

HAMBLEDON PARISH COUNCIL
Q4 Financial Report
01 Jan 2022 to 31 Mar 2022

		Actual to 31 Dec 2021	Annual Budget	Actual-v-Budget	Notes
RECEIPTS					
	Precept	£22,597.00	£22,597.00	100.0%	
	Other Income				
	Tennis fees	£3,560.00			
	VAT Reclaimed to date	£1,707.52			
	Insurance claim - bus shelter	£6,950.00			
	Grants and Donations - see Schedule 1	£4,966.33			
	Total Income	£39,780.85			
PAYMENTS					
Parish Council Funded Expenditure					
	Staff Costs				
	Clerk's Salary	£8,914.08	£9,260.78	96.3%	Net salary (i.e. after employee's pension contribution deducted; includes employee NI contributions)
	Clerk's Pension	£686.40	£286.42	239.6%	This appears high because the ytd figures take into account both employer (£257.40) & employee contributions but the budget only covers employer portion. Accounting practice to change for 2022/23.
	Clerk's Expenses	£12.42	£50.00	24.8%	
	Clerk's Training	£0.00	£350.00	0.0%	
	Administration - Clerk's Office	£480.00	£480.00	100.0%	
	Sub Total	£10,092.90	£10,427.20	96.8%	
	Councillors' Costs				
	Councillors' Travel & Expenses	£0.00	£50.00	0.0%	
	Councillors' Training/Seminars	£95.00	£100.00	95.0%	
	Sub Total	£95.00	£150.00	63.3%	
	Administration Costs				
	Meetings	£213.00	£264.00	80.7%	

	Insurance	£985.38	£700.00	140.8%	This overspend was not predictable. The insurance broker was challenged but quote could not be bettered. Insurance claim (bus stop) was a factor. This premium will now be fixed for 3 years.
	Audit	£440.00	£440.00	100.0%	
	Web-site	£655.00	£655.00	100.0%	
	Remembrance Sunday Wreath	£30.00	£30.00	100.0%	
	Bank Service Charges	£72.00	£72.00	100.0%	
	IT	£114.00	£70.00	162.9%	Monitor & lead
	Sub Total	£2,509.38	£2,231.00	112.5%	
	Grants				
	Hambledon Man Shed Grant	£200.00	£200.00	100.0%	
	Churchyard Maintenance	£600.00	£600.00	100.0%	
	Rowans Hospice	£250.00	£250.00	100.0%	
	Sub Total	£1,050.00	£1,050.00	100.0%	
	Subscriptions & Affiliations				
	HALC & NALC	£389.97	£380.00	102.6%	
	SLCC	£144.00	£136.00	105.9%	
	ICO Registration	£35.00	£35.00	100.0%	
	Sub Total	£568.97	£551.00	103.3%	
	Running Costs				
	Parish Maintenance	£1,452.00	£1,500.00	96.8%	
	Defib Training & Maintenance	£90.31	£50.00	180.6%	
	Glebe Land Rent	£600.00	£600.00	100.0%	
	Glebe Land Maintenance	£700.00	£700.00	100.0%	
	Stewarts Green Playground Maintenance	£11.03	£100.00	11.0%	
	Village Hall Playground Maintenance	£310.70	£100.00	310.7%	This overspend was unavoidable as work relates to H&S issues highlighted in the 2021 playground inspection.
	Playground Inspections	£89.90	£89.90	100.0%	
	Hambledon Greening Campaign	£161.00	£250.00	64.4%	
	Sub Total	£3,414.94	£3,389.90	100.7%	
	Contingency				
	Hydrometer	£269.00			Not budgeted for
	Parish Online Subscription	£80.00			Not budgeted for
	Traffic Survey Printing	£87.00			Not budgeted for

	HMRC	£143.02			Not budgeted for (employer's portion only; Q3 incorrect as accounted for employer & employee)
	Village Hall Playground Maintenance	£291.21			Excess cost of repairs not accounted for in budget (£100)
	Printer	£69.00			
	Bus shelter - West St	£250.00			Insurance excess (hoping to be able to re-claim from insurance co. eventually)
	VDS Printing	£200.99			Excess cost of printing not accounted for in combination of VDS & Parish Plan budgets (£350 total)
	TS Alacrity Donation	£100.00			Not budgeted for
	Hambledon Village Scout Group	£100.00			Not budgeted for
	Sub Total	£1,590.22	£2,297.90	69.2%	
				£707.68	
	Tennis Expenditure	£3,063.08			
	Better Streets Fund Expenditure	£1,486.34			
	Other Funded Expenditure				
	Earmarked Reserves - see Schedule 2	£385.00			
	VAT to be reclaimed for payments in FY 21/22	£588.79			
	Bus shelter - West St	£6,950.00			Still hoping for £250 excess to be reimbursed by insurance co.
	Sub Total	£7,923.79			
	Total Expenditure	£31,794.62			
Assets					
	Unity Trust Bank a/c @ 31/03/22	£40,056.95			
	Fixed Assets	£88,163.76			
	Sub Total	£128,220.71			
Schedules					
Schedule 1 - Grants & Donations Received					
	Tennis Donations	£170.00			
	Tennis Grants	£2,021.00			
	PC Grants	£0.00			
	Better Streets Grants	£81.67			
	Playground	£2,693.66			
	Sub Total	£4,966.33			

		Spent YTD		Unspent	
Schedule 2 - Earmarked Reserves					
	Village Design Statement	£100.00	£100.00	£0.00	
	Parish Plan Actions	£250.00	£250.00	£0.00	
	Flood Reserve	£0.00	£3,000.00	£3,000.00	
	Denmead & Hambledon Ed. Trust Grant - Tennis	£35.00	£45.00	£10.00	Denmead & Hambledon Ed. Trust Grant - Tennis
	Clerk's CiLCA Registration	£0.00	£350.00	£350.00	
	Sub Total	£385.00	£3,745.00	£3,360.00	

Notes: As per the Q3 financial report, there are three significant 'overspends' of note: Clerk's pension; insurance premium; and VH play equipment maintenance. Explanations are given in column F. Despite these, there is no major overspend in any of the areas of expenditure at the 2021/22 year end, since any overspend has been offset by lower than expected expenditure elsewhere. General reserves are currently healthy, at circa 6-months' worth of running costs.

Signed:

Joanna Tester (Parish Clerk & RFO)

Dated (Minutes Ref.):

HAMBLEDON PARISH COUNCIL
 Q4 Financial Statement
 01 Jan 2022 to 31 Mar 2022

Bank balance at 31 Mar 2021	£40,056.95	
Less uncleared payments	£0.00	
Less tennis fund	£3,936.95	
Less total value of Better Streets fund	£19,531.95	See 'Better Streets Fund Q4' for breakdown
Less play equipment fund	£2,693.66	
Total funds available	£13,894.39	
Earmarked reserves		
Flood Reserve	£3,000.00	
Clerk's CiLCA Registration	£350.00	
Hambledon and Denmead Ed Trust	£10.00	Held on their behalf for use by the PC
Total earmarked reserves	£3,360.00	
Committed expenditure		
Platinum Jubilee	£500.00	WCC grant (previously for VE Day celebrations)
Total committed expenditure	£500.00	
Unallocated reserves	£10,034.39	Equivalent to circa 6-months' worth of running costs. HALC recommends maintaining general reserves between 3 and 12 months' worth.

Signed:

Joanna Tester (Parish Clerk & RFO)

Dated (Minutes Ref.):

HAMBLEDON PARISH COUNCIL Better Streets Fund			
Q4 Report 01 Jan 2022 to 31 Mar 2022			
		Notes	
Income			
Precept			
BBF from 2020-21	£18,587.16		
From 2021-22 precept	£2,500.00		
Grants			
PCC - church/school sign	£81.67		
Total income year to date	£21,168.83		
Expenditure			
Plants/compost for George House Planters	£231.39		
Installation of Church/School sign	£35.00		
Plants for GH planters	£19.95		
Fingerpost @ East St/Brook Lane Junction	£1,200.00	JK Engineering	
Green Man beds expenditure	£150.54		
Total expenditure year to date	£1,636.88		
Balance	£19,531.95	Total value of Better Streets fund	
Committed			
Green Zone planting plans	£262.50	The Gardens	
Village entrance signs	£3,690.00	JK Engineering	
Street name signs	£4,800.00	8 signs at £600 each	
Reserve for Green Man Beds Maintenance	£412.17	Maintenance by Hort Soc	
The Gardens sign	£650.00	JK Engineering	
Total committed	£9,814.67		
Expected expenditure			
The Gardens	£1,350.00	£2000 less £650 committed for street name sign	
Total expected expenditure	£1,350.00		
Unallocated funds	£8,367.28		

HAMBLEDON PARISH COUNCIL
Budget vs Actual 2021-22

	Budget 2021/22 (£)	Predicted Outcome 2021/22 (£)	Actual Outcome 2021/22 (£)
EXPENDITURE			
Staff Costs			
Clerk's Salary	9260.78	9360.00	9343.08
Clerk's Expenses	50.00	20.00	12.42
Clerk's Pension	286.42	280.80	257.40
Clerk's Training	350.00	0.00	0.00
Administration - Clerk's Office	480.00	480.00	480.00
Sub Total	10427.20	10140.80	10092.90
Administration			
Meeting Room Hire	264.00	200.00	213.00
Insurances	700.00	985.38	985.38
External Auditor Fees	200.00	200.00	200.00
Internal Auditor Fees	240.00	240.00	240.00
Web Site	655.00	655.00	655.00
Remembrance Sunday Wreath	30.00	30.00	30.00
Bank charges	72.00	72.00	72.00
IT	70.00	183.00	114.00
Sub Total	2231.00	2565.38	2509.38
Councillors			
Councillors' Travel & Expenses	50.00	0.00	0.00
Training/Seminars	100.00	85.00	95.00
Sub Total	150.00	85.00	95.00
Grants			
Rowans Hospice	250.00	250.00	250.00
Hambledon Man Shed	200.00	200.00	200.00
Churchyard Maintenance	600.00	600.00	600.00
Sub Total	1050.00	1050.00	1050.00
Membership Subscriptions			
HALC & NALC	380.00	389.97	389.97
SLCC	136.00	136.00	144.00
ICO Registration	35.00	35.00	35.00
Sub Total	551.00	560.97	568.97
Running Costs			
Parish maintenance	1500.00	1350.00	1452.00
Defib Training & Maintenance	50.00	41.05	90.31
Glebeland Rent	600.00	600.00	600.00
Glebeland Maintenance	700.00	700.00	700.00
Stewarts Green Playground Maintenance	100.00	11.03	11.03
VH & SG Playground Inspections	89.90	89.90	89.90
VH Playground Equip Maintenance	100.00	391.21	310.70
Greening Campaign	250.00	161.00	161.00
Bus stop replacement	0.00	7200.00	6950.00
Sub Total	3389.90	10544.19	10364.94
Projects			
Better Streets	2500.00	2500.00	2500.00
Playground Revamp	0.00	0.00	0.00
Sub Total	2500.00	2500.00	2500.00
Expenditure Less Contingency Spend	20299.10	27446.34	27181.19
Contingency	2297.90	1408.95	1590.22
Expenditure Incl. Contingency Spend	22597.00	28855.29	28771.41
INCOME			
Precept	22597.00	22597.00	22597.00
Insurance claim - bus shelter		6950.00	6950.00
HCC Cllr grant (play equipment)		1000.00	1000.00
PCC grant towards Church/school sign		81.67	81.67
Calor fundraising (play equipment)		1,693.66	1,693.66
Total Income	22597.00	32322.33	32322.33
Balance (income less expenditure)	0.00	3467.04	3550.92
Balance less grants/fundraising (i.e. actual performance against budget)		691.71	775.59