

BUDGET REPORT TO COSTESSEY TOWN COUNCIL 08/03/22 - ACCOUNTS TO END JANUARY 2022

AT THE END OF JANUARY COUNCIL WAS 5/6 (83.33%) OF THE WAY THROUGH THE FINANCIAL YEAR AND WAS IN BUDGET BY £168,044. IT HAD RECEIVED 106.5% OF ITS BUDGETED INCOME AND SPENT 79.4% 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 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 vire 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 (2022-23) due to running a deficit budget this had not been possible and 2023-24 was a balanced budget with a Band D rise, so no money had 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

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

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 £18,597 income for Breckland Hall (148.8%), £23,732 for the Costessey Centre (87%), £13,059 for Queen's Hills Community Centre (113.1%). 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 £14,010

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.

Salaries and Wages: These are back in budget (78.4%). 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.

Hilary Elias. 1 March 2022

Summary Income & Expenditure by Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
General Administration	Income	2	659,258	659,126	(132)			100.0%
	Expenditure	24,678	271,379	356,100	84,721		84,721	76.2%
	Movement to/(from) Gen Reserve	(24,676)	387,879					
Civic Activities	Expenditure	962	17,047	26,515	9,468		9,468	64.3%
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					
Capital Costessey Centre	Expenditure	0	63,302	63,302	0		0	100.0%
Capital QHCC	Expenditure	0	0	0	0		0	0.0%
Breckland Hall	Income	1,743	18,597	12,500	(6,097)			148.8%
	Expenditure	3,581	27,925	34,445	6,520		6,520	81.1%
	Movement to/(from) Gen Reserve	(1,838)	(9,329)					
Costessey Centre	Income	3,114	23,732	27,275	3,543			87.0%
	Expenditure	4,662	40,620	75,000	34,380		34,380	54.2%
	Movement to/(from) Gen Reserve	(1,548)	(16,888)					
Fete	Income	798	3,219	9,000	5,781			35.8%
	Expenditure	0	1,213	12,000	10,787		10,787	10.1%
	Movement to/(from) Gen Reserve	798	2,006					
Queen's Hills Community Centre	Income	1,346	13,059	11,550	(1,509)			113.1%
	Expenditure	3,961	23,260	31,900	8,640		8,640	72.9%
	Movement to/(from) Gen Reserve	(2,615)	(10,201)					
Breckland Recreation Grd	Income	0	918	0	(918)			0.0%
	Expenditure	0	9,242	16,698	7,456		7,456	55.3%
	Movement to/(from) Gen Reserve	0	(8,324)					
Longwater Lane Recr'n Ground	Income	0	3,185	1,525	(1,660)			208.8%
	Expenditure	2,262	9,234	7,150	(2,084)		(2,084)	129.1%
	Movement to/(from) Gen Reserve	(2,262)	(6,049)					
Queens Hill Recreation Areas	Expenditure	0	6	1,550	1,544		1,544	0.4%
Cemetery & Closed Churchyard	Income	1,588	14,010	24,750	10,740			56.6%
	Expenditure	466	9,198	13,535	4,337		4,337	68.0%
	Movement to/(from) Gen Reserve	1,122	4,812					
Allotments	Income	(1,002)	364	1,200	836			30.3%
	Expenditure	0	36	925	889		889	3.9%
	Movement to/(from) Gen Reserve	(1,002)	328					
Open Spaces	Income	0	13,083	13,500	417			96.9%
	Expenditure	0	13,219	20,440	7,221		7,221	64.7%
	Movement to/(from) Gen Reserve	0	(136)					
Street Furniture	Expenditure	0	880	4,100	3,220		3,220	21.5%

Summary Income & Expenditure by Budget Heading 31/01/2022

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Road and Streetlights	Income	0	1,050	0	(1,050)			0.0%
	Expenditure	615	8,235	22,346	14,111		14,111	36.9%
	Movement to/(from) Gen Reserve	(615)	(7,185)					
Outside Services	Expenditure	8,067	91,547	127,650	36,103		36,103	71.7%
Grand Totals:- Income		7,588	812,145	762,826	(49,319)			106.5%
Expenditure		49,253	648,012	816,056	168,044	0	168,044	79.4%
Net Income over Expenditure		(41,665)	164,133	(53,230)	(217,363)			
Movement to/(from) Gen Reserve		(41,665)	164,133					

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Trade Debtors	5,255
101	Sundry Debtors	2
105	VAT Control	715
115	Prepaid Fete costs 2021-22	2,325
201	Barclays Current/Premium Acct	961,440
202	Barclays Salaries Account	52,877
212	Clerks Imprest Acc 1	3,000
213	Groundsman Imprest Acc 2	3,000
231	Petty Cash	300
233	Unity Account	6,080
Total Current Assets		1,034,994
<u>Current Liabilities</u>		
500	Trade Creditors	11,048
520	PAYE & NI Due	6,671
525	Superannuation Due	6,206
533	Income in Advance Fete 2021/22	180
540	Deposits -Breckland	1,500
541	Deposits - Costessey Centre	3,340
542	Deposits - QHCC	1,240
Total Current Liabilities		30,186
Net Current Assets		1,004,809
Total Assets less Current Liabilities		1,004,809
<u>Represented by :-</u>		
300	Current Year Fund	164,133
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
Total Equity		1,004,809

Jan-22
Payments over £500

Date	Payee	Description	Cost Centre	Amount £
04/01/2022	Spire Cleaning	BH?OBR cleaning Dec '21	201	£1,042.80
04/01/2022	South Norfolk Council	Jan-Mar'22 refuse collection	201,202 205 & 221	£819.00
06/12/2021	Dardan Security	Lock/unlock	201,202 & 221	£1,119.58
10/01/2022	East Anglian Service Engineers	BH/OBR 5 yr electrical inspection	201	£820.00
15/01/2022	South Norfolk Council	BH Non domestic rates	201	£728.00
15/01/2022	South Norfolk Council	CC Non domestic rates	202	£1,622.00
18/01/2022	British Gas	CC gas Dec '21	202	£522.93
20/01/2022	Drax Energy	Electricity QH Dec '21	205	£1,250.99
21/01/2022	British Gas	Electricity CC Dec '21	201	£1,021.04
24/01/2022	Fresh Air Company	air con autumn service	101	£898.80
25/01/2022	Hemstock Jewellers	Engraving & extra links Chairmans Chain	102	£960.00
31/01/2022	Parochial Society	repayment 21/22 allotment rent	231	£1,001.25
31/01/2022	Bear & Sons	repair LWL ball catch net	212	£2,768.60
31/01/2022	Unity Account	Deposit transfer Barclays-Unity Jan '22	540,541 & 542	£1,438.52
31/01/2022	Barclays Transfer	Salaries transfer PP11	101,201 & 291	£31,362.89
31/12/2021	Breakwater IT	IT support Jan 22	101	£698.52

**Bank Reconciliation Statement as at 31/01/2022
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	31/01/2022		5,000.00
Barclays Business Premium Acct	31/01/2022		966,451.70
			<u>971,451.70</u>
<u>Unpresented Cheques (Minus)</u>			
		<u>Amount</u>	
03/08/2021 112821	Orchid Society of EA	60.00	
14/12/2021 112980	Fleet (Line Markers) Limited	1,155.24	
11/01/2022 112996	GSL Dardan Limited	1,119.58	
11/01/2022 112999	[REDACTED]	100.00	
17/01/2022 113000	[REDACTED]	90.00	
17/01/2022 113001	NORFOLK PARISH TRAINING & SUPP	45.00	
17/01/2022 113002	T T Jones Electrical Ltd	481.73	
17/01/2022 113003	Norwich Pressure Washing & Win	200.00	
24/01/2022 113004	A C LEIGH	122.90	
24/01/2022 113005	Anglia Door Systems Ltd	126.00	
24/01/2022 113006	The Fresh Air Company	898.80	
24/01/2022 113009	KJ Youth Work Services	195.10	
24/01/2022 113008	Norfolk CAB	150.00	
31/01/2022 113011	Costessey Parochial Charity	1,002.25	
31/01/2022 113012	The Alarm Company	14.93	
31/01/2022 113013	BEAR & SONS	2,768.60	
31/01/2022 113014	Petty Cash	42.58	
31/01/2022 113015	Unity Account	1,438.52	
			<u>10,011.23</u>
			961,440.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			961,440.47
		Balance per Cash Book is :-	961,440.47
		Difference is :-	0.00

Date: 07/02/2022

Costessey Town Council

Page 1

Time: 11:30

Bank Reconciliation Statement as at 31/01/2022
for Cashbook 2 - Barclays Salaries Account

User: ES

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Salaries Account	31/01/2022		52,877.37
			<u>52,877.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>52,877.37</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>52,877.37</u>
		Balance per Cash Book is :-	52,877.37
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2022
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	31/01/2022		0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2022
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	31/01/2022		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
		Balance per Cash Book is :-	300.00
		Difference is :-	0.00

VCH1342	Asda & Sainsburys	Milk & t-bags	Cq 112990	£87.45	£8.45	£300.00
VCH1343	Wilco	Bulbs for tractor			£21.59	£291.55
VCH1344	B&Q	Fire signage & washing-up bowls			£9.04	£269.96
VCH1345	Sainsbury's, Tesco & M&S	Milk			£3.50	£260.92
Jan-22					£42.58	£257.42
			Cq 113014	£42.58		£257.42
						£300.00

**Bank Reconciliation Statement as at 31/01/2022
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	31/01/2022	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

CIMP547		Reimbursement Dec'21	2,580.48		3,000.00
CIMP548	Barclays Bank	Account charges 15/11-12/12/21		8.50	2,991.50
CIMP549	Marwood Group 1p Mobile	Refund of crowd barrier hire mobile top-up N Bailey		92.64 15.00	3,084.14 3,068.04
CIMP550	Hemstock Jewellers	Chairmans chain engraving & extra links		960.00	2,109.14
Jan-22		Reimbursement Jan'22	890.86	890.86	2,109.14
					3,000.00








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

Your Business Current Account

At a glance

01 - 31 Jan 2022

Date	Description	Money out £	Money in £	Balance £
1 Jan	Start Balance			3,000.00
6 Jan	 Commission Charges For The Period 15 Nov /12 Dec	8.50		2,991.50
	 Refund From Marwood Group Ltd On 05 Jan		92.64	3,084.14
24 Jan	 Card Payment to 1Pmobile On 21 Jan	15.00		3,069.14
26 Jan	 Card Payment to Hemstocks Jeweller On 25 Jan	960.00		2,109.14
31 Jan	 Internet Banking Transfer From Account 70291323 at 20-62-68 Cmp Jan Reimburse		890.86	3,000.00
31 Jan	Balance carried forward			3,000.00
	Total Payments/Receipts	983.50	983.50	

Start balance	£3,000.00
Money out	£983.50
▶ Commission charges	£8.50
▶ Interest paid	£0.00
Money in	£983.50
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 31/01/2022
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	31/01/2022		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

Transfer December '21			
GIMP1054	Barclays Bank		3,000.00
GIMP1055	Screwfix	£8.50	2,991.50
GIMP1056	Screwfix	£7.24	2,984.26
GIMP1057	Screwfix	£65.88	2,918.38
GIMP1058	Screwfix	£83.53	2,834.85
GIMP1059	Screwfix	£16.76	2,818.05
	Jan-21	£17.98	2,800.11
		£199.89	2,800.11
	Transfer January '22	199.89	3,000.00
	Account Charges 15/11-12/12/21		
	Groundmans toilet valve		
	bolt cutters, battery charger and work gloves		
	Work jacket & WD40		
	dustpan & brush, disposable shoe covers		
	plier set		
			394.07



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

Your Business Current Account

At a glance

01 - 31 Jan 2022

Start balance	£3,000.00
Money out	£199.89
▶ Commission charges	£8.50
▶ Interest paid	£0.00
Money in	£199.89
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 Jan	Start Balance			3,000.00
6 Jan	Ⓢ Commission Charges For The Period 15 Nov /12 Dec	8.50		2,991.50
7 Jan	☎ Card Payment to Screwfix Direct On 06 Jan	7.24		2,984.26
	☎ Card Payment to Screwfix Dir Ltd On 06 Jan	65.88		2,918.38
27 Jan	☎ Card Payment to Screwfix Dir Ltd On 26 Jan	83.53		2,834.85
31 Jan	☎ Card Payment to Screwfix Dir Ltd On 28 Jan	16.76		2,818.09
	☎ Card Payment to Screwfix Dir Ltd On 28 Jan	17.98		2,800.11
	📧 Internet Banking Transfer From Account 70291323 at 20-62-68 Gimp Jan Reimburse		199.89	3,000.00
31 Jan	Balance carried forward			3,000.00
	Total Payments/Receipts	199.89	199.89	

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 31/01/2022
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	31/01/2022		4,641.48
			<u>4,641.48</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,641.48
<u>Receipts not Banked/Cleared (Plus)</u>			
31/01/2022 113015		1,438.52	
			<u>1,438.52</u>
			6,080.00
		Balance per Cash Book is :-	6,080.00
		Difference is :-	0.00

