

**BUDGET REPORT TO FINANCE & GOVERNANCE COMMITTEE
22/07/22 & TO COSTESSEY TOWN COUNCIL 09/08/22 -
ACCOUNTS TO END JUNE 2022**

AT THE END OF JUNE COUNCIL WAS 1/4 (25%) OF THE WAY THROUGH THE FINANCIAL YEAR. IT HAD RECEIVED 48.3% OF ITS BUDGETED ANNUAL INCOME AND SPENT 26.8% OF ITS BUDGETED EXPENDITURE.

COUNCIL IS RUNNING A BALANCED BUDGET IN 2022-23

INCOME:

Fete: The accounts for June include much of the income received however, as some expenditure is still outstanding this is expected to be received in July. Marwood Ltd refunded £834.00 for the return of the deposit on the barriers.

EXPENDITURE:

Cemetery: A payment of £15,700.00 was made in full for the footpath.

Breckland Hall: Handrail repairs at a cost of £4806.00 were completed.

Queens Hill Community Centre: Final payment of £2364.00 was made for roller shutters for the hall.

PPL/PRS Ltd: took two payments of £262.51 on 9 June 2022 by mistake. This error has been acknowledged, with refund still to be received.

LOAN PAYMENT:

Fixed price loan payments of £36,387.00 have been paid.

THE THIRD MONTH HAS SEEN CHANGES HOWEVER AS IN THE PREVIOUS MONTHS IT IS TOO EARLY TO INDICATE OF HOW THE YEAR WILL END.

Stacey Kent 18 July 2022

15:19

Summary Income & Expenditure by Budget Heading 18/07/2022

Month No: 3

C.T.C. 9.8.2022

Cost Centre Report

ACCOUNTS TO END JUNE 2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration							
	Income	108	353,449	706,781	353,332			50.0%
	Expenditure	29,180	94,583	382,580	287,997		287,997	24.7%
	Movement to/(from) Gen Reserve	(29,071)	258,866					
102	Civic Activities							
	Expenditure	926	6,688	27,900	21,212		21,212	24.0%
109	Capital and Projects							
	Income	0	1,001	0	(1,001)			0.0%
	Expenditure	0	1,001	0	(1,001)		(1,001)	0.0%
	Movement to/(from) Gen Reserve	0	0					
110	Capital Costessey Centre							
	Expenditure	31,651	31,651	63,302	31,651		31,651	50.0%
111	Capital QHCC							
	Expenditure	0	0	0	0		0	0.0%
201	Breckland Hall							
	Income	2,879	9,090	25,000	15,910			36.4%
	Expenditure	4,246	15,254	38,375	23,121		23,121	39.8%
	Movement to/(from) Gen Reserve	(1,367)	(6,164)					
202	Costessey Centre							
	Income	2,274	11,906	32,275	20,369			36.9%
	Expenditure	4,273	12,801	68,550	55,749		55,749	18.7%
	Movement to/(from) Gen Reserve	(1,999)	(895)					
203	Fete							
	Income	7,497	18,054	9,000	(9,054)			200.6%
	Expenditure	6,433	13,267	14,500	1,233		1,233	91.5%
	Movement to/(from) Gen Reserve	1,064	4,787					
205	Queen's Hills Community Centre							
	Income	1,943	5,764	20,050	14,286			28.7%
	Expenditure	1,680	6,209	30,175	23,966		23,966	20.6%
	Movement to/(from) Gen Reserve	263	(444)					
211	Breckland Recreation Grd							
	Income	0	0	1,000	1,000			0.0%
	Expenditure	3,736	4,109	16,208	12,099		12,099	25.3%
	Movement to/(from) Gen Reserve	(3,736)	(4,109)					
212	Longwater Lane Recr'n Ground							
	Income	183	183	2,075	1,892			8.8%
	Expenditure	0	0	6,650	6,650		6,650	0.0%
	Movement to/(from) Gen Reserve	183	183					
215	Queens Hill Recreation Areas							
	Expenditure	0	0	700	700		700	0.0%
221	Cemetery & Closed Churchyard							
	Income	1,215	3,480	26,000	22,520			13.4%
	Expenditure	1,019	4,764	12,940	8,176		8,176	36.8%
	Movement to/(from) Gen Reserve	196	(1,284)					
231	Allotments							
	Income	0	0	1,200	1,200			0.0%
	Expenditure	0	0	1,025	1,025		1,025	0.0%
	Movement to/(from) Gen Reserve	0	0					
241	Open Spaces							
	Income	1,978	1,978	14,500	12,522			13.6%
	Expenditure	1,380	3,794	21,355	17,561		17,561	17.8%
	Movement to/(from) Gen Reserve	598	(1,816)					
251	Street Furniture							
	Expenditure	0	1,018	4,100	3,082		3,082	24.8%
252	Road and Streetlights							
	Expenditure	1,866	2,508	18,296	15,788		15,788	13.7%
291	Outside Services							
	Expenditure	8,830	27,022	131,225	104,203		104,203	20.6%

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Summary Income & Expenditure by Budget Heading 18/07/2022

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	18,078	404,905	837,881	432,976			48.3%
Expenditure	95,221	224,669	837,881	613,212	0	613,212	26.8%
Net Income over Expenditure	<u>(77,143)</u>	<u>180,236</u>	<u>0</u>	<u>(180,236)</u>			
Movement to/(from) Gen Reserve	<u>(77,143)</u>	<u>180,236</u>					

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 18/07/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
100	Trade Debtors	9,876	51,071	(41,195)
101	Sundry Debtors	2	0	2
105	VAT Control	9,691	0	9,691
115	Prepaid Fete costs 2021-22	2,325	0	2,325
201	Barclays Current/Premium Acct	857,477	0	857,477
202	Barclays Salaries Account	55,769	0	55,769
212	Clerks Imprest Acc 1	3,000	0	3,000
213	Groundsman Imprest Acc 2	3,000	0	3,000
231	Petty Cash	300	0	300
233	Unity Account	7,060	0	7,060
Total Current Assets		948,500	51,071	897,429
<u>Current Liabilities</u>				
500	Trade Creditors	10,226	0	10,226
520	PAYE & NI Due	8,653	0	8,653
525	Superannuation Due	7,117	0	7,117
533	Income in Advance Fete 2021/22	170	0	170
540	Deposits -Breckland	1,520	0	1,520
541	Deposits - Costessey Centre	4,310	0	4,310
542	Deposits - QHCC	1,230	0	1,230
Total Current Liabilities		33,226	0	33,226
Net Current Assets		915,274	51,071	864,203
Total Assets less Current Liabilities		915,274	51,071	
<u>Represented by :-</u>				
300	Current Year Fund	180,236	51,071	129,165
310	General Fund	297,249	0	297,249
320	EMR Elections	17,914	0	17,914
321	Rolling Capital Fund	126,791	0	126,791
327	EMR Property Maintenance	35,921	0	35,921
328	EMR Legal Fees	15,000	0	15,000
329	EMR New Cemetery Fund	104,300	0	104,300
330	EMR Recruitment	5,000	0	5,000
333	EMR CIL 2022-23	1,001	0	1,001
337	EMR Streetlight Maintenance	31,403	0	31,403
338	EMR Queen's Hills Drainage	50,459	0	50,459
339	EMR Lodge Farm Hall (CC)	50,000	0	50,000
Total Equity		915,274	51,071	864,203

Date	Payee	Description	Cost Centre	Amount £
01/06/2022	PWLB	CC loan repayment	110/211	35,386.99
07/06/2022	Force Fresh	Cleaning supplies	201,202 & 205	515.18
07/06/2022	Spire Cleaning	BH/OBR cleaning May '22	201	1,314.00
14/06/2022	JDMA Paving	Cemetery path	221	18,840.00
14/06/2022	Garden Guardian	Fete line marking	203	£540.00
14/06/2022	Fresh Air Co	Repairs ducting unit QH	205	£963.60
14/6/2022	Bear & Sons	BH handrail	201	4,806.55
15/06/2022	SNC	Rates	201	728.00
15/06/2022	SNC	Rates	202	1,487.00
20/6/2022	Drax	QH electricity May '22	205	613.93
21/06/2022	Titanium Fireworks	Fete Fireworks	203	3,528.00
21/06/2022	Support Medical	First aid cover - fete	203	1,500.00
21/06/2022	GSL Dardan	Lock/unlock May '22	201,202 & 221	1,119.58
23/06/2022	British Gas	Electricity CC May 22	202	925.59
24/06/2022	GSL Dardan	Lock/unlock april '22	201,202 & 205	1,119.58
24/06/2022	JHD Interiors	Part payment QH roller doors	205	2,364.50
28/06/2022	TT Jones	Street lighting replacement	252	3,600.00
30/06/2022	Barclays Salaries A/C	PP3 salaries reimbursement	201,202 & 291	35,940.23
30/06/2022	Spire Cleaning	BH/OBR June '22	201	1,352.57
30/06/2022	GSL Dardan	Lock/unlock June '22	201,202 & 205	1,119.58

**Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022		5,000.00
Barclays Business Premium Acct	30/06/2022		872,280.30
			<u>877,280.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
23/03/2022 113056 Avocet Engineering Services		57.60	
07/06/2022 113134 Force Fresh Limited		515.18	
14/06/2022 113141 Garden Guardian Limited		540.00	
14/06/2022 113142 Norfolk County Scout Council		100.00	
21/06/2022 113150 TITANIUM FIREWORKS LTD		3,528.00	
21/06/2022 113152 Support Mediacal Group		1,500.00	
21/06/2022 113154 SOCIETY OF LOCAL COUNCIL CLERK		72.00	
21/06/2022 113155 GSL Dardan Limited		1,119.58	
24/06/2022 113156 1986 (Wymondham) Sqn ATC		500.00	
24/06/2022 113157 GSL Dardan Limited		1,119.58	
24/06/2022 113158 J H D Interiors Limited		2,364.50	
28/06/2022 113159 Cavalier Mailing Services Ltd		120.00	
28/06/2022 113160 T T Jones Electrical Ltd		3,600.00	
28/06/2022 113161 Blockbuster Drain Services		114.00	
30/06/2022 113162 Petty Cash		73.09	
30/06/2022 113163 Unity Account		1,188.00	
30/06/2022 113164 BEAR & SONS		469.32	
30/06/2022 113165 Spire Cleaning Services Ltd		1,352.57	
30/06/2022 113166 Ian Smith (Stationers) Ltd		140.04	
30/06/2022 113167 FINNEMORE Cleaning Services		210.00	
30/06/2022 113168 GSL Dardan Limited		1,119.58	
			<u>19,803.04</u>
			857,477.26
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			857,477.26
		Balance per Cash Book is :-	857,477.26
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022		55,769.48
			<u>55,769.48</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			55,769.48
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			55,769.48
		Balance per Cash Book is :-	55,769.48
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022		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

Petty Cash Tin Reconciliation

30/06/2022

20.00	£120.00
10.00	£80.00
5.00	£15.00
2.00	£0.00
1.00	£9.00
0.50p	£2.00
0.20p	£0.60
0.10p	£0.10
0.05p	£0.05
0.02p	£0.06
0.01p	£0.10
Total	£226.91
Vchs 1361-1364	£73.09
Reimbursement Cq 113162	
	£300.00

**Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022	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















Issued on 01 July 2022

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

Your Business Current Account

At a glance

01 - 30 Jun 2022

Date	Description	Money out £	Money in £	Balance £
1 Jun	Start Balance			3,000.00
	 Cash Withdrawal at Barclays Drayton Norwich 41 Ref: 41 Drayton Norwich	350.00		2,650.00
6 Jun	 Card Payment to Argos Ltd On 01 Jun	30.00		2,620.00
7 Jun	 Refund From Marwood Group Ltd On 06 Jun		834.00	3,454.00
8 Jun	 Card Payment to Sainsbury's S/Mkt On 07 Jun	200.00		3,254.00
	 Card Payment to ASDA Stores 4383 On 07 Jun	25.00		3,229.00
	 Card Payment to ASDA Stores 4383 On 07 Jun	100.00		3,129.00
	 Card Payment to Sainsbury's S/Mkt On 07 Jun	100.00		3,029.00
	 Commission Charges For The Period 13 Apr /12 May	8.50		3,020.50
9 Jun	 Card Payment to Tesco Store 2962 On 08 Jun	175.00		2,845.50
	 Card Payment to Ppl Prs Ltd On 08 Jun	262.51		2,582.99
	 Card Payment to Ppl Prs Ltd On 08 Jun	262.51		2,320.48
13 Jun	 Card Payment to Link Radio Service On 10 Jun	172.80		2,147.68
24 Jun	 Card Payment to Panks Engineers LT On 23 Jun	173.88		1,973.80
28 Jun	 Card Payment to 1Pmobile On 27 Jun	30.00		1,943.80

Start balance	£3,000.00
Money out	£1,975.19
▶ Commission charges	£8.50
▶ Interest paid	£0.00
Money in	£1,975.19
End balance	£3,000.00

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

Continued

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				1,943.80
28 Jun	Card Payment to Argos Ltd On 27 Jun	84.99		1,858.81
30 Jun	Internet Banking Transfer From Account 70291323 at 20-62-68 End of Month		1,141.19	3,000.00
30 Jun	Balance carried forward			3,000.00
Total Payments/Receipts		1,975.19	1,975.19	

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

Bank of England Base Rate Information

Rate effective from 16 Jun 2022 was	1.250%
.....	
Rate effective from 05 May 2022 was	1.000%

**Bank Reconciliation Statement as at 30/06/2022
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	30/06/2022		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

Issued on 01 July 2022

Your Business Current Account

At a glance

01 - 30 Jun 2022

Date	Description	Money out £	Money in £	Balance £
1 Jun	Start Balance			3,000.00
6 Jun	 Card Payment to Www.Screwfix.Com On 01 Jun	32.99		2,967.01
	 Card Payment to Next Retail Ltd On 01 Jun	25.00		2,942.01
	 Card Payment to Next Retail Ltd On 01 Jun	28.00		2,914.01
	 Card Payment to Co-Op Group Petrol On 01 Jun	35.06		2,878.95
8 Jun	€ Commission Charges For The Period 13 Apr /12 May	8.50		2,870.45
10 Jun	 Refund From Next Retail Ltd On 09 Jun		25.00	2,895.45
13 Jun	 Card Payment to Mfg Oval Garage On 09 Jun	34.93		2,860.52
16 Jun	 Card Payment to B & Q 1277 On 15 Jun	228.00		2,632.52
28 Jun	 Card Payment to Co-Op Group Petrol On 27 Jun	38.99		2,593.53
30 Jun	 Internet Banking Transfer From Account 70291323 at 20-62-68 End of Month		406.47	3,000.00
30 Jun	Balance carried forward			3,000.00
	Total Payments/Receipts	431.47	431.47	

Start balance	£3,000.00
Money out	£431.47
▶ Commission charges £8.50	
▶ Interest paid £0.00	
Money in	£431.47
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 30/06/2022
for Cashbook 7 - Unity Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Account	30/06/2022		5,872.00
			<u>5,872.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,872.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,872.00
		Balance per Cash Book is :-	5,872.00
		Difference is :-	0.00