

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN SUDBURY TOWN HALL
ON TUESDAY 2ND JULY 2024 AT 6.30PM**

Committee members present: Mr N Bennett – Chair
Ms E Murphy
Mr A Osborne
Miss A Owen
Mr T Register
Mr N Younger

Officers in attendance: Mr C Griffin – Town Clerk
Mrs D Deeks – Administration Manager/s151 Officer

1. SUBSTITUTES AND APOLOGIES

Apologies for absence were received from Councillors Mrs M Barrett, Mrs P Berry-Kilby and Mr S Hall. Councillor A Osborne was the substitute for Councillor Mr S Hall

2. DECLARATIONS OF INTEREST

Councillors Mr A Osborne, Miss A Owen and Mr T Register declared that they were Babergh District Councillors.

3. DECLARATIONS OF GIFTS & HOSPITALITY

No gifts or hospitality were declared.

4. REQUESTS FOR DISPENSATION

No requests for dispensation had been received.

5. MINUTES

RESOLVED

That the minutes of the meeting of the Finance Committee held on 4th June 2024 be confirmed as an accurate record.

6. ACTIONS FROM PREVIOUS MINUTES

The Town Clerk gave a quick overview of the key actions from the previous meeting.

- The June full council had agreed and adopted the new NALC financial regulations as recommended by the Finance Committee.
- That the input to the new 2025-2026 draft budget will be discussed in the committee meetings after the general election has finished.

RESOLVED

To note the Town Clerk's update.

7. APPROVAL OF BANK PAYMENTS FOR MAY 2024

The list of payments in excess of £500 and direct debit payments for May 2024 were presented to members for their approval (a copy list is shown at minute pages 435 to 437).

RESOLVED

To approve all listed payments over £500 and all direct debit payments for May 2024.

8. REVIEW OF INCOME AND EXPENDITURE REPORTS FOR MAY 2024

Members discussed the income and expenditure reports for the period 1st to 31st May 2024, as shown at minute pages 438 to 447.

RESOLVED

To note the Income and Expenditure reports for May 2024.

9. TO REVIEW THE FINANCIAL SITUATION AT THE END OF JUNE 2024

The Administration Manager produced the income and expenditure report of the financial situation at the end of June, as shown at minute pages 448 to 457. The Town Clerk went through the report to highlight areas where expenditure or income were not close to the 25% that would be expected at the end of the first quarter. The Administration Manager explained the EMR reports as shown at minute pages 458 and 459. The Administration Manager and Town Clerk presented the Debtors report as shown at minute page 460.

Members discussed the possible requirement for an additional Finance Committee meeting in early August; this would be dependent on decisions made at the Full Council meeting on 9th July.

RESOLVED

To note the financial situation at the end of June 2024.

To hold a Finance Committee meeting in early August if required after the Full Council meeting.

10. TO REVIEW THE RFO'S INTERNAL CONTROL REPORT

The RFO reported on the quarterly internal control report, which identified that there were still a number of areas where work needed to be completed in order to ensure that an effective internal control framework was in place. This internal control report is shown at minute pages 461 to 463.

RESOLVED

To note the RFO's internal control report.

11. TO RECEIVE AN UPDATE FROM THE TOWN CLERK AND THE RFO ON FINANCIAL MATTERS, BANK BALANCES AND ANY PRIVATE & CONFIDENTIAL MATTERS

The Town Clerk gave an update on the funds held in all bank accounts and investments. He displayed the monthly balances for all these accounts over the previous year in a coloured chart detailing the way funds flowed in and out in a predictable manner. This knowledge would enable funds to be kept in the most advantageous interest earning accounts throughout the year.

RESOLVED

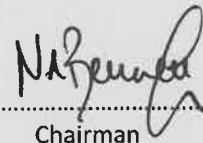
To note the Town Clerk's monthly finance report.

RESOLVED

That, pursuant to the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public be excluded from the meeting for the business specified in item 11 as the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

See PRIVATE and CONFIDENTIAL Annex A. Minute page 464.

The business of the meeting concluded at 7:41pm.



.....
Chairman

Time: 15:01

Bank Current Account

List of Payments made between 01/05/2024 and 31/05/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/05/2024	Allstar Business Solutions Lim	DD	94.97		Allstar Diesel YR20OCB-22/04
01/05/2024	SumUp Payments Ltd	FPI	0.26		Purchase Ledger Payment
01/05/2024	SumUp Payments Ltd	FPI	1.67		Purchase Ledger Payment
02/05/2024	WAITROSE 658 CD 4432	DEB	13.90		Tea/Coffee/Milk - 01/05/24
02/05/2024	WWW.ARGOS.CO.UK CD 4432	DEB	45.00		Rapid Tyre Inflator-01/05
02/05/2024	Indeed 92325637 CD 4432	DEB	15.59		Indeed C.W Advert-Apr24
02/05/2024	SumUp Payments Ltd	FPI -02/05	0.68		Purchase Ledger Payment
03/05/2024	SGW Payroll Ltd	DD	131.10		Yr End Payroll Processing23/24
03/05/2024	County Broadband Ltd	DD.	54.60		CBB Real Fibre-03/05-02/06
03/05/2024	T & P Fire Ltd	BP	3,107.62		Installed New Fire Panel
03/05/2024	Garden Nursery	BP	4,000.00		Floral Contract Instal.2-Apr24
03/05/2024	Gipping Occupational Health Lt	BP	564.00		Management Referral-19/04/24
03/05/2024	McColls Store 0913 - Sudbury	BP	29.30		Newspapers - 01/04-27/04/24
03/05/2024	Babergh District Council	BP	601.90		Yr.Trade Refuse-01/04-31/03/25
03/05/2024	Busy Bees Cosmetics Ltd	BP	28.50		Wood Polish/Honey/Lip Balm
03/05/2024	Stour Valley Apiaries Ltd	BP.	135.00		Honey X 25 Jars -2023/2024
03/05/2024	WWW.ARGOS.CO.UK CD 4432	DEB	39.98		Headphones X 2 - 03/05/2024
03/05/2024	SumUp Payments Ltd	FPI-03/05	1.64		Purchase Ledger Payment
07/05/2024	SumUp Payments Ltd	FPI-07/05	0.17		Purchase Ledger Payment
07/05/2024	SumUp Payments Ltd	FPI- 07/05	0.10		Purchase Ledger Payment
08/05/2024	Inital Washroom Hygiene	DD	83.36		4X HandDryer Maint.01/05-31/07
08/05/2024	TESCO STORE 3234 CD 4432	DEB	175.67		Food Pickup/Drop off-07/05
08/05/2024	Allstar Business Solutions Lim	DD	73.87		Allstar Fuel - 24/05-26/04
08/05/2024	SumUp Payments Ltd	FPI-3.65	3.65		Purchase Ledger Payment
09/05/2024	SGW Payroll Ltd	DD	107.34		SGW Mth. Payroll Support-Apr24
09/05/2024	Perninsula	DD	364.84		Health & Safety - May24
10/05/2024	T & P Fire Ltd	BP	93.00		Monthly Flash Test-24/04/24
10/05/2024	Hevey Building Supplies Ltd	BP	38.58		Cement & Treated Post-19/04/24
10/05/2024	3IT Ltd	DEB	416.72		3IT Monthly Support-May24
10/05/2024	AEDdonate	FPO	353.99		Defib G5 Battery - 09/05/24
10/05/2024	Gipping Occupational Health Lt	BP	154.80		Heath Questionnaire X 3 Staff
10/05/2024	Babergh District Council	BP	755.97		Trade Waste Collection Mar24
10/05/2024	Ernest Doe & Sons Ltd	BP	66.00		D Perry - Boots - 22/04/24
10/05/2024	DEBORAH DEEKS	DEB	9.50		Cakes for Mayor Event-Mar24
10/05/2024	DANIEL W PERRY	DEB	13.00		DBS D.Perry Subs-03/05/24
10/05/2024	Society of Local Council Clerk	DEB	416.00		SLCC C.Griffin Membership Fee
10/05/2024	3IT LTD CD 4432	DEB	93.00		M Edwards AATExam-24/05
10/05/2024	SumUp Payments Ltd	FPI-10/05	2.96		Purchase Ledger Payment
10/05/2024	SumUp Payments Ltd	FPI- 10/05	2.99		Purchase Ledger Payment
13/05/2024	WWW.SUFFOLK.GOV.UK CD	DEB	150.00		SCC - Event Road Closures
13/05/2024	95 Day Deposit Account	TFR	225,000.00		Tfr from Lloyds to Natwest 95
14/05/2024	BEN MASON	DEB	13.00		B.Mason DBS Subs-14/05/24
14/05/2024	TESCO STORE 3234 CD 4432	DEB	185.60		Food Pickup/Drop off-08/05
14/05/2024	SumUp Payments Ltd	FPI-14/05	0.61		Purchase Ledger Payment
15/05/2024	MRS J F OSBORNE	BP	127.30		Donations/Mileage-Apr&May
15/05/2024	ARVAL BNP PARIBAS GROUP	DD	701.10		Arval Van Lease X2-19/05-18/06
15/05/2024	BABERGH DC CTAX BU	DD	125.00		BDC Bus Rates Shed-15/05/24

Continued on Page 2

Time: 15:01

Bank Current Account

List of Payments made between 01/05/2024 and 31/05/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
15/05/2024	BABERGH DC CTAX BU	DD	400.00		BDC Bus Rates 1st Flr-May24
15/05/2024	BABERGH DC CTAX BU	DD	574.00		BDC Bus Rates Gnd Fl.-May24
15/05/2024	BABERGH DC CTAX BU	DD	447.00		BDC Business Rates-May24
15/05/2024	BABERGH DC CTAX BU	DD	551.00		BDC Business Rates-May 24
15/05/2024	Allstar Business Solutions Lim	DD	86.62		Allstar Diesel YR20NVX-02/05
15/05/2024	Felix of Long Melford	BP	1,245.42		Felix Sale of Tickets-Apr24
15/05/2024	SumUp Payments Ltd	FPI-15/05	1.26		Purchase Ledger Payment
16/05/2024	SumUp Payments Ltd	FPI-16/05	0.13		Purchase Ledger Payment
17/05/2024	G A Smith Gardening Services L	FPO	1,480.00		Grave Digging Costs-May24
17/05/2024	Essex Industrial Doors Ltd	BP	4,460.40		3 X Fire Doors Replaced-May24
17/05/2024	MAJESTIC WINE CD 4432	DEB	131.80		Wine for M.Making-21/05/24
17/05/2024	ICCM	FPO	100.00		ICCM CORP SUBS 2024/25
17/05/2024	Mr R Kilby	BP	20.00		Wreath D-Day 80th Anniversary
17/05/2024	SumUp Payments Ltd	FPI-17/05	0.65		Purchase Ledger Payment
20/05/2024	POST OFFICE COUNTEN CD 4432	DEB	2.50		Postage TIC - 17/05/2024
20/05/2024	SUDBURY OFFICE SUP CD 4432	DEB	4.61		3X Highlighter Pens - 17/05/24
20/05/2024	SumUp Payments Ltd	FPI-20/05	0.10		Purchase Ledger Payment
20/05/2024	SumUp Payments Ltd	FPI -20/05	0.48		Purchase Ledger Payment
21/05/2024	HMRC - ACCOUNTS OF	BP	8,006.95		HMRC - PAYE/NI-06/04-05/05/24
21/05/2024	Supply Line Solutions	FPO	153.08		Toilet Cleaner X 19-30/04
21/05/2024	SumUp Payments Ltd	FPI-21/05	0.67		Purchase Ledger Payment
21/05/2024	Anglian Water	FPO	17.49		A.Water - 04/02-03/05/2024
22/05/2024	ICELAND CD 4432	DEB	30.10		Refreshments for M.Making21/05
22/05/2024	EE Limited	DD	71.04		EE Mobile Phone-15/05
22/05/2024	Contract Trenching Ltd	BP	2,622.00		Water Service Upgrade-May24
22/05/2024	T & P Fire Ltd	BP	2,720.40		Replace Smoke & Heat Detectors
22/05/2024	3IT LTD CD 4432	DEB	93.00		J Byham AAT Exam - 28/05
22/05/2024	Allstar Business Solutions Lim	DD	22.75		Allstar Fuel - 09/05/2024
22/05/2024	SumUp Payments Ltd	FPI-22/05	0.12		Purchase Ledger Payment
23/05/2024	Baldwin Alarms	BP	51.00		Refit Door Contacts - 14/05
24/05/2024	DEBORAH DEEKS	FPO	11.00		Flowers for outgoing Mayor
24/05/2024	STC STAFF PAYROLL-MAY24	BP	26,436.96		STC STAFF PAYROLL-MAY24
24/05/2024	SUFFOLK CC PENSION	BP	5,807.28		SUFFOLK CC PENSION-MAY24
24/05/2024	Roff Caterers Ltd.	FPO	625.00		Catering for Mayor Making21/05
24/05/2024	MATALAN ECOM CD 4432	DEB	94.00		Staff Clothing for Funerals
24/05/2024	SumUp Payments Ltd	FPI-24/05	9.70		Purchase Ledger Payment
28/05/2024	P Crawford (Contracting) Ltd	BP	2,640.00		Remove Acacia & Yew HedgeMay24
28/05/2024	Mr P Thorogood	BP	59.75		A Pub Crawl X 5 - 23/05/24
28/05/2024	JRB Enterprise Ltd	BP	1,351.20		50x Cases Dog Glove Bags-May24
28/05/2024	SERVICE CHARGES REF :	PAY	78.77		Lloyds Ser Chg-10/03-09/04
28/05/2024	SSE Energy Supply Limited	FPI	56.39		SSE Electric - 29/11-31/03/24
29/05/2024	Allstar Business Solutions Lim	DD	93.06		Allstar Diesel YR20NVX-15/05
29/05/2024	Turning Factor Ltd	BP	514.80		ILM5 Training X2 Staff-18/06
29/05/2024	Defib World	BP	810.00		Defibrillator & Case-08/05/24
29/05/2024	SD Tree Services	BP	1,400.00		Removal of Scots Pine-May24
29/05/2024	McColls Store 0913 - Sudbury	BP	31.80		Newspapers - 29/04/-25/05/24
29/05/2024	Rialtas Business Solutions Lim	BP	298.80		Yr Support & Maint. Asset Reg

Continued on Page 3

Bank Current Account

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/05/2024	ICELAND CD 4432	DEB	1.21		Milk - 28/05/24
29/05/2024	FEE2PAYONLINE CD 4432	DEB	1.50		Postage Fee - 28/05/24
29/05/2024	WWW.DISCOUNTDISPLA CD	DEB	163.14		Flexible Pavement Sign-28/05
29/05/2024	SumUp Payments Ltd	FPI-29/05	0.23		Purchase Ledger Payment
30/05/2024	SumUp Payments Ltd	FPI-30/05	1.00		Purchase Ledger Payment
31/05/2024	WWW.LOCKSHOPDIRECT CD	DEB	247.06		4X ABUS Padlocks-13/05/24
31/05/2024	DB Security	BP	114.00		Repair Lock Gaol Lane (BDC)
31/05/2024	3IT Ltd	BP	318.60		3X Basic Annual & Backup-09/05
31/05/2024	G A Smith Gardening Services L	BP	1,000.00		Grave Digging - May 24
31/05/2024	SP ENGRAVING STUDI CD 4432	DEB	26.90		Plaque for Memorial Bench
31/05/2024	SumUp Payments Ltd	FPI-31/05	0.03		Purchase Ledger Payment
Total Payments			<u>303,880.58</u>		

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Corporate Management								
1045 Neighbourhood CIL	0	2,593	0	(2,593)			0.0%	2,593
1176 Precept	0	410,319	820,638	410,319			50.0%	
Corporate Management :- Income	0	412,912	820,638	407,726			50.3%	2,593
Net Income	0	412,912	820,638	407,726				
6001 less Transfer to EMR	0	2,593						
Movement to/(from) Gen Reserve	0	410,319						
102 Democratic Represent'n & Mgmt								
4008 Training, Courses, Meetings	0	0	1,600	1,600		1,600	0.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4100 Election Expenses	0	0	6,200	6,200		6,200	0.0%	
Democratic Represent'n & Mgmt :- Indirect Expenditure	0	0	8,000	8,000	0	8,000	0.0%	0
Net Expenditure	0	0	(8,000)	(8,000)				
103 Grants								
4303 Grants Power General	0	0	45,000	45,000		45,000	0.0%	
Grants :- Indirect Expenditure	0	0	45,000	45,000	0	45,000	0.0%	0
Net Expenditure	0	0	(45,000)	(45,000)				
109 Central Services/Admin								
1040 Grants Receivable	0	0	500	500			0.0%	
1098 Miscellaneous Income	0	0	10	10			0.0%	
1190 Bank Interest Receivable	2,007	2,835	31,400	28,565			9.0%	
Central Services/Admin :- Income	2,007	2,835	31,910	29,075			8.9%	0
4001 Salaries & Wages	16,659	33,059	236,518	203,459		203,459	14.0%	
4008 Training, Courses, Meetings	401	524	4,500	3,977		3,977	11.6%	
4009 Travel & Subsistence	0	0	500	500		500	0.0%	
4010 Misc Staff Costs	18	25	364	339		339	6.8%	
4016 Refuse Disposal	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	32	61	420	359		359	14.5%	
4021 Mobile Telephones & Broadband	46	137	600	464		464	22.8%	
4022 Postage	2	229	340	111		111	67.3%	
4023 Printing & Stationery	4	100	2,600	2,500		2,500	3.8%	

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4025 Subscriptions and membership	442	1,948	2,546	598		598	76.5%	
4026 Insurance	0	8,234	8,931	697		697	92.2%	
4033 Advertising/Press Releases	16	39	600	561		561	6.5%	
4041 Equipt Repairs & Mtce	0	0	200	200		200	0.0%	
4042 Equipt Running Costs/Rental	0	710	3,321	2,611		2,611	21.4%	
4043 Equipt/Small Tools Purchase	0	0	5,500	5,500		5,500	0.0%	
4044 IT Support/Software Mtce	895	6,473	10,954	4,481		4,481	59.1%	
4052 Bank & Cardnet Charges	79	31	1,150	1,119		1,119	2.7%	
4060 Audit Fees - External	0	0	3,003	3,003		3,003	0.0%	
4061 Audit Fees - Internal	0	0	770	770		770	0.0%	
4064 Other Professional Fees	2,414	3,320	19,398	16,078		16,078	17.1%	
4110 Staff Welfare	0	0	250	250		250	0.0%	
Central Services/Admin :- Indirect Expenditure	21,006	54,889	302,765	247,876	0	247,876	18.1%	0
Net Income over Expenditure	(18,998)	(52,054)	(270,855)	(218,801)				
201 Market - Charter Street								
1020 Market Rent & Tolls	7,188	13,872	78,000	64,128			17.8%	
1021 Market Electricity Recovered	369	697	4,200	3,503			16.6%	
1079 Licence income	21	42	0	(42)			0.0%	
Market - Charter Street :- Income	7,578	14,611	82,200	67,589			17.8%	0
4001 Salaries & Wages	2,805	5,382	38,635	33,253		33,253	13.9%	
4007 Workwear and Footwear	0	0	250	250		250	0.0%	
4008 Training, Courses, Meetings	0	155	500	345		345	31.0%	
4011 Rates	447	894	5,632	4,738		4,738	15.9%	
4012 Water	0	1	151	150		150	0.8%	
4014 Electricity	0	(8)	2,400	2,408		2,408	(0.3%)	
4016 Refuse Disposal	0	0	12,012	12,012		12,012	0.0%	
4017 Cleaning & Consumables	0	0	100	100		100	0.0%	
4018 Vehicle Rental/Repairs/Exps	0	0	500	500		500	0.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4021 Mobile Telephones & Broadband	7	15	176	161		161	8.6%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4025 Subscriptions and membership	0	434	400	(34)		(34)	108.5%	
4033 Advertising/Press Releases	0	0	2,000	2,000		2,000	0.0%	
4041 Equipt Repairs & Mtce	0	2,848	1,084	(1,764)		(1,764)	262.7%	
4043 Equipt/Small Tools Purchase	0	446	2,000	1,554		1,554	22.3%	
4052 Bank & Cardnet Charges	46	71	0	(71)		(71)	0.0%	
4069 Licences	0	70	200	130		130	35.0%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
Market - Charter Street :- Indirect Expenditure	3,306	10,309	66,290	55,981	0	55,981	15.6%	0
Net Income over Expenditure	4,272	4,302	15,910	11,608				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204 Street Fairs								
1030 Function Income	0	0	2,600	2,600			0.0%	
Street Fairs :- Income	0	0	2,600	2,600			0.0%	0
4001 Salaries & Wages	0	0	1,348	1,348		1,348	0.0%	
4069 Licences	0	0	2,785	2,785		2,785	0.0%	
Street Fairs :- Indirect Expenditure	0	0	4,133	4,133	0	4,133	0.0%	0
Net Income over Expenditure	0	0	(1,533)	(1,533)				
205 Council Public Events								
1068 Party in the Park Income	0	0	700	700			0.0%	
Council Public Events :- Income	0	0	700	700			0.0%	0
4001 Salaries & Wages	764	764	13,346	12,582		12,582	5.7%	
4008 Training, Courses, Meetings	0	0	150	150		150	0.0%	
4023 Printing & Stationery	0	0	50	50		50	0.0%	
4128 Party in the Park Expenses	0	0	5,250	5,250		5,250	0.0%	
4135 Other Council Events	0	0	500	500		500	0.0%	
Council Public Events :- Indirect Expenditure	764	764	19,296	18,532	0	18,532	4.0%	0
Net Income over Expenditure	(764)	(764)	(18,596)	(17,832)				
206 Town Economy								
1030 Function Income	65	65	0	(65)			0.0%	
1040 Grants Receivable	0	15,000	0	(15,000)			0.0%	15,000
Town Economy :- Income	65	15,065	0	(15,065)				15,000
4001 Salaries & Wages	2,304	4,608	52,017	47,409		47,409	8.9%	
4008 Training, Courses, Meetings	215	306	500	194		194	61.2%	
4009 Travel & Subsistence	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	150	150	1,175	1,025		1,025	12.8%	
4025 Subscriptions and membership	0	0	250	250		250	0.0%	
4033 Advertising/Press Releases	0	0	3,425	3,425		3,425	0.0%	
4042 Equipt Running Costs/Rental	0	0	11,300	11,300		11,300	0.0%	
4044 IT Support/Software Mtce	0	0	473	473		473	0.0%	
4048 New equipment/furniture	136	2,341	4,100	1,759		1,759	57.1%	2,205
4052 Bank & Cardnet Charges	2	2	0	(2)		(2)	0.0%	
4055 TICBooks/Guides/Maps forResale	0	0	1,200	1,200		1,200	0.0%	
4105 Town Centre Events	0	0	2,000	2,000		2,000	0.0%	
4110 Staff Welfare	1	1	50	49		49	2.5%	
Town Economy :- Indirect Expenditure	2,807	7,408	76,790	69,382	0	69,382	9.6%	2,205
Net Income over Expenditure	(2,742)	7,657	(76,790)	(84,447)				
6000 plus Transfer from EMR	0	2,205						
6001 less Transfer to EMR	0	15,000						

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(2,742)	(5,138)						
211 Town Hall Building								
1000 Letting Income	995	1,783	5,000	3,218			35.6%	
1016 Rent from Registrar	0	0	11,780	11,780			0.0%	
Town Hall Building :- Income	995	1,783	16,780	14,998			10.6%	0
4001 Salaries & Wages	772	1,544	16,966	15,422	15,422		9.1%	
4004 Cleaners & Casual payroll costs	1,435	1,435	18,172	16,737	16,737		7.9%	
4007 Workwear and Footwear	0	0	100	100	100		0.0%	
4008 Training, Courses, Meetings	0	183	500	317	317		36.5%	
4011 Rates	1,099	2,201	11,252	9,051	9,051		19.6%	
4012 Water	0	11	630	619	619		1.7%	
4013 Gas	(1,091)	25	7,500	7,475	7,475		0.3%	
4014 Electricity	54	(327)	20,000	20,327	20,327		(1.6%)	
4017 Cleaning & Consumables	215	398	1,200	802	802		33.2%	
4020 Miscellaneous Expenses	65	65	250	185	185		26.0%	
4025 Subscriptions and membership	0	68	0	(68)	(68)		0.0%	
4040 Property Repairs & Mtce	3,760	3,760	24,700	20,941	20,941		15.2%	3,717
4041 Equipt Repairs & Mtce	2,912	5,372	14,912	9,540	9,540		36.0%	2,267
4042 Equipt Running Costs/Rental	499	742	1,010	268	268		73.5%	
4043 Equipt/Small Tools Purchase	15	23	500	477	477		4.7%	
4063 Audit and Legal Fees	0	0	500	500	500		0.0%	
4110 Staff Welfare	0	0	100	100	100		0.0%	
4987 Loan Repayment - Capital	0	0	3,566	3,566	3,566		0.0%	
4988 PWLB Interest 494354	0	0	14,584	14,584	14,584		0.0%	
Town Hall Building :- Indirect Expenditure	9,734	15,499	136,442	120,943	0	120,943	11.4%	5,984
Net Income over Expenditure	(8,739)	(13,716)	(119,662)	(105,946)				
6000 plus Transfer from EMR	5,984	5,984						
Movement to/(from) Gen Reserve	(2,755)	(7,732)						
212 Public Clocks								
4041 Equipt Repairs & Mtce	0	0	2,500	2,500	2,500		0.0%	
Public Clocks :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				
213 Street Wardens								
1091 Service Costs Income - Babergh	0	0	31,081	31,081			0.0%	
Street Wardens :- Income	0	0	31,081	31,081			0.0%	0

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries & Wages	1,933	4,306	31,174	26,868		26,868	13.8%	
4007 Workwear and Footwear	0	0	300	300		300	0.0%	
4017 Cleaning & Consumables	274	274	1,500	1,226		1,226	18.3%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4041 Equipt Repairs & Mtce	0	0	250	250		250	0.0%	
4042 Equipt Running Costs/Rental	1,455	1,919	2,000	81		81	95.9%	
4110 Staff Welfare	0	0	150	150		150	0.0%	
Street Wardens :- Indirect Expenditure	3,661	6,499	35,474	28,975	0	28,975	18.3%	0
Net Income over Expenditure	(3,661)	(6,499)	(4,393)	2,106				
221 Allotments								
1010 Rent Receivable	100	200	2,428	2,228			8.2%	
Allotments :- Income	100	200	2,428	2,228			8.2%	0
4001 Salaries & Wages	136	272	1,581	1,309		1,309	17.2%	
4012 Water	17	7	350	343		343	2.0%	
4020 Miscellaneous Expenses	0	0	355	355		355	0.0%	
4022 Postage	0	0	65	65		65	0.0%	
4041 Equipt Repairs & Mtce	0	0	75	75		75	0.0%	
Allotments :- Indirect Expenditure	153	279	2,426	2,147	0	2,147	11.5%	0
Net Income over Expenditure	(53)	(79)	2	81				
239 Open Spaces&Closed Churchyards								
1040 Grants Receivable	0	0	1,000	1,000			0.0%	
1050 Donations Received	1,333	1,333	0	(1,333)			0.0%	
Open Spaces&Closed Churchyards :- Income	1,333	1,333	1,000	(333)			133.3%	0
4001 Salaries & Wages	796	1,593	6,438	4,845		4,845	24.7%	
4011 Rates	0	0	140	140		140	0.0%	
4014 Electricity	0	(0)	650	650		650	(0.1%)	
4020 Miscellaneous Expenses	22	22	0	(22)		(22)	0.0%	
4028 Refuse/Doggy Bag Supplies	1,126	1,126	1,000	(126)		(126)	112.6%	1,126
4040 Property Repairs & Mtce	0	0	800	800		800	0.0%	
4045 Grounds Maintenance	25	45	2,727	2,682		2,682	1.7%	
4058 Tree Surgery/Works	0	0	5,000	5,000		5,000	0.0%	
4065 Closed Churchyards maintenance	0	0	8,200	8,200		8,200	0.0%	
4066 The Croft maintenance	0	0	5,173	5,173		5,173	0.0%	
4068 Valley Walk	0	0	4,740	4,740		4,740	0.0%	
4109 Dog/Litter Bin emptying	0	0	7,728	7,728		7,728	0.0%	
Open Spaces&Closed Churchyards :- Indirect Expenditure	1,970	2,786	42,596	39,810	0	39,810	6.5%	1,126
Net Income over Expenditure	(636)	(1,453)	(41,596)	(40,143)				
6000 plus Transfer from EMR	1,126	1,126						

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	490	(327)						
<u>241 Cemetery</u>								
1000 Letting Income	800	1,600	9,600	8,000			16.7%	
1060 Cemetery Fees & Charges	8,165	10,980	48,000	37,020			22.9%	
Cemetery :- Income	8,965	12,580	57,600	45,020			21.8%	0
4001 Salaries & Wages	3,900	7,807	57,124	49,317	49,317		13.7%	
4005 Grave Digging Costs	2,480	3,900	14,400	10,500	10,500		27.1%	
4007 Workwear and Footwear	94	94	400	306	306		23.5%	
4008 Training, Courses, Meetings	0	0	700	700	700		0.0%	
4011 Rates	551	1,102	6,943	5,841	5,841		15.9%	
4012 Water	0	0	350	350	350		0.0%	
4014 Electricity	0	(2)	600	602	602		(0.4%)	
4016 Refuse Disposal	0	602	715	113	113		84.2%	
4018 Vehicle Rental/Repairs/Exps	0	8	1,000	992	992		0.8%	
4019 Diesel	64	125	550	425	425		22.7%	
4021 Mobile Telephones & Broadband	7	15	180	165	165		8.4%	
4023 Printing & Stationery	0	0	1,550	1,550	1,550		0.0%	
4025 Subscriptions and membership	100	100	110	10	10		90.9%	
4040 Property Repairs & Mtce	2,391	2,391	7,500	5,109	5,109		31.9%	2,185
4041 Equipt Repairs & Mtce	0	0	500	500	500		0.0%	
4043 Equipt/Small Tools Purchase	42	42	1,400	1,358	1,358		3.0%	
4044 IT Support/Software Mtce	0	53	100	48	48		52.5%	
4045 Grounds Maintenance	19	333	6,558	6,225	6,225		5.1%	
4058 Tree Surgery/Works	3,600	3,670	5,000	1,330	1,330		73.4%	
4064 Other Professional Fees	78	143	1,256	1,114	1,114		11.3%	
4078 New Cemetery	0	0	13,510	13,510	13,510		0.0%	
4080 Flint Lodge Repairs & Maint	0	0	2,650	2,650	2,650		0.0%	
4110 Staff Welfare	0	0	50	50	50		0.0%	
Cemetery :- Indirect Expenditure	13,327	20,383	123,146	102,763	0	102,763	16.6%	2,185
Net Income over Expenditure	(4,362)	(7,803)	(65,546)	(57,743)				
6000 plus Transfer from EMR	2,185	2,185						
Movement to/(from) Gen Reserve	(2,177)	(5,618)						
<u>243 War Memorial, Aelfhun & Gains</u>								
4040 Property Repairs & Mtce	0	0	1,800	1,800	1,800		0.0%	
War Memorial, Aelfhun & Gains :- Indirect Expenditure	0	0	1,800	1,800	0	1,800	0.0%	0
Net Expenditure	0	0	(1,800)	(1,800)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250 Information Centre								
1018 Books,Maps,publications/Income	71	208	1,200	992			17.3%	
1019 TIC Agency commission received	144	282	1,500	1,218			18.8%	
1022 Gift Sales Income	15	51	650	599			7.9%	
1025 TIC Sundry Sales	19	39	250	211			15.7%	
1031 Foodstuff Sales	0	149	273	124			54.6%	
1032 Doggy Bag Income	134	288	1,680	1,393			17.1%	
1098 Miscellaneous Income	0	0	50	50			0.3%	
Information Centre :- Income	383	1,017	5,603	4,586			18.2%	0
4001 Salaries & Wages	2,694	5,145	39,437	34,292		34,292	13.0%	
4008 Training, Courses, Meetings	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	0	0	180	180		180	0.0%	
4022 Postage	3	7	20	13		13	33.5%	
4023 Printing & Stationery	0	0	2,360	2,360		2,360	0.0%	
4028 Refuse/Doggy Bag Supplies	0	0	1,400	1,400		1,400	0.0%	
4041 Equipt Repairs & Mtce	0	0	100	100		100	0.0%	
4043 Equipt/Small Tools Purchase	0	0	100	100		100	0.0%	
4049 TIC food purchases for resale	135	135	210	75		75	64.3%	
4052 Bank & Cardnet Charges	83	83	960	877		877	8.7%	
4054 TIC Gift Purchases for Resale	29	37	500	464		464	7.3%	
4055 TICBooks/Guides/Maps forResale	60	60	500	440		440	11.9%	
4110 Staff Welfare	0	0	150	150		150	0.0%	
Information Centre :- Indirect Expenditure	3,003	5,466	46,217	40,751	0	40,751	11.8%	0
Net Income over Expenditure	(2,620)	(4,449)	(40,614)	(36,165)				
252 Christmas Lights								
1055 Sponsorships Received	0	0	300	300			0.0%	
Christmas Lights :- Income	0	0	300	300			0.0%	0
4001 Salaries & Wages	0	0	9,163	9,163		9,163	0.0%	
4008 Training, Courses, Meetings	0	0	600	600		600	0.0%	
4101 Christmas Lights	0	0	6,820	6,820		6,820	0.0%	
4104 Christmas Trees	0	0	3,350	3,350		3,350	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	19,933	19,933	0	19,933	0.0%	0
Net Income over Expenditure	0	0	(19,633)	(19,633)				
261 Museum								
4041 Equipt Repairs & Mtce	0	0	800	800		800	0.0%	
Museum :- Indirect Expenditure	0	0	800	800	0	800	0.0%	0
Net Expenditure	0	0	(800)	(800)				

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Street Lighting								
4014 Electricity	0	0	7,000	7,000		7,000	0.0%	
4040 Property Repairs & Mtce	0	0	3,375	3,375		3,375	0.0%	
4041 Equipt Repairs & Mtce	0	0	1,625	1,625		1,625	0.0%	
Street Lighting :- Indirect Expenditure	0	0	12,000	12,000	0	12,000	0.0%	0
Net Expenditure	0	0	(12,000)	(12,000)				
302 Street Furniture & Equipment								
4020 Miscellaneous Expenses	0	0	50	50		50	0.0%	
4041 Equipt Repairs & Mtce	970	1,096	1,500	404		404	73.1%	
4043 Equipt/Small Tools Purchase	0	17	490	473		473	3.4%	
Street Furniture & Equipment :- Indirect Expenditure	970	1,113	2,040	927	0	927	54.5%	0
Net Expenditure	(970)	(1,113)	(2,040)	(927)				
311 Highways								
1041 Parking Permits Francis Road	250	1,813	2,250	438			80.6%	
Highways :- Income	250	1,813	2,250	438			80.6%	0
4020 Miscellaneous Expenses	0	73	100	27		27	72.6%	
4044 IT Support/Software Mtce	0	344	300	(44)		(44)	114.6%	
Highways :- Indirect Expenditure	0	416	400	(16)	0	(16)	104.1%	0
Net Income over Expenditure	250	1,396	1,850	454				
312 Footpaths								
4014 Electricity	0	0	1,600	1,600		1,600	0.0%	
4040 Property Repairs & Mtce	0	0	1,350	1,350		1,350	0.0%	
4041 Equipt Repairs & Mtce	0	0	750	750		750	0.0%	
4045 Grounds Maintenance	0	0	100	100		100	0.0%	
Footpaths :- Indirect Expenditure	0	0	3,800	3,800	0	3,800	0.0%	0
Net Expenditure	0	0	(3,800)	(3,800)				
321 Floral Displays & Bedding Mtce								
4011 Rates	0	0	100	100		100	0.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4042 Equipt Running Costs/Rental	0	252	1,500	1,248		1,248	16.8%	
4043 Equipt/Small Tools Purchase	0	0	100	100		100	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Grounds Maintenance	0	4,000	22,314	18,314		18,314	17.9%	
Floral Displays & Bedding Mtce :- Indirect Expenditure	0	4,252	24,114	19,862	0	19,862	17.6%	0
Net Expenditure	0	(4,252)	(24,114)	(19,862)				
341 Community Wardens								
1040 Grants Receivable	0	0	500	500			0.0%	
1075 Community Warden services	0	0	34,236	34,236			0.0%	
1098 Miscellaneous Income	95	95	0	(95)			0.0%	
Community Wardens :- Income	95	95	34,736	34,641			0.3%	0
4001 Salaries & Wages	5,792	10,182	101,001	90,819		90,819	10.1%	
4006 Health & Safety Equipment	100	100	350	250		250	28.5%	
4007 Workwear and Footwear	620	675	1,200	525		525	56.2%	
4008 Training, Courses, Meetings	0	91	2,500	2,409		2,409	3.7%	
4017 Cleaning & Consumables	0	0	100	100		100	0.0%	
4018 Vehicle Rental/Repairs/Exps	212	3,660	18,800	15,140		15,140	19.5%	
4019 Diesel	947	1,085	4,500	3,415		3,415	24.1%	
4020 Miscellaneous Expenses	0	55	100	45		45	55.5%	
4021 Mobile Telephones & Broadband	44	468	540	72		72	86.6%	375
4022 Postage	0	0	140	140		140	0.0%	
4026 Insurance	0	1,222	1,800	578		578	67.9%	
4041 Equipt Repairs & Mtce	(72)	72	7,000	6,928		6,928	1.0%	
4043 Equipt/Small Tools Purchase	0	0	1,000	1,000		1,000	0.0%	
4052 Bank & Cardnet Charges	6	6	0	(6)		(6)	0.0%	
4110 Staff Welfare	0	0	900	900		900	0.0%	
4863 Purchases for re-sale	119	134	0	(134)		(134)	0.0%	
Community Wardens :- Indirect Expenditure	7,767	17,751	139,931	122,180	0	122,180	12.7%	375
Net Income over Expenditure	(7,672)	(17,656)	(105,195)	(87,539)				
6000 plus Transfer from EMR	0	375						
Movement to/(from) Gen Reserve	(7,672)	(17,281)						
499 Bingo&Raffle								
1001 Bingo&Raffle Tickets Income	207	396	1,260	865			31.4%	
1098 Miscellaneous Income	1	2	0	(2)			0.0%	
Bingo&Raffle :- Income	207	398	1,260	862			31.6%	0
4020 Miscellaneous Expenses	18	36	24	(12)		(12)	151.1%	
4500 Bingo&Raffle Prizes Paid	142	252	1,200	948		948	21.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4502 BingoTickets and Pens	0	0	24	24		24	0.0%	
Bingo&Raffle :- Indirect Expenditure	160	288	1,248	960	0	960	23.1%	0
Net Income over Expenditure	48	110	12	(98)				
901 Civic Activities								
4001 Salaries & Wages	655	1,054	19,572	18,518		18,518	5.4%	
4008 Training, Courses, Meetings	0	0	100	100		100	0.0%	
4017 Cleaning & Consumables	0	0	820	820		820	0.0%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
4129 Mayors Allowance	887	1,058	3,500	2,442		2,442	30.2%	
4131 Town Twinning Council event	0	0	500	500		500	0.0%	
4132 Civic & Ceremonial	0	72	4,004	3,932		3,932	1.8%	
4133 Tributes - Floral etc	20	20	230	210		210	8.7%	
4135 Other Council Events	0	0	200	200		200	0.0%	
Civic Activities :- Indirect Expenditure	1,562	2,204	28,976	26,772	0	26,772	7.6%	0
Net Expenditure	(1,562)	(2,204)	(28,976)	(26,772)				
Grand Totals:- Income	21,979	464,641	1,091,086	626,445			42.6%	
Expenditure	70,189	150,305	1,146,117	995,812	0	995,812	13.1%	
Net Income over Expenditure	(48,210)	314,336	(55,031)	(369,367)				
plus Transfer from EMR	9,295	11,875						
less Transfer to EMR	0	17,593						
Movement to/(from) Gen Reserve	(38,915)	308,618						

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Corporate Management								
1045 Neighbourhood CIL	0	2,593	0	(2,593)			0.0%	2,593
1176 Precept	0	410,319	820,638	410,319			50.0%	
Corporate Management :- Income	<u>0</u>	<u>412,912</u>	<u>820,638</u>	<u>407,726</u>			<u>50.3%</u>	<u>2,593</u>
Net Income	<u>0</u>	<u>412,912</u>	<u>820,638</u>	<u>407,726</u>				
6001 less Transfer to EMR	0	2,593						
Movement to/(from) Gen Reserve	<u>0</u>	<u>410,319</u>						
102 Democratic Represent'n & Mgmt								
4008 Training, Courses, Meetings	0	0	1,600	1,600		1,600	0.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4100 Election Expenses	0	0	6,200	6,200		6,200	0.0%	
Democratic Represent'n & Mgmt :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>8,000</u>	<u>8,000</u>	<u>0</u>	<u>8,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(8,000)</u>	<u>(8,000)</u>				
103 Grants								
4303 Grants Power General	0	0	45,000	45,000		45,000	0.0%	
Grants :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>45,000</u>	<u>45,000</u>	<u>0</u>	<u>45,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(45,000)</u>	<u>(45,000)</u>				
109 Central Services/Admin								
1040 Grants Receivable	0	0	500	500			0.0%	
1098 Miscellaneous Income	0	0	10	10			0.0%	
1190 Bank Interest Receivable	0	2,835	31,400	28,565			9.0%	
Central Services/Admin :- Income	<u>0</u>	<u>2,835</u>	<u>31,910</u>	<u>29,075</u>			<u>8.9%</u>	<u>0</u>
4001 Salaries & Wages	16,782	49,841	236,518	186,677		186,677	21.1%	
4008 Training, Courses, Meetings	0	524	4,500	3,977		3,977	11.6%	
4009 Travel & Subsistence	0	0	500	500		500	0.0%	
4010 Misc Staff Costs	29	54	364	310		310	14.9%	
4016 Refuse Disposal	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	39	100	420	320		320	23.8%	
4021 Mobile Telephones & Broadband	46	182	600	418		418	30.3%	
4022 Postage	0	229	340	111		111	67.3%	
4023 Printing & Stationery	0	100	2,600	2,500		2,500	3.8%	
4025 Subscriptions and membership	0	1,948	2,546	598		598	76.5%	

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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
4026 Insurance	0	8,234	8,931	697		697	92.2%	
4033 Advertising/Press Releases	33	72	600	528		528	12.0%	
4041 Equipt Repairs & Mtce	0	0	200	200		200	0.0%	
4042 Equipt Running Costs/Rental	0	710	3,321	2,611		2,611	21.4%	
4043 Equipt/Small Tools Purchase	0	0	5,500	5,500		5,500	0.0%	
4044 IT Support/Software Mtce	464	6,937	10,954	4,017		4,017	63.3%	
4052 Bank & Cardnet Charges	45	76	1,150	1,074		1,074	6.6%	
4060 Audit Fees - External	0	0	3,003	3,003		3,003	0.0%	
4061 Audit Fees - Internal	0	0	770	770		770	0.0%	
4064 Other Professional Fees	535	3,855	19,398	15,543		15,543	19.9%	
4110 Staff Welfare	0	0	250	250		250	0.0%	
Central Services/Admin :- Indirect Expenditure	17,972	72,861	302,765	229,904	0	229,904	24.1%	0
Net Income over Expenditure	(17,972)	(70,026)	(270,855)	(200,829)				
201 Market - Charter Street								
1020 Market Rent & Tolls	6,292	20,164	78,000	57,836			25.9%	
1021 Market Electricity Recovered	312	1,009	4,200	3,191			24.0%	
1079 Licence income	21	63	0	(63)			0.0%	
Market - Charter Street :- Income	6,625	21,236	82,200	60,964			25.8%	0
4001 Salaries & Wages	4,022	9,404	38,635	29,231		29,231	24.3%	
4007 Workwear and Footwear	0	0	250	250		250	0.0%	
4008 Training, Courses, Meetings	0	155	500	345		345	31.0%	
4011 Rates	447	1,341	5,632	4,291		4,291	23.8%	
4012 Water	0	1	151	150		150	0.8%	
4014 Electricity	334	326	2,400	2,074		2,074	13.6%	
4016 Refuse Disposal	0	0	12,012	12,012		12,012	0.0%	
4017 Cleaning & Consumables	0	0	100	100		100	0.0%	
4018 Vehicle Rental/Repairs/Exps	0	0	500	500		500	0.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4021 Mobile Telephones & Broadband	7	23	176	154		154	12.8%	
4023 Printing & Stationery	0	0	100	100		100	0.0%	
4025 Subscriptions and membership	0	434	400	(34)		(34)	108.5%	
4033 Advertising/Press Releases	0	0	2,000	2,000		2,000	0.0%	
4041 Equipt Repairs & Mtce	0	2,848	1,084	(1,764)		(1,764)	262.7%	
4043 Equipt/Small Tools Purchase	0	446	2,000	1,554		1,554	22.3%	
4052 Bank & Cardnet Charges	25	96	0	(96)		(96)	0.0%	
4069 Licences	0	70	200	130		130	35.0%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
Market - Charter Street :- Indirect Expenditure	4,834	15,143	66,290	51,147	0	51,147	22.8%	0
Net Income over Expenditure	1,791	6,092	15,910	9,818				

12:17

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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
204 Street Fairs								
1030 Function Income	0	0	2,600	2,600			0.0%	
Street Fairs :- Income	<u>0</u>	<u>0</u>	<u>2,600</u>	<u>2,600</u>			<u>0.0%</u>	<u>0</u>
4001 Salaries & Wages	0	0	1,348	1,348		1,348	0.0%	
4069 Licences	0	0	2,785	2,785		2,785	0.0%	
Street Fairs :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>4,133</u>	<u>4,133</u>	<u>0</u>	<u>4,133</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(1,533)</u>	<u>(1,533)</u>				
205 Council Public Events								
1068 Party in the Park Income	0	0	700	700			0.0%	
Council Public Events :- Income	<u>0</u>	<u>0</u>	<u>700</u>	<u>700</u>			<u>0.0%</u>	<u>0</u>
4001 Salaries & Wages	168	932	13,346	12,414		12,414	7.0%	
4008 Training, Courses, Meetings	0	0	150	150		150	0.0%	
4023 Printing & Stationery	0	0	50	50		50	0.0%	
4128 Party in the Park Expenses	0	0	5,250	5,250		5,250	0.0%	
4135 Other Council Events	0	0	500	500		500	0.0%	
Council Public Events :- Indirect Expenditure	<u>168</u>	<u>932</u>	<u>19,296</u>	<u>18,364</u>	<u>0</u>	<u>18,364</u>	<u>4.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(168)</u>	<u>(932)</u>	<u>(18,596)</u>	<u>(17,664)</u>				
206 Town Economy								
1030 Function Income	30	95	0	(95)			0.0%	
1040 Grants Receivable	16,099	31,099	0	(31,099)			0.0%	31,099
Town Economy :- Income	<u>16,129</u>	<u>31,194</u>	<u>0</u>	<u>(31,194)</u>				<u>31,099</u>
4001 Salaries & Wages	2,501	7,109	52,017	44,908		44,908	13.7%	
4008 Training, Courses, Meetings	0	306	500	194		194	61.2%	
4009 Travel & Subsistence	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	0	150	1,175	1,025		1,025	12.8%	
4025 Subscriptions and membership	0	0	250	250		250	0.0%	
4033 Advertising/Press Releases	26	26	3,425	3,399		3,399	0.8%	
4042 Equipt Running Costs/Rental	0	0	11,300	11,300		11,300	0.0%	
4044 IT Support/Software Mtce	0	0	473	473		473	0.0%	
4048 New equipment/furniture	16,099	18,440	4,100	(14,340)		(14,340)	449.8%	18,304
4052 Bank & Cardnet Charges	1	2	0	(2)		(2)	0.0%	
4055 TICBooks/Guides/Maps forResale	0	0	1,200	1,200		1,200	0.0%	
4105 Town Centre Events	0	0	2,000	2,000		2,000	0.0%	
4110 Staff Welfare	0	1	50	49		49	2.5%	
Town Economy :- Indirect Expenditure	<u>18,627</u>	<u>26,035</u>	<u>76,790</u>	<u>50,755</u>	<u>0</u>	<u>50,755</u>	<u>33.9%</u>	<u>18,304</u>
Net Income over Expenditure	<u>(2,498)</u>	<u>5,159</u>	<u>(76,790)</u>	<u>(81,949)</u>				
6000 plus Transfer from EMR	16,099	18,304						
6001 less Transfer to EMR	16,099	31,099						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(2,498)	(7,636)						
211 Town Hall Building								
1000 Letting Income	586	2,369	5,000	2,632			47.4%	
1016 Rent from Registrar	0	0	11,780	11,780			0.0%	
Town Hall Building :- Income	586	2,369	16,780	14,412			14.1%	0
4001 Salaries & Wages	772	2,315	16,966	14,651	14,651		13.6%	
4004 Cleaners & Casual payroll costs	1,084	2,518	18,172	15,654	15,654		13.9%	
4007 Workwear and Footwear	0	0	100	100	100		0.0%	
4008 Training, Courses, Meetings	0	183	500	317	317		36.5%	
4011 Rates	1,099	3,300	11,252	7,952	7,952		29.3%	
4012 Water	0	11	630	619	619		1.7%	
4013 Gas	8	33	7,500	7,467	7,467		0.4%	
4014 Electricity	1,808	1,482	20,000	18,518	18,518		7.4%	
4017 Cleaning & Consumables	73	471	1,200	729	729		39.3%	
4020 Miscellaneous Expenses	0	65	250	185	185		26.0%	
4025 Subscriptions and membership	0	68	0	(68)	(68)		0.0%	
4040 Property Repairs & Mtce	0	3,760	24,700	20,941	20,941		15.2%	3,717
4041 Equip Repairs & Mtce	3,961	9,334	14,912	5,578	5,578		62.6%	2,267
4042 Equip Running Costs/Rental	0	742	1,010	268	268		73.5%	
4043 Equip/Small Tools Purchase	0	23	500	477	477		4.7%	
4063 Audit and Legal Fees	0	0	500	500	500		0.0%	
4110 Staff Welfare	0	0	100	100	100		0.0%	
4987 Loan Repayment - Capital	0	0	3,566	3,566	3,566		0.0%	
4988 PWLB Interest 494354	0	0	14,584	14,584	14,584		0.0%	
Town Hall Building :- Indirect Expenditure	8,806	24,304	136,442	112,138	0	112,138	17.8%	5,984
Net Income over Expenditure	(8,220)	(21,936)	(119,662)	(97,726)				
6000 plus Transfer from EMR	0	5,984						
Movement to/(from) Gen Reserve	(8,220)	(15,952)						
212 Public Clocks								
4041 Equip Repairs & Mtce	0	0	2,500	2,500		2,500	0.0%	
Public Clocks :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				
213 Street Wardens								
1091 Service Costs Income - Babergh	30,117	30,117	31,081	964			96.9%	
Street Wardens :- Income	30,117	30,117	31,081	964			96.9%	0

12:17

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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
4001 Salaries & Wages	1,933	6,239	31,174	24,935		24,935	20.0%	
4007 Workwear and Footwear	0	0	300	300		300	0.0%	
4017 Cleaning & Consumables	0	274	1,500	1,226		1,226	18.3%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4041 Equipt Repairs & Mtce	0	0	250	250		250	0.0%	
4042 Equipt Running Costs/Rental	(86)	1,833	2,000	167		167	91.6%	
4110 Staff Welfare	0	0	150	150		150	0.0%	
Street Wardens :- Indirect Expenditure	<u>1,846</u>	<u>8,346</u>	<u>35,474</u>	<u>27,128</u>	<u>0</u>	<u>27,128</u>	<u>23.5%</u>	<u>0</u>
Net Income over Expenditure	<u>28,270</u>	<u>21,771</u>	<u>(4,393)</u>	<u>(26,164)</u>				
221 Allotments								
1010 Rent Receivable	75	275	2,428	2,153			11.3%	
Allotments :- Income	<u>75</u>	<u>275</u>	<u>2,428</u>	<u>2,153</u>			<u>11.3%</u>	<u>0</u>
4001 Salaries & Wages	136	408	1,581	1,173		1,173	25.8%	
4012 Water	0	7	350	343		343	2.0%	
4020 Miscellaneous Expenses	0	0	355	355		355	0.0%	
4022 Postage	0	0	65	65		65	0.0%	
4041 Equipt Repairs & Mtce	0	0	75	75		75	0.0%	
Allotments :- Indirect Expenditure	<u>136</u>	<u>415</u>	<u>2,426</u>	<u>2,011</u>	<u>0</u>	<u>2,011</u>	<u>17.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(61)</u>	<u>(140)</u>	<u>2</u>	<u>142</u>				
239 Open Spaces&Closed Churchyards								
1040 Grants Receivable	0	0	1,000	1,000			0.0%	
1050 Donations Received	0	1,333	0	(1,333)			0.0%	
Open Spaces&Closed Churchyards :- Income	<u>0</u>	<u>1,333</u>	<u>1,000</u>	<u>(333)</u>			<u>133.3%</u>	<u>0</u>
4001 Salaries & Wages	796	2,389	6,438	4,049		4,049	37.1%	
4011 Rates	0	0	140	140		140	0.0%	
4014 Electricity	150	150	650	500		500	23.1%	
4020 Miscellaneous Expenses	22	45	0	(45)		(45)	0.0%	
4028 Refuse/Doggy Bag Supplies	0	1,126	1,000	(126)		(126)	112.6%	1,126
4040 Property Repairs & Mtce	5	5	800	795		795	0.6%	
4045 Grounds Maintenance	25	70	2,727	2,657		2,657	2.6%	
4058 Tree Surgery/Works	0	0	5,000	5,000		5,000	0.0%	
4065 Closed Churchyards maintenance	0	0	8,200	8,200		8,200	0.0%	
4066 The Croft maintenance	0	0	5,173	5,173		5,173	0.0%	
4068 Valley Walk	0	0	4,740	4,740		4,740	0.0%	
4109 Dog/Litter Bin emptying	7,659	7,659	7,728	69		69	99.1%	
Open Spaces&Closed Churchyards :- Indirect Expenditure	<u>8,658</u>	<u>11,444</u>	<u>42,596</u>	<u>31,152</u>	<u>0</u>	<u>31,152</u>	<u>26.9%</u>	<u>1,126</u>
Net Income over Expenditure	<u>(8,658)</u>	<u>(10,111)</u>	<u>(41,596)</u>	<u>(31,485)</u>				
6000 plus Transfer from EMR	0	1,126						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(8,658)	(8,985)						
241 Cemetery								
1000 Letting Income	800	2,400	9,600	7,200			25.0%	
1060 Cemetery Fees & Charges	4,175	15,155	48,000	32,845			31.6%	
Cemetery :- Income	4,975	17,555	57,600	40,045			30.5%	0
4001 Salaries & Wages	4,764	12,572	57,124	44,552	44,552		22.0%	
4005 Grave Digging Costs	480	4,380	14,400	10,020	10,020		30.4%	
4007 Workwear and Footwear	0	94	400	306	306		23.5%	
4008 Training, Courses, Meetings	0	0	700	700	700		0.0%	
4011 Rates	551	1,653	6,943	5,290	5,290		23.8%	
4012 Water	0	0	350	350	350		0.0%	
4014 Electricity	45	42	600	558	558		7.1%	
4016 Refuse Disposal	0	602	715	113	113		84.2%	
4018 Vehicle Rental/Repairs/Exps	0	8	1,000	992	992		0.8%	
4019 Diesel	121	246	550	304	304		44.8%	
4021 Mobile Telephones & Broadband	7	22	180	158	158		12.5%	
4023 Printing & Stationery	0	0	1,550	1,550	1,550		0.0%	
4025 Subscriptions and membership	0	100	110	10	10		90.9%	
4040 Property Repairs & Mtce	0	2,391	7,500	5,109	5,109		31.9%	2,185
4041 Equipt Repairs & Mtce	0	0	500	500	500		0.0%	
4043 Equipt/Small Tools Purchase	0	42	1,400	1,358	1,358		3.0%	
4044 IT Support/Software Mtce	0	53	100	48	48		52.5%	
4045 Grounds Maintenance	(19)	314	6,558	6,244	6,244		4.8%	
4058 Tree Surgery/Works	995	4,665	5,000	335	335		93.3%	
4064 Other Professional Fees	103	245	1,256	1,011	1,011		19.5%	
4078 New Cemetery	0	0	13,510	13,510	13,510		0.0%	
4080 Flint Lodge Repairs & Maint	0	0	2,650	2,650	2,650		0.0%	
4110 Staff Welfare	0	0	50	50	50		0.0%	
Cemetery :- Indirect Expenditure	7,047	27,430	123,146	95,716	0	95,716	22.3%	2,185
Net Income over Expenditure	(2,072)	(9,875)	(65,546)	(55,671)				
6000 plus Transfer from EMR	0	2,185						
Movement to/(from) Gen Reserve	(2,072)	(7,690)						
243 War Memorial, Aelfhun & Gains								
4040 Property Repairs & Mtce	0	0	1,800	1,800	1,800		0.0%	
War Memorial, Aelfhun & Gains :- Indirect Expenditure	0	0	1,800	1,800	0	1,800	0.0%	0
Net Expenditure	0	0	(1,800)	(1,800)				

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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
250 Information Centre								
1018 Books,Maps,publications/Income	35	243	1,200	957			20.3%	
1019 TIC Agency commission received	0	282	1,500	1,218			18.8%	
1022 Gift Sales Income	19	70	650	580			10.8%	
1025 TIC Sundry Sales	6	45	250	205			18.2%	
1031 Foodstuff Sales	0	149	273	124			54.6%	
1032 Doggy Bag Income	108	396	1,680	1,284			23.6%	
1098 Miscellaneous Income	0	0	50	50			0.7%	
Information Centre :- Income	169	1,186	5,603	4,417			21.2%	0
4001 Salaries & Wages	2,618	7,763	39,437	31,674		31,674	19.7%	
4008 Training, Courses, Meetings	0	0	300	300		300	0.0%	
4020 Miscellaneous Expenses	0	0	180	180		180	0.0%	
4022 Postage	0	7	20	13		13	33.5%	
4023 Printing & Stationery	116	116	2,360	2,244		2,244	4.9%	
4028 Refuse/Doggy Bag Supplies	0	0	1,400	1,400		1,400	0.0%	
4041 Equipt Repairs & Mtce	0	0	100	100		100	0.0%	
4043 Equipt/Small Tools Purchase	0	0	100	100		100	0.0%	
4049 TIC food purchases for resale	0	135	210	75		75	64.3%	
4052 Bank & Cardnet Charges	0	83	960	877		877	8.7%	
4054 TIC Gift Purchases for Resale	0	37	500	464		464	7.3%	
4055 TICBooks/Guides/Maps forResale	0	60	500	440		440	11.9%	
4110 Staff Welfare	0	0	150	150		150	0.0%	
Information Centre :- Indirect Expenditure	2,734	8,200	46,217	38,017	0	38,017	17.7%	0
Net income over Expenditure	(2,566)	(7,014)	(40,614)	(33,600)				
252 Christmas Lights								
1055 Sponsorships Received	0	0	300	300			0.0%	
Christmas Lights :- Income	0	0	300	300			0.0%	0
4001 Salaries & Wages	0	0	9,163	9,163		9,163	0.0%	
4008 Training, Courses, Meetings	0	0	600	600		600	0.0%	
4101 Christmas Lights	0	0	6,820	6,820		6,820	0.0%	
4104 Christmas Trees	0	0	3,350	3,350		3,350	0.0%	
Christmas Lights :- Indirect Expenditure	0	0	19,933	19,933	0	19,933	0.0%	0
Net income over Expenditure	0	0	(19,633)	(19,633)				
261 Museum								
4041 Equipt Repairs & Mtce	0	0	800	800		800	0.0%	
Museum :- Indirect Expenditure	0	0	800	800	0	800	0.0%	0
Net Expenditure	0	0	(800)	(800)				

Month No: 3

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
301 Street Lighting								
4014 Electricity	0	0	7,000	7,000		7,000	0.0%	
4040 Property Repairs & Mtce	0	0	3,375	3,375		3,375	0.0%	
4041 Equipt Repairs & Mtce	0	0	1,625	1,625		1,625	0.0%	
Street Lighting :- Indirect Expenditure	0	0	12,000	12,000	0	12,000	0.0%	0
Net Expenditure	0	0	(12,000)	(12,000)				
302 Street Furniture & Equipment								
4020 Miscellaneous Expenses	0	0	50	50		50	0.0%	
4041 Equipt Repairs & Mtce	0	1,096	1,500	404		404	73.1%	
4043 Equipt/Small Tools Purchase	0	17	490	473		473	3.4%	
Street Furniture & Equipment :- Indirect Expenditure	0	1,113	2,040	927	0	927	54.5%	0
Net Expenditure	0	(1,113)	(2,040)	(927)				
311 Highways								
1041 Parking Permits Francis Road	0	1,813	2,250	438			80.6%	
Highways :- Income	0	1,813	2,250	438			80.6%	0
4020 Miscellaneous Expenses	0	73	100	27		27	72.6%	
4044 IT Support/Software Mtce	0	344	300	(44)		(44)	114.6%	
Highways :- Indirect Expenditure	0	416	400	(16)	0	(16)	104.1%	0
Net Income over Expenditure	0	1,396	1,850	454				
312 Footpaths								
4014 Electricity	0	0	1,600	1,600		1,600	0.0%	
4040 Property Repairs & Mtce	0	0	1,350	1,350		1,350	0.0%	
4041 Equipt Repairs & Mtce	0	0	750	750		750	0.0%	
4045 Grounds Maintenance	0	0	100	100		100	0.0%	
Footpaths :- Indirect Expenditure	0	0	3,800	3,800	0	3,800	0.0%	0
Net Expenditure	0	0	(3,800)	(3,800)				
321 Floral Displays & Bedding Mtce								
4011 Rates	0	0	100	100		100	0.0%	
4020 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4042 Equipt Running Costs/Rental	1,084	1,336	1,500	164		164	89.1%	
4043 Equipt/Small Tools Purchase	0	0	100	100		100	0.0%	
4045 Grounds Maintenance	0	4,000	22,314	18,314		18,314	17.9%	
Floral Displays & Bedding Mtce :- Indirect Expenditure	1,084	5,336	24,114	18,778	0	18,778	22.1%	0
Net Expenditure	(1,084)	(5,336)	(24,114)	(18,778)				

12:17

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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
341 Community Wardens								
1040 Grants Receivable	0	0	500	500			0.0%	
1075 Community Warden services	621	621	34,236	33,615			1.8%	
1098 Miscellaneous Income	0	95	0	(95)			0.0%	
Community Wardens :- Income	621	716	34,736	34,020			2.1%	0
4001 Salaries & Wages	6,713	16,895	101,001	84,106		84,106	16.7%	
4006 Health & Safety Equipment	0	100	350	250		250	28.5%	
4007 Workwear and Footwear	0	675	1,200	525		525	56.2%	
4008 Training, Courses, Meetings	0	91	2,500	2,409		2,409	3.7%	
4017 Cleaning & Consumables	0	0	100	100		100	0.0%	
4018 Vehicle Rental/Repairs/Exps	4,426	8,086	18,800	10,714		10,714	43.0%	
4019 Diesel	122	1,208	4,500	3,292		3,292	26.8%	
4020 Miscellaneous Expenses	0	55	100	45		45	55.5%	
4021 Mobile Telephones & Broadband	45	513	540	27		27	95.0%	375
4022 Postage	0	0	140	140		140	0.0%	
4026 Insurance	750	1,973	1,800	(173)		(173)	109.6%	
4041 Equipt Repairs & Mtce	0	72	7,000	6,928		6,928	1.0%	
4043 Equipt/Small Tools Purchase	0	0	1,000	1,000		1,000	0.0%	
4052 Bank & Cardnet Charges	2	8	0	(8)		(8)	0.0%	
4110 Staff Welfare	0	0	900	900		900	0.0%	
4863 Purchases for re-sale	0	134	0	(134)		(134)	0.0%	
Community Wardens :- Indirect Expenditure	12,059	29,809	139,931	110,122	0	110,122	21.3%	375
Net Income over Expenditure	(11,438)	(29,093)	(105,195)	(76,102)				
6000 plus Transfer from EMR	0	375						
Movement to/(from) Gen Reserve	(11,438)	(28,718)						
499 Bingo&Raffle								
1001 Bingo&Raffle Tickets Income	165	560	1,260	700			44.4%	
1098 Miscellaneous Income	1	3	0	(3)			0.0%	
Bingo&Raffle :- Income	166	563	1,260	697			44.7%	0
4020 Miscellaneous Expenses	23	59	24	(35)		(35)	247.5%	
4500 Bingo&Raffle Prizes Paid	114	366	1,200	834		834	30.5%	
4502 Bingo Tickets and Pens	0	0	24	24		24	0.0%	
Bingo&Raffle :- Indirect Expenditure	137	425	1,248	823	0	823	34.1%	0
Net Income over Expenditure	28	138	12	(126)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 Civic Activities								
4001 Salaries & Wages	566	1,620	19,572	17,952		17,952	8.3%	
4008 Training, Courses, Meetings	0	0	100	100		100	0.0%	
4017 Cleaning & Consumables	0	0	820	820		820	0.0%	
4110 Staff Welfare	0	0	50	50		50	0.0%	
4129 Mayors Allowance	0	1,058	3,500	2,442		2,442	30.2%	
4131 Town Twinning Council event	0	0	500	500		500	0.0%	
4132 Civic & Ceremonial	19	92	4,004	3,912		3,912	2.3%	
4133 Tributes - Floral etc	60	80	230	150		150	34.8%	
4135 Other Council Events	0	0	200	200		200	0.0%	
Civic Activities :- Indirect Expenditure	645	2,850	28,976	26,126	0	26,126	9.8%	0
Net Expenditure	(645)	(2,850)	(28,976)	(26,126)				
Grand Totals:- Income	59,463	524,104	1,091,086	566,982			48.0%	
Expenditure	84,755	235,060	1,146,117	911,057	0	911,057	20.5%	
Net Income over Expenditure	(25,292)	289,044	(55,031)	(344,075)				
plus Transfer from EMR	16,099	27,974						
less Transfer to EMR	16,099	33,693						
Movement to/(from) Gen Reserve	(25,292)	283,326						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
361 EMR Town Hall Maintenance	214,436.32	98,216.00	312,652.32
362 EMR Cemetery	98,138.33	6,315.00	104,453.33
363 EMR New Cemetery	28,500.00	48,000.00	76,500.00
364 EMR Public Infrastructure	189,537.76	19,489.00	209,026.76
365 EMR Town Centre Business	26,200.00	2,100.00	28,300.00
366 EMR Civic Activities	12,000.00	1,400.00	13,400.00
367 EMR Information Technology	22,970.84	4,925.03	27,895.87
368 EMR Elections	2,499.74	6,200.00	8,699.74
369 EMR CIL	13,818.52	2,593.14	16,411.66
370 EMR External Bodies	4,831.12		4,831.12
371 EMR S106 - Signage Project	0.00	12,795.00	12,795.00
	612,932.63	202,033.17	814,965.80

Outstanding Balances by Month as at 30/06/2024

A/C Code	Customer Name	Balance	Jun 2024	May 2024	Apr 2024	Prior Months	On A/c
Ledger No 1: Sales Ledger 1							
BABERGH	BABERGH -01/07	36,139.99	36,139.99	0.00	0.00	0.00	0.00
COOPSUD	COOP CORNARD RD	425.00	425.00	0.00	0.00	0.00	0.00
FLINTLODG	FLINTLODGE	-206.00	-206.00	0.00	0.00	0.00	0.00
HLPARFITT	HL PERFITT LTD	760.00	760.00	0.00	0.00	0.00	0.00
J CHARTER	JANINE CHARTER	850.00	850.00	0.00	0.00	0.00	0.00
M COE	MARTYN COE	75.00	75.00	0.00	0.00	0.00	0.00
SUFFMARK	SUFFOLK MARKET EVENT	240.69	240.69	0.00	0.00	0.00	0.00
W	WILSON EBENEZER	38.00	38.00	0.00	0.00	0.00	0.00
Total Sales Led		38,322.68	38,322.68	0.00	0.00	0.00	0.00
TOTAL SALES LEDGER BALANCES		38,322.68	38,322.68	0.00	0.00	0.00	0.00

NAB

SUDBURY TOWN COUNCIL – June 2024 (RFO)

INTERNAL CONTROL REPORT

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst Sudbury Town Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control: -

‘The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control.... care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO’s day to day management of financial affairs.’

As part of its internal control, the Town Council has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on a quarterly basis with a written report of any findings to be submitted to the Council and minuted as received.

CONTROL TEST	TEST DONE	COMMENTS – check documents and initial
	Yes or No	
Ensuring an up to date Register of Assets	No	Under review
Regular maintenance arrangement for physical assets	No	Under review
Annual review of risk and the adequacy of Insurance cover	Yes	31/3/2024
Annual review of financial risk	Yes	31/3/2024
Awareness of Standing Orders and Financial regulations	Yes	New Finance Regulations drafted by NALC – awareness training to be conducted by the RFO.
Adoption of Financial and Standing Orders		Update adopted by Full Council 11/6/2024
Regular reporting on performance by contractors	No	Contractor list being created to ensure effective monitoring.

Annual review of contracts (where appropriate)	Yes	Contract list review quarterly by RFO.
Contracts of employment for staff	Yes	Reviewed annually by Admin Manager – all new starter given up to date contracts. Legislation/HR training regularly undertaken by Admin Manager. Outsourced
Contract annually reviewed	Yes	
Updating records to record changes in relevant legislation	Yes	
PAYE/NIC properly operated by the Council as an employer	N/A	
Regular financial reporting to Town Council	Yes	Monthly Finance Committee
Regular budget monitoring statements as reported to Town Council	Yes	Monitored by RFO/Town Clerk and reported at monthly Finance Committee
Compliance with DCLG Guide <i>Open & Accountable Local Government 2014</i> , Part 4: Officer Decision Reports	Yes	Committee decisions checked by RFO/Town Clerk prior to payments being authorised. Audited by Councillors independently on a quarterly basis.
Compliance with Local Transparency Code Of 2014: Items of expenditure incurred over £500	Yes	Monthly Finance Committee.
Verifying that the Council is compliant with the General Data Protection Regulation requirements Are the following in place: <ul style="list-style-type: none"> • Audit / Impact Assessment • Privacy Notices • Procedures for dealing with Subject Access Requests • Procedure for dealing with Data breaches • Data Retention & Disposal Policies 	No	Data Protection Policy is under review. Council are compliant when dealing with breaches which is undertaken by the Admin Manager/Data Protection Officer.
Minutes properly numbered and paginated with a master copy kept in for safekeeping	Yes	Checked by Admin Manager 26/6/2024.

Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	Yes	Declared on website. Councillors are asked to declare interests/gifts at every meeting.
Adoption of Codes of Conduct for Members	Yes	Suffolk County Council Code of Conduct adopted.
Declaration of Acceptance of Office	Yes	Checked on website by Admin Manager 26/6/2024.
Documentation required to be uploaded on to the website by law.	Yes	Checked on website by Admin Manager 26/6/2024.

Date of review of system of Internal Controls.....

Review of system of Internal Controls carried out by:

Name Debbie Deeks Signature 

Report submitted to Council (date) 2/7/2024

(minute reference)

Next review of system of Internal Controls due.....

Additional comments by reviewer:

