

## BOURN PARISH COUNCIL BUDGET

	4	2	3	4	
	APPROVED BUDGET FY2016	ACTUAL 01/01/2016	%	DRAFT BUDGET FY17	Notes 2017
<b>RECEIPTS</b>					
ADVERTISING					
AGENCY SERVICES Parish Paths					Earmarked reserves
GENERAL ADMIN					
Interest	15	11.21	75%	15	The Council should review interest received and consider if a higher interest savings account should be opened.
PRECEPT	31123	31199.00	100%		
SPECIAL PROJECTS					
VILLAGE & ASSET MAINTENANCE (including utilities)	700	959.79	137%	700	FY15 payments high due to high estimated bill by swalec and the Council is £400+ in credit.
Release from the general reserves to balance the budget					
MISC.					
<b>TOTAL</b>	<b>31838</b>	<b>32170.00</b>	<b>101%</b>	<b>715</b>	

<b>PAYMENTS</b>					
ADVERTISING	150	105.00	70%	150	Website domain name, hosting Newsletters, Annual Reports
AGENCY SERVICES & GRANTS Parish Paths					Earmarked reserves
SALARIES	2152	1586.62	74%	2214	CPALC/SLCC Rate (approx.). The Council to consider if additional support might be required given the increasing workload.
GENERAL ADMIN					
Admin support	8736	6583.90	75%	8736	Fixed price contract 1/4/15 to 31/3/17 based on ave 10.5hpw
Misc gen admin Election costs	5500 0	3247.73	59% 0%	4700	Underspend on training could be put in an earmarked fund. No member training included in FY17 Elections in FY2018
SECTION 137	1390	1040.00	75%		PC to budget for S137 requests at Jan 2016 meeting. Decisions and payments made at April meeting.
SPECIAL PROJECTS	3000	601.45	20%		In FY2016 Smartwater signs and new notice board in Fox Road. Are there any special projects for FY2017. Examples of previous projects show for info only.
Film equipment					
Legal advice for planning matters					
Broadway Public Open Space					
Signage					
Bin stickers					
Hall Close football goals					
Rockery Farm gate					
Safety surfacng					
VILLAGE & ASSETS MAINTENANCE					
Bus shelters, bins, mowers, play equipment etc.	1000	1067.06			In FY16 includes the annual maintenance for the interactive speed sign
POS grasscutting & landscaping & ditches	2700	1493.24	55%	2700	Contract price incl fertiliser and weed treatment £2371.47. Additional cuts of the jubilee Playing Fields to be paid for by the BSC. An additional amount for extra cutting included in budget.
Allotments	100	50.00		50	Rent £50. Any tree work required?
Street lighting	660		0%	660	Estimated
Pavillion, playing fields & tennis court etc	3000	3094.86	103%	3000	Pavillion Expenses (including Utilities) Legionella testing. Any repairs
LOAN	3526	1762.90	50%	2526	Fixed ammout (due Sept and March)
CONTINGENCY (misc)					Reserves to be used
<b>TOTAL</b>	<b>31914</b>	<b>20632.76</b>	<b>65%</b>	<b>24736</b>	

Reserves	BALANCE C/F	REC	SPENT	BALANCE C/F	
P3 FUND	893.49	361.00		1254.49	
PARISH PLAN	143.40			143.40	
YOUTH PROJECT	2615.02	890.02		3505.04	Is this still required or can it be seed funding for the neighbourhood plan?
SPECIAL PROJECTS speed reduction scheme/Riddy Lane play area	2437.70		388.75	2048.95	
SPECIAL PROJECTS Traffic/Highways	4095.56			4095.56	
PLAY EQUIPMENT maintenance fund	934.97			934.97	Can any of the works above be out of this fund?
POS FUND Broadway	1486.59			1486.59	
LDP response assistance	350.00			350.00	
S106 Caxton End	680.00			680.00	
Traffic Consultatnt Phase 3	0.00	764.42	1005.00	-240.58	At 14/1/16 Madingley and Caldecote outstanding
Solar Park S106	0.00	10000.00		10000.00	
Bourn 2 Run Bench	0.00	500.00	500.00	0.00	
GENERAL RESERVES	46146.46			58386.61	PC policy is that general reserves should be 1-1.5 annual expenditure
<b>Total</b>	<b>59783.19</b>	<b>12515.44</b>	<b>1893.75</b>	<b>82645.03</b>	

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

**44685.44**  
**22526.51**

Notes to the budget discussions

I anticipate that the current year budget should come in under budget especially gen admin and election costs and that there will be a carry forward to the general reserves.

The PC has committed itself to fund the moving of the signs in the Broadway this is still o/s (will be taken from contingency & reserves if CCC invoice). Also it is committed to the Minor Highways Improvement Scheme. Costs will need to be included.

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

Baseline budget is £24021 (last year it was £25730 and the year before £28078). The Council needs to consider S137 & special projects etc.

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

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

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

## BOURN PARISH COUNCIL RECEIPTS FY 2016

DATE	REF			GROSS	VAT	NET	ADVERTISING	AGENCY SERVICES	GENERAL ADMIN	INTEREST	PRECEPT	SPECIAL PROJECTS	VILLAGE & ASSETS MAINTENANCE	RESTRICTED RESERVES	MISC
			B/F	59783.19											
			<b>OUTSTANDING AT BANK FY15</b>												
	15/26	ARRINGTON PC	TRAFFIC CONSULTANT	76.81		76.81								76.81	
	15/25	HARDWICK PC	TRAFFIC CONSULTANT	153.61		153.61								153.61	
			<b>TOTAL OUTSTANDING FY15</b>	<b>230.42</b>	<b>0.00</b>	<b>230.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>230.42</b>	<b>0.00</b>
07/04/2015	24	BOURN SPORTS CLUB	UTILITIES	618.73		618.73							618.73		
07/04/2015	INT	CONSOL. STOCK	INTEREST	0.46		0.46				0.46					
16/04/2015	BACS	SCDC	PRECEPT	15599.50		15599.50					15599.50				
10/04/2015	INT	LLOYDS	INTEREST	1.16		1.16				1.16					
11/05/2015	INT	LLOYDS	INTEREST	1.20		1.20				1.20					
	26	CCC	P3	361.00		361.00								361.00	
06/06/2015	INT	LLOYDS	INTEREST	1.09		1.09				1.09					
15/07/2015	27	BOURN SCHOOL ASS.	BOURN TO RUN	500.00		500.00								500.00	
17/08/2015	BACS	HMRC	VAT	3515.58	3515.58	0.00									
06/07/2015	INT	CONSOL. STOCK	INTEREST	0.46		0.46				0.46					
09/07/2015	INT	LLOYDS	INTEREST	1.12		1.12				1.12					
10/08/2015	INT	LLOYDS	INTEREST	1.20		1.20				1.20					
10/09/2015	BACS	SCDC	PRECEPT	15599.50		15599.50					15599.50				
09/09/2015	INT	LLOYDS	INTEREST	1.12		1.12				1.12					
15/09/2015	28	CAXTON PC	TRAFFIC CONSULTANT	212.34		212.34								212.34	
28/09/2015	29	EVERSDEN PC	TRAFFIC CONSULTANT	74.32		74.32								74.32	
28/09/2015	29	HARDWICK PC	TRAFFIC CONSULTANT	106.17		106.17								106.17	
28/09/2015	29	ELSWORTH PC	TRAFFIC CONSULTANT	212.34		212.34								212.34	
06/10/2015	30	ARRINGTON PC	TRAFFIC CONSULTANT	53.08		53.08								53.08	
07/10/2015	31	TOFT PC	TRAFFIC CONSULTANT	106.17		106.17								106.17	
13/10/2015	32	BOURN SPORTS CLUB	UTILITIES	291.06		291.06							291.06		
27/08/2015	BACS	UK SOLAR PARKS	S106	5000.00		5000.00								5000.00	
30/09/2015	BACS	UK SOLAR PARKS	S106	2500.00		2500.00								2500.00	
12/10/2015	BACS	UK SOLAR PARKS	S106	2500.00		2500.00								2500.00	
09/10/2015	INT	LLOYDS	INTEREST	1.12		1.12				1.12					
09/11/2015	INT	LLOYDS	INTEREST	1.16		1.16				1.16					
09/12/2015	INT	LLOYDS	INTEREST	1.12		1.12				1.12					
		BOURN YOUTH PROJECT	QUIZ	890.02		890.02								890.02	
		ALLOTMENTS ASSOCIATION	RENT	50.00		50.00							50.00		
				<b>48201.02</b>	<b>3515.58</b>	<b>44685.44</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11.21</b>	<b>31199.00</b>	<b>0.00</b>	<b>959.79</b>	<b>12515.44</b>	<b>0.00</b>
			<b>OUTSTANDING AT BANK</b>												
			<b>TOTAL OUTSTANDING</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

107984.21

BOURN PARISH COUNCIL PAYMENTS FY 2016			GROSS	VAT	NET	GENERAL ADMIN														
DATE	REF	PAYEE				ADVERTISING	AGENCY /P3	MISC	ADMIN SUPPORT	SALARIES	GRASS CUTTING & TREE WORK	VILLAGE & ASSETS MAINT	ALLOTMENT	PAVILION & Playing Fields	SPECIAL PROJECTS	S137	LOAN REPAY	CONTIN'CY	RESERVES	
OUTSTANDING AT BANK FYE 15																				
21/01/2015	824	VILLAGE HALL	ROOM HIRE	90.00		90.00		90.00												
18/02/2015	828	PETER OAKES	TREE WORKS	168.00	28.00	140.00					140.00									
18/03/2015	833	BOURN SCOUTS	S137	200.00		200.00										200.00				
				458.00	28.00	430.00	0.00	0.00	90.00	0.00	0.00	140.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00
FY 2016																				
18/02/2015	828	PETER OAKES	CANCELLED	-168.00	-28.00	-140.00					-140.00									
01/04/2015	DD	SCDC	ALLOTMENT SITE RENT	50.00		50.00							50.00							
01/04/2015	DD	SCDC	TRADE WASTE	14.12		14.12														
03/04/2015	DD	EON	PAVILION ELECTRICITY	80.93	3.85	77.08										14.12				
15/04/2015	841	CPAPLC	TRAINING	35.00		35.00		35.00							77.08					
15/04/2015	842	CAPALC	AFFILIATION FEE	280.52		280.52		280.52												
15/04/2015	843	F HAXTON	EXPENSES	5.90	0.98	4.92								4.92						
15/04/2015	844	LGS SERVICES	ADMIN SUPPORT	900.94	149.23	751.71		93.32	658.39											
15/04/2015	845	LG STOEHR	SALARY	136.12		136.12				136.12										
01/05/2015	DD	SCDC	TRADE WASTE	14.08		14.08														14.08
20/05/2015	DD	EON	PAVILION ELECTRICITY	57.63	2.74	54.89														54.89
20/05/2015	846	LGS SERVICES	ADMIN SUPPORT	903.19	149.59	753.60		95.21	658.39											
20/05/2015	847	PLAYSAFETY LTD	ROSPA INSPECTION	199.20	33.20	166.00								166.00						
20/05/2015	848	CGM	GRASSCUTTING	151.06	25.18	125.88														
20/05/2015	849	LG STOEHR	SALARY	135.92		135.92				135.92										
20/05/2015	850	BOURN CHURCH	S137	800.00		800.00										800.00				
20/05/2015	851	MERRYBOURN CLUB	S137	240.00		240.00										240.00				
01/06/2015	DD	SCDC	TRADE WASTE	14.08		14.08														14.08
02/06/2015	DD	EON	PAVILION ELECTRICITY	60.08	2.86	57.22														57.22
17/06/2015	852	ALARM MAINTENANCE	ALARM SERVICE	104.40	17.40	87.00														87.00
17/06/2015	853	CAMBRIDGE WATER	PAVILION WATER	155.34		155.34														155.34
17/06/2015	854	PARISH ONLINE	ONLINE MAPPING	33.60	5.60	28.00		28.00												
17/06/2015	855	CGM	GRASSCUTTING	249.21	41.53	207.68														
17/06/2015	856	LG STOEHR	SALARY	135.92		135.92				135.92										
17/06/2015	857	HMRC	PAYE/NIC	101.80		101.80				101.80										
17/06/2015	858	LGS SERVICES	ADMIN SUPPORT	895.26	148.37	746.89		88.50	658.39											
15/07/2015	859	LG STOEHR	SALARY	135.92		135.92				135.92										
15/07/2015	860	LGS SERVICES	ADMIN SUPPORT	894.61	148.27	746.34		87.95	658.39											
15/07/2015	861	BOURN VILLAGE HALL	ROOM HIRE	108.00		108.00		108.00												
15/07/2015	862	P JOHNSON	WAR MEMORIAL FLOWERS	30.00		30.00								30.00						
01/07/2015	DD	SCDC	TRADE WASTE	14.08		14.08														14.08
15/07/2015	1863	LGS SERVICES	PAYROLL	79.20	13.20	66.00		66.00												
15/07/2015	1864	CGM	GRASSCUTTING	323.03	53.84	269.19					269.19									
01/08/2015	DD	SCDC	TRADE WASTE	14.08		14.08														14.08
01/09/2015	DD	SCDC	TRADE WASTE	14.08		14.08														14.08
01/09/2015	DD	PWLB	LOAN	1762.90		1762.90														1762.90
15/07/2015	1865	LG STOEHR	SALARY	135.92		135.92				135.92										
15/07/2015	1866	LG STOEHR	SALARY	135.92		135.92				135.92										
15/07/2015	1867	HMRC	PAYE/NIC	102.00		102.00				102.00										
15/07/2015	1868	FIVE STAR PEST CONTROL	WASP NEST REMOVAL	54.00	9.00	45.00								45.00						
15/07/2015	1869	CCC	HIGHWAYS IMPROVEMENT	388.75		388.75														388.75
15/07/2015	1870	NC PLUMBING	PAVILION PLUMBING	648.09	108.01	540.08														
15/07/2015	1871	LWV HIGHWAYS	TRAFFIC CONSULTANT	1206.00		1206.00														1206.00
15/07/2015	1872	LGS SERVICES	ADMIN SUPPORT	880.33	146.41	733.92		75.53	658.39											
15/07/2015	1873	LGS SERVICES	ADMIN SUPPORT	851.99	141.92	710.07		51.68	658.39											
15/07/2015	1875	CGM	GRASSCUTTING	620.77	103.47	517.30					517.30									
15/07/2015	576	SMARTWATER	SIGNS	84.00	14.00	70.00														
15/07/2015	577	CAME AND CO	INSURANCE	1729.74		1729.74		1729.74												
15/07/2015	578	SWALEC	PAVILION ELECTRICITY	498.36	83.06	415.30										415.30				
15/07/2015	579	SWALEC	PAVILION ELECTRICITY	559.33	93.22	466.11										466.11				
01/10/2015	DD	SCDC	TRADE WASTE	14.08		14.08														14.08
21/10/2015	580	PKF LITTLEJOHN	AUDIT	240.00	40.00	200.00		200.00												
21/10/2015	581	SWARCO	SPEED SIGN MAINTENANCE	217.37	36.23	181.14								181.14						
21/10/2015	582	LGS SERVICES	ADMIN SUPPORT	896.78	148.43	748.35		89.96	658.39											
21/10/2015	583	LGS SERVICES	NEWSLETTER	60.00		60.00	60.00													
21/10/2015	584	LG STOEHR	SALARY	135.92		135.92				135.92										
21/10/2015	585	PWF DECORATING	PAVILION DECORATING	770.00		770.00									770.00					

BOURN PARISH COUNCIL PAYMENTS FY 2016																				
DATE	REF	PAYEE	GROSS	VAT	NET	ADVERTISING	AGENCY /P3	MISC	ADMIN SUPPORT	SALARIES	GRASS CUTTING & TREE WORK	VILLAGE & ASSETS MAINT	ALLOTMENT	PAVILION & Playing Fields	SPECIAL PROJECTS	S137	LOAN REPAY	CONTIN'CY	RESERVES	
21/10/2015	586	CGM	GRASSCUTTING	273.38	45.56	227.82					227.82									
01/11/2015	DD	SCDC	TRADE WASTE	14.08		14.08								14.08						
18/11/2015	587	LG STOEHR	SALARY	135.92		135.92				135.92										
18/11/2015	588	LGS SERVICES	ADMIN SUPPORT	903.68	149.42	754.26		95.87	658.39											
18/11/2015	589	NOTICE BOARD CO	NOTICE BOARD	537.60	89.60	448.00									448.00					
01/12/2015	DD	SCDC	TRADE WASTE	14.08		14.08								14.08						
10/12/2015	590	LG STOEHR	SALARY	135.92		135.92				135.92										
10/12/2015	591	HMRC	PAYE/NIC	102.00		102.00				102.00										
02/12/2015	DD	EON	PAVILION ELECTRICITY	74.12	3.53	70.59								70.59						
01/01/2016	DD	SCDC	TRADE WASTE	14.08		14.08								14.08						
20/01/2016	592	CGM	GRASSCUTTING	212.44	35.40	177.04					177.04									
20/01/2016	593	LGS SERVICES	ADMIN SUPPORT	858.56	142.83	715.73			658.39	57.34										
20/01/2016	594	CALICO	DOMAIN NAME	18.00	3.00	15.00	15.00													
20/01/2016	595	CGM	GRASSCUTTING	129.99	21.66	108.33					108.33									
20/01/2016	596	ALARM MAINTENANCE	FIRE ALARM SERVICE	171.60	28.60	143.00								143.00						
20/01/2016	597	GLASDON	BENCH	626.94	104.49	522.45									22.45				500.00	
20/01/2016	598	CAMBS ACRE	AFFILIATION FEE	54.00	9.00	45.00		45.00												
20/01/2016	599	CAMBOURNE PARISH COUNCIL	FOX RD NOTICE BOARD	73.20	12.20	61.00									61.00					
20/01/2016	600	LGS SERVICES	ADMIN SUPPORT	882.63	146.79	735.84		77.45	658.39											
20/01/2016	601	RPM	PLAY AREA REPAIR	768.00	128.00	640.00						640.00								
20/01/2016	602	LGS SERVICES	NEWSLETTER	30.00		30.00	30.00													
20/01/2016	603	CAMBRIDGE WATER	PAVILION WATER	117.41		117.41								117.41						
<b>TOTAL (INCLUDING O/S AT BANK)</b>				<b>25339.18</b>	<b>2812.67</b>	<b>22526.51</b>	<b>105.00</b>	<b>0.00</b>	<b>3247.73</b>	<b>6583.90</b>	<b>1586.62</b>	<b>1493.24</b>	<b>1067.06</b>	<b>50.00</b>	<b>3094.86</b>	<b>601.45</b>	<b>1040.00</b>	<b>1762.90</b>	<b>0.00</b>	<b>1893.75</b>
<b>OUTSTANDING AT BANK</b>																				
21/01/2015	824	VILLAGE HALL	ROOM HIRE	90.00		90.00		90.00												
15/07/2015	576	SMARTWATER	SIGNS	84.00	14.00	70.00									70.00					
21/10/2015	582	LGS SERVICES	ADMIN SUPPORT	896.78	148.43	748.35		89.96	658.39											
21/10/2015	583	LGS SERVICES	NEWSLETTER	60.00		60.00	60.00													
21/10/2015	584	LG STOEHR	SALARY	135.92		135.92				135.92										
18/11/2015	587	LG STOEHR	SALARY	135.92		135.92				135.92										
18/11/2015	588	LGS SERVICES	ADMIN SUPPORT	903.68	149.42	754.26		95.87	658.39											
10/12/2015	590	LG STOEHR	SALARY	135.92		135.92				135.92										
10/12/2015	591	HMRC	PAYE/NIC	102.00		102.00				102.00										
01/01/2016	DD	SCDC	TRADE WASTE	14.08		14.08								14.08						
20/01/2016	592	CGM	GRASSCUTTING	212.44	35.40	177.04					177.04									
20/01/2016	593	LGS SERVICES	ADMIN SUPPORT	858.56	142.83	715.73			658.39	57.34										
20/01/2016	594	CALICO	DOMAIN NAME	18.00	3.00	15.00	15.00													
20/01/2016	595	CGM	GRASSCUTTING	129.99	21.66	108.33					108.33									
20/01/2016	596	ALARM MAINTENANCE	FIRE ALARM SERVICE	171.60	28.60	143.00								143.00						
20/01/2016	597	GLASDON	BENCH	626.94	104.49	522.45									522.45					
20/01/2016	598	CAMBS ACRE	AFFILIATION FEE	54.00	9.00	45.00		45.00												
20/01/2016	599	CAMBOURNE PARISH COUNCIL	FOX RD NOTICE BOARD	73.20	12.20	61.00									61.00					
20/01/2016	600	LGS SERVICES	ADMIN SUPPORT	882.63	146.79	735.84		77.45	658.39											
20/01/2016	601	RPM	PLAY AREA REPAIR	768.00	128.00	640.00						640.00								
20/01/2016	602	LGS SERVICES	NEWSLETTER	30.00		30.00	30.00													
20/01/2016	603	CAMBRIDGE WATER	PAVILION WATER	117.41		117.41								117.41						
<b>TOTAL OUTSTANDING</b>				<b>6501.07</b>	<b>943.82</b>	<b>5557.25</b>	<b>105.00</b>	<b>0.00</b>	<b>398.28</b>	<b>2633.56</b>	<b>567.10</b>	<b>285.37</b>	<b>640.00</b>	<b>0.00</b>	<b>274.49</b>	<b>653.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>