

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2021

Month No: 6

## 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
<u>101 Administration - Central Costs</u>								
1076 Precept	272,268	544,536	544,536	0			100.0%	
Administration - Central Costs :- Income	<u>272,268</u>	<u>544,536</u>	<u>544,536</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4012 Software, IT and Support	853	5,387	7,000	1,613		1,613	77.0%	
4014 Website	0	502	1,000	498		498	50.2%	
4016 Photocopier	35	827	3,000	2,173		2,173	27.6%	
4019 Recruitment	0	0	500	500		500	0.0%	
4020 Advertising	0	0	500	500		500	0.0%	
4027 Equipment	0	549	1,000	451		451	54.9%	
4030 Telephone	589	2,336	4,000	1,664		1,664	58.4%	
4035 Postage	3	145	250	105		105	58.1%	
4040 Printing and Stationery	99	489	1,000	511		511	48.9%	
4048 Subscriptions	0	2,632	3,300	668		668	79.8%	
4050 Insurance	0	8,255	7,500	(755)		(755)	110.1%	
4900 Contingency	0	670	2,000	1,330		1,330	33.5%	
Administration - Central Costs :- Indirect Expenditure	<u>1,579</u>	<u>21,792</u>	<u>31,050</u>	<u>9,258</u>	<u>0</u>	<u>9,258</u>	<u>70.2%</u>	<u>0</u>
Net Income over Expenditure	<u>270,689</u>	<u>522,744</u>	<u>513,486</u>	<u>(9,258)</u>				
<u>105 Corporate Management</u>								
1060 Grants Received	2,882	2,882	0	(2,882)			0.0%	
Corporate Management :- Income	<u>2,882</u>	<u>2,882</u>	<u>0</u>	<u>(2,882)</u>				<u>0</u>
4000 Salaries	12,562	73,781	152,000	78,219		78,219	48.5%	
4008 Travel and Subsistance	32	145	1,000	855		855	14.5%	
4010 Conferences and Training	680	2,431	2,500	69		69	97.2%	
4125 Bank Charges	62	667	1,250	583		583	53.4%	
4130 Accountancy/Corporate Gov.	380	1,915	2,200	285		285	87.0%	
4131 Internal Audit	0	280	600	320		320	46.7%	
4132 External Audit	1,300	1,300	1,500	200		200	86.7%	
4135 Legal and Professional	37	37	750	713		713	4.9%	
4140 Employment/Health & Safety	0	0	2,140	2,140		2,140	0.0%	
Corporate Management :- Indirect Expenditure	<u>15,053</u>	<u>80,557</u>	<u>163,940</u>	<u>83,383</u>	<u>0</u>	<u>83,383</u>	<u>49.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(12,171)</u>	<u>(77,674)</u>	<u>(163,940)</u>	<u>(86,266)</u>				
<u>110 Democratic Services</u>								
4200 Elections	0	0	1,500	1,500		1,500	0.0%	
4210 Mayor's Allowance	0	1,088	2,000	912		912	54.4%	
4211 Mayor Making	117	117	1,000	883		883	11.7%	

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4212 Civic Events	25	25	750	725		725	3.3%	
4215 Civic Regalia	0	0	500	500		500	0.0%	
4220 Civic Officers	0	0	500	500		500	0.0%	
Democratic Services :- Indirect Expenditure	142	1,230	6,250	5,020	0	5,020	19.7%	0
Net Expenditure	(142)	(1,230)	(6,250)	(5,020)				
<u>115 Grants</u>								
4235 General Grants	0	110	9,000	8,890		8,890	1.2%	
4236 Community Centre	0	0	8,000	8,000		8,000	0.0%	
4237 Grange Court	7,000	7,000	7,000	0		0	100.0%	
4238 Youth Funding	0	0	4,500	4,500		4,500	0.0%	
4242 Leominster Meeting Centre	0	1,000	1,000	0		0	100.0%	
Grants :- Indirect Expenditure	7,000	8,110	29,500	21,390	0	21,390	27.5%	0
Net Expenditure	(7,000)	(8,110)	(29,500)	(21,390)				
<u>125 Corn Square</u>								
1400 Income-Room Hire	104	7,401	17,000	9,599			43.5%	
1403 Income Flat	1,521	7,570	13,000	5,430			58.2%	
Corn Square :- Income	1,625	14,971	30,000	15,029			49.9%	0
4180 Cleaning	123	2,254	4,000	1,746		1,746	56.3%	
4181 Window Cleaning	46	184	600	416		416	30.7%	
4182 Electricity	213	1,020	3,000	1,980		1,980	34.0%	
4183 Gas	83	862	3,000	2,138		2,138	28.7%	
4185 Business Rates	1,010	6,065	11,500	5,435		5,435	52.7%	
4186 Water Rates	90	577	1,500	923		923	38.5%	
4187 Repairs and Renewals	1,998	3,420	3,000	(420)		(420)	114.0%	
4188 Fixtures and Fittings	349	820	2,000	1,180		1,180	41.0%	
4351 Waste	0	31	0	(31)		(31)	0.0%	
4700 Loan Repayments	0	21,039	27,000	5,961		5,961	77.9%	
Corn Square :- Indirect Expenditure	3,912	36,272	55,600	19,328	0	19,328	65.2%	0
Net Income over Expenditure	(2,287)	(21,301)	(25,600)	(4,299)				
<u>126 Rentable offices Corn Sq</u>								
1401 Income-Rentals	1,428	1,428	0	(1,428)			0.0%	
Rentable offices Corn Sq :- Income	1,428	1,428	0	(1,428)				0
Net Income	1,428	1,428	0	(1,428)				

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<b>130 Tourist Information</b>								
1010 Income-Commission	0	318	1,400	1,082			22.7%	
1510 Income-Coach trips	131	573	8,000	7,427			7.2%	
1511 Income-Books & Maps	320	2,193	4,900	2,707			44.8%	
1512 Income-Cards	192	813	1,400	587			58.1%	
1513 Income-Souvenirs	230	1,465	6,600	5,135			22.2%	
1514 Income-Food/Drinks	311	1,718	4,500	2,782			38.2%	
1515 Income-Craft	202	1,582	2,400	818			65.9%	
1516 Income-Advertising	0	0	300	300			0.0%	
1519 Income-Green Sacks	880	5,910	6,750	840			87.6%	
<b>Tourist Information :- Income</b>	<b>2,265</b>	<b>14,571</b>	<b>36,250</b>	<b>21,679</b>			<b>40.2%</b>	<b>0</b>
3000 Cost of Sales	0	822	0	(822)		(822)	0.0%	
3010 Costs-Coach Trips	69	258	8,000	7,742		7,742	3.2%	
3011 Costs-Books and Maps	217	1,293	4,375	3,082		3,082	29.6%	
3012 Costs-Cards	170	170	1,250	1,080		1,080	13.6%	
3013 Costs-Souvenirs	106	756	5,900	5,145		5,145	12.8%	
3014 Costs-Food/Drink	397	1,484	4,050	2,566		2,566	36.6%	
3015 Costs-Craft	0	1,548	2,150	602		602	72.0%	
3016 Costs-Advertising	0	0	275	275		275	0.0%	
4000 Salaries	4,118	24,415	54,000	29,585		29,585	45.2%	
4028 Green Sacks Purchase	720	5,280	6,000	720		720	88.0%	
<b>Tourist Information :- Indirect Expenditure</b>	<b>5,796</b>	<b>36,025</b>	<b>86,000</b>	<b>49,975</b>	<b>0</b>	<b>49,975</b>	<b>41.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,531)</b>	<b>(21,454)</b>	<b>(49,750)</b>	<b>(28,296)</b>				
<b>201 Open Spaces</b>								
1020 Sale of Assets	0	155	0	(155)			0.0%	
1060 Grants Received	716	716	0	(716)			0.0%	
<b>Open Spaces :- Income</b>	<b>716</b>	<b>871</b>	<b>0</b>	<b>(871)</b>				<b>0</b>
4000 Salaries	13,817	72,932	146,000	73,068		73,068	50.0%	
4006 Uniforms	62	898	2,500	1,602		1,602	35.9%	
4027 Equipment	390	852	2,000	1,148		1,148	42.6%	
4187 Repairs and Renewals	0	1,074	2,000	926		926	53.7%	
4300 Maintenance	0	(143)	6,000	6,143		6,143	(2.4%)	
4312 P3 Scheme	0	0	1,000	1,000		1,000	0.0%	
4313 Lengthman Scheme	0	0	1,000	1,000		1,000	0.0%	
4320 Vehicle Maintenance	13	1,535	3,000	1,465		1,465	51.2%	
4321 Vehicle Fuel	500	2,083	3,000	917		917	69.4%	
4351 Waste	98	3,993	7,000	3,007		3,007	57.0%	
4355 Tree Management	0	0	5,000	5,000		5,000	0.0%	

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4356 Climate Management	0	0	1,528	1,528		1,528	0.0%	
Open Spaces :- Indirect Expenditure	14,878	83,224	180,028	96,804	0	96,804	46.2%	0
Net Income over Expenditure	(14,162)	(82,352)	(180,028)	(97,676)				
<u>202 Depot</u>								
4027 Equipment	0	12	0	(12)		(12)	0.0%	
4050 Insurance	0	706	500	(206)		(206)	141.1%	
4180 Cleaning	0	0	900	900		900	0.0%	
4182 Electricity	62	190	800	610		610	23.8%	
4184 Rent	1,231	2,450	3,700	1,250		1,250	66.2%	
4185 Business Rates	170	1,026	2,100	1,074		1,074	48.9%	
4186 Water Rates	50	300	550	250		250	54.5%	
4187 Repairs and Renewals	20	20	200	180		180	10.0%	
4188 Fixtures and Fittings	0	0	800	800		800	0.0%	
Depot :- Indirect Expenditure	1,533	4,703	9,550	4,847	0	4,847	49.2%	0
Net Expenditure	(1,533)	(4,703)	(9,550)	(4,847)				
<u>203 Allotments</u>								
1120 Income-Allotments	7	5,627	5,000	(627)			112.5%	
Allotments :- Income	7	5,627	5,000	(627)			112.5%	0
4184 Rent	113	741	1,400	659		659	53.0%	
4186 Water Rates	50	297	500	203		203	59.4%	
4300 Maintenance	21	266	1,000	734		734	26.6%	
Allotments :- Indirect Expenditure	184	1,304	2,900	1,596	0	1,596	45.0%	0
Net Income over Expenditure	(177)	4,323	2,100	(2,223)				
<u>205 Market</u>								
1402 Income-Market	0	2,670	16,000	13,330			16.7%	
Market :- Income	0	2,670	16,000	13,330			16.7%	0
4005 Market Management	1,512	1,512	6,000	4,488		4,488	25.2%	
4048 Subscriptions	0	369	358	(11)		(11)	103.1%	
Market :- Indirect Expenditure	1,512	1,881	6,358	4,477	0	4,477	29.6%	0
Net Income over Expenditure	(1,512)	789	9,642	8,853				

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<u>220 Central Area Toilets</u>								
4185 Business Rates	0	(1,647)	0	1,647		1,647	0.0%	
4186 Water Rates	58	396	1,500	1,104		1,104	26.4%	
Central Area Toilets :- Indirect Expenditure	58	(1,251)	1,500	2,751	0	2,751	(83.4%)	0
Net Expenditure	(58)	1,251	(1,500)	(2,751)				
<u>225 The Grange Toilets</u>								
4182 Electricity	44	252	1,100	848		848	22.9%	
4186 Water Rates	96	602	2,000	1,398		1,398	30.1%	
4300 Maintenance	0	190	500	310		310	38.0%	
The Grange Toilets :- Indirect Expenditure	140	1,043	3,600	2,557	0	2,557	29.0%	0
Net Expenditure	(140)	(1,043)	(3,600)	(2,557)				
<u>250 Economic Development</u>								
4023 Newsletter	120	840	1,560	720		720	53.8%	
4047 Market Town Forum	0	0	250	250		250	0.0%	
4230 Events Fund	0	161	1,000	839		839	16.1%	
4370 Leominster in Bloom	0	500	500	0		0	100.0%	
4375 CCTV	2,772	8,317	15,000	6,683		6,683	55.4%	
4380 Festive Lights	0	16,195	17,500	1,305		1,305	92.5%	
Economic Development :- Indirect Expenditure	2,892	26,012	35,810	9,798	0	9,798	72.6%	0
Net Expenditure	(2,892)	(26,012)	(35,810)	(9,798)				
<u>260 Capital Projects</u>								
4700 Loan Repayments	0	0	15,200	15,200		15,200	0.0%	
4715 Secret Garden-Loan Funded	0	3,992	0	(3,992)		(3,992)	0.0%	
Capital Projects :- Indirect Expenditure	0	3,992	15,200	11,208	0	11,208	26.3%	0
Net Expenditure	0	(3,992)	(15,200)	(11,208)				
<u>300 Planning and Highways</u>								
4240 Travel Fund	168	778	4,500	3,722		3,722	17.3%	
Planning and Highways :- Indirect Expenditure	168	778	4,500	3,722	0	3,722	17.3%	0
Net Expenditure	(168)	(778)	(4,500)	(3,722)				

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<b>901 Earmarked Reserves</b>								
9000 Election Reserve	0	0	14,545	14,545		14,545	0.0%	
9001 CCTV Reserve	0	1,706	4,500	2,794		2,794	37.9%	
9002 Town Centre Enhancements	0	0	20,000	20,000		20,000	0.0%	
9003 Equipment Rolling Programme	0	0	21,325	21,325		21,325	0.0%	
9004 Play Equipment Reserve	0	0	15,500	15,500		15,500	0.0%	
9005 Precept Support Reserve	0	0	18,596	18,596		18,596	0.0%	
9006 Youth Projects	0	0	8,350	8,350		8,350	0.0%	
9007 Capital Receipts Reserve	0	0	13,513	13,513		13,513	0.0%	
9008 Unspent Loans	0	0	145,150	145,150		145,150	0.0%	
Earmarked Reserves :- Indirect Expenditure	0	1,706	261,479	259,773	0	259,773	0.7%	0
Net Expenditure	0	(1,706)	(261,479)	(259,773)				
<b>Grand Totals:- Income</b>	281,192	587,557	631,786	44,229			93.0%	
Expenditure	54,848	307,378	893,265	585,887	0	585,887	34.4%	
<b>Net Income over Expenditure</b>	<u>226,344</u>	<u>280,178</u>	<u>(261,479)</u>	<u>(541,657)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>226,344</u>	<u>280,178</u>						

## **2021/22 Month 6 Budget Notes**

These notes are intended to accompany the budget reports for the end of month 6 of 2021/22 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 2020/21 financial year.

#### **4127: Equipment**

- Two new laptops and some secure office cabinets have been purchased at the beginning of the financial year.

#### **4048: Subscriptions**

- Subscriptions renew at the beginning of the financial year except SLCC membership which is due January 2022.

#### **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. This year the cost has risen but also includes cover for the new chipper.

### 105: Corporate Management

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

- Expenditure is high at the beginning of the financial year, to include end of year accounting support. Staff training has now been completed meaning that the monthly cost will reduce towards the end of the year.

### 110: Democratic Services

#### **4215: Civic Regalia**

- Quotes are currently being sought for the cleaning of one mace.

### 125: Corn Square

#### **4180: Cleaning**

- Spend continues to be high due to COVID-19 additional cleaning/PPE requirements.

#### **4187: Repairs and renewals**

- Essential work for the Fire Risk Assessment has been carried out in the cellar meaning that this category has gone over budget.

### 126: Rentable Offices Corn Square

#### **1401: Income – Rentals**

- New budget code to capture room rentals.

### 130: Tourist Information Centre Income

- Income now increasing, especially commission from The Stable Gallery and sales from cards, books and maps.

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

- Green refuse sacks sales are still strong. 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

#### **1020: Sale of Assets**

- For the sale of cardboard from our business recycling and scrap metal no longer required for our activities.

### 202: Depot

#### **4050: Insurance**

- The budget was based on last year's figure, which was only part of a full year so there will be an overspend.

### 203: Allotments

#### **1120: Income – Allotments**

- This includes the subscriptions paid by plot holders to the Allotment Association which is paid to them later in the year.

### 205: Market

#### **4048: Subscriptions**

- Rise in subscription cost.

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	27/09/2021
23/09/2021	N/A	J Debbage	£13.92	Expenses claim - meetings Sept 2021			
17/09/2021	422854	The Helping Hand Company (Symmetrikit)	£147.92	Sharps pouch x7, Ranger recycle kit x4	17/09/2021	Paid by card	
24/09/2021	121716	Managed Technology	£42.10	printing and copying			
24/09/2021	N/A	Bluebells Florist	£30.00	Civic Flowers	24/09/2021	Paid by card	
20/09/2021	INV-61557	The Craft Drink Co	£222.17	TIC stock-Gift packs x11, british cassis x6			
22/09/2021	N/A	Gill Ding	£20.05	Expenses claim - travel & parking 08/09/2021			
25/09/2021	68	Just VW Desserts (Jan Heavey)	£100.00	100 Slices of cake - Civic Event			
27/09/2021	LNOCT0567	The Leominster News	£120.00	October 2021 issue			
21/09/2021	4039	Herefordshire Environmental Services Ltd	£168.00	Pest Control - Corn Square 22/09/2021 to 21/12/2021			
15/09/2021	0826AJM491	Travis Perkins	£20.95	Smoke seal x2			
15/09/2021	0826AJM456	Travis Perkins	£60.62	screws, sq edge, timber, wall screws			
14/09/2021	0826AJM420	Travis Perkins	£337.13	Pipe collar,cover plate+grille,screws,timber,sq edge			



Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	11/10/2021
REFUND	REFUND	Allotment refund	£30.60	Refund- Allotment			
24/09/2021	53013	BOSS Border Office Supplies & systems	£43.73	printing and copying			
30/09/2021	15072	Microshade Business Consultants Ltd	£240.00	Accounting support September 2021			
27/09/2021	1769	D.M. Electrical Services	£690.00	Remedial electrical work			
27/09/2021	N/A	John Rumsey	£80.30	Expenses Claim-Sept 2021			
30/09/2021	400217362	Alfafado Ltd T/A BatteryStation.co.uk	£43.25	6x 2 pack HR20 2500MAH Recharheable batteries	30/09/2021	Paid by card	
21/09/2021	0826AJM685	Travis Perkins	£18.36	Plasterboard square edge x3 sheets			
27/09/2021	514463	Arrow Plant & Tool Hire	£320.10	Safety specs, compressor, air hose, air blow gun, tyre inflator, adaptors, coupling, socketts			
30/09/2021	59	Batik by Jane Hickman	£170.00	TIC stock-greeting cards x200 @85p each			
29/09/2021	61	P Evans (Honey)	£20.00	TIC stock - honey x4 jars			
30/09/2021	AREXT/00228 211	National Express Limited	£6.27	TIC-coach booking			
17/09/2021	INV-9432	Barrington Print Ltd	£10.00	Map of Leominster Verges			
N/A	N/A	Worcestershire Pension Fund	£5,575.85	PCF1 Pension contribution September 2021			
N/A	N/A	Total Wages - September 2021		Total Wages - September 2021			
03/10/2021	N/A	Herefordshire council	£70.00	Licence Corn Square Car Park	04/10/2021	paid by card	
24/08/2021	179726	Herefordshire Fire Protection Services Ltd	£175.20	Fire extinguisher replacements x5, service x1 @Corn Square			
24/08/2021	179727	Herefordshire Fire Protection Services Ltd	£24.00	Service of fire extinguisher x1 @ Depot			
30/09/2021	180380	Quickskip	£117.00	Wheelie bins			
30/09/2021	INV19142	HVOSS	£168.00	427 Bus replacement 01/09 to 30/09/2021			
30/09/2021	637815	Leominster Building Supplies	£80.80	keycuts,screw hooks, wire rope & grip, Bolts & nuts, hose clip, screwdriver, flush valve			
28/09/2021	0826AJM957	Travis Perkins	£64.18	Architrave x10, panel pins, powder filler			
29/09/2021	0826AJM989	Travis Perkins	£26.52	Architrave x5			
30/09/2021	10222	Lloyds Richards Ltd	£216.00	Payroll services 3 mth ending 30/09/2021			

11/10/2021

## October 2021 Invoices

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Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	11/10/2021
N/A	N/A	Herefordshire Council	£70.00	Premises Licence renewal on 05/11/2021- Corn Square Car Park	04/10/2021	Paid by card	
05/10/2021	Oct02/21	Border Scaffold Services Ltd	£128.40	6x 11ft boards, 6x 3ft boards			
N/A	N/A	Hereford and Worcester Army Cadet	£50.00	2 tickets -The Patron's curry lunch for the mayor			
REFUND	REFUND	Allotment Refund	£30.00	Allotment refund £25 for plot £5 for key			
05/10/2021	15695	Sign It	£54.00	Double sided sign re close and lock gate			
04/10/2021	4042	Shine On Window Cleaners	£46.00	window cleaning			
06/10/2021	21092402	Programme Development Officer	£988.75	Cultural Programme 56.5hrs @£17.5/hr Aug & Sept 2021			
09/10/2021	5531	Roundabout Stationery	£94.86	Office supplies			
26/10/2021	SM24290	Rialtas Business Solutions Ltd	£145.20	Asset inventory annual support - software cancelled - DO NOT PAY	will be balanced by credit note	will be balanced by credit note	
01/10/2021	0826AJN068	Travis Perkins	£163.39	Hinges,level latch, fire door, square edge			
23/10/2021	15181	Microshade Business Consultants Ltd	£820.02	IT hosting and support			