

**Romsey Town Council**

Town Hall  
1, Market Place  
Romsey  
SO51 8YZ

**FINANCE AND RESOURCES COMMITTEE**

Agenda for the Meeting on Tuesday 28<sup>th</sup> February 2023 at 7.30p.m.

**1. APOLOGIES**

**2. DECLARATION OF INTERESTS**

**3. MINUTES**

- i To receive the Finance and Resources Committee Meeting Minutes of 3<sup>rd</sup> January 2023
- 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:210223



**MINUTES**  
**FINANCE & RESOURCES COMMITTEE**  
**TUESDAY 3<sup>rd</sup> January 2023**

**ATTENDANCE:**

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

**In the Chair:** Cllr. J. Critchley

**Clerk:** Judith Giles

**Public:** 0

1. **Apologies**  
Cllr. D. Baverstock
2. **Declarations of Interests**  
None
3. **Minutes**
  - i) To receive the Finance & Resource Committee Meeting Minutes of 8<sup>th</sup> November 2022 subject to amendment to Minute 9 from "footbridge" to "footway"  
**PROPOSED:** Councillor N. Gwynne  
**SECONDED:** Councillor I. Culley  
**CARRIED**
  - ii) **Matters Arising**  
None
4. **Public Participation**  
None
5. **Town Hall Income**  
The Chief Officer reported Town Hall bookings for 2022-23 continue to be on the increase. Cllr. N. Gwynne asked if "date issued" could be included on Town Hall Income Graph sheet. Chief Officer to arrange. He also requested detail of bookings per month. Chief Officer to discuss with Events Manager.
6. **Finance Report 2020/21**  
The Chief Officer presented Month 8 to the Committee. Chief Officer to check TSB – Mayor's Account funds listed under Code 212 - Current Assets. Code 545 – Wilder Romsey to be removed from Current Liabilities to Earmarked Reserve. Casual staff cost to be moved from bar expenditure to Town Hall as that person has to be in the building anyway.
7. **Salaries Breakdown Summary for 2020/21**  
Noted. Cllr. I. Culley queried slight overspend as of Month 8. Chief Officer confirmed this is due to casual workers been required due to increase in bookings.
8. **Interim Audit Report**  
**RECOMMENDATION:** to note and recommend Interim Audit Report to Full Council  
**RESOLUTION NO. 23/22**  
It was **RESOLVED** to recommend Interim Audit Report to Full Council  
**PROPOSED:** Cllr. J. Parker  
**SECONDED:** Cllr. J. Cairney  
**CARRIED**  
As suggested by the Internal Auditor, Allotments Petty Cash will be reconciled and signed off prior to Year End 31st March 2023 and then half yearly. The Chief Officer to investigate Council Strategy for long-term investments in light of transfer of balances expected after merger with REPC

**MINUTES**  
**FINANCE & RESOURCES COMMITTEE**  
**TUESDAY 3<sup>rd</sup> January 2023**

**Finance Reports Check**

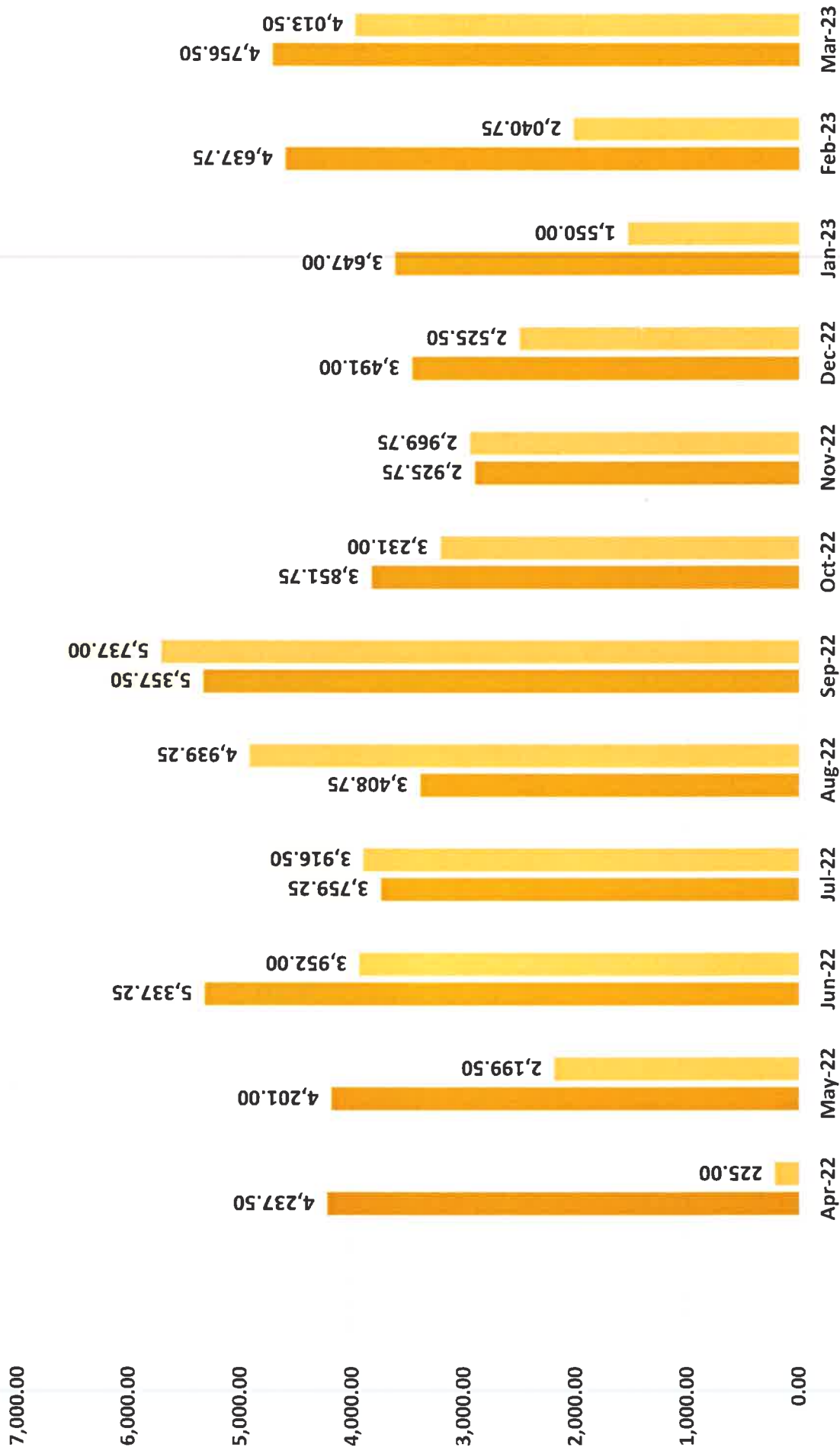
To meet the requirement of Financial Regulation (FR) 2.2 it was agreed a Councillor from the Finance & Resources Committee who is not a signatory, will independently check RTC Finance Reports to provide assurance to both the Council and Town Hall staff. The Chief Officer welcomed this initiative.

**Romsey Town Council/Romsey Extra Merger**

The Chief Officer furnished the Committee with the Consultation Response RTC/REPC – Merger and Staff Implications from David Maycock – Employment Director, South East Employers. The Committee confirmed the proposals where appropriate as set out in the consultation paper. In light of the resignation of the Romsey Extra Parish Clerk, RTC Chief Officer – Judith Giles agreed to act as “locum clerk” for REPC from 1<sup>st</sup> January 2023 – 31<sup>st</sup> March 2023 before the merger of the two Councils on 1<sup>st</sup> April 2023. REPC Chair – Cllr. J. Parker agreed the Chief Officer invoice REPC for services on a monthly basis. Cllr. J. Parker to confirm amount.

**Meeting Ended: 8.34p.m.**

# Romsey Town Hall Booking Income 2022 - 2023 - date compiled 17.2.23



Booking on System Apr 2022 - Mar 2023 - £49,611.00 - Cumulative Total £40,216.75 - Jan 23

■ 2022/2023 ■ 2021/2022



**Romsey Town Council**  
**Budget Report to 31st January 2023**

**General Notes:**

Attached are the summary income & expenditure report for month 10 to January 2023. This report shows a current year surplus of income over expenditure of £68,744 which includes the 2nd half of the precept which was received on 20th September 2022.

The council has two long term liabilities of a loan with a current balance of £50,810 & £95,341, 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 £334,969:

This is made up of the following -

Current Year Surplus	£68,744
General Reserve Brought Forward	£147,213
Other Earmarked Reserves	£119,012
<b>Total</b>	<b>£334,969</b>

The budget is analysed and phased over the year and the percentage of budget if analysed evenly over the year to date is 83% but members are reminded that income & expenditure rarely follows this pattern over the year.

Total expenditure for month 10 was 87.70% 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**

<b>101 Administration</b>			
Month Budget	£10,097	Year to Date Budget	£121,160
Actual	£8,039	Actual	£99,629
Under/(Over)	£2,058	% of Budget Used	82.23%

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 January 2023**

**Analysis by Cost Centre (Continued)**

<b>110 Town Hall</b>	
Month Budget	£15,555
Actual	£14,455
Under/(Over)	£1,100

Year to Date Budget	£186,662
Actual	£167,395
% of Budget Used	89.68%

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 of which £10k was funded from EMR Town Hall Major Maintenance

£8.2k and £10.2k spent on AV system & Electricals on August & September 2022 respectively.

£4k spent on stage light installation in Month 8.

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 10 Date 31/01/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Trade Debtors	(1,670)	
103	Prepayments	3,681	
105	VAT	10,931	
120	Bar Stock	1,434	
201	Lloyds Current Account	311,858	
202	Building Managers Imprest A/c	603	
204	TSB Deposit A/c	5,449	
212	Mayors Charity A/c	2,829	
215	War Horse A/c 35433560	14,526	
230	Bar Float	300	
235	Petty Cash - Allotment	2	
<b>Total Current Assets</b>			<b>349,943</b>
<u>Current Liabilities</u>			
500	Trade Creditors - CHQ	3,794	
515	PAYE and NI Due	3,691	
516	Superannuation Due	3,027	
534	Mayors Charity Control Acct	2,829	
545	Wilder Romsey	1,169	
561	Booking Deposits	65	
562	Damage Deposits	400	
<b>Total Current Liabilities</b>			<b>14,974</b>
<b>Net Current Assets</b>			<b>334,969</b>
<b>Total Assets less Current Liabilities</b>			<b>334,969</b>
<u>Represented by :-</u>			
301	Current Year Fund	68,744	
310	General Reserve	147,213	
321	EMR Allotment Fund	6,789	
336	EMR Town Hall Major Mainten'ce	58,167	
339	EMR Marshals In Romsey	245	
340	EMR Elections	8,757	
343	EMR Romsey Website	2,812	
345	EMR War Horse Fund	11,338	
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	9,470	
355	EMR WW1 Event	1,797	
356	EMR Romsey Emergency Plan	2,309	
358	EMR Tourism & Heritage App	8,308	
<b>Total Equity</b>			<b>334,969</b>



## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

	Actual Current Mth	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	0	16	0	(16)			0.0%	
1070 Income - Planning Clerk	112	1,377	1,575	198			87.4%	
<b>Administration :- Income</b>	<b>112</b>	<b>1,393</b>	<b>1,575</b>	<b>182</b>			<b>88.4%</b>	<b>0</b>
4001 Salaries	5,080	48,161	61,250	13,089		13,089	78.6%	
4002 Employers N.I	492	4,807	5,650	843		843	85.1%	
4003 Employers superann	846	8,199	9,650	1,451		1,451	85.0%	
4006 Contract Accountancy Costs	0	1,390	7,000	5,610		5,610	19.9%	
4009 Staff Travel	0	0	50	50		50	0.0%	
4013 Website Admin	40	367	350	(17)		(17)	104.8%	
4020 Staff Training	0	49	300	251		251	16.3%	
4040 Recruitment Advertisements	0	0	150	150		150	0.0%	
4512 Telephone	117	1,112	1,600	488		488	69.5%	
4513 Postage	0	879	600	(279)		(279)	146.4%	
4514 Stationery	29	871	850	(21)		(21)	102.5%	
4515 Photocopying	140	2,480	2,600	120		120	95.4%	
5012 Council Offices in Town Hall	1,000	10,000	12,000	2,000		2,000	83.3%	
5250 Subscriptions	0	2,811	2,600	(211)		(211)	108.1%	
5260 Outsourced Payroll	71	576	1,000	424		424	57.6%	
5270 I T & Computer Costs	225	17,139	15,510	(1,629)		(1,629)	110.5%	
5272 Accountancy Fees	0	789	0	(789)		(789)	0.0%	
<b>Administration :- Indirect Expenditure</b>	<b>8,039</b>	<b>99,629</b>	<b>121,160</b>	<b>21,531</b>	<b>0</b>	<b>21,531</b>	<b>82.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,927)</b>	<b>(98,236)</b>	<b>(119,585)</b>	<b>(21,349)</b>				
<b>103 Grants</b>								
5890 Community Grants	0	3,045	4,000	955		955	76.1%	
5893 Community Grant - Bandstand	0	1,000	1,000	0		0	100.0%	
6100 Arts Festival	0	1,000	1,000	0		0	100.0%	
<b>Grants :- Indirect Expenditure</b>	<b>0</b>	<b>5,045</b>	<b>6,000</b>	<b>955</b>	<b>0</b>	<b>955</b>	<b>84.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(5,045)</b>	<b>(6,000)</b>	<b>(955)</b>				
<b>104 Civic</b>								
1116 Income - Town Crier	0	30	0	(30)			0.0%	
<b>Civic :- Income</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>(30)</b>				<b>0</b>
4001 Salaries	0	205	500	295		295	41.0%	
4043 Council Newsletter	0	3,030	2,400	(630)		(630)	126.3%	
5011 Council Use of Town Hall	0	0	2,000	2,000		2,000	0.0%	
6502 Members training	0	0	400	400		400	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6550 Meetings Advertisements	0	0	50	50		50	0.0%	
6750 Mayors Allowance	0	344	500	156		156	68.8%	
6760 Town Crier	0	376	450	74		74	83.6%	
6761 Mace Bearer	0	195	195	0		0	100.0%	
6762 Civic Costs	186	3,362	2,500	(862)		(862)	134.5%	
6766 WW1 Plaque	0	1,970	0	(1,970)		(1,970)	0.0%	
7355 Tfr from Earmarked Reserves	0	(1,970)	0	1,970		1,970	0.0%	
<b>Civic :- Indirect Expenditure</b>	<b>186</b>	<b>7,512</b>	<b>8,995</b>	<b>1,483</b>	<b>0</b>	<b>1,483</b>	<b>83.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(186)</b>	<b>(7,482)</b>	<b>(8,995)</b>	<b>(1,513)</b>				
<b>105 Finance</b>								
1060 Income - CIL Receipt	0	1,092	0	(1,092)			0.0%	
1176 Precept	0	320,568	320,568	0			100.0%	
1190 Interest Received	137	308	50	(258)			615.2%	
<b>Finance :- Income</b>	<b>137</b>	<b>321,968</b>	<b>320,618</b>	<b>(1,350)</b>			<b>100.4%</b>	<b>0</b>
5011 Council Use of Town Hall	0	0	500	500		500	0.0%	
5251 Insurances	0	5,162	5,000	(162)		(162)	103.2%	
5271 Audit Fees	0	900	1,900	1,000		1,000	47.4%	
5280 Bank Charges	19	190	400	210		210	47.5%	
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	0	1,092	0	(1,092)		(1,092)	0.0%	
<b>Finance :- Indirect Expenditure</b>	<b>19</b>	<b>7,345</b>	<b>13,300</b>	<b>5,955</b>	<b>0</b>	<b>5,955</b>	<b>55.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>118</b>	<b>314,623</b>	<b>307,318</b>	<b>(7,305)</b>				
<b>107 Market</b>								
1030 Income - Market Stalls	1,582	6,403	5,000	(1,403)			128.1%	
<b>Market :- Income</b>	<b>1,582</b>	<b>6,403</b>	<b>5,000</b>	<b>(1,403)</b>			<b>128.1%</b>	<b>0</b>
<b>Net Income</b>	<b>1,582</b>	<b>6,403</b>	<b>5,000</b>	<b>(1,403)</b>				
<b>110 Town Hall</b>								
1001 Income - Rental	2,500	7,500	11,200	3,700			67.0%	
1002 Income - Bookings	3,087	43,935	35,000	(8,935)			125.5%	
1003 Town Council Office Rent	1,000	10,000	12,000	2,000			83.3%	
1015 Income - Tea/Coffee	0	0	50	50			0.0%	
1020 Income - Cleaning	156	468	624	156			75.0%	
1022 Income - Councils own hirings	0	0	4,050	4,050			0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1023 Income - Projector	0	0	150	150			0.0%	
1110 Income - Deposits Forfeited	240	320	0	(320)			0.0%	
<b>Town Hall :- Income</b>	<b>6,983</b>	<b>62,223</b>	<b>63,074</b>	<b>851</b>			<b>98.7%</b>	<b>0</b>
4001 Salaries	5,721	57,873	61,550	3,677		3,677	94.0%	
4002 Employers N.I	419	4,651	5,400	749		749	86.1%	
4003 Employers superann	887	8,648	9,950	1,302		1,302	86.9%	
4005 Holiday Cleaning	73	542	600	58		58	90.3%	
4008 Function Attendants & Casuals	992	10,248	9,000	(1,248)		(1,248)	113.9%	
4010 Wages - Maintenance	638	6,434	7,500	1,066		1,066	85.8%	
4020 Staff Training	0	60	1,200	1,140		1,140	5.0%	
4030 Uniforms	0	129	300	171		171	42.9%	
4501 Janitorial	9	707	1,100	393		393	64.3%	
4504 Catering Costs	0	35	100	65		65	35.5%	
4505 Health and Safety	0	70	1,000	930		930	7.0%	
4510 Rates	2,033	20,334	21,250	916		916	95.7%	
4511 Utilities	2,297	6,893	9,000	2,107		2,107	76.6%	
4520 Licences	67	1,035	2,450	1,415		1,415	42.3%	
4572 Long Term Building Repairs	0	0	20,000	20,000		20,000	0.0%	
4751 Maintenance External	0	4	1,500	1,496		1,496	0.2%	
4800 Maintenance Internal	208	6,666	10,000	3,334		3,334	66.7%	
4850 Furniture/Equipment Purchased	0	38,708	3,500	(35,208)		(35,208)	1105.9%	
4851 Fixed Cost Maintenance	1,111	3,587	7,500	3,913		3,913	47.8%	
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	0	302	500	198		198	60.4%	
6014 Hanging baskets\Xmas Trees	0	372	700	328		328	53.2%	
7150 Loan Capital + Interest	0	4,952	4,952	0		0	100.0%	
7152 Lift Loan Capital + Interest	0	5,144	5,110	(34)		(34)	100.7%	
7355 Tfr from Earmarked Reserves	0	(10,000)	0	10,000		10,000	0.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>14,455</b>	<b>167,395</b>	<b>186,662</b>	<b>19,267</b>	<b>0</b>	<b>19,267</b>	<b>89.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,472)</b>	<b>(105,172)</b>	<b>(123,588)</b>	<b>(18,416)</b>				
<b>111 Town Hall Bar</b>								
1013 Income - Bar Sales	225	3,447	1,500	(1,947)			229.8%	
<b>Town Hall Bar :- Income</b>	<b>225</b>	<b>3,447</b>	<b>1,500</b>	<b>(1,947)</b>			<b>229.8%</b>	<b>0</b>
3000 Bar Purchases	(58)	1,134	750	(384)		(384)	151.2%	
<b>Town Hall Bar :- Direct Expenditure</b>	<b>(58)</b>	<b>1,134</b>	<b>750</b>	<b>(384)</b>	<b>0</b>	<b>(384)</b>	<b>151.2%</b>	<b>0</b>
4001 Salaries	0	2,141	450	(1,691)		(1,691)	475.7%	





## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4304 Damaged Stock	14	29	0	(29)		(29)	0.0%	
4305 Stocktaking	0	0	250	250		250	0.0%	
4850 Furniture/Equipment Purchased	0	(382)	500	882		882	(76.4%)	
5282 Card Reader Charges	0	16	0	(16)		(16)	0.0%	
<b>Town Hall Bar :- Indirect Expenditure</b>	<b>14</b>	<b>1,804</b>	<b>1,200</b>	<b>(604)</b>	<b>0</b>	<b>(604)</b>	<b>150.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>269</b>	<b>509</b>	<b>(450)</b>	<b>(959)</b>				
<u>112 Town Hall Film Shows</u>								
1051 Income - Film Refreshments	15	113	250	137			45.2%	
1053 Income - Film Tickets	873	7,866	12,000	4,134			65.6%	
<b>Town Hall Film Shows :- Income</b>	<b>888</b>	<b>7,979</b>	<b>12,250</b>	<b>4,271</b>			<b>65.1%</b>	<b>0</b>
4008 Function Attendants & Casuals	63	1,763	2,500	737		737	70.5%	
4850 Furniture/Equipment Purchased	0	191	0	(191)		(191)	0.0%	
4950 Film Hire/Purchases	351	3,093	5,900	2,807		2,807	52.4%	
4951 Film Refreshment Costs	4	41	250	209		209	16.3%	
5282 Card Reader Charges	16	304	0	(304)		(304)	0.0%	
<b>Town Hall Film Shows :- Indirect Expenditure</b>	<b>435</b>	<b>5,393</b>	<b>8,650</b>	<b>3,257</b>	<b>0</b>	<b>3,257</b>	<b>62.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>453</b>	<b>2,587</b>	<b>3,600</b>	<b>1,013</b>				
<u>120 Allotments - Southampton Rd</u>								
1000 Income - General	60	3,350	2,705	(645)			123.8%	
<b>Allotments - Southampton Rd :- Income</b>	<b>60</b>	<b>3,350</b>	<b>2,705</b>	<b>(645)</b>			<b>123.8%</b>	<b>0</b>
4509 Water Rates	17	799	750	(49)		(49)	106.5%	
4514 Stationery	0	40	0	(40)		(40)	0.0%	
5250 Subscriptions	0	55	55	0		0	100.0%	
5282 Card Reader Charges	0	1	0	(1)		(1)	0.0%	
5300 Rent - Broadlands	0	1,100	1,100	0		0	100.0%	
5309 Maintenance Equipment	0	1,018	150	(868)		(868)	678.6%	
5311 Hedge Cutting	0	0	220	220		220	0.0%	
5312 Pest Control	0	0	250	250		250	0.0%	
5315 Sundries Allotments	0	295	180	(115)		(115)	163.9%	
7355 Tfr from Earmarked Reserves	0	(229)	0	229		229	0.0%	
<b>Allotments - Southampton Rd :- Indirect Expenditure</b>	<b>17</b>	<b>3,078</b>	<b>2,705</b>	<b>(373)</b>	<b>0</b>	<b>(373)</b>	<b>113.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>43</b>	<b>271</b>	<b>0</b>	<b>(271)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

	Actual Current Mth	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	1,000	1,000	0	(1,000)			0.0%	
1071 Income - Salary Recharge (TV)	0	9,114	0	(9,114)			0.0%	
1072 Income - Salary Recharge (RE)	0	7,011	0	(7,011)			0.0%	
1109 Income - ShopAppy	0	4,120	0	(4,120)			0.0%	
1405 Income - Town Centre Grant	0	0	4,000	4,000			0.0%	
Town Centre Management :- Income	<b>1,000</b>	<b>21,245</b>	<b>4,000</b>	<b>(17,245)</b>			<b>531.1%</b>	<b>0</b>
4001 Salaries	3,415	24,026	20,500	(3,526)		(3,526)	117.2%	
4002 Employers N.I	313	2,384	1,450	(934)		(934)	164.4%	
4003 Employers superann	647	4,782	0	(4,782)		(4,782)	0.0%	
4500 Town Centre Management	2	47	1,000	953		953	4.7%	
4512 Telephone	11	187	250	63		63	74.9%	
5405 Town Centre Events	908	908	4,000	3,092		3,092	22.7%	
7350 Tfr to Earmarked Reserves	0	4,120	0	(4,120)		(4,120)	0.0%	
7355 Tfr from Earmarked Reserves	(350)	(1,372)	0	1,372		1,372	0.0%	
Town Centre Management :- Indirect Expenditure	<b>4,946</b>	<b>35,082</b>	<b>27,200</b>	<b>(7,882)</b>	<b>0</b>	<b>(7,882)</b>	<b>129.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,946)</b>	<b>(13,837)</b>	<b>(23,200)</b>	<b>(9,363)</b>				
<b>130 Environmental</b>								
1031 Income - Electric Bollards	0	10	0	(10)			0.0%	
Environmental :- Income	<b>0</b>	<b>10</b>	<b>0</b>	<b>(10)</b>				<b>0</b>
4511 Utilities	25	149	450	301		301	33.0%	
6009 Land at the Star Maintenance	0	120	350	230		230	34.3%	
6011 Town Seats	0	6,873	400	(6,473)		(6,473)	1718.1%	
6012 Street Lights	0	646	2,000	1,354		1,354	32.3%	
6015 Signs	0	479	500	21		21	95.8%	
6022 Planting for CornMarket	0	0	400	400		400	0.0%	
6023 Drinking Water Fountain	16	28	200	172		172	14.0%	
6025 Bollard/St Furn Mtce	0	0	400	400		400	0.0%	
7355 Tfr from Earmarked Reserves	0	(6,873)	0	6,873		6,873	0.0%	
Environmental :- Indirect Expenditure	<b>41</b>	<b>1,422</b>	<b>4,700</b>	<b>3,278</b>	<b>0</b>	<b>3,278</b>	<b>30.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(41)</b>	<b>(1,412)</b>	<b>(4,700)</b>	<b>(3,288)</b>				
<b>135 Marshalls</b>								
1103 Income - Marshalls Donations	0	110	0	(110)			0.0%	
Marshalls :- Income	<b>0</b>	<b>110</b>	<b>0</b>	<b>(110)</b>				<b>0</b>
5103 Marshalls In Romsey	0	0	400	400		400	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6019 Road Closure	0	83	0	(83)		(83)	0.0%	
Marshalls :- Indirect Expenditure	0	83	400	317	0	317	20.7%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>27</b>	<b>(400)</b>	<b>(427)</b>				
<b>140 Planning</b>								
5011 Council Use of Town Hall	0	0	1,000	1,000		1,000	0.0%	
Planning :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>				
<b>160 War Horse Fund</b>								
1190 Interest Received	6	12	0	(12)			0.0%	
War Horse Fund :- Income	6	12	0	(12)				0
4855 War Horse Fund Expenses	0	160	160	0		0	100.0%	
7350 Tfr to Earmarked Reserves	6	13	0	(13)		(13)	0.0%	
7355 Tfr from Earmarked Reserves	0	(160)	(160)	0		0	100.0%	
War Horse Fund :- Indirect Expenditure	6	13	0	(13)	0	(13)		0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(2)</b>	<b>0</b>	<b>2</b>				
<b>170 Christmas Lights Fund</b>								
1009 Income - Grants	0	2,000	2,000	0			100.0%	
1011 Income - Donations	0	3,000	3,000	0			100.0%	
1190 Interest Received	0	2	0	(2)			0.0%	
Christmas Lights Fund :- Income	0	5,002	5,000	(2)			100.0%	0
6764 Christmas in Romsey	1,423	28,017	29,000	983		983	96.6%	
6765 Christmas Light Refurb	0	1,477	4,000	2,524		2,524	36.9%	
Christmas Lights Fund :- Indirect Expenditure	1,423	29,493	33,000	3,507	0	3,507	89.4%	0
<b>Net Income over Expenditure</b>	<b>(1,423)</b>	<b>(24,492)</b>	<b>(28,000)</b>	<b>(3,508)</b>				
Grand Totals:- Income	10,993	433,171	415,722	(17,449)			104.2%	
Expenditure	29,523	364,427	415,722	51,295	0	51,295	87.7%	
<b>Net Income over Expenditure</b>	<b>(18,529)</b>	<b>68,744</b>	<b>0</b>	<b>(68,744)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(18,529)</b>	<b>68,744</b>						



## Summary Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Administration							
	Income	112	1,393	1,575	182			88.4%
	Expenditure	8,039	99,629	121,160	21,531		21,531	82.2%
	Movement to/(from) Gen Reserve	<u>(7,927)</u>	<u>(98,236)</u>					
103	Grants							
	Expenditure	0	5,045	6,000	955		955	84.1%
104	Civic							
	Income	0	30	0	(30)			0.0%
	Expenditure	186	7,512	8,995	1,483		1,483	83.5%
	Movement to/(from) Gen Reserve	<u>(186)</u>	<u>(7,482)</u>					
105	Finance							
	Income	137	321,968	320,618	(1,350)			100.4%
	Expenditure	19	7,345	13,300	5,955		5,955	55.2%
	Movement to/(from) Gen Reserve	<u>118</u>	<u>314,623</u>					
107	Market							
	Income	1,582	6,403	5,000	(1,403)			128.1%
110	Town Hall							
	Income	6,983	62,223	63,074	851			98.7%
	Expenditure	14,455	167,395	186,662	19,267		19,267	89.7%
	Movement to/(from) Gen Reserve	<u>(7,472)</u>	<u>(105,172)</u>					
111	Town Hall Bar							
	Income	225	3,447	1,500	(1,947)			229.8%
	Expenditure	(44)	2,938	1,950	(988)		(988)	150.7%
	Movement to/(from) Gen Reserve	<u>269</u>	<u>509</u>					
112	Town Hall Film Shows							
	Income	888	7,979	12,250	4,271			65.1%
	Expenditure	435	5,393	8,650	3,257		3,257	62.3%
	Movement to/(from) Gen Reserve	<u>453</u>	<u>2,587</u>					
120	Allotments - Southampton Rd							
	Income	60	3,350	2,705	(645)			123.8%
	Expenditure	17	3,078	2,705	(373)		(373)	113.8%
	Movement to/(from) Gen Reserve	<u>43</u>	<u>271</u>					
125	Town Centre Management							
	Income	1,000	21,245	4,000	(17,245)			531.1%
	Expenditure	4,946	35,082	27,200	(7,882)		(7,882)	129.0%
	Movement to/(from) Gen Reserve	<u>(3,946)</u>	<u>(13,837)</u>					
130	Environmental							
	Income	0	10	0	(10)			0.0%
	Expenditure	41	1,422	4,700	3,278		3,278	30.2%
	Movement to/(from) Gen Reserve	<u>(41)</u>	<u>(1,412)</u>					
135	Marshalls							
	Income	0	110	0	(110)			0.0%
	Expenditure	0	83	400	317		317	20.7%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>27</u>					
140	Planning							
	Expenditure	0	0	1,000	1,000		1,000	0.0%
160	War Horse Fund							
	Income	6	12	0	(12)			0.0%
	Expenditure	6	13	0	(13)		(13)	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2)</u>					
170	Christmas Lights Fund							
	Income	0	5,002	5,000	(2)			100.0%
	Expenditure	1,423	29,493	33,000	3,507		3,507	89.4%
	Movement to/(from) Gen Reserve	<u>(1,423)</u>	<u>(24,492)</u>					





## Summary Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	10,993	433,171	415,722	(17,449)			104.2%
Expenditure	29,523	364,427	415,722	51,295	0	51,295	87.7%
Net Income over Expenditure	<u>(18,529)</u>	<u>68,744</u>	<u>0</u>	<u>(68,744)</u>			
Movement to/(from) Gen Reserve	<u>(18,529)</u>	<u>68,744</u>					



## List of Payments made between 01/01/2023 and 31/01/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2023	Screwfix Ltd	DD1	35.66		7427-Batteries
03/01/2023	Public Works Loan Board	DD2	2,572.04		7401-Loan repayment
05/01/2023	Bongo Creative	Bacs1	400.00		7518/Volunteer Fair Brand
06/01/2023	Southern Cross Consulting Ltd	DD3	44.88		7497/VoIP call charges Dec22
09/01/2023	Lloyds Service Chg 10Nov-9Dec	DR	7.85		Lloyds Service Chg 10Nov-9Dec
09/01/2023	British Telecommunications plc	DD4	49.66		7494/BT Phone charges
10/01/2023	SGW Payroll Ltd	DD5	81.18		7481/Payroll services Dec22
12/01/2023	Mr T Crowther	001264	80.00		Mr T Crowther -S/L Refund
12/01/2023	PEAC (UK) Limited	DD6	300.00		7413-Copier rental Jan/Mar
15/01/2023	Test Valley Borough Council	Std Ord	2,033.00		Test Valley-Rates 22/23
16/01/2023	NEST Pensions	DD	135.72		NEST Pensions
17/01/2023	Octopus Energy Limited	DD7	1,476.33		7523/Ac A-9DF03FOF Dec2022
17/01/2023	Mr P Sissons	Bacs2	200.00		7519/Hosting Xmas lights event
23/01/2023	ACE Liftaway Limited	DD8	81.49		7496/Waste disposal 9Dec
26/01/2023	Salaries January 2023	DD	12,773.79		Salaries January 2023
30/01/2023	Agilico Workplace Technologies	Bacs3	188.45		7482/Copier usage - black
30/01/2023	Anchor Pipework Limited	Bacs4	609.60		7486/Replace pump
30/01/2023	Communications (Southern) Ltd	Bacs5	156.00		7483/Two-way radio hire Nov21
30/01/2023	PPL PRS Ltd	Bacs6	443.69		7479/Music licence
30/01/2023	Mr Joseph Robert Rowe	Bacs7	1,440.00		7485/Xmas tree erect/dismantle
30/01/2023	Misra Ltd t/a The Studio	Bacs8	69.24		7480/Christmas cards
30/01/2023	Hampshire Pension Fund	Bacs9	3,047.08		7514/HCC Superann Dec2022
30/01/2023	HM Revenue & Customs	Bacs10	3,780.25		7513/HMRC PAYE/NI Dec22
30/01/2023	Bongo Creative	Bacs11	400.00		7515/Volunteer Fair Brand
30/01/2023	Rialtas Business Solutions Ltd	Bacs12	154.50		7484/MTD for VAT to Mar23
30/01/2023	Southern Water	Bacs13	16.35		7516/Water22298320 7Jun-20Dec
31/01/2023	Utility Warehouse Limited	DD9	58.51		7528/Phone & broadband charges
<b>Total Payments</b>			<b>30,635.27</b>		



**Romsey Town Council 2022-23**

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Annual Bud	Variance
	April	May	June	July	August	September	October	November	December	January	February	March	To	Annual Total	Annual Total	
	1	2	3	4	5	6	7	8	9	10	11	12	Date			
<b>TOTAL SALARIES COSTS</b>																
4001 Salaries	10,172	10,280	10,705	13,126	13,037	12,694	13,499	20,274	14,403	14,216	-	-	-	132,406	143,750	11,344
4002 Employers N.I.	927	847	874	1,172	1,119	1,111	1,238	2,088	1,242	1,223	-	-	-	11,841	12,500	659
4003 Employers Superann	1,482	1,614	1,546	2,290	2,143	2,143	2,238	3,392	2,401	2,380	-	-	-	21,629	19,600	2,029
4005 Holiday Cleaning	225	225	-	122	-	122	-	-	-	73	-	-	-	542	600	58
4008 Function Attendants & Casuals	1,098	731	956	938	892	829	1,080	1,224	1,509	992	-	-	-	10,249	9,000	1,249
4006 Film Show Attendants	221	219	288	207	200	156	87	156	166	63	-	-	-	2,500	2,500	737
4010 Wages - Maintenance	586	586	586	586	586	586	586	1,055	638	638	-	-	-	7,500	7,500	1,067
4011 Fixed Pension Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>14,711</b>	<b>14,277</b>	<b>14,955</b>	<b>18,441</b>	<b>17,977</b>	<b>17,641</b>	<b>18,728</b>	<b>28,189</b>	<b>20,359</b>	<b>19,586</b>	-	-	-	<b>184,864</b>	<b>195,450</b>	<b>10,586</b>
<b>Administration Salaries</b>																
4001 Salaries	4,487	4,437	4,436	4,436	4,492	4,436	4,701	6,688	4,969	5,080	-	-	-	48,162	61,250	79%
4002 Employers N.I.	440	439	440	439	448	439	480	713	476	492	-	-	-	4,806	5,650	85%
4003 Employers superann	725	811	778	777	780	778	785	1,098	822	846	-	-	-	8,200	9,650	85%
4011 Fixed Pension Contribution	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>5,652</b>	<b>5,687</b>	<b>5,654</b>	<b>5,652</b>	<b>5,720</b>	<b>5,653</b>	<b>5,960</b>	<b>8,499</b>	<b>6,267</b>	<b>6,417</b>	-	-	-	<b>61,167</b>	<b>76,550</b>	<b>80%</b>
<b>Town Hall Salaries</b>																
4001 Salaries	5,281	5,478	5,364	5,420	5,388	5,364	5,404	8,731	5,721	5,721	-	-	-	57,872	61,550	94%
4002 Employers N.I.	487	408	434	416	354	355	441	885	453	419	-	-	-	4,652	5,400	86%
4003 Employers superann	757	803	768	787	750	752	840	1,372	932	867	-	-	-	8,648	9,950	87%
4005 Overtime Cleaning	225	-	-	122	-	122	-	-	-	73	-	-	-	542	600	90%
4008 Function Attendants & Casuals	1,098	731	956	938	892	829	1,080	1,224	1,509	992	-	-	-	10,249	9,000	114%
4010 Wages - Maintenance	586	586	586	586	586	586	586	1,055	638	638	-	-	-	7,500	7,500	86%
<b>TOTAL</b>	<b>8,434</b>	<b>8,006</b>	<b>8,108</b>	<b>8,269</b>	<b>7,970</b>	<b>8,008</b>	<b>8,351</b>	<b>13,267</b>	<b>9,253</b>	<b>8,730</b>	-	-	-	<b>88,396</b>	<b>94,000</b>	<b>94%</b>
<b>Town Hall Bar Salaries</b>																
4001 Salaries	374	365	263	376	263	-	168	156	176	-	-	-	-	2,141	450	476%
4002 Employers N.I.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4003 Employers superann	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>374</b>	<b>365</b>	<b>263</b>	<b>376</b>	<b>263</b>	<b>-</b>	<b>168</b>	<b>156</b>	<b>176</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,141</b>	<b>450</b>	<b>476%</b>
<b>Town Hall Film Shows</b>																
4008 Function Attendants & Casuals	221	219	288	207	200	156	87	156	166	63	-	-	-	1,763	2,500	71%
<b>Town Centre Manager</b>																
4001 Salaries	30	-	559	2,894	2,894	2,894	3,226	4,699	3,415	3,415	-	-	-	24,026	20,500	117%
4002 Employers N.I.	-	-	-	317	317	317	317	490	313	313	-	-	-	2,384	1,450	164%
4003 Employers superann	-	-	-	726	613	613	613	922	647	647	-	-	-	4,781	-	0%
<b>TOTAL</b>	<b>30</b>	<b>-</b>	<b>559</b>	<b>3,937</b>	<b>3,824</b>	<b>3,824</b>	<b>4,156</b>	<b>6,111</b>	<b>4,375</b>	<b>4,375</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,191</b>	<b>21,950</b>	<b>142%</b>
<b>Civic Salaries</b>																
4001 Salaries	-	-	83	-	-	-	-	-	122	-	-	-	-	205	500	41%
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>122</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>205</b>	<b>500</b>	<b>41%</b>
															<b>195,450</b>	
															<b>Total % of budget used to date 94.58%</b>	
															<b>% of budget should be used to date 75.00%</b>	

