

**Romsey Town Council**

Town Hall

1, Market Place

Romsey

SO51 8YZ

**FINANCE AND RESOURCES COMMITTEE**

Agenda for the Meeting on Tuesday 6<sup>th</sup> September 2022 at 7.30p.m.

**1. APOLOGIES**

**2. DECLARATION OF INTERESTS**

**3. MINUTES**

i To receive the Finance and Resources Committee Meeting Minutes of 5<sup>th</sup> July 2022

ii Matters Arising

**4. PUBLIC PARTICIPATION**

**5. TOWN HALL INCOME**

To receive an update of current and projected Town Hall Income

**6. FINANCE REPORT 2022/23**

To receive latest Finance Report

**7. SALARIES BREAKDOWN SUMMARY FOR 2022/23**

To receive latest Salaries Breakdown Report

**8. ROMSEY TOWN COUNCIL/ROMSEY EXTRA MERGER**

**Status**

Chief Officer

Date:300822



**MINUTES**  
**FINANCE & RESOURCES COMMITTEE**  
**TUESDAY 5<sup>th</sup> July 2022**

**ATTENDANCE:**

P	Councillor D. Baverstock	A	Councillor N. Gwynne
A	Councillor J. Cairney	P	Councillor J. Parker
A	Councillor J. Critchley	P	Councillor S. Wilkinson (Chair)
A	Councillor I. Culley		

**In the Chair:** Cllr. S. Wilkinson

**Clerk:** Judith Giles

**Public:** 0

**1. Apologies**

Cllr. I. Culley, Cllr. J. Cairney, Cllr. J. Critchley and Cllr. N. Gwynne

**2. CHAIRMAN AND VICE-CHAIRMAN 2022-2023**

Cllr. D. Baverstock proposed Cllr. J. Critchley as Chair, seconded by Cllr. S. Wilkinson

**CARRIED**

Cllr. D. Baverstock proposed Cllr. S. Wilkinson as Vice Chair, seconded by Cllr. J. Parker

**CARRIED**

**3. Declarations of Interests**

None

**4. Minutes**

i) To receive the Finance & Resource Committee Meeting Minutes of 3<sup>rd</sup> May 2022

**PROPOSED:** Councillor J. Parker

**SECONDED:** Councillor D. Baverstock

**CARRIED**

ii) **Matters Arising**

The Chief Officer reported she has circulated crime figures from the Police to the Committee for December 2021 as requested,

**5. Public Participation**

None

**6. Town Hall Income**

The Chief Officer reported Town Hall bookings for 2022-23 are looking positive.

**7. Finance Report 2020/21**

The Chief Officer presented Month 2 to the Committee. There are no areas of concern.

**8. Salaries Breakdown Summary for 2020/21**

Noted.

**9. Job Vacancy – Business, Events & Tourism Officer**

The Chief Officer reported the Business, Events & Tourism Officer vacancy has been filled by Suzanne Shilling who commenced employment on 27<sup>th</sup> June 2022.

**Meeting Ended: 7.50p.m.**



**Romsey Town Council**  
**Budget Report to 31st July 2022**

**General Notes:**

Attached are the summary income & expenditure report for month 4 to July 2022. This report shows a current year surplus of income over expenditure of £73,330 which includes the 1st half of the precept which was received on 11th April 2022.

The council has two long term liabilities of a loan with a current balance of £52,457 & £96,910, they are paid in twice yearly instalments and will be fully repaid by 18th May 2035 & 30th June 2046 respectively. The council took out a second loan for town hall lift.

The balance sheet shows that total funds available to the council are £342,798:

This is made up of the following -

Current Year Surplus	£73,330
General Reserve Brought Forward	£147,213
Other Earmarked Reserves	<u>£122,255</u>
<b>Total</b>	<b><u>£342,798</u></b>

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 33.33% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month 4 was 29.80% of the annual budget.

Please note this report is not designed to alleviate members or the RFO of their responsibility in managing the Town Council finances. It is merely provided as a snapshot of the current financial position and to highlight to members any potential problem areas that have been identified within the accounts.

The budget is set by The Council and it is the member's responsibility in partnership with the RFO to monitor and control the financial position throughout the year. More detailed information is available to Councillors than is provided for here.

**Analysis by Cost Centre**

101	Administration
Month Budget	£10,097
Actual	£7,336
Under/(Over)	£2,761

Year to Date Budget	£121,160
Actual	£46,836
% of Budget Used	38.66%

Annual IT support for £14.8k and annual subscription of £1.9k for HALC & NALC was paid in April 2022.

No further concerns.

**103 Grants**

No further concerns.

**104 Civic**

No further concerns.

**105 Finance**

Annual insurance cost of £5.3k was incurred in April 2022/23 against its annual budget of £5k.

No further concerns.

**107 Market**

No further concerns.

**Romsey Town Council**  
**Budget Report to 31st July 2022**

**Analysis by Cost Centre (Continued)**

110	Town Hall
Month Budget	£15,555
Actual	£12,385
Under/(Over)	£3,170

Year to Date Budget	£186,662
Actual	£52,769
% of Budget Used	28.27%

1st Loan repayment made in April 2022 & 1st Loan repayment for Lift was made in June 2022.

£16k spent on AV system & Electricals for Townhall which was funded from EMR Town Hall Major Maintenance

No further concerns.

**111 Town Hall Bar**

No further concerns.

**112 Town Hall Film Shows**

No further concerns.

**120 Allotments**

No concerns.

**125 Town Centre Management**

No further concerns.

**127 Romsey Security**

No concerns.

**130 Environmental**

No concerns.

**135 Marshalls**

No concerns.

**140 Planning**

No concerns.

**160 War Horse Fund**

No concerns.

**170 Christmas Lights Fund**

No concerns.

## Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
100	Trade Debtors	(1,498)	
103	Prepayments	2,313	
105	VAT	3,821	
120	Bar Stock	1,414	
201	Lloyds Current Account	329,634	
202	Building Managers Imprest A/c	566	
204	TSB Deposit A/c	2,277	
212	Mayors Charity A/c	1,523	
215	War Horse A/c 35433560	14,513	
230	Bar Float	300	
235	Petty Cash - Allotment	77	
<b>Total Current Assets</b>			<b>354,940</b>
<i>Current Liabilities</i>			
500	Trade Creditors - CHQ	8,575	
505	Sundry Creditor	418	
534	Mayors Charity Control Acct	1,523	
545	Wilder Romsey	1,161	
561	Booking Deposits	65	
562	Damage Deposits	400	
<b>Total Current Liabilities</b>			<b>12,142</b>
<b>Net Current Assets</b>			<b>342,798</b>
<b>Total Assets less Current Liabilities</b>			<b>342,798</b>
<i>Represented by :-</i>			
301	Current Year Fund	73,330	
310	General Reserve	147,213	
321	EMR Allotment Fund	7,018	
336	EMR Town Hall Major Maintenance	52,072	
339	EMR Marshals In Romsey	245	
340	EMR Elections	8,757	
343	EMR Romsey Website	2,812	
345	EMR War Horse Fund	11,325	
349	EMR Grants	2,200	
350	EMR Markets	1,908	
351	EMR Town Centre Management	4,000	
353	EMR Neighbourhood Plan	913	
354	CIL Receipts	15,250	
355	EMR WW1 Event	3,767	
356	EMR Romsey Emergency Plan	2,309	
358	EMR Tourism & Heritage App	9,680	
<b>Total Equity</b>			<b>342,798</b>





## Summary Income &amp; Expenditure by Budget Heading 31/07/2022

Month No: 4

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration	Income	1,030	704	1,575	871			44.7%
	Expenditure	104,592	46,836	121,160	74,324		74,324	38.7%
	Movement to/(from) Gen Reserve	<u>(103,562)</u>	<u>(46,132)</u>					
103 Grants	Expenditure	4,900	2,095	6,000	3,905		3,905	34.9%
104 Civic	Income	0	140	0	(140)			0.0%
	Expenditure	5,752	2,547	8,995	6,448		6,448	28.3%
	Movement to/(from) Gen Reserve	<u>(5,752)</u>	<u>(2,407)</u>					
105 Finance	Income	324,734	160,295	320,618	160,323			50.0%
	Expenditure	21,388	4,358	13,300	8,942		8,942	32.8%
	Movement to/(from) Gen Reserve	<u>303,345</u>	<u>155,937</u>					
107 Market	Income	6,070	3,106	5,000	1,894			62.1%
110 Town Hall	Income	194,702	23,845	63,074	39,229			37.8%
	Expenditure	307,335	52,769	186,662	133,893		133,893	28.3%
	Movement to/(from) Gen Reserve	<u>(112,634)</u>	<u>(28,924)</u>					
111 Town Hall Bar	Income	2,111	1,311	1,500	189			87.4%
	Expenditure	3,619	1,619	1,950	331		331	83.0%
	Movement to/(from) Gen Reserve	<u>(1,508)</u>	<u>(308)</u>					
112 Town Hall Film Shows	Income	3,950	3,625	12,250	8,625			29.6%
	Expenditure	2,816	2,600	8,650	6,050		6,050	30.1%
	Movement to/(from) Gen Reserve	<u>1,134</u>	<u>1,026</u>					
120 Allotments	Income	3,612	60	2,705	2,645			2.2%
	Expenditure	3,612	662	2,705	2,043		2,043	24.5%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(602)</u>					
125 Town Centre Management	Income	20,560	4,120	4,000	(120)			103.0%
	Expenditure	44,724	8,754	27,200	18,446		18,446	32.2%
	Movement to/(from) Gen Reserve	<u>(24,164)</u>	<u>(4,634)</u>					
130 Environmental	Expenditure	2,709	51	4,700	4,649		4,649	1.1%
135 Marshalls	Expenditure	0	83	400	317		317	20.7%
140 Planning	Expenditure	0	0	1,000	1,000		1,000	0.0%
160 War Horse Fund	Income	1	0	0	(0)			0.0%
	Expenditure	1	0	0	(0)		(0)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
170 Christmas Lights Fund	Income	5,000	0	5,000	5,000			0.0%
	Expenditure	28,166	1,503	33,000	31,497		31,497	4.6%
	Movement to/(from) Gen Reserve	<u>(23,166)</u>	<u>(1,503)</u>					



## Summary Income &amp; Expenditure by Budget Heading 31/07/2022

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	561,769	197,206	415,722	218,516			47.4%
Expenditure	529,615	123,876	415,722	291,846	0	291,846	29.8%
Net Income over Expenditure	<u>32,154</u>	<u>73,330</u>	<u>0</u>	<u>(73,330)</u>			
Movement to/(from) Gen Reserve	<u>32,154</u>	<u>73,330</u>					



## Detailed Income &amp; Expenditure by Budget Heading 31/07/2022

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Administration</b>								
1008 Income - Photocopying	18	0	0	0			0.0%	
1070 Income - Planning Clerk	1,012	704	1,575	871			44.7%	
Administration :- Income	<b>1,030</b>	<b>704</b>	<b>1,575</b>	<b>871</b>			<b>44.7%</b>	<b>0</b>
4001 Salaries	53,755	17,796	61,250	43,454		43,454	29.1%	
4002 Employers N.I	4,932	1,758	5,650	3,892		3,892	31.1%	
4003 Employers superann	8,822	3,091	9,650	6,559		6,559	32.0%	
4006 Contract Accountancy Costs	5,577	570	7,000	6,430		6,430	8.1%	
4009 Staff Travel	0	0	50	50		50	0.0%	
4013 Website Admin	533	149	350	201		201	42.6%	
4020 Staff Training	10	0	300	300		300	0.0%	
4040 Recruitment Advertisements	1,625	0	150	150		150	0.0%	
4512 Telephone	1,413	410	1,600	1,190		1,190	25.6%	
4513 Postage	744	366	600	234		234	60.9%	
4514 Stationery	593	436	850	414		414	51.3%	
4515 Photocopying	2,708	635	2,600	1,965		1,965	24.4%	
5012 Council Offices in Town Hall	12,000	4,000	12,000	8,000		8,000	33.3%	
5250 Subscriptions	2,506	2,198	2,600	402		402	84.6%	
5260 Outsourced Payroll	819	178	1,000	822		822	17.8%	
5270 IT & Computer Costs	9,088	15,248	15,510	262		262	98.3%	
7355 Tfr from Earmarked Reserves	(533)	0	0	0		0	0.0%	
Administration :- Indirect Expenditure	<b>104,592</b>	<b>46,836</b>	<b>121,160</b>	<b>74,324</b>	<b>0</b>	<b>74,324</b>	<b>38.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(103,562)</b>	<b>(46,132)</b>	<b>(119,585)</b>	<b>(73,453)</b>				
<b>103 Grants</b>								
5890 Community Grants	2,900	2,095	4,000	1,905		1,905	52.4%	
5893 Community Grant - Bandstand	1,000	0	1,000	1,000		1,000	0.0%	
6100 Arts Festival	1,000	0	1,000	1,000		1,000	0.0%	
Grants :- Indirect Expenditure	<b>4,900</b>	<b>2,095</b>	<b>6,000</b>	<b>3,905</b>	<b>0</b>	<b>3,905</b>	<b>34.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,900)</b>	<b>(2,095)</b>	<b>(6,000)</b>	<b>(3,905)</b>				
<b>104 Civic</b>								
1103 Income - Marshalls Donations	0	110	0	(110)			0.0%	
1116 Income - Town Crier	0	30	0	(30)			0.0%	
Civic :- Income	<b>0</b>	<b>140</b>	<b>0</b>	<b>(140)</b>				<b>0</b>
4001 Salaries	362	83	500	417		417	16.6%	
4043 Council Newsletter	540	1,065	2,400	1,335		1,335	44.4%	
5011 Council Use of Town Hall	0	0	2,000	2,000		2,000	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 31/07/2022

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6502 Members training	820	0	400	400		400	0.0%	
6550 Meetings Advertisements	0	0	50	50		50	0.0%	
6750 Mayors Allowance	200	144	500	356		356	28.8%	
6760 Town Crier	282	126	450	324		324	28.0%	
6761 Mace Bearer	195	195	195	0		0	100.0%	
6762 Civic Costs	3,353	934	2,500	1,566		1,566	37.4%	
<b>Civic :- Indirect Expenditure</b>	<b>5,752</b>	<b>2,547</b>	<b>8,995</b>	<b>6,448</b>	<b>0</b>	<b>6,448</b>	<b>28.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,752)</b>	<b>(2,407)</b>	<b>(8,995)</b>	<b>(6,588)</b>				
<b>105 Finance</b>								
1060 Income - CIL Receipt	8,329	0	0	0			0.0%	
1176 Precept	316,381	160,284	320,568	160,284			50.0%	
1190 Interest Received	23	11	50	39			22.5%	
<b>Finance :- Income</b>	<b>324,734</b>	<b>160,295</b>	<b>320,618</b>	<b>160,323</b>			<b>50.0%</b>	<b>0</b>
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5251 Insurances	4,674	5,162	5,000	(162)		(162)	103.2%	
5271 Audit Fees	3,083	(880)	1,900	2,780		2,780	(46.3%)	
5280 Bank Charges	302	76	400	324		324	18.9%	
5290 Legal & Professional Fees	0	0	500	500		500	0.0%	
5400 Elections	0	0	5,000	5,000		5,000	0.0%	
7350 Tfr to Earmarked Reserves	13,329	0	0	0		0	0.0%	
<b>Finance :- Indirect Expenditure</b>	<b>21,388</b>	<b>4,358</b>	<b>13,300</b>	<b>8,942</b>	<b>0</b>	<b>8,942</b>	<b>32.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>303,345</b>	<b>155,937</b>	<b>307,318</b>	<b>151,381</b>				
<b>107 Market</b>								
1030 Income - Market Stalls	6,070	3,106	5,000	1,894			62.1%	
<b>Market :- Income</b>	<b>6,070</b>	<b>3,106</b>	<b>5,000</b>	<b>1,894</b>			<b>62.1%</b>	<b>0</b>
<b>Net Income</b>	<b>6,070</b>	<b>3,106</b>	<b>5,000</b>	<b>1,894</b>				
<b>110 Town Hall</b>								
1001 Income - Rental	14,167	2,500	11,200	8,700			22.3%	
1002 Income - Bookings	42,222	17,189	35,000	17,811			49.1%	
1003 Town Council Office Rent	12,000	4,000	12,000	8,000			33.3%	
1009 Income - Grants	25,000	0	0	0			0.0%	
1015 Income - Tea/Coffee	0	0	50	50			0.0%	
1020 Income - Cleaning	468	156	624	468			25.0%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	





## Detailed Income &amp; Expenditure by Budget Heading 31/07/2022

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1023 Income - Projector	675	0	150	150			0.0%	
1110 Income - Deposits Forfeited	170	0	0	0			0.0%	
1212 Income - Loan	100,000	0	0	0			0.0%	
<b>Town Hall :- Income</b>	<b>194,702</b>	<b>23,845</b>	<b>63,074</b>	<b>39,229</b>			<b>37.8%</b>	<b>0</b>
4001 Salaries	62,573	21,543	61,550	40,007		40,007	35.0%	
4002 Employers N.I	4,237	1,745	5,400	3,655		3,655	32.3%	
4003 Employers superann	8,962	3,115	9,950	6,835		6,835	31.3%	
4005 Holiday Cleaning	1,404	347	600	253		253	57.8%	
4008 Function Attendants & Casuals	7,333	3,723	9,000	5,277		5,277	41.4%	
4010 Wages - Maintenance	7,032	2,344	7,500	5,156		5,156	31.3%	
4020 Staff Training	560	60	1,200	1,140		1,140	5.0%	
4030 Uniforms	0	26	300	274		274	8.7%	
4501 Janitorial	905	358	1,100	742		742	32.5%	
4504 Catering Costs	4	22	100	78		78	21.6%	
4505 Health and Safety	25	0	1,000	1,000		1,000	0.0%	
4510 Rates	20,334	8,136	21,250	13,114		13,114	38.3%	
4511 Utilities	6,794	1,673	9,000	7,327		7,327	18.6%	
4520 Licences	941	266	2,450	2,184		2,184	10.9%	
4572 Long Term Building Repairs	0	0	20,000	20,000		20,000	0.0%	
4751 Maintenance External	1,699	4	1,500	1,496		1,496	0.2%	
4800 Maintenance Internal	10,820	3,456	10,000	6,544		6,544	34.6%	
4850 Furniture/Equipment Purchased	3,499	15,354	3,500	(11,854)		(11,854)	438.7%	
4851 Fixed Cost Maintenance	6,727	1,073	7,500	6,427		6,427	14.3%	
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5220 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%	
5270 IT & Computer Costs	297	302	500	198		198	60.4%	
6014 Hanging baskets\Xmas Trees	415	270	700	430		430	38.6%	
7150 Loan Capital + Interest	4,952	2,476	4,952	2,476		2,476	50.0%	
7151 T Hall Lift Installation	89,656	0	0	0		0	0.0%	
7152 Lift Loan Capital + Interest	0	2,572	5,110	2,538		2,538	50.3%	
7350 Tfr to Earmarked Reserves	145,000	0	0	0		0	0.0%	
7355 Tfr from Earmarked Reserves	(76,833)	(16,095)	0	16,095		16,095	0.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>307,335</b>	<b>52,769</b>	<b>186,662</b>	<b>133,893</b>	<b>0</b>	<b>133,893</b>	<b>28.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(112,634)</b>	<b>(28,924)</b>	<b>(123,588)</b>	<b>(94,664)</b>				
<b>111 Town Hall Bar</b>								
1013 Income - Bar Sales	2,111	1,311	1,500	189			87.4%	
<b>Town Hall Bar :- Income</b>	<b>2,111</b>	<b>1,311</b>	<b>1,500</b>	<b>189</b>			<b>87.4%</b>	<b>0</b>
3000 Bar Purchases	888	658	750	92		92	87.8%	
<b>Town Hall Bar :- Direct Expenditure</b>	<b>888</b>	<b>658</b>	<b>750</b>	<b>92</b>	<b>0</b>	<b>92</b>	<b>87.8%</b>	<b>0</b>



## Detailed Income &amp; Expenditure by Budget Heading 31/07/2022

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Salaries	2,187	1,378	450	(928)		(928)	306.2%	
4304 Damaged Stock	39	0	0	0		0	0.0%	
4305 Stocktaking	150	0	250	250		250	0.0%	
4850 Furniture/Equipment Purchased	350	(422)	500	922		922	(84.4%)	
5282 Card Reader Charges	6	4	0	(4)		(4)	0.0%	
<b>Town Hall Bar :- Indirect Expenditure</b>	<b>2,731</b>	<b>960</b>	<b>1,200</b>	<b>240</b>	<b>0</b>	<b>240</b>	<b>80.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,508)</b>	<b>(308)</b>	<b>(450)</b>	<b>(142)</b>				
<b>112 Town Hall Film Shows</b>								
1051 Income - Film Refreshments	118	45	250	205			18.0%	
1053 Income - Film Tickets	3,832	3,580	12,000	8,420			29.8%	
<b>Town Hall Film Shows :- Income</b>	<b>3,950</b>	<b>3,625</b>	<b>12,250</b>	<b>8,625</b>			<b>29.6%</b>	<b>0</b>
4008 Function Attendants & Casuals	707	935	2,500	1,565		1,565	37.4%	
4950 Film Hire/Purchases	1,998	1,479	5,900	4,421		4,421	25.1%	
4951 Film Refreshment Costs	10	27	250	223		223	11.0%	
5282 Card Reader Charges	101	159	0	(159)		(159)	0.0%	
<b>Town Hall Film Shows :- Indirect Expenditure</b>	<b>2,816</b>	<b>2,600</b>	<b>8,650</b>	<b>6,050</b>	<b>0</b>	<b>6,050</b>	<b>30.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,134</b>	<b>1,026</b>	<b>3,600</b>	<b>2,574</b>				
<b>120 Allotments</b>								
1000 Income - General	3,612	60	2,705	2,645			2.2%	
<b>Allotments :- Income</b>	<b>3,612</b>	<b>60</b>	<b>2,705</b>	<b>2,645</b>			<b>2.2%</b>	<b>0</b>
4509 Water Rates	554	362	750	388		388	48.2%	
4514 Stationery	7	0	0	0		0	0.0%	
5250 Subscriptions	55	55	55	0		0	100.0%	
5300 Rent - Broadlands	1,100	0	1,100	1,100		1,100	0.0%	
5309 Maintenance Equipment	415	0	150	150		150	0.0%	
5311 Hedge Cutting	50	0	220	220		220	0.0%	
5312 Pest Control	0	0	250	250		250	0.0%	
5315 Sundries Allotments	0	245	180	(65)		(65)	136.1%	
7350 Tfr to Earmarked Reserves	1,671	0	0	0		0	0.0%	
7355 Tfr from Earmarked Reserves	(240)	0	0	0		0	0.0%	
<b>Allotments :- Indirect Expenditure</b>	<b>3,612</b>	<b>662</b>	<b>2,705</b>	<b>2,043</b>	<b>0</b>	<b>2,043</b>	<b>24.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(602)</b>	<b>0</b>	<b>602</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/07/2022

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>125 Town Centre Management</b>								
1009 Income - Grants	4,560	0	0	0			0.0%	
1109 Income - ShopAppy	12,000	4,120	0	(4,120)			0.0%	
1405 Income - Town Centre Grant	4,000	0	4,000	4,000			0.0%	
Town Centre Management :- Income	<b>20,560</b>	<b>4,120</b>	<b>4,000</b>	<b>(120)</b>			<b>103.0%</b>	<b>0</b>
4001 Salaries	19,547	3,483	20,500	17,017		17,017	17.0%	
4002 Employers N.I	1,428	317	1,450	1,133		1,133	21.9%	
4003 Employers superann	0	726	0	(726)		(726)	0.0%	
4500 Town Centre Management	369	0	1,000	1,000		1,000	0.0%	
4512 Telephone	320	108	250	142		142	43.3%	
5405 Town Centre Events	0	0	4,000	4,000		4,000	0.0%	
6902 ShopAppy	12,000	0	0	0		0	0.0%	
6903 Tourism App	1,500	0	0	0		0	0.0%	
7350 Tfr to Earmarked Reserves	11,060	4,120	0	(4,120)		(4,120)	0.0%	
7355 Tfr from Earmarked Reserves	(1,500)	0	0	0		0	0.0%	
Town Centre Management :- Indirect Expenditure	<b>44,724</b>	<b>8,754</b>	<b>27,200</b>	<b>18,446</b>	<b>0</b>	<b>18,446</b>	<b>32.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(24,164)</b>	<b>(4,634)</b>	<b>(23,200)</b>	<b>(18,566)</b>				
<b>130 Environmental</b>								
4511 Utilities	331	40	450	410		410	8.8%	
6009 Land at the Star Maintenance	205	0	350	350		350	0.0%	
6011 Town Seats	1,018	0	400	400		400	0.0%	
6012 Street Lights	1,242	0	2,000	2,000		2,000	0.0%	
6015 Signs	465	0	500	500		500	0.0%	
6022 Planting for CornMarket	0	0	400	400		400	0.0%	
6023 Drinking Water Fountain	44	12	200	188		188	5.8%	
6024 Bollards Electricity USE 4511	24	0	0	0		0	0.0%	
6025 Bollard/St Furn Mtce	14	0	400	400		400	0.0%	
7355 Tfr from Earmarked Reserves	(635)	0	0	0		0	0.0%	
Environmental :- Indirect Expenditure	<b>2,709</b>	<b>51</b>	<b>4,700</b>	<b>4,649</b>	<b>0</b>	<b>4,649</b>	<b>1.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,709)</b>	<b>(51)</b>	<b>(4,700)</b>	<b>(4,649)</b>				
<b>135 Marshalls</b>								
5103 Marshalls In Romsey	0	0	400	400		400	0.0%	
6019 Road Closure	0	83	0	(83)		(83)	0.0%	
Marshalls :- Indirect Expenditure	<b>0</b>	<b>83</b>	<b>400</b>	<b>317</b>	<b>0</b>	<b>317</b>	<b>20.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(83)</b>	<b>(400)</b>	<b>(317)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/07/2022

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>140 Planning</b>								
5011 Council Use of Town Hall	0	0	1,000	1,000		1,000	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>(1,000)</b></u>	<u><b>(1,000)</b></u>				
<b>160 War Horse Fund</b>								
1190 Interest Received	1	0	0	(0)			0.0%	
War Horse Fund :- Income	<u>1</u>	<u>0</u>	<u>0</u>	<u>(0)</u>				<u>0</u>
4855 War Horse Fund Expenses	160	160	160	0		0	100.0%	
7350 Tfr to Earmarked Reserves	1	0	0	(0)		(0)	0.0%	
7355 Tfr from Earmarked Reserves	(160)	(160)	(160)	0		0	100.0%	
War Horse Fund :- Indirect Expenditure	<u>1</u>	<u>0</u>	<u>0</u>	<u>(0)</u>	<u>0</u>	<u>(0)</u>		<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>				
<b>170 Christmas Lights Fund</b>								
1009 Income - Grants	5,000	0	2,000	2,000			0.0%	
1011 Income - Donations	0	0	3,000	3,000			0.0%	
Christmas Lights Fund :- Income	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>				<u>0</u>
4001 Salaries	122	0	0	0		0	0.0%	
6764 Christmas in Romsey	26,387	27	29,000	28,974		28,974	0.1%	
6765 Christmas Light Refurb	1,658	1,477	4,000	2,524		2,524	36.9%	
Christmas Lights Fund :- Indirect Expenditure	<u>28,166</u>	<u>1,503</u>	<u>33,000</u>	<u>31,497</u>	<u>0</u>	<u>31,497</u>	<u>4.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>(23,166)</b></u>	<u><b>(1,503)</b></u>	<u><b>(28,000)</b></u>	<u><b>(26,497)</b></u>				
Grand Totals:- Income	<b>561,769</b>	<b>197,206</b>	<b>415,722</b>	<b>218,516</b>			<b>47.4%</b>	
Expenditure	<b>529,615</b>	<b>123,876</b>	<b>415,722</b>	<b>291,846</b>	<b>0</b>	<b>291,846</b>	<b>29.8%</b>	
<b>Net Income over Expenditure</b>	<u><b>32,154</b></u>	<u><b>73,330</b></u>	<u><b>0</b></u>	<u><b>(73,330)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>32,154</b></u>	<u><b>73,330</b></u>						





## List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	SGW Payroll Ltd	DD01	63.36		7205-Payroll processing M3
01/07/2022	Screwfix Ltd	DD02	188.95		7168-junior blade, hacksaw
05/07/2022	Beggars Fair	BACS	300.00		Beggars Fair-Grant 22/23
05/07/2022	Terry Hamer	BACS	90.50		Terry Hamer-Town Crier
05/07/2022	Scottish Water business Stream	DD03	64.00		P/Ledger Electronic Payment
07/07/2022	Southern Cross Consulting Ltd	DD04	49.56		7210-VolP Call charge - June
08/07/2022	British Telecommunications plc	DD05	40.66		7211-Monthly call charge
08/07/2022	Scottish Water business Stream	DD06	176.74		7209-Allot Water 05May/22Jun
11/07/2022	Bank charge payable	CHRG	8.70		Bank charge payable
12/07/2022	PEAC (UK) Limited	DD07	300.00		7162-Copier lease Jul/Oct
12/07/2022	Proton (Southern) Ltd	BACS01	208.12		176-Washrite call out
13/07/2022	Town Hall Imprest A/c	Tfr	500.00		Top up - Town hall card A/C
13/07/2022	Anchor Pipework Limited	BACS02	1,940.41		7207-New gas pipe from meter
13/07/2022	Anglico Workplace Technologies	BACS03	127.38		7199-Copier charge
13/07/2022	DCK Accounting Solutions Ltd	BACS04	439.04		7196-Account support- 20Jun
13/07/2022	Lyreco UK Limited	BACS05	199.30		7198-Paper stationery
13/07/2022	Hampshire Pension Fund	BACS06	1,931.14		7216-Pension Due June 2022
13/07/2022	SJT Services (Southampton) Ltd	BACS07	19,314.00		7213-Electrical & AV-Townhall
13/07/2022	SJT Services (Southampton) Ltd	BACS08	600.00		7197-Install jubilee flags
13/07/2022	Test Valley Borough Council	BACS09	192.00		7206-War horse CCTV Jul22/23
13/07/2022	HM Revenue & Customs	BACS10	2,619.85		7215-HMRC PAYE/NI Due
14/07/2022	Octopus Energy Limited	DD08	506.58		7208-Elec & gas June 22
15/07/2022	Test Valley Borough Council	Std Ord	2,033.00		Test Valley-Rates 22/23
18/07/2022	Nest Pension Due	DD	115.30		Nest Pension Due
25/07/2022	ACE Liftaway Limited	DD09	76.80		7212-Monthly waste collection
26/07/2022	Staff Salaries - July 2022	BACS	11,981.54		Staff Salaries - July 2022
27/07/2022	SGW Payroll Ltd	DD10	77.22		7248-Payroll processing M4
29/07/2022	Utility Warehouse Limited	DD11	78.10		7252-monthly phone & broadband
<b>Total Payments</b>			<b>44,222.25</b>		



	Actual April 1	Actual May 2	Actual June 3	Actual July 4	Actual August 5	Actual September 6	Actual October 7	Actual November 8	Actual December 9	Actual January 10	Actual February 11	Actual March 12	Actual To Date	Annual Bud	Variance Annual Total
<b>TOTAL SALARIES COSTS</b>															
4001 Salaries	10,172	10,280	10,705	13,126	-	-	-	-	-	-	-	-	44,283	144,250	99,967
4002 Employers N.I.	927	847	874	1,172	-	-	-	-	-	-	-	-	3,820	12,500	8,680
4003 Employers Superann	1,482	1,614	1,546	2,290	-	-	-	-	-	-	-	-	6,932	19,600	12,668
4005 Holiday Cleaning	225	-	-	122	-	-	-	-	-	-	-	-	347	600	253
4008 Function Attendants & Casuals	1,098	731	956	938	-	-	-	-	-	-	-	-	3,723	9,000	5,277
4008 Film Show Attendants	221	219	288	207	-	-	-	-	-	-	-	-	935	2,500	1,565
4010 Wages - Maintenance	586	586	586	586	-	-	-	-	-	-	-	-	2,344	7,500	5,156
4011 Fixed Pension Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>14,711</b>	<b>14,277</b>	<b>14,955</b>	<b>18,441</b>	-	-	-	-	-	-	-	-	<b>62,384</b>	<b>195,950</b>	<b>133,566</b>
<b>Administration Salaries</b>															
4001 Salaries	4,487	4,437	4,436	4,436	-	-	-	-	-	-	-	-	17,796	61,250	29%
4002 Employers N.I	440	439	440	439	-	-	-	-	-	-	-	-	1,758	5,650	31%
4003 Employers superann	725	811	778	777	-	-	-	-	-	-	-	-	3,091	9,650	32%
4011 Fixed Pension Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>5,652</b>	<b>5,687</b>	<b>5,654</b>	<b>5,652</b>	-	-	-	-	-	-	-	-	<b>22,645</b>	<b>76,550</b>	<b>30%</b>
<b>Town Hall Salaries</b>															
4001 Salaries	5,281	5,478	5,364	5,420	-	-	-	-	-	-	-	-	21,543	61,550	35%
4002 Employers N.I	487	408	434	416	-	-	-	-	-	-	-	-	1,745	5,400	32%
4003 Employers superann	757	803	768	787	-	-	-	-	-	-	-	-	3,115	9,950	31%
4005 Overtime Cleaning	225	-	-	122	-	-	-	-	-	-	-	-	347	600	58%
4008 Function Attendants & Casuals	1,098	731	956	938	-	-	-	-	-	-	-	-	3,723	9,000	41%
4010 Wages - Maintenance	586	586	586	586	-	-	-	-	-	-	-	-	2,344	7,500	31%
<b>TOTAL</b>	<b>8,434</b>	<b>8,006</b>	<b>8,108</b>	<b>8,269</b>	-	-	-	-	-	-	-	-	<b>32,817</b>	<b>94,000</b>	<b>35%</b>
<b>Town Hall Bar Salaries</b>															
4001 Salaries	374	365	263	376	-	-	-	-	-	-	-	-	1,378	450	306%
4002 Employers N.I	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4003 Employers superann	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>374</b>	<b>365</b>	<b>263</b>	<b>376</b>	-	-	-	-	-	-	-	-	<b>1,378</b>	<b>450</b>	<b>306%</b>
<b>Town Hall Film Shows</b>															
4008 Function Attendants & Casuals	221	219	288	207	-	-	-	-	-	-	-	-	935	2,500	37%
<b>Town Centre Manager</b>															
4001 Salaries	30	-	559	2,894	-	-	-	-	-	-	-	-	3,483	20,500	17%
4002 Employers N.I	-	-	-	317	-	-	-	-	-	-	-	-	317	1,450	22%
4003 Employers superann	-	-	-	726	-	-	-	-	-	-	-	-	726	-	0%
<b>TOTAL</b>	<b>30</b>	<b>-</b>	<b>559</b>	<b>3,937</b>	-	-	-	-	-	-	-	-	<b>4,526</b>	<b>21,950</b>	<b>21%</b>
<b>Civic Salaries</b>															
4001 Salaries	-	-	83	-	-	-	-	-	-	-	-	-	83	500	17%
4002 Employers N.I	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4003 Employers superann	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>83</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>83</b>	<b>500</b>	<b>17%</b>
<b>TOTAL</b>	<b>195,950</b>												<b>195,950</b>	<b>195,950</b>	<b>31.84%</b>
															<b>33.33%</b>

Total % of budget used to date 31.84%  
% of budget should be used to date 33.33%

