

1. General Overview

Quarter 4 and Year End

We ended the year with healthy cash balances. The underspend in our payments budget was largely due to delays and postponements related to the pandemic.

We arranged a pre-year end Internal Audit in January. This prompted us to review and update our Financial Regulations.

2. Cash Balance

The **Cashbook** shows a cash balance of £156,805 as at 31st March 2021. This has been reconciled to the three bank accounts, which showed a combined balance of £156,805. There were no reconciling items.

3. Reserves:

The **Reserves** of £156,805 are broken down between General (£89,894) and Earmarked (£66,911) Reserves.

Earmarked Reserves have been adjusted down by the agreed annual depletion rates for the DWH Commuted sums.

The Earmarked Reserve for Yelvertoft Road Lights has been increased to £15,000 as we have still not been able to place an order for these.

The Earmarked Reserve for the Burial Ground has been increased to £6,000. This is in line with the forecast prepared at Budget time. The Burial Ground levelling work was approved in September and is still pending completion.

4. Receipts

Receipts in Quarter 4 were from a VAT Refund of £896, Crick News Advertising and Burial Fees.

The unused portion of the Grant Received from Groundworks UK (£3,653) has had to be returned in accordance with their procedures. This has been shown as a payment, rather than a reduction of income.

5. Payments

The **Payments** page of the report shows that Year to Date, we have spent **78%** of our budget. This underspend is largely due to delays, cancellations and postponements relating to the pandemic.

The Village Hall were successful in obtaining Coronavirus Support Grants and so did not apply for a grant from Council. St Margaret's Church have applied for a grant of £900, which has been approved but not yet paid. This will now impact our 21/22 payments.

The repayment of the unused portion of the Grant Received from Groundworks UK is shown in the Grants Paid section. Office & IT Costs were higher than anticipated due to the implementation of a new responsive website in order to comply with web content accessibility guidelines. We also increased mailbox sizes and took out a zoom subscription in 20/21.

6. Outlook

We are entering the new financial year with strong cash balances.

It is a disappointment that we were unable to complete the Yelvertoft Road streetlighting project. There are also power costs for newly adopted streetlights that have not yet come through and will now impact 21/22 Financial Year.

However, the heritage street light on the A428 canal bridge is now installed and paid for and the website transition has been completed, so not everything is delayed or incomplete.

The Year End Internal Audit is due to take place on 23rd April, so the priorities now are getting the AGAR completed.

The Cashbook and Finance Reports will be rolled forward for the new financial year and populated with Budget 21/22.

Quarter 4 Finance Report - Payments

Payments	Description	FY Budget	YtD Spend	RoY Avail	YtD % Spend	RoY % Avail
PA	General Power of Competence	50	72	-22	144%	-44%
PA01	GPC	50	72	-22	144%	-44%
PB	Grants Paid	3,100	4,353	-1,253	140%	-40%
PB01	Village Hall	700	0	700	0%	100%
PB02	Playing Field	700	700	0	100%	0%
PB04	D & J Club	400	0	400	0%	100%
PB05	Church Insurance	900	0	900	0%	100%
PB06	Allotments	400	0	400	0%	100%
PBPY	Grants Paid <small>Repayment of unspent Groundworks UK Grant at year end</small>	0	3,653	-3,653	Nil Bud	Adverse!
PC	Employment Costs	22,196	22,542	-346	102%	-2%
PC01	Salaries	19,791	20,000	-209	101%	-1%
PC02	Pension	440	600	-160	136%	-36%
PC03	Burial Superintendent	400	400	0	100%	0%
PC04	HMRC NI Contribution	1,465	1,543	-78	105%	-5%
PC05	Locum Clerk Fees	100	0	100	0%	100%
PD	Crick News	4,100	973	3,127	24%	76%
PD01	Printing & Delivery costs	3,500	823	2,677	24%	76%
PD02	Editors Honorarium	600	150	450	25%	75%
PE	General & Admin	9,080	8,632	448	95%	5%
PE01	Training	300	590	-290	197%	-97%
PE02	Expense Claims & Allowances	800	582	218	73%	27%
PE03	Office & IT Costs	2,250	4,189	-1,939	186%	-86%
PE04	Insurance	3,500	2,956	544	84%	16%
PE05	Meetings & Hall Hire	170	0	170	0%	100%
PE06	Election Costs	1,800	0	1,800	0%	100%
PE07	Payroll Services	260	314	-54	121%	-21%
PF	Burial Ground	5,255	4,703	552	89%	11%
PF01	Maintenance	600	605	-5	101%	-1%
PF02	Grass Cutting & Weed Control	4,600	4,020	580	87%	13%
PF03	Cemetery Rates	55	78	-23	142%	-42%
PG	Greens, Trees & Maintenance	19,900	10,525	9,375	53%	47%
PG01	Greens and Maintenance	2,000	804	1,196	40%	60%
PG02	Tree Surgery	10,000	1,584	8,416	16%	84%
PG03	Grass cutting	7,000	6,852	148	98%	2%
PG04	Litter Bins	300	673	-373	224%	-124%
PG05	Other R&M	600	612	-12	102%	-2%
PH	Lighting	18,850	10,874	7,976	58%	42%
PH01	Power costs	3,600	1,971	1,629	55%	45%
PH02	Maintenance Contract	250	145	105	58%	42%
PH03	Repairs	1,000	746	254	75%	25%
PH04	New lights Yelvertoft Road	4,000	0	4,000	0%	100%
PH05	Additional (LED)	8,000	312	7,688	4%	96%
PH06	A428 Bridge Lights	2,000	2,419	-419	121%	-21%
PHPY	Lighting Prior Year	0	5,282	-5,282	Nil Bud	Adverse!
PI	Fees & Subs	35,000	33,925	1,075	97%	3%
PI01	PWLB (Loan Repayments)	15,800	14,997	803	95%	5%
PI02	Policing (PCSOs)	15,100	15,680	-580	104%	-4%
PI03	Memberships (NALC, SLCC, CPRE, ACRE, FIT)	1,500	1,525	-25	102%	-2%
PI04	External Audit	600	480	120	80%	20%
PI05	Legals	1,000	126	874	13%	87%
PI06	Speed Indicator Devices	500	59	441	12%	88%
PI07	Scribe Accounts Package	450	0	450	0%	100%
PI08	Data Protection Officer Fee	10	0	10	0%	100%
PI09	ICO Registration	40	35	5	88%	13%
PIPY	Fees & Subs <small>Neighbourhood Plan Update (Nets off with Groundworks UK grant received)</small>	0	1,022	-1,022	Nil Bud	Adverse!
PJ	Special Projects	12,920	3,533	9,387	27%	73%
PJ01	Closed Churchyard Wall and Headstones	5,000	475	4,525	10%	91%
PJ02	Memorial Wall/Burial Ground extension	1,000	0	1,000	0%	100%
PJ03	Highways Improvements	2,000	2,220	-220	111%	-11%
PJ04	Defibrillator	200	0	200	0%	100%
PJ05	Book Swap	200	0	200	0%	100%
PJ06	Good Neighbour Initiative	100	173	-73	173%	-73%
PJ07	Annual Christmas Tree	300	170	130	57%	43%
PJ08	VE Day Celebration	1,000	0	1,000	0%	100%
PJ09	Front Garden Comp	120	105	15	88%	13%
PJ10	Emergency Fund	3,000	0	3,000	0%	100%
PJPY	Special Projects Prior Year	0	389	-389	Nil Bud	Adverse!
PM	Community Fund	0	2,100	-2,100	Nil Bud	Adverse!
PM01	Community Fund Community Fund Donations	0	2,100	-2,100	Nil Bud	Adverse!
PA-PZ	Total Payments	130,451	102,232	28,219	78%	22%

Quarter 4 Finance Report - Receipts

Receipts	Description	FY Budget	YtD Received	RoY Antic	YtD % Received	RoY % Antic
RB	Grants Received	0	7,619	-7,619	Nil Bud	Fav!
RB01	Grants Received	0	7,619	-7,619	Nil Bud	Fav!
RD	Crick News	2,000	805	1,195	40%	60%
RD01	Advertising	2,000	805	1,195	40%	60%
RF	Burial Fees	800	1,500	-700	188%	-88%
RF01	Burial Fees	800	1,500	-700	188%	-88%
RI	Bank Interest	20	116	-96	580%	-480%
RI01	Interest Received	20	116	-96	580%	-480%
RJ	Special Projects	0	2,153	-2,153	Nil Bud	Fav!
RJPY	Donations to Somme Memorial Fund	0	2,153	-2,153	Nil Bud	Fav!
RM	Community Fund	0	3,500	-3,500	Nil Bud	Fav!
RM01	Community Fund Income	0	3,500	-3,500	Nil Bud	Fav!
RP	Precept	113,463	113,463	0	100%	0%
RP01	Precept	113,463	113,463	0	100%	0%
RQ	Other Fees & Rents	4,168	2,223	1,945	53%	47%
RQ01	Wayleave	80	77	3	97%	3%
RQ02	Rental Income (Sports Field, Playing Field, Allotments, Woodlands)	4	2	2	50%	50%
RQ03	Sports Field Insurance	1,000	1,004	-4	100%	0%
RQ05	Other/Misc	3,084	1,140	1,944	37%	63%
RV	VAT Refunds	10,000	4,220	5,780	42%	58%
RV01	VAT Refunds	10,000	4,220	5,780	42%	58%
RZ	Transfers & Contras	0	21	-21	Nil Bud	Fav!
RZ01	Transfers & Contras & Refunds	0	21	-21	Nil Bud	Fav!
RA-RZ	Total Receipts	130,451	135,620	-5,169	104%	-4%

Quarter 4 Finance Report - Reserves

Reserves Description		Balances				
		Opening Balance 1st Apr	In (+)	Out (-)	Reallocate (+/-)	Closing Balance as at YTD
RR	General & Ear Marked Reserves					
	General Reserves	3,500	113,881	84,234	16	33,163
	Unplanned R&M (50% Precept)	56,732				56,732
	DWH Commuted Sum	16,396		1,640		14,756
	Special Projects	9,253				9,253
	Additional Street Lighting	8,000		5,282	-2,718	0
	DWH Existing Maintenance	6,600		1,000		5,600
RM	Community Fund	2,764	3,500	2,100		4,164
	Emergency Fund/Reserve	5,000				5,000
	Burial Grd Improvements	5,000	1,000			6,000
	Yelvertoft Rd Street Lights	4,800	7,482		2,718	15,000
	A428 Bridge Lights	2,000		2,000		0
	Somme Memorial	1,438	2,138	349	-16	3,210
	Existing CIL Money	790		790		0
	Eldon Wall	500				500
	Litter Bin Grant	331		331		0
	Heritage Board	314				314
	Groundworks UK Grant	0	4,505	4,505		0
	NSRA Police Grant SID Watford Rd	0	3,114			3,114
	Playing Field Track	0				0
	Closed Churchyard	0				0
	St Margaret's View Commuted Sum	0				0
	Elms Farm Commuted Sum	0				0
RR, RM	Total Reserves	123,417	135,620	102,232	0	156,805.23
	Earmarked Reserves	63,185	21,739	17,997		66,910.68
	General Reserves	60,232	113,881	84,234	16	89,894.55