

Chigwell Parish Council
To the Full Council
Date of meeting: 30 April 2026
Prepared by CPC Officer

CPC Budget 2026/27 – Virement Request

Purpose of the Report:

Members are asked to **APPROVE** a budget virement to address overspends within specific cost codes for the 2026/27 financial year.

The proposed transfer will reallocate underspent funds from the Premises/Property Rates budget to cover overspends in the Cemetery R/101, Head Office C/11, and Insurance budgets G/36, ensuring the overall budget remains balanced.

Recommendation:

Members are recommended to:

APPROVE the virement of **£1,894.00** from **Cost Code L/67 (VH/CH)** to:

- R/101 Cemetery – £50.59
- C/11 Head Office – £555.50
- G/36 Insurance – £1,287.91

Background:

During the current financial year 26/27, a review of expenditure has identified:

- Overspends within:
 - Cemetery (R/101)
 - Head Office (C/11)
 - Insurance (G/36)
- An underspend within:
 - VH/CH (L/67)

Additionally, the Premises/Property Rates budget has recorded an overall underspend.

The Insurance budget overspend reflects increased costs, including motor insurance for three vehicles. One vehicle is expected to be sold, after which the premium will be recalculated and any overpayment refunded.

To maintain sound financial management and comply with budgetary control procedures, a virement is required.

Financial Summary:

Cost Centre: Premises / Property Rates (EFDC) Approved Budget: £19,476	Actual Expenditure: £18,188.09	Underspend: £1,287.91
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Breakdown by Sub Cost Centres

R/101 – Cemetery

Budget: £2,150

Actual: £2,200.59

Overspend: £50.59**L/67 – VH/CH**

Budget: £6,500

Actual: £4,606.00

Underspend: £1,894.00**C/11 – Head Office**

Budget: £10,826

Actual: £11,381.50

Overspend: £555.50**Cost Centre: CPC Insurance (Code G/36)**

Approved Budget: £10,210

Actual Expenditure: £11,956.54

Premium: £8,092.82

Motor Insurance: £3,863.72 (3 vehicles)

Overspend: £1,746.54

Note: One vehicle is expected to be sold. Upon recalculation, any insurance overpayment will be credited back to the Council.

Implications:

- **Financial Implications**

The virement will be met entirely from existing underspends.

No additional funding is required.

Ensures budgets accurately reflect actual expenditure.

Maintains overall budget neutrality.

- **Legal Implications**

The Council has the authority to approve budget virements in accordance with its Financial Regulations.

This report complies with proper accounting practices and governance requirements.

- **Risk Implications**

Failure to approve the virement may result in:

Misstated budget positions

Reduced transparency in financial reporting

The proposed adjustment reduces financial risk by aligning budgets with actual spend.

- **Operational Implications**

No direct impact on service delivery.

Supports continued effective financial management.

Conclusion:

The identified overspends can be fully offset through existing underspends within the approved budget. The proposed virement ensures accurate financial control and compliance with Council procedures.