

7a HTC Report to end 30th September 2018

1 – Budget Report Summary

Town Council 2018/19 to 30 th September 2018													
Code	Cost Centre	Annual budget		YTD Expenditure		YTD Income		2018/9 Net YTD Expenditure		2018/19 Variance	2017/18 Net YTD Expenditure		2017/18 Variance
		Expenditure	Income	Budget	Actual	Budget	Actual	Budget	Actual	(-= good)	Budget	Actual	(-=good)
Town Council													
101	Administration	699,217	703,919	349,609	309,215	351,960	354,292	-2,351	-45,077	-42,726	2,182	-58,494	-60,676
102	Democracy	7,850	7,850	3,925	418	3,925	3,924	0	-3,506	-3,506	218	-2,184	-2,402
103	Mayor's Charity	1,000	0	500	1,600	0	86	500	1,514	1,014	500	-65	-565
200	Arts & Leisure	136,160	136,160	68,080	78,968	68,080	71,547	0	7,421	7,421	-2,127	-9,186	-7,059
300	Arts Centre	554,522	554,551	277,261	271,049	277,275	296,024	-14	-24,975	-24,961	628	-38,553	-39,181
400	Community	77,757	69,757	38,879	60,254	34,879	34,878	4,000	25,376	21,376	-9,538	-26,812	-17,274
401	Handyman	27,942	27,942	13,971	9,819	13,971	13,974	0	-4,155	-4,155	-869	-590	279
500	One Haverhill	3,731	0	1,865	4,329	0	9,400	1,865	-5,071	-6,936	355	9,684	9,329
501	Youth Co-ordination	61,980	54,480	30,990	27,554	27,240	30,546	3,750	-2,992	-6,742	16,353	8,860	-7,493
600	Bevan House	7,381	7,381	3,690	4,410	3,690	2,242	0	2,168	2,168	2,139	1,844	-295
TOTAL		1,577,540	1,562,040	788,770	767,616	781,020	816,913	7,750	-49,297	-57,047	9,841	-115,496	-125,337

2 – Budget Report – Haverhill Town Council

The following notes should be read in conjunction with the Budget report in section 1 above. The Committee asked for additional columns showing 2017/18 figures to compare performance. This has been done and the two columns in red compare YTD expenditure this year and last year. As we anticipated and advised, we don't think that any useful insight is provided. The budgets evolve and of course the topic of expenditure changes so any direct comparison is meaningless.

As far as this financial year is concerned, we are 50% of the way through the year and expenditure is as 48.66% and income 52.3%. Having looked at the details under each of the cost centres there are no causes for concern at this time.

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

Balances as per statement at 28th September 2018

Account name	Current Interest Rates	Statement date	Sheet no.	Balance	Deposit maturity date
Business Account 00723992	0.00	28/09/2018	99	£20,000.00	
Bus Instant Access 07254416	0.05	28/09/2018	70	£43,793.24	
Lloyds Treasury CLTK GBP 001	0.75	28/09/2018	001	£951,417.76*	32-day notice required
Lloyds Treasury 12386572LS	0.75	29/08/2018	001	£250,000.00	26/11/2018
Lloyds Treasury 12774589LS	0.75	29/08/2018	001	£78,000.00	06/10/2018
One Haverhill Partnership 24973368	0.00	28/09/2018	18	£13,543.57	
Total				£1,356,754.57	
Less un-presented Cheques				£2,363.06	
Plus receipts not banked/cleared				£263.50	
Balance as per cash book				£1,354,655.01	
Difference				0.00	

A further £40,000 has been called down to mature 12th November to cover the November payroll, which runs on 22nd November.

I have asked for a meeting in respect of the bank charges that we are now experiencing. We used to get 80% relief but this has been stopped for all SMEs, but the local relationship manager does not have discretion to do this and has to talk to the regional office of Lloyds. This amounts to £344.79 for the town council account, £40.20 for the ONE Haverhill Account, £279.30 for Hartseats and £67.78 for the Community Trust. That is a total of £732.07 over the first six months alone. 80% relief would have reduced that figure to £146.00 for six months, which wouldn't be worth our while trying to avoid, but £1460 per annum seems rather a lot.

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

Current Debtors	£19,152.08
30 days	£9,637.77
60 days	£6,788.31
90 days and over	£2,726.00

Debtors

Total as at 30th September 2018	£19,152.08	
Collected since period end	£ 716.86	
Outstanding owed by debtors	£18,435.22	
Hartseats		£11,488.93
Suffolk County Council		£ 4,220.29
90 days +		£ 2,726.00
Total		£18,435.22

The remaining debt of £2,726.00 is 90 days or older and is detailed at the end of the report.

Creditors

Total as at 30th September 2018	£84,559.25	
Paid since period end	£24,617.30	
Outstanding owed to creditors	£59,941.95	
Hartseats		£ 1,614.77
Haverhill Community Trust		£56,286.00
others		£ 2,041.18
Total		£59,941.95

7b Hartseats Limited

2018/19 YTD 30 th September 2018													
Code	Cost Centre	Annual Budget		YTD Expenditure		YTD Income		2018/19 Net YTD		2018/19 Variance	2017/18 Net YTD		2017/18 Variance
		Expend	Income	Budget	Actual	Budget	Actual	Budget	Actual	(-= good)	Budget	Actual	(-=good)
	Sales												
1019	Bar	19,000	45,000	9,500	10,268	22,500	23,605	-13,000	-13,337	-337	-15,314	-8,792	6,522
1020	Cafe	35,000	60,000	17,500	12,370	30,000	25,165	-12,500	-12,795	-295	-15,132	-16,242	-1,110
1213	Catering Lettings	0	0	0	0	0	3,713	0	-3,713	-3,713	0	-2,801	-2,801
	Overheads												
4003	Payroll Charges	360		180	180			180	180	0	180	180	0
4004	Training	1,117		559	0			559	0	-559	259	60	-199
4005	Recruitment	250		125	0			125	0	-125	125	0	-125
4010	Staffing Recharge	73,673		36,837	30,287			36,837	30,287	-6,550	41,927	39,708	-2,219
4109	Insurance	844		422	547			422	547	125	0	0	0
4110	Clothing & Safety	250		125	244			125	244	119	128	192	64
4111	Bank Charges	0		0	279			0	279	279	0	262	262
4113	Audit Fees	600		300	66			300	66	-234	64	595	531
4114	Café New Equipment	2,000		1,000	643			1,000	643	-357	1,025	22	-1,003
4200	Rent	7,300		3,650	3,600			3,650	3,600	-50	3,600	3,600	0
4777	Other Costs	2,000		1,000	190			1,000	190	-810	1,116	0	-1,116
7001	Visa Handling Charges	0		0	340			0	340	340	0	0	0
7004	PPL Fees	100		50	42			50	42	-8	49	67	18
7014	Marketing Development	0		0	0			0	0	0	0	0	0
7022	Bar Consumables	0		0	830			0	830	830	0	496	496
7023	Bar Cleaning Products	0		0	17			0	17	17	0	25	25
7024	Bar Equipment	0		0	75			0	75	75	0	210	210
7025	Café Consumables	0		0	777			0	777	777	0	712	712
7026	Café Cleaning Prod	0		0	163			0	163	163	0	287	287
7027	Café Equipment Hire	0		0	630			0	630	630	0	630	630
		142,494	105,000	71,248	61,548	52,500	52,483	18,748	9,065	-9,683	18,027	19,211	1,184
	Net Profit-/Loss		37,454					18,748	9,065				

The impact of the reduction in café opening hours is beginning to show, with net income down £3,500 compared to last year, but staff costs down £9,500.

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

Balances as per statement at 28th September 2018

Account name	Statement date	Page no.	Balance
Business Account 00749223	28/09/2018	73	£21,168.17
Less Un-presented Cheques			£910.52
Plus receipts not cleared			£3,496.71
Balance as per cash book			£23,754.36
Difference			£0.00

4 – Debtors and Creditors

As at 30th September 2018 debtors amounted to £1,614.77 these being August and September 2018 catering invoices owed by Haverhill Town Council. These invoices will be settled shortly.

As at 30th September 2018 Creditors amounted to £15,117.52. Of this £3,628.59 has either already been settled or will be shortly by direct debit - two outstanding invoices relating to Haverhill Town Council salary recharges for August and September 2018 totalling £11,488.93 will be settled shortly.

7c Haverhill Community Trust

1 – Budget Report

	30 th September 2018	Annual Budget		YTD Expenditure		YTD Income		Variance	2017/8 Net YTD Expenditure		2017/18 Variance
		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)	Budget	Actual	(-= good)
Income - Town Hall											
1009	Booking Fees		5,400			2,700	2,778	-78	0	0	0
1200	Rent		30,640			15,320	14,910	410	16,139	14,910	1,229
1500	Grant - Town Council		97,000			48,500	0	48,500	49,500	0	49,500
1777	Other Income		0			0	0	0	0	700	-700
	Total		133,040			66,520	17,688	48,832	65,639	15,610	50,029
Expenditure - Town Hall											
4109	Insurance	3,000		1,500	1,946			446	1,992	2,454	462
4111	Bank Charges	0		0	68			68	0	45	45
4113	Audit Fees	131		66	53			-13	64	60	-4
4122	Trade Waste	0		0	485			485	0	1,255	1,255
4202	Rates	0		0	0			0	2,081	0	-2,081
4203	Maintenance Planned	23,000		11,500	8,288			-3,212	11,165	9,250	-1,915
4204	Maintenance Reactive	10,455		5,228	5,375			147	5,075	3,972	-1,103
4205	Heat & Light	26,136		13,068	11,231			-1,837	12,687	9,595	-3,092
4206	Window Cleaning	376		188	0			-188	183	0	-183
4207	Cleaning	23,523		11,761	11,207			-554	11,419	9,151	-2,268
4208	Water	0		0	685			685	0	689	689
4777	Other Costs	3,136		1,568	635			-933	1,523	35	-1,488
	Total	89,757		44,879	39,973			-4,906	46,189	36,506	-9,683

The cost of heat and light has increased. We are going to analyse these figures to establish if this is primarily price or consumption driven.

30 th September 2018		Annual Budget		YTD Expenditure		YTD Income		Variance	2017/8 Net YTD Expenditure		2017/18 Variance
Income – Leiston Centre		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)	Budget	Actual	(-= good)
1201	Lettings		15,000			7,500	10,717	-3,217	7,000	8,141	-1,141
1503	Grant SEBC		0			0	0	0	0	750	-750
	Total		15,000			7,500	10,717	-3,217	7,000	8,891	-1,891
Expenditure – Leiston Centre											
4109	Insurance	1,039		520	674			154	250	308	58
4114	Equipment	2,000		1,000	0			-1,000	142	280	138
4122	Trade Waste	290		145	287			142	0	0	0
4202	Rates	594		297	367			70	297	358	61
4203	Maintenance Planned	2,500		1,250	1,111			-139	1,250	0	-1,250
4204	Maintenance Reactive	2,500		1,250	1,078			-172	1,250	120	-1,130
4205	Heat & Light	3,391		1,695	1,138			-557	1,662	762	-900
4207	Cleaning	7,000		3,500	2,975			-525	3,121	2,774	-347
4208	Water	314		157	142			-15	154	119	-35
4777	Other Costs	0		0	0			0	0	1,685	1,685
	Total	19,628		9,814	7,772			-2,042	8,126	6,406	-1,720
Income – Community Kitchen		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)			
1201	Lettings Income		0			0	0				
	Total		0			0	0				
Expenditure – Community Kitchen											
4201	Kitchen Refurbishment	0		0	15,715			15,715			
4209	Kitchen Equipment	0		0	589			589			
4211	Kitchen Food	0		0	182			182			
	Total	0		0	16,486			16,486			
Income – Haverhill in Bloom		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)			
1300	Income		0			0	5,068	-5,068			
	Total		0			0	5,068	-5,068			
Expenditure – Haverhill in Bloom											
4300	Expenditure	0		0	1,654			1,654			
	Total	0		0	1,654			1,654			

Income – BMX Pump Track		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)		
1301	Grant Income		0			0	7,525	-7,525		
	Total		0			0	7,525	-7,525		
Expenditure – BMX Pump Track										
4301	Expenditure	0		0	931			931		
	Total	0		0	931			931		
Income – Community Groups		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)		
1209	Income		0			0	7,980	-7,980		
	Total		0			0	7,980	-7,980		
Expenditure – BMX Pump Track										
4209	Expenditure	0		0	0			0		
	Total	0		0	0			0		
Income – Creative Technology		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)		
1008	Income		0			0	7,200	-7,200		
	Total		0			0	7,200	-7,200		
Expenditure – Creative Technology										
4008	Expenditure	0		0	9,098			9,098		
	Total	0		0	9,098			9,098		

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

Balances as per statement at 28th September 2018

Account name	Statement date	Page no.	Balance
Business Account 00748111	28/09/2018	42	£14,337.32
Haverhill In Bloom 26328768	28/09/2018	4	£3,261.62
Less Un-presented Cheques			£62.75
Plus receipts not cleared			£0.00
Balance as per cash book			£17,536.19
Difference			£0.00

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

Debtors	
Total as at 30th September 2018	£64,427.75
Collected since period end	£ 541.50
Outstanding owed by debtors	£63,886.25
Haverhill Town Council	£56,286.00
Hartseats	£ 2,160.00
Other debtors: 30 days	£4,740.25
Other debtors: 60 days	£270.00
Other debtors: 90 days +	£ 430.00
Total	£63,886.25

As at 30th September 2018 creditors amounted to £16,246.09 – all invoices have since been settled.

Historic Debtors

Haverhill Town Council Debts over 90 days at 30th September 2018			
	£	Invoice Date	Comments
Local Organisation	57.90	31/03/2018	Ongoing dialogue with debtor
Local Banking Group	98.40	31/03/2018	Ongoing dialogue with debtor
Local Group	43.70	13/03/2018	Ongoing dialogue with debtor
Local Group	48.00	30/04/2018	Ongoing dialogue with debtor
Educational Group	420.00	28/02/2018	Ongoing dialogue with debtor
Local Charity	78.00	17/05/2018	Ongoing dialogue with debtor
Private Individual	130.00	22/02/2018	Ongoing dialogue with debtor
Training Company	1,850.00	31/03/2018	Ongoing dialogue with debtor
Total	£2,726.00		
Haverhill Community Trust - Debts over 90 days at 30th June 2018 - Nil			
Local Group	360.00	30/04/2018	Ongoing dialogue with debtor
Local Group	25.00	30/06/2018	Ongoing dialogue with debtor
Local Company	45.00	30/06/2018	Ongoing dialogue with debtor
Total	430.00		