

NORTH WALTHAM PARISH COUNCIL

BUDGET REVIEW

FINANCIAL PERIOD: 2021-22 Quarter 2 ending 30th September 2021

CATEGORY	BUDGET		ACTUAL		EXPECTED TO YEAR END	
	£	£	£	%	£	%
<b>INCOME</b>						
Precept	£ 17,270.00	£ 17,270.00			£ 17,270.00	
Grass Cutting Grant	£ 2,056.00	£ 2,056.00			£ 2,056.00	
Other	£ 10,000.00	£ 9,900.00			£ 9,900.00	
VAT Refund	£ 300.00	£ -			£ 744.31	
<b>Total Income</b>	<b>£ 29,626.00</b>	<b>£ 29,226.00</b>			<b>£ 29,970.31</b>	

NOTES

50% of precept paid in April, 50% paid in Sept

Neighbourhood Plan grant  
Claim for £744.31 submitted for FY20-21 refund

**OUTGOINGS**  
**Expenditure**

<b>Staff costs</b>						
Salary	£ 4,503.37	£ 2,186.10	48.54%	£ 4,372.20	97.09%	
Home working allowance	£ 312.00	£ 156.00	50.00%	£ 312.00	100.00%	
Expenses	£ 100.00	£ -	0.00%	£ 100.00	100.00%	
Training (Clerk & Councillors)	£ 600.00	£ -	0.00%	£ 600.00	100.00%	
Travel Expenses	£ 200.00	£ -	0.00%	£ 200.00	100.00%	
<b>Grants</b>						
Community Grants	£ 3,000.00	£ -	0.00%	£ 3,000.00	100.00%	
Grass cutting grant (passed to Village Trust)	£ 2,056.00	£ 2,056.00	100.00%	£ 2,056.00	100.00%	
Grant for Neighbourhood Plan	£ 10,000.00	£ 7,020.00	70.20%	£ 9,900.00	99.00%	
<b>Community Assets &amp; Facilities</b>						
Pond, bus shelter, telephone box, etc.	£ 2,000.00	£ 500.00	25.00%	£ 2,000.00	100.00%	
General village maintenance	£ 4,000.00	£ 537.00	13.43%	£ 4,000.00	100.00%	
Garden Competition	£ 200.00	£ -	0.00%	£ -	0.00%	
Traffic / Speed Measures	£ 500.00	£ -	0.00%	£ 500.00	100.00%	
<b>Administration</b>						
Insurance	£ 442.16	£ 434.01	98.16%	£ 434.01	98.16%	
Audit	£ 195.70	£ 480.00	245.27%	£ 480.00	245.27%	
Subscriptions	£ 499.16	£ 343.66	68.85%	£ 499.16	100.00%	
Venue hire	£ 212.18	£ -	0.00%	£ 100.00	47.13%	
Stationery	£ 100.00	£ 8.37	8.37%	£ 100.00	100.00%	
Software	£ 229.58	£ 206.33	89.87%	£ 309.50	134.81%	
Website & email	£ 147.94	£ 60.00	40.56%	£ 147.94	100.00%	
Office Equipment	£ -	£ -	0.00%	£ -	0.00%	
<b>Communication</b>						
Newsletters, questionnaires, etc.	£ 216.30	£ -	0.00%	£ 216.30	100.00%	
<b>Miscellaneous Costs</b>						
Chairmans Allowance	£ -	£ -	0.00%	£ -	0.00%	
Inland Revenue / VAT	£ -	£ -	0.00%	£ -	0.00%	
Banking charges	£ 111.24	£ 57.00	51.24%	£ 108.00	97.09%	
Contingency	£ -	£ -	0.00%	£ -	0.00%	
<b>Total Expenditure</b>	<b>£ 29,625.62</b>	<b>£ 14,044.47</b>	<b>47.41%</b>	<b>£ 29,435.11</b>	<b>99.36%</b>	

Assume 2 x actual spend to date

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Assume full budget will be spent

Assume full budget will be spent

Assume full budget will be spent

Assume full budget will be spent

Full amount passed to NWVT

Spend = fees and part-repayment of FY20/21 grant

Assume full amount will be spent

Assume full amount will be spent

Not held in FY21/22

Assume full amount will be spent

No further expenditure expected

Internal Audit fees: £240

External Audit fees: £240

No further expenditure expected

Assume full amount will be spent

Use of venue for 6 months only (annual cost £200)

Assume full amount will be spent

Microsoft Office annual fee £119.99 - higher than expected

Cost of Zoom Pro = £14.39/month, £43.17/qr,

£172.68/year - to be reviewed at end Q3

Assume no Zoom fees for Q4

Assume full amount will be spent

No expenditure anticipated at this point

Assume full amount will be spent

Assume no contingency will be required

**Earmarked Reserve Transfer**

Pond Renewal	£ -	£ -	0.00%	£ -	
Bus Shelter	£ -	£ -	0.00%	£ -	
Phone Box	£ -	£ -	0.00%	£ -	
Office Equipment	£ -	£ -	0.00%	£ -	
General Reserves	£ -	£ -	0.00%	£ -	

<b>Total Transfer</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	<b>£ -</b>	
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<b>TOTAL OUTGOINGS</b>	<b>£ 29,625.62</b>	<b>£ 14,044.47</b>	<b>47.41%</b>	<b>£ 29,435.11</b>	<b>99.36%</b>
Budget Variance		£ 15,581.15			

**NOTES**

Variance +/- 15%

**Overspend**

Audit: Accountancy fees higher than expected (greater than FY20-21 costs + inflation), plus external audit costs unexpected

Software: Cost of MS Office higher than expected

**Underspend**

Venue hire: Below estimate as use currently unquantified

Prepared by: Sharon Shea, Clerk & Responsible Financial Officer

Date: 28th October 2021

For Parish Council approval: 18th January 2022

Minute reference: 181/FC/10/21-22 (C)