

Item 9 -Appendix 1 Todmorden Town Council - Variances to start of year budget

Code	Sub Code	Title	Start of year Budget 2019/2020	Actual	Difference	Comment
100		Precept	-£188,183	-£188,183	£0	split of codes
		Council tax support grant	-£34,027	-£22,336	£11,691	split of codes
		Parish Grant		-£11,691	-£11,691	
100	1176	Income Precept	-£222,210	-£222,210	£0	
					£0	
105		Staffing Matters			£0	
105	4050	Staff Training	£1,000	£508	-£492	See code 110/4050 below combined £312 more. Additional Rialtas training c£400 for locum clerk to use
105	4055	Staff Travel	£300	£12	-£288	less course attendance
105	4060	Staff Recruitment	£1,000	£845	-£155	TC sorted Asst/Admin recruitment process
105	4070	Staff contingencies	£3,700	£0	-£3,700	see line 110/4002 below
		Net Expenditure over income	£6,000	£1,365	-£4,635	
					£0	
110		Employees				
110	4000	Gross Salaries	£44,549	£45,514	£965	New structure and payscales
110	4001	Locum Costs	£0	£98	£98	travelling cost of locum
110	4002	Consultancy	£0	£3,166	£3,166	Cost of locum employment
110	4002	Overtime	£0	£2,061	£2,061	Reflecting additional committee work, catch up following permanent staff absence and buy out of year end toil
110	4004	HR Service	£0	£98	£98	startof new outsourced provision
110	4020	Admin Asst Agency	£0	£4,495	£4,495	Agency cover during staff absence pending restructure and permanent employment
110	4030	PAYE	£12,800	£6,756	-£6,044	Use of agency plus locum on self employed basis therefore less paye plus split into code NI 4035 belwo

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110	4035	NI employer	£0	£4,449	£4,449	As above- impact of split into seperate codes- overall less £1605
110	4040	Pensions	£5,000	£2,106	-£2,894	New staff not in Local Government pension scheme
110	4050	Staff Training	£0	£806	£806	See code 105/4050 above combined £312 more . Additional Riaktas training c£400 for locum clerk to use
110	4055	Staff Travel	£0	£92	£92	Meetings at Halifax for TC
110	4060	Staff Recruitment	£0	£0	£0	
		Employees Expenditure	£62,349	£69,641	£7,292	
115	1100	Flood donations	£0	-£150	-£150	
120		Administration			£0	
120	4100	Subscriptions	£1,800	£201	-£1,599	Historically paid in wrong financial year - sub due 1st April so this year not paid until in new financial year
120	4110	Stationery	£2,300	£1,174	-£1,126	Closer control of need and bulk purchasing when prices good (card purchase on internet) plus use up of old stock, plus no longer paying of photocopy cartridge replacement.
120	4120	Advertising	£500	£532	£32	Increase in newspaper rates
120	4130	Postage	£1,400	£1,073	-£327	More use of email and less members , posting of packs (but still too much) and use of email mail merges where can instead of traditional letter and post.

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120	4131	Printing/Photocopier	£0	£1,149	£1,149	Switch of photocopier payment basis by per copy with inclusive toner. Figure higher than expected because of learning re settings of copier to default to b/w rather than more expensive colour, but overall substantial increase in copying of papers to support meetings as more reports and information provided by TC for members to make better informed decisions and copies for public.
120	4140	Communications	£900	£426	-£474	Initial budget set too high?
120	4145	Office & It Equipment	£0	£2,867	£2,867	New purchase of two laptop and one desk top and purchase of new shredder .
120	4146	Computer software and support	£0	£1,902	£1,902	redesignation of codes to include office licences and support,Website updating, log me in, hosting, internet capacity increased,alpha software. One off repairs (c£500) to upgrade 3 existing desktop re Ram.
120	4147	Leasing cost	£0	£1,572	£1,572	One off buy out payment of previous photocopier
120	4210	Audit/Admin/Acctcy/Consultancy	£1,800	£2,857	£1,057	Need for HR legal advice,HR recruitment of TC(two attempts).outsourced payroll, accountants cash and vat reconciliation
120	4211	Books & Publications	£0	£122	£122	Purchase of updated Clerks reference Arnold Baker Local Council Administration
120	4220	Insurance	£1,800	£1,941	£141	Additional premium for events cover plus inflation increase
120	4230	Other Admin fees	£400	£60	-£340	
120	4240	Members Travel and Expenses	£400	£0	-£400	No external course attendance

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120	4250	Members Training	£1,000	£0	-£1,000	No external course attendance - intro course from training budget
120	4255	Town Hall Hire	£0	£851	£851	Budget not provided for at start fo year to rprovide for additional meeitngs than originally schedule. Extra Climate Emergency, n plan,Development, Full council . To be reviewed
120	4260	Election Expenses	£4,000	£14,047	£10,047	All Town Council election called. Earmafkrked reseve £20k at start of year reduced to £5k for tranfer into use of other Earmarked Reserves, and not therefore not used to offset this cost, but met from in year revenue budget.
120	4270	Corporate Image	£0	£0	£0	
120	4990	Miscellaneous/Contingency	£2,000	£254	-£1,746	Not needed
		Total Admin /exp	£18,300	£31,028	£12,728	
		Admin income			£0	
120	1080	Bank Int Recev	-£144	-£471	-£327	One month term deposit left to roll over.
120	1200	Misc recev	-£200	-£263	-£63	
120	1068	Admin income	-£344	-£734	-£390	
130	4345	Mayor funding imprest	£0	-£30	-£30	
130		Mayors Office				
130	4310	Mayors Allwce	£2,000	£2,000	£0	
130	4320	Mayors Transport	£1,000	£871	-£129	
130	4321	Mayors event invite costs	£0	£99	£99	Annual event not budgtted for.
130	4340	Lord Liet visit	£0	£337	£337	New event
130	4330	Mayors Day	£3,000	£3,471	£471	overspend

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		<u>Mayors Office</u>	£6,000	£6,778	£778	
140		<u>Town Centre Security</u>				
140	4350	Town Centre /security/PCSCO's	£34,000	£34,136	£136	
		Town Centre Security	£34,000	£34,136	£136	
150		<u>Property</u>			£0	
150	1130	Rental income Walsden CC	£0	-£150	-£150	Not included in budget - annual rental from Walsden Cricket Club
	4630	Land Sites	£0	£2,441	£2,441	Urgent wall repairs
150		<u>Property expenditure</u>	£0	£2,441	£2,441	
200		<u>Amenities</u>			£0	
200	4140	Donations and Grants (137)	£12,000	£21,012	£9,012	Additonal grants approved by Commitee and Full council
200	4420	TH Hire Refund Grants	£8,000	£8,302	£302	Additonal grants approved by Commitee
200	4425	Education Grants	£2,000	£2,000	£0	
200	4430	Tourism	£21,000	£19,000	-£2,000	Reduced Grant to budget set for Tourist Information Office
200	4450	Publicity	£500	£0	-£500	Not required
200	4460	Festive Celebrations	£4,000	£2,273	-£1,727	No new fittigns required - just installation/take down costs
200	4461	Events	£0	£1,214	£1,214	Xmas Lights switch on event with additional attractions to support town centre
200	4470	Entertainment Arts & Recs	£14,000	£11,250	-£2,750	Handmade Parade (usual Grant of circa £5k) did not take place.
200	4480	Town charter	£0	£120	£120	New project
200	4481	Blue Plaques	£0	£0	£0	
200	4550	Development Projects	£10,000	£0	-£10,000	Vired to meet cost of additional grant support and new projects

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200	4560	Environment Projects	£11,600	£7,149	-£4,451	Todmorden in Bloom grant awarded but no approach for new baskets and install of existing - may come later in year.
200	4990	Miscellaneous/Contingency	£2,000	£0	-£2,000	Not needed
		Amenities	£85,100	£72,320	-£12,780	
300		Development				
300	4100	Subscriptions	£150	£0	-£150	Neighbourhood plan work ongoing before needing to arrive at final report
300	4610	Neighbourhood Plan	£1,065	£0	-£1,065	
300	4990	Miscellaneous/Contingency	£500	£0	-£500	
		Development Expenditure	£1,715	£0	-£1,715	
tba		Climate				
160	4990	Misc/Contingency	£0	£2,500	£2,500	Set up in Oct in case of need but work more of pre planning/research nature so not needed
					£0	
		TOTALS			£0	
		INCOME	-£222,554	-£223,274	-£720	
		EXPENDITURE	£213,464	£217,709	£4,245	
		Net increase in budget to start of year.	-£9,090	-£5,565	£3,525	less than 2% variance