

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration							
1030 Advertising Income	1,443	0	1,500	1,500			0.0%
1090 Misc Income	850	0	1,000	1,000			0.0%
1176 Precept	68,020	39,647	79,293	39,646			50.0%
1177 C T Benefit Support Grant	1,967	0	0	0			0.0%
1196 Interest Received	223	90	0	(90)			0.0%
Administration :- Income	72,502	39,737	81,793	42,056			48.6%
4001 Salaries	27,613	12,338	30,120	17,782		17,782	41.0%
4002 Employers NIC	1,412	692	1,832	1,140		1,140	37.8%
4004 Employer's Pension Cost	5,992	2,554	6,536	3,982		3,982	39.1%
4008 Courses/Conferences/Training	429	0	500	500		500	0.0%
4016 Cleaning Material	0	111	0	(111)		(111)	0.0%
4020 Miscellaneous Expenses	0	0	50	50		50	0.0%
4021 Telephone & Internet	558	235	500	265		265	47.0%
4022 Postage	186	24	200	176		176	12.0%
4023 Printing & Stationery	595	554	750	196		196	73.9%
4024 Subscriptions	985	975	1,500	525		525	65.0%
4025 Insurance	3,161	0	3,000	3,000		3,000	0.0%
4031 Covid-19	0	1,230	0	(1,230)		(1,230)	0.0%
4033 Newsletter	3,939	1,572	4,250	2,678		2,678	37.0%
4034 Website	1,495	156	400	244		244	39.0%
4038 Equipment Maintenance	55	0	1,000	1,000		1,000	0.0%
4040 Dog Bin Emptying	1,652	0	1,700	1,700		1,700	0.0%
4042 Small Tools/Equipment	686	0	1,000	1,000		1,000	0.0%
4051 Bank Charges	0	54	0	(54)		(54)	0.0%
4053 Loan Interest	5,115	0	3,350	3,350		3,350	0.0%
4054 Loan Capital Repaid	9,399	0	6,400	6,400		6,400	0.0%
4056 Professional Fees - Legal	258	0	0	0		0	0.0%
4057 Professional Fees - Audit	712	150	800	650		650	18.8%
4058 Other Professional Fees	6,921	670	0	(670)		(670)	0.0%
4059 Election Costs	338	0	0	0		0	0.0%
4200 Chairman's Allowance	150	0	0	0		0	0.0%
4723 Christmas Expenses	246	0	0	0		0	0.0%
Administration :- Indirect Expenditure	71,897	21,316	63,888	42,572	0	42,572	33.4%
5020 Tfr to Youth services EMR	2,000	0	2,000	2,000		2,000	0.0%
5023 Tfr to Election EMR	513	0	850	850		850	0.0%
Administration :- Other Costs	2,513	0	2,850	2,850	0	2,850	0.0%
Net Income over Expenditure	(1,907)	18,421	15,055	(3,366)			

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107 Grants							
4701 Grants	0	0	950	950		950	0.0%
4702 Grants - s137	0	0	100	100		100	0.0%
4703 Grants - PAP Initiatives	0	0	1,000	1,000		1,000	0.0%
4704 Grant - Churchyard	0	0	250	250		250	0.0%
4705 Grant - Youth Work	4,000	0	0	0		0	0.0%
4711 Comm Wardens Cont	23,350	0	12,600	12,600		12,600	0.0%
Grants :- Indirect Expenditure	27,350	0	14,900	14,900	0	14,900	0.0%
5120 Tfr from Youth Services EMR	(2,000)	0	0	0		0	0.0%
Grants :- Other Costs	(2,000)	0	0	0	0	0	
Net Expenditure	(25,350)	0	(14,900)	(14,900)			
109 Capital & Projects							
1049 S106 Income	21,225	0	0	0			0.0%
1050 New Homes Bonus Income	34,978	0	0	0			0.0%
Capital & Projects :- Income	56,203	0	0	0			
4902 OP Watershed Works	5,170	0	0	0		0	0.0%
4908 CP NHB 2018	5,450	0	0	0		0	0.0%
4909 CP Multi Media Project	18,131	0	0	0		0	0.0%
4910 CP NHB 2019	7,915	29,270	0	(29,270)		(29,270)	0.0%
4911 CP Recreation Field Bund	0	22,396	0	(22,396)		(22,396)	0.0%
Capital & Projects :- Indirect Expenditure	36,666	51,666	0	(51,666)	0	(51,666)	
5128 Tfr from New Homes Bonus EMR	0	(24,246)	0	24,246		24,246	0.0%
Capital & Projects :- Other Costs	0	(24,246)	0	24,246	0	24,246	
Net Income over Expenditure	19,537	(27,420)	0	27,420			
5130 plus Tfr from CIL EMR	0	22,396					
Movement to/(from) Gen Reserve	19,537	(5,024)					
201 Rec Field & Meadow Way							
1011 Fete Income	369	0	0	0			0.0%
Rec Field & Meadow Way :- Income	369	0	0	0			
4031 Covid-19	0	126	0	(126)		(126)	0.0%
4036 Property Maintenance	0	250	600	350		350	41.7%
4039 ROSPA Fees	186	246	200	(46)		(46)	123.0%
4041 Equipment Hire	0	8	0	(8)		(8)	0.0%
4042 Small Tools/Equipment	0	0	100	100		100	0.0%

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4046 Grass Cutting	1,867	1,544	3,500	1,956		1,956	44.1%
4047 Tree/Hedge Maintenance	0	0	1,000	1,000		1,000	0.0%
4048 Other Grounds Maintenance	1,005	0	0	0		0	0.0%
4058 Other Professional Fees	625	0	0	0		0	0.0%
4721 Fete Expenses	435	0	0	0		0	0.0%
Rec Field & Meadow Way :- Indirect Expenditure	4,118	2,174	5,400	3,226	0	3,226	40.3%
Net Income over Expenditure	(3,749)	(2,174)	(5,400)	(3,226)			
<u>203 Street Lighting</u>							
4014 Electricity	96	95	300	205		205	31.5%
4036 Property Maintenance	0	0	100	100		100	0.0%
4038 Equipment Maintenance	78	80	0	(80)		(80)	0.0%
Street Lighting :- Indirect Expenditure	174	175	400	225	0	225	43.7%
Net Expenditure	(174)	(175)	(400)	(225)			
<u>204 Open Spaces</u>							
1012 Christmas Income	40	0	0	0			0.0%
1020 Rent Received	590	490	0	(490)			0.0%
Open Spaces :- Income	630	490	0	(490)			
4016 Cleaning Material	334	111	0	(111)		(111)	0.0%
4018 Refuse disposal/Bin Emptying	1,755	0	0	0		0	0.0%
4035 Speed Indicator Devices	0	310	0	(310)		(310)	0.0%
4042 Small Tools/Equipment	48	0	0	0		0	0.0%
4046 Grass Cutting	1,404	0	0	0		0	0.0%
4047 Tree/Hedge Maintenance	1,573	495	600	105		105	82.5%
4048 Other Grounds Maintenance	4,081	1,564	2,200	637		637	71.1%
4304 Village Green	560	0	0	0		0	0.0%
Open Spaces :- Indirect Expenditure	9,755	2,480	2,800	320	0	320	88.6%
Net Income over Expenditure	(9,125)	(1,990)	(2,800)	(810)			
<u>205 Allotments</u>							
1020 Rent Received	1,055	1,201	1,200	(1)			100.1%
1054 Aviation Museum Water Income	552	0	0	0			0.0%
1090 Misc Income	1,068	260	800	540			32.6%
Allotments :- Income	2,675	1,462	2,000	538			73.1%
4012 Water	1,370	326	1,000	674		674	32.6%
4020 Miscellaneous Expenses	0	70	0	(70)		(70)	0.0%

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4024 Subscriptions	147	0	130	130		130	0.0%
4038 Equipment Maintenance	150	0	0	0		0	0.0%
4042 Small Tools/Equipment	48	0	0	0		0	0.0%
Allotments :- Indirect Expenditure	1,715	395	1,130	735	0	735	35.0%
Net Income over Expenditure	960	1,066	870	(196)			
301 Tangmere Village Centre							
1000 Pitch Hire - Football	287	0	300	300			0.0%
1001 Pitch Hire - Cricket	1,321	214	200	(14)			107.0%
1002 Pitch Hire - Tennis	126	0	150	150			0.0%
1003 Letting Income - Occas'l Users	3,565	108	4,500	4,392			2.4%
1010 Letting Income - Regular Users	22,640	2,089	24,000	21,911			8.7%
1040 Solar Panel Income	753	0	800	800			0.0%
1061 Grants Received	0	10,000	0	(10,000)			0.0%
1090 Misc Income	70	140	0	(140)			0.0%
Tangmere Village Centre :- Income	28,762	12,551	29,950	17,399			41.9%
4011 Rates	7,218	0	7,250	7,250		7,250	0.0%
4012 Water	187	145	1,000	855		855	14.5%
4014 Electricity	1,272	305	1,000	695		695	30.5%
4015 Gas	2,070	496	2,000	1,504		1,504	24.8%
4016 Cleaning Material	679	24	800	776		776	3.0%
4017 Cleaning Contract	6,823	2,515	7,400	4,885		4,885	34.0%
4018 Refuse disposal/Bin Emptying	456	35	0	(35)		(35)	0.0%
4020 Miscellaneous Expenses	892	(155)	300	455		455	(51.5%)
4021 Telephone & Internet	1,041	455	900	445		445	50.6%
4023 Printing & Stationery	0	0	100	100		100	0.0%
4024 Subscriptions	1,328	(781)	400	1,181		1,181	(195.3%)
4025 Insurance	169	174	0	(174)		(174)	0.0%
4031 Covid-19	0	820	0	(820)		(820)	0.0%
4036 Property Maintenance	11,634	1,259	4,000	2,741		2,741	31.5%
4037 Cricket Square Maintenance	461	0	0	0		0	0.0%
4038 Equipment Maintenance	1,013	110	0	(110)		(110)	0.0%
4041 Equipment Hire	43	0	0	0		0	0.0%
4042 Small Tools/Equipment	1,047	1,450	0	(1,450)		(1,450)	0.0%
4048 Other Grounds Maintenance	759	303	0	(303)		(303)	0.0%
Tangmere Village Centre :- Indirect Expenditure	37,092	7,156	25,150	17,994	0	17,994	28.5%
5111 Tfr from VC Fund	(8,331)	0	0	0		0	0.0%
Tangmere Village Centre :- Other Costs	(8,331)	0	0	0	0	0	
Net Income over Expenditure	0	5,395	4,800	(595)			

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<u>999</u> <u>VAT</u>	0	0	0	0		0	0.0%
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			
Grand Totals:- Income	161,141	54,241	113,743	59,502			47.7%
Expenditure	180,949	61,116	116,518	55,402	0	55,402	52.5%
Net Income over Expenditure	<u>(19,808)</u>	<u>(6,876)</u>	<u>(2,775)</u>	<u>4,101</u>			
plus Tfr from CIL EMR	0	22,396					
Movement to/(from) Gen Reserve	<u>(19,808)</u>	<u>15,520</u>					

Income & Expenditure to 31 August 2020 – Commentary on Detailed Report Attached

The attached report covers the Council's expenditure to the end of August 2020.

Structure and Interpretation of the Report

This is a "Cost Centre Report" and gives income and expenditure for each of the Council's cost centres (there are eight in total). A cost centre is a separate service or area of expenditure, for example allotments are one cost centre and the Village Centre another. Each cost centre is given as a three digit number with a narrative description beside it and they are:

- 101 Administration
- 107 Grants [those awarded by the Parish Council]
- 109 Capital & Projects [funded by grants awarded to the Parish Council]
- 201 Recreation Field & Meadow Way
- 203 Street Lighting
- 204 Open Spaces
- 205 Allotments
- 301 Village Centre

There is a sub-total showing "Net Income over Expenditure" for each cost centre and at the end of the report a set of Grand Totals shows the total "Net Income over Expenditure" for the whole Parish Council. On these totals a positive figure say **37,568** indicates that income was more than expenditure by that amount whereas a negative figure (in brackets) thus **(19,808)** indicates that expenditure exceeded income. Note that for all figures in this report a £ sign is assumed but not actually stated.

Within the costs centres the information is arranged in columns. Reading across the columns from left to right:

1. First column (no heading) is a four figure digit which is the nominal code; a four digit code that starts with 1 is an income code, if it starts with 4 it's an expenditure code (and with 5 is a transfer to or from reserves). Nominal codes describe the type of expenditure or income.
2. Second column (no heading) is a brief narrative description of each nominal code
3. Third column headed "Actual Last Year" is the full year figures for the financial year 1 April 2019 to 31 March 2020.
4. Fourth column headed "Actual Year To Date" is the part year figures for this year so for this particular report that's the five months of April to August 2020.
5. Fifth column headed "Current Annual Bud[get]" is the full year budget figures for the current financial year 1 April 2020 to 31 March 2021 as agreed by Council on 23 January 2020.
6. Sixth column headed "Variance Annual Total" is the difference between the actual expenditure to date (Column 4) and the Annual Budget (Column 5) a figure with brackets around it in this column indicates that the budget has been exceeded or that there has been expenditure where there was no matching budget. Sometimes this indicates unanticipated expenditure e.g (1,155) against the new nominal code 4031 Covid-19 (cost Centre 101).
7. The seventh column headed "Committed Expenditure" is blank because we don't use the commitments system and this is a standard report format.

8. The eight column headed "Funds Available" shows figures the same as those in column six against expenditure codes. If we used commitments then the information in this column would be different from the sixth column.
9. Ninth column headed "% Spent" shows the percentage of the budget spent (or received). So, in this report and for regular payments or income it would be reasonable to expect the final column "% spent" to show something in the region of 41 to 42% (being five twelfths). Of course not all expenditure or income is spread evenly across the year and Councillors will be reliant on a specific commentary (below) from the RFO to identify areas where the figures are not where she would expect them to be at this point in the year.

Commentary on Specific Items

(each of the items referred to are highlighted in yellow on the attached report)

Page 1 Cost Centre 101 Administration

4053 Loan Interest & 4054 Loan Capital Repaid – the Actual Last Year figures reflect three half year payments, not the usual two. Where 31 March falls at the weekend or at a bank holiday the loan repayment due at that time is taken in early April. In cash accounting that means the payment is recorded in the next financial year (the year that the cash left the bank). In accruals accounting the payment is recorded (or accrued) in the year in which the sum fell due. As the parish council is moving to accruals accounting this year the problem will not recur.

4031 Covid-19 – these are the administrative costs directly attributable to Covid-19 Community Support and it is intended to seek reimbursement of up to £1,000 of this expenditure from the Youth Club

Page 2 Cost Centre 107 Grants

4711 Comm[unity] Wardens Cont[ribution] – there is no expenditure shown to date this year and no response from CDC in answer to the question as to why we have not yet been invoiced this year.

4910 CP NHB 2019 [Capital Projects New Homes Bonus 2019] – the expenditure of £29,270 is the cost of the installation of the new youth play equipment of which £24,246 is funded from New Homes Bonus.

4911 CP Recreation Field Bund – this is the expenditure to date on the Recreation Field Bund which it has been agreed will be funded from Community Infrastructure Levy.

5128 Tfr from New Homes Bonus EMR – this is unusual in that the RFO usually leaves the transfers to and from Earmarked Reserves until the end of the year. However, this year is so potentially financially challenging to the Council that the RFO has transferred the money out of earmarked reserves now so that she and the Council can better keep an eye on the overall level of reserves. The sum of £24,246 is the amount of money being held in an earmarked reserve to pay for the youth play equipment.

5130 Tfr from CIL EMR – as above – the RFO has transferred the money from the Community Infrastructure Levy Reserve to fund expenditure to date on the Bund.

Page 3 Cost Centre 204 Open Spaces

4035 Speed Indicator Devices – there is no budget for this expenditure which is being incurred at £40 every four weeks for moving the mobile indicator devices (it is hoped that £120 of the sum here may be funded from New Homes Bonus).

Page 4 Cost Centre 301 Tangmere Village Centre

1010 Letting Income – Regular Users – there is £2,089 of letting income that relates to the previous financial year (see previous comments about cash versus accruals accounting) There has been no letting income from regular users for this financial year to date.

1061 Grants Received £10,000 Small Business Grant received for Covid-19

4011 Rates – no rates payable to date because of Covid 19

4017 Cleaning Contract – five months (including March 2020) shown

4018 Refuse disposal/Bin emptying – bin emptying was suspended until August 2020 and is currently taking place fortnightly rather than weekly.

4024 Subscriptions – credit balance arising from the fact that a payment for the PRS/PLP license (payable because some users use recorded music) was charged to the previous years accounts but has not been cashed by the licensing body because the charge for the year will change significantly due to Covid-19. In accruals accounting this would not have arisen because the charge and the “refund” would have taken place in the same year resulting in a nil balance.

4042 Small Tools/Equipment – expenditure on additional furniture requirements arising from Covid-19 risk assessments, i.e. 30 vinyl upholstered chairs and two small blue go-pak tables for use as mobile sanitising stations.