

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Finance and General Purposes</u></b>								
<b><u>101 Administration - Central Costs</u></b>								
1076 Precept	0	278,787	557,574	278,787			50.0%	
Administration - Central Costs :- Income	0	278,787	557,574	278,787			50.0%	0
4012 Software, IT and Support	542	2,990	7,000	4,010		4,010	42.7%	
4014 Website	43	83	1,000	917		917	8.3%	
4016 Photocopier	85	580	3,500	2,920		2,920	16.6%	
4019 Recruitment	0	0	500	500		500	0.0%	
4020 Advertising	0	0	500	500		500	0.0%	
4027 Equipment	0	88	1,000	912		912	8.8%	
4030 Telephone	349	1,416	4,000	2,584		2,584	35.4%	
4035 Postage	4	4	700	696		696	0.5%	
4040 Printing and Stationery	28	152	1,800	1,648		1,648	8.4%	
4048 Subscriptions	0	2,414	3,000	586		586	80.5%	
4050 Insurance	0	7,494	7,500	6		6	99.9%	
4900 Contingency	0	0	2,000	2,000		2,000	0.0%	
Administration - Central Costs :- Indirect Expenditure	1,051	15,220	32,500	17,280	0	17,280	46.8%	0
Net Income over Expenditure	(1,051)	263,567	525,074	261,507				
<b><u>105 Corporate Management</u></b>								
4000 Salaries	10,576	42,368	145,000	102,632		102,632	29.2%	
4008 Travel and Subsistance	36	269	2,100	1,831		1,831	12.8%	
4010 Conferences and Training	0	200	2,500	2,300		2,300	8.0%	
4125 Bank Charges	27	56	1,000	944		944	5.6%	
4130 Accountancy/Corporate Gov.	275	1,556	2,200	644		644	70.7%	
4131 Internal Audit	275	275	600	325		325	45.8%	
4132 External Audit	0	0	1,500	1,500		1,500	0.0%	
4135 Legal and Professional	702	1,535	500	(1,035)		(1,035)	307.1%	
4140 Employment/Health & Safety	0	0	2,140	2,140		2,140	0.0%	
Corporate Management :- Indirect Expenditure	11,892	46,259	157,540	111,281	0	111,281	29.4%	0
Net Expenditure	(11,892)	(46,259)	(157,540)	(111,281)				
<b><u>110 Democratic Services</u></b>								
4200 Elections	0	0	1,500	1,500		1,500	0.0%	
4210 Mayor's Allowance	0	0	4,000	4,000		4,000	0.0%	
4211 Mayor Making	0	0	1,100	1,100		1,100	0.0%	
4212 Civic Events	0	0	1,500	1,500		1,500	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2020

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Civic Regalia	0	0	1,000	1,000		1,000	0.0%	
4220 Civic Officers	0	0	1,200	1,200		1,200	0.0%	
Democratic Services :- Indirect Expenditure	0	0	10,300	10,300	0	10,300	0.0%	0
Net Expenditure	0	0	(10,300)	(10,300)				
<u>115 Grants</u>								
1065 Small Grants Received	0	482	0	(482)			0.0%	
Grants :- Income	0	482	0	(482)				0
4235 General Grants	0	1,932	10,000	8,068		8,068	19.3%	
4236 Community Centre	0	0	8,000	8,000		8,000	0.0%	
4237 Grange Court	0	0	7,000	7,000		7,000	0.0%	
4238 Youth Funding	750	1,750	9,000	7,250		7,250	19.4%	
4239 CAB Grant	0	8,000	8,000	0		0	100.0%	
4241 Small Grants Expenditure	49	353	0	(353)		(353)	0.0%	
Grants :- Indirect Expenditure	799	12,035	42,000	29,965	0	29,965	28.7%	0
Net Income over Expenditure	(799)	(11,553)	(42,000)	(30,447)				
<u>125 Corn Square</u>								
1400 Income-Room Hire	2,128	2,107	17,000	14,893			12.4%	
1403 Income Flat	51	118	13,000	12,882			0.9%	
Corn Square :- Income	2,179	2,225	30,000	27,775			7.4%	0
4180 Cleaning	904	1,423	3,200	1,777		1,777	44.5%	
4181 Window Cleaning	0	0	600	600		600	0.0%	
4182 Electricity	246	474	3,500	3,026		3,026	13.5%	
4183 Gas	431	781	3,500	2,719		2,719	22.3%	
4185 Business Rates	1,010	4,045	11,500	7,455		7,455	35.2%	
4186 Water Rates	76	304	1,800	1,496		1,496	16.9%	
4187 Repairs and Renewals	1,386	2,263	3,500	1,237		1,237	64.7%	
4188 Fixtures and Fittings	316	699	2,500	1,801		1,801	28.0%	
4700 Loan Repayments	13,636	13,636	27,734	14,098		14,098	49.2%	
Corn Square :- Indirect Expenditure	18,005	23,624	57,834	34,210	0	34,210	40.8%	0
Net Income over Expenditure	(15,826)	(21,399)	(27,834)	(6,435)				
<u>130 Tourist Information</u>								
1010 Income-Commission	0	0	1,400	1,400			0.0%	
1510 Income-Coach trips	0	0	8,000	8,000			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2020

Month No: 4

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1511 Income-Books & Maps	244	293	4,900	4,607			6.0%	
1512 Income-Cards	14	14	1,400	1,386			1.0%	
1513 Income-Souvenirs	70	91	6,600	6,509			1.4%	
1514 Income-Food/Drinks	68	72	4,500	4,428			1.6%	
1515 Income-Craft	25	25	2,400	2,375			1.0%	
1516 Income-Advertising	0	0	300	300			0.0%	
1519 Income-Green Sacks	1,099	1,099	0	(1,099)			0.0%	
Tourist Information :- Income	<u>1,519</u>	<u>1,594</u>	<u>29,500</u>	<u>27,906</u>			5.4%	<u>0</u>
3000 Cost of Sales	737	737	18,000	17,263		17,263	4.1%	
3010 Costs-Coach Trips	0	0	8,000	8,000		8,000	0.0%	
4000 Salaries	3,944	15,928	50,000	34,072		34,072	31.9%	
4028 Green Sacks Purchase	1,400	1,400	0	(1,400)		(1,400)	0.0%	
Tourist Information :- Indirect Expenditure	<u>6,081</u>	<u>18,065</u>	<u>76,000</u>	<u>57,935</u>	<u>0</u>	<u>57,935</u>	23.8%	<u>0</u>
Net Income over Expenditure	<u>(4,561)</u>	<u>(16,472)</u>	<u>(46,500)</u>	<u>(30,028)</u>				
Finance and General Purposes :- Income	3,698	283,087	617,074	333,987			45.9%	
Expenditure	37,827	115,204	376,174	260,970	0	260,970	30.6%	
Movement to/(from) Gen Reserve	<u>(34,129)</u>	<u>167,883</u>						

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2020

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Environment and Services</u>								
<u>201 Open Spaces</u>								
4000 Salaries	12,705	50,170	171,000	120,830		120,830	29.3%	
4006 Uniforms	398	993	1,400	407		407	70.9%	
4027 Equipment	158	212	3,000	2,788		2,788	7.1%	
4187 Repairs and Renewals	72	72	3,000	2,928		2,928	2.4%	
4300 Maintenance	0	258	8,000	7,742		7,742	3.2%	
4305 Play Areas	30	129	0	(129)		(129)	0.0%	
4320 Vehicle Maintenance	69	768	3,000	2,232		2,232	25.6%	
4321 Vehicle Fuel	318	846	3,000	2,154		2,154	28.2%	
4350 Street Cleaning	0	0	500	500		500	0.0%	
4351 Waste	1,166	2,112	7,000	4,888		4,888	30.2%	
4355 Tree Management	1,560	1,560	2,500	940		940	62.4%	
4356 Solar Panel Installation	0	0	3,000	3,000		3,000	0.0%	
Open Spaces :- Indirect Expenditure	16,475	57,120	205,400	148,280	0	148,280	27.8%	0
Net Expenditure	(16,475)	(57,120)	(205,400)	(148,280)				
<u>202 Depot</u>								
4050 Insurance	498	498	0	(498)		(498)	0.0%	
4180 Cleaning	0	140	100	(40)		(40)	140.2%	
4182 Electricity	0	0	800	800		800	0.0%	
4185 Business Rates	0	0	2,100	2,100		2,100	0.0%	
4186 Water Rates	0	0	550	550		550	0.0%	
4187 Repairs and Renewals	1,577	1,584	3,055	1,471		1,471	51.9%	
4188 Fixtures and Fittings	276	276	1,000	724		724	27.6%	
Depot :- Indirect Expenditure	2,351	2,498	7,605	5,107	0	5,107	32.9%	0
Net Expenditure	(2,351)	(2,498)	(7,605)	(5,107)				
<u>203 Allotments</u>								
1120 Income-Allotments	86	214	5,000	4,786			4.3%	
Allotments :- Income	86	214	5,000	4,786			4.3%	0
4025 Miscellaneous	200	567	500	(67)		(67)	113.4%	
4184 Rent	174	500	1,500	1,000		1,000	33.3%	
4186 Water Rates	34	136	500	364		364	27.2%	
4300 Maintenance	0	80	1,000	920		920	8.0%	
Allotments :- Indirect Expenditure	408	1,283	3,500	2,217	0	2,217	36.6%	0
Net Income over Expenditure	(323)	(1,068)	1,500	2,568				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2020

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Market</u>								
1402 Income-Market	0	0	16,000	16,000			0.0%	
Market :- Income	0	0	16,000	16,000			0.0%	0
4000 Salaries	0	891	6,000	5,109		5,109	14.8%	
4020 Advertising	0	0	1,000	1,000		1,000	0.0%	
4021 Promotions	0	250	1,000	750		750	25.0%	
4048 Subscriptions	0	358	0	(358)		(358)	0.0%	
Market :- Indirect Expenditure	0	1,499	8,000	6,501	0	6,501	18.7%	0
Net Income over Expenditure	0	(1,499)	8,000	9,499				
<u>220 Central Area Toilets</u>								
4182 Electricity	0	0	750	750		750	0.0%	
4185 Business Rates	165	657	1,700	1,043		1,043	38.6%	
4186 Water Rates	443	443	1,500	1,057		1,057	29.5%	
4300 Maintenance	0	0	500	500		500	0.0%	
Central Area Toilets :- Indirect Expenditure	608	1,100	4,450	3,350	0	3,350	24.7%	0
Net Expenditure	(608)	(1,100)	(4,450)	(3,350)				
<u>225 The Grange Toilets</u>								
4182 Electricity	40	93	1,100	1,007		1,007	8.4%	
4186 Water Rates	556	556	2,000	1,444		1,444	27.8%	
4300 Maintenance	28	28	500	472		472	5.6%	
The Grange Toilets :- Indirect Expenditure	624	677	3,600	2,923	0	2,923	18.8%	0
Net Expenditure	(624)	(677)	(3,600)	(2,923)				
<u>250 Economic Development</u>								
4023 Newsletter	120	600	1,560	960		960	38.5%	
4047 Market Town Forum	0	0	250	250		250	0.0%	
4230 Events Fund	0	0	5,000	5,000		5,000	0.0%	
4370 Leominster in Bloom	(138)	0	5,000	5,000		5,000	0.0%	
4375 CCTV	0	5,517	11,035	5,518		5,518	50.0%	
4380 Festive Lights	15,796	16,242	16,000	(242)		(242)	101.5%	
Economic Development :- Indirect Expenditure	15,778	22,360	38,845	16,485	0	16,485	57.6%	0
Net Expenditure	(15,778)	(22,360)	(38,845)	(16,485)				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2020

Month No: 4

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>260 Capital Projects</u>								
1080 Loan Funded Projects	0	1,022	10,000	8,978			10.2%	
1081 Funded From Earmarked Reserves	0	21	20,000	19,979			0.1%	
Capital Projects :- Income	<u>0</u>	<u>1,043</u>	<u>30,000</u>	<u>28,957</u>			<u>3.5%</u>	<u>0</u>
4027 Equipment	0	0	500	500		500	0.0%	
4305 Play Areas	0	0	9,500	9,500		9,500	0.0%	
4378 Signage Project	15,741	24,733	0	(24,733)		(24,733)	0.0%	
4700 Loan Repayments	7,603	7,603	14,000	6,397		6,397	54.3%	
4710 Capital Fund	(13,758)	0	85,000	85,000		85,000	0.0%	
4715 Secret Garden-Loan Funded	1,384	2,406	10,000	7,594		7,594	24.1%	
4716 Toilet Refurb-Reserve Funded	0	21	20,000	19,979		19,979	0.1%	
Capital Projects :- Indirect Expenditure	<u>10,970</u>	<u>34,764</u>	<u>139,000</u>	<u>104,236</u>	<u>0</u>	<u>104,236</u>	<u>25.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(10,970)</u>	<u>(33,721)</u>	<u>(109,000)</u>	<u>(75,279)</u>				
Environment and Services :- Income	86	1,257	51,000	49,743			2.5%	
Expenditure	47,215	121,300	410,400	289,100	0	289,100	29.6%	
Movement to/(from) Gen Reserve	<u>(47,129)</u>	<u>(120,043)</u>						

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2020

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Planning and Highways</u>								
<u>300 Planning and Highways</u>								
4240 Travel Fund	0	179	4,500	4,321		4,321	4.0%	
Planning and Highways :- Indirect Expenditure	0	179	4,500	4,321	0	4,321	4.0%	0
Net Expenditure	0	(179)	(4,500)	(4,321)				
Planning and Highways :- Income	0	0	0	0			0.0%	
Expenditure	0	179	4,500	4,321	0	4,321	4.0%	
Movement to/(from) Gen Reserve	0	(179)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Earmarked Reserves</u></b>								
<b><u>901 Earmarked Reserves</u></b>								
9000 Election Reserve	0	3,105	16,150	13,046		13,046	19.2%	
9001 CCTV Reserve	0	0	4,500	4,500		4,500	0.0%	
9002 Town Centre Enhancements	0	0	20,000	20,000		20,000	0.0%	
9003 Equioment Rollong Programme	0	0	20,725	20,725		20,725	0.0%	
9004 Play Equipment Reserve	0	0	6,000	6,000		6,000	0.0%	
9005 Public Convienience Reserve	0	0	31,800	31,800		31,800	0.0%	
9006 Youth Projects	0	0	8,350	8,350		8,350	0.0%	
9007 Capital Receipts Reserve	0	0	27,638	27,638		27,638	0.0%	
9008 Unspent Loans	0	0	140,466	140,466		140,466	0.0%	
Earmarked Reserves :- Indirect Expenditure	0	3,105	275,629	272,525	0	272,525	1.1%	0
Net Expenditure	0	(3,105)	(275,629)	(272,525)				
Earmarked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	0	3,105	275,629	272,525	0	272,525	1.1%	
Movement to/(from) Gen Reserve	0	(3,105)						
Grand Totals:- Income	3,784	284,344	668,074	383,730			42.6%	
Expenditure	85,042	239,787	1,066,703	826,916	0	826,916	22.5%	
Net Income over Expenditure	(81,258)	44,557	(398,629)	(443,186)				
Movement to/(from) Gen Reserve	(81,258)	44,557						



## **2020/21 Month 4 Budget Notes**

These notes are intended to accompany the budget reports for the end of month 4 of 2020/21 financial year. Comments on expenditure and income are listed by budget heading and cost centre.

### **101: Administration – Central Costs**

#### **4012: Software, IT and Support**

- Expenditure includes end of year external accounting support for 2019/20 financial year.
- Overspend anticipated by the end of the financial year. No potential cost reductions have been identified, however external accounting support costs are anticipated to be reduced in subsequent years. Budget to be reviewed for 2021/22.

#### **4014: Website**

- Expected to be an area of overspend, due to changes required to adhere to government accessibility guidelines due to be released in Sept 2020. Likely to require contingency budget listed under 4900.

#### **4030: Phone**

- Expenditure includes costs for setting up remote phone access for office staff during COVID-19 lockdown.

#### **4048: Subscriptions**

- Subscriptions renew at the beginning of the financial year.

#### **4050: Insurance**

- Insurance cover renews at the beginning of the financial year. This includes vehicle cover, buildings and contents, employer's liability and public liability.

### **105: Corporate Management**

#### **4130: Accountancy/Corporate Governance**

- Expenditure is high at the beginning of the financial year, as it includes end of year accounting support.

#### **4135: Legal and Professional**

- Approx. £1000 of costs listed under this code to date are legal fees in relation to planning matters that are due to be reimbursed.

### **115: Grants**

#### **4236: Community Centre**

- Grant has been allocated and payment is being processed.

#### **4237: Grange Court**

- Grant has been allocated and payment is being processed.

#### 125: Corn Square

##### **4180: Cleaning**

- Costs are anticipated to be high for the remainder of this financial year, due to COVID-19 requirements.

##### **1403: Income Flat**

- First post-COVID bookings took place in July, with income expected to show in month 5 reporting. Flat is booked continuously until the end of September.

##### **4187: Repairs and Renewals**

- Repair work undertaken while LTC Office and TIC closed due to COVID-19 restrictions.
- As a result of a fire risk assessment that took place at the end of August 2020, further essential works have been identified and are currently being costed.

#### 130: Tourist Information Centre Income

- TIC reopened for limited business on 1<sup>st</sup> July 2020 and will extend trading on 1<sup>st</sup> Sept 2020.. Month 5 figures show income to the end of July 2020.

##### **4028 & 1519: Green sacks purchase and income**

- Green refuse sacks are being sold on request from Herefordshire Council, while Leominster library remains unable to manage sales. Sale cost includes purchase costs, plus a small subsidiary to cover cost of sales. Sale price is consistent with other local retail outlets.

#### 201: Open Spaces

##### **4006: Uniforms**

- Waiting for a refund on unsuitable uniform items.

##### **4355: Tree Management**

- Includes emergency works on trees on Town Council properties. A tree survey is also required within the 2020/21 financial year, so this is an area of anticipated overspend. Tree surveys are required on a regular basis.

#### 202: Depo

##### **4180: Cleaning**

- Includes COVID-19 PPE requirements.

##### **4187: Repairs & Renewals**

- Works required in order to make new depo space suitable for Environmental Team requirements.

#### 203: Allotments

##### **1120: Income – Allotments**

- Delay in 2020/21 rent invoices being sent out due to transferring plot holder data due a new management system and the need to establish COVID-19 appropriate payment options.

**4025: Miscellaneous**

- Includes subscription for the new allotment management software.

**205: Market****1402: Income – market**

- Market reopened on 15<sup>th</sup> June 2020, but initially with reduced hours and stalls. Stall holders not charged rent on early post-lockdown markets, to encourage uptake of plots.

**250: Economic Development****4023: Newsletter**

- Costs have increased, so this is expected to be an area of overspend for 2020/21.

**4375: CCTV**

- Includes 2/4 payment instalments for 2020/21. Month 4 includes contributions covering the period up to Sept 2020.

**4380: Festive Lights**

- Includes annual payment, plus costs for removal of lights required for essential tree work to take place. Further costs are expected in advance of Christmas 2020 due to work required to update infrastructure for efficiency and safety reasons.

## Annual Budget - By Committee (Actual YTD Month 5)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Finance and General Purposes</u>										
<u>101</u>	<u>Administration - Central Costs</u>									
1076	Precept	512,222	512,222	557,574	278,787	557,574	0	0	0	0
1500	Income-Miscellaneous	0	400	0	0	0	0	0	0	0
	Total Income	512,222	512,622	557,574	278,787	557,574	0	0	0	0
4012	Software, IT and Support	6,000	8,107	7,000	2,990	7,500	0	0	0	0
4014	Website	1,000	614	1,000	103	700	0	0	0	0
4016	Photocopier	2,700	2,558	3,500	580	2,700	0	0	0	0
4019	Recruitment	500	669	500	0	0	0	0	0	0
4020	Advertising	1,000	1,366	500	0	500	0	0	0	0
4027	Equipment	1,000	1,846	1,000	88	1,000	0	0	0	0
4030	Telephone	5,000	3,799	4,000	1,416	4,000	0	0	0	0
4035	Postage	700	723	700	6	700	0	0	0	0
4040	Printing and Stationery	1,800	1,600	1,800	225	1,600	0	0	0	0
4048	Subscriptions	3,000	3,018	3,000	2,414	3,000	0	0	0	0
4050	Insurance	6,200	7,950	7,500	7,494	8,500	0	0	0	0
4135	Legal and Professional	0	999	0	0	0	0	0	0	0
4900	Contingency	2,000	634	2,000	0	2,000	0	0	0	0
	Overhead Expenditure	30,900	33,882	32,500	15,316	32,200	0	0	0	0
	Movement to/(from) Gen Reserve	481,322	478,740	525,074	263,471	525,374		0		
<u>105</u>	<u>Corporate Management</u>									
4000	Salaries	148,400	164,047	145,000	42,368	145,000	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 5)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4008	Travel and Subsistence	2,200	2,033	2,100	269	1,400	0	0	0	0
4010	Conferences and Training	2,500	2,424	2,500	200	1,500	0	0	0	0
4125	Bank Charges	800	895	1,000	56	500	0	0	0	0
4130	Accountancy/Corporate Gov.	2,200	4,090	2,200	1,556	4,600	0	0	0	0
4131	Internal Audit	600	550	600	275	600	0	0	0	0
4132	External Audit	1,500	1,640	1,500	0	1,500	0	0	0	0
4135	Legal and Professional	1,000	566	500	1,535	1,500	0	0	0	0
4140	Employment/Health & Safety	2,140	2,320	2,140	0	2,140	0	0	0	0
4215	Civic Regalia	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	161,340	178,565	157,540	46,259	158,740	0	0	0	0
	Movement to/(from) Gen Reserve	(161,340)	(178,565)	(157,540)	(46,259)	(158,740)		0		
<u>110</u>	<u>Democratic Services</u>									
4200	Elections	6,650	0	1,500	0	1,500	0	0	0	0
4210	Mayor's Allowance	4,000	1,061	4,000	0	4,000	0	0	0	0
4211	Mayor Making	750	1,102	1,100	0	0	0	0	0	0
4212	Civic Events	1,500	2,406	1,500	0	750	0	0	0	0
4215	Civic Regalia	1,000	5,342	1,000	0	1,000	0	0	0	0
4220	Civic Officers	1,100	640	1,200	0	700	0	0	0	0
	Overhead Expenditure	15,000	10,550	10,300	0	7,950	0	0	0	0
	Movement to/(from) Gen Reserve	(15,000)	(10,550)	(10,300)	0	(7,950)		0		
<u>115</u>	<u>Grants</u>									
1065	Small Grants Received	0	0	0	482	482	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 5)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
Total Income		0	0	0	482	482	0	0	0	0
4230	Events Fund	5,000	830	0	0	0	0	0	0	0
4235	General Grants	12,000	6,106	10,000	1,932	10,000	0	0	0	0
4236	Community Centre	8,000	8,000	8,000	0	8,000	0	0	0	0
4237	Grange Court	7,000	7,000	7,000	0	7,000	0	0	0	0
4238	Youth Funding	9,000	213	9,000	1,750	9,000	0	0	0	0
4239	CAB Grant	8,000	8,000	8,000	8,000	8,000	0	0	0	0
4241	Small Grants Expenditure	0	0	0	389	482	0	0	0	0
Overhead Expenditure		49,000	30,149	42,000	12,071	42,482	0	0	0	0
Movement to/(from) Gen Reserve		(49,000)	(30,149)	(42,000)	(11,589)	(42,000)		0		
<u>125</u>	<u>Corn Square</u>									
1400	Income-Room Hire	17,000	15,354	17,000	2,107	8,500	0	0	0	0
1403	Income Flat	13,000	4,719	13,000	118	7,000	0	0	0	0
1500	Income-Miscellaneous	0	1,154	0	0	0	0	0	0	0
Total Income		30,000	21,227	30,000	2,225	15,500	0	0	0	0
4180	Cleaning	2,500	2,423	3,200	1,523	2,500	0	0	0	0
4181	Window Cleaning	700	552	600	46	600	0	0	0	0
4182	Electricity	4,200	2,888	3,500	474	2,900	0	0	0	0
4183	Gas	3,900	2,948	3,500	781	3,000	0	0	0	0
4185	Business Rates	11,000	10,105	11,500	4,045	10,500	0	0	0	0
4186	Water Rates	1,500	1,001	1,800	304	1,000	0	0	0	0
4187	Repairs and Renewals	3,000	3,749	3,500	2,423	3,500	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 5)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4188	Fixtures and Fittings	2,000	3,425	2,500	699	2,500	0	0	0	0
4700	Loan Repayments	27,734	27,571	27,734	13,636	27,734	0	0	0	0
	Overhead Expenditure	56,534	54,661	57,834	23,931	54,234	0	0	0	0
	Movement to/(from) Gen Reserve	(26,534)	(33,434)	(27,834)	(21,706)	(38,734)		0		
<u>130</u>	<u>Tourist Information</u>									
1010	Income-Commission	1,600	1,378	1,400	0	700	0	0	0	0
1510	Income-Coach trips	6,500	4,894	8,000	0	3,000	0	0	0	0
1511	Income-Books & Maps	5,300	3,427	4,900	293	2,500	0	0	0	0
1512	Income-Cards	1,200	1,303	1,400	14	700	0	0	0	0
1513	Income-Souvenirs	5,500	5,706	6,600	91	3,300	0	0	0	0
1514	Income-Food/Drinks	4,000	3,987	4,500	72	2,250	0	0	0	0
1515	Income-Craft	2,400	2,286	2,400	25	1,000	0	0	0	0
1516	Income-Advertising	250	63	300	0	0	0	0	0	0
1519	Income-Green Sacks	0	0	0	1,099	0	0	0	0	0
	Total Income	26,750	23,045	29,500	1,594	13,450	0	0	0	0
3000	Cost of Sales	15,000	11,164	18,000	1,137	9,000	0	0	0	0
3010	Costs-Coach Trips	6,500	4,251	8,000	0	2,700	0	0	0	0
4000	Salaries	47,000	47,170	50,000	15,928	50,000	0	0	0	0
4028	Green Sacks Purchase	0	0	0	1,400	0	0	0	0	0
	Overhead Expenditure	68,500	62,585	76,000	18,465	61,700	0	0	0	0
	Movement to/(from) Gen Reserve	(41,750)	(39,541)	(46,500)	(16,872)	(48,250)		0		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 5)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
Finance and General Purposes - Income	568,972	556,894	617,074	283,087	587,006	0	0	0	0
Expenditure	381,274	370,392	376,174	116,042	357,306	0	0	0	0
Movement to/(from) Gen Reserve	<u>187,698</u>	<u>186,502</u>	<u>240,900</u>	<u>167,045</u>	<u>229,700</u>		<u>0</u>		

Continued on next page



## Annual Budget - By Committee (Actual YTD Month 5)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environment and Services</u>										
<u>201</u>	<u>Open Spaces</u>									
1110	Income P3 Scheme	5,000	5,285	0	0	0	0	0	0	0
	Total Income	5,000	5,285	0	0	0	0	0	0	0
4000	Salaries	101,000	117,492	171,000	50,170	171,000	0	0	0	0
4006	Uniforms	1,000	1,634	1,400	1,009	1,400	0	0	0	0
4027	Equipment	2,500	2,945	3,000	212	3,000	0	0	0	0
4187	Repairs and Renewals	3,000	2,298	3,000	72	3,000	0	0	0	0
4300	Maintenance	6,000	8,060	8,000	258	6,000	0	0	0	0
4305	Play Areas	1,000	1,029	0	129	0	0	0	0	0
4312	P3 Scheme	1,000	0	0	0	0	0	0	0	0
4313	Lengthman Scheme	2,000	158	0	0	0	0	0	0	0
4320	Vehicle Maintenance	2,000	4,985	3,000	768	3,000	0	0	0	0
4321	Vehicle Fuel	2,500	4,086	3,000	846	2,600	0	0	0	0
4350	Street Cleaning	500	302	500	0	500	0	0	0	0
4351	Waste	6,000	5,924	7,000	2,342	6,000	0	0	0	0
4355	Tree Management	2,500	1,501	2,500	1,560	2,500	0	0	0	0
4356	Solar Panel Installation	0	0	3,000	0	3,000	0	0	0	0
	Overhead Expenditure	131,000	150,414	205,400	57,366	202,000	0	0	0	0
	Movement to/(from) Gen Reserve	(126,000)	(145,129)	(205,400)	(57,366)	(202,000)		0		
<u>202</u>	<u>Depot</u>									
4050	Insurance	0	0	0	498	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 5)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4180	Cleaning	0	0	100	140	200	0	0	0	0
4182	Electricity	0	0	800	0	800	0	0	0	0
4184	Rent	0	0	0	0	0	0	0	0	0
4185	Business Rates	0	0	2,100	0	2,100	0	0	0	0
4186	Water Rates	0	0	550	0	550	0	0	0	0
4187	Repairs and Renewals	0	0	3,055	3,608	3,055	0	0	0	0
4188	Fixtures and Fittings	0	0	1,000	276	1,000	0	0	0	0
	Overhead Expenditure	0	0	7,605	4,522	7,705	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	(7,605)	(4,522)	(7,705)		0		
<u>203</u>	<u>Allotments</u>									
1120	Income-Allotments	5,000	5,907	5,000	214	5,000	0	0	0	0
	Total Income	5,000	5,907	5,000	214	5,000	0	0	0	0
4025	Miscellaneous	500	113	500	567	500	0	0	0	0
4184	Rent	1,500	1,322	1,500	500	1,400	0	0	0	0
4185	Business Rates	0	57	0	0	0	0	0	0	0
4186	Water Rates	500	704	500	136	500	0	0	0	0
4300	Maintenance	1,000	875	1,000	430	1,000	0	0	0	0
	Overhead Expenditure	3,500	3,070	3,500	1,633	3,400	0	0	0	0
	Movement to/(from) Gen Reserve	1,500	2,837	1,500	(1,418)	1,600		0		
<u>205</u>	<u>Market</u>									
1402	Income-Market	17,000	11,573	16,000	0	8,000	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 5)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
Total Income		17,000	11,573	16,000	0	8,000	0	0	0	0
4000	Salaries	6,240	2,376	6,000	929	3,000	0	0	0	0
4020	Advertising	1,000	0	1,000	0	1,000	0	0	0	0
4021	Promotions	1,000	70	1,000	250	1,000	0	0	0	0
4048	Subscriptions	400	0	0	358	358	0	0	0	0
Overhead Expenditure		8,640	2,446	8,000	1,537	5,358	0	0	0	0
Movement to/(from) Gen Reserve		8,360	9,127	8,000	(1,537)	2,642		0		
<u>220</u>	<u>Central Area Toilets</u>									
4180	Cleaning	0	0	0	0	0	0	0	0	0
4182	Electricity	750	0	750	0	0	0	0	0	0
4185	Business Rates	1,750	1,458	1,700	657	1,700	0	0	0	0
4186	Water Rates	1,700	1,591	1,500	443	1,500	0	0	0	0
4300	Maintenance	0	560	500	6	500	0	0	0	0
Overhead Expenditure		4,200	3,610	4,450	1,106	3,700	0	0	0	0
Movement to/(from) Gen Reserve		(4,200)	(3,610)	(4,450)	(1,106)	(3,700)		0		
<u>225</u>	<u>The Grange Toilets</u>									
4180	Cleaning	0	0	0	0	0	0	0	0	0
4182	Electricity	1,100	1,061	1,100	93	1,100	0	0	0	0
4185	Business Rates	1,500	0	0	0	0	0	0	0	0
4186	Water Rates	1,500	1,629	2,000	556	2,000	0	0	0	0
4300	Maintenance	0	508	500	28	500	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 5)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	4,100	3,198	3,600	677	3,600	0	0	0	0
	Movement to/(from) Gen Reserve	(4,100)	(3,198)	(3,600)	(677)	(3,600)		0		
<u>250</u>	<u>Economic Development</u>									
4023	Newsletter	1,440	1,332	1,560	600	1,500	0	0	0	0
4047	Market Town Forum	0	0	250	0	250	0	0	0	0
4230	Events Fund	0	0	5,000	0	0	0	0	0	0
4370	Leominster in Bloom	5,000	2,808	5,000	298	5,000	0	0	0	0
4375	CCTV	10,850	10,850	11,035	5,517	11,035	0	0	0	0
4380	Festive Lights	15,000	17,114	16,000	16,242	16,000	0	0	0	0
	Overhead Expenditure	32,290	32,105	38,845	22,658	33,785	0	0	0	0
	Movement to/(from) Gen Reserve	(32,290)	(32,105)	(38,845)	(22,658)	(33,785)		0		
<u>260</u>	<u>Capital Projects</u>									
1060	Grants Received	0	10,000	0	0	0	0	0	0	0
1080	Loan Funded Projects	0	0	10,000	1,022	10,000	0	0	0	0
1081	Funded From Earmarked Reserves	0	0	20,000	21	20,000	0	0	0	0
	Total Income	0	10,000	30,000	1,043	30,000	0	0	0	0
4027	Equipment	0	19,416	500	0	500	0	0	0	0
4305	Play Areas	10,000	0	9,500	0	9,500	0	0	0	0
4378	Signage Project	0	0	0	31,953	8,982	0	0	0	0
4700	Loan Repayments	15,968	14,563	14,000	7,603	14,000	0	0	0	0
4710	Capital Fund	0	59,412	85,000	0	85,000	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 5)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4715 Secret Garden-Loan Funded	0	0	10,000	3,869	10,000	0	0	0	0
4716 Toilet Refurb-Reserve Funded	0	0	20,000	21	20,000	0	0	0	0
Overhead Expenditure	25,968	93,391	139,000	43,447	147,982	0	0	0	0
Movement to/(from) Gen Reserve	<u>(25,968)</u>	<u>(83,391)</u>	<u>(109,000)</u>	<u>(42,404)</u>	<u>(117,982)</u>		<u>0</u>		
Environment and Services - Income	27,000	32,765	51,000	1,257	43,000	0	0	0	0
Expenditure	209,698	288,233	410,400	132,945	407,530	0	0	0	0
Movement to/(from) Gen Reserve	<u>(182,698)</u>	<u>(255,468)</u>	<u>(359,400)</u>	<u>(131,688)</u>	<u>(364,530)</u>		<u>0</u>		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 5)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
<u>Planning and Highways</u>										
<u>300</u>	<u>Planning and Highways</u>									
4240	Travel Fund	5,000	1,642	4,500	179	4,500	0	0	0	0
	Overhead Expenditure	5,000	1,642	4,500	179	4,500	0	0	0	0
	Movement to/(from) Gen Reserve	(5,000)	(1,642)	(4,500)	(179)	(4,500)		0		
	Planning and Highways - Income	0	0	0	0	0	0	0	0	0
	Expenditure	5,000	1,642	4,500	179	4,500	0	0	0	0
	Movement to/(from) Gen Reserve	(5,000)	(1,642)	(4,500)	(179)	(4,500)		0		
	Total Budget Income	595,972	589,659	668,074	284,344	630,006	0	0	0	0
	Expenditure	595,972	660,267	791,074	249,166	769,336	0	0	0	0
	Movement to/(from) Gen Reserve	0	(70,608)	(123,000)	35,178	(139,330)		0		

Date: 10/08/2020

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	26/07/2020
27/07/2020	545134	Cleanmy	£65.86	Sanitizer and face shields x4			
N/A	N/A	Worcestershire Pension Fund	£5,034.03	Form PCF1 Pension Contribution July 2020			
08/07/2020	INV-607937	Podio	£35.98	Podio Citrix basic fee	09/07/2020	paid by card	
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	27/07/2020
23/07/2020	7630	Point to Point Services P2P	£102.70	Face masks and gloves	23/07/2020	paid by card	
23/07/2020	E02830	T H White Group	£85.96	blade x3			
20/07/2020	0826AIX142	Travis Perkins	£113.23	sink, taps and plumbing parts, tiles, décor chalk			
27/07/2020	27072020	C.E.J. Powell Antique Clock Restoration	£75.00	Service and repair Tavern Clock			
27/07/2020	LNAUG0391	The Leominster News	£120.00	August 2020 issue			
28/07/2020	46165	BOSS Border Office Supplies & Systems	£21.41	Printing and copying			
23/07/2020	A8120373841	ATS Euromaster	£82.96	Mark-van check and repair			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	10/08/2020
31/07/2020	318678	TAG Tallis Amos Group	£101.84	Strk oil and hand sanitisers			
23/07/2020	318300	TAG Tallis Amos Group	£52.76	Chain loop,Flat file+handle+holder,depth gauge			
31/07/2020	635050	Leominster Building Supplies	£331.61	latchhandle, valve,screws,hooks,staple,PSE,handles&hinges,MDF boards,plumbing parts,switches,filler,handsaw,worktop,braces,plates,joint strips,batteries,paint brushes&sleeves,sealant,blades,knobs			
29/07/2020	IN1935	Owen Pell	£679.20	Leominster Town sign			
22/07/2020	23203	Sign It	£36.00	Signs 'Maximum Playground Capacity'			
29/07/2020	3059	Herefordshire Environmental Services Ltd	£96.00	Pest Control-Corn Sq 30/07-29/10/2020			
21/07/2020	0826AIX217	Travis Perkins	£288.77	sashlock lock and parts,timber,door frame			
22/07/2020	0826AIX275	Travis Perkins	£87.35	grout,sealant,screws,architrave,timbers			
23/07/2020	0826AIX314	Travis Perkins	£171.47	letter plate,glue,timbers			
24/07/2020	0826AIX367	Travis Perkins	£230.97	cladding,timber,braces,sealant,screws			

Date: 10/08/2020

31/07/2020	SI-759	DC Gardening Services	£1,818.00	Removal and installation of new Welcome to Leominster Signs			
27/07/2020	MQI-2614	Millenium Quest Limited	£18,955.20	Christmas lights Year 2 of % yr agreement			
29/07/2020	INV33575488	Zoom	£11.99	Zoom monthly fee	29/07/2020	paid by card	
31/07/2020	133850	Microshades Business Consultantsants Ltd	£330.00	Account support July 2020			
31/07/2020	155579	Quickskip Recycling	£74.40	Wheelie bins			
08/07/2020	8720	Bridget Middleton	£499.00	100 calendars £4.99 each			
24/07/2020	145880	David Whyman Map Sales	£200.50	various maps on trails and tours			



Date: 17/08/2020

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	17/08/2020
28/07/2020	0826AIX481	Travis Perkins	£11.40	Paint			
30/07/2020	0826AIX569	Travis Perkins	£22.25	Timber			
04/08/2020	0826AIX673	Travis Perkins	£130.37	door,lock,hinge,sashlock			
N/A	GRANT	LARC Development Trust	£7,000.00	Grant Court Grant			agreed at F&GP mtg 29/06/2020
N/A	GRANT	Leominster Meeting Centre	£1,000.00	Funding support			agreed at F&GP mtg 29/06/2020
03/08/2020	3786	Shine On Window Cleaners	£46.00	window cleaning			
01/08/2020	1644	D.M. Electrical Services	£1,915.00	Electrical work at new depot			
01/08/2020	1643	D.M. Electrical Services	£1,463.00	Electrical work at new outside toilet			
05/08/2020	545694	Cleanmy	£19.70	Hi Viz polo shirt			
06/08/2020	545819	Cleanmy	£72.00	hand sanitiser 5L x2			
03/08/2020	3728	Roundabout Stationery	£63.97	stationery			
05/08/2020	20	One Stop Drycleaners & Laundry Ltd	£48.30	laundry - flat			
23/08/2020	13448	Microshades Business Consultants Ltd	£650.87	IT Hosting & services			
05/08/2020	30125	HFAS Herefordshire Fire Alarm Services	£84.60	Call out and repair on Zone 8&2			
03/08/2020	155821	Quickskip Recycling	£240.00	Wheelie bin			
05/08/2020	155984	Quickskip Recycling	£240.00	Wheelie bin			
17/07/2020	97137	Digital Copier systems DCS	£23.86	Printing and copying			
19/09/2019	289289A	Leander Architectural	£11,214.00	Fingerpost project - remainder			
11/08/2020	0181743	Mayglothing Waste Ltd	£420.00	Exploratory excavation - allotment			
N/A	N/A	HMRC	£3,926.88	PAYE & NI - AUG 2020			
14/08/2020	26635	Leander Architectural	£4,332.00	50% of £8664 - Leominster signage- 11 boards			