

# BUDGET REPORT TO COSTESSEY TOWN COUNCIL 11/01/2022 - ACCOUNTS TO END OCTOBER 2021

76)

AT THE END OF OCTOBER COUNCIL WAS 7/12 (58.3%) OF THE WAY THROUGH THE FINANCIAL YEAR AND WAS IN BUDGET BY £314,470. IT HAD RECEIVED 101.6% OF ITS BUDGETED INCOME AND SPENT 56.5% OF ITS BUDGETED EXPENDITURE

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 87.2.% & Insurance at 91.9%) as 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 £10,522 income for Breckland Hall (84.2%), £12,746 for the Costessey Centre (47.2%), £6,637 for Queen's Hills Community Centre (67.8%) 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 low at £10,821 (44.62%).

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 plant equipment apart from approx. £3,200.

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

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

Rolling Capital Fund EMR is used to fund all manner of projects

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

Hilary Elias. 4 January 2022

## Summary Income &amp; Expenditure by Budget Heading 31/10/2021

Month No: 7 CTC DECEMBER 21

## Cost Centre Report

ACCOUNTS TO END OCT 2021

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration							
	Income	329,613	659,231	659,126	(105)			100.0%
	Expenditure	46,266	193,967	356,100	162,133		162,133	54.5%
	Movement to/(from) Gen Reserve	283,347	465,264					
102	Civic Activities							
	Expenditure	313	9,878	26,515	16,637		16,637	37.3%
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	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	2,668	10,522	12,500	1,978			84.2%
	Expenditure	1,862	17,451	34,445	16,994		16,994	50.7%
	Movement to/(from) Gen Reserve	806	(6,928)					
202	Costessey Centre							
	Income	2,863	12,552	27,275	14,723			46.0%
	Expenditure	4,349	26,517	75,000	48,483		48,483	35.4%
	Movement to/(from) Gen Reserve	(1,486)	(13,964)					
203	Fete							
	Income	770	2,004	9,000	6,996			22.3%
	Expenditure	1,213	1,213	12,000	10,787		10,787	10.1%
	Movement to/(from) Gen Reserve	(443)	791					
205	Queen's Hills Community Centre							
	Income	1,556	8,193	11,550	3,357			70.9%
	Expenditure	1,952	13,587	31,900	18,313		18,313	42.6%
	Movement to/(from) Gen Reserve	(396)	(5,393)					
211	Breckland Recreation Grd							
	Expenditure	925	4,950	16,698	11,748		11,748	29.6%
212	Longwater Lane Recr'n Ground							
	Income	0	0	1,525	1,525			0.0%
	Expenditure	328	6,031	7,150	1,119		1,119	84.4%
	Movement to/(from) Gen Reserve	(328)	(6,031)					
215	Queens Hill Recreation Areas							
	Expenditure	0	6	1,550	1,544		1,544	0.4%
221	Cemetery & Closed Churchyard							
	Income	2,746	11,480	24,750	13,270			46.4%
	Expenditure	177	7,041	13,535	6,494		6,494	52.0%
	Movement to/(from) Gen Reserve	2,569	4,439					
231	Allotments							
	Income	1,150	1,251	1,200	(51)			104.3%
	Expenditure	0	36	925	889		889	3.9%
	Movement to/(from) Gen Reserve	1,150	1,215					
241	Open Spaces							
	Income	0	7,320	13,500	6,180			54.2%
	Expenditure	54	12,169	20,440	8,271		8,271	59.5%
	Movement to/(from) Gen Reserve	(54)	(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	206	6,517	22,346	15,829		15,829	29.2%
	Movement to/(from) Gen Reserve	(206)	(5,467)					
291	Outside Services							
	Expenditure	16,379	67,239	127,650	60,411		60,411	52.7%
	Grand Totals:- Income	341,366	775,273	762,826	(12,447)			101.6%
	Expenditure	74,024	460,803	816,056	355,253	0	355,253	56.5%
	Net Income over Expenditure	267,342	314,471	(53,230)	(367,701)			
	Movement to/(from) Gen Reserve	267,342	314,470					

## Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Trade Debtors	7,026	
101	Sundry Debtors	2	
105	VAT Control	(44)	
115	Prepaid Fete costs 2021-22	2,325	
201	Barclays Current/Premium Acct	1,118,486	
202	Barclays Salaries Account	52,829	
212	Clerks Imprest Acc 1	3,000	
213	Groundsman Imprest Acc 2	3,000	
231	Petty Cash	300	
233	Unity Account	(18)	
<b>Total Current Assets</b>			<b>1,186,906</b>
<u>Current Liabilities</u>			
500	Trade Creditors	1,080	
520	PAYE & NI Due	6,760	
525	Superannuation Due	6,069	
533	Income in Advance Fete 2021/22	180	
540	Deposits -Breckland	1,840	
541	Deposits - Costessey Centre	3,480	
542	Deposits - QHCC	940	
<b>Total Current Liabilities</b>			<b>20,349</b>
<b>Net Current Assets</b>			<b>1,166,557</b>
<b>Total Assets less Current Liabilities</b>			<b>1,166,557</b>
<u>Represented by :-</u>			
300	Current Year Fund	314,471	
310	General Fund	264,150	
320	EMR Elections	20,000	
321	Rolling Capital Fund	228,566	
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>1,166,557</b>

Oct-21

Payments over £500

Date	Payee	Description	Cost Centre	Amount £
01/10/2021	Breakwater IT	IT support Sept '21	101	653.58
01/10/2021	South Norfolk Council	quarterly refuse collection/ collect microwave	201,202,205, 221	£913.00
04/10/2021	Norfolk County Council	20mph school signs	4111/109	£5,233.00
04/10/2021	Cadman Bros	50% deposit plane display for fete	203	£1,455.60
04/10/2021	Dags Civils	Removal of LWL play equipment	212	£1,080.00
04/10/2021	Spire Cleaning Services	BH Sept '21 cleaning	201	£974.80
15/10/2021	South Norfolk Council	BH Non domestic rates	201	£728.00
15/10/2021	South Norfolk Council	CC Non domestic rates	202	£1,622.00
18/10/2021	J&D Carpentry Services	QH fire door survey	205	£528.00
18/10/2021	Garden Guardian	Football pitch marking	205	£522.00
18/10/2021	Eastern Play Services	BH play equipment repairs	211	£864.00
18/10/2021	Dardan Security	Lock/unlock Sept '21	201,202&221	£1,119.58
19/10/2021	Drax Energy	Electricity QH Sept '21	205	£648.88
21/10/2021	British Gas	Electricity CC Sept '21	202	£747.08
22/10/2021	Breakwater IT	OBR/BH wi-fi upgrade	201	£1,172.41
25/10/2021	Fresh Air Company	Repair leaking air con	202	£654.00
26/10/2021	Barclays transfer	Salaries transfer PP7	201202&291	£30,325.22
26/10/2021	Barclays transfer	Salaries transfer PP8	201202&291	£31,051.97
26/10/2021	J R Vincent Bunn	9th verge cut	241	£1,098.00

Earmarked Reserves

Account	<u>01/04/21</u> Opening Balance	Net Transfers	<u>31/10/21</u> 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	-92,390.79	228,565.57
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
	<b>634,956.63</b>	<b>-47,020.34</b>	<b>587,936.29</b>

**Bank Reconciliation Statement as at 31/10/2021  
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	31/10/2021		5,194.00
Barclays Business Premium Acct	31/10/2021		1,120,778.20
			<u>1,125,972.20</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
08/03/2021 112699 ██████████		50.00	
21/07/2021 112816 ██████████		100.00	
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	
04/10/2021 112898 ██████████		60.00	
18/10/2021 112901 ██████████		100.00	
18/10/2021 112905 Vue IT Training		350.00	
18/10/2021 112906 The Garden Guardian		522.00	
18/10/2021 112902 Eastern Play Services Ltd		864.00	
18/10/2021 112903 Colour Print		392.40	
18/10/2021 112907 Norwich Pest Control & Washroo		252.00	
18/10/2021 112908 Norfolk Association of Local		86.40	
18/10/2021 112909 NORFOLK PARISH TRAINING & SUPP		50.00	
18/10/2021 112911 Force Fresh Limited		204.41	
18/10/2021 112912 GSL Dardan Limited		1,119.58	
18/10/2021 112913 East Fire Extinguishers & Alar		84.00	
25/10/2021 112915 ██████████		140.00	
25/10/2021 112916 The Fresh Air Company		654.00	
25/10/2021 112917 Norwich Pressure Washing & Win		200.00	
25/10/2021 112918 GLASDON UK LTD		64.93	
26/10/2021 112919 East Anglian Service Engineers		402.44	
26/10/2021 112920 ██████████		1,098.00	
26/10/2021 112921 Anglia Door Systems Ltd		382.91	
31/10/2021 112922 Petty Cash		89.31	
			<u>7,486.38</u>
			1,118,485.82
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			1,118,485.82
		<b>Balance per Cash Book is :-</b>	<b>1,118,485.82</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/10/2021  
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	31/10/2021		52,828.81
			<u>52,828.81</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			52,828.81
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>0.00</u>
			52,828.81
		<b>Balance per Cash Book is :-</b>	<b>52,828.81</b>
		<b>Difference is :-</b>	<b>0.00</b>

**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	31/10/2021		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 31/10/2021  
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	31/10/2021		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

31/10/2021

	<b>20.00</b>	£40.00
	<b>10.00</b>	£20.00
	<b>5.00</b>	£140.00
	<b>2.00</b>	£4.00
	<b>1.00</b>	£3.00
	<b>0.50p</b>	£2.50
	<b>0.20p</b>	£0.40
	<b>0.10p</b>	£0.50
	<b>0.05p</b>	£0.20
	<b>0.02p</b>	£0.04
	<b>0.01p</b>	£0.05
	<b>Total</b>	<b>£210.69</b>
<b>Vchs 1217-1222</b>		<b>£89.31</b>
<b>Reimbursement Cq 112889</b>		
		<b>£300.00</b>

**Bank Reconciliation Statement as at 31/10/2021  
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	31/10/2021	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

Date	Description	Money out £	Money in £	Balance £
1 Oct	Start Balance			<b>3,000.00</b>
4 Oct	€ Commission Charges For The Period 13 Aug /12 Sep	8.50		2,991.50
6 Oct	Card Payment to Argos Ltd On 05 Oct	49.99		2,941.51
8 Oct	Card Payment to Argos Ltd On 07 Oct	24.99		2,916.52
14 Oct	Card Payment to Batterystation.Co. On 13 Oct	53.13		2,863.39
29 Oct	Internet Banking Transfer From Account 70291323 at 20-62-68 Cimp Oct Reimburse		136.61	3,000.00
29 Oct	Balance carried forward			<b>3,000.00</b>
	Total Payments/Receipts	136.61	136.61	

#### 01 - 29 Oct 2021

Start balance	£3,000.00
Money out	£136.61
▶ Commission charges £8.50	
▶ Interest paid £0.00	
Money in	£136.61
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.

			<b>Reimbursement Sept '21</b>			
CIMP527	Barclays Bank		Account charges 13/8-12/9/21			3,000.00
CIMP528	Argos		Caretakers mobile phone		8.50	2,991.50
CIMP529	Argos		Microsoft webcam		49.99	2,941.51
CIMP530	Battery Station		AA, AAA & C batteries		24.99	2,916.52
Oct-21					53.13	2,863.39
					<b>136.61</b>	<b>2,863.39</b>
			<b>Reimbursement Oct '21</b>			3,000.00
					136.61	

**Bank Reconciliation Statement as at 31/10/2021  
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	31/10/2021		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>

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



## Your Business Current Account

### At a glance

#### 01 - 29 Oct 2021

Date	Description	Money out £	Money in £	Balance £
1 Oct	Start Balance			3,000.00
4 Oct	€ Commission Charges For The Period 13 Aug /12 Sep	8.50		2,991.50
11 Oct	Card Payment to B & Q 1277 On 10 Oct	13.10		2,978.40
12 Oct	Card Payment to B & Q 1277 On 11 Oct	54.16		2,924.24
	Card Payment to Jhdinterior On 11 Oct	60.00		2,864.24
	Card Payment to M D Thompson Elect On 11 Oct	72.72		2,791.52
	Card Payment to B & Q 1277 On 11 Oct	17.00		2,774.52
15 Oct	Card Payment to Screwfix Direct On 14 Oct	31.57		2,742.95
18 Oct	Card Payment to Paypal *Ebay UK On 15 Oct	37.77		2,705.18
	Card Payment to Screwfix Dir Ltd On 15 Oct	15.48		2,689.70
19 Oct	Card Payment to Co-Op Group Petrol On 18 Oct	28.43		2,661.27
22 Oct	Card Payment to Screwfix Dir Ltd On 21 Oct	44.86		2,616.41
28 Oct	Card Payment to Norfolk Cement and On 27 Oct	72.00		2,544.41
	Card Payment to Mfg Oval Garage On 26 Oct	30.67		2,513.74

Continued

Start balance	£3,000.00
Money out	£486.26
▶ Commission charges £8.50	
▶ Interest paid £0.00	
Money in	£486.26
End balance	£3,000.00

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

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				2,513.74
29 Oct	Internet Banking Transfer From Account 70291323 at 20-62-68 Gimp Oct Reimburse		486.26	3,000.00
29 Oct	Balance carried forward			3,000.00
Total Payments/Receipts		486.26	486.26	

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%
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GIMP1026	Barclays Bank	<b>Transfer September '21</b>			3,000.00
GIMP1027	B&Q	Bank charges 13/8-12/9/21		£8.50	2,991.50
GIMP1028	B&Q	Brick cleaner		£13.10	2,978.40
GIMP1029	JHD Interiors	Fittings for outside tap		£54.16	2,924.24
GIMP1030	M D Thompson	Seat Cushion CC Rymarz gallery		£60.00	2,864.24
GIMP1031	B&Q	Secure box for outside tap		£72.72	2,791.52
GIMP1032	Screwfix	Paint for outside tap box		£17.00	2,774.52
GIMP1033	Ebay	Hi-vis coat & wall plugs		£31.57	2,742.95
GIMP1034	Screwfix	Zip wire seat repair		£37.77	2,705.18
GIMP1035	Co-op	Evo stick		£15.48	2,689.70
GIMP1036	Screwfix	Petrol		£28.43	2,661.27
GIMP1037	Norfolk Cement	work gloves		£44.86	2,616.41
GIMP1038	Oval Garage	Top soil Breckland Park		£72.00	2,544.41
		Diesel		£30.67	2,513.74
		<b>Transfer October '21</b>		£486.26	2,513.74
					3,000.00

167.92

486.26

Oct-21

**Bank Reconciliation Statement as at 31/10/2021  
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	31/10/2021		-18.00
			<u>-18.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			-18.00
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>0.00</u>
			-18.00
		<b>Balance per Cash Book is :-</b>	<b>-18.00</b>
		<b>Difference is :-</b>	<b>0.00</b>