

Policy & Finance (P&F) Committee - P & F Budget 2025-26  
Saltash Town Council  
For the 6 months to 30 September 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
P&F Operating Income				
4901 PF Bank Interest Received	111,088	38,255	28,515	9,740
4908 PF Misc Income	135	0	0	0
4902 PF Insurance Claim	0	0	37,563	(37,563)
Total P&F Operating Income	111,223	38,255	66,079	(27,824)
P & F Operating Expenditure				
6200 PF Bank Charges	1,187	1,922	504	1,418
6201 PF Audit	3,300	4,000	0	4,000
6202 PF Civic Occasions (including Road Closures)	4,182	7,000	602	6,398
6203 PF Mayors' Allowance	5,418	5,581	2,232	3,349
6204 PF Councillors' Allowance	1,679	3,946	0	3,946
6205 PF Insurance	17,642	36,510	11,496	25,014
6206 PF Youth Council	4,726	4,000	0	4,000
6208 PF Subscriptions	15,980	16,869	18,513	(1,644)
6210 PF Community Chest	4,015	10,300	2,355	7,945
6211 PF Website Maintenance	746	1,030	145	885
6213 PF Councillor Training & Expenses	274	2,600	1,378	1,222
6214 PF Health & Safety	6,462	9,127	4,308	4,819
6217 PF Data Protection	80	206	73	133
6220 PF Festival Fund	15,088	15,450	10,575	4,875
6221 PF Town Messenger	3,630	4,378	1,320	3,058
6222 PF Commissioning Youth Work	59,069	60,842	20,280	40,562
6224 PF Professional Costs	5,969	7,500	5,762	1,738
P&F IT/Office Costs	37,361	33,776	16,083	17,693
6650 ST PF Parking Space	286	320	284	36
6653 ST PF Staff Clothing	36	252	12	240
6655 ST PF Staff Travelling Expenses	209	252	144	108
6230 PF Social Media Advertising	0	1,000	45	955
Total P & F Operating Expenditure	187,342	226,861	96,112	130,749
Total P&F Operating Surplus/ (Deficit)	(76,119)	(188,606)	(30,033)	(158,573)
P&F EMF Expenditure				
6271 PF EMF Election	450	54,409	15,206	39,203
6272 PF EMF Robes & Civic Regalia	1,624	9,719	478	9,241
6273 PF EMF Legal Fees	0	5,601	0	5,601
6275 PF EMF Neighbourhood Plan	195	8,150	77	8,073
6278 PF EMF CIL Planning Income	0	18,823	0	18,823
6280 PF EMF Town Vision	430	9,665	0	9,665
6281 PF EMF Town Vitality Funding Grant	58,617	29,444	29,444	0

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
6282 PF EMF Funding Bids (Consultancy Fees)	9,880	10,201	0	10,201
6284 PF EMF Consultations	0	2,000	0	2,000
6285 PF EMF Twinning	0	500	0	500
6287 PF EMF Website (Capital Expenditure)	0	6,000	0	6,000
6370 PF EMF Computer & Office Equipment Renewal	3,771	15,597	11,682	3,915
<b>Total P&amp;F EMF Expenditure</b>	<b>74,967</b>	<b>170,109</b>	<b>56,887</b>	<b>113,222</b>
<b>Total P&amp;F Expenditure (Operational &amp; EMF)</b>	<b>262,308</b>	<b>396,970</b>	<b>152,999</b>	<b>243,971</b>
<b>Total P&amp;F Budget Surplus/ (Deficit)</b>	<b>(151,085)</b>	<b>(358,715)</b>	<b>(86,921)</b>	<b>(271,794)</b>

**To/From Reserves & Budget Virements**

- 6278 PF EMF CIL Planning Income includes income received in April 25 for £4,568
  - 6281 PF EMF Town Vitality Funding Grant includes S106 funding from CC for £33,585
  - 4902 PF Insurance Claim includes income received for damage to Pontoon - £37,563
  - Virement from 6202 PF Civic Occasions to 6224 PF Professional Fees - £1,000 - P&F 207/25/26
  - Virement from 6271 PF EMF Election to 6213 PF Councillor Training & Expenses - £1,000 - P&F 210/25/26
  - Virement from 6202 PF Civic Occasions to 6224 PF Professional Fees - £1,500 - P&F 210/25/26
  - Virement from General Reserves to 6205 PF Insurance - £6,000 - FTC 219/25/26
- 6208 PF Subscriptions overspent by (1,644) due to including prorata annual costs for 2026/27 which will be adjusted at the year end

**1. P&F IT/Office Costs**

Nominal Code	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
6300 Telephone	4,019	3,046	1,367	1,679
6301 Stationery	4,239	3,090	551	2,539
6303 Copier Maintenance	4,823	4,754	3,358	1,396
6305 Finance Software	3,793	4,362	2,349	2,013
6306 IT Maintenance	19,444	18,524	8,458	10,066
<b>TOTALS</b>	<b>36,318</b>	<b>33,776</b>	<b>16,083</b>	<b>17,693</b>

**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