

BUDGET REPORT TO COSTESSEY TOWN COUNCIL 10/05/22 - ACCOUNTS TO END MARCH 2022 (YEAR END)

AT THE END OF MARCH COUNCIL WAS AT THE END OF THE FINANCIAL YEAR (100%) AND WAS IN BUDGET BY £33,100. IT HAD RECEIVED 107.6% OF ITS BUDGETED INCOME AND SPENT 96.5% OF ITS BUDGETED EXPENDITURE. **NB:** THE COUNCIL RAN A DEFICIT BUDGET IN 2021-22 WITH THE SHORTFALL (-£53,230) COMPENSATED FOR BY THE PREVIOUS YEAR'S SURPLUS

Overall the cost centres were generally in budget; some individual account codes did exceed budget, but many were underspent.

RESERVES

The Finance Committee has expressed concerns about the level of reserves; the £33,100 year end surplus has been placed into the General Reserve for 2022-23 to keep up the proportion of budgeted expenditure required. 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 2022 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 CIL was introduced

Property Maintenance EMR is 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). Income for Breckland Hall is £20,535 (164.3%), £27,061 for the Costessey Centre (100.2%), £14,171 for Queen's Hills Community Centre (123.2%). Although Breckland & Queen's Hills halls have recovered somewhat, the income at the Costessey Centre has not increased to the same extent as corporate hires have not returned to pre-Covid levels.

Burial & Memorial fees: which are sporadic and cannot be accurately predicted, were lower than anticipated at £15,347 (63.29%). Sale of the Miscanthus crop has raised this to 67.5%

Pitch Fees: Costessey Sports has paid the annual pitch hire fees for Longwater and Breckland total £3,185. 219.6%

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.

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 at Longwater.

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 (97.3%). There are 13 Pay Periods over 12 months. The pay award for 2021-22 has been agreed (1.75%) and back pay appears in the March accounts. However, Janitorial cost centre at Breckland Hall is over budget; cleaning there is still outsourced.

Summary Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration							
	Income	24	659,283	659,126	(157)			100.0%
	Expenditure	48,433	348,980	356,100	7,120		7,120	98.0%
	Movement to/(from) Gen Reserve	(48,408)	310,302					
102	Civic Activities							
	Expenditure	2,996	22,684	26,515	3,831		3,831	85.6%
109	Capital and Projects							
	Income	42	61,712	2,400	(59,312)			2571.3%
	Expenditure	42	61,712	2,400	(59,312)		(59,312)	2571.3%
	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	(205)	20,538	12,500	(8,038)			164.3%
	Expenditure	2,814	33,015	34,445	1,430		1,430	95.8%
	Movement to/(from) Gen Reserve	(3,019)	(12,476)					
202	Costessey Centre							
	Income	(357)	27,045	27,275	230			99.2%
	Expenditure	4,866	49,416	75,000	25,584		25,584	65.9%
	Movement to/(from) Gen Reserve	(5,223)	(22,371)					
203	Fete							
	Income	(4,348)	0	9,000	9,000			0.0%
	Expenditure	21	1,234	12,000	10,766		10,766	10.3%
	Movement to/(from) Gen Reserve	(4,369)	(1,234)					
205	Queen's Hills Community Centre							
	Income	(82)	14,669	11,550	(3,119)			127.0%
	Expenditure	6,633	32,111	31,900	(211)		(211)	100.7%
	Movement to/(from) Gen Reserve	(6,715)	(17,442)					
211	Breckland Recreation Grd							
	Income	0	918	0	(918)			0.0%
	Expenditure	0	13,816	16,698	2,882		2,882	82.7%
	Movement to/(from) Gen Reserve	0	(12,897)					
212	Longwater Lane Recr'n Ground							
	Income	0	5,492	1,525	(3,967)			360.1%
	Expenditure	72	8,829	7,150	(1,679)		(1,679)	123.5%
	Movement to/(from) Gen Reserve	(72)	(3,337)					
215	Queens Hill Recreation Areas							
	Expenditure	0	6	1,550	1,544		1,544	0.4%
221	Cemetery & Closed Churchyard							
	Income	1,578	16,715	24,750	8,035			67.5%
	Expenditure	1,429	10,796	13,535	2,739		2,739	79.8%
	Movement to/(from) Gen Reserve	149	5,919					
231	Allotments							
	Income	0	365	1,200	835			30.4%
	Expenditure	0	36	925	889		889	3.9%
	Movement to/(from) Gen Reserve	0	329					
241	Open Spaces							
	Income	0	13,083	13,500	417			96.9%
	Expenditure	6,897	20,779	20,440	(339)		(339)	101.7%
	Movement to/(from) Gen Reserve	(6,897)	(7,696)					
251	Street Furniture							
	Expenditure	0	880	4,100	3,220		3,220	21.5%

Summary Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

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	407	8,641	22,346	13,705		13,705	38.7%
	Movement to/(from) Gen Reserve	(407)	(7,591)					
291	Outside Services							
	Expenditure	10,873	111,535	127,650	16,115		16,115	87.4%
	Grand Totals:- Income	(3,348)	820,869	762,826	(58,043)			107.6%
	Expenditure	85,482	787,770	816,056	28,286	0	28,286	96.5%
	Net Income over Expenditure	(88,830)	33,100	(53,230)	(86,330)			
	Movement to/(from) Gen Reserve	(88,830)	33,100					

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
100	Trade Debtors	(676)	
101	Sundry Debtors	2	
105	VAT Control	27,065	
110	Prepayments	200	
115	Prepaid Fete costs 2021-22	2,325	
201	Barclays Current/Premium Acct	769,866	
202	Barclays Salaries Account	61,337	
212	Clerks Imprest Acc 1	3,000	
213	Groundsman Imprest Acc 2	3,000	
231	Petty Cash	300	
233	Unity Account	6,740	
Total Current Assets			873,158
<i>Current Liabilities</i>			
500	Trade Creditors	70,087	
510	Accruals	8,425	
520	PAYE & NI Due	11,965	
525	Superannuation Due	9,372	
530	Income In Advance -Hire fees	1,742	
531	Inc in Adv - Breckland Hall	218	
533	Income in Advance Fete 2021/22	5,830	
535	Inc in Adv - QHCC	100	
540	Deposits -Breckland	1,700	
541	Deposits - Costessey Centre	3,960	
542	Deposits - QHCC	1,080	
Total Current Liabilities			114,478
Net Current Assets			758,680
Total Assets less Current Liabilities			758,680
<i>Represented by :-</i>			
300	Current Year Fund	33,100	
310	General Fund	264,150	
320	EMR Elections	17,914	
321	Rolling Capital Fund	135,734	
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			758,680

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
315 Capital Receipts Reserve	0.00		0.00
320 EMR Elections	20,000.00	-2,086.07	17,913.93
321 Rolling Capital Fund	320,956.36	-185,222.63	135,733.73
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
326 EMR S106 Play Equipment	0.00	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	0.00
332 EMR CIL 2021-22	0.00	0.00	0.00
333 EMR CIL 2022-23	0.00		0.00
334 EMR CIL 2018-19	19,164.55	-19,164.55	0.00
335 EMR CIL 2019-20	10,030.43	-10,030.43	0.00
336 EMR Streetlight Replacement	0.00		0.00
337 EMR Streetlight Maintenance	31,403.00	0.00	31,403.00
338 EMR Queen's Hills Drainage	50,459.02		50,459.02
339 EMR Lodge Farm Hall (CC)	0.00	50,000.00	50,000.00
	634,956.63	-173,525.72	461,430.91

Mar-22
Payments over £500

Date	Payee	Description	Cost Centre	Amount £
03/03/2022	Breakwater IT	IT support Feb '22	101	690.48
08/03/2022	Ben Burgess	Tractor air seat	291	983.19
08/03/2022	Spire Cleaning	BH cleaning/QH window clean Feb '22	201/205	1,275.60
11/03/2022	Royal British Legion	Wall memorial donation	102	1,000.00
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
15/03/2022	Earth Anchors	Bench fixing kit	291	519.60
15/03/2022	JHD Interiors	QH curtains balance	205	3,166.00
16/03/2022	Barclays Transfer	salaries transfer PP13	201,202, 291	49,129.13
16/03/2022	Drax Energy Solutions	Electricity QH Feb '22	205	1,058.32
21/03/2022	British Gas	Electricity CC Feb '22	202	962.77
23/03/2022	Norfolk Heating	Heating maintenance BH & CC	201,202	1,374.07
23/03/2022	Dardan Security	Lock/unlock Feb 22	201,202 & 221	1,119.58
29/03/2022	Ben Burgess	lawnmower spares	291	742.96
31/03/2022	Breakwater IT	IT support Mar 22	101	696.62
31/03/2022	Smarts Load & Go	green waste collection	221	560.00
31/03/2022	Spire Cleaning	BH cleaning/QH window clean March '22	201/205	1,306.80

**Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022		5,029.00
Barclays Business Premium Acct	31/03/2022		782,334.61
			<u>787,363.61</u>
Unpresented Cheques (Minus)			
		Amount	
14/12/2021 112980	Fleet (Line Markers) Limited	1,155.24	
11/01/2022 112999	XXXXXXXXXX	100.00	
24/01/2022 113008	Norfolk CAB	150.00	
10/02/2022 113025	Cloudy IT Limited	6,846.96	
08/03/2022 113043	XXXXXXXXXX	47.00	
15/03/2022 113050	Norwich Pest Control & Washroo	264.60	
23/03/2022 113056	Avocet Engineering Services	57.60	
23/03/2022 113055	East Fire Extinguishers & Alar	434.49	
23/03/2022 113057	FINNEMORE Cleaning Services	210.00	
23/03/2022 113058	Norfolk Heating Ltd	1,274.07	
23/03/2022 113053	KJ Youth Work Services	287.65	
23/03/2022 113054	GSL Dardan Limited	1,119.58	
29/03/2022 113061	Blockbuster Drain Services	114.00	
29/03/2022 113062	Dignity Funerals	265.00	
29/03/2022 113059	Force Fresh Limited	302.77	
29/03/2022 113060	Ben Burgess Gardening Equipmen	742.96	
31/03/2022 113066	Blockbuster Drain Services	138.00	
31/03/2022 113064	Smarts Load & Go	560.00	
31/03/2022 113065	Robertson's Mole Control	500.00	
31/03/2022 113067	Spire Cleaning Services Ltd	1,306.80	
31/03/2022 113068	Petty Cash	48.28	
31/03/2022 113069	Unity Account	768.00	
31/03/2022 113070	2commune Ltd	180.00	
31/03/2022 113071	XXXXXXXXXX	380.20	
31/03/2022 113072	XXXXXXXXXX	244.80	
			<u>17,498.00</u>
			769,865.61
Receipts not Banked/Cleared (Plus)			
		0.00	
			<u>0.00</u>
			769,865.61
	Balance per Cash Book is :-		769,865.61
	Difference is :-		0.00

**Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022		61,337.14
			<u>61,337.14</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			61,337.14
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			61,337.14
		Balance per Cash Book is :-	61,337.14
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022		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 31/03/2022
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	31/03/2022		300.00
			<u>300.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>300.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>300.00</u>
		Balance per Cash Book is :-	300.00
		Difference is :-	0.00

Petty Cash Tin Reconciliation

31/03/2022

20.00	£80.00
10.00	£150.00
5.00	£5.00
2.00	£2.00
1.00	£9.00
0.50p	£4.00
0.20p	£1.20
0.10p	£0.10
0.05p	£0.25
0.02p	£0.06
0.01p	£0.11
Total	£251.72
Vchs 1349-1352	£48.28
Reimbursement Cq 113068	
	£300.00

**Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022	0	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
		Balance per Cash Book is :-	3,000.00
		Difference is :-	0.00








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



Your Business Current Account

At a glance

01 - 31 Mar 2022

Date	Description	Money out £	Money in £	Balance £
1 Mar	Start Balance			3,000.00
3 Mar	 Card Payment to Argos Ltd On 02 Mar	65.00		2,935.00
7 Mar	 Card Payment to Argos Ltd On 04 Mar	79.99		2,855.01
	 Commission Charges For The Period 13 Jan /13 Feb	8.50		2,846.51
8 Mar	 Card Payment to South Norfolk Hous On 05 Mar	21.00		2,825.51
21 Mar	 Card Payment to Boots 6619 On 18 Mar	8.99		2,816.52
29 Mar	 Card Payment to Moneysoft Ltd On 28 Mar	90.00		2,726.52
31 Mar	 Internet Banking Transfer From Account 70291 323 at 20-62-68 End of Month		273.48	3,000.00
31 Mar	Balance carried forward			3,000.00
	Total Payments/Receipts	273.48	273.48	

Start balance	£3,000.00
Money out	£273.48
▶ Commission charges	£8.50
▶ Interest paid	£0.00
Money in	£273.48
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 31/03/2022
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	31/03/2022		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
		Balance per Cash Book is :-	3,000.00
		Difference is :-	0.00

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



Your Business Current Account

At a glance

01 - 31 Mar 2022

Date	Description	Money out £	Money in £	Balance £
1 Mar	Start Balance			3,000.00
	Card Payment to Co-Op Group Petrol On 28 Feb	30.07		2,969.93
4 Mar	Card Payment to Screwfix Dir Ltd On 03 Mar	2.49		2,967.44
7 Mar	£ Commission Charges For The Period 13 Jan /13 Feb	8.50		2,958.94
10 Mar	Card Payment to The Range On 09 Mar	4.49		2,954.45
15 Mar	Card Payment to Bearings Supplies On 14 Mar	86.84		2,867.61
28 Mar	■ Card Payment to Ebay O*25-08424-28 On 25 Mar	18.14		2,849.47
	■ Card Payment to Ebay O*18-08430-11 On 26 Mar	30.00		2,819.47
29 Mar	■ Refund From Ebay O*18-08430-11 On 28 Mar		30.00	2,849.47
31 Mar	☑ Internet Banking Transfer From Account 70291323 at 20-62-68 End of Month		150.53	3,000.00
31 Mar	Balance carried forward			3,000.00
	Total Payments/Receipts	180.53	180.53	

Start balance	£3,000.00
Money out	£180.53
▶ Commission charges	£8.50
▶ Interest paid	£0.00
Money in	£180.53
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 31/03/2022
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	31/03/2022		5,972.00
			<u>5,972.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			5,972.00
<u>Receipts not Banked/Cleared (Plus)</u>			
31/03/2022 113069		768.00	768.00
			<u>768.00</u>
			6,740.00
		Balance per Cash Book is :-	6,740.00
		Difference is :-	0.00