

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

Budget Code	Year to Date Last month's figure	Year to Date August 2023	Changes above £100	Budget for the year	Notes  Full year = 100% 1 month = 8.33% August = 41.65%
<b>Income</b>					
Precept	£188,623	188,623		£377,246	50% of precept received. Other half should be received in September
Allotment income	£12,614	13,199	£585	£12,524	105.39% 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	£3,938	£3,938	£0	£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	£3,274	£5,918	£2,644	£12,192	48.54% income received. Tennis & Bowls opened from 01 April to 30 Sept
Pavilion function revenue	£4,783	£5,427	£644	£16,790	32.32% income received from classes and one off hirers.
Boot Fairs, circuses, funfairs	£5,888	£6,107	£219	£6,800	89.82% 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	-365	-173	£193	£2,220	-7.77% loss of income on caretaker charge, due to free use of Town Hall and Pavilion
Wedding income	£1,773	£2,090		£19,760	10.58% wedding income received
Town Hall Lettings	£300	£400		£2,546	15.71% income received
Oaklands Room Rental	£0	£0		£190	0% income received
Interest on investments	£1,856	£2,794	£938	£3,400	82.180% 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>£229,095</b>	<b>234,735</b>	<b>£5,223</b>	<b>£514,278</b>	<b>47.3% Total income achieved</b>

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<b>Expenditure</b>					
Grounds Maintenance	£17,444	£21,818	£4,374	£55,600	39.24% Grounds maintenance monthly cost
CCTV Costs	£4,162	£5,262	£1,100	£17,109	30.75% cost incurred. Increased budget figure due to virement from reserves to cover cost of installation £12109
Tree audit and works	£1,170	£1,170	£0	£8,395	13.94% emergency tree works
Allotment maintenance	£1,998	£2,118	£120	£1,000	211.83% cost incurred, Clearance of plot at Longbridge and pest control
Civic Allowance	£338	£358	£20	£1,500	23.86% cost incurred - Civic engagements requesting Mayoral attendance
Civic attire	£0		£0	£250	0% cost incurred
Civic entertainment	£863	£863	£0	£1,500	57.54% cost incurred - Mayor Making May and Armed Forces Day, Remembrance Sunday and Speakers Day.
Band Concerts	£2,740	£3,260	£520	£4,900	66.53% cost incurred. Bandstand events run from May through to September
Election Costs	£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	£216	£230	£5,000	4.31% Coronation, expenses to be recharged to Hythe Festival Company.
Grant monies donated by HTC	£18,685	£17,185	-£1,500	£24,500	70.14% 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	£1,654	£1,654		£2,000	82.7% cost incurred - defibrillator installed at Red Lion Square phone box

Playground Equipment Maintenance	£4,782	£6,008	£1,226	£5,000	120.17% Repairs for the play equipment at Peregrine Close, refurbishment of Horn St Benches and Post installation inspection at Reachfields.
Skate park repairs	£445	£445		£2,500	17.8% cost incurred - fixing kit
Car park expenditure	£89	£134		£1,000	13.42% cost incurred - Management Fee at Portland Rd Car Park
Advertising	£0	£0		£2,100	0% cost incurred
Misc expenses	£21	£110		£100	109.62% cost incurred
Salaries	£53,884	£66,937	£13,053	£158,497	42.23% funds used to date. Summer season increases due to seasonal Tennis and Bowls and Bandstand events April to Sept.
Employers NI	£2,505	£2,506	£1	£9,849	25.43% funds used to date. Explanation as above.
Employers Superannuation	£11,336	£10,763	-£573	£42,594	25.27% funds used to date
Water rates	£1,708	£1,772	£64	£3,000	59.08% premises and allotment water usage
General rates	£9,583	£11,981	£2,398	£36,980	32.4% funds used to date
Insurance – premises & public liability	£7,716	£10,006	£2,290	£20,630	48.5% funds used to date. Public Liability, assets, flood cover at South Road, Terrorism. New Cyber insurance added.
Refuse Collection	£388	£480	£92	£1,421	33.8% cost incurred. Pavilion and Oaklands.
Electricity	£3,919	£4,417	£498	£10,300	42.88% cost incurred, Skate Park, Bunker, Oaklands, Pavilion. Town Hall also includes heaters.
Gas	£3,853	£4,594	£741	£9,036	50.84% cost incurred. Oaklands and Pavilion.
Parking expenses	£3	£3		£50	6% cost incurred
Travel	£130	£233	£103	£1,000	23.26% staff work mileage. Mainly civic
Employee medical	£0	£0		£450	0% cost incurred
Printing and Copying costs	£1,121	£993	-£128	£1,700	58.43% ink cartridges for large office printer (Newsletter, Agendas, posters for noticeboard etc)
Postage and carriage	£47	£47		£600	7.85% cost incurred
Telephone costs	£1,188	£1,617	£429	£4,300	37.61% telephones and broadband costs

IT and Computer costs	£1,845	£2,025	£180	£3,000	67.51% Cost frontloaded in April as annual IT support and domain costs charged. Mis postings corrected.
Office stationery	£210	£373		£1,000	37.25% 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	£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	£1,759	£485	£1,000	175.86% cost incurred. Preparation of lease Sandford House Garage £700, and FHDC Grounds Maintenance contract £350.
Recruitment costs	£200	£200		£0	Advertisement of Finance and Project Officer position
Equipment hire	£857	£1,674	£817	£2,500	66.98% 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	£904	£904		£910	99.34% cost incurred
Lift repairs and servicing	£603	£603		£2,000	30.15% cost incurred. Quarterly lift service at Pavilion
Property Repairs & renewals	£4,665	£4,700		£8,000	58.75% includes Installation of benches and picnic tables at Eaton Lands and Horn St.£792 and Remove and replace faulty doorsensors at Pavilion £720
Cleaning	£2,946	£3,686	£740	£9,000	40.96% Cleaning at Oaklands, Town Hall and Pavilion
Laundry	£0			£50	0% cost incurred

Premises expenses	£1,482	£1,604	£122	£2,000	80.19% 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	£383	-£120	£1,500	25.53% Fire alarm service at Town Hall £120 and Pavilion £266
Bank interest paid	£0			£200	0% cost incurred
Bank Charges	£243	£328		£600	54.6% 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	£3,858		£4,000	96.45% cost incurred. Paid once a year. Normally in April.
Subscriptions	£8,663	£8,923	£260	£9,000	99.15% 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	£7,033	£7,093		£8,000	88.66% Local Governance degree for Town Clerk/ Cllr Finance training and new councillor training
Refreshments	£56	£56		£200	27.97% cost incurred
Projects	£0			£10,000	0% cost incurred
<b>Total Expenditure Incurred</b>	<b>£205,956</b>	<b>£233,975</b>	<b>£27,542</b>	<b>£526,387</b>	<b>44.45% budget used</b>