

WOLVERTON & GREENLEYS TOWN COUNCIL
Notes on May 2018 Accounts

Explanations of Items on report:

Please note that where income and expense line items reflect negative amounts this is due to the reversal of year end provisions that were made at 31.03.2018 and reversed on 01.04.2018. These balances will be corrected once all the relevant invoices have been received and processed.

The finance report reflects a column for committed expenditure. This is in respect of amounts committed via purchase orders raised up to 15.06.2018 but invoices not yet received.

With reference to the costs incurred recently related to the new IT systems that have been introduced, the Finance Officer and the Town Clerk will go through the accounts to check that the costs are been allocated against the correct budget lines and that the purchase of equipment during April and May 2018 has also been correctly allocated. (Refer to items such as Licences & Subscriptions 4057/102, Legal and Professional 4066/102, Equipment purchase and maintenance 4315/102,305,401 & 405 and Town Hall minor expenses 4120/201).

The following grants have been approved up to 30.04.2018 but have not been paid (therefore, not reflected in Grants 4201/301):

			Balance Remaining 31.05.2018
Elderflowers Projects Company Ltd	Wolverton Ward housing market survey	TC17/87 27.07.2017	£448
Food Bank	One in Five project	TC17/167 21.12.2017	£340
Wolverton & Greenleys Writers Interest Group	Creative writing groups	TC17/167 21.12.2017	£236
WI		TC17/236 22.03.2018	£360
Get Involved – Volunteering MK		TC17/236 22.03.2018	£450

Prepared by: DB Parker
Finance & Administration Officer
15.06.2018

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Full Council							
101 Staffing							
4000	Salaries-Administration	10,706	20,493	121,662	101,169	1,874	99,295 18.4 %
4001	Empers NI-Administration	897	1,505	7,267	5,762		5,762 20.7 %
4002	Empers Pens-Administration	2,391	4,223	27,892	23,669		23,669 15.1 %
4005	Salaries-Caretakers	3,338	6,571	37,413	30,842		30,842 17.6 %
4006	Empers NI-Caretakers	289	541	2,000	1,459		1,459 27.1 %
4007	Empers Pension-Caretakers	805	1,548	8,700	7,152		7,152 17.8 %
4010	Staff/Councillors Training	38	38	1,500	1,462		1,462 2.6 %
4011	Staff Travel	73	82	500	418		418 16.4 %
	Staffing :- Expenditure	18,537	35,001	206,934	171,933	1,874	170,059 17.8 %
	Net Expenditure over Income	18,537	35,001	206,934	171,933		
102 Administration							
4050	Post and Stationery	52	269	1,200	931	52	879 26.8 %
4051	Printing and photocopies	189	197	1,200	1,003		1,003 16.5 %
4057	Licences & Subscriptions	2,921	5,639	3,425	-2,214	20	-2,233 165.2 %
4064	Data Protection Officer	0	0	12,000	12,000		12,000 0.0 %
4065	Payroll	107	193	860	668		668 22.4 %
4066	Legal and Professional	704	4,251	2,400	-1,851	2,818	-4,669 294.6 %
4067	Audit & Accountancy	0	-1,650	2,140	3,790		3,790 -77.1 %
4068	Bank Charges	20	38	570	532		532 6.6 %
4090	Website & Email	0	113	1,222	1,110	22	1,088 11.0 %
4315	Equipmt Purchase & Maint.	441	2,914	2,000	-914		-914 145.7 %
	Administration :- Expenditure	4,433	11,963	27,017	15,054	2,913	12,141 55.1 %
	Net Expenditure over Income	4,433	11,963	27,017	15,054		
105 Other Costs and Income							
1050	Income-Equipment & Services	60	60	2,400	-2,340		2.5 %
1176	Precept Received	0	200,524	401,046	-200,523		50.0 %
1177	Council Tax Support Grant	0	20,446	40,893	-20,447		50.0 %
1190	Interest Received	973	978	900	78		108.7 %
	Other Costs and Income :- Income	1,033	222,008	445,239	-223,231		49.9 %
	Net Expenditure over Income	-1,033	-222,008	-445,239	-223,231		

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>201</u>	<u>Town Hall-Running</u>							
4100	Rates	576	1,157	6,200	5,043		5,043	18.7 %
4101	Water Charges	100	63	400	337		337	15.8 %
4110	Gas	207	207	2,000	1,793		1,793	10.3 %
4111	Electricity	1,359	451	4,325	3,874		3,874	10.4 %
4115	Telephone	48	70	900	830		830	7.7 %
4116	Internet	50	108	630	522		522	17.2 %
4120	Town Hall-Minor Expenses	54	722	10,367	9,645	24	9,621	7.2 %
4125	Town Hall-Maintenance	1,155	2,250	10,000	7,750	11	7,739	22.6 %
4126	Cleaning	302	605	3,800	3,195	3,036	160	95.8 %
4128	Town Hall-Security	0	0	414	414		414	0.0 %
4140	PWLB-Repayments	0	20,476	41,000	20,524		20,524	49.9 %
	Town Hall-Running :- Expenditure	3,851	26,109	80,036	53,927	3,070	50,857	36.5 %
1000	Rent from Tenants	97	5,162	30,516	-25,354			16.9 %
1007	Internet recharges	0	0	540	-540			0.0 %
1010	Library Recharges	0	1,750	7,000	-5,250			25.0 %
1115	Income-Photocopying	1	1	0	1			0.0 %
	Town Hall-Running :- Income	97	6,913	38,056	-31,143			18.2 %
	Net Expenditure over Income	3,754	19,197	41,980	22,783			
<u>203</u>	<u>Leased Assets</u>							
4152	Greenleys Depot	178	352	2,800	2,448		2,448	12.6 %
4153	Water Tower	0	0	500	500		500	0.0 %
4155	Urban Farm	0	421	500	79		79	84.2 %
	Leased Assets :- Expenditure	178	773	3,800	3,027	0	3,027	20.3 %
1116	Income-Other	0	421	500	-79			84.2 %
	Leased Assets :- Income	0	421	500	-79			84.2 %
	Net Expenditure over Income	178	352	3,300	2,948			
<u>210</u>	<u>Allotments</u>							
4400	General Allotment Costs	0	25	0	-25		-25	0.0 %
4405	Stacey Hill Expenses	174	262	1,375	1,113	374	739	46.3 %
4406	Hodge Furze	178	666	12,954	12,288	584	11,704	9.6 %
4407	Old Wolverton	164	235	34,209	33,974		33,974	0.7 %
4408	Orchard Allotments	18	18	350	332		332	5.3 %
	Allotments :- Expenditure	534	1,207	48,888	47,681	958	46,723	4.4 %
1020	Community Orchard	0	0	58	-58			0.0 %

Month No : 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1021	Hodge Furze	0	0	16,344	-16,344			0.0 %
1022	Old Wolverton	4	115	34,611	-34,496			0.3 %
1023	Stacey Hill	0	9	5,809	-5,800			0.2 %
	Allotments :- Income	4	124	56,822	-56,698			0.2 %
	Net Expenditure over Income	530	1,083	-7,934	-9,017			
301	Community Grants							
4200	Remembrance	250	250	2,000	1,750		1,750	12.5 %
4201	Grants	36	816	10,000	9,184		9,184	8.2 %
4207	CAB	0	0	7,500	7,500		7,500	0.0 %
	Community Grants :- Expenditure	286	1,066	19,500	18,434	0	18,434	5.5 %
	Net Expenditure over Income	286	1,066	19,500	18,434			
305	Community Projects							
4209	BIB	266	481	2,500	2,019	65	1,954	21.8 %
4230	Floodlight Running Costs	95	95	375	280		280	25.3 %
4235	Newsletter Costs	2,792	5,615	16,838	11,223		11,223	33.3 %
4247	Public Meetings	4	4	200	196	43	153	23.6 %
4261	Hodge Lea Meeting Place	1,123	2,133	30,000	27,867	400	27,467	8.4 %
4315	Equipmt Purchase & Maint.	446	446	0	-446		-446	0.0 %
	Community Projects :- Expenditure	4,725	8,774	49,913	41,139	508	40,631	18.6 %
1100	Income-Newsletter & Adverts	223	1,388	3,000	-1,612			46.3 %
1116	Income-Other	0	8	0	8			0.0 %
1125	Hodge Lea Meeting Place	441	907	2,000	-1,093			45.4 %
	Community Projects :- Income	664	2,303	5,000	-2,697			46.1 %
	Net Expenditure over Income	4,062	6,471	44,913	38,442			
310	Community Events							
4275	Town Twinning	0	946	2,000	1,054	414	640	68.0 %
4277	Fireworks	0	1,563	10,000	8,438	929	7,509	24.9 %
4278	Lantern Festival	0	0	5,140	5,140	450	4,690	8.8 %
4279	Play/Youth,Young Pple,Arts&Des	0	0	1,500	1,500		1,500	0.0 %
	Community Events :- Expenditure	0	2,509	18,640	16,131	1,793	14,338	23.1 %
1105	Income-Twinning	3,007	6,867	600	6,267			1144.4 %
1106	Income - Fireworks	0	1,221	2,300	-1,079			53.1 %
1116	Income-Other	0	75	0	75			0.0 %
	Community Events :- Income	3,007	8,163	2,900	5,263			281.5 %
	Net Expenditure over Income	-3,007	-5,654	15,740	21,394			

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401 Town Upkeep							
4302 Dog Waste Collection	0	0	7,863	7,863		7,863	0.0 %
4310 Caretaker Costs	11	22	100	78		78	22.5 %
4315 Equipmt Purchase & Maint.	388	388	0	-388	104	-492	0.0 %
4316 Planting	0	0	13,160	13,160		13,160	0.0 %
4320 Vehicle Running Costs	197	216	2,000	1,784		1,784	10.8 %
Town Upkeep :- Expenditure	595	626	23,123	22,497	104	22,393	3.2 %
Net Expenditure over Income	595	626	23,123	22,497			
405 Town Upkeep-Projects							
4315 Equipmt Purchase & Maint.	507	507	0	-507		-507	0.0 %
4370 Christmas Lights	0	0	13,000	13,000		13,000	0.0 %
4379 New Projects	1,115	4,916	23,000	18,084	4,827	13,257	42.4 %
4385 Bloomer Siting & Town Trail	960	960	0	-960	44	-1,004	0.0 %
Town Upkeep-Projects :- Expenditure	2,582	6,383	36,000	29,617	4,871	24,746	31.3 %
Net Expenditure over Income	2,582	6,383	36,000	29,617			
500 Council							
4119 Insurance	0	0	4,896	4,896		4,896	0.0 %
4500 PCSO	0	0	17,270	17,270		17,270	0.0 %
4515 Councillor allowances & exp	46	46	1,000	954		954	4.6 %
4520 Parish Partnership Expenditure	0	840	0	-840		-840	0.0 %
4525 Secret Garden & Community Orch	0	0	500	500	24	476	4.8 %
4531 Reserves	0	0	11,000	11,000		11,000	0.0 %
Council :- Expenditure	46	886	34,666	33,780	24	33,756	2.6 %
Net Expenditure over Income	46	886	34,666	33,780			
Full Council :- Expenditure	35,768	95,298	548,517	453,219	16,115	437,104	20.3 %
Income	4,805	239,931	548,517	-308,586			43.7 %
Net Expenditure over Income	30,963	-144,633	0	144,633			

Bank Reconciliation Statement as at: 31/05/2018 for Cash Book 1 Lloyds Bank Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank current account	31/05/2018	90	7,800.67
			<u>7,800.67</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
31/05/2018 Tf177 4774 Petty Cash		79.68	
			<u>79.68</u>
			7,720.99
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			7,720.99
		Balance per Cash Book is :-	7,720.99
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/05/2018 for Cash Book 2 Lloyds Bank Bus Instant Access

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Bus Instant Access	31/05/2018	9	186,733.29
			<u>186,733.29</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>186,733.29</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>186,733.29</u>
		Balance per Cash Book is :-	186,733.29
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/05/2018 for Cash Book 3 Unity Trust Bank Tailored Curr

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank Tailored Curr	31/05/2018	72	13,778.53
			<u>13,778.53</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>13,778.53</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>13,778.53</u>
		Balance per Cash Book is :-	13,778.53
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/05/2018 for Cash Book 4 Unity Trust Bank Instant Acces

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank Tailored Dep	31/05/2018	65	234,522.39
			<u>234,522.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>234,522.39</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>234,522.39</u>
		Balance per Cash Book is :-	234,522.39
		Difference is :-	0.00

Bank Reconciliation Statement as at: 29/05/2018 for Cash Book 5 Unity Trust Bank - Corporate C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
UTB Corporate Card	29/05/2018	0	380.73
			<u>380.73</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>380.73</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>380.73</u>
		Balance per Cash Book is :-	380.73
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/05/2018 for Cash Book 6 Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/05/2018	0	220.32
			<u>220.32</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			220.32
<u>Receipts not Banked/Cleared (Plus)</u>			
31/05/2018		79.68	
			<u>79.68</u>
			300.00
		Balance per Cash Book is :-	300.00
		Difference is :-	0.00



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Bank Reconciliation Statement as at: 31/05/2018 for Cash Book 7 Cash & Cheques on hand

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cash on hand	31/05/2018	1	270.00
			<u>270.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>270.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>270.00</u>
		Balance per Cash Book is :-	270.00
		Difference is :-	0.00



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Bank Reconciliation Statement as at: 31/05/2018 for Cash Book 9 NCBS Notice Saver

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NCBS Notice Saver	31/05/2018	1	76,168.90
			<u>76,168.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>76,168.90</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>76,168.90</u>
		Balance per Cash Book is :-	76,168.90
		Difference is :-	0.00