



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting

You are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Finance Committee** which will be held at the Town Council Offices, on **Wednesday 18th September at 6.30pm** to consider the business detailed below.

Signed : *Clare Crane* Town Clerk

Date: 11th September 2024

**Members of the press and public are welcome to attend –
there will be an opportunity for public participation agenda item 6
SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY & LEADERSHIP**

AGENDA

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹
4. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 17th July 2024 (copy herewith)
5. To note progress on decisions made at the last meeting of the Finance Committee (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. To receive and note the following contractual payments on the 9th August 2024 and 9th September 2024 Payments Lists
 - a) 9th August - Contractual - Chaplin Farrant, New Community Building Feasibility study £1312.50 plus £262.50 VAT = £1575.00 Project code 501
 - b) 9th September - Contractual - Chaplin Farrant, New Community Building Feasibility study £1312.50 plus £262.50 VAT = £1575.00 Project code 501
 - c) 9th September - Contractual - Chaplin Farrant, New Community Building Feasibility study £834.75 plus £166.95 VAT = £1011.70 Project code 501

¹ All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

² All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

- d) 9th September – Statutory Duty – PKF Littlejohn – External Audit - £1365.00 plus £273.00 VAT = £1638.00 code 101/4021
8. To receive and approve the contents of the Payments List in line with the Financial Regulations listed below.
- a) 22nd July 2024
 - b) 9th August 2024
 - c) 28th August 2024
 - d) 9th September 2024
9. To receive and examine the contents of
- a) Month 4 Income and Expenditure reports and formulate and agree any questions for the RFO (copy herewith)
 - b) Month 5 Income and Expenditure reports and formulate and agree any questions for the RFO (copy herewith)
10. To receive and examine the contents of
- a) Month 4 Bank Reconciliation and formulate and agree any questions for the RFO
 - b) Month 5 Bank Reconciliation and formulate and agree any questions for the RFO
11. To receive the VAT control report and discuss the allocation of the sports VAT, reclaim.
- a) Agree to recommend to the Town Council where the Sports VAT reclaim received in month 5 should be allocated.
12. To receive a briefing paper about the Telephone and Broadband contract for the Leisure Centre and Council Offices.
- a) Agree on the preferred contract and recommend to the Town Council for approval.
13. To receive the insurance policy as agreed at the July meeting.
- a) To agree to provide feedback to the Deputy Clerk by 31st December 2024 to allow time for three quotes to be sourced for renewal in 2025
14. To receive the events budget overview.
- a) To consider the reallocation of unused budget from cost centre 103 Team Harleston.
15. To establish a working group responsible for formulating 2025/26 budget, and to outline the schedule of meetings for this working party.
16. To note the date of the next Finance Committee meeting to be held in the Old Town Council Office in the Memorial Leisure Centre at 6.30pm on Wednesday 23rd October 2024.



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Minutes of a meeting of Redenhall with Harleston Town Council's Finance Committee Held at the Town Council Offices, Harleston at 6.30pm on Wednesday 17th July 2024

Present: Councillors – Adrian Brownsea (Vice Chair), Paul MBA, Matt Scade

Also Present: Emma Chandler (Deputy Clerk)

Members of the Public: none

1. Welcome

In the absence of the Chairman Cllr Brownsea welcomed everyone to the meeting.

2. To receive and consider accepting apologies from members unable to attend.

Apologies were received from Cllr Harrison due to a prior engagement

Apologies were received from Cllr Chenery due to illness.

Apologies were unanimously accepted.

3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.

None declared

4. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 19th June 2024.

Minutes were unanimously accepted and signed by Cllr Brownsea.

5. To note progress on decisions made at the last meeting of the Finance Committee.

The report was noted.

Cllr Brownsea inquired about the fuel costs from the last meeting. The Deputy Clerk informed that the Operations Manager had investigated obtaining a fuel card with positive results and that the Deputy Clerk would feedback at the next meeting. The Deputy Clerk also provided the journey log for the council vehicle.

Action – Deputy Clerk

6. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).

No members of the public present.

7. To receive and note the following contractual payments on the 10th July 2024 Payments List

a) Contractual - Chaplin Farrant, New Community Building Feasibility study £787.50 plus £157.50 VAT = £945 Project code 501

Noted

8. To agree the payment for Technicus – structural survey works carried out at Harleston Clock Tower £1,475.00 plus £295.00 VAT totalling £1770.00 utilising EMR336 and recommending payment to Town Council.

9. To receive and approve the contents of the Payments List in line with the Financial Regulations listed below.

a) 10th July 2024

Received and approved

10. To receive and examine the contents of

a) Month 3 Income and Expenditure reports and formulate and agree any questions for the RFO

The report was examined during the meeting.

Cllr Brownsea highlighted the insurance cost that had been allocated to the Recreation Ground.

The Deputy Clerk will investigate if an error has been made during the inputting of information.

Cllr Browsea suggested that the insurance documents were examined in detail at the next meeting. This was unanimously agreed by the committee.

Action – Deputy Clerk

11. To receive and examine the contents of

a) Month 3 Bank Reconciliation and formulate and agree any questions for the RFO.

Received and examined.

It was highlighted that Cllr Harrison would attend the office to sign off month three as soon as he was available.

Action – Cllr Harrison

12. To note the date of the next Finance Committee meeting to be held in the Old Town Council Office in the Memorial Leisure Centre at 6.30pm on Wednesday 18th September 2024.

Noted.

Cllrs Mba and Scade informed that they would not be available to attend this meeting. It was agreed for the Deputy Clerk to investigate whether all other members of the committee would be available to attend on this date and if not to rearrange the meeting for a different day.

Action – Deputy Clerk

Finance Committee – Progress Report – September 2024

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Finance	14 th February 2024 Item 11	Swan Lane Hedge and Tree work	Contract awarded to Dan Arbour - £580 + VAT To be completed in the autumn	Operations Manager	October 2024	Outstanding
Finance	14 th February 2024 Item 12	Yearly tree survey work	Contract awarded to Dan Arbour - £545 + VAT To be completed in the Autumn	Operations Manager	October 2024	Outstanding
Finance	19 th June 2024 Item 15	Budgets	15. To agree that the Finance Committee consider the following and make their recommendations to Town Council at the 18th December 2024 meeting. a) prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget. b) annual budget proposals including recommendations for the use of reserves and sources of funding. c) set salary budgets annually for the following financial year as part of the budget-setting process and the salary budget shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform committees of the salary component of their budget.	Town Clerk	December Finance Meeting	
Finance	17 th July 2024 Item 5	Progress Report Fuel Card Investigation	The Deputy Clerk informed that the Operations Manager had investigated obtaining a fuel card with positive results and that the Deputy Clerk would feedback at the next meeting	Deputy Clerk	September Meeting	Fuel Card application submitted. Matter Closed
Finance	17 th July 2024 Item 8	Payments	To agree the payment for Technicus – structural survey works carried out at Harleston Clock Tower £1,475.00 plus £295.00 VAT totalling £1770.00 utilising EMR336 and recommending payment to Town Council.	Deputy Clerk	July TC Meeting	Added to agenda. Matter Closed

Finance Committee – Progress Report – September 2024

Finance	17 th July 2024 Item 10	Insurance Policy	Cllr Brownsea highlighted the insurance cost that had been allocated to the Recreation Ground. The Deputy Clerk will investigate if an error has been made during the inputting of information. Cllr Browsea suggested that the insurance documents were examined in detail at the next meeting. This was unanimously agreed by the committee.	Deputy Clerk	September Meeting	Added to agenda Matter Closed
Finance	17 th July 2024 Item 11	Bank Reconciliation	It was highlighted that Cllr Harrison would attend the office to sign off month three as soon as he was available.	Cllr Harrison	ASAP	Action completed Matter Closed
Finance	17 th July 2024 Item 12	Next meeting	Deputy Clerk to check availability nearer the time of the next meeting and make changes as necessary.	Deputy Clerk	September meeting	Action Completed Matter Closed

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Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1050 Sale Of Dog Bags	0	46	60	14			76.5%	
1093 Pride In Place - Grant	1,313	1,313	0	(1,313)			0.0%	
1101 Christmas lights/donation	0	17	0	(17)			0.0%	17
1109 CiL Receipts	0	274	0	(274)			0.0%	274
1176 Precept	0	206,878	413,757	206,879			50.0%	
1190 Bank Interest/Rewards Received	5	1,579	1,000	(579)			157.9%	
1196 Apprenticeship	0	0	2,000	2,000			0.0%	
Administration :- Income	1,317	210,107	416,817	206,710			50.4%	291
4000 Salaries	10,313	40,152	119,745	79,593		79,593	33.5%	
4001 Paye/Ni	2,327	6,939	40,482	33,543		33,543	17.1%	
4006 Pension Contributions	2,982	8,897	45,327	36,430		36,430	19.6%	
4007 Bank Charges	24	72	300	228		228	23.8%	
4010 Staff Training/ Conferences	24	89	500	411		411	17.8%	
4011 Members' Training	0	0	500	500		500	0.0%	
4012 Conference Costs	0	0	200	200		200	0.0%	
4015 Staff Travel & Subsistence	0	0	100	100		100	0.0%	
4016 Members travel	0	20	100	80		80	20.0%	
4017 Chairman's Allowance	0	0	100	100		100	0.0%	
4018 Vehicle Fuel Costs	0	338	750	413		413	45.0%	
4020 Audit Fees - Internal	0	745	500	(245)		(245)	149.0%	
4021 Audit Fees - External	0	0	1,450	1,450		1,450	0.0%	
4022 Accounting Services	0	505	1,000	495		495	50.5%	
4023 HR-Compliance	315	686	700	14		14	98.0%	
4025 Legal Fees	0	0	500	500		500	0.0%	
4026 Professional Fees	0	2	1,000	998		998	0.2%	
4029 Recruitment Costs	0	0	200	200		200	0.0%	
4031 Photocopying	168	419	1,200	781		781	34.9%	
4033 Subscriptions	0	1,053	1,500	447		447	70.2%	
4034 Licences	35	105	200	95		95	52.5%	
4035 IT Equipment	0	0	500	500		500	0.0%	
4036 IT Software	155	265	500	235		235	52.9%	
4037 IT Support and Consumables	5	725	700	(25)		(25)	103.6%	
4039 Sundries	56	120	500	380		380	24.1%	
4040 Telephones/Broadband	82	328	800	472		472	41.0%	
4044 Hospitality	0	0	50	50		50	0.0%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4055 Electricity	74	369	1,200	831		831	30.7%	
4057 Advertising	0	0	500	500		500	0.0%	
4071 Health & Safety - Compliance	0	0	150	150		150	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4081 D-Day 80 Event	0	0	300	300		300	0.0%	
4093 Pride In Place - Grant	788	2,100	0	(2,100)		(2,100)	0.0%	
4099 Miscellaneous Expenses	0	63	500	437		437	12.6%	
4101 Hedge & Tree Maintenance	0	0	300	300		300	0.0%	
4105 Tree Assessment survey	0	0	500	500		500	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
4139 Dog Bags - purchase	67	67	60	(7)		(7)	111.1%	
4168 Air Conditioning	0	0	500	500		500	0.0%	
4195 Insurance Claims Expenditure	0	784	0	(784)		(784)	0.0%	
Administration :- Indirect Expenditure	17,414	68,130	226,664	158,534	0	158,534	30.1%	0
Net Income over Expenditure	(16,097)	141,977	190,153	48,176				
6001 less Transfer to EMR	0	291						
Movement to/(from) Gen Reserve	(16,097)	141,686						
<u>103 Team Harleston</u>								
1014 Town Events	165	425	0	(425)			0.0%	
1081 Event Sponsorship	0	600	0	(600)			0.0%	
1099 Miscellaneous Income	0	200	0	(200)			0.0%	
Team Harleston :- Income	165	1,225	0	(1,225)				0
4014 Town Events	1,792	4,134	5,000	866		866	82.7%	772
4081 D-Day 80 Event	0	0	300	300		300	0.0%	
4082 Remembrance	0	0	500	500		500	0.0%	
4503 Christmas Events	0	0	500	500		500	0.0%	
Team Harleston :- Indirect Expenditure	1,792	4,134	6,300	2,166	0	2,166	65.6%	772
Net Income over Expenditure	(1,627)	(2,909)	(6,300)	(3,391)				
6000 plus Transfer from EMR	0	772						
Movement to/(from) Gen Reserve	(1,627)	(2,137)						
<u>105 Grants & Donations</u>								
4090 Grants	0	9,255	10,000	745		745	92.5%	
Grants & Donations :- Indirect Expenditure	0	9,255	10,000	745	0	745	92.6%	0
Net Expenditure	0	(9,255)	(10,000)	(745)				
<u>110 Loan Repayments</u>								
4095 Loan Repayments	0	0	8,803	8,803		8,803	0.0%	
Loan Repayments :- Indirect Expenditure	0	0	8,803	8,803	0	8,803	0.0%	0
Net Expenditure	0	0	(8,803)	(8,803)				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
121 Environmental								
1083 Planter Sponsorship	400	400	0	(400)			0.0%	
Environmental :- Income	400	400	0	(400)				0
4083 Planters	57	281	500	219		219	56.1%	223
4099 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
4140 Dog Bin Purchases	0	0	130	130		130	0.0%	
4141 Dog Bin Servicing	0	0	3,000	3,000		3,000	0.0%	
4142 Litter Bin Purchases	0	0	400	400		400	0.0%	
4143 Salt bin purchase	0	0	200	200		200	0.0%	
Environmental :- Indirect Expenditure	57	281	4,430	4,149	0	4,149	6.3%	223
Net Income over Expenditure	343	119	(4,430)	(4,549)				
6000 plus Transfer from EMR	0	223						
Movement to/(from) Gen Reserve	343	343						
122 Street Lighting								
4151 Street Lights Electricity	1,543	3,086	9,000	5,914		5,914	34.3%	
4152 Street Lights Maintenance	85	255	1,020	765		765	25.0%	
Street Lighting :- Indirect Expenditure	1,628	3,341	10,020	6,679	0	6,679	33.3%	0
Net Expenditure	(1,628)	(3,341)	(10,020)	(6,679)				
123 Car Parks								
1030 Car Park Donations - Business	18	247	4,000	3,753			6.2%	
1031 Car Park Donations - PC's	0	900	1,075	175			83.7%	
1032 Car Park Donations - Co op	2,500	10,000	30,000	20,000			33.3%	
Car Parks :- Income	2,518	11,147	35,075	23,928			31.8%	0
4051 Business Rates	1,357	5,430	15,100	9,670		9,670	36.0%	
4101 Hedge & Tree Maintenance	0	0	270	270		270	0.0%	
4113 Car Park Maintenance	0	197	2,000	1,803		1,803	9.8%	
4121 Maintenance - Contractors	0	0	400	400		400	0.0%	
4136 Car Park Lease	9,250	18,500	38,000	19,500		19,500	48.7%	
Car Parks :- Indirect Expenditure	10,607	24,126	55,770	31,644	0	31,644	43.3%	0
Net Income over Expenditure	(8,089)	(12,979)	(20,695)	(7,716)				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
124 Cemetery								
1020 Cemetery - Burials	0	600	6,500	5,900			9.2%	
1022 Cemetery - EROB	0	500	0	(500)			0.0%	
1023 Cemetery - Memorials	0	460	0	(460)			0.0%	
1026 Reservations Interment Ashes	0	50	0	(50)			0.0%	
Cemetery :- Income	0	1,610	6,500	4,890			24.8%	0
4018 Vehicle Fuel Costs	52	52	0	(52)		(52)	0.0%	
4099 Miscellaneous Expenses	30	4,041	0	(4,041)		(4,041)	0.0%	4,011
4101 Hedge & Tree Maintenance	0	0	500	500		500	0.0%	
4119 Maintenance - General	0	0	500	500		500	0.0%	
4130 Cemetery Income Share	0	0	715	715		715	0.0%	
Cemetery :- Indirect Expenditure	82	4,093	1,715	(2,378)	0	(2,378)	238.6%	4,011
Net Income over Expenditure	(82)	(2,483)	4,785	7,268				
6000 plus Transfer from EMR	0	4,011						
Movement to/(from) Gen Reserve	(82)	1,528						
125 Markets								
1040 Market Rents	190	810	430	(380)			188.4%	
Markets :- Income	190	810	430	(380)			188.4%	0
4053 Market Rates	28	111	330	219		219	33.8%	
4055 Electricity	0	104	100	(4)		(4)	103.9%	
4145 Waste Removal	0	(202)	0	202		202	0.0%	
Markets :- Indirect Expenditure	28	13	430	417	0	417	3.1%	0
Net Income over Expenditure	162	797	0	(797)				
126 Allotments								
1000 Allotment Rent	0	0	1,884	1,884			0.0%	
Allotments :- Income	0	0	1,884	1,884			0.0%	0
4026 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
4033 Subscriptions	0	308	350	42		42	88.0%	
4050 Rents	0	680	880	200		200	77.3%	
4052 Water Charges	0	89	1,000	911		911	8.9%	
4101 Hedge & Tree Maintenance	0	0	120	120		120	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
Allotments :- Indirect Expenditure	0	1,077	3,450	2,373	0	2,373	31.2%	0
Net Income over Expenditure	0	(1,077)	(1,566)	(489)				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
129 War Memorial								
4104 War Memorial - refurbishment	0	2,700	0	(2,700)		(2,700)	0.0%	2,700
4111 War Memorial Maintenance	3	3	0	(3)		(3)	0.0%	
War Memorial :- Indirect Expenditure	3	2,703	0	(2,703)	0	(2,703)		2,700
Net Expenditure	(3)	(2,703)	0	2,703				
6000 plus Transfer from EMR	0	2,700						
Movement to/(from) Gen Reserve	(3)	(3)						
130 Clock Tower								
4112 Clock Tower Maintenance	10,368	10,677	500	(10,177)		(10,177)	2135.5%	10,305
4119 Maintenance - General	0	0	0	(0)		(0)	0.0%	
Clock Tower :- Indirect Expenditure	10,368	10,678	500	(10,178)	0	(10,178)	2135.5%	10,305
Net Expenditure	(10,368)	(10,678)	(500)	10,178				
6000 plus Transfer from EMR	10,305	10,305						
Movement to/(from) Gen Reserve	(63)	(372)						
131 Public Toilets								
4000 Salaries	318	1,273	3,212	1,939		1,939	39.6%	
4001 Paye/NI	77	231	1,081	850		850	21.3%	
4006 Pension Contributions	111	333	1,191	858		858	27.9%	
4039 Sundries	0	(30)	100	130		130	(30.2%)	
4047 Cleaning Material/Consum- 4039	16	115	400	285		285	28.8%	
4052 Water Charges	89	267	1,000	733		733	26.7%	
4055 Electricity	0	0	520	520		520	0.0%	
4071 Health & Safety - Compliance	440	440	0	(440)		(440)	0.0%	
4119 Maintenance - General	0	35	500	465		465	7.0%	
Public Toilets :- Indirect Expenditure	1,052	2,664	8,004	5,340	0	5,340	33.3%	0
Net Expenditure	(1,052)	(2,664)	(8,004)	(5,340)				
201 Recreation Ground								
1001 Ground Rent - Football	150	630	1,800	1,170			35.0%	
1003 Ground Rent - Bowls	90	225	540	315			41.7%	
1009 Recreation Ground Hire	0	0	500	500			0.0%	
1015 Recreation Ground Advertising	15	60	0	(60)			0.0%	
1034 Licences - income	0	0	500	500			0.0%	
Recreation Ground :- Income	255	915	3,340	2,425			27.4%	0

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	2,263	7,890	25,047	17,157		17,157	31.5%	
4001 Paye/Nl	507	1,405	8,056	6,651		6,651	17.4%	
4006 Pension Contributions	620	1,832	9,327	7,495		7,495	19.6%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	115	163	500	337		337	32.6%	
4034 Licences	0	0	170	170		170	0.0%	
4039 Sundries	0	6	0	(6)		(6)	0.0%	
4040 Telephones/Broadband	10	30	130	100		100	23.1%	
4041 Mobile Phones	8	30	75	45		45	40.5%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4052 Water Charges	0	0	500	500		500	0.0%	
4055 Electricity	22	111	600	489		489	18.4%	
4057 Advertising	0	157	0	(157)		(157)	0.0%	
4071 Health & Safety - Compliance	0	0	500	500		500	0.0%	
4084 Signage - Rec	0	0	250	250		250	0.0%	
4099 Miscellaneous Expenses	31	31	0	(31)		(31)	0.0%	
4101 Hedge & Tree Maintenance	0	0	1,000	1,000		1,000	0.0%	
4102 Grass Cutting	0	1,563	4,100	2,537		2,537	38.1%	
4107 Leased Plant	320	960	3,500	2,540		2,540	27.4%	
4119 Maintenance - General	64	278	600	322		322	46.4%	
4121 Maintenance - Contractors	0	500	1,500	1,000		1,000	33.3%	
4122 Maintenance - Malicious Damage	0	0	100	100		100	0.0%	
4123 Equipment Servicing & Repairs	0	0	300	300		300	0.0%	
4124 Equipment Fuel & Oil	0	0	50	50		50	0.0%	
4125 Equipment purchase	41	41	300	259		259	13.7%	
4141 Dog Bin Servicing	0	0	1,000	1,000		1,000	0.0%	
4145 Waste Removal	248	651	2,340	1,689		1,689	27.8%	
4164 Tennis Court resurfacing	0	0	1,000	1,000		1,000	0.0%	
4166 Uniforms	134	209	200	(9)		(9)	104.6%	
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4172 Play Area Maintenance	0	0	250	250		250	0.0%	
4181 Garden Waste Bins Annual Charg	0	310	300	(10)		(10)	103.3%	
Recreation Ground :- Indirect Expenditure	4,383	19,456	65,310	45,854	0	45,854	29.8%	0
Net Income over Expenditure	(4,128)	(18,541)	(61,970)	(43,429)				
202 Gym								
1059 memberships DD	14,375	58,504	150,000	91,497			39.0%	
1060 Gym - Classes	388	1,369	5,000	3,631			27.4%	
1062 Gym - Food & Drink - Confectio	532	2,020	1,000	(1,020)			202.0%	
1063 Gym - Membership SO's	21	84	0	(84)			0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1064 Gym - Membership Cash	2,315	9,570	19,000	9,430			50.4%	
1065 Gym - Personal Training	371	1,556	4,000	2,444			38.9%	
1067 Gym - Squash Courts	377	2,231	8,000	5,769			27.9%	
1068 Gym - Tennis	362	861	2,000	1,139			43.0%	
1070 Protein Food and drink	470	1,931	3,000	1,069			64.4%	
1073 Re-sales	21	27	200	173			13.3%	
1075 Table Tennis	0	13	0	(13)			0.0%	
1086 Gym - Merchandise	0	120	0	(120)			0.0%	
Gym :- Income	19,232	78,285	192,200	113,915			40.7%	0
4000 Salaries	6,868	28,533	82,140	53,607		53,607	34.7%	
4001 Paye/NI	1,895	5,618	23,929	18,311		18,311	23.5%	
4006 Pension Contributions	1,781	5,393	30,577	25,184		25,184	17.6%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	0	0	250	250		250	0.0%	
4020 Audit Fees - Internal	0	0	250	250		250	0.0%	
4022 Accounting Services	0	505	1,000	495		495	50.5%	
4034 Licences	12	428	4,400	3,972		3,972	9.7%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	245	786	1,800	1,014		1,014	43.7%	
4039 Sundries	115	73	1,200	1,127		1,127	6.1%	
4040 Telephones/Broadband	60	239	650	411		411	36.8%	
4041 Mobile Phones	10	30	100	70		70	30.3%	
4045 Insurance	0	1,096	1,050	(46)		(46)	104.4%	
4054 Water Charges - building	561	561	2,090	1,529		1,529	26.9%	
4055 Electricity	127	627	2,500	1,873		1,873	25.1%	
4056 Gas	29	114	1,200	1,086		1,086	9.5%	
4057 Advertising	90	274	1,000	726		726	27.4%	
4071 Health & Safety - Compliance	0	57	1,000	943		943	5.7%	
4086 Gym - Merchandise	53	171	0	(171)		(171)	0.0%	
4099 Miscellaneous Expenses	253	253	100	(153)		(153)	252.9%	
4116 DBS Checks	63	63	130	67		67	48.5%	
4119 Maintenance - General	(101)	4	100	96		96	4.3%	
4121 Maintenance - Contractors	0	0	300	300		300	0.0%	
4123 Equipment Servicing & Repairs	0	690	3,500	2,810		2,810	19.7%	
4126 Gym Equipment Purchases	0	0	2,000	2,000		2,000	0.0%	
4128 Gym Contract Maintenance	153	611	2,200	1,589		1,589	27.8%	
4129 Gym sundries	76	235	1,000	765		765	23.5%	
4159 Gym membership refunds	0	374	300	(74)		(74)	124.5%	
4160 Gym Class Fees	1,553	2,547	7,000	4,453		4,453	36.4%	
4162 Food & Drink For Resale	300	600	2,100	1,500		1,500	28.6%	

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4163 Protein products	242	1,149	2,000	851		851	57.5%	
4166 Uniforms	36	36	350	314		314	10.2%	
4167 Gym DD Arrangement Fees	928	3,777	8,400	4,623		4,623	45.0%	
4168 Air Conditioning	0	0	500	500		500	0.0%	
Gym :- Indirect Expenditure	15,350	54,845	186,121	131,276	0	131,276	29.5%	0
Net Income over Expenditure	3,882	23,440	6,079	(17,361)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	1,598	4,284	3,000	(1,284)			142.8%	
Leisure Centre building :- Income	1,598	4,284	3,000	(1,284)			142.8%	0
4000 Salaries	1,629	6,375	20,911	14,536		14,536	30.5%	
4001 Paye/Nl	415	1,210	5,615	4,405		4,405	21.5%	
4006 Pension Contributions	457	1,327	7,614	6,287		6,287	17.4%	
4039 Sundries	0	138	0	(138)		(138)	0.0%	
4042 Fire and Security Alarms	0	0	150	150		150	0.0%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4047 Cleaning Material/Consum- 4039	234	478	1,500	1,022		1,022	31.8%	
4051 Business Rates	986	3,939	12,300	8,361		8,361	32.0%	
4055 Electricity	521	2,583	8,400	5,817		5,817	30.7%	
4056 Gas	117	455	6,000	5,545		5,545	7.6%	
4071 Health & Safety - Compliance	308	308	2,000	1,692		1,692	15.4%	
4072 Security	155	225	1,000	775		775	22.5%	
4119 Maintenance - General	60	73	1,000	927		927	7.3%	
4121 Maintenance - Contractors	1,167	2,113	3,000	887		887	70.4%	
Leisure Centre building :- Indirect Expenditure	6,049	22,513	72,640	50,127	0	50,127	31.0%	0
Net Income over Expenditure	(4,451)	(18,229)	(69,640)	(51,411)				
Grand Totals:- Income	25,675	308,782	659,246	350,464			46.8%	
Expenditure	68,812	227,309	660,157	432,848	0	432,848	34.4%	
Net Income over Expenditure	(43,137)	81,474	(911)	(82,385)				
plus Transfer from EMR	10,305	18,011						
less Transfer to EMR	0	290						
Movement to/(from) Gen Reserve	(32,831)	99,194						

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Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1050 Sale Of Dog Bags	0	46	60	14			76.5%	
1093 Pride In Place - Grant	0	1,313	0	(1,313)			0.0%	
1099 Miscellaneous Income	139	139	0	(139)			0.0%	
1101 Christmas lights/donation	0	17	0	(17)			0.0%	17
1109 CiL Receipts	0	274	0	(274)			0.0%	274
1176 Precept	0	206,878	413,757	206,879			50.0%	
1190 Bank Interest/Rewards Received	2	1,581	1,000	(581)			158.1%	
1196 Apprenticeship	0	0	2,000	2,000			0.0%	
Administration :- Income	140	210,247	416,817	206,570			50.4%	291
4000 Salaries	10,241	50,393	119,745	69,352		69,352	42.1%	
4001 Paye/Ni	2,433	9,372	40,482	31,110		31,110	23.2%	
4006 Pension Contributions	3,162	12,058	45,327	33,269		33,269	26.6%	
4007 Bank Charges	14	86	300	214		214	28.6%	
4010 Staff Training/ Conferences	30	119	500	381		381	23.8%	
4011 Members' Training	0	0	500	500		500	0.0%	
4012 Conference Costs	0	0	200	200		200	0.0%	
4015 Staff Travel & Subsistence	0	0	100	100		100	0.0%	
4016 Members travel	0	20	100	80		80	20.0%	
4017 Chairman's Allowance	0	0	100	100		100	0.0%	
4018 Vehicle Fuel Costs	0	338	750	413		413	45.0%	
4020 Audit Fees - Internal	0	745	500	(245)		(245)	149.0%	
4021 Audit Fees - External	0	0	1,450	1,450		1,450	0.0%	
4022 Accounting Services	0	505	1,000	495		495	50.5%	
4023 HR-Compliance	0	686	700	14		14	98.0%	
4025 Legal Fees	0	0	500	500		500	0.0%	
4026 Professional Fees	0	2	1,000	998		998	0.2%	
4029 Recruitment Costs	0	0	200	200		200	0.0%	
4031 Photocopying	34	453	1,200	747		747	37.7%	
4033 Subscriptions	298	1,351	1,500	149		149	90.1%	
4034 Licences	0	105	200	95		95	52.5%	
4035 IT Equipment	0	0	500	500		500	0.0%	
4036 IT Software	0	265	500	235		235	52.9%	
4037 IT Support and Consumables	0	725	700	(25)		(25)	103.6%	
4039 Sundries	90	210	500	290		290	42.1%	
4040 Telephones/Broadband	90	417	800	383		383	52.2%	
4044 Hospitality	0	0	50	50		50	0.0%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4055 Electricity	77	446	1,200	754		754	37.2%	
4057 Advertising	0	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4071 Health & Safety - Compliance	0	0	150	150		150	0.0%	
4081 D-Day 80 Event	0	0	300	300		300	0.0%	
4093 Pride In Place - Grant	1,313	3,413	0	(3,413)		(3,413)	0.0%	
4099 Miscellaneous Expenses	0	63	500	437		437	12.6%	
4101 Hedge & Tree Maintenance	0	0	300	300		300	0.0%	
4105 Tree Assessment survey	0	0	500	500		500	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
4139 Dog Bags - purchase	0	67	60	(7)		(7)	111.1%	
4168 Air Conditioning	317	317	500	183		183	63.4%	
4195 Insurance Claims Expenditure	0	784	0	(784)		(784)	0.0%	
Administration :- Indirect Expenditure	18,099	86,229	226,664	140,435	0	140,435	38.0%	0
Net Income over Expenditure	(17,959)	124,018	190,153	66,135				
6001 less Transfer to EMR	0	291						
Movement to/(from) Gen Reserve	(17,959)	123,728						
<u>103 Team Harleston</u>								
1014 Town Events	130	555	0	(555)			0.0%	
1081 Event Sponsorship	0	600	0	(600)			0.0%	
1099 Miscellaneous Income	0	200	0	(200)			0.0%	
Team Harleston :- Income	130	1,355	0	(1,355)				0
4014 Town Events	2,374	6,508	5,000	(1,508)		(1,508)	130.2%	772
4081 D-Day 80 Event	0	0	300	300		300	0.0%	
4082 Remembrance	0	0	500	500		500	0.0%	
4503 Christmas Events	0	0	500	500		500	0.0%	
Team Harleston :- Indirect Expenditure	2,374	6,508	6,300	(208)	0	(208)	103.3%	772
Net Income over Expenditure	(2,245)	(5,154)	(6,300)	(1,146)				
6000 plus Transfer from EMR	0	772						
Movement to/(from) Gen Reserve	(2,245)	(4,382)						
<u>105 Grants & Donations</u>								
4090 Grants	0	9,255	10,000	745		745	92.5%	
Grants & Donations :- Indirect Expenditure	0	9,255	10,000	745	0	745	92.6%	0
Net Expenditure	0	(9,255)	(10,000)	(745)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Loan Repayments								
4095 Loan Repayments	4,402	4,402	8,803	4,401		4,401	50.0%	
Loan Repayments :- Indirect Expenditure	4,402	4,402	8,803	4,401	0	4,401	50.0%	0
Net Expenditure	(4,402)	(4,402)	(8,803)	(4,401)				
121 Environmental								
1083 Planter Sponsorship	200	600	0	(600)			0.0%	
Environmental :- Income	200	600	0	(600)				0
4083 Planters	0	281	500	219		219	56.1%	223
4099 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
4140 Dog Bin Purchases	0	0	130	130		130	0.0%	
4141 Dog Bin Servicing	0	0	3,000	3,000		3,000	0.0%	
4142 Litter Bin Purchases	0	0	400	400		400	0.0%	
4143 Salt bin purchase	0	0	200	200		200	0.0%	
Environmental :- Indirect Expenditure	0	281	4,430	4,149	0	4,149	6.3%	223
Net Income over Expenditure	200	319	(4,430)	(4,749)				
6000 plus Transfer from EMR	0	223						
Movement to/(from) Gen Reserve	200	543						
122 Street Lighting								
4151 Street Lights Electricity	0	3,086	9,000	5,914		5,914	34.3%	
4152 Street Lights Maintenance	85	340	1,020	680		680	33.3%	
Street Lighting :- Indirect Expenditure	85	3,426	10,020	6,594	0	6,594	34.2%	0
Net Expenditure	(85)	(3,426)	(10,020)	(6,594)				
123 Car Parks								
1030 Car Park Donations - Business	18	265	4,000	3,735			6.6%	
1031 Car Park Donations - PC's	0	900	1,075	175			83.7%	
1032 Car Park Donations - Co op	5,000	15,000	30,000	15,000			50.0%	
Car Parks :- Income	5,018	16,165	35,075	18,910			46.1%	0
4051 Business Rates	1,357	6,787	15,100	8,313		8,313	44.9%	
4101 Hedge & Tree Maintenance	0	0	270	270		270	0.0%	
4113 Car Park Maintenance	0	197	2,000	1,803		1,803	9.8%	
4121 Maintenance - Contractors	0	0	400	400		400	0.0%	

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4136 Car Park Lease	0	18,500	38,000	19,500		19,500	48.7%	
Car Parks :- Indirect Expenditure	1,357	25,483	55,770	30,287	0	30,287	45.7%	0
Net Income over Expenditure	3,661	(9,318)	(20,695)	(11,377)				
<u>124 Cemetery</u>								
1020 Cemetery - Burials	0	600	6,500	5,900			9.2%	
1021 Cemetery - Interment Of Ashes	50	50	0	(50)			0.0%	
1022 Cemetery - EROB	0	500	0	(500)			0.0%	
1023 Cemetery - Memorials	0	460	0	(460)			0.0%	
1026 Reservations Interment Ashes	0	50	0	(50)			0.0%	
Cemetery :- Income	50	1,660	6,500	4,840			25.5%	0
4018 Vehicle Fuel Costs	0	52	0	(52)		(52)	0.0%	
4099 Miscellaneous Expenses	0	4,041	0	(4,041)		(4,041)	0.0%	4,011
4101 Hedge & Tree Maintenance	0	0	500	500		500	0.0%	
4119 Maintenance - General	42	42	500	458		458	8.4%	
4130 Cemetery Income Share	0	0	715	715		715	0.0%	
Cemetery :- Indirect Expenditure	42	4,135	1,715	(2,420)	0	(2,420)	241.1%	4,011
Net Income over Expenditure	8	(2,475)	4,785	7,260				
6000 plus Transfer from EMR	0	4,011						
Movement to/(from) Gen Reserve	8	1,536						
<u>125 Markets</u>								
1040 Market Rents	120	930	430	(500)			216.3%	
Markets :- Income	120	930	430	(500)			216.3%	0
4053 Market Rates	28	139	330	191		191	42.3%	
4055 Electricity	0	104	100	(4)		(4)	103.9%	
4145 Waste Removal	0	(202)	0	202		202	0.0%	
Markets :- Indirect Expenditure	28	41	430	389	0	389	9.6%	0
Net Income over Expenditure	92	889	0	(889)				
<u>126 Allotments</u>								
1000 Allotment Rent	0	0	1,884	1,884			0.0%	
Allotments :- Income	0	0	1,884	1,884			0.0%	0
4026 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
4033 Subscriptions	0	308	350	42		42	88.0%	

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4050 Rents	0	680	880	200		200	77.3%	
4052 Water Charges	0	89	1,000	911		911	8.9%	
4101 Hedge & Tree Maintenance	0	0	120	120		120	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>1,077</u>	<u>3,450</u>	<u>2,373</u>	<u>0</u>	<u>2,373</u>	<u>31.2%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(1,077)</u>	<u>(1,566)</u>	<u>(489)</u>				
<u>129 War Memorial</u>								
4104 War Memorial - refurbishment	0	2,700	0	(2,700)		(2,700)	0.0%	2,700
4111 War Memorial Maintenance	0	3	0	(3)		(3)	0.0%	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>2,703</u>	<u>0</u>	<u>(2,703)</u>	<u>0</u>	<u>(2,703)</u>		<u>2,700</u>
Net Expenditure	<u>0</u>	<u>(2,703)</u>	<u>0</u>	<u>2,703</u>				
6000 plus Transfer from EMR	0	2,700						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(3)</u>						
<u>130 Clock Tower</u>								
4112 Clock Tower Maintenance	2	10,680	500	(10,180)		(10,180)	2136.0%	10,305
4119 Maintenance - General	0	0	0	(0)		(0)	0.0%	
Clock Tower :- Indirect Expenditure	<u>2</u>	<u>10,680</u>	<u>500</u>	<u>(10,180)</u>	<u>0</u>	<u>(10,180)</u>	<u>2136.0%</u>	<u>10,305</u>
Net Expenditure	<u>(2)</u>	<u>(10,680)</u>	<u>(500)</u>	<u>10,180</u>				
6000 plus Transfer from EMR	0	10,305						
Movement to/(from) Gen Reserve	<u>(2)</u>	<u>(375)</u>						
<u>131 Public Toilets</u>								
4000 Salaries	318	1,591	3,212	1,621		1,621	49.5%	
4001 Paye/NI	77	308	1,081	773		773	28.5%	
4006 Pension Contributions	111	444	1,191	747		747	37.3%	
4039 Sundries	0	(30)	100	130		130	(30.2%)	
4047 Cleaning Material/Consum- 4039	77	192	400	208		208	47.9%	
4052 Water Charges	89	356	1,000	644		644	35.6%	
4055 Electricity	0	0	520	520		520	0.0%	
4071 Health & Safety - Compliance	0	440	0	(440)		(440)	0.0%	
4119 Maintenance - General	0	35	500	465		465	7.0%	
Public Toilets :- Indirect Expenditure	<u>672</u>	<u>3,335</u>	<u>8,004</u>	<u>4,669</u>	<u>0</u>	<u>4,669</u>	<u>41.7%</u>	<u>0</u>
Net Expenditure	<u>(672)</u>	<u>(3,335)</u>	<u>(8,004)</u>	<u>(4,669)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 Recreation Ground								
1001 Ground Rent - Football	150	780	1,800	1,020			43.3%	
1003 Ground Rent - Bowls	45	270	540	270			50.0%	
1009 Recreation Ground Hire	0	0	500	500			0.0%	
1015 Recreation Ground Advertising	15	75	0	(75)			0.0%	
1034 Licences - income	0	0	500	500			0.0%	
Recreation Ground :- Income	210	1,125	3,340	2,215			33.7%	0
4000 Salaries	2,279	10,169	25,047	14,878		14,878	40.6%	
4001 Paye/NI	575	1,980	8,056	6,076		6,076	24.6%	
4006 Pension Contributions	799	2,631	9,327	6,696		6,696	28.2%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	163	500	337		337	32.6%	
4034 Licences	0	0	170	170		170	0.0%	
4039 Sundries	0	6	0	(6)		(6)	0.0%	
4040 Telephones/Broadband	10	40	130	90		90	30.8%	
4041 Mobile Phones	8	38	75	37		37	50.8%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4052 Water Charges	0	0	500	500		500	0.0%	
4055 Electricity	23	134	600	466		466	22.3%	
4057 Advertising	0	157	0	(157)		(157)	0.0%	
4071 Health & Safety - Compliance	0	0	500	500		500	0.0%	
4084 Signage - Rec	0	0	250	250		250	0.0%	
4099 Miscellaneous Expenses	0	31	0	(31)		(31)	0.0%	
4101 Hedge & Tree Maintenance	0	0	1,000	1,000		1,000	0.0%	
4102 Grass Cutting	882	2,445	4,100	1,655		1,655	59.6%	
4107 Leased Plant	320	1,280	3,500	2,220		2,220	36.6%	
4119 Maintenance - General	35	314	600	286		286	52.3%	
4121 Maintenance - Contractors	0	500	1,500	1,000		1,000	33.3%	
4122 Maintenance - Malicious Damage	0	0	100	100		100	0.0%	
4123 Equipment Servicing & Repairs	0	0	300	300		300	0.0%	
4124 Equipment Fuel & Oil	0	0	50	50		50	0.0%	
4125 Equipment purchase	0	41	300	259		259	13.7%	
4141 Dog Bin Servicing	0	0	1,000	1,000		1,000	0.0%	
4145 Waste Removal	201	853	2,340	1,487		1,487	36.4%	
4164 Tennis Court resurfacing	0	0	1,000	1,000		1,000	0.0%	
4166 Uniforms	0	209	200	(9)		(9)	104.6%	
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4172 Play Area Maintenance	0	0	250	250		250	0.0%	
4181 Garden Waste Bins Annual Charg	0	310	300	(10)		(10)	103.3%	
Recreation Ground :- Indirect Expenditure	5,132	24,588	65,310	40,722	0	40,722	37.6%	0
Net Income over Expenditure	(4,922)	(23,463)	(61,970)	(38,507)				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Gym</u>								
1059 memberships DD	14,368	72,872	150,000	77,129			48.6%	
1060 Gym - Classes	235	1,604	5,000	3,396			32.1%	
1062 Gym - Food & Drink - Confectio	351	2,371	1,000	(1,371)			237.1%	
1063 Gym - Membership SO's	21	105	0	(105)			0.0%	
1064 Gym - Membership Cash	2,206	11,776	19,000	7,224			62.0%	
1065 Gym - Personal Training	323	1,879	4,000	2,121			47.0%	
1066 Gym - Room Hire	72	72	0	(72)			0.0%	
1067 Gym - Squash Courts	339	2,570	8,000	5,430			32.1%	
1068 Gym - Tennis	823	1,683	2,000	317			84.2%	
1070 Protein Food and drink	452	2,383	3,000	617			79.4%	
1073 Re-sales	8	34	200	166			17.1%	
1075 Table Tennis	12	25	0	(25)			0.0%	
1086 Gym - Merchandise	0	120	0	(120)			0.0%	
Gym :- Income	19,209	97,493	192,200	94,707			50.7%	0
4000 Salaries	7,159	35,692	82,140	46,448		46,448	43.5%	
4001 Paye/Ni	1,749	7,368	23,929	16,561		16,561	30.8%	
4006 Pension Contributions	1,588	6,981	30,577	23,596		23,596	22.8%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	0	0	250	250		250	0.0%	
4020 Audit Fees - Internal	0	0	250	250		250	0.0%	
4022 Accounting Services	0	505	1,000	495		495	50.5%	
4034 Licences	12	440	4,400	3,960		3,960	10.0%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	180	967	1,800	833		833	53.7%	
4039 Sundries	15	88	1,200	1,112		1,112	7.3%	
4040 Telephones/Broadband	60	299	650	351		351	46.0%	
4041 Mobile Phones	10	40	100	60		60	40.4%	
4045 Insurance	0	1,096	1,050	(46)		(46)	104.4%	
4054 Water Charges - building	0	561	2,090	1,529		1,529	26.9%	
4055 Electricity	131	758	2,500	1,742		1,742	30.3%	
4056 Gas	28	142	1,200	1,058		1,058	11.8%	
4057 Advertising	0	274	1,000	726		726	27.4%	
4071 Health & Safety - Compliance	0	57	1,000	943		943	5.7%	
4086 Gym - Merchandise	0	171	0	(171)		(171)	0.0%	
4099 Miscellaneous Expenses	0	253	100	(153)		(153)	252.9%	
4116 DBS Checks	0	63	130	67		67	48.5%	
4119 Maintenance - General	0	4	100	96		96	4.3%	
4121 Maintenance - Contractors	0	0	300	300		300	0.0%	
4123 Equipment Servicing & Repairs	0	690	3,500	2,810		2,810	19.7%	

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4126 Gym Equipment Purchases	0	0	2,000	2,000		2,000	0.0%	
4128 Gym Contract Maintenance	153	764	2,200	1,436		1,436	34.7%	
4129 Gym sundries	73	307	1,000	693		693	30.7%	
4159 Gym membership refunds	0	374	300	(74)		(74)	124.5%	
4160 Gym Class Fees	854	3,401	7,000	3,599		3,599	48.6%	
4162 Food & Drink For Resale	280	880	2,100	1,220		1,220	41.9%	
4163 Protein products	366	1,515	2,000	485		485	75.8%	
4166 Uniforms	0	36	350	314		314	10.2%	
4167 Gym DD Arrangement Fees	930	4,707	8,400	3,693		3,693	56.0%	
4168 Air Conditioning	317	317	500	183		183	63.4%	
Gym :- Indirect Expenditure	13,905	68,750	186,121	117,371	0	117,371	36.9%	0
Net Income over Expenditure	5,304	28,743	6,079	(22,664)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	300	4,584	3,000	(1,584)			152.8%	
Leisure Centre building :- Income	300	4,584	3,000	(1,584)			152.8%	0
4000 Salaries	1,645	8,020	20,911	12,891		12,891	38.4%	
4001 Paye/NI	394	1,604	5,615	4,011		4,011	28.6%	
4006 Pension Contributions	458	1,785	7,614	5,829		5,829	23.4%	
4039 Sundries	0	138	0	(138)		(138)	0.0%	
4042 Fire and Security Alarms	0	0	150	150		150	0.0%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4047 Cleaning Material/Consum- 4039	0	478	1,500	1,022		1,022	31.8%	
4051 Business Rates	986	4,925	12,300	7,375		7,375	40.0%	
4055 Electricity	540	3,123	8,400	5,277		5,277	37.2%	
4056 Gas	113	568	6,000	5,432		5,432	9.5%	
4071 Health & Safety - Compliance	0	308	2,000	1,692		1,692	15.4%	
4072 Security	285	510	1,000	490		490	51.0%	
4119 Maintenance - General	57	129	1,000	871		871	12.9%	
4121 Maintenance - Contractors	0	2,113	3,000	887		887	70.4%	
Leisure Centre building :- Indirect Expenditure	4,477	26,990	72,640	45,650	0	45,650	37.2%	0
Net Income over Expenditure	(4,177)	(22,406)	(69,640)	(47,234)				
<u>498 Section 106</u>								
4498 Section 106	8,031	8,031	0	(8,031)		(8,031)	0.0%	
Section 106 :- Indirect Expenditure	8,031	8,031	0	(8,031)	0	(8,031)		0
Net Expenditure	(8,031)	(8,031)	0	8,031				

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	25,377	334,159	659,246	325,087			50.7%	
Expenditure	58,607	285,915	660,157	374,242	0	374,242	43.3%	
Net Income over Expenditure	(33,230)	48,243	(911)	(49,154)				
plus Transfer from EMR	0	18,011						
less Transfer to EMR	0	290						
Movement to/(from) Gen Reserve	(33,230)	65,964						