



MINUTES OF THE FINANCE COMMITTEE MEETING HELD IN ARMTHORPE COMMUNITY CENTRE,
WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 19 SEPTEMBER 2023

PRESENT:

Chairperson: Councillor T Needham.

Councillors: C Brodhurst Brown and K Stothard.

NOT IN ATTENDANCE: Councillor F Tyas.

APOLOGIES

Apologies for absence were received from the following Councillors and their reason for absence were approved:

Councillor M Walton.

11 ITEMS TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM

No matters identified.

12 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None declared.

13 MINUTES OF THE MEETING HELD ON 23 MAY 2023

RESOLVED: That the minutes of the meeting be approved and signed as a true record of the meeting.

14 BANK STATEMENTS

Council members were provided with the bank statements. Several questions were raised, and the Clerk provided answers.

RESOLVED: To approve the bank statements.

15 INCOME AND EXPENDITURE REPORTS

Council members were provided with a copy of the reports.

RESOLVED: For the reports to be approved.

16 VARIANCE REPORT

Council members were provided with a copy of the report for the financial year ending March 2023.

RESOLVED: To arrange a meeting with the Clerk and Councillors Needham and Stothard to discuss the layout of the variance reports.

15:20 Detailed Income & Expenditure by Budget Heading 01/03/2024

Month No: 6 Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 General / Administration						
1076 Precept	277,168	277,168	0			100.0%
1080 Bank Interest	0	0	(0)			0.0%
1100 Investment Income	116,435	123,000	6,565			94.7%
1200 The Acorn Hub Rent	5,000	0	(5,000)			0.0%
1340 Miscellaneous Income	51	0	(51)			0.0%
General / Administration :- Income	398,654	400,168	1,514			99.6%
4100 Stationery	588	800	212		212	73.5%
4105 Postage	46	75	29		29	60.9%
4110 Subscriptions	7,766	2,750	(5,016)		(5,016)	282.4%
4115 General Admin	1,375	2,000	625		625	68.8%
4120 Audit & Accountancy Fees	675	2,000	1,325		1,325	33.8%
4122 Consultancy Fees	400	0	(400)		(400)	0.0%
4130 Office Equipment	20	2,000	1,980		1,980	1.0%
4140 Chairman's Allowance	65	500	435		435	12.9%
4150 Elections	0	5,000	5,000		5,000	0.0%
4151 Strategic Plan	0	5,000	5,000		5,000	0.0%
4170 Grants to Voluntary Bodies	1,800	15,000	13,200		13,200	12.0%
4180 The Acorn Hub	9,115	11,000	1,885		1,885	82.9%
4185 Credit Card Charges	445	600	155		155	74.1%
4340 Miscellaneous Expenditure	4,549	0	(4,549)		(4,549)	0.0%
4640 Telephone & Broadband	174	300	126		126	58.1%
General / Administration :- Indirect Expenditure	27,016	47,025	20,009	0	20,009	57.5%
Net Income over Expenditure	371,638	353,143	(18,495)			
200 Salaries & Wages						
4000 Administration Salaries	21,347	45,069	23,722		23,722	47.4%
4005 Burials Salaries	417	1,300	883		883	32.1%
4010 Parks Salaries	1,807	4,500	2,693		2,693	40.1%
4015 Community Clean Up Salary	4,409	8,130	3,721		3,721	54.2%
4020 Community Centre Salaries	27,594	53,883	26,289		26,289	51.2%
4025 Bar Salaries	6,794	12,000	5,206		5,206	56.6%
4026 Food Support Admin Salary	1,079	3,000	1,921		1,921	36.0%
4030 Sports & Recreations Salaries	11,867	25,136	13,269		13,269	47.2%
4035 The Acorn Hub Cleaner Salaries	0	3,000	3,000		3,000	0.0%
4039 PAYE & NI Contributions	13,962	27,988	14,026		14,026	49.9%
4040 Pension Contributions	12,094	33,327	21,233		21,233	36.3%
Salaries & Wages :- Indirect Expenditure	101,369	217,333	115,964	0	115,964	46.6%
Net Expenditure	(101,369)	(217,333)	(115,964)			

15:20 Detailed Income & Expenditure by Budget Heading 01/03/2024

Month No: 6 Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
300 Events						
1300 Christmas Market Income	105	500	395			21.0%
1310 Entertainment Income	0	1,000	1,000			0.0%
1315 Tea Dance Income	3,983	0	(3,983)			0.0%
1320 Fireworks Display Income	425	1,000	575			42.5%
1340 Miscellaneous Income	45	0	(45)			0.0%
Events :- Income	4,558	2,500	(2,058)			182.3%
4300 Christmas Market Costs	0	150	150		150	0.0%
4305 Christmas Lighting / Tree	20,460	55,000	34,540		34,540	37.2%
4310 Events	2,636	0	(2,636)		(2,636)	0.0%
4316 Remembrance Day	351	2,000	1,649		1,649	17.5%
4317 Summer Gala	0	10,000	10,000		10,000	0.0%
4318 Tea Dances	1,724	3,500	1,776		1,776	49.2%
4319 Christmas Tea Event	0	6,000	6,000		6,000	0.0%
4320 Fireworks Display Costs	0	12,000	12,000		12,000	0.0%
4321 Coach Trip	1,180	1,500	320		320	78.7%
4340 Miscellaneous Expenditure	2,349	3,000	651		651	78.3%
Events :- Indirect Expenditure	28,700	93,150	64,450	0	64,450	30.8%
Net Income over Expenditure	(24,142)	(90,650)	(66,508)			
400 Allotments						
1400 Rents	486	800	314			60.8%
Allotments :- Income	486	800	314			60.8%
4400 Allotment Expenditure	1,714	2,500	786		786	68.6%
Allotments :- Indirect Expenditure	1,714	2,500	786	0	786	68.6%
Net Income over Expenditure	(1,228)	(1,700)	(472)			
500 Burial						
1500 Burial Fees	6,356	12,000	5,644			53.0%
1510 Wayleaves	0	105	105			0.0%
Burial :- Income	6,356	12,105	5,749			52.5%
4500 Burial Expenditure	5,196	12,500	7,304		7,304	41.6%
Burial :- Indirect Expenditure	5,196	12,500	7,304	0	7,304	41.6%
Net Income over Expenditure	1,160	(395)	(1,555)			

Detailed Income & Expenditure by Budget Heading 01/03/2024

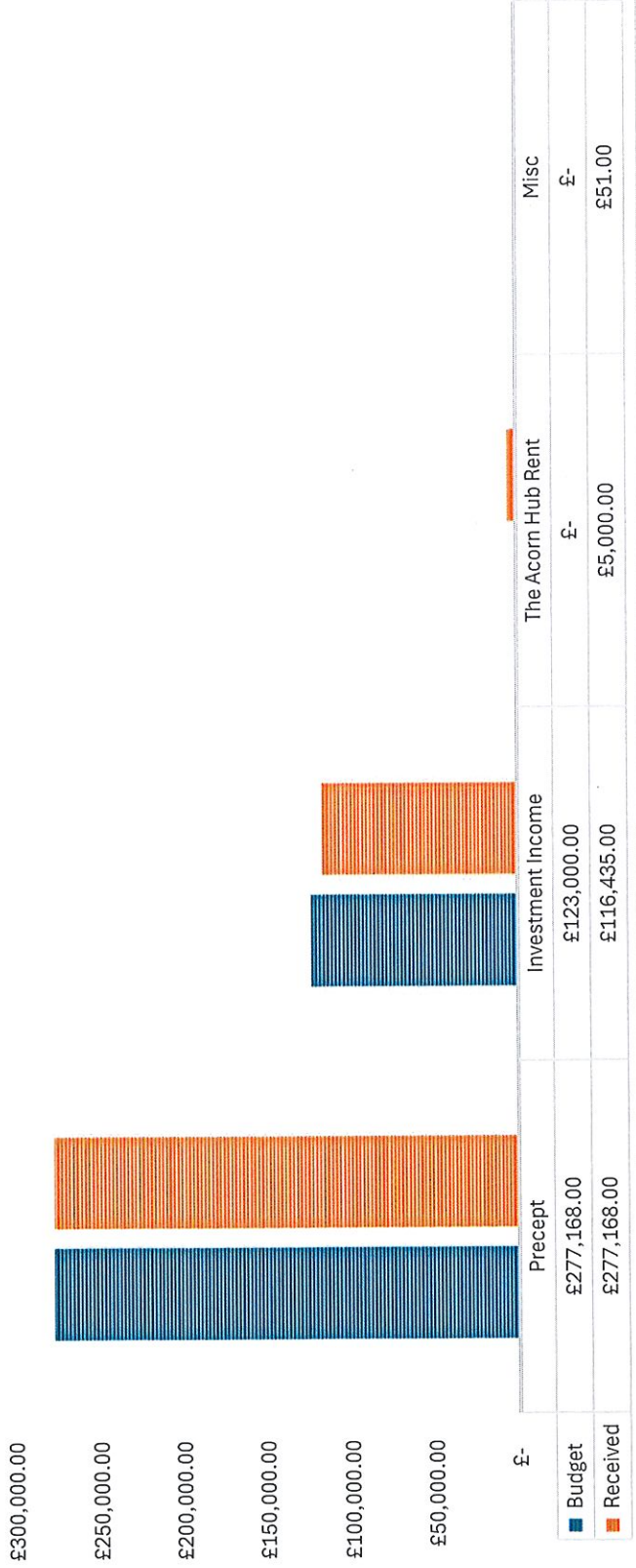
Month No: 6

Cost Centre Report

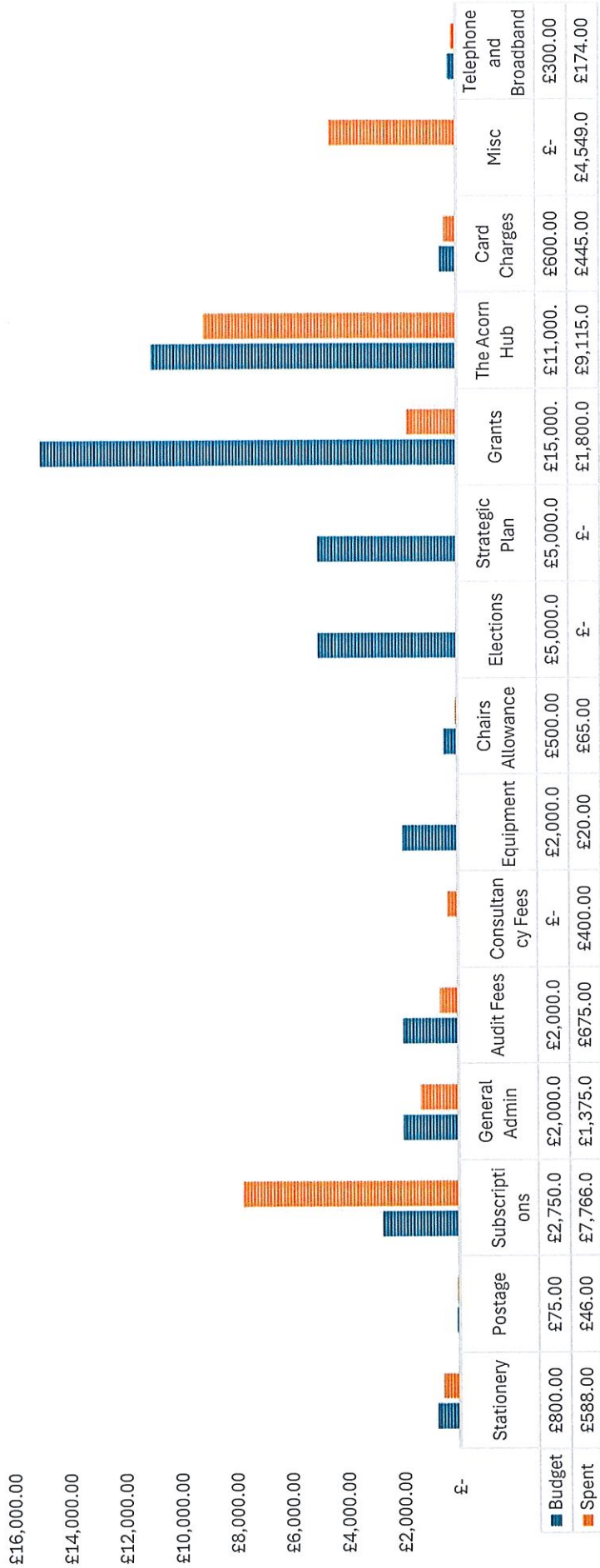
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
600 Community Centre						
1340 Miscellaneous Income	0	250	250			0.0%
1600 Lettings	24,686	30,000	5,314			82.3%
1610 Entertainment Income	0	8,000	8,000			0.0%
1620 Bar Income	21,003	25,000	3,997			84.0%
1710 Table Top Sale Income	1,134	0	(1,134)			0.0%
Community Centre :- Income	46,823	63,250	16,427			74.0%
4340 Miscellaneous Expenditure	446	3,500	3,054		3,054	12.7%
4600 Business Rates	12,051	13,000	949		949	92.7%
4605 Rent	1,300	0	(1,300)		(1,300)	0.0%
4610 Gas	388	6,500	6,112		6,112	6.0%
4620 Electricity	18,273	25,000	6,727		6,727	73.1%
4630 Water	2,304	3,500	1,196		1,196	65.8%
4640 Telephone & Broadband	445	1,800	1,355		1,355	24.7%
4650 Insurance	2,838	2,700	(138)		(138)	105.1%
4660 Cleaning, Recycling and Waste	3,824	4,000	176		176	95.6%
4665 Grounds Maintenance - Comm Cen	1,272	2,000	728		728	63.6%
4670 Repairs & Renewals	10,234	15,000	4,766		4,766	68.2%
4680 Equipment / Furniture	1,702	2,500	798		798	68.1%
4730 Bar Supplies	9,731	13,000	3,269		3,269	74.9%
4740 Bar - Miscellaneous	709	3,000	2,291		2,291	23.6%
Community Centre :- Indirect Expenditure	65,517	95,500	29,983	0	29,983	68.6%
Net Income over Expenditure	(18,694)	(32,250)	(13,556)			
700 Sports & Recreation						
4640 Telephone & Broadband	245	315	70		70	77.9%
4700 Sports & Receptions	3,939	4,000	61		61	98.5%
4720 Parks Expenditure	1,668	6,500	4,832		4,832	25.7%
Sports & Recreation :- Indirect Expenditure	5,852	10,815	4,963	0	4,963	54.1%
Net Expenditure	(5,852)	(10,815)	(4,963)			
Grand Totals:- Income	456,877	478,823	21,946			95.4%
Expenditure	235,364	478,823	243,459	0	243,459	49.2%
Net Income over Expenditure	221,513	0	(221,513)			
Movement to/(from) Gen Reserve	221,513					

INCOME & EXPENDITURE REPORT Q2 - 2023-2024

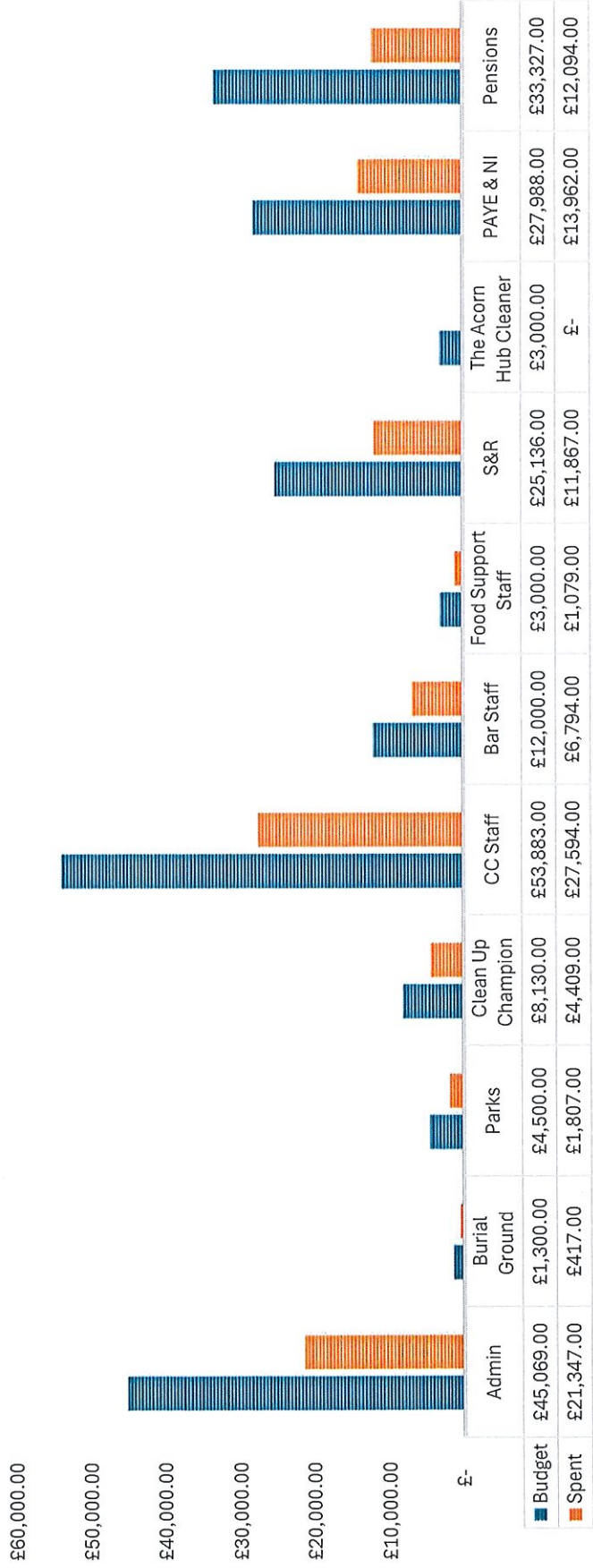
GENERAL INCOME



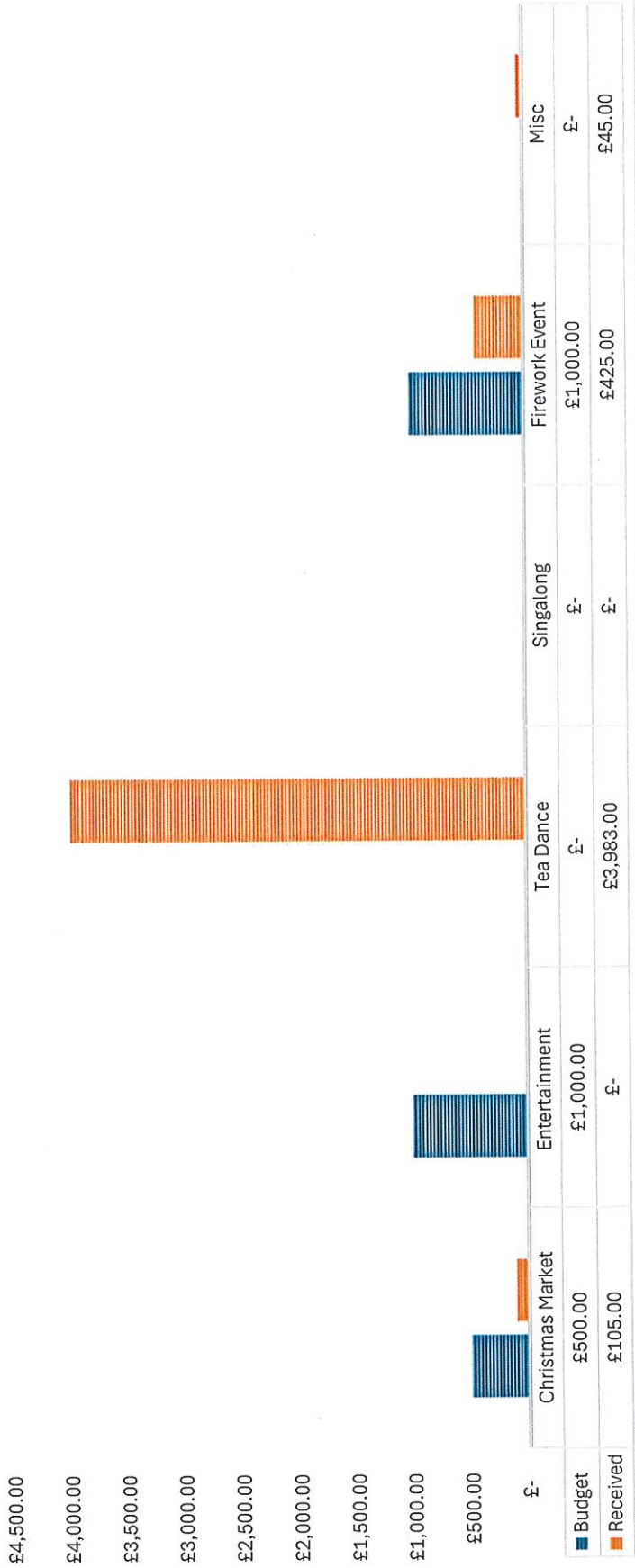
GENERAL EXPENDITURE



STAFF COSTS



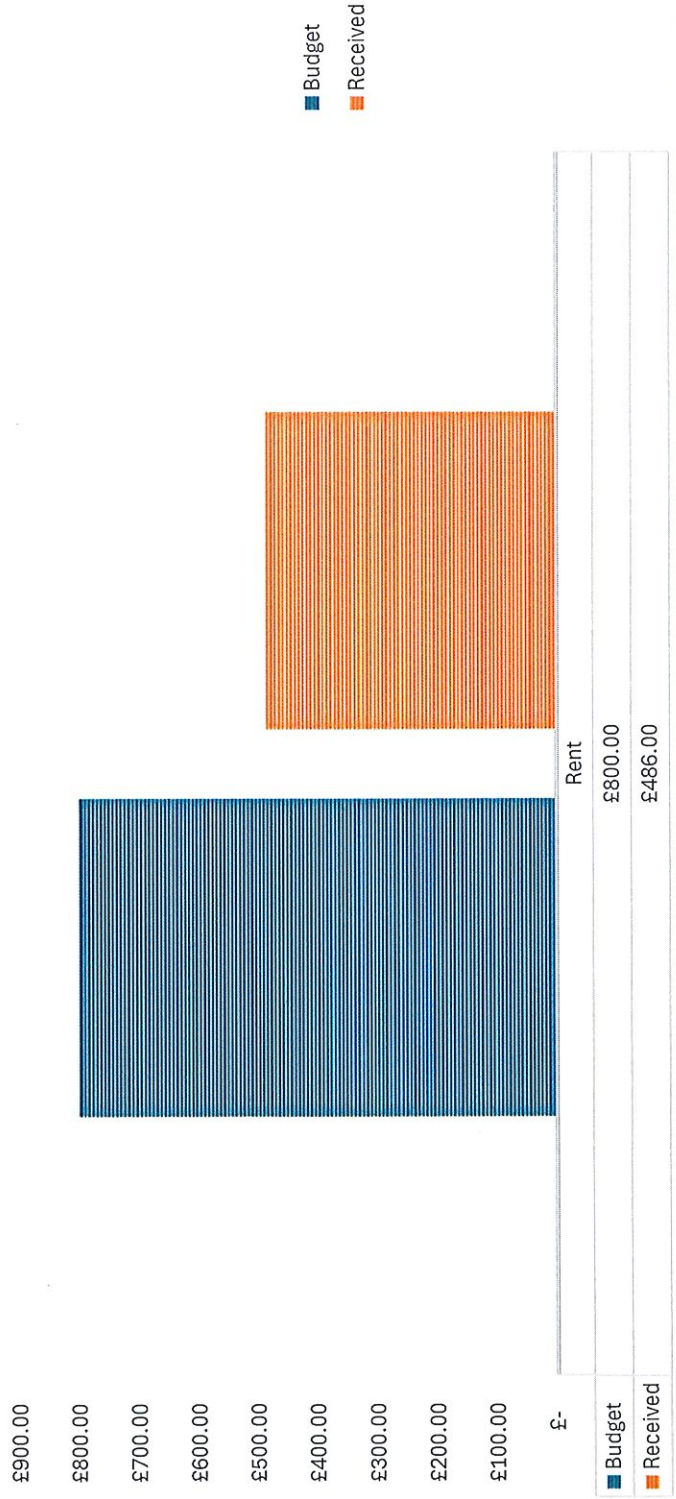
EVENTS INCOME



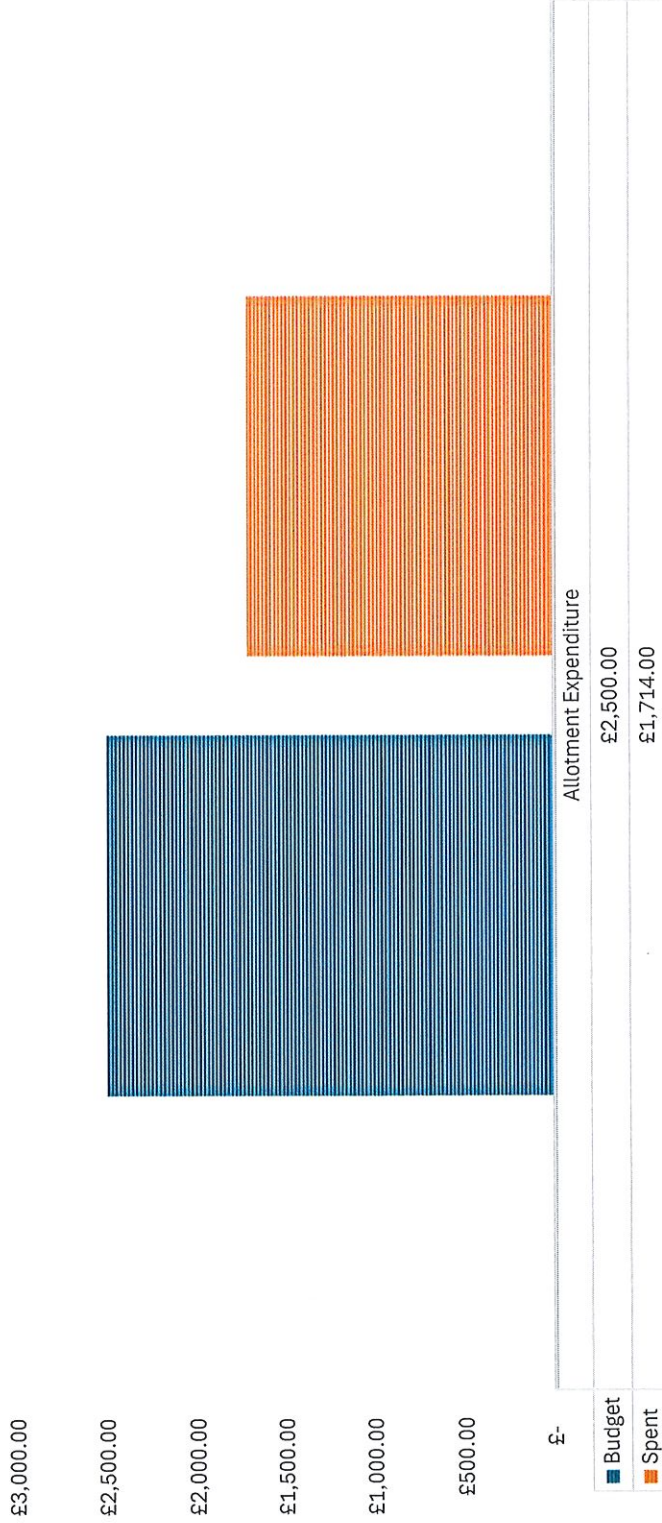
EVENTS EXPENDITURE



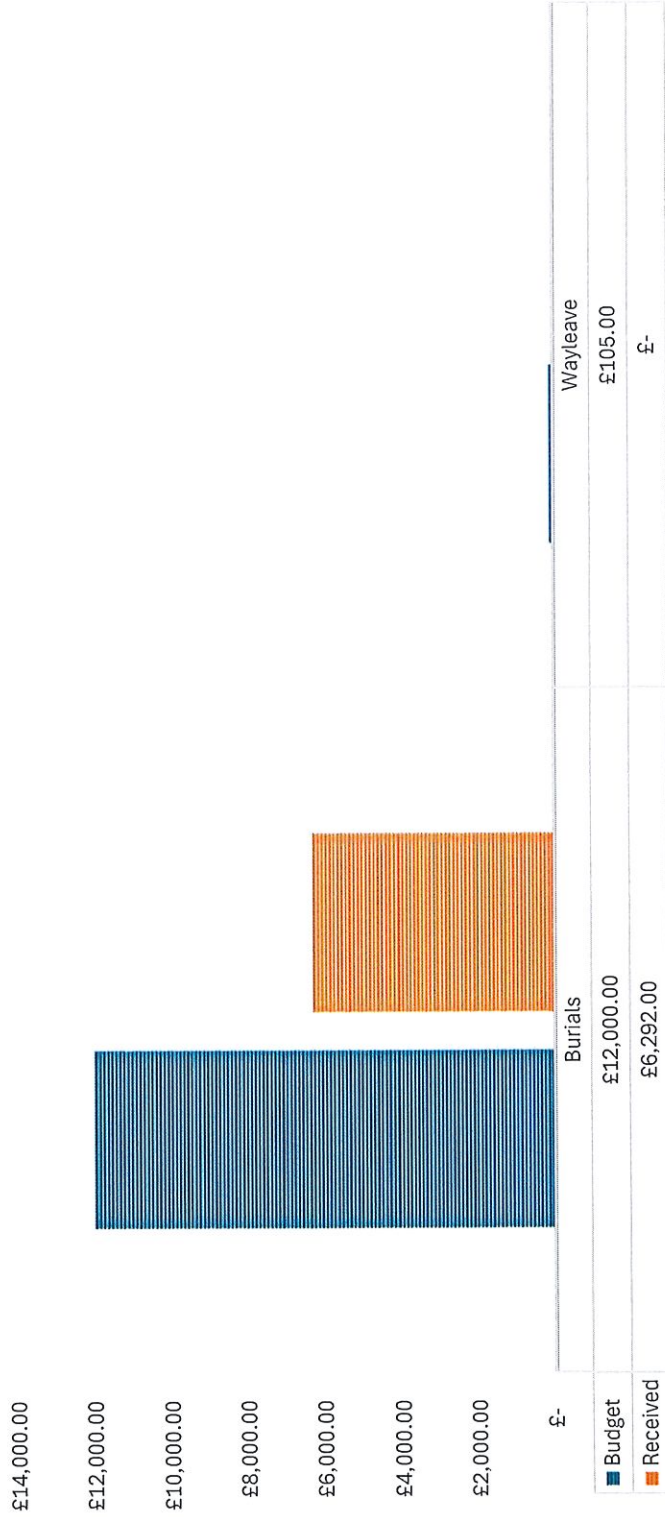
ALLOTMENT INCOME



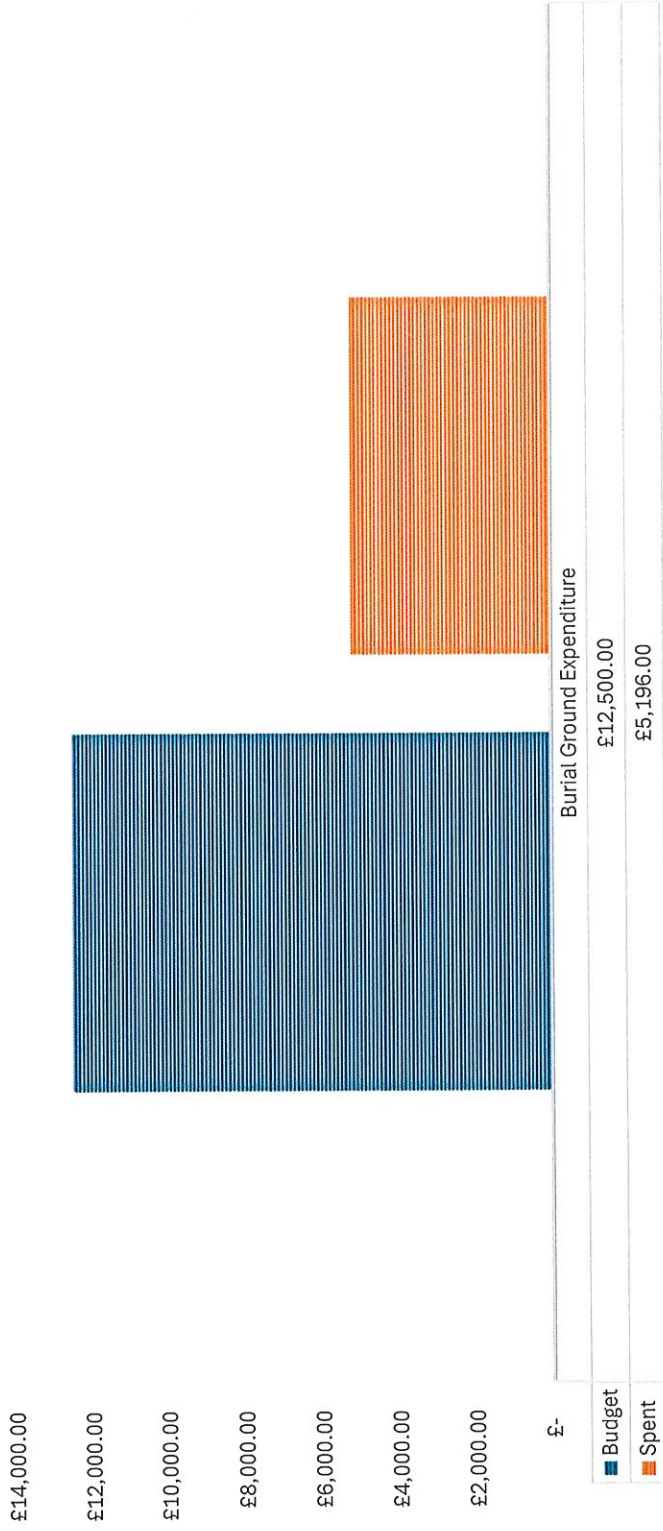
ALLOTMENT EXPENDITURE



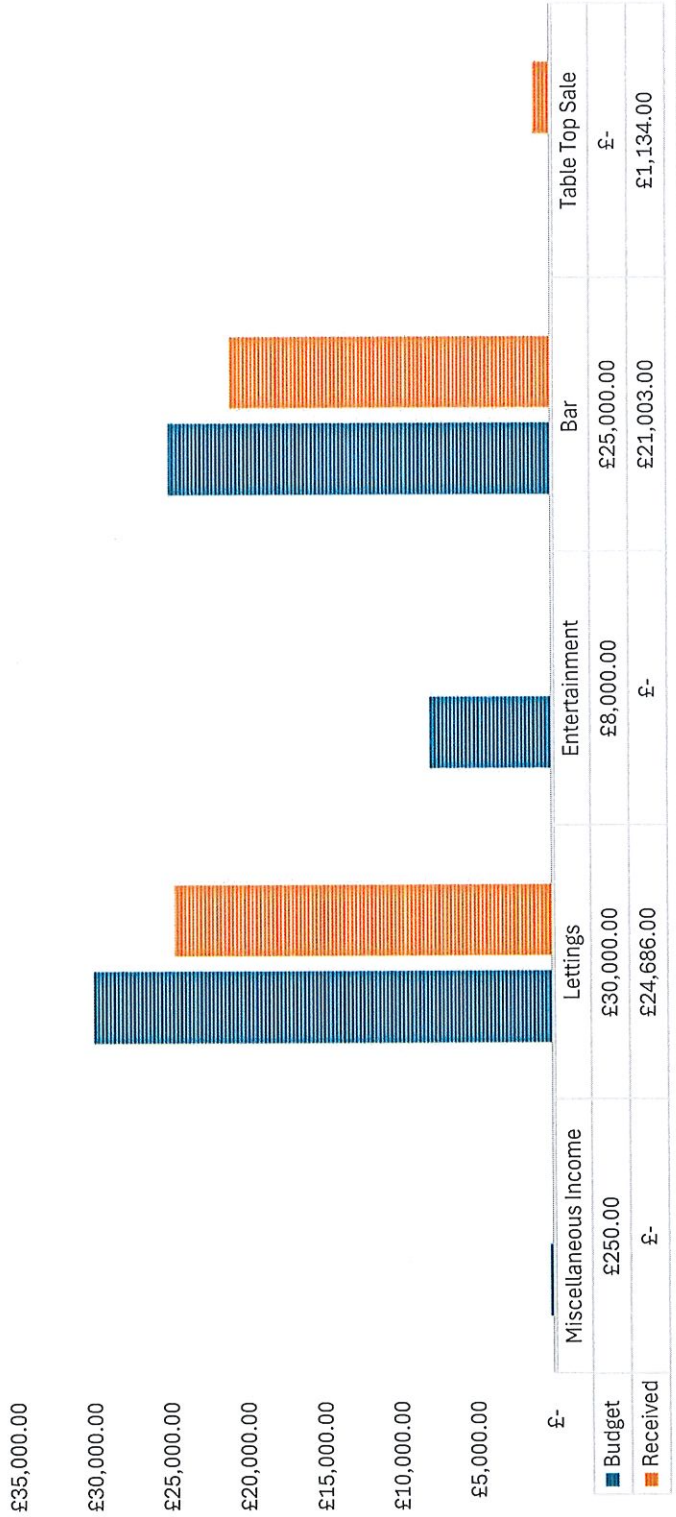
BURIAL GROUND INCOME



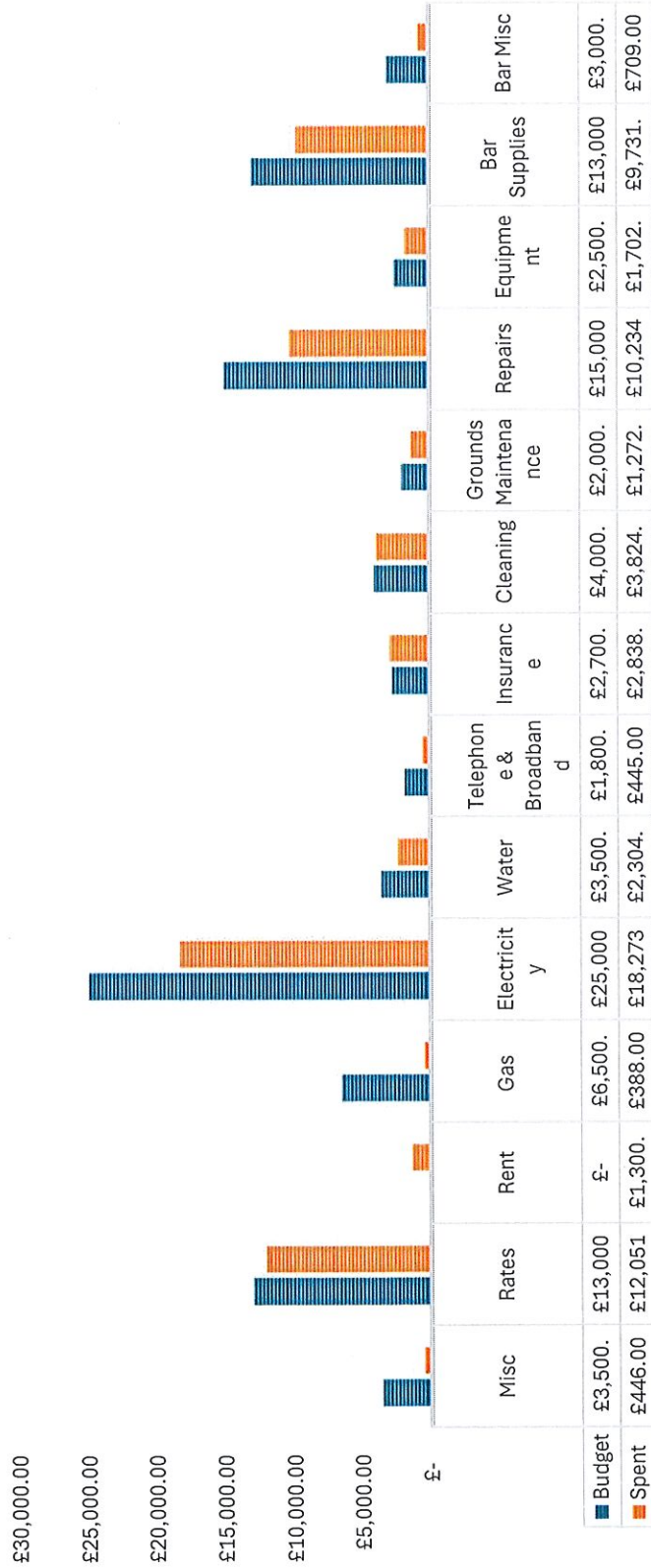
BURIAL GROUND EXPENDITURE



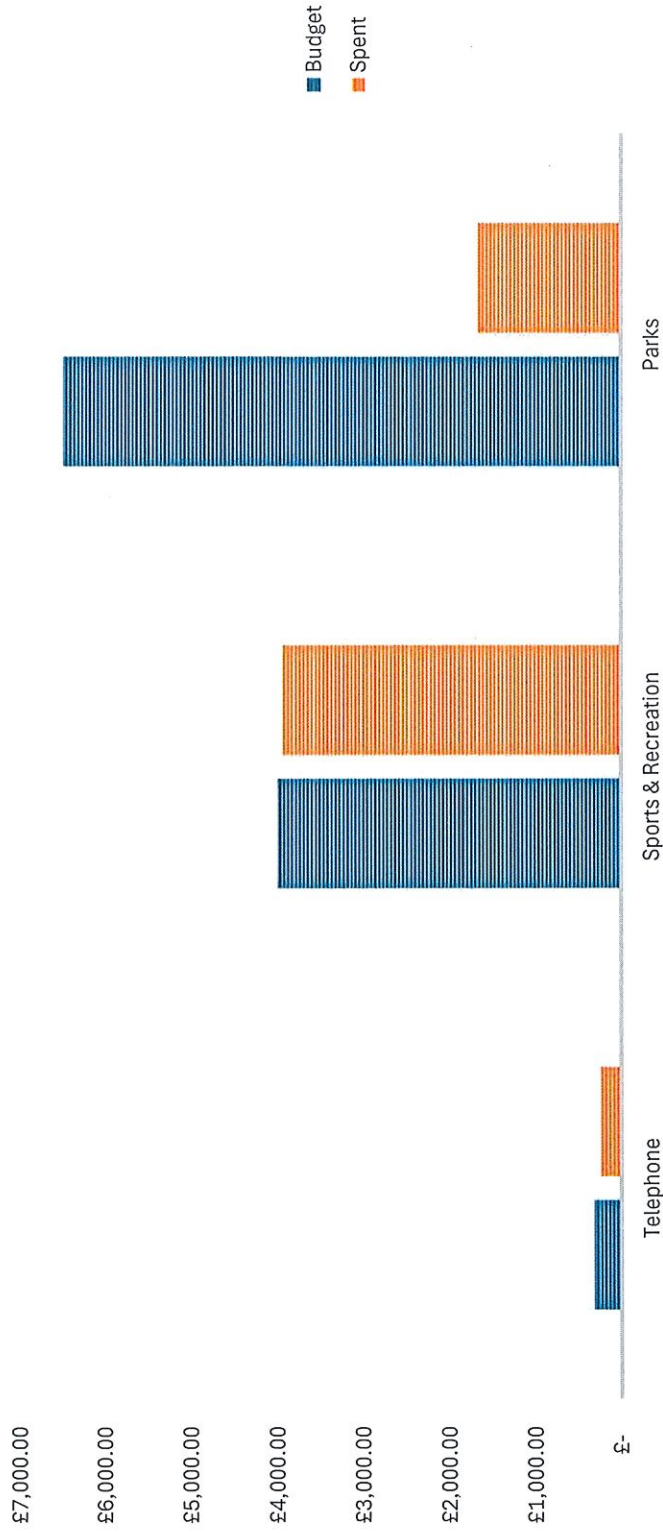
COMMUNITY CENTRE INCOME



COMMUNITY CENTRE EXPENDITURE



SPORTS & RECREATION EXPENDITURE



Detailed Income & Expenditure by Budget Heading 01/03/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 General / Administration</u>						
1076 Precept	277,168	277,168	0			100.0%
1080 Bank Interest	0	0	(0)			0.0%
1100 Investment Income	124,670	123,000	(1,670)			101.4%
1200 The Acorn Hub Rent	5,000	0	(5,000)			0.0%
1340 Miscellaneous Income	58	0	(58)			0.0%
General / Administration :- Income	<u>406,896</u>	<u>400,168</u>	<u>(6,728)</u>			<u>101.7%</u>
4100 Stationery	1,173	800	(373)		(373)	146.6%
4105 Postage	66	75	9		9	88.5%
4110 Subscriptions	9,444	2,750	(6,694)		(6,694)	343.4%
4115 General Admin	1,854	2,000	146		146	92.7%
4120 Audit & Accountancy Fees	925	2,000	1,075		1,075	46.3%
4122 Consultancy Fees	400	0	(400)		(400)	0.0%
4130 Office Equipment	20	2,000	1,980		1,980	1.0%
4140 Chairman's Allowance	118	500	382		382	23.6%
4150 Elections	0	5,000	5,000		5,000	0.0%
4151 Strategic Plan	0	5,000	5,000		5,000	0.0%
4170 Grants to Voluntary Bodies	8,800	15,000	6,200		6,200	58.7%
4180 The Acorn Hub	11,583	11,000	(583)		(583)	105.3%
4185 Credit Card Charges	843	600	(243)		(243)	140.5%
4340 Miscellaneous Expenditure	4,742	0	(4,742)		(4,742)	0.0%
4640 Telephone & Broadband	260	300	40		40	86.8%
General / Administration :- Indirect Expenditure	<u>40,230</u>	<u>47,025</u>	<u>6,795</u>	<u>0</u>	<u>6,795</u>	<u>85.5%</u>
Net Income over Expenditure	<u>366,666</u>	<u>353,143</u>	<u>(13,523)</u>			
<u>200 Salaries & Wages</u>						
4000 Administration Salaries	35,004	45,069	10,065		10,065	77.7%
4005 Burials Salaries	730	1,300	570		570	56.1%
4010 Parks Salaries	2,691	4,500	1,809		1,809	59.8%
4015 Community Clean Up Salary	6,555	8,130	1,575		1,575	80.6%
4020 Community Centre Salaries	42,738	53,883	11,145		11,145	79.3%
4025 Bar Salaries	12,942	12,000	(942)		(942)	107.8%
4026 Food Support Admin Salary	1,757	3,000	1,243		1,243	58.6%
4030 Sports & Recreations Salaries	18,808	25,136	6,328		6,328	74.8%
4035 The Acorn Hub Cleaner Salaries	213	3,000	2,787		2,787	7.1%
4039 PAYE & NI Contributions	26,196	27,988	1,792		1,792	93.6%
4040 Pension Contributions	22,401	33,327	10,926		10,926	67.2%
Salaries & Wages :- Indirect Expenditure	<u>170,034</u>	<u>217,333</u>	<u>47,299</u>	<u>0</u>	<u>47,299</u>	<u>78.2%</u>
Net Expenditure	<u>(170,034)</u>	<u>(217,333)</u>	<u>(47,299)</u>			

Detailed Income & Expenditure by Budget Heading 01/03/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
300 Events						
1300 Christmas Market Income	630	500	(130)			126.0%
1310 Entertainment Income	0	1,000	1,000			0.0%
1315 Tea Dance Income	6,291	0	(6,291)			0.0%
1318 Singalong Session Income	252	0	(252)			0.0%
1320 Fireworks Display Income	675	1,000	325			67.5%
1340 Miscellaneous Income	496	0	(496)			0.0%
Events :- Income	<u>8,344</u>	<u>2,500</u>	<u>(5,844)</u>			<u>333.8%</u>
4300 Christmas Market Costs	564	150	(414)		(414)	375.9%
4305 Christmas Lighting / Tree	31,998	55,000	23,002		23,002	58.2%
4310 Events	3,690	0	(3,690)		(3,690)	0.0%
4315 Singalong Session	400	0	(400)		(400)	0.0%
4316 Remembrance Day	1,427	2,000	573		573	71.3%
4317 Summer Gala	0	10,000	10,000		10,000	0.0%
4318 Tea Dances	2,409	3,500	1,091		1,091	68.8%
4319 Christmas Tea Event	5,887	6,000	113		113	98.1%
4320 Fireworks Display Costs	8,014	12,000	3,986		3,986	66.8%
4321 Coach Trip	1,180	1,500	320		320	78.7%
4340 Miscellaneous Expenditure	2,363	3,000	637		637	78.8%
Events :- Indirect Expenditure	<u>57,930</u>	<u>93,150</u>	<u>35,220</u>	<u>0</u>	<u>35,220</u>	<u>62.2%</u>
Net Income over Expenditure	<u>(49,586)</u>	<u>(90,650)</u>	<u>(41,064)</u>			
400 Allotments						
1400 Rents	703	800	97			87.9%
Allotments :- Income	<u>703</u>	<u>800</u>	<u>97</u>			<u>87.9%</u>
4400 Allotment Expenditure	2,475	2,500	25		25	99.0%
Allotments :- Indirect Expenditure	<u>2,475</u>	<u>2,500</u>	<u>25</u>	<u>0</u>	<u>25</u>	<u>99.0%</u>
Net Income over Expenditure	<u>(1,772)</u>	<u>(1,700)</u>	<u>72</u>			
500 Burial						
1500 Burial Fees	15,246	12,000	(3,246)			127.1%
1510 Wayleaves	0	105	105			0.0%
Burial :- Income	<u>15,246</u>	<u>12,105</u>	<u>(3,141)</u>			<u>125.9%</u>
4500 Burial Expenditure	7,040	12,500	5,460		5,460	56.3%
Burial :- Indirect Expenditure	<u>7,040</u>	<u>12,500</u>	<u>5,460</u>	<u>0</u>	<u>5,460</u>	<u>56.3%</u>
Net Income over Expenditure	<u>8,206</u>	<u>(395)</u>	<u>(8,601)</u>			

Detailed Income & Expenditure by Budget Heading 01/03/2024

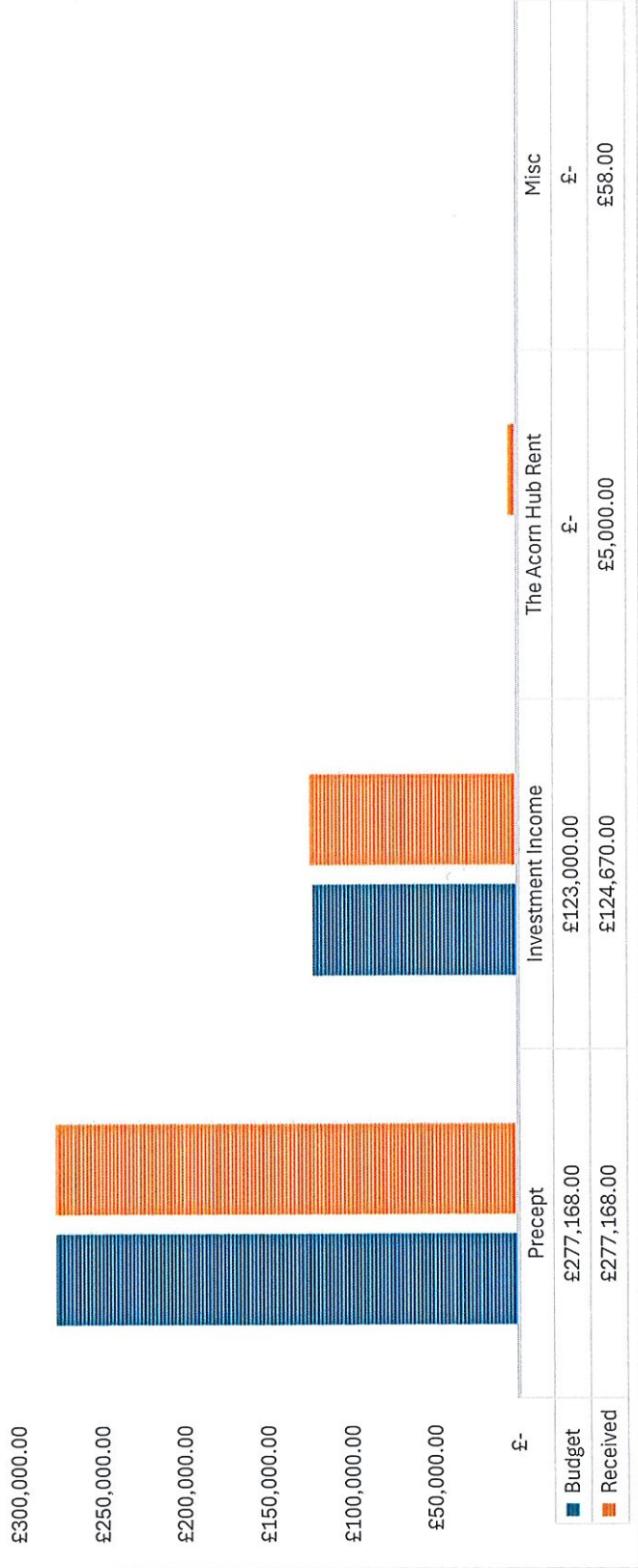
Month No: 9

Cost Centre Report

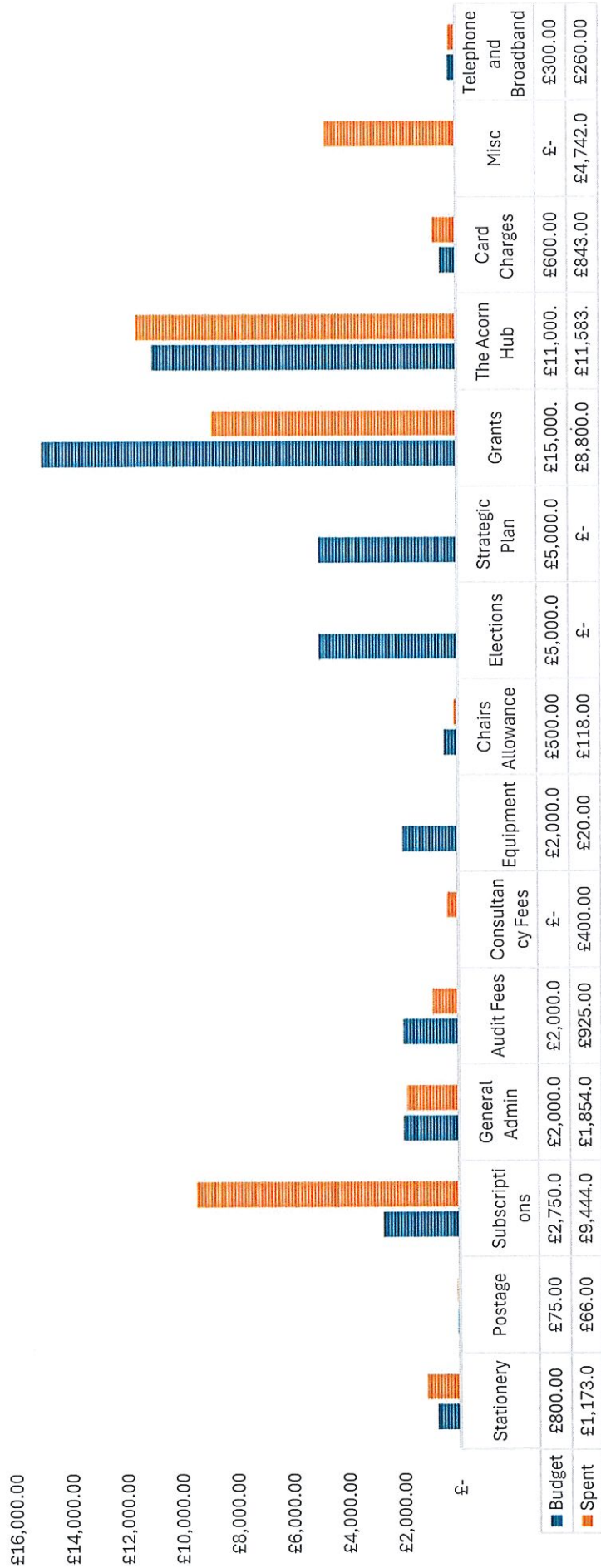
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
600 Community Centre						
1340 Miscellaneous Income	0	250	250			0.0%
1600 Lettings	34,064	30,000	(4,064)			113.5%
1610 Entertainment Income	0	8,000	8,000			0.0%
1620 Bar Income	32,667	25,000	(7,667)			130.7%
1710 Table Top Sale Income	1,479	0	(1,479)			0.0%
Community Centre :- Income	68,209	63,250	(4,959)			107.8%
4340 Miscellaneous Expenditure	652	3,500	2,848		2,848	18.6%
4600 Business Rates	12,051	13,000	949		949	92.7%
4605 Rent	1,300	0	(1,300)		(1,300)	0.0%
4610 Gas	560	6,500	5,940		5,940	8.6%
4620 Electricity	18,333	25,000	6,667		6,667	73.3%
4630 Water	4,142	3,500	(642)		(642)	118.3%
4640 Telephone & Broadband	1,073	1,800	727		727	59.6%
4650 Insurance	2,838	2,700	(138)		(138)	105.1%
4660 Cleaning, Recycling and Waste	4,894	4,000	(894)		(894)	122.4%
4665 Grounds Maintenance - Comm Cen	1,712	2,000	288		288	85.6%
4670 Repairs & Renewals	12,338	15,000	2,662		2,662	82.3%
4680 Equipment / Furniture	2,908	2,500	(408)		(408)	116.3%
4730 Bar Supplies	15,012	13,000	(2,012)		(2,012)	115.5%
4740 Bar - Miscellaneous	1,084	3,000	1,916		1,916	36.1%
Community Centre :- Indirect Expenditure	78,896	95,500	16,604	0	16,604	82.6%
Net Income over Expenditure	(10,687)	(32,250)	(21,563)			
700 Sports & Recreation						
4640 Telephone & Broadband	329	315	(14)		(14)	104.6%
4700 Sports & Receptions	4,193	4,000	(193)		(193)	104.8%
4720 Parks Expenditure	3,519	6,500	2,981		2,981	54.1%
Sports & Recreation :- Indirect Expenditure	8,042	10,815	2,773	0	2,773	74.4%
Net Expenditure	(8,042)	(10,815)	(2,773)			
Grand Totals:- Income	499,398	478,823	(20,575)			104.3%
Expenditure	364,646	478,823	114,177	0	114,177	76.2%
Net Income over Expenditure	134,751	0	(134,751)			
Movement to/(from) Gen Reserve	134,751					

INCOME & EXPENDITURE REPORT Q3 - 2023-2024

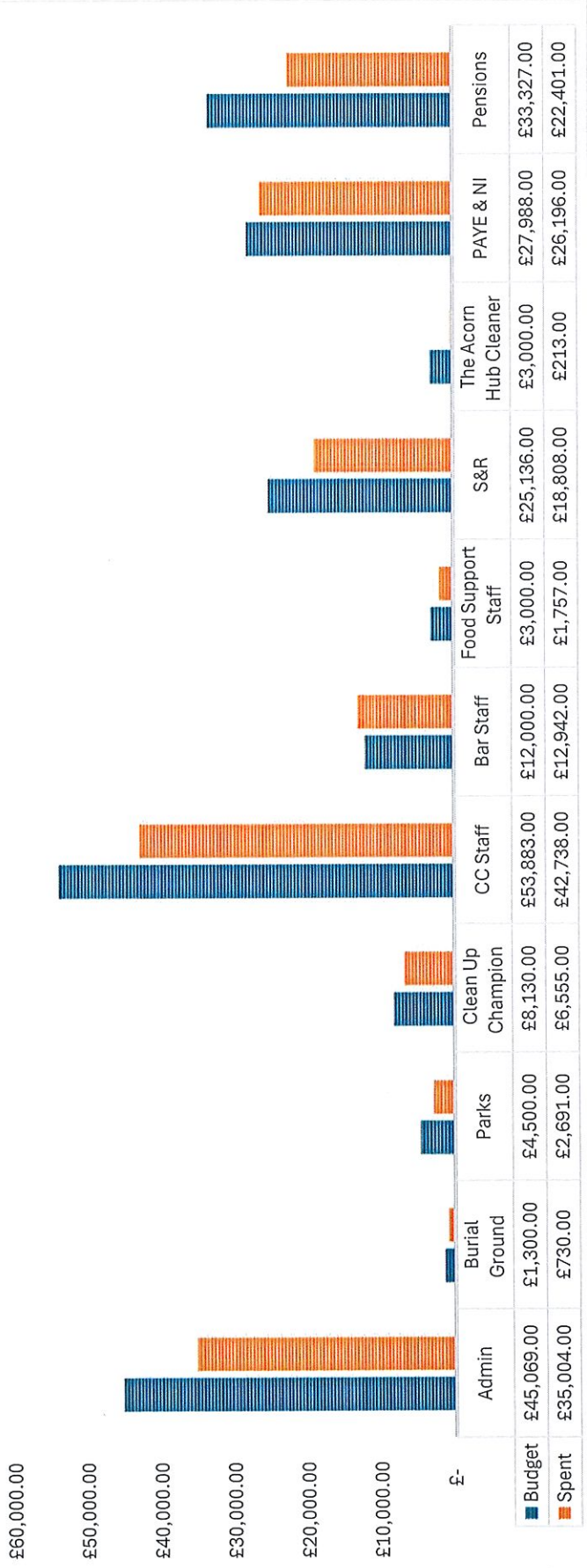
GENERAL INCOME



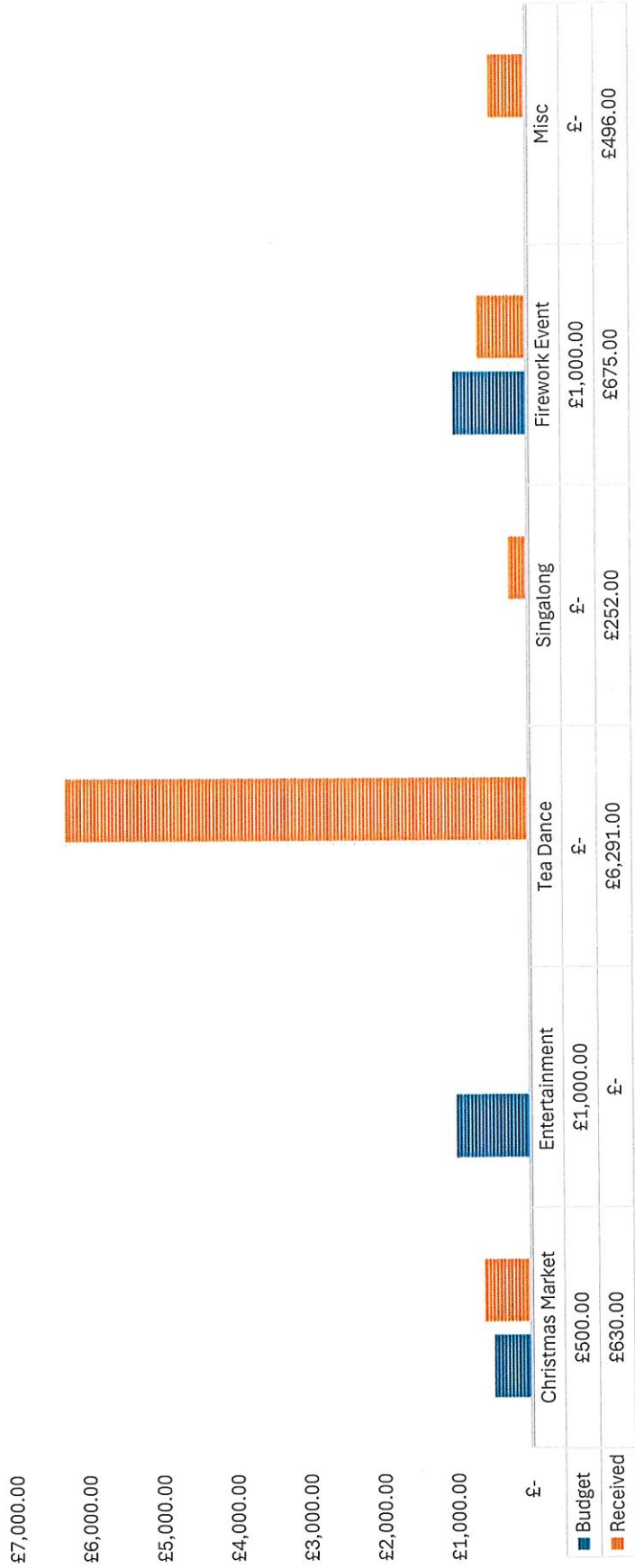
GENERAL EXPENDITURE



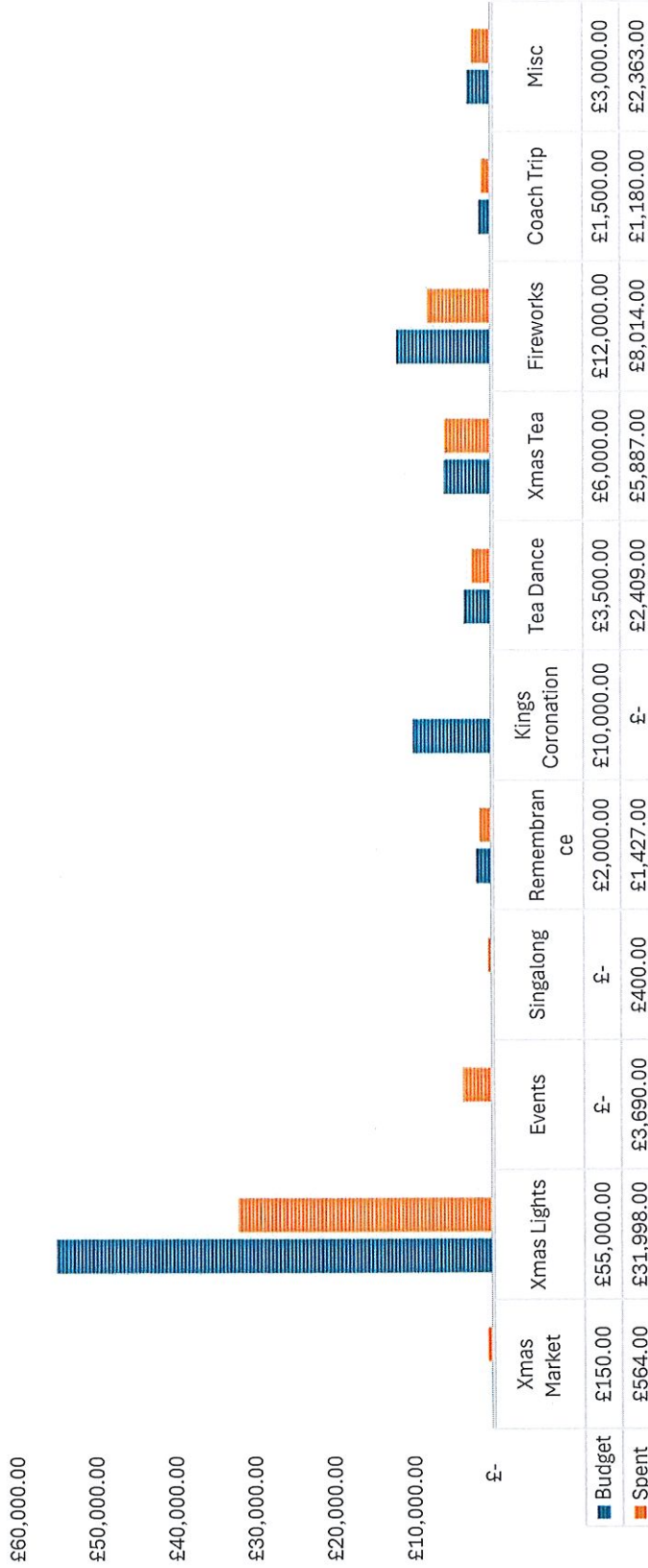
STAFF COSTS



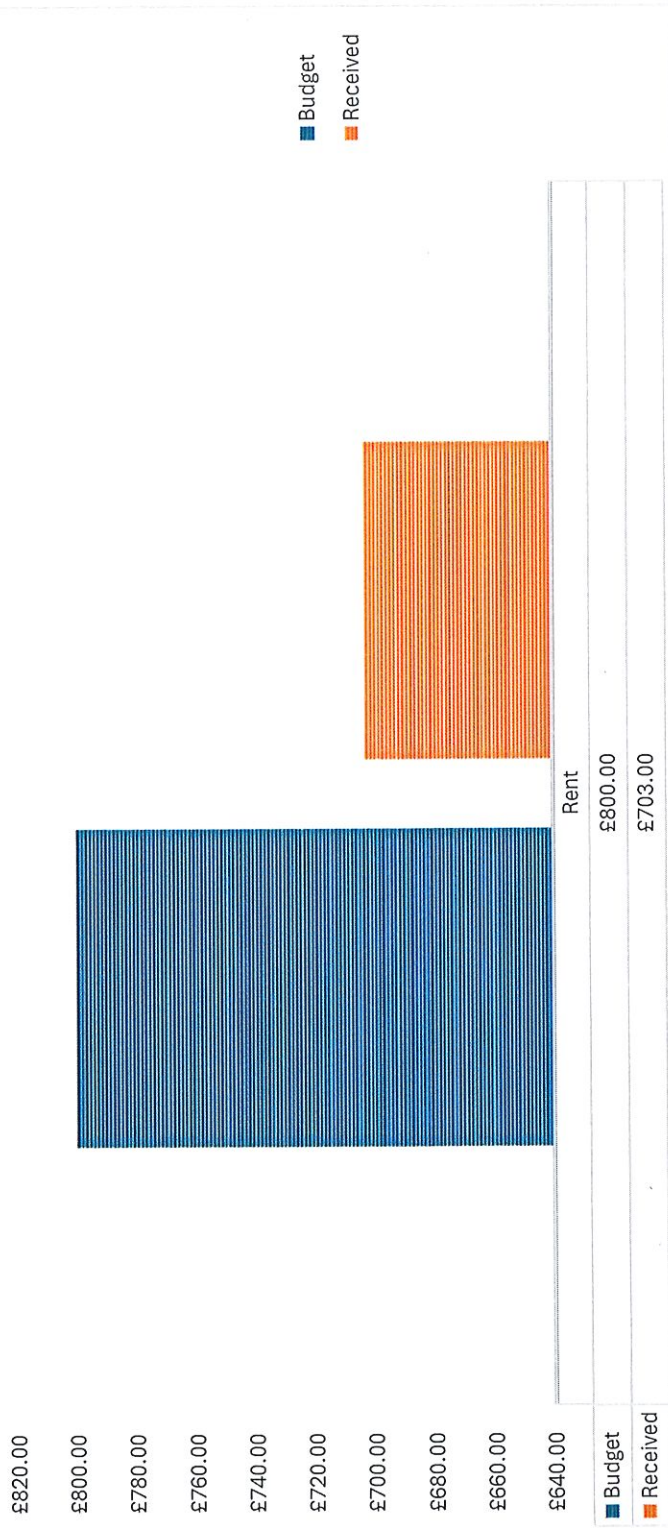
EVENTS INCOME



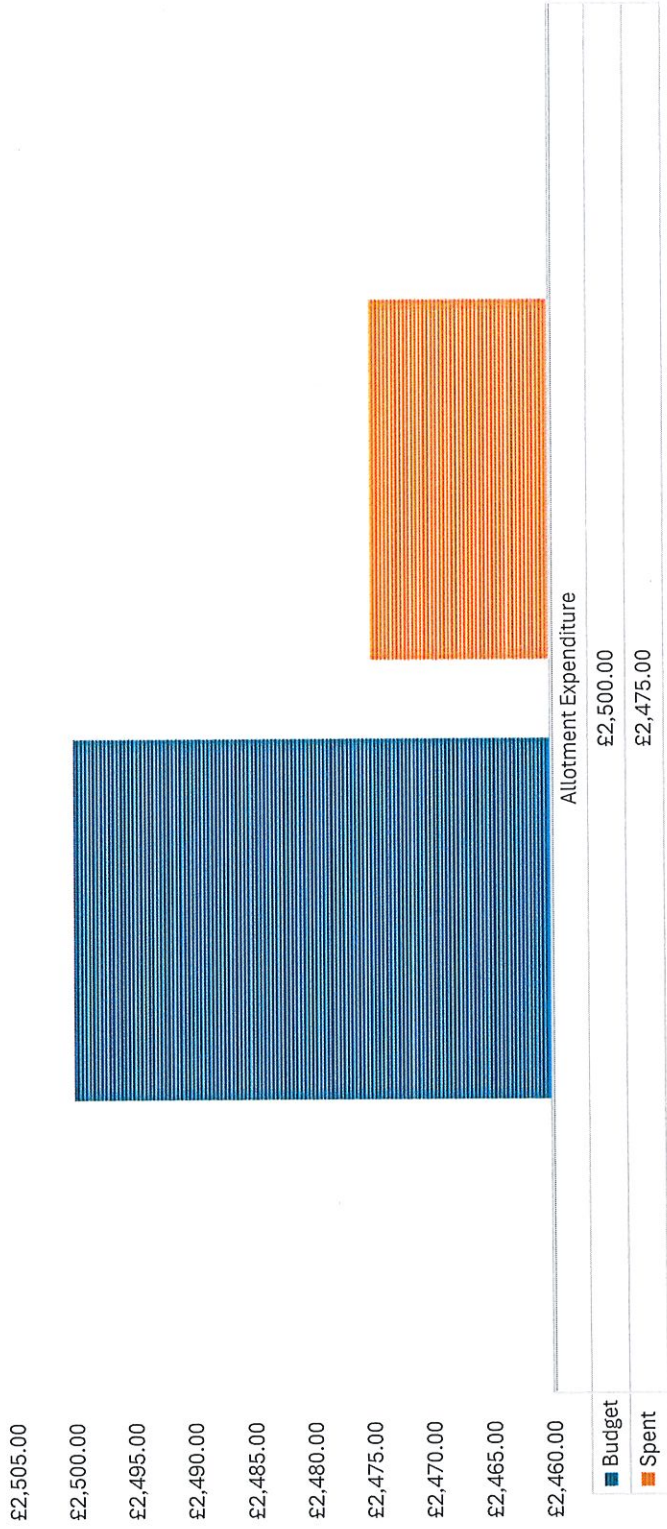
EVENTS EXPENDITURE



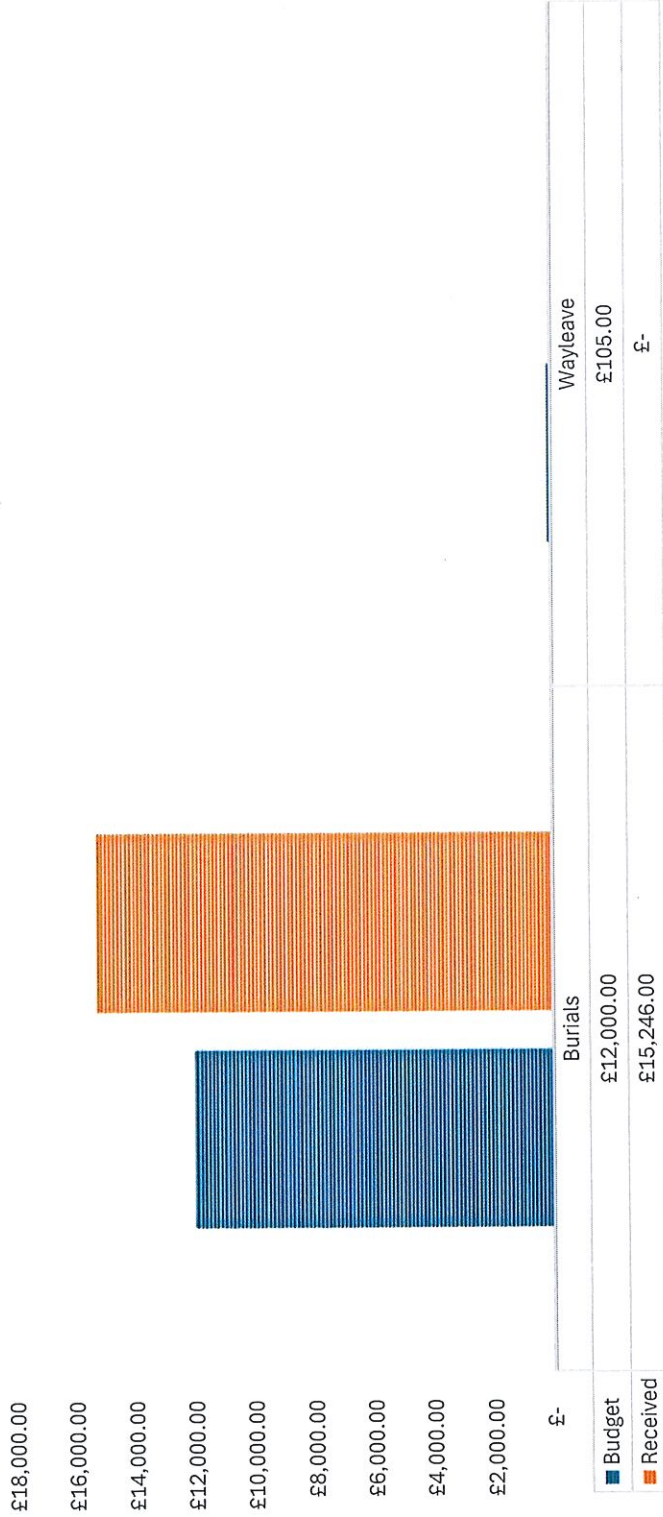
ALLOTMENT INCOME



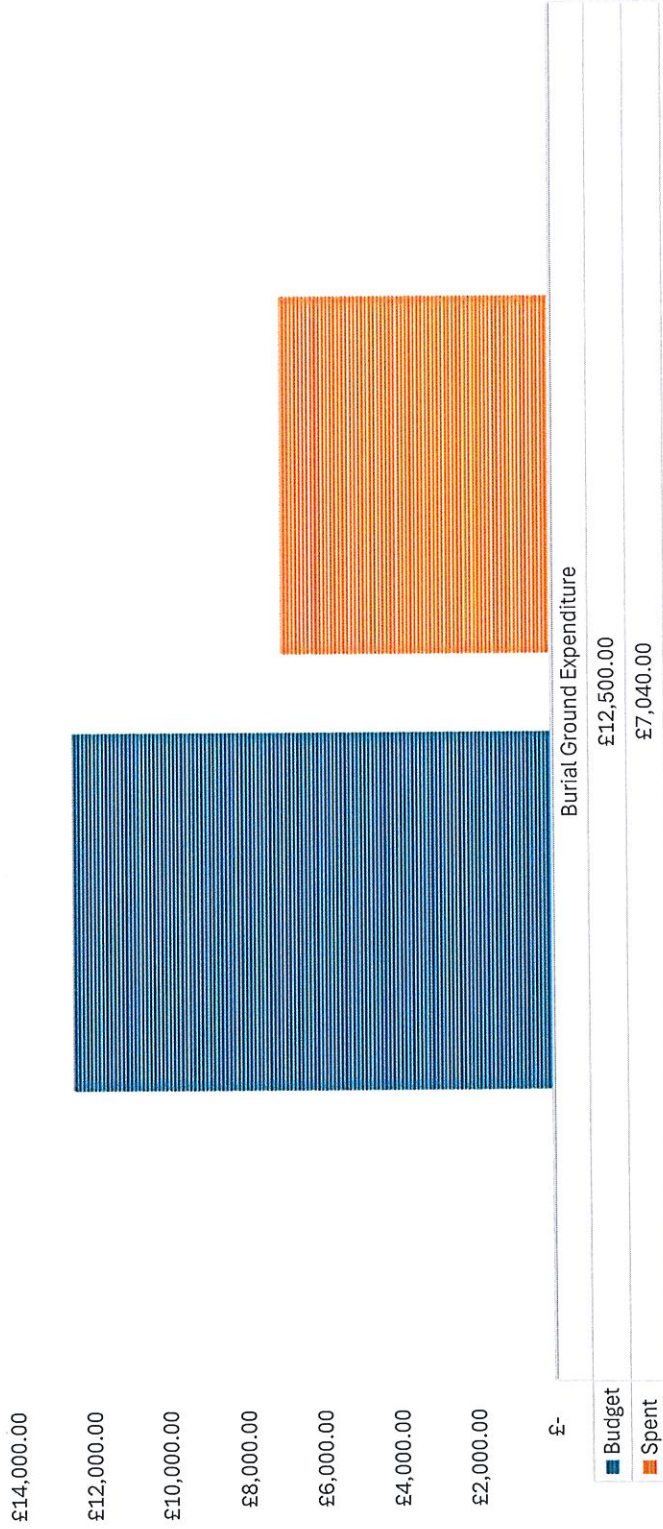
ALLOTMENT EXPENDITURE



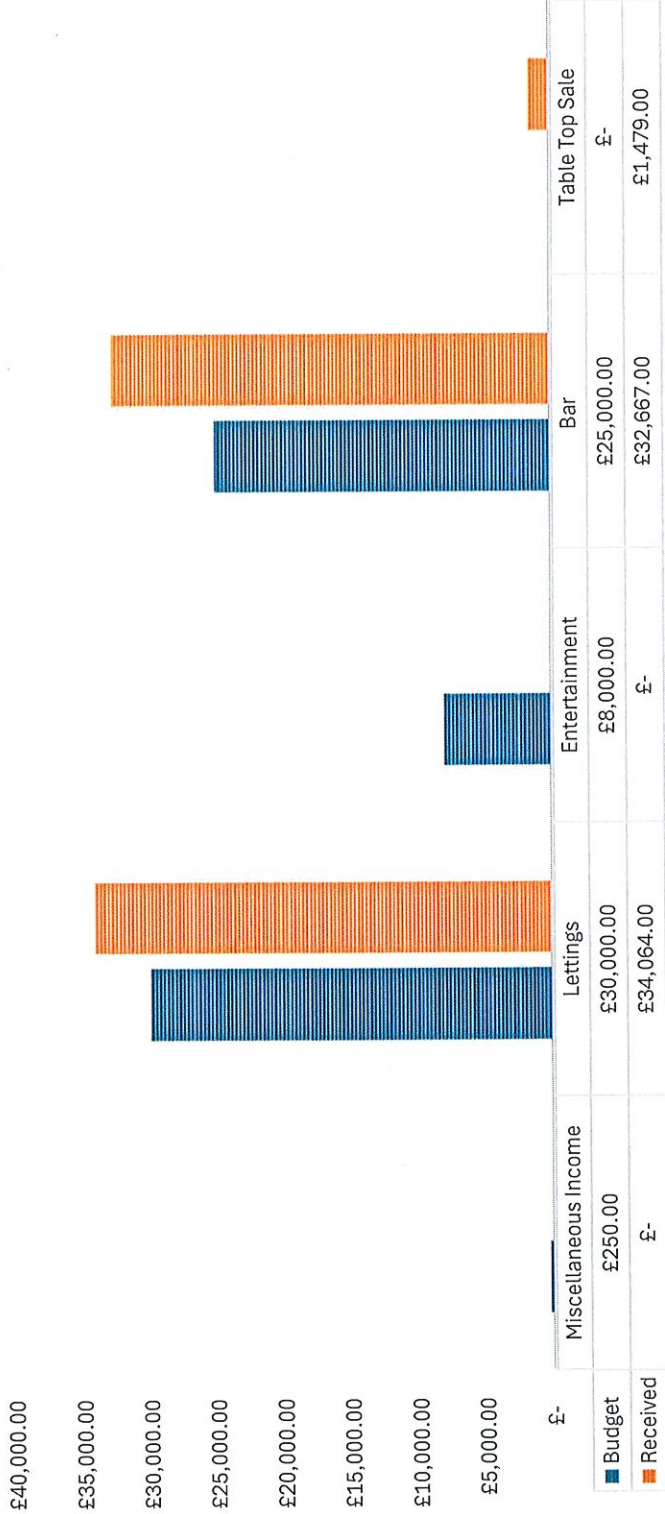
BURIAL GROUND INCOME



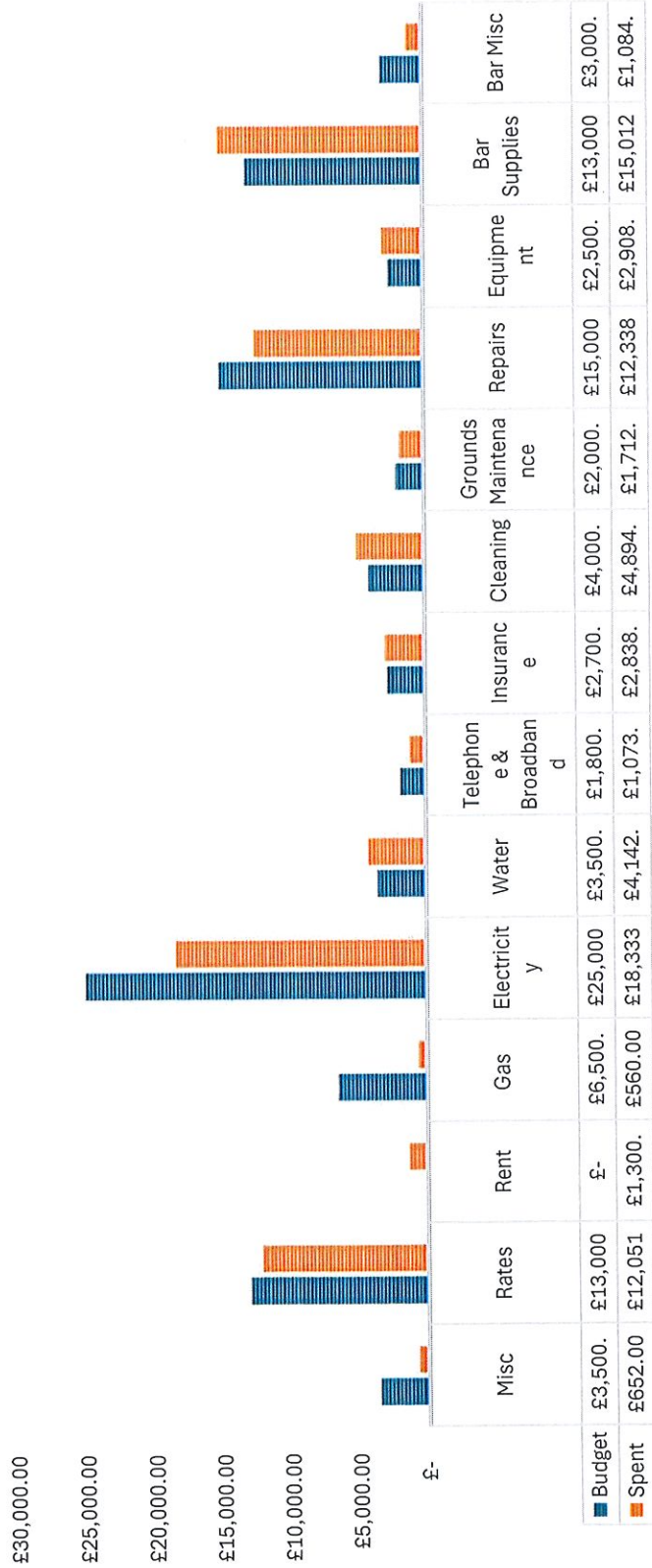
BURIAL GROUND EXPENDITURE



COMMUNITY CENTRE INCOME



COMMUNITY CENTRE EXPENDITURE



SPORTS & RECREATION EXPENDITURE

