

**CAMBOURNE PARISH COUNCIL**  
District of South Cambridgeshire

Council Meeting 7<sup>th</sup> February 2016

**FINANCIAL STATEMENT**

**10.1 SCHEDULE OF PAYMENTS:** to consider schedule of payments, copy attached.

**RECOMMENDATIONS:**

That the schedule of payments attached be received and the payments be approved.

**SCHEDULE OF PAYMENTS**

**Paid Accounts**

Date	Voucher No	Amount	VAT	Total	Name	For	Budget Code	Freq.
01-Dec-16	DD	59.29		59.29	SCDC	Hub Bin Trade waste	1422	
01-Dec-16	DD	13.00		13.00	SCDC	Cricket Pavilion Bin	1814	
01-Dec-16	DD	368.64		368.64	SCDC	Sports Pavilion Bins	1814	
01-Dec-16	DD	55.40		55.40	SCDC	Blue School Bins	1422	
01-Dec-16	DD	27.60		27.60	SCDC	New Cricket Pavilion Bin	1814	
01-Dec-16	DD	295.24	14.76	310.00	SWALEC	Hub - Gas	1416	
01-Dec-16	DD	402.00		402.00	SCDC	Rates - MUGA	1206	
01-Dec-16	DD	572.00		572.00	SCDC	Rates - Hub	1415	
01-Dec-16	DD	581.00		581.00	SCDC	Rates - Trailer Park	1711	
01-Dec-16	DD	100.00		100.00	SCDC	Rates - LC Cricket Pavilion	1811	
01-Dec-16	DD	557.00		557.00	SCDC	Rates - Sports Pavilion	1811	
01-Dec-16	DD	180.00		180.00	SCDC	Sports Pav Licence	1420	
01-Dec-16	DD	768.00		768.00	South Staffs Water	Blue School	1414	
05-Dec-16	DD	12.51	0.63	13.14	Eon	Trailer Park	1705	
05-Dec-16	DD	130.15		130.15	Barclays	Bank charges A/c 93936082	203	
07-Dec-16	DD	74.30	14.86	89.16	SGW Payroll	Payroll Processing	207	
12-Dec-16	DD	148.00	7.40	155.40	Eon	LC Cricket Pavilion	1806	
10-Dec-16	DD	30.04	3.08	33.12	Barclaycard	Merchant services	203	
12-Dec-16	DD	124.76	24.95	149.71	Fuel Genie	Petrol & Diesel	1109	
16-Dec-16	DD	805.19	161.04	966.23	Opus	Hub - Electricity	1407	
16-Dec-16	DD	144.28	28.86	173.14	Opus	New Cricket Pavilion Electricity	1806	
16-Dec-16	DD	1,315.00	263.00	1,578.00	Barclacard	Recruitment Advertising	108	
16-Dec-16	DD	65.68		65.68	Barclaycard	Post Office - Stamps	406	
16-Dec-16	DD	441.56	7.99	449.55	Barclaycard	Christmas Lights	1110	
16-Dec-16	DD	31.24		31.24	Barclaycard	Refreshment for Volunteers event	413	
16-Dec-16	DD	43.32	8.66	51.98	Barclaycard	Leg weights for gazebos	1107	
16-Dec-16	DD	9.20		9.20	Barclaycard	Refreshments for fireworks	413	

Agenda Item 10

17-Dec-16	DD	275.05	13.75	288.80	Total Gas & Power	Blue Sch Gas	1416
19-Dec-16	DD	1,051.47	210.29	1,261.76	SSE	Blue School electricity	1407
21-Dec-16	DD	222.63	44.53	267.16	EE & T Mobile	Mobile Phones	403
21-Dec-16	DD	11.25		11.25	Barclays	International bank charges	203
21-Dec-16	B514	151.74	30.35	182.09	A J & R Scambler & sons	Maintenance Equipment	1104
21-Dec-16	B515	84.50	16.90	101.40	Briar Security	Engineer callout Hub	1419
21-Dec-16	B516	315.00	63.00	378.00	British Red Cross	First aid cover for fireworks [R]	1111
21-Dec-16	B517	421.81		421.81	C G Electrical Services	Lighting Works at Sports Centre [R]	2004
21-Dec-16	B518	13.37	2.68	16.05	CBS Office Solutions Ltd	Stationery	405
21-Dec-16	B519	50.20	10.04	60.24	CCL Supplies	Cleaning Materials	1411
21-Dec-16	B520	1,600.00	320.00	1,920.00	Complete Cleaning	Cleaning Services	1417
21-Dec-16	B520	1,645.00	329.00	1,974.00	Complete Cleaning	Cleaning services	1820
21-Dec-16	B521	65.65	13.13	78.78	Cooleraid	Water cooler	1421
21-Dec-16	B522	479.35	95.87	575.22	Coulsons	Hub boiler & Lighting repairs	1410
21-Dec-16	B523	460.40	92.08	552.48	ESPO	Litter Pickers and hoops	1103
21-Dec-16	B524	59.61	11.93	71.54	lbbetts	Maintenance Equipment	1107
21-Dec-16	B525	500.00	100.00	600.00	Jezo's Events	Stage Hire [R]	1110
21-Dec-16	B526	30.85	6.17	37.02	Lincat	Water filter	1410
21-Dec-16	B527	1,110.74	193.72	1,304.46	Newmarket Plant hire	Cherry Picker Hire [R]	1110
21-Dec-16	B528	157.58	31.52	189.10	Orona	Sports Pavilion lift maintenance contract	1808
21-Dec-16	B529	87.00	17.40	104.40	Premier Logos	Switch on Banners [R]	1110
21-Dec-16	B530	4,773.38	954.68	5,728.06	RLF	QS Services - 3g	2004
21-Dec-16	B531	49.08	9.81	58.89	Screwfix	Maintenance Equipment	1107
21-Dec-16	B532	1,009.12	201.83	1,210.95	Sherriff Amenity	Line Marking Paint	2004
21-Dec-16	B533	300.00	60.00	360.00	Technical Surfaces	Match fit service	1201
21-Dec-16	B534	95.02	19.00	114.02	Walters	RC clocks for Hub	1409
21-Dec-16	B535	39.46	7.89	47.35	Walters	Stationery	405
21-Dec-16	B536	387,208.8	77,441.77	464,650.63	Field Turf	3G pitch & tennis courts 3rd & 4th Payments	2004
22-Dec-16	DD	4,417.76		4,417.76	PAYE		102

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22-Dec-16	DD	230.36	46.07	276.43	British Gas	Sports Pavilion - Electricity	1806
23-Dec-16	DD	6,646.48		6,646.48	Pension		103
23-Dec-16	DD	13,918.71		13,918.71	Payroll		101
28-Dec-16	DD	368.33	73.67	442.00	Scottish Power	Muga Electricity	1202
03-Jan-17	DD	59.29		59.29	SCDC	Hub Bin Trade waste	1422
03-Jan-17	DD	13.00		13.00	SCDC	Cricket Pavilion Bin	1814
03-Jan-17	DD	368.64		368.64	SCDC	Sports Pavilion Bins	1814
03-Jan-17	DD	55.40		55.40	SCDC	Blue School Bins	1422
03-Jan-17	DD	27.60		27.60	SCDC	New Cricket Pavilion Bin	1814
03-Jan-17	DD	295.24	14.76	310.00	SWALEC	Hub - Gas	1416
03-Jan-17	DD	402.00		402.00	SCDC	Rates - MUGA	1206
03-Jan-17	DD	572.00		572.00	SCDC	Rates - Hub	1415
03-Jan-17	DD	581.00		581.00	SCDC	Rates - Trailer Park	1711
03-Jan-17	DD	100.00		100.00	SCDC	Rates - LC Cricket Pavilion	1811
03-Jan-17	DD	557.00		557.00	SCDC	Rates - Sports Pavilion	1811
03-Jan-17	DD	180.00		180.00	SCDC	Rates - New Cricket Pavilion	1811
03-Jan-17	DD	768.00		768.00	South Staffs Water	Blue School	1414
06-Jan-17	DD	12.13	0.61	12.74	Eon	Trailer Park	1705
09-Jan-17	DD	57.73		57.73	Barclays	Bank charges A/c 93936082	203
09-Jan-17	DD	163.18	32.64	195.82	Eon	Cricket Pavilion	1806
10-Jan-17	DD	29.43	3.08	32.51	Barclaycard	Merchant services	203
09-Jan-17	DD	74.30	14.86	89.16	SGW Payroll	Payroll Processing	207
	DD	183.47	36.70	220.17	Barclaycard	Bookers (Lights Switch on) [R]	1110
	DD	250.00		250.00	Barclaycard	Survey Monkey	411
	DD	86.84		86.84	Barclaycard	Radios	407
	DD	86.64	17.32	103.96	Barclaycard	Leg weights for gazebos	1107
	DD	280.15	15.39	295.54	Barclaycard	Hospitality	413
03-Jan-17	DD	103.49	20.69	124.18	Fuel Genie	Petrol & Diesel	1109
16-Jan-17	DD	697.83	139.57	837.40	Opus	Hub - Electricity	1407
16-Jan-17	DD	166.44	33.29	199.73	Opus	New Cricket Pavilion Electricity	1806
	DD	583.54	116.71	700.25	Ricoh	Photocopier	407

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DD	284.46	14.22	298.68	Total Gas & Power	Blue Sch Gas	1416
20-Jan-17	B537	87.04	17.41	104.45	Badgemaster	106
20-Jan-17	B538	261.00	52.20	313.20	C & J Supplies	1208
20-Jan-17	B539	478.20		478.20	C G Electrical	2004
20-Jan-17	B540	158.33		158.33	CASSOA	207
20-Jan-17	B541	36.85	7.37	44.22	CCL Supplies	1411
20-Jan-17	B541	290.85	58.17	349.02	CCL Supplies	1105
20-Jan-17	B524	1,600.00	320.00	1,920.00	Complete Cleaning	1417
20-Jan-17	B542	1,645.00	329.00	1,974.00	Complete Cleaning	1820
20-Jan-17	B543	23.70	4.74	28.44	Cooleraid	1421
20-Jan-17	B544	7,317.36		7,317.36	CYP	302
20-Jan-17	B545	569.35	113.87	683.22	Lancaster Toyota	1109
20-Jan-17	B546	12.02	2.40	14.42	McVeigh Parker	2004
20-Jan-17	B547	568.56	98.88	667.44	Newmarket plant hire	1110
20-Jan-17	B548	145.00	29.00	174.00	Orona	1808
20-Jan-17	B549	641.95	128.39	770.34	Premier Logos	106
20-Jan-17	B550	38.31	7.66	45.97	Screwfix	1409
20-Jan-17	B550	38.32	7.67	45.99	Screwfix	1807
20-Jan-17	B550	181.20	6.65	187.85	Screwfix	106
20-Jan-17	B551	2,878.43		2,878.43	SLM	1207
20-Jan-17	B552	300.00	60.00	360.00	Technical Surfaces	1208
20-Jan-17	DD	3,867.98		3,867.98	PAYE	102
23-Jan-17	DD	36.00		36.00	CPRE	207
23-Jan-17	DD	222.80	44.56	267.36	EE & T Mobile	403
23-Jan-17	DD	253.36	50.67	304.03	British Gas	1806
24-Jan-17	DD	5,894.35		5,894.35	Pension	103
24-Jan-17	DD	14,461.10		14,461.10	Payroll	101
27-Jan-16	DD	1,122.61	224.52	1,347.13	BT	403
DD	368.33	73.67	442.00	Scottish Power	Muga Electricity	1202
26-Jan-17	DD	37.11	7.42	44.53	Eon	1102
26-Jan-17	B553	7,335.00	1,467.00	8,802.00	Briar Security	2004
					Security Camera at SP	

**10.2 CURRENT FINANCIAL STATEMENT:** the council has been keeping within its agreed revised budgets and spending in accordance with our Financial Regulations, copy of Finance Spreadsheet as at 1.12.16.

**RECOMMENDATIONS:**

That the report on the Finance Spreadsheet as at 1.12.16 be received.

ESTIMATES OF EXPENDITURE 2016/2017

ADMINISTRATION

	Code		2014/15 Estimate	2014/15 Actual	2015/16 Estimate	2015/16 Projected	2016/17 Estimate	2016/17 Spent	2016/17 Balance	Power
<b>EMPLOYEES</b>										
Salaries 81.2%	101	Admin	132,185.00	138,614.35	176,104.29	170,918.80	189,493.69	155,304.74	34,188.95	LGA 1972 s111
National Insurance 81.2%	102	Admin	9,247.00	9,101.84	18,057.50	16,400.71	20,758.59	13,458.77	7,299.82	LGA 1972 s111
Pension LGPS 81.2%	103	Admin	32,690.00	24,389.72	44,019.13	31,415.70	49,652.00	47,129.22	2,522.78	LGA 1972 s111
Mileage & travel	104	Admin	55.00	0.00	55.00	0.00	55.00	0.00	55.00	LGA 1972 s111
Misc	105	Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	LGA 1972 s111
Protective clothing	106	Admin	2,000.00	3,300.89	2,000.00	2,000.00	2,000.00	1,662.61	337.39	LGA 1972 s111
Office allowance	107	Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	LGA 1972 s111
Advertising (Staff)	108	Admin	500.00	1,587.80	500.00	500.00	500.00	1,415.00	-915.00	LGA 1972 s111
Advertising (Admin)	109	Admin	500.00	0.00	500.00	500.00	500.00	0.00	500.00	LGA 1972 s111
Payroll Processing	110	Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	LGA 1972 s111
<b>FINANCIAL</b>										
Audit Fee	201	Admin	2,000.00	2,000.00	2,200.00	2,000.00	2,200.00	2,000.00	200.00	LGA 1972 s111
Internal Audit Fee	202	Admin	250.00	84.40	250.00	175.00	250.00	175.00	75.00	LGA 1972 s111
Bank charges/costs	203	Admin	1,100.00	960.12	750.00	1,427.21	1,000.00	1,400.66	-400.66	LGA 1972 s111
Petty Cash (recharged)	204	Admin	500.00	500.00	500.00	500.00	500.00	250.00	250.00	LGA 1972 s111
Insurances	205	Admin	16,000.00	17,310.71	19,500.00	16,990.88	19,500.00	20,490.77	-990.77	LGA 1972 s111
Election contributions	206	Admin	3,750.00	0.00	2,000.00	0.00	4,000.00	195.00	3,805.00	
Fees/subscriptions	207	Admin	2,170.00	5,006.22	2,170.00	2,234.80	2,170.00	3,008.84	-838.84	LGA 1972 s111 & s143
Legal fees	208	Admin	1,000.00	0.00	1,000.00	1,625.50	1,000.00	263.50	736.50	LG (Misc Prov) 1976
<b>GRANT SUPPORT</b>										
To organisations 137	301	Parish	1,000.00	0.00	1,000.00	400.00	1,000.00	0.00	1,000.00	LGA 1972 s137
Cambourne Youth Partnership	302	Parish	20,000.00	32,258.90	20,000.00	30,750.00	20,000.00	30,976.03	-10,976.03	Part youth worker payment s106
Other Grant Aid	303	Parish	2,000.00	1,200.00	2,000.00	1,000.00	2,000.00	1,550.00	450.00	
Sports Development	1209	R&L	1,000.00	808.00	1,000.00	0.00	1,000.00	750.00	250.00	
Community Devt	1412	Comm	5,000.00	54,513.08	7,300.00	7,300.00	10,000.00	6,430.91	3,569.09	
<b>PARISH</b>										
Rent	401	Parish	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Maintenance	402	Parish	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Telephone/Internet	403	Parish	5,000.00	5,365.75	5,000.00	5,346.29	5,500.00	7,163.15	-1,663.15	
Computer services	404	Parish	2,000.00	4,803.37	1,000.00	1,000.00	1,000.00	829.85	170.15	
Stationery/printing	405	Parish	2,500.00	1,357.44	1,500.00	1,900.00	2,000.00	968.20	1,031.80	
Postages	406	Parish	750.00	402.28	300.00	300.00	300.00	245.30	54.70	
Photocopying	407	Parish	2,500.00	2,857.15	2,000.00	2,000.00	2,000.00	2,241.64	-241.64	
Equipment	408	Parish	737.00	0.00	737.00	737.00	737.00	783.95	-46.95	
Repairs and renewals	409	Parish	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Data Protection/FOI	410	Parish	35.00	0.00	35.00	35.00	35.00	0.00	35.00	
Web Site	411	Parish	500.00	0.00	500.00	0.00	500.00	0.00	500.00	LGA 1972 s142
Newsletter/Annual rept	412	Parish	0.00	0.00	0.00	0.00	0.00	0.00	0.00	LGA 1972 s142
Hospitality	413	Parish	150.00	152.69	150.00	16.25	150.00	371.15	-221.15	LG (Misc Prov) 1976
Festivals	414	Parish	2,000.00	0.00	4,000.00	4,288.82	2,000.00	2,580.23	-580.23	LGA 1972 s145 Donation in 100
Chairman's Allowance	415	Parish	260.00	200.00	280.00	280.00	280.00	32.65	247.35	LGA 1972 ss15(5)
Youth Council	416	Parish	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Winter Gritting	417	Parish	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
School Crossing Patrol	418	Parish	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>HEALTH &amp; SAFETY, TRAINING and CONFERENCES</b>										
Staff training	501	Parish	2,000.00	796.00	2,000.00	2,000.00	2,000.00	753.34	1,246.66	
Members training	502	Parish	500.00	0.00	500.00	0.00	500.00	120.00	380.00	
Staff & Members conf	503	Parish	500.00	153.50	500.00	0.00	500.00	138.00	362.00	
Health & Safety	504	Parish	1,000.00	99.98	1,000.00	1,000.00	1,000.00	73.38	926.62	
<b>TOTAL</b>			<b>257,379.00</b>	<b>307,824.19</b>	<b>320,407.92</b>	<b>305,041.96</b>	<b>346,081.28</b>	<b>302,761.89</b>	<b>43,319.39</b>	
<b>INCOME</b>	100	Parish	<b>40,000.00</b>	<b>846,661.23</b>	<b>25,000.00</b>	<b>123,942.24</b>	<b>25,000.00</b>	<b>143,544.80</b>	<b>-118,544.80</b>	
<b>NET EXPENDITURE</b>			<b>217,379.00</b>	<b>-538,837.04</b>	<b>295,407.92</b>	<b>181,099.72</b>	<b>321,081.28</b>	<b>159,217.09</b>	<b>161,864.19</b>	

SERVICES			2014/15	2014/15	2015/16	2015/16	2016/17	2016/17	2016/17	
			Estimate	Actual	Estimate	Projected	Estimate	Spent	Balance	
<b>CEMETERIES</b>										
Maintenance	901	Cem	0.00	0.00	0.00	0.00	0.00	0.00	0.00	LGA 1972 s214
Electricity	902	Cem	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Repairs and renewals	903	Cem	1,000.00	0.00	1,000.00	0.00	1,000.00	106.30	893.70	
Tree and hedge Maint.	904		200.00	0.00	200.00	0.00	200.00	0.00	200.00	
Water	905	Cem	145.00	35.67	145.00	30.00	145.00	11.37	133.63	
<b>ALLOTMENTS</b>										
Salaries 1.6%	1001	Allots	2,222.00	2,565.50	2,598.82	2,455.49	2,866.23	1,913.54	952.69	
National Insurance 1.6%	1002	Allots	151.00	156.25	394.56	254.10	524.22	163.28	360.94	
Pension LGPS 1.6%	1003	Allots	589.00	527.78	490.14	341.60	557.41	583.20	-25.79	
Maintenance	1004	Allots	500.00	0.00	0.00	0.00	0.00	0.00	0.00	
Electricity	1005	Allots	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Plant & equipment	1006	Allots	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Plant maintenance	1007	Allots	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Materials	1008	Allots	300.00	0.00	300.00	0.00	300.00	0.00	300.00	
Tree and hedge Maint.	1009	Allots	100.00	0.00	100.00	0.00	100.00	0.00	100.00	
Repairs and renewals	1010	Allots	1,000.00	4,241.27	1,000.00	0.00	1,000.00	344.11	655.89	
water	1011	Allots	700.00	1,000.05	735.00	1,250.00	1,250.00	395.67	854.33	
<b>PUBLIC OPEN SPACES &amp; PLAY AREAS</b>										
Maintenance	1101	R&L	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Electricity	1102	R&L	255.00	194.67	255.00	166.11	255.00	185.30	69.70	
Plant & equipment	1103	R&L	15,000.00	29,984.97	17,000.00	29,362.44	25,000.00	33,463.99	-8,463.99	Note £9,950 part exchange in heading 100 .
Plant maintenance	1104	R&L	2,000.00	7,105.61	2,200.00	2,200.00	2,200.00	2,011.74	188.26	
Materials	1105	R&L	6,300.00	1,598.43	6,600.00	500.00	3,000.00	896.13	2,103.87	
RoSPA Fees	1106	R&L	800.00	459.00	800.00	501.00	800.00	591.50	208.50	
Repairs & Renewals	1107	R&L	20,000.00	104,808.22	10,000.00	5,500.00	30,000.00	14,024.67	15,975.33	
Water	1108	R&L	125.00	40.36	125.00	30.00	125.00	46.25	78.75	
Diesel/Service etc	1109	R&L	9,000.00	7,261.17	10,000.00	7,218.33	10,000.00	5,627.89	4,372.11	
Christmas Trees/Lights	1110	R&L	1,000.00	5,434.90	1,000.00	4,559.84	1,000.00	7,529.33	-6,529.33	Donation in 100
Fireworks	1111	R&L	2,660.00	4,370.00	2,660.00	2,660.00	2,660.00	5,655.00	-2,995.00	
Farmers Markets	1112	R&L	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Bus Shelter Purchase	1113	R&L	0.00	0.00	0.00	0.00	8,500.00	0.00	8,500.00	LG (Misc Prov) 1953 s4
<b>SPORTS SERVICES</b>										
Maintenance	1201	R&L	2,700.00	1,588.00	2,700.00	5,500.00	6,000.00	2,995.00	3,005.00	LG (Misc Prov) 1976
Electricity	1202	R&L	5,000.00	1,595.83	2,500.00	5,049.53	5,000.00	3,707.44	1,292.56	LG (Misc Prov) 1976
Plant & equipment	1203	R&L	600.00	1,717.62	600.00	600.00	600.00	19.50	580.50	LG (Misc Prov) 1976
Plant maintenance	1204	R&L	660.00	0.00	660.00	600.00	660.00	141.30	518.70	LG (Misc Prov) 1976
Materials	1205	R&L	10,000.00	10,938.21	10,000.00	1,700.00	7,500.00	8,129.86	-629.86	LG (Misc Prov) 1976
Rates MUGA	1206	R&L	4,350.00	3,909.30	4,350.00	3,984.00	4,350.00	4,017.20	332.80	LG (Misc Prov) 1976
Fees	1207	R&L	0.00	995.96	0.00	809.28	0.00	3,798.22	-3,798.22	LG (Misc Prov) 1976
Repairs and renewals	1208	R&L	10,000.00	4,423.55	7,500.00	3,000.00	5,000.00	4,101.79	898.21	LG (Misc Prov) 1976
Pitch Management	1209	R&L	0.00	0.00	0.00	0.00	1,500.00	250.00	1,250.00	
Water	1210	R&L	1,000.00	470.22	1,000.00	500.00	1,000.00	68.36	931.64	LG (Misc Prov) 1976
<b>TOTAL EXPENDITURE</b>		R&L	<b>98,357.00</b>	<b>195,422.54</b>	<b>86,913.52</b>	<b>78,771.72</b>	<b>123,092.86</b>	<b>100,777.95</b>	<b>22,314.91</b>	
<b>INCOME</b>										
Interment fees	900	Cem	0.00	0.00	0.00	0.00	0.00	750.00	-750.00	
Memorial fees	920	Cem	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Exclusive Rights fees	930	Cem	0.00	0.00	0.00	0.00	0.00	2,250.00	-2,250.00	
Cemeteries Other	940	Cem	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Allotment fees	1000	Allots	2,400.00	2,415.34	2,400.00	2,371.19	2,400.00	2,116.91	283.09	
Other income	1100		39,000.00	50,721.49	75,000.00	110,634.00	92,000.00	53,525.91	38,474.09	
Muga and Pitches	1200	R&L	15,000.00	20,557.93	15,000.00	15,000.00	15,000.00	13,997.05	1,002.95	
<b>TOTAL INCOME</b>			<b>56,400.00</b>	<b>73,694.76</b>	<b>92,400.00</b>	<b>115,688.00</b>	<b>109,400.00</b>	<b>72,639.87</b>	<b>36,760.13</b>	
<b>NET EXPENDITURE</b>		R&L	<b>41,957.00</b>	<b>121,727.78</b>	<b>-5,486.48</b>	<b>-36,916.28</b>	<b>13,692.86</b>	<b>28,138.08</b>	<b>-14,445.22</b>	



	Code		2014/15 Estimate	2014/15 Actual	2015/16 Estimate	2015/16 Projected	2016/17 Estimate	2016/17 Spent	2016/17 Balance	
<b>COMMUNITY SERVICES</b>										
<b>Community Centres</b>										
Salaries 11.7%	1401	Comm	22,755.00	25,136.89	21,140.99	16,036.26	16,403.04	8,192.88	8,210.16	LG (Misc Prov) 1976
National Insurance 11.7%	1402	Comm	426.00	505.79	995.97	539.75	1,122.04	438.98	683.06	LG (Misc Prov) 1976
Pension LGPS 11.7%	1403	Comm	5,457.00	5,785.34	5,922.18	2,788.01	4,496.71	1,426.31	3,070.40	LG (Misc Prov) 1976
Training	1404	Comm	300.00	0.00	300.00	0.00	300.00	0.00	300.00	LG (Misc Prov) 1976
Insurance	1405	Comm	4,235.00	4,235.00	8,000.00	4,235.00	8,000.00	4,235.00	3,765.00	LG (Misc Prov) 1976
Maintenance	1406	Comm	1,000.00	0.00	1,000.00	1,000.00	1,000.00	0.00	1,000.00	LG (Misc Prov) 1976
Electricity	1407	Comm	6,000.00	6,781.62	10,000.00	9,076.25	12,000.00	7,864.09	4,135.91	LG (Misc Prov) 1976
Telephone	1408	Comm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	LG (Misc Prov) 1976
Plant & equipment	1409	Comm	600.00	1,103.20	900.00	900.00	900.00	133.33	766.67	LG (Misc Prov) 1976
Plant maintenance	1410	Comm	2,000.00	535.52	1,500.00	3,000.00	2,000.00	2,828.87	-828.87	LG (Misc Prov) 1976
Materials	1411	Comm	1,500.00	1,408.59	1,500.00	2,000.00	2,000.00	1,268.68	731.32	LG (Misc Prov) 1976
Repairs and renewals	1413	Comm	6,000.00	4,580.42	4,500.00	6,785.84	4,500.00	3,729.72	770.28	LG (Misc Prov) 1976
Water	1414	Comm	1,800.00	2,503.20	3,600.00	2,500.00	3,600.00	5,421.79	-1,821.79	LG (Misc Prov) 1976
Rates	1415	Comm	4,668.00	4,827.75	10,000.00	10,000.00	23,000.00	5,493.00	17,507.00	LG (Misc Prov) 1976
Gas	1416	Comm	5,500.00	5,170.35	9,000.00	5,281.53	9,000.00	5,528.91	3,471.09	LG (Misc Prov) 1976
Cleaning	1417	Comm	1,400.00	1,141.71	1,400.00	3,331.73	21,660.00	16,000.00	5,660.00	LG (Misc Prov) 1976
Window Cleaning	1418	Comm	625.00	0.00	150.00	0.00	150.00	0.00	150.00	LG (Misc Prov) 1976
Security	1419	Comm	250.00	1,050.86	250.00	290.00	250.00	151.68	98.32	LG (Misc Prov) 1976
Entertainments licence	1420	Comm	200.00	145.50	300.00	360.00	360.00	540.00	-180.00	LG (Misc Prov) 1976
Water Cooler & supplies	1421	Comm	750.00	683.40	750.00	750.00	750.00	538.75	211.25	LG (Misc Prov) 1976
Refuse collection	1422	Comm	900.00	671.00	1,200.00	1,687.82	2,000.00	2,085.25	-85.25	LG (Misc Prov) 1976
Re-payment of deposits	1423	Comm	0.00	115.91	0.00	151.30	0.00	53.50	-53.50	
<b>TOTAL</b>			<b>66,366.00</b>	<b>66,382.05</b>	<b>82,409.14</b>	<b>70,713.49</b>	<b>113,491.79</b>	<b>65,930.74</b>	<b>47,561.05</b>	
<b>INCOME</b>	1400	Comm	<b>32,000.00</b>	<b>32,344.80</b>	<b>39,000.00</b>	<b>35,000.00</b>	<b>39,000.00</b>	<b>35,209.37</b>	<b>3,790.63</b>	
<b>NET EXPENDITURE</b>			<b>34,366.00</b>	<b>34,037.25</b>	<b>43,409.14</b>	<b>35,713.49</b>	<b>74,491.79</b>	<b>30,721.37</b>	<b>43,770.42</b>	
<b>TRAILER PARK</b>										
Salaries 2.5%	1701	Tra	3,929.00	4,392.50	3,767.60	3,858.12	3,060.98	3,203.39	-142.41	LGA 1972 s137
National Insurance 2.5%	1702	Tra	150.00	156.25	260.00	176.58	247.35	104.13	143.22	LGA 1972 s137
Pension LGPS 2.5%	1703	Tra	590.00	527.78	459.83	322.83	275.94	378.42	-102.48	LGA 1972 s137
Insurance	1704	Tra	360.00	360.00	360.00	360.00	360.00	360.00	0.00	LGA 1972 s137
Electricity	1705	Tra	730.00	211.95	805.00	171.89	805.00	129.01	675.99	LGA 1972 s137
Plant & equipment	1706	Tra	0.00	0.00	0.00	0.00	0.00	0.00	0.00	LGA 1972 s137
Plant maintenance	1707	Tra	145.00	35.00	145.00	0.00	145.00	0.00	145.00	LGA 1972 s137
Repairs and renewals	1708	Tra	750.00	2,648.00	500.00	0.00	500.00	0.00	500.00	LGA 1972 s137
Vermis Control	1709	Tra	575.00	0.00	0.00	0.00	0.00	0.00	0.00	LGA 1972 s137
water	1710	Tra	300.00	0.00	330.00	0.00	330.00	44.41	285.59	LGA 1972 s137
Rates	1711	Tra	910.00	1,081.30	1,080.00	5,760.00	6,000.00	5,808.00	192.00	LGA 1972 s137
Security	1712	Tra	0.00	0.00	0.00	0.00	0.00	0.00	0.00	LGA 1972 s137
Re-payment of deposits	1713	Tra	0.00	42.55	0.00	75.00	0.00	196.56	-196.56	
Refuse collection	1714	Tra	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL</b>			<b>8,439.00</b>	<b>9,455.33</b>	<b>7,707.43</b>	<b>10,724.42</b>	<b>11,724.27</b>	<b>10,223.93</b>	<b>1,500.34</b>	
<b>INCOME</b>	1700	Tra	<b>7,000.00</b>	<b>8,281.75</b>	<b>7,000.00</b>	<b>7,251.70</b>	<b>8,600.00</b>	<b>7,317.56</b>	<b>1,282.44</b>	
<b>NET EXPENDITURE</b>			<b>1,439.00</b>	<b>1,173.58</b>	<b>707.43</b>	<b>3,472.72</b>	<b>3,124.27</b>	<b>2,906.37</b>	<b>217.90</b>	
<b>Sports Buildings</b>										
Salaries 3.0%	1801	SP	5,687.00	6,219.30	12,137.30	7,983.24	8,588.75	3,276.70	5,312.05	LG (Misc Prov) 1976
National Insurance 3.0%	1802	SP	280.00	294.28	991.92	570.76	1,191.19	223.64	967.55	LG (Misc Prov) 1976
Pension LGPS 3.0%	1803	SP	1,405.00	1,460.52	3,065.91	572.29	1,911.83	772.32	1,139.51	LG (Misc Prov) 1976
Insurance	1804	SP	390.00	390.00	390.00	390.00	390.00	390.00	0.00	LG (Misc Prov) 1976
Electricity	1806	SP	3,000.00	3,797.10	7,795.50	2,819.75	7,500.00	3,662.64	3,837.36	LG (Misc Prov) 1976
Plant & equipment	1807	SP	0.00	95.00	0.00	0.00	0.00	0.00	0.00	LG (Misc Prov) 1976
Plant maintenance	1808	SP	500.00	2,110.24	3,000.00	2,000.00	3,000.00	1,566.08	1,433.92	LG (Misc Prov) 1976
Repairs and renewals	1809	SP	1,500.00	4,448.91	2,250.00	2,200.00	2,250.00	1,024.98	1,225.02	LG (Misc Prov) 1976
Water	1810	SP	550.00	5,131.21	5,000.00	5,000.00	5,000.00	1,294.62	3,705.38	LG (Misc Prov) 1976
Rates	1811	SP	6,200.00	6,393.83	9,000.00	6,516.00	9,000.00	7,713.21	1,286.79	LG (Misc Prov) 1976
Security	1812	SP	150.00	97.50	150.00	152.50	150.00	249.00	-99.00	LG (Misc Prov) 1976
Re-payment of deposits	1813	SP	0.00	50.00	0.00	0.00	0.00	49.00	-49.00	
Refuse collection	1814	SP	0.00	3,061.52	4,000.00	4,110.32	4,500.00	3,952.58		
Cleaning	1820	SP	0.00	0.00	0.00	0.00	4,780.00	16,450.00	-11,670.00	
<b>TOTAL</b>			<b>19,662.00</b>	<b>33,549.41</b>	<b>47,780.63</b>	<b>32,314.86</b>	<b>48,261.77</b>	<b>40,624.77</b>	<b>7,089.58</b>	
<b>INCOME</b>	1800		<b>6,000.00</b>	<b>9,053.21</b>	<b>9,000.00</b>	<b>7,173.00</b>	<b>9,000.00</b>	<b>10,673.03</b>	<b>-1,673.03</b>	
<b>NET EXPENDITURE</b>			<b>13,662.00</b>	<b>24,496.20</b>	<b>38,780.63</b>	<b>25,141.86</b>	<b>39,261.77</b>	<b>29,951.74</b>	<b>8,762.61</b>	

SUMMARY		Code	2014/15	2014/15	2015/16	2015/16	2016/17	2016/17	2016/17
			Estimate	Actual	Estimate	Projected	Estimate	Spent	Balance
Administration			217,379.00	-538,837.04	295,407.92	181,099.72	321,081.28	159,217.09	161,864.19
Services			41,957.00	121,727.78	-5,486.48	-36,916.28	13,692.86	28,138.08	-14,445.22
Community Services			34,366.00	34,037.25	43,409.14	35,713.49	74,491.79	30,721.37	43,770.42
Trailer Park			1,439.00	1,173.58	707.43	3,472.72	3,124.27	2,906.37	217.90
Cricket Pavilion			13,662.00	24,496.20	38,780.63	25,141.86	39,261.77	29,951.74	9,310.03
<b>TOTAL</b>			<b>308,803.00</b>	<b>-357,402.23</b>	<b>372,818.64</b>	<b>208,511.51</b>	<b>451,651.97</b>	<b>250,934.65</b>	<b>200,717.32</b>
<b>CAPITAL SCHEMES</b>									
Scheme									
Cemetery path, fees and landscaping	2001		15,000.00	5,943.67	0.00	0.00	0.00	0.00	0.00
Allotments Hut / maintenance building.	2002		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Centre	2003		10,000.00	3,425.00	204,706.00	204,706.00	5,000.00	0.00	5,000.00
Sports Facilities	2004		34,000.00	42,439.70	34,000.00	40,512.42	687,896.32	908,162.12	-220,265.80
Cricket Pavilion	2005		5,000.00	4,025.00	363,309.00	363,309.00	4,000.00	10,109.03	-6,109.03
Wind Turbine	2006		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Env. Improvements	2007		2,000.00	2,007.64	2,000.00	0.00	2,000.00	0.00	2,000.00
Capital Reserve	2008		10,000.00	0.00	5,000.00	0.00	5,000.00	0.00	5,000.00
Trailer Park	2009			0.00		0.00		0.00	0.00
<b>TOTAL</b>			<b>76,000.00</b>	<b>57,841.01</b>	<b>609,015.00</b>	<b>608,527.42</b>	<b>703,896.32</b>	<b>918,271.15</b>	<b>-214,374.83</b>
Income	2000			<b>227,046.18</b>		<b>45,250.00</b>	<b>39,000.00</b>	<b>109,839.99</b>	<b>-70,839.99</b>
<b>NET EXPENDITURE</b>			<b>76,000.00</b>	<b>-169,205.17</b>	<b>609,015.00</b>	<b>563,277.42</b>	<b>664,896.32</b>	<b>808,431.16</b>	<b>-143,534.84</b>
<b>FUNDING SYSTEM</b>									
TOTAL Revenue budget			308,803.00	-357,402.23	372,818.64	208,511.51	451,651.97	250,934.65	200,717.32
TOTAL Capital Schemes			76,000.00	-169,205.17	609,015.00	563,277.42	664,896.32	808,431.16	-143,534.84
TOTAL VAT				49,756.55		58,945.59		210,192.50	-210,192.50
Vat Payments				22,117.89		20,742.19		23,574.40	-23,574.40
Grant from SCDC									
Total Est. Expenditure			384,803.00	-498,968.74	981,833.64	809,992.33	1,116,548.29	1,293,132.71	-176,584.42
Less contribution from balances			-885.00	-884,656.74	565,245.64	393,404.33	683,818.29	860,402.71	-176,584.42
<b>Net Precept on SCDC</b>			<b>385,688.00</b>	<b>385,688.00</b>	<b>416,588.00</b>	<b>416,588.00</b>	<b>432,730.00</b>	<b>432,730.00</b>	<b>0.00</b>
Income from SCDC			385,688.00	385,688.00	416,588.00	416,588.00	432,730.00	432,730.00	0.00
Balances remaining			885.00	884,656.74	-565,245.64	-393,404.33	-683,818.29	-860,402.71	
Allocated Reserves			0.00	0.00	285,953.18	891,688.96	285,953.18	0.00	
Balances remaining			885.00	884,656.74	-851,198.82	-1,285,093.29	-969,771.47	-860,402.71	
Balance from last year			201,664.13	201,664.13	1,660,156.20	1,660,156.20	1,266,751.87	1,266,751.87	
Balance			202,549.13	1,086,320.87	808,957.38	1,266,751.87	296,980.40	406,349.16	
Estimated Tax Base									
Average Band D	2014/15	3194.1	120.75						
Average Band D	2015/16	3450		120.75					
Average Band D	2016/17	3583.7				120.75			

- 10.3 Bank Reconciliations:** to consider approving the Bank reconciliations as at the 3<sup>rd</sup> January 2017 and 1<sup>st</sup> February 2017.

**RECOMMENDATIONS:**

That the bank reconciliation attached be received and approved.

**CAMBOURNE PARISH COUNCIL  
BANK RECONCILIATION AT 3rd January 2017**

Prepared by John Vickery Parish Clerk and RFO

03/08/2016

Total Receipts of the Council up to 30th December 2016		1,976,275.38
Total Receipts of the CPEF up to 30th December 2016		1,178,565.12
Total Payments by the Council up to 30th December 2016		1,603,208.19
Total Payments by the CPEF up to 30th December 2016		<u>850,758.93</u>
<b>Balance</b>	<b>A</b>	<b>700,873.38</b>

Barclays Bank PLC  
Account No 93936082

Statement from Bank dated 3rd January 2017 Account No 90496049		1,000.00
Statement from Bank dated 3rd January 2017 Account No 23365964 CPEF	£	372,050.39
		£
Statement from Bank dated 3rd January 2017		<u>327,806.19</u>
<b>Total</b>		<b>700,856.58</b>

Unpresented cheques at 30th December 2016  
Barclays

	<b>TOTAL</b>	£	-
Unrecorded income at 30th December 2016	<b>TOTAL</b>		16.80
			<u>16.80</u>
<b>Balance</b>	<b>B</b>	£	<b>700,873.38</b>
Check A-B			-0.00
Petty Cash	Total		<b>314.37</b>
			<u>314.37</u>
<b>Balance</b> including Petty Cash	Total		<b>701,187.75</b>

Signed  
Chairman Clerk Date

Independent Councillor Check Date

**CAMBOURNE PARISH COUNCIL  
BANK RECONCILIATION AT 1st February  
2017**

Prepared by John Vickery Parish Clerk and RFO 03/08/2016

Total Receipts of the Council up to 31st January 2017	2,064,415.51
Total Receipts of the CPEF up to 31st January 2017	1,178,568.06
Total Payments by the Council up to 31st January 2017	1,664,688.19
Total Payments by the CPEF up to 31st January 2017	<u>850,766.28</u>

**Balance A 727,529.10**

Barclays Bank PLC  
Account No 93936082

Statement from Bank dated 1st February 2017 Account No 90496049	1,000.00
Statement from Bank dated 1st February 2017 Account No 23365964 CPEF	£ 396,386.44
Statement from Bank dated 1st February 2017	<u>£ 327,801.78</u>
<b>Total</b>	<b>725,188.22</b>

Unpresented cheques at 31st January  
2017

Barclays

Unrecorded income at 31st January 2017 **TOTAL** £ -

**TOTAL** 2,340.88

**Balance B £ 727,529.10**

Check A-B -0.00

Petty Cash Total 314.37

**Balance including Petty Cash Total 727,843.47**

Signed Chairman Clerk Date

Independent Councillor Check Date

- 10.4 Audit:** Attached is correspondence from CaPALC regarding the Audit arrangements for 2017-2018.

**RECOMMENDATIONS:**

That correspondence be received.

## John Vickery

---

**From:** Tina Webb <accounts@capalc.org.uk>  
**Sent:** 10 January 2017 10:36  
**To:** accounts@capalc.org.uk  
**Subject:** FW: SAAA announcement of appointed audtors by county area 2017/18 - 2021/22

For your information.

Best regards,

Tina Webb  
Administration Officer

Cambridgeshire & Peterborough Association of Local Councils (CAPALC)  
1<sup>st</sup> Floor, Unit 7, The Meadow, Meadow Lane, St Ives, Cambs, PE27 4LG Tel: 01480 375629, website:  
[www.capalc.org.uk](http://www.capalc.org.uk)

If you are a parish or town council clerk and require a written response to your email please re-send your question to the CAPALC helpdesk at [helpdesk@capalc.org.uk](mailto:helpdesk@capalc.org.uk) This allows CAPALC to properly respond to, manage and monitor its help and support communications. This message may contain confidential information.

If you are not the intended recipient please inform the sender that you have received the message in error before deleting it. Thank you for your co-operation.

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**From:** Jonathan Owen [<mailto:Jonathan.Owen@nalc.gov.uk>]  
**Sent:** 09 January 2017 16:35  
**To:** County Associations  
**Cc:** Heads of Service; DCK Beavers; Sue Baxter (NALC); Ken Browse - NALC; Derek Liddell.  
**Subject:** SAAA announcement of appointed audtors by county area 2017/18 - 2021/22

Dear Colleague

Following the successful procurement exercise, the SAAA has now uploaded the text of the appointed auditor announcement by County area onto the SAAA website at <http://www.localaudits.co.uk/appts.html>

Can I flag up the following so that we ensure that returns are made to correct auditors

“It is important to note that for the financial year 2016/17 there are **no changes** to your existing audit arrangements and you should continue to work with your existing auditors on limited assurance reviews for accounts for the financial year 1 April 2016-31 March 2017.

The new appointments only become effective for the five year period in relation to accounts for the financial year beginning on 1 April 2017. **All matters relating to the financial year 2016-17, including the Annual Return for the year 2016-17, should still be sent to your current external auditor.**”

Regards

Jonathan



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## Audit appointments

### Auditor appointments for smaller authorities for the five financial years from 2017/18 to 2021/22

On 30 November 2016 SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms. Responsibilities under the new contracts will relate to accounts for the financial year beginning on 1 April 2017. Further details of the specific appointments by County area for opted-in authorities are detailed below.

#### 2016/17 Audit arrangements

It is important to note that for the financial year 2016/17 there are **no changes** to your existing audit arrangements and you should continue to work with your existing auditors on limited assurance reviews for accounts for the financial year 1 April 2016-31 March 2017.

The new appointments only become effective for the five year period in relation to accounts for the financial year beginning on 1 April 2017. **All matters relating to the financial year 2016-17, including the Annual Return for the year 2016-17, should still be sent to your current external auditor.** A list of the current appointed external auditor for individual authorities can be found on the PSAA website at <http://www.psaa.co.uk/appointing-auditors>.

#### Audit appointments by area for 2017-2022

##### MAZARS LLP

Bedfordshire	Cleveland	Durham	Staffordshire
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##### MOORE STEPHENS

Oxfordshire	West Sussex
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##### PKF LITTLEJOHN LLP

Avon	Hampshire	Northumberland
Berkshire	Herefordshire	Nottinghamshire
Buckinghamshire	Hertfordshire	Shropshire
Cambridgeshire	Humberside	Somerset
Cheshire	Internal Drainage Boards	South Yorkshire
Cornwall	Isle of Wight	Suffolk
Cumbria	Kent	Surrey
Derbyshire	Lancashire	Warwickshire
Devon	Leicestershire	West Yorkshire



Dorset	Lincolnshire	Wiltshire
East Riding of Yorkshire	London	Worcestershire
East Sussex	Norfolk	Other Scheduled Authorities
Essex	North Yorkshire	
Gloucestershire	Northamptonshire	

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