

Detailed Income & Expenditure by Budget Heading 21/04/2021

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance							
100 Un-earmarked Capital Reserves							
4671 Match Funding	0	2,675	8,645	5,970		5,970	30.9%
Un-earmarked Capital Reserves :- Indirect Expenditure	<u>0</u>	<u>2,675</u>	<u>8,645</u>	<u>5,970</u>	<u>0</u>	<u>5,970</u>	<u>30.9%</u>
Net Expenditure	<u>0</u>	<u>(2,675)</u>	<u>(8,645)</u>	<u>(5,970)</u>			
101 Earmarked Capital Reserves							
1090 Museum Loan	1,393	1,393	1,393	0			100.0%
1130 Section 106 Planning Gain	171,232	0	0	0			0.0%
1134 Grants received	21,876	11,995	0	(11,995)			0.0%
Earmarked Capital Reserves :- Income	<u>194,501</u>	<u>13,388</u>	<u>1,393</u>	<u>(11,995)</u>			<u>961.1%</u>
4203 MTI new stalls	5,079	6,992	0	(6,992)		(6,992)	0.0%
4237 Development Days Field P/Appl	7,049	0	0	0		0	0.0%
4238 Buttercross & Town Centre Proj	15,406	0	0	0		0	0.0%
4622 Rec Project-SK8 & MUGA	1,875	0	7,590	7,590		7,590	0.0%
4623 Rec Project-Toilet Facility	3,225	0	0	0		0	0.0%
4651 Neighbourhood Plan (S.106)	3,117	0	0	0		0	0.0%
4670 Public Works Loan	10,237	10,002	10,002	(0)		(0)	100.0%
4672 Public Toilet Refurb (S.106)	540	52,646	0	(52,646)		(52,646)	0.0%
Earmarked Capital Reserves :- Indirect Expenditure	<u>46,528</u>	<u>69,640</u>	<u>17,592</u>	<u>(52,048)</u>	<u>0</u>	<u>(52,048)</u>	<u>395.9%</u>
Net Income over Expenditure	<u>147,973</u>	<u>(56,252)</u>	<u>(16,199)</u>	<u>40,053</u>			
102 Earmarked Revenue Reserves							
4180 Election/By Election Expenses	6,619	0	0	0		0	0.0%
4750 Land & Property fund	11,581	664	0	(664)		(664)	0.0%
4751 GBC due diligence costs	0	1,800	0	(1,800)		(1,800)	0.0%
4752 Barn due diligence costs	0	2,200	0	(2,200)		(2,200)	0.0%
4780 Town Events - fund	750	0	0	0		0	0.0%
Earmarked Revenue Reserves :- Indirect Expenditure	<u>18,950</u>	<u>4,664</u>	<u>0</u>	<u>(4,664)</u>	<u>0</u>	<u>(4,664)</u>	
Net Expenditure	<u>(18,950)</u>	<u>(4,664)</u>	<u>0</u>	<u>4,664</u>			
110 Precept							
6000 Precept	407,500	419,500	419,500	0			100.0%
Precept :- Income	<u>407,500</u>	<u>419,500</u>	<u>419,500</u>	<u>0</u>			<u>100.0%</u>
Net Income	<u>407,500</u>	<u>419,500</u>	<u>419,500</u>	<u>0</u>			

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307 Amenities & Agency							
1000 Office Rent	5,690	2,140	5,804	3,664			36.9%
1092 Relief in Need-Agency	1,540	1,000	0	(1,000)			0.0%
1100 Hire/connection fees -T/Centre	616	592	500	(92)			118.4%
1101 Car Charging Points - fees/usa	116	10	135	125			7.2%
Amenities & Agency :- Income	7,962	3,742	6,439	2,697			58.1%
4075 Repairs/Replacement	0	0	0	(0)		(0)	0.0%
4230 General Maintenance	0	330	255	(75)		(75)	129.4%
4350 TIC Service Level Agreement	3,010	3,070	3,070	0		0	100.0%
4420 War Memorial Electricity	47	48	62	14		14	77.1%
4425 Town Centre Electric	1,131	1,125	1,122	(3)		(3)	100.2%
4426 Town Centre WiFi	557	557	615	58		58	90.6%
4510 Street Lights - Elect/Maint	25,899	17,130	26,400	9,270		9,270	64.9%
4512 Twinning Bursary	0	3	250	247		247	1.4%
4525 Community Grants	186	217	200	(17)		(17)	108.5%
4530 Mayors Allowance	1,224	1,250	1,250	0		0	100.0%
4531 Mayors Reception	1,027	0	1,125	1,125		1,125	0.0%
4532 Mayors Civic Service	0	0	500	500		500	0.0%
4534 Civic Regalia/photograph	41	277	100	(177)		(177)	277.1%
4540 Xmas Lights	2,575	3,656	6,000	2,344		2,344	60.9%
Amenities & Agency :- Indirect Expenditure	35,698	27,663	40,949	13,286	0	13,286	67.6%
Net Income over Expenditure	(27,736)	(23,922)	(34,510)	(10,588)			
308 Swaffham Emergency Action							
1134 Grants received	500	0	0	0			0.0%
Swaffham Emergency Action :- Income	500	0	0	0			
Net Income	500	0	0	0			
Finance :- Income	610,463	436,629	427,332	(9,297)			102.2%
Expenditure	101,176	104,642	67,186	(37,456)	0	(37,456)	155.7%
Movement to/(from) Gen Reserve	509,287	331,987					
Market, Events & Tourism							
201 Market							
1010 Market Income-Casual	3,561	2,654	3,100	446			85.6%
1011 Market & Auction Licence	29,232	17,398	29,400	12,002			59.2%
1019 Market Stall Hire	821	539	500	(39)			107.8%

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9998 Early Payment Discount	(2,726)	0	(3,400)	(3,400)			0.0%
Market :- Income	30,887	20,591	29,600	9,009			69.6%
4020 Rates	3,437	3,493	4,000	507		507	87.3%
4061 Telephone	246	223	250	27		27	89.3%
4123 Membership/Subscriptions	358	0	350	350		350	0.0%
4130 Advert/Publicity/Promotions	700	210	1,000	790		790	21.0%
4205 Market Stalls - erect/disamant	4,420	1,170	1,250	80		80	93.6%
4206 Market Stalls - repairs and re	0	0	1,500	1,500		1,500	0.0%
Market :- Indirect Expenditure	9,161	5,097	8,350	3,253	0	3,253	61.0%
Net Income over Expenditure	21,727	15,494	21,250	5,756			
<u>203 Events & Tourism</u>							
1004 equipment hire	21	0	55	55			0.0%
1016 Xmas Market Income	3,562	(61)	3,200	3,261			(1.9%)
1017 Sheep fair Income	55	0	100	100			0.0%
1018 Car Rally Income	1,646	0	1,500	1,500			0.0%
1134 Grants received	0	2,003	0	(2,003)			0.0%
1180 Fundraising Events	1,091	0	0	0			0.0%
Events & Tourism :- Income	6,374	1,943	4,855	2,913			40.0%
4209 car rally expenses	144	0	0	0		0	0.0%
Events & Tourism :- Direct Expenditure	144	0	0	0	0	0	
4208 VE Day expenses	54	539	0	(539)		(539)	0.0%
4213 Dads Army Day Expenditure	1,221	0	0	0		0	0.0%
4215 Xmas Market expenses	2,261	43	0	(43)		(43)	0.0%
4216 Sheep fair expenses	293	0	400	400		400	0.0%
4219 Town Flags	340	112	500	388		388	22.5%
Events & Tourism :- Indirect Expenditure	4,169	694	900	206	0	206	77.2%
Net Income over Expenditure	2,062	1,248	3,955	2,707			
Market, Events & Tourism :- Income	37,262	22,534	34,455	11,921			65.4%
Expenditure	13,473	5,791	9,250	3,459	0	3,459	62.6%
Movement to/(from) Gen Reserve	23,788	16,742					

Recreation & Community Service**303 Allotments**

1030 Allotment Rent	7,600	8,439	7,525	(914)			112.1%
Allotments :- Income	7,600	8,439	7,525	(914)			112.1%

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4021 Water Rates	1,145	1,672	1,225	(447)		(447)	136.5%
4051 Waste Collection/Clearance	600	365	450	85		85	81.1%
4052 Toilet/Cleaning consumables	0	75	0	(75)		(75)	0.0%
4075 Repairs/Replacement	130	182	150	(32)		(32)	121.1%
4230 General Maintenance	107	160	300	140		140	53.3%
Allotments :- Indirect Expenditure	1,981	2,453	2,125	(328)	0	(328)	115.5%
Net Income over Expenditure	5,619	5,986	5,400	(586)			
<u>305 Cemetery & Churchyard</u>							
1080 Cemetery Fees	21,031	25,642	21,000	(4,642)			122.1%
1081 Cemetery Chapel Hire	112	0	0	0			0.0%
Cemetery & Churchyard :- Income	21,143	25,642	21,000	(4,642)			122.1%
4020 Rates	1,866	1,896	1,915	19		19	99.0%
4051 Waste Collection/Clearance	1,495	1,295	1,500	205		205	86.4%
4060 Electric and Gas	315	684	325	(359)		(359)	210.3%
4220 Tree Maintenance	0	0	1,500	1,500		1,500	0.0%
4230 General Maintenance	152	108	580	472		472	18.7%
Cemetery & Churchyard :- Indirect Expenditure	3,828	3,984	5,820	1,836	0	1,836	68.4%
Net Income over Expenditure	17,315	21,658	15,180	(6,478)			
<u>306 Open Spaces</u>							
1050 Rec Ground Fees	510	658	520	(138)			126.5%
1134 Grants received	24,500	0	0	0	1,500		0.0%
Open Spaces :- Income	25,010	658	520	(138)			126.5%
4021 Water Rates	48	122	50	(72)		(72)	243.9%
4051 Waste Collection/Clearance	327	14	325	311		311	4.5%
4060 Electric and Gas	162	129	265	136		136	48.5%
4075 Repairs/Replacement	1,521	525	1,020	495		495	51.4%
4076 Building Maintenance	0	133	0	(133)		(133)	0.0%
4220 Tree Maintenance	1,940	206	1,100	894		894	18.7%
4230 General Maintenance	1,034	818	1,000	182		182	81.8%
4235 New Equipment	28,720	0	0	0		0	0.0%
4277 Hedge Cutting	0	0	175	175		175	0.0%
4300 Grounds Maintenance	782	619	1,100	481		481	56.3%
4301 O/S Equip Repairs/Replacements	1,279	449	715	266		266	62.8%
4310 Sport & Play Equip Repairs	233	157	1,500	1,343		1,343	10.5%
4430 Floral Displays	667	500	800	300		300	62.5%
4440 Street Furniture Maintenance	42	0	715	715		715	0.0%

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4460 Town Clock Maintenance	475	600	500	(100)		(100)	120.0%
4461 Pest Control	2,740	150	850	700		700	17.6%
Open Spaces :- Indirect Expenditure	39,969	4,422	10,115	5,693	0	5,693	43.7%
Net Income over Expenditure	(14,959)	(3,764)	(9,595)	(5,831)			
Recreation & Community Service :- Income	53,753	34,739	29,045	(5,694)			119.6%
Expenditure	45,778	10,859	18,060	7,201	0	7,201	60.1%
Movement to/(from) Gen Reserve	7,975	23,880					

Estates, Heritage, TH & Site M103 Town Hall

1000 Office Rent	1,973	3	1,955	1,952			0.2%
1002 Museum Telephone	47	283	0	(283)			0.0%
Town Hall :- Income	2,020	286	1,955	1,669			14.6%
4020 Rates	10,311	10,479	10,510	31		31	99.7%
4021 Water Rates	348	683	500	(183)		(183)	136.5%
4050 Cleaning	131	0	305	305		305	0.0%
4051 Waste Collection/Clearance	721	427	730	303		303	58.6%
4052 Toilet/Cleaning consumables	176	108	280	172		172	38.5%
4055 Alarm/CCTV	681	781	1,330	549		549	58.7%
4060 Electric and Gas	6,121	5,672	7,040	1,368		1,368	80.6%
4061 Telephone	2,497	2,193	1,530	(663)		(663)	143.4%
4075 Repairs/Replacement	1,099	852	1,000	148		148	85.2%
4141 Replace or Upgrade Equipment	0	8	0	(8)		(8)	0.0%
4230 General Maintenance	825	1,162	1,000	(162)		(162)	116.2%
Town Hall :- Indirect Expenditure	22,908	22,365	24,225	1,860	0	1,860	92.3%
Net Income over Expenditure	(20,887)	(22,079)	(22,270)	(192)			

304 Public Toilets

1053 Toilet-Disabled Key Purchase	17	7	15	8			48.9%
Public Toilets :- Income	17	7	15	8			48.9%
4020 Rates	3,746	3,842	0	(3,842)		(3,842)	0.0%
4021 Water Rates	1,932	506	2,000	1,494		1,494	25.3%
4051 Waste Collection/Clearance	360	0	400	400		400	0.0%
4052 Toilet/Cleaning consumables	1,055	385	840	455		455	45.8%
4053 Toilets-Disabled Key	0	0	33	33		33	0.0%
4060 Electric and Gas	971	364	1,100	736		736	33.1%

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4075 Repairs/Replacement	930	30	500	470		470	6.0%
4230 General Maintenance	59	33	500	467		467	6.5%
Public Toilets :- Indirect Expenditure	9,053	5,160	5,373	213	0	213	96.0%
Net Income over Expenditure	(9,035)	(5,153)	(5,358)	(205)			
Estates, Heritage, TH & Site M :- Income	2,038	293	1,970	1,677			14.9%
Expenditure	31,960	27,524	29,598	2,074	0	2,074	93.0%
Movement to/(from) Gen Reserve	(29,923)	(27,231)					

HR & Governance**104 Administration & Miscellaneous**

1134 Grants received	0	1,000	0	(1,000)			0.0%
1189 Photocopying Service	3	0	10	10			0.0%
1190 Bank Interest	1,079	314	750	436			41.9%
1192 Sundry receipt	50	0	0	0			0.0%
Administration & Miscellaneous :- Income	1,132	1,314	760	(554)			172.9%
4000 Salaries - office/admin	308,528	308,449	321,575	13,126		13,126	95.9%
4010 Staff Training/Expenses	1,378	1,396	2,000	604		604	69.8%
4012 Staff Travel	768	0	800	800		800	0.0%
4014 Covid expenditure	0	3,622	0	(3,622)		(3,622)	0.0%
4015 Health & Safety	837	729	1,800	1,071		1,071	40.5%
4016 P.P.E. & Hi-viz clothing	230	374	570	196		196	65.6%
4060 Electric and Gas	0	(10)	0	10		10	0.0%
4061 Telephone	0	22	0	(22)		(22)	0.0%
4120 Stationery/Books	933	239	750	511		511	31.9%
4121 Postage Stamps	421	139	500	361		361	27.9%
4123 Membership/Subscriptions	1,765	1,726	1,815	89		89	95.1%
4125 Insurance	6,119	6,380	6,245	(135)		(135)	102.2%
4130 Advert/Publicity/Promotions	85	18	100	82		82	18.5%
4140 Photocopiers Maint/Lease	5,653	4,927	5,500	573		573	89.6%
4141 Replace or Upgrade Equipment	109	19	1,000	981		981	1.9%
4142 Office Furniture Repair/Renew	37	0	375	375		375	0.0%
4144 Computer maintenance/software	4,049	4,604	6,750	2,146		2,146	68.2%
4145 Off site computer security	0	0	410	410		410	0.0%
4154 Bank Charges	568	798	465	(333)		(333)	171.5%
4155 Legal fees/Professional Advice	0	0	310	310		310	0.0%
4156 HR Advisory Service	1,860	4,363	1,655	(2,708)		(2,708)	263.6%
4157 Audit Internal/External	2,660	2,675	2,720	45		45	98.3%
4160 Brightpay Payroll	149	0	165	165		165	0.0%

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4161 RBS Accounts/Allotments	661	915	815	(100)		(100)	112.3%
4170 Councillor Training	474	50	600	550		550	8.3%
4171 Cllr Travel Expenses	66	0	500	500		500	0.0%
4175 Meetings/Hospitality	369	163	435	272		272	37.4%
Administration & Miscellaneous :- Indirect Expenditure	337,718	341,598	357,855	16,257	0	16,257	95.5%

Net Income over Expenditure **(336,586)** **(340,284)** **(357,095)** **(16,811)**

302 Outside Equipment & Vehicles

4075 Repairs/Replacement	109	110	2,500	2,390		2,390	4.4%
4230 General Maintenance	156	24	260	236		236	9.3%
4450 Truck Lease	4,043	4,043	4,043	0		0	100.0%
4451 Truck & Ride-on Maint Ins & Tax	4,577	3,387	3,366	(21)		(21)	100.6%
4452 Truck Fuel	976	676	1,125	449		449	60.1%
4612 Fuel Outside Equipment	1,115	854	1,085	231		231	78.7%
Outside Equipment & Vehicles :- Indirect Expenditure	10,974	9,093	12,379	3,286	0	3,286	73.5%

Net Expenditure **(10,974)** **(9,093)** **(12,379)** **(3,286)**

HR & Governance :- Income	1,132	1,314	760	(554)			172.9%
Expenditure	348,693	350,691	370,234	19,543	0	19,543	94.7%
Movement to/(from) Gen Reserve	(347,561)	(349,376)					

Grand Totals:- Income	704,648	495,510	493,562	(1,948)			100.4%
Expenditure	541,080	499,508	494,328	(5,180)	0	(5,180)	101.0%
Net Income over Expenditure	163,567	(3,998)	(766)	3,232			
Movement to/(from) Gen Reserve	163,567	(3,998)					

Swaffham Town Council

Bank - Cash and Investment Reconciliation as at 21 April 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2021	Unity Trust Current	9,536.04
31/03/2021	Unity Trust Deposit	345,437.53
30/09/2020	Unity Trust Sk8 and Muga fund	0.00
30/09/2020	CAPITAL RESERVES	0.00
31/03/2021	Lloyds Credit Card	-1,054.12
31/03/2021	Petty Cash	308.68

354,228.13

Other Cash & Bank Balances

0.00

354,228.13

All Cash & Bank Accounts

1	Unity Trust Current	9,536.04
2	Unity Trust Deposit	345,437.53
3	SK8 Park & MUGA Fund	0.00
4	Unity Trust Capital Reserves	0.00
5	Lloyds Credit Card	-1,054.12
6	Petty Cash	308.68
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	354,228.13
