

SANDWICH TOWN COUNCIL OUTTURN DETAILED REPORT 2022-23

Budget Summary	Expenditure / Income	2022/23 Budget Heading	Original Budget	Virements +/-	Current Budget	April	May	June	July	August	September	October	November	December	January	February	March	Total Forecast	Projected Over/Under Spend +/-	Comments for variances over £100 / Notes
Mayoral	EXP	Mayoral Expenses	£2,000.00		£2,000.00	£0.00	£26.00	£0.00	£197.50	£1,226.50	£159.70	£62.50	£78.00	£76.00	£108.90	£85.00	£66.00	£2,086.10	£86.10	
Mayoral	EXP	Mayoral Travel	£2,000.00		£2,000.00	£62.01	£30.90	£22.95	£287.90	£106.44	£0.00	£0.00	£301.40	£179.70	£0.00	£115.50	£89.50	£1,196.30	£-803.70	Less Mayoral activity than planned
Mayoral	EXP	Mayor's Hospitality (Including Civic Events)	£3,500.00		£3,500.00	£0.00	£54.15	£0.00	£113.92	£0.00	£79.65	£25.00	£565.00	£17.00	£0.00	£0.00	£0.00	£854.72	£-2,645.28	Less Mayoral activity than planned
Mayoral	EXP	Mayor's Attendant & Uniform	£8,960.00		£8,960.00	£100.00	£409.63	£534.39	£1,125.39	£656.49	£480.07	£525.45	£525.35	£313.66	£100.00	£390.64	£322.69	£5,483.76	£-3,476.24	Less Mayoral activity than planned
Mayoral	EXP	Cinque Port Functions & Subscription	£430.00		£430.00	£0.00	£0.00	£0.00	£0.00	£0.00	£38.00	£0.00	£0.00	£0.00	£350.00	£0.00	£25.00	£413.00	£-17.00	
Mayoral	EXP	Curfew Ringers Supper (not bell repairs)	£800.00		£800.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£703.15	£0.00	£703.15	£-96.85	
Staffing	EXP	Town Clerk & Office Staff	£65,120.00		£65,120.00	£4,927.15	£4,968.21	£4,986.57	£4,961.73	£4,937.58	£5,515.67	£5,486.02	£5,386.80	£5,402.88	£5,336.26	£5,117.12	£5,139.86	£62,165.85	£-2,954.15	Underspend due to one member of staff not being in the pension scheme until September
Staffing	EXP	Contribution to Caretaking Staff	£8,090.00		£8,090.00	£688.32	£759.31	£727.41	£745.24	£685.80	£706.14	£728.89	£698.26	£690.55	£681.02	£534.35	£541.07	£8,186.36	£96.36	
Staffing	EXP	Staffing Contingency Fund	£2,000.00		£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,356.00	£3,756.00	£5,112.00	£3,112.00	Overspend due to Acting Town Clerk cost (January - March)
Staffing	EXP	Staff Recruitment	£3,500.00		£3,500.00	£0.00	£0.00	£240.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£240.00	£-3,260.00	No planned expenditure before April
Staffing	EXP	Staff Training	£2,000.00		£2,000.00	£0.00	£0.00	£45.00	£18.00	£757.44	£32.44	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£902.88	£-1,097.12	Not much training undertaken in 2022/23
Staffing	EXP	Officers Travel & Parking Expenses	£1,000.00		£1,000.00	£0.00	£825.00	£0.00	£100.00	£275.00	£0.00	£0.00	£0.00	£0.00	£232.50	£0.00	£0.00	£1,433.40	£433.40	Balanced by end of year refund for Staff Parking Permits from STBF Guildhall
Staffing	EXP	Staff Salaries bonus pot	£640.00		£640.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£-640.00	No bonuses paid in 2022/23
Administration	EXP	Petty Cash	£120.00		£120.00	£0.00	£0.00	£0.00	£0.00	£30.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£30.00	£-90.00	
Administration	EXP	Peninsula Business & Capita	£1,280.00		£1,280.00	£0.00	£112.67	£112.67	£0.00	£112.67	£225.34	£112.67	£225.34	£112.67	£121.59	£0.00	£492.41	£1,740.70	£460.70	Refund from STBF made in March for one quarter of peninsula cost
Administration	EXP	Office Expenses (incl. telephone)	£7,210.00		£7,210.00	£71.32	£118.64	£322.58	£541.40	£172.01	£191.74	£156.23	£622.82	£190.62	£575.10	£133.60	£156.58	£3,252.64	£-3,957.36	£4,000 underspend due to office redecoration not taking place
Administration	EXP	Audit Fees	£2,400.00		£2,400.00	£0.00	£0.00	£0.00	£1,420.00	£0.00	£1,300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,720.00	£320.00	Higher fees than expected.
Administration	EXP	Subscriptions & Memberships	£1,990.00		£1,990.00	£1,517.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,517.00	£-473.00	Town Sergeant did not rejoin Cinque Ports - Mace Bearers and Town Cryers' Guild.
Administration	EXP	IT Expenses (incl. Website)	£14,500.00		£14,500.00	£658.40	£158.40	£168.40	£255.40	£341.46	£1,788.90	£348.90	£298.90	£462.60	£924.00	£514.90	£518.59	£6,438.85	£-8,061.15	Expected spend on live streaming, replacement laptops, microphones for council meetings did not take place
Administration	EXP	Photocopier (Rental & Usage)	£1,600.00		£1,600.00	£0.00	£81.36	£32.66	£65.81	£113.43	£221.12	£328.30	£0.00	£270.59	£77.12	£54.56	£-100.59	£1,444.36	£-155.64	Greater usage than expected
Administration	EXP	Bank Charges	£700.00		£700.00	£56.35	£46.73	£60.39	£54.33	£56.24	£65.94	£46.94	£0.00	£0.00	£63.25	£52.37	£135.71	£638.25	£-61.75	Less paid due to less expenditure being made
Administration	EXP	Health & Safety Provisions	£3,000.00		£3,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£-3,000.00	Health and Safety work was not carried out due to lack of staff
Insurance	EXP	Guildhall Insurance including contents	£580.00		£580.00	£277.20	£0.00	£0.00	£0.00	£0.00	£299.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£577.19	£-2.81	
Insurance	EXP	Insurance - Public Conveniences and Boatmans' Chapel	£120.00		£120.00	£224.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£224.00	£104.00	Insurance costs altered slightly for 2022/23 - balanced by reductions elsewhere
Insurance	EXP	Other Insurances (ie/ Liability & Slander)	£4,310.00		£4,310.00	£3,919.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,919.50	£-390.50	Change of premium / reduced insurance
Public Conveniences	EXP	Quay Conveniences - Salaries	£13,300.00		£13,300.00	£851.50	£1,079.50	£965.50	£1,859.56	£956.00	£880.00	£1,420.47	£908.50	£782.63	£889.50	£832.50	£766.00	£12,191.66	£-1,108.34	Cattle Market Salaries % to be reassessed so apportionment will change
Public Conveniences	EXP	Cattle Market Conveniences - Salaries	£5,070.00		£5,070.00	£260.00	£260.00	£260.00	£260.00	£260.00	£260.00	£260.00	£260.00	£260.00	£260.00	£260.00	£260.00	£3,120.00	£-1,950.00	Cattle Market Salaries % to be reassessed so apportionment will change
Public Conveniences	EXP	Quay Conveniences - Other Expenditure	£4,190.00		£4,190.00	£3.60	£602.03	£3.60	£0.00	£816.08	£0.00	£822.86	£603.55	£0.00	£81.25	£0.00	£2,190.88	£5,123.85	£933.85	Due to invoice P22 for electricity for year, who share electricity. Also, vandalism drove costs up.
Public Conveniences	EXP	Cattle Market Conveniences - Other Expenditure	£1,750.00		£1,750.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£264.73	£264.73	£-1,485.27	Budget underspend - No small repairs necessary. Balances overspend above.
S144 (Visitor Information Centre & Tourism)	EXP	S144 Expenditure (TIC & Tourism Promotion) - Salaries	£6,200.00		£6,200.00	£520.13	£528.39	£500.10	£1,985.79	£1,513.67	£1,312.52	£807.94	£952.54	£724.93	£361.26	£484.77	£453.79	£10,145.83	£3,945.83	Overspend due to unbudgeted pay increase for VIC Assistant.
S144 (Visitor Information Centre & Tourism)	EXP	S144 Expenditure - Other Expenditure	£19,460.00		£19,460.00	£48.16	£92.00	£11,712.24	£150.57	£68.19	£638.14	£50.28	£50.00	£50.00	£50.00	£50.57	£50.02	£13,010.17	£-6,449.83	Underspend created to balance overspend above.
Sandwich Open Spaces / Other Properties	EXP	Black Lane / Sandown Road Allotments	£3,000.00	£420.00	£3,420.00	£374.26	£0.00	£0.00	£539.51	£55.00	£0.00	£875.33	£0.00	£0.00	£574.17	£0.00	£450.00	£2,868.27	£-551.73	Fencing work undertaken in October, but less work than budgeted for.
Sandwich Open Spaces / Other Properties	EXP	Chapel - Water Rates & Maintenance	£100.00		£100.00	£109.54	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£109.54	£9.54	
Sandwich Open Spaces / Other Properties	EXP	Cow Leas	£300.00		£300.00	£0.00	£0.00	£0.00	£194.55	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£194.55	£-105.45	Mowing for 2023 done in June as too wet in early Spring.
Sandwich Open Spaces / Other Properties	EXP	Donkey Paddock	£2,000.00		£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£150.00	£-1,850.00	Budget created for works to Donkey Paddock - delay caused by Guildhall Square work as space might have been used for storage.
Sandwich Open Spaces / Other Properties	EXP	Flowers, cleaning & maintenance of the War Memorial	£250.00		£250.00	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	£250.00	Paid 2021/22 and 2022/23 this year.
Sandwich Open Spaces / Other Properties	EXP	Drill Hall / Quayside Market	£18,440.00		£18,440.00	£9,349.44	£0.00	£0.00	£0.00	£0.00	£0.00	£8,086.75	£0.00	£0.00	£0.00	£0.00	£0.00	£17,436.19	£-1,003.81	No repair work necessary in 2022/23.
Sandwich Open Spaces / Other Properties	EXP	Fishergate	£9,714.06		£9,714.06	£1,710.23	£13.63	£13.21	£55.71	£13.21	£27.27	£0.00	£80.11	£0.00	£392.96	£0.00	£-13.63	£2,292.70	£-7,421.36	Planned works to Fishergate did not go ahead this year.
Sandwich Open Spaces / Other Properties	EXP	Play Areas	£6,500.00		£6,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£-6,500.00	Have not been invoiced by DDC as agreement has expired - renewal needs to be undertaken.
Sandwich Open Spaces / Other Properties	EXP	Telephone Boxes	£1,000.00		£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£-1,000.00	Work was not undertaken to telephone boxes in 2022/23.
Reserves - Ring-fenced	EXP	Monks Wall Nature Reserve	£0.00	£50,592.85	£50,592.85	£208.33	£234.33	£208.33	£208.33	£202.23	£208.33	£208.33	£670.83	£174.00	£416.66	£0.00	£208.33	£3,048.03	£-47,544.82	RESERVE - RINGFENCED BUDGET
Reserves - Ring-fenced	EXP	IT	£3,000.00	£7,500.00	£10,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£-10,500.00	RESERVE - RINGFENCED BUDGET
Reserves - Ring-fenced	EXP	Highways Improvement Plan (H.I.P.'s)	£5,000.00	£600.00	£5,600.00	£0.00	£0.00	£0.00	£0.00	£1,240.96	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,240.96	£-4,359.04	RESERVE - RINGFENCED BUDGET
Reserves - Ring-fenced	EXP	Drill Hall	£1,000.00	£1,140.00	£2,140.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£-2,140.00	RESERVE - RINGFENCED BUDGET
Reserves - General	EXP	Operating Funds to be kept in Reserve	£35,000.00		£35,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£-35,000.00	GENERAL RESERVE - No spend expected
Other Services	EXP	Green Garden Waste Bags	£1,400.00		£1,400.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£-1,400.00	DDC ceased supplying green bags so VIC sold all remaining bags
Other Services	EXP	Disability Access Strategy	£2,500.00		£2,500.00	£0.00	£0.00	£0.00	£0.00	£49.33	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£49.33		

Budget Summary	Expenditure / Income	2022/23 Budget Heading	Original Budget	Virements +/-	Current Budget	April	May	June	July	August	September	October	November	December	January	February	March	Total Forecast	Projected Over/Under Spend +/-	Comments for variances over £100 / Notes
Monks Wall Nature Reserve	INC	Monks Wall Nature Reserve	£0.00	-£50,592.85	-£50,592.85	£0.00	-£1,370.00	£0.00	-£2,410.73	£0.00	£0.00	£0.00	£0.00	-£6,662.11	£0.00	£0.00	-£1,370.00	-£11,812.84	£38,780.01	Ring-Fenced Income - from Rural payments agency and grazing fees.
S144 (Visitor Information Centre & Tourism)	INC	Visitor Information Centre	-£3,500.00		-£3,500.00	-£14.44	-£13.05	-£33.40	-£9.09	-£24.50	-£46.76	£0.00	-£45.26	£0.00	-£3.93	-£11.39	-£6.86	-£208.68	£3,291.32	Shortfall as less visitors to VIC than anticipated in 2022/23.
S144 (Visitor Information Centre & Tourism)	INC	Sandwich Chamber of Commerce - contr towards Town Guides	-£500.00		-£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00	This was not invoiced as the Town Guide leaflet was not reprinted this year.
Forecourt Project	INC	Current Markets	-£8,000.00		-£8,000.00	£0.00	-£1,865.00	£0.00	-£1,080.00	-£2,255.00	£0.00	£0.00	£0.00	-£2,320.00	£0.00	£0.00	-£1,920.00	-£9,440.00	-£1,440.00	Overachieve despite market location moved to Guildhall carpark in the Spring.
Miscellaneous / Unexpected Income	INC	Miscellaneous / Unexpected Income	£0.00		£0.00	-£14,653.79	-£16,783.79	-£14,796.78	-£15,090.42	-£14,405.84	-£15,226.28	-£16,418.85	-£224,885.49	-£15,056.57	-£14,591.50	-£8,890.81	-£22,383.62	-£393,183.74	-£393,183.74	Refunds for STBF Guildhall and STBF salaries, paid by STC.
Totals:			£0.00	£0.00	-£0.00	-£721,322.12	£8,941.86	£378,235.24	£12,397.99	£13,295.46	£13,287.62	£22,650.18	-£193,393.18	-£1,868.62	£8,439.63	£15,849.73	£8,552.66	-£434,933.75	-£434,933.75	Overall underspend
						Cash Flow Balance (excludes VAT):	-£721,322.12	-£712,380.26	-£334,145.02	-£321,747.03	-£308,451.57	-£295,163.95	-£272,513.77	-£465,906.95	-£467,775.77	-£459,336.14	-£443,486.41	-£434,933.75		
						Actual Bank Balance Check (plus outstanding items):	-£733,656.96	-£709,781.81	-£344,271.14	-£333,324.27	-£318,846.31	-£304,620.44	-£281,891.54	-£474,701.50	-£476,278.31	-£465,381.04	-£450,860.07	-£448,696.34		