

**Ruan Lanihorne Parish Council**  
**Budget Monitoring Report as at 25th October 2020**

|   | 2018-2019       | 2019-2020       | 2019-2020        | 2020-2021       | Spend            | Percentage     | Notes |
|---|-----------------|-----------------|------------------|-----------------|------------------|----------------|-------|
|   | Actual          | Budget          | Actual           | Budget          | to date          | of Budget      |       |
| EXPENSES                                      | £               | £               | £                | £               | £                | £              |       |
| <b>Employee Related Costs</b>                 |                 |                 |                  |                 |                  |                |       |
| Clerk's Salary                                | 2,595.25        | 3,000.00        | 3,151.11         | 3,000.00        | 1,667.77         | 55.59%         |       |
| Clerk's Expenses                              | 210.00          | 250.00          | 260.00           | 250.00          | 120.00           | 48.00%         |       |
| PAYE  | 648.60          | 750.00          | 787.60           | 750.00          | 224.80           | 29.97%         |       |
| <b>Total Employee Related Costs</b>           | <b>3,453.85</b> | <b>4,000.00</b> | <b>4,198.71</b>  | <b>4,000.00</b> | <b>2,012.57</b>  | <b>50.31%</b>  |       |
| <b>Administration Costs</b>                   |                 |                 |                  |                 |                  |                |       |
| Office Supplies                               | 51.24           | 100.00          | 7.32             | 100.00          | 15.29            | 15.29%         |       |
| Insurance                                     | 432.70          | 435.00          | 438.46           | 439.00          | 444.38           | 101.23%        |       |
| Subscriptions                                 | 149.55          | 175.00          | 167.50           | 176.00          | 180.90           | 102.78%        |       |
| Website                                       | -               | 50.00           | -                | 50.00           | -                | 0.00%          |       |
| <b>Total Administration Costs</b>             | <b>633.49</b>   | <b>760.00</b>   | <b>613.28</b>    | <b>765.00</b>   | <b>640.57</b>    | <b>83.73%</b>  |       |
| <b>Other Expenses</b>                         |                 |                 |                  |                 |                  |                |       |
| Training and Meetings                         | 32.70           | 100.00          | -                | 100.00          | -                | 0.00%          |       |
| Electricity                                   | 548.99          | 200.00          | 270.00           | 250.00          | 126.00           | 50.40%         |       |
| Water   | 47.93           | 100.00          | 50.58            | 100.00          | 38.74            | 38.74%         |       |
| Assets Maintenance                            | 261.60          | 1,750.00        | 5,190.33         | 1,850.00        | 39.37            | 2.13%          |       |
| Footpath Maintenance                          | 280.00          | 300.00          | 290.10           | 300.00          | -                | 0.00%          |       |
| Internal auditor                              | -               | 250.00          | -                | 250.00          | -                | 0.00%          |       |
| Grants  | -               | 50.00           | -                | 50.00           | 50.00            | 100.00%        |       |
| Roseland Plan Steering Group                  | -               | -               | -                | -               | -                | N/A            |       |
| Sundry  | 100.00          | 200.00          | 40.00            | 200.00          | 4.30             | 2.15%          |       |
| Contingency including possible election costs | -               | 250.00          | -                | 250.00          | -                | 0.00%          |       |
| <b>Total Other Expenses</b>                   | <b>1,271.22</b> | <b>3,200.00</b> | <b>5,841.01</b>  | <b>3,350.00</b> | <b>258.41</b>    | <b>7.71%</b>   |       |
| <b>VAT Paid</b>                               | <b>71.56</b>    | <b>-</b>        | <b>972.94</b>    | <b>-</b>        | <b>23.59</b>     | <b>-</b>       |       |
| <b>Total Expenses</b>                         | <b>5,430.12</b> | <b>7,960.00</b> | <b>11,625.94</b> | <b>8,115.00</b> | <b>2,935.14</b>  | <b>36.87%</b>  |       |
| <b>INCOME</b>                                 |                 |                 |                  |                 |                  |                |       |
|   | 2018-2019       | 2019-2020       | 2019-2020        | 2020-2021       | Income           | Percentage     | Notes |
|   | Actual          | Budget          | Actual           | Budget          | to date          | of Budget      |       |
|   | £               | £               | £                | £               | £                | £              |       |
| Precept                                       | 7,385.00        | 7,460.00        | 7,460.00         | 7,600.00        | 7,600.00         | 100.00%        |       |
| Council Tax Support Grant                     | 37.54           | -               | 37.49            | -               | 22.66            | N/A            |       |
| Local Maintenance Partnership                 | 525.08          | 250.00          | 262.58           | 265.00          | -                | 0.00%          |       |
| Room Hire                                     | 555.00          | 250.00          | 1,352.50         | 250.00          | -                | 0.00% *1       |       |
| HMRC - VAT repayment                          | -               | -               | -                | -               | -                | N/A            |       |
| Grant income                                  | 100.00          | -               | -                | -               | 10,000.00        | N/A            |       |
| <b>Total Income</b>                           | <b>8,602.62</b> | <b>7,960.00</b> | <b>9,112.57</b>  | <b>8,115.00</b> | <b>17,622.66</b> | <b>221.39%</b> |       |

\*1 Unlikely to achieve income due to Coronavirus pandemic

| Bank reconciliation:                 | £                | Payments for authorisation:              | £      |
|--------------------------------------|------------------|--|--------|
| Balance c/fwd @ 01/04/2020           | 13,585.66        | HMRC - PAYE                              | 55.40  |
| Add income to date                   | 17,622.66        | Assent Building Control Limited          | 120.00 |
| Less expenditure to date             | 2,935.14         | Phil Green Plant Hire Ltd - pond         | 120.00 |
| Plus O/S Cheques                     |                  | Tomas Hill - October salary and expenses | 252.34 |
| <b>Total funds held @ 25/10/2020</b> | <b>28,273.18</b> | Glyn Tucker - public rights of way       | 280.00 |

**827.74**