

**BUDGET REPORT TO FINANCE, BUDGETS & STAFFING  
COMMITTEE 23/07/21 & TO COSTESSEY TOWN COUNCIL  
10/08/21 - ACCOUNTS TO END JUNE 2021**

**AT THE END OF JUNE COUNCIL WAS 1/4 (25%) OF THE WAY THROUGH THE FINANCIAL YEAR AND WAS IN BUDGET BY £110,373. IT HAD RECEIVED 47.3% OF ITS BUDGETED INCOME AND SPENT 30.7% OF ITS BUDGETED EXPENDITURE**

**Council has received the first instalment of the precept (£329,513). Some cost centres are showing a potential overspend, though many will even out over the year (eg Subscriptions at 72.1% & Insurance at 91.9%) as these are paid annually at the beginning of the financial year. Regular Refuse Disposal is paid quarterly, with additional fly tip clearance/skip hire when required.**

**Hall hires: Council has received £3,036 income for Breckland Hall (24.3%), £3,291 for the Costessey Centre (12.1%), £3,192 for Queen's Hills Community Centre (27.6%) and no commission. The Business Restart Grants received for the halls was repaid to South Norfolk Council following clarification of Government rules.**

**Burial & Memorial fees, which are sporadic and cannot be accurately predicted, were low at 13.2%. Council has received the first of two instalments of CIL receipts (£6,419), but this is an unknown quantity and varies according to planning consents granted in Costessey. The majority of the held CIL has now been allocated to play equipment.**

**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 SHORTFALL IN INCOME OVER THE YEAR DUE TO THE RESTRICTED USE OF THE COMMUNITY HALLS FOR PERIODS FOLLOWING GOVERNMENT GUIDELINES ON LOCKDOWN.**

**Nigel Bailey 16 July 2021**

## Summary Income &amp; Expenditure by Budget Heading 16/07/2021

Month No: 3

CTC 10/18/21

## Cost Centre Report

ACCOUNTS TO END JUNE 21

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration							
	Income	25	329,592	659,126	329,534			50.0%
	Expenditure	24,233	77,879	356,100	278,221		278,221	21.9%
	Movement to/(from) Gen Reserve	(24,208)	251,713					
102	Civic Activities							
	Expenditure	1,113	2,697	26,515	23,818		23,818	10.2%
109	Capital and Projects							
	Income	0	14,938	2,400	(12,538)			622.4%
	Expenditure	63,200	72,306	2,400	(69,906)		(69,906)	3012.8%
	Movement to/(from) Gen Reserve	(63,200)	(57,369)					
110	Capital Costessey Centre							
	Expenditure	31,651	31,651	63,302	31,651		31,651	50.0%
201	Breckland Hall							
	Income	(10,515)	3,036	12,500	9,464			24.3%
	Expenditure	2,184	5,987	34,445	28,458		28,458	17.4%
	Movement to/(from) Gen Reserve	(12,699)	(2,951)					
202	Costessey Centre							
	Income	(10,430)	3,291	27,275	23,984			12.1%
	Expenditure	3,685	8,780	75,000	66,220		66,220	11.7%
	Movement to/(from) Gen Reserve	(14,115)	(5,489)					
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	(6,927)	3,192	11,550	8,358			27.6%
	Expenditure	3,281	6,752	31,900	25,148		25,148	21.2%
	Movement to/(from) Gen Reserve	(10,208)	(3,560)					
211	Breckland Recreation Grd							
	Expenditure	3,736	3,760	16,698	12,938		12,938	22.5%
212	Longwater Lane Recr'n Ground							
	Income	0	0	1,525	1,525			0.0%
	Expenditure	151	1,324	7,150	5,826		5,826	18.5%
	Movement to/(from) Gen Reserve	(151)	(1,324)					
215	Queens Hill Recreation Areas							
	Expenditure	0	0	1,550	1,550		1,550	0.0%
221	Cemetery & Closed Churchyard							
	Income	1,534	3,256	24,750	21,494			13.2%
	Expenditure	693	4,340	13,535	9,196		9,196	32.1%
	Movement to/(from) Gen Reserve	841	(1,084)					
231	Allotments							
	Income	0	101	1,200	1,099			8.4%
	Expenditure	0	36	925	889		889	3.9%
	Movement to/(from) Gen Reserve	0	65					
241	Open Spaces							
	Income	1,830	3,660	13,500	9,840			27.1%
	Expenditure	1,844	6,821	20,440	13,619		13,619	33.4%
	Movement to/(from) Gen Reserve	(14)	(3,161)					
251	Street Furniture							
	Expenditure	0	0	4,100	4,100		4,100	0.0%
252	Road and Streetlights							
	Expenditure	1,395	1,908	22,346	20,438		20,438	8.5%
291	Outside Services							
	Expenditure	9,483	26,452	127,650	101,198		101,198	20.7%
	<b>Grand Totals:- Income</b>	<b>(24,483)</b>	<b>361,065</b>	<b>762,826</b>	<b>401,761</b>			<b>47.3%</b>
	<b>Expenditure</b>	<b>146,650</b>	<b>250,692</b>	<b>816,056</b>	<b>565,364</b>	<b>0</b>	<b>565,364</b>	<b>30.7%</b>
	<b>Net Income over Expenditure</b>	<b>(171,133)</b>	<b>110,373</b>	<b>(53,230)</b>	<b>(163,603)</b>			
	<b>Movement to/(from) Gen Reserve</b>	<b>(171,133)</b>	<b>110,373</b>					

## Detailed Balance Sheet - Including Stock Movement

Month 3 Date 16/07/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Trade Debtors	7,340
105	VAT Control	9,256
115	Prepaid Fete costs 2021-22	2,325
201	Barclays Current/Premium Acct	1,026,065
202	Barclays Salaries Account	45,799
212	Clerks Imprest Acc 1	3,000
213	Groundsman Imprest Acc 2	3,000
231	Petty Cash	300
<b>Total Current Assets</b>		<b>1,097,084</b>
<u>Current Liabilities</u>		
500	Trade Creditors	75,527
525	Superannuation Due	5,799
533	Income in Advance Fete 2021/22	180
540	Deposits -Breckland	1,200
541	Deposits - Costessey Centre	2,320
542	Deposits - QHCC	740
<b>Total Current Liabilities</b>		<b>85,765</b>
<b>Net Current Assets</b>		<b>1,011,319</b>
<b>Total Assets less Current Liabilities</b>		<b>1,011,319</b>
<u>Represented by :-</u>		
300	Current Year Fund	110,373
310	General Fund	264,150
320	EMR Elections	20,000
321	Rolling Capital Fund	316,377
327	EMR Property Maintenance	35,921
328	EMR Legal Fees	15,000
329	EMR New Cemetery Fund	120,000
330	EMR Recruitment	5,000
331	EMR CIL 2020-21	7,022
332	EMR CIL 2021-22	6,419
334	EMR CIL 2018-19	19,165
335	EMR CIL 2019-20	10,030
337	EMR Streetlight Maintenance	31,403
338	EMR Queen's Hills Drainage	50,459
<b>Total Equity</b>		<b>1,011,319</b>

**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	20,000.00		20,000.00
321 Rolling Capital Fund	320,956.36	-4,677.65	316,278.71
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	35,921.00		35,921.00
328 EMR Legal Fees	15,000.00		15,000.00
329 EMR New Cemetery Fund	120,000.23		120,000.23
330 EMR Recruitment	5,000.00		5,000.00
331 EMR CIL 2020-21	7,022.04		7,022.04
332 EMR CIL 2021-22	0.00	6,419.00	6,419.00
333 EMR CIL 2022-23	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	31,403.00		31,403.00
338 EMR Queen's Hills Drainage	50,459.02		50,459.02
	<b>634,956.63</b>	<b>1,741.35</b>	<b>636,697.98</b>

Payments over £500

Jun-21

Jun-21

Date	Payee	Description	Cost Centre	Amount £
01/06/2021	PWLB	Half yearly loan repayment	110/211	35386.99
01/06/2021	Siemens Financial Services	Quarterly repayment & yearly service charge	101	£755.04
01/06/2021	Breakwater IT Ltd	IT May 2021	101	£509.22
03/06/2021	Dradan	Lock/unlock May '21	201, 202 & 221	£1,119.60
03/06/2021	J R Vincent-Bunn	2nd verge cut	241	£1,098.00
03/06/2021	DCK accounting Solutions	2021/21 year end	101	£1,299.48
03/06/2021	Fresh Air Company	Service air con units QHCC	205	£1,848.72
03/06/2021	Bear & Sons	Gunton Lane & Greenhills Woods work	241	£778.29
03/06/2021	J R Vincent-Bunn	3rd verge cut	241	£1,098.00
09/06/2021	SNC	repayment of restart grant paid in error	201,202 & 205	£32,000.00
15/06/2021	SNC	BH non domestic rates	201	£728.00
15/6/2021	SNC	CC non domestic rates	202	£1,622.00
17/06/2021	Haven power	HQHCC electricity June '21	205	£862.48
22/06/2021	British Gas	CC electricity May '21	202	£953.00
24/06/2021	J R Vincent-Bunn	4th verge cut	241	1,098.00
24/06/2021	Dardan	Lock/unlock March '21	201,202 & 221	1,047.00
24/06/2021	Fresh Air Company	replace 3 air handling unit controllers QHCC	205	1,831.20
30/08/2021	Dardan	Lock/unlock June '21	201,202 & 221	1,119.60
30/06/2021	Earth anchors	Greenhill Woods benches	109	3,545.82
30/06/2021	Transfer	Salaries PP3	101,201 & 291	27,884.38

**Bank Reconciliation Statement as at 30/06/2021  
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	30/06/2021		5,000.00
Barclays Business Premium Acct	30/06/2021		1,064,160.57
			<u>1,069,160.57</u>
<b>Unpresented Cheques (Minus)</b>		<b>Amount</b>	
08/03/2021 112699		50.00	
03/06/2021 112772	PJ Plumbing, Heating & Mainten	324.00	
03/06/2021 112764A	Force Fresh Limited	173.96	
09/06/2021 112776	South Norfolk Council	32,000.00	
15/06/2021 112778		60.00	
15/06/2021 112779		124.00	
17/06/2021 112781		60.00	
24/06/2021 112782	Vincent-Bunn	1,098.00	
24/06/2021 112784	ZURICH MUNICIPAL	161.00	
24/06/2021 112785	NORFOLK PARISH TRAINING & SUPP	95.00	
24/06/2021 112786	Fleet (Line Markers) Limited	188.76	
24/06/2021 112787	A C LEIGH	70.68	
24/06/2021 112788	Norwich Pressure Washing & Win	200.00	
24/06/2021 112789	East Fire Extinguishers & Alar	151.94	
24/06/2021 112790	The Alarm Company	384.00	
24/06/2021 112791	The Fresh Air Company	1,831.20	
24/06/2021 112783	GSL Dardan Ltd	1,047.60	
29/06/2021 112792		124.00	
29/06/2021 112793		196.00	
30/06/2021 112795	GSL Dardan Limited	1,119.60	
30/06/2021 112796	Earth Anchors	3,545.82	
30/06/2021 112794	Petty Cash	89.78	
			<u>43,095.34</u>
			1,026,065.23
<b>Receipts not Banked/Cleared (Plus)</b>		0.00	
			<u>0.00</u>
			1,026,065.23
	<b>Balance per Cash Book is :-</b>		<b>1,026,065.23</b>
	<b>Difference is :-</b>		<b>0.00</b>

**Bank Reconciliation Statement as at 30/06/2021  
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	30/06/2021		45,798.66
			<u>45,798.66</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			45,798.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			45,798.66
		<b>Balance per Cash Book is :-</b>	<b>45,798.66</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/06/2021  
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	30/06/2021		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
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 30/06/2021  
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	30/06/2021		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
		<b>Balance per Cash Book is :-</b>	<b>300.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

# Petty Cash Tin Reconciliation

30/06/2021

	<b>20.00</b>	£0.00
	<b>10.00</b>	£90.00
	<b>5.00</b>	£95.00
	<b>2.00</b>	£0.00
	<b>1.00</b>	£9.00
	<b>0.50p</b>	£10.00
	<b>0.20p</b>	£2.60
	<b>0.10p</b>	£1.80
	<b>0.05p</b>	£1.50
	<b>0.02p</b>	£0.10
	<b>0.01p</b>	£0.22
	<b>Total</b>	<b>£210.22</b>
<b>Vchs 1195-1199</b>		
<b>Reimbursement Cq 112736</b>		<b>£89.78</b>
		<b>£300.00</b>

**Bank Reconciliation Statement as at 30/06/2021  
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	30/06/2021	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
		<b>Balance per Cash Book is :-</b>	<b>3,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>








			<b>Transfer May '21</b>					
CIMP499	Barclays Bank		Account charges 13/4-12/5/21					3,000.00
CIMP500	NRS Healthcare		refund on returned wheelchair				6.50	2,993.50
CIMP501	Co-op		refreshment for interview panel				-103.39	3,096.89
CIMP502	Co-op		refreshment for interview panel				5.54	3,091.35
CIMP503	The Replace Base Ltd		refreshment for interview panel				11.35	3,080.00
CIMP504	Amazon		Samsung SIM tray				6.30	3,073.70
			volunteer litter picking equip				128.77	2,944.93
Jun-21							55.07	2,944.93
			<b>Transfer June '21</b>				55.07	3,000.00



# Your Business Current Account

## At a glance

### 29 May - 30 Jun 2021

Date	Description	Money out £	Money in £	Balance £
29 May	Start Balance			3,000.00
7 Jun	 Commission Charges For The Period 13 Apr /12 May	6.50		2,993.50
	 Refund From Nrs Healthcare On 04 Jun		103.39	3,096.89
11 Jun	 Card Payment to Eoe Coop Food On 10 Jun	5.54		3,091.35
14 Jun	 Card Payment to Co-Op Group Petrol On 11 Jun	11.35		3,080.00
16 Jun	 Card Payment to Replacebase On 15 Jun	6.30		3,073.70
	 Card Payment to Amznmktplace On 15 Jun	128.77		2,944.93
30 Jun	 Internet Banking Transfer From <del>Account 70291323 at 20 62 66</del> <del>City June Rais by</del>		55.07	3,000.00
30 Jun	Balance carried forward			3,000.00
	Total Payments/Receipts	158.46	158.46	

Start balance	£3,000.00
Money out	£158.46
▶ Commission charges £6.50	
▶ Interest paid £0.00	
Money in	£158.46
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 30/06/2021  
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	30/06/2021		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
		<b>Balance per Cash Book is :-</b>	<b>3,000.00</b>
		<b>Difference is :-</b>	<b>0.00</b>



# Your Business Current Account

## At a glance

### 29 May - 30 Jun 2021

Date	Description	Money out £	Money in £	Balance £
29 May	Start Balance			3,000.00
4 Jun	Card Payment to Bearings Supplies On 03 Jun	78.90		2,921.10
7 Jun	Commission Charges For The Period 13 Apr /12 May	6.50		2,914.60
8 Jun	Card Payment to Co-Op Group Petrol On 07 Jun	24.71		2,889.89
	Card Payment to Mfg Oval Garage On 07 Jun	26.45		2,863.44
9 Jun	Card Payment to Paypal *Ebay UK Luxembourg On 08 Jun	13.29		2,850.15
	Card Payment to Paypal *Ebay UK Luxembourg On 08 Jun	19.14		2,831.01
	Card Payment to Paypal *Ebay UK Luxembourg On 08 Jun	25.16		2,805.85
	Card Payment to B & Q 1277 On 08 Jun	28.32		2,777.53
10 Jun	Card Payment to Machine Mart Ltd On 09 Jun	7.19		2,770.34
15 Jun	Card Payment to Screwfix Dir Ltd On 14 Jun	46.98		2,723.36
	Card Payment to Screwfix Dir Ltd On 14 Jun	6.99		2,716.37
17 Jun	Card Payment to Mfg Oval Garage On 15 Jun	26.66		2,689.71
25 Jun	Card Payment to Longwater Construc On 24 Jun	16.80		2,672.91

Start balance	£3,000.00
Money out	£327.09
▶ Commission charges	£6.50
▶ Interest paid	£0.00
Money in	£327.09
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			2,672.91
30 Jun	Internet Banking Transfer From [REDACTED]		327.09	3,000.00
30 Jun	Balance carried forward			3,000.00
	Total Payments/Receipts	327.09	327.09	

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 19 Mar 2020 was	0.100%
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