

7a HTC Report to end 30th June 2020

1 – Budget Report Summary

Town Council 2020/21 to 30 th June 2020										
Code	Cost Centre	Annual budget		YTD Expenditure		YTD Income		2020/1 Net YTD Expenditure		2020/1 Variance
		Expenditure	Income	Budget	Actual	Budget	Actual	Budget	Actual	(-= good)
Town Council										
101	Administration	690,764	755,789	172,690	157,073	188,947	189,270	-16,257	-32,197	-15,940
102	Democracy	22,930	24,197	5,733	0	6,049	6,048	-316	-6,048	-5,732
103	Mayor's Charity	1,000	1,000	250	0	250	0	0	0	0
200	Arts & Leisure	134,420	140,583	33,604	1,610	35,146	29,445	-1,542	-27,835	-26,293
300	Arts Centre	633,968	611,420	158,491	65,629	152,855	86,970	5,636	-21,341	-26,977
400	Community	78,150	82,466	19,538	500	20,617	20,616	-1,079	-20,116	-19,037
401	Handyman	26,534	27,999	6,634	4,286	7,000	6,999	-366	-2,713	-2,347
500	One Haverhill	0	0	0	1,373	0	435	0	938	938
501	Youth Co-ordination	68,083	69,689	17,021	15,162	17,422	19,598	-401	-4,436	-4,035
502	Haverhill Zone	69,606	50,000	17,402	16,073	12,500	709	4,902	15,364	10,462
600	Bevan House	7,234	7,551	1,809	1,886	1,888	1,512	-79	374	453
TOTAL		1,732,689	1,770,694	433,172	263,592	442,674	361,602	-9,502	-98,010	-88,508

2 – Budget Report – Haverhill Town Council

This is ytd Q1, so very useful in assessing the expectations set out at the last full council meeting. This will require more time than is available before the finance meeting.

- a) **101 Administration** 55% of the actual expenditure is the £86,000 contribution to 300 Arts Centre, and none of the staff in 101 are furloughed – this department has been running 'normally' plus running the Covid-19 response until mid-June.
- b) **502 The Zone** is a 'commercial' operation with generated income expected to offset the majority of costs, of which most are fixed overheads, therefore it has predictably been hit hardest with almost total loss of income but very little reduction in costs.

3 – HTC Bank Reconciliation for financial period ending 30th June 2020

Balances as per statement at 30th June 2020

Account name	Current Interest Rates	Statement date	Sheet no.	Balance	Deposit maturity date
Business Account 00723992	0.00	30/06/2020	29	£190,203.48	
Bus Instant Access 07254416	0.01	30/06/2020	15	£16,583.27	
Lloyds Treasury CLTK GBP 001	0.10	30/06/2020	001	£1,300,669.92	32-day notice required
One Haverhill Partnership 24973368	0.00	30/06/2020	39	£16,271.07	
Total				£1,523,727.74	
Less un-presented Cheques				£1,392.78	
Plus receipts not banked/cleared				£0.00	
Balance as per cash book				£1,522,334.96	
Difference				0.00	

4 – HTC Debtors & Creditors as at 30th June 2020

Debtors

Within 30 days	£8,790.58
Within 60 days	£11,485.43
Over 60 days	£3,446.59
Over 90 days	£1,779.34
Payments made on account	-£942.20
Total Debtors 30th June 2020	£24,559.74

Total as at 30th June 2020	£ 24,559.74	
Collected since period end	£ 30.00	(from debtors over 90-days)
Outstanding owed by debtors	£ 24,529.74	

Hartseats (Apr, May, June salary recharge)	£ 16,428.77
HCT (Apr, May, June salary recharge)	£ 7,293.83
On account payments	£ -942.20
Other 90 days +	£ 1,749.34
Total	£ 24,529.74

The 90 days or older debts of £1,749.34 are detailed at the end of the report and a concerted effort is now under way to collect these debts.

Creditors

Total as at 30th June 2020	£ 861.81
Paid since period end	£ 31.19
Outstanding owed to creditors	£ 830.62

Creditors (due to be paid by DD)	£ 830.62
Total	£ 830.62

7b Hartseats Limited

2020/21 YTD 30 th June 2020										
Code	Cost Centre - HAC	Annual Budget		YTD Expenditure		YTD Income		2020/1 Net YTD		2020/1 Variance
		Expend	Income	Budget	Actual	Budget	Actual	Budget	Actual	(-= good)
	Sales									
1019	Bar	24,000	50,000	6,000	0	12,500	0	-6,500	0	6,500
1020	Cafe	28,000	54,000	7,000	0	13,500	0	-6,500	0	6,500
1022	Catering Sales		0			0	0	0	0	0
1214	Café Provision		11,250			2,813	0	-2,813	0	2,813
1215	Theatre Bar Provision		11,280			2,820	0	-2,820	0	2,820
	Overheads									
4003	Payroll Charges	250		63	62			63	62	-1
4004	Training	1,000		250	0			250	0	-250
4005	Recruitment	250		63	0			63	0	-63
4010	Staffing Recharge	69,772		17,443	4,090			17,443	4,090	-13,353
4109	Insurance	750		187	480			187	480	293
4110	Clothing & Safety	250		63	0			63	0	-63
4111	Bank Charges	500		125	242			125	242	117
4112	Corporation Tax	0		0	0			0	0	0
4113	Audit Fees	500		125	0			125	0	-125
4114	Café New Equipment	2,000		500	0			500	0	-500
4200	Rent	7,200		1,800	1,800			1,800	1,800	0
4777	Other Costs	1,500		375	0			375	0	-375
7001	Visa Handling Charges	800		200	159			200	159	-41
7004	PPL Fees	200		50	0			50	0	-50
7014	Marketing Development	0		0	0			0	0	0
7022	Bar Consumables	0		0	0			0	0	0
7023	Bar Cleaning Products	0		0	0			0	0	0
7024	Bar Equipment	0		0	0			0	0	0
7025	Café Consumables	0		0	0			0	0	0
7026	Café Cleaning Prod	0		0	0			0	0	0
7027	Café Equipment Hire	0		0	106			0	106	106
		136,972	126,530	34,244	6,939	31,633	0	2,611	6,939	4,328
	Net Profit-/Loss		10,442		-27,305		31,633			

Notes to accounts report
The café in the Arts Centre has been closed all Q1, so no income. Expenditure is limited to fixed overheads.

2020/21 YTD 30 th June 2020										
Code	Cost Centre – The Zone	Annual Budget		YTD Expenditure		YTD Income		2020/21Net YTD		2020/1 Variance
		Expend	Income	Budget	Actual	Budget	Actual	Budget	Actual	(-= good)
	Sales									
1020	Café(incl parties)		110,800			27,700	0	-27,700	0	27,700
	Overheads									
4004	Training	1,000		250	0			250	0	-250
4010	Staffing Recharge	66,846		16,712	9,601			16,712	9,601	-7,111
4102	Stationery	100		25	0			25	0	-25
4103	Photocopying	113		28	0			28	0	-28
4104	Telephone	240		60	60			60	60	0
4109	Insurance	250		63	160			63	160	97
4110	Clothing & Safety Equip	333		83	0			83	0	-83
4114	New Café Equipment	2,000		500	850			500	850	350
4204	Reactive Maintenance	333		83	0			83	0	-83
4205	Heat & Light	2,063		516	273			516	273	-243
4208	Water	1,200		300	60			300	60	-240
7001	Visa Handling Charges	625		156	55			156	55	-101
7004	PPL/PRS	700		175	0			175	0	-175
7020	Café Purchases	32,600		8,150	0			8,150	0	-8,150
7027	Café Equipment Hire			0	0			0	0	0
	Net Profit/Loss	108,403	110,800	27,101	11,059	27,700	0	-599	11,059	11,658

Zone Café: Like the HAC café, the Zone café was also closed for the whole of Q1 and expenditure is on fixed overheads only.

3 – Bank Reconciliation for financial period ending 30th June 2020 - Balances as per statement at 30th June 2020

Account name	Statement date	Page no.	Balance
Business Account 00749223	30/06/2020	89	£30,056.62
Less Un-presented Cheques			£297.67
Plus receipts not cleared			£0.00
Balance as per cash book			£29,758.95
Difference			£0.00

4 – Debtors and Creditors

As at 30th June 2020 there were no outstanding debtors.

As at 30st June 2020 creditors amounted to £18,598.45. This relates to salary recharge invoices from Haverhill Town Council of £16,428.77 and a rent invoice from Haverhill Community Trust of £2,160.00 which will be paid shortly - the remaining balance of £9.68 has since been paid .

7c Haverhill Community Trust

1 – Budget Report

30 th June 2020		Annual Budget		YTD Expenditure		YTD Income		Variance
		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)
Income - Town Hall								
1009	Booking Fees		5,729			1,432	-65	1,497
1200	Rent		31,800			7,950	7,455	495
1500	Grant - Town Council		23,500			5,875	0	5,875
	Total		61,029			15,257	7,390	7,867
Expenditure - Town Hall								
4109	Insurance	3,790		948	1,566			618
4111	Bank Charges	180		45	29			-16
4113	Audit Fees	500		125	0			-125
4122	Trade Waste	0		0	56			56
4202	Rates Digital Sign	800		200	0			-200
4203	Maintenance Planned	20,000		5,000	3,066			-1,934
4204	Maintenance Reactive	10,000		2,500	1,815			-685
4205	Heat & Light	25,000		6,250	3,312			-2,938
4206	Window Cleaning	350		88	0			-88
4207	Cleaning	24,720		6,180	321			-5,859
4208	Water	0		0	128			128
4777	Other Costs	3,200		800	0			-800
	Total	88,540		22,136	10,293			-11,843
Income – Leiston Centre								
		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)
1201	Lettings		20,000			5,000	-25	5,025
1503	Grant SEBC		0			0	4,074	-4,074
	Total		20,000			5,000	4,049	951
Expenditure – Leiston Centre								
4109	Insurance	750		187	422			235
4114	Equipment	2,000		500	0			-500
4122	Trade Waste	500		125	12			-113
4202	Rates	610		153	0			-153
4203	Maintenance Planned	2,500		625	0			-625
4204	Maintenance Reactive	2,500		625	0			-625
4205	Heat & Light	2,500		625	434			-191
4207	Cleaning	7,000		1,750	126			-1,624
4208	Water	520		130	64			-66
4777	Other Costs	0		0	0			0
	Total	18,880		4,720	1,058			-3,662
Income – Haverhill in Bloom								
		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)
1300	Income		5,000			1,250	0	1,250
	Total		5,000			1,250	0	1,250
Expenditure – Haverhill in Bloom								
4111	Bank Charges			0	23			23
4300	Expenditure	5,000		1,250	100			-1,150
	Total	5,000		1,250	123			-1,127

Income – The Zone		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)
1007	Income – Youth Res.		26,600			6,650	0	6,650
1503	WS Council Grant		0			0	1,550	-1,550
	Total		26,600			6,650	1,550	5,100
Expenditure	The Zone							
4004	Training	1,000		250	0			-250
4010	Staff Recharge	16,906		4,226	4,230			4
4102	Stationery	100		25	0			-25
4103	Photocopying	113		28	0			-28
4104	Telephone	240		60	60			0
4109	Insurance	250		63	141			78
4110	Clothing/ Safety Equip	333		83	0			-83
4114	Equipment	2,000		500	0			-500
4202	Rates	3,239		810	931			121
4204	Maintenance Reactive	333		83	0			-83
4205	Heat & Light	2,063		516	273			-243
	Total	26,577		6,644	5,635			-1,009
Income	Volunteer Centre							
1215	Good Neighbour		0			0	3,328	-3,328
1303	Vol. Centre Income		10,000			2,500	200	2,300
1503	WS Council Grant		0			0	16,940	-16,940
	Total		10,000			2,500	20,468	-17,968
Expenditure	Volunteer Centre							
4010	Staff Recharge				1,848			1,848
4114	New Equipment				2,124			2,124
4216	Good Neighbour				211			211
4303	Vol. Centre Expenses	10,000		2,500				-2,500
	Total	10,000		2,500	4,183			1,683
Income	Community Groups	Expenditure	Income	Budget	Actual	Budget	Actual	(-=good)
1209	Community Group Income		0			0	150	-150
	Total		0			0	150	-150
Expenditure – Community Groups								
4213	Expenditure	0		0	0			0
	Total	0		0	0			0
Income – Chalkstone Open Space		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)
1302	Income		0			0	0	0
	Total		0			0	0	0
Expenditure – Creative Technology								
4302	Expenditure	0		0	0			0
	Total	0		0	0			0
Income – Haverhill Community Kitchen WS		Expenditure	Income	Budget	Actual	Budget	Actual	(-= good)
1201	Lettings		0			0	0	0
1503	WS Council Grant		0			0	25,168	-25,168
	Total		0			0	25,168	-25,168
Expenditure – Haverhill Community Kitchen WS								
4109	Insurance	0		0	141			141
4212	Contractors	0		0	0			0
	Total	0		0	141			141

Consolidated	Expenditure	Income	Net
Town Hall	10,293	7,390	2,903
Leiston Centre	1,058	4,049	-2,991
Haverhill In Bloom	123	0	123
Zone	5,635	1,550	4,085
Volunteer Centre	4,183	20,468	-16,285
Community Groups	0	150	-150
Chalkstone Open Space	0	0	0
Community Kitchen	141	25,168	-25,027
			-37,342

The funds for the volunteer centre are to last 2 years.

The Community Kitchen funding is subject to a review as the Arts & Leisure Manager has put forward new proposals on what can be done post-covid-19.

Since 30th June, Haverhill in Bloom have paid for the high street floral decorations.

3– Bank Reconciliation for financial period ending 30th June 2020

Balances as per statement at 30th June 2020

Account name	Statement date	Page no.	Balance
Business Account 00748111	30/06/2020	10	£83,790.40
Haverhill In Bloom 26328768	30/06/2020	24	£2,204.53
Less Un-presented Cheques			£62.75
Plus receipts not cleared			£0.00
Balance as per cash book			£85,932.18
Difference			£0.00

4 – Community Trust Debtors and Creditors at 30th June 2020

Debtors

Total as at 30th June 2020	£3,284.75
Collected since period end	£71.25
Outstanding owed by debtors	£3,213.50

Payments on account	-£226.50
Haverhill Town Council – Apr	£2,160.00
Other debtors: Over 90 days	£1,280.00
Total	£3,213.50

The debtors over 90 days totalling £1,280.00 are detailed at the end of the report and a concerted effort is now under way to collect these debts.

As at 30th June 2020 creditors totalled £5,565.85. £7,293.83 of this relates to salary recharge invoices owed to Haverhill Town Council and the balance of - £1727.98 is owed by Corona Energy due to a meter reading error. This balance should be cleared within the next two months

Historic Debtors

Haverhill Town Council Debts over 90 days at 30th June 2020			
	£	Invoice Date	Comments
National Organisation	360.00	31/07/2019	<i>Ongoing dialogue with debtor – disputed invoice</i>
Local Organisation	292.50	30/11/2019	<i>Ongoing dialogue with debtor</i>
Local Group	270.00	17/06/2019	<i>Ongoing dialogue with debtor – confusion over invoices</i>
Local Group	36.80	29/02/2020	<i>Ongoing dialogue with debtor</i>
Local Group	149.00	02/02/2020	<i>Ongoing dialogue with debtor</i>
Local Group	300.14	17/02/2020	<i>Ongoing dialogue with debtor</i>
Local Company	61.60	29/02/2020	<i>Ongoing dialogue with debtor – problem with invoice</i>
Local Group	52.50	26/01/2020	<i>Ongoing dialogue with debtor</i>
Local Charity	226.80	31/03/2020	<i>Ongoing dialogue with debtor</i>
Total	£1749.34		
Haverhill Community Trust - Debts over 90 days at 30th June 2020			
Local Company	337.50	31/03/2020	Ongoing dialogue with debtor
Local Group	405.00	31/12/2019	Ongoing dialogue with debtor
Local Group	15.00	31/03/2020	Ongoing dialogue with debtor
Local Organisation	100.00	30/11/2019	Ongoing dialogue with debtor
Local Company	300.00	31/01/2020	Ongoing dialogue with debtor
Local Group	122.50	31/01/2020	Payment plan in place
Total	£1,280.00		

In terms of debt recovery, some of the treasurers/organisers of local groups are shielding so communication is restricted where they cannot make a payment in person or buy a stamp to post a letter. The RFO has advised the Finance Administrator to be mindful of the impact of covid-19 on the finances of others, who we do not want to destabilise.