

Date of Meeting: 29<sup>th</sup> October 2020

## Budget Review – Income and Expenditure

### 1. Purpose of Report

To note the review of this year's accounts as of 31 September 2020.

### 2. Introduction

The report includes as appendices:

Appendix 1 – Expenditure and income incurred to 31 September 2020 (Actual year to date) and agreed budget 2020/21.

Appendix 2 – September 2020 Bank / Cash Reconciliation.

(Note: Figures within the Appendices are as of 31 September 2020).

### 3. Background

The Town Council has received regular monthly reports on income and expenditure for 2020/21. Given the current pandemic members have agreed to continue to act with caution and refrain from unnecessary expenditure.

### 4. Current quarter actuals

#### Expenditure

As advised previously each of the cost centres listed within the attached report provide a summary of total income and expenditure under that cost centre. Within each cost centre are cost codes which hold individual budget headings within the overall budget of the cost centre.

Members are now able to consider the mid-year outcome which will enable council to make some assumptions for second half of the year based on regular month expenditure, including direct debits, salaries and utility costs.

The spreadsheet shows that expenditure as of 31 September 2020 was £487,986 a difference of £103,039 from 31 August 2020. In comparing the spend for the same period for last year of £687,216 with careful management the town council has been able to save almost £200k.

The main areas of savings to date have come from the following cost centres:

**Town Centre Management** – A budget of £68,723 with a current spend of £10,037.

**Grants** – A budget of £13,200 with a current spend of £700

**Contributions** – A budget of £73,450 with a current spend of £12,369.

**Civic & Elections** – A budget of £22,100 with a current spend of £2,402.

**Events** – A budget of £70,038 with a current spend of £14,934

**Civic Hall** – A budget of £377,593 with a current spend of £161,118.

## **Income**

Overall, the total amount of income received as of 31 September 2020 is £839,452, with most of this coming from the precept of £673,005. In addition, there has been £75,744 received through the Government Job Retention Scheme, £10,633 from allotment rents and £34,677 from market rents. In the same period last year, a total of £1,030,446 had been received including the precept, a difference of £190,994.

## **5. Considerations**

Based on the income and expenditure reported at mid-year the town council has been able to make savings on expenditure equal to the loss of income compared to the same period last year of circa £200k.

The Current Job Retention Scheme will come to an end on 31<sup>st</sup> October, so arrangements are being made for all permanent staff to return to their full contracted hours from 1 November.

Based in current Government guidance it is not currently financially viable to re-introduce events to the Civic Hall which will have an impact in income particularly over the Christmas period. It is unlikely that there will be any events until 2021, which is common with many theatres around the country. The Civic Hall is now operating the tablespots on a weekly basis and the building is available for meetings etc.

It is recommended that the Town Council continue to act with caution, and refrain from unnecessary expenditure including grants, unless a strong case for supporting a grant request can be justified.

## **6. Decisions Required**

Members are asked to consider the report and:

6.1 Note and approve the review of income and expenditure and the bank reconciliation as of 31 September 2020.

6.2 Approve the recommendation to act with caution and refrain from unnecessary expenditure.