

This report will be made
Public on 17 March 2023

Hythe Town Council

www.Hythe-tc.gov.uk

Report number **F&GP/31/22**

To Hythe Town Council
Date **15 March 2023**
Status **Non Exempt**
Responsible officer **Town Clerk**

Subject **BUDGET MONITORING REPORT F&GP/31/22**

SUMMARY: This report gives February's budget monitoring information, includes the bank reconciliation for February and recommends that the Chairman of the Committee signs the bank statements in accordance with best 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/31/22.**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation detailed in the report.**

INTRODUCTION

Hythe Town Council is now in the last quarter of the financial year's accounts. During this time, officers have ensured that most Council funds are protected by the FSCS scheme, receiving additional bank interest from savings accounts and have sufficient funds readily available. The income is on target to achieving the income budget for the year, whilst carefully monitoring the expenditure budget with the costs incurred.

Banking;

Total of all HTC bank accounts and cash held as it stands is at £577,418. £14,687 more than February 2022, with £509,157 held in reserves for allocated purposes.

HTC have spent £27,121 of the Community Infrastructure Levy funds for the installation of the wooden play sculptures at the Green, new playground equipment at Horn Street Recreation Ground and the skate park shelter.

The table below shows a three-year comparison of the total bank balances in February.



Income;

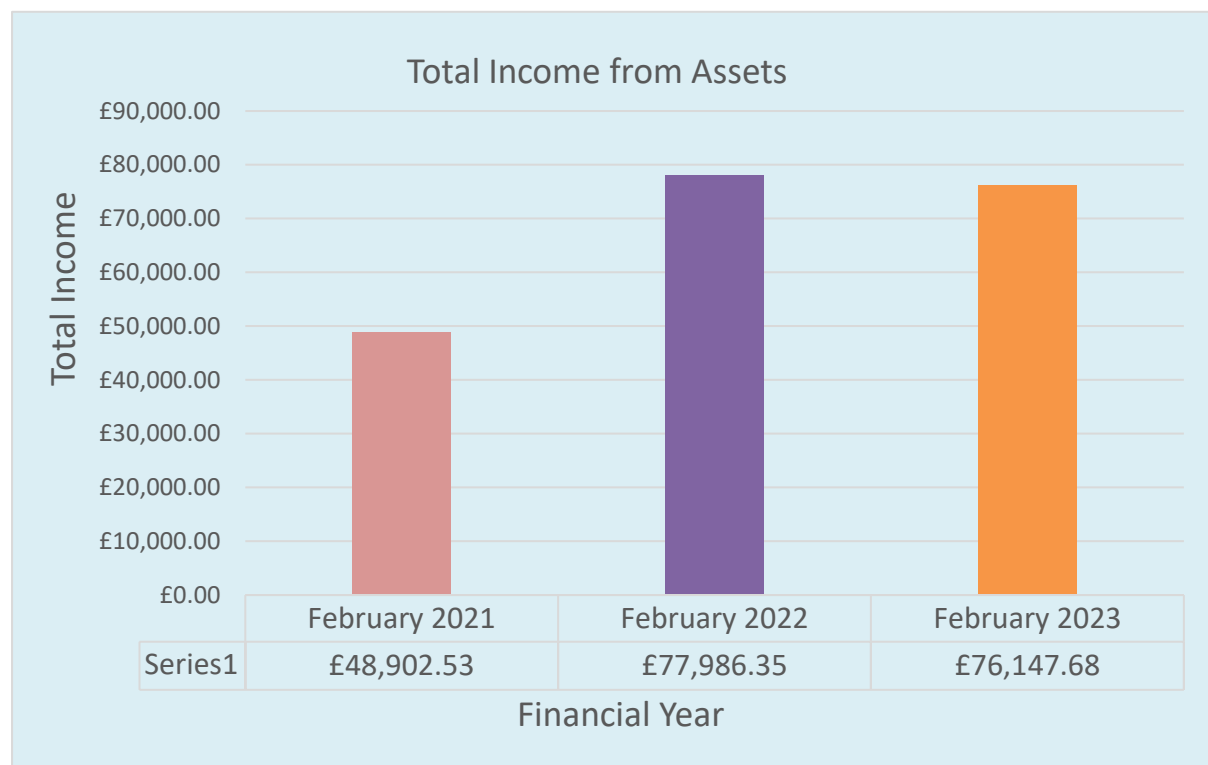
The income received from assets shows a total of £76,147. So far our biggest asset income, other than allotments and property rents, is from Pavilion function room revenue total of £15,279 at 93% income on target. Sports bookings has also shown impressive growth with an income of £7,528, achieving 87% of the budgeted target.

The Council has received an incredible amount of bank interest from the savings accounts total sum of £2,667 and currently at an unbelievable 444% achieving more than quadruple the amount of the budgeted income, this is due to the increase of interest rates on the savings accounts.

The Caretaker charge shows a negative income of £417, this is from the cost of the caretaker opening and closing the Town Hall, Sports Pavilion for free event use.

The only budget hugely under collected is the wedding income which was restricted by KCC Registrars. The Registrars had many bookings after the pandemic that they had imposed a restriction. Year 2023/24 is envisaged to show a higher income with a large marketing plan in place from April 2023.

The graph below shows a three year comparison of income received from assets.



February 2022 income received slightly more by £1,838. While most of the income codes this year received more than last year, the difference is due to the posting of income received for the Christmas Lights Community Donation 2021 total of £8,120 posted to Income Budget Report. The Christmas donations received this year was posted to Grants Monies Donated by HTC on the Expenditure Budget Report to reduce the HTC Christmas Lights expenditure.

Expenditure;

The budget agreed expenditure figure stands at £500,544 with £449,077 costs incurred to date, equivalent to 89% use of the total budget to date. This is mostly due to summer events and front based subscriptions in the first six months of the year.

Community infrastructure levy funds were used to the install Skate park shelter concrete base £4,531. Following this, the skate park shelter supply and installation total cost of £9,258 allocated to Skate Park Repairs budget cost code.

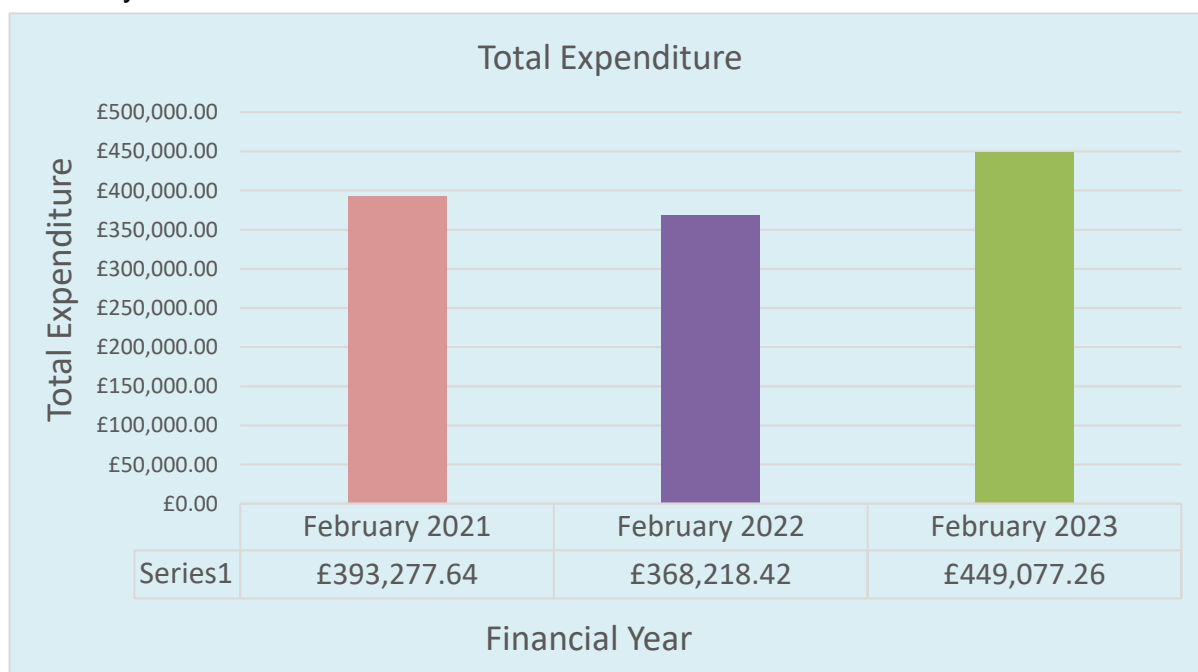
Significant expenditure costs incurred this year are from the Sports Pavilion redecoration cost of £5,829, new play equipment at Horn Street Recreation Ground cost of £19,243 and grant given towards Hythe Venetian Fete £5,000.

There has also been many Civic events this year including Mayor Making, Civic Fun Day, Armed Forces Day, Remembrance Sunday and Speakership Day. Previously budgeted costs did not cover the Civic engagements to supply for the quantity needed for food and refreshments. Civic Entertainment costs is currently over by £881 equivalent to 35.27% over budget. The Civic Entertainment breakdown is: Mayor Making £347, Speakership Day £553, Armed Forces Day £565, Civic Fun Day £965, Remembrance Sunday £691 and Standing Joint Committee £259.

Grant monies donated by HTC is currently over budget due to the charge for the hire of Christmas lights at the High Street. The Council have settled the under collection of funding of the Christmas Lights total of £6,067.

Premises expenses has gone over the budget mostly from the purchase of hand paper towels for Oaklands, Town Hall and Pavilion. With more regular customers hiring the Pavilion and events at the Town Hall, the more paper towels and toilet rolls are needed. Hand towels and toilet rolls take up £623 of the budget.

The graph below shows a three year comparison of the total expenditure in February.



With only one month of the financial year still to go, the remaining budget stands at 10.28%, there has been many expenditures incurred due to the project installations and rising costs.

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.