

## Detailed Income &amp; Expenditure by Budget Heading 22/01/2019

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>100 Un-earmarked Capital Reserves</b>							
1126 Sale of Assets	138	605	150,000	149,395			0.4%
Un-earmarked Capital Reserves :- Income	<b>138</b>	<b>605</b>	<b>150,000</b>	<b>149,395</b>			<b>0.4%</b>
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	<b>2,000</b>	<b>0</b>	<b>151,158</b>	<b>151,158</b>	<b>0</b>	<b>151,158</b>	<b>0.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,862)</b>	<b>605</b>					
<b>101 Earmarked Capital Reserves</b>							
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	6,750	56,250	49,500			12.0%
1190 Bank Interest	4	0	0	0			0.0%
Earmarked Capital Reserves :- Income	<b>52,912</b>	<b>8,143</b>	<b>250,750</b>	<b>242,607</b>			<b>3.2%</b>
4000 Salaries - office/admin	8,210	6,541	8,722	2,181		2,181	75.0%
4155 Legal fees/Professional Advice	750	0	0	0		0	0.0%
4236 New Street Furniture	0	202	0	(202)		(202)	0.0%
4237 Development Days Field P/App'l	604	7,000	0	(7,000)		(7,000)	0.0%
4238 Buttercross & Town Centre Proj	1,153	176,320	150,000	(26,320)		(26,320)	117.5%
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	0	1,000	1,000		1,000	0.0%
4624 Rec Project-CCTV	0	0	5,000	5,000		5,000	0.0%
4651 Neighbourhood Plan (S.106)	11,407	16,960	24,608	7,648		7,648	68.9%
4659 Gritting Project	0	0	1,000	1,000		1,000	0.0%
4670 Public Works Loan	10,708	6,485	10,473	3,988		3,988	61.9%
4672 Public Toilet Refurb (S.106)	0	0	70,000	70,000		70,000	0.0%
Earmarked Capital Reserves :- Indirect Expenditure	<b>179,582</b>	<b>219,459</b>	<b>298,941</b>	<b>79,482</b>	<b>0</b>	<b>79,482</b>	<b>73.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(126,670)</b>	<b>(211,315)</b>					
<b>102 Earmarked Revenue Reserves</b>							
1134 Grants received	5,994	0	0	0			0.0%
Earmarked Revenue Reserves :- Income	<b>5,994</b>	<b>0</b>	<b>0</b>	<b>0</b>			
4180 Election/By Election Expenses	0	0	3,750	3,750		3,750	0.0%
4441 Street Furniture	690	0	0	0		0	0.0%

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4704 Play Areas Fund	0	0	17,949	17,949		17,949	0.0%
4705 Street Lights Maint Fund	0	0	46,105	46,105		46,105	0.0%
4750 Land & Property fund	26,411	3,271	40,000	36,729		36,729	8.2%
4780 Town Events - fund	5,386	694	10,000	9,306		9,306	6.9%
<b>Earmarked Revenue Reserves :- Indirect Expenditure</b>	<b>32,486</b>	<b>3,965</b>	<b>117,804</b>	<b>113,839</b>	<b>0</b>	<b>113,839</b>	<b>3.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(26,493)</b>	<b>(3,965)</b>					
<b>103 Town Hall</b>							
1000 Office Rent	6,425	2,252	6,800	4,548			33.1%
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%
<b>Town Hall :- Income</b>	<b>6,957</b>	<b>2,252</b>	<b>7,050</b>	<b>4,798</b>			<b>31.9%</b>
4001 Salaries - outside/manual	2,995	2,368	3,145	777		777	75.3%
4015 Health & Safety	400	504	400	(104)		(104)	125.9%
4020 Rates	9,580	9,072	9,865	793		793	92.0%
4021 Water Rates	511	299	555	256		256	53.8%
4050 Cleaning	30	168	105	(63)		(63)	159.6%
4051 Waste Collection/Clearance	584	493	670	177		177	73.5%
4052 Toilet/Cleaning consumables	115	85	105	20		20	80.6%
4055 Alarm/CCTV	1,478	863	1,500	637		637	57.5%
4060 Electric and Gas	5,031	3,741	5,350	1,609		1,609	69.9%
4061 Telephone	1,776	788	1,500	712		712	52.5%
4075 Repairs/Replacement	753	938	2,700	1,762		1,762	34.7%
4230 General Maintenance	1,280	1,530	1,850	320		320	82.7%
<b>Town Hall :- Indirect Expenditure</b>	<b>24,533</b>	<b>20,847</b>	<b>27,745</b>	<b>6,898</b>	<b>0</b>	<b>6,898</b>	<b>75.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(17,576)</b>	<b>(18,595)</b>					
<b>104 Administration &amp; Miscellaneous</b>							
1189 Photocopying Service	4	8	10	2			80.0%
1190 Bank Interest	418	804	650	(154)			123.6%
6001 Council Tax Support Grant	17,334	8,667	8,667	0			100.0%
<b>Administration &amp; Miscellaneous :- Income</b>	<b>17,755</b>	<b>9,479</b>	<b>9,327</b>	<b>(152)</b>			<b>101.6%</b>
4000 Salaries - office/admin	140,274	130,052	152,399	22,347		22,347	85.3%
4001 Salaries - outside/manual	0	0	2,633	2,633		2,633	0.0%
4010 Staff Training/Expenses	2,798	890	3,000	2,110		2,110	29.7%
4012 Staff Travel	913	0	750	750		750	0.0%
4015 Health & Safety	100	16	100	84		84	15.6%

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4052 Toilet/Cleaning consumables	0	2	0	(2)		(2)	0.0%
4120 Stationery/Books	509	611	1,200	589		589	50.9%
4121 Postage Stamps	470	395	600	205		205	65.8%
4123 Membership/Subscriptions	1,570	1,277	1,650	373		373	77.4%
4125 Insurance	5,721	5,870	5,900	30		30	99.5%
4130 Advert/Publicity/Promotions	475	960	0	(960)		(960)	0.0%
4132 Website	0	0	350	350		350	0.0%
4140 Photocopiers Maint/Lease	7,763	3,758	8,350	4,592		4,592	45.0%
4141 Replace or Upgrade Equipment	925	27	950	923		923	2.8%
4142 Office Furniture Repair/Renew	305	139	360	221		221	38.6%
4144 Computer maintenance/software	5,527	5,833	6,500	667		667	89.7%
4145 Off site computer security	305	0	400	400		400	0.0%
4154 Bank Charges	286	377	400	23		23	94.2%
4155 Legal fees/Professional Advice	0	300	0	(300)		(300)	0.0%
4156 HR Advisory Service	1,357	1,288	1,500	212		212	85.9%
4157 Audit Internal/External	2,585	2,580	2,610	30		30	98.9%
4160 Brightpay Payroll	99	0	105	105		105	0.0%
4161 RBS Accounts/Allotments	746	119	775	656		656	15.4%
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	80	1,339	1,259		1,259	6.0%
4175 Meetings/Hospitality	329	271	415	144		144	65.3%
4999 Sundry Expenses	0	2	0	(2)		(2)	0.0%
<b>Administration &amp; Miscellaneous :- Indirect Expenditure</b>	<b>174,429</b>	<b>154,936</b>	<b>193,426</b>	<b>38,490</b>	<b>0</b>	<b>38,490</b>	<b>80.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(156,673)</b>	<b>(145,457)</b>					
<b>110 Precept</b>							
6000 Precept	357,605	393,500	393,500	0			100.0%
<b>Precept :- Income</b>	<b>357,605</b>	<b>393,500</b>	<b>393,500</b>	<b>0</b>			<b>100.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>357,605</b>	<b>393,500</b>					
<b>201 Market</b>							
1010 Market Income-Casual	2,788	2,719	2,500	(219)			108.7%
1011 Market & Auction Licence	23,414	23,064	23,000	(64)			100.3%
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)	0	(3,300)	(3,300)			0.0%
<b>Market :- Income</b>	<b>27,272</b>	<b>25,783</b>	<b>22,200</b>	<b>(3,583)</b>			<b>116.1%</b>
4000 Salaries - office/admin	5,590	4,575	6,100	1,525		1,525	75.0%

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4001 Salaries - outside/manual	6,112	4,727	6,302	1,575		1,575	75.0%
4015 Health & Safety	90	0	330	330		330	0.0%
4020 Rates	5,430	3,523	5,600	2,077		2,077	62.9%
4061 Telephone	0	64	15	(49)		(49)	425.8%
4123 Membership/Subscriptions	318	318	330	12		12	96.4%
4130 Advert/Publicity/Promotions	65	1,099	3,000	1,901		1,901	36.6%
4155 Legal fees/Professional Advice	0	0	115	115		115	0.0%
4200 Market Entertainment	70	406	1,300	894		894	31.2%
4211 Sat Market & Auction Expenses	89	114	155	41		41	73.9%
4215 Xmas Market expenses	2,493	0	0	0		0	0.0%
<b>Market :- Indirect Expenditure</b>	<b>20,257</b>	<b>14,826</b>	<b>23,247</b>	<b>8,421</b>	<b>0</b>	<b>8,421</b>	<b>63.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>7,015</b>	<b>10,956</b>					
<b>203 Events</b>							
1004 equipment hire	0	67	0	(67)			0.0%
1016 Xmas Market Income	0	3,144	2,000	(1,144)			157.2%
1017 Sheep fair Income	0	76	0	(76)			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%
<b>Events :- Income</b>	<b>0</b>	<b>5,771</b>	<b>2,000</b>	<b>(3,771)</b>			<b>288.6%</b>
4215 Xmas Market expenses	0	2,553	2,000	(553)		(553)	127.7%
4216 Sheep fair expenses	0	558	0	(558)		(558)	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%
<b>Events :- Indirect Expenditure</b>	<b>0</b>	<b>6,350</b>	<b>2,000</b>	<b>(4,350)</b>	<b>0</b>	<b>(4,350)</b>	<b>317.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(578)</b>					
<b>301 Northwell Pool</b>							
1020 Northwell Pool-Agency Agreeemnt	0	0	1,436	1,436			0.0%
<b>Northwell Pool :- Income</b>	<b>0</b>	<b>0</b>	<b>1,436</b>	<b>1,436</b>			<b>0.0%</b>
4000 Salaries - office/admin	453	356	474	118		118	75.0%
4001 Salaries - outside/manual	691	541	721	180		180	75.0%
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%
<b>Northwell Pool :- Indirect Expenditure</b>	<b>1,144</b>	<b>1,447</b>	<b>2,175</b>	<b>728</b>	<b>0</b>	<b>728</b>	<b>66.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,144)</b>	<b>(1,447)</b>					

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<b>302 Outside Equipment &amp; Vehicles</b>							
4016 P.P.E. & Hi-viz clothing	380	278	590	312		312	47.2%
4075 Repairs/Replacement	504	9,086	9,500	414		414	95.6%
4230 General Maintenance	0	110	0	(110)		(110)	0.0%
4451 Truck & Ride-on Maint Ins &Tax	2,037	2,098	3,500	1,402		1,402	59.9%
4452 Truck Fuel	1,350	874	1,300	426		426	67.2%
4453 Truck Replacement	0	1,598	0	(1,598)		(1,598)	0.0%
4612 Fuel Outside Equipment	778	740	1,030	290		290	71.9%
Outside Equipment & Vehicles :- Indirect Expenditure	<b>5,049</b>	<b>14,783</b>	<b>15,920</b>	<b>1,137</b>	<b>0</b>	<b>1,137</b>	<b>92.9%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(5,049)</b>	<b>(14,783)</b>					
<b>303 Allotments</b>							
1030 Allotment Rent	6,314	6,668	6,870	202			97.1%
1031 Allotment Deposit	660	0	520	520			0.0%
1032 Allotment Key Deposit	170	0	130	130			0.0%
Allotments :- Income	<b>7,144</b>	<b>6,668</b>	<b>7,520</b>	<b>852</b>			<b>88.7%</b>
4000 Salaries - office/admin	4,180	3,299	4,399	1,100		1,100	75.0%
4001 Salaries - outside/manual	2,603	1,563	2,084	521		521	75.0%
4015 Health & Safety	250	0	360	360		360	0.0%
4021 Water Rates	832	364	945	581		581	38.5%
4051 Waste Collection/Clearance	1,795	200	550	350		350	36.4%
4075 Repairs/Replacement	53	0	100	100		100	0.0%
4220 Tree Maintenance	120	0	0	0		0	0.0%
4230 General Maintenance	86	45	500	455		455	9.0%
4302 Allotment Deposit Refund	350	0	200	200		200	0.0%
4461 Pest Control	0	650	650	0		0	100.0%
Allotments :- Indirect Expenditure	<b>10,269</b>	<b>6,121</b>	<b>9,788</b>	<b>3,667</b>	<b>0</b>	<b>3,667</b>	<b>62.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,125)</b>	<b>547</b>					
<b>304 Public Toilets</b>							
1053 Toilet-Disabled Key Purchase	9	24	12	(12)			200.0%
Public Toilets :- Income	<b>9</b>	<b>24</b>	<b>12</b>	<b>(12)</b>			<b>200.0%</b>
4001 Salaries - outside/manual	7,745	6,062	8,082	2,020		2,020	75.0%
4015 Health & Safety	0	118	425	307		307	27.8%
4020 Rates	1,850	2,996	3,588	592		592	83.5%
4021 Water Rates	2,748	1,202	3,000	1,798		1,798	40.1%
4050 Cleaning	11	0	0	0		0	0.0%
4051 Waste Collection/Clearance	360	360	400	40		40	90.0%

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4052 Toilet/Cleaning consumables	1,118	493	1,120	627		627	44.0%
4053 Toilets-Disabled Key	24	0	32	32		32	0.0%
4060 Electric and Gas	1,857	550	2,275	1,725		1,725	24.2%
4075 Repairs/Replacement	192	939	250	(689)		(689)	375.7%
4230 General Maintenance	46	0	750	750		750	0.0%
<b>Public Toilets :- Indirect Expenditure</b>	<b>15,949</b>	<b>12,719</b>	<b>19,922</b>	<b>7,203</b>	<b>0</b>	<b>7,203</b>	<b>63.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(15,940)</b>	<b>(12,695)</b>					
<b>305 Cemetery &amp; Churchyard</b>							
1080 Cemetery Fees	22,756	16,639	25,000	8,361			66.6%
1081 Cemetery Chapel Hire	367	498	300	(198)			166.1%
<b>Cemetery &amp; Churchyard :- Income</b>	<b>23,123</b>	<b>17,137</b>	<b>25,300</b>	<b>8,163</b>			<b>67.7%</b>
4001 Salaries - outside/manual	21,511	20,067	26,756	6,689		6,689	75.0%
4015 Health & Safety	531	0	1,475	1,475		1,475	0.0%
4020 Rates	1,685	1,642	1,737	95		95	94.5%
4021 Water Rates	0	0	500	500		500	0.0%
4051 Waste Collection/Clearance	1,072	1,108	1,200	92		92	92.4%
4060 Electric and Gas	260	217	300	83		83	72.4%
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%
<b>Cemetery &amp; Churchyard :- Indirect Expenditure</b>	<b>31,858</b>	<b>27,454</b>	<b>38,968</b>	<b>11,514</b>	<b>0</b>	<b>11,514</b>	<b>70.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(8,735)</b>	<b>(10,317)</b>					
<b>306 Open Spaces</b>							
1050 Rec Ground Fees	500	0	500	500			0.0%
1134 Grants received	8,369	2,000	0	(2,000)	1,500		0.0%
<b>Open Spaces :- Income</b>	<b>8,869</b>	<b>2,000</b>	<b>500</b>	<b>(1,500)</b>			<b>400.0%</b>
4001 Salaries - outside/manual	46,406	37,540	50,054	12,514		12,514	75.0%
4015 Health & Safety	677	14	1,500	1,486		1,486	1.0%
4021 Water Rates	36	36	50	14		14	71.0%
4060 Electric and Gas	165	0	250	250		250	0.0%
4075 Repairs/Replacement	0	654	1,275	621		621	51.3%
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%
4277 Hedge Cutting	0	0	160	160		160	0.0%

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4300 Grounds Maintenance	589	868	1,200	332			
4301 O/S Equip Repairs/Replacements	158	0	675	675		332	72.3%
4310 Sport & Play Equip Repairs	199	8,035	2,000	(6,035)		675	0.0%
4430 Floral Displays	550	265	750	485		(6,035)	401.8%
4440 Street Furniture Maintenance	306	0	675	675		485	35.3%
4460 Town Clock Maintenance	1,490	150	1,600	1,450		675	0.0%
4461 Pest Control	150	1,440	230	(1,210)		1,450	9.4%
						(1,210)	626.1%
Open Spaces :- Indirect Expenditure	<b>62,789</b>	<b>51,311</b>	<b>64,719</b>	<b>13,408</b>	<b>0</b>	<b>13,408</b>	<b>79.3%</b>
Movement to/(from) Gen Reserve	<b>(53,920)</b>	<b>(49,311)</b>					
<b>307 Amenities &amp; Agency</b>							
1000 Office Rent	5,625	4,268	5,690	1,422			
1092 Relief in Need-Agency	1,758	16	1,495	1,479			75.0%
1095 Age Concern Agency	374	754	384	(370)			1.1%
1134 Grants received	5,000	1,240	6,000	4,760			196.3%
							20.7%
Amenities & Agency :- Income	<b>12,758</b>	<b>6,277</b>	<b>13,569</b>	<b>7,292</b>			<b>46.3%</b>
4000 Salaries - office/admin	0	1,133	1,510	378		378	75.0%
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)	37	600	563		563	6.1%
4425 Town Centre Electric	0	39	0	(39)		(39)	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	342	200	(142)		(142)	171.0%
4530 Mayors Allowance	1,107	163	1,200	1,037		1,037	13.6%
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	10,811	12,000	1,190		1,190	90.1%
Amenities & Agency :- Indirect Expenditure	<b>35,715</b>	<b>33,675</b>	<b>47,735</b>	<b>14,060</b>	<b>0</b>	<b>14,060</b>	<b>70.5%</b>
Movement to/(from) Gen Reserve	<b>(22,957)</b>	<b>(27,398)</b>					
Grand Totals:- Income	<b>520,536</b>	<b>477,640</b>	<b>883,164</b>	<b>405,524</b>			<b>54.1%</b>
Expenditure	<b>596,061</b>	<b>567,894</b>	<b>1,013,548</b>	<b>445,654</b>	<b>0</b>	<b>445,654</b>	<b>56.0%</b>
Net Income over Expenditure	<b>(75,525)</b>	<b>(90,254)</b>	<b>(130,384)</b>	<b>(40,130)</b>			
Movement to/(from) Gen Reserve	<b>(75,525)</b>	<b>(90,254)</b>					

Swaffham Town Council

Bank - Cash and Investment Reconciliation as at 22 January 2019

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2018	Unity Trust Current	12,273.87
31/12/2018	Unity Trust Deposit	207,127.64
15/12/2015	Barclays Current A/c	0.00
31/12/2015	Barclays Active Saver A/c	0.00
30/11/2018	Petty Cash	177.54
30/09/2016	Altocard	0.00
30/11/2018	Unity Trust Sk8 and Muga fund	5,090.08
31/12/2018	CAPITAL RESERVES	12,774.81
31/12/2018	Lloyds Credit Card	-154.80

237,289.14

Unpresented Payments

154.46

237,134.68

All Cash & Bank Accounts

1	Unity Trust Current	11,141.91
2	Unity Trust Deposit	207,127.64
3	Barclays Current A/c	0.00
4	Barclays Active Saver A/c	0.00
5	Petty Cash	246.26
6	AltoCard	0.00
7	SK8 Park & MUGA Fund	5,095.21
8	Unity Trust Capital Reserves	12,774.81
9	Lloyds Credit Card	-154.80
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<u>236,231.03</u>

JANUARY ENTRIES TO DATE

903.65

237,134.68