

|                    |                          |
|--------------------|--------------------------|
| <b>Committee</b>   | <b>FINANCE COMMITTEE</b> |
| <b>Date</b>        | <b>15 June 2020</b>      |
| <b>Agenda Item</b> | <b>7e</b>                |

## **Finance Report on May for June meeting**

### **Income and Expenditure**

The report this month shows more clearly the effects of the virus on the income and expenditure at HTC, the loss of income in the car parks due partly to the free parking given to key workers, and partly to the reluctance of the public to use the machines. Some ways of improving this situation are suggested in Item 7j. It also shows that some permits have not been taken up as permit-holders can no longer afford them if they are not working. Funds showing as income in Coach outings will be repaid to those who booked but cannot travel. The Queens Hall payments may be carried over to bookings taken up when the hall is open again. Tenancies loss of income is due to rent holidays for both the Empire car wash and the Empire Theatre. The car wash is reopening on 20 June.

On the expenditure side it can be seen that some funds are being saved through things not happening. There has been more expenditure on administration due to the need for homeworking licences and the zoom licence.

Date: 08/06/2020  
Time: 08:40

Finance Committee Meeting  
Agenda Item 7a

**HALSTEAD TOWN COUNCIL**  
**GENERAL FUND**  
**INCOME AND EXPENDITURE**



From: Month 1, April 2020  
To: Month 2, May 2020

|                              | Month 2, May 2020 | Year to Date   |                |                 |
|------------------------------|-------------------|----------------|----------------|-----------------|
|                              | <u>Actual</u>     | <u>Actual</u>  | <u>Budget</u>  | <u>Variance</u> |
| <b>Income</b>                |                   |                |                |                 |
| Precept                      | 95,592            | 95,592         | 95,592         | 1               |
| Council Tax Coll Fund Rebate | 2,383             | 2,383          | 2,383          | 0               |
| Allotments                   | 14                | 14             | 14             | 0               |
| Car Park - charges           | 2,685             | 2,685          | 10,770         | (8,085)         |
| Car Park - permits           | 4,952             | 4,952          | 5,114          | (161)           |
| Car Park - excess charges    | 1,080             | 1,080          | 1,080          | 0               |
| Coach Outings                | 9,164             | 9,164          | 13,343         | (4,179)         |
| Queens Hall                  | 1,225             | 1,225          | 3,100          | (1,875)         |
| Tenancies                    | 800               | 800            | 2,375          | (1,575)         |
| <b>Total</b>                 | <b>117,895</b>    | <b>117,895</b> | <b>133,770</b> | <b>(15,875)</b> |
| <b>Expenditure</b>           |                   |                |                |                 |
| Salaries & Wages             | 32,843            | 32,843         | 33,025         | 182             |
| Activites                    | 0                 | 0              | 600            | 600             |
| Adminstration                | 7,343             | 7,343          | 6,670          | (672)           |
| Allotments                   | 204               | 204            | 0              | (204)           |
| Car Parks                    | 3,203             | 3,203          | 3,453          | 250             |
| Civic                        | 10                | 10             | 0              | (10)            |
| Coach Outings                | 0                 | 0              | 2,448          | 2,448           |
| Courtaulds                   | 919               | 919            | 2,526          | 1,607           |
| Queens Hall & Offices        | 60                | 60             | 1,971          | 1,912           |
| Environment                  | 893               | 893            | 4,424          | 3,531           |
| Council Offices              | 955               | 955            | 0              | (955)           |
| Public Conveniences          | 1,285             | 1,285          | 1,611          | 327             |
| <b>Total</b>                 | <b>47,712</b>     | <b>47,712</b>  | <b>56,728</b>  | <b>9,016</b>    |
| <b>Surplus/Deficit:</b>      | <b>70,183</b>     | <b>70,183</b>  | <b>77,042</b>  | <b>(6,859)</b>  |

### Earmarked Reserves

- Payment for resurfacing of Hedingham Road car park

### Capital Reserves

- No new expenditure this month

**Recommendation** : That the Finance committee notes this report and

**Cllr. Mick Radley**  
**Chair of Finance**

**Sarah Greatorex**  
**Town Clerk and RFO**

## Reserves Account Summary

## Item 7e

| Earmarked Reserves         |        |  | Capital Reserves           |        |  |
|----------------------------|--------|--|----------------------------|--------|--|
| Opening balance at 31/3/20 | 64,504 |  | Opening balance at 31/3/20 | 52,106 |  |
|                            |        |  |                            |        |  |
| Receipts to date           |        |  | Receipts to date           |        |  |
|                            |        |  |                            |        |  |
| Expenditure to date        |        |  | Expenditure to date        |        |  |
| Car park resurfacing       | 4181   |  |                            |        |  |
| Balance                    | 60,323 |  |                            |        |  |

## Queens Hall Bookings

|              | 19/20<br>Av | Apr      | May      | Jun | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
|--------------|-------------|----------|----------|-----|------|-----|------|-----|-----|-----|-----|-----|-----|
| QH (paying)  | 32          | 0        | 0        |     |      |     |      |     |     |     |     |     |     |
| FOC          | 5.4         | 0        | 0        |     |      |     |      |     |     |     |     |     |     |
| <b>Total</b> | <b>37.5</b> | <b>0</b> | <b>0</b> |     |      |     |      |     |     |     |     |     |     |

## Sickness

|      | 19/20<br>Av | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
|------|-------------|-----|-----|-----|------|-----|------|-----|-----|-----|-----|-----|-----|
| Days | 1.9         | 0   | 0   |     |      |     |      |     |     |     |     |     |     |