

Personnel Committee - Personnel Budget 2024-25

Saltash Town Council

For the 2 months ended 31 May 2024

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25
Personnel Operating Expenditure				
Personnel Expenditure				
6654 ST PE Staff Welfare	886	7,385	530	6,855
6660 ST PE Staff Recognition	0	250	0	250
6662 ST PE HR Professional Fees	13,073	9,380	930	8,450
Total Personnel Expenditure	13,959	17,015	1,460	15,555
Training Costs				
6678 ST GH Staff Training (Guildhall)	0	607	0	607
6682 ST LI Staff Training (Library)	371	1,182	0	1,182
6656 ST PF Staff Training	2,288	2,000	(80)	2,080
6676 ST SE Services Delivery Staff Training	7,091	6,500	885	5,615
Total Training Costs	9,750	10,289	805	9,484
Staffing Costs				
Guildhall Staffing Costs	26,270	56,239	4,321	51,918
Library Staffing Costs	144,061	169,277	24,114	145,163
P&F Staffing Costs	318,508	361,524	63,121	298,403
Services Staffing Costs	212,870	289,150	44,956	244,194
Total Staffing Costs	701,709	876,190	136,512	739,678
Other Staffing Cost				
6652 ST PF Employers Pension - Monthly Fee	500	500	500	0
6659 ST PF Town Sergeant & Mace Bearer Fees	385	450	107	343
Total Other Staffing Cost	885	950	607	343
Total Personnel Operating Expenditure	726,302	904,444	139,384	765,060
Total Personnel Operating Surplus/ (Deficit)	(726,302)	(904,444)	(139,384)	(765,060)
Personnel EMF Expenditure				
6691 ST PE EMF Legal Fees (Staffing)	0	4,398	0	4,398
6694 ST PF EMF Staff Contingency (P&F)	0	45,371	0	45,371
6696 ST GH EMF Staff Contingency (Guildhall)	0	17,399	0	17,399
6698 ST LI EMF Staff Contingency (Library)	0	5,000	0	5,000
6700 ST SE Services Delivery Staff Contingency	6,421	48,169	0	48,169
6701 ST PE EMF Staff Recruitment	9,910	15,318	211	15,107
Total Personnel EMF Expenditure	16,331	135,655	211	135,444
Total Personnel Expenditure (Operational & EMF)	742,633	1,040,099	139,595	900,504
Total Personnel Budget Surplus/ (Deficit)	(742,633)	(1,040,099)	(139,595)	(900,504)

To/From Reserves & Budget Virements 2024/25

1. Virement of Guildhall training budget to Personnel - £607 - P&F 178/23/24
2. Virement of Library training budget to Personnel - £1,182 - P&F 178/23/24
3. Virement of P&F training budget to Personnel - £2,000 - P&F 178/23/24
4. Virement of Services training budget to Personnel - £6,500 - P&F 178/23/24

5. Virement of Guildhall staffing budget to Personnel - £56,239 - P&F 178/23/24
6. Virement of Library staffing budget to Personnel - £169,277 - P&F 178/23/24
7. Virement of P&F staffing budget to Personnel - £361,524 - P&F 178/23/24
8. Virement of Services staffing budget to Personnel - £289,150 - P&F 178/23/24
9. Virement of Guildhall Staffing Contingency to Personnel - £17,399 - P&F 178/23/24
10. Virement of Library Staffing Contingency to Personnel - £5,000 - P&F 178/23/24
11. Virement of P&F Staffing Contingency to Personnel - £45,371 - P&F 178/23/24
12. Virement of Services Staffing Contingency to Personnel - £48,169 - P&F 178/23/24
13. Virement from General Reserves to 6654 ST PE Staff Welfare - £5,000 - FTC 45/24/25

Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement