

BOUGHTON PARISH COUNCIL
Budget Planner

	2023/24 Budget	2023/24 Actual	2024/25 Budget 1 Apr 24	2024/25 Actual at 28/11/24	Est I&E to 31 Mar 25	Variation £ +/-	2025-26 Budget	Var % +/-	Comments
RECEIPTS									
Precept	5,171.00	5,171.00	6,156.00	6,156.00	0.00	£0.00	7,993.00	23%	
Funds B/Fwd not inc EMR	1,166.25	1166.25	923	£804.41	0	-£118.59	-70	1424%	
Est Funds drawn from EMR	500.00	0.00	0.00	0.00	0.00	£0.00	0.00		
Interest	2.00	98.30	60.00	137.07	35.00	£112.07	130.00	54%	Interest higher than previous but expected to fall again in 25, reduced to 1.35% in Dec 24
Fen Ctte Contribution to Ext Audit							315.00		To be agreed by Fen Ctte
VAT Refunds (retrospective claim)	130.00	2,505.71	73.03	115.55	0.00	£42.52	269.96	73%	
Misc income (retrospective)	4.00	0.00	3.00	0.00	0.00	-£3.00	135.00	98%	UKNP Wayleave £135 (5-yearly due 2025)
Total regular income	6,413.11	6,953.56	7,215.03	7,213.03	35.00	£33.00	8,773.27		
Grant Income opportunities									
CIL	0.00		0.00			£0.00			None identified
NCC PPS 50%	0.00		0.00		0.00	£0.00			None Bid
Other funding	11,000.00	11,000.00	0.00	0.00		£0.00			
Total aspirational income	0.00	0.00	0.00	0.00	0.00		0.00		
Total income	6,413.11	6,953.56	7,215.03	7,213.03	35.00		8,773.27	37%	
Projected Year end Income			7,215.03		7,248.03	£33.00			
PAYMENTS									
PC Insurance	480.00	399.64	£450.00	409.86	£0.00	-£40.14	£450.00	0%	CPI inc but left at last year's budget amount will cover it.
Machinery: servicing	150.00	230.71	£250.00	0.00	£250.00	£0.00	£300.00	20%	No additional spares/repairs in 2024, therefore increased likelihood in 2025
Fuel	135.00	41.81	£120.00	73.34	£20.00	-£26.66	£100.00	-17%	fuel prices reduced during 2024 set with expectation of duty rise in 2025/26
General maintenance inc Pond	450.00	358.75	£450.00	313.21	£0.00	-£136.79	£450.00	0%	Siltex stocked for further 2 years but further vegetation control anticipated
Subscriptions (NALC, SLCC, ICO)	210.00	218.48	£230.00	265.75	£0.00	£35.75	£300.00	30%	NALC increased more than anticipated by 18% in 2024, 13% inc forecast
Clerk Salary, PAYE & Allowance/Exp	2321.00	2,413.20	£2,455.00	1,920.85	£639.18	£105.03	£2,533.00	3%	SCP 18 inc plus est 2.5% NJC award
Internal audit fee:	35.00	35.00	£35.00	35.00	£0.00	£0.00	£35.00	0%	
Statutory Auditors fee	0.00	0.00	£0.00	315.00	£0.00	£315.00	£400.00	0%	The increased CSA Fen payment is expected to increase to c £26,466
Use of Church for PC Meetings	100.00	151.50	£100.00	0.00	£100.00	£0.00	£100.00	0%	
Playground repairs	100.00	0.00	EMR	0.00	£0.00		EMR		
Playground inspection	85.00	72.95	£82.50	82.50	£0.00	£0.00	£90.25	9%	Notice of 2025 fee received.
Training/Seminars/Conferences	150.00	30.33	150.00	40.00	£50.00	-£60.00	150.00	0%	New Cllr trg if vacancy filled plus CPD for cllrs
Travelling expenses	80.00	0.00	40.00	0.00	£20.00	-£20.00	40.00	0%	2 return journeys to Norwich for seminars/trg
Virtual Telephone No	76.00	64.96	80.00	51.46	£18.30	-£10.24	90.00	13%	est annual increase
Stationery/Postage/printing	30.00	0.00	35.00	0.00	£20.00	-£15.00	30.00	-14%	
Fen Ctte VAT reclaim Transfer		1,867.76		0.00	£0.00	£0.00			FEN CTTE VAT Reclaim forecast not required for PC budgeting
Sub total	4,402.00	4,168.83	4,477.50	3,506.97	1,117.48	146.95	5,068.25	13%	
S137 Grants									
Contribution to cutting grass in Churchyard	250.00	250.00	250.00	0.00	£250.00	£0.00	250.00	0%	
RBL Poppy Wreath	25.00	0.00	25.00	25.00	£0.00	£0.00	25.00	0%	
Coronation/Op London Bridge	300.00	0.00	300.00	0.00	£0.00	-£300.00	0.00	0%	Tx requirement to EMR
S137 misc Grants	50.00	0.00	50.00	0.00	£0.00	-£50.00	50.00	0%	
<i>S137 Sub-Total</i>	<i>625.00</i>		<i>625.00</i>				<i>325.00</i>	<i>-48%</i>	

Admin & Operating costs	5,125.00	4,588.67	5,102.50	3,531.97	1,367.48	-£203.05	5,393.25	6%	
Projected Year End Expenditure					4,899.45	-203.05			
Reserve building	23/24 budg	23/24 bal	Budget inc	Expenditure		Balance			
Continuity Contingency Fund (6 month £3k)	250.00	2,000.00	250.00	0.00		£2,250.00	250.00		6 month operating cost contingency recommended inc from £2k to £3k
Pond/Green/Tree Maintenance (£3000)	500.00	1,000.00	500.00	0.00		£1,500.00	1,500.00		increased reserve target to account for potential need to contract work at short notice
Street furniture renewals & repairs (bins, boards, signs, etc) (£500)	800.00	180.40	800.00	454.17	0.00	£526.23	200.00	-75%	A reserve of £1500 should be built for refurbishment/replacement of assets
Play area repairs / renewals (£5000)	6.81	3,993.19	6.81	67.37		£3,932.63	70.00	928%	
IT renewal (Laptop 7 year life £400)	50.00	250.00	50.00	0.00		£300.00	50.00	0%	budget for replacement when required, given an increased 7 year life
Coronation/Op London Bridge			0.00	0.00		£0.00	300.00		New EMR
Election Costs (contested £450)	5.50	394.50	5.50	0.00		£400.00	10.00	82%	
Mower Repairs/Replacement (£5000)	500.00	215.38	500.00	0.00		£715.38	1,000.00	100%	New EMR to cover repairs and replacement when BER
Total to Reserves	1,287.99	8,033.47	2,112.31	521.54	0.00	9,624.24	3,380.00	60%	Once reserve targets are reached then it can be stopped until used.
Net tx to EMR					521.54				
Capital Projects (Play Park Equipment)			0.00	0.00			0.00		
Total Expenditure			6,412.99	4,053.51	1,367.48		8,773.25		
Year end projected Expenditure					5,420.99				
Year End projected Balance					1,827.04				
EMR Carry fwd Req't					9,624.24				
Est Carry over					-69.69		0.02		Budget balanced / Precept Req't

2024/25

2025/26

Tax Base	105.5	109.2	2024 figure, update due Jan 2025
Band D Rate	£58.35	£73.20	20% Increase in Precept with revised Tax Base (West Norfolk ranges between £30-109)
Electoral Roll	194	194	2024 figure, update due Jan 2025
S.137 Rate	£10.81	£10.81	24/25 rate
S.137 Limit	£2,097.14	£2,097.14	

Narrative

Current Position: Cash in hand at 30 Dec 24 was £11,179; subtracting the EMR balance of £9,624 and Marquees fund of £292, with a forecast expenditure of £1,367 and income of £35 for the remainder of the financial year resulting in an anticipated carry over deficit of £70 (primarily due to the external audit fee of £315) to be offset by the precept requirement for 2025/26. Income: Interest rates were at 1.5% but were reduced to 1.4% in Oct and to 1.35% in Dec will likely reduce further in 2025/6 with BoE Interest rates forecast to reduce slowly, so next FY income of £130 has been anticipated. Expenditure: The mower has not been serviced yet this FY but has been anticipated in the budget forecast at £250, repairs have not been required as we approach the end of the cutting season, increasing the likelihood of minor repairs next season so an increase of £50 has been budgeted. The clerk salary was announced in Oct after another late settle by Unions when 2 out of 3 unions balloted voted against industrial action, another pro-rata award of £1295 resulting in an hourly increase of 67p back-dated to 1 Apr 2024, c£100 more than anticipated. An estimate of 3% (Govt intital indication is of 2.8%) for 2025/26. The I&E rose above the projected £25k threshold for exemption from external audit due to the increase CSA rates for the Fen management, this incurred an unbudgeted external auditor fee of £315, the CSA payments are set to rise again and therefore the requirement for a Limited Review has been budgeted for. Other increases forecast for the Playground Inspection and telephone are based on announced increases for the next FY. Reserves: Reserves have largely not been called upon this FY to date other than for the minor playground refurbishment recommended in the annual report and replacement of the picnic bench as planned. A new EMR for future Op London Bridge/Coronation has been set up based on the £300 amount budgeted for in 2024/25. The operational costs have risen over the last couple of years to c£5k and an increase of £250 to the contingency EMR in 2025/26 is recommended to increase to a £2.5k (50% of op costs). The EMR for the Green/Pond has had the target increased to £3k to account for increasing cost of tree maintenance and to include a tree health survey which is estimated to cost c£500 but would provide assurance and provide a report to base future maintenance on; in addition to the reserve to pay for grass cutting should the voluntary process using the PC's own equipment no longer be viable at short notice. The EMR for mower replacement and repair has been further increased by £1000 to increase the balance to c£1,715 of the expected cost of £5k for a replacement mower in due course, should a replacement be required earlier and the EMR not be sufficient then there would be sufficient funds to virement in year and recover over the following few years. Update 7 Jan 25 Report of a diseased tree with an estimated cost of £1500 to fell and dispose of has been made allowance for by adding a further £750 to the planned £750 increase to the EMR for maintenance on the Green. This increases the Precept requirement to £7993. Summary and Recommendation: A CPI of 2.6% has been used for inflationary increase forecasting based on the BoE forecast for 2025. The expenditure forecast for 2025/26 is £5,393, with EMR allocation of £2,630 requiring a precept of £7243, a 15% increase on 2024/25, which equates to a representative £7.98 per annum rise for band D council tax payers a real terms rise of 12% for Council Tax payers with the revised tax base for 2025/26, this remains at the lower end of the scale of Parish Precepts for West Norfolk andc £19 below the national average Parish Band D charge of £85 for 2024/25, representing good value for money and fiscal control by the Council.		
---	--	--

		31-Mar-24	Plan Inc	Actual Inc	Expenditure	31-Mar-25	Plan	Proj Bal
Ear Marked Reserves	Target	Balance	2024/25	2024/25	2023/24	Projected Bal	2025/26	Apr-25
Continuity Contingency Fund (6 month £2k)	2500	2,000.00	250.00	250	£0.00	£2,250.00	£250.00	£2,500.00
Pond/Green/Tree Maintenance	3000	1,000.00	500.00	500	£0.00	£1,500.00	£1,500.00	£3,000.00
Street furniture renewals & repairs (SAM2 bins, boards, etc) (£750 SAM + £750 seats)	1500	180.40	800.00	800	£454.17	£526.23	£200.00	£726.23
Play area repairs / renewals	5000	3,993.19	6.81	6.81	£67.37	£3,932.63	£70.00	£4,002.63
IT renewal (Laptop 7 year life £350)	350	250.00	50.00	50	£0.00	£300.00	£50.00	£350.00
Coronation/Op London Bridge	300					New	£300.00	£300.00
Election Costs (contested £600)	600	394.50	5.50	5.5	£0.00	£400.00	£10.00	£410.00
Mower Repairs/Replacement	5000	215.38	500.00	500	£0.00	£715.38	£1,000.00	£1,715.38
Sub-total		8,033.47	2112.31	2112.31	£521.54	9,624.24	£3,380.00	£13,004.24
Marquee Fund (No target)		275	0	30.00	12.93	292.07	£0.00	£292.07
Total	7250	8308.47	2112.31	2142.31	£1,056.01	9916.31	£3,380.00	£13,296.31

Premium Acc Minimum Balance Required @ 31 Mar 2025

Adjusted Balance projection	31/03/2025
Adjusted bank	30/12/2024 11179.1
Projected payments	£1,367.48
Projected Income	£35.00
Sub-Balance	9,846.62
EMR @31 Mar 25	9,624.24
Marquee Fund	292.07
Carry over/Available Balance	-£69.69