

Addendum

Notes to the Budget Monitor November 2021

Nominal Cost	Budget figure anticipated to November 2021	Budget figure Actual to November 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% November = 66.64%</i>
Income					
4000 Precept	£359,002	£359,002	£359,002		100.00% Precept received
4100-4115 Allotment income	£11,713	£11,148	£11,713	Under by £565	95.18% All anticipated allotment income has been collected. Amendment to new budget calculations for 2022.23 will be adjusted
4225 Library Rent	£0	£17,437.50	£0		Rent received on behalf of David Oaklands Charitable Trust (paid over when physically received in bank)
4600 Portland Rd Car park	£8,579	£6,157	£8,579	Under by £2,422	71.78% Income received. Income is only from April to October
4601 Sports Revenue	£8,466	£8,433	£8,576		98.33% Income on target
4602 Pavilion function revenue	£12,119	£9,746	£16,301	Under by £2,373	59.79% Income received
4603 Boot Fairs, circuses, funfairs	£5,880	£4,350	£6,180	Under by £1,530	70.39% Income received. Boot fair at the Green ending in October
4605 Property (ex-library) rent	£19,800	£19,741	£23,000		85.83% Income on target
4607 Wedding income	£1,500	£1,140	£1,895	Under by £360	60.16% Wedding bookings in April, May and September
4609 Town hall Lettings	£1,360	£180	£2,037	Under by £1,180	8.84% Income received
4610 Caretaker Charge	£818	£360	£2,000	Under by £458	18.00% Income received
4611 Oaklands	£152	£72	£152		47.37% Oaklands grounds hire income in June and August

4902 Interest on investments	£356	£122	£600	Under by £234	20.42% 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.
4903 Insurance Claims	£0	£3,311	£0		No budget set. Claim received for the unauthorised trespassers at The Green
4905 Other Income (Misc)	£0	£209	£0		No budget set. Income received from Natwest compensation
4500 Christmas Lights Donation	£0	£8,000	£0		No budget set. Christmas Lights Donation
Expenditure					
5000 Grounds Maintenance	£47,804	£48,254	£47,804	Over by £450	100.94% 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	£2,130	£2,130	£13,395		15.90% Removal of dead Ash tree
5005 Allotment maintenance	£386	£385	£1,000		38.56% Water troughs equipment at Eaton Lands
5200 Civic Allowance	£1000	£641	£1,500	Under by £359	42.74% Civic attendance to charity events
5201 Civic attire	£0	£0	£250		0.00% No set monthly figure
5203 Civic entertainment	£1,200	£1,262	£1,200		105.24% costs incurred for Mayor's Civic Sunday
5220 Band Concerts	£3,266	£3,280	£4,900		66.94% 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	£5,533	£3,931	£19,000	Under by £1602	20.69% For Hythe in Bloom
5229 Davis Oaklands Library rent	£0	£17,437	£0		Not a budget item but collected on behalf of DOCT and paid over

5230 Town Council initiatives	£500	£408	£3,000		13.61% funds used to date. Includes Community Engagement costs
5300 Projects	£700	£500	£8,200	Under by £200	6.10% Workshop at Seabrook School
5100 Playground Equipment	£417	£0	£5,000	Under by £417	0.00% No set monthly figure
5101 Skatepark repairs	£208	£0	£2,500	Under by £208	0.00% No set monthly figure
6105 Car park expenditure	£466	£292	£1,600	Under by £174	18.29% funds used for monthly management fee
6201 Advertising	£1,050	£1,165	£2,100	Over by £115	55.48% Hythe Life magazine full page advert
6900 Misc expenses	£0	£0	£100		0.00% No expenses incurred
7000 Salaries	£100,159	£98,453	£140,080	Under by £1706	70.28% Funds used to date. Slightly over due to seasonal staff changes
7005 Employers NI	£7,053	£6,453	£12,360	Under by £600	52.21% funds used to date
7007 Employee medical	£144	£144	£450		32.00% No set monthly figure
7010 Employers Superannuation	£18,371	£16,167	£30,817	Under by £2204	52.46% funds used to date.
7008 Recruitment expenses	£0	£171	£0		0.00% No budget set
7102 Water rates	£1,400	£865	£3,600	Under by £535	24.03% funds used to date
7103 General rates	£18,818	£17,054	£43,057	Under by £1764	39.61% funds used to date
7104 Insurance – premises & public liability	£13,965	£13,966	£15,676		89.10% funds used to date. Annual insurance renewed in September
7105 Refuse Collection	£990	£716	£1,340	Under by £274	53.49% used to date at the Pavilion and Oaklands
7200 Electricity	£3,103	£3,202	£5,000		64.05% used to date
7201 Gas	£2,462	£1,955	£4,000	Under by £507	48.89% used to date
7304 Parking expenses	£0	£0	£50		0.00% No set monthly figure
7400 Travel	£283	£240	£1,000		24.02% funds used
7500 Printing and Copying costs	£985	£1,002	£1,200		83.55% used to date. High due to annual

					software charge for printer/photocopier
7501 Postage and carriage	£647	£556	£700		79.56% used to date. High due to transport of filing cabinets purchased.
7502 Telephone costs	£1,550	£1,419	£2,742	Under by £131	51.76% funds used from office phone and broadband costs
7503 IT and Computer costs	£2,000	£1,976	£2,000		98.82% High due to miscalculation in budget 2021.22. amendment will be made in 2022.23 proposals to correct.
7504 Office stationery	£736	£694	£1,000		69.44% on target
7505 Books	£302	£276	£500		55.39% incurred due to latest book addition for administration
7600 Legal fees	£3,000	£2,874	£3,000	Under by £126	95.83% 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	£2,500	£1,300	£2,500	Under by £1200	52.00% 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	£2,657	£1,700	Over by £957	156.33% Lease of photocopier. Report F&GP 22/21 Ref
7702 Equipment purchases	£1,000	£928	1,000		92.85% High due to purchases of microphone for live streaming and office printer for finance assistant
7799 Equipment maintenance/service	£500	£435	£910		47.80% No set monthly figure
7301 Lift repairs and servicing	£1,355	£1,252	£1,500	Under by £103	83.51% Service and repairs to lift at Town Hall
7800 Property Repairs & renewals	£7,526	£6,005	£8,000	Under by £1,521	75.07% Roof repair work at Town Hall

7801 Cleaning	£5,716	£4,436	£8,000	Under by £1280	55.45% Funds used to date
7802 Laundry	£0	£0	£50		0.00% No set monthly figure
7803 Premises expenses	£1,500	£1,596	£1,500		106.46% High due to increase in classes at the pavilion and increase of use of hand towels , gloves, hand sanitiser etc.
7804 Premises security	£1,500	£622	£1,500	Under by £878	41.47% Intruder alarm inspections annual maintenance
7900 Bank interest paid	£0	£0	£200		0.00% No set monthly figure
7901 Bank Charges	£391	£390	£500		78.11% 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	£8,898	£8,399	£8,000 Increased to: £8,898		94.39% High due to implementation of new annual Scribe subscription cost - charged as 12 months and includes set up costs
8203 Training costs	£4,640	£4,070	£6,000	Under by £570	67.83% includes training for Level 4 Community Governance for Town Clerk
8205 Refreshments	£85	£68	£200		34.34% No set monthly figure