

Meeting	Finance & Policy Committee
Date	20 th June 2023
Report Title	Budget Report to Month 2 (31 st May 2023)
Agenda Reference	9a
Author	Jodie Smart, Finance Officer and Deputy RFO

Officer's Recommendation:

To note.

Income and Expenditure against budget Balances as of 31st May 2023

Total Revenue Budgets	Total Expenditure Budgets	Actual Income to 31 st May 2023	Actual Expenditure to 31 st May 2023
£1,039,778	£1,116,781	£501,792	£961,392
% Income		% Expenditure	
Expected at 31 st May 2023	Actual at 31 st May 2023	Expected at 31 st May 2023	Actual at 31 st May 2023
16.67%	48.3%	16.67%	16% (removing the committed expenditure for the GMF)
Variances to note <1.11% or >31.11%			
101 Administration			
1176 Precept	50%	Payment received in 2 installments. April and September.	
1177 Council Tax Support Grant	50%	Payment received in 2 installments. April and September.	
1190 Interest Received	80.2%	Dividend on CCLA investment increased due to interest rates.	
1195 FIT payment	(100%)	Payment for 22/23 expected early 23/24	
4008 Professional Services	0.0%	Not called for to date.	
4012 Insurance	84.4%	Insurance paid to 3 rd February 2024.	
4016 Travelling Expenses	0.6 %	No external training or travel requirements to date.	
4017 Cleaning Materials	0.0%	Not required to date.	
4019 Postage	38.3%	Franking machine return charged for in previous year. Late receipt of invoice.	
4021 Councillor Training	0.0%	No external training required to date.	



4023 Audit Internal/External	(2.5%)	Accrual for final 22/23 internal audit slightly overestimated.
4024 IT Support	82.4%	Annual payroll software, MS licences and security invoices processed.
4025 IT Equipment	0.9%	Not required to date
4026 Medical Expenses	0.0%	Not required to date
4090 Elections/Co-options	0.0%	Awaiting invoice from SBC for one election.
4106 Sanitary Waste	0.0%	Annual invoice miscoded. To be journalled to cost centre 102.
4215 Subscriptions	92.2%	SLCC paid to 28.02.24, National Allotment Society paid to 18.09.23, SAC annual fee paid.
4220 Legal Fees	(35.0%)	Invoices for 22/23 accrued for. One paid in May one outstanding.
4304 Bin Collections	0.0%	Miscoding – expense to be journalled to cost centre 102
4480 Climate Change	0.0%	Not required to date. Project at inception stage.
4490 Bank Charges	36.5%	Annual credit card fee paid.
4510 Workwear	0.0%	Not required to date.
4999 Sundries	47.0%	Bulk coffee order processed.
102 Office Expenditure		
4009 Maintenance Contractor	90.3%	Annual alarm maintenance invoice processed. Miscoded – to be journalled to 4105/102
4101 Utilities	(61.2%)	Invoice accrued for. Awaiting SSE to confirm the issue with meter numbering closed and issue invoice. Estimate accrued based on meter reads for 22/23.
4102 Health & Safety	0.0%	Not required to date.
4104 Repairs/Replacements	0.0%	Not required to date.
4105 Alarm/Intruder	0.0%	Annual maintenance invoice miscoded to 4009/102 – journal to be processed.
4106 Sanitary Waste	0.0%	Invoice mis coded to cost centre 101 – to be journalled.
4107 Contracts & Agreements	95.5%	Water filter paid to 07.04.24.
4111 Maintenance Office	(5.7%)	£50 of bond held charged for repairs to kitchen in 2022/23.
4112 Room Hire Sundries	0.0%	Not required to date.
202 Grants		
4209 Grants	0.0%	First round of grant applications to C&D Cttee in June.
302 Play Areas		
1410 Play Area Grant	0.0%	Not achieved to date.
4306 Play area inspections	0.0%	Annual inspections performed in Q4 of financial year.
4316 Play area refurbishments	(7.2%)	2021/22 Refund received. Balance to EMR at YE for Trent Road Play Area.
305 Leisure Gardens		



1004 Leisure Garden Tenants	48.3%	Prepayment into 2023/24 completed as agreed at F&P – FP113 18.10.22.
4315 Leisure garden water rates	66.4%	Invoice paid to September 2023.
307 Parks & Open Spaces		
1008 Community forest	0.0%	Grant not yet achieved for 23/24.
1183 Grounds Maintenance Work	0.0%	Work to be carried out and invoiced in June 23.
4006 4009 4017 4027 4102 4104 4105 4106 4107 4110 4111 4304	0.0%	Budgeted for GMF – not required to date
4020 Staff Training	0.0%	Not required to date.
4033 Staff Licences	0.0%	Not required to date.
4200 Bus shelter and repairs	0.0%	None required to date.
4206 Great Western Climate Tree	0.0%	Not required to date.
4301 Arboricultural Work	0.0%	Not required to date.
4309 Horticultural Work	0.2%	Not required to date.
4314 Equipment	58.9%	Repairs to Mower not covered under service contract.
4350 Vandalism	0.0%	Not required to date.
4506 Fuel	(2.3%)	Invoice for 22/23 vehicle electricity accrued for, to be paid in 2023 due to SSE issue with meter numbering. To be journalled to 4524 (new code for 23/24)
4507 Vehicle insurance	40.1%	Insurance paid to 20 th January 2023.
4508 Road Fund Licence	52.2%	Tax paid to 31 st December 2023.
4509 Servicing & Maintenance (vehicles)	0.4%	Not required to date.
4511 Vehicle Tracking	43.5%	First quarter invoices paid, plus fee to move trackers to new vehicles.
4514 Grass Cutting M/C Lease	125.1%	£4,999.88 used for purchase of 2 nd mower as per FC062 26 July 2022. Lease costs for 1 st mower with maintenance contract included. (Split to be journalled)



4515 Grass Cutting M/C Maint	47.1%	£1,798.41 Used for purchase of 2 nd mower as per FC062 26 July 2022. £889 paid for mower repair. Remainder to cover annual service contract. (Currently mis-coded to 4514- to be journalled)
4517 Litter, Cleansing & Gritting	50.4%	Large bin bag order processed.
4522 Grounds Maintenance Contract	61.3%	Summer maintenance invoice processed. (Payment in monthly installments).
4524 Vehicle Electricity (Fuel)	0.0%	Awaiting first invoice from SSE.
4604 Festive enhancements	0.0%	Will be spent in Q3.
4615 New Machinery	0.0%	Not required to date.
4700 PWLB Repayment	0.0%	First payment estimated for Q4.
401 Newsletter		
1001 Advertising	414.1%	Youth and Community Coordinator drastically increased revenue.
4400 Newsletter Printing	40.8%	First of three editions invoiced. Projected overspend due to change in paper quality. Covered by increased income.
4403 Newsletter Distribution	33.3%	First of three editions invoiced.
4404 Newsletter artwork	0.0%	First of three editions not yet invoiced.
402 Community Development		
1005 Community Development Grant	0.0%	Not achieved to date.
1009 Memorial Benches	0.0%	No applications to date
1220 Football Pitch Income	0.0%	New income - not budgeted for in error.
1400 I&L Events Income	0.0%	Not budgeted for – contra expenditure at 4629/402.
4212 Christmas Activities	0.0%	Will be spent in Q3.
4320 Youth Engagement	0.0%	Not required to date.
4330 Memory Café	34.2%	Sensory garden project complete.
4332 CD Aspirations	0.0%	Not required to date.
4401 Web Site & Social Media	0.0%	Web domain invoice to be processed in June.
4412 Branding	0.0%	Not required to date.
4413 Consultation/Events	0.0%	Not required to date
4416 Competitions	0.0%	Not required to date
4418 Memorial Benches	0.0%	No applications to date
501 Community Transport		
1003 BSOG	(50.0%)	Grant processed in October annually. Grant application in October 2023 cover part of 22/23 so included in 22/23 year end accounts.



4500 Bus Tax & Insurance	58.4%	Insurance paid to 20 th January 2024.
4504 Bus Driver Training	00%	Not required to date.
4505 Bus Admin/Misc	0.0%	Not required to date.
605 Capital Projects		
4705 GMF Build	0.0%	Not budgeted for as covered by Public Works Loan.

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

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
101 Administration								
1176 Precept	0	487,408	974,815	487,408			50.0%	
1177 Council Tax Support Grant	0	8,299	16,598	8,299			50.0%	
1190 Interest Received	790	1,604	2,000	396			80.2%	
1195 FIT Payments	0	(100)	100	200			(100.0%)	
Administration :- Income	790	497,210	993,513	496,303			50.0%	0
4000 Salaries	0	20,026	265,990	245,964		245,964	7.5%	
4007 Councillors' Allowances	0	1,114	16,967	15,853		15,853	6.6%	
4008 Professional Services	0	0	2,500	2,500		2,500	0.0%	
4011 Photocopier Lease & charges	296	(31)	1,470	1,501		1,501	(2.1%)	
4012 Insurance	0	3,121	3,696	575		575	84.4%	
4013 Insurance Claims	0	144	500	356		356	28.8%	
4016 Travelling Expenses	0	1	200	199		199	0.6%	
4017 Cleaning Materials	75	75	0	(75)		(75)	0.0%	
4018 Stationery	90	90	1,000	910		910	9.0%	
4019 Postage	75	77	200	124		124	38.3%	
4020 Staff Training	(95)	(95)	5,200	5,295		5,295	(1.8%)	
4021 Councillor Training	0	0	1,200	1,200		1,200	0.0%	
4023 Audit Internal/External	225	(75)	2,972	3,047		3,047	(2.5%)	
4024 IT Support	2,455	3,998	8,700	4,702	3,169	1,533	82.4%	
4025 IT Equipment	15	15	1,750	1,735		1,735	0.9%	
4026 Medical expenses	0	0	630	630		630	0.0%	
4090 Elections/Co-options	0	0	18,985	18,985		18,985	0.0%	
4106 Sanitary Waste	0	74	0	(74)		(74)	0.0%	
4109 Mobile phones	100	100	647	547		547	15.5%	
4215 Subscriptions	2,087	2,740	2,973	233		233	92.2%	
4220 Legal Fees	350	(700)	2,000	2,700		2,700	(35.0%)	
4304 Bin collections	100	100	0	(100)		(100)	0.0%	
4480 Climate Change & Biodiversity	0	0	2,500	2,500		2,500	0.0%	
4490 Bank charges	26	92	252	160		160	36.5%	
4510 Workwear & PPE	0	0	510	510		510	0.0%	
4600 New Office Equipment	0	0	500	500		500	0.0%	
4999 Sundries	85	94	200	106		106	47.0%	
5900 EMR Spend	987	1,838	0	(1,838)		(1,838)	0.0%	851
Administration :- Indirect Expenditure	6,871	32,796	341,542	308,746	3,169	305,577	10.5%	851
Net Income over Expenditure	(6,081)	464,415	651,971	187,556				
6000 plus Transfer From EMR	0	851						
Movement to/(from) Gen Reserve	(6,081)	465,266						

Detailed Income & Expenditure by Budget Heading 31/05/2023

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Office Expenditure								
1000 Hire Of Premises	484	648	9,000	8,352			7.2%	
Office Expenditure :- Income	484	648	9,000	8,352			7.2%	0
4009 Maintenance Contractor	0	78	1,000	922	825	97	90.3%	
4017 Cleaning Materials	20	22	368	346		346	6.1%	
4040 Covid19/Staff Larder	233	235	750	515		515	31.3%	
4100 Office Site Lease	0	648	2,720	2,073		2,073	23.8%	
4101 Utilities	336	(1,835)	3,000	4,835		4,835	(61.2%)	
4102 Health & Safety	0	0	1,010	1,010		1,010	0.0%	
4104 Repairs/Replacements	0	0	500	500		500	0.0%	
4105 Alarm Fire/Intruder	0	0	647	647		647	0.0%	
4106 Sanitary Waste	0	0	193	193		193	0.0%	
4107 Contracts & Agreements	0	181	190	9		9	95.5%	
4110 Landline/Broadband	360	360	2,203	1,843		1,843	16.3%	
4111 Maintenance - office & POST fa	0	(30)	525	555		555	(5.7%)	
4112 Room Hire Sundries	0	0	105	105		105	0.0%	
4304 Bin collections	137	137	630	493		493	21.8%	
Office Expenditure :- Indirect Expenditure	1,085	(204)	13,841	14,045	825	13,220	4.5%	0
Net Income over Expenditure	(601)	852	(4,841)	(5,693)				
202 Grants								
4209 Grants	0	0	5,000	5,000		5,000	0.0%	
Grants :- Indirect Expenditure	0	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	0	(5,000)	(5,000)				
302 Play Areas								
1410 Play Area Grant	0	0	10,000	10,000			0.0%	
Play Areas :- Income	0	0	10,000	10,000			0.0%	0
4010 Play Area Contractor/Security	1,000	1,000	13,000	12,000		12,000	7.7%	
4027 CCTV	170	170	1,071	901		901	15.9%	
4305 Play Equipment Repairs	2,350	1,201	10,000	8,799		8,799	12.0%	
4306 Play Area Inspection	0	0	1,208	1,208		1,208	0.0%	
4518 Surface Repairs	0	0	2,500	2,500	143	2,357	5.7%	
5900 EMR Spend	0	17,117	0	(17,117)	535	(17,652)	0.0%	17,117
Play Areas :- Indirect Expenditure	3,520	19,488	27,779	8,291	678	7,613	72.6%	17,117
Net Income over Expenditure	(3,520)	(19,488)	(17,779)	1,709				
6000 plus Transfer From EMR	0	17,117						
Movement to/(from) Gen Reserve	(3,520)	(2,371)						

Detailed Income & Expenditure by Budget Heading 31/05/2023

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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
305 Leisure Gardens								
1004 Leisure Garden Tenants	10	1,226	2,539	1,313			48.3%	
Leisure Gardens :- Income	<u>10</u>	<u>1,226</u>	<u>2,539</u>	<u>1,313</u>			<u>48.3%</u>	<u>0</u>
4310 Leisure Gardens Maintenance	31	31	2,329	2,298		2,298	1.3%	
4315 Leisure Garden Water Rates	139	139	210	71		71	66.4%	
Leisure Gardens :- Indirect Expenditure	<u>170</u>	<u>170</u>	<u>2,539</u>	<u>2,369</u>	<u>0</u>	<u>2,369</u>	<u>6.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(160)</u>	<u>1,056</u>	<u>0</u>	<u>(1,056)</u>				
307 Parks & Open Spaces								
1008 Great Western Community Forest	0	0	1,414	1,414			0.0%	
1183 Grounds Maint Work	0	0	1,800	1,800			0.0%	
Parks & Open Spaces :- Income	<u>0</u>	<u>0</u>	<u>3,214</u>	<u>3,214</u>			<u>0.0%</u>	<u>0</u>
4000 Salaries	0	31,673	407,882	376,209		376,209	7.8%	
4006 General Maintenance	98	98	2,000	1,902	80	1,822	8.9%	
4009 Maintenance Contractor	0	0	400	400		400	0.0%	
4017 Cleaning Materials	0	2	25	23		23	9.5%	
4020 Staff Training	0	0	4,600	4,600		4,600	0.0%	
4026 Medical expenses	0	0	1,000	1,000		1,000	0.0%	
4033 Staff licences	0	0	570	570		570	0.0%	
4040 Covid19/Staff Larder	233	234	750	516		516	31.2%	
4101 Utilities	560	257	3,500	3,243		3,243	7.4%	
4102 Health & Safety	0	0	250	250		250	0.0%	
4105 Alarm Fire/Intruder	0	0	450	450		450	0.0%	
4106 Sanitary Waste	0	0	50	50		50	0.0%	
4109 Mobile phones	206	206	1,298	1,092		1,092	15.9%	
4111 Maintenance - office & POST fa	0	0	250	250		250	0.0%	
4200 Bus Shelters & Repairs	0	0	500	500		500	0.0%	
4206 Great Western Climate Tree	0	0	1,414	1,414		1,414	0.0%	
4301 Arboricultural Work	0	0	6,825	6,825		6,825	0.0%	
4304 Bin collections	0	0	50	50		50	0.0%	
4308 Notice Boards, Seats & Bins	100	100	500	400		400	20.0%	
4309 Horticultural work	10	10	4,778	4,768		4,768	0.2%	
4314 Equipment	1,178	1,178	2,000	822		822	58.9%	
4350 Vandalism	0	0	500	500		500	0.0%	
4506 Fuel	598	(228)	10,000	10,228		10,228	(2.3%)	
4507 Vehicle Insurance	0	1,856	4,628	2,772		2,772	40.1%	
4508 Road Fund Licence	0	439	840	401		401	52.2%	
4509 Servicing & Maintenance (Vehic	40	40	9,930	9,890		9,890	0.4%	
4510 Workwear & PPE	80	80	2,735	2,655		2,655	2.9%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

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
4511 Vehicle Tracking	178	343	788	445		445	43.5%	
4514 Grass Cutting M/C Lease	0	13,757	11,000	(2,757)		(2,757)	125.1%	
4515 Grass Cutting M/C maint	898	2,823	6,000	3,177		3,177	47.1%	
4517 Litter, Cleansing & gritting	0	0	2,750	2,750	1,386	1,364	50.4%	
4521 Vehicle Lease	728	728	0	(728)		(728)	0.0%	
4522 Grounds Maintenance Contract	2,545	2,545	18,922	16,377	9,049	7,328	61.3%	
4523 Fuel - Grass cutting	402	402	5,052	4,650		4,650	8.0%	
4524 Vehicle Electricity (fuel)	0	0	3,000	3,000		3,000	0.0%	
4604 Festive Enhancements	0	0	500	500		500	0.0%	
4610 Vehicles	130	5,702	20,499	14,797		14,797	27.8%	
4615 New Machinery	0	0	2,800	2,800		2,800	0.0%	
4633 Street Sweeper Lease	20,050	20,050	25,376	5,326		5,326	79.0%	
4634 Street Sweeper Maintenance	5,456	5,456	4,324	(1,132)		(1,132)	126.2%	
4700 PWLB Repayment	0	0	12,500	12,500		12,500	0.0%	
5900 EMR Spend	2,240	2,240	0	(2,240)		(2,240)	0.0%	740
Parks & Open Spaces :- Indirect Expenditure	35,730	89,992	581,236	491,244	10,515	480,729	17.3%	740
Net Income over Expenditure	(35,730)	(89,992)	(578,022)	(488,030)				
6000 plus Transfer From EMR	740	740						
Movement to/(from) Gen Reserve	(34,990)	(89,252)						
<u>309 NOT IN USE SEE 302</u>								
5900 EMR Spend	750	750	0	(750)		(750)	0.0%	
NOT IN USE SEE 302 :- Indirect Expenditure	750	750	0	(750)	0	(750)		0
Net Expenditure	(750)	(750)	0	750				
<u>401 Newsletter</u>								
1001 Newsletter Advertising	1,010	2,070	500	(1,570)			414.1%	
Newsletter :- Income	1,010	2,070	500	(1,570)			414.1%	0
4400 Newsletter Printing	0	0	9,888	9,888	4,035	5,853	40.8%	
4403 Newsletter Distribution	0	0	3,690	3,690	1,230	2,460	33.3%	
4404 Newsletter Artwork	0	0	1,554	1,554		1,554	0.0%	
Newsletter :- Indirect Expenditure	0	0	15,132	15,132	5,265	9,867	34.8%	0
Net Income over Expenditure	1,010	2,070	(14,632)	(16,702)				
<u>402 Community Development</u>								
1005 Community Development & Grant	0	0	15,000	15,000			0.0%	
1009 Memorial benches	0	0	3,462	3,462			0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

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
1220 Football Pitch Income	170	170	0	(170)			0.0%	
1400 I&L Events Income	48	98	0	(98)			0.0%	
Community Development :- Income	218	268	18,462	18,194			1.5%	0
4000 Salaries	0	6,586	83,681	77,095		77,095	7.9%	
4002 Memory Cafe salaries	0	1,739	10,000	8,261		8,261	17.4%	1,739
4212 Christmas Activities	0	0	1,500	1,500		1,500	0.0%	
4320 Youth Engagement	0	0	1,000	1,000		1,000	0.0%	
4330 Memory Cafe	1,055	1,058	5,000	3,942	650	3,291	34.2%	
4331 Memory Cafe Consumables	58	58	2,500	2,442		2,442	2.3%	
4332 CD Aspirations	0	0	3,834	3,834		3,834	0.0%	
4401 Web Site & Social Media	0	0	500	500		500	0.0%	
4402 Marketing & Events	281	1,573	5,000	3,427	2,516	911	81.8%	
4412 Branding	0	0	500	500		500	0.0%	
4413 Consultation/Events	0	0	250	250		250	0.0%	
4416 Competitions	0	0	500	500		500	0.0%	
4418 Memorial benches	0	0	3,462	3,462		3,462	0.0%	
4629 Community Choices	14	624	7,500	6,876		6,876	8.3%	
Community Development :- Indirect Expenditure	1,408	11,639	125,227	113,588	3,166	110,422	11.8%	1,739
Net Income over Expenditure	(1,190)	(11,371)	(106,765)	(95,394)				
6000 plus Transfer From EMR	0	1,739						
Movement to/(from) Gen Reserve	(1,190)	(9,632)						
501 Community Transport								
1002 Community Transport Fares	494	494	2,300	1,806			21.5%	
1003 Community Transport BSOG	0	(125)	250	375			(50.0%)	
Community Transport :- Income	494	369	2,550	2,181			14.5%	0
4500 Bus Tax & Insurance	0	538	920	383		383	58.4%	
4501 Bus Fuel Costs	74	74	840	766		766	8.8%	
4502 Bus Servicing & Repairs	0	147	1,050	903		903	14.0%	
4504 Bus Driver Training	0	0	600	600		600	0.0%	
4505 Bus Admin/Misc	0	0	75	75		75	0.0%	
Community Transport :- Indirect Expenditure	74	758	3,485	2,727	0	2,727	21.8%	0
Net Income over Expenditure	420	(389)	(935)	(546)				
605 Capital Projects								
4705 GMF Build	0	0	0	0	640,590	(640,590)	0.0%	
Capital Projects :- Direct Expenditure	0	0	0	0	640,590	(640,590)		0

Detailed Income & Expenditure by Budget Heading 31/05/2023

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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
4622 Councillor devices	0	0	1,000	1,000		1,000	0.0%	
4630 Air conditioning	0	0	0	0	187	(187)	0.0%	
Capital Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>187</u>	<u>813</u>	<u>18.7%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
Grand Totals:- Income	3,006	501,792	1,039,778	537,986			48.3%	
Expenditure	49,609	155,389	1,116,781	961,392	664,396	296,996	73.4%	
Net Income over Expenditure	<u>(46,602)</u>	<u>346,403</u>	<u>(77,003)</u>	<u>(423,406)</u>				
plus Transfer From EMR	740	20,447						
Movement to/(from) Gen Reserve	<u>(45,862)</u>	<u>366,850</u>						