

Policy & Finance (P&F) Committee - P & F Budget 2022-23
Saltash Town Council
For the 6 months ended 30 September 2022

Account	Actual Received/Spent 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spent YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27
P&F Operating Income											
P&F Income											
4901 PR Bank Interest Received	5,429	0	0	4,125	4,181	(56)	8,362	Based on Current Year Received	9,206	10,136	11,160
4908 PR Misc Income	17	0	0	0	197	(197)	0	Sale of Eqpt, Beating the bounds tickets and Craft fair table hire	0	0	0
Total P&F Income	5,446	0	0	4,125	4,377	(252)	8,362		9,206	10,136	11,160
Total P&F Operating Income	5,446	0	0	4,125	4,377	(252)	8,362		9,206	10,136	11,160
P & F Operating Expenditure											
P&F Expenditure											
6200 PF Bank Charges (6200)	700	0	0	1,108	497	611	1,220	increased by CPI 10.1%	1,343	1,479	1,628
6201 PF Audit (6201)	3,400	0	0	3,450	(200)	3,650	4,000	Based on current year expenditure	4,404	4,849	5,339
6202 PF Civic Occasions (including Road Closures) (6202)	1,808	0	4,500	3,500	4,553	3,447	5,354	increased by CPI 10.1% + £1500 for Coronation	5,894	6,490	7,145
6203 PF Mayors' Allowance	4,838	0	0	4,959	1,488	3,471	5,160	4.06% increase	5,682	6,255	6,887
6204 PF Councillors' Allowance	1,932	0	0	3,520	0	3,520	3,663	4.06% increase	4,033	4,440	4,889
6205 PF Insurance	18,308	0	0	22,132	8,788	13,344	24,367	increased by CPI 10.1%	26,828	29,538	32,521
6206 PF Youth Council (6206)	4,000	0	0	4,000	0	4,000	4,404	increased by CPI 10.1%	4,849	5,339	5,878
6208 PF Subscriptions (6208)	10,231	0	0	15,000	13,611	1,389	16,515	(£8,900 for Civica + 12.3% RPI set by Civica)	18,183	20,019	22,041
6210 PF Community Chest (6210)	3,570	0	0	10,000	3,119	6,881	10,000	Budgeted from 2021/22	10,000	10,000	10,000
6211 PF Website Maintenance (6211)	684	0	0	1,000	250	750	1,101	increased by CPI 10.1%	1,212	1,335	1,469
6213 PF Councillor Training & Expenses (6213)	2,229	0	0	2,742	560	2,182	3,019	increased by CPI 10.1%	3,324	3,660	4,029
6214 PF Health & Safety (6214)	8,522	0	0	7,500	3,155	4,345	8,258	increased by CPI 10.1%	9,092	10,010	11,021
6215 PF Annual Report (delete code)	0	0	0	450	0	450	0	propose to wire £450 to EMF 6280 Town Vision and delete code	0	0	0
6216 PF Miscellaneous (delete code)	0	0	0	100	0	100	0	Delete code	0	0	0
6217 PF Data Protection (6217)	55	0	0	100	115	(15)	200	Based on current year expenditure	220	242	267
6219 PF Covid 19 H&S Materials & Equipment (delete code)	3,564	0	0	2,000	441	1,559	0	Delete code	0	0	0
6220 PF Festival Fund & Event Expenditure (new code name)	10,932	0	0	15,000	2,293	12,707	15,000	New code name - 6220 PF Festival Fund	15,000	15,000	15,000
6221 PF Town Messenger (6221)	3,758	0	0	5,000	1,958	3,043	5,505	increase by CPI 10.1%	6,061	6,673	7,347
6222 PF Commissioning Youth Work (6222)	43,000	0	0	50,000	17,716	32,284	55,050	increase by CPI 10.1%	60,610	66,732	73,472
6224 PF Professional Costs	1,923	0	0	2,050	43	2,007	2,257	increased by CPI 10.1%	2,485	2,736	3,012
6225 PF Neighbourhood Plan (delete code)	4,225	0	0	5,156	526	4,630	0	Vire £4630 to 6275 EMF 0 Neighbourhood plan and delete code	0	0	0
6227 PF Town Speakers PRS Licence	0	0	0	3,000	1,764	1,236	3,303	increased by CPI 10.1%	3,637	4,004	4,408
6228 PF Events & Consultations (delete code)	0	0	0	1,500	0	1,500	0	Vire £1500 to new EMF Consultations and delete code	0	0	0
6229 PF CCTV Annual Maintenance	0	0	0	14,600	0	14,600	7,000	Vire £14,600 to 6270 Crime Reduction. £7000 added on 14/11/2022	7,707	8,485	9,342
6502 PF Civic Christmas Event (delete code)	0	0	0	500	0	500	0	Vire £500 to new EMF Events	0	0	0
6513 PF Twinning (delete code)	0	0	0	119	0	119	0	Vire £119 to new EMF Twinning and delete code	119	119	119
6514 PF Town Leaflets/ Reprinting	0	0	0	539	0	539	593	increased by CPI 10.1%	653	719	792
6516 PF Road Safety Grant	0	0	0	215	0	215	215		237	261	287
6300 -6306 P&F IT/Office Costs	24,573	0	9,650	33,000	12,344	30,306	40,000	Please see breakdown below - increased to £40,000	44,040	48,488	53,385
Total P&F Expenditure	152,249	0	14,150	212,240	73,021	153,369	216,184		235,612	256,872	280,279
P&F Staffing Expenditure											
6652 ST P&R Employers Pension - Monthly Fee	5,299	0	0	5,300	2,653	2,647	6,095	15% increase based on previous price rise	5,300	5,300	5,300
6659 ST P&R Town Sergeant & Mace Bearer Fees	343	0	0	792	463	330	792		872	960	1,057
6661 ST P&R Finance Consultancy Fees	650	0	28,035	3,000	21,505	9,530	5,000		5,505	6,061	6,673
P&F Staffing Expenses	644	0	0	2,413	293	2,120	2,657	Parking space - £387 Staff clothing - £1135. Staff Travel - £1135	2,925	3,220	3,546
6656 ST P&R Staff Training	(911)	0	0	4,125	250	3,875	4,542	increased by CPI 10.1%	5,000	5,505	6,061
P&F Staffing Costs	293,625	0	20,000	290,160	103,244	206,916	310,475	NIC Scale 2022-2023 + 3%	341,833	376,358	414,370
Total P&F Staffing Expenditure	299,651	0	48,035	305,790	128,407	225,418	329,560		361,435	397,405	437,008
Total P & F Operating Expenditure	451,900	0	62,185	518,030	201,428	378,787	545,744		597,048	654,277	717,287
Total P & F Operating Expenditure	451,900	0	62,185	518,030	201,428	378,787	545,744		597,048	654,277	717,287
Total P&F Operating Surplus/ (Deficit)	(446,454)	0	(62,185)	(513,905)	(197,051)	(379,039)	(537,383)		(587,842)	(644,142)	(706,127)
P&F EMF Expenditure											
6270 PF EMF Crime Reduction	0	36,950	0	0	0	36,950	0	Vire in £14,600 from 6229 PF CCTV Annual Maintenance	0	0	0
6271 PF EMF Election	23,553	11,207	0	7,000	0	18,207	20,000		10,000	10,000	10,000
6272 PF EMF Robes & Civic Regalia	0	2,000	0	0	1,228	772	0		0	0	0
6273 PF EMF Legal Fees	1,597	6,001	0	0	400	5,601	0		0	0	0
6274 PF EMF Internet Redevelopment (delete code)	0	4,900	(4,900)	0	0	0	0	Delete code	0	0	0
6275 PF EMF Neighbourhood Plan	0	1,772	0	0	0	1,772	0	Vire in £4,630 from 6225 PF Neighbourhood plan	0	0	0
6278 PF EMF CIL Planning Income	0	2,810	0	0	0	2,810	0		0	0	0
6279 PF EMF Restart Business Support Grant	3,420	7,580	0	0	0	7,580	0		0	0	0
6280 PF EMF Town Vision	0	10,000	0	0	0	10,000	0	Vire in £450 from 6215 Annual Report	0	0	0
6281 PF EMF Town Vitality Funding Grant	0	0	84,000	0	69	83,931	0		0	0	0
6370 PF EMF Computer Equipment Renewal	0	22,046	0	0	5,127	16,919	0		0	0	0
6282 PF EMF Funding Bids	0	0	10,000	0	0	10,000	0		0	0	0
6283 PF EMF Events (new code)	0	0	0	0	0	0	0	Vire in £500 from 6502 PF Civic Christmas Events	0	0	0

6284 PF EMF Consultations (new code)	0	0	0	0	0	0	0	0	Vire in £1,500 from 6228 PF Events and Consultations			
6285 PF EMF Twinning (new code)	0	0	0	0	0	0	0	0	Vire £119 from 6513 PF Twinning			
6694 ST PR EMF Staff Contingency (P&F)	6,264	69,665	(48,035)	0	0	21,630	9,418	10% of Staffing Costs (£31,048)		0	0	0
Total P&F EMF Expenditure	34,833	174,931	41,065	7,000	6,824	216,172	29,418			10,000	10,000	10,000
Total P&F Expenditure (Operational & EMF)	486,733	174,931	103,250	525,030	208,252	594,959	575,162			607,048	664,277	727,287
Total P&F Budget Surplus/ (Deficit)	(481,287)	(174,931)	(103,250)	(520,905)	(203,875)	(595,211)	(566,801)			(597,842)	(654,142)	(716,127)

Notes

To/From Reserves & Budget Virements 2022/23

- £20,000 vired from 6694 EMF P&F Staffing Contingency to Staffing costs 2022-23 - Minute No 124/21/22
- £4,500 vired from General Reserves to 6202 Civic Occasions for Jubilee Celebration - Minute No 333/21/22
- £9,650 IT / Office Costs - £4750 vired from General Reserves to 6305 Finance Software to cover extra payroll costs & £4,900 vired from 6274 Internet Redevelopment to 6306 IT Maintenance to cover increase in costs - Minute No 19/22/23
- £15,930 vired from 6694 ST PR EMF Staff Contingency (P&F) and transferred to 6661 ST P&R Finance Consultancy Fees - Minute No. 23/22/23
- £12,105 vired from 6694 ST PR EMF Staff Contingency (P&F) and transferred to 6661 ST P&R Finance Consultancy Fees - Minute No. 16/22/23
- £10,000 Vired from General Reserves to 6276 PF EMF Funding Bids - Minute no 222/22/23

1. P&F IT/Office Costs

Nominal Code	Budget 2022/23	Virements	Total Budget	Precept 2023/24
6300 Telephone	£2,425		£2,425	£ 2,670
6301 Stationary	£4,312		£4,312	£ 4,748
6302 Office and IT Equipment	£7,008		£7,008	£ 7,716
6303 Copier Maintenance	£5,499		£5,499	£ 6,054
6304 Broadband	£496		£496	£ 546
6305 Finance Software	£3,435	£4,750	£8,185	£ 3,782
6306 IT Maintenance	£9,825	£4,900	£14,725	£ 14,484
TOTALS	£33,000	£9,650	£42,650	£ 40,000