HUTTON ROOF PARISH COUNCIL

BANK RECONCILIATION AT 31 DECEMBER 2017

	£
Cashbook balance brought forward 1 April 2017	£1,455.74
Add Receipts to 31 December 2017	£3,027.41
Less Payments to 31 December 2017	£1,806.94
Cashbook balance carried forward 31 December 2017	**£2,676.21**
Balances at bank at 31 December 2017	
Barclays Bank Community Account	**£2,676.21**
Total balances at bank at 31 December 2017	**£2,676.21**

HUTTON ROOF PARISH COUNCIL - BUDGET MONITORING 2017/18 - 31 DECEMBER 2017					
EXPENDITURE	**Budget 2017/18**	**01/04/17 - 16/10/17 Actual Spend (net)**	**2017 /18 Forecast spend (net)**	**Variance forecast**	**Notes**
Clerk's Salary	£1,200.00	£1,172.63	£1,902.87	£702.87	New Clerk & contract, additional hrs
Administration ('Misc')	£500.00	£232.99	£330.00	-£170.00	
Website (Transparency Code)	£1,200.00	£0.00	£750.00	-£450.00	NB Transparency Fund Grant
Insurance	£270.00	£257.60	£257.60	-£12.40	
Audit Fee	£0.00	£0.00	£0.00	£0.00	
Meeting Room Hire	£70.00	£30.00	£78.00	£8.00	To be paid annually from Jan 2019
Training	£0.00	£0.00	£0.00	£0.00	Costs included in Admin
Subscriptions	£110.00	£108.12	£108.12	-£1.88	
Grants/S137	£0.00	£0.00	£0.00	£0.00	Costs included in Admin
VAT	£0.00	£5.60	£55.27	£55.27	VAT reclaimed at end of year
Election costs	£0.00	£0.00	£0.00	£0.00	
TOTAL EXPENDITURE	**£3,350.00**	**£1,806.94**	**£3,481.86**	**£131.86**	Small overspend

INCOME	**Budget 2017/18**	**Actual income**	**Forecast income**	**Variance**	**Notes**
Precept	£2,236.33	£2,236.33	£2,236.33	£0.00	
SLDC Grant	£13.67	£13.67	£13.67	£0.00	
Parish Land (wayleaves)	£70.00	£64.60	£64.60	-£5.40	
VAT Refund	£0.00	£0.00	£55.27	£55.27	VAT reclaimed at end of year
Other income (Transparency Fund grant)	£0.00	£712.81	£712.81	£712.81	Transparency Fund Grant
Total Income	**£2,320.00**	**£3,027.41**	**£3,082.68**	**£762.68**	Additional income from Transparency Fund

HUTTON ROOF PARISH COUNCIL - DRAFT BUDGET 2018 -2019			
EXPENDITURE	**2017 - 2018 Total forecast**	**Budget 2018 - 2019**	**Notes re 2018 - 2019**
Clerk's Salary	£1,902.87	£2,550.00	Assumes 2% pay rise, average 4 hours per week, small contingency
Administration inc website	£1,080.00	£500.00	Includes stationery, website, Clerk's and councillors' expenses
Insurance	£257.60	£265.00	
Audit Fee	£0.00	£75.00	New internal auditor appointed
Meeting Room Hire	£78.00	£70.00	Includes small contingency in case of additional meetings
Training	£0.00	£250.00	Included in Admin in 2017/18
Subscriptions	£108.12	£150.00	CALC and SLCC (Society of Local Council Clerks)
Grants/Section 137	£0.00	£50.00	Included in Admin in 2017/18 - newsletter contribution; other donations?
VAT	£55.27	£50.00	VAT is reclaimed each year (see below)
Parish Elections	£0.00	£0.00	Added to expenses by SLDC one year in arrears
TOTAL EXPENDITURE	**£3,481.86**	**£3,960.00**	

INCOME			
Precept	£2,236.33	£3,803.76	For info - forecast balance of £1,056.56 at 31/03/18 to be held in reserves
SLDC Grant	£13.67	£41.64	
Parish Land	£64.60	£64.60	
VAT Refund	£55.27	£50.00	
Other income	£712.81	£0.00	
Total Income	**£3,082.68**	**£3,960.00**	

Hutton Roof Parish Council

Financial risk assessment and management for the period 1 April 2017 to 31 March 2018

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Action
Precept	Not submitted	L	Plan meetings to ensure deadline met; minute precept requirement; Clerk to follow-up	Diary
	Not paid by SLDC	L	Clerk to check receipt	Diary
	Inadequate precept	M	Budget monitoring and planning (half yearly review of budget to actual)	Diary
Other income	Cash handling and banking	L	Cash handling is avoided; Clerk to check bank statements; formal half yearly bank reconciliation	Diary
	Loss of income from Parish Land	L	Parish land - record of receipt of payments maintained and monitored	Clerk
Grants	Claims procedure	L	Clerk to check as required	Diary
	Receipt of grant when due	L	Clerk to check receipt	Diary
Investment Income (None at present)	Receipt when due	L	Clerk to check as required	Diary
	Surplus funds	L	Review levels and investment policy annually	Diary
Salaries	Wrong salary (hours/rate) paid; wrong deductions	L	Check salary to minute; check hours and rate to contract	Members to verify
Direct Costs and Overhead Expenses	Goods/services not supplied to Council	L	Follow up on all orders; check receipt of goods and services	Clerk to verify
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and Clerk to check bank statements on a regular basis	Clerk to verify
	Payment is incorrect or to wrong party	M	Signatory to check payment amount and payee; Clerk to check bank statements	Members and Clerk to verify
Grants and Support	No power to pay or no evidence of agreement of Council to pay	M	Clear grant application policy; clear understanding of powers; minute Council agreement	Clerk to verify
	Conditions agreed	L	Conditions agreed recorded in minutes or terms of reference	Clerk to verify
Election costs	Invoice at agreed rate	L	Clerk to check and consider budget	Clerk to verify

VAT	VAT analysis	L	All items recorded on cash book list	Clerk to verify
	Reclaim within time limits	L	Returns to be submitted as and when appropriate	Clerk to verify
Reserves	Adequacy	M	Consider at budget setting and review of final accounts	Member/Clerk/Audit opinion
Assets	Loss, damage, etc.	M	Regular inspections, update insurance and asset registers	Diary
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	Diary
Staff	Loss of Clerk	L	Monitored and managed as appropriate	Member/Clerk view
	Fraud by staff	L	Internal controls; Fidelity Guarantee value appropriately set	Diary
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of insurance cover	Diary
Maintenance	Reduced value of assets or amenities - loss of income or performance	L	Regular maintenance inspections	Diary
Powers and Duties	Illegal activity or payment	L	Council understanding of legal powers and duties; training for Clerk and members	Clerk to verify
Financial Records	Inadequate records	L	Clerk to update and check regularly; review of effectiveness of internal audit	Diary
Minutes	Accurate and legal	L	Review at following meeting; training	Members and Clerk to verify
Members Interests	Conflict of interest	M	Declarations of interest to be documented/minuted and any conflict addressed as appropriate	Clerk to verify

For consideration and adoption: 9 January 2018
Next review date: January 2019

Signed by the Clerk:

Signed by the Chairman:

HUTTON ROOF PARISH COUNCIL		
FIXED ASSET REGISTER		
ITEM	**VALUE AT 9 JANUARY 2018**	**COMMENTS**
Mountain Bike Prohibited Signs	£156.86	
Acer Aspire A114-31 1 laptop with Microsoft Office	£350.00	net value
Total	**£506.86**	
Approval date: 9 January 2018		
Due for next review before end March 2019		

Cumbria Children's Dyslexia Project

Registered charity no. 1174230

Trustees – Andie Runkee, Lucy Stanford, Caroline Cubby, Mike Anderson

We should like to inform the parish council about our charity, whose aim is to screen all children in Cumbria aged 6 to 11 for dyslexia. The project will use schools to facilitate its implementation as the easiest means of accessing such a large number of children but is **NOT** a schools project. This is a project about children, our children in Cumbria. If you have children living in your parish aged between 6 and 11 this affects you. The project accords with priority 3 of the county council development plan " To enable communities to help shape their local services and to promote health and well-being"

We are a registered charity and have received some funding which has enabled us to set up and run a small pilot project in the west of the county which has been well accepted by those participating and is proving valuable. Our members include an accredited teacher of the British Dyslexia Association, 2 retired headteachers, a PR/human resources professional and me, a retired school secretary.

Current thinking is that 10% of our population is dyslexic but indications are that much less than half of these children are identified. Children with unidentified dyslexia are unlikely to achieve their academic potential , frequently have very low self-esteem, disengage and quite often become disaffected to the point where they may give up entirely. Perhaps the most telling evidence for this lies within the studies carried out with those in prison – these have estimated dyslexia is 3 or 4 times higher than the national average within the prison population.

If you have dyslexia in your family or among your friends you will know of the hugely negative impact it can have. Identifying it early and supporting children makes a very considerable difference to their prospects and their well-being. We are an innovative project – routine screening for dyslexia is not/never has been carried out in the UK – and we should like Cumbria to be the first county in England where all children are screened and supported for dyslexia.

We hope to do this through

a) The use of screening software
b) A handbook of realistic strategies, guidance and resource aimed at parents, children and teachers.

The screening software ranges from £205 to £375 per package, depending on how many children we screen at any one time but we have negotiated a 25% discount with the supplier

– if we buy over 50 copies of the licence. We estimate that we will need 266 copies. Funding so far has come from some parish councils, several district councils, the Hadfield Trust, Sealy Beds and James Cropper plc at Kendal.

Please will your parish council make a contribution to the project?

We should be most grateful for any donation that you might think fit to make. If you need any further information please do contact us

Thankyou

Lucy Stanford

Trustee

Contact details

07708 629019