

Detailed Income & Expenditure by Budget Heading 26/11/2019

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							
1126 Sale of Assets	876	0	0	0			0.0%
Un-earmarked Capital Reserves :- Income	<u>876</u>	<u>0</u>	<u>0</u>	<u>0</u>			
4671 Match Funding	0	0	8,645	8,645		8,645	0.0%
Un-earmarked Capital Reserves :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>8,645</u>	<u>8,645</u>	<u>0</u>	<u>8,645</u>	
Movement to/(from) Gen Reserve	<u>876</u>	<u>0</u>					
101 Earmarked Capital Reserves							
1090 Museum Loan	1,393	697	1,393	696			50.0%
1130 Section 106 Planning Gain	0	0	53,608	53,608			0.0%
1134 Grants received	26,750	21,876	0	(21,876)			0.0%
Earmarked Capital Reserves :- Income	<u>28,143</u>	<u>22,573</u>	<u>55,001</u>	<u>32,428</u>			<u>41.0%</u>
4000 Salaries - office/admin	8,722	0	0	0	0	0	0.0%
4155 Legal fees/Professional Advice	356	0	0	0	0	0	0.0%
4203 MTI new stalls	7,042	5,079	0	(5,079)	(5,079)	(5,079)	0.0%
4236 New Street Furniture	202	0	0	0	0	0	0.0%
4237 Development Days Field P/App'l	7,000	7,049	8,000	951	951	951	88.1%
4238 Buttercross & Town Centre Proj	180,042	29,074	0	(29,074)	(29,074)	(29,074)	0.0%
4239 Traffic Study parking/loading	5,261	0	0	0	0	0	0.0%
4241 Digitalisation Cemetery Burial	690	0	0	0	0	0	0.0%
4622 Rec Project-SK8 & MUGA	0	1,875	9,004	7,129	7,129	7,129	20.8%
4623 Rec Project-Toilet Facility	108	3,225	2,000	(1,225)	(1,225)	(1,225)	161.2%
4651 Neighbourhood Plan (S.106)	17,293	3,117	0	(3,117)	(3,117)	(3,117)	0.0%
4670 Public Works Loan	10,473	5,148	10,237	5,089	5,089	5,089	50.3%
4672 Public Toilet Refurb (S.106)	0	0	53,608	53,608	53,608	53,608	0.0%
Earmarked Capital Reserves :- Indirect Expenditure	<u>237,187</u>	<u>54,567</u>	<u>82,849</u>	<u>28,282</u>	<u>0</u>	<u>28,282</u>	<u>65.9%</u>
Movement to/(from) Gen Reserve	<u>(209,044)</u>	<u>(31,995)</u>					
102 Earmarked Revenue Reserves							
4180 Election/By Election Expenses	0	0	5,000	5,000	5,000	5,000	0.0%
4704 Play Areas Fund	985	0	16,250	16,250	16,250	16,250	0.0%
4705 Street Lights Maint Fund	0	0	46,105	46,105	46,105	46,105	0.0%
4750 Land & Property fund	5,264	3,571	40,000	36,429	36,429	36,429	8.9%
4760 Highway Improvements Fund	0	0	4,075	4,075	4,075	4,075	0.0%
4780 Town Events - fund	694	0	5,000	5,000	5,000	5,000	0.0%
Earmarked Revenue Reserves :- Indirect Expenditure	<u>6,943</u>	<u>3,571</u>	<u>116,430</u>	<u>112,859</u>	<u>0</u>	<u>112,859</u>	<u>3.1%</u>
Movement to/(from) Gen Reserve	<u>(6,943)</u>	<u>(3,571)</u>					

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110 Precept							
6000 Precept	393,500	407,500	407,500	0			100.0%
Precept :- Income	393,500	407,500	407,500	0			100.0%
Movement to/(from) Gen Reserve	393,500	407,500					
307 Amenities & Agency							
1000 Office Rent	5,690	2,845	5,804	2,959			49.0%
1092 Relief in Need-Agency	1,481	0	1,525	1,525			0.0%
1095 Age Concern Agency	849	0	396	396			0.0%
1100 Hire/connection fees -T/Centre	113	200	1,300	1,100			15.4%
1101 Car Charging Points - fees/usa	30	49	1,825	1,776			2.7%
1134 Grants received	1,280	0	0	0			0.0%
1192 Sundry receipt	375	0	0	0			0.0%
Amenities & Agency :- Income	9,819	3,095	10,850	7,756			28.5%
4000 Salaries - office/admin	1,510	0	0	0	0	0	0.0%
4230 General Maintenance	0	0	300	300	300	300	0.0%
4350 TIC Service Level Agreement	2,950	3,010	3,010	0	0	0	100.0%
4420 War Memorial Electricity	50	23	60	37	37	37	38.6%
4425 Town Centre Electric	372	511	1,685	1,174	1,174	1,174	30.3%
4426 Town Centre WiFi	377	279	750	471	471	471	37.2%
4510 Street Lights - Elect/Maint	17,055	17,017	20,500	3,483	3,483	3,483	83.0%
4512 Twinning Bursary	153	0	0	0	0	0	0.0%
4525 Community Grants	492	19	200	182	182	182	9.3%
4530 Mayors Allowance	463	0	1,224	1,224	1,224	1,224	0.0%
4531 Mayors Reception	894	1,027	1,100	73	73	73	93.4%
4532 Mayors Civic Service	0	0	500	500	500	500	0.0%
4534 Civic Regalia/photograph	100	14	100	86	86	86	14.4%
4540 Xmas Lights	14,124	0	6,000	6,000	6,000	6,000	0.0%
Amenities & Agency :- Indirect Expenditure	38,540	21,900	35,429	13,529	0	13,529	61.8%
Movement to/(from) Gen Reserve	(28,721)	(18,806)					
Finance :- Income	432,338	433,167	473,351	40,184			91.5%
Expenditure	282,670	80,039	243,353	163,314	0	163,314	32.9%
Movement to/(from) Gen Reserve	149,669	353,129					

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Market, Events & Tourism							
201 Market							
1010 Market Income-Casual	3,654	1,665	3,000	1,335			55.5%
1011 Market & Auction Licence	27,582	18,985	27,500	8,515			69.0%
1014 Farmers Market Income	0	0	1,200	1,200			0.0%
1019 Market Stall Hire	0	408	6,500	6,092			6.3%
9998 Early Payment Discount	(2,348)	0	(3,600)	(3,600)			0.0%
Market :- Income	28,887	21,058	34,600	13,542			60.9%
4000 Salaries - office/admin	6,100	0	0	0		0	0.0%
4001 Salaries - outside/manual	6,302	0	0	0		0	0.0%
4015 Health & Safety	200	0	0	0		0	0.0%
4020 Rates	3,915	2,061	4,000	1,939		1,939	51.5%
4061 Telephone	126	102	245	143		143	41.6%
4123 Membership/Subscriptions	318	0	340	340		340	0.0%
4130 Advert/Publicity/Promotions	1,279	311	2,000	1,689		1,689	15.6%
4155 Legal fees/Professional Advice	0	0	115	115		115	0.0%
4200 Market Entertainment	443	0	800	800		800	0.0%
4205 Market Stalls - erect/disamant	0	780	5,000	4,220		4,220	15.6%
4206 Market Stalls - repairs and re	0	0	1,500	1,500		1,500	0.0%
4211 Sat Market & Auction Expenses	114	0	160	160		160	0.0%
4214 Farmers&Craft Market Expenses	0	0	1,200	1,200		1,200	0.0%
Market :- Indirect Expenditure	18,798	3,254	15,360	12,106	0	12,106	21.2%
Movement to/(from) Gen Reserve	10,089	17,803					
203 Events & Tourism							
1004 equipment hire	67	21	100	79			20.8%
1016 Xmas Market Income	3,288	703	3,100	2,397			22.7%
1017 Sheep fair Income	91	55	100	45			55.0%
1018 Car Rally Income	1,606	1,686	1,500	(186)			112.4%
1180 Fundraising Events	79	1,091	0	(1,091)			0.0%
1192 Sundry receipt	800	0	0	0			0.0%
Events & Tourism :- Income	5,930	3,556	4,800	1,244			74.1%
4213 Dads Army Day Expenditure	0	1,221	0	(1,221)		(1,221)	0.0%
4215 Xmas Market expenses	2,567	38	2,600	2,562		2,562	1.4%
4216 Sheep fair expenses	595	197	600	403		403	32.8%
4218 Beat the Retreat expenditure	1,573	0	0	0		0	0.0%
4219 Town Flags	1,665	340	1,000	660		660	34.0%
Events & Tourism :- Indirect Expenditure	6,400	1,795	4,200	2,405	0	2,405	42.7%
Movement to/(from) Gen Reserve	(470)	1,761					

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Market, Events & Tourism :- Income	34,817	24,613	39,400	14,787			62.5%
Expenditure	25,198	5,049	19,560	14,511	0	14,511	25.8%
Movement to/(from) Gen Reserve	<u>9,619</u>	<u>19,564</u>					

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Recreation & Community Service							
301 Northwell Pool							
1020 Northwell Pool-Agency Agreeemnt	0	0	1,555	1,555			0.0%
Northwell Pool :- Income	0	0	1,555	1,555			0.0%
4000 Salaries - office/admin	474	0	0	0	0	0	0.0%
4001 Salaries - outside/manual	721	0	0	0	0	0	0.0%
4220 Tree Maintenance	0	0	225	225	225	225	0.0%
4230 General Maintenance	0	0	225	225	225	225	0.0%
4461 Pest Control	550	0	575	575	575	575	0.0%
Northwell Pool :- Indirect Expenditure	1,745	0	1,025	1,025	0	1,025	0.0%
Movement to/(from) Gen Reserve	(1,745)	0					
303 Allotments							
1030 Allotment Rent	6,848	81	6,930	6,849			1.2%
Allotments :- Income	6,848	81	6,930	6,849			1.2%
4000 Salaries - office/admin	4,399	0	0	0	0	0	0.0%
4001 Salaries - outside/manual	2,084	0	0	0	0	0	0.0%
4015 Health & Safety	195	0	0	0	0	0	0.0%
4021 Water Rates	1,524	180	550	370	370	370	32.8%
4051 Waste Collection/Clearance	200	150	560	410	410	410	26.8%
4075 Repairs/Replacement	27	130	100	(30)	(30)	(30)	129.8%
4230 General Maintenance	76	57	500	443	443	443	11.4%
4461 Pest Control	650	0	665	665	665	665	0.0%
Allotments :- Indirect Expenditure	9,154	517	2,375	1,858	0	1,858	21.8%
Movement to/(from) Gen Reserve	(2,306)	(436)					
305 Cemetery & Churchyard							
1080 Cemetery Fees	22,140	10,852	20,000	9,148			54.3%
1081 Cemetery Chapel Hire	498	0	400	400			0.0%
Cemetery & Churchyard :- Income	22,638	10,852	20,400	9,548			53.2%
4001 Salaries - outside/manual	26,756	0	0	0	0	0	0.0%
4020 Rates	1,824	1,118	1,915	797	797	797	58.4%
4021 Water Rates	0	0	500	500	500	500	0.0%
4051 Waste Collection/Clearance	1,583	832	1,250	418	418	418	66.6%
4060 Electric and Gas	301	113	310	197	197	197	36.3%
4220 Tree Maintenance	0	0	1,500	1,500	1,500	1,500	0.0%
4230 General Maintenance	0	24	1,000	976	976	976	2.4%

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4457 Grave Digging	4,420	0	0	0		0	0.0%
Cemetery & Churchyard :- Indirect Expenditure	34,884	2,087	6,475	4,388	0	4,388	32.2%
Movement to/(from) Gen Reserve	(12,246)	8,765					
306 Open Spaces							
1050 Rec Ground Fees	0	510	510	0			100.0%
1134 Grants received	2,000	0	0	0	1,500		0.0%
Open Spaces :- Income	2,000	510	510	0			100.0%
4001 Salaries - outside/manual	50,054	0	0	0		0	0.0%
4015 Health & Safety	172	0	0	0		0	0.0%
4021 Water Rates	68	0	50	50		50	0.0%
4051 Waste Collection/Clearance	0	327	0	(327)		(327)	0.0%
4060 Electric and Gas	0	92	260	168		168	35.4%
4075 Repairs/Replacement	1,106	513	1,000	487		487	51.3%
4143 Equipment Repairs	857	0	0	0		0	0.0%
4220 Tree Maintenance	0	520	1,050	530		530	49.5%
4230 General Maintenance	614	245	1,550	1,305		1,305	15.8%
4235 New Equipment	839	26,184	0	(26,184)		(26,184)	0.0%
4277 Hedge Cutting	0	0	170	170		170	0.0%
4300 Grounds Maintenance	1,090	494	1,290	796		796	38.3%
4301 O/S Equip Repairs/Replacements	0	0	700	700		700	0.0%
4310 Sport & Play Equip Repairs	8,035	158	5,000	4,842		4,842	3.2%
4430 Floral Displays	375	538	775	237		237	69.4%
4440 Street Furniture Maintenance	0	(160)	700	860		860	(22.9%)
4460 Town Clock Maintenance	150	0	1,600	1,600		1,600	0.0%
4461 Pest Control	1,440	0	240	240		240	0.0%
Open Spaces :- Indirect Expenditure	64,798	28,911	14,385	(14,526)	0	(14,526)	201.0%
Movement to/(from) Gen Reserve	(62,798)	(28,401)					
Recreation & Community Service :- Income	31,486	11,443	29,395	17,952			38.9%
Expenditure	110,582	31,516	24,260	(7,256)	0	(7,256)	129.9%
Movement to/(from) Gen Reserve	(79,095)	(20,072)					

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Estates, Heritage, TH & Site M							
103 Town Hall							
1000 Office Rent	2,764	1,016	2,290	1,274			44.4%
Town Hall :- Income	2,764	1,016	2,290	1,274			44.4%
4001 Salaries - outside/manual	3,157	0	0	0	0	0	0.0%
4015 Health & Safety	300	0	0	0	0	0	0.0%
4020 Rates	10,080	6,187	10,480	4,293	4,293	4,293	59.0%
4021 Water Rates	412	92	575	483	483	483	16.1%
4050 Cleaning	168	50	300	250	250	250	16.7%
4051 Waste Collection/Clearance	779	360	715	355	355	355	50.3%
4052 Toilet/Cleaning consumables	90	142	110	(32)	(32)	(32)	129.0%
4055 Alarm/CCTV	935	603	1,530	928	928	928	39.4%
4060 Electric and Gas	5,838	3,919	6,100	2,181	2,181	2,181	64.2%
4061 Telephone	1,085	591	1,500	909	909	909	39.4%
4075 Repairs/Replacement	1,933	408	2,500	2,092	2,092	2,092	16.3%
4230 General Maintenance	1,407	456	1,890	1,434	1,434	1,434	24.1%
Town Hall :- Indirect Expenditure	26,183	12,808	25,700	12,892	0	12,892	49.8%
Movement to/(from) Gen Reserve	(23,419)	(11,792)					
304 Public Toilets							
1053 Toilet-Disabled Key Purchase	32	7	15	8			48.9%
Public Toilets :- Income	32	7	15	8			48.9%
4001 Salaries - outside/manual	8,082	0	0	0	0	0	0.0%
4015 Health & Safety	118	0	440	440	440	440	0.0%
4020 Rates	3,329	2,246	3,430	1,184	1,184	1,184	65.5%
4021 Water Rates	2,060	550	1,850	1,300	1,300	1,300	29.7%
4051 Waste Collection/Clearance	360	360	400	40	40	40	90.0%
4052 Toilet/Cleaning consumables	827	417	1,020	603	603	603	40.9%
4053 Toilets-Disabled Key	53	0	32	32	32	32	0.0%
4060 Electric and Gas	707	404	1,275	871	871	871	31.7%
4075 Repairs/Replacement	946	318	500	182	182	182	63.6%
4230 General Maintenance	0	0	500	500	500	500	0.0%
Public Toilets :- Indirect Expenditure	16,483	4,295	9,447	5,152	0	5,152	45.5%
Movement to/(from) Gen Reserve	(16,451)	(4,288)					
Estates, Heritage, TH & Site M :- Income	2,795	1,023	2,305	1,282			44.4%
Expenditure	42,666	17,103	35,147	18,044	0	18,044	48.7%
Movement to/(from) Gen Reserve	(39,871)	(16,080)					

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HR & Governance							
104 Administration & Miscellaneous							
1189 Photocopying Service	11	3	10	8			25.0%
1190 Bank Interest	984	464	650	186			71.4%
6001 Council Tax Support Grant	8,667	0	0	0			0.0%
Administration & Miscellaneous :- Income	9,662	466	660	194			70.7%
4000 Salaries - office/admin	169,047	159,649	304,156	144,507	144,507		52.5%
4010 Staff Training/Expenses	1,623	528	3,000	2,472	2,472		17.6%
4012 Staff Travel	0	118	775	657	657		15.2%
4015 Health & Safety	100	690	3,700	3,010	3,010		18.6%
4016 P.P.E. & Hi-viz clothing	0	100	670	570	570		14.9%
4052 Toilet/Cleaning consumables	2	0	0	0	0		0.0%
4120 Stationery/Books	716	370	1,000	630	630		37.0%
4121 Postage Stamps	453	183	615	432	432		29.8%
4123 Membership/Subscriptions	1,723	1,413	1,685	272	272		83.9%
4125 Insurance	5,870	6,119	6,165	46	46		99.3%
4130 Advert/Publicity/Promotions	1,355	85	0	(85)	(85)		0.0%
4140 Photocopiers Maint/Lease	4,903	3,027	6,650	3,623	3,623		45.5%
4141 Replace or Upgrade Equipment	527	0	975	975	975		0.0%
4142 Office Furniture Repair/Renew	139	0	365	365	365		0.0%
4144 Computer maintenance/software	6,498	1,098	6,650	5,552	5,552		16.5%
4145 Off site computer security	0	0	400	400	400		0.0%
4154 Bank Charges	482	203	500	297	297		40.6%
4155 Legal fees/Professional Advice	300	0	300	300	300		0.0%
4156 HR Advisory Service	1,693	810	1,530	720	720		52.9%
4157 Audit Internal/External	2,580	430	2,665	2,235	2,235		16.1%
4160 Brightpay Payroll	149	0	135	135	135		0.0%
4161 RBS Accounts/Allotments	767	0	790	790	790		0.0%
4170 Councillor Training	90	449	1,085	637	637		41.3%
4171 Cllr Travel Expenses	0	22	100	78	78		22.0%
4172 Cllrs Allowance	861	0	1,366	1,366	1,366		0.0%
4175 Meetings/Hospitality	319	158	425	267	267		37.2%
4999 Sundry Expenses	27	0	0	0	0		0.0%
Administration & Miscellaneous :- Indirect Expenditure	200,222	175,452	345,702	170,250	0	170,250	50.8%
Movement to/(from) Gen Reserve	(190,561)	(174,986)					
302 Outside Equipment & Vehicles							
4016 P.P.E. & Hi-viz clothing	635	0	0	0	0		0.0%
4075 Repairs/Replacement	9,234	38	4,500	4,462	4,462		0.8%

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4230 General Maintenance	130	136	155	19		19	87.9%
4450 Truck Lease	1,011	2,021	4,043	2,022		2,022	50.0%
4451 Truck & Ride-on Maint Ins &Tax	2,747	2,590	3,300	710		710	78.5%
4452 Truck Fuel	1,067	481	1,330	849		849	36.1%
4453 Truck Replacement	1,598	0	0	0		0	0.0%
4612 Fuel Outside Equipment	761	878	1,060	182		182	82.9%
Outside Equipment & Vehicles :- Indirect Expenditure	<u>17,183</u>	<u>6,144</u>	<u>14,388</u>	<u>8,244</u>	<u>0</u>	<u>8,244</u>	<u>42.7%</u>
Movement to/(from) Gen Reserve	(17,183)	(6,144)					
HR & Governance :- Income	9,662	466	660	194			70.7%
Expenditure	217,405	181,596	360,090	178,494	0	178,494	50.4%
Movement to/(from) Gen Reserve	(207,744)	(181,130)					
Grand Totals:- Income	511,099	470,713	545,111	74,398			86.4%
Expenditure	678,521	315,303	682,410	367,108	0	367,108	46.2%
Net Income over Expenditure	(167,421)	155,411	(137,299)	(292,710)			
Movement to/(from) Gen Reserve	(167,421)	155,411					

Swaffham Town Council

Bank - Cash and Investment Reconciliation as at 30 September 2019

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2019	Unity Trust Current	50,867.69
30/09/2019	Unity Trust Deposit	273,718.27
30/09/2019	Unity Trust Sk8 and Muga fund	5,110.48
30/09/2019	CAPITAL RESERVES	12,813.07
30/09/2019	Lloyds Credit Card	-156.13
31/10/2019	Petty Cash	317.79

342,671.17

Other Cash & Bank Balances

0.00

342,671.17

Unpresented Payments

-2.31

342,673.48

Receipts not on Bank Statement

0.00

342,673.48

Closing Balance

All Cash & Bank Accounts

1	Unity Trust Current	50,870.00
2	Unity Trust Deposit	273,718.27
3	SK8 Park & MUGA Fund	5,110.48
4	Unity Trust Capital Reserves	12,813.07
5	Lloyds Credit Card	-156.13
6	Petty Cash	124.50
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	342,480.19
