

BUDGET REPORT TO FINANCE COMMITTEE 21/01/22 & TO COSTESSEY TOWN COUNCIL 08/02/22 - ACCOUNTS TO END NOVEMBER 2021 v2

AT THE END OF NOVEMBER COUNCIL WAS 2/3 (66.7%) OF THE WAY THROUGH THE FINANCIAL YEAR AND WAS IN BUDGET BY £275,893. IT HAD RECEIVED 95.2% OF ITS BUDGETED INCOME AND SPENT 68.6% OF ITS BUDGETED EXPENDITURE FOR THIS POINT IN THE YEAR

Council has received BOTH instalments of the precept (£659,026). Some cost centres are showing a potential overspend, though many will even out over the year (eg Subscriptions at 88.7.% & Insurance at 100%) as much of these are paid annually at the beginning of the financial year.

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)

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

Hall hires: We budgeted at HALF the previous "normal" income due to Covid – ie 100% = 50% of pre-Covid levels). Council has received £14,105 income for Breckland Hall (70.5%), £18,140 for the Costessey Centre (67.2%), £9,936 for Queen's Hills Community Centre (66.2%) and bar commission of 45.9% at the Costessey Centre (£126). The Business Restart Grants received for the halls were repaid to South Norfolk Council following clarification of Government rules. ALTHOUGH BRECKLAND AND QUEEN'S HILLS HALLS HAVE RECOVERED TO SOME EXTENT, 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: 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.

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

Salaries and Wages: These are generally over budget (78.5% & 77%) and the pay award for the current year has not yet been agreed.

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. The 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 & Expenditure by Budget Heading 30/11/2021

Month No: 8 CTC

Cost Centre Report

ACCOUNTS TO END NOV

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration							
	Income	0	659,231	659,126	(105)			100.0%
	Expenditure	25,927	219,894	356,100	136,206		136,206	61.8%
	Movement to/(from) Gen Reserve	(25,927)	439,337					
102	Civic Activities							
	Expenditure	5,362	15,240	26,515	11,275		11,275	57.5%
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	31,651	63,302	31,651		31,651	50.0%
111	Capital QHCC							
	Expenditure	0	0	0	0		0	0.0%
201	Breckland Hall							
	Income	3,582	14,105	12,500	(1,605)			112.8%
	Expenditure	4,061	21,512	34,445	12,933		12,933	62.5%
	Movement to/(from) Gen Reserve	(479)	(7,407)					
202	Costessey Centre							
	Income	5,427	17,979	27,275	9,296			65.9%
	Expenditure	3,974	30,490	75,000	44,510		44,510	40.7%
	Movement to/(from) Gen Reserve	1,454	(12,511)					
203	Fete							
	Income	227	2,231	9,000	6,769			24.8%
	Expenditure	0	1,213	12,000	10,787		10,787	10.1%
	Movement to/(from) Gen Reserve	227	1,018					
205	Queen's Hills Community Centre							
	Income	2,164	10,357	11,550	1,193			89.7%
	Expenditure	1,852	15,439	31,900	16,461		16,461	48.4%
	Movement to/(from) Gen Reserve	312	(5,082)					
211	Breckland Recreation Grd							
	Expenditure	75	5,025	16,698	11,673		11,673	30.1%
212	Longwater Lane Recr'n Ground							
	Income	0	0	1,525	1,525			0.0%
	Expenditure	459	6,491	7,150	660		660	90.8%
	Movement to/(from) Gen Reserve	(459)	(6,491)					
215	Queens Hill Recreation Areas							
	Expenditure	0	6	1,550	1,544		1,544	0.4%
221	Cemetery & Closed Churchyard							
	Income	892	12,372	24,750	12,378			50.0%
	Expenditure	928	7,969	13,535	5,566		5,566	58.9%
	Movement to/(from) Gen Reserve	(36)	4,402					
231	Allotments							
	Income	35	1,286	1,200	(86)			107.2%
	Expenditure	0	36	925	889		889	3.9%
	Movement to/(from) Gen Reserve	35	1,250					
241	Open Spaces							
	Income	0	7,320	13,500	6,180			54.2%
	Expenditure	0	12,169	20,440	8,271		8,271	59.5%
	Movement to/(from) Gen Reserve	0	(4,849)					
251	Street Furniture							
	Expenditure	0	880	4,100	3,220		3,220	21.5%
252	Road and Streetlights							
	Income	0	1,050	0	(1,050)			0.0%
	Expenditure	214	6,731	22,346	15,615		15,615	30.1%
	Movement to/(from) Gen Reserve	(214)	(5,681)					
291	Outside Services							
	Expenditure	8,053	75,292	127,650	52,358		52,358	59.0%
	Grand Totals:- Income	12,327	787,601	762,826	(24,775)			103.2%
	Expenditure	50,905	511,708	816,056	304,348	0	304,348	62.7%
	Net Income over Expenditure	(38,578)	275,893	(53,230)	(329,123)			
	Movement to/(from) Gen Reserve	(38,578)	275,893					

Detailed Balance Sheet - Excluding Stock Movement

ACCOUNTS TO END NOV '21

Month 8 Date 30/11/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
100	Trade Debtors	6,020	
101	Sundry Debtors	2	
105	VAT Control	2,473	
115	Prepaid Fete costs 2021-22	2,325	
201	Barclays Current/Premium Acct	1,070,811	
202	Barclays Salaries Account	52,731	
212	Clerks Imprest Acc 1	3,000	
213	Groundsman Imprest Acc 2	3,000	
231	Petty Cash	471	
233	Unity Account	6,060	
Total Current Assets			1,146,893
<i>Current Liabilities</i>			
500	Trade Creditors	11,353	
520	PAYE & NI Due	6,695	
525	Superannuation Due	6,037	
533	Income in Advance Fete 2021/22	180	
540	Deposits -Breckland	1,740	
541	Deposits - Costessey Centre	3,220	
542	Deposits - QHCC	1,100	
Total Current Liabilities			30,324
Net Current Assets			1,116,569
Total Assets less Current Liabilities			1,116,569
<i>Represented by :-</i>			
300	Current Year Fund	275,893	
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			1,116,569

14:02 TO END NOVEMBER 2021 Earmarked Reserves

Account	01/04/21 Opening Balance	Net Transfers	30/11/21 Closing Balance
315 Capital Receipts Reserve	0.00		0.00
320 EMR Elections	20,000.00		20,000.00
321 Rolling Capital Fund	320,956.36	-103,800.75	217,155.61
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
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	-11,048.55	8,116.00
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	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	-58,430.30	576,526.33

**Bank Reconciliation Statement as at 30/11/2021
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	30/11/2021		5,000.00
Barclays Business Premium Acct	30/11/2021		1,077,567.71
			<u>1,082,567.71</u>
Unpresented Cheques (Minus)		Amount	
08/03/2021 112699 ██████████		50.00	
03/08/2021 112821 Orchid Society of EA		60.00	
06/09/2021 112850 ██████████		100.00	
06/09/2021 112858 Norwich Reformed Church		60.00	
18/10/2021 112906 The Garden Guardian		522.00	
26/10/2021 112921 Anglia Door Systems Ltd		382.91	
02/11/2021 112930 Blockbuster Drain Services		138.00	
09/11/2021 112934 ██████████		60.00	
15/11/2021 112935 Bluest Blues		100.00	
15/11/2021 112936 ██████████		60.00	
15/11/2021 112939 Force Fresh Limited		391.82	
15/11/2021 112942 DCK Accounting Solutions Ltd		810.43	
15/11/2021 112943 East Fire Extinguishers & Alar		432.00	
23/11/2021 112951 KJ Youth Work Services		287.65	
23/11/2021 112952 Smarts Load & Go		560.00	
23/11/2021 112953 Norwich Pressure Washing & Win		200.00	
23/11/2021 112946 ██████████		60.00	
23/11/2021 112947 ██████████		100.00	
23/11/2021 112948 ██████████		60.00	
23/11/2021 112954 2Commune Ltd		510.00	
23/11/2021 112955 ██████████		60.00	
30/11/2021 112956 Danfolk		100.00	
30/11/2021 112957 ██████████		100.00	
30/11/2021 112958 NORFOLK PARISH TRAINING & SUPP		110.00	
30/11/2021 112959 NorfolkI Association of Local		96.00	
30/11/2021 112963 ██████████		115.00	
30/11/2021 112961 Unity Account		6,060.00	
30/11/2021 112962 Petty Cash		170.58	
			<u>11,756.39</u>
			1,070,811.32
Receipts not Banked/Cleared (Plus)			
		0.00	
			<u>0.00</u>
			1,070,811.32
		Balance per Cash Book is :-	1,070,811.32
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2021
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	30/11/2021		52,731.01
			<u>52,731.01</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			52,731.01
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			52,731.01
		Balance per Cash Book is :-	52,731.01
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2021
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	30/11/2021		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
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2021
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	30/11/2021		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>			
30/11/2021 112962		170.58	
			<u>170.58</u>
			470.58
		Balance per Cash Book is :-	470.58
		Difference is :-	0.00

Petty Cash Tin Reconciliation

30/11/2021

	20.00	£0.00
	10.00	£0.00
	5.00	£90.00
	2.00	£8.00
	1.00	£24.00
	0.50p	£5.00
	0.20p	£1.40
	0.10p	£0.60
	0.05p	£0.30
	0.02p	£0.06
	0.01p	£0.06
	Total	£129.42
	Vchs 1223-1333	£170.58
	Reimbursement Cq 112962	
		£300.00

**Bank Reconciliation Statement as at 30/11/2021
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	30/11/2021	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

30 Oct - 30 Nov 2021

Start balance	£3,000.00
Money out	£839.80
▶ Commission charges	£8.50
▶ Interest paid	£0.00
Money in	£839.80
End balance	£3,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
30 Oct	Start Balance			3,000.00
4 Nov	£ Commission Charges For The Period 13 Sep /12 Oct	8.50		2,991.50
9 Nov	Card Payment to 1Pmobile On 08 Nov	20.00		2,971.50
12 Nov	Card Payment to Ebay Commerce UK L On 11 Nov	26.99		2,944.51
22 Nov	Card Payment to Marks&Spencer PLC On 20 Nov	105.00		2,839.51
25 Nov	Card Payment to Screwfix Direct On 24 Nov	15.20		2,824.31
26 Nov	Card Payment to Screwfix Dir Ltd On 25 Nov	58.12		2,766.19
29 Nov	Card Payment to Argos Ltd On 28 Nov	69.99		2,696.20
	Card Payment to Marks&Spencer PLC On 26 Nov	77.60		2,618.60
	Card Payment to Co-Op Group Petrol On 26 Nov	14.40		2,604.20
	Card Payment to Roys Bowthorpe On 26 Nov	24.00		2,580.20
	Refund From Screwfix Dir Ltd On 26 Nov		15.20	2,595.40
30 Nov	Card Payment to Marwood Group Ltd On 29 Nov	420.00		2,175.40

Continued

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				2,175.40
30 Nov	<input type="checkbox"/> Internet Banking Transfer From Account 70291323 at 20-62-68 Cimp Nov Reimburse		824.60	3,000.00
30 Nov	Balance carried forward			3,000.00
Total Payments/Receipts		839.80	839.80	

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%

**Bank Reconciliation Statement as at 30/11/2021
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	30/11/2021		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
		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

30 Oct - 30 Nov 2021

Start balance	£3,000.00
Money out	£206.20
▶ Commission charges	£8.50
▶ Interest paid	£0.00
Money in	£206.20
End balance	£3,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
30 Oct	Start Balance			3,000.00
2 Nov	Card Payment to Norwich Lighting C On 01 Nov	9.00		2,991.00
3 Nov	Card Payment to Wolseley UK On 02 Nov	55.07		2,935.93
4 Nov	Commission Charges For The Period 13 Sep /12 Oct	8.50		2,927.43
8 Nov	Card Payment to Co-Op Group Petrol On 05 Nov	28.54		2,898.89
9 Nov	Card Payment to Co-Op Group Petrol On 08 Nov	29.63		2,869.26
11 Nov	Card Payment to Roundwell Pharmacy On 10 Nov	5.49		2,863.77
19 Nov	Card Payment to Toolstation Limite On 18 Nov	39.96		2,823.81
29 Nov	Card Payment to Mfg Oval Garage On 25 Nov	30.01		2,793.80
30 Nov	Internet Banking Transfer From Account 70291323 at 20-62-68 Gimp Nov Reimburse		206.20	3,000.00
30 Nov	Balance carried forward			3,000.00
	Total Payments/Receipts	206.20	206.20	

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 30/11/2021
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	30/11/2021		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>			
30/11/2021 112961		6,060.00	
			<hr/> 6,060.00
			6,060.00
		Balance per Cash Book is :-	6,060.00
		Difference is :-	0.00