

Item 15 – Budget Monitoring Report (Month 9, January 2026)

Purpose of Report

To update the Council on income and expenditure against budget for the financial year 2025/26 to 9 January 2026 (Month 9). This supports ongoing financial monitoring and identifies areas requiring Council attention or decision.

Summary of Key Findings

- Year-to-date (YTD) income totals £638,665 against an annual budget of £644,345 (99.1% of total).
- YTD expenditure is £548,180 of a budgeted £644,345 (85.1% spent).
- Transfers from Earmarked Reserves (EMRs) to date total £214,148; transfers to EMRs total £67,273.
- Net income over expenditure stands at £90,485.

Actions Required

Councillors are asked to:

- **Read and note the contents of this report along with the income and expenditure and reserves report attached. Key points for noting are:**
- **The Licences & Subscriptions 2025/26 budget remains insufficient to meet current commitments; Members have previously agreed that any expenditure exceeding this budget will be covered by the General Reserve (C/24/123).**
- **Overspends funded via EMRs (e.g., Playground Repairs & Renewal, Allotment Purchase, Elections) should be noted as consistent with previous Council decisions and EMR usage.**

2026-2027 Budget and Precept

Members are asked to note that SHBC have confirmed the tax base for 26-27 at 8477.7.

At the November Full Council, Council resolved to set a budget as follows:

- **Income Totals: £101,389**
- **Expenditure totals: £720,511**
- **Leaving a deficit of £619,122**

- **Council resolved to raise a precept of £581,189, reflecting a 5% band D increase on a tax base of 8,477.7. The remaining £37,933 deficit will be funded from general reserves, or uncommitted earmarked funds will be repurposed, if available.**

Income Performance

Income Source	YTD Actual (£)	Annual Budget (£)	% of Budget Received
Precept (all areas)	551,061	551,060	100.0%
Burial Fees	44,730	72,086	62.1%
Interest Received	12,161	19,179	63.4%
Allotment Fees	2,140	2,020	105.9%
CIL Income	28,573	0	Unbudgeted
Total Income	638,665	644,345	99.1%

Key Expenditure Lines

Expenditure Category	YTD Spend (£)	Budget (£)	% Spent	Comments
Playground Repairs & Renewal	66,988	21,320	314.2%	Significant overspend; funded by EMR.
Allotment Purchase	100,000	0	N/A	Capital purchase funded via EMR.
Elections	10,029	0	N/A	Costs funded from Elections EMR.
Grants	33,812	15,683	215.6%	Overspend; potential CIL EMR funding.
Greenspace Contract	75,830	120,047	63.2%	Spend reflects in-year contract costs.
Salaries	108,658	149,885	72.5%	On track for Month 9.
Legal/HR/Recruitment Costs	8,845	4,500	196.5%	Overspend includes allotment legal fees; cover via General Reserve.
Licences & Subscriptions	6,728	4,977	135.2%	Budget insufficient; agreed cover from General Reserve.
Insurance	5,456	5,244	104.0%	Modest overspend due to premium timing.

Earmarked Reserves & Commitments (Summary see attached for detailed information)

Transfers from EMRs (YTD): £214,148. Transfers to EMRs (YTD): £67,273. These movements reflect approved funding of projects including playground works, elections, and allotment purchase.

Observations

- EMR Transfers continue to underpin significant in-year capital and project expenditure.
- Seasonal lines (e.g., Festive Lights, Christmas Trees) show timing differences and credits.
- Core staffing costs remain on track relative to the full-year budget.
- Legal/HR and Licences & Subscriptions require continued monitoring against agreed use of General Reserve cover.

Year End Position and General Reserve

Due to the transfers from Earmarked Reserves (EMRs) during the year, the general reserve has increased to £471,153. However, based on an average monthly spend of £37k (excl spend from EMR's) and with three months remaining in the financial year, the Council is forecast to overspend the remaining budget by approximately £20,000. This would result in a projected year-end general reserve of around £451,153, assuming no further income or EMR transfers are received. This forecast provides a prudent estimate of the Council's reserves position and highlights the importance of ongoing budget monitoring. Given the fact that the SAPPP guidelines recommend a General Reserve of between 3-12 months' net revenue expenditure, the council would be holding approximately 9-12 months. Therefore, at the March Full Council meeting, Council will be asked to consider if they wish to earmark any of these funds for specific projects.

Conclusion

Overall, Windlesham Parish Council's financial position remains stable and aligned with planned expenditure for 2025/26. YTD income is near fully received; expenditure is tracking at 85.1% with variances largely explained by EMR-funded projects and previously agreed reserve usage.

Councillors are asked to note the report and raise any queries or concerns.

Month No: 9

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income							
1000 Burial fees	1,314	44,730	72,086	27,356			62.1%
1030 Allotment Fees	0	2,140	2,020	(120)			105.9%
1076 Precept	0	551,061	551,060	(1)			100.0%
1900 Interest Received	0	12,161	19,179	7,018			63.4%
1950 CIL Income	0	28,573	0	(28,573)			0.0%
Total Income	1,314	638,665	644,345	5,680			99.1%
Overhead Expenditure							
4005 Ashes interment	190	4,560	8,820	4,260	4,260		51.7%
4010 Allotment purchase	0	100,000	0	(100,000)	(100,000)		0.0%
4050 Rates	280	2,514	2,934	420	420		85.7%
4055 Pavilion Utilites	22	219	420	201	201		52.2%
4060 Maintenance	77	9,569	15,516	5,947	5,947		61.7%
4061 Cemetery maintenance - grounds	2,130	17,660	26,327	8,667	8,667		67.1%
4062 Cemetery maintenance - general	0	375	25,000	24,625	24,625		1.5%
4070 Allotment Refunds	0	0	100	100	100		0.0%
4100 War Memorial	1,000	1,574	13,624	12,050	12,050		11.6%
4160 Greenspace Contingency	75	2,820	3,000	180	180		94.0%
4165 Greenspace Contract	8,426	75,830	120,047	44,217	44,217		63.2%
4170 Environmental costs	0	0	10,000	10,000	10,000		0.0%
4185 Planting	0	5,975	5,789	(186)	(186)		103.2%
4190 Christmas Trees	0	(5,745)	9,000	14,745	14,745		(63.8%)
4195 Tree Maintenance/Surgery	480	6,975	10,000	3,025	3,025		69.8%
4220 Playground Repairs & Renewal	139	66,988	21,320	(45,668)	(45,668)		314.2%
4300 Salaries	11,862	108,658	149,885	41,227	41,227		72.5%
4340 Local Government Pension	1,856	18,990	26,538	7,548	7,548		71.6%
4345 HMRC Payroll	1,467	13,547	17,938	4,391	4,391		75.5%
4350 Training	0	2,421	6,100	3,679	3,679		39.7%
4380 Elections	0	10,029	0	(10,029)	(10,029)		0.0%
4400 Legal/HR/Recruitment Costs	905	8,845	4,500	(4,345)	(4,345)		196.5%
4403 Consultant costs	0	480	20,000	19,520	19,520		2.4%
4410 Cleaner	0	0	750	750	750		0.0%
4415 Insurance	0	5,456	5,244	(212)	(212)		104.0%
4420 Finance System	0	3,366	3,476	110	110		96.8%
4425 External Finance Support	0	0	600	600	600		0.0%
4430 Licences & Subscription	180	6,728	4,977	(1,751)	(1,751)		135.2%
4435 Office Expenses	196	1,650	3,500	1,850	1,850		47.1%
4440 ICT Costs	444	3,400	6,220	2,820	2,820		54.7%
4445 Audit	0	(244)	1,575	1,819	1,819		(15.5%)
4455 Telecoms & Security	34	1,648	4,299	2,651	2,651		38.3%

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Month No: 9**Account Code Report**

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4500 Cllr Allowances, Training & Ex	2,479	23,257	32,989	9,732		9,732	70.5%
4525 Bagshot Chapel Building Costs	14	113	280	167		167	40.2%
4550 Office Building Costs	623	4,771	7,073	2,302		2,302	67.4%
4555 HMLD Building Costs	662	5,964	7,414	1,450		1,450	80.4%
4600 Annual Meeting & Civic Costs	0	(813)	1,117	1,930		1,930	(72.8%)
4640 Communications	1,689	2,431	8,500	6,069		6,069	28.6%
4650 Grants	0	33,812	15,683	(18,129)		(18,129)	215.6%
4905 Pavilion Expenses	0	70	10,000	9,930		9,930	0.7%
4915 Festive Lights	0	(4,969)	12,140	17,109		17,109	(40.9%)
4940 VE Day/Village enhancements	0	8,169	18,000	9,831		9,831	45.4%
4950 Hall Hire	132	1,089	3,650	2,561		2,561	29.8%
Total Overhead	35,362	548,180	644,345	96,165	0	96,165	85.1%
Total Income	1,314	638,665	644,345	5,680			99.1%
Total Expenditure	35,362	548,180	644,345	96,165	0	96,165	85.1%
Net Income over Expenditure	(34,048)	90,485	0	(90,485)			
plus Transfer from EMR	1,490	214,148	0	(214,148)			
less Transfer to EMR	0	67,273	0	(67,273)			
Movement to/(from) Gen Reserve	(32,558)	237,359	0	(237,359)			

WINDLESHAM PARISH COUNCIL - EMR STATUS AS AT 6 October 2025

Account	Opening balance	Transfers	Committed	Adj balance	Reason for commitments	Budget Decision
				17 Jul 25		
315 Capital Receipts	1,300.00			1,300.00		
320 EMR School Lane Play Equipment	35,742.54			35,742.54		
321 EMR Windmill Field playground	46,182.00	(46,182.00)		0.00		
325 EMR Windlesham CIL	54,302.18	(40,645.39)		13,656.79	£17,259 Windmill Field playground £33,333.33 Allotment Purchase CIL receipt £9,947	Various
330 EMR Repairs and Maintenance	35,997.38			35,997.38		Budget discussion
331 EMR War Memorials	4,976.00			4,976.00		
332 EMR Allotments	2,000.00			2,000.00		
335 EMR Cemeteries	24,650.00	(24,650.00)		0.00	£13,860 Transfer to EMR for Asset Transferred in 26/27 Budget. £5k to Playground Repairs & Renewals EMR £5k transfer to Windlesham Cemetery EMR for memorial restoration	
				0.00		
336 EMR Lightwater Cemetery maintenance	53,250.00	829.92	(18,300.00)	35,779.92	Cemetery fencing - £18,300.	C/24/43
337 EMR Bagshot Cemetery maintenance	25,000.00	(4,884.16)	0.00	20,115.84		
338 EMR Windlesham Cemetery maintenance	21,418.00	20,000.00	(5,615.00)	35,803.00	Cemetery drainage - £5,615	WVC/25/10
340 EMR Lightwater Pavilion & Rec	143,391.91	(20,789.17)	(22,499.00)	100,103.74	Legal advice re: Pavilion/FIT - £14,999; Removal of dedication - £4,000; Land transfer - £1,500; Additional legal questions arising - £2,000	LVC/23/46; LVC/23/59
345 EMR Bagshot Village	13,068.56	33,333.33		46,401.89		
346 EMR Bagshot grants	317.00			317.00		
350 EMR Lightwater Village	19,059.90	(4,103.67)		14,956.23		
351 EMR Lightwater grants	5,020.00	(727.81)		4,292.19		
355 EMR Windlesham Village	15,279.15	(290.00)	(3,500.00)	11,489.15	£3,500 balance of £5,000 re: Planning consultant for Neighbourhood Plan,	WVC/23/20
356 EMR Windlesham grants	900.00			900.00		
360 EMR Lightwater CIL	-	18,626.00		18,626.00		
365 EMR Elections	14,820.00	(14,820.00)		0.00		
370 EMR Council Office Repairs	1,500.00			1,500.00		
375 EMR Playarea Repairs & Renewals	25,550.00	18,700.00		44,250.00		
377 EMR IT Equipment	517.01			517.01		
378 EMR Training	900.00			900.00		
380 EMR Bagshot CIL	300,258.59	(94,166.67)	(182,000.00)	24,091.92	Traffic & infrastructure - £140,000; Bagshot Chapel - £20,000; Pathway around School Lane Field - £22,000	Various
390 EMR Civic Functions	1,143.87	(125.00)		1,018.87		
395 EMR Tree Works	38,508.49		(10,000.00)	28,508.49	£10k for in year costs 26-27	Budget discussion
396 EMR Greenspace	16,285.00			16,285.00		
399 EMR CGR costs	35,791.00			35,791.00		
EMR Asset Transfers			13,860.00	13,860.00		
EMRs	<u>937,128.58</u>	<u>(159,894.62)</u>	<u>(228,054.00)</u>	<u>549,179.96</u>		