

7a HTC Report to end 31<sup>st</sup> January 2017

## 1 – Budget Report Summary

Town Council 2016/17 to 31 <sup>st</sup> January 2017										
Code	Cost Centre	Annual budget		YTD Expenditure		YTD Income		Net YTD Expenditure		Variance (- = good)
		Expenditure	Income	Budget	Actual	Budget	Actual	Budget	Actual	
<b>Town Council</b>										
101	Administration	649,360	653,772	541,133	585,649	544,810	574,672	-3,677	10,977	14,654
102	Democracy	7,200	7,200	6,000	5,673	6,000	6,000	0	-327	-327
103	Mayor's Charity	3,000	3,000	2,500	325	2,500	427	0	-102	-102
200	Arts & Leisure	138,830	138,830	115,692	115,065	115,692	98,957	0	16,108	16,108
300	Arts Centre	488,820	488,820	407,350	436,994	407,350	484,809	0	-47,815	-47,815
400	Community	84,300	84,300	70,250	66,940	70,250	72,125	0	-5,185	-5,185
401	Handyman	23,187	23,187	19,323	15,195	19,323	15,154	0	41	41
500	One Haverhill	2,392	0	1,993	7,068	0	0	1,993	7,068	5,075
501	Youth Co-ordination	38,085	0	31,738	35,005	0	12,000	31,738	23,005	-8,733
600	Bevan House	8,080	6,060	6,733	6,468	5,050	3,556	1,683	2,912	1,229
<b>TOTAL</b>		<b>1,443,254</b>	<b>1,405,169</b>	<b>1,202,712</b>	<b>1,274,382</b>	<b>1,170,975</b>	<b>1,267,700</b>	<b>31,737</b>	<b>6,682</b>	<b>-25,055</b>

## 2 – Budget Report – Haverhill Town Council

The following notes should be read in conjunction with the Budget report in section 1 above. Minus figures below means we are better off than we might have expected, had we correctly forecast what our financial situation would be. The condensed budget report provides an overview of the Council's financial situation as at 31<sup>st</sup> January 2017. The increase in administration costs over budget by £44,516 is largely due to unbudgeted Corn Exchange costs of £29,010. Against this administration income is up against budget by £29,862 largely due to a retrospective health insurance refund by Suffolk County Council of £26,633.

This report covers the first 10 months of the financial year.

### 3 – HTC Bank Reconciliation for financial period ending 31<sup>st</sup> January 2017.

Balances as per statement at 31<sup>st</sup> January 2017.

Account name	Current Interest Rates	Statement date	Sheet no.	Balance	Deposit maturity date
Business Account 00723992	0.00	31/01/2017	89	£27,767.20	
Bus Instant Access 07254416	0.01	31/01/2017	27	£228,182.56	
Scottish Widows 80011333960	0.15	30/01/2017	36	£0.00	Account Closed 30/01/2017
Lloyds Treasury CLTK GBP 001	0.32	31/01/2017	001	£603,132.76	32-day notice required
Lloyds FTD 12083472000	0.45	10/11/2016		£100,000.00	10/02/2017
<b>Total</b>				<b>£959,082.52</b>	
Less un-presented Cheques				£15,847.97	
Plus receipts not banked/cleared				£282.00	
<b>Balance as per cash book</b>				<b>£943,516.55</b>	
<b>Difference</b>				<b>0.00</b>	

**Scottish Widows Fund** - This account was closed on 30/01/2017

#### Lloyds Fixed Term Deposits

This report does not include February, when the £100k deposit matured. This £100k on maturity has gone to the Instant Access Account to cover ordinary expenditure through to March 31<sup>st</sup> 2017 to avoid touching the funds on 32-day notice.

### 4 – HTC Payments made in February 2017

A total of £110,187 was expended in February. Cheque list goes to Full Council.

### 5 – HTC Debtors & Creditors as at 31/01/2017

Current Debtors	£34,266.77
30 days	£17,836.66
60 days	£7,631.28
90 days	£8,798.83

Since the end of January 2017 £31,631.69 of the above £34,266.77 total debtors has now been collected. Of the outstanding £2,635.08 one January invoice is for £1,620.00 and the balance of £1,015.08 –is over 90 days old.

**Creditors** – At the end of January 2017 the total of outstanding creditors invoices was £35,428.02 – all of these invoices have now been paid.

## 7b Hartseats Limited

2016/7 YTD 31 <sup>st</sup> January 2017										
Code	Cost Centre	Annual Budget		YTD Expenditure		YTD Income		Net YTD Expenditure		Variance
		Expend	Income	Budget	Actual	Budget	Actual	Budget	Actual	
<b>Sales</b>										
1019	Bar/Tuck	19,000	40,200	15,833	16,738	33,500	37,837	-17,667	-21,099	-3,432
1020	Bistro	35,000	70,000	29,167	23,853	58,333	49,915	-29,166	-26,062	3,104
1213	Catering Lettings	0	3,000	0	0	2,500	5,200	-2,500	-5,200	-2,700
<b>Overheads</b>										
4003	Payroll Charges	179		149	355			149	355	206
4004	Training	805		670	450			670	450	-220
4005	Recruitment	250		208	0			208	0	-208
4010	Staffing Recharge	76,728		63,940	62,180			63,940	62,180	-1,760
4109	Insurance	0		0	0			0	0	0
4110	Clothing & Safety	253		210	0			210	0	-210
4113	Audit Fees	126		105	90			105	90	-15
4114	Café New Equipment	2,020		1,683	1,817			1,683	1,817	134
4200	Rent	7,200		6,000	7,200			6,000	7,200	1,200
4777	Other Costs	2,200		1,833	450			1,833	450	-1,383
7004	PPL Fees	96		80	65			80	65	-15
7022	Bar Consumables	0			718				718	718
7024	Bar Equipment	0			523				523	523
7025	Café Consumables	0			1,528				1,528	1,528
7026	Café Cleaning Prod	0			435				435	435
7027	Café Equipment Hire	0			1,235				1,235	1,235
	<b>Sub Total</b>	<b>143,857</b>	<b>113,200</b>	<b>119,878</b>	<b>117,637</b>	<b>94,333</b>	<b>92,952</b>	<b>25,545</b>	<b>24,685</b>	<b>-860</b>
	<b>Net Profit</b>		<b>-30,657</b>							

### 2 - Notes to budget report

As at 31<sup>st</sup> January Hartseats is very close, but slightly better than, on budget. This means the current loss is £24,685. However, the amenity charge for the provision of services to the Arts Centre will come through in February, which will bring Hartseats very close to break-even at year end.

### 3 – Bank Reconciliation for financial period ending 31<sup>st</sup> January 2017.

#### Balances as per statement at 31st January 2017.

Account name	Statement date	Page no.	Balance
Business Account 00749223	31/01/2017	1	14,317.22
Less Un-presented Cheques			17,260.90
Plus receipts cleared			£238.89
<b>Balance as per cash book</b>			<b>£-2,704.79</b>
<b>Difference</b>			<b>£0.00</b>

The bulk of the value of £17,260 in un-presented cheques is accounted for by cheques 2082 £7,783.75 and 2092 £7,6321.28. Both of these are staff recharge payments to the Town Council. The payments were staged so that the actual balance of the bank account never went less than £8,009.68 (on 10<sup>th</sup> March).

### 4 – Payments made in February 2017

A total of £ 6,208 was expended in February.

### 5 – Debtors and Creditors

As at 31st January 2017 debtors amounted to £1,555.71 relating to catering invoices owed by Haverhill Town Council which have since been settled.

As at 31st January 2017 Creditors amounted to £13,549.22 All invoices have now been settled.

## 7c Haverhill Community Trust

### 1 – Budget Report

		To 31/01/2017	Annual Budget		YTD Expenditure		YTD Income		Variance
			Expenditure	Income	Budget	Actual	Budget	Actual	(= good)
<b>Income - Town Hall</b>									
1200	Rent			31,800			26,500	31,800	-5,300
1201	Lettings			11,800			9,833	0	9,833
1500	Grant from Town Council			76,109			63,424	76,109	-12,685
1502	Grant from SCC (sign)			0			0	19,660	-19,660
	<b>Total</b>			<b>119,709</b>			<b>99,757</b>	<b>127,569</b>	<b>-27,812</b>
<b>Expenditure - Town Hall</b>									
4109	Insurance		1,968		1,640	1,735			95
4113	Audit Fees		125		104	90			-14
4122	Trade Waste		0		0	1,590			1590
4201	Refurb Costs 2016		0		0	-2,664			-2,664
4202	Rates		4,100		3,417	0			-3,417
4203	Maintenance Planned		22,000		18,333	11,626			-6,707
4204	Maintenance Reactive		10,000		8,333	4,505			-3,828
4205	Heat & Light		25,000		20,833	13,791			-7,042
4206	Window Cleaning		360		300	0			-300
4207	Cleaning		22,500		18,750	15,920			-2,830
4208	Water		0		0	1,402			1,402
4777	Other Costs		3,000		2,500	1,041			-1,459
	<b>Total</b>		<b>89,053</b>		<b>74,210</b>	<b>49,036</b>			<b>-25,174</b>
<b>Income - Leiston Centre</b>									
1201	Lettings			9,909			8,257	13,317	--5,060
	<b>Total</b>			<b>9,909</b>			<b>8,257</b>	<b>13,317</b>	<b>-5,060</b>
<b>Expenditure - Leiston Centre</b>									
4109	Insurance		500		417	440			23
4122	Trade Waste		278		232	273			41
4202	Rates		747		622	554			-68
4203	Maintenance Planned		2,500		2,083	166			-1,917
4204	Maintenance Reactive		2,500		2,083	1,364			-719
4205	Heat & Light		3,259		2,716	2,383			-333
4207	Cleaning		6,120		5,100	4,639			-461
4208	Water		302		252	296			44
4777	Other Costs		0		0	0			0
	<b>Total</b>		<b>16,206</b>		<b>13,505</b>	<b>10,115</b>			<b>-3,390</b>

## 2 - Notes to Budget Report

The financial performance has been good so far this year, with expenditure below budget across all aspects of operation. The Trust is currently £1670 ahead of budget for the Leiston Centre. The expenditure on the Arts Centre is £25,174 lower than anticipated. This figure will be reduced at year-end as the balances on unspent maintenance will be added to earmarked reserves. The £19,660 grant from SCC for digital signage needs to be discounted from any calculations as this will also be ring-fenced to the use for which it was given.

## 3– Bank Reconciliation for financial period ending 31<sup>st</sup> January 2017

### Balances as per statement at 31<sup>st</sup> January 2017.

Account name	Statement date	Page no.	Balance
Business Account 00748111	31/01/2017	88	£49,338.90
Less Un-presented Cheques			£4,167.76
Plus receipts not cleared			£0.00
<b>Balance as per cash book</b>			<b>£45,171.14</b>
<b>Difference</b>			<b>£0.00</b>

## 4 – Community Trust Payments made in February 2017

A total of £1,759 was expended in February.

## 5 – Community Trust Debtors and Creditors at 31<sup>st</sup> January 2017

Current Debtors	£33,055.63
30 days	£29,092.65
60 days	£1,296.98
90 days	£2,666.00

As at 31<sup>st</sup> January 2017 the current Debtors amounted to £33,055.63. Of this £32,345.63 has since been collected. Of the remaining debt of £710.00 only £280.00 is more than 30 days old. As at 31<sup>st</sup> January 2017 Creditors amounted to £1,069.51 – all suppliers invoices have now been paid.

## Historic Debtors

<b>Haverhill Town Council Sales Ledger - Outstanding Debts over 90 days at 31/01/2017</b>			
	<b>£</b>	<b>Invoice Date</b>	<b>Comments</b>
Private	120.00	04/09/2014	Ongoing dialogue with debtor
Council	45.00	30/11/2015	Request permission to write off
Charity	30.00	30/05/2015	Request permission to write off
Private	150.00	02/07/2016	Ongoing dialogue with debtor
Private	120.00	21/01/2016	Request permission to write off
Local Group	24.00	30/11/2015	Request permission to write off
Local Group	6.20	30/11/2016	Ongoing dialogue with debtor
NHS	92.50	04/10/2016	Ongoing dialogue with debtor
Local Group	45.80	30/11/2016	Ongoing dialogue with debtor
Private	18.74	30/11/2016	Ongoing dialogue with debtor
Private	362.84	04/10/2016	Ongoing dialogue with debtor
	<b>1015.08</b>		
<b>Haverhill Community Trust - Debts over 90 days at 31/01/2017</b>			
Local Group	130.00	30/11/2016	Ongoing dialogue with debtor
Local Group	30.00	31/10/2016	Ongoing dialogue with debtor
Local Group	120.00	30/11/2016	Ongoing dialogue with debtor
	<b>280.00</b>		

### Colin Poole

Responsible Financial Officer

Haverhill Town Council