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Meeting	Full Council
Date	24th June 2025
Report Title	Budget Report to Month 2 (31st May 2025)
Agenda Reference	10A
Author	Jodie Smart, Smart Public Finance

Officer's Recommendation:

To note.

Income and Expenditure against budget Balances as of 31st May 2025

Total Revenue Budgets	**Total Expenditure Budgets**	**Actual Income to 31st May 2025**	**Actual Expenditure to 31st May 2025**
£1,414,441	£1,437,994	£690,562	£233,814
% Income		% Expenditure	
Expected at 31st May 2025	Actual at 31st May 2025	Expected at 31st May 2025	Actual at 31st May 2025
16.67%	48.8%	16.67%	32.3%

Variances to note <1.67 or >31.67%

101 Administration		
1176 Precept	50%	One of two installments received.
1195 FIT Payments	(10%)	Receipt in arrears to cover M12 of 24/25.
4012 Insurance	83.3%	Insurance paid to February 2026.
4013 Insurance Claims	0%	Not required to date.
4016 Travelling Expenses	66.2%	GMF delay increasing mileage claims to Waterside.
4019 Postage	0%	Not required to date.
4020 Staff Training	39.6%	Level 4 and dementia training pre-paid for year.
4021 Councillor Training	0%	Not required to date.
4023 Audit Internal/External	0.7%	Small difference (£22) in 24/25 accruals and visit 3 invoice (estimated at year end).
4024 IT Support	95%	Most subscriptions processed for full year.
4025 IT Equipment	(2.1%)	24/25 accrual awaiting outgoing invoice process.
4026 Medical Expenses	0%	Not required to date.
4028 Recruitment	116.9%	Finance Officer recruitment costs.
4090 Elections/Co-options	0%	Rolling EMR.
4109 Mobile Phones	2.9%	24/25 Invoice to process.
4215 Subscriptions	105%	Subs processed for full year. Inflationary increases higher than budgeted for.
4220 Legal Fees	0%	Not required to date

4510 Workwear and PPE	133.1%	Bulk order processed which exceeded budget.
102 Office Expenditure		
4017 Cleaning Materials	43.9%	Bulk order for toilet roll and bin bags processed.
4040 Covid 19/Staff Larder	0%	Not required to date.
4101 Utilities	(53.6%)	Accrual processed – awaiting billing from SSE.
4102 Health & Safety	0%	Not required to date.
4106 Sanitary Waste	(8%)	Accrual processed – awaiting corresponding invoice.
4107 Contracts & Agreements	0%	Not required to date.
4304 Bin Collections	33.3%	Confidential waste bin rental – annual invoice processed.
202 Grants		
4209 Grants	0%	No grant applications processed as yet.
302 Play Areas		
4027 CCTV	(5.2%)	24/25 Invoice to process.
4306 Play Area Inspection	(52.4%)	24/25 accrual – corresponding invoice to process.
4316 Play Area Refurbishment	0%	Rolling EMR
4342 Skatepark Repairs	0%	Not required to date.
305 Leisure Gardens		
1004 Leisure Garden Tenants	49%	Invoices to September 2025 processed.
4019 Postage	0%	Not required to date.
4215 Subscriptions	0%	Not required to date.
4315 Leisure Garden Water Rates	(8.1%)	24/25 accrual – corresponding invoice to process.
4318 Leisure Garden Competitions	0%	Not required to date.
307 Parks & Open Spaces		
1183 Grounds Maintenance Work	0%	No income to date.
4009 Maintenance Contractor	0%	Not required to date.
4017 Cleaning Materials	0%	Not required until GMF in use.
4020 Staff Training	0%	Not required to date.
4026 Medical Expenses	0%	Not required to date.
4040 Covid 19/Staff Larder	0%	Not required to date.
4101 Utilities	0.4%	Not fully required until GMF in use.
4102 Health & Safety	0%	Not required until GMF in use.
4105 Alarm Fire/Intruder	0%	Not required until GMF in use.
4106 Sanitary Waste	0%	Not required until GMF in use.

4107 Contracts & Agreements	0%	Not required until GMF in use.
4200 Bus Shelters & Repairs	0%	Not required to date.
4304 Bin Collections	0%	Not required until GMF in use.
4308 Notice Boards, Seats & Bins	0%	Not required to date.
4309 Horticultural Work	0.3%	Not fully required to date.
4314 Equipment	0%	Not required to date.
4350 Vandalism	0%	Not required to date.
4507 Vehicle Insurance	66.7%	Insurance paid to January 2026.
4508 Road Fund Licences	76.4%	3 x Tax paid to February 2026.
4514 Grass Cutting M/C Lease	61.4%	Lease invoice for full year processed. Balance to rolling EMR for replacement mower.
4522 Grounds Maintenance Contract	76.2%	Summer mowing and weed spraying invoices processed.
4523 Fuel – Grass Cutting	0%	SBC fuel invoices in arrears.
4524 Vehicle Electricity	(47.3%)	Accrual processed – awaiting corresponding invoice from SSE.
4604 Festive Enhancements	0%	Not required until Q3.
4610 Vehicles	118.0%	Two caged tippers – PO processed to 2026/27.
4700 PWLB Repayment	0%	Initial repayment covered by EMR.
4703 GMF NNDR	0%	Not required until GMF in use.
401 Newsletter		
4400 Newsletter Printing	32.6%	Summer magazine PO processed.
4403 Newsletter Distribution	0%	Not required to date.
4404 Newsletter Artwork	0%	Not required to date.
4416 Competitions	0%	Not required to date.
402 Community Development		
1009 Memorial Benches	0%	Not required to date.
1150 Community Dev & Grants Income	0%	No grant income received to date.
4212 Christmas Activities	0%	Not required until Q3.
4320 Youth Engagement	32.2%	Easter and half term activities.
4330 Memory Café	33.6%	Bulk activity/craft purchases.
4401 Web Site and Social Media	0%	Not required to date.
4412 Branding	0%	Not required to date.
4413 Consultations/Events	0%	Not required to date.

4416 Competitions	48.4%	Prizes purchased.
4418 Memorial Benches	0%	Not required to date.
501 Community Transport		
1003 Community Transport BSOG	(79.8%)	Grant relating to half of 24/25 expected in October/November 2026.
4500 Bus Tax & Insurance	122.9%	Insurance processed to January 2026. Increase higher than budgeted for.
4501 Bus Fuel Costs	48.4%	SBC invoice to review by JS.
4504 Bus Driver Training	0%	Not required to date.
4505 Bus Admin/Misc	0%	Not required to date.
601 Capital Projects		
4705 GMF Build	0%	No invoices from Affleck this financial year.
4614 Tadpole Lane	0%	Not required to date.
4621 Mini Bus	0%	Rolling EMR.
4622 Councillor Devices	0%	Not required to date.

Detailed Income & Expenditure by Budget Heading 15/06/2025

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	686,867	1,373,734	686,867			50.0%	
1190	Interest Received	0	863	12,000	11,137			7.2%	
1195	FIT Payments	0	(50)	500	550			(10.0%)	
	Administration :- Income	**0**	**687,680**	**1,386,234**	**698,554**			**49.6%**	**0**
4000	Salaries	23,768	47,452	326,075	278,623		278,623	14.6%	
4007	Councillors' Allowances	1,007	2,071	15,837	13,766		13,766	13.1%	
4008	Professional Services	675	1,895	12,650	10,755		10,755	15.0%	
4011	Photocopier Lease & charges	264	264	1,110	846		846	23.8%	
4012	Insurance	0	5,692	6,831	1,139		1,139	83.3%	
4013	Insurance Claims	0	0	500	500		500	0.0%	
4015	Use 4029	9	0	0	0		0	0.0%	
4016	Travelling Expenses	(4)	132	200	68		68	66.2%	
4018	Stationery	34	122	780	658		658	15.7%	
4019	Postage	0	0	40	40		40	0.0%	
4020	Staff Training	0	4,340	10,950	6,610		6,610	39.6%	
4021	Councillor Training	0	0	100	100		100	0.0%	
4023	Audit Internal/External	233	22	3,092	3,070		3,070	0.7%	
4024	IT Support	7,067	9,865	10,385	520		520	95.0%	
4025	IT Equipment	0	(36)	1,750	1,786		1,786	(2.1%)	
4026	Medical expenses	0	0	500	500		500	0.0%	
4028	Recruitment	0	2,338	2,000	(338)		(338)	116.9%	
4090	Elections/Co-options	0	0	6,000	6,000		6,000	0.0%	
4109	Mobile phones	20	20	683	663		663	2.9%	
4215	Subscriptions	0	3,096	2,949	(147)		(147)	105.0%	
4220	Legal Fees	0	0	0	0	500	(500)	0.0%	
4480	Climate Change & Biodiversity	0	0	750	750		750	0.0%	
4490	Bank charges	0	63	383	320		320	16.5%	
4491	Square Card Receipts Charges	2	2	100	98		98	1.6%	
4510	Workwear & PPE	0	272	204	(68)		(68)	133.1%	
4600	New Office Equipment	18	54	500	446		446	10.9%	
4999	Sundries	33	33	495	462		462	6.6%	
	Administration :- Indirect Expenditure	**33,125**	**77,697**	**404,864**	**327,167**	**500**	**326,667**	**19.3%**	**0**
	Net Income over Expenditure	**(33,125)**	**609,983**	**981,370**	**371,387**				
102	Office Expenditure								
1000	Hire Of Premises	0	208	5,000	4,792			4.2%	
	Office Expenditure :- Income	**0**	**208**	**5,000**	**4,792**			**4.2%**	**0**
4009	Maintenance Contractor	264	398	11,550	11,152		11,152	3.4%	

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Detailed Income & Expenditure by Budget Heading 15/06/2025

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
4017	Cleaning Materials	0	177	561	384	69	315	43.9%	
4040	Covid19/Staff Larder	5	0	500	500		500	0.0%	
4100	Office Site Lease	0	648	2,695	2,048		2,048	24.0%	
4101	Utilities	375	(1,887)	3,523	5,410		5,410	(53.6%)	
4102	Health & Safety	0	0	804	804		804	0.0%	
4104	Repairs/Replacements	139	139	2,500	2,361		2,361	5.6%	
4105	Alarm Fire/Intruder	0	84	561	477		477	15.0%	
4106	Sanitary Waste	0	(7)	88	95		95	(8.0%)	
4107	Contracts & Agreements	0	0	50	50		50	0.0%	
4110	Landline/Broadband	0	270	1,623	1,353		1,353	16.6%	
4111	Maintenance - office & POST fa	58	58	571	513		513	10.2%	
4304	Bin collections	157	217	653	436		436	33.3%	
	Office Expenditure :- Indirect Expenditure	**997**	**96**	**25,679**	**25,583**	**69**	**25,514**	**0.6%**	**0**
	Net Income over Expenditure	**(997)**	**112**	**(20,679)**	**(20,791)**				
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								
4010	Play Area Contractor/Security	1,000	1,000	12,750	11,750		11,750	7.8%	
4027	CCTV	0	(55)	1,061	1,116		1,116	(5.2%)	
4305	Play Equipment Repairs	154	154	14,000	13,846	2,312	11,533	17.6%	
4306	Play Area Inspection	0	(1,308)	1,377	2,685	587	2,098	(52.4%)	
4316	Play Area Refurbishment	0	0	10,000	10,000		10,000	0.0%	
4342	Skatepark Repairs	0	0	500	500		500	0.0%	
4518	Surface Repairs	213	1,846	20,000	18,154		18,154	9.2%	
	Play Areas :- Indirect Expenditure	**1,367**	**1,637**	**59,688**	**58,051**	**2,899**	**55,151**	**7.6%**	**0**
	Net Expenditure	**(1,367)**	**(1,637)**	**(59,688)**	**(58,051)**				
305	Leisure Gardens								
1004	Leisure Garden Tenants	(11)	1,577	3,217	1,640			49.0%	
	Leisure Gardens :- Income	**(11)**	**1,577**	**3,217**	**1,640**			**49.0%**	**0**
4019	Postage	0	0	100	100		100	0.0%	
4215	Subscriptions	0	0	55	55		55	0.0%	
4310	Leisure Gardens Maintenance	87	112	2,475	2,363		2,363	4.5%	

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Detailed Income & Expenditure by Budget Heading 15/06/2025

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
4315	Leisure Garden Water Rates	0	(19)	237	256		256	(8.1%)	
4318	Leisure Garden Competitions	0	0	350	350		350	0.0%	
	Leisure Gardens :- Indirect Expenditure	**87**	**93**	**3,217**	**3,124**	**0**	**3,124**	**2.9%**	**0**
	Net Income over Expenditure	**(98)**	**1,485**	**0**	**(1,485)**				
307	Parks & Open Spaces								
1183	Grounds Maint Work	0	0	408	408			0.0%	
	Parks & Open Spaces :- Income	**0**	**0**	**408**	**408**			**0.0%**	**0**
4000	Salaries	40,850	80,502	531,198	450,696		450,696	15.2%	
4006	General Maintenance	41	88	1,836	1,748		1,748	4.8%	
4009	Maintenance Contractor	0	0	600	600		600	0.0%	
4017	Cleaning Materials	0	0	400	400		400	0.0%	
4020	Staff Training	0	0	5,000	5,000		5,000	0.0%	
4026	Medical expenses	0	0	1,000	1,000		1,000	0.0%	
4040	Covid19/Staff Larder	0	0	500	500		500	0.0%	
4101	Utilities	29	16	4,000	3,984		3,984	0.4%	
4102	Health & Safety	0	0	804	804		804	0.0%	
4105	Alarm Fire/Intruder	0	0	1,200	1,200		1,200	0.0%	
4106	Sanitary Waste	0	0	87	87		87	0.0%	
4107	Contracts & Agreements	0	0	900	900		900	0.0%	
4109	Mobile phones	68	36	1,129	1,093		1,093	3.2%	
4200	Bus Shelters & Repairs	0	0	500	500		500	0.0%	
4301	Arboricultural Work	0	300	7,101	6,801		6,801	4.2%	
4302	Tractor Hire	2,800	2,800	11,000	8,200		8,200	25.5%	
4304	Bin collections	0	0	600	600		600	0.0%	
4308	Notice Boards, Seats & Bins	0	0	7,500	7,500		7,500	0.0%	
4309	Horticultural work	16	16	4,971	4,955		4,955	0.3%	
4314	Equipment	0	0	0	0	60	(60)	0.0%	
4350	Vandalism	0	0	150	150		150	0.0%	
4506	Fuel	1,243	1,243	7,023	5,780		5,780	17.7%	
4507	Vehicle Insurance	0	3,627	5,440	1,813		1,813	66.7%	
4508	Road Fund Licence	0	857	1,122	265		265	76.4%	
4509	Servicing & Maintenance (Vehic	163	1,384	5,100	3,716		3,716	27.1%	
4510	Workwear & PPE	124	187	2,497	2,310		2,310	7.5%	
4511	Vehicle Tracking	0	94	918	824		824	10.2%	
4514	Grass Cutting M/C Lease	0	7,961	12,974	5,013		5,013	61.4%	
4515	Grass Cutting M/C maint	292	752	8,160	7,408	278	7,130	12.6%	
4517	Litter, Cleansing & gritting	238	238	3,609	3,371		3,371	6.6%	
4522	Grounds Maintenance Contract	15,500	19,856	35,500	15,644	7,177	8,467	76.2%	

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Detailed Income & Expenditure by Budget Heading 15/06/2025

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
4523	Fuel - Grass cutting	0	0	5,100	5,100		5,100	0.0%	
4524	Vehicle Electricity (fuel)	0	(492)	1,040	1,532		1,532	(47.3%)	
4604	Festive Enhancements	0	0	500	500		500	0.0%	
4610	Vehicles	2,010	7,977	51,237	43,260	52,470	(9,210)	118.0%	
4615	New Machinery	33	631	9,000	8,369	214	8,155	9.4%	
4633	Street Sweeper Lease	1,660	5,010	19,920	14,910		14,910	25.2%	
4634	Street Sweeper Maintenance	482	2,085	15,541	13,456	526	12,930	16.8%	
4700	PWLB Repayment	0	0	14,276	14,276		14,276	0.0%	
4703	GMF NNDR	0	0	10,000	10,000		10,000	0.0%	
	Parks & Open Spaces :- Indirect Expenditure	**65,549**	**135,167**	**789,433**	**654,266**	**60,725**	**593,541**	**24.8%**	**0**
	Net Income over Expenditure	**(65,549)**	**(135,167)**	**(789,025)**	**(653,858)**				
401	Newsletter								
1001	Newsletter Advertising	0	201	2,500	2,299			8.1%	
	Newsletter :- Income	**0**	**201**	**2,500**	**2,299**			**8.1%**	**0**
4400	Newsletter Printing	0	0	7,356	7,356	2,399	4,957	32.6%	
4403	Newsletter Distribution	0	0	3,366	3,366		3,366	0.0%	
4404	Newsletter Artwork	0	0	20	20		20	0.0%	
4416	Competitions	0	0	75	75		75	0.0%	
	Newsletter :- Indirect Expenditure	**0**	**0**	**10,817**	**10,817**	**2,399**	**8,418**	**22.2%**	**0**
	Net Income over Expenditure	**0**	**201**	**(8,317)**	**(8,518)**				
402	Community Development								
1009	Memorial benches	0	0	3,462	3,462			0.0%	
1150	Community Dev & Grant income	100	566	0	(566)			0.0%	
1210	Mem Cafe Income & Donations	105	261	1,500	1,239			17.4%	
1220	Football Pitch Income	0	75	765	690			9.8%	
1400	CD Events Income	0	192	7,000	6,808			2.7%	
	Community Development :- Income	**205**	**1,094**	**12,727**	**11,633**			**8.6%**	**0**
4000	Salaries	6,969	14,041	88,749	74,708		74,708	15.8%	
4212	Christmas Activities	0	0	1,561	1,561		1,561	0.0%	
4320	Youth Engagement	104	483	1,500	1,017		1,017	32.2%	
4330	Memory Cafe	482	1,008	3,000	1,992		1,992	33.6%	
4401	Web Site & Social Media	0	0	612	612		612	0.0%	
4402	Marketing & Events	178	680	6,000	5,320		5,320	11.3%	
4412	Branding	0	0	300	300		300	0.0%	
4413	Consultation/Events	0	0	250	250		250	0.0%	
4416	Competitions	73	73	150	77		77	48.4%	

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Code		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4418	Memorial benches	0	0	3,462	3,462		3,462	0.0%	
4629	Community Choices	698	698	7,500	6,802	1	6,801	9.3%	
	Community Development :- Indirect Expenditure	**8,504**	**16,982**	**113,084**	**96,102**	**1**	**96,101**	**15.0%**	**0**
	Net Income over Expenditure	**(8,299)**	**(15,888)**	**(100,357)**	**(84,469)**				
501	Community Transport								
1002	Community Transport Fares	410	410	3,641	3,231			11.3%	
1003	Community Transport BSOG	0	(570)	714	1,284			(79.8%)	
	Community Transport :- Income	**410**	**(160)**	**4,355**	**4,515**			**(3.7%)**	**0**
4500	Bus Tax & Insurance	0	946	770	(176)		(176)	122.9%	
4501	Bus Fuel Costs	543	543	1,122	579		579	48.4%	
4502	Bus Servicing & Repairs	412	63	1,020	957		957	6.2%	
4504	Bus Driver Training	0	0	450	450		450	0.0%	
4505	Bus Admin/Misc	0	0	100	100		100	0.0%	
	Community Transport :- Indirect Expenditure	**954**	**1,552**	**3,462**	**1,910**	**0**	**1,910**	**44.8%**	**0**
	Net Income over Expenditure	**(544)**	**(1,712)**	**893**	**2,605**				
603	NOT IN USE								
4609	Other Capital Projects	0	0	0	0	119	(119)	0.0%	
	NOT IN USE :- Indirect Expenditure	**0**	**0**	**0**	**0**	**119**	**(119)**		**0**
	Net Expenditure	**0**	**0**	**0**	**0**				
605	Capital Projects								
4705	GMF Build	0	0	0	0	161,467	(161,467)	0.0%	
	Capital Projects :- Direct Expenditure	**0**	**0**	**0**	**0**	**161,467**	**(161,467)**		**0**
4614	Tadpole Lane	0	0	8,000	8,000		8,000	0.0%	
4621	Mini bus	0	0	14,000	14,000		14,000	0.0%	
4622	Councillor devices	0	0	750	750		750	0.0%	
	Capital Projects :- Indirect Expenditure	**0**	**0**	**22,750**	**22,750**	**0**	**22,750**		**0**
	Net Expenditure	**0**	**0**	**(22,750)**	**(22,750)**				
	Grand Totals:- Income	**604**	**690,601**	**1,414,441**	**723,840**			**48.8%**	
	Expenditure	**110,583**	**233,225**	**1,437,994**	**1,204,769**	**228,178**	**976,591**	**32.1%**	
	Net Income over Expenditure	**(109,979)**	**457,377**	**(23,553)**	**(480,930)**				
	Movement to/(from) Gen Reserve	**(109,979)**	**457,377**	**(23,553)**	**(480,930)**				