

Requires Action	Understandable	On Target
The budget heading is either over or under spending.	The budget heading is not fully committed at this stage but spending is ad hoc and expected so no cause for concern.	The budget heading is being spent as expected/money is committed.

Gross Salary - Administrative Officer	-£498	101%
Employers NI & Pension AO	-£104	102%

Although money has been moved into these headings this is required again to cover overtime payments. There is also a need to move money into a new heading to cover additional office support from the beginning of October. The RFO suggest £1,500 is taken from Events for this purpose and £600 from Events for the above over spend. Alternatively this can be taken from the Contingency Budget.

Civic Events	£2,100	69%
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If the advice of the RFO is taken this money will be redirected to employment costs. All commitments for the Christmas Lights event have been planned and no others are expected.

Allotments General	£3,917	25%
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In previous years any balance in the Allotment budget has been carried forward, as shown above this remains unspent. This year £3,000 budget was given and £2,000 was carried forward. The only expenditure from the Allotment Budget is water rates. This budget is expected to be spent in the year it is committed, any money for future capital projects should be moved to the Asset Reserve Fund.

Seats	£1,915	4%
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An audit of Town Council seats is being carried out by Cllr Russ Greig now. This will result in an action plan. If some task can be carried out before the end of this financial year in order to spend the money assigned to this heading that would be good practice.

Litter Bins	-£104	108%
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This is not a huge over spend but it has been highlighted by the RFO to make clear that any spending on litter bins will need to be planned for 2018/19 or taken from the Contingency if progressed this year.

Youth Service	£16,000	20%
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£20,000 was committed for Youth Service Work throughout the year: £3,047 for detached work on a Thursday and Friday evening; 2 members of staff with costs 50% shared with Prudhoe Youth Charity Shop, £6,385 for Youth Forum support, £4571 for a Junior Youth Session and £5, discretionary funding for summer work, trips and activities.

An invoice is expected soon for work that has been carried out but we know that the Youth Forum has not met and Ashley Brown has confirmed that there all detached session have not taken place. A decision on this under spending will have to be deferred until the invoice is received.

War Memorial (Lych Gate)	£7,130	64%
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The accepted tender for the work to update the Lychgate is less than expected, although there will be an invoice from Peter Ashworth also. The RFO would recommend moving this money for spending elsewhere as soon as the architects' invoice is committed, leaving a small contingency within that.

Town Flag Pole	£2,580	0%
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This scheme should be progressed or the money will remain unspent at the year end.

Town Council Development	£2,565	43%
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Additionally money was put into the budget for a newsletter; this has not been taken forward so the money will remain unspent at the year end.