

## DPC.21.03.02 Transfer of Unspent Balances to Earmarked Funds

### Transfer of Unspent Balances to Earmarked Funds

Unspent balances on the Parish Council's budget lines cannot be carried forward to the new financial year. They may, however, upon resolution, be transferred to Earmarked Funds.

At the end of the 2019-20 financial year, the earmarked funds were as below:

#### Closing Reserves made up of:

Playingfield	£1,950.00
Election	£275.00
Defibrillator 186.83 - 7.02	£173.57
General Reserve	£10,902.10
Neighbourhood Plan	£2,597.86
Tree Maintenance	£1,100.00
Phone Box	£0.00
Allotments	£1,331.07
	<b>£18,329.60</b>

Year End (anticipated) totals against each budget line are indicated in Appendix A to this report, with underspend in budget lines highlighted in green. The proposal is to move those underspends into Earmarked funds, creating new Earmarked Funds for:

- Clerk salary contingency
- Parish Lands & Footpaths
- Training & Development

And deleting the Earmarked Reserve for the Neighbourhood Plan, this project approaching its completion and funds transferred out to cover costs of consulting work.

The net effect if the proposal is approved would be an increase over the financial year across the majority of Earmarked funds (with the exception of the playingfield, where funds were transferred out to cover the cost of new play equipment), and a small increase to funds in the General Reserve, as below:

Earmarked Funds	March '18	Movement	March '19	Movement	March '20	Budget	Movement	Anticipated March '21	
<b>General Reserve</b>	£3,652.56	-£7,508.44	£11,161.00	£258.90	£10,902.10		-2419.87	£13,321.97	
Playingfield	£ 900.00	£ -	£900.00	-£ 1,050.00	£1,950.00	£ 500.00	2450	£0.00	
Election	£ 200.00	£ -	£200.00	-£ 75.00	£275.00	£ 110.00		£385.00	
Defibrillator	£ 179.81	£ -	£179.81	£ 6.24	£173.57	£ 7.50	6.24	£174.83	
Neighbourhood Planning	£ 9,171.64	£ 6,573.78	£2,597.86	£ -	£2,597.86	£ -	2597.86	£0.00	Take out
Trees		£ 1,100.00	£1,100.00	£ -	£1,100.00	£ 600.00	425	£1,275.00	
Civic Event						£ 250.00		£250.00	
Clerk Contingency									New
Parish Lands & Footpaths									New
Training & Development									New
	<b>£14,104.01</b>	<b>£165.34</b>	<b>£16,138.67</b>	<b>-£ 1,118.76</b>	<b>£16,998.53</b>	<b>£ 1,467.50</b>	<b>3059.23</b>	<b>£13,939.30</b>	
Allotments	£ 54.05	-£ 267.24	£ 321.29	£ 1,009.78	£ 1,331.07	£ 10.00	415.52	£915.55	
<b>Total:</b>	<b>£14,158.06</b>	<b>-£101.90</b>	<b>£16,459.96</b>	<b>-£108.98</b>	<b>£18,329.60</b>	<b>£1,477.50</b>	<b>£3,474.75</b>	<b>£14,854.85</b>	

### Recommendation:

**To transfer any unspent balances from the budget lines indicated in report DPC.21.03.02 to earmarked reserves.**

Hilary Workman  
Clerk & RFO  
February 2021

**Drinkstone Parish Council financial overview 2020-21**

**Notes**

	<b>BUDGET</b>	<b>Total to date</b>	<b>against Budget</b>	<b>% to date 25% of yr.)</b>	
<b>OPENING RESERVES</b>	16,998.53	16,998.53			
<b>INCOME</b>					
precept	8,920.00	8,920.00	0.00	100%	
interest	20.00	4.38	-15.62	22%	
Sale of Land adjacent to Play	0.00	0.00	0.00		
defibbb donations	0.00	0.00	0.00		
transparency grant	0.00	0.00	0.00		
suffolk rural fund	0.00	0.00	0.00		
locality funding	350.00	4,000.00	3,650.00	1143%	
VAT recovered	750.00	369.05	-380.95	49%	
wayleave	0.00	0.00	0.00		
Grants	0.00	0.00	0.00		
Credit or Underpayment	0.00	0.50	0.50		
CIL		8,731.43	8,731.43		
<b>Total income</b>	<b>10,040.00</b>	<b>22,025.36</b>	<b>11,985.36</b>	<b>219%</b>	
<b>EXPENDITURE</b>					
<b>payments</b>	<b>BUDGET</b>	<b>Total to date</b>		<b>% to date 25% of yr.)</b>	
Clerk's salary	3,500.00	3,251.27	-248.73	93%	
overtime contingency	200.00	0.00	-200.00	0%	
HMRC Tax & NI	300.00	252.59	-47.41	84%	
Clerk's expenses	350.00	276.12	-73.88	79%	
grass cutting	650.00	500.00	-150.00	77%	
admin/meeting expenses	100.00	316.48	216.48	316%	
insurance	375.00	331.97	-43.03	89%	less than budgeted
SALC subscription	265.00	260.70	-4.30	98%	
training	400.00	100.00	-300.00	25%	New Councillors please take up training
internal audit	130.00	158.00	28.00	122%	
grants	100.00	246.92	146.92	247%	footpaths maps
hall hire	300.00	40.00	-260.00	13%	
dog bin emptying	320.00	319.30	-0.70	100%	
Defibrillator S137	10.00	6.24	-3.76	62%	
ICO registration	35.00	40.00	5.00	114%	
election expenses	110.00	0.00	-110.00	0%	less than budgeted - non contested
tree maintenance	600.00	425.00	-175.00	71%	
footpath maintenance	75.00	18.81	-56.19	25%	
playingfield equipment	500.00	6,741.01	6,241.01		offset by locality grant & CIL funding
playingfield maintenance	500.00	0.00	-500.00	0%	
playingfield inspection	60.00	73.66	13.66	123%	additional Health & safety supplies for COVID
website	10.00	10.00	0.00	100%	
grit bins	50.00	0.00	-50.00	0%	
highways	0.00	1,893.95			sids device - offset by £1000 locality grant
land adjacent to playing field	0.00	0.00	0.00		
Parish Land Registration	250.00	2,025.40	1,775.40	810%	
Neighbourhood Plan	0.00	3,677.30	3,677.30		
Phone Box	100.00	0.00	-100.00	0%	
VAT paid	500.00	3,204.32	2,704.32	641%	high due to NP payments going through
Civic event	250.00	0.00	-250.00	0%	
<b>Total expenditure</b>	<b>10,040.00</b>	<b>24,169.04</b>		<b>241%</b>	
<b>Contingency</b>		0			
<b>CLOSING RESERVES. after contingency</b>		<b>14,854.85</b>			