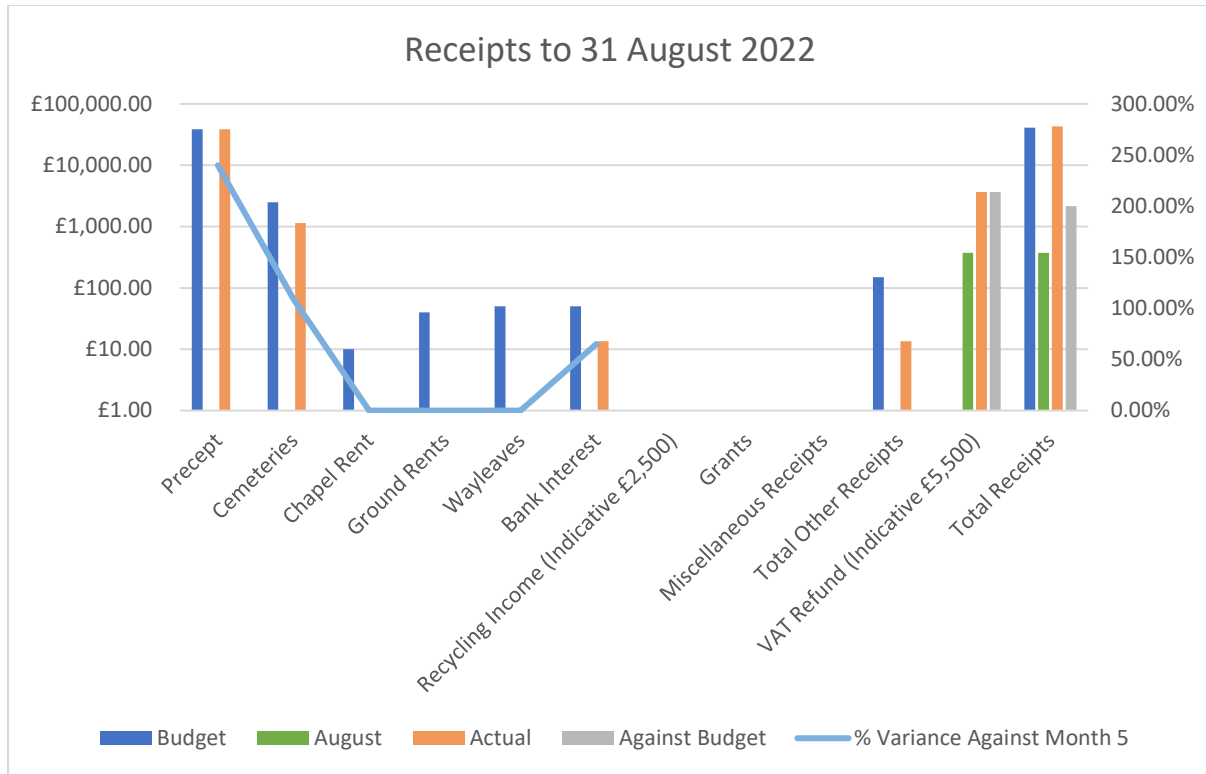


## Budget Report to 31<sup>st</sup> August 2022

### Income:



### Notes:

Cemeteries receipts are currently higher the expected profile (the majority of receipts in Quarters 3 & 4).

Ground Rents to be invoiced in September (the Estates Committee having reviewed at its September meeting and determined no change).

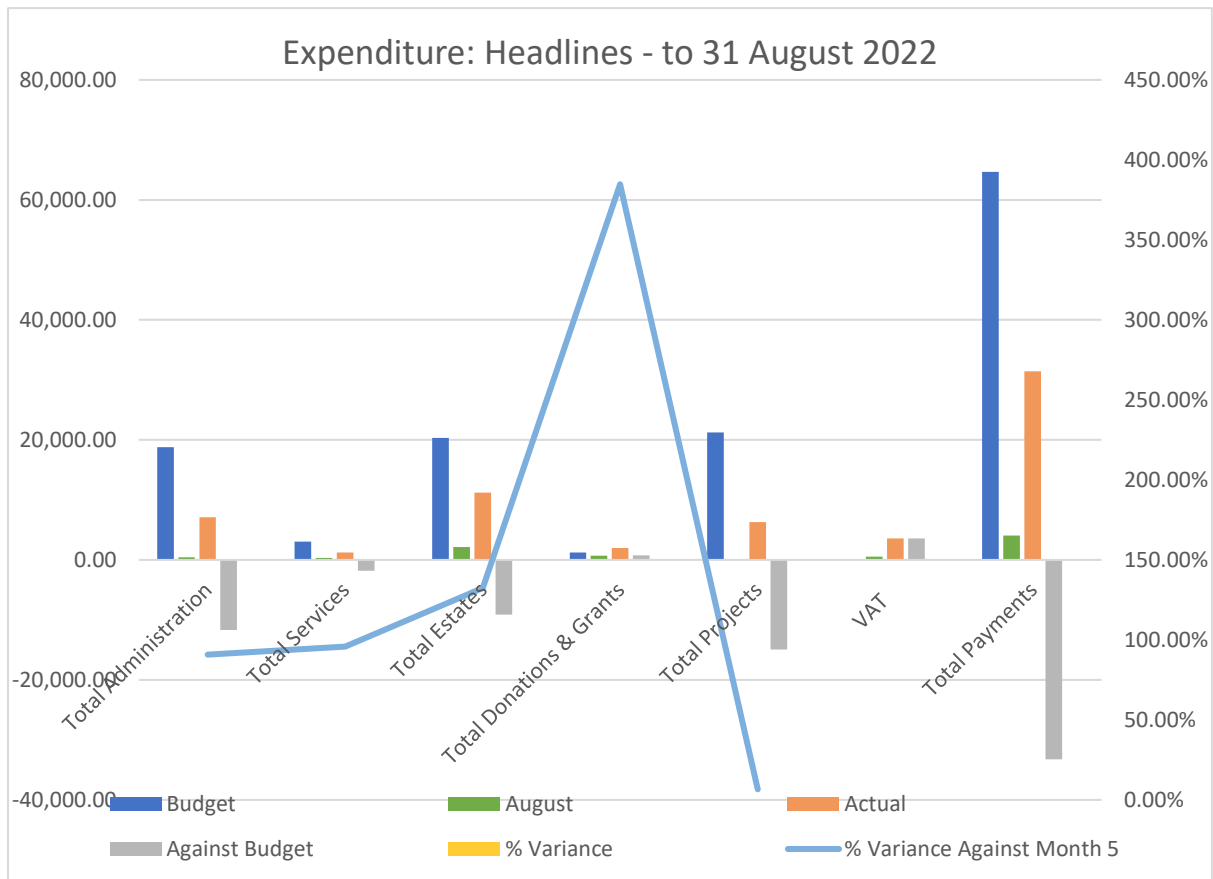
VAT claims are now submitted monthly (a total of £3658.37 received to end August, no claims outstanding).

Recycling income is paid bi-annually, the payment for Oct'21 – March '22 has now been received and to be paid out to the Memorial Social Centre (see item 11.2.7 for authorisation).

The grant application to Locality for Neighbourhood Planning in the sum of £9,997.00 was approved by Groundworks and paid in September – this will be applied against the NP budget line.

Precept payment was made at end of April, later than in previous years, and this should be noted for future years as can have an impact on operating reserves between year end and payment.

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.

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

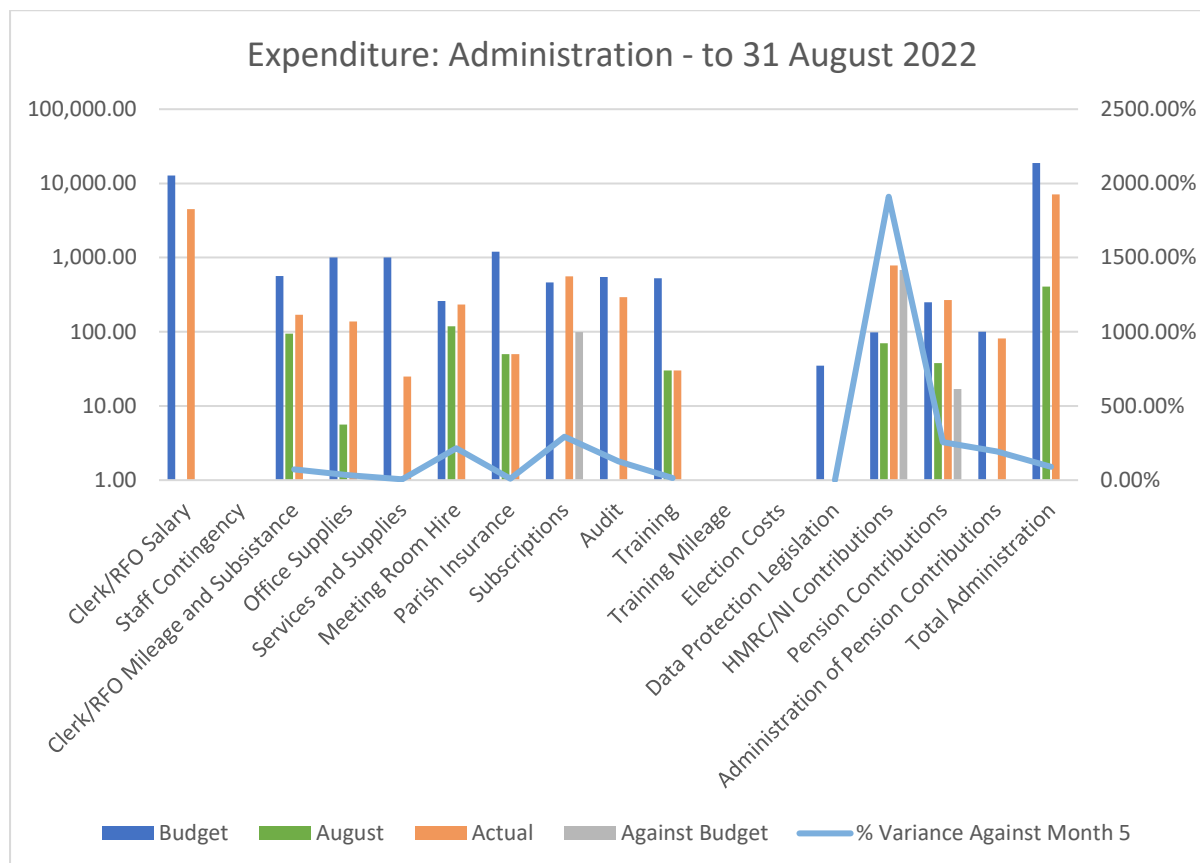
**Estates:** Grounds contract invoicing is now monthly – excess expenditure over budget on cemetery grounds commitments from previous financial year.

**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** Underspent grant from Groundworks for Neighbourhood Plan preparation returned.

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

## Administration

**Notes:**

Insurance – Two insurance premiums paid out in the previous financial year due to a change in insurance provider – (see Min. 22.02.9.6)

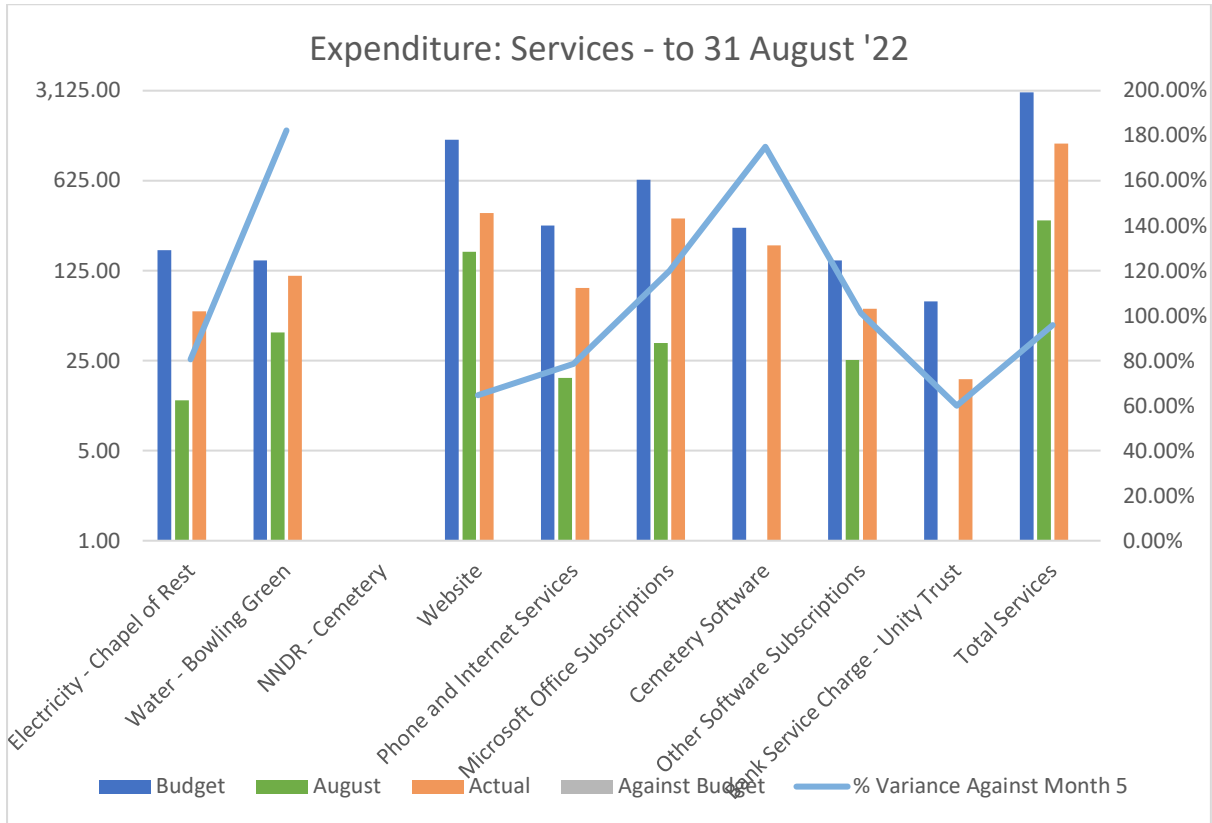
Training – New Councillor and Chairman’s training still to be booked.

Salary – uplift on 2021-22 National Pay Award, a change to the clerk’s tax banding and a crossover on the switch to NEST have resulted in expenditure over budget. A reversal of the underspend transferred to Earmarked reserves (£1695.00 to Staff contingency, **Min 22.04.12 refers**) and an adjustment of the proportions allocated as below should address this:

	<b>Approved Budget</b>	<b>Adjustment</b>	<b>Revised Budget</b>
<b>From Earmarked Reserves (Staff Contingency)</b>		-£1695.00	
<b>Clerk/RFO Salary</b>	£12741.00	+£675.00	£13,416.00
<b>HMRC/NI Contributions</b>	£98.00	+£490.00	£588.00
<b>Pension Contributions</b>	£250.00	+£530.00	£780.00
<b>Total</b>	<b>£13,089.00</b>	<b>+£1695.00</b>	<b>£14,784.00</b>

The subscriptions budget line has an overspend arising from Suffolk Association of Local Councils having reviewed and increased their subscription charges.

Services

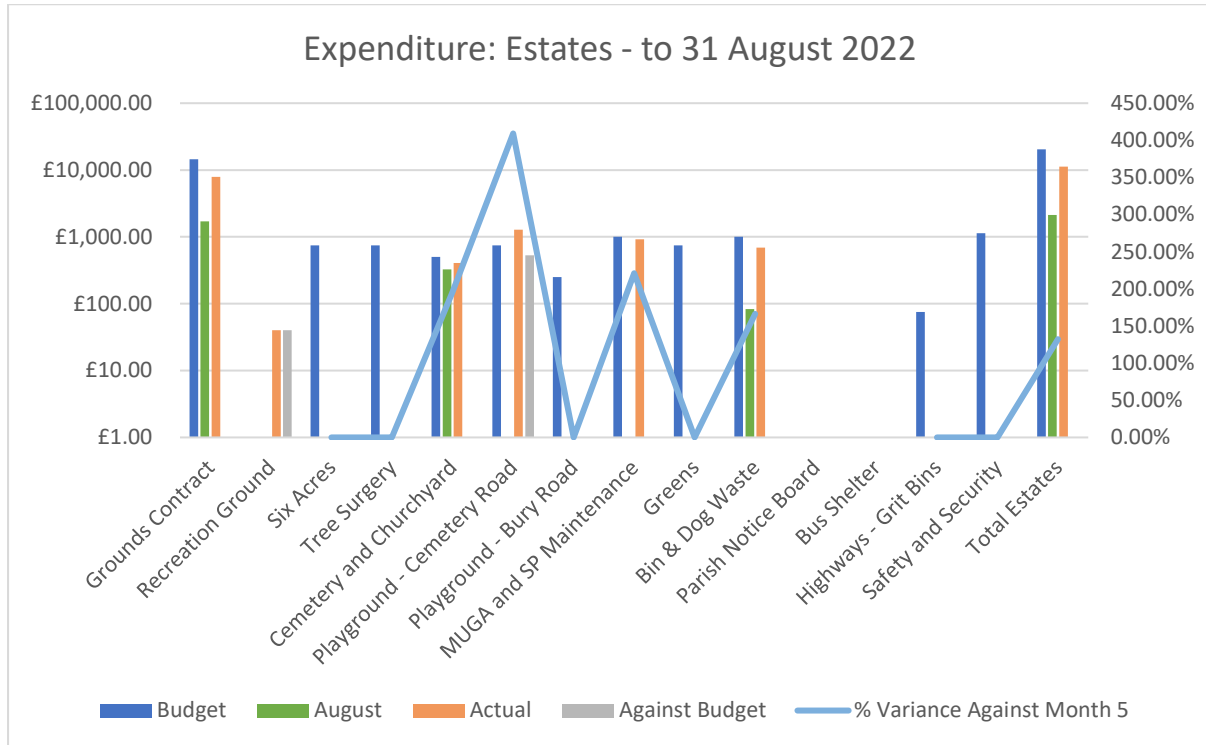


Notes:

Initial saving on new contract for electricity likely to be lost due to increase in energy prices. A new smart meter has now been installed.

Water supply to bowling green requires monitoring and quarterly meter reading. A particularly dry summer accounts for a higher than anticipated usage which may be offset as we move into the winter months.

Estates



Notes

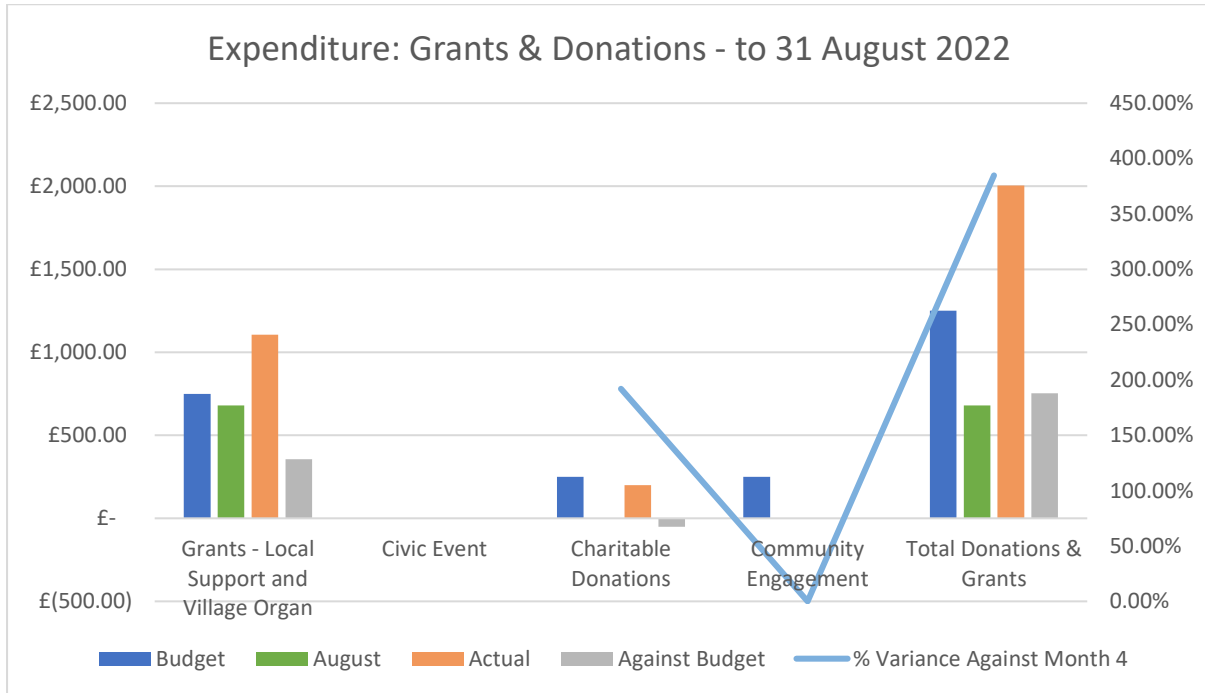
A move to identifying any groundworks required during budgeting process to reduce/eliminate spending over budget in future financial years.

Delay in sourcing a provider for maintenance work to Cemetery Road Play Park (Min. EC.22.02.9.1 refers) necessitated a virement of £663.68 from Earmarked Reserves (Playground & Teen Project Maintenance) to Revenue budget (Playground, Cemetery Road) leaving a balance of £1275.00 in Earmarked Reserves (**Min 22.0412 refers**).

Although the Grounds contract is currently showing an overspend against budget to month 5, cuts in August were delayed due to low growth and this is likely to offset, bringing spend back into line against budget.

Spending on dog waste bags is higher than in previous years and messaging to users of the Recreation Ground and Six Acres is scheduled to encourage dog walkers to bring their own bags.

Charitable Donations & Grants

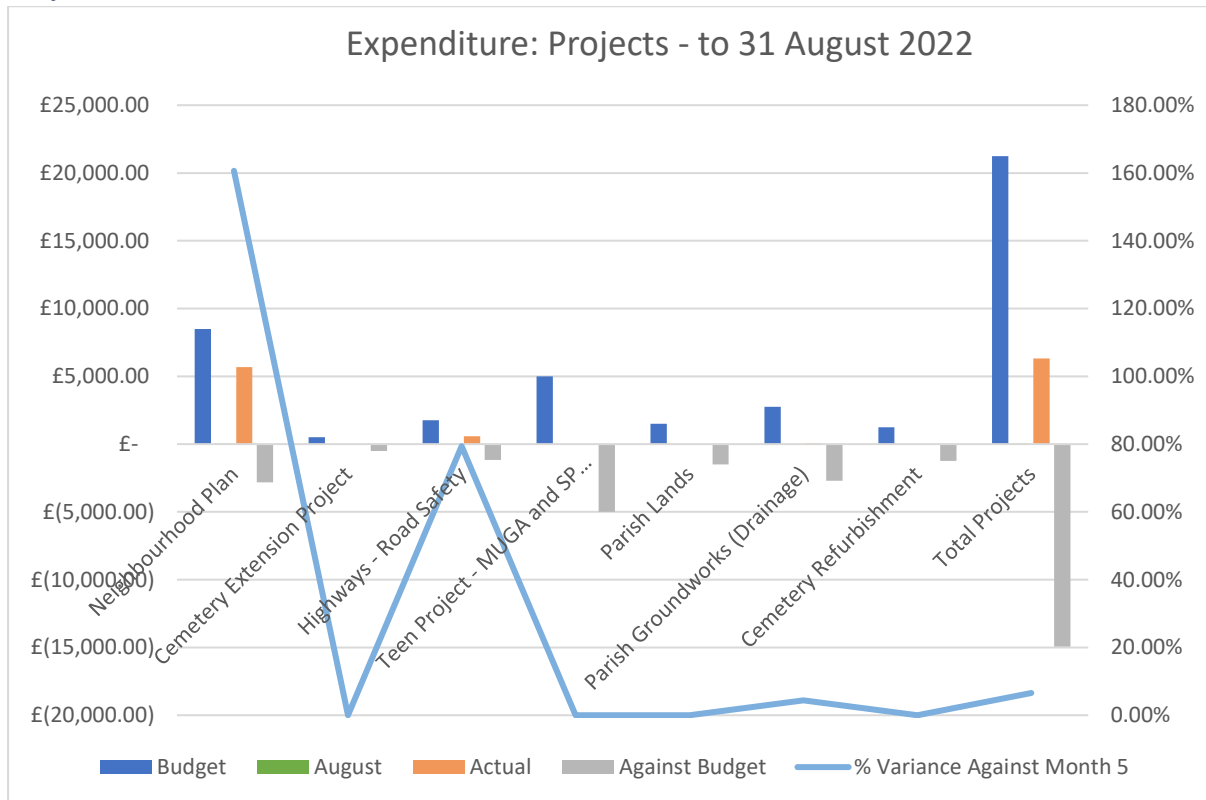


**Notes:**

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

A local organisation grant awarded in November and March has now been paid. The underspend on the previous financial year budget was transferred to Earmarked Reserves and has since been applied back against the budget line Grants – Local Support and Village Organisations.

## Projects



Delays at Suffolk County Council mean that the Speed Survey planned for Wickham Street did not take place until March. A locality grant from Cllr Bennett underwrote 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 current financial year, for which there are earmarked reserves.

Housing Needs Survey – the survey undertaken by Cambs Acre, has been paid against the Neighbourhood Plan Budget. Neighbourhood Plan project has now started and costs are coming in which will show on future reports. The Locality Grant applied for (£9997.00) was paid in September and will be applied against the Neighbourhood Plan budget line.

Cemetery Extension project on hold following advice from landowner that they do not wish to sell at present.

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

- Teen project and replacement
- Six Acres Development

**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.

## Reserves:

Movement in Earmarked Funds	01 April 2022	April	Transfer Unspent Funds	June	July	August	Movement	Current
Staff Contingency	£ 1,400.00		-£ 1,695.00				-£1,695.00	£3,095.00
Training	£ -		-£ 175.00				-£175.00	£175.00
Data Protection	£ 770.00		-£ 185.00				-£185.00	£955.00
Elections	£ 2,975.00	-£ 500.00					-£500.00	£3,475.00
Insurance	£ -	-£ 245.00					-£245.00	£245.00
Grounds Maintenance	£ 1,520.00	£ 1,520.00	-£ 995.00				£525.00	£995.00
Tree Surgery	£ 1,640.00						£0.00	£1,640.00
Cemetery & Churchyard	£ -						£0.00	£0.00
Teen Project Replacement	£ 7,500.00	£ 7,500.00					£7,500.00	£0.00
Playground & Teen Project Maintenance	£ 1,775.00	£ 750.00	-£ 913.68	£ 663.68			£500.00	£1,275.00
Playground Replacement	£ -						£0.00	£0.00
Six Acres Development	£ 2,500.00						£0.00	£2,500.00
Memorial garden *	£ -						£0.00	£0.00
Legacy	£ 250.00						£0.00	£250.00
Day Club	£ 555.00						£0.00	£555.00
Neighbourhood Planning	£ 5,170.00	£ 5,170.00	-£ 995.00				£4,175.00	£995.00
Safety & Security matters	£ 2,100.00	£ 2,100.00					£2,100.00	£0.00
Highways	£ 250.00		-£ 2,125.00				-£2,125.00	£2,375.00
Grants - Local Support & Village Organisations	£ -		-£ 750.00	£ 680.00			-£70.00	£70.00
Civic Event	£ 745.00	£ 745.00	-£ 250.00				£495.00	£250.00
Charitable Donations	£ 200.00	£ 200.00	-£ 50.00				£ 150.00	£50.00
Cemetery Extension Project	£ -		-£ 3,000.00				-£ 3,000.00	£3,000.00
<b>Total Earmarked Reserves</b>	<b>£ 29,350.00</b>	<b>£ 17,240.00</b>	<b>-£ 8,133.68</b>	<b>£ 663.68</b>	<b>£ -</b>	<b>£ -</b>	<b>£10,450.00</b>	<b>£18,900.00</b>
<b>Operating Reserve</b>	<b>£ 9,478.60</b>							<b>£31,734.92</b>
<b>Total Reserves</b>	<b>£ 38,828.60</b>						<b>£10,450.00</b>	<b>£ 50,634.92</b>

Operating reserves at end of August '22 were £31,734.92 – 89.14% of precept value (should not be less than 25%).

**Recommendation:**

**A reversal of the underspend transferred to Earmarked reserves (£1695.00 to Staff contingency, Min 22.04.12 refers) and an adjustment of the budget lines allocated as below:**

	Approved Budget	Adjustment	Revised Budget
<b>From Earmarked Reserves (Staff Contingency)</b>		-£1695.00	
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<b>Total</b>	<b>£13,089.00</b>	<b>+£1695.00</b>	<b>£14,784.00</b>