



**MEMBERS OF ODIHAM PARISH COUNCIL FINANCE COMMITTEE
ARE SUMMONED TO ATTEND THE FINANCE COMMITTEE MEETING
WHICH WILL BE HELD VIRTUALLY VIA ZOOM
ON 20th APRIL 2021 AT **7PM****

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

Join Zoom Meeting

<https://us02web.zoom.us/j/88106192233?pwd=UExZc2JlYUxTjhhQQjBRNnR6UT09>

Meeting ID: 881 0619 2233

Passcode: 255387

14th April 2021

Andrea Mann Parish Clerk

- F46/20 To receive apologies for absence**
- F47/20 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- F48/20 Public Session**
An opportunity for residents to raise questions and issues with the Parish in accordance with Standing Orders. Please view details at <http://www.odiham.org.uk/your-council/policies/> or contact the Parish Office for further advice.
- F49/20 Approval of Minutes**
To approve the minutes of the Finance Committee meeting held on 19th January 2021 (F35/20-F46/20).
- F50/20 January-March Bank Reconciliations (page 3-5)**
To approve the January, February and March bank reconciliations to be signed by the Committee Chair at a later date.
- F51/20 Quarter 4 Payments Listing (pages 6-8)**
To review and accept the 2020/21 Quarter 4 Payments Listing which will be published on OPC's website following the meeting.
- F52/20 Quarter 4 Year End Budget Report (pages 9-11)**
To review and accept the 2020/21 year end budget position before any virements agreed in F53/20.



F53/20

End of Year Virements (pages 12-14)

To consider and approve the list of end of year budget virements which will be implemented following the meeting before the year end accounts are produced. The current earmarked reserves listing is attached for information.

F54/20

April 2021 Payments

To approve the payments listing for April 2021 and appoint two Councillors with signatory rights to complete the payment process.

Please note, the listing will include a request to pay the annual insurance premium based on OPC taking on The Bridewell freehold and approval should be subject to full Council decision under agenda item 292/20.

(This listing will be circulated to Councillors by email before the meeting).

F55/20

To note the date of the next meeting

The next Finance Committee meeting will be held on 20th July 2021.

Odiham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
237	Toilets - Power and rates	19/01/2021		Unity Trust	237	Electricity - King St Toilets	nPower	L	64.20	3.21	67.41
230	Chamberlain Gardens (SC Tri	19/01/2021		Unity Trust	230	Grass cutting	Soane Gardening Services	S	150.00	30.00	180.00
231	Cemetery Maintenance	19/01/2021		Unity Trust	230	Grass cutting	Soane Gardening Services	S	150.00	30.00	180.00
232	Other amenity areas mainter	19/01/2021		Unity Trust	230	Grass cutting	Soane Gardening Services	S	250.00	50.00	300.00
233	Play Areas	19/01/2021		Unity Trust	230	Grass cutting	Soane Gardening Services	S	100.00	20.00	120.00
234	Allotments - maintenance	19/01/2021		Unity Trust	230	Grass cutting	Soane Gardening Services	S	75.00	15.00	90.00
239	Training	19/01/2021		Unity Trust	239	NALC Training 25.08.20 Cllr M	NALC	S	43.09	8.62	51.71
242	Telephone and internet	19/01/2021		Unity Trust	243	Telephones	BT	S	224.71	44.94	269.65
243	Postage and consumables	19/01/2021		Unity Trust	243	Toner delivery	Ricoh	S	25.00	5.00	30.00
247	Cemetery Maintenance	19/01/2021		Unity Trust	247	Break lock Chapel safe	Abbey Gate Locksmiths	S	180.00	36.00	216.00
248	IT Support and Back up	19/01/2021		Unity Trust	248	IT Support Feb	Connect Computer Consultan	S	135.00	27.00	162.00
250	Toilets - cleaning	19/01/2021		Unity Trust	250	King St Toilets cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
251	Office Equipment	19/01/2021		Unity Trust	251	Printer rental Q4 and copies	Ricoh	S	106.86	21.37	128.23
235	Subscriptions	19/01/2021		Unity Trust	235	CPRE Membership	CPRE	Z	45.00	0.00	45.00
236	Office Equipment	19/01/2021		Unity Trust	236	Updated CAB Council Admin (€	LexisNexis	Z	119.99	0.00	119.99
238	Audit Fees	19/01/2021		Unity Trust	239	Internal Audit	Lightatouch	Z	516.66	0.00	516.66
240	IT Support and Back up	19/01/2021		Unity Trust	240	Microsoft 365-Clerks laptop	Microsoft Ireland	Z	9.40	0.00	9.40
241	Office Rental	19/01/2021		Unity Trust	242	Rent	HCC	Z	862.50	0.00	862.50
244	Buften Field Play Area	19/01/2021		Unity Trust	244	Tree works Buften Field	LENTHALL LANDSCAPES	Z	370.00	0.00	370.00
245	Christmas Trees and Lights	19/01/2021		Unity Trust	245	Taking down & disposing Chris	The Corporate Garden	Z	240.00	0.00	240.00
246	Tree works	19/01/2021		Unity Trust	246	Tree works Cemetery	Adams Trees	Z	1,110.00	0.00	1,110.00
249	Toilets - cleaning	19/01/2021		Unity Trust	249	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00	0.00	15.00
252	Staff Salaries	19/01/2021		Unity Trust	252	Jan Salaries	Jan Salaries	Z	4,529.51	0.00	4,529.51
253	Staff Salaries	19/01/2021		Unity Trust	253	Jan Employee PAYE & NI	HMRC	Z	554.46	0.00	554.46
254	Pension Contribution	19/01/2021		Unity Trust	254	Jan Employee Pension Cont	Hampshire Pension Fund	Z	259.99	0.00	259.99
255	Employers' NI	19/01/2021		Unity Trust	255	Jan Employer NI	HMRC	Z	434.42	0.00	434.42
256	Pension Contribution	19/01/2021		Unity Trust	256	Jan Employer Pension Cont	Hampshire Pension Fund	Z	749.69	0.00	749.69
259	IT Support and Back up	22/01/2021		Unity Trust	259	IT support	Connect Computer Consultan	S	135.00	27.00	162.00
260	IT Support and Back up	22/01/2021		Unity Trust	260	Laptop Deputy Clerk	Connect Computer Consultan	S	725.00	145.00	870.00
261	IT Support and Back up	22/01/2021		Unity Trust	261	IT support	Connect Computer Consultan	S	110.00	22.00	132.00
257	Community Grants	22/01/2021	201/20i	Unity Trust	257	Community Grant	Homestart	Z	300.00	0.00	300.00
258	Community Grants	22/01/2021	201/20ii	Unity Trust	258	Community Grant	Victim Support	Z	300.00	0.00	300.00
269	Cemetery electricity	16/02/2021		Unity Trust	269	Cemetery electricity	SSE	L	42.59	2.12	44.71
270	Parish Room - power and rat	16/02/2021		Unity Trust	270	Parish Room Electricity	SSE	L	93.75	4.68	98.43
262	Accounts Package	16/02/2021		Unity Trust	262	Scribe 2021/22 License & Supp	Scribe	S	648.00	129.60	777.60
265	Toilets - cleaning	16/02/2021		Unity Trust	265	Toilet Cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00

Odiham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
266	Professional Costs	16/02/2021		Unity Trust	266	The Bridewell Survey	The Goddard Partnership	S	2,000.00	400.00	2,400.00
271	Buften Field Play Area	16/02/2021	AA38/20	Unity Trust	271	Repair Buften Field Play Area	Playscene	S	1,111.50	222.30	1,333.80
272	IT Support and Back up	16/02/2021		Unity Trust	272	IT support	Connect Computer Consultan	S	135.00	27.00	162.00
283	Training	16/02/2021		Unity Trust	283	Cemetery training for Clerk	Institute of Cemetery & Cren	S	185.00	37.00	222.00
263	Parish room - Caretaking	16/02/2021		Unity Trust	263	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00	0.00	15.00
264	Allotments - maintenance	16/02/2021		Unity Trust	264	Remove flytipping allotments	Gregory Property & Garden M	Z	130.00	0.00	130.00
267	Christmas Evening	16/02/2021	180/20	Unity Trust	267	Donation Christmas Carols	All Saints Church Choir	Z	50.00	0.00	50.00
268	Subscriptions	16/02/2021		Unity Trust	268	Parish News Subscription	PCC Odiham	Z	9.00	0.00	9.00
273	IT Support and Back up	16/02/2021		Unity Trust	273	Microsoft 365	Microsoft Ireland	Z	18.80	0.00	18.80
274	Broad Oak Maintenance	16/02/2021		Unity Trust	274	Hart DC Ranger	Hart DC	Z	500.00	0.00	500.00
275	Commons Ranger	16/02/2021		Unity Trust	274	Hart DC Ranger	Hart DC	Z	1,000.00	0.00	1,000.00
276	Staff Salaries	16/02/2021		Unity Trust	276	Feb 2021 Salaries	Feb 2021 Salaries	Z	4,331.48	0.00	4,331.48
277	Staff Salaries	16/02/2021		Unity Trust	277	Feb 2021 PAYE & NI	HMRC	Z	752.49	0.00	752.49
278	Staff Salaries	16/02/2021		Unity Trust	278	Feb 2021 Employee Pension C	Hampshire Pension Fund	Z	259.99	0.00	259.99
279	Employers' NI	16/02/2021		Unity Trust	279	Feb 2021 Employer NI	HMRC	Z	434.46	0.00	434.46
280	Pension Contribution	16/02/2021		Unity Trust	280	Feb 2021 Employer Pension C	Hampshire Pension Fund	Z	749.69	0.00	749.69
282	Re-energising the High St	26/02/2021		Unity Trust	282	Installing Broxap shackles High	Hampshire Groundworks & S	S	2,973.00	594.60	3,567.60
281	Allotment Deposits	26/02/2021		Unity Trust	281	Allotment Deposit	Hulse	Z	60.00	0.00	60.00
284	Conservation Area Character	16/03/2021		Unity Trust	284	Conservation Appraisals Updat	Alan Baxter Ltd	S	2,000.00	400.00	2,400.00
285	NW and Odiham CA Apprais	16/03/2021		Unity Trust	284	Conservation Appraisals Updat	Alan Baxter Ltd	S	2,500.00	500.00	3,000.00
286	Toilets - cleaning	16/03/2021		Unity Trust	286	Toilet Cleaning	CJH Cleaning Services Ltd	S	390.00	78.00	468.00
287	Postage and consumables	16/03/2021		Unity Trust	287	Printing paper	Viking	S	53.80	10.76	64.56
289	Professional Costs	16/03/2021		Unity Trust	289	Legal advice on CIC's	Surrey Hills Solicitors	S	750.00	150.00	900.00
290	IT Support and Back up	16/03/2021		Unity Trust	290	Server back-up	Safe Data Storage	S	475.20	95.04	570.24
293	Other amenity areas mainter	16/03/2021		Unity Trust	293	Dispose green waste Lengthsn	Premier Grounds & Garden M	S	50.00	10.00	60.00
294	Other amenity areas mainter	16/03/2021		Unity Trust	294	Repair Rec Ground gate	Premier Grounds & Garden M	S	119.00	23.80	142.80
295	Toilets - Maintenance	16/03/2021		Unity Trust	295	Repair gents toilets, King St	Astral PMS Ltd	S	100.00	20.00	120.00
296	Toilets - Maintenance	16/03/2021		Unity Trust	296	Repair ladies toilet, King St	Astral PMS Ltd	S	50.00	10.00	60.00
297	Website	16/03/2021		Unity Trust	297	New website	Somerset Web Services Ltd	S	2,075.00	415.00	2,490.00
298	Postage and consumables	16/03/2021		Unity Trust	298	3xLand Registry, 2xspray paint	Andrea Mann	S	45.69	5.17	50.86
299	Other amenity areas mainter	16/03/2021		Unity Trust	299	Keys for Rec gate	Cllr Raw	S	7.17	1.42	8.59
300	Revaluation of Buildings	16/03/2021		Unity Trust	300	Valuation of properties	Sedgwick International UK	S	275.00	55.00	330.00
306	APA	16/03/2021		Unity Trust	306	APA poster design	The Langtons Design Consult	S	100.00	20.00	120.00
288	Parish room - Caretaking	16/03/2021		Unity Trust	288	Parish Room Cleaning	FS Cleaning & Maintenance	Z	15.00	0.00	15.00
291	Toilets - Maintenance	16/03/2021		Unity Trust	291	King St Toilets plumbing issue	Gregory Property Services	Z	35.00	0.00	35.00
292	IT Support and Back up	16/03/2021		Unity Trust	292	Microsoft 365	Microsoft Ireland	Z	18.80	0.00	18.80
301	Staff Salaries	16/03/2021		Unity Trust	301	Mar 2021 - Salaries	Mar 2021 - Salaries	Z	4,331.51	0.00	4,331.51
302	Staff Salaries	16/03/2021		Unity Trust	302	Mar 2021 PAYE & NI	HMRC	Z	752.46	0.00	752.46
303	Staff Salaries	16/03/2021		Unity Trust	303	Mar 2021 Employee Pension C	Hampshire Pension Fund	Z	259.99	0.00	259.99

Odiham Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
304	16/03/2021		Unity Trust	304	Mar 2021 Employer NI	HMRC	Z	434.42	0.00	434.42
305	16/03/2021		Unity Trust	305	Mar 2021 Employer Pension Co	Hampshire Pension Fund	Z	749.69	0.00	749.69
307	16/03/2021		Unity Trust	307	Remove fox from cemetery	Woodside Pest Control Serv	Z	125.00	0.00	125.00
308	30/03/2021		Unity Trust	308	Grounds Maintenance Mar 21	Larkstel Ltd	S	530.25	106.05	636.30
309	30/03/2021		Unity Trust	308	Grounds Maintenance Mar 21	Larkstel Ltd	S	65.25	13.05	78.30
310	30/03/2021		Unity Trust	308	Grounds Maintenance Mar 21	Larkstel Ltd	S	170.00	34.00	204.00
311	30/03/2021		Unity Trust	308	Grounds Maintenance Mar 21	Larkstel Ltd	S	100.00	20.00	120.00
312	30/03/2021		Unity Trust	308	Grounds Maintenance Mar 21	Larkstel Ltd	S	55.25	11.05	66.30
313	30/03/2021		Unity Trust	313	Fencing Peace Garden & Ceme	Premier Grounds & Garden M	S	1,155.00	231.00	1,386.00
314	30/03/2021		Unity Trust	313	Fencing Peace Garden & Ceme	Premier Grounds & Garden M	S	2,046.50	409.30	2,455.80
315	30/03/2021		Unity Trust	315	Book Exchange Branding	The Langtons Design Consult	S	1,000.00	200.00	1,200.00
318	30/03/2021		Unity Trust	318	Phones & broadband	BT	S	272.05	46.41	318.46
319	30/03/2021		Unity Trust	319	Fixings for High Street	Broxap Ltd	S	3,574.00	714.80	4,288.80
320	30/03/2021		Unity Trust	320	Grounds Maintenance 2 Mar 21	Larkstel Ltd	S	350.00	70.00	420.00
321	30/03/2021		Unity Trust	321	Speedwatch equipment	Westcotec Ltd	S	277.50	55.50	333.00
316	30/03/2021		Unity Trust	316	Microsoft 365	Microsoft Ireland	Z	18.80	0.00	18.80
317	30/03/2021		Unity Trust	317	Parish Office rent	HCC	Z	862.50	0.00	862.50
322	31/03/2021		Unity Trust	322	Manual Handling Charge (chec	Unity Trust	Z	0.60	0.00	0.60
323	31/03/2021		Unity Trust	323	service Charge	Unity Trust	Z	29.25	0.00	29.25
Total								55,389.91	5,763.79	61,153.70

Odiham Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

1000 - General Account		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
19	Get mapping	0.00	0.00	0.00	0.00	0.00	0.00
77	Petty cash	0.00	0.00	0.00	0.00	0.00	0.00
1,005	Staff Salaries	0.00	0.00	3,694.35	53,357.00	54,182.88	2,868.47
1,010	Employers' NI	0.00	0.00	655.65	4,201.00	4,689.98	166.67
1,015	Pension Contribution	0.00	0.00	150.00	9,018.00	10,824.69	-1,656.69
1,020	Travel	0.00	0.00	-800.00	1,200.00	111.42	288.58
1,025	Training	0.00	0.00	-500.00	1,250.00	568.09	181.91
1,030	Office Rental	0.00	0.00	0.00	5,400.00	5,273.52	126.48
1,035	Rates	0.00	0.00	0.00	2,200.00	2,020.95	179.05
1,040	Telephone and internet	0.00	0.00	0.00	1,200.00	981.58	218.42
1,045	Office Equipment	0.00	0.00	0.00	500.00	648.85	-148.85
1,050	IT Support and Back up	0.00	0.00	0.00	4,705.00	3,718.90	986.10
1,055	Postage and consumables	0.00	0.00	0.00	1,000.00	366.14	633.86
1,060	Accounts Package	0.00	0.00	0.00	600.00	648.00	-48.00
1,065	Bank Charges	0.00	0.00	0.00	360.00	123.45	236.55
1,070	Audit Fees	0.00	0.00	0.00	1,400.00	980.82	419.18
1,075	Professional Costs	0.00	0.00	0.00	3,000.00	2,750.00	250.00
1,080	Subscriptions	0.00	0.00	5.00	1,700.00	1,825.69	-120.69
1,085	Insurance	0.00	0.00	0.00	3,200.00	0.00	3,200.00
1,090	Election Expenses	0.00	0.00	0.00	2,000.00	0.00	2,000.00
1,095	Civic Hospitality	0.00	0.00	0.00	250.00	0.00	250.00
1,100	Caretaking Equipment	0.00	0.00	0.00	0.00	0.00	0.00
1,500	Precept	0.00	164,202.00	164,202.00	0.00	0.00	0.00
1,505	VAT	0.00	0.00	10,180.04	0.00	0.00	10,180.04
1,510	Bank Interest	0.00	250.00	12.14	0.00	0.00	-237.86
1,515	S106 Income	0.00	0.00	0.00	0.00	0.00	0.00
1,525	Other Income	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	164,452.00	£177,599.18	96,541.00	£89,714.96	19,973.22

2000 - Amenity Areas		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
29	Cemetery additional maintenance	0.00	0.00	0.00	0.00	0.00	0.00
37	Amenity Equipment repairs	0.00	0.00	0.00	0.00	0.00	0.00
47	Parish room - Caretaking	0.00	0.00	0.00	0.00	75.00	-75.00
48	Tennis Courts rates	0.00	0.00	0.00	0.00	0.00	0.00
54	Revaluation of buildings	0.00	0.00	0.00	0.00	0.00	0.00
55	Replacement of carpet in cottage	0.00	0.00	0.00	0.00	0.00	0.00
56	Replanting of trees	0.00	0.00	0.00	0.00	0.00	0.00
59	Tennis and bowls rent	0.00	0.00	0.00	0.00	0.00	0.00
78	Toilet refurbishment	0.00	0.00	0.00	0.00	0.00	0.00
2,005	Chamberlain Gardens (SC Trust)	0.00	0.00	0.00	2,300.00	1,420.00	880.00
2,010	Cemetery Maintenance	0.00	0.00	0.00	13,890.00	11,320.45	2,569.55
2,015	Cemetery rates and water	0.00	0.00	0.00	2,146.00	2,439.67	-293.67
2,020	Cemetery electricity	0.00	0.00	0.00	186.00	155.51	30.49
2,030	Memorial testing	0.00	0.00	0.00	500.00	0.00	500.00
2,035	Other amenity areas maintenance	0.00	0.00	0.00	4,730.00	3,576.08	1,153.92
2,040	Play Areas	0.00	0.00	0.00	6,320.00	2,477.12	3,842.88
2,050	Allotments - maintenance	0.00	0.00	0.00	850.00	645.25	204.75
2,055	Allotments - Water	0.00	0.00	0.00	150.00	0.00	150.00
2,065	Tree works	0.00	0.00	0.00	2,500.00	1,110.00	1,390.00
2,070	Bin emptying	0.00	0.00	0.00	2,484.00	0.00	2,484.00
2,075	Benches and Noticeboards	0.00	0.00	0.00	500.00	0.00	500.00
2,080	Basingstoke Canal	0.00	0.00	0.00	4,000.00	4,036.00	-36.00
2,085	Broad Oak Maintenance	0.00	0.00	0.00	500.00	500.00	0.00
2,090	Commons Ranger	0.00	0.00	0.00	1,000.00	1,000.00	0.00
2,095	Toilets - Maintenance	0.00	0.00	0.00	450.00	185.00	265.00
2,100	Toilets - Power and rates	0.00	0.00	0.00	1,800.00	1,685.53	114.47
2,105	Toilets - cleaning	0.00	0.00	0.00	4,680.00	4,695.00	-15.00
2,110	Parish Room - power and rates	0.00	0.00	0.00	675.00	724.14	-49.14
2,115	Parish room - maintenance	0.00	0.00	0.00	200.00	823.70	-623.70
2,120	Chapel Cottage Maintenance	0.00	0.00	0.00	1,000.00	883.25	116.75
2,125	Estate Agent Fees	0.00	0.00	-2,200.00	2,200.00	0.00	0.00
2,135	Tree Survey	0.00	0.00	0.00	500.00	0.00	500.00
2,500	Chapel Cottage rent	0.00	12,000.00	12,761.00	0.00	177.10	583.90
2,505	Burial fees	0.00	9,000.00	8,215.00	0.00	0.00	-785.00
2,510	Allotment rents	0.00	950.00	1,185.00	0.00	37.50	197.50
2,515	Allotment Deposits	0.00	0.00	60.00	0.00	0.00	60.00
2,520	Other income	0.00	100.00	1.00	0.00	0.00	-99.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Odiham Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

		£0.00	22,050.00	£20,022.00	53,561.00	£37,966.30	13,566.70
3000 - Community							
		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
3,005	APA	0.00	0.00	0.00	150.00	100.00	50.00
3,010	PR & Pub inc newsletter	0.00	0.00	0.00	4,000.00	1,344.75	2,655.25
3,015	Community Grants	0.00	0.00	0.00	7,000.00	4,350.00	2,650.00
3,025	Citizens Advice	0.00	0.00	0.00	1,500.00	0.00	1,500.00
3,030	Christmas Evening	0.00	0.00	0.00	2,500.00	50.00	2,450.00
3,035	Christmas Trees and Lights	0.00	0.00	0.00	1,100.00	1,008.62	91.38
3,040	Carols in Bury	0.00	0.00	0.00	1,000.00	0.00	1,000.00
3,045	RAF Christmas Gifs	0.00	0.00	0.00	2,500.00	2,325.00	175.00
3,050	Bi annual box cart race	0.00	0.00	0.00	500.00	0.00	500.00
3,055	Bands/Blues AFD	0.00	1,000.00	0.00	2,000.00	0.00	1,000.00
3,060	VE Day	0.00	0.00	-1,000.00	1,000.00	0.00	0.00
3,065	Remembrance	0.00	0.00	0.00	50.00	160.00	-110.00
3,070	Promotion of village	0.00	0.00	0.00	1,000.00	1,549.89	-549.89
3,075	Survey Subscriptions	0.00	0.00	0.00	500.00	0.00	500.00
3,080	Odiham Book Exchange	0.00	0.00	0.00	0.00	0.00	0.00
3,500	Community Income	0.00	0.00	0.00	0.00	0.00	0.00
3,505	Event Sponsorship Income	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	1,000.00	£-1,000.00	24,800.00	£10,888.26	11,911.74
4000 - Planning							
		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
	73 Training and Membership	0.00	0.00	0.00	0.00	0.00	0.00
4,010	NH Plan	0.00	0.00	4.00	100.00	0.00	104.00
4,015	NW and Odiham CA Appraisals	0.00	0.00	0.00	2,500.00	2,500.00	0.00
		£0.00	0.00	£4.00	2,600.00	£2,500.00	104.00
5000 - Traffic and Transport							
		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
4,500	Lighting - Maint and admin	0.00	0.00	0.00	4,500.00	0.00	4,500.00
5,005	Lighting - energy costs	0.00	0.00	0.00	1,500.00	6,484.28	-4,984.28
5,015	Sustainable Transport	0.00	0.00	0.00	4,000.00	0.00	4,000.00
		£0.00	0.00	£0.00	10,000.00	£6,484.28	3,515.72
7000 - Earmarked Reserves							
		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
7,005	Office Rental	0.00	0.00	0.00	0.00	0.00	0.00
7,010	IT Support/Upgrade	0.00	0.00	0.00	0.00	675.00	-675.00
7,015	Election Expenses	0.00	0.00	0.00	0.00	0.00	0.00
7,020	Website	0.00	0.00	0.00	0.00	2,455.00	-2,455.00
7,025	Allotment Deposits	0.00	0.00	180.00	0.00	180.00	0.00
7,030	Chapel Cottage Deposit	0.00	0.00	0.00	0.00	0.00	0.00
7,035	Cemetery Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,040	Amenity Equipment Repairs	0.00	0.00	0.00	0.00	0.00	0.00
7,045	Chapel Building Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,050	Chapel Cottage Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
7,055	War Memorial Maintenance	0.00	0.00	0.00	0.00	1,884.00	-1,884.00
7,060	Play Area Replacement	0.00	0.00	0.00	0.00	0.00	0.00
7,065	Buften Field Play Area	0.00	0.00	0.00	0.00	1,871.50	-1,871.50
7,070	Benches & Noticeboards	0.00	0.00	0.00	0.00	0.00	0.00
7,075	Parish Room Maintenance	0.00	0.00	0.00	0.00	3,320.00	-3,320.00
7,080	Grounds Maintenance	0.00	0.00	0.00	0.00	6,446.50	-6,446.50
7,085	Memorial Testing	0.00	0.00	0.00	0.00	0.00	0.00
7,090	Revaluation of Buildings	0.00	0.00	0.00	0.00	275.00	-275.00
7,095	Footpaths Improvements	0.00	0.00	0.00	0.00	0.00	0.00
7,100	Development of Sustainable Trans	0.00	0.00	0.00	0.00	0.00	0.00
7,105	G Rotherby Bequest	0.00	0.00	0.00	0.00	0.00	0.00
7,110	Re-energising the High St	0.00	0.00	0.00	0.00	7,425.00	-7,425.00
7,115	Conservation Area Character Appr	0.00	0.00	0.00	0.00	2,000.00	-2,000.00
7,120	Increasing Biodiversity	0.00	0.00	0.00	0.00	0.00	0.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Odiham Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

7,125 Book Exchange	0.00	0.00	10,000.00	0.00	1,000.00	9,000.00
	£0.00	0.00	£10,180.00	0.00	£27,532.00	-17,352.00
NET TOTAL	£0.00	187,502.00	£206,805.18	187,502.00	£175,085.80	31,719.38



REPORT ON: 2020/21 End of Year Virements

WRITTEN BY: Parish Clerk

MEETING DATE: 20th April 2021

AGENDA ITEM: F53/20

Introduction

As per agenda item F52/20, the end of year budget position shows:

Income £19,303.18 over budget
Expenditure £12,416.20 under budget
= £31,719.38 budget underspend

There are varying reasons for this underspend which were reported at the previous meeting under agenda item F42/20 and led to OPC agreeing £12,000 towards supplementing the 2021/22 precept to fund the 2021/22 budget.

Unspent budgets are automatically returned to general reserves unless instructed otherwise. This report proposes a list of end of year virements to earmarked reserves which will be implemented before the 2020/21 end of year accounts are closed. The current earmarked reserves report is attached.

Code	Description	Proposed Virement			
		Amount	From	To	Reason
1085	Insurance	£3,200	1085	New EMR	Invoice due for payment April 2021.
1090	Election Expenses	£2,000	1090	Election Expenses EMR	Continue to build EMR for 2023.
2010	Cemetery Maintenance	£500	2010	Cemetery Maintenance EMR	New contract to maintain gardens of remembrance, tree maintenance required on avenue of Yew trees and works will be required in 2-3 years to clear scrubland assigned as burial space.
2030	Memorial testing	£500	2030	Memorial Testing EMR	Testing due. Insufficient budget in previous years.
2040	Play areas	£2,545	2040	Amenity Equipment Repairs EMR	Play areas repairs awarded, awaiting parts.
2135	Tree Survey	£500	2135	New EMR	Full survey due.
3010	PR & Pub inc Newsletter	£786	3010	New EMR	Invoice due for payment April 2021.
3075	Survey Subscriptions	£320	3075	New EMR	Invoice due for payment April 2021.
5015	Sustainable Transport	£4,000	4015	Development of Sustainable Transport EMR	Continue to build EMR. Signage discussions 20.04.21. Discussions with Hart DC underway on EVCP's.
	Total	£14,351			



Summary

Balances @ 31.03.21	+£207,796	
Less EMR	-£88,870	(eg £74,591 + £14,351)
Less £12,000 towards 2021/22	-£12,000	
Plus VAT payment due (est)	+£5763	
General reserves	£112,689	(equates to 5.99 months 2021/22 running costs)

For Decision

Councillors are asked to review and agree the list of proposed earmarked reserves.

Odiham Parish Council
Reserves Balance
2020 - 2021

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Allotment Deposits	60.00	1,100.00	180.00	180.00	1,160.00
Chapel Cottage Deposit	0.00	1,211.00	0.00	0.00	1,211.00
Buften Field Play Area	0.00	5,919.00	1,871.50	0.00	4,047.50
G Rotherby Bequest	0.00	3,522.00	0.00	0.00	3,522.00
Total Capital	60.00	11,752.00	2,051.50	180.00	9,940.50
Earmarked					
Office Rental	0.00	1,000.00	0.00	0.00	1,000.00
IT Support/Upgrade	0.00	5,000.00	675.00	0.00	4,325.00
Election Expenses	0.00	2,500.00	0.00	0.00	2,500.00
Website	0.00	3,500.00	2,455.00	0.00	1,045.00
Cemetery Maintenance	0.00	2,000.00	0.00	0.00	2,000.00
Amenity Equipment Repairs	0.00	1,000.00	0.00	0.00	1,000.00
Chapel Building Maintenance	0.00	30,000.00	0.00	0.00	30,000.00
Chapel Cottage Maintenance	0.00	1,500.00	0.00	0.00	1,500.00
War Memorial Maintenance	0.00	2,000.00	1,884.00	0.00	116.00
Play Area Replacement	0.00	5,000.00	0.00	0.00	5,000.00
Benches & Noticeboards	0.00	2,000.00	0.00	0.00	2,000.00
Parish Room Maintenance	0.00	1,000.00	3,320.00	0.00	-2,320.00
Grounds Maintenance	0.00	10,000.00	6,446.50	0.00	3,553.50
Memorial Testing	0.00	1,000.00	0.00	0.00	1,000.00
Revaluation of Buildings	0.00	1,000.00	275.00	0.00	725.00
Increasing Biodiversity	0.00	2,000.00	0.00	0.00	2,000.00
Footpaths Improvements	0.00	2,000.00	0.00	0.00	2,000.00
Development of Sustainable Tr	0.00	5,000.00	0.00	0.00	5,000.00
Supporting the High St	0.00	10,000.00	7,425.00	0.00	2,575.00
Conservation Area Character A	0.00	2,500.00	2,000.00	0.00	500.00
Book Exchange	0.00	0.00	1,000.00	10,000.00	9,000.00
Total Earmarked	0.00	90,000.00	25,480.50	10,000.00	74,519.50
TOTAL RESERVE	60.00	101,752.00	27,532.00	10,180.00	84,460.00
GENERAL FUND					60,183.84
TOTAL FUNDS					246,335.84