

KINGSWOOD TOWN COUNCIL Item 12

Meeting: Full Council

Date: 12th December 2023

Author: Town Clerk

Item for Consideration: Finance Update

1.0 To receive and approve payments made to date.

1.1 It is a requirement of the Accounts and Audit Regulations 2015 that all payments made are authorized by the council on a regular basis. This list of payments must also be published on the website to comply with the Transparency Code. Below is a list of invoices raised to date. They have all been passed to SGC for payment while the council waits for the bank account to be finalized. KTC will be able to claim the VAT back once the bank account is set up.

Payments for Authorisation					
Meeting Date			28th November 2023		
Payee	Item details	Date	Amount	VAT	Total
Donna Ford	Locum Clerk May to July	17/7/23	2,800.00	-	2,800.00
Donna Ford	Locum Clerk Aug to Nov	17/7/23	3,360.00	-	3,360.00
SGC	Elections	24/10/23	1,050.00	-	1,050.00
Cloudy IT	Laptop, set up, systems	17/7/23	1,273.00	254.75	1,528.50
Cloudy IT	Monthly IT support Aug/	1/9/23	146.32	29.27	175.59
Cloudy IT	Monthly IT support Oct	1/10/23	109.40	21.88	131.28
Cloudy IT	Monthly IT Support Nov	1/11/23	109.40	21.88	131.28
Zurich	Council Insurance - Annu	18/9/23	192.39	-	192.39
Rialtas	Finance package	29/9/23	737.98	147.60	885.58
RW Consultancy	Recruitment	23/9/23	2,369.35	-	2,369.35
Aubergine	Website development	2/8/23	1,874.00	374.80	2,248.80
NALC	Clerk Advert	9/11/23	300.00	60.00	360.00
ALCA	membership - annual	15/11/23	559.79	-	559.79
SLCC	membership - annual	14/11/23	367.00	-	367.00
Rialtas	Finance training	17/11/23	250.00	50.00	300.00
Cllr Robinson	Reimburse for prize vouc	6/11/23	25.00	-	25.00
	Total to end of November		15,523.63	960.18	16,484.56
Meeting Date			12th December 2023		
Payee	Item details	Date	Amount	VAT	Total
Kingswood Parish	Meeting room hire	1/12/23	50.00	-	50.00
Cloudy IT	IT Services	1/12/23	109.40	21.88	131.28
	Total		159.40	21.88	181.28
	Total spend to date		15,683.03	982.06	16,665.84

2.0 To receive spend against budget.

1.2 The council has a budget of £125,108 for this financial year. A forecasted spend to year end has been made of approximately £57,000, leaving the council with a predicted underspend of approximately £68,000. However, if the council was to rent office space, or a by election by called, this would have an impact on this figure. A summary of spend is below:

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		2023 to 2024 (current year)			Variance Budget v Forecast
		Agreed Budget	Spend to date	Forecast to year end	
	Tax base (actual)	8345			
	Band D payment per househo	£14.99			
1076	Precept	£125,100		£125,108	
	Total from Precept	£125,100		£125,108	
200	Employee Costs				
4000	Salary - Clerk /RFO	£36,667	£0	£20,000	£16,667
4020	Employer Pension contributio	£9,167	£0	£5,000	£4,167
4025	Employers National Insurance	£4,000	£0	£2,000	£2,000
4055	Expenses	£916	£0	£500	£416
4060	Payroll Costs: Set-up	£200	£0	£200	£0
4065	Payroll Costs: on-going	£500	£0	£500	£0
4070	Avon Pension Fund set-up cos	£2,300	£0	£2,300	£0
	Employee Costs Total	£53,750	£0	£30,500	£23,250
300	Office Costs				
4100	Set-up Costs	£2,500	£737.98	£1,000	£1,500
4105	IT Software, Consumables	£2,000	£1,273	£1,850	£150
4110	Website	£1,000	£1,874	£2,000	-£1,000
4115	Website Annual costs	£500	£0	£300	£200
4120	Communication IT	£1,200	£475	£1,350	-£150
4125	Postage, Freight & Courier	£100	£0	£100	£0
4130	Office Space Rent	£7,500	£0	£0	£7,500
4135	Printer Cost	£600	£0	£300	£300
4140	Printing Cost	£500	£0	£200	£300
4145	Insurance	£1,600	£192.39	£193	£1,407
	Office set up Total	£17,500	£4,552	£7,293	£10,207
400	Administration/Governance				
4200	Election Costs: Initial	£34,600	£1,050	£1,050	£33,550
4210	Meeting Room costs	£1,000	£50	£600	£400
4215	Councillor Expenses	£500	£25	£0	£500
4220	New Councillor Packs	£500	£0	£0	£500
	Governance Total	£36,600	£1,125	£1,650	£34,950
500	Professional Fees				
4300	Subscription membership	£1,300	£929.79	£930	£370
4305	Audit & Accountancy Fees	£2,000	£0	£1,200	£800
4310	Staff/Councillor Training	£1,000	£250	£1,000	£0
4315	Cont - SGC Parish set up costs	£5,000	£2,669	£2,800	£2,200
4320	Locum Staff set up	£0	£6,160	£6,160	-£6,160
	Professional Fees Total	£9,300	£10,009	£9,703	-£403
600	Other Expenditure				
4400	Communications	£1,000	£0	£1,000	£0
4405	Miscellaneous	£1,000	£0	£1,000	£0
4415	Contingency	£5,958	£0	£5,958	£0
	Other Expenditure Total	£7,958	£0	£7,958	£0
	Total	£125,108	£15,686	£57,104	£68,004

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3.0 To agree to the registration with the Information Commissioner's Office for the purpose of Data Protection compliance £40

- 3.1 As part of the Data Protection Regulations the council must register with the ICA, at a cost of £40.

4.0 Recommendation

- 4.1 That Councillors note the report .
- 4.2 That Councillors agree to the spend of £40 to register with the ICO.