

Meeting	Finance & Policy Committee
Date	17 th September 2024
Report Title	Budget Report to Month 5 (31 st August 2024)
Agenda Reference	8a
Author	Jodie Smart, Finance Officer and Deputy RFO

Officer's Recommendation:

To note.

Income and Expenditure against budget Balances as of 31st August 2024

Total Revenue Budgets	Total Expenditure Budgets	Actual Income to 31 st August 2024	Actual Expenditure to 31 st August 2024
£1,186,874	£1,226,875	£610,680	£686,289
% Income		% Expenditure	
Expected at 31 st August 2024	Actual at 31 st August 2024	Expected at 31 st August 2024	Actual at 31 st August 2024
41.67%	51.5%	41.67%	40.00% (removing the committed and actual expenditure for the GMF)
Variances to note <26.67% or >56.67%			
101 Administration			
1177 CTSG	0.0%	Income unlikely at budget setting so not included. Income subsequently received.	
1190 Interest Received	112.8%	Bank balances reduced at a lower rate due to lower GMF instalments than expected.	
1195 FIT Payments	(13.6%)	Payment due in September – to cover end of 23/24.	
4008 Professional Services	0.4%	Not required to date.	
4011 Photocopier Lease	24.3%	Invoiced quarterly in arrears.	
4012 Insurance	82.3%	Insurance paid to Month 10.	
4013 Insurance Claims	0.0%	Not required to date.	
4016 Travelling Expenses	1.5%	Not required to date.	
4018 Stationery	63.2%	Bulk stationery orders processed.	
4019 Postage	21.8%	Not fully required to date.	
4020 Staff Training	7.2%	Training plan in progress.	
4021 Councillor Training	0.0%	Not required to date.	



4023 Audit Internal/External	67.4%	External audit invoice processed.
4024 IT Support	75.3%	Annual invoices for accounting and allotment software and Microsoft licenses processed.
4025 IT Equipment	0.0%	Not required to date.
4026 Medical Expenses	0.0%	Not required to date.
4028 Recruitment	0.0%	Not required to date.
4090 Elections/Co-options	0.0%	EMR fund.
4215 Subscriptions	102.0%	Most subscriptions paid for year. Projected overspend as increases higher than budgeted for.
4220 Legal Fees	97.6%	Open spaces lease now complete. Legal fees paid.
4480 Climate Change & Biodiversity	0.0%	Not required to date.
4490 Bank Charges	66.9%	Higher income resulting in higher bank charges.
4491 Square Card Receipts Charges	89.7%	Bulk of income received at Summer Event.
4510 Workwear & PPE	82.3%	Bulk order for new starters.
4600 New Office Equipment	4.8%	Not fully required to date.
4999 Sundries	64.5%	Increased staffing levels resulting in increased refreshment purchases.
102 Office Expenditure		
4009 Maintenance Contractor	0.0%	Not required to date.
4017 Cleaning Materials	71.7%	Bulk orders processed. Whole workforce currently utilising facilities.
4040 Covid 19/Staff Larder	0.0%	For use in Q3 & Q4.
4100 Office Site Lease	49.0%	Paid quarterly, in advance.
4101 Utilities	6.3%	Awaiting invoice for office electricity.
4104 Repairs/Replacements	73.7%	Sensor lighting and replacement alarm battery.
4105 Alarm Fire/Intruder	63.3%	Annual maintenance contract paid.
4106 Sanitary Waste	88.9%	Paid to Month 11.
4107 Contracts & Agreements	322.4%	Water filter paid full year. Purchase order posted for hand dryers. Awaiting confirmation from supplier of contract details – under investigation.
4111 Maintenance – office	82.9%	Repairs to emergency lighting.
4112 Room Hire Sundries	0.0%	Not required to date.
202 Grants		
4209 Grants	60.0%	Larger grants awarded in first round.
302 Play Areas		
4305 Play Equipment Repairs	5.5%	Refund received for 22/23 transactions.
4306 Play Area Inspection	0.0%	Inspections due in Q4.



4316 Play Area Refurbishment	0.0%	Rolling EMR fund.
4518 Surface Repairs	1.6%	Rolling EMR fund.
305 Leisure Gardens		
1004 Leisure Garden Tenants	60.7%	Income to Month 6 received in 23/24.
4310 Leisure Garden Maintenance	2.4%	Not required to date.
4318 Leisure Garden Competitions	0.0%	Competition planned for M6.
307 Parks & Open Spaces		
1008 Community Forest	270.2%	Grant income for pocket forests received.
1183 Grounds Maint Work	0.0%	No income due to date.
4009 Maintenance Contractor	0.0%	Not required prior to GMF completion.
4040 Covid 19/Staff Larder	0.0%	For use in Q3 & Q4.
4101 Utilities	4.9%	Credit applied to account for 23/24. Elec disconnected until GMF completion. Standing charge payable.
4102 Health & Safety	0.0%	Not required to date.
4105 Alarm Fire/Intruder	0.0%	Not required prior to GMF completion.
4106 Sanitary Waste	0.0%	Not required prior to GMF completion.
4200 Bus Shelters & Repairs	8.4%	Maintenance schedule underway.
4206 Great Wester Climate Trees	0.0%	No large expenditure expected. Grant funds received to contra any maintenance.
4301 Arboricultural Work	12.9%	Tree survey due Month 11. Rolling EMR any remaining to fund tractor and flail hire. Tree works completed by contractor in M4.
4308 Notice Boards, Seats & Bins	0.0%	Not required to date.
4309 Horticultural Work	4.2%	Not fully required to date.
4314 Equipment	95.9%	Bulk order processed.
4350 Vandalism	59.7%	Bulk orders of graffiti wipes processed.
4507 Vehicle Insurance	77.4%	Paid to Month 10.
4508 Road Fund Licence	142.1%	Includes sweeper road tax not budgeted for in error (£327.50).
4515 Grass Cutting M/C Maint	92.8%	Invoice to Month 11 processed plus ad hoc repairs and tyres.
4517 Litter, Cleansing and Gritting	60.4%	Bulk refuse sack order processed.
4522 Grounds Maintenance Contract	71.0%	PO for Summer mowing contract processed.
4523 Fuel – Grass Cutting	70.2%	Peak mowing season.



4524 Vehicle Electricity (Fuel)	(54.7%)	Accrual for Month 8-12 23/24. Awaiting corresponding invoice.
4610 Vehicles	113.9%	Goupil x2 invoice to Month 7 of 25/26 processed. Prepayment to process at end of quarter 2.
4634 Street Sweeper Maintenance	15.3%	Minor repairs/consumables. Balance to rolling EMR at year end.
4635 Waterside Rent	0.0%	Contingency in case build exceeds 6 months.
4700 PWLB Repayment	0.0%	Rolling EMR.
401 Newsletter		
1001 Newsletter Advertising	57.0%	Income exceeds budget to date.
4400 Newsletter Printing	22.3%	One of three issues printed for this financial year.
402 Community Development		
1009 Memorial Benches	5.1%	Income to cover maintenance for existing benches.
1150 Community Dev & Grant Income	0.0%	Income not budgeted for.
1210 Mem Café Income & Donations	155.6%	Tea dance ticket income of £600 to contra some of expenditure at 4330/402.
1400 I&L Events Income	210.1%	Income for all events to contra expenditure at 4320/402, 4402/402 & 4629/402.
4109 Mobile Phones	0.0%	Budget included in 101. Staff mobile phone allowances
4212 Christmas Activities	16.8%	Expenditure due in Q2/3.
4320 Youth Engagement	97.6%	Income at 1400/402 to contra.
4401 Web Site & Social Media	80.6%	Web hosting to Month 9 paid.
4402 Marketing & Events	127.9%	Summer event expenditure. Income at 1400/402 to contra.
4412 Branding	15.0%	Not fully required to date.
4413 Consultation/Events	0.0%	Not required to date.
4416 Competitions	20.0%	Not fully required to date.
4418 Memorial Benches	0.7%	Minimal requirement to date to complete install from 23/24.
4629 Community Choices	25.6%	Event schedule in process.
501 Community Transport		
4500 Bus Tax & Insurance	93.1%	Insurance paid to Month 10. Road Tax paid to Month 8.
4502 Bus Servicing & Repairs	17.0%	Not fully required to date.
605 Capital Projects		
4705 GMF Build	0.0%	Public works loan to contra expenditure.
4618 Emergency Plan	0.0%	Not required to date.
4621 Mini Bus	0.0%	Rolling EMR.



4622 Councillor devices	0.0%	Not required to date.
-------------------------	------	-----------------------

Detailed Income & Expenditure by Budget Heading 09/09/2024

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1176 Precept	0	578,552	1,157,103	578,552			50.0%	
1177 Council Tax Support Grant	0	8,299	0	(8,299)			0.0%	
1190 Interest Received	1,142	5,642	5,000	(642)			112.8%	
1195 FIT Payments	0	(68)	500	568			(13.6%)	
1199 Miscellaneous Income	0	0	0	(0)			0.0%	
Administration :- Income	1,142	592,425	1,162,603	570,178			51.0%	0
4000 Salaries	21,773	108,398	292,698	184,300		184,300	37.0%	
4007 Councillors' Allowances	1,039	5,195	12,470	7,275		7,275	41.7%	
4008 Professional Services	0	9	2,500	2,491		2,491	0.4%	
4011 Photocopier Lease & charges	139	322	1,325	1,003		1,003	24.3%	
4012 Insurance	0	3,351	4,072	721		721	82.3%	
4013 Insurance Claims	0	0	500	500		500	0.0%	
4016 Travelling Expenses	0	3	200	197		197	1.5%	
4018 Stationery	58	483	765	282		282	63.2%	
4019 Postage	0	31	140	110		110	21.8%	
4020 Staff Training	201	331	4,650	4,319	5	4,314	7.2%	
4021 Councillor Training	0	0	350	350		350	0.0%	
4023 Audit Internal/External	2,100	2,044	3,031	987		987	67.4%	
4024 IT Support	339	6,887	9,147	2,260		2,260	75.3%	
4025 IT Equipment	0	0	1,750	1,750		1,750	0.0%	
4026 Medical expenses	0	0	520	520		520	0.0%	
4028 Recruitment	0	0	2,000	2,000		2,000	0.0%	
4090 Elections/Co-options	0	0	6,000	6,000		6,000	0.0%	
4102 Health & Safety	0	400	0	(400)		(400)	0.0%	
4109 Mobile phones	25	226	395	169		169	57.3%	
4215 Subscriptions	55	2,958	2,900	(58)		(58)	102.0%	
4220 Legal Fees	0	1,953	2,000	48		48	97.6%	
4480 Climate Change & Biodiversity	0	0	750	750		750	0.0%	
4490 Bank charges	60	171	255	84		84	66.9%	
4491 Square Card Receipts Charges	27	28	31	3		3	89.7%	
4510 Workwear & PPE	0	165	200	35		35	82.3%	
4600 New Office Equipment	21	24	500	476		476	4.8%	
4999 Sundries	90	226	350	124		124	64.5%	
5900 EMR Spend	0	3,140	0	(3,140)		(3,140)	0.0%	3,140
Administration :- Indirect Expenditure	25,927	136,345	349,499	213,154	5	213,149	39.0%	3,140
Net Income over Expenditure	(24,786)	456,080	813,104	357,024				
6000 plus Transfer From EMR	0	3,140	0	(3,140)				
Movement to/(from) Gen Reserve	(24,786)	459,220	813,104	353,884				

Detailed Income & Expenditure by Budget Heading 09/09/2024

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Office Expenditure</u>								
1000 Hire Of Premises	1,508	2,526	5,000	2,474			50.5%	
Office Expenditure :- Income	1,508	2,526	5,000	2,474			50.5%	0
4009 Maintenance Contractor	0	0	1,000	1,000		1,000	0.0%	
4017 Cleaning Materials	4	269	375	106		106	71.7%	
4040 Covid19/Staff Larder	0	0	500	500		500	0.0%	
4100 Office Site Lease	0	1,295	2,642	1,347		1,347	49.0%	
4101 Utilities	(62)	217	3,454	3,237		3,237	6.3%	
4102 Health & Safety	6	307	650	343		343	47.2%	
4104 Repairs/Replacements	0	239	500	261	130	131	73.7%	
4105 Alarm Fire/Intruder	0	348	550	202		202	63.3%	
4106 Sanitary Waste	0	77	87	10		10	88.9%	
4107 Contracts & Agreements	0	181	185	4	415	(411)	322.4%	
4110 Landline/Broadband	135	781	1,470	689		689	53.1%	
4111 Maintenance - office & POST fa	0	306	560	254	158	96	82.9%	
4112 Room Hire Sundries	0	0	100	100		100	0.0%	
4304 Bin collections	95	334	700	366		366	47.7%	
Office Expenditure :- Indirect Expenditure	178	4,355	12,773	8,418	703	7,715	39.6%	0
Net Income over Expenditure	1,330	(1,829)	(7,773)	(5,944)				
<u>202 Grants</u>								
4209 Grants	0	3,000	5,000	2,000		2,000	60.0%	
Grants :- Indirect Expenditure	0	3,000	5,000	2,000	0	2,000	60.0%	0
Net Expenditure	0	(3,000)	(5,000)	(2,000)				
<u>302 Play Areas</u>								
4010 Play Area Contractor/Security	1,000	4,000	12,500	8,500		8,500	32.0%	
4027 CCTV	85	340	1,040	700		700	32.7%	
4305 Play Equipment Repairs	580	614	12,000	11,386	49	11,338	5.5%	
4306 Play Area Inspection	0	0	1,232	1,232		1,232	0.0%	
4316 Play Area Refurbishment	0	0	10,000	10,000		10,000	0.0%	
4518 Surface Repairs	0	0	20,000	20,000	315	19,685	1.6%	
5900 EMR Spend	0	0	0	0	3,226	(3,226)	0.0%	
Play Areas :- Indirect Expenditure	1,665	4,954	56,772	51,818	3,590	48,229	15.0%	0
Net Expenditure	(1,665)	(4,954)	(56,772)	(51,818)				

Detailed Income & Expenditure by Budget Heading 09/09/2024

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>305 Leisure Gardens</u>								
1004 Leisure Garden Tenants	0	1,752	2,889	1,137			60.7%	
Leisure Gardens :- Income	0	1,752	2,889	1,137			60.7%	0
4310 Leisure Gardens Maintenance	10	55	2,306	2,251		2,251	2.4%	
4315 Leisure Garden Water Rates	0	113	233	120		120	48.5%	
4318 Leisure Garden Competitions	0	0	350	350		350	0.0%	
Leisure Gardens :- Indirect Expenditure	10	168	2,889	2,721	0	2,721	5.8%	0
Net Income over Expenditure	(10)	1,584	0	(1,584)				
<u>307 Parks & Open Spaces</u>								
1008 Great Western Community Forest	0	3,878	1,435	(2,443)			270.2%	
1183 Grounds Maint Work	0	0	950	950			0.0%	
Parks & Open Spaces :- Income	0	3,878	2,385	(1,493)			162.6%	0
4000 Salaries	38,198	189,325	468,647	279,322		279,322	40.4%	
4006 General Maintenance	406	775	1,800	1,025		1,025	43.0%	
4009 Maintenance Contractor	0	0	600	600		600	0.0%	
4017 Cleaning Materials	0	44	100	56		56	44.5%	
4020 Staff Training	915	1,520	5,500	3,980	490	3,490	36.6%	
4026 Medical expenses	0	432	1,000	568		568	43.2%	
4040 Covid19/Staff Larder	0	0	500	500		500	0.0%	
4101 Utilities	0	174	3,570	3,396		3,396	4.9%	
4102 Health & Safety	0	0	1,000	1,000		1,000	0.0%	
4105 Alarm Fire/Intruder	0	0	1,200	1,200		1,200	0.0%	
4106 Sanitary Waste	0	0	85	85		85	0.0%	
4109 Mobile phones	101	504	900	396		396	56.0%	
4200 Bus Shelters & Repairs	0	42	500	458		458	8.4%	
4206 Great Western Climate Tree	0	0	1,435	1,435		1,435	0.0%	
4301 Arboricultural Work	0	900	6,962	6,062		6,062	12.9%	
4304 Bin collections	0	0	200	200		200	0.0%	
4308 Notice Boards, Seats & Bins	0	0	2,500	2,500		2,500	0.0%	
4309 Horticultural work	0	203	4,873	4,670		4,670	4.2%	
4314 Equipment	0	1,438	1,500	62		62	95.9%	
4350 Vandalism	62	90	150	60		60	59.7%	
4506 Fuel	895	2,671	6,885	4,214		4,214	38.8%	
4507 Vehicle Insurance	0	2,098	2,709	611		611	77.4%	
4508 Road Fund Licence	0	1,026	722	(304)		(304)	142.1%	
4509 Servicing & Maintenance (Vehic	1,011	2,059	5,000	2,941	486	2,454	50.9%	
4510 Workwear & PPE	96	894	2,448	1,554	138	1,416	42.2%	
4511 Vehicle Tracking	0	458	900	442		442	50.9%	

Detailed Income & Expenditure by Budget Heading 09/09/2024

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4514 Grass Cutting M/C Lease	0	5,721	11,000	5,279		5,279	52.0%	
4515 Grass Cutting M/C maint	132	5,419	6,812	1,393	905	488	92.8%	
4517 Litter, Cleansing & gritting	0	1,837	3,040	1,203		1,203	60.4%	
4522 Grounds Maintenance Contract	1,794	7,955	16,257	8,302	3,589	4,713	71.0%	
4523 Fuel - Grass cutting	665	2,697	3,845	1,148		1,148	70.2%	
4524 Vehicle Electricity (fuel)	0	(558)	1,020	1,578		1,578	(54.7%)	
4604 Festive Enhancements	0	190	500	310		310	38.0%	
4610 Vehicles	602	22,600	19,840	(2,760)		(2,760)	113.9%	
4615 New Machinery	0	861	2,500	1,639	18	1,621	35.2%	
4633 Street Sweeper Lease	1,660	8,330	19,920	11,590		11,590	41.8%	
4634 Street Sweeper Maintenance	455	2,338	15,236	12,898		12,898	15.3%	
4635 Waterside Rent	0	0	1,500	1,500		1,500	0.0%	
4700 PWLB Repayment	0	0	12,500	12,500		12,500	0.0%	
5900 EMR Spend	1,273	6,048	0	(6,048)	8,400	(14,448)	0.0%	6,048
Parks & Open Spaces :- Indirect Expenditure	48,264	268,092	635,656	367,564	14,026	353,537	44.4%	6,048
Net Income over Expenditure	(48,264)	(264,214)	(633,271)	(369,057)				
6000 plus Transfer From EMR	1,273	6,048	0	(6,048)				
Movement to/(from) Gen Reserve	(46,991)	(258,166)	(633,271)	(375,105)				
401 Newsletter								
1001 Newsletter Advertising	0	1,426	2,500	1,074			57.0%	
Newsletter :- Income	0	1,426	2,500	1,074			57.0%	0
4400 Newsletter Printing	0	2,404	10,780	8,376		8,376	22.3%	
4403 Newsletter Distribution	1,110	1,110	3,764	2,654		2,654	29.5%	
4404 Newsletter Artwork	6	860	1,780	920		920	48.3%	
Newsletter :- Indirect Expenditure	1,116	4,374	16,324	11,950	0	11,950	26.8%	0
Net Income over Expenditure	(1,116)	(2,948)	(13,824)	(10,876)				
402 Community Development								
1009 Memorial benches	0	187	3,662	3,475			5.1%	
1150 Community Dev & Grant income	0	50	0	(50)			0.0%	
1210 Mem Cafe Income & Donations	20	700	450	(250)			155.6%	
1220 Football Pitch Income	0	390	765	375			51.0%	
1400 I&L Events Income	2,310	5,882	2,800	(3,082)			210.1%	
Community Development :- Income	2,330	7,209	7,677	468			93.9%	0
4000 Salaries	5,844	28,868	84,833	55,965		55,965	34.0%	
4002 Memory Cafe salaries	2,480	9,919	24,464	14,545		14,545	40.5%	

Detailed Income & Expenditure by Budget Heading 09/09/2024

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4109 Mobile phones	33	33	0	(33)		(33)	0.0%	
4212 Christmas Activities	0	0	1,530	1,530	257	1,273	16.8%	
4320 Youth Engagement	7	976	1,000	24		24	97.6%	125
4330 Memory Cafe	583	2,348	4,000	1,652	140	1,512	62.2%	
4331 Memory Cafe Consumables	0	106	350	244		244	30.3%	
4401 Web Site & Social Media	0	484	600	116		116	80.6%	
4402 Marketing & Events	4,805	5,827	5,000	(827)	570	(1,397)	127.9%	
4412 Branding	0	45	300	255		255	15.0%	
4413 Consultation/Events	0	0	250	250		250	0.0%	
4416 Competitions	20	45	225	180		180	20.0%	
4418 Memorial benches	0	24	3,462	3,438		3,438	0.7%	
4629 Community Choices	35	1,741	7,500	5,759	180	5,579	25.6%	
5900 EMR Spend	65	65	0	(65)		(65)	0.0%	
Community Development :- Indirect Expenditure	13,872	50,482	133,514	83,032	1,147	81,885	38.7%	125
Net Income over Expenditure	(11,542)	(43,273)	(125,837)	(82,565)				
6000 plus Transfer From EMR	0	125	0	(125)				
Movement to/(from) Gen Reserve	(11,542)	(43,148)	(125,837)	(82,690)				
<u>501 Community Transport</u>								
1002 Community Transport Fares	230	1,371	3,570	2,199			38.4%	
1003 Community Transport BSOG	0	92	250	158			36.7%	
Community Transport :- Income	230	1,462	3,820	2,358			38.3%	0
4500 Bus Tax & Insurance	0	703	755	52		52	93.1%	
4501 Bus Fuel Costs	97	385	1,122	737		737	34.3%	
4502 Bus Servicing & Repairs	0	182	1,071	889		889	17.0%	
4504 Bus Driver Training	0	220	450	230		230	48.9%	
4505 Bus Admin/Misc	0	35	50	15		15	70.0%	
Community Transport :- Indirect Expenditure	97	1,524	3,448	1,924	0	1,924	44.2%	0
Net Income over Expenditure	133	(62)	372	434				
<u>605 Capital Projects</u>								
4705 GMF Build	4,000	212,995	0	(212,995)	433,596	(646,590)	0.0%	
Capital Projects :- Direct Expenditure	4,000	212,995	0	(212,995)	433,596	(646,590)		0
4618 Emergency Plan	0	0	250	250		250	0.0%	
4621 Mini bus	0	0	10,000	10,000		10,000	0.0%	
4622 Councillor devices	0	0	750	750		750	0.0%	
Capital Projects :- Indirect Expenditure	0	0	11,000	11,000	0	11,000		0
Net Expenditure	(4,000)	(212,995)	(11,000)	201,995				

Detailed Income & Expenditure by Budget Heading 09/09/2024

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	5,210	610,680	1,186,874	576,194			51.5%	
Expenditure	95,130	686,289	1,226,875	540,586	453,066	87,520	92.9%	
Net Income over Expenditure	(89,920)	(75,609)	(40,001)	35,608				
plus Transfer From EMR	1,273	9,313	0	(9,313)				
Movement to/(from) Gen Reserve	(88,647)	(66,296)	(40,001)	26,295				