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To Hythe Town Council  
Date 20 November 2019  
Status **Non Exempt**  
Responsible officer Responsible Financial Officer

Subject **BUDGET MONITORING REPORT F&GP/14/19**

**SUMMARY:** This report gives October's budget monitoring information, includes the bank reconciliation for October 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/14/19
2. To authorise the Chairman of the Committee to sign the bank reconciliation detailed in the report

**INTRODUCTION**

The application to the Charities Commission to register Hythe Wildlife Trust as a Charity requires legal advice, this requires further investigation. Meanwhile £473 has been raised for the Hythe Wildlife Trust's Fundraiser and Afternoon Tea. All monies raised will be held in the Town Councils accounts as a separate code item until the charity has its own bank account.

The Mayors Benevolent fund received £30 for the Hythe Wildlife Trust by mistake which will be transferred to the HTC bank account in November. It has already been recorded on the Hythe Wildlife Trust account code.

The Outstanding debtors has been significantly reduced due to an extensive Credit Control procedure. The figure has been reduced from £6,583 to £781 outstanding as at 31 October 2019.

The Outstanding Creditors balances has also been significantly reduced from £19,397 to £8,953 due to payment conducted online and the risk of cheques going astray has been greatly reduced. (£6,000 of the outstanding figure relates to the Pavilion doors which is awaiting a refund from the supplier.)

Davis Oaklands Charitable Trust (DOT) has now been repaid the figure of £80,588.71 for the recharges in rent that were outstanding due for the rental of the library to KCC. Going forward the rent will be paid over to DOT within 30 days of receipt.

## **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](mailto:RFO@hythe-tc.gov.uk) prior to the meeting.