

## **2018/19 Budget Recommendations from Finance Committee January 2018**

Following the review of the budget for the forthcoming year, some notes have been listed below to provide an insight as to the thinking behind the figures. Figures for the last 3 financial years have been reviewed for actual spend against budget in order to come out at the budget presented in the absence of a business plan. These are listed under each relevant heading:

### **101 - Administration**

Money has been carried forward to next year's budget from the current budget where it is felt that the budget will not be spent before the end of the financial year. Areas include: 4080 – Elections, 4100 – Office Equipment, 4105 – Office supplies, 4109 – Office waste – shredding, 4120 – Office maintenance and 4127 – Public Consultation Costs.

There has been an increase in rent for the parish office (first in over 10 years)

A new nominal code has been added for Northstowe (4163). LPC has been informed that should Northstowe have their own Town Council in time, any precept collected by LPC will need to be transferred over unless it has been used for the benefit of Northstowe residents. This figure covers the first 123.4 dwellings budgeted by SCDC for 2018/19. Records will need to be retained (as currently) on work carried out on behalf of Northstowe residents.

Otherwise there has been no significant changes to the budget in this area.

### **201 – Burials**

No significant changes.

### **301 – Parks & Open Spaces**

4305 – Recreation Ground Maintenance. This figure is increased significantly with the inclusion of the figures provided to help maintain the sports surface as resolved at the September 2017 council meeting.

### **401 – Village Maintenance**

4400 – Village Maintenance This figure has been retained in order that the remaining bus shelters can be looked at for potential replacement and in anticipation of the risk assessments due to be carried out by councillors.

4415 – Seasonal Maintenance no money has currently been spent from this area, and has been decreased for the forthcoming year

4425 – Highways Joint Project £1,100 is the figure required if successful with the current LHI Project for a mobile speed sign.

### **501 – Pavilion**

No significant changes.

### **601 – Village Institute**

4610 – Hire charges remain for the support of community groups using the hall with a slight increase to include an additional group subsidy for LDHS.

### **901 – S137**

4910 – significant decrease in the costs for the Youth Provision with the introduction of the Youth Council and their club.

Longstanton Parish Council Current Year  
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>101 Administration</b>									
1076 Precept	94,630	94,630	94,630	94,630	0	0	0	0	0
1090 Interest Received Unity Bank	200	119	100	86	0	0	75	0	0
1091 CCLA Interest Received	0	1,257	1,400	583	0	0	840	0	0
1092 Other Income	0	360	0	3,011	0	0	0	0	0
1100 Northstowe Administration Inco	1,000	1,071	1,000	455	0	0	500	0	0
<b>Total Income</b>	<b>95,830</b>	<b>97,438</b>	<b>97,130</b>	<b>98,765</b>	<b>0</b>	<b>0</b>	<b>1,415</b>	<b>0</b>	<b>0</b>
4000 Parish Clerk Salary	17,000	16,713	22,000	16,311	0	2,940	21,965	0	0
4002 Staff Pensions	500	312	500	163	0	64	444	0	0
4005 RFO Salary	1,500	0	0	0	0	0	0	0	0
4007 Payroll Charges	300	210	180	90	0	100	180	0	0
4025 Tax & NI	3,000	4,926	3,500	1,407	0	800	1,935	0	0
4027 Contingency	6,750	1,374	3,000	882	0	0	3,000	0	0
4030 Projects (next financial year)	0	0	11,759	0	0	0	0	0	0
4035 Training Staff & Councillors	1,500	1,819	1,500	587	0	225	1,500	0	0
4040 Clerk's Expenses	100	14	50	10	0	0	50	0	0
4045 Staff Travel	200	245	200	222	0	0	300	0	0
4050 Councillor Travel Expenses	200	40	200	7	0	0	200	0	0
4060 Insurance	2,000	1,437	4,000	1,189	0	0	1,750	0	0
4065 Legal Fees	4,000	0	0	4,860	0	0	4,000	0	0
4067 Bank Charges	50	194	150	53	0	0	104	0	0
4070 CAPALC Subscription	600	510	510	511	0	0	511	0	0
4071 ICO Registration	35	35	35	35	0	0	35	0	0
4075 Audit Fees	1,000	1,400	1,000	-525	0	0	500	0	0

Continued on next page

Longstanton Parish Council Current Year  
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4080 Elections	4,000	165	2,000	0	0	0	0	0	2,000
4085 Annual Report	200	200	200	209	0	0	220	0	0
4090 SLCC Membership	180	177	177	0	0	0	180	0	0
4091 Cambridgeshire ACRE Subscripti	45	54	54	54	0	0	54	0	0
4092 National Playing Fields Subs.	50	50	50	50	0	0	50	0	0
4093 CCVS Annual Membership	0	60	60	60	0	0	60	0	0
4095 Publications	200	74	200	17	0	0	80	0	0
4100 Office Equipment	1,000	1,032	1,500	7	0	0	0	0	1,000
4102 Council Records	0	0	0	0	0	0	100	0	0
4103 Office Software and Support	1,500	652	800	350	0	0	450	0	0
4105 Office Supplies	500	337	500	144	0	0	0	0	250
4107 Postage	100	104	100	63	0	0	100	0	0
4108 Document Storage	0	32	0	-32	0	0	110	0	0
4109 Office Waste - shredding	100	0	100	0	0	0	0	0	100
4110 Telephone & Internet	1,500	852	850	590	0	140	900	0	0
4112 Website Fees	150	77	1,500	80	0	0	320	0	0
4120 Office Maintenance	100	32	100	0	0	0	0	0	100
4125 Parish Office Rent	2,640	2,860	2,640	1,760	0	440	3,500	0	0
4127 Public Consultation Costs	2,000	395	2,000	300	0	0	3,000	0	1,000
4130 Photocopier	520	605	650	437	0	0	560	0	0
4135 Non Domestic Rates	1,300	823	820	793	0	0	1,080	0	0
4140 LPC Meetings Hall Hire	1,160	420	400	300	0	60	750	0	0
4145 Trade Waste	200	832	300	-144	0	0	560	0	0
4162 Gravel Pit Costs	0	0	0	3,009	0	0	0	0	0
4163 Northstowe	0	0	0	0	0	0	8,800	0	0

Longstanton Parish Council Current Year  
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	56,180	39,061	63,585	33,849	0	4,769	57,348	0	4,450
<b>Overhead Expenditure</b>									
<b>Movement to/(from) Gen Reserve</b>	<u>39,650</u>	<u>58,377</u>	<u>33,545</u>	<u>64,916</u>	<u>0</u>	<u>0</u>	<u>(55,933)</u>		
<b>201 Burials</b>									
1200 Burial Income	300	368	300	723	0	0	300	0	0
<b>Total Income</b>	300	368	300	723	0	0	300	0	0
4200 Burial Ground Maintenance	2,000	2,000	3,000	1,985	0	0	3,000	0	0
4201 St Michaels Churchyard Mainten	0	1,025	2,400	1,800	0	0	2,400	0	0
4205 Cemetary Business Rates	120	111	120	117	0	0	116	0	0
4206 Maintenance	0	0	0	11	0	0	0	0	0
4210 Cemetary Water	40	42	40	22	0	0	40	0	0
<b>Overhead Expenditure</b>	2,160	3,178	5,560	3,934	0	0	5,556	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,860)</u>	<u>(2,811)</u>	<u>(5,260)</u>	<u>(3,211)</u>	<u>0</u>		<u>(5,256)</u>		
<b>301 Parks &amp; Open Spaces</b>									
1300 S106 Public Open Space	0	-300	0	0	0	0	0	0	0
1305 S106 Community Facilities	0	0	0	1,274	0	0	0	0	0
4304 Recreation Ground Income	0	50	775	975	0	0	875	0	0
<b>Total Income</b>	0	-250	775	2,249	0	0	875	0	0
4300 Playground Maintenance	1,500	988	3,000	1,797	0	0	3,000	0	0
4302 Playground Refurbishment	0	0	0	0	0	0	3,000	0	0
4305 Recreation Ground Maintenance	2,000	1,796	7,000	6,205	0	0	13,500	0	0
4307 S106 - open spaces	0	3,086	0	0	0	0	0	0	0

JS

Longstanton Parish Council Current Year  
Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4308	0	0	0	1,274	0	0	0	0	0
4310	0	30,189	0	4,172	0	0	0	0	0
4315	2,500	1,355	2,500	1,151	0	0	8,000	0	0
4320	0	756	500	610	0	0	1,200	0	0
4402	4,000	3,820	4,000	1,245	0	1,600	2,000	0	1,000
	10,000	41,990	17,000	16,455	0	1,600	30,700	0	1,000
	(10,000)	(42,240)	(16,225)	(14,205)	0		(29,825)		
<b>401</b>									
1400	2,400	2,630	2,400	2,630	0	0	2,630	0	0
	2,400	2,630	2,400	2,630	0	0	2,630	0	0
	10,000	7,675	10,000	5,236	0	6,200	3,000	0	3,000
4405	0	0	0	0	0	0	250	0	0
4410	1,800	1,449	1,800	0	0	0	1,800	0	0
4415	2,500	0	1,500	0	0	0	0	0	750
4420	200	45	100	0	0	0	100	0	0
4425	15,000	0	0	0	0	0	1,100	0	0
4427	0	0	0	269	0	0	2,500	0	0
4430	8,700	8,000	2,400	1,600	0	0	4,000	0	0
4435	1,000	814	1,000	195	0	0	0	0	0
	39,200	17,983	16,800	7,300	0	6,200	12,750	0	3,750
	(36,800)	(15,353)	(14,400)	(4,670)	0		(10,120)		
<b>501</b>									

**Longstanton Parish Council Current Year  
Annual Budget - By Centre**

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1500 Pavilion Income	4,500	4,474	4,500	2,250	0	0	4,500	0	0
<b>Total Income</b>	4,500	4,474	4,500	2,250	0	0	4,500	0	0
4500 Pavilion Maintenance	3,000	0	3,000	2,866	0	0	3,000	0	0
4510 Pavilion Legal Expenses	4,000	0	2,000	0	0	0	0	0	2,000
<b>Overhead Expenditure</b>	7,000	0	5,000	2,866	0	0	3,000	0	2,000
<b>Movement to/(from) Gen Reserve</b>	<u>(2,500)</u>	<u>4,474</u>	<u>(500)</u>	<u>(616)</u>	<u>0</u>	<u>0</u>	<u>1,500</u>		
<b>601 Village Institute</b>									
1600 Village Institute Income	0	99	60	35	0	0	0	0	0
<b>Total Income</b>	0	99	60	35	0	0	0	0	0
4610 Village Institute Hire Charges	2,000	1,404	1,500	840	0	0	1,560	0	0
4620 Village Institute F & F	0	38	0	5	0	0	0	0	0
<b>Overhead Expenditure</b>	2,000	1,442	1,500	845	0	0	1,560	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(2,000)</u>	<u>(1,343)</u>	<u>(1,440)</u>	<u>(811)</u>	<u>0</u>	<u>0</u>	<u>(1,560)</u>		
<b>901 S137</b>									
4900 Poppy Wreath Donation	30	17	20	34	0	0	34	0	0
4905 Donations	11,000	1,786	5,000	1,687	0	0	2,000	0	2,000
4910 Youth Provision	10,000	7,950	10,000	254	0	0	0	0	4,500
<b>Overhead Expenditure</b>	21,030	9,753	15,020	1,975	0	0	2,034	0	6,500
<b>Movement to/(from) Gen Reserve</b>	<u>(21,030)</u>	<u>(9,753)</u>	<u>(15,020)</u>	<u>(1,975)</u>	<u>0</u>	<u>0</u>	<u>(2,034)</u>		

**Longstanton Parish Council Current Year  
Annual Budget - By Centre**

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	103,030	104,758	105,165	106,652	0	0	9,720	0	0
<b>Expenditure</b>	137,570	113,407	124,465	67,224	0	12,569	112,948	0	17,700
<b>Movement to/(from) Gen Reserve</b>	<u>(34,540)</u>	<u>(8,648)</u>	<u>(19,300)</u>	<u>39,428</u>	<u>0</u>		<u>(103,228)</u>		