

FINANCE COMMITTEE

**The Finance Committee of
Haverhill Town Council will hold a meeting on
Tuesday 21st June 2005 at 7.00 pm,
at The Studio, Town Hall Arts Centre,
High Street, Haverhill**



**HAVERHILL
TOWN COUNCIL**

Haverhill Arts Centre, High Street,
Haverhill
Suffolk CB9 8AR

Telephone: 01440 712858
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**CONSTITUTION: Chair: T Marks
Town Councillors: M Dane, M Graham, E Morton, J Rudd,
A Thomas, T Trebble**

AGENDA

1. Election of Vice-Chair

To elect a Vice-Chair of Committee.

2. Apologies for Absence

Please give any apologies to the office by 5.00 p.m. on the day of the meeting.

3. Declaration of Interest

For Members to declare interests in matters on the agenda.

4. Minutes

To approve the Minutes of Meeting held 22nd March 2005.

5. Matters arising

To deal with urgent matters arising from those minutes.

6. Budget Review

To note the current situation (see attached)

7. New Accounting Package

To note the introduction of the new accounting package (see attached)

8. Closure

Signed


Town Clerk

14 June 2005

Financial Budget Comparison

Comparison between 01/04/05 and 02/06/05 inclusive.
Excludes transactions with an invoice date prior to 01/04/05

INCOME	2005/2006	Net	Balance
Finance & General Purposes			
1 Precept	£267,001.00	£267,001.00	£0.00
2 Grants Receivable			
2/1 Principal Councils	£38,000.00	£0.00	-£38,000.00
2/2 Other	£0.00	£0.00	£0.00
2 Total	£38,000.00	£0.00	-£38,000.00
3 Rents Receivable			
3/1 Bevan House	£3,500.00	£0.00	-£3,500.00
3/2 Other	£0.00	£0.00	£0.00
3 Total	£3,500.00	£0.00	-£3,500.00
4 Interest Receivable - 7 Day Notice	£0.00	£461.48	£461.48
6 Interest Receivable - Current	£0.00	£7.52	£7.52
7 VAT Refund	£0.00	£0.00	£0.00
8 Interest Receivable - 30 Day Notice	£0.00	£0.00	£0.00
9 Long Term Deposit Interest	£0.00	£0.00	£0.00
10 Other Income	£0.00	£5.05	£5.05
11 Interest - Payroll Account	£0.00	£26.35	£26.35
14 Agency Services	£0.00	£0.00	£0.00
15 Loan/Capital Receipts	£0.00	£0.00	£0.00
17 Sale of Assets	£0.00	£0.00	£0.00
Total Finance & General Purposes	£308,501.00	£267,501.40	-£40,999.60
Leisure And Environment			
1 Precept	£0.00	£0.00	£0.00
2 General Grants Receivable			
2/1 Principal Councils	£256,000.00	£0.00	-£256,000.00
2/2 Other	£0.00	£0.00	£0.00
2 Total	£256,000.00	£0.00	-£256,000.00
10 Other Income	£0.00	£0.00	£0.00
11 Christmas Lights			
11/1 Contribution to Xmas Lights	£0.00	£0.00	£0.00
11/2 Contribution to Xmas Events	£0.00	£0.00	£0.00
11 Total	£0.00	£0.00	£0.00
12 Leisure Services			
12/1 Events			
12/1/1 Festival	£9,450.00	£0.00	-£9,450.00
12/1/2 Leisure for Pensioners	£7,180.00	£2,099.77	-£5,080.23
12/1/3 Leisure for Young People	£2,855.00	£0.00	-£2,855.00
12/1/4 Summer in Haverhill	£2,900.00	£0.00	-£2,900.00
12/1/5 Autumn Event	£1,050.00	£0.00	-£1,050.00
12/1/6 Winter in Haverhill	£1,575.00	£0.00	-£1,575.00
12/1/7 Directory	£500.00	£0.00	-£500.00
12/1/8 Children/Kids	£1,050.00	£0.00	-£1,050.00
12/1/9 Arts Development	£300.00	£0.00	-£300.00

Financial Budget Comparison

Comparison between 01/04/05 and 02/06/05 inclusive.

Excludes transactions with an invoice date prior to 01/04/05

12/1/10	Leisure Development	£0.00	£0.00	£0.00
12/1	Total	£26,860.00	£2,099.77	-£24,760.23
12/2	Advertising	£0.00	£0.00	£0.00
12/3	Grants	£0.00	£0.00	£0.00
12/4	Sponsorship	£0.00	£0.00	£0.00
12/5	Equipment	£0.00	£0.00	£0.00
12/6	Multiarts Project			
12/6/1	Local Authority Grants	£0.00	£0.00	£0.00
12/6/2	Private Income	£0.00	£0.00	£0.00
12/6/3	Earned Income	£0.00	£0.00	£0.00
12/6/4	Eastern Arts Board Grant	£0.00	£0.00	£0.00
12/6	Total	£0.00	£0.00	£0.00
12/7	Face of 2000	£0.00	£0.00	£0.00
12/8	Country & Western Festival	£3,400.00	£544.68	-£2,855.32
12/9	Town Hall Arts Centre			
12/9/1	Ticket Sales			
12/9/1/1	Cinema	£45,795.00	£3,856.94	-£41,938.06
12/9/1/2	Theatre	£84,343.00	£9,547.80	-£74,795.20
12/9/1/3	For Other Venues	£0.00	£5,223.73	£5,223.73
12/9/1	Total	£130,138.00	£18,628.47	-£111,509.53
12/9/2	Lettings and Hirings			
12/9/2/1	Main Hall	£2,600.00	£1,276.50	-£1,323.50
12/9/2/2	Studio	£10,148.00	£145.97	-£10,002.03
12/9/2/3	Other Areas	£0.00	£0.00	£0.00
12/9/2/4	Hire of Equipment	£0.00	£0.00	£0.00
12/9/2	Total	£12,748.00	£1,422.47	-£11,325.53
12/9/3	Miscellaneous			
12/9/3/1	Booking Fees for Other Events	£0.00	£15.00	£15.00
12/9/3/2	Sale of Merchandise	£500.00	£0.00	-£500.00
12/9/3/3	Technical Time Recharged	£1,000.00	£0.00	-£1,000.00
12/9/3/4	Other	£0.00	£3.06	£3.06
12/9/3	Total	£1,500.00	£18.06	-£1,481.94
12/9	Total	£144,386.00	£20,069.00	-£124,317.00
12/10	Christmas Lights	£0.00	£0.00	£0.00
12	Total	£174,646.00	£22,713.45	-£151,932.55
14	Agency Services	£0.00	£0.00	£0.00
15	Loan/Capital Receipts	£0.00	£0.00	£0.00
Total Leisure And Environment		£430,646.00	£22,713.45	-£407,932.55
Community First				
1	Committee Total			
1/1	Hanging Basket Sales	£1,000.00	£0.00	-£1,000.00
1	Total	£1,000.00	£0.00	-£1,000.00
Total Community First		£1,000.00	£0.00	-£1,000.00
Total Income		£740,147.00	£290,214.85	-£449,932.15

Financial Budget Comparison

Comparison between 01/04/05 and 02/06/05 inclusive.
Excludes transactions with an invoice date prior to 01/04/05

EXPENDITURE	2005/2006	Net	Balance	
Finance & General Purposes				
100	Staff			
100/1	Net Pay	£77,800.00	£19,652.82	£58,147.18
100/2	PAYE and NIC	£17,500.00	£6,586.01	£10,913.99
100/3	Expenses	£1,800.00	£95.49	£1,704.51
100/4	Staff Contractors	£0.00	£0.00	£0.00
100/5	Training	£2,000.00	£525.38	£1,474.62
100/6	Welfare	£0.00	£0.00	£0.00
100/7	Pensions	£13,000.00	£4,531.93	£8,468.07
100/8	Staff Clothing & Protective Equipment	£150.00	£0.00	£150.00
100/9	Unison Fees	£0.00	£35.20	-£35.20
100	Total	£112,250.00	£31,426.83	£80,823.17
101	Buildings			
101/1	Maintenance of Building Fabric	£0.00	£0.00	£0.00
101/2	Cleaning of Interior of Buildings	£0.00	£0.00	£0.00
101/3	Maintenance of Grounds	£0.00	£0.00	£0.00
101/4	Buildings - Alterations & Extensions	£0.00	£0.00	£0.00
101/5	Rents	£936.00	£144.36	£791.64
101/6	Security	£500.00	£0.00	£500.00
101/7	Fixtures and Fittings	£0.00	£0.00	£0.00
101	Total	£1,436.00	£144.36	£1,291.64
102	Services			
102/1	Water	£0.00	£0.00	£0.00
102/2	Rates	£0.00	£0.00	£0.00
102/3	Heat, Light & Power	£0.00	£0.00	£0.00
102/4	Waste Disposal	£0.00	£0.00	£0.00
102	Total	£0.00	£0.00	£0.00
103	Office Costs			
103/1	Postage	£1,500.00	£1,000.00	£500.00
103/2	Stationery	£2,200.00	£382.84	£1,817.16
103/3	Telephones			
103/3/1	Rental	£2,000.00	£323.45	£1,676.55
103/3/2	Call Charges	£350.00	£229.56	£120.44
103/3	Total	£2,350.00	£553.01	£1,796.99
103/4	Equipment - Hire & Maintenance	£1,200.00	£167.66	£1,032.34
103	Total	£7,250.00	£2,103.51	£5,146.49
104	Information Technology			
104/1	Support Contracts	£250.00	£0.00	£250.00
104/2	Repairs	£600.00	£0.00	£600.00
104/3	Website	£1,100.00	£0.00	£1,100.00
104	Total	£1,950.00	£0.00	£1,950.00
105	Other Administrative Costs			
105/1	Contractors other than Staff	£1,800.00	£0.00	£1,800.00
105/2	Membership Subscriptions	£1,800.00	£1,059.00	£741.00

Financial Budget Comparison

Comparison between 01/04/05 and 02/06/05 inclusive.

Excludes transactions with an invoice date prior to 01/04/05

105/3	Legal & Professional Fees	£0.00	£160.00	-£160.00
105/4	Accountancy & Audit Fees	£1,800.00	£0.00	£1,800.00
105/5	Bank Charges/Interest	£200.00	£8.52	£191.48
105/6	Books & Journals	£200.00	£0.00	£200.00
105/7	Sundry Expenses	£200.00	£12.58	£187.42
105/8	Electoral Costs	£8,000.00	£0.00	£8,000.00
105/9	Recruitment Costs	£0.00	£1,843.36	-£1,843.36
105	Total	£14,000.00	£3,083.46	£10,916.54
106	Insurances	£8,000.00	£0.00	£8,000.00
107	Member Costs			
107/1	Travel & Subsistence	£600.00	£0.00	£600.00
107/2	Training	£900.00	£0.00	£900.00
107/3	Other Costs	£0.00	£0.00	£0.00
107	Total	£1,500.00	£0.00	£1,500.00
108	Public Relations			
108/1	Mayoral Allowance	£750.00	£0.00	£750.00
108/2	Civic Expenses	£4,450.00	£0.00	£4,450.00
108	Total	£5,200.00	£0.00	£5,200.00
109	Bank Charges Payroll Account	£0.00	£0.00	£0.00
110	Relocation Costs	£0.00	£0.00	£0.00
112	Suspense	£0.00	£0.00	£0.00
113	Capital Expenditure			
113/1	Buildings	£0.00	£0.00	£0.00
113/2	Computers	£0.00	£541.98	-£541.98
113/3	Office Equipment	£0.00	£0.00	£0.00
113/4	Office Furniture	£0.00	£0.00	£0.00
113	Total	£0.00	£541.98	-£541.98
114	Agency Work			
114/1	Healthcheck	£0.00	£0.00	£0.00
114	Total	£0.00	£0.00	£0.00
115	VAT Due	£0.00	£0.00	£0.00
Total Finance & General Purposes		£151,586.00	£37,300.14	-£114,285.86
Leisure And Environment				
109	Leisure Services			
109/1	Events			
109/1/1	Festival	£24,250.00	£0.00	£24,250.00
109/1/2	Leisure for Pensioners	£12,450.00	£120.00	£12,330.00
109/1/3	Leisure for Young People	£5,355.00	£0.00	£5,355.00
109/1/4	Summer in Haverhill	£23,000.00	£0.00	£23,000.00
109/1/5	Autumn Event	£5,600.00	£0.00	£5,600.00
109/1/6	Winter in Haverhill	£11,125.00	£0.00	£11,125.00
109/1/7	Bandstand	£0.00	£0.00	£0.00
109/1/8	Environment	£0.00	£0.00	£0.00
109/1/9	Children	£2,875.00	£0.00	£2,875.00
109/1/10	Arts Development	£3,150.00	£0.00	£3,150.00

Financial Budget Comparison

Comparison between 01/04/05 and 02/06/05 inclusive.

Excludes transactions with an invoice date prior to 01/04/05

109/1/11	Country & Western Festival	£5,000.00	£2,426.85	£2,573.15
109/1/60	VE/VJ/Trafalgar	£1,500.00	£0.00	£1,500.00
109/1	Total	£94,305.00	£2,546.85	£91,758.15
109/2	Publications & Expenses			
109/2/1	Whats On	£2,400.00	£0.00	£2,400.00
109/2/2	Directory	£6,275.00	£0.00	£6,275.00
109/2	Total	£8,675.00	£0.00	£8,675.00
109/3	Other			
109/3/1	Leisure Development	£1,300.00	£0.00	£1,300.00
109/3/2	Equipment	£450.00	£0.00	£450.00
109/3/3	The Face of 2000	£0.00	£0.00	£0.00
109/3/4	Multiarts Project			
109/3/4/1	Artistic Programme Salaries	£9,000.00	£0.00	£9,000.00
109/3/4/2	Artistic Programme Materials	£800.00	£0.00	£800.00
109/3/4/3	Marketing	£0.00	£0.00	£0.00
109/3/4/4	Telephone	£0.00	£66.25	-£66.25
109/3/4/5	Stationery & Copying	£0.00	£0.00	£0.00
109/3/4/6	Postage	£0.00	£0.00	£0.00
109/3/4/7	Transport	£0.00	£0.00	£0.00
109/3/4/8	Insurance	£0.00	£0.00	£0.00
109/3/4/9	Security/Furniture	£0.00	£0.00	£0.00
109/3/4/10	Project Equipment	£200.00	£0.00	£200.00
109/3/4/11	Miscellaneous	£0.00	£0.00	£0.00
109/3/4	Total	£10,000.00	£66.25	£9,933.75
109/3	Total	£11,750.00	£66.25	£11,683.75
109/4	Arts Centre			
109/4/1	Employee Costs			
109/4/1/1	Salaries & Wages	£177,137.00	£23,517.90	£153,619.10
109/4/1/2	Training/Course Fees	£250.00	£0.00	£250.00
109/4/1	Total	£177,387.00	£23,517.90	£153,869.10
109/4/2	Arts Centre Admin Running Costs			
109/4/2/1	Furniture & Equipment	£6,500.00	£300.00	£6,200.00
109/4/2/2	Office Sundries	£840.00	£10,045.00	-£9,205.00
109/4/2/3	VISA Handling Charges	£3,000.00	£0.00	£3,000.00
109/4/2/4	Telephones & Computers	£5,000.00	£789.52	£4,210.48
109/4/2/5	Cinema/Theatre Licence Costs	£4,000.00	£0.00	£4,000.00
109/4/2	Total	£19,340.00	£11,134.52	£8,205.48
109/4/3	Advertising and Marketing			
109/4/3/1	Postage	£5,700.00	£3,162.35	£2,537.65
109/4/3/2	Printing/Stationery	£11,000.00	£0.00	£11,000.00
109/4/3/3	Advertising	£12,800.00	£3,016.60	£9,783.40
109/4/3	Total	£29,500.00	£6,178.95	£23,321.05
109/4/4	Films & Artistes			
109/4/4/1	Film Hire	£23,183.00	£1,890.25	£21,292.75
109/4/4/2	Film Booking Fees	£6,000.00	£0.00	£6,000.00

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109/4/4/3	Film Delivery Charges	£2,000.00	£769.82	£1,230.18
109/4/4/4	Payments to Theatre Artistes	£92,160.00	£11,746.32	£80,413.68
109/4/4/5	Theatre Technical Costs	£12,650.00	£343.45	£12,306.55
109/4/4/6	Door Security	£2,000.00	£292.50	£1,707.50
109/4/4/7	PRS Fees	£800.00	£698.53	£101.47
109/4/4/8	PPL Fees	£100.00	£0.00	£100.00
109/4/4/9	Artistes Accommodation	£0.00	£55.32	-£55.32
109/4/4/10	Hospitality	£0.00	£0.00	£0.00
109/4/4/11	Bar Subsidy	£0.00	£0.00	£0.00
109/4/4/12	Catering Charges Recharged in Hire Fees	£600.00	£0.00	£600.00
109/4/4	Total	£139,493.00	£15,796.19	£123,696.81
109/4/6	Ticket Sales For Other Venues	£0.00	£1,124.00	-£1,124.00
109/4	Total	£365,720.00	£57,751.56	£307,968.44
109	Total	£480,450.00	£60,364.66	£420,085.34
111	Xmas Lights	£0.00	£0.00	£0.00
113	Capital Expenditure			
113/1	Buildings	£0.00	£0.00	£0.00
113/2	Computers	£0.00	£0.00	£0.00
113/3	Office Equipment	£0.00	£0.00	£0.00
113/4	Office Furniture	£0.00	£0.00	£0.00
113/5	Meeting Room	£0.00	£0.00	£0.00
113/6	Other	£0.00	£0.00	£0.00
113/7	Joint	£0.00	£0.00	£0.00
113	Total	£0.00	£0.00	£0.00
Total Leisure And Environment		£480,450.00	£60,364.66	-£420,085.34
Community First				
119	Total Committee			
119/1	Environment	£9,750.00	£1,000.00	£8,750.00
119/2	Street Furniture	£200.00	£0.00	£200.00
119/3	Grants to Organisations	£12,460.00	£6,762.00	£5,698.00
119/4	Grants to Summer Fun Playscheme	£2,000.00	£2,000.00	£0.00
119/5	Grant for Detached Youth Workers	£2,160.00	£2,160.00	£0.00
119/6	Christmas Lights	£18,000.00	£0.00	£18,000.00
119/7	Haverhill in Bloom	£1,000.00	£0.00	£1,000.00
119/8	Youth Projects	£15,000.00	£0.00	£15,000.00
119	Total	£61,570.00	£11,922.00	£49,648.00
Total Community First		£60,570.00	£11,922.00	-£48,648.00
Total Expenditure		£692,606.00	£109,586.80	£583,019.20
Total Income		£740,147.00	£290,214.85	£449,932.15
Total Expenditure		£692,606.00	£109,586.80	£583,019.20
Total Net Balance		£47,541.00	£180,628.05	

New Accounting Package

The accounting package used by the Council since early 2000 has increasingly been found lacking in terms of the Council's requirements, and particularly so with the amalgamation of the Arts Centre into the Council's accounts.

The system lacked the capability to produce trial balances, to enable internal transfers, or to produce a realistic budget report. In addition, since its upgrade to a windows-based version in 2003, its operation has been too slow in terms of producing reports, and for the last two years the production of year-end reports has needed a software upgrade.

Accordingly the Accountant and Town Clerk have reviewed the Council's requirements, together with the Independent Internal Auditor, and purchased a replacement accounting package. This package, which is used by a large number of similar-sized (in budgetary terms) Councils, will not only accommodate the needs of the Town Council, but will also accommodate the needs of the Town Hall Charity and Hartseats Limited.

It will be introduced during the coming months, and Members will then be able to receive more precise and timely information about the state of the Council's finances.