



Parish Council Budget 2024/25

Summary of Current Position and Proposals for Coming Year

Elizabeth Martin: Parish Clerk / RFO

Parish Council Budgets

- A Parish Council needs to account for all its funds either as part of an Operations Budget or as part of its Reserves (or Earmarks).
- It cannot carry over money that is “unallocated” – it needs to account for the reason the money is held, or it may need to return it to taxpayer.
- The Council should have a Contingency Reserve for unforeseen events and expenses. The goal as documented in the Reserves Policy is 30-50% of the Operations Budget.
- Earmarks or Reserves are planned expenses that stretch passed the forthcoming year (multi-year or future projects).
- Earmarks are not binding, only intentions: They can be changed by Council if circumstances change
- The Operational Budget is the plan for general operations of the Council for the forthcoming year. Again, if things change the budget line items can be amended if circumstances change.
- Changes to Earmarks and Budget lines should be approved at a meeting by a vote

Operations Budget & Reserves 2023/2024

		23/24
OPERATIONS		Budget
STAFF	Staffing	£3,300
ADMIN	Administration	£150
	IT and Operations	£400
VILLAGE HALL RENT	Village Hall Rent	£300
LEGAL	Legal	£0
PAYROLL	Pay Services	£170
SUBS	Subscriptions	£350
INSURANCE	Insurance	£500
TRAINING	Training	£600
PARISH PLAN		£0
AUDIT	Audit	£340
WEBSITE		£250
GROUNDS	Grounds Maintenance	£3,000
	Trees	£500
REP & M'NT	Other Repairs and Maintenance	£500
	Playground Inspections	£250
GRANTS [S.137]	Other Grants	£1,000
	Xmas Tree	£800
	Coronation	£0
	Dragon News (Publications)	£200
		£12,610

		23/24
RESERVES		Budget
	Street Sign Project	£0
	Trees at VH and Bell Field	£1,978
	VH Fencing	£0
	Benches	£1,000
	Trees	£1,000
	Highways and Signage	£0
	Contingency	£5,500
	2nd SID	£2,340
	Legal (carried forward)	£945
	Future Election Fund	£500
	Celebration Reserves	£695
	Playground Improvements	£4,000
	Special Projects Fund	£3,928
		£21,886

Forecasted Budget Outcome 2023/24

OSG Budget Spend to December 31st with Forecast

		23/24	Spent	Forecast	Expected	Expected
<u>OPERATIONS</u>		Budget	to 31/12	Spend	Total Spend	Unspent
STAFF	Staffing	£3,300	£1,168.72	£2,144	£3,313	(£13)
ADMIN	Administration	£150	£36.00	£36	£72	£78
	IT and Operations	£400	£116.65	£120	£237	£163
VILLAGE HALL						
RENT	Village Hall Rent	£300	£50.00	£200	£250	£50
LEGAL	Legal	£0	£0.00	£0	£0	£0
PAYROLL	Pay Services	£170	£77.52	£90	£168	£2
SUBS	Subscriptions	£350	£215.24	£60	£275	£75
INSURANCE	Insurance	£500	£533.69	£0	£534	(£34)
TRAINING	Training	£600	£0.00	£0	£0	£600
PARISH PLAN		£0	£0.00	£0	£0	£0
AUDIT	Audit	£340	£340.00	£0	£340	£0
WEBSITE		£250	£158.48	£171	£329	(£79)
GROUNDS	Grounds Maintenance	£3,000	£1,380.00	£1,380	£2,760	£240
	Trees	£500	£0.00	£0	£0	£500
REP & M'NT	Other Repairs and Maintenance	£500	£170.88	£0	£171	£329
	Playground Inspections	£250	£0.00	£225	£225	£25
GRANTS [S.137]	Other Grants	£1,000	£0.00	£0	£0	£1,000
	Xmas Tree	£800	£0.00	£500	£500	£300
	Coronation	£0	£0.00	£0	£0	£0
	Dragon News (Publications)	£200	£96.18	£100	£196	£4
		£12,610	£4,343	£5,026	£9,370	£3,240

Reserves Budget 2023/24

RESERVES	23/24 Budget	Spent to 31/12	Forecast Spend	Expected Total Spend	Expected Unspent	
Street Sign Project	£0	£0	£0	£0	£0	SID
Trees at VH and Bell Field	£1,978	£0	£0	£0	£1,978	**Note, was £500 but work balance carried from 20/21
VH Fencing	£0	£0	£0	£0	£0	
Benches	£1,000	£663	£663	£1,327	(£327)	increased 23/24/095
Trees	£1,000	£0	£0	£0	£1,000	
Highways and Signage	£0	£922	£0	£922	(£922)	
Contingency	£5,500	£0	£0	£0	£5,500	
2nd SID	£2,340	£2,340	£0	£2,340	£0	
Legal (carried forward)	£945	£0	£0	£0	£945	
Future Election Fund	£500	£0	£0	£0	£500	
Celebration Reserves	£695	£0	£0	£0	£695	
Playground Improvements	£4,000	£0	£0	£0	£4,000	
Special Projects Fund	£3,928	£0	£2,376	£2,376	£1,552	
	<u>£21,886</u>	<u>£3,925</u>	<u>£3,039</u>	<u>£6,965</u>	<u>£14,922</u>	

Proposed Operations Budget 2024/2025

OSG Budget Spend to October 31st with Forecast

<u>OPERATIONS</u>		23/24	24/25
		Budget	Budget
STAFF	Staffing	£3,300	£3,750
ADMIN	Administration	£150	£150
	IT and Operations	£400	£400
VILLAGE HALL			
RENT	Village Hall Rent	£300	£450
LEGAL	Legal	£0	£0
PAYROLL	Pay Services	£170	£180
SUBS	Subscriptions	£350	£350
INSURANCE	Insurance	£500	£550
TRAINING	Training	£600	£500
PARISH PLAN		£0	£0
AUDIT	Audit	£340	£365
WEBSITE		£250	£300
GROUNDS	Grounds Maintenance	£3,000	£3,000
	Trees	£500	£0
REP & M'NT	Other Repairs and Maintenance	£500	£500
	Playground Inspections	£250	£250
GRANTS [S.137]	Other Grants	£1,000	£1,000
	Xmas Tree	£800	£500
	Coronation	£0	£0
	Dragon News (Publications)	£200	£200
		£12,610	£12,445

Covers Full Year Salary

General Admin Costs

IT licenses and associated costs

Increase Rent

Based on Estimate from Auditor

Trees covered by Earmarks/Reserves

Proposed Reserves Budget 2024/2025

<u>RESERVES</u>	23/24 Budget	Expected Unspent		Planned Change	24/25 Budget
Street Sign Project	£0	£0		£0	£0
Trees at VH and Bell Field	£1,978	£1,978	**Note, was £500 but work balance carried from 20/21		£1,978
VH Fencing	£0	£0		£0	£500
Benches	£1,327	£0	increased 23/24/095. Added £327 From SP fund to cover shortfall	£0	£0
Trees	£1,000	£1,000		£0	£1,000
Highways and Signage	£922	£0	**£922 moved from special projects fund	£0	£0
Contingency	£5,500	£5,500			£5,500
2nd SID	£4,680	£0	**£2340 moved from special projects fund	£0	£0
Legal (carried forward)	£945	£945		£0	£945
Future Election Fund	£500	£500		£500	£1,000
Celebration Reserves	£695	£695		£105	£800
Playground Improvements	£4,000	£4,000		£0	£4,000
Extreme Weather Fund	£0	£0		£1,000	£1,000
Special Projects Fund	£339	£339	**3262 moved to cover second SID and Highways signage	£3,345	£3,684
	£21,886	£14,958		£4,950	£20,407

Close

Tree Work Planned but
may not happen before
April 1st

Close

45% of Budget is
Sufficient

Needed to pay for
next election in
2025

Rebuild Fund

New Fund

Summary

- Operational Budget of £12,445 should cover all year-to-year expenses for the Council – 2% decrease YoY.
- Precept should increase slightly to £14,082 (6.39% or £3.66 per year for a Band D house)
- Precept would be sufficient to cover Operational Expenses for the coming year and fund planned reserves
- The Tax Base has reduced slightly. To meet a zero percent increase, income to the Council will reduce slightly

Local Parish	Tax Base 23/24	Precept 23/24	23/24 Precept Band D
Mildenhall	221	£20,000	£90.53
Ogbourne St George	234	£13,418	£57.24
Ramsbury	941	£69,945	£74.32
Ogbourne St Andrew	198	£4,319	£21.78
Aldbourn	810	£46,000	£56.82
Average			£60.14

Will now be
£60.90

Summary

- Forecast Spend Of £9,370 of the £12,610 23/24 Budget
 - £3,240 to be carried forward
- Reserves to be replenished
 - Funding to come from carry forward (£3,240) and precept (£1,737)
 - Add Extreme Weather Fund (£1,000)
 - Retain Future Tree Funding (£1,000)
 - Balance Reserves From Special Projects Fund
- Proposed Operational Budget is £12,445
 - Funded by Precept of £14,082
 - Tax base has decreased slightly.
- **Small Increase in Precept To £14,082**