

Policy & Finance (P&F) Committee - P & F Budget 2023-24

Saltash Town Council

For the month ended 31 January 2024

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
P&F Operating Income										
P&F Income										
4901 PF Bank Interest Received	27,789	0	0	8,362	48,305	(39,943)	37,140	37,140	37,140	37,140
4908 PF Misc Income	225	0	0	0	390	(390)	0	0	0	0
Total P&F Income	28,014	0	0	8,362	48,694	(40,332)	37,140	37,140	37,140	37,140
Total P&F Operating Income	28,014	0	0	8,362	48,694	(40,332)	37,140	37,140	37,140	37,140
P & F Operating Expenditure										
P&F Expenditure										
6200 PF Bank Charges	845	0	700	1,220	1,406	514	1,866	2,002	2,148	2,305
6201 PF Audit	3,100	0	0	4,000	600	3,400	4,000	4,292	4,605	4,942
6202 PF Civic Occasions (including Road Closures)	5,764	0	0	5,354	1,498	3,856	6,500	6,975	7,484	8,030
6203 PF Mayors' Allowance	4,959	0	0	5,160	4,128	1,032	5,418	5,689	5,973	6,272
6204 PF Councillors' Allowance	1,391	0	0	3,663	0	3,663	2,952	3,100	3,255	3,417
6205 PF Insurance	14,913	0	0	24,367	24,840	(473)	26,146	28,055	30,103	32,300
6206 PF Youth Council	4,000	0	0	4,404	4,000	404	4,726	5,071	5,441	5,838
6208 PF Subscriptions	14,270	0	0	16,515	15,878	637	18,006	19,320	20,731	22,244
6210 PF Community Chest	4,704	0	0	10,000	780	9,220	10,000	10,000	10,000	10,000
6211 PF Website Maintenance	675	0	0	1,101	105	996	1,000	1,073	1,151	1,235
6213 PF Councillor Training & Expenses	623	0	0	3,019	653	2,366	3,019	3,239	3,476	3,730
6214 PF Health & Safety	5,117	0	0	8,258	4,691	3,567	8,861	9,508	10,202	10,947
6217 PF Data Protection	115	0	0	200	55	145	200	215	230	248
6220 PF Festival Fund	6,793	0	0	15,000	7,040	7,960	15,000	15,000	15,000	15,000
6221 PF Town Messenger	3,188	0	0	5,505	3,300	2,205	4,250	4,560	4,893	5,250
6222 PF Commissioning Youth Work	35,517	0	4,828	55,050	59,875	3	59,069	63,381	68,008	72,972
6224 PF Professional Costs	1,586	0	10,000	2,257	6,639	5,618	20,000	2,485	2,736	3,012
6227 PF Town Speakers PRS Licence	2,855	0	0	3,303	2,356	947	0	0	0	0
6229 PF CCTV Annual Maintenance	0	0	0	7,000	93	6,907	7,511	8,059	8,648	9,279
6514 PF Town Leaflets/ Reprinting	36	0	0	593	46	547	100	107	115	124
6516 PF Road Safety Grant	0	0	0	215	0	215	215	215	215	215
P&F IT/Office Costs	27,479	0	5,309	40,000	25,384	19,925	49,040	44,040	48,488	53,385
Total P&F Expenditure	137,929	0	20,837	216,184	163,367	73,654	247,879	236,386	252,902	270,745
P&F Staffing Expenditure										
6652 ST PF Employers Pension - Monthly Fee	5,305	0	0	6,095	500	5,595	500	500	500	500
6659 ST PF Town Sergeant & Mace Bearer Fees	738	0	0	792	385	407	450	483	518	556
6661 ST PF Finance Consultancy Fees	36,173	0	27,797	5,000	23,635	9,163	0	5,505	6,061	6,673
P&F Staffing Expenses	358	0	0	2,657	388	2,269	800	858	921	988
6656 ST PF Staff Training	1,214	0	0	4,542	1,304	3,238	2,000	2,146	2,303	2,471
P&F Staffing Costs	246,844	0	14,556	310,475	263,620	61,411	361,524	387,915	416,233	446,618
Total P&F Staffing Expenditure	290,631	0	42,353	329,561	289,832	82,082	365,274	397,407	426,536	457,806
Total P & F Operating Expenditure	428,560	0	63,190	545,745	453,199	155,736	613,153	633,793	679,438	728,551
Total P & F Operating Expenditure	428,560	0	63,190	545,745	453,199	155,736	613,153	633,793	679,438	728,551
Total P&F Operating Surplus/ (Deficit)	(400,546)	0	(63,190)	(537,383)	(404,504)	(196,069)	(576,013)	(596,653)	(642,298)	(691,411)
P&F EMF Expenditure										
6270 PF EMF Crime Reduction	0	51,550	0	0	0	51,550	0	0	0	0
6271 PF EMF Election	265	17,942	0	20,000	11,485	26,457	0	10,000	10,000	10,000
6272 PF EMF Robes & Civic Regalia	1,430	570	0	0	45	525	4,000	0	0	0
6273 PF EMF Legal Fees	400	5,601	0	0	0	5,601	0	5,000	0	0
6275 PF EMF Neighbourhood Plan	135	6,267	0	0	499	5,768	0	0	0	0
6278 PF EMF CIL Planning Income	0	6,060	4,563	0	0	10,623	0	0	0	0
6279 PF EMF Restart Business Support Gant	0	7,581	0	0	0	7,581	0	0	0	0
6280 PF EMF Town Vision	0	10,450	0	0	0	10,450	0	0	0	0
6281 PF EMF Town Vitality Funding Grant	14,242	69,758	0	0	61,482	8,276	0	0	0	0
6282 PF EMF Funding Bids (Consultancy Fees)	1,500	8,500	10,000	0	5,000	13,500	0	0	0	0
6283 PF EMF Events	0	500	0	0	0	500	0	0	0	0
6284 PF EMF Consultations	0	1,500	0	0	0	1,500	0	0	0	0
6285 PF EMF Twinning	0	119	0	0	0	119	381	0	0	0
6286 PF EMF CLUP Waterside Connectivity Project	0	0	34,519	0	59,299	(24,780)	0	0	0	0
6370 PF EMF Computer Equipment Renewal	10,371	11,675	(4,975)	0	1,559	5,141	0	0	0	0
6694 ST PF EMF Staff Contingency (P&F)	0	16,479	19,474	9,418	0	45,371	0	0	0	0
Total P&F EMF Expenditure	28,344	214,552	63,581	29,418	139,370	168,181	4,381	15,000	10,000	10,000
Total P&F Expenditure (Operational & EMF)	456,904	214,552	126,771	575,163	592,568	323,918	617,534	648,793	689,438	738,551
Total P&F Budget Surplus/ (Deficit)	(428,890)	(214,552)	(126,771)	(566,801)	(543,874)	(364,250)	(580,394)	(611,653)	(652,298)	(701,411)

To/From Reserves & Budget Virements 2023/24

1. Virement from General Reserves to 6222 Commissioning of Professional Youth Work - £4,828 - P&F 142/22/23
2. Virement from 6370 PF EMF Computer Equipment Renewal to 6306 PF IT Maintenance - £4,975 - P&F 17/23/24
3. Virement from General Reserves to 6224 Professional Costs - £10,000 - P&F 23/23/24
4. Virement from General Reserves to P&F Staffing Costs - £1,935 - PE 99/22/23
5. Virement from General Reserves to 6661 ST PF Finance Consultancy Fees - £6,310 - PE 100/22/23
6. Virement from General Reserves to 6694 ST PF EMF Staff Contingency - £63,316 - FTC 58/23/24
7. Virement from 6694 ST PF Staff Contingency - P&F to P&F Staffing Costs - £12,621 - FTC 58/23/24
8. Virement from 6694 ST PF Staff Contingency (P&F) to 6661 ST P&F Finance Consultancy Fees - £21,487 - P&F 43/23/24
9. Virement from 6694 ST PF Staff Contingency (P&F) to 6662 PE HR Professional Fees - £2,700 - P&F 43/23/24
10. Virement from 6694 ST PF Staff Contingency (P&F) to 6305 PF Finance Software - £1,034 - P&F 43/23/24
11. Virement from 6694 ST PF Staff Contingency (P&F) to 6701 PE Staff Recruitment - £6,000 - P&F 43/23/24
12. Virement from General Reserves to 6282 PF Funding Bids (Consultancy Fees) - £10,000 - FTC 132/23/24
13. Virement from General Reserves to 6286 PF EMF CLUP Waterside Connectivity Project - £5,000 - FTC 354/22/23
14. Virement from 6301 PF Stationery/Postage/Printing to 6200 PF Bank Charges - £700 - P&F - 126/23/24
15. Virement from 6301 PF Stationery/Postage/Printing to 6300 Telephone - £800 - P&F - 126/23/24
16. Income Received for 6278 PF EMF CIL Planning Income - April 2023 Income - £4,563
17. Income Received from CC for 6286 PF EMF CLUP Waterside Connectivity Project - £24,780
18. 6205 PF Insurance - Overspent -£473 & 6208 PF Subscriptions £637 - Costs include annual renewals which relate to 24/25 and will be adjusted at Year End

NOTE: The budget report has been updated with the Precept figures for 2024/25

1. P&F IT/Office Costs

Nominal Code	Budget 2023/24	Virements	Total Budget	Actual YTD 2023/24	Budget Available 2023/24	
6300 Telephone	£2,670	£800	£3,470	2531	£939	
6301 Stationery	£4,748	-£1,500	£3,248	766	£2,482	
6302 Office and IT Equipment	£7,716		£7,716	487	£7,229	
6303 Copier Maintenance	£6,054		£6,054	3497	£2,557	
6304 Broadband	£546		£546	283	£263	
6305 Finance Software	£3,782	£1,034	£4,816	5905	-£1,089	This code includes Zahara annual renewal £1,861. (£1,396 relates to April - Dec 24 and will be adjusted out at the Year-End)
6306 IT Maintenance	£14,484	£4,975	£19,459	11915	£7,544	
TOTALS	£40,000	£5,309	£45,309	£25,384	£19,925	