



FINANCE COMMITTEE

You are hereby summoned to attend the meeting of Haverhill Town Council Finance Committee to be held in The Studio, Town Hall, High Street, Haverhill, on Tuesday 21st February commencing at 7.00 p.m., for the purpose of transacting the following business

CONSTITUTION: Chair: T Marks
Town Councillors: M Graham, E Morton, A Thomas, T Trebble and R Warwick

AGENDA

1. Apologies for Absence

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

2. Declaration of Interest

For Members to declare interests in matters on the agenda.

3. Minutes

To approve the Minutes of Meeting held 24th January 2006.

4. Budget Review

To note the current situation (previously circulated with Full Council agenda)

5. 2004/5 Accounts

To amend and re-affirm the previously presented accounts (see attached).

6. Closure

Signed

Town Clerk

14 February 2006

2004/5 Accounts

Ever since the 2004/5 Accounts were presented there were concerns regarding the seemingly low level of declared reserves, and although these were reviewed both internally and the Independent Internal Auditor the reason for this low level of reserves carried forward remained unclear.

However, during the change-over to the new Accounts package during the early part of the year it became apparent that, during closure of the 2004/5 accounts a cheque for £23,850.08 raised to reimburse the Town Council Payroll Account had been processed twice, once as an internal transfer, and once as a direct payment. Discussions have subsequently taken place with the Council's External auditors who have now confirmed this and have indicated that, in view of the scale of the cheque, it will be necessary to amend the presented accounts.

The effect is as follows:-

- a) the reported spend on salaries is reduced by £23,850.08
- b) the balances carried forward increase by £23,850.08 to £24,679.55
- c) the cash in hand increases to £134,896.43

A copy of the revised Balance Sheet, I & E Account, and Annual Return is attached.

Members are recommended to recommend these amended Accounts to Full Council.

The problem of being able to process the same cheque twice will no longer arise because the new accounts package being used by the Council prohibits this activity. This was however, one of a number of shortcomings with the previous package.

The forecast balance carried forward at the end of 2005/6 is £40,000.

Consolidated Balance Sheet

31/03/04 £		31/03/05 £
	Long Term assets	
0.00	Investments	0.00
0.00	Long Term Debts	0.00
0.00	TOTAL LONG TERM ASSETS	0.00
	Current assets	
50,000.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
0.00	VAT Recoverable	0.00
560.00	Debtors	43,652.41
3,583.67	Payment in Advance	4,538.56
4,664.45	Cash in Hand & at Bank	134,896.43
58,808.12	TOTAL CURRENT ASSETS	183,087.40
58,808.12	TOTAL ASSETS	183,087.40
	Current liabilities	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
1,929.16	VAT Owing	3652.53
4,696.87	Creditors	22,598.16
0.00	Receipts in Advance	132,157.16
6,626.03	TOTAL CURRENT LIABILITIES	158,407.85
52,182.09	TOTAL ASSETS LESS CURRENT LIABILITIES	24,679.55
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
52,182.09	NET ASSETS	24,679.55
	Represented by	
28,682.09	General Fund	24,679.55
0.00	Lights Reserve	0.00
23,500.00	Premises Location Reserve	0.00
52,182.09		24,679.55

Signed
Chairman
Date
AUDIT OPINION

Responsible Financial Officer

Income and Expenditure Account

31/03/04		31/03/05
£		£
	INCOME	
0.00	Agency Services reimbursements	0.00
1,890.00	Bevan House	2,203.20
42,192.00	General Grants	169,902.00
0.00	Income	820.30
2,848.52	Interest on Deposits	4,617.46
36,256.33	Leisure Services	169,531.17
0.00	Loan/Capital Receipts	0.00
59,802.94	Miscellaneous	45,704.23
144,917.00	Precept	176,643.00
0.00	Sale of Assets	0.00
0.00	Xmas Lights	50.00
287,906.79	INCOME TOTAL	569,471.36
	EXPENDITURE	
0.00	Agency Services	4,745.79
6,277.24	Bevan House	4,932.66
89.00	Capital Expenditure	0.00
0.00	Expenditure	18,966.89
145,610.57	General Administration	302,332.30
36,415.07	General Grants	0.00
120,767.76	Leisure Services	265,996.26
0.00	Miscellaneous	0.00
2,341.00	S. 137 Payments	0.00
250.00	Xmas Lights	0.00
311,750.64	EXPENDITURE TOTAL	596,973.90
52,525.94	Balance as at 01/04/04	28,682.09
287,906.79	Add Total Income	569,471.36
340,432.73		598,153.45
311,750.64	Deduct Total Expenditure	596,973.90
	Stock Adjustment	0.00
0	Transfer to/ from reserves	23,500.00
28,682.09	Balance as at 31/03/05	24,679.55

Local Councils in England
Annual return
 for the year ended 31 March 2005

HAVERHILL TOWN

COUNCIL/MEETING

Section 1 – The statement of accounts

In completing the boxes below please explain any significant variances, including any difference between Box 7 and Box 8, on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2005. See page 6 and the *Practitioners' Guide* for guidance.

	Year ending		Notes and Guidance for Compilers
	31 March 2004 £	31 March 2005 £	
			Please round all figures to nearest £. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to the council's underlying financial records for the relevant year.
1 Balances brought forward	76026	52182	Total balances and reserves at the beginning of the year as recorded in the council's financial records.
2 (+) Annual precept	144917	176673	Total amount of precept income received in the year.
3 (+) Total other receipts	142989	392798	Total income or receipts as recorded in the cashbook minus the precept.
4 (-) Staff costs	134832	264746 240896	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) Total other payments	176918	356078	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	52182	24679 829	Total balances and reserves at the end of the year. (Must equal (1+2+3) – (4+5+6))
8 Total cash & investments	54664	134896 11046	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	164042	168242	The recorded current book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties.
10 Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that the statement of accounts contained in this annual return presents fairly the financial position of the council and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2005.

Signed by Responsible Financial Officer:

60 NAA

Date 24/5/05

I confirm that these accounts were approved by the council and recorded as council minute reference: Item 16 24 May 05

Date 24/5/05

Signed by Chair of meeting approving council's accounts:

[Signature]

Date 29/6/05