



**Bitteswell
with
Bittesby**
Parish Council

Accounts and Financial Summary
to 31st March 2023

Budget & Precept 2022-2023

INCOME CATEGORIES	Agreed Budget	Notes/Points to consider
Grants	-	
Bank Interest	10.00	
Other Income	-	
LCC Urban Grass Cutting Contribution	805.27	£805.27 from LCC for 2022
UCB Grass Cutting Contribution	700.00	£700 United Charities Bitteswell contribution
Recoverable VAT	2,000.00	£1,978 projected recoverable VAT paid in 2021/22
Neighbourhood Plan Grants	-	None expected
TOTAL	3,515.27	

EXPENSE CATEGORIES	Agreed Budget	Notes
Core Staff Costs	7,500.00	2021/22 NJC Pay Award yet to be agreed Must be backdated to 01.04.21
Neighbourhood Plan Staff Costs	500.00	
Clerk's Allowances	381.00	
Travel Expenses	100.00	
Office Expenses	500.00	
Training	150.00	
Subscriptions	350.00	
Hire of Hall	100.00	
Parish Website	500.00	
Payroll Fees	300.00	
Insurance	1,400.00	Additions such as the War Memorial and Street Lights have increased the policy
Election Costs	100.00	To put £100 in reserves to towards the next Parish Elections in 2023
Audit Fees	300.00	
Street Lighting Energy	1,150.00	To cover increasing energy costs
Street Lighting Maintenance	750.00	To cover increasing supply costs
Street Lighting LED Conversion Project	2,173.00	£1,984.22 a year Additional LED conversion cost £188.15 per year Total cost £2,172.37
Grass Cutting & Maintenance	5,706.00	Due to increasing energy prices the Council will increase the rate from £200 to £230 per cut (Village Greens) x 17 = £3910. Urban grass cutting (verges) remains the same at £134.21 per cut x 6 = £805.26 Total £4715.26 The Council will contribute towards grass cutting at the Churchyard Extension £330 per cut x 3 cuts
Village Maintenance/Improvements	1,500.00	For potential costs including drainage works and works to trees.
AED Consumables/Maintenance	-	None expected until August 2023
Snow Warden Remuneration	-	LCC will contribute £6.89 per hour
Grants & Donations	65.00	To CAB Leicestershire
British Legion Wreath	40.00	
Parish Strip	75.00	To cover hedge cutting cost
Legal Fees	2,000.00	For White Cottage
MVAS Associated Costs	1,000.00	E.g. structural testing report and Highways licences
Neighbourhood Plan Expenditure	150.00	Potential costs not covered by grant funding
Earmarked Reserves	200.00	Replacing office equipment
General Reserves	2,000.00	NALC recommend that Parish Councils keep General Reserves at a level of between 3 and 12 month's precept. This forms part of a contingency to cushion the impact of unexpected events or emergencies.
Total	28,990.00	
Total Expenditure - Income	25,475	Precept Requirement

Balance Sheet and Bank Reconciliation for year 01st April 2022 to 31st March 2023

CLOSING BANK RECONCILIATION AT 31.03.2023

Opening Balance	1-Apr-22	£27,963.26
Receipts to	31-Mar-23	£31,214.77
Payments to	31-Mar-23	-£31,663.35
Closing Balance	31-Mar-23	£27,514.68

The balance carried forward is represented by these funds

Current Account	£5,446.23
Business Reserve account	£22,701.45
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£633.00
Bank Reconciliation to 31-Mar-23	£27,514.68

The above figures include the following Reserves (held in the Business Reserve Account):

Description	Held	Added 2022/23	Expenditure	Total
Earmarked Reserves (Office equipment)	£400	£200	£0.00	£600
General Reserves	£4,000	£2,000	£0.00	£6,000
Election Expenses	£100	£100	£0.00	£200
	£4,500	£2,300	£0.00	£6,800

Receipts and Payments Summary

At: 31/03/2023

2022-2023			
INCOME CATEGORIES			
	Actual Receipts	Budget-Actual	Agreed Budget
Precept	£ 25,475.00	£ -	£ 25,475.00
Grants	£ 250.00	-£ 250.00	£ -
Bank Interest	£ 118.33	-£ 108.33	£ 10.00
Other Income	£ -	£ -	£ -
LCC Urban Grass Cutting Contribution	£ 805.27	£ -	£ 805.27
UCB Grass Cutting Contribution	£ 700.00	£ -	£ 700.00
Recoverable VAT	£ 3,866.17	-£ 1,866.17	£ 2,000.00
Neighbourhood Plan Grants	£ -	£ -	£ -
Total Receipts	£ 31,214.77		£ 28,990.27

EXPENDITURE CATEGORIES			
	Actual Expenditure	Budget-Actual	Agreed Budget
Staff Costs	£ 7,151.25	£ 348.75	£ 7,500.00
Neighbourhood Plan Staff Costs	£ 260.26	£ 239.74	£ 500.00
Clerk's Allowances	£ 600.00	-£ 219.00	£ 381.00
Travel Expenses	£ 10.89	£ 89.11	£ 100.00
Office expenses	£ 234.24	£ 265.76	£ 500.00
Training	£ 45.00	£ 105.00	£ 150.00
Subscriptions & Memberships	£ 299.76	£ 50.24	£ 350.00
Hall Hire	£ 65.00	£ 35.00	£ 100.00
Website & Email Account	£ 1,210.00	-£ 710.00	£ 500.00
Payroll Fees	£ 385.00	-£ 85.00	£ 300.00
Insurance	£ 1,128.97	£ 271.03	£ 1,400.00
Election Costs	£ -	£ 100.00	£ 100.00
Audit Fees	£ 280.00	£ 20.00	£ 300.00
Street Lighting Energy	£ 1,376.18	-£ 226.18	£ 1,150.00
Street Lighting Maintenance	£ 512.60	£ 237.40	£ 750.00
Street Lighting LED Conversion Project	£ 2,172.37	£ 0.63	£ 2,173.00
Grass Cutting & Maintenance	£ 4,056.84	£ 1,649.16	£ 5,706.00
Village Maintenance/Improvements	£ 4,800.00	-£ 3,300.00	£ 1,500.00
AED Consumables/Maintenance	£ -	£ -	£ -
MVAS Associated Costs	£ 990.00	£ 10.00	£ 1,000.00
Snow Warden Remuneration	£ -	£ -	£ -
Grants & Donations	£ 208.33	-£ 143.33	£ 65.00
British Legion Wreath	£ 40.00	£ -	£ 40.00
Parish Strip	£ -	£ 75.00	£ 75.00
Legal Fees	£ 2,500.00	-£ 500.00	£ 2,000.00
Miscellaneous	£ 308.00	-£ 308.00	£ -
Neighbourhood Plan Expenditure	£ 67.50	£ 82.50	£ 150.00
VAT Paid	£ 2,961.16	-£ 2,961.16	£ -
Earmarked Reserves (office equipment)	£ -	£ 200.00	£ 200.00
General Reserves	£ -	£ 2,000.00	£ 2,000.00
Total payments	£ 31,663.35	-£ 2,673.35	£ 28,990.00

Precept Requirement = Total Spend - VAT Return & Urban Grass Cutting Contribution from LCC

Assets are defined as land, buildings, vehicles, plant and equipment with a significant value in relation to the Council's activities.

Sums insured should reflect replacement value and not purchase cost.

At 01st April 2022 the following assets were held

Asset	Acquisition Date	Purchase Cost	Sums Insured	Location
Fixed Assets				
Bitteswell War Memorial	Circa 1920	Unknown	£30,000.00	St Mary's Churchyard, The Nook
			£30,000.00	
Office Contents				
HP 24-f0054na Full-HD All-in-One PC	July 2020	£ 582.50	£ 582.50	Clerk's Office, Lutterworth
Epson Ecotank ET-3700 Colour Inkjet Printer	Nov 2019	£ 247.00	£ 247.00	Clerk's Office, Lutterworth
		Sub Total	£ 829.50	
Street Furniture (e.g. public seating, litter bins, cycle stands, bollards, bus shelters, telephone kiosk, signage, street lighting)				
Telephone Kiosk	Nov 2014	£ 1.00	£ 2,000.00	Manor Road, Bitteswell
Notice Board	Oct 2004	£ 502.50	£ 502.50	Outside Village Hall, Manor Road
Bench	Unknown	Unknown	£ 219.00	The Pinfold, Valley Lane
WW1 Centenary Bench	Jan 2019	£ 354.16	£ 354.16	The Pinfold, Valley Lane
Bench	Unknown	£ 293.00	£ 293.00	Near Tilt House, Bitteswell
Bench	Unknown	£ 293.00	£ 293.00	The Knoll, Bitteswell
Bench	Apr 2016	£ 501.24	£ 501.24	The Village Green, Bitteswell
Bus Shelter	Oct 2021	£ 8,295.00	£ 8,295.00	Ashby Lane, Bitteswell
Litter Bin	Unknown	£73	£ 200.00	AED Kiosk, Manor Road
Litter Bin	Unknown	£73	£ 200.00	The Pinfold, Valley Lane
Litter Bin	Unknown	£73	£ 200.00	Near The Knoll, Village Green
Copperfield Victoriana Litter Bin	Aug 2016	£ 206.35	£ 206.35	Ashby Lane, by Bus Shelter, Bitteswell
Handrails for cobbled path	Apr 2014	£ 449.66	£ 1,000.00	West End Farm, The Green
Salt grit bin	Mar 2019	£ 136.00	£ 136.00	Ware House, The Green
Street Lighting x33	Various dates	Unknown	£ 66,000.00	Around Parish
		Sub Total	£ 80,400.25	
Outside Equipment				
Mobile Vehicle Activated Sign	Nov 2017	£ 2,572.55	£ 3,000.00	Clerk's Office, Lutterworth
Community defibrillator and cabinet	Jan 2015	£ 1,750.00	£ 1,750.00	Manor Road, Bitteswell
			£ 4,750.00	
		Total	£115,979.75	

Bitteswell with Bittesby Parish Council

Notes to the Accounts for Year Ended 31st March 2023

Receipts & Payments

Total receipts during the year was **£31,214.77**

Total payments during the year was **£31,663.35**

Precept & Budget Requirement

The Precept requirement and Budget allocation was agreed at **£25,475.00** for 2022-2023.

The Tax Base Figure based on the number of Band D equivalent properties for 2022-2023 is **£240.20**

The budgeted Parish Precept is **£106.06** per Band D property. This is a 14.8% or **£ 13.69** increase in Council Tax.

For the year 2023-2024 the Parish Council's Precept requirement is **£29,224.00**. This is a 15.5% or **£16.42** increase in Council Tax per Band D property. This small increase allows us to try and keep up with the cost of living crisis and inflationary pressure that we are all feeling and operate efficiently and prudently. We will use this to continue to improve the facilities for Bitteswell and Bittesby.

Grants

Grants Received

The Parish Council received grant funding of **£250.00** from Harborough District Council for the Queen's Platinum Jubilee celebrations. The money went towards the cost of hiring a marquee for the village Barn Dance.

Leicestershire County Council contributed **£805.27** towards the cost of urban grass cutting.

The United Charities Bitteswell provided grant funding of **£700** towards the cost of cutting the grass on the Village Greens.

Grants Paid

A grant of **£250.00** was paid towards the cost of hiring a marquee for the Jubilee celebrations.

Section 137 Payments

The Department for Levelling Up, Housing and Communities (DLUHC) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2022/23 is **£8.82** per elector. No payments were made in the reporting period.

Recoverable VAT

A total of **£2,961.16** in VAT was paid during the year. This amount is still to be recovered from HMRC.

The Council received a VAT refund of **£3,866.17** for year ending 31st March 2022.

Balances held

Total balance held and carried forward to 01st April 2023 is **£27,514.68**.

NALC (the National Association of Local Councils) recommend that Parish Councils keep general reserves at a level of between three and twelve 12 months precept. Therefore, to maintain adequate financial reserves, the Council has allocated **£4,000** under 'General Reserves' this year, bringing the total held to **£10,000**. This includes part of a contingency to cushion the impact of unexpected events or emergencies.

The Parish Council agreed to continue adding **£200** to its earmarked reserves to cover the costs of replacing the clerk's office equipment as required and **£300** to earmarked reserves to cover the cost of Parish Council election expenses in 2023.

Signed (Chair):

Print Name:

Signed (RFO):

Print Name:

Date: