

Full Council – Wednesday 10th January

Budget Report

I have attached the preliminary budget for 2024/25, otherwise known as the wallpaper. Please note this is a preliminary report and is coming to full council first as per previous years. This will also be presented to the sub committees for their advisements. Adjustments will be made accordingly by myself to present an updated copy at Full Council on 7th February. If agreed, precept will be requested to Cannock Chase District Council. If not, it be revised at Finance and Management on 21st February to be agreed at Full Council on 6th March, which is the last available meeting before the submission deadline.

As I believe the wallpaper doesn't go into enough detail for an educated decision and I would prefer full transparency, I have also attached a report from our system that I have been working from and attached my notes. These workings have been collated and transferred into the wallpaper. As I'm new to council, there are some areas I am unfamiliar on, so have asked questions in the notes.

Melanie Matthews – Responsible Finance Officer

Detailed Budget Working Sheet 2024-2025 + 2 years projections

	Actual Year End Figures 2022-23	Actual Year to Date Apr-Nov '23	Projected Year End 2023-24	Budget Approved (insert date) 2023-24	Updated Budget 2023-24	Notes	Projected Budget 2024-25	Projected Budget 2025-26	Projected Budget 2026-27
	£	£	£	£	£		£	£	£
Income									
1 Total Rugeley Town Council Income:	328,731	326,222	331,869	330,143	330,143		389,877	400,306	400,306
a Precept	315,502	317,393	317,393	317,393	317,393		371,450	371,450	371,450
b Income from Grants, Donations, Bank Interest and CIL	5,671	6,888	10,970	6,000	6,000		11,391	21,820	21,820
c Charter Fair Income	-	0	0	0	0		0	0	0
d Artisan & Christmas Market Income	7,558	1,941	3,506	6,750	6,750		7,036	7,036	7,036
2 Total Rose Theatre Income:	285,719	54,759	75,955	107,459	107,459		90,303	82,985	82,985
a Income from Grants	-	1	1	0	0		0	0	0
b National Lottery Heritage Fund	-	0	0	0	0		0	0	0
c Arts Council Grant	-	0	0	0	0		0	0	0
d Rose Bar and Coffee Bar	19,634	15,077	19,346	18,264	18,264		20,098	20,098	20,098
e Pop up / Drive In Cinema	10,269	1,585	1,585	1,750	1,750		1,648	1,648	1,648
f Pantomime Income	59,455	34,724	46,464	48,757	48,757		5,000	5,000	5,000
g Theatre Bookings	214,489	5,372	7,387	27,000	27,000		48,557	48,557	48,557
h Ticket Sales	-	0	0	188	188		0	0	0
i Rugeley Fringe Festival Fundraising & Donations	-	0	0	0	0		0	0	0
j Job Retention Scheme Grant	-	0	0	0	0		0	0	0
3 TOTAL INCOME	614,450	380,981	407,824	437,602	437,602		480,180	483,291	483,291
Expenditure									
4 Rugeley Town Council Operating Costs:	166,425	155,184	217,149	182,377	182,377		177,486	185,941	186,911
a Staff Costs inc Salaries, Pension and PAVE/NI	126,298	81,376	122,066	136,742	136,742	Total figure from blue items below	133,836	140,981	144,242
b Administration Costs (inc CIL Training, Chairs Allow, Insurance)	25,723	18,444	31,769	28,122	28,122		24,908	25,655	26,425
c Premises and Maintenance (inc Water, Rates, Alarms, etc)	7,670	49,946	52,896	9,813	9,813	£35000 moved from EMR for solar panels	8,242	8,489	8,744
d Electricity	6,734	5,418	10,418	7,700	7,700		10,500	10,815	7,500
5 Rugeley Town Council Discretionary Costs:	7,402	1,123	1,685	9,285	9,285		7,500	7,605	7,713
a Small Grant Award and HLF	3,959	0	0	4,000	4,000	Total figure from blue items below	4,000	4,000	4,000
b Car Parking Subsidy for One Year	-	0	0	0	0		0	0	0
c Neighbourhood Plan	-	0	0	85	85		0	0	0
d Newsletter	3,403	1,123	1,685	5,200	5,200		3,500	3,605	3,713
e RM write off	-	0	0	0	0		0	0	0
6 Total Community Engagement Committee Expenditure:	103,771	36,217	68,289	74,750	79,650		80,500	75,500	75,500
a Christmas Lights Costs	50,408	20,211	51,211	50,000	50,000	Total figure from blue items below	60,000	60,000	60,000
b Community Initiatives	24,034	16,006	17,078	24,750	29,650		15,500	15,500	15,500
c Rugeleys Big Celebration & Mindfulness Garden	29,329	0	0	0	0		5,000	0	0
7 Total Rugeley Rose Theatre Operating Costs:	144,607	211,633	266,489	159,777	159,777		183,244	189,645	182,208
a Staff Costs inc Salaries, Pension and PAVE/NI	83,669	60,954	91,432	86,598	86,598	Total figure from blue items below	99,234	104,196	106,280
b Casual Staff inc Retainer	10,345	9,131	14,838	12,200	12,200		15,135	15,438	15,746
c Administration (inc Stationery & Supplies, Post, Phone, Web)	5,266	3,254	4,003	5,104	5,104		3,125	3,219	3,315
d Premises and Maintenance (inc Water, Rates, Alarms etc)	25,125	122,041	124,963	32,675	32,675	£132227 from EMR for Roof and Solar Panels	34,750	35,793	36,868
e Electricity	20,202	16,253	31,253	23,200	23,200		31,000	31,000	20,000
f Performance Marketing & Equipment	-	0	0	0	0		0	0	0
8 Total Rugeley Rose Theatre Discretionary Costs:	41,140	21,841	27,930	51,755	51,756		31,450	32,171	69,016
a Rose Bar and Coffee Bar	9,700	6,985	11,679	9,000	9,000	Total figure from blue items below	12,750	13,133	13,528
b Pop up / Drive in Cinema	1,219	194	194	1,560	1,560		1,000	1,030	1,061
c Pantomime Expenditure	9,024	10,794	10,794	11,032	11,032		11,500	11,845	12,200
d Theatre Costs (Stocktaker, Tech Room, Licences)	1,854	1,029	1,424	2,163	2,164		2,100	2,163	2,228
e Reimbursement of Ticket Sales	19,190	2,749	3,749	25,000	25,000		4,000	4,000	40,000
f Rugeley Fringe Festival	-	0	0	3,000	3,000		0	0	0
g Arts Council Grant Expenditure	153	90	90	0	0		100	0	0
9 TOTAL OPERATING AND DISCRETIONARY COSTS	463,345	425,998	581,542	477,944	482,845		480,180	490,861	531,347
10 INCOME OVER EXPENDITURE	151,105	-45,017	-173,718	-40,342	-45,243		0	-7,570	-38,056
10a Transfer from Earmarked Reserves					167,227				
10b Amount to come from General Reserves					121,984				
11 BALANCES AS AT 30 November 2023									
Lloyds Bank	£	133,785							
Unity Trust Bank	3,085								
Santander	0								
CCLA	285,175								
Petty Cash + Bar Float	1,000								
Total Cash & Bank Accounts	423,045								
Assumptions									
1. Staff cost increase							8%	5%	2%
2. Inflation rate							4%	3%	3%
Increase in precept required to balance budget							0.000%	2.0%	10.2%

	Opening Balance April 2023	Transfers to Reserves 2023-24	Transfers from Reserves 2023-24	Anticipated Closing Balance 31 March 2024
	£	£	£	£
12 Earmarked Reserves				
a Car Parking Subsidy	0.00	0.00	0.00	0.00
b Election Fund	24,195.44	0.00	24,195.44	0.00
c Contingency Fund	0.00	0.00	0.00	0.00
d USL Removal Fund	40,333.00	0.00	0.00	40,333.00
e Renovations and Renewals	39,584.20	0.00	32,227.40	7,356.80
f Community Projects	13,247.53	0.00	0.00	13,247.53
g Heritage Lottery Fund	0.00	0.00	0.00	0.00
h Community Infrastructure Levy	10,423.39	1,890.83	0.00	12,314.22
i New flat roof for Landor Suite	65,000.00	0.00	65,000.00	0.00
j Solar Panels and battery	70,000.00	0.00	70,000.00	0.00
13 Total Earmarked Reserves	262,689.56	1,890.83	167,227.40	97,352.99
14 General Reserves	246,736.86			195,222.76
15 TOTAL RESERVES	509,426.42			464,183.42
				Total Cash & Bank Accounts at Year End
				464,183.42
				Total cash in banks and floats - EMR reserves - spend predicted to end of year
				195,222.76
				£170,000 towards solar panel installation
				£51,883.20 repairs to Landor suite flat roof, £13,816.80 towards solar panels
				£10,705.70 towards solar panels, £3590.00 towards LED lighting in RT, £12,992 overspend due to heating breakdown and £5000 for additional provision for RT maintenance
				IC Decaux has 6 years to Feb 2024 to claim payment on this outstanding contested bill

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
16 Precept	289,379	298,208	301,190	303,542	303,634	303,634	315,502	317,393.00	368,987.00
Appointed Tax Base	5,117.21	5,172.73	5,221.90	5,267.51	5,263.66	5,262.09	5,284.97	5,316.64	5,316.64
Residual Band D Tax	56.55	57.65	57.68	57.68	57.68	57.70	59.70	59.70	69.40
Percentage change to last year Increase/(Decrease)	-0.8%	1.9%	0.06%	0.0%	0.0%	0.03%	3.5%	0%	16%

	2022/23 Budget	2022/23 Actual	2023/24 Budget	2023/24 Actual YTD	2023/24 Projected	Notes	2023/24 Total Projected Year End	2024/25 Budget	Comments
TOWN COUNCIL									
101 Income - TC									
1076 Precept	315502	315502	317393	317393	0		317393	371450	117%
1090 Bank Interest	150	2683	2500	6572	2191		8763	9000	More realistic
1565 Misc Sales	0	0	0	198	0		198	0	Redundant code
1595 Community Infrastructure Levy Funds	4850	2303	2500	0	1891		1891	1891	Projected year end+ current funds
Total Income	320502	320488	322393	324163	4082		328245	382341	
6001 less Transfer to EMR	0	2303	0	0	0		0	0	
Movement to/(from) Gen Reserve	320502	318185	322393	324163	4082		328245	382341	
103 Staff Costs - TC									
4000 Salaries	74404	75077	81885	49421	24711		74132	81864	Increase in spine plus 5%
4001 PAYE/NI	21460	21453	23457	13532	6766		20298	22125	Increase by 9% due to increased rates
4010 Pension	29477	29769	31400	18424	9212		27636	29847	Based on salaries (23.6% last year 24.6%)
Overhead Expenditure	125341	126298	136742	81376	40689		122066	133836	
107 Administration - TC									
4020 Staff Training, Health&Safety	600	321	600	336	650		986	1250	MeI ILCA, Ali CILCA, other staff training
4021 Councillor Training	600	0	500	0	1027		1027	750	Based on budget to spend difference
4025 Mileage	200	98	150	135	50		185	150	Budget still seems fair
4070 Chairman's Allowance	500	500	500	500	0		500	500	Budget still seems fair
4080 Stationery & Supplies	1222	1073	1200	780	640	Shredder + office chairs	1420	1200	Budget still seems fair
4081 Postage Costs	700	289	500	173	150		323	336	To raise with inflation
4082 Shredding Service	550	433	500	250	84		334	50	Buying shredders but allocation for maintenance
4090 Printer & Photocopy Costs	1700	1290	1400	750	250		1000	1200	Looking at new contracts
4095 Telephone & Broadband	1200	728	900	422	932		1354	850	Change of supplier
4100 Miscellaneous	50	16	50	9	3		12	25	Last 2 years more closer to 50% of budget
4101 Payroll Administration	1009	887	1000	564	188		752	150	Bringing inhouse but funds if need any consultant help
4102 Newsletter	5000	3403	5200	1123	562		1685	3500	Looking at previous spend to budgets
4120 IT & Website	4950	4919	5100	3890	3817		7707	6000	Change of supplier
4125 RBS Software	1310	805	950	715	1865		2580	1100	Change of supplier
4130 External Audit	1230	1000	1100	50	1260	Wrong allocation	1310	1362	Rasie with inflation
4131 Internal Audit	500	402	500	-88	422	Wrong allocation	334	500	With inflation budget still seems fair
4135 Advertising	700	668	700	0	0		0	0	Still relevant?
4150 Bank Charges	970	840	970	450	200		650	676	Raise with inflation
4160 Capital Expenditure	1952	4027	3413	0	0		0	0	Are we planning on any investments?
4170 Election Charges	500	0	500	0	1707	Wrong allocation	1707	1000	Budget to double as we know some councillors are standing down next year
4200 Insurance	3950	3898	3800	3944	0		3944	4200	Rising with spend plus solar insurance full year
4230 Public Relations	231	200	231	5	0		5	150	Decrease as looking past 2 years this seems more fitting
4250 Membership & Subscriptions	1908	1734	1858	4130	0		4130	1859	Budget plus inflation as this year was due to staff and councillor changes
4515 Professional & Legal Fees	508	1595	1700	633	250	VAT Expert	883	1500	Due to needing more help with VAT investigation or engery contract
4560 Licence Fee	0	0	0	643	-650	Wrong code	-7	0	Should be just on premises
Overhead Expenditure	32040	29126	33322	19411	13406		32820	28308	
114 Premises & Maintenance - TC									
4160 Capital Expenditure	0	0	0	45068	0		45068	0	Are we planning on buying anything?
4210 Repairs & Maintenance	4181	3987	5549	1257	629		1886	1961	Raise with inflation
4215 Intruder & Fire Alarms	1030	516	1539	1719	860		2579	2682	We are having problems with alarm system but increase by inflation
4240 Rates	2900	2869	2000	1588	706		2294	2500	Due to previous budget performance
4260 Electricity	6692	6734	7700	5418	5000		10418	10500	Need to account for if we can't get out of Engie contract
4265 Water	325	298	725	224	112		336	349	To raise with inflation
4560 Licence Fee	0	0	0	90	643	Wrong code	733	750	Why does this not get a budget?
Overhead Expenditure	15128	14405	17513	55364	7949		63313		
6000 plus Transfer from EMR	0	3208	0	35000	0		0	18742	
Movement to/(from) Gen Reserve	(15,128)	(11,197)	(17,513)	(20,364)					
121 Other Costs - TC									
4080 Stationery & Supplies	0	0	0	58	0		58	0	Should use different codes
4081 Postage Costs	0	0	0	30	0		30	0	Should use different codes
4100 Miscellaneous	0	0	0	40	0		40	0	Should use different codes
4170 Election Charges	0	0	0	1707	-1707	Wrong alloction	0	0	Should use different codes
4180 Grants	4000	3999	4000	0	4000		4000	4000	Budget fair
4185 Neighbourhood Plan Costs	5000	0	85	0	0		0	0	Will this be needed 24/25?
4525 Catering & Refreshments	0	0	0	25	50		75	100	Hosting an SLCC AGM and other breakthrough meetings etc
Overhead Expenditure	9000	3999	4085	1860	2343		4203	4100	
Movement to/(from) Gen Reserve	(9,000)	(3,999)	(4,085)	(1,860)					

4090 Printer & Photocopy Costs	150	35	150	27	20	47	75	Seems more reasonable	
4095 Telephone & Broadband	1300	681	1000	422	140	562	850	Change of supplier, migration + monthly charge	
4101 Payroll Administration	89	75	89	75	34	109	50	Brining inhouse, but allocation if need consultant	
4120 IT & Website	440	312	400	80	60	140	400	Changing supplier	
4135 Advertising	300	50	200	0	0	0	100	Need to include some printing of leaflets in this budget in future	
4160 Capital Expenditure	0	2009	550	949	0	949	0	Don't require any in administration	
4210 Repairs & Maintenance	0	0	0	59	0	59	0	Should only be put under premises	
4217 Window Cleaning	350	275	330	125	100	225	300	Seems more reasonable	
4515 Professional & Legal Fees	0	0	0	633	0	633	0	Needs to be taken off budget	
Overhead Expenditure	4908	5266	5104	3254	749	4003	3125		
Movement to/(from) Gen Reserve	(4,908)	(5,266)	(5,104)	(3,254)					
212 Premises & Maintenance - RT									
4160 Capital Expenditure	0	0	0	45068	0	45068	750	Need more mics	
4210 Repairs & Maintenance	17838	12996	18880	69838	0	69838	20000	Heating repairs and roof leaks	
4215 Intruder & Fire Alarms	1650	541	2650	560	500	1060	3500	Need new fire system required	
4216 Waste Collection	2300	2085	3300	1332	592	1924	2500	More reasonable	
4240 Rates	8650	8608	6000	4763	1580	6343	7000	From previous budgets seems reasonable	
4260 Electricity	13520	20202	23200	16253	15000	31253	31000	Incase we don't get to sort solar panel adjustment	
4265 Water	980	895	1845	480	160	640	1000	Seems more reasonable with previous budgets	
4560 Licence Fee	0	0	0	90	0	90	0	Doesn't need a budget	
Overhead Expenditure	44938	45327	55875	138384	17832	156216	65750		
6000 plus Transfer from EMR	0	3208	0	132227					
Movement to/(from) Gen Reserve	(44,938)	(42,119)	(55,875)	(6,157)					
251 Other Costs - RT									
4080 Stationery & Supplies	0	0	0	343	0	343	0	Should be with administration	
4081 Postage Costs	0	0	0	1	0	1	0	Should be with administration	
4210 Repairs & Maintenance	0	0	0	1785	0	1785	0	Should be with premises	
4250 Membership & Subscriptions	0	0	0	157	0	157	0	Not sure where this has come from?	
4520 Bar Purchases	4944	7594	7500	4389	4500	8889	10000	Due to increase in business and inflation costs	
4525 Catering & Refreshments	480	1892	1500	178	150	328	2500	Now got pizza oven and coffee machine	
4530 SumUp Transaction Fee	160	214	0	132	44	176	250	Following covid cash is nearly redundant	
4531 Pop up Cinema	1500	1219	1560	194	0	194	1000	Looking at previous spend and budgets	
4535 Pantomime	10608	9024	11032	10794	0	10794	11500	Rise with inflation	
4540 Stocktake	260	270	293	0	162	162	200	£100 x 2 stock takes, additional for extra on next years stock takes due to coffee machine	
4545 Tech Room	557	34	307	325	0	325	400	Inflation and previous budgets	
4560 Licence Fee	0	0	0	5	0	5	0	Should be in premises	
4570 Marriage, Music, Premises Licence	1263	1550	1564	699	233	932	1500	Due to previous budget	
4575 Reimbursement of Ticket Sales	0	19190	25000	2749	1000	3749	4000	Not sure why so high previously	
4580 Rugeley Fringe Festival	3000	0	3000	0	0	0	0	Are we doing this again?	
4585 Arts Cnl Grant Expenditure	0	153	0	90	0	90	100	From previous spend	
Overhead Expenditure	22772	41138	51756	21840	6089	27930	31450		
Movement to/(from) Gen Reserve	(22,772)	(41,138)	(51,756)	(21,840)					
ROSE THEATRE - Income	73271	92718	107459	54759					
Expenditure	169659	185745	211533	233563					
Net Income over Expenditure	-96388	-93027	-104074	-178804					
plus Transfer from EMR	0	3208	0	132227					
Movement to/(from) Gen Reserve	(96,388)	(89,819)	(104,074)	(46,577)					
Total Budget Income	401523	421449	437602	380980					
Expenditure	433568	463343	482845	427791					
Net Income over Expenditure	-32045	-41895	-45243	-46811					
plus Transfer from EMR	0	24416	0	167227					
less Transfer to EMR	0	2303	0	0					
Movement to/(from) Gen Reserve	(32,045)	(19,782)	(45,243)	120416					