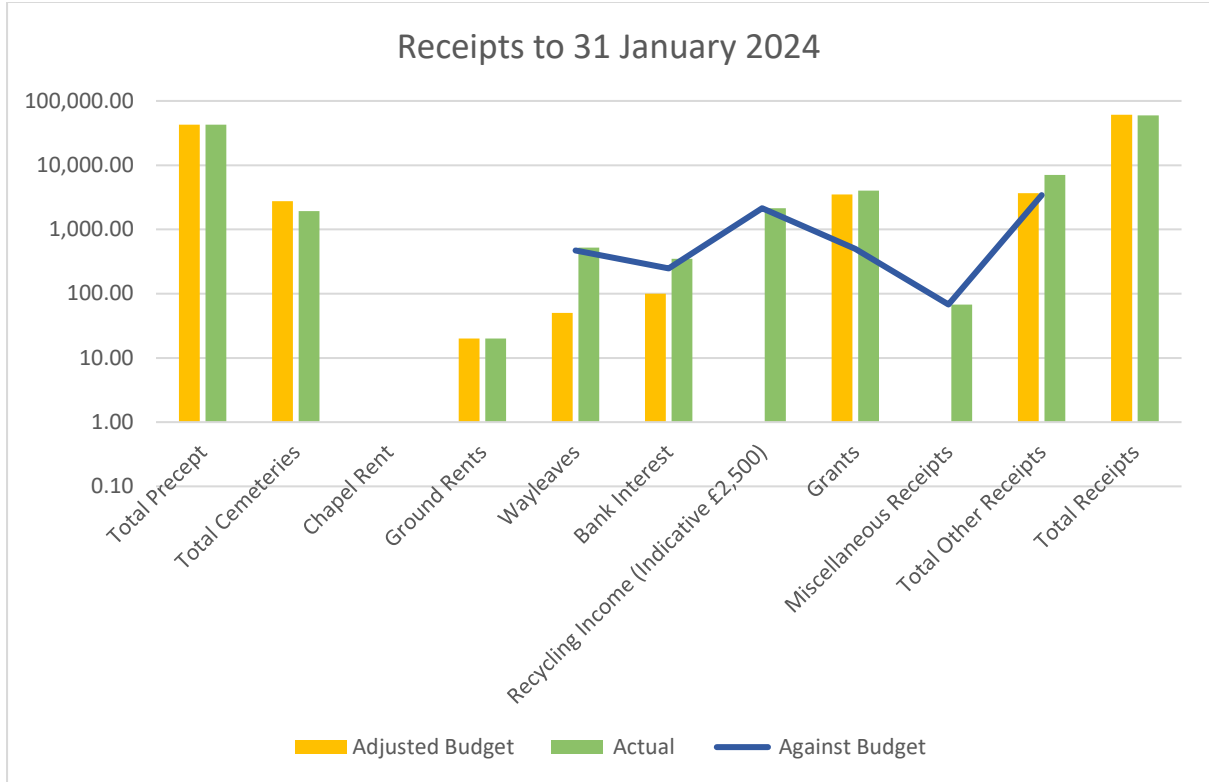


Budget Report to 31 January 2024

Income:



Notes:

The majority of receipts for Cemeteries take place in Quarters 3 & 4. Currently income against month 10 is under profile (84%).

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 (in recent years, with invoicing and chasing for payments, it has taken approximately 1.5 - 2 hours per club).

VAT claims are now submitted monthly (£7627.08 received to month 9).

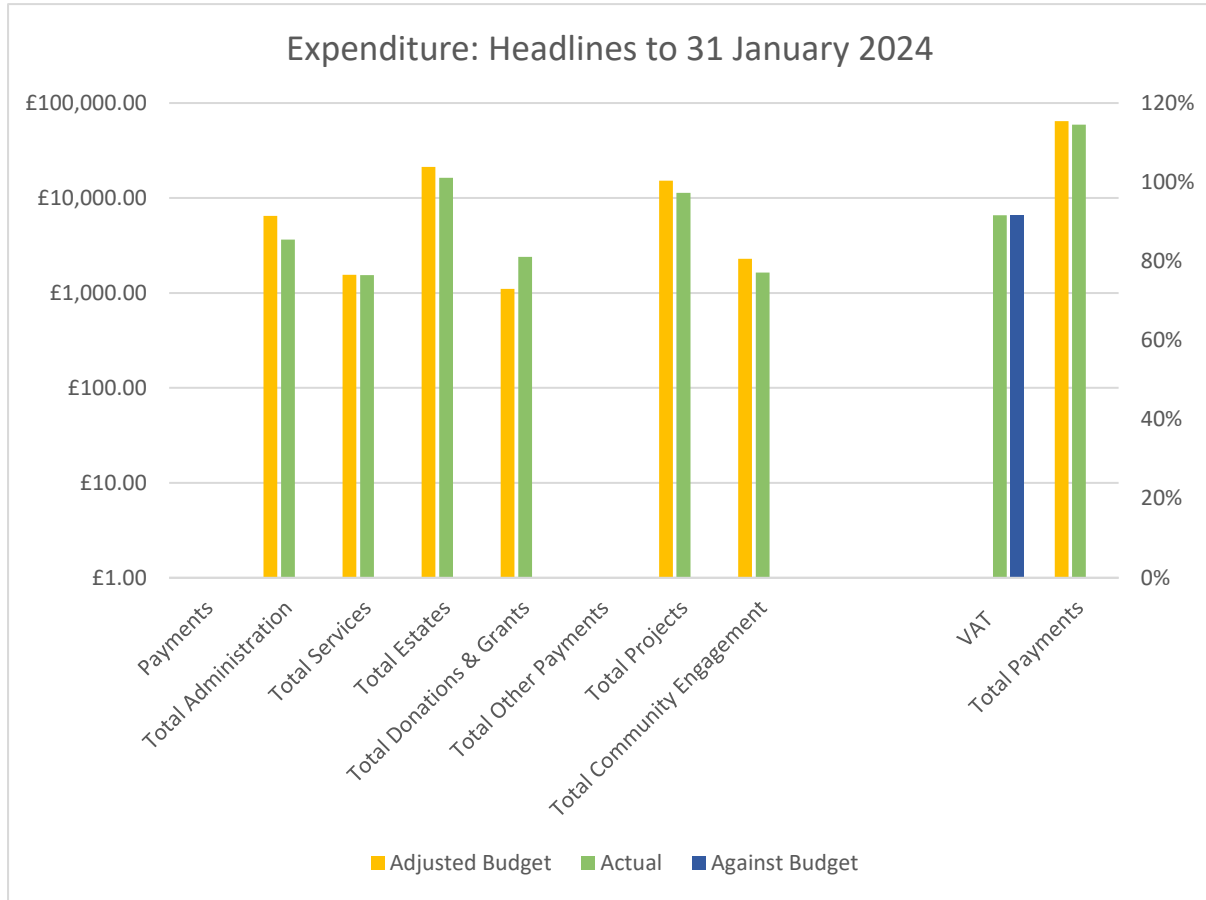
Recycling income is paid bi-annually (payment for March – October '23 received in November - £673.04).

A further payment of £500 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 1.5% below budget profile at month 10.

Administration: The spending profile is skewed towards the first two quarters of the year, when most subscriptions and insurance fall due. Costs currently 32.5% below profile at month 10.

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.

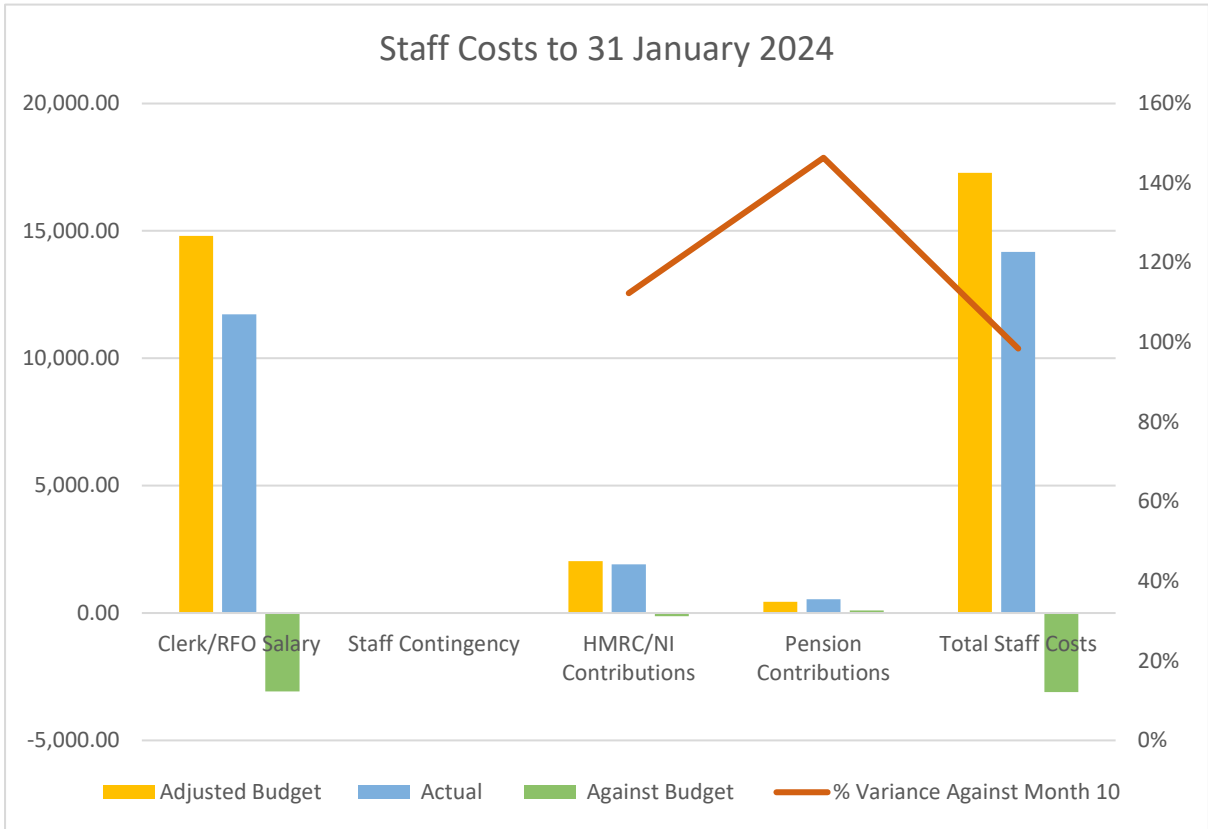
Donations & Grants: In future donations in kind will be reported.

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

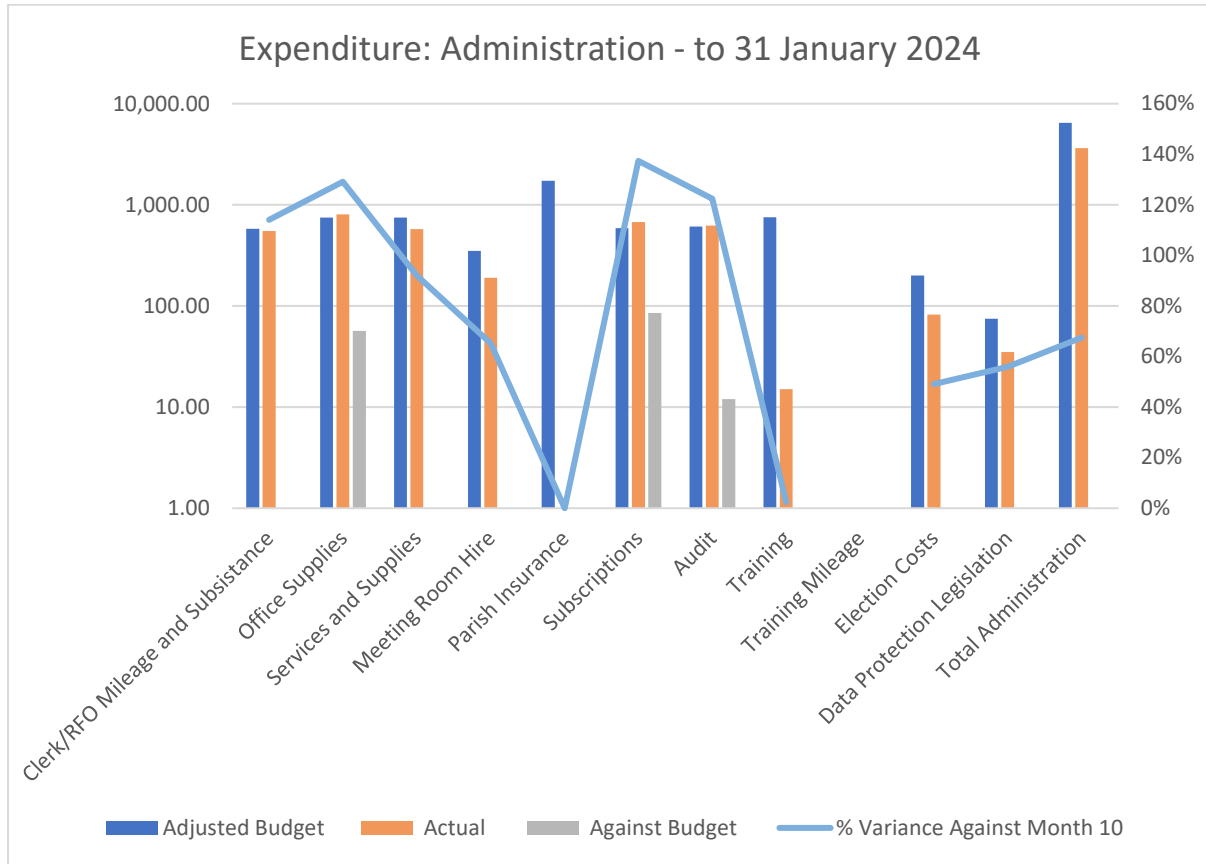


Notes:

Tax/NI and Pension contributions as a variance against monthly profile still higher than expected (12% and 46% above budget) 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.

Salary is 5% below profile at month 10, and offsets the overspend on Tax and Pension Contributions.

Administration



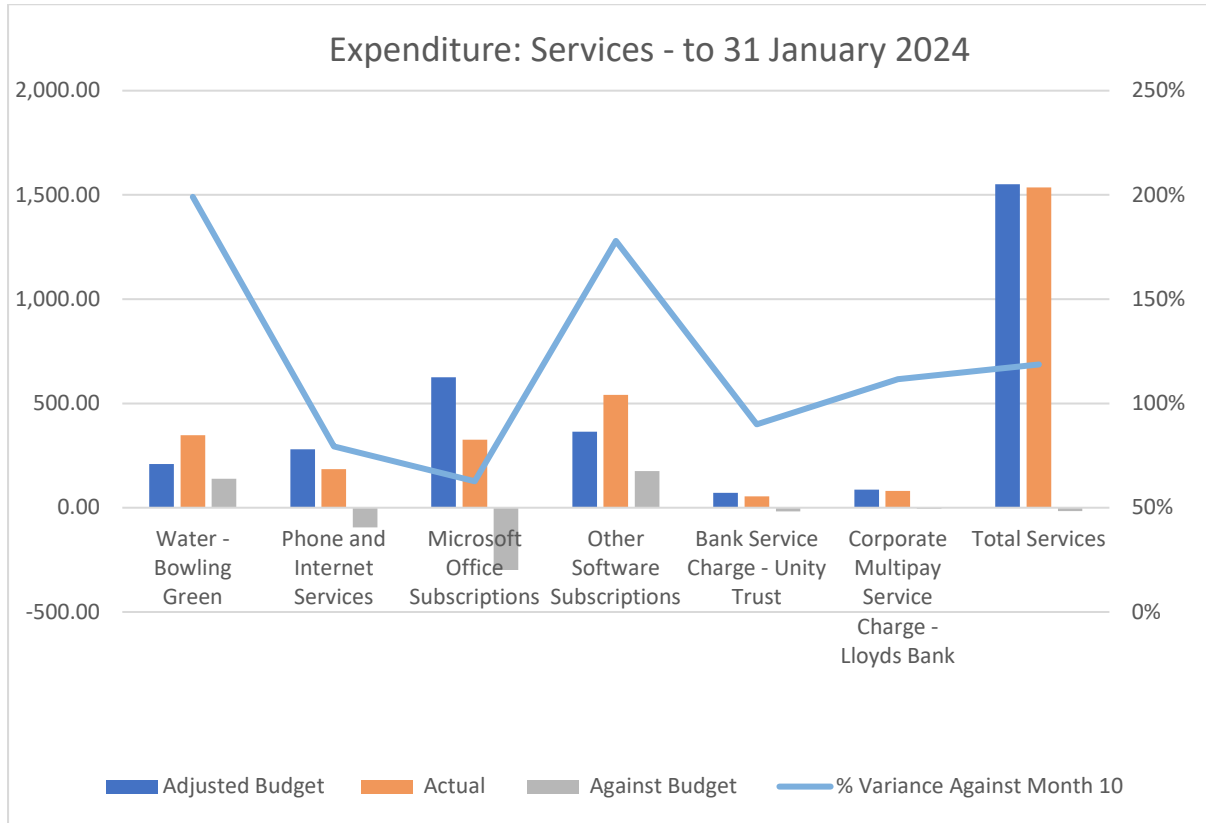
Notes:

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 most 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



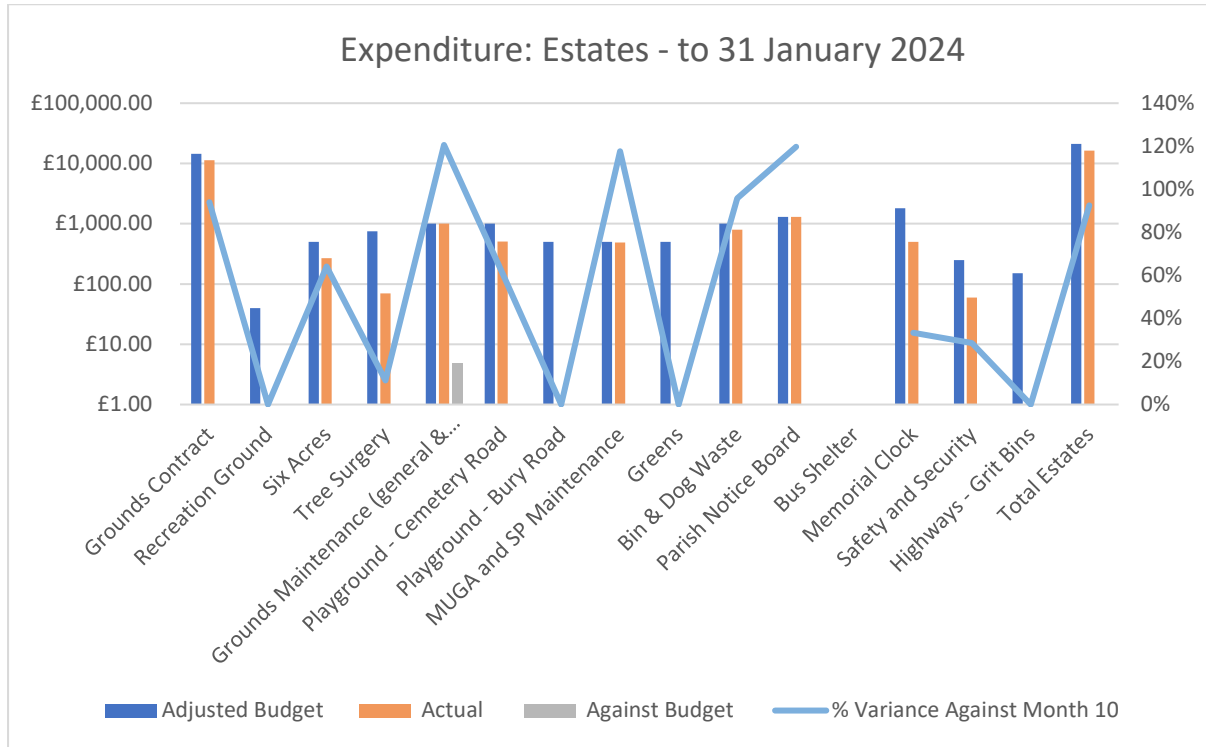
Notes:

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 cannot 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

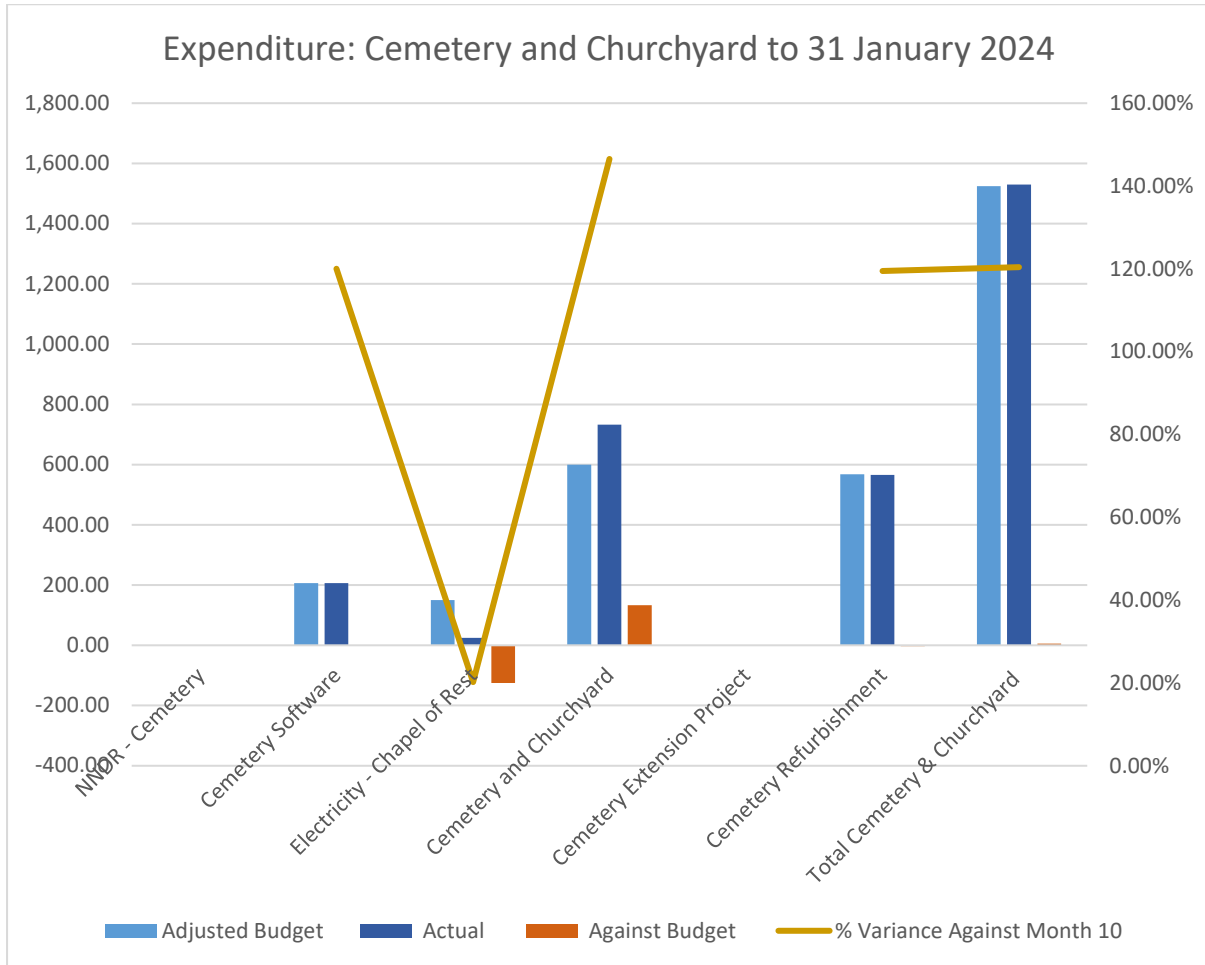
No issues identified.

Grounds Contract is currently under budget (6%) on the month 10 profile, with only one cut outstanding for the year (unlikely to take place due to weather). Currently there is an underspend on this revenue line of £3145).

Committed spending on these budget lines:

Grit Bins	£150.00
Memorial Clock	£1300.00

Cemetery



Notes:

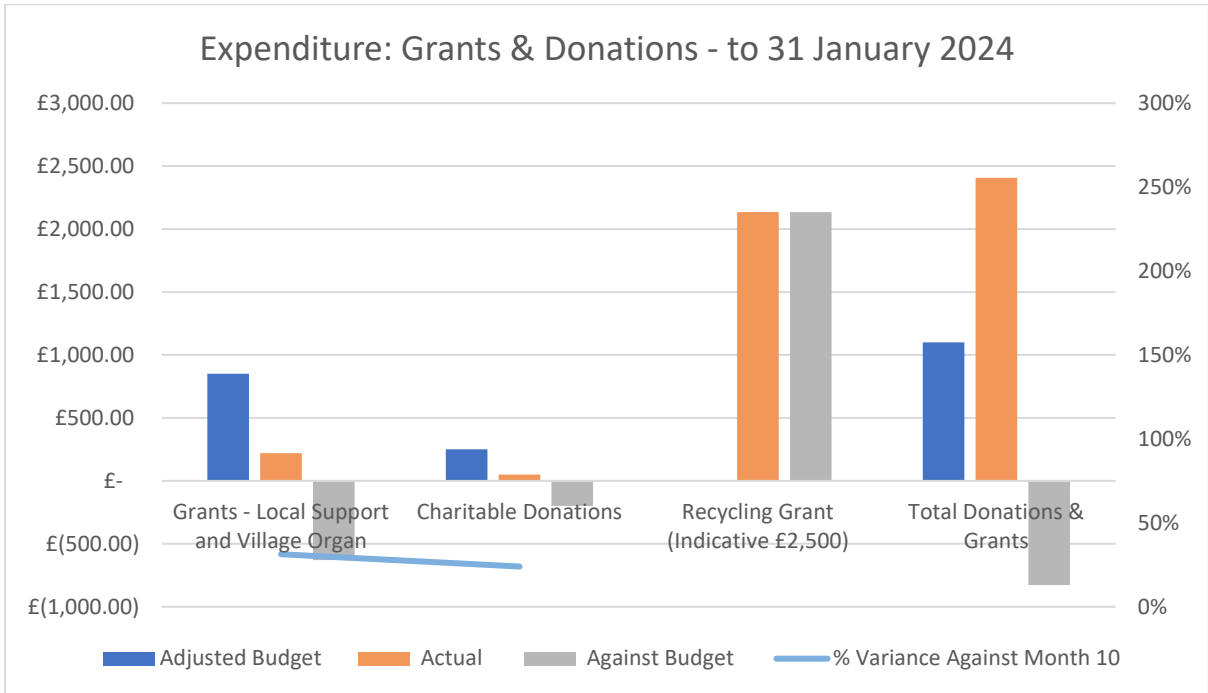
Cemetery software has been invoiced and paid (£168.22 under budget).

Memorials testing for Wickhambrook Cemetery has been completed (£600 plus VAT).

There will be some works to memorials of owners of plots who cannot be contacted or have not responded (currently 3 Memorials of 13 have been rectified). Of the remaining 10 Memorials:

- one descendant has been contacted and work is likely to take place
- two memorials are expected to cost between £185 - £225 plus VAT per memorial
- 7 memorials could be sunk at a cost of £50 plus VAT each.

Charitable Donations & Grants



Notes:

No issues identified.

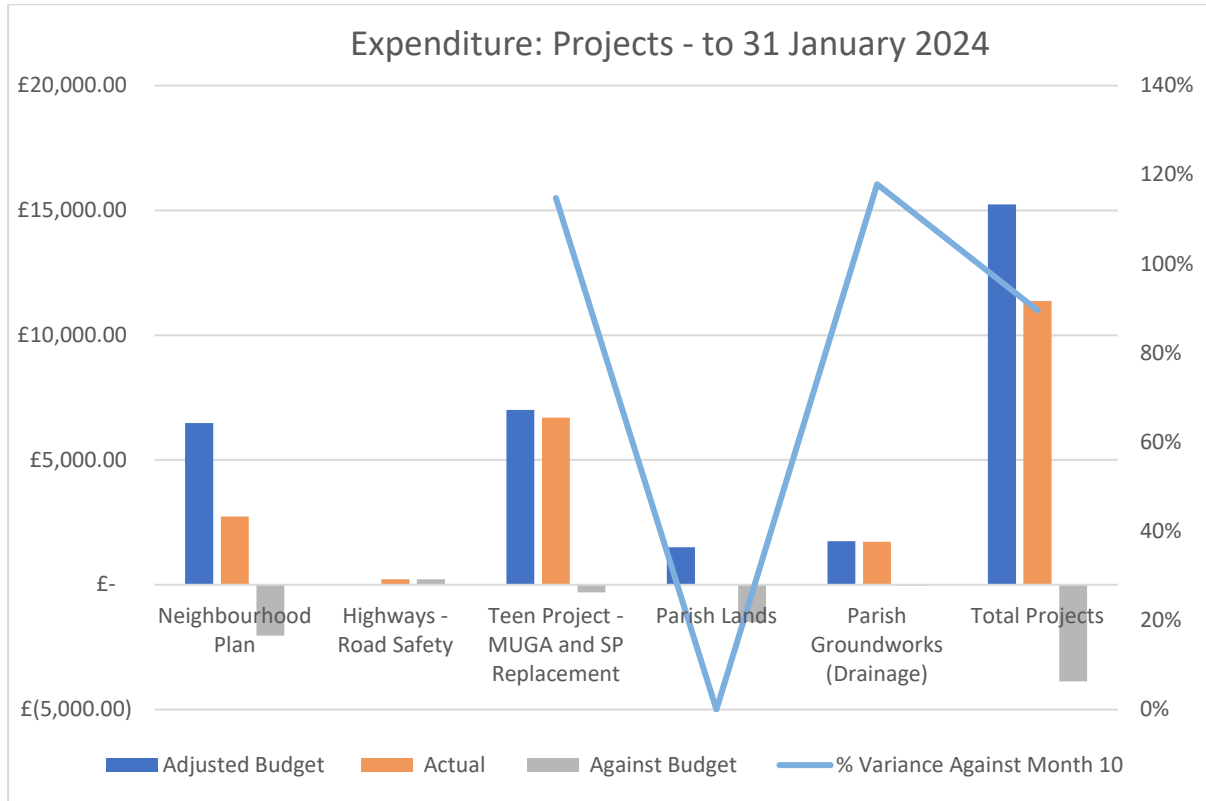
Spending against the locality grant awarded by West Suffolk Councillor Sarah Pugh has now been completed, with catering equipment and games bought for Warm Winter Wednesdays and loans to parish organisations.

There is currently an underspend on both:

- Grants – local support and village organisations; and
- Charitable donations

Disbursements of charitable donations are usually agreed at the February meeting.

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.

There is an overspend (£224) on Highways – Road Safety arising from service of the Speed Indicator Device

There is an outstanding spend against the grant element of NP funding of £767.18 in this FY.

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				£15,794.87	% Operating Reserve to 44.80%
Total Reserves	£ 27,331.27				£ 27,444.87	

Operating reserves at 31st January (Month 10) following adjustments made per report WPC.23.11.04 (Min. 23.11.11) were £15,794.87 (44.8%).

Funds from the Savings Account were transferred to the current account to reduce the Savings account to the level of Earmarked Reserves.