

Royston Town Council Finance Committee meeting 27<sup>th</sup> September 2021

Agenda item 4i – Bank reconciliation

<b>Royston Town Council 2021-2022</b>			
<b>Bank Reconciliation August 2021</b>			
<b>Receipts</b>		<b>Payments</b>	
<b>B/F</b>	<b>887,478.53</b>	<b>B/F</b>	<b>137,256.70</b>
August income	6,463.01	August payments	33,355.46
	<b>893,941.54</b>		<b>170,612.16</b>
Receipts to date	893,941.54		
Less Payments to date	170,612.16		
	<b>723,329.38</b>		
<b>Represented by</b>			
RTC Current Account -		38,077.62	
Less un-cleared Chqs		-	21,051.82
		<b>17,025.80</b>	
Business Premium account		9,695.77	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		530,585.81	
Public Sector Deposit Fund		100,000.00	
Takings Account		300.00	
		<b>723,329.38</b>	
<b>War Memorial Account</b>			
<b>Receipts</b>		<b>Payments</b>	
<b>B/F</b>	<b>3,886.00</b>	<b>B/F</b>	<b>0.00</b>
August Receipts	3,886.00	August Payments	-
	3,886.00		-
Receipts to date	3,886.00		
Less Payments to date	0.00		
	<b>3,886.00</b>		
	<b>In Treasurers BPA</b>	<b>In Current</b>	<b>Total</b>
RTC War Memorial	3,706.00	180.00	3,886.00
			3,886.00
		Unpresented cheques	0.00
			<b>3,886.00</b>
Petty Cash for noting	01/08/2021	31/08/2021	
Office	100.06	100.06	
Museum	90.09	90.09	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	<b>£ 295.15</b>	<b>£ 295.15</b>	

**Royston Town Council 2021-2022**

**Charity Accounts - August 2021**

<b>Cave Account</b>			
	<u>Receipts</u>		<u>Payments</u>
B/F	<b>34,895.47</b>	B/F	<b>0.00</b>
August Receipts	-	August Payments	-
	<u>34,895.47</u>		<u>-</u>
Receipts to date	34,895.47		
Less Payments to date	0.00		
	<b><u>34,895.47</u></b>		
<b>Represented by</b>			
RTC - Cave Account	34,895.47		
Less un-cleared Chqs	-		
		<b>£</b>	<b><u>34,895.47</u></b>
<b>Leete Account</b>			
	<u>Receipts</u>		<u>Payments</u>
B/F	<b>19,662.96</b>	B/F	<b>25.75</b>
August Receipts	147.49	August Payments	6.35
	<u>19,810.45</u>		<u>32.10</u>
Receipts to date	19,810.45		
Less Payments to date	32.10		
	<b><u>19,778.35</u></b>		
<b>Represented by</b>			
RTC - Leete Account	19,778.35		
Less un-cleared Chqs			
		<b>£</b>	<b><u>19,778.35</u></b>
<b>Town Mayor's Community Trust Fund</b>			
	<u>Receipts</u>		<u>Payments</u>
B/F	<b>21,671.58</b>	B/F	<b>1,366.84</b>
August Receipts	-	August Payments	6.00
	<u>21,671.58</u>		<u>1,372.84</u>
Receipts to date	21,671.58		
Less Payments to date	1,372.84		
	<b><u>20,298.74</u></b>		
<b>Represented by</b>			
Mayor's Charity monies	416.74		
Community Fund	19,882.00		
Less un-cleared Chqs	-		
		<b>£</b>	<b><u>20,298.74</u></b>

## Agenda item 4ii – Income and Expenditure

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	Estimated Quarterly Budget	QTD Variance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
Admin/Democracy	8,732	6,850	7,230	35,153	65%	6,835	6,660	-	-	-	-	-	-	-	36,307	129,571	67%
Museum	4,115	2,686	8,951	22,851	69%	7,089	8,493	-	-	-	-	-	-	-	31,334	91,666	82%
Town Hall	3,005	2,348	3,324	15,461	56%	2,972	2,953	-	-	-	-	-	-	-	14,602	59,613	59%
Priory Rooms	314	254	254	1,142	72%	254	254	-	-	-	-	-	-	-	1,330	14,508	22%
Market Hill Rooms	892	1,206	1,631	2,672	140%	1,240	1,865	-	-	-	-	-	-	-	6,834	20,294	81%
Other Expenses	2,045	-	1,372	3,426	100%	-	-	-	-	-	-	-	-	-	3,417	15,543	53%
Royston Cave	1,254	624	1,100	5,910	50%	1,259	2,122	-	-	-	-	-	-	-	6,359	20,032	76%
Allotments	349	348	1,234	870	222%	169	169	-	-	-	-	-	-	-	2,269	4,465	122%
War Memorial	615	85	85	1,605	49%	85	85	-	-	-	-	-	-	-	955	2,423	95%
30 Kneesworth Street	382	42	42	549	85%	42	42	-	-	-	-	-	-	-	550	1,036	127%
Plantations	464	482	482	2,410	59%	1,092	482	-	-	-	-	-	-	-	3,002	19,080	38%
Public Conveniences	157	127	127	637	65%	127	127	-	-	-	-	-	-	-	665	2,913	55%
Markets and Parking	3,725	3,762	3,495	12,024	91%	13,834	3,394	-	-	-	-	-	-	-	28,210	70,734	96%
<b>TOTAL EXPENDITURE</b>	<b>26,049</b>	<b>18,814</b>	<b>29,327</b>	<b>104,711</b>	<b>71%</b>	<b>35,000</b>	<b>26,646</b>	-	-	-	-	-	-	-	<b>135,835</b>	<b>451,878</b>	<b>72%</b>
INCOME	Quarter 1					Quarter 2			Quarter 3			Quarter 4			Year to Date	Agreed Budget	YTD Budget variance
	April	May	June	Estimated Quarterly Budget	QTD Variance	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
Interest	4	3	16	77	30%	3	2	-	-	-	-	-	-	-	28	300	22%
Town Hall	-	1,453	1,998	4,055	85%	1,820	2,005	-	-	-	-	-	-	-	7,276	15,000	116%
Priory Centre	-	-	-	85	0%	28	33	-	-	-	-	-	-	-	61	500	29%
Market Hill Rooms	-	335	390	2,292	32%	714	425	-	-	-	-	-	-	-	1,863	7,500	60%
Cave	-	-	30	3,904	1%	-	-	-	-	-	-	-	-	-	30	10,000	1%
Allotments	166	25	54	306	80%	166	55	-	-	-	-	-	-	-	467	5,600	20%
30 Kneesworth Street	-	-	-	4,121	0%	4,143	-	-	-	-	-	-	-	-	4,143	15,580	64%
Museum	-	7	-	96	7%	-	7	-	-	-	-	-	-	-	14	750	5%
Markets and Parking	3,856	5,531	5,563	14,592	102%	6,201	2,493	-	-	-	-	-	-	-	23,643	54,000	105%
<b>TOTAL INCOME</b>	<b>4,026</b>	<b>7,354</b>	<b>8,051</b>	<b>29,528</b>	<b>66%</b>	<b>13,073</b>	<b>5,020</b>	-	-	-	-	-	-	-	<b>37,524</b>	<b>109,230</b>	<b>82%</b>
<b>PRECEPT</b>	165,734														165,734	331,469	
<b>CTRS grants</b>	5,590														5,590	11,179	
<b>Balance</b>															<b>£ 73,013</b>	<b>£ -</b>	

## **Agenda item 8 – Allotments Working Party terms of reference**

Terms of reference for the Allotments Working Party -

- a) The working party will contain three Members of Royston Town Council.
- b) The aim of the working party is to undertake a feasibility study for a new allotment site in Royston and present the findings to the Finance committee.
- c) The working party will report to the Finance committee.
- d) A minimum of three members will constitute a quorum for meetings.
- e) Non-councillors can be invited to join the working party. A member of RAGA will be invited to join the working party.
- f) At the first meeting of the working party, members shall elect a Chair for the term. The Chair will be a Royston Town Councillor. In the event that the Chair retires mid-term they shall again elect a Chair from within their numbers.
- g) Meetings will be called as necessary in order to conduct current business as determined in the Terms of Reference and as instructed by the Council. As a 'Working Party', public notice of meetings or public admission to meetings is not required. Also full minutes of meetings are not required; however notes from meetings will be submitted to the Finance Committee to be accepted into the workings of the Council.
- h) The Working Party may only use the resources as delegated by the Finance committee, and has no mandate to make decisions on behalf of the Council.
- i) Specifically, this committee has the delegated authority to:
  - To consider and investigate all matters for the feasibility and costs of a new allotment site for Royston.