

Hawkinge Town Council

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Report Number **FC/21/21**

To: Finance and General Purposes Committee
Date: 6 April 2022
Status: For Decision

Subject: HAWKINGE TOWN COUNCIL BUDGET MONITORING STATEMENT

SUMMARY: This monitoring report provides the latest budget monitoring information.

REASON FOR RECOMMENDATION:

The Finance and General Purposes Committee is asked to agree the recommendations set out below because it needs to be kept informed of the budget position and take appropriate action to deal with any variance from the approved budget.

RECOMMENDATION:

- 1. To receive and note Report FC/21/21.**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements.**

1. INTRODUCTION

REPORT FC/21/21 gives the latest budget monitoring information and bank reconciliation and recommends the Chairman of the Committee to sign the bank statements in accordance with good practice.

2. CONTACT OFFICER AND BACKGROUND DOCUMENTS

If you have any queries about this report please contact The Responsible Finance Officer of the Council

Tel: 01303 893928 or email: Clerk@Hawkinge-tc.gov.uk prior to the meeting.

Background Documents:

The following background information has been used in the preparation of this report. Budget monitoring working papers held by the Town Clerk and Responsible Finance Officer.

BUDGET MONITORING REPORT

FEBRUARY 2022

	Budget 2021/22	Actuals @	Remaining Budget	% spent against budget	Quarterly Figure April - June	Quarterly Figure July - Sept	Quarterly Figure Oct - Dec	Quarterly Figure Jan - Mar	
Administration									
G1	Salaries,Pensions & NI - HTC	137,048.73	96,540.55	40,508.18	70%	25103.31	23875.90	39382.10	8179.24
G1b	Salaries - Overtime	-	-	-					
G2	Payroll Services	3,090.00	780.00	2,310.00	25%	420.00	120.00	0.00	240.00
G3	Civic Events	3,824.54	901.60	2,922.94	24%	70.00	242.60	480.00	109.00
G3a	Charity Events		999.80	- 999.80			852.50	70.00	77.30
G4	Expenses	1,000.00	379.57	620.43	38%	94.07	69.30	124.00	92.20
G5	Bank Fees		-	-					
G6	Kent Assoc Local Councils	1,910.65	1,620.00	290.65	85%	1620.00	0.00	0.00	0.00
G7	Soc of Local Council Clerks	381.74	626.00	- 244.26	164%	349.00			
G8	Office Rent		-	-					
G9	Photocopying	1,545.00	700.78	844.22	45%	134.40	204.31	209.64	152.43
G10	Telephone	2,380.60	846.59	1,534.01	36%	534.65	117.53	138.68	55.73
G11	Office Stationery	2,164.00	188.98	1,975.02	9%	27.86	81.93	47.07	32.12
G12	Training	2,543.00	506.97	2,036.03	20%	0.00	12.97	84.00	410.00
G13	Hire of Halls	2,839.00	579.80	2,259.20	20%	0.00	105.00	242.50	232.30
G14	Donations/RBL wreaths	880.00	89.95	790.05	10%	0.00	0.00	89.95	0.00
G14a	Mayors Charity Donations		-	-		0.00	0.00	0.00	
G15	Electricity	2,060.00	-	2,060.00	0%	0.00	0.00	0.00	0.00
G16	Postage	150.00	85.00	65.00	57%	0.00	0.00	0.00	85.00
G17	Office Repairs / Renewals.	1,751.00	2,397.20	- 646.20	137%	239.21	1323.65	341.58	492.76
	Total Administration Costs	163,568.26	107,242.79	56,325.47	66%	28592.50	27005.69	41209.52	10158.08
Democratic Services									
G18	Election costs	5,150.00	4,621.86	528.14	90%	0.00	4621.86	0.00	0.00
G19	Audit Fees	2,251.01	1,900.00	351.01	84%	1100.00	800.00	0.00	0.00
G20	Town Council review	1,141.24	-	1,141.24	0%	0.00	0.00	0.00	0.00
	Total Democratic Services Costs	8,542.25	6,521.86	2,020.39	76%	1100	5421.86	0	0
Services									
G21	Insurance	4,054.02	4,064.12	- 10.10	100%	0.00	0.00	0.00	4064.12
G22	Miscellaneous expenditure	1,236.00	101.00	1,135.00	8%	101.00	0.00	0.00	0.00
G23	Quality Town Council	2,249.52	-	2,249.52	0%	0.00	0.00	0.00	0.00
G24	Town Plan		-	-					
G25	Maintenance Contracted	43,061.26	23,973.75	19,087.51	56%	5327.50	7991.25	7991.25	2663.75
G25a	Maintenance Miscellaneous	9,270.00	8,497.99	772.01	92%	967.50	1032.74	5390.75	1107.00
G26	Allotments	942.48	980.00	- 37.52	104%	980.00	0.00	0.00	0.00
G27	Town Council Initiatives.	3,444.05	1,968.80	1,475.25	57%	294.80	0.00	1674.00	0.00
G28	Youth Project (worker & hire of hall)	5,611.44	-	5,611.44	0%	0.00	0.00	0.00	0.00
G29	PWLB Loan Repayments	15,450.00	15,829.64	- 379.64	102%	0.00	7914.82	0.00	7914.82
G29a	PWLB Loan Repayments 2nd Loan	4,612.34	4,031.80	580.54	87%	0.00	2015.90	0.00	2015.90
G30	Legal Costs	5,150.00	1,666.59	3,483.41	32%	0.00	0.00	0.00	4031.80
	Total Services Costs	95,081.11	61,113.69	30,484.01	64%	7670.80	18954.71	15056.00	17765.59

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FEBRUARY 2022

	Budget 2021/22	Actuals @	Remaining Budget	% spent against budget	Quarterly Figure April - June	Quarterly Figure July - Sept	Quarterly Figure Oct - Dec	Quarterly Figure Jan - Mar
Capital Expenditure								
C1 Repairs and renewals	15,656.00	-	15,656.00	0%	0.00	0.00	0.00	0.00
Total Capital Expenditure	15,656.00	-	15,656.00	0%	0	0	0	0
Project Expenditure								
P1 Project and facilities management	34,196.00	16,716.13	17,479.87	49%	0.00	0.00	16716.13	0.00
P2 Hawkinge Community Football & Sports Trust		-	-		0.00	0.00	0.00	0.00
P4 Landlord Costs - HCC	23,175.00	11,113.38	12,061.62	48%	1,450.67	4,057.04	3,008.22	2,597.45
P5 Landlord Costs - Retail Unit		1,230.00	1,230.00		-	-	1,230.00	-
P6 Canterbury Road Flower Beds		-	-					
P7 Noticeboards	2,060.00	0.00	2,060.00					
P8 Master Planning		-	-					
P9 Expenditure against Grants	0.00	-	-					
P10 New Growth Items	7,500.00	-	7,500.00					
Total Project Expenditure	66,931.00	29,059.51	37,871.49		1450.67	4057.04	20954.35	2597.45
Reserves								
R1 General Reserve	10,300.00	-	10,300.00	0%	0.00	0.00	0.00	0.00
R2 S 106 Grounds Maintenance		-	-				0.00	0.00
Total Reserve Expenditure	10,300.00	-	10,300.00		0	0	0	0
Total Expenditure	360,078.62	203,937.85	152,657.36	57%	38813.97	55439.30	77219.87	30521.12

NB; Vat expenditure incurred against Vat income 12,944.04
216,881.89

	Income Rec'd	O/S Income						
Income								
I1 Precept	370,123.00	370,123.00	-	100%	185,061.50	185,061.50	0.00	0.00
I2 SDC grants		-	-					
I3 KCC grants		-	-		0.00	0.00	0.00	
I4 Grant funding for projects		-	-		0.00	0.00	0.00	0.00
I5 Bank Interest	-	20.38	20.38		5.56	5.61	5.61	3.60
I6 Allotments		912.50	912.50		0.00			
I7 Vat Refund		10,658.49	10,658.49		5,643.16	0.00	5,015.33	0.00
I8 Miscellaneous income		-	-		0.00	0.00	0.00	0.00
I9 Hawkinge Community Football & Sports Trust		4,718.10	4,718.10		0.00	4,718.10	0.00	0.00
I10 Hawkinge Under 5's		-	-					
I11 S 106 Grounds Maintenance (FHDC)		-	-		0.00			
I12 PWLB Loan - HCC Roof Repair		-	-			0.00	0.00	
I13 Town Mayors Charity		2,565.50	2,565.50		0.00	1,680.00	60.00	825.50
I14 FSCT - BT Repayment of charges		-	-		0.00	0.00		
I15 Rent from Retail Unit	6,600.00	4,350.00	2,250.00		825.00	1,100.00	1,325.00	1,100.00
I16 Linches field		-	-		0.00	0.00		
Total General Income	376,723.00	393,347.97	16,624.97	104%	191535.22	192565.21	6405.94	1929.1

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Summary (excludes vat)_								
Total General Income	376,723.00	393,347.97	- 16,624.97	104%	191535.22	192565.21	6405.94	1929.1
Total General Expenditure	360,078.62	203,937.85	152,657.36	57%	38,813.97	55,439.30	77,219.87	30,521.12
Net Total	16,644.38	189,410.12	- 169,282.33		152,721.25	137,125.91	- 70,813.93	- 28,592.02

BANK RECONCILIATION STATEMENT**28 February 2022****Total Balances as per the bank reconciliation 28 February 2022**

Balances brought forward 1st April 2021		401,027.22
LESS Expenditure to date		216,881.89
PLUS Income to date		393,347.97
BALANCES CARRIED FORWARD:		<u>577,493.30</u>

Bank Reconciliation:**Bank Accounts:**

Current Account	347,239.80	
Staff costs current account	9,236.94	
Bonus saver Account	155,637.99	
Reserve Account	<u>67,156.17</u>	579,270.90

Costs uncleared

HMRC & Pension		-1,777.60
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to service the budget for 2021/22

577,493.30

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Appendix 3

**HAWKINGE TOWN COUNCIL
ALLOCATED RESERVES**

Total Balances as per the bank reconciliation 28 February 2022	609,223.64
ALLOCATED RESERVES	
Capital Reserve	63,500.00
Admin Reserves	77,467.00
Services Reserves	19,153.24
Project Reserves	35,197.50
General Reserve	4,353.00
CIL Funds from FHDC	8,489.70
Landlord Fund - HCC	0.00
Defibrillator Project	378.00
Election Reserve	7,502.00
Grants	0.00
Mayors Charity Fund	3,689.22
Maintenance Fund recreation equipment	12,951.94
Master Planning	3,400.00
Regalia	0.00
Gibson Close	17,599.00
S106 Open Spaces (Atkinson, Campbell, Corbett)	98128.70
Total of allocated reserves	351,809.30
Total Funds remaining to service the budget for 2021/22	257,414.34
if spending in accordance with budget	183,178.48
Total unallocated reserves in this financial year	74,235.86
	74,235.86