

Addendum

Notes to the Budget Monitor May 2023

Budget Code	Year to Date Last month's figure	Year to Date May 2023	Changes above £100	Budget for the year	Notes Full year = 100% 1 month = 8.33% May = 16.66%
Income					
Precept	£188,623	£188,623		£377,246	50% of precept received. Other half should be received in September
Allotment income	£11,745	£12,579	£834	£12,524	100.45% allotment income received
Portland Rd Car park	£7	£585	£578	£17,000	3.44% Car park income received. Ticket machine has been updated to reflect new price increase. Parking is charged from 01 April to 31 October.
Sports Revenue	£282	£1,502	£1,220	£12,192	12.32% income received. Tennis & Bowls opened from 1st of April
Pavilion function revenue	£456	£2,399	£1,943	£16,790	14.29% income received
Boot Fairs, circuses, funfairs	£0	£4,100	£4,100	£6,800	60.39% income received. Boot fairs commenced in May. Bookings are paid before event. Circus has paid for June event.
Property (ex-library) rent	£685	£5,361	£4,676	£25,610	20.93% property rent
Caretaker Charge	-273	-£273		£2,220	-12.27% loss of income on caretaker charge, due to free use of Town Hall and Pavilion
Wedding income	£760	£1,140	£380	£19,760	5.77% wedding income received
Town hall Lettings	£94	£131		£2,546	5.16% income received
Oaklands Room Rental	£0	£0		£190	0% income received
Interest on investments	£692	£1,106	£414	£3,400	32.54% bank interest
Miscellaneous Income	£0	£0		£0	Budget not set
Transfer from Democratic Contingency Reserve				£18,000	Recommended to cover election costs
All Income	£203,072	£217,253	£14,144	£514,278	39.49% Total income achieved

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Expenditure					
Grounds Maintenance	£4,364	£8,727	£4,364	£55,600	15.7% Grounds maintenance monthly cost
CCTV Costs	£0	£4,162	£4,162	£17,109	24.32% cost incurred. Increased budget figure due to virement from reserves to cover cost of installation £12109
Tree audit and works	£100	£720	£620	£8,395	8.58% fallen tree removal at Eaton Lands etc
Allotment maintenance	£0	£328	£328	£1,000	32.83% cost incurred, Clearance of plot at Longbridge
Civic Allowance	£0	£221	£221	£1,500	14% cost incurred - Civic engagements requesting Mayoral attendance
Civic attire	£0	£0	£0	£250	0% cost incurred
Civic entertainment	£0	£423	£423	£1,500	28.25% cost incurred - Mayor Making May
Band Concerts	£0	£300	£300	£4,900	6.12% cost incurred. Bandstand events run from May through to September.
Election Costs	£0	£0	£0	£17,000	0% cost incurred - Invoice to be paid in June - transfer from Democratic Contingency Reserve account to cover cost.
National Commemorations	£661	£14	-£647	£5,000	.27% King's Coronation, expenses to be recharged to Hythe Festival Company.
Grant monies donated by HTC	£10,000	£15,000	£5,000	£24,500	61.22% grants given to Hythe Festival Company, S.106 released to Teach Me Courses and Hythe Venetian Fete Society
Town Council initiatives	£0	£0	£0	£2,000	0% cost incurred
Playground Equipment Maintenance	£3,000	£4,698	£1,698	£5,000	93.97% Repairs for the play equipment at Peregrine Close, refurbishment of Horn St Benches and Post installation inspection at Reachfields.
Skate park repairs	£0	£0	£0	£2,500	0% cost incurred
Car park expenditure	£0	£44	£44	£1,000	4.47% cost incurred - Management Fee at Portland Rd Car Park
Advertising	£0	£0	£0	£2,100	0% cost incurred

Misc expenses	£0	£2	£2	£100	2% cost incurred
Salaries	£13,050	£27,773	£14,722	£158,497	17.52% funds used to date. Summer season increases due to seasonal Tennis and Bowls and Bandstand events April to Sept.
Employers NI	£1,152	£2,345	£1,193	£9,849	23.81% funds used to date. Explanation as above.
Employers Superannuation	£2,915	£6,084	£3,169	£42,594	14.28% funds used to date Explanation as above.
Water rates	£218	£470	£252	£3,000	15.67% premises and allotment water usage
General rates	£2,389	£4,787	£2,398	£36,980	12.94% funds used to date
Insurance – premises & public liability	£2,641	£4,564	£1,923	£20,630	22.12% funds used to date. Public Liability, assets, flood cover at South Road. Terrorism.
Refuse Collection	£0	£92		£1,421	6.49% cost incurred. Pavilion and Oaklands.
Electricity	£69	£976	£907	£10,300	9.47% cost incurred, Skate Park, Bunker, Oaklands, Pavilion. Town Hall also includes heaters.
Gas	£73	£958	£885	£9,036	10.61% cost incurred. Oaklands and Pavilion.
Parking expenses	£0	£3		£50	9% cost incurred
Travel	£13	£85		£1,000	8.51% staff work mileage
Employee medical	£0			£450	0% cost incurred
Printing and Copying costs	£415	£739	£324	£1,700	43.48% ink cartridges for large office printer (Newsletter, Agendas, posters for noticeboard etc)
Postage and carriage	£8	£37		£600	6.23% cost incurred
Telephone costs	£329	£758	£429	£4,300	17.63% telephones and broadband costs
IT and Computer costs	£1,957	£1,985		£3,000	66.18% Cost frontloaded in April as annual IT support and domain costs charged
Office stationery	£131	£186		£1,000	18.6% cost incurred
Books	£0	£13		£500	2.6% cost incurred
Legal fees	£0	£3,800	£3,800	£4,700	80.85% cost incurred - Music Licence £3,054. Solicitor fees Lease of land Craythorne Close £745
Audit and Accountancy fees	£0	£0		£2,266	0% cost incurred
Consultancy fees	£0	£520	£520	£1,500	34.67% cost incurred. HR Support - Commercial Services Kent.

Professional fees	£0	£1,050	£1,050	£1,000	105% cost incurred. Preparation of lease Sandford House Garage £700, and FHDC Grounds Maintenance contract £350.
Equipment hire	£451	£857	£406	£2,500	34.29% cost incurred. Includes quarterly lease of large printer/photocopier in reception office £451 and quarterly rental of phone system £406
Equipment purchases	£380	£405		£1,000	40.49% includes replacement fridge for the Sports Pavilion £360
Equipment maintenance/service	£0	£0		£910	0% cost incurred
Lift repairs and servicing	£0	£301	£301	£2,000	15.07% cost incurred. Quarterly lift service at Pavilion £301.
Property Repairs & renewals	£792	£1,515	£723	£8,000	18.94% includes Installation of benches and picnic tables at Eaton Lands and Horn St.£792 and Remove and replace faulty doorsensors at Pavilion £720
Cleaning	£690	£1,510	£820	£9,000	16.78% Cleaning at Oaklands, Town Hall and Pavilion
Laundry	£0	£0		£50	0% cost incurred
Premises expenses	£721	£992	£271	£2,000	49.59% includes aannual PAT testing for Oaklands, Town Hall and Pavilion £279. Fire Alarm maintenance at Pavion £266. Removal of white goods Pavilion £125, CCTV Signageand no parking signage £102 and Hand Towels/Toilet rolls for 3 premises.
Premises security	£120	£386	£266	£1,500	25.73% Fire alarm service at Town Hall £120 and Pavilion £266
Bank interest paid	£0	£0		£200	0% cost incurred
Bank Charges	£48	£91		£600	15.12% cost incurred - mostly monthly Natwest autopay
Loan Principal paid	£0			£3,600	0% cost incurred. Due to be piad in December.
Loan interest paid	£0	£3,858	£3,858	£4,000	96.45% cost incurred. Paid once a year. Normally in April.

Subscriptions	£3,351	£5,349	£1,998	£9,000	59.43% includes front loaded subscription for Microsoft 365 Business annual subscription£2258, Kalc annual membership £1695 and Monthly; Asana (Work Mngmt) £115, Zoom £99, Payroll £57, Adobe £16,
Training costs	£6,574	£6,574		£8,000	82.18% Local Governance degree for Town Clerk
Refreshments	£0	£25		£200	12.5% cost incurred
Projects	£0	£0		£10,000	0% cost incurred
Total Expenditure Incurred	£56,612	£113,725	£56,729	£526,387	11.01% budget used