

**SUDBURY TOWN COUNCIL****MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN SUDBURY TOWN HALL  
ON TUESDAY 7<sup>TH</sup> OCTOBER 2025 AT 6.30PM**

Committee members present: Mr N Bennett – Chair  
Mrs M Barrett  
Mr S Hall  
Mr T Regester  
Mr N Younger  
Mr A Welsh – ex-officio as the Mayor

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

1. **SUBSTITUTES AND APOLOGIES**

**Apologies for absence had been received from Councillors Mr J Collier, Mr J Jeagar and Miss A Owen.**

2. **DECLARATIONS OF INTEREST**

**Councillor Mr T Regester declared that he was a Babergh District Councillor.  
Councillor Mr S Hall declared that he would propose a small addition to the minutes of the previous meeting.**

3. **DECLARATIONS OF GIFTS AND HOSPITALITY**

**No declarations of gifts or hospitality were made.**

4. **REQUESTS FOR DISPENSATION**

**No requests for dispensation had been received.**

5. **MINUTES**

**RESOLVED**

**That the word 'Sudbury' be added before the word 'Defibrillators' in item 7.9 of the draft minutes.  
That the minutes of the meeting of the Extraordinary Finance Committee held on 23<sup>rd</sup> September 2025 be confirmed and signed as an accurate record.**

6. **ACTIONS FROM PREVIOUS MINUTES**

The Town Clerk and RFO confirmed all previous actions has been completed.

**RESOLVED**

**To note there were no outstanding actions.**

7. TO APPROVE THE BANK PAYMENTS FOR AUGUST 2025

The list of payments in excess of £500 and direct debits payments for August 2025 were presented to members for their approval (a copy list is shown **at minute pages 792 to 793**)

**RESOLVED**

**To approve all listed payments over £500 and all direct debits for August 2025.**

8. TO REVIEW THE INCOME AND EXPENDITURE REPORTS FOR AUGUST 2025

Members had read the income and expenditure reports dated 1<sup>st</sup> to 31<sup>st</sup> August 2025 which had been circulated with the agenda. These are shown at **minute pages 794 to 803**.

**RESOLVED**

**To note the income and expenditure reports for August 2025.**

9. TO REVIEW THE FINANCIAL SITUATION AT THE END OF SEPTEMBER 2025

The RFO produced the income and expenditure report of the financial situation at the end of September 2025, as shown at **minute pages 804 to 813**.

The Town Clerk went through the report in detail and highlighted cost centres where the budget had exceeded the projected 50% expenditure at the mid-point of the financial year.

**RESOLVED**

**To note the financial situation at the end of September 2025, which was the mid-point of the financial year.**

10. TO REVIEW THE EXTERNAL AUDITOR'S REPORT FOR FY2024-2025 AND AUTHORISED THE PAYMENT OF THE INVOICE FROM PKF LITTLE JOHN FOR £2,100 EXCLUDING VAT

The RFO confirmed that the external Auditors (PKF Little John) had returned an Audit opinion of full compliance with proper practises and there were no other matters of concern. It was recommended that the PKF invoice be paid.

**RESOLVED**

**To note the Audit opinion as detailed in the AGAR shown at **minute page 814**.**

**That, under the power of the Local Government Act 1972, s.111, the expenditure of £2,100 excluding VAT is authorised for the External Auditor.**

11. TO REVIEW THE INTERNAL CONTROL REPORT COMPLETED BY CLLR N BENNETT AND THE RFO REPORT

The RFO reported that quarter one Internal Control checks had been completed by Councillor Bennett who reviewed income and expenditure by sampling invoices and receipts. The RFO identified that the Asset Register still needed to be input on to Rialtas before the end of the financial year. These are shown at **minute pages 815 to 819**.

**RESOLVED**

**To note the Internal Control Reports for quarter one.**

12. TO REVIEW THE DRAFT BUDGET FOR FINANCIAL YEAR 2026 TO 2027

The Town Clerk produced the first draft of the budget for financial year 2026-2027 and the committee discussed each area.

**RESOLVED**

**To note the draft budget for Financial Year 2026-2027.**

**To ask the Leisure and Environment Committee to review the charges for Town Council services and include their recommended changes in the next draft budget for the November meeting of the Finance Committee.**

13. TO RECEIVE AN UPDATE FROM THE TOWN CLERK AND THE RFO ON FINANCIAL MATTERS

The Town Clerk and the RFO gave an update on the Council's financial position as at end of September including average monthly spend and transfers from savings accounts required to ensure that the Council had sufficient liquidity each month.

**RESOLVED**

**To note the Town Clerk's and RFO's update.**

The business of the meeting concluded at 7.57pm.

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Chairman

## Bank Current Account

## List of Payments made between 01/08/2025 and 30/08/2025

| Date Paid  | Payee Name                     | Reference | Amount Paid | Authorized Ref | Transaction Detail             |
|------------|--------------------------------|-----------|-------------|----------------|--------------------------------|
| 01/08/2025 | Lex Autolease Limited          | DD        | 1,277.22    |                | Lex Lease X2 Vans-31/07-01/09  |
| 04/08/2025 | POST OFFICE                    | DEB       | 3.20        |                | POST OFFICE - STAMP TO GERMANY |
| 05/08/2025 | Essex Industrial Doors Ltd     | FPO       | 67.20       |                | INV03145/9371/Essex Industrial |
| 05/08/2025 | Sudbury Common Lands Charity   | FPI       | 2,252.63    |                | INV2/25/9370/Sudbury Common La |
| 05/08/2025 | Masquerade - Costume Hire      | FPI.      | 270.00      |                | INV 0568/9368/Masquerade - Cos |
| 05/08/2025 | White Dragon Archery Centre    | FPI .     | 400.00      |                | INV 00778/9369/White Dragon Ar |
| 05/08/2025 | Gofer Limited                  | FPI       | -499.20     |                | Generator Fuel Refund-20/07    |
| 05/08/2025 | County Broadband Ltd           | DD        | 54.60       |                | Real Fibre -03/08-02/09/25     |
| 06/08/2025 | SGW Payroll Ltd                | DD        | 115.26      |                | Monthly Payroll Support-July25 |
| 06/08/2025 | Allstar Business Solutions Lim | DD        | 96.41       |                | AllStar Fees                   |
| 07/08/2025 | GLSDON UK LTD                  | DEB       | 589.58      |                | MULIT PURPOSE BARROW           |
| 08/08/2025 | WORLD OF BOOKS                 | DEB       | 36.99       |                | X10 OS MAPS FOR RESALE         |
| 08/08/2025 | G A Smith Gardening Services L | FPO.      | 1,000.00    |                | INV STC 074/9383/G A Smith Gar |
| 08/08/2025 | NES Solutions                  | FPO .     | 302.94      |                | INV 89483/9384/NES Solutions   |
| 08/08/2025 | Radius Design                  | FPO .     | 120.00      |                | INV 5948/9385/Radius Design    |
| 08/08/2025 | Perninsula                     | DD        | 390.38      |                | INV U005111246/9391/Perninsula |
| 13/08/2025 | Suffolk County Council         | FPO       | 270.00      |                | INV 9301925/9382/Suffolk Count |
| 13/08/2025 | Allstar Business Solutions Lim | DD        | 38.89       |                | INVE2020768741/9395/Allstar Bu |
| 13/08/2025 | Suffolk County Council         | FPO       | -270.00     |                | Suffolk County Council         |
| 13/08/2025 | Suffolk County Council         | FPO       | 270.00      |                | 9301925/9373/2021/Suffolk Coun |
| 14/08/2025 | Radius Telematics Limited      | DD.       | 28.80       |                | INVUK999924/9386/Radius Telema |
| 14/08/2025 | British Gas                    | DD .      | 7.28        |                | INV 11903514/9390/British Gas  |
| 15/08/2025 | TESCO                          | DEB       | 148.51      |                | TESCO VJ DAY FOOD 2025         |
| 15/08/2025 | SAINSBURY                      | DEB       | 5.30        |                | SAINSBURY S/MKTS               |
| 15/08/2025 | Babergh Business Rates         | DD        | 803.00      |                | BDC Bus Rates - Aug25          |
| 15/08/2025 | Babergh Business Rates         | DD        | 561.00      |                | BDC Bus Rates 1st Flr - Aug 25 |
| 15/08/2025 | Babergh Business Rates         | DD        | 551.00      |                | BDC Bus Rates Aug 25           |
| 15/08/2025 | Babergh Business Rates         | DD        | 447.00      |                | BDC Bus Rates Aug 25           |
| 15/08/2025 | Babergh Business Rates         | DD        | 143.00      |                | BDC Bus Rates Shed Aug 25      |
| 18/08/2025 | QD STORES                      | DEB       | 31.96       |                | PARASOLS FOR PICNIC BENCHES    |
| 19/08/2025 | Ernest Doe & Sons Ltd          | FPO       | 36.86       |                | INV 614340/9380/Ernest Doe & S |
| 19/08/2025 | Jonathan Lambert Ltd           | FPO.      | 360.00      |                | INV/9375/Jonathan Lambert Ltd  |
| 19/08/2025 | Felix of Long Melford          | FPO .     | 813.33      |                | FELIX TICKETS JULY 2025        |
| 19/08/2025 | 3IT Ltd                        | fpo .     | 436.40      |                | INV 57272/9376/3IT Ltd         |
| 19/08/2025 | Baldwin Alarms                 | FPO .     | 102.00      |                | INV-120525/9377/Baldwin Alarms |
| 19/08/2025 | Babergh District Council       | FPO .     | 138.00      |                | 1000018559/9378/Babergh Distri |
| 20/08/2025 | Allstar Business Solutions Lim | DD.       | 20.78       |                | INVE2020794736/9396/Allstar Bu |
| 21/08/2025 | Baldwin Alarms                 | FPO       | 4.80        |                | INV-120544/9394/Baldwin Alarms |
| 21/08/2025 | Rialtas Business Solutions Lim | FPO.      | 667.20      |                | INV 33105/9393/Rialtas Busines |
| 21/08/2025 | Mrs Pamela Pudney              | FPO .     | 50.05       |                | SUDBURY TIC/25 JUL/9388/Mrs Pa |
| 21/08/2025 | Paula Stevens                  | FPO .     | 16.00       |                | INV 2025-002/9387/Paula Steven |
| 21/08/2025 | Babergh District Council       | FPO .     | 140.00      |                | INV1000018837/9392/Babergh Dis |
| 21/08/2025 | Hevey Building Supplies Ltd    | FPI       | 32.62       |                | INV I1950288/9389/Hevey Buildi |
| 21/08/2025 | JRB ENTERPRISES                | DEB       | 819.60      |                | JRB ENTERPRISES                |
| 22/08/2025 | STC STAFF PAYROLL-AUG 25       | BP        | 28,485.25   |                | STC STAFF PAYROLL-AUG 25       |
| 22/08/2025 | Mr James Grundy                | FPO       | 77.37       |                | INV SUD0220825/9397/Mr James G |
| 22/08/2025 | SUFFOLK CC PENSION             | FPO       | 5,562.46    |                | SUFFOLK CC PENSION 10000000160 |

## Bank Current Account

## List of Payments made between 01/08/2025 and 30/08/2025

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 22/08/2025            | HMRC                           | FPO              | 10,721.39          |                       | HMRC-PAYE/NIC 06/07-05/08/25   |
| 26/08/2025            | Miss Rebecca J Griffiths       | FPO              | 545.00             |                       | Stilts & Bubbles St.food-24/08 |
| 26/08/2025            | Turner Tool Hire Ltd           | FPO.             | 155.82             |                       | INV 229511/9399/Turner Tool Hi |
| 26/08/2025            | EE Limited                     | DD               | 75.55              |                       | EE Mobile Phones               |
| 27/08/2025            | Allstar Business Solutions Lim | DD               | 122.47             |                       | AllStar charges                |
| 27/08/2025            | NEST                           | DD               | 39.34              |                       | NEST IT000000933597            |
| 27/08/2025            | Iceland                        | DEB              | 1.65               |                       | Milk                           |
| 27/08/2025            | Sudbury Office Supplies        | FPO              | 119.70             |                       | INV 00805150/9400/Sudbury Offi |
| 28/08/2025            | Sudbury Office Supplies        | FPO.             | 33.69              |                       | INV 0080570/9401/Sudbury Offic |
| 28/08/2025            | Ernest Doe & Sons Ltd          | FPO .            | 124.96             |                       | Sue Workwear                   |
| 28/08/2025            | LLOYDS SERVICE CHARGES         | PAY              | 41.29              |                       | SERVICE CHARGES REF 462833749  |
| 29/08/2025            | Ernest Doe & Sons Ltd          | BP               | 127.96             |                       | Wendy Workwear                 |
| 29/08/2025            | Birketts LLP                   | FPO              | 1,200.00           |                       | solicitor charges              |
| 29/08/2025            | Rialtas Business Solutions Lim | FPO.             | 132.00             |                       | Staff Training 26.08.25        |
| 29/08/2025            | Cloud 9 Roadshow               | FPO .            | 785.00             |                       | CLoud 9 PA Street Food         |
| 29/08/2025            | Anglian Water                  | FPO .            | 344.87             |                       | A Water Allotments 04/05-03/08 |
| <b>Total Payments</b> |                                |                  | <u>61,846.36</u>   |                       |                                |

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

|                                                          | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|----------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>101 Corporate Management</b>                          |                       |                        |                       |                          |                          |                    |              |                         |
| 1045 Neighbourhood CIL                                   | 0                     | 2,564                  | 0                     | (2,564)                  |                          |                    | 0.0%         | 2,564                   |
| 1176 Precept                                             | 0                     | 429,200                | 858,400               | 429,200                  |                          |                    | 50.0%        |                         |
| Corporate Management :- Income                           | <b>0</b>              | <b>431,764</b>         | <b>858,400</b>        | <b>426,636</b>           |                          |                    | <b>50.3%</b> | <b>2,564</b>            |
| <b>Net Income</b>                                        | <b>0</b>              | <b>431,764</b>         | <b>858,400</b>        | <b>426,636</b>           |                          |                    |              |                         |
| 6001 less Transfer to EMR                                | 0                     | 2,564                  | 0                     | (2,564)                  |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                    | <b>0</b>              | <b>429,200</b>         | <b>858,400</b>        | <b>429,200</b>           |                          |                    |              |                         |
| <b>102 Democratic Represent'n &amp; Mgmt</b>             |                       |                        |                       |                          |                          |                    |              |                         |
| 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<br>Expenditure | <b>0</b>              | <b>0</b>               | <b>8,000</b>          | <b>8,000</b>             | <b>0</b>                 | <b>8,000</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                                   | <b>0</b>              | <b>0</b>               | <b>(8,000)</b>        | <b>(8,000)</b>           |                          |                    |              |                         |
| <b>103 Grants</b>                                        |                       |                        |                       |                          |                          |                    |              |                         |
| 4303 Grants Power General                                | 0                     | 720                    | 50,000                | 49,280                   |                          | 49,280             | 1.4%         |                         |
| Grants :- Indirect Expenditure                           | <b>0</b>              | <b>720</b>             | <b>50,000</b>         | <b>49,280</b>            | <b>0</b>                 | <b>49,280</b>      | <b>1.4%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                                   | <b>0</b>              | <b>(720)</b>           | <b>(50,000)</b>       | <b>(49,280)</b>          |                          |                    |              |                         |
| <b>109 Central Services/Admin</b>                        |                       |                        |                       |                          |                          |                    |              |                         |
| 1098 Miscellaneous Income                                | 0                     | 0                      | 10                    | 10                       |                          |                    | 0.0%         |                         |
| 1190 Bank Interest Receivable                            | 2,841                 | 15,655                 | 42,300                | 26,645                   |                          |                    | 37.0%        |                         |
| Central Services/Admin :- Income                         | <b>2,841</b>          | <b>15,655</b>          | <b>42,310</b>         | <b>26,655</b>            |                          |                    | <b>37.0%</b> | <b>0</b>                |
| 4001 Salaries & Wages                                    | 17,367                | 81,959                 | 232,050               | 150,091                  |                          | 150,091            | 35.3%        |                         |
| 4008 Training, Courses, Meetings                         | 668                   | 1,263                  | 4,500                 | 3,237                    |                          | 3,237              | 28.1%        |                         |
| 4009 Travel & Subsistence                                | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4010 Misc Staff Costs                                    | 12                    | 75                     | 370                   | 296                      |                          | 296                | 20.1%        |                         |
| 4016 Refuse Disposal                                     | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%         |                         |
| 4020 Miscellaneous Expenses                              | (9)                   | 137                    | 420                   | 283                      |                          | 283                | 32.5%        |                         |
| 4021 Mobile Telephones & Broadband                       | 0                     | 228                    | 660                   | 433                      |                          | 433                | 34.5%        |                         |
| 4022 Postage                                             | 18                    | 18                     | 340                   | 323                      |                          | 323                | 5.1%         |                         |
| 4023 Printing & Stationery                               | 128                   | 799                    | 2,600                 | 1,801                    |                          | 1,801              | 30.7%        |                         |
| 4025 Subscriptions and membership                        | 0                     | 2,260                  | 2,550                 | 290                      |                          | 290                | 88.6%        |                         |
| 4026 Insurance                                           | 0                     | 9,208                  | 8,940                 | (268)                    |                          | (268)              | 103.0%       |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

|                                                | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4033 Advertising/Press Releases                | 0                     | 300                    | 600                   | 300                      |                          | 300                | 50.0%        |                         |
| 4041 Equipt Repairs & Mtce                     | 0                     | 120                    | 200                   | 80                       |                          | 80                 | 60.2%        |                         |
| 4042 Equipt Running Costs/Rental               | 0                     | 2,408                  | 3,040                 | 632                      |                          | 632                | 79.2%        |                         |
| 4043 Equipt/Small Tools Purchase               | 0                     | 84                     | 6,300                 | 6,216                    |                          | 6,216              | 1.3%         |                         |
| 4044 IT Support/Software Mtce                  | 364                   | 7,574                  | 12,070                | 4,496                    |                          | 4,496              | 62.7%        |                         |
| 4052 Bank & Cardnet Charges                    | 41                    | 172                    | 700                   | 528                      |                          | 528                | 24.6%        |                         |
| 4060 Audit Fees - External                     | 0                     | 0                      | 2,310                 | 2,310                    |                          | 2,310              | 0.0%         |                         |
| 4061 Audit Fees - Internal                     | 0                     | 696                    | 770                   | 74                       |                          | 74                 | 90.3%        |                         |
| 4064 Other Professional Fees                   | 2,953                 | 13,723                 | 19,340                | 5,617                    |                          | 5,617              | 71.0%        |                         |
| 4110 Staff Welfare                             | 1                     | 142                    | 250                   | 108                      |                          | 108                | 57.0%        |                         |
| 4900 Assets Capitalised                        | 0                     | 750                    | 0                     | (750)                    |                          | (750)              | 0.0%         | 750                     |
| Central Services/Admin :- Indirect Expenditure | <b>21,542</b>         | <b>121,915</b>         | <b>298,810</b>        | <b>176,895</b>           | <b>0</b>                 | <b>176,895</b>     | <b>40.8%</b> | <b>750</b>              |
| <b>Net Income over Expenditure</b>             | <b>(18,701)</b>       | <b>(106,260)</b>       | <b>(256,500)</b>      | <b>(150,240)</b>         |                          |                    |              |                         |
| 6000 plus Transfer from EMR                    | 0                     | 750                    | 0                     | (750)                    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>          | <b>(18,701)</b>       | <b>(105,510)</b>       | <b>(256,500)</b>      | <b>(150,990)</b>         |                          |                    |              |                         |
| <b>201 Market - Charter Street</b>             |                       |                        |                       |                          |                          |                    |              |                         |
| 1020 Market Rent & Tolls                       | 6,765                 | 33,793                 | 78,000                | 44,207                   |                          |                    | 43.3%        |                         |
| 1021 Market Electricity Recovered              | 362                   | 1,764                  | 4,200                 | 2,436                    |                          |                    | 42.0%        |                         |
| 1079 Licence income                            | 0                     | 42                     | 250                   | 208                      |                          |                    | 16.8%        |                         |
| Market - Charter Street :- Income              | <b>7,126</b>          | <b>35,599</b>          | <b>82,450</b>         | <b>46,851</b>            |                          |                    | <b>43.2%</b> | <b>0</b>                |
| 4001 Salaries & Wages                          | 3,702                 | 19,667                 | 56,360                | 36,693                   |                          | 36,693             | 34.9%        |                         |
| 4007 Workwear and Footwear                     | 0                     | 49                     | 250                   | 201                      |                          | 201                | 19.6%        |                         |
| 4008 Training, Courses, Meetings               | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4011 Rates                                     | 447                   | 2,235                  | 5,670                 | 3,435                    |                          | 3,435              | 39.4%        |                         |
| 4012 Water                                     | 0                     | 70                     | 400                   | 330                      |                          | 330                | 17.5%        |                         |
| 4014 Electricity                               | 0                     | 337                    | 2,000                 | 1,663                    |                          | 1,663              | 16.8%        |                         |
| 4016 Refuse Disposal                           | 0                     | 0                      | 10,000                | 10,000                   |                          | 10,000             | 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                     | 13                     | 100                   | 87                       |                          | 87                 | 13.2%        |                         |
| 4021 Mobile Telephones & Broadband             | 8                     | 39                     | 190                   | 151                      |                          | 151                | 20.7%        |                         |
| 4023 Printing & Stationery                     | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4025 Subscriptions and membership              | 0                     | 434                    | 450                   | 16                       |                          | 16                 | 96.4%        |                         |
| 4026 Insurance                                 | (21)                  | (42)                   | 0                     | 42                       |                          | 42                 | 0.0%         |                         |
| 4033 Advertising/Press Releases                | 0                     | 123                    | 2,000                 | 1,877                    |                          | 1,877              | 6.1%         |                         |
| 4041 Equipt Repairs & Mtce                     | 0                     | 0                      | 1,090                 | 1,090                    |                          | 1,090              | 0.0%         |                         |
| 4043 Equipt/Small Tools Purchase               | 27                    | 36                     | 2,000                 | 1,964                    |                          | 1,964              | 1.8%         |                         |
| 4052 Bank & Cardnet Charges                    | 0                     | 104                    | 0                     | (104)                    |                          | (104)              | 0.0%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

|                                                 | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4069 Licences                                   | 0                     | 70                     | 200                   | 130                      |                          | 130                | 35.0%         |                         |
| 4110 Staff Welfare                              | 0                     | 0                      | 50                    | 50                       |                          | 50                 | 0.0%          |                         |
| Market - Charter Street :- Indirect Expenditure | <b>4,163</b>          | <b>23,136</b>          | <b>81,960</b>         | <b>58,824</b>            | <b>0</b>                 | <b>58,824</b>      | <b>28.2%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>              | <b>2,964</b>          | <b>12,463</b>          | <b>490</b>            | <b>(11,973)</b>          |                          |                    |               |                         |
| <b>205 Council Public Events</b>                |                       |                        |                       |                          |                          |                    |               |                         |
| 1030 Function Income                            | 410                   | 1,227                  | 3,000                 | 1,773                    |                          |                    | 40.9%         |                         |
| 1040 Grants Receivable                          | 0                     | 1,350                  | 0                     | (1,350)                  |                          |                    | 0.0%          |                         |
| 1068 Party in the Park Income                   | 0                     | 2,620                  | 2,000                 | (620)                    |                          |                    | 131.0%        |                         |
| Council Public Events :- Income                 | <b>410</b>            | <b>5,197</b>           | <b>5,000</b>          | <b>(197)</b>             |                          |                    | <b>103.9%</b> | <b>0</b>                |
| 4001 Salaries & Wages                           | 3,333                 | 7,896                  | 26,880                | 18,984                   |                          | 18,984             | 29.4%         |                         |
| 4008 Training, Courses, Meetings                | 0                     | 0                      | 150                   | 150                      |                          | 150                | 0.0%          |                         |
| 4023 Printing & Stationery                      | 0                     | 24                     | 50                    | 26                       |                          | 26                 | 47.8%         |                         |
| 4052 Bank & Cardnet Charges                     | 0                     | 56                     | 0                     | (56)                     |                          | (56)               | 0.0%          |                         |
| 4102 Fair Expenses                              | 0                     | 125                    | 4,460                 | 4,335                    |                          | 4,335              | 2.8%          |                         |
| 4128 Party in the Park Expenses                 | 140                   | 7,043                  | 4,060                 | (2,983)                  |                          | (2,983)            | 173.5%        |                         |
| 4135 Other Council Events                       | 785                   | 2,040                  | 8,800                 | 6,760                    |                          | 6,760              | 23.2%         |                         |
| Council Public Events :- Indirect Expenditure   | <b>4,258</b>          | <b>17,185</b>          | <b>44,400</b>         | <b>27,215</b>            | <b>0</b>                 | <b>27,215</b>      | <b>38.7%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>              | <b>(3,848)</b>        | <b>(11,987)</b>        | <b>(39,400)</b>       | <b>(27,413)</b>          |                          |                    |               |                         |
| <b>206 Town Economy</b>                         |                       |                        |                       |                          |                          |                    |               |                         |
| 1030 Function Income                            | 0                     | 830                    | 0                     | (830)                    |                          |                    | 0.0%          |                         |
| 1040 Grants Receivable                          | 0                     | 11,422                 | 0                     | (11,422)                 |                          |                    | 0.0%          | 11,090                  |
| Town Economy :- Income                          | <b>0</b>              | <b>12,252</b>          | <b>0</b>              | <b>(12,252)</b>          |                          |                    |               | <b>11,090</b>           |
| 4001 Salaries & Wages                           | 1,347                 | 7,383                  | 17,960                | 10,577                   |                          | 10,577             | 41.1%         |                         |
| 4008 Training, Courses, Meetings                | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4009 Travel & Subsistence                       | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%          |                         |
| 4020 Miscellaneous Expenses                     | 0                     | 317                    | 1,300                 | 983                      |                          | 983                | 24.4%         |                         |
| 4025 Subscriptions and membership               | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0%          |                         |
| 4033 Advertising/Press Releases                 | 0                     | 163                    | 1,800                 | 1,637                    |                          | 1,637              | 9.1%          | 84                      |
| 4042 Equipt Running Costs/Rental                | 0                     | 0                      | 11,300                | 11,300                   |                          | 11,300             | 0.0%          |                         |
| 4044 IT Support/Software Mtce                   | 0                     | 0                      | 480                   | 480                      |                          | 480                | 0.0%          |                         |
| 4048 New equipment/furniture                    | 372                   | 17,546                 | 4,100                 | (13,446)                 |                          | (13,446)           | 428.0%        | 17,174                  |
| 4052 Bank & Cardnet Charges                     | 0                     | 6                      | 0                     | (6)                      |                          | (6)                | 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                 | 3.0%          |                         |
| 4900 Assets Capitalised                         | 0                     | 17,201                 | 0                     | (17,201)                 |                          | (17,201)           | 0.0%          | 17,201                  |
| Town Economy :- Indirect Expenditure            | <b>1,720</b>          | <b>42,618</b>          | <b>41,240</b>         | <b>(1,378)</b>           | <b>0</b>                 | <b>(1,378)</b>     | <b>103.3%</b> | <b>34,459</b>           |
| <b>Net Income over Expenditure</b>              | <b>(1,720)</b>        | <b>(30,366)</b>        | <b>(41,240)</b>       | <b>(10,874)</b>          |                          |                    |               |                         |
| 6000 plus Transfer from EMR                     | 0                     | 34,459                 | 0                     | (34,459)                 |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

|            |                                                   | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|------------|---------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 6001       | less Transfer to EMR                              | 0                     | 11,090                 | 0                     | (11,090)                 |                          |                    |              |                         |
|            | <b>Movement to/(from) Gen Reserve</b>             | <b>(1,720)</b>        | <b>(6,998)</b>         | <b>(41,240)</b>       | <b>(34,242)</b>          |                          |                    |              |                         |
| <u>211</u> | <u>Town Hall Building</u>                         |                       |                        |                       |                          |                          |                    |              |                         |
| 1000       | Letting Income                                    | 68                    | 5,456                  | 15,000                | 9,544                    |                          |                    | 36.4%        |                         |
| 1016       | Rent from Registrar                               | 0                     | 0                      | 12,500                | 12,500                   |                          |                    | 0.0%         |                         |
|            | <b>Town Hall Building :- Income</b>               | <b>68</b>             | <b>5,456</b>           | <b>27,500</b>         | <b>22,044</b>            |                          |                    | <b>19.8%</b> | <b>0</b>                |
| 4001       | Salaries & Wages                                  | 152                   | 4,395                  | 13,700                | 9,305                    | 9,305                    |                    | 32.1%        |                         |
| 4004       | Cleaners & Casual payroll costs                   | 1,373                 | 6,525                  | 15,000                | 8,475                    | 8,475                    |                    | 43.5%        |                         |
| 4007       | Workwear and Footwear                             | 0                     | 79                     | 100                   | 21                       | 21                       |                    | 79.2%        |                         |
| 4008       | Training, Courses, Meetings                       | 0                     | 0                      | 500                   | 500                      | 500                      |                    | 0.0%         |                         |
| 4011       | Rates                                             | 1,507                 | 7,542                  | 11,260                | 3,718                    | 3,718                    |                    | 67.0%        |                         |
| 4012       | Water                                             | 0                     | 177                    | 630                   | 453                      | 453                      |                    | 28.1%        |                         |
| 4013       | Gas                                               | 6                     | 27                     | 7,500                 | 7,473                    | 7,473                    |                    | 0.4%         |                         |
| 4014       | Electricity                                       | 0                     | 1,858                  | 15,000                | 13,142                   | 13,142                   |                    | 12.4%        |                         |
| 4017       | Cleaning & Consumables                            | 0                     | 297                    | 1,200                 | 903                      | 903                      |                    | 24.8%        |                         |
| 4020       | Miscellaneous Expenses                            | 0                     | 0                      | 250                   | 250                      | 250                      |                    | 0.0%         |                         |
| 4025       | Subscriptions and membership                      | 0                     | 671                    | 0                     | (671)                    | (671)                    |                    | 0.0%         |                         |
| 4040       | Property Repairs & Mtce                           | 0                     | 1,396                  | 31,300                | 29,904                   | 29,904                   |                    | 4.5%         | 1,188                   |
| 4041       | Equipt Repairs & Mtce                             | (68)                  | 35,222                 | 13,900                | (21,322)                 | (21,322)                 |                    | 253.4%       | 30,000                  |
| 4042       | Equipt Running Costs/Rental                       | 0                     | 788                    | 1,160                 | 372                      | 372                      |                    | 67.9%        |                         |
| 4043       | Equipt/Small Tools Purchase                       | 0                     | 319                    | 500                   | 181                      | 181                      |                    | 63.9%        |                         |
| 4063       | Audit and Legal Fees                              | 0                     | 0                      | 1,000                 | 1,000                    | 1,000                    |                    | 0.0%         |                         |
| 4110       | Staff Welfare                                     | 0                     | 1                      | 100                   | 99                       | 99                       |                    | 1.5%         |                         |
| 4987       | Loan Repayment - Capital                          | 0                     | 0                      | 3,570                 | 3,570                    | 3,570                    |                    | 0.0%         |                         |
| 4988       | PWLB Interest 494354                              | 0                     | 0                      | 14,590                | 14,590                   | 14,590                   |                    | 0.0%         |                         |
|            | <b>Town Hall Building :- Indirect Expenditure</b> | <b>2,970</b>          | <b>59,297</b>          | <b>131,260</b>        | <b>71,963</b>            | <b>0</b>                 | <b>71,963</b>      | <b>45.2%</b> | <b>31,188</b>           |
|            | <b>Net Income over Expenditure</b>                | <b>(2,902)</b>        | <b>(53,841)</b>        | <b>(103,760)</b>      | <b>(49,919)</b>          |                          |                    |              |                         |
| 6000       | plus Transfer from EMR                            | 0                     | 31,188                 | 0                     | (31,188)                 |                          |                    |              |                         |
|            | <b>Movement to/(from) Gen Reserve</b>             | <b>(2,902)</b>        | <b>(22,653)</b>        | <b>(103,760)</b>      | <b>(81,107)</b>          |                          |                    |              |                         |
| <u>212</u> | <u>Public Clocks</u>                              |                       |                        |                       |                          |                          |                    |              |                         |
| 4041       | Equipt Repairs & Mtce                             | 0                     | 0                      | 2,500                 | 2,500                    | 2,500                    |                    | 0.0%         |                         |
|            | <b>Public Clocks :- Indirect Expenditure</b>      | <b>0</b>              | <b>0</b>               | <b>2,500</b>          | <b>2,500</b>             | <b>0</b>                 | <b>2,500</b>       | <b>0.0%</b>  | <b>0</b>                |
|            | <b>Net Expenditure</b>                            | <b>0</b>              | <b>0</b>               | <b>(2,500)</b>        | <b>(2,500)</b>           |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

|                                         | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-----------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>214 Street Cleaning</b>              |                       |                        |                       |                          |                          |                    |               |                         |
| 1091 Service Costs Income - Babergh     | 0                     | 18,697                 | 18,700                | 3                        |                          |                    | 100.0%        |                         |
| Street Cleaning :- Income               | <b>0</b>              | <b>18,697</b>          | <b>18,700</b>         | <b>3</b>                 |                          |                    | <b>100.0%</b> | <b>0</b>                |
| 4001 Salaries & Wages                   | 2,569                 | 8,391                  | 25,290                | 16,899                   |                          | 16,899             | 33.2%         |                         |
| 4007 Workwear and Footwear              | 0                     | 55                     | 180                   | 125                      |                          | 125                | 30.6%         |                         |
| 4017 Cleaning & Consumables             | 0                     | 0                      | 900                   | 900                      |                          | 900                | 0.0%          |                         |
| 4020 Miscellaneous Expenses             | 0                     | 0                      | 60                    | 60                       |                          | 60                 | 0.0%          |                         |
| 4041 Equipt Repairs & Mtce              | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0%          |                         |
| 4042 Equipt Running Costs/Rental        | 491                   | 491                    | 400                   | (91)                     |                          | (91)               | 122.8%        |                         |
| 4110 Staff Welfare                      | 0                     | 2                      | 80                    | 78                       |                          | 78                 | 2.1%          |                         |
| Street Cleaning :- Indirect Expenditure | <b>3,060</b>          | <b>8,939</b>           | <b>27,160</b>         | <b>18,221</b>            | <b>0</b>                 | <b>18,221</b>      | <b>32.9%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>      | <b>(3,060)</b>        | <b>9,758</b>           | <b>(8,460)</b>        | <b>(18,218)</b>          |                          |                    |               |                         |
| <b>215 Public Toilets</b>               |                       |                        |                       |                          |                          |                    |               |                         |
| 1091 Service Costs Income - Babergh     | 0                     | 12,465                 | 12,470                | 5                        |                          |                    | 100.0%        |                         |
| Public Toilets :- Income                | <b>0</b>              | <b>12,465</b>          | <b>12,470</b>         | <b>5</b>                 |                          |                    | <b>100.0%</b> | <b>0</b>                |
| 4001 Salaries & Wages                   | 2,488                 | 6,758                  | 18,040                | 11,282                   |                          | 11,282             | 37.5%         |                         |
| 4007 Workwear and Footwear              | 0                     | 71                     | 120                   | 49                       |                          | 49                 | 59.2%         |                         |
| 4017 Cleaning & Consumables             | 0                     | 764                    | 600                   | (164)                    |                          | (164)              | 127.3%        |                         |
| 4020 Miscellaneous Expenses             | 2                     | 2                      | 40                    | 38                       |                          | 38                 | 4.2%          |                         |
| 4042 Equipt Running Costs/Rental        | 0                     | 1,752                  | 1,790                 | 38                       |                          | 38                 | 97.8%         |                         |
| 4110 Staff Welfare                      | 0                     | 0                      | 80                    | 80                       |                          | 80                 | 0.0%          |                         |
| Public Toilets :- Indirect Expenditure  | <b>2,489</b>          | <b>9,346</b>           | <b>20,670</b>         | <b>11,324</b>            | <b>0</b>                 | <b>11,324</b>      | <b>45.2%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>      | <b>(2,489)</b>        | <b>3,119</b>           | <b>(8,200)</b>        | <b>(11,319)</b>          |                          |                    |               |                         |
| <b>221 Allotments</b>                   |                       |                        |                       |                          |                          |                    |               |                         |
| 1010 Rent Receivable                    | 0                     | 240                    | 2,730                 | 2,490                    |                          |                    | 8.8%          |                         |
| Allotments :- Income                    | <b>0</b>              | <b>240</b>             | <b>2,730</b>          | <b>2,490</b>             |                          |                    | <b>8.8%</b>   | <b>0</b>                |
| 4001 Salaries & Wages                   | 262                   | 1,062                  | 2,780                 | 1,718                    |                          | 1,718              | 38.2%         |                         |
| 4012 Water                              | 345                   | 366                    | 250                   | (116)                    |                          | (116)              | 146.2%        |                         |
| 4020 Miscellaneous Expenses             | 4                     | 288                    | 350                   | 62                       |                          | 62                 | 82.4%         |                         |
| 4022 Postage                            | 0                     | 0                      | 70                    | 70                       |                          | 70                 | 0.0%          |                         |
| 4041 Equipt Repairs & Mtce              | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%          |                         |
| Allotments :- Indirect Expenditure      | <b>611</b>            | <b>1,716</b>           | <b>3,750</b>          | <b>2,034</b>             | <b>0</b>                 | <b>2,034</b>       | <b>45.8%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>      | <b>(611)</b>          | <b>(1,476)</b>         | <b>(1,020)</b>        | <b>456</b>               |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

|                                                           | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-----------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>239 Open Spaces&amp;Closed Churchyards</b>             |                       |                        |                       |                          |                          |                    |              |                         |
| 1040 Grants Receivable                                    | 0                     | 0                      | 1,000                 | 1,000                    |                          |                    | 0.0%         |                         |
| Open Spaces&Closed Churchyards :- Income                  | <b>0</b>              | <b>0</b>               | <b>1,000</b>          | <b>1,000</b>             |                          |                    | <b>0.0%</b>  | <b>0</b>                |
| 4001 Salaries & Wages                                     | 553                   | 1,953                  | 5,020                 | 3,067                    |                          | 3,067              | 38.9%        |                         |
| 4014 Electricity                                          | 0                     | 198                    | 912                   | 714                      |                          | 714                | 21.7%        |                         |
| 4028 Refuse/Doggy Bag Supplies                            | 0                     | 1,986                  | 1,250                 | (736)                    |                          | (736)              | 158.8%       | 1,986                   |
| 4040 Property Repairs & Mtce                              | 27                    | 387                    | 800                   | 413                      |                          | 413                | 48.4%        |                         |
| 4045 Grounds Maintenance                                  | 166                   | 931                    | 2,500                 | 1,569                    |                          | 1,569              | 37.2%        |                         |
| 4058 Tree Surgery/Works                                   | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%         |                         |
| 4065 Closed Churchyards maintenance                       | 0                     | 0                      | 9,800                 | 9,800                    |                          | 9,800              | 0.0%         |                         |
| 4066 The Croft maintenance                                | 0                     | 1,418                  | 5,230                 | 3,812                    |                          | 3,812              | 27.1%        |                         |
| 4068 Valley Walk                                          | 0                     | 2,322                  | 4,790                 | 2,468                    |                          | 2,468              | 48.5%        |                         |
| 4109 Dog/Litter Bin emptying                              | (9,213)               | 9,213                  | 9,720                 | 507                      |                          | 507                | 94.8%        |                         |
| Open Spaces&Closed Churchyards :- Indirect<br>Expenditure | <b>(8,466)</b>        | <b>18,408</b>          | <b>45,022</b>         | <b>26,614</b>            | <b>0</b>                 | <b>26,614</b>      | <b>40.9%</b> | <b>1,986</b>            |
| <b>Net Income over Expenditure</b>                        | <b>8,466</b>          | <b>(18,408)</b>        | <b>(44,022)</b>       | <b>(25,614)</b>          |                          |                    |              |                         |
| 6000 plus Transfer from EMR                               | 0                     | 1,986                  | 0                     | (1,986)                  |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                     | <b>8,466</b>          | <b>(16,422)</b>        | <b>(44,022)</b>       | <b>(27,600)</b>          |                          |                    |              |                         |
| <b>241 Cemetery</b>                                       |                       |                        |                       |                          |                          |                    |              |                         |
| 1000 Letting Income                                       | 800                   | 4,000                  | 0                     | (4,000)                  |                          |                    | 0.0%         |                         |
| 1010 Rent Receivable                                      | 60                    | 60                     | 0                     | (60)                     |                          |                    | 0.0%         |                         |
| 1060 Cemetery Fees & Charges                              | 3,140                 | 18,870                 | 48,000                | 29,130                   |                          |                    | 39.3%        |                         |
| Cemetery :- Income                                        | <b>4,000</b>          | <b>22,930</b>          | <b>48,000</b>         | <b>25,070</b>            |                          |                    | <b>47.8%</b> | <b>0</b>                |
| 4001 Salaries & Wages                                     | 5,234                 | 28,902                 | 81,180                | 52,278                   |                          | 52,278             | 35.6%        |                         |
| 4005 Grave Digging Costs                                  | 1,000                 | 2,030                  | 14,400                | 12,370                   |                          | 12,370             | 14.1%        |                         |
| 4007 Workwear and Footwear                                | 0                     | 25                     | 400                   | 375                      |                          | 375                | 6.3%         |                         |
| 4008 Training, Courses, Meetings                          | 0                     | 1,633                  | 700                   | (933)                    |                          | (933)              | 233.2%       |                         |
| 4011 Rates                                                | 551                   | 2,755                  | 6,950                 | 4,195                    |                          | 4,195              | 39.6%        |                         |
| 4012 Water                                                | 0                     | 0                      | 350                   | 350                      |                          | 350                | 0.0%         |                         |
| 4014 Electricity                                          | 0                     | 50                     | 600                   | 550                      |                          | 550                | 8.3%         |                         |
| 4016 Refuse Disposal                                      | 138                   | 761                    | 620                   | (141)                    |                          | (141)              | 122.7%       |                         |
| 4018 Vehicle Rental/Repairs/Exps                          | 0                     | 295                    | 1,000                 | 705                      |                          | 705                | 29.5%        |                         |
| 4019 Diesel                                               | 85                    | 410                    | 1,100                 | 690                      |                          | 690                | 37.2%        |                         |
| 4021 Mobile Telephones & Broadband                        | 8                     | 39                     | 180                   | 141                      |                          | 141                | 21.9%        |                         |
| 4023 Printing & Stationery                                | 0                     | 285                    | 1,550                 | 1,265                    |                          | 1,265              | 18.4%        |                         |
| 4025 Subscriptions and membership                         | 0                     | 105                    | 110                   | 5                        |                          | 5                  | 95.5%        |                         |
| 4040 Property Repairs & Mtce                              | 0                     | 297                    | 13,980                | 13,683                   |                          | 13,683             | 2.1%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

|                                                       | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4041 Equipt Repairs & Mtce                            | 0                     | 229                    | 500                   | 271                      |                          | 271                | 45.8%        |                         |
| 4043 Equipt/Small Tools Purchase                      | 20                    | 115                    | 1,400                 | 1,285                    |                          | 1,285              | 8.2%         |                         |
| 4044 IT Support/Software Mtce                         | 0                     | 53                     | 100                   | 48                       |                          | 48                 | 52.5%        |                         |
| 4045 Grounds Maintenance                              | 0                     | 311                    | 3,000                 | 2,689                    |                          | 2,689              | 10.4%        |                         |
| 4058 Tree Surgery/Works                               | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%         |                         |
| 4064 Other Professional Fees                          | 0                     | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%         |                         |
| 4078 New Cemetery                                     | 0                     | 0                      | 18,500                | 18,500                   |                          | 18,500             | 0.0%         |                         |
| 4080 Flint Lodge Repairs & Maint                      | (1,289)               | 4,651                  | 3,120                 | (1,531)                  |                          | (1,531)            | 149.1%       |                         |
| 4110 Staff Welfare                                    | 0                     | 0                      | 50                    | 50                       |                          | 50                 | 0.0%         |                         |
| Cemetery :- Indirect Expenditure                      | <b>5,747</b>          | <b>42,944</b>          | <b>156,790</b>        | <b>113,846</b>           | <b>0</b>                 | <b>113,846</b>     | <b>27.4%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                    | <b>(1,747)</b>        | <b>(20,014)</b>        | <b>(108,790)</b>      | <b>(88,776)</b>          |                          |                    |              |                         |
| <u>243 War Memorial, Aelfhun &amp; Gains</u>          |                       |                        |                       |                          |                          |                    |              |                         |
| 4040 Property Repairs & Mtce                          | 0                     | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%         |                         |
| War Memorial, Aelfhun & Gains :- Indirect Expenditure | <b>0</b>              | <b>0</b>               | <b>2,500</b>          | <b>2,500</b>             | <b>0</b>                 | <b>2,500</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                                | <b>0</b>              | <b>0</b>               | <b>(2,500)</b>        | <b>(2,500)</b>           |                          |                    |              |                         |
| <u>250 Information Centre</u>                         |                       |                        |                       |                          |                          |                    |              |                         |
| 1018 Books,Maps,publications/Income                   | 70                    | 503                    | 750                   | 247                      |                          |                    | 67.1%        |                         |
| 1019 TIC Agency commission received                   | 54                    | 523                    | 1,000                 | 477                      |                          |                    | 52.3%        |                         |
| 1022 Gift Sales Income                                | 75                    | 233                    | 800                   | 567                      |                          |                    | 29.1%        |                         |
| 1025 TIC Sundry Sales                                 | 1                     | 79                     | 200                   | 121                      |                          |                    | 39.4%        |                         |
| 1031 Foodstuff Sales                                  | 0                     | 0                      | 250                   | 250                      |                          |                    | 0.0%         |                         |
| 1032 Doggy Bag Income                                 | 143                   | 535                    | 1,680                 | 1,145                    |                          |                    | 31.9%        |                         |
| 1035 Colchester Zoo - Do Not Use                      | 0                     | 3                      | 0                     | (3)                      |                          |                    | 0.0%         |                         |
| 1098 Miscellaneous Income                             | 8                     | 35                     | 50                    | 15                       |                          |                    | 70.7%        |                         |
| Information Centre :- Income                          | <b>352</b>            | <b>1,911</b>           | <b>4,730</b>          | <b>2,819</b>             |                          |                    | <b>40.4%</b> | <b>0</b>                |
| 4001 Salaries & Wages                                 | 3,672                 | 16,248                 | 46,530                | 30,282                   |                          | 30,282             | 34.9%        |                         |
| 4008 Training, Courses, Meetings                      | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%         |                         |
| 4020 Miscellaneous Expenses                           | 0                     | 0                      | 180                   | 180                      |                          | 180                | 0.0%         |                         |
| 4022 Postage                                          | 0                     | 2                      | 150                   | 148                      |                          | 148                | 1.3%         |                         |
| 4023 Printing & Stationery                            | 0                     | 22                     | 2,360                 | 2,338                    |                          | 2,338              | 0.9%         |                         |
| 4028 Refuse/Doggy Bag Supplies                        | 683                   | 683                    | 1,400                 | 717                      |                          | 717                | 48.8%        |                         |
| 4040 Property Repairs & Mtce                          | 0                     | 2,405                  | 0                     | (2,405)                  |                          | (2,405)            | 0.0%         |                         |
| 4041 Equipt Repairs & Mtce                            | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4043 Equipt/Small Tools Purchase                      | 0                     | 121                    | 100                   | (21)                     |                          | (21)               | 121.0%       |                         |
| 4049 TIC food purchases for resale                    | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0%         |                         |
| 4052 Bank & Cardnet Charges                           | 19                    | 136                    | 300                   | 164                      |                          | 164                | 45.3%        |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

|                                                      | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4054 TIC Gift Purchases for Resale                   | 0                     | 3                      | 500                   | 497                      |                          | 497                | 0.6%         |                         |
| 4055 TICBooks/Guides/Maps forResale                  | 53                    | 53                     | 300                   | 247                      |                          | 247                | 17.7%        |                         |
| 4110 Staff Welfare                                   | 0                     | 0                      | 150                   | 150                      |                          | 150                | 0.0%         |                         |
| 4900 Assets Capitalised                              | 0                     | 2,595                  | 0                     | (2,595)                  |                          | (2,595)            | 0.0%         |                         |
| Information Centre :- Indirect Expenditure           | <b>4,426</b>          | <b>22,268</b>          | <b>52,620</b>         | <b>30,352</b>            | <b>0</b>                 | <b>30,352</b>      | <b>42.3%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                   | <b>(4,074)</b>        | <b>(20,357)</b>        | <b>(47,890)</b>       | <b>(27,533)</b>          |                          |                    |              |                         |
| <u>252 Christmas Lights</u>                          |                       |                        |                       |                          |                          |                    |              |                         |
| 4001 Salaries & Wages                                | 0                     | 1,473                  | 15,350                | 13,877                   |                          | 13,877             | 9.6%         |                         |
| 4008 Training, Courses, Meetings                     | 0                     | 0                      | 600                   | 600                      |                          | 600                | 0.0%         |                         |
| 4101 Christmas Lights                                | 0                     | 0                      | 7,220                 | 7,220                    |                          | 7,220              | 0.0%         |                         |
| 4104 Christmas Trees                                 | 0                     | 0                      | 3,500                 | 3,500                    |                          | 3,500              | 0.0%         |                         |
| Christmas Lights :- Indirect Expenditure             | <b>0</b>              | <b>1,473</b>           | <b>26,670</b>         | <b>25,197</b>            | <b>0</b>                 | <b>25,197</b>      | <b>5.5%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                               | <b>0</b>              | <b>(1,473)</b>         | <b>(26,670)</b>       | <b>(25,197)</b>          |                          |                    |              |                         |
| <u>261 Museum</u>                                    |                       |                        |                       |                          |                          |                    |              |                         |
| 4020 Miscellaneous Expenses                          | 0                     | 0                      | 50                    | 50                       |                          | 50                 | 0.0%         |                         |
| 4041 Equipt Repairs & Mtce                           | 0                     | 0                      | 800                   | 800                      |                          | 800                | 0.0%         |                         |
| Museum :- Indirect Expenditure                       | <b>0</b>              | <b>0</b>               | <b>850</b>            | <b>850</b>               | <b>0</b>                 | <b>850</b>         | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                               | <b>0</b>              | <b>0</b>               | <b>(850)</b>          | <b>(850)</b>             |                          |                    |              |                         |
| <u>301 Street Lighting</u>                           |                       |                        |                       |                          |                          |                    |              |                         |
| 4014 Electricity                                     | 0                     | 0                      | 3,500                 | 3,500                    |                          | 3,500              | 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              | <b>0</b>              | <b>0</b>               | <b>8,500</b>          | <b>8,500</b>             | <b>0</b>                 | <b>8,500</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                               | <b>0</b>              | <b>0</b>               | <b>(8,500)</b>        | <b>(8,500)</b>           |                          |                    |              |                         |
| <u>302 Street Furniture &amp; Equipment</u>          |                       |                        |                       |                          |                          |                    |              |                         |
| 1098 Miscellaneous Income                            | 0                     | 31                     | 0                     | (31)                     |                          |                    | 0.0%         |                         |
| Street Furniture & Equipment :- Income               | <b>0</b>              | <b>31</b>              | <b>0</b>              | <b>(31)</b>              |                          |                    |              | <b>0</b>                |
| 4020 Miscellaneous Expenses                          | 0                     | 0                      | 50                    | 50                       |                          | 50                 | 0.0%         |                         |
| 4041 Equipt Repairs & Mtce                           | 0                     | 86                     | 750                   | 664                      |                          | 664                | 11.5%        |                         |
| 4043 Equipt/Small Tools Purchase                     | 0                     | 0                      | 550                   | 550                      |                          | 550                | 0.0%         |                         |
| Street Furniture & Equipment :- Indirect Expenditure | <b>0</b>              | <b>86</b>              | <b>1,350</b>          | <b>1,264</b>             | <b>0</b>                 | <b>1,264</b>       | <b>6.4%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                   | <b>0</b>              | <b>(55)</b>            | <b>(1,350)</b>        | <b>(1,295)</b>           |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

|                                                        | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>311 Highways</b>                                    |                       |                        |                       |                          |                          |                    |              |                         |
| 1041 Parking Permits Francis Road                      | 0                     | 2,063                  | 2,250                 | 188                      |                          |                    | 91.7%        |                         |
| Highways :- Income                                     | <b>0</b>              | <b>2,063</b>           | <b>2,250</b>          | <b>188</b>               |                          |                    | <b>91.7%</b> | <b>0</b>                |
| 4020 Miscellaneous Expenses                            | 0                     | 77                     | 100                   | 23                       |                          | 23                 | 77.0%        |                         |
| 4044 IT Support/Software Mtce                          | 0                     | 358                    | 450                   | 93                       |                          | 93                 | 79.4%        |                         |
| Highways :- Indirect Expenditure                       | <b>0</b>              | <b>435</b>             | <b>550</b>            | <b>116</b>               | <b>0</b>                 | <b>116</b>         | <b>79.0%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                     | <b>0</b>              | <b>1,628</b>           | <b>1,700</b>          | <b>72</b>                |                          |                    |              |                         |
| <b>312 Footpaths</b>                                   |                       |                        |                       |                          |                          |                    |              |                         |
| 4014 Electricity                                       | 0                     | 0                      | 800                   | 800                      |                          | 800                | 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                      | <b>0</b>              | <b>0</b>               | <b>3,000</b>          | <b>3,000</b>             | <b>0</b>                 | <b>3,000</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                                 | <b>0</b>              | <b>0</b>               | <b>(3,000)</b>        | <b>(3,000)</b>           |                          |                    |              |                         |
| <b>321 Floral Displays &amp; Bedding Mtce</b>          |                       |                        |                       |                          |                          |                    |              |                         |
| 4001 Salaries & Wages                                  | 237                   | 864                    | 2,180                 | 1,316                    |                          | 1,316              | 39.6%        |                         |
| 4004 Cleaners & Casual payroll costs                   | (0)                   | (0)                    | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 4012 Water                                             | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4020 Miscellaneous Expenses                            | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4042 Equipt Running Costs/Rental                       | 0                     | 266                    | 1,500                 | 1,234                    |                          | 1,234              | 17.8%        |                         |
| 4043 Equipt/Small Tools Purchase                       | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4045 Grounds Maintenance                               | 0                     | 14,364                 | 23,500                | 9,136                    |                          | 9,136              | 61.1%        |                         |
| Floral Displays & Bedding Mtce :- Indirect Expenditure | <b>237</b>            | <b>15,494</b>          | <b>27,480</b>         | <b>11,986</b>            | <b>0</b>                 | <b>11,986</b>      | <b>56.4%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                                 | <b>(237)</b>          | <b>(15,494)</b>        | <b>(27,480)</b>       | <b>(11,986)</b>          |                          |                    |              |                         |
| <b>341 Community Wardens</b>                           |                       |                        |                       |                          |                          |                    |              |                         |
| 1040 Grants Receivable                                 | 0                     | 500                    | 0                     | (500)                    |                          |                    | 0.0%         |                         |
| 1075 Community Warden services                         | 0                     | 1,745                  | 9,420                 | 7,675                    |                          |                    | 18.5%        |                         |
| Community Wardens :- Income                            | <b>0</b>              | <b>2,245</b>           | <b>9,420</b>          | <b>7,175</b>             |                          |                    | <b>23.8%</b> | <b>0</b>                |
| 4001 Salaries & Wages                                  | 1,622                 | 16,998                 | 69,240                | 52,242                   |                          | 52,242             | 24.5%        |                         |
| 4006 Health & Safety Equipment                         | 0                     | 921                    | 400                   | (521)                    |                          | (521)              | 230.4%       |                         |
| 4007 Workwear and Footwear                             | 211                   | 385                    | 1,200                 | 815                      |                          | 815                | 32.1%        |                         |
| 4008 Training, Courses, Meetings                       | 0                     | 3,667                  | 2,500                 | (1,167)                  |                          | (1,167)            | 146.7%       |                         |
| 4017 Cleaning & Consumables                            | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

|                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4018 Vehicle Rental/Repairs/Exps   | 24                    | 5,585                  | 16,960                | 11,375                   |                          | 11,375             | 32.9%   |                         |
| 4019 Diesel                        | 105                   | 802                    | 2,000                 | 1,198                    |                          | 1,198              | 40.1%   |                         |
| 4020 Miscellaneous Expenses        | 5                     | 5                      | 100                   | 95                       |                          | 95                 | 5.3%    |                         |
| 4021 Mobile Telephones & Broadband | 47                    | 321                    | 1,020                 | 699                      |                          | 699                | 31.5%   |                         |
| 4026 Insurance                     | 0                     | 2,334                  | 2,436                 | 102                      |                          | 102                | 95.8%   |                         |
| 4041 Equipt Repairs & Mtce         | 31                    | 202                    | 6,000                 | 5,798                    |                          | 5,798              | 3.4%    |                         |
| 4043 Equipt/Small Tools Purchase   | 43                    | 390                    | 500                   | 110                      |                          | 110                | 78.0%   |                         |
| 4052 Bank & Cardnet Charges        | 6                     | 30                     | 0                     | (30)                     |                          | (30)               | 0.0%    |                         |
| 4110 Staff Welfare                 | 0                     | 8                      | 900                   | 892                      |                          | 892                | 0.9%    |                         |
| 4863 Purchases for re-sale         | 0                     | 48                     | 0                     | (48)                     |                          | (48)               | 0.0%    |                         |

|                                           |              |               |                |               |          |               |              |          |
|-------------------------------------------|--------------|---------------|----------------|---------------|----------|---------------|--------------|----------|
| Community Wardens :- Indirect Expenditure | <b>2,095</b> | <b>31,697</b> | <b>103,356</b> | <b>71,659</b> | <b>0</b> | <b>71,659</b> | <b>30.7%</b> | <b>0</b> |
|-------------------------------------------|--------------|---------------|----------------|---------------|----------|---------------|--------------|----------|

|                                    |                |                 |                 |                 |
|------------------------------------|----------------|-----------------|-----------------|-----------------|
| <b>Net Income over Expenditure</b> | <b>(2,095)</b> | <b>(29,453)</b> | <b>(93,936)</b> | <b>(64,483)</b> |
|------------------------------------|----------------|-----------------|-----------------|-----------------|

|                                      |       |       |        |        |  |        |        |  |
|--------------------------------------|-------|-------|--------|--------|--|--------|--------|--|
| <b>901 Civic Activities</b>          |       |       |        |        |  |        |        |  |
| 4001 Salaries & Wages                | 1,152 | 4,472 | 21,170 | 16,698 |  | 16,698 | 21.1%  |  |
| 4004 Cleaners & Casual payroll costs | 0     | 779   | 0      | (779)  |  | (779)  | 0.0%   |  |
| 4008 Training, Courses, Meetings     | 0     | 0     | 100    | 100    |  | 100    | 0.0%   |  |
| 4017 Cleaning & Consumables          | 300   | 928   | 820    | (108)  |  | (108)  | 113.2% |  |
| 4110 Staff Welfare                   | 0     | 0     | 50     | 50     |  | 50     | 0.0%   |  |
| 4129 Mayors Allowance                | 3     | 938   | 3,500  | 2,562  |  | 2,562  | 26.8%  |  |
| 4131 Town Twinning Council event     | 0     | 0     | 500    | 500    |  | 500    | 0.0%   |  |
| 4132 Civic & Ceremonial              | 0     | 1,304 | 3,140  | 1,836  |  | 1,836  | 41.5%  |  |
| 4133 Tributes - Floral etc           | 0     | 40    | 260    | 220    |  | 220    | 15.4%  |  |
| 4135 Other Council Events            | (377) | 339   | 50     | (289)  |  | (289)  | 677.4% |  |

|                                          |              |              |               |               |          |               |              |          |
|------------------------------------------|--------------|--------------|---------------|---------------|----------|---------------|--------------|----------|
| Civic Activities :- Indirect Expenditure | <b>1,078</b> | <b>8,800</b> | <b>29,590</b> | <b>20,790</b> | <b>0</b> | <b>20,790</b> | <b>29.7%</b> | <b>0</b> |
|------------------------------------------|--------------|--------------|---------------|---------------|----------|---------------|--------------|----------|

|                        |                |                |                 |                 |
|------------------------|----------------|----------------|-----------------|-----------------|
| <b>Net Expenditure</b> | <b>(1,078)</b> | <b>(8,800)</b> | <b>(29,590)</b> | <b>(20,790)</b> |
|------------------------|----------------|----------------|-----------------|-----------------|

|                                       |                 |                |                  |                  |          |                |              |  |
|---------------------------------------|-----------------|----------------|------------------|------------------|----------|----------------|--------------|--|
| Grand Totals:- Income                 | <b>14,798</b>   | <b>566,505</b> | <b>1,114,960</b> | <b>548,455</b>   |          |                | <b>50.8%</b> |  |
| Expenditure                           | <b>45,930</b>   | <b>426,479</b> | <b>1,168,028</b> | <b>741,549</b>   | <b>0</b> | <b>741,549</b> | <b>36.5%</b> |  |
| <b>Net Income over Expenditure</b>    | <b>(31,132)</b> | <b>140,026</b> | <b>(53,068)</b>  | <b>(193,094)</b> |          |                |              |  |
| plus Transfer from EMR                | <b>0</b>        | <b>68,383</b>  | <b>0</b>         | <b>(68,383)</b>  |          |                |              |  |
| less Transfer to EMR                  | <b>0</b>        | <b>13,654</b>  | <b>0</b>         | <b>(13,654)</b>  |          |                |              |  |
| <b>Movement to/(from) Gen Reserve</b> | <b>(31,132)</b> | <b>194,755</b> | <b>(53,068)</b>  | <b>(247,823)</b> |          |                |              |  |

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2025

Month No: 6

## Cost Centre Report

|                                                          | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|----------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>101 Corporate Management</b>                          |                       |                        |                       |                          |                          |                    |               |                         |
| 1045 Neighbourhood CIL                                   | 0                     | 2,564                  | 0                     | (2,564)                  |                          |                    | 0.0%          | 2,564                   |
| 1176 Precept                                             | 429,200               | 858,400                | 858,400               | 0                        |                          |                    | 100.0%        |                         |
| Corporate Management :- Income                           | <b>429,200</b>        | <b>860,964</b>         | <b>858,400</b>        | <b>(2,564)</b>           |                          |                    | <b>100.3%</b> | <b>2,564</b>            |
| <b>Net Income</b>                                        | <b>429,200</b>        | <b>860,964</b>         | <b>858,400</b>        | <b>(2,564)</b>           |                          |                    |               |                         |
| 6001 less Transfer to EMR                                | 0                     | 2,564                  | 0                     | (2,564)                  |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                    | <b>429,200</b>        | <b>858,400</b>         | <b>858,400</b>        | <b>0</b>                 |                          |                    |               |                         |
| <b>102 Democratic Represent'n &amp; Mgmt</b>             |                       |                        |                       |                          |                          |                    |               |                         |
| 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<br>Expenditure | <b>0</b>              | <b>0</b>               | <b>8,000</b>          | <b>8,000</b>             | <b>0</b>                 | <b>8,000</b>       | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                                   | <b>0</b>              | <b>0</b>               | <b>(8,000)</b>        | <b>(8,000)</b>           |                          |                    |               |                         |
| <b>103 Grants</b>                                        |                       |                        |                       |                          |                          |                    |               |                         |
| 4303 Grants Power General                                | 0                     | 720                    | 50,000                | 49,280                   |                          | 49,280             | 1.4%          |                         |
| Grants :- Indirect Expenditure                           | <b>0</b>              | <b>720</b>             | <b>50,000</b>         | <b>49,280</b>            | <b>0</b>                 | <b>49,280</b>      | <b>1.4%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                                   | <b>0</b>              | <b>(720)</b>           | <b>(50,000)</b>       | <b>(49,280)</b>          |                          |                    |               |                         |
| <b>109 Central Services/Admin</b>                        |                       |                        |                       |                          |                          |                    |               |                         |
| 1098 Miscellaneous Income                                | 1                     | 1                      | 10                    | 9                        |                          |                    | 13.0%         |                         |
| 1190 Bank Interest Receivable                            | 208                   | 15,863                 | 42,300                | 26,437                   |                          |                    | 37.5%         |                         |
| Central Services/Admin :- Income                         | <b>209</b>            | <b>15,864</b>          | <b>42,310</b>         | <b>26,446</b>            |                          |                    | <b>37.5%</b>  | <b>0</b>                |
| 4001 Salaries & Wages                                    | 20,258                | 102,217                | 232,050               | 129,833                  |                          | 129,833            | 44.0%         |                         |
| 4005 Grave Digging Costs                                 | 309                   | 309                    | 0                     | (309)                    |                          | (309)              | 0.0%          |                         |
| 4008 Training, Courses, Meetings                         | 899                   | 2,162                  | 4,500                 | 2,338                    |                          | 2,338              | 48.0%         |                         |
| 4009 Travel & Subsistence                                | 200                   | 200                    | 500                   | 300                      |                          | 300                | 40.0%         |                         |
| 4010 Misc Staff Costs                                    | 108                   | 183                    | 370                   | 187                      |                          | 187                | 49.4%         |                         |
| 4016 Refuse Disposal                                     | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%          |                         |
| 4020 Miscellaneous Expenses                              | 77                    | 214                    | 420                   | 206                      |                          | 206                | 50.9%         |                         |
| 4021 Mobile Telephones & Broadband                       | 46                    | 273                    | 660                   | 387                      |                          | 387                | 41.4%         |                         |
| 4022 Postage                                             | 155                   | 173                    | 340                   | 168                      |                          | 168                | 50.7%         |                         |
| 4023 Printing & Stationery                               | 67                    | 866                    | 2,600                 | 1,734                    |                          | 1,734              | 33.3%         |                         |
| 4025 Subscriptions and membership                        | 0                     | 2,260                  | 2,550                 | 290                      |                          | 290                | 88.6%         |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2025

Month No: 6

## Cost Centre Report

|                                                | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4026 Insurance                                 | 0                     | 9,208                  | 8,940                 | (268)                    |                          | (268)              | 103.0%       |                         |
| 4033 Advertising/Press Releases                | 0                     | 300                    | 600                   | 300                      |                          | 300                | 50.0%        |                         |
| 4041 Equipt Repairs & Mtce                     | 0                     | 120                    | 200                   | 80                       |                          | 80                 | 60.2%        |                         |
| 4042 Equipt Running Costs/Rental               | 0                     | 2,408                  | 3,040                 | 632                      |                          | 632                | 79.2%        |                         |
| 4043 Equipt/Small Tools Purchase               | 19                    | 103                    | 6,300                 | 6,197                    |                          | 6,197              | 1.6%         |                         |
| 4044 IT Support/Software Mtce                  | 364                   | 7,938                  | 12,070                | 4,132                    |                          | 4,132              | 65.8%        |                         |
| 4052 Bank & Cardnet Charges                    | 39                    | 212                    | 700                   | 488                      |                          | 488                | 30.2%        |                         |
| 4060 Audit Fees - External                     | 0                     | 0                      | 2,310                 | 2,310                    |                          | 2,310              | 0.0%         |                         |
| 4061 Audit Fees - Internal                     | 0                     | 696                    | 770                   | 74                       |                          | 74                 | 90.3%        |                         |
| 4064 Other Professional Fees                   | 3,029                 | 16,752                 | 19,340                | 2,588                    |                          | 2,588              | 86.6%        |                         |
| 4110 Staff Welfare                             | 0                     | 142                    | 250                   | 108                      |                          | 108                | 57.0%        |                         |
| 4900 Assets Capitalised                        | 0                     | 750                    | 0                     | (750)                    |                          | (750)              | 0.0%         | 750                     |
| Central Services/Admin :- Indirect Expenditure | <b>25,569</b>         | <b>147,484</b>         | <b>298,810</b>        | <b>151,326</b>           | <b>0</b>                 | <b>151,326</b>     | <b>49.4%</b> | <b>750</b>              |
| <b>Net Income over Expenditure</b>             | <b>(25,361)</b>       | <b>(131,621)</b>       | <b>(256,500)</b>      | <b>(124,879)</b>         |                          |                    |              |                         |
| 6000 plus Transfer from EMR                    | 0                     | 750                    | 0                     | (750)                    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>          | <b>(25,361)</b>       | <b>(130,871)</b>       | <b>(256,500)</b>      | <b>(125,629)</b>         |                          |                    |              |                         |
| <u>201 Market - Charter Street</u>             |                       |                        |                       |                          |                          |                    |              |                         |
| 1020 Market Rent & Tolls                       | 6,502                 | 40,294                 | 78,000                | 37,706                   |                          |                    | 51.7%        |                         |
| 1021 Market Electricity Recovered              | 328                   | 2,092                  | 4,200                 | 2,108                    |                          |                    | 49.8%        |                         |
| 1079 Licence income                            | 0                     | 42                     | 250                   | 208                      |                          |                    | 16.8%        |                         |
| Market - Charter Street :- Income              | <b>6,829</b>          | <b>42,428</b>          | <b>82,450</b>         | <b>40,022</b>            |                          |                    | <b>51.5%</b> | <b>0</b>                |
| 4001 Salaries & Wages                          | 4,480                 | 24,147                 | 56,360                | 32,213                   |                          | 32,213             | 42.8%        |                         |
| 4007 Workwear and Footwear                     | 0                     | 49                     | 250                   | 201                      |                          | 201                | 19.6%        |                         |
| 4008 Training, Courses, Meetings               | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |                         |
| 4011 Rates                                     | 447                   | 2,682                  | 5,670                 | 2,988                    |                          | 2,988              | 47.3%        |                         |
| 4012 Water                                     | 0                     | 70                     | 400                   | 330                      |                          | 330                | 17.5%        |                         |
| 4014 Electricity                               | 440                   | 777                    | 2,000                 | 1,223                    |                          | 1,223              | 38.8%        |                         |
| 4016 Refuse Disposal                           | 2,511                 | 2,511                  | 10,000                | 7,490                    |                          | 7,490              | 25.1%        |                         |
| 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                     | 13                     | 100                   | 87                       |                          | 87                 | 13.2%        |                         |
| 4021 Mobile Telephones & Broadband             | 8                     | 47                     | 190                   | 143                      |                          | 143                | 24.9%        |                         |
| 4023 Printing & Stationery                     | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4025 Subscriptions and membership              | 0                     | 434                    | 450                   | 16                       |                          | 16                 | 96.4%        |                         |
| 4026 Insurance                                 | (21)                  | (63)                   | 0                     | 63                       |                          | 63                 | 0.0%         |                         |
| 4033 Advertising/Press Releases                | 0                     | 123                    | 2,000                 | 1,877                    |                          | 1,877              | 6.1%         |                         |
| 4041 Equipt Repairs & Mtce                     | 0                     | 0                      | 1,090                 | 1,090                    |                          | 1,090              | 0.0%         |                         |
| 4043 Equipt/Small Tools Purchase               | 0                     | 36                     | 2,000                 | 1,964                    |                          | 1,964              | 1.8%         |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2025

Month No: 6

## Cost Centre Report

|                                                 | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4052 Bank & Cardnet Charges                     | 0                     | 104                    | 0                     | (104)                    |                          | (104)              | 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 | <b>7,864</b>          | <b>30,999</b>          | <b>81,960</b>         | <b>50,961</b>            | <b>0</b>                 | <b>50,961</b>      | <b>37.8%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>              | <b>(1,035)</b>        | <b>11,429</b>          | <b>490</b>            | <b>(10,939)</b>          |                          |                    |               |                         |
| <b>205 Council Public Events</b>                |                       |                        |                       |                          |                          |                    |               |                         |
| 1030 Function Income                            | 465                   | 1,692                  | 3,000                 | 1,308                    |                          |                    | 56.4%         |                         |
| 1040 Grants Receivable                          | 0                     | 1,350                  | 0                     | (1,350)                  |                          |                    | 0.0%          |                         |
| 1068 Party in the Park Income                   | 0                     | 2,620                  | 2,000                 | (620)                    |                          |                    | 131.0%        |                         |
| Council Public Events :- Income                 | <b>465</b>            | <b>5,662</b>           | <b>5,000</b>          | <b>(662)</b>             |                          |                    | <b>113.2%</b> | <b>0</b>                |
| 4001 Salaries & Wages                           | 2,215                 | 10,111                 | 26,880                | 16,769                   |                          | 16,769             | 37.6%         |                         |
| 4008 Training, Courses, Meetings                | 0                     | 0                      | 150                   | 150                      |                          | 150                | 0.0%          |                         |
| 4020 Miscellaneous Expenses                     | 269                   | 269                    | 0                     | (269)                    |                          | (269)              | 0.0%          |                         |
| 4023 Printing & Stationery                      | 0                     | 24                     | 50                    | 26                       |                          | 26                 | 47.8%         |                         |
| 4052 Bank & Cardnet Charges                     | 0                     | 56                     | 0                     | (56)                     |                          | (56)               | 0.0%          |                         |
| 4102 Fair Expenses                              | 300                   | 425                    | 4,460                 | 4,035                    |                          | 4,035              | 9.5%          |                         |
| 4128 Party in the Park Expenses                 | 0                     | 7,043                  | 4,060                 | (2,983)                  |                          | (2,983)            | 173.5%        |                         |
| 4135 Other Council Events                       | 0                     | 2,040                  | 8,800                 | 6,760                    |                          | 6,760              | 23.2%         |                         |
| Council Public Events :- Indirect Expenditure   | <b>2,784</b>          | <b>19,969</b>          | <b>44,400</b>         | <b>24,431</b>            | <b>0</b>                 | <b>24,431</b>      | <b>45.0%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>              | <b>(2,320)</b>        | <b>(14,307)</b>        | <b>(39,400)</b>       | <b>(25,093)</b>          |                          |                    |               |                         |
| <b>206 Town Economy</b>                         |                       |                        |                       |                          |                          |                    |               |                         |
| 1030 Function Income                            | 0                     | 830                    | 0                     | (830)                    |                          |                    | 0.0%          |                         |
| 1040 Grants Receivable                          | 0                     | 11,422                 | 0                     | (11,422)                 |                          |                    | 0.0%          | 11,090                  |
| Town Economy :- Income                          | <b>0</b>              | <b>12,252</b>          | <b>0</b>              | <b>(12,252)</b>          |                          |                    |               | <b>11,090</b>           |
| 4001 Salaries & Wages                           | 1,610                 | 8,992                  | 17,960                | 8,968                    |                          | 8,968              | 50.1%         |                         |
| 4008 Training, Courses, Meetings                | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4009 Travel & Subsistence                       | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%          |                         |
| 4020 Miscellaneous Expenses                     | 0                     | 317                    | 1,300                 | 983                      |                          | 983                | 24.4%         |                         |
| 4025 Subscriptions and membership               | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0%          |                         |
| 4033 Advertising/Press Releases                 | 0                     | 163                    | 1,800                 | 1,637                    |                          | 1,637              | 9.1%          | 84                      |
| 4042 Equipt Running Costs/Rental                | 0                     | 0                      | 11,300                | 11,300                   |                          | 11,300             | 0.0%          |                         |
| 4044 IT Support/Software Mtce                   | 0                     | 0                      | 480                   | 480                      |                          | 480                | 0.0%          |                         |
| 4048 New equipment/furniture                    | 0                     | 17,546                 | 4,100                 | (13,446)                 |                          | (13,446)           | 428.0%        | 17,174                  |
| 4052 Bank & Cardnet Charges                     | 0                     | 6                      | 0                     | (6)                      |                          | (6)                | 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%          |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2025

Month No: 6

## Cost Centre Report

|                                            | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4110 Staff Welfare                         | 0                     | 1                      | 50                    | 49                       |                          | 49                 | 3.0%          |                         |
| 4900 Assets Capitalised                    | 0                     | 17,201                 | 0                     | (17,201)                 |                          | (17,201)           | 0.0%          | 17,201                  |
| Town Economy :- Indirect Expenditure       | <b>1,610</b>          | <b>44,228</b>          | <b>41,240</b>         | <b>(2,988)</b>           | <b>0</b>                 | <b>(2,988)</b>     | <b>107.2%</b> | <b>34,459</b>           |
| <b>Net Income over Expenditure</b>         | <b>(1,610)</b>        | <b>(31,976)</b>        | <b>(41,240)</b>       | <b>(9,264)</b>           |                          |                    |               |                         |
| 6000 plus Transfer from EMR                | 0                     | 34,459                 | 0                     | (34,459)                 |                          |                    |               |                         |
| 6001 less Transfer to EMR                  | 0                     | 11,090                 | 0                     | (11,090)                 |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>      | <b>(1,610)</b>        | <b>(8,607)</b>         | <b>(41,240)</b>       | <b>(32,633)</b>          |                          |                    |               |                         |
| <b>211 Town Hall Building</b>              |                       |                        |                       |                          |                          |                    |               |                         |
| 1000 Letting Income                        | 289                   | 5,745                  | 15,000                | 9,255                    |                          |                    | 38.3%         |                         |
| 1010 Rent Receivable                       | 35                    | 35                     | 0                     | (35)                     |                          |                    | 0.0%          |                         |
| 1016 Rent from Registrar                   | 0                     | 0                      | 12,500                | 12,500                   |                          |                    | 0.0%          |                         |
| Town Hall Building :- Income               | <b>324</b>            | <b>5,780</b>           | <b>27,500</b>         | <b>21,720</b>            |                          |                    | <b>21.0%</b>  | <b>0</b>                |
| 4001 Salaries & Wages                      | 186                   | 4,580                  | 13,700                | 9,120                    |                          | 9,120              | 33.4%         |                         |
| 4004 Cleaners & Casual payroll costs       | 1,676                 | 8,202                  | 15,000                | 6,798                    |                          | 6,798              | 54.7%         |                         |
| 4007 Workwear and Footwear                 | 21                    | 100                    | 100                   | (0)                      |                          | (0)                | 100.2%        |                         |
| 4008 Training, Courses, Meetings           | 0                     | 0                      | 500                   | 500                      |                          | 500                | 0.0%          |                         |
| 4011 Rates                                 | 1,507                 | 9,049                  | 11,260                | 2,211                    |                          | 2,211              | 80.4%         |                         |
| 4012 Water                                 | 0                     | 177                    | 630                   | 453                      |                          | 453                | 28.1%         |                         |
| 4013 Gas                                   | 7                     | 34                     | 7,500                 | 7,466                    |                          | 7,466              | 0.5%          |                         |
| 4014 Electricity                           | 2,945                 | 4,803                  | 15,000                | 10,197                   |                          | 10,197             | 32.0%         |                         |
| 4017 Cleaning & Consumables                | 0                     | 297                    | 1,200                 | 903                      |                          | 903                | 24.8%         |                         |
| 4020 Miscellaneous Expenses                | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0%          |                         |
| 4025 Subscriptions and membership          | 0                     | 671                    | 0                     | (671)                    |                          | (671)              | 0.0%          |                         |
| 4040 Property Repairs & Mtce               | 0                     | 1,396                  | 31,300                | 29,904                   |                          | 29,904             | 4.5%          | 1,188                   |
| 4041 Equipt Repairs & Mtce                 | 380                   | 35,602                 | 13,900                | (21,702)                 |                          | (21,702)           | 256.1%        | 30,000                  |
| 4042 Equipt Running Costs/Rental           | 77                    | 865                    | 1,160                 | 295                      |                          | 295                | 74.5%         |                         |
| 4043 Equipt/Small Tools Purchase           | 237                   | 556                    | 500                   | (56)                     |                          | (56)               | 111.3%        |                         |
| 4063 Audit and Legal Fees                  | 0                     | 0                      | 1,000                 | 1,000                    |                          | 1,000              | 0.0%          |                         |
| 4110 Staff Welfare                         | 0                     | 1                      | 100                   | 99                       |                          | 99                 | 1.5%          |                         |
| 4987 Loan Repayment - Capital              | 2,024                 | 2,024                  | 3,570                 | 1,546                    |                          | 1,546              | 56.7%         |                         |
| 4988 PWLB Interest 494354                  | 7,051                 | 7,051                  | 14,590                | 7,539                    |                          | 7,539              | 48.3%         |                         |
| Town Hall Building :- Indirect Expenditure | <b>16,111</b>         | <b>75,409</b>          | <b>131,260</b>        | <b>55,851</b>            | <b>0</b>                 | <b>55,851</b>      | <b>57.4%</b>  | <b>31,188</b>           |
| <b>Net Income over Expenditure</b>         | <b>(15,788)</b>       | <b>(69,629)</b>        | <b>(103,760)</b>      | <b>(34,131)</b>          |                          |                    |               |                         |
| 6000 plus Transfer from EMR                | 0                     | 31,188                 | 0                     | (31,188)                 |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>      | <b>(15,788)</b>       | <b>(38,441)</b>        | <b>(103,760)</b>      | <b>(65,319)</b>          |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2025

Month No: 6

## Cost Centre Report

|                                         | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-----------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>212 Public Clocks</u>                |                       |                        |                       |                          |                          |                    |               |                         |
| 4041 Equipt Repairs & Mtce              | 1,861                 | 1,861                  | 2,500                 | 639                      |                          | 639                | 74.4%         |                         |
| Public Clocks :- Indirect Expenditure   | <b>1,861</b>          | <b>1,861</b>           | <b>2,500</b>          | <b>639</b>               | <b>0</b>                 | <b>639</b>         | <b>74.4%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                  | <b>(1,861)</b>        | <b>(1,861)</b>         | <b>(2,500)</b>        | <b>(639)</b>             |                          |                    |               |                         |
| <u>214 Street Cleaning</u>              |                       |                        |                       |                          |                          |                    |               |                         |
| 1091 Service Costs Income - Babergh     | 0                     | 18,697                 | 18,700                | 3                        |                          |                    | 100.0%        |                         |
| Street Cleaning :- Income               | <b>0</b>              | <b>18,697</b>          | <b>18,700</b>         | <b>3</b>                 |                          |                    | <b>100.0%</b> | <b>0</b>                |
| 4001 Salaries & Wages                   | 2,920                 | 11,311                 | 25,290                | 13,979                   |                          | 13,979             | 44.7%         |                         |
| 4007 Workwear and Footwear              | 0                     | 55                     | 180                   | 125                      |                          | 125                | 30.6%         |                         |
| 4017 Cleaning & Consumables             | 262                   | 262                    | 900                   | 638                      |                          | 638                | 29.1%         |                         |
| 4020 Miscellaneous Expenses             | 0                     | 0                      | 60                    | 60                       |                          | 60                 | 0.0%          |                         |
| 4041 Equipt Repairs & Mtce              | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0%          |                         |
| 4042 Equipt Running Costs/Rental        | 0                     | 491                    | 400                   | (91)                     |                          | (91)               | 122.8%        |                         |
| 4110 Staff Welfare                      | 0                     | 2                      | 80                    | 78                       |                          | 78                 | 2.1%          |                         |
| Street Cleaning :- Indirect Expenditure | <b>3,182</b>          | <b>12,121</b>          | <b>27,160</b>         | <b>15,039</b>            | <b>0</b>                 | <b>15,039</b>      | <b>44.6%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>      | <b>(3,182)</b>        | <b>6,576</b>           | <b>(8,460)</b>        | <b>(15,036)</b>          |                          |                    |               |                         |
| <u>215 Public Toilets</u>               |                       |                        |                       |                          |                          |                    |               |                         |
| 1091 Service Costs Income - Babergh     | 0                     | 12,465                 | 12,470                | 5                        |                          |                    | 100.0%        |                         |
| Public Toilets :- Income                | <b>0</b>              | <b>12,465</b>          | <b>12,470</b>         | <b>5</b>                 |                          |                    | <b>100.0%</b> | <b>0</b>                |
| 4001 Salaries & Wages                   | 2,400                 | 9,158                  | 18,040                | 8,882                    |                          | 8,882              | 50.8%         |                         |
| 4007 Workwear and Footwear              | 19                    | 91                     | 120                   | 29                       |                          | 29                 | 75.4%         |                         |
| 4017 Cleaning & Consumables             | 0                     | 764                    | 600                   | (164)                    |                          | (164)              | 127.3%        |                         |
| 4020 Miscellaneous Expenses             | 0                     | 2                      | 40                    | 38                       |                          | 38                 | 4.2%          |                         |
| 4042 Equipt Running Costs/Rental        | 0                     | 1,752                  | 1,790                 | 38                       |                          | 38                 | 97.8%         |                         |
| 4110 Staff Welfare                      | 0                     | 0                      | 80                    | 80                       |                          | 80                 | 0.0%          |                         |
| Public Toilets :- Indirect Expenditure  | <b>2,419</b>          | <b>11,765</b>          | <b>20,670</b>         | <b>8,905</b>             | <b>0</b>                 | <b>8,905</b>       | <b>56.9%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>      | <b>(2,419)</b>        | <b>699</b>             | <b>(8,200)</b>        | <b>(8,899)</b>           |                          |                    |               |                         |
| <u>221 Allotments</u>                   |                       |                        |                       |                          |                          |                    |               |                         |
| 1010 Rent Receivable                    | 1,320                 | 1,560                  | 2,730                 | 1,170                    |                          |                    | 57.1%         |                         |
| Allotments :- Income                    | <b>1,320</b>          | <b>1,560</b>           | <b>2,730</b>          | <b>1,170</b>             |                          |                    | <b>57.1%</b>  | <b>0</b>                |
| 4001 Salaries & Wages                   | 321                   | 1,383                  | 2,780                 | 1,397                    |                          | 1,397              | 49.7%         |                         |
| 4012 Water                              | 0                     | 366                    | 250                   | (116)                    |                          | (116)              | 146.2%        |                         |
| 4020 Miscellaneous Expenses             | 0                     | 288                    | 350                   | 62                       |                          | 62                 | 82.4%         |                         |

### Detailed Income & Expenditure by Budget Heading 30/09/2025

**Month No: 6**

## Cost Centre Report

|      |                                                        | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|------|--------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4022 | Postage                                                | 0                     | 0                      | 70                    | 70                       |                          | 70                 | 0.0%    |                         |
| 4041 | Equipt Repairs & Mtce                                  | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%    |                         |
|      | Allotments :- Indirect Expenditure                     | 321                   | 2,037                  | 3,750                 | 1,713                    | 0                        | 1,713              | 54.3%   | 0                       |
|      | Net Income over Expenditure                            | 999                   | (477)                  | (1,020)               | (543)                    |                          |                    |         |                         |
| 239  | Open Spaces&Closed Churchyards                         |                       |                        |                       |                          |                          |                    |         |                         |
| 1040 | Grants Receivable                                      | 0                     | 0                      | 1,000                 | 1,000                    |                          |                    | 0.0%    |                         |
|      | Open Spaces&Closed Churchyards :- Income               | 0                     | 0                      | 1,000                 | 1,000                    |                          |                    | 0.0%    | 0                       |
| 4001 | Salaries & Wages                                       | 684                   | 2,637                  | 5,020                 | 2,383                    |                          | 2,383              | 52.5%   |                         |
| 4014 | Electricity                                            | 179                   | 376                    | 912                   | 536                      |                          | 536                | 41.3%   |                         |
| 4028 | Refuse/Doggy Bag Supplies                              | 0                     | 1,986                  | 1,250                 | (736)                    |                          | (736)              | 158.8%  | 1,986                   |
| 4040 | Property Repairs & Mtce                                | 0                     | 387                    | 800                   | 413                      |                          | 413                | 48.4%   |                         |
| 4045 | Grounds Maintenance                                    | 135                   | 1,066                  | 2,500                 | 1,434                    |                          | 1,434              | 42.6%   |                         |
| 4058 | Tree Surgery/Works                                     | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%    |                         |
| 4065 | Closed Churchyards maintenance                         | 0                     | 0                      | 9,800                 | 9,800                    |                          | 9,800              | 0.0%    |                         |
| 4066 | The Croft maintenance                                  | 0                     | 1,418                  | 5,230                 | 3,812                    |                          | 3,812              | 27.1%   |                         |
| 4068 | Valley Walk                                            | 495                   | 2,817                  | 4,790                 | 1,973                    |                          | 1,973              | 58.8%   | 495                     |
| 4109 | Dog/Litter Bin emptying                                | 0                     | 9,213                  | 9,720                 | 507                      |                          | 507                | 94.8%   |                         |
|      | Open Spaces&Closed Churchyards :- Indirect Expenditure | 1,493                 | 19,901                 | 45,022                | 25,121                   | 0                        | 25,121             | 44.2%   | 2,481                   |
|      | Net Income over Expenditure                            | (1,493)               | (19,901)               | (44,022)              | (24,121)                 |                          |                    |         |                         |
| 6000 | plus Transfer from EMR                                 | 495                   | 2,481                  | 0                     | (2,481)                  |                          |                    |         |                         |
|      | Movement to/(from) Gen Reserve                         | (998)                 | (17,420)               | (44,022)              | (26,602)                 |                          |                    |         |                         |
| 241  | Cemetery                                               |                       |                        |                       |                          |                          |                    |         |                         |
| 1000 | Letting Income                                         | 800                   | 4,800                  | 0                     | (4,800)                  |                          |                    | 0.0%    |                         |
| 1010 | Rent Receivable                                        | 0                     | 60                     | 0                     | (60)                     |                          |                    | 0.0%    |                         |
| 1060 | Cemetery Fees & Charges                                | 2,295                 | 21,165                 | 48,000                | 26,835                   |                          |                    | 44.1%   |                         |
|      | Cemetery :- Income                                     | 3,095                 | 26,025                 | 48,000                | 21,975                   |                          |                    | 54.2%   | 0                       |
| 4001 | Salaries & Wages                                       | 6,370                 | 35,272                 | 81,180                | 45,908                   |                          | 45,908             | 43.4%   |                         |
| 4005 | Grave Digging Costs                                    | 795                   | 2,825                  | 14,400                | 11,575                   |                          | 11,575             | 19.6%   |                         |
| 4007 | Workwear and Footwear                                  | 0                     | 25                     | 400                   | 375                      |                          | 375                | 6.3%    |                         |
| 4008 | Training, Courses, Meetings                            | 0                     | 1,633                  | 700                   | (933)                    |                          | (933)              | 233.2%  |                         |
| 4011 | Rates                                                  | 551                   | 3,306                  | 6,950                 | 3,644                    |                          | 3,644              | 47.6%   |                         |
| 4012 | Water                                                  | 0                     | 0                      | 350                   | 350                      |                          | 350                | 0.0%    |                         |
| 4014 | Electricity                                            | 123                   | 172                    | 600                   | 428                      |                          | 428                | 28.7%   |                         |
| 4016 | Refuse Disposal                                        | 0                     | 761                    | 620                   | (141)                    |                          | (141)              | 122.7%  |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2025

Month No: 6

## Cost Centre Report

|                                                       | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4018 Vehicle Rental/Repairs/Exps                      | 0                     | 295                    | 1,000                 | 705                      |                          | 705                | 29.5%        |                         |
| 4019 Diesel                                           | 97                    | 506                    | 1,100                 | 594                      |                          | 594                | 46.0%        |                         |
| 4021 Mobile Telephones & Broadband                    | 8                     | 47                     | 180                   | 133                      |                          | 133                | 26.2%        |                         |
| 4023 Printing & Stationery                            | 0                     | 285                    | 1,550                 | 1,265                    |                          | 1,265              | 18.4%        |                         |
| 4025 Subscriptions and membership                     | 0                     | 105                    | 110                   | 5                        |                          | 5                  | 95.5%        |                         |
| 4040 Property Repairs & Mtce                          | 0                     | 297                    | 13,980                | 13,683                   |                          | 13,683             | 2.1%         |                         |
| 4041 Equipt Repairs & Mtce                            | 0                     | 229                    | 500                   | 271                      |                          | 271                | 45.8%        |                         |
| 4043 Equipt/Small Tools Purchase                      | 188                   | 303                    | 1,400                 | 1,097                    |                          | 1,097              | 21.7%        |                         |
| 4044 IT Support/Software Mtce                         | 0                     | 53                     | 100                   | 48                       |                          | 48                 | 52.5%        |                         |
| 4045 Grounds Maintenance                              | 0                     | 311                    | 3,000                 | 2,689                    |                          | 2,689              | 10.4%        |                         |
| 4058 Tree Surgery/Works                               | 0                     | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%         |                         |
| 4064 Other Professional Fees                          | 0                     | 0                      | 2,000                 | 2,000                    |                          | 2,000              | 0.0%         |                         |
| 4078 New Cemetery                                     | 0                     | 0                      | 18,500                | 18,500                   |                          | 18,500             | 0.0%         |                         |
| 4080 Flint Lodge Repairs & Maint                      | 290                   | 4,941                  | 3,120                 | (1,821)                  |                          | (1,821)            | 158.4%       |                         |
| 4110 Staff Welfare                                    | 0                     | 0                      | 50                    | 50                       |                          | 50                 | 0.0%         |                         |
| Cemetery :- Indirect Expenditure                      | <b>8,422</b>          | <b>51,366</b>          | <b>156,790</b>        | <b>105,424</b>           | <b>0</b>                 | <b>105,424</b>     | <b>32.8%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                    | <b>(5,327)</b>        | <b>(25,341)</b>        | <b>(108,790)</b>      | <b>(83,449)</b>          |                          |                    |              |                         |
| <u>243 War Memorial, Aelfhun &amp; Gains</u>          |                       |                        |                       |                          |                          |                    |              |                         |
| 4040 Property Repairs & Mtce                          | 0                     | 0                      | 2,500                 | 2,500                    |                          | 2,500              | 0.0%         |                         |
| War Memorial, Aelfhun & Gains :- Indirect Expenditure | <b>0</b>              | <b>0</b>               | <b>2,500</b>          | <b>2,500</b>             | <b>0</b>                 | <b>2,500</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                                | <b>0</b>              | <b>0</b>               | <b>(2,500)</b>        | <b>(2,500)</b>           |                          |                    |              |                         |
| <u>250 Information Centre</u>                         |                       |                        |                       |                          |                          |                    |              |                         |
| 1018 Books,Maps,publications/Income                   | 109                   | 612                    | 750                   | 138                      |                          |                    | 81.7%        |                         |
| 1019 TIC Agency commission received                   | 0                     | 523                    | 1,000                 | 477                      |                          |                    | 52.3%        |                         |
| 1022 Gift Sales Income                                | 24                    | 257                    | 800                   | 543                      |                          |                    | 32.1%        |                         |
| 1025 TIC Sundry Sales                                 | 22                    | 101                    | 200                   | 99                       |                          |                    | 50.5%        |                         |
| 1031 Foodstuff Sales                                  | 0                     | 0                      | 250                   | 250                      |                          |                    | 0.0%         |                         |
| 1032 Doggy Bag Income                                 | 136                   | 672                    | 1,680                 | 1,008                    |                          |                    | 40.0%        |                         |
| 1035 Colchester Zoo - Do Not Use                      | 0                     | 3                      | 0                     | (3)                      |                          |                    | 0.0%         |                         |
| 1098 Miscellaneous Income                             | 21                    | 56                     | 50                    | (6)                      |                          |                    | 111.9%       |                         |
| Information Centre :- Income                          | <b>312</b>            | <b>2,223</b>           | <b>4,730</b>          | <b>2,507</b>             |                          |                    | <b>47.0%</b> | <b>0</b>                |
| 4001 Salaries & Wages                                 | 5,197                 | 21,445                 | 46,530                | 25,085                   |                          | 25,085             | 46.1%        |                         |
| 4008 Training, Courses, Meetings                      | 0                     | 0                      | 300                   | 300                      |                          | 300                | 0.0%         |                         |
| 4020 Miscellaneous Expenses                           | 0                     | 0                      | 180                   | 180                      |                          | 180                | 0.0%         |                         |
| 4022 Postage                                          | 0                     | 2                      | 150                   | 148                      |                          | 148                | 1.3%         |                         |
| 4023 Printing & Stationery                            | 0                     | 22                     | 2,360                 | 2,338                    |                          | 2,338              | 0.9%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2025

Month No: 6

## Cost Centre Report

|                                             | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4028 Refuse/Doggy Bag Supplies              | 0                     | 683                    | 1,400                 | 717                      |                          | 717                | 48.8%        |                         |
| 4040 Property Repairs & Mtce                | 0                     | 2,405                  | 0                     | (2,405)                  |                          | (2,405)            | 0.0%         |                         |
| 4041 Equipt Repairs & Mtce                  | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 4043 Equipt/Small Tools Purchase            | 0                     | 121                    | 100                   | (21)                     |                          | (21)               | 121.0%       |                         |
| 4049 TIC food purchases for resale          | 0                     | 0                      | 250                   | 250                      |                          | 250                | 0.0%         |                         |
| 4052 Bank & Cardnet Charges                 | 38                    | 174                    | 300                   | 126                      |                          | 126                | 58.1%        |                         |
| 4054 TIC Gift Purchases for Resale          | 71                    | 74                     | 500                   | 426                      |                          | 426                | 14.8%        |                         |
| 4055 TICBooks/Guides/Maps forResale         | 0                     | 53                     | 300                   | 247                      |                          | 247                | 17.7%        |                         |
| 4110 Staff Welfare                          | 0                     | 0                      | 150                   | 150                      |                          | 150                | 0.0%         |                         |
| 4900 Assets Capitalised                     | 0                     | 2,595                  | 0                     | (2,595)                  |                          | (2,595)            | 0.0%         |                         |
| Information Centre :- Indirect Expenditure  | <b>5,306</b>          | <b>27,574</b>          | <b>52,620</b>         | <b>25,046</b>            | <b>0</b>                 | <b>25,046</b>      | <b>52.4%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>          | <b>(4,994)</b>        | <b>(25,351)</b>        | <b>(47,890)</b>       | <b>(22,539)</b>          |                          |                    |              |                         |
| <u>252 Christmas Lights</u>                 |                       |                        |                       |                          |                          |                    |              |                         |
| 4001 Salaries & Wages                       | 0                     | 1,473                  | 15,350                | 13,877                   |                          | 13,877             | 9.6%         |                         |
| 4008 Training, Courses, Meetings            | 0                     | 0                      | 600                   | 600                      |                          | 600                | 0.0%         |                         |
| 4101 Christmas Lights                       | 0                     | 0                      | 7,220                 | 7,220                    |                          | 7,220              | 0.0%         |                         |
| 4104 Christmas Trees                        | 0                     | 0                      | 3,500                 | 3,500                    |                          | 3,500              | 0.0%         |                         |
| Christmas Lights :- Indirect Expenditure    | <b>0</b>              | <b>1,473</b>           | <b>26,670</b>         | <b>25,197</b>            | <b>0</b>                 | <b>25,197</b>      | <b>5.5%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>0</b>              | <b>(1,473)</b>         | <b>(26,670)</b>       | <b>(25,197)</b>          |                          |                    |              |                         |
| <u>261 Museum</u>                           |                       |                        |                       |                          |                          |                    |              |                         |
| 4020 Miscellaneous Expenses                 | 0                     | 0                      | 50                    | 50                       |                          | 50                 | 0.0%         |                         |
| 4041 Equipt Repairs & Mtce                  | 0                     | 0                      | 800                   | 800                      |                          | 800                | 0.0%         |                         |
| Museum :- Indirect Expenditure              | <b>0</b>              | <b>0</b>               | <b>850</b>            | <b>850</b>               | <b>0</b>                 | <b>850</b>         | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>0</b>              | <b>0</b>               | <b>(850)</b>          | <b>(850)</b>             |                          |                    |              |                         |
| <u>301 Street Lighting</u>                  |                       |                        |                       |                          |                          |                    |              |                         |
| 4014 Electricity                            | 0                     | 0                      | 3,500                 | 3,500                    |                          | 3,500              | 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     | <b>0</b>              | <b>0</b>               | <b>8,500</b>          | <b>8,500</b>             | <b>0</b>                 | <b>8,500</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>0</b>              | <b>0</b>               | <b>(8,500)</b>        | <b>(8,500)</b>           |                          |                    |              |                         |
| <u>302 Street Furniture &amp; Equipment</u> |                       |                        |                       |                          |                          |                    |              |                         |
| 1098 Miscellaneous Income                   | 0                     | 31                     | 0                     | (31)                     |                          |                    | 0.0%         |                         |
| Street Furniture & Equipment :- Income      | <b>0</b>              | <b>31</b>              | <b>0</b>              | <b>(31)</b>              |                          |                    |              | <b>0</b>                |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2025

Month No: 6

## Cost Centre Report

|                                                        | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|--------------------------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4020 Miscellaneous Expenses                            | 6                     | 6                      | 50                    | 44                       |                          | 44                 | 12.0%   |                         |
| 4041 Equipt Repairs & Mtce                             | 0                     | 86                     | 750                   | 664                      |                          | 664                | 11.5%   |                         |
| 4043 Equipt/Small Tools Purchase                       | 0                     | 0                      | 550                   | 550                      |                          | 550                | 0.0%    |                         |
| Street Furniture & Equipment :- Indirect Expenditure   | 6                     | 92                     | 1,350                 | 1,258                    | 0                        | 1,258              | 6.8%    | 0                       |
| <b>Net Income over Expenditure</b>                     | <b>(6)</b>            | <b>(61)</b>            | <b>(1,350)</b>        | <b>(1,289)</b>           |                          |                    |         |                         |
| <b>311 Highways</b>                                    |                       |                        |                       |                          |                          |                    |         |                         |
| 1041 Parking Permits Francis Road                      | 0                     | 2,063                  | 2,250                 | 188                      |                          |                    | 91.7%   |                         |
| Highways :- Income                                     | 0                     | 2,063                  | 2,250                 | 188                      |                          |                    | 91.7%   | 0                       |
| 4020 Miscellaneous Expenses                            | 0                     | 77                     | 100                   | 23                       |                          | 23                 | 77.0%   |                         |
| 4044 IT Support/Software Mtce                          | 0                     | 358                    | 450                   | 93                       |                          | 93                 | 79.4%   |                         |
| Highways :- Indirect Expenditure                       | 0                     | 435                    | 550                   | 116                      | 0                        | 116                | 79.0%   | 0                       |
| <b>Net Income over Expenditure</b>                     | <b>0</b>              | <b>1,628</b>           | <b>1,700</b>          | <b>72</b>                |                          |                    |         |                         |
| <b>312 Footpaths</b>                                   |                       |                        |                       |                          |                          |                    |         |                         |
| 4014 Electricity                                       | 0                     | 0                      | 800                   | 800                      |                          | 800                | 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                      | 3,000                 | 3,000                    | 0                        | 3,000              | 0.0%    | 0                       |
| <b>Net Expenditure</b>                                 | <b>0</b>              | <b>0</b>               | <b>(3,000)</b>        | <b>(3,000)</b>           |                          |                    |         |                         |
| <b>321 Floral Displays &amp; Bedding Mtce</b>          |                       |                        |                       |                          |                          |                    |         |                         |
| 4001 Salaries & Wages                                  | 295                   | 1,159                  | 2,180                 | 1,021                    |                          | 1,021              | 53.2%   |                         |
| 4004 Cleaners & Casual payroll costs                   | 0                     | (0)                    | 0                     | 0                        |                          | 0                  | 0.0%    |                         |
| 4012 Water                                             | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%    |                         |
| 4020 Miscellaneous Expenses                            | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%    |                         |
| 4042 Equipt Running Costs/Rental                       | 0                     | 266                    | 1,500                 | 1,234                    |                          | 1,234              | 17.8%   |                         |
| 4043 Equipt/Small Tools Purchase                       | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%    |                         |
| 4045 Grounds Maintenance                               | 0                     | 14,364                 | 23,500                | 9,136                    |                          | 9,136              | 61.1%   |                         |
| Floral Displays & Bedding Mtce :- Indirect Expenditure | 295                   | 15,789                 | 27,480                | 11,691                   | 0                        | 11,691             | 57.5%   | 0                       |
| <b>Net Expenditure</b>                                 | <b>(295)</b>          | <b>(15,789)</b>        | <b>(27,480)</b>       | <b>(11,691)</b>          |                          |                    |         |                         |
| <b>341 Community Wardens</b>                           |                       |                        |                       |                          |                          |                    |         |                         |
| 1040 Grants Receivable                                 | 0                     | 500                    | 0                     | (500)                    |                          |                    | 0.0%    |                         |
| 1075 Community Warden services                         | 0                     | 1,745                  | 9,420                 | 7,675                    |                          |                    | 18.5%   |                         |
| Community Wardens :- Income                            | 0                     | 2,245                  | 9,420                 | 7,175                    |                          |                    | 23.8%   | 0                       |

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2025

Month No: 6

## Cost Centre Report

|                                    | Actual<br>Current Mth | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4001 Salaries & Wages              | 1,980                 | 18,978                 | 69,240                | 50,262                   |                          | 50,262             | 27.4%   |                         |
| 4006 Health & Safety Equipment     | 0                     | 921                    | 400                   | (521)                    |                          | (521)              | 230.4%  |                         |
| 4007 Workwear and Footwear         | 349                   | 734                    | 1,200                 | 466                      |                          | 466                | 61.2%   |                         |
| 4008 Training, Courses, Meetings   | 0                     | 3,667                  | 2,500                 | (1,167)                  |                          | (1,167)            | 146.7%  |                         |
| 4017 Cleaning & Consumables        | 0                     | 0                      | 100                   | 100                      |                          | 100                | 0.0%    |                         |
| 4018 Vehicle Rental/Repairs/Exps   | 1,113                 | 6,699                  | 16,960                | 10,261                   |                          | 10,261             | 39.5%   |                         |
| 4019 Diesel                        | 138                   | 941                    | 2,000                 | 1,059                    |                          | 1,059              | 47.0%   |                         |
| 4020 Miscellaneous Expenses        | 0                     | 5                      | 100                   | 95                       |                          | 95                 | 5.3%    |                         |
| 4021 Mobile Telephones & Broadband | 47                    | 368                    | 1,020                 | 652                      |                          | 652                | 36.1%   |                         |
| 4026 Insurance                     | 0                     | 2,334                  | 2,436                 | 102                      |                          | 102                | 95.8%   |                         |
| 4041 Equipt Repairs & Mtce         | 0                     | 202                    | 6,000                 | 5,798                    |                          | 5,798              | 3.4%    |                         |
| 4043 Equipt/Small Tools Purchase   | 0                     | 390                    | 500                   | 110                      |                          | 110                | 78.0%   |                         |
| 4052 Bank & Cardnet Charges        | 6                     | 36                     | 0                     | (36)                     |                          | (36)               | 0.0%    |                         |
| 4110 Staff Welfare                 | 0                     | 8                      | 900                   | 892                      |                          | 892                | 0.9%    |                         |
| 4863 Purchases for re-sale         | 0                     | 48                     | 0                     | (48)                     |                          | (48)               | 0.0%    |                         |

|                                           |              |               |                |               |          |               |              |          |
|-------------------------------------------|--------------|---------------|----------------|---------------|----------|---------------|--------------|----------|
| Community Wardens :- Indirect Expenditure | <b>3,634</b> | <b>35,331</b> | <b>103,356</b> | <b>68,025</b> | <b>0</b> | <b>68,025</b> | <b>34.2%</b> | <b>0</b> |
|-------------------------------------------|--------------|---------------|----------------|---------------|----------|---------------|--------------|----------|

|                                    |                |                 |                 |                 |  |  |  |  |
|------------------------------------|----------------|-----------------|-----------------|-----------------|--|--|--|--|
| <b>Net Income over Expenditure</b> | <b>(3,634)</b> | <b>(33,087)</b> | <b>(93,936)</b> | <b>(60,849)</b> |  |  |  |  |
|------------------------------------|----------------|-----------------|-----------------|-----------------|--|--|--|--|

|                                      |              |              |          |                |  |        |         |          |
|--------------------------------------|--------------|--------------|----------|----------------|--|--------|---------|----------|
| <b>901 Civic Activities</b>          |              |              |          |                |  |        |         |          |
| 1050 Donations Received              | 1,230        | 1,230        | 0        | (1,230)        |  |        | 0.0%    |          |
| Civic Activities :- Income           | <b>1,230</b> | <b>1,230</b> | <b>0</b> | <b>(1,230)</b> |  |        |         | <b>0</b> |
| 4001 Salaries & Wages                | 1,399        | 5,871        | 21,170   | 15,299         |  | 15,299 | 27.7%   |          |
| 4004 Cleaners & Casual payroll costs | 0            | 779          | 0        | (779)          |  | (779)  | 0.0%    |          |
| 4008 Training, Courses, Meetings     | 0            | 0            | 100      | 100            |  | 100    | 0.0%    |          |
| 4010 Misc Staff Costs                | 15           | 15           | 0        | (15)           |  | (15)   | 0.0%    |          |
| 4017 Cleaning & Consumables          | 8            | 936          | 820      | (116)          |  | (116)  | 114.2%  |          |
| 4110 Staff Welfare                   | 0            | 0            | 50       | 50             |  | 50     | 0.0%    |          |
| 4129 Mayors Allowance                | 7            | 944          | 3,500    | 2,556          |  | 2,556  | 27.0%   |          |
| 4131 Town Twinning Council event     | 0            | 0            | 500      | 500            |  | 500    | 0.0%    |          |
| 4132 Civic & Ceremonial              | 43           | 1,348        | 3,140    | 1,792          |  | 1,792  | 42.9%   |          |
| 4133 Tributes - Floral etc           | 38           | 78           | 260      | 183            |  | 183    | 29.8%   |          |
| 4135 Other Council Events            | 527          | 866          | 50       | (816)          |  | (816)  | 1732.0% |          |

|                                          |              |               |               |               |          |               |              |          |
|------------------------------------------|--------------|---------------|---------------|---------------|----------|---------------|--------------|----------|
| Civic Activities :- Indirect Expenditure | <b>2,036</b> | <b>10,836</b> | <b>29,590</b> | <b>18,754</b> | <b>0</b> | <b>18,754</b> | <b>36.6%</b> | <b>0</b> |
|------------------------------------------|--------------|---------------|---------------|---------------|----------|---------------|--------------|----------|

|                                    |              |                |                 |                 |  |  |  |  |
|------------------------------------|--------------|----------------|-----------------|-----------------|--|--|--|--|
| <b>Net Income over Expenditure</b> | <b>(806)</b> | <b>(9,606)</b> | <b>(29,590)</b> | <b>(19,984)</b> |  |  |  |  |
|------------------------------------|--------------|----------------|-----------------|-----------------|--|--|--|--|

|                                       |                |                  |                  |                  |          |                |              |  |
|---------------------------------------|----------------|------------------|------------------|------------------|----------|----------------|--------------|--|
| Grand Totals:- Income                 | <b>442,983</b> | <b>1,009,488</b> | <b>1,114,960</b> | <b>105,472</b>   |          |                | <b>90.5%</b> |  |
| Expenditure                           | <b>82,911</b>  | <b>509,390</b>   | <b>1,168,028</b> | <b>658,638</b>   | <b>0</b> | <b>658,638</b> | <b>43.6%</b> |  |
| <b>Net Income over Expenditure</b>    | <b>360,072</b> | <b>500,098</b>   | <b>(53,068)</b>  | <b>(553,166)</b> |          |                |              |  |
| plus Transfer from EMR                | <b>495</b>     | <b>68,878</b>    | <b>0</b>         | <b>(68,878)</b>  |          |                |              |  |
| less Transfer to EMR                  | <b>0</b>       | <b>13,654</b>    | <b>0</b>         | <b>(13,654)</b>  |          |                |              |  |
| <b>Movement to/(from) Gen Reserve</b> | <b>360,567</b> | <b>555,322</b>   | <b>(53,068)</b>  | <b>(608,390)</b> |          |                |              |  |

### Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **SUDBURY TOWN COUNCIL – SF0365**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

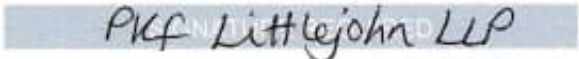
Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name **PKF LITTLEJOHN LLP**

External Auditor Signature  Date **09/09/2025**

## SUDBURY TOWN COUNCIL –August 2025 (Councillor)

### 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<br>DONE<br>Yes or No | COMMENTS – check documents and initial |
|--------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------|
| Regular bank reconciliation, independently reviewed                                                                | YES                       | NBe                                    |
| Regular scrutiny of financial records and proper arrangements for the approval of expenditure                      | ✓<br>YES                  | NBe                                    |
| Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved | YES                       | NBe                                    |
| Payments supported by invoices, authorised and minuted                                                             | YES                       | NBe                                    |
| Regular scrutiny of income records to ensure income is correctly received, recorded and banked                     | YES                       | NBe                                    |
| Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification                        | YES                       | NBe                                    |

|                                                                                                                     |      |     |
|---------------------------------------------------------------------------------------------------------------------|------|-----|
| Scrutiny of the online banking system requiring dual authorisation by council officers                              | YES  | NBe |
| VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook                         | YES. | NBe |
| Regular financial reporting to Town Council                                                                         | YES. | NBe |
| Regular budget monitoring statements as reported to Town Council                                                    | YES. | NBe |
| Compliance with DCLG Guide <i>Open &amp; Accountable Local Government</i> 2014, Part 4:<br>Officer Decision Reports | YES  | NBe |
| Compliance with Local Transparency Code Of 2015:<br>Items of expenditure incurred over £500                         | YES. | NBe |
| Documentation required to be uploaded on to the website by law.                                                     | YES. | NBe |

Date of review of system of Internal Controls.....20/8/25

Review of system of Internal Controls carried out by:

Name.....N Bennett.....Signature.....N Bennett

Report submitted to Council (date).....

(minute reference) .....

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

Additional comments by reviewer:

## SUDBURY TOWN COUNCIL – September 2025 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        | This work still underway to update the Asset Register and aim to update the asset register on the Rialtas software by December 2025.                                   |
| Regular maintenance arrangement for physical assets       | No        | Needs to be reviewed once the Assets have been entered on Rialtas.                                                                                                     |
| Annual review of risk and the adequacy of Insurance cover | Yes       | General insurance renewed 01/04/25 at levels reviewed and recommended by the broker. Employers’ and Public Liability remain at £10 million each, as in previous years. |
| Annual review of financial risk                           | Yes       | Risk Management Policy adopted 11/02/2025.                                                                                                                             |
| Awareness of Standing Orders and Financial regulations    | Yes       | While there is general awareness, non-financial staff members are aware that                                                                                           |

|                                                                                                                                  |     |                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                  |     | they should consult the Deputy FO and/or RFO for any new transaction or any financial transaction that they are unsure about. In addition, a reminder email detailing the purchase order process has been sent to all staff. |
| Adoption of Financial and Standing Orders                                                                                        | Yes | Financial Regulations updated at Finance Committee 11/03/2025.<br><br>Standing Orders re adopted 13 <sup>th</sup> May 2025.                                                                                                  |
| Regular reporting on performance by contractors                                                                                  | No  | We receive detailed reports from some contractors, e.g Sudbury Common Lands Charity, but not all. Needs to be reviewed                                                                                                       |
| Annual review of contracts (where appropriate)                                                                                   | Yes | Completed by RFO September 2025                                                                                                                                                                                              |
| Contracts of employment for staff                                                                                                | Yes | All new employees have been given contracts which have been signed. – RFO checked 1/09/2025                                                                                                                                  |
| Contract annually reviewed                                                                                                       | Yes | RFO checked physical records and set up spreadsheet of current staff 01/09/2025                                                                                                                                              |
| Updating records to record changes in relevant legislation                                                                       | Yes | Town Clerk attends regular HR seminars and records any changes accordingly.                                                                                                                                                  |
| PAYE/NIC properly operated by the Council as an employer                                                                         | N/A | Operated by SGW on behalf of STC                                                                                                                                                                                             |
| Regular financial reporting to Town Council                                                                                      | Yes | Monthly Finance Committee – RFO checked 01/09/2025                                                                                                                                                                           |
| Regular budget monitoring statements as reported to Town Council                                                                 | Yes | Monthly Finance Committee – RFO checked 01/09/2025                                                                                                                                                                           |
| Compliance with DCLG Guide <i>Open &amp; Accountable Local Government</i> 2014, Part 4: Officer Decision Reports                 | Yes | All decisions recorded via the minutes which are available online. Minutes are checked by DFO for authority prior to payment. Sample checked 01/09/2025                                                                      |
| Compliance with Local Transparency Code Of 2015:<br>Items of expenditure incurred over £500                                      | Yes | Approved and recorded. Minutes are checked by DFO for authority prior to payment. Sample checked 01/09/2025                                                                                                                  |
| Verifying that the Council is compliant with the General Data Protection Regulation requirements;<br>Are the following in place: |     |                                                                                                                                                                                                                              |

|                                                                                                                                                                                                                                                                               |                                                    |                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Audit / Impact Assessment</li> <li>• Privacy Notices</li> <li>• Procedures for dealing with Subject Access Requests</li> <li>• Procedure for dealing with Data breaches</li> <li>• Data Retention &amp; Disposal Policies</li> </ul> | <p>No</p> <p>Yes</p> <p>No</p> <p>No</p> <p>No</p> | <p>New Data Protection Policy adopted January 2025.</p> <p>Privacy policy update August 2024.</p> <p>Procedures for dealing with FOI requests need review, and guideline drawn up within a policy document.</p> <p>New Data Protection Policy adopted January 2025.</p> <p>New Data Retention policy adopted 1/09/2025.</p> |
| Minutes properly numbered and paginated with a master copy kept in for safekeeping                                                                                                                                                                                            | Yes                                                | Checked by RFO 1/09/2025.                                                                                                                                                                                                                                                                                                   |
| Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality                                                                                                                                                                                  | Yes                                                | Checked by RFO 1/09/2025 members' interests logged and no recorded Gifts of Hospitality.                                                                                                                                                                                                                                    |
| Adoption of Codes of Conduct for Members                                                                                                                                                                                                                                      | Yes                                                | Suffolk Code of Conduct adopted by Sudbury Town Council on 13 May 2025.                                                                                                                                                                                                                                                     |
| Declaration of Acceptance of Office                                                                                                                                                                                                                                           | Yes                                                | Checked by RFO 1/09/2025 – all 14 Councillors' and the Mayor's and Deputy Mayor's Declarations in place                                                                                                                                                                                                                     |

Date of review of system of Internal Controls..... 1/9/2025

Review of system of Internal Controls carried out by:

Name..... Debbie Deek ..... Signature..... [Signature] .....

Report submitted to Council (date).....

(minute reference) .....

Next review of system of Internal Controls due..... December 2025 .....

Additional comments by reviewer: