

ABINGDON-ON-THAMES TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE

TUESDAY 21st MAY 2019

Agenda item 9: Report of the Treasurer / Responsible Financial Officer

Introduction

- 1.1 Please find attached the Committee's Management Accounts for the full year 1st April 2018-31st March 2019 (**APPENDIX A**).
- 1.2 The report includes the actual income and expenditure for 2018-19, 2018-19 budget, comparative figures for 2017-18 and the approved budget for 2019-20.

General commentary on the management accounts for 2018-19

- 2.1 Total net expenditure for the year was £41,807, meaning a budget underspend of £9,360. (Total budget was £51,167, 18.3% underspend).
- 2.2 Actual expenditure was £98,689 (an underspend of £73 against budget of £98,762). Actual income received was £9,286 higher than budgeted for (£56,881 actual .v. £47,595 budget).
- 2.3 An explanation of the significant variations against budget is attached at **APPENDIX B**.
- 2.4 At the previous meeting of this committee, held on 26th February 2019, it was resolved that the unspent budget in relation to Fun / Music in the Park (June 2018 event) would be transferred to an earmarked reserve in order to be spent on this event in the future. This transfer can be seen at line 215/4991 £7,691. It was also agreed that the original planned use of the existing reserve of £2,771 for this event was no longer required. This means that the earmarked reserve for Fun / Music in the Park now stands at £10,462.
- 2.5 Members were also requested to consider whether there were any other transfers to or from reserves the committee wished to propose¹. No such transfers were proposed. No further transfers are recommended by your officers at year end.
- 2.6 ***Members are requested to approve the Management Accounts for the period 1st April 2018 – 31st March 2019.***

¹ In line with the Council's Terms of Reference, the spending committees can approve transfers into earmarked reserves but transfers out of earmarked reserves require Full Council approval, by recommendation by the Finance and General Purposes Committee.

Budget for 2019-20

- 3.1 As approved at the meeting of the Full Council on 23rd January 2019, the Community Services budget for 2019-20 has been set at £53,006. A breakdown of the budget is included in **APPENDIX A**.

Management Accounts for 2019-20

- 4.1 Please find attached the Committee's Management Accounts for the period 1st – 30th April 2019 (**APPENDIX C**). Members will see that this report also includes last year's figures which are consistent with those provided in Appendix A (£1.00 rounding).
- 4.2 So far this financial year, the main spending relates to the Fun / Music in the Park event planned for 1st June 2019 (shown at cost centre 215), and some regular utility costs. The miscellaneous income shown at 404/1099 relates to monies received from the previous Council members for the end of term dinner. This will be offset against costs charged for the dinner, once the invoice has been received.
- 4.3 ***Members are requested to approve the Management Accounts for the period 1st – 30th April 2019.***

Decisions

- 5.1 Members are requested to adopt this report (this will be a resolved matter for this Committee).

Susan Whipp
Treasurer
15th May 2019

Note : Community Services Committee Management Accounts up to 31st March 2019 APPENDIX A

	2017-18		2018-19		2019-20 Next Year Budget
	Budget	Actual	Revised Budget	Actual YTD	
Community Services Committee					
215 TOWN EVENTS					
4035 EXTRAVAGANZA	0	30	0	0	0
4036 Summer Events	12,150	14,324	13,581	15,626	14,651
4038 Music in the Park	13,300	20,425	20,231	14,994	20,717
4078 Other events (e.g. Club Soc)	510	0	530	0	543
4871 Town centre initiatives	5,330	3,455	5,195	5,387	5,838
4905 WKS SALARY RECHARGE	5,987	3,653	2,834	1,439	2,662
4906 WKS O'HEAD RECHARGE	1,461	661	390	272	411
4907 AGENCY RECHARGES	0	518	647	49	91
4991 TFR TO EARMARKED RSV	0	0	0	7,691	0
4992 TFR FR EARMARKED RSV	0	-7,077	-2,771	0	0
	38,738	35,988	40,637	45,458	44,913
OverHead Expenditure					
1020 GRANTS REC'D GENERAL	1,500	0	0	0	0
1036 Fun in the Park	1,318	960	997	1,225	1,254
1038 Music in the Park	18,300	18,381	18,300	22,571	22,571
	21,118	19,340	19,297	23,795	23,825
Total Income					
	17,620	16,648	21,340	21,663	21,088
215 Net Expenditure					
301 COMMUNICATION					
4031 Print Media	9,000	1,339	4,000	774	4,000
4034 Digital Media	3,060	0	3,179	3,000	3,255
4991 TFR TO EARMARKED RSV	0	10,721	0	0	0
	12,060	12,060	7,179	3,774	7,255
OverHead Expenditure					

Note : Community Services Committee Management Accounts up to 31st March 2019 APPENDIX A

	2017-18		2018-19		2019-20
	Budget	Actual	Revised Budget	Actual YTD	
Total Income	0	0	0	0	0
301 Net Expenditure	12,060	12,060	7,179	3,774	7,255
306 FARMERS MARKET					
1004 RENTAL INCOME	2,526	1,656	1,659	1,772	1,691
Total Income	2,526	1,656	1,659	1,772	1,691
306 Net Expenditure	-2,526	-1,656	-1,659	-1,772	-1,691
307 THE BURY & MARKET					
4011 RATES	3,129	2,397	2,677	2,655	2,950
4014 ELECTRICITY & GAS	4,520	4,332	4,984	4,639	4,445
4020 MISC. ESTABLISH COST	0	0	0	0	3,500
4026 SUBSCRIPTIONS	320	0	332	318	332
4028 LICENCES	70	245	260	240	266
4040 PROPERTY/EQUIPMENT	1,000	1,908	1,823	0	1,867
4068 BAD DEBTS WOFF	0	59	0	0	0
4122 Market reinvestment	600	0	600	0	600
4905 WKS SALARY RECHARGE	10,226	9,057	7,967	9,588	12,297
4906 WKS O'HEAD RECHARGE	2,028	1,964	1,602	1,659	2,097
4907 AGENCY RECHARGES	0	659	1,201	207	219
OverHead Expenditure	21,893	20,621	21,446	19,305	28,573
1004 RENTAL INCOME	21,101	25,230	23,971	28,538	24,395
1030 RECHARGES	1,180	2,686	2,668	2,726	2,668
1032 Alcohol licence income	0	10	0	50	0
Total Income	22,281	27,926	26,639	31,314	27,063
307 Net Expenditure	-388	-7,306	-5,193	-12,009	1,510

Note : Community Services Committee Management Accounts up to 31st March 2019

APPENDIX A

	<u>2017-18</u>		<u>2018-19</u>		<u>2019-20</u>
	Budget	Actual	Agreed Budget	Revised Budget Actual YTD	Next Year Budget
404 CIVIC & MAYORAL (PART DRM)					
4002 EXPENSES(NON EMP'EE)	200	200	200	200	200
4019 Room Hire	200	601	603	0	600
4020 MISC. ESTABLISH COST	102	1,343	107	78	110
4303 CIVIC FUNCTIONS	3,856	2,921	9,006	8,691	4,000
4905 WKS SALARY RECHARGE	1,829	1,182	1,259	3,565	1,663
4906 WKS O'HEAD RECHARGE	365	167	143	459	233
4907 AGENCY RECHARGES	0	94	182	4	38
OverHead Expenditure	6,552	6,508	11,500	12,996	6,844
1099 MISCELLANEOUS INCOME	0	555	0	0	0
Total Income	0	555	0	0	0
404 Net Expenditure	6,552	5,952	11,500	12,996	6,844
413 Community grants					
4251 GRANTS S137	18,000	17,820	18,000	17,155	18,000
OverHead Expenditure	18,000	17,820	18,000	17,155	18,000
413 Net Expenditure	18,000	17,820	18,000	17,155	18,000
Community Services - Expenditure	97,243	92,996	98,762	98,689	105,585
Income	45,925	49,478	47,595	56,881	52,579
Net Expenditure	51,318	43,518	51,167	41,807	53,006
Total Budget Expenditure	97,243	92,996	98,762	98,689	105,585
Income	45,925	49,478	47,595	56,881	52,579
Net Expenditure	51,318	43,518	51,167	41,807	53,006

APPENDIX B**Community Services Committee Management Accounts 2018-19 - Explanation of significant variations against budget**

<u>Cost Centre</u>	<u>Net expenditure BUDGET</u>	<u>Net expenditure ACTUAL</u>	<u>Difference</u>	<u>Explanation</u>
215 Town Events	£21,340	£21,663	£323 over budget	Not significant
301 Communication	£7,179	£3,774	(£3,405) under budget	£3,226 of budget allowed for print media (4031) unspent. New publications proposed for 2019-20
306 Farmers Market	(£1,659)	(£1,772)	(£113) under budget	Not significant
307 The Bury and Market	(£5,193)	(£12,009)	(£6,816) under budget	(i) £1,823 budget for property and equipment was needed (4040) (ii) Market reinvestment budget £600 not used (4122) (iii) Actual income received for market tolls, licences and utility recharges exceeded budget by £4,675 (1004-1032)
404 Civic and Mayoral	£11,500	£12,996	£1,496 over budget	(i) Anticipated room hire costs were not due, saving £603 budget (4019) (ii) Budget for cost of civic functions was unspent by £315 (iii) Works Team time spent on civic functions higher than included in budget e.g. bun throwing event meaning recharged costs exceeded budget by £2,444

APPENDIX B

413 Community Grants	£18,000	£17,155	(£845) under budget	(i) Total value of grants applied for and awarded less than budget allowed (4251)
TOTAL	£51,167	£41,807	(£9,360) under budget	

Note

Unless recommended by the Committee any budget underspends are not earmarked for specific events in the future. Instead, underspends are used to offset any overspends elsewhere across the Council. If there is an overall net underspend across the Council this is transferred to the General Reserve. This committee is able to draw on the general reserve in the future, subject to approval by Full Council. The management accounts include one transfer to a specific reserve for use by this Committee in future year, and that relates to Fun / Music in Park event. This was approved by this Committee on 26th February 2019.

Susan Whipp - Treasurer / RFO
15th May 2019

Note : Community Services Committee Management Accounts up to 30th April 2019 **APPENDIX C**

	<u>2018-19</u>		<u>2019-20</u>	
	Budget	Actual	Agreed Budget	Revised Budget Actual YTD
Community Services Committee				
215 TOWN EVENTS				
4036 Summer Events	13,581	15,626	14,651	7,910
4038 Music in the Park	20,231	14,994	20,717	6,776
4078 Other events (e.g. Club Soc)	530	0	543	0
4871 Town centre initiatives	5,195	5,387	5,838	150
4905 WKS SALARY RECHARGE	2,834	1,439	2,662	43
4906 WKS O'HEAD RECHARGE	390	272	411	13
4907 AGENCY RECHARGES	647	49	91	3
4991 TFR TO EARMARKED RSV	0	7,691	0	0
4992 TFR FR EARMARKED RSV	-2,771	0	0	0
OverHead Expenditure	40,637	45,458	44,913	14,895
1036 Fun in the Park	997	1,225	1,254	0
1038 Music in the Park	18,300	22,571	22,571	3,475
Total Income	19,297	23,795	23,825	3,475
215 Net Expenditure	21,340	21,663	21,088	11,420
301 COMMUNICATION				
4031 Print Media	4,000	774	4,000	0
4034 Digital Media	3,179	3,000	3,255	0
OverHead Expenditure	7,179	3,774	7,255	0
Total Income	0	0	0	0
301 Net Expenditure	7,179	3,774	7,255	0

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Note : Community Services Committee Management Accounts up to 30th April 2019 APPENDIX C

	2018-19		2019-20	
	Budget	Actual	Agreed Budget	Revised Budget Actual YTD
306 FARMERS MARKET				
1004 RENTAL INCOME	1,659	1,772	1,691	0
	<u>1,659</u>	<u>1,772</u>	<u>1,691</u>	<u>0</u>
Total Income				
306 Net Expenditure	-1,659	-1,772	-1,691	0
307 THE BURY & MARKET				
4011 RATES	2,677	2,655	2,950	249
4014 ELECTRICITY & GAS	4,984	4,639	4,445	207
4020 MISC. ESTABLISH COST	0	0	3,500	0
4026 SUBSCRIPTIONS	332	318	332	0
4028 LICENCES	260	240	266	16
4040 PROPERTY/ EQUIPMENT	1,823	0	1,867	0
4122 Market reinvestment	600	0	600	0
4905 WKS SALARY RECHARGE	7,967	9,588	12,297	806
4906 WKS O'HEAD RECHARGE	1,602	1,659	2,097	248
4907 AGENCY RECHARGES	1,201	207	219	53
	<u>21,446</u>	<u>19,306</u>	<u>28,573</u>	<u>1,579</u>
OverHead Expenditure				
1004 RENTAL INCOME	23,971	28,538	24,395	1,969
1030 RECHARGES	2,668	2,726	2,668	10
1032 Alcohol licence income	0	50	0	0
	<u>26,639</u>	<u>31,314</u>	<u>27,063</u>	<u>1,979</u>
Total Income				
307 Net Expenditure	-5,193	-12,008	1,510	-400

Note : Community Services Committee Management Accounts up to 30th April 2019

APPENDIX C

	2018-19		2019-20	
	Budget	Actual	Agreed Budget	Revised Budget Actual YTD
404				
CIVIC & MAYORAL (PART DRM)				
4002 EXPENSES(NON EMP'EE)	200	200	200	0
4019 Room Hire	603	0	600	0
4020 MISC. ESTABLISH COST	107	78	110	44
4303 CIVIC FUNCTIONS	9,006	8,691	4,000	200
4905 WKS SALARY RECHARGE	1,259	3,565	1,663	0
4906 WKS O'HEAD RECHARGE	143	459	233	0
4907 AGENCY RECHARGES	182	4	38	0
	<u>11,500</u>	<u>12,996</u>	<u>6,844</u>	<u>244</u>
OverHead Expenditure				
1099 MISCELLANEOUS INCOME	0	0	0	474
	<u>0</u>	<u>0</u>	<u>0</u>	<u>474</u>
Total Income				
404 Net Expenditure	11,500	12,996	6,844	-230
413				
Community grants				
4251 GRANTS S137	18,000	17,155	18,000	0
	<u>18,000</u>	<u>17,155</u>	<u>18,000</u>	<u>0</u>
OverHead Expenditure				
413 Net Expenditure	18,000	17,155	18,000	0
	<u>18,000</u>	<u>17,155</u>	<u>18,000</u>	<u>0</u>
Community Services - Expenditure	98,762	98,689	105,585	16,718
Income	47,595	56,881	52,579	5,929
	<u>51,167</u>	<u>41,808</u>	<u>53,006</u>	<u>10,789</u>
Net Expenditure				
Total Budget Expenditure	98,762	98,689	105,585	16,718
Income	47,595	56,881	52,579	5,929
	<u>51,167</u>	<u>41,808</u>	<u>53,006</u>	<u>10,789</u>
Net Expenditure				