



Responsible Financial Officers Report
To Marks Tey Parish Council
for the 12 months ended 31 March 2015

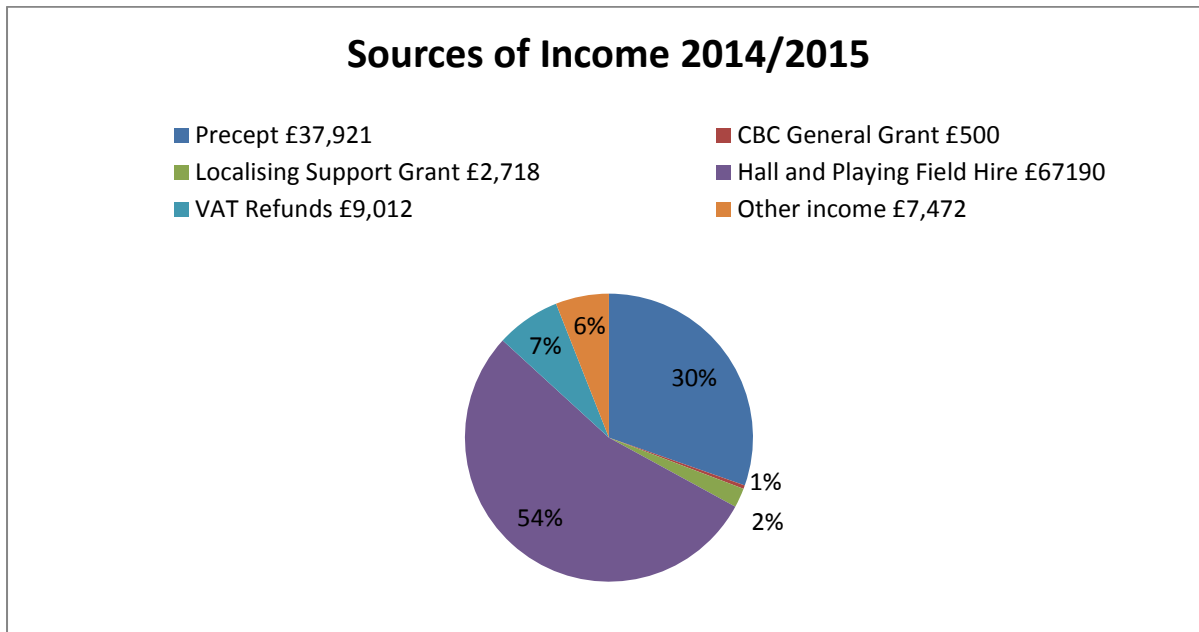
Contents

Parish Council Accounts for year ended 31 March 2015
Analysis of Receipts by source
Analysis of Hall hire income
Payments breakdown
Approved Budget of the year ending 31 March 2016

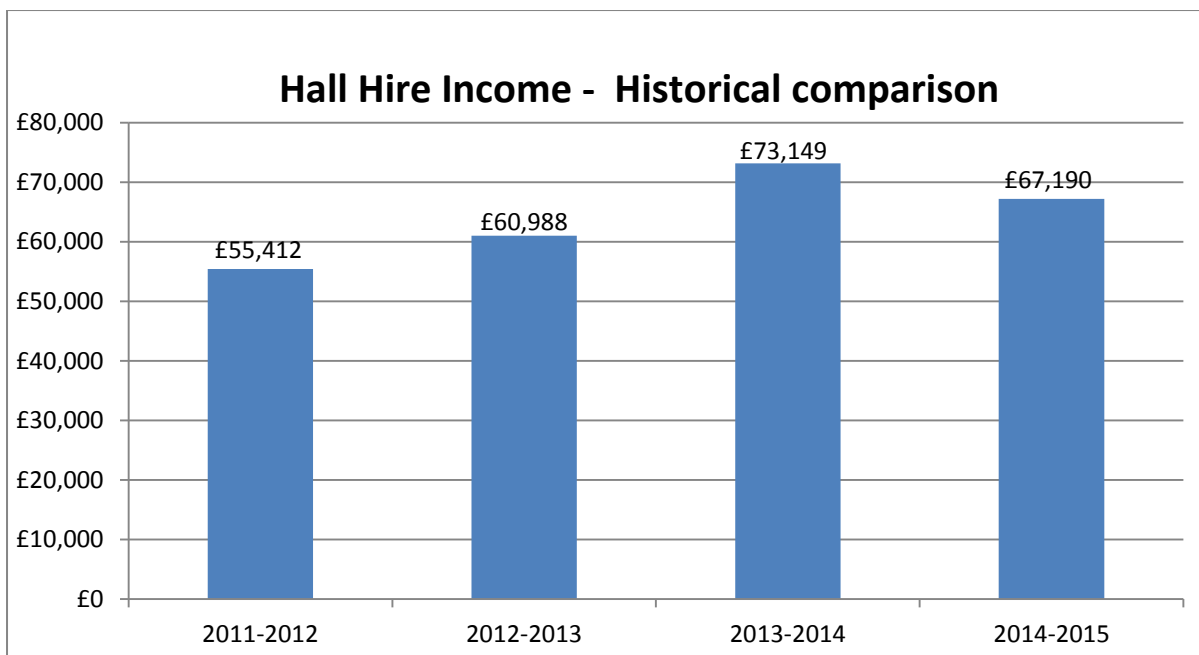
Marks Tey Parish Council accounts for the year ending 31 March 2015

RECEIPTS	Budget 2014-2015 £	Actual £
Precept	37,921.00	37,921.00
Grants	-	
CBC General Grant	500.00	500.00
Localising Support Grant	2,717.60	2,718.00
Main Hall Hire	31,000.00	34,069.35
Recreation Hall Hire	23,500.00	21,613.19
Small Hall Hire	8,000.00	9,157.81
Council Room Hire	2,000.00	1,772.50
Playing Field Hire	1,500.00	577.50
VAT Refunds	4,965.00	9,011.99
SMP Refund	1,130.00	-
Insurance refund	13,000.00	
Other income		7472.18
Total	126,233.60	124,813.52
PAYMENTS	Budget 2014-2015 £	Actual £
Staff Costs	45,000.00	34,494.29
HMRC PAYE /NI	3,000.00	
Staff Pension	1,500.00	1,183.55
Payroll fees	360.00	445.00
Petty cash	150.00	200.00
Insurance	2,750.00	2,489.40
Audit	800.00	1,736.05
PWLB	4,550.00	4,341.92
Office Stationery	1,750.00	1,848.64
Office equipment	400.00	579.15
Phone and ADSL Line	1,300.00	1,327.96
Membership / subscriptions	1,000.00	662.61
Training	1,000.00	487.00
Election fees	1,000.00	
Section 137 spend		
Contingency fund	5,000.00	3,074.41
Newsletter	1,500.00	940.90
Chairmans allowance	200.00	56.31
Hall maintenance	3,750.00	4,896.68
Grounds maintenance	3,000.00	4,563.01
Janitorial maintenance	3,750.00	3,220.14
Project - Floors	6,400.00	
Project - Repaint	2,250.00	1,835.15
Project - Playground repairs	7,000.00	3,173.16
Asset purchase - hall gates		5,214.00
Hall electricity	13,750.00	6,805.04
CBC Rates	10,750.00	10,996.69
Water	850.00	868.40
Hall direct purchases	500.00	599.55
Hall hire refunds		350.00
Street lighting	4,250.00	3,956.10
Total excluding VAT	127,510.00	100,345.11
Vat Paid		6,743.29
Total including VAT		107,088.40

Receipts / Income



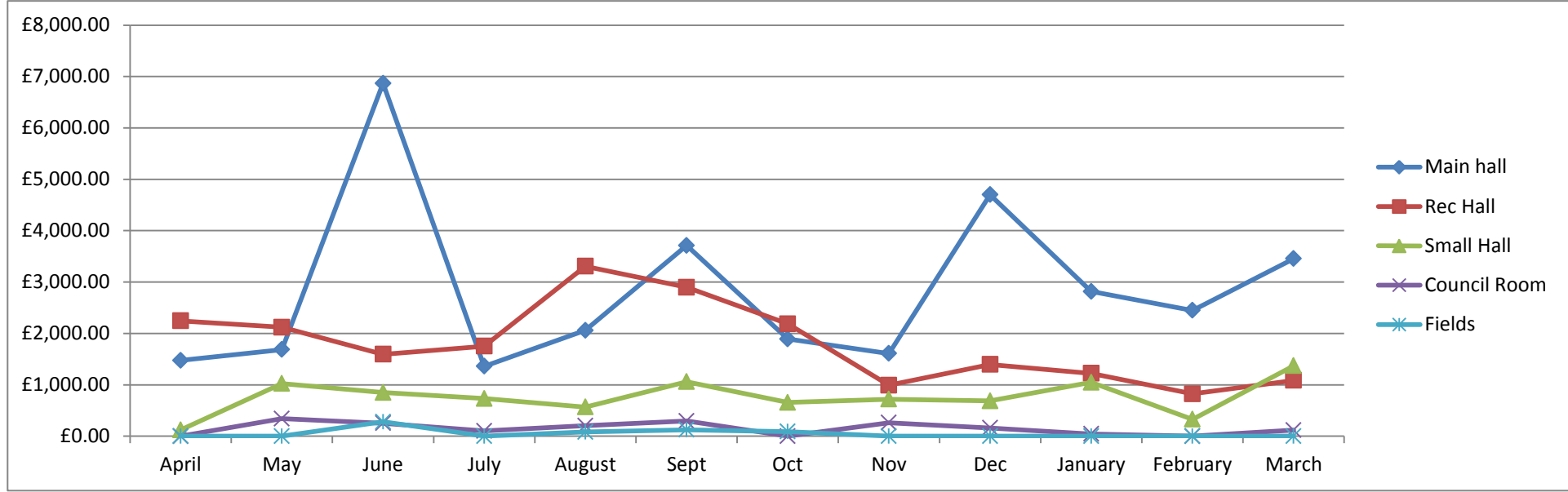
The above chart shows that during the year a little over half of the Parish Council income is derived from the hire off the halls and playing fields with the precept a little under a third. The Parish Council are committed to the ongoing hire of the halls which if successful will enable it to restrict increases in the precept and continue to provide hall facilities, playgrounds, playing fields and street lighting



The above graph shows that hall hire income fell for the first time in four years with the loss of a significant hirer during the year. However in the current year bookings remain strong.

Hall and Playing Field Income Analysis 2014/2015

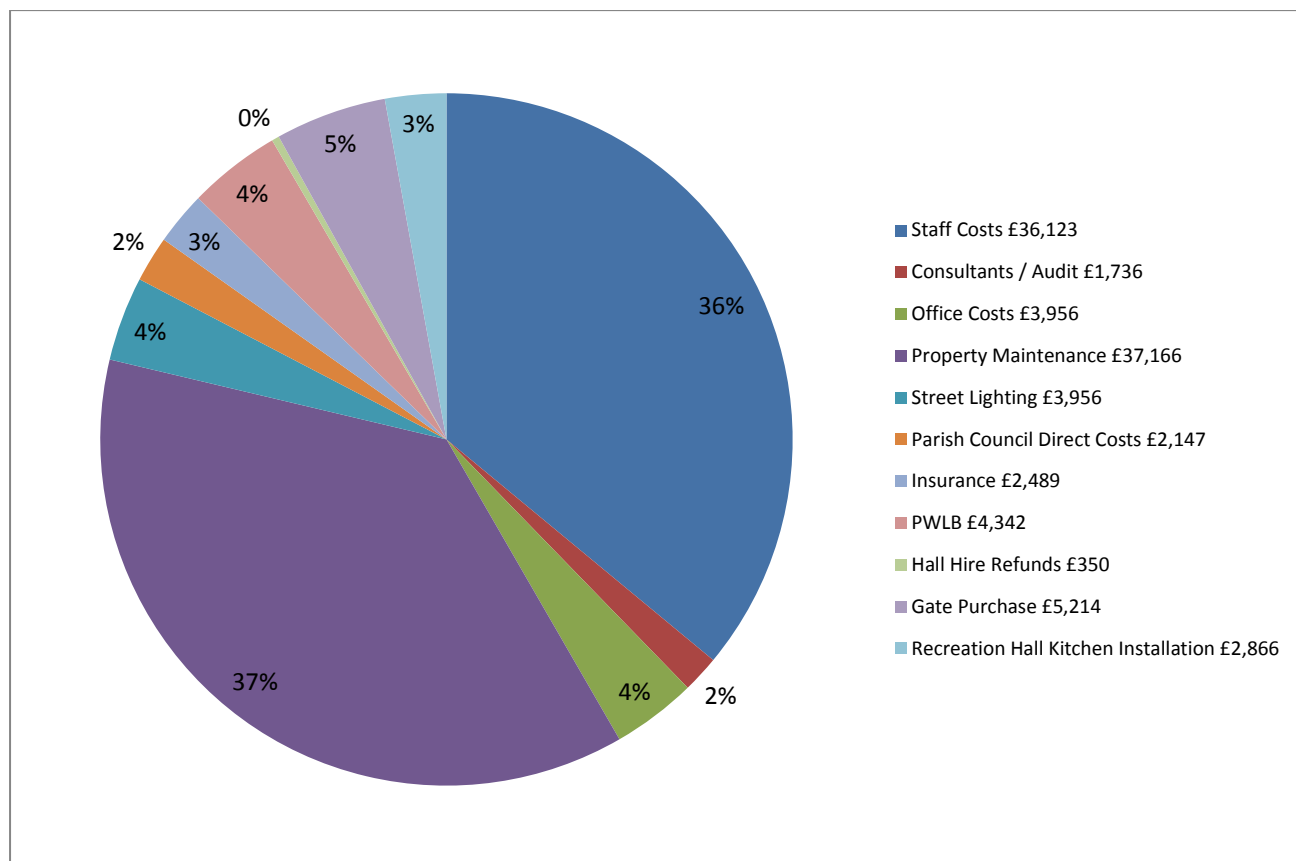
	April	May	June	July	August	Sept	Oct	Nov	Dec	January	February	March	Total Income per Hall
Main hall	£1,473.50	£1,684.00	£6,867.10	£1,359.00	£2,057.50	£3,712.00	£1,890.75	£1,609.75	£4,698.65	£2,816.50	£2,447.50	£3,453.10	£34,069.35
Recreation Hall	£2,243.50	£2,119.00	£1,593.00	£1,750.00	£3,307.69	£2,898.50	£2,185.50	£990.75	£1,395.50	£1,222.25	£823.00	£1,084.50	£21,613.19
Small Hall	£120.75	£1,024.50	£848.00	£731.00	£566.56	£1,059.50	£656.00	£718.50	£687.00	£1,047.50	£329.00	£1,369.50	£9,157.81
Council Room	£0.00	£340.00	£252.00	£101.50	£203.00	£296.00	£0.00	£261.00	£159.50	£43.50	£0.00	£116.00	£1,772.50
Fields	£0.00	£0.00	£280.00	£0.00	£82.50	£125.00	£90.00	£0.00	£0.00	£0.00	£0.00	£0.00	£577.50
Total	£3,837.75	£5,167.50	£9,840.10	£3,941.50	£6,217.25	£8,091.00	£4,822.25	£3,580.00	£6,940.65	£5,129.75	£3,599.50	£6,023.10	£67,190.35



Payments

Payments by Category	2013/2014	2014/2015
Staff Costs	£45,663	£36,123
Consultants / Audit	£2,452	£1,736
Office Costs	£5,013	£3,956
Property Maintenance	£39,314	£37,166
Street Lighting	£3,261	£3,956
Parish Council Direct Costs	£4,077	£2,147
Insurance	£2,544	£2,489
PWLB	£4,548	£4,342
Bank Charges	£25	£0
Hall Hire Refunds	£252	£350
Gate Purchase	£0	£5,214
Recreation Hall Kitchen Installation	£0	£2,866
	£107,149	£100,345

The above figures broken down in to comparative categories indicate that year on year expenditure has been closely maintained with property costs kept under control. Staff costs were high in the year ending 31 March 2014 as an additional caretaker had to be taken on to cover sickness and maternity leave. The reimbursement form HMRC for these issues has helped to reduce staff costs in the year ending 31 March 2015.



Budget for 2015/2016 (as approved by Marks Tey Parish Council December 2014)

RECEIPTS	2013/14 Budget	2014/15 Budget	2015/16 Budget
Precept	£ 36,816	£37,921	£41,597
Grants			£0
CBC General Grant	£500	£500	£500
Localising Support Grant	£3,160	£2,718	£2,310
Parish Hall Hire	£60,000	£66,000	£69,500
VAT Refunds	£6,500	£4,965	
SMP Refund		£1,130	
Insurance refund		£13,000	
Other income			
Total	£106,976	£126,234	£113,907
PAYMENTS			
Staff Costs	£40,000	£45,000	£42,500
HMRC PAYE /NI	£8,000	£3,000	£3,000
Staff Pension		£1,500	£1,500
Payroll fees		£360	£420
Petty cash		£150	£150
Insurance	£2,600	£2,750	£2,500
Audit	£800	£800	£800
PWLB	£5,000	£4,550	£4,137
Office Stationery	£2,500	£1,750	£900
Office equipment		£400	£500
Phone and ADSL Line	£1,200	£1,300	£1,500
Membership / subscriptions		£1,000	£750
Training		£1,000	£1,000
Election fees		£1,000	£0
Section 137 spend			
Contingency fund		£5,000	£4,400
Newsletter		£1,500	£1,000
Chairmans allowance		£200	£200
Hall maintenance	£12,000	£3,750	£7,000
Grounds maintenance		£3,000	£5,450
Janitorial maintenance	£1,500	£3,750	£4,000
Project - Floors		£6,400	£6,400
Project - Repaint		£2,250	£2,500
Project - Playground repairs		£7,000	£2,500
Acoustic work			£5,000
Hall electricity	£10,000	£13,750	£9,000
CBC Rates	£9,000	£10,750	£11,500
Water		£850	£1,000
Hall direct purchases		£500	£500
Hall hire refunds			
Street lighting		£4,250	£4,900
Total	£92,600	£127,510	£125,007