

Agenda Item 5

Royston Town Council 2021-2022			
Bank Reconciliation Year End 31st March 2022			
Receipts		Payments	
B/F	1,214,278.99	B/F	463,268.90
March income	32,171.80	March payments	72,861.88
	1,246,450.79		536,130.78
Receipts to date	1,246,450.79		
Less Payments to date	536,130.78		
	710,320.01		
Represented by			
RTC Current Account -		36,544.14	
Less un-cleared Chqs		- 31,714.62	
		4,829.52	
Business Premium account		9,696.49	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		530,072.00	
Public Sector Deposit Fund		100,000.00	
Takings Account			
		710,320.01	
War Memorial Account			
Receipts		Payments	
B/F	4,386.00	B/F	0.00
March Receipts	4,386.00	March Payments	-
	4,386.00		-
Receipts to date	4,386.00		
Less Payments to date	0.00		
	4,386.00		
	In Treasurers BPA	In Current	Total
RTC War Memorial	4,206.00	180.00	4,386.00
			4,386.00
		Unpresented cheques	0.00
			4,386.00
Petty Cash for noting	01/03/2022	31/03/2022	
Office	100.06	100.06	
Museum	90.09	90.09	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	£ 295.15	£ 295.15	

Royston Town Council 2021-2022
Charity Accounts Year End 31st March 2022

Cave Account

<u>Receipts</u>		<u>Payments</u>	
B/F	34,895.47	B/F	2,284.43
March Receipts	-	March Payments	
	<u>34,895.47</u>		<u>2,284.43</u>
Receipts to date	34,895.47		
Less Payments to date	2,284.43		
	<u>32,611.04</u>		
Represented by			
RTC - Cave Account	32,611.04		
Less un-cleared Chqs	-		
		£ <u>32,611.04</u>	

Leete Account

<u>Receipts</u>		<u>Payments</u>	
B/F	20,696.53	B/F	2,009.65
March Receipts	0.11	March Payments	8.35
	<u>20,696.64</u>		<u>2,018.00</u>
Receipts to date	20,696.64		
Less Payments to date	2,018.00		
	<u>18,678.64</u>		
Represented by			
RTC - Leete Account	18,678.64		
Less un-cleared Chqs			
		£ <u>18,678.64</u>	

Town Mayor's Community Trust Fund

<u>Receipts</u>		<u>Payments</u>	
B/F	22,533.66	B/F	4,032.83
March Receipts	-	March Payments	8.00
	<u>22,533.66</u>		<u>4,040.83</u>
Receipts to date	22,533.66		
Less Payments to date	4,040.83		
	<u>18,492.83</u>		
Represented by			
Mayor's Charity monies	319.62		
Community Fund	18,423.21		
Less un-cleared Chqs	250.00		
		£ <u>18,492.83</u>	

ROYSTON TOWN COUNCIL

Summary of Royston Town Council Income & Expenditure for 2021-2022 to-date against allocated budget

EXPENDITURE	Quarter 1			Quarter 2			Quarter 3			Quarter 4				Year to Date	Agreed Budget	YTD Budget variance	
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Estimated Quarterly Budget				QTD Variance
Admin/Democracy	8,732	6,850	7,230	6,835	6,660	9,311	9,011	12,386	9,347	9,075	9,035	12,411	35,903	85%	106,883	129,571	82%
Museum	4,115	2,686	8,951	7,089	8,493	5,209	9,828	6,621	18,911	7,088	6,579	11,794	24,778	103%	97,364	91,666	106%
Town Hall	3,005	2,348	3,324	2,972	2,953	3,567	2,816	3,982	2,987	3,256	2,436	10,201	19,882	80%	43,847	59,613	74%
Priory Rooms	314	254	254	254	254	332	316	316	316	316	356	6,423	11,461	62%	9,705	14,508	67%
Market Hill Rooms	892	1,206	1,631	1,240	1,865	869	1,369	1,928	695	2,005	1,583	5,824	5,216	180%	21,107	20,294	104%
Other Expenses	2,045	-	1,372	-	-	604	152	2,287	456	1,000	250	27	3,546	36%	8,193	15,543	53%
Royston Cave	1,254	624	1,100	1,259	2,122	1,863	747	2,339	940	1,435	2,277	2,650	4,939	129%	18,610	20,032	93%
Allotments	349	348	1,234	169	169	458	328	106	328	328	521	655	1,718	88%	4,993	4,465	112%
War Memorial	615	85	85	85	85	611	105	105	105	105	119	119	290	118%	2,224	2,423	92%
30 Kneesworth Street	382	42	42	42	42	55	53	53	53	53	59	59	172	99%	935	1,036	90%
Plantations	464	482	482	1,092	482	534	524	524	524	2,324	3,685	6,235	8,710	141%	17,352	19,080	91%
Public Conveniences	157	127	127	127	127	166	158	458	158	758	178	478	970	146%	3,019	2,913	104%
Markets and Parking	3,725	3,762	3,495	13,834	3,394	3,539	3,460	3,666	3,460	13,279	3,954	6,149	22,628	103%	65,717	70,734	93%
TOTAL EXPENDITURE	26,049	18,814	29,327	35,000	26,646	27,118	28,867	34,771	38,280	41,022	31,032	63,025	140,213		399,950	451,878	89%
INCOME	Quarter 1			Quarter 2			Quarter 3			Quarter 4				Year to Date	Agreed Budget	YTD Budget variance	
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Estimated Quarterly Budget				QTD Variance
Interest	4	3	16	3	2	17	2	2	21	8	14	41	64	99%	133	300	44%
Town Hall	-	1,453	1,998	1,820	2,005	1,945	2,069	1,822	1,654	1,993	1,975	1,953	4,139	143%	20,687	15,000	138%
Priory Centre	-	-	-	28	33	136	84	121	77	165	83	88	250	135%	815	500	163%
Market Hill Rooms	-	335	390	714	425	701	1,251	1,158	1,093	1,024	996	1,162	1,375	231%	9,248	7,500	123%
Cave	-	-	30	-	-	682	200	300	100	2,618	100	230	-	-	4,260	10,000	43%
Allotments	166	25	54	166	55	85	193	39	1,956	2,559	492	147	2,984	107%	5,938	5,600	106%
30 Kneesworth Street	-	-	-	4,143	-	3,813	-	-	3,812	-	-	3,812	3,594	106%	15,580	15,580	100%
Museum	-	7	-	-	7	47	-	-	2	-	-	-	43	0%	63	750	8%
Markets and Parking	3,856	5,531	5,563	6,201	2,493	9,610	6,044	4,752	5,292	6,086	4,790	5,137	13,517	118%	65,354	54,000	121%
TOTAL INCOME	4,026	7,354	8,051	13,073	5,020	17,036	9,843	8,194	14,007	14,453	8,450	12,570			122,077	109,230	112%
PRECEPT	165,734					165,735									331,469	331,469	
CTRS grants	5,590					5,589									11,179	11,179	
Balance															£ 64,775	£ -	

Notes for Year End Income and Expenditure figures 2021-2022

	Expenditure	Income
Admin/Cost of Democracy	<p>Administration staff were without one full time member of staff for 5 months during the financial year generating a saving in employment costs of £12,714 across all budget areas. Further staff savings due to pay rise not being agreed until after the year end for the previous year £5,000.</p> <p>Election costs within budget. Suggest earmark and carry forward balance of £434.</p> <p>Legal fees lower than budgeted by £4,300 as legal advice not required during the year.</p> <p>Overspend on advertising due to staff vacancies.</p> <p>Communications budget not spent due to new staff member not being recruited, £4,000.</p>	N/a
Museum	<p>Overspend on Museum staff due to £15,000 being given to the museum Trust for early recruitment of a museum manager and curator role being outsourced at a higher cost than staffing, £12,000.</p> <p>Saving on rent £1,875 as the lease on the museum ended.</p>	Few shop sales and exhibition commission as the Museum remained closed for the year.
Town Hall	<p>Reduced caretaker costs due to closures from COVID 19 and hirers unwillingness to return (£11,000).</p> <p>Maintenance over budget £800 due to work needed on lighting at the Town Hall.</p> <p>Fuel/power/water higher than expected due to rising prices.</p> <p>Balance on cinema reserve fund to be transferred to earmarked reserve £3,199.</p>	Income higher than expected due to better recovery after COVID 19 restrictions (£5,000).
Priory rooms/Annex	<p>Fuel/power/water higher than expected due to rising prices.</p> <p>Reduced caretaker costs due to ongoing COVID restrictions for part of the year and hirers unwilling to return.</p>	Income higher than expected due to better recovery after COVID 19 restrictions.
Market Hill Rooms	<p>General maintenance higher than expected due to damp problems.</p>	Income higher than expected due to better recovery after COVID 19 restrictions (£1,700).
Other Expenses	<p>Mayor's allowance not used.</p> <p>Civic expenses lower than anticipated as no charity events held.</p> <p>May Fayre could not happen (2021) due to COVID 19 (£2,000 saving).</p> <p>Christmas lights expenditure was lower than expected as Royston First made a donation towards the project (£1,700).</p> <p>Youth Council budget not used (£2,000).</p>	
Royston Cave	<p>Guides salaries saved as nearly all guiding was carried out by the Cave Manager during the year due to uncertainty about COVID, £1,700.</p> <p>Cave maintenance below budget as the new cave steps were funded by the Cave Trust Fund saving, £1,000.</p>	Cave had restricted opening due to COVID 19 income received was reduced (£5,000)

	Cave Manager's salary over budget as he was doing the guiding during the year.	
Allotments	Expenditure on allotments was high this year as major tree works were undertaken. This has been taken from the ring-fenced earmarked reserve.	Higher turn-over of new tenants than expected creating an increase in administration charge income.
Market Place	Electric and gas over budget due to rising prices. Less general expense expenditure as little equipment needed.	Parking income and trading income higher than expected due to better recovery after COVID 19 restrictions (£11,000).

The main reasons for variances in the expenditure budget for the financial year are –

Expenditure saved during the year:-

- Election costs budget not used (to be added to earmarked reserve) - £434
- Savings due to one less admin employee for 5 months - £12,714
- Savings due to no pay rise being implemented in the year - £5,000
- Communications budget not used - £4,000
- Reduced caretaker costs - £11,000
- No May Fayre - £2,000
- Christmas lights saving - £1,700
- Youth Council budget saving - £2,000
- Cave Guides salaries savings - £1,700
- Cave maintenance saving £1,000

Total - £41,548

Additional unbudgeted income during the year:-

- Town Hall hirings - £5,000
- Market Hill Rooms hirings - £1,700
- Car parks and market income - £11,000

Total - £17,700

Lower than expected income:-

Royston Cave - £5,700

Combined total £64,948

Earmarked Funds in general reserves

	<u>Total earmarked Funds in reserves at beginning of 21/22</u>	<u>Add or Minus 21/22 additions or expenditure</u>	<u>Year End 21/22</u>	<u>2022/2023</u>
Election costs	£19,413	+£434	£19,847	£19,847
Town Hall Maintenance (2013-2020)	£27,040	+4,699	£31,739	£31,739
Allotments	£13,343	-613	£12,730	£12,730
Market Place cash machine collection	£2,250	0	£2,250	£2,250
Kneesworth Street repairs/decoration	£1,382	0	£1,382	£1,382
Newsletter/surveys	£1,840	0	£1,840	£1,840
GDPR	£1,972	-£685	£1,287	£1,287
Museum education budget	£8,215	-£8,215	£8,215	0
Museum general grants	£577	-£577	£577	0
Museum grant – Community cabinet	£284	-£284	£284	0
HAMS Grant	£750	-£750	£750	0
Jacks War Books	£2,854	-£2,854	£2,854	0
Markets contract	£39,906	0	£39,906	£39,906
Legacy Project	£20,000	0	£20,000	0
Cave maintenance and expenses	£1,500	0	£1,500	0
External notice boards	£1,000	0	£1,000	£1,000
Youth Council	£2,000	0	£2,000	£2,000
Town Council properties refurbishment	£3,000	0	£3,000	£3,000
May Fayre account	£4,042.49	+£1,884.96	£5,927.45	£5,927
Museum Donations account	£8,105.87	+£354.70	£8,460.57	0
Museum Tapestry account	£5,981.80	-£1,992	£3,989.80	0
Museum Development	£10,000	-£10,000	£10,000	0
Total	<u>£175,456.16</u>		<u>£179,539.72</u>	<u>£122,908.00</u>

Royston Town Council 2022-2023

Bank Reconciliation April 2022

Receipts		Payments	
B/F		B/F	
	710,320.01		
April income	190,187.07	April payments	115,126.01
	900,507.08		115,126.01
Receipts to date	900,507.08		
Less Payments to date	115,126.01		
	785,381.07		
Represented by			
RTC Current Account -			57,434.89
Less un-cleared Chqs		-	27,836.81
			29,598.08
Business Premium account			9,696.49
Treasury Deposit			-
Treasurers BPA (Stamford Yard)			65,722.00
Treasurers BPA			580,072.00
Public Sector Deposit Fund			100,000.00
Takings Account			292.50
			785,381.07
War Memorial Account			
Receipts		Payments	
B/F		B/F	
	4,386.00		0.00
April Receipts		April Payments	
	4,386.00		-
Receipts to date	4,386.00		
Less Payments to date	0.00		
	4,386.00		
	In Treasurers BPA	In Current	Total
RTC War Memorial	4,206.00	180.00	4,386.00
			4,386.00
		Unpresented cheques	0.00
			4,386.00
Petty Cash for noting	01/04/2022	30/04/2022	
Office	100.06	100.06	
Museum	90.09	-	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	£ 295.15	£ 205.06	

Royston Town Council 2022-2023
Charity Accounts - April 2022

Cave Account

<u>Receipts</u>		<u>Payments</u>	
B/F	32,611.04	B/F	
April Receipts		April Payments	
	32,611.04		-
Receipts to date	32,611.04		
Less Payments to date	0.00		
	32,611.04		
Represented by			
RTC - Cave Account	32,611.04		
Less un-cleared Chqs	-		
		£ 32,611.04	

Leete Account

<u>Receipts</u>		<u>Payments</u>	
B/F	18,678.64	B/F	-
April Receipts	149.83	April Payments	9.35
	18,828.47		9.35
Receipts to date	18,828.47		
Less Payments to date	9.35		
	18,819.12		
Represented by			
RTC - Leete Account	18,819.12		
Less un-cleared Chqs			
		£ 18,819.12	

Town Mayor's Community Trust Fund

<u>Receipts</u>		<u>Payments</u>	
B/F	18,492.83	B/F	-
Receipts	0.38	Payments	169.05
	18,493.21		169.05
Receipts to date	18,493.21		
Less Payments to date	169.05		
	18,324.16		
Represented by			
Mayor's Charity monies	-		
Community Fund	18,733.97		
Less un-cleared Chqs	409.81		
		£ 18,324.16	

Royston Town Council 2022-2023

Bank Reconciliation May 2022

<u>Receipts</u>		<u>Payments</u>	
B/F	900,507.08	B/F	115,126.01
May income	22,567.88	May payments	31,044.41
	923,074.96		146,170.42
Receipts to date	923,074.96		
Less Payments to date	146,170.42		
	776,904.54		
Represented by			
RTC Current Account -		85,443.12	
Less un-cleared Chqs		- 13,529.07	
		71,914.05	
Business Premium account		9,696.49	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		529,572.00	
Public Sector Deposit Fund		100,000.00	
Takings Account			
		776,904.54	
<u>War Memorial Account</u>			
<u>Receipts</u>		<u>Payments</u>	
B/F	4,386.00	B/F	0.00
May Receipts	500.00	May Payments	-
	4,886.00		-
Receipts to date	4,886.00		
Less Payments to date	0.00		
	4,886.00		
	In Treasurers BPA	In Current	Total
RTC War Memorial	4,706.00	180.00	4,886.00
			4,886.00
		Unpresented cheques	0.00
			4,886.00
Petty Cash for noting	01/05/2022	31/05/2022	
Office	100.06	100.06	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	£ 205.06	£ 205.06	

Royston Town Council 2022-2023**Charity Accounts - May 2022**

Cave Account			
<u>Receipts</u>		<u>Payments</u>	
B/F	32,611.04	B/F	0.00
May Receipts		May Payments	
	32,611.04		-
Receipts to date	32,611.04		
Less Payments to date	0.00		
	32,611.04		
Represented by			
RTC - Cave Account	32,611.04		
Less un-cleared Chqs	-		
		£ 32,611.04	
Leete Account			
<u>Receipts</u>		<u>Payments</u>	
B/F	18,828.47	B/F	9.35
May Receipts	149.66	May Payments	8.00
	18,978.13		17.35
Receipts to date	18,978.13		
Less Payments to date	17.35		
	18,960.78		
Represented by			
RTC - Leete Account	18,960.78		
Less un-cleared Chqs			
		£ 18,960.78	
Town Mayor's Community Trust Fund			
<u>Receipts</u>		<u>Payments</u>	
B/F	18,493.21	B/F	169.05
Receipts	600.98	Payments	11.25
	19,094.19		180.30
Receipts to date	19,094.19		
Less Payments to date	180.30		
	18,913.89		
Represented by			
Mayor's Charity monies			
Community Fund	19,073.70		
Less un-cleared Chqs	159.81		
		£ 18,913.89	

ROYSTON TOWN COUNCIL

Summary of Royston Town Council Income & Expenditure for 2022-2023 to-date against allocated budget

EXPENDITURE	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Year to Date	Agreed Budget	YTD Budget variance
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
Admin/Democracy	14,931	10,039	-	-	-	-	-	-	-	-	-	-	24,970	144,541	103.65%
Museum	45,500	2	-	-	-	-	-	-	-	-	-	-	45,502	91,000	300.01%
Town Hall	3,569	2,991	-	-	-	-	-	-	-	-	-	-	6,560	62,038	63.44%
Priory Rooms	417	381	-	-	-	-	-	-	-	-	-	-	798	15,491	30.91%
Market Hill Rooms	1,116	2,030	-	-	-	-	-	-	-	-	-	-	3,146	23,728	79.55%
Other Expenses	2,038	2,160	-	-	-	-	-	-	-	-	-	-	4,198	16,286	154.66%
Royston Cave	1,625	2,207	-	-	-	-	-	-	-	-	-	-	3,832	21,117	108.88%
Allotments	551	629	-	-	-	-	-	-	-	-	-	-	1,180	6,761	104.72%
War Memorial	791	754	-	-	-	-	-	-	-	-	-	-	1,545	4,101	226.04%
30 Kneesworth Street	409	63	-	-	-	-	-	-	-	-	-	-	472	1,109	255.37%
Plantations	672	4,434	-	-	-	-	-	-	-	-	-	-	5,106	20,878	146.74%
Public Conveniences	139	127	-	-	-	-	-	-	-	-	-	-	266	3,939	40.52%
Markets and Parking	3,885	3,749	-	-	-	-	-	-	-	-	-	-	7,634	73,167	62.60%
TOTAL EXPENDITURE	75,643	29,566	-	-	-	-	-	-	-	-	-	-	105,209	484,156	130.38%
INCOME	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Year to Date	Agreed Budget	
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
Interest	40	51											91	200	273.00%
Town Hall	1,441	1,806	-	-	-	-	-	-	-	-	-	-	3,247	28,000	69.58%
Priory Centre	36	131	-	-	-	-	-	-	-	-	-	-	167	1,000	100.20%
Market Hill Rooms	1,251	1,390	-	-	-	-	-	-	-	-	-	-	2,641	10,000	158.46%
Cave	1,499	2,156	-	-	-	-	-	-	-	-	-	-	3,655	7,500	292.40%
Allotments	128	28	-	-	-	-	-	-	-	-	-	-	156	5,600	16.71%
30 Kneesworth Street	-	-	-	-	-	-	-	-	-	-	-	-	-	15,590	0.00%
Markets and Parking	5,828	4,895	-	-	-	-	-	-	-	-	-	-	10,723	60,000	107.23%
TOTAL INCOME	10,223	10,457	-	-	-	-	-	-	-	-	-	-	20,680	127,890	97.02%
PRECEPT													172,566	345,133	
CTRS grants													5,567	11,133	
Balance													£ 93,604	£ -	