



High Wycombe Town Committee Special Expenses Quarter 2 2021/22

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Introduction

Committee are asked to consider and acknowledge the Q2 forecast position for 2021/22. This report sets out the 2021/22 revenue forecast position and the forecast impact on working balances this financial year for High Wycombe Town Committee Special Expenses.

Special Expenses Q2 Forecast 2021/22

The net forecast outturn position for 2021/22 is £308k, a favourable variance of £58k against a total budget of £366k. The table below provides the detail for each activity area.

Activity Area	Analysis	2021/22 Budget	YTD Actuals	FY Forecast	Variance
		£	£	£	£
Footway Lighting	Exp	1,800	0	900	-900
	Inc	0	0	0	0
	Net Exp	1,800	0	900	-900
Cemetery	Exp	337,746	47,692	332,318	-5,428
	Inc	-182,250	-127,475	-216,350	-34,100
	Net Exp	155,496	-79,783	115,968	-39,528
Town Twinning	Exp	3,000	0	3,000	0
	Inc	0	0	0	0
	Net Exp	3,000	0	3,000	0
Community Grants	Exp	25,660	4,916	10,660	-15,000
	Inc	0	0	0	0
	Net Exp	25,660	4,916	10,660	-15,000
Recreation Grounds (Local)	Exp	144,085	11,475	144,085	0
	Inc	0	0	0	0
	Net Exp	144,085	11,475	144,085	0
Allotments	Exp	20,430	4,353	20,430	0
	Inc	-60	0	-60	0
	Net Exp	20,370	4,353	21,575	1,205
War Memorial	Exp	3,000	0	300	-2,700
	Inc	0	0	0	0
	Net Exp	3,000	0	300	-2,700
Community Centres	Exp	13,000	13,000	13,000	0
	Inc	0	0	0	0
	Net Exp	13,000	13,000	13,000	0
TOTAL	Exp	548,721	81,435	524,693	-24,028
	Inc	-182,310	-127,475	-216,410	-34,100
	Net Exp	366,411	-46,040	308,283	-58,128

Commentary on variances

Footway Lighting

This budget is for the repair of 3 footway lights. As at the end of Quarter 2 there has been no expenditure so the forecast has been reduced to a spend of half of the budget for the remainder of the year.

Cemetery

An increased forecast in cemetery income is due to an increase in the number of ashes burials. This is most likely due to people storing the ashes of their loved ones during lockdown until such a time as a funeral could be held with more attendees. There is an overspend in General Repairs & Maintenance due to palisade fence painting at the old cemetery which has been partially mitigated by a slight underspend in salaries leading to an overall underspend in cemetery expenditure.

Community Grants

Based on current applications, the Specialist Projects Manager has forecast an underspend of £15k in Community Grants. Two grant applications have been approved so far this year, with another two currently in the application process. Proactive engagement by the Committee with the community is required to ensure this budget is fully spent. The Management Fee for Grant processing is under review and the current recommendation is for this fee to be calculated at 10% of the grant budget (instead of being officer time-based). Once this has been confirmed to take effect, the forecast will reduce from £5,660 to £2,000.

Recreations Grounds (Local)

The Recreation Grounds (local) are on routine maintenance this year and therefore, at Quarter 2, this budget is forecast to be spent in full.

War Memorial

No cleaning scheduled for this year as comprehensive cleaning took place last year. Potential for minor repairs if required, therefore forecast is for 10% of budget as an estimate. Comprehensive cleaning will take place in 2022/23.

Impact on Working Balances

The impact of 2021/22 activities are given in the table below:

	£	£
Balance at 1st April 2021		-535,055
Revenue Expenditure Forecast	308,283	
Precept	-271,924	
Interest	-8,200	
Movement in reserves		28,159
Balance c/f 31st March 2022		-506,896

The estimated working balance as at 31st March 2022 is £507k (before any new commitments) which is higher than the recommended minimum level of £150k. This is set aside as an earmarked reserve and therefore ring-fenced for HWTC.

New Cemetery

The new cemetery is currently still within the developer's maintenance contract until 27th November 2021. From 1st January 2022, it will be added to the new grounds maintenance contract. The details for this contract have not yet been released, they are pending an award. The cemetery is planned to open for use next year (2022).