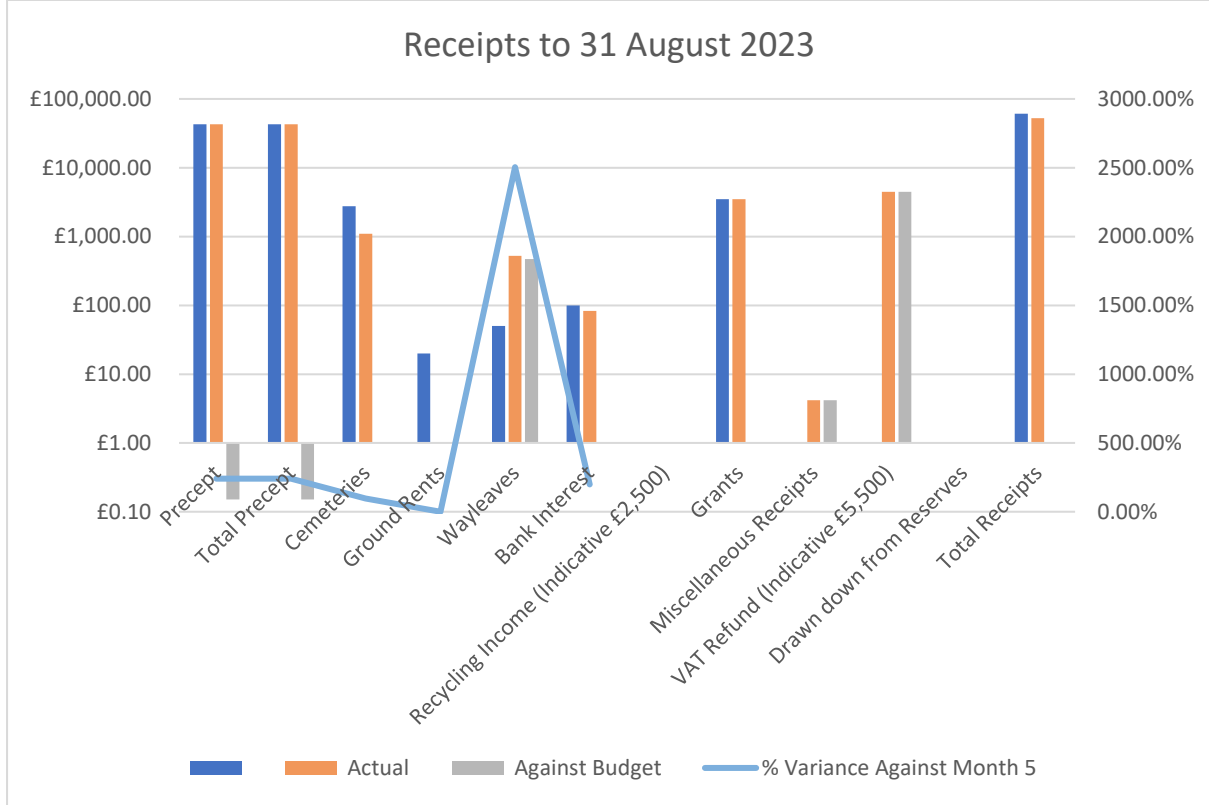


Budget Report to 31 August 2023

Income:



Notes:

The majority of receipts for Cemeteries take place in Quarters 3 & 4. Currently income against month 3 is just under profile (96%).
 Ground Rents for 2023/24 have been invoiced in September.

VAT claims are now submitted monthly (£4469.43 received to month 5, claim £568.68 for September also received)

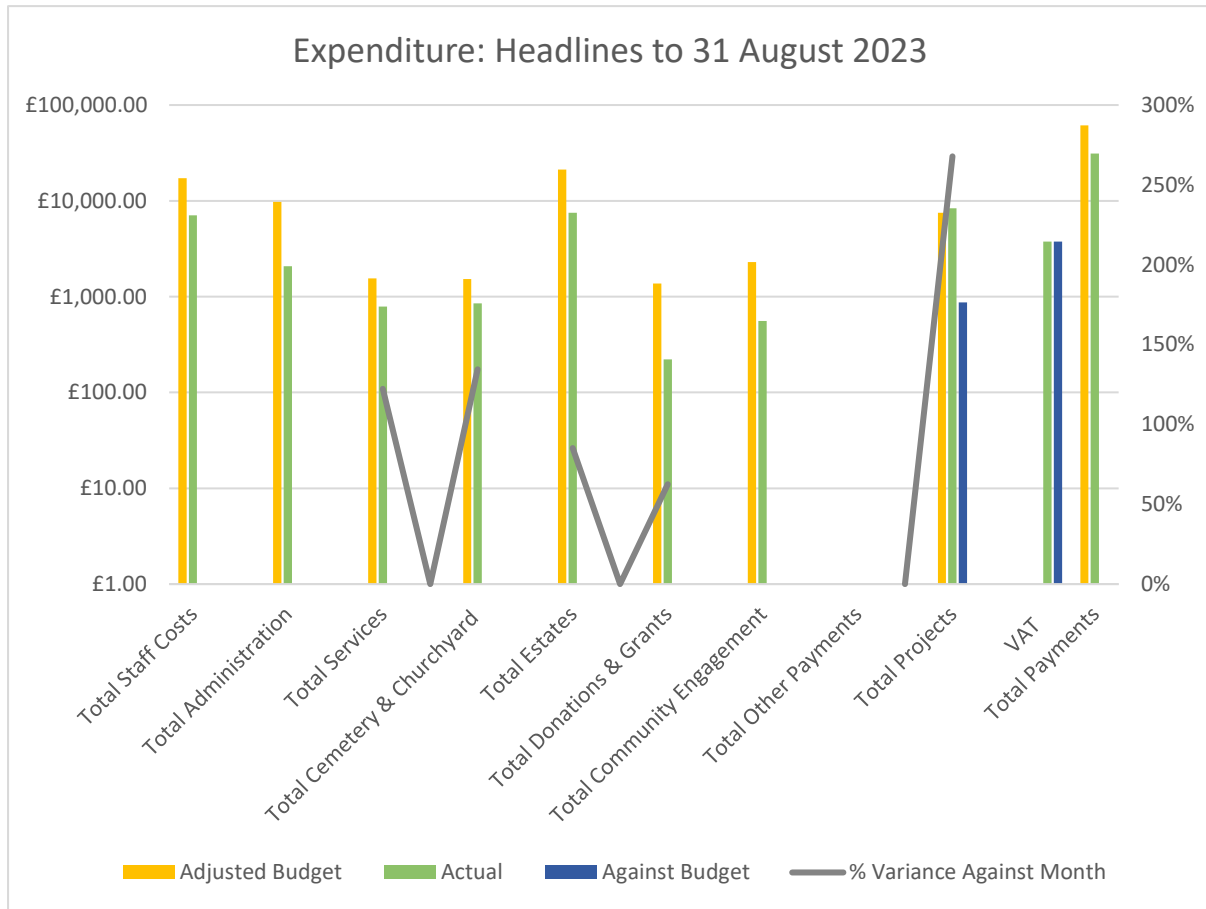
Recycling income is paid bi-annually (payment for October '22 – March '23 received on 14/09/2023).

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 – there is a delay due to PROW being unable to instruct a contractor to date).

Grant application for Neighbourhood Planning from Locality/Groundworks has been approved and paid (£3497).

Precept payment £42,739 has been received.

Expenditure:



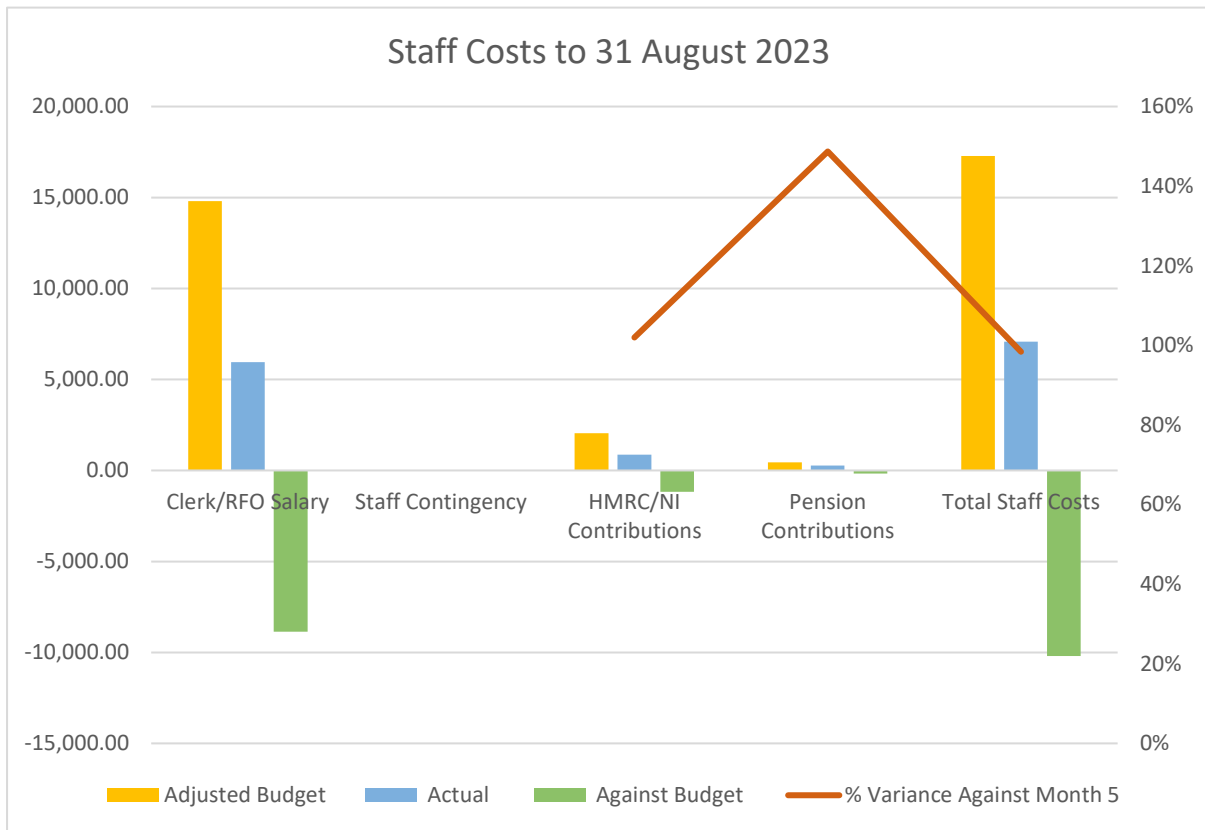
Notes:

- Staff Costs** -
- 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



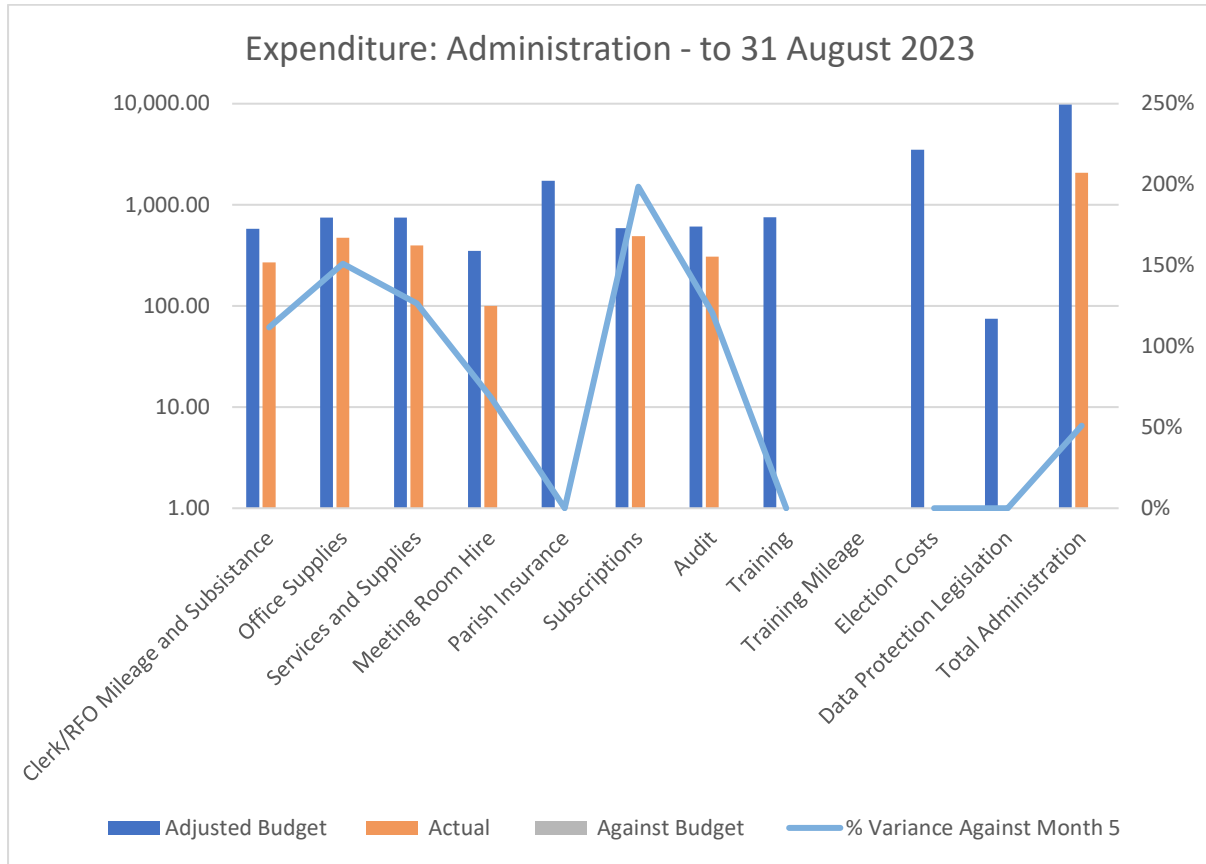
Notes:

Pension contributions as a variance against monthly profile still higher than expected (48% up) 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 and review November.

Administration



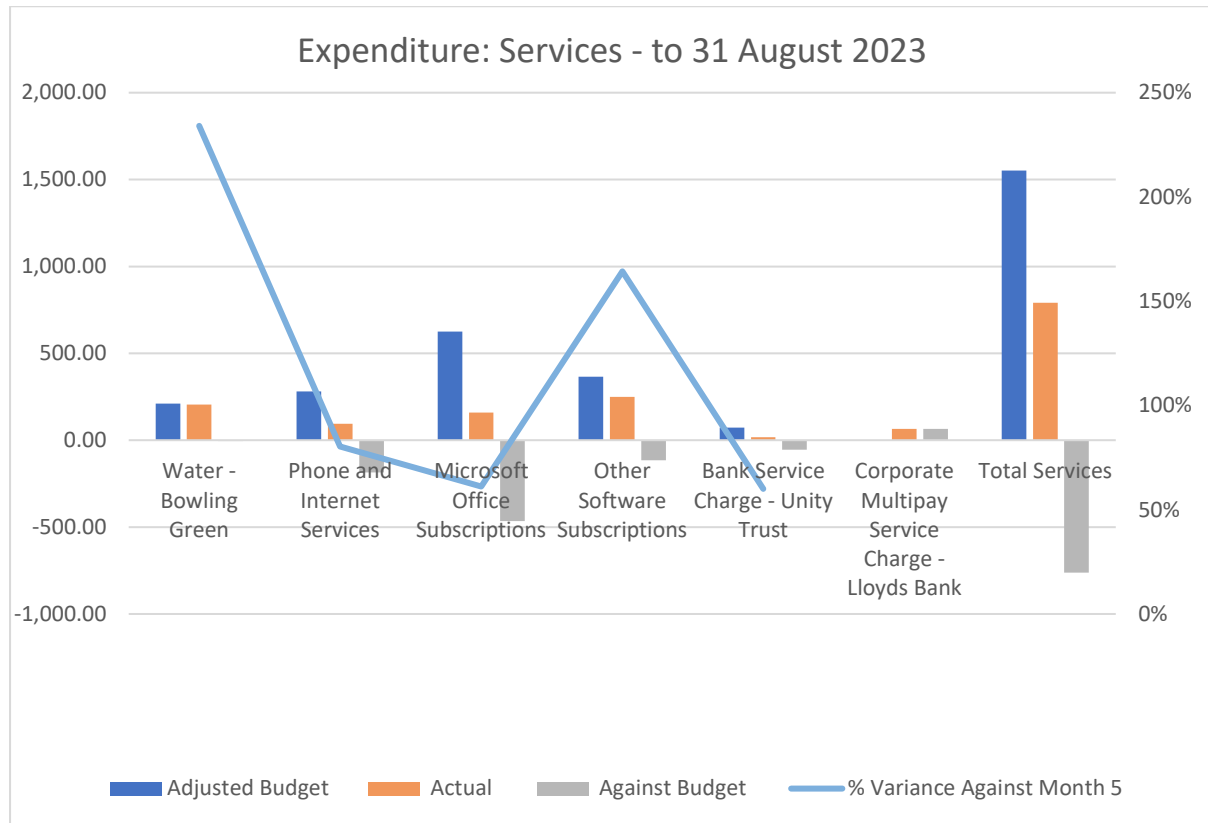
Notes:

The parish election was uncontested and the invoice for this has now been received (September - £81.91, leaving an underspend of £3393.09).

Cllrs may consider a re-allocation of the unspent budget to the Neighbourhood Plan line of the projects budget.

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

Services



Notes:

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

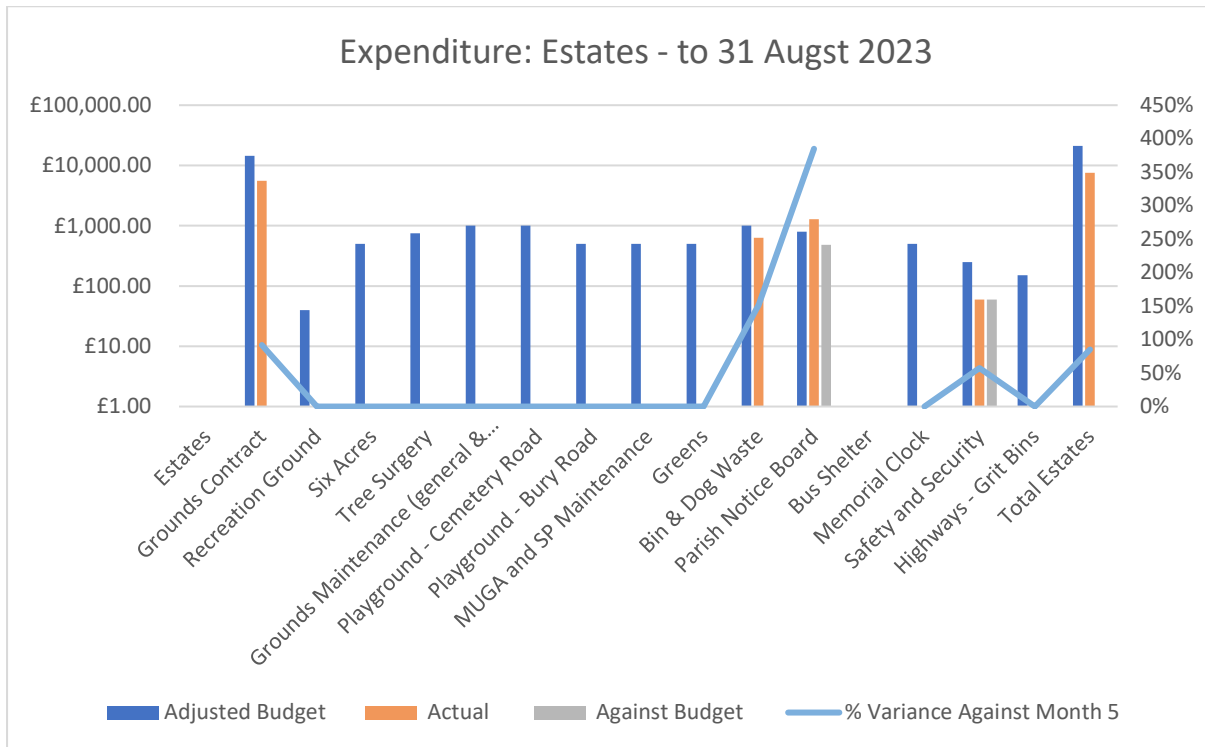
The Corporate Multi-pay card has now been set up. There was a set up charge of £50, and monthly administration charges are £3.

A new budget line has been set up under Services (Corporate Multi-pay) and £86 (being the cost for the first year) 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 further bill for August (£104.37 Agenda item 10.5i) was paid in September and two further bills expected in November and February. Meter readings are now taken monthly and reported to Anglian Water services.

Further to the report to the parish council at its July '23 meeting, the clerk wrote to the Bowls Club but has not to date had a response.

Estates



Notes

No issues identified.

Grounds Contract is currently slightly under budget, agreement having been 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).

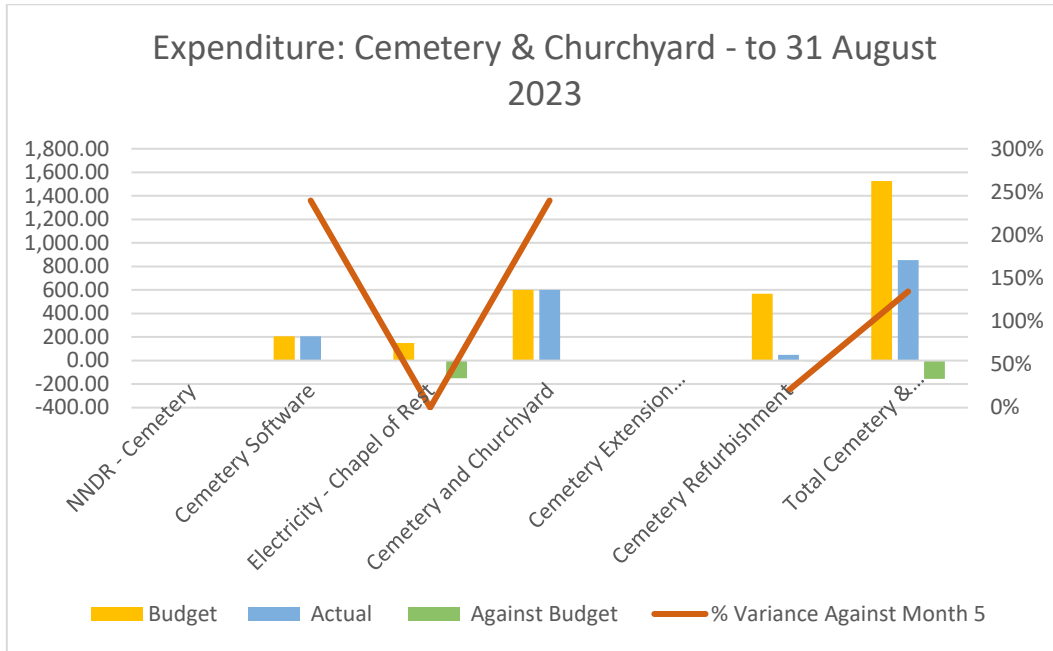
There is committed spending against:

Six Acres	£125.00
Safety and Security	£250.00
Grit Bins	£150.00

For items agreed at the July meeting of the Estates Committee, which are currently being prepared.

A new parish noticeboard has been ordered (but not yet delivered).

Cemetery

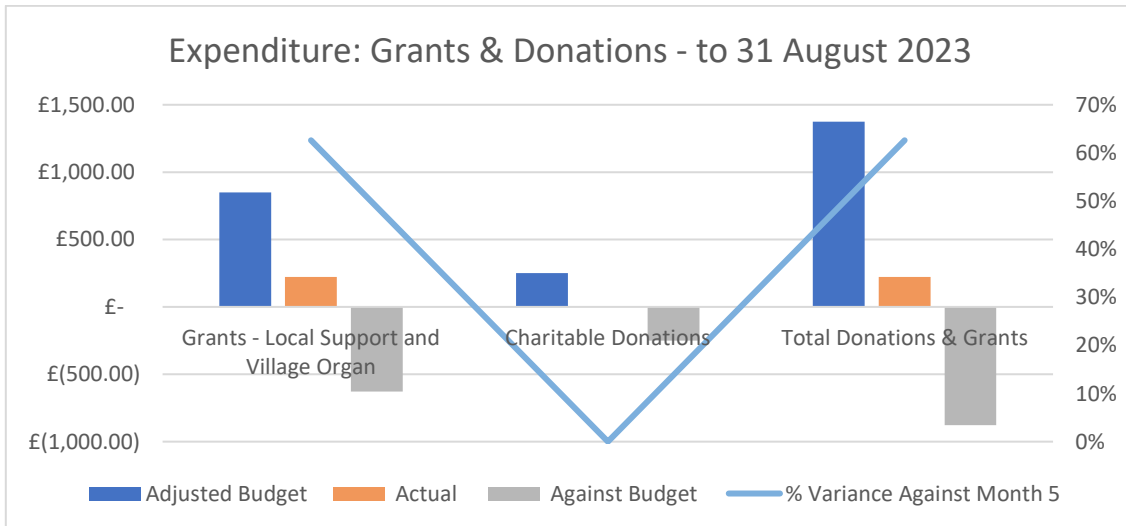


Notes:

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 cannot be contacted. This is expected to be between £185 - £225 plus VAT per memorial (a total of 13 memorials were identified for remedial work).

Charitable Donations & Grants



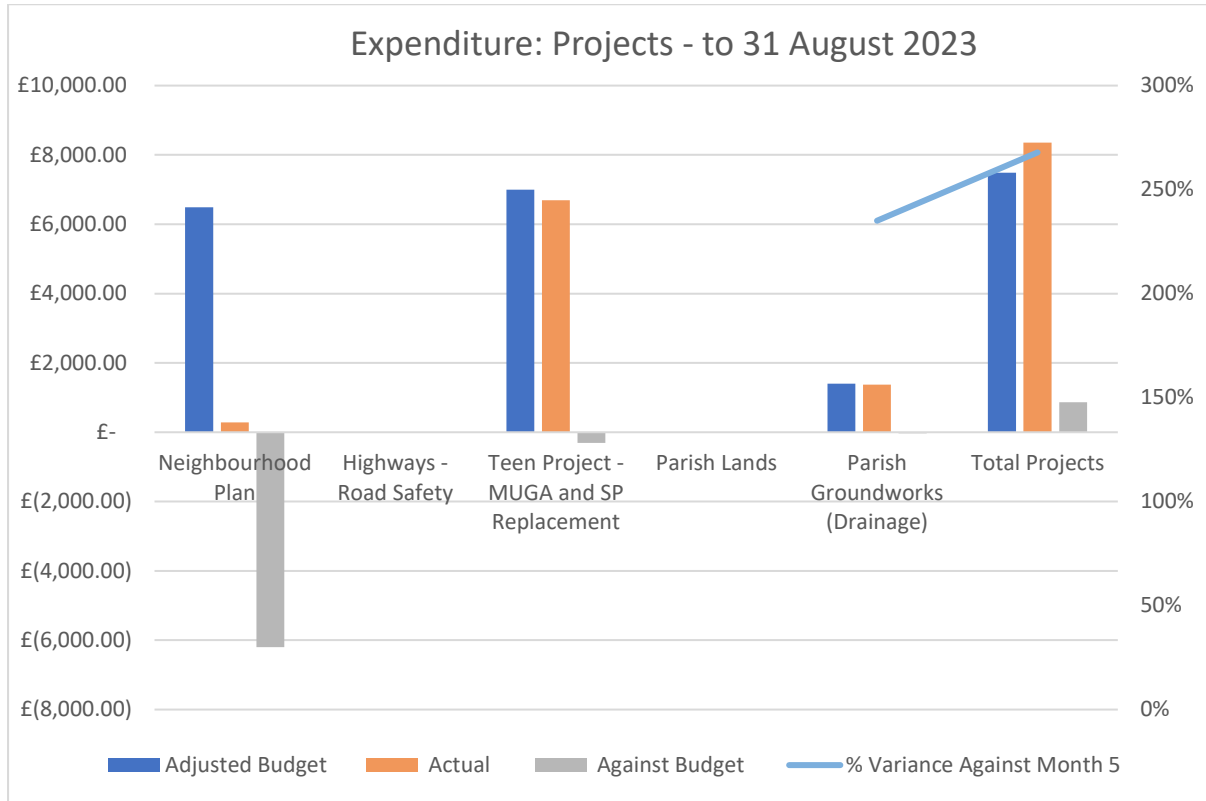
Notes:

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.

Hilary Workman
 Clerk & RFO
 September 2023

Projects



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

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

A further invoice for skip hire £348 plus VAT has been received in respect of this work which will take it over budget.

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:

	01 April 2023	Changes to Reserves from Approved Budget	Transfer Unspent Funds	April	June	July	March	Movement	Current		
Movement in Earmarked Funds											
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)			£1,200.00		£145.00	£850.00		
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		
Sk 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)			£ 350.00		£250.00	£0.00		
Charitable Donations	£ 50.00							£0.00	£50.00		
Total Earmarked Reserves	£ 19,960.00	£ 12,110.00	#####	£ -	£ -	£ 1,200.00	£ -	£ 1,560.00	£ 18,400.00		
Operating Reserve	£ 7,371.27								£29,536.88	% Operating Reserve to Net	83.78%
Total Reserves	£ 27,331.27								£ 47,936.88		

Operating reserves at 31st August (Month 5) following adjustments made per report WPC.23.07.06 (Min. 23.07.11) were £29,536.88 (83.78%)

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

Report	Purpose	Minute	From	To	Amount
WPC.23.04.07	Corporate Multipay Service Charge		Services and Supplies	Corporate Multi-pay	£86

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	£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.23.09.07 and note net changes to earmarked reserves.