

Budget template 1 – Rialtas report – currently presented to Council

The councils accounting software produces the budget as follows:

16/06/2025

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Melksham Town Council Current Year Annual Budget - By Centre (Actual YTD Month 2) Note: Budget 2025/2026

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		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>					<u>Budget 2026/2027</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		11,700	12,668	0	0	11,700	0	11,700	-917	0	0	0
Movement to/(from) Gen Reserve		(11,700)	(12,668)			(11,700)		(11,700)	917	0		
210	<u>Corporate Properties</u>											
1040	Income 31 Market Place	7,000	7,075	0	0	7,000	0	7,000	1,167	0	0	0
1048	Income Art House Cafe	6,700	6,161	0	0	6,000	0	6,000	1,000	0	0	0
Total Income		13,700	13,236	0	0	13,000	0	13,000	2,167	0	0	0
Movement to/(from) Gen Reserve		13,700	13,236			13,000		13,000	2,167	0		
211	<u>Art House Cafe</u>											
4108	Service Contracts	0	905	0	0	600	0	600	1	0	0	0
4175	WiFi	750	476	0	0	225	0	225	40	0	0	0
Overhead Expenditure		750	1,381	0	0	825	0	825	41	0	0	0
Movement to/(from) Gen Reserve		(750)	(1,381)			(825)		(825)	(41)	0		
212	<u>Round House</u>											
4101	Electricity	400	388	0	0	400	0	400	26	0	0	0
4103	Water Rates	200	214	0	0	200	0	200	0	0	0	0
4106	Repairs and Maintenance	250	448	0	0	250	0	250	0	0	0	0
Overhead Expenditure		850	1,049	0	0	850	0	850	26	0	0	0
Movement to/(from) Gen Reserve		(850)	(1,049)			(850)		(850)	(26)	0		

Budget template 2 – Simple Excel spreadsheet

This is a template budget that many councillors prefer in my experience as it is simple yet contains the information most councillors require, and highlights any revisions that need council consideration. *NB: This is made up data.*

Area	Nom Codes	Budget agreed 25/26	Income to date	Expenditure to date	Budget remaining	Variance	Comments
ADMIN							
Salaries	1000/101	£200,000	-	£33,333	£166,667	17%	
Stationery	1002/101	£1,000	-	£15	£985	2%	
Postage	1004/101	£1,000	-	£5	£995	1%	
Subs	1009/101	£2,300	-	£0	£2,300	0%	NALC £460, SLCC £520, ICO £60, Rialtas £1,260
		£204,300	-	£33,353	£170,947	16%	
TOWN HALL							
Room hire	2001/102	£8,000	£250	-	£7,750	3%	
Electricity	2004/102	£5,000	-	£828	£4,172	17%	
Gas	2005/102	£7,000	-	£5,500	£1,500	79%	Gas prices risen, colder weather, will go over budget, Council to review and increase budget. Suggest increasing to £33k.
Cleaning	2007/102	£2,000	-	£850	£1,150	43%	Under budgeted. Council to review and increase budget. Suggest increasing to £5,100.
		£22,000	£250	£7,178	£14,572	31%	
PROJECTS							
Blue Pool	8000/209	£0	£100,000	£100,000	£0	100%	Grant received from Wilts Council for renovation. Need to increase income from £0 to £100,000. Grant obtained after budget was set.
Youth services	8001/210	£25,000	£25,000	£1,500	£23,500	6%	Grant received from Biffa for youth service provision.
		£0	£125,000	£101,500	£23,500	19%	
	TOTALS	£226,300	£125,250	£142,031	£209,019	95%	
Cash at bank		£1,203,456					
VAT Reclaim due		£5,677					
Income expected		£7,750					
Expenditure expected		£201,269					
Balance- General Reserve		£1,015,614					

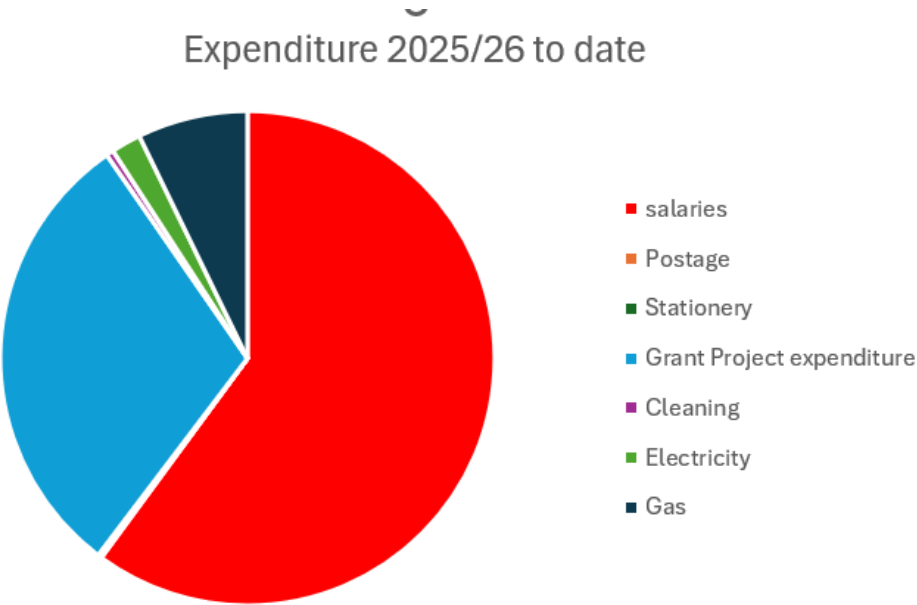
Budget template 3 – More detailed Excel spreadsheet

This is a sample budget with a lot more detail that committee may wish to consider.

Starting Period		February 2024										
BUDGET OVERVIEW	FEBRUARY 2024			MARCH 2024			APRIL 2024			MAY 2024		
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE
Total Income	\$1,260,656	\$1,290,440	\$29,784	\$1,269,558	\$1,237,292	-\$32,266	\$1,215,407	\$1,242,304	\$26,897	\$1,260,656	\$1,290,440	\$29,784
Total Expenses	\$158,500	\$137,961	\$20,539	\$156,256	\$154,848	\$1,408	\$159,266	\$133,057	\$26,209	\$158,500	\$137,961	\$20,539

INCOME	FEBRUARY 2024			MARCH 2024			APRIL 2024			MAY 2024		
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE
SALES REVENUE												
Product A Sales	\$53,654	\$65,116	\$11,462	\$59,141	\$69,005	\$9,864	\$67,662	\$68,754	\$1,092	\$53,654	\$65,116	\$11,462
Service B Revenue	\$57,091	\$64,754	\$7,663	\$56,153	\$56,997	\$844	\$50,125	\$54,254	\$4,129	\$57,091	\$64,754	\$7,663
Online Sales	\$67,899	\$53,779	-\$14,120	\$69,035	\$58,425	-\$10,610	\$60,384	\$64,140	\$3,756	\$67,899	\$53,779	-\$14,120
In-Store Sales	\$51,349	\$65,139	\$13,790	\$57,907	\$61,412	\$3,505	\$60,531	\$68,416	\$7,885	\$51,349	\$65,139	\$13,790
Subscription Fees	\$60,953	\$64,938	\$3,985	\$58,035	\$64,721	\$6,686	\$50,740	\$68,617	\$17,877	\$60,953	\$64,938	\$3,985
Wholesale Revenue	\$67,333	\$50,264	-\$17,069	\$69,993	\$53,931	-\$16,062	\$53,550	\$59,143	\$5,593	\$67,333	\$50,264	-\$17,069
International Sales	\$50,600	\$60,946	\$10,346	\$63,176	\$56,217	-\$6,959	\$54,237	\$50,685	-\$3,552	\$50,600	\$60,946	\$10,346
TOTAL SALES REVENUE	\$408,879	\$424,936	\$16,057	\$433,440	\$420,708	-\$12,732	\$397,229	\$434,009	\$36,780	\$408,879	\$424,936	\$16,057
OTHER OPERATING INCOME												
Investment Income	\$59,514	\$64,657	\$5,143	\$52,008	\$54,358	\$2,350	\$55,328	\$54,045	-\$1,283	\$59,514	\$64,657	\$5,143
Capital Gains	\$51,399	\$55,621	\$4,222	\$53,677	\$53,517	-\$160	\$65,936	\$52,072	-\$13,864	\$51,399	\$55,621	\$4,222
Rental Income	\$67,233	\$69,974	\$2,741	\$67,014	\$57,750	-\$9,264	\$54,368	\$67,539	\$13,171	\$67,233	\$69,974	\$2,741
Dividend Income	\$50,447	\$52,313	\$1,866	\$62,848	\$57,958	-\$4,890	\$54,212	\$53,943	-\$269	\$50,447	\$52,313	\$1,866
Sale of Assets	\$67,295	\$60,541	-\$6,754	\$67,992	\$50,541	-\$17,451	\$66,196	\$65,950	-\$246	\$67,295	\$60,541	-\$6,754
Insurance Proceeds	\$50,980	\$62,360	\$11,380	\$67,769	\$50,411	-\$17,358	\$66,135	\$62,652	-\$3,483	\$50,980	\$62,360	\$11,380
Grant Income	\$51,694	\$67,651	\$15,957	\$53,351	\$57,900	\$4,549	\$50,630	\$63,225	\$12,595	\$51,694	\$67,651	\$15,957

Committee may also wish to consider if simple visuals would be preferred such as :



The council accounting software does not currently offer this option but there are many improvements being made in July and it is hoped that this is one of them. If not, they could be manually produced.

Samantha Haywood, Locum RFO