

## Income & Expenditure to 31 January 2021 – Commentary on Detailed Report Attached

The attached report covers the Council's expenditure to the end of January 2021.

### 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 (1,420) 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 66 to 67% (being eight twelfths or two thirds). 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**

#### Page 1 Cost Centre 101 Administration

1090 Misc Income £1,000 has been received as a contribution to Covid-19 expenditure. £120 reimbursement of the cost of a book.

4024 Subscriptions & Licenses – £125 overspend relates to the unbudgeted cost of a subscription to Zoom

4025 Insurance – overspend of £419 – partly attributed to a one year rather than three year insurance deal.

4026 Publications – £240 has been spent on the purchased of books of which £120 has been reimbursed

4031 Covid-19 – these are the administrative costs directly attributable to Covid-19 Community Support £1,000 of this expenditure has been reimbursed by the Youth Club.

4034 Website - £290 overspend relates to maintaining two websites in the current year. On website will close in March 2021

4051 Bank Charges – no budget for these because there were no bank charges for the old accounts – this has been adjusted in the 2021/22 budget.

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.

4055 Professional Fees – Planning – expenditure relates to the fees payable to the Council's planning consultant

4058 Other Professional Fees – these cost relate to IT support and payroll services and a budget has been provided in the 2021/22 budget.

#### Page 2 Cost Centre 107 Grants

4701-4704 – Grants – there has been no expenditure against these budgets this year or last

4711 Comm[unity] Wardens Cont[ribution] – this year we have been invoiced for the full year in one go rather than ten monthly installments – this is administratively easier for both parties.

Cost Centre 109 Capital & Projects – in theory the expenditure on this cost centre should be matched by income or transfers from ear marked reserves and the net effect on the revenue account should be nil

1049 S106 Income – the sum of £5191 is the S106 income that contributes to the new youth play equipment costs at 4910 below

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 the end of August on the Bund.

#### Page 3 Cost Centre 204 Open Spaces

1020 Rent Received this figure, £590 (which includes payments by the Dental practice for use of the Village Centre car park) needs investigation and recoding.

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 (£120 of the sum has been funded from New Homes Bonus and will be transferred out of this cost centre). A budget has been provided for this in 2021/22.

#### Page 4 Cost Centre 301 Tangmere Village Centre

1010 Letting Income – Regular Users –£2,089 of letting income relates to the previous financial year (see previous comments about cash versus accruals accounting) the remainder is 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 – ten months (including March 2020) shown

4018 Refuse disposal/Bin emptying – bin emptying was suspended until August 2020 was taking fortnightly until January 2021 and now weekly again with an additional cardboard recycling bin.

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 Also expenditure on a new fridge.

## Detailed Income &amp; Expenditure by Budget Heading 18/02/2021

Month No: 11

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>101 Administration</b>							
1030 Advertising Income	1,443	1,290	1,500	210			86.0%
1090 Misc Income	850	1,120	1,000	(120)			112.0%
1176 Precept	68,020	79,293	79,293	0			100.0%
1177 C T Benefit Support Grant	1,967	0	0	0			0.0%
1196 Interest Received	223	90	0	(90)			0.0%
Administration :- Income	<b>72,502</b>	<b>81,793</b>	<b>81,793</b>	<b>(0)</b>			<b>100.0%</b>
4001 Salaries	27,613	25,350	30,120	4,770		4,770	84.2%
4002 Employers NIC	1,412	1,478	1,832	354		354	80.7%
4004 Employer's Pension Cost	5,992	5,247	6,536	1,289		1,289	80.3%
4008 Courses/Conferences/Training	429	0	500	500		500	0.0%
4016 Cleaning Material	0	223	0	(223)		(223)	0.0%
4020 Miscellaneous Expenses	0	0	50	50		50	0.0%
4021 Telephone & Internet	558	485	500	15		15	97.0%
4022 Postage	186	24	200	176		176	12.0%
4023 Printing & Stationery	595	516	750	234		234	68.8%
4024 Subscriptions & Licences	985	1,625	1,500	(125)		(125)	108.3%
4025 Insurance	3,161	3,419	3,000	(419)		(419)	114.0%
4026 Publications	0	240	0	(240)		(240)	0.0%
4031 Covid-19	0	1,420	0	(1,420)		(1,420)	0.0%
4033 Newsletter	3,939	2,728	4,250	1,522		1,522	64.2%
4034 Website	1,495	690	400	(290)		(290)	172.5%
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	382	1,000	618		618	38.2%
4051 Bank Charges	0	139	0	(139)		(139)	0.0%
4053 Loan Interest	5,115	1,605	3,350	1,745		1,745	47.9%
4054 Loan Capital Repaid	9,399	3,233	6,400	3,167		3,167	50.5%
4055 Professional Fees - Planning	0	2,250	0	(2,250)		(2,250)	0.0%
4056 Professional Fees - Legal	258	321	0	(321)		(321)	0.0%
4057 Professional Fees - Audit	712	750	800	50		50	93.8%
4058 Other Professional Fees	6,921	1,482	0	(1,482)		(1,482)	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	<b>71,897</b>	<b>53,607</b>	<b>63,888</b>	<b>10,281</b>	<b>0</b>	<b>10,281</b>	<b>83.9%</b>
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	<b>2,513</b>	<b>0</b>	<b>2,850</b>	<b>2,850</b>	<b>0</b>	<b>2,850</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>(1,907)</b>	<b>28,187</b>	<b>15,055</b>	<b>(13,132)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 18/02/2021

Month No: 11

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>107 Grants</b>							
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	12,651	12,600	(51)		(51)	100.4%
Grants :- Indirect Expenditure	<b>27,350</b>	<b>12,651</b>	<b>14,900</b>	<b>2,249</b>	<b>0</b>	<b>2,249</b>	<b>84.9%</b>
5120 Tfr from Youth Services EMR	(2,000)	0	0	0		0	0.0%
Grants :- Other Costs	<b>(2,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Expenditure</b>	<b>(25,350)</b>	<b>(12,651)</b>	<b>(14,900)</b>	<b>(2,249)</b>			
<b>109 Capital &amp; Projects</b>							
1049 S106 Income	21,225	5,191	0	(5,191)			0.0%
1050 New Homes Bonus Income	34,978	0	0	0			0.0%
Capital & Projects :- Income	<b>56,203</b>	<b>5,191</b>	<b>0</b>	<b>(5,191)</b>			
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	29,420	0	(29,420)		(29,420)	0.0%
4911 CP Recreation Field Bund	0	23,235	0	(23,235)		(23,235)	0.0%
Capital & Projects :- Indirect Expenditure	<b>36,666</b>	<b>52,655</b>	<b>0</b>	<b>(52,655)</b>	<b>0</b>	<b>(52,655)</b>	
5128 Tfr from New Homes Bonus EMR	0	(24,246)	0	24,246		24,246	0.0%
Capital & Projects :- Other Costs	<b>0</b>	<b>(24,246)</b>	<b>0</b>	<b>24,246</b>	<b>0</b>	<b>24,246</b>	
<b>Net Income over Expenditure</b>	<b>19,537</b>	<b>(23,218)</b>	<b>0</b>	<b>23,218</b>			
5130 plus Tfr from CIL EMR	0	22,396					
<b>Movement to/(from) Gen Reserve</b>	<b>19,537</b>	<b>(822)</b>					
<b>201 Rec Field &amp; Meadow Way</b>							
1011 Fete Income	369	0	0	0			0.0%
Rec Field & Meadow Way :- Income	<b>369</b>	<b>0</b>	<b>0</b>	<b>0</b>			
4020 Miscellaneous Expenses	0	70	0	(70)		(70)	0.0%
4031 Covid-19	0	126	0	(126)		(126)	0.0%
4036 Property Maintenance	0	295	600	305		305	49.2%
4039 ROSPA Fees	186	246	200	(46)		(46)	123.0%
4041 Equipment Hire	0	8	0	(8)		(8)	0.0%

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Month No: 11

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4042 Small Tools/Equipment	0	71	100	29		29	71.0%
4045 Other Grounds Maintenance	0	245	0	(245)		(245)	0.0%
4046 Grass Cutting	1,867	2,505	3,500	996		996	71.6%
4047 Tree/Hedge Maintenance	0	0	1,000	1,000		1,000	0.0%
4048 General Garden 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	<b>4,118</b>	<b>3,566</b>	<b>5,400</b>	<b>1,834</b>	<b>0</b>	<b>1,834</b>	<b>66.0%</b>
<b>Net Income over Expenditure</b>	<b>(3,749)</b>	<b>(3,566)</b>	<b>(5,400)</b>	<b>(1,834)</b>			
<b>202 Street Furniture</b>							
4017 Cleaning Contract	0	54	0	(54)		(54)	0.0%
4036 Property Maintenance	0	60	0	(60)		(60)	0.0%
Street Furniture :- Indirect Expenditure	<b>0</b>	<b>114</b>	<b>0</b>	<b>(114)</b>	<b>0</b>	<b>(114)</b>	
<b>Net Expenditure</b>	<b>0</b>	<b>(114)</b>	<b>0</b>	<b>114</b>			
<b>203 Street Lighting</b>							
4014 Electricity	96	283	300	18		18	94.2%
4036 Property Maintenance	0	0	100	100		100	0.0%
4038 Equipment Maintenance	78	80	0	(80)		(80)	0.0%
Street Lighting :- Indirect Expenditure	<b>174</b>	<b>363</b>	<b>400</b>	<b>37</b>	<b>0</b>	<b>37</b>	<b>90.6%</b>
<b>Net Expenditure</b>	<b>(174)</b>	<b>(363)</b>	<b>(400)</b>	<b>(37)</b>			
<b>204 Open Spaces</b>							
1012 Christmas Income	40	0	0	0			0.0%
1020 Rent Received	590	590	0	(590)			0.0%
Open Spaces :- Income	<b>630</b>	<b>590</b>	<b>0</b>	<b>(590)</b>			
4016 Cleaning Material	334	334	0	(334)		(334)	0.0%
4018 Refuse disposal/Bin Emptying	1,755	0	0	0		0	0.0%
4020 Miscellaneous Expenses	0	450	0	(450)		(450)	0.0%
4035 Speed Indicator Devices	0	590	0	(590)		(590)	0.0%
4042 Small Tools/Equipment	48	0	0	0		0	0.0%
4045 Other Grounds Maintenance	0	210	0	(210)		(210)	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 General Garden Maintenance	4,081	2,962	2,200	(762)		(762)	134.6%
4304 Village Green	560	0	0	0		0	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 18/02/2021

Month No: 11

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4723 Christmas Expenses	0	357	0	(357)		(357)	0.0%
Open Spaces :- Indirect Expenditure	<b>9,755</b>	<b>5,398</b>	<b>2,800</b>	<b>(2,598)</b>	<b>0</b>	<b>(2,598)</b>	<b>192.8%</b>
<b>Net Income over Expenditure</b>	<b>(9,125)</b>	<b>(4,808)</b>	<b>(2,800)</b>	<b>2,008</b>			
<b>205 Allotments</b>							
1020 Rent Received	1,055	1,231	1,200	(31)			102.5%
1054 Aviation Museum Water Income	552	0	0	0			0.0%
1090 Misc Income	1,068	260	800	540			32.6%
Allotments :- Income	<b>2,675</b>	<b>1,491</b>	<b>2,000</b>	<b>509</b>			<b>74.5%</b>
4012 Water	1,370	326	1,000	674		674	32.6%
4020 Miscellaneous Expenses	0	70	0	(70)		(70)	0.0%
4024 Subscriptions & Licences	147	150	130	(20)		(20)	115.4%
4038 Equipment Maintenance	150	0	0	0		0	0.0%
4042 Small Tools/Equipment	48	0	0	0		0	0.0%
Allotments :- Indirect Expenditure	<b>1,715</b>	<b>545</b>	<b>1,130</b>	<b>585</b>	<b>0</b>	<b>585</b>	<b>48.3%</b>
<b>Net Income over Expenditure</b>	<b>960</b>	<b>946</b>	<b>870</b>	<b>(76)</b>			
<b>301 Tangmere Village Centre</b>							
1000 Pitch Hire - Football	287	200	300	100			66.7%
1001 Pitch Hire - Cricket	1,321	1,211	200	(1,011)			605.5%
1002 Pitch Hire - Tennis	126	0	150	150			0.0%
1003 Letting Income - Occas'l Users	3,565	78	4,500	4,422			1.7%
1004 Letting Deposit - Occas'l User	0	30	0	(30)			0.0%
1010 Letting Income - Regular Users	22,640	3,599	24,000	20,401			15.0%
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	212	0	(212)			0.0%
Tangmere Village Centre :- Income	<b>28,762</b>	<b>15,330</b>	<b>29,950</b>	<b>14,620</b>			<b>51.2%</b>
4011 Rates	7,218	0	7,250	7,250		7,250	0.0%
4012 Water	187	305	1,000	695		695	30.5%
4014 Electricity	1,272	689	1,000	311		311	68.9%
4015 Gas	2,070	1,289	2,000	711		711	64.4%
4016 Cleaning Material	679	300	800	500		500	37.6%
4017 Cleaning Contract	6,823	4,320	7,400	3,080		3,080	58.4%
4018 Refuse disposal/Bin Emptying	456	134	0	(134)		(134)	0.0%
4020 Miscellaneous Expenses	892	(155)	300	455		455	(51.5%)
4021 Telephone & Internet	1,041	914	900	(14)		(14)	101.5%
4023 Printing & Stationery	0	0	100	100		100	0.0%



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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4024 Subscriptions & Licences	1,328	(781)	400	1,181		1,181	(195.3%)
4025 Insurance	169	174	0	(174)		(174)	0.0%
4031 Covid-19	0	966	0	(966)		(966)	0.0%
4036 Property Maintenance	11,634	1,732	4,000	2,268		2,268	43.3%
4037 Cricket Square Maintenance	461	840	0	(840)		(840)	0.0%
4038 Equipment Maintenance	1,013	365	0	(365)		(365)	0.0%
4041 Equipment Hire	43	0	0	0		0	0.0%
4042 Small Tools/Equipment	1,047	2,159	0	(2,159)		(2,159)	0.0%
4048 General Garden Maintenance	759	588	0	(588)		(588)	0.0%
4049 Occas'l Users Deposit Return	0	130	0	(130)		(130)	0.0%
4051 Bank Charges	0	28	0	(28)		(28)	0.0%
Tangmere Village Centre :- Indirect Expenditure	<b>37,092</b>	<b>13,998</b>	<b>25,150</b>	<b>11,152</b>	<b>0</b>	<b>11,152</b>	<b>55.7%</b>
5111 Tfr from VC Fund	(8,331)	0	0	0		0	0.0%
Tangmere Village Centre :- Other Costs	<b>(8,331)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,333</b>	<b>4,800</b>	<b>3,467</b>			
Grand Totals:- Income	<b>161,141</b>	<b>104,396</b>	<b>113,743</b>	<b>9,347</b>			<b>91.8%</b>
Expenditure	<b>180,949</b>	<b>118,650</b>	<b>116,518</b>	<b>(2,132)</b>	<b>0</b>	<b>(2,132)</b>	<b>101.8%</b>
<b>Net Income over Expenditure</b>	<b>(19,808)</b>	<b>(14,254)</b>	<b>(2,775)</b>	<b>11,479</b>			
plus Tfr from CIL EMR	<b>0</b>	<b>22,396</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>(19,808)</b>	<b>8,142</b>					