

Significant overspend or underspends (over 10% variance and over £100), increased income, or planned earmarked reserve allocations (EMR) for the financial year 2024-25

EMR
Overspend
Underspend / income

No action		Actual YTD	Current budget	Committed	Funds available	Predicted Underspend / addnl income	Predicted Overspend	Recommendation
<b>100</b>	<b>PERSONNEL</b>							
4001	STAFF COST TOTALS	£ 161,011.00	£ 181,812.00		£ 20,801.00	£ 10,000.00		The overall staffing budget is set to be underspent by around £10k due to officer leaving and not being replaced & lower NI than expected
<b>101</b>	<b>ADMINISTRATION</b>							
1007	MISC INCOME	£ 376,391.00	£ -					This is mainly CIL money and s.106 to be spent on projects so no net gain or deficit
1077	GRANTS REC'D	£ 1,000.00	£ -					This is mainly s.106 to be spent on projects so no net gain or deficit
1190	INTEREST RECEIVED	£ 41,410.00	£ 18,000.00			£ 23,410.00		Much more bank interest received than expected
4009	TRAVEL EXPENSES	£ 203.00	£ 500.00		£ 297.00	£ 250.00		Unused
4020	PHOTOCOPIER LEASE	£ 718.00	£ 1,000.00		£ 282.00	£ 282.00		Had allowed for renewal of lease at addnl cost
4021	TH TELEPHONE	£ 1,501.00	£ 2,100.00		£ 599.00	£ 400.00		New support contract and IT equipment replacement
4023	COMPUTER COSTS	£ 8,254.00	£ 6,000.00		-£ 2,254.00		£ 3,000.00	New support contract and IT equipment replacement
4025	INSURANCE	£ 3,035.00	£ 3,250.00		£ 215.00	£ 215.00		
4026	CCTV RUNNING COSTS	£ 492.00	£ 2,750.00		£ 2,258.00	£ 700.00		£1600 for new support contract to be paid
4032	NEWSLETTER	£ 700.00	£ 1,500.00		£ 800.00	£ 800.00		Only two newsletters produced
4057	AUDIT FEES	£ 253.00	£ 1,750.00		£ 1,497.00			EMR - will be spent at year end
4058	ACCOUNTANCY FEES	£ 360.00	£ 1,250.00		£ 890.00			EMR - will be spent at year end
4154	BUSINESS RATES	£ 1,200.00	£ -		-£ 1,200.00		£ 1,200.00	Not budgeted for 2024-25
<b>102</b>	<b>TOWN HALL</b>							
1001	CHAMBER RENT	£ 336.00	£ 150.00			£ 186.00		Being used more than expected
4014	TH ELECTRICITY	£ 1,915.00	£ 4,800.00		£ 2,885.00	£ 1,000.00		Still to pay for Nov - March
4030	WATER CHARGES	£ 300.00	£ 750.00		£ 450.00	£ 400.00		
4046	AD HOC MTCE & CONTENTS	£ 4,135.00	£ 3,000.00	£ 900.00	-£ 2,035.00			EMR surplus for maint projects
<b>103</b>	<b>EXTERNAL MAINTENANCE</b>							
4128	PLAY EQUIPMENT	£ 2,686.00	£ 7,500.00	£ 3,150.00	£ 1,664.00			Majority is comitted, release any underspend
<b>104</b>	<b>CIVIC EXPENDITURE</b>							
4072	REMEMBERANCE SUNDAY	£ 2,931.00	£ 3,250.00		£ 319.00	£ 320.00		
<b>113</b>	<b>SPECIAL PROJECTS</b>							
4074	TOWN HALL SURVEY WORKS	£ 4,829.00	£ 8,500.00		£ 3,671.00			EMR any remaining - damp in stairwell
4088	SMALL PROJECTS RESERVE	£ 1,512.00	£ 5,000.00	£ 1,512.00	£ 1,976.00	£ 400.00		TH windows to be paid
<b>114</b>	<b>TOURISM</b>							
4109	XMAS CAROLS	£ 1,442.00	£ 1,750.00		£ 308.00	£ 308.00		
4105	CHRISTMAS LIGHTS	£ 24,419.00	£ 30,050.00	£ 3,000.00	£ 5,630.00	£ 2,630.00		£3k still to goto BH Light Brigade
4124	HASLEMERE COMMUNITY FUND	£ 2,091.00	£ 7,000.00	£ 120.00	£ 4,789.00	£ 4,000.00		Release to general reserve
201/2/3	ALLOTMENTS							Any unspent funds must be EMR
<b>204</b>	<b>LION GREEN</b>							
4037	GROUNDS MAINTENANCE	£ 3,950.00	£ 5,000.00		£ 1,050.00	£ 300.00		Feb and Mar still to be paid
					<b>TOTALS</b>	£ 45,601.00	£ 4,200.00	
						£ 4,440.00		Release to General Reserve from EMRs
					Minus PWLB shortfall	£ 20,000.00		Move £20k to Loans EMR for repayment of PWLB loan June 2025
					<b>Predicted net increase</b>	<b>£ 25,841.00</b>		<b>Release to General Reserve</b>

**Earmarked Reserves Feb 2025**

	Account	Opening Balance	Net Transfers	Closing Balance end Feb	Release	Comments
317	EMR PLAY EQUIPMENT RESERVE	£ 293.00		£ 293.00	£ 293.00	Release once work done
318	EMR ELECTION RESERVE	£ 6,000.00	£ 1,145.06	£ 7,145.06		Ongoing
319	EMR FUTURE GRANTS RESERVE	£ 5,187.62	-£ 3,040.00	£ 2,147.62	£ 2,147.00	Release
320	EMR ALLOTMENT RESERVE	£ 2,255.57	-£ 79.00	£ 2,176.57		Ongoing
321	EMR CHARTER FAIR	£ 2,500.00	-£ 2,500.00	£ -		Ongoing
323	EMR DEFERRED PROJECTS, TRAININ	£ 11,973.20	-£ 1,719.93	£ 10,253.27		Total remaining after shceduled works £8k
324	EMR TOWN HALL SURVEY/MTCE	£ 8,335.08	£ 1,650.00	£ 9,985.08		Keep - ongoing TH works
326	EMR PROFESSIONAL FEES CAPEX	£ 13,619.98	-£ 8,595.25	£ 5,024.73		Mostly comitted (£2.5k BHWP, £2.5K Rule6)
328	EMR TOWN HALL LOAN RESERVE	£ 91,112.00	£ 119,296.47	£ 210,408.47		Ongoing
330	EMR PUBLIC TOILETS MAINTENANCE	£ 20,223.52	-£ 8,130.88	£ 12,092.64	£ 2,000.00	All work will have been completed £10k
331	EMR COMM INFRASTRUCTURE LEVY	£ 155,120.91	£ 752,901.03	£ 908,021.94		Ongoing
335	EMR AMENITIES COMMITTEE FUND	£ 2,336.00	-£ 1,630.02	£ 705.98		All comitted
336	EMR TOWN EVENTS	£ 720.00	-£ 720.00	£ -		Close
339	EMR PUBLIC TOILETS LION GREEN	£ 42,011.71	-£ 21,605.56	£ 20,406.15		Mainly comitted, release around £500 to GR
340	EMR MAYORS ALLOWANCE	£ 4,085.76	-£ 4,085.76	£ -		All comitted
341	EMR TOWN MEADOW PLAY EQUIPMENT	£ 50,000.00		£ 50,000.00		Ongoing
342	EMR SANG	£ -	£ 284,021.92	£ 284,021.92		Ongoing
	<b>TOTALS</b>	<b>£ 415,774.35</b>	<b>£ 1,106,908.08</b>	<b>£ 1,522,682.43</b>		

Release to GR    £ 4,440.00

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**RECOMMENDED:** That the recommendations in this document are agreed. The town clerk is authorised to make any other necessary adjustments at year end.