

DAPTC Executive Meeting 12th May 2022

Budget Monitoring 2021/22

Report of the Honorary Treasurer

1. Background and context

1.1 The budget for 2021/22 was set with a deficit of £738.

2. 2021-22 Budget monitoring position

2.1 Expenditure and income can be seen at Appendix A, the current year end position is for a £11,163 surplus. However, the final accruals and adjustments are still being worked through, and there are some staffing matters to be considered (see Chief Executives Discussion Paper), which if agreed will reduce the surplus.

2.2 The salaries budget is forecast to be overspent by £1,600, this is due to additional hours being paid to the Chief Executive and Office Manager in September 2021.

2.3 The underspend on Miscellaneous (including Website) is offset by costs on Digital Licences and Contracted SLAs.

2.4 The overspend on Training Course Expenses (£6,022) is offset by additional training income (£12,678).

2.5 There is currently a difference (£648) between the surplus in the manual accounts (£11,163) and that in Xero (£10,515). Once all of the accruals and adjustments have been processed through both sets of accounts the final positions will match and going forward the accounts will be maintained solely through Xero. Once finalised the accounts will be submitted to Andy Notley for auditing.

3. 2022-23 Budget

3.1 The Budget for 2022-23, agreed at the October Executive, was set with a surplus of £311. Once a decision on the Staffing Proposals has been made a revised budget will be produced.

4. Recommendation

4.1 Executive Committee are asked to note the report.

Donna Yea
Honorary Treasurer to DAPTC
May 2022

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DAPTC Income and Expenditure Account 2021/22

Appendix A

Actual spend / income for 2020/21	BUDGET 2021/22		Actual spend / income for 2021/22	Forecast of further spend / income to come	Forecast of year end position	Forecast of variance against budget (adverse) / favourable
		EXPENDITURE				
23,090	23,800	NALC Affiliation Fee	23,551		23,551	249
		Administration Costs :				
87,663	86,400	Salaries	88,000		88,000	(1,600)
2,809	4,300	Office service charge (facilities management)	2,801	0	2,801	1,499
0	400	Printing, Stationery, office expenses	837		837	(437)
0	150	Photocopier rental and charges	0		0	150
-5	100	Postages	-53		-53	153
52	300	Telephone	204	0	204	96
0	800	Equipment	0		0	800
616	725	Insurance	628		628	97
558	400	Staff travelling & Expenses	401		401	(1)
		Other Costs :				
0	1,000	Meeting & Member Expenses	0		0	1,000
1,650	2,750	Area Admin Costs / Clerks Honorarium	900		900	1,850
830	1,050	Treasurer's & Auditor's Honorarium	830		830	220
965	3,500	Miscellaneous (incl. website)	1,627		1,627	1,873
755	0	Digital Licences	1,022	0	1,022	(1,022)
1,024	0	Contracted SLAs	1,814	0	1,814	(1,814)
35	1,800	Venue Hire	135		135	1,665
6,309	3,600	Training Course Expenses	9,622		9,622	(6,022)
0	400	SW Local Council Association	0		0	400
206	220	SLCC affiliation membership subscription	206		206	14
1,111	2,000	Purchase of Publications	1,789		1,789	211
0	600	National Conferences	0		0	600
127,669	134,295	TOTAL EXPENDITURE	134,315		134,315	-20
		INCOME				
71,049	73,232	Subscriptions	72,618		72,618	(614)
1,617	1,450	Sales - LCR	1,600		1,600	150
32	100	- Other Publications	244		244	144
257		Investment Income	4		4	4
29,775	29,775	Grant - Dorset Council	29,775		29,775	0
12,500	12,500	Project funding - CCG	12,500	0	12,500	0
13,149	15,000	Training Income	27,678		27,678	12,678
383		Other income	1,059		1,059	1,059
0	1,500	Commercial Sponsorship	0		0	(1,500)
128,762	133,557	TOTAL INCOME	145,478		145,478	11,921
1,093	(738)	SURPLUS / (DEFICIT)	11,163		11,163	11,901