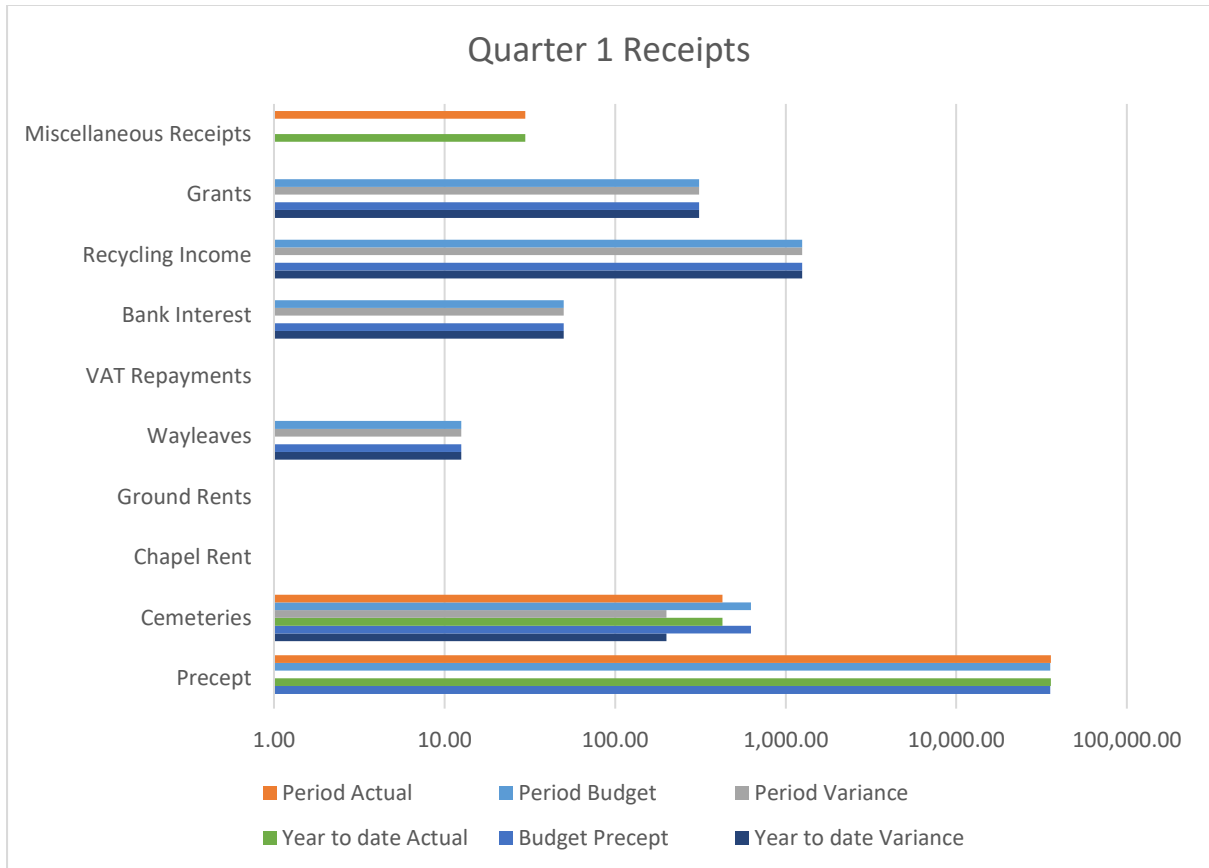


## Budget Report Quarter 1 2021-22

### Income:



### Notes:

The majority of cemetery fee income falls in Quarters 3 & 4

Chapel and Ground Rents due in September

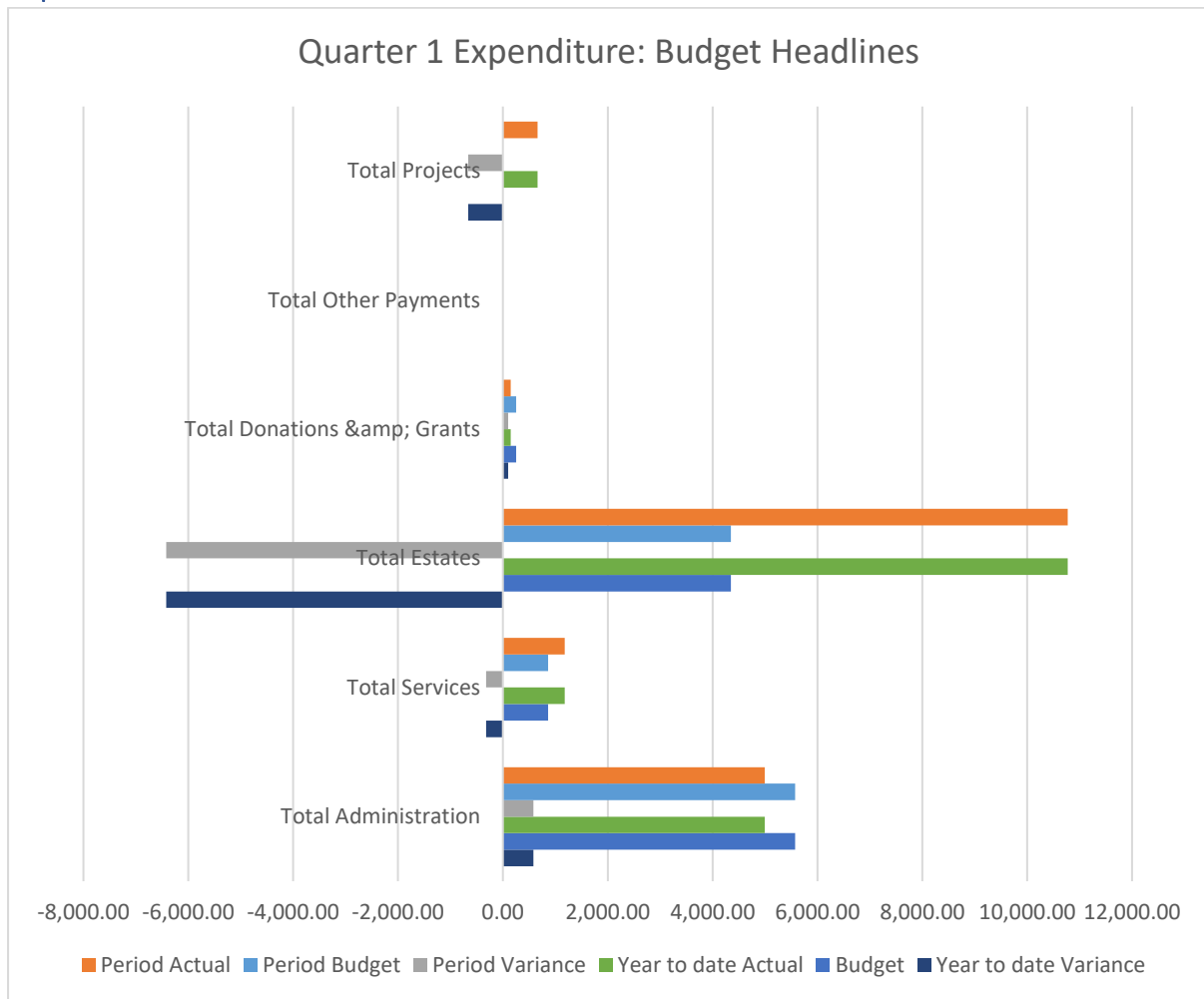
VAT claims are now submitted quarterly (£2099.52 submitted for Q1)

Recycling income is paid bi-annually (£1285.92 notified for Oct '20 – March '21).

£310 COVID Grant included in precept payment

Miscellaneous Receipts – refund of EE clerk mobile overpayment

Expenditure:



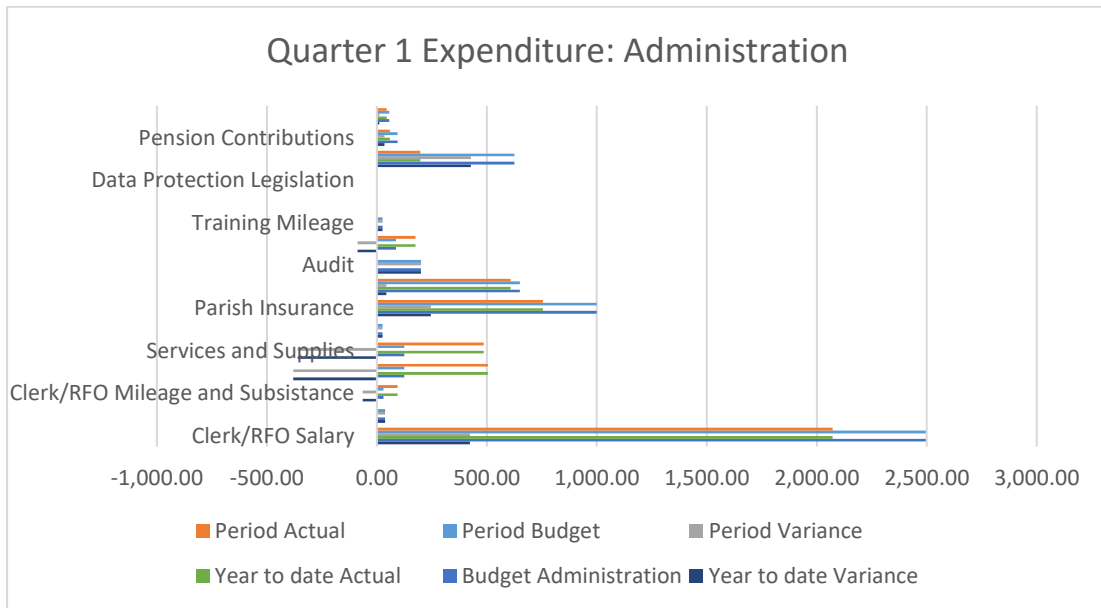
Notes:

- Administration:** The spending profile is skewed towards the first two quarters of the year, when most subscriptions and insurance fall due.
- Services:** Profile is skewed to first half of year when software subscriptions fall due.
- Estates:** Grounds contract invoicing is now monthly – profiling on accounts package needs to be checked.  
Work commissioned for Cemeteries in previous financial year now invoiced
- Donations & Grants:** Expenditure under this heading from donations approved at year-end

The summaries have been sourced from the new accounting software – some adjustment is needed to the profiling of payments and currently the reporting tool showing year to date is not showing the variance against the total budget for each line.

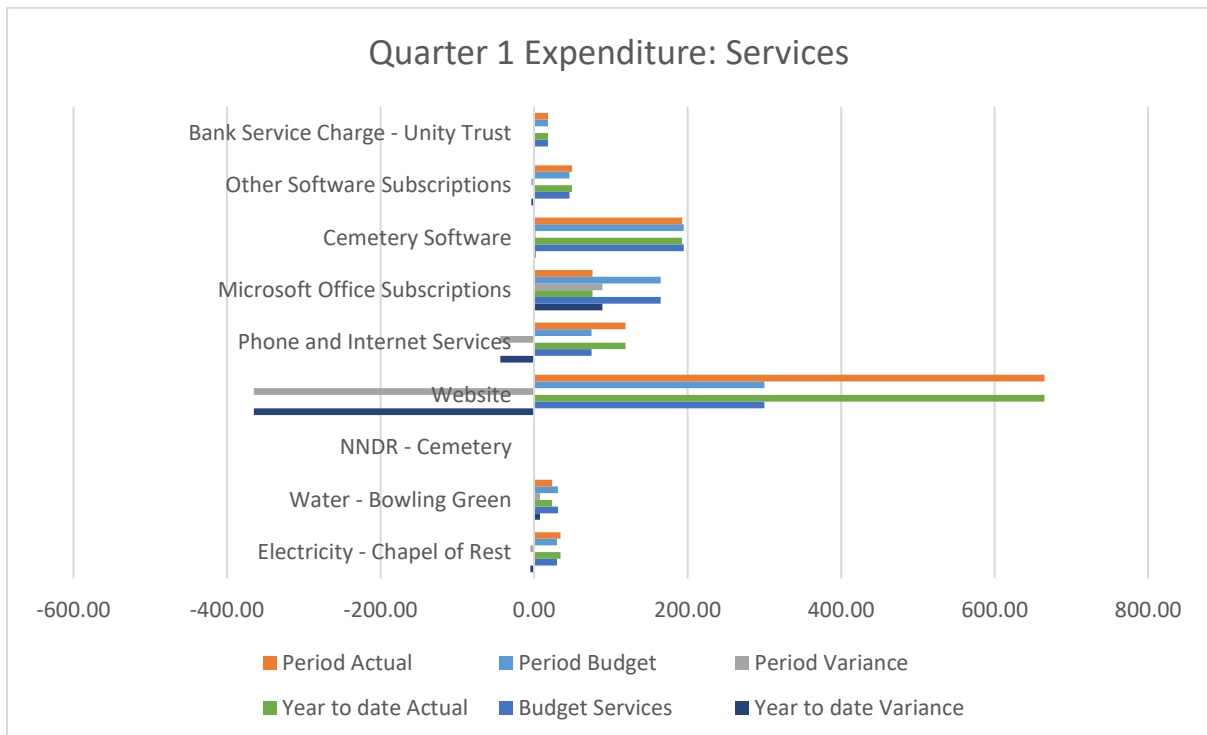
An adjustment to the budget lines has had to be made, showing the Grounds contract as one budget line (as before) £11,922, rather than having been split out across Cemeteries, Greens and Play Areas & Open Space. This is because one supplier is undertaking all the work.

Administration



Notes:

Meeting Room Hire – physical meetings resumed in June  
 Insurance – lower than budgeted expenditure due to a switch in insurance providers to CAS  
 Training – New Councillor training  
 Clerk/RFO Salary: Budget included hours for specified projects which have not yet been submitted.  
 Services

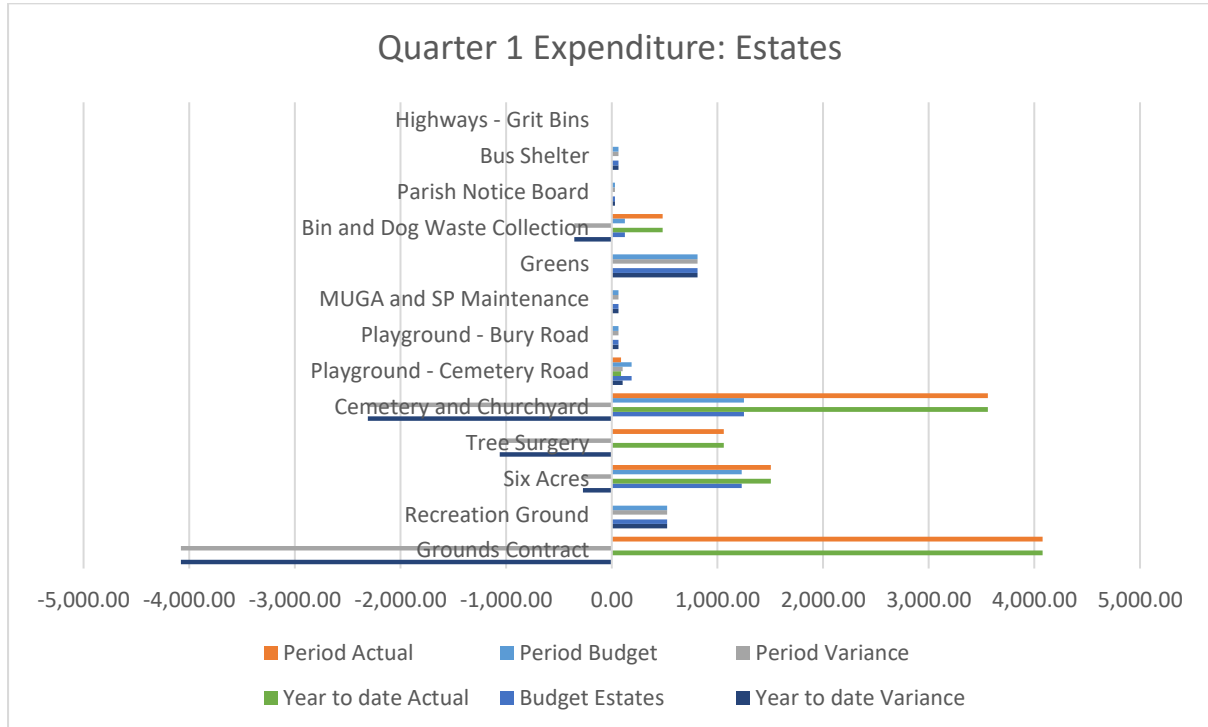


**Notes:**

Phone & Internet Services – there has been some overlap between the two contracts due to a delayed migration.

Website – additional costs incurred due to work on accessibility regulations.

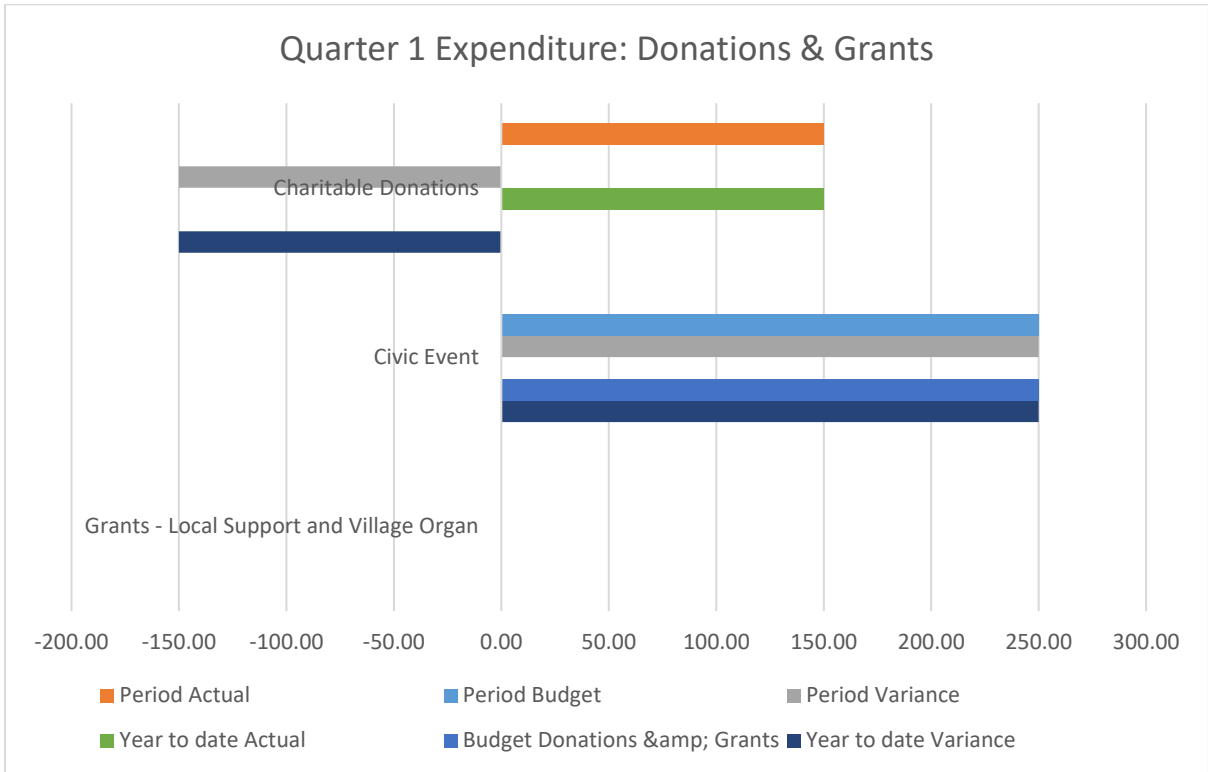
**Estates**



**Notes**

Expenditure profile skewed to 2<sup>nd</sup> half of financial year

Charitable Donations & Grants



Notes:

Payments on Charitable Donations approved in previous financial year debited in current year.

Recommendation:

Revise budget lines to show the grounds contract as one entry for a total of £11,922.