

**Services Committee - Guildhall Budget**

 Saltash Town Council  
 As at 1st February 2021

| Account   | Actual Received/Spend<br>2019/20 | EMF Balances B/F<br>2020/21 | To/From Reserves & Budget Virements<br>2020/21 | Budget<br>2020/21 | Actual Received/Spend<br>YTD 2020/21 | Actual Funds to Receive/<br>Available to Date<br>2020/21 | Notes |
|---|----------------------------------|-----------------------------|--|-------------------|--------------------------------------|--|-------|
| <b>Operating Income</b>                                   |                                  |                             |  |                   |                                      |  |       |
| <b>Guildhall Income</b>                                   |                                  |                             |  |                   |                                      |  |       |
| 4200 GH Income - Guildhall Bookings                       | 10,329                           | 0                           | 0  | 10,200            | 106                                  | 10,094   |       |
| 4201 GH Income - Guildhall Refreshments                   | 252                              | 0                           | 0  | 255               | 0                                    | 255  |       |
| 4202 GH Guildhall Piano                                   | 0                                | 0                           | 0  | 20                | 0                                    | 20   |       |
| 4206 GH Income - Guildhall Misc Property Income           | 39                               | 0                           | 0  | 231               | 0                                    | 231  |       |
| <b>Total Guildhall Income</b>                             | <b>10,620</b>                    | <b>0</b>                    | <b>0</b>                                       | <b>10,706</b>     | <b>106</b>                           | <b>10,600</b>  |       |
| <b>Total Operating Income</b>                             | <b>10,620</b>                    | <b>0</b>                    | <b>0</b>                                       | <b>10,706</b>     | <b>106</b>                           | <b>10,600</b>  |       |
| <b>Operating Expenditure</b>                              |                                  |                             |  |                   |                                      |  |       |
| <b>Guildhall Expenditure</b>                              |                                  |                             |  |                   |                                      |  |       |
| 6400 GH Rates - Guildhall (6400)                          | 8,470                            | 0                           | 0  | 8,639             | 8,608                                | 31   |       |
| 6401 GH Water Rates - Guildhall (6401)                    | 618                              | 0                           | 0  | 1,017             | 159                                  | 858  |       |
| 6402 GH Gas - Guildhall (6402)                            | 1,450                            | 0                           | 0  | 3,319             | 758                                  | 2,561  |       |
| 6403 GH Electricity - Guildhall (6403)                    | 3,745                            | 0                           | 0  | 4,925             | 2,527                                | 2,398  |       |
| 6404 GH Fire & Security Alarm - Guildhall (6404)          | 1,976                            | 0                           | 0  | 1,071             | 878                                  | 193  |       |
| 6405 GH Fire Extinguishers - Guildhall (6405)             | 397                              | 0                           | 0  | 824               | 484                                  | 340  |       |
| 6406 GH Window Cleaning - Guildhall (6406)                | 1,245                            | 0                           | 0  | 0                 | 0                                    | 0  |       |
| 6408 GH Cleaning Materials & Equipment - Guildhall (6408) | 1,162                            | 0                           | 0  | 2,409             | 751                                  | 1,658  |       |
| 6409 GH Boiler Service & Maintenance                      | 345                              | 0                           | 0  | 1,000             | 436                                  | 564  |       |
| 6410 GH General Repairs & Maintenance                     | 5,279                            | 0                           | 0  | 2,500             | 873                                  | 1,627  |       |
| 6411 GH TV License & PRS                                  | 230                              | 0                           | 0  | 160               | 149                                  | 11   |       |
| 6412 GH Lift Service & Maintenance                        | 2,738                            | 0                           | 0  | 5,000             | 1,494                                | 3,506  |       |
| 6413 GH Refreshment Costs - Guildhall                     | 306                              | 0                           | 0  | 374               | 0                                    | 374  |       |
| 6414 GH Replace Equipment - Guildhall                     | 306                              | 0                           | 0  | 1,713             | 30                                   | 1,683  |       |
| 6418 GH Professional Fees                                 | 300                              | 0                           | 0  | 1,020             | 0                                    | 1,020  |       |
| 6420 GH Legionella Risk Assessment (Guildhall)            | 315                              | 0                           | 0  | 440               | 210                                  | 230  |       |
| <b>Total Guildhall Expenditure</b>                        | <b>28,881</b>                    | <b>0</b>                    | <b>0</b>                                       | <b>34,411</b>     | <b>17,356</b>                        | <b>17,055</b>  |       |
| <b>Guildhall Staffing Expenditure</b>                     |                                  |                             |  |                   |                                      |  |       |
| Guildhall Staffing Expenses                               | 0                                | 0                           | 0  | 400               | 27                                   | 373  |       |
| 6678 ST GH Staff Training (Guildhall)                     | 135                              | 0                           | 0  | 1,000             | 0                                    | 1,000  |       |
| Guildhall Staffing Costs                                  | 32,764                           | 0                           | 0  | 25,842            | 22,442                               | 3,400  |       |
| <b>Total Guildhall Staffing Expenditure</b>               | <b>32,899</b>                    | <b>0</b>                    | <b>0</b>                                       | <b>27,242</b>     | <b>22,469</b>                        | <b>4,773</b>   |       |
| <b>Total Guildhall Operating Expenditure</b>              | <b>61,780</b>                    | <b>0</b>                    | <b>0</b>                                       | <b>61,653</b>     | <b>39,825</b>                        | <b>21,828</b>  |       |
| <b>Total Guildhall Operating Surplus/ Deficit</b>         | <b>(51,161)</b>                  | <b>0</b>                    | <b>0</b>                                       | <b>(50,947)</b>   | <b>(39,719)</b>                      | <b>(11,228)</b>  |       |
| <b>1. EMF Expenditure</b>                                 |                                  |                             |  |                   |                                      |  |       |
| <b>Guildhall EMF Expenditure</b>                          |                                  |                             |  |                   |                                      |  |       |
| 6470 GH EMF Guildhall Maintenance                         | 63                               | 16,509                      | 0  | 20,000            | 3,916                                | 32,593   |       |
| 6696 ST GH EMF Staff Contingency (Guildhall)              | 209                              | 1,752                       | 0  | 88                | 0                                    | 1,840  |       |
| <b>Total Guildhall EMF Expenditure</b>                    | <b>271</b>                       | <b>18,261</b>               | <b>0</b>                                       | <b>20,088</b>     | <b>3,916</b>                         | <b>34,433</b>  |       |
| <b>Total EMF Expenditure</b>                              | <b>271</b>                       | <b>18,261</b>               | <b>0</b>                                       | <b>20,088</b>     | <b>3,916</b>                         | <b>34,433</b>  |       |