

Agenda Item: 10

APPENDIX: J

Report to: Finance & Audit Committee

Date: 14th October 2026

Subject: Budget Virement Report

Summary: The Committee is asked to review and agree the Budget virements for 2026-2027 as of 30th September 2026.

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 2026-2027.

3. Virement Tables

- 3.1 The financial information contained within this report reflects the progress during the first 6 months of the current financial year with the prediction for the remaining 6 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 £ 19,300.00 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
Premises Costs - Rent & Rates	10,000.00	Funds budgeted here for reallocation of new premises
Premises Costs – Rent and Rates	1,000.00	Reallocated to cover costs of rubbish bin collections.
Premises Costs – Furniture	300.00	Funds reallocated to new premises
Stationary	1,500.00	Lower costs than expected.
Town Rangers	5,000	Lower costs due to recruitment pending
Public Toilets – Devonshire Square	2,500.00	Costs reallocated to overspends.
Total	20,300.00	

Table B

Budget Head	£	Note
Staff Mileage & Event costs	1,000.00	Overspend predicted
Security. Caretaking, Cleaning	1,000.00	For rubbish collection costs
44 St Leonards Road – Rent and Rates	10,000.00	Reallocated from Rent and Rates – 35 Western Road
44 St Leonards Road – Furniture	300.00	Reallocated from Furniture – 35 Western Road
IT Hardware and Software	500.00	Additional staff requirements not budgeted.
Legal & Professional Fees	2,500.00	Higher than budgeted fees due to HR support and legal fees for projects.
Subscriptions	500.00	Higher than budgets costs, additional staff subscriptions.

Print/publications/advertising	1,700.00	2 nd photocopier for new premises. Additional Advertising in the newspaper.
Town Rangers – Uniform/PPE	300.00	Contingency for extra PPE/Uniform requirements.
Public Toilets – Sidley	1,000.00	High than budgeted costs – budgeted was a estimate as didn't have a complete year of utilities.
Public Toilets – LC	1,000.00	
Recreation Ground		
Public Toilets – Normans Bay	500.00	
Total	20,300.00	

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.