

## Detailed Income &amp; 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
<b>Finance</b>							
<u>100 Un-earmarked Capital Reserves</u>							
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>
<b>Net Expenditure</b>	<u>0</u>	<u>(2,675)</u>	<u>(8,645)</u>	<u>(5,970)</u>			
<u>101 Earmarked Capital Reserves</u>							
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>
<b>Net Income over Expenditure</b>	<u>147,973</u>	<u>(56,252)</u>	<u>(16,199)</u>	<u>40,053</u>			
<u>102 Earmarked Revenue Reserves</u>							
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>	
<b>Net Expenditure</b>	<u>(18,950)</u>	<u>(4,664)</u>	<u>0</u>	<u>4,664</u>			
<u>110 Precept</u>							
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>
<b>Net Income</b>	<u>407,500</u>	<u>419,500</u>	<u>419,500</u>	<u>0</u>			

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<b>307 Amenities &amp; Agency</b>							
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%
<b>Amenities &amp; Agency :- Income</b>	<b>7,962</b>	<b>3,742</b>	<b>6,439</b>	<b>2,697</b>			<b>58.1%</b>
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%
<b>Amenities &amp; Agency :- Indirect Expenditure</b>	<b>35,698</b>	<b>27,663</b>	<b>40,949</b>	<b>13,286</b>	<b>0</b>	<b>13,286</b>	<b>67.6%</b>
<b>Net Income over Expenditure</b>	<b>(27,736)</b>	<b>(23,922)</b>	<b>(34,510)</b>	<b>(10,588)</b>			
<b>308 Swaffham Emergency Action</b>							
1134 Grants received	500	0	0	0			0.0%
<b>Swaffham Emergency Action :- Income</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Net Income</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Finance :- Income</b>	<b>610,463</b>	<b>436,629</b>	<b>427,332</b>	<b>(9,297)</b>			<b>102.2%</b>
<b>Expenditure</b>	<b>101,176</b>	<b>104,642</b>	<b>67,186</b>	<b>(37,456)</b>	<b>0</b>	<b>(37,456)</b>	<b>155.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>509,287</b>	<b>331,987</b>					
<b>Market, Events &amp; Tourism</b>							
<b>201 Market</b>							
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	<b>30,887</b>	<b>20,591</b>	<b>29,600</b>	<b>9,009</b>			<b>69.6%</b>
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	<b>9,161</b>	<b>5,097</b>	<b>8,350</b>	<b>3,253</b>	<b>0</b>	<b>3,253</b>	<b>61.0%</b>
<b>Net Income over Expenditure</b>	<b>21,727</b>	<b>15,494</b>	<b>21,250</b>	<b>5,756</b>			
<b><u>203 Events &amp; Tourism</u></b>							
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	<b>6,374</b>	<b>1,943</b>	<b>4,855</b>	<b>2,913</b>			<b>40.0%</b>
4209 car rally expenses	144	0	0	0		0	0.0%
Events & Tourism :- Direct Expenditure	<b>144</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
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	<b>4,169</b>	<b>694</b>	<b>900</b>	<b>206</b>	<b>0</b>	<b>206</b>	<b>77.2%</b>
<b>Net Income over Expenditure</b>	<b>2,062</b>	<b>1,248</b>	<b>3,955</b>	<b>2,707</b>			
Market, Events & Tourism :- Income	<b>37,262</b>	<b>22,534</b>	<b>34,455</b>	<b>11,921</b>			<b>65.4%</b>
Expenditure	<b>13,473</b>	<b>5,791</b>	<b>9,250</b>	<b>3,459</b>	<b>0</b>	<b>3,459</b>	<b>62.6%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>23,788</b>	<b>16,742</b>					

**Recreation & Community Service****303 Allotments**

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

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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%
<b>Allotments :- Indirect Expenditure</b>	<b>1,981</b>	<b>2,453</b>	<b>2,125</b>	<b>(328)</b>	<b>0</b>	<b>(328)</b>	<b>115.5%</b>
<b>Net Income over Expenditure</b>	<b>5,619</b>	<b>5,986</b>	<b>5,400</b>	<b>(586)</b>			
<b>305 Cemetery &amp; Churchyard</b>							
1080 Cemetery Fees	21,031	25,642	21,000	(4,642)			122.1%
1081 Cemetery Chapel Hire	112	0	0	0			0.0%
<b>Cemetery &amp; Churchyard :- Income</b>	<b>21,143</b>	<b>25,642</b>	<b>21,000</b>	<b>(4,642)</b>			<b>122.1%</b>
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%
<b>Cemetery &amp; Churchyard :- Indirect Expenditure</b>	<b>3,828</b>	<b>3,984</b>	<b>5,820</b>	<b>1,836</b>	<b>0</b>	<b>1,836</b>	<b>68.4%</b>
<b>Net Income over Expenditure</b>	<b>17,315</b>	<b>21,658</b>	<b>15,180</b>	<b>(6,478)</b>			
<b>306 Open Spaces</b>							
1050 Rec Ground Fees	510	658	520	(138)			126.5%
1134 Grants received	24,500	0	0	0	1,500		0.0%
<b>Open Spaces :- Income</b>	<b>25,010</b>	<b>658</b>	<b>520</b>	<b>(138)</b>			<b>126.5%</b>
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	<b>39,969</b>	<b>4,422</b>	<b>10,115</b>	<b>5,693</b>	<b>0</b>	<b>5,693</b>	<b>43.7%</b>
<b>Net Income over Expenditure</b>	<b>(14,959)</b>	<b>(3,764)</b>	<b>(9,595)</b>	<b>(5,831)</b>			
Recreation & Community Service :- Income	<b>53,753</b>	<b>34,739</b>	<b>29,045</b>	<b>(5,694)</b>			<b>119.6%</b>
Expenditure	<b>45,778</b>	<b>10,859</b>	<b>18,060</b>	<b>7,201</b>	<b>0</b>	<b>7,201</b>	<b>60.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>7,975</b>	<b>23,880</b>					

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	<b>2,020</b>	<b>286</b>	<b>1,955</b>	<b>1,669</b>			<b>14.6%</b>
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	<b>22,908</b>	<b>22,365</b>	<b>24,225</b>	<b>1,860</b>	<b>0</b>	<b>1,860</b>	<b>92.3%</b>
<b>Net Income over Expenditure</b>	<b>(20,887)</b>	<b>(22,079)</b>	<b>(22,270)</b>	<b>(192)</b>			

304 Public Toilets

1053 Toilet-Disabled Key Purchase	17	7	15	8			48.9%
Public Toilets :- Income	<b>17</b>	<b>7</b>	<b>15</b>	<b>8</b>			<b>48.9%</b>
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	<b>9,053</b>	<b>5,160</b>	<b>5,373</b>	<b>213</b>	<b>0</b>	<b>213</b>	<b>96.0%</b>
<b>Net Income over Expenditure</b>	<b>(9,035)</b>	<b>(5,153)</b>	<b>(5,358)</b>	<b>(205)</b>			
Estates, Heritage, TH & Site M :- Income	<b>2,038</b>	<b>293</b>	<b>1,970</b>	<b>1,677</b>			<b>14.9%</b>
Expenditure	<b>31,960</b>	<b>27,524</b>	<b>29,598</b>	<b>2,074</b>	<b>0</b>	<b>2,074</b>	<b>93.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(29,923)</b>	<b>(27,231)</b>					

**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	<b>1,132</b>	<b>1,314</b>	<b>760</b>	<b>(554)</b>			<b>172.9%</b>
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	<u>337,718</u>	<u>341,598</u>	<u>357,855</u>	<u>16,257</u>	<u>0</u>	<u>16,257</u>	<u>95.5%</u>
<b>Net Income over Expenditure</b>	<b>(336,586)</b>	<b>(340,284)</b>	<b>(357,095)</b>	<b>(16,811)</b>			
<b>302 Outside Equipment &amp; Vehicles</b>							
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	<u>10,974</u>	<u>9,093</u>	<u>12,379</u>	<u>3,286</u>	<u>0</u>	<u>3,286</u>	<u>73.5%</u>
<b>Net Expenditure</b>	<b>(10,974)</b>	<b>(9,093)</b>	<b>(12,379)</b>	<b>(3,286)</b>			
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%
<b>Movement to/(from) Gen Reserve</b>	<b>(347,561)</b>	<b>(349,376)</b>					
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%
<b>Net Income over Expenditure</b>	<b>163,567</b>	<b>(3,998)</b>	<b>(766)</b>	<b>3,232</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>163,567</b>	<b>(3,998)</b>					

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**Swaffham Town Council**

**Bank - Cash and Investment Reconciliation as at 21 April 2021**

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**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**

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**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
	<b>Total Cash &amp; Bank Balances</b>	<b>354,228.13</b>

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