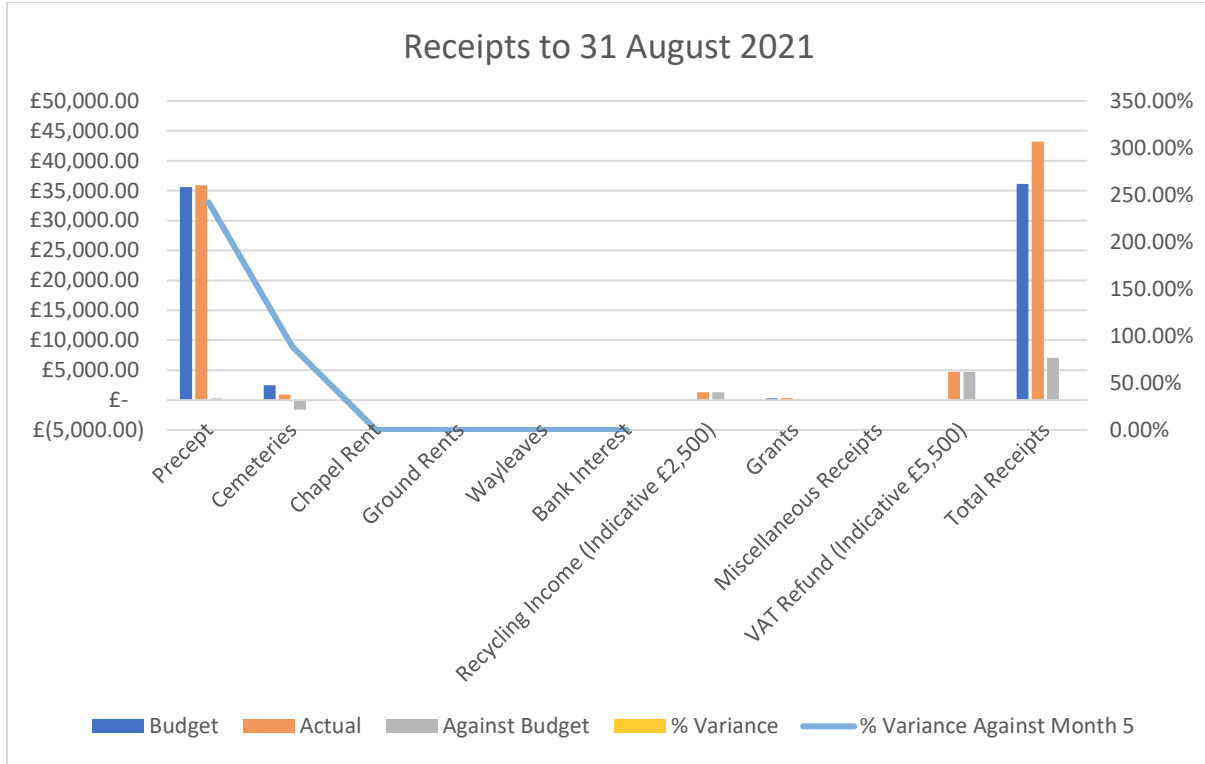


Budget Report Quarter 1 2021-22

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 monthly (£4706.01 received to date – outstanding claim £453.54)

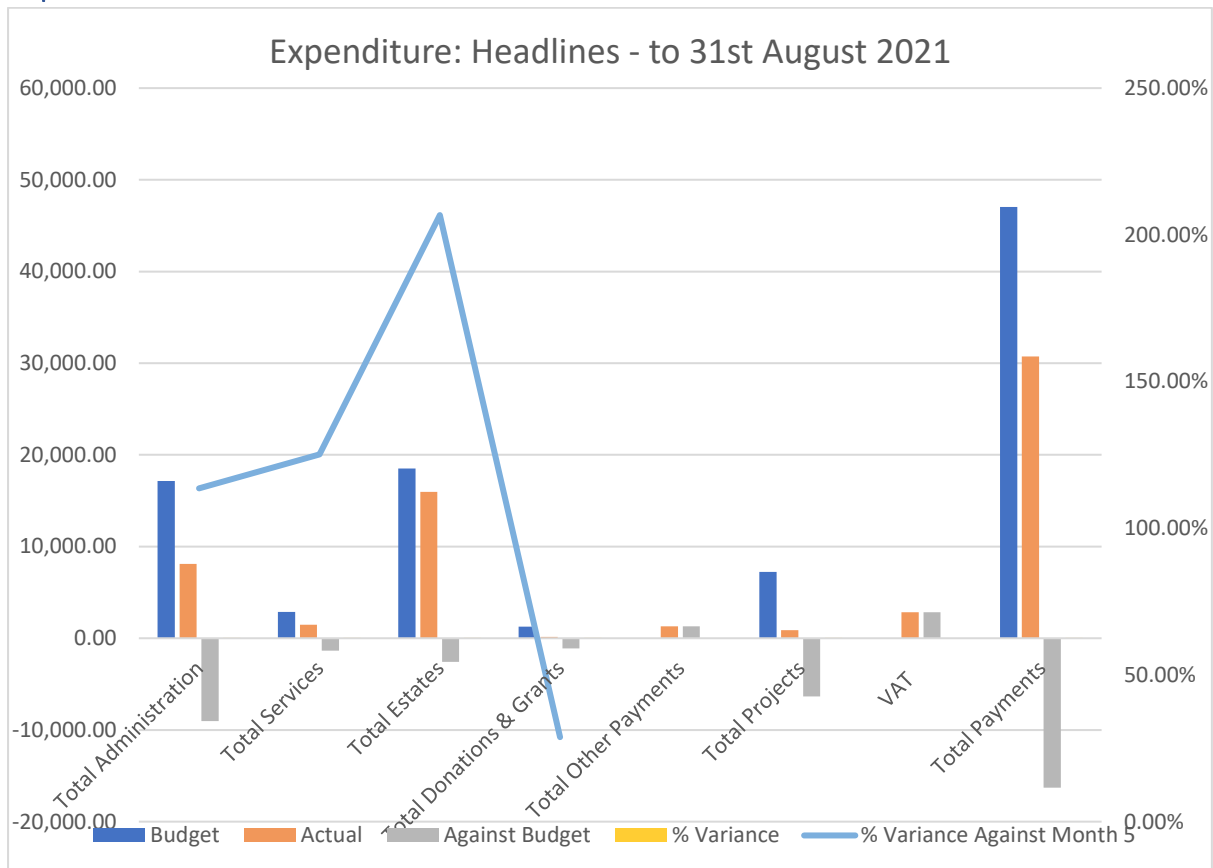
Recycling income is paid bi-annually (£1285.92 received and paid out for Oct '20 – March '21).

£310 COVID Grant included in precept payment

Miscellaneous Receipts – refund of EE clerk mobile overpayment

Locality Grant £334 received in respect of Road Safety project.

Expenditure:



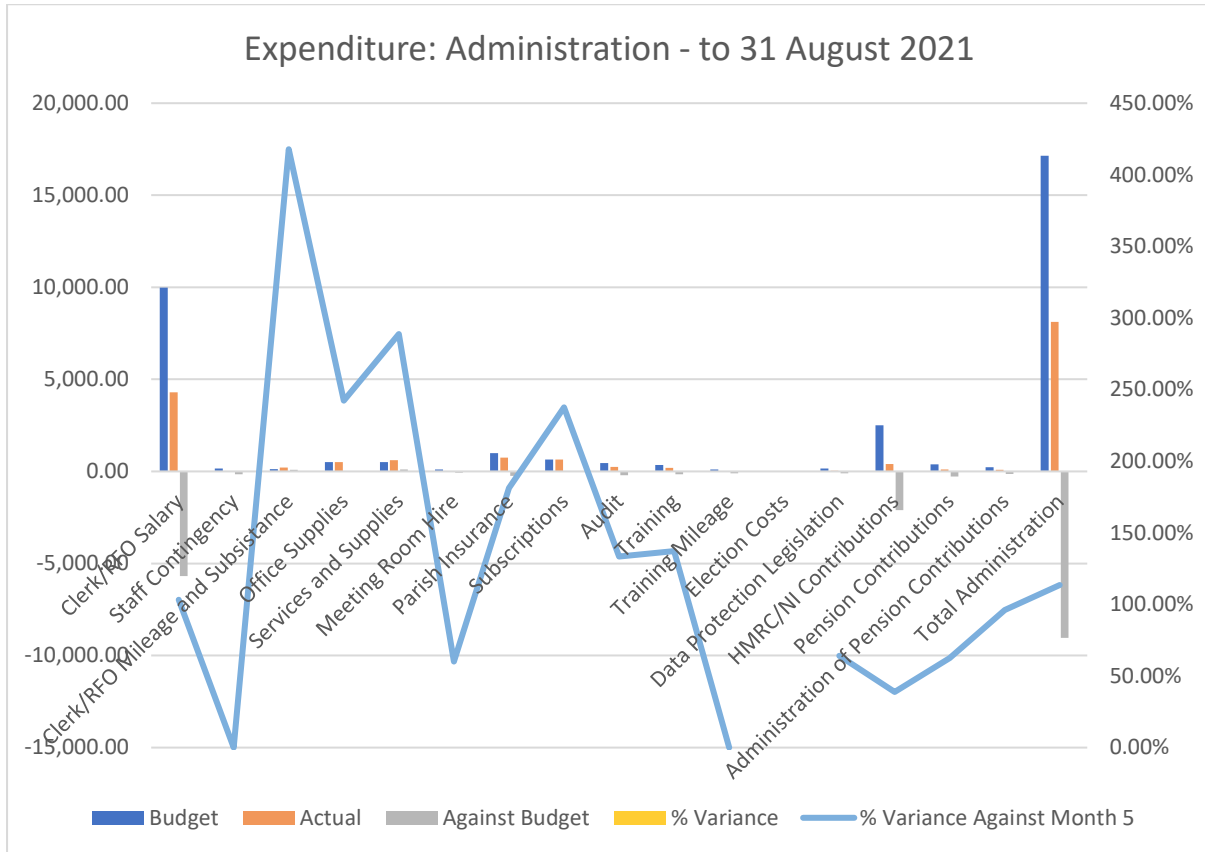
Notes:

- 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 – profile skewed to first six months of financial year.
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 has been made to the profiling of payments. VAT income and expenditure set as indicative levels and not included in precept calculation and budget lines.

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

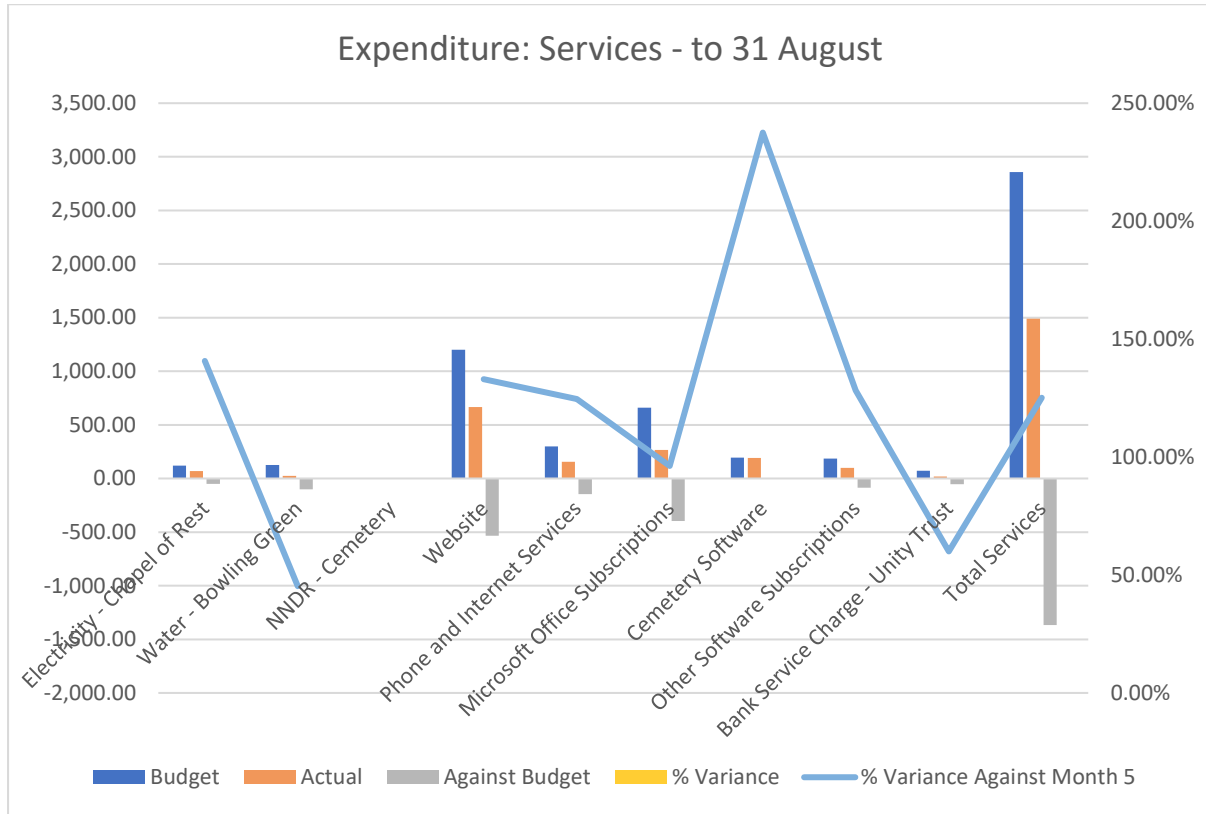
Administration



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.
 Changes to Clerk personal tax code resulting in a reduction of tax paid to HMRC in current financial year.

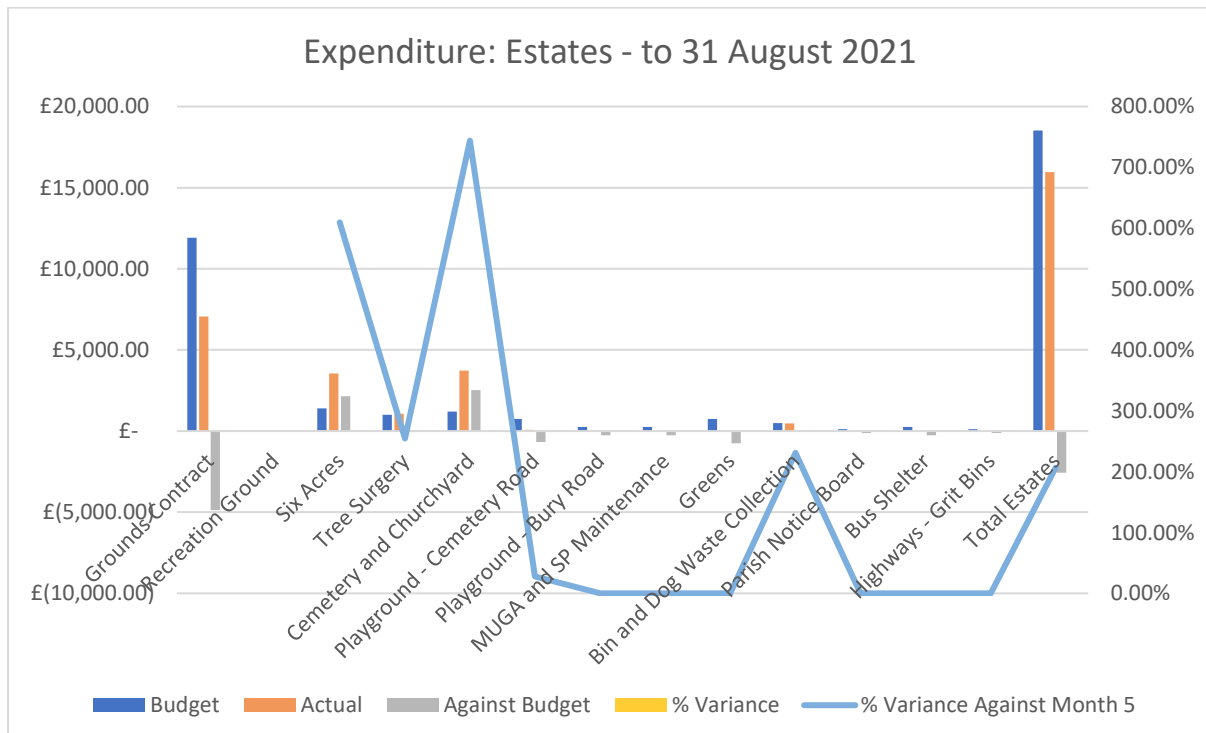
Services



Notes:

Phone & Internet Services – there has been some overlap between the two contracts due to a delayed migration, but improved contract is resulting in lower costs.
 Website – additional costs incurred due to work on accessibility regulations.

Estates



Notes

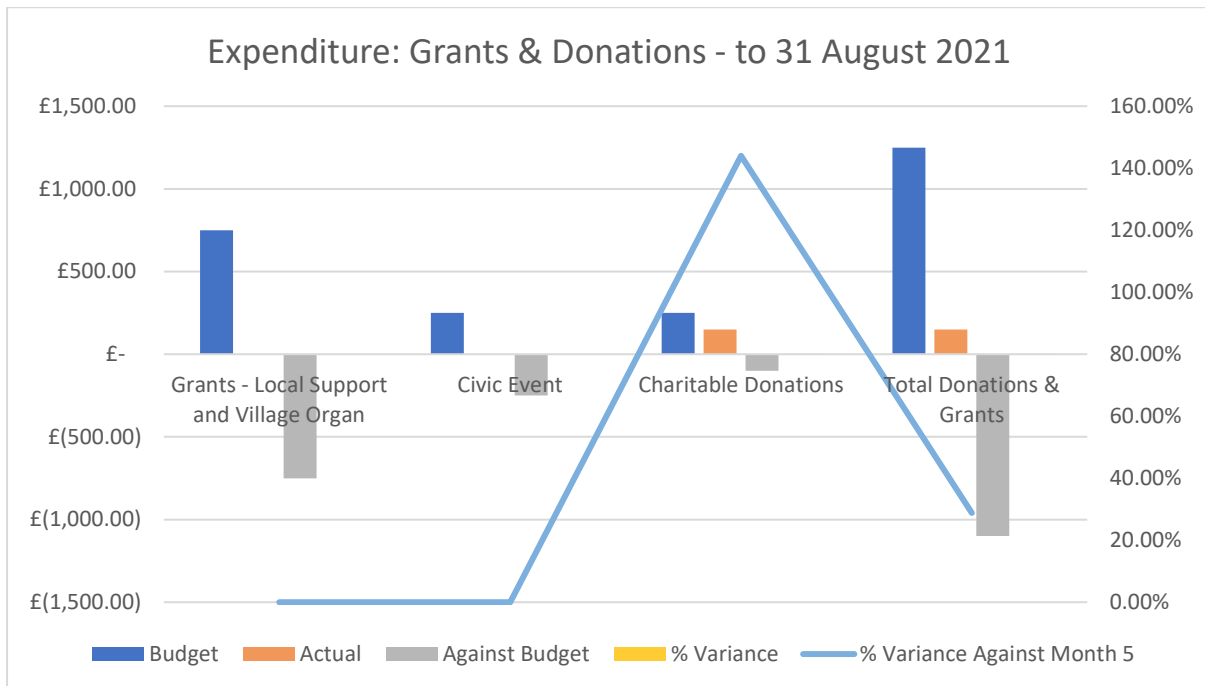
Grounds Contract expenditure profile skewed to 1st half of financial year, residual payments from end of previous contract and financial year paid in first quarter of this financial year.

Six Acres – Works to steps down onto FP25 and drainage at Coltsfoot Green end, and changes to waste collection with a move to lockdown bins planned for in previous financial year.

Trees – delay to invoicing of work done to trees in previous financial year.

Cemetery & Churchyard – Works to War Memorial Gates and levelling of graves commissioned in previous financial year. Payment of new railings at War Memorial Entrance.

Charitable Donations & Grants



Notes:

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

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 on 3 budget lines (Six Acres, Tree Surgery and Cemetery and Churchyard have resulted 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.

Reserves:

Movement in Earmarked Funds	01 April 2020	April	May	Movement	Current
Staff Contingency	£ -		-£ 1,400.00	-£1,400.00	£1,400.00
Data Protection	£ 770.00			£0.00	£770.00
Elections	£ 2,000.00	-£ 500.00	-£ 475.00	-£975.00	£2,975.00
Grounds Maintenance	£ 450.00		-£ 1,070.00	-£1,070.00	£1,520.00
Tree Surgery	£ 1,300.00		-£ 1,400.00	-£1,400.00	£2,700.00
Cemetery & Churchyard	£ 748.00		-£ 500.00	-£500.00	£1,248.00
Teen Project Replacement	£ 12,750.00			£0.00	£12,750.00
Playground & Teen Project Maintenance	£ 1,015.27		-£ 759.73	-£759.73	£1,775.00
Playground Replacement	£ -			£0.00	£0.00
Six Acres Development	£ 2,500.00		-£ 1,990.00	-£1,990.00	£4,490.00
Memorial garden *	£ 500.00		£ 500.00	£500.00	£0.00
Legacy	£ 250.00			£0.00	£250.00
Day Club	£ 555.00			£0.00	£555.00
Neighbourhood Planning	£ 7,000.00	£ 2,250.00	-£ 420.00	£1,830.00	£5,170.00
Safety & Security matters	£ 1,500.00		-£ 600.00	-£600.00	£2,100.00
Highways	£ 2,250.00	£ 2,500.00	-£ 500.00	£2,000.00	£250.00
Civic Event	£ -		-£ 745.00	-£745.00	£745.00
Charitable Donations			-£ 200.00	-£ 200.00	£200.00
Total Earmarked Reserves	£ 33,588.27	£ 4,250.00	-£ 9,559.73		£38,898.00
Operating Reserve	£ 9,775.25				£16,936.60
Balance at	£ 76,951.79				£ 55,834.60

* Moved to Cemetery & Churchyard

Recommendation:

There have been 3 budget lines where an overspend against budget has been identified, as a result of delayed invoicing from work commissioned in the previous financial year:

- **Six Acres Development** – reverse the virement from general to earmarked reserves in May (£1990), leaving Earmarked reserves of £2500
- **Tree Surgery** – via back to general reserves £1060 which represents the delayed payment from the previous year, leaving earmarked reserves of £1640.
- **Cemetery & Churchyard** – via all earmarked reserves back into general reserves (£1248.00) leaving a nil balance.