

Budget Monitoring Report to 28th Dec 22

	Annual Budget 2022/23	Actuals to 28.12.22	Anticipated Actual to 31.03.23	Variance	Forecasted Actuals / Budget 2022/23	Comments
CASH RECEIPTS						
Hire of Pavilion	£ 5,000.00	£ 4,559.00	£ 6,078.67	£ 1,078.67	122%	Post-pandemic income improved
Water Orton Football Club	£ 1,750.00	£ 1,312.50	£ 1,750.00	£ -	100%	
Lease Rent			£ -	£ -		
Tennis Club	£ 964.00	£ 476.16	£ 964.00	£ -	100%	2 x invoices to send
Bowls Club	£ 940.00	£ 701.94	£ 940.00	£ -	100%	1 x invoice to send
Company of the Curtain	£ 280.00	£ 280.00	£ 280.00	£ -	100%	
Precept	£ 81,164.38	£ 81,164.38	£ 81,164.38	£ -	100%	
Grants	£ -	£ 500.00	£ 500.00	£ 500.00		
Allotments	£ 75.00	£ 75.00	£ 75.00	£ -	100%	
VAT refunds	£ 8,500.00	£ 7,835.13	£ 9,335.72	£ 835.72	110%	VAT from 1st July to date to reclaim
Bank Interest	£ 15.00	£ 40.46	£ 85.46	£ 70.46	570%	Estimated £15 interest x 3 months
Misc	£ -	£ 3,500.00	£ 3,820.00	£ 3,820.00		Sale of tractor
TOTAL CASH RECEIPTS	£ 98,688.38	£ 100,444.57	£ 104,993.23	£ 6,304.85	106%	
CASH PAID OUT						
Staffing Costs	£ 32,300.00	£ 30,632.33	£ 40,632.33	£ 8,332.33	126%	Approximately £10k o/s in Staffing Costs to year end - budget exceeded due to increased staffing costs
Total staffing	£ 32,300.00	£ 30,632.33	£ 40,632.33	£ 8,332.33	126%	
Administration						
Office	£ 1,200.00	£ 675.44	£ 1,013.16	-£ 186.84	84%	Pavilion Broadband / Clerk Mobile / Stationery etc.
Expenses	£ 1,000.00	£ 345.07	£ 517.61	-£ 482.40	52%	Reimbursements to staff for Office and Maintenance supplies, Travel & Homeworking allowance
Training costs	£ 800.00	£ 210.00	£ 315.00	-£ 485.00	39%	
HR	£ 1,530.00	£ 957.68	£ 1,331.81	-£ 198.19	87%	Additional Costs Incurred for specialist advice (3 months at £124.71 o/s to year end)
Audit Fees	£ 750.00	£ 550.00	£ 550.00	-£ 200.00	73%	No other audit fees due
Legal Fees (Inc Payroll)	£ 1,500.00	£ 1,066.00	£ 1,421.33	-£ 78.67	95%	
Coleshill Post	£ 2,160.00	£ 120.00	£ 160.00	-£ 2,000.00	7%	Less articles / adverts in Coleshill Post in 2022/23
Website	£ 1,200.00	£ 611.50	£ 815.33	-£ 384.67	68%	Less admin costs as Clerk updating website
Subscriptions	£ 1,000.00	£ 833.98	£ 933.98	-£ 66.02	93%	SLCC 1/2 fees to pay in Jan
Insurance	£ 7,160.00	£ 6,876.81	£ 6,876.81	-£ 283.19	96%	Annual renewal 1st June
Total administration	£ 18,300.00	£ 12,246.48	£ 13,935.03	-£ 4,364.97	76%	
Maintenance						
Pavilion Maintenance	£ 5,000.00	£ 1,068.85	£ 1,603.28	-£ 3,396.73	32%	Guttering repairs £2,500 not carried out in 2022/23, consider earmarking reserve for following year?
Electricity	£ 2,400.00	£ 664.96	£ 1,174.96	-£ 1,225.04	49%	Energy Prices increased from October
Water	£ 500.00	£ 86.55	£ 115.40	-£ 384.60	23%	
Grounds Maintenance	£ 12,000.00	£ 6,085.08	£ 9,127.62	-£ 2,872.38	76%	How are grounds maintenance costs usually paid? Are further bills expected?
Play Equipment	£ 2,000.00	£ 1,136.73	£ 1,515.64	-£ 484.36	76%	Annual Inspection Report Rec'd schedule repairs before yr end?
Rent	£ 360.00	£ 327.60	£ 327.60	-£ 32.40	91%	
Church Clock	£ 400.00	£ 150.00	£ 150.00	-£ 250.00	38%	
Bowls Club Maintenance	£ 2,000.00	£ 172.70	£ 172.70	-£ 1,827.30	9%	Consider roll over for contribution to Toilet Rebuild project? Should PC pay for seed & soil? Decision?

Van Expenses	£ -	£ 1,665.60	£ 1,865.60	£ 1,750.36		Additional costs - Van check, pre-purchase, MOT, Tax, Insurance & fuel
Total Maintenance	£ 24,660.00	£ 11,358.07	£ 16,052.80	-£ 8,722.45	65%	
Misc						
Christmas Lights	£ 5,600.00	£ -	£ 4,906.00	-£ 694.00	88%	Infrastructure almost paid costs reduced to £4906
Christmas Lights WCC	£ -	£ -	£ -	£ -		
Grants	£ 3,000.00	£ 1,035.00	£ 1,552.50	-£ 1,447.50	52%	Do any Community Groups wish to apply for a Grant in 2022/23?
Assets	£ 15,000.00	£ 5,499.15	£ 5,499.15	-£ 9,500.85	37%	Van Purchase (partial can be offset by tractor sale (Misc) & Bowls Club Building Reg Drawings
Sec 137	£ 2,000.00	£ 25.00	£ 25.00	-£ 1,975.00	1%	Poppies (Grants should also fall under S137 expenditure)
Total Misc	£ 25,600.00	£ 6,559.15	£ 11,982.65	-£ 13,617.35	47%	
TOTAL CASH PAID OUT	£ 100,860.00	£ 60,796.03	£ 82,602.81	-£ 18,372.43	82%	
Reclaimable VAT	£ 8,000.00	£ 2,420.25	£ 3,227.00	-£ 2,352.75	40%	

Draft Budget 2023-24

	Previous Year		Current Year		Next Year	Notes
	Annual Budget 2021/22	Actuals 2021/22	Annual Budget 2022/23	Anticipated Actual to 31.03.23	Proposed Budget 2023/24	
Estimated Balance brought forward	£ 95,993.00	£ 95,993.00	£ 95,488.00	£ 95,488.00	£ 114,651.42	
CASH RECEIPTS						Should PC consider rising hire / lease fees to cover additional Pavilion, fuel & staff costs?
Hire of Pavilion	£ 6,000.00	£ 3,325.00	£ 5,000.00	£ 6,078.67	£ 6,500.00	
Water Orton Football Club	£ 257.50	£ -	£ 1,750.00	£ 1,750.00	£ 1,750.00	
Lease Rent				£ -		
Tennis Club	£ 956.16	£ 956.16	£ 964.00	£ 964.00	£ 964.00	
Bowls Club	£ 940.00	£ 935.92	£ 940.00	£ 940.00	£ 940.00	
Company of the Curtain	£ 416.32	£ -	£ 280.00	£ 280.00	£ 280.00	
Precept	£ 73,785.80	£ 73,785.80	£ 81,164.38	£ 81,164.38	£ 86,502.63	Budgeted Expenditure - Other Income £10524 - reserves being utilised £28,500 = Precept
Grants	£ 8,000.00	£ 13,000.00	£ -	£ 500.00	£ -	Is HS2 funding for Bowls Club coming to PC?
Allotments	£ 48.00	£ 48.00	£ 75.00	£ 75.00	£ 75.00	
VAT refunds	£ 7,605.63	£ 7,605.63	£ 8,500.00	£ 9,335.72	£ -	Strip from Budget as VAT claim cancels out VAT Expenditure
Bank Interest	£ 15.00	£ 7.90	£ 15.00	£ 85.46	£ 15.00	
Misc	£ 355.00	£ 740.40	£ -	£ 3,820.00	£ -	
Planters	£ 150.00	£ -				
Plants	£ 1,620.00	£ 600.00				
Covid - 19 funding	£ 1,418.69	£ -				
Memorial Site	£ 7,783.32	£ 7,783.32				
TOTAL CASH RECEIPTS	£ 109,351.42	£ 108,788.13	£ 98,688.38	£ 104,993.23	£ 97,026.63	
CASH PAID OUT						
Staffing Costs	£ 32,900.00	£ 29,807.34	£ 32,300.00	£ 40,632.33	£ 43,852.14	Staff Costs based on current rates for year & upped by 5% for potential cost of living rise - may need to consider additional amount for overtime
Total staffing	£ 32,900.00	£ 29,807.34	£ 32,300.00	£ 40,632.33	£ 43,852.14	Should additional overtime amount be considered? Is TOIL realistic / sustainable for Clerk with additional new Councillors / Elections as well as increased demands due to FOI / SAR & other requests?
Administration						
Office	£ 1,800.00	£ 944.60	£ 1,200.00	£ 1,013.16	£ 1,500.00	New Laptop Required + Microsoft 365 for Clerk & Councillors + gov.uk domain reg
Expenses	£ 1,000.00	£ 596.05	£ 1,000.00	£ 517.61	£ 400.00	Budget no longer to be used for ad-hoc supplies, these should go to appropriate codes, use for homeworking allowance and travel costs only
Training costs	£ 1,000.00	£ 115.00	£ 800.00	£ 315.00	£ 600.00	May Elections could result in New Councillors and additional training demands
HR	£ 1,530.00	£ 1,496.52	£ 1,530.00	£ 1,331.81	£ 1,500.00	Tied into contract until Jan 2025 £124.71 per month
Audit Fees	£ 860.00	£ 550.00	£ 750.00	£ 550.00	£ 550.00	Reduced in line with last two years fees
Legal Fees (Inc Payroll)	£ 2,000.00	£ 1,522.00	£ 1,500.00	£ 1,421.33	£ 1,500.00	
Coleshill Post	£ 1,800.00	£ 732.50	£ 2,160.00	£ 160.00	£ 500.00	May want some adverts to encourage residents to stand for election
Website	£ 1,800.00	£ 782.50	£ 1,200.00	£ 815.33	£ 1,000.00	admin costs reduced but domain name changes / microsoft 365 may increase costs
Subscriptions	£ 1,200.00	£ 979.00	£ 1,000.00	£ 933.98	£ 1,000.00	Review subscriptions to see if all are necessary? E.g. Open Spaces Society £45 per annum?
Insurance	£ 5,040.00	£ 6,819.58	£ 7,160.00	£ 6,876.81	£ 7,564.49	Upated by 10% RPI
Total administration	£ 18,030.00	£ 14,537.75	£ 18,300.00	£ 13,935.03	£ 16,114.49	
Maintenance						
Pavilion Maintenance	£ 8,200.00	£ 6,079.84	£ 5,000.00	£ 1,603.28	£ 2,000.00	Budget reduced as a lot of maintenance carried out in prior year
Electricity	£ 1,550.00	£ 1,182.99	£ 2,400.00	£ 1,174.96	£ 2,400.00	Keep as is, spend is currently reduced but prices rising
Water	£ 500.00	£ 118.93	£ 500.00	£ 115.40	£ 300.00	Reduced due to low actuals
Grounds Maintenance	£ 20,000.00	£ 18,343.04	£ 12,000.00	£ 9,127.62	£ 15,000.00	NWBC 3 yr contract ended 2022/23 renewal costs likely to increase
Play Equipment	£ 4,000.00	£ 317.00	£ 2,000.00	£ 1,515.64	£ 2,000.00	
Rent	£ 2,500.00	£ 339.96	£ 360.00	£ 327.60	£ 360.00	
Church Clock	£ 400.00	£ 211.00	£ 400.00	£ 150.00	£ 250.00	
Bowls Club Maintenance	£ -	£ -	£ 2,000.00	£ 172.70	£ 2,500.00	Do we wish to take on maintenance of the green? VAT implications to be investigated
Plants	£ 2,170.00	£ 2,250.80				
Memorial Site	£ 7,783.32	£ 7,592.35				
Van Expenses			£ -	£ 1,865.60	£ 1,000.00	Fuel, Tax, MOT, Servicing, Insurance, Repairs?
Total Maintenance	£ 47,103.32	£ 36,435.91	£ 24,660.00	£ 16,052.80	£ 25,810.00	
Misc						
Christmas Lights	£ 5,600.00	£ 5,600.00	£ 5,600.00	£ 4,906.00	£ 3,000.00	Infrastructure Paid - Turnocks est £2968 for 2023
Christmas Lights WCC	£ 2,800.00	£ 2,152.61	£ -	£ -	£ 250.00	
Grants	£ 3,000.00	£ 853.00	£ 3,000.00	£ 1,552.50	£ 2,500.00	Should be included as Sec137?
Assets	£ 15,000.00	£ 4,080.97	£ 15,000.00	£ 5,499.15	£ 5,000.00	Should we be building asset replacement reserve? Clerk would usually suggest at least £10k in here
Sec 137	£ 2,000.00	£ 1,020.00	£ 2,000.00	£ 25.00	£ 500.00	
Covid - 19 funding	£ 7,267.77	£ 5,853.47				
Total Misc	£ 35,667.77	£ 19,560.05	£ 25,600.00	£ 11,982.65	£ 11,250.00	
Spend from Reserves					£ 28,500.00	Anticipated spend in 2023/24 for Bowl Club Toilets, Guardrails Elections etc. from earmarked reserves
Total Spend from Reserves					£ 28,500.00	
TOTAL CASH PAID OUT	£ 133,701.09	£ 100,341.05	£ 100,860.00	£ 82,602.81	£ 125,526.63	
Reclaimable VAT	£ 7,000.00	£ 7,839.00	£ 8,000.00	£ 3,227.00	£ -	Strip from Budget as VAT claim cancels out VAT Expenditure

Estimated balance to carry forward £ 95,488.00 £ 95,488.00 £ 85,316.38 £ 114,651.42 £ 86,151.42

Before year end Reserves to be earmarked adequately

2022/23			
Reserve funds			
General Reserves	£ 42,000.00	General Reserves	£ 38,651.42 *Minimum of 3 months running costs (should aim to build to 6 months)
Elections	£ 3,000.00	Elections	£ 4,500.00 Elections due May 2023 estimated costs circa £3k for one poll clerk
Available Reserves	£ 24,365.56	Asset Replacement	£ 45,000.00 Funds should be built up to replace existing assets at the end of their life (Bus Shelters, Play Area Equipment, Surfacing, Pavilion etc.)
		Bowling Club Toilet	£ 17,000.00 PC Contribution to Bowling Club Toilet Refurb
		Guardrails	£ 7,000.00 Consider moving more General Reserves into the Asset replacement fund
		Pavilion Guttering	£ 2,500.00 Carry forward to 2023/24
Total Reserves	£ 69,365.56		£ 114,651.42
Balance Brought Forward (Actual Reserves)	£95,488		
Difference	£ 26,122.44		

	Opening Balance b/f 01.04.22	Transfers to reserves 2022-23	Transfer from reserves 2022-23	Anticipated closing balance 31.03.23	Anticipated opening balance 01.04.23	Transfers to reserves 2023-24	Transfer from reserves 2023-24	Anticipated closing balance 31.03.24
Earmarked Reserves								
Elections	£ 3,000.00	£ 1,500.00		£ 4,500.00	£ 4,500.00	£ -	£ 4,500.00	£ -
Asset Replacement	£ -	£ 45,000.00		£ 45,000.00	£ 45,000.00	£ 5,000.00	£ -	£ 50,000.00
Bowling Club Toilet Rebuild		£ 17,000.00		£ 17,000.00	£ 17,000.00		£ 17,000.00	£ -
Guardrails	£ -	£ 7,000.00		£ 7,000.00	£ 7,000.00		£ 7,000.00	£ -
Pavilion Guttering	£ -	£ 2,500.00		£ 2,500.00	£ 2,500.00	£ -	£ 2,500.00	£ -
Total Earmarked Reserves	£ 3,000.00	£ 73,000.00	£ -	£ 76,000.00	£ 76,000.00	£ 5,000.00	£ 31,000.00	£ 50,000.00
General Reserves	£ 92,488.00		£ 73,000.00	£ 19,488.00	£ 38,651.42	£ -	£ -	£ 38,651.42
Plus / minus anticipated year end surplus / deficit				£ 19,163.42	Plus / minus anticipated year end surplus / deficit			
				£ 38,651.42				
					3.5 months			
					31%			
Total Reserves	£ 95,488.00	£ 73,000.00	£ 73,000.00	£ 114,651.42	£ 114,651.42	£ 5,000.00	£ 31,000.00	£ 88,651.42

RESERVES REDUCED BY £26,000 in 2023/24

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Precept	£ 58,713.60	£ 61,082.00	£ 63,417.00	£ 55,500.00	£ 65,763.00	£ 67,078.00	£ 73,785.80	£ 81,164.38	£ 86,502.63
Council Tax Base	1219.69	1252.77	1267.00	1277.92	1282.66	1273.90	1258.09	1252.86	1264.18
Band D Tax	£ 48.14	£ 48.76	£ 50.05	£ 43.43	£ 51.27	£ 52.66	£ 58.65	£ 64.78	£ 68.43
Percentage change (to Band D rate)	N/A	1.29%	2.65%	-13.23%	18.05%	2.70%	11.38%	10.46%	5.62%
Percentage change to income/precept		4.03%	3.82%	-12.48%	18.49%	2.00%	10.00%	10.00%	6.58%

Tax Base Notified by NWBC 21/12/22

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
		Band D Ctax	Band D Ctax	Band D Ctax	Band D Ctax	Band D Ctax	Band D Ctax	Band D Ctax
NWBC	£ 207.30	£ 207.30	£ 207.30	£ 207.30	£ 207.30	£ 212.30	£ 217.3	£ 222.30
WCC	£ 1,249.02	£ 1,298.88	£ 1,363.68	£ 1,431.81	£ 1,488.87	£ 1,488.87	£ 1,533.51	£ 1,414.86
WCC - Adult social care			£ -					£ 176.07
PCC	£ 191.98	£ 191.98	£ 203.98	£ 227.98	£ 237.97	£ 252.96	£ 262.71	
WOPC	£ 48.76	£ 50.05	£ 43.43	£ 51.27	£ 52.66	£ 58.65	£ 64.78	£ 68.43
Total Council Tax (Avg Band D)	£ 1,697.06	£ 1,748.21	£ 1,818.39	£ 1,918.36	£ 1,991.80	£ 2,062.42	£ 2,140.72	
		WOPC +/-	£ 1.29 -£ 6.62	£ 7.84	£ 1.39	£ 5.99	£ 6.13	£ 3.65
		WOPC +/-	£ 0.02 -£ 0.13	£ 0.15	£ 0.03	£ 0.12	£ 0.12	£ 0.07

If Tax Base remains the same extra per household per year (avg) extra per household per week (avg)

% of Ctax attributable to WOPC

3% 3% 2% 3% 3% 3% 3%