

**Personnel Committee - Personnel Budget 2024-25**

Saltash Town Council

For the 6 months to 30 September 2024

<b>Account</b>	<b>Prior YTD 2023/24</b>	<b>Budget Including Virements 2024/25</b>	<b>Actual YTD 2024/25</b>	<b>Budget Available 2024/25</b>
<b>Personnel Operating Expenditure</b>				
<b>Personnel Expenditure</b>				
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	5,398	3,982
<b>Total Personnel Expenditure</b>	<b>13,959</b>	<b>17,015</b>	<b>5,928</b>	<b>11,087</b>
<b>Training Costs</b>				
6678 ST PE Staff Training (Guildhall)	0	607	0	607
6682 ST PE Staff Training (Library)	371	1,182	186	996
6656 ST PE Staff Training (P&F)	2,288	2,000	1,051	949
6676 ST PE Staff Training (Service Delivery)	7,091	6,500	3,741	2,759
<b>Total Training Costs</b>	<b>9,750</b>	<b>10,289</b>	<b>4,979</b>	<b>5,310</b>
<b>Staffing Costs</b>				
Guildhall Staffing Costs	26,270	56,239	13,142	43,097
Library Staffing Costs	144,061	169,277	72,620	96,657
P&F Staffing Costs	318,508	361,524	159,065	202,459
Services Staffing Costs	212,870	289,150	133,569	155,581
<b>Total Staffing Costs</b>	<b>701,709</b>	<b>876,190</b>	<b>378,397</b>	<b>497,793</b>
<b>Other Staffing Cost</b>				
6652 ST PF Employers Pension - Monthly Fee	500	500	500	0
6659 ST PF Town Sergeant & Mace Bearer Fees	385	450	232	218
<b>Total Other Staffing Cost</b>	<b>885</b>	<b>950</b>	<b>732</b>	<b>218</b>
<b>Total Personnel Operating Expenditure</b>	<b>726,302</b>	<b>904,444</b>	<b>390,035</b>	<b>514,409</b>
<b>Total Personnel Operating Surplus/ (Deficit)</b>	<b>(726,302)</b>	<b>(904,444)</b>	<b>(390,035)</b>	<b>(514,409)</b>
<b>Personnel EMF Expenditure</b>				
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

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25
<b>Total Personnel EMF Expenditure</b>	<b>16,331</b>	<b>135,655</b>	<b>211</b>	<b>135,444</b>
<b>Total Personnel Expenditure (Operational &amp; EMF)</b>	<b>742,633</b>	<b>1,040,099</b>	<b>6,139</b>	<b>146,531</b>
<b>Total Personnel Budget Surplus/ (Deficit)</b>	<b>(742,633)</b>	<b>(1,040,099)</b>	<b>(390,246)</b>	<b>(649,853)</b>

#### **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 6694 ST PE EMF Staff Contingency (P&F) to 6661 ST PF Finance Consultancy Fees - £9,096 - P&F 172/23/24
14. 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