

ITEM 14c - Report on Income and Expenditure against the approved budget for the six months to September 30th 2020

EXPENDITURE	BUDGET	SPEND	% SPENT	NOTES
	£	£		
1.Clerk's Costs				
Salary	8,200	3989	49	On track with scope for Clerks 2020 Pay Review
Room Allowance	216	108	50	On track
Mileage	240	47	20	Underspent, due to COVID travel restrictions
Payroll	150	72	48	On track
Section Total	8,806	4216	48	Overall on track with no concerns
2.Office Costs				
Gen Office Admin	100	7	7	Underspent
Office Phone	200	89	45	Slightly underspent, modest surplus possible at year end
IT Equip	250	0	0	No purchases have been needed at this time
Virus Protection	40	0	0	Malware Bytes subscription - Nov 2020
Data Protection	35	0	0	ICO Fee - Oct 2020
Software Licenses				Circa £100 will be required for MS Office, covered within section
Section Total	625	96	15	May be small surplus at year end if no IT equipment costs incurred
3.General Admin				
Parish Hall Room Hire & BB	420	60	14	Underspent, scope for annual Zoom licence fee to be paid
Stationery/Postage/Printing	300	18	6	Underspent, may still be slightly so at year end
Newsletter	550	168	31	Underspent, allowed for four page issues not yet needed
Stanley's Own	150	0	0	Will be used in 4th quarter of financial year
Advertising	100	0	0	Not yet been required
Annual Parish Meeting	50	3	6	Not needed due to cancellation of APM
Defib Consumables	175	0	0	Will be used in 3rd quarter of financial year
Website	400	240	60	Slight increase over expected costs
Section Total	2,145	489	23	Overall expected to be slightly below budget at year end
4.Subs/Mandatory/Grants				
HALC/NALC Subs	840	870	104	Slightly higher due to improved HR contract
SLCC Subs	140	126	90	£14 underspend on expected annual cost
NFDC GIS	105	0	0	Will be used in 3rd/4th quarter of financial year
Audit Fees	400	246	62	Remainder will be used on 2020/21 interim internal audit
Insurance	680	679	100	On budget
Elections	250	0	0	Will be transferred to Designated Reserves before year end
Training	1,000	55	6	HALC training Cllrs & Clerk's CiLCA
S137 Grants	250	250	100	Budgeted funds spent, probable tfr from Reserves needed in 4th qtr
Wreath	30	0	0	Will be used in 3rd quarter of financial year
Magazine Subs	50	36	72	No other spend planned, likely surplus of £14
Section Total	3,745	2262	60	Underspend all expected to be used by year end
5.Misc				
Chair's Allowance	250	0	0	Not used yet
External Asset Maint.	250	0	0	Not allocated yet
Telephone Boxes	250	176	70	Rest (plus element of designated reserve) will be spent in 3rd Qtr
Splitwind Pond	550	0	0	Will be used in 3rd/4th quarter of financial year
Lengthsman CPC	1,000	0	0	Will be used in 3rd/4th quarter of financial year
Section Total	2,300	176	8	Underspend all expected to be used by year end
6.Playground				
RPII Operational Inspection	95	0	0	Will be spent by year end
RPII Annual Inspection	100	87	87	Spent
Maintenance Fund	200	14	7	Held in case of need
Longer term maintenance	500	0	0	Will be transferred to Designated Reserves before year end
Section Total	895	101	11	Underspend all expected to be used by year end
Other Items/Projects				
Grant Donation-Scout Refurb.	500	0	0	Will be paid over once 2nd half of Precept received in October
Contingency Fund	500	0	0	Contingency to cover costs tfr'd back from NFDC/HCC
Benches	1,000	27	3	Will be spent on Phase 2 of Parish Bench restoration project
Noticeboard	1,000	0	0	Expected to be spent in 3rd/4th quarter of financial year
Village Signs	1,500	1048	70	Will be spent in 3rd quarter of financial year
Speed Device replacement	1,500	0	0	Will be transferred to Designated Reserves before year end
Section Total	6,000	1075	18	Currently expecting all to be spent with exception of contingency fund
TOTAL	24,516	8,415	34	Overall spending remains with budget
INCOME				
	BUDGET	RECEIPT	% REC'D	
Precept	23,016	23016	100	All received
VAT Refunds	0	1077		Not included in budget, relates to 2019/20 rebate
Bank Interest	0	4		Not included in budget
Transfers from Reserves	1,500	0	0	Will be trf'd when required for noticeboards (£1k) & Signs (£0.5k)
TOTAL	24,516	24097	98	Income received as planned, VAT refunds likely to move to reserves

Clerk Costs / Office Costs											
Item	Clerk Salary	Office Allowance	Mileage	Payroll	Office Admin	Office Phone	IT Equip	Antivirus Software	DPA Licence	Software licences	Totals
Budget	8200.00	216.00	240.00	150.00	100.00	200.00	250.00	40.00	35.00	0.00	9,431.00
Q1 20/21	1994.49	54.00	18.00	36.00		48.29					
Q2 20/21	1994.49	54.00	29.25	36.00	7.42	40.94					
Q3 20/21											
Q4 20/21											
Actuals	3988.98	108.00	47.25	72.00	7.42	89.23	0.00	0.00	0.00	0.00	4,312.88
% Spent	49%	50%	20%	48%	7%	45%	0%	0%	0%	#DIV/0!	46%
Overspend?	No	No	No	No	No	No	No	No	No	No	No

General Admin											
Item	Room Hire (incl BB)	Stationary Postage Print	Parish Newsletter	Stanleys Own Magazine	Advertising	Annual Parish Meeting	Defib supplies	Website			Totals
Budget	420.00	300.00	550.00	150.00	100.00	50.00	175.00	400.00			2,145.00
Q1 20/21	23.98	17.79	67.20					90.00			
Q2 20/21	35.97		100.80			2.92		150.00			
Q3 20/21											
Q4 20/21											
Actuals	59.95	17.79	168.00	0.00	0.00	2.92	0.00	240.00			488.66
% Spent	14%	6%	31%	0%	0%	6%	0%	60%			23%
Overspend?	No	No	No	No	No	No	No	No			No

Subscriptions/Mandatory/Grants											
Item	HALC/Nalc Subs	SLCC Subs	NFDC GIS	Audit Fees	Insurance	Elections	Training	S137 Grants	Wreath	Mag Subs	Totals
Budget	840.00	140.00	105.00	400.00	680.00	250.00	1000.00	250.00	30.00	50.00	3,745.00
Q1 20/21	870.09			45.87	678.78		10.00			36.00	
Q2 20/21		126.00		200.00			45.00	250.00			
Q3 20/21											
Q4 20/21											
Actuals	870.09	126.00	0.00	245.87	678.78	0.00	55.00	250.00	0.00	36.00	2,261.74
% Spent	104%	90%	0%	61%	100%	0%	6%	100%	0%	72%	60%
Overspend?	Yes	No	No	No	No	No	No	No	No	No	No

Misc & Playground											
Item	Chair's Allow	External Asset Maint	Telephone Box Maint.	Splitwind Pond	Lengthsman		RPII Op Insp	RPII Ann. Insp	Regular Maint	Longer Term Maint. Reserve	Totals
Budget	250.00	250.00	250.00	550.00	1000.00		95.00	100.00	200.00	500.00	3,195.00
Q1 20/21									14.13		
Q2 20/21			175.84					87.45			
Q3 20/21											
Q4 20/21											
Actuals	0.00	0.00	175.84	0.00	0.00		0.00	87.45	14.13	0.00	277.42
% Spent	0%	0%	70%	0%	0%		0%	92%	14%	0%	9%
Overspend?	No	No	No	No	No		No	No	No	No	No

Other & Projects											
Item	Scout Hut Grant	Contingency	Benches	Notice boards	Village Signs	New SID Fund					Totals
Budget	500.00	500.00	1,000.00	1,000.00	1,500.00	1,500.00					6,000.00
Q1 20/21											
Q2 20/21			26.75		1048.22						
Q3 20/21											
Q4 20/21											
Actuals	0.00	0.00	26.75	0.00	1048.22	0.00					1,074.97
% Spent	0%	0%	3%	0%	70%	0%					18%
Overspend?	No	No	No	No	No	No					No

COMMENTS RE AREAS OF OVERSPEND	
HALC/NALC	£30 overspend will - by year end - be covered by underspends elsewhere in the category
Benches	£26.75 relates to 2019/20 budget and will be covered by tfr from Designated Reserves

Total Budget	24,516.00
Ex VAT Spend	8,415.67
% Spend to date (6 mth % should be 50%)	34%

BUDGETED INCOME								
Item	NFDC Precept	Vat Refunds	Bank Interest	District Cllr. Grants	County Cllr. Grants	Tfr from Reserves	Donation	TOTALS
Budget	23,016.00	0.00	0.00	0.00	0.00	1,500.00	0.00	24,516.00
Q1 20/21	11,508.00	1,077.34	2.48	0.00	0.00	0.00	0.00	12,587.82
Q2 20/21	11,508.00	0.00	2.01	0.00	0.00	0.00	0.00	11,510.01
Q3 20/21								
Q4 20/21								
Actuals	23,016.00	1,077.34	4.49	0.00	0.00	0.00	0.00	24,097.83

Projected in Budget for 2020/21	
Precept	23,016.00
Total Expenditure	24,516.00
Balance *	-1,500.00

* NOTE:- £1500 "overspend" of Expenditure over Precept is to be covered from planned drawdown of reserves
VAT refund from 2019/20 of £1077.34 should avoid need to call on general reserves for overspends.