



HAVERRILL
TOWN COUNCIL

Finance Committee

Date: 13th September 2016

Agenda item - 7

Report from Responsible Financial Officer

6a HTC Report to end 31st July 2016

1 – Budget Report Summary

Town Council 2016/17 to 31 st July 2016										
Code	Cost Centre	Annual	Annual	Expenditure YTD		Income YTD		Net YTD Expenditure		Variance (=- good)
		Expenditure	Income	Budget	Actual	Budget	Actual	Budget	Actual	
Town Council										
101	Administration	649360	653772	216453	471793	217924	666190	-1471	-194397	-192926
102	Democracy	7200	7200	2400	2234	2400	7200	0	-4966	-4966
103	Mayor's Charity	3000	3000	1000	0	1000	58	0	-58	-58
200	Arts & Leisure	138830	138830	46277	47020	46277	107180	0	-60160	-60160
300	Arts Centre	488820	488820	162940	163212	162940	415690	0	-252478	-252478
400	Community	84300	84300	28100	19533	28100	86175	0	-66642	-66642
401	Handyman	23187	23187	7729	8983	7729	18187	0	-9204	-9204
500	One Haverhill	2392	0	797	939	0	3000	797	-2061	-2858
501	Youth Co-ordination	38085	0	12695	13090	0	4000	12695	9090	-3605
600	Bevan House	8080	6060	2693	2299	2020	473	673	1826	1153
	TOTAL	1443254	1405169	481084	729103	468390	1308153	12694	-579050	-591744

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 July 2016.

This report covers the first 4 months of the financial year.

- a) Notwithstanding comments from the July meeting, there are no issues of concern. When setting meetings for 2017/18, we will endeavour to move the finance meeting to later in the month, as the current cut-off precludes being able to include the financial month just finished by only a few days.

3 – HTC Bank Reconciliation for financial period ending 31st July 2016.

Balances as per statement at 31st July 2016.

Account name	Current Interest Rates	Statement date	Sheet no.	Balance	Deposit maturity date
Business Account 00723992	0.00	31/07/2016	99	£15,563.00	
Bus Instant Access 07254416	0.05	31/07/2016	14	£61,724.89	
Scottish Widows 80011333960	0.40	01/07/2016	33	£118,482.83	
Lloyds Treasury CLTK GBP 001	0.57	31/07/2016	001	£602,121.27	32-day notice required
Lloyds FTD 11570097000	0.80	06/05/2016		£400,000.00	07/11/2016
Lloyds FTD 11570092000	0.65	06/05/2016		£250,000.00	08/08/2016
Total				£1,447,891.99	
Less un-presented Cheques				£12,391.63	
Plus receipts not banked/cleared				£2,262.50	
Balance as per cash book				£1,437,762.86	
Difference				0.00	

CCLA Property Fund

The fund appears to have stabilised in terms of capital value of the fund. The yield remains strong, although the bid-offer prices are well below the pre-Brexit levels. So long as we can afford to maintain the balance and not realise the capital loss, it should recover over the next 12 months.

4 – HTC Payments made in August 2016

A total of £107,858 was expended in August. Cheque list goes to Full Council.

5 – HTC Debtors & Creditors as at 31/07/2016

Current Debtors	£26,011.31
30 days	£13,245.52
60 days	£10,234.99
90 days	£2,530.80

Since the end of July £7,846.17 of the above £26,011.31 total debtors has now been collected. A further £13,235.34 relates to 2 internal Hartseats invoices which will be settled shortly. The remaining outstanding balance of £4,929.80 includes outstanding debts of £149.00 from July, £3,500.00 from June plus older debts of £1280.80.

Whilst legal papers had been prepared regarding the long standing debtor who owes the Town Council and Community Trust a total of £570 we are currently negotiating settlement of the account hopefully without the need to go to court.

Creditors – At the end of July 2016 the total of outstanding creditors invoices was £49,708.82 – all but £108.00 of this total has now been paid.

7b Hartseats Limited

1 – Budget Report

2016/7 YTD 31 st July 2016										
Code	Cost Centre	Annual		Expenditure		Income		Net Expenditure		Variance (-= good)
		Expend	Income	Budget	Actual	Budget	Actual	Budget	Actual	
Sales										
1019	Bar/Tuck	19000	40200	6333	6646	13400	16137	-7067	-9491	-2424
1020	Bistro	35000	70000	11667	9968	23333	20263	-11666	-10295	1371
1213	Catering Lettings	0	3000	0	0	1000	1305	-1000	-1305	-305
Overheads										
4003	Payroll Charges	179		60	96			60	96	36
4004	Training	805		268	450			268	450	182
4005	Recruitment	250		83	0			83	0	-83
4010	Staffing Recharge	76728		25576	23681			25576	23681	-1895
4109	Insurance	0		0	0			0	0	0
4110	Clothing & Safety	253		84	0			84	0	-84
4113	Audit Fees	126		42	30			42	30	-12
4114	Café New Equipment	2020		673	555			673	555	-118
4200	Rent	7200		2400	3600			2400	3600	1200
4777	Other Costs	2200		733	0			733	0	-733
7004	PPL Fees	96		32	65			32	65	33
7022	Bar Consumables	0			179				179	179
7024	Bar Equipment	0			229				229	229
7025	Café Consumables	0			741				741	741
7026	Café Cleaning Prod	0			181				181	181
7027	Café Equipment Hire	0			500				500	500
	Sub Total	143857	113200	47951	46921	37733	37705	10218	9216	-1002
	Net Profit		-30657							

2 - Notes to budget report

Bar performance remains better than expected, café performance continues to be less good. Overall, thanks to lower than anticipated staffing costs, Hartseats remains in modest surplus.

3 – Bank Reconciliation for financial period ending 31st July 2016.

Balances as per statement at 31st July 2016.

Account name	Statement date	Page no.	Balance
Business Account 00749223	31/07/2016	87	£16,123.56
Less Un-presented Cheques			£14,139.64
Plus receipts cleared			£1030.05
Balance as per cash book			£3,013.97
Difference			£0.00

4 – Payments made in August 2016

A total of £ 1,760 was expended in August.

5 – Debtors and Creditors

As at 31st July 2016 Debtors amounted to £1,539.31 relating to catering invoices owed by Haverhill Town Council which have since been settled.

As at 31st July 2016 Creditors amounted to £ 13,060.65. All invoices have now been settled except two internal invoices for staffing recharges from Haverhill Town Council totalling £13,235.34 which will be settled shortly. The balance of £174.69 relates to credit notes taken in August.

7c Haverhill Community Trust

1 – Budget Report

To 31/07/2016		Annual Budget		Expenditure		Income		Net Expenditure		
		Annual Expend	Annual Income	YTD Budget	YTD Actual	YTD Budget	YTD Actual	Budget	Actual	(-= good)
Income - Town Hall										
1200	Rent		31800			10600	14910			-4310
1201	Lettings		11800			3933	0			3933
1500	Grant from Town Council		76109			25370	38055			-12685
	Total		119709			39903	52965			-13062
Expenditure - Town Hall										
4109	Insurance	1968		656	0					-656
4113	Audit Fees	125		42	30					-12
4122	Trade Waste	0		0	1233					1233
4201	Refurb Costs 2016	0		0	-3324					-3324
4202	Rates	4100		1367	0					-1367
4203	Maintenance Planned	22000		7333	6432					-901
4204	Maintenance Reactive	10000		3333	1330					-2003
4205	Heat & Light	25000		8333	4541					-3792
4206	Window Cleaning	360		120	0					-120
4207	Cleaning	22500		7500	5803					-1697
4208	Water	0		0	493					493
4777	Other Costs	3000		1000	0					-1000
	Total	89053		29684	16538					-13146
Income - Leiston Centre										
1201	Lettings		9909			3303	5979			-2676
	Total		9909			3303	5979			-2676
Expenditure - Leiston Centre										
4109	Insurance	500		167	0					-167
4122	Trade Waste	278		93	273					180
4202	Rates	747		249	182					-67
4203	Maintenance Planned	2500		833	166					-667
4204	Maintenance Reactive	2500		833	188					-645
4205	Heat & Light	3259		1086	809					-277
4207	Cleaning	6120		2040	1715					-325
4208	Water	302		101	124					23
4777	Other Costs	0		0	0					0
	Total	16206		5402	3457					-1945

2 - Notes to Budget Report

The financial performance has been good so far this year, with expenditure below budget across all aspects of operation.

4201 Refurbishment Costs expenditure of -£3324 is a reversal of a 2015/16 year end accrual – where we are still awaiting to be invoiced for good/services.

3– Bank Reconciliation for financial period ending 31st July 2016.

Balances as per statement at 31st July 2016.

Account name	Statement date	Page no.	Balance
Business Account 00748111	31/07/2016	74	£18,139.81
Less Un-presented Cheques			£4,899.69
Plus receipts not cleared			£0
Balance as per cash book			£13,240.12
Difference			£0.00

4 – Community Trust Payments made in August 2016

A total of £ 4,985 was expended in August.

5 – Community Trust Debtors and Creditors

As at 31st July 2016 the current Debtors amounted to £ 30,719.10. Of this £28,989.75 has since been collected. Of the remaining debt of £1729.35 only £818.25 is more than 30 days old. As at 31st July 2016 there were no creditors as all supplier invoices had been settled.

F16/006(c) Debtors

Haverhill Town Council Sales Ledger - Debts over 60 days at 31/07/2016			
	£	Invoice Date	Comments
Private	105.00	30/11/2014	Write off - may have been paid
Private	176.40	04/09/2014	Ongoing dialogue with debtor
Charity	40.00	13/02/2015	Write off - not responding
Education	40.00	06/07/2015	Write off - Unpaid VAT
Private	300.00	30/04/2015	Legal action started
Private	84.00	06/07/2015	Write off - Unpaid VAT
Council	61.40	09/06/2015	Credit and re-order using purchase order received
Council	45.00	30/11/2015	
Health	134.40	15/02/2016	
Grant invoice	3500.00	01/06/2016	Debtor did not receive invoice – now resolved
Local Group	55.00	31/05/2016	
Private	120.00	21/01/2016	Written to customer
Local Group	65.60	19/05/2016	
Local Group	24.00	30/11/2015	
Local Group	30.00	30/05/2015	
	4780.80		

Haverhill Community Trust - Debts over 60 days at 31/07/2016			
	£	Invoice Date	Comments
Charity	90.00	31/03/2016	
Private	25.00	30/06/2016	
Private	270.00	01/07/2015	Legal action started
Council	200.00	30/06/2016	
Private	233.25	31/03/2016	Debtor is on a payment plan
	818.25		

The above actions are proposed in respect of debtors. Writing off a debt does not mean it won't ever be collected, it simply removes the debt as an asset from our balance sheet. If the payment is eventually received, it will show as income.

Colin Poole

Responsible Financial Officer
Haverhill Town Council