

Budget & Precept Setting Risk Matrix / Assessment

Short Risk Description	Uncertainty ?	Leading To?	Resulting In?	Possible Causes	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
Annual Budget & Precept Setting	Whether or not the budget will be set at an appropriate level	<ul style="list-style-type: none"> • Budgets and therefore the precept set at an unsustainably high figure Or • Budget set too low to deliver an acceptable level of service 	<ul style="list-style-type: none"> • Public outcry • Threat of future capping • Unable to deliver services, planned work or projects • Failure to comply with legislative requirements 	<ul style="list-style-type: none"> • Lack of forward planning • Previous unrealistic decisions • Poor risk management • Weak budgetary control resulting in a shortfall in cash or an overspend of expenditure 	Treat	<ul style="list-style-type: none"> • Budgets set by committees and approved by Full Council in good time for precept demand to be issued • Regular report to Committees of income and expenditure against agreed budget, and variations by budget headings • Compliance with Standing Orders and Financial Regulations especially regarding expenditure 	Major	Likely	High

Budget & Precept Setting Risk Matrix / Assessment cont

Risk Assessment Grid (provided By South West Audit Partnership)

	Negligible	Minor	Moderate	Major	Catastrophic
	1	2	3	4	5
Rare (< 6%)	Low	Low	Low	Low	High
Unlikely (6 - 20%)	Low	Low	Low	Medium	High
Possible (21 - 50%)	Low	Low	Medium	Medium	High
Likely (51 - 80%)	Low	Medium	Medium	High	Very High
Almost Certain (> 80%)	Low	Medium	High	Very High	Very High

**Ilminster Town Council
Budget 2016/2017**

Attachment 2a

Head- ing No	Heading	Actual Income 2014/2015	Budgeted Income 2015/2016	Actual Income received as at 30.12.15	Potential Income from 01.01.16- 31.03.16	Forecast for the year 2015/2016	Suggested Budget 2016/2017	Comments
110	PRECEPT	£227,806.00	£231,223.00	£231,223.00	£0.00	£231,223.00	??????	
RESOURCES INCOME								
214	Interest - Bus Res	£216.88	£375.00	£499.55	£93.75	£593.30	£375.00	
218	Interest - Bonus Saver	£1,754.38	£0.00				£0.00	Bonus Saver a/c ceased this is grant towards the Council Tax Reduction Scheme and will be reduced each year and removed in 2019/20
219	Grants	£33,771.30	£20,320.00	£20,320.00				
220	Dividends	£279.76	£10.00	£0.00		£20,320.00	£17,690.00	
221	Donations	£30.00	£0.00	£10.00				
222	Civic Evening	£34.00	£0.00			£10.00		
224	Christmas Lights	£5,681.33	£1,000.00	£3,873.72				
232	Miscellaneous	£554.93	£0.00	£9.50		£3,094.60	£1,000.00	From Christmas Lights Committee to pay for lights
	Total	£42,322.58	£21,705.00	£24,712.77	£93.75	£24,806.52	£19,065.00	
	Market House Income							
	Miscellaneous	£0.00	£0.00					
	Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Market Income							
000	Market Income	£4,152.60	£4,500.00	£3,093.80	£1,176.00	£4,269.80	£3,640.00	£4740 SSSDC grant for signage etc.due this year
	Total	£4,152.60	£4,500.00	£3,093.80	£1,176.00	£4,269.80	£3,640.00	
	RESOURCES INCOME TOTAL	£46,475.18	£26,205.00	£27,806.57	£1,269.75	£29,076.32	£22,705.00	

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Heading	Actual Expenditure 2014/2015	Budgeted Expenditure 2015/2016	Actual Expenditure as at 31.12.15	Potential Expenditure from 01.01.16-31.03.16	Forecast for the year 2015/2016	Suggested Budget 2016/2017	Comments
RESOURCES EXPENDITURE							
350 Employees	£107,351.24	£121,000.00	£95,298.65	£33,400.00	£128,698.65	£132,000.00	includes increments due & 1% salary rise subject to National agreement Admin Officer & Deputy Clerk fixed points. Admin Officer needs review Includes OS Wardens & Apprentice (7.20 per hour)
351 Training	£329.00	£2,080.00	£445.00	£1,500.00	£1,945.00	£2,080.00	15/16 expenditure - training courses booked but payment not taken by end December
352 Health & Safety	£0.00	£100.00	£0.00	£100.00	£100.00	£100.00	
354 Insurance	£440.04	£450.00	£422.56	£0.00	£422.56	£450.00	16/17 2.5% inc on 15/16 actual expenditure
355 Competitions	£65.00	£70.00	£70.00	£25.00	£95.00	£70.00	Scarecrow and school comps; no income; Possible sponsorship in 2016?
356 Grants/Revenue Subsidy	£2,800.00	£3,900.00	£1,340.00	£2,560.00	£3,900.00	£3,800.00	Local Information Centre (£800)& Youth Club (£2000); 15/16 youth club have not yet applied for their grant. Provision for ad hoc / discrete grants?
357 Presentation of Awards	£0.00	£200.00	£0.00	£200.00	£200.00	£200.00	Awards presented at Annual Town Meeting e.g Citizen's award; customary to present award winners with lasting memento
358 Services/Rents	£6,338.65	£7,390.00	£5,973.24	£1,352.03	£7,325.27	£7,400.00	Note: this line is a summary of headings 358/1-358/2
358/1 Rents	£4,544.51	£5,400.00	£4,559.71	£840.29	£5,400.00	£5,600.00	Includes 2.5% inc on actual & additional for works carried out. Will have accurate figure Jan
358/2 Telephones	£1,794.14	£1,990.00	£1,413.53	£511.74	£1,925.27	£1,800.00	Price reduction due to renegotiated phone charges
359 Purchases (Sundries)	£503.16	£258.00	£152.84	£60.00	£212.84	£250.00	
360 Office Furniture	£0.00	£100.00	£61.19	£38.81	£100.00	£100.00	
361 Maintenance	£2,047.92	£2,390.00	£826.01	£1,144.60	£1,970.61	£3,180.00	Note: this line is a summary of headings 361/1-361/6
361/1 Office	£6.46	£100.00	£0.00	£50.00	£50.00	£50.00	

954	Insurance	£615.25	£630.00	£232.87	£0.00	£232.87	£250.00	
958	Services/Rents	£294.10	£270.00	£193.71	£30.00	£223.71	£240.00	Note: this line is a summary of headings 958/1/1 - 958/2
958/1	Water	£106.19	£110.00	£101.56	£0.00	£101.60	£110.00	paid annually
958/2	Electricity	£187.91	£160.00	£92.15	£30.00	£122.15	£130.00	£30.00 per quarter
962	General Maintenance	£10.52	£66.00	£0.00	£0.00	£0.00	£50.00	
963	Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
980	Renewals contributions	£0.00	£970.00	£0.00	£970.00	£970.00	£300.00	To reserves See Earmarked Reserves
995	Projects	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	From Reserves Line 137 (TC 288)
	Total	£919.87	£1,936.00	£426.58	£1,000.00	£1,426.58	£840.00	
	Market Expenditure							
100	Market Expenditure	£671.24	£150.00	£978.00	£1,000.00	£2,130.00	£150.00	Against £4740 grant from SSDC for signage etc this year. Non domestic rates
	Total	£671.24	£150.00	£978.00	£1,000.00	£2,130.00	£150.00	
	RESOURCES EXPENDITURE TOTAL	£144,495.87	£209,417.00	£120,901.30	£100,428.66	£221,481.96	£228,270.00	

**Ilminster Town Council
Budget 2016/17**

Attachment 2c

Head- ing No	Heading	Actual Income 2014/2015	Budgeted Income 2015/2016	Actual Income received as at 31.12.15	Potential Income from 01.01.16- 31.03.16	Forecast for the year 2015/2016	Suggested Budget 2016/2017	Comments
OPEN SPACES INCOME								
112	Grants	£2,894.40	£0.00	£0.00	£0.00	£0.00	£0.00	
12/1	Herne Hill	£0.00	£0.00					
12/2	Other	£2,894.40	£0.00					
21	Donations	£500.00	£0.00	£0.00	£0.00	£0.00		
30	Rents	£6,097.25	£6,302.00	£3,635.95	£1,701.59	£5,337.54	£5,747.42	<i>Note: this is a summary of budgets 430/1-430/6</i>
30/1	Sports Club	£1,479.09	£1,516.00	£713.17	£0.00	£713.17	£0.00	rental for The Shed has now transferred to the Cricket Club
30/2	Cricket Club	£1,574.26	£1,750.00	£1,200.00	£942.83	£2,142.95	£3,266.00	no increase suggested bearing in mind the work that the cricket Club plans to undertake to the Shed & the Pavillion
30/3	Football Club (Town)	£1,610.78	£1,651.00	£897.21	£258.76	£1,155.97	£1,155.97	the rent for the new football & community facility has still to be negotiated
30/4	Football Club (Youth)	£170.34	£175.00	£175.45	£0.00	£175.45	£175.45	
30/5	Fair	£1,190.78	£1,210.00	£1,210.00	£650.00	£1,150.00	£1,000.00	
30/6	Human Circus		£0.00	£150.00	£0.00	£150.00	£150.00	
30/6	Dog Training	£0.00	£0.00					Ceased
30/7	Fitness classes	£72.00	£0.00					Ceased
31	Claims	£0.00	£0.00	£903.26	£0.00	£903.26	£0.00	(insurance claim re snake mower)
32	Miscellaneous	£147.00	£150.00					
	Cemetery Income	£9,638.65	£6,452.00	£3,635.95	£1,701.59	£5,337.54	£5,747.42	
26	Burial Fees	£5,809.00	£5,500.00	£3,990.00	£1,000.00	£4,990.00	£5,000.00	no provision has been made to increase burial fees
30	Lodge Rents	£6,000.00	£6,000.00	£4,500.00	£1,500.00	£6,000.00	£6,000.00	
	Total	£11,809.00	£11,500.00	£8,490.00	£2,500.00	£10,990.00	£11,000.00	

**Ilminster Town Council
Budget 2016/17**

Lead- ing No	Heading	Actual Income 2014/2015	Budgeted Income 2015/2016	Actual Income received as at 31.12.15	Potential Income from 01.01.16- 31.03.16	Forecast for the year 2015/2016	Suggested Budget 2016/2017	Comments
	OPEN SPACES INCOME							
000	Recreation Review	£4,197.02	£2,500.00	£1,795.77	£0.00	£1,795.77	£0.00	
000/1	Tuck Shop	£2,363.12	£2,500.00	£1,795.77	£0.00	£1,795.77		
000/2	Rec Review	£1,833.90	£0.00	£0.00	£0.00	£0.00	£0.00	
101	Interest - Bonus (ISI)	£6.22	£0.00					Bonus saver a/c ceased
	Total	£4,203.24	£2,500.00	£1,795.77	£0.00	£1,795.77	£0.00	
	OPEN SPACES INCOME TOTAL	£25,650.89	£20,452.00	£13,921.72	£4,201.59	£18,123.31	£16,747.42	

Head- ing No	Heading	Actual Expenditure 2014/2015	Budgeted Expenditure 2015/2016	Actual Expenditure as at 31.12.15	Potential Expenditure from 01.01.16- 31.03.16	Forecast for the year 2015/2016	Suggested Budget 2016/2017	Comments
OPEN SPACES EXPENDITURE								
551	Grants	£2,894.40	£0.00	£0.00	£0.00	£0.00	£0.00	
552	Health & Safety	£287.46	£720.00	£845.13	£250.00	£1,095.13	£1,100.00	Note this line is a summary of headings 552/1-552/6
552/1	Protective Clothing	£201.75	£450.00	£845.13	£0.00	£845.13	£900.00	Cover for apprentice
552/2	Fire Equipment	£85.71	£100.00	£0.00	£100.00	£100.00	£100.00	
552/3	Electrical Testing	£0.00	£70.00	£0.00	£70.00	£70.00	£70.00	
552/4	Signs & Stationery	£0.00	£70.00	£0.00	£0.00	£0.00	£0.00	
552/6	Misc	£0.00	£30.00	£0.00	£30.00	£30.00	£30.00	
554	Insurance	£2,945.72	£3,400.00	£3,995.52	£0.00	£3,995.42	£4,250.00	Allow for new Equip cover etc
555	Vehicle Insurance	£475.55	£500.00	£628.27	£0.00	£628.27	£675.00	
556	Play Equipment Inspection	£375.00	£375.00	£375.00	£0.00	£375.00	£400.00	*Professional inspection carried out annually
558	Services/Rents	£4,512.27	£5,350.00	£3,753.22	£773.75	£4,526.97	£4,700.00	Note this line is a summary of headings 558/1-558/4
558/1	Rents	£2,300.00	£2,300.00	£2,300.00	£0.00	£2,300.00	£2,300.00	IEF agreed to Sept 2021
558/2	Water	£912.93	£1,800.00	£395.54	£500.00	£895.54	£950.00	
558/3	Electricity	£478.60	£600.00	£533.75	£180.00	£713.75	£750.00	
558/4	Mobile Phones	£820.74	£650.00	£523.93	£175.00	£698.93	£700.00	
559	Fuel	£1,502.96	£2,100.00	£2,343.93	£1,000.00	£3,343.93	£3,500.00	Allowance now for using white diesel not red
560	Purchases	£14,988.28	£3,200.00	£9,180.35	£2,609.89	£11,790.24	£5,200.00	Note this line is a summary of headings 560/1-560/20

560/1	Vehicles	£0.00	£6,200.00	£0.00	£6,200.00	£0.00	£0.00	£0.00	this will be funded from a transfer from the earmarked reserves
560/2	Machinery	£13,107.50	£234.30	£0.00	£234.30	£0.00	£250.00	£250.00	
560/3	Play Equipment	£201.00	£48.00	£250.00	£250.00	£0.00	£70.74	£0.00	
560/4	Seats	£8.13	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
560/5	Bins	£143.87	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
560/6	Dog bins	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
560/7	Tennis Court	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00	£200.00	
560/8	Herne Hill	£0.00	£200.00	£100.00	£100.00	£100.00	£100.00	£100.00	
560/9	Trees/hedges	£0.00	£822.16	£800.00	£1,622.16	£800.00	£750.00	£750.00	
560/10	Plants	£824.58	£92.11	£750.00	£92.11	£0.00	£500.00	£500.00	
560/11	Tools	£417.59	£0.00	£0.00	£0.00	£0.00	£58.50	£58.50	
560/12	Skatepark	£0.00	£74.17	£0.00	£74.17	£0.00	£150.00	£150.00	
560/14	Gates & Fencing	£0.00	£973.83	£250.00	£973.83	£150.00	£1,123.83	£1,123.83	
560/15	Wardens Workshop	£0.00	£306.54	£150.00	£306.54	£0.00	£150.00	£150.00	
560/16	Materials	£191.46							this includes black bags for bins and dog bins
560/20	Other	£94.15							
561	Maintenance	£9,921.60	£5,806.47	£8,510.00	£5,806.47	£4,828.28	£10,634.75	£7,725.00	<i>Note this line is a summary of headings 561/1-561/18</i>
561/1	Vehicles	£423.13	£1,074.01	£1,500.00	£1,074.01	£425.99	£2,525.42	£2,500.00	Budget mainly for tractor & mule service
561/2	Machinery	£512.61	£2,025.42	£1,200.00	£2,025.42	£500.00	£200.00	£200.00	
561/3	Play Equipment	£37.00	£0.00	£200.00	£0.00	£200.00	£350.00	£350.00	
561/4	Tennis Courts	£253.00	£0.00	£350.00	£0.00	£350.00	£340.12	£350.00	Moss Clearer
561/5	Seats	£659.66	£9.88	£350.00	£9.88	£340.12	£75.00	£75.00	
561/6	Bins	£0.00	£0.00	£75.00	£0.00	£75.00	£100.00	£250.00	
561/7	Churchyard	£5,460.00	£0.00	£250.00	£0.00	£100.00	£72.00	£750.00	
561/8	Herne Hill	£0.00	£678.00	£750.00	£678.00	£72.00	£0.00	£0.00	
561/9	Canal	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00	£1,000.00	
561/10	Trees/hedges	£970.00	£0.00	£1,500.00	£0.00	£1,500.00	£1,500.00	£1,000.00	

561/11	Weed Control	£570.00	£585.00	£269.83	£315.17	£585.00	£600.00		
561/12	Fencing/gates	£800.00	£500.00	£0.00	£500.00	£500.00	£500.00		
561/13	Town Signs	£28.00	£0.00	£0.00	£0.00	£0.00	£100.00		
561/14	Building Maintenance	£30.80	£400.00	£0.00	£100.00	£100.00	£200.00		
561/15	Burma Star Maintenance	£0.00	£100.00	£0.00	£100.00	£100.00	£100.00		
561/16	Contingency store	£0.00	£250.00	£0.00	£250.00	£250.00	£250.00		
561/17	Skatepark		£0.00	£0.00	£0.00	£0.00	£0.00		
561/18	Other	£177.40	£500.00	£1,749.33	£0.00	£1,749.33	£500.00		SSDC mowing when ITC mower out of action + septic tank emptying
563	Toilets	£4,918.05	£5,220.00	£3,237.48	£2,796.60	£6,034.08	£6,200.00		Note this line is a summary of headings 563/1-563/5
563/1	Cleaning	£2,628.23	£2,950.00	£1,947.26	£976.60	£2,923.86	£3,000.00		
563/2	Electricity	£234.60	£240.00	£313.20	£95.00	£408.20	£450.00		
563/3	Water	£1,648.73	£1,280.00	£977.02	£975.00	£1,952.02	£2,000.00		invoiced 1/2 yearly
563/4	Servicing/Maintenance	£406.49	£750.00	£0.00	£750.00	£750.00	£750.00		£550 Wallgate service, £154 pumps service & tank emptying, usually done in March
563/5	Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		
574	Miscellaneous	£173.00	£0.00	£0.00	£0.00	£0.00	£0.00		
580	Renewal contribution		£28,164.00	£0.00	£28,164.00	£28,164.00	£33,594.00		To Reserves See Earmarked Reserves
585	Project Contingency	£9,198.03	£0.00						
590	Skate park	£0.00	£0.00						
595	Projects	£395.00	£0.00						
	Total	£52,587.32	£57,539.00	£30,165.37	£40,422.52	£70,587.79	£67,344.00		
754	Cemetery Expenditure								
	Insurance	£1,057.60	£1,085.00	£506.49	£0.00	£506.49	£550.00		
758	Services/Rents	£352.56	£605.00	£334.12	£0.00	£334.12	£355.00		Note this line is a summary of headings 758/1-758/2
758/1	Water	£352.56	£355.00	£334.12	£0.00	£334.12	£355.00		

