



Quarter 2 2021 Budget Report

1. Introduction

This report summarises the Council's spending against budget on the 30th September 2021. To comply with financial regulations, material variances are explained against projected yearend figures and that budgeted. Only those projected year-end figures that can be predicted with some confidence are evaluated. Material variance for this purpose shall either be shall either be in excess of £500 or in excess of £250 and 20% of the budget.

Appendix 1 shows the budget dated 30th September 2021 with projected costs and committed expenditure. Committed expenditure is where a purchase order has been submitted but the goods/work are not received/complete and so an invoice against the purchase order has not been entered into the system. Projected expenditure is an estimate of the year-end on a particular budget line and may not reflect the real end year figure. Some projected expenditure figures are estimates based on changing circumstances or average monthly spending to date.

Appendix 2 shows a detailed income and expenditure report by budget heading. This calculates annual variance, but against amount spent to date.

Appendix 3 shows a summary income and expenditure report by cost centre.

2. Administration Costs (101)

4011 – ICT software + support	This budget line will over-spend by approximately £500 from costs known to require paying in Q3 and Q4.
4020- Staff Training	This line is unlikely to need £2000 as over £1500 is till available for Q3 and Q4.
4021 – Members' training	This line is unlikely to need the full £1000 so some may be able to be moved to another line if required.
4053 – Accountancy fees	This line is overspent (134%). The purchase order ledger has been purchased which wasn't budgeted for. No further expenditure is expected from this budget line because the close down on the accounts package will be in-house next year.

Recommendations:

Vire £500 from 4020 (staff training) to 4011 (ICT software and support.)

4. Environmental Projects (102)

4029 – Environmental Imp.	This budget line appears overspent, but this is due to £5800 being spent from the capital earmarked reserved on the Boathouse improvements as agreed by Council in 2020-2021. The £5000 budgeted for 2021-22 was in addition. To reflect the true situation, the sum spent needs adding to the budget, reflecting that its from an earmarked reserve not from the general fund.
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5. Fixed and Statutory (104)

No significant variances predicted.

6. General Projects (105)

No significant variances predicted.

7. Staff Payroll costs (106)

No significant variances predicted.

8. Allotments (107)

4305 – Crown Bank Expansion	This budget line is unlikely to be used this year due to there being other priorities at NULBC (covid impact). The money is in an earmarked reserve and should remain there. The next budget update should review the need to keep this sum in this year's budget.
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9. Victoria Hall Operations (109)

1000 - Lettings	Due to the extending of lockdowns, the hall will be open less over the year than predicted. Booking have now resumed. This results in projected income being reduced (approx. 26% predicted.)
1001 – Bar Franchise	The contract has been awarded and it is hoped that bar will soon be open. The projected takings value has been reduced.
4090 – Victoria Hall Repairs and maintenance	Although not yet overspent, it is very likely that further costs will exceed £2000. This line needs to be kept under close review.
4091 – Victoria Hall Legal Expenses	The bar contract will take the budget value. To allow transfer negotiations to resume, a further allocation will be required to allow the land registry issue to progress.
4093 - External contractor security	This budget line will not require £5000 due to less events during the year than predicted at budget setting.

Recommendation:

To move £1000 into 4091 – Victoria Hall Legal expenses – from 4093 – external contractor security.

10. Ranger Service (110)

No significant variances to report.

11. Civic Costs (111)

No significant variances to report.

12. Grants and donations (112)

Considered under a separate agenda item at the November 2021 meeting.

13. Events (114)

1999 – PinP Event Income	£500 predicted income will not occur. This can be removed from the budget.
4098 – Reels on Wheels	£500 spend will not occur. This can be removed from the budget.

14. Health and Wellbeing (115)

No significant variances to report.

15. Highways and highways safety (116)

No significant variances to report.

16. Neighbourhood Plan (117)

No significant variances to report.

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101 Administration									
1010 Bank Interest	600	1,227	300	4	300	0	0	0	0
1076 Precept	233,862	233,862	231,615	231,615	231,615	0	0	0	0
1077 Council Tax Support Grant	13,266	13,266	13,266	13,266	13,266	0	0	0	0
Total Income	247,728	248,355	245,181	244,885	245,181	0	0	0	0
4004 Communication and consultation	720	600	720	360	720	0	0	0	0
4005 Advertising	500	0	500	0	500	0	0	0	0
4006 Office Equipment + ICT hardwar	2,000	1,114	750	0	750	0	0	0	0
4007 Postage	53	0	50	0	50	0	0	0	0
4008 Stationery	530	304	521	208	521	0	0	0	0
4009 Office Sundries and Contingenc	500	372	500	395	500	0	0	0	0
4010 Telephone & Internet	1,750	1,347	1,300	608	1,350	0	0	0	0
4011 ICT - software + support	5,000	1,502	3,600	3,590	4,100	0	0	0	0
4012 Website development	250	0	250	199	250	0	0	0	0
4013 Photocopier and printer	3,500	3,486	750	346	750	0	0	0	0
4017 Mileage costs	50	0	50	0	0	0	0	0	0
4019 Bank Charges	260	203	275	130	275	0	0	0	0
4020 Training - Staff	2,250	1,615	2,000	380	1,000	0	0	0	0
4021 Training - Members	500	120	1,000	200	1,000	0	0	0	0
4022 Payroll costs	350	267	300	133	400	0	0	0	0
4026 General admin equipment	250	0	750	0	750	0	0	0	0
4027 Office lease/hire	500	0	600	0	600	0	0	0	0
4052 SPCA and other subscriptions	1,550	1,784	1,650	1,350	1,850	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4053 Accountancy Fees inc Rialtas	600	1,066	750	1,004	1,004	0	0	0	0
Overhead Expenditure	21,113	13,779	16,316	8,904	16,370	0	0	0	0
Movement to/(from) Gen Reserve	226,615	234,576	228,865	235,981	228,811		0		
102 Environmental Projects									
4029 Environmental improvement	5,500	0	5,000	5,800	10,800	0	0	0	0
4030 Planters and hanging baskets	5,000	925	6,000	2,486	6,000	125	0	0	0
4031 Parks and Green Spaces	1,000	0	7,500	0	7,500	0	0	0	0
4032 Footpaths/PROWS	1,000	10	500	0	500	0	0	0	0
4033 Bench provision	0	0	1,800	0	1,800	0	0	0	0
Overhead Expenditure	12,500	935	20,800	8,286	26,600	125	0	0	0
6001 plus Transfer from EMR	0	0	0	5,800	0	0	0	0	0
6000 less Transfer to EMR	0	7,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(12,500)	(7,934)	(20,800)	(2,486)	(26,600)		0		
104 Fixed & Statutory									
4025 Business Rates	8,300	8,234	8,300	8,234	8,234	0	0	0	0
4050 Audit Fee inc GDPR	2,500	2,200	2,600	152	2,500	0	0	0	0
4051 Insurance	3,600	3,604	3,650	0	3,650	0	0	0	0
4054 Professional Advice statutory	1,000	0	750	0	500	0	0	0	0
4055 Bar licence	260	180	200	201	180	0	0	0	0
4056 Legal and Health and Safety	4,100	4,050	4,200	4,094	4,100	0	0	0	0
4999 Miscellaneous and unexpected	500	0	500	0	500	0	0	0	0
Overhead Expenditure	20,260	18,267	20,200	12,681	19,664	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(20,260)</u>	<u>(18,267)</u>	<u>(20,200)</u>	<u>(12,681)</u>	<u>(19,664)</u>		<u>0</u>		
105 General projects									
4063 Christmas Lights	12,000	1,620	12,000	0	12,000	2,100	0	0	0
4065 Telephone Kiosk Renovation	0	0	0	0	0	84	0	0	0
4450 Telephone Box Upkeep + Mainten	3,000	0	3,000	0	3,000	0	0	0	0
Overhead Expenditure	<u>15,000</u>	<u>1,620</u>	<u>15,000</u>	<u>0</u>	<u>15,000</u>	<u>2,184</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000 less Transfer to EMR	0	8,500	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(15,000)</u>	<u>(10,120)</u>	<u>(15,000)</u>	<u>0</u>	<u>(15,000)</u>		<u>0</u>		
106 Staff payroll costs									
4000 Salaries	45,000	37,131	45,000	21,215	47,000	0	0	0	0
4001 HMRC	15,500	16,595	25,000	10,945	23,000	0	0	0	0
4002 Staffordshire Pensions	15,000	15,784	20,000	7,532	16,000	0	0	0	0
4003 Working from Home Allowance	0	78	0	0	0	0	0	0	0
Overhead Expenditure	<u>75,500</u>	<u>69,588</u>	<u>90,000</u>	<u>39,692</u>	<u>86,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(75,500)</u>	<u>(69,588)</u>	<u>(90,000)</u>	<u>(39,692)</u>	<u>(86,000)</u>		<u>0</u>		
107 Allotments									
1002 Allotment Income	900	888	900	983	983	0	0	0	0
Total Income	<u>900</u>	<u>888</u>	<u>900</u>	<u>983</u>	<u>983</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4300 Allotment Society Subs	55	55	55	55	55	0	0	0	0
4301 Allotment Legal and prof.	3,000	0	2,000	0	2,000	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4302 Allotment waste disposal	450	768	500	400	620	0	0	0	0
4303 Allotment contingency	500	0	500	0	300	0	0	0	0
4304 Allotment maintenance	4,000	1,850	1,000	0	500	0	0	0	0
4305 Crown Bank Expansion	5,000	0	5,000	0	0	0	0	0	0
4306 Crown Bank Fencing	0	0	20,000	0	20,000	0	0	0	0
Overhead Expenditure	13,005	2,673	29,055	455	23,475	0	0	0	0
107 Net Income over Expenditure	-12,105	-1,785	-28,155	528	-22,492	0	0	0	0
6000 less Transfer to EMR	0	7,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(12,105)	(8,785)	(28,155)	528	(22,492)		0		
109 Victoria Hall Operations									
1000 Lettings	20,000	-220	15,500	1,946	4,000	0	0	0	0
1001 Bar Franchise	6,000	0	4,500	0	2,500	0	0	0	0
1004 Surety Deposits	0	0	0	100	0	0	0	0	0
Total Income	26,000	-220	20,000	2,046	6,500	0	0	0	0
4061 Interior CCTV Victoria Hall	0	0	2,000	0	2,000	0	0	0	0
4062 Stage Lighting and winding gea	12,000	0	0	0	0	0	0	0	0
4064 Kitchen Costs	10,500	0	10,500	0	10,500	0	0	0	0
4077 Victoria Hall other costs	750	0	750	157	650	0	0	0	0
4078 Victoria Hall advertising	1,200	510	1,200	270	1,200	0	0	0	0
4080 Waste Disposal	500	0	500	0	500	0	0	0	0
4085 Service Charge	10,500	8,789	12,500	8,154	12,500	0	0	0	0
4086 Vic Hall Interior Xmas Decs	200	0	200	0	200	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4090 Victoria Hall - Repairs/Maint	9,000	18,766	6,000	4,503	8,000	100	0	0	0
4091 Victoria Hall Legal Expenses	2,000	500	2,000	0	3,000	0	0	0	0
4092 Health and Safety	500	474	1,000	62	1,400	1,064	0	0	0
4093 External contractor Security	2,500	0	5,000	0	1,000	250	0	0	0
4094 External Contractor cleaning	5,000	2,511	3,000	1,405	4,000	0	0	0	0
Overhead Expenditure	54,650	31,549	44,650	14,551	44,950	1,414	0	0	0
109 Net Income over Expenditure	-28,650	-31,769	-24,650	-12,506	-38,450	-1,414	0	0	0
6000 less Transfer to EMR	0	12,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(28,650)	(43,769)	(24,650)	(12,506)	(38,450)		0		
110 Ranger Service									
4100 Ranger Service contract	37,500	36,500	37,000	19,000	38,000	0	0	0	0
4101 Ranger Service Training	300	0	300	0	300	0	0	0	0
4102 Ranger Other Costs	500	15	500	206	750	0	0	0	0
Overhead Expenditure	38,300	36,515	37,800	19,206	39,050	0	0	0	0
Movement to/(from) Gen Reserve	(38,300)	(36,515)	(37,800)	(19,206)	(39,050)		0		
111 Civic Costs									
4041 Civic Regalia	750	0	750	0	750	0	0	0	0
4042 Mayors Allowance	1,000	1,000	1,000	1,000	1,000	0	0	0	0
4043 Deputy Mayors Allowance	250	0	250	0	0	0	0	0	0
4045 Mayors Function Funds	500	0	750	0	250	0	0	0	0
4046 Town Crier	250	250	250	0	15	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	2,750	1,250	3,000	1,000	2,015	0	0	0	0
Movement to/(from) Gen Reserve	(2,750)	(1,250)	(3,000)	(1,000)	(2,015)		0		
112 Grants and donations									
4200 Grants awarded	10,000	3,416	10,000	0	1,000	0	0	0	0
4201 Donations (S137)	500	200	500	100	500	0	0	0	0
4203 Covid-19 Fund	10,000	2,500	5,000	0	5,000	0	0	0	0
Overhead Expenditure	20,500	6,116	15,500	100	6,500	0	0	0	0
6000 less Transfer to EMR	0	5,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(20,500)	(11,116)	(15,500)	(100)	(6,500)		0		
114 Events									
1998 Party in the Park Income	0	0	500	0	0	0	0	0	0
1999 Event Income	500	0	500	46	500	0	0	0	0
Total Income	500	0	1,000	46	500	0	0	0	0
4070 Community Pantomime	1,000	0	1,000	100	1,000	0	0	0	0
4071 Queens platinum jubilee	0	0	2,500	0	2,500	0	0	0	0
4098 Reels on Wheels	1,000	0	500	0	0	0	0	0	0
4099 Other Event costs	1,500	0	1,500	0	1,500	0	0	0	0
4602 Party in the Park Costs	1,300	0	0	0	0	0	0	0	0
Overhead Expenditure	4,800	0	5,500	100	5,000	0	0	0	0
114 Net Income over Expenditure	-4,300	0	-4,500	-54	-4,500	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000 less Transfer to EMR	0	3,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(4,300)	(3,000)	(4,500)	(54)	(4,500)		0		
115 Health and Wellbeing									
4401 Dementia Friendly Kidsgrove	1,500	0	1,500	0	1,500	0	0	0	0
4402 Defibrillator project	5,000	930	4,000	0	4,000	0	0	0	0
Overhead Expenditure	6,500	930	5,500	0	5,500	0	0	0	0
6000 less Transfer to EMR	0	5,500	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(6,500)	(6,430)	(5,500)	0	(5,500)		0		
116 Highways and Highways Safety									
4500 Other Highways and highways Sa	4,000	600	1,000	0	1,000	0	0	0	0
4501 Community Speed Watch Report	5,500	0	5,000	0	5,000	0	0	0	0
4502 SID provision	10,250	0	10,000	0	10,000	0	0	0	0
4503 Noticeboard Improvements	5,000	0	6,000	0	6,000	0	0	0	0
4504 CCTV provision	15,000	0	25,000	0	25,000	0	0	0	0
4505 Planning and mapping software	1,000	720	750	0	750	0	0	0	0
4506 Town mapping and signage	0	0	1,000	0	1,000	0	0	0	0
4507 Grit Bin Provision	0	0	2,000	0	2,000	0	0	0	0
4508 Bus shelter provision	0	0	5,000	0	5,000	0	0	0	0
Overhead Expenditure	40,750	1,320	55,750	0	55,750	0	0	0	0
6000 less Transfer to EMR	0	32,500	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(40,750)	(33,820)	(55,750)	0	(55,750)		0		

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
117 Neighbourhood Plan									
4550 Neighbourhood Plan General Cos	3,000	868	2,000	300	2,000	0	0	0	0
Overhead Expenditure	3,000	868	2,000	300	2,000	0	0	0	0
Movement to/(from) Gen Reserve	(3,000)	(868)	(2,000)	(300)	(2,000)		0		
Total Budget Income	275,128	249,023	267,081	247,959	253,164	0	0	0	0
Expenditure	328,628	185,410	361,071	105,274	347,874	3,723	0	0	0
Net Income over Expenditure	-53,500	63,613	-93,990	142,685	-94,710	-3,723	0	0	0
plus Transfer from EMR	0	0	0	5,800	0	0	0	0	0
less Transfer to EMR	0	80,500	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(53,500)	(16,887)	(93,990)	148,485	(94,710)		0		

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Kidsgrove Town Council - Budget 2020/21

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
117 Neighbourhood Plan									
4550 Neighbourhood Plan General Cos	3,000	868	2,000	300	2,000	0	0	0	0
Overhead Expenditure	3,000	868	2,000	300	2,000	0	0	0	0
Movement to/(from) Gen Reserve	(3,000)	(868)	(2,000)	(300)	(2,000)		0		
Total Budget Income	275,128	249,023	267,081	247,959	253,164	0	0	0	0
Expenditure	328,628	185,410	361,071	105,274	347,874	3,723	0	0	0
Net Income over Expenditure	-53,500	63,613	-93,990	142,685	-94,710	-3,723	0	0	0
plus Transfer from EMR	0	0	0	5,800	0	0	0	0	0
less Transfer to EMR	0	80,500	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(53,500)	(16,887)	(93,990)	148,485	(94,710)		0		

Appendix 2 – Expenditure and Income showing % of budget spent to date.

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Detailed Income & Expenditure by Budget Heading 03/11/2021

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>									
1010	Bank Interest	1,227	4	300	296			1.3%	
1076	Precept	233,862	231,615	231,615	0			100.0%	
1077	Council Tax Support Grant	13,266	13,266	13,266	0			100.0%	
	Administration :- Income	<u>248,355</u>	<u>244,885</u>	<u>245,181</u>	<u>296</u>			<u>99.9%</u>	<u>0</u>
4004	Communication and consultation	600	360	720	360	360		50.0%	
4005	Advertising	0	0	500	500	500		0.0%	
4006	Office Equipment + ICT hardwar	1,114	0	750	750	750		0.0%	
4007	Postage	0	0	50	50	50		0.0%	
4008	Stationery	304	208	521	313	313		39.9%	
4009	Office Sundries and Contingenc	372	395	500	105	105		79.1%	
4010	Telephone & Internet	1,347	608	1,300	692	692		46.8%	
4011	ICT - software + support	1,502	3,590	3,600	10	10		99.7%	
4012	Website development	0	199	250	51	51		79.6%	
4013	Photocopier and printer	3,486	346	750	404	404		46.2%	
4017	Mileage costs	0	0	50	50	50		0.0%	
4019	Bank Charges	203	130	275	145	145		47.3%	
4020	Training - Staff	1,615	380	2,000	1,620	1,620		19.0%	
4021	Training - Members	120	200	1,000	800	800		20.0%	
4022	Payroll costs	267	133	300	167	167		44.3%	
4026	General admin equipment	0	0	750	750	750		0.0%	
4027	Office lease/hire	0	0	600	600	600		0.0%	
4052	SPCA and other subscriptions	1,784	1,350	1,650	300	300		81.8%	
4053	Accountancy Fees inc Rialtas	1,066	1,004	750	(254)	(254)		133.8%	
	Administration :- Indirect Expenditure	<u>13,779</u>	<u>8,904</u>	<u>16,316</u>	<u>7,412</u>	<u>0</u>	<u>7,412</u>	<u>54.6%</u>	<u>0</u>
	Net Income over Expenditure	<u>234,576</u>	<u>235,981</u>	<u>228,865</u>	<u>(7,116)</u>				

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Detailed Income & Expenditure by Budget Heading 03/11/2021

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Environmental Projects</u>									
4029	Environmental improvement	0	5,800	5,000	(800)		(800)	116.0%	5,800
4030	Planters and hanging baskets	925	2,486	6,000	3,514	125	3,389	43.5%	
4031	Parks and Green Spaces	0	0	7,500	7,500		7,500	0.0%	
4032	Footpaths/PROWS	10	0	500	500		500	0.0%	
4033	Bench provision	0	0	1,800	1,800		1,800	0.0%	
	Environmental Projects :- Indirect Expenditure	<u>935</u>	<u>8,286</u>	<u>20,800</u>	<u>12,514</u>	<u>125</u>	<u>12,389</u>	<u>40.4%</u>	<u>5,800</u>
	Net Expenditure	<u>(935)</u>	<u>(8,286)</u>	<u>(20,800)</u>	<u>(12,514)</u>				
6001	plus Transfer from EMR	0	5,800						
6000	less Transfer to EMR	7,000	0						
	Movement to/(from) Gen Reserve	<u>(7,934)</u>	<u>(2,486)</u>						

Appendix 2 – Expenditure and Income showing % of budget spent to date.

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		Detailed Income & Expenditure by Budget Heading 03/11/2021							
Month No: 6		Cost Centre Report							
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Fixed & Statutory</u>									
4025	Business Rates	8,234	8,234	8,300	67		67	99.2%	
4050	Audit Fee inc GDPR	2,200	152	2,600	2,448		2,448	5.8%	
4051	Insurance	3,604	0	3,650	3,650		3,650	0.0%	
4054	Professional Advice statutory	0	0	750	750		750	0.0%	
4055	Bar licence	180	201	200	(1)		(1)	100.5%	
4056	Legal and Health and Safety	4,050	4,094	4,200	106		106	97.5%	
4999	Miscellaneous and unexpected	0	0	500	500		500	0.0%	
	Fixed & Statutory :- Indirect Expenditure	<u>18,267</u>	<u>12,681</u>	<u>20,200</u>	<u>7,519</u>	<u>0</u>	<u>7,519</u>	<u>62.8%</u>	<u>0</u>
	Net Expenditure	<u>(18,267)</u>	<u>(12,681)</u>	<u>(20,200)</u>	<u>(7,519)</u>				

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		Detailed Income & Expenditure by Budget Heading 03/11/2021							
Month No: 6		Cost Centre Report							
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 General projects</u>									
4063	Christmas Lights	1,620	0	12,000	12,000	2,100	9,900	17.5%	
4065	Telephone Kiosk Renovation	0	0	0	0	84	(84)	0.0%	
4450	Telephone Box Upkeep + Mainten	0	0	3,000	3,000		3,000	0.0%	
	General projects :- Indirect Expenditure	<u>1,620</u>	<u>0</u>	<u>15,000</u>	<u>15,000</u>	<u>2,184</u>	<u>12,816</u>	<u>14.6%</u>	<u>0</u>
	Net Expenditure	<u>(1,620)</u>	<u>0</u>	<u>(15,000)</u>	<u>(15,000)</u>				
6000	less Transfer to EMR	8,500	0						
	Movement to/(from) Gen Reserve	<u>(10,120)</u>	<u>0</u>						

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		Detailed Income & Expenditure by Budget Heading 03/11/2021							
Month No: 6		Cost Centre Report							
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Staff payroll costs</u>									
4000	Salaries	37,131	21,215	45,000	23,785		23,785	47.1%	
4001	HMRC	16,595	10,945	25,000	14,055		14,055	43.8%	
4002	Staffordshire Pensions	15,784	7,532	20,000	12,468		12,468	37.7%	
4003	Working from Home Allowance	78	0	0	0		0	0.0%	
	Staff payroll costs :- Indirect Expenditure	<u>69,588</u>	<u>39,692</u>	<u>90,000</u>	<u>50,308</u>	<u>0</u>	<u>50,308</u>	<u>44.1%</u>	<u>0</u>
	Net Expenditure	<u>(69,588)</u>	<u>(39,692)</u>	<u>(90,000)</u>	<u>(50,308)</u>				

Appendix 2 – Expenditure and Income showing % of budget spent to date.

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>107 Allotments</u>								
1002 Allotment Income	888	983	900	(83)			109.2%	
Allotments :- Income	888	983	900	(83)			109.2%	0
4300 Allotment Society Subs	55	55	55	0		0	100.0%	
4301 Allotment Legal and prof.	0	0	2,000	2,000		2,000	0.0%	
4302 Allotment waste disposal	768	400	500	100		100	80.0%	
4303 Allotment contingency	0	0	500	500		500	0.0%	
4304 Allotment maintenance	1,850	0	1,000	1,000		1,000	0.0%	
4305 Crown Bank Expansion	0	0	5,000	5,000		5,000	0.0%	
4306 Crown Bank Fencing	0	0	20,000	20,000		20,000	0.0%	
Allotments :- Indirect Expenditure	2,673	455	29,055	28,600	0	28,600	1.6%	0
Net Income over Expenditure	(1,785)	528	(28,155)	(28,683)				
6000 less Transfer to EMR	7,000	0						
Movement to/(from) Gen Reserve	(8,785)	528						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>109 Victoria Hall Operations</u>								
1000 Lettings	(220)	1,946	15,500	13,555			12.6%	
1001 Bar Franchise	0	0	4,500	4,500			0.0%	
1004 Surety Deposits	0	100	0	(100)			0.0%	
Victoria Hall Operations :- Income	(220)	2,046	20,000	17,955			10.2%	0
4061 Interior CCTV Victoria Hall	0	0	2,000	2,000		2,000	0.0%	
4064 Kitchen Costs	0	0	10,500	10,500		10,500	0.0%	
4077 Victoria Hall other costs	0	157	750	593		593	20.9%	
4078 Victoria Hall advertising	510	270	1,200	930		930	22.5%	
4080 Waste Disposal	0	0	500	500		500	0.0%	
4085 Service Charge	8,789	8,154	12,500	4,346		4,346	65.2%	
4086 Vic Hall Interior Xmas Decs	0	0	200	200		200	0.0%	
4090 Victoria Hall - Repairs/Maint	18,766	4,503	6,000	1,497	100	1,397	76.7%	
4091 Victoria Hall Legal Expenses	500	0	2,000	2,000		2,000	0.0%	
4092 Health and Safety	474	62	1,000	938	1,064	(126)	112.6%	
4093 External contractor Security	0	0	5,000	5,000	250	4,750	5.0%	
4094 External Contractor cleaning	2,511	1,405	3,000	1,595		1,595	46.8%	
Victoria Hall Operations :- Indirect Expenditure	31,549	14,551	44,650	30,099	1,414	28,685	35.8%	0
Net Income over Expenditure	(31,769)	(12,506)	(24,650)	(12,144)				
6000 less Transfer to EMR	12,000	0						
Movement to/(from) Gen Reserve	(43,769)	(12,506)						

Appendix 2 – Expenditure and Income showing % of budget spent to date.

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Detailed Income & Expenditure by Budget Heading 03/11/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Ranger Service</u>								
4100 Ranger Service contract	36,500	19,000	37,000	18,000		18,000	51.4%	
4101 Ranger Service Training	0	0	300	300		300	0.0%	
4102 Ranger Other Costs	15	206	500	294		294	41.2%	
Ranger Service :- Indirect Expenditure	<u>36,515</u>	<u>19,206</u>	<u>37,800</u>	<u>18,594</u>	<u>0</u>	<u>18,594</u>	<u>50.8%</u>	<u>0</u>
Net Expenditure	<u>(36,515)</u>	<u>(19,206)</u>	<u>(37,800)</u>	<u>(18,594)</u>				

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Detailed Income & Expenditure by Budget Heading 03/11/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>111 Civic Costs</u>								
4041 Civic Regalia	0	0	750	750		750	0.0%	
4042 Mayors Allowance	1,000	1,000	1,000	0		0	100.0%	
4043 Deputy Mayors Allowance	0	0	250	250		250	0.0%	
4045 Mayors Function Funds	0	0	750	750		750	0.0%	
4046 Town Crier	250	0	250	250		250	0.0%	
Civic Costs :- Indirect Expenditure	<u>1,250</u>	<u>1,000</u>	<u>3,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>33.3%</u>	<u>0</u>
Net Expenditure	<u>(1,250)</u>	<u>(1,000)</u>	<u>(3,000)</u>	<u>(2,000)</u>				

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Detailed Income & Expenditure by Budget Heading 03/11/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>112 Grants and donations</u>								
4200 Grants awarded	3,416	0	10,000	10,000		10,000	0.0%	
4201 Donations (S137)	200	100	500	400		400	20.0%	
4203 Covid-19 Fund	2,500	0	5,000	5,000		5,000	0.0%	
Grants and donations :- Indirect Expenditure	<u>6,116</u>	<u>100</u>	<u>15,500</u>	<u>15,400</u>	<u>0</u>	<u>15,400</u>	<u>0.6%</u>	<u>0</u>
Net Expenditure	<u>(6,116)</u>	<u>(100)</u>	<u>(15,500)</u>	<u>(15,400)</u>				
6000 less Transfer to EMR	5,000	0						
Movement to/(from) Gen Reserve	<u>(11,116)</u>	<u>(100)</u>						

Appendix 2 – Expenditure and Income showing % of budget spent to date.

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Detailed Income & Expenditure by Budget Heading 03/11/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>114 Events</u>								
1998 Party in the Park Income	0	0	500	500			0.0%	
1999 Event Income	0	46	500	454			9.2%	
Events :- Income	<u>0</u>	<u>46</u>	<u>1,000</u>	<u>954</u>			<u>4.6%</u>	<u>0</u>
4070 Community Pantomime	0	100	1,000	900		900	10.0%	
4071 Queens platinum jubilee	0	0	2,500	2,500		2,500	0.0%	
4098 Reels on Wheels	0	0	500	500		500	0.0%	
4099 Other Event costs	0	0	1,500	1,500		1,500	0.0%	
Events :- Indirect Expenditure	<u>0</u>	<u>100</u>	<u>5,500</u>	<u>5,400</u>	<u>0</u>	<u>5,400</u>	<u>1.8%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(54)</u>	<u>(4,500)</u>	<u>(4,446)</u>				
6000 less Transfer to EMR	3,000	0						
Movement to/(from) Gen Reserve	<u>(3,000)</u>	<u>(54)</u>						

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Detailed Income & Expenditure by Budget Heading 03/11/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 Health and Wellbeing</u>								
4401 Dementia Friendly Kidsgrove	0	0	1,500	1,500		1,500	0.0%	
4402 Defibrillator project	930	0	4,000	4,000		4,000	0.0%	
Health and Wellbeing :- Indirect Expenditure	<u>930</u>	<u>0</u>	<u>5,500</u>	<u>5,500</u>	<u>0</u>	<u>5,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(930)</u>	<u>0</u>	<u>(5,500)</u>	<u>(5,500)</u>				
6000 less Transfer to EMR	5,500	0						
Movement to/(from) Gen Reserve	<u>(6,430)</u>	<u>0</u>						

Appendix 2 – Expenditure and Income showing % of budget spent to date.

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Detailed Income & Expenditure by Budget Heading 03/11/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>116 Highways and Highways Safety</u>								
4500 Other Highways and highways Sa	600	0	1,000	1,000		1,000	0.0%	
4501 Community Speed Watch Report	0	0	5,000	5,000		5,000	0.0%	
4502 SID provision	0	0	10,000	10,000		10,000	0.0%	
4503 Noticeboard Improvements	0	0	6,000	6,000		6,000	0.0%	
4504 CCTV provision	0	0	25,000	25,000		25,000	0.0%	
4505 Planning and mapping software	720	0	750	750		750	0.0%	
4506 Town mapping and signage	0	0	1,000	1,000		1,000	0.0%	
4507 Grit Bin Provision	0	0	2,000	2,000		2,000	0.0%	
4508 Bus shelter provision	0	0	5,000	5,000		5,000	0.0%	
Highways and Highways Safety :- Indirect Expenditure	<u>1,320</u>	<u>0</u>	<u>55,750</u>	<u>55,750</u>	<u>0</u>	<u>55,750</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(1,320)</u>	<u>0</u>	<u>(55,750)</u>	<u>(55,750)</u>				
6000 less Transfer to EMR	32,500	0						
Movement to/(from) Gen Reserve	<u>(33,820)</u>	<u>0</u>						

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Detailed Income & Expenditure by Budget Heading 03/11/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>117 Neighbourhood Plan</u>								
4550 Neighbourhood Plan General Cos	868	300	2,000	1,700		1,700	15.0%	
Neighbourhood Plan :- Indirect Expenditure	<u>868</u>	<u>300</u>	<u>2,000</u>	<u>1,700</u>	<u>0</u>	<u>1,700</u>	<u>15.0%</u>	<u>0</u>
Net Expenditure	<u>(868)</u>	<u>(300)</u>	<u>(2,000)</u>	<u>(1,700)</u>				
Grand Totals:- Income	249,023	247,959	267,081	19,122			92.8%	
Expenditure	185,410	105,274	361,071	255,797	3,723	252,074	30.2%	
Net Income over Expenditure	<u>63,613</u>	<u>142,685</u>	<u>(93,990)</u>	<u>(236,675)</u>				
plus Transfer from EMR	0	5,800						
less Transfer to EMR	80,500	0						
Movement to/(from) Gen Reserve	<u>(16,887)</u>	<u>148,485</u>						

Appendix 3 – Cost centre report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration	Income	248,355	244,885	245,181	296			99.9%
	Expenditure	13,779	8,904	16,316	7,412		7,412	54.6%
	Net Income over Expenditure	<u>234,576</u>	<u>235,981</u>	<u>228,865</u>	<u>(7,116)</u>			
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>234,576</u>	<u>235,981</u>					
102 Environmental Projects	Expenditure	935	8,286	20,800	12,514	125	12,389	40.4%
	plus Transfer from EMR	0	5,800					
	less Transfer to EMR	7,000	0					
	Movement to/(from) Gen Reserve	<u>(7,934)</u>	<u>(2,486)</u>					
104 Fixed & Statutory	Expenditure	18,267	12,681	20,200	7,519		7,519	62.8%
105 General projects	Expenditure	1,620	0	15,000	15,000	2,184	12,816	14.6%
	less Transfer to EMR	8,500	0					
	Movement to/(from) Gen Reserve	<u>(10,120)</u>	<u>0</u>					
106 Staff payroll costs	Expenditure	69,588	39,692	90,000	50,308		50,308	44.1%
107 Allotments	Income	888	983	900	(83)			109.2%
	Expenditure	2,673	455	29,055	28,600		28,600	1.6%
	Net Income over Expenditure	<u>(1,785)</u>	<u>528</u>	<u>(28,155)</u>	<u>(28,683)</u>			
	less Transfer to EMR	7,000	0					
	Movement to/(from) Gen Reserve	<u>(8,785)</u>	<u>528</u>					
109 Victoria Hall Operations	Income	(220)	2,046	20,000	17,955			10.2%
	Expenditure	31,549	14,551	44,650	30,099	1,414	28,685	35.8%
	Net Income over Expenditure	<u>(31,769)</u>	<u>(12,506)</u>	<u>(24,650)</u>	<u>(12,144)</u>			
	less Transfer to EMR	12,000	0					
	Movement to/(from) Gen Reserve	<u>(43,769)</u>	<u>(12,506)</u>					
110 Ranger Service	Expenditure	36,515	19,206	37,800	18,594		18,594	50.8%
111 Civic Costs	Expenditure	1,250	1,000	3,000	2,000		2,000	33.3%
112 Grants and donations	Expenditure	6,116	100	15,500	15,400		15,400	0.6%
	less Transfer to EMR	5,000	0					
	Movement to/(from) Gen Reserve	<u>(11,116)</u>	<u>(100)</u>					
114 Events	Income	0	46	1,000	954			4.6%
	Expenditure	0	100	5,500	5,400		5,400	1.8%
	Net Income over Expenditure	<u>0</u>	<u>(54)</u>	<u>(4,500)</u>	<u>(4,446)</u>			
	less Transfer to EMR	3,000	0					
	Movement to/(from) Gen Reserve	<u>(3,000)</u>	<u>(54)</u>					
115 Health and Wellbeing	Expenditure	930	0	5,500	5,500		5,500	0.0%
	less Transfer to EMR	5,500	0					
	Movement to/(from) Gen Reserve	<u>(6,430)</u>	<u>0</u>					
116 Highways and Highways Safety	Expenditure	1,320	0	55,750	55,750		55,750	0.0%

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Appendix 3 – Cost centre report

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Summary Income & Expenditure by Budget Heading 03/11/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
less Transfer to EMR	32,500	0					
Movement to/(from) Gen Reserve	<u>(33,820)</u>	<u>0</u>					
117 Neighbourhood Plan Expenditure	868	300	2,000	1,700		1,700	15.0%
Grand Totals:- Income	249,023	247,959	267,081	19,122			92.8%
Expenditure	185,410	105,274	361,071	255,797	3,723	252,074	30.2%
Net Income over Expenditure	<u>63,613</u>	<u>142,685</u>	<u>(93,990)</u>	<u>(236,675)</u>			
plus Transfer from EMR	0	5,800					
less Transfer to EMR	80,500	0					
Movement to/(from) Gen Reserve	<u>(16,887)</u>	<u>148,485</u>					