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Meeting	Finance & Policy Committee
Date	18th November 2025
Report Title	Budget Report to Month 7 (31st October 2025)
Agenda Reference	9A
Author	Jodie Smart, Smart Public Finance

Officer's Recommendation:

To note.

Income and Expenditure against budget Balances as of 30th August 2025

Total Revenue Budgets	**Total Expenditure Budgets**	**Actual Income to 31st October 2025**	**Actual Expenditure to 31st October 2025**
£1,414,441	£1,437,994	£1,412,567	£988,688
% Income		% Expenditure	
Expected at 31st October 2025	Actual at 31st October 2025	Expected at 31st October 2025	Actual at 31st October 2025
58.33%	99.9%	58.33%	56.84% (Excluding GMF expenditure)

Variances to note <73.33 or >43.33%		
101 Administration		
1176 Precept	100%	Both installments received
1190 Interest Received	147.1%	Increased dividends
1195 FIT Payments	(10%)	Receipt in arrears due to cover M12 of 24/25.
1199 Miscellaneous Income	0.0%	Training income not budgeted for.
4011 Photocopier Lease & Charges	219.3%	Invoiced in advance – 2 months of smaller printer not accrued for from 2024/25 in error. Projected overspend of £210.
4012 Insurance	83.3%	Insurance paid to February 2026.
4013 Insurance Claims	0%	Not required to date.
4016 Travelling Expenses	263.6%	GMF delay increasing mileage claims to Waterside.
4019 Postage	17.4%	Not fully required to date.
4024 IT Support	108.7%	Most subscriptions processed for full year.
4025 IT Equipment	0.8%	Not fully required to date.
4026 Medical Expenses	30.6%	Not fully required to date.
4028 Recruitment	116.9%	Finance Officer recruitment costs.
4090 Elections/Co-options	0%	Rolling EMR.
4109 Mobile Phones	30.6%	24/25 Invoices to process.

4215 Subscriptions	104.2%	Subs processed for full year. Inflationary increases higher than budgeted for.
4490 Bank Charges	31.3%	Invoices to process
4491 Square Card Receipts Charges	100.2%	Increased income resulting in increased charges.
4510 Workwear and PPE	91.5%	Bulk order processed.
4600 New Office Equipment	18.4%	Not fully required to date.
4999 Sundries	76.8%	4040 in use for Q3&4
102 Office Expenditure		
1000 Hire of Premises	88.5%	Invoices processed in advance. Increased use.
4009 Maintenance Contractor	32.9%	Not fully required to date.
4017 Cleaning Materials	91.2%	Bulk order for toilet roll and bin bags processed. All staff currently based in office building.
4040 Covid 19/Staff Larder	0%	Not required to date. To use in Q3 & 4
4101 Utilities	118.9%	Under review – journal to 4524/307 to process.
4102 Health & Safety	88.8%	Annual survey completed.
4104 Repairs/Replacements	6.3%	Not fully required to date.
4105 Alarm Fire/Intruder	89.4%	Annual service completed.
4106 Sanitary Waste	(8%)	Accrual processed – awaiting corresponding invoice.
4107 Contracts & Agreements	0%	Not required to date.
4111 Maintenance – Office	10.2%	Not fully required to date.
4112 Room Hire Sundries	0%	Budget removed as not used. Some requirements this year.
302 Play Areas		
4027 CCTV	0%	Under review
4316 Play Area Refurbishment	102.9%	Outdoor Gym.
4342 Skatepark Repairs	0%	Not required to date.
302 Play Areas		
4027 CCTV	32%	O2 invoices to process
4305 Play Equipment Repairs	41.2%	Schedule in progress.
4316 Play Area Refurbishment	102.9%	Outdoor Gym.
4342 Skatepark Repairs	0%	Not required to date.
305 Leisure Gardens		
1004 Leisure Garden Tenants	153.3%	Invoices to September 2026 processed. Receipt in arrears to process.
4019 Postage	0%	Not required to date.
4215 Subscriptions	168.9%	National Allotment Society subs – prepayment to process into 26/27.

4315 Leisure Garden Water Rates	(8.1%)	24/25 accrual – corresponding invoice to process.
4318 Leisure Garden Competitions	3.9%	Not required to date.
307 Parks & Open Spaces		
1183 Grounds Maintenance Work	0%	Invoice to process for works to St Johns
1199 Miscellaneous Income	0%	Dog park sponsorship – not budgeted for
4009 Maintenance Contractor	200%	Bus shelter – miscode to correct.
4017 Cleaning Materials	19.7%	Not fully required to date.
4020 Staff Training	10%	Not fully required to date.
4026 Medical Expenses	0%	Not required to date.
4040 Covid 19/Staff Larder	0%	Not required to date – for use in Q3 & 4.
4101 Utilities	1.1%	Not fully required to date.
4102 Health & Safety	74.4%	Assessment complete prior to move in.
4105 Alarm Fire/Intruder	0%	Not required to date.
4106 Sanitary Waste	0%	Not required to date.
4107 Contracts & Agreements	0%	Not required to date.
4200 Bus Shelters & Repairs	191.2%	PO unmatched so committed expenditure still showing – to correct.
4301 Arboricultural Work	175.9%	Tree works – purchase order processed – EMR to utilise.
4304 Bin Collections	162.1%	PO processed
4308 Notice Boards, Seats & Bins	115.1%	PO processed
4350 Vandalism	18.3%	Not fully required to date.
4508 Road Fund Licences	76.4%	3 x Tax paid to February 2026.
4509 Servicing & Maintenance	111.9%	Road fund licences to journal and prepay into 26/27.
4517 Litter, Cleansing & Gritting	8.9%	Large bin bag order processed end 24/25.
4522 Grounds Maintenance Contract	95.2%	Summer mowing and weed spraying invoices processed.
4524 Vehicle Electricity	(47.3%)	Accrual processed – Journal to process from 4101/102.
4604 Festive Enhancements	0%	Not required until Q3.
4610 Vehicles	177.0%	Two caged tippers – PO processed to 2026/27.
4635 Waterside Rent	0%	Not budgeted for. GMF Delay.
4700 PWLB Repayment	181.3%	Initial repayment covered by transfer from EMR.
4703 GMF NNDR	0%	Not required until GMF in use.
401 Newsletter		

1001 Newsletter Advertising	35.8%	Reduced advert sales.
4416 Competitions	8.0%	Not fully required to date.
402 Community Development		
1009 Memorial Benches	0%	Not required to date.
1210 Mem Café Income & Donations	132.1%	Tea Dance income.
4212 Christmas Activities	0%	Not required until Q3.
4320 Youth Engagement	106.5%	Summer & Halloween holiday activities.
4330 Memory Café	96.1%	Tea dance expenses.
4402 Marketing & Events	134.8%	Summer & Halloween events. Income at 1400 to contra.
4412 Branding	26.4%	Not fully required to date.
4413 Consultations/Events	42%	Not fully required to date.
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	135.2%	Insurance processed to January 2026. Increase higher than budgeted for.
4501 Bus Fuel Costs	30.3%	Not fully required to date.
4502 Bus Servicing & Repairs	126.5%	Tail lift repairs.
4504 Bus Driver Training	0%	Not required to date.
4505 Bus Admin/Misc	126.9%	Branded badge purchase.
601 Capital Projects		
4705 GMF Build	0%	Not budgeted for as PWL balance in EMR.
4614 Tadpole Lane	100.5%	PO processed - used for Elstree Way remedial.
4621 Mini Bus	0%	Rolling EMR.
4622 Councillor Devices	39.2%	One ipad purchased.

Haydon Wick Parish Council

Detailed Income & Expenditure by Budget Heading 11/11/2025

Month No: 7 **Cost Centre Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Administration							
1176	Precept	1,373,734	1,373,734	0			100.0%	
1190	Interest Received	17,653	12,000	(5,653)			147.1%	
1195	FIT Payments	(50)	500	550			(10.0%)	
1199	Miscellaneous Income	445	0	(445)			0.0%	
	Administration :- Income	**1,391,782**	**1,386,234**	**(5,548)**			**100.4%**	**0**
4000	Salaries	173,791	326,075	152,284		152,284	53.3%	
4007	Councillors' Allowances	7,104	15,837	8,733		8,733	44.9%	
4008	Legal & Professional Services	5,908	12,650	6,743		6,743	46.7%	
4011	Photocopier Lease & charges	2,085	1,110	(975)	350	(1,325)	219.3%	
4012	Insurance	5,692	6,831	1,139		1,139	83.3%	
4013	Insurance Claims	0	500	500		500	0.0%	
4016	Travelling Expenses	527	200	(327)		(327)	263.6%	
4018	Stationery	382	780	398		398	49.0%	
4019	Postage	7	40	33		33	17.4%	
4020	Staff Training	5,180	10,950	5,770	170	5,600	48.9%	
4021	Councillor Training	56	100	44		44	56.0%	
4023	Audit Internal/External	2,122	3,092	970		970	68.6%	
4024	IT Support	11,285	10,385	(900)		(900)	108.7%	
4025	IT Equipment	14	1,750	1,736		1,736	0.8%	
4026	Medical expenses	153	500	347		347	30.6%	
4028	Recruitment	2,338	2,000	(338)		(338)	116.9%	
4090	Elections/Co-options	0	6,000	6,000		6,000	0.0%	
4109	Mobile phones	209	683	474		474	30.6%	
4215	Subscriptions	3,073	2,949	(124)		(124)	104.2%	
4220	Legal Fees	0	0	0	500	(500)	0.0%	
4480	Climate Change & Biodiversity	250	750	500	250	250	66.7%	
4490	Bank charges	120	383	263		263	31.3%	
4491	Square Card Receipts Charges	100	100	(0)		(0)	100.2%	
4510	Workwear & PPE	187	204	17		17	91.5%	
4600	New Office Equipment	92	500	408		408	18.4%	
4999	Sundries	380	495	115		115	76.8%	
5900	EMR Spend	310	0	(310)		(310)	0.0%	310
	Administration :- Indirect Expenditure	**221,364**	**404,864**	**183,500**	**1,270**	**182,230**	**55.0%**	**310**
	Net Income over Expenditure	**1,170,418**	**981,370**	**(189,048)**				
6000	plus Transfer From EMR	310	0	(310)				
	Movement to/(from) Gen Reserve	**1,170,727**	**981,370**	**(189,357)**				

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Detailed Income & Expenditure by Budget Heading 11/11/2025

Month No: 7 **Cost Centre Report**

		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	4,423	5,000	577			88.5%	
	Office Expenditure :- Income	**4,423**	**5,000**	**577**			**88.5%**	**0**
4009	Maintenance Contractor	1,960	11,550	9,590	1,839	7,751	32.9%	
4017	Cleaning Materials	512	561	49		49	91.2%	
4020	Staff Training	167	0	(167)		(167)	0.0%	
4040	Covid19/Staff Larder	0	500	500		500	0.0%	
4100	Office Site Lease	3,093	2,695	(398)		(398)	114.7%	
4101	Utilities	4,189	3,523	(666)		(666)	118.9%	
4102	Health & Safety	714	804	90		90	88.8%	
4104	Repairs/Replacements	158	2,500	2,342		2,342	6.3%	
4105	Alarm Fire/Intruder	502	561	59		59	89.4%	
4106	Sanitary Waste	(7)	88	95		95	(8.0%)	
4107	Contracts & Agreements	0	50	50		50	0.0%	
4110	Landline/Broadband	980	1,623	643		643	60.4%	
4111	Maintenance - office & POST fa	58	571	513		513	10.2%	
4112	Room Hire Sundries	57	0	(57)		(57)	0.0%	
4304	Bin collections	366	653	287		287	56.1%	
5900	EMR Spend	28	0	(28)		(28)	0.0%	
	Office Expenditure :- Indirect Expenditure	**12,775**	**25,679**	**12,904**	**1,839**	**11,065**	**56.9%**	**0**
	Net Income over Expenditure	**(8,352)**	**(20,679)**	**(12,327)**				
202	Grants							
4209	Grants	3,379	5,000	1,621		1,621	67.6%	
	Grants :- Indirect Expenditure	**3,379**	**5,000**	**1,621**	**0**	**1,621**	**67.6%**	**0**
	Net Expenditure	**(3,379)**	**(5,000)**	**(1,621)**				
302	Play Areas							
4010	Play Area Contractor/Security	6,000	12,750	6,750		6,750	47.1%	
4027	CCTV	340	1,061	721		721	32.0%	
4305	Play Equipment Repairs	2,115	14,000	11,885	3,652	8,233	41.2%	
4306	Play Area Inspection	626	1,377	751		751	45.5%	
4316	Play Area Refurbishment	10,290	10,000	(290)		(290)	102.9%	
4342	Skatepark Repairs	0	500	500		500	0.0%	
4518	Surface Repairs	2,397	20,000	17,603	8,273	9,330	53.4%	
5900	EMR Spend	37,085	0	(37,085)	1,543	(38,629)	0.0%	37,085
	Play Areas :- Indirect Expenditure	**58,854**	**59,688**	**834**	**13,467**	**(12,634)**	**121.2%**	**37,085**
	Net Expenditure	**(58,854)**	**(59,688)**	**(834)**				
6000	plus Transfer From EMR	37,085	0	(37,085)				
	Movement to/(from) Gen Reserve	**(21,769)**	**(59,688)**	**(37,919)**				

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		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	4,931	3,217	(1,714)			153.3%	
	Leisure Gardens :- Income	**4,931**	**3,217**	**(1,714)**			**153.3%**	**0**
4019	Postage	0	100	100		100	0.0%	
4215	Subscriptions	93	55	(38)		(38)	168.9%	
4310	Leisure Gardens Maintenance	263	2,475	2,212		2,212	10.6%	
4315	Leisure Garden Water Rates	(19)	237	256		256	(8.1%)	
4318	Leisure Garden Competitions	14	350	336		336	3.9%	
	Leisure Gardens :- Indirect Expenditure	**351**	**3,217**	**2,866**	**0**	**2,866**	**10.9%**	**0**
	Net Income over Expenditure	**4,580**	**0**	**(4,580)**				
307	Parks & Open Spaces							
1183	Grounds Maint Work	0	408	408			0.0%	
1199	Miscellaneous Income	1,550	0	(1,550)			0.0%	
	Parks & Open Spaces :- Income	**1,550**	**408**	**(1,142)**			**379.9%**	**0**
4000	Salaries	290,817	531,198	240,381		240,381	54.7%	
4006	General Maintenance	997	1,836	839		839	54.3%	
4009	Maintenance Contractor	600	600	0	600	(600)	200.0%	
4017	Cleaning Materials	17	400	383	61	321	19.7%	
4020	Staff Training	499	5,000	4,501		4,501	10.0%	
4026	Medical expenses	0	1,000	1,000		1,000	0.0%	
4040	Covid19/Staff Larder	0	500	500		500	0.0%	
4101	Utilities	44	4,000	3,956		3,956	1.1%	
4102	Health & Safety	598	804	206		206	74.4%	
4104	Repairs/Replacements	12	0	(12)		(12)	0.0%	
4105	Alarm Fire/Intruder	0	1,200	1,200		1,200	0.0%	
4106	Sanitary Waste	0	87	87		87	0.0%	
4107	Contracts & Agreements	0	900	900		900	0.0%	
4109	Mobile phones	540	1,129	589		589	47.8%	
4200	Bus Shelters & Repairs	478	500	22	478	(456)	191.2%	
4301	Arboricultural Work	7,140	7,101	(39)	5,350	(5,389)	175.9%	
4302	Tractor Hire	4,200	11,000	6,800		6,800	38.2%	
4304	Bin collections	0	600	600	973	(373)	162.1%	
4308	Notice Boards, Seats & Bins	4,435	7,500	3,065	4,200	(1,135)	115.1%	
4309	Horticultural work	1,101	4,971	3,870	2,000	1,870	62.4%	
4314	**DO NOT USE Equipment	0	0	0	60	(60)	0.0%	
4350	Vandalism	27	150	123		123	18.3%	
4506	Fuel	4,588	7,023	2,435		2,435	65.3%	
4507	Vehicle Insurance	3,627	5,440	1,813		1,813	66.7%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4508	Road Fund Licence	857	1,122	265		265	76.4%	
4509	Servicing & Maintenance (Vehic	5,494	5,100	(394)	213	(607)	111.9%	
4510	Workwear & PPE	978	2,497	1,519	142	1,377	44.8%	
4511	Vehicle Tracking	488	918	430		430	53.1%	
4514	Grass Cutting M/C Lease	7,961	12,974	5,013		5,013	61.4%	
4515	Grass Cutting M/C maint	2,586	8,160	5,574	1,923	3,651	55.3%	
4517	Litter, Cleansing & gritting	320	3,609	3,289		3,289	8.9%	
4522	Grounds Maintenance Contract	33,803	35,500	1,697		1,697	95.2%	
4523	Fuel - Grass cutting	1,863	5,100	3,237		3,237	36.5%	
4524	Vehicle Electricity (fuel)	(492)	1,040	1,532		1,532	(47.3%)	
4604	Festive Enhancements	0	500	500		500	0.0%	
4610	Vehicles	17,527	51,237	33,710	73,140	(39,430)	177.0%	
4615	Machinery & Equipment	3,657	9,000	5,343	1,677	3,665	59.3%	
4633	Street Sweeper Lease	11,650	19,920	8,270		8,270	58.5%	
4634	Street Sweeper Maintenance	6,491	15,541	9,050	37	9,013	42.0%	
4635	Waterside Rent	6,900	0	(6,900)		(6,900)	0.0%	
4700	PWLB Repayment	25,888	14,276	(11,612)		(11,612)	181.3%	25,888
4703	GMF NNDR	0	10,000	10,000		10,000	0.0%	
5900	EMR Spend	188	0	(188)	930	(1,118)	0.0%	48
	Parks & Open Spaces :- Indirect Expenditure	**445,882**	**789,433**	**343,551**	**91,784**	**251,767**	**68.1%**	**25,935**
	Net Income over Expenditure	**(444,332)**	**(789,025)**	**(344,693)**				
6000	plus Transfer From EMR	25,935	0	(25,935)				
	Movement to/(from) Gen Reserve	**(418,396)**	**(789,025)**	**(370,629)**				
<u>401</u>	<u>Newsletter</u>							
1001	Newsletter Advertising	895	2,500	1,605			35.8%	
	Newsletter :- Income	**895**	**2,500**	**1,605**			**35.8%**	**0**
4400	Newsletter Printing	4,798	7,356	2,558		2,558	65.2%	
4403	Newsletter Distribution	2,321	3,366	1,045		1,045	69.0%	
4404	Newsletter Artwork	6	20	14	6	8	60.0%	
4416	Competitions	6	75	69		69	8.0%	
	Newsletter :- Indirect Expenditure	**7,131**	**10,817**	**3,686**	**6**	**3,680**	**66.0%**	**0**
	Net Income over Expenditure	**(6,236)**	**(8,317)**	**(2,081)**				
<u>402</u>	<u>Community Development</u>							
1009	Memorial benches	0	3,462	3,462			0.0%	
1210	Mem Cafe Income & Donations	1,981	1,500	(481)			132.1%	
1220	Football Pitch Income	480	765	285			62.7%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1400	CD Events Income	4,711	7,000	2,289			67.3%	
	Community Development :- Income	**7,172**	**12,727**	**5,555**			**56.4%**	**0**
4000	Salaries	50,472	88,749	38,277		38,277	56.9%	
4212	Christmas Activities	0	1,561	1,561		1,561	0.0%	
4320	Youth Engagement	1,298	1,500	202	300	(98)	106.5%	
4330	Memory Cafe	2,665	3,000	335	219	117	96.1%	
4401	Web Site & Social Media	343	612	269		269	56.1%	
4402	Marketing & Events	5,749	6,000	251	2,338	(2,087)	134.8%	
4412	Branding	79	300	221		221	26.4%	
4413	Consultation/Events	105	250	145		145	42.0%	
4416	Competitions	110	150	40		40	73.4%	
4418	Memorial benches	0	3,462	3,462		3,462	0.0%	
4629	Community Choices	3,596	7,500	3,904	364	3,540	52.8%	
	Community Development :- Indirect Expenditure	**64,418**	**113,084**	**48,666**	**3,221**	**45,445**	**59.8%**	**0**
	Net Income over Expenditure	**(57,246)**	**(100,357)**	**(43,111)**				
501	Community Transport							
1002	Community Transport Fares	2,383	3,641	1,258			65.4%	
1003	Community Transport BSOG	(570)	714	1,284			(79.8%)	
	Community Transport :- Income	**1,813**	**4,355**	**2,542**			**41.6%**	**0**
4500	Bus Tax & Insurance	1,041	770	(271)		(271)	135.2%	
4501	Bus Fuel Costs	340	1,122	782		782	30.3%	
4502	Bus Servicing & Repairs	1,290	1,020	(270)		(270)	126.5%	
4504	Bus Driver Training	0	450	450		450	0.0%	
4505	Bus Admin/Misc	127	100	(27)		(27)	126.9%	
	Community Transport :- Indirect Expenditure	**2,798**	**3,462**	**664**	**0**	**664**	**80.8%**	**0**
	Net Income over Expenditure	**(985)**	**893**	**1,878**				
605	Capital Projects							
4705	GMF Build	15	0	(15)		(15)	0.0%	
	Capital Projects :- Direct Expenditure	**15**	**0**	**(15)**	**0**	**(15)**		**0**
4614	Tadpole Lane	41	8,000	7,959	8,000	(41)	100.5%	
4621	Mini bus	0	14,000	14,000		14,000	0.0%	
4622	Councillor devices	294	750	456		456	39.2%	
5900	EMR Spend	171,386	0	(171,386)		(171,386)	0.0%	171,386
	Capital Projects :- Indirect Expenditure	**171,721**	**22,750**	**(148,971)**	**8,000**	**(156,971)**	**790.0%**	**171,386**
	Net Expenditure	**(171,736)**	**(22,750)**	**148,986**				
6000	plus Transfer From EMR	171,386	0	(171,386)				
	Movement to/(from) Gen Reserve	**(350)**	**(22,750)**	**(22,400)**				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**1,412,567**	**1,414,441**	**1,874**			**99.9%**	
Expenditure	**988,688**	**1,437,994**	**449,306**	**119,587**	**329,718**	**77.1%**	
Net Income over Expenditure	**423,878**	**(23,553)**	**(447,431)**				
plus Transfer From EMR	**234,717**	0	(234,717)				
Movement to/(from) Gen Reserve	**658,595**	**(23,553)**	**(682,148)**				