

HERTINGFORDBURY PARISH COUNCIL

Council Document

- a) To agree the budget for 2024/25
- b) To inform East Herts District Council of the precept demand for Hertingfordbury Parish Council for 2024/25.

AGENDA item 2023-24-70 c&d

Full Council meeting 10 January 2024

Introduction

Parish Councils, irrespective of their size, have a statutory duty to prepare an annual budget. The budget is one of the most important annual tasks that the council must undertake and is required as part of the 'proper practices' set out in the Joint Panel on Accountability and Governance Practitioners' Guide.

Each year Hertingfordbury Parish Council (HPC) is required to review its budget for the current year and in particular for the following year. An initial draft budget proposal is attached to help councillors decide the precept for the following year.

The precept is a demand on East Herts District Council, passed on to residents via the Council Tax.

The budget process:

- results in the council setting the precept for the following year.
- gives the Clerk overall authority to make spending commitments in line with the decisions of the council.
- enables progress monitoring during the year by comparing actual spending against planned spending.
- review the level of General Reserves to ensure the council have monies to operate as determined by the auditors, but also to ensure that the council is not building up a 'pot of money which it has no intention or plan to spend.

General Reserve explained.

The general reserve held by the Council ensures that there is a sufficient cash flow from the end of the financial year until the receipt of the first precept instalment for the following year. The general reserve is also a contingency for unforeseen expenditure or loss of income.

The council must review its level of reserves as, whilst there are no statutory levels only guidance, significant levels may give rise to comment by the auditor.

As per Practitioner Guide March 2022

The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

Firstly, we will go through the report starting with projected actual, which is where HPC are expected to be against budget at the year end and then look at the proposed budgets for 2024/25.

Projected Actual

I attach a forecast report produced by the accounting software (appendix a). This shows that the forecast is that HPC are expected to spend approximately £23,000. This is lower than the precept requested last year of £18,493.93. Areas that are above the budget allocation are.

- Grass cutting - there appears to be a difference projected of over £2,000.
- Clerks Salary - This is above budget due to the fact that the current clerk costs more which was not anticipated when the budget was set.

Budget 2024/25

I attach the possible budget for 2024/25 (appendix b), a small inflationary rise has been allocated to most items. I think it is prudent to put in an amount towards play equipment repairs as well as start a replacement fund of £1,000 this year to build this up over a period of years.

It is likely that HPC will need £33,693.24 (2023/24 £18,493.93) approximately £15,199.31 more than last year.

Precept requirement for 2024/25

Having considered the budget above, HPC now need to decide the level of precept it is going to demand from East Herts District Council. The tax base (number of households paying council tax in the parish) hasn't changed much from last year and is currently 332.4. So, if HPC were to demand that the precept is to match the budget agreed then the budget figure is divided by the tax base, and this gives the cost per Band D property for the year for example £33,693.24 div 332.4 = £101.84.

HPC is required by the audit regulations to consider its level of general reserves. As of 31 March 2023, these stood at £22,676 which was approximately £9,000 less than the year before. It is possible that that will reduce by a further £5,000 this financial year if the forecast is proven.

Councillors need to decide the level of budget and reserves. Members are asked to consider this report.
Peter Evans (Acting Clerk)

FORECAST SUMMARY

Hertingfordbury Parish Council

4 January 2024 (2023-2024)

Receipts and Payments Forecast

Appendix A

All Cost Centres and Codes (Between 01/01/2024 and 31/03/2024)

Administration

Code	Title	Receipts					Payments				Net Position	
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
1	Payroll Services						266.37	221.32	82.50	303.82	-37.45	-37.45
2	ICO						40.00				40.00	40.00
3	Audit						220.00	480.00	160.00	640.00	-420.00	-420.00
4	Insurance						361.35	281.90	93.97	375.87	-14.52	-14.52
5	Website Hosting						247.21		247.21	247.21		
6	Donations/Grants	500.00				-500.00	50.00	30.00		30.00	20.00	-480.00
7	General											
10	Greens Registration						1,000.00				1,000.00	1,000.00
24	Office Equipment/Stationery						280.00	41.84		41.84	238.16	238.16
28	Subscriptions (HAPTC)						600.00	402.51	134.17	536.68	63.32	63.32
29	Accounting Software (Sage)						376.70	345.60		345.60	31.10	31.10
38	HMRC PAYE Tax						1,518.20	691.00	360.00	1,051.00	467.20	467.20
53	Bank Charges						75.60	60.84	72.00	132.84	-57.24	-57.24
58	Bank Interest								300.00	300.00	-300.00	-300.00
SUB TOTAL		500.00				-500.00	5,035.43	2,555.01	1,449.85	4,004.86	1,030.57	530.57

Clerk Expenses

Code	Title	Receipts					Payments				Net Position	
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
22	Clerk Fuel Reclaim						50.00		12.50	12.50	37.50	37.50
23	Clerk Stationery Reclaim						60.00		15.00	15.00	45.00	45.00
25	Clerk Training						150.00				150.00	150.00
55	Clerks WFH Allowance						288.00				288.00	288.00
SUB TOTAL							548.00		27.50	27.50	520.50	520.50

Grants Received

Code	Title	Receipts					Payments				Net Position	
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
15	Grants Received HCC											
16	Grants Received EHD											
45	Other Grants											
SUB TOTAL												

Grounds Maintenance

Code	Title	Receipts					Payments				Net Position	
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
32	Grass Cutting						7,143.89	6,019.92	2,006.64	8,026.56	-882.67	-882.67

Hertingfordbury Parish Council

4 January 2024 (2023-2024)

Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/01/2024 and 31/03/2024)

33	Tree Felling/Pruning										
34	Greens Protection										
SUB TOTAL						7,143.89	6,019.92	2,006.64	8,026.56	-882.67	-882.67

Highways

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
19	Highways costs						1,000.00				1,000.00	1,000.00
50	Bin Collection Services						110.00	153.93	51.31	205.24	-95.24	-95.24
52	Dog Foul Bins						204.00	180.95		180.95	23.05	23.05
SUB TOTAL							1,314.00	334.88	51.31	386.19	927.81	927.81

Interest

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
17	Interest Received		101.82		101.82	101.82	132.00				132.00	233.82
SUB TOTAL			101.82		101.82	101.82	132.00				132.00	233.82

Members Expenses

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
20	Member Fuel Reclaim						50.00				50.00	50.00
21	Member Training						100.00				100.00	100.00
56	Elections						1,000.00				1,000.00	1,000.00
SUB TOTAL							1,150.00				1,150.00	1,150.00

Payroll

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
26	Clerk Wages						8,592.79	5,928.80	3,300.00	9,228.80	-636.01	-636.01
27	Clerk Overtime						600.00	129.57	43.19	172.76	427.24	427.24
47	Pensions						990.12	665.35	255.00	920.35	69.77	69.77
60	Clerk Holiday Pay							280.97	93.66	374.63	-374.63	-374.63
61	BACS Setup							200.00		200.00	-200.00	-200.00
SUB TOTAL							10,182.91	7,204.69	3,691.85	10,896.54	-713.63	-713.63

Play Area

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
13	Playground Equipment											

Hertingfordbury Parish Council

4 January 2024 (2023-2024)

Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/01/2024 and 31/03/2024)

30	Play Area Inspection	62.00	53.15	17.72	70.87	-8.87	-8.87
31	Play Area Repairs						
57	Play Area Risk Assess						
SUB TOTAL		62.00	53.15	17.72	70.87	-8.87	-8.87

Precept

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
36	Precept Received	18,493.93	18,493.93		18,493.93							
SUB TOTAL		18,493.93	18,493.93		18,493.93							

Projects

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
9	Noticeboards						2,730.00				2,730.00	2,730.00
11	Neighbourhood Planni											
12	Tree Planting											
39	Defibrillator							351.00	351.00	-351.00	-351.00	
40	Arboricultural Survey						1,471.50			1,471.50	1,471.50	
41	Road Signs											
48	Birch Green Pond											
49	ROAD SAFETY WORK						1,800.00			1,800.00	1,800.00	
51	Kings Coronation											
SUB TOTAL							6,001.50	351.00	351.00	5,650.50	5,650.50	

Signage

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
59	Sign Post						1,000.00				1,000.00	1,000.00
SUB TOTAL							1,000.00				1,000.00	1,000.00

VAT Reclaim

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
46	VAT Reclaim	2,000.00	1,790.33	596.78	2,387.11	387.11	2,000.00				2,000.00	2,387.11
SUB TOTAL		2,000.00	1,790.33	596.78	2,387.11	387.11	2,000.00				2,000.00	2,387.11

Hertingfordbury Parish Council

4 January 2024 (2023-2024)

Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/01/2024 and 31/03/2024)

Summary

NET TOTAL	20,993.93	20,386.08	596.78	20,982.86	-11.07	34,569.73	16,518.65	7,244.87	23,763.52	10,806.21	10,795.14
V.A.T.									1,549.37		
GROSS TOTAL				20,982.86					25,312.89		

Hertingfordbury Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 30/11/2023 and 31/03/2024)

30 December 2023 (2023-2024)

Luca Post Propose
Approved by B

Code	Title	Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
1	Payroll Services	204.00	223.25	266.37	221.32	110.00	331.32	480.00	480.00				
2	ICO		35.00	40.00			40.00	40.00	40.00				
3	Audit	135.00	199.00	220.00	480.00		480.00	480.00	480.00				
4	Insurance	320.00	281.90	361.35	281.90		281.90	379.42	379.42				
5	Website Hosting	180.00	180.00	247.21			281.90	281.90	281.90				
6	Donations/Grants	500.00	500.00	50.00	30.00		30.00	30.00	30.00				
7	General		20.00										
10	Greens Registration			1,000.00			1,000.00	1,000.00	1,000.00				
24	Office Equipment/Stationery	200.00	364.70	280.00	41.84		41.84	294.00	294.00				
28	Subscriptions (HAPTIC, SI)	600.00	587.81	600.00	402.51		402.51	630.00	630.00				
29	Accounting Software (Scr)	470.00	288.00	376.70	345.60		345.60	395.54	395.54				
38	HMRC PAYE Tax	1,000.00	1,662.69	1,518.20	691.00		691.00	1,584.15	1,584.15				
53	Bank Charges		72.00	75.60	60.84		156.84	120.00	120.00				
58	Bank Interest												
SUB TOTAL		500.00	520.00	5,031.00	4,269.35	500.00	5,035.43	2,555.01	206.00	2,761.01	500.00	5,792.68	

Last Year 2022-2023

Current Year 2023-2024

Next Year 2024-2025

Receipts		Payments	
Budget	Actual	Budget	Actual
22 Clerk Fuel Reclaim	30.00	30.00	
23 Clerk Stationery Reclaim	500.00	500.00	
25 Clerk Training	1,000.00	865.00	
55 Clerks WFH Allowance	288.00	288.00	

Receipts		Payments	
Budget	Actual	Forecast	Total

Receipts		Payments	
Budget	Actual	Forecast	Total

Receipts		Payments	
Budget	Actual	Budget	Actual

Hertingfordbury Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 30/11/2023 and 31/03/2024)

30 December 2023 (2023-2024)

SUB TOTAL	1,818.00	1,153.00	548.00	575.44
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Grants Received

Code Title	Last Year 2022-2023			Current Year 2023-2024			Next Year 2024-2025	
	Budget	Actual		Budget	Actual	Forecast	Budget	Budget
15 Grants Received HCC								
16 Grants Received EHDC	6,500.00	300.00						
45 Other Grants	12,000.00	300.00						
SUB TOTAL	18,500.00	600.00						

Grounds

Code Title	Last Year 2022-2023			Current Year 2023-2024			Next Year 2024-2025	
	Budget	Actual		Budget	Actual	Forecast	Budget	Budget
32 Grass Cutting	6,000.00	5,953.26		7,143.89	6,019.92		7,501.13	
33 Tree Felling/Pruning		500.00						
34 Greens Protection								
SUB TOTAL	6,000.00	6,453.26		7,143.89	6,019.92		7,501.13	

Maintenance

Code Title	Last Year 2022-2023			Current Year 2023-2024			Next Year 2024-2025	
	Budget	Actual		Budget	Actual	Forecast	Budget	Budget
19 Highways costs								
50 Bin Collection Services		107.00				76.97	230.90	1,050.00
52 Dog Foul Bins		232.57					180.95	214.20
SUB TOTAL	6,000.00	6,453.26		7,143.89	6,019.92		6,019.92	7,501.13

Highways

Code Title	Last Year 2022-2023			Current Year 2023-2024			Next Year 2024-2025	
	Budget	Actual		Budget	Actual	Forecast	Budget	Budget
19 Highways costs								
50 Bin Collection Services		107.00				76.97	230.90	1,050.00
52 Dog Foul Bins		232.57					180.95	214.20
SUB TOTAL	6,000.00	6,453.26		7,143.89	6,019.92		6,019.92	7,501.13

Hertingfordbury Parish Council Detailed Budget Summary

All Cost Centres and Codes (Between 30/11/2023 and 31/03/2024)

30 December 2023 (2023-2024)

SUB TOTAL		Last Year 2022-2023		Current Year 2023-2024		Next Year 2024-2025									
		Receipts		Payments		Receipts		Payments							
Code Title	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget			
17	Interest Received	4.00	4.93	15.00	101.82	101.82	101.82	101.82	101.82	101.82	1,314.00	334.88	76.97	411.85	1,424.20
SUB TOTAL		4.00	4.93	15.00	101.82	101.82	101.82	101.82	101.82	101.82	1,314.00	334.88	76.97	411.85	1,424.20

SUB TOTAL		Last Year 2022-2023		Current Year 2023-2024		Next Year 2024-2025						
		Receipts		Payments		Receipts		Payments				
Code Title	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
20	Member Fuel Reclaim	50.00	50.00	200.00	28.00	28.00	50.00	50.00	52.52	52.52	9,022.39	630.00
21	Member Training	200.00	200.00	28.00	28.00	28.00	100.00	100.00	105.00	105.00	1,039.68	1,050.00
56	Elections	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,050.00	1,050.00
SUB TOTAL		1,250.00	1,250.00	228.00	28.00	28.00	1,150.00	1,150.00	1,207.52	1,207.52	9,022.39	1,207.52

SUB TOTAL		Last Year 2022-2023		Current Year 2023-2024		Next Year 2024-2025						
		Receipts		Payments		Receipts		Payments				
Code Title	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
26	Clerk Wages	4,320.00	7,396.44	8,592.79	5,928.80	5,928.80	4,320.00	4,320.00	4,320.00	4,320.00	9,022.39	630.00
27	Clerk Overtime	1,540.00	439.97	600.00	129.57	129.57	1,540.00	1,540.00	129.57	129.57	630.00	630.00
47	Pensions	400.00	1,179.89	990.12	665.35	665.35	400.00	400.00	400.00	400.00	1,039.68	1,039.68
60	Clerk Holiday Pay	48.48	48.48	280.97	280.97	280.97	200.00	200.00	200.00	200.00	200.00	200.00
61	BACS Setup	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00
SUB TOTAL		6,808.48	9,494.76	10,175.70	7,034.69	7,034.69	6,808.48	6,808.48	7,034.69	7,034.69	9,022.39	9,022.39

Hertingfordbury Parish Council Detailed Budget Summary

All Cost Centres and Codes (Between 30/11/2023 and 31/03/2024)

		Last Year 2022-2023		Current Year 2023-2024			Next Year 2024-2025								
		Receipts		Payments			Receipts			Payments					
Code	Title	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Actual	Budget	Actual
Play Area															
13	Playground Equipment														
30	Play Area Inspection														
31	Play Area Repairs														
57	Play Area Risk Assessment														
SUB TOTAL															
		6,260.00	9,064.78	10,182.91	7,204.69	7,204.69	10,692.07								
Precept															
		Last Year 2022-2023		Current Year 2023-2024			Next Year 2024-2025								
		Receipts		Payments			Receipts			Payments					
Code	Title	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Actual	Budget	Actual
36	Precept Received	16,812.66	16,812.66	18,493.93	18,493.93		18,493.93								
SUB TOTAL		16,812.66	16,812.66	18,493.93	18,493.93		18,493.93								
		Last Year 2022-2023		Current Year 2023-2024			Next Year 2024-2025								
		Receipts		Payments			Receipts			Payments					
Code	Title	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Actual	Budget	Actual
9	Noticeboards														
11	Neighbourhood Planning														
12	Tree Planting														
39	Defibrillator														
40	Arbicultural Survey														
SUB TOTAL															
		400.00	400.00	450.00	300.00		300.00	2,730.00	351.00	351.00	351.00	2,000.00			
		1,000.00		1,471.50			1,471.50							1,545.08	

Hertingfordbury Parish Council

Detailed Budget Summary

All Cost Centres and Codes (Between 30/11/2023 and 31/03/2024)

41	Road Signs								
48	Birch Green Pond		10,000.00	399.00					
49	ROAD SAFETY WORKIN					1,800.00			1,890.00
51	Kings Coronation	800.00		3,122.36					
SUB TOTAL		800.00	11,880.00	3,821.36		6,001.50	351.00	351.00	5,435.08

		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025		
		Receipts		Payments		Receipts		Payments		Receipts	Payments	
Code Title		Budget	Actual	Budget	Actual	Budget	Forecast	Total	Budget	Actual	Forecast	Total
59	Sign Post	1,000.00	1,850.00	1,000.00	1,850.00	1,000.00		1,000.00	1,000.00			2,099.96
SUB TOTAL		1,000.00	1,850.00	1,000.00	1,850.00	1,000.00		1,000.00	1,000.00			2,099.96

		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025		
		Receipts		Payments		Receipts		Payments		Receipts	Payments	
Code Title		Budget	Actual	Budget	Actual	Budget	Forecast	Total	Budget	Actual	Forecast	Total
46	VAT Reclaim	2,000.00		2,000.00	1,790.33	2,000.00	1,790.33	1,790.33	2,000.00			2,099.96
SUB TOTAL		2,000.00		2,000.00	1,790.33	2,000.00	1,790.33	1,790.33	2,000.00			2,099.96

Summary													
TOTAL	38,616.66	17,937.59	32,254.00	27,036.12	20,993.93	20,386.08	20,386.08	34,437.73	16,518.65	282.97	16,801.62	2,599.96	36,293.20