



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 14 September 2023

Subject	SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE – MID-YEAR BUDGET MONITORING REPORT 2023/24
Supporting Officer	<p>Kerry Blair Head of Operations kerry.blair@eastsoffolk.gov.uk</p> <p>Sandie Palmer Finance Business Partner Sandie.palmer@eastsoffolk.gov.uk</p>

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	N/A
Wards Affected:	Southwold

Purpose and high-level overview

Purpose of Report:

This report provides the Committee with a mid-year overview of financial performance against approved budgets for 2023/24.

Recommendation/s:

The Committee is recommended to:

1. Review the Mid-Year Budget Monitoring Report 2023/24 and report this to Cabinet.

Impact Assessment

Governance: None directly arising from this report.
Environmental: None directly arising from this report.
Equalities and Diversity: None directly arising from this report.
Financial: The financial monitoring and reporting information is provided in Section 2 and 3.
Legal: None directly arising from this report.
Risk: None directly arising from this report.

Harbour Business Plan Priorities

To be added when the plan is in place.

East Suffolk Council Strategic Plan Priorities

Select the themes of the Strategic Plan which are supported by this proposal:		
T01	Growing our Economy	<input checked="" type="checkbox"/>
T02	Enabling our Communities	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation	<input type="checkbox"/>
T05	Caring for our Environment	<input checked="" type="checkbox"/>

Background and Justification for Recommendation

1 Background facts	
1.1	<p>The Terms of Reference of the Harbour Management Committee state that the Committee will;</p> <ul style="list-style-type: none"> • monitor performance against approved budgets and take appropriate action where this is required, and • make a six monthly and annual report to the Cabinet reporting on performance against budget.

2 Current position																									
2.1	<p>A mid-year budget monitoring summary for Southwold Harbour, the Caravan and Camping Site, and a combined position, is provide in Appendix A. Further supporting detail is provided in Appendix B. Sections 2.2 to 2.8 below, provide commentary on the mid-year position.</p>																								
2.2	<p>Southwold Harbour Income</p> <table border="1"> <thead> <tr> <th>1 April 2023 – 23 August 2023</th> <th>Actuals + Commitments</th> <th>Budget</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Mooring Fees/Harbour Dues</td> <td>£(87,404.00)</td> <td>£(82,200.00)</td> <td>£(5,204.00)</td> </tr> <tr> <td>Property Lettings</td> <td>£(53,222.00)</td> <td>£(27,480.00)</td> <td>£(25,742.00)</td> </tr> <tr> <td>Other Fees & Charges</td> <td>£(21,105.00)</td> <td>£(15,400.00)</td> <td>£(5,705.00)</td> </tr> <tr> <td>Total Income</td> <td>£(161,731.00)</td> <td>£(125,080.00)</td> <td>£(36,651.00)</td> </tr> </tbody> </table> <p>The mid-year income position for the Harbour shows a surplus of £37k. This includes £25k of income received in advance of the second half of the year, for property rent and storage charges. Income from Mooring Fees and Harbour Dues are £5k above budget. Income from the sale of electric use and diesel is also £5k above budget.</p>	1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance	Mooring Fees/Harbour Dues	£(87,404.00)	£(82,200.00)	£(5,204.00)	Property Lettings	£(53,222.00)	£(27,480.00)	£(25,742.00)	Other Fees & Charges	£(21,105.00)	£(15,400.00)	£(5,705.00)	Total Income	£(161,731.00)	£(125,080.00)	£(36,651.00)				
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	<p>Premises Costs – there is a budget provision of £22k for planned and responsive repairs and maintenance during the first half of the year. To date there has been no spend on planned maintenance, although the work on the French Drain on Harbour Road has yet to commence. There is a variance of £8k on responsive maintenance to date due to spending on Health & Safety work at SO5E, the survey of the Washout Zone, and CCTV costs.</p> <p>Supplies and Services – there is £43k overspend in this area at the end of Quarter 2. Contributing variances are: North Quay ground radar survey/hydrographic survey (£22k); New engine for the harbour launch (£9k); Diesel for sale (£7k); and Health & Safety Fishing Compound (£4k).</p>																																												
2.4	<p>Southwold Harbour Net Position</p> <p>The below table brings together the direct income and expenditure in Sections 2.2 and 2.3, to present the overall net summary position for the Harbour, a surplus of £3k against the budget to the end of Quarter 2, which indicates the account is performing in line with the budget. The forecast to year-end (31 March 2024) is that the harbour's outturn net expenditure will be at break-even.</p> <table border="1" data-bbox="292 929 1332 1568"> <thead> <tr> <th>1 April 2023 – 23 August 2023</th> <th>Actuals + Commitments</th> <th>Budget</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Mooring Fees/Harbour Dues</td> <td>£(87,404.00)</td> <td>£(82,200.00)</td> <td>£(5,204.00)</td> </tr> <tr> <td>Property Lettings</td> <td>£(53,222.00)</td> <td>£(27,480.00)</td> <td>£(25,742.00)</td> </tr> <tr> <td>Other Fees & Charges</td> <td>£(21,105.00)</td> <td>£(15,400.00)</td> <td>£(5,705.00)</td> </tr> <tr> <td>Total Income</td> <td>£(161,731.00)</td> <td>£(125,080.00)</td> <td>£(36,651.00)</td> </tr> <tr> <td>Employee Expenses</td> <td>£40,771.00</td> <td>£39,975.00</td> <td>£796.00</td> </tr> <tr> <td>Transport Expenses</td> <td>£0.00</td> <td>£492.00</td> <td>£(492.00)</td> </tr> <tr> <td>Premises Expenses</td> <td>£15,014.00</td> <td>£34,078.00</td> <td>£(19,064.00)</td> </tr> <tr> <td>Supplies & Services</td> <td>£74,230.00</td> <td>£21,730.00</td> <td>£52,500.00</td> </tr> <tr> <td>Total Cost</td> <td>£130,015.00</td> <td>£96,275.00</td> <td>£33,740.00</td> </tr> <tr> <td>Total Direct Income/Expenditure</td> <td>£(31,716.00)</td> <td>£(28,805.00)</td> <td>£(2,911.00)</td> </tr> </tbody> </table>	1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance	Mooring Fees/Harbour Dues	£(87,404.00)	£(82,200.00)	£(5,204.00)	Property Lettings	£(53,222.00)	£(27,480.00)	£(25,742.00)	Other Fees & Charges	£(21,105.00)	£(15,400.00)	£(5,705.00)	Total Income	£(161,731.00)	£(125,080.00)	£(36,651.00)	Employee Expenses	£40,771.00	£39,975.00	£796.00	Transport Expenses	£0.00	£492.00	£(492.00)	Premises Expenses	£15,014.00	£34,078.00	£(19,064.00)	Supplies & Services	£74,230.00	£21,730.00	£52,500.00	Total Cost	£130,015.00	£96,275.00	£33,740.00	Total Direct Income/Expenditure	£(31,716.00)	£(28,805.00)	£(2,911.00)
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	<p>The mid-year income position for the Caravan and Campsite shows income is over budget for the year to date by £75k. The budget includes an allowance for empty static sites, and it is likely that the shortfall of £29k to date will be the same at outturn. It is expected that the income will still be £46k over budget at year end, although this is dependent on weather related cancellations in the touring pitch area.</p>																																		
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2.7	<p>Southwold Caravan and Campsite Net Position</p> <p>The below table brings together the direct income and expenditure in Sections 2.5 and 2.6, to present the overall net summary position for the Caravan and Campsite, a deficit of £22k against the budget for the year to the end of Quarter 2. However, forecasts to year-end (31 March 2024) suggest that the outturn for the caravan and campsite will be a small surplus of c£21k.</p> <table border="1"> <thead> <tr> <th>1 April 2023 – 23 August 2023</th> <th>Actuals + Commitments</th> <th>Budget</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Static Caravan Fees</td> <td>£(268,194.50)</td> <td>£(297,000.00)</td> <td>£28,805.50</td> </tr> <tr> <td>Touring Fees</td> <td>£(390,845.99)</td> <td>£(289,100.00)</td> <td>£(101,745.99)</td> </tr> <tr> <td>Other Fees & Charges</td> <td>£(6,747.00)</td> <td>£(5,002.00)</td> <td>£(1,745.00)</td> </tr> <tr> <td>Total Income</td> <td>£(665,787.49)</td> <td>£(591,102.00)</td> <td>£(74,685.49)</td> </tr> <tr> <td>Employee Expenses</td> <td>£112,066.00</td> <td>£95,858.00</td> <td>£16,208.00</td> </tr> <tr> <td>Transport Expenses</td> <td>£1,515.00</td> <td>£533.00</td> <td>£982.00</td> </tr> <tr> <td>Premises Expenses</td> <td>£131,962.00</td> <td>£81,788.00</td> <td>£50,174.00</td> </tr> </tbody> </table>			1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance	Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50	Touring Fees	£(390,845.99)	£(289,100.00)	£(101,745.99)	Other Fees & Charges	£(6,747.00)	£(5,002.00)	£(1,745.00)	Total Income	£(665,787.49)	£(591,102.00)	£(74,685.49)	Employee Expenses	£112,066.00	£95,858.00	£16,208.00	Transport Expenses	£1,515.00	£533.00	£982.00	Premises Expenses	£131,962.00	£81,788.00	£50,174.00
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	Supplies & Services	£47,661.00	£18,532.00	£29,129.00
	Total Cost	£293,204.00	£196,711.00	£96,493.00
	Total Direct Income/Expenditure	£(372,583.49)	£(394,391.00)	£21,807.51
2.8	Combined Net Position			
	<p>This table brings together the mid-year position for both the Harbour and the Caravan and Camping Site. This shows an overall deficit position on direct income and expenditure of £19k. As referenced in Section 2.7, the income at the Caravan and Campsite is underperforming against the budget for the year to date by £22k.</p>			
	1 April 2023 – 23 August 2023	Actuals + Commitments	Budget	Variance
	Mooring Fees	£(87,404.00)	£(82,200.00)	£(5,204.00)
	Property Lettings	£(53,222.00)	£(27,480.00)	£(25,742.00)
	Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50
	Touring Fees	£(390,845.99)	£(289,100.00)	£(101,745.99)
	Other Fees & Charges	£(27,852.00)	£(20,402.00)	£(7,450.00)
	Total Income	£(827,518.49)	£(716,182.00)	£(111,336.49)
	Employee Expenses	£152,837.00	£135,833.00	£17,004.00
	Transport Expenses	£1,515.00	£1,025.00	£490.00
	Premises Expenses	£146,976.00	£115,866.00	£31,110.00
	Supplies & Services	£121,891.00	£40,262.00	£81,629.00
	Total Cost	£423,219.00	£292,986.00	£130,233.00
	Total Direct Income/Expenditure	£(404,299.49)	£(423,196.00)	£18,896.51
	Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
	Total Indirect Income/Expenditure	£0.00	£0.00	£0.00
	TOTAL INCOME STATEMENT	£(404,299.49)	£(423,196.00)	£18,896.51

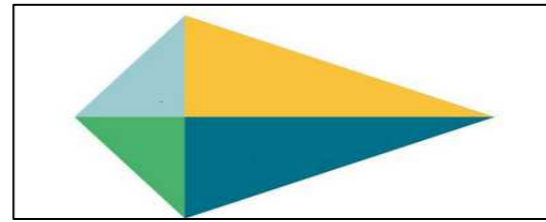
3 How to address current situation																																																																			
3.1	Appendix C includes a year-end forecast position as at the end of Quarter 2 for Southwold Harbour and the Caravan and Camping Site.																																																																		
3.2	<p>The table below provides a year-end forecast combined position for the Southwold Harbour and the Caravan and Campsite. This is based on the mid-year position, known commitments for the remainder of the year and prior year trends.</p> <p>Southwold Caravan and Campsite Forecast Position 2023/24</p> <table border="1"> <thead> <tr> <th></th> <th>Forecast for year</th> <th>Budget for Year</th> <th>Forecast Variance for the Year</th> </tr> </thead> <tbody> <tr> <td>Mooring Fees</td> <td>£(110,000.00)</td> <td>£(94,000.00)</td> <td>£(16,000.00)</td> </tr> <tr> <td>Property Lettings</td> <td>£(64,000.00)</td> <td>£(66,000.00)</td> <td>£2,000.00</td> </tr> <tr> <td>Static Caravan Fees</td> <td>£(268,194.50)</td> <td>£(297,000.00)</td> <td>£28,805.50</td> </tr> <tr> <td>Touring Fees</td> <td>£(372,000.00)</td> <td>£(295,000.00)</td> <td>£(77,000.00)</td> </tr> <tr> <td>Other Fees & Charges</td> <td>£(75,000.00)</td> <td>£(74,400.00)</td> <td>£(600.00)</td> </tr> <tr> <td>Total Income</td> <td>£(889,194.50)</td> <td>£(826,400.00)</td> <td>£(62,794.50)</td> </tr> <tr> <td>Employee Expenses</td> <td>£327,050.00</td> <td>£332,900.00</td> <td>£(5,850.00)</td> </tr> <tr> <td>Transport Expenses</td> <td>£3,200.00</td> <td>£2,800.00</td> <td>£400.00</td> </tr> <tr> <td>Premises Expenses</td> <td>£228,000.00</td> <td>£208,100.00</td> <td>£19,900.00</td> </tr> <tr> <td>Supplies & Services</td> <td>£135,200.00</td> <td>£107,700.00</td> <td>£27,500.00</td> </tr> <tr> <td>Total Cost</td> <td>£693,450.00</td> <td>£651,500.00</td> <td>£41,950.00</td> </tr> <tr> <td>Total Direct Income/Expenditure</td> <td>£(195,744.50)</td> <td>£(174,900.00)</td> <td>£(20,844.50)</td> </tr> <tr> <td>Support Recharges (Year End Charge)</td> <td>£109,800.00</td> <td>£109,800.00</td> <td>£0.00</td> </tr> <tr> <td>Total Indirect Income/Expenditure</td> <td>£109,800.00</td> <td>£109,800.00</td> <td>£0.00</td> </tr> <tr> <td>TOTAL INCOME STATEMENT</td> <td>£(85,944.50)</td> <td>£(65,100.00)</td> <td>£(20,844.50)</td> </tr> </tbody> </table>				Forecast for year	Budget for Year	Forecast Variance for the Year	Mooring Fees	£(110,000.00)	£(94,000.00)	£(16,000.00)	Property Lettings	£(64,000.00)	£(66,000.00)	£2,000.00	Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50	Touring Fees	£(372,000.00)	£(295,000.00)	£(77,000.00)	Other Fees & Charges	£(75,000.00)	£(74,400.00)	£(600.00)	Total Income	£(889,194.50)	£(826,400.00)	£(62,794.50)	Employee Expenses	£327,050.00	£332,900.00	£(5,850.00)	Transport Expenses	£3,200.00	£2,800.00	£400.00	Premises Expenses	£228,000.00	£208,100.00	£19,900.00	Supplies & Services	£135,200.00	£107,700.00	£27,500.00	Total Cost	£693,450.00	£651,500.00	£41,950.00	Total Direct Income/Expenditure	£(195,744.50)	£(174,900.00)	£(20,844.50)	Support Recharges (Year End Charge)	£109,800.00	£109,800.00	£0.00	Total Indirect Income/Expenditure	£109,800.00	£109,800.00	£0.00	TOTAL INCOME STATEMENT	£(85,944.50)	£(65,100.00)	£(20,844.50)
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3.3	Income is forecast to be above budget for the year due to income being down against the budget for static caravans but up against budget for mooring fees and touring fees. The overall improving position in income is partially offset by additional expenditure on responsive repairs and the rising costs of some supplies and services.																																																																		
3.4	The overall net position is expected to be a £21k favourable variance against budget.																																																																		
3.5	The Committee will receive the Quarter 3 Budget Monitoring Report at its January meeting, along with the Draft Budget for 2024-25. The proposed schedule of fees and charges for next year will be presented at the November meeting.																																																																		

4 Reason/s for recommendation	
4.1	To fulfil the Committee's responsibilities in respect of budget monitoring, and for reporting to the Cabinet on performance against approved budgets.

Appendices

Appendices:	
Appendix A	2023-24 Mid-Year Budget Monitoring Summary
Appendix B	2023-24 Mid-Year Budget Monitoring Detailed Schedules
Appendix C	2023-24 Year End Forecast as at end of Quarter 2

Background reference papers:		
Date	Type	Available From
	N/A	



Southwold Harbour Income & Expenditure for year to 23rd August 2023

April 2023 - June 2023	Actuals + Commitments	Budget	Variance
Mooring Fees/Harbour Dues	£(87,404.00)	£(82,200.00)	£(5,204.00)
Property Lettings	£(53,222.00)	£(27,480.00)	£(25,742.00)
Other Fees & Charges	£(21,105.00)	£(15,400.00)	£(5,705.00)
Total Income	£(161,731.00)	£(125,080.00)	£(36,651.00)
Employee Expenses	£40,771.00	£39,975.00	£796.00
Transport Expenses	£0.00	£492.00	£(492.00)
Premises Expenses	£15,014.00	£34,078.00	£(19,064.00)
Supplies & Services	£74,230.00	£21,730.00	£52,500.00
Total Cost	£130,015.00	£96,275.00	£33,740.00
Total Direct Income/Expenditure	£(31,716.00)	£(28,805.00)	£(2,911.00)
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
Total Indirect Income/Expenditure	£0.00	£0.00	£0.00
TOTAL INCOME STATEMENT	£(31,716.00)	£(28,805.00)	£(2,911.00)

Southwold Caravan/Campsite Income & Expenditure for year to 23rd August 2023

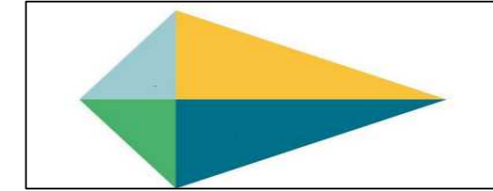
April 2023 - June 2023	Actuals + Commitments	Budget	Variance
Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50
Touring Fees	£(390,845.99)	£(289,100.00)	£(101,745.99)
Other Fees & Charges	£(6,747.00)	£(5,002.00)	£(1,745.00)
Total Income	£(665,787.49)	£(591,102.00)	£(74,685.49)
Employee Expenses	£112,066.00	£95,858.00	£16,208.00
Transport Expenses	£1,515.00	£533.00	£982.00
Premises Expenses	£131,962.00	£81,788.00	£50,174.00
Supplies & Services	£47,661.00	£18,532.00	£29,129.00
Total Cost	£293,204.00	£196,711.00	£96,493.00
Total Direct Income/Expenditure	£(372,583.49)	£(394,391.00)	£21,807.51
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
Total Indirect Income/Expenditure	£0.00	£0.00	£0.00
TOTAL INCOME STATEMENT	£(372,583.49)	£(394,391.00)	£21,807.51

Southwold Harbour and Caravan/Campsite Income & Expenditure for year to 23rd August 2023

April 2023 - June 2023	Actuals + Commitments	Budget	Variance
Mooring Fees	£(87,404.00)	£(82,200.00)	£(5,204.00)
Property Lettings	£(53,222.00)	£(27,480.00)	£(25,742.00)
Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50
Touring Fees	£(390,845.99)	£(289,100.00)	£(101,745.99)
Other Fees & Charges	£(27,852.00)	£(20,402.00)	£(7,450.00)
Total Income	£(827,518.49)	£(716,182.00)	£(111,336.49)
Employee Expenses	£152,837.00	£135,833.00	£17,004.00
Transport Expenses	£1,515.00	£1,025.00	£490.00
Premises Expenses	£146,976.00	£115,866.00	£31,110.00
Supplies & Services	£121,891.00	£40,262.00	£81,629.00
Total Cost	£423,219.00	£292,986.00	£130,233.00
Total Direct Income/Expenditure	£(404,299.49)	£(423,196.00)	£18,896.51
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
Total Indirect Income/Expenditure	£0.00	£0.00	£0.00
TOTAL INCOME STATEMENT	£(404,299.49)	£(423,196.00)	£18,896.51

Monthly Finance Report - 23rd August 2023

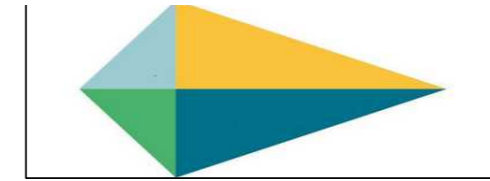
Department 23514 - Southwold Harbour
 Service Harbours and Yacht Stations
 Committee Communities, Leisure and Tourism



2022/23 Outturn	Account Code & Description	2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
Direct Income & Expenditure								
Income								
Name								
£0	Surplus Eqpt/Plant/Materials	0	0	0	0	0	0	
£(22,772)	General Vatable Sales 20%	£(20,000.00)	£(20,000.00)	£(9,636.00)	£0.00	£(8,200.00)	£(1,436.00)	Mooring fees
£(72,858)	Vatable Leisure Activity Fees	£(74,000.00)	£(74,000.00)	£(77,768.00)	£0.00	£(74,000.00)	£(3,768.00)	Harbour dues
£(800)	Vatable Staff Costs Recovered	£(800.00)	£(800.00)	£(100.00)	£0.00	£(328.00)	£228.00	
£0	Vatable Energy Costs Recovered 20%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(41,254)	Vatable Energy Costs Recovered 5%	£(31,400.00)	£(31,400.00)	£(19,709.00)	£0.00	£(15,072.00)	£(4,637.00)	Electricity/diesel sales
£(542)	General Vatable Fees & Charges	£0.00	£0.00	£(1,297.00)	£0.00	£0.00	£(1,297.00)	
£(1,000)	Exempt Leisure Activity Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£24	Cash Over/Short	£0.00	£0.00	£1.00	£0.00	£0.00	£1.00	
£0	General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(8,578)	Vatable Property Lettings	£(6,000.00)	£(6,000.00)	£(4,115.00)	£0.00	£(2,880.00)	£(1,235.00)	Storage income
£(56,491)	Exempt Property Lettings	£(60,000.00)	£(60,000.00)	£(49,107.00)	£0.00	£(24,600.00)	£(24,507.00)	Rent Fisherman's huts etc. - Quarterly In Advance
£0	Exempt Wayleaves & Easements	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(204,271)	Total Cust & Client Receipts	£(192,200.00)	£(192,200.00)	£(161,731.00)	£0.00	£(125,080.00)	£(36,651.00)	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Grants & Contributions	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(106,159)	Internal Recharges Income	£(72,000.00)	£(72,000.00)	£0.00	£0.00	£0.00	£0.00	
£(106,159)	Total Recharges/Other Income	£(72,000.00)	£(72,000.00)	£0.00	£0.00	£0.00	£0.00	
£(310,430)	TOTAL INCOME	£(264,200.00)	£(264,200.00)	£(161,731.00)	£0.00	£(125,080.00)	£(36,651.00)	
Expenditure								
£60,222	Basic Pay	£62,100.00	£62,100.00	£25,101.00	£0.00	£25,461.00	£(360.00)	
£10,243	Overtime	£10,000.00	£10,000.00	£4,951.00	£0.00	£4,100.00	£851.00	Harbour staffing additional hours during peak season
£7,546	Employers National Insurance	£7,400.00	£7,400.00	£3,101.00	£0.00	£3,034.00	£67.00	
£22,558	Employers Superannuation	£18,000.00	£18,000.00	£7,636.00	£0.00	£7,380.00	£256.00	
£100,569	Total Direct Employee Expenses	£97,500.00	£97,500.00	£40,789.00	£0.00	£39,975.00	£814.00	

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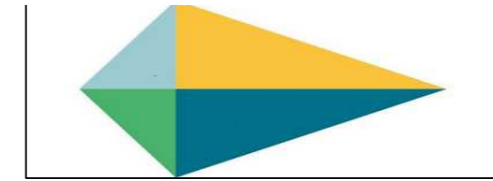
Department 23514 - Southwold Harbour
 Service Harbours and Yacht Stations
 Committee Communities, Leisure and Tourism



2022/23 Outturn	Account Code & Description	2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
£1,268.00	Recruitment Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£668.00	Technical Training	£0.00	£0.00	£(18.00)	£0.00	£0.00	£(18.00)	
£481.00	Employee Insurances	£500.00	£500.00	£0.00	£0.00	£0.00	£0.00	
£2,417	Total Other Employee Expenses	£500.00	£500.00	£(18.00)	£0.00	£0.00	£(18.00)	
£0	Building Services - Planned Maintenance	£43,600.00	£43,600.00	£0.00	£1,950.00	£17,876.00	£(15,926.00)	French Drain to Harbour Road
£7,097	Building Services - Responsive Maintenance	£10,000.00	£10,000.00	£5,484.00	£6,699.00	£4,100.00	£8,083.00	H&S Work to SO5E, and survey of washout Zone, cabinet for CCTV
£1,083	Vandalism	£1,000.00	£1,000.00	£0.00	£0.00	£410.00	£(410.00)	
£722	Legionella	£0.00	£0.00	£284.00	£567.00	£0.00	£851.00	Compliance Testing
£9,545	Electricity	£9,700.00	£9,700.00	£1,940.00	£0.00	£3,977.00	£(2,037.00)	Utilities are two month in arrears.
£0	Gas	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Oil	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Rents Payable	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£6,784	Business Rates	£7,100.00	£7,100.00	£7,241.00	£0.00	£7,100.00	£141.00	
£217	Water	£300.00	£300.00	£65.00	£0.00	£123.00	£(58.00)	
£0	Sewerage Charge	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Cleaning Materials	£1,200.00	£1,200.00	£0.00	£0.00	£492.00	£(492.00)	
£854	Minor Improvements	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£941	Fire Insurance	£1,200.00	£1,200.00	£0.00	£0.00	£0.00	£0.00	
£220	Other General Premises Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£27,463	Total Premises Expenses	£74,100.00	£74,100.00	£15,014.00	£9,216.00	£34,078.00	£(9,848.00)	
£927	Fuel	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Repairs & Service	£1,200.00	£1,200.00	£0.00	£0.00	£492.00	£(492.00)	
£95	Rail Travel	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£270	Insurance	£300.00	£300.00	£0.00	£0.00	£0.00	£0.00	
£750	Car Park Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£2,042	Total Transport Expenses	£1,500.00	£1,500.00	£0.00	£0.00	£492.00	£(492.00)	
£15,222	Health and Safety	£13,500.00	£13,500.00	£7,037.00	£2,490.00	£5,535.00	£3,992.00	Fishing Compound EICR testing & remedials/Parking signs/bollards
£882	Furniture and Equipment	£3,200.00	£3,200.00	£523.00	£0.00	£1,312.00	£(789.00)	
£6,437	Machine Repair & Maintenance	£2,000.00	£2,000.00	£7,387.00	£2,160.00	£820.00	£8,727.00	New Engine for Harbour Launch
£35,925	Materials For Resale	£30,000.00	£30,000.00	£17,707.00	£1,201.00	£12,300.00	£6,608.00	Red diesel stock for resale
£153	Clothing & Uniforms	£400.00	£400.00	£96.00	£0.00	£164.00	£(68.00)	
£0	Internal Printing	£0.00	£0.00	£9.00	£0.00	£0.00	£9.00	

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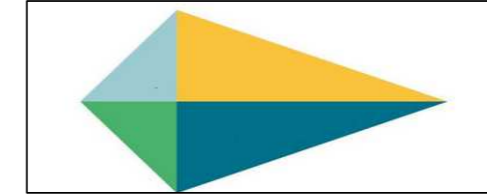
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2022/23 Outturn	Account Code & Description	2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
£(120)	External Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£62	Stationery	£300.00	£300.00	£20.00	£0.00	£123.00	£(103.00)	
£504	Insurance Premiums	£0.00	£0.00	£510.00	£0.00	£0.00	£510.00	
£5,200	Consultants	£0.00	£0.00	£1,316.00	£404.00	£0.00	£1,720.00	Duty Holder training
£16,186	Legal Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£1,368	Bank Fees	£0.00	£0.00	£673.00	£0.00	£0.00	£673.00	
£548	Other Ext Provided Services	£1,800.00	£1,800.00	£0.00	£22,300.00	£738.00	£21,562.00	North Quay ground radar Survey/Hydrographic Survey
£24	Postages	£600.00	£600.00	£25.00	£0.00	£246.00	£(221.00)	
£324	Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£181.00	£0.00	£492.00	£(311.00)	
£514	Hardware Maintenance	£0.00	£0.00	£621.00	£0.00	£0.00	£621.00	
£1,024	Software Maintenance	£0.00	£0.00	£214.00	£0.00	£0.00	£214.00	CCTV maintenance & Broadband charges
£258	Subsistence	£0.00	£0.00	£0.00	£60.00	£0.00	£60.00	
£0	Grants & Contributions Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Miscellaneous Other Services	£0.00	£0.00	£80.00	£0.00	£0.00	£80.00	
£84,511	Total Supplies & Services	£53,000.00	£53,000.00	£36,399.00	£28,615.00	£21,730.00	£43,284.00	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Third Party Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Transfer Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£9,500	Internal Recharges	£9,500.00	£9,500.00	£0.00	£0.00	£0.00	£0.00	Cleaning of the Harbour Public Conveniences
£9,500	Total Recharges/Other expenditure	£9,500.00	£9,500.00	£0.00	£0.00	£0.00	£0.00	
£226,502	TOTAL DIRECT EXPENDITURE	£236,100.00	£236,100.00	£92,184.00	£37,831.00	£96,275.00	£33,740.00	
£(83,928)	TOTAL DIRECT INCOME AND EXPENDITURE	£(28,100.00)	£(28,100.00)	£(69,547.00)	£37,831.00	£(28,805.00)	£(2,911.00)	
£35,500	Support Charges	£36,800.00	£36,800.00	£0.00	£0.00	£0.00	£0.00	
£35,500	Total Support Services	£36,800.00	£36,800.00	£0.00	£0.00	£0.00	£0.00	
£198,068	TOTAL INDIRECT EXPENDITURE	£36,800.00	£36,800.00	£0.00	£0.00	£0.00	£0.00	
£114,140	TOTAL INCOME STATEMENT	£8,700.00	£8,700.00	£(69,547.00)	£37,831.00	£(28,805.00)	£(2,911.00)	

Monthly Finance Report - 23rd August 23

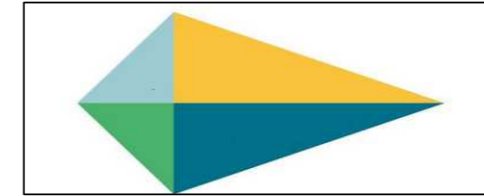
Department 23707 - Southwold Caravan and Camping Site
 Service Caravan and Camping Sites
 Committee Communities, Leisure and Tourism



2022/23 Outturn		2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
Direct Income & Expenditure								
Income								
No.	Name							
£(84)	67191 General Vatable Sales 20%	£0.00	£0.00	£(24.00)	£0.00	£0.00	£(24.00)	Vatable rated shop sales
£(6,789)	67194 General Vatable Sales 5%	£(9,000.00)	£(9,000.00)	£(4,584.00)	£0.00	£(3,690.00)	£(894.00)	Gas sales
£(778)	67292 General Zero Rated Sales	£0.00	£0.00	£(591.00)	£0.00	£0.00	£(591.00)	Zero rated shop sales
£0	67393 General Exempt Sales	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	67444 Vatable Leisure Activity Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(2,861)	67491 General Vatable Fees & Charges	£(3,200.00)	£(3,200.00)	£(1,548.00)	£0.00	£(1,312.00)	£(236.00)	Battery charging
£0	67691 Exempt General Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	67751 Cash Over/Short	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	67791 General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(651,582)	67811 Vatable Land Rents	£(592,000.00)	£(592,000.00)	£(659,040.49)	£0.00	£(586,100.00)	£(72,940.49)	Touring Pitch Income in advance £207,529.51
£0	67813 Vatable Land Rents 5%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Static Caravan Income £272,751, budget £297,000
								Touring Pitch income £472,923, budget £295,000
£(662,094)	Total Cust & Client Receipts	£(604,200.00)	£(604,200.00)	£(665,787.49)	£0.00	£(591,102.00)	£(74,685.49)	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Grants & Contributions	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	68611 Internal Recharges Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Recharges/Other Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(662,094)	TOTAL INCOME	£(604,200.00)	£(604,200.00)	£(665,787.49)	£0.00	£(591,102.00)	£(74,685.49)	
Expenditure								
£121,050	71111 Basic Pay	£142,000.00	£142,000.00	£54,082.00	£0.00	£58,220.00	£(4,138.00)	
£0	71121 Overtime	£0.00	£0.00	£3,449.00	£0.00	£0.00	£3,449.00	
£11,529	71151 Employers National Insurance	£13,300.00	£13,300.00	£5,567.00	£0.00	£5,453.00	£114.00	
£38,745	71161 Employers Superannuation	£35,500.00	£35,500.00	£14,423.00	£0.00	£14,555.00	£(132.00)	
£46,996	71171 Contract Staff	£43,000.00	£43,000.00	£28,534.00	£6,011.00	£17,630.00	£16,915.00	Seasonal Staff: Cleaners and Receptionist
£218,320	Total Direct Employee Expenses	£233,800.00	£233,800.00	£106,055.00	£6,011.00	£95,858.00	£16,208.00	

Monthly Finance Report - 23rd August 23

Department 23707 - Southwold Caravan and Camping Site
 Service Caravan and Camping Sites
 Committee Communities, Leisure and Tourism



2022/23 Outturn		2023/24 Original Budget	2023/24 Current Budget	2023/24 Actuals YTD	2023/24 Commitments YTD	2023/24 Budget YTD	2023/24 Variance YTD	Notes
£		£	£	£	£	£	£	
£2,260	74491 Bank Fees	£0.00	£0.00	£1,765.00	£0.00	£410.00	£1,355.00	
£302	74492 Other Ext Provided Services	£1,500.00	£1,500.00	£0.00	£0.00	£615.00	£(615.00)	
£34	74515 Postages	£500.00	£500.00	£0.00	£0.00	£205.00	£(205.00)	
£719	74526 Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£604.00	£0.00	£492.00	£112.00	
£157	74537 Hardware Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	74548 Hardware Maintenance	£0.00	£0.00	£399.00	£0.00	£0.00	£399.00	Upgrade of Booking System
£240	74559 Software Purchases	£0.00	£0.00	£350.00	£0.00	£0.00	£350.00	Upgrade of Booking System
£775	74923 Advertising	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£42,258	Total Supplies & Services	£45,200.00	£45,200.00	£25,671.00	£21,990.00	£18,532.00	£29,129.00	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Third Party Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	76131 Settlement Of Complaints	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Transfer Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£42,000	78611 Internal Recharges	£42,000.00	£42,000.00	£0.00	£0.00	£0.00	£0.00	Recharge from the Southwold Harbour Department for lease of land
£42,000	Total Recharges/Other expenditure	£42,000.00	£42,000.00	£0.00	£0.00	£0.00	£0.00	
£495,937	TOTAL DIRECT EXPENDITURE	£457,400.00	£457,400.00	£252,982.00	£40,222.00	£196,711.00	£96,493.00	
£(166,157)	TOTAL DIRECT INCOME AND EXPENDITURE	£(146,800.00)	£(146,800.00)	£(412,805.49)	£40,222.00	£(394,391.00)	£21,807.51	
£70,100	77407 Support Charges	£73,000.00	£73,000.00	£0.00	£0.00	£0.00	£0.00	
£70,100	Total Support Services	£73,000.00	£73,000.00	£0.00	£0.00	£0.00	£0.00	



Southwold Harbour - Forecast Income & Expenditure for 2023/24

April 2023 to March 2024	Forecast for year	Budget for Year	Forecast Variance for the Year	Commentary
Mooring Fees/Harbour Dues	£(110,000.00)	£(94,000.00)	£(16,000.00)	Peak season is over, relatively small increase on actual to September. Easter 2024 falls into this Financial Year, additional revenue very much weather driven. No material changes from 2022/23 regarding lease agreements. The forecast includes an additional £30k of car park income which is not budgeted for.
Property Lettings	£(64,000.00)	£(66,000.00)	£2,000.00	
Other Fees & Charges	£(107,000.00)	£(104,200.00)	£(2,800.00)	
Total Income	£(281,000.00)	£(264,200.00)	£(16,800.00)	
Employee Expenses	£98,000.00	£98,000.00	£0.00	Forecasting an underspend on repairs and maintenance budgets. The forecast includes additional costs associated with Hydrgraphic Surveys and Health & Safety Spend
Transport Expenses	£1,500.00	£1,500.00	£0.00	
Premises Expenses	£64,000.00	£74,100.00	£(10,100.00)	
Supplies & Services	£90,000.00	£62,500.00	£27,500.00	
Total Cost	£253,500.00	£236,100.00	£17,400.00	
Total Direct Income/Expenditure	£(27,500.00)	£(28,100.00)	£600.00	
Support Recharges	£36,800.00	£36,800.00	£0.00	
Total Indirect Income/Expenditure	£36,800.00	£36,800.00	£0.00	
TOTAL INCOME STATEMENT	£9,300.00	£8,700.00	£600.00	

Southwold Caravan/Campsite - Forecast Income & Expenditure for 2023/24

	Forecast for year	Budget for Year	Forecast Variance for the Year	Commentary
Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50	Further sites vacated during the year.
Touring Fees	£(372,000.00)	£(295,000.00)	£(77,000.00)	
Other Fees & Charges	£(10,000.00)	£(12,200.00)	£2,200.00	
Total Income	£(650,194.50)	£(604,200.00)	£(45,994.50)	
Employee Expenses	£229,050.00	£234,900.00	£(5,850.00)	Vacant post during the first half of the year. This offsets the pending pay award.
Transport Expenses	£1,700.00	£1,300.00	£400.00	
Premises Expenses	£164,000.00	£134,000.00	£30,000.00	This includes an estimate for the additional utility costs for the new shower block.
Supplies & Services	£87,200.00	£87,200.00	£0.00	
Total Cost	£481,950.00	£457,400.00	£24,550.00	
Total Direct Income/Expenditure	£(168,244.50)	£(146,800.00)	£(21,444.50)	
Support Recharges	£73,000.00	£73,000.00	£0.00	
Total Indirect Income/Expenditure	£73,000.00	£73,000.00	£0.00	
TOTAL INCOME STATEMENT	£(95,244.50)	£(73,800.00)	£(21,444.50)	

Southwold Harbour and Southwold Caravan/Campsite - Forecast Income & Expenditure for 2023/24

	Forecast for year	Budget for Year	Forecast Variance for the Year
Mooring Fees	£(110,000.00)	£(94,000.00)	£(16,000.00)
Property Lettings	£(64,000.00)	£(66,000.00)	£2,000.00
Static Caravan Fees	£(268,194.50)	£(297,000.00)	£28,805.50
Touring Fees	£(372,000.00)	£(295,000.00)	£(77,000.00)
Other Fees & Charges	£(75,000.00)	£(74,400.00)	£(600.00)
Total Income	£(889,194.50)	£(826,400.00)	£(62,794.50)
Employee Expenses	£327,050.00	£332,900.00	£(5,850.00)
Transport Expenses	£3,200.00	£2,800.00	£400.00
Premises Expenses	£228,000.00	£208,100.00	£19,900.00
Supplies & Services	£135,200.00	£107,700.00	£27,500.00
Total Cost	£693,450.00	£651,500.00	£41,950.00
Total Direct Income/Expenditure	£(195,744.50)	£(174,900.00)	£(20,844.50)
Support Recharges (Year End Charge)	£109,800.00	£109,800.00	£0.00
Total Indirect Income/Expenditure	£109,800.00	£109,800.00	£0.00
TOTAL INCOME STATEMENT	£(85,944.50)	£(65,100.00)	£(20,844.50)