

7a HTC Report to end 30th June 2018

1 – Budget Report Summary

Town Council 2017/18 to 30 th June 2018										
Code	Cost Centre	Annual budget		YTD Expenditure		YTD Income		Net YTD Expenditure		Variance (- = good)
		Expenditure	Income	Budget	Actual	Budget	Actual	Budget	Actual	
Town Council										
101	Administration	699,217	703,919	174,804	156,033	175,980	176,802	-1,176	-20,769	-19,593
102	Democracy	7,850	7,850	1,963	358	1,963	1,962	0	-1,604	-1,604
103	Mayor's Charity	1,000	0	250	800	0	86	250	714	464
200	Arts & Leisure	136,160	136,160	34,040	24,864	34,040	34,600	0	-9,736	-9,736
300	Arts Centre	554,522	554,551	138,631	139,674	138,638	153,226	-7	-13,552	-13,545
400	Community	77,757	69,757	19,439	38,981	17,439	17,439	2,000	21,542	19,542
401	Handyman	27,942	27,942	6,986	4,168	6,986	6,987	0	-2,819	-2,819
500	One Haverhill	3,731	0	933	1,576	0	9,400	933	-7,824	-8,757
501	Youth Co-ordination	61,980	54,480	15,495	13,664	13,620	24,543	1,875	-10,879	-12,754
600	Bevan House	7,381	7,381	1,845	2,367	1,845	1,366	0	1,001	1,001
TOTAL		1,577,540	1,562,040	394,386	382,485	390,511	426,411	3,875	-43,926	-47,801

2 – Budget Report – Haverhill Town Council

The following notes should be read in conjunction with the Budget report in section 1 above. Minus figures in the variance column means we are better off than we might have expected, assuming we correctly forecast what our financial situation would be. The condensed budget report provides an overview of the Council's financial situation as at 30th June 2018.

3 – HTC Bank Reconciliation for financial period ending 30th June 2018

Balances as per statement at 30th June 2018

Account name	Current Interest Rates	Statement date	Sheet no.	Balance	Deposit maturity date
Business Account 00723992	0.00	29/06/2018	55	£27,982.70	
Bus Instant Access 07254416	0.05	29/06/2018	63	£160,291.36	
Lloyds Treasury CLTK GBP 001	0.57	29/06/2018	001	£1,177,570.67	32-day notice required
Lloyds Treasury 12386572LS	0.75	29/06/2018	001	£250,000.00	26/11/2018
One Haverhill Partnership 24973368	0.00	29/06/2018	15	£13,563.27	
Total				£1,629,408.00	
Less un-presented Cheques				£4,374.81	
Plus receipts not banked/cleared				£381.00	
Balance as per cash book				£1,625,414.19	
Difference				0.00	

4 – HTC Debtors & Creditors as at 30th June 2018

Current Debtors	£26,656.86
Within 30 days	£9,940.90
Within 60 days	£7,336.70
Within 90 days	£7,567.26
Over 90 days	£1,812.00

Since the end of June 2018, £371.60 of the above debt has now been collected. Of the outstanding £26,285.26 the majority are internal salary recharge invoices for Hartseats from April, May and June for £18,466.35 which will be settled shortly. The majority of the remaining £7,818.91 are less than 30 days old, however, it does include £1,812.00 which is over 90 days old. A concerted effort will be made in the next week to collect these debts.

Creditors – At the end of June 2018, the total of outstanding creditors invoices were £123,063.27 – since the end of June £33,445.70 of these invoices have now been paid. Outstanding invoices relate to Haverhill Community Trust £56,286.00 and Hartseats £32,376.43 and will be settled shortly, with a further £955.14 due to be paid by direct debit.

7b Hartseats Limited

2017/18 YTD 30 th June 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	19,000	45,000	4,750	7,466	11,250	15,936	-6,500	-8,470	-1,970
1020	Bistro	35,000	60,000	8,750	5,948	15,000	12,575	-6,250	-6,627	-377
1213	Catering Lettings	0	0	0	0	0	2,053	0	-2,053	-2,053
Overheads										
4003	Payroll Charges	360		90	90			90	90	0
4004	Training	1,117		279	0			279	0	-279
4005	Recruitment	250		63	0			63	0	-63
4010	Staffing Recharge	73,673		18,418	15,584			18,418	15,584	-2,834
4109	Insurance	844		211	547			211	547	336
4110	Clothing & Safety	250		63	231			63	231	168
4111	Bank Charges	0		0	152			0	152	152
4113	Audit Fees	600		150	33			150	33	-117
4114	Café New Equipment	2,000		500	643			500	643	143
4200	Rent	7,300		1,825	1,800			1,825	1800	-25
4777	Other Costs	2,000		500	59			500	59	-441
7001	Visa Handling Charges	0		0	176			0	176	176
7004	PPL Fees	100		25	25			25	25	0
7014	Marketing Development	0		0	0			0	0	0
7022	Bar Consumables	0		0	597			0	597	597
7023	Bar Cleaning Products	0		0	418			0	418	418
7024	Bar Equipment	0		0	0			0	0	0
7025	Café Consumables	0		0	91			0	91	91
7026	Café Cleaning Prod	0		0	0			0	0	0
7027	Café Equipment Hire	0		0	315			0	315	315
		142,494	105,000	35,624	34,175	26,250	30,564	9,374	3,611	-5,763
	Net Profit		-37,454							

3 – Bank Reconciliation for financial period ending 30th June 2018

Balances as per statement at 30th June 2018

Account name	Statement date	Page no.	Balance
Business Account 00749223	29/06/2018	59	£3,664.65
Less Un-presented Cheques			£1,083.30
Plus receipts not cleared			£3,735.06
Balance as per cash book			£6,316.41
Difference			£0.00

4 – Debtors and Creditors

As at 30th June 2018 debtors amounted to £33,710.31 which relate to April, May and June 2018 catering invoices and a March 2018 invoice for provision of bar and café facilities all owed by Haverhill Town Council. These invoices will be settled shortly.

As at 30th June 2018 Creditors amounted to £24,341.29. Of this £5,874.94 has either already been settled or will be shortly by direct debit - three outstanding invoices relate to Haverhill Town Council salary recharges for April to June 2018 totalling £18,466.35– these will be settled shortly.

7c Haverhill Community Trust

1 – Budget Report

30 th June 2018		Annual Budget		YTD Expenditure		YTD Income		Variance
		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)
Income - Town Hall								
1008	Creative Technology		0			0	3,600	-3,600
1009	Booking Fees		5,400			1,350	1,120	230
1200	Rent		30,640			7,660	7,455	205
1209	Community Groups		0			0	7,180	-7,180
1300	Haverhill In Bloom		0			0	4,499	-4,499
1500	Grant from Town Council		97,000			24,250	0	24,250
1777	Other Income		0			0	0	0
	Total		133,040			33,260	23,854	9,406
Expenditure - Town Hall								
4109	Insurance	3,000		750	1,946			1,196
4111	Bank Charges	0		0	24			24
4113	Audit Fees	131		33	22			-11
4122	Trade Waste	0		0	160			160
4203	Maintenance Planned	23,000		5,750	983			-4,767
4204	Maintenance Reactive	10,455		2,614	2,515			-99
4205	Heat & Light	26,136		6,534	5,629			-905
4206	Window Cleaning	376		94	0			-94
4207	Cleaning	23,523		5,881	5,666			-215
4208	Water	0		0	137			137
4209	Community Group Expenditure	0		0	0			0
4300	Haverhill In Bloom	0		0	107			107
4301	BMX Pumptrack	0		0	931			931
4777	Other Costs	3,136		784	600			-184
	Total	89,757		22,440	18,720			-3,720

Income - Leiston Centre							
1201	Lettings		15,000			3,750	7,351
1503	Grant SEBC		0			0	0
	Total		15,000			3,750	7,351
Expenditure - Leiston Centre							
4109	Insurance	1,039		260	674		
4114	Equipment	2,000		500	0		
4122	Trade Waste	290		72	287		
4202	Rates	594		149	184		
4203	Maintenance Planned	2,500		625	0		
4204	Maintenance Reactive	2,500		625	376		
4205	Heat & Light	3,391		848	690		
4207	Cleaning	7,000		1,750	1489		
4208	Water	314		78	58		
4777	Other Costs	0		0	0		
	Total	19,628		4,907	3,758		-1,149

3- Bank Reconciliation for financial period ending 30th June 2018

Balances as per statement at 30th June 2018

Account name	Statement date	Page no.	Balance
Business Account 00748111	29/06/2018	32	£21,328.26
Haverhill In Bloom 26328768	29/06/2018	1	£4,492.91
Less Un-presented Cheques			£2,700.00
Plus receipts not cleared			£0.00
Balance as per cash book			£23,121.17
Difference			£0.00

4 – Community Trust Debtors and Creditors at 30th June 2018

Current Debtors	£66,995.25
Within 30 days	£5,434.50
Within 60 days	£1,990.00
Within 90 days	£1,124.75
Hartseats	£2,160.00
Haverhill Town Council	£56,286.00

As at 30th June 2018 current Debtors amounted to £66,995.25 Of this £363.25 has since been collected. Of the remaining £66,632.00 that is outstanding - £56,286.00 relates to March and April 2018 invoices to Haverhill Town Council and £2,160.00 to Hartseats and these will be settled shortly. There are no external debts over 90 days old.

As at 30th June 2018 there were no creditors.

Historic Debtors

Haverhill Town Council Sales Ledger - Debts over 90 days at 30 th June 2018			
	£	Invoice Date	Comments
Local Organisation	57.90	31/03/2018	Opening dialogue with debtor
Local Banking Group	98.40	31/03/2018	Opening dialogue with debtor
Local Group	43.70	13/03/2018	Opening dialogue with debtor
Local Group	24.00	31/03/2018	Opening dialogue with debtor
Local Group	18.00	28/02/2018	Opening dialogue with debtor
Educational Group	420.00	28/02/2018	Opening dialogue with debtor
Local Group	20.00	19/01/2018	Opening dialogue with debtor
Private Individual	130.00	22/02/2018	Opening dialogue with debtor
Training Company	1,000.00	31/03/2018	Opening dialogue with debtor
Total	£1,812.00		
Haverhill Community Trust - Debts over 90 days at 30 th June 2018 - Nil			

Colin Poole

Responsible Financial Officer
Haverhill Town Council