

BUDGET REPORT TO COSTESSEY TOWN COUNCIL 12/04/22 - ACCOUNTS TO END FEBRUARY 2022

AT THE END OF FEBRUARY COUNCIL WAS 11/12 (91.7%) OF THE WAY THROUGH THE FINANCIAL YEAR AND WAS IN BUDGET BY £121,930. IT HAD RECEIVED 108% OF ITS BUDGETED INCOME AND SPENT 86.1% OF ITS BUDGETED EXPENDITURE FOR THIS POINT IN THE YEAR. **NB:** THE COUNCIL IS RUNNING A DEFICIT BUDGET IN 2021-22 WITH THE SHORTFALL (-£53,230) COMPENSATED FOR BY THE PREVIOUS YEAR'S SURPLUS

RESERVES

The Finance Committee has expressed concerns about the level of reserves; a minimum of 1/3-1/2 of budgeted expenditure is expected to be kept in the General Reserve, with up to 100% being expected for smaller councils, the premise being that larger councils have the ability to viro money from EMRs into the General Reserve if necessary. However, six months might be better, given that the Precept is paid twice a year. Usually CTC budgets to put at least £25,000 into the Rolling Capital Fund each year for projects, but this year (2021-2022) due to running a deficit budget this had not been possible and 2022-23 will be a balanced budget with a Band D rise to make ends meet, so no money has been allocated to the Rolling Capital Fund for projects next year either. This means that in April CTC will be £50,000 down on what it could have expected to hold in its Rolling Capital Fund for projects in cost centre 109. CIL monies are a windfall and produces relatively small sums as most large planning applications were submitted before COL was introduced

Property Maintenance EMR will be used to fund property maintenance and smooths out the variable peaks & troughs over a number of years. This is calculated at Year End.

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). Income for Breckland Hall is £20,740 (165.9%), £27,418 for the Costessey Centre (101.5%), £14,252 for Queen's Hills Community Centre (123.9%). Although Breckland & Queen's Hills halls have recovered somewhat, the income at the Costessey Centre has not increased to the same extent.

Burial & Memorial fees: which are sporadic and cannot be accurately predicted, were lower than anticipated at £13,769 (56.8%)

Pitch Fees: Costessey Sports has paid the annual pitch hire fees for Longwater and Breckland total £4,103.21.

Community Infrastructure Levy & S106 monies: Council has received only one instalment of CIL receipts (£6,419); 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. £3,290. 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 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. An insurance settlement is pending for damage to the ball catching net.

Equipment (new) under £1,000: These are small pieces, but add up over the year, and essential one-off items can affect the budget.

Salaries and Wages: These are back in budget (87.3%). There are 13 Pay Periods over 12 months. The pay award for the current year has been agreed (1.75%) and will appear in the March accounts. However, Janitorial cost centre at Breckland Hall is over budget as cleaning there is still outsourced.

Hilary Elias. 5 April 2022

Summary Income & Expenditure by Budget Heading 28/02/2022

Month No: 11 CTC APRIL 2022

Cost Centre Report

ACCOUNTS TO END FEB 2022

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration							
	Income	0	659,258	659,126	(132)			100.0%
	Expenditure	29,169	300,548	356,100	55,552		55,552	84.4%
	Movement to/(from) Gen Reserve	(29,169)	358,711					
102	Civic Activities							
	Expenditure	2,641	19,688	26,515	6,827		6,827	74.3%
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	0	63,302	63,302	0		0	100.0%
111	Capital QHCC							
	Expenditure	0	0	0	0		0	0.0%
201	Breckland Hall							
	Income	2,147	20,743	12,500	(8,243)			165.9%
	Expenditure	2,276	30,201	34,445	4,244		4,244	87.7%
	Movement to/(from) Gen Reserve	(129)	(9,458)					
202	Costessey Centre							
	Income	3,669	27,401	27,275	(126)			100.5%
	Expenditure	3,930	44,549	75,000	30,451		30,451	59.4%
	Movement to/(from) Gen Reserve	(260)	(17,148)					
203	Fete							
	Income	1,129	4,348	9,000	4,652			48.3%
	Expenditure	0	1,213	12,000	10,787		10,787	10.1%
	Movement to/(from) Gen Reserve	1,129	3,135					
205	Queen's Hills Community Centre							
	Income	1,692	14,751	11,550	(3,201)			127.7%
	Expenditure	2,218	25,478	31,900	6,422		6,422	79.9%
	Movement to/(from) Gen Reserve	(526)	(10,727)					
211	Breckland Recreation Grd							
	Income	0	918	0	(918)			0.0%
	Expenditure	4,573	13,816	16,698	2,882		2,882	82.7%
	Movement to/(from) Gen Reserve	(4,573)	(12,897)					
212	Longwater Lane Recr'n Ground							
	Income	2,307	5,492	1,525	(3,967)			360.1%
	Expenditure	(478)	8,756	7,150	(1,606)		(1,606)	122.5%
	Movement to/(from) Gen Reserve	2,785	(3,264)					
215	Queens Hill Recreation Areas							
	Expenditure	0	6	1,550	1,544		1,544	0.4%
221	Cemetery & Closed Churchyard							
	Income	1,127	15,137	24,750	9,613			61.2%
	Expenditure	169	9,367	13,535	4,168		4,168	69.2%
	Movement to/(from) Gen Reserve	958	5,770					
231	Allotments							
	Income	1	365	1,200	835			30.4%
	Expenditure	0	36	925	889		889	3.9%
	Movement to/(from) Gen Reserve	1	329					
241	Open Spaces							
	Income	0	13,083	13,500	417			96.9%
	Expenditure	663	13,882	20,440	6,558		6,558	67.9%
	Movement to/(from) Gen Reserve	(663)	(799)					
251	Street Furniture							
	Expenditure	0	880	4,100	3,220		3,220	21.5%



Summary Income & Expenditure by Budget Heading 28/02/2022

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	1,050	0	(1,050)			0.0%
	Expenditure	0	8,235	22,346	14,111		14,111	36.9%
	Movement to/(from) Gen Reserve	0	(7,185)					
291	Outside Services							
	Expenditure	9,114	100,662	127,650	26,988		26,988	78.9%
Grand Totals:- Income		12,072	824,217	762,826	(61,391)			108.0%
Expenditure		54,275	702,287	816,056	113,769	0	113,769	86.1%
Net Income over Expenditure		(42,203)	121,930	(53,230)	(175,160)			
Movement to/(from) Gen Reserve		(42,203)	121,930					

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 28/02/2022


<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Trade Debtors	6,206	
101	Sundry Debtors	2	
105	VAT Control	23,130	
115	Prepaid Fete costs 2021-22	2,325	
201	Barclays Current/Premium Acct	831,910	
202	Barclays Salaries Account	54,473	
212	Clerks Imprest Acc 1	3,000	
213	Groundsman Imprest Acc 2	3,000	
231	Petty Cash	300	
233	Unity Account	6,650	
Total Current Assets			930,995
<u>Current Liabilities</u>			
500	Trade Creditors	60,394	
520	PAYE & NI Due	7,925	
525	Superannuation Due	6,548	
533	Income in Advance Fete 2021/22	180	
540	Deposits -Breckland	1,430	
541	Deposits - Costessey Centre	3,980	
542	Deposits - QHCC	1,240	
Total Current Liabilities			81,697
Net Current Assets			849,299
Total Assets less Current Liabilities			849,299
<u>Represented by :-</u>			
300	Current Year Fund	121,930	
310	General Fund	264,150	
320	EMR Elections	17,914	
321	Rolling Capital Fund	137,522	
327	EMR Property Maintenance	35,921	
328	EMR Legal Fees	15,000	
329	EMR New Cemetery Fund	120,000	
330	EMR Recruitment	5,000	
337	EMR Streetlight Maintenance	31,403	
338	EMR Queen's Hills Drainage	50,459	
339	EMR Lodge Farm Hall (CC)	50,000	
Total Equity			849,299

Feb-22

Payments over £500

Date	Payee	Description	Cost Centre	Amount £
10/02/2022	Spire Cleaning	BH/OBR cleaning Dec '21	201	£982.80
10/02/2022	East Anglian Service Engineers	Replace / Repair External lights	202	£2,117.19
10/02/2022	GSL Dardan Ltd	Lock / unlock gates	201 / 202	£1,119.58
10/02/2022	Norwich Washrooms	Washroom svcs QHCC Feb - Apr 22	205	£612.00
10/02/2022	Cloudy IT	Jerningham Room sound system upgrade	202	£6,846.96
10/02/2022	proludic Ltd	Breckland Park Play park upgrade	109	£75,957.35
15/02/2022	South Norfolk Council	BH Non domestic rates	201	£728.00
15/02/2022	South Norfolk Council	CC Non domestic rates	202	£1,622.00
17/02/2022	Drax Energy	Electricity QH Feb '22	205	£1,269.22
18/02/2022	British Gas	CC elec Feb '22	202	£1,063.76
21/02/2022	British Gas	CC Gas Feb 22	202	£521.58
21/02/2022	Collier Turf Care	Grass seed & spreader	211 & 212	£3,454.90
21/02/2022	Friends or the Tud Valley	Grant for Project	102	£2,000.00
28/02/2022	Barclays Transfer	Salaries transfer PP12	101,201 & 291	£35,211.46
28/02/2022	Siemens Financial Services	Quarterly Konica rental	101	£695.04
28/02/2022	Unity Account	Deposits Transfer	101	£1,760.00
28/02/2022	Bear & Sons	Breckland Park Perimeter fencing	211	£2,830.61

**Bank Reconciliation Statement as at 28/02/2022
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	28/02/2022		5,573.00
Barclays Business Premium Acct	28/02/2022		844,828.15
			<u>850,401.15</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
14/12/2021 112980	Fleet (Line Markers) Limited		1,155.24
11/01/2022 112999			100.00
24/01/2022 113005	Anglia Door Systems Ltd		126.00
24/01/2022 113008	Norfolk CAB		150.00
10/02/2022 113018	NORFOLK PARISH TRAINING & SUPP		60.00
10/02/2022 113020	Norwich Pest Control & Washroo		612.00
10/02/2022 113025	Cloudy IT Limited		6,846.96
10/02/2022 113024	Vue IT Training		350.00
21/02/2022 113027	Force Fresh Limited		284.31
21/02/2022 113028	Ian Smith (Stationers) Ltd		292.79
21/02/2022 113029	COLLIER TURF CARE LTD		3,454.90
21/02/2022 113030	Genesis Lifts Ltd		240.00
28/02/2022 113033	Petty Cash		18.56
28/02/2022 113036	Unity Account		1,760.00
28/02/2022 113035	BEAR & SONS		2,830.61
28/02/2022 113037	FINNEMORE Cleaning Services		210.00
			<u>18,491.37</u>
			831,909.78
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			831,909.78
		Balance per Cash Book is :-	831,909.78
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2022
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	28/02/2022		54,472.92
			<u>54,472.92</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			54,472.92
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			54,472.92
		Balance per Cash Book is :-	54,472.92
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2022
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	28/02/2022		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 28/02/2022
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	28/02/2022		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

**Bank Reconciliation Statement as at 28/02/2022
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	28/02/2022	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 March 2022



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

Your Business Current Account

At a glance

01 - 28 Feb 2022

Date	Description	Money out £	Money in £	Balance £
1 Feb	Start Balance			3,000.00
2 Feb	Card Payment to Lidl GB Norwich On 01 Feb	5.83		2,994.17
3 Feb	Card Payment to Jhdinterior On 02 Feb	666.00		2,328.17
4 Feb	Card Payment to Sainsbury's S/Mkt On 03 Feb	20.70		2,307.47
	Commission Charges For The Period 13 Dec 2021/12 Jan 2022	8.50		2,298.97
10 Feb	Card Payment to Screwfix Direct On 09 Feb	92.99		2,205.98
28 Feb	Internet Banking Transfer From Account 70291323 at 20-62-68 Cimp Feb Reimburse		794.02	3,000.00
28 Feb	Balance carried forward			3,000.00
	Total Payments/Receipts	794.02	794.02	

Start balance	£3,000.00
Money out	£794.02
► Commission charges	£8.50
► Interest paid	£0.00
Money in	£794.02
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 28/02/2022
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	28/02/2022		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

Issued on 01 March 2022



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

Your Business Current Account

At a glance

01 - 28 Feb 2022

Date	Description	Money out £	Money in £	Balance £
1 Feb	Start Balance			3,000.00
4 Feb	Ⓢ Commission Charges For The Period 13 Dec 2021/12 Jan 2022	8.50		2,991.50
16 Feb	Ⓢ Card Payment to Screwfix Dir Ltd On 15 Feb	17.27		2,974.23
	Ⓢ Refund From Screwfix Dir Ltd On 15 Feb		7.90	2,982.13
23 Feb	Ⓢ Card Payment to Parker Hydraulics On 22 Feb	67.67		2,914.46
24 Feb	Ⓢ Card Payment to B & Q 1277 On 23 Feb	17.10		2,897.36
28 Feb	Ⓢ Card Payment to Screwfix Dir Ltd On 25 Feb	11.96		2,885.40
	📄 Internet Banking Transfer From Account 70291 323 at 20-62-68 Gimp Feb Reimburse		114.52	2,999.92
	📄 Internet Banking Transfer From Account 70291 323 at 20-62-68 Refund Adjustment		0.08	3,000.00
28 Feb	Balance carried forward			3,000.00
	Total Payments/Receipts	122.50	122.50	

Start balance	£3,000.00
Money out	£122.50
▶ Commission charges	£8.50
▶ Interest paid	£0.00
Money in	£122.50
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 28/02/2022
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	28/02/2022		4,890.00
			<u>4,890.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,890.00
<u>Receipts not Banked/Cleared (Plus)</u>			
28/02/2022 113036		1,760.00	
			<u>1,760.00</u>
			6,650.00
		Balance per Cash Book is :-	6,650.00
		Difference is :-	0.00