



## **Whitby Town Council FP and GP Committee Meeting April 2025**

### **Review of Income and Expenditure 2024/25**

#### **1. Introduction**

Please find below the current position on every line of income and expenditure against budget for the financial year April 1<sup>st</sup> 2024 to March 31<sup>st</sup> 2025.

Please note that some of these figures will undergo further change as the necessary accounting work for the year end is carried out but it's a useful internal control to note significant variances to budget at this stage.

At the meeting, we can discuss any queries or feedback from Cllrs.

## 2. Figures

Heading	Budget 2024/25	Transaction Totals at 31/03/2025	Notes on Figures
<b>EXPENDITURE</b>			
<i>Staff Costs</i>			
salaries	250404	251113	Staff costs, locum costs and project officer costs are all shown here i.e. salary underspend used to fund locum and PO time. There is also a 25/26 salary underspend to cover any remaining costs
training	1100	1632	SLCC conference; emergency first aid; website
<i>Administration</i>			
stationery	575	730	Overspend - monitor closely in 25/26
photocopying	625	2346	Some of the broadband costs charged here – will adjust. There is an underspend on that budget
postage	475	642	Budget underestimated.
telephone/broadband/email	3000	1470	See photocopying above - overall close to budget
office equipment	1000	1321	Laptops for Pannett – have been recharged
audit	21700	10692	22/23 audit costs £10k. 23/24 charges still to be made so will be funded from 25/26 contingency.
subscriptions	2900	1589	YLCA paid; SLCC paid in 23/24.
It/hosted applications	4625	4222	Edge and sage subscriptions.
website	400	950	Annual subscription paid in budget but domain renewal was not budgeted for.
computer maintenance	200	369	IT support costs in year.
insurance	24000	11969	Nordic costs paid – other insurance paid in 23/24.
bank charge	200	274	One Barclaycard payment to be re-allocated from here
Health and safety	300	705	Legionella report ; emergency plan;
data protection	35	35	Annual fee paid
travel	500	292	Not fully spent

admin saving	-2125		
<i>Costs without budget heading</i>			
recruitment adverts		1341	Town clerk recruitment and ATC recruitment. NB ATC had 40 applicants, so adverts achieved good reach.
room hire		240	Extra payments to lit and phil
<i>Civic and Cllrs</i>			
mayor allowance	1600	242	underspend
councillor training	550	92	Underspend – more training will take place in 25/26
civic reg	500	1050	Repairs completed – medallions for past mayor/consort
elections	12000	0	Co-options - save balance
mayor board	100	75	Completed
honorary citizenship	100	0	No anticipated expenditure
plaques/pennants/gifts	100	0	No anticipated expenditure
hospitality	500	0	No anticipated expenditure
S137	150	0	No anticipated expenditure
events	2000	609	Underspend
legal costs	600	944	Allotment and utility changes costs
<i>Building management</i>			
gas	4000	9660	Budget too low – but savings in water helps us. 1286 has to be reallocated to electricity
electricity	10000	17644	Budget seems to have significantly underestimated real costs. Have new arrangement for 25/26 [although energy prices are rising].
water rates	3000	7073	Some Everflow mis allocated – 4k to toilets – will adjust
refuse collection	500	718	Annual fee paid – budget underestimated
hygiene contracts	2000	2121	Close to budget
ADT	6500	19915	10K historic payment . New tender later in 25/26
Adt r and m	2500	1536	Underspend but less than ADT overspend above

repairs and maintenance	18000	12829	Lift, shutters, small repairs, - quite a few expenditures lines feed into here. Prudent approach taken this year because of low reserves figure.
cleaning hygiene supplies	1500	2027	budget seems to have underestimated
fixtures and fittings	1000	1383	Includes £497 health and safety cost
air con	6300	6394	Close to budget
heating system	5250	5771	Close to budget
<i>payments not in budget</i>			
<i>payment of 23/24 security</i>		2823	Vistech arrangement that ended in 23/24
<i>Other services</i>			
allotments	2600	140	Some maintenance needed this year.
allotment fence cala beck	1000	0	Fence to be installed in 25/26
modern apprentice	3500	0	On hold
xmas lights	10000	24129	Commitment made to contractor had to be honoured.
notice board	150	129	Close to budget
toilets	5000	0	Costs for West Cliff repairs will come in 25/26
wcs water charge	43000	16908	Will review before sign off – some expenditure to be added but will be below budget
war mem	250	0	Some costs in maintenance. Has been maintained.
harbour story board	500	0	Signage repair costs shown above
twinning	100	0	No work this year.
spa well maint	1000	0	Any costs shown in general maintenance above
neighbourhood plan	5000	4323	Any underspend is returned to Groundworks
Xmas festival	46500	27511	Underspend
<i>Expenditure not in budget:</i>			
<i>east pier footbridge</i>		6000	<i>WTC contribution to NYC payable annually</i>
<b>TOTAL EXPENDITURE</b>	<b>514900</b>	<b>463978</b>	

<b>INCOME</b>			
other refunds	4200	0	Please see line below
other refunds PAG	4200	6945	Lots of direct payments made so less re-charge needed.
allotments	1400	1676	Strong level of occupancy
ppm office rental	2500	0	Arrangement finished some time ago
xmas lighting NYC	10000		Full grant received - part of Christmas income below
bank interest/loyalty	150	60	Low interest rates
pag commission	600	0	Nothing in year
refunds lit and phil	10500	8989	Most expenditure covered by 60% arrangement – income there is better than budget.
60 % admissions	47250	90445	£75k in 23/24 and further improvement this year. Great news!!
capital/heritage grants	5000	0	Funding for Pannett
xmas festival income	52500	29725	Both income and expenditure less than budget so we will take a look at this before audit. Good news is that income is HIGHER than expenditure
neighbourhood plan	5000	5000	£10k received from groundworks but unspent is returned and then claimed again in 25/26 for expenditure that year.
community donation toilets	6000	4000	Will make claim soon
public toilets	40000	14565	Danfo net was a lot lower in 23/24 as well – and also some adjustments were made. Charity amount to follow this year.
<i>Income not in budget</i>			
<i>Loss adjuster from flood</i>		4500	<i>Funds expected by mid april</i>
<b>TOTAL INCOME</b>	<b>189300</b>	<b>170905</b>	
<b>Expenditure</b>	<b>514900</b>	<b>463978</b>	
<b>Income</b>	<b>189300</b>	<b>170905</b>	
<b>Precept</b>	<b>325600</b>	<b>325600</b>	<b>Both payments received from NYC</b>
<b>Balance</b>	<b>0</b>	<b>32527</b>	<b>Positive overall variance at this stage</b>

## **CONCLUSION**

It's important for Cllrs to have sight of current budget variances for review and comment, ahead of more work being completed. At this stage, the overall figures are better than budget, but we expect some further items of expenditure to be identified as the final year end figures are put together.

**ADAM CHUGG TOWN CLERK/RFO APRIL 2025**