

**Detailed Expenditure by Budget Heading**  
**Cost Centre Summary Report**  
**Quarter 4**

Cost Centre	Current Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Expenditure	Committed Expenditure	Funds Available
101 Admin:Staffing	152419	33968	23167	26798	62290	146223	0	10822
102 Admin:Office Costs	23252	5212	5630	4535	3208	0	0	1067
103 Admin:Operational Costs	5921	1215	576	1974	1585	5350	0	571
104 Admin:Councillor Costs	946	0	0	0	450	476	75	395
105 Admin:Statutory Costs	14200	0	0	0	0	9579	1250	0
106 Admin:Miscellaneous Costs	4253	1641	0	0	506	2074	0	2179
201 CS:Public Space Management	34947	8778	19004	11972	11008	50068	7661	6934
202 CS:Local Service Offices	76726	0	0	33363	33363	66726	0	10000
203 CS:Allotments	1470	135	78	58	53	324	0	1146
301 Parks & Play Areas:Projects	17371	0	7000	10371	0	17371	0	0
302 Parks & Play Areas:Splash Park	8871	41	596	2883	333	3853	410	4608
303 Parks & Play Areas:Play Areas	22206	250	4542	0	945	11900	3229	7077
401 Promotion:Marketing	14290	0	1490	0	3216	4103	2205	7982
402 Promotion:Autumn Festivals	10600	0	404	1999	2874	5277	0	5323
403 Promotion:Festive Lighting	9870	0	0	5229	10113	14842	0	-229
404 Volunteer Tourism	5000	0	0	0	0	0	0	5000
405 May Fair & Market	1250	0	0	0	0	0	0	1250
501 Grants:Events	0	0	0	0	0	0	0	0
502 Grants:Environment	4350	21	0	0	760	781	0	3569
503 Grants:Community	1000	0	0	0	0	0	0	1000
601 CP:General	27500	2560	8386	7524	6988	25458	450	6980
701 Civic Expenditure:Civic Costs	2200	0	0	0	2	2	0	2198
702 Civic Expenditure:Civic Events	2338	0	0	0	105	395	0	4903

## Berwick upon Tweed Town Council Current Year

Detailed Expenditure by Budget Heading  
Cost Code Report  
Quarter 4

Figures in ( ) are adjustments from Year End not yet invoiced  
Negative figures are overspends

Cost Code	101 Admin:Staffing						Committed Expenditure	Transfer to/from EMR	Funds Available	Notes
	Current Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total				
			Actual Year To Date							
4000 Salaries	126965	28572	19476	20965	49474	118487		8478	1	
4001 National Insurance	10851	2525	1743	1934	4456	10658		193	1	
4002 Pensions	11233	2708	1849	3857	2819	11233		0		
4003 Training	525	100	0	0	4826	4926	4626	225		
4004 Travel & Subsistence	525	0	58	0	0	58		467		
4005 Overtime	500	0	0	0	0	0		500		
4006 Staff Memberships	945	0	0	0	611	611		334	2	
4007 Meetings	525	0	0	0	0	0		525		
4010 Payroll Cost	350	63	41	42	104	250		100	1	
Totals	152419	33968	23167	26798	62290	146223	0	4626	10822	
	102 Admin:Office Costs									
			Actual Year To Date							
	Current Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Committed Expenditure	Transfer to/from EMR	Funds Available	Notes
4050 Rent	12086	3138	4184	2092	2092	11506			580	3
4052 Rates	1575	1372	0	0	0	1372			203	
4053 Electricity	836	0	0	577	178	755			81	4
4054 Telecoms	1680	452	380	520	431	1783			-103	
4055 IT Equipment	4320	32	476	28	172	708		-3600	12	
4056 IT Support	1440	218	318	318	322	1176			264	1
4057 Equipment & Furniture	1315	0	272	1000	13	1285			30	
Totals	23252	5212	5630	4535	3208	0	0	-3600	1067	
	103 Admin:Operational Costs									
			Actual Year To Date							
	Current Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Committed Expenditure	Transfer to/from EMR	Funds Available	Notes
4100 Accounting Software	818	771	0	0	0	771			47	
4101 Postage	473	0	80	219	284	583			-110	
4102 Stationery	525	38	68	29	63	198			327	
4103 Printing	525	0	0	85	55	140			385	
4104 Photocopies	1050	0	28	168	287	483			567	
4105 Photocopier Support	565	0	0	565	0	565			0	5
4106 TC Website	600	0	0	500	440	940			-340	
4108 Bank Charges	378	95	90	45	70	300			78	
4109 G-suite e-mail	987	311	310	363	386	1370			-383	
Totals	5921	1215	576	1974	1585	5350	0	0	571	
	104 Admin:Councillor Costs									
			Actual Year To Date							
	Current Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Committed Expenditure	Transfer to/from EMR	Funds Available	Notes
4150 Training	525	0	0	0	450	450	75		0	
4151 Travel & Subsistence	263	0	0	0	0	0			263	
4152 Supplies	158	0	13	13	0	26			132	
Totals	946	0			450	476	75	0	395	
	105 Admin:Statutory Costs									
			Actual Year To Date							
	Current Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Committed Expenditure	Transfer to/from EMR	Funds Available	Notes
4200 Insurance - General	742	0	742	0	0	742			0	6
4201 Insurance - Play Area	1645	0	1645	0	0	1645			0	6
4202 Insurance - Public Realm	742	0	742	0	0	742			0	6
4203 Insurance - Civic Regalia	1722	0	1722	0	0	1722			0	6
4204 Audit - External	1300	0	0	1300	0	1300			0	
4205 Audit - Internal	3133	0	3133	0	0	3133			0	
4206 Legal & Professional Fees	1545	0	295	0	0	295	1250		0	
4207 Election Expenses	3371	0	0	0	0	0		-3371	0	
Totals	14200	0			0	9579	1250	-3371	0	
	106 Admin:Miscellaneous Costs									
			Actual Year To Date							
	Current Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Committed Expenditure	Transfer to/from EMR	Funds Available	Notes
4250 Publications	263	0	0	0	35	35			228	
4251 Communications	1050	(250)	0	0	436	186			864	
4253 Subscriptions	2625	1641	0	0	35	1676			949	
4254 Meeting Expenses	315	0	147	30	0	177			138	
Totals	4253	1641			506	2074	0	0	2179	

**201 CS:Public Space Management**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
4500 Public Seat Maintenance	0	6943	12279	752	-568	19406	1324	17803	-279	
4501 Public Seat Purchases	0	1325	0	0	0	1325		1325	0	
4502 Bus Shelter Maintenance	2652	270	486	323	6006	7085	2420	3100	1087	
4504 Public Realm Works	8820	0	1914	2070	4830	8814			6	
4505 Litter Bins	966	0	943	0	0	943			23	
4507 War Memorial Maintenance	84	0	0	0	0	0			84	
4508 Floral Display Materials	6825	(694)	845	1450	0	1601	3917		1307	
4509 Floral Display Labour	8500	0	2047	6887	0	8934			-434	
4511 Public Toilet Costs	5000	0	0	0	0	0			5000	
4512 Storage costs	2100	240	490	490	740	1960			140	
Totals	34947	8778	19004	11972	11008	50068	7661	22228	6934	

**202 CS:Local Service Offices**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
4600 Staff Costs	56988	0	0	28494	28494	56988			0	
4602 Transport	7688	0	0	3844	3844	7688			0	
4603 Equipment	2050	0	0	1025	1025	2050			0	
4604 Service Transfer	10000	0	0	0	0	0			10000	
Totals	76726	0	0	33363	33363	66726	0	0	10000	

**203 CS:Allotments**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
4650 Water Charge	420	80	78	58	53	269			151	
4651 Repairs & Maintenance	1050	0	0	0	0	0			1050	
4652 National Allotment Society Sub	0	55	0	0	0	55			-55	
Totals	1470	135	78	58	53	324	0	0	1146	

**301 Parks & Play Areas: Projects**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
4701 Play Equipment	0	0	0	10371	0	10371		10371	0	
4702 Green Spaces officer	7000	0	7000	0	0	7000	0		0	
Totals	17371	0	7000	10371	0	17371	0	10371	0	

**302 Parks & Play Areas: Splash Park**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
4750 Electricity	350	31	32	40	33	136			214	
4752 Site Cleaning	788	0	200	0	200	400			388	
4753 Maintenance	840	10	364	107	0	481	410		-51	
4754 Water Quality Inspections	6152	0	0	2461	0	2461			3691	
4755 Daily/Weekly Inspections	636	0	0	275	0	275			361	
4756 Annual Inspection	105	0	0	0	100	100			5	
Totals	8871	41	596	2883	333	3853	410	0	4608	

**303 Parks & Play Areas: Play Areas**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
4800 Site Cleaning	9261	0	1680	686	761	3127			6134	
4801 Maintenance	10500	250	1962	5477	184	7873	3229		-602	
4802 Weekly Inspections	1500	0	0	0	0	0			1500	
4803 Annual Inspections	945	0	900	0	0	900			45	
Totals	22206	250	4542		945	11900	3229	0	7077	

**401 Promotion: Marketing**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
4900 Advertising	6300	(895)	300	2000	500	1905			4395	
4901 Leaflets	4515	(1,958)	0	0	2716	758	1958		1799	
4902 Website	850	0	850	250	0	1100			-250	
4903 Social Media	2100	0	0	0	0	0			2100	
4904 Other marketing	525	0	340	0	0	340	247		-62	
Totals	14290	0	1490		3216	4103	2205	0	7982	

**402 Promotion: Autumn Festivals**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
4950 Universal Costs	1000	0	0	0	709	709			291	
4951 Promotion	1600	0	0	0	0	0			1600	
4952 Food Festival	2000	0	404	0	0	404			1596	
4953 HODS	2000	0	0	0	165	165			1835	
4954 Film Festival	2000	0	0	0	2000	2000			0	
4955 Literary Festival	2000	0	0	1999	0	1999			1	
Totals	10600	0	404	1999	2874	5277	0	0	5323	

**403 Promotion:Festive Lighting**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
5000 Maintenance & Installation	8400	0	0	2186	6884	9070			-670	
5001 Lights & Fittings	0	0	0	2043	2700	4743		4743	0	
5002 Christmas Trees	630	(500)	0	1000	0	500			130	
5003 NCC Labour Costs	630	0	0	0	529	529			101	
5004 Other Costs	210	0	0	0	0	0			210	
Totals	9870	0	0	5229	10113	14842	0	4743	-229	

**404 Promotion:Volunteer Tourism Services**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
5010 Support	5000	0	0	0	0	0			5000	
Totals	5000	0	0	0	0	0	0	0	5000	

**405 Promotion: Mair Fair & Market**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
5020 Expense	1250	0	0	0	0	0			1250	
Totals	1250	0	0	0	0	0	0	0	1250	

**501 Grants:Events**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
5050 Tweedmouth Feast	0	0	0	0	0	0			0	9
5051 Spittal Music Festival	0	0	0	0	0	0			0	9
5052 Other Events Grants	0	0	0	0	0	0			0	9
Totals	0	0	0	0	0	0	0	0	0	

**502 Grants:Environment**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
5100 BEES	1000			0	760	760			240	
5101 Berwick in Bloom	3350	21	0	0	0	21			3329	
Totals	4350	21	0	0	760	781	0	0	3569	

**503 Grants:Community**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
5150 Community Projects	1000	0	0	0	0	0			1000	
Totals	1000	0	0	0	0	0	0	0	1000	

**504 Grants: Communiy Equipment Fun**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
5165 Equipment	0	0	0	79	0	79		79	0	
Totals	0	0	0	79	0	79	0	79	0	

**601 CP:General**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
5201 Hoppa Bus	14000	2500	2500	2500	2500	10000			4000	
5203 CCTV	10500	60	498	5024	4488	10070	450		-20	
5204 Streetscape/Wayfinding	0		5388	0	0	5388		5388	0	
5205 Events	3000	0	0	0	0	0			3000	
Totals	27500	2560	8386	7524	6988	25458	450	5388	6980	

**701 Civic Expenditure:Civic Costs**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
5400 Mayor Making	0	0	0	0	0	0			0	9
5401 Civic Support	500	0	0	0	0	0			500	
5402 Freedom Costs	200	0	0	0	2	2			198	
5404 Mayor's Sunday	0	0	0	0	0	0			0	9
5405 Civic Functions	1000	0	0	0	0	0			1000	
5406 Civic Visits	500	0	0	0	0	0			500	
Totals	2200	0	0	0	2	2	0	0	2198	

**702 Civic Expenditure:Civic Events**

	Current		Actual Year To Date				Total	Committed Expenditure	Transfer to/from EMR	Funds Available
	Budget	Quarter 1	Quarter 2	Quarter 3	Quarter 4					
5407 Other Costs	4000	0	0	150	0	150			3850	
5450 Remembrance Day	1838	0	0	290	105	395			1443	
5451 Riding Bounds	0	(2,960)	0	0	0	(2,960)			2960	
5452 Other	500	0	0	0	0	0			500	
Totals	2338	0	0	105	105	395	0	0	4903	

## Notes

- 1 Committed expenditure for Month 9
- 2 Expenditure set for Q4
- 3 M11 free
- 4 Total includes Q4 2019-20
- 5 Cost of repair after end of warranty
- 6 Underspend due to savings from new supplier
- 7 Summer 2021 plants to be ordered in Q4
- 8 Underspend due to NCC reduced capacity during summer
- 9 Budget reduced by virement in Q1