

23/04/2019

Swaffham Town Council

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Detailed Income & Expenditure by Budget Heading 23/04/2019

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Un-earmarked Capital Reserves							
1126 Sale of Assets	138	876	150,000	149,124			0.6%
Un-earmarked Capital Reserves :- Income	138	876	150,000	149,124			0.6%
4671 Match Funding	0	0	8,645	8,645		8,645	0.0%
4675 Un-allocated Capital	2,000	0	142,513	142,513		142,513	0.0%
Un-earmarked Capital Reserves :- Indirect Expenditure	2,000	0	151,158	151,158	0	151,158	0.0%
Movement to/(from) Gen Reserve	(1,862)	876					
101 Earmarked Capital Reserves							
1090 Museum Loan	1,393	1,393	1,393	(0)			100.0%
1120 Rec SK8 & MUGA Fund	2,627	0	0	0			0.0%
1130 Section 106 Planning Gain	0	0	193,107	193,107			0.0%
1134 Grants received	48,888	26,750	56,250	29,500			47.6%
1190 Bank Interest	4	0	0	0			0.0%
Earmarked Capital Reserves :- Income	52,912	28,143	250,750	222,607			11.2%
4000 Salaries - office/admin	8,210	8,722	8,722	0		0	100.0%
4155 Legal fees/Professional Advice	750	356	0	(356)		(356)	0.0%
4203 MTI new stalls	0	7,042	0	(7,042)		(7,042)	0.0%
4236 New Street Furniture	0	202	0	(202)		(202)	0.0%
4237 Development Days Field P/Appl	604	7,000	0	(7,000)		(7,000)	0.0%
4238 Buttercross & Town Centre Proj	1,153	180,042	150,000	(30,042)		(30,042)	120.0%
4239 Traffic Study parking/loading	0	5,261	5,000	(261)		(261)	105.2%
4241 Digitalisation Cemetery Burial	0	690	0	(690)		(690)	0.0%
4607 church clock digital	0	0	10,000	10,000		10,000	0.0%
4622 Rec Project-SK8 & MUGA	146,751	0	13,138	13,138		13,138	0.0%
4623 Rec Project-Toilet Facility	0	108	1,000	892		892	10.8%
4624 Rec Project-CCTV	0	0	5,000	5,000		5,000	0.0%
4651 Neighbourhood Plan (S.106)	11,407	17,293	24,608	7,315		7,315	70.3%
4659 Gritting Project	0	0	1,000	1,000		1,000	0.0%
4670 Public Works Loan	10,708	10,473	10,473	0		0	100.0%
4672 Public Toilet Refurb (S.106)	0	0	70,000	70,000		70,000	0.0%
Earmarked Capital Reserves :- Indirect Expenditure	179,582	237,187	298,941	61,754	0	61,754	79.3%
Movement to/(from) Gen Reserve	(126,670)	(209,044)					
102 Earmarked Revenue Reserves							
1134 Grants received	5,994	0	0	0			0.0%
Earmarked Revenue Reserves :- Income	5,994	0	0	0			
4180 Election/By Election Expenses	0	0	3,750	3,750		3,750	0.0%

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4441 Street Furniture	690	0	0	0		0	0.0%
4704 Play Areas Fund	0	985	17,949	16,964		16,964	5.5%
4705 Street Lights Maint Fund	0	0	46,105	46,105		46,105	0.0%
4750 Land & Property fund	26,411	5,264	40,000	34,736		34,736	13.2%
4780 Town Events - fund	5,386	694	10,000	9,306		9,306	6.9%
Earmarked Revenue Reserves :- Indirect Expenditure	32,486	6,943	117,804	110,861	0	110,861	5.9%
Movement to/(from) Gen Reserve	(26,493)	(6,943)					
103 Town Hall							
1000 Office Rent	6,425	2,764	6,800	4,036			40.6%
1001 Chamber Rent	92	0	250	250			0.0%
1002 Museum Telephone	269	0	0	0			0.0%
1003 Office 1 & 2 Telephone	173	0	0	0			0.0%
Town Hall :- Income	6,957	2,764	7,050	4,286			39.2%
4001 Salaries - outside/manual	2,995	3,157	3,145	(12)		(12)	100.4%
4015 Health & Safety	400	300	400	100		100	75.0%
4020 Rates	9,580	10,080	9,865	(215)		(215)	102.2%
4021 Water Rates	511	412	555	143		143	74.3%
4050 Cleaning	30	168	105	(63)		(63)	159.6%
4051 Waste Collection/Clearance	584	779	670	(109)		(109)	116.2%
4052 Toilet/Cleaning consumables	115	90	105	15		15	85.6%
4055 Alarm/CCTV	1,478	935	1,500	565		565	62.4%
4060 Electric and Gas	5,031	5,838	5,350	(488)		(488)	109.1%
4061 Telephone	1,776	1,085	1,500	415		415	72.3%
4075 Repairs/Replacement	753	1,933	2,700	767		767	71.6%
4230 General Maintenance	1,280	1,407	1,850	443		443	76.0%
Town Hall :- Indirect Expenditure	24,533	26,183	27,745	1,562	0	1,562	94.4%
Movement to/(from) Gen Reserve	(17,576)	(23,419)					
104 Administration & Miscellaneous							
1189 Photocopying Service	4	11	10	(1)			106.6%
1190 Bank Interest	418	984	650	(334)			151.4%
6001 Council Tax Support Grant	17,334	8,667	8,667	0			100.0%
Administration & Miscellaneous :- Income	17,755	9,662	9,327	(335)			103.6%
4000 Salaries - office/admin	140,274	169,047	152,399	(16,648)		(16,648)	110.9%
4001 Salaries - outside/manual	0	0	2,633	2,633		2,633	0.0%
4010 Staff Training/Expenses	2,798	1,623	3,000	1,377		1,377	54.1%
4012 Staff Travel	913	0	750	750		750	0.0%

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4015 Health & Safety	100	100	100	0		0	99.6%
4052 Toilet/Cleaning consumables	0	2	0	(2)		(2)	0.0%
4120 Stationery/Books	509	716	1,200	484		484	59.6%
4121 Postage Stamps	470	453	600	147		147	75.4%
4123 Membership/Subscriptions	1,570	1,723	1,650	(73)		(73)	104.4%
4125 Insurance	5,721	5,870	5,900	30		30	99.5%
4130 Advert/Publicity/Promotions	475	1,355	0	(1,355)		(1,355)	0.0%
4132 Website	0	0	350	350		350	0.0%
4140 Photocopiers Maint/Lease	7,763	4,903	8,350	3,447		3,447	58.7%
4141 Replace or Upgrade Equipment	925	527	950	423		423	55.4%
4142 Office Furniture Repair/Renew	305	139	360	221		221	38.6%
4144 Computer maintenance/software	5,527	6,498	6,500	2		2	100.0%
4145 Off site computer security	305	0	400	400		400	0.0%
4154 Bank Charges	286	482	400	(82)		(82)	120.5%
4155 Legal fees/Professional Advice	0	300	0	(300)		(300)	0.0%
4156 HR Advisory Service	1,357	1,693	1,500	(193)		(193)	112.9%
4157 Audit Internal/External	2,585	2,580	2,610	30		30	98.9%
4160 Brightpay Payroll	99	149	105	(44)		(44)	141.9%
4161 RBS Accounts/Allotments	746	767	775	8		8	99.0%
4170 Councillor Training	624	90	1,040	951		951	8.6%
4171 Cllr Travel Expenses	47	0	100	100		100	0.0%
4172 Cllrs Allowance	700	861	1,339	478		478	64.3%
4175 Meetings/Hospitality	329	319	415	96		96	76.8%
4999 Sundry Expenses	0	27	0	(27)		(27)	0.0%
Administration & Miscellaneous :- Indirect Expenditure	174,429	200,222	193,426	(6,796)	0	(6,796)	103.5%
Movement to/(from) Gen Reserve	(156,673)	(190,561)					
110 Precept							
6000 Precept	357,605	393,500	393,500	0			100.0%
Precept :- Income	357,605	393,500	393,500	0			100.0%
Movement to/(from) Gen Reserve	357,605	393,500					
201 Market							
1010 Market Income-Casual	2,788	3,654	2,500	(1,154)			146.1%
1011 Market & Auction Licence	23,414	27,582	23,000	(4,582)			119.9%
1016 Xmas Market Income	2,349	0	0	0			0.0%
1134 Grants received	2,500	0	0	0			0.0%
9998 Early Payment Discount	(3,779)	(2,348)	(3,300)	(952)			71.2%
Market :- Income	27,272	28,887	22,200	(6,687)			130.1%

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4000 Salaries - office/admin	5,590	6,100	6,100	(0)		(0)	100.0%
4001 Salaries - outside/manual	6,112	6,302	6,302	(0)		(0)	100.0%
4015 Health & Safety	90	200	330	130		130	60.6%
4020 Rates	5,430	3,915	5,600	1,685		1,685	69.9%
4061 Telephone	0	126	15	(111)		(111)	839.6%
4123 Membership/Subscriptions	318	318	330	12		12	96.4%
4130 Advert/Publicity/Promotions	65	1,279	3,000	1,721		1,721	42.6%
4155 Legal fees/Professional Advice	0	0	115	115		115	0.0%
4200 Market Entertainment	70	443	1,300	857		857	34.1%
4211 Sat Market & Auction Expenses	89	114	155	41		41	73.9%
4215 Xmas Market expenses	2,493	0	0	0		0	0.0%
Market :- Indirect Expenditure	20,257	18,798	23,247	4,449	0	4,449	80.9%
Movement to/(from) Gen Reserve	7,015	10,089					
203 Events							
1004 equipment hire	0	67	0	(67)			0.0%
1016 Xmas Market Income	0	3,288	2,000	(1,288)			164.4%
1017 Sheep fair Income	0	91	0	(91)			0.0%
1018 Car Rally Income	0	1,606	0	(1,606)			0.0%
1180 Fundraising Events	0	79	0	(79)			0.0%
1192 Sundry receipt	0	800	0	(800)			0.0%
Events :- Income	0	5,930	2,000	(3,930)			296.5%
4215 Xmas Market expenses	0	2,567	2,000	(567)		(567)	128.3%
4216 Sheep fair expenses	0	595	0	(595)		(595)	0.0%
4218 Beat the Retreat expenditure	0	1,573	0	(1,573)		(1,573)	0.0%
4219 Town Flags	0	1,665	0	(1,665)		(1,665)	0.0%
Events :- Indirect Expenditure	0	6,400	2,000	(4,400)	0	(4,400)	320.0%
Movement to/(from) Gen Reserve	0	(470)					
301 Northwell Pool							
1020 Northwell Pool-Agency Agreeemnt	0	0	1,436	1,436			0.0%
Northwell Pool :- Income	0	0	1,436	1,436			0.0%
4000 Salaries - office/admin	453	474	474	(0)		(0)	100.0%
4001 Salaries - outside/manual	691	721	721	(0)		(0)	100.0%
4220 Tree Maintenance	0	0	215	215		215	0.0%
4230 General Maintenance	0	0	215	215		215	0.0%
4461 Pest Control	0	550	550	0		0	100.0%
Northwell Pool :- Indirect Expenditure	1,144	1,745	2,175	430	0	430	80.2%
Movement to/(from) Gen Reserve	(1,144)	(1,745)					

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302 Outside Equipment & Vehicles							
4016 P.P.E. & Hi-viz clothing	380	635	590	(45)		(45)	107.7%
4075 Repairs/Replacement	504	9,234	9,500	266		266	97.2%
4230 General Maintenance	0	130	0	(130)		(130)	0.0%
4450 Truck Lease	0	1,011	0	(1,011)		(1,011)	0.0%
4451 Truck & Ride-on Maint Ins & Tax	2,037	2,747	3,500	753		753	78.5%
4452 Truck Fuel	1,350	1,067	1,300	233		233	82.1%
4453 Truck Replacement	0	1,598	0	(1,598)		(1,598)	0.0%
4612 Fuel Outside Equipment	778	761	1,030	269		269	73.9%
Outside Equipment & Vehicles :- Indirect Expenditure	5,049	17,183	15,920	(1,263)	0	(1,263)	107.9%
Movement to/(from) Gen Reserve	(5,049)	(17,183)					
303 Allotments							
1030 Allotment Rent	6,314	6,848	6,870	22			99.7%
1031 Allotment Deposit	660	0	520	520			0.0%
1032 Allotment Key Deposit	170	0	130	130			0.0%
Allotments :- Income	7,144	6,848	7,520	672			91.1%
4000 Salaries - office/admin	4,180	4,399	4,399	0		0	100.0%
4001 Salaries - outside/manual	2,603	2,084	2,084	0		0	100.0%
4015 Health & Safety	250	195	360	165		165	54.0%
4021 Water Rates	832	1,524	945	(579)		(579)	161.2%
4051 Waste Collection/Clearance	1,795	200	550	350		350	36.4%
4075 Repairs/Replacement	53	27	100	73		73	27.3%
4220 Tree Maintenance	120	0	0	0		0	0.0%
4230 General Maintenance	86	76	500	424		424	15.3%
4302 Allotment Deposit Refund	350	0	200	200		200	0.0%
4461 Pest Control	0	650	650	0		0	100.0%
Allotments :- Indirect Expenditure	10,269	9,154	9,788	634	0	634	93.5%
Movement to/(from) Gen Reserve	(3,125)	(2,306)					
304 Public Toilets							
1053 Toilet-Disabled Key Purchase	9	32	12	(20)			262.5%
Public Toilets :- Income	9	32	12	(20)			262.5%
4001 Salaries - outside/manual	7,745	8,082	8,082	(0)		(0)	100.0%
4015 Health & Safety	0	118	425	307		307	27.8%
4020 Rates	1,850	3,329	3,588	259		259	92.8%
4021 Water Rates	2,748	2,060	3,000	940		940	68.7%
4050 Cleaning	11	0	0	0		0	0.0%

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4051 Waste Collection/Clearance	360	360	400	40		40	90.0%
4052 Toilet/Cleaning consumables	1,118	827	1,120	293		293	73.9%
4053 Toilets-Disabled Key	24	53	32	(21)		(21)	167.2%
4060 Electric and Gas	1,857	707	2,275	1,568		1,568	31.1%
4075 Repairs/Replacement	192	946	250	(696)		(696)	378.3%
4230 General Maintenance	46	0	750	750		750	0.0%
Public Toilets :- Indirect Expenditure	15,949	16,483	19,922	3,439	0	3,439	82.7%
Movement to/(from) Gen Reserve	(15,940)	(16,451)					
305 Cemetery & Churchyard							
1080 Cemetery Fees	22,756	22,140	25,000	2,860			88.6%
1081 Cemetery Chapel Hire	367	498	300	(198)			166.1%
Cemetery & Churchyard :- Income	23,123	22,638	25,300	2,662			89.5%
4001 Salaries - outside/manual	21,511	26,756	26,756	0		0	100.0%
4015 Health & Safety	531	0	1,475	1,475		1,475	0.0%
4020 Rates	1,685	1,824	1,737	(87)		(87)	105.0%
4021 Water Rates	0	0	500	500		500	0.0%
4051 Waste Collection/Clearance	1,072	1,583	1,200	(383)		(383)	131.9%
4060 Electric and Gas	260	301	300	(1)		(1)	100.5%
4220 Tree Maintenance	1,700	0	1,500	1,500		1,500	0.0%
4230 General Maintenance	1,000	0	1,000	1,000		1,000	0.0%
4457 Grave Digging	4,100	4,420	4,500	80		80	98.2%
Cemetery & Churchyard :- Indirect Expenditure	31,858	34,884	38,968	4,084	0	4,084	89.5%
Movement to/(from) Gen Reserve	(8,735)	(12,246)					
306 Open Spaces							
1050 Rec Ground Fees	500	0	500	500			0.0%
1134 Grants received	8,369	2,000	0	(2,000)	1,500		0.0%
Open Spaces :- Income	8,869	2,000	500	(1,500)			400.0%
4001 Salaries - outside/manual	46,406	50,054	50,054	0		0	100.0%
4015 Health & Safety	677	172	1,500	1,328		1,328	11.5%
4021 Water Rates	36	68	50	(18)		(18)	135.8%
4060 Electric and Gas	165	0	250	250		250	0.0%
4075 Repairs/Replacement	0	1,106	1,275	169		169	86.7%
4143 Equipment Repairs	0	857	1,200	343		343	71.4%
4220 Tree Maintenance	3,987	0	1,000	1,000		1,000	0.0%
4230 General Maintenance	1,605	614	1,500	886		886	40.9%
4235 New Equipment	6,472	839	600	(239)		(239)	139.8%

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4277 Hedge Cutting	0	0	160	160		160	0.0%
4300 Grounds Maintenance	589	1,090	1,200	111		111	90.8%
4301 O/S Equip Repairs/Replacements	158	0	675	675		675	0.0%
4310 Sport & Play Equip Repairs	199	8,035	2,000	(6,035)		(6,035)	401.8%
4430 Floral Displays	550	375	750	375		375	50.0%
4440 Street Furniture Maintenance	306	0	675	675		675	0.0%
4460 Town Clock Maintenance	1,490	150	1,600	1,450		1,450	9.4%
4461 Pest Control	150	1,440	230	(1,210)		(1,210)	626.1%
Open Spaces :- Indirect Expenditure	62,789	64,798	64,719	(79)	0	(79)	100.1%
Movement to/(from) Gen Reserve	(53,920)	(62,798)					

307 Amenities & Agency

1000 Office Rent	5,625	5,690	5,690	(0)			100.0%
1092 Relief in Need-Agency	1,758	1,481	1,495	14			99.1%
1095 Age Concern Agency	374	849	384	(465)			221.2%
1100 Hire/connection fees -T/Centre	0	113	0	(113)			0.0%
1101 Car Charging Points - fees/usa	0	30	0	(30)			0.0%
1134 Grants received	5,000	1,280	6,000	4,720			21.3%
1192 Sundry receipt	0	375	0	(375)			0.0%
Amenities & Agency :- Income	12,758	9,819	13,569	3,750			72.4%
4000 Salaries - office/admin	0	1,510	1,510	0		0	100.0%
4230 General Maintenance	200	0	300	300		300	0.0%
4350 TIC Service Level Agreement	2,900	2,950	2,950	0		0	100.0%
4420 War Memorial Electricity	(396)	50	600	550		550	8.3%
4425 Town Centre Electric	0	372	0	(372)		(372)	0.0%
4426 Town Centre WiFi	0	377	0	(377)		(377)	0.0%
4510 Street Lights - Elect/Maint	19,997	17,055	27,000	9,945		9,945	63.2%
4512 Twinning Bursary	192	153	300	147		147	51.0%
4525 Community Grants	192	492	200	(292)		(292)	246.0%
4530 Mayors Allowance	1,107	463	1,200	737		737	38.6%
4531 Mayors Reception	772	894	1,090	196		196	82.0%
4532 Mayors Civic Service	0	0	485	485		485	0.0%
4534 Civic Regalia/photograph	0	100	100	0		0	100.0%
4540 Xmas Lights	10,751	14,124	12,000	(2,124)		(2,124)	117.7%
Amenities & Agency :- Indirect Expenditure	35,715	38,540	47,735	9,195	0	9,195	80.7%
Movement to/(from) Gen Reserve	(22,957)	(28,721)					

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Grand Totals:- Income	520,536	511,099	883,164	372,065			57.9%
Expenditure	596,061	678,521	1,013,548	335,027	0	335,027	66.9%
Net Income over Expenditure	<u>(75,525)</u>	<u>(167,421)</u>	<u>(130,384)</u>	<u>37,037</u>			
Movement to/(from) Gen Reserve	<u>(75,525)</u>	<u>(167,421)</u>					

Swaffham Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2019

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2019	Unity Trust Current	27,586.68
31/03/2019	Unity Trust Deposit	148,290.19
15/12/2015	Barclays Current A/c	0.00
31/12/2015	Barclays Active Saver A/c	0.00
31/03/2019	Petty Cash	355.84
30/09/2016	Altocard	0.00
31/03/2019	Unity Trust Sk8 and Muga fund	5,100.24
31/03/2019	CAPITAL RESERVES	12,787.41
31/03/2019	Lloyds Credit Card	-1,124.84

192,995.52

All Cash & Bank Accounts

1	Unity Trust Current	27,586.68
2	Unity Trust Deposit	148,290.19
3	Barclays Current A/c	0.00
4	Barclays Active Saver A/c	0.00
5	Petty Cash	355.84
6	AltoCard	0.00
7	SK8 Park & MUGA Fund	5,100.24
8	Unity Trust Capital Reserves	12,787.41
9	Lloyds Credit Card	-1,124.84
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	192,995.52
