

## WPC.20.04.05 Transfer of Unspent Balances to Earmarked Funds

### Transfer of Unspent Balances to Earmarked Funds

Unspent balances on the Parish Council's budget lines can not be carried forward to the new financial year. They may, however, upon resolution, be transferred to Earmarked Funds.

At the end of the 2018-19 financial year, the earmarked funds were as below:

| Opening Reserves made up of: |                   | Movement on Reserves: |           | Closing Reserves made up of:  |                   |
|------------------------------|-------------------|-----------------------|-----------|-------------------------------|-------------------|
| Operating Reserve            | 23,808            |                       | £3,341.25 | Operating Reserve             | 27,149            |
| Teen Project Replacement     | 10,344            |                       | £ -       | Teen Project Replacement      | 10,344            |
| Teen Proj./Playground Maint. | 2,366             |                       | £ -       | Teen Proj./Playground Maint.  | 2,366             |
| Playground Replacement       | 2,913             |                       | £ -       | Playground Replacement        | 2,913             |
| Six Acres Development        | 2,000             |                       | £ -       | Bury Playground New Equipment | -                 |
| Memorial garden              | -                 |                       | £ -       | Six Acres Development         | 2,000             |
| Legacy                       | 250               |                       | £ -       | Memorial garden               | -                 |
| Day Club                     | 555               |                       | £ -       | Legacy                        | 250               |
| Neighbourhood Planning       | 5,000             |                       | £ -       | Day Club                      | 555               |
| Safety & Security matters    | 843               |                       | £ -       | Neighbourhood Planning        | 5,000             |
| Tree Surgery                 | -                 |                       | £ -       | Safety & Security matters     | 843               |
| Elections                    | -                 |                       | £ -       | Tree Surgery                  | -                 |
| Highways                     | -                 |                       | £ -       | Highways                      | -                 |
| <b>Total</b>                 | <b>£48,079.00</b> |                       |           | <b>Total</b>                  | <b>£51,420.25</b> |

Final totals against each budget line are indicated in Appendix A to this report, with underspend in budget lines highlighted in yellow. The proposal is to move those underspends into Earmarked funds (creating two new Earmarked Funds – Data Protection & Grounds). 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 maintenance, where funds were transferred in to cover the cost of repair work to the play fort), and a small reduction to funds in the General Reserve, as below:

| Movement in Earmarked Funds | #####             | Movement          | 31-Mar-20         |
|-----------------------------|-------------------|-------------------|-------------------|
| Operating Reserve           | £27,149.00        | -£ 1,334.49       | £25,814.51        |
| Data Protection (New)       | -                 | £ 770.00          | £770.00           |
| Elections                   | -                 | £ 2,000.00        | £2,000.00         |
| Grounds Maintenance (New)   | -                 | £ 450.00          | £450.00           |
| Tree Surgery                | -                 | £ 300.00          | £300.00           |
| Cemetery & Churchyard       | -                 | £ 2,350.00        | £2,350.00         |
| Playground & Teen Project   |                   |                   |                   |
| Maintenance                 | £2,366.00         | -£ 2,366.00       | £0.00             |
| Teen Project Replacement    | £10,344.00        | £ 750.00          | £11,094.00        |
| Playground Replace income   | £2,913.00         | £ -               | £2,913.00         |
| Playground (Bury Rd)        | -                 | £ -               | £0.00             |
| Six Acres Development       | £2,000.00         | £ -               | £2,000.00         |
| Memorial garden             | -                 | £ -               | £0.00             |
| Legacy                      | £250.00           | £ -               | £250.00           |
| Day Club                    | £555.00           | £ -               | £555.00           |
| Neighbourhood Planning      | £5,000.00         | £ -               | £5,000.00         |
| Safety & Security matters   | £843.00           | £ -               | £843.00           |
| Highways                    | -                 | £ 250.00          | £250.00           |
| <b>Total</b>                | <b>£51,420.00</b> | <b>£ 4,504.00</b> | <b>£54,589.51</b> |

#### **Recommendation:**

**To transfer any unspent balances from the budget lines indicated in report WPC.20.04.05.**

Hilary Workman  
Clerk & RFO  
April 2020

## Opening Balance

|   | Total             | Against Budget     | Variance          | Notes  |
|---|-------------------|--------------------|-------------------|--|
| <b>INCOME</b>   |                   |                    |                   |  |
| Precept   | £33,955.00        | £ 33,955.00        | £0.00             | 100.00%  |
| Cemetery Fees   | £1,500.00         | £ 2,480.00         | £980.00           | 165.33% Generally more interments in winter                            |
| Chapel rent & elec (Players)                            | £10.00            | £ 10.00            | £0.00             | 100.00%  |
| Ground rents  | £30.00            | £ 20.00            | £-10.00           | 66.67%   |
| Wayleaves   | £45.00            | £ -                | £-45.00           | 0.00%  |
| Bank interest   | £20.00            | £ 143.51           | £123.51           | 717.55% Interest underestimated  |
| Contributions to tree inspections / greens improvements | £0.00             | £ -                | £0.00             |  |
| VAT refund  | £6,000.00         | £ 4,814.11         | £-1,185.89        | 80.24% Q4 claim has not been processed by HMRC                         |
| Recycling income  | £2,000.00         | £ 2,121.20         | £121.20           | 106.06%  |
| Windfall Funds  | £0.00             | £ -                | £0.00             |  |
|   | <b>£43,560.00</b> | <b>£ 43,543.82</b> | <b>£-16.18</b>    | 99.96%   |
| <b>EXPENDITURE</b>                                      |                   |                    |                   |  |
| <b>Administration</b>                                   |                   |                    |                   |  |
| Clerk/RFO salary/office                                 | £7,800.00         | £ 6,335.91         | £-1,464.09        | 9.03%  |
| Services and supplies                                   | £600.00           | £ 2,709.07         | £ 2,109.07        | 50.17% payment for item budgeted in 2018/19 - late clearance of Cheque |
| Meeting room hire                                       | £400.00           | £ 251.25           | £-148.75          | 6.98%  |
| Insurance   | £1,500.00         | £ 1,291.92         | £-208.08          | 9.57%  |
| Subscriptions   | £675.00           | £ 876.22           | £ 201.22          | 14.42%   |
| Audit/mileage   | £500.00           | £ 385.00           | £-115.00          | 8.56% not yet received invoice from internal auditor                   |
| Training/mileage  | £1,000.00         | £ 253.94           | £-746.06          | 2.82% some training payments not yet cleared.                          |
| Miscellaneous   | £0.00             | £ -                | £ -               |  |
| Data Protection Legislation                             | £950.00           | £ 180.00           | £-770.00          | 2.11% move balance to earmarked funds                                  |
| Election costs  | £2,000.00         | £ -                | £-2,000.00        | 0.00% Uncontested - move to ear-marked funds                           |
| HMRC/NI Contributions                                   | £250.00           | £ 288.11           | £ 38.11           | 12.80%   |
| Pension Contributions                                   | £225.00           | £ 153.22           | £-71.78           | 7.57%  |
| Administration of Pension                               |                   |                    |                   |  |
| Cont.   | £240.00           | £ 229.00           | £-11.00           | 10.60%   |
| Banking   |                   |                    |                   |  |
|   | <b>£16,140.00</b> | <b>£ 12,953.64</b> | <b>£-3,186.36</b> | 8.92%  |
| <b>Services</b>   |                   |                    |                   |  |
| Electricity   | £100.00           | £ 95.87            | £-4.13            | 10.65%   |
| Water   | £75.00            | £ 992.84           | £ 917.84          | 147.09% unexpected high water charge from 2018/19                      |
| Rates   | £0.00             | £ -                | £ -               |  |
| Website   | £1,125.00         | £ 836.22           | £-288.78          | 8.26%  |
| Phone & Internet Services                               | £400.00           | £ 271.80           | £-128.20          | 7.55%  |
| Microsoft subscription                                  |                   |                    |                   |  |
|   | <b>£1,700.00</b>  | <b>£ 2,196.73</b>  | <b>£ 496.73</b>   | 14.36%   |
| <b>Estates</b>  |                   |                    |                   |  |
| Recreation ground                                       | £1,500.00         | £ 2,037.01         | £ 537.01          | 15.09% late clearing of 2018-19 payment                                |
| Grounds contract  | £13,000.00        | £ 12,550.00        | £-450.00          | 10.73% move balance to earmarked funds                                 |
| Tree surgery  | £1,200.00         | £ 900.00           | £-300.00          | 8.33% move balance to earmarked funds                                  |
| Highways  |                   |                    |                   |  |
| Cemetery  | £250.00           | £ 100.00           | £-150.00          | 4.44% move balance to earmarked funds                                  |
| Churchyard  | £500.00           | £ -                | £-500.00          | 0.00% move balance to earmarked funds                                  |
| War memorial  |                   |                    |                   |  |
| Playground (Cemetery Road)                              | £1,000.00         | £ 3,984.73         | £ 2,984.73        | 44.27% £2366.00 from earmarked funds                                   |
| Playground (Bury Road)                                  | £250.00           | £ 320.08           | £ 70.08           | 14.23%   |
| Playground (Zip Wire)                                   |                   |                    |                   |  |
| Teen Project  |                   |                    |                   |  |
| Teen Project  | £750.00           | £ -                | £-750.00          | 0.00% move balance to earmarked funds                                  |
| Greens  | £750.00           | £ 703.33           | £-46.67           | 10.42%   |
| Miscellaneous   | £100.00           | £ 537.71           | £ 437.71          | 59.75% Dog bin emptying - no budget line last financial year           |
| Parish Notice board                                     | £150.00           | £ -                | £-150.00          | 0.00%  |
| Additional lighting                                     |                   |                    |                   |  |
| Cemetery  | £3,000.00         | £ 1,294.00         | £-1,706.00        | 4.79% move balance to earmarked funds                                  |
| Highways  | £250.00           | £ -                | £-250.00          | 0.00% move balance to earmarked funds                                  |
| Highways  |                   |                    |                   |  |
| Neighbourhood Planning                                  |                   |                    |                   |  |
|   | <b>£22,700.00</b> | <b>£ 22,442.85</b> | <b>£-257.15</b>   | 10.99%   |
| <b>Donations and Grants</b>                             |                   |                    |                   |  |
| Grants/Local Support                                    | £1,000.00         | £ 905.34           | £-94.66           | 10.06%   |
| Spending  |                   |                    |                   |  |
| Charities   | £250.00           | £ 400.00           | £ 150.00          | 17.78%   |
|   | <b>£1,250.00</b>  | <b>£ 1,305.34</b>  | <b>£ 55.34</b>    | 11.60%   |
| Recycling grant to MSC                                  | £2,000.00         | £ 1,010.60         | £-989.40          | 5.61%  |
| VAT   |                   |                    |                   |  |
|   |                   |                    |                   |  |
| <b>GENERAL EXPENDITURE</b>                              | <b>£43,790.00</b> | <b>£ 45,055.30</b> | <b>£ 1,265.30</b> | 11.43%   |

Closing Balance

**Overspent / (Underspent)**    **-£230.00**    **-£ 1,511.48**    **-£ 1,281.48**

Earmarked Funds  
Allocated to Earmarked  
Funds (see below)    £11,034.00

## Movement in Earmarked

| Funds                     | #####             | Movement          | 31-Mar-20         |
|---------------------------|-------------------|-------------------|-------------------|
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| Memorial garden           | -                 | £ -               | £0.00             |
| Legacy                    | £250.00           | £ -               | £250.00           |
| Day Club                  | £555.00           | £ -               | £555.00           |
| Neighbourhood Planning    | £5,000.00         | £ -               | £5,000.00         |
| Safety & Security matters | £843.00           | £ -               | £843.00           |
| Highways                  | -                 | £ 250.00          | £250.00           |
| <b>Total</b>              | <b>£51,420.00</b> | <b>£ 4,504.00</b> | <b>£54,589.51</b> |