

Committee: FULL COUNCIL

Date: 19 September 2023

Title: Income and Expenditure Report

Purpose of Report

For Members to receive information of the income and expenditure to 31 August 2023

Recommendation:

Members to note the report.

Background:

1. Financial Regulations paragraph 4.8 and 4.9 which state:

‘The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.’

2. The report provided shows under each budget heading, what was budgeted at the start by the council in the December Full Council meeting, any Revised Budgets made during the year, any reserve movements that have taken place, what income/expenditure has occurred during the period under consideration, the balance of the budget and finally the percentage of budget at this point.
3. As can be seen, **Appendix 12A** covers the five months of the financial year 2023-2024. If one was to consider a linear budget, we would expect expenditure at this point to be **42%** of annual budget. However, linear expenditure and income rarely occurs, but it will as the year progresses, help officers and members to see where there may be issues of budgets that are likely to be exceeded. This will allow for Members to be updated and plans made on how to deal with any potential occurrences.
4. At present each committee has its own delegated budget areas, however it is still incumbent on the Full Council to be aware of the full budget position of the council. It does mean that Income and expenditure at this point is operated in the report into committee.
5. If Members have any specific questions on this report, it would be helpful if they would contact the Deputy Town Clerk **by Monday 18 September 2023** at the latest.

Report:

6. The report attached at **Appendix 12A** shows the income and expenditure from 1st April to 31st August 2023.
7. For 2023/24, budgeted **income** is £403,240, with the majority being received in April which was the full year's precept of £379,231 for financial year 2023/24. At the end of August, £402,869.147 has already been received which is **99.9%** of the budget.
8. Budgeted **expenditure** is £403,240, and the total expenditure at 31st August 2023 is £157,762.00, which is **39%** of the budget.
9. Expenditure from Earmarked Reserves stands at £19,496.35 as at 31st August 2023.
10. A more comprehensive half yearly report will be provided at the next Town Council meeting to be held on 17th October 2023, prior to the Member's Day being held on 21st October 2023.
11. The invoices for the Tony Rice Bar and the Archie Gooch Community Building will be raised once the quarterly RPI has been received.
12. It is worth noting that the contract for electricity and gas for the offices in the Old Magistrates Court has now been switched to a one year fixed tariff contract with EDF.
12. As agreed at the Resources Committee held on 5th September 2023, the RFO has now put in a complaint to the Energy Ombudsman on behalf of Ilminster Town Council against the utility company who currently supply electricity to Cemetery Lodge. The RFO will update Members once a resolution has been agreed. The RFO will then be able to switch supplier.
13. Members to note the report.

Julie Earp
Deputy Town Clerk/RFO
September 2023