

Tuesday 30th August 2022

To all members of the finance committee,

You are summoned to attend the meeting of Theale Parish Council's finance committee to be held on **Monday 5th September 2022 at 7:00pm** in the Peter Gooch Room, Pavilion, Englefield Road.



Paul Manley
Clerk to Theale Parish Council

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence and declarations of interest.

2. QUARTERLY FINANCIAL UPDATE

- a.** To receive bank reconciliations as at 30.08.22 and bank statements.
- b.** To receive an income and expenditure statement and trial balance as at 30.08.22.

3. BUDGET REVIEW

To review the 2022/23 Council budget.

SUPPORTING INFORMATION

Bank Reconciliations

Date: 30/08/2022	Theale Parish Council	Page 1
Time: 16:45	Bank Reconciliation Statement as at 22/08/2022 for Cashbook 6 - Unity Trust current acc	User: PM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust current account	10/08/2022	45	30,292.17
			30,292.17
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			30,292.17
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			0.00
			30,292.17
		Balance per Cash Book is :-	30,292.17
		Difference is :-	0.00

Date: 30/08/2022	Theale Parish Council	Page 1
Time: 16:47	Bank Reconciliation Statement as at 31/07/2022 for Cashbook 7 - Unity Trust savings acc	User: PM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Savings	31/07/2022	34	302,515.06
			302,515.06
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			302,515.06
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			0.00
			302,515.06
		Balance per Cash Book is :-	302,515.06
		Difference is :-	0.00

Trial Balance

Date : 30/08/2022		Theale Parish Council		Page 1	
Time: 16:50		Trial Balance for Current Year		User : PM	
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>
105	VAT Control A/c			1,670.67	
205	Unity Trust current account			30,292.17	
206	Unity Trust savings account			302,515.06	
310	General Reserves				123,820.39
321	EMR car park maintenance				3,000.00
327	EMR CIL reserve				2,800.37
334	EMR MUSA & play area				142,500.00
510	Accruals				1,400.00
511	PAYE/NI control account				815.60
560	Hall Hire Deposits				37.00
1001	Income - Peter Gooch	301	Pavilion		254.00
1003	Income - other sports	301	Pavilion		30.00
1004	Income - Senior Football	301	Pavilion		670.00
1060	JCH Admin Fees	102	John Cumber Hall		3,575.00
1061	W Cumber key safe	101	Administration		50.00
1070	WBC Grants	101	Administration		2,507.20
1076	Precept	101	Administration		69,500.00
1079	CIL Income	101	Administration		15,680.33
1080	Miscellaneous Income	101	Administration		300.00
1080	Miscellaneous Income	201	Environment		1,390.00
1082	Christmas lights event	101	Administration		150.00
1084	Events other	101	Administration		3,619.26
1085	Capital grant funding	103	Capital		13,000.00
1086	Events grant funding	101	Administration		1,000.00
1090	Bank Interest Received	101	Administration		0.43
4000	Salaries - council admin	101	Administration	14,022.68	
4001	Payroll costs	101	Administration	149.11	
4005	Staff Expenses	101	Administration	21.29	
4007	Office sundries	101	Administration	56.34	
4010	Chairmans Allowance	101	Administration	9.00	
4011	Members Expenses	101	Administration	171.46	
4015	Consultancy	101	Administration	137.50	
4019	Bank charges	101	Administration	84.30	
4025	Subscriptions	101	Administration	913.23	
4040	Grants	101	Administration	200.00	
4057	IT Support	101	Administration	222.40	
4058	Software Charges	101	Administration	196.92	
4059	Office Equipment	101	Administration	33.33	
4060	Postage	101	Administration	12.60	
4062	Photocopying	101	Administration	589.85	
4063	Stationery	101	Administration	144.02	
4064	Website	101	Administration	195.00	

Account Number Order

<u>Acc Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4065	Broadband & telephone	101	Administration	225.04	
4076	Events Working Party	101	Administration	5,417.13	
4079	CCTV	201	Environment	302.00	
4083	CCTV capital expenditure	103	Capital	3,139.47	
4085	Play area & MUSA	103	Capital	280.00	
4090	Salaries - JCH admin	102	John Cumber Hall	1,090.91	
4091	Salaries - JCH cleaner	102	John Cumber Hall	988.00	
4100	Alarms Intruder/Fire	301	Pavilion	75.50	
4101	Salaries - Pavilion cleaner	301	Pavilion	2,717.04	
4103	Cleaning Products - council	301	Pavilion	87.88	
4104	Hygiene services	301	Pavilion	115.68	
4111	Electricity - Pavilion	301	Pavilion	264.80	
4120	Grounds Maintenance	201	Environment	4,120.20	
4125	Insurance	301	Pavilion	2,074.04	
4131	Repairs & Maintenance	301	Pavilion	1,650.83	
4132	Water - Pavilion	301	Pavilion	328.02	
4140	Legionella risk management	301	Pavilion	743.00	
4202	Rent	201	Environment	1,688.00	
4203	Fencing	201	Environment	1,538.40	
4210	Litterbin Provision	201	Environment	527.00	
4211	Litterbin Main/Picking	201	Environment	3,421.55	
4221	Rec safety inspections	201	Environment	794.50	
4230	Street Lighting	201	Environment	129.27	
4231	Street Lights Repairs	201	Environment	238.37	
4232	Christmas Lighting	201	Environment	2,397.55	
4233	Flood Lighting	201	Environment	91.14	
4236	Seat Maintenance	201	Environment	195.00	
4244	Christmas Lights Event	101	Administration		1.67
4250	Key cutting	101	Administration	24.00	
Trial Balance Totals :				388,301.26	388,301.26
Difference				0.00	

Income & Expenditure / Actual v Budget

30/08/2022

Theale Parish Council

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Detailed Income & Expenditure by Budget Heading 30/08/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration							
1061 W Cumber key safe	50	0	(50)			0.0%	
1070 WBC Grants	2,507	0	(2,507)			0.0%	
1076 Precept	69,500	139,000	69,500			50.0%	
1079 CIL income	15,680	14,000	(1,680)			112.0%	
1080 Miscellaneous Income	300	0	(300)			0.0%	
1082 Christmas lights event	150	500	350			30.0%	
1084 Events other	3,819	7,474	3,655			51.1%	
1086 Events grant funding	1,000	0	(1,000)			0.0%	
1090 Bank Interest Received	0	0	(0)			0.0%	
Administration :- Income	93,007	160,974	67,967			57.8%	0
4076 Events Working Party	5,417	4,974	(443)		(443)	108.9%	
Administration :- Direct Expenditure	5,417	4,974	(443)	0	(443)	108.9%	
4000 Salaries - council admin	14,023	43,668	29,645		29,645	32.1%	
4001 Payroll costs	149	500	351		351	29.8%	
4005 Staff Expenses	21	350	329		329	6.1%	
4006 Staff Training	0	2,000	2,000		2,000	0.0%	
4007 Office sundries	56	0	(56)		(56)	0.0%	
4010 Chairmans Allowance	9	100	91		91	9.0%	
4011 Members Expenses	171	200	29		29	85.7%	
4012 Members Training	0	1,100	1,100	375	725	34.1%	
4015 Consultancy	138	1,000	863		863	13.8%	
4016 Audit	0	900	900		900	0.0%	
4019 Bank charges	84	280	196		196	30.1%	
4020 Contingency	0	6,000	6,000		6,000	0.0%	
4025 Subscriptions	913	950	37		37	96.1%	
4030 Elections	0	3,800	3,800		3,800	0.0%	
4040 Grants	200	1,000	800		800	20.0%	
4042 WBC Libraries	0	2,842	2,842		2,842	0.0%	
4050 Noticeboards	0	100	100		100	0.0%	
4057 IT Support	222	622	400		400	35.8%	
4058 Software Charges	197	867	670		670	22.7%	
4059 Office Equipment	33	400	367		367	8.3%	
4060 Postage	13	63	50		50	20.0%	
4062 Photocopying	590	1,005	415		415	58.7%	
4063 Stationery	144	300	156		156	48.0%	
4064 Website	195	265	70		70	73.6%	
4065 Broadband & telephone	225	365	140		140	61.7%	
4067 Advertising & distribution	0	204	204		204	0.0%	
4113 Office equipment maintenance	0	300	300		300	0.0%	

Detailed Income & Expenditure by Budget Heading 30/08/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4244 Christmas Lights Event	(2)	0	2		2	0.0%	
4250 Key cutting	24	160	136		136	15.0%	
Administration :- Indirect Expenditure	17,406	69,341	51,935	375	51,560	25.6%	0
Net Income over Expenditure	70,184	86,659	16,475				
<u>102 John Cumber Hall</u>							
1060 JCH Admin Fees	3,575	7,152	3,577			50.0%	
John Cumber Hall :- Income	3,575	7,152	3,577			50.0%	0
4090 Salaries - JCH admin	1,091	3,181	2,090		2,090	34.3%	
4091 Salaries - JCH cleaner	988	2,964	1,976		1,976	33.3%	
4093 JCH Hall expenditure	0	300	300		300	0.0%	
John Cumber Hall :- Indirect Expenditure	2,079	6,445	4,366	0	4,366	32.3%	0
Net Income over Expenditure	1,496	707	(789)				
<u>103 Capital</u>							
1085 Capital grant funding	13,000	108,000	95,000			12.0%	
Capital :- Income	13,000	108,000	95,000			12.0%	0
4083 CCTV capital expenditure	3,139	17,596	14,457		14,457	17.8%	
4084 Security lighting for MUSA	0	20,000	20,000		20,000	0.0%	
4085 Play area & MUSA	280	250,000	249,720		249,720	0.1%	
Capital :- Indirect Expenditure	3,419	287,596	284,177	0	284,177	1.2%	0
Net Income over Expenditure	9,581	(179,596)	(189,177)				
<u>201 Environment</u>							
1080 Miscellaneous Income	1,390	0	(1,390)			0.0%	
Environment :- Income	1,390	0	(1,390)				0
4079 CCTV	302	1,500	1,198		1,198	20.1%	
4082 Environmental Working Party	0	2,000	2,000		2,000	0.0%	
Environment :- Direct Expenditure	302	3,500	3,198	0	3,198	8.6%	0
4120 Grounds Maintenance	4,120	8,780	4,660		4,660	46.9%	
4202 Rent	1,688	1,941	253		253	87.0%	
4203 Fencing	1,538	400	(1,138)		(1,138)	384.6%	
4205 Tree management	0	500	500		500	0.0%	
4210 Litterbin Provision	527	1,116	589		589	47.2%	
4211 Litterbin Main/Picking	3,422	9,016	5,594		5,594	37.9%	
4220 Play Equip Maintenance	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 30/08/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4221 Rec safety inspections	795	1,901	1,107		1,107	41.8%	
4230 Street Lighting	129	420	291		291	30.8%	
4231 Street Lights Repairs	238	500	262		262	47.7%	
4232 Christmas Lighting	2,398	6,000	3,602		3,602	40.0%	
4233 Flood Lighting	91	200	109		109	45.6%	
4235 Seat Provision	0	500	500		500	0.0%	
4236 Seat Maintenance	195	337	142		142	57.9%	
4240 Signage	0	200	200		200	0.0%	
4246 Remembrance Wreath	0	34	34		34	0.0%	
Environment :- Indirect Expenditure	15,141	32,345	17,204	0	17,204	46.8%	0
Net Income over Expenditure	(14,053)	(35,845)	(21,792)				
301 Pavilion							
1000 Income - Cricket Club	0	2,867	2,867			0.0%	
1001 Income - Peter Gooch	254	2,232	1,978			11.4%	
1002 Income - Junior Football	0	326	326			0.0%	
1003 Income - other sports	30	60	30			50.0%	
1004 Income - Senior Football	670	2,310	1,640			29.0%	
1005 Income - funfairs & similar	0	815	815			0.0%	
Pavilion :- Income	954	8,610	7,656			11.1%	0
4100 Alarms Intruder/Fire	76	105	30		30	71.9%	
4101 Salaries - Pavilion cleaner	2,717	5,187	2,470		2,470	52.4%	
4103 Cleaning Products - council	88	427	339		339	20.6%	
4104 Hygiene services	116	471	355		355	24.6%	
4110 Drainage Pump	0	1,291	1,291		1,291	0.0%	
4111 Electricity - Pavilion	265	2,824	2,559		2,559	9.4%	
4115 Gas supply - Pavilion	0	1,300	1,300		1,300	0.0%	
4121 Gas Maintenance	0	2,200	2,200		2,200	0.0%	
4125 Insurance	2,074	1,629	(445)		(445)	127.3%	
4131 Repairs & Maintenance	1,651	6,500	4,849		4,849	25.4%	
4132 Water - Pavilion	328	402	74		74	81.6%	
4140 Legionella risk management	743	1,652	909		909	45.0%	
Pavilion :- Indirect Expenditure	8,057	23,988	15,931	0	15,931	33.6%	0
Net Income over Expenditure	(7,103)	(15,378)	(8,275)				
Grand Totals:- Income	111,926	284,736	172,810			39.3%	
Expenditure	51,822	428,189	376,367	375	375,992	12.2%	
Net Income over Expenditure	60,105	(143,453)	(203,558)				
Movement to/(from) Gen Reserve	60,105						