

**SANDWICH TOWN COUNCIL OUTTURN DETAILED REPORT 2022-23**

Budget Summary	Expenditure / Income	2022/23 Budget Heading	Original Budget	Virements [+/-]	Current Budget	Total Forecast	Projected Over/Under Spend [+/-]	Comments for variances over £100 / Notes
Mayoral	EXP	Mayoral Expenses	£2,000.00		£2,000.00	£2,086.10	£86.10	
Mayoral	EXP	Mayoral Travel	£2,000.00		£2,000.00	£1,196.30	£803.70	Less Mayoral activity than planned
Mayoral	EXP	Mayor's Hospitality (Including Civic Events)	£3,500.00		£3,500.00	£854.72	£2,645.28	Less Mayoral activity than planned
Mayoral	EXP	Mayor's Attendant & Uniform	£8,960.00		£8,960.00	£5,483.76	£3,476.24	Less Mayoral activity than planned
Mayoral	EXP	Cinque Port Functions & Subscription	£430.00		£430.00	£413.00	£17.00	
Mayoral	EXP	Curfew Ringers Supper (not bell repairs)	£800.00		£800.00	£703.15	£96.85	
Staffing	EXP	Town Clerk & Office Staff	£65,120.00		£65,120.00	£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	£8,186.36	£96.36	
Staffing	EXP	Staffing Contingency Fund	£2,000.00		£2,000.00	£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	£240.00	£3,260.00	No planned expenditure before April
Staffing	EXP	Staff Training	£2,000.00		£2,000.00	£902.88	£1,097.12	Not much training undertaken in 2022/23
Staffing	EXP	Officers Travel & Parking Expenses	£1,000.00		£1,000.00	£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	£640.00	No bonuses paid in 2022/23
Administration	EXP	Petty Cash	£120.00		£120.00	£30.00	£90.00	
Administration	EXP	Peninsula Business & Capita	£1,280.00		£1,280.00	£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	£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	£2,720.00	£320.00	Higher fees than expected.
Administration	EXP	Subscriptions & Memberships	£1,990.00		£1,990.00	£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	£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	£1,444.36	£155.64	Greater useage than expected
Administration	EXP	Bank Charges	£700.00		£700.00	£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	£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	£577.19	£2.81	
Insurance	EXP	Insurance - Public Conveniences and Boatmans' Chapel	£120.00		£120.00	£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	£390.50	Change of premium / reduced insurance
Public Conveniences	EXP	Quay Conveniences - Salaries	£13,300.00		£13,300.00	£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	£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	£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	£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	£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	£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	£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	£9.54	
Sandwich Open Spaces / Other Properties	EXP	Cow Leas	£300.00		£300.00	£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	£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	£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	£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	£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	£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	£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	£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	£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	£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	£2,140.00	RESERVE - RINGFENCED BUDGET
Reserves - General	EXP	Operating Funds to be kept in Reserve	£35,000.00		£35,000.00	£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	£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	£49.33	£2,450.67	Bollards adjusted and painted in Milk Alley.
Miscellaneous / Unexpected Expenditure	EXP	Miscellaneous / Unexpected Expenditure	£3,000.00		£3,000.00	£371,910.21	£368,910.21	Payment to DDC (£350,000) has been included in this row. However already overspent by £18,910.21 due to: Forecourt Business Rates, Election, Legal costs, Strand Street property costs etc
Miscellaneous / Unexpected Expenditure	EXP	Project Start Up Budget	£5,339.69		£5,339.69	£0.00	£5,339.69	Underspend help to cover other overspends above.
Guildhall & Forecourt	EXP	Heating, Lighting, Water & Rates	£12,150.00		£12,150.00	£6,804.18	£5,345.82	New boiler has reduced Gas charges in Guildhall. DDC cancelled old business rates charges after challenge by RFO.
Guildhall & Forecourt	EXP	Contribution towards running of the Guildhall	£85,000.00		£85,000.00	£85,000.00	£0.00	
Guildhall Forecourt Project	EXP	Thursday Market Manager	£2,730.00		£2,730.00	£2,600.00	£130.00	Increase put into budget was not required.
Guildhall Forecourt Project	EXP	Loan Repayment	£12,040.00		£12,040.00	£12,033.48	£6.52	
STBF Guildhall (to be reimbursed)	EXP	STBF Guildhall (to be reimbursed)	£0.00		£0.00	£125,768.31	£125,768.31	Reimbursements of STBF and Guildhall salaries within Misc Income
STBF (to be reimbursed)	EXP	STBF (to be reimbursed)	£0.00		£0.00	£52,906.75	£52,906.75	Reimbursements of STBF and Guildhall salaries within Misc Income
STBF Museum (to be reimbursed)	EXP	STBF Museum (to be reimbursed)	£0.00		£0.00	£0.00	£0.00	
Balances brought forward	INC	STC Balance brought forward from 2021/22	£-73,971.65	£-9,660.00	£-83,631.65	£-552,150.94	£-468,519.29	Larger balance brought forward than expected, including forecourt loan amount. MWNR balance removed.
Precept	INC	2022/23 Precept	£-275,652.10		£-275,652.10	£-275,652.10	£0.00	
Outside Sources	INC	Allotment Rents & Water Contribution	£-4,880.00		£-4,880.00	£-7,455.49	£-2,575.49	Rent period changing to January - December so next rent due January
Outside Sources	INC	Sandown Road Allotment	£0.00		£0.00	£0.00	£0.00	Rent being charged to Sandown Road in January 2023
Outside Sources	INC	Quay Conveniences	£-5,940.00		£-5,940.00	£-3,823.76	£2,116.24	Underachievement of income - some of this is due to closures (vandalism and mechanical failures)
Outside Sources	INC	Fishing Permits	£-100.00		£-100.00	£-6.00	£94.00	
Outside Sources	INC	Green Waste Bags	£-1,500.00		£-1,500.00	£-337.51	£1,162.49	Estimated income levels (less income than expected, but linked to expenditure - no expenditure in 2022/23)
Outside Sources	INC	Cow Leas Lease	£0.00		£0.00	£-200.00	£200.00	Income for one event in July.
Outside Sources	INC	Drill Hall	£-21,900.00		£-21,900.00	£-20,075.00	£1,825.00	One month's payment was not paid.
Outside Sources	INC	P22 Electricity Charge	£-230.00		£-230.00	£0.00	£230.00	To invoice for this as soon as possible.
Refunded from Functions	INC	Deputies Supper donations	£-540.00		£-540.00	£-210.00	£330.00	Event changed to buffet on the 14th November, and so contributions received were returned.
Refunded from Functions	INC	Curfew Ringers Supper	£-420.00		£-420.00	£-275.00	£145.00	Income for 2022 and 2023 events included, but less attendees than expected.
Internal Transfers / Adhoc Income	INC	Museum payment for stock from VIC	£-100.00		£-100.00	£-151.24	£51.24	
Internal Transfers / Adhoc Income	INC	Refund from Photocopying	£-50.00		£-50.00	£-0.20	£49.80	
Monks Wall Nature Reserve	INC	Monks Wall Nature Reserve	£0.00	£-50,592.85	£-50,592.85	£-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	£-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	£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	£-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	£-393,183.74	£393,183.74	Refunds for STBF Guildhall and STBF salaries, paid by STC.
<b>Totals:</b>			<b>£0.00</b>	<b>£0.00</b>	<b>£-0.00</b>	<b>£-434,933.75</b>	<b>£-434,933.75</b>	<b>Overall underspend</b>