Depreciation					455	(257)				
14. Working balance.					2266	(4086)				
15. Earmarked funds					300	(225)				
B/F from 2007/08		14468								
Receipts		10031								
Payments		13434								
Transfer to Capital		1266								
Transfer to Gratuity		75								
c/f to 2009/10		9724								
Represented by										
Replacement fund	7158									
Clerk's gratuity fund	300									
Working capital	2266									
		9724								