

This report will be made
Public on 29 July 2022

Hythe Town Council

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Report number **F&GP/09/22**

To Hythe Town Council
Date 27 July 2022
Status **Non Exempt**
Responsible officer **Town Clerk**

Subject **BUDGET MONITORING REPORT F&GP/09/22**

SUMMARY: This report gives June's budget monitoring information, includes the bank reconciliation for June 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/09/22**
2. **To authorise the Chairman of the Committee to sign the bank reconciliation detailed in the report**

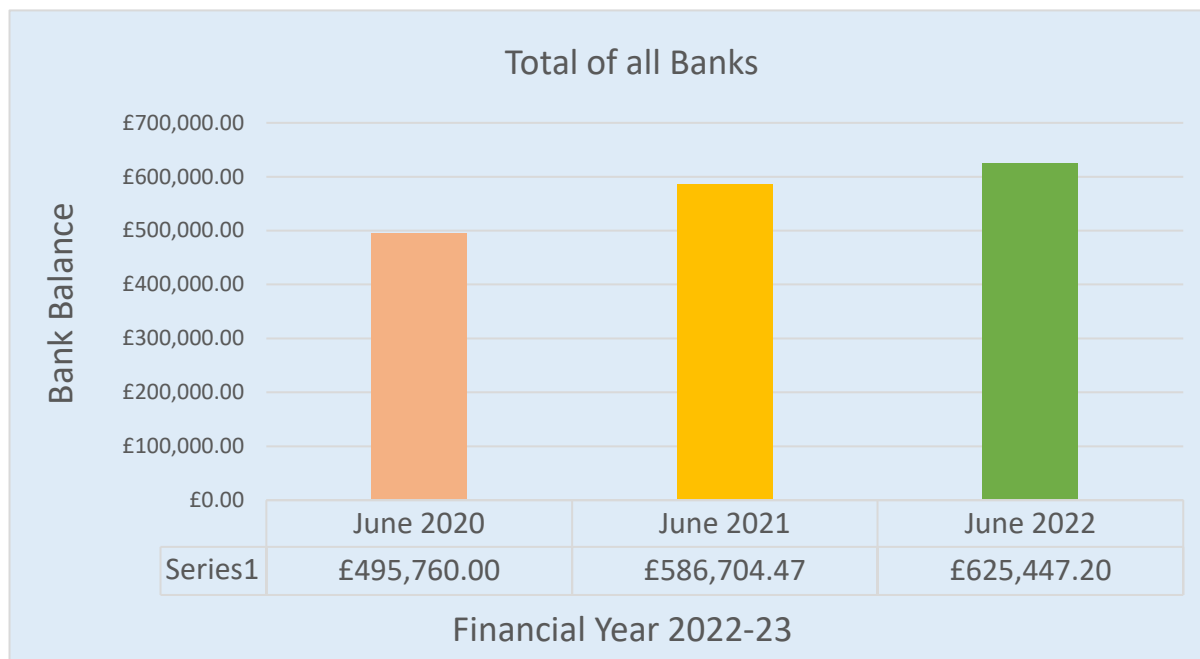
INTRODUCTION

The first quarter's accounts covering April to June has now ended, during this time we ensured the Council's funds are protected and ensured additional interest is received. We have recognised an uptrend of income from the use of the Council's assets, whilst carefully monitoring the expenditure budget with the costs incurred.

Banking;

Total of all bank accounts and cash held as it stands is at £625,447. £38,742 more than June 2021, with £472,471 held in reserves for allocated purposes. The reserve transfers have been applied in June F&GP min 35/22 ratified at Council on the 23 June, with General Reserves balance increasing by £60k, Buildings R&R by £24k, Grounds R&R by £17k, IT Reserves by £5k and new Playground Equipment Reserves of £7k.

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



Income;

The total income received from assets shows a total of £29,380. So far our biggest asset income in June, other than allotments and property rents, is from Pavilion Function room revenue total of £3,898, this shows an income movement of £1,386 from May to June. Sports bookings has been gradually increasing and showing strong signs of popularity as the weather improves for Tennis & Bowls. Sports bookings is expected to become heavily occupied during the upcoming months as primary and secondary schools are on summer break. Tennis & Bowls is available up until mid-September.

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

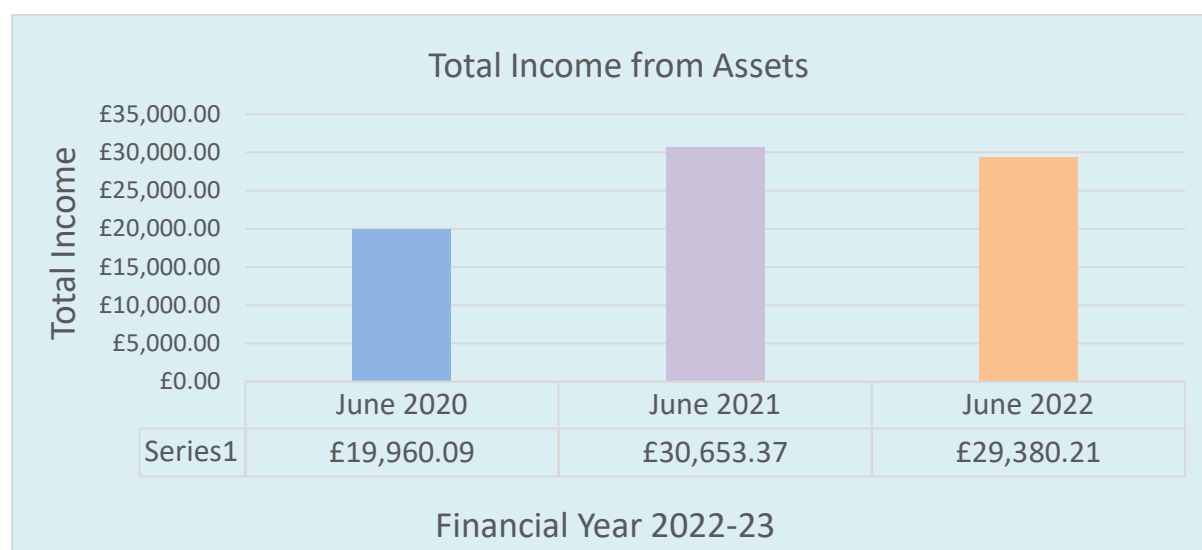
The Council is also expected to receive additional Community Infrastructure Levy funds, a total amount of £51,293. CIL funds can only be used for projects that will benefit or improve the Hythe Community.

The Caretaker charge total shows a negative income of £107, this is from the cost of the caretaker opening and closing the Town Hall, Sports Pavilion and for free event use of the Undercroft.

Boot Fairs at The Green are taking place every week on Sundays from May until August. The total amount of income received to date from Boot Fairs is £1,149.

The total allotment income received is showing an amount of £11,322, £140 more than the budgeted income, this is due to some allotment holders making duplicate payments, the Financial Officer has refunded the duplicate payments to the allotment holders in July.

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



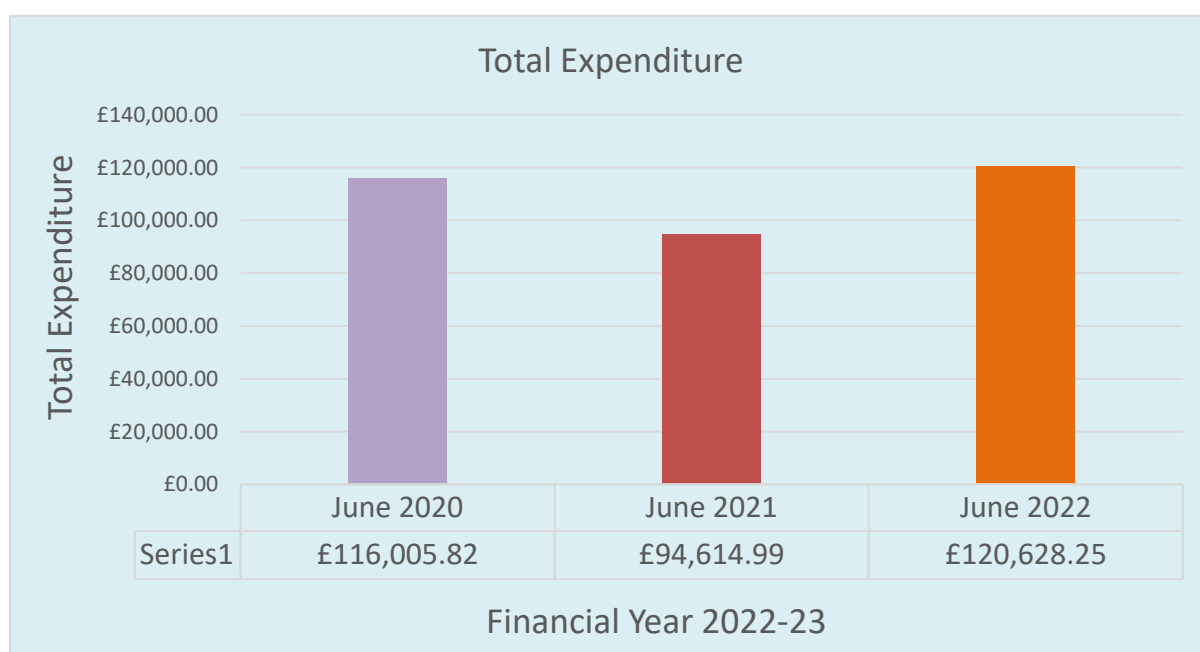
Expenditure;

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 £120,628 costs incurred to date.

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. The old accounts software has now been fully closed therefore we will no longer be getting charged for two accounts software. It is expected to go over as music licence fees were not incorporated in the new budget calculations last October.

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



SUMMARY

The Council's bank accounts and reserves remain at a healthy balance. The Town Clerk will continue to monitor expenditure in the 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 prior to the meeting.