

## BOURN PARISH COUNCIL BUDGET

	4	2	3	4		
	APPROVED BUDGET FY17	ACTUAL 18/01/2017	%	DRAFT BUDGET FY18	Notes 2017	Notes 2018
<b>RECEIPTS</b>						
ADVERTISING						
AGENCY SERVICES Parish Paths					Earmarked reserves	Earmarked reserves. Is anything additional required?
GENERAL ADMIN						
Interest	15	10.30	69%	15	The Council should review interest received and consider if a higher interest savings account should be opened.	The Council should review interest received and consider if a higher interest savings account could be opened.
PRECEPT	31199	31199.00	100%			
SPECIAL PROJECTS						
VILLAGE & ASSET MAINTENANCE (including utilities)	700	244.07	35%	500	FY15 payments high due to high estimated bill by swalec and the Council is £400+ in credit.	PC invoice for July - Jan to be issued shortly. Electricity contract due for renewal in April 2017
Release from the general reserves to balance the budget	5000					
MISC.						
<b>TOTAL</b>	<b>36914</b>	<b>31453.37</b>	<b>85%</b>	<b>515</b>		

<b>PAYMENTS</b>						
ADVERTISING	150	144.00	96%	150	Website domain name, hosting Newsletters, Annual Reports	Website domain name, hosting Newsletters, Annual Reports
AGENCY SERVICES & GRANTS Parish Paths					Earmarked reserves	Earmarked reserves
SALARIES	2214	1886.02	85%	2230	CPALC/SLCC Rate (approx.). The Council to consider if additional support might be required given the increasing workload.	CPALC/SLCC Rate (approx.). The Council to consider if additional support might be required given the increasing workload.
GENERAL ADMIN						
Admin support	8736	6608.86	76%	8736	Fixed price contract 1/4/15 to 31/3/18 based on ave 10.5hpw	Fixed price contract 1/4/15 to 31/3/18 based on ave 10.5hpw
Misc gen admin Election costs	4700	3810.11	81% 0%	4700	Underspend on training could be put in an earmarked fund. No member training included in FY17 Elections in FY2018	Underspend on training could be put in an earmarked fund. No member training included in FY17 Elections in FY2018
SECTION 137		1240.00			PC to budget for S137 requests at Jan 2016 meeting. Decisions and payments made at April meeting.	PC to budget for S137 requests at Jan 2017 meeting. Decisions and payments made at April meeting. NB NALC advise PC cannot contribute towards the cost of any church buildings or property.
SPECIAL PROJECTS		48.00			In FY2016 Smartwater signs and new notice board in Fox Road. Are there any special projects for FY2017. Examples of previous projects show for info only.	Are there any special projects for FY2018. Examples of previous projects show for info only.
Highways	2500					
Noticeboards						
Broadway Public Open Space	4678	2638.00	56%		move to Reserves FY17	Underspend to be earmarked at FYE?
Safety surfacng						
VILLAGE & ASSETS MAINTENANCE						
Bus shelters, bins, mowers, play equipment, noticeboards etc.		2007.93			In FY17 includes the annual maintenance for the interactive speed sign	In FY17 includes the annual maintenance for the interactive speed sign
POS grasscutting & landscaping & ditches	2700	2235.45	83%	2700	Contract price incl fertiliser and weed treatment £2371.47. Additional cuts of the jubilee Playing Fields to be paid for by the BSC. An additional amount for extra cutting included in budget.	Contract price incl fertiliser and weed treatment £2371.47. Additional cuts of the jubilee Playing Fields to be paid for by the BSC. An additional amount for extra cutting included in budget.
Allotments	50	50.00		50	Rent £50. Any tree work required?	Rent £50. Any tree work required?
Street lighting	660		0%	1342	Estimated	in 2016 invoice was £1342.78
Pavillion, playing fields & tennis court etc	3000	804.83	27%	3000	Pavilion Expenses (including Utilities) Legionella testing. Any repairs	Pavilion Expenses (including Utilities) Legionella testing. Any repairs
LOAN	2526	1762.90	70%	2526	Fixed ammout (due Sept and March)	Fixed ammout (due Sept and March)
CONTINGENCY (misc and for LDP support)	5000		0%		Part Andertons POS Broadway works	Recommnd. 5%
<b>TOTAL</b>	<b>36914</b>	<b>23236.10</b>	<b>63%</b>	<b>25434</b>		

	BALANCE C/F	REC	SPENT	BALANCE C/F
<b>Reserves</b>				
P3 FUND	1254.49	0.00	12.00	1242.49
PARISH PLAN	143.40			143.40

YOUTH PROJECT	3505.04	1127.50	606.90	4025.64	
DONATION (JUBILEE PLAY EQUIPMENT OR YOUTH CLUB)	0.00	200.00		200.00	
SPECIAL PROJECTS speed reduction scheme/Riddy Lane play area	2048.95		1468.62	580.33	
SPECIAL PROJECTS Traffic/Highways	4095.56			4095.56	
PLAY EQUIPMENT maintenance fund	934.97		934.97	0.00	Can any of the works above be out of this fund? BSC annual contribution?
SPECIAL PROJECT 2016 c/f	2398.55			2398.55	
POS FUND Broadway	10322.00		10322.00	0.00	to be £10k+ at start of FY17
LDP response assistance	350.00			350.00	
S106 Caxton End	680.00			680.00	
Traffic Consultatnt Phase 3	-134.41	134.41		0.00	
Solar Park S106	10000.00			10000.00	Renewable Energy Projects
Bourn 2 Run Bench	0.00			0.00	
GENERAL RESERVES	39950.33			46728.83	PC policy is that general reserves should be 1-1.5 annual expenditure
<b>Total</b>	<b>75548.88</b>	<b>1461.91</b>	<b>13344.49</b>	<b>70444.80</b>	

**TOTAL RECEIPTS**  
**TOTAL PAYMENTS**

**32915.28**  
**36580.59**

Notes to the budget discussions

I anticipate that the current year budget should come in on budget

General Reserves will be just over 1x annual expenditure when the remaining payments are made. Level of general reserves is to be reviewed at the meeting.

Baseline budget is £24919 (last year it was £24021 and the year before £25730). The Council needs to consider S137 & special projects etc.

Please complete the grey boxes S137 donations, plus any special projects such as an amount to support the parish plan projects or anything else that members might suggest

NB Increased expenditure over £50k will result in higher audit costs when added to column 4 less income will give you the precept for the year.

I will be at the meeting to answer questions and to guide you through the process. Members have previously been given the Practitioners Guide on Budget setting. If you require a copy please let me know.

## BOURN PARISH COUNCIL RECEIPTS FY 2017

DATE	REF			GROSS	VAT	NET	ADVERTISING	AGENCY SERVICES	GENERAL ADMIN	INTEREST	PRECEPT	SPECIAL PROJECTS	VILLAGE & ASSETS MAINTENANCE	RESTRICTED RESERVES	MISC
			B/F	75548.88											
15/04/2016	BACS	SCDC	PRECEPT	15599.50		15599.50					15599.50				
05/05/2016	35	BOXWORTH PM	TRAFFIC CONSULTANT	91.94		91.94								91.94	
05/05/2016	35	MADINGLEY PC	TRAFFIC CONSULTANT	42.47		42.47								42.47	
11/04/2016	INT	LLOYDS BANK	INTEREST	1.24		1.24				1.24					
09/05/2016	INT	LLOYDS BANK	INTEREST	1.05		1.05				1.05					
09/06/2016	INT	LLOYDS BANK	INTEREST	1.16		1.16				1.16					
22/08/2016	BACS	HMRC	VAT	3830.27	3830.27	0.00									
11/07/2016	INT	LLOYDS BANK	INTEREST	1.20		1.20				1.20					
09/08/2016	INT	LLOYDS BANK	INTEREST	1.09		1.09				1.09					
25/08/2016	36	BOURN SPORTS CLUB	UTILITIES	244.07		244.07							244.07		
09/09/2016	INT	LLOYDS BANK	INTEREST	1.16		1.16				1.16					
10/10/2016	INT	LLOYDS BANK	INTEREST	1.16		1.16				1.16					
23/09/2016	BACS	SCDC	PRECEPT	15599.50		15599.50					15599.50				
22/11/2016	37	J BURRELL	BOURN YOUTH	1073.50		1073.50								1073.50	
01/12/2016	38	BOURN QUIZ NIGHT	TAKINGS	54.00		54.00								54.00	
01/12/2016	38	DONATION	JUBILEE PLAY EQUIP/Y	200.00		200.00								200.00	
09/11/2016	INT	LLOYDS BANK	INTEREST	1.12		1.12				1.12					
09/12/2016	INT	LLOYDS BANK	INTEREST	1.12		1.12				1.12					
				<b>36745.55</b>	<b>3830.27</b>	<b>32915.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10.30</b>	<b>31199.00</b>	<b>0.00</b>	<b>244.07</b>	<b>1461.91</b>	<b>0.00</b>
		<b>OUTSTANDING AT BANK</b>													
		<b>TOTAL OUTSTANDING</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

112294.43



BOURN PARISH COUNCIL PAYMENTS FY 2017																				
DATE	REF	PAYEE		GROSS	VAT	NET				GENERAL ADMIN										
							ADVERTISING	AGENCY/IP3	MISC	ADMIN SUPPORT	SALARIES	GRASS CUTTING & TREE WORK	VILLAGE & ASSETS MAINT	ALLOTMENT	PAVILION & Playing Fields	SPECIAL PROJECTS	S137	LOAN REPAY	CONTIN'CY	RESERVES
03/10/2016	DD	SCDC	DD LITTER COLLECTION	16.25		16.25														
19/10/2016	1973	CCC	TRO/SPEED LIMIT	250.00		250.00							16.25							250.00
19/10/2016	1974	ALARM MAINTENANCE	PAVILION LIGHTS	183.18	30.53	152.65									152.65					
19/10/2016	1975	CAPALC	TRAINING	10.00		10.00			10.00											
19/10/2016	1976	PKF LITTLEJOHN	AUDIT	240.00	40.00	200.00			200.00											
19/10/2016	1987	CGM	GRASS CUTTING	82.93	13.82	69.11						69.11								
19/10/2016	1978	LG STOEHR	SALARIES	135.92		135.92				135.92										
19/10/2016	1979	LGS SERVICES	ADMIN SUPPORT	907.27	150.21	757.06			98.67	658.39										
19/10/2016	1986	CGM	GRASS CUTTING	82.93	13.82	69.11						69.11								
03/11/2016	DD	SCDC	DD LITTER COLLECTION	16.25		16.25							16.25							
16/11/2016	1981	LG STOEHR	SALARIES	135.92		135.92				135.92										
16/11/2016	1982	ANDERTON HAULAGE	BROADWAY POS	15552.00	2592.00	12960.00						2638.00								10322.00
16/11/2016	1983	CGM	GRASS CUTTING	17.41	2.90	14.51						14.51								
16/11/2016	1984	LGS SERVICES	ADMIN SUPPORT	961.05	159.77	801.28	60.00		82.89	658.39										
03/12/2016	DD	SCDC	DD LITTER COLLECTION	16.25		16.25							16.25							
08/12/2016	1989	BOURN VILLAGE HALL	ROOM HIRE	70.00		70.00														70.00
08/12/2016	1990	J BURRELL	EXPENSES BYP	536.90		536.90														536.90
03/01/2017	DD	SCDC	DD LITTER COLLECTION	16.25		16.25							16.25							
18/01/2017	1991	EVERSDEN PC	TRAINING	40.00		40.00			40.00											
18/01/2017	1992	L ROLFE	WEBSITE DOMAIN	24.00	4.00	20.00	20.00													
18/01/2017	1993	CCC	LHI	1218.62		1218.62														1218.62
18/01/2017	1994	SCDC	COMMUNITY ROOM HIRE	7.50		7.50			7.50											
18/01/2017	1995	ALARM MAINTENANCE	ALARM REPAIR	78.00	13.00	65.00									65.00					
18/01/2017	1996	CAMBS ACRE	AFFILIATION FEE	54.00	9.00	45.00			45.00											
18/01/2017	1997	CAMBRIDGE WATER	WATER BILL	119.09		119.09									119.09					
18/01/2017	1998	LG STOEHR	SALARIES	135.92		135.92				135.92										
18/01/2017	1999	LG STOEHR	SALARIES	356.74		356.74				356.74										
18/01/2017	2000	HMRC	PAYE/NIC	102.00		102.00				102.00										
18/01/2017	2001	LGS SERVICES	ADMIN SUPPORT	889.20	147.99	741.21			82.82	658.39										
18/01/2017	2002	LGS SERVICES	ADMIN SUPPORT	868.21	144.33	723.88			65.49	658.39										
		<b>TOTAL (INCLUDING O/S AT BANK)</b>		<b>41849.63</b>	<b>5269.04</b>	<b>36580.59</b>	<b>144.00</b>	<b>0.00</b>	<b>3810.11</b>	<b>6608.86</b>	<b>1886.02</b>	<b>4873.45</b>	<b>2942.90</b>	<b>50.00</b>	<b>804.83</b>	<b>48.00</b>	<b>1240.00</b>	<b>1762.90</b>	<b>0.00</b>	<b>12409.52</b>
		<b>OUTSTANDING AT BANK</b>				<b>38200.71</b>														
15/06/2016	1644	CGM	GRASS CUTTING	212.92	35.48	177.44						177.44								
08/12/2016	1989	BOURN VILLAGE HALL	ROOM HIRE	70.00		70.00							16.25							70.00
03/01/2017	DD	SCDC	DD LITTER COLLECTION	16.25		16.25														
18/01/2017	1991	EVERSDEN PC	TRAINING	40.00		40.00			40.00											
18/01/2017	1992	L ROLFE	WEBSITE DOMAIN	24.00	4.00	20.00	20.00													
18/01/2017	1993	CCC	LHI	1218.62		1218.62										1218.62				
18/01/2017	1994	SCDC	COMMUNITY ROOM HIRE	7.50		7.50			7.50											
18/01/2017	1995	ALARM MAINTENANCE	ALARM REPAIR	78.00	13.00	65.00									65.00					
18/01/2017	1996	CAMBS ACRE	AFFILIATION FEE	54.00	9.00	45.00			45.00											
18/01/2017	1997	CAMBRIDGE WATER	WATER BILL	119.09		119.09									119.09					
18/01/2017	1998	LG STOEHR	SALARIES	135.92		135.92				135.92										
18/01/2017	1999	LG STOEHR	SALARIES	356.74		356.74				356.74										
18/01/2017	2000	HMRC	PAYE/NIC	102.00		102.00				102.00										
18/01/2017	2001	LGS SERVICES	ADMIN SUPPORT	889.20	147.99	741.21			82.82	658.39										
18/01/2017	2002	LGS SERVICES	ADMIN SUPPORT	868.21	144.33	723.88			65.49	658.39										
		<b>TOTAL OUTSTANDING</b>		<b>4192.45</b>	<b>353.80</b>	<b>3838.65</b>	<b>20.00</b>	<b>0.00</b>	<b>240.81</b>	<b>1316.78</b>	<b>594.66</b>	<b>177.44</b>	<b>16.25</b>	<b>0.00</b>	<b>184.09</b>	<b>1218.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70.00</b>