

**Report**

Officer: Ros Williams – Deputy Town Clerk
Date: 20th October 2023
Meeting: Finance Committee - 31st October 2023

Half Yearly Budget**Aim**

1. To inform Councillors of the financial position of the Council for the second quarter of the 2023/2024 financial year, and the half yearly to date position.

Information with regards to Income

2. Income budget seems to, generally, be on track. Although there are certain budget codes that may not reach their potential.

| Code - Item | % | Comments |
|-----------------------------------|-------|---|
| 1000 - Lettings | 38.7 | Covers property and grounds bookings. One area that falls below budget is Severn Park that is coming in at 8.3%. No fun fair in 2023 as operational conditions could not be met. Unlikely that this will increase in this FY. Shortfall £2,200. Castle Hall showing at 29.4%. Unlikely that this budget will be met. Projected income in the region of £11,000 – potential shortfall of £4,600. |
| 1050 – Recharge | 22.7% | Bridgnorth Community Hall – Invoice waiting to be raised – No problems identified. |
| 1100 – Cemetery Fees | 42.8% | At the same point in FY 2022/023 the % was 32.1 and went on to total 83.6% of the budget at an income of £47,915. Budget for 2023/2024 is set at £45,000. Budget figure should be reached. |
| 1405 – Grounds Maintenance Income | 7.1% | Invoices totalling £29,450 to be raised. Income will be at least £7,500 greater than forecast. |
| 1450 – Car Park fees | 68.2% | At the same point in FY 2022/023 the income was £56,475 with the FY total being £76,146. The summer of 2023/2024 has been particularly wet and the ½ yearly income has come in at £49,757, a 13% decrease on the same time last year. If the same analogy were to follow through the income would come in at around £70,000 a shortfall of £3,000. |



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| 1870 – Interest Recevied | 47.1% | As the invested balances decrease due to the need to transfer to the operational bank accounts it seems unlikely that we will meet the budget of £40,000 – Shortfall likely |
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Information with regards to Expenditure

1. There are several nominal codes that have exceeded 50% of the budget where the cash value of overspend is greater than £250.
2. Information below on the more significant areas.

| Code - Item | % | Comments |
|-------------------------------------|--------|---|
| 4000 - Salaries | 47.5 | Salaries (4000/101) is showing a budget spend of 51.28%. Although there are staff shortages within the office (currently 3 positions) the employment of temporary agency staff is having a detrimental effect of the budget. However, the budget codes for both pensions and NI are under spent by 13.4% and 8.4% respectively. One area of significant risk is the pay award for 2023/2024 which is still officially unknown. There is, however, a contingency of £34,927 built into the budget. Although not yet agreed, the employers have offered an annual increase of £1,925. The budget should cover pay and add on's but not overtime payments and the add on's associated with these. Projected shortfall of approx. £1,000 |
| 4019 – Salaries - Overtime | 74.5% | Includes overtime for the opening and closing of Castle Grounds. Cover for the BN Community Caretaker. To be monitored. |
| 4080 – Health & Safety | 84.8% | Additional expenditure spent within the compound – hazardous waste. To be monitored. |
| 4160 – Public Conveniences Contract | 75.1% | Budget deemed sufficient with the information we hold at this stage of the FY. |
| 4175 – Maintenance Contract | 92.7% | Relates to CCTV – Annual maintenance contract paid in full. |
| 4200 – Grounds Planting | 93.3% | Contract now complete. |
| 4215 – SP Toilets | 105.4% | Hire now complete. |
| 4217 – Car Park Collections | 117.3% | Maintenance charges have been incorrectly included in this nominal ledger code. Journal needed. Budget deemed sufficient with the information we hold at this stage of the FY. |
| 4230 – Play Area Maintenance | 105.8% | Two large items of expenditure from Proludic. To be monitored. Virement needed. |
| 4293 – Floodlighting – St Leonards | 294.6% | Journals needed – Incorrect nominal code used. |



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| 4400 – Stationery | 61.2% | A large order was recently completed to stock up on stationery. Budget deemed sufficient with the information we hold at this stage of the FY. |
| 4460- Subscriptions | 72.1% | Budget deemed sufficient with the information we hold at this stage of the FY. |
| 4480 – Computing Costs | 95.4% | Unexpected additional set up costs – new staff members Virement will be needed. |
| 4482 – Computer Support | 86.5% | Includes a prepayment of £5776 – Budget deemed sufficient with the information we hold at this stage of the FY. |
| 4535 – Civic & Ceremonial | 71.3% | Budget deemed sufficient with the information we hold at this stage of the FY. |
| 4585 – Professional Costs | 97.2% | Budget deemed sufficient with the information we hold at this stage of the FY. |
| 4899 – Miscellaneous | 236.7% | This is made up of movements from EMR's. No issues at this stage |

Summary

1. At this stage and, taking into account, the current situation with regards to known operational circumstances, it is felt that we are on track. The budget, overall, looks to be in a good position at the ½ yearly stage.
2. There are areas where virements will be needed but this does not warrant a major issue as there will undoubtedly be areas where the budget will be underspent.
3. Per the attached Detailed Income & Expenditure report, there is an overall positive variance of £36,191, notwithstanding the expenditure for the retaining wall project.