

**Addendum**  
**Notes to the Budget Monitor June 2023**

Budget Code	Year to Date Last month's figure	Year to Date June 2023	Changes above £100	Budget for the year	Notes  Full year = 100% 1 month = 8.33% June = 24.99%
<b>Income</b>					
Precept	£188,623	£188,623		£377,246	50% of precept received. Other half should be received in September
Allotment income	£12,579	£13,137	£558	£12,524	104.89% allotment income received. Over due to changes in allotment tenants throughout year.
Portland Rd Car park	£585	£806	£221	£17,000	4.74% 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	£1,502	£2,443	£941	£12,192	20.04% income received. Tennis & Bowls opened from 1st of April
Pavilion function revenue	£2,399	£3,483	£1,084	£16,790	20.75% income received from classes and one off hirers.
Boot Fairs, circuses, funfairs	£4,100	£4,100	£0	£6,800	60.29% income received. Boot fairs commenced in May. Bookings are paid before event. Circus has paid for June event.
Property (ex-library) rent	£5,361	£6,411	£1,050	£25,610	25.03% property rental income received
Caretaker Charge	-273	-£258		£2,220	-11.60% loss of income on caretaker charge, due to free use of Town Hall and Pavilion
Wedding income	£1,140	£1,773	£633	£19,760	8.97% wedding income received
Town hall Lettings	£131	£225		£2,546	8.84% income received
Oaklands Room Rental	£0	£0		£190	0% income received
Interest on investments	£1,106	£1,284	£178	£3,400	37.76% bank interest
Miscellaneous Income	£0	£0		£0	Budget not set
Transfer from Democratic Contingency Reserve				£18,000	Recommended to cover election costs
<b>All Income</b>	<b>£217,254</b>	<b>£222,028</b>	<b>£4,666</b>	<b>£514,278</b>	<b>44.74% Total income achieved</b>

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<b>Expenditure</b>					
Grounds Maintenance	£8,727	£13,091	£4,364	£55,600	23.54% Grounds maintenance monthly cost
CCTV Costs	£4,162	£4,162	-£0	£17,109	24.32% cost incurred. Increased budget figure due to virement from reserves to cover cost of installation £12109
Tree audit and works	£720	£720	£0	£8,395	8.58% fallen tree removal at Eaton Lands etc
Allotment maintenance	£328	£328	£0	£1,000	32.83% cost incurred, Clearance of plot at Longbridge
Civic Allowance	£221	£324	£103	£1,500	21.63% cost incurred - Civic engagements requesting Mayoral attendance
Civic attire	£0	£0	£0	£250	0% cost incurred
Civic entertainment	£423	£424	£1	£1,500	28.25% cost incurred - Mayor Making May
Band Concerts	£300	£1,416	£1,116	£4,900	28.89% cost incurred. Bandstand events run from May through to September.
Election Costs	£0	£13,572	£13,572	£17,000	79.84% cost incurred - Invoice paid in June - transfer from Democratic Contingency Reserve account to cover cost.
National Commemorations	-£14	-£14	£0	£5,000	-.27% C42 Coronation, expenses to be recharged to Hythe Festival Company.
Grant monies donated by HTC	£15,000	£15,000	£0	£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	£4,698	£4,768	£0	£5,000	95.37% 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	£44	£89	£0	£1,000	8.94% cost incurred - Management Fee at Portland Rd Car Park
Advertising	£0	£0	£0	£2,100	0% cost incurred
Misc expenses	£2	£21	£19	£100	21.33% cost incurred
Salaries	£27,773	£40,428	£12,655	£158,497	25.51% funds used to date. Summer season increases due to seasonal Tennis and Bowls and Bandstand events April to Sept.
Employers NI	£2,345	£3,357	£1,012	£9,849	34.08% funds used to date. Explanation as above.
Employers Superannuation	£6,084	£8,672	£2,588	£42,594	20.36% funds used to date Explanation as above.
Water rates	£470	£707	£237	£3,000	23.58% premises and allotment water usage
General rates	£4,787	£7,185	£2,398	£36,980	19.43% funds used to date
Insurance – premises & public liability	£4,564	£6,486	£1,922	£20,630	31.44% funds used to date. Public Liability, assets, flood cover at South Road, Terrorism.
Refuse Collection	£92	£204	£112	£1,421	14.34% cost incurred. Pavilion and Oaklands.
Electricity	£976	£1,961	£985	£10,300	19.04% cost incurred, Skate Park, Bunker, Oaklands, Pavilion. Town Hall also includes heaters.
Gas	£958	£2,218	£1,260	£9,036	24.55% cost incurred. Oaklands and Pavilion.
Parking expenses	£3	£3		£50	6% cost incurred
Travel	£85	£100		£1,000	9.95% staff work mileage
Employee medical	£0	£0		£450	0% cost incurred
Printing and Copying costs	£739	£739	£0	£1,700	43.48% ink cartridges for large office printer (Newsletter, Agendas, posters for noticeboard etc)
Postage and carriage	£37	£37		£600	6.23% cost incurred
Telephone costs	£758	£971	£213	£4,300	22.58% telephones and broadband costs
IT and Computer costs	£1,985	£2,005		£3,000	66.85% Cost frontloaded in April as annual IT support and domain costs charged
Office stationery	£186	£186		£1,000	18.6% cost incurred
Books	£13	£13		£500	2.6% cost incurred
Legal fees	£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	£525	£525	£2,266	23.18% internal audit cost incurred

Consultancy fees	£520	£520	£0	£1,500	34.67% cost incurred. HR Support - Commercial Services Kent.
Professional fees	£1,050	£1,274	£224	£1,000	127.36% cost incurred. Preparation of lease Sandford House Garage £700, and FHDC Grounds Maintenance contract £350.
Recruitment costs	£0	£187	£187	£0	Advertisement of Finance and Project Officer position
Equipment hire	£857	£857	£0	£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	£405	£426		£1,000	42.6% includes replacement fridge for the Sports Pavilion £360
Equipment maintenance/service	£0	£0		£910	0% cost incurred
Lift repairs and servicing	£301	£301	£0	£2,000	15.07% cost incurred. Quarterly lift service at Pavilion £301.
Property Repairs & renewals	£1,515	£1,515	£0	£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	£1,510	£2,166	£656	£9,000	24.07% Cleaning at Oaklands, Town Hall and Pavilion
Laundry	£0	£0		£50	0% cost incurred
Premises expenses	£992	£1,032		£2,000	51.59% 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	£386	£503	£117	£1,500	33.53% Fire alarm service at Town Hall £120 and Pavilion £266
Bank interest paid	£0	£0		£200	0% cost incurred
Bank Charges	£91	£188		£600	31.31% cost incurred - mostly monthly Natwest autopay

Loan Principal paid	£0			£3,600	0% cost incurred. Due to be paid in December.
Loan interest paid	£3,858	£3,858	£0	£4,000	96.45% cost incurred. Paid once a year. Normally in April.
Subscriptions	£5,349	£5,553	£204	£9,000	61.71% 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	£6,718	£144	£8,000	93.98% Local Governance degree for Town Clerk/ Cllr Finance training
Refreshments	£25	£25		£200	12.5% cost incurred
Projects	£0	£0		£10,000	0% cost incurred
<b>Total Expenditure Incurred</b>	<b>£113,699</b>	<b>£158,620</b>	<b>£44,614</b>	<b>£526,387</b>	<b>11.01% budget used</b>