

Addendum
Notes to the Budget Monitor September 2023

Budget Code	Year to Date Last month's figure	Year to Date September 2023	Changes above £100	Budget for the year	Notes Full year = 100% 1 month = 8.33% September = 50%
Income					
Precept	£188,623	£377,246	£188,623	£377,246	Remaining 50% of precept for the year now received.
Portland Rd Car park	£3,938	£6,576	£2,638	£17,000	38.68% 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	£5,918	£7,955	£2,037	£12,192	65.25% income received. Tennis & Bowls open from April to Sept and Football Season September to May.
Pavilion function revenue	£5,427	£7,192	£1,765	£16,790	42.84% income received from classes and one off hirers.
Boot Fairs, circuses, funfairs	£6,107	£6,107	£0	£6,800	89.82% income received. Boot fairs May to September. Bookings are paid before event This year includes the Circus and Hythe Life Food Festival.
Property (ex-library) rent	£6,411	£12,761	£6,350	£25,610	49.83% property rental income received
Caretaker Charge	-£173	-£192	-£19	£2,220	-8.67% loss of income on caretaker charge, due to free use of Town Hall and Pavilion
Wedding income	£2,090	£2,090		£19,760	10.58% wedding income received - Budget will not be met due to restriction on ceremonies post covid. <i>Restriction now lifted.</i>
Town Hall Lettings	£400	£575	£175	£2,546	22.58% income received
Oaklands Room Rental	£0	£0		£190	0% income received
Interest on investments	£2,794	£3,285	£491	£3,400	96.61% bank interest
Miscellaneous Income	£0	£0		£0	Budget not set
All Income (not including tfr from reserves)	£221,535	£423,595	£202,060		85.35% Total income achieved
Transfer from Democratic Contingency Reserve				£18,000	Recommended to cover election costs
				£501,754	

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Expenditure					
Grounds Maintenance	£21,818	£27,382	£5,564	£55,600	49.25% Grounds maintenance monthly cost - includes mowing of Eaton Lands meadow
CCTV Costs	£5,262	£5,262		£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		£8,395	13.94% emergency tree works
Civic Allowance	£358	£1,098	£740	£1,500	73.23% cost incurred - Civic engagements requesting Mayoral attendance includes last night at the Proms September Mayoral event
Civic attire	£0			£250	0% cost incurred
Civic entertainment	£863	£1,555	£692	£1,500	103.67% cost incurred - Mayor Making May and Armed Forces Day, Remembrance Sunday and Speakers Day.
Band Concerts	£3,260	£4,910	£1,650	£4,900	100.2% 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	£216	£1,759	£1,543	£5,000	35.18% Coronation, expenses recharged to Hythe Festival Company.
Grant monies donated by HTC	£17,185	£17,185		£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	£6,008	£7,582	£1,574	£9,075	83.55% 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	£134	£179		£1,000	17.89% cost incurred - Management Fee at Portland Rd Car Park
Advertising	£0	£0		£2,100	0% cost incurred
Misc expenses	£110	£367	£257	£100	367.2% cost incurred - Adhoc destruction of confidential waste paper as per HTC Document Retention and Disposal policy
Salaries	£66,937	£81,614	£14,677	£158,497	51.49% funds used to date. Summer season increases due to seasonal Tennis and Bowls and Bandstand events April to Sept.
Employers NI	£2,506	£6,657	£4,151	£9,849	67.59% funds used to date. Explanation as above. Reconciliation of salary accounts now complete.
Employers Superannuation	£10,763	£16,393	£5,630	£42,594	38.49% funds used to date - not all staff are on pension scheme Reconciliation of salary accounts now complete.
Water rates	£1,772	£1,092	-£680	£3,000	36.39% premises water usage (allotments moved out of budget)
General rates	£11,981	£14,379	£2,398	£36,980	38.88% funds used to date
Insurance – premises & public liability	£10,006	£10,416	£410	£20,630	50.49% funds used to date. Public Liability, assets, flood cover at South Road, Terrorism. New Cyber insurance added.
Refuse Collection	£480	£592	£112	£1,421	41.66% cost incurred. Pavilion and Oaklands.
Electricity	£4,417	£4,675	£258	£10,300	45.38% cost incurred, Skate Park, Bunker, Oaklands, Pavilion. Town Hall also includes heaters.
Gas	£4,594	£4,674		£9,036	51.73% cost incurred. Oaklands and Pavilion.
Parking expenses	£3	£3		£50	6% cost incurred
Travel	£233	£243		£1,000	24.25% staff work mileage. Mainly civic and allotment inspections
Employee medical	£0	£0		£450	0% cost incurred
Printing and Copying costs	£993	£993		£1,700	58.43% ink cartridges for large office printer (Newsletter, Agendas, posters for noticeboard etc)
Postage and carriage	£47	£68		£600	11.43% cost incurred

Telephone costs	£1,617	£1,810	£193	£4,300	42.09% telephones and broadband costs
IT and Computer costs	£2,025	£2,154	£129	£3,000	71.8% Cost frontloaded in April as annual IT support and domain costs charged.
Office stationery	£373	£373		£1,000	37.25% cost incurred
Books	£13	£13		£500	2.6% cost incurred
Legal fees	£3,800	£3,878		£4,700	82.51% 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	£538		£1,500	35.89% cost incurred. HR Support - Commercial Services Kent.
Professional fees	£1,759	£1,759		£1,000	175.86% cost incurred. Preparation of lease Sandford House Garage £700, and FHDC Grounds Maintenance contract £350.
Recruitment costs	£200	£300	£100	£0	Advertisement of Finance and Project Officer position and Projects and Communications Officer
Equipment hire	£1,674	£1,674		£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	£958	£532	£1,000	95.78% includes replacement fridge for the Sports Pavilion £360, and litter bin for pavilion £414
Equipment maintenance/service	£904	£1,117	£213	£910	122.75% cost incurred includes repairs to town hall clock £650 and servicing of defibrillators
Lift repairs and servicing	£603	£603		£2,000	30.15% cost incurred. Quarterly lift service at Pavilion

Property Repairs & renewals	£4,700	£6,306	£1,606	£8,000	78.83% includes Installation of benches and picnic tables at Eaton Lands and Horn St.£792 and Remove and replace faulty door sensors at Pavilion £720, replacement of gate South Road (Target Hardening) £580 and repairs to fencing South Rd £450
Cleaning	£3,686	£5,086	£1,400	£9,000	56.51% Cleaning at Oaklands, Town Hall and Pavilion
Laundry	£0			£50	0% cost incurred
Premises expenses	£1,604	£1,661		£2,000	83.06% 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	£383	£383		£1,500	25.53% Fire alarm service at Town Hall £120 and Pavilion £266
Bank interest paid	£0	£0		£200	0% cost incurred
Bank Charges	£328	£434	£106	£600	72.35% cost incurred - mostly monthly Natwest autopay and customer payments by card service charges
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	£8,923	£9,481	£558	£9,000	105.35% 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	£7,093	£7,128		£8,000	89.1% 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
Total Expenditure Incurred	£231,857	£276,014	£43,813	£529,462	52.13% budget used

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Allotment income	£13,199	13,295	£96	£12,524	106.16% allotment income received. Over due to changes in allotment tenants throughout year. Some allotments have been refunded due to change of tenancy
Allotment costs including maintenance, and water rates.	£0	£2,863	£2,863	£1,000	211.83% cost incurred, Clearance of plot at Longbridge and pest control

£530,462