

7a HTC Report to end 31st May 2017

1 – Budget Report Summary

Town Council 2016/17 to 31 st May 2017										
Code	Cost Centre	Annual budget		YTD Expenditure		YTD Income		Net YTD Expenditure		Variance (-= good)
		Expenditure	Income	Budget	Actual	Budget	Actual	Budget	Actual	
Town Council										
101	Administration	686,134	681,769	114,354	96,784	113,628	110,287	726	-13,503	-14,229
102	Democracy	7,950	7,514	1,326	72	1,252	1,252	74	-1,180	-1,254
103	Mayor's Charity	3,000	2,000	500	0	334	144	166	-144	-310
200	Arts & Leisure	132,220	136,474	22,040	9,840	22,748	26,676	-708	-16,836	-16,128
300	Arts Centre	516,212	514,955	86,030	95,124	85,824	121,734	206	-26,610	-26,816
400	Community	68,900	87,976	11,484	8,806	14,662	14,662	-3,178	-5,856	-2,678
401	Handyman	17,242	18,981	2,874	2,665	3,164	3,164	-290	-499	-209
500	One Haverhill	710	0	118	8,278	0	0	118	8,278	8,160
501	Youth Co-ordination	42,706	10,000	7,114	7,245	1,666	12,000	5,448	-4,755	-10,203
600	Bevan House	8,277	4,000	1,380	1,558	666	220	714	1,338	624
TOTAL		1,483,351	1,463,669	247,220	230,372	243,944	290,139	3,276	-59,767	-63,043

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 31st May 2017.

This report covers the first 2 months of the financial year. Not surprisingly, there is relatively little to see given we are very early in the financial year.

3 – HTC Bank Reconciliation for financial period ending 31st May 2017.

Balances as per statement at 31st May 2017.

Account name	Current Interest Rates	Statement date	Sheet no.	Balance	Deposit maturity date
Business Account 00723992	0.00	31/05/2017	52	£20,460.05	
Bus Instant Access 07254416	0.01	31/05/2017	35	£956,524.89	
Lloyds Treasury CLTK GBP 001	0.32	31/05/2017	001	£603,767.56	32-day notice required
Total				£1,580,752.50	
Less un-presented Cheques				£17,722.02	
Plus receipts not banked/cleared				£274.40	
Balance as per cash book				£1,563,304.88	
Difference				0.00	

CCLA Property Fund – The latest CCLA information shows that, following the sharp decline caused by the outcome of the Brexit referendum, the bid/offer values for the fund have recovered to the level they were when we bought the units. They still have 3-4 months of steady growth to get back to the levels immediate pre-referendum and then 2 years to close the gap between what we bought the units for and their sale price. Of course, we continue to enjoy excellent returns by way of dividends.

Notice was given on the 32-Day account on 11/7/17 to release £31k back into our main account, to cover the August payroll.

4 – HTC Payments made in June 2017

A total of £125,468 was expended in June. Cheque list goes to Full Council.

5 – HTC Debtors & Creditors as at 31/05/2017

Current Debtors	£31,644.09
30 days	£11,738.09
60 days	£8,915.60
90 days	£10,990.40

Since the end of May 2017 £27,473.22 of the above £31,644.09 total debtors has now been collected. Of the outstanding £4,170.87 invoices from May 2017 total £2,153.93. The remaining £2,016.94 includes invoices for two organisations totalling £1,532.00 – discussions are taking place regarding payment.

Creditors – At the end of May 2017 the total of outstanding creditors invoices were £19,117.09 – all but £1,075.47 of these invoices have now been paid.

7b Hartseats Limited

2016/7 YTD 31 st May 2017										
Code	Cost Centre	Annual Budget		YTD Expenditure		YTD Income		Net YTD Expenditure		Variance (-= good)
		Expend	Income	Budget	Actual	Budget	Actual	Budget	Actual	
Sales										
1019	Bar/Tuck	19,286	49,913	3,214	2,783	8,318	6,427	-5,104	-3,644	-1,460
1020	Bistro	35,525	65,790	5,920	4,941	10,964	9,541	-5,044	-4,600	-444
1213	Catering Lettings	0	0	0	0	0	1,123	0	-1,123	-1,123
Overheads										
4003	Payroll Charges	360		60	60			60	60	0
4004	Training	517		86	0			86	0	-86
4005	Recruitment	250		42	0			42	0	-42
4010	Staffing Recharge	83,855		13,976	13,221			13,976	13,221	-755
4109	Insurance	0		0	0			0	0	0
4110	Clothing & Safety	256		42	0			42	0	-42
4111	Bank Charges	0		0	56			0	56	56
4113	Audit Fees	128		22	20			22	20	-2
4114	Café New Equipment	2,050		342	0			342	0	-342
4200	Rent	7,200		1200	1,800			1,200	1,800	600
4777	Other Costs	2,233		372	0			372	0	-372
7004	PPL Fees	97		16	67			16	67	51
7022	Bar Consumables	0		0	209			0	209	209
7024	Bar Equipment	0		0	0			0	0	0
7025	Café Consumables	0		0	97			0	97	97
7026	Café Cleaning Prod	0		0	93			0	93	93
7027	Café Equipment Hire	0		0	210			0	210	210
	Sub Total	151,757	115,703	25,292	23,557	19,282	17,091	6,010	6,466	456
	Net Profit		-36,054							

2 - Notes to budget report

As at 31st May the actuals are running very close to budget. New proposals for improving sales margins are being discussed within the Arts Centre Review Group and actioned by officers. This won't provide a quick fix but will hopefully pay a dividend later. The menu is being revised in the light of statistical data on sales and costs.

3 – Bank Reconciliation for financial period ending 31st May 2017.

Balances as per statement at 31st May 2017.

Account name	Statement date	Page no.	Balance
Business Account 00749223	31/05/2017	10	£30,835.28
Less Un-presented Cheques			£2,104.15
Plus receipts cleared			£448.35
Balance as per cash book			£29,179.48
Difference			£0.00

4 – Payments made in June 2017

A total of £ 19,572.41 was expended in June.

5 – Debtors and Creditors

As at 31st May 2017 debtors amounted to £914.26 relating to a catering invoice owed by Haverhill Town Council which will be settled shortly.

As at 31st May 2017 Creditors amounted to £24,603.78. Of these £22,050.34 related to Haverhill Town Council salary recharge invoices. All invoices have now been settled.

7c Haverhill Community Trust

1 – Budget Report

		To 31/05/2017	Annual Budget		YTD Expenditure		YTD Income		Variance
			Expenditure	Income	Budget	Actual	Budget	Actual	(= good)
Income - Town Hall									
1200	Rent			32,277			5,380	7,455	-2,075
1201	Lettings			0			0	0	0
1209	Community Groups			0			0	400	-400
1500	Grant from Town Council			99,000			16,500	0	16,500
1502	Grant from SCC			0			0	0	0
1777	Other Income							700	-700
	Total			131,277			21,880	8,555	13,325
Expenditure - Town Hall									
4109	Insurance		3,985		664	2,454			1,790
4111	Bank Charges		0		0	9			9
4113	Audit Fees		127		22	20			-2
4122	Trade Waste		0		0	1,089			1,089
4201	Refurb Costs 2016		0		0	0			0
4202	Rates		4,162		694	0			-694
4203	Maintenance Planned		22,330		3,722	2,498			-1,224
4204	Maintenance Reactive		10,150		1,692	929			-763
4205	Heat & Light		25,375		4,230	2,942			-1,288
4206	Window Cleaning		365		60	0			-60
4207	Cleaning		22,838		3,806	2,504			-1,302
4208	Water		0		0	-555			-555
4777	Other Costs		3,045		508	0			-508
	Total		92,377		15,398	11,890			-3,508
Income - Leiston Centre									
1201	Lettings			14,000			2,334	2,916	-582
1503	Grant SEBC			0			0	750	-750
	Total			14,000			2,334	3,666	-1,332
Expenditure - Leiston Centre									
4109	Insurance		500		84	308			224
4122	Trade Waste		284		48	280			232
4202	Rates		594		100	122			22

4203	Maintenance Planned	2,500	416	0	-416
4204	Maintenance Reactive	2,500	416	0	-416
4205	Heat & Light	3,324	554	65	-489
4207	Cleaning	6,242	1,040	742	-298
4208	Water	308	52	38	-14
4777	Other Costs	0	0	0	0
	Total	16,252	2,710	1,555	-1,155

2 - Notes to Budget Report

As per the other budgets, there is little to report at this stage in the financial year.

3– Bank Reconciliation for financial period ending 31st May 2017

Balances as per statement at 31st May 2017.

Account name	Statement date	Page no.	Balance
Business Account 00748111	31/05/2017	99	£64,838.14
Less Un-presented Cheques			£9,616.95
Plus receipts not cleared			£0.00
Balance as per cash book			£55,221.19
Difference			£0.00

4 – Community Trust Payments made in June 2017

A total of £8,664.75 was expended in June.

5 – Community Trust Debtors and Creditors at 31st May 2017

Current Debtors	£11,201.13
30 days	£1,046.50
60 days	£9785.63
90 days	£369.00

As at 31st May 2017 the current Debtors amounted to £11,201.13. Of this £9,355.75 has since been collected, and of the remaining debt of £1,845.38 - £798.88.00 is more than 30 days old.

As at 31st May 2017 Creditors amounted to £3,309.60– all suppliers invoices have now been paid.

Historic Debtors

Haverhill Town Council Sales Ledger - Outstanding Debts over 90 days			
	£	Invoice Date	Comments
Commercial Theatre	120.00	04/09/2014	Ongoing dialogue with debtor
Private	150.00	02/07/2016	Ongoing dialogue with debtor
NHS	92.50	04/10/2016	Ongoing dialogue with debtor
Private	18.74	30/11/2016	Ongoing dialogue with debtor
Private Trainer	1100.00	17/03/2017	Change of debtor staff has caused problems
Training Provider	432.00	17/03/2017	Ongoing dialogue with debtor
Commercial	73.70	31/03/2017	Ongoing dialogue with debtor
Not for Profit	30.00	31/03/2017	Ongoing dialogue with debtor
	2266.94		
Haverhill Community Trust - Debts over 90 days at 31/01/2017			
Local Group	160.00	30/11/2016	Have reached agreement with debtor
Local Group	76.00	31/10/2016	Awaiting replacement cheque
Local Group	110.50	30/11/2016	Ongoing dialogue with debtor
	346.50		

Colin Poole

Responsible Financial Officer

Haverhill Town Council