

**SUDBURY TOWN COUNCIL****MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD THROUGH VIDEO  
TELECONFERENCING ON TUESDAY 4<sup>th</sup> May 2021 AT 6.30PM**

PRESENT: Mr N Bennett – in the Chair

Mrs J Antill  
Mr T Cresswell  
Ms E Murphy  
Mr A Osborne – Joined at 6.55pm – Left at 9.12pm  
Miss A Owen  
Mr J Owen – Mayor Ex-officio – Left at 9.10pm

Mr C Griffin	–	Town Clerk
Mrs O Holtom	–	RFO
Miss N Whittle	–	Deputy RFO

1. **SUBSTITUTES AND APOLOGIES**

**Apologies for absence were received from Mrs J Osborne and Mr A Osborne attended as a substitute.**

**Apologies for absence were received from Mr D Williams and Mr J Owen attended as a substitute.**

2. **DECLARATIONS OF INTEREST**

**In accordance with guidance from Babergh District Council's Standards Committee, Mr T Cresswell, Mr A Osborne and Miss A Owen declared their non-pecuniary interest that they were Babergh District Councillors. Mr Owen declared a non-pecuniary interest that he was a Suffolk County Councillor. Mr Owen declared a non-pecuniary interest in items 8, 9 and 10.**

3. **DECLARATIONS OF GIFTS & HOSPITALITY**

**No gifts or hospitality were declared.**

4. **REQUESTS FOR DISPENSATION**

**No requests for dispensation had been received.**

5. **MINUTES**

**RESOLVED**

**That the minutes of the meeting held on 6<sup>th</sup> April 2021 be confirmed as a correct record and were to be signed. These had been circulated and adopted at the April 2021 Full Council meeting.**

6. TO ELECT A VICE-CHAIR OF THE FINANCE COMMITTEE

Members discussed whether they needed to elect a Vice Chair of the Finance Committee following the resignation of Councillor Mr Oliver Forder.

**RESOLVED**

**That members agreed to defer this until June 2021 Finance Committee meeting in case there were changes to the members of the committee in May 2021. Members agreed to elect the current Mayor Mr Jack Owen temporarily in replacement of Mr Oliver Forder as a member of the COVID sub-committee.**

7. TO AGREE THE AVAILABILITY OF FUNDING FOR THE CCTV SLA WITH BABERGH DISTRICT COUNCIL

Members discussed the availability of funding for the CCTV SLA with Babergh District Council.

**RESOLVED**

**That members confirmed that the amount of £10,000 was available in the budget for the financial year 2021/2022 for the CCTV SLA with Babergh District Council.**

8. TO APPROVE DISTRIBUTIONS FROM THE MAYOR'S BENEVOLENT FUND FOR GROCERY VOUCHERS

Members discussed the approval of the distribution of money from the Mayor's Benevolent Fund.

**RESOLVED**

**That members approved, under the General Power of Competence in the Localism Act 2011, ss.1-8, to pay vouchers up to the value of £3,400 from the Mayor's Benevolent Fund.**

**Members recommended that the Policy and Resources Committee review the terms and conditions for the Mayor's Benevolent Fund and all other charitable funds before any further distribution of money to ensure that they meet current legal requirements and would be in accord with public expectations.**

9. TO APPROVE PAYMENTS FOR MAYOR'S ALLOWANCE FOR THE FINANCIAL YEAR 2021/2022

Members discussed a proposal by the Mayor's Secretary for the Mayor's annual allowance to cover the Mayor's expenses for the financial year 2021/2022.

**RESOLVED**

**That members approved under power of the Local Government Act 1972 s.15 the sum of £3,500 for the Mayor's expenses. All the Mayor's expenses are to be paid from Sudbury Town Council's Current Bank Account on the submission of supporting documents.**

**Members recommended that the Policy and Resources Committee review the procedures for the Mayor's expenses before re-issuing the next edition of the Mayor's Handbook.**

10. TO APPROVE DISTRIBUTION OF MAYOR'S CHARITY ACCOUNT FUNDS

Members discussed distribution of Mayor's Charity Account Funds for FY2020/21.

**RESOLVED**

That members agreed to transfer the amount of unused Mayor's expenses allowance in the sum of £3,192.96 to Mayor's Charity account. Members approved under the General Power of Competence in the Localism Act 2011, ss.1-8, the distribution of the Mayor's Charity Account as follows:

- The Befriending Scheme £900.
- The Bridge Project £900.
- The Mayor's Benevolent Fund £900.
- The Kernos Centre £537.96

Members recommended that the Policy and Resources Committee review the terms and conditions for the Mayor's Charity account.

11. TO APPROVE A PAYMENT FOR DOG WASTE BAGS

Members discussed to purchase 50,000 dog waste bags from Mutts Butts for re-sale in the Tourist Information Centre.

**RESOLVED**

That members approved, under the Power of the Litter Act 1983, ss.5-6, up to £485.54 excluding VAT for the purchase of dog waste bags.

12. GRANT AID REQUESTS

1. Tudor C of E Primary School

Members discussed further a Grant Aid Application received from Tudor C of E Primary School for the re-surfacing of three tennis courts and to purchase nets and posts. The headteacher of Tudor C of E Primary School had been invited to attend this Finance Meeting, but unfortunately had not joined the meeting and no reason had been given.

**RESOLVED**

That members refused this Grant Application.

13. TO DISCUSS AN AMENDMENT TO THE GRAVE DIGGING CONTRACT

Members discussed whether an amendment to the grave digging contract, currently with Gary Smith, was required to cover an occasional additional charge for oversized caskets. The Town Clerk commented that the contract was badly worded and would need to be completely re-written before it could be amended. He recommended that members simply approve additional payments of up to £100 when there was a very large coffin.

**RESOLVED**

That members agreed to approve, under the Power of the Local Government Act 1972 s.214, an additional payment of up to £100 when the grave digger was required to dig an oversize grave.

14. TO REVIEW THE DIRECT DEBIT AND STANDING ORDER PAYMENTS

The list of Direct Debits and Standing Orders was presented to Members for their approval.

**RECOMMENDED**

**That members recommended for the Full Council to approve all listed Direct Debits and Standing Orders.**

15. APPROVAL OF BANK PAYMENTS FOR MARCH 2021

The list of payments in excess of £500 and all Direct Debit and Standing Order payments for March 2021 were presented to members for their approval (copy of the reports shown at minute page 286).

**RESOLVED**

**That members approved all listed payments over £500 and all Direct Debit and Standing Order payments for March 2021.**

16. TO REVIEW INTERNAL CONTROL STATEMENT

Members reviewed the Council's Internal Control Statement which was recommended by the Suffolk Association of Local Councils (SALC).

**RECOMMENDED**

**Members recommend the Internal Control Statement to the Full Council for their approval.**

17. TO REVIEW INTERNAL CONTROL REPORT FOR THE PERIOD ENDING 31<sup>ST</sup> MARCH 2021

Members reviewed the Council's Internal Control Report conducted by Mrs J Antill for the period ended 31<sup>st</sup> March 2021.

**RECOMMENDED**

**Members recommended the Internal Control Report for the period ending 31<sup>st</sup> March 2021 to the Full Council for their approval.**

18. TO REVIEW DRAFT 2020/2021 INCOME AND EXPENDITURE REPORTS FOR 31<sup>ST</sup> MARCH 2021

Members discussed draft income and expenditure reports for the period ending 31<sup>st</sup> March 2021 shown at minute page 287 to 302.

**RESOLVED**

**That the draft Income and Expenditure reports are to be noted.**

**Members agreed at 8.30pm to extend the meeting by 15 mins.**

**Members agreed at 8.45pm to extend the meeting by a further 15 mins.**

19. TO REVIEW FIXED ASSET REGISTER

Members reviewed the Fixed Asset Register.

**RECOMMENDED**

**Members recommended the Fixed Asset Register to the Full Council for their approval and to agree to write off the old Christmas Green Lights in the sum of £69,648 and Christmas Icicle Lights in the sum of £2,121.09.**

**Members agreed at 9pm to extend the meeting by another 15 mins.**

20. TO REVIEW SUDBURY TOWN COUNCIL RESERVES

Members reviewed the annual movement and year end balances for all reserves held by Sudbury Town Council.

The Town Clerk highlighted the lack of any document that clearly stated the purpose of the EMRs and their required size. This deficiency would cause increasing difficulty as plans matured for the long-term maintenance of the Town Hall and other valuable council property.

**RECOMMENDED**

**That members recommended to the Full Council for their approval all listed reserves together with the additional transactions listed below.**

**Members agreed that the following acquisitions are to be funded from the Rolling Capital Fund EMR account # 315:**

- **6 laptops acquired for loans to admin team on 29/04/2020 in the sum of £4,194.60;**
- **1 laptop acquired for loans to councillors on 20/01/2021 in the sum of £206.67;**
- **2 CCTV cameras acquired for the museum area on 28/10/2020 in the sum of £646.54;**
- **40 crowd barriers acquired on 02/03/2021 in the sum of £1,365.40.**

**Members agreed that the unspent 2020/2021 budget for the councillors' training should be allocated to the EMR Training costs account # 320 and to be used for 2021/2022 councillors training.**

**Members agreed that the unspent amount of £250.00 reserved in the EMR Training costs account # 320 for the NVQ level 3 training for a staff member is not going to be used and should be instead reserved for the Learner and development training of the Community warden manager.**

**Members agreed that the unspent amount of £274.16 reserved in the EMR Services and Acquisitions for the beacon repairs should be written off to the General Reserves as it not going to be used.**

**Members recommended that a task group comprising the chairs of the Policy and Resources Committee (Cllr Antill), the Finance Committee (Cllr Bennett) and the HR Committee (Cllr Spivey) be formed to review all the Earmarked reserves (EMRs). This task group would be asked to produce a clear document stating the purpose of each EMR as well as the rationale behind the minimum and maximum levels of funds required.**

21. TO REVIEW ANNUAL GOVERNANCE STATEMENT FOR 2020/2021

Members reviewed the Annual Governance Statement for FY 2020/2021.

**RECOMMENDED**

**Members recommended the Annual Governance Statement for FY 2020/2021 to the Full Council for their approval.**

**Members agreed at 9.15pm to extend the meeting by a further 5 mins.**

22. UPDATE ON FINANCIAL MATTERS BY RFO

Balance Sheet items on 31<sup>st</sup> March 2021 (copy of report shown at minute page 303). Reported by RFO the following:

- 32 days deposit account- £50K withdrawal made on 12<sup>th</sup> February was credited to our Lloyds current account on 15<sup>th</sup> March 2021.
- To note that due to lack of public events the Public Liability Insurance is reduced to 10 million from 15 million therefore no excess to be paid this year.
- To note that Mr Daniel Williams had been contacted to check the Bank Reconciliation as per the Financial Regulations for the period ending 31<sup>st</sup> March 2021 and to date no response had been received. Therefore, it was agreed that Ms Eileen Murphy would replace Mr Daniel Williams.

**RESOLVED**

**That the RFO report is to be noted.**

The business of the meeting concluded at 9.20pm.

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Chairman

**Sudbury Town Council**

**List of Payments made between 01/03/2021 and 31/03/2021**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
02/03/2021	First Fence Ltd	FPO	1,638.48	CROWD BARRIERS X 40 - 02/03/21
05/03/2021	Neil Gosling Plumbing & Proper	BP	3,012.00	REPAIR TO WALL/ROOF-03/03
08/03/2021	Otis Limited	FPO	2,164.39	OTIS LIFT REPAIR-24/03/2019
12/03/2021	Glasdon U.K. Ltd.	BP	768.56	M.BENCH S ELLIOT - 19/02/21
15/03/2021	BABERGH DC CTAX BU 740206264	DD	352.00	BDC BUS RATES - 15/03/2021
15/03/2021	BABERGH DC CTAX BU 740206264	DD	399.00	BDC BUS RATES - 15/03/2021
15/03/2021	BABERGH DC CTAX BU 740007352	DD	711.00	BDC BUS RATES - 15/03/2021
15/03/2021	ARVAL BNP PARIBAS GROUP	DD	738.00	2X VAN LEASE-01/03/2021
15/03/2021	Fuelgenie Business Account	DD	208.84	DIESEL FOR VANS - FEB2021
15/03/2021	3IT Ltd	BP	650.87	3IT MONTHLY SUPPORT-01/03
16/03/2021	Birketts LLP	FPO	973.20	INVESTIGATION REAR LAND-17/11
18/03/2021	Neil Gosling Plumbing & Proper	FPO	1,033.15	INSTALL LEAD CAPPING ROOF12/03
18/03/2021	G A Smith Gardening Services L	BP	3,665.00	GRAVE DIGGING -JAN-MAR21
19/03/2021	HMRC - ACCOUNTS OF	BP	9,371.49	HMRC PAYE/NI-06/02-05/03
19/03/2021	Worldpay (UK) Limited	DD	34.00	WORLDPAY PDQ CHGS-28/02/21
19/03/2021	Worldpay (UK) Limited	DD	29.50	WORLDPAY PDQ CHGS-28/02/21
23/03/2021	EE Limited	DD	183.08	EE - 15/03/2021
23/03/2021	BWT UK Ltd	DD	10.08	BWT ENV CHG-09/02-08/02/22
24/03/2021	Southern Electric	DD	280.00	SSE ELECTRIC-01/02-28/02/21
25/03/2021	STC STAFF PAYROLL - MAR 21	BP	27,582.64	STC STAFF PAYROLL - MAR 21
25/03/2021	SUFFOLK CC PENSION	BP	7,748.03	SUFFOLK CC PENSION-MAR 21
26/03/2021	NEST IT000000933597	DD	15.59	NEST IT000000933597
26/03/2021	T.D. & A.M. Bugg Ltd	BP	1,290.00	BUGG SKIPS-JAN/FEB21
26/03/2021	Flowers Groundcare	BP	3,037.02	GROUNDS MAINTENANCE-FEB21
29/03/2021	PUBLIC WORKS LOAN SUD	DD	10,516.29	PUBLIC WORKS LOAN 29/03/2021
30/03/2021	Suffolk County Council	BP	5,143.49	ST. LIGHTING-01/04/20-31/03/22
30/03/2021	BHIB Councils Insurance	BHIB	4,588.38	BUILDINGS INS-01/04-31/03/22
31/03/2021	JRB Enterprise Ltd	BP	1,742.40	DOG BAGS 64,000 DISP.-09/03
31/03/2021	Window Cleaning Warehouse Ltd	FPO	1,944.00	COMPACT STARTER KIT - 16/03/21
16/03/2021	Bank transfer from Deposit ac	transfer	50,000.00	Bank transfer to current ac
15/03/2021	Sainsburys Supermarket	ch 100271	560.00	Benevolent Fund vouchers
29/03/2021	Tescos Supermarket	ch 100273	800.00	Benevolent Fund vouchers

**Total Payments**

**141,190.48**

## Summary Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101	Corporate Management					
	Income	704,460	704,460	0		
	Expenditure	0	3,100	3,100		3,100
	Net Income over Expenditure	<u>704,460</u>	<u>701,360</u>	<u>(3,100)</u>		
	plus Transfer from EMR	-3,000				
	Movement to/(from) Gen Reserve	<u>701,460</u>				
102	Democratic Represent'n & Mgmt					
	Income	3,216	0	(3,216)		
	Expenditure	1,450	600	(850)		(850)
	Net Income over Expenditure	<u>1,766</u>	<u>(600)</u>	<u>(2,366)</u>		
	plus Transfer from EMR	207				
	Movement to/(from) Gen Reserve	<u>1,973</u>				
103	Grants					
	Expenditure	39,293	53,000	13,707		13,707
109	Central Services/Admin					
	Income	16,084	4,010	(12,074)		
	Expenditure	239,926	245,920	5,994		5,994
	Net Income over Expenditure	<u>(223,842)</u>	<u>(241,910)</u>	<u>(18,068)</u>		
	plus Transfer from EMR	957				
	less Transfer to EMR	12,664				
	Movement to/(from) Gen Reserve	<u>(235,550)</u>				
199	Capital & Projects					
	Expenditure	0	37,000	37,000		37,000
	plus Transfer from EMR	-37,000				
	Movement to/(from) Gen Reserve	<u>(37,000)</u>				
201	Market - Charter Street					
	Income	62,719	78,000	15,281		
	Expenditure	47,112	49,130	2,018		2,018
	Net Income over Expenditure	<u>15,607</u>	<u>28,870</u>	<u>13,263</u>		
	plus Transfer from EMR	1,061				
	Movement to/(from) Gen Reserve	<u>16,668</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
204	Street Fairs					
	Income	290	2,600	2,310		
	Expenditure	710	2,570	1,860		1,860
	Movement to/(from) Gen Reserve	<u>(420)</u>				
205	Council Public Events					
	Income	0	4,500	4,500		
	Expenditure	40,573	53,450	12,877		12,877
	Net Income over Expenditure	<u>(40,573)</u>	<u>(48,950)</u>	<u>(8,377)</u>		
	plus Transfer from EMR	1,962				
	less Transfer to EMR	0				
	Movement to/(from) Gen Reserve	<u>(38,612)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				



## Summary Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
211	Town Hall Building					
	Income	8,848	8,250	(598)		
	Expenditure	82,131	96,800	14,669		14,669
	Net Income over Expenditure	<u>(73,283)</u>	<u>(88,550)</u>	<u>(15,267)</u>		
	plus Transfer from EMR	1,654				
	Movement to/(from) Gen Reserve	<u>(71,629)</u>				
212	Public Clocks					
	Expenditure	834	1,500	666		666
213	Street Wardens					
	Income	26,033	26,000	(33)		
	Expenditure	26,216	30,530	4,314		4,314
	Net Income over Expenditure	<u>(183)</u>	<u>(4,530)</u>	<u>(4,347)</u>		
	plus Transfer from EMR	235				
	Movement to/(from) Gen Reserve	<u>52</u>				
221	Allotments					
	Income	1,601	2,200	599		
	Expenditure	502	880	378		378
	Movement to/(from) Gen Reserve	<u>1,099</u>				
239	Open Spaces&Closed Churchyards					
	Income	3,527	0	(3,527)		
	Expenditure	15,235	20,540	5,305		5,305
	Net Income over Expenditure	<u>(11,708)</u>	<u>(20,540)</u>	<u>(8,832)</u>		
	plus Transfer from EMR	1,095				
	less Transfer to EMR	2,150				
	Movement to/(from) Gen Reserve	<u>(12,763)</u>				
241	Cemetery					
	Income	55,524	50,400	(5,124)		
	Expenditure	78,369	90,050	11,681		11,681
	Net Income over Expenditure	<u>(22,845)</u>	<u>(39,650)</u>	<u>(16,805)</u>		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(22,845)</u>				
243	War Memorial, Aelfhun & Gains					
	Expenditure	1,800	0	(1,800)		(1,800)
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	<u>(1,800)</u>				
250	Tourist Information Centre					
	Income	15,324	22,250	6,927		
	Expenditure	39,728	52,680	12,952		12,952
	Net Income over Expenditure	<u>(24,404)</u>	<u>(30,430)</u>	<u>(6,026)</u>		
	plus Transfer from EMR	3,289				
	Movement to/(from) Gen Reserve	<u>(21,115)</u>				
252	Christmas Lights					
	Income	750	1,000	250		
	Expenditure	17,734	15,670	(2,064)		(2,064)
	Net Income over Expenditure	<u>(16,984)</u>	<u>(14,670)</u>	<u>2,314</u>		
	plus Transfer from EMR	3,874				
	Movement to/(from) Gen Reserve	<u>(13,110)</u>				

## Summary Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
261	Museum	Expenditure	0	700	700	700
301	Street Lighting	Expenditure	4,286	5,300	1,014	1,014
302	Street Furniture & Equipment	Income	3,259	0	(3,259)	
		Expenditure	6,509	1,550	(4,959)	(4,959)
	Net Income over Expenditure	<u>(3,250)</u>	<u>(1,550)</u>	<u>1,700</u>		
	plus Transfer from EMR	2,598				
	Movement to/(from) Gen Reserve	<u>(652)</u>				
311	Highways	Income	7,925	1,600	(6,325)	
	Expenditure	6,754	380	(6,374)		(6,374)
	Movement to/(from) Gen Reserve	<u>1,171</u>				
321	Floral Displays & Bedding Mtce	Expenditure	18,866	20,100	1,234	1,234
341	Community Wardens	Income	44,256	30,044	(14,212)	
	Expenditure	121,507	106,835	(14,672)		(14,672)
	Net Income over Expenditure	<u>(77,251)</u>	<u>(76,791)</u>	<u>460</u>		
	plus Transfer from EMR	5,442				
	less Transfer to EMR	2,126				
	Movement to/(from) Gen Reserve	<u>(73,936)</u>				
	Movement to/(from) Gen Reserve	<u>0</u>				
500	Delphi Club	Expenditure	2,919	2,919	0	0
502	Advice Centre	Income	62,656	63,305	649	
	Expenditure	86,186	96,655	10,469		10,469
	Net Income over Expenditure	<u>(23,529)</u>	<u>(33,350)</u>	<u>(9,821)</u>		
	plus Transfer from EMR	1,176				
	Movement to/(from) Gen Reserve	<u>(22,354)</u>				
901	Civic Activities	Expenditure	5,143	10,450	5,307	5,307
	plus Transfer from EMR	617				
	Movement to/(from) Gen Reserve	<u>(4,526)</u>				
912	Mayors Charity	Income	4,020	0	(4,020)	
	Expenditure	6,755	0	(6,755)		(6,755)
	Net Income over Expenditure	<u>(2,735)</u>	<u>0</u>	<u>2,735</u>		
	plus Transfer from EMR	6,755				
	less Transfer to EMR	4,020				
	Movement to/(from) Gen Reserve	<u>0</u>				

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**Summary Income & Expenditure by Budget Heading 31/03/2021**

**Month No: 12**

**Cost Centre Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Income	1,020,491	998,619	(21,872)		
Expenditure	890,536	998,309	107,773	0	107,773
Net Income over Expenditure	<u>129,955</u>	<u>310</u>	<u>(129,645)</u>		
plus Transfer from EMR	-9,080				
less Transfer to EMR	20,960				
Movement to/(from) Gen Reserve	<u>99,915</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>101 Corporate Management</b>						
1092 Costs recovered via court	360	360	0			
1176 Precept	704,100	704,100	0			
Corporate Management :- Income	<b>704,460</b>	<b>704,460</b>	<b>0</b>			<b>0</b>
4009 Travel & Subsistence	0	100	100		100	
4100 Election Expenses	0	3,000	3,000		3,000	(3,000)
Corporate Management :- Indirect Expenditure	<b>0</b>	<b>3,100</b>	<b>3,100</b>	<b>0</b>	<b>3,100</b>	<b>(3,000)</b>
<b>Net Income over Expenditure</b>	<b>704,460</b>	<b>701,360</b>	<b>(3,100)</b>			
6000 plus Transfer from EMR	(3,000)					
<b>Movement to/(from) Gen Reserve</b>	<b>701,460</b>					
<b>102 Democratic Represent'n &amp; Mgmt</b>						
1098 Miscellaneous Income	3,216	0	(3,216)			
Democratic Represent'n & Mgmt :- Income	<b>3,216</b>	<b>0</b>	<b>(3,216)</b>			<b>0</b>
4001 Salaries & Wages	1,003	0	(1,003)		(1,003)	
4008 Training, Courses, Meetings	0	250	250		250	
4017 Cleaning & Consumables	8	0	(8)		(8)	
4020 Miscellaneous Expenses	194	50	(144)		(144)	
4023 Printing & Stationery	37	100	63		63	
4131 Town Twinning Council event	0	200	200		200	
4900 Assets Capitalised	207	0	(207)		(207)	207
Democratic Represent'n & Mgmt :- Indirect Expenditure	<b>1,450</b>	<b>600</b>	<b>(850)</b>	<b>0</b>	<b>(850)</b>	<b>207</b>
<b>Net Income over Expenditure</b>	<b>1,766</b>	<b>(600)</b>	<b>(2,366)</b>			
6000 plus Transfer from EMR	207					
<b>Movement to/(from) Gen Reserve</b>	<b>1,973</b>					
<b>103 Grants</b>						
4303 Grants Power General	31,293	45,000	13,707		13,707	
4304 Grant Aid LGA S142	8,000	8,000	0		0	
Grants :- Indirect Expenditure	<b>39,293</b>	<b>53,000</b>	<b>13,707</b>	<b>0</b>	<b>13,707</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(39,293)</b>	<b>(53,000)</b>	<b>(13,707)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>109 Central Services/Admin</b>						
1040 Grants Receivable	2,500	0	(2,500)			2,500
1045 Neighbourhood CIL	5,412	0	(5,412)			5,412
1050 Donations Received	5,002	0	(5,002)			4,752
1098 Miscellaneous Income	54	10	(44)			
1190 Bank Interest Receivable	3,116	4,000	884			
<b>Central Services/Admin :- Income</b>	<b>16,084</b>	<b>4,010</b>	<b>(12,074)</b>			<b>12,664</b>
4001 Salaries & Wages	199,290	204,500	5,210		5,210	
4008 Training, Courses, Meetings	880	500	(380)		(380)	
4009 Travel & Subsistence	0	350	350		350	
4010 Misc Staff Costs	2,086	2,200	114		114	
4020 Miscellaneous Expenses	362	500	138		138	
4021 Telephone, Internet & Fax	3,116	3,300	184		184	
4022 Postage	596	500	(96)		(96)	
4023 Printing & Stationery	1,328	2,500	1,172		1,172	
4025 Subscriptions and membership	1,635	1,650	15		15	
4026 Insurance	4,323	5,400	1,077		1,077	
4033 Advertising/Press Releases	0	500	500		500	
4041 Equipt Repairs & Mtce	0	200	200		200	
4042 Equipt Running Costs/Rental	2,938	4,760	1,822		1,822	
4044 IT Support/Software Mtce	6,739	5,660	(1,079)		(1,079)	
4047 COVID-19 expenses	957	0	(957)		(957)	957
4052 Bank & Cardnet Charges	1,777	2,200	423		423	
4060 Audit Fees - External	1,600	1,600	0		0	
4061 Audit Fees - Internal	496	500	4		4	
4064 Other Professional Fees	7,324	9,000	1,676		1,676	
4110 Staff Welfare	285	100	(185)		(185)	
4900 Assets Capitalised	4,195	0	(4,195)		(4,195)	
<b>Central Services/Admin :- Indirect Expenditure</b>	<b>239,926</b>	<b>245,920</b>	<b>5,994</b>	<b>0</b>	<b>5,994</b>	<b>957</b>
<b>Net Income over Expenditure</b>	<b>(223,842)</b>	<b>(241,910)</b>	<b>(18,068)</b>			
6000 plus Transfer from EMR	957					
6001 less Transfer to EMR	12,664					
<b>Movement to/(from) Gen Reserve</b>	<b>(235,550)</b>					
<b>199 Capital &amp; Projects</b>						
4800 Rolling Capital Fund Allocat'n	0	37,000	37,000		37,000	(37,000)
<b>Capital &amp; Projects :- Indirect Expenditure</b>	<b>0</b>	<b>37,000</b>	<b>37,000</b>	<b>0</b>	<b>37,000</b>	<b>(37,000)</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(37,000)</b>	<b>(37,000)</b>			
6000 plus Transfer from EMR	(37,000)					
<b>Movement to/(from) Gen Reserve</b>	<b>(37,000)</b>					

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>201 Market - Charter Street</b>						
1020 Market Rent & Tolls	59,645	75,000	15,355			
1021 Market Electricity Recovered	3,074	3,000	(74)			
<b>Market - Charter Street :- Income</b>	<b>62,719</b>	<b>78,000</b>	<b>15,281</b>			<b>0</b>
4001 Salaries & Wages	25,153	26,700	1,547		1,547	
4007 Workwear and Footwear	110	180	70		70	
4011 Rates & Water	8,580	8,650	70		70	
4014 Electricity & Gas	1,418	1,600	182		182	
4016 Refuse Disposal	9,405	10,000	595		595	
4017 Cleaning & Consumables	8	50	42		42	
4018 Vehicle Rental/Repairs/Exps	271	500	229		229	
4020 Miscellaneous Expenses	36	0	(36)		(36)	
4021 Telephone, Internet & Fax	338	350	12		12	
4023 Printing & Stationery	2	100	98		98	
4033 Advertising/Press Releases	408	600	192		192	
4041 Equipt Repairs & Mtce	296	400	104		104	
4047 COVID-19 expenses	1,061	0	(1,061)		(1,061)	1,061
4110 Staff Welfare	26	0	(26)		(26)	
<b>Market - Charter Street :- Indirect Expenditure</b>	<b>47,112</b>	<b>49,130</b>	<b>2,018</b>	<b>0</b>	<b>2,018</b>	<b>1,061</b>
<b>Net Income over Expenditure</b>	<b>15,607</b>	<b>28,870</b>	<b>13,263</b>			
6000 plus Transfer from EMR	1,061					
<b>Movement to/(from) Gen Reserve</b>	<b>16,668</b>					
<b>204 Street Fairs</b>						
1030 Function Income	290	2,600	2,310			
<b>Street Fairs :- Income</b>	<b>290</b>	<b>2,600</b>	<b>2,310</b>			<b>0</b>
4001 Salaries & Wages	0	300	300		300	
4069 Licences	0	70	70		70	
4102 Fair Expenses	710	2,200	1,490		1,490	
<b>Street Fairs :- Indirect Expenditure</b>	<b>710</b>	<b>2,570</b>	<b>1,860</b>	<b>0</b>	<b>1,860</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(420)</b>	<b>30</b>	<b>450</b>			
<b>205 Council Public Events</b>						
1040 Grants Receivable	0	500	500			
1055 Sponsorships Received	0	500	500			
1068 Party in the Park Income	0	1,500	1,500			

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1080 Firework Display Income	0	2,000	2,000			
Council Public Events :- Income	<b>0</b>	<b>4,500</b>	<b>4,500</b>			<b>0</b>
4001 Salaries & Wages	34,755	38,000	3,245		3,245	
4003 COVID-19 wages	776	0	(776)		(776)	776
4008 Training, Courses, Meetings	0	250	250		250	
4009 Travel & Subsistence	0	300	300		300	
4020 Miscellaneous Expenses	1,660	6,650	4,990		4,990	
4021 Telephone, Internet & Fax	354	700	346		346	
4023 Printing & Stationery	0	50	50		50	
4025 Subscriptions and membership	90	0	(90)		(90)	90
4033 Advertising/Press Releases	1,843	1,500	(343)		(343)	
4047 COVID-19 expenses	1,096	0	(1,096)		(1,096)	1,096
4128 Party in the Park Expenses	0	6,000	6,000		6,000	
Council Public Events :- Indirect Expenditure	<b>40,573</b>	<b>53,450</b>	<b>12,877</b>	<b>0</b>	<b>12,877</b>	<b>1,962</b>
<b>Net Income over Expenditure</b>	<b>(40,573)</b>	<b>(48,950)</b>	<b>(8,377)</b>			
6000 plus Transfer from EMR	1,962					
<b>Movement to/(from) Gen Reserve</b>	<b>(38,612)</b>					
<b>211 Town Hall Building</b>						
1000 Letting Income	1,598	1,000	(598)			
1016 Rent from Registrar	7,250	7,250	0			
Town Hall Building :- Income	<b>8,848</b>	<b>8,250</b>	<b>(598)</b>			<b>0</b>
4001 Salaries & Wages	14,567	16,000	1,433		1,433	
4004 Cleaners & Casual payroll costs	10,316	12,000	1,684		1,684	
4007 Workwear and Footwear	17	130	113		113	
4011 Rates & Water	5,204	5,600	396		396	
4014 Electricity & Gas	12,174	12,000	(174)		(174)	
4017 Cleaning & Consumables	1,716	2,400	684		684	
4020 Miscellaneous Expenses	0	250	250		250	
4040 Property Repairs & Mtce	4,412	16,000	11,588		11,588	
4041 Equipt Repairs & Mtce	12,152	12,700	548		548	
4042 Equipt Running Costs/Rental	1,071	1,370	299		299	
4043 Equipt/Small Tools Purchase	52	200	148		148	
4047 COVID-19 expenses	898	0	(898)		(898)	898
4900 Assets Capitalised	1,403	0	(1,403)		(1,403)	756
4987 Loan Repayment - Capital	3,252	3,252	0		0	
4988 PWLB Interest 494354	14,898	14,898	(0)		(0)	
Town Hall Building :- Indirect Expenditure	<b>82,131</b>	<b>96,800</b>	<b>14,669</b>	<b>0</b>	<b>14,669</b>	<b>1,654</b>
<b>Net Income over Expenditure</b>	<b>(73,283)</b>	<b>(88,550)</b>	<b>(15,267)</b>			
6000 plus Transfer from EMR	1,654					
<b>Movement to/(from) Gen Reserve</b>	<b>(71,629)</b>					

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

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## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>212 Public Clocks</u>						
4041 Equipt Repairs & Mtce	834	1,500	666		666	
Public Clocks :- Indirect Expenditure	<u>834</u>	<u>1,500</u>	<u>666</u>	<u>0</u>	<u>666</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(834)</u>	<u>(1,500)</u>	<u>(666)</u>			
<u>213 Street Wardens</u>						
1091 Service Costs Income - Babergh	26,000	26,000	0			
1098 Miscellaneous Income	33	0	(33)			
Street Wardens :- Income	<u>26,033</u>	<u>26,000</u>	<u>(33)</u>			<u>0</u>
4001 Salaries & Wages	23,205	26,300	3,095		3,095	
4003 COVID-19 wages	235	0	(235)		(235)	235
4007 Workwear and Footwear	107	280	173		173	
4017 Cleaning & Consumables	1,015	1,500	485		485	
4020 Miscellaneous Expenses	0	100	100		100	
4040 Property Repairs & Mtce	0	300	300		300	
4041 Equipt Repairs & Mtce	0	250	250		250	
4042 Equipt Running Costs/Rental	1,624	1,800	176		176	
4110 Staff Welfare	1	0	(1)		(1)	
4863 Purchases for re-sale	27	0	(27)		(27)	
Street Wardens :- Indirect Expenditure	<u>26,216</u>	<u>30,530</u>	<u>4,314</u>	<u>0</u>	<u>4,314</u>	<u>235</u>
<b>Net Income over Expenditure</b>	<u>(183)</u>	<u>(4,530)</u>	<u>(4,347)</u>			
6000 plus Transfer from EMR	235					
<b>Movement to/(from) Gen Reserve</b>	<u>52</u>					
<u>221 Allotments</u>						
1010 Rent Receivable	1,601	2,200	599			
Allotments :- Income	<u>1,601</u>	<u>2,200</u>	<u>599</u>			<u>0</u>
4001 Salaries & Wages	0	200	200		200	
4011 Rates & Water	339	380	41		41	
4020 Miscellaneous Expenses	163	200	37		37	
4045 Grounds Maintenance	0	100	100		100	
Allotments :- Indirect Expenditure	<u>502</u>	<u>880</u>	<u>378</u>	<u>0</u>	<u>378</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>1,099</u>	<u>1,320</u>	<u>221</u>			



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

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## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>239 Open Spaces&amp;Closed Churchyards</b>						
1040 Grants Receivable	2,150	0	(2,150)			2,150
1050 Donations Received	1,335	0	(1,335)			
1098 Miscellaneous Income	42	0	(42)			
<b>Open Spaces&amp;Closed Churchyards :- Income</b>	<b>3,527</b>	<b>0</b>	<b>(3,527)</b>			<b>2,150</b>
4011 Rates & Water	91	140	49		49	
4014 Electricity & Gas	638	650	12		12	
4028 Refuse/Doggy Bag Supplies	158	250	93		93	
4040 Property Repairs & Mtce	0	500	500		500	
4041 Equipt Repairs & Mtce	0	300	300		300	
4045 Grounds Maintenance	6,745	7,500	755		755	
4065 Closed Churchyards maintenance	0	300	300		300	
4066 The Croft maintenance	3,852	3,900	48		48	1,095
4067 Mill Acre maintenance	74	3,400	3,326		3,326	
4068 Valley Walk	2,503	3,600	1,097		1,097	
4900 Assets Capitalised	1,174	0	(1,174)		(1,174)	
<b>Open Spaces&amp;Closed Churchyards :- Indirect Expenditure</b>	<b>15,235</b>	<b>20,540</b>	<b>5,305</b>	<b>0</b>	<b>5,305</b>	<b>1,095</b>
<b>Net Income over Expenditure</b>	<b>(11,708)</b>	<b>(20,540)</b>	<b>(8,832)</b>			
6000 plus Transfer from EMR	1,095					
6001 less Transfer to EMR	2,150					
<b>Movement to/(from) Gen Reserve</b>	<b>(12,763)</b>					
<b>241 Cemetery</b>						
1000 Letting Income	9,600	9,600	0			
1060 Cemetery Fees & Charges	45,920	40,800	(5,120)			
1098 Miscellaneous Income	4	0	(4)			
<b>Cemetery :- Income</b>	<b>55,524</b>	<b>50,400</b>	<b>(5,124)</b>			<b>0</b>
4001 Salaries & Wages	30,914	36,100	5,186		5,186	
4005 Grave Digging Costs	10,855	12,240	1,385		1,385	
4007 Workwear and Footwear	46	400	354		354	
4008 Training, Courses, Meetings	25	0	(25)		(25)	
4011 Rates & Water	4,226	3,750	(476)		(476)	
4014 Electricity & Gas	377	400	23		23	
4016 Refuse Disposal	3,300	4,500	1,200		1,200	
4018 Vehicle Rental/Repairs/Exps	383	300	(83)		(83)	
4019 Diesel	86	200	114		114	
4021 Telephone, Internet & Fax	332	300	(32)		(32)	

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4023 Printing & Stationery	480	500	20		20	
4025 Subscriptions and membership	95	100	5		5	
4040 Property Repairs & Mtce	1,641	3,500	1,859		1,859	
4041 Equipt Repairs & Mtce	22	200	178		178	
4043 Equipt/Small Tools Purchase	115	800	685		685	
4044 IT Support/Software Mtce	85	100	15		15	
4045 Grounds Maintenance	24,403	25,500	1,097		1,097	
4064 Other Professional Fees	985	1,160	175		175	
Cemetery :- Indirect Expenditure	<b>78,369</b>	<b>90,050</b>	<b>11,681</b>	<b>0</b>	<b>11,681</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(22,845)</b>	<b>(39,650)</b>	<b>(16,805)</b>			
<u>243 War Memorial, Aelfhun &amp; Gains</u>						
4040 Property Repairs & Mtce	1,800	0	(1,800)		(1,800)	
War Memorial, Aelfhun & Gains :- Indirect Expenditure	<b>1,800</b>	<b>0</b>	<b>(1,800)</b>	<b>0</b>	<b>(1,800)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,800)</b>	<b>0</b>	<b>1,800</b>			
<u>250 Tourist Information Centre</u>						
1018 Books,Maps,publications/Income	1,855	2,000	145			
1019 TIC Agency commission received	402	3,000	2,598			
1022 Gift Sales Income	2,694	3,000	306			
1023 Postage Income	5	0	(5)			
1025 TIC Sundry Sales	120	350	230			
1031 Foodstuff Sales	73	300	227			
1033 Colchester Zoo Tickets sold	56	3,000	2,944			
1091 Service Costs Income - Babergh	10,000	10,000	0			
1098 Miscellaneous Income	119	600	481			
Tourist Information Centre :- Income	<b>15,324</b>	<b>22,250</b>	<b>6,927</b>			<b>0</b>
4001 Salaries & Wages	31,701	40,800	9,099		9,099	
4003 COVID-19 wages	1,741	0	(1,741)		(1,741)	1,741
4009 Travel & Subsistence	0	100	100		100	
4010 Misc Staff Costs	24	100	76		76	
4017 Cleaning & Consumables	1	0	(1)		(1)	
4020 Miscellaneous Expenses	16	120	104		104	
4021 Telephone, Internet & Fax	0	720	720		720	
4023 Printing & Stationery	51	1,800	1,749		1,749	
4041 Equipt Repairs & Mtce	0	100	100		100	
4043 Equipt/Small Tools Purchase	20	100	80		80	

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## Cost Centre Report

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4047 COVID-19 expenses	185	0	(185)		(185)	185
4049 TIC food purchases for resale	58	150	92		92	
4052 Bank & Cardnet Charges	359	440	81		81	
4054 TIC Gift Purchases for Resale	1,797	1,900	103		103	
4055 TICBooks/Guides/Maps forResale	1,080	1,500	420		420	
4056 TIC Rent & Utilities costs	1,243	2,150	907		907	
4070 Colchester Zoo Tickets Bought	83	2,600	2,517		2,517	
4099 Banking Differences	4	0	(4)		(4)	
4110 Staff Welfare	3	100	97		97	
4900 Assets Capitalised	1,363	0	(1,363)		(1,363)	1,363
Tourist Information Centre :- Indirect Expenditure	<b>39,728</b>	<b>52,680</b>	<b>12,952</b>	<b>0</b>	<b>12,952</b>	<b>3,289</b>
<b>Net Income over Expenditure</b>	<b>(24,404)</b>	<b>(30,430)</b>	<b>(6,026)</b>			
6000 plus Transfer from EMR	3,289					
<b>Movement to/(from) Gen Reserve</b>	<b>(21,115)</b>					
<b>252 Christmas Lights</b>						
1055 Sponsorships Received	750	1,000	250			
Christmas Lights :- Income	<b>750</b>	<b>1,000</b>	<b>250</b>			<b>0</b>
4001 Salaries & Wages	7,303	8,330	1,027		1,027	
4008 Training, Courses, Meetings	0	550	550		550	
4014 Electricity & Gas	0	220	220		220	
4101 Christmas Lights	4,391	4,970	579		579	
4104 Christmas Trees	2,166	1,600	(566)		(566)	
4900 Assets Capitalised	3,874	0	(3,874)		(3,874)	3,874
Christmas Lights :- Indirect Expenditure	<b>17,734</b>	<b>15,670</b>	<b>(2,064)</b>	<b>0</b>	<b>(2,064)</b>	<b>3,874</b>
<b>Net Income over Expenditure</b>	<b>(16,984)</b>	<b>(14,670)</b>	<b>2,314</b>			
6000 plus Transfer from EMR	3,874					
<b>Movement to/(from) Gen Reserve</b>	<b>(13,110)</b>					
<b>261 Museum</b>						
4041 Equipt Repairs & Mtce	0	700	700		700	
Museum :- Indirect Expenditure	<b>0</b>	<b>700</b>	<b>700</b>	<b>0</b>	<b>700</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(700)</b>	<b>(700)</b>			

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<b>301 Street Lighting</b>						
4014 Electricity & Gas	3,072	2,800	(272)		(272)	
4040 Property Repairs & Mtce	0	700	700		700	
4041 Equipt Repairs & Mtce	1,214	1,800	586		586	
Street Lighting :- Indirect Expenditure	<b>4,286</b>	<b>5,300</b>	<b>1,014</b>	<b>0</b>	<b>1,014</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,286)</b>	<b>(5,300)</b>	<b>(1,014)</b>			
<b>302 Street Furniture &amp; Equipment</b>						
1040 Grants Receivable	2,556	0	(2,556)			
1055 Sponsorships Received	483	0	(483)			
1098 Miscellaneous Income	220	0	(220)			
Street Furniture & Equipment :- Income	<b>3,259</b>	<b>0</b>	<b>(3,259)</b>			<b>0</b>
4020 Miscellaneous Expenses	6	50	44		44	
4041 Equipt Repairs & Mtce	3,903	1,250	(2,653)		(2,653)	
4043 Equipt/Small Tools Purchase	2	250	248		248	
4047 COVID-19 expenses	268	0	(268)		(268)	268
4900 Assets Capitalised	2,330	0	(2,330)		(2,330)	2,330
Street Furniture & Equipment :- Indirect Expenditure	<b>6,509</b>	<b>1,550</b>	<b>(4,959)</b>	<b>0</b>	<b>(4,959)</b>	<b>2,598</b>
<b>Net Income over Expenditure</b>	<b>(3,250)</b>	<b>(1,550)</b>	<b>1,700</b>			
6000 plus Transfer from EMR	2,598					
<b>Movement to/(from) Gen Reserve</b>	<b>(652)</b>					
<b>311 Highways</b>						
1040 Grants Receivable	6,300	0	(6,300)			
1041 Parking Permits Francis Road	1,625	1,600	(25)			
Highways :- Income	<b>7,925</b>	<b>1,600</b>	<b>(6,325)</b>			<b>0</b>
4020 Miscellaneous Expenses	179	100	(79)		(79)	
4044 IT Support/Software Mtce	275	280	5		5	
4900 Assets Capitalised	6,300	0	(6,300)		(6,300)	
Highways :- Indirect Expenditure	<b>6,754</b>	<b>380</b>	<b>(6,374)</b>	<b>0</b>	<b>(6,374)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,171</b>	<b>1,220</b>	<b>49</b>			
<b>321 Floral Displays &amp; Bedding Mtce</b>						
4011 Rates & Water	115	200	85		85	
4020 Miscellaneous Expenses	0	100	100		100	

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4042 Equipt Running Costs/Rental	1,162	1,100	(62)		(62)	
4043 Equipt/Small Tools Purchase	0	200	200		200	
4045 Grounds Maintenance	17,589	18,500	911		911	
Floral Displays & Bedding Mtce :- Indirect Expenditure	<b>18,866</b>	<b>20,100</b>	<b>1,234</b>	<b>0</b>	<b>1,234</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(18,866)</b>	<b>(20,100)</b>	<b>(1,234)</b>			
<b>341 Community Wardens</b>						
1040 Grants Receivable	8,206	0	(8,206)			2,126
1050 Donations Received	636	0	(636)			
1075 Community Warden services	31,666	27,044	(4,622)			
1077 Van Rental Contr' from Babergh	3,000	3,000	0			
1098 Miscellaneous Income	748	0	(748)			
Community Wardens :- Income	<b>44,256</b>	<b>30,044</b>	<b>(14,212)</b>			<b>2,126</b>
4001 Salaries & Wages	82,663	81,500	(1,163)		(1,163)	
4003 COVID-19 wages	2,312	0	(2,312)		(2,312)	2,312
4006 Health & Safety Equipment	187	250	63		63	
4007 Workwear and Footwear	812	1,600	788		788	11
4008 Training, Courses, Meetings	1,425	1,385	(40)		(40)	
4009 Travel & Subsistence	3	0	(3)		(3)	
4017 Cleaning & Consumables	0	100	100		100	
4018 Vehicle Rental/Repairs/Exps	13,707	11,000	(2,707)		(2,707)	
4019 Diesel	2,950	3,000	50		50	
4020 Miscellaneous Expenses	87	100	13		13	
4021 Telephone, Internet & Fax	833	1,100	267		267	
4023 Printing & Stationery	3	100	97		97	
4026 Insurance	1,160	1,200	40		40	
4041 Equipt Repairs & Mtce	729	650	(79)		(79)	
4042 Equipt Running Costs/Rental	497	0	(497)		(497)	
4043 Equipt/Small Tools Purchase	1,865	600	(1,265)		(1,265)	400
4045 Grounds Maintenance	237	150	(87)		(87)	
4047 COVID-19 expenses	385	0	(385)		(385)	374
4109 Dog/Litter Bin emptying	6,458	4,000	(2,458)		(2,458)	2,345
4110 Staff Welfare	91	100	9		9	
4863 Purchases for re-sale	497	0	(497)		(497)	
4900 Assets Capitalised	4,605	0	(4,605)		(4,605)	
Community Wardens :- Indirect Expenditure	<b>121,507</b>	<b>106,835</b>	<b>(14,672)</b>	<b>0</b>	<b>(14,672)</b>	<b>5,442</b>
<b>Net Income over Expenditure</b>	<b>(77,251)</b>	<b>(76,791)</b>	<b>460</b>			
6000 plus Transfer from EMR	5,442					
6001 less Transfer to EMR	2,126					
<b>Movement to/(from) Gen Reserve</b>	<b>(73,936)</b>					

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>500 Delphi Club</b>						
4989 Loan Repayment - Capital	2,667	2,667	0		0	
4990 PWLB Interest 493742	252	252	0		0	
<b>Delphi Club :- Indirect Expenditure</b>	<b>2,919</b>	<b>2,919</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,919)</b>	<b>(2,919)</b>	<b>(0)</b>			
<b>502 Advice Centre</b>						
1023 Postage Income	4	35	32			
1032 Doggy Bag Income	960	1,700	740			
1050 Donations Received	180	0	(180)			
1090 Service Costs income -Suffolk	6,500	6,500	0			
1091 Service Costs Income - Babergh	55,000	55,000	0			
1098 Miscellaneous Income	13	70	57			
<b>Advice Centre :- Income</b>	<b>62,656</b>	<b>63,305</b>	<b>649</b>			<b>0</b>
4001 Salaries & Wages	84,097	94,500	10,403		10,403	
4008 Training, Courses, Meetings	150	500	350		350	
4009 Travel & Subsistence	0	150	150		150	
4010 Misc Staff Costs	23	0	(23)		(23)	
4017 Cleaning & Consumables	11	0	(11)		(11)	
4020 Miscellaneous Expenses	0	200	200		200	
4023 Printing & Stationery	0	100	100		100	
4028 Refuse/Doggy Bag Supplies	443	1,105	663		663	
4047 COVID-19 expenses	1,176	0	(1,176)		(1,176)	1,176
4110 Staff Welfare	33	100	67		67	
4863 Purchases for re-sale	255	0	(255)		(255)	
<b>Advice Centre :- Indirect Expenditure</b>	<b>86,186</b>	<b>96,655</b>	<b>10,469</b>	<b>0</b>	<b>10,469</b>	<b>1,176</b>
<b>Net Income over Expenditure</b>	<b>(23,529)</b>	<b>(33,350)</b>	<b>(9,821)</b>			
6000 plus Transfer from EMR	1,176					
<b>Movement to/(from) Gen Reserve</b>	<b>(22,354)</b>					
<b>901 Civic Activities</b>						
4001 Salaries & Wages	239	2,100	1,861		1,861	
4017 Cleaning & Consumables	85	500	415		415	
4023 Printing & Stationery	50	200	150		150	
4041 Equipt Repairs & Mtce	571	0	(571)		(571)	571
4047 COVID-19 expenses	47	0	(47)		(47)	47
4129 Mayors Allowance	3,500	3,500	0		0	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4132 Civic & Ceremonial	584	3,650	3,066		3,066	
4133 Tributes - Floral etc	68	300	232		232	
4135 Other Council Events	0	200	200		200	
Civic Activities :- Indirect Expenditure	<b>5,143</b>	<b>10,450</b>	<b>5,307</b>	<b>0</b>	<b>5,307</b>	<b>617</b>
<b>Net Expenditure</b>	<b>(5,143)</b>	<b>(10,450)</b>	<b>(5,307)</b>			
6000 plus Transfer from EMR	617					
<b>Movement to/(from) Gen Reserve</b>	<b>(4,526)</b>					
<u>912 Mayors Charity</u>						
1040 Grants Receivable	1,500	0	(1,500)			1,500
1050 Donations Received	2,520	0	(2,520)			2,520
Mayors Charity :- Income	<b>4,020</b>	<b>0</b>	<b>(4,020)</b>			<b>4,020</b>
4202 Mayors Charity Expenses	6,755	0	(6,755)		(6,755)	6,755
Mayors Charity :- Indirect Expenditure	<b>6,755</b>	<b>0</b>	<b>(6,755)</b>	<b>0</b>	<b>(6,755)</b>	<b>6,755</b>
<b>Net Income over Expenditure</b>	<b>(2,735)</b>	<b>0</b>	<b>2,735</b>			
6000 plus Transfer from EMR	6,755					
6001 less Transfer to EMR	4,020					
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					
Grand Totals:- Income	<b>1,020,491</b>	<b>998,619</b>	<b>(21,872)</b>			
Expenditure	<b>890,536</b>	<b>998,309</b>	<b>107,773</b>	<b>0</b>	<b>107,773</b>	
<b>Net Income over Expenditure</b>	<b>129,955</b>	<b>310</b>	<b>(129,645)</b>			
plus Transfer from EMR	<b>(9,080)</b>					
less Transfer to EMR	<b>20,960</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>99,915</b>					

## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors Control	2,648	
105	VAT Control	8,805	
110	Prepaid Expenses	9,238	
141	Stock at TIC 31-3-21	4,673	
142	Colch'Zoo Tickets stock31-3-21	1,383	
145	Accrued Income	302	
200	Lloyds Current Account	52,237	
201	Lloyds 32 Day Notice Deposit	555,344	
204	Petty Cash	189	
205	TIC Cash Banking account	35	
206	Mayors Allowance Bank Account	3,205	
208	Mayors Charity Account	0	
210	Barclays Benevolent Fund	7,953	
211	Bank Fixed Term Deposit	200,000	
	<b>Total Current Assets</b>	<b>846,011</b>	
	<u>Current Liabilities</u>		
500	Creditors Control	13,901	
510	Accrued Expenses	14,397	
512	Prepaid income	4,159	
520	PAYE/NIC Control	8,635	
525	Deposits Refundable	515	
531	Mayors Allowance Bal 2019-2020	3,205	
538	Guided Walks Control account	78	
544	Tourist Information Ctrl Acc.	20	
	<b>Total Current Liabilities</b>	<b>44,909</b>	
	<b>Net Current Assets</b>	<b>801,102</b>	
	<b>Total Assets less Current Liabilities</b>	<b>801,102</b>	
	<u>Represented by :-</u>		
301	Current Year Fund	129,955	
310	General Purpose Fund	453,780	
315	Rolling Capital Fund	85,109	
320	EMR Training Costs Fund	1,050	
321	EMR Services and Acquisitions	16,374	
322	EMR Mayors Charity Fund	0	
323	EMR OAP Christmas party Fund	3,624	
324	EMR Biodiversity/Gainsb' Trail	6,466	
327	EMR Advertising and Promotion	5,410	
328	EMR Dog anti-fouling campaign	187	
329	EMR Ground maintenance	8,485	
330	EMR Sudbury Infrastructure	68,239	
331	EMR Staff Social Security	6,044	
350	EMR Mayors Benevolent Fund	7,953	
353	EMR COVID-19	1,546	
356	EMR Elections	6,878	
	<b>Total Equity</b>	<b>801,102</b>	