

## Budget and Administration Committee

### Budget Monitoring

#### Background

1. A full quarterly financial report will be presented to council on 21st August, along with a list of payments made and confirmation that bank reconciliations have been completed. There are not expected to be any issues within the budget report besides those identified below.

#### Issues

1. Two issues have arisen upon which recommendations need to be made to council.
2. The first is that, from October 2017, a further employee will need to be auto-enrolled into the council's pension scheme, and the council has not budgeted for this. Together with the pension contributions for the Town Clerk, this will cost approximately £1500 over the remainder of the year. Additionally, the impact of the appointment of the Town Clerk has caused a variation in PAYE and NI costs likely to amount to further unbudgeted expenditure of £1500. A virement of £3000 from operational reserves to the appropriate budget heading is recommended.
3. Secondly, since year end, an invoice for £610 has been received relating to printing requested in August 2016. There was no budget provision for this sum in the 2016-17 budget year end [adjustments] because this request was not recorded by a purchase order being completed.
4. That having been said, the Internal Audit report identified issues with procurement procedures, and you have approved new measures to prevent such issues recurring. It is therefore the opinion of your Responsible Financial Officer that the expenditure was lawfully incurred, and that a sum should be vired from the operational reserve to cover this invoice.

#### Recommendation

1. That committee consider this report and make appropriate recommendations to council.