

Bitteswell with **Bittesby** **Parish Council**

Accounts and Financial Statement
to 31st March 2022

www.bitteswell.org.uk

Budget & Precept 2021-2022

INCOME CATEGORIES	Agreed Budget	Notes/Points to consider
Grants	-	
Bank Interest	-	
Other Income	-	
LCC Urban Grass Cutting Contribution	805.27	£805.27 from LCC for 2021
UCB Grass Cutting Contribution	700.00	£700 United Charities Bitteswell contribution
Recoverable VAT	2,802.00	£2802 Projected recoverable VAT paid in 2020/21
Neighbourhood Plan Grants	-	
TOTAL	4,307.27	

EXPENSE CATEGORIES	Agreed Budget	Notes
Core Staff Costs	7,500.00	Hours and AL allowance to increase in 2021-2022
Neighbourhood Plan Staff Costs	1,000.00	
Clerk's Allowances	380.04	Using home as an office (£31.67 a month £380.04 annually)
Travel Expenses	100.00	
Office expenses	350.00	
Training	150.00	
Publications	50.00	
Subscriptions	500.00	LRALC £206 ICO £40 CPRE £36 Zoom £12 per month
Hire of Hall for PC Meetings	100.00	
Parish Website	320.00	
Accountancy Fees	50.00	
Insurance	700.00	
Election Costs	100.00	To put £100 in reserves to towards the next Parish Elections in 2023
Audit Fees	260.00	
Street Lighting Energy	900.00	
Street Lighting Maintenance	550.00	
Street Lighting LED Conversion Project	2,172.37	£1,984.22 a year Additional LED conversion cost £188.15 per year Total cost £2172.37
Grass Cutting & Maintenance	4,205.26	£200 per cut (Village Greens) x 17 = £3400. Urban grass cutting (verges) £134.21 per cut x 6 = £805.26 Total £4205.26
Village Maintenance/Improvements	1,000.00	
AED Consumables/Maintenance	100.00	Battery replacement: July 2023 electrodes replacement: July 2021
Snow Warden Remuneration	150.00	LCC will contribute £6.89 per hour
Grants & Donations	50.00	To CAB Leicestershire
British Legion Wreath	40.00	
Parish Strip	75.00	To cover hedge cutting cost
Legal Fees	1,000.00	
Neighbourhood Plan Expenditure	2,750.00	Potential costs not covered by grant funding
Earmarked Reserves	200.00	Replacing office equipment
General Reserves	2,000.00	NALC (the National Association of Local Councils) recommend that Parish Councils keep General Reserves at a level of between 3 and 12 month's precept. Therefore, to build up adequate financial reserves, the Council has allocated £2,000 under 'General Reserves'. This forms part of a contingency to cushion the impact of unexpected events or emergencies.
Total	26,752.67	
Total Expenditure - Income	22,445.40	Precept Requirement

Balance Sheet and Bank Reconciliation for year 01st April 2021 to 31st March 2022

Closing Bank Reconciliation at 31.03.2022

Opening Balance	1-Apr-21	£25,717.42
Receipts to	31-Mar-22	£39,257.28
Payments to	31-Mar-22	-£37,011.44
Closing Balance	31-Mar-22	£27,963.26

The balance carried forward is represented by these funds

Current Account	£3,432.14
Business Reserve account	£25,083.12
Add income received but not yet cleared	£0.00
Less payments made but not yet presented	-£552.00
Bank Reconciliation to 31-Mar-22	£27,963.26

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

Description	Added in		Expenditure	Total
	2020/21	2021/22		
Earmarked Reserves (Office equipment)	£200	£200	£0.00	£400
General Reserves	£2,000	£2,000	£0.00	£4,000
Election Expenses	£0	£100	£0.00	£100
	£2,200	£2,300	£0.00	£4,500

Receipts and Payments Summary

2021-2022			
INCOME CATEGORIES			
	Actual Receipts	Budget-Actual	Agreed Budget
Precept	£ 22,445.00	£ -	£ 22,445.00
Grants	£ 8,669.95	-£ 8,669.95	£ -
Bank Interest	£ 2.50	-£ 2.50	£ -
Other Income	£ -	£ -	£ -
LCC Urban Grass Cutting Contribution	£ 805.27	£ -	£ 805.27
UCB Grass Cutting Contribution	£ 700.00	£ -	£ 700.00
Recoverable VAT	£ 2,634.56	£ 167.44	£ 2,802.00
Neighbourhood Plan Grants	£ 4,000.00	-£ 4,000.00	£ -
Total Receipts	£ 39,257.28		£ 26,752.27

EXPENDITURE CATEGORIES			
	Actual Expenditure	Budget-Actual	Agreed Budget
Core Staff Costs	£ 6,628.30	£ 871.70	£ 7,500.00
Neighbourhood Plan Staff Costs	£ 751.43	£ 248.57	£ 1,000.00
Clerk's Allowances	£ 380.04	£ -	£ 380.04
Travel Expenses	£ 14.13	£ 85.87	£ 100.00
Office expenses	£ 295.37	£ 54.63	£ 350.00
Training	£ -	£ 150.00	£ 150.00
Publications	£ -	£ 50.00	£ 50.00
Subscriptions	£ 319.41	£ 180.59	£ 500.00
Hire of Hall for PC Meetings	£ 50.00	£ 50.00	£ 100.00
Parish Website	£ 460.00	-£ 140.00	£ 320.00
Payroll Fees	£ 356.50	-£ 306.50	£ 50.00
Insurance	£ 1,039.83	-£ 339.83	£ 700.00
Election Costs	£ -	£ 100.00	£ 100.00
Audit Fees	£ 275.00	-£ 15.00	£ 260.00
Street Lighting Energy	£ 878.12	£ 21.88	£ 900.00
Street Lighting Maintenance	£ 558.96	-£ 8.96	£ 550.00
Street Lighting LED Conversion Project	£ 2,172.37	£ -	£ 2,172.37
Grass Cutting & Maintenance	£ 3,605.26	£ 600.00	£ 4,205.26
Village Maintenance/Improvements	£ 10,344.95	-£ 9,344.95	£ 1,000.00
AED Consumables/Maintenance	£ 88.00	£ 12.00	£ 100.00
Snow Warden Remuneration	£ -	£ 150.00	£ 150.00
Grants & Donations	£ 50.00	£ -	£ 50.00
British Legion Wreath	£ 17.00	£ 23.00	£ 40.00
Parish Strip	£ 162.00	-£ 87.00	£ 75.00
Legal Fees	£ 402.00	£ 598.00	£ 1,000.00
Miscellaneous	£ 35.99	-£ 35.99	£ -
Neighbourhood Plan Expenditure	£ 4,260.61	-£ 1,510.61	£ 2,750.00
VAT Paid	£ 3,866.17	-£ 3,866.17	£ -
Earmarked Reserves (office equipment)	£ -	£ 200.00	£ 200.00
General Reserves	£ -	£ 2,000.00	£ 2,000.00
Total payments	£ 37,011.44	-£ 10,258.77	£ 26,752.67

Village Maintenance incl: £8,295 supply & installation of bus shelter, covered by grant funding

At 01st April 2021 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
Notice Board	Unknown	Unknown	£ 500.00	The Pinfold, Valley Lane
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	Unknown	Unknown	£ 9,954.00	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 x34	Various dates	Unknown	£ 68,000.00	Around Parish
		Sub Total	£ 84,559.25	
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	£120,138.75	

Bitteswell with Bittesby Parish Council

Notes to the Accounts for Year Ended 31st March 2022

Receipts

Total receipts during the year amounted to **£39,257.28**

Total expenditure during the year amounted to **£37,011.44**

Precept & Budget Requirement

The Precept and Budget was set at **£22,445.00**

The Tax Base Figure based on the number of Band D equivalent properties for 2021-2022 is **£243.00**.

The budgeted Parish Precept is **£92.37** per Band D property. This is a 7.9% or **£6.80** increase in Council Tax.

Grants & Receipts

Grants Received

The Parish Council received grant funding of **£4,000.00** from Groundwork UK towards the production of Bitteswell with Bittesby's Neighbourhood Plan.

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.

Lutterworth Area Community Projects Limited provided funding of **£8,295.00** to cover the cost of purchasing and installation of the new bus shelter on Ashby Lane.

Leicestershire County Council contributed **£374.95** from The Highways Members Fund towards the licenses and searches needed for the bus shelter installation.

Grants Paid

A grant of **£50.00** was given to Citizens Advice Leicestershire to support their services.

Assets

Assets Held as of 31st March 2022: Total Value - £120,138.75

(Assets are here defined as land, buildings and equipment with a significant value in relation to the Parish's financial activities).

The value of the assets held by the Parish Council has been increased significantly.

Following an asset review it came to light that the War Memorial was omitted from the register and was subsequently added. The number of streetlights and estimated value was updated and the new bus shelter and insured value increased.

Section 137 Payments

The Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2021-22 is **£8.41**.

Recoverable VAT

A total of **£3,866.17** in VAT was paid during the year. This amount is still to be recovered from HMRC.

The Council received a VAT refund of **£2,634.56** for year ending 31st March 2021.

Balances held

Total balance held and carried forward to 01st April 2022 is **£27,963.26**.

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 **£2,000** under 'General Reserves' this year, bringing the total held to **£4,000**. 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 £100 to earmarked reserves to cover election expenses.

Signed (Chair):

Print Name:

Signed (RFO):

Print Name:

Date: