

**Burton Bradstock Parish Council**

**Finance Report for February meeting 2014**

**Overall financial position for 2013/14:**

|          | Income | Expenditure | Variance |
|----------|--------|-------------|----------|
| Budget   | 28,148 | 25,351      | 2,797    |
| Actual   | 65,620 | 62,674      | 2,946    |
| Variance | 37,472 | (37,323)    | 149      |

|                        | Start of Year | Movement in year | End of Year |
|------------------------|---------------|------------------|-------------|
| Reserves               | 26,926        | 2,946            | 29,873      |
| Loan                   | 36,000        | (2,122)          | 33,878      |
| Net Reserves and loans | (9,074)       | 5,068            | (4,006)     |

| Variance mainly caused by:       | £          |
|----------------------------------|------------|
| SFP/Ins Claim/RR hire / Net Loan | 4,381      |
| Change of Clerk/Handyman         | 344        |
| Corncrake expenses               | - 520      |
| Library                          | 400        |
| Running costs                    | - 3,497    |
| Maintenance                      | - 369      |
| Vat                              | - 589      |
|                                  | <b>149</b> |

**Cheques/Payments/Loans**

The following payments have been authorised in accordance with the necessary internal controls:

| Payee                  | Chq No | Description                    | Amount        |
|------------------------|--------|--------------------------------|---------------|
| M Harding              | 100930 | Salary                         | 327.00        |
| HM Revenue and Customs | 100931 | PAYE                           | 80.40         |
| John Lewis             | 100932 | Play insp/RR works/bus shelter | 248.04        |
| D Batten               | 100933 | Xmas drinks                    | 31.44         |
| BT Internet            | DD     | RR                             | 82.80         |
| BT Phone Line          | DD     | RR                             | 21.84         |
| EDF Energy             | DD     | RR                             | 63.00         |
| M Collis               | 100934 | Cleaning                       | 27.00         |
| Total                  |        |                                | <b>881.52</b> |

**Actions from the F&GP meeting**

It was agreed that the reserve position should be documented in the accounts as listed below

As of today the current £30K of reserves would cover :

- A build up of funds to re-roof PO thatch
- Village greens
- Ceiling repairs and loft insulation in the RR
- Creation of a storage area within the loft space in the RR
- The Parish Plan
- The play area and contingencies

**F & GP report**

1. Financial regulations to be reviewed at the March Meeting
2. Updated risk register to be approved at the March meeting
3. A fireproof safe needs to be purchased - Review of documents to be in safe
4. RR rent review September 2014 taking into consideration the utility costs
5. Model publication scheme and ICO registration for consideration March
6. For insurance purposes the key log has been reviewed all keys to be returned to reading room after hire except cou

**Michele Harding**

RFO  
Burton Bradstock Parish Council

5th February 2014