

SALISBURY CITY COUNCIL

Report

Subject: Budget Monitoring Report for 2024/25 to the end of August
Committee: Events, Markets and Grants Sub-Committee
Date: 7 July 2025
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1. Report Summary

- 1.1. This report provides the Committee with a statement of income and expenditure, comparing actual expenditure and income against that budgeted for the year 2024/25. Any budget heading showing variances over £50,000 are discussed in the report.
- 1.2. Budget monitoring reports will be presented to every committee meeting using the latest available monthly budget monitoring information in accordance with Financial Regulation 4.8 and the resolution of Full Council at its meeting on 4 March 2024.

2. Policy Considerations

- 2.1. Financial Regulations are an integral part of the Council's systems of internal control and governance which ensure sound financial stewardship of public money. Regular monitoring of the Council's financial performance is good business practice and aids timely decision-making. Analysis of the variances arising at the end of 2024/25 helps officers to understand this year's financial performance will also aid 2026/27 budget-setting and medium term planning.

3. Background Information

Report format

- 3.1. The budget monitoring report for the Events, Markets and Grants Sub-Committee is appended to this report – see **Appendix A**.
- 3.2. The report uses the following conventions:

In the Budget and Actual columns

- Expenditure is shown as **black numbers**
- Income is shown as **(red numbers in brackets)**

In the Variance columns

- 'Bad' variances (over-spends) are shown as **black numbers**
- 'Good' variances (under-spends) are shown as **(red numbers in brackets)**

4. Changes to Cost Centres and Fuller Service Costing for 2024/25

- 4.1. Budget holders are expected to scrutinise their regular budget monitoring reports throughout the year, taking corrective action as necessary and being able to explain any variances.
- 4.2. Financial Regulation 4.8 requires all budget holders to explain any material variances over £50,000. In addition budget holders are also invited to explain any large variances up to £50,000 if considered of particular corporate importance.
- 4.3. **Appendix A** sets out the year-end results for events, markets and grants cost centres, showing variance from approved budget, for both revenue services and capital schemes. All material variances over £50,000 are listed in **Appendix B**. Officer explanations for all material variances are provided below:

Guildhall Hire of Indoor Areas (GUI BUS)

- 4.4. The Guildhall had a very good year with bookings being above the previous years, of which the Home Office booking for the Dawn Strugess enquiry was particularly prominent.

Ticket Sales (CSR BUS 45016 & 74004)

- 4.5. As previously reported, one of the Council's clients for whom we sell tickets (and earn commission) has been carrying out a review of its and our VAT treatment for the sales. This has taken a year during which the company has not invoiced the Council, accumulating these variances. The company has recently contacted the RFO and it looks likely that this issue will be resolved early in 2025/26. This delay sits outside of SCC and its Officers

Information Centre & Shop Mobility (CSR)

- 4.6. There is a £50k underspend variance showing for the Information Centre and Shop Mobility. There are two causes for this. There is a council-wide underspend in payroll budgets due to the annual pay award not having yet been nationally determined nor implemented, which accounts for £21k of the variance. Furthermore there is an apparent £27k over-achievement of ticket sales income due to a delay in settling a tour operator's account whilst its VAT treatment is verified. Both variances are expected to disappear by year-end.

Dilapidations (MEV BUS 20005)

- 4.7. After the February 2024 expiry of the leases on the Harnham depot and the Council's relocation to its owned Tollgate Road depot site, the landlord of the old depot has demanded compensation for remedial works needed to restore the depot to its original condition before the Council caused it to dilapidate. The Head of Environmental Services appointed technical representatives to defend the Council's interests and the dispute surrounding the smaller unit used by the Events team has now been resolved, resulting in this £26k unbudgeted expense.

Waste Disposal and Market Waste Disposal (MEV 27004 & 27005)

- 4.8. The £39k apparent overspend on Waste Disposal and £49k apparent underspend on Market Waste Disposal need to be considered together, indicating a modest net underspend. These anomalies are due to inconsistent coding by officers and this will not be allowed to recur in 2025/26.

Irrecoverable VAT (MEV BUS)

- 4.9. As previously reported to Full Council, the Council has not properly accounted for input VAT on expenditure relating to VAT-exempt services including the Crematorium and markets. The Council had overclaimed input VAT leading to a large liability to HMRC. The RFO detected this and issued a voluntary declaration, which HMRC accepted. The residual costs have been included in 2025/26 budgets.

Equipment Hire (FUT 40003)

- 4.10 “Future Towns” budget expenditure code requires additional investigation. The original budgeted amount of £41k was significantly underspend in 24/25 (£35K) . The history suggest this was a budget specifically introduced to support SCC and our partners experience Salisbury, Salisbury bid and contribute financially to those in the pillar. Some money was allocated for the “Star Trail (£20k) cost miscoded. As such we will further investigate the £15k underspend.

5. **Recommendations:**

- 5.1. The Committee notes the financial position at the end of 2024/25.

6. **Background Papers:**

None.

7. **Implications**

- . **Financial:** As shown in this report
- . **Legal:** Nil in relation to this report
- . **Personnel:** Nil in relation to this report
- . **Environmental Impact:** Nil in relation to this report
- . **Equalities Impact Statement:** Nil in relation to this report

Appendix A

Salisbury City Council 2024/25 budget monitoring outturn report

Events, Markets and Grants Sub-Committee REVENUE Cost Centres

Cost Centre	Description	Jan 24 Full Council Budget	Adjusted budget after carry forwards and virements £	Actual expenditure / (income) £	Variance £	Variance %
GUI	Guildhall	(115,175)	132,294	125,410	(6,884)	(5%)
CSR	Information Centre & Shopmobility	(18,500)	166,472	181,361	14,889	9%
MEV	Markets and Advertising	(162,100)	110,551	177,172	66,621	60%
LAR	Land Rental	0	(29,000)	(22,852)	6,148	(21%)
FUT	Future Salisbury	0	50,000	34,090	(15,910)	(32%)
TRV	Travel Trade	0	8,000	2,350	(5,650)	(71%)
WLT	Wiltshire Towns	0	12,000	(4,883)	(16,883)	(141%)
SGD	St George's Day	0	5,300	2,798	(2,502)	(47%)
AFD	Armed Forces Day	0	5,300	3,450	(1,850)	(35%)
FOT	Fair on the Square	0	(1,962)	(3,689)	(1,727)	88%
FOS	Foodie Sunday	0	9,000	10,146	1,146	13%
MIS	Other Events activities	0	15,863	15,400	(463)	(3%)
GIF	Gift Fair	0	(1,000)	(2,478)	(1,478)	148%
CHF	Charter Fair	0	(12,820)	(16,689)	(3,869)	30%
GRO	Grotto	0	18,270	12,042	(6,228)	(34%)
CID	City Decoration	0	28,000	25,420	(2,580)	(9%)
CHB	Christmas Begins	0	9,500	9,414	(86)	(1%)
COT	Christmas on the Square	0	(5,000)	(7,466)	(2,466)	49%
EST	Business Improvement District Levy	4,000	4,000	2,976	(1,024)	(26%)
		(291,775)	524,768	543,972	19,204	
ANT	Council Grants	88,000	88,000	84,177	(3,823)	(4%)
		(203,775)	612,768	628,149	15,381	

Events, Markets & Grants Sub-Committee CAPITAL Scheme

Capital Scheme	Description	2023/24 Budget £	Actual expenditure / (income) £	Variance £	Variance %
Z02	Business Operations Infrastructure (RECURRING SCHEME)	18,000	13,270	(4,730)	(26%)

Appendix B

Salisbury City Council 2024/25 budget monitoring outturn report to 31 March 2025

Events, Markets and Grants Sub-Committee Variances

Cost Centre	Dept	Code	Description	Full year Budget £	Actual £	Variances £	Variance %
GUI	BUS	72009	GH Hire of Inside Areas	(115,000)	(171,559)	(56,559)	49%
CSR	BUS	45016	Ticket Sales - expenditure	0	55,247	55,247	
CSR	BUS	74004	Ticket Sales - income	0	(58,768)	(58,768)	
MEV	BUS	20005	Dilapidations	0	26,000	26,000	
MEV	BUS	27004	Waste Disposal	0	39,512	39,512	
MEV	BUS	27005	Market Waste Disposal	83,800	34,155	(49,645)	(59%)
MEV	BUS	52999	Irrecoverable VAT	0	25,096	25,096	
FUT	BUS	40003	Equipment Hire	41,000	6,000	(35,000)	(85%)