

## DAPTC Executive Meeting 22nd July 2022

### 2021/22 Final Position and 2022/23 Budget Review

#### Report of the Honorary Treasurer

#### 1. **Background and context**

- 1.1 The budget for 2021/22 was set with a deficit of £738 and the 2022/23 budget was set with a surplus of £311

#### 2. **2021-22 Final Budget Position**

- 2.1 Expenditure and income can be seen at Appendix A, the final position was a 5,635 surplus. The accounts have been audited by Andy Notley.

#### 3. **2022-23 Budget**

- 3.1 The Budget for 2022-23 has been reviewed and updated, see Appendix A. The estimated position is for a £2,993 deficit.
- 3.2 The salary budget has been revised to incorporate the agreed increase in hours for Lisa and the current rate for LGPS (Local Government Pension Scheme) contributions, they're 26% and 25% was budgeted. It should be noted that the 2022/23 pay award has not yet been agreed.
- 3.3 An additional £6,000 has been added to Website Maintenance & Development to cover the estimated cost of a new website and CRM (Customer Relationship Management) System.

#### 4. **Recommendation**

- 4.1 Executive Committee are asked to note the report and the revised 2022/23 budget.

Donna Yea  
Honorary Treasurer to DAPTC  
July 2022

[Scroll Down for Appendix A](#)

## Budget Monitoring - Appendix A

Dorset Association of Parish & Town Councils  
April 2022 to March 2023

Actuals 2021/2022	Account	Budget 2022-23	Actual spend / income for Apr-Jun	Forecast of further spend / income	Forecast year end position	Forecast of variance against budget (adverse) / favourable
	<b>Income</b>					
£0.00	Annual Events (230)	£6,500.00	£0.00	£6,500.00	£6,500.00	£0.00
£0.00	Annual Sponsorship Agreements (241)	£1,000.00	£0.00	£1,000.00	£1,000.00	£0.00
£2,480.00	Communications & GDPR Training (215)	£2,400.00	£0.00	£2,400.00	£2,400.00	£0.00
£797.65	Consultation (235)	£800.00	£0.00	£800.00	£800.00	£0.00
£10,519.50	DAPTC Training (205)	£9,000.00	£2,031.00	£6,969.00	£9,000.00	£0.00
£1,314.82	E-Learning (225)	£1,200.00	£559.20	£640.80	£1,200.00	£0.00
£0.00	Event Exhibitors (242)	£2,000.00	£0.00	£2,000.00	£2,000.00	£0.00
£0.00	Fasthosts 5GB Re-charge (251)	£1,056.00	£936.00	£120.00	£1,056.00	£0.00
£2,139.00	Finance Training (210)	£1,920.00	£210.00	£1,710.00	£1,920.00	£0.00
£3.60	Interest (250)	£10.00	£0.00	£10.00	£10.00	£0.00
£300.00	Job Adverts (243)	£200.00	£100.00	£100.00	£200.00	£0.00
£1,617.00	LCR Publication (245)	£0.00	£0.00	£0.00	£0.00	£0.00
£72,570.91	Membership Subscriptions (200)	£74,725.00	£74,724.50	£0.50	£74,725.00	£0.00
£248.00	Other Publications (246)	£120.00	£27.00	£93.00	£120.00	£0.00
£10,380.00	Planning Training (220)	£7,200.00	£0.00	£7,200.00	£7,200.00	£0.00
<b>£102,370.48</b>	<b>Total Income</b>	<b>£108,131.00</b>	<b>£78,587.70</b>	<b>£29,543.30</b>	<b>£108,131.00</b>	<b>£0.00</b>
	<b>Less Cost of Sales</b>					
£2,567.94	E-Learning Costs (330)	£2,400.00	£0.00	£2,400.00	£2,400.00	£0.00
£1,566.00	External Trainer Costs Communications (326)	£1,512.00	£0.00	£1,512.00	£1,512.00	£0.00
£840.00	External Trainer Costs Finance (325)	£756.00	£50.00	£706.00	£756.00	£0.00
£5,280.00	External Trainer Costs Planning (327)	£3,660.00	£0.00	£3,660.00	£3,660.00	£0.00
£0.00	Fasthosts 5GB Email Cost (352)	£1,056.00	£1,032.48	£23.52	£1,056.00	£0.00
£1,122.00	LCR Magazine (350)	£0.00	£0.00	£0.00	£0.00	£0.00
£23,550.60	NALC Affiliation Subscription (300)	£23,786.00	£19,019.88	£4,766.12	£23,786.00	£0.00
£565.75	Other NALC Publications (351)	£0.00	£0.00	£0.00	£0.00	£0.00
£1,863.60	Software and Applications Subscriptions (310)	£2,100.00	£1,112.97	£987.03	£2,100.00	£0.00
£0.00	Training Course Expenses (321)	£1,200.00	£29.00	£1,171.00	£1,200.00	£0.00
£310.00	Venue Hire (315)	£4,800.00	£0.00	£4,800.00	£4,800.00	£0.00
<b>£37,665.89</b>	<b>Total Cost of Sales</b>	<b>£41,270.00</b>	<b>£21,244.33</b>	<b>£20,025.67</b>	<b>£41,270.00</b>	<b>£0.00</b>
<b>£64,704.59</b>	<b>Gross Profit</b>	<b>£66,861.00</b>			<b>£66,861.00</b>	<b>£0.00</b>
	<b>Other Income</b>					
£12,500.00	Dorset CCG Grant (257)	£12,500.00	£0.00	£12,500.00	£12,500.00	£0.00
£29,775.00	Dorset Council Grant (255)	£29,775.00	£0.00	£29,775.00	£29,775.00	£0.00
<b>£42,275.00</b>	<b>Total Other Income</b>	<b>£42,275.00</b>	<b>£0.00</b>	<b>£42,275.00</b>	<b>£42,275.00</b>	<b>£0.00</b>
	<b>Less Operating Expenses</b>					
£0.00	Recognition (411)	£344.00	£44.20	£299.80	£344.00	£0.00
<b>£0.00</b>	<b>Total Operating Expenses</b>	<b>£344.00</b>	<b>£44.20</b>	<b>£299.80</b>	<b>£344.00</b>	<b>£0.00</b>
	<b>Less Overheads</b>					
£260.00	Advertising & Marketing Costs (410)	£2,400.00	£561.30	£1,838.70	£2,400.00	£0.00
£0.00	Andrea Pellagram SLA (418)	£125.00	£0.00	£125.00	£125.00	£0.00
£35.00	Area Committee Meeting Costs (427)	£400.00	£0.00	£400.00	£400.00	£0.00
£900.00	Area Committee Sec. Honorariums (429)	£800.00	£0.00	£800.00	£800.00	£0.00
£80.00	Auditor Fees (450)	£80.00	£0.00	£80.00	£80.00	£0.00
£245.25	Bank Fees (451)	£220.00	£7.50	£212.50	£220.00	£0.00
£0.00	DAPTC Exec Comm Meeting Costs (425)	£185.00	£185.00	£0.00	£185.00	£0.00
£0.00	DAPTC Exec Comm Member Expenses (426)	£586.00	£135.69	£450.31	£586.00	£0.00
£136.00	DAPTC Team Personal Development (441)	£600.00	£0.00	£600.00	£600.00	£0.00
£628.34	Insurance (407)	£750.00	£0.00	£750.00	£750.00	£0.00
£2,800.61	Managed Office Charge (401)	£3,000.00	£0.00	£3,000.00	£3,000.00	£0.00
£0.00	National Conference Expenses (440)	£470.00	£0.00	£470.00	£470.00	£0.00
£468.53	Office Equipment (405)	£100.00	£26.98	£73.02	£100.00	£0.00
£0.00	Other print costs (403)	£200.00	£0.00	£200.00	£200.00	£0.00
£223.91	Photocopier & Print Charges (402)	£240.00	£0.00	£240.00	£240.00	£0.00
£100.52	Postage Costs (406)	£60.00	-£7.60	£67.60	£60.00	£0.00
£93,018.25	Salaries (305)	£89,902.00	£17,907.47	£71,994.53	£89,902.00	£0.00
£0.00	Salaries - Additional Hours (306)	£3,000.00	£0.00	£3,000.00	£3,000.00	£0.00
£206.00	SLCC Affiliation (415)	£230.00	£0.00	£230.00	£230.00	£0.00
£122.40	Staff Travelling Expenses (408)	£200.00	£70.20	£129.80	£200.00	£0.00
£132.99	Stationery & General Office Expenses (409)	£100.00	£0.00	£100.00	£100.00	£0.00
£534.00	SW Councils HR (419)	£558.00	£558.00	£0.00	£558.00	£0.00
£222.69	Telephone costs (404)	£14.00	£13.77	£0.23	£14.00	£0.00
£0.00	The Parkinson Partnership SLA (417)	£415.00	£415.00	£0.00	£415.00	£0.00
£750.00	Treasurer's Honorarium (435)	£750.00	£0.00	£750.00	£750.00	£0.00
£480.00	Website Maintenance & Development (340)	£6,400.00	£0.00	£6,400.00	£6,400.00	£0.00
<b>£101,344.49</b>	<b>Total Overheads</b>	<b>£111,785.00</b>	<b>£19,873.31</b>	<b>£91,911.69</b>	<b>£111,785.00</b>	<b>£0.00</b>
<b>£101,344.49</b>	<b>Total Expenses</b>	<b>£112,129.00</b>	<b>£19,917.51</b>	<b>£92,211.49</b>	<b>£112,129.00</b>	<b>£0.00</b>
<b>£5,635.10</b>	<b>Surplus / Deficit</b>	<b>-£2,993.00</b>			<b>-£2,993.00</b>	<b>£0.00</b>