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LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Meeting	Finance & Policy Committee
Date	19th September 2023
Report Title	Budget Report to Month 5 (31st August 2023)
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 2023

Total Revenue Budgets	**Total Expenditure Budgets**	**Actual Income to 31st August 2023**	**Actual Expenditure to 31st August 2023**
£1,039,778	£1,116,781	£508,995	£482,837
% Income		% Expenditure	
Expected at 31st August 2023	Actual at 31st August 2023	Expected at 31st August 2023	Actual at 31st August 2023
41.67%	49%	41.67%	49.89% (removing the committed expenditure for the GMF)

Variances to note <26.67% or >56.67%		
101 Administration		
1190 Interest Received	225.3%	Dividend on CCLA investment increased due to interest rates.
1195 FIT payment	279.3%	Payment received, over budgeted amount.
4008 Professional Services	0.0%	Not called for to date.
4011 Photocopier Lease & Charges	17.7%	Awaiting invoice for Q1 smaller CO printer.
4012 Insurance	84.4%	Insurance paid to 3rd February 2024.
4016 Travelling Expenses	0.6 %	Little external training or travel requirements to date.
4018 Stationery	17.8%	Stamps purchased on credit card will appear on September statement.
4020 Staff Training	2.4%	Refunds for training organised in 2022/23 received.
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. First Audit for 23/24 not yet

		booked/invoiced. External Audit invoice to process in September.
4024 IT Support	111.5%	Annual payroll software, MS licences and security invoices processed. IT report to September F&P.
4025 IT Equipment	4.0%	Ad hoc purchases to date.
4026 Medical Expenses	9.5%	Not required to date
4090 Elections/Co-options	70.8%	Contested election in May 2023. Invoice complete.
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%)	Accrual on nominal, awaiting legal matters to conclude.
4480 Climate Change	0.0%	Not required to date. Project at inception stage.
4490 Bank Charges	58.9%	Larger income from event results in higher charges.
4510 Workwear	0.0%	Not required to date.
4600 New Office Equipment	1.2%	Ad hoc, small purchases to date.
4702 Defib Expenses/Maintenance	0.0%	Electrical installation – Church to be invoiced to contra.
4999 Sundries	99.4%	Bulk refreshment orders processed. Staff Larder to become available from October.
102 Office Expenditure		
1000 Hire of Premises	11.6%	Room hire to be advertised.
4009 Maintenance Contractor	90.3%	Meeting room lighting repaired.
4101 Utilities	(54.6%)	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	10.1%	Ad hoc – decoration.
4107 Contracts & Agreements	259.6%	Water filter paid to 07.04.24. PAT testing completed – underbudgeted.
4111 Maintenance Office	(5.7%)	£50 of bond held charged for repairs to kitchen in 2022/23.
302 Play Areas		
1410 Play Area Grant	0.0%	Not achieved to date.
4305 Play Equipment Repairs	20.8%	Replacement parts on order.
4306 Play area inspections	0.0%	Annual inspections performed in Q4 of financial year.
305 Leisure Gardens		
4310 Leisure Garden Maintenance	1.3%	Not required to date. Balance is difference between income and expenditure, remainder to EMR at year end for Leisure Garden improvements.
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%	Summer season to be invoiced.
4006 General Maintenance	18.8%	Ad hoc consumables etc.
4009 4017 4027 4102 4104 4105 4106 4107 4110 4111 4304	0.0%	Budgeted for GMF – not required to date.
4020 Staff Training	9.5%	Training planned for quarter three.
4026 Medical Expenses	20.3%	Awaiting occupational Health invoices to process.
4033 Staff Licences	0.0%	Not required to date.
4101 Utilities	14.7%	Budgeted for part year in GMF.
4102 Health & Safety	0.0%	Not required to date.
4200 Bus shelter and repairs	0.0%	None required to date.
4206 Great Western Climate Tree	0.0%	Tree planting planned for quarter three.
4301 Arboricultural Work	0.0%	Not required to date.
4304 Bin Collections	0.0%	Not required to date.
4309 Horticultural Work	5.7%	Bulk of budget required in Q3/Autumn.
4314 Equipment	66.0%	Repairs to Mower not covered under service contract.
4350 Vandalism	6.4%	Not fully required to date.
4506 Fuel	25.9%	Fuel costs reduced since budgeting. Vehicles off road for repairs.
4511 Vehicle Tracking	64.5%	First 6 months invoices paid, plus fee to move trackers to new vehicles (see Min ref. FP 034 18/07/23).
4514 Grass Cutting M/C Lease	97.9%	£4,999.88 used for purchase of 2nd mower as per FC062 26 July 2022. Lease costs for 1st mower paid to Feb 2024.
4515 Grass Cutting M/C Maint	101.6%	£1,798.41 Used for purchase of 2nd mower as per FC062 26 July 2022. £889 paid for mower repair. Service plan paid to Feb 2024. Mower tyre repairs taking over budget.
4522 Grounds Maintenance Contract	60.9%	Summer maintenance invoice processed. (Payment in monthly installments).
4524 Vehicle Electricity (Fuel)	(27.5%)	Awaiting first invoice from SSE, accrual for 22/23 in budget.

4604 Festive enhancements	0.0%	Will be spent in Q3.
4610 Vehicles	113.9%	2 x Elec Vehicles invoice processed to August 2024. To move to prepayments during Q2 budget review.
4615 New Machinery	0.0%	Not required to date.
4633 Street Sweeper Lease	106.3%	Supplier missed invoicing in 22/23 taking over budget for 23/24.
4700 PWLB Repayment	0.0%	First payment estimated for Q4.
401 Newsletter		
1001 Advertising	414.1%	Youth and Community Coordinator drastically increased revenue.
4404 Newsletter Artwork	66.3%	Purchase order for winter magazine processed.
402 Community Development		
1005 Community Development Grant	3.3%	Not achieved to date.
1009 Memorial Benches	0.0%	No applications to date
1210 Mem Café income & Donations	0.0%	Donations received, not budgeted for.
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 and 4402/402.
4002 Memory Café Salaries	82.7%	First six months covered by grant – expenditure transferred from EMR to cover. Budget will show 50% overspend which is covered by the grant.
4212 Christmas Activities	0.0%	Will be spent in Q3.
4320 Youth Engagement	15.4%	Events in planning stages. EMR funds to use.
4332 CD Aspirations	0.0%	Projects in planning stages.
4401 Web Site & Social Media	12.2%	Not fully required to date.
4402 Marketing & Events	80.7%	Summer spectacular event invoices processed. Contra income at 1400/402.
4413 Consultation/Events	0.0%	Not required to date
4416	60.3%	Leisure garden competition prizes purchased.
4418 Memorial Benches	0.0%	No applications to date
501 Community Transport		
1002 Community Transport Fares	58.0%	Increased bus trips.
1003 BSOG	(50%)	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 20th January 2024.

4502 Bus Servicing & Repairs	14.0%	Not fully required to date.
4504 Bus Driver Training	0.0%	Not required to date.
4505 Bus Admin/Misc	6.7%	Not fully required to date.
605 Capital Projects		
4705 GMF Build	0.0%	Not budgeted for as covered by Public Works Loan.

		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	1,029	4,506	2,000	(2,506)			225.3%	
1195	FIT Payments	379	279	100	(179)			279.3%	
1199	Miscellaneous Income	0	0	0	(0)			0.0%	
	Administration :- Income	**1,408**	**500,492**	**993,513**	**493,021**			**50.4%**	**0**
4000	Salaries	20,000	104,615	265,990	161,375		161,375	39.3%	
4007	Councillors' Allowances	1,039	5,217	16,967	11,750		11,750	30.7%	
4008	Professional Services	0	0	2,500	2,500		2,500	0.0%	
4011	Photocopier Lease & charges	0	261	1,470	1,209		1,209	17.7%	
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%	
4018	Stationery	0	178	1,000	822		822	17.8%	
4019	Postage	42	124	200	76		76	62.0%	
4020	Staff Training	0	(200)	5,200	5,400	325	5,075	2.4%	
4021	Councillor Training	0	0	1,200	1,200		1,200	0.0%	
4023	Audit Internal/External	0	(75)	2,972	3,047		3,047	(2.5%)	
4024	IT Support	338	6,659	8,700	2,041	3,040	(999)	111.5%	
4025	IT Equipment	21	69	1,750	1,681		1,681	4.0%	
4026	Medical expenses	60	60	630	570		570	9.5%	
4090	Elections/Co-options	0	13,437	18,985	5,548		5,548	70.8%	
4109	Mobile phones	50	250	647	397		397	38.6%	
4215	Subscriptions	0	2,740	2,973	233		233	92.2%	
4220	Legal Fees	0	(700)	2,000	2,700		2,700	(35.0%)	
4480	Climate Change & Biodiversity	0	0	2,500	2,500		2,500	0.0%	
4490	Bank charges	39	148	252	104		104	58.9%	
4510	Workwear & PPE	0	0	510	510		510	0.0%	
4600	New Office Equipment	0	6	500	494		494	1.2%	
4702	Defib Expenses/Maintenance	0	262	0	(262)		(262)	0.0%	
4999	Sundries	9	199	200	1		1	99.4%	
5900	EMR Spend	0	1,838	0	(1,838)		(1,838)	0.0%	1,838
	Administration :- Indirect Expenditure	**21,598**	**138,353**	**341,542**	**203,189**	**3,365**	**199,824**	**41.5%**	**1,838**
	Net Income over Expenditure	**(20,190)**	**362,139**	**651,971**	**289,832**				
6000	plus Transfer From EMR	0	1,838						
	Movement to/(from) Gen Reserve	**(20,190)**	**363,977**						

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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	104	1,047	9,000	7,953			11.6%	
	Office Expenditure :- Income	**104**	**1,047**	**9,000**	**7,953**			**11.6%**	**0**
4009	Maintenance Contractor	0	903	1,000	97		97	90.3%	
4017	Cleaning Materials	7	171	368	197		197	46.4%	
4040	Covid19/Staff Larder	0	235	750	515		515	31.3%	
4100	Office Site Lease	0	1,295	2,720	1,425		1,425	47.6%	
4101	Utilities	0	(1,639)	3,000	4,639		4,639	(54.6%)	
4102	Health & Safety	0	0	1,010	1,010		1,010	0.0%	
4104	Repairs/Replacements	11	51	500	449		449	10.1%	
4105	Alarm Fire/Intruder	0	344	647	303		303	53.2%	
4106	Sanitary Waste	0	74	193	119		119	38.1%	
4107	Contracts & Agreements	0	493	190	(303)		(303)	259.6%	
4110	Landline/Broadband	0	742	2,203	1,461		1,461	33.7%	
4111	Maintenance - office & POST fa	0	(30)	525	555		555	(5.7%)	
4112	Room Hire Sundries	1	47	105	58		58	44.5%	
4304	Bin collections	34	296	630	334		334	47.0%	
	Office Expenditure :- Indirect Expenditure	**52**	**2,982**	**13,841**	**10,859**	**0**	**10,859**	**21.5%**	**0**
	Net Income over Expenditure	**51**	**(1,935)**	**(4,841)**	**(2,906)**				
202	Grants								
4209	Grants	0	1,336	5,000	3,664		3,664	26.7%	
	Grants :- Indirect Expenditure	**0**	**1,336**	**5,000**	**3,664**	**0**	**3,664**	**26.7%**	**0**
	Net Expenditure	**0**	**(1,336)**	**(5,000)**	**(3,664)**				
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	987	3,987	13,000	9,013		9,013	30.7%	
4027	CCTV	85	425	1,071	646		646	39.7%	
4305	Play Equipment Repairs	215	1,595	10,000	8,405	487	7,918	20.8%	
4306	Play Area Inspection	0	0	1,208	1,208		1,208	0.0%	
4316	Play Area Refurbishment	0	0	0	0	61,294	(61,294)	0.0%	
4518	Surface Repairs	0	0	2,500	2,500	885	1,616	35.4%	
5900	EMR Spend	0	20,760	0	(20,760)		(20,760)	0.0%	20,760
	Play Areas :- Indirect Expenditure	**1,287**	**26,767**	**27,779**	**1,012**	**62,666**	**(61,654)**	**321.9%**	**20,760**
	Net Income over Expenditure	**(1,287)**	**(26,767)**	**(17,779)**	**8,988**				
6000	plus Transfer From EMR	0	20,760						
	Movement to/(from) Gen Reserve	**(1,287)**	**(6,007)**						

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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
305	Leisure Gardens								
1004	Leisure Garden Tenants	0	1,267	2,539	1,272			49.9%	
	Leisure Gardens :- Income	**0**	**1,267**	**2,539**	**1,272**			**49.9%**	**0**
4310	Leisure Gardens Maintenance	0	31	2,329	2,298		2,298	1.3%	
4315	Leisure Garden Water Rates	0	139	210	71		71	66.4%	
	Leisure Gardens :- Indirect Expenditure	**0**	**170**	**2,539**	**2,369**	**0**	**2,369**	**6.7%**	**0**
	Net Income over Expenditure	**0**	**1,097**	**0**	**(1,097)**				
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	31,902	160,676	407,882	247,206		247,206	39.4%	
4006	General Maintenance	19	377	2,000	1,623		1,623	18.8%	
4009	Maintenance Contractor	0	0	400	400		400	0.0%	
4017	Cleaning Materials	0	2	25	23		23	9.5%	
4020	Staff Training	615	615	4,600	3,985		3,985	13.4%	
4026	Medical expenses	0	203	1,000	797		797	20.3%	
4033	Staff licences	0	0	570	570		570	0.0%	
4040	Covid19/Staff Larder	0	234	750	516		516	31.2%	
4101	Utilities	63	513	3,500	2,987		2,987	14.7%	
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	90	502	1,298	796		796	38.7%	
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	100	500	400		400	20.0%	
4309	Horticultural work	0	274	4,778	4,504		4,504	5.7%	
4314	Equipment	0	1,320	2,000	680		680	66.0%	
4350	Vandalism	0	32	500	468		468	6.4%	
4506	Fuel	446	2,588	10,000	7,412		7,412	25.9%	
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	723	1,592	9,930	8,338	1,850	6,487	34.7%	
4510	Workwear & PPE	36	1,050	2,735	1,685		1,685	38.4%	

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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
4511	Vehicle Tracking	0	508	788	280		280	64.5%	
4514	Grass Cutting M/C Lease	0	10,764	11,000	236		236	97.9%	
4515	Grass Cutting M/C maint	229	6,098	6,000	(98)		(98)	101.6%	
4517	Litter, Cleansing & gritting	0	1,458	2,750	1,293		1,293	53.0%	
4522	Grounds Maintenance Contract	1,794	7,928	18,922	10,994	3,589	7,405	60.9%	
4523	Fuel - Grass cutting	506	2,160	5,052	2,892		2,892	42.7%	
4524	Vehicle Electricity (fuel)	0	(825)	3,000	3,825		3,825	(27.5%)	
4604	Festive Enhancements	0	0	500	500		500	0.0%	
4610	Vehicles	420	23,346	20,499	(2,847)		(2,847)	113.9%	
4615	New Machinery	0	0	2,800	2,800		2,800	0.0%	
4633	Street Sweeper Lease	1,885	20,275	19,068	(1,207)		(1,207)	106.3%	
4634	Street Sweeper Maintenance	0	5,002	10,632	5,630		5,630	47.0%	
4700	PWLB Repayment	0	0	12,500	12,500		12,500	0.0%	
5900	EMR Spend	777	7,111	0	(7,111)		(7,111)	0.0%	7,111
	Parks & Open Spaces :- Indirect Expenditure	**39,505**	**256,195**	**581,236**	**325,041**	**5,439**	**319,602**	**45.0%**	**7,111**
	Net Income over Expenditure	**(39,505)**	**(256,195)**	**(578,022)**	**(321,827)**				
6000	plus Transfer From EMR	777	7,111						
	Movement to/(from) Gen Reserve	**(38,728)**	**(249,084)**						
401	Newsletter								
1001	Newsletter Advertising	0	2,070	500	(1,570)			414.1%	
	Newsletter :- Income	**0**	**2,070**	**500**	**(1,570)**			**414.1%**	**0**
4400	Newsletter Printing	0	3,523	9,888	6,365		6,365	35.6%	
4403	Newsletter Distribution	0	0	3,690	3,690	1,230	2,460	33.3%	
4404	Newsletter Artwork	0	518	1,554	1,036	512	524	66.3%	
	Newsletter :- Indirect Expenditure	**0**	**4,041**	**15,132**	**11,091**	**1,742**	**9,349**	**38.2%**	**0**
	Net Income over Expenditure	**0**	**(1,971)**	**(14,632)**	**(12,661)**				
402	Community Development								
1005	Community Development & Grant	0	500	15,000	14,500			3.3%	
1009	Memorial benches	0	0	3,462	3,462			0.0%	
1210	Mem Cafe Income & Donations	175	276	0	(276)			0.0%	
1220	Football Pitch Income	0	305	0	(305)			0.0%	
1400	I&L Events Income	302	1,829	0	(1,829)			0.0%	
	Community Development :- Income	**477**	**2,909**	**18,462**	**15,553**			**15.8%**	**0**
4000	Salaries	6,978	33,322	83,681	50,359		50,359	39.8%	
4002	Memory Cafe salaries	1,634	8,274	10,000	1,726		1,726	82.7%	8,274

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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	154	1,000	846		846	15.4%	
4330	Memory Cafe	33	1,700	5,000	3,300	336	2,964	40.7%	
4331	Memory Cafe Consumables	805	893	2,500	1,607	325	1,282	48.7%	
4332	CD Aspirations	0	0	3,834	3,834		3,834	0.0%	
4401	Web Site & Social Media	0	61	500	439		439	12.2%	
4402	Marketing & Events	70	4,033	5,000	967		967	80.7%	
4412	Branding	0	245	500	255		255	49.0%	
4413	Consultation/Events	0	0	250	250		250	0.0%	
4416	Competitions	165	302	500	198		198	60.3%	
4418	Memorial benches	0	0	3,462	3,462		3,462	0.0%	
4629	Community Choices	507	2,606	7,500	4,894	420	4,474	40.3%	
	Community Development :- Indirect Expenditure	**10,192**	**51,590**	**125,227**	**73,637**	**1,081**	**72,557**	**42.1%**	**8,274**
	Net Income over Expenditure	**(9,715)**	**(48,680)**	**(106,765)**	**(58,085)**				
6000	plus Transfer From EMR	1,634	8,274						
	Movement to/(from) Gen Reserve	**(8,081)**	**(40,406)**						
501	Community Transport								
1002	Community Transport Fares	341	1,334	2,300	966			58.0%	
1003	Community Transport BSOG	0	(125)	250	375			(50.0%)	
	Community Transport :- Income	**341**	**1,209**	**2,550**	**1,341**			**47.4%**	**0**
4500	Bus Tax & Insurance	0	538	920	383		383	58.4%	
4501	Bus Fuel Costs	61	359	840	481		481	42.8%	
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	5	5	75	70		70	6.7%	
	Community Transport :- Indirect Expenditure	**66**	**1,049**	**3,485**	**2,436**	**0**	**2,436**	**30.1%**	**0**
	Net Income over Expenditure	**275**	**160**	**(935)**	**(1,095)**				
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	353	1,000	647		647	35.3%	
	Capital Projects :- Indirect Expenditure	**0**	**353**	**1,000**	**647**	**0**	**647**	**35.3%**	**0**
	Net Expenditure	**0**	**(353)**	**(1,000)**	**(647)**				

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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
Grand Totals:- Income	2,329	508,995	1,039,778	530,783			49.0%	
Expenditure	72,700	482,837	1,116,781	633,944	714,883	(80,938)	107.2%	
Net Income over Expenditure	(70,371)	26,158	(77,003)	(103,161)				
plus Transfer From EMR	2,411	37,983						
Movement to/(from) Gen Reserve	(67,960)	64,141						