

Addendum

Notes to the Budget Monitor September 2021

Nominal Cost	Budget figure anticipated to September 2021	Budget figure Actual to September 2021	Budget for year	Over Budget /or increase amount/ Movement to date (Movement under £100 is not highlighted)	Notes <i>Full year = 100% 1 month = 8.33% September = 49.98%</i>
Income					
4000 Precept	£359,002	£359,002	£359,002		100.00% Precept received
4100-4115 Allotment income	£11,713	£11,248	£11,713	Under by £465	96.03% All anticipated allotment income has been collected. Amendment to new budget calculations for 2022.23 will be adjusted.
4225 Library Rent	£0	£11,625	£0		Rent received on behalf of David Oaklands Charitable Trust (paid over when physically received in bank)
4600 Portland Rd Car park	£4,052	£4,035	£8,579		47.03% Income received
4601 Sports Revenue	£7,235	£7,169	£8,576		83.60% Income on target
4602 Pavilion function revenue	£8,884	£7,078	£16,301	Under by £1,806	43.42% Income received
4603 Boot Fairs, circuses, funfairs	£6,145	£4,250	£6,180	Under by £1,895	68.77% Income received. Boot fair at the Green ending in October
4605 Property (ex-library) rent	£10,300	£10,279	£23,000		44.69% Income on target
4607 Wedding income	£1,140	£1,140	£1,895		60.16% Wedding bookings in April, May and September
4609 Town hall Lettings	£740	£35	£2,037	Under by £705	1.72% Income received
4610 Caretaker Charge	£190	£180	£2,000		9.00% Income received
4611 Oaklands	£152	£72	£152		47.37% Oaklands grounds hire income in June and August

4902 Interest on investments	£256	£94	£600	Under by £162	15.76% Interest received from banks
4002 – Community Infrastructure Levy		£5,616			No budget set
4606 - ~General rates refund		£41,320			Refund from overcharge of Portland Rd car park rates.
Expenditure					
5000 Grounds Maintenance	£5,100	£5,021	£47,804		10.51% On target for year. FHDC Grounds maintenance invoice has now been received.
5001 CCTV Costs	£0	£230	£0		No budget set. Full inspection into existing CCTV towers
5003 Tree audit and works	£380	£375	£13,395		2.80% Removal of dead Ash tree
5005 Allotment maintenance	£386	£385	£1,000		38.56% Water troughs equipment at Eaton Lands
5200 Civic Allowance	£750	£652	£1,500		43.47% Civic attendance to charity events
5201 Civic attire	£0	£0	£250		0.00% No set monthly figure
5203 Civic entertainment	£650	£640	£1,200		53.33% costs incurred for Mayor's Civic Sunday
5220 Band Concerts	£2,699	£2,690	£4,900		54.90% cost incurred for Bandstand event at Oaklands
5225 Election Costs	£8,436	£8,436	£8,436		100.00% Contingency budget transferred to cover Election costs
5226 National Commemorations	£250	£0	£500		0.00% No funds used due to cancellation of events
5228 Grant monies donated by HTC	£3,950	£3,931	£19,000		20.69% For Hythe in Bloom
5229 Davis Oaklands Library rent	£0	£11,625	£0		Not a budget item but collected on behalf of DOCT and paid over
5230 Town Council initiatives	£250	£199	£3,000		6.67% funds used to date. Includes Community Engagement costs
5300 Projects	£500	£500	£8,200		6.10% Workshop at Seabrook School

5100 Playground Equipment	£0	£0	£5,000		0.00% No set monthly figure.
5101 Skatepark repairs	£0	£0	£2,500		0.00% No set monthly figure.
6105 Car park expenditure	£283	£209	£1,600		13.06% funds used for monthly management fee
6201 Advertising	£910	£754	£2,100	Under by £156	35.91% mainly Hythe Life magazine
6900 Misc expenses	£0	£0	£100		0.00% No expenses incurred
7000 Salaries	£76,813	£76,763	£140,080		54.80% Funds used to date. Slightly over due to seasonal staff changes
7005 Employers NI	£5,383	£5,035	£12,360	Under by £348	40.74% funds used to date
7007 Employee medical	£47	£47	£450		10.44% No set monthly figure
7010 Employers Superannuation	£12,147	£12,051	£30,817		39.11% funds used to date.
7008 Recruitment expenses	£0	£82	£0		0.00% No budget set
7102 Water rates	£1,400	£1,331	£3,600		36.99% funds used to date
7103 General rates	£13,385	£13,364	£43,057		31.04% funds used to date
7104 Insurance – premises & public liability	£13,635	£13,634	£15,676		86.98% funds used to date. Annual insurance renewed in September
7105 Refuse Collection	£710	£543	£1,340	Under by £167	40.55% used to date at the Pavilion and Oaklands
7200 Electricity	£2,191	£2,167	£5,000		43.36% used to date
7201 Gas	£1,836	£1,531	£4,000		38.29% used to date
7304 Parking expenses	£0	£0	£50		0.00% No set monthly figure
7400 Travel	£200	£189	£1,000		18.96% funds used
7500 Printing and Copying costs	£935	£873	£1,200		72.76% used to date. High due to annual software charge for printer/photocopier
7501 Postage and carriage	£531	£492	£700		70.39% used to date. High due to transport of filing cabinets purchased.

7502 Telephone costs	£1015	£1008	£2,742		36.77% funds used from office phone and broadband costs
7503 IT and Computer costs	£2,000	£2,372	£2,000	Over budget by £464	118.64% High due to miscalculation in budget 2021.22. amendment will be made in 2022.23 proposals to correct.
7504 Office stationery	£486	£395	£1,000		39.51% on target
7505 Books	£280	£276	£500		55.39% incurred due to latest book addition for administration
7600 Legal fees	£1,363	£1,359	£3,000		45.30% No set monthly figure. Includes transfer of play areas legal costs.
7601 Audit and Accountancy fees	£1,475	£1,475	£2,200		67.05% No set monthly figure
7602 Consultancy fees	£1,160	£1,150	£2,500		46.00% No set monthly figure (IT set up costs and consultancy over staff changes in April/May) .
7603 Professional fees	£60	£58	£1,000		5.80% for Data Protection annual renewal
7604 Unauthorised encampment costs	£0	£3,561	£0		No budget set for the unauthorised encampments
7700 Equipment hire	£1,700	£1,694	£1,700		99.68% for lease of photocopier
7702 Equipment purchases	£815	£790	1,000		79.10% High due to purchases of microphone for live streaming and office printer for finance assistant.
7799 Equipment maintenance/service	£0	£0	£910		0.00% No set monthly figure
7301 Lift repairs and servicing	£1,090	£986	£1,500		65.79% Service and repairs to lift at Town Hall
7800 Property Repairs & renewals	£2,485	£2,482	£8,000		31.03% Roof repair work at Town Hall
7801 Cleaning	£3,485	£3,484	£8,000		43.55% Funds used to date
7802 Laundry	£0	£0	£50		0.00% No set monthly figure
7803 Premises expenses	£1,500	£1,456	£1,500		97.13 % High due to increase in classes at the pavilion and increase of

					use of hand towels , gloves, hand sanitiser etc.
7804 Premises security	£380	£371	£1,500		24.73% Intruder alarm inspections annual maintenance
7900 Bank interest paid	£0	£0	£200		0.00% No set monthly figure
7901 Bank Charges	£325	£321	£500		64.33% No set monthly figure
7902 Loan Principal paid	£0	£0	£3,600		0.00% No set monthly figure
7903 Loan interest paid	£4,000	£4,210	£4,000	Over budget by £210	105.26% Interest paid to DOCT no interest due as paid in full. Budget undercalculated.
8201 Subscriptions	£8,000	£7,633	£8,000	Under by £367	95.42% High due to implementation of new annual Scribe subscription cost - charged as 12 months and includes set up costs
8203 Training costs	£4,135	£4,020	£6,000	Under by £115	67.00% includes training for Level 4 Community Governance for Town Clerk
8205 Refreshments	£85	£68	£200		34.34% No set monthly figure