

7a HTC Report to end 31st October 2016



1 – Budget Report Summary

Town Council 2016/17 to 31 st October 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	649,360	653,772	378,793	426,520	381,367	409,189	-2,574	17,331	19,905
102	Democracy	7,200	7,200	4,200	4,820	4,200	4,200	0	620	620
103	Mayor's Charity	3,000	3,000	1,750	325	1,750	58	0	267	267
200	Arts & Leisure	138,830	138,830	80,984	90,957	80,984	70,917	0	20,040	20,040
300	Arts Centre	488,820	488,820	285,145	286,579	285,145	330,532	0	-43,953	-43,953
400	Community	84,300	84,300	49,175	46,216	49,175	51,050	0	-4,834	-4,834
401	Handyman	23,187	23,187	13,526	11,848	13,526	10,609	0	1,239	1,239
500	One Haverhill	2,392	0	1,395	4,130	0	0	1,395	4,130	2,735
501	Youth Co-ordination	38,085	0	22,216	24,703	0	7,000	22,216	17,703	-4,513
600	Bevan House	8,080	6,060	4,713	4,877	3,535	2,206	1,178	2,671	1,493
TOTAL		1,443,254	1,405,169	841,897	900,975	819,682	885,761	22,215	15,214	-7,001

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 October 2016. The increase in administration costs over budget by £47,727 is largely due to unbudgeted Corn Exchange costs of £29,010. Against this administration income is up against budget by £27,822 largely due to a retrospective health insurance refund by Suffolk County Council of £26,633.

This report covers the first 7 months of the financial year.

- a) Due to Christmas it was not possible to quite close November by 3rd January when this report was written. By the date of the meeting, November will be closed and December not far behind.

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

Balances as per statement at 31st October 2016.

Account name	Current Interest Rates	Statement date	Sheet no.	Balance	Deposit maturity date
Business Account 00723992	0.00	31/10/2016	44	£32,844.69	
Bus Instant Access 07254416	0.01	31/10/2016	20	£55,843.86	
Scottish Widows 80011333960	0.40	01/10/2016	34	£118,602.11	
Lloyds Treasury CLTK GBP 001	0.32	31/10/2016	001	£602,646.43	32-day notice required
Lloyds FTD 11570097000	0.80	06/05/2016		£400,000.00	07/11/2016
Total				£1,209,937.09	
Less un-presented Cheques				£14,086.02	
Plus receipts not banked/cleared				£141.50	
Balance as per cash book				£1,195,992.57	
Difference				0.00	

Scottish Widows Fund (Decision required)

Scottish Widows have further reduced the rate of interest paid on this obsolete account. We were looking at transferring the money to a new bank, but the Corn Exchange and potential need for accessing this cash put that consideration on the back burner. The change in interest rate indicates we should now immediately move to transfer the funds into the 32-day account at Lloyds Bank. In order to quickly expedite this, I request permission to use the existing signature on the account to transfer funds and close the account rather than require Councillors to complete forms to update the mandate and then close the account.

Lloyds Fixed Term Deposits

This report does not include November, when the £400k deposit matured. £100k was re-invested for 3 months at 0.45%, £300k has gone to the Instant Access Account to cover ordinary expenditure through to March 31st 2017 to avoid touching the funds on 32-day notice.

4 – HTC Payments made in November and December 2016

A total of £189,624 was expended in November and £110,187 in December. Cheque list goes to Full Council.

5 – HTC Debtors & Creditors as at 31/10/2016

Current Debtors	£28,356.02
30 days	£19,767.18
60 days	£7,831.74
90 days	£757.10

Since the end of October £19,495.04 of the above £28,356.02 total debtors has now been collected including all of the above noted 60 day debt. A further £7,714.20 relates to 1 internal Hartseats invoice which will be settled shortly. Of the remaining outstanding balance of £1,146.78 – £529.00 is over 90 days old.

Creditors – At the end of October 2016 the total of outstanding creditors invoices was £73,284.78 – all of these invoices have now been paid.

7b Hartseats Limited

1 – Budget Report

2016/7 YTD 31 st October 2016										
Code	Cost Centre	Annual		Expenditure		Income		Net Expenditure		Variance (-= good)
		Expend	Income	Budget	Actual	Budget	Actual	Budget	Actual	
Sales										
1019	Bar/Tuck	19,000	40,200	11,083	10,460	23,450	23,096	-12,367	-12,636	-269
1020	Bistro	35,000	70,000	20,417	16,337	40,833	33,734	-20,416	-17,397	3,019
1213	Catering Lettings	0	3,000	0	0	1,750	3,610	-1,750	-3,610	-1,860
Overheads										
4003	Payroll Charges	179		104	259			104	259	155
4004	Training	805		469	450			469	450	-19
4005	Recruitment	250		146	0			146	0	-146
4010	Staffing Recharge	76,728		44,758	42,204			44,758	42,204	-2,554
4109	Insurance	0		0	0			0	0	0
4110	Clothing & Safety	253		148	0			148	0	-148
4113	Audit Fees	126		74	60			74	60	-14
4114	Café New Equipment	2,020		1,178	1,348			1,178	1,348	170
4200	Rent	7,200		4,200	5,400			4,200	5,400	1,200
4777	Other Costs	2,200		1,283	450			1,283	450	-833
7004	PPL Fees	96		56	65			56	65	9
7022	Bar Consumables	0			372				372	372
7024	Bar Equipment	0			283				283	283
7025	Café Consumables	0			1,218				1,218	1,218
7026	Café Cleaning Prod	0			333				333	333
7027	Café Equipment Hire	0			920				920	920
	Sub Total	143,857	113,200	83,916	80,159	66,033	60,440	17,883	19,719	1,836
	Net Profit		-30,657							

2 - Notes to budget report

Councillors asked that I look at how practical it was to split staffing costs between the bar and café staffing. We have done it as an exercise, which was discussed at Full Council in respect of budget setting. However, there is no way of producing the data except as a standalone exercise of manually going through the pay sheets identifying any hours worked by each member of staff, due to variations in pay grades etc.

As at 31st October Hartseats is just under £2k worse than the situation we anticipated at this point. However, the cut-off for this period excludes some valuable events which would improve the average.

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

Balances as per statement at 31st October 2016.

Account name	Statement date	Page no.	Balance
Business Account 00749223	31/10/2016	93	£15,637.98
Less Un-presented Cheques			£9,211.67
Plus receipts cleared			£416.85
Balance as per cash book			£6,843.16
Difference			£0.00

4 – Payments made in November and December 2016

A total of £ 11,129 was expended in November and £6,208 in December.

5 – Debtors and Creditors

As at 31st October 2016 debtors amounted to £1,554.86 relating to catering invoices owed by Haverhill Town Council which have since been settled.

As at 31st October 2016 Creditors amounted to £ 18,049.62. All invoices have now been settled except one internal invoice for staffing recharges from Haverhill Town Council totalling £7,714.20 and one from Haverhill Community Trust for rent totalling £2,160.00 both of which will be settled shortly.

7c Haverhill Community Trust

1 – Budget Report

		To 31/10/2016	Annual Budget		Expenditure		Income		Variance
			Annual Expend	Annual Income	YTD Budget	YTD Actual	YTD Budget	YTD Actual	(-= good)
Income - Town Hall									
1200	Rent			31,800			18,550	24,345	-5,795
1201	Lettings			11,800			6,883	0	6,883
1500	Grant from Town Council			76,109			44,397	57,082	-12,685
	Total			119,709			69,830	81,427	-11,597
Expenditure - Town Hall									
4109	Insurance		1,968		1,148	1,735			587
4113	Audit Fees		125		73	60			-13
4122	Trade Waste		0		0	1,522			1,522
4201	Refurb Costs 2016		0		0	-2,664			-2,664
4202	Rates		4,100		2,392	0			-2,392
4203	Maintenance Planned		22,000		12,833	10,764			-2,069
4204	Maintenance Reactive		10,000		5,833	2,962			-2,871
4205	Heat & Light		25,000		14,583	9,047			-5,536
4206	Window Cleaning		360		210	0			-210
4207	Cleaning		22,500		13,125	10,794			-2,331
4208	Water		0		0	955			955
4777	Other Costs		3,000		1,750	35			-1,715
	Total		89,053		51,947	35,210			-16,737
Income - Leiston Centre									
1201	Lettings			9,909			5,780	9,671	-3,891
	Total			9,909			5,780	9,671	-3,891
Expenditure - Leiston Centre									
4109	Insurance		500		292	440			148
4122	Trade Waste		278		162	273			111
4202	Rates		747		436	368			-68
4203	Maintenance Planned		2,500		1,458	166			-1,292
4204	Maintenance Reactive		2,500		1,458	233			-1,225
4205	Heat & Light		3,259		1,901	1,385			-516
4207	Cleaning		6,120		3,570	3,175			-395
4208	Water		302		176	213			37
4777	Other Costs		0		0	0			0
	Total		16,206		9,453	6,253			-3,200

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 -£2,664 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 October 2016

Balances as per statement at 31st October 2016.

Account name	Statement date	Page no.	Balance
Business Account 00748111	31/10/2016	81	£15,643.87
Less Un-presented Cheques			£0.00
Plus receipts not cleared			£0.00
Balance as per cash book			£15,643.87
Difference			£0.00

4 – Community Trust Payments made in November and December 2016

A total of £ 7,245 was expended in November and £1,759 in December.

5 – Community Trust Debtors and Creditors at 31st October 2016

Current Debtors	£32,515.48
30 days	£31,409.13
60 days	£390.10
90 days	£716.25

As at 31st October 2016 the current Debtors amounted to £ 32,515.48. Of this £27,440.25 has since been collected. Of the remaining debt of £5,075.23 only £47.60 is more than 30 days old. As at 31st October 2016 Creditors amounted to £4,432.27 – all suppliers invoices have now been paid.

F16/006(c) Debtors

Haverhill Town Council Sales Ledger - Outstanding Debts over 90 days at 31/10/2016			
	£	Invoice Date	Comments
Private	120.00	04/09/2014	Ongoing dialogue with debtor
Council	45.00	30/11/2015	Ongoing dialogue with debtor
Charity	30.00	30/05/2015	
Private	150.00	02/07/2016	Ongoing dialogue with debtor
Private	120.00	21/01/2016	Written to customer
Local Group	24.00	30/11/2015	
Local Group	40.00	30/05/2015	Ongoing dialogue with debtor
	529.00		
Haverhill Community Trust - Debts over 90 days at 31/10/2016 - NIL			

Agenda item 8 Hearing Assistance Systems

In terms of disability equality, our hearing assistance is not fit for purpose. The loop system in the main auditorium is inoperative and there is no system for reception or for the studio. I have called in a specialist company that surveyed the building and tested systems alongside our tech staff. The outcome of this is a recommended Infra-Red (IR) system for the auditorium which will work for all the different uses of the hall, with a smaller separate system for the studio and a standard loop system for the reception. Our tests with loop systems demonstrated that there is full overlap between the studio and auditorium, so loop systems cannot be used. This is not unusual in multi-room venues. IR systems work by picking up sound either directly from the sound system or through ambient microphones in the room, then beaming an infra-red signal across the room which can be picked up by receivers worn by the person with hearing impairment. We will devise a suitable system for handing these out and collecting them in after use.

We don't get complaints about the lack of provision. In my experience that means an entire demographic are simply avoiding coming to events here; deaf people naturally favour venues with good hearing assistance. Apart from our legal and ethical duty in this regard, we are losing trade, with 2m people using hearing aids. We will therefore need to make sure we have fully trained staff and publicise the fact we have made this investment. The total budget for the provision is £11,500.

Agenda item 9 Telephony System

One of the issues I have been exploring since I drew up my first Haverhill budget for 2015/16 is the labyrinthine set of telephone contracts we have. The Town Council inherited some lines into the building when it took it over. Other lines have been added and as technology moved on different suppliers have got involved. We have been talking to our various suppliers for 9 months but have eventually got to the point where we are fairly certain we have successfully mapped our phone system and can establish how, through the use of the latest telephony, reduce our outgoings. We anticipate savings in excess of £2,000 per year as a result of changing our system. To achieve these savings we need to sign a three-year contract with a value of £7,200; whilst saving more than £6,000 over the same period, this still exceeds my delegated authority so I am requesting Committee approval for me to sign this contract.

Colin Poole

Responsible Financial Officer
Haverhill Town Council