



ACCOUNTS FOR THE YEAR 2016/2017

CONTENTS

- INCOME
- EXPENDITURE
- GRANTS AND AFFILIATIONS
- RECONCILIATION
- VARIANCE BETWEEN BUDGET AND SPEND

Checked by Internal Auditor:

Name: ANNA SALLIS

Signature: *Anna Sallis* Date: 8/5/17

These accounts were approved at the full council meeting of: 15/5/17

Minute ref: 13/17.18 e

Name: DAVID ASHLEY

Signature: *D Ashley*

Chairman of the meeting

RECONCILIATION MARCH 2017

*Current	28 February	50,587.18
Instant		4,019.30
30 Day		22,294.87
Ipswich Building Society		55,689.38
Unity Bank		0.00
		132,590.73
Less outstanding cheques	February	2,935.59
Total		129,655.14
Surplus/(Deficit) for month	March	(3,451.65)
Total		126,203.49

Outstanding Cheques	
104102	299.70
104128	34.80
104130	500.00
104131	30.00
104132	10.00
Total	874.50

Income	11.74
Expenditure	(3,463.39)
Total Income/(expenditure)	(3,451.65)

**Statement end date	31 March	
Current		45,062.70
***Instant Access		4,020.56
***14 Day		22,305.35
Ipswich Building Society		55,689.38
Unity Bank		0.00
		127,077.99
Less outstanding cheques	March	874.50
Total		126,203.49

MONTHLY TOTALS

*Deduct Expenditure	126,203.49	difference
**Less outstanding cheques	126,203.49	0.00
Running Years Total	126,203.49	

*** includes £1.26 interest on the Instant Access Account	*** includes £10.48 interest on the 14 Day account	
B/fwd running total		129,655.14
Add Income/(Expenditure) For March		(3,451.65)
Running Years Total		126,203.49

Income		115,456.76
Expenditure		(110,037.17)
Total		5,419.59



Annual Income 2016/2017

	£(exc vat) 2014/2015	£(exc vat) 2015/2016	£(exc vat) 2016/17	Reasons for the difference
Administration				
Parish Rate	65,994.00	54,564.00	63,365.00	Precept less government grant
Government Grant	6,865.00	6,179.00	5,870.00	
	Precept Total	60,743.00	69,235.00	
VAT refund	7,987.95	5,372.52	9,751.48	Large project- resurfacing car park
Insurance	0.00	0.00	614.00	Claim for vandalism
TOTAL	80,846.95	66,115.52	79,600.48	

Other Income				
Tennis Lettings	333.00	216.67	212.50	
Grass Cutting reimbursement from ECC	2,086.84	2,086.84	2,086.84	
Land Rent	22.91	23.79	26.08	
Football Club Rent	1,425.00	1,425.00	1,425.00	
Football Club insurance	226.60	233.39	247.28	Included in LPC's insurance policy reimbursed by club
Bank Interest	169.59	111.99	613.56	Interest for 1.5yrs credited - trouble experienced by new in post Clerk gaining access to accounts/statements.
Other Income	0.00	0.00	370.67	£366.67 Asset sale £4.00 reimbursed for hall hire Developer presentation
Family Fun at the Furze event	0.00	50.00	1,864.33	Stall bookings and wrist band income
TOTAL	4,263.94	4,147.68	6,846.26	

Grant/Donation Income				
Family Fun at the Furze event-held June 2016	6,609.27	0.00	7,022.89	Mistley and Manningtree Council donations and other businesses
Riverview Railway Work	5,500.00	0.00	0.00	Payments completed.
School Lane Car Park	14,000.00	0.00	21,593.43	Awards for All, Community Initiative Fund.
TOTAL	26,109.27	0.00	28,616.32	

	TOTAL	111,220.16	70,263.20	115,063.06	
	VAT	354.00	43.33	393.70	
	TOTAL	111,574.16	70,306.53	115,456.76	2 yearly event / Tennis Court letting

	Total less precept	45,580.16	15,742.53	52,091.76	Stopped chqs are contr'd in 'cash book' at time of event. Not left to the end of year
	Stopped/Cancelled cheques		717.22	n/a	reconciliation.
	Total plus uncashed cheques	45,684.88	16,459.75	52,091.76	



Annual Expenditure 2016/2017

	Amendments to bring categories in line with 2016/17 spread sheet.	E(exc vat)			Reasons for differences
		2014/2015	2015/2016	2016/2017	
Administration					
Clerks Salary (inc tax and NI)		15,381.27	15,419.54	15,719.91	
National Insurance (employer)	Now included with Salary	1,024.65	384.60	n/a	
Audits & Consultants	Audit only	700.00	600.00	350.00	
Insurance		2,930.14	2,895.71	2544.23	
Office Expenses/Post/ Phone		1,204.94	1,593.06	1667.49	
Hire of Rooms		3,856.12	3,982.15	4005.40	
Housing Development legal fees		1,000.00	0.00	0.00	
Clerks Vacancy		0.00	383.24	0.00	
sub total		26,097.12	25,258.30	24,287.03	
Contingency Fund					
Small Projects		0.00	0.00	637.98	Entrance Riverview DDA compliant £302.99/Additional brackets to VAS £100.00/ Larger refuse bin at Waldegrave £234.99
Play Area Signs	Small projects carried out in previous years	1,809.50	0.00	0.00	
School Lane Car Park no 1		15,980.99	0.00	0.00	
Entrance Gates		184.00	0.00	0.00	
Community Award		220.00	0.00	0.00	
2 yearly event		8,086.06	25.00	0.00	
Colman Avenue Project		3,815.00	250.00	0.00	New way of recording/processing data so all spreadsheets are aligned. See
Village Sign		0.00	75.00	0.00	Small projects (taken from Contingency fund) and larger projects under 'Ring
Noticeboards		0.00	1,647.97	0.00	Fenced Project Funds'
Benches		0.00	687.36	0.00	
New Office equipment		0.00	902.02	0.00	
Litter Bins		658.61	587.92	0.00	
ID Cards		140.00	42.00	0.00	
Clerks Emergency Fund		0.00	0.00	0.00	
sub total		30,894.16	4,217.27	637.98	
Affiliation Fees					
		1,021.17	1,639.44	1035.34	
Training (Courses/ Travel)					
		459.13	613.35	923.62	
Amenities					
Tree Work		715.00	840.00	674.00	
Handyman's Wages (inc tax)		3,327.36	162.00	n/a	
Handyman's payments		0.00	2,937.66	6437.75	2 handymen during 2016/17 in place of PAYE Handyman in previous years
Tennis Courts		159.40	100.79	96.31	
Grass Cutting		11,690.00	12,080.00	11545.00	
Playground Inspections/Repairs		1,535.00	820.00	2040.00	Vandalism in 2016
sub total		17,426.76	16,940.45	20,793.06	
Grants (including s137)					
		4,750.00	4,910.00	9200.00	Increase in requests also includes £2,500 for FFF
Street Lighting					
Power		2694.14	3,316.41	3394.53	
Lighting Contract		0.00	3,270.15	0.00	
Faults		1251.40	1,528.20	1745.45	
sub total		3,945.54	8,114.76	5,139.98	
Chairman's Allowance					
		175.65	257.81	55.90	
TDC Election Services					
		0.00	75.00	0.00	
Family Fun at the Furze					
		0.00	0.00	8371.57	2 Yearly event
Ring Fenced Project Funds					
		0.00	0.00	29257.00	Resurfacing School Lane Car Park
Total		84,769.53	62,026.38	99,701.48	
Other Expenditure					
Machinery/fuel	Machinery sold March 2016	603.98	234.28	0.00	
General repair		342.09	267.76	0.00	
PCSO		4,418.37	0.00	0.00	
Sub Total		5,364.44	502.04	0.00	
TOTAL (Excludes VAT)		90,133.97	62,528.42	99,701.48	
VAT		8,335.86	5,435.96	10,335.69	
TOTAL (Plus VAT)		98,469.83	67,964.38	110,037.17	
Clerks Salary (2016/17 inc tax and NI)		15,381.27	15,419.54	15,719.91	
Tax & NI		1,024.65	384.60	n/a	
Handyman		3,327.36	162		
Chairman's Allowance		175.55	257.81	55.90	
Total of Staff Costs		19,908.83	16,223.95	15,775.81	
Total less all staff costs		78,560.90	51,740.43	94,261.36	



Grants and Affiliations 2016/2017

Grants				
	2014/2015	2015/2016	2016/2017	Month paid
Acorn Village	0.00	0.00	200.00	November
Autumn Days	50.00	50.00	0.00	December
Brantham Bonfire Committee	100.00	0.00	0.00	March
CAB	0.00	150	0.00	
Colne Housing	50.00	0.00	0.00	
Community Awards	0.00	0.00	0.00	
Cox and Hales Alms Houses	0.00	0.00	0.00	
Essex Air Ambulance	400.00	500.00	500.00	November
FFF Committee (Three Parishes arranging event)	0.00	0.00	2,500.00	June (s/s Oct)
Friends of Foundary Court	0.00	0.00	0.00	
Grand Theatre of Lemmings			0.00	
Lawford Guides	0.00	160	200	March 2016 / Nov 2017 Trip to India
Manifest Theatre (Building Alterations)	0.00	0.00	0.00	
Manningtree & District Frankenberg Society	0.00	100	0.00	March
Manningtree Business Chamber	0.00	0.00	0.00	
Manningtree Community Bus	300.00	300.00	300.00	May
Manningtree First Responders	500.00	500.00	500.00	May
Manningtree Friendly Club	130.00	130.00	150.00	January
Manningtree Museum	100.00	0.00	0.00	
Ogilvie Hall (Repairs to building)	0.00	0.00	2,000.00	February
PCC Lawford - maintaining Churchyard	2,750.00	2,750.00	2,750.00	May
Rotary Club Young Musician	70.00	70.00	0.00	June
Royal British Legion	200.00	0.00	0.00	
Royal British Legion	100.00	100.00	100.00	October
Tending History Recorders	0.00	100.00	0.00	October
TOTAL	4,750.00	4,910.00	9,200.00	
Grant Total less uncashed cheque				4,840.00

Affiliations				
	2014/2015	2015/2016	2016/2017	Month due
ALCC	0.00	0.00	10.00	December
CPRE	36.00	36.00	0.00	September (no longer affiliated)
EALC	658.17	647.22	696.34	May
Essex Playing Fields Association	30.00	30.00	60.00	April/March (payment made late for 2016 and on time in 2017 therefore 2 payments made in 2016/17 accounting year)
Information Commissioner	35.00	35.00	35.00	September
RCE	80.00	80.00	80.00	July
SLCC	167.00	149.00	139.00	December
TDALC	15.00	15.00	15.00	December
TOTAL	1,021.17	992.22	1,035.34	



BANK RECONCILIATION - YEAR END 2016/17

Bank Balances at 31st March 2016	Current	Instant	14 Day A/C	Ipswich BS	Unity Bank	Total
	40,429.37	4,018.04	22,284.40	25,000.00	30,121.89	121,853.70

Beginning of the year balance	Current	Instant	14 Day Account	Ipswich Building Society	Unity Bank	Total
	40,429.37	4,018.04	22,284.40	25,000.00	30,121.89	121,853.70
Less outstanding cheques 2015/2016						1,069.80
Total						120,783.90
**Add Income/Expenditure total for 2016/2017						5,419.59
*Total						126,203.49

Income and Expenditure 2016/2017	Income	Expenditure	**Total
	115,456.76	110,037.17	5,419.59

Figures b/fwd from March 2017 Monthly Reconciliation

Outstanding Cheques		
	104102	299.70
	104128	34.80
	104130	500.00
	104131	30.00
	104132	10.00
***Total		874.50

End of year Balance	Current	Instant	14 Day Account	Ipswich Building Society	Unity Bank (Account closed 31/12/16)	Total
	45,062.70	4,020.56	22,305.35	55,689.38	0.00	127,077.99
						874.50
						126,203.49

Balances at 31st March 2017	Current	Instant	14 Day A/C	Ipswich BS	Unity Bank	Total
	45,062.70	4,020.56	22,305.35	55,689.38	0.00	127,077.99

YEARLY TOTALS

*Beginning of the Year Total	126,203.49	Difference	£0.00
****End of Year Total	126,203.49		
	0.00		

Budget 2016/17

	Budget 2015/2016	Actual Expenditure 2015/2016	Budget 2016/2017	Actual Expenditure 2016/17	Variance between budget and spend 2016/17	Agreed Budget 2017/2018
	2015/2016		2016/2017			2017/2018
ADMINISTRATION						
Clerk's Salary (tax and NI)	£15,644.00	£15,419.54	£15,000.00	£15,719.91	-£719.91	£18,000.00
Audits	£900.00	£600.00	£900.00	£350.00	£550.00	£600.00
Insurance	£3,500.00	£2,895.71	£3,500.00	£2,544.23	£955.77	£3,500.00
Office expenses inc phone	£1,250.00	£1,593.06	£1,300.00	£1,667.49	-£367.49	£1,500.00
Hire of rooms	£3,800.00	£3,982.15	£5,000.00	£4,005.40	£994.60	£5,000.00
Councils National Insurance	£1,050.00	£384.60	£0.00	£0.00	£0.00	£0.00
Clerks Vacancy		£383.24	£0.00	£0.00	£0.00	£0.00
Sub Total	£26,144.00	£25,258.30	£25,700.00	£24,287.03	£1,412.97	£28,600.00
(Small Projects) Contingency Fund	£5,000.00	£4,192.27	£3,000.00	£637.98	£2,362.02	£3,000.00
Clerks (Emergency) Contingency Fund	£0.00	£0.00	£2,000.00	£0.00	£2,000.00	£2,000.00
Sub Total	£5,000.00	£4,192.27	£5,000.00	£637.98	£4,362.02	£5,000.00
AFFILIATION FEES	£1,071.00	£1,002.22	£1,101.00	£1,035.34	£65.66	£1,080.00
TRAINING (Courses and Course travelling costs)	£1,000.00	£613.35	£1,500.00	£923.62	£576.38	£1,000.00
Sub Total	£2,071.00	£1,615.57	£2,601.00	£1,958.96	£642.04	£2,080.00
AMENITIES						
Wages (Dennis Hitchcock)	£3,369.00	£162.00	£0.00	£0.00	£0.00	£0.00
Tree Work	£1,000.00	£840.00	£2,500.00	£674.00	£1,826.00	£2,500.00
Handyman Costs	£0.00	£2,937.66	£5,000.00	£6,437.75	-£1,437.75	£6,000.00
**Fuel/machinery	£800.00	£234.28	£0.00	£0.00	£0.00	£0.00
**General Repairs	£750.00	£267.76	£0.00	£0.00	£0.00	£0.00
Electricity/tennis cts.	£150.00	£100.79	£150.00	£96.31	£53.69	£150.00
Grass cutting	£12,000.00	£12,080.00	£12,000.00	£11,545.00	£455.00	£12,000.00
Playground inspections /repairs	£2,000.00	£820.00	£2,000.00	£2,040.00	-£40.00	£2,500.00
Sub Total	£20,069.00	£17,442.49	£21,650.00	£20,793.06	£856.94	£23,150.00
GRANTS AND DONATIONS*	£5,000.00	£4,750.00	£9,500.00	£9,200.00	£300.00	£7,230.00
STREET LIGHTING						
Street light power	£3,000.00	£3,316.41	£3,500.00	£3,394.53	£105.47	£4,000.00
Contract	£1,500.00	£3,270.15	£1,650.00	£0.00	£1,650.00	£1,650.00
Repairs		£1,528.20	£1,500.00	£1,745.45	-£245.45	£2,000.00
Sub Total	£4,500.00	£8,114.76	£6,650.00	£5,139.98	£1,510.02	£7,650.00
CHAIRMAN'S ALLOWANCE	£500.00	£257.81	£500.00	£55.90	£444.10	£500.00
ELECTION	£2,000.00	£75.00	£2,000.00	£0.00	£2,000.00	£2,000.00
TOTAL	£65,284.00	£61,706.20	£73,601.00	£62,072.91	£11,528.09	£76,210.00

Budget Notes (Increase/ Decrease)

Increase - Expenditure 2016/17 included overtime for CILCA - CILCA should be gained during 2017/18 + national pay rise (figure also includes Tax & NI)
2016/17 - Annual Audit fee £300 + Internal Auditor fee £250

Higher than anticipated expenditure 2016/17 - included Fire Blanket, additional printing requiring additional Paper & Print cartridges, cost feeds through to printer leasing, Virus protection £52 (now annual expense).

Small decrease as CPRE no longer supported

Small decrease CILCA course completed. Allowance for New Councillor training and fee to take CILCA

Handyman issues yet to be resolved

High level of repairs undertaken 2016/17 due to vandalism. Allowance for 2017/18 if this continues?

Level of requests 2016/17 have been low to date

More than half budget spent and winter yet to come.

Contract due for renewal 2017/18

More than half budget spent and winter yet to come.

In case of an election following resignations

Difference - Budget /Actual Expenditure

£3,577.80

£11,528.09