

BUDGET REPORT TO COSTESSEY TOWN COUNCIL 07/07/20 - ACCOUNTS TO END APRIL 2020

AT THE END OF APRIL COUNCIL WAS 1/12 (8.3%) OF THE WAY THROUGH THE FINANCIAL YEAR AND WAS IN BUDGET BY £278,567. IT HAD RECEIVED 40.4% OF ITS BUDGETED INCOME AND SPENT 6.7% OF ITS BUDGETED EXPENDITURE

Council has received the first instalment of the precept (£329,875.50). Some cost centres are showing a potential overspend, though many will even out over the year (eg Subscriptions at 59.6% & insurance at 94.6%) as these are paid annually at the beginning of the financial year. Due to COVID-19 Council has received NO income from hall hires except for pre-payments carried over, nor any commission. Neither did Council receive any Burial & Memorial fees which are sporadic and cannot be accurately predicted. Council has received the first instalment of CIL receipts (£2,482.24), but this is an unknown quantity and varies according to planning consents granted in Costessey. There is a Property Maintenance EMR which will be used to fund property maintenance and smooths out the variable peaks & troughs over the years.

THE FIRST MONTH IS NOT A GOOD INDICATOR OF HOW THE YEAR WILL END. HOWEVER, THERE IS LIKELY TO BE A CONSIDERABLE SHORTFALL IN INCOME OVER THE YEAR DUE TO THE LONG-TERM CLOSURE OF THE COMMUNITY HALLS FOLLOWING GOVERNMENT GUIDELINES ON LOCKDOWN, AND COUNCIL IS LIKELY TO HAVE TO FUND THE YEAR END (MARCH 2021) DEFICIT FROM ITS RESERVES.

Cost Centre 101 - General Administration

4009: Travel: (10.8%): Essential Car User Allowances & Mileage. Budget reduced from two years ago, but increasing.

4021: Telephone & Fax: (8.9%) Marginally over budget. Line rental @ £223.21. **POTENTIAL OVERSPEND**

4024: Subscriptions / Publications: (59.6%). Often paid annually at the beginning of the financial year. This should even out over the year.

4025: Insurance: (94.6%) One-off payment. This should even out over the year.

4027: Computer Software & IT: (23.7%) Purchase of two replacement laptops & 3-year service @ £1,182.44 plus regular IT support.

Cost Centre 201 – Breckland Hall

4018: Refuse Disposal: (18.2%) This is a quarterly charge

4036: Property Maintenance: (26.9%) regular PAT testing @ £44.75; Replacement fire doors @ £837.39

4050: Security Costs: (41.7%): Services @ £250

Cost Centre 202 – Costessey Centre

4018: Refuse Disposal: (18.2%) @ £273. This is a quarterly charge

4050: Security Costs: (50%) Services @ £250. **POTENTIAL OVERSPEND**

Cost Centre 221 – Cemetery

4011: Rates: (8.8%) Now spread over 12 payments per year. Total to pay £754.63. BUDGET: £700 **THIS WILL BE AN OVERSPEND OF £54.63**

Cost Centre 241 – Open Spaces

4012: Water & Drainage: (94.1%) One-off payment of £15.06 to Norfolk Rivers for stretch of R Tud at Gunton Lane.

Cost Centre 291 – Outside Services

4006: Protective clothing: (11.4%) Safety gloves @ £71.25

4017: Health & Safety: (8.9%) Solo Protect Alarm support @ £40 **POTENTIAL OVERSPEND**

Hilary Elias. 17 June 2020

Summary Income & Expenditure by Budget Heading 30/04/2020

Month No: 1 CTC REMOTE 7/7/20 Cost Centre ReportACCOUNTS END OF APRIL 2020

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration							
	Income	329,244	329,244	663,051	333,808			49.7%
	Expenditure	27,258	27,258	282,150	254,892		254,892	9.7%
	Movement to/(from) Gen Reserve	301,986	301,986					
102	Civic Activities							
	Expenditure	0	0	24,835	24,835		24,835	0.0%
109	Capital and Projects							
	Income	2,482	2,482	2,500	18			99.3%
	Expenditure	10,050	10,050	0	(10,050)		(10,050)	0.0%
	Movement to/(from) Gen Reserve	(7,568)	(7,568)					
110	Capital Costessey Centre							
	Expenditure	0	0	63,302	63,302		63,302	0.0%
201	Breckland Hall							
	Income	152	152	25,025	24,873			0.6%
	Expenditure	3,276	3,276	54,170	50,894		50,894	6.0%
	Movement to/(from) Gen Reserve	(3,124)	(3,124)					
202	Costessey Centre							
	Income	954	954	54,550	53,596			1.7%
	Expenditure	2,447	2,447	114,000	111,553		111,553	2.1%
	Movement to/(from) Gen Reserve	(1,493)	(1,493)					
203	Fete							
	Income	0	0	9,000	9,000			0.0%
	Expenditure	0	0	12,000	12,000		12,000	0.0%
	Movement to/(from) Gen Reserve	0	0					
205	Queen's Hills Community Centre							
	Income	220	220	23,050	22,830			1.0%
	Expenditure	1,076	1,076	52,050	50,974		50,974	2.1%
	Movement to/(from) Gen Reserve	(856)	(856)					
211	Breckland Recreation Grd							
	Expenditure	155	155	16,298	16,143		16,143	1.0%
212	Longwater Lane Recr'n Ground							
	Income	0	0	3,025	3,025			0.0%
	Expenditure	168	168	5,600	5,432		5,432	3.0%
	Movement to/(from) Gen Reserve	(168)	(168)					
215	Queens Hill Recreation Areas							
	Expenditure	0	0	1,550	1,550		1,550	0.0%
221	Cemetery & Closed Churchyard							
	Income	0	0	29,500	29,500			0.0%
	Expenditure	1,061	1,061	6,540	5,479		5,479	16.2%
	Movement to/(from) Gen Reserve	(1,061)	(1,061)					
231	Allotments							
	Income	0	0	1,200	1,200			0.0%
	Expenditure	0	0	775	775		775	0.0%
	Movement to/(from) Gen Reserve	0	0					
241	Open Spaces							
	Income	0	0	13,600	13,600			0.0%
	Expenditure	910	910	20,416	19,506		19,506	4.5%
	Movement to/(from) Gen Reserve	(910)	(910)					
251	Street Furniture							
	Expenditure	0	0	4,100	4,100		4,100	0.0%
252	Road and Streetlights							
	Expenditure	421	421	22,346	21,925		21,925	1.9%
291	Outside Services							
	Expenditure	7,663	7,663	131,875	124,212		124,212	5.8%
	Grand Totals:- Income	333,051	333,051	824,501	491,450			40.4%
	Expenditure	54,485	54,485	812,007	757,522	0	757,522	6.7%
	Net Income over Expenditure	278,567	278,567	12,494	(266,073)			
	Movement to/(from) Gen Reserve	278,567	278,567					

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30/04/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
100	Trade Debtors	782	
105	VAT Control	9,249	
115	Prepaid Fete costs 2021-22	2,676	
201	Barclays Current/Premium Acct	813,756	
202	Barclays Salaries Account	36,602	
211	Barclays Treasurers Account	140,000	
212	Clerks Imprest Acc 1	2,000	
213	Groundsman Imprest Acc 2	3,000	
231	Petty Cash	300	
Total Current Assets			1,008,365
<i>Current Liabilities</i>			
500	Trade Creditors	(795)	
520	PAYE & NI Due	5,604	
525	Superannuation Due	4,998	
533	Income in Advance Fete 2021/22	3,958	
540	Deposits -Breckland	6,814	
541	Deposits - Costessey Centre	952	
542	Deposits - QHCC	880	
570	Retentions Payable	3,751	
Total Current Liabilities			26,162
Net Current Assets			982,204
Total Assets less Current Liabilities			982,204
<i>Represented by :-</i>			
300	Current Year Fund	278,567	
310	General Fund	181,178	
320	EMR Elections	18,712	
321	Rolling Capital Fund	316,582	
327	EMR Property Maintenance	31,648	
328	EMR Legal Fees	15,000	
329	EMR New Cemetery Fund	97,894	
330	EMR Recruitment	1,000	
334	EMR CIL 2018-19	19,165	
335	EMR CIL 2019-20	10,030	
337	EMR Streetlight Maintenance	12,428	
Total Equity			982,204

Payments over £500

Apr-20

Date	Payee	Description	Cost Centre	Amount £
01/04/2020	South Norfolk Council	Refuse Collection		£819.00
04/04/2020	NorfolkALC	Subscription	101	£1,247.00
15/04/2020	South Norfolk Council	Costessey Centre Rates	202	£1,482.25
15/04/2020	South Norfolk Council	Breckland Hall Rates	201	£724.50
16/04/2020	Havenpower Ltd	Usage 01/03/20-31/03/20 QH	205	£984.76
20/04/2020	Breakwater IT Ltd	IT Support	101	£1,418.93
23/04/2020	Norfolk County Council	Contribution to Traffic calming	109	£10,050.00
23/04/2020	British Gas	CC Electricity 02/01/20-01/04/20	202	£3,151.65
24/04/2020	Broadland Guarding services	back-up various sites	201,202,205,221	£900.00
24/04/2020	Vincent Bunn	Grass cutting - agency	241	£1,074.00
24/04/2020	Zurich Municipal	Insurance	101	£10,253.18
28/04/2020	J&D Carpentry Services Ltd	Replacement fire doors	201	£1,004.87
30/04/2020	Transfer	PP1 Salaries	101, 201 & 291	£24,428.52
30/04/2020	British Gas	CC Gas 01/02/2020- 31/03/20	202	£544.29
30/04/2020	East Fire Extinguishers & Alarms	Replacement CCTV DVR - BH	201	£876.00

**Bank Reconciliation Statement as at 11/05/2020
for Cashbook 1 - Barclays Current/Premium Acct**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current Acct	30/04/2020		5,000.00
Barclays Business Premium Acct	30/04/2020		837,076.92
			<u>842,076.92</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
13/12/2019 112201 Queen's Hill Primary School	290.00
16/12/2019 112203 [REDACTED]	100.00
17/02/2020 112289 [REDACTED]	60.00
19/02/2020 112294 Downs Syndrome Norfolk	100.00
09/03/2020 112316 [REDACTED]	60.00
09/03/2020 112315 [REDACTED]	60.00
12/03/2020 112321 Norwich Mayalees	268.00
13/03/2020 112322 WAW Wrestling	100.00
16/03/2020 112323 [REDACTED]	30.00
18/03/2020 112327 [REDACTED]	100.00
19/03/2020 112330 [REDACTED]	32.00
19/03/2020 112333 Norfolk Fibromyalgia Support	46.00
25/03/2020 112338 [REDACTED]	124.00
25/03/2020 112344 [REDACTED]	60.00
31/03/2020 112350 Petty Cash	110.55
06/04/2020 112376 [REDACTED]	90.00
06/04/2020 112375 [REDACTED]	30.00
06/04/2020 112371 [REDACTED]	92.00
06/04/2020 112369 Doublewick Candles	90.00
06/04/2020 112367 [REDACTED]	90.00
06/04/2020 112354 MTM Youth	19.00
06/04/2020 112384 [REDACTED]	90.00
08/04/2020 112361 Norwich Pest Control & Washroo	216.00
14/04/2020 112365 [REDACTED]	298.35
16/04/2020 112382 [REDACTED]	45.00
16/04/2020 112381 East Anglian Tuition	90.00
16/04/2020 112380 [REDACTED]	15.00
23/04/2020 112385 Norfolk County Council	10,050.00
24/04/2020 112386 Broadland Guarding Services Lt	900.00
24/04/2020 112387 Eastern Shires Purchasing Orga	385.81
24/04/2020 112388 INSTITUTE OF CEMETERY & CREMAT	95.00
24/04/2020 112389 [REDACTED]	1,074.00
24/04/2020 112390 ZURICH MUNICIPAL	10,253.18
28/04/2020 112391 J&D Carpentry Services Ltd	1,004.87
30/04/2020 112395 Petty Cash	20.96
30/04/2020 112392 APT	178.98
30/04/2020 112393 East Fire Extinguishers & Alar	876.00
30/04/2020 112397 Anglia Door Systems Ltd	126.00
30/04/2020 112394 [REDACTED]	650.00

**Bank Reconciliation Statement as at 11/05/2020
for Cashbook 1 - Barclays Current/Premium Acct**

	<u>Amount</u>	<u>Balances</u>
		28,320.70
		<u>813,756.22</u>
<u>Receipts not Banked/Cleared (Plus)</u>		
	0.00	
		<u>0.00</u>
		813,756.22
	Balance per Cash Book is :-	813,756.22
	Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2020
for Cashbook 2 - Barclays Salaries Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Salaries Account	30/04/2020		36,602.27
			<u>36,602.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			36,602.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			36,602.27
		Balance per Cash Book is :-	36,602.27
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2020
for Cashbook 3 - Barclays Treasurers Account**


<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasury Deposit 23123826	30/04/2020		140,000.00
			<u>140,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			140,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			140,000.00
		Balance per Cash Book is :-	140,000.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2020
for Cashbook 4 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/04/2020	0	300.00
			<hr/> 300.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			300.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			300.00
		Balance per Cash Book is :-	300.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2020
for Cashbook 5 - Clerks Imprest Acc 2**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays CPC Petty Cash No2	30/04/2020	0	2,000.00
			<u>2,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			2,000.00
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>0.00</u>
			2,000.00
		Balance per Cash Book is :-	2,000.00
		Difference is :-	0.00



THE CLERK
 THE COSTESSEY CENTRE
 LONGWATER LANE
 COSTESSEY
 NORWICH
 NR8 5AH

Your Business Current Account

At a glance

Date	Description	Money out £	Money in £	Balance £
1 Apr	Start Balance			2,000.00
2 Apr	Refund From Hire Station-One C On 01 Apr		421.14	2,421.14
6 Apr	Card Payment to Tesco Store 2948 On 05 Apr	3.00		2,418.14
	Card Payment to Tesco Stores 6041 On 04 Apr	3.25		2,414.89
	Ⓢ Commission Charges For The Period 13 Feb /12 Mar	6.50		2,408.39
8 Apr	Card Payment to Www.Norfolkfa.Com On 07 Apr	180.00		2,228.39
24 Apr	Card Payment to Www.Planningportal On 23 Apr	256.00		1,972.39
30 Apr	Card Payment to Wix.Com Luxembourg On 26 Apr	4.16		1,968.23
	Card Payment to Emapsite Com On 29 Apr	15.59		1,952.64
	Internet Banking Transfer From Account 70291323 at 20-62-68 Cimp April Reimbur		47.36	2,000.00
30 Apr	Balance carried forward			2,000.00
	Total Payments/Receipts	468.50	468.50	

01 - 30 Apr 2020


Start balance	£2,000.00
Money out	£468.50
▶ Commission charges	£6.50
▶ Interest paid	£0.00
Money in	£468.50
End balance	£2,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

**Bank Reconciliation Statement as at 30/04/2020
for Cashbook 6 - Groundsman Imprest Acc 1**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Costesseypc Petty Cash No 1	30/04/2020		3,000.00
			<u>3,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			3,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			3,000.00
		Balance per Cash Book is :-	3,000.00
		Difference is :-	0.00



**THE CLERK
 THE COSTESSEY CENTRE
 LONGWATER LANE
 COSTESSEY
 NORWICH
 NR8 5AH**

Your Business Current Account

At a glance

01 - 30 Apr 2020

Start balance	£3,000.00
Money out	£155.48
▶ Commission charges	£6.50
▶ Interest paid	£0.00
Money in	£155.48
End balance	£3,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
1 Apr	Start Balance			3,000.00
3 Apr	Card Payment to Www.Justgloves.Co. On 02 Apr	85.50		2,914.50
6 Apr	Commission Charges For The Period 13 Feb /12 Mar	6.50		2,908.00
21 Apr	Card Payment to Wolseley UK On 20 Apr	41.53		2,866.47
29 Apr	Card Payment to Screwfix Direct On 28 Apr	21.95		2,844.52
30 Apr	Internet Banking Transfer From Account 70291323 at 20-62-68 Gimp April Reimbur		155.48	3,000.00
30 Apr	Balance carried forward			3,000.00
	Total Payments/Receipts	155.48	155.48	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.