



## Seaford Town Council

### To the Members of the Finance & General Purposes Committee

A meeting of the **Finance & General Purposes Committee** will be held at the **Council Chamber, 37 Church Street, Seaford**, on **Thursday 6<sup>th</sup> October** at **7.00 pm**, which you are summoned to attend.

James Corrigan  
Town Clerk  
29<sup>th</sup> September 2016

### Agenda

#### 1. Apologies for Absence and Declaration of Substitute Members

#### 2. Disclosure of Interests

To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

#### 3. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.

#### 4. Finance Report

- a) To consider report 61/16 regarding receipts, payments and bank reconciliation for June, July and August 2016 (pages 2 to 7).
- b) To consider report 62/16 regarding the Council budget position for the period of 1<sup>st</sup> April 2016 to 31<sup>st</sup> August 2016 (pages 8 to 23).

#### 5. Budget Framework and Timetable 2017-2018

To consider report 63/16 advising the Committee of the proposed Budget Framework and Timetable (pages 24 to 25).

#### 6. Annual Return 2015-16 Update

To consider report 66/16 updating the Committee on the status of the Annual Return for 2015-16 (pages 26 to 33).

**For further information about items appearing on this agenda please contact James Corrigan, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894 870.**

#### Circulation:

#### Committee:

Cllr M Brown (Chair) and L Worcester (Vice-Chair)  
Cllr S Adeniji, D Argent, P Boorman, B Burfield, R Hayder, R Honeyman and A Latham.

**For information:** Cllrs D Burchett, L Freeman, O Honeyman, P Lower, M McLean and L Wallraven.



## Seaford Town Council

### Report 61/16

<b>Agenda Item No:</b>	<b>4(a)</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>6<sup>th</sup> October 2016</b>
<b>Title:</b>	<b>Receipts, Payments and Bank Reconciliation Reports for June, July and August 2016</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To advise the Committee of receipts, payments and bank reconciliations for June, July and August 2016</b>

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#### Recommendations

##### **You are recommended to note the report**

1. To note (as previously reported) the balance brought forward from May 2016 is £569,386.58.
  2. To note the June 2016 total receipts are £105,981.32 and total payments are £170,221.29 leaving a balance to carry forward of £505,146.61
  3. To note the July total receipts are £110,127.66 and total payments are £145,317.54 leaving a balance to carry forward of £469,956.74
  4. To note the August total receipts are £112,076.41 and total payments are £253,111.54 leaving a balance to carry forward of £328,921.60
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#### 1. Information

- 1.1 As previously reported at the Finance and General Purposes Meeting held on 3<sup>rd</sup> March 2016, reports prior to this date had comprised of a print out of all cashbook listings of receipts and payments for the prior months have been attached to all agendas.
- 1.2 Since the Council have been involved in processing all receipts and payments for The View, the print outs had become considerably lengthy and costly to produce for each agenda. It is therefore becoming less sustainable to continue to produce in this way.
- 1.3 Financial Regulations 2.2 states that a member other than the Mayor shall be appointed to verify bank reconciliations. The member shall sign the reconciliations and the original bank statements as evidence of verification. This

activity shall on conclusion be reported, including any exceptions to and noted by the Finance & General Purposes Committee.

- 1.4 Therefore, in line with the above, and following on from the March meeting, this report will attach the signed reconciliation page for the relevant months.
- 1.5 Copies of the cashbook detailing these receipts and payments are available in the members' room and by email should a Councillor so request.
- 1.6 The Chairman of this Committee, Councillor Mark Brown, continues to view and verify that he is in agreement with the bank reconciliations already reconciled by the Support Services Manager. This task may also be carried out the Deputy Chairman of this Committee, Councillor Leslie Worcester.
- 1.7 Councillor Brown has viewed and verified the bank statements for June and July 2016. Signed copies of the reconciliation pages are attached in Appendix A.
- 1.8 August's reconciliation sheet has yet to be viewed and verified, however an unsigned copy of the reconciliation is attached for reference.

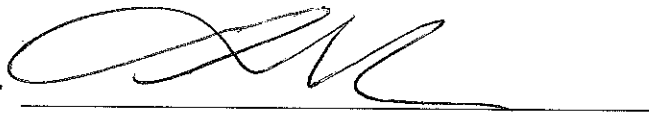
## 2. Financial Appraisal

The appendix comprises the bank account reconciliations for June, July and August 2016.

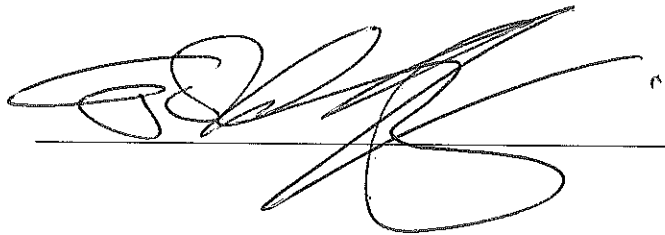
## 3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager



Town Clerk



JUNE 2016

Date: 07/07/2016

Seaford Town Council 2016/2017

Page No: 1

Time: 20:11

User: LC

Bank Reconciliation Statement as at: 30/06/2016 for Cash Book 1 Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	30/06/2016	506	486,767.73
			<u>486,767.73</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
19/05/2016 DD	Total Gas & Power	1,627.84	
24/06/2016 202901	Club House Petty Cash	250.00	
			<u>1,877.84</u>
			484,889.89
<u>Receipts not Banked/Cleared (Plus)</u>			
26/06/2016		8,798.50	
26/06/2016		5,328.19	
28/06/2016		80.00	
28/06/2016		219.10	
29/06/2016		171.00	
29/06/2016		253.70	
30/06/2016		402.24	
30/06/2016		736.09	
30/06/2016		231.00	
30/06/2016		1,728.00	
30/06/2016		659.85	
30/06/2016		1,734.24	
			<u>20,341.91</u>
			505,231.80
			Balance per Cash Book is :-
			505,231.79
			Difference is :-
			0.00

RECONCILED TO CASHBOOK

Name: LUCY CLARK  
Signed: [Signature] Date: 7/7/16

CHECKED AND VERIFIED BY:

Name: M BROWN  
Signed: [Signature] Date: 25/09/16

JULY 2016

Date: 05/08/2016

Seaford Town Council 2016/2017

Page No: 1

Time: 19:15

User: LC

Bank Reconciliation Statement as at: 31/07/2016 for Cash Book 1 Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	29/07/2016	516	441,917.88
			<u>441,917.88</u>

<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>
13/06/2016 REFUND	Alpha Fundraising	-8.60
14/07/2016 202928	Mr & Mrs Thomas	30.00
14/07/2016 202921	CAB	5,000.00
14/07/2016 202923	Seaford Bonfire Society	1,500.00
14/07/2016 202924	Seaford Lifeguards	1,500.00
14/07/2016 202926	St Wilfrids Hospice	2,000.00
14/07/2016 202927	Waves Seaford Ltd	2,000.00
14/07/2016 202905	Downs 60+ club	250.00
14/07/2016 202906	East Blatchington Pond Conserv	100.00
14/07/2016 202908	Inner Lights	100.00
14/07/2016 202910	Seaford Choral Society	150.00
14/07/2016 202911	Seaford Community Partnership	350.00
14/07/2016 202915	Seaford Photographic Society	250.00
14/07/2016 202916	Seaford Seniors Forum	300.00
14/07/2016 202918	Seaford Stroke & Caring Club	150.00
14/07/2016 202919	Zap Art	250.00
21/07/2016 202929	Sussex ACF Kitkar Display Tear	75.00
27/07/2016 202930	Petty Cash	206.15
27/07/2016 202931	Inside Out	494.00
28/07/2016 202932	Club House Petty Cash	208.53
		<u>14,905.08</u>
		427,012.80

Receipts not Banked/Cleared (Plus)

04/07/2016	5.99
24/07/2016	7,264.00
26/07/2016	100.00
26/07/2016	13,123.00
26/07/2016	50.00
26/07/2016	20.00
26/07/2016	-20.00
27/07/2016	202.00
27/07/2016	202.77
28/07/2016	233.00
28/07/2016	351.30
29/07/2016	8,495.55
29/07/2016	113.88
29/07/2016	294.00
29/07/2016	427.65
30/07/2016	1,025.00

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PTO

Bank Reconciliation Statement as at: 31/07/2016 for Cash Book 1 Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
30/07/2016		502.65	
31/07/2016		762.00	
31/07/2016		4,143.00	
31/07/2016		807.50	
31/07/2016		4,840.65	
			42,943.94
			469,956.74
		Balance per Cash Book is :-	469,956.73
		Difference is :-	0.00

RECONCILED TO CASHBOOK

Name: LUCY CLARK

Signed: [Signature] Date: 22/9/16

CHECKED AND VERIFIED BY:

Name: M BROWN

Signed: [Signature] Date: 22/09/16

AUGUST 2016

Date: 07/09/2016

Seaford Town Council 2016/2017

Page No: 1

Time: 14:59

User: LC

Bank Reconciliation Statement as at: 31/08/2016 for Cash Book 1 Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	31/08/2016	527	308,251.57
			<u>308,251.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
31/08/2016 202938	SSAFA Eastbourne	431.07	
31/08/2016 202937	Royal British Legion	431.07	
			<u>862.14</u>
			307,389.43
<u>Receipts not Banked/Cleared (Plus)</u>			
12/08/2016		552.00	
26/08/2016		322.00	
27/08/2016		471.21	
27/08/2016		435.13	
27/08/2016		646.00	
28/08/2016		517.02	
28/08/2016		5,425.12	
28/08/2016		354.00	
29/08/2016		418.00	
29/08/2016		639.75	
30/08/2016		187.00	
30/08/2016		429.50	
31/08/2016		564.00	
31/08/2016		6,990.00	
31/08/2016		179.82	
31/08/2016		2,315.93	
31/08/2016		300.00	
31/08/2016		737.70	
31/08/2016		48.00	
			<u>21,532.18</u>
			328,921.61

Balance per Cash Book is :-

328,921.60

Difference is :-

0.00

RECONCILED TO CASHBOOK

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

CHECKED AND VERIFIED BY:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Seaford Town Council

### Report 62/16

<b>Agenda Item No:</b>	4 (b)
<b>Committee:</b>	Finance & General Purposes
<b>Date:</b>	6 <sup>th</sup> October 2016
<b>Title:</b>	Finance Report
<b>By:</b>	Lucy Clark, Support Services Manager
<b>Purpose of Report:</b>	To inform Members of the Income and Expenditure from 1 <sup>st</sup> April 2016 to 31 <sup>st</sup> August 2016 compared to the annual budget.

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#### Recommendations

You are recommended:

1. To approve the report.
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#### 1. Information

- 1.1 Attached in Appendix A are the statements detailing income and expenditure for the period 1 April 2016 to 31 August 2016 for each Committee compared to the projected annual budget.
- 1.2 Greater detail on reasons for over performance / underperformance of individual budgets has been provided by the Cost Centre Managers when reported to the relevant Committee.
- 1.3 With regards to the Finance and General Purposes Committee report, the overall budget for the period is broadly in line with the projected annual budget.
- 1.4 Variations are reported in Appendix B of this report.

#### 2. Financial Appraisal

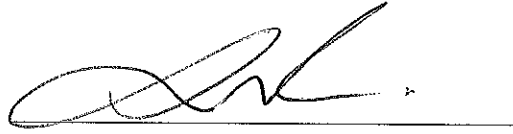
The financial implications of this report are detailed in Section 1 of the report.



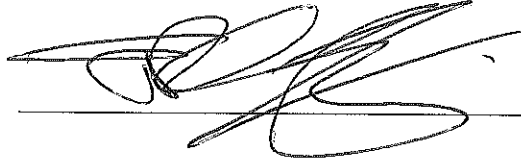
**3. Contact Officer**

The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager

A handwritten signature in black ink, appearing to be 'Lucy Clark', written over a horizontal line.

Town Clerk

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<b>Community Services</b>								
<u>105 Salts Recreation Ground</u>								
4052	Water & Sewerage	0	117	2,060	1,943	1,943	5.7 %	
4055	Electricity	0	-10	200	210	210	-4.9 %	
4115	Insurance	0	2,134	3,700	1,566	1,566	57.7 %	
4199	Other Expenditure	295	360	0	-360	-360	0.0 %	
4250	Public Seating	0	340	0	-340	-340	0.0 %	
4251	Dog Bin Emptying	148	742	1,833	1,091	1,091	40.5 %	
4260	Grounds Maintenance Contract	5,825	28,643	70,510	41,867	41,867	40.6 %	
4261	Grounds Maint non contract	3,989	5,921	5,000	-921	-921	118.4 %	
4275	Building Maintenance	40	40	0	-40	-40	0.0 %	
	Salts Recreation Ground :- Expenditure	<b>10,297</b>	<b>38,287</b>	<b>83,303</b>	<b>45,016</b>	<b>0</b>	<b>45,016</b>	<b>46.0 %</b>
1050	Income Rent	0	1,018	1,368	-350		74.4 %	
1051	Income Insurance Recharge	0	791	1,326	-535		59.7 %	
1054	Income Other	0	983	0	983		0.0 %	
1058	Income Water Recharge	0	866	1,808	-942		47.9 %	
1066	Income Concession	0	16,800	16,800	0		100.0 %	
1073	Sports Pitch Hire	0	566	7,653	-7,087		7.4 %	
	Salts Recreation Ground :- Income	<b>0</b>	<b>21,025</b>	<b>28,955</b>	<b>-7,930</b>		<b>72.6 %</b>	
	<b>Net Expenditure over Income</b>	<b>10,297</b>	<b>17,262</b>	<b>54,348</b>	<b>37,086</b>			
<u>106 Crouch Recreation Ground</u>								
4052	Water & Sewerage	0	-42	2,248	2,290	2,290	-1.9 %	
4055	Electricity	0	302	307	5	5	98.2 %	
4115	Insurance	0	949	1,838	889	889	51.6 %	
4251	Dog Bin Emptying	106	530	1,310	780	780	40.4 %	
4260	Grounds Maintenance Contract	3,509	17,544	43,370	25,826	25,826	40.5 %	
4261	Grounds Maint non contract	173	450	3,000	2,550	2,550	15.0 %	
	Crouch Recreation Ground :- Expenditure	<b>3,788</b>	<b>19,733</b>	<b>52,073</b>	<b>32,340</b>	<b>0</b>	<b>32,340</b>	<b>37.9 %</b>
1011	Income Filming	1,350	1,350	0	1,350		0.0 %	
1050	Income Rent	0	897	2,400	-1,503		37.4 %	
1051	Income Insurance Recharge	0	500	763	-263		65.6 %	
1054	Income Other	0	236	0	236		0.0 %	
1057	Income Electricity Recharge	0	112	153	-41		73.4 %	
1073	Sports Pitch Hire	0	12,496	9,270	3,226		134.8 %	
	Crouch Recreation Ground :- Income	<b>1,350</b>	<b>15,591</b>	<b>12,586</b>	<b>3,005</b>		<b>123.9 %</b>	
	<b>Net Expenditure over Income</b>	<b>2,438</b>	<b>4,142</b>	<b>39,487</b>	<b>35,345</b>			

Month No : 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>107 Martello Fields</b>							
4251 Dog Bin Emptying	85	424	1,048	624		624	40.4 %
4260 Grounds Maintenance Contract	1,290	6,450	15,945	9,495		9,495	40.5 %
4261 Grounds Maint non contract	270	774	2,000	1,226		1,226	38.7 %
Martello Fields :- Expenditure	<b>1,645</b>	<b>7,648</b>	<b>18,993</b>	<b>11,345</b>	<b>0</b>	<b>11,345</b>	<b>40.3 %</b>
1050 Income Rent	460	5,346	4,000	1,346			133.7 %
Martello Fields :- Income	<b>460</b>	<b>5,346</b>	<b>4,000</b>	<b>1,346</b>			<b>133.7 %</b>
<b>Net Expenditure over Income</b>	<b>1,185</b>	<b>2,302</b>	<b>14,993</b>	<b>12,691</b>			
<b>108 Other Open Spaces</b>							
4052 Water & Sewerage	0	-83	75	158		158	-110.2
4154 Land Registry Fees	6	6	0	-6		-6	0.0 %
4250 Public Seating	60	75	0	-75		-75	0.0 %
4251 Dog Bin Emptying	170	848	2,095	1,247		1,247	40.5 %
4260 Grounds Maintenance Contract	2,468	12,338	30,500	18,162		18,162	40.5 %
4261 Grounds Maint non contract	110	609	3,500	2,891		2,891	17.4 %
4270 Vehicles & Equipment Maint	0	50	0	-50		-50	0.0 %
Other Open Spaces :- Expenditure	<b>2,813</b>	<b>13,843</b>	<b>36,170</b>	<b>22,327</b>	<b>0</b>	<b>22,327</b>	<b>38.3 %</b>
1066 Income Concession	0	0	2,500	-2,500			0.0 %
Other Open Spaces :- Income	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>-2,500</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>2,813</b>	<b>13,843</b>	<b>33,670</b>	<b>19,827</b>			
<b>113 Crypt</b>							
4051 Rates	561	2,809	5,679	2,870		2,870	49.5 %
4052 Water & Sewerage	0	-19	200	219		219	-9.7 %
4055 Electricity	175	-6	875	881		881	-0.7 %
4056 Gas	0	90	2,348	2,258		2,258	3.8 %
4105 Postage	0	0	10	10		10	0.0 %
4106 Stationery	0	0	100	100		100	0.0 %
4110 Advertising & Publicity	0	26	1,000	974		974	2.6 %
4115 Insurance	0	421	792	371		371	53.1 %
4199 Other Expenditure	0	0	50	50		50	0.0 %
4201 Cleaning & Hygiene	6	90	500	410		410	18.0 %
4275 Building Maintenance	40	40	0	-40		-40	0.0 %
Crypt :- Expenditure	<b>782</b>	<b>3,450</b>	<b>11,554</b>	<b>8,104</b>	<b>0</b>	<b>8,104</b>	<b>29.9 %</b>
1050 Income Rent	1,410	5,109	6,500	-1,391			78.6 %
Crypt :- Income	<b>1,410</b>	<b>5,109</b>	<b>6,500</b>	<b>-1,391</b>			<b>78.6 %</b>
<b>Net Expenditure over Income</b>	<b>-628</b>	<b>-1,659</b>	<b>5,054</b>	<b>6,713</b>			

Month No : 5

## Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>115</b>	<b>Martello Tower</b>							
4115	Insurance	0	1,430	2,273	843		843	62.9 %
4275	Building Maintenance	375	375	0	-375		-375	0.0 %
	<b>Martello Tower :- Expenditure</b>	<b>375</b>	<b>1,805</b>	<b>2,273</b>	<b>468</b>	<b>0</b>	<b>468</b>	<b>79.4 %</b>
	<b>Net Expenditure over Income</b>	<b>375</b>	<b>1,805</b>	<b>2,273</b>	<b>468</b>			
<b>116</b>	<b>Seaford Head Estate</b>							
4115	Insurance	0	801	1,273	472		472	62.9 %
4199	Other Expenditure	20	20	0	-20		-20	0.0 %
4250	Public Seating	151	1,346	0	-1,346		-1,346	0.0 %
4251	Dog Bin Emptying	85	424	1,048	624		624	40.4 %
4260	Grounds Maintenance Contract	152	759	1,877	1,118		1,118	40.5 %
4261	Grounds Maint non contract	599	1,109	2,000	891		891	55.4 %
4500	Nature Reserve Expenses	0	5,640	10,500	4,860		4,860	53.7 %
4501	Filming Expenses	0	1,170	0	-1,170		-1,170	0.0 %
	<b>Seaford Head Estate :- Expenditure</b>	<b>1,006</b>	<b>11,268</b>	<b>16,698</b>	<b>5,430</b>	<b>0</b>	<b>5,430</b>	<b>67.5 %</b>
1011	Income Filming	0	6,250	0	6,250			0.0 %
1050	Income Rent	5,000	10,000	10,000	0			100.0 %
1053	Income Grants	0	0	3,250	-3,250			0.0 %
1055	Income Seating	1,750	3,500	0	3,500			0.0 %
1066	Income Concession	543	1,791	2,500	-709			71.6 %
1200	Income Nature Reserve	1,000	1,000	15,750	-14,750			6.3 %
	<b>Seaford Head Estate :- Income</b>	<b>8,293</b>	<b>22,541</b>	<b>31,500</b>	<b>-8,959</b>			<b>71.6 %</b>
	<b>Net Expenditure over Income</b>	<b>-7,287</b>	<b>-11,273</b>	<b>-14,802</b>	<b>-3,529</b>			
<b>117</b>	<b>Seafront</b>							
4052	Water & Sewerage	0	-321	180	501		501	-178.5
4055	Electricity	692	852	2,334	1,482		1,482	36.5 %
4115	Insurance	0	446	534	88		88	83.5 %
4253	Shelters	120	732	1,600	868		868	45.8 %
4261	Grounds Maint non contract	653	1,668	3,000	1,333		1,333	55.6 %
	<b>Seafront :- Expenditure</b>	<b>1,464</b>	<b>3,377</b>	<b>7,648</b>	<b>4,271</b>	<b>0</b>	<b>4,271</b>	<b>44.2 %</b>
1011	Income Filming	700	700	0	700			0.0 %
1054	Income Other	0	42	0	42			0.0 %
1057	Income Electricity Recharge	0	1,463	2,334	-871			62.7 %
1058	Income Water Recharge	0	47	82	-35			57.3 %
1066	Income Concession	0	41,292	42,825	-1,533			96.4 %
1078	Income Entertainment Area	10,400	10,400	0	10,400			0.0 %

Month No : 5

## Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1092	Income Grnds Maint Non Contrat	0	135	0	135			0.0 %
	Seafront :- Income	11,100	54,079	45,241	8,838			119.5 %
	<b>Net Expenditure over Income</b>	<b>-9,636</b>	<b>-50,702</b>	<b>-37,593</b>	<b>13,109</b>			
<u>118</u>	<u>Beach Huts</u>							
4051	Rates	300	1,441	3,231	1,790		1,790	44.6 %
4115	Insurance	0	390	1,118	728		728	34.9 %
4275	Building Maintenance	0	15	0	-15		-15	0.0 %
	Beach Huts :- Expenditure	300	1,846	4,349	2,503	0	2,503	42.5 %
1054	Income Other	0	92	0	92			0.0 %
1060	Beach Huts Site Licence	0	16,110	18,944	-2,834			85.0 %
1061	Beach Hut Annual Rent	0	12,664	12,664	0			100.0 %
	Beach Huts :- Income	0	28,866	31,608	-2,742			91.3 %
	<b>Net Expenditure over Income</b>	<b>300</b>	<b>-27,020</b>	<b>-27,259</b>	<b>-239</b>			
<u>119</u>	<u>Old Town Hall</u>							
4115	Insurance	0	180	196	16		16	91.7 %
4274	Projects Expenditure	0	494	0	-494		-494	0.0 %
	Old Town Hall :- Expenditure	0	674	196	-478	0	-478	343.7 %
1050	Income Rent	106	638	1,275	-638			50.0 %
1051	Income Insurance Recharge	0	180	1,275	-1,095			14.1 %
	Old Town Hall :- Income	106	817	2,550	-1,733			32.0 %
	<b>Net Expenditure over Income</b>	<b>-106</b>	<b>-144</b>	<b>-2,354</b>	<b>-2,211</b>			
<u>125</u>	<u>Allotments</u>							
4199	Other Expenditure	0	254	966	712		712	26.3 %
	Allotments :- Expenditure	0	254	966	712	0	712	26.3 %
1050	Income Rent	0	874	870	4			100.5 %
1054	Income Other	334	414	966	-552			42.8 %
	Allotments :- Income	334	1,288	1,836	-548			70.2 %
	<b>Net Expenditure over Income</b>	<b>-334</b>	<b>-1,034</b>	<b>-870</b>	<b>164</b>			
<u>130</u>	<u>Other Recreation</u>							
4410	Swimming Pool	0	3,279	10,000	6,721		6,721	32.8 %
	Other Recreation :- Expenditure	0	3,279	10,000	6,721	0	6,721	32.8 %
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>3,279</b>	<b>10,000</b>	<b>6,721</b>			

Month No : 5

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>134</b> <u>CCTV</u>							
4055 Electricity	0	367	1,757	1,390		1,390	20.9 %
4115 Insurance	0	333	954	621		621	34.9 %
4276 CCTV	7,366	7,914	8,398	484		484	94.2 %
<b>CCTV :- Expenditure</b>	<b>7,366</b>	<b>8,614</b>	<b>11,109</b>	<b>2,495</b>	<b>0</b>	<b>2,495</b>	<b>77.5 %</b>
<b>Net Expenditure over Income</b>	<b>7,366</b>	<b>8,614</b>	<b>11,109</b>	<b>2,495</b>			
<b>135</b> <u>Community Service Other</u>							
4112 Subscriptions	0	249	0	-249		-249	0.0 %
4115 Insurance	0	51	199	148		148	25.8 %
4195 Events Expenditure	163	368	250	-118		-118	147.4 %
4262 Tree Warden Expenses	0	-364	2,000	2,364		2,364	-18.2 %
4273 Christmas Lights	3,744	3,875	15,000	11,125		11,125	25.8 %
4281 Christmas Event Expenses	0	127	0	-127		-127	0.0 %
4282 Armed Forces Day Expenditure	799	6,391	0	-6,391		-6,391	0.0 %
4290 Pysical Activity Proj Expenses	0	0	8,000	8,000		8,000	0.0 %
<b>Community Service Other :- Expenditure</b>	<b>4,706</b>	<b>10,698</b>	<b>25,449</b>	<b>14,751</b>	<b>0</b>	<b>14,751</b>	<b>42.0 %</b>
1053 Income Grants	0	4,418	0	4,418			0.0 %
1070 Income Community Serv Events	0	2,073	0	2,073			0.0 %
1075 Income Christmas Event	18	18	0	18			0.0 %
<b>Community Service Other :- Income</b>	<b>18</b>	<b>6,509</b>	<b>0</b>	<b>6,509</b>			
<b>Net Expenditure over Income</b>	<b>4,688</b>	<b>4,188</b>	<b>25,449</b>	<b>21,261</b>			
<b>220</b> <u>Building Maintenance Pool</u>							
4275 Building Maintenance	0	2,757	6,000	3,243		3,243	45.9 %
<b>Building Maintenance Pool :- Expenditure</b>	<b>0</b>	<b>2,757</b>	<b>6,000</b>	<b>3,243</b>	<b>0</b>	<b>3,243</b>	<b>45.9 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>2,757</b>	<b>6,000</b>	<b>3,243</b>			
<b>225</b> <u>Projects Pool</u>							
4274 Projects Expenditure	1,000	-2,732	30,000	32,732		32,732	-9.1 %
<b>Projects Pool :- Expenditure</b>	<b>1,000</b>	<b>-2,732</b>	<b>30,000</b>	<b>32,732</b>	<b>0</b>	<b>32,732</b>	<b>-9.1 %</b>
1052 Income Projects	0	595	0	595			0.0 %
<b>Projects Pool :- Income</b>	<b>0</b>	<b>595</b>	<b>0</b>	<b>595</b>			
<b>Net Expenditure over Income</b>	<b>1,000</b>	<b>-3,327</b>	<b>30,000</b>	<b>33,327</b>			

Month No : 5

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
301 Planning & Highways							
4263 Bus Shelter Maintenance/Clean	18	90	500	410		410	18.0 %
Planning & Highways :- Expenditure	<u>18</u>	<u>90</u>	<u>500</u>	<u>410</u>	<u>0</u>	<u>410</u>	<u>18.0 %</u>
<b>Net Expenditure over Income</b>	<u>18</u>	<u>90</u>	<u>500</u>	<u>410</u>			
Community Services :- Expenditure	35,560	124,892	317,281	192,389	0	192,389	39.4 %
Income	23,072	161,767	167,276	-5,509			96.7 %
<b>Net Expenditure over Income</b>	<u>12,488</u>	<u>-36,874</u>	<u>150,005</u>	<u>186,879</u>			

Month No : 5

## Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>Finance &amp; General Purposes</u></b>								
<u>121</u>	<u>Seaford in Bloom</u>							
4402	Seaford in Bloom	5,150	8,373	10,000	1,627		1,627	83.7 %
	Seaford in Bloom :- Expenditure	<u>5,150</u>	<u>8,373</u>	<u>10,000</u>	<u>1,627</u>	<u>0</u>	<u>1,627</u>	<u>83.7 %</u>
1054	Income Other	100	100	0	100			0.0 %
	Seaford in Bloom :- Income	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>			
	<b>Net Expenditure over Income</b>	<u><b>5,050</b></u>	<u><b>8,273</b></u>	<u><b>10,000</b></u>	<u><b>1,727</b></u>			
<u>201</u>	<u>Administration</u>							
4000	Salaries & Wages	12,754	73,277	191,000	117,723		117,723	38.4 %
4001	Employers NI	1,222	6,774	14,127	7,353		7,353	48.0 %
4002	Employers Superannuation	2,604	12,687	25,057	12,370		12,370	50.6 %
4003	Sub-contracted Staff	1,650	1,650	0	-1,650		-1,650	0.0 %
4004	Staff Welfare Costs	112	539	0	-539		-539	0.0 %
4009	Recruitment Costs	683	873	1,000	127		127	87.3 %
4010	Staff Training	42	93	8,000	7,908		7,908	1.2 %
4012	Staff Expenses	16	44	500	456		456	8.9 %
4015	Office Refreshments	1	95	300	205		205	31.6 %
4100	Telecommunications	210	1,375	2,600	1,225		1,225	52.9 %
4105	Postage	0	975	1,600	625		625	61.0 %
4106	Stationery	47	892	2,000	1,108		1,108	44.6 %
4107	Photocopier	0	858	3,000	2,142		2,142	28.6 %
4110	Advertising & Publicity	0	581	2,500	1,919		1,919	23.2 %
4111	Office Equipment New	0	831	1,500	669		669	55.4 %
4112	Subscriptions	0	3,140	4,165	1,025		1,025	75.4 %
4113	Software Support	755	6,138	2,700	-3,438		-3,438	227.3 %
4114	Licence Fee	0	0	35	35		35	0.0 %
4115	Insurance	0	3,594	4,325	731		731	83.1 %
4116	Web Site	0	0	440	440		440	0.0 %
4155	Professional Fees	1,864	5,759	15,000	9,241		9,241	38.4 %
4156	Bank Charges	69	256	835	579		579	30.7 %
4157	Audit Fees	1,006	-2,044	4,635	6,679		6,679	-44.1 %
4180	Room Hire	0	0	100	100		100	0.0 %
4181	Civic - Mayors Allowance	5	5	0	-5		-5	0.0 %
4190	Election Costs	0	-37,845	10,000	47,845		47,845	-378.4 %
4199	Other Expenditure	0	42	0	-42		-42	0.0 %
4270	Vehicles & Equipment Maint	0	36	0	-36		-36	0.0 %
4275	Building Maintenance	0	15	0	-15		-15	0.0 %



Month No : 5

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4413 Neighbourhood Plan	0	1,845	25,000	23,155		23,155	7.4 %
Administration :- Expenditure	<b>23,042</b>	<b>82,485</b>	<b>320,419</b>	<b>237,934</b>	<b>0</b>	<b>237,934</b>	<b>25.7 %</b>
1053 Income Grants	0	10,422	0	10,422			0.0 %
1054 Income Other	0	54	0	54			0.0 %
1059 Income Photocopying	0	178	0	178			0.0 %
1062 Income Telephone Recharge	0	142	870	-728			16.3 %
1068 Income Stationery Re-Charge	0	4	0	4			0.0 %
1190 Interest Received	95	590	1,100	-510			53.6 %
Administration :- Income	<b>95</b>	<b>11,390</b>	<b>1,970</b>	<b>9,420</b>			<b>578.2 %</b>
<b>Net Expenditure over Income</b>	<b>22,947</b>	<b>71,095</b>	<b>318,449</b>	<b>247,354</b>			
<u>205 Premises - Church Street</u>							
4050 Rent payable	0	7,500	17,500	10,000		10,000	42.9 %
4051 Rates	1,064	5,325	10,877	5,552		5,552	49.0 %
4059 Church Street Service Charges	0	0	8,500	8,500		8,500	0.0 %
4270 Vehicles & Equipment Maint	143	93	630	538		538	14.7 %
4275 Building Maintenance	268	348	500	152		152	69.5 %
4301 Public Works Loan Payment	0	9,044	18,089	9,045		9,045	50.0 %
Premises - Church Street :- Expenditure	<b>1,474</b>	<b>22,310</b>	<b>56,096</b>	<b>33,786</b>	<b>0</b>	<b>33,786</b>	<b>39.8 %</b>
1050 Income Rent	98	167	50	117			333.4 %
1052 Income Projects	0	0	6,525	-6,525			0.0 %
1059 Income Photocopying	0	3	0	3			0.0 %
Premises - Church Street :- Income	<b>98</b>	<b>170</b>	<b>6,575</b>	<b>-6,405</b>			<b>2.6 %</b>
<b>Net Expenditure over Income</b>	<b>1,376</b>	<b>22,140</b>	<b>49,521</b>	<b>27,381</b>			
<u>206 Premises - Hurdis House</u>							
4052 Water & Sewerage	-40	-29	0	29		29	0.0 %
4115 Insurance	0	385	800	415		415	48.2 %
4155 Professional Fees	8,000	8,400	5,000	-3,400		-3,400	168.0 %
4275 Building Maintenance	40	40	0	-40		-40	0.0 %
4301 Public Works Loan Payment	7,501	7,501	15,002	7,501		7,501	50.0 %
Premises - Hurdis House :- Expenditure	<b>15,501</b>	<b>16,297</b>	<b>20,802</b>	<b>4,505</b>	<b>0</b>	<b>4,505</b>	<b>78.3 %</b>
1050 Income Rent	400	26,156	21,000	5,156			124.6 %
1051 Income Insurance Recharge	0	385	800	-415			48.2 %
Premises - Hurdis House :- Income	<b>400</b>	<b>26,541</b>	<b>21,800</b>	<b>4,741</b>			<b>121.7 %</b>
<b>Net Expenditure over Income</b>	<b>15,101</b>	<b>-10,244</b>	<b>-998</b>	<b>9,246</b>			

Month No : 5

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<b>210</b>	<b>Civic Expenses</b>							
4013	Members Expenses	0	0	100	100	100	0.0 %	
4014	Member Training	685	791	1,500	709	709	52.7 %	
4106	Stationery	48	48	100	52	52	48.0 %	
4110	Advertising & Publicity	0	0	50	50	50	0.0 %	
4115	Insurance	0	195	0	-195	-195	0.0 %	
4180	Room Hire	60	60	0	-60	-60	0.0 %	
4181	Civic - Mayors Allowance	2	74	1,500	1,426	1,426	5.0 %	
4182	Catering & Hospitality	11	11	500	489	489	2.1 %	
4183	Civic - Awards	0	237	500	263	263	47.5 %	
4184	Civic - other	0	254	200	-54	-54	126.8 %	
4188	Town Crier Expenses	35	35	125	90	90	28.0 %	
4189	Young Mayor	0	103	500	397	397	20.6 %	
4190	Election Costs	37,845	37,845	0	-37,845	-37,845	0.0 %	
	Civic Expenses :- Expenditure	<b>38,685</b>	<b>39,653</b>	<b>5,075</b>	<b>-34,578</b>	<b>0</b>	<b>-34,578</b>	<b>781.3 %</b>
1081	Young Mayor Income	0	198	0	198		0.0 %	
	Civic Expenses :- Income	<b>0</b>	<b>198</b>	<b>0</b>	<b>198</b>			
	<b>Net Expenditure over Income</b>	<b>38,685</b>	<b>39,455</b>	<b>5,075</b>	<b>-34,380</b>			
<b>215</b>	<b>Grants</b>							
4401	Grants	0	22,300	28,650	6,350	6,350	77.8 %	
4405	Grants in Kind	0	0	2,200	2,200	2,200	0.0 %	
	Grants :- Expenditure	<b>0</b>	<b>22,300</b>	<b>30,850</b>	<b>8,550</b>	<b>0</b>	<b>8,550</b>	<b>72.3 %</b>
1105	Seahaven Loan Repayment	177	887	2,129	-1,243		41.6 %	
	Grants :- Income	<b>177</b>	<b>887</b>	<b>2,129</b>	<b>-1,243</b>		<b>41.6 %</b>	
	<b>Net Expenditure over Income</b>	<b>-177</b>	<b>21,414</b>	<b>28,721</b>	<b>7,308</b>			
	Finance & General Purposes :- Expenditure	<b>83,853</b>	<b>191,417</b>	<b>443,242</b>	<b>251,825</b>	<b>0</b>	<b>251,825</b>	<b>43.2 %</b>
	Income	<b>870</b>	<b>39,285</b>	<b>32,474</b>	<b>6,811</b>		<b>121.0 %</b>	
	<b>Net Expenditure over Income</b>	<b>82,983</b>	<b>152,132</b>	<b>410,768</b>	<b>258,636</b>			

Month No : 5

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>Golf Course</u></b>								
101	<u>Golf Course</u>							
4000	Salaries & Wages	6,030	29,903	77,116	47,213		47,213	38.8 %
4001	Employers NI	453	2,229	4,378	2,149		2,149	50.9 %
4002	Employers Superannuation	811	4,057	13,951	9,894		9,894	29.1 %
4010	Staff Training	0	682	1,500	819		819	45.4 %
4011	Staff Protective Clothing	45	482	1,000	518		518	48.2 %
4041	Golf Professional Retainer	3,492	17,462	41,908	24,446		24,446	41.7 %
4045	Golf Course Player Costs	0	39	2,500	2,461		2,461	1.6 %
4046	Golf Club Membership Fees	0	7,089	24,585	17,496		17,496	28.8 %
4051	Rates	1,968	9,838	19,995	10,157		10,157	49.2 %
4052	Water & Sewerage	1,340	3,392	2,500	-892		-892	135.7 %
4055	Electricity	348	719	3,100	2,381		2,381	23.2 %
4060	Refuse	0	224	400	176		176	56.1 %
4100	Telecommunications	25	84	300	216		216	28.0 %
4105	Postage	0	10	300	290		290	3.5 %
4106	Stationery	49	115	300	185		185	38.4 %
4110	Advertising & Publicity	275	1,495	3,000	1,505		1,505	49.8 %
4112	Subscriptions	0	388	0	-388		-388	0.0 %
4113	Software Support	0	464	380	-84		-84	122.2 %
4114	Licence Fee	0	75	80	5		5	93.8 %
4115	Insurance	0	6,686	5,200	-1,486		-1,486	128.6 %
4156	Bank Charges	187	706	1,800	1,094		1,094	39.2 %
4251	Dog Bin Emptying	85	424	1,750	1,326		1,326	24.2 %
4261	Grounds Maint non contract	4,773	14,419	26,100	11,681		11,681	55.2 %
4270	Vehicles & Equipment Maint	363	5,532	14,790	9,258		9,258	37.4 %
4271	Vehicle & Equipment Lease`	0	0	20,996	20,996		20,996	0.0 %
4272	Equipment Purchase	0	0	12,000	12,000		12,000	0.0 %
4275	Building Maintenance	2,580	2,580	2,000	-580		-580	129.0 %
4308	Rent - Shop, Locker & Chng Rms	4,167	20,834	19,000	-1,834		-1,834	109.7 %
4309	Buggy Lease	440	2,198	5,277	3,079		3,079	41.7 %
	<b>Golf Course :- Expenditure</b>	<b>27,430</b>	<b>132,126</b>	<b>306,206</b>	<b>174,080</b>	<b>0</b>	<b>174,080</b>	<b>43.1 %</b>
1000	Golf Course Season Ticket	395	145,403	172,000	-26,597			84.5 %
1001	Golf Course Green Fees M-F	10,685	39,059	65,000	-25,941			60.1 %
1002	Golf Course Green Fees w/eb/h	5,353	31,387	48,000	-16,613			65.4 %
1003	Golf Course Specials	6,432	27,965	46,042	-18,077			60.7 %
1004	Golf Course Locker	12	433	3,000	-2,567			14.4 %
1005	Golf Course Credit Card Charge	0	28	190	-162			14.7 %
1007	Golf Course Air Traffic	0	7,500	7,500	0			100.0 %

Month No : 5

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1012 Corporate Membership	0	0	11,667	-11,667			0.0 %
1050 Income Rent	0	0	1,100	-1,100			0.0 %
1054 Income Other	0	634	0	634			0.0 %
1100 Income Advertising	0	0	1,500	-1,500			0.0 %
1311 Buggy Hire	2,638	10,925	15,000	-4,075			72.8 %
<b>Golf Course :- Income</b>	<b>25,514</b>	<b>263,334</b>	<b>370,999</b>	<b>-107,665</b>			<b>71.0 %</b>
<b>Net Expenditure over Income</b>	<b>1,916</b>	<b>-131,208</b>	<b>-64,793</b>	<b>66,415</b>			
<u>102 New Club House Construction</u>							
4277 New Golf Club House	0	126,297	0	-126,297		-126,297	0.0 %
4278 Golf Club Fittings & Equipment	0	16	0	-16		-16	0.0 %
<b>New Club House Construction :- Expenditure</b>	<b>0</b>	<b>126,313</b>	<b>0</b>	<b>-126,313</b>	<b>0</b>	<b>-126,313</b>	
<b>Net Expenditure over Income</b>	<b>0</b>	<b>126,313</b>	<b>0</b>	<b>-126,313</b>			
<u>103 Golf Club House</u>							
4000 Salaries & Wages	14,507	69,025	170,000	100,975		100,975	40.6 %
4001 Employers NI	831	2,742	4,500	1,758		1,758	60.9 %
4002 Employers Superannuation	898	4,547	12,000	7,453		7,453	37.9 %
4003 Sub-contracted Staff	2,228	13,857	0	-13,857		-13,857	0.0 %
4009 Recruitment Costs	0	25	1,000	975		975	2.5 %
4010 Staff Training	0	0	2,000	2,000		2,000	0.0 %
4016 Staff Uniform	479	531	500	-31		-31	106.2 %
4017 Timesheet & Rota Software	0	0	170	170		170	0.0 %
4051 Rates	691	3,457	5,700	2,243		2,243	60.6 %
4052 Water & Sewerage	0	53	3,600	3,547		3,547	1.5 %
4055 Electricity	3,064	5,428	14,000	8,572		8,572	38.8 %
4056 Gas	7	1,365	11,000	9,635		9,635	12.4 %
4060 Refuse	160	844	5,000	4,156		4,156	16.9 %
4100 Telecommunications	117	442	2,200	1,758		1,758	20.1 %
4105 Postage	0	0	300	300		300	0.0 %
4106 Stationery	16	111	700	589		589	15.8 %
4110 Advertising & Publicity	-715	2,258	2,500	242		242	90.3 %
4113 Software Support	0	1,005	450	-555		-555	223.3 %
4114 Licence Fee	0	133	1,000	867		867	13.3 %
4115 Insurance	0	1,995	6,500	4,505		4,505	30.7 %
4116 Web Site	750	750	0	-750		-750	0.0 %
4156 Bank Charges	28	938	1,900	962		962	49.4 %
4196 Club House Events Expenditure	195	1,547	4,500	2,953		2,953	34.4 %
4201 Cleaning & Hygiene	2,013	12,738	12,000	-738		-738	106.2 %

Month No : 5

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4202 Linen Cleaning	373	1,193	3,000	1,807		1,807	39.8 %
4272 Equipment Purchase	1,009	5,107	5,000	-107		-107	102.1 %
4275 Building Maintenance	255	807	1,000	193		193	80.7 %
4276 CCTV	1,003	1,003	2,000	997		997	50.1 %
4301 Public Works Loan Payment	0	16,004	110,000	93,996		93,996	14.5 %
4303 Food Expenditure	9,233	34,289	68,000	33,711		33,711	50.4 %
4304 Bar Expenditure	4,876	25,650	80,000	54,350		54,350	32.1 %
4305 Fire Extinguishers	0	0	620	620		620	0.0 %
4306 Catering Utensils & Equip	12	449	500	51		51	89.9 %
4307 Bar Utensils & Equip	280	539	500	-39		-39	107.7 %
4311 Pest Control	0	190	400	210		210	47.4 %
4313 Stock Take	175	700	3,240	2,540		2,540	21.6 %
4900 Suspense A/c	152	304	0	-304		-304	0.0 %
<b>Golf Club House :- Expenditure</b>	<b>42,637</b>	<b>210,023</b>	<b>535,780</b>	<b>325,757</b>	<b>0</b>	<b>325,757</b>	<b>39.2 %</b>
1050 Income Rent	0	500	1,300	-800			38.5 %
1100 Income Advertising	0	0	3,000	-3,000			0.0 %
1305 Income Hire Pro-Shop & Chg Rms	4,167	20,834	19,000	1,834			109.7 %
1306 Income Golf Club Room Hires	1,533	3,122	45,000	-41,878			6.9 %
1307 Income Bar Sales	14,655	78,258	200,000	-121,742			39.1 %
1308 Income Food Sales	15,690	67,869	170,000	-102,131			39.9 %
1310 Income - Society Food	4,196	17,125	35,000	-17,875			48.9 %
1312 Function Food Sales	4,118	20,338	0	20,338			0.0 %
1313 Function Bar Sales	431	1,790	0	1,790			0.0 %
1314 Income - Society Drink	0	1,683	0	1,683			0.0 %
<b>Golf Club House :- Income</b>	<b>44,788</b>	<b>211,520</b>	<b>473,300</b>	<b>-261,780</b>			<b>44.7 %</b>
<b>Net Expenditure over Income</b>	<b>-2,151</b>	<b>-1,496</b>	<b>62,480</b>	<b>63,976</b>			
<b>Golf Course :- Expenditure</b>	<b>70,067</b>	<b>468,462</b>	<b>841,986</b>	<b>373,524</b>	<b>0</b>	<b>373,524</b>	<b>55.6 %</b>
<b>Income</b>	<b>70,303</b>	<b>474,854</b>	<b>844,299</b>	<b>-369,445</b>			<b>56.2 %</b>
<b>Net Expenditure over Income</b>	<b>-235</b>	<b>-6,392</b>	<b>-2,313</b>	<b>4,079</b>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>Precept</u></b>							
801 Precept							
1176 Precept	0	306,277	0	306,277			0.0 %
1177 Council Tax Support Grant	0	14,923	0	14,923			0.0 %
Precept :- Income	<u>0</u>	<u>321,199</u>	<u>0</u>	<u>321,199</u>			
<b>Net Expenditure over Income</b>	<u>0</u>	<u>-321,199</u>	<u>0</u>	<u>321,199</u>			
Precept :- Expenditure	0	0	0	0	0	0	0.0 %
Income	0	321,199	0	321,199			0.0 %
<b>Net Expenditure over Income</b>	<u>0</u>	<u>-321,199</u>	<u>0</u>	<u>321,199</u>			

## Finance & General Purposes Committee

Variances Reported - 6th October 2016

		Previously Reported	Reported 06/10/2016
<b>201</b>	<b>Administration</b>		
4003	Sub Contracted Staff		The overspend in this budget relates to the temporary cover of the Facilities Project Manager prior to the new post holder being appointed. This should have been coded to 4155 (Professional Fees) so a journal will be made to the correct coding.
4004	Staff Welfare Costs	These costs relate to Perk Box for staff. The budget for this is included within Salaries & Wages, however it has been advised by the Internal Auditor that a separate code should be used to assist in separating this out for the Annual Return.	
4113	Software Support	This is showing a higher % than the average due to annual fees for webhosting, server warranty and the additional cost to the payroll system to ensure that the auto-enrolment for pensions package is installed.	
4115	Insurance	The significant overspend will reduce once the journals to relevant cost codes have been made.	
4157	Audit Fees	The minus figure relates to an accrual from 2015/16 for the external auditor.	
4190	Election Costs	The minus figure relates to an accrual from 2015/16 for the general elections.	
1053	Income Grants		This grant income relates to £8,922 for the Neighbourhood Plan and £1,500 for the Apprentice Greenkeeper. The amount for the Apprentice Greenkeeper will be journalled to the golf course centre of 101.
<b>205</b>	<b>Premises Church Street</b>		
4059	Church Street Service Charges	The Town Clerk is currently in negotiations with Sussex Police regarding back payment of service charge. It is likely that once this back payment has been agreed, the additional cost will be spread over the next three years.	
<b>206</b>	<b>Hurdis House</b>		
4155	Professional Fees		The budget has been exceeded due to legal and forensic accountant fees relating to a previous tenant.
<b>210</b>	<b>Civic Expenses</b>		
4115	Insurance		The overspend relates in this budget relates to the insurance for the Civic Regalia. This was originally budgeted with the admin cost centre but has been moved to show in the civic code.



## Seaford Town Council

### Report 63/16

**Agenda Item No:** 5  
**Committee:** Finance & General Purposes  
**Date:** 6<sup>th</sup> October 2016  
**Title:** 2017-18 Budget Framework and Timetable  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To advise the Committee of the proposed Budget Framework and Timetable for 2017-18

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#### Recommendations

**You are recommended:**

1. To approve the Budget Framework and Timetable.
- 

#### 1. Information

- 1.1 Financial Regulations states that the RFO is responsible for the development of the Budget Framework and Timetable each year, which will set out the proposed strategy and timescale for the setting of the annual Revenue and Capital Budget. The Budget Framework and Timetable will be approved each year by F&GP Committee.
- 1.2 In the autumn, each Committee shall formulate proposals for their own area of responsibility in respect of revenue.
- 1.3 The preparation of the budget for 2017-18 will commence in due course now that September transactions are being finalised. The transactions for the six months to September will be used as a base for the projected outturn for 2016-17 and initial budget for 2017-18.
- 1.4 At the end of the financial year when the Council's end of year position is known, the Council will have an opportunity to allocate any surplus funds if there are any, to projects on the Capital Wish List.
- 1.5 The proposed timetable is:

10 Nov 16	Councillor Training	Budget training
17 Nov 16	Community Services Committee	Budget approval
29 Nov 16	Golf Course Committee	Budget approval
8 Dec 16	F&GP Committee	Budget approval
26 Jan 17	Full Council	Final approval & Precept set



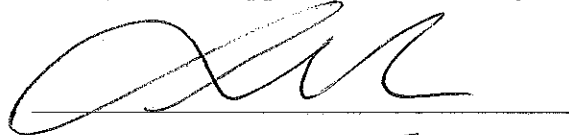
**2. Financial Appraisal**

There are no immediate financial implications resulting from this report.

**3. Contact Officer**

The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager

A handwritten signature in black ink, appearing to be 'Lucy Clark', written over a horizontal line.

Town Clerk

A handwritten signature in black ink, written over a horizontal line. The signature is more stylized and less legible than the one above.



## Seaford Town Council

### Report 66/16

<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>6<sup>th</sup> October 2016</b>
<b>Title:</b>	<b>Annual Return 2015/2016 Update</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To update the Committee on the status of the Annual Return for 2015-16</b>

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#### Recommendations

**You are recommended:**

#### **1. To note the report.**

---

#### **1. Information**

- 1.1** Following the approval by full Council on 16<sup>th</sup> June 2016, the 2015-16 Annual Return was submitted to the External Auditor; PKF Littlejohn LLP.
- 1.2** On 28<sup>th</sup> September 2016, the Annual Return was returned by PKF Littlejohn LLP confirming their review was complete and that the Annual Return had been had a clean report and was certified. A copy is attached in Appendix A for reference.
- 1.3** The Accounts and Audit Regulations 2015 (SI 2015/234) state that a 'Notice of Conclusion of Audit' detailing the rights of inspection must be published by 30<sup>th</sup> September 2016 along with sections 1, 2 and 3 of the Annual Return.
- 1.4** In accordance with the above, the notice has been published on the Council's website and notice board. Copies have also been made available for purchase by any person for a sum of fifty pence.
- 1.5** The published annual return must remain available for public access for a period of no less than five years.

#### **2. Financial Appraisal**

There are no financial implications as a result of this report.

**3. Contact Officer**

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager



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Town Clerk



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# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

## The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **Internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

## Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

# Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here:

SEAFORD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

C32.2

dated 21/6/16

Signed by:

Chair L J Freeman

dated 21/6/16

Signed by:

Clerk

dated 21/6/2016

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

# Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

SEAFORD TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	500,136	289,201	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	516,194	521,314	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	1,632,070	1,337,836	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	306,647	477,806	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	82,759	131,574	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	1,969,793	1,264,542	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	289,201	274,429	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	368,640	638,140	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	10,188,387	10,319,203	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
10. Total borrowings	1,681,238	1,798,626	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>		The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
<input type="checkbox"/>	<input checked="" type="checkbox"/>						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

19/5/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

21/6/16

and recorded as minute reference:

C33/05/16

Signed by Chair of the meeting approving these accounting statements.

L. J Freeman

Date

21/6/16

# Section 3 – External auditor certificate and report

## 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of smaller authority here:

SEAFORD TOWN COUNCIL

### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report (AC250088)

~~(Except for the matters reported below)~~ on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

*PKF Littlejohn LLP*

External auditor name

PKF Littlejohn LLP

Date

24 September 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Annual internal audit report 2015/16 to

Enter name of smaller authority here:

SEAFORD TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit MARK MURBERY (A/MAJOR) FCCA CIA

Signature of person who carried out the internal audit *M. Murbery* Date 18/05/2016

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).



## Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – No answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	N/A
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

\*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).