

FORTON PARISH COUNCIL

Finance Report For The Meeting To Be Held On Wednesday 13 November 2024

1 Quarter Three 2024/2025

Attached is the Q3 financial statement dated 05 November 2024. It balances to the latest bank statements: -

Current Account @ 05 November 2024	125.00
Reserve Account @ 05 November 2024	1,825.33
TOTAL	1,950.33

2 Payments for Approval

Precept Payments	Budget £ p	Agree to Pay
Clerk's Salary – 3 rd quarter *(net)	£126.61	101.41
PAYE	nil	25.20
Clerk's Expenses – 3 rd quarter	15.00	TBA
HugoFox website 'Bronze' subscription	125.95	delayed to 2025
Parish Hall Rent for 2024 (2 meetings only)	not budgeted	70.88

*The gross salary is £126.61; PAYE has been determined by the payroll service. The council is asked to approve the above payments.

ACTION: council

3 Budget 2025/2026

Please find attached a draft budget for next year. This is based on the forecast to the year's end which indicates a precept balance being taken forward of **£993.39**. The budget, as drafted, would require a precept of **£1,428.07** (including Council Tax Support Grant of £38.07 (last year £38.85)).

Year	Annual Precept £ p
2025-2026	1,518.07
2024-2025	1,302.85
2023-2024	1,229.65
2022-2023	1,045.46
2021-2022	1,110.83

Inflation has fallen since last year, the Consumer Prices Index (CPIH – All items) in October 2024 was at +2.6%, so it is this figure I am generally applying in the draft budget.

Clerk's salary: I believe we should apply the latest CPI which is **2.6%** onto the basic salary of £126.61 (+£3.21) to make **£129.90** (gross).

The general contingency stays at 20% £353.37 (last year £299.42). The reserve remains arbitrarily set at £300.00.

4 Website and Emails

The draft budget assumes that we shall approve the adoption of a **.gov.uk** website address as offered by HugoFox. This will be included in the new "Bronze" subscription beginning in January. HugoFox is presently reorganising its invoicing and payments and is giving us 3 months (Oct – Dec) free of charge Thereafter the cost for the Bronze subscription will be £143.88 per annum).

David Carver

FORTON PARISH COUNCIL

For the emails there is a charge of either £144.00 per annum for up to 5 addresses or £252.00 per annum for up to 10 addresses. Either of these will benefit from a £100 grant for the first year only. The budget is drafted with the higher figure.

If we adopt the HugoFox domain we shall save the current "Domain 123" website address registration charge of £16.02 per annum. I have drafted the budget adopting the higher 10 email address option to cover all our councillors and clerk.

Stafford Borough Council has confirmed that the concurrent grant will remain the same as recent years at **£270.00**. The council is asked to authorise the RFO to ask SBC for this maximum figure.

ACTION: council

5 The council is asked to debate the draft budget, make any amendments it sees fit and then approve it (as amended).

6 Concurrent Grants

Any Concurrent Grants for the current year must be paid by 31 March 2025 or risk being forfeit back to Stafford Borough Council. The council therefore needs to encourage applications which need to be considered no later than the next meeting in March.

Forton Parish Council

YEAR 2024/2025 - QUARTER 3 FINANCIAL STATEMENT

RECEIPTS			
date	description	£ budget	£ actual
PRECEPT			
01-Apr-24	opening balance	816.60	924.82
06-Apr-24	precept Stafford BC, tranche 1	632.00	632.00
06-Apr-24	Council Tax Support Grant, tranche 1	19.42	19.43
Oct-24	precept Stafford BC, tranche 2	632.00	632.00
Oct-24	Council Tax Support Grant, tranche 2	19.43	19.42
30-Apr-24	Interest	nil	1.61
31-May-24	Interest	nil	1.58
28-Jun-24	Interest	nil	1.29
31-Jul-24	Interest	nil	1.39
30-Aug-24	Interest	nil	1.23
30-Sep-24	Interest	nil	1.28
31-Oct-24	Interest	nil	1.50
Nov-24	Interest	nil	
Dec-24	Interest	nil	
Jan-25	Interest	nil	
Feb-25	Interest	nil	
Mar-25	Interest	nil	
	TOTAL INTEREST		9.88
	TOTAL PRECEPT	1,302.85	1,302.85
		£ 2,119.45	£ 2,237.55

CONCURRENT GRANT			
01-Apr-24	opening balance	nil	nil
06-Apr-24	concurrent Stafford BC, tranche 1	135.00	135.00
05-Oct-24	concurrent Stafford BC, tranche 2	135.00	135.00
		£ 270.00	£ 270.00

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
Apr-24	SPCA annual subscription, 2024-25	106.05	108.00	2,129.55
May-24	clerk's salary, gross, quarter 1	126.61	101.41	2,028.14
May-24	PAYE	nil	25.20	2,002.94
May-24	clerk's expenses, quarter 1	15.00	nil	2,002.94
May-24	election costs contingency	191.02	nil	2,002.94
May-24	general insurance 01 June - 31 May	201.88	196.00	1,806.94
Jul-24	clerk's salary, gross, quarter 2	126.61	101.21	1,705.73
Jul-24	PAYE	nil	25.40	1,680.33
Jul-24	clerk's expenses, quarter 2	15.00	nil	1,680.33
Sep-24	annual audit fee	nil	nil	1,680.33
Oct-24	Website Bronze Subscription due Oct 24	125.95		
Nov-24	clerk's salary, gross, quarter 3	126.61		
Nov-24	PAYE	nil		
Nov-24	clerk's expenses, quarter 3	15.00		
Nov-24	website domain 2 yrs accrual due Nov 25	16.02		
Jan-25	parish hall rent for calendar year 2025	141.75		
Mar-25	clerk's salary, gross, quarter 4	126.61		
Mar-25	PAYE	nil		
Mar-25	clerk's expenses, quarter 4	15.00		
Nov-25	SPCA Training	150.00		
	circa 15% general contingency reserve	301.00		
		300.00		
		£ 2,100.11	£ 557.22	£ 1,680.33

Mar-25	All Saints Church Forton PCC grant	67.50		
Mar-25	Forton PCC Churchyard upkeep grant	67.50		
Mar-25	Forton Parish Hall grant	67.50		
Mar-25	Forton Cricket Club grant	67.50		
	organisations & amounts are indicative only			
		£ 270.00	£ -	£ 270.00

Closing Balances (Precept + Concurrent) TOTALS £ 1,950.33

BANK STATEMENT RECONCILIATION	
Current Account Statement @ 05 November 2024	£ 125.00
Reserve Account Statement @ 05 November 2024	£ 1,825.33
	£ 1,950.33
add uncleared funds: -	
Uncleared Funds Total	£ -
TOTAL	£ 1,950.33

£ 125.00	
Uncleared Cheques Total	£ -
Reconciliation TOTAL	£ 1,950.33

Dates in full agree with cheque stubs and/or bank statement.
 # Invoice will be paid by RFO and then reclaimed via expenses in Nov 2025 unless cancelled and replaced by Hugo Fox domain

Forton Parish Council

YEAR 2024/2025 - Forecast to Year End (revised)

RECEIPTS			
date	description	£ budget	£ actual
PRECEPT			
01-Apr-24	opening balance	816.60	924.82
06-Apr-24	precept Stafford BC, tranche 1	632.00	632.00
06-Apr-24	Council Tax Support Grant, tranche 1	19.42	19.43
Oct-24	precept Stafford BC, tranche 2	632.00	632.00
Oct-24	Council Tax Support Grant, tranche 2	19.43	19.42
30-Apr-24	Interest	nil	1.61
31-May-24	Interest	nil	1.58
28-Jun-24	Interest	nil	1.29
31-Jul-24	Interest	nil	1.39
30-Aug-24	Interest	nil	1.23
30-Sep-24	Interest	nil	1.28
31-Oct-24	Interest	nil	1.50
Nov-24	Interest	nil	
Dec-24	Interest	nil	
Jan-25	Interest	nil	
Feb-25	Interest	nil	
Mar-25	Interest	nil	
	TOTAL INTEREST		9.88
	TOTAL PRECEPT	1,302.85	1,302.85
		£ 2,119.45	£ 2,237.55

CONCURRENT GRANT

01-Apr-24	opening balance	nil	nil
06-Apr-24	concurrent Stafford BC, tranche 1	135.00	135.00
05-Oct-24	concurrent Stafford BC, tranche 2	135.00	135.00
		£ 270.00	£ 270.00

PAYMENTS				BALANCE
date	description	£ budget	£ actual	£
Apr-24	SPCA annual subscription, 2024-25	106.05	108.00	2,129.55
May-24	clerk's salary, gross, quarter 1	126.61	101.41	2,028.14
May-24	PAYE	nil	25.20	2,002.94
May-24	clerk's expenses, quarter 1	15.00	nil	2,002.94
May-24	election costs contingency	191.02	nil	2,002.94
May-24	general insurance 01 June - 31 May	201.88	196.00	1,806.94
Jul-24	clerk's salary, gross, quarter 2	126.61	101.21	1,705.73
Jul-24	PAYE	nil	25.40	1,680.33
Jul-24	clerk's expenses, quarter 2	15.00	nil	1,680.33
Sep-24	annual audit fee	nil	nil	1,680.33
Oct-24	Website Bronze Subscription due Oct 24	125.95	143.88	
Nov-24	clerk's salary, gross, quarter 3	126.61	126.61	1,409.84
Nov-24	PAYE	nil		
Nov-24	clerk's expenses, quarter 3	15.00		
Nov-24	website domain 2 yrs accrual due Nov 25		nil	1,409.84
Jan-25	parish hall rent for calendar year 2025	141.75	141.75	1,268.09
Mar-25	clerk's salary, gross, quarter 4	126.61	126.61	1,141.48
Mar-25	PAYE	nil		
Mar-25	clerk's expenses, quarter 4	15.00		
Nov-25	SPCA Training	150.00	150.00	991.48
Jan-24	parish hall rent for calendar year 2024		70.88	920.60
	circa 15% general contingency reserve	301.00		
		300.00		
		£ 2,084.09	£ 1,316.95	£ 920.60

Mar-25	All Saints Church Forton PCC grant	67.50		
Mar-25	Forton PCC Churchyard upkeep grant	67.50		
Mar-25	Forton Parish Hall grant	67.50		
Mar-25	Forton Cricket Club grant	67.50		
			270.00	-
	organisations & amounts are indicative only			
		£ 270.00	£ 270.00	£ -

Closing Balances (Precept + Concurrent) TOTALS £ 920.60

BANK STATEMENT RECONCILIATION

Current Account Statement @ 05 November 2024	£ 125.00
Reserve Account Statement @ 05 November 2024	£ 1,825.33
	£ 1,950.33
add uncleared funds: -	
Uncleared Funds Total	£ -
TOTAL	£ 1,950.33

Website Bronze Subscription	£ 143.88
2 x Clerk's salary & PAYE	£ 253.22
Website domain	nil
Parish Hall rent 2024 £70.88 + 2025 £141.75	£ 212.63
SPCA training	£ 150.00
Concurrent grants	£ 270.00
Uncleared Cheques Total	£ 1,029.73
Reconciliation TOTAL	£ 920.60

Dates in full agree with cheque stubs and/or bank statement.

Invoice will be paid by RFO and then reclaimed via expenses in Nov 2025 unless cancelled and replaced by Hugo Fox domain

Prepared by David Carver, RFO, Forton Parish Council, 13 November 2024

Forton Parish Council

DRAFT BUDGET FOR YEAR 01 APRIL 2025 to 31 MARCH 2026 (revised)

RECEIPTS			
date	description	£ 24/25	£ 25/26
PRECEPT			
01-Apr-25	Forecast opening balance b/f	816.60	920.60
Apr-25	Precept required from Stafford BC, tranche 1	632.00	740.00
Apr-25	Council Tax Support Grant, tranche 1	19.42	19.03
Oct-25	Precept required from Stafford BC, tranche 2	632.00	740.00
Oct-25	Council Tax Support Grant, tranche 2	19.43	19.04
TOTAL PRECEPT		1,302.85	1,518.07
TOTAL FUNDS AVAILABLE		£ 2,119.45	£ 2,438.67

CONCURRENT			
date	description	£ 24/25	£ 25/26
01-Apr-25	Forecast opening balance	nil	nil
Apr-25	Concurrent grant from SBC, tranche 1	135.00	135.00
Oct-25	Concurrent grant from SBC, tranche 2	135.00	135.00
TOTAL FUNDS AVAILABLE		£ 270.00	£ 270.00

PAYMENTS			
date	description	£ 24/25	£ 25/26
May-25	clerk's salary, gross Q1; £126.61 + 2.6%	126.61	129.90
May-25	clerk's expenses, Q1	15.00	15.00
May-25	PCA annual subscription (01 May-31 April) + 2.6%	106.37	109.14
May-25	election costs contingency + 2.6%	185.46	190.28
Jun-25	general insurance, current £196.00 + 2.6%	205.80	311.15
Jun-25	parish hall rent for 2026 (01 Jan - 31 Dec) + 2.6%	141.75	145.44
Sep-25	clerk's salary, gross Q2; £126.61 + 2.6%	126.61	129.90
Sep-25	clerk's expenses, Q2	15.00	15.00
Oct-25	annual audit fee	nil	nil
Nov-25	clerk's salary, gross Q3; £126.61 + 2.6%	126.61	129.90
Nov-25	clerk's expenses, Q3	15.00	15.00
Nov-25	Councillors' training (for the year)	150.00	150.00
Jan-26	10 email address registration £252 less £100 grant	nil	152.00
Jan-26	Website Bronze Subs (Hugo Fox) £125.95 + 2.6%	nil	143.88
Mar-26	clerk's salary, gross Q2; £126.61 + 2.6%	126.61	129.90
Mar-26	clerk's expenses, Q4	15.00	15.00
MAXIMUM PLANNED EXPENDITURE		1,355.82	1,781.49
20% general contingency		271.16	356.30
Reserve		300.00	300.00
TOTAL FUNDS REQUIRED		£ 1,926.98	£2,437.79

Mar-26	Forton Parochial Church Council*	67.50	67.50
Mar-26	Churchyard upkeep*	67.50	67.50
Mar-26	Forton Parish Hall*	67.50	67.50
Mar-26	Forton Cricket Club*	67.50	67.50
* Organisations and amounts are indicative only			
TOTAL FUNDS REQUIRED		£ 270.00	£ 270.00

CPIH - All Items, October 2024 +2.6%.

General increases are +2.6% being CPI and, where possible based on last year's actual payments.

Clerk's Salary Review: 2.6% (£3.21) onto basic salary of £126.61 = £129.90. Clerk's expenses remain unchanged; £15.00.

Stafford Borough Council has kept the Concurrent Grant the same as recent years; £270.00.

General Contingency is 20% of budgeted payments. Reserve is the balance of funds remaining after all planned expenditure.

Precept includes Council Tax Support Grant of £38.07 (previously £38.85).

Total Precept is £1428.07; last year was £1302.85; previous year was £1229.65; the year before that was £1050.93.

This Precept represents an increase of 16.5% on last year and the Band "D" amount will be £10.36 (last year £8.85).

This draft budget is for consideration at the meeting to be held on 13 November 2024