

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

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	2,675	1,765	6,165	4,400		4,400	28.6%
Un-earmarked Capital Reserves :- Indirect Expenditure	2,675	1,765	6,165	4,400	0	4,400	28.6%
Net Expenditure	(2,675)	(1,765)	(6,165)	(4,400)			
101 Earmarked Capital Reserves							
1090 Museum Loan	1,393	697	1,393	697			50.0%
1130 Section 106 Planning Gain	0	0	85,000	85,000			0.0%
1134 Grants received	11,995	7,000	0	(7,000)			0.0%
Earmarked Capital Reserves :- Income	13,388	7,697	86,393	78,697			8.9%
4155 Legal fees/Professional Advice	0	4,083	0	(4,083)		(4,083)	0.0%
4203 MTI new stalls	6,992	0	0	0		0	0.0%
4212 Orford Rd Project	0	7,814	0	(7,814)		(7,814)	0.0%
4242 Barn Project	0	342,986	0	(342,986)		(342,986)	0.0%
4623 Rec Project-Toilet Facility	0	0	7,590	7,590		7,590	0.0%
4670 Public Works Loan	10,002	1,219	23,800	22,581		22,581	5.1%
4672 Public Toilet Refurb (S.106)	52,646	0	0	0		0	0.0%
4673 Asset Review Project	0	13,813	0	(13,813)		(13,813)	0.0%
Earmarked Capital Reserves :- Indirect Expenditure	69,640	369,915	31,390	(338,525)	0	(338,525)	1178.4%
Net Income over Expenditure	(56,252)	(362,219)	55,003	417,222			
102 Earmarked Revenue Reserves							
1130 Section 106 Planning Gain	0	179,335	0	(179,335)			0.0%
Earmarked Revenue Reserves :- Income	0	179,335	0	(179,335)			
4751 GBC due diligence costs	1,800	0	0	0		0	0.0%
4752 Barn due diligence costs	2,200	0	0	0		0	0.0%
Earmarked Revenue Reserves :- Indirect Expenditure	4,000	0	0	0	0	0	
Net Income over Expenditure	(4,000)	179,335	0	(179,335)			
110 Precept							
6000 Precept	419,500	425,950	425,950	0			100.0%
Precept :- Income	419,500	425,950	425,950	0			100.0%
Net Income	419,500	425,950	425,950	0			

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307 Amenities & Agency							
1000 Office Rent	2,134	2,845	5,862	3,017			48.5%
1092 Relief in Need-Agency	1,000	0	0	0			0.0%
1100 Hire/connection fees -T/Centre	592	363	500	137			72.6%
1101 Car Charging Points - fees/usa	10	13	135	122			10.0%
Amenities & Agency :- Income	3,736	3,221	6,497	3,276			49.6%
4075 Repairs/Replacement	0	0	0	0		0	0.0%
4230 General Maintenance	330	45	255	210		210	17.6%
4350 TIC Service Level Agreement	3,070	2,070	3,130	1,060		1,060	66.1%
4420 War Memorial Electricity	48	24	50	26		26	47.3%
4425 Town Centre Electric	1,125	480	1,122	642		642	42.8%
4426 Town Centre WiFi	557	419	615	196		196	68.1%
4510 Street Lights - Elect/Maint	17,130	12,740	26,928	14,188		14,188	47.3%
4512 Twinning Bursary	3	0	250	250		250	0.0%
4525 Community Grants	217	569	200	(369)		(369)	284.3%
4530 Mayors Allowance	1,250	0	1,250	1,250		1,250	0.0%
4531 Mayors Reception	0	0	1,125	1,125		1,125	0.0%
4532 Mayors Civic Service	0	0	500	500		500	0.0%
4534 Civic Regalia/photograph	277	0	100	100		100	0.0%
4540 Xmas Lights	3,656	0	6,000	6,000		6,000	0.0%
Amenities & Agency :- Indirect Expenditure	27,663	16,346	41,525	25,179	0	25,179	39.4%
Net Income over Expenditure	(23,928)	(13,125)	(35,028)	(21,903)			
Finance :- Income	436,623	616,203	518,840	(97,363)			118.8%
Expenditure	103,978	388,026	79,080	(308,946)	0	(308,946)	490.7%
Movement to/(from) Gen Reserve	332,645	228,177					
Market, Events & Tourism							
201 Market							
1010 Market Income-Casual	2,654	2,301	3,100	799			74.2%
1011 Market & Auction Licence	17,197	17,905	29,400	11,495			60.9%
1019 Market Stall Hire	539	335	0	(335)			0.0%
9998 Early Payment Discount	(2,139)	(2,046)	(3,400)	(1,354)			60.2%
Market :- Income	18,251	18,496	29,100	10,605			63.6%
4020 Rates	3,493	2,097	3,493	1,396		1,396	60.0%
4061 Telephone	223	86	255	169		169	33.8%
4123 Membership/Subscriptions	0	369	365	(4)		(4)	101.1%
4130 Advert/Publicity/Promotions	210	107	1,000	893		893	10.7%

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4205 Market Stalls - erect/disamant	1,170	0	0	0		0	0.0%
4206 Market Stalls - repairs and re	0	5	500	495		495	0.9%
Market :- Indirect Expenditure	5,097	2,664	5,613	2,949	0	2,949	47.5%
Net Income over Expenditure	13,154	15,832	23,487	7,655			
203 Events & Tourism							
1004 equipment hire	0	0	55	55			0.0%
1016 Xmas Market Income	(61)	971	3,200	2,229			30.3%
1017 Sheep fair Income	0	0	100	100			0.0%
1018 Car Rally Income	0	1,742	1,500	(242)			116.2%
1134 Grants received	2,003	0	2,003	2,003			0.0%
Events & Tourism :- Income	1,943	2,713	6,858	4,145			39.6%
4125 Insurance	0	0	2,300	2,300		2,300	0.0%
4208 VE Day expenses	539	0	0	0		0	0.0%
4215 Xmas Market expenses	43	1,068	400	(668)		(668)	266.9%
4219 Town Flags	112	284	500	216		216	56.9%
Events & Tourism :- Indirect Expenditure	694	1,352	3,200	1,848	0	1,848	42.3%
Net Income over Expenditure	1,248	1,361	3,658	2,297			
Market, Events & Tourism :- Income	20,193	21,209	35,958	14,749			59.0%
Expenditure	5,791	4,016	8,813	4,797	0	4,797	45.6%
Movement to/(from) Gen Reserve	14,402	17,193					

Recreation & Community Service**303 Allotments**

1030 Allotment Rent	8,439	101	7,900	7,799			1.3%
Allotments :- Income	8,439	101	7,900	7,799			1.3%
4021 Water Rates	1,698	906	2,000	1,094		1,094	45.3%
4051 Waste Collection/Clearance	365	0	450	450		450	0.0%
4052 Toilet/Cleaning consumables	75	0	0	0		0	0.0%
4075 Repairs/Replacement	182	55	150	95		95	36.4%
4230 General Maintenance	210	0	300	300		300	0.0%
Allotments :- Indirect Expenditure	2,530	961	2,900	1,939	0	1,939	33.1%
Net Income over Expenditure	5,909	(860)	5,000	5,860			

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
305 Cemetery & Churchyard							
1080 Cemetery Fees	25,642	9,323	21,210	11,887			44.0%
Cemetery & Churchyard :- Income	25,642	9,323	21,210	11,887			44.0%
4020 Rates	1,896	1,136	1,915	779		779	59.3%
4021 Water Rates	0	0	1,515	1,515		1,515	0.0%
4051 Waste Collection/Clearance	1,357	403	1,625	1,222		1,222	24.8%
4060 Electric and Gas	684	198	345	147		147	57.5%
4220 Tree Maintenance	0	0	1,500	1,500		1,500	0.0%
4230 General Maintenance	772	47	555	508		508	8.5%
Cemetery & Churchyard :- Indirect Expenditure	4,709	1,785	7,455	5,670	0	5,670	23.9%
Net Income over Expenditure	20,933	7,538	13,755	6,217			
306 Open Spaces							
1050 Rec Ground Fees	658	755	525	(230)			143.8%
1134 Grants received	0	1,000	0	(1,000)	1,500		0.0%
1192 Sundry receipt	0	51	0	(51)			0.0%
Open Spaces :- Income	658	1,806	525	(1,281)			344.0%
4021 Water Rates	95	105	50	(55)		(55)	210.6%
4051 Waste Collection/Clearance	14	340	325	(15)		(15)	104.5%
4060 Electric and Gas	129	312	145	(167)		(167)	215.2%
4075 Repairs/Replacement	525	190	1,020	830		830	18.6%
4076 Building Maintenance	133	0	0	0		0	0.0%
4077 Rec Toilet maintenance/consume	0	445	0	(445)		(445)	0.0%
4220 Tree Maintenance	206	1,463	1,100	(363)		(363)	133.0%
4230 General Maintenance	818	441	1,000	559		559	44.1%
4235 New Equipment	0	1,230	0	(1,230)		(1,230)	0.0%
4277 Hedge Cutting	0	0	175	175		175	0.0%
4300 Grounds Maintenance	619	1,053	2,500	1,447		1,447	42.1%
4301 O/S Equip Repairs/Replacements	449	0	715	715		715	0.0%
4310 Sport & Play Equip Repairs	157	61	1,515	1,454		1,454	4.0%
4430 Floral Displays	500	170	810	640		640	21.0%
4440 Street Furniture Maintenance	0	0	725	725		725	0.0%
4460 Town Clock Maintenance	600	0	505	505		505	0.0%
4461 Pest Control	150	0	850	850		850	0.0%
Open Spaces :- Indirect Expenditure	4,396	5,810	11,435	5,625	0	5,625	50.8%
Net Income over Expenditure	(3,738)	(4,005)	(10,910)	(6,905)			
Recreation & Community Service :- Income	34,739	11,229	29,635	18,406			37.9%
Expenditure	11,635	8,556	21,790	13,234	0	13,234	39.3%
Movement to/(from) Gen Reserve	23,104	2,673					

Estates, Heritage, TH & Site M

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103 Town Hall							
1000 Office Rent	9	0	0	0			0.0%
Town Hall :- Income	9	0	0	0			
4020 Rates	10,479	6,287	10,585	4,298		4,298	59.4%
4021 Water Rates	683	0	1,010	1,010		1,010	0.0%
4050 Cleaning	0	163	155	(8)		(8)	105.4%
4051 Waste Collection/Clearance	365	229	730	501		501	31.4%
4052 Toilet/Cleaning consumables	108	36	285	249		249	12.6%
4055 Alarm/CCTV	781	110	1,330	1,220		1,220	8.3%
4060 Electric and Gas	5,672	3,199	7,110	3,911		3,911	45.0%
4061 Telephone	1,922	1,152	2,215	1,063		1,063	52.0%
4075 Repairs/Replacement	860	7,825	2,700	(5,125)		(5,125)	289.8%
4230 General Maintenance	1,162	1,965	1,000	(965)		(965)	196.5%
Town Hall :- Indirect Expenditure	22,031	20,967	27,120	6,153	0	6,153	77.3%
Net Income over Expenditure	(22,022)	(20,967)	(27,120)	(6,153)			
304 Public Toilets							
1053 Toilet-Disabled Key Purchase	7	7	15	8			44.5%
Public Toilets :- Income	7	7	15	8			44.5%
4020 Rates	3,842	(3,842)	0	3,842		3,842	0.0%
4021 Water Rates	506	230	2,000	1,770		1,770	11.5%
4051 Waste Collection/Clearance	0	0	380	380		380	0.0%
4052 Toilet/Cleaning consumables	385	318	700	382		382	45.5%
4053 Toilets-Disabled Key	0	0	33	33		33	0.0%
4060 Electric and Gas	364	154	900	746		746	17.1%
4075 Repairs/Replacement	30	60	250	190		190	24.0%
4230 General Maintenance	33	0	250	250		250	0.0%
Public Toilets :- Indirect Expenditure	5,160	(3,079)	4,513	7,592	0	7,592	(68.2%)
Net Income over Expenditure	(5,153)	3,086	(4,498)	(7,584)			
Estates, Heritage, TH & Site M :- Income	16	7	15	8			44.5%
Expenditure	27,191	17,888	31,633	13,745	0	13,745	56.5%
Movement to/(from) Gen Reserve	(27,175)	(17,881)					

HR & Governance

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
104 Administration & Miscellaneous							
1134 Grants received	1,000	0	0	0			0.0%
1189 Photocopying Service	0	0	10	10			0.0%
1190 Bank Interest	314	0	750	750			0.0%
Administration & Miscellaneous :- Income	1,314	0	760	760			0.0%
4000 Salaries - office/admin	308,449	146,612	320,488	173,876		173,876	45.7%
4010 Staff Training/Expenses	455	1,124	2,000	876		876	56.2%
4012 Staff Travel	0	20	800	780		780	2.5%
4014 Covid expenditure	3,572	1,696	0	(1,696)		(1,696)	0.0%
4015 Health & Safety	729	474	1,800	1,326		1,326	26.3%
4016 P.P.E. & Hi-viz clothing	374	196	580	384		384	33.9%
4061 Telephone	0	22	0	(22)		(22)	0.0%
4120 Stationery/Books	239	110	500	390		390	21.9%
4121 Postage Stamps	139	125	400	275		275	31.4%
4123 Membership/Subscriptions	2,215	650	1,835	1,185		1,185	35.4%
4125 Insurance	6,380	5,217	6,245	1,028		1,028	83.5%
4130 Advert/Publicity/Promotions	18	270	100	(170)		(170)	270.0%
4140 Photocopiers Maint/Lease	4,927	2,259	5,500	3,241		3,241	41.1%
4141 Replace or Upgrade Equipment	19	0	1,000	1,000		1,000	0.0%
4142 Office Furniture Repair/Renew	0	0	375	375		375	0.0%
4144 Computer maintenance/software	4,455	1,061	6,000	4,939		4,939	17.7%
4154 Bank Charges	798	284	710	426		426	40.0%
4155 Legal fees/Professional Advice	0	0	320	320		320	0.0%
4156 HR Advisory Service	4,363	675	2,000	1,325		1,325	33.8%
4157 Audit Internal/External	2,675	445	2,750	2,305		2,305	16.2%
4160 Brightpay Payroll	149	149	175	26		26	85.1%
4161 RBS Accounts/Allotments	915	124	920	796		796	13.5%
4170 Councillor Training	50	0	500	500		500	0.0%
4171 Cllr Travel Expenses	0	0	500	500		500	0.0%
4175 Meetings/Hospitality	163	166	435	269		269	38.1%
4180 Election/By Election Expenses	0	0	1,350	1,350		1,350	0.0%
Administration & Miscellaneous :- Indirect Expenditure	341,083	161,678	357,283	195,605	0	195,605	45.3%
Net Income over Expenditure	(339,769)	(161,678)	(356,523)	(194,845)			
302 Outside Equipment & Vehicles							
4075 Repairs/Replacement	110	43	2,500	2,457		2,457	1.7%
4230 General Maintenance	24	45	260	215		215	17.4%
4450 Truck Lease	4,043	2,021	4,043	2,022		2,022	50.0%

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4451 Truck & Ride-on Maint Ins & Tax	3,387	288	3,366	3,079		3,079	8.5%
4452 Truck Fuel	676	465	1,125	660		660	41.3%
4612 Fuel Outside Equipment	854	758	1,085	327		327	69.9%
Outside Equipment & Vehicles :- Indirect Expenditure	<u>9,093</u>	<u>3,620</u>	<u>12,379</u>	<u>8,759</u>	<u>0</u>	<u>8,759</u>	<u>29.2%</u>
Net Expenditure	<u>(9,093)</u>	<u>(3,620)</u>	<u>(12,379)</u>	<u>(8,759)</u>			
HR & Governance :- Income	1,314	0	760	760			0.0%
Expenditure	350,176	165,298	369,662	204,364	0	204,364	44.7%
Movement to/(from) Gen Reserve	<u>(348,862)</u>	<u>(165,298)</u>					
Grand Totals:- Income	492,886	648,648	585,208	(63,440)			110.8%
Expenditure	498,772	583,784	510,978	(72,806)	0	(72,806)	114.2%
Net Income over Expenditure	<u>(5,885)</u>	<u>64,864</u>	<u>74,230</u>	<u>9,366</u>			
Movement to/(from) Gen Reserve	<u>(5,885)</u>	<u>64,864</u>					

Swaffham Town Council

Bank - Cash and Investment Reconciliation as at 30 September 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2021	Unity Trust Current	223,175.66	
30/09/2021	Unity Trust Deposit	192,643.78	
30/09/2020	Unity Trust Sk8 and Muga fund	0.00	
30/09/2020	CAPITAL RESERVES	0.00	
30/09/2021	Lloyds Credit Card	0.00	
30/09/2021	Petty Cash	206.48	
			416,025.92

Other Cash & Bank Balances

0.00

416,025.92

All Cash & Bank Accounts

1	Unity Trust Current	223,175.66
2	Unity Trust Deposit	192,643.78
3	SK8 Park & MUGA Fund	0.00
4	Unity Trust Capital Reserves	0.00
5	Lloyds Credit Card	0.00
6	Petty Cash	206.48
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	416,025.92
