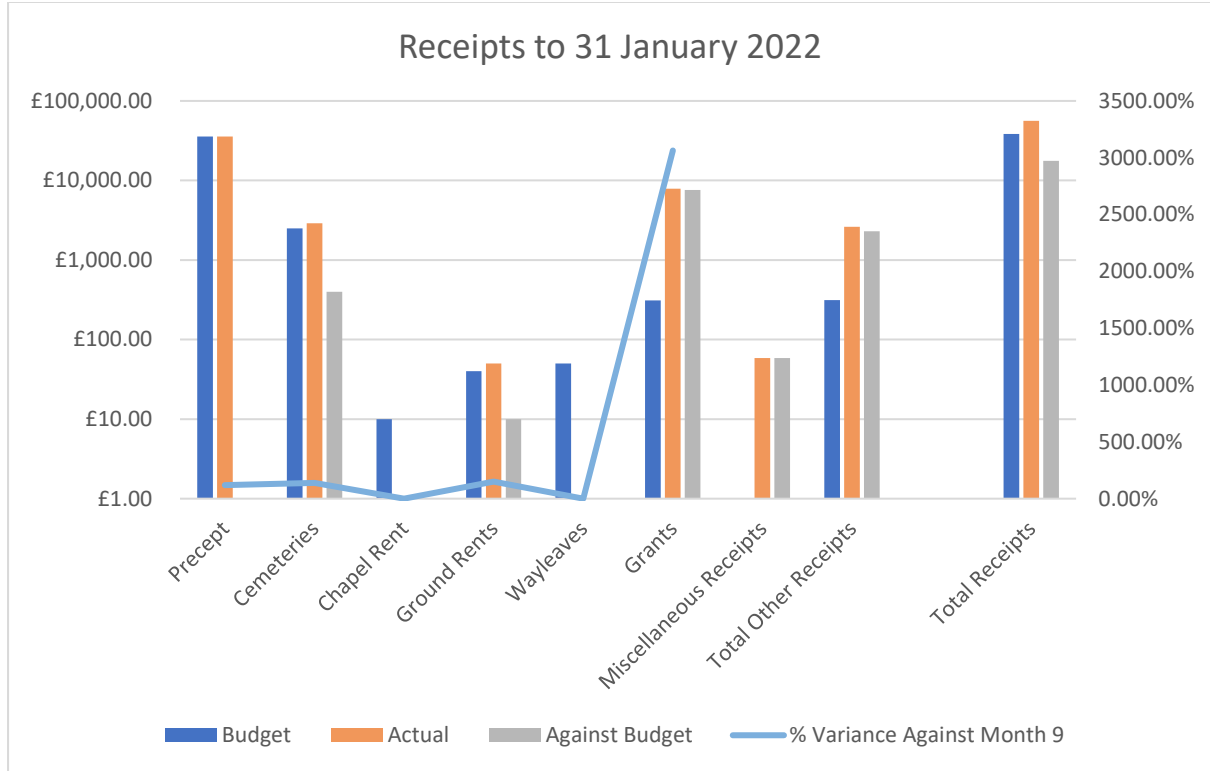


Budget Report to 31 January 2022

Income:



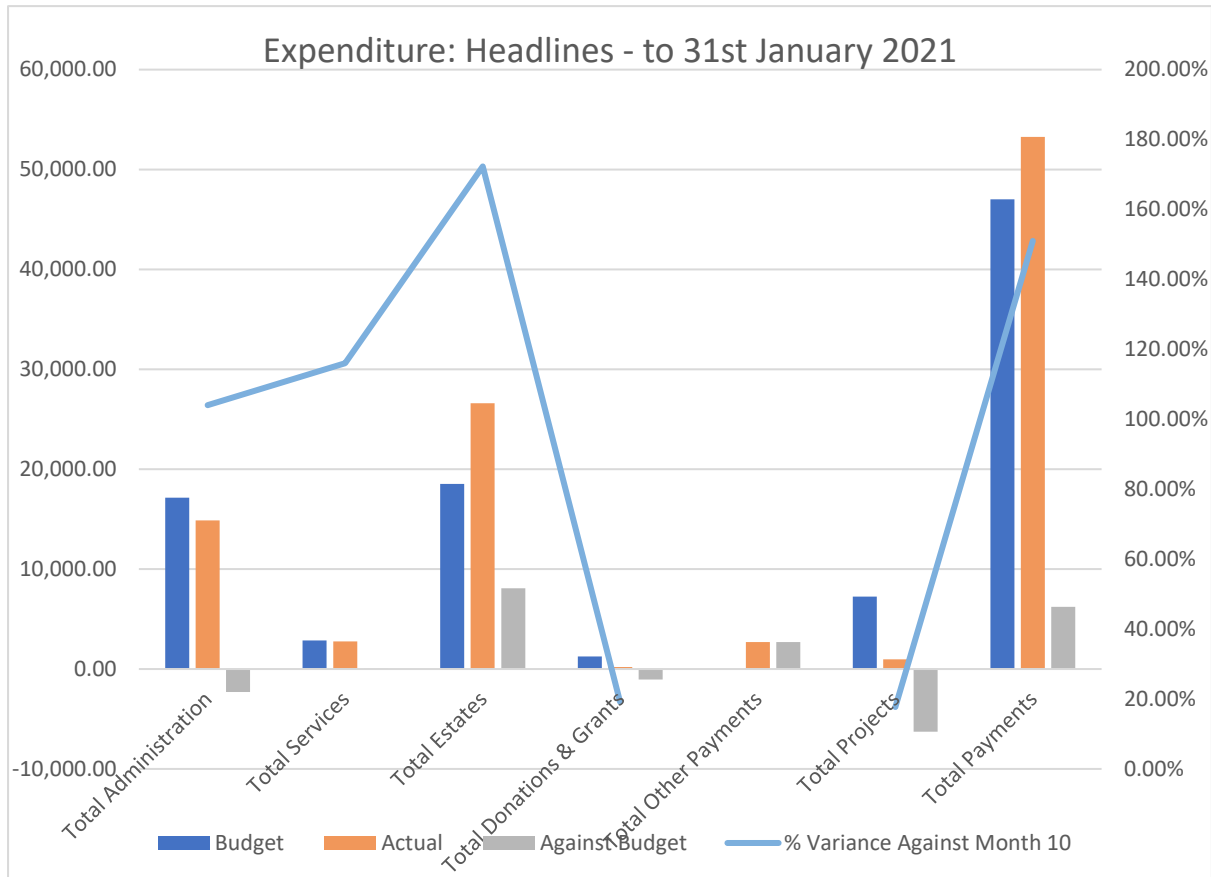
Notes:

The majority of cemetery fee income falls in Quarters 3 & 4
 Ground Rents invoiced and 100% received

VAT claims are now submitted monthly (£6922.89 received to date, £556.05 Claimed)
 Recycling income is paid bi-annually (£1425.70 received and paid out for April – Sept '21).
 £310 COVID Grant included in precept payment but shown under grant
 Miscellaneous Receipts – refund of EE clerk mobile overpayment & £3 overpayment.
 Grants received this year include:

- Locality Grant £334 received in respect of Road Safety project.
- Locality Grant West Suffolk - £500: Street Art Workshop
- Community Re-start Grant - £1700: Outdoor Event Equipment (to be purchased)
- Locality Grant - £5071: Neighbourhood Plan

Expenditure:



Notes:

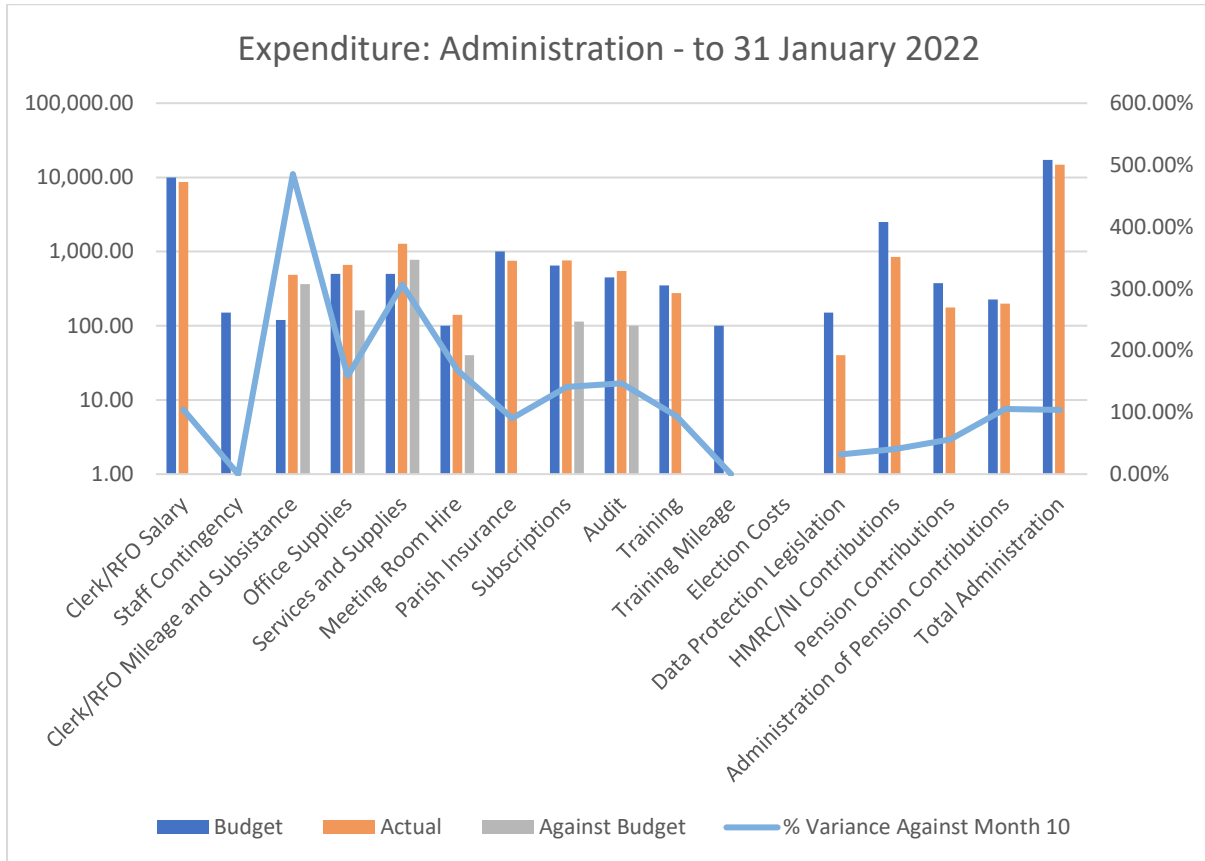
- Administration:** The spending profile is skewed towards the first two quarters of the year, when most subscriptions and insurance fall due.
- Services:** Profile is skewed to first half of year when software subscriptions fall due.
- Estates:** Grounds contract invoicing is now monthly – excess expenditure over budget on cemetery grounds commitments from previous financial year.
- Donations & Grants:** Expenditure under this heading from donations approved at year-end. Sufficient funds in earmarked reserves to cover budgeted donations expenditure for this f/y.
- Projects** Underspend on projects as cemetery extension has not proceeded this year

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.

Hilary Workman
 Clerk & RFO
 January 2022

Administration



Notes:

Mileage and Subsistence up against budget – interments need to be factored in and refund of stationery expenses moved out of this budget line in future.

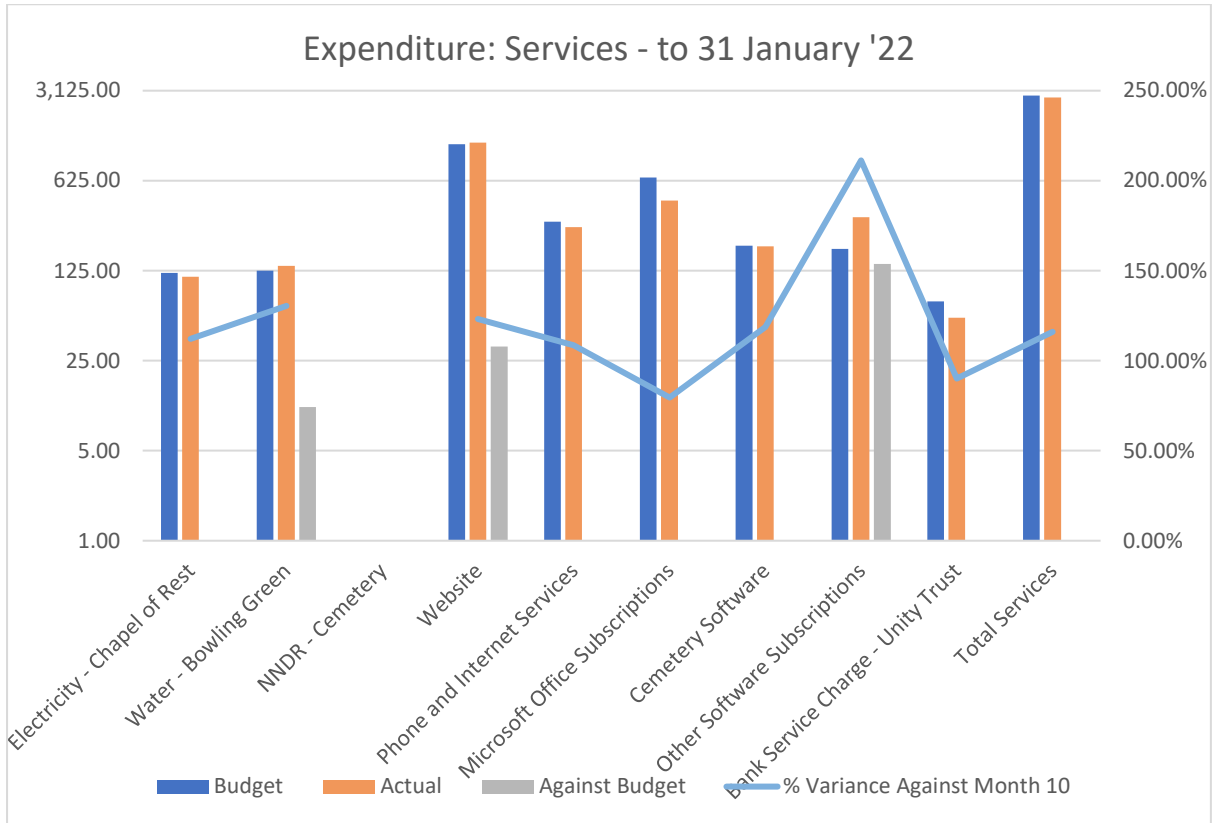
Insurance – lower than budgeted expenditure due to a switch in insurance providers to CAS

Training – New Councillor training still to be booked

Clerk/RFO Salary: Budget included hours for specified projects (claim approved to Nov '21 paid in December Salary which now showing in January Reconciliation)

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

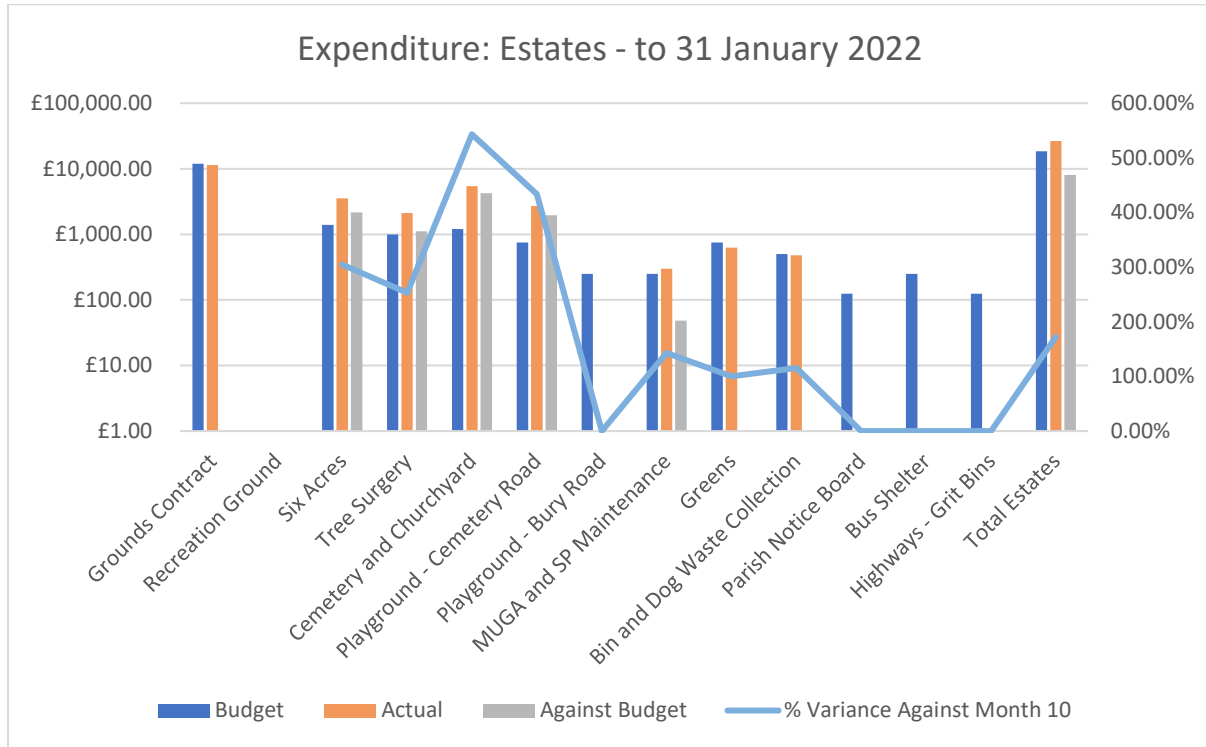
Services



Notes:

Other software subscriptions slightly up on budget due to continued subscription to zoom to facilitate Neighbourhood Planning. The clerk has now cancelled zoom and switched to use of Teams.
 Some additional costs for Website included setting up Facebook and new plug-ins for calendars
 Re-negotiation of clerk mobile resulted in Savings
 Initial saving on new contract for electricity likely to be lost due to increase in energy prices

Estates



Notes

Grounds Contract expenditure profile was skewed to 1st half of financial year due to invoicing from previous 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.

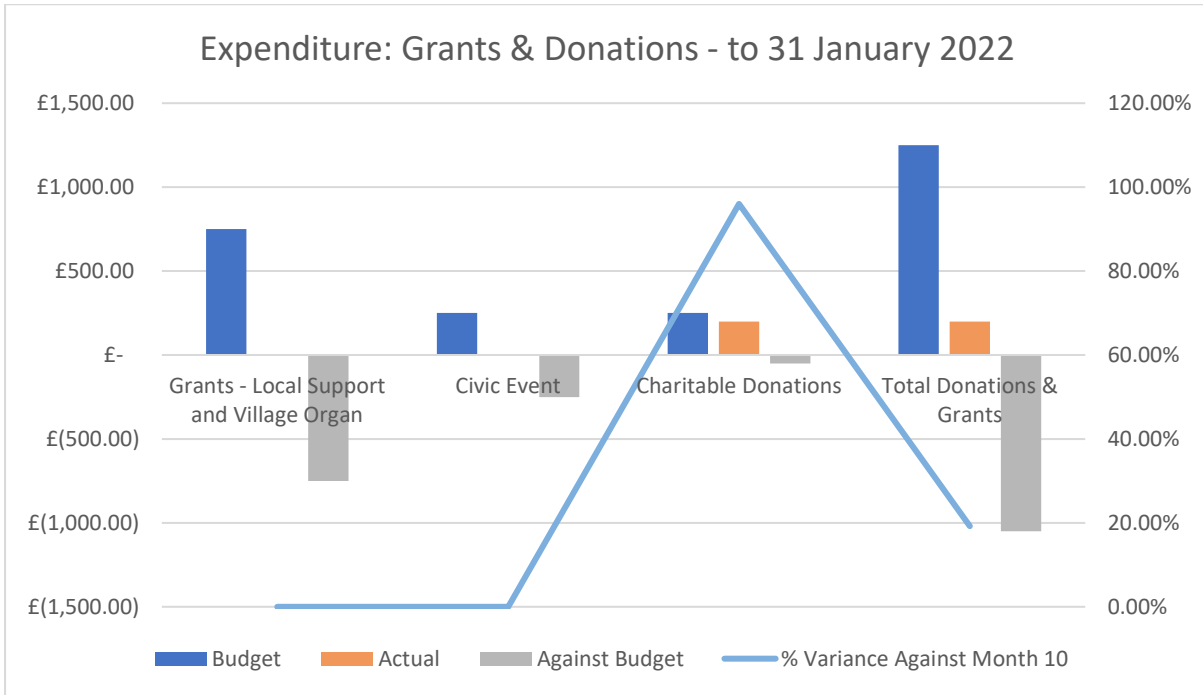
Trees – delay to invoicing of work done to trees in previous financial year. Work following summer inspection now completed and invoiced.

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

A move to identifying any groundworks required during budgeting process to reduce/eliminate spending over budget in future financial years.

First payment on Bow Top Fencing in January 2022, funded from reserves.

Charitable Donations & Grants



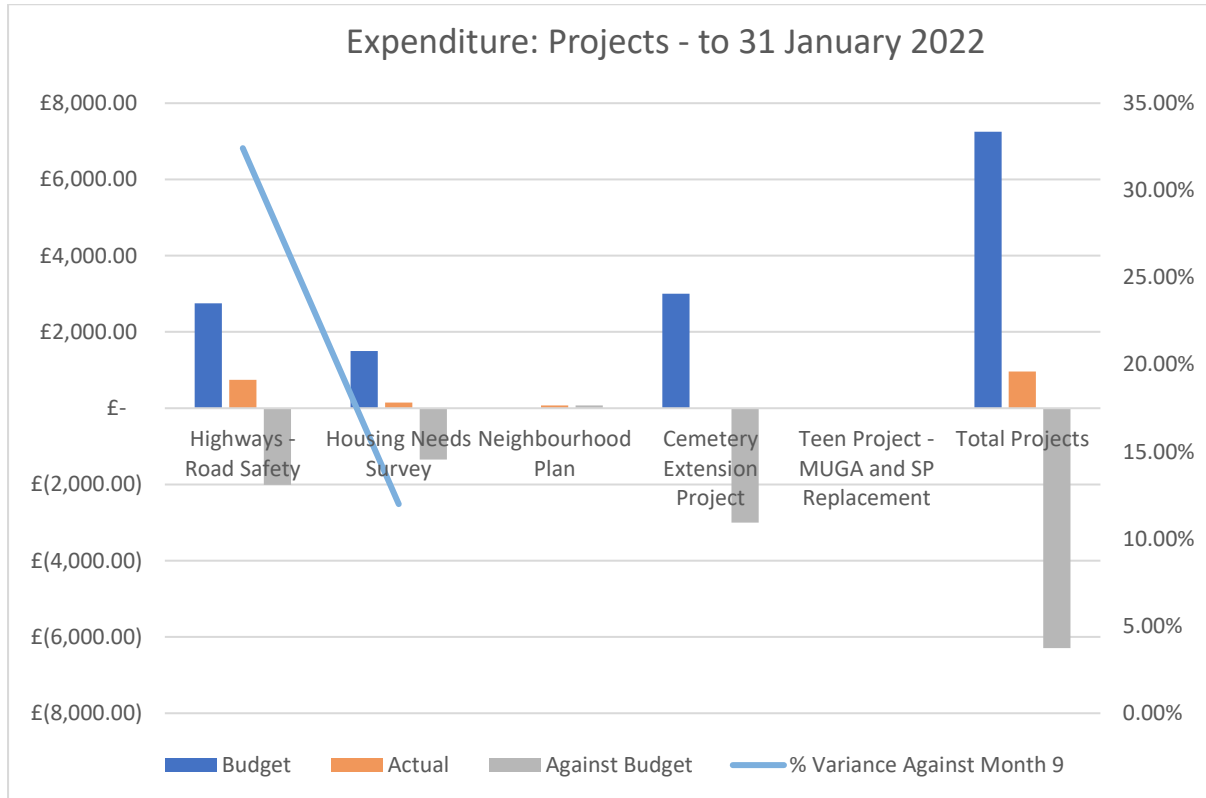
Notes:

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

A local organisation grant awarded in November has not yet been taken up.

Grant and Charitable Donation Request to be considered in the February Meeting.

Projects



Delays at Suffolk County Council mean that the Speed Survey planned for Wickham Street has not yet been started. A locality grant from Cllr Bennett will underwrite the cost of this survey. If there is evidence for reducing speed limit from 40mph to 30mph, the cost of the RTO (to be shared with Stradishall) is likely to fall in the next financial year.

Housing Needs Survey – the survey planned for with Community Action Suffolk (CAS) did not proceed. Stationery costs £424.50 were contested and have now been paid (will show under February reconciliation). The parish council at its January meeting approved the cost of a limited housing needs survey to be undertaken by Cambs Acre, which will be invoiced in the next financial year.

Cemetery Extension project on hold at present awaiting advice from landowner.

Neighbourhood Plan project has now started and costs are coming in which will show on future reports.

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) 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	September	October	Noveml	December	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	£ 1,060.00				-£340.00	£1,640.00	
Cemetery & Churchyard	£ 748.00		-£ 500.00	£ 1,248.00				£748.00	£0.00	
Teen Project Replacement	£ 12,750.00			£ 5,250.00				£5,250.00	£7,500.00	
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				£0.00	£2,500.00	
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	£ 9,548.00	£ -	£ -	£ -		£29,350.00	
Operating Reserve	£ 9,775.25								£16,927.05	47.55%
Balance at	£ 76,951.79								£ 46,277.05	

* Moved to Cemetery & Churchyard

Current general reserves stand at £16,927.05 – 47.55% of precept value (should not be less than 25%).

Budgeted donations to be considered in February 2022 meeting can be drawn against allocated earmarked reserves.

MUGA re-development project could make future use of earmarked reserves under the following lines:

- Teen project and replacement
- Six Acres Development

Recommendation:

No change at present to reserves.

Clerk has transferred £1308.14 from Instant Savings account to current account, so that Instant Savings account represents earmarked reserves. Interest payment of £1.89 subsequently credited to Instant Savings Account.