

**Report to:** Finance & Audit Committee

**Date:** 10<sup>th</sup> December 2025

**Subject:** Budget Virement Report

**Summary:** The Committee is asked to review and agree the Budget virements for 2025-2026 as at 30<sup>th</sup> November 2025.

---

## **1. Background and objective**

- 1.1 The Finance & Audit Committee is responsible for reviewing the actual performance against its budget during the financial year.

In accordance with the Smaller Authorities Proper Practices Panel (SAPPP which has replaced the Local Councils Governance and Accountability Guide).

Assertion 1.8 *“It needs to monitor actual performance against its budget during the year, taking corrective action where necessary”*.

To undertake this process the RFO has reviewed the actual against budget actual, and the tables below reflect the proposed “virement” (transfer of expenditure from one budget head to another) that is considered necessary.

## **2. Purpose of the report**

- 2.1 The purpose of this report is to review the tables below and agree the necessary virements for 2025-2026.
- 2.2 To reallocate old outstanding/unspent Ear Marked Reserves.

## **3. Virement Tables**

- 3.1 The financial information contained within this report reflects the progress during the first 7 months of the current financial year with the prediction for the remaining 5 months. The comparison of actual income and expenditure against budget has highlighted certain budget heads where the likely result at the end of year will be either an overspend or underspend.

Identification of “surplus” budgets (table A) has been a very delicate calculation to achieve the “balance” between the surpluses and deficits with the very few budget areas showing a likely end of year surplus.

I am able to identify £ 17,394.00 budget heads which I consider will be overspent I have listed these below.

I would recommend that the Council re-allocates the predicted surplus budgets as identified in table (A) below to the items identified in table (B) where expenditure is expected to exceed/or has exceeded the budget.

**Table A**

Budget Head	£	Note
Staff Costs – Town Rangers	5,000.00	6 months wages budgeted not required.
Premises Costs - Rent & Rates	2,800.00	Underspend predicted
Premise Costs – Utilities	6,494.00	Costs lower than expected
Bexhill Day	484.00	All costs allocated – budget remaining unspent
Wingswalk.BOB Day	31.00	All costs allocated – budget remained unspent
Print/Publications/Advertising	3,000.00	Now done in house
<b>Total</b>	<b>17,809.00</b>	

**Table B**

Budget Head	£	Note
Town Rangers – Tools	4,500.00	To complete set up and specialist items
Town Rangers – Uniform/PPE	500.00	To provide winter additional items
Staff Mileage & Event costs	1,000.00	Overspend predicted
Training	1,700.00	Further training needs for new employees
Other Costs – Insurance	1,000.00	To cover additional premiums for new assets.
Remembrance Day	515.00	To cover lamppost poppies etc.
Road Closures	6,494.00	Additional events – VE Day and Carnival – not budgeted.
Allotments Water	2,000.00	Higher costs than expected.
Bank Charges	100.00	
<b>Total</b>	<b>17,809.00</b>	

## **Ear Marked Reserves**

Some of the Councils Ear Marked Reserves were ringfenced back in April 2022 by resolution of full council 27<sup>th</sup> April 2022 (minute ref 0000249), the balances left could be reallocated to a more relevant project/budget.

321 – EMR – Future Asset Fund - £5,000  
323 – EMR – Bexhill Museum - £2,000  
325 – EMR – Five Year Strategy - £17,991.97

More recent Ear Marked Reserves that are no longer required.

354 – EMR – Welcome Signs - £7,668.09  
355 – EMR – VE Day Events - £1,960.00

To recommend the following.

£17,991.97 – Five Year Strategy be reallocated to a new EMR for devolution  
£5,000.00 - Future Asset Fund be reallocated to a new EMR for devolution  
£2,000.00 – to be transferred back to General Reserve  
£7,668.09 – to be transferred back to General Reserve  
£1,960.00 – to be reallocated/renamed Christmas Light Switch on.

## **4. Recommendation**

- 4.1 To resolve to recommend that the predicted under spend unidentified within table A be re-allocated to offset the predicted deficits as identified in table B.
- 4.2 To resolve to recommend that the unspent Ear Marked Reserves are allocated to a more relevant Ear Marked Project or transferred back to General Reserve.