Haydon Wick Parish Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

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Meeting	Full Council
Date	23rd May 2023
Report Title	Budget Report to Month 1 (30 April 2023)
Agenda Reference	10a
Author	Jodie Smart, Finance Officer and Deputy RFO

Officer's Recommendation:

To note.

Income and Expenditure against budget Balances as of 30th April 2023

Total Revenue Budgets	**Total Expenditure Budgets**	**Actual Income to 30th April 2023**	**Actual Expenditure to 30th April 2023**
£1,039,778	£1,116,781	£498,786	£105,780
% Income		% Expenditure	
Expected at 30th April 2023	Actual at 30th April 2023	Expected at 30th April 2023	Actual at 30th April 2023
8.33%	48.0%	8.33%	9.47%

Variances to note <0% or 23.33>%		
101 Administration		
1176 Precept	50%	First half instalment received
1177 CTSG	50%	First half instalment received
1190 Interest Received	40.7%	Rising interest rates affecting CCLA investment account positively.
1195 FIT Payments	(100%)	Payment for 22/23 expected early 23/24
4012 Insurance	84.4%	Insurance paid to 3rd Feb 2024
4013 Insurance Claims	28.8%	Accidental damage to staff member vehicle. Repairs below insurance excess.
4023 Audit Internal/External	(2.5%)	Invoice for 22/23 accrued for to be paid in May 2023.
4024 IT Support	19.2%	Annual payroll software and MS licenses paid.
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	(52.5%)	Invoice for 22/23 accrued for to be paid in May 2023.
4490 Bank Charges	26.3%	Annual Credit Card Fee paid.
102 Office Expenditure		
1000 Hire of Premises	137.8%	Room hire increased more than predicted.
4009 Maintenance Contractor	90.3%	Work to internal lights ordered. (Purchase order included in committed expenditure).
4100 Office Site Lease	23.8%	First quarter paid.

4101 Utilities	(72.4%)	Invoice accrued for. Awaiting SSE to confirm issue with meter numbering closed and issue invoice. Estimate accrued based on meter reads for 22/23.
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.
305 Leisure Gardens		
1004 Leisure Garden Tenants	47.9%	Prepayment into 2023/24 completed as agreed at F&P - FP113 18/10/22.
307 Parks & Open Spaces		
4101 Utilities	(8.7%)	Invoice for 2022/23 accrued for to be paid in May 2023.
4314 Equipment	58.9%	Repair to mower.
4506 Fuel	(8.3%)	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 20th January 2024.
4508 Road Fund Licence	52.2%	Tax paid to 31st December 2023.
4514 Grass Cutting M/C Lease	125.1%	£4,999.88 used for purchase of 2nd mower as per FC062 26 July 2022. Lease costs for 1st mower with maintenance contract included (split and journalled in May 23).
4515 Grass Cutting M/C Maint	46.9%	£1,798.41 used for purchase of 2nd mower as per FC062 26 July 2022. £889 paid for mower repair. Remainder to cover annual service contract. (Currently mis-coded to 4514 – journalled in May 23)
4517 Litter, Cleansing & Gritting	50.4%	Large bin bag order processed.
4522 Grounds Maintenance Contract	61.3%	£10,765 seasonal mowing contract order processed.
4610 Vehicles	27.2%	2 Electric Vehicles paid to 31st July 2023.
401 Newsletter		
1001 Advertising	212.1%	Much improved advertising take-up in 2023.
4400 Newsletter Printing	35.6%	Order for Summer 2023 printing processed.
402 Community Development		
4402 Marketing & Events	76.2%	Easter Event complete. Summer spectacular event invoices processed.
501 Community Transport		
1003 BSOG	(50%)	Grant application made annually in October will cover from October 2022-September 2023, so funds moved at year end into 22/23.
4500 Bus Tax & Insurance	58.4%	Insurance paid to 20th January 2024.

Detailed Income & Expenditure by Budget Heading 11/05/2023

Month No: 1 **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	487,408	487,408	974,815	487,408			50.0%	
1177	Council Tax Support Grant	8,299	8,299	16,598	8,299			50.0%	
1190	Interest Received	814	814	2,000	1,186			40.7%	
1195	FIT Payments	(100)	(100)	100	200			(100.0%)	
	Administration :- Income	**496,420**	**496,420**	**993,513**	**497,093**			**50.0%**	**0**
4000	Salaries	20,026	20,026	265,990	245,964		245,964	7.5%	
4007	Councillors' Allowances	1,114	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	(327)	(327)	1,470	1,797		1,797	(22.3%)	
4012	Insurance	3,121	3,121	3,696	575		575	84.4%	
4013	Insurance Claims	144	144	500	356		356	28.8%	
4016	Travelling Expenses	1	1	200	199		199	0.6%	
4017	Cleaning Materials	0	0	0	0	62	(62)	0.0%	
4018	Stationery	0	0	1,000	1,000		1,000	0.0%	
4019	Postage	2	2	200	199		199	0.8%	
4020	Staff Training	0	0	5,200	5,200		5,200	0.0%	
4021	Councillor Training	0	0	1,200	1,200		1,200	0.0%	
4023	Audit Internal/External	(300)	(300)	2,972	3,272	225	3,047	(2.5%)	
4024	IT Support	1,542	1,542	8,700	7,158	129	7,029	19.2%	
4025	IT Equipment	0	0	1,750	1,750		1,750	0.0%	
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	74	74	0	(74)		(74)	0.0%	
4109	Mobile phones	0	0	647	647		647	0.0%	
4215	Subscriptions	653	653	2,973	2,320	2,087	233	92.2%	
4220	Legal Fees	(1,050)	(1,050)	2,000	3,050		3,050	(52.5%)	
4304	Bin collections	0	0	0	0	100	(100)	0.0%	
4480	Climate Change & Biodiversity	0	0	2,500	2,500		2,500	0.0%	
4490	Bank charges	66	66	252	186		186	26.3%	
4510	Workwear & PPE	0	0	510	510		510	0.0%	
4600	New Office Equipment	0	0	500	500		500	0.0%	
4999	Sundries	9	9	200	191		191	4.3%	
5900	EMR Spend	851	851	0	(851)		(851)	0.0%	851
	Administration :- Indirect Expenditure	**25,925**	**25,925**	**341,542**	**315,617**	**2,603**	**313,014**	**8.4%**	**851**
	Net Income over Expenditure	**470,496**	**470,496**	**651,971**	**181,475**				
6000	plus Transfer From EMR	851	851						
	Movement to/(from) Gen Reserve	**471,347**	**471,347**						

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Detailed Income & Expenditure by Budget Heading 11/05/2023

Month No: 1 **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
102	Office Expenditure								
1000	Hire Of Premises	164	164	9,000	8,836			1.8%	
	Office Expenditure :- Income	**164**	**164**	**9,000**	**8,836**			**1.8%**	**0**
4009	Maintenance Contractor	78	78	1,000	922	825	97	90.3%	
4017	Cleaning Materials	2	2	368	366		366	0.6%	
4040	Covid19/Staff Larder	2	2	750	748		748	0.3%	
4100	Office Site Lease	648	648	2,720	2,073		2,073	23.8%	
4101	Utilities	(2,171)	(2,171)	3,000	5,171		5,171	(72.4%)	
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	181	181	190	9		9	95.5%	
4110	Landline/Broadband	0	0	2,203	2,203		2,203	0.0%	
4111	Maintenance - office & POST fa	(30)	(30)	525	555		555	(5.7%)	
4112	Room Hire Sundries	0	0	105	105		105	0.0%	
4304	Bin collections	0	0	630	630		630	0.0%	
	Office Expenditure :- Indirect Expenditure	**(1,289)**	**(1,289)**	**13,841**	**15,130**	**825**	**14,305**	**(3.4%)**	**0**
	Net Income over Expenditure	**1,453**	**1,453**	**(4,841)**	**(6,294)**				
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								
1008	Great Western Community Forest	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	0	0	13,000	13,000		13,000	0.0%	
4027	CCTV	0	0	1,071	1,071		1,071	0.0%	
4305	Play Equipment Repairs	(1,149)	(1,149)	10,000	11,149	2,016	9,133	8.7%	
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	17,117	17,117	0	(17,117)	535	(17,652)	0.0%	17,117
	Play Areas :- Indirect Expenditure	**15,968**	**15,968**	**27,779**	**11,811**	**2,694**	**9,118**	**67.2%**	**17,117**
	Net Income over Expenditure	**(15,968)**	**(15,968)**	**(17,779)**	**(1,811)**				
6000	plus Transfer From EMR	17,117	17,117						
	Movement to/(from) Gen Reserve	**1,149**	**1,149**						

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Code	Heading	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	1,216	1,216	2,539	1,323			47.9%	
	Leisure Gardens :- Income	**1,216**	**1,216**	**2,539**	**1,323**			**47.9%**	**0**
4310	Leisure Gardens Maintenance	0	0	2,329	2,329		2,329	0.0%	
4315	Leisure Garden Water Rates	0	0	210	210		210	0.0%	
	Leisure Gardens :- Indirect Expenditure	**0**	**0**	**2,539**	**2,539**	**0**	**2,539**	**0.0%**	**0**
	Net Income over Expenditure	**1,216**	**1,216**	**0**	**(1,216)**				
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	**0**	**0**	**3,214**	**3,214**			**0.0%**	**0**
4000	Salaries	31,673	31,673	407,882	376,209		376,209	7.8%	
4006	General Maintenance	0	0	2,000	2,000		2,000	0.0%	
4009	Maintenance Contractor	0	0	400	400		400	0.0%	
4017	Cleaning Materials	2	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	1	1	750	749		749	0.1%	
4101	Utilities	(303)	(303)	3,500	3,803		3,803	(8.7%)	
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	0	0	1,298	1,298		1,298	0.0%	
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	0	0	500	500		500	0.0%	
4309	Horticultural work	0	0	4,778	4,778		4,778	0.0%	
4314	Equipment	0	0	2,000	2,000	1,178	822	58.9%	
4350	Vandalism	0	0	500	500		500	0.0%	
4506	Fuel	(825)	(825)	10,000	10,825		10,825	(8.3%)	
4507	Vehicle Insurance	1,856	1,856	4,628	2,772		2,772	40.1%	
4508	Road Fund Licence	439	439	840	401		401	52.2%	
4509	Servicing & Maintenance (Vehic	0	0	9,930	9,930		9,930	0.0%	
4510	Workwear & PPE	0	0	2,735	2,735	80	2,655	2.9%	

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Detailed Income & Expenditure by Budget Heading 11/05/2023

Month No: 1 **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	165	165	788	623		623	20.9%	
4514	Grass Cutting M/C Lease	13,757	13,757	11,000	(2,757)		(2,757)	125.1%	
4515	Grass Cutting M/C maint	1,925	1,925	6,000	4,075	889	3,186	46.9%	
4517	Litter, Cleansing & gritting	0	0	2,750	2,750	1,386	1,364	50.4%	
4522	Grounds Maintenance Contract	0	0	18,922	18,922	11,594	7,328	61.3%	
4523	Fuel - Grass cutting	0	0	5,052	5,052		5,052	0.0%	
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	5,572	5,572	20,499	14,927		14,927	27.2%	
4615	New Machinery	0	0	2,800	2,800		2,800	0.0%	
4633	Street Sweeper Lease	0	0	25,376	25,376		25,376	0.0%	
4634	Street Sweeper Maintenance	0	0	4,324	4,324		4,324	0.0%	
4700	PWLB Repayment	0	0	12,500	12,500		12,500	0.0%	
	Parks & Open Spaces :- Indirect Expenditure	**54,262**	**54,262**	**581,236**	**526,974**	**15,127**	**511,847**	**11.9%**	**0**
	Net Income over Expenditure	**(54,262)**	**(54,262)**	**(578,022)**	**(523,760)**				
309	NOT IN USE SEE 302								
5900	EMR Spend	0	0	0	0	750	(750)	0.0%	
	NOT IN USE SEE 302 :- Indirect Expenditure	**0**	**0**	**0**	**0**	**750**	**(750)**		**0**
	Net Expenditure	**0**	**0**	**0**	**0**				
401	Newsletter								
1001	Newsletter Advertising	1,060	1,060	500	(560)			212.1%	
	Newsletter :- Income	**1,060**	**1,060**	**500**	**(560)**			**212.1%**	**0**
4400	Newsletter Printing	0	0	9,888	9,888	3,523	6,365	35.6%	
4403	Newsletter Distribution	0	0	3,690	3,690		3,690	0.0%	
4404	Newsletter Artwork	0	0	1,554	1,554		1,554	0.0%	
	Newsletter :- Indirect Expenditure	**0**	**0**	**15,132**	**15,132**	**3,523**	**11,609**	**23.3%**	**0**
	Net Income over Expenditure	**1,060**	**1,060**	**(14,632)**	**(15,692)**				
402	Community Development								
1005	Community Development & Grant	0	0	15,000	15,000			0.0%	
1009	Memorial benches	0	0	3,462	3,462			0.0%	
1400	I&L Events Income	50	50	0	(50)			0.0%	
	Community Development :- Income	**50**	**50**	**18,462**	**18,412**			**0.3%**	**0**
4000	Salaries	6,586	6,586	83,681	77,095		77,095	7.9%	
4002	Memory Cafe salaries	1,739	1,739	10,000	8,261		8,261	17.4%	1,739

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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
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	4	4	5,000	4,997	362	4,635	7.3%	
4331	Memory Cafe Consumables	0	0	2,500	2,500		2,500	0.0%	
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	1,292	1,292	5,000	3,708	2,516	1,192	76.2%	
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	610	610	7,500	6,890		6,890	8.1%	
	Community Development :- Indirect Expenditure	**10,231**	**10,231**	**125,227**	**114,996**	**2,878**	**112,119**	**10.5%**	**1,739**
	Net Income over Expenditure	**(10,181)**	**(10,181)**	**(106,765)**	**(96,584)**				
6000	plus Transfer From EMR	1,739	1,739						
	Movement to/(from) Gen Reserve	**(8,442)**	**(8,442)**						
501	Community Transport								
1002	Community Transport Fares	0	0	2,300	2,300			0.0%	
1003	Community Transport BSOG	(125)	(125)	250	375			(50.0%)	
	Community Transport :- Income	**(125)**	**(125)**	**2,550**	**2,675**			**(4.9%)**	**0**
4500	Bus Tax & Insurance	538	538	920	383		383	58.4%	
4501	Bus Fuel Costs	0	0	840	840		840	0.0%	
4502	Bus Servicing & Repairs	147	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	**685**	**685**	**3,485**	**2,801**	**0**	**2,801**	**19.6%**	**0**
	Net Income over Expenditure	**(810)**	**(810)**	**(935)**	**(126)**				
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**
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	**0**	**0**	**1,000**	**1,000**	**187**	**813**	**18.7%**	**0**
	Net Expenditure	**0**	**0**	**(1,000)**	**(1,000)**				

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Detailed Income & Expenditure by Budget Heading 11/05/2023

Month No: 1

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	498,786	498,786	1,039,778	540,992			48.0%	
Expenditure	105,780	105,780	1,116,781	1,011,001	669,177	341,823	69.4%	
Net Income over Expenditure	393,005	393,005	(77,003)	(470,008)				
plus Transfer From EMR	19,707	19,707						
Movement to/(from) Gen Reserve	412,712	412,712						