

07/01/2020

Swaffham Town Council

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Detailed Income & Expenditure by Budget Heading 31/12/2019

Month No: 9

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	876	0	0	0			
4671 Match Funding	0	0	8,645	8,645		8,645	0.0%
Un-earmarked Capital Reserves :- Indirect Expenditure	0	0	8,645	8,645	0	8,645	
Net Income over Expenditure	876	0	(8,645)	(8,645)			
101 Earmarked Capital Reserves							
1090 Museum Loan	1,393	1,393	1,393	(0)			100.0%
1130 Section 106 Planning Gain	0	117,623	53,608	(64,015)			219.4%
1134 Grants received	26,750	21,876	0	(21,876)			0.0%
Earmarked Capital Reserves :- Income	28,143	140,893	55,001	(85,892)			256.2%
4000 Salaries - office/admin	8,722	0	0	0		0	0.0%
4155 Legal fees/Professional Advice	356	0	0	0		0	0.0%
4203 MTI new stalls	7,042	5,079	0	(5,079)		(5,079)	0.0%
4236 New Street Furniture	202	0	0	0		0	0.0%
4237 Development Days Field P/Appl	7,000	7,049	8,000	951		951	88.1%
4238 Buttercross & Town Centre Proj	180,042	29,724	0	(29,724)		(29,724)	0.0%
4239 Traffic Study parking/loading	5,261	0	0	0		0	0.0%
4241 Digitalisation Cemetery Burial	690	0	0	0		0	0.0%
4622 Rec Project-SK8 & MUGA	0	1,875	9,004	7,129		7,129	20.8%
4623 Rec Project-Toilet Facility	108	3,225	2,000	(1,225)		(1,225)	161.2%
4651 Neighbourhood Plan (S.106)	17,293	3,117	0	(3,117)		(3,117)	0.0%
4670 Public Works Loan	10,473	6,367	10,237	3,870		3,870	62.2%
4672 Public Toilet Refurb (S.106)	0	0	53,608	53,608		53,608	0.0%
Earmarked Capital Reserves :- Indirect Expenditure	237,187	56,437	82,849	26,412	0	26,412	68.1%
Net Income over Expenditure	(209,044)	84,456	(27,848)	(112,304)			
102 Earmarked Revenue Reserves							
4180 Election/By Election Expenses	0	0	5,000	5,000		5,000	0.0%
4704 Play Areas Fund	985	0	16,250	16,250		16,250	0.0%
4705 Street Lights Maint Fund	0	0	46,105	46,105		46,105	0.0%
4750 Land & Property fund	5,264	6,773	40,000	33,228		33,228	16.9%
4760 Highway Improvements Fund	0	0	4,075	4,075		4,075	0.0%
4780 Town Events - fund	694	750	5,000	4,250		4,250	15.0%
Earmarked Revenue Reserves :- Indirect Expenditure	6,943	7,523	116,430	108,908	0	108,908	6.5%
Net Expenditure	(6,943)	(7,523)	(116,430)	(108,908)			

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<u>110 Precept</u>							
6000 Precept	393,500	407,500	407,500	0			100.0%
Precept :- Income	<u>393,500</u>	<u>407,500</u>	<u>407,500</u>	<u>0</u>			<u>100.0%</u>
Net Income	<u>393,500</u>	<u>407,500</u>	<u>407,500</u>	<u>0</u>			
<u>307 Amenities & Agency</u>							
1000 Office Rent	5,690	4,268	5,804	1,536			73.5%
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	383	1,300	917			29.5%
1101 Car Charging Points - fees/usa	30	104	1,825	1,721			5.7%
1134 Grants received	1,280	0	0	0			0.0%
1192 Sundry receipt	375	0	0	0			0.0%
Amenities & Agency :- Income	<u>9,819</u>	<u>4,755</u>	<u>10,850</u>	<u>6,095</u>			<u>43.8%</u>
4000 Salaries - office/admin	1,510	0	0	0		0	0.0%
4230 General Maintenance	0	0	300	300		300	0.0%
4350 TIC Service Level Agreement	2,950	3,010	3,010	0		0	100.0%
4420 War Memorial Electricity	50	35	60	25		25	58.6%
4425 Town Centre Electric	372	766	1,685	919		919	45.5%
4426 Town Centre WiFi	377	418	750	332		332	55.7%
4510 Street Lights - Elect/Maint	17,055	25,899	20,500	(5,399)		(5,399)	126.3%
4512 Twinning Bursary	153	0	0	0		0	0.0%
4525 Community Grants	492	36	200	165		165	17.8%
4530 Mayors Allowance	463	0	1,224	1,224		1,224	0.0%
4531 Mayors Reception	894	1,027	1,100	73		73	93.4%
4532 Mayors Civic Service	0	0	500	500		500	0.0%
4534 Civic Regalia/photograph	100	41	100	59		59	41.0%
4540 Xmas Lights	14,124	298	6,000	5,702		5,702	5.0%
Amenities & Agency :- Indirect Expenditure	<u>38,540</u>	<u>31,531</u>	<u>35,429</u>	<u>3,898</u>	<u>0</u>	<u>3,898</u>	<u>89.0%</u>
Net Income over Expenditure	<u>(28,721)</u>	<u>(26,776)</u>	<u>(24,579)</u>	<u>2,197</u>			
Finance :- Income	<u>432,338</u>	<u>553,148</u>	<u>473,351</u>	<u>(79,797)</u>			<u>116.9%</u>
Expenditure	<u>282,670</u>	<u>95,490</u>	<u>243,353</u>	<u>147,863</u>	<u>0</u>	<u>147,863</u>	<u>39.2%</u>
Movement to/(from) Gen Reserve	<u>149,669</u>	<u>457,658</u>					

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Market, Events & Tourism							
<u>201 Market</u>							
1010 Market Income-Casual	3,654	2,706	3,000	294			90.2%
1011 Market & Auction Licence	27,582	25,512	27,500	1,988			92.8%
1014 Farmers Market Income	0	0	1,200	1,200			0.0%
1019 Market Stall Hire	0	671	6,500	5,829			10.3%
9998 Early Payment Discount	(2,348)	0	(3,600)	(3,600)			0.0%
Market :- Income	28,887	28,888	34,600	5,712			83.5%
4000 Salaries - office/admin	6,100	0	0	0	0	0	0.0%
4001 Salaries - outside/manual	6,302	0	0	0	0	0	0.0%
4015 Health & Safety	200	0	0	0	0	0	0.0%
4020 Rates	3,915	3,093	4,000	907	907	907	77.3%
4061 Telephone	126	184	245	61	61	61	75.1%
4123 Membership/Subscriptions	318	0	340	340	340	340	0.0%
4130 Advert/Publicity/Promotions	1,279	523	2,000	1,477	1,477	1,477	26.1%
4155 Legal fees/Professional Advice	0	0	115	115	115	115	0.0%
4200 Market Entertainment	443	0	800	800	800	800	0.0%
4205 Market Stalls - erect/disamant	0	2,730	5,000	2,270	2,270	2,270	54.6%
4206 Market Stalls - repairs and re	0	0	1,500	1,500	1,500	1,500	0.0%
4211 Sat Market & Auction Expenses	114	0	160	160	160	160	0.0%
4214 Farmers&Craft Market Expenses	0	0	1,200	1,200	1,200	1,200	0.0%
Market :- Indirect Expenditure	18,798	6,530	15,360	8,830	0	8,830	42.5%
Net Income over Expenditure	10,089	22,358	19,240	(3,118)			
<u>203 Events & Tourism</u>							
1004 equipment hire	67	21	100	79			20.8%
1016 Xmas Market Income	3,288	3,367	3,100	(267)			108.6%
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	6,219	4,800	(1,419)			129.6%
4209 car rally expenses	0	144	0	(144)		(144)	0.0%
Events & Tourism :- Direct Expenditure	0	144	0	(144)	0	(144)	
4213 Dads Army Day Expenditure	0	1,221	0	(1,221)		(1,221)	0.0%
4215 Xmas Market expenses	2,567	2,117	2,600	483		483	81.4%
4216 Sheep fair expenses	595	293	600	307		307	48.8%

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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	3,971	4,200	229	0	229	94.5%
Net Income over Expenditure	(470)	2,105	600	(1,505)			
Market, Events & Tourism :- Income	34,817	35,107	39,400	4,293			89.1%
Expenditure	25,198	10,644	19,560	8,916	0	8,916	54.4%
Movement to/(from) Gen Reserve	9,619	24,463					

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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%
Net Income over Expenditure	(1,745)	0	530	530			
303 Allotments							
1030 Allotment Rent	6,848	7,564	6,930	(634)			109.1%
Allotments :- Income	6,848	7,564	6,930	(634)			109.1%
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	1,078	550	(528)	(528)	(528)	196.1%
4051 Waste Collection/Clearance	200	350	560	210	210	210	62.5%
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	1,615	2,375	760	0	760	68.0%
Net Income over Expenditure	(2,306)	5,949	4,555	(1,394)			
305 Cemetery & Churchyard							
1080 Cemetery Fees	22,140	17,268	20,000	2,732			86.3%
1081 Cemetery Chapel Hire	498	0	400	400			0.0%
Cemetery & Churchyard :- Income	22,638	17,268	20,400	3,132			84.6%
4001 Salaries - outside/manual	26,756	0	0	0	0	0	0.0%
4020 Rates	1,824	1,679	1,915	236	236	236	87.7%
4021 Water Rates	0	0	500	500	500	500	0.0%
4051 Waste Collection/Clearance	1,583	1,171	1,250	79	79	79	93.7%
4060 Electric and Gas	301	183	310	127	127	127	59.0%
4220 Tree Maintenance	0	0	1,500	1,500	1,500	1,500	0.0%

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4230 General Maintenance	0	24	1,000	976		976	2.4%
4457 Grave Digging	4,420	0	0	0		0	0.0%
Cemetery & Churchyard :- Indirect Expenditure	34,884	3,057	6,475	3,418	0	3,418	47.2%
Net Income over Expenditure	(12,246)	14,211	13,925	(286)			
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	48	50	2		2	96.0%
4051 Waste Collection/Clearance	0	327	0	(327)		(327)	0.0%
4060 Electric and Gas	0	127	260	133		133	48.8%
4075 Repairs/Replacement	1,106	525	1,000	475		475	52.5%
4143 Equipment Repairs	857	0	0	0		0	0.0%
4220 Tree Maintenance	0	1,940	1,050	(890)		(890)	184.8%
4230 General Maintenance	614	375	1,550	1,175		1,175	24.2%
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	782	1,290	508		508	60.6%
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	667	775	108		108	86.0%
4440 Street Furniture Maintenance	0	(123)	700	823		823	(17.6%)
4460 Town Clock Maintenance	150	0	1,600	1,600		1,600	0.0%
4461 Pest Control	1,440	2,640	240	(2,400)		(2,400)	1100.0%
Open Spaces :- Indirect Expenditure	64,798	33,651	14,385	(19,266)	0	(19,266)	233.9%
Net Income over Expenditure	(62,798)	(33,141)	(13,875)	19,266			
Recreation & Community Service :- Income	31,486	25,342	29,395	4,053			86.2%
Expenditure	110,582	38,323	24,260	(14,063)	0	(14,063)	158.0%
Movement to/(from) Gen Reserve	(79,095)	(12,981)					

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<u>Estates, Heritage, TH & Site M</u>							
<u>103 Town Hall</u>							
1000 Office Rent	2,764	1,475	2,290	815			64.4%
Town Hall :- Income	2,764	1,475	2,290	815			64.4%
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	9,280	10,480	1,200	1,200	1,200	88.5%
4021 Water Rates	412	256	575	319	319	319	44.5%
4050 Cleaning	168	55	300	245	245	245	18.3%
4051 Waste Collection/Clearance	779	529	715	186	186	186	74.0%
4052 Toilet/Cleaning consumables	90	155	110	(45)	(45)	(45)	141.3%
4055 Alarm/CCTV	935	642	1,530	889	889	889	41.9%
4060 Electric and Gas	5,838	4,541	6,100	1,559	1,559	1,559	74.4%
4061 Telephone	1,085	898	1,500	602	602	602	59.9%
4075 Repairs/Replacement	1,933	798	2,500	1,702	1,702	1,702	31.9%
4230 General Maintenance	1,407	577	1,890	1,313	1,313	1,313	30.5%
Town Hall :- Indirect Expenditure	26,183	17,731	25,700	7,969	0	7,969	69.0%
Net Income over Expenditure	(23,419)	(16,256)	(23,410)	(7,154)			
<u>304 Public Toilets</u>							
1053 Toilet-Disabled Key Purchase	32	11	15	4			71.1%
Public Toilets :- Income	32	11	15	4			71.1%
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	3,371	3,430	59	59	59	98.3%
4021 Water Rates	2,060	1,932	1,850	(82)	(82)	(82)	104.4%
4051 Waste Collection/Clearance	360	360	400	40	40	40	90.0%
4052 Toilet/Cleaning consumables	827	678	1,020	342	342	342	66.5%
4053 Toilets-Disabled Key	53	0	32	32	32	32	0.0%
4060 Electric and Gas	707	599	1,275	676	676	676	47.0%
4075 Repairs/Replacement	946	917	500	(417)	(417)	(417)	183.4%
4230 General Maintenance	0	4	500	496	496	496	0.7%
Public Toilets :- Indirect Expenditure	16,483	7,861	9,447	1,586	0	1,586	83.2%
Net Income over Expenditure	(16,451)	(7,850)	(9,432)	(1,582)			
Estates, Heritage, TH & Site M :- Income	2,795	1,486	2,305	819			64.5%
Expenditure	42,666	25,592	35,147	9,555	0	9,555	72.8%
Movement to/(from) Gen Reserve	(39,871)	(24,106)					

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HR & Governance							
104 Administration & Miscellaneous							
1189 Photocopying Service	11	3	10	7			33.3%
1190 Bank Interest	984	740	650	(90)			113.9%
6001 Council Tax Support Grant	8,667	0	0	0			0.0%
Administration & Miscellaneous :- Income	9,662	744	660	(84)			112.7%
4000 Salaries - office/admin	169,047	234,844	304,156	69,312	69,312		77.2%
4010 Staff Training/Expenses	1,623	688	3,000	2,312	2,312		22.9%
4012 Staff Travel	0	768	775	7	7		99.1%
4015 Health & Safety	100	690	3,700	3,010	3,010		18.6%
4016 P.P.E. & Hi-viz clothing	0	183	670	487	487		27.4%
4052 Toilet/Cleaning consumables	2	0	0	0	0		0.0%
4120 Stationery/Books	716	545	1,000	455	455		54.5%
4121 Postage Stamps	453	290	615	325	325		47.1%
4123 Membership/Subscriptions	1,723	1,853	1,685	(168)	(168)		110.0%
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	4,163	6,650	2,487	2,487		62.6%
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	2,857	6,650	3,793	3,793		43.0%
4145 Off site computer security	0	0	400	400	400		0.0%
4154 Bank Charges	482	441	500	59	59		88.3%
4155 Legal fees/Professional Advice	300	0	300	300	300		0.0%
4156 HR Advisory Service	1,693	1,215	1,530	315	315		79.4%
4157 Audit Internal/External	2,580	2,215	2,665	450	450		83.1%
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	474	1,085	612	612		43.6%
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	287	425	138	138		67.5%
4999 Sundry Expenses	27	0	0	0	0		0.0%
Administration & Miscellaneous :- Indirect Expenditure	200,222	257,739	345,702	87,963	0	87,963	74.6%
Net Income over Expenditure	(190,561)	(256,996)	(345,042)	(88,046)			
302 Outside Equipment & Vehicles							
4016 P.P.E. & Hi-viz clothing	635	0	0	0	0		0.0%

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4075 Repairs/Replacement	9,234	38	4,500	4,462		4,462	0.8%
4230 General Maintenance	130	156	155	(1)		(1)	100.7%
4450 Truck Lease	1,011	3,032	4,043	1,011		1,011	75.0%
4451 Truck & Ride-on Maint Ins &Tax	2,747	4,785	3,300	(1,485)		(1,485)	145.0%
4452 Truck Fuel	1,067	693	1,330	637		637	52.1%
4453 Truck Replacement	1,598	0	0	0		0	0.0%
4612 Fuel Outside Equipment	761	1,072	1,060	(12)		(12)	101.2%
Outside Equipment & Vehicles :- Indirect Expenditure	<u>17,183</u>	<u>9,775</u>	<u>14,388</u>	<u>4,613</u>	<u>0</u>	<u>4,613</u>	<u>67.9%</u>
Net Expenditure	<u>(17,183)</u>	<u>(9,775)</u>	<u>(14,388)</u>	<u>(4,613)</u>			
HR & Governance :- Income	9,662	744	660	(84)			112.7%
Expenditure	217,405	267,515	360,090	92,575	0	92,575	74.3%
Movement to/(from) Gen Reserve	<u>(207,744)</u>	<u>(266,771)</u>					
Grand Totals:- Income	511,099	615,827	545,111	(70,716)			113.0%
Expenditure	678,521	437,564	682,410	244,846	0	244,846	64.1%
Net Income over Expenditure	<u>(167,421)</u>	<u>178,263</u>	<u>(137,299)</u>	<u>(315,562)</u>			
Movement to/(from) Gen Reserve	<u>(167,421)</u>	<u>178,263</u>					

Swaffham Town Council

Bank - Cash and Investment Reconciliation as at 31 December 2019

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2019	Unity Trust Current	124,183.12
31/12/2019	Unity Trust Deposit	228,976.65
31/12/2019	Unity Trust Sk8 and Muga fund	5,115.63
31/12/2019	CAPITAL RESERVES	12,825.99
31/12/2019	Lloyds Credit Card	-139.80
31/12/2019	Petty Cash	242.82

371,204.41

Other Cash & Bank Balances

0.00

371,204.41

Receipts not on Bank Statement

0.00

Closing Balance

371,204.41

All Cash & Bank Accounts

1	Unity Trust Current	124,183.12
2	Unity Trust Deposit	228,976.65
3	SK8 Park & MUGA Fund	5,115.63
4	Unity Trust Capital Reserves	12,825.99
5	Lloyds Credit Card	-139.80
6	Petty Cash	242.82
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	371,204.41
