

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration - Central Costs								
1076 Precept	0	512,222	512,222	0			100.0%	
1500 Income-Miscellaneous	0	400	0	(400)			0.0%	
Administration - Central Costs :- Income	0	512,622	512,222	(400)			100.1%	0
4012 Software, IT and Support	650	8,107	6,000	(2,107)		(2,107)	135.1%	
4014 Website	30	614	1,000	386		386	61.4%	
4016 Photocopier	154	2,021	2,700	679		679	74.8%	
4019 Recruitment	0	669	500	(169)		(169)	133.8%	
4020 Advertising	0	1,366	1,000	(366)		(366)	136.6%	
4027 Equipment	104	1,846	1,000	(846)		(846)	184.6%	
4030 Telephone	342	3,799	5,000	1,201		1,201	76.0%	
4035 Postage	152	723	700	(23)		(23)	103.2%	
4040 Printing and Stationery	(33)	1,600	1,800	200		200	88.9%	
4048 Subscriptions	0	3,018	3,000	(18)		(18)	100.6%	
4050 Insurance	140	7,950	6,200	(1,750)		(1,750)	128.2%	
4135 Legal and Professional	0	999	0	(999)		(999)	0.0%	
4900 Contingency	0	634	2,000	1,366		1,366	31.7%	
Administration - Central Costs :- Indirect Expenditure	1,537	33,345	30,900	(2,445)	0	(2,445)	107.9%	0
Net Income over Expenditure	(1,537)	479,277	481,322	2,045				
105 Corporate Management								
4000 Salaries	17,989	164,094	148,400	(15,694)		(15,694)	110.6%	
4008 Travel and Subsistence	160	2,033	2,200	167		167	92.4%	
4010 Conferences and Training	645	2,424	2,500	76		76	97.0%	
4016 Photocopier	0	622	0	(622)		(622)	0.0%	
4125 Bank Charges	95	895	800	(95)		(95)	111.9%	
4130 Accountancy/Corporate Gov.	640	4,090	2,200	(1,890)		(1,890)	185.9%	
4131 Internal Audit	0	550	600	50		50	91.7%	
4132 External Audit	0	1,640	1,500	(140)		(140)	109.3%	
4135 Legal and Professional	141	566	1,000	434		434	56.6%	
4140 Employment/Health & Safety	0	2,320	2,140	(180)		(180)	108.4%	
Corporate Management :- Indirect Expenditure	19,670	179,235	161,340	(17,895)	0	(17,895)	111.1%	0
Net Expenditure	(19,670)	(179,235)	(161,340)	17,895				
110 Democratic Services								
4200 Elections	0	0	6,650	6,650		6,650	0.0%	
4210 Mayor's Allowance	0	1,061	4,000	2,939		2,939	26.5%	
4211 Mayor Making	0	1,102	750	(352)		(352)	146.9%	

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4212 Civic Events	0	2,406	1,500	(906)		(906)	160.4%	
4215 Civic Regalia	0	5,342	1,000	(4,342)		(4,342)	534.1%	
4220 Civic Officers	0	640	1,100	460		460	58.2%	
Democratic Services :- Indirect Expenditure	0	10,550	15,000	4,450	0	4,450	70.3%	0
Net Expenditure	0	(10,550)	(15,000)	(4,450)				
115 Grants								
4230 Events Fund	0	830	5,000	4,170		4,170	16.6%	
4235 General Grants	0	6,106	12,000	5,894		5,894	50.9%	
4236 Community Centre	0	8,000	8,000	0		0	100.0%	
4237 Grange Court	0	7,000	7,000	0		0	100.0%	
4238 Youth Funding	0	213	9,000	8,787		8,787	2.4%	
4239 CAB Grant	0	8,000	8,000	0		0	100.0%	
Grants :- Indirect Expenditure	0	30,149	49,000	18,851	0	18,851	61.5%	0
Net Expenditure	0	(30,149)	(49,000)	(18,851)				
125 Corn Square								
1400 Income-Room Hire	2,604	15,354	17,000	1,646			90.3%	
1403 Income Flat	0	4,719	13,000	8,281			36.3%	
1500 Income-Miscellaneous	0	1,154	0	(1,154)			0.0%	
Corn Square :- Income	2,604	21,227	30,000	8,773			70.8%	0
4180 Cleaning	884	2,423	2,500	77		77	96.9%	
4181 Window Cleaning	46	552	700	148		148	78.9%	
4182 Electricity	508	2,888	4,200	1,312		1,312	68.8%	
4183 Gas	846	2,948	3,900	952		952	75.6%	
4185 Business Rates	0	10,105	11,000	895		895	91.9%	
4186 Water Rates	76	1,001	1,500	499		499	66.7%	
4187 Repairs and Renew als	468	3,749	3,000	(749)		(749)	125.0%	
4188 Fixtures and Fittings	0	3,425	2,000	(1,425)		(1,425)	171.2%	
4700 Loan Repayments	0	27,571	27,734	163		163	99.4%	
Corn Square :- Indirect Expenditure	2,827	54,661	56,534	1,873	0	1,873	96.7%	0
Net Income over Expenditure	(223)	(33,434)	(26,534)	6,900				
130 Tourist Information								
1010 Income-Commission	65	1,378	1,600	222			86.1%	
1510 Income-Coach trips	139	4,894	6,500	1,606			75.3%	
1511 Income-Books & Maps	218	3,427	5,300	1,873			64.7%	

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1512 Income-Cards	64	1,303	1,200	(103)			108.6%	
1513 Income-Souvenirs	133	5,706	5,500	(206)			103.7%	
1514 Income-Food/Drinks	102	3,987	4,000	13			99.7%	
1515 Income-Craft	0	2,286	2,400	114			95.3%	
1516 Income-Advertising	0	63	250	187			25.3%	
Tourist Information :- Income	721	23,045	26,750	3,705			86.1%	0
3000 Cost of Sales	936	11,164	15,000	3,836		3,836	74.4%	
3010 Costs-Coach Trips	50	4,251	6,500	2,249		2,249	65.4%	
4000 Salaries	3,931	47,170	47,000	(170)		(170)	100.4%	
Tourist Information :- Indirect Expenditure	4,916	62,585	68,500	5,915	0	5,915	91.4%	0
Net Income over Expenditure	(4,195)	(39,541)	(41,750)	(2,209)				
201 Open Spaces								
1110 Income P3 Scheme	0	5,285	5,000	(285)			105.7%	
Open Spaces :- Income	0	5,285	5,000	(285)			105.7%	0
4000 Salaries	11,040	117,492	101,000	(16,492)		(16,492)	116.3%	
4006 Uniforms	0	1,634	1,000	(634)		(634)	163.4%	
4027 Equipment	211	2,945	2,500	(445)		(445)	117.8%	
4187 Repairs and Renew als	1,483	2,298	3,000	702		702	76.6%	
4300 Maintenance	529	8,060	6,000	(2,060)		(2,060)	134.3%	
4305 Play Areas	469	1,029	1,000	(29)		(29)	102.9%	
4312 P3 Scheme	0	0	1,000	1,000		1,000	0.0%	
4313 Lengthman Scheme	158	158	2,000	1,842		1,842	7.9%	
4320 Vehicle Maintenance	2,482	4,985	2,000	(2,985)		(2,985)	249.3%	
4321 Vehicle Fuel	292	3,914	2,500	(1,414)		(1,414)	156.6%	
4350 Street Cleaning	302	302	500	198		198	60.4%	
4351 Waste	1,618	7,028	6,000	(1,028)		(1,028)	117.1%	
4355 Tree Management	1,049	1,501	2,500	999		999	60.0%	
Open Spaces :- Indirect Expenditure	19,632	151,346	131,000	(20,346)	0	(20,346)	115.5%	0
Net Income over Expenditure	(19,632)	(146,061)	(126,000)	20,061				
203 Allotments								
1120 Income-Allotments	60	5,907	5,000	(907)			118.1%	
Allotments :- Income	60	5,907	5,000	(907)			118.1%	0
4025 Miscellaneous	0	113	500	388		388	22.5%	
4184 Rent	106	1,322	1,500	178		178	88.1%	
4185 Business Rates	0	57	0	(57)		(57)	0.0%	

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4186 Water Rates	(225)	704	500	(204)		(204)	140.8%	
4300 Maintenance	0	875	1,000	125		125	87.5%	
Allotments :- Indirect Expenditure	(119)	3,070	3,500	430	0	430	87.7%	0
Net Income over Expenditure	179	2,837	1,500	(1,337)				
205 Market and Events								
1402 Income-Market	1,502	11,573	17,000	5,427			68.1%	
Market and Events :- Income	1,502	11,573	17,000	5,427			68.1%	0
4000 Salaries	0	2,376	6,240	3,864		3,864	38.1%	
4020 Advertising	0	0	1,000	1,000		1,000	0.0%	
4021 Promotions	(250)	70	1,000	930		930	7.0%	
4048 Subscriptions	0	0	400	400		400	0.0%	
Market and Events :- Indirect Expenditure	(250)	2,446	8,640	6,194	0	6,194	28.3%	0
Net Income over Expenditure	1,752	9,127	8,360	(767)				
220 Central Area Toilets								
4182 Electricity	0	0	750	750		750	0.0%	
4185 Business Rates	0	1,458	1,750	292		292	83.3%	
4186 Water Rates	0	1,591	1,700	109		109	93.6%	
4300 Maintenance	159	560	0	(560)		(560)	0.0%	
Central Area Toilets :- Indirect Expenditure	159	3,610	4,200	590	0	590	85.9%	0
Net Expenditure	(159)	(3,610)	(4,200)	(590)				
225 The Grange Toilets								
4182 Electricity	154	1,061	1,100	39		39	96.4%	
4185 Business Rates	0	0	1,500	1,500		1,500	0.0%	
4186 Water Rates	0	1,629	1,500	(129)		(129)	108.6%	
4300 Maintenance	160	508	0	(508)		(508)	0.0%	
The Grange Toilets :- Indirect Expenditure	314	3,198	4,100	902	0	902	78.0%	0
Net Expenditure	(314)	(3,198)	(4,100)	(902)				
250 Economic Development								
4023 New sletter	240	1,452	1,440	(12)		(12)	100.8%	
4370 Leominster in Bloom	500	2,808	5,000	2,192		2,192	56.2%	
4375 CCTV	0	10,850	10,850	0		0	100.0%	
4380 Festive Lights	1,020	17,114	15,000	(2,114)		(2,114)	114.1%	
Economic Development :- Indirect Expenditure	1,760	32,225	32,290	65	0	65	99.8%	0
Net Expenditure	(1,760)	(32,225)	(32,290)	(65)				

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260 Capital Projects								
1060 Grants Received	0	10,000	0	(10,000)			0.0%	
Capital Projects :- Income	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>				<u>0</u>
4027 Equipment	0	19,416	0	(19,416)		(19,416)	0.0%	
4305 Play Areas	0	0	10,000	10,000		10,000	0.0%	
4700 Loan Repayments	0	14,563	15,968	1,405		1,405	91.2%	
4710 Capital Fund	(104)	71,872	0	(71,872)		(71,872)	0.0%	
Capital Projects :- Indirect Expenditure	<u>(104)</u>	<u>105,851</u>	<u>25,968</u>	<u>(79,883)</u>	<u>0</u>	<u>(79,883)</u>	<u>407.6%</u>	<u>0</u>
Net Income over Expenditure	<u>104</u>	<u>(95,851)</u>	<u>(25,968)</u>	<u>69,883</u>				
300 Planning and Highw ays								
4240 Travel Fund	135	1,642	5,000	3,358		3,358	32.8%	
Planning and Highw ays :- Indirect Expenditure	<u>135</u>	<u>1,642</u>	<u>5,000</u>	<u>3,358</u>	<u>0</u>	<u>3,358</u>	<u>32.8%</u>	<u>0</u>
Net Expenditure	<u>(135)</u>	<u>(1,642)</u>	<u>(5,000)</u>	<u>(3,358)</u>				
Grand Totals:- Income	<u>4,887</u>	<u>589,659</u>	<u>595,972</u>	<u>6,313</u>			<u>98.9%</u>	
Expenditure	<u>50,477</u>	<u>673,913</u>	<u>595,972</u>	<u>(77,941)</u>	<u>0</u>	<u>(77,941)</u>	<u>113.1%</u>	
Net Income over Expenditure	<u>(45,590)</u>	<u>(84,254)</u>	<u>0</u>	<u>84,254</u>				
Movement to/(from) Gen Reserve	<u>(45,590)</u>	<u>(84,254)</u>						

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)
N/A	N/A	Staff wages	£21,336.88	Staff Wages - April 2020		
25/03/2020	314064	Tallis Amos Group (TAG)	£108.41	Carried out service on mower. Parts replacements.		
06/03/2020	43398706	Zurich Municipal	£4,907.55	Employers' Liability 01/05/2020-30/04/2021 Policy YLL-		
23/03/2020	230320	Leominster Country Tourism Association	£25.00	Membership reimbursement made by Chimney Cottage 6th March		
10/03/2020	1149	Haven Distillery	£72.00	TIC stock - 5cl Gift Set x 6		
19/03/2020	N/A	Julie Debbage	£172.80	Expenses - mileage on 11/03/2020 & 13/03/2020		
19/03/2020	N/A	Clive Thomas	£27.90	Expenses - mileage on 05/03/2020 & 06/03/2020		
25/03/2020	43746154	Zurich Municipal	£2,586.34	Motor insurances 19/05/2020-18/05/2021 Policy YLL-		
23/04/2020	12975	Microshades Business Consultants Ltd	£650.87	IT hosting services - April 2020		
31/03/2020	12909	Microshades Business Consultants Ltd	£330.00	Accounting support for March 2020		
28/02/2020	12804	Microshades Business Consultants Ltd	£438.00	Accounting support for Feb 2020 & Mileage		
23/03/2020	12862	Microshades Business Consultants Ltd	£714.76	IT hosting services - March 2020		
31/03/2020	9877	Lloyd Richards Ltd	£169.50	Payroll - 3 monthly service		
31/03/2020	634021-0	Leominster Building Supplies	£79.63	Bulbs, screws, terminal guard, putty, sand belts, sash cord, parting bead, filler, paint brush, caulk, grit, alox paper		
20/03/2020	2761	Herefordshire Environmental Services Ltd	£168.00	Pest control -22/03/2020-21/06/2020 Allotments		
01/04/2020	20/114	NABMA National Association of British Market Authorities Ltd	£358.00	Annual Subscription 2020/21		
31/03/2020	44268	BOSS Border Office Supplies & systems	£23.54	Copying and printing		
N/A	N/A	Kid's Kitchen Collective CIC	£1,000.00	Funding to run 6 family cooking sessions at Leominster Children's Centre.		
30/03/2020	148373	QuickSkip Recycling	£70.80	Wheelie bins - 11 Corn Square		
27/03/2020	E01774	T H White Group	£966.64	Service and parts replacements for vehicle/mower		
27/03/2020	E01775	T H White Group	£799.25	Service and parts replacements for vehicle/mower		

31/03/2020	AREXT/00224 675	National Express Limited	£65.17	Ticket sale via TIC		
19/03/2020	3078	Steve Wheeler Tree Maintenance Ltd	£1,032.00	work at Lammas Close & alley way at rear of Watsons & The Priory		
20/03/2020	INV-8035	Barrington Print	£38.40	ID name badges x4		
28/03/2020	LNAPR0352	The Leominster News	£120.00	April 2020 issue - 2 pages mono		
10/03/2020	2020-004	Leominster in Bloom	£500.00	Beehive Planter Sponsorship		
17/03/2020	LIB345	Leominster in Bloom	£138.00	Entry fee to Heart of England in Bloom competition		
09/03/2020	67	One Stop Drycleaners & Laundry Ltd	£24.80	Laundry for Servant Quarter		
17/03/2020	45150	Station Motors (Leo) Ltd	£489.73	MOT, Service and parts - Citroen Berlingo		
17/03/2020	45151	Station Motors (Leo) Ltd	£758.70	MOT, Service and parts - ford Transit		
09/03/2020	70046	HAGS	£90.00	various parts - botls and nut, washers, driver bits, pins,		
13/03/2020	MQI-2599	Millennium Quest Ltd	£1,224.00	Removal of tree lights and cables on 12 March 2020		
16/03/2020	0826AIU789	Travis Perkins	£41.09	Timbers & glass beads		
12/03/2020	0826AIU653	Travis Perkins	£51.58	paving & mortar mix		
02/03/2020	0826AIU142	Travis Perkins	£10.78	Cement		
02/03/2020	0826AIU172	Travis Perkins	£67.48	projecting bolt, drill bit, cement		
27/02/2020	0826AIU032	Travis Perkins	£49.03	Ballast		
14/03/2020	14032020	Playhouse Cinema - C James	£6.35	Ticket sale via TIC: Film - 2040 (PG)		
17/03/2020	536108	CleanMy Ltd	£176.81	Cleaning and hygiene products		

Date: 07/04/2020

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)
10/03/2020	494030	Arrow Plant & Tool Hire	£26.40	Petrol Gen hire		
11/03/2020	494060	Arrow Plant & Tool Hire	£28.80	Petrol Gen hire		
26/03/2020	494800	Arrow Plant & Tool Hire	£222.44	various equipment & PPE		
28/03/2020	3761	Shine on Window Cleaners	£46.00	window cleaning		