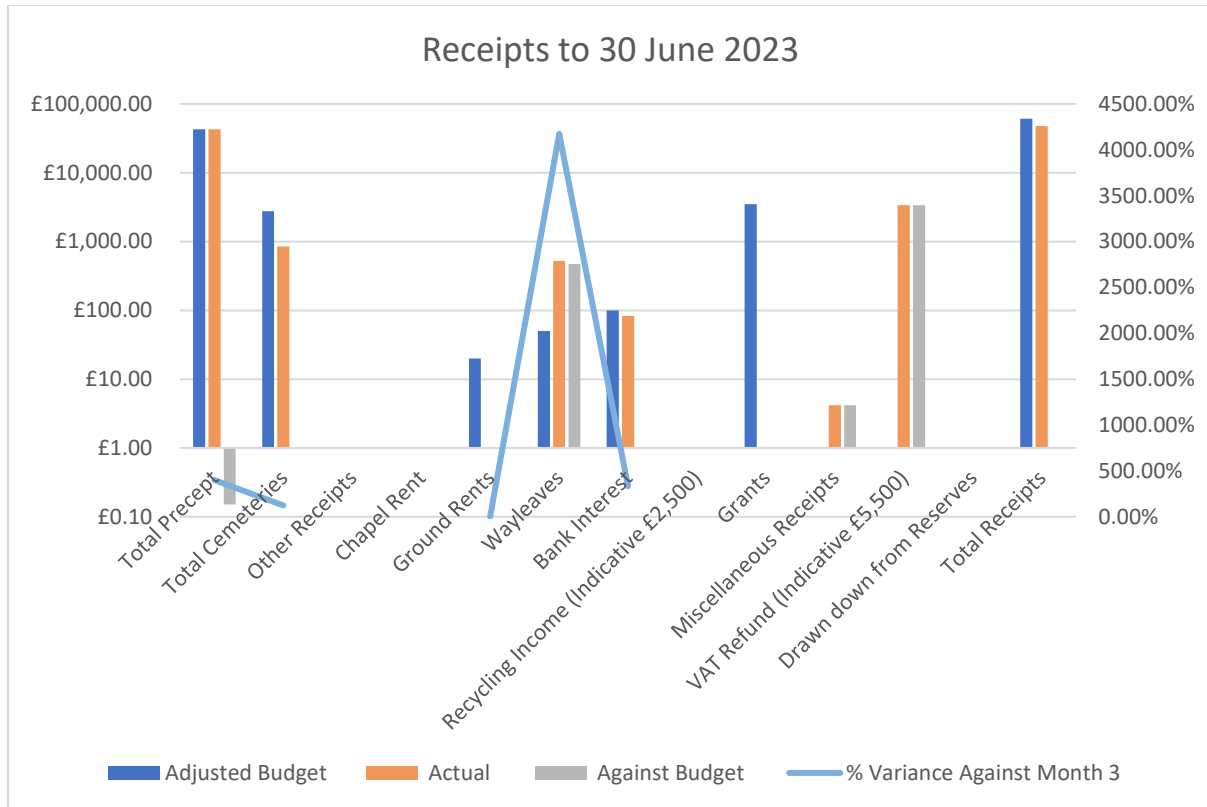


Budget Report to 30 June 2023

Income:



Notes:

The majority of receipts for Cemeteries take place in Quarters 3 & 4. Currently income against month 3 is just over 20% above profile.

Ground Rents to be invoiced in August.

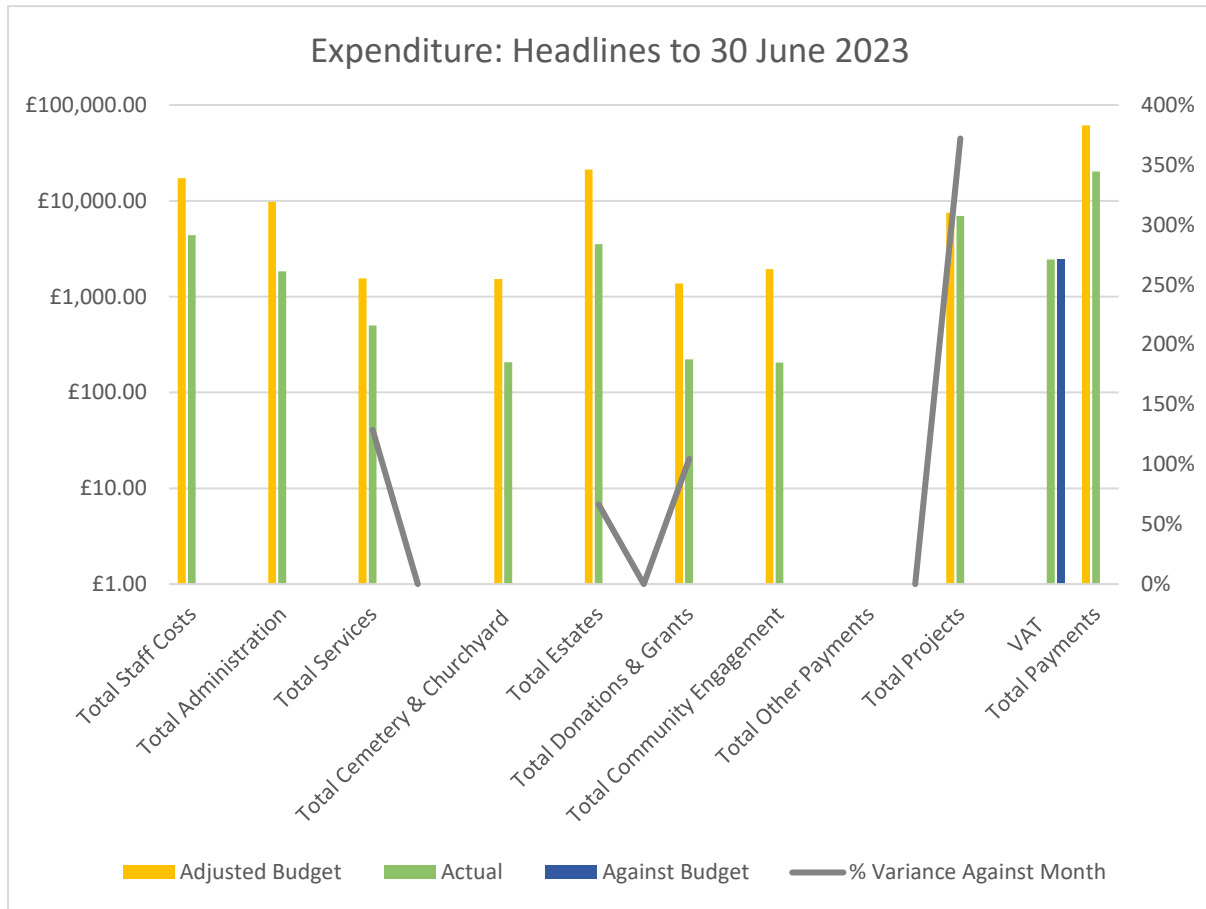
VAT claims are now submitted monthly (£3393.67 received to date, one claim £336.74 outstanding)
 Recycling income is paid bi-annually (next payment due Sept/Oct).

One grant for £1000 from SC Cllr Bennett's locality funding has been approved but not yet paid (this is likely to be paid directly to SC Public Rights of Way for resurfacing work to FP25).

Grant applications for Neighbourhood Planning from Locality/Groundworks have not yet opened.

Precept payment £42,739 has been received.

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

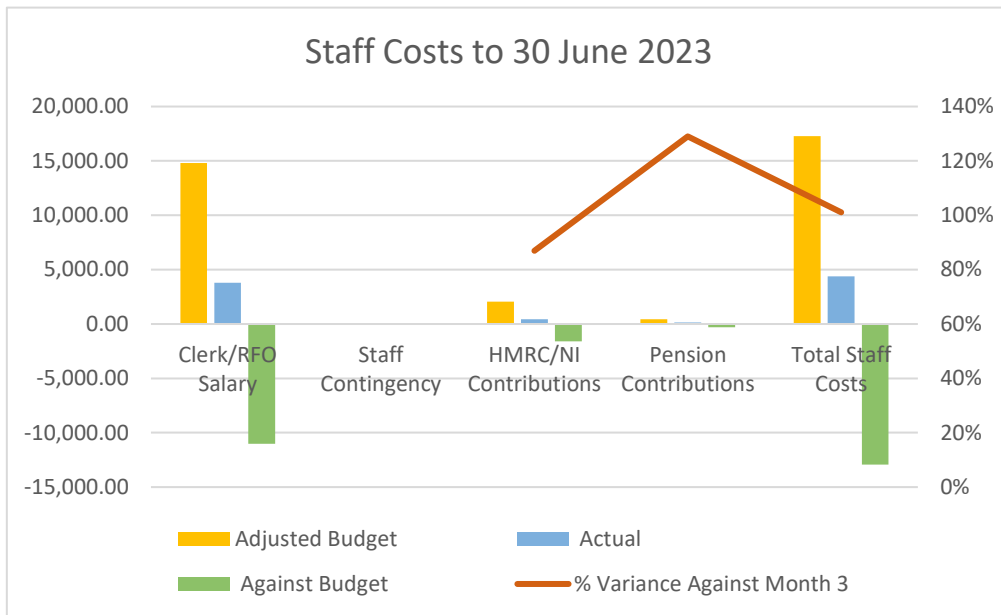
Donations & Grants: In future donations in kind will be reported.

Projects Replacement Teen project spend (Senior Wooden Goal End) has now been paid in full.

The summaries have been sourced from the 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 or budget lines.

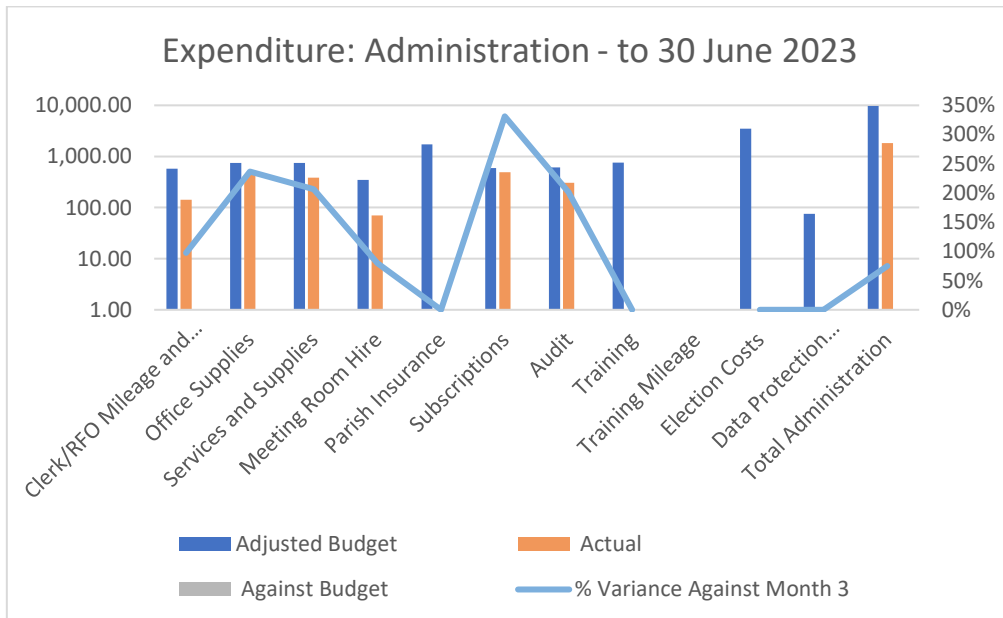
Staff Costs



Notes:

Pension contributions as a variance against monthly profile appear higher than expected despite the budget having been based on standard percentage of pension contributions against salary. This may be the result of back payments on annual increment and LGPS award. To monitor.

Administration



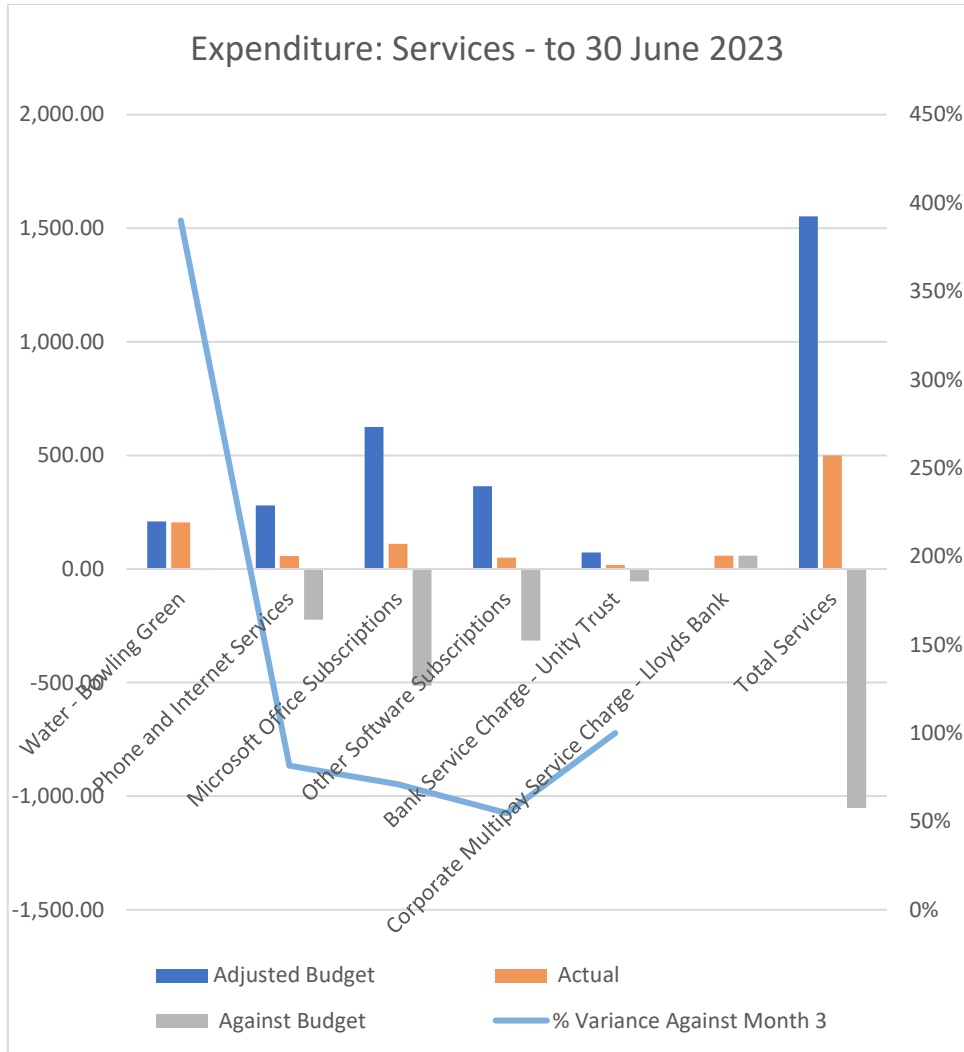
Notes:

The parish election was uncontested and the charge for this is expected to be £100 (this has been chased, but invoice not yet received). Cllrs may wish to consider how to re-allocate the unspent budget (for example, a transfer back to Earmarked Reserves, or across to other revenue lines) for a formal decision delayed to September meeting.

Training budget is currently underspent. New councillors should complete training and there are sufficient funds for this and for training for chairmanships.

Hilary Workman
 Clerk & RFO
 July 2023

Services



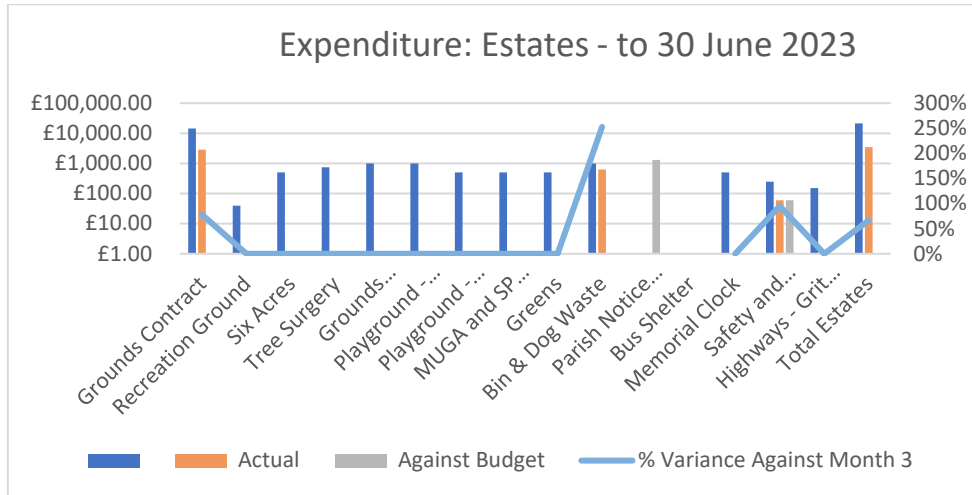
Notes:

All payments relating to the Cemetery have been listed under a separate single heading for ease of reporting.

The Corporate Multipay card has now been set up. There was a set up charge of £50, and monthly administration charges are £3. This had been included in the Services and Supplies but would be better reflected under a separate budget line, with £86 being transferred from Services and Supplies.

Water costs for the bowling green are significantly over the budget profile (£201.82 against a FY budget of £210.00). A second bill is expected in November. Meter readings are now taken monthly and reported to Anglian Water services. See report WPC.23.07.07.

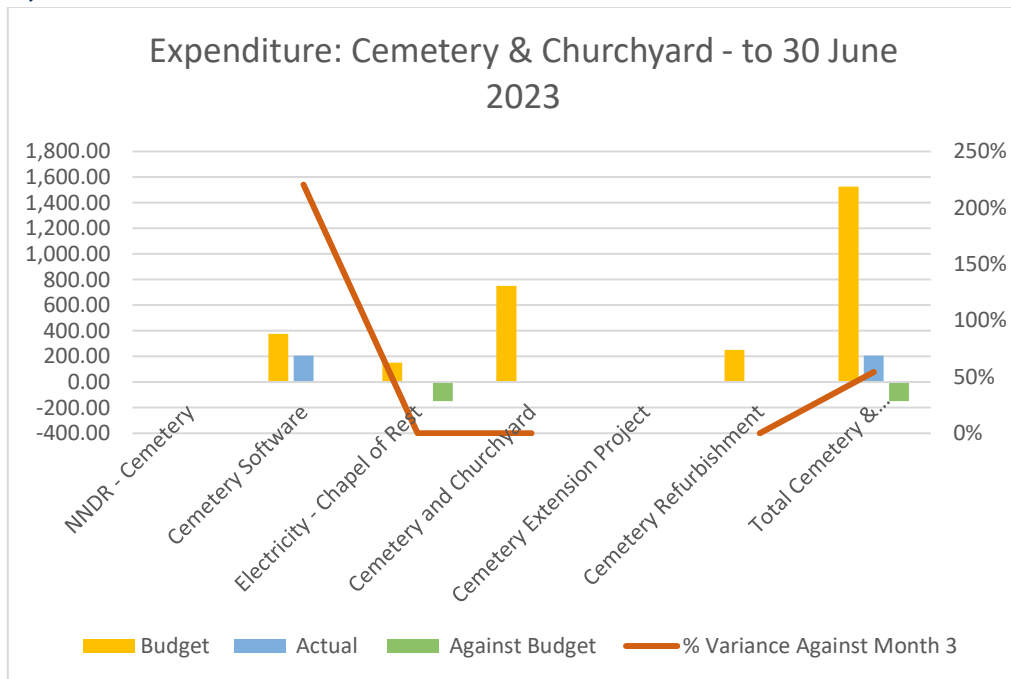
Estates



Notes

No issues identified. Agreement reached with Grounds Contractor that where only part of the cemetery is cut to allow for seeding of wild flowers, the reduction will be applied in that month, rather than offsetting against a future cut (cuts were reduced by £40 per cut for the months of April and May, a saving of £160.00).

Cemetery



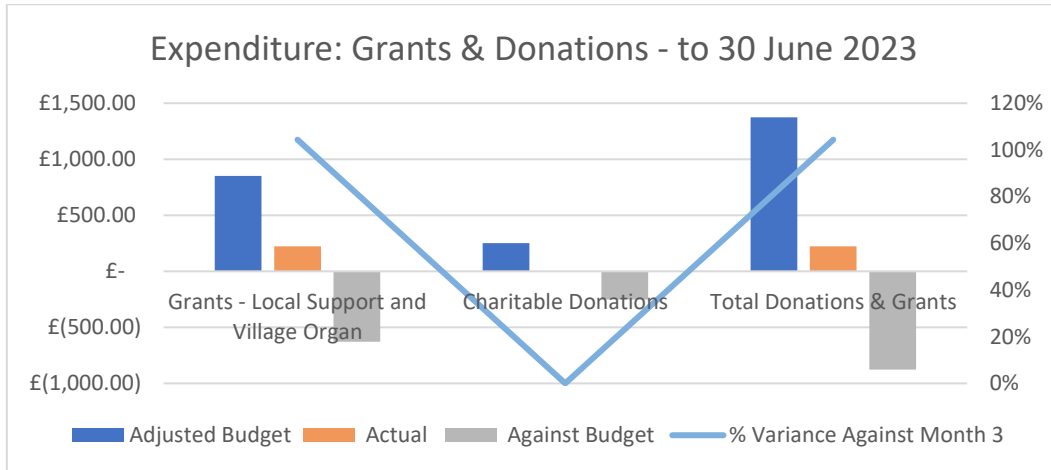
Notes:

Cemetery software has been invoiced and paid (£168.22 under budget).

Memorials testing for Wickhambrook Cemetery has been completed (£600 plus VAT). There may be some works to memorials if owners of plots can not be contacted. This is expected to be between £185 - £225 plus VAT per memorial (a total of 13 memorials were identified for remedial work).

Hilary Workman
 Clerk & RFO
 July 2023

Charitable Donations & Grants

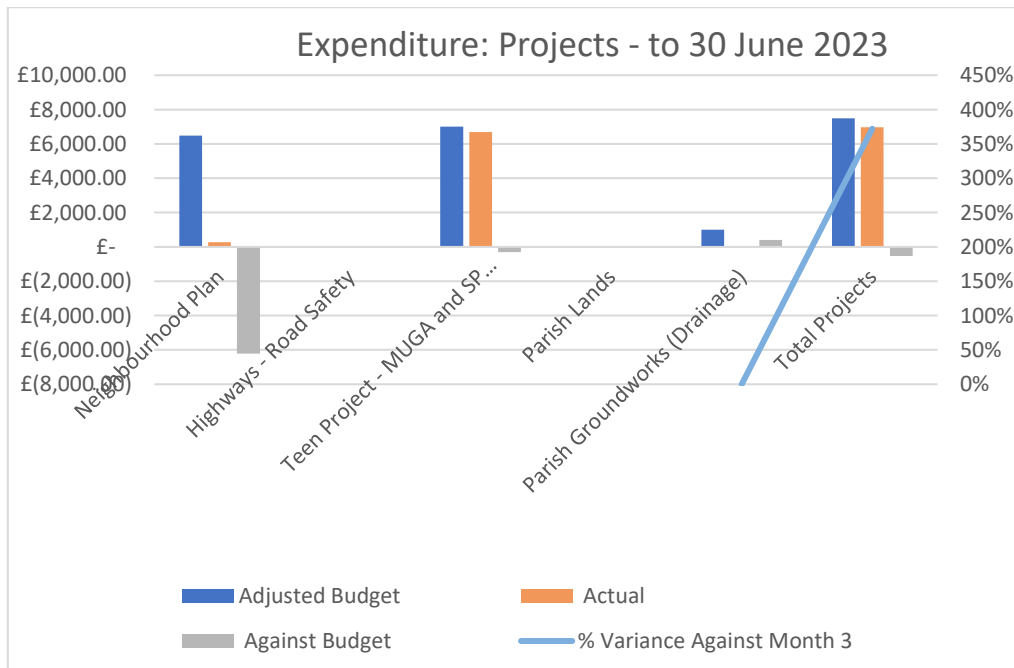


Notes:

No issues identified.

Spending against the locality grant awarded by West Suffolk Councillor Sarah Pugh has now been completed, with catering equipment and games bought for Warm Winter Wednesdays and loans to parish organisations.

Projects



Teen project – This has now been paid, coming in at £305.29 under budget.

Spending on Parish Groundworks (drainage) has been approved by the Estates Committee (£1400 against a budget of £1000, necessitating a draw down on Earmarked reserves of £400.00).

Overview:

Expenditure in each FY should be planned to be largely completed by February (excluding regular payments) to reduce this risk.

The clerk now includes a summary of committed spending to reduce any risk of over allocation against each budget line.

Reserves:

Movement in Earmarked Funds	01 April 2023	Changes to Reserves from Approved Budget	Transfer Unspent Funds	Movement	Current
Staff Contingency	£ 1,400.00			£0.00	£1,400.00
Training	£ 175.00	£ 175.00		£175.00	£0.00
Data Protection	£ 955.00	£ 455.00		£455.00	£500.00
Elections	£ 3,475.00	£ 3,475.00		£3,475.00	£0.00
Insurance	£ -			£0.00	£0.00
Grounds & Asset Maintenance	£ 995.00	£ 995.00	£ (2,050.00)	£-1,055.00	£2,050.00
Tree Surgery	£ 1,640.00	£ 640.00		£640.00	£1,000.00
Cemetery & Churchyard	£ 3,000.00	£ 3,000.00	£ (1,300.00)	£1,700.00	£1,300.00
Teen Project Replacement	£ -		£ (6,900.00)	£-6,900.00	£6,900.00
Playground & Teen Project Maintenance	£ 1,275.00		£ (375.00)	£-375.00	£1,650.00
Playground Replacement	£ -			£0.00	£0.00
Six Acres Development	£ 2,500.00	£ 1,250.00		£1,250.00	£1,250.00
Memorial garden *	£ -			£0.00	£0.00
Legacy	£ 250.00			£0.00	£250.00
Day Club	£ 555.00			£0.00	£555.00
Neighbourhood Planning	£ 995.00	£ 995.00		£995.00	£0.00
Safety & Security matters	£ -		£ (575.00)	£-575.00	£575.00
Highways	£ 2,375.00	£ 875.00		£875.00	£1,500.00
Grants - Local Support & Village Organisations	£ 70.00		£ (550.00)	£-550.00	£620.00
Civic Event/Community Engagement	£ 250.00	£ 250.00	£ (350.00)	£-100.00	£350.00
Charitable Donations	£ 50.00			£0.00	£50.00
Total Earmarked Reserves	£ 19,960.00	£ 12,110.00	#####	£10.00	£19,950.00
Operating Reserve	£ 7,371.27				£34,093.08
Total Reserves	£ 27,331.27				£ 54,043.08

Operating reserves at Year End were £7371.27.

Operating reserve at 30th June, following draw down in the new financial year and adjustments to transfer unspent funds to earmarked reserves was £34,093.08.

Proposed adjustments to budget:**Table 1:** Transfers between revenue budgets:

Report	Purpose	Minute	From	To	Amount
WPC.EC.23.07.01	Fence & Gate Materials for Cemetery	EC.23.07.08.1.ii	Cemetery	Cemetery	£168.22
		EC.23.07.08.1.iii	Software	Cemetery Refurbishment	
		EC.23.07.08.1.iv	Cemetery & Churchyard	Cemetery Refurbishment	£150.00
WPC.EC.23.07.03	Parish Notice Board	EC.23.07.10	(Receipts – Wayleave)	Parish Noticeboard	£500.00
WPC.23.04.07	Corporate Multipay Service Charge				

Table 2: Movements on Reserves

Report	Purpose	Minute	From Earmarked	To Revenue	Amount
WPC.EC.23.07.02	Drainage of Pond at Coltsfoot Green	EC.23.07.09	Grounds and Asset Maintenance	Projects: Parish Groundworks – Drainage	£400.00
WPC.EC.23.07.03	Parish Noticeboard	EC.23.07.10	Grounds and Asset Maintenance	Parish Noticeboard	£800.00
	Community Engagement – Warm Winter Wednesdays	23.04.19	Grants – Local Support and Village Organisations	Community Engagement	£350.00

Recommendation:

To approve transfer between revenue budget lines and transfer of funds from Earmarked Reserves to Revenue budget lines as indicated in Tables 1 and 2 respectively of report WPC.23.07.06 and note net changes to earmarked reserves.