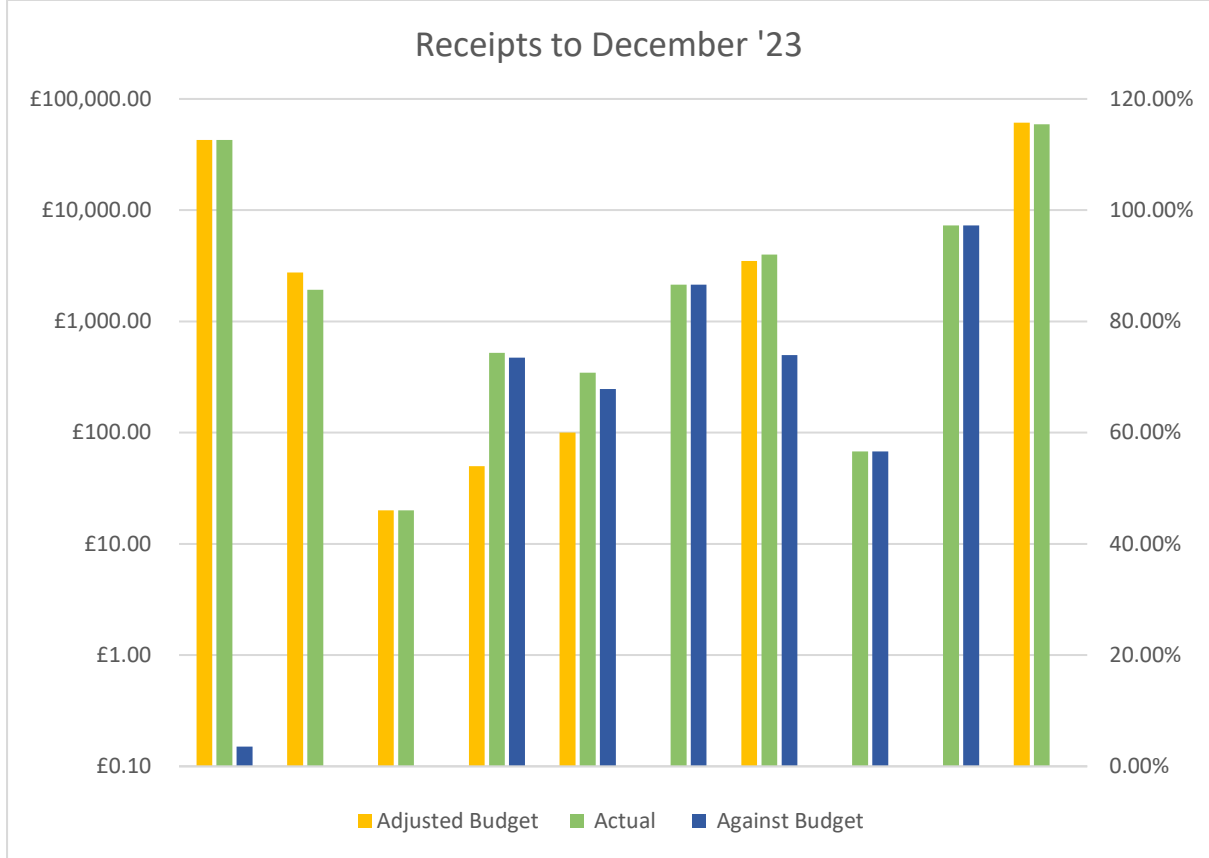


Budget Report to 31 December 2023

Income:



Notes:

The majority of receipts for Cemeteries take place in Quarters 3 & 4. Currently income against month 9 is just under profile (90%).

Ground Rents for 2023/24 have been received. The cost in time of administering this exceeded the reviewed fees set in July '23, and any future review of fees should at least cover the cost of administration.

VAT claims are now submitted monthly (£7303.92 received to month 8).

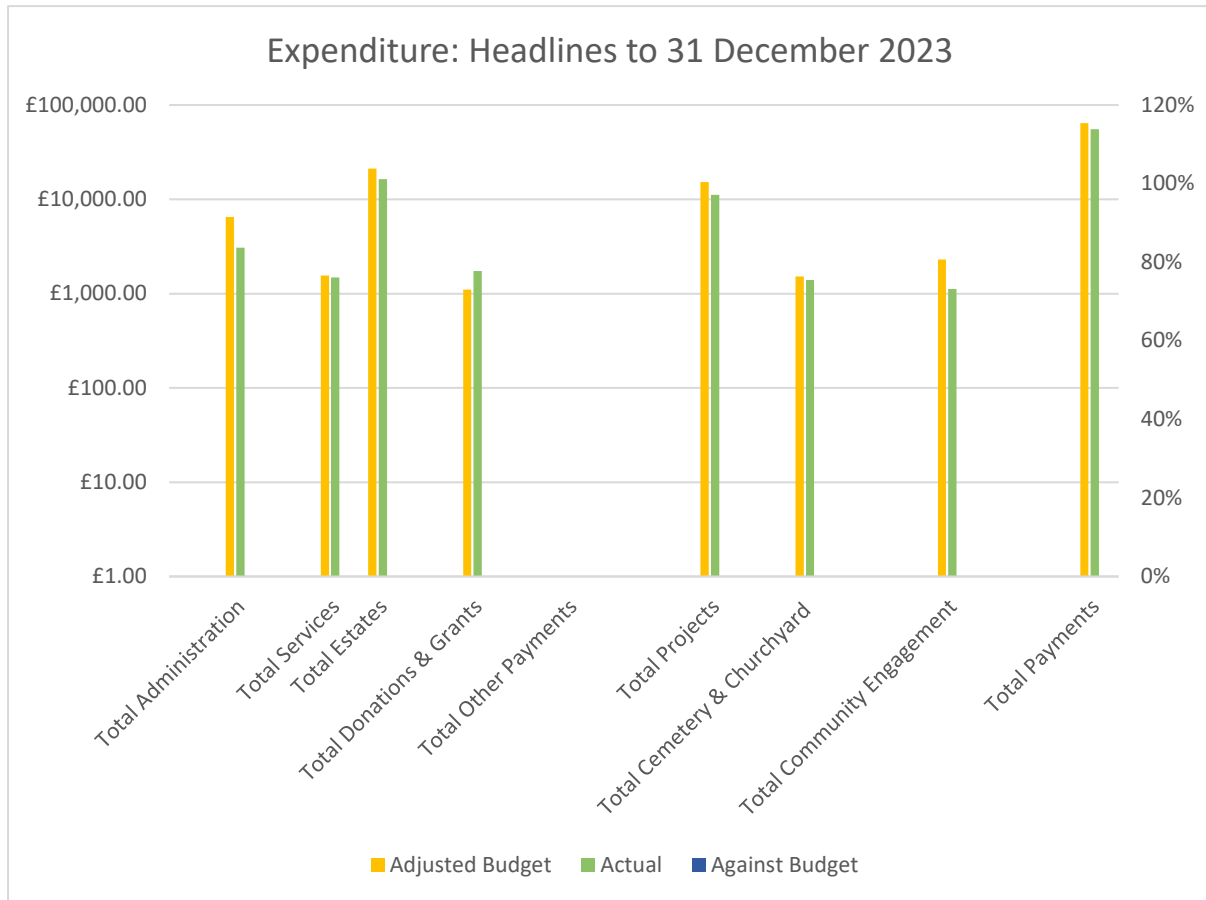
Recycling income is paid bi-annually (payment for March – October '23 received in November - £673.04).

A further payment of £500 has been approved by SCC in respect of costs to re-establish cemetery hedge has now been received.

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

Precept payment £42,739 has been received.

Expenditure:



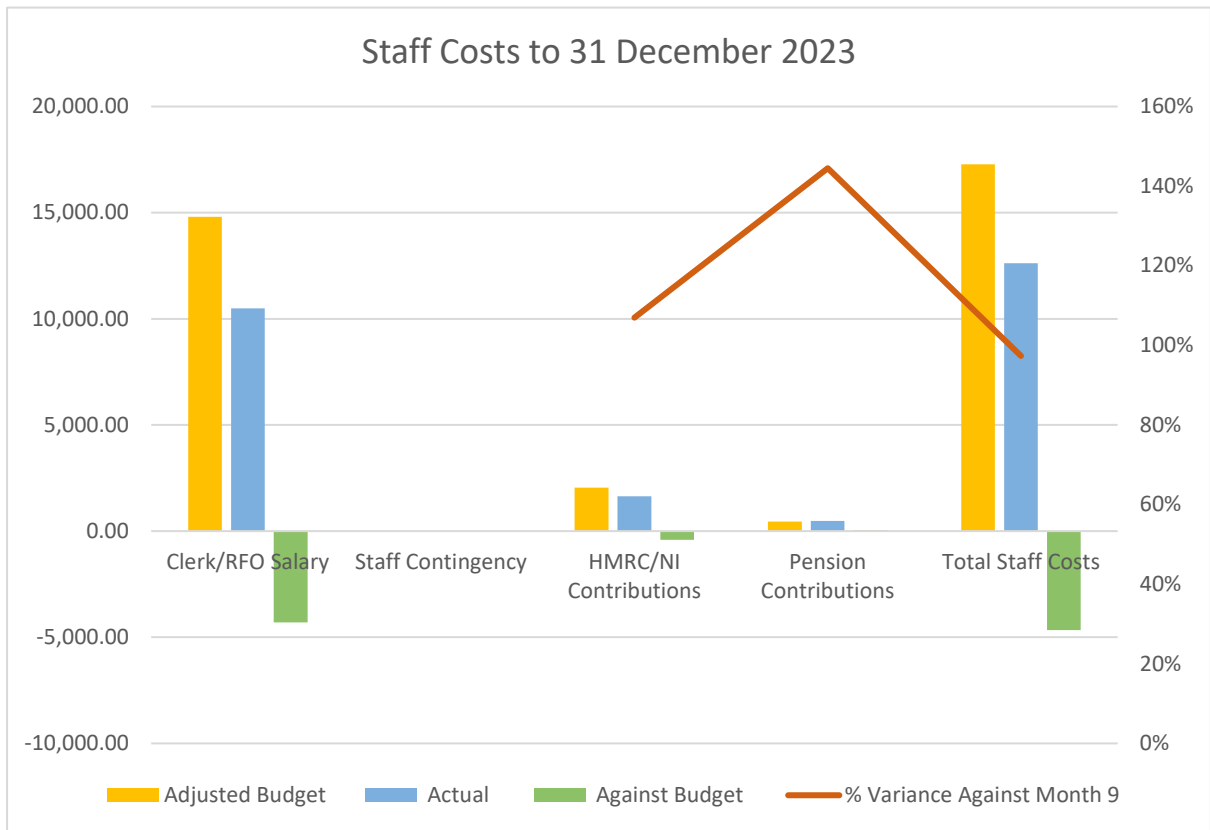
Notes:

- Staff Costs** Total staff costs are currently 3% below budget profile at month 9.
- Administration:** The spending profile is skewed towards the first two quarters of the year, when most subscriptions and insurance fall due. Costs currently 40% below profile at month 9.
- Services:** Profile is skewed to first half of year when software subscriptions fall due.
- Estates:** Grounds contract invoicing is now monthly. Under budget with one month of cuts to be invoiced.
- Donations & Grants:** In future donations in kind will be reported.
- Projects** Replacement Teen project spend (Senior Wooden Goal End) and parish groundworks (drainage) have been completed and 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



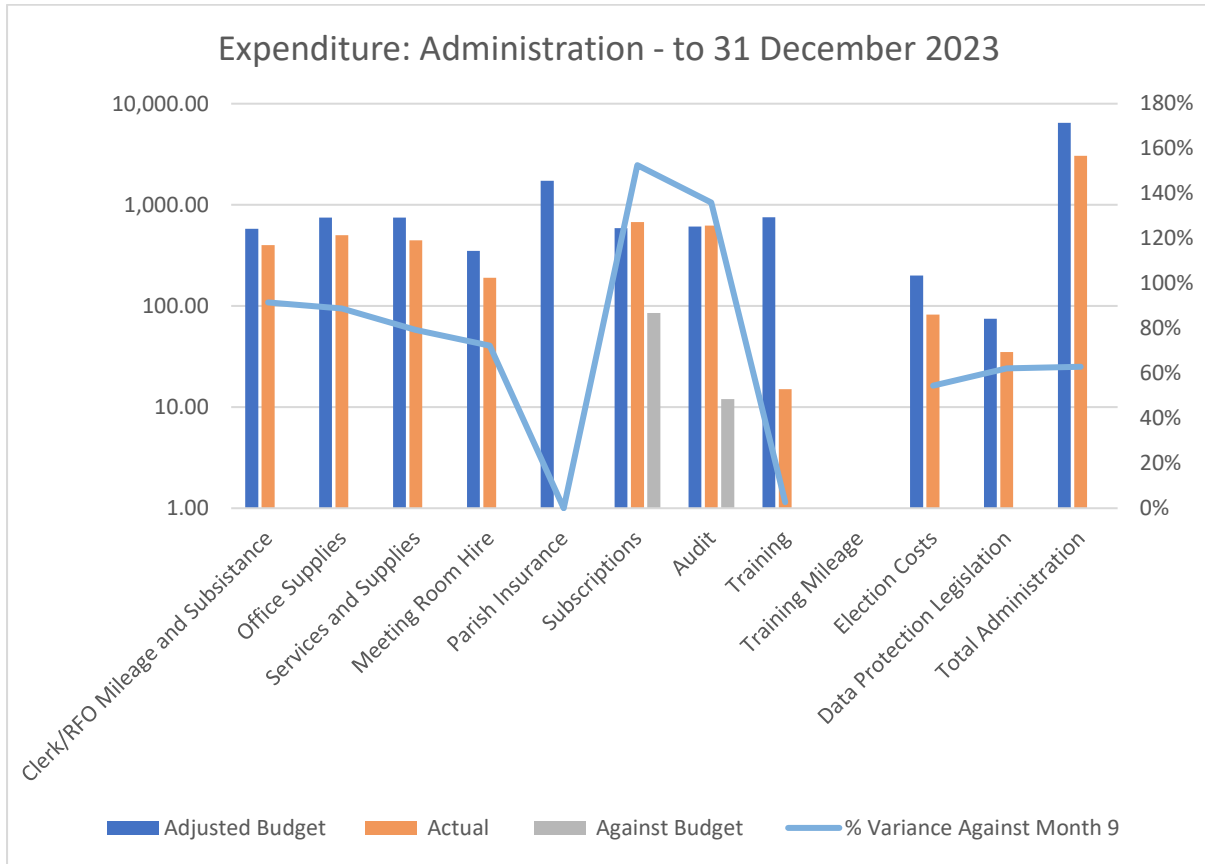
Notes:

Tax/NI and Pension contributions as a variance against monthly profile still higher than expected (6% and 44% above budget) despite the budget having been based on standard percentage of pension contributions against salary.

Salary is 6% below profile at month nine, and is likely to offset the overspend on Tax and Pension Contributions.

This may be the result of back payments on annual increment and LGPS award.

Administration



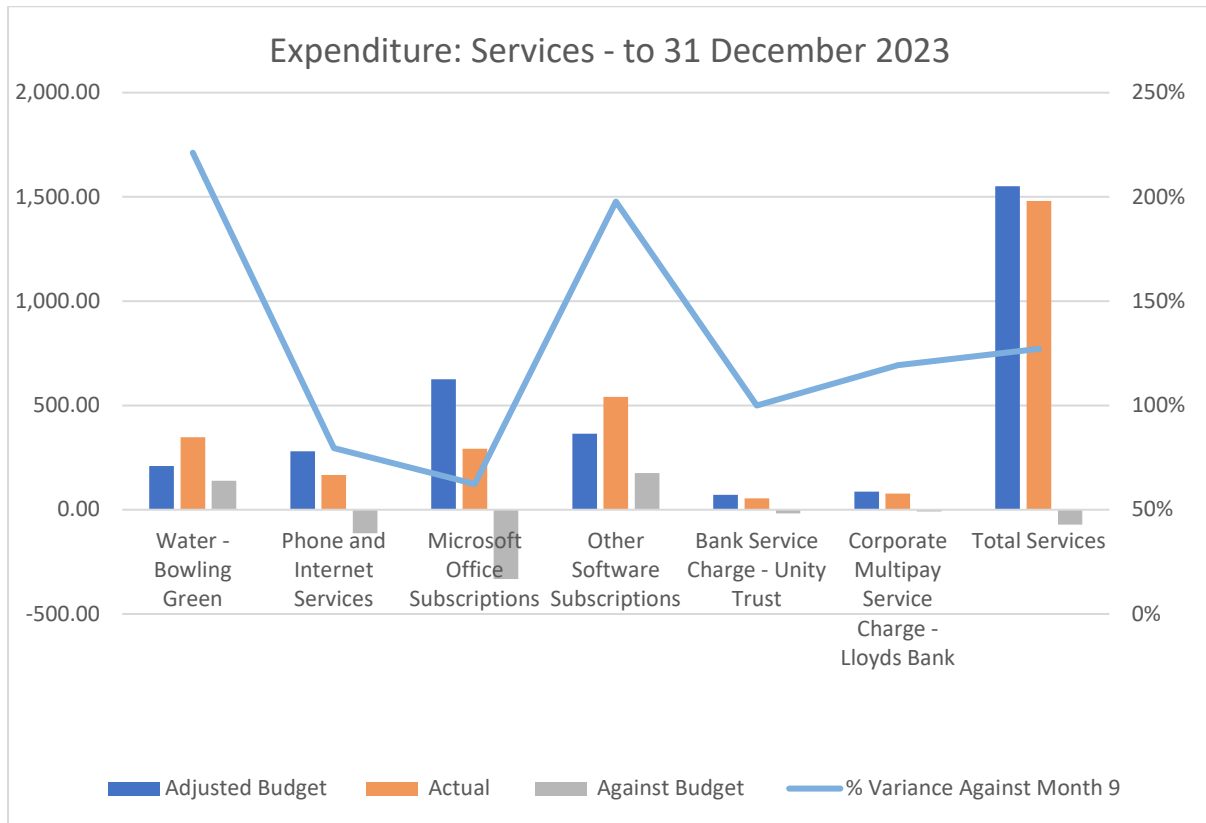
Notes:

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

There is currently an underspend on all revenue lines under Administration.

Insurance is due in March and is likely to be below budget now that the parish will not be accepting the Memorial Clock as an asset.

Services



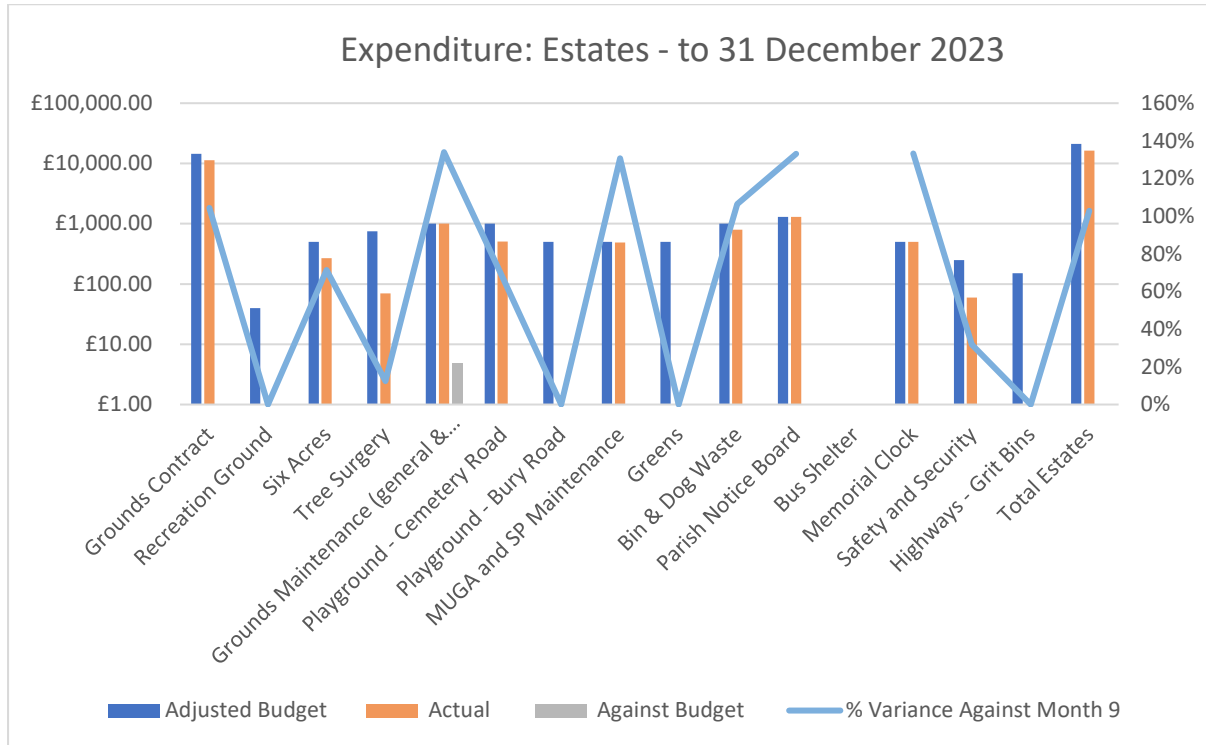
Notes:

All payments relating to the Cemetery are now listed under a separate single heading for ease of budgeting and reporting.

Water costs for the bowling green are significantly over the budget profile (£348.38 against a FY budget of £210.00). Billing was moved to Everflow to ensure that standing charges remain fixed over time and can not be increased without notice. This has meant that billing will switch to two months in advance. The account is currently in credit, and there is unlikely to be a further cost to the council before the end of the financial year.

Microsoft billing is currently under budget, in part because we do not have a full complement of councillors.

Estates



Notes

No issues identified.

Grounds Contract is currently slightly over budget (4%) on the month 9 profile, but with only one cut outstanding for the year is likely to come in under budget. Agreement was reached this year with the 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).

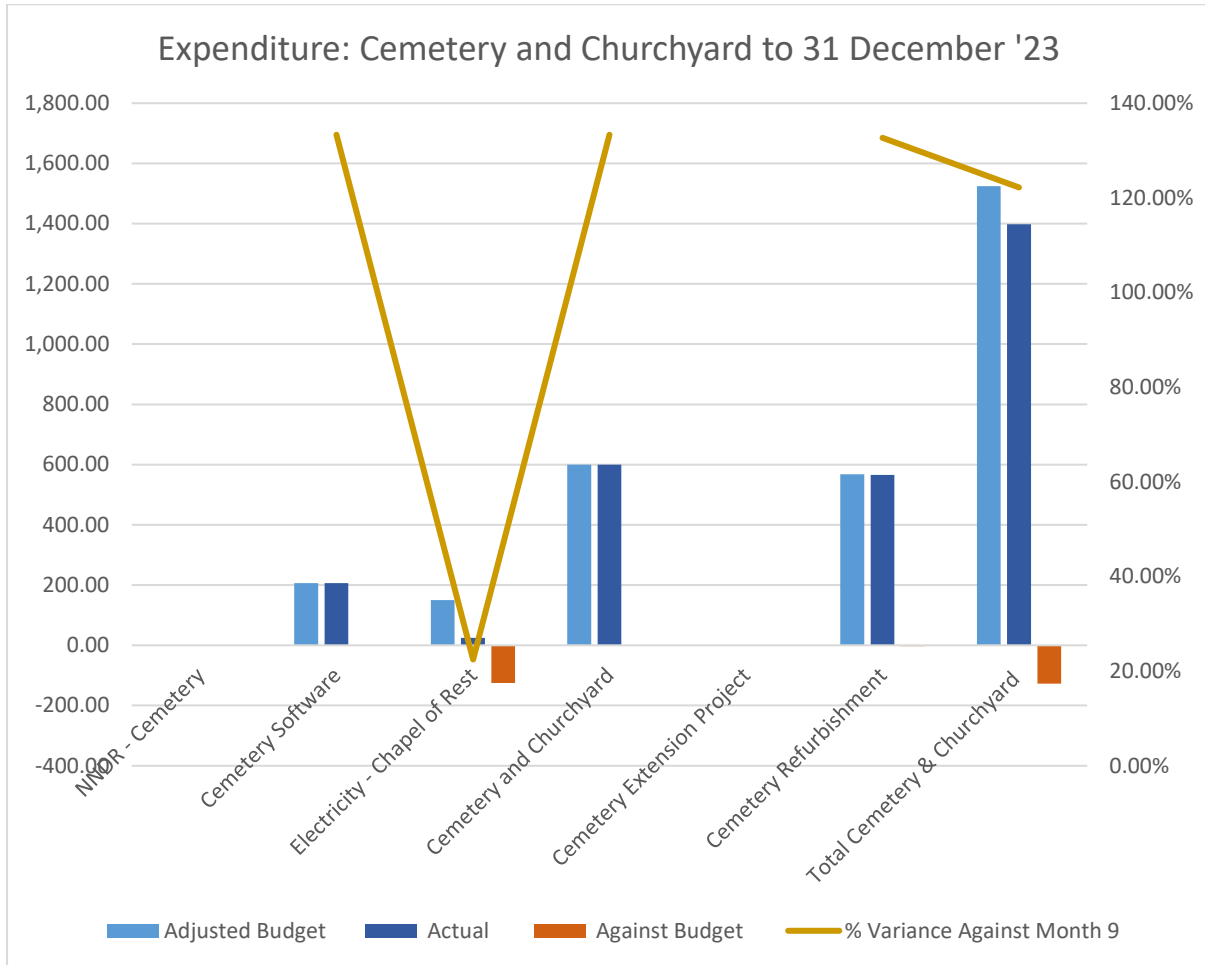
There is committed spending against:

Six Acres £99.00

Grit Bins £150.00

For items agreed at the July meeting of the Estates Committee, which are in progress.

Cemetery

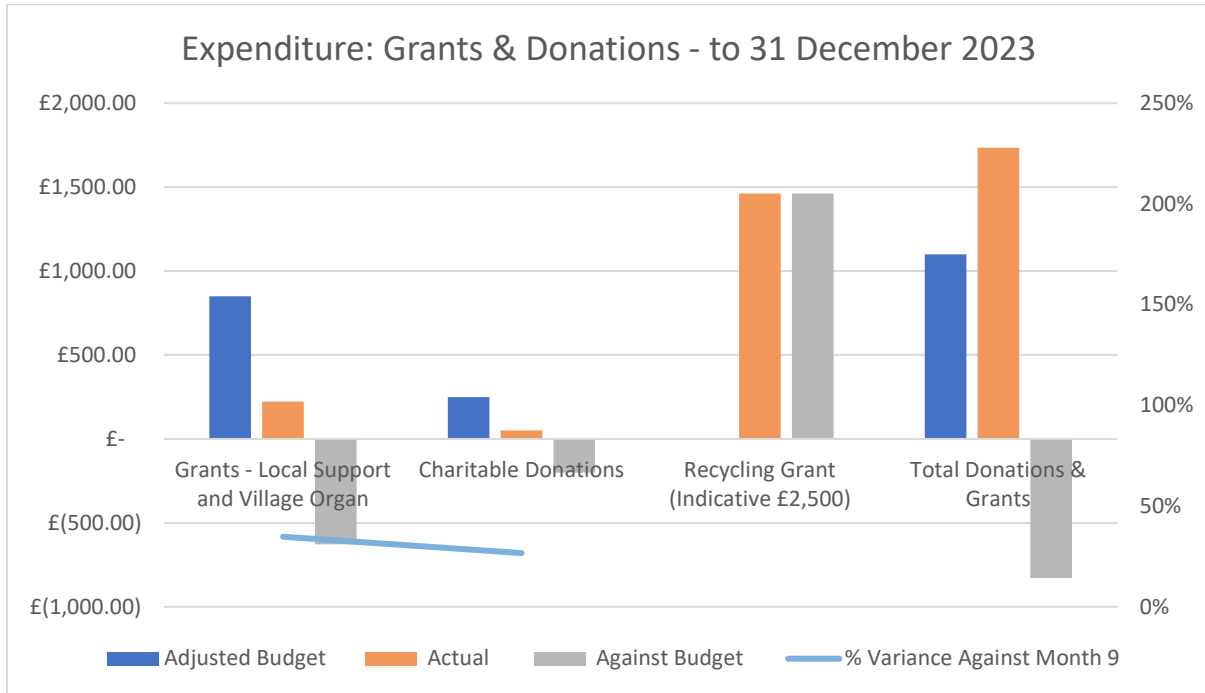


Notes:

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). An alternative approach would be to lay flat any outstanding memorials at a cost of £15 plus VAT (total cost £195 on 11 memorials).

Charitable Donations & Grants

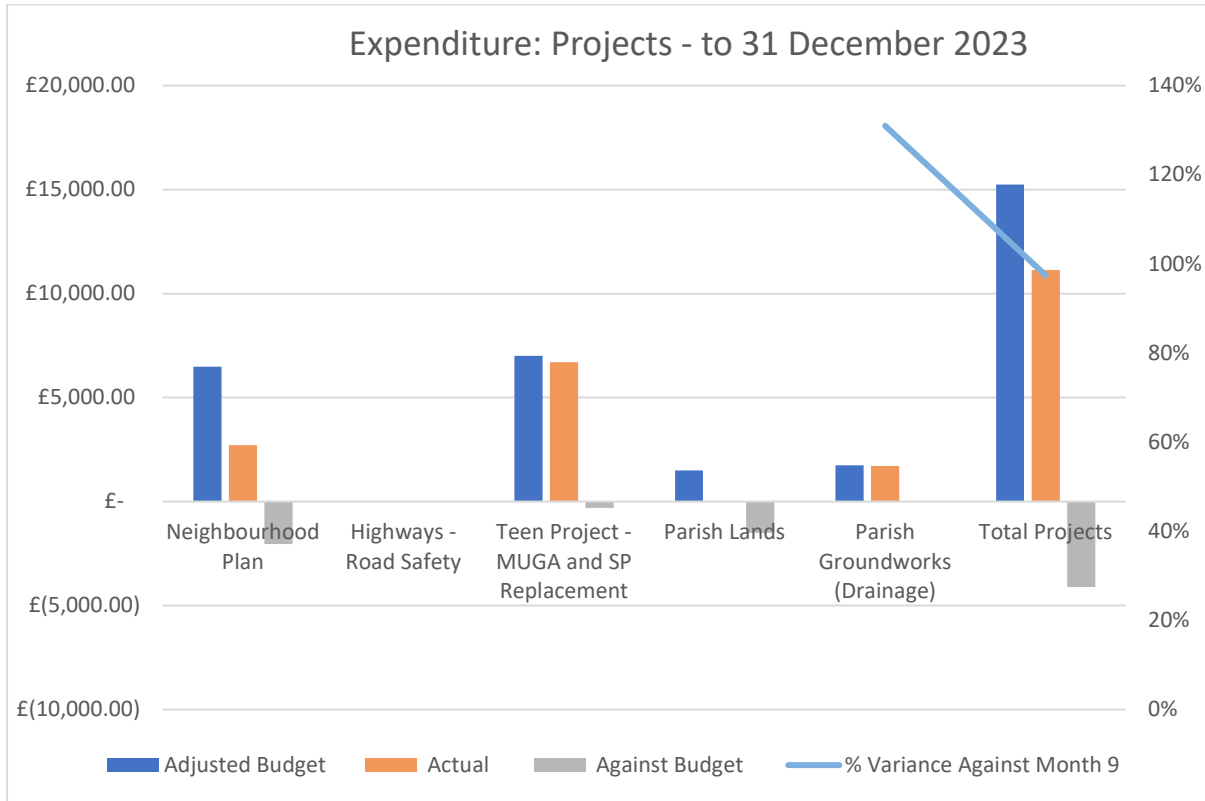


Notes:

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) approved by the Estates Committee has been completed.

Work on parish lands (transfer of part from Havebury Housing Association to Wickhambrook Parish Council) was instructed in early December '23,

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		£2,975.00	£500.00		
Insurance	£ -			£0.00	£0.00		
Grounds & Asset Maintenance	£ 995.00	£ 995.00	£ (2,050.00)	£495.00	£500.00		
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)	£0.00	£0.00		
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)	£250.00	£0.00		
Charitable Donations	£ 50.00			£0.00	£50.00		
Total Earmarked Reserves	£ 19,960.00	£ 12,110.00	#####	£8,310.00	£11,650.00		
Operating Reserve	£ 7,371.27				£19,497.23	% Operating Reserve to Net	55.31%
Total Reserves	£ 27,331.27				£ 31,147.23		

Operating reserves at 31st December (Month 9) following adjustments made per report WPC.23.11.04 (Min. 23.11.11) were £19,497.23 (55.31%)