

**Committee: FULL COUNCIL**

**Date: 19 July 2022**

**Title: Income and Expenditure Report**

**Purpose of Report**

For members to be informed of the income and expenditure for June 2022.

**Recommendation:**

Members resolve to note the income and expenditure report for June 2022.

**Background:**

1. In the Financial Regulations that were adopted by the Town Council at the May 2022 meeting, regulation 4.8 states;

*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.*

2. As part of the process for fulfilling this requirement we have been looking at the way in which the accountancy software that the council uses can produce reports that will assist members in the best way. Whilst there are some standard reports these are not always easy to interpret and as such **Appendix 14A** has been created to assist. This is an evolving process but it is hoped that we will be able to keep members informed better.
3. The report provided shows under each budget heading, what was budgeted at the start by the council in the December Full Council meeting, 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.
4. As can be seen **Appendix 14A** covers the first three months of the financial year 2022-2023. If one was to consider a linear budget, we would expect expenditure at this point to be 25% 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.
5. 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. As a result of this we expect to bring quarterly budget reports to the Full Council meetings.

**Report**

6. As has already been identified the linear expenditure at this point would be 25% of budget. Overall **income** is **£191,075** at **50%** expected with **expenditure** of **£72,892** which represents **19%** of budgeted expenditure.
7. The staffing expenditure, when balanced with the Kickstart income, is under that budgeted, however as previously noted, there will be additional staffing costs incurred once we have recruited an additional grounds person.
8. Budget heading **361/1 Office Expenses** shows an overspend which is attributed to costs associated with the commission of the Old Magistrates Court. However, there are still some funds sat in Earmarked Reserves for this which can cover some of the overspend and will be shown in future reports.
9. Under budget heading **364/2 Stationery**, expenditure of **£263.18** was for ID badges.
10. The expenditure under **762/2** refers to the repairs to the storm damage on Cemetery Lodge. The storm damaged bus shelter roof expenditure is under budget heading **554** but will be journaled to a new budget heading **354 Insurance Claims**.
11. Members are asked to refer to officers any questions they have about the budget to them by **Monday 18 July** so that any queries can be researched adequately and a response can then be brought to all members should one be required.
12. Members are asked to note the budget report.

**Julie Earp**  
**Deputy Town Clerk**  
**July 2022**