

## **BUDGET REPORT TO FINANCE COMMITTEE 21/01/22 & TO COSTESSEY TOWN COUNCIL 08/02/22 - ACCOUNTS TO END DECEMBER 2021**

**AT THE END OF DECEMBER COUNCIL WAS ¾ (75%) OF THE WAY THROUGH THE FINANCIAL YEAR AND WAS IN BUDGET BY £205,798. IT HAD RECEIVED 105.5% OF ITS BUDGETED INCOME AND SPENT 73.4% OF ITS BUDGETED EXPENDITURE FOR THIS POINT IN THE YEAR**

### **INCOME:**

**Precept: Council has received BOTH instalments of the precept (£659,026).**

**Hall hires: We budgeted at HALF the previous “normal” income due to Covid – ie 100% = 50% of pre-Covid levels). Council has received £16,851 income for Breckland Hall (134.8%), £20,653 for the Costessey Centre (76.5%), £11,292 for Queen’s Hills Community Centre (98.2%). ALTHOUGH BRECKLAND & QUEEN’S HILLS HALLS HAVE RECOVERED SOMEWHAT, THE INCOME AT THE COSTESSEY CENTRE HAS NOT.**

**Burial & Memorial fees, which are sporadic and cannot be accurately predicted, were lower than anticipated at £11,713 (45.9%).**

**Community Infrastructure Levy & S106 monies: Council has received one instalment of CIL receipts (£6,419), a second payment did not materialise, but this is always an unknown quantity and varies according to planning consents granted in Costessey. The held CIL has now been allocated to play equipment apart from approx. £3,200. S106 monies are administered by SNC and can only be claimed on production of invoices for specific agreed project costs. Therefore CIL and S106 are not budgeted for.**

### **EXPENDITURE:**

**Licences: Comprising Premises, TV, PPL, PRS, TENs licences for each premises.**

**Property Maintenance & Grounds Maintenance: Since Covid and Brexit, material costs have risen substantially and there is a shortage of materials and goods, plus companies providing services are short-staffed. This will have an adverse effect on the budget during the coming months. Refuse Disposal: General Waste: paid quarterly, with additional fly tip clearance/skip hire when required. Dog Bin Collections: Paid annually towards the end of the financial year**

**Salaries and Wages: These are back in budget (70.7% & 67.4%). There are 13 Pay Periods over 12 months. The pay award for the current year has not yet been agreed. However, janitorial at Breckland is over budget as cleaning there is still outsourced.**

**Stationery and Printing: the new schedule of meetings means that there are more meetings, more photocopying of agendas, minutes and supporting documentation, more paper used and copies charged for. We have also just paid a large amount for specialised stationery (£682) on new burial & grave register books & Books of Exclusive Rights which are a once in 30 years’ purchase but will last for many years to come (set against Cemetery cost centre)**

### **RESERVES**

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

**Rolling Capital Fund EMR is used to fund all manner of projects in cost centre 109**

**THE COUNCIL IS RUNNING A DEFICIT BUDGET IN 2021-22 WITH THE SHORTFALL (-£53,230) COMPENSATED FOR BY LAST YEAR’S SURPLUS**

Hilary Elias. 14 January 2022

## Summary Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

Cost Centre Report

ACCOUNTS TO END DEC 2021

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration							
	Income	26	659,257	659,126	(131)			100.0%
	Expenditure	26,808	246,701	356,100	109,399		109,399	69.3%
	Movement to/(from) Gen Reserve	(26,782)	412,555					
102	Civic Activities							
	Expenditure	846	16,085	26,515	10,430		10,430	60.7%
109	Capital and Projects							
	Income	0	61,670	2,400	(59,270)			2569.6%
	Expenditure	0	61,670	2,400	(59,270)		(59,270)	2569.6%
	Movement to/(from) Gen Reserve	0	0					
110	Capital Costessey Centre							
	Expenditure	31,651	63,302	63,302	0		0	100.0%
111	Capital QHCC							
	Expenditure	0	0	0	0		0	0.0%
201	Breckland Hall							
	Income	2,749	16,854	12,500	(4,354)			134.8%
	Expenditure	2,833	24,345	34,445	10,100		10,100	70.7%
	Movement to/(from) Gen Reserve	(83)	(7,491)					
202	Costessey Centre							
	Income	2,638	20,618	27,275	6,657			75.6%
	Expenditure	5,468	35,958	75,000	39,042		39,042	47.9%
	Movement to/(from) Gen Reserve	(2,829)	(15,340)					
203	Fete							
	Income	191	2,422	9,000	6,578			26.9%
	Expenditure	0	1,213	12,000	10,787		10,787	10.1%
	Movement to/(from) Gen Reserve	191	1,209					
205	Queen's Hills Community Centre							
	Income	1,356	11,713	11,550	(163)			101.4%
	Expenditure	3,860	19,298	31,900	12,602		12,602	60.5%
	Movement to/(from) Gen Reserve	(2,504)	(7,585)					
211	Breckland Recreation Grd							
	Income	918	918	0	(918)			0.0%
	Expenditure	4,218	9,242	16,698	7,456		7,456	55.3%
	Movement to/(from) Gen Reserve	(3,299)	(8,324)					
212	Longwater Lane Recr'n Ground							
	Income	3,185	3,185	1,525	(1,660)			208.8%
	Expenditure	481	6,972	7,150	178		178	97.5%
	Movement to/(from) Gen Reserve	2,704	(3,787)					
215	Queens Hill Recreation Areas							
	Expenditure	0	6	1,550	1,544		1,544	0.4%
221	Cemetery & Closed Churchyard							
	Income	50	12,422	24,750	12,328			50.2%
	Expenditure	762	8,732	13,535	4,803		4,803	64.5%
	Movement to/(from) Gen Reserve	(712)	3,690					
231	Allotments							
	Income	80	1,366	1,200	(166)			113.9%
	Expenditure	0	36	925	889		889	3.9%
	Movement to/(from) Gen Reserve	80	1,330					
241	Open Spaces							
	Income	5,763	13,083	13,500	417			96.9%
	Expenditure	1,050	13,219	20,440	7,221		7,221	64.7%
	Movement to/(from) Gen Reserve	4,713	(136)					
251	Street Furniture							
	Expenditure	0	880	4,100	3,220		3,220	21.5%



## Summary Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## 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	1,050	0	(1,050)			0.0%
	Expenditure	888	7,619	22,346	14,727		14,727	34.1%
	Movement to/(from) Gen Reserve	<u>(888)</u>	<u>(6,569)</u>					
291 Outside Services	Expenditure	8,188	83,480	127,650	44,170		44,170	65.4%
	Grand Totals:- Income	<b>16,957</b>	<b>804,557</b>	<b>762,826</b>	<b>(41,731)</b>			<b>105.5%</b>
	Expenditure	<b>87,051</b>	<b>598,759</b>	<b>816,056</b>	<b>217,297</b>	<b>0</b>	<b>217,297</b>	<b>73.4%</b>
	Net Income over Expenditure	<u>(70,095)</u>	<u>205,798</u>	<u>(53,230)</u>	<u>(259,028)</u>			
	Movement to/(from) Gen Reserve	<u>(70,095)</u>	<u>205,798</u>					

## Detailed Balance Sheet - Excluding Stock Movement

Month  Date 31/12/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Trade Debtors	9,964	
101	Sundry Debtors	2	
105	VAT Control	2,219	
115	Prepaid Fete costs 2021-22	2,325	
201	Barclays Current/Premium Acct	995,295	
202	Barclays Salaries Account	53,491	
212	Clerks Imprest Acc 1	3,000	
213	Groundsman Imprest Acc 2	3,000	
231	Petty Cash	300	
233	Unity Account	5,321	
	<b>Total Current Assets</b>		<b>1,074,916</b>
<u>Current Liabilities</u>			
500	Trade Creditors	9,431	
520	PAYE & NI Due	7,227	
525	Superannuation Due	6,264	
533	Income in Advance Fete 2021/22	180	
540	Deposits -Breckland	1,460	
541	Deposits - Costessey Centre	3,000	
542	Deposits - QHCC	880	
	<b>Total Current Liabilities</b>		<b>28,442</b>
	<b>Net Current Assets</b>		<b>1,046,474</b>
	<b>Total Assets less Current Liabilities</b>		<b>1,046,474</b>
<u>Represented by :-</u>			
300	Current Year Fund	205,798	
310	General Fund	264,150	
320	EMR Elections	20,000	
321	Rolling Capital Fund	217,156	
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	8,116	
335	EMR CIL 2019-20	10,030	
337	EMR Streetlight Maintenance	31,403	
338	EMR Queen's Hills Drainage	50,459	
339	EMR Lodge Farm Hall (CC)	50,000	
	<b>Total Equity</b>		<b>1,046,474</b>

Dec-21

Payments over £500

Date	Payee	Description	Cost Centre	Amount £
01/12/2021	Public Works Loan Board	Loan repayment	110/211	35386.99
01/12/2021	Breakwater IT	IT support Nov 21	101	£701.46
01/12/2021	Splatt Design	Newsletter design/artwork	101	£600.00
06/12/2021	Spire Cleaning	BH/OBR Nov '21 & additional cleaning	201	£1,898.02
06/12/2021	JR Vincent Bunn	10th verge cut	241	£1,098.00
06/12/2021	Dardan Security	Lock/unlock	201,202 & 221	£1,119.58
14/12/2021	Norwich Washrooms	Washroom svcs QHCC Nov'21-Jan'22	205	£612.00
14/12/2021	Fleet Line Markers	Pitch line marker	211/212	£1,155.24
15/12/2021	South Norfolk Council	BH Non domestic rates	201	£728.00
15/12/2021	South Norfolk Council	CC Non domestic rates	202	£1,622.00
17/12/2021	JHD Interiors	Curtain deposit QHCC (CIMP)	205	£2,500.00
17/12/2021	Drax Energy	Electricity Nov '21	205	£1,123.10
20/12/2021	1st Class Fire Protection	annual fire extinguisher test	201,202,205,241	£750.48
20/12/2021	Auditing Solutions	2021/22 internal audit	101	£993.60
20/12/2021	TT Jones	Christmas tree installation	202/202	£818.40
20/12/2021	Norwich Glass Company	CC Stafford Hall glass & adjust doors/windows	202	£1,292.66
21/12/2021	British Gas	Electricity CC Nov '21	202	£940.09
30/12/2021	Barclays Transfer	Salaries transfer PP10	101,201 & 291	£32,095.22
31/12/2021	Breakwater IT	IT support Dec'21	101	£689.87

**Bank Reconciliation Statement as at 31/12/2021  
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	30/12/2021		5,034.00
Barclays Business Premium Acct	30/12/2021		997,216.23
			<u>1,002,250.23</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
08/03/2021 112699 ██████████		50.00	
03/08/2021 112821 Orchid Society of EA		60.00	
06/09/2021 112858 Norwich Reformed Church		60.00	
23/11/2021 112953 Norwich Pressure Washing & Win		200.00	
30/11/2021 112959 Norfolk Association of Local		96.00	
06/12/2021 112966 Force Fresh Limited		265.51	
06/12/2021 112972 Norfolk Association of Local		45.60	
14/12/2021 112938 Poppy Appeal		50.00	
14/12/2021 112978 A C LEIGH		35.40	
14/12/2021 112980 Fleet (Line Markers) Limited		1,155.24	
20/12/2021 112981 Ben Burgess Gardening Equipmen		38.68	
20/12/2021 112982 1st Class Fire Protection Ltd		750.48	
20/12/2021 112983 BEAR & SONS		161.50	
20/12/2021 112984 AUDITING SOLUTIONS LTD		993.60	
20/12/2021 112985 T T Jones Electrical Ltd		818.40	
20/12/2021 112986 Norwich Pressure Washing & Win		200.00	
20/12/2021 112987 Norwich Glass Company		1,292.66	
22/12/2021 112988 ██████████		115.00	
31/12/2021 112989 Unity Account		480.00	
31/12/2021 112990 Petty Cash		87.45	
			<u>6,955.52</u>
			995,294.71
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			995,294.71
		<b>Balance per Cash Book is :-</b>	<b>995,294.71</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2021  
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	31/12/2021		53,490.86
			<u>53,490.86</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			53,490.86
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			53,490.86
		<b>Balance per Cash Book is :-</b>	<b>53,490.86</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2021  
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	31/12/2021		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
			<b>Balance per Cash Book is :-</b>
			<b>0.00</b>
			<b>Difference is :-</b>
			<b>0.00</b>



**Bank Reconciliation Statement as at 31/12/2021  
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	31/12/2021		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

31/12/2021

	<b>20.00</b>	£40.00
	<b>10.00</b>	£120.00
	<b>5.00</b>	£40.00
	<b>2.00</b>	£0.00
	<b>1.00</b>	£7.00
	<b>0.50p</b>	£4.50
	<b>0.20p</b>	£0.40
	<b>0.10p</b>	£0.30
	<b>0.05p</b>	£0.20
	<b>0.02p</b>	£0.06
	<b>0.01p</b>	£0.09
	<b>Total</b>	<b>£212.55</b>
<b>Vchs 1334-1341</b>		<b>£87.45</b>
<b>Reimbursement Cq 112990</b>		
		<b>£300.00</b>

VCH1334	Post Office & Bugdens	Signed for postage and prizes	Cq 112962	£170.58	£300.00
VCH1335	Sainsburys	milk and sugar		£20.10	£279.90
VCH1336	P Sergeant	SD cards and photos		£3.05	£276.85
VCH1337	Tesco & Sainsbury	milk and t-bags		£40.00	£236.85
VCH1338	Post Office	Signed for postage		£9.20	£227.65
VCH1339	Norwich Lighting	canopy light bulbs CC		£2.25	£225.40
VCH1340	Norwich Lighting	canopy light bulbs CC		£7.80	£217.60
VCH1341	Lidl	Milk		£3.90	£213.70
	Dec-21			£1.15	£212.55
			Cq 112990	£87.45	£212.55
			Cq 112962	£170.58	£300.00

**Bank Reconciliation Statement as at 31/12/2021  
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	31/12/2021	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>



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

# Your Business Current Account

## At a glance

### 01 - 31 Dec 2021

Start balance	£3,000.00
Money out	£2,580.48
▶ Commission charges £8.50	
▶ Interest paid £0.00	
Money in	£2,580.48
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 Dec	Start Balance			3,000.00
6 Dec	€ Commission Charges For The Period 13 Oct /14 Nov	8.50		2,991.50
7 Dec	Card Payment to Argos Ltd On 06 Dec	21.99		2,969.51
20 Dec	Card Payment to Jhdinterior On 17 Dec	2,500.00		469.51
22 Dec	Card Payment to Argos Ltd On 21 Dec	49.99		419.52
30 Dec	Internet Banking Transfer From Account 70291 323 at 20-62-68 End of Month Trf		2,580.48	3,000.00
31 Dec	Balance carried forward			3,000.00
	Total Payments/Receipts	2,580.48	2,580.48	

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 31/12/2021  
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	31/12/2021		3,000.00
			<u>3,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			3,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	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>

GIMP1047	Co-op	Transfer November '21	206.20	£29.77	3,000.00
GIMP1048	Barclays Bank	Diesel		£8.50	2,970.23
GIMP1049	L E Electrical	Account charges 13/10-14/11/21		£260.00	2,961.73
GIMP1050	Screwfix	Light bulbs CC		£8.64	2,701.73
GIMP1051	Screwfix	Door signs BH		£29.51	2,693.09
GIMP1052	Co-op	cable ties, glue & foam		£29.66	2,663.58
GIMP1053	Oval Garage	Petrol		£27.99	2,633.92
Dec-21		Diesel		£394.07	2,605.93
		Transfer December '21	394.07		2,605.93
					3,000.00



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

## Your Business Current Account

## At a glance

### 01 - 31 Dec 2021

Date	Description	Money out £	Money in £	Balance £
1 Dec	Start Balance			3,000.00
3 Dec	Card Payment to Co-Op Group Petrol On 02 Dec	29.77		2,970.23
6 Dec	Commission Charges For The Period 13 Oct /14 Nov	8.50		2,961.73
16 Dec	Card Payment to L.E Electrical On 15 Dec	260.00		2,701.73
20 Dec	Card Payment to Screwfix Dir Ltd On 17 Dec	8.64		2,693.09
21 Dec	Card Payment to Screwfix Dir Ltd On 20 Dec	29.51		2,663.58
	Card Payment to Co-Op Group Petrol On 20 Dec	29.66		2,633.92
22 Dec	Card Payment to Mfg Oval Garage On 20 Dec	27.99		2,605.93
30 Dec	Internet Banking Transfer From Account 70291 323 at 20-62-68 End of Month Trf		394.07	3,000.00
31 Dec	Balance carried forward			3,000.00
	Total Payments/Receipts	394.07	394.07	

Start balance	£3,000.00
Money out	£394.07
► Commission charges	£8.50
► Interest paid	£0.00
Money in	£394.07
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 31/12/2021  
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	31/12/2021		4,841.48
			<u>4,841.48</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,841.48
<u>Receipts not Banked/Cleared (Plus)</u>			
31/12/2021 112989		480.00	
			<u>480.00</u>
			5,321.48
		<b>Balance per Cash Book is :-</b>	<b>5,321.48</b>
		<b>Difference is :-</b>	<b>0.00</b>