

11c (1) HTC Report to end 31st March 2018

1 – Budget Report Summary

Town Council 2017/18 to 31 st March 2018										
Code	Cost Centre	Annual budget		YTD Expenditure		YTD Income		Net YTD Expenditure		Variance
		Expenditure	Income	Budget	Actual	Budget	Actual	Budget	Actual	(-= good)
Town Council										
101	Administration	686,134	675,674	686,134	572,097	675,674	680,468	10,460	-108,371	-118,831
102	Democracy	7,950	7,443	7,950	2,988	7,443	7,443	507	-4,455	-4,962
103	Mayor's Charity	3,000	2,000	3,000	79	2,000	1,054	1,000	-975	-1,975
200	Arts & Leisure	132,220	135,497	132,220	111,012	135,497	136,484	-3,277	-25,472	-22,195
300	Arts Centre	516,212	514,955	516,212	585,674	514,955	596,701	1,257	-11,027	-12,284
400	Community	68,900	87,159	68,900	87,127	87,159	87,159	-18,259	-32	18,227
401	Handyman	17,242	18,809	17,242	17,956	18,809	18,809	-1,567	-853	714
500	One Haverhill	710	0	710	18,426	0	7,122	710	11,304	10,594
501	Youth Co-ordination	42,706	30,707	42,706	44,748	30,707	33,707	11,999	11,041	-958
600	Bevan House	8,277	4,000	8,277	7,937	4,000	5,298	4,277	2,639	-1638
TOTAL		1,483,351	1,476,244	1,483,351	1,448,044	1,476,244	1,574,245	7,107	-126,201	-133,308

2 – Budget Report – Haverhill Town Council

The above provisional report is subject to some changes. However, the headline figure of £133,000 surplus will reduce significantly when the end-of-year grant to the Community Trust and Provisions payments to Hartseats are made. In addition, some funds will go to earmarked reserves, which will end the year about £24,000 down. However, the Council will end the year with improved general reserves as planned.

My thanks as always to Martin Page, our Finance Administrator for his hard work on getting us to Year End, and of course Alisha Jenkins and Vicky Philips for the inputting and invoicing over the year. Also, our Managers have done a great job keeping a lid on costs.

3 – HTC Bank Reconciliation for financial period ending 31st March 2018

Balances as per statement at 31st March 2018

Account name	Current Interest Rates	Statement date	Sheet no.	Balance	Deposit maturity date
Business Account 00723992	0.00	31/03/2018	11	£21,308.50	
Bus Instant Access 07254416	0.05	31/03/2018	57	£129,387.59	
Lloyds Treasury CLTK GBP 001	0.57	31/03/2018	001	£776,229.74	32-day notice required
One Haverhill Partnership 24973368	0.00	31/03/2018	12	£5,683.77	
Total				£932,609.60	
Less un-presented Cheques				£16,685.84	
Plus receipts not banked/cleared				£404.00	
Balance as per cash book				£916,327.76	
Difference				0.00	

Councillors will recall that we did a lot of juggling of finances to keep as much funds on interest-bearing deposit in order to meet our target of £22,000 interest. We achieved £26,273. It was worth it, as that figure is the equivalent of 211 band D properties.

4 – HTC Debtors & Creditors as at 31st March 2018

Current Debtors	£21,695.91
Within 30 days	£12,206.65
Within 60 days	£8,689.26
Within 90 days	£10.00
Over 90 days	£760.00

Since the end of March 2018, £2,209.60 of the above debt has now been collected. Of the outstanding £19,486.31 there are salary recharge invoices for Hartseats from February and March for £15,803.96 which will be settled shortly. The remaining £3,682.35 includes £610.00 which is over 90 days old

Creditors – At the end of March 2018, the total of outstanding creditors invoices were £15,642.36 – all of these invoices have now been paid or are due to be paid shortly by direct debit except for catering invoices owed to Hartseats totalling £1,078.60 which are in the process of being settled.

11c (2) Hartseats Limited

2017/18 YTD 31 st March 2018										
Code	Cost Centre	Annual Budget		YTD Expenditure		YTD Income		Net YTD Expenditure		Variance
		Expend	Income	Budget	Actual	Budget	Actual	Budget	Actual	(-= good)
Sales										
1019	Bar/Tuck	19,286	49,913	19,286	24,666	49,913	57,021	-30,627	-32,355	-1,728
1020	Bistro	35,525	65,790	35,525	27,274	65,790	60,592	-30,265	-33,318	-3,053
1213	Catering Lettings	0	0	0	0	0	7,717	0	-7,717	-7,717
		54,811	115,703	54,811	51,940	115,703	125,330	-60,892	-73,390	-12,498
Overheads										
4003	Payroll Charges	360		360	360			360	360	0
4004	Training	517		517	60			517	60	-457
4005	Recruitment	250		250	0			250	0	-250
4010	Staffing Recharge	83,855		83,855	79,313			83,855	79,313	-4,542
4109	Insurance	0		0	0			0	0	0
4110	Clothing & Safety	256		256	192			256	192	-64
4111	Bank Charges	0		0	311			0	311	311
4113	Audit Fees	128		128	655			128	655	527
4114	Café New Equipment	2,050		2,050	237			2,050	237	-1,813
4200	Rent	7,200		7,200	7,200			7,200	7,200	0
4777	Other Costs	2,233		2,233	315			2,233	315	-1,918
7001	Visa Handling Charges	0		0	363			0	363	363
7004	PPL Fees	97		97	67			97	67	-30
7014	Marketing Development	0		0	1,580			0	1,580	1,580
7022	Bar Consumables	0		0	1,483			0	1,483	1,483
7023	Bar Cleaning Products	0		0	58			0	58	58
7024	Bar Equipment	0		0	229			0	229	229
7025	Café Consumables	0		0	1,942			0	1,942	1,942
7026	Café Cleaning Prod	0		0	439			0	439	439
7027	Café Equipment Hire	0		0	1,260			0	1,260	1,260
		151,757	115,703	151,757	148,004	115,703	125,330	36,054	22,674	-13,380
	Net Profit		-36,054				-22,674			

2 - Notes to budget report

The above report is 'before' the application of the provision charge Hartseats makes to the Town Council for providing a café and bar service to our Arts Centre. This will be the same as 2016/17. Hartseats will therefore finish in the black.

3 – Bank Reconciliation for financial period ending 31st March 2018.

Balances as per statement at 31st March 2018

Account name	Statement date	Page no.	Balance
Business Account 00749223	31/03/2018	46	£7,131.72
Less Un-presented Cheques			£427.74
Plus receipts cleared			£1,328.27
Balance as per cash book			£8,032.25
Difference			£0.00

4 – Debtors and Creditors

As at 31st March 2018 debtors amounted to £1,807.76 relating to February & March 2018 catering invoices owed by Haverhill Town Council. The February invoice for £729.16 was settled on 6th April and the March invoices for £1,078.60 is currently in the process of being settled.

As at 31st March 2018 Creditors amounted to £17,361.54. Of this £1,557.58 has either already been settled or will be shortly by direct debit - two outstanding invoices relate to a Haverhill Town Council salary recharges for February and March 2018 totalling £15,803.96 – these will be settled shortly.

11c (3) Haverhill Community Trust

1 – Budget Report

31 st March 2018		Annual Budget		YTD Expenditure		YTD Income		Variance
		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)
Income - Town Hall								
1200	Rent		32,277			32,277	31,800	477
1201	Lettings		0			0	0	0
1209	Community Groups		0			0	3,318	-3,318
1500	Grant from Town Council		99,000			99,000	0	99,000
1502	Grant from SCC		0			0	0	0
1777	Other Income						1,301	-1,301
	Total		131,277			131,277	36,419	94,858
Expenditure - Town Hall								
4109	Insurance	3,985		3,985	4,032			47
4111	Bank Charges	0		0	119			119
4113	Audit Fees	127		127	127			0
4122	Trade Waste	0		0	1,421			1,421
4201	Refurb Costs	0		0	0			0
4202	Rates	4,162		4,162	0			-4,162
4203	Maintenance Planned	22,330		22,330	16,790			-5,540
4204	Maintenance Reactive	10,150		10,150	8,569			-1,581
4205	Heat & Light	25,375		25,375	20,869			-4,506
4206	Window Cleaning	365		365	0			-365
4207	Cleaning	22,838		22,838	21,506			-1,332
4208	Water	0		0	1,984			1,984
4209	Community Group Expenditure	0		0	389			389
4777	Other Costs	3,045		3,045	35			-3,010
	Total	92,377		92,377	75,841			-16,536
	Surplus/Deficit		38,900		-39,422			

Income - Leiston Centre								
1201	Lettings		14,000			14,000	15,623	-1,623
1503	Grant SEBC		0			0	750	-750
	Total		14,000			14,000	16,373	-2,373
Expenditure - Leiston Centre								
4109	Insurance	500		500	506			6
4122	Trade Waste	284		284	280			-4
4202	Rates	594		594	594			0
4203	Maintenance Planned	2,500		2,500	555			-1,945
4204	Maintenance Reactive	2,500		2,500	572			-1,928
4205	Heat & Light	3,324		3,324	1,940			-1,384
4207	Cleaning	6,242		6,242	6,037			-205
4208	Water	308		308	316			8
4777	Other Costs	0		0	2,472			2,472
	Total	16,252		16,252	13,272			-2,980
	Surplus/Deficit		-2,252		3,101			
	HCT Total		36,648		-36,321			

2 - Notes to Budget Report

These figures are 'before' the annual grant payment is received from the Town Council. This was budgeted at £99,000 but only £49,500 will be required to be granted. This will allow the Community Trust to ring fence funds held for community groups as well as earmark funds for repairs and maintenance.

3– Bank Reconciliation for financial period ending 31st March 2018

Balances as per statement at 31st March 2018

Account name	Statement date	Page no.	Balance
Business Account 00748111	31/03/2018	25	£31,815.63
Less Un-presented Cheques			£1,483.88
Plus receipts not cleared			£0.00
Balance as per cash book			£30,331.75
Difference			£0.00

4 – Community Trust Debtors and Creditors at 31st March 2018

Current Debtors	£1,480.00
Within 30 days	£614.00
Within 60 days	£778.50
Within 90 days	£87.50

As at 31st March 2018 current Debtors amounted to £1,480.00 Of this £719.50 has since been collected. Of the remaining £760.50 that is outstanding £640.50 relates to March 2018 invoices and £120.00 to February 2018 invoices.

As at 31st March 2018 Creditors amounted to £1,422.21 – all suppliers invoices have since been paid.

Historic Debtors

Haverhill Town Council Sales Ledger - Debts over 90 days at 31/03/2018			
	£	Invoice Date	Comments
Local Group	200.00	25/11/2017	£100.00 now paid
Training Company	500.00	21/12/2017	Debtor awaiting credit note before paying
Local Group	10.00	02/10/2017	Ongoing dialogue with debtor
Local Group	50.00	18/12/2017	Payment now made
	760.00		
Haverhill Community Trust - Debts over 90 days at 31/03/2018 - Nil			

Colin Poole

Responsible Financial Officer
Haverhill Town Council