

Detailed Income & Expenditure by Budget Heading 30th June 2020

Month No: 3

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance							
<u>100 Un-earmarked Capital Reserves</u>							
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	0.0%
Net Expenditure	0	0	(8,645)	(8,645)			
<u>101 Earmarked Capital Reserves</u>							
1090 Museum Loan	1,393	697	1,393	697			50.0%
1130 Section 106 Planning Gain	171,232	0	0	0			0.0%
1134 Grants received	21,876	0	0	0			0.0%
Earmarked Capital Reserves :- Income	194,501	697	1,393	697			50.0%
4203 MTI new stalls	5,079	0	0	0		0	0.0%
4237 Development Days Field P/Appl	7,049	0	0	0		0	0.0%
4238 Buttercross & Town Centre Proj	15,406	0	0	0		0	0.0%
4622 Rec Project-SK8 & MUGA	1,875	0	7,590	7,590		7,590	0.0%
4623 Rec Project-Toilet Facility	3,225	0	0	0		0	0.0%
4651 Neighbourhood Plan (S.106)	3,117	0	0	0		0	0.0%
4670 Public Works Loan	10,237	1,219	10,002	8,783		8,783	12.2%
4672 Public Toilet Refurb (S.106)	540	0	0	0		0	0.0%
Earmarked Capital Reserves :- Indirect Expenditure	46,528	1,219	17,592	16,373	0	16,373	6.9%
Net Income over Expenditure	147,973	(523)	(16,199)	(15,676)			
<u>102 Earmarked Revenue Reserves</u>							
4180 Election/By Election Expenses	6,619	0	0	0		0	0.0%
4750 Land & Property fund	11,581	0	0	0		0	0.0%
4751 GBC due diligence costs	0	1,000	0	(1,000)		(1,000)	0.0%
4780 Town Events - fund	750	0	0	0		0	0.0%
Earmarked Revenue Reserves :- Indirect Expenditure	18,950	1,000	0	(1,000)	0	(1,000)	
Net Expenditure	(18,950)	(1,000)	0	1,000			
<u>110 Precept</u>							
6000 Precept	407,500	209,750	419,500	209,750			50.0%
Precept :- Income	407,500	209,750	419,500	209,750			50.0%
Net Income	407,500	209,750	419,500	209,750			

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307 Amenities & Agency							
1000 Office Rent	5,690	0	5,804	5,804			0.0%
1092 Relief in Need-Agency	1,540	0	0	0			0.0%
1100 Hire/connection fees -T/Centre	616	172	500	328			34.4%
1101 Car Charging Points - fees/usa	116	0	135	135			0.0%
Amenities & Agency :- Income	7,962	172	6,439	6,267			2.7%
4230 General Maintenance	0	0	255	255	255	255	0.0%
4350 TIC Service Level Agreement	3,010	1,025	3,070	2,045	2,045	2,045	33.4%
4420 War Memorial Electricity	47	12	62	50	50	50	19.2%
4425 Town Centre Electric	1,131	237	1,122	885	885	885	21.1%
4426 Town Centre WiFi	557	139	615	476	476	476	22.7%
4510 Street Lights - Elect/Maint	25,899	10,854	26,400	15,546	15,546	15,546	41.1%
4512 Twinning Bursary	0	0	250	250	250	250	0.0%
4525 Community Grants	186	200	200	0	0	0	100.0%
4530 Mayors Allowance	1,224	0	1,250	1,250	1,250	1,250	0.0%
4531 Mayors Reception	1,027	0	1,125	1,125	1,125	1,125	0.0%
4532 Mayors Civic Service	0	0	500	500	500	500	0.0%
4534 Civic Regalia/photograph	41	0	100	100	100	100	0.0%
4540 Xmas Lights	2,575	0	6,000	6,000	6,000	6,000	0.0%
Amenities & Agency :- Indirect Expenditure	35,698	12,467	40,949	28,482	0	28,482	30.4%
Net Income over Expenditure	(27,736)	(12,295)	(34,510)	(22,215)			
308 Swaffham Emergency Action							
1134 Grants received	500	0	0	0			0.0%
Swaffham Emergency Action :- Income	500	0	0	0			
Net Income	500	0	0	0			
Finance :- Income	610,463	210,619	427,332	216,713			49.3%
Expenditure	101,176	14,687	67,186	52,499	0	52,499	21.9%
Movement to/(from) Gen Reserve	509,287	195,932					

Market, Events & Tourism**201 Market**

1010 Market Income-Casual	3,561	0	3,100	3,100			0.0%
1011 Market & Auction Licence	29,232	6,078	29,400	23,322			20.7%
1019 Market Stall Hire	821	33	500	468			6.5%
1134 Grants received	0	11,995	0	(11,995)			0.0%

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9998 Early Payment Discount	(2,726)	0	(3,400)	(3,400)			0.0%
Market :- Income	30,887	18,105	29,600	11,495			61.2%
4020 Rates	3,437	1,050	4,000	2,950		2,950	26.3%
4061 Telephone	246	63	250	187		187	25.0%
4123 Membership/Subscriptions	358	0	350	350		350	0.0%
4130 Advert/Publicity/Promotions	700	11	1,000	989		989	1.1%
4205 Market Stalls - erect/disamant	4,420	0	1,250	1,250		1,250	0.0%
4206 Market Stalls - repairs and re	0	0	1,500	1,500		1,500	0.0%
Market :- Indirect Expenditure	9,161	1,124	8,350	7,226	0	7,226	13.5%
Net Income over Expenditure	21,727	16,981	21,250	4,269			
<u>203 Events & Tourism</u>							
1004 equipment hire	21	0	55	55			0.0%
1016 Xmas Market Income	3,562	0	3,200	3,200			0.0%
1017 Sheep fair Income	55	0	100	100			0.0%
1018 Car Rally Income	1,646	0	1,500	1,500			0.0%
1134 Grants received	0	670	0	(670)			0.0%
1180 Fundraising Events	1,091	0	0	0			0.0%
Events & Tourism :- Income	6,374	670	4,855	4,185			13.8%
4209 car rally expenses	144	0	0	0		0	0.0%
Events & Tourism :- Direct Expenditure	144	0	0	0	0	0	
4125 Insurance	0	0	2,300	2,300		2,300	0.0%
4208 VE Day expenses	54	0	0	0		0	0.0%
4213 Dads Army Day Expenditure	1,221	0	0	0		0	0.0%
4215 Xmas Market expenses	2,261	0	0	0		0	0.0%
4216 Sheep fair expenses	293	0	400	400		400	0.0%
4219 Town Flags	340	112	500	388		388	22.5%
Events & Tourism :- Indirect Expenditure	4,169	112	3,200	3,088	0	3,088	3.5%
Net Income over Expenditure	2,062	558	1,655	1,097			
Market, Events & Tourism :- Income	37,262	18,775	34,455	15,680			54.5%
Expenditure	13,473	1,236	11,550	10,314	0	10,314	10.7%
Movement to/(from) Gen Reserve	23,788	17,539					

Recreation & Community Service

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303 Allotments							
1030 Allotment Rent	7,600	135	7,525	7,390			1.8%
Allotments :- Income	7,600	135	7,525	7,390			1.8%
4021 Water Rates	1,145	222	1,225	1,003		1,003	18.2%
4051 Waste Collection/Clearance	600	0	450	450		450	0.0%
4075 Repairs/Replacement	130	51	150	99		99	34.2%
4220 Tree Maintenance	0	0	300	300		300	0.0%
4230 General Maintenance	107	0	0	0		0	0.0%
Allotments :- Indirect Expenditure	1,981	274	2,125	1,851	0	1,851	12.9%
Net Income over Expenditure	5,619	(139)	5,400	5,539			
305 Cemetery & Churchyard							
1080 Cemetery Fees	21,031	5,212	21,000	15,788			24.8%
1081 Cemetery Chapel Hire	112	0	0	0			0.0%
Cemetery & Churchyard :- Income	21,143	5,212	21,000	15,788			24.8%
4020 Rates	1,866	566	1,915	1,349		1,349	29.6%
4051 Waste Collection/Clearance	1,495	246	1,500	1,254		1,254	16.4%
4060 Electric and Gas	315	86	325	239		239	26.6%
4220 Tree Maintenance	0	0	1,500	1,500		1,500	0.0%
4230 General Maintenance	152	50	580	530		530	8.6%
Cemetery & Churchyard :- Indirect Expenditure	3,828	949	5,820	4,871	0	4,871	16.3%
Net Income over Expenditure	17,315	4,263	15,180	10,917			
306 Open Spaces							
1050 Rec Ground Fees	510	0	520	520			0.0%
1134 Grants received	24,500	0	0	0	1,500		0.0%
Open Spaces :- Income	25,010	0	520	520			0.0%
4021 Water Rates	48	38	50	12		12	75.9%
4051 Waste Collection/Clearance	327	0	325	325		325	0.0%
4060 Electric and Gas	162	35	265	230		230	13.2%
4075 Repairs/Replacement	1,521	0	1,020	1,020		1,020	0.0%
4220 Tree Maintenance	1,940	206	1,100	894		894	18.7%
4230 General Maintenance	1,034	354	1,000	646		646	35.4%
4235 New Equipment	28,720	0	0	0		0	0.0%
4277 Hedge Cutting	0	0	175	175		175	0.0%
4300 Grounds Maintenance	782	228	1,100	872		872	20.7%
4301 O/S Equip Repairs/Replacements	1,279	0	715	715		715	0.0%

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4310 Sport & Play Equip Repairs	233	0	1,500	1,500		1,500	0.0%
4430 Floral Displays	667	363	800	438		438	45.3%
4440 Street Furniture Maintenance	42	0	715	715		715	0.0%
4460 Town Clock Maintenance	475	0	500	500		500	0.0%
4461 Pest Control	2,740	0	850	850		850	0.0%
Open Spaces :- Indirect Expenditure	39,969	1,224	10,115	8,891	0	8,891	12.1%
Net Income over Expenditure	(14,959)	(1,224)	(9,595)	(8,371)			
Recreation & Community Service :- Income	53,753	5,347	29,045	23,698			18.4%
Expenditure	45,778	2,446	18,060	15,614	0	15,614	13.5%
Movement to/(from) Gen Reserve	7,975	2,901					
<u>Estates, Heritage, TH & Site M</u>							
<u>103 Town Hall</u>							
1000 Office Rent	1,973	0	1,955	1,955			0.0%
1002 Museum Telephone	47	142	0	(142)			0.0%
Town Hall :- Income	2,020	142	1,955	1,813			7.2%
4020 Rates	10,311	3,143	10,510	7,367		7,367	29.9%
4021 Water Rates	348	409	500	91		91	81.8%
4050 Cleaning	131	0	305	305		305	0.0%
4051 Waste Collection/Clearance	721	62	730	668		668	8.4%
4052 Toilet/Cleaning consumables	176	0	280	280		280	0.0%
4055 Alarm/CCTV	681	39	1,330	1,291		1,291	2.9%
4060 Electric and Gas	6,121	2,184	7,040	4,856		4,856	31.0%
4061 Telephone	2,497	447	1,530	1,083		1,083	29.2%
4075 Repairs/Replacement	1,099	8	1,000	992		992	0.8%
4230 General Maintenance	825	273	1,000	727		727	27.3%
Town Hall :- Indirect Expenditure	22,908	6,565	24,225	17,660	0	17,660	27.1%
Net Income over Expenditure	(20,887)	(6,424)	(22,270)	(15,846)			
<u>304 Public Toilets</u>							
1053 Toilet-Disabled Key Purchase	17	0	15	15			0.0%
Public Toilets :- Income	17	0	15	15			0.0%
4020 Rates	3,746	1,154	0	(1,154)		(1,154)	0.0%
4021 Water Rates	1,932	98	2,000	1,902		1,902	4.9%
4051 Waste Collection/Clearance	360	0	400	400		400	0.0%
4052 Toilet/Cleaning consumables	1,055	0	840	840		840	0.0%

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4053 Toilets-Disabled Key	0	0	33	33		33	0.0%
4060 Electric and Gas	971	131	1,100	969		969	11.9%
4075 Repairs/Replacement	930	0	500	500		500	0.0%
4230 General Maintenance	59	0	500	500		500	0.0%
Public Toilets :- Indirect Expenditure	9,053	1,383	5,373	3,990	0	3,990	25.7%
Net Income over Expenditure	(9,035)	(1,383)	(5,358)	(3,975)			
Estates, Heritage, TH & Site M :- Income	2,038	142	1,970	1,828			7.2%
Expenditure	31,960	7,949	29,598	21,649	0	21,649	26.9%
Movement to/(from) Gen Reserve	(29,923)	(7,807)					

HR & Governance104 Administration & Miscellaneous

1134 Grants received	0	1,000	0	(1,000)			0.0%
1189 Photocopying Service	3	0	10	10			0.0%
1190 Bank Interest	1,079	314	750	436			41.9%
1192 Sundry receipt	50	0	0	0			0.0%
Administration & Miscellaneous :- Income	1,132	1,314	760	(554)			172.9%
4000 Salaries - office/admin	308,528	73,933	321,575	247,642		247,642	23.0%
4010 Staff Training/Expenses	1,378	1,317	2,000	683		683	65.8%
4012 Staff Travel	768	0	800	800		800	0.0%
4014 Covid expenditure	0	338	0	(338)		(338)	0.0%
4015 Health & Safety	837	0	1,800	1,800		1,800	0.0%
4016 P.P.E. & Hi-viz clothing	230	46	570	524		524	8.0%
4061 Telephone	0	22	0	(22)		(22)	0.0%
4120 Stationery/Books	933	0	750	750		750	0.0%
4121 Postage Stamps	421	0	500	500		500	0.0%
4123 Membership/Subscriptions	1,765	522	1,815	1,293		1,293	28.8%
4125 Insurance	6,119	6,226	6,245	19		19	99.7%
4130 Advert/Publicity/Promotions	85	0	100	100		100	0.0%
4140 Photocopiers Maint/Lease	5,653	1,363	5,500	4,137		4,137	24.8%
4141 Replace or Upgrade Equipment	109	0	1,000	1,000		1,000	0.0%
4142 Office Furniture Repair/Renew	37	0	375	375		375	0.0%
4144 Computer maintenance/software	4,049	1,284	6,750	5,466		5,466	19.0%
4145 Off site computer security	0	0	410	410		410	0.0%
4154 Bank Charges	568	106	465	359		359	22.8%
4155 Legal fees/Professional Advice	0	0	310	310		310	0.0%
4156 HR Advisory Service	1,860	630	1,655	1,025		1,025	38.1%
4157 Audit Internal/External	2,660	0	2,720	2,720		2,720	0.0%

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4160 Brightpay Payroll	149	0	165	165		165	0.0%
4161 RBS Accounts/Allotments	661	183	815	632		632	22.5%
4170 Councillor Training	474	0	600	600		600	0.0%
4171 Cllr Travel Expenses	66	0	500	500		500	0.0%
4175 Meetings/Hospitality	369	54	435	381		381	12.4%
Administration & Miscellaneous :- Indirect Expenditure	337,718	86,024	357,855	271,831	0	271,831	24.0%
Net Income over Expenditure	(336,586)	(84,710)	(357,095)	(272,385)			
<u>302 Outside Equipment & Vehicles</u>							
4075 Repairs/Replacement	109	0	2,500	2,500		2,500	0.0%
4230 General Maintenance	156	8	260	252		252	3.1%
4450 Truck Lease	4,043	1,011	4,043	3,032		3,032	25.0%
4451 Truck & Ride-on Maint Ins & Tax	4,577	1,139	3,366	2,227		2,227	33.8%
4452 Truck Fuel	976	110	1,125	1,015		1,015	9.8%
4612 Fuel Outside Equipment	1,115	265	1,085	820		820	24.4%
Outside Equipment & Vehicles :- Indirect Expenditure	10,974	2,533	12,379	9,846	0	9,846	20.5%
Net Expenditure	(10,974)	(2,533)	(12,379)	(9,846)			
HR & Governance :- Income	1,132	1,314	760	(554)			172.9%
Expenditure	348,693	88,557	370,234	281,677	0	281,677	23.9%
Movement to/(from) Gen Reserve	(347,561)	(87,242)					
Grand Totals:- Income	704,648	236,196	493,562	257,366			47.9%
Expenditure	541,080	114,874	496,628	381,754	0	381,754	23.1%
Net Income over Expenditure	163,567	121,323	(3,066)	(124,389)			
Movement to/(from) Gen Reserve	163,567	121,323					