

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

AT THE END OF MAY COUNCIL WAS 1/6 (16.7%) OF THE WAY THROUGH THE FINANCIAL YEAR AND WAS IN BUDGET BY £245,804. IT HAD RECEIVED 40.8% OF ITS BUDGETED INCOME AND SPENT 11.2% 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 77.5% & 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. Burial & Memorial fees are lower than anticipated (10.8%) - they 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.

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: (21.8%): Essential Car User Allowances & Mileage. Budget reduced from two years ago, but increasing. **POTENTIAL OVERSPEND**

4024: Subscriptions / Publications: (77.5%). 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.

4026: Photocopier / Hire Charges: (20.8%): **POTENTIAL OVERSPEND**

4027: Computer Software & IT: (29.8%) 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% - no change) This is a quarterly charge

4028: Licences: (45%): TV Licence £158

4036: Property Maintenance: (26.9%- no change) regular PAT testing £44.75; Replacement fire doors £837.39:

4050: Security Costs: (41.7% no change): Services £250; **POTENTIAL OVERSPEND**

Cost Centre 202 – Costessey Centre

4012: Water & Drainage: (42.6%) **POTENTIAL OVERSPEND**

4018: Refuse Disposal: (18.2% no change) This is a quarterly charge

4050: Security Costs: (25%) Services. **POTENTIAL OVERSPEND**

Cost Centre 205 – Queen’s Hills Community Centre

4018: Refuse Disposal: (21.9%) This is a quarterly charge

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

Cost Centre 211 – Breckland Park

4041: Equipment Hire: (no budget) Overseeder. **OVERSPEND YTD £80**

Cost Centre 212 – Longwater Lane Recreation Ground

4028: Licences: (no budget) Planning Fee – football cages **OVERSPEND YTD £13**

Cost Centre 221 – Cemetery

4011: Rates: (17.8%) Now spread over 12 payments per year. Total to pay £754.63. BUDGET: £700

THIS WILL BE AN OVERSPEND OF £54.63

4039: Grounds Maintenance: (20.9%) Miscanthus Cut £175; Miscanthus baling £450;

4060: Other professional fees: (no budget) Planning Fee £252

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.

Hilary Elias. 19 June 2020

Summary Income & Expenditure by Budget Heading 31/05/2020

Month No: 2 CTC 7/7/2020

Cost Centre Report

ACCOUNTS TO END MAY 2020

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration							
	Income	0	329,244	663,051	333,808			49.7%
	Expenditure	18,974	46,232	282,150	235,918		235,918	16.4%
	Movement to/(from) Gen Reserve	(18,974)	283,012					
102	Civic Activities							
	Expenditure	804	804	24,835	24,031		24,031	3.2%
109	Capital and Projects							
	Income	0	2,482	2,500	18			99.3%
	Expenditure	0	10,050	0	(10,050)		(10,050)	0.0%
	Movement to/(from) Gen Reserve	0	(7,568)					
110	Capital Costessey Centre							
	Expenditure	0	0	63,302	63,302		63,302	0.0%
201	Breckland Hall							
	Income	0	152	25,025	24,873			0.6%
	Expenditure	1,176	4,452	54,170	49,719		49,719	8.2%
	Movement to/(from) Gen Reserve	(1,176)	(4,300)					
202	Costessey Centre							
	Income	(58)	896	54,550	53,654			1.6%
	Expenditure	3,651	6,098	114,000	107,902		107,902	5.3%
	Movement to/(from) Gen Reserve	(3,709)	(5,202)					
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	0	220	23,050	22,830			1.0%
	Expenditure	1,190	2,266	52,050	49,784		49,784	4.4%
	Movement to/(from) Gen Reserve	(1,190)	(2,046)					
211	Breckland Recreation Grd							
	Expenditure	398	553	16,298	15,746		15,746	3.4%
212	Longwater Lane Rec'n Ground							
	Income	0	0	3,025	3,025			0.0%
	Expenditure	398	565	5,600	5,035		5,035	10.1%
	Movement to/(from) Gen Reserve	(398)	(565)					
215	Queens Hill Recreation Areas							
	Expenditure	0	0	1,550	1,550		1,550	0.0%
221	Cemetery & Closed Churchyard							
	Income	3,174	3,174	29,500	26,326			10.8%
	Expenditure	689	1,749	6,540	4,791		4,791	26.8%
	Movement to/(from) Gen Reserve	2,486	1,425					
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	0	910	20,416	19,506		19,506	4.5%
	Movement to/(from) Gen Reserve	0	(910)					
251	Street Furniture							
	Income	230	230	0	(230)			0.0%
	Expenditure	0	0	4,100	4,100		4,100	0.0%
	Movement to/(from) Gen Reserve	230	230					
252	Road and Streetlights							
	Expenditure	207	628	22,346	21,718		21,718	2.8%
291	Outside Services							
	Expenditure	8,624	16,287	131,875	115,588		115,588	12.4%
	Grand Totals:- Income	3,347	336,398	824,501	488,103			40.8%
	Expenditure	36,110	90,594	812,007	721,413	0	721,413	11.2%
	Net Income over Expenditure	(32,763)	245,804	12,494	(233,310)			
	Movement to/(from) Gen Reserve	(32,763)	245,804					

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
100	Trade Debtors	3,535
105	VAT Control	3,910
115	Prepaid Fete costs 2021-22	2,676
201	Barclays Current/Premium Acct	783,907
202	Barclays Salaries Account	36,632
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		975,960
<i>Current Liabilities</i>		
500	Trade Creditors	333
520	PAYE & NI Due	5,623
525	Superannuation Due	5,009
533	Income in Advance Fete 2021/22	3,538
540	Deposits - Breckland	6,814
541	Deposits - Costessey Centre	632
542	Deposits - QHCC	820
570	Retentions Payable	3,751
Total Current Liabilities		26,520
Net Current Assets		949,441
Total Assets less Current Liabilities		949,441
<i>Represented by :-</i>		
300	Current Year Fund	245,804
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		949,441

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
315 Capital Receipts Reserve	0.00		0.00
320 EMR Elections	18,712.00		18,712.00
321 Rolling Capital Fund	316,582.00		316,582.00
322 EMR Equipment Replacement	0.00		0.00
323 EMR Costessey Centre	0.00		0.00
324 EMR Green Hill Woods Project	0.00		0.00
325 EMR Parish Plan Projects	0.00		0.00
327 EMR Property Maintenance	31,648.00		31,648.00
328 EMR Legal Fees	15,000.00		15,000.00
329 EMR New Cemetery Fund	97,894.23		97,894.23
330 EMR Recruitment	1,000.00		1,000.00
331 EMR CIL 2015-16	0.00		0.00
332 EMR CIL 2016-17	0.00		0.00
333 EMR CIL 2017-18	0.00		0.00
334 EMR CIL 2018-19	19,164.55		19,164.55
335 EMR CIL 2019-20	10,030.43		10,030.43
336 EMR Streetlight Replacement	0.00		0.00
337 EMR Streetlight Maintenance	12,428.00		12,428.00
	<u>522,459.21</u>	<u>0.00</u>	<u>522,459.21</u>

Payments over £500

May-20

Date	Payee	Description	Cost Centre	Amount £
05/05/2020	Norwich Pest Control & Washrooms	Washroom May-July 20	201,202,205	£612.00
12/05/2020	D S & D Mack	Fertiliser	211 & 212	£954.00
14/05/2020	KJ Youth Work Services	On-line Youth Work	102	£632.05
14/05/2020	P Russon & Sons	Miscanthus cut	221	£540.00
15/05/2020	South Norfolk Council	Rates Costessey Centre	202	£1,487.00
15/05/2020	South Norfolk Council	Rates Breckland Hall	201	£728.00
18/05/2020	Havenpower Ltd	QHCC Electricity 01/04/20-30/04/20	205	£748.34
19/05/2020	Vincent Bunn	Grass cutting agency contract	241	£1,074.00
29/05/2020	Transfer	PP2 Salaries	101, 201 & 291	£24,551.43

**Bank Reconciliation Statement as at 04/06/2020
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	31/05/2020		5,000.00
Barclays Business Premium Acct	31/05/2020		785,190.48
			<u>790,190.48</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
13/12/2019 112201 Queen's Hill Primary School		290.00	
16/12/2019 112203 ██████████		100.00	
17/02/2020 112289 ██████████		60.00	
19/02/2020 112294 Downs Syndrome Norfolk		100.00	
09/03/2020 112316 ██████████		60.00	
12/03/2020 112321 Norwich Mayalees		268.00	
13/03/2020 112322 WAW Wrestling		100.00	
16/03/2020 112323 ██████████		30.00	
18/03/2020 112327 ██████████		100.00	
19/03/2020 112330 ██████████		32.00	
25/03/2020 112338 ██████████		124.00	
25/03/2020 112344 ██████████		60.00	
06/04/2020 112375 ██████████		30.00	
06/04/2020 112354 MTM Youth		19.00	
06/04/2020 112384 ██████████		90.00	
16/04/2020 112381 East Anglian Tuition		90.00	
30/04/2020 112397 Anglia Door Systems Ltd		126.00	
05/05/2020 112399 ██████████		100.00	
05/05/2020 112398 Norwich Pest Control & Washroo		612.00	
12/05/2020 112402 ██████████ Mack		954.00	
14/05/2020 112406 A J LLoyd Ltd		210.60	
14/05/2020 112407 Norfolk Association of Local C		48.00	
14/05/2020 112409 P Russon & Sons		540.00	
14/05/2020 112405 ██████████		60.00	
14/05/2020 112404 ██████████		180.00	
14/05/2020 112403 ██████████		90.00	
18/05/2020 112411 NORFOLK PARISH TRAINING & SUPP		50.00	
18/05/2020 112410 East Anglian Service Engineers		200.00	
18/05/2020 112413 Royal Association for Deaf		169.00	
19/05/2020 112415 ██████████ Vincent-Bunn		1,074.00	
19/05/2020 112417 ██████████		45.00	
19/05/2020 112416 ██████████ Purple Owl		15.00	
21/05/2020 112418 ██████████		60.00	
27/05/2020 112420 ██████████		90.00	
27/05/2020 112419 Norwich Group of Flower Clubs		60.00	
29/05/2020 112481 Petty Cash		47.12	
			<u>6,283.72</u>
			783,906.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	

**Bank Reconciliation Statement as at 04/06/2020
for Cashbook 1 - Barclays Current/Premium Acct**

<u>Amount</u>	<u>Balances</u>
	0.00
	783,906.76
Balance per Cash Book is :-	783,906.76
Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2020
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	31/05/2020		36,632.24
			<u>36,632.24</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			36,632.24
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			36,632.24
		Balance per Cash Book is :-	36,632.24
		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	31/05/2020		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 31/05/2020
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	31/05/2020	0	300.00
			<u>300.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			300.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			300.00
		Balance per Cash Book is :-	300.00
		Difference is :-	0.00

Apr-20				£20.96	£279.04
VCH1078	The Post Office				£300.00
VCH1079	The Range	Signed For' Postage	CQ 112395	£8.24	£291.76
VCH1080	M&S	Cleaning Supplies		£5.48	£286.28
VCH1081	The Post Office	Cleaning Wipes		£2.00	£284.28
VCH1082	Co-op	Postage		£8.24	£276.04
VCH1083	Co-op	Milk		£1.50	£274.54
VCH1084	The Post office	Milk		£1.50	£273.04
VCH1085	Lidl	Postage		£2.06	£270.98
VCH1086	M&S	Biscuits and carrier		£2.61	£268.37
VCH 1087	Budgens	Hand Sanatizer		£3.50	£264.87
		Tea, Coffee & Milk		£11.99	£252.88
May-20			CQ 112481	£47.12	£252.88
					£300.00

**Bank Reconciliation Statement as at 31/05/2020
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	31/05/2020	0	2,000.00
			<u>2,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		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

01 - 29 May 2020

Start balance	£2,000.00
Money out	£437.88
▶ Commission charges	£6.50
▶ Interest paid	£0.00
Money in	£437.88
End balance	£2,000.00

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

Date	Description	Money out £	Money in £	Balance £
1 May	Start Balance			2,000.00
4 May	Card Payment to Tesco Store 2948 On 02 May	3.50		1,996.50
5 May	Commission Charges For The Period 13 Mar /13 Apr	6.50		1,990.00
6 May	Card Payment to Zoom.GBP USA On 05 May	143.88		1,846.12
14 May	Card Payment to Slcc Enterprises L On 13 May	281.00		1,565.12
26 May	Card Payment to Marks&Spencer PLC On 25 May	3.00		1,562.12
29 May	Internet Banking Transfer From Account 70291323 at 20-62-68 End of Month		437.88	2,000.00
29 May	Balance carried forward			2,000.00
	Total Payments/Receipts	437.88	437.88	

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 31/05/2020
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	31/05/2020		3,000.00
			<u>3,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		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 - 29 May 2020

Start balance	£3,000.00
Money out	£273.53
▶ Commission charges	£6.50
▶ Interest paid	£0.00
Money in	£273.53
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 May	Start Balance			3,000.00
))) Card Payment to Co-Op Group Petrol On 30 Apr	21.83		2,978.17
5 May	€ Commission Charges For The Period 13 Mar /13 Apr	6.50		2,971.67
12 May))) Card Payment to Co-Op Group Petrol On 11 May	22.74		2,948.93
13 May))) Card Payment to Co-Op Group Petrol On 12 May	21.88		2,927.05
15 May	Card Payment to Paypal *Screwfix On 14 May	12.98		2,914.07
19 May	Card Payment to Century Plastics On 18 May	54.15		2,859.92
20 May	Card Payment to Screwfix Direct On 19 May	113.26		2,746.66
28 May))) Card Payment to Mrh Oval Garage On 26 May	20.19		2,726.47
29 May	Internet Banking Transfer From Account 70291323 at 20-62-68 End of Month		273.53	3,000.00
29 May	Balance carried forward			3,000.00
	Total Payments/Receipts	273.53	273.53	

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