

This report will be made  
Public on 08 October 2021

# Hythe Town Council

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Report number F&GP 13/21

To Hythe Town Council  
Date 10 September 2021  
Status **Non Exempt**  
Responsible officer **Town Clerk**

Subject **BUDGET MONITORING REPORT F&GP 13/21**

**SUMMARY:** This report gives August's budget monitoring information, includes the bank reconciliation for August 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/13/21
2. To authorise the Chairman of the Committee to sign the bank reconciliation detailed in the report
3. To move £8436.67 from 8300 Contingency budget cost centre to 5225 Election budget cost centre to cover the Hythe East Ward Election in June 2021.
4. To vire £20,000 into Democratic Contingency reserve from unallocated reserves in readiness for the 2023 elections.

## **INTRODUCTION**

One of the key statutory tasks and an essential element of good governance for the council is the monitoring of an annual budget. It gives the officers of the council authority to spend in line with council decisions. Local councils are responsible for public money and must take care not to put it at risk.

The Council has to consider how efficient it is in providing its services. It has to prioritise its objectives and this is what drives the budget process.

The Council will evaluate the costs each month and ensure that contractors and suppliers are providing services that are termed as 'Best value'.

Any variances are highlighted each month for the council to monitor.

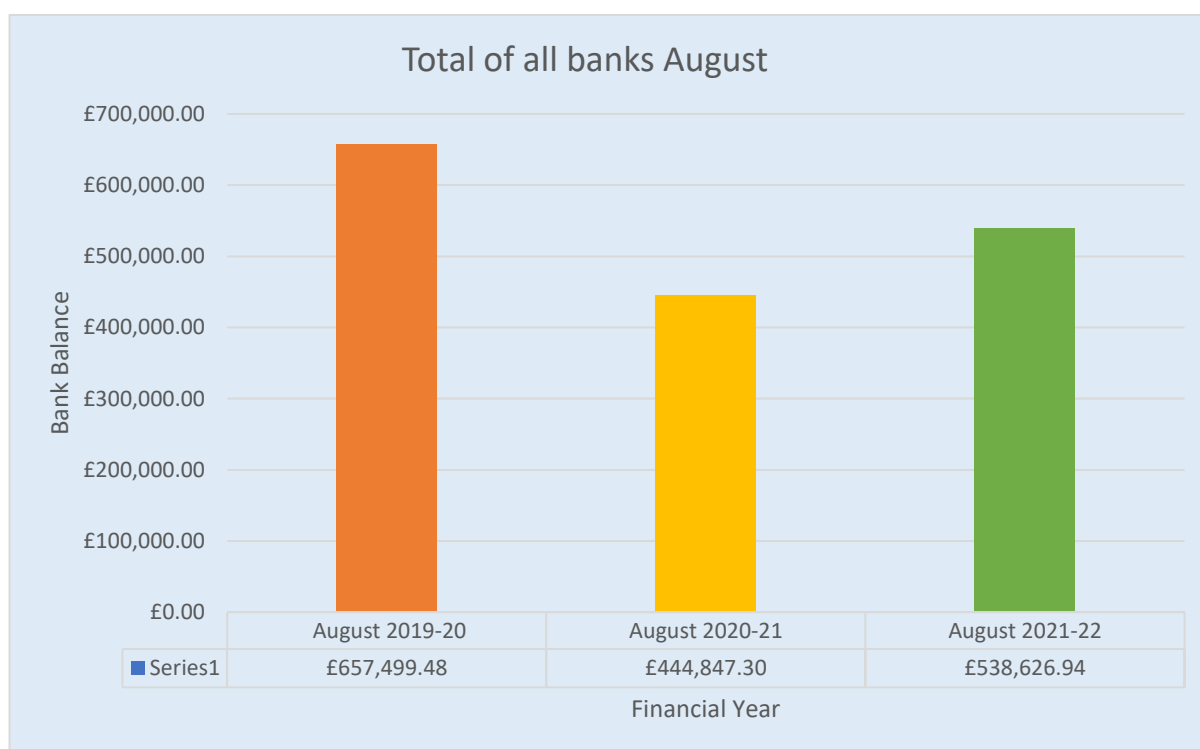
### As of 31 August 2021;

August shows a healthy growth of income received from Sports revenue, Pavilion function room and Car Park revenue.

### Banking;

Total of all bank accounts and cash held as it stands is at £538,626.94. £93,779 more than August 2020, and with £321,704 held in reserves for allocated purposes.

The table below shows a three-year comparison of the total bank balance from the last three years in August.



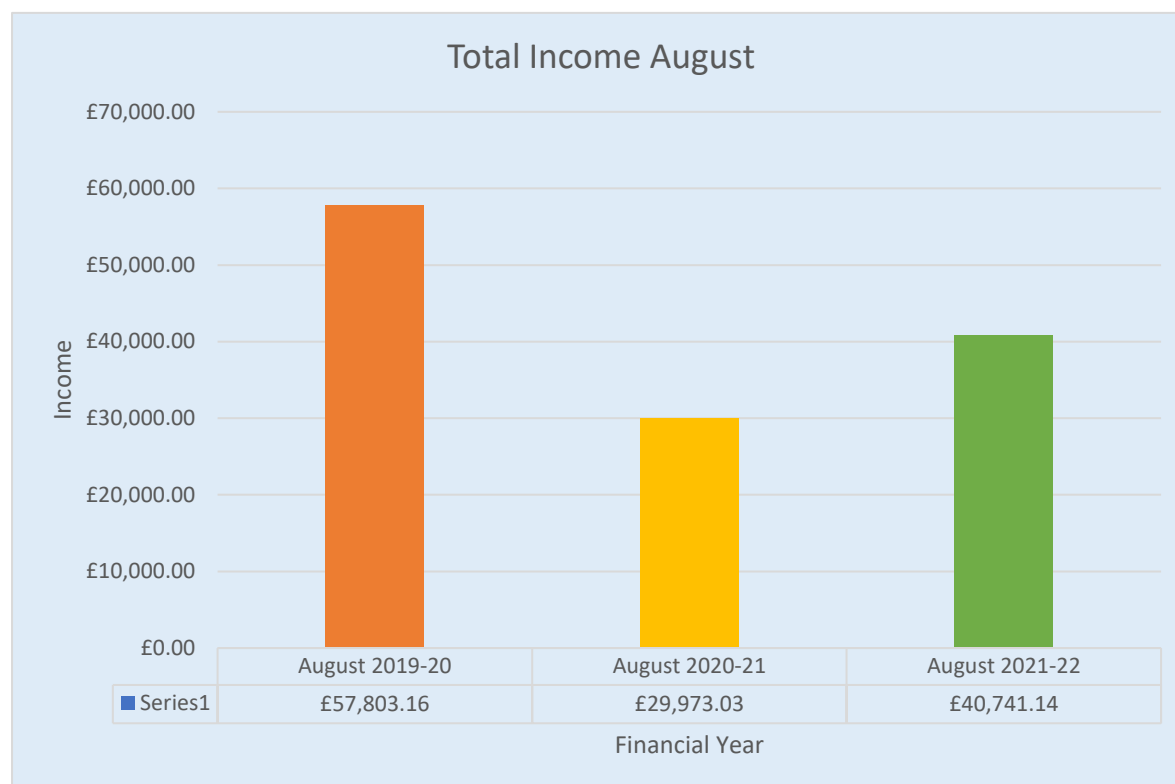
### Income;

We have received income from assets total of £40,741. Our biggest asset income, other than allotments and rental of HTC properties, is from the hire of the Pavilion function room total of £5,482. Now that covid restrictions have been lifted classes are returning to the venue.

The football season will soon be restarting, and we have received plenty of tennis & bowls bookings with a total income of £1,703 (included in sports revenue figure).

Income from HMRC for the VAT rebate for the first financial quarter has been received of £3,787. Boot Fair events at The Green will continue to take place into October but this is reliant on weather conditions. The second half of the precept for £179,501 is anticipated to be received in the beginning of September 2021.

The table below shows a three-year comparison of the income received from assets in August.



## Expenditure;

The budget agreed expenditure figure stands at £442,981 with £146,348 costs already incurred, the remaining budget for the year is £296,633.

IT and Computer costs have exceeded the budget by £424 due to a three-year subscription of anti-virus protection for £1,189. The cost may have exceeded the budget this month, however, the cost includes the second year, and this will be transferred to prepayments in the September accounts, the costs in the third year is one free year of anti-virus thus a saving of £495.

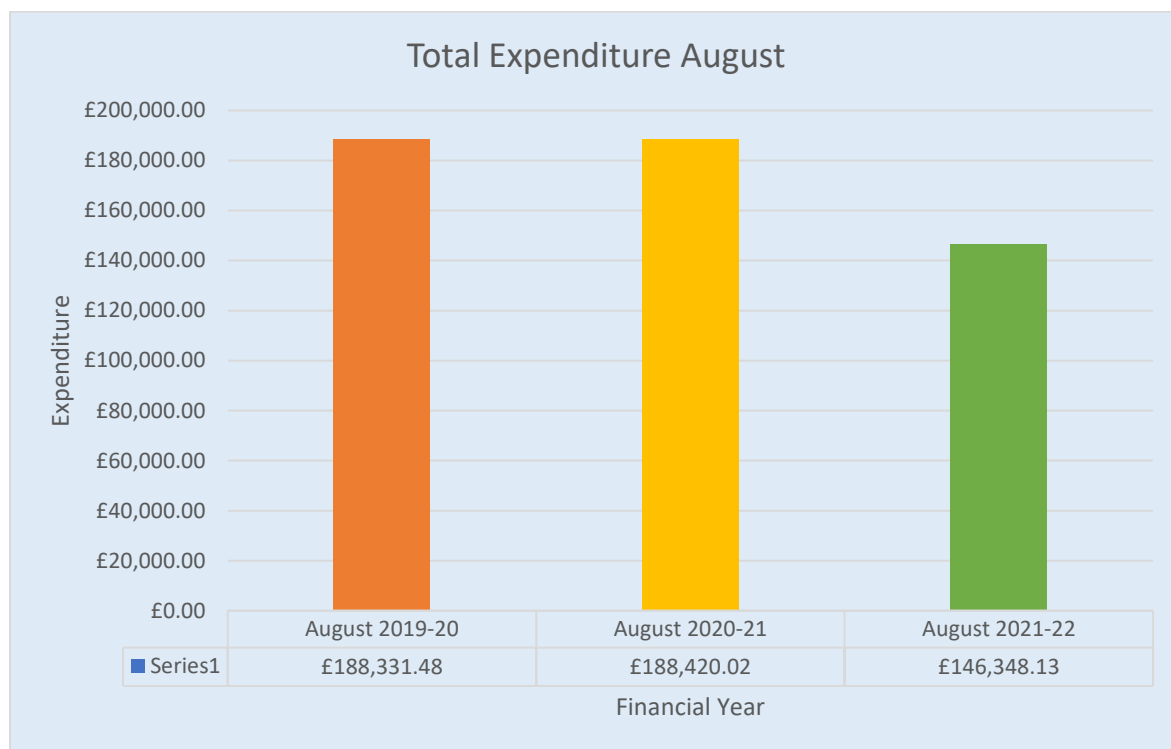
Seasonal costs of £1,520 were incurred for the Bandstand events that took place at Oaklands Park from July to August.

Grounds Maintenance costs have not been invoiced by the district council yet but that has been addressed and will be appropriated once received.

Salary costs will decline over the next few months as seasonal staff end their contracts.

Subscription costs have increased in August due to the one off payments made for the new Scribe Booking and Accounting system that is being implemented over the coming months.

The table below shows a three-year comparison of the total expenditure in the last three years of August.



## SUMMARY

It is recommended to move £8,436.67 from 8300 Contingency cost code to 5225 Election costs code to cover the FHDC Hythe East Ward Election cost that was held in June. It is also recommended to transfer £20,000 into Democratic Contingency reserve in readiness for 2023 elections.

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.