



## How to contact us

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Town Clerk – Laura Chrysostomou

12 March 2024

You are hereby summoned to attend a meeting of the:

### **Property and Personnel Committee**

**Venue:** The Fleming Room, The Manor House, Church Street, Littlehampton BN17 5EW

**Date:** Monday 18 March 2024

**Time:** 6.30 pm

#### **Committee:**

Councillor Dr Walsh KStJ – Chair

Councillor Northeast

Councillor O'Neill

Councillor Butcher

Councillor Worne

Councillor Tilbrook

**Laura Chrysostomou, Town Clerk**

### **Agenda 2023 to 2024**

- 1. Evacuation Procedures**
- 2. Filming of Council Meetings, Use of Social Media and Mobile Phones**

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person or persons filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

### **3. Apologies**

### **4. Declarations of interest**

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- c.
  - i. whether it is a personal interest and the nature of the interest
  - ii. whether it is also a prejudicial interest
  - iii. If it is a prejudicial interest, whether you will be exercising your right to speak under Public Forum.

It is recorded in the register of interests that:

- Councillors Butcher, Northeast, O'Neill, Worne are members of Arun District Council
- Councillor Dr Walsh KStJ is a member of Arun District Council and West Sussex County Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

### **5. Minutes**

To confirm the Minutes of the meeting held on 12 December 2023, circulated herewith, pages 4 to 8. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

### **6. Chair's Report and Urgent Items**

### **7. Public Forum**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

## **8. Officers Reports**

### **8.1. Absence Monitoring Report**

Attached, Pages 9 to 10.

### **8.2. Staffing Update**

Report attached, Pages 11 to 13.

### **8.3. Premises Update**

Oral Report from the Town Clerk.

## **9. Finance**

### **9.1. Committee Budget Monitor**

Report attached, Pages 14 to 28.

## **10. Exempt Business**

It is **Recommended** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

The following item is confidential for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.

## **11. Officers Exempt Report**

### **11.1. Staffing Update – Oral report from the Town Clerk.**

**Minutes of a meeting of the Property and Personnel Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on 12 December 2023 at 6.30 pm**

**Present:**

Councillor Dr Walsh KStJ – Chair  
Councillor Northeast  
Councillor O'Neill  
Councillor Butcher  
Councillor Tilbrook

**Laura Chrysostomou, Town Clerk**

**2023 to 2024**

**11. Evacuation Procedures**

The evacuation procedures were noted.

**12. Filming of Council Meetings, Use of Social Media and Mobile Phones**

The procedures were noted.

**13. Apologies**

There were apologies from Councillor Worne who was unwell.

**14. Declarations of interest**

Members and Officers were reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda. The standing declarations were noted.

**15. Minutes**

The Minutes of the meeting held on 2 October 2023, previously circulated, were confirmed as a true record and signed by the Chair.

## **16. Chair's Report and Urgent Items**

There were none.

## **17. Public Forum**

There were no members of the public present, and no representations were made.

## **18. Officers Reports**

### **18.1. Absence Monitoring Report**

Members had before them a report, previously circulated, which detailed the staff absence records for the full years 2017 to 2018 to 2022 to 2023 and quarter 1 and 2 for 2023 to 2024.

#### **It was resolved that:**

The report be noted.

### **18.2. Manor House Venue Hire Terms and Conditions Review and Fee Charge Proposals 2024-2025**

18.2.1. Members received a report, previously circulated, which set out a review of the Manor House Venue Hire Terms and Conditions and Fee Charge Proposals for 2024 to 2025. Members were asked to review and approve the proposed changes.

18.2.2. They agreed that the increase in room hire and car parking charges was a necessary and fair change to keep up with the economic climate.

Members were supportive of the ten percent discount for local resident's weddings. They believed that the New Millenium Chamber was an ideal venue for weddings. Members wanted to be sure that the pre-requisite for the discount was clear, it was agreed that at least one of the people getting married had to be a resident of the town to get the discount.

18.2.3. The Committee went on to discuss the advertising for weddings at the Manor House. Members suggested contacting related organisations such as wedding planners to market weddings at the Manor House. It was also suggested that we utilise the popularity of short form videos to advertise the venue and explore the possibility of professionally filming a wedding. The Town Clerk supported these suggestions and informed Members that they had previously made plans to film parts of a wedding for this purpose, but the arrangements fell through and had not been revisited since. As well as this, Members mentioned with the Windmill Cinema hiring the Chamber for the next few weeks, it may be worth displaying some of our adverts in the

entrance, it was thought that given the popularity of their showings these adverts would be seen by a significant number of people.

18.2.4. Members had questions about Barclays ending their regular venue hire at the Manor House. The Town Clerk informed Members that Barclays had moved their pop up consultancy to the Littlehampton Wave and this was thought to be because of financial reasons. Members felt it was a shame as the Manor House was an easy to access location for many of the people using the service whereas the new setup would be more difficult to access for many people.

18.2.5. There were questions regarding the car parking charges and whether there was a benefit to paying annually rather than monthly. The Town Clerk explained that most hirers of the car parking spaces did so on a long-term basis but had moved to monthly payments during the COVID lockdowns. Every time a payment is made, administrative work must be done and so the proposals included an administrative fee for monthly hire to cover the additional work incurred. It would therefore be more cost effective for the hirer to pay annually.

**It was resolved that:**

1. The revised terms and conditions for Venue Facilities for Manor House room hire and Weddings & Ceremonies be approved.
2. The Manor House room hire charges be increased by 5%.
3. The wedding and ceremonies hire charges be increased as set out in the report.
4. A discount of 10% to be offered to residents on their wedding hire.
5. The car parking charges be increased by 10% and an administrative charge of £13 plus VAT be applied to hirers paying monthly or hourly.
6. Authority be delegated to the Town Clerk to apply a discount to long hours and or multiple bookings.

**18.3. Upgrade to web content management system**

Members had a report, previously circulated, regarding an upgrade to the Town Council's web content management system. The Town Council ran three websites, a main website, one for the Museum and one for the Visit Littlehampton brand. The web content management system that was used to operate and manage the Town Council's three websites required an upgrade as the current version was no longer supported which meant no new security updates were being produced.

Members agreed that although the work seemed expensive, it was a necessary cost considering the importance of cybersecurity and the fact that we had multiple websites to maintain.

**It was resolved that:**

The work necessary to upgrade the web content management system and a Supplementary Estimate of £4,250 to meet the costs be approved.

## **19. Finance**

### **19.1. Committee Budget Monitor**

Members had before them a report, previously circulated, which highlighted significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee budget for 2023 to 2024.

19.1.1. Following the discussion of Barclays ending their regular hire of the Manor House, Members asked how this would affect the budget for 2024 to 2025. The Town Clerk shared that they had factored this loss of income into the budget report for the Committee's information.

19.1.2. Members discussed the cost of utilities for 2023 and noted that there had been an underspend in the budget. The Town Clerk explained that further work would be undertaken to ascertain a more accurate underspend figure by year end to be used to offset future utility costs for 2024 to 2025.

19.1.3. The Committee noted that the National Pay Award had been agreed and the budget would reflect this change.

#### **It was resolved that:**

The report be noted.

### **19.2. Committee Budget Proposals 2024 to 2025**

Members received a report, previously circulated, regarding the draft Property and Personnel Committee Budget for 2024 to 2025 and the projected budgets for 2025 to 2026 and 2026 to 2027.

19.2.1. Members discussed the Manor House and the Planned Preventative Maintenance required. The Committee was asked to agree a way forward for meeting the cost of this maintenance, and it had been suggested that a loan be taken out to pay for the necessary work.

Members agreed that undertaking the necessary work as one larger project, rather than taking a piecemeal approach, would provide economies of scale, avoid reactive repair costs and potentially reduce disruption. Taking on this amount of work would require a significant amount of money and with consideration that the Town Council had no other loans to repay, it was agreed that taking a loan from the Public Works Loan Board was the best way to undertake the work. It was also suggested that funding be found from alternative sources such as grants as the Manor House was a Grade Two listed building and may qualify for certain grant funding. Members agreed that

this was worth pursuing but would still have to decide if they wanted to move forward with the loan.

Members were concerned with how the report displayed the potential loan repayment plan; it seemed that the yearly repayment would not cover the cost of the loan. It was clarified that the numbers shown were for a half yearly repayment plan and with further clarification, Members agreed that the loan was the best way forward to meet the required costs.

**It was resolved that:**

- 1) A loan to cover the costs of the Manor House Planned Preventative Maintenance Programme was the preferred way forward and this be approved.
- 2) Alternative funding sources such as heritage grants be explored for the Manor House Planned Preventative Maintenance.
- 3) The draft Committee budget for 2024 to 2025 and the projected budgets for 2025 to 2026 and 2026 to 2027 be recommended to the Policy and Finance Committee.
- 4) The Committee's Earmarked Reserve position be noted.

**20. Exempt Business**

There was none.

The meeting closed at 7:21pm.

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**Chair**



# Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 18 March 2024

Report by: The Town Clerk

Subject: Absence Monitoring Report – Quarter 3 2023 to 2024

## 1. Summary

- 1.1 Members are provided with the staff absence records for the full years 2017 to 2018 to 2022 to 2023 and quarters 1 to 3 for 2023 to 2024.

## 2. Recommendation

It is recommended that the report be noted.

## 3. Staff Absence Records

- 3.1 The figures for self-certificated sickness leave are set out below.

Year	1st Apr- 30 <sup>th</sup> Jun	1 <sup>st</sup> Jul- 30 <sup>th</sup> Sep	1 <sup>st</sup> Oct- 31 <sup>st</sup> Dec	1 <sup>st</sup> Jan- 31 <sup>st</sup> Mar	Average
2017/18	1.06%	0.94%	0.83%	0.92%	0.94%
2018/19	0.85%	0.49%	1.46%	2.01%	1.20%
2019/20	0.56%	0.40%	0.84%	1.84%	0.91%
2020/21	0.30%	0.54%	1.12%	0.38%	0.59%
2021/22	0.93%	1.38%	1.74%	0.5%	1.14%
2022/23	1.01%	2.07%	1.58%	0.76%	1.35%
2023/24	0.31%	0.71%	<b>1.09%</b>		

- 3.2 The figure for Quarter 3 in 2023 to 2024 increased compared to the previous quarter (2023 to 2024 Quarter 2). It is lower than the same period in the previous year (2022 to 2023 Quarter 2). 10 members of staff took self-certificated sickness leave (6 last quarter), this equated to 183.10 hours in reduced staff time.

3.3 The figures for certificated sickness leave are set out below.

<b>Year</b>	<b>1<sup>st</sup> Apr- 30<sup>th</sup> Jun</b>	<b>1<sup>st</sup> Jul- 30<sup>th</sup> Sep</b>	<b>1<sup>st</sup> Oct- 31<sup>st</sup> Dec</b>	<b>1<sup>st</sup> Jan- 31<sup>st</sup> Mar</b>	<b>Average</b>
2017/18	0.46%	0.13%	0%	0.68%	0.32%
2018/19	0.29%	2.18%	0.88%	0.79%	1.04%
2019/20	1.30%	6.31%	6.61%	0.65%	3.72%
2020/21	0%	0%	0%	0.35%	0.09%
2021/22	2.81%	1.78%	1.14%	0.07%	1.45%
2022/23	1.59%	3.02%	1.78%	0.10%	1.62%
2023/24	0.06%	0.03%	<b>2.07%</b>		

3.4 One member of staff was recorded absent due to certificated sickness leave for quarter 3 in 2023 to 2024. This equated to 199.8 hours / 27 days in reduced staff time.

Laura Chrysostomou  
Town Clerk

# **Littlehampton Town Council**

## **Non-Confidential**

**Committee: Property and Personnel Committee**

**Date: 18 March 2024**

**Report by: Town Clerk**

**Subject: Staffing Update**

### **1. Summary**

- 1.1. The report provides updates on staffing and includes the current staff structure for Members's information, Appendix A.

### **2. Recommendations**

- 2.1. The Committee is recommended to:
  1. Note the report.

### **3. Updates**

#### **3.1. Apprentices**

- 3.1.1. There are currently three apprentices undertaking their Business Administration Apprenticeships with the Town Council. All three apprentices are progressing well with their studies and are on track to complete their apprenticeships in the summer of this year.

#### **3.2. Communications and Events**

- 3.2.1. A new Events and Town Centre Strategy Manager has been appointed and will start on Monday 13 May 2024.

Working alongside the Communications and Marketing Manager and the Town Centre Strategy Project Officer they will lead in the delivery of the Town Council's 2024 programme of community events and the review of the Council's community event programme. The postholder is also responsible for managing the delivery of the Town Centre Strategy and Action Plan.

#### **3.3. Museum Team**

- 3.3.1. The Museum secured a grant from the Art Fund via Southeast Museums to pay for an intern to work on refining a cataloguing procedure, in preparation for "Project Time Machine". This work finished at the end of February 2024 and work on the project is about to start in earnest with a Museum Community Engagement Consultant joining the team this spring. The consultant will carry out a wide-ranging community survey including focus groups aimed at identifying barriers to community participation and then

produce plans on how to remove or reduce these. This is the first phase of the Project and will run from May to August 2024. The Community Resources Committee will receive regular updates on the progress of this work.

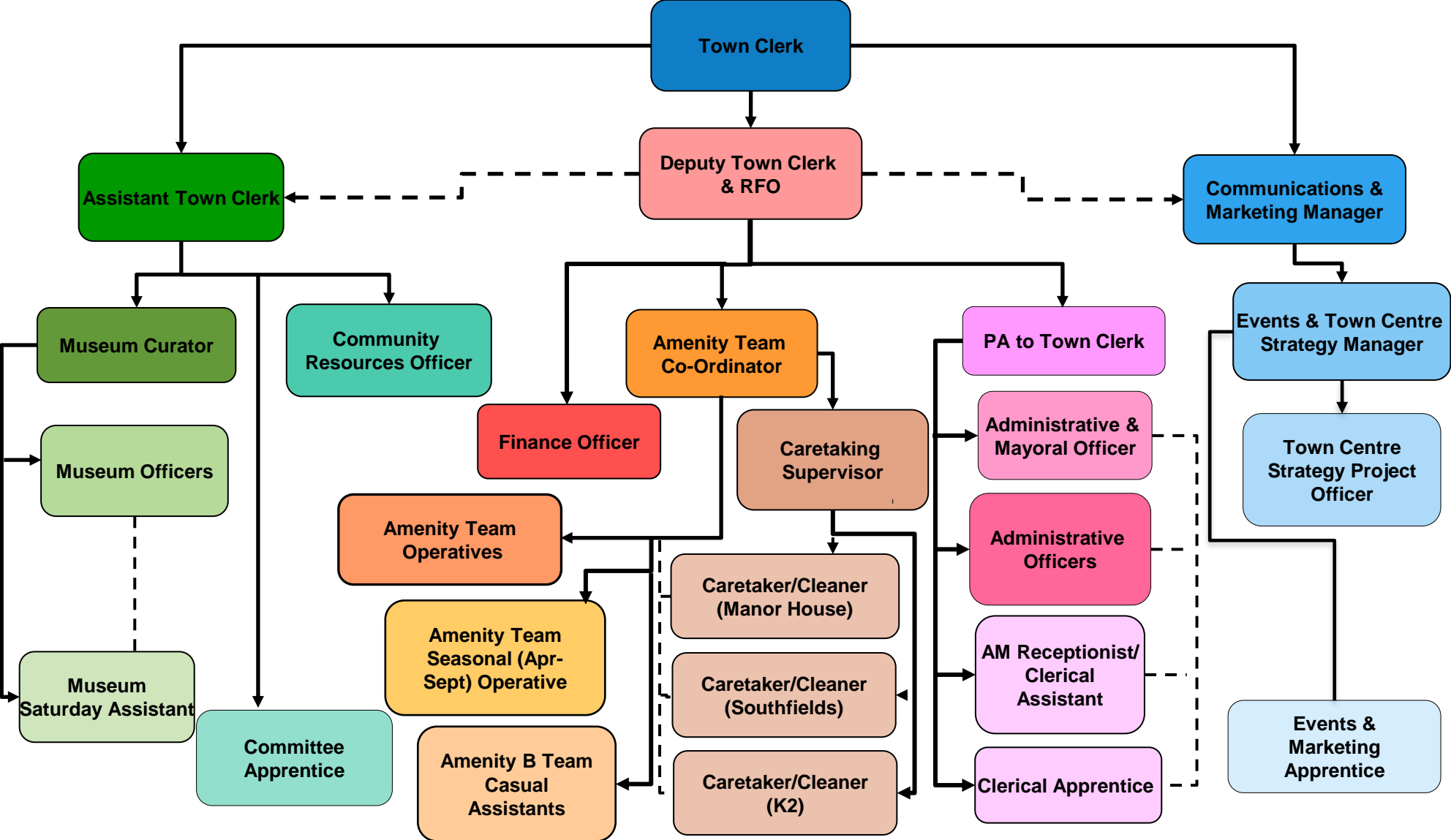
### **3.4. Amenity and Caretaking Team**

3.4.1. A part time caretaker cleaner for the K2 Centre started on Monday 22 January 2024 and has been undergoing induction to become familiar with the Town Council's venues.

Laura Chrysostomou  
**Town Clerk**

# STAFF STRUCTURE

March 2024



# Littlehampton Town Council

## Non-Confidential

### Committee: Property and Personnel

Date: 18 March 2024

Report by: Town Clerk

### Subject: Committee Budget Monitor

#### 1. Summary

- 1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee budget for 2023 to 2024.
- 1.2 Appendix A is a detailed income and expenditure report for Council functions showing (from left to right) the actual amount of income and expenditures incurred last year (2022 to 2023); the actual year to date for 2023 to 2024; the current annual budget for 2023 to 2024 and the variance of actual income/expenditure against budget. The areas of budget responsibility that sit within this Committee have been outlined in Appendix A.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.

#### 2. Recommendations

- 2.1 The Committee is recommended to:
  - 1) Approve earmarking £10,000 staffing budget underspend to provide temporary staffing to cover absences due to vacancies
  - 2) Otherwise note the report

#### 3. Budget Monitor 2023 to 2024

- 3.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore, fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.
- 3.2 **Central Administration and Support Services**
  - 3.2.1 Expenditure is in line with expectations. Any recruitment underspends will be earmarked at year end.
- 3.3 **Town Centre Management**
  - 3.3.1 Expenditure is in line with expectations. £2,335 memorial maintenance budget is earmarked at year end for the three-year contract.
- 3.4 **Amenity Team**
  - 3.4.1 Income for Amenity Team services has achieved £2,334 year to date against a budget of £2,000.
  - 3.4.2 £6,500 for vehicles / equipment will be earmarked at year end for any future liabilities.
  - 3.4.3 Electricity costs are lower year to date and any underspends will be earmarked at year end to offset the 2024 to 2025 budget as agreed by committee.

### 3.5 Manor House Hire

- 3.5.1 Overall hire income has achieved £18,917 against a budget of £16,945 year to date.
- 3.5.2 £4,764 has been received for car park hire against a budget of £5,362.
- 3.5.3 Manor House room hire has received £13,905 against a budget of £11,000.

<b>Income</b>	<b>Budget 2023/24 £</b>	<b>Income 2023/24 £</b>	<b>Expected Income £</b>	<b>Variance £</b>
Car Parking	5,362	4,764	4,764	-
Room Hire	11,000	13,905	14,000	(95)
Catering Income	530	180	180	-
Equipment hire	53	84	84	-
<b>Total</b>	<b>16,945</b>	<b>18,933</b>	<b>19,028</b>	<b>(95)</b>

### 3.6 Corporate Management

- 3.6.1 Expenditure is in line with expectations.

### 3.7 Manor House

- 3.7.1 £11,354 of the £20,000 maintenance budget has been spent year to date. Any remaining budget will be earmarked at year end.
- 3.7.2 Utility underspends will be used to offset the 2024 to 2025 budget as agreed during the budget setting process.

### 3.8 Street Lighting

- 3.8.1 Expenditure is in line with expectations.

### 3.9 Southfields Jubilee Centre

- 3.9.1 £2,399 has been spent of the building maintenance budget against a budget of £3,000. £2,000 of this budget was to be met from earmarked reserves. It is therefore anticipated that £1,399 will be spent from earmarked reserves by year end.

### 3.10 Museum

- 3.10.1 £1,012 has been spent on building maintenance with a £62 overspend year to date.

## 4. Salaries

- 4.1 The overall salaries year to date spend is shown below. These figures show 10 months costs. The national pay award was agreed for 2023 to 2024 and the back dated pay is included in the expenditure figures. The overall increase was higher than budgeted for but due to staff vacancies and changes to the staffing structure the salaries budget will be underspent. It is proposed that £10,000 be earmarked at year end to provide temporary staffing to cover absences due to vacancies.

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Expenditure Detail</u></b>							
7102 SALARIES	710,747	582,681	802,045	219,364		219,364	72.6%
<b>Total Overhead</b>	<b>710,747</b>	<b>582,681</b>	<b>802,045</b>	<b>219,364</b>	<b>0</b>	<b>219,364</b>	<b>72.6%</b>
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
<b>Total Expenditure</b>	<b>710,747</b>	<b>582,681</b>	<b>802,045</b>	<b>219,364</b>	<b>0</b>	<b>219,364</b>	<b>72.6%</b>
<b>Net Income over Expenditure</b>	<b>(710,747)</b>	<b>(582,681)</b>	<b>(802,045)</b>	<b>(219,364)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(710,747)</b>	<b>(582,681)</b>					

Laura Chrysostomou  
Town Clerk



## Appendix A

The areas of budget responsibility that sit within this Committee have been outlined in the table below for ease of reference:

<b>Cost Centre</b>	<b>Budget Code</b>	<b>Budget description</b>
101 Central Admin and Support Services	7100	First Aid
	7102	Salaries
	7104	Training
	7105	Travel & Subsistence
	7109	Recruitment advertising
	7298	IT
	7308	Security
	7312	Health and safety
	7351	Waste disposal
103 Town Centre Management	6351	Memorial Maintenance
105 Amenity Team	All budget lines	
108 Manor House Room Hire	All budget lines	
109 Corporate Management	7102	Salaries
	7112	Pension contribution (pension strain costs)
201 Manor House	All budget lines	
202 Lighting	All budget lines	
303 Southfields Jubilee Centre	7102	Salaries
	7307	Building Maintenance
308 Museum	7102	Salaries
	7307	Building Maintenance
310 K2 Community Centre	7102	Salaries
	7307	Building Maintenance
7102 Salaries	All salaries including oncosts (national insurance and pension costs)	

## Detailed Income &amp; Expenditure by Budget Heading 12/03/2024

Month No: 11

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 CENTRAL ADMIN &amp; SUPPORT SVS</b>								
3001 PRECEPT RECEIVED	1,366,037	1,446,520	1,446,520	(0)			100.0%	
4050 PHOTOCOPIER INCOME	4	0	25	25			0.0%	
4070 APPRENTICE INCENTIVE	0	500	0	(500)			0.0%	
4900 MISCELLANEOUS INCOME	151	0	0	(0)			0.0%	
4901 CHARGES FOR SERVICES	82	0	0	0			0.0%	
8001 RECHARGE OUT O/Hs	0	0	(175,593)	(175,593)			0.0%	
<b>CENTRAL ADMIN &amp; SUPPORT SVS :- Income</b>	<b>1,366,274</b>	<b>1,447,020</b>	<b>1,270,952</b>	<b>(176,068)</b>			<b>113.9%</b>	<b>0</b>
7100 FIRST AID	298	240	488	248		248	49.1%	
7102 SALARIES	70,888	65,087	65,770	683		683	99.0%	
7104 TRAINING	4,171	3,273	4,500	1,227		1,227	72.7%	
7105 TRAVEL & SUBSISTENCE	1,495	1,256	1,800	544		544	69.8%	
7109 RECRUITMENT ADVERTISING	150	1,729	3,000	1,271		1,271	57.6%	
7114 PROTECTIVE CLOTHING	0	17	0	(17)		(17)	0.0%	
7204 POSTAGE	884	191	450	259		259	42.5%	
7205 TELEPHONE	3,145	2,837	3,600	763		763	78.8%	
7207 PRINTING	498	500	1,400	900		900	35.7%	
7208 STATIONERY	1,816	1,693	2,200	507		507	77.0%	
7210 PUBLICATIONS	0	106	125	19		19	85.0%	
7211 FURNITURE & EQUIPMENT	512	728	900	172		172	80.9%	
7214 EQUIPMENT MAINTENANCE	71	477	800	323		323	59.7%	
7216 INTERNET	829	1,101	820	(281)		(281)	134.2%	
7217 EQUIPMENT RENTAL	1,640	1,828	1,615	(213)		(213)	113.2%	
7291 LICENCES	55	55	55	0		0	100.0%	
7298 IT	29,510	27,346	31,386	4,040		4,040	87.1%	
7299 SUPPLIES	689	612	500	(112)		(112)	122.4%	
7305 INSURANCE	8,480	9,052	9,300	248		248	97.3%	
7308 SECURITY	0	0	0	(0)		(0)	0.0%	
7312 HEALTH & SAFETY	189	81	1,000	919		919	8.1%	
7351 WASTE DISPOSAL	2,323	1,731	3,200	1,469		1,469	54.1%	
7499 OTHER OVERHEADS	55	0	275	275		275	0.0%	
8000 RECHARGE IN O/Hs	(127,697)	0	42,435	42,435		42,435	0.0%	
9320 EMR - PROJECTS	0	2,000	0	(2,000)		(2,000)	0.0%	
9325 EMR - VEH/PLT MAINTCE	0	617	0	(617)		(617)	0.0%	
<b>CENTRAL ADMIN &amp; SUPPORT SVS :- Indirect Expenditure</b>	<b>0</b>	<b>122,556</b>	<b>175,619</b>	<b>53,063</b>	<b>0</b>	<b>53,063</b>	<b>69.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,366,273</b>	<b>1,324,465</b>	<b>1,095,333</b>	<b>(229,132)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 12/03/2024

Month No: 11

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,366,274	1,447,020	1,270,952	(176,068)			113.9%	
Expenditure	0	122,556	175,619	53,063	0	53,063	69.8%	
<b>Net Income over Expenditure</b>	<u>1,366,273</u>	<u>1,324,465</u>	<u>1,095,333</u>	<u>(229,132)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>1,366,273</u>	<u>1,324,465</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>103 TOWN CENTRE MANAGEMENT</b>								
4002 GRANT RECEIVED	35,300	(25)	0	25			0.0%	
TOWN CENTRE MANAGEMENT :- Income	<u>35,300</u>	<u>(25)</u>	<u>0</u>	<u>25</u>				<u>0</u>
6351 MEMORIAL MAINTENANCE	5,950	0	2,335	2,335	2,335	2,335	0.0%	
6361 NOTICE BOARDS	0	549	500	(49)	(49)	(49)	109.9%	
6366 GENERAL TOWN MAINT	692	0	720	720	720	720	0.0%	
6401 TOWN CENTRE INITIATIVES	2,329	2,584	10,000	7,416	7,416	7,416	25.8%	
6404 TC PARTNERSHIP INITIATIVES	28,250	28,259	28,250	(9)	(9)	(9)	100.0%	
6405 TOWN BRANDING AND MARKETING	5,000	56	5,000	4,944	4,944	4,944	1.1%	
6425 COMMUNITY WARDENS	32,292	70,000	70,000	0	0	0	100.0%	
6426 TC EVENT MATCH FUNDING	24,958	19,591	50,000	30,409	30,409	30,409	39.2%	
6901 CHARGES FOR SERVICES	0	15,504	0	(15,504)	(15,504)	(15,504)	0.0%	
7102 SALARIES	14,522	19,546	43,285	23,739	23,739	23,739	45.2%	
7304 ELECTRICITY	141	228	270	42	42	42	84.3%	
8000 RECHARGE IN O/Hs	29,102	0	33,088	33,088	33,088	33,088	0.0%	
9320 EMR - PROJECTS	(4,865)	450	0	(450)	(450)	(450)	0.0%	
TOWN CENTRE MANAGEMENT :- Indirect Expenditure	<u>138,370</u>	<u>156,767</u>	<u>243,448</u>	<u>86,681</u>	<u>0</u>	<u>86,681</u>	<u>64.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(103,070)</u>	<u>(156,792)</u>	<u>(243,448)</u>	<u>(86,656)</u>				
Grand Totals:- Income	35,300	(25)	0	25			0.0%	
Expenditure	138,370	156,767	243,448	86,681	0	86,681	64.4%	
Net Income over Expenditure	<u>(103,070)</u>	<u>(156,792)</u>	<u>(243,448)</u>	<u>(86,656)</u>				
Movement to/(from) Gen Reserve	<u>(103,070)</u>	<u>(156,792)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>105 AMENITY TEAM</b>								
4112 EQUIPMENT HIRE INCOME	0	1,442	0	(1,442)			0.0%	
4900 MISCELLANEOUS INCOME	0	421	0	(421)			0.0%	
4901 CHARGES FOR SERVICES	6,004	482	2,000	1,518			24.1%	
8001 RECHARGE OUT O/Hs	0	0	(213,695)	(213,695)			0.0%	
AMENITY TEAM :- Income	<u>6,004</u>	<u>2,344</u>	<u>(211,695)</u>	<u>(214,039)</u>			<u>(1.1%)</u>	<u>0</u>
6350 STREET SCENE EXPENDITURE	2,245	1,255	2,000	745	745	745	62.7%	
6367 VEHICLE/PLANT MAINTENANCE	5,390	6,586	7,775	1,189	1,189	1,189	84.7%	
6368 TOOLS/EQUIPMENT	1,429	1,887	1,775	(112)	(112)	(112)	106.3%	
6380 LINESIDE UNIT RENT	26,568	39,947	28,090	(11,857)	(11,857)	(11,857)	142.2%	
6644 VEHICLES/EQUIPMENT F A	7,000	0	6,500	6,500	6,500	6,500	0.0%	
7102 SALARIES	118,685	96,531	136,730	40,199	40,199	40,199	70.6%	
7114 PROTECTIVE CLOTHING	692	907	1,400	493	493	493	64.8%	
7205 TELEPHONE	270	217	440	223	223	223	49.3%	
7216 INTERNET	1,915	2,087	3,200	1,113	1,113	1,113	65.2%	
7301 RATES	10,479	11,976	11,210	(766)	(766)	(766)	106.8%	
7302 WATER	399	113	405	292	292	292	28.0%	
7304 ELECTRICITY	4,385	2,884	7,200	4,316	4,316	4,316	40.1%	
7305 INSURANCE	1,631	1,876	1,820	(56)	(56)	(56)	103.1%	
7306 CLEANING	518	581	800	219	219	219	72.6%	
7307 BUILDING MAINTENANCE	925	683	775	92	92	92	88.1%	
7308 SECURITY	1,094	739	1,500	761	761	761	49.3%	
7312 HEALTH & SAFETY	211	204	220	16	16	16	92.7%	
7499 OTHER OVERHEADS	0	0	100	100	100	100	0.0%	
8000 RECHARGE IN O/Hs	(186,298)	0	0	0	0	0	0.0%	
9320 EMR - PROJECTS	(4,194)	8,442	0	(8,442)	(8,442)	(8,442)	0.0%	
AMENITY TEAM :- Indirect Expenditure	<u>(6,657)</u>	<u>176,915</u>	<u>211,940</u>	<u>35,025</u>	<u>0</u>	<u>35,025</u>	<u>83.5%</u>	<u>0</u>
Net Income over Expenditure	<u>12,661</u>	<u>(174,571)</u>	<u>(423,635)</u>	<u>(249,064)</u>				
Grand Totals:- Income	6,004	2,344	(211,695)	(214,039)			(1.1%)	
Expenditure	(6,657)	176,915	211,940	35,025	0	35,025	83.5%	
Net Income over Expenditure	<u>12,661</u>	<u>(174,571)</u>	<u>(423,635)</u>	<u>(249,064)</u>				
Movement to/(from) Gen Reserve	<u>12,661</u>	<u>(174,571)</u>						

## Detailed Income &amp; Expenditure by Budget Heading 12/03/2024

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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>108 MANOR HOUSE HIRE</b>								
4051 CAR PARKING INCOME	4,646	4,764	5,362	598			88.8%	
4110 MANOR HOUSE ROOM HIRE	12,897	13,905	11,000	(2,905)			126.4%	
4111 ROOM HIRE CATERING INCOME	291	180	530	350			33.9%	
4112 EQUIPMENT HIRE INCOME	132	84	53	(31)			157.5%	
4900 MISCELLANEOUS INCOME	2	(15)	0	15			0.0%	
MANOR HOUSE HIRE :- Income	<u>17,969</u>	<u>18,917</u>	<u>16,945</u>	<u>(1,972)</u>			111.6%	0
7102 SALARIES	9,174	7,383	10,360	2,977		2,977	71.3%	
7206 ADVERTISING	0	0	500	500		500	0.0%	
7291 LICENCES	1,034	0	1,034	1,034		1,034	0.0%	
7409 ROOM HIRE EXPENSE	323	910	1,200	290		290	75.9%	
7499 OTHER OVERHEADS	0	0	100	100		100	0.0%	
8000 RECHARGE IN O/Hs	5,950	0	7,807	7,807		7,807	0.0%	
9320 EMR - PROJECTS	(1,034)	0	0	0		0	0.0%	
MANOR HOUSE HIRE :- Indirect Expenditure	<u>15,448</u>	<u>8,294</u>	<u>21,001</u>	<u>12,707</u>	0	12,707	39.5%	0
Net Income over Expenditure	<u>2,522</u>	<u>10,623</u>	<u>(4,056)</u>	<u>(14,679)</u>				
Grand Totals:- Income	17,969	18,917	16,945	(1,972)			111.6%	
Expenditure	15,448	8,294	21,001	12,707	0	12,707	39.5%	
Net Income over Expenditure	<u>2,522</u>	<u>10,623</u>	<u>(4,056)</u>	<u>(14,679)</u>				
Movement to/(from) Gen Reserve	<u>2,522</u>	<u>10,623</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>109 CORPORATE MANAGEMENT</u>								
4800 BANK INTEREST	28,630	50,265	22,000	(28,265)			228.5%	
CORPORATE MANAGEMENT :- Income	<u>28,630</u>	<u>50,265</u>	<u>22,000</u>	<u>(28,265)</u>			228.5%	0
6407 NEWS LETTER	14,975	4,965	7,710	2,745	2,745	2,745	64.4%	
7102 SALARIES	145,574	108,523	145,350	36,827	36,827	36,827	74.7%	
7112 PENSION CONTRIBUTION	4,250	1,824	4,075	2,251	2,251	2,251	44.8%	
7401 AUDIT FEES	2,807	(46)	3,100	3,146	3,146	3,146	(1.5%)	
7402 LEGAL/VALUATION FEES	2,000	803	2,000	1,197	1,197	1,197	40.1%	
7403 BANK CHARGES	277	802	640	(162)	(162)	(162)	125.3%	
7405 PUBLICITY	1,864	1,390	2,220	830	830	830	62.6%	
8000 RECHARGE IN O/Hs	70,535	0	88,545	88,545	88,545	88,545	0.0%	
9320 EMR - PROJECTS	1,125	2,495	0	(2,495)	(2,495)	(2,495)	0.0%	
CORPORATE MANAGEMENT :- Indirect Expenditure	<u>243,407</u>	<u>120,756</u>	<u>253,640</u>	<u>132,884</u>	0	132,884	47.6%	0
Net Income over Expenditure	<u>(214,777)</u>	<u>(70,491)</u>	<u>(231,640)</u>	<u>(161,149)</u>				
Grand Totals:- Income	28,630	50,265	22,000	(28,265)			228.5%	
Expenditure	<u>243,407</u>	<u>120,756</u>	<u>253,640</u>	<u>132,884</u>	0	132,884	47.6%	
Net Income over Expenditure	<u>(214,777)</u>	<u>(70,491)</u>	<u>(231,640)</u>	<u>(161,149)</u>				
Movement to/(from) Gen Reserve	<u>(214,777)</u>	<u>(70,491)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201</u> <u>MANOR HOUSE BUILDINGS</u>								
4900 MISCELLANEOUS INCOME	2,513	0	0	0			0.0%	
MANOR HOUSE BUILDINGS :- Income	<u>2,513</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
6680 MANOR HOUSE	22,000	11,354	20,000	8,646		8,646	56.8%	
7102 SALARIES	24,047	19,636	25,780	6,144		6,144	76.2%	
7114 PROTECTIVE CLOTHING	56	19	150	131		131	12.9%	
7205 TELEPHONE	147	172	155	(17)		(17)	110.9%	
7212 LIFT MAINTENANCE	150	150	200	50		50	75.0%	
7214 EQUIPMENT MAINTENANCE	0	0	1,825	1,825		1,825	0.0%	
7291 LICENCES	860	0	400	400		400	0.0%	
7301 RATES	24,576	27,904	26,285	(1,619)		(1,619)	106.2%	
7302 WATER	530	584	732	148		148	79.8%	
7303 GAS	7,426	2,593	20,000	17,407		17,407	13.0%	
7304 ELECTRICITY	7,727	5,853	24,000	18,147		18,147	24.4%	
7306 CLEANING	1,373	1,876	1,600	(276)		(276)	117.2%	
7308 SECURITY	3,029	2,525	3,333	808		808	75.7%	
7311 CONTRACT CLEANING	1,926	3,180	2,415	(765)		(765)	131.7%	
7499 OTHER OVERHEADS	165	0	125	125		125	0.0%	
8000 RECHARGE IN O/Hs	(79,963)	0	42,739	42,739		42,739	0.0%	
9320 EMR - PROJECTS	(860)	0	0	0		0	0.0%	
9327 EMR BULDING MAINT	(13,188)	2,614	0	(2,614)		(2,614)	0.0%	
MANOR HOUSE BUILDINGS :- Indirect Expenditure	<u>(0)</u>	<u>78,459</u>	<u>169,739</u>	<u>91,280</u>	<u>0</u>	<u>91,280</u>	<u>46.2%</u>	<u>0</u>
Net Income over Expenditure	<u>2,513</u>	<u>(78,459)</u>	<u>(169,739)</u>	<u>(91,280)</u>				
Grand Totals:- Income	2,513	0	0	0			0.0%	
Expenditure	(0)	78,459	169,739	91,280	0	91,280	46.2%	
Net Income over Expenditure	<u>2,513</u>	<u>(78,459)</u>	<u>(169,739)</u>	<u>(91,280)</u>				
Movement to/(from) Gen Reserve	<u>2,513</u>	<u>(78,459)</u>						



## Detailed Income &amp; Expenditure by Budget Heading 12/03/2024

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 LIGHTING</u>								
4901 CHARGES FOR SERVICES	362	0	650	650			0.0%	
	<u>362</u>	<u>0</u>	<u>650</u>	<u>650</u>			<u>0.0%</u>	<u>0</u>
LIGHTING :- Income	362	0	650	650			0.0%	0
6151 LIGHTING CONTRACT MAINT.	1,170	1,264	1,200	(64)		(64)	105.3%	
7102 SALARIES	276	226	340	114		114	66.4%	
7304 ELECTRICITY	178	139	2,265	2,126		2,126	6.1%	
	<u>1,624</u>	<u>1,628</u>	<u>3,805</u>	<u>2,177</u>	<u>0</u>	<u>2,177</u>	<u>42.8%</u>	<u>0</u>
LIGHTING :- Indirect Expenditure	1,624	1,628	3,805	2,177	0	2,177	42.8%	0
Net Income over Expenditure	<u>(1,262)</u>	<u>(1,628)</u>	<u>(3,155)</u>	<u>(1,527)</u>				
Grand Totals:- Income	362	0	650	650			0.0%	
Expenditure	1,624	1,628	3,805	2,177	0	2,177	42.8%	
Net Income over Expenditure	<u>(1,262)</u>	<u>(1,628)</u>	<u>(3,155)</u>	<u>(1,527)</u>				
Movement to/(from) Gen Reserve	<u>(1,262)</u>	<u>(1,628)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>303 SOUTHFIELDS JUBILEE CENTRE</b>								
4112 EQUIPMENT HIRE INCOME	6	63	50	(13)			126.0%	
4242 RENTAL INCOME	23,462	29,674	20,000	(9,674)			148.4%	
4244 PRS FEES RECEIVED	818	848	0	(848)			0.0%	
4901 CHARGES FOR SERVICES	2,712	160	825	665			19.4%	
	<u>26,998</u>	<u>30,745</u>	<u>20,875</u>	<u>(9,870)</u>			<u>147.3%</u>	<u>0</u>
SOUTHFIELDS JUBILEE CENTRE :- Income	26,998	30,745	20,875	(9,870)			147.3%	0
6901 CHARGES FOR SERVICES	311	1,220	0	(1,220)	(1,220)		0.0%	
7102 SALARIES	28,365	21,289	26,155	4,866	4,866		81.4%	
7114 PROTECTIVE CLOTHING	0	143	170	27	27		84.3%	
7204 POSTAGE	0	0	30	30	30		0.0%	
7205 TELEPHONE	2,191	15	70	55	55		21.4%	
7207 PRINTING	0	0	50	50	50		0.0%	
7211 FURNITURE & EQUIPMENT	648	696	400	(296)	(296)		174.0%	
7214 EQUIPMENT MAINTENANCE	211	0	450	450	450		0.0%	
7216 INTERNET	329	456	280	(176)	(176)		162.7%	
7291 LICENCES	1,221	(203)	1,700	1,903	1,903		(11.9%)	
7298 IT	300	0	306	306	306		0.0%	
7301 RATES	2,620	1,375	5,715	4,340	4,340		24.1%	
7302 WATER	1,162	686	1,170	484	484		58.6%	
7303 GAS	4,531	2,530	9,315	6,785	6,785		27.2%	
7304 ELECTRICITY	5,330	1,701	5,445	3,744	3,744		31.2%	
7306 CLEANING	496	436	610	174	174		71.5%	
7307 BUILDING MAINTENANCE	4,000	2,399	3,000	601	601		80.0%	
7308 SECURITY	2,995	3,674	2,320	(1,354)	(1,354)		158.4%	
7309 GROUNDS MAINTENANCE	0	286	0	(286)	(286)		0.0%	
7311 CONTRACT CLEANING	1,304	1,014	1,240	226	226		81.8%	
7312 HEALTH & SAFETY	49	173	200	27	27		86.5%	
7499 OTHER OVERHEADS	0	0	100	100	100		0.0%	
8000 RECHARGE IN O/Hs	16,066	0	18,244	18,244	18,244		0.0%	
9320 EMR - PROJECTS	2,350	160	0	(160)	(160)		0.0%	
9327 EMR BULDING MAINT	3,105	1,125	0	(1,125)	(1,125)		0.0%	
	<u>77,584</u>	<u>39,176</u>	<u>76,970</u>	<u>37,794</u>	<u>0</u>	<u>37,794</u>	<u>50.9%</u>	<u>0</u>
SOUTHFIELDS JUBILEE CENTRE :- Indirect Expenditure	77,584	39,176	76,970	37,794	0	37,794	50.9%	0
Net Income over Expenditure	<u>(50,586)</u>	<u>(8,430)</u>	<u>(56,095)</u>	<u>(47,665)</u>				
Grand Totals:- Income	26,998	30,745	20,875	(9,870)			147.3%	
Expenditure	77,584	39,176	76,970	37,794	0	37,794	50.9%	
Net Income over Expenditure	<u>(50,586)</u>	<u>(8,430)</u>	<u>(56,095)</u>	<u>(47,665)</u>				
Movement to/(from) Gen Reserve	<u>(50,586)</u>	<u>(8,430)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>308 MUSEUM</u>								
4002 GRANT RECEIVED	1,140	21,704	0	(21,704)			0.0%	
4540 MUSEUM SALES	1,095	759	900	141			84.3%	
4542 DONATIONS	507	681	350	(331)			194.4%	
4544 EXHIBITION COMMISSION	0	0	75	75			0.0%	
4546 LOAN BOX INCOME	393	170	250	80			68.0%	
4600 CENTENARY BOOK INCOME	87	42	0	(42)			0.0%	
4900 MISCELLANEOUS INCOME	4,000	0	0	0			0.0%	
4901 CHARGES FOR SERVICES	1,902	79	0	(79)			0.0%	
MUSEUM :- Income	<u>9,123</u>	<u>23,434</u>	<u>1,575</u>	<u>(21,859)</u>			<u>1487.9%</u>	<u>0</u>
6300 MUSEUM STOCK	297	315	250	(65)		(65)	126.0%	
6301 COLLECTION MANAGEMENT	4,825	1,290	1,000	(290)		(290)	129.0%	
6302 EXHIBITIONS	1,020	1,256	1,300	44		44	96.6%	
6304 EDUCATION & OUTREACH	104	0	150	150		150	0.0%	
6313 CHARITY DON PROFIT FROM WIDMB	42	0	0	0		0	0.0%	
6314 MUSEUM EVENTS	590	708	1,000	292		292	70.8%	
6901 CHARGES FOR SERVICES	1,759	69	0	(69)		(69)	0.0%	
7102 SALARIES	81,253	68,424	91,160	22,736		22,736	75.1%	
7110 VOLUNTEERS	0	0	125	125		125	0.0%	
7204 POSTAGE	0	0	50	50		50	0.0%	
7206 ADVERTISING	1,713	2,460	2,218	(242)		(242)	110.9%	
7207 PRINTING	261	143	600	457		457	23.8%	
7213 SUBSCRIPTIONS	583	266	610	344		344	43.6%	
7298 IT	650	970	695	(275)		(275)	139.6%	
7307 BUILDING MAINTENANCE	224	1,012	950	(62)		(62)	106.5%	
7408 HOSPITALITY	0	0	75	75		75	0.0%	
8000 RECHARGE IN O/Hs	70,392	0	91,350	91,350		91,350	0.0%	
9328 EMR- MUSEUM	0	540	0	(540)		(540)	0.0%	
MUSEUM :- Indirect Expenditure	<u>163,713</u>	<u>77,453</u>	<u>191,533</u>	<u>114,080</u>	<u>0</u>	<u>114,080</u>	<u>40.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(154,590)</u>	<u>(54,019)</u>	<u>(189,958)</u>	<u>(135,939)</u>				
Grand Totals:- Income	9,123	23,434	1,575	(21,859)			1487.9%	
Expenditure	163,713	77,453	191,533	114,080	0	114,080	40.4%	
Net Income over Expenditure	<u>(154,590)</u>	<u>(54,019)</u>	<u>(189,958)</u>	<u>(135,939)</u>				
Movement to/(from) Gen Reserve	<u>(154,590)</u>	<u>(54,019)</u>						

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 KEYSTONE CENTRE</u>								
3002 ADC CONTRIBUTION	78,430	250,000	0	(250,000)			0.0%	
KEYSTONE CENTRE :- Income	<u>78,430</u>	<u>250,000</u>	<u>0</u>	<u>(250,000)</u>				<u>0</u>
6431 REVENUE COSTS	30,000	0	30,000	30,000		30,000	0.0%	
7114 PROTECTIVE CLOTHING	0	144	0	(144)		(144)	0.0%	
7304 ELECTRICITY	0	615	0	(615)		(615)	0.0%	
7311 CONTRACT CLEANING	0	319	0	(319)		(319)	0.0%	
9320 EMR - PROJECTS	(30,000)	0	0	0		0	0.0%	
9345 CAPITAL RECEIPTS RESERVE	470,750	913,637	0	(913,637)		(913,637)	0.0%	
KEYSTONE CENTRE :- Indirect Expenditure	<u>470,750</u>	<u>914,714</u>	<u>30,000</u>	<u>(884,714)</u>	<u>0</u>	<u>(884,714)</u>	<u>3049.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(392,320)</u>	<u>(664,714)</u>	<u>(30,000)</u>	<u>634,714</u>				
Grand Totals:- Income	78,430	250,000	0	(250,000)			0.0%	
Expenditure	470,750	914,714	30,000	(884,714)	0	(884,714)	3049.0%	
Net Income over Expenditure	<u>(392,320)</u>	<u>(664,714)</u>	<u>(30,000)</u>	<u>634,714</u>				
Movement to/(from) Gen Reserve	<u>(392,320)</u>	<u>(664,714)</u>						