

## Budget report end June 2019

V1.1 16/07/19

### **1 Summary**

All is pretty much as forecast but some of the budgets need revising.

### **2 Specifics**

#### **2.1 Reserves**

To enable useful comparisons to be made it is assumed that items such as:

- allotment s.106 and setup/maintenance charges
- loan repayments

are transferred to reserves.

#### **2.2 Grants and donation**

This is below budgets as no grant applications were received in May. However, judging by last year this may be made up for in October.

#### **2.3 Printing**

This is over budget for this stage of the year due to costs associated with the APM. It should make no significant difference to the annual spend.

#### **2.4 Subscriptions**

Subscription to the HALC HR service wasn't budgeted.

#### **2.5 Project costs**

No projects undertaken yet.

#### **2.6 Salaries and allowances**

This was incorrectly budgeted as it was just for the clerk's salary and does not include

- Payment in lieu of pension – not known at time of budgeting
- Extra hours on top of the increase to 15 hours/week – not known at time of budgeting
- Employers NI - overlooked in budgeting

It is recommended that the budget be increased from £12500 to £16000.

#### **2.7 Allotment Fees**

Not included in original budget. It is recommended that the budget be increased from £0 to £450.

**Martin Whittaker**

Clerk and RFO

## Rooksdawn Parish Council

Budget report from 1-Apr-2019 to 30-Jun-2019 (figures include VAT)

<b>CURRENT PERIOD vs CURRENT BUDGET</b>							<b>ANNUAL FORECAST vs BUDGET</b>			
<b>Payments</b>	<b>Period Budget</b>	<b>Period Actual</b>	<b>Transfer to Reserves</b>	<b>Variance</b>	<b>&gt;15% &gt;£200</b>	<b>Notes</b>	<b>Approved Budget</b>	<b>Forecast</b>	<b>Variance &gt;15% &gt;£200</b>	<b>Suggested budget</b>
<b>Other Payment</b>										
Allotments	0.00	273.60	273.60	0.00	>100%	To be paid from reserves	0	0		
Audit fees	240.00	240.00		0.00			600	600		
Books	24.99	0.00		24.99			100	100		
Chairmans allowance	50.00	0.00		50.00			50	0		
Clerks exp (misc)	12.51	0.00		12.51			50	50		
Councillor expenses	12.51	0.00		12.51			50	50		
Events	250.00	94.10		155.90			250	250		
General admin	150.00	84.90		65.10			600	400		
Grants and Donations	1,250.00	0.00		1,250.00	100%	No grants requested in May	2500	2000	500	
Hall hire	150.00	144.00		6.00			600	600		
Handyman	2,000.01	1,710.00		290.01	15%		8000	7000	1000	
Insurance	650.00	638.72		11.28			650	639		
IT and support	50.00	79.92		-29.92			700	700		
Loans	0.00	0.00		0.00			0	0		
Miscellaneous Payments	0.00	0.00		0.00			0	0		
Misc expenditure	24.99	2.69		22.30			100	100		
Phone	15.00	17.00		-2.00			60	60		
Printing and publication	500.00	820.67		-320.67	-64%	Cost of APM boards and leaflets	2000	2200	-200	
Professional fees	0.00	0.00		0.00			2500	2500		
Repairs and Maintenance	62.49	0.00		62.49			250	250		
Section 137 payments	125.00	0.00		125.00			250	250		
Subscriptions	1,000.00	1,190.00		-190.00	-19%	HALC HR service not budgeted	1000	1190		
Training	75.00	0.00		75.00			300	300		
Project Costs	624.99	0.00		624.99		No project undertaken so far	2500	2500		
<b>Total Other Payment</b>	<b>7,267.49</b>	<b>5,295.60</b>	<b>273.60</b>	<b>2,245.49</b>			<b>23110</b>	<b>21739</b>	<b>1371</b>	

**Staff costs**

Salaries and allowance	3,125.01	4,447.26	-1,322.25	-42%	Incorrect budget: does not include extra hours, NI, and payment in lieu of pension.	12500	15200	-2700	<b>16000</b>
Pension contributions	0.00	0.00	0.00			0	0	0	
<b>Total Staff costs</b>	<b>3,125.01</b>	<b>4,447.26</b>	<b>0.00</b>			<b>12500</b>	<b>15200</b>	<b>-2700</b>	
<b>Administration</b>									
Payroll	30.00	81.00	-51.00			65	81		
Clerks exp (benefits)	62.49	0.00	62.49			250	250		
<b>Total Administration</b>	<b>92.49</b>	<b>81.00</b>	<b>0.00</b>			<b>315</b>	<b>331</b>	<b>-16</b>	
<b>Total Payments</b>	<b>10,484.99</b>	<b>9,823.86</b>	<b>273.60</b>			<b>35925</b>	<b>37270</b>	<b>-1345</b>	

**Receipts**

	Period Budget	Period Actual	Variance		Approved Budget		Forecast		
<b>Other Receipts</b>									
VAT Repayments	750.00	848.68	-98.68		1500	1500			
Miscellaneous Receipts	0.00	0.00	0.00		0	0			
Bank interest	2.01	3.89	-1.88		8	8			
Grants and Donations	3,000.00	2,925.00	75.00		3500	3175	325		
S106 contributions	0.00	6,633.00	6,633.00	0.00	0	0			
Other receipts	0.00	52,000.00	52,000.00	0.00	0	0			
Allotment fees	0.00	430.00	-430.00		0	430	-430		<b>450</b>
<b>Total Other Receipts</b>	<b>3,752.01</b>	<b>62,840.57</b>	<b>58,633.00</b>	<b>-455.56</b>	<b>5008</b>	<b>5113</b>	<b>-105</b>		
<b>Precept</b>				0					
Precept	16,115.00	16,115.00	0.00		32230	32230			
<b>Total Precept</b>	<b>16,115.00</b>	<b>16,115.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32230</b>	<b>32230</b>			
<b>Total Receipts</b>	<b>19,867.01</b>	<b>78,955.57</b>	<b>58,633.00</b>	<b>-455.56</b>	<b>37238</b>	<b>37343</b>	<b>-105</b>		
<b>Balance</b>	<b>9,382.02</b>	<b>69,131.71</b>	<b>58,359.40</b>	<b>-1,390.29</b>	<b>1313</b>	<b>73</b>	<b>1240</b>		