

BUDGET REPORT ACCOUNTS TO END FEBRUARY 2021 TO F,B&S COMMITTEE 19/03/21 & COSTESSEY TC 06/04/21

AT THE END OF FEBRUARY COUNCIL WAS 11/12 (91.6%) OF THE WAY THROUGH THE FINANCIAL YEAR AND WAS IN BUDGET BY £232,786. IT HAD RECEIVED 101% OF ITS BUDGETED INCOME AND SPENT 81.8% OF ITS BUDGETED EXPENDITURE

Due to COVID-19 income from hall hires except for pre-payments carried over has been minimal, but halls have opened on a limited basis when possible, depending on Government guidance. However, Council is fortunate that the Government changed the rules on Business Interruption Grants for local councils and CTC has received £24,857 for each of the Costessey Centre and Breckland Hall and £17,407 for Queen's Hills Community Centre, based on rateable values to mitigate the loss in hirer income.

Burial & Memorial fees are lower than anticipated (85.67%) - they are sporadic and cannot be accurately predicted, though there has been an increase in enquiries recently. Council has received £450 for the sale of the Miscanthus crop at the cemetery, and £4,768 for the sale of timber at Greenhills Woods. It has also received both instalments of CIL receipts (£7,022.04); this is an unknown quantity and varies according to planning consents granted in Costessey. The Grass cutting income is slightly more than anticipated.

Likely overspend codes (depending on the cost centre) at Year End are:

Salaries & Wages, Travel, Training, Postage, Subscriptions, Insurance, Cemetery Rates, Computer software & IT, Licences, Equipment & Small tools(under £1,000), Health & Safety, Refuse / Waste disposal, Grounds Maintenance, Property Maintenance (funded by the EMR), Security, QHCC Water

Security was originally undertaken by the outsourced cleaning company, so previously appeared in 4016 Janitorial and included the cleaners' salaries, which now are included in Code 4001/101.

Travel to the halls by the Buildings Manager and cleaner have pushed up the travel costs in Code 4009/101.

Health & Safety has increased due to extra requirements for Covid.

The Property Maintenance EMR will be used to fund property maintenance and smooths out the variable peaks & troughs over the years.

Hilary Elias. 10 March 2021

17:07

Summary Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Cost Centre Report

ACCOUNTS TO END FEBRUARY 21

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration							
	Income	0	660,928	663,051	2,123			99.7%
	Expenditure	20,432	256,659	282,150	25,491		25,491	91.0%
	Movement to/(from) Gen Reserve	(20,432)	404,270					
102	Civic Activities							
	Income	0	(61)	0	61			0.0%
	Expenditure	180	12,632	24,835	12,203		12,203	50.9%
	Movement to/(from) Gen Reserve	(180)	(12,694)					
109	Capital and Projects							
	Income	0	53,625	2,500	(51,125)			2145.0%
	Expenditure	0	43,838	0	(43,838)		(43,838)	0.0%
	Movement to/(from) Gen Reserve	0	9,788					
110	Capital Costessey Centre							
	Expenditure	0	63,302	63,302	0	63,302	(63,302)	200.0%
111	Capital QHCC							
	Expenditure	0	0	0	0		0	0.0%
201	Breckland Hall							
	Income	3,193	27,445	25,025	(2,420)			109.7%
	Expenditure	1,485	23,862	54,170	30,308		30,308	44.1%
	Movement to/(from) Gen Reserve	1,708	3,583					
202	Costessey Centre							
	Income	2,659	26,086	54,550	28,464			47.8%
	Expenditure	3,561	41,911	114,000	72,089		72,089	36.8%
	Movement to/(from) Gen Reserve	(902)	(15,825)					
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	2,096	18,662	23,050	4,388			81.0%
	Expenditure	1,780	20,736	52,050	31,314		31,314	39.8%
	Movement to/(from) Gen Reserve	316	(2,075)					
211	Breckland Recreation Grd							
	Expenditure	0	9,915	16,298	6,383		6,383	60.8%
212	Longwater Lane Recr'n Ground							
	Income	0	0	3,025	3,025			0.0%
	Expenditure	0	2,920	5,600	2,680		2,680	52.1%
	Movement to/(from) Gen Reserve	0	(2,920)					
215	Queens Hill Recreation Areas							
	Expenditure	0	0	1,550	1,550		1,550	0.0%
221	Cemetery & Closed Churchyard							
	Income	5,636	25,723	29,500	3,777			87.2%
	Expenditure	63	7,903	6,540	(1,363)	755	(2,118)	132.4%
	Movement to/(from) Gen Reserve	5,573	17,820					
231	Allotments							
	Income	0	1,360	1,200	(160)			113.3%
	Expenditure	1,020	1,020	775	(245)		(245)	131.6%
	Movement to/(from) Gen Reserve	(1,020)	340					
241	Open Spaces							
	Income	13,832	18,600	13,600	(5,000)			136.8%
	Expenditure	0	12,825	20,416	7,591	15	7,576	62.9%
	Movement to/(from) Gen Reserve	13,832	5,775					
251	Street Furniture							
	Expenditure	12	668	4,100	3,432		3,432	16.3%



Summary Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
252 Road and Streetlights	Income	0	230	0	(230)			0.0%
	Expenditure	422	3,193	22,346	19,153		19,153	14.3%
	Movement to/(from) Gen Reserve	<u>(422)</u>	<u>(2,963)</u>					
291 Outside Services	Income	10	10	0	(10)			0.0%
	Expenditure	8,095	98,438	131,875	33,437		33,437	74.6%
	Movement to/(from) Gen Reserve	<u>(8,085)</u>	<u>(98,428)</u>					
Grand Totals:- Income		27,426	832,609	824,501	(8,108)			101.0%
Expenditure		37,050	599,823	812,007	212,184	64,072	148,112	81.8%
Net Income over Expenditure		<u>(9,624)</u>	<u>232,786</u>	<u>12,494</u>	<u>(220,292)</u>			
Movement to/(from) Gen Reserve		<u>(9,624)</u>	<u>232,786</u>					

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 28/02/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Trade Debtors	22,659	
105	VAT Control	780	
115	Prepaid Fete costs 2021-22	2,676	
201	Barclays Current/Premium Acct	835,988	
202	Barclays Salaries Account	51,853	
212	Clerks Imprest Acc 1	3,000	
213	Groundsman Imprest Acc 2	3,000	
231	Petty Cash	300	
	Total Current Assets		920,257
	<u>Current Liabilities</u>		
500	Trade Creditors	348	
520	PAYE & NI Due	6,212	
525	Superannuation Due	5,641	
533	Income in Advance Fete 2021/22	1,469	
540	Deposits -Breckland	5,136	
541	Deposits - Costessey Centre	1,060	
542	Deposits - QHCC	620	
	Total Current Liabilities		20,485
	Net Current Assets		899,771
	Total Assets less Current Liabilities		899,771
	<u>Represented by :-</u>		
300	Current Year Fund	232,786	
310	General Fund	181,178	
320	EMR Elections	18,712	
321	Rolling Capital Fund	271,201	
327	EMR Property Maintenance	31,648	
328	EMR Legal Fees	15,000	
329	EMR New Cemetery Fund	97,894	
330	EMR Recruitment	1,000	
331	EMR CIL 2020-21	7,022	
334	EMR CIL 2018-19	19,165	
335	EMR CIL 2019-20	10,030	
337	EMR Streetlight Maintenance	12,428	
338	EMR Queen's Hills Drainage	1,708	
	Total Equity		899,771

Feb-21

Payments over £500

Date	Payee	Description	Cost Centre	Amount £
03/02/2021	David Ogilvie Engineering Ltd	2 Rainbow Benches		£2,732.40
03/02/2021	Norwich Pest Control & Washrooms	Washroom Services	201/202/221/205	£612.00
04/02/2021	GSL Dardan	Security & Key Holding	201/202/221	£1,119.60
12/02/2021	Norfolk Community Foundation	Return of Armed Forces Grant for 2021 Fete	533	£500.00
15/02/2021	SNDC	Business Rates BH	201	£728.00
15/02/2021	SNDC	Business Rates CC	202	£1,487.00
15/02/2021	DAG Civils	Remedial Snagging Drainage works	338	£26,100.00
16/02/2021	Costessey Parochial Charity	Allotment Rents (75%)	231	£1,020.00
16/02/2021	British Gas PLC	CC Gas Usage 01/01/21-31/01/21	202	£506.43
19/02/2021	British Gas PLC	CC Elec Usage 02/01/21-01/02/21	202	£792.96
23/02/2021	Canary Guttering	Gutters on halls cleaned	201/202/205	£800.00
24/02/2021	DAG Civils	Remedial Drainage works	338	£6,600.00
24/02/2021	Salaries Transfer	PP12 Reimbursement	101, 201 & 291	£27,457.56

**Bank Reconciliation Statement as at 02/03/2021
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	28/02/2021		5,000.00
Barclays Business Premium Acct	28/02/2021		843,125.30
			<u>848,125.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
16/07/2020 112454	[REDACTED]	60.00	
22/01/2021 112617	The Waffle Works	90.00	
22/01/2021 112618	Genesis Lifts Ltd	240.00	
03/02/2021 112622	Force Fresh Limited	103.67	
03/02/2021 112624	Norwich Pest Control & Washroo	612.00	
04/02/2021 112628	[REDACTED] Vincent-Bunn	360.00	
04/02/2021 112627	KJ Youth Work Services	419.20	
04/02/2021 112629	GSL Dardan Limited	1,119.60	
11/02/2021 112631	National Assoc of Local Council	13.98	
15/02/2021 112633	Norwich Pressure Washing & Win	125.00	
17/02/2021 112636	[REDACTED]	30.00	
17/02/2021 112637	The Figure Factory	90.00	
17/02/2021 112638	[REDACTED]	90.00	
17/02/2021 112639	[REDACTED]	30.00	
17/02/2021 112640	[REDACTED]	90.00	
17/02/2021 112641	[REDACTED]	94.00	
17/02/2021 112642	[REDACTED]	100.00	
17/02/2021 112643	[REDACTED]	30.00	
17/02/2021 112644	[REDACTED]	68.00	
17/02/2021 112645	[REDACTED]	90.00	
17/02/2021 112646	[REDACTED]	90.00	
17/02/2021 112647	Hallswood Animal Sanctuary	60.00	
17/02/2021 112648	Gt Yarmouth Greyhounds	32.00	
17/02/2021 112649	[REDACTED]	90.00	
17/02/2021 112650	[REDACTED]	90.00	
17/02/2021 112651	[REDACTED]	90.00	
17/02/2021 112652	Norfolk Angels	17.00	
17/02/2021 112653	[REDACTED]	54.00	
17/02/2021 112654	OCWI	15.00	
17/02/2021 112655	[REDACTED]	45.00	
17/02/2021 112656	[REDACTED]	45.00	
17/02/2021 112657	[REDACTED]	45.00	
17/02/2021 112658	West Norwich Lions	38.00	
17/02/2021 112659	[REDACTED]	49.00	
17/02/2021 112660	[REDACTED]	45.00	
17/02/2021 112665	[REDACTED]	17.00	
17/02/2021 112666	Twirlesque Majorettes	19.00	
17/02/2021 112667	[REDACTED]	90.00	
17/02/2021 112668	Norfolk SEN	30.00	
17/02/2021 112671	[REDACTED]	90.00	
22/02/2021 112669	The Alarm Company	10.16	

**Bank Reconciliation Statement as at 28/02/2021
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	28/02/2021		51,853.05
			<u>51,853.05</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			51,853.05
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			51,853.05
		Balance per Cash Book is :-	51,853.05
		Difference is :-	0.00

**Bank Reconciliation Statement as at 09/11/2020
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	28/02/2021		0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2021
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	28/02/2021		300.00
			<u>300.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			300.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			300.00
		Balance per Cash Book is :-	300.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2021
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>
Clerk's Imprest Account	28/02/2021	0	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

30 Jan - 26 Feb 2021

Date	Description	Money out £	Money in £	Balance £
30 Jan	Start Balance			2,000.00
4 Feb	Ⓢ Commission Charges For The Period 14 Dec 2020/12 Jan 2021	6.50		1,993.50
19 Feb	🏪 Refund From Currys Online On 11 Jan		149.00	2,142.50
25 Feb	🏠 Internet Banking Transfer From Account 70291323 at 20-62-68 Feb Incr + Reimbu		857.50	3,000.00
26 Feb	Balance carried forward			3,000.00
Total Payments/Receipts		6.50	1,006.50	


Start balance	£2,000.00
Money out	£6.50
▶ Commission charges	£6.50
▶ Interest paid	£0.00
Money in	£1,006.50
End balance	£3,000.00

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 28/02/2021
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	28/02/2021		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
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 NR8 5AH

Your Business Current Account

At a glance

Date	Description	Money out £	Money in £	Balance £
30 Jan	Start Balance			3,000.00
2 Feb	Card Payment to Screwfix Dir Ltd On 01 Feb	19.56		2,980.44
4 Feb	Card Payment to Longwater Construc On 03 Feb	14.16		2,966.28
	Commission Charges For The Period 14 Dec 2020/12 Jan 2021	6.50		2,959.78
10 Feb	Card Payment to Pips Skips Ltd On 09 Feb	240.00		2,719.78
25 Feb	Internet Banking Transfer From Account 70291323 at 20-62-68 Feb Gimp Reimburse		280.22	3,000.00
26 Feb	Balance carried forward			3,000.00
	Total Payments/Receipts	280.22	280.22	

30 Jan - 26 Feb 2021

Start balance	£3,000.00
Money out	£280.22
► Commission charges	£6.50
► Interest paid	£0.00
Money in	£280.22
End balance	£3,000.00

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