

7a HTC Report to end 30<sup>th</sup> November 2018HAVERHILL  
TOWN COUNCIL

## 1 – Budget Report Summary

Town Council 2018/19 to 30 <sup>th</sup> November 2018										
Code	Cost Centre	Annual budget		YTD Expenditure		YTD Income		2018/9 Net YTD Expenditure		2018/19 Variance
		Expenditure	Income	Budget	Actual	Budget	Actual	Budget	Actual	(-= good)
<b>Town Council</b>										
101	Administration	699,217	703,919	466,140	409,379	469,228	469,951	-3,088	-60,572	-57,484
102	Democracy	7,850	7,850	5,233	801	5,233	5,232	0	-4,431	-4,431
103	Mayor's Charity	1,000	0	667	1,600	0	86	667	1,514	847
200	Arts & Leisure	136,160	136,160	90,773	113,286	90,773	91,820	0	21,466	21,466
300	Arts Centre	554,522	554,551	369,681	375,539	369,657	411,780	24	-36,241	-36,265
400	Community	77,757	69,757	51,838	68,234	46,500	46,504	5,338	21,730	16,392
401	Handyman	27,942	27,942	18,628	12,535	18,628	18,632	0	-6,097	-6,097
500	One Haverhill	3,731	0	2,487	5,859	0	10,400	2,487	-4,541	-7,028
501	Youth Co-ordination	61,980	54,480	41,320	36,270	36,316	35,548	5,004	722	-4,282
600	Bevan House	7,381	7,381	4,921	5,779	4,921	2,846	0	2,933	2,933
	<b>TOTAL</b>	<b>1,577,540</b>	<b>1,562,040</b>	<b>1,051,688</b>	<b>1,029,282</b>	<b>1,041,256</b>	<b>1,092,799</b>	<b>10,432</b>	<b>-63,517</b>	<b>-73,949</b>

## 2 – Budget Report – Haverhill Town Council

November is month 8, so figures reflect 66% of the way through the year and expenditure is as 65.25% and income 69.96%. Overall we are net underspent by £63,000. 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 30<sup>th</sup> November 2018

#### Balances as per statement at 30<sup>th</sup> November 2018

Account name	Current Interest Rates	Statement date	Sheet no.	Balance	Deposit maturity date
Business Account 00723992	0.00	30/11/2018	29	£21,223.10	
Bus Instant Access 07254416	0.10	30/11/2018	75	£240,959.02	
Lloyds Treasury CLTK GBP 001	0.75	30/11/2018	001	£912,608.22	32-day notice required
One Haverhill Partnership 24973368	0.00	30/11/2018	21	£14,530.57	
<b>Total</b>				<b>£1,189,320.91</b>	
Less un-presented Cheques				£14,316.71	
Plus receipts not banked/cleared				£164.00	
<b>Balance as per cash book</b>				<b>£1,175,168.20</b>	
<b>Difference</b>				<b>0.00</b>	

#### 4 – HTC Debtors & Creditors as at 30<sup>th</sup> November 2018

##### Debtors

Within 30 days	£3,087.21
Within 60 days	£4,381.09
90 days and over	£2,415.26
Payments made on account	-£4,311.37
Total Debtors 30 <sup>th</sup> November	£5,572.19

<b>Total as at 30<sup>th</sup> November 2018</b>	<b>£ 5,572.19</b>
Collected since period end	£ 7,886.80
<b>Outstanding owed by debtors</b>	<b>£- 2,314.61</b>

Hartseats on account payment	£- 3,728.07
Other on account payments	£- 583.30
November invoicing	£ 827.20
W S Training (90 days +)	£ 850.00
Other 90 days +	£ 319.56
<b>Total</b>	<b>£ -2,314.61</b>

The 90 days or older debt of £1169.56 is detailed at the end of the report.

##### Creditors

<b>Total as at 30<sup>th</sup> November 2018</b>	<b>£ 37,234.32</b>
Paid since period end	£ -21,890.54
<b>Outstanding owed to creditors</b>	<b>£ 15,343.78</b>

Hartseats	£ 4,141.67
Haverhill Community Trust	£10,500.00
Others (due to be paid by DD)	£ 702.11
<b>Total</b>	<b>£15,343.78</b>

## 7b Hartseats Limited

2018/19 YTD 30 <sup>th</sup> November 2018										
Code	Cost Centre	Annual Budget		YTD Expenditure		YTD Income		2018/19 Net YTD		2018/19 Variance
		Expend	Income	Budget	Actual	Budget	Actual	Budget	Actual	(-= good)
	<b>Sales</b>									
1019	Bar	19,000	45,000	12,665	16,147	29,997	37,890	-17,332	-21,743	-4,411
1020	Cafe	35,000	60,000	23,331	16,650	39,996	35,060	-16,665	-18,410	-1,745
1213	Catering Lettings	0	0	0	0	0	5,819	0	-5,819	-5,819
	<b>Overheads</b>									
4003	Payroll Charges	360		240	240			240	240	0
4004	Training	1,117		745	0			745	0	-745
4005	Recruitment	250		167	0			167	0	-167
4010	Staffing Recharge	73,673		49,110	39,615			49,110	39,615	-9,495
4109	Insurance	844		563	844			563	844	281
4110	Clothing & Safety	250		167	244			167	244	77
4111	Bank Charges	0		0	426			0	426	426
4113	Audit Fees	600		400	588			400	588	188
4114	Café New Equipment	2,000		1,333	643			1,333	643	-690
4200	Rent	7,300		4,866	5,400			4,866	5,400	534
4777	Other Costs	2,000		1,333	190			1,333	190	-1,143
7001	Visa Handling Charges	0		0	452			0	452	452
7004	PPL Fees	100		67	58			67	58	-9
7014	Marketing Development	0		0	0			0	0	0
7022	Bar Consumables	0		0	1,312			0	1,312	1,312
7023	Bar Cleaning Products	0		0	43			0	43	43
7024	Bar Equipment	0		0	75			0	75	75
7025	Café Consumables	0		0	1,050			0	1,050	1,050
7026	Café Cleaning Prod	0		0	234			0	234	234
7027	Café Equipment Hire	0		0	840			0	840	840
		<b>142,494</b>	<b>105,000</b>	<b>94,987</b>	<b>85,051</b>	<b>69,993</b>	<b>78,769</b>	<b>24,994</b>	<b>6,282</b>	<b>-18,712</b>
	<b>Net Profit-/Loss</b>		<b>37,494</b>					<b>24,994</b>	<b>6,282</b>	<b>-18,712</b>

The financial performance of Hartseats has responded very positively to the changes we implemented in April.

### 3 – Bank Reconciliation for financial period ending 30<sup>th</sup> November 2018

#### Balances as per statement at 30<sup>th</sup> November 2018

Account name	Statement date	Page no.	Balance
Business Account 00749223	30/11/2018	85	£11,069.81
Less Un-presented Cheques			£954.31
Plus receipts not cleared			£677.64
<b>Balance as per cash book</b>			<b>£10,793.14</b>
<b>Difference</b>			<b>£0.00</b>

### 4 – Debtors and Creditors

As at 30<sup>th</sup> November 2018 debtors amounted to £4,141.67 these being August to November 2018 catering invoices owed by Haverhill Town Council. These invoices will be settled shortly.

As at 30<sup>th</sup> November 2018 Creditors amounted to £462.94. Within this a payment on account against Decembers salary recharge invoice from Haverhill Town Council to the value of £3,728.07 has been made. This leaves actual invoices outstanding of £4,191.01 which have now either already been settled or will be shortly by direct debit.

## 7c Haverhill Community Trust

### 1 – Budget Report

		30 <sup>th</sup> November 2018	Annual Budget		YTD Expenditure		YTD Income		Variance
			Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)
<b>Income - Town Hall</b>									
1009	Booking Fees		5,400				3,600	5,109	-1,509
1200	Rent		30,640				20,425	22,365	-1,940
1500	Grant - Town Council		97,000				64,660	0	64,660
1777	Other Income		0				0	0	0
	<b>Total</b>		<b>133,040</b>				<b>88,685</b>	<b>27,474</b>	<b>61,211</b>
<b>Expenditure - Town Hall</b>									
4109	Insurance	3,000			2,000	3,000			1,000
4111	Bank Charges	0			0	107			107
4113	Audit Fees	131			87	87			0
4122	Trade Waste	0			0	485			485
4202	Rates	0			0	0			0
4203	Maintenance Planned	23,000			15,332	13,337			-1,995
4204	Maintenance Reactive	10,455			6,969	7,270			301
4205	Heat & Light	26,136			17,422	15,157			-2,265
4206	Window Cleaning	376			251	0			-251
4207	Cleaning	23,523			15,680	15,166			-514
4208	Water	0			0	1,063			1,063
4777	Other Costs	3,136			2,090	636			-1,454
	<b>Total</b>	<b>89,757</b>			<b>59,831</b>	<b>56,308</b>			<b>-3,523</b>

We have analysed the costs for heat and light. No obviously useful data comes off the page. We see the impact of the hot summer on electrical costs (air handling system) and it is apparent that signing up to a wholesale energy purchase scheme didn't result in lower charges that we were previously paying, but may have been less than we would otherwise have paid.

30 <sup>th</sup> September 2018		Annual Budget		YTD Expenditure		YTD Income		Variance
Income – Leiston Centre		Expenditure	Income	Budget	Actual	Budget	Actual	(= good)
1201	Lettings		15,000			9,999	16,194	-6,195
1503	Grant SEBC		0			0	0	0
	<b>Total</b>		<b>15,000</b>			<b>9,999</b>	<b>16,194</b>	<b>-6,195</b>
<b>Expenditure – Leiston Centre</b>								
4109	Insurance	1,039		693	1039			346
4114	Equipment	2,000		1,333	0			-1,333
4122	Trade Waste	290		193	287			94
4202	Rates	594		396	489			93
4203	Maintenance Planned	2,500		1,667	880			-787
4204	Maintenance Reactive	2,500		1,667	2,074			407
4205	Heat & Light	3,391		2,260	1,614			-646
4207	Cleaning	7,000		4,666	4,617			-49
4208	Water	314		209	272			63
4777	Other Costs	0		0	0			0
	<b>Total</b>	<b>19,628</b>		<b>13,084</b>	<b>11,272</b>			<b>-1,812</b>
<b>Income – Community Kitchen</b>		<b>Expenditure</b>	<b>Income</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>(= good)</b>
1201	Lettings Income		0			0	3,000	-3,000
	<b>Total</b>		<b>0</b>			<b>0</b>	<b>3,000</b>	<b>-3,000</b>
<b>Expenditure – Community Kitchen</b>								
4201	Kitchen Refurbishment	0		0	17,384			17,384
4209	Kitchen Equipment	0		0	1,117			1,117
4211	Kitchen Food	0		0	309			309
4212	Kitchen Contractors	0		0	12,214			12,214
	<b>Total</b>	<b>0</b>		<b>0</b>	<b>31,024</b>			<b>31,024</b>
<b>Income – Haverhill in Bloom</b>		<b>Expenditure</b>	<b>Income</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>(= good)</b>
1300	Income		0			0	5,068	-5,068
	<b>Total</b>		<b>0</b>			<b>0</b>	<b>5,068</b>	<b>-5,068</b>
<b>Expenditure – Haverhill in Bloom</b>								
4300	Expenditure	0		0	1,654			1,654
	<b>Total</b>	<b>0</b>		<b>0</b>	<b>1,654</b>			<b>1,654</b>

Income – BMX Pump Track		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)
1301	Grant Income		0			0	83,870	-83,870
	<b>Total</b>		<b>0</b>			<b>0</b>	<b>83,870</b>	<b>-83,870</b>
Expenditure – BMX Pump Track								
4301	Expenditure	0		0	72,249			72,249
	<b>Total</b>	<b>0</b>		<b>0</b>	<b>72,249</b>			<b>72,249</b>
Income – Community Groups		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)
1209	Income		0			0	7,980	-7,980
	<b>Total</b>		<b>0</b>			<b>0</b>	<b>7,980</b>	<b>-7,980</b>
Expenditure – BMX Pump Track								
4213	Expenditure	0		0	86			86
	<b>Total</b>	<b>0</b>		<b>0</b>	<b>86</b>			<b>86</b>
Income – Creative Technology		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)
1008	Income		0			0	10,917	-10,917
	<b>Total</b>		<b>0</b>			<b>0</b>	<b>10,917</b>	<b>-10,917</b>
Expenditure – Creative Technology								
4008	Expenditure	0		0	9,194			9,194
	<b>Total</b>	<b>0</b>		<b>0</b>	<b>9,194</b>			<b>9,194</b>

### 3– Bank Reconciliation for financial period ending 30<sup>th</sup> November 2018

#### Balances as per statement at 30<sup>th</sup> November 2018

Account name	Statement date	Page no.	Balance
Business Account 00748111	30/11/2018	49	£103,682.08
Haverhill In Bloom 26328768	30/11/2018	6	£3,240.22
Less Un-presented Cheques			£76028.26
Plus receipts not cleared			£0.00
<b>Balance as per cash book</b>			<b>£30,894.04</b>
<b>Difference</b>			<b>£0.00</b>



#### 4 – Community Trust Debtors and Creditors at 30<sup>th</sup> November 2018

<b>Debtors</b>	
<b>Total as at 30<sup>th</sup> November 2018</b>	<b>£27,276.25</b>
Collected since period end	£12,953.00
<b>Outstanding owed by debtors</b>	<b>£14,323.25</b>
Payments on account	-£425.00
Haverhill Town Council	£10,500.00
Training Partner: 30 days +	£2,720.00
Other debtors: Within 30 days	£1,226.25
Other debtors: Within 60 days	£226.00
Other debtors: Within 90 days	£76.00
<b>Total</b>	<b>£14,323.25</b>

The debt from our training partner is an oversight which is in-hand.

As at 30<sup>th</sup> November 2018 creditors amounted to £17,557.03 – all invoices have since been settled.

#### Historic Debtors

<b>Haverhill Town Council Debts over 90 days at 30<sup>th</sup> November 2018</b>			
	<b>£</b>	<b>Invoice Date</b>	<b>Comments</b>
Local Organisation	57.90	31/03/2018	Ongoing dialogue with debtor
Local Group	67.67	31/07/2018	Payment expected
Local Group	25.59	30/06/2018	Payment expected
Local Organisation	12.40	31/05/2018	Ongoing dialogue with debtor
Local Group	26.00	17/05/2018	Ongoing dialogue with debtor
Private Individual	130.00	22/02/2018	No response from debtor
Training Company	850.00	17/05/2018	Payment expected
<b>Total</b>	<b>£1,169.56</b>		
<b>Haverhill Community Trust - Debts over 90 days at 30<sup>th</sup> November 2018 - Nil</b>			