

Annual Parish Meeting 2024

Financial Report – by the Parish Clerk

Final accounts for the year are attached as Appendix A

A summary of income and expenditure against budget is attached as Appendix B

In Summary:

Opening Reserves 1 April 2022 **£27,331.27**

Income: £61,177.87

Expenditure: £68,334.79

Closing Reserves 31st March 2023 **£20,174.35**

The precept in the 2023/24 financial year was £42,739, and that set for the current financial year was £46,341 (an increase of £6.97 on parish band D council tax – 8.62%).

At year end, the parish council held the Reserves:

		01 April 2023	Movement	Current	
Movement in Earmarked Funds					
Staff Contingency	£	1,400.00	£0.00	£1,400.00	
Training	£	175.00	£175.00	£0.00	
Data Protection	£	955.00	£455.00	£500.00	
Elections	£	3,475.00	£2,975.00	£500.00	
Insurance	£	-	£0.00	£0.00	
Grounds & Asset Maintenance	£	995.00	£495.00	£500.00	
Tree Surgery	£	1,640.00	£640.00	£1,000.00	
Cemetery & Churchyard	£	3,000.00	£1,700.00	£1,300.00	
Teen Project Replacement	£	-	£0.00	£0.00	
Playground & Teen Project Maintenance	£	1,275.00	-£375.00	£1,650.00	
Playground Replacement	£	-	£0.00	£0.00	
Six Acres Development	£	2,500.00	£1,250.00	£1,250.00	
Memorial garden *	£	-	£0.00	£0.00	
Legacy	£	250.00	£0.00	£250.00	
Day Club	£	555.00	£0.00	£555.00	
Neighbourhood Planning	£	995.00	£995.00	£0.00	
Safety & Security matters	£	-	-£575.00	£575.00	
Highways	£	2,375.00	£875.00	£1,500.00	
Grants - Local Support & Village Organisations	£	70.00	-£550.00	£620.00	
Civic Event/Community Engagement	£	250.00	£250.00	£0.00	
Charitable Donations	£	50.00	£0.00	£50.00	
Total Earmarked Reserves	£	19,960.00	£8,310.00	£11,650.00	
Operating Reserve	£	7,371.27		£8,524.35	% Operating Reserve to 24.18%
Total Reserves	£	27,331.27		£ 20,174.35	

Hilary Workman

April 2023

Appendix A

Wickhambrook Parish Council
Balance at 31 March 2024 £ 27,331.27

Receipts	
Precept	£ 42,739.00
Cemetery	£ 3,190.00
Chapel Rent (Players)	£ -
Ground rents	£ 20.00
Wayleave	£ 521.73
Bank Interest	£ 449.41
Recycling Credits	£ 2,135.53
Grants	£ 3,997.00
Miscellaneous Receipts	£ 67.79
VAT Refund	£ 8,057.41
Segregated Funds (Players)	£ -
Total Receipts	£ 61,177.87

Expenditure	
Staff Costs	£ 16,741.38
Administration	£ 5,349.36
Services	£ 1,779.35
Estates (excluding Cemetery)	£ 18,992.83
Cemetery	£ 1,618.19
Projects	£ 12,134.56
Grants	£ 2,357.29
S.137	£ 150.00
Community Engagement	£ 1,829.37
VAT	£ 7,382.46
Total Other Payments	£ 51,593.41
Total Payments	£ 68,334.79

Fixed and Long Term Assets
As per Asset Register £ 26,226.53

Cash Reserves	
Opening Reserves	£ 27,331.27
Plus Receipts	£ 61,177.87
Less Payments	£ 68,334.79
Closing Reserves	£ 20,174.35

Represented by	
Cash at Bank	
Current #921	£ 8,661.74
Instant Savings #944	£ 11,752.60
Uncashed Cheques	£ 239.99
Petty Cash (not held)	£ -
	£ 20,174.35

Signed:
Chair of Wickhambrook Parish Council

Dated:

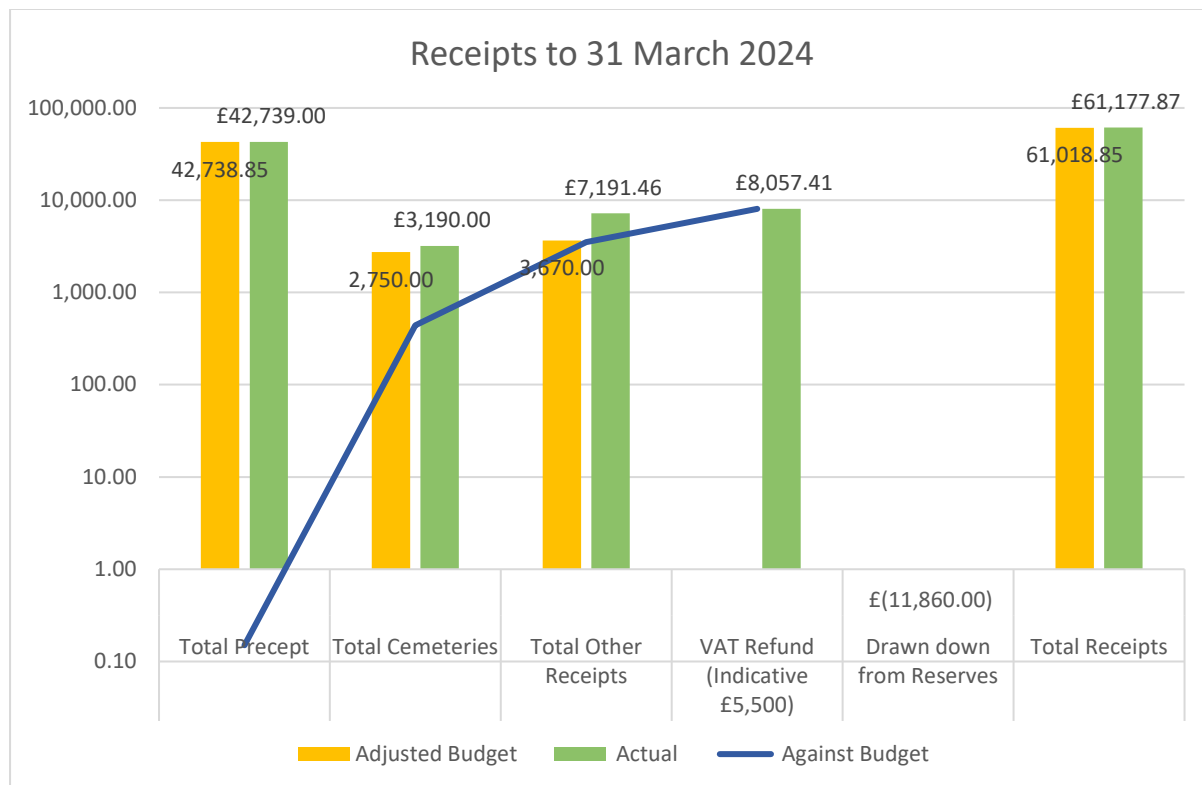
Signed:
Hilary Workman
RFO: Wickhambrook Parish Council

Dated:

Movement in Earmarked Funds	Changes to Reserves from Approved Budget		Transfer Unspent Funds	May	June	July	August	September	October	November	December	January	February	March	Movement	Current
	01 April 2023	Budget														
Staff Contingency	£ 1,400.00														£0.00	£1,400.00
Training	£ 175.00	£ 175.00													£175.00	£0.00
Data Protection	£ 955.00	£ 455.00													£455.00	£500.00
Elections	£ 3,475.00	£ 3,475.00													£2,975.00	£500.00
Insurance	£ -										####				£0.00	£0.00
Grounds & Asset Maintenance	£ 995.00	£ 995.00	£ (2,050.00)			####		£ 350.00							£495.00	£500.00
Tree Surgery	£ 1,640.00	£ 640.00													£640.00	£1,000.00
Cemetery & Churchyard	£ 3,000.00	£ 3,000.00	£ (1,300.00)												£1,700.00	£1,300.00
Teen Project Replacement	£ -		£ (6,900.00)	£ 6,900.00											£0.00	£0.00
Playground & Teen Project Maintenance	£ 1,275.00		£ (375.00)												£-375.00	£1,650.00
Playground Replacement	£ -														£0.00	£0.00
Six Acres Development	£ 2,500.00	£ 1,250.00													£1,250.00	£1,250.00
Memorial garden *	£ -														£0.00	£0.00
Legacy	£ 250.00														£0.00	£250.00
Day Club	£ 555.00														£0.00	£555.00
Neighbourhood Planning	£ 995.00	£ 995.00													£995.00	£0.00
Safety & Security matters	£ -		£ (575.00)												£-575.00	£575.00
Highways	£ 2,375.00	£ 875.00													£875.00	£1,500.00
Grants - Local Support & Village Organisations	£ 70.00		£ (550.00)												£-550.00	£620.00
Civic Event/Community Engagement	£ 250.00	£ 250.00	£ (350.00)			####									£250.00	£0.00
Charitable Donations	£ 50.00														£0.00	£50.00
Total Earmarked Reserves	£ 19,960.00	£ 12,110.00	£ (12,100.00)	£ 6,900.00	£ -	####	£ -	£ 350.00	£ -	####	£ -	£ -	£ -	£ -	£8,310.00	£11,650.00
Operating Reserve	£ 7,371.27															£8,524.35
Total Reserves	£ 27,331.27															£ 20,174.35

Budget Report to 31st March 2024

Income:



Notes:

Cemeteries receipts were higher at year end by £440.00 (the majority of receipts in Quarters 3 & 4). In part this has been due to more transfers of deeds.

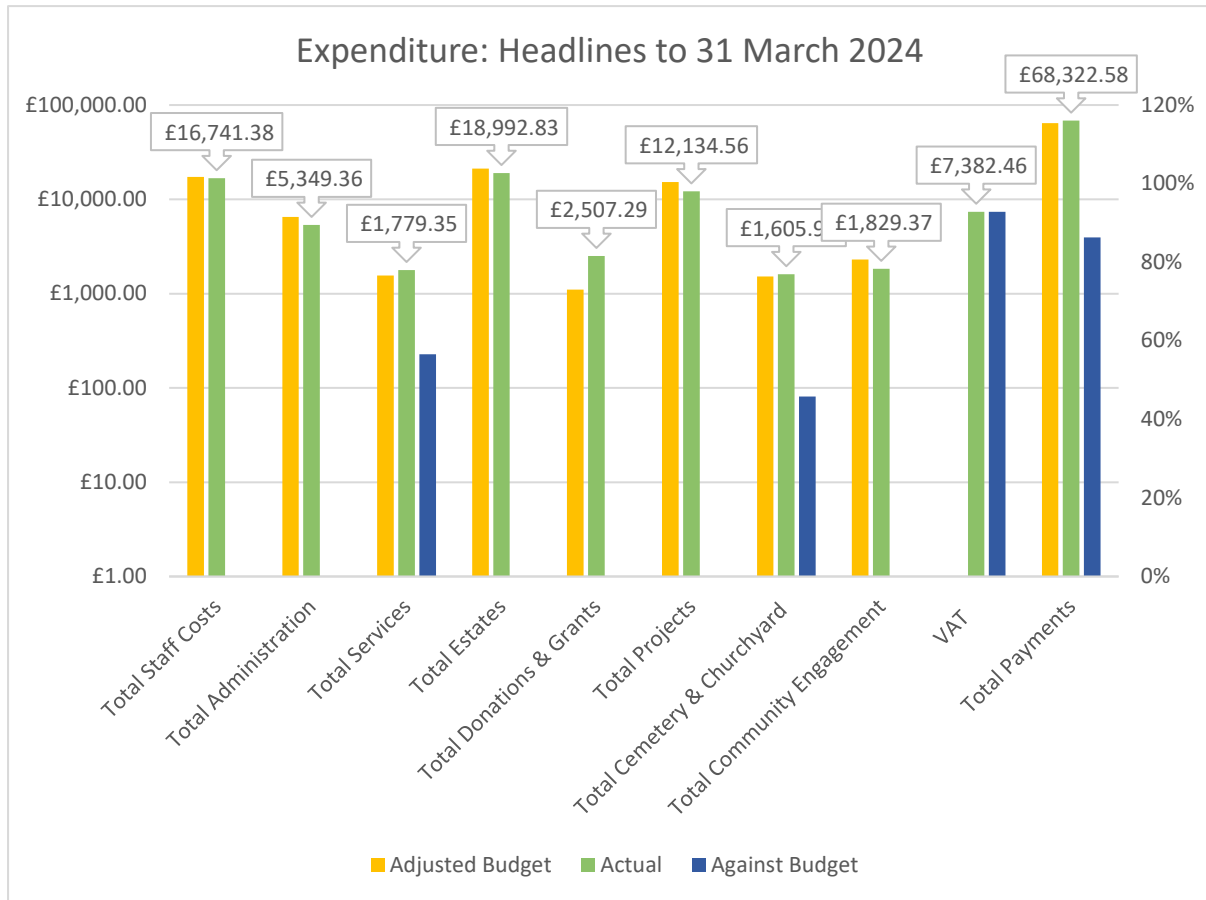
Ground Rents invoiced in September, the Estates Committee having reviewed at its July (Min. 23.07.15 refers) meeting and determined no change.

Further receipts came from one off wayleave payments, £521.73. There are two outstanding wayleave applications to be resolved.

VAT claims are now submitted monthly, a total of £8057.41 received to Year End '24. March '24 claim of £180.64 received in current financial year.

The grant application to Locality for Neighbourhood Planning in the sum of £3497.00 was approved by Groundworks and paid in September, this was applied against the NP budget line.

Expenditure:



Notes:

Administration: The spending profile is skewed towards the first two quarters of the year, when most subscriptions and insurance fall due. Some payments were delayed into early May. Staff costs have been recorded separately to align with separate recording under AGAR.

Services: Profile is skewed to first half of year when software subscriptions fall due.

Estates: Grounds contract invoicing is now monthly, with the contract running from March to February. This has assisted in invoicing falling in the relevant financial year.

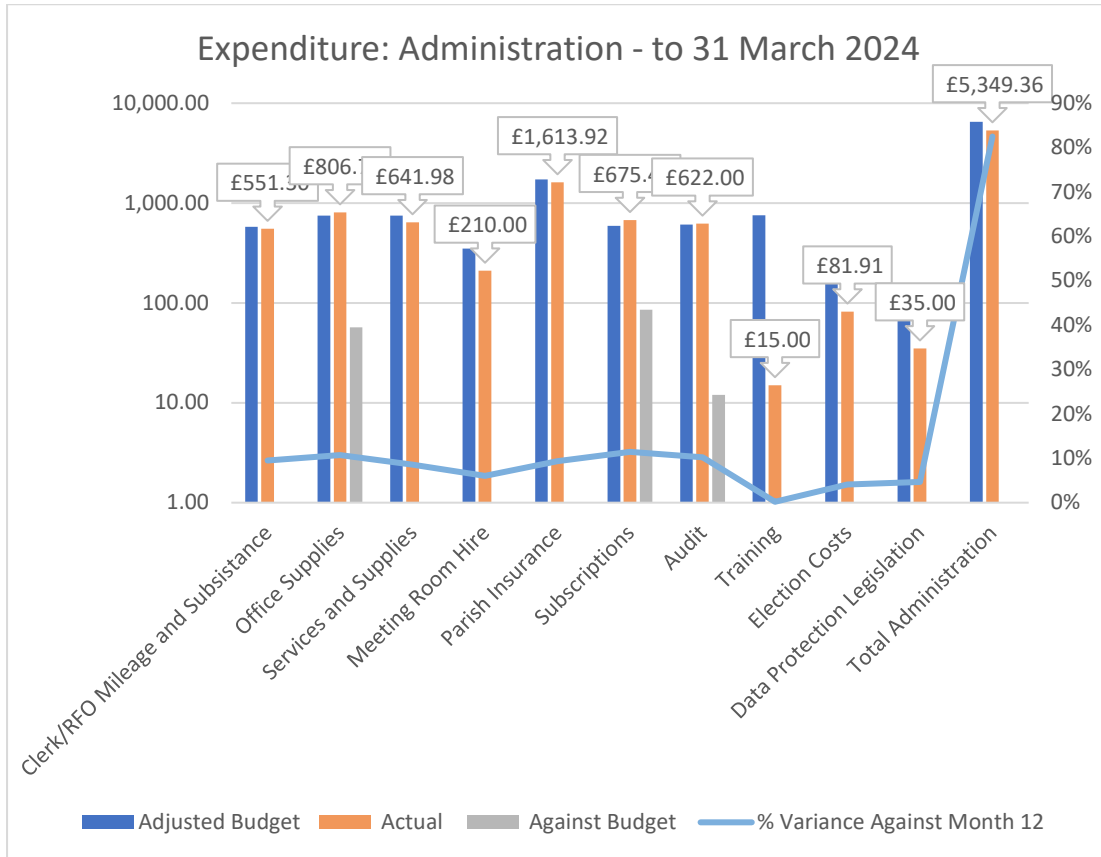
Donations & Grants: Expenditure under this heading from donations approved at the last meeting in the financial year.

Projects There has been underspend on the projects lines. Neighbourhood Plan underspend in part arising from a consultant invoice received at year end and paid out in the current financial year.

Parish Lands work is ongoing and has not yet been invoiced.

VAT income and expenditure set as indicative levels and not included in precept calculation or budget lines.

Administration

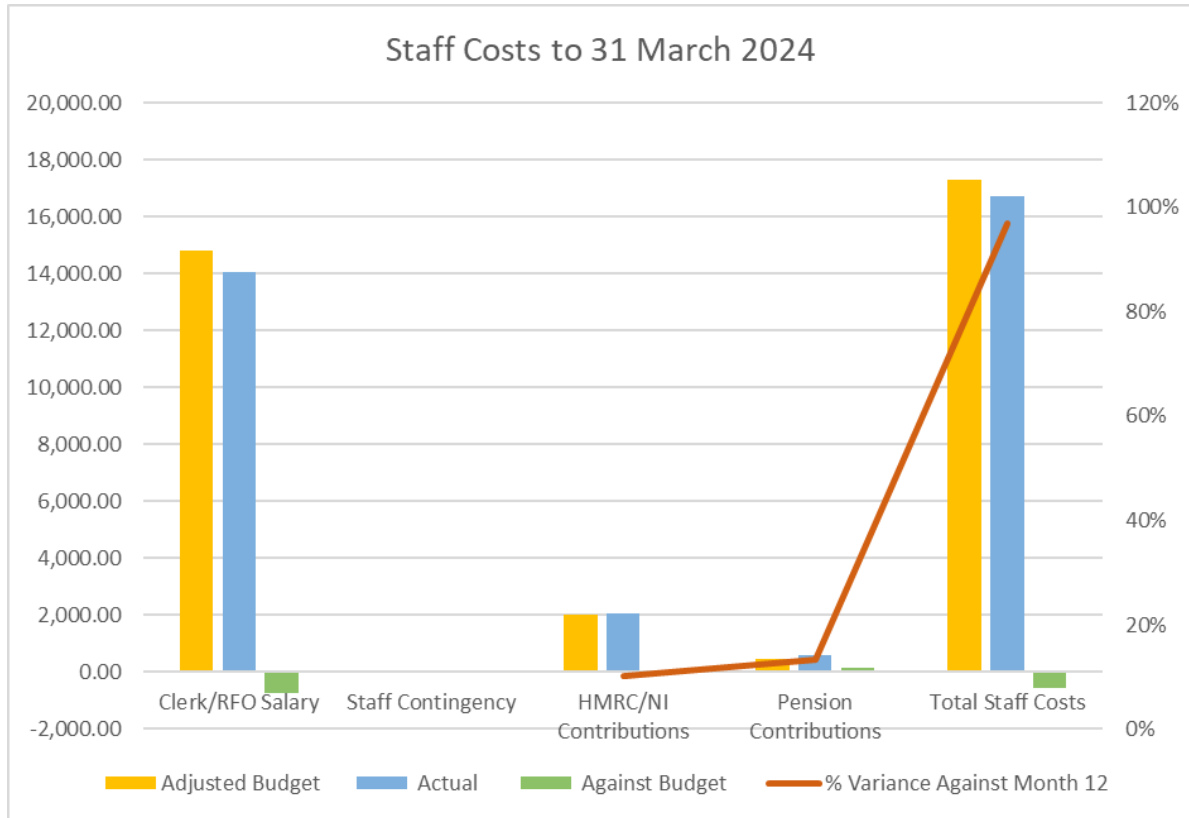


Notes:

Insurance – Slightly under budget – recent capital purchases (Senior Wooden Goal end) and changes to the Asset register over the year resulted in an increased premium, offset by the anticipated additional premium for the Memorial Clock, which in the event the parish council did not take on as an asset.

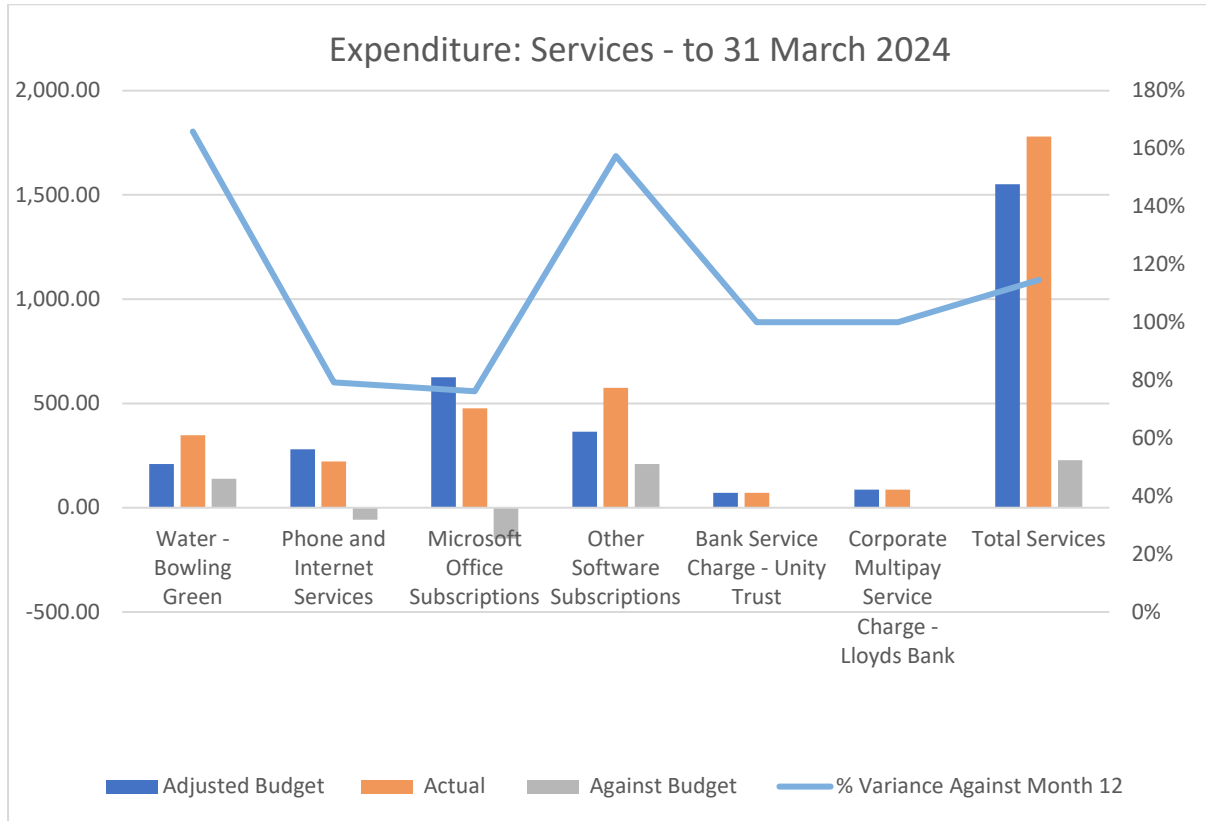
Training – New Councillor and Chairman’s training still to be booked. Please see Training Policy and book directly with Suffolk Association of Local Councils.

Staff Costs



Salary – Despite the annual increment and uplift arising from 2023-24 National Pay Award having been budgeted for, a small underspend on Staff costs which may have resulted from a change to the clerk’s tax.

Services



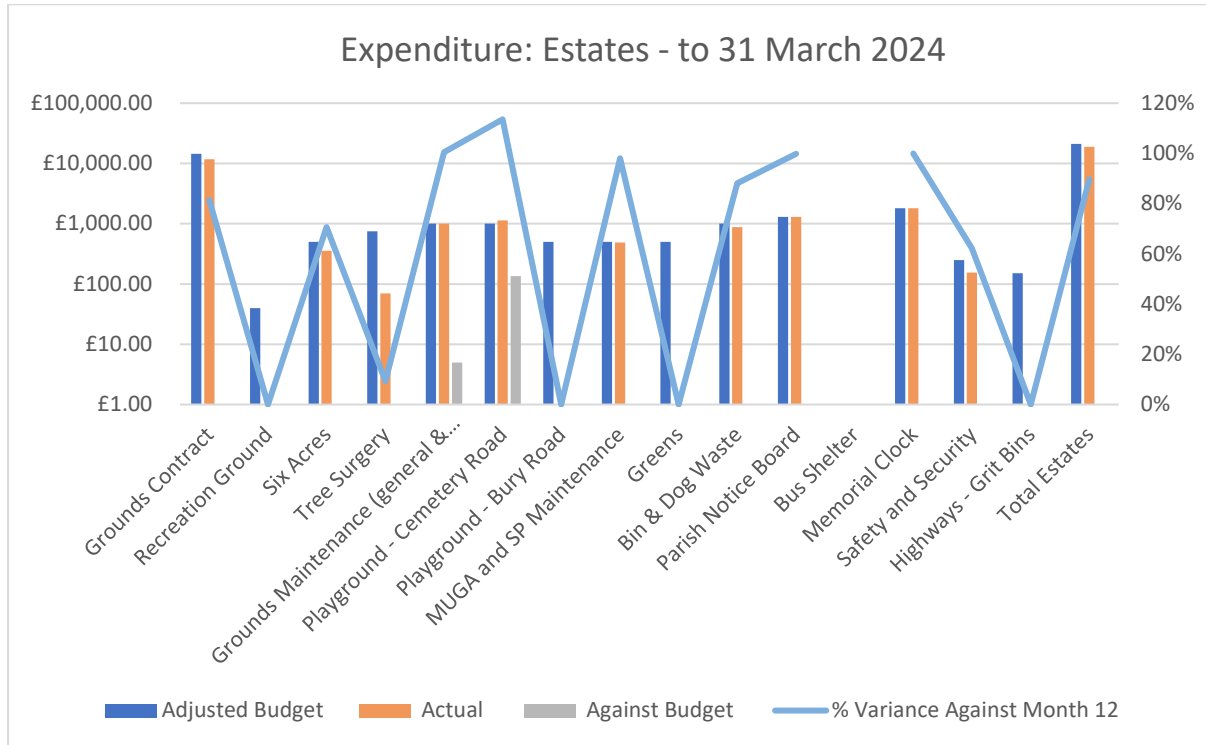
Notes:

Water supply to bowling green was significantly over budget (165%). The Estates Committee asked clerk to approach the Bowls club to look at ways of reducing consumption and, in addition, the clerk effected a move to a new supplier (Everflow) to ensure that standing charges were fixed. Meter readings are now submitted online, and there is currently a credit on the account of £12, with monthly charges of £6.50 (before metered water useage).

Microsoft office subscriptions were lower than budgeted for due to a lower complement of councillors for much of the year.

Other software subscriptions were higher than anticipated, but offset largely by the underspend on Microsoft. The clerk has also reviewed and adjusted this budget line for the 2024 – 25 financial year.

Estates



Notes

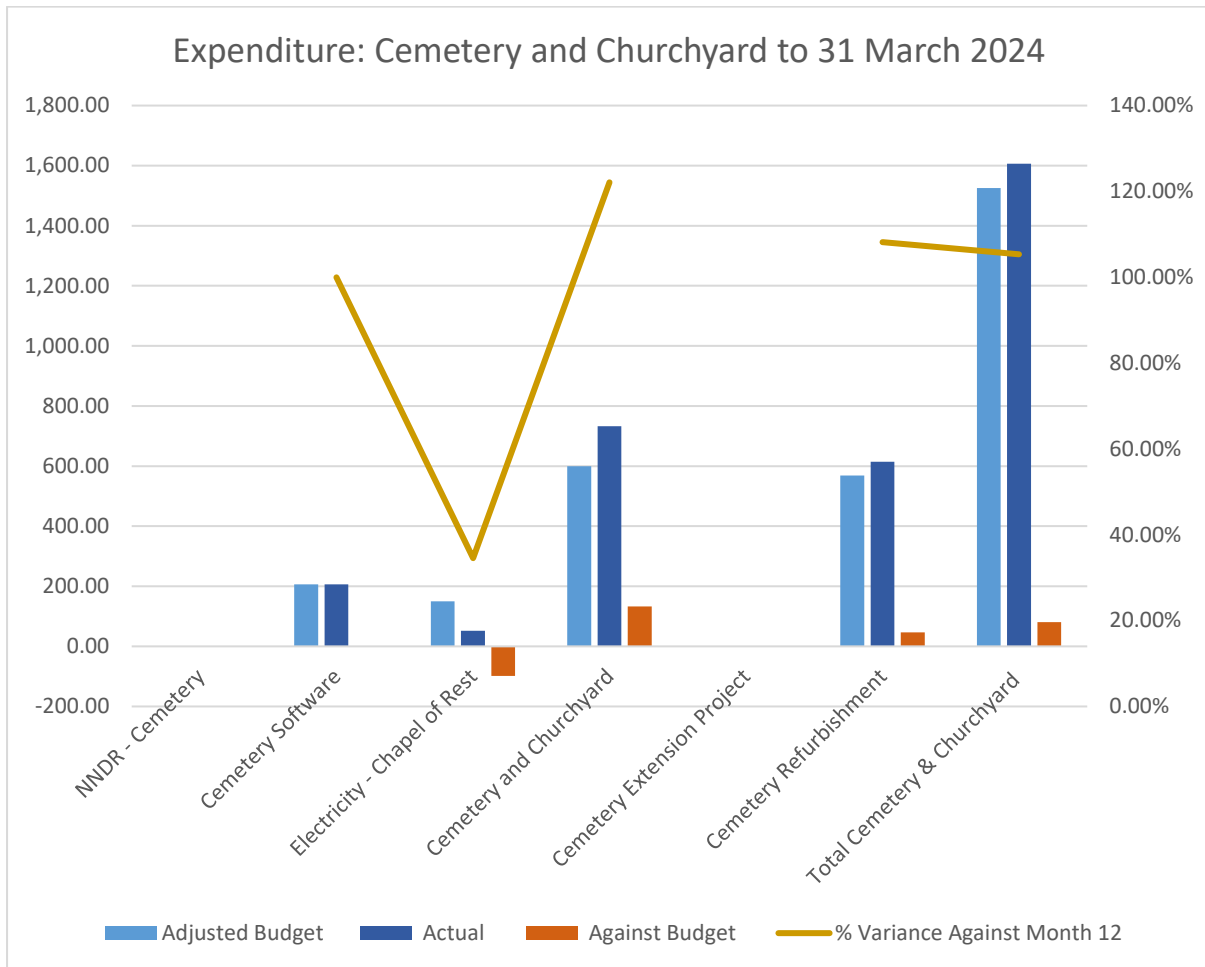
A move to identifying any groundworks required during budgeting process is reducing spending over budget.

The grounds contract came in under budget over the year (by £2695), in part due to a reduction of cuts over the winter months. A new contractor was appointed in January for the March '24 – Feb '25 season, and there was no cut in February due to weather conditions.

Spending on dog waste bags is higher than in previous years and messaging to users of the Recreation Ground and Six Acres to encourage dog walkers to bring their own bags has been delivered through the website and facebook. There remains an underspend on this budget line despite this.

The clerk is working to identify grit bins which should have been supplied by Suffolk County Council on switch from heaps to grit bins, but it is likely that some spend on purchasing of additional grit bins is likely to be necessary in the next financial year.

Cemetery and Churchyard



Notes:

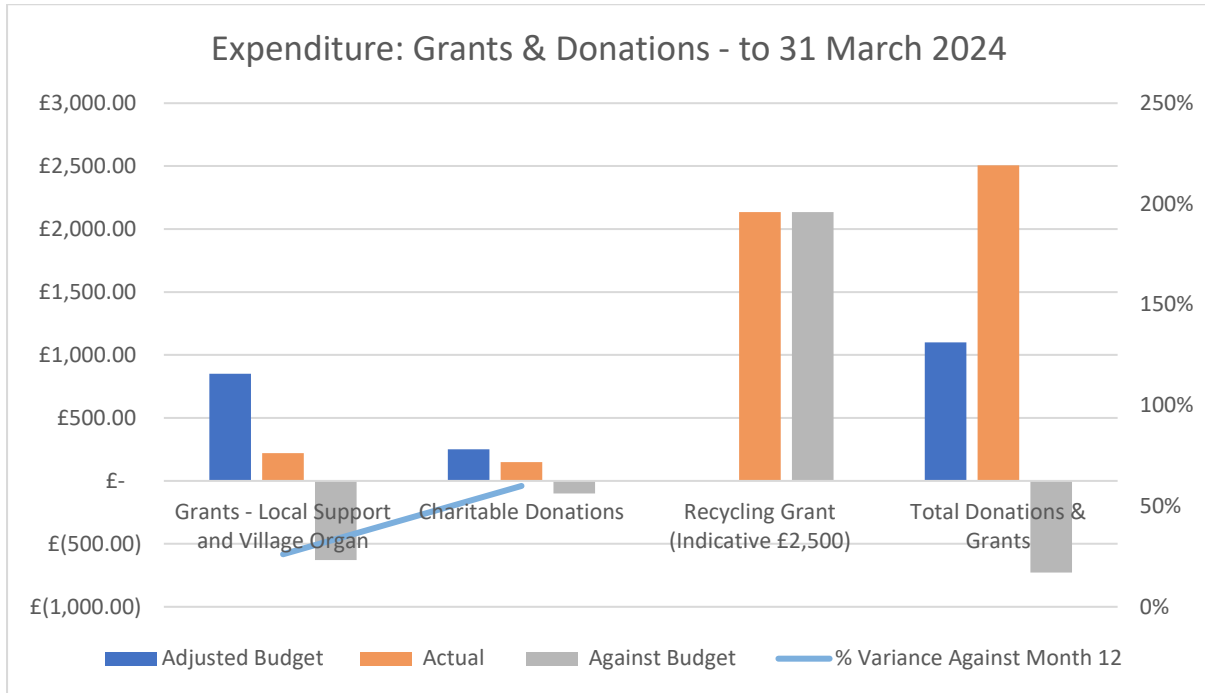
An overall overspend of £80.98 against an adjusted budget of £1525.00.

Cemetery spending was separated out from Estates last year to facilitate more accurate monitoring and setting of cemetery fees.

Cost of electricity for Chapel of Rest has been moved back into the Services group for the next FY.

The Cemetery Extension project has not progressed, following advice from landowner that they do not wish to sell at present, but will give parish council first refusal on land if they decide to sell in future.

Charitable Donations & Grants

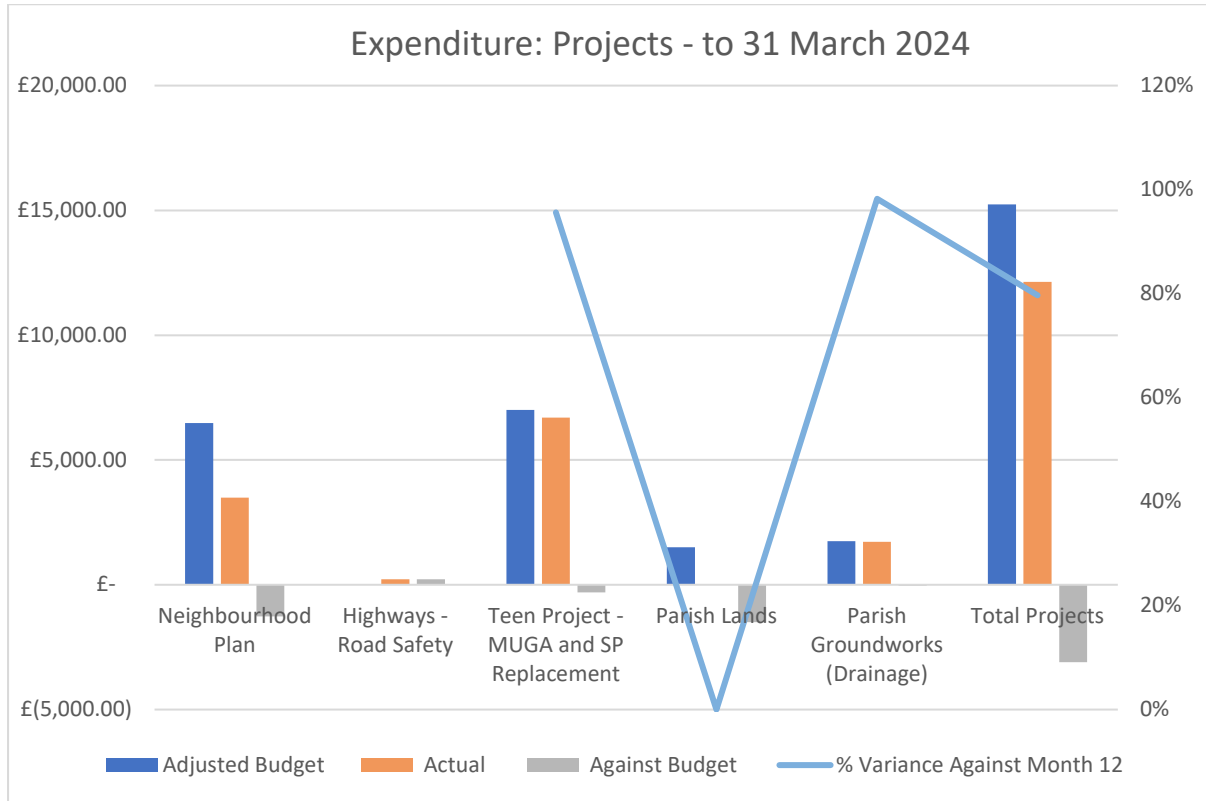


Notes:

An underspend on Charitable Donations in part due to only one charity approaching the pc for funding. It may be worth considering splitting disbursements to September and February.

Two applications for grants were made in the last FY, but in the event one application was withdrawn as the group were successful in raising money from other sources.

Projects



Notes:

An overspend on Highways – Road Safety arising from repairs needed to the parish Speed Indicator Device.

An underspend on Parish Lands (transfer of Havebury Land to the parish). Work has been instructed but has not yet been completed.

An underspend on Neighbourhood Plan arising from delayed invoicing from consultant and a slight delay in progress towards referendum.

Overview:

Although a move to BACS has resulted in more timely payments and a reduction in commitments from one financial year being paid in the next. It is important to be aware of this, as delayed payments may on occasion result in an overspend against the budget lines and an identified need to reverse the virements in May arising from the underspend in the previous financial year.

Scheduling decisions on capital expenditure earlier in the financial year have helped to address this issue.

Transfer of funds from General to Earmarked Reserves

Unspent balances on the Parish Council's budget lines cannot be carried forward to the new financial year. They may, however, upon resolution, be transferred to Earmarked Funds.

At the end of the 2023.24 financial year, the council's reserves were as below:

Movement in Earmarked Funds	£	01 April 2023	Changes to Reserves from Approved Budget	£	Movement	Current	
Staff Contingency	£	1,400.00			£0.00	£1,400.00	
Training	£	175.00	£	175.00	£175.00	£0.00	
Data Protection	£	955.00	£	455.00	£455.00	£500.00	
Elections	£	3,475.00	£	3,475.00	£2,975.00	£500.00	
Insurance	£	-			£0.00	£0.00	
Grounds & Asset Maintenance	£	995.00	£	995.00	£495.00	£500.00	
Tree Surgery	£	1,640.00	£	640.00	£640.00	£1,000.00	
Cemetery & Churchyard	£	3,000.00	£	3,000.00	£1,700.00	£1,300.00	
Teen Project Replacement	£	-			£0.00	£0.00	
Playground & Teen Project Maintenance	£	1,275.00			£-375.00	£1,650.00	
Playground Replacement	£	-			£0.00	£0.00	
Six Acres Development	£	2,500.00	£	1,250.00	£1,250.00	£1,250.00	
Memorial garden *	£	-			£0.00	£0.00	
Legacy	£	250.00			£0.00	£250.00	
Day Club	£	555.00			£0.00	£555.00	
Neighbourhood Planning	£	995.00	£	995.00	£995.00	£0.00	
Safety & Security matters	£	-			£-575.00	£575.00	
Highways	£	2,375.00	£	875.00	£875.00	£1,500.00	
Grants - Local Support & Village Organisations	£	70.00			£-550.00	£620.00	
Civic Event/Community Engagement	£	250.00	£	250.00	£250.00	£0.00	
Charitable Donations	£	50.00			£0.00	£50.00	
Total Earmarked Reserves	£	19,960.00	£	12,110.00	£8,310.00	£11,650.00	
Operating Reserve	£	7,371.27				£8,524.35	% Operating Reserve to 24.53%
Total Reserves	£	27,331.27				£ 20,174.35	

Operating reserves at end of March '23 were £8524.35, 24.53% of Net Revenue Expenditure (Precept less transfers to reserves and capital expenditure).

Final totals against each budget line for that financial year are indicated in **Appendix A** to this report, with underspend in budget lines highlighted in yellow.

The proposal is to move funds equivalent to the underspends from revenue lines into the relevant Earmarked Reserves.

The net effect, if the proposal is approved would be an increase in the level of earmarked reserves at 31st March 2024, despite the draw down on reserves under the approved budget. It allows for unspent grant funding to be earmarked for use in the current financial year, and the unspent budget for Neighbourhood Plan and Parish Lands to be drawn down in the current financial year, as set out in **Appendix B** to this report.

Recommendation:

To approve transfer of funds equivalent to the underspends from revenue budget (highlighted in yellow on Appendix A) into the relevant Earmarked Reserves indicated in Appendix B of report WPC.24.04.08 and note net changes to earmarked reserves.

Appendix A

	Adjusted Budget	Committed	Actual	Against Budget	% Variance Against Month 12	Transfer Unspent Balances	To Earmarked Reserves
Staff Costs							
Clerk/RFO Salary	14,798.16		£ 14,064.39	£ (733.77)	9.50%		
Staff Contingency	0.00		£ -	£ -			
HMRC/NI Contributions	2,042.15		£ 2,081.17	£ 39.02	10.19%		
Pension Contributions	443.94		£ 595.82	£ 151.88	13.42%		
Total Staff Costs	£ 17,284.25		£ 16,741.38	£ (542.87)	96.86%	£ 500.00	Staff Contingency
Administration							
Clerk/RFO Mileage and Subsistence	580.00		£ 551.30	£ (28.70)	9.51%		
Office Supplies	750.00		£ 806.76	£ 56.76	10.76%		
Services and Supplies	750.00		£ 641.98	£ (108.02)	8.56%		
Meeting Room Hire	350.00		£ 210.00	£ (140.00)	6.00%		
Parish Insurance	1,725.00		£ 1,613.92	£ (111.08)	9.36%		
Subscriptions	590.00		£ 675.49	£ 85.49	11.45%		
Audit	610.00		£ 622.00	£ 12.00	10.20%		
Training	756.00		£ 15.00	£ (741.00)	0.20%	£ 700.00	Staff Contingency
Training Mileage	0.00		£ -	£ -			
Election Costs	200.00		£ 81.91	£ (118.09)	4.10%	£ 100.00	Elections
Data Protection Legislation	75.00		£ 35.00	£ (40.00)	4.67%		
Administration of Pension Contributions	99.00		£ 96.00	£ (3.00)	9.70%		
Total Administration	6,485.00		£ 5,349.36	£ (1,135.64)	82.49%	£ 800.00	
Services							
Water - Bowling Green	210.00		£ 348.38	£ 138.38	165.90%		
Phone and Internet Services	280.00		£ 222.05	£ (57.95)	79.30%		
Microsoft Office Subscriptions	625.00		£ 476.28	£ (148.72)	76.20%		
Other Software Subscriptions	365.00		£ 574.64	£ 209.64	157.44%		
Bank Service Charge - Unity Trust	72.00		£ 72.00	£ -	100.00%		
Corporate Multipay Service Charge - Lloyds Bank	86.00		£ 86.00	£ -	100.00%		
Total Services	1,552.00		£ 1,779.35	£ 227.35	114.65%	£ -	
Estates							
Grounds Contract	14,500.00		£ 11,805.00	£ (2,695.00)	81.41%	£ 1,500.00	Grounds & Asset Mainte
Recreation Ground	40.00		£ -	£ (40.00)	0.00%		
Six Acres	500.00		£ 353.27	£ (146.73)	70.65%		
Tree Surgery	750.00		£ 70.00	£ (680.00)	9.33%	£ 150.00	Grounds & Asset Mainte
Grounds Maintenance (general & parish days)	1,000.00		£ 1,004.98	£ 4.98	100.50%		
Playground - Cemetery Road	1,000.00		£ 1,135.67	£ 135.67	113.57%		
Playground - Bury Road	500.00		£ -	£ (500.00)	0.00%	£ 500.00	Playground Replacemen
MUGA and SP Maintenance	500.00		£ 490.00	£ (10.00)	98.00%		
Greens	500.00		£ -	£ (500.00)	0.00%		
Bin & Doq Waste	1,000.00		£ 880.92	£ (119.08)	88.09%		
Parish Notice Board	1,300.00		£ 1,297.53	£ (2.47)	99.81%		
Bus Shelter	0.00		£ -	£ -			
Memorial Clock	1,800.00		£ 1,800.00	£ -	100.00%		
Safety and Security	250.00		£ 155.46	#REF!	62.18%		
Highways - Grit Bins	150.00		£ -	£ (150.00)	0.00%		
Total Estates	21,190.00		£ 18,992.83	£ (2,197.17)	89.63%	£ 2,150.00	
s.137 Donations & Grants							
Grants - Local Support and Village Oran	850.00		£ 221.76	£ (628.24)	26.09%	£ 600.00	Grants - Local Support & Grants
Charitable Donations	250.00		£ 150.00	£ (100.00)	60.00%	£ 100.00	Grants - Local Support & Grants
Recycling Grant (Indicative £2,500)	0.00		£ 2,135.53	£ 2,135.53			
Total Donations & Grants	1,100.00		£ 2,507.29	£ (728.24)	227.94%	£ 700.00	
Other Payments							
Miscellaneous Payments	0.00		£ -	£ -			
Total Other Payments	0.00		£ -	£ -		£ -	
Projects							
Neighbourhood Plan	6,485.00	930.00	£ 3,496.85	£ (2,058.15)	53.92%	£ 2,050.00	Neighbourhood Plannin
Highways - Road Safety	0.00		£ 224.00	£ 224.00			
Teen Project - MUGA and SP Replacement	7,000.00		£ 6,694.71	£ (305.29)	95.64%	£ 300.00	Playground Replacemen
Parish Lands	1,500.00		£ -	£ (1,500.00)	0.00%	£ 1,500.00	Grounds & Asset Mainte
Parish Groundworks (Drainage)	1,750.00		£ 1,719.00	£ (31.00)	98.23%		
Total Projects	15,235.00		£ 12,134.56	£ (3,100.44)	79.65%	£ 3,850.00	
Cemetery & Churchyard	Adjusted Budget		Actual	Against Budget	% Variance Against Month 12		
NNDR - Cemetery	0.00						
Cemetery Software	206.78		£ 206.78	£ -	100.00%		
Electricity - Chapel of Rest	150.00		£ 51.83	£ (98.17)	34.55%		
Cemetery and Churchyard	600.00		£ 732.66	£ 132.66	122.11%		
Cemetery Extension Project	0.00		£ -	£ -			
Cemetery Refurbishment	568.22		£ 614.71	£ 46.49	108.18%		
Total Cemetery & Churchyard	£ 1,525.00	£ -	£ 1,605.98	£ 80.98	105.31%	£ -	
Community Engagement							
Community Engagement	475.00		£ 364.62	£ (110.38)	76.76%		
Civic Event	500.00		£ -	£ (500.00)	0.00%		
Website	1,317.60		£ 1,464.75	£ 147.15	111.17%		
Total Community Engagement	2,292.60		£ 1,829.37	£ (463.23)	79.79%	£ -	
VAT	£ -		£ 7,382.46	£ 7,382.46			
Total Payments	64,371.25		£ 68,322.58	£ 3,951.33	106.14%	£ 8,000.00	

Hilary Workman
 Clerk & RFO
 April 2024

Appendix B

Movement in Earmarked Funds	01 April 2024	Changes to Reserves from Approved Budget	Transfer Unspent Funds	Consolidate EMR	Movement	Current
Staff Contingency	£ 1,400.00	£ 1,000.00	£ (1,200.00)		-£200.00	£1,600.00
Training	£ -				£0.00	£0.00
Data Protection	£ 500.00	£ 500.00		general reserve	£500.00	£0.00
Elections	£ 500.00		£ (100.00)		-£100.00	£600.00
Insurance	£ -			delete	£0.00	£0.00
Grounds & Asset Maintenance	£ 500.00	£ 500.00	£ (3,150.00)		-£2,650.00	£3,150.00
Tree Surgery	£ 1,000.00	£ 1,000.00		merge with grounds and asset maintenance	£1,000.00	£0.00
Cemetery & Churchyard	£ 1,300.00				£0.00	£1,300.00
Teen Project Replacement	£ -		£ (800.00)		-£800.00	£800.00
Playground Replacement	£ -			Create one single play equipemnt replacement	£0.00	£0.00
Playground & Teen Project Maintenance	£ 1,650.00	£ 1,000.00			£1,000.00	£650.00
Six Acres Development	£ 1,250.00	£ 1,250.00		merge with grounds and asset maintenance	£1,250.00	£0.00
Memorial garden *	£ -			delete	£0.00	£0.00
Legacy	£ 250.00			move to grants	£0.00	£250.00
Day Club	£ 555.00			move to grants	£0.00	£555.00
Neighbourhood Planning	£ -		£ (2,050.00)		-£2,050.00	£2,050.00
Safety & Security matters	£ 575.00			move to highways	£0.00	£575.00
Highways	£ 1,500.00	£ 750.00			£750.00	£750.00
Grants - Local Support & Village Organisations	£ 620.00		£ (700.00)		-£700.00	£1,320.00
Civic Event/Community Engagement	£ -			move to grants	£0.00	£0.00
Charitable Donations	£ 50.00			move to grants	£0.00	£50.00
		£ 6,000.00	£ (8,000.00)			
Total Earmarked Reserves	£ 11,650.00	£ 5,650.00	£ 13,650.00		-£2,000.00	£13,650.00
Operating Reserve	£ 8,524.35					£6,524.35
Total Reserves	£ 20,174.35					£ 20,174.35