

BROUGHTON IN AMOUNDERNESS PARISH COUNCIL
Minutes Finance Committee

Tuesday 2nd May 2023 6pm @ Toll Bar Cottage

Present: Cllrs. Mrs. P. Hastings, P. Bunting & Cllr. N. Parkinson.

In attendance: Mrs. A. Nicholls – Clerk

Members of the public who wish to raise issues

No public attended the meeting

1. Apologies for absence.

Apologies were received Cllr. M Bell

2. Declarations of Interests- None.

3. New financial year from the 1st April 2023

3.1 CiL

There is currently £835,553.80 CiL money available to spend. The majority of the money has come in since 2022 so the Parish Council has until 2027 to spend the money.

CCLA	£300,000.00
Reserves	£579,348.00
Total	£879,348.00

There is slightly more in the CCLA investment and the Reserves because I am holding part of the precept until it's needed to gain additional interest.

From the CCLA we received £436.83 interest last month. However the moved into the CCLA was not invested for a full month.

The Parish Council will receive approx. £1500 per month from investments but must save £285 per month to pay the Corporation Tax. At the moment the net gain will be approx. £1215 per month. This will however decrease very quickly when we start paying for the work on King Georges Field.

3.2 Budget review

On reviewing the budget that was originally set in Dec 2022 and finalised in Jan 2023. The following varmint were agreed.

➤ Precept

The £2000 additional precept agreed in January 2023 needs to be added to the budget taking the precept to £35,000

➤ Elections

£2000 was put in the Elections budget. The election was uncontested so the actual cost will only be £100 we can vireo £1900 to contingency.

➤ Interest

£2500 was budgeted for interest on the accounts. The actual will be far greater this month. £1573. It will be at least six months before we are making major payments for King George's field so we could prudently raise the budget to £10,000 for projected interest for this year.

➤ Corporation Tax

In addition we need to add an additional budget line for 19% Corporation Tax paid on the interest on investment. This budget will be £1900 expenditure

➤ Website

There has been a cost of living increase for the website so we need to add £50 to the budget from Contingency.

3.3 HMRC

The HMRC for Toll Bar Cottage Staff is currently being paid by the Parish Council. Toll Bar Cottage will needs its own unique number as soon as it transfers to the Charity.

3.4 Toll Bar Cafe Financial Report March 2023: Peter Burton (bookkeeper) to the CMC

"As this is my first report to the Parish Council I will provide a report from the information inherited on quickbooks.

Due to staffing changes in March the cafe had to reduce its opening hours and this is shown in reduced takings. The £366 adjustment is for unbanked takings at the month end.

Gross profit for the month comes in @ 55.7% against 62.78% for the year. This appears as disappointing, however having made a review of the accounts, and the adjustments made for VAT there are a couple to areas I need to discuss with the external accountant to fully sort out.

Overheads are in line with previous months, with standout items being 2 months of invoices for Jenny, as she got her invoice in at leaving, and the cost for the website.

Annual figures against Budget show sales are up by 41.4% with cost of sales up 30.83% giving a gross profit % of 58% against budgeted of 55.7%

Overhead costs are up £6041(8%) above budgeted with the Bulk being staff costs (£4064)

Since starting at the beginning of April, I have reviewed the systems in place especially for recording of cash takings, and have had discussions with the cafe staff, about tightening up the recording, which they are happy with."

4. VAT registration.

Walling's the Accountants should have the VAT registration number by the end of next week which will enable them to begin the process the late VAT return for the Parish Council/Toll Bar Cottage.

The Chair is going to meet with Walling's to agree a letter to Moore and Smalley to reclaim the VAT incurred to the incorrect information they provided. It will be the VAT in relation to Toll Bar Café from

the 1st August 2021 to the 31st August 2022 which the Parish Council will be seeking to reclaim from Moore and Smalley.

The amount due to HMRC for the period 1st Sept 2022 to the date of transfer to the Charity will be retained in the Parish Council Toll Bar Account and not transferred to the Charity.

5. Internal and External Audit.

The Internal Auditor will begin work on the 4th May 2023. His report will be presented at the next Parish Council meeting to be formally signed off. The Annual Return needs to be with External Audit by the 31st July 2023

Meeting closed at 6.45pm