

Addendum
Notes to the Budget Monitor July 2023

Budget Code	Year to Date Last month's figure	Year to Date July 2023	Changes above £100	Budget for the year	Notes Full year = 100% 1 month = 8.33% July = 33.32%
Income					
Precept	£188,623	£188,623		£377,246	50% of precept received. Other half should be received in September
Allotment income	£13,137	£12,614	-£523	£12,524	100.72% allotment income received. Over due to changes in allotment tenants throughout year. Some allotments have been refunded due to change of tenancy
Portland Rd Car park	£806	£3,938	£3,132	£17,000	23.17% 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	£2,443	£3,274	£831	£12,192	26.85% income received. Tennis & Bowls opened from 1st of April
Pavilion function revenue	£3,483	£4,783	£1,300	£16,790	28.49% income received from classes and one off hirers.
Boot Fairs, circuses, funfairs	£4,100	£5,888	£1,788	£6,800	86.58% income received. Boot fairs commenced in May. Bookings are paid before event. Circus and Hythe Life Food Festival paid.
Property (ex-library) rent	£6,411	£6,411		£25,610	25.03% property rental income received - invoicing behind invoices raised in September
Caretaker Charge	-258	-£365	-£107	£2,220	-11.60% loss of income on caretaker charge, due to free use of Town Hall and Pavilion
Wedding income	£1,773	£1,773		£19,760	8.97% wedding income received
Town Hall Lettings	£225	£300		£2,546	11.78% income received
Oaklands Room Rental	£0	£0		£190	0% income received
Interest on investments	£1,284	£1,856	£572	£3,400	54.60% bank interest
Miscellaneous Income	£0	£0		£0	Budget not set
Transfer from Democratic Contingency Reserve				£18,000	Recommended to cover election costs
All Income	£222,027	£229,096	£6,993	£514,278	46.16% Total income achieved

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Expenditure					
Grounds Maintenance	£13,091	17444	£4,353	£55,600	31.37% Grounds maintenance monthly cost
CCTV Costs	£4,162	4162		£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	1170	£450	£8,395	13.94% emergency tree works
Allotment maintenance	£328	1998	£1,670	£1,000	199.83% cost incurred, Clearance of plot at Longbridge and pest control
Civic Allowance	£324	338	£14	£1,500	22.53% cost incurred - Civic engagements requesting Mayoral attendance
Civic attire	£0		£0	£250	0% cost incurred
Civic entertainment	£424	863	£439	£1,500	57.54% cost incurred - Mayor Making May and Armed Forces Day
Band Concerts	£1,416	2740	£1,324	£4,900	55.92% cost incurred. Bandstand events run from May through to September
Election Costs	£13,572	13572		£17,000	79.84% cost incurred - Invoice paid in June - transfer from Democratic Contingency Reserve account to cover cost.
National Commemorations	-£14	216	£230	£5,000	4.31% Coronation, expenses to be recharged to Hythe Festival Company.
Grant monies donated by HTC	£15,000	18685	£3,685	£24,500	76.27% grants given to Hythe Festival Company, S.106 released to Teach Me Courses, Hythe in Bloom, Harvey Grammar School, and Hythe Venetian Fete Society

Town Council initiatives	£0	1654	£1,654	£2,000	82.7% cost incurred - defibrillator installed at Red Lion Square phone box
Playground Equipment Maintenance	£4,768	4782		£5,000	95.64% Repairs for the play equipment at Peregrine Close, refurbishment of Horn St Benches and Post installation inspection at Reachfields.
Skate park repairs	£0	445	£445	£2,500	17.8% cost incurred - fixing kit
Car park expenditure	£89	89		£1,000	8.94% cost incurred - Management Fee at Portland Rd Car Park
Advertising	£0	0		£2,100	0% cost incurred
Misc expenses	£21	21		£100	21.33% cost incurred
Salaries	£40,428	53884	£13,456	£158,497	34% funds used to date. Summer season increases due to seasonal Tennis and Bowls and Bandstand events April to Sept.
Employers NI	£3,357	2505	-£852	£9,849	25.43% funds used to date. Explanation as above. Mis allocations corrected from previous months.
Employers Superannuation	£8,672	11336	£2,664	£42,594	26.61% funds used to date Explanation as above.
Water rates	£707	1708	£1,001	£3,000	56.92% premises and allotment water usage
General rates	£7,185	9583	£2,398	£36,980	25.91% funds used to date
Insurance – premises & public liability	£6,486	7716	£1,230	£20,630	37.4% funds used to date. Public Liability, assets, flood cover at South Road, Terrorism. New Cyber insurance added.
Refuse Collection	£204	388	£184	£1,421	27.32% cost incurred. Pavilion and Oaklands.
Electricity	£1,961	3919	£1,958	£10,300	38.05% cost incurred, Skate Park, Bunker, Oaklands, Pavilion. Town Hall also includes heaters.
Gas	£2,218	3853	£1,635	£9,036	42.64% cost incurred. Oaklands and Pavilion.
Parking expenses	£3	3		£50	6% cost incurred
Travel	£100	130	£30	£1,000	13.04% staff work mileage
Employee medical	£0	0		£450	0% cost incurred
Printing and Copying costs	£739	1121	£382	£1,700	65.978% ink cartridges for large office printer (Newsletter, Agendas, posters for noticeboard etc)

Postage and carriage	£37	47		£600	7.85% cost incurred
Telephone costs	£971	1188	£217	£4,300	27.63% telephones and broadband costs
IT and Computer costs	£2,005	1845	-£160	£3,000	61.51% Cost frontloaded in April as annual IT support and domain costs charged. Mis postings corrected.
Office stationery	£186	210		£1,000	21% cost incurred
Books	£13	13		£500	2.6% cost incurred
Legal fees	£3,800	3800		£4,700	80.85% cost incurred - Music Licence £3,054. Solicitor fees Lease of land Craythorne Close £745
Audit and Accountancy fees	£525	525		£2,266	23.18% internal audit cost incurred
Consultancy fees	£520	520		£1,500	34.67% cost incurred. HR Support - Commercial Services Kent.
Professional fees	£1,274	1274		£1,000	127.36% cost incurred. Preparation of lease Sandford House Garage £700, and FHDC Grounds Maintenance contract £350.
Recruitment costs	£187	200		£0	Advertisement of Finance and Project Officer position
Equipment hire	£857	857		£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	£426	426		£1,000	42.6% includes replacement fridge for the Sports Pavilion £360
Equipment maintenance/service	£0	904	£904	£910	99.34% cost incurred
Lift repairs and servicing	£301	603	£302	£2,000	30.15% cost incurred. Quarterly lift service at Pavilion
Property Repairs & renewals	£1,515	4665	£3,150	£8,000	58.3% includes Installation of benches and picnic tables at Eaton Lands and Horn St.£792 and Remove and replace faulty doorsensors at Pavilion £720
Cleaning	£2,166	2946	£780	£9,000	32.74% Cleaning at Oaklands, Town Hall and Pavilion
Laundry	£0			£50	0% cost incurred

Premises expenses	£1,032	1482	£450	£2,000	74.09% includes anual PAT testing for Oaklands, Town Hall and Pavilion , Fire Alarm maintenance at Pavion , Removal of white goods Pavilion , CCTV Signageand no parking signage and Hand Towels/Toilet rolls for 3 premises.
Premises security	£503	503		£1,500	33.53% Fire alarm service at Town Hall £120 and Pavilion £266
Bank interest paid	£0			£200	0% cost incurred
Bank Charges	£188	243		£600	40.58% cost incurred - mostly monthly Natwest autopay
Loan Principal paid	£0			£3,600	0% cost incurred. Due to be piad in December.
Loan interest paid	£3,858	3858		£4,000	96.45% cost incurred. Paid once a year. Normally in April.
Subscriptions	£5,553	8663	£3,110	£9,000	96.26% 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	£6,718	7033	£315	£8,000	87.91% Local Governance degree for Town Clerk/ Cllr Finance training and new councillor training
Refreshments	£25	56		£200	27.97% cost incurred
Projects	£0			£10,000	0% cost incurred
Total Expenditure Incurred	£158,620	£206,186	£47,419	£526,387	39.17% budget used