



**SANDBACH  
TOWN COUNCIL**

**Finance Policy and Governance Committee 1 February 2023**

**Item 6 STANDARD FINANCE REPORTS**

**Variance from 2022-23 Budget Report**

The RFO carries out monthly budget monitoring based on reports which are produced from the Council's Financial system, in order to ensure expenditure is managed in line with the approved budget.

It is necessary to report significant variances from budget on a quarterly basis. Such reports are more meaningful in the second half of the financial year.

Attached are 2 reports

- 1) A standard system report which shows percentage of budget spent by the end of period 9 – December – which constitutes the three quarter point of the financial year.
- 2) A estimated variance report which shows an indicative three quarter year position, based on actuals to date for the end of December, and three quarters of the annual budget.

These reports provide an indication of the Council's performance against its budget at the three quarter year position.

Clearly in the last 3 months of the financial year there is significant financial activity and these estimates will change by the year end, but at this stage it is safe to assume that the Council will underspend its 2022-23 budget.

Details are provided on the variance report attached but the main reasons for this underspend are:

- 1) Significant staff vacancies in the first half of the year following severe disruption in the Council
- 2) Delays to some project spending due to COVID and disruption
- 3) Generally prudent and responsible approach to the use of public money through the application of financial regulations.

Any final underspend will be confirmed through the closure of accounts process, included within the Council's reserves position, and reviewed within the budget setting process.

**Recommended;**

that the report be noted.

## Summary Income &amp; Expenditure by Budget Heading 31/12/2022

Month No: 9

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Town Council Income	Income	813	698,066	695,710	(2,356)		100.3%
101	Administration	Expenditure	2,874	77,177	92,980	15,803	15,803	83.0%
102	Staff Costs	Expenditure	17,243	143,348	264,000	120,652	120,652	54.3%
105	Publicity	Expenditure	0	901	3,500	2,599	2,599	25.7%
110	Grants/Discretionary Payments	Expenditure	(791)	98,043	111,380	13,337	13,337	88.0%
	plus Transfer from EMR		0	14,600				
	less Transfer to EMR		0	0				
	Movement to/(from) Gen Reserve		<u>791</u>	<u>(83,443)</u>				
140	Community Events	Income	24	5,644	0	(5,644)		0.0%
	Expenditure		0	17,041	20,500	3,459	3,459	83.1%
	Movement to/(from) Gen Reserve		<u>24</u>	<u>(11,397)</u>				
180	Sandbach Town Hall	Income	6,650	84,287	131,500	47,213		64.1%
	Expenditure		13,750	148,037	231,235	83,198	83,198	64.0%
	Movement to/(from) Gen Reserve		<u>(7,100)</u>	<u>(63,750)</u>				
182	Car Parks	Expenditure	0	1,625	10,500	8,876	8,876	15.5%
184	Town Hall Shop Units	Income	2,291	12,858	15,850	2,992		81.1%
	Expenditure		58	(1,865)	1,500	3,365	3,365	(124.3%)
	Movement to/(from) Gen Reserve		<u>2,233</u>	<u>14,723</u>				
190	Outdoor Market	Income	2,394	22,951	37,000	14,049		62.0%
	Expenditure		5,385	67,403	94,490	27,087	27,087	71.3%
	Net Income over Expenditure		<u>(2,991)</u>	<u>(44,452)</u>	<u>(57,490)</u>	<u>(13,038)</u>		
	plus Transfer from EMR		0	0				
	Movement to/(from) Gen Reserve		<u>(2,991)</u>	<u>(44,452)</u>				
191	Indoor Market	Income	4,458	31,414	35,000	3,586		89.8%
	Expenditure		7,008	54,627	48,335	(6,292)	(6,292)	113.0%
	Movement to/(from) Gen Reserve		<u>(2,550)</u>	<u>(23,213)</u>				
200	Public Conveniences	Expenditure	1,218	11,618	21,600	9,982	9,982	53.8%
400	Projects	Expenditure	0	9,073	35,000	25,927	25,927	25.9%
	plus Transfer from EMR		0	0				
	less Transfer to EMR		0	0				
	Movement to/(from) Gen Reserve		<u>0</u>	<u>(9,073)</u>				

Grand Totals:-	Income	<b>16,630</b>	<b>855,221</b>	<b>915,060</b>	<b>59,839</b>			<b>93.5%</b>
	Expenditure	<b>46,745</b>	<b>627,027</b>	<b>935,020</b>	<b>307,993</b>	<b>0</b>	<b>307,993</b>	<b>67.1%</b>
	Net Income over Expenditure	<u><b>(30,115)</b></u>	<u><b>228,193</b></u>	<u><b>(19,960)</b></u>	<u><b>(248,153)</b></u>			
	plus Transfer from EMR	<b>0</b>	<b>14,600</b>					
	less Transfer to EMR	<b>0</b>	<b>0</b>					
	Movement to/(from) Gen Reserve	<u><b>(30,115)</b></u>	<u><b>242,793</b></u>					

Code	Account	2022-23 Total Budget	Actual YTD Period 9 Dec 22	Projected at Budget Setting	Budget YTD	Variance YTD	Over / Underspend (-)	Notes	2023-24 Budget
	<b>100 Town Council Income</b>								
1176	Precept	695310	695310	695310	695310	0			732380
1190	Interest Received	400	2756	800	400	-2356		Interest rates increasing	200
	<b>Total Income</b>	<b>695710</b>	<b>698066</b>	<b>696110</b>	<b>695710</b>	<b>-2356</b>	<b>Under</b>		<b>732580</b>
	<b>101 Administration</b>								
4840	Refreshment purchases	0	9	0		9			0
	<b>Direct Expenditure</b>	0	9	0					0
4100	Mayor's Allowance	2000	1500	2000	1500	0			2000
4101	Civic & Ceremonial	2500	1073	2500	1875	-802			2500
4103	Locum Clerk Costs	0	0	0	0	0			0
4110	ICT Support/Packages	7500	6650	8500	5625	1025			7875
4111	Subscriptions	4000	2590	5500	3000	-410			4200
4112	Audit Fees Internal & External	5180	2792	5180	3885	-1093			5439
4113	Accounts Consultants	0	0	0	0	0			0
4114	Accountancy Support	8200	5966	6500	6150	-184			8610
4115	Office 365/Outlook (Emails)	0	2241	3030	0	2241			0
4120	Insurance	10000	10288	10930	10000	288		Reported to Full Council	15000
4123	Telephones	2500	1555	2500	1875	-320			2575
4130	Stationery	1000	975	1000	750	225			1100
4131	Photocopying	1000	874	1000	750	124			1500
4135	Postages	400	3	50	300	-297			200
4136	Election costs	8000	11419	11419	8000	3419		Reported to Full Council - outside STC control	0
4141	Office Equipment/Furniture	3000	4210	4500	2250	1960			4000
4142	Office Maintenance	500	231	500	375	-144			500
4144	STC Work Wear	0	559	500	0	559			0
4145	Financial Software	1100	1169	1170	825	344			1155
4150	Travelling Expenses	500	231	500	375	-144			525
4151	Training	4000	1915	2500	3000	-1085			4000

Code	Account	2022-23 Total Budget	Actual YTD Period 9 Dec 22	Projected at Budget Setting	Budget YTD	Variance YTD	Over / Underspend (-)	Notes	2023-24 Budget
4152	HR & H&S Support	5000	5312	5500	3750	1562			5000
4154	Aged debt write off	0	0	0	0	0			3000
4197	Bank Charges	2500	1907	2400	1875	32			2500
4198	Cleaning	0	3184	4250	0	3184		Cleaning budget to be restructured	0
4199	Other Expenses	100	0	0	75	-75			100
4630	Legal Fees	1500	1284	1500	1125	159			1500
4670	New Purchases/Projects	20000	0	0	20000	-20000			0
4850	Legal and professional fes	0	7949	7949	0	7949		Approved by Full Council - cover for staff absence	0
6091	Covid-19	0	12	0	0	12			0
6140	Waste Disposal	1500	56	56	1125	-1069			1500
6290	Advertising	1000	1223	1500	750	473			1050
	<b>Overhead Expenditure</b>	<b>92980</b>	<b>77168</b>	<b>92934</b>	<b>79235</b>	<b>-2067</b>	<b>Under</b>		<b>75829</b>
	<b>102 Staff Costs</b>								
4000	Salaries	145400	115267	145400	109050	6217		Staff Review June 2022 affects all staff cost variances	215215
4001	Employer's NI	15700	12014	15700	11775	239			22560
4002	Employer's Superannuation	32900	16066	32900	24675	-8609			48644
4003	Staff Restructure	70000	0	32000	52500	-52500		Additional resource approved within 2022-23 budget	10500
	<b>Overhead Expenditure</b>	<b>264000</b>	<b>143348</b>	<b>226000</b>	<b>198000</b>	<b>-54653</b>	<b>Under</b>		<b>296919</b>
	<b>105 Publicity</b>								
4300	Newsletter Printing	2500	0	0	1875	-1875		No newsletters issued this year	2500
4310	Website Maintenance	1000	901	1500	750	151			1050
	<b>Overhead Expenditure</b>	<b>3500</b>	<b>901</b>	<b>1500</b>	<b>2625</b>	<b>-1724</b>	<b>Under</b>		<b>3550</b>
	<b>110 Grants/Discretionary Payments</b>								
4500	Transport Festival	12000	5000	12000	12000	0		Approved Full Council £18K - £6k from reserves	18000
4503	Hanging Baskets	8500	11711	8500	8500	3211		Approved Full Council	12500
4508	Christmas Lights	26500	26544	26500	26500	44			29150
4515	Concert Series	3500	3500	3500	3500	0			3500

Code	Account	2022-23 Total Budget	Actual YTD Period 9 Dec 22	Projected at Budget Setting	Budget YTD	Variance YTD	Over / Underspend (-)	Notes	2023-24 Budget
4530	Community Grants	30000	28260	30000	30000	-1740		Allocated based on applications	30000
4550	Foden's Sponsorship	7500	8500	8500	8500	0			7500
4551	Town Crier Honorarium	750	750	750	750	0			750
4560	Churchyard Maintenance	1580	1660	1660	1660	0			1659
4573	Woodland and Wildlife	2000	2000	2000	2000	0			2100
4599	Other Regular Donations	300	0	300	300	-300			300
4601	Sandbach Partnership	10000	0	0	0	0			0
4611	Remembrance Parade	2000	3390	2000	2000	1390		Approved Full Council	3500
4640	CCTV Contribution	5750	5728	5728	5728	0			6038
4660	Allotments	1000	1000	1000	1000	0			1000
	<b>Overhead Expenditure</b>	<b>111380</b>	<b>98043</b>	<b>102438</b>	<b>102438</b>	<b>2605</b>	<b>Over</b>		<b>115997</b>
9000	<b>plus Transfer from EMR</b>	<b>0</b>	<b>14600</b>	<b>0</b>	<b>0</b>	<b>0</b>		Transport Festival / remembrance parade	<b>0</b>
<b>140</b>	<b>Community Events</b>								
1910	Community Events Income	0	1084	920	0	-1084			0
1912	Other income	0	1200	1200	0	-1200			0
4801	Ticket Income	0	3360	3360	0	-3360			0
	<b>Total income</b>	<b>0</b>	<b>5644</b>	<b>5480</b>	<b>0</b>	<b>-5644</b>	<b>Under</b>	Party in the Parc exceeded income targets	<b>0</b>
4820	Community Events	20500	15552	20500	15375	177			24025
4841	Jubilee civic costs	0	1489	0	0	1489			0
	<b>Overhead Expenditure</b>	<b>20500</b>	<b>17041</b>	<b>20500</b>	<b>15375</b>	<b>1666</b>	<b>Over</b>	No further events programmed for 2022-23	<b>24025</b>
<b>180</b>	<b>Sandbach Town Hall</b>								
1801	Town Hall Hirings USE 6000	0	0	0	0	0			0
1912	Other income	0	2	2	0	-2			0
4801	Ticket Income	8000	609	0	6000	5391			8000
4806	Refreshment sales	8000	569	275	6000	5431			8000
4807	Cinema Income	5500	3730	5000	4125	395			5500
4808	Catering Income	0	4	0	0	-4			0
6000	Town Hall HireFees	60000	40927	45000	45000	4073			50000

Code	Account	2022-23 Total Budget	Actual YTD Period 9 Dec 22	Projected at Budget Setting	Budget YTD	Variance YTD	Over / Underspend (-)	Notes	2023-24 Budget
6002	Town Hall Bar Income	50000	37795	50000	37500	-295			52500
6004	Town Hall Bar Income Pre paid	0	650	650	0	-650			0
	<b>Total Income</b>	<b>131500</b>	<b>84287</b>	<b>100927</b>	<b>98625</b>	<b>14339</b>	<b>Over</b>	Offset by lower costs / further £19K income expected	<b>124000</b>
4831	Town Hall Events Costs	5000	2570	2000	3750	-1180			4000
4838	Cinema Costs	5500	2462	4000	4125	-1663			5775
4840	Refreshment purchases	4000	429	1000	3000	-2571			4200
6010	Town Hall Bar Purchases	20000	13397	20000	15000	-1603			21000
	<b>Direct Expenditure</b>	<b>34500</b>	<b>18858</b>	<b>27000</b>	<b>25875</b>	<b>-7017</b>	<b>Under</b>		<b>34975</b>
4111	Subscriptions	0	157	210	0	157			0
4199	Other Expenses	0	0	0	0	0			0
4630	Legal Fees	0	0	0	0	0			0
4670	New Purchases/Projects	3000	1748	3000	2250	-502			3000
6020	Town Hall Salaries	65200	49820	65200	48900	920			89071
6021	Employers NIC	4500	2349	4500	3375	-1026			4529
6022	Superannuation	9300	6881	9300	6975	-94			17055
6070	Training	1500	1240	1500	1125	115			1575
6080	Maintenance	8000	6527	8000	6000	527			8400
6090	Health and Safety	500	0	500	375	-375			500
6091	Covid-19	1000	16	0	750	-734			0
6100	Light and Heat	19000	9958	21500	14250	-4292		Costs will increase by year end	22800
6110	Rates and Water	12000	6326	8500	9000	-2674			12600
6120	Repairs	5000	42	5000	3750	-3708			10000
6124	Condition Survey	2380	0	0	1785	-1785			0
6140	Waste Disposal	2000	1627	2600	1500	127			2100
6150	Security	500	22	500	375	-353			525
6220	Cleaning	13500	6594	8500	10125	-3531			14513
6230	Equipment renewals	3000	1525	3000	2250	-725			3000
6240	Glassware	0	87	200	0	87			0
6260	Stationery	0	0	0	0	0			0
6280	Telephone	5000	1414	5000	3750	-2336			5250

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6300	Performing Rights Licence	1000	0	1300	750	-750			1000
6310	Premises Licence	2500	2080	0	1875	205			2500
6340	Marketing	2000	1651	2500	1500	151			2000
6350	Irrecoverable VAT	6250	1979	6250	4688	0			6250
7000	Public Works Loan Board	29605	27138	29605	29605	0			29605
	<b>Overhead Expenditure</b>	<b>196735</b>	<b>129179</b>	<b>186665</b>	<b>154953</b>	<b>-20596</b>	<b>Under</b>		<b>236273</b>
<b>182</b>	<b>Car Parks</b>								
4619	Car Parks refurbishment	10000	1625	10000	10000	-8375		Funded by earmarked reserve - more spend on project mgt	0
6080	Maintenance	500	0	0	375	-375			500
	<b>Overhead Expenditure</b>	<b>10500</b>	<b>1625</b>	<b>10000</b>	<b>10375</b>	<b>-8750</b>	<b>Under</b>		<b>500</b>
<b>184</b>	<b>Town Hall Shop Units</b>								
1914	Electricity Recharge	0	970	0	0	-970			0
6005	Town Hall Shop Units	15850	11887	15850	11888	1			16643
	<b>Total Income</b>	<b>15850</b>	<b>12858</b>	<b>15850</b>	<b>11888</b>	<b>-970</b>	<b>Under</b>		<b>16643</b>
6100	Light and Heat	0	-2324	0	0	-2324			0
6351	Town Hall Units Expenditure	1500	459	1500	1125	-666			1500
	<b>Overhead Expenditure</b>	<b>1500</b>	<b>-1865</b>	<b>1500</b>	<b>1125</b>	<b>-2990</b>	<b>Under</b>		<b>1500</b>
<b>190</b>	<b>Outdoor Market</b>								
1905	Outdoor Market Income	30000	16724	25000	22500	5776			33000
1906	Christmas Markets	5000	2655	2510	3750	1095			5000
1907	Other Market Income	0	250	0	0	-250			0
1911	Gazebo Income	2000	3322	4000	1500	-1822			2000
	<b>Total Income</b>	<b>37000</b>	<b>22951</b>	<b>31510</b>	<b>27750</b>	<b>4799</b>	<b>Over</b>	Offset by lower costs	<b>40000</b>
6021	Employers NIC	2600	2314	2600	1950	364			1771
6022	Superannuation	6800	4468	6800	5100	-632			4842
6023	Market wages	44900	35227	44900	33675	1552			36322
6070	Training	800	0	0	600	-600			800

Code	Account	2022-23 Total Budget	Actual YTD Period 9 Dec 22	Projected at Budget Setting	Budget YTD	Variance YTD	Over / Underspend (-)	Notes	2023-24 Budget
6080	Maintenance	2000	88	2000	1500	-1412			1000
6090	Health and Safety	450	0	450	338	-338			450
6091	Covid-19	0	0	0	0	0			0
6100	Light and Heat	625	278	400	469	-191			656
6110	Rates and Water	8250	5666	8500	6188	-522			8663
6120	Repairs	500	0	500	375	-375			0
6124	Condition Survey	5390	0	0	4043	-4043			0
6140	Waste Disposal	5000	5672	7105	3750	1922			5000
6200	Motor expenses	4500	1600	3000	3375	-1775			2500
6230	Equipment renewals	3000	1232	3000	2250	-1018			1500
6280	Telephone	175	97	150	131	-34			184
6290	Advertising	2500	0	0	1875	-1875			1500
6350	Irrecoverable VAT	1000	441	1000	750	-309			1000
6352	Christmas Market costs	6000	10322	11000	6000	4322		Remove budget to events and restructure	9000
	<b>Overhead Expenditure</b>	<b>94490</b>	<b>67403</b>	<b>91405</b>	<b>72368</b>	<b>-4963</b>	<b>Under</b>		<b>75188</b>
	<b>191 Indoor Market</b>								
1900	Other Market Income	0	0	0	0	0			0
1901	Indoor Market Income	35000	29720	35000	26250	-3470		Increased income due to 2022-23 rent review	43500
1906	Christmas Markets	0	1040	1060	0	-1040			0
1907	Other Market Income	0	200	0	0	-200			0
1914	Electricity Recharge	0	454	0	0	-454			0
	<b>Total Income</b>	<b>35000</b>	<b>31414</b>	<b>36060</b>	<b>26250</b>	<b>-5164</b>	<b>Under</b>		<b>43500</b>
4111	Subscriptions	0	157	210	0	157			0
6021	Employers NIC	1300	2040	1300	975	1065			1576
6022	Superannuation	3800	5446	3800	2850	2596			4392
6023	Market wages	16000	22826	16000	12000	10826			19311
6070	Training	260	0	0	195	-195			273
6080	Maintenance	800	724	800	600	124			2000
6090	Health and Safety	450	0	450	338	-338			450



Code	Account	2022-23 Total Budget	Actual YTD Period 9 Dec 22	Projected at Budget Setting	Budget YTD	Variance YTD	Over / Underspend (-)	Notes	2023-24 Budget
6100	Light and Heat	7500	5423	9000	5625	-202			7875
6110	Rates and Water	6700	5738	6700	5025	713			7035
6120	Repairs	1600	2116	2116	1200	916			0
6124	Condition Survey	1400	0	0	1050	-1050			0
6140	Waste Disposal	1300	1127	1500	975	152			1300
6220	Cleaning	500	2964	4000	375	2589			525
6230	Equipment renewals	1000	704	1000	750	-46			1000
6280	Telephone	100	56	100	75	-19			105
6290	Advertising	0	0	0	0	0			0
6291	Market Hall Advertising	2500	1548	2500	1875	-327			4000
6300	Performing Rights Licence	0	0	0	0	0			0
6350	Irrecoverable VAT	3125	3759	3125	2344	0			3125
	<b>Overhead Expenditure</b>	<b>48335</b>	<b>54627</b>	<b>52601</b>	<b>36251</b>	<b>16962</b>	<b>Over</b>	Market operations under review	<b>52967</b>
<b>195</b>	<b>Ranger (New Code)</b>								
6024	Ranger Salary	0	0	0	0	0			12709
6025	Ranger NIC	0	0	0	0	0			338
6026	Ranger Pension	0	0	0	0	0			2872
6200	Motor expenses	1000	588	1000	750	-162			1000
6230	Equipment renewals	6500	0	6500	4875	-4875		Ranger activity disrupted during 2022-23	6500
	<b>Overhead Expenditure</b>	<b>7500</b>	<b>588</b>	<b>7500</b>	<b>5625</b>	<b>-5037</b>	<b>Under</b>		<b>23419</b>
<b>200</b>	<b>Public Conveniences</b>								
6100	Light and Heat	750	419	600	563	-144			788
6110	Rates and Water	600	142	300	450	-308			630
6120	Repairs	1000	512	1000	750	-238			1000
6140	Waste Disposal	250	0	250	188	-188			250
6400	Supplies (Public Conveniences)	1000	650	1000	750	-100			1000
6402	Vandalism Repairs	1500	68	1500	1125	-1057			500
6406	Contract Cleaning	16500	9828	13500	12375	-2547			17325

Code	Account	2022-23 Total Budget	Actual YTD Period 9 Dec 22	Projected at Budget Setting	Budget YTD	Variance YTD	Over / Underspend (-)	Notes	2023-24 Budget
	<b>Overhead Expenditure</b>	<b>21600</b>	<b>11618</b>	<b>18150</b>	<b>16200</b>	<b>-4581</b>	<b>Under</b>	Public toilet provision under review	<b>21493</b>
<b>400</b>	<b>Projects</b>								
1192	Community Inf. Levy	0	0	0	0	0	0		0
	<b>Total Income</b>	0	0	0	0	0	0		0
4600	Projects	0	0	0	0	0	0		0
4604	Tidy Town	0	0	0	0	0	0		0
4614	Office Project	25000	3493	3493	25000	-21507		To transfer to Earmarked reserve - fit for purpose accomm	0
4616	Town Hall Office	0	0	0	0	0	0		0
4625	Benches/Street Furniture	0	0	0	0	0	0		0
4626	Community/Pubwatch	0	5412	5412	0	5412		Approved Full Council use of reserves	0
4648	Neighbourhood Plan	0	168	168	0	168			0
4667	Asset Maintenance Prov	10000	0	10000	10000	0			10000
	<b>Overhead Expenditure</b>	<b>35000</b>	<b>9073</b>	<b>19073</b>	<b>35000</b>	<b>-15927</b>	<b>Under</b>		<b>10000</b>
									<b>10000</b>
RBS	<b>Total Budget Income</b>	<b>915060</b>	<b>855221</b>	<b>885937</b>					<b>956723</b>
RBS	<b>Expenditure</b>	<b>942520</b>	<b>627615</b>	<b>857266</b>					<b>972635</b>
RBS	<b>Net Income over Expenditure</b>	<b>-27460</b>	<b>227605</b>	<b>28671</b>					<b>-15912</b>
	<b>plus Transfer from EMR</b>	<b>0</b>	<b>14600</b>	<b>0</b>					<b>0</b>
	<b>less Transfer to EMR</b>	<b>0</b>	<b>0</b>	<b>0</b>					<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(27,460)</b>	<b>242205</b>	<b>28671</b>					<b>(15,912)</b>
CL	<b>Total Budget Income</b>	<b>915060</b>	<b>855220</b>	<b>885937</b>	<b>860223</b>	<b>5003</b>	<b>Over</b>		
CL	<b>Expenditure</b>	<b>942520</b>	<b>627616</b>	<b>857266</b>	<b>755444</b>	<b>-127828</b>	<b>Under</b>		
CL	<b>Net Income over Expenditure</b>	<b>-27460</b>	<b>227604</b>	<b>28671</b>	<b>104778</b>	<b>-122826</b>	<b>Under</b>	Variances based on 9 months budget - not final year estimate	

Ch.2