CHOLMONDELEY AND CHORLEY PARISH COUNCIL

Appendix C – Report of the Responsible Financial Officer

Budget monitoring 2026/27 and the budget and precept for 2027/28

Position for the year to 15 November 2026. Prepared 16 November 2026.

To: The Chairman and Members of Cholmondeley and Chorley Parish Council

From: The Responsible Financial Officer

Date: 16 November 2026

Subject: Budget monitoring 2026/27 to 15 November 2026, and the budget and precept for 2027/28

1. Purpose

This report gives the Council the financial position for 2026/27 to 15 November 2026 and asks it to approve a budget and precept for 2027/28. It is supported by Appendix E (Proposed Budget 2027/28) and Appendix F (the precept and taxbase information notified by Cheshire East Council). The detailed monitoring position is Appendix B.

2. Summary and recommendation

- **Spending is at** expenditure of £3,388.19 to 15 November 2026 against a full-year budget of £3,508.00, with £119.81 of the budget unspent at this stage of the year.
- **Income to date is** income of £1,775.86, with both precept instalments received in full. Full-year income is forecast at £3,789.68 against a budget of £3,678.97, an excess of £110.71.
- **The year is heading for** a net surplus for the year of £401.49 on current forecasts.
- **This report recommends that** the Council to set a balanced budget for 2027/28 totalling £3,626.00 of expenditure against forecast income of £3,696.00, a planned surplus of £70.00; to approve a precept of £3,500.00, unchanged from 2026/27; to note that the taxbase of 172.52 is provisional; and to authorise the Clerk to submit the precept form by 5 February 2027.

Appendix B has been corrected and now reconciles throughout: its lines, its group sub-totals and its overall totals are consistent, and the expenditure budget for the year is £3,508.00. This report uses those corrected figures.

3. 2026/27 position to 15 November 2026

Expenditure by line, with the position to date and the full-year forecast. Variance is the budget less the forecast, so a positive figure is an underspend.

Line	Budget 2026/27	Actual to 15 Nov	Variance
Administration			
Staff Costs incl hmrc	1,906.31	1,840.72	65.59
Running/office costs	50.00	–	50.00
Stamps	6.00	–	6.00
IT Equipment	–	–	–
Community Purchase			
Wreath (remembrance)	50.00	75.00	(25.00)
Bulbs (Community)	–	50.00	(50.00)
ICO			
ICO registration	52.00	52.00	–
Website			
hosting and emails	380.00	375.00	5.00
AVOW (professional services)			
Payroll Services	80.00	12.58	67.42
Professional Fees			
Internal Audit	200.00	175.00	25.00
Subscriptions			

Chalc	92.43	92.43	–
VAT			
VAT	100.00	225.66	(125.66)
Hire of Venue Meetings			
Hire of Bowling Green	–	–	–
Defibrillators			
Maintenance	128.00	128.00	–
Insurance			
Zurich	300.00	294.54	5.46
Training			
Clerk/Councillors	67.26	67.26	–
CommunityDonations			
Community Events	96.00	–	96.00
OVERALL TOTAL EXPENDITURE	**3,508.00**	**3,388.19**	**119.81**

Income:

Line	Budget 2026/27	Actual to 15 Nov	Variance
Precept	3,500.00	3,500.00	–
VAT refund 26/27	82.97	225.00	(142.03)
Estimated interest	96.00	64.68	31.32
TOTAL INCOME	**3,678.97**	**3,789.68**	**(110.71)**

The expenditure budget for 2026/27 is £3,508.00, expenditure to 15 November 2026 is £3,388.19 and the variance is £119.81. Income to date is £3,789.68 against a budget of £3,678.97, an excess of £110.71. The resulting net position is a surplus of £401.49 for the year to 15 November 2026.

The Actual column is the total for the year to 15 November 2026 and includes payments made between April and August. The monthly columns in Appendix B begin at September, so the annual figure for each line is not the sum of its monthly columns; Appendix B carries a note to this effect.

4. Points for the Council's attention

- **Taxbase is provisional.** The taxbase notified for 2027/28 is 172.52 against 170.64 for 2026/27, an increase of 1.88 Band D equivalents or 1.10%. Cheshire East states the figure is provisional and may be revised up to 31 January 2027.
- **Staff costs.** Staff costs of £1,840.72 are forecast against a budget of £1,906.31.
- **Community purchases.** The remembrance wreath cost £75.00 against a budget of £50.00, and £50.00 of community bulbs was spent against no budget line at all. A budget line for bulbs is proposed for 2027/28.
- **VAT.** VAT of £225.66 was incurred against a budget of £100.00, but VAT is recoverable and £225.00 has been refunded against £82.97 budgeted. The Council is in a better position than the expenditure line alone suggests.
- **Interest.** Interest of £64.68 is forecast against £96.00 budgeted, a shortfall of £31.33 consistent with lower prevailing rates.
- **Website and payroll.** Website and email costs show £15.00 to date against £380.00, and payroll services £12.58 against £80.00. These reflect the timing of the underlying contracts, not a saving, and the full-year provisions are retained.

5. Reserves, balances and the 2027/28 budget

The surplus on the year will pass to the general reserve before any earmarking the Council wishes to make. The reserve balances were not available when this report was prepared and are not stated here.

The budget at Appendix E provides for £3,626.00 of expenditure against forecast income of £3,696.00, a planned surplus of £70.00. The proposed precept is £3,500.00, unchanged from 2026/27. The main movements are:

- **Staff costs:** the 2.29% employer's contribution uplift, an addition of £43.69.

- **Insurance:** to £320.00 in advance of the renewal quotation.
- **A new provision** for community bulbs, which had no budget line but on which £50.00 was spent in 2026/27, and a small uplift for training.
- **A planned surplus** of £70.00, planned in the light of the underspends running in 2026/27 rather than absorbed by an increase in the precept.

6. Precept, Band D equivalent and elections

The recommended precept of £3,500.00 is unchanged, but because the taxbase has risen the Band D equivalent falls from £20.51 to £20.29, a reduction of 22 pence per Band D property. To hold the Band D equivalent at its 2026/27 level would require a precept of £3,538.00. Appendix F sets out the options.

Cheshire East will recharge councils whose elections are contested in May 2027 at 70p per elector in the contested area; no recharge is made for an uncontested election. The Council's electorate for this purpose is not stated in the precept letter, so the amount cannot be calculated here. The figure from the updated spreadsheet due in December 2026 should be used. By way of indication, 70p per elector gives £210.00 at an electorate of 300 and £350.00 at 500. The budget and precept recommended above make no provision for a recharge.

7. Precept timetable

- **16 December 2026 —** Cheshire East presents its provisional taxbase to its full Council.
- **31 January 2027 —** the statutory deadline for revising the taxbase.
- **5 February 2027 —** the electronic, signed precept form is due to Cheshire East by DocuSign.
- **Precept instalments —** 50% by 30 April 2027 and 50% by 30 September 2027, paid by BACS.

8. Recommendations

The Council is recommended to:

1. note the monitoring position to 15 November 2026 for 2026/27;
2. **note that Appendix B has been corrected and now reconciles throughout;**
3. approve the budget for 2027/28 at Appendix E, totalling £3,626.00 of expenditure and £3,696.00 of income;
4. approve a precept for 2027/28 of £3,500.00, giving a Band D equivalent of £20.29;
5. note that the taxbase of 172.52 is provisional, and delegate authority to the Clerk, in consultation with the Chairman, to recalculate the Band D equivalent should the final taxbase be revised before 31 January 2027;
6. authorise the Clerk to submit the signed precept form to Cheshire East by 5 February 2027;
7. delegate authority to the Clerk, in consultation with the Chairman, to settle the May 2027 election recharge when the updated spreadsheet is received.

Signed: ..... Responsible Financial Officer

Date: .....