

## Six-Month Budget Monitoring Report for Financial Year 2019/20: Committee Narrative

All expenditure is within anticipated parameters unless detailed below

**POLICY AND FINANCE**

Code	Cost Centre 12 Administration	% of budget	Explanation
4007	Health Screening	79.5	Health screening complete
4309	IT Support	72.9	Additional costs for server disposal, C4r email, licensing
4382	Insurance	100.7	Additional insurance required for assets
4388	HR Consultancy	96.4	Annual payment was paid in June
Code	Cost Centre 13 The White House	% of budget	
4146	Rent	63.9	Already paid 3 out of 4 payments
4149	Building Insurance	103.1	Paid for the year but slightly higher than anticipated.
1000	Rent Receivable	249.2	Higher usage than anticipated
Code	Cost Centre 20 Democratic Representation	% of budget	
4326	Subscriptions	96	Annual subscription already paid
Code	Cost Centre 102 Grants and Donations	% of budget	
4350	CAB	100	Annual grant already paid
4351	Guaranteed Grants	100	Annual grants already paid
Code	Cost Centre 412 Grants and Donations	% of budget	
4401	Community Policing	14.2	Lesser number of hours billed plus no sergeant hours (higher rate) billed

**GROUNDS AND ENVIRONMENTAL**

Code	Cost Centre 110 Depot	% of budget	Explanation
4146	Rent	75	Already paid 3 out of 4 payments
Code	Cost Centre 111 Pavilions	% of budget	
4100	Repairs & Maintenance	78.3	Undertaken more repairs during the summer, taking advantage of the quiet time in bookings
4131	Energy - Electricity	88.6	Higher usage than anticipated
1000	Rent Receivable	88.6	Higher usage than anticipated
Code	Cost Centre 115 Astral Park Sports & Community Centre	% of budget	
4100	Repairs & Maintenance	73.3	Undertaken more repairs during the summer, taking advantage of the quiet time in bookings
1000	Rent Receivable	41.5	The summer months are quieter and will pick up during the winter months
Code	Cost Centre 116 Astral Park Bar	% of budget	
1000	Rent Receivable	41.5	Unrealistic budget which has been amended for the 2019/20 draft budget
Code	Cost Centre 220 Leighton-Linslade In Bloom	% of budget	
4014	Projects	89.5	The multiple award winning campaign is mainly delivered during the spring and summer months
4110	Grounds Maintenance	75.5	The multiple award winning campaign is mainly delivered during the spring and summer months
4384	Professional Fees	100	The multiple award winning campaign is mainly delivered during the spring and summer months
Code	Cost Centre 230 Grounds & Environmental	% of budget	
4110	Grounds Maintenance	77.4	The annual payments of the finance agreement circa £17,500 is paid in April each year therefore effects the profiling of this nominal code
4233	Machinery Services	61	We have incurred additional repairs and maintenance due to the tough long hot summer
4301	Equipment - Maintenance	70.6	This is a small value nominal code of only £800
4414	Plants	80.8	Plants were planted in spring and early summer
4426	Refuse	75.2	We dispose of more of our visitors litter during the summer months
1000	Rent Receivable	122.4	We have had one more circus than we anticipated
Code	Cost Centre 401 Cemetery	% of budget	
4135	Water	63	We classically use more water during the summer months
4145	Rates	54.9	This is estimated during the budget setting process
4426	Refuse	61.2	We dispose of more of our visitors litter during the summer months
1100	Cemetery income	93	We have had a higher than anticipated conversion of the local mortality rate choosing burials
1101	Cemetery income - Memorials	90.6	We have had a higher than anticipated conversion of the local mortality rate choosing burials and therefore increase memorialisation

**CULTURAL AND ECONOMIC**

Code	Cost Centre 101 Community Projects	% of budget	Explanation
4008	Staff Travel	96.3	More mileage claimed than anticipated
4013	Event consultancy	88	Annual cost committed to the budget
4015	Best Bar None	0	No budget as Salary costs are paid from the Income code 1056 which is funded by CBC
4412	Christmas Lights	97.4	Annual cost committed to the budget
4510	Business Development	70.9	Event takes place in April
4511	Christmas Event	125.4	Annual cost committed to the budget - overspend covered by income
4513	Band Concerts	87.3	Band concerts delivered - June through September
4515	Canal Festival	104.9	Event delivered - overspend to be covered by income
4552	Big Lunch	103.4	Event delivered - overspend to be covered by income
4553	Salaries Big Lunch	80.2	Event delivered - June
4572	Town Bunting	83.6	Flags are installed in May through to November this year
4920	Visitor Economy/Tourism	90.4	
1051	Canal Festival income	102.3	Event delivered - July
1201	Sales - About Town advertising	122	More advertising has been sold than was anticipated
Code	Cost Centre 104 Tactic	% of budget	
4005	Staff training	90.9	Staff taking opportunity of the training budget - dependent upon course availability and delivery dates
4011	Advertising	100	Full budget used to advertise for new staff
4014	Projects	78.6	More than 50% of the Project programme has been delivered
4327	Publicity	90.2	Budget used to advertise summer projects
1000	Rent Receivable	434.6	Higher uptake on Tactic room hire than expected
1057	Activities - income	437.1	Higher uptake on activities than anticipated
Code	Cost Centre 412 Markets	% of budget	
4001	Temporary Staff	61.7	Additional delivery support secured whilst substantive post holder absent.
4008	Staff Travel	371.4	More mileage claimed than anticipated - Market Manager attended training days for Market Administration Diploma in Derby
4130	Security	105	Annual cost committed to the budget
4300	Equipment - Purchase	61.1	There is no annual pattern for spend - Staff PPE is replaced as needed, repairs and equipment as needed
4322	Printing & Stationery	83.3	There is no annual pattern for spend - promotional signs, posters and rent receipt books as needed
4326	Subscriptions	77.8	Annual subscriptions costs
4327	Publicity	86.3	Spend follows editorial dates, themed markets delivery plans and identified opportunities to promote
4426	Refuse	85	Current contract dictating higher costs
1056	Pop-Up Market Income	3.3	Low up take this year
1300	Tuesday Market Income	42.3	This was over estimated during the budget setting process
1301	Saturday Market Income	38.2	This was over estimated during the budget setting process
1302	Farmers Market Income	39.6	This was over estimated during the budget setting process
1303	Speciality Market Income	33.7	This was over estimated during the budget setting process