

Policy & Finance (P&F) Committee - P & F Budget 2022-23

Saltash Town Council

For the year ended 30 November 2022

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/ Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	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	9,111	(4,986)	8,362	9,206	10,136	11,160
4908 PR Misc Income	17	0	0	0	817	(817)	0	0	0	0
Total P&F Income	5,446	0	0	4,125	9,928	(5,803)	8,362	9,206	10,136	11,160
	5,446	0	0	4,125	9,928	(5,803)	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	620	488	1,220	1,343	1,479	1,628
6201 PF Audit (6201)	3,400	0	0	3,450	400	3,050	4,000	4,404	4,849	5,339
6202 PF Civic Occasions (including Road Closures) (6202)	1,808	0	4,500	3,500	5,764	2,236	5,354	5,894	6,490	7,145
6203 PF Mayors' Allowance	4,838	0	0	4,959	2,480	2,480	5,160	5,682	6,255	6,887
6204 PF Councillors' Allowance	1,932	0	0	3,520	0	3,520	3,663	4,033	4,440	4,889
6205 PF Insurance	18,308	0	0	22,132	22,409	(277)	24,367	26,828	29,538	32,521
6206 PF Youth Council (6206)	4,000	0	0	4,000	4,000	0	4,404	4,849	5,339	5,878
6208 PF Subscriptions (6208)	10,231	0	0	15,000	13,691	1,309	16,515	18,183	20,019	22,041
6210 PF Community Chest (6210)	3,570	0	0	10,000	3,769	6,231	10,000	10,000	10,000	10,000
6211 PF Website Maintenance (6211)	684	0	0	1,000	490	510	1,101	1,212	1,335	1,469
6213 PF Councillor Training & Expenses (6213)	2,229	0	0	2,742	580	2,162	3,019	3,324	3,660	4,029
6214 PF Health & Safety (6214)	8,522	0	0	7,500	3,157	4,343	8,258	9,092	10,010	11,021
6215 PF Annual Report	0	0	(450)	450	0	0	0	0	0	0
6216 PF Miscellaneous	0	0	0	100	0	100	0	0	0	0
6217 PF Data Protection (6217)	55	0	0	100	115	(15)	200	220	242	267
6219 PF Covid 19 H&S Materials & Equipment	3,564	0	0	2,000	852	1,148	0	0	0	0
6220 PF Festival Fund	10,932	0	0	15,000	2,293	12,707	15,000	15,000	15,000	15,000
6221 PF Town Messenger (6221)	3,758	0	0	5,000	2,258	2,743	5,505	6,061	6,673	7,347
6222 PF Commissioning Youth Work (6222)	43,000	0	0	50,000	23,678	26,322	55,050	60,610	66,732	73,472
6224 PF Professional Costs	1,923	0	10,000	2,050	761	11,289	2,257	2,485	2,736	3,012
6225 PF Neighbourhood Plan	4,225	0	(4,630)	5,156	526	(0)	0	0	0	0
6227 PF Town Speakers PRS Licence	0	0	0	3,000	1,764	1,236	3,303	3,637	4,004	4,408
6228 PF Events & Consultations	0	0	(1,500)	1,500	0	0	0	0	0	0
6229 PF CCTV Annual Maintenance	0	0	(14,600)	14,600	0	0	7,000	7,707	8,485	9,342
6502 PF Civic Christmas Event	0	0	(500)	500	0	0	0	0	0	0
6513 PF Twinning	0	0	(119)	119	0	0	0	0	0	0
6514 PF Town Leaflets/ Reprinting	0	0	0	539	0	539	593	653	719	792
6516 PF Road Safety Grant	0	0	0	215	0	215	215	237	261	287
P&F IT/Office Costs	24,573	0	9,650	33,000	16,627	26,023	40,000	44,040	48,488	53,385
Total P&F Expenditure	152,249	0	2,351	212,240	106,232	108,359	216,184	235,494	256,754	280,159
P&F Staffing Expenditure										
6652 ST P&R Employers Pension - Monthly Fee	5,299	0	0	5,300	3,537	1,763	6,095	5,300	5,300	5,300
6659 ST P&R Town Sergeant & Mace Bearer Fees	343	0	0	792	588	205	792	872	960	1,057
6661 ST P&R Finance Consultancy Fees	650	0	33,186	3,000	33,099	3,088	5,000	5,505	6,061	6,673
P&F Staffing Expenses	644	0	0	2,413	343	2,070	2,657	2,925	3,220	3,546
6656 ST P&R Staff Training	(911)	0	0	4,125	865	3,260	4,542	5,000	5,505	6,061
P&F Staffing Costs	293,625	0	20,000	290,160	149,016	161,144	310,475	341,833	376,358	414,370
Total P&F Staffing Expenditure	299,651	0	53,186	305,790	187,447	171,529	329,561	361,435	397,404	437,007
	451,900	0	55,537	518,030	293,678	279,889	545,745	596,929	654,158	717,166
Total P & F Operating Expenditure	451,900	0	55,537	518,030	293,678	279,889	545,745	596,929	654,158	717,166
Total P&F Operating Surplus/ (Deficit)	(446,454)	0	(55,537)	(513,905)	(283,750)	(285,692)	(537,383)	(587,723)	(644,022)	(706,006)
P&F EMF Expenditure										
6270 PF EMF Crime Reduction	0	36,950	14,600	0	0	51,550	0	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	0	4,900	(4,900)	0	0	0	0	0	0	0
6275 PF EMF Neighbourhood Plan	0	1,772	4,630	0	0	6,402	0	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 Gant	3,420	7,580	0	0	0	7,580	0	0	0	0
6280 PF EMF Town Vision	0	10,000	450	0	0	10,450	0	0	0	0

6281 PF EMF Town Vitality Funding Grant	0	0	84,000	0	413	83,587	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	0	0	500	0	0	500	0	0	0	0
6284 PF EMF Consultations	0	0	1,500	0	0	1,500	0	0	0	0
6285 PF EMF Twinning	0	0	119	0	0	119	0	0	0	0
6370 PF EMF Computer Equipment Renewal	0	22,046	0	0	9,228	12,818	0	0	0	0
6694 ST PR EMF Staff Contingency (P&F)	6,264	69,665	(53,186)	0	0	16,479	9,418	0	0	0
	34,833	174,931	57,713	7,000	11,269	228,375	29,418	10,000	10,000	10,000

Total P&F Expenditure (Operational & EMF) 486,733 174,931 113,250 525,030 304,947 508,264 575,163 606,929 664,158 727,166

Total P&F Budget Surplus/ (Deficit) (481,287) (174,931) (113,250) (520,905) (295,019) (514,067) (566,801) (597,723) (654,022) (716,006)

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 6282 PF EMF Funding bids - Minute no 222/22/23
- £5,151 Vired from 6694 ST PR EMF Staff Contingency (P&F) to 6661 ST P&R Finance Consultancy Fees - Minute no 59/22/23
- £450 vired from 6215 PF Annual Report to 6280 Town Vision - Minute No. FTC 283/22/23
- £4630 vired from 6225 PF Neighbourhood Plan to 6275 PF EMF Neighbourhood Plan - Minute No. FTC 283/22/23
- £1500 vired from 6228 PF Events & Consultations to 6284 PF EMF Consultations - Minute No. FTC 283/22/23
- £500 vired from 6502 PF Civic Christmas Events to 6283 PF EMF Events - Minute No. FTC 283/22/23
- £119 vired from 6513 PF Twinning to 6285 PF EMF Twinning - Minute No. FTC 283/22/23
- £14,600 vired from 6229 PF CCTV Annual Maintenance to 6270 PF EMF Crime Reduction - Minute No. FTC 283/22/23

1. P&F IT/Office Costs

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