
To Hythe Town Council
Date 12 November 2020
Status **Non Exempt**
Responsible officer Responsible Financial Officer

Subject **BUDGET MONITORING REPORT F&GP/22/20**

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/22/20
2. To authorise the Chairman of the Committee to sign the bank reconciliation detailed in the report.

INTRODUCTION

The budget is an essential tool for controlling the Council's finances and demonstrates that the Council will have sufficient income to meet its objectives and carry out its activities. As of 31 October 2020;

Income generated from sports revenue is still over above the anticipated rate but the total income from total assets is still below expectations. The only guaranteed income remaining for 2020.21 will be the income from land rental of £7,403. Added to the total income received to date £400,123 the total anticipated income realistically for 2020.21 will be £407,526 worse case scenario.

Expenditure to date is £258,256 leaving £149,270 to cover £225,634 of the remaining budget. Resulting in a deficit of £76,364. Anticipated savings of approximately £26,139 is likely to be made on expenditure leaving £50,225 that may have to come from reserves at the end of the financial year should extra income or more savings on expenditure not be generated.

The Transfer from EDF to BULB for the Town Hall, Oaklands and the Pavilion's electricity supply has now completed with a transfer of the supply to the Skate park and Bunker now initiated.

SUMMARY

As a second lockdown has been imposed on the country with no confirmation that it will be fully lifted after the 2 December, the committee is asked to advise full Council that restrictions on expenditure will remain in place to protect the Councils reserves and confirm that the RFO will be closely monitoring the budget and researching where further savings can be made before the end of the financial year.

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.