

Committee: Resources

Date: 4 July 2023

Title: Financial Monitoring Report

Purpose of Report

To receive information about the Resources Committee budget, income and expenditure from 1st April 2023 to 31st May 2023.

Recommendation:

Members to note the report.

Background

1. In the Financial Regulations that were adopted by the Town Council at the May 2023 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 9A** 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 at 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 9A** covers the first two months of the financial year 2023-2024. If one was to consider a linear budget, we would expect expenditure at this point to be 16.6% 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 the Resources Committee has its own delegated budget areas.

Report

6. As has already been identified the linear expenditure at this point would be 16.6% of budget. Overall **Income** is **£380,680.84** with **expenditure** of **£47,700.66**. This represents **13.6%** of budgeted expenditure.

7. The full precept **£379,231.00** was received in April for financial year 2022/2023.

8. Monthly interest rates under budget headings 214 and 220 have continued to rise through April and May with the new savings accounts opened in May, this will increase further as the year progresses.

9. The expenditure for training covers Safeguarding training **£30.00** for the Town Clerk, and **£75.00** Lantra BSI training for the Countryside Manager.

10. Budget heading **352** Health & Safety includes the monthly contract for Legionella Testing. There are funds for the maintenance of the office held under Earmarked Reserves.

10. The budget heading **358** for office accommodation costs include the expenditure for the telephone/internet connections for North Street and the Old Magistrates Court **£365.36**.

11. Expenditure of £211.09 under budget heading **361/1** includes the cost of an electrician to check sockets and an emergency light in the Old Magistrates Court **£55.64**, a plumber to fix a leak from the boiler **£117.69**.

12. Memberships and subscriptions under **366** total £812.00 includes **£95.00** for ICCM Membership, **£485.00** for South West Council support and **£232.00** for access to Parish Online.

13. There was a refund for the return of an incorrect replacement cable for the Speed Indicator Device **£130.00** under budget heading 371/3.

14. Expenditure for the Coronation under budget heading 391 appears to be underspent at **£3,538.75**, however, £1,304.86 had already been spent in the previous financial year. This brings the total spend for the Coronation to **£4,843.61**.

15. Members are asked to note the budget report.

Julie Earp
Deputy Town Clerk
June 2023