

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
100 Un-earmarked Capital Reserves							
4671 Match Funding	0	0	8,645	8,645		8,645	0.0 %
4675 Un-allocated Capital	2,000	0	142,513	142,513	5,000	137,513	3.5 %
Un-earmarked Capital Reserves :- Expenditure	2,000	0	151,158	151,158	5,000	146,158	3.3 %
1126 Sale of Assets	138	5	150,000	-149,995			0.0 %
Un-earmarked Capital Reserves :- Income	138	5	150,000	-149,995			0.0 %
Net Expenditure over Income	1,862	-5	1,158	1,163			
101 Earmarked Capital Reserves							
4000 Salaries - office/admin	8,210	2,180	8,722	6,542		6,542	25.0 %
4155 Legal fees/Professional Advice	750	0	0	0	700	-700	0.0 %
4236 New Street Furniture	0	202	0	-202		-202	0.0 %
4237 Development Days Field P/Appl	604	5,000	0	-5,000		-5,000	0.0 %
4238 Buttercross & Town Centre Proj	1,153	15,304	150,000	134,696		134,696	10.2 %
4239 Traffic Study parking/loading	0	0	5,000	5,000		5,000	0.0 %
4607 church clock digital	0	0	10,000	10,000		10,000	0.0 %
4618 T.Centre Light Sockets S.106	0	667	0	-667		-667	0.0 %
4622 Rec Project-SK8 & MUGA	146,751	0	13,138	13,138	3,874	9,264	29.5 %
4623 Rec Project-Toilet Facility	0	0	1,000	1,000		1,000	0.0 %
4624 Rec Project-CCTV	0	281	5,000	4,719		4,719	5.6 %
4651 Neighbourhood Plan (S.106)	11,407	11,749	24,608	12,859		12,859	47.7 %
4659 Gritting Project	0	0	1,000	1,000		1,000	0.0 %
4670 Public Works Loan	10,708	5,266	10,473	5,207		5,207	50.3 %
4672 Public Toilet Refurb (S.106)	0	0	70,000	70,000		70,000	0.0 %
Earmarked Capital Reserves :- Expenditure	179,582	40,650	298,941	258,292	4,574	253,718	15.1 %
1090 Museum Loan	1,393	697	1,393	-696			50.0 %
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	52,912	7,447	250,750	-243,303			3.0 %
Net Expenditure over Income	126,670	33,203	48,191	14,988			
102 Earmarked Revenue Reserves							
4180 Election/By Election Expenses	0	0	2,500	2,500		2,500	0.0 %
4441 Street Furniture	690	0	0	0		0	0.0 %
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 %

Month No : 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4750	Land & Property fund	26,411	1,086	40,000	38,914		38,914	2.7 %
4780	Town Events - fund	5,386	-364	10,000	10,364	400	9,964	0.4 %
	Earmarked Revenue Reserves :- Expenditure	32,486	722	116,554	115,832	400	115,432	1.0 %
1134	Grants received	5,994	0	0	0			0.0 %
	Earmarked Revenue Reserves :- Income	5,994	0	0	0			
	Net Expenditure over Income	26,493	722	116,554	115,832			
103	Town Hall							
4001	Salaries - outside/manual	2,995	789	3,145	2,356		2,356	25.1 %
4015	Health & Safety	400	454	400	-54		-54	113.4 %
4020	Rates	9,580	5,040	9,865	4,825		4,825	51.1 %
4021	Water Rates	511	80	555	475		475	14.5 %
4050	Cleaning	30	68	105	37		37	64.3 %
4051	Waste Collection/Clearance	584	260	670	410		410	38.9 %
4052	Toilet/Cleaning consumables	115	21	105	84		84	20.0 %
4055	Alarm/CCTV	1,478	650	1,500	850		850	43.3 %
4060	Electric and Gas	5,031	2,759	5,350	2,591		2,591	51.6 %
4061	Telephone	1,776	525	1,500	975		975	35.0 %
4075	Repairs/Replacement	753	907	2,700	1,793		1,793	33.6 %
4230	General Maintenance	1,280	1,064	1,850	786		786	57.5 %
	Town Hall :- Expenditure	24,533	12,616	27,745	15,129	0	15,129	45.5 %
1000	Office Rent	6,425	1,652	6,800	-5,148			24.3 %
1001	Chamber Rent	92	0	250	-250			0.0 %
1002	Museum Telephone	269	112	0	112			0.0 %
1003	Office 1 & 2 Telephone	173	40	0	40			0.0 %
	Town Hall :- Income	6,957	1,803	7,050	-5,247			25.6 %
	Net Expenditure over Income	17,576	10,813	20,695	9,882			
104	Administration & Miscellaneous							
4000	Salaries - office/admin	140,274	93,985	152,399	58,414		58,414	61.7 %
4001	Salaries - outside/manual	0	0	2,633	2,633		2,633	0.0 %
4010	Staff Training/Expenses	2,798	327	3,000	2,673		2,673	10.9 %
4012	Staff Travel	913	0	750	750		750	0.0 %
4015	Health & Safety	100	2	100	98		98	2.0 %
4120	Stationery/Books	509	346	1,200	854		854	28.8 %
4121	Postage Stamps	470	331	600	269		269	55.2 %
4123	Membership/Subscriptions	1,570	1,370	1,650	280		280	83.0 %
4125	Insurance	5,721	5,870	5,900	30		30	99.5 %

Month No : 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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	1,229	8,350	7,121		7,121	14.7 %
4141	Replace or Upgrade Equipment	925	29	950	921		921	3.0 %
4142	Office Furniture Repair/Renew	305	1,082	360	-722		-722	300.4 %
4144	Computer maintenance/software	5,527	1,523	6,500	4,977		4,977	23.4 %
4145	Off site computer security	305	0	400	400		400	0.0 %
4154	Bank Charges	286	96	400	304		304	24.0 %
4156	HR Advisory Service	1,357	1,048	1,500	452		452	69.9 %
4157	Audit Internal/External	2,585	420	2,610	2,190		2,190	16.1 %
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	180	415	235		235	43.4 %
4180	Election/By Election Expenses	0	0	1,250	1,250		1,250	0.0 %
4999	Sundry Expenses	0	2	0	-2		-2	0.0 %
	Administration & Miscellaneous :- Expenditure	174,429	109,087	194,676	85,589	0	85,589	56.0 %
1189	Photocopying Service	4	0	10	-10			0.0 %
1190	Bank Interest	418	235	650	-415			36.1 %
6001	Council Tax Support Grant	17,334	4,334	8,667	-4,334			50.0 %
	Administration & Miscellaneous :- Income	17,755	4,568	9,327	-4,759			49.0 %
	Net Expenditure over Income	156,673	104,519	185,349	80,830			
110	Precept							
6000	Precept	357,605	196,750	391,000	-194,250			50.3 %
	Precept :- Income	357,605	196,750	391,000	-194,250			50.3 %
	Net Expenditure over Income	-357,605	-196,750	-391,000	-194,250			
201	Market							
4000	Salaries - office/admin	5,590	1,525	6,100	4,575		4,575	25.0 %
4001	Salaries - outside/manual	6,112	1,576	6,302	4,726		4,726	25.0 %
4015	Health & Safety	90	0	330	330		330	0.0 %
4020	Rates	5,430	1,955	5,600	3,645		3,645	34.9 %
4061	Telephone	0	0	15	15		15	0.0 %
4123	Membership/Subscriptions	318	0	330	330		330	0.0 %
4130	Advert/Publicity/Promotions	65	632	3,000	2,368		2,368	21.1 %

Month No : 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4155	Legal fees/Professional Advice	0	0	115	115		115	0.0 %
4200	Market Entertainment	70	36	1,300	1,264		1,264	2.8 %
4211	Sat Market & Auction Expenses	89	114	155	41		41	73.9 %
4215	Xmas Market expenses	2,493	0	0	0		0	0.0 %
	Market :- Expenditure	20,258	5,838	23,247	17,409	0	17,409	25.1 %
1010	Market Income-Casual	2,788	1,533	2,500	-968			61.3 %
1011	Market & Auction Licence	23,414	14,482	23,000	-8,518			63.0 %
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 %
	Market :- Income	27,272	16,015	22,200	-6,185			72.1 %
	Net Expenditure over Income	-7,014	-10,176	1,047	11,223			
203	Events							
4215	Xmas Market expenses	0	0	2,000	2,000		2,000	0.0 %
4216	Sheep fair expenses	0	558	0	-558		-558	0.0 %
4218	Beat the Retreat expenditure	0	1,337	0	-1,337		-1,337	0.0 %
4219	Town Flags	0	1,665	0	-1,665		-1,665	0.0 %
	Events :- Expenditure	0	3,561	2,000	-1,561	0	-1,561	178.0 %
1004	equipment hire	0	67	0	67			0.0 %
1016	Xmas Market Income	0	259	2,000	-1,741			12.9 %
1017	Sheep fair Income	0	99	0	99			0.0 %
1018	Car Rally Income	0	1,513	0	1,513			0.0 %
1180	Fundraising Events	0	79	0	79			0.0 %
	Events :- Income	0	2,016	2,000	16			100.8 %
	Net Expenditure over Income	0	1,544	0	-1,544			
301	Northwell Pool							
4000	Salaries - office/admin	453	119	474	355		355	25.0 %
4001	Salaries - outside/manual	691	180	721	541		541	25.0 %
4220	Tree Maintenance	0	0	215	215		215	0.0 %
4230	General Maintenance	0	0	215	215		215	0.0 %
4461	Pest Control	0	0	550	550		550	0.0 %
	Northwell Pool :- Expenditure	1,144	299	2,175	1,876	0	1,876	13.7 %
1020	Northwell Pool-Agency Agreeemnt	0	0	1,436	-1,436			0.0 %
	Northwell Pool :- Income	0	0	1,436	-1,436			0.0 %
	Net Expenditure over Income	1,144	299	739	440			

Month No : 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
302 Outside Equipment & Vehicles							
4016 P.P.E. & Hi-viz clothing	380	131	590	459		459	22.3 %
4075 Repairs/Replacement	504	184	9,500	9,316		9,316	1.9 %
4230 General Maintenance	0	8	0	-8		-8	0.0 %
4451 Truck & Ride-on Maint Ins & Tax	2,037	869	3,500	2,631		2,631	24.8 %
4452 Truck Fuel	1,350	497	1,300	803		803	38.3 %
4612 Fuel Outside Equipment	778	449	1,030	581		581	43.6 %
Outside Equipment & Vehicles :- Expenditure	5,049	2,139	15,920	13,781	0	13,781	13.4 %
Net Expenditure over Income	5,049	2,139	15,920	13,781			
303 Allotments							
4000 Salaries - office/admin	4,180	1,100	4,399	3,299		3,299	25.0 %
4001 Salaries - outside/manual	2,603	521	2,084	1,563		1,563	25.0 %
4015 Health & Safety	250	0	360	360		360	0.0 %
4021 Water Rates	832	197	945	748		748	20.8 %
4051 Waste Collection/Clearance	1,795	0	550	550		550	0.0 %
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	0	650	650		650	0.0 %
Allotments :- Expenditure	10,269	1,862	9,788	7,926	0	7,926	19.0 %
1030 Allotment Rent	6,314	69	6,870	-6,801			1.0 %
1031 Allotment Deposit	660	-60	520	-580			-11.5 %
1032 Allotment Key Deposit	170	30	130	-100			23.1 %
Allotments :- Income	7,144	39	7,520	-7,481			0.5 %
Net Expenditure over Income	3,125	1,823	2,268	445			
304 Public Toilets							
4001 Salaries - outside/manual	7,745	2,021	8,082	6,061		6,061	25.0 %
4015 Health & Safety	0	118	425	307		307	27.8 %
4020 Rates	1,850	1,664	3,588	1,924		1,924	46.4 %
4021 Water Rates	2,748	400	3,000	2,600		2,600	13.3 %
4050 Cleaning	11	0	0	0		0	0.0 %
4051 Waste Collection/Clearance	360	360	400	40		40	90.0 %
4052 Toilet/Cleaning consumables	1,118	291	1,120	829		829	26.0 %
4053 Toilets-Disabled Key	24	0	32	32		32	0.0 %
4060 Electric and Gas	1,857	437	2,275	1,838		1,838	19.2 %

Month No : 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4075	Repairs/Replacement	192	813	250	-563		-563	325.3 %
4230	General Maintenance	46	0	750	750		750	0.0 %
	Public Toilets :- Expenditure	15,949	6,103	19,922	13,819	0	13,819	30.6 %
1000	Office Rent	0	1,897	0	1,897			0.0 %
1053	Toilet-Disabled Key Purchase	9	18	12	6			150.0 %
	Public Toilets :- Income	9	1,915	12	1,903			15955.7
	Net Expenditure over Income	15,940	4,188	19,910	15,722			
305	Cemetery & Churchyard							
4001	Salaries - outside/manual	21,511	6,689	26,756	20,067		20,067	25.0 %
4015	Health & Safety	531	0	1,475	1,475		1,475	0.0 %
4020	Rates	1,685	914	1,737	823		823	52.6 %
4021	Water Rates	0	0	500	500		500	0.0 %
4051	Waste Collection/Clearance	1,072	596	1,200	604		604	49.7 %
4060	Electric and Gas	260	134	300	166		166	44.8 %
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	2,160	4,500	2,340		2,340	48.0 %
	Cemetery & Churchyard :- Expenditure	31,858	10,494	38,968	28,474	0	28,474	26.9 %
1080	Cemetery Fees	22,756	9,576	25,000	-15,425			38.3 %
1081	Cemetery Chapel Hire	367	339	300	39			113.1 %
	Cemetery & Churchyard :- Income	23,123	9,915	25,300	-15,385			39.2 %
	Net Expenditure over Income	8,735	579	13,668	13,089			
306	Open Spaces							
4001	Salaries - outside/manual	46,406	12,513	50,054	37,541		37,541	25.0 %
4015	Health & Safety	677	14	1,500	1,486		1,486	1.0 %
4021	Water Rates	36	23	50	27		27	46.8 %
4060	Electric and Gas	165	0	250	250		250	0.0 %
4075	Repairs/Replacement	0	151	1,275	1,124		1,124	11.8 %
4143	Equipment Repairs	0	0	1,200	1,200		1,200	0.0 %
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	851	600	-251		-251	141.8 %
4277	Hedge Cutting	0	0	160	160		160	0.0 %
4300	Grounds Maintenance	589	528	1,200	672		672	44.0 %
4301	O/S Equip Repairs/Replacements	158	1,977	675	-1,302		-1,302	292.9 %
4310	Sport & Play Equip Repairs	199	5,373	2,000	-3,373	4,573	-7,946	497.3 %

Month No : 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4430	Floral Displays	550	0	750	750		750	0.0 %
4440	Street Furniture Maintenance	306	0	675	675		675	0.0 %
4460	Town Clock Maintenance	1,490	0	1,600	1,600		1,600	0.0 %
4461	Pest Control	150	0	230	230		230	0.0 %
	Open Spaces :- Expenditure	62,789	22,045	64,719	42,674	4,573	38,101	41.1 %
1050	Rec Ground Fees	500	0	500	-500			0.0 %
1134	Grants received	8,369	2,000	0	2,000	1,500		0.0 %
	Open Spaces :- Income	8,869	2,000	500	1,500			400.0 %
	Net Expenditure over Income	53,920	20,045	64,219	44,174			
307 Amenities & Agency								
4534	Civic Regalia/photograph	0	100	100	0		0	100.0 %
	Open Spaces :- Income	0	100	100	0	0	0	100.0 %
4000	Salaries - office/admin	0	378	1,510	1,133		1,133	25.0 %
4230	General Maintenance	200	0	300	300		300	0.0 %
4350	TIC Service Level Agreement	2,900	1,967	2,950	983		983	66.7 %
4420	War Memorial Electricity	-396	24	600	576		576	4.0 %
4510	Street Lights - Elect/Maint	19,997	11,767	27,000	15,233		15,233	43.6 %
4512	Twinning Bursary	192	0	300	300		300	0.0 %
4525	Community Grants	192	17	200	183		183	8.5 %
4530	Mayors Allowance	1,107	0	1,200	1,200		1,200	0.0 %
4531	Mayors Reception	772	894	1,090	196		196	82.0 %
4532	Mayors Civic Service	0	0	485	485		485	0.0 %
4540	Xmas Lights	10,751	2,494	12,000	9,506		9,506	20.8 %
	Amenities & Agency :- Expenditure	35,715	17,540	47,635	30,095	0	30,095	36.8 %
1000	Office Rent	5,625	474	5,690	-5,216			8.3 %
1092	Relief in Need-Agency	1,758	16	1,495	-1,479			1.1 %
1095	Age Concern Agency	374	606	384	222			157.7 %
1134	Grants received	5,000	0	6,000	-6,000			0.0 %
	Amenities & Agency :- Income	12,758	1,096	13,569	-12,473			8.1 %
	Net Expenditure over Income	22,957	16,544	34,166	17,622			

Swaffham Town Council 18-19

Bank - Cash and Investment Reconciliation as at 30 September 2018

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Unity Trust Current	13,042.87
2	Unity Trust Deposit	338,083.33
3	Barclays Current A/c	0.00
4	Barclays Active Saver A/c	0.00
5	Petty Cash	211.06
6	Altocard	0.00
7	Unity Trust Sk8 and Muga fund	5,085.87
8	CAPITAL RESERVES	12,751.39
9	Lloyds Credit Card	-181.75
		368,992.77
<u>Receipts not on Bank Statement</u>		
0	30/09/2018 All Receipts Cleared	0.00
		0.00
Closing Balance		368,992.77
<u>All Cash & Bank Accounts</u>		
	Unity Trust Current	13,042.87
	Unity Trust Deposit	338,083.33
	Petty Cash	21.50
	Barclays Current A/c	0.00
	Barclays Active Saver A/c	0.00
	AltoCard	0.00
	SK8 Park & MUGA Fund	5,085.87
	Unity Trust Capital Reserves	12,751.39
	Lloyds Credit Card	-181.75
	Other Bank & Cash Balances	0.00
	Total Bank & Cash Balances	368,803.21