

This report will be made  
Public on 29 July 2022

# Hythe Town Council

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Report number **F&GP/08/22**

To Hythe Town Council  
Date 13 June 2022  
Status **Non Exempt**  
Responsible officer **Town Clerk**

Subject **BUDGET MONITORING REPORT F&GP/08/22**

**SUMMARY:** This report gives May's budget monitoring information, includes the bank reconciliation for May and recommends that the Chairman of the Committee signs 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/08/22**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation detailed in the report**

## **INTRODUCTION**

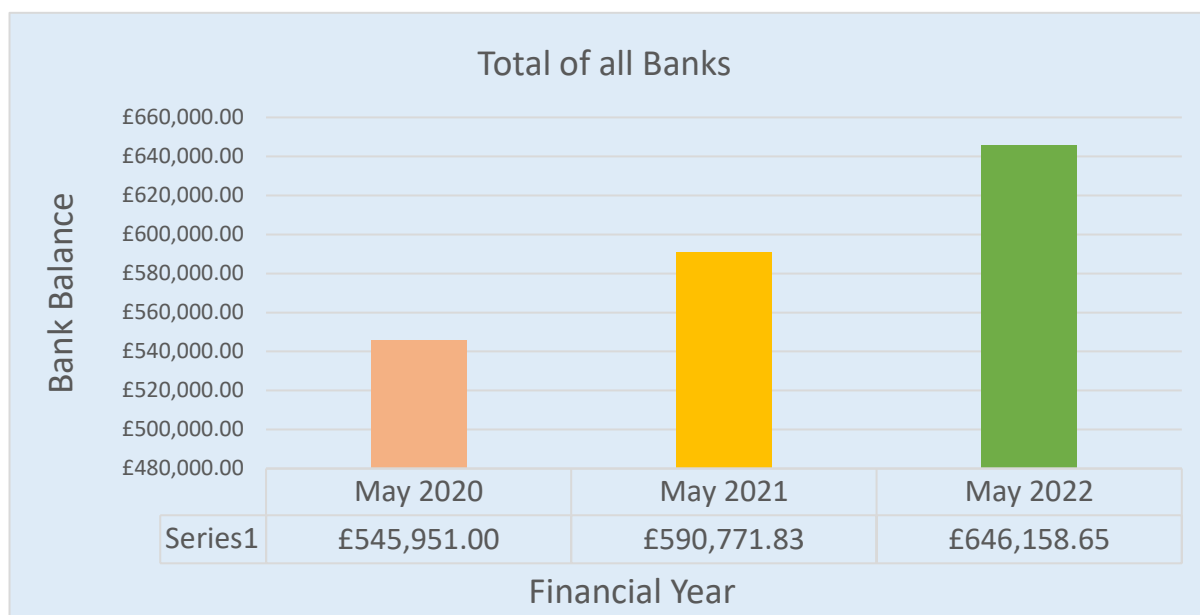
May's budget monitor report shows a steady growth of income received year from Pavilion function room, Wedding revenue and Sports revenue for the second month of the financial year. Expenditure is carefully monitored to ensure the Council is spending appropriately within the budget.

### **Banking;**

Total of all bank accounts and cash held as it stands is at £646,158. £55,386 more than May 2021, with £359,571 held in reserves for allocated purposes. The Financial Officer has successfully opened two savings accounts, the second savings account was opened in May with an opening balance of £75,000.

The benefits of opening additional savings accounts is to gain additional interest, and to secure the Council's funds under the FSCS scheme.

The table below shows a three-year comparison of the total bank balances for the last three years of May.



### Income;

We have received income from assets total of £21,210. So far our biggest asset income in May, other than property rents and allotments is from Pavilion Function room revenue total of £2,512. Sports bookings have started to get busy for Tennis & Bowls as the weather improves. Football bookings will be fairly quiet due to the ending of the season, although, it is expected to pick up the pace at the start of September, when the season begins again.

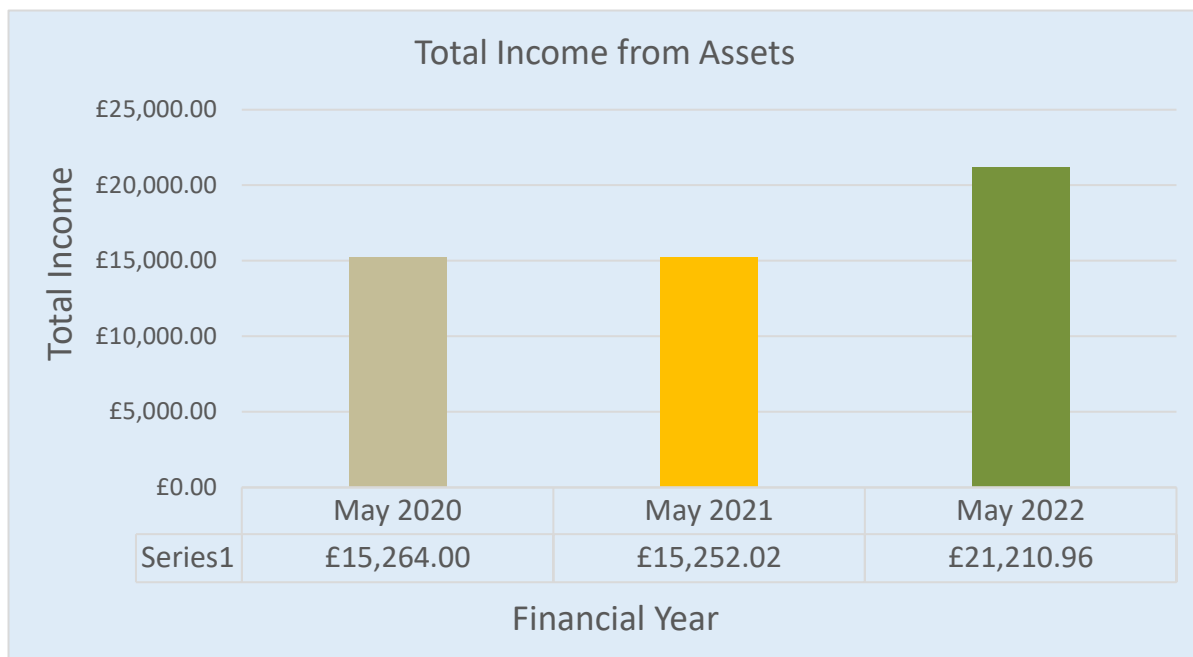
The first half of the precept has been received, amount of £184,838, the second half of the precept is expected to be received in September 2022.

Income from Portland Road Car Park has been received in the first month of May, amount of £415, we anticipate further income each month throughout June to October.

Following the opening of new savings accounts, the Council's funds is generating more interest compared to last year in May.

Wedding bookings at the Town Hall are now being promoted to increase the Council's income. We already have three wedding bookings in June.

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



### **Expenditure;**

Each budget cost centre is constantly monitored and expenditure is being kept to an absolute minimum where possible. The Council are dedicated to maintaining lower running costs and making savings where possible.

The budget agreed expenditure figure stands at £468,044 with £94,617 costs incurred to date.

The Grounds Maintenance 2022-23 annual contract has begun in May with a monthly cost of £5,546.

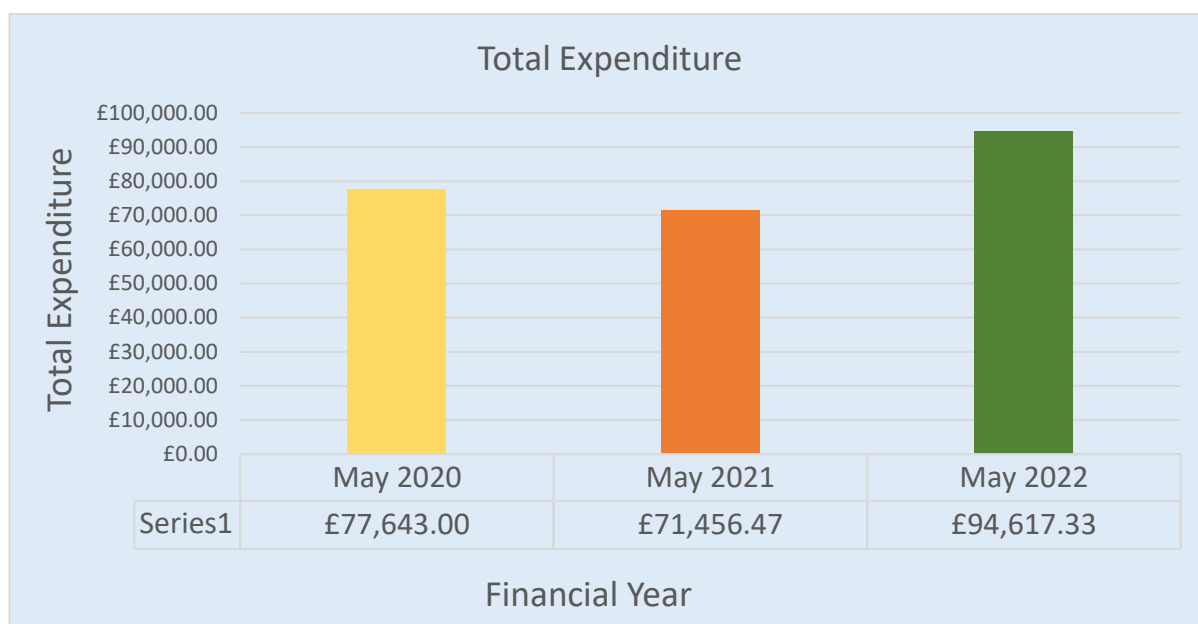
Subscriptions costs is high due to the prepayments brought forward from last year, carried forward to this financial year, total of £4,330. This includes the annual accounts software subscription, music licence fees and the annual Microsoft Business online plan.

IT Costs also shows a high cost incurred, this is also due to the prepayments brought forward from last year of £683, with annual web hosting service and annual IT support.

Allotment maintenance cost incurred of £499 is high due to the installation of new water troughs at Eaton Lands, allotment maintenance costs are not common and we do not anticipate further cost to affect the allotment maintenance budget.

The Council has spent more compared to last year, the difference is mostly from Davis Oaklands Charitable Gift of £4,820 recharges, monthly grounds maintenance cost £5,546 and loan interest paid of £4,030 which was paid in April last year.

The table below shows a three-year comparison of the total expenditure of May.



## SUMMARY

The Council's bank accounts and reserves remain at a healthy balance. The reversal has been posted this month showing the true figures relating to this financial year. The Town Clerk will continue to monitor expenditure in the next financial year 2022-23.

## 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.