



REPORT FOR DECISION

Item No:- FC23/074

Committee:-	Finance and Governance Committee
Date:-	1 st May 2024
Author:-	Martin Hammond, Clerk
Report Title:-	Financial Year End position for 2023-4
Wards Affected:-	All

1. Purpose of Report

To note the financial year end position, allocate surplus monies from 23/4 and confirm a grant to Shopmobility

2. Recommendations

That

- a) The financial year end position be noted and
- b) A grant of £1100 to Kettering Shopmobility to cover the period April 8th-May 7th be endorsed, the funding to be drawn from the underspend in 23/24 and
- c) The remainder of the underspend be allocated as follows:-

Novated to 24/5 year to meet the costs of civic regalia not billed in 23/4	£ 1,800
Retained in year to meet general budget requirements in 24/5	£11,550
Contribution to General reserves	£10,000
Contribution to Election reserve	£ 7,412

3. Information

- 3.1. This report summarises the financial year end position, adjusted for late payments and receipts and ahead of Council approving the annual governance report at its Annual meeting and agreeing the accounts to be submitted to the external auditor.

- 3.2. Internal audit for the year end accounts is still underway at the time of writing, with a view to it being concluded in time for Annual Council on 15th May.
- 3.3. In addition, this report describes actions taken to support Kettering Shopmobility, which was the subject of a report to Council in March. It was reported then that the service was at risk of closure as its funding ended at least a month before any new provider was identified by NNC, as grant giver, for the service. Council agreed to delegate authority to the clerk, in conjunction with the Chair of this committee and the Leader of the Council, to consider a short term package which would ensure the service did not prematurely close and make it much harder to re-commence under a new provider. Once NNC's process had been fixed, and the number of bidders understood, an offer was agreed with the members above and a grant of £1100 has been offered to Shopmobility to keep it going for the 4 weeks until 7th May, by which time a new provider should be able to take the service on. A verbal update will be provided at the meeting as to that latter process. The funds for this grant can be borne from the community resilience fund for 23/4 which was underspent.
- 3.4. One further amendment to make for the 24/5 year is to novate £1800 of unspent funds allocated to civic insignia into the new year. The bill for this is due in May and rather than treat it as a very late year end adjustment, it is easier to transfer funds from the underspend into the new year.

3.5. Year end position

- 3.5.1. At the end of March, the Council had £261,460.46 in the bank, with the following year-end adjustments due for the 23/24 year.

Account	Amount on 31 st March 24	Credits due re 23-24	Debts due from 23/24	Final position
Current account	£ 29,913	Market income £1058 VAT refund Feb and March £1796.48	Payroll admin fee Q4 £60 Market costs wk 51 £332.62 Market costs wk 42 £475.97 Stamps £37.50 TOTAL £905.09	£ 31862
Lottery account	£ 1,548	Week 52 income £115	Week 52 fees £ 40.26	£ 1,622
Election reserve	£ 36,491	-	-	£ 36,491
General reserve	£193,509	-	-	£ 193,509
Total	£261,460	£2969.48	£945.35	£ 263,484

- 3.5.2. At the time of writing, all the debts due had been paid, and of the credits due, £240 in market charges were still outstanding.

3.5.3. Income during the year, including that still due, breaks down as follows:

Precept	£400,000
Markets and events income	£ 13,138
Allotment rents	£ 1,215
Lottery supporters income	£ 6,346
Insurance claim	£ 2,801
Bank Interest	£ 4,704
Charity administration recharges	£ 813
Other grants and income	£ 3,268

£432,285

(It is possible that £24 of that income may have to be written off as bad debt).

3.5.4. VAT paid out during the year amounted to £27358 , all of which has now been reclaimed. The end of year adjustments means that there is a further £182 to reclaim.

3.5.5. Movements in reserves, detailed below, represent a net £91,536 added in the year; meaning there is now £230,000 in reserves.

Reserve	Contribution	Interest earned	Payment Out	In year net contribution
Election reserve	£17,617	£ 718.02	0	£18,335.02
General fund reserve	£41,000	£3,986.09	£1035	£43,951.09
Public toilets earmarked account	£30,000	0	£750	£ 29,250.00

3.5.6. Expenditure was as follows:-

Payroll and employment costs including staff training -excluding events and markets staff costs	£ 93,950
Civic and democratic	£ 5,600
Admin, banking, audit, ITC, insurance, rent	£ 25,204
Events	£ 83,870
Grants including ward initiatives, Love wildlife	£ 34,371
Markets	£ 20,517
Allotments	£ 10,285
Christmas lights	£ 39,402
Other environmental and infrastructure	£ 9,914
Lottery grants and costs	£ 6,665
Year end adjustments for 22-23	£ 2,341
Total	£332,769

3.5.7. The amount left unspent in the current account after all adjustments have been realised will be £31,862. The budget for 24/5 assumed that £11550 would be retained to meet general budget requirements during the year. The remainder can be used to

- a) Meet the shopmobility and civic regalia costs detailed in 3.3 and 3.4 above
- b) Add to reserves as set out in the recommendation.

3.5.8. Attached as appendices are:-

- 1 - The annual Balance sheet
- 2 - The Income and Expenditure Account
- 3 - The Annual Return – which will be submitted to Council for approval.
- 4- The year end summary by cost centre
- 5- A schedule of payments made since the last meeting of the committee (from 21st Feb to 31st March)

4. Consultation and Engagement

The shopmobility issue was determined after engagement with NNC, Brightwayz and the current provider of the service, plus potential bidders.

5. Finance, Legal and Resource Implications

As above

6. Climate change implications

Not relevant

7. Policy Implications

The Council's policy is make best use of its resources.

Background Papers

Email correspondence with NNC, Evans Healthcare and others re shopmobility
Financial management system

