

Date: March 12, 2025

Subject: RFO's report to the Corporate Governance Committee (the 'CGC')

1. Financial reports

Summaries of income and expenditure (Appendix one)

Key takeaways are:

- with the financial yearend approaches, overall expenditure is in line with budget; and,
- income is also on target,

which means, on the current trajectory, the financial year could end with a small budget surplus.

Payments and receipts (Appendix two)

Expenditure incurred during February 2024 was routine, except for:

- £1,000 grant to Stanway Rovers (Voucher 413)
- £359 payable to A&J Lighting Solution Limited to repair failed streetlights (Voucher 418);
- £573 payable to Motion Consultants for advice in respect of Jansma Park (Voucher 428);
- £1,325 payable to M J Baker to refurbish the bus shelter (Voucher 424); and
- £410 payable to TBS Hygiene to replace a vandalised litter bin at SWG (Voucher 444).

2. Bank reconciliation (Appendix three)

As of end February, there was £469,140 cash at hand, notionally allocated as follows:

- £5,060 owed to creditors;
- £16,500 of committed expenditure for the remainder of the financial year;
- £267,700 in Earmarked Reserves (see further comments under point 2.); and
- £91,000 to maintain the minimum General Reserve.

Assuming monthly additional nonrecurring expenditure is in line with trends, a cash balance of around £440,000 should be available to carry forward into the next financial year, which is in line with the budget forecast.

2. Earmarked reserves (Appendix four)

Earmarked Reserves are: (1) for planned future investment in new assets or renewal of existing assets at end of life; (2) as a contingency to replace impaired assets; (3) to cover unplanned additional revenue expenditure; and (4) for another specific planned future purpose.

Appendices

- 1. Income and expenditure**
- 2. Payments list**
- 3. Bank reconciliation and lists of creditors and debtors**
- 4. Earmarked reserves**

1

Stanway Parish Council

Summary of Receipts and Payments

Cost Centre Group - Capital Account (Between 01/04/2024 and 28/02/2025)

A2 Capital Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Gifts & Donations		100,000.00	100,000.00				100,000.00 (N/A)
4	City Council Grants	6,259.00	5,259.00	-1,000.00				-1,000.00 (-15%)
5	Other Grants	203,741.00		-203,741.00				-203,741.00 (-100%)
SUB TOTAL		210,000.00	105,259.00	-104,741.00				-104,741.00 (-49%)

Q Capital Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	IT Equipment				3,000.00	1,805.92	1,194.08	1,194.08 (39%)
35	Play Areas - benches & bins					410.25	-410.25	-410.25 (N/A)
103	Comm Assets - Projects					825.30	-825.30	-825.30 (N/A)
207	Jansma Park				200,000.00		200,000.00	200,000.00 (100%)
208	Plant and machinery		200.00	200.00	2,000.00	450.00	1,550.00	1,750.00 (87%)
209	Bus Shelters - Holly Rd & Whea				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL			200.00	200.00	215,000.00	3,491.47	211,508.53	211,708.53 (98%)

Summary

NET TOTAL	210,000.00	105,459.00	-104,541.00	215,000.00	3,491.47	211,508.53	106,967.53 (25%)
V.A.T.					608.30		
GROSS TOTAL		105,459.00			4,099.77		

Stanway Parish Council

Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2024 and 28/02/2025)

A1 Revenue Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	364,200.00	364,200.00					(0%)
6	Credit Interest	750.00	3,256.54	2,506.54				2,506.54 (334%)
53	Events	1,000.00	1,912.65	912.65		76.00	-76.00	836.65 (83%)
55	Burial Ground	4,000.00	8,621.00	4,621.00				4,621.00 (115%)
77	All Other Income		1.00	1.00				1.00 (N/A)
SUB TOTAL		369,950.00	377,991.19	8,041.19		76.00	-76.00	7,965.19 (2%)

B1 Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Wages & Salaries				146,700.00	126,034.25	20,665.75	20,665.75 (14%)
9	Employer's NI				13,600.00	12,514.70	1,085.30	1,085.30 (7%)
10	Non Salaried Benefits				950.00	1,478.00	-528.00	-528.00 (-55%)
11	Employer's Pension				35,208.00	29,378.99	5,829.01	5,829.01 (16%)
13	Training & Memberships		51.00	51.00	5,000.00	4,070.84	929.16	980.16 (19%)
14	Travel & Subsistence				600.00	25.80	574.20	574.20 (95%)
SUB TOTAL			51.00	51.00	202,058.00	173,502.58	28,555.42	28,606.42 (14%)

B2 Office & IT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Office Supplies & Consumables		20.37	20.37	1,900.00	650.75	1,249.25	1,269.62 (66%)
20	IT, telephone & broadband				6,600.00	6,959.74	-359.74	-359.74 (-5%)
SUB TOTAL			20.37	20.37	8,500.00	7,610.49	889.51	909.88 (10%)

B3 Banking & Finance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Bank Charges				200.00	278.00	-78.00	-78.00 (-39%)
79	Capital Repayments				16,000.00	16,000.00		(0%)
80	Debit Interest				4,450.00	4,450.00		(0%)
SUB TOTAL					20,650.00	20,728.00	-78.00	-78.00 (-0%)

B4 Professional Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Audit				2,700.00	1,805.00	895.00	895.00 (33%)
40	Other Professional Services				33,500.00	6,407.43	27,092.57	27,092.57 (80%)

Stanway Parish Council

Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2024 and 28/02/2025)

SUB TOTAL					36,200.00	8,212.43	27,987.57	27,987.57 (77%)
B5 Other Admin								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Communications & Promotion				1,200.00	740.00	460.00	460.00 (38%)
36	Insurance				10,000.00	7,227.77	2,772.23	2,772.23 (27%)
37	Corporate Subscriptions				2,000.00	1,574.91	425.09	425.09 (21%)
75	Chairman's Allowance				200.00	81.46	118.54	118.54 (59%)
998	Uncategorised Expenditure							(N/A)
999	Accounting Adjustment		16.00	16.00		417.09	-417.09	-401.09 (N/A)
SUB TOTAL			16.00	16.00	13,400.00	10,041.23	3,358.77	3,374.77 (25%)
CA1 Grounds								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Buildings & Car Parks				9,000.00	2,442.53	6,557.47	6,557.47 (72%)
30	Play Areas				5,000.00	2,726.50	2,273.50	2,273.50 (45%)
31	Grounds Maintenance				17,000.00	13,181.19	3,818.81	3,818.81 (22%)
52	Tools & Consumables				1,000.00	678.29	321.71	321.71 (32%)
57	Burial Ground				3,000.00	2,687.07	312.93	312.93 (10%)
67	Misuse & Vandalism				3,000.00	467.83	2,532.17	2,532.17 (84%)
94	Motoring				1,200.00	1,938.01	-738.01	-738.01 (-61%)
SUB TOTAL					39,200.00	24,121.42	15,078.58	15,078.58 (38%)
CA2 Streets								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	Streetlights				21,000.00	13,027.69	7,972.31	7,972.31 (37%)
81	Street Furniture				3,500.00	1,938.21	1,561.79	1,561.79 (44%)
96	Footpaths				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					25,500.00	14,965.90	10,534.10	10,534.10 (41%)
CS1 Community Services								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Community Events		6.65	6.65	6,000.00	2,193.50	3,806.50	3,813.15 (63%)
70	Grants				5,000.00	4,959.60	40.40	40.40 (0%)
91	Community Safety				4,000.00	496.90	3,503.10	3,503.10 (87%)
104	Community Services				500.00	189.49	310.51	310.51 (62%)
105	Road Safety				3,000.00	2,500.00	500.00	500.00 (16%)
SUB TOTAL			6.65	6.65	18,500.00	10,339.49	8,160.51	8,167.16 (44%)

Stanway Parish Council
Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2024 and 28/02/2025)

Summary

NET TOTAL	369,950.00	378,085.21	8,135.21	364,008.00	269,597.54	94,410.46	102,545.67 (13%)
V.A.T.		27,305.03			10,633.45		
GROSS TOTAL		405,390.24			280,230.99		

2

Stanway Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
397	01/02/2025		1. Unity Trust XXXXX							
398	01/02/2025		1. Unity Trust XXXXX							
394	01/02/2025		1. Unity Trust XXXXX	STANDING ORDER						
395	01/02/2025		1. Unity Trust XXXXX	STANDING ORDER						
396	01/02/2025		1. Unity Trust XXXXX	STANDING ORDER						
398	01/02/2025		1. Unity Trust XXXXX		PAYE & National Insurance	HM Revenue & Customs	X	1,137.53		1,137.53
399	01/02/2025		1. Unity Trust XXXXX							
400	01/02/2025		1. Unity Trust XXXXX							
401	01/02/2025		1. Unity Trust XXXXX							
402	01/02/2025		1. Unity Trust XXXXX							
386	01/02/2025		1. Unity Trust XXXXX	STANDING ORDER	IT software and support	Saint IT Ltd	S	176.61	35.32	211.93
387	01/02/2025		1. Unity Trust XXXXX	STANDING ORDER	IT software and support	Saint IT Ltd	S	99.00	19.80	118.80
397	01/02/2025		1. Unity Trust XXXXX		Pensions	Essex Pension Fund	X	2,853.62		2,853.62
388	01/02/2025		1. Unity Trust XXXXX		Grounds maintenance	COUNTRYWIDE GROUNDS	S	466.67	93.33	560.00
391	01/02/2025		1. Unity Trust XXXXX		Event expenditure	EAST OF ENGLAND CO-OP	Z	10.53		10.53
392	01/02/2025		1. Unity Trust XXXXX		Event expenditure	WM MORRISON SUPERMAI	X	3.00		3.00
403	03/02/2025		1. Unity Trust XXXXX	DIRECT DEBIT	Bank charges	Lloyds Banking Group	X	9.00		9.00
408	04/02/2025		1. Unity Trust XXXXX	DEBIT CARD	Office consumables	Amazon EU S.a.r.l. UK Bra	S	18.19	3.64	21.83
409	04/02/2025		1. Unity Trust XXXXX	DEBIT CARD	Office consumables	Amazon EU S.a.r.l. UK Bra	S	18.19	3.64	21.83
405	05/02/2025		1. Unity Trust XXXXX		Grounds maintenance	Tony Smithers t/a A Smith	X	90.00		90.00
406	05/02/2025		1. Unity Trust XXXXX		Jansma Park	Regional Life Ltd	S	200.00	40.00	240.00
407	06/02/2025		1. Unity Trust XXXXX		Training	NATIONAL ASSOCIATION	S	35.00	7.00	42.00
411	10/02/2025		1. Unity Trust XXXXX		Office consumables	Saint IT Ltd	S	16.32	3.26	19.58
416	10/02/2025		1. Unity Trust XXXXX	DIRECT DEBIT	Telephone and broadband	New Star Networks Ltd	S	121.29	24.26	145.55
412	10/02/2025		1. Unity Trust XXXXX	DEBIT CARD	Maintenance consumables	Eroofing Limited	S	29.96	6.00	35.96
413	12/02/2025		1. Unity Trust XXXXX		Grant	Stanway Rovers FC	X	1,000.00		1,000.00
415	13/02/2025		1. Unity Trust XXXXX		Event expenditure	Karl Semmence t/a DJ Buzi	X	50.00		50.00
417	14/02/2025		1. Unity Trust XXXXX		Postage	Post Office Limited	X	4.50		4.50
418	14/02/2025		1. Unity Trust XXXXX		Streetslights maintenance	A&J Lighting Solutions Ltd	S	359.00	71.80	430.80
449	15/02/2025		1. Unity Trust XXXXX	DEBIT CARD	Accounting Adjustment	Lloyds Banking Group	X	48.95		48.95
419	17/02/2025		1. Unity Trust XXXXX		Defibrillator electrodes	Active Med Supplies Ltd	S	127.95	25.59	153.54
426	17/02/2025		1. Unity Trust XXXXX		Maintenance consumables	Screwfix Direct Ltd t/a Trax	S	118.48	23.71	142.19
420	18/02/2025		1. Unity Trust XXXXX		Telephone and broadband	Tesco Mobile Limited	X	10.00		10.00

Stanway Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
414 Play Areas	18/02/2025		1. Unity Trust XXXXX		Playground equipment	The Play Inspection Comp	S	248.00	49.60	297.60
421 Bank Charges	18/02/2025		1. Unity Trust XXXXX		Bank charges	SumUp Payments Limited	S	69.00	13.80	82.80
447 Accounting Adjustment	18/02/2025		1. Unity Trust XXXXX	DEBIT CARD	Accounting Adjustment	Lloyds Banking Group	X	15.97		15.97
422 Grounds Maintenance	19/02/2025		1. Unity Trust XXXXX		Waste collection	TBS Hygiene Ltd	S	218.00	43.60	261.60
428 Other Professional Services	21/02/2025		1. Unity Trust XXXXX		Jansma Park	Motion Consultants Limited	S	573.00	114.60	687.60
423 Training & Memberships	24/02/2025		1. Unity Trust XXXXX		Training	Essex Association of Local	S	320.00	64.00	384.00
431 Grounds Maintenance	24/02/2025		1. Unity Trust XXXXX		Jansma Park	NAIVETTE SERVICES LTD	S	28.00	5.60	33.60
427 IT, telephone & broadband	25/02/2025		1. Unity Trust XXXXX		IT hardware	Saint IT Ltd	S	18.71	3.74	22.45
424 Street Furniture	25/02/2025		1. Unity Trust XXXXX		Grounds maintenance	Baker, M J	X	1,325.00		1,325.00
430 Tools & Consumables	26/02/2025		1. Unity Trust XXXXX		Maintenance consumables	Screwfix Direct Ltd t/a Trac	S	15.50	3.10	18.60
450 Accounting Adjustment	26/02/2025		1. Unity Trust XXXXX	DEBIT CARD	Accounting Adjustment	Lloyds Banking Group	X	49.77		49.77
429 Non Salaried Benefits	27/02/2025		1. Unity Trust XXXXX	DEBIT CARD	Staff benefits	Specsavers Optical Superst	X	85.00		85.00
444 Play Areas - benches & bins	28/02/2025		1. Unity Trust XXXXX		Playground equipment	TBS Hygiene Ltd	S	410.25	82.05	492.30
446 Bank Charges	28/02/2025		1. Unity Trust XXXXX	DIRECT DEBIT	Bank charges	Unity Trust Bank plc	X	11.85		11.85
Total							21,744.85	737.44	22,482.29	

3

Stanway Parish Council

	Bank Reconciliation at 28/02/2025		
	Cash in Hand 01/04/2024		237,585.22
	ADD Receipts 01/04/2024 - 28/02/2025		510,849.24
			748,434.46
	SUBTRACT Payments 01/04/2024 - 28/02/2025		284,330.76
A	Cash in Hand 28/02/2025 (per Cash Book)		464,103.70
	Cash in hand per Bank Statements		
	Petty Cash 03/05/2023	0.00	
	1. Unity Trust XXXXX053 28/02/2025	39,787.91	
	2. Unity Trust XXXXX933 28/02/2025	428,354.49	
	3. Cambridge XXXXX346 28/02/2025	1,000.00	
			469,142.40
	Less unrepresented payments		5,063.15
			464,079.25
	Plus unrepresented receipts		24.45
B	Adjusted Bank Balance		464,103.70
	A = B Checks out OK		

Stanway Parish Council
Uncashed payments/transfers out (All banks)
(Upto 28/02/2025)

Voucher	Date	Cheque No.	Description	Total	Bank
300	15/11/2024		IT hardware		1. Unity Trust XXXXX053
425	29/01/2025		Maintenance consumables	7.98	1. Unity Trust XXXXX053
408	04/02/2025	DEBIT CARD	Office consumables	21.83	1. Unity Trust XXXXX053
409	04/02/2025	DEBIT CARD	Office consumables	21.83	1. Unity Trust XXXXX053
407	06/02/2025		Training	42.00	1. Unity Trust XXXXX053
411	10/02/2025		Office consumables	19.58	1. Unity Trust XXXXX053
412	10/02/2025	DEBIT CARD	Maintenance consumables	35.96	1. Unity Trust XXXXX053
416	10/02/2025	DIRECT DEBIT	Telephone and broadband	145.55	1. Unity Trust XXXXX053
413	12/02/2025		Grant	1,000.00	1. Unity Trust XXXXX053
449	15/02/2025	DEBIT CARD	Accounting Adjustment	48.95	1. Unity Trust XXXXX053
419	17/02/2025		Defibrillator electrodes	153.54	1. Unity Trust XXXXX053
426	17/02/2025		Maintenance consumables	142.19	1. Unity Trust XXXXX053
414	18/02/2025		Playground equipment	297.60	1. Unity Trust XXXXX053
447	18/02/2025	DEBIT CARD	Accounting Adjustment	15.97	1. Unity Trust XXXXX053
428	21/02/2025		Jansma Park	687.60	1. Unity Trust XXXXX053
431	24/02/2025		Jansma Park	33.60	1. Unity Trust XXXXX053
423	24/02/2025		Training	384.00	1. Unity Trust XXXXX053
424	25/02/2025		Grounds maintenance	1,325.00	1. Unity Trust XXXXX053
427	25/02/2025		IT hardware	22.45	1. Unity Trust XXXXX053
430	26/02/2025		Maintenance consumables	18.60	1. Unity Trust XXXXX053
450	26/02/2025	DEBIT CARD	Accounting Adjustment	49.77	1. Unity Trust XXXXX053
429	27/02/2025	DEBIT CARD	Staff benefits	85.00	1. Unity Trust XXXXX053
444	28/02/2025		Playground equipment	492.30	1. Unity Trust XXXXX053
446	28/02/2025	DIRECT DEBIT	Bank charges	11.85	1. Unity Trust XXXXX053
Total-----				5,063.15	

Stanway Parish Council
Uncashed receipts\transfers in (All banks)
(Upto 28/02/2025)

Voucher	Date	Cheque No.	Description	Total	Bank
51	12/02/2025	DEBIT CARD	Office consumables	24.45	1. Unity Trust XXXXX053
			Total-----	24.45	

4

Earmarked Reserves

Planned future investment and renewal

Upkeep and maintenance of Jansma Park (2026–27 onwards) £100,000

Replace van (2028–29) £3,000

Replace outdoor gym (2031–32) £6,000

Replace playground equipment (2032–33) £24,000

Subtotal **£133,000**

Contingencies

Burial ground £2,700

Bus shelters £5,000

Car park £6,000

Community safety £3,000

Elections £4,000

Footpaths £19,000

Maintenance machinery £1,000

Noticeboards £3,000

Office equipment £4,000

Planning £1,500

Professional fees £6,000

Staffing £40,000

Streetlights £6,000

Grounds £5,500

Village halls £25,000

Workshop and store £3,000

Subtotal **£134,700**

Total **£267,700**