

This report will be made
Public on 1 September 2022

Hythe Town Council

www.Hythe-tc.gov.uk

Report number **F&GP/12/22**

To Hythe Town Council
Date **10 August 2022**
Status **Non Exempt**
Responsible officer **Town Clerk**

Subject **BUDGET MONITORING REPORT F&GP/12/22**

SUMMARY: This report gives July's budget monitoring information, includes the bank reconciliation for July 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/12/22**
- 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 bank 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 £635,072. £77,729 more than July 2021, with £523,435 held in reserves for allocated purposes. Additional Community Infrastructure Levy funds have been received in July total amount of £51,293 also shown on the Allocated Reserves report. CIL funds of £97,542 can only be used for projects that will benefit or improve the Hythe Community.

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



Income;

The total income received from assets shows a total of £33,418. So far our biggest asset income in July, other than allotments and property rents, is from Pavilion Function room revenue total of £4,380. 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 the end of 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 Caretaker charge 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 11 September. The total amount of income received to date from Boot Fairs is £1,149.

In July 2021, the Council received £760 income from weddings. This July, more wedding bookings took place with an income of £1,140 to date. An extensive program is being created to promote weddings at the Town Hall to gain additional income.

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



Expenditure;

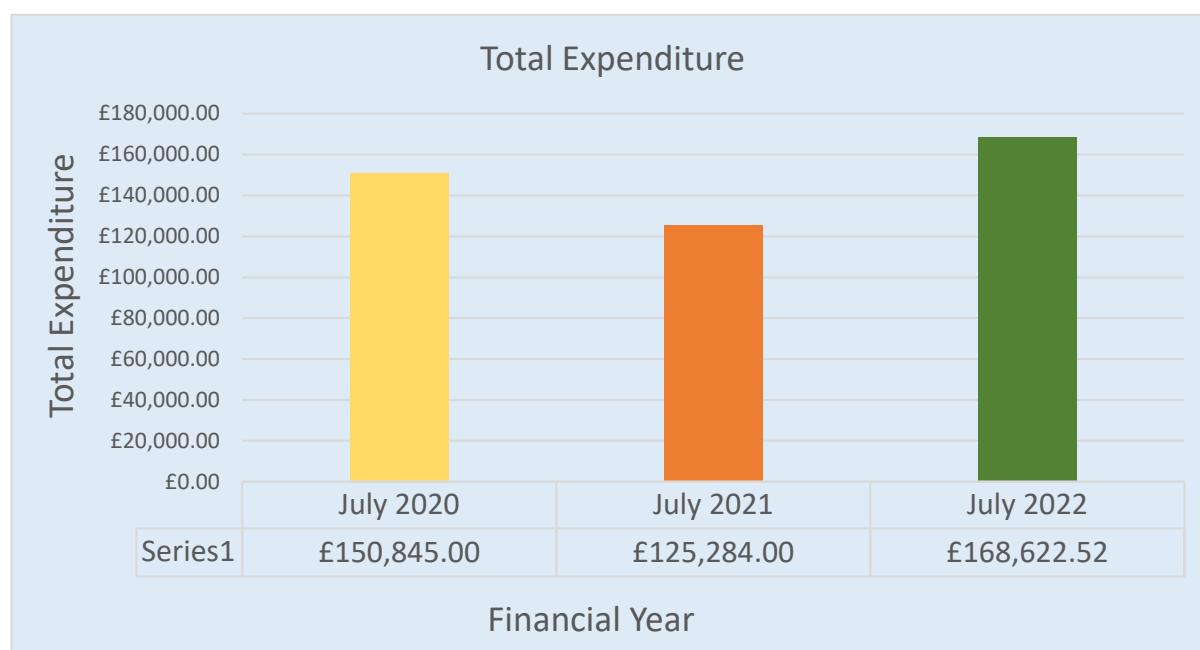
The budget agreed expenditure figure stands at £468,044 with £168,622 costs incurred, equivalent to 36.03% use of the total budget to date.

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 Scribe annual accounts software subscription, music licence fees and the annual Microsoft Business online plan. The Sage accounts software has now been fully closed therefore we will no longer be getting charged for two accounts software packages. Subscriptions cost have gone over as music licence fees were not incorporated in the new budget calculations last October.

Civic Entertainment has a budget of £1,500 for the year, civic entertainment has already reached the budget with £1,598 costs incurred to date. Civic entertainment costs constitutes for the vegan buffet and refreshments for the civic events. Remembrance Sunday is still to be catered for, pushing the budget over its allocation.

We have spent £43k more than last year, mainly from the Grounds Maintenance costs with £16,245 more than last year, this is because the grounds maintenance contract was not received same time last year. Another costs that is differential to last year is National Commemorations total costs incurred £4,291 and Insurance costs have increased this year by £3,961 compared to last July. Most of the cost codes have increased which would make the £43k difference.

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



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.