

Hythe Town Council

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Report number F&GP 01/20

To Hythe Town Council
Date 10 May 2020
Status **Non Exempt**
Responsible officer Responsible Financial Officer

Subject **BUDGET MONITORING REPORT F&GP/01/20**

SUMMARY: This report gives March's budget monitoring information, includes the bank reconciliation for March and recommends the Chairman of the Committee to sign the bank statements in accordance with good practice.

REASON FOR RECOMMENDATION:

The Committee is asked to agree the recommendations set out below because:-

- a) The Council is committed to control and manage its financial affairs in accordance with The National Association of Local Councils (NALC) guidelines.

RECOMMENDATIONS:

1. To receive and note the report F&GP/01/20
2. To authorise the Chairman of the Committee to sign the bank reconciliation detailed in the report.

INTRODUCTION

Year end for 2019.20 is in its draft stage awaiting confirmation from the Internal Auditor who will be attending on 16 June 2020 to confirm the final figures.

Any movement and major differences since February's budget monitor report have been highlighted on the attached addendum.

Total income from assets for the financial year ended 31 March 2020 was 17.04% under budget.

Total expenditure for the financial year ended 31 March 2020 is 36% over the original budgeted figure of £418,890.

Virements totalling £181,554 released from reserves to increase the original budget figure were made up of

- £66,500 to cost centre 7103 General rates to cover the Portland Rd car park rate costs,
- £3601.49 to cost centre 7503 I.T and computer costs,
- £89,538 to Loan principle paid and
- £21,915 to Loan interest paid to cover the repayment of the PWLB loan.

The total funds held by Hythe Town Council as at 31 March 2020 were £425,305.95. With £321,432.46 held in reserves, leaving £103,873.49 in unallocated reserves. £29,130 of which will be transferred for use in the April budget for the new financial year as resolved at F&GP meeting 16/1/2020 min no.260/19 item 3 leaving £74,743 in unallocated reserves.

The Public Works loan board has now been paid in full. The only outstanding loan that Hythe Town council now owes is that to Davis Oaklands Charitable Trust for £89,000. A payment of £3,600 is made against the principal loan in December of each year with interest payable in April of each year that is calculated at either 5% or 3.5% above base rate whichever is the higher.

RISK MANAGEMENT

A summary of the perceived risk follows;

Perceived Risk	Seriousness	Likelihood		Preventative Action
The Council does not set a robust budget.	High	Low		Town Clerk and Responsible Financial Officer to draw up and monitor performance against the budget

CONTACT OFFICER

If you have any queries about this report please contact The Responsible Financial Officer of the Council

Tel: 01303 266152 or email RFO@hythe-tc.gov.uk prior to the meeting.