Accounts Summary for Honingham Parish Council
Financial Year 2019-20

Receipts	2019-20 Budget	2019-20 Actual	Against Budget	
Balance Brought Forward	**£5858.01 (estimate)**	**£6,213.84**		
Precept	£8,500.00	£8,500.00	100%	
Donations (from Bowling Green Open Evenings)	£150.00	£85.32	57%	
VAT Refund (2018-19)	£0.00	£343.25		
Reimbursement of Office Costs	£0.00	£24.00		
Norfolk SLCC Training Bursary (2018-19)	£0.00	£100.00		
CIL	£0.00	£5,863.55		
Awards for All Grant (Slide)	£0.00	£3,972.00		
TOTAL INCOME	**£8,650.00**	**£18,888.12**	218%	*Note 1*

Bank Reconciliation (April 2019 - March 2020)	
Balance carried forward @ 1.4.19	£6,213.84
Income 2019-20	£18,888.12
Payments 2019-20 (inc VAT)	-£6,410.18
Balance	**£18,691.78**

Payments	2019-20 Budget	2019-20 Actual (exc VAT)	Over/ Under Spend (£) (exc VAT)	Against Budget (exc VAT)	
Administration Costs					
Salary Costs	£4,342.45	£3,557.54	£784.91	82%	*Note 2*
Office Costs	£375.00	£439.36	-£64.36	117%	*Note 3*
NPTS Membership & Training	£300.00	£105.15	£194.85	35%	*Note 4*
Insurance	£640.93	£649.05	-£8.12	101%	
Audit Fees	£50.00	£50.00	£0.00	100%	
Information Commissioner's Office - Registration	£40.00	£35.00	£5.00	88%	
Play Area Inspection	£85.00	£80.00	£5.00	94%	
Village Hall Hire (AGM)	£26.40	£18.29	£8.11	69%	
Donations - Parish Pump	£200.00	£200.00	£0.00	100%	
Election Costs (Reserves)	£100.00	£100.00	£0.00	100%	
Grants	£500.00	£327.40	£500.00	65%	
Sub-Total Administration Costs	**£6,659.78**	**£5,561.79**	**£925.39**	**84%**	
Maintenance					
Electricity - Bowls Club	£160.00	£108.10	£51.90	68%	
Water - Bowls Club	£100.00	£175.68	-£75.68	176%	*Note 5*
Maintanence - Bowls Club	£800.00	£359.03	£440.97	45%	
Maintanence - Play Area	£330.22	£141.36	£188.86	43%	
Maintenance - Village General	£450.00	£0.00	£450.00	0%	
Sub-Total Maintenance Costs	**£1,840.22**	**£784.17**	**£1,056.05**	**43%**	
TOTAL EXPENDITURE	**£8,500.00**	**£6,345.96**	**£1,981.44**	**75%**	

Reserves	
Solicitor Fees	£997.00
Election Costs	£100.00
Transparency Grant	£112.58
Bowls Club Sponsorship	£437.04
CIL	£5,863.55
Awards for All Grant	£3,972.00
General Reserves	£7,209.61
Total Reserves	**£18,691.78**

VAT to Reclaim (2019-20)	**£164.22**

Note - VAT correction of £4.94 received therefore £159.28 to reclaim

Notes to Accounts

Note 1	Total income is 218% over the estimate. This is skewed due to 2 payments; CIL of £5863.55 and a grant for a slide of £3972.00. Total income without these is £9052.57 (105% compared to the budget).
Note 2	Salary budget included £1000 for overtime. Of the actual costs incurred £3242.67 was for contracted salary and £314.87 was for overtime incurred. Remaining budget of £784.91 will be held in the general reserve for future overtime in 2020-21.
Note 3	Office costs are £64.36 over budget. Overspend is mostly due to extra printing costs, e.g.leaflets relating to the A47 consultations
Note 4	NPTS Membership and training is under budget. This is predominantly due to the Clerk undertaking the CiLCA qualification for most of the year (paid for in 2018-19), not allowing time for additional training. Costs were also saved on new Councillor training by sharing training with another Council (£22.15 saved)
Note 5	Total expenditure is skewed by one unusually high bill of £108.35. An average quarterly bill is £20.00. This is being investigated.