

WPC.22.04.05 Transfer of funds from General to Earmarked Reserves

Transfer of funds from General to Earmarked Reserves

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

At the end of the 2021.22 financial year, the council's reserves were as below:

Opening Reserves made up of:		Movement on Reserves:		Closing Reserves made up of:	
Operating Reserve	£ 9,775.25	£ 296.65		£ 9,478.60	Operating Reserve
Staff Contingency	£ -	-£ 1,400.00		£ 1,400.00	Staff Contingency
Data Protection	£ 770.00	£ -		£ 770.00	Data Protection
Elections	£ 2,000.00	-£ 975.00		£ 2,975.00	Elections
Grounds Maintenance	£ 450.00	-£ 1,070.00		£ 1,520.00	Grounds Maintenance
Tree Surgery	£ 1,300.00	-£ 340.00		£ 1,640.00	Tree Surgery
Cemetery & Churchyard	£ 748.00	£ 748.00		£ -	Cemetery & Churchyard
Teen Project Replacement Playground & Teen Project Maintenance	£ 12,750.00	£ 5,250.00		£ 7,500.00	Teen Project Replacement Playground & Teen Project Maintenance
Playground Replacement	£ 1,015.27	-£ 759.73		£ 1,775.00	Playground Replacement
Six Acres Development	£ -	£ -		£ -	Six Acres Development
Memorial garden	£ 2,500.00	£ -		£ 2,500.00	Memorial garden
Legacy	£ 500.00	£ 500.00		£ -	Legacy
Day Club	£ 250.00	£ -		£ 250.00	Day Club
Neighbourhood Planning	£ 555.00	£ -		£ 555.00	Neighbourhood Planning
Safety & Security matters	£ 7,000.00	£ 1,830.00		£ 5,170.00	Safety & Security matters
Highways	£ 1,500.00	-£ 600.00		£ 2,100.00	Highways
Civic Event	£ 2,250.00	£ 2,000.00		£ 250.00	Civic Event
Charitable Donations	£ -	-£ 745.00		£ 745.00	Charitable Donations
	£ 200.00	£ 200.00		£ 200.00	
Total	£ 43,363.52	£ 4,534.92		£ 38,828.60	

Final totals against each budget line for that financial year are indicated in Appendix A to this report, with underspend in budget lines highlighted in yellow.

The proposal is to move funds equivalent to the underspends from General Reserves into the relevant Earmarked Reserves (creating two new Earmarked Funds – Staffing Contingency & Civic Event, and combining the Memorial Garden earmarked reserve with that of Cemetery & Churchyard).

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 replacement, where new play equipment and a gate was purchased for Bury Road play park), as set out in Appendix B to this report.

Recommendation:

To transfer funds equivalent to the underspends from General Reserves into the relevant Earmarked Reserves indicated in Appendix B of report WPC.21.05.05 and note reductions in specific earmarked reserves.

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Appendix A

	Budget	Actual	Against Budget	Amount to transfer	Move to Earmarked Reserves
Administration					
Clerk/RFO Salary	9,980.00	10,316.44	336.44		
Staff Contingency	150.00	0.00	-150.00	£ 150.00	Staff Contingency
Clerk/RFO Mileage and Subsistence	120.00	513.44	393.44		
Office Supplies	500.00	661.73	161.73		
Services and Supplies	500.00	2,143.22	1,643.22		
Meeting Room Hire	100.00	140.00	40.00		
Parish Insurance	1,000.00	2,040.80	1,040.80		
Subscriptions	650.00	763.39	113.39		
Audit	450.00	550.00	100.00		
Training	350.00	275.00	-75.00	£ 75.00	Training
Training Mileage	100.00	0.00	-100.00	£ 100.00	Training
Election Costs	0.00	0.00	0.00		
Data Protection Legislation	150.00	40.00	-110.00	£ 110.00	Data Protection
HMRC/NI Contributions	2,500.00	944.87	-1,555.13	£ 1,500.00	Staff Contingency
Pension Contributions	375.00	328.21	-46.79	£ 45.00	Staff Contingency
Administration of Pension Contributions	225.00	234.00	9.00		
Total Administration	17,150.00	18,951.10	1,801.10		
Services					
Electricity - Chapel of Rest	120.00	135.53	15.53		
Water - Bowling Green	125.00	147.96	22.96		
NNDR - Cemetery	0.00	0.00	0.00		
Website	1,200.00	1,532.22	332.22		
Phone and Internet Services	300.00	308.26	8.26		
Microsoft Office Subscriptions	660.00	584.40	-75.60	£ 75.00	Data Protection
Cemetery Software	195.00	193.00	-2.00		
Other Software Subscriptions	185.00	338.33	153.33		
Bank Service Charge - Unity Trust	72.00	72.00	0.00		
Total Services	2,857.00	3,311.70	454.70		
	Budget	Actual	Against Budget		
Estates			0.00		
Grounds Contract	11,922.00	11,383.66	-538.34	£ 500.00	Grounds Maintenance
Recreation Ground	0.00	0.00	0.00		
Six Acres	1,400.00	3,554.96	2,154.96		
Tree Surgery	1,000.00	2,110.00	1,110.00		
Cemetery and Churchyard	1,200.00	5,431.07	4,231.07		
Playground - Cemetery Road	750.00	86.32	-663.68	£ 663.68	Playground Maintenance
Playground - Bury Road	250.00	0.00	-250.00	£ 250.00	Playground Maintenance
MUGA and SP Maintenance	250.00	298.30	48.30		
Greens	750.00	627.35	-122.65	£ 120.00	Grounds Maintenance
Bin and Dog Waste Collection	500.00	480.54	-19.46		
Parish Notice Board	125.00	0.00	-125.00	£ 125.00	Grounds Maintenance
Bus Shelter	250.00	0.00	-250.00	£ 250.00	Grounds Maintenance
Highways - Grit Bins	125.00	0.00	-125.00	£ 125.00	Highways
Total Estates	18,522.00	23,972.20	5,450.20		
	Budget	Actual	Against Budget		
Donations & Grants			0.00		
Grants - Local Support and Village Organ	750.00	0.00	-750.00	£ 750.00	Local Support & Village Organ
Civic Event	250.00	0.00	-250.00	£ 250.00	Civic Event
Charitable Donations	250.00	200.00	-50.00	£ 50.00	Charitable Donations
Total Donations & Grants	1,250.00	200.00	-1,050.00		
Other Payments			0.00		
Recycling Grant to MSC	0.00	2,711.62	2,711.62		
Miscellaneous Payments	0.00	0.00	0.00		
Total Other Payments	0.00	2,711.62	2,711.62		
	Budget	Actual	Against Budget		
Projects			0.00		
Highways - Road Safety	2,750.00	742.95	-2,007.05	£ 2,000.00	Highways
Housing Needs Survey	1,500.00	503.75	-996.25	£ 995.00	Neighbourhood Plan
Neighbourhood Plan	0.00	487.00	487.00		
Cemetery Extension Project	3,000.00	0.00	-3,000.00	£ 3,000.00	Cemetery & Churchyard
Teen Project - MUGA and SP Replacement	0.00	5,249.22	5,249.22		
Total Projects	7,250.00	6,982.92	-267.08		
VAT		£ 6,109.74	6,109.74		
Total Payments	47,029.00	62,239.28	15,210.28	£ 11,133.68	

Hilary Workman
Clerk & RFO
April 2022

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Appendix B

Movement in Earmarked Funds	01 April 2021	April	Transfer Unspent Funds	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
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	-£163.68	£1,938.68
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	-£750.00	£750.00
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
Total Earmarked Reserves	£ 29,350.00	£ 17,485.00	-£ 8,133.68	£9,351.32	£19,998.68

Hilary Workman
Clerk & RFO
April 2022