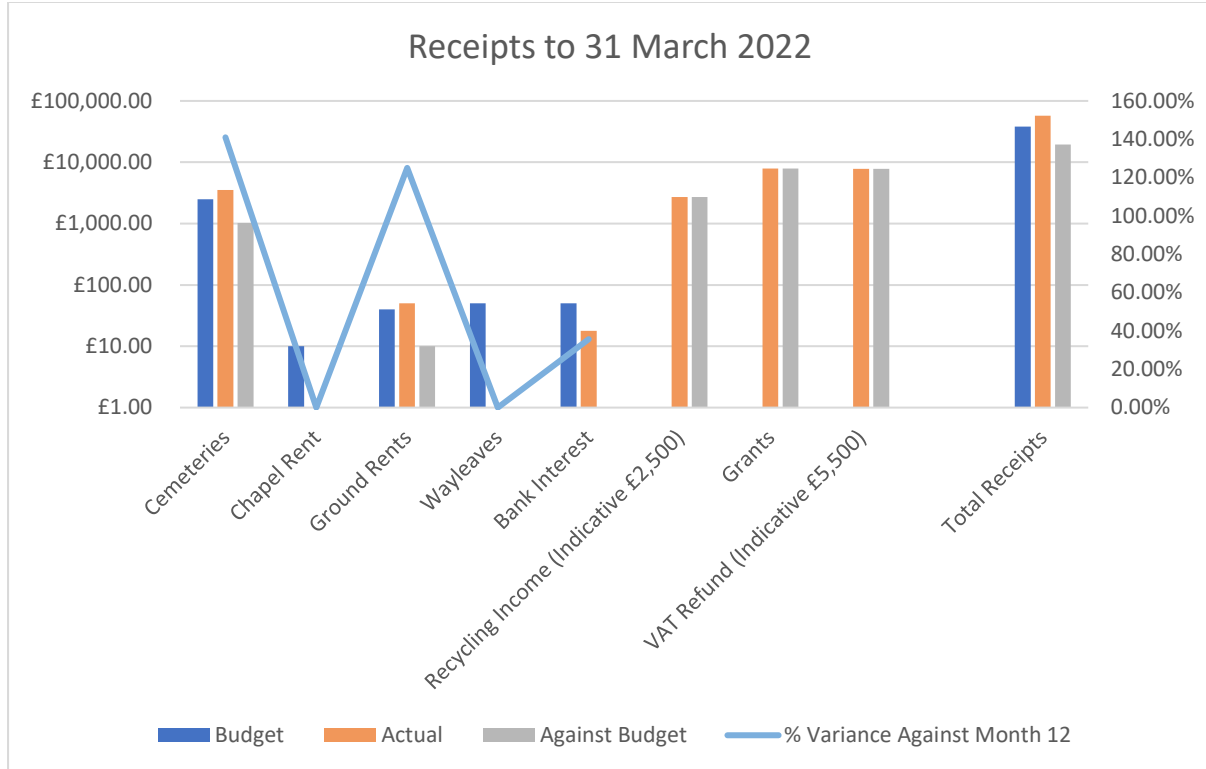


Budget Report to 31 March 2022

Income:



Notes:

Cemeteries receipts matched the expected profile, with the majority of receipts in Quarters 3 & 4.
Ground Rents invoiced and 100% received

VAT claims are now submitted monthly (£7816.10 received to date, no claims outstanding)

Recycling income is paid bi-annually (£2711.62 received).

£310 COVID Grant included in precept payment but shown under grant

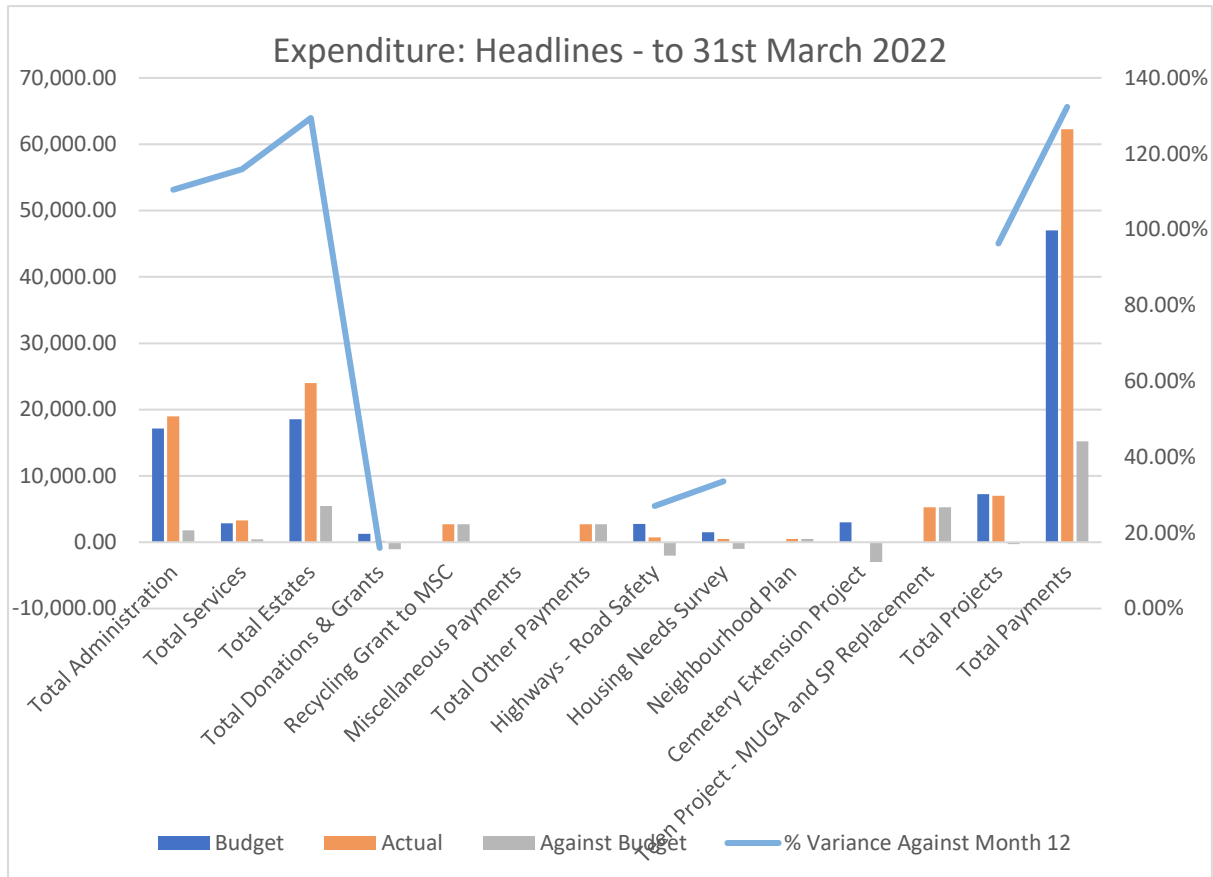
Miscellaneous Receipts – refund of EE clerk mobile overpayment & £3 overpayment.

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

Total Grants received: £7915.00

Expenditure:



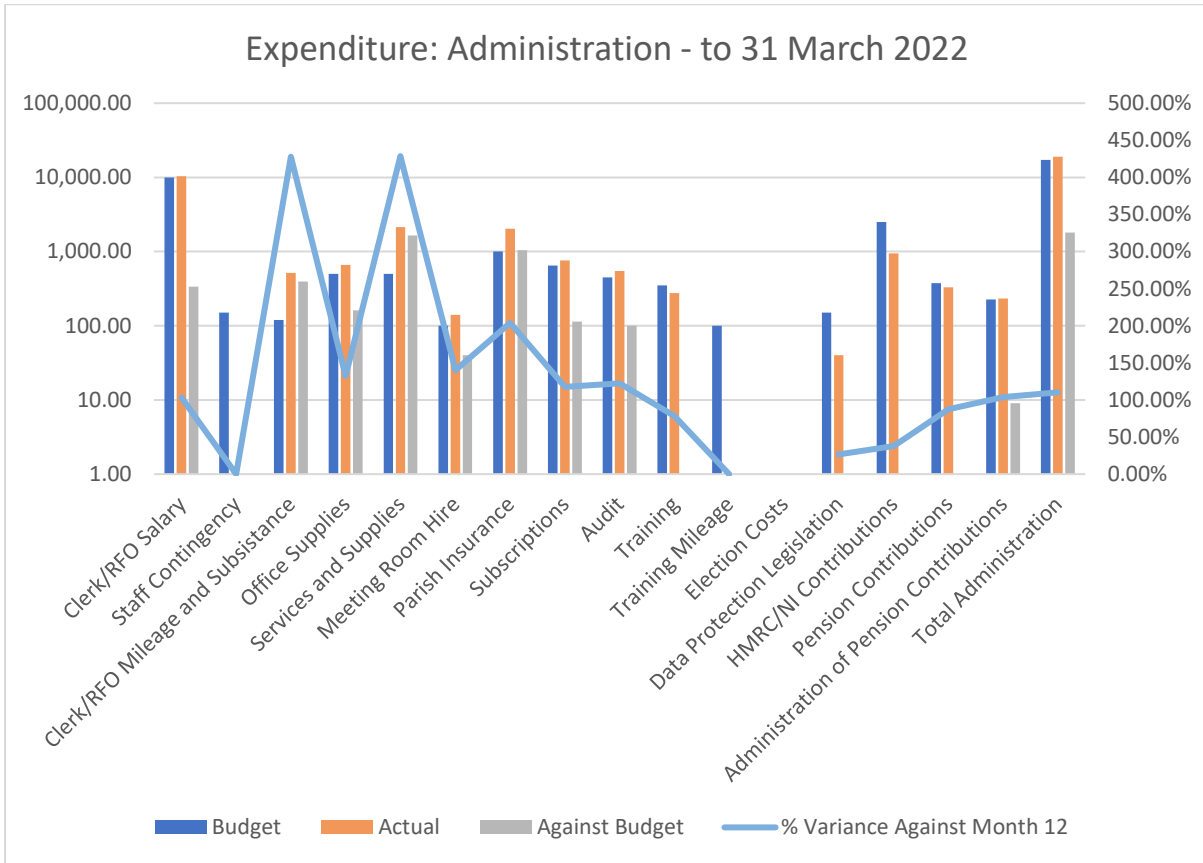
Notes:

- 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 did not proceed 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.

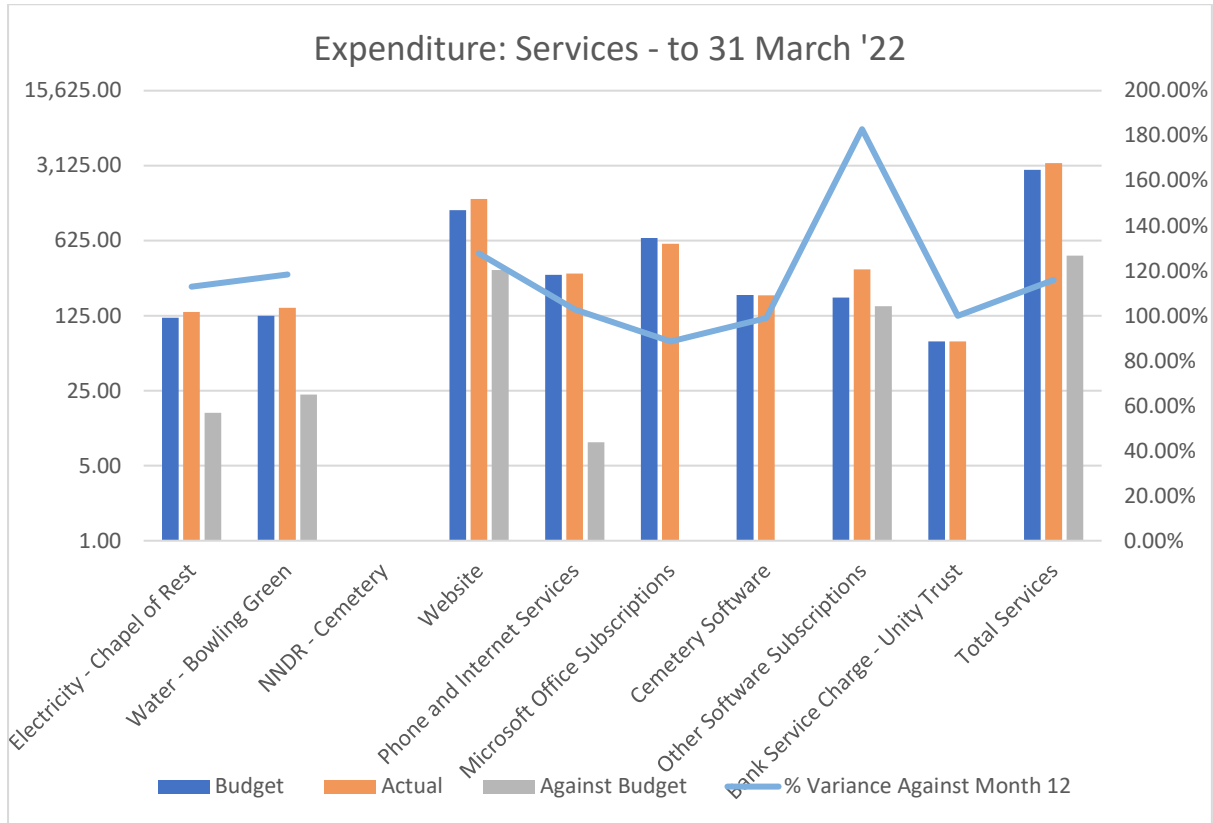
Administration



Notes:

Mileage and Subsistence up against budget – interments have been factored in to new budget and refund of stationery expenses moved out of this budget line in future.
 Insurance – Two insurance premiums paid out in the financial year due to a change in insurance provider – (see Min. 22.02.9.6)
 Training – New Councillor training still to be booked
 Clerk/RFO Salary: Budget included hours for specified projects (claim to Dec '21 approved and paid, claim to March '22 approved and scheduled for payment in new financial year)
 Changes to Clerk personal tax code resulting in a reduction of tax paid to HMRC in current financial year.

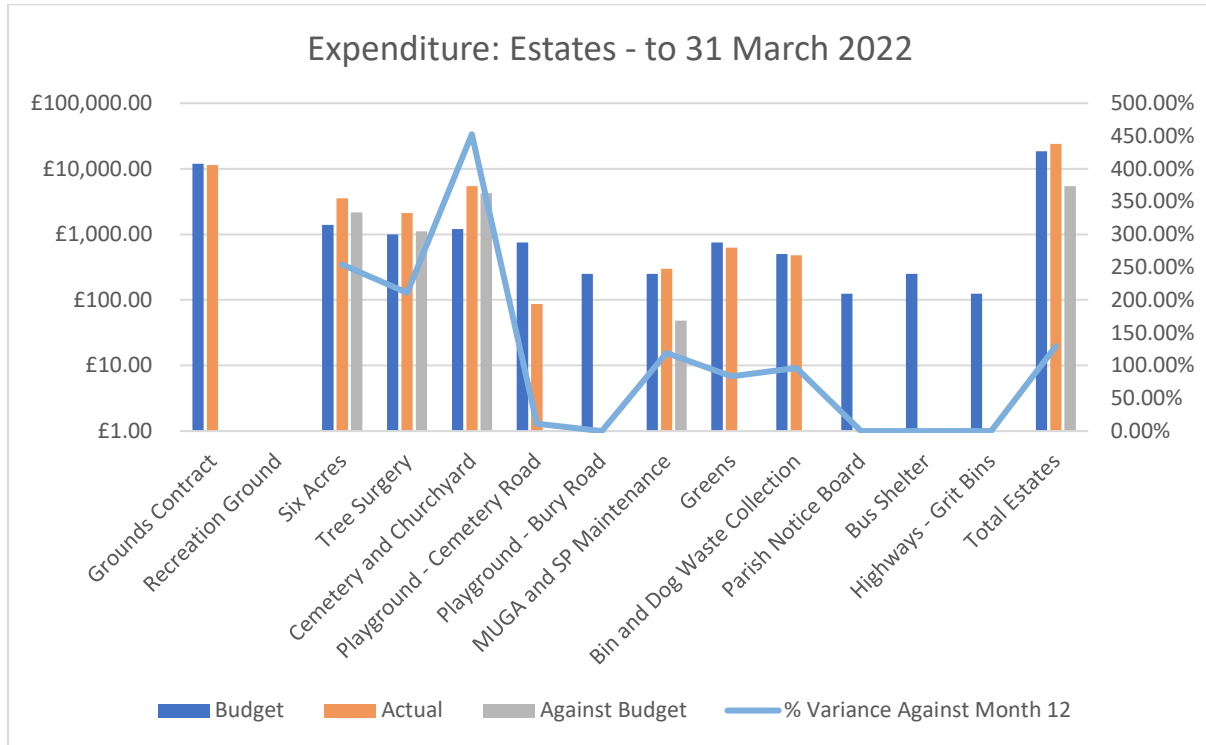
Services



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
 Water supply to bowling green requires monitoring and quarterly meter reading.

Estates



Notes

Grounds Contract expenditure profile was skewed to 1st half of financial year due to invoicing from previous financial year but came in on budget.

Six Acres – Excess expenditure accounted for by 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.

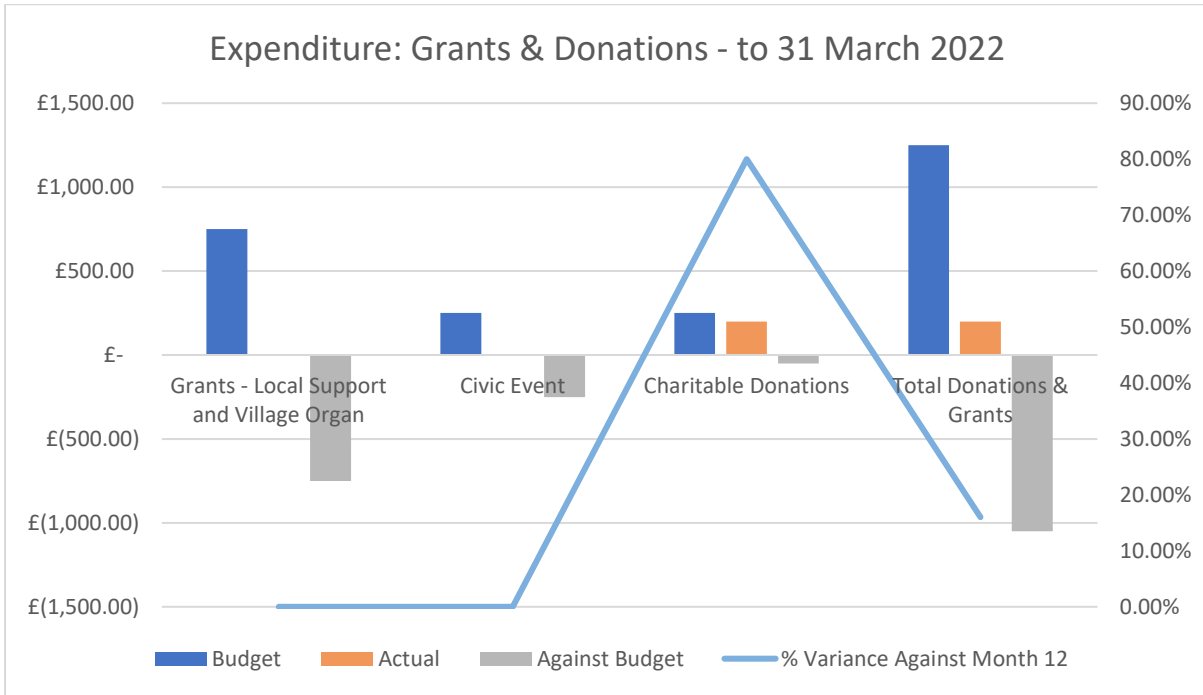
Trees – excess expenditure accounted for by delay to invoicing of work done to trees in previous financial year. Work following summer inspection now completed and invoiced.

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.

Payments on Bow Top Fencing funded from reserves.

Charitable Donations & Grants

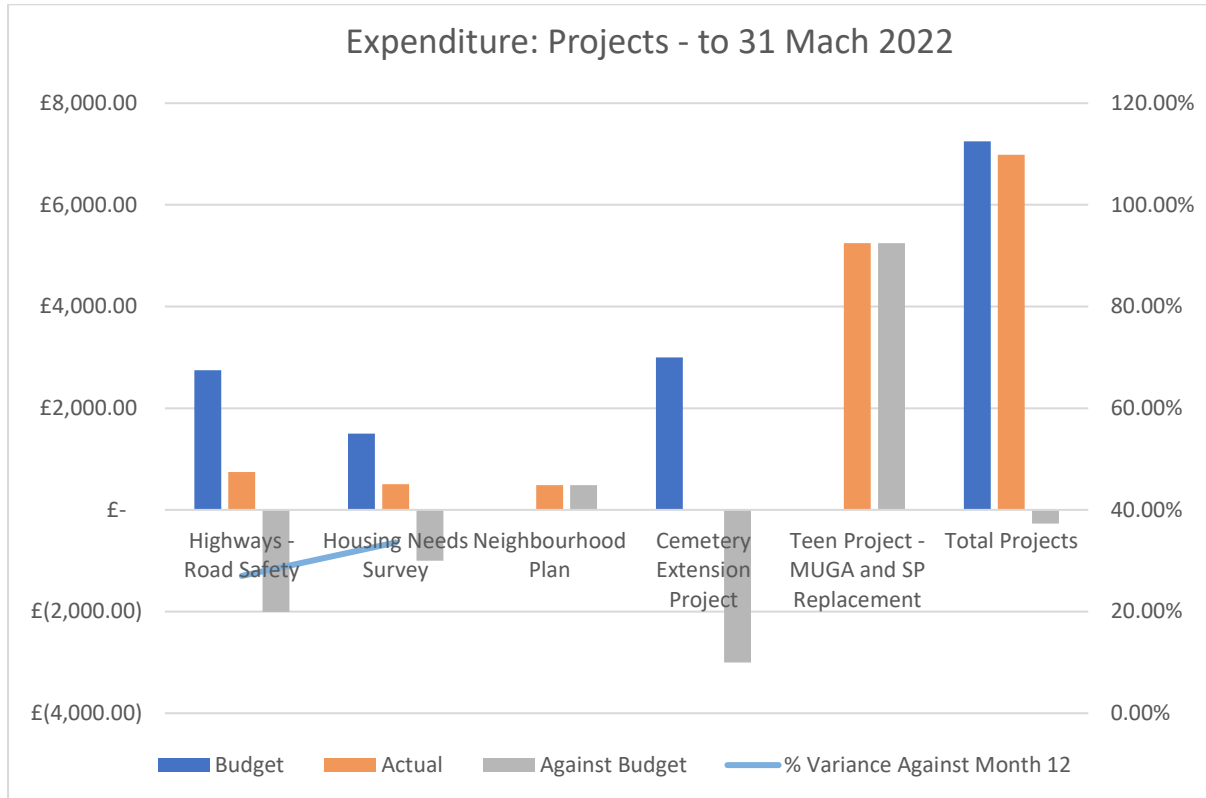


Notes:

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

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

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 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 22.23 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. 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 2021	April	May	June	July	August	September	October	November	December	January	February	March	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	£ -	£ -	£ -	£ -	£ -	£ -	£4,238.27	£29,350.00
Operating Reserve	£ 9,775.25													£296.65	£9,478.60
Total Reserves	£ 43,363.52													£4,534.92	£ 38,828.60

General reserves at Year End were £9,478.60 at £16,927.05 – 26.63% of precept value (should not be less than 25%).

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

- Teen project and replacement
- Six Acres Development

Recommendation:

Changes to earmarked reserves following year end have been dealt with separately in report WPC.22.04.05.

Clerk transferred £17,502.83 from Instant Savings account to current account in April, so that Instant Savings account represents changes to earmarked reserves arising from drawdowns at start of 2022.23 financial year (£11,865.00).