

This report will be made  
public on 9th July 2021

# Hythe Town Council

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Report number F&GP **07/21**

To Hythe Town Council  
Date 8th July 2021  
Status **Non Exempt**  
Responsible officer **Town Clerk**

Subject **BUDGET MONITORING REPORT F&GP 07/21**

**SUMMARY:** This report gives June's budget monitoring information, includes the bank reconciliation for June 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/07/21**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation detailed in the report.**

## **INTRODUCTION**

The first quarter's accounts covering April to June have now ended, during this time we have seen an uptrend of income from the use of Council's assets due to the Government restrictions gradually being lifted.

As of 30<sup>th</sup> June 2021;

### **Banking;**

Total of all bank accounts and cash held as it stands is at £586,694. £90,614 more than the first quarter last year, and with £324,304 held in reserves for allocated purposes. The VAT refund has now been received increasing the bank balance by £3,452. The remaining budget for the year is £345,366. The table below shows the total of all banks comparison of the first quarter of last year to this year.

	<b>2020.21</b>	<b>2021.22</b>
<b>April</b>	£570,801	£569,269
<b>May</b>	£544,830	£590,442
<b>June</b>	£495,760	£586,374

### **Income;**

We have received rent of land payments of £9,479 from most of the tenants and £5,812 from Hythe Library charged quarterly. The football season has now ended and so reduction of income from football pitches during July and August is expected, however, Tennis & Bowls are showing popularity with a total of £539 received from bookings in June. Boot Fairs have also been taking place, generating extra income of £3,450, Boot fairs will continue until the end of September therefore we anticipate further income during the coming months. The table below shows the total income comparison of the first quarter of last year to this year (excluding precept, library rent, CIL funds and repayment of car park valuation). June is significantly higher due to the strict Government restrictions last year, Boot Fairs, Town Hall lettings and hire of Pavilion function room were not available.

	<b>2020.21</b>	<b>2021.22</b>
<b>April</b>	£14,133	£12,140
<b>May</b>	£1,130	£3,111
<b>June</b>	£4,965	£15,395

### **Expenditure;**

Main expenditure in June for the Council are property repairs of aluminium windows at the Pavilion total cost of £822, alongside roofing works to the bunker at Oaklands costing £2,006, and grounds maintenance total cost of £474 for renewing paint markings at the Oaklands car park. Annual payroll subscription of £601 has also been settled in June. The table below shows a comparison of the total expenditure incurred for the first quarter of last year to this year.

	<b>2020.21</b>	<b>2021.22</b>
<b>April</b>	£53,443	£44,406
<b>May</b>	£24,199	£27,391
<b>June</b>	£38,362	£22,922

## SUMMARY

The Town Clerk will continue to monitor expenditure over the forthcoming months.

## RISK MANAGEMENT

A summary of the perceived risk follows;

**Perceived Risk** Council does not set a robust budget.

**Risk** High

**Likelihood** Low

**Preventative Action** 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 Town Clerk and the Responsible Financial Officer of the Council

Tel: 01303 266152 or email [clerk@hythe-tc.gov.uk](mailto:clerk@hythe-tc.gov.uk) prior to the meeting.