

Sprowston Town Council year ending 31st March 2017**Summary Income & Expenditure by Budget Heading year to date to****31st March 2017**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Administration</u>						
Expenditure	166,405	156,040	-10,365	0	-10,365	106.6%
Income	156,476	150,915	-5,561			
<u>Allotments</u>						
Expenditure	7,975	8,540	565	0	565	93.4%
Income	8,952	9,035	83			
<u>Cemetery</u>						
Expenditure	97,275	108,330	11,055	0	11,055	89.8%
Income	122,658	104,918	-17,740			
<u>Grants</u>						
Expenditure	500	1,000	500	0	500	50.0%
Income	1,000	1,000	0			
<u>Diamond Centre</u>						
Expenditure	331,434	353,545	22,111	0	22,111	93.7%
Income	238,276	217,580	-17,696			
<u>Parks</u>						
Expenditure	195,402	196,625	1,223	0	1,223	99.4%
Income	160,003	159,394	-609			
<u>Street Scene</u>						
Expenditure	56,616	48,250	-8,366	0	-8,366	117.3%
Income	50,323	50,323	0			
<u>Totals</u>						
Expenditure	855,607	872,330	16,723	0	16,723	98.1%
Income	737,688	693,165	-41,523			
Transfers from reserves	0	179,165				
<u>Surplus / (Shortfall)</u>	<u>(117,919)</u>	<u>0</u>				

Sprowston Town Council year ending 31st March 2017

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2017

Administration

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>	
Expenditure							
6001	Wages/Salaries	101,185	92,100	-9,085	-9,085	109.9%	
6002	Employers Ni	10,602	7,380	-3,222	-3,222	143.7%	
6003	Employers Pension	19,606	18,960	-646	-646	103.4%	
7005	Administration - Building Repairs	0	0	0	0	0.0%	
7008	Administration - Insurance	6,021	7,600	1,579	1,579	79.2%	
7009	Administration - Legal Fees	2,457	2,000	-457	-457	122.9%	
7010	Administration - Bank Charges & Interest Charges	137	100	-37	-37	137.0%	
7012	Administration - Audit Fees	3,125	3,250	125	125	96.2%	
7013	Administration - Parish News Letter	1,707	3,000	1,293	1,293	56.9%	
7014	Administration - Election Expenses	4,756	3,000	-1,756	-1,756	158.5%	
7015	Administration - Travelling	374	500	126	126	74.8%	
7016	Administration - Phone/Communications	638	1,000	362	362	63.8%	
7017	Administration - IT	6,924	9,000	2,076	2,076	76.9%	
7018	Administration - Website	0	200	200	200	0.0%	
7020	Administration - Postage	369	400	31	31	92.3%	
7021	Administration - Stationery	802	1,300	498	498	61.7%	
7022	Administration - Printing & Photocopying	495	500	5	5	99.0%	
7023	Administration - Office Equipment Purchase/Repair	703	300	-403	-403	234.3%	
7024	Administration - Advertising	140	500	360	360	28.0%	
7025	Administration - Subscriptions	919	2,500	1,581	1,581	36.8%	
7026	Administration - Publications	7	100	93	93	7.0%	
7027	Administration - Training	10	150	140	140	6.7%	
7028	Administration - Health & Safety	170	100	-70	-70	170.0%	
7029	Administration - Equipment Lease	820	1,800	980	980	45.6%	
7030	Administration - Chairmans Allowance	159	200	41	41	79.5%	
5002	Administration - Sundries & Contingencies	4,279	100	-4,179	-4,179	4279.0%	
8100	Administration - Bad Debts	0	0	0	0	0.0%	
	Total Expenditure	166,405	156,040	-10,365	0	-10,365	106.6%
Income							
4006	Administration - Bank & Investment Income	2,532	2,000	-532			
4018	Administration - Sect 106/NHB/CIL	4,373	0	-4,373			
4020	Administration - New Homes Bonus	0	0	0			
4021	Administration - Grants Received	656	0	-656			
4090	Administration - Precept	146,891	148,915	2,024			
	Administration - Transitional Grant	2,024	0	-2,024			
	Total Income	156,476	150,915	-5,561			
	Transfer from reserves	0	0				
	Surplus / (Shortfall)	-9,929	(5,125)				

Sprowston Town Council year ending 31st March 2017**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2017****Allotments**

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>	
<u>Expenditure</u>							
6101	Allotments - Gross Pay	5,082	5,150	68	68	98.7%	
6102	Allotments - Ers Ni	384	515	131	131	74.6%	
6103	Allotments - Superannuation	949	1,025	76	76	92.6%	
5101	Allotments - Vermin Control	734	850	116	116	86.4%	
7104	Allotments - Water	226	400	174	174	56.5%	
7106	Allotments - General Repairs	600	500	-100	-100	120.0%	
5102	Allotments - Sundries & Contingencies	0	100	100	100	0.0%	
<u>Total Expenditure</u>		7,975	8,540	565	0	565	93.4%
<u>Income</u>							
4101	Allotments - Allotment Rental	3,504	3,500	-4			
4102	Allotments - Water Charges Received	313	400	87			
4091	Allotments - Precept	5,065	5,135	70			
	Allotments - Transitional Grant	70	0	-70			
<u>Total Income</u>		8,952	9,035	83			
<u>Surplus / (Shortfall)</u>		977	495				

Sprowston Town Council year ending 31st March 2017**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2017****Cemetery**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>	
<u>Expenditure</u>							
6201	Cemetery - Gross Pay	45,738	46,350	612	612	98.7%	
6202	Cemetery - Ers Ni	3,452	4,615	1,163	1,163	74.8%	
6203	Cemetery - Superannuation	8,540	9,480	940	940	90.1%	
5201	Cemetery - Vermin Control	0	300	300	300	0.0%	
5211	Cemetery - Trees, Shrubs & Plants	229	1,000	771	771	22.9%	
5215	Cemetery - Waste Disposal & Skip Hire	2,008	3,000	992	992	66.9%	
5220	Cemetery - Extension Costs & Land Works	6,520	6,500	-20	-20	100.3%	
5221	Cemetery - Memorial Wall Expenses	747	5,000	4,253	4,253	14.9%	
5223	Cemetery - Memorial Safety Repairs	0	250	250	250	0.0%	
7202	Cemetery - Rates	2,468	2,500	32	32	98.7%	
7203	Cemetery - Heat & Light	89	200	111	111	44.5%	
7204	Cemetery - Water	85	250	165	165	34.0%	
7211	Cemetery - Loan Charges	27,009	28,785	1,776	1,776	93.8%	
5202	Cemetery - Sundries & Contingencies	390	100	-290	-290	390.0%	
	<u>Total Expenditure</u>	97,275	108,330	11,055	0	11,055	89.8%
<u>Income</u>							
4203	Cemetery - Graves	43,579	34,000	-9,579			
4204	Cemetery - Interment	33,856	22,000	-11,856			
4205	Cemetery - Memorials & Inscriptions	10,305	14,000	3,695			
4092	Cemetery - Precept	34,443	34,918	475			
	Cemetery - Transitional Grant	475	0	-475			
	<u>Total Income</u>	122,658	104,918	-17,740			
	<u>Transfer from reserves</u>	0	0				
	<u>Surplus / (Shortfall)</u>	25,383	(3,412)				

Sprowston Town Council year ending 31st March 2017

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2017

<u>Grants</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>
		<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>
5307	<u>Expenditure</u>						
	Grants - Donations	500	1,000	500		500	50.0%
	<u>Total Expenditure</u>	500	1,000	500	0	500	50.0%
	<u>Income</u>						
4307	Grants	0	0	0			
4321	Grants	0	0	0			
4093	Precept - Grant Element	986	1,000	14			
	Grants - Transitional Grant	14	0	-14			
	<u>Total Income</u>	1,000	1,000	0			
	<u>Surplus / (Shortfall)</u>	500	0				

Sprowston Town Council year ending 31st March 2017**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2017****Diamond Centre**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
6401	Diamond Centre - Gross Pay	54,020	99,000	44,980	44,980	54.6%
6402	Diamond Centre - Ers Ni	3,528	9,840	6,312	6,312	35.9%
6403	Diamond Centre - Superannuation	5,085	20,245	15,160	15,160	25.1%
5415	Diamond Centre - Waste Disposal & Skip Hire	576	650	74	74	88.6%
5418	Diamond Centre - Planning Permission	0	800	800	800	0.0%
5421	Diamond Centre - Room Hire Expenses	2,520	5,000	2,480	2,480	50.4%
5422	Diamond Centre - Equipment/Purchases	1,986	100	-1,886	-1,886	1986.0%
5424	Diamond Centre - Improvements to	116,295	127,910	11,615	11,615	90.9%
5425	Diamond Centre - Sports Hall/Phase 4	54,320	0	-54,320	-54,320	0.0%
7402	Diamond Centre - Rates	7,475	7,000	-475	-475	106.8%
7403	Diamond Centre - Heat & Light	8,396	4,000	-4,396	-4,396	209.9%
7404	Diamond Centre - Water	956	1,500	544	544	63.7%
7405	Diamond Centre - Building Repairs	4,208	3,000	-1,208	-1,208	140.3%
7406	Diamond Centre - General Repairs	2,210	3,000	790	790	73.7%
7407	Diamond Centre - Cleaning & Supplies	1,868	3,000	1,132	1,132	62.3%
7411	Diamond Centre - Loan Charges	67,594	68,400	806	806	98.8%
7416	Diamond Centre - Phone/Communications	0	0	0	0	0.0%
5402	Diamond Centre - Sundries & Contingencies	397	100	-297	-297	397.0%
	<u>Total Expenditure</u>	331,434	353,545	22,111	0	93.7%
<u>Income</u>						
4415	Diamond Centre - Hire of	50,524	33,333	-17,191		
4416	Diamond Centre - Field Hire	255	500	245		
4417	Diamond Centre - Cinema Receipts	2,750	2,000	-750		
4418	Diamond Centre - Grants Received	3,000	0	0		
4094	Diamond Centre - Precept	179,277	181,747	2,470		
	Diamond Centre - Transitional Grant	2,470	0	-2,470		
	<u>Total Income</u>	238,276	217,580	-17,696		
	Transfer from reserves	0	0			
	<u>Surplus / (Shortfall)</u>	(93,158)	(135,965)			

Sprowston Town Council year ending 31st March 2017

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2017

Parks

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> Annual Total	<u>Committed</u> Expenditure	<u>Funds</u> Available	<u>% Budget</u> Spent
<u>Expenditure</u>						
6501	Parks - Gross Pay	50,820	62,000	11,180	11,180	82.0%
6502	Parks - Ers Ni	3,836	4,100	264	264	93.6%
6503	Parks - Superannuation	9,488	11,275	1,787	1,787	84.2%
5508	Parks - Machinery Tool Repair/Replace	22,512	20,000	-2,512	-2,512	112.6%
5509	Parks - Playground Equipment Repairs	9,322	7,500	-1,822	-1,822	124.3%
5510	Parks - Horticultural Consumables	949	2,000	1,051	1,051	47.5%
5511	Parks - Trees, Shrubs & Plants	4,712	3,000	-1,712	-1,712	157.1%
5512	Parks - Sports Pitches Consumables	804	3,000	2,196	2,196	26.8%
5513	Parks - Paths, Seats & Signs	2,875	500	-2,375	-2,375	575.0%
5514	Parks - Fencing, Gates & Walls	2,667	2,000	-667	-667	133.4%
5515	Parks - Waste Disposal & Skip Hire	2,082	2,500	418	418	83.3%
5516	Parks - Fuel for Machinery	3,139	4,500	1,361	1,361	69.8%
5517	Parks - Health & Safety inc Protective Clothing	8,083	12,500	4,417	4,417	64.7%
5518	Parks - Pavilion Refurbishment	22,184	10,000	-12,184	-12,184	221.8%
5519	Parks - Events Expenses	0	7,500	7,500	7,500	0.0%
7501	Parks - Land Lease	0	0	0	0	0.0%
7502	Parks - Rates	6,287	5,500	-787	-787	114.3%
7503	Parks - Heat & Light	3,587	3,000	-587	-587	119.6%
7504	Parks - Water	3,816	2,500	-1,316	-1,316	152.6%
7505	Parks - Building Repairs	9,122	2,000	-7,122	-7,122	456.1%
7507	Parks - Cleaning & Supplies	1,166	1,500	334	334	77.7%
7511	Parks - Loan Charges	27,726	29,000	1,274	1,274	95.6%
7516	Parks - Phone/Communications	204	150	-54	-54	136.0%
7519	Parks - Training	21	500	479	479	4.2%
5502	Parks - Sundries & Contingencies	0	100	100	100	0.0%
	Total Expenditure	195,402	196,625	1,223	0	99.4%
<u>Income</u>						
4508	Parks - Bowling Green Fees	2,958	2,900	-58		
4509	Parks - Cricket Square Fees	163	200	37		
4510	Parks - Football Pitch Fees	4,061	4,250	189		
4511	Parks - Tennis Court Fees	0	0	0		
4512	Parks - Pavillion Hire Fees	345	300	-45		
4513	Parks - Delegated Verge Cutting	9,797	9,700	-97		
4514	Parks - Grants Received	0	0	0		
4519	Parks - Recreation Ground Hire	1,300	1,250	-50		
4520	Parks - Hire of Recreation Ground Office	16,085	15,500	-585		
4095	Parks - Precept	123,592	125,294	1,702		
	Parks - Transitional Grant	1,702	0	-1,702		
	Total Income	160,003	159,394	-609		
	<u>Transfer from reserves</u>	0	0			
	Surplus / (Shortfall)	(35,399)	(37,231)			

Sprowston Town Council year ending 31st March 2017**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2017****Street Scene**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
5603	Street Scene - Light Maintenance	11,070	15,000	3,930	3,930	73.8%
5604	Street Scene - Notice Board & Signs	0	2,000	2,000	2,000	0.0%
5605	Street Scene - Dog & Litter Bins	5,246	5,000	-246	-246	104.9%
5606	Street Scene - Cleaning Bottle Banks/Bus Shelters	1,208	1,000	-208	-208	120.8%
7603	Street Scene - Heat & Light	26,243	20,000	-6,243	-6,243	131.2%
7611	Street Scene - Loan Charges	12,849	5,150	-7,699	-7,699	249.5%
5602	Street Scene - Sundries & Contingencies	0	100	100	100	0.0%
	<u>Total Expenditure</u>	56,616	48,250	-8,366	0	117.3%
<u>Income</u>						
4096	Street Scene - Precept	49,639	50,323	684		
	Street Scene - Transitional Grant	684	0	-684		
	<u>Total Income</u>	50,323	50,323	0		
	<u>Surplus / (Shortfall)</u>	-6,293	2,073			

Sprowston Town Council year ending 31st March 2017

Balance Sheet as at

31st March 2017

Current Assets

Sales Ledger	6,730
Other Debtors	0
Prepayments	932
Vat Refund	7,350
Cash at Bank & in Hand	2,069,719

2,084,731

Current Liabilities

Purchase Ledger	24,122
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
Paye & Ni	0
Pensions	0

24,122

2,060,609

Reserves

Play Equipment Renewals Fund	15,500
Machinery Renewals Fund	20,000
Town Council Election Fund	6,000
Office Equipment Fund	10,000
Street Lighting Renewals Fund	32,000
Heating System Renewal Fund	13,000
Charities Capital Fund	0
Cemetery Land Fund	0
Diamond Centre Fund	1,688,049
Diamond Centre Nursery Fund	0
General Fund	393,979
General Fund (P&L Acc) - current year	-117,919

2,060,609

Sprowston Town Council year ending 31st March 2017

Bank Accounts & Cash

31st March 2017

1200	STC - General Account	4,208
1201	STC - Business Premium Account	0
1202	STC - Drawings Account	0
1203	STC - Salaries Account	4,253
1204	STC - Petty Cash Imprest Account	0
1205	STC - Treasury Deposits	1,000,000
1206	STC - Business Saver Account	10,797
1207	STC - Active Saver Account	1,051,331
1209	STC - Barclaycard Account	-1,026
1210	STC - Petty Cash Account	156

Total Bank & Cash Balances 2,069,719

Bank Statement Balance

(All receipts and payments cleared as at 31/03/2016)

	2,880.00
	5,000.00
	726.00
	6,595.47
	344.57
	0.00
	201,004.39
	493,711.85
	-40.00
	133.00
	710,355.28

Cash Book

Opening Balance 01/04/2016	678,528
Add: Total Cash Receipts in year	722,676
Deduct: Total Cash Payments in year	(831,485)
Loan	1,500,000
	<u><u>2,069,719</u></u>

Vat Liability	10106
Debtors Control	5231
Creditors Control	-54775
Prepayments	7610
Opening Balance	<u><u>678528</u></u>

Prepared by: June Hunt (Town Clerk)

Date: 05/04/2017