

## Quarterly budget analysis - Quarter 2 ending 30 Sept 2021

| Budget monitoring sheet   |          | £                            | £   | £                                 | £  | £ | % of budget spent (or received, if income) |
|---|----------|------------------------------|---|-----------------------------------|--|---|--|
|   |          | Budget April 2021-March 2022 | Previous full year Actual April 2020 - March 2021 | Actual to 30 Sept 2021 (6 months) | In red: Shortfall of income or overspend of payments. In black: underspend compared with budget (variance) |   |  |
| <b>INCOME</b>   |          |                              |   |                                   |  |   |  |
| <b>Bold = actual</b>  |          |                              |   |                                   |  |   |  |
| <i>Figures are rounded to nearest £1 and include VAT</i>  |          |                              |   |                                   |  |   |  |
| <b>A,B,C and D indicate amounts used in calculating the reserves likely to be carried forward at the end of the year.</b> |          |                              |   |                                   |  |   |  |
| <b>Reserves at start of year (i.e. available funds in bank)</b>   | <b>B</b> | 9,000                        | 12,908  | <b>7,662 C</b>                    | <b>1,338.00</b>  |   | 85   |
| <b>INCOME</b>   |          |                              |   |                                   |  |   |  |
| Precept   |          | 13,000                       | 12,000  | <b>13,000</b>                     | 0.00   |   | 100  |
| Refund of VAT paid  |          | 0                            | 1,278   | <b>1,447 E</b>                    | -1,447.00  |   |  |
| Bank Interest   |          | 1                            | 5   | <b>0</b>                          | 1.00   |   | 0  |
| Repayment of expenditure on Village Hall from VH a/c  |          | 0                            |   | <b>1,815 E</b>                    | -1,815.00  |   |  |
| Bursary from EALC   |          | 0                            | 0   | <b>56 E</b>                       | -56.00   |   |  |
| Grant   |          | 0                            | 1,000   | <b>0</b>                          | 0.00   |   |  |
| <b>TOTAL INCOME</b>   |          | <b>13,001</b>                | <b>14,283</b>                                     | <b>16,318</b>                     | <b>-3,317.00</b>   |   | <b>126</b>                                 |
| <b>Available funds = income + reserves</b>  |          | 22,001                       |   | <b>23,980</b>                     | -1,979.00  |   | 109  |
| <b>EXPENDITURE</b>  |          |                              |   |                                   |  |   |  |
| <b>Grants &amp; Donations (usually decided in 4th quarter of year)</b>  |          |                              |   |                                   |  |   |  |
| <b>Grants made under s137 Local Government Act 1972</b>   |          |                              |   |                                   |  |   |  |
| Five Parishes Magazine  |          |                              | 250   |                                   |  |   |  |
| St Clare Hospice  |          |                              | 300   |                                   |  |   |  |
| Essex Air Ambulance   |          |                              | 150   |                                   |  |   |  |

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| Budget monitoring sheet                | £  | £  | £  | £            | In red:<br>Shortfall of<br>income or<br>overspend of<br>payments. In<br>black:<br>underspend<br>compared<br>with budget<br>(variance) | % of budget<br>spent (or<br>received, if<br>income) |
|--|--|--|--|--------------|---|---|
|  | <b>Budget<br/>April 2021-<br/>March 2022</b> | <b>Previous<br/>full year<br/>Actual<br/>April 2020 -<br/>March 2021</b> | <b>Actual to<br/>30 Sept<br/>2021 (6<br/>months)</b> |              |   |   |
| Uttlesford Home Start                  |  |  | 200  |              |   |   |
| Support 4 Sight                        |  |  | 100  |              |   |   |
| East Anglia's Children's Hospice       |  |  | 100  |              |   |   |
| Poppy wreath                           |  |  | 0  |              |   |   |
| <b>Other grants and donations</b>      |  |  |  |              |   |   |
| Uttlesford Citizens Advice Bureau      |  |  | 500  |              |   |   |
| Maintenance of open churchyard         |  |  | 300  |              |   |   |
| East Herts Citizens Advice Service     |  |  | 500  |              |   |   |
| Uttlesford Community Travel            |  |  | 100  |              |   |   |
| Stop Stansted Expansion                |  |  | 1,500  |              |   |   |
| Mole Hill Green Cricket Club           |  |  | 250  |              |   |   |
| Citizens Advice Law Clinic, Chelmsford |  |  | 0  |              |   |   |
| hanging baskets                        |  |  | 50   |              |   |   |
| training for defibrillator use         |  |  | 0  |              |   |   |
| <b>TOTAL GRANTS AND DONATIONS</b>      | <b>2,820</b>                                 | <b>4,300</b>   | <b>0</b>   | <b>2,820</b> |   | <b>0</b>  |
| <b>Subscriptions and memberships</b>   |  |  |  |              | £   | %   |
| Friends of Historic Essex              | 12   | 24   |  |              |   |   |
| Local Council Review magazine          | 20   | 17   |  |              | 20  | 0   |
| E.A.L.C., NALC and UALC                | 175  | 172  | <b>176</b>   |              | -1  | 101   |
| C.P.R.E.                               | 36   | 36   |  |              | 36  | 0   |
| Rural Community Council of Essex       | 53   | 53   | <b>53</b>  |              | 0   | 100   |
| Society of Local Council Clerks        | 115  | 112  |  |              | 115   | 0   |
| The Hundred Parishes Society           | 10   | 10   |  |              | 10  | 0   |
| <b>TOTAL SUBS AND MEMBERSHIPS</b>      | <b>421</b>                                   | <b>424</b>   | <b>229</b>   | <b>192</b>   |   | <b>54</b>   |

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| Budget monitoring sheet                                      |   | £                            | £   | £                                 | £  | £            | % of budget spent (or received, if income) |
|--|---|------------------------------|---|-----------------------------------|--|--------------|--|
|  |   | Budget April 2021-March 2022 | Previous full year Actual April 2020 - March 2021 | Actual to 30 Sept 2021 (6 months) | In red: Shortfall of income or overspend of payments. In black: underspend compared with budget (variance) |              |  |
| <b>EXPENDITURE contd</b>                                     |   |                              |   |                                   |  |              |  |
| <b>Regular Bills and Fees</b>                                |   |                              |   |                                   |  | £            | %  |
| Information Commissioner - Registration as data holder       |   | 35                           | 35  | 35                                |  | 0            | 100  |
| Insurance  |   | 1,200                        | 1,137   | 1,165                             |  | 35           | 97   |
| Bank charges   |   | 0                            | 0   | 13                                |  | 13           | 100  |
| Audit Fee  |   | 200                          | 0   | 0                                 |  | 200          | 0  |
| Clerk's Salary, PAYE and pension contributions (staff costs) |   | 5,800                        | 6,810   | 2,928                             |  | 2,872        | 50   |
| Office expenses (e.g. printing)                              |   | 300                          | 235   | 113                               |  | 187          | 38   |
| Repairs to fixed assets                                      |   | 600                          | 3,855   | 25                                |  | 575          | 4  |
| Hedge & Grass Cutting  |   | 600                          | 582   | 264                               |  | 336          | 44   |
| <b>TOTAL REGULAR BILLS AND FEES</b>                          |   | <b>8,735</b>                 | <b>12,654</b>                                     | <b>4,543</b>                      |  | <b>4,192</b> | <b>52</b>                                  |
| <b>Other Expenditure</b>                                     |   |                              |   |                                   |  |              |  |
| <b>Purchases</b>   | £ |                              | £   |                                   | £  |              | %  |
| Street furniture, noticeboards                               |   | 1,000                        | 0   |                                   |  |              | 0  |
| Interpretation board   |   | 1,000                        | 0   |                                   |  |              | 0  |
| Pads/battery for defibrillator                               |   | 100                          | 231   |                                   |  |              | 0  |
| <b>Training</b>  |   |                              |   |                                   |  |              |  |
| Clerk training   |   | 100                          | 180   | 90                                |  |              | 90   |
| Clerk's regn fee for CiLCA (one-off fee in 2020/21)          |   | 0                            | 0   |                                   |  |              |  |
| Councillors' training  |   | 300                          | 240   |                                   |  |              | 0  |
| Legal materials/textbooks                                    |   | 140                          | 0   |                                   |  |              | 0  |
| <b>Allowance for legal liabilities</b>                       |   |                              |   |                                   |  |              |  |
| Election costs   |   | 115                          | 0   |                                   |  |              | 0  |
| Insurance excess   |   | 350                          | 0   |                                   |  |              | 0  |

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| Professional fees (planning advice etc)  |       | 1,500                        | 1,500   | 3,960                             |  |       | 264  |
| Remedial work to tree on common land   |       | 1,000                        | 0   |                                   |  |       | 0  |
| VAT paid   |       |                              |   | 3                                 |  |       |  |
| <b>TOTAL</b>   |       | 5,605                        | 2,151   | 4,053                             |  | 1,552 | 72   |
| <b>TOTAL EXPENDITURE</b>   |       | <b>17,581</b>                | <b>19,529</b>                                     | <b>8,825</b>                      |  | 8,756 | 50   |
| <b>Reserves to carry forward to next year</b>  | A     | 4,420                        | 7,662   |                                   |  | 8215* |  |
| <b>Effect on reserves</b>  |       |                              |   |                                   |  |       |  |
| Budgeted reserve to carry forward from 31 March 2021   | B     | 9,000                        |   |                                   |  |       |  |
| Actual reserve carried forward from 31 March 2021  | C     | 7,662                        |   |                                   |  |       |  |
| Shortfall D = B minus C:   | B-C   | 1,338                        | D   |                                   |  |       |  |
| If expenditure and income are as budgeted, reserves available to carry forward to next year will be: |       |                              |   |                                   |  |       |  |
| Budgeted reserve to carry forward from end of current year ( 31 March 2022) - see Budget 2021-22     | A     | 4,420                        |   |                                   |  |       |  |
| Less shortfall on the reserves actually carried forward to 1 April 2021                              | D     | 1,338                        |   |                                   |  |       |  |
| Plus income received which was not included in budget  | E     | 3,318                        |   |                                   |  |       |  |
| Anticipated reserve to carry forward from 31 March 2022: A minus D plus E=                           | A-D+E | 8215*                        |   |                                   |  |       |  |