

BUDGET REPORT TO FINANCE COMMITTEE 11/11/21 & TO COSTESSEY TOWN COUNCIL 14/12/21 - ACCOUNTS TO END SEPTEMBER 2021

AT THE END OF SEPTEMBER COUNCIL WAS 1/2 (50%) OF THE WAY THROUGH THE FINANCIAL YEAR AND WAS IN BUDGET BY £50,499. IT HAD RECEIVED 49.8% OF ITS BUDGETED INCOME AND SPENT 40.3% OF ITS BUDGETED EXPENDITURE

Council has received the first instalment of the precept (£329,513). 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.

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. Council has received £7,854 income for Breckland Hall (62.8%), £9,823 for the Costessey Centre (36.4%), £6,637 for Queen's Hills Community Centre (57.7%) and bar commission of 45.9% at the Costessey Centre. The Business Restart Grants received for the halls were repaid to South Norfolk Council following clarification of Government rules.

Burial & Memorial fees, which are sporadic and cannot be accurately predicted, were low at £8,734 (35.3%).

Community Infrastructure Levy: Council has received the first of two possible instalments of CIL receipts (£6,419), 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.

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

THERE IS LIKELY TO BE A SHORTFALL IN INCOME OVER THE YEAR DUE TO THE EARLIER RESTRICTED USE OF THE COMMUNITY HALLS FOR PERIODS FOLLOWING GOVERNMENT GUIDELINES ON LOCKDOWN. ALTHOUGH BRECKLAND AND QUEEN'S HILLS HALLS HAVE RECOVERED, THE INCOME AT THE COSTESSEY CENTRE HAS NOT.

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

Hilary Elias. 3 November 2021

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
100	Trade Debtors	5,436	
101	Sundry Debtors	2	
105	VAT Control	10,825	
115	Prepaid Fete costs 2021-22	2,325	
201	Barclays Current/Premium Acct	851,302	
202	Barclays Salaries Account	33,399	
212	Clerks Imprest Acc 1	3,000	
213	Groundsman Imprest Acc 2	3,000	
231	Petty Cash	300	
Total Current Assets			909,588
<i>Current Liabilities</i>			
500	Trade Creditors	6,281	
520	PAYE & NI Due	(6,601)	
533	Income in Advance Fete 2021/22	180	
540	Deposits -Breckland	1,620	
541	Deposits - Costessey Centre	2,840	
542	Deposits - QHCC	820	
Total Current Liabilities			5,140
Net Current Assets			904,448
Total Assets less Current Liabilities			904,448
<i>Represented by :-</i>			
300	Current Year Fund	47,129	
310	General Fund	264,150	
320	EMR Elections	20,000	
321	Rolling Capital Fund	233,799	
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			904,448

OVERPAYMENT CORRECTED PPS

10/11/2021

Costessey Town Council

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Nominal Ledger Report by ACCOUNT

User :HE

A/c Code	516	Wages to be repaid				Annual Budget	0
Centre	(none)					Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
					Opening Balance		0.00
		Account	Wages to be repaid		Account Totals	0.00	0.00
		Centre			Net Balance Month 8		0.00

A/c Code	520	PAYE & NI Due				Annual Budget	0
Centre	(none)					Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
					Opening Balance		6,013.70
1	08/04/2021	HMRCPP13	Cashbook	HMRC PP13		6,013.70	
2	10/05/2021	HMRC PP1	Cashbook	PAYE PP1		6,348.46	
2	12/05/2021	HMRC PP2	Cashbook	PAYE PP2		6,426.59	
2	31/05/2021	738	Journal	PAYE PP2			6,426.59
2	31/05/2021	740	Journal	PAYE PP			6,348.46
3	09/06/2021	HMRCPP3	Cashbook	HMRC PP3		6,293.32	
3	29/06/2021	745	Journal	PAYE PP3			6,293.32
4	09/07/2021	751	Journal	PAYE PP4			6,138.83
5	09/08/2021	HMRCPP4	Cashbook	HMRC PP4		6,138.83	
5	31/08/2021	761	Journal	PAYE PP5			6,601.26
6	13/09/2021	HMRCPP5	Cashbook	HMRC PP5		6,601.26	
6	13/09/2021	HMRCPP5&6	Cashbook	HMRC PP5 & PP6		13,212.74	
6	30/09/2021	766	Journal	PAYE PP6			6,611.48
7	11/10/2021	HMRCPP7	Cashbook	HMRC PP7 (less PP5 pd twice)		100.03	
7	21/10/2021	769	Journal	PAYE PP7			6,701.29
7	31/10/2021	782	Journal	PAYE PP8			6,760.17
		Account	PAYE & NI Due		Account Totals	51,134.93	57,895.10
		Centre			Net Balance Month 8		6,760.17

A/c Code	525	Superannuation Due				Annual Budget	0
Centre	(none)					Committed	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>		<u>Debit</u>	<u>Credit</u>
					Opening Balance		11,186.15
1	08/04/2021	NPRPP13	Cashbook	NPF PP13		5,544.83	
1	12/04/2021	NPFPP12	Cashbook	NPF PP12		5,641.32	
2	10/05/2021	NPF PP1	Cashbook	NPF PP1		5,426.43	
2	31/05/2021	738	Journal	NPF PP2			6,257.31
2	31/05/2021	740	Journal	NPF PP1			5,426.43
3	07/06/2021	NPFPP2	Cashbook	Norfolk Pension Fund PP2		6,257.31	
3	29/06/2021	745	Journal	Superan PP3			5,798.66
4	09/07/2021	751	Journal	Superan PP4			5,900.10

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Summary Income & Expenditure by Budget Heading 30/09/21

Month No: 6 CTC

Cost Centre Report

ACCOUNTS TO END SEPT '21

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance -Annual Total	Committed Expenditure	Funds Available	% Spent
101	General Administration							
	Income	26	329,618	659,126	329,508			50.0%
	Expenditure	23,990	148,383	356,100	207,718		207,718	41.7%
	Movement to/(from) Gen Reserve	(23,964)	181,235					
102	Civic Activities							
	Expenditure	1,617	9,566	26,515	16,949		16,949	36.1%
109	Capital and Projects							
	Income	0	7,419	2,400	(5,019)			309.1%
	Expenditure	0	7,007	2,400	(4,607)		(4,607)	291.9%
	Movement to/(from) Gen Reserve	0	412					
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	2,074	7,854	12,500	4,646			62.8%
	Expenditure	2,511	15,589	34,445	18,856		18,856	45.3%
	Movement to/(from) Gen Reserve	(437)	(7,735)					
202	Costessey Centre							
	Income	2,434	9,690	27,275	17,585			35.5%
	Expenditure	5,444	21,580	75,000	53,420		53,420	28.8%
	Movement to/(from) Gen Reserve	(3,010)	(11,891)					
203	Fete							
	Income	1,234	1,234	9,000	7,766			13.7%
	Expenditure	0	0	12,000	12,000		12,000	0.0%
	Movement to/(from) Gen Reserve	1,234	1,234					
205	Queen's Hills Community Centre							
	Income	1,334	6,637	11,550	4,913			57.5%
	Expenditure	2,392	11,634	31,900	20,266		20,266	36.5%
	Movement to/(from) Gen Reserve	(1,058)	(4,997)					
211	Breckland Recreation Grd							
	Expenditure	217	4,025	16,698	12,673		12,673	24.1%
212	Longwater Lane Recr'n Ground							
	Income	0	0	1,525	1,525			0.0%
	Expenditure	1,963	5,704	7,150	1,446		1,446	79.8%
	Movement to/(from) Gen Reserve	(1,963)	(5,704)					
215	Queens Hill Recreation Areas							
	Expenditure	0	6	1,550	1,544		1,544	0.4%
221	Cemetery & Closed Churchyard							
	Income	3,137	8,734	24,750	16,016			35.3%
	Expenditure	1,069	6,182	13,535	7,353		7,353	45.7%
	Movement to/(from) Gen Reserve	2,068	2,551					
231	Allotments							
	Income	0	101	1,200	1,099			8.4%
	Expenditure	0	36	925	889		889	3.9%
	Movement to/(from) Gen Reserve	0	65					
241	Open Spaces							
	Income	915	7,320	13,500	6,180			54.2%
	Expenditure	1,155	12,115	20,440	8,325		8,325	59.3%
	Movement to/(from) Gen Reserve	(240)	(4,795)					
251	Street Furniture							
	Expenditure	880	880	4,100	3,220		3,220	21.5%
252	Road and Streetlights							
	Income	1,050	1,050	0	(1,050)			0.0%
	Expenditure	(1,907)	3,941	22,346	18,405		18,405	17.6%
	Movement to/(from) Gen Reserve	2,957	(2,891)					
291	Outside Services							
	Expenditure	8,529	50,860	127,650	76,790		76,790	39.8%
	Grand Totals:- Income	12,204	379,657	762,826	383,169			49.8%
	Expenditure	47,861	329,158	816,056	486,898	0	486,898	40.3%
	Net Income over Expenditure	(35,657)	50,499	(53,230)	(103,729)			
	Movement to/(from) Gen Reserve	(35,657)	50,499					

Sep-21

Payments over £500

Date	Payee	Description	Cost Centre	Amount £
06/09/2021	J R Vincent Bunn	7th verge cut	241	1,098.00
06/09/2021	Spire Cleaning	BH/OBR cleaning Aug '21	201	754.00
06/09/2021	TT Jones Electrical	Column replacement programme	252	12,798.00
06/09/2021	Dardan Ltd	Lock/unlock Aug '21	201,202 & 221	1,119.58
06/09/2021	TT Jones Electrical	Column replacement programme	252	13,784.40
06/09/2021	UEA	Breckland Park trainer sessions	102	648.00
15/09/2021	SNC	BH Non domestic rates	201	728.00
15/09/2021	SNC	CC Non domestic rates	202	1,622.00
21/09/2021	Haven Power	QHCC electricity August '21	205	611.68
21/09/2021	British Gas	CC electric Aug '21	202	724.76
21/09/2021	J R Vincent Bunn	8th verge cut	241	1,098.00
21/09/2021	PKF Littlejohn	20/21 annual return	101	1,920.00
21/09/2021	Norton Legal	QHCC acquisition fees to date	111	2,318.00
21/09/2021	Bear & Sons	replace kissing gate Gunton Lane	241	549.18
21/09/2021	Cadent Gas	supervise play equipment removal	212	1,257.14
21/09/2021	Westcotec	repair Roundwell Bus stop	251	1,056.00
23/09/2021	Barclays transfer	Salaries transfer PP6	101,201 & 291	29,910.52
23/09/2021	Whites Stores (CIMP)	2 x LED xmas trees	102	799.98
23/09/2021	JHD Interiors (CIMP)	OBR blinds final payment	201	1,250.00
27/09/2021	Anglia Door Systems	Annual fire shutter service	201,202 & 205	876.87
27/09/2021	Dardan Ltd	Lock/unlock July '21	201,202 & 221	1,098.00

**Bank Reconciliation Statement as at 30/09/2021
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	30/09/2021		5,294.00
Barclays Business Premium Acct	30/09/2021		859,310.24
			<u>864,604.24</u>
Unpresented Cheques (Minus)		Amount	
08/03/2021 112699 [REDACTED]		50.00	
21/07/2021 112816 [REDACTED]		100.00	
03/08/2021 112821 Orchid Society of EA		60.00	
06/09/2021 112849 [REDACTED]		100.00	
06/09/2021 112850 [REDACTED]		100.00	
06/09/2021 112858 Norwich Reformed Church		60.00	
21/09/2021 112861 Norwich Door to Door		156.00	
21/09/2021 112862 [REDACTED]		60.00	
21/09/2021 112863 [REDACTED]		100.00	
21/09/2021 112865 [REDACTED]		475.20	
21/09/2021 112864 Norwich Pressure Washing & Win		200.00	
21/09/2021 112866 [REDACTED]		1,098.00	
21/09/2021 112869 SOCIETY OF LOCAL COUNCIL CLERK		54.00	
21/09/2021 112871 Force Fresh Limited		207.41	
21/09/2021 112873 Ian Smith (Stationers) Ltd		232.87	
21/09/2021 112874 DCK Accounting Solutions Ltd		492.00	
21/09/2021 112875 Norton Legal Services		2,318.00	
21/09/2021 112878 Blockbuster Drain Services		210.00	
21/09/2021 112879 BEAR & SONS		549.18	
21/09/2021 112870 PKF Littlejohn LLP		1,920.00	
21/09/2021 112876 Avocet Engineering(Stackastage		28.80	
21/09/2021 112880 Cadent Gas Ltd		1,257.14	
21/09/2021 112882 Westcotec Limited		1,056.00	
27/09/2021 112886 Anglia Door Systems Ltd		876.87	
27/09/2021 112887 GSL Dardan Limited		1,119.58	
27/09/2021 112883 [REDACTED]		100.00	
27/09/2021 112884 [REDACTED]		136.00	
27/09/2021 112885 [REDACTED]		60.00	
27/09/2021 112888 [REDACTED]		60.00	
30/09/2021 112890 Petty Cash		65.40	
			<u>13,302.45</u>
			851,301.79
Receipts not Banked/Cleared (Plus)			
		0.00	
			<u>0.00</u>
			851,301.79
Balance per Cash Book is :-			851,301.79
Difference is :-			0.00

**Bank Reconciliation Statement as at 30/09/2021
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	30/09/2021		33,398.74
			<u>33,398.74</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			33,398.74
		0.00	
			<u>0.00</u>
			33,398.74
		Balance per Cash Book is :-	33,398.74
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2021
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	30/09/2021		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 30/09/2021
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	30/09/2021		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>			
		0.00	
			<u>0.00</u>
			300.00
		Balance per Cash Book is :-	300.00
		Difference is :-	0.00

Petty Cash Tin Reconciliation

30/09/2021

20.00	£20.00
10.00	£50.00
5.00	£150.00
2.00	£0.00
1.00	£9.00
0.50p	£4.00
0.20p	£0.60
0.10p	£0.70
0.05p	£0.15
0.02p	£0.06
0.01p	£0.09
Total	£234.60
Vchs 1210-1216	£65.40
Reimbursement Cq 112889	
	£300.00

**Bank Reconciliation Statement as at 30/09/2021
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	30/09/2021	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
		Balance per Cash Book is :-	3,000.00
		Difference is :-	0.00

CIMP520		Transfer August '21	2,692.90		3,000.00
CIMP521	Barclays Bank	Account charges 13/7-12/8/21		6.50	2,993.50
CIMP522	Survey Monkey	Annual Subscription		372.00	2,621.50
CIMP523	Performing Rights Society	Annual music licence CC		234.00	2,387.50
CIMP524	Performing Rights Society	Annual music licence BH		234.00	2,153.50
	JHD Interiors	Final payment Jerningham blinds		498.00	1,655.50
		Reimbursement 23/9/21	1,000.00		2,655.50
CIMP525	Whites Stores	Christmas trees		799.98	1,855.52
CIMP526	JHD Interiors	Final payment OBR blinds		1,250.00	605.52
Sep-21				3,394.48	605.52
		Reimbursement Sept '21	2,394.48		3,000.00

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



Your Business Current Account

At a glance

01 - 30 Sep 2021

Date	Description	Money out £	Money in £	Balance £
1 Sep	Start Balance			3,000.00
7 Sep	Ⓢ Commission Charges For The Period 13 Jul /12 Aug	6.50		2,993.50
10 Sep	☎ Card Payment to Surveymonkey Ireland On 09 Sep	372.00		2,621.50
20 Sep	☎ Card Payment to Ppl Prs Ltd On 17 Sep	234.00		2,387.50
	☎ Card Payment to Ppl Prs Ltd On 17 Sep	234.00		2,153.50
23 Sep	☎ Internet Banking Transfer From Account 70291323 at 20-62-68 Mid-Month TOP Up		1,000.00	3,153.50
24 Sep	☎ Card Payment to Jhdinterior On 23 Sep	498.00		2,655.50
	☎ Card Payment to Whites Stores On 23 Sep	799.98		1,855.52
	☎ Card Payment to Jhdinterior On 23 Sep	1,250.00		605.52
30 Sep	☎ Internet Banking Transfer to Account 70291323 at 20-62-68 Correction Cimp SE	4.00		601.52
	☎ Internet Banking Transfer From Account 70291323 at 20-62-68 Cimp Sept 21		2,398.48	3,000.00
30 Sep	Balance carried forward			3,000.00
	Total Payments/Receipts	3,398.48	3,398.48	

Start balance	£3,000.00
Money out	£3,398.48
▶ Commission charges	£6.50
▶ Interest paid	£0.00
Money in	£3,398.48
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 30/09/2021
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	30/09/2021		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

GIMP1020	Co-op	Transfer August '21	1,986.76	3,000.00
GIMP1021	Barclays Bank	Diesel		£57.89
GIMP1022	Co-op	Bank charges 13/7-12/8/21		£6.50
GIMP1023	Oval Garage	Diesel		£27.01
GIMP1024	Screwfix	Petrol		£27.17
GIMP1025	Screwfix	Hose for zip wire repair		£17.99
Sep-21		fixings for Jerningham Room shelf		£31.36
		Transfer September '21	167.92	£167.92
				3,000.00

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 Sep	Start Balance			3,000.00
2 Sep	Card Payment to Co-Op Group Petrol On 01 Sep	57.89		2,942.11
7 Sep	Ⓔ Commission Charges For The Period 13 Jul /12 Aug	6.50		2,935.61
10 Sep	Card Payment to Co-Op Group Petrol On 09 Sep	27.01		2,908.60
13 Sep	Card Payment to Mfg Oval Garage On 09 Sep	27.17		2,881.43
14 Sep	Card Payment to Screwfix Dir Ltd On 13 Sep	17.99		2,863.44
20 Sep	Card Payment to Screwfix Dir Ltd On 17 Sep	31.36		2,832.08
30 Sep	Internet Banking Transfer From Account 70291323 at 20-62-68 Gimp Sept Reimburs		167.92	3,000.00
30 Sep	Balance carried forward			3,000.00
	Total Payments/Receipts	167.92	167.92	

01 - 30 Sep 2021

Start balance	£3,000.00
Money out	£167.92
▶ Commission charges	£6.50
▶ Interest paid	£0.00
Money in	£167.92
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.