

WPC.21.05.05 Transfer of funds from General to Earmarked Reserves

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 2020.21 financial year, the council's reserves were as below:

Opening Reserves (01/04/2020) made up of:		Movement on Reserves:		Closing Reserves (31/03/2021) made up of:	
Operating Reserve	£ 15,891.40		£ 6,116.15	Operating Reserve	£ 9,775.25
Data Protection	£ 770.00		£ -		£ 770.00
Elections	£ 2,000.00		£ -		£ 2,000.00
Grounds Maintenance	£ 450.00		£ -		£ 450.00
Tree Surgery	£ 1,300.00		£ -		£ 1,300.00
Cemetery & Churchyard	£ 2,356.00		£ 1,608.00		£ 748.00
Teen Project Replacement	£ 12,750.00		£ -	Teen Project Replacement	£ 12,750.00
Teen Proj./Playground Maint.	£ 1,015.27		£ -	Teen Proj./Playground Maint.	£ 1,015.27
Playground Replacement	£ 4,000.00		£ 4,000.00	Playground Replacement	£ -
Six Acres Development	£ 2,500.00		£ -	Six Acres Development	£ 2,500.00
Memorial garden	£ 500.00		£ -	Memorial garden	£ 500.00
Legacy	£ 250.00		£ -	Legacy	£ 250.00
Day Club	£ 555.00		£ -	Day Club	£ 555.00
Neighbourhood Planning	£ 7,000.00		£ -	Neighbourhood Planning	£ 7,000.00
Safety & Security matters	£ 1,500.00		£ -	Safety & Security matters	£ 1,500.00
Highways	£ 2,250.00		£ -	Highways	£ 2,250.00
Total	£ 55,087.67			Total	£ 43,363.52

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 General Reserves into the relevant Earmarked Reserves (creating two new Earmarked Funds – Staffing Contingency & Civic Event, and combining the Memorial Garden earmarked reserve with that of Cemetery & Churchyard).

The net effect if the proposal is approved would be an increase over the financial year across the majority of Earmarked funds (with the exception of playground replacement, where new play equipment and a gate was purchased for Bury Road play park), as set out in Appendix B to this report.

Recommendation:

To transfer funds equivalent to the underspends from General Reserves into the relevant Earmarked Reserves indicated in Appendix B of report WPC.21.05.05 and note reductions in specific earmarked reserves.

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Appendix A

	Budget	Total	Against Budget	Move to Earmarked Reserve
EXPENDITURE				
Administration				
Clerk/RFO salary/office	£ 8,580.00	£ 7,749.09	-£ 830.91	Staffing Contingency
Clerk/RFO 2 meeting Conting	£ 600.00	£ -	-£ 600.00	Staffing Contingency
Office supplies	£ 400.00	£ 637.44	£ 237.44	
Services and supplies	£ 1,250.00	£ 1,112.72	-£ 137.28	
Meeting room hire	£ 275.00	£ 30.00	-£ 245.00	Civic Event
Insurance	£ 1,300.00	£ 1,516.04	£ 216.04	
Subscriptions	£ 750.00	£ 731.19	-£ 18.81	
Audit	£ 500.00	£ 410.00	-£ 90.00	
Training	£ 400.00	£ 330.00	-£ 70.00	
Mileage	£ 100.00	£ 59.94	-£ 40.06	
Miscellaneous		£ -	£ -	
Data Protection Legislation	£ 250.00	£ 339.99	£ 89.99	
Election costs	£ 500.00	£ 21.34	-£ 478.66	Elections
HMRC/NI Contributions	£ 525.00	£ 1,701.65	£ 1,176.65	
Pension Contributions	£ 150.00	£ 254.71	£ 104.71	
Administration of Pension Cor	£ 225.00	£ 162.00	-£ 63.00	
Administration	£15,805.00	£ 15,056.11	-£ 748.89	
Services				
Electricity	£ 90.00	£ 123.45	£ 33.45	
Water	£ 75.00	£ 99.54	£ 24.54	
Rates	-	£ -		
Website	£ 1,150.00	£ 1,711.88	£ 561.88	
Phone & Internet Services	£ 320.00	£ 311.41	-£ 8.59	
Microsoft Office	£ 465.00	£ 725.50	£ 260.50	
Cemetery Software	£ 150.00	£ 193.00	£ 43.00	
Other Software Subscriptions		£ 213.76	£ 213.76	
Bank Service Charge		£ 72.00	£ 72.00	
Services	£2,250.00	£ 3,450.54	£ 1,200.54	
Estates				
Recreation ground	£ 2,000.00	£ 1,300.97	-£ 699.03	
Grounds contract	£ 12,500.00	£ 12,506.00	£ 6.00	
Six Acres	£ 2,000.00	£ 10.00	-£ 1,990.00	Six Acres Development
Tree surgery	£ 1,800.00	£ 400.00	-£ 1,400.00	Tree surgery Development
Highways	-	£ -		
Cemetery & Churchyard	£ 500.00	£ 2,923.00	£ 2,423.00	
Playground - Cemetery Road	£ 1,250.00	£ 729.76	-£ 520.24	Playground -& Teen Project Maintenance
Playground - Bury Road	£ 250.00	£ 7,257.00	£ 7,007.00	
Teen Project - Replacement	£ 1,500.00	£ -	-£ 1,500.00	** this was moved to Bury Road new equipm
Teen Project - SP Maintenance	£ 250.00	£ -	-£ 250.00	Playground & Teen Project Maintenance
Greens	£ 750.00	£ 80.00	-£ 670.00	Grounds Maintenance
Bin & Dog Waste		£ 471.12		
Parish Notice board	£ 550.00	£ 144.25	-£ 405.75	Grounds Maintenance
Bus Shelter (New)	£ 600.00	£ -	-£ 600.00	Safety & Security
Highways (VAS)	£ 250.00	£ -	-£ 250.00	Highways (VAS) Development
Highways (Grit Bins)	£ 250.00	£ -	-£ 250.00	Civic Event
Neighbourhood Planning (Survey	£ 500.00	£ 80.00		
Estates	£24,950.00	£ 25,902.10	£ 952.10	

Hilary Workman
Clerk & RFO
April 2021

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Appendix B

Movement in Earmarked Funds	01 April 2021	Movement	Net
Staffing Contingency (new*)		-£ 1400.00	£1400.00
Data Protection	£770.00	£ -	£770.00
Elections	£2,000.00	-£ 475.00	£2,475.00
Grounds Maintenance	£450.00	-£ 1070.00	£1,520.00
Tree Surgery	£1,300.00	-£ 1,400.00	£2,700.00
Cemetery & Churchyard	£748.00	-£ *500.00	£1248.00
Playground & Teen Project Maintenance	£1,015.27	-£ 759.73	£1,775.00
Teen Project Replacement	£12,750.00	£ -	£12,750.00
Playground Replacement	£0.00	£ 4,000.00	£0.00
Six Acres Development	£2,500.00	-£ 1,990.00	£4,490.00
Memorial garden	£500.00	£ 500.00	£0.00
Legacy	£250.00	£ -	£250.00
Day Club	£555.00	£ -	£555.00
Neighbourhood Planning	£7,000.00	-£ 420.00	£7,420.00
Safety & Security matters	£1,500.00	-£ 600.00	£2,100.00
Highways	£2,250.00	-£ 500.00	£2,750.00
Civic Event	£0.00	-£ 745.00	£745.00
Charitable Donations	£0.00	-£ 200.00	£200.00

*£500 in earmarked reserves from Memorial Garden moved to Cemetery & Churchyard

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