

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

The attached report covers the Council's expenditure to the end of July 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 2020 to 31 March 2021.
4. Fourth column headed "Actual Year To Date" is the part year figures for this year so for this particular report that's the four months of April to July 2021.
5. Fifth column headed "Current Annual Bud[get]" is the full year budget figures for the current financial year 1 April 2021 to 31 March 2022 as agreed by Council on 21 January 2021.
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.
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 eighth 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 33% (being one third). 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**

Note that the report attached gives rise to some questions in the mind of the RFO and some adjustment are required and will be made as soon as possible but the report is circulated as first run to avoid delay in circulating the figures.

#### Page 1 Cost Centre 101 Administration

1176 Precept – the budget figure stated as £89,130 is incorrect (it should be £86,130) and will be adjusted – once adjusted the first installment of precept received will show (correctly) as 50% of budget.

#### Page 2 Cost Centre 107 Grants

4701 Grants – expenditure against this budget setting is currently overstated. Now that the Council undertakes accruals accounting a £4,000 creditor was raised at the end of the Financial Year 2020/21 for the grant to the Youth Club. This creditor needs to be reversed in the current financial year and that reversal will reverse the expenditure here by £4,000

#### Page 3 Cost Centre 204 Open Spaces

4013 Rent Payable – the credit of £290 against this code requires investigation. It seems likely to be a miscoding of rent receivable.

#### Page 4 Cost Centre 205 Allotments

4013 Rent Payable – the credit of £15 against this code requires investigation. It seems likely to be a miscoding of rent receivable

#### Page 5 Cost Centre 999 VAT

515 VAT on Payments – the £13,984 shown here is a miscoding of the VAT refund received for 2020/21 – in accruals accounting this income was accounted for in the financial year to which it relates and this entry needs to be removed to offset the debtors shown in the balance sheet for VAT. If the transaction remains recorded here it inaccurately reduces the Council's overall expenditure for the year.

## Detailed Income &amp; Expenditure by Budget Heading 24/08/2021

Month No: 4

## 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	1,290	0	1,500	1,500			0.0%
1090 Misc Income	1,120	75	1,000	925			7.5%
1176 Precept	79,293	43,065	89,130	46,065			48.3%
1196 Interest Received	90	0	0	0			0.0%
<b>Administration :- Income</b>	<b>81,793</b>	<b>43,140</b>	<b>91,630</b>	<b>48,490</b>			<b>47.1%</b>
4001 Salaries	30,420	10,140	30,420	20,280		20,280	33.3%
4002 Employers NIC	1,774	586	1,780	1,194		1,194	32.9%
4004 Employer's Pension Cost	6,297	2,099	6,300	4,201		4,201	33.3%
4008 Courses/Conferences/Training	0	0	500	500		500	0.0%
4013 Rent Payable	0	50	0	(50)		(50)	0.0%
4016 Cleaning Material	223	0	0	0		0	0.0%
4020 Miscellaneous Expenses	0	125	0	(125)		(125)	0.0%
4021 Telephone & Internet	581	210	500	290		290	42.0%
4022 Postage	24	20	100	80		80	20.4%
4023 Printing & Stationery	516	7	700	693		693	1.1%
4024 Subscriptions & Licences	1,625	960	1,600	640		640	60.0%
4025 Insurance	3,419	0	3,500	3,500		3,500	0.0%
4026 Publications	240	0	0	0		0	0.0%
4031 Covid-19	1,547	7	100	93		93	7.3%
4033 Newsletter	3,306	578	3,900	3,322		3,322	14.8%
4034 Website	729	0	400	400		400	0.0%
4040 Dog Bin Emptying	0	0	1,750	1,750		1,750	0.0%
4042 Small Tools/Equipment	382	0	1,000	1,000		1,000	0.0%
4051 Bank Charges	190	60	200	140		140	30.0%
4053 Loan Interest	3,211	0	3,200	3,200		3,200	0.0%
4054 Loan Capital Repaid	6,465	0	6,550	6,550		6,550	0.0%
4055 Professional Fees - Planning	2,250	0	0	0		0	0.0%
4056 Professional Fees - Legal	321	0	5,000	5,000		5,000	0.0%
4057 Professional Fees - Audit	750	324	900	576		576	36.0%
4058 Other Professional Fees	1,672	2,025	1,200	(825)		(825)	168.7%
<b>Administration :- Indirect Expenditure</b>	<b>65,941</b>	<b>17,191</b>	<b>69,600</b>	<b>52,409</b>	<b>0</b>	<b>52,409</b>	<b>24.7%</b>
5020 Tfr to Youth services EMR	0	0	2,000	2,000		2,000	0.0%
5023 Tfr to Election EMR	850	0	850	850		850	0.0%
<b>Administration :- Other Costs</b>	<b>850</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>15,002</b>	<b>25,949</b>	<b>19,180</b>	<b>(6,769)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 24/08/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>107 Grants</u>							
4701 Grants	0	4,500	1,050	(3,450)		(3,450)	428.6%
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	12,651	2,581	13,000	10,419		10,419	19.9%
Grants :- Indirect Expenditure	<b>16,651</b>	<b>7,081</b>	<b>15,300</b>	<b>8,219</b>	<b>0</b>	<b>8,219</b>	<b>46.3%</b>
<b>Net Expenditure</b>	<b>(16,651)</b>	<b>(7,081)</b>	<b>(15,300)</b>	<b>(8,219)</b>			
<u>109 Capital &amp; Projects</u>							
1049 S106 Income	5,191	0	0	0			0.0%
Capital & Projects :- Income	<b>5,191</b>	<b>0</b>	<b>0</b>	<b>0</b>			
4910 CP NHB 2019	29,420	0	0	0		0	0.0%
4911 CP Recreation Field Bund	23,235	0	0	0		0	0.0%
Capital & Projects :- Indirect Expenditure	<b>52,655</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
5128 Tfr from New Homes Bonus EMR	(24,246)	0	0	0		0	0.0%
Capital & Projects :- Other Costs	<b>(24,246)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Income over Expenditure</b>	<b>(23,218)</b>	<b>0</b>	<b>0</b>	<b>0</b>			
5130 plus Tfr from CIL EMR	22,396	0					
<b>Movement to/(from) Gen Reserve</b>	<b>(822)</b>	<b>0</b>					
<u>201 Rec Field &amp; Meadow Way</u>							
4020 Miscellaneous Expenses	70	0	0	0		0	0.0%
4031 Covid-19	126	0	0	0		0	0.0%
4036 Property Maintenance	295	0	600	600		600	0.0%
4039 ROSPA Fees	246	190	220	31		31	86.1%
4041 Equipment Hire	8	0	0	0		0	0.0%
4042 Small Tools/Equipment	71	333	100	(233)		(233)	333.3%
4045 Other Grounds Maintenance	245	0	0	0		0	0.0%
4046 Grass Cutting	2,505	1,907	3,000	1,093		1,093	63.6%
4047 Tree/Hedge Maintenance	0	860	500	(360)		(360)	172.0%
Rec Field & Meadow Way :- Indirect Expenditure	<b>3,566</b>	<b>3,290</b>	<b>4,420</b>	<b>1,130</b>	<b>0</b>	<b>1,130</b>	<b>74.4%</b>
<b>Net Expenditure</b>	<b>(3,566)</b>	<b>(3,290)</b>	<b>(4,420)</b>	<b>(1,130)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 24/08/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>202 Street Furniture</u>							
4017 Cleaning Contract	54	0	0	0		0	0.0%
4036 Property Maintenance	60	0	0	0		0	0.0%
4038 Equipment Maintenance	0	60	0	(60)		(60)	0.0%
Street Furniture :- Indirect Expenditure	<b>114</b>	<b>60</b>	<b>0</b>	<b>(60)</b>	<b>0</b>	<b>(60)</b>	
<b>Net Expenditure</b>	<b>(114)</b>	<b>(60)</b>	<b>0</b>	<b>60</b>			
<u>203 Street Lighting</u>							
4014 Electricity	283	211	400	189		189	52.8%
4020 Miscellaneous Expenses	0	82	0	(82)		(82)	0.0%
4036 Property Maintenance	0	0	100	100		100	0.0%
4038 Equipment Maintenance	80	0	0	0		0	0.0%
Street Lighting :- Indirect Expenditure	<b>363</b>	<b>294</b>	<b>500</b>	<b>206</b>	<b>0</b>	<b>206</b>	<b>58.7%</b>
<b>Net Expenditure</b>	<b>(363)</b>	<b>(294)</b>	<b>(500)</b>	<b>(206)</b>			
<u>204 Open Spaces</u>							
1020 Rent Received	590	0	0	0			0.0%
Open Spaces :- Income	<b>590</b>	<b>0</b>	<b>0</b>	<b>0</b>			
4013 Rent Payable	0	(290)	0	290		290	0.0%
4016 Cleaning Material	334	245	0	(245)		(245)	0.0%
4018 Refuse disposal/Bin Emptying	297	0	0	0		0	0.0%
4020 Miscellaneous Expenses	450	0	0	0		0	0.0%
4035 Speed Indicator Devices	670	200	520	320		320	38.5%
4040 Dog Bin Emptying	1,437	0	0	0		0	0.0%
4045 Other Grounds Maintenance	210	0	0	0		0	0.0%
4047 Tree/Hedge Maintenance	795	280	600	320		320	46.7%
4048 General Garden Maintenance	2,962	1,362	3,200	1,838		1,838	42.6%
4058 Other Professional Fees	0	0	500	500		500	0.0%
4723 Christmas Expenses	357	0	0	0		0	0.0%
Open Spaces :- Indirect Expenditure	<b>7,512</b>	<b>1,797</b>	<b>4,820</b>	<b>3,023</b>	<b>0</b>	<b>3,023</b>	<b>37.3%</b>
<b>Net Income over Expenditure</b>	<b>(6,922)</b>	<b>(1,797)</b>	<b>(4,820)</b>	<b>(3,023)</b>			
<u>205 Allotments</u>							
1020 Rent Received	1,231	1,259	1,200	(59)			104.9%
1090 Misc Income	260	0	800	800			0.0%
Allotments :- Income	<b>1,491</b>	<b>1,259</b>	<b>2,000</b>	<b>741</b>			<b>63.0%</b>
4012 Water	326	0	1,000	1,000		1,000	0.0%

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4013 Rent Payable	0	(15)	0	15		15	0.0%
4020 Miscellaneous Expenses	70	149	0	(149)		(149)	0.0%
4022 Postage	0	32	0	(32)		(32)	0.0%
4024 Subscriptions & Licences	150	0	150	150		150	0.0%
<b>Allotments :- Indirect Expenditure</b>	<b>545</b>	<b>166</b>	<b>1,150</b>	<b>984</b>	<b>0</b>	<b>984</b>	<b>14.5%</b>
<b>Net Income over Expenditure</b>	<b>946</b>	<b>1,093</b>	<b>850</b>	<b>(243)</b>			
<b>301 Tangmere Village Centre</b>							
521 Fob Deposits	0	30	0	(30)			0.0%
1000 Pitch Hire - Football	200	0	300	300			0.0%
1001 Pitch Hire - Cricket	1,211	475	1,500	1,025			31.7%
1002 Pitch Hire - Tennis	0	0	100	100			0.0%
1003 Letting Income - Non-Profit	78	32	3,000	2,968			1.1%
1004 DO NOT USE	30	0	0	0			0.0%
1010 Letting Income - Commercial	14,504	8,052	14,000	5,948			57.5%
1020 Rent Received	200	0	0	0			0.0%
1040 Solar Panel Income	1,040	0	800	800			0.0%
1061 Grants Received	10,000	0	0	0			0.0%
1090 Misc Income	212	0	0	0			0.0%
<b>Tangmere Village Centre :- Income</b>	<b>27,475</b>	<b>8,589</b>	<b>19,700</b>	<b>11,111</b>			<b>43.6%</b>
4011 Rates	0	234	7,500	7,266		7,266	3.1%
4012 Water	369	116	660	544		544	17.6%
4013 Rent Payable	0	(100)	0	100		100	0.0%
4014 Electricity	918	271	1,000	729		729	27.1%
4015 Gas	2,133	528	2,000	1,472		1,472	26.4%
4016 Cleaning Material	111	137	500	363		363	27.5%
4017 Cleaning Contract	4,930	1,065	5,000	3,935		3,935	21.3%
4018 Refuse disposal/Bin Emptying	193	215	300	85		85	71.7%
4020 Miscellaneous Expenses	(155)	50	200	150		150	25.0%
4021 Telephone & Internet	1,098	377	1,100	723		723	34.3%
4024 Subscriptions & Licences	(469)	0	1,500	1,500		1,500	0.0%
4025 Insurance	174	0	180	180		180	0.0%
4031 Covid-19	966	0	0	0		0	0.0%
4036 Property Maintenance	1,886	618	3,000	2,382		2,382	20.6%
4037 Cricket Square Maintenance	840	0	1,000	1,000		1,000	0.0%
4038 Equipment Maintenance	365	110	500	390		390	22.0%
4042 Small Tools/Equipment	2,530	174	1,000	826		826	17.4%
4047 Tree/Hedge Maintenance	0	56	0	(56)		(56)	0.0%
4048 General Garden Maintenance	588	196	800	604		604	24.5%

## Detailed Income &amp; Expenditure by Budget Heading 24/08/2021

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4049 Occas'l Users Deposit Return	130	0	0	0		0	0.0%
4051 Bank Charges	28	0	0	0		0	0.0%
Tangmere Village Centre :- Indirect Expenditure	<b>16,636</b>	<b>4,047</b>	<b>26,240</b>	<b>22,193</b>	<b>0</b>	<b>22,193</b>	<b>15.4%</b>
5111 Tfr from VC Fund	0	0	(11,550)	(11,550)		(11,550)	0.0%
Tangmere Village Centre :- Other Costs	<b>0</b>	<b>0</b>	<b>(11,550)</b>	<b>(11,550)</b>	<b>0</b>	<b>(11,550)</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>10,839</b>	<b>4,542</b>	<b>5,010</b>	<b>468</b>			
<u>999 VAT</u>							
115 VAT Refunds	5,776	0	0	0			0.0%
VAT :- Income	<b>5,776</b>	<b>0</b>	<b>0</b>	<b>0</b>			
515 VAT on Payments	0	(13,984)	0	13,984		13,984	0.0%
VAT :- Indirect Expenditure	<b>0</b>	<b>(13,984)</b>	<b>0</b>	<b>13,984</b>	<b>0</b>	<b>13,984</b>	
<b>Net Income over Expenditure</b>	<b>5,776</b>	<b>13,984</b>	<b>0</b>	<b>(13,984)</b>			
Grand Totals:- Income	<b>122,316</b>	<b>52,988</b>	<b>113,330</b>	<b>60,342</b>			<b>46.8%</b>
Expenditure	<b>140,587</b>	<b>19,942</b>	<b>113,330</b>	<b>93,388</b>	<b>0</b>	<b>93,388</b>	<b>17.6%</b>
<b>Net Income over Expenditure</b>	<b>(18,271)</b>	<b>33,046</b>	<b>0</b>	<b>(33,046)</b>			
plus Tfr from CIL EMR	<b>22,396</b>	<b>0</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>4,125</b>	<b>33,046</b>					