

	FULL COUNCIL
Date	13 November 2023
Agenda Item	7a

Finance Report on September

Income and Expenditure

We are very pleased to report that the Rialtas accounts package is now coming into its own. Our bookkeeper Wendy has been putting in many hours to catch up. She is now entering data directly onto Rialtas from this point, and hopes not to have to enter onto Sage as well.. We expect to retain the programme for another couple of months to be sure that we have extracted everything we need. In addition, the Clerk has already used Rialtas comfortably to draw up a draft budget for 24/25.

The figures for this year continue to be bouyant, in that the car park income is currently 13k over budget and Queens Hall income is also over budget. The slight overspend on administration is related to the purchase of Rialtas, and the fact that we are currently paying for 2 accounts packages until we are totally settled with Rialtas. The overspend on car parks is related to the installation of the barrier at Rosemary Lane, and the purchase of a stock of tickets for the carpark machines, and the printer used to issue penalty tickets.

Earmarked Reserves

A third instalment of payment has been made for the replacement of the Empire roof. This is now completed.

Capital Reserves

No expenditure from Capital reserves so far this year.

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HALSTEAD TOWN COUNCIL
GENERAL FUND
INCOME AND EXPENDITURE

From: Month 7, October 2023
To: Month 7, October 2023

	<u>Period</u>			<u>Year to Date</u>		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Income						
Precept	18,289	18,289	0	128,020	128,020	0
Activities	211	83	128	1,845	583	1,262
Allotments	(28)	392	(420)	2,429	2,742	(313)
Car Park - charges	7,717	5,583	2,134	53,024	39,083	13,941
Car Park - permits	1,666	1,333	332	12,266	9,333	2,932
Car Park - excess charges	1,050	417	633	4,710	2,917	1,793
Car Park - attendant charges	2,212	2,211	1	16,126	15,477	649
Coach Outings	1,673	2,600	(927)	11,748	13,000	(1,252)
Courtaulds	148	0	148	535	0	535
Queens Hall	2,000	1,333	666	11,775	9,333	2,442
Tenancies	2,247	2,197	50	18,680	18,380	301
Total	<u>37,184</u>	<u>34,438</u>	<u>2,746</u>	<u>261,157</u>	<u>238,868</u>	<u>22,289</u>
Expenditure						
Salaries & Wages	18,614	17,929	(685)	122,791	125,501	2,709
Activites	1,816	42	(1,774)	9,249	8,292	(957)
Adminstration	3,942	2,383	(1,558)	20,952	16,683	(4,269)
Allotments	27	125	98	194	875	681
Car Parks	1,941	2,892	951	16,994	14,242	(2,753)
Civic	0	58	58	904	1,158	255
Coach Outings	1,905	2,000	95	9,900	10,000	100
Courtaulds	277	375	98	2,693	2,625	(68)
Queens Hall & Offices	1,475	2,037	562	11,590	14,262	2,672
Empire Theatre	0	167	167	3,710	1,167	(2,543)
Environment	1,390	971	(419)	6,312	6,796	483
Public Conveniences	886	779	(107)	5,052	5,454	402
S137 Payments	0	0	0	4,000	4,000	0
Total	<u>32,273</u>	<u>29,758</u>	<u>(2,515)</u>	<u>214,342</u>	<u>211,055</u>	<u>(3,286)</u>
Other Expenditure						
Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Surplus/deficit	4,911	4,680	231	46,815	27,813	19,003

Reserves Account Summary

Earmarked Reserves			Capital Reserves		
Opening balance at 31/3/23	150,729		Opening balance at 31/3/23	17,365.78	
			Receipts to date		
Expenditure to date			Expenditure to date		
Essex and Suffolk Roofing	18,000				
Essex and Suffolk Roofing	18,247.20				
BDC Elections	4566.00				
Balance	109,915.8				

Total unallocated surplus from 22/23	£26,172	
Electrical work at Queens Hall to enable the electrics to be certificated	£2240 (paid)	Work to be completed in June 23
Rialtas accounts package	£3725 (awaiting invoice)	Package to be installed in July 23
Bowling Green petrol cylinder mower	£1649 (paid)	Already bought
Barrier at Rosemary Lane car park	£1298.30 + VAT (paid)	Bought in July
Installation of barrier	£549.60 (awaiting work to be completed 120/9/23)	Agreed in August
Mayor's chain repairs	£2750 + VAT	Agreed in July
Final electrical work at Queens Hall	£2004 + VAT	Agreed in July
Electrical distribution board for the Empire	£2562 + VAT (paid)	Agreed in July
Total	£16779	This sum is committed for these projects
Installation of hearing loop	£963 + VAT	Agreed in September
Remaining unallocated surplus	£8431.10	
Proposed further expenditure of unallocated surplus		
Server for the office	£1378.80 inc VAT	To be considered at November meeting
Water pump	£469.20 inc VAT	To be considered at November meeting
3 heavy duty gazebos	£526.98 inc VAT	To be considered at November meeting
Shed for car park attendants' equipment	£239 inc VAT	To be considered at November meeting
Bench	1998.00 inc VAT	To be considered at November meeting
Total	£4611.98	
Remaining unallocated surplus	£3819.12	

Recommendation : That council notes this report .

Queens Hall Bookings

Bookings so far

	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Average 22/23
QH (naving)	49	49	41	49	36	53	59	53	38				43
FOC	4	4	2	5	3	2	3	4	3				5
Total	53	53	43	54	39	55	62	57	41				48

Sickness

	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Av 22/23
Days	17	1.5	1.5	0	4	0	0						4

Cllr J Atkinson
Lead member for Finance

Sarah Greateorex
Town Clerk and RFO