

# BUDGET REPORT TO COSTESSEY TOWN COUNCIL 04/06/19 - ACCOUNTS TO END MARCH 2019

AT THE END OF MARCH COUNCIL WAS 100% OF THE WAY THROUGH THE FINANCIAL YEAR AND WAS IN BUDGET BY £26,082 (Year End after transfers)

Council has received BOTH instalments of the precept (£591,448) and the whole of the Precept Support Grant (£9,910). Also two CIL payments on planning permissions from South Norfolk Council totalling £19,164.55, and the Agency Grass Cutting Payment of £13,145.42 from Norfolk County Council. Some cost centres show an overspend, which are balanced out by underspends in other cost centres. Income from hall hires at Breckland Hall (96.7%), The Costessey Centre (102.1%), and Queen's Hills Community Centre (84.6%). Burial & Memorial fees (160.3%) are sporadic and cannot be accurately predicted, but are generally above budget. Income from interest is at 674.6% (£1,687) from a low base. There is a Property Maintenance EMR which is used to fund property maintenance and smooths out the variable peaks & troughs over the years.

## **Cost Centre 101 - General Administration**

4001: Salaries & Wages: 105.1(%) Marginally over budget. P/T member of staff increased hours to F/T – **OVERSPEND £9,851**

4010: Misc Staff Costs: (121.9%) Usually Refreshments for visitors. **OVERSPEND £93**

4020: Misc Establishments: (No Budget) Refreshments for visitors. **OVERSPEND £7**

4021: Telephone & Fax: (104.5%) Call charges and line rental for March took this over budget. **OVERSPEND £135**

4027: Computer Software & IT: (187.9%) An extra payment of £300.95 for unexpected major accounts upgrade and installation of new bookings software. Website installation @ £3,780; + various WIX add-ons @ £181.06 & monthly instant web search @ £50 pa; antivirus @ £29 **OVERSPEND £5,936**

4051: Bank Charges: (110.9%) As we are over the threshold for a community account we pay a monthly account fee plus additional fees for transactions and stopped cheques. **OVERSPEND £5**

4056: Audit Fees – External: (123.1%) These have risen. **OVERSPEND £300**

4057: Audit Fees – Internal: (101%) Also risen. **OVERSPEND £12**

4060: Other Professional Fees: (No Budget) Expert Witness (Highways) at Farmland Road Planning Appeal. **OVERSPEND £1,700.**

## **Cost Centre 102 – Civic Activities**

4008: Councillor Training: (No Budget) **OVERSPEND £105**

4033: Publicity – Newsletter: (198.3% no change): Unreliable deliveries, so now being posted at greater cost. **OVERSPEND £3,439**

4043: Equipment (new) - (under £1K) (362.5%- no change). St George Cross flag £44.95. Honorary Archivist's @ £299.99 (**grant funded –miscode**)

4701: Grants - Permitted Powers: (142%) Free room hire to two dementia cafes, although £286.64 has been refunded from Hall Hire as the Thursday Dementia café has ended. Tommy silhouette @ £646.92 Cost agreed by CTC & vired to budget code.

## **Cost Centre 201 – Breckland Hall**

4011: Rates: (101.2%): Only 10 payments per year; **OVERSPEND OF £100**

4016: Janitorial: (103.3%) Additional Cleaning supplies **OVERSPEND £510**

4039: Grounds Maintenance:(No Budget) Gritting salt. **OVERSPEND £83**  
4040: Equipment / Small Tools: (744.8% no change) Table trolleys @ £372 (**Grant funded – miscode**)  
4050: Security Costs: (No Budget) **OVERSPEND £263**

#### **Cost Centre 202 – Costessey Centre**

4014: Electricity: (100.3%) Higher tariff. **OVERSPEND £35**  
4015: Gas: (114.3%) Higher tariff. **OVERSPEND £536**  
4016: Janitorial: (101.2%) **MARGINALLY OVERSPEND £527**  
4018: Refuse Disposal: (113.8%) This is a quarterly charge. **OVERSPEND £165**  
4028: Licences: (113.9% no change) PRS & PPL Music Licences – variable per year  
**OVERSPEND £97**  
4039: Grounds Maintenance:(No Budget) Gritting salt. **OVERSPEND £83**  
4050: Security Costs: (No Budget) **OVERSPEND £527**

#### **Cost Centre 205 – West Costessey Hall, now Queen’s Hills Community Centre**

4014: Electricity: (129.4%) **OVERSPEND £2,128**  
4016: Janitorial: (112.6%) **OVERSPEND £2,523**  
4018: Refuse Disposal: (104.9%) This is a quarterly charge. **OVERSPEND £36**  
4028: Licences: (155.1% no change) PRS & PPL Music Licences – variable per year  
**OVERSPEND £220**  
4037: Maintenance Contracts: (100.2%) Plant Room maintenance @ £1,250, Fire safety @ £158.43 Air Con Services @ £200. Fire extinguishers @ £93 Fire Alarms £218.98 Door service @ £183. **OVERSPEND £103**  
4039: Grounds Maintenance:(No Budget) Gritting salt. **OVERSPEND £83**  
4042: Equipment Maintenance / Running: (No Budget) Replacement Projector bulb @ £495  
**OVERSPEND £495**  
4043: Equipment (new) - (under £1K): Sound Limiter @ £675. **OVERSPEND £573**  
4050: Security Costs: (No Budget) **OVERSPEND £263**

#### **Cost Centre 211 – Breckland Park**

4039: Grounds Maintenance: (101.2%) no change Fertiliser @ £283; Grass seed @ £702; Line Marker @ £944; Replacement fencing @ £1,925 **OVERSPEND £53**

#### **Cost Centre 212 – Longwater Lane Recreation Ground**

4039: Grounds Maintenance: (199.4%) Car Park Perimeter Fencing @ £5,680; Grass seed @ £702; weed killer @ £126.34; Fertiliser @ £283; Line Marker @ £952; Renovation Topsoil @ £145. **OVERSPEND £3,974**  
4042: Equipment Maintenance / Running: (234.5%) Replacement cross trainer @ £1,670; cargo net @ £305; tub seat @ £234. **OVERSPEND £1,345**

#### **Cost Centre 221 – Cemetery & Closed Churchyard**

4011: Rates: (107.3%) **OVERSPEND £39**  
4014: Electricity: (102.5%) **OVERSPEND £3**  
4018: Refuse Disposal: (336.3%) SNC raised prices after budget was set. **OVERSPEND £945**  
4020: Misc Establishment costs: (no Budget) Reimbursement to member of public for damage caused by chip to windscreen @ £103 **OVERSPEND £103**  
4035: Vandalism: (no Budget). Insurance claim received. **OVERSPEND: £232**  
4036: Property Maintenance: (329.8% no change): Replacement Fencing @ £643.56.  
**OVERSPEND YTD: £460. To be funded by EMR**

4042: Equipment / Maintenance / Running (242.6% - no change) Mower repair @ £121.28 (Mower shell broken on mole hill) **OVERSPEND £71**

**Cost Centre 231 – Allotments**

4022: Postage: (104.4% - no change) GDPR Letters @ £20.88. **OVERSPEND £0.88p**

**Cost Centre 241 – Open Spaces**

4036: Property Maintenance: (368.1% no change) Fence at Bunkers Hill @ £527.09 & Husenbeth Padlock £12.49 Graffiti Remover £49.99; Gunton Lane bridge urgent repair @ £514.88 **OVERSPEND £804**

4037: Maintenance Contracts: (322.9% - no change) Zurich Inspection Contract for play equipment @ £484.34. **OVERSPEND £334. To be funded by EMR**

**Cost Centre 251 – Street Furniture**

4035: Vandalism: no budget -Bus Shelter repair @ £277.74 & replacement polycarbonate £565. **OVERSPEND £843**

4045: Street Furniture: no budget – cement for litter bins posts **OVERSPEND £17**

**Cost Centre 291 – Outside Services**

4017: Health & Safety: (151.8%) Machinery Risk Assessments Review @ £125. Hand-Arm Vibration machinery investigation @ £250 **OVERSPEND £142**

4021: Telephone: (101%) **OVERSPEND £5**

4040: Equipment / Small Tools: (273% no change) Pliers, sockets & Clips @ £37.97; Tools for play equipment repair, cable ties & drill bits @ £49.98. WD40 £14.97. **OVERSPEND £190**

## **END OF YEAR FINANCES – 2018-19**

**1 Surplus at year end:** Budgeted: £18,967 Actual: £50,995 (before transfers)  
£26,924 left after transfers

**2 Amount put into next year General Reserve to comply with Auditors' expectations:**  
(25% of budgeted expenditure preferred minimum)! **£142,783**

<b><u>3 Transfers to EMRs:</u></b>	<b><u>Transfer</u></b>	<b><u>Total EMR start 19-20</u></b>
a) Elections EMR:	£3,500	£19,000
b) Rolling Capital Fund EMR:	£10,000	£311,449
c) Parish Plan Projects EMR:	-£1,759	£0
d) Property Maintenance EMR:	£10,571	£27,107
e) Legal Fees EMR:	£0	£10,000
f) New Cemetery Fund EMR:	£1,759	£97,894

The aim is to budget to increase the Property Maintenance fund by £20,000 pa  
Also to increase the New Cemetery Fund by £20,000pa

Hilary Elias. 9 May 2019