

Waterbeach Parish Council **DRAFT BUDGET 2021-2022 - expenditure**

| Cost Code | Code Title | | Budgeted | 2020-2021 Actual | Year End Forecast | 2021 - 2022 Budget | Comments |
|-----------|---|--|---------------|---------------------|-------------------|-----------------------|--|
| | Administration | | | | | | |
| 7101 | Audit & Accountancy | | 2,500 | 900.00 | 1,300 | 2,500.00 | |
| 7102 | Legal & Professional | | 3,000 | 0.00 | 1,550 | 3,000.00 | Forecast inc Wellers Hedley invoice awaited & property revaluations for insurance purposes |
| 7103 | Meeting Costs | | 500 | 0.00 | 0 | 300.00 | |
| 7104 | Postage & Stationery | | 500 | 254.89 | 340 | 400.00 | |
| 7105 | Telephone & Internet | | 1,000 | 676.91 | 903 | 1,020.00 | |
| 7210 | Grants & Donations | | 12,000 | 750.00 | 12,000 | 12,000.00 | |
| 7215 | Subscriptions | | 500 | 190.26 | 500 | 500.00 | Forecast inc SLCC invoice still to come |
| 7220 | Insurance | | 5,000 | 3,114.17 | 5,000 | 5,175.00 | Forecast inc NFU Insurance for tractors |
| 7250 | Health & safety | | 1,250 | 1,869.20 | 2,307 | 2,000.00 | Budget 21-22 3% increase Forecast inc Waste chemicals collection to be organised. Costs for defib battery & pads |
| 270 | Election Costs | | 4,000 | 0.00 | 0 | 4,000.00 | Elections May 2021 |
| 7299 | Sundry expenses | | 500 | 0.00 | 500 | 500.00 | |
| 7301 | Newsletter | | 1,000 | 0.00 | 500 | 1,000.00 | Actual = 2 x newsletters for current FY no invoices yet |
| 10024 | Councillor Training | | 450 | 0.00 | 450 | 450.00 | |
| 10035 | Bank Charges | | 175 | 108.00 | 175 | 175.00 | |
| 10053 | Grants - Covid Community Fund | | 0 | 258.54 | 600 | 500.00 | |
| | Grants - Waterbeach Action For Youth - Match funding contribution | | 0 | 0.00 | 0 | 5,000.00 | Agreed Council meeting 5th January 2021 - funding for 2 years |
| | SUB TOTAL | | 32,375 | 8,121.97 | 26,124 | 38,520.00 | |
| | CCTV | | | | | | |
| 10031 | CCTV maintenance | | 1,600 | 280.00 | 373 | 1,600.00 | Possible system upgrade? |
| | SUB TOTAL | | 1,600 | 280.00 | 373 | 1,600.00 | |
| | Cemetery | | | | | | |
| 6101 | Cemetery maintenance | | 5,000 | 500.23 | 800 | 5,000.00 | Identified works not completed FY20/21 |
| 6103 | Cemetery rates | | 900 | 774.78 | 900 | 900.00 | |
| 6104 | Cemetery water | | 50 | 56.09 | 75 | 100.00 | |
| 10046 | Grass Cutting | | 2,500 | 1,500.00 | 2,000 | 500.00 | Costs for emergency cut only - now we have additional ground staff |
| | Cemetery Access Road | | 0 | 0.00 | 0 | 5,000.00 | Estimated initial loan repayments for first year or fund from reserves? (NB for budget - proposal not yet agreed by Council) |
| | SUB TOTAL | | 8,450 | 2,831.10 | 3,775 | 11,500.00 | |
| | Community Care Warden | | | | | | |
| 10043 | Payments | | 4,000 | 0.00 | 4,000 | 4,000.00 | Report required |
| | SUB TOTAL | | 4,000 | 0.00 | 4,000 | 4,000.00 | |
| | Highways Works and Advice | | | | | | |

| Cost Code | Code Title | 2020-2021 | | | Year End Forecast |
|-----------|---|-----------|-----------|--|-------------------|
| | | Budgeted | Actual | | |
| 10047 | Highways Payments | 15,000 | 0.00 | | 2,500 |
| | | | | | |
| | SUB TOTAL | 15,000 | 0.00 | | 2,500 |
| | Library | | | | |
| 6400 | Library rent | 2,000 | 1,000.00 | | 1,500 |
| 10041 | Library equipment | 500 | 0.00 | | 0 |
| | SUB TOTAL | 2,500 | 1,000.00 | | 1,500 |
| | Loan repayments | | | | |
| 7240 | Loan repayment 2 | 2,117 | 2,116.35 | | 2,116 |
| | SUB TOTAL | 2,117 | 2,116.35 | | 2,116 |
| | Machinery Store / Recreation Ground | | | | |
| 6030 | Machinery store equipment | 5,000 | 5,358.98 | | 5,359 |
| 6031 | Machinery store maintenance | 3,000 | 1,187.00 | | 1,583 |
| 6032 | Machinery Store Electricity | 0 | 0.00 | | 0 |
| 6033 | Servicing and Spares - Internal | 1,000 | 875.16 | | 1,167 |
| 6034 | Fuel | 2,000 | 605.15 | | 807 |
| 6035 | General Rec. costs / Rec Maintenance | 2,500 | 948.95 | | 2,500 |
| 6041 | Bowls Green maintenance | 2,000 | 952.00 | | 1,604 |
| 6051 | Cricket Maintenance | 600 | 378.00 | | 400 |
| 6052 | Cricket Equipment | 500 | 0.00 | | 0 |
| 6060 | Football Club Equipment | 0 | 0.00 | | 0 |
| 6061 | Football Pitches maintenance | 6,000 | 440.20 | | 750 |
| 6091 | Tennis Courts Maintenance | 400 | 0.00 | | 400 |
| 1009 | Rec. Car Park | 500 | 0.00 | | 0 |
| 10029 | Recreation Ground Lighting Improvements | 2,000 | 0.00 | | 0 |
| 10036 | Basketball Court Maintenance | 600 | 105.00 | | 105 |
| 10044 | Servicing - External | 4,500 | 618.99 | | 2,500 |
| | SUB TOTAL | 30,600 | 11,467.43 | | 17,175 |
| | Neighbourhood Development Plan | | | | |
| 10003 | NDP Stationery | 500 | 0.00 | | 100 |
| 10004 | NDP Meeting Refreshments | 0 | 0.00 | | 0 |
| 10012 | NDP General Costs | 3,475 | 3,000.00 | | 3,475 |
| | SUB TOTAL | 3,975 | 3,000.00 | | 3,575 |
| | Office | | | | |
| 6010 | Office equipment | 800 | 1,220.35 | | 1,220 |

| 2021 - 2022 | Comments |
|-------------|---|
| Budget | |
| 15,000.00 | Forecast inc M/VAS sign to be purchased and bus bay markings invoice awaited FY20-21. |
| | New projects to be identified for FY21-22. |
| 15,000.00 | |
| | |
| 2,000.00 | Forecast inc 1 x Qtr rent free FY20-21 |
| 500.00 | |
| 2,500.00 | |
| | |
| 2,080.00 | April and October |
| 2,080.00 | |
| | |
| 5,000.00 | Rolling programme allowance |
| 3,000.00 | |
| 0.00 | |
| 1,200.00 | Forecast inc £95.35 invoice to come for filters etc. for MF tractor |
| 1,500.00 | |
| 2,500.00 | |
| 2,000.00 | Forecast inc Air injector machine @ £335 - Invoice awaited |
| 600.00 | |
| 500.00 | |
| 0.00 | |
| 5,000.00 | |
| 400.00 | Forecast costs for moss treatment |
| 0.00 | ? Also tennis court floodlighting. Unlikely to be S106 eligible but check |
| 2,000.00 | |
| 600.00 | |
| 4,000.00 | Winter servicing works |
| 28,300.00 | |
| | |
| | |
| 350.00 | |
| 100.00 | |
| 2,000.00 | |
| 2,450.00 | |
| | |
| 900.00 | |

| Cost Code | Code Title | | Budgeted | Actual | Year End Forecast |
|-----------|----------------------------------|--|----------------|------------------|-------------------|
| 6011 | Office maintenance | | 1,000 | 1,165.47 | 1,676 |
| 6012 | Office electricity | | 2,000 | 1,068.64 | 1,425 |
| 6013 | Office rates | | 850 | 572.23 | 763 |
| 6014 | Recreation ground water | | 600 | 714.25 | 952 |
| 10010 | Office IT | | 1,200 | 1,231.03 | 1,641 |
| 10016 | Office Cleaning | | 700 | 362.17 | 483 |
| | SUB TOTAL | | 7,150 | 6,334.14 | 8,161 |
| | Other Areas | | | | |
| 6930 | Street Furniture | | 3,000 | 3,253.82 | 3,254 |
| 10002 | Parish Paths | | 50 | 0.00 | 50 |
| 10008 | Litter and Bins | | 1,000 | 0.00 | 600 |
| 1030 | Signage | | 250 | 0.00 | 250 |
| | SUB TOTAL | | 4,300 | 3,253.82 | 4,154 |
| | Other Costs | | | | |
| 10014 | General Contingency | | 5,000 | 0.00 | 0 |
| 10038 | New Website | | 3,000 | 0.00 | 0 |
| | SUB TOTAL | | 8,000 | 0.00 | 0 |
| | Personnel Costs | | | | |
| 7001 | Staff salaries | | 119,000 | 66,230.45 | 95,730 |
| 7002 | Staff expenses | | 500 | 10.04 | 50 |
| 7003 | Training | | 1,000 | 134.95 | 135 |
| 7004 | PPE | | 600 | 441.99 | 589 |
| 7005 | Temporary staff | | 500 | 0.00 | 0 |
| 7006 | Recruitment Costs | | 250 | 0.00 | 0 |
| 7007 | Payroll costs | | 550 | 313.50 | 550 |
| | SUB TOTAL | | 122,400 | 67,130.93 | 97,054 |
| | Play areas and skate park | | | | |
| 6281 | Skate park maintenance | | 1,000 | 12.99 | 50 |
| 6282 | Play Area Maintenance | | 3,000 | 2,046.67 | 2,500 |
| 6283 | Chattering play area maintenance | | 5,000 | 2,133.40 | 2,133 |
| | SUB TOTAL | | 9,000 | 4,193.06 | 4,683 |
| | Sports Pavilion | | | | |
| 6020 | Sports Pavilion Equipment | | 0 | 95.27 | 100 |
| 6021 | Sports pavilion maintenance | | 1,000 | 255.00 | 700 |
| 6022 | Sports pavilion electricity | | 1,200 | 532.34 | 710 |
| 10017 | Sports Pavilion Cleaning | | 900 | 157.50 | 210 |
| | SUB TOTAL | | 3,100 | 1,040.11 | 1,720 |

| 2021 - 2022 | |
|-------------------|--|
| Budget | Comments |
| 4,000.00 | Forecast inc Old Pav timber treatment (\$511). |
| 2,000.00 | FY 21-22 budget provides for external painting ? |
| 860.00 | |
| 1,000.00 | |
| 1,500.00 | |
| 700.00 | |
| 10,960.00 | |
| | |
| 2,500.00 | bus shelter repairs completed. |
| 50.00 | FY21-22 - Village Map? |
| 1,000.00 | |
| 250.00 | |
| 3,800.00 | |
| | |
| 5,000.00 | |
| 3,000.00 | needs progressing |
| 8,000.00 | |
| | |
| 115,000.00 | |
| 100.00 | |
| 700.00 | |
| 800.00 | |
| 500.00 | |
| 250.00 | |
| 550.00 | |
| 117,900.00 | |
| | |
| 1,000.00 | Long-term drainage problems to be resolved |
| 3,000.00 | |
| 5,000.00 | resurfacing quote to-date, considerably higher |
| 9,000.00 | |
| | |
| 150.00 | |
| 1,000.00 | Forecast incl call outs (2) to sports pavilion/TH pump |
| 1,000.00 | |
| 900.00 | |
| 3,050.00 | |

| Cost Code | Code Title | 2020-2021 | | | 2021 - 2022 | | Comments |
|-----------|-----------------------------|-----------|------------|-------------------|-------------|---|----------|
| | | Budgeted | Actual | Year End Forecast | Budget | | |
| | Street lighting | | | | | | |
| 6960 | Street lighting energy | 1,000 | 279.71 | 966 | 1,000.00 | Forecast inc. £593.24 invoice not yet processed | |
| 10048 | Village Street Lights | 3,500 | 3433.49 | 3,434 | 0.00 | Actual = 2 x new street lights. | |
| | SUB TOTAL | 4,500 | 3,713.20 | 4,400 | 1,000.00 | | |
| | Tillage Hall | | | | | | |
| 10034 | Tillage Hall maintenance | 0 | 0.00 | 0 | 0.00 | | |
| | SUB TOTAL | 0 | 0.00 | 0 | 0.00 | | |
| | Tree work | | | | | | |
| 6940 | Tree maintenance | 5,000 | 4,630.00 | 5,500 | 5,000.00 | | |
| | SUB TOTAL | 5,000 | 4,630.00 | 5,500 | 5,000.00 | | |
| | Village Green | | | | | | |
| 6201 | Village Green - Maintenance | 3,000 | 3,683.75 | 4,912 | 3,000.00 | Forecast includes cycle rack costs - counterbalanced by income rec'd £1200 against this | |
| 6202 | Village Green Electricity | 200 | 101.59 | 200 | 200.00 | xmas lights invoice to come | |
| 6212 | Bus shelter electricity | 80 | 55.74 | 74 | 90.00 | | |
| | SUB TOTAL | 3,280 | 3,841.08 | 5,186 | 3,290.00 | | |
| | | | | | | | |
| | NET TOTAL | 267,347 | 122,953.19 | 191,997 | 267,950 | | |

Projected expenditure vs. budget 20/21 (under) spend £275,350

8th January 2021

Waterbeach Parish Council

DRAFT BUDGET 2021-2022 - Income sheet

| Cost Code | Code Title | Budgeted | 2020 - 2021 | | 2021 - 2022 | Comments |
|-----------|-------------------------------------|----------|-------------|-------------------|-------------|---|
| | | | Actual | Year End Forecast | | |
| | Administration | | | | | |
| | 7210 Grants & Donations | 0 | 0.00 | 0 | 0.00 | |
| | 10053 Grants - Covid Community Fund | 0 | 10,000.00 | 10,000 | 0.00 | Covid Business Grant £10,000 received FY20-21 |
| | SUB TOTAL | 0 | 10,000.00 | 10,000 | 0.00 | |
| | Cemetery | | | | | |
| | 4101 Burial fees received | 4,000 | 2,024.00 | 3,000 | 4,000.00 | |
| | SUB TOTAL | 4,000 | 2,024.00 | 3,000 | 4,000.00 | |
| | Community Care Warden | | | | | |
| | 10042 Received Income | 0 | 0.00 | 0 | 0.00 | |
| | SUB TOTAL | 0 | 0.00 | 0 | 0.00 | |
| | Machinery Store / Recreation Ground | | | | | |
| | 6030 Machinery store equipment | 0 | 3,750.00 | 3,750 | 0.00 | Trade-in - New Holland Tractor against John Deere purchased as replacement - check if purchased from Council funds (not S105) |
| | SUB TOTAL | 0 | 3,750.00 | 3,750 | 0.00 | |
| | Neighbourhood Development Plan | | | | | |
| | 10032 NDP Income | 0 | 5,000.00 | 5,000 | 0.00 | |
| | SUB TOTAL | 0 | 5,000.00 | 5,000 | 0.00 | |
| | Other Income | | | | | |
| | 4003 Bank Interest | 1,500 | 0.00 | 0 | 0.00 | Needs reviewing - all bank interest currently assigned to S105 |
| | 4020 Insurance Claim | 0 | 546.14 | 546 | 0.00 | |
| | 499 Miscellaneous Income | 30 | 30.00 | 30 | 30.00 | |
| | 10021 Tillage Hall Solar Panels FIT | 750 | 713.77 | 714 | 750.00 | |
| | SUB TOTAL | 2,280 | 1,269.91 | 1,290 | 780.00 | |
| | Personnel Costs | | | | | |
| | 7001 Staff salaries | 0 | 311.58 | 312 | 0 | |
| | SUB TOTAL | 0 | 311.58 | 312 | 0.00 | |
| | Precept | | | | | |
| | 4000 Precept received | 168,470 | 168,470.00 | 168,470 | 168,470.00 | Assumes no increase in precept from last year - albeit slight adjustment to figure will be needed owing to lower Band D equivalent properties this year |
| | SUB TOTAL | 168,470 | 168,470.00 | 168,470 | 168,470.00 | |
| | Sports Clubs | | | | | |
| | 4050 Sports clubs rents | 0 | 0.00 | 0 | 0.00 | |
| | 4051 Cricket Club Rent | 500 | 0.00 | 0 | 250.00 | |
| | 4061 Football Club Rent | 1,500 | 770.00 | 770 | 1,000.00 | |
| | 4071 Bowls Club Rent | 1,650 | 0.00 | 1,650 | 1,650.00 | |
| | 4091 Other pitch income | 50 | 225.00 | 225 | 0.00 | |
| | SUB TOTAL | 3,700 | 995.00 | 2,645 | 2,900.00 | |
| | Village Green | | | | | |
| | 4201 Village Green Hire | 550 | 540.00 | 540 | 550.00 | |
| | 6201 Village Green Maintenance | 0 | 1,200.00 | 1,200 | 0.00 | Cycle racks |
| | SUB TOTAL | 550 | 1,740.00 | 1,740 | 550.00 | |
| | NET TOTAL | 179,000 | 193,580.49 | 196,206 | 176,700.00 | |

Projected surplus income (forecast vs. budget 2020/21)

£ 17,206

Budget income for 21-22 =

£176,700.00

Budget expenditure for 21-22 =

£267,950.00

8th January 2021

BUDGET DISCUSSIONS SUMMARY SHEET

In the notes below, S106 income and expenditure is excluded.

Forecast for 2020-2021

The forecast income for 2020-2021 was £179,000 and the expenditure forecast was £267,347
This would have required funding from general reserves to the value of £88,347

Forecast for 2021-2022

The forecast income for 2021-2022 is £176,700 and the expenditure forecast is £267,950
This will require funding from general reserves to the value of £91,250

| | Budget 2020-21 | Forecast 2020-21 | Budget 2021-22 |
|--|---------------------|-------------------------|---------------------|
| Income (exc. Precept) 2020-21 | £10,530.00 | £27,736.49 | £8,230.00 |
| Precept 2020-21 | £168,470.00 | £168,470.00 | £168,470.00 |
| Total Income | £179,000.00 | £196,206.49 | £176,700.00 |
| Total Expenditure | -£267,347.00 | -£191,997.29 | -£267,950.00 |
| Funding from General Reserves | | £4057.80 surplus | £91,250.00 |
| Actual cash at bank (Reserves) y/e 2019/20 (£1,165,450 less S106 £937,952) = £227,498 | | | |

8th January 2021