

| | Budget y/e 31.03.25 | Actual receipts & spend yr. to date | Remaining receipts/spend to y/e 31.03.25 | Forecast receipts/spend to y/e 31.03.25 | Forecast variance v plan y/e 31.03.25 | Cost estimates and notes |
|---|---------------------|-------------------------------------|--|---|---------------------------------------|--|
| RECEIPTS | | | | | | |
| Precept (paid on or before 30th April 2024 and 30th September 2024) | 29,172.00 | 29,172.00 | 0.00 | 29,172.00 | 0.00 | |
| PROW/P3 annual grant | 150.00 | 0.00 | 1,000.00 | 1,000.00 | 850.00 | The PC usually receives ~£30 per mile of footpath/bridleway for maintenance under the P3 scheme. There are 3.90 miles of footpaths and one bridleway of 0.94 miles. A conservative estimate has been made of 5 miles x £30 = £150.00. Additional grant application submitted for specific tasks on 15.03.24 for £193.87 as there is also a carry forward of £356.13, which will be put towards these tasks. 29.09.24 PROW confirmed on 07.09.24 that they would make payment of £1K although this is yet to happen, hence the variation |
| VAT estimate | 800.00 | 744.86 | 350.00 | 1,094.86 | 294.86 | This is an estimate. As no large purchases are planned, e.g. benches or defibrillators, VAT refunds are likely to be lower than 2023/24 actual, which is forecast to be >£1.4K. 29.09.23 The forecast has been increased because the PC has agreed to buy a new noticeboard and will be able to reclaim the VAT on that, hence the variation. |
| Savings account annual interest estimate | 84.00 | 78.73 | 48.00 | 126.73 | 42.73 | This is an estimate based on £7.00 per month interest, assuming approximately £12K remains in the Savings Account. It will of course also be dependent on interest rates. 29.09.24 Interest has been consistently between £11.00 and £14.00 per month since April to the revised forecast is based on an average of £12.00 per month. |
| TOTAL RECEIPTS | 30,206.00 | 29,995.59 | 1,398.00 | 31,393.59 | 1,187.59 | |

| Less CORE COSTS | Budget y/e 31.03.25 | Actual receipts & spend yr. to date | Remaining receipts/spend to y/e 31.03.25 | Forecast receipts/spend to y/e 31.03.25 | Forecast variance v plan y/e 31.03.25 | Cost estimates and notes |
|--|---------------------|-------------------------------------|--|---|---------------------------------------|--|
| Clerk's remuneration | 9,854.40 | -5,051.20 | -4,927.20 | -9,978.40 | -124.00 | 12 x £821.20 = 9,854.40 29.09.24 £124 in overtime to complete budget and prepare for audit, hence variance |
| Hire of hall, excluding costs for the Community Café and Community Cinema | 382.00 | -233.50 | -210.00 | -443.50 | -61.50 | 11 x 2hr PC meetings @ £20.00 per meeting = £220.00 6 x working party meetings in small meeting room @ £12.00 per 3hr session (no use of kitchen) = £72.00. 4 x CSG meetings in small meeting room @ £12.00 per 3hr session (no use of kitchen) = £48.00 1 x 3hr annual Parish meeting @ £14.00 per hour (includes use of kitchen for tea and coffee making as well as preparation time) = £42.00. 29.09.24 New charges, hence variance, as of 01.04.24 now published on VH website and are as follows: Use of Hall 13.50/hr Preparation Time 10.00/hr Use of Hall with coffee/Tea Facilities 19.00/hr Use of Hall with full use of kitchen 27.00/hr Meeting room 10.00/hr |
| Office expenses | 2,602.40 | -1,432.74 | -1,624.00 | -3,056.74 | -454.34 | 12 x £20.00 payroll = £240.00 12 x £24.00 WFH = £288.00 2 x £140.00 ink = £280.00 3 x £25.00 paper = £75.00 3 x ~£100.00 print runs = ~£300.00 IT support: 5 hrs (Ian Tomlinson) = £325.00 Software licences: Office 365 = £626.40 Barracuda back up = £108.00 1 x website hosting = £200.00 Parish Online 1 x digital mapping = £40.00 Parish Online 12 x phone @ ~£10 per month = £120.00 29.09.24 The PC will need to pay for 25-26 software licences in March so additional ~£800 to come out of this year's budget, hence variance |
| Insurance annual renewal | 346.53 | -309.40 | 0.00 | -309.40 | 37.13 | Annual Insurance with Community First insurance = £346.53 29.09.24 Actual cost £309.40 as estimate incorrectly included VAT |
| Membership fees & subscriptions: DALC, SLCC and ICO | 373.00 | -209.00 | -160.00 | -369.00 | 4.00 | SLCC = ~£160.00 DALC = £173.00 29.09.24 Actual cost £174.00 IOC = ~£40.00 29.09.24 Actual cost £35.00 |
| Election expenses | 0.00 | -140.98 | 0.00 | -140.98 | -140.98 | Existing ringfenced reserves of £2K already in Savings Acct. 21.05.24 Moved £140.98 from Election Ringfenced Reserves to pay admin costs to SHDC for last year's non contested elections so now £1,859.02 remaining in Election Ringfenced Reserves |
| Internal audit fees (Devon Audit Partnership) and external audit fees (PKF Littlejohn) | 920.00 | 0.00 | -890.00 | -890.00 | 30.00 | Internal audit with Devon Audit Partnerships 2 days @ £335.00 per day = £670.00 External audit with PKF Littlejohn (number of days unknown) = ~£250.00 (was £210.00 in 2023-24) 29.09.24 PKF actual cost £210 |
| Training | 782.91 | -288.00 | -160.00 | -448.00 | 334.91 | Precept includes £230.00 for the following courses, to be undertaken during year end 24-25 DSL Adults = £65.00 DSL Chn = £65.00 DALC Annual Conference x 2 @ ~£50 each = £100.00 So £230.00 plus c/f of £552.91 from 23-24 as some invoices outstanding from training already completed and Clerk has not yet booked ILCA course. 15.05.24 ILCA course booked £120.00. 29.09.24 All DALC training booked/completed for Cllr Sutton ~£150, but off-set by not attending DALC conference |
| Chair's annual allowance | 137.30 | -137.30 | 0.00 | -137.30 | 0.00 | The Parish Basic Allowance is a discretionary allowance, which is calculated as a percentage of the District Councillors Allowance. The Parish Remuneration Panel for SHDC recommends payment based on the number of electorates. For parishes with 0 - 2,500 electorates, the recommendation is 2.5% of District Councillors Allowance. The current SHDC Allowance is £5,492.00 per annum. Thus, the Chairs Allowance should = £137.30 per annum |
| TOTAL CORE COSTS | 14,845.63 | -7,802.12 | -7,971.20 | -15,773.32 | -927.69 | |

| Less DISCRETIONARY COSTS | Budget y/e 31.03.25 | Actual receipts & spend yr. to date | Remaining receipts/spend to y/e 31.03.25 | Forecast receipts/spend to y/e 31.03.25 | Forecast variance v plan y/e 31.03.25 | Cost estimates and notes |
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| Community grants | 250.00 | 0.00 | 0.00 | -250.00 | 0.00 | Not included in Precept Demand as c/f of £250.00 ringfenced and in Treasurers Account. Note that the S137 limit for 2024-25 spending is based on no. of electorates x £10.81 |
| S145: Community Café 24-25 DCC Growing Communities Development Grant £1,200.00 and c/f of £367.38 from 23-24 into 24-25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Mowing | 4,256.50 | -2,407.40 | -1,849.10 | -4,256.50 | 0.00 | Mowing contract - to be revised in Feb/March 2024 = ~£4,006.50. 19.03.24 Agreed £25 per hour so likely to be £3,916.25 (includes generous £40 per month fuel) Annual payment to PCC for mowing/upkeep of war memorial = £250.00 |
| Maintenance: Road Warden contract, PROW work, annual village clean, Rec field dog bin and general village maintenance | 8,704.00 | -2,285.70 | -6,398.30 | -8,684.00 | 20.00 | Road Warden contract - to be revised in Feb/March 2024 Estimate: £4,848.00. 19.03.24 Agreed £25 per hour so likely to be £4,680.00 (includes generous £40 per month fuel) Additional bundle whole clearance: x 7 bundle holes twice a year (maximum 15 hours + fuel) = ~£404.00 Village clean (road sweep, drain clean/gully flush) x1 by Cranheaths = ~£1600 Recreation field dog bin emptying by SHDC = ~£80.00 Replacement or repair of Community Noticeboard at Greenbanks = ~£782.00 Repair/reinstallation of posts/signs at Park and Walk = ~£182.00 labour (no materials) Additional PROW maintenance (maximum 15 hours + fuel) = ~£404.00. If the PC are awarded additional P3 funds following submission of the P3 grant application this £404.00 will be added to unringfenced operational reserves/emergency village maintenance reserves instead Emergency village maintenance reserves e.g. Leat clearance, tree maintenance etc. (maximum 15 hours plus fuel) = £404.00 |
| DISCRETIONARY COSTS | 13,210.50 | -4,693.10 | -8,247.40 | -13,190.50 | 20.00 | |

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| Total Expenditure | 30,456.13 | -12,495.22 | -16,218.60 | -28,963.82 | -907.69 | |
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