

## NORTH WALTHAM PARISH COUNCIL

### BUDGET REVIEW

FINANCIAL PERIOD: 2019-20 Quarter 4 ending 31st March 2020

CATEGORY	BUDGET	ACTUAL AT YEAR END		NOTES
	£	£	%	
<b>INCOME</b>				
Precept	£ 14,603.00	£ 14,603.00		
Limited General Grant	£ -	£ -		Grant no longer available
Council Tax Support Grant	£ -	£ -		Grant no longer available
Grass Cutting Grant	£ 2,016.00	£ 2,016.00		
Other	£ 40.00	£ 86.61		Interest on deposit A/C
VAT Refund	£ 400.00	£ 302.80		
<b>Total Income</b>	<b>£ 17,059.00</b>	<b>£ 17,008.41</b>		
<b>Outgoings</b>				
<b>Expenditure</b>				
<b>Staff costs</b>				
Salary	£ 4,188.00	£ 4,136.65	98.77%	
Home working allowance	£ 216.00	£ 216.00	100.00%	
Expenses	£ 75.00	£ 83.92	111.89%	
Training (Clerk & Councillors)	£ 864.00	£ 384.00	44.44%	
Travel Expenses	£ 350.00	£ 29.90	8.54%	
<b>Grants</b>				
Community Grants	£ 4,400.00	£ -	0.00%	
Grass cutting grant (passed to Village Trust)	£ 2,016.00	£ 2,016.00	100.00%	
<b>Community Assets &amp; Facilities</b>				
Pond, bus shelter, telephone box, etc.	£ 250.00	£ 480.34	192.14%	
General village maintenance	£ 1,500.00	£ 2,395.06	159.67%	
Garden Competition	£ 205.00	£ 128.50	62.68%	
Traffic / Speed Measures	£ 50.00	£ -	0.00%	

<b>Administration</b>			
Insurance	£ 437.00	£ 422.52	96.69%
Audit	£ 195.00	£ 190.00	97.44%
Subscriptions	£ 405.00	£ 468.00	115.56%
Venue hire	£ 205.00	£ 200.00	97.56%
Stationery	£ 370.00	£ 215.33	58.20%
Software	£ 185.00	£ 154.98	83.77%
Website	£ 205.00	£ 143.42	69.96%
Office Equipment	£ 330.00	£ 289.99	87.88%
<b>Communication</b>			
Newsletters, questionnaires, etc.	£ 205.00	£ 138.00	67.32%
<b>Miscellaneous Costs</b>			
Chairmans Allowance	£ -	£ -	0.00%
Inland Revenue / VAT	£ -	£ -	0.00%
Banking charges	£ 108.00	£ 108.00	100.00%
Contingency	£ 200.00	£ -	0.00%
<b>Total Expenditure</b>	<b>£ 16,959.00</b>	<b>£ 12,200.61</b>	<b>72%</b>

**Earmarked Reserve Transfer**

Pond Renewal	£ -	£ -	0.00%
Bus Shelter	£ -	£ -	0.00%
Phone Box	£ -	£ -	0.00%
Office Equipment	£ 100.00	£ 100.00	100.00%
General reserves	£ -	£ 15,000.00	100.00%
<b>Total Transfer</b>	<b>£ 100.00</b>	<b>£ 15,100.00</b>	
<b>TOTAL OUTGOINGS</b>	<b>£ 17,059.00</b>	<b>£ 27,300.61</b>	<b>160%</b>
Budget Variance		£ (10,241.61)	

**NOTES - VARIANCES +/- 15%**

**OVERSPENT**

**Pond, bus shelter & telephone box**

Includes provision of equipment at the pond and work to bus shelter to comply with Health & Safety Risk Assessment, and minor repair to telephone box

**General Village Maintenance**

Includes works to trees on St Michaels Green, including removal of dead Ash tree

Decision taken to undertake several small maintenance jobs as other budgets were underspent and funding available (minute ref 190/FC/09/19-20)

**Subscriptions** - subscriptions to HALC/NALC & SLCC increased more than 2.5% anticipated in the budget

**UNDERSPENT**

**Training** - Due to lack of course availability for new councillors

**Travel Expenses** - due to lack of attendance at training courses

**Community Grants** - Grant Awarding Policy updated in Oct 2019 - no grant applications approved

**Garden Competition** - budget included cost of prizes for a Children's Sunflower competition but no entries received

**Traffic / Speed Measures** - no costs incurred

**Stationery** - purchase of a new eco-printer (refillable tanks) has significantly reduced the need for and cost of printer cartridges

**Software** - no increases in Office 365 or McAfee Livesafe as anticipated in budget

**Website** - costs less than anticipated in budget

**Newsletters, questionnaires, etc** - cost of Christmas Newsletter less than anticipated

**Contingency** - not required due to underspends in other budgets

**Budget variance** - £15,000 moved to General Reserves as not spent, due largely to not providing community grants

Prepared by: Rosemary Coulter, Clerk & RFO  
6th April 2020

Presented to North Waltham Parish Council:  
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19th May 2020  
011/FC/02/20-21