

Saltash Town Council

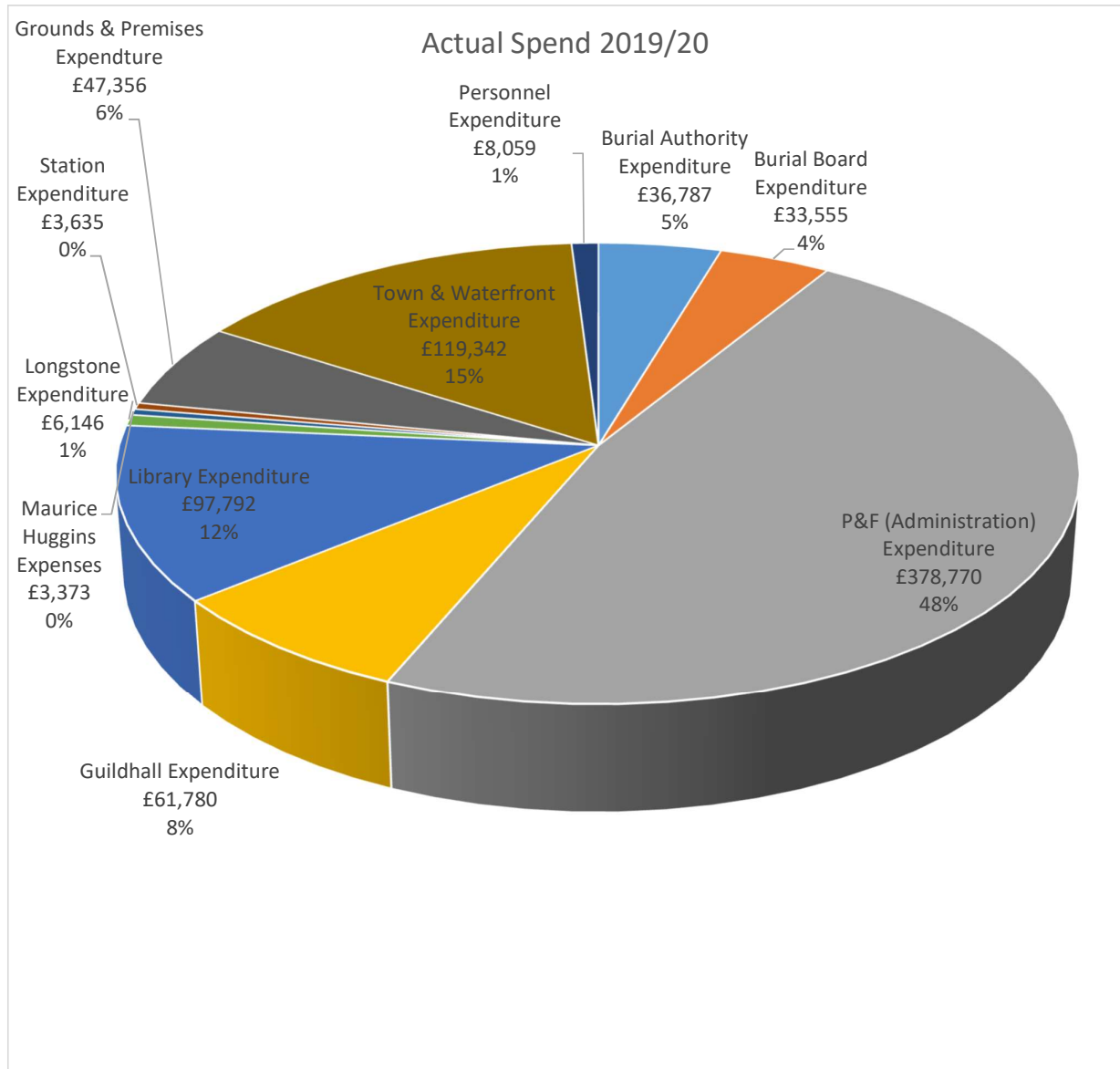
End of Year Financial Report 2019/20

The council continues to review and monitor its budgets throughout the year. Careful use of its resources has helped to build funds (called reserves) to invest in important projects in the future and build up a healthy contingency for any unforeseeable events.

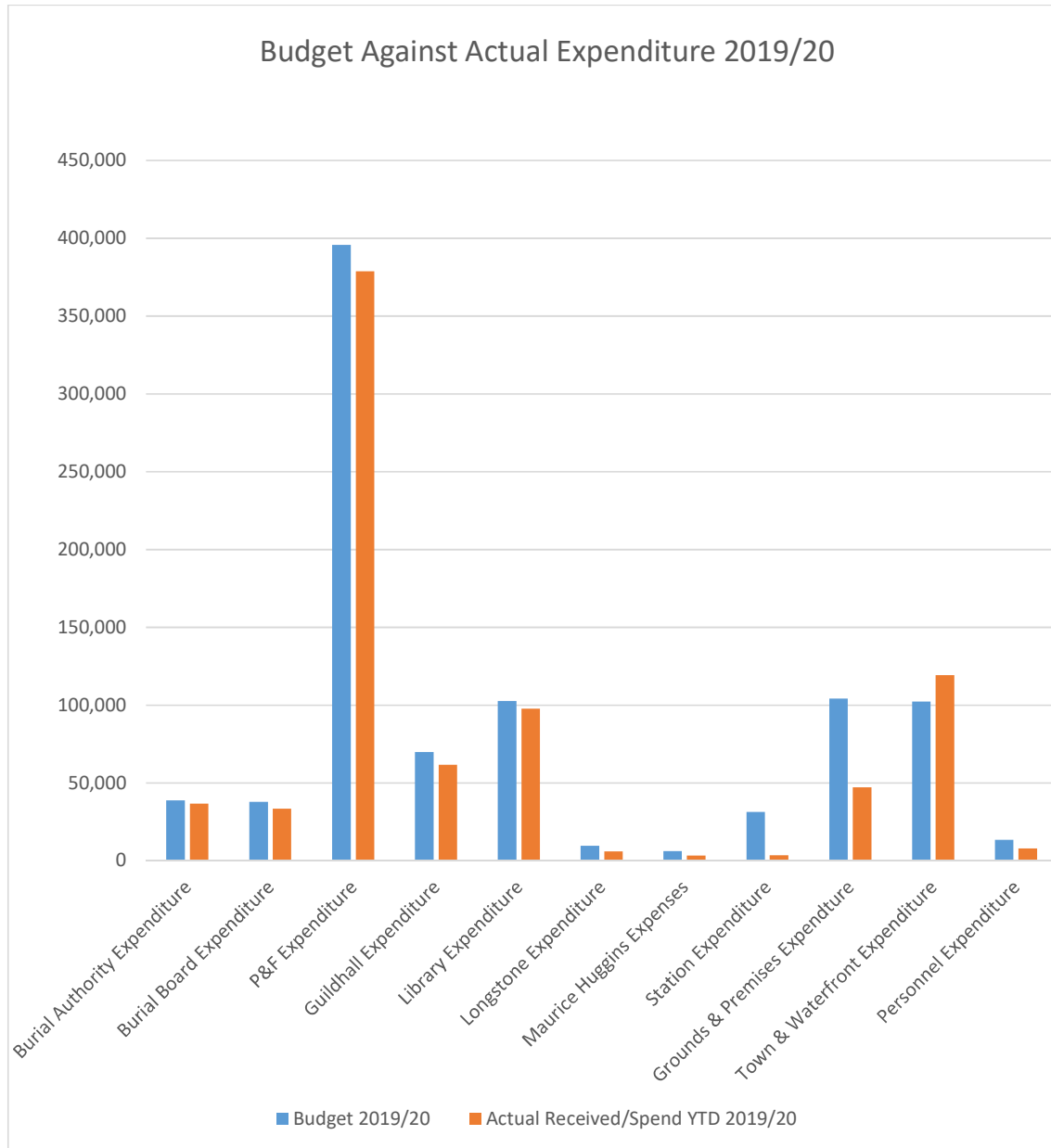
It's been a very busy year and council services have seen growth with the takeover of the Library and Information services and the refurbishment of the Station Building which is near completion.

We introduced a new accounting system at the end of last year which has improved the frequency and accuracy of reporting and has enhanced the control of budgets and the related internal auditing procedures.

A breakdown of this year's operational expenditure is as follows:



The year-end accounts show an underspend of around £166,580 this has been generated over all the budgets and have now been added to the reserves figure to reallocate for future projects/ contingency funds.



The breakdown of underspend is as follows:

The Town Council Budget:

Burial Authority Income: £7,019

Increase in this cemetery burials at this cemetery due to St Stephens now closed to new burials.

Burial Authority Expenditure: £2,400

This underspend has been made up across the whole budget.

Burial Board Expenditure: £4,973

£2,951 Additional tree Survey & works required to be carried out in accordance with health and safety in 2020-21 and other savings across the budget.

P&F Income: £6,865

Bank Interest received £5,500 above budget due to additional external funding received, better investment opportunities sourced and making external courses available at the Guildhall which generated £1,422.

P&F Expenditure: £48,074

Insurance: £9,011 underspend due to a review undertaken of the council insurance requirements during 2019/20 and cheaper provider sourced

Community Chest: £6,370 remaining due to low number of applications received during 2019/20

Health & Safety: £2,145 underspend due to an alternative health & safety consultancy package being sourced which is cheaper.

Data Protection: £1,995 councillors are no longer required to register individually.

Festival Fund: £13,700 remaining due to low number of applications received during 2019/20

Professional Fees £3,603 Underspend.

Sage Accounts: £1,866 underspend because the accountancy package was transferred over to Xero and created this saving.

And other minor additional savings across the budget

Services Committee:

- Guildhall: £5258

Guildhall Gas: £1,804: Cheaper utility contract provider sourced through an exercise carried out at the end of 2018/19.

Guildhall Electricity: £1,083: Cheaper utility contract provider sourced through an exercise carried out at the end of 2018/19.

Guildhall Boiler: £1,859: No additional work carried out on the boiler apart from the annual service.

- Library:

Staffing: £6,563: Vacancy for Community Hub Team Leader from Oct 19.

- Longstone: £3441:

Rates bill yet to be received from Cornwall Council.

- Maurice Huggins: £2861: Not fully operational during 2019/20
- Station: £27,732: Not Operational during 2019/20 still under renovation. Renovation was due to be completed in 2019/20 but there has been set backs with the construction works and extra external funding had to be sourced.
- Grounds & Premises: £30,501:

Devolution of other land from Cornwall Council didn't take place in 2019/20 as expected.

- Grounds & Premises Staffing: £2,285: Grounds and Premises Warden vacancy from Oct 19.
- Town & Waterfront: £14,417:

Devolution of other land from Cornwall Council didn't take place in 2019.20 as expected.

- Town & Waterfront Staffing: £3,661: Service Delivery Assistant Vacancy from Feb 19:

Personnel Committee: £5,409

Recruitment £3,746 – Due to policy change for advertising recruitment on the council's website and social media.

Professional Fees £1,464 – Cheaper HR Consultancy provider sourced during the year.

Options for Utilisation of Overall Underspend & Unallocated Reserves:

The overall unallocated reserve figure is (subject to clarification with auditor): £268,084

- 1) The contingency currently allocated is £280,000.
The current policy is 5 months' contingency of operating expenditure equating to £481,941.
Therefore, there is shortfall of £201,941.
The shortfall figure of £201,941 could be taken from the overall underspend and we will not have to precept any further contingency in future years unless there is future growth in the council's overall future operational activities and responsibilities. Also Earmarked funds will no longer form part of the overall

contingency and will be made up of 'Free Reserves' as recommended by the internal auditor.

- 2) To offset the proposed library works loan circa £200,000 utilising the unallocated reserves instead.
- 3) To create an EMF to enable investment in property purchases.

Any remaining funds can be allocated to the devolution fund.

Currently on completion of the Station Building refurbishment there is a further £47,250 to be put back into reserves which is currently ring-fenced for any cash-flow shortfall within the project.

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Saltash Town Council