



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 18 December**, at **7.00 pm**, which you are summoned to attend.

James Corrigan
Interim Town Clerk
12 December 2014

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 1 and Seaford Town Council Policy.

4. Finance Report

- a) To consider report 178/14 regarding receipts, payments and bank reconciliation for October and November 2014 (pages 3 to 20).
- b) To consider report 179/14 regarding the Council budget position for the period 1 April 2014 to 30 November 2014 (pages 21 to 25).

5. 2015-16 Proposed Finance Budget

To consider report 180/14 presenting a draft budget for 2015-16 (pages 26 to 54).

6. Investigation & Disciplinary Professional Support Financial Update

To consider report 181/14 advising of the total cost of the professional support required during the recent investigation and disciplinary matters (pages 55 to 56).

For further information about items appearing on this agenda please contact James Corrigan, Interim Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894870.

Circulation:

Committee

Councillor B Burfield (Chairman), Councillor M Brown (Vice Chairman),
Councillors S Adeniji, S Dunn P Franklin, S Gauntlet, A Hayder, L Lord, R Needham,
B Warren.

For information:

Councillors R Allen, G Cork, T Goodman, B Groves, P Heseltine, A Latham, S McStravick,
L Wallraven, A White and I White.



Seaford Town Council

Report 178/14

Agenda Item No: 4(a)
Committee: Finance & General Purposes
Date: 18 December 2014
Title: Receipts, Payments and Bank Reconciliation Reports for August and September 2014
By: Lucy Clark, Support Services Manager
Purpose of Report: To advise the Committee of receipts, payments and bank reconciliations for August and November 2014

Recommendations

You are recommended:

1. To approve the information contained in the report.
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1. Information

- 1.1 Attached as Appendix A is a copy of the bank reconciliation and cashbook listing receipts and payments for October and November 2014 and have been reconciled to the relevant bank statements.
- 1.2 Please note that whilst the reconciliation shows listed individual Unpresented Cheques, the Receipts not Banked does not. The reason is that the receipts totals shown are grouped amounts relating to various receipts so the system is unable to list these separately. However, all individual receipts are shown in the cashbook.

2. Financial Appraisal

The appendix comprises the bank account transactions for October and November 2014.

3. Contact Officer

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

Support Services Manager

Interim Town Clerk

Bank Reconciliation Statement as at: 31/10/2014 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	31/10/2014	326	347,940.48
			<u>347,940.48</u>
<u>Unpresented Cheques (Minus)</u>			
		<u>Amount</u>	
09/09/2014 Petty Cash	Petty Cash	137.00	
09/10/2014 202687	East Sussex County Council	25.00	
09/10/2014 202685	Newhaven RNLi	120.00	
10/10/2014 202689	Cleare HR Consulting Ltd	1,308.00	
10/10/2014 202693	Hire-a-Loo	92.52	
24/10/2014 202713	Express Drainage Ltd	90.00	
24/10/2014 202715	C.McCormick	120.00	
24/10/2014 202716	Police & Crime Commissioner fc	7,500.00	
24/10/2014 202717	Mr David Osborne	190.00	
24/10/2014 202718	Trade UK	318.03	
24/10/2014 202719	Smith of Derby Ltd	432.00	
31/10/2014 202726	Ashdown Audio Visual	114.00	
31/10/2014 202727	Baker Tilly Tax & Accounting L	2,340.00	
31/10/2014 202728	Econowall Ltd	1,032.96	
31/10/2014 202729	Haven Security Ltd	204.00	
31/10/2014 202730	John Spicer	725.00	
31/10/2014 202731	Zurich Town and Parish Council	133.18	
31/10/2014 202732	Zurich Management Services	36.00	
31/10/2014 202733	Materials petty cash	395.04	
			<u>15,312.73</u>
			332,627.75
<u>Receipts not Banked/Cleared (Plus)</u>			
09/09/2014		137.00	
25/10/2014		19.00	
25/10/2014		-0.36	
29/10/2014		40.00	
30/10/2014		42.00	
31/10/2014		472.20	
31/10/2014		34.80	
31/10/2014		105.00	
31/10/2014		36.00	
31/10/2014		114.00	
31/10/2014		3,094.00	
			<u>4,093.64</u>
			336,721.39
	Balance per Cash Book is :-		336,721.39
	Difference is :-		0.00

Date: 07/11/2014

Seaford Town Council 2014/2015

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Cash Book 1

User : LC

Current/Deposit Account

For Month No : 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		462,163.66				462,163.66	
Banked on : 01/10/2014		38.00					
PDQ	PDQ	38.00		6.33	120	31.67	GOLF PDQ 01/10/2014
Banked on : 02/10/2014		54.00					
PDQ	PDQ	54.00		9.00	120	45.00	GOLF PDQ 02/10/2014
Banked on : 03/10/2014		118.35					
	Co-Op	118.35			1190 201	118.35	Bank Interest Oct 14
Banked on : 03/10/2014		23.40					
	Sales Recpts Page 780	23.40	23.40		101		Sales Recpts Page 780
Banked on : 03/10/2014		146.00					
PDQ	PDQ	146.00		24.33	120	121.67	GOLF PDQ 03/10/2014
Banked on : 04/10/2014		100.00					
PDQ	PDQ	100.00		16.67	120	83.33	GOLF PDQ 04/10/2014
Banked on : 05/10/2014		326.00					
PDQ	PDQ	326.00		54.33	120	271.67	GOLF PDQ 05/10/2014
Banked on : 06/10/2014		240.00					
	Sales Recpts Page 781	240.00	240.00		101		Sales Recpts Page 781
Banked on : 06/10/2014		79.67					
SEA008	Seaford Allotments	79.67			1050 125	79.67	Hire-a-loo
Banked on : 07/10/2014		20.00					
PDQ	PDQ	20.00		3.33	120	16.67	GOLF PDQ 07/10/2014
Banked on : 08/10/2014		200.00					
03317	Cllr Sarah McStravick	40.00			550	40.00	Mayors Lifeboat Trip x2
03315	Cllr Linda Lord	20.00			550	20.00	Mayor's Lifeboat Trip x 1
03306	Cllr Sylvia Dunn	120.00			550	120.00	Mayor's Lifeboat Trip x6
03313	Cllr Sylvia Dunn	20.00			550	20.00	Mayor's Lifeboat Trip x 1
Banked on : 08/10/2014		461.48					
	Sales Recpts Page 778	461.48	461.48		101		Sales Recpts Page 778
Banked on : 08/10/2014		150.00					
	Sales Recpts Page 784	150.00	150.00		101		Sales Recpts Page 784
Banked on : 10/10/2014		208.00					
PDQ	PDQ	208.00		34.67	120	173.33	GOLF PDQ 10/10/2014
Banked on : 11/10/2014		1,113.00					
PDQ	PDQ	1,113.00		185.50	120	927.50	GOLF PDQ 11/10/2014
Banked on : 12/10/2014		203.00					
PDQ	PDQ	203.00		33.83	120	169.17	GOLF PDQ 12/10/2014
Banked on : 13/10/2014		60.00					
PDQ	PDQ	60.00		10.00	120	50.00	GOLF PDQ 13/10/2014

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Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Banked on : 13/10/2014		2,264.00					
BANKING	GOLF BANKING	2,264.00		377.33	120	1,886.67	GOLF BANKING 01 - 13/10/2014
Banked on : 14/10/2014		40.00					
03318	Mrs Lucy Clark	20.00			550	20.00	Mayor's Lifeboat Trip x1
03325	Mrs Lucy Clark	20.00			550	20.00	Mayor's Lifeboat Trip
Banked on : 14/10/2014		1,022.45					
	Sales Recpts Page 779	1,022.45	1,022.45		101		Sales Recpts Page 779
Banked on : 14/10/2014		300.00					
PDQ	PDQ	300.00		50.00	120	250.00	GOLF PDQ 14/10/2014
Banked on : 14/10/2014		1,907.00					
BANKING	GOLF BANKING	1,907.00		317.83	120	1,589.17	GOLF BANKING 14 - 19/10/2014
Banked on : 14/10/2014		121,425.92					
BACS	HMRC	121,425.92			105	121,425.92	HMRC VAT
Banked on : 14/10/2014		10,404.00					
	Sales Recpts Page 783	10,404.00	10,404.00		101		Sales Recpts Page 783
Banked on : 16/10/2014		3,639.00					
03329	Zurich Municipal	3,639.00			1091 220	3,639.00	Crouch Roof Insurance Claim 14
Banked on : 16/10/2014		62.00					
PDQ	PDQ	62.00		10.33	120	51.67	GOLF PDQ 16/10/2014
Banked on : 17/10/2014		96.00					
PDQ	PDQ	96.00		16.00	120	80.00	GOLF PDQ 17/10/2014
Banked on : 18/10/2014		282.00					
PDQ	PDQ	282.00		47.00	120	235.00	GOLF PDQ 18/10/2014
Banked on : 19/10/2014		25.00					
PDQ	PDQ	25.00		4.17	120	20.83	GOLF PDQ 19/10/2014
Banked on : 20/10/2014		84.00					
PDQ	PDQ	84.00		14.00	120	70.00	GOLF PDQ 20/10/2014
Banked on : 21/10/2014		20.00					
PDQ	PDQ	20.00		3.33	120	16.67	GOLF PDQ 21/10/2014
Banked on : 21/10/2014		91.13					
	Sales Recpts Page 795	91.13	91.13		101		Sales Recpts Page 795
Banked on : 22/10/2014		75.00					
03330	Lorely Holt - Autism Sussex	30.00			1075 135	30.00	xmas magic stall x1
03331	Fiona Dubas - Fisher	45.00			1075 135	45.00	Xmas magic stall x1
Banked on : 22/10/2014		2,423.20					

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Sales Recpts Page 782	2,423.20	2,423.20		101		Sales Recpts Page 782
	Banked on : 22/10/2014	36.00					
PDQ	PDQ	36.00		6.00	120	30.00	GOLF PDQ 22/10/2014
	Banked on : 22/10/2014	608.57					
BACS	Seaford Community Cinema	608.57			1090 135	608.57	Lego Movie
	Banked on : 23/10/2014	14.00					
PDQ	PDQ	14.00		2.33	120	11.67	GOLF PDQ 23/10/2014
	Banked on : 24/10/2014	36.00					
PDQ	PDQ	36.00			120	36.00	GOLF PDQ 24/10/2014
	Banked on : 24/10/2014	660.00					
	Sales Recpts Page 796	660.00	660.00		101		Sales Recpts Page 796
	Banked on : 24/10/2014	-36.00					
PDQ	PDQ	-36.00			120	-36.00	PDQ - Error in Posting
	Banked on : 24/10/2014	36.00					
PDQ	PDQ	36.00		6.00	120	30.00	PDQ - 24/10/2014
	Banked on : 25/10/2014	295.00					
PDQ	PDQ	295.00		49.17	120	245.83	PDQ - 25/10/2014
	Banked on : 25/10/2014	19.00					
PDQ	PDQ	19.00		3.17	120	15.83	PDQ 25/10/2014 by Amex Card
	Banked on : 25/10/2014	-0.36					
PDQ	PDQ	-0.36		-0.06	120	-0.30	PDQ - 25/10/2014 (Amex fee)
	Banked on : 26/10/2014	50.00					
PDQ	PDQ	50.00		8.33	120	41.67	GOLF PDQ 26/10/2014
	Banked on : 27/10/2014	72.00					
PDQ	PDQ	72.00		12.00	120	60.00	GOLF PDQ 27/10/2014
	Banked on : 27/10/2014	50.00					
	Sales Recpts Page 797	50.00	50.00		101		Sales Recpts Page 797
	Banked on : 28/10/2014	247.83					
	Sales Recpts Page 785	247.83	247.83		101		Sales Recpts Page 785
	Banked on : 28/10/2014	315.00					
03338	Cindy Chin-Sang	45.00			1075 135	45.00	1 x Commer.xmas magic stall
03337	Mr Jurgen Muller	45.00			1075 135	45.00	1 x Commer. Xmas magic stall
03342	Mr Peter Blakey Novis	45.00			1075 135	45.00	1x Commer. Xmas magic stall
03335	Ms Anne Hamill	30.00			1075 135	30.00	1x Commer. Xmas magic stall
03343	Mr Neal Richardson	45.00			1075 135	45.00	1 x Commer. Xmas Magic Stall
03339	Mr Emma Holter	30.00			1075 135	30.00	1 x Commer. Xmas magic stall
03334	Mrs A J Connor	45.00			1075 135	45.00	1 x Comm. Xmas magic stall
03344	East Blatchington PC Church	30.00			1075 135	30.00	1x NFP Xmas magic stall

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 28/10/2014	26.00					
PDQ	PDQ	26.00		4.33	120	21.67	GOLF PDQ 28/10/2014
	Banked on : 28/10/2014	84.59					
	Sales Recpts Page 798	84.59	84.59		101		Sales Recpts Page 798
	Banked on : 29/10/2014	40.00					
PDQ	PDQ	40.00		6.67	120	33.33	GOLF PDQ 29/10/2014
	Banked on : 30/10/2014	42.00					
PDQ	PDQ	42.00		7.00	120	35.00	GOLF PDQ 30/10/2014
	Banked on : 31/10/2014	472.20					
	Sales Recpts Page 791	472.20	472.20		101		Sales Recpts Page 791
	Banked on : 31/10/2014	34.80					
	Sales Recpts Page 792	34.80	34.80		101		Sales Recpts Page 792
	Banked on : 31/10/2014	105.00					
03351	Mr Michael Murray	30.00			1075 135	30.00	1X NFP Xmas Magic Stall
03347	East Sussex WRAS	30.00			1075 135	30.00	1xNFP Xmas Magic Stall
03346	Ms Angela Eitel	45.00			1075 135	45.00	1xComm Xmas Stall
	Banked on : 31/10/2014	36.00					
	Sales Recpts Page 793	36.00	36.00		101		Sales Recpts Page 793
	Banked on : 31/10/2014	114.00					
PDQ	PDQ	114.00		19.00	120	95.00	GOLF PDQ 31/10/2014
	Banked on : 31/10/2014	3,094.00					
BANKING	BANKING	3,094.00		515.67	120	2,578.33	GOLF BANKING 20/10-31/10/2014
Total Receipts for Month		154,153.23	16,401.08	1,857.59		135,894.56	
Cash Book Totals		616,316.90	16,401.08	1,857.59		598,058.22	

Payments for Month 7

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
29/06/2014	Abstract Media Services Ltd	2013184	240.00	240.00		501		4863-1/4 page summer ad
11/09/2014	Express Drainage Ltd	202641	-90.00	-90.00		501		SALTS-Blocked Gully
26/09/2014	Puncture Kit - David Osbourne	202669	-190.00	-190.00		501		Muisc Performance 13/09/2014
01/10/2014	Lewes District Council	Std Ord	231.00			4051 113	231.00	Rates The Crypt Studio 2014/15
01/10/2014	Lewes District Council	Std Ord	61.00			4051 108	61.00	Rates High & Over 2013-14
01/10/2014	Lewes District Council	Std Ord	316.00			4051 113	316.00	Rates Gallery 2013-14
01/10/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rent - Beach Hut 60
01/10/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates Beach Hut 59
01/10/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 58
01/10/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 57
01/10/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 56
01/10/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 55
01/10/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 54
01/10/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 53
01/10/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 52
01/10/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 29
01/10/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 28
01/10/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 27
01/10/2014	Lewes District Council	Std Ord	59.00			4051 105	59.00	Rates - The Base
01/10/2014	Lewes District Council	Std Ord	57.00			4051 205	57.00	Rates - TIC
01/10/2014	Lewes District Council	Std Ord	976.00			4051 205	976.00	Rates - 37 Church Street
01/10/2014	South East Water	00841X	619.64	619.64		501		4848-GOLF 26/08-24/09/14
01/10/2014	Southern Electric	97431	92.62	92.62		501		4809-19/06/-08/09/14 Salts cri
03/10/2014	Avoncrop Amenity Products	202673	92.99	92.99		501		4830-Golf equipment
03/10/2014	Barnsley Lock & Safe Co Ltd	202674	49.68	49.68		501		4826- SALTS 4 X Abloy Keys
03/10/2014	J Cheesmur & Sons (Lewes) Ltd	202675	142,259.00	142,259.00		501		4825-Certificate 13
03/10/2014	Mr J R Corrigan	202676	4,500.00	4,500.00		501		4836-Interim Clerkship
03/10/2014	Water for work & Home Ltd	202677	38.24	38.24		501		4827-01/09-30/09/14Sanitatio
03/10/2014	House Martins	202678	1,480.00	1,480.00		501		4821 - Certificate 13
03/10/2014	Peter Mannington	202679	2,160.00	2,160.00		501		4832-5 days verti-drain contra

Payments for Month 7

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/10/2014	Trade UK	202680	136.99	136.99		501		4831-Terrier Work Trousers
03/10/2014	John Spicer	202681	635.00	635.00		501		4835-SEAFRONT Labour Sept 14
03/10/2014	Tacit	202682	330.60	330.60		501		4833-Drag Mat & Hole, trim scis
03/10/2014	Philip Thatcher	202683	40.00	40.00		501		4823-BASE cleaning 29/09/2014
03/10/2014	British Gas Business	000000	291.52	291.52		501		4816 - 12/06 - 10/09/14 Crypt
03/10/2014	Peter White	202684	65.00			4188 210	65.00	Dry cleaning of uniform
08/10/2014	UK Fuels	46242	149.10	149.10		501		4834-unlead, diesel&guard sept
08/10/2014	Talk Talk Business	470/882	91.13	91.13		501		4793-TIC telep 01/09- 30/09/14
09/10/2014	East Sussex County Council	202686	22,797.13	22,797.13		501		4838-Legal fees-Signs,S/Down
09/10/2014	East Sussex County Council	202687	25.00			4273 135	25.00	Licence-Elec.for xmas lights14
09/10/2014	Newhaven RNLI	202685	120.00			550	120.00	Donations-Mayors Lifeboat Trip
10/10/2014	Matt Bode	202688	100.00	100.00		501		4850-x2 Photo of mayor & Cllr
10/10/2014	Cleare HR Consulting Ltd	202689	1,308.00	1,308.00		501		4858-HR Services
10/10/2014	Countrymans Contractors Ltd	202690	540.00	540.00		501		4852-Golf Hedge Cutting
10/10/2014	CPL Petroleum	202691	705.60	705.60		501		4851-Gasoil/Red Diesel
10/10/2014	Europlants Ltd	202692	528.00	528.00		501		4846-Winter plants 2014
10/10/2014	Hire-a-Loo	202693	92.52	92.52		501		4844-Chem.toilet 01/9-30/09/14
10/10/2014	ILSH MEDIA LTD	202694	174.00	174.00		501		4857-Business Manager Advert
10/10/2014	Mr P S Kennard	202695	144.00	144.00		501		4843-12.09.2014 window cleanin
10/10/2014	Peacehaven Framing Service	202696	92.35	92.35		501		4839-Mount & Frame-2XMayor Pho
10/10/2014	Office Depot UK Ltd	202697	64.00	64.00		501		4847-Stationery Order
10/10/2014	PKF Little John	202698	2,400.00	2,400.00		501		4853-External Audit A/Return
10/10/2014	J K Pope & Sons Ltd	202699	250.20	250.20		501		4849-CROUCH-spinkler bowling
10/10/2014	Seaford Head Golf Club	202700	123.75	123.75		501		4840-3xSubscriptions
10/10/2014	S.J.R Hydraulic Hose Ltd	202701	48.73	48.73		501		4856-Hydraulics oil & Ferrule
10/10/2014	Sundown Screens	202702	1,560.00	1,560.00		501		4855-Movie Screen 13/09/2014
10/10/2014	Citizens Advice Bureau	202706	5,086.00			4401 215	5,086.00	Grant awarded 14-15
10/10/2014	East Sussex Prayer Breakfast	202704	14.50			4181 210	14.50	Mayoral Event 24/10/2014

Date: 07/11/2014

Seaford Town Council 2014/2015

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Cash Book 1

User : LC

Current/Deposit Account

For Month No : 7

Payments for Month 7						Nominal Ledger		
Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
10/10/2014	RBL Poppy Appeal	202703	52.50			4181 210	52.50	Poppy Wreaths for 2014
10/10/2014	Barclaycard	78590	96.29	96.29		501		4845-PDQ 01/09-30/09/14
13/10/2014	PWLB	DD	9,044.35			4301 205	9,044.35	CHURCH STREET PWLB OCT 14
15/10/2014	John Shaw (Machinery) Ltd	202707	36,252.00	36,252.00		501		4861-Toro Greensmaster Mower
15/10/2014	Southern Water	600017	101.01	101.01		501		4822- Golf 21/6-28/07/14
15/10/2014	02 (UK) Ltd	725/001	19.78	19.78		501		4824-Golf Mobile Sept 14
15/10/2014	Co-Operative Bank	DIR FEES	45.66	45.66		501		4860-FD on-line 01/09-30/09/14
16/10/2014	Mark Brown	202709	33.75			4013 210	33.75	Travel expenses - Training
22/10/2014	EDF Energy	00000	382.85	382.85		501		4854-01/07/14-30/09/2014
22/10/2014	Talk Talk Business	98/882	203.93	203.93		501		4880 - 01/10-31/10/14
23/10/2014	Materials petty cash	202705	169.39			201	169.39	Float Replenishment
24/10/2014	Avoncrop Amenily Products	202710	1,074.74	1,074.74		501		4876-Redhill 28 Sand
24/10/2014	Mr J R Corrigan	202711	4,749.99	4,749.99		501		4868-Re-imburement for laptop
24/10/2014	East Sussex County Council	202712	228.00	228.00		501		4869-2 x Adverts on Access Web
24/10/2014	Express Drainage Ltd	202713	90.00	90.00		501		4865-SALTS - Blocked Gully
24/10/2014	G W Ironworks Ltd	202714	321.60	321.60		501		4862-Hope gap repair/handrails
24/10/2014	C.McCormick	202715	120.00	120.00		501		4875-War Memorial - Tree Works
24/10/2014	Police & Crime Commissioner fo	202716	7,500.00	7,500.00		501		4873-Rent 01/10/14-31/3/15
24/10/2014	Mr David Osborne	202717	190.00	190.00		501		4867-Music perfor.13/9/14
24/10/2014	Trade UK	202718	318.03	318.03		501		4878-Equipment
24/10/2014	Smith of Derby Ltd	202719	432.00	432.00		501		4874-Rotary Centenary Clock Sc
24/10/2014	Tanleys Printers Ltd	202720	237.60	237.60		501		4872-Purchase order books
24/10/2014	Post Office Ltd	202725	3,006.84			515	3,006.84	PAYE OCT 14
24/10/2014	East Sussex Pension Fund	202724	2,494.48			517	2,494.48	Pension Contributions - Oct 14
24/10/2014	Peter Novis 'Reds light bites'	202723	130.00			4009 201	130.00	T/Clerk Interview- Buffet 28/10
24/10/2014	The Royal Society of St.George	202722	48.00			4181 210	48.00	Trafalgar Day Dinner x2-13/10
24/10/2014	Lewes District Council	202721	100.00			4114 102	100.00	Alcohol License For Golf Club
24/10/2014	Fraser Morley	BACS	3,367.00	3,367.00		501		4882-Retainer - Oct

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Cash Book 1

User : LC

Current/Deposit Account

For Month No : 7

Payments for Month 7

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
								2014
24/10/2014	Seaford Town Council	SALARIES	11,972.47			516	11,972.47	Salaries Oct 14
31/10/2014	Ashdown Audio Visual	202726	114.00	114.00		501		4888-Inspect. of hearing loop
31/10/2014	Baker Tilly Tax & Accounting L	202727	2,340.00	2,340.00		501		4886-VAT planning & advice
31/10/2014	Econowall Ltd	202728	1,032.96	1,032.96		501		4887-Wall Panels & 12W inserts
31/10/2014	Haven Security Ltd	202729	204.00	204.00		501		4884-CCTV Monitor install
31/10/2014	John Spicer	202730	725.00	725.00		501		4881-Labour Oct 14
31/10/2014	Zurich Town and Parish Council	202731	133.18	133.18		501		4883-Inspection Contract
31/10/2014	Zurich Management Services	202732	36.00	36.00		501		4885-LCAS Seminar 23/9/14
31/10/2014	Materials petty cash	202733	395.04			201	395.04	Materials Float - Oct 14
31/10/2014	Kent County Council (KCS)	51636	715.78	715.78		501		4807-01/04-30/06/14 Copier
	Total Payments for Month		279,595.51	244,886.19	0.00		34,709.32	
	Balance Carried Fwd		336,721.38					
	Cash Book Totals		<u>616,316.90</u>	<u>244,886.19</u>	<u>0.00</u>		<u>371,430.70</u>	

Bank Reconciliation Statement as at: 30/11/2014 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	28/11/2014	331	599,685.18
			<u>599,685.18</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
09/09/2014 Petty Cash	Petty Cash		137.00
09/10/2014 202687	East Sussex County Council		25.00
09/10/2014 202685	Newhaven RNLI		120.00
01/10/2014 DD	South East Water		-619.64
07/11/2014 202740	SCATS		-887.64
21/11/2014 202753	Hire-a-Loo		95.60
21/11/2014 202756	Newsquest (Sussex) Ltd		360.00
21/11/2014 202762	Robert Ward		4,280.60
21/11/2014 202763	Mark Brown		22.00
21/11/2014 202764	Guild of Mace-Bearers		25.00
26/11/2014 202765	Post Office Ltd		3,689.05
26/11/2014 202766	East Sussex Pension Fund		2,959.35
			<u>10,206.32</u>
			589,478.86
<u>Receipts not Banked/Cleared (Plus)</u>			
09/09/2014			137.00
27/11/2014			787.46
27/11/2014			27.50
27/11/2014			26.00
28/11/2014			0.40
28/11/2014			100.60
28/11/2014			36.00
29/11/2014			88.00
30/11/2014			163.00
30/11/2014			3,740.00
			<u>5,105.96</u>
			594,584.82
			Balance per Cash Book is :-
			594,584.81
			Difference is :-
			0.00

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Seaford Town Council 2014/2015

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Cash Book 1

User : LC

Current/Deposit Account

For Month No : 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		336,721.38					336,721.38	
Banked on : 01/11/2014		364.00						
PDQ	GOLF PDQ	364.00		60.67	120		303.33	GOLF PDQ 01/11/2014
Banked on : 01/11/2014		1,436.00						
BANKING	GOLF BANKING	1,436.00		239.33	120		1,196.67	GOLF BANKING 1/11 - 09/11/1
Banked on : 02/11/2014		126.00						
PDQ	GOLF PDQ	126.00		21.00	120		105.00	GOLF PDQ 02/11/2014
Banked on : 04/11/2014		40.00						
PDQ	GOLF PDQ	40.00		6.67	120		33.33	GOLF PDQ 04/11/2014
Banked on : 04/11/2014		186.00						
	Sales Recpts Page 803	186.00	186.00		101			Sales Recpts Page 803
Banked on : 04/11/2014		30.00						
03353	Mrs Sue Phillips	30.00			1075	135	30.00	1 x NFP Xmas Magic Stall
Banked on : 05/11/2014		86.20						
Co-op	Co-op	86.20			1190	201	86.20	Bank Interest - Nov 14
Banked on : 06/11/2014		102.00						
PDQ	GOLF PDQ	102.00		17.00	120		85.00	GOLF PDQ 06/11/2014
Banked on : 08/11/2014		59.00						
PDQ	GOLF PDQ	59.00		9.83	120		49.17	GOLF PDQ 08/11/2014
Banked on : 09/11/2014		94.00						
PDQ	GOLF PDQ	94.00		15.67	120		78.33	GOLF PDQ 09/11/2014
Banked on : 10/11/2014		32.00						
PDQ	GOLF PDQ	32.00		5.33	120		26.67	GOLF PDQ 10/11/2014
Banked on : 11/11/2014		6,431.14						
	Sales Recpts Page 800	6,431.14	6,431.14		101			Sales Recpts Page 800
Banked on : 11/11/2014		120.00						
03362	Kelly Evans	45.00			1075	135	45.00	1 x Comm. Xmas Magic Stall
03358	Dr Martin Fruin	45.00			1075	135	45.00	1 x Comm. Xmas Magic Stall
03363	Mercread Youth Club	30.00			1075	135	30.00	1 x NFP Xmas Magic Stall
Banked on : 11/11/2014		550.00						
	Sales Recpts Page 807	550.00	550.00		101			Sales Recpts Page 807
Banked on : 11/11/2014		88.00						
PDQ	GOLF PDQ	88.00		14.67	120		73.33	GOLF PDQ 11/11/2014
Banked on : 12/11/2014		431.60						
	Sales Recpts Page 805	431.60	431.60		101			Sales Recpts Page 805
Banked on : 12/11/2014		60.00						
03374	Ms Fiona De Lima	30.00			1075	135	30.00	1 x NFP Xmas Magic Stall
03371	Waves	30.00			1075	135	30.00	1 x NFP Xmas Magic Stall

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Cash Book 1

User : LC

Current/Deposit Account

For Month No : 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 12/11/2014	700.00					
03373	Waves	700.00			550	700.00	WW1 Tea party & Concert Donati
	Banked on : 13/11/2014	50.00					
PDQ	GOLF PDQ	50.00		8.33	120	41.67	GOLF PDQ 13/11/2014
	Banked on : 14/11/2014	20.00					
PDQ	GOLF PDQ	20.00		3.33	120	16.67	GOLF PDQ 14/11/2014
	Banked on : 15/11/2014	126.00					
PDQ	GOLF PDQ	126.00		21.00	120	105.00	GOLF PDQ 15/11/2014
	Banked on : 16/11/2014	118.00					
PDQ	GOLF PDQ	118.00		19.67	120	98.33	GOLF PDQ 16/11/2014
	Banked on : 16/11/2014	574.00					
BANKING	GOLF BANKING	574.00		95.67	120	478.33	GOLF BANKING 16/11/2014
	Banked on : 17/11/2014	36.00					
	Sales Recpts Page 808	36.00	36.00		101		Sales Recpts Page 808
	Banked on : 18/11/2014	221.45					
	Sales Recpts Page 801	221.45	221.45		101		Sales Recpts Page 801
	Banked on : 18/11/2014	120.00					
03384	Mrs Christina Latham	45.00			1075 135	45.00	1 x Comm.Xmas Magic Stall
03380	Sam Baker	45.00			1075 135	45.00	1 x Comm. Xmas Magic Stall
03381	Seaford Bonfire Society	30.00			1075 135	30.00	1 x NFP Xmas Magic Stall
	Banked on : 18/11/2014	10.00					
PDQ	GOLF PDQ	10.00		1.67	120	8.33	GOLF PDQ 18/11/2014
	Banked on : 19/11/2014	40.00					
PDQ	GOLF PDQ	40.00		6.67	120	33.33	GOLF PDQ 19/11/2014
	Banked on : 20/11/2014	40.00					
PDQ	GOLF PDQ	40.00		6.67	120	33.33	GOLF PDQ 20/11/2014
	Banked on : 21/11/2014	68.00					
PDQ	GOLF PDQ	68.00		11.33	120	56.67	GOLF PDQ 21/11/2014
	Banked on : 21/11/2014	132.00					
	Sales Recpts Page 812	132.00	132.00		101		Sales Recpts Page 812
	Banked on : 22/11/2014	104.00					
PDQ	GOLF PDQ	104.00		17.33	120	86.67	GOLF PDQ 22/11/2014
	Banked on : 23/11/2014	71.00					
PDQ	GOLF PDQ	71.00		11.83	120	59.17	GOLF PDQ 23/11/2014
	Banked on : 24/11/2014	42.00					
PDQ	GOLF PDQ	42.00		7.00	120	35.00	GOLF PDQ 24/11/2014

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Seaford Town Council 2014/2015

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Cash Book 1

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Current/Deposit Account

For Month No : 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Banked on : 25/11/2014		184.88					
	Sales Recpts Page 806	184.88	184.88		101		Sales Recpts Page 806
Banked on : 25/11/2014		285.00					
03388	Daisy Payne	45.00			1075 135	45.00	1 x Comm.Xmas Magic Stall
03389	Seaford Baptist Church	30.00			1075 135	30.00	1 x NFP Xmas Magic Stall
03390	Dominic Smith	45.00			1075 135	45.00	1 X Comm. Xmas Magic Stall
03394	Mrs Jane Polling	45.00			1075 135	45.00	1 x Comm.Xmas Magic Stall
03386	Crosby's Menswear	20.00			1065 135	20.00	Donation for Christmas Lights
03391	Harri Nats	100.00			1065 135	100.00	Donation of Christmas Lights
Banked on : 25/11/2014		50.00					
	Sales Recpts Page 811	50.00	50.00		101		Sales Recpts Page 811
Banked on : 26/11/2014		400,000.00					
BACS	Public Works Loan Board	400,000.00			1304 102	400,000.00	Loan 3 Golf Club Hse Construc
Banked on : 27/11/2014		787.46					
03402	M&Co Seaford	371.96			550	371.96	Proceeds from Fashion Show
03396	Daniel Norris	45.00			1075 135	45.00	Commercial Stall x 1
03397	Lorraine Young	45.00			1075 135	45.00	Xmas Commercial Stall x 1
03403	M&Co Seaford	228.00			550	228.00	Proceeds from Fashion Show
03400	Rosemary Drysdale	97.50			520	97.50	Drysdale - 14-20 Aug 2015
Banked on : 27/11/2014		27.50					
	Sales Recpts Page 810	27.50	27.50		101		Sales Recpts Page 810
Banked on : 27/11/2014		26.00					
PDQ	GOLF PDQ	26.00		4.33	120	21.67	GOLF PDQ 27/11/2014
Banked on : 28/11/2014		0.40					
03404	Linda Wallraven	0.40		0.07	1059 201	0.33	Photocopying
Banked on : 28/11/2014		100.60					
	Sales Recpts Page 809	100.60	100.60		101		Sales Recpts Page 809
Banked on : 28/11/2014		36.00					
PDQ	GOLF PDQ	36.00		6.00	120	30.00	GOLF PDQ 28/11/2014
Banked on : 28/11/2014		29.12					
	Sales Recpts Page 813	29.12	29.12		101		Sales Recpts Page 813
Banked on : 29/11/2014		88.00					
PDQ	GOLF PDQ	88.00		14.67	120	73.33	GOLF PDQ 29/11/2014
Banked on : 30/11/2014		163.00					
PDQ	GOLF PDQ	163.00		27.17	120	135.83	GOLF PDQ 30/11/2014
Banked on : 30/11/2014		3,740.00					
BANKING	GOLF BANKING	3,740.00		623.33	120	3,116.67	GOLF BANKING 17-30/11/2014

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Seaford Town Council 2014/2015

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Cash Book 1

User : LC

Current/Deposit Account

For Month No : 8

Total Receipts for Month	418,226.35	8,380.29	1,276.24	408,569.82
Cash Book Totals	<u>754,947.74</u>	<u>8,380.29</u>	<u>1,276.24</u>	<u>745,291.20</u>

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Seaford Town Council 2014/2015

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Cash Book 1

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Current/Deposit Account

For Month No : 8

Payments for Month 8

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/10/2014	South East Water	DD	-619.64	-619.64		501		Supply Water 26/8-24/09
10/10/2014	Clare HR Consulting Ltd	202689X	-1,308.00	-1,308.00		501		HR Services
01/11/2014	Lewes District Council	Std Ord	231.00			4051 113	231.00	Rates The Crypt Studio 2014/15
01/11/2014	Lewes District Council	Std Ord	61.00			4051 108	61.00	Rates High & Over 2013-14
01/11/2014	Lewes District Council	Std Ord	316.00			4051 113	316.00	Rates Gallery 2013-14
01/11/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rent - Beach Hut 60
01/11/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates Beach Hut 59
01/11/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 58
01/11/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 57
01/11/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 56
01/11/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 55
01/11/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 54
01/11/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 53
01/11/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 52
01/11/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 29
01/11/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 28
01/11/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 27
01/11/2014	Lewes District Council	Std Ord	59.00			4051 105	59.00	Rates - The Base
01/11/2014	Lewes District Council	Std Ord	57.00			4051 205	57.00	Rates - TIC
01/11/2014	Lewes District Council	Std Ord	976.00			4051 205	976.00	Rates - 37 Church Street
03/11/2014	South East Water	200841X	931.94	931.94		501		4953-Supply 26/8 - 24/9
05/11/2014	UK Fuels	46242	153.60	153.60		501		4912-Disl,unlead & card Oct 14
05/11/2014	Talk Talk Business	470/882	84.59	84.59		501		4859-TIC tele 01/10-31/10/2014
07/11/2014	J Cheesmur & Sons (Lewes) Ltd	202734	96,685.02	96,685.02		501		4879-Payment cert 14
07/11/2014	Water for work & Home Ltd	202735	10.20	10.20		501		4892-Bottled Water 01/10-31/10
07/11/2014	Furniture@Work Ltd	202736	498.00	498.00		501		4889-Desk & Draw Set
07/11/2014	John Shaw (Machinery) Ltd	202737	159.26	159.26		501		4894-Titan Solid Tine
07/11/2014	Office Depot UK Ltd	202738	155.50	155.50		501		4899-Stationery Order
07/11/2014	Chris Rolley Associates	202739	1,476.00	1,476.00		501		4901-Assist. Town Clerk Recrui
07/11/2014	Scats Countrystores	202740	887.64	887.64		501		4898-Electric

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Seaford Town Council 2014/2015

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Cash Book 1

User : LC

Current/Deposit Account

For Month No : 8

Payments for Month 8

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
07/11/2014	SCATS	202740	-887.64	-887.64		501		fencing & Signs Electric Fencing
10/11/2014	Barclaycard	578590	97.66	97.66		501		4908-PDQ Chrg 01/10- 31/10/14
12/11/2014	Petty Cash	Transfer	80.00			201	80.00	Petty Cash Top Up
14/11/2014	Avoncrop Amenity Products	202741	241.00	241.00		501		4914-Bar 50 & Bar Grass Seed
14/11/2014	Ernest Doe & Sons Ltd	202742	200.27	200.27		501		4913- Equipment/clothing
14/11/2014	Godfreys (Sevenoaks) Ltd	202743	1,188.94	1,188.94		501		4915-Blade & 80 Grit
14/11/2014	Mr P S Kennard	202744	144.00	144.00		501		4904-Window cleaning 28/10/14
14/11/2014	Materialise Interiors Ltd	202745	17,098.80	17,098.80		501		4903-50% deposit - club furnti
14/11/2014	Sussex Print Services	202746	599.00	599.00		501		4911-Autumn Newsletter
14/11/2014	Mr J R Corrigan	202747	4,500.00	4,500.00		501		4940-Interim Town Clerk Salary
14/11/2014	02 (UK) Ltd	725/001	9.79	9.79		501		4893-Golf Mobile 01/10-31/10
17/11/2014	Southern Water	00017	267.52	267.52		501		4896-Golf Water 22/7 - 26/8/14
17/11/2014	Co-Operative Bank	DIR FEES	34.54	34.54		501		4907-FD on-line 01/10-31/10/14
18/11/2014	Information Commisioners Offic	Z2414018	35.00	35.00		501		4974-Data Protection Reg 14/15
19/11/2014	Talk Talk Business	098/882	209.86	209.86		501		4927-Office Tele01/10-01/11/14
21/11/2014	Cleare HR Consulting Ltd	202748	1,308.00	1,308.00		501		4942-HR Services
21/11/2014	Club Systems International Ltd	202749	750.00	750.00		501		4944-Manag. hosting & support
21/11/2014	CPL Petroleum	202750	695.63	695.63		501		4934-Gasoil 5/11/14
21/11/2014	Furniture@Work Ltd	202751	67.20	67.20		501		4923 - Metric locker -Ben King
21/11/2014	Godfreys (Sevenoaks) Ltd	202752	542.46	542.46		501		4938-Pressure Washer
21/11/2014	Hire-a-Loo	202753	95.60	95.60		501		4947-Chem. Toilet 01/10-31/10
21/11/2014	IGF Invoice Finance Ltd	202754	300.00	300.00		501		4948-1/4 page Advert
21/11/2014	Lewes District Council	202755	813.70	813.70		501		4943- Dog bin 01/11 -30/11/14
21/11/2014	Newsquest (Sussex) Ltd	202756	360.00	360.00		501		4945-Ad Membership Golf
21/11/2014	PPL	202757	60.42	60.42		501		4924-PPL licence- xmas magic
21/11/2014	Performing Right Society Ltd	202758	59.38	59.38		501		4925-PRS Licence- Xmas Magic
21/11/2014	R & S Motors	202759	900.20	900.20		501		4932- Insurance claim Mazda
21/11/2014	Trade UK	202760	102.71	102.71		501		4936-Equipment
21/11/2014	Tanleys Printers Ltd	202761	147.60	147.60		501		4931- Membership

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Seaford Town Council 2014/2015

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User : LC

Current/Deposit Account

For Month No : 8

Payments for Month 8

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
21/11/2014	Robert Ward	202762	4,280.60	4,280.60		501		forms 2015 4929-Cleaning-Feb-June 14
21/11/2014	Mark Brown	202763	22.00			4014 210	6.30	Taxi & Mileage
						4181 210	15.70	Taxi & Mileage
21/11/2014	Guild of Mace-Bearers	202764	25.00			4188 210	25.00	Annual Subscription 2015
24/11/2014	Friday Ad Ltd	Debit Card	186.00	186.00		501		4979 - Public Notice Advert
25/11/2014	Fraser Morley	BACS	3,367.00	3,367.00		501		4946-Golf Retainer Nov 14
25/11/2014	The Co-operative Bank	BACS	14,172.31			516	14,172.31	November Salaries
26/11/2014	Post Office Ltd	202765	3,689.05			515	3,689.05	HMRC PAYE - NOV 14
26/11/2014	East Sussex Pension Fund	202766	2,959.35			517	2,959.35	Pension Contribution - NOV 14
26/11/2014	Total Gas & Power	1026869	64.45	64.45		501		4910-Golf Gas 31/7-31/10/14
26/11/2014	PWLB	BACS	140.00			4156 102	140.00	Transaction Charge for Loan
28/11/2014	Kent County Council (KCS)	C283743-	369.41	369.41		501		4890 - Rental 1/9 - 30/11/14
Total Payments for Month			160,362.92	137,323.21	0.00		23,039.71	
Balance Carried Fwd			594,584.82					
Cash Book Totals			754,947.74	137,323.21	0.00		617,624.52	



Seaford Town Council

Report 179/14

Agenda Item No: 4 (b)
Committee: Finance & General Purposes
Date: 18 December 2014
Title: Finance Report
By: Lucy Clark, Support Services Manager
Purpose of Report: Inform Members of Income and Expenditure for the period 1 April 2014 to 30 November 2014 compared to projected annual budget.

Recommendations

You are recommended:

1. To approve the report.
-

1. Information

- 1.1 Attached at Appendix A are the statements detailing income and expenditure for the period 1 April 2014 to 30 November 2014 compared to the projected annual budget.
- 1.2 Overall the budget % for the period is broadly in line with the projected annual budget.
- 1.3 Variances not previously reported may be explained as:
 - a) 4052 / Water & Sewerage – these costs are lower than predicted due to invoices not being received and a lower than predicted spend for the golf course.
 - b) 4059 / Church Street Service Charges – Seaford Town Council has not yet been invoiced for these charges.
 - c) 4111 / Office Equipment New – there is an overspend showing in this account due to the payment for new office screens as a result of the office move and a laptop which was required for the new club house.
 - d) 4114 / Licence Fee – there is an overspend showing on this account due to the required alcohol license fee that was required for the new Club House.

- e) 4190 / Election Costs – there is an overspend showing on this account due to the costs of the two elections held in March 2014 for Seaford North Ward and Seaford East Ward.
- f) 4261 / Grounds Maintenance Non Contract – there is an overspend showing on this account due to the works for Splash Point. Half the repair works have been reimbursed by LDC and the remaining has been taken from General Reserves as per Council resolution.
- g) 4275 / Building Maintenance – there is an overspend showing on this account which is offset by the income code.
- h) 4281 / Christmas Event Expenses - there is an overspend showing on this account which is offset by the income code.
- i) 4405 / Grants in Kind – there is an overspend showing on this account which is currently being investigated.

2. Financial Appraisal

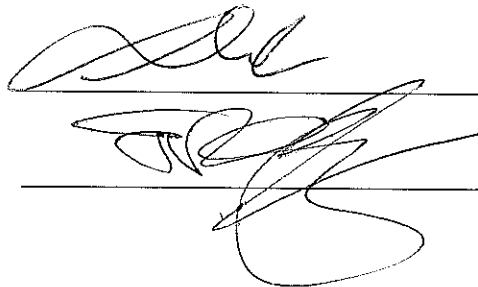
The financial implications of this report are detailed in Section 1 of the report.

3. Contact Officer

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

Support Services Manager

Interim Town Clerk



Detailed Income & Expenditure by Account 01/12/2014

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Expenditure Detail						
4000 Salaries & Wages	157,516	237,426	79,910		79,910	66.3 %
4001 Employers NI	11,722	19,659	7,937		7,937	59.6 %
4002 Employers Superannuation	20,153	36,803	16,650		16,650	54.8 %
4009 Recruitment Costs	4,024	2,000	-2,024		-2,024	201.2 %
4010 Staff Training	6,971	7,000	29		29	99.6 %
4011 Staff Protective Clothing	867	1,000	133		133	86.7 %
4012 Staff Expenses	253	500	248		248	50.5 %
4013 Members Expenses	47	150	103		103	31.1 %
4014 Member Training	408	1,500	1,092		1,092	27.2 %
4015 Office Refreshments	151	0	-151		-151	0.0 %
4041 Golf Professional Retainer	26,936	41,006	14,070		14,070	65.7 %
4045 Golf Course Player Costs	-250	2,350	2,600		2,600	-10.6 %
4046 Golf Club Membership Fees	19,133	0	-19,133		-19,133	0.0 %
4050 Rent payable	15,000	17,500	2,500		2,500	85.7 %
4051 Rates	19,020	20,730	1,710		1,710	91.7 %
4052 Water & Sewerage	3,753	16,459	12,706		12,706	22.8 %
4055 Electricity	11,150	14,421	3,271		3,271	77.3 %
4056 Gas	1,011	5,744	4,733		4,733	17.6 %
4059 Church Street Service Charges	0	8,500	8,500		8,500	0.0 %
4060 Refuse	224	320	96		96	70.1 %
4100 Telecommunications	2,193	5,250	3,057		3,057	41.8 %
4105 Postage	1,515	2,705	1,190		1,190	56.0 %
4106 Stationery	1,506	2,750	1,244		1,244	54.8 %
4107 Photocopier	1,791	2,300	509		509	77.9 %
4110 Advertising & Publicity	3,290	4,500	1,210		1,210	73.1 %
4111 Office Equipment New	1,964	1,500	-464		-464	130.9 %
4112 Subscriptions	3,741	4,442	701		701	84.2 %
4113 Software Support	961	3,830	2,869		2,869	25.1 %
4114 Licence Fee	231	110	-121		-121	210.0 %
4115 Insurance	24,908	28,363	3,455		3,455	87.8 %
4116 Web Site	108	1,800	1,693		1,693	6.0 %
4155 Professional Fees	79,518	12,000	-67,518		-67,518	662.7 %
4156 Bank Charges	1,307	2,257	950		950	57.9 %
4157 Audit Fees	400	3,900	3,500		3,500	10.3 %
4180 Room Hire	82	0	-82		-82	0.0 %
4181 Civic - Mayors Allowance	575	1,500	925		925	38.4 %
4182 Catering & Hospitality	50	850	800		800	5.9 %
4183 Civic - Awards	605	2,000	1,395		1,395	30.3 %
4184 Civic - other	288	450	162		162	64.1 %
4185 Fun Day & Tourney	880	450	-430		-430	195.6 %

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4188 Town Crier Expenses	125	125	0	0	0	100.0 %
4189 Young Mayor	2	500	498	498	498	0.5 %
4190 Election Costs	10,042	9,000	-1,042	-1,042	-1,042	111.6 %
4195 Community Services Events Exp	1,172	200	-972	-972	-972	586.1 %
4199 Other Expenditure	730	1,917	1,187	1,187	1,187	38.1 %
4201 Cleaning	4,328	5,276	948	948	948	82.0 %
4251 Dog Bin Emptying	6,103	7,597	1,494	1,494	1,494	80.3 %
4253 Shelters	960	1,848	888	888	888	51.9 %
4260 Grounds Maintenance Contract	68,763	172,612	103,849	103,849	103,849	39.8 %
4261 Grounds Maint non contract	54,459	45,839	-8,620	-8,620	-8,620	118.8 %
4262 Tree Warden Expenses	855	2,310	1,455	1,455	1,455	37.0 %
4263 Bus Shelter Maintenance/Clean	144	750	606	606	606	19.2 %
4270 Vehicles & Equipment Maint	9,893	15,506	5,613	5,613	5,613	63.8 %
4271 Vehicle & Equipment Lease	20,996	20,996	0	0	0	100.0 %
4272 Equipment Purchase	30,210	20,000	-10,210	-10,210	-10,210	151.0 %
4273 Christmas Lights	2,574	13,000	10,426	10,426	10,426	19.8 %
4274 Projects Expenditure	246	35,000	34,754	34,754	34,754	0.7 %
4275 Building Maintenance	10,988	6,500	-4,488	-4,488	-4,488	169.0 %
4276 CCTV	8,466	9,285	819	819	819	91.2 %
4277 New Golf Club House	896,857	0	-896,857	-896,857	-896,857	0.0 %
4278 Golf Club Fittings & Utensils	29,310	0	-29,310	-29,310	-29,310	0.0 %
4281 Christmas Event Expenses	201	0	-201	-201	-201	0.0 %
4290 Pysical Activity Proj Expenses	3,820	8,000	4,180	4,180	4,180	47.8 %
4301 Public Works Loan Payment	47,721	108,889	61,168	61,168	61,168	43.8 %
4401 Grants	23,389	29,750	6,361	6,361	6,361	78.6 %
4402 Seaford in Bloom	7,802	0	-7,802	-7,802	-7,802	0.0 %
4405 Grants in Kind	2,847	2,200	-647	-647	-647	129.4 %
4410 Swimming Pool	0	10,000	10,000	10,000	10,000	0.0 %
4500 Nature Reserve Expenses	8,483	10,500	2,017	2,017	2,017	80.8 %
Total OverHead	1,675,487	1,051,625	-623,862	0	-623,862	159.3 %
<u>Income Detail</u>						
1000 Golf Course Season Ticket	153,249	194,615	-41,366			78.7 %
1001 Golf Course Green Fees M-F	37,848	53,352	-15,504			70.9 %
1002 Golf Course Green Fees web/h	29,418	44,883	-15,465			65.5 %
1003 Golf Course Specials	23,290	40,500	-17,210			57.5 %
1004 Golf Course Locker	0	3,500	-3,500			0.0 %
1005 Golf Course Credit Card Charge	121	160	-39			75.6 %
1007 Golf Course Air Traffic	3,750	5,130	-1,380			73.1 %
1011 Income Filming	458	0	458			0.0 %
1050 Income Rent	45,944	27,204	18,740			168.9 %

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1051 Income Insurance Recharge	2,157	2,880	-723			74.9 %
1053 Income Grants	12,554	6,534	6,020			192.1 %
1054 Income Other	2,540	8,992	-6,452			28.2 %
1056 Income Fun Day & Tourney	430	0	430			0.0 %
1057 Income Electricity Recharge	3,724	2,345	1,379			158.8 %
1058 Income Water Recharge	952	2,041	-1,089			46.6 %
1059 Income Photocopying	8	25	-17			32.6 %
1060 Beach Huts Site Licence	14,905	14,880	25			100.2 %
1061 Beach Hut Annual Rent	11,430	11,430	0			100.0 %
1062 Income Telephone Recharge	519	858	-339			60.5 %
1063 Income Gas Recharged	-697	0	-697			0.0 %
1065 Income Xmas Lights	120	500	-380			24.0 %
1066 Income Concession	61,425	59,425	2,000			103.4 %
1070 Income Community Serv Events	1,095	0	1,095			0.0 %
1071 Income Base Rent	1,189	300	889			396.4 %
1072 Income Tree Wardens	315	0	315			0.0 %
1075 Income Christmas Event	2,027	400	1,627			506.7 %
1090 Income Physical Activity Proj	1,309	0	1,309			0.0 %
1091 Income Building Maintenance	5,472	0	5,472			0.0 %
1092 Income Grnds Maint Non Contrat	8,670	0	8,670			0.0 %
1100 Income Advertising	0	2,000	-2,000			0.0 %
1176 Precept	516,194	557,502	-41,308			92.6 %
1177 Council Tax Support Grant	41,308	0	41,308			0.0 %
1190 Interest Received	947	2,500	-1,553			37.9 %
1200 Income Nature Reserve	4,779	2,000	2,779			239.0 %
1304 PWLB - New Club House	810,000	0	810,000			0.0 %
Total Income	1,797,449	1,043,956	753,493			172.2 %
Total Expenditure	1,675,487	1,051,625	-623,862	0	-623,862	159.3 %
Total Income	1,797,449	1,043,956	753,493			172.2 %
Net Expenditure over Income	-121,962	7,669	129,631			



Seaford Town Council

Report 180/14

Agenda Item No:	5
Committee:	Finance & General Purposes
Date:	18 December 2014
Title:	Budget report for Finance Committee
By:	James Corrigan, Interim Town Clerk
Purpose of Report:	To present a draft budget for 2015/16 for the committee to consider and make any recommendation to the Council meeting on the 15th January 2015.

Recommendations

You are recommended:

- 1. To consider the draft 2015/16 budget**
 - 2. To make any recommendations to the Council when considering the Budget for 2015/16.**
 - 3. To comment on the potential additional officer post**
-

1. Information

- 1.1** Attached at Appendix A is the summary of the actual financial performance of the Town Council from 2011/12 to 2013/14. Also included is the budget for 2014/15 outrun to 30/09/14, projected outrun for the 2014/15 financial year and a draft budget for 2015/16.
- 1.2** It is noted that the projection for this financial year is an overspend of £39,677 which is £58,935 more than the budget as it was budgeted that £19,258 would be paid into reserves.
- 1.3** There are two main reasons for this. The poor performance of the Golf Course budget which is projected to be a cost of £66,459 as opposed to a budgeted profit of £25,709. Also the VAT penalty and interest payment of £31,381.34 in respect of VAT failures (not connected with the golf). However the Community Services Committee has performed very well £55,727 under budget.
- 1.4** The Council could address this issue if it were to set up a earmarked debt for the Golf cost centre to be repaid once it is back into profit which with current projections it will be in 2016/2017. The initial debt on current projections would be £66,459 which would be borrowed from the General Reserves which currently stands at £301,398, See Appendix B.

- 1.5** The Council has previously requested that the staffing requirements of the Council going forward be reviewed. It is clear that if the Council is to achieve its aspirations of delivering more projects such as regeneration of The Salts, the Seafront, The Crouch and South Hill Barn it needs a dedicated Projects Officer. The problems that have emerged with the Clubhouse confirm this. The Community Team in the office would therefore be made up of three staff members, the Manager & Projects officer, the Facilities Officer and the Events and Administrative Support Assistant. The additional cost of this member of staff would be in the region of £28,000 per annum including employers costs. This figure has not been included in the draft budget as presented for 2015/16 so may be a point the Committee would like to comment on.
- 1.6** The draft budget for 2015/16 shows a projected net figure of £604,393 which after taking into account the Revenue Support Grant of £35,112 (£6196 less than last year) and the tax base of 9204 Band D equivalent properties (90 more than last year) results in a Band D Council tax payment to Seaford Town Council of £61.85 which is a 9.2% increase.
- 1.7** However if the proposal to set up a earmarked loan for the Golf Cost centre were to be adopted for the next financial year also the budgeted loss of £58,150 would be covered with a transfer from the general reserve leaving a Band D Council tax of £55.54 which is a 1.9% reduction in Council Tax. The addition of the new post would take this to a precept demand of £539,131 which equates to a Band D Council Tax of £58.58 which is a Council Tax rise of 3.4%.
- 1.8** The implications of this proposal are that the Council's General Reserve will be temporarily reduced from £301,398 to £176,789. In addition to the General Reserve there is a total in Earmarked Reserve of £320,700. It is projected that this will reduce by approximately £187,756 over the next 12 months to £132,944. This will still leave a potential £309,733 in total in reserves. Which represents 2.3 months revenue spend of the Council, slightly below the ideal level of 3 months.
- 1.9** This could potentially expose the Council financially if a significant incident that is not insurable were to occur that has severe financial implications. However as the year progresses the period of exposure reduces and as the various Earmarked Reserves will not all be spent at the very beginning of the year the maximum reduction in reserves will be for a very short period of time.
- 1.10** It should be noted that the operation of the golf cost centre at a loss for the coming year is fairly consistent with the establishing of most businesses, it is a predictable situation whilst a new business establishes. A lot of the functions at the new clubhouse are new business and this will take time to establish. However there has been significant interest to date including wedding bookings as far ahead as June 2016.
- 1.11** The budget as presented otherwise includes only one growth item beyond inflationary and contractual increases and this is an addition of £10,000 to the projects budget to £45,000.
- 1.12** The issue of Hurdis House has not been addressed in this budget or report. It will be the subject of a separate report that will be presented to the January Town Council meeting. This cost centre shows as a cost of £20,858 within the revenue budget for next year.

- 1.13** The budget as it stands allows for a freeze in the Grounds maintenance contract, the final figures have not yet been supplied by Lewes District Council. However initial indications are positive that there should be a small reduction in the costs which may provide more flexibility going forward. Hopefull this information will be available at the Precept setting meeting on the 15th January 2015.
- 1.14** The figures as presented do not include the finances connected with the construction and fitting out of the new clubhouse. There are currently too many uncertainties in this area to take them into account with any degree of certainty. The lack of a clear financial plan for the project makes this task even more difficult and is a major factor in the financial issues surrounding the construction.
- 1.15** A full and detailed report on the Clubhouse construction will be presented to the full Council meeting in due course. However areas of concern are the implications of the failure to opt to tax on the building which currently stands to cost up to £224,910 or if a recent submission is accepted £140,818. There is also the unbudgeted items that need to be resolved which could cost £30,000 more than the current earmarked reserve of £66,351.
- 1.16** Work is being undertaken to attempt to address these issues including investigating the possibility of increasing the loan on the building to cover the additional costs.
- 1.17** It should be noted that the existing loan and any addition would continue to be paid for from the Golf cost centre as in the budget presented, the projected annual loan repayments being approximately £110,000 with the current loan.
- 1.18** The draft budgets of the three Committees are attached for information and comment. Appendix C Finance and General Purposes, Appendix D Community services and Appendix E Golf Committee. Included within these are some explanatory notes for various points.
- 1.19** Please note the Golf Course Committee does not include the details or previous years just the totals. This is because the Cost centre has now been divided into two sub centres one covering the course activity the other the Clubhouse activity. The makes the effective management of these two facilities more realistic and effective.

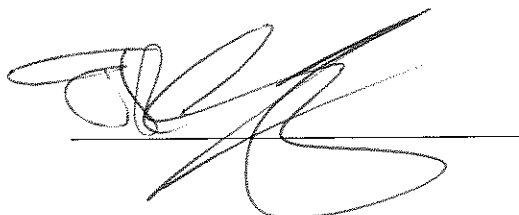
2. Financial Appraisal

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

3. Contact Officer

The Contact Officer for this report is James Corrigan, interim Town Clerk.

Interim Town Clerk



APPENDIX A
Summary

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-2016 Budget
Finance & General Purposes Committee								
Expenditure	353,457	339,186	281,038	370,655	251,217	444,590	-73,935	377,002
Income	29,450	30,639	27,771	19,449	40,054	27,990	-7,477	11,504
Net	324,007	308,547	253,267	351,206	211,163	416,600	-66,458	365,498
Community Services Committee								
Expenditure	318,665	290,223	304,869	333,712	130,816	301,390	32,322	332,756
Income	127,417	126,121	126,777	120,965	126,850	144,370	-23,405	152,011
Net	191,248	164,102	178,092	212,747	3,966	157,020	55,727	180,745
Golf Course Committee								
Expenditure	244,099	247,047	234,241	454,444	203,873	363,199	91,245	653,030
Income	333,121	300,177	275,504	480,153	245,386	296,740	183,413	594,880
Net	-89,022	-53,130	-41,263	-25,709	-41,513	66,459	-92,168	58,150
Total Committees								
Expenditure	916,221	876,456	820,148	1,158,811	585,906	1,109,179	49,632	1,362,788
Income	489,988	456,937	430,052	620,567	412,290	469,100	152,531	758,395
Net	426,233	419,519	390,096	538,244	173,616	640,079	-102,899	604,393
Transfers from General reserves								
Splash Point						8,670		
Centenary Clock						2,800		
Budgetted transfer						19,258		
Loan to Golf Club EMR ?								
Ear marked reserves								
??						1,500		
EMR 9022 External Officer support						2,000		
EMR Golf Course Machinery						8,673		
Total transfers	0	0	0	0	0	42,901	0	0

Transfer into reserves	19,258						
Amount required to balance from General reserves		39,676					
<hr/>							
Net post Reserve transfers	426,233	419,519	390,096	557,502	173,616	557,502	517,826
							604,393
<hr/>							
Revenue Support Grant		41,308					35,112
Precept demand		516,194					569,281
<hr/>							
Tax Base		9,114					9,204
Band D Council Tax		56.64					61.85
<hr/>							
Percentage increase							9.20%
Amount required from General reserves to limit rise to 0%							47,966
Amount required from General reserves to limit rise to 2.5%							37,575

Printed on : 12/12/2014

Seaford Town Council 2014/2015

At : 13:24

Balance Sheet as at - 31st March 2014

31st March 2013

31st March 2014

Current Assets

119,053	Debtors	36,448
29,885	VAT	58,672
4,255	Seahaven FM Radio Stn	4,255
25,000	Fraser Morely Loan	25,000
25,317	Prepayments	0
561,653	Current/Deposit Account	572,862
129,995	Treasury Deposit	129,995
123	Petty Cash	202
188	Materials petty cash	222
70	Golf Proshop Float	70

895,540

827,727

895,540 **Total Assets**

827,727

Current Liabilities

144,576	Creditors	200,076
1,000	Security Deposits Received	1,000
1,000	Tidemills Crossing	1,000
58,427	Accruals	0
29,208	Purchase Order Accruals	0
0	Wages Control	-639
601	Crypt Deposits	260
160,532	Receipts in Advance	0
60	Deposits Received	31
0	Mayor Charity 1	3,901

395,404

205,629

500,136 **Total Assets Less Current Liabilities**

622,098

Represented By

283,001	General Fund	301,398
6,722	EMR - Elections	6,722
10,757	EMR - Building Improvements	10,757
13,269	EMR - Crypt Ancient Monument	13,269
8,465	EMR - Crypt Professional Fees	8,465
9,276	EMR - Open Spaces	9,276
7,010	EMR - S106	7,010

31st March 2013		31st March 2014
6,000	EMR - Signage	6,000
2,531	EMR - Seaford H Nature Reserve	2,531
17,502	EMR - Church St Utilities	17,502
66,351	EMR - Golf Course Project	66,351
11,759	EMR - Equipment	11,759
51	EMR - Seaford Residents Assn	51
3,071	EMR - Tree Planting	4,074
6,250	EMR - Grit Bin	0
29,084	EMR - Projects Reserve	0
120	EMR - Memorial Bench Maint	120
2,857	EMR - Xmas Lights	2,857
16,059	EMR - Vision Plan/Regen	16,059
0	EMR - Seaford In Bloom	12,140
0	EMR - Golf Course Machinery	8,673
0	EMR - Greenkeepers Shed	35,000
0	EMR - Martello Toilets	23,000
0	EMR - External Officer Support	30,000
0	EMR - The Base	10,000
0	EMR - The Seaford App.	3,000
0	EMR - Seafront Bins	10,000
0	EMR - Community Projects	6,084
500,136		622,098

The above statement represents fairly the financial position of the authority as at 31st March 2014 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-2016 Budget
Administration								
Cost Centre 201								
4000 Salaries & Wages	156,006	157,991	145,727	162,149	88,499	157,612	4,537	173,318
4001 Employers NI	13,676	13,218	11,803	15,060	7,597	12,815	2,245	14,904
4002 Employers Superannuation	17,152	20,449	18,912	23,559	9,453	17,343	6,216	23,014
4009 Recruitment Costs	0	1,557	714	2,000	625	2,425	-425	1,000
4010 Staff Training	991	1,617	3,875	5,000	3,318	6,546	-1,546	7,000
4012 Staff Expenses	206	250	26	500	253	300	200	500
4013 Members Expenses	0	0	52	0	0	0	0	0
4015 Office Refreshments	0	0	0	0	108	200	-200	150
4100 Telecommunications	3,978	3,502	4,146	4,250	1,555	2,500	1,750	2,500
4105 Postage	1,396	1,581	1,481	2,375	1,069	1,600	775	1,000
4106 Stationery	2,437	2,263	1,913	2,500	1,071	1,800	700	2,000
4107 Photocopier	2,160	2,188	2,706	2,300	1,483	3,000	-700	2,300
4110 Advertising & Publicity	333	213	20	200	684	1,918	-1,718	2,500
4111 Office Equipment	159	547	1,595	1,500	468	1,000	500	1,500
4112 Subscriptions	3,942	4,308	3,598	4,442	3,741	3,741	701	3,400
4113 Computer Support	2,895	3,246	-1,441	3,520	961	1,000	2,520	3,520
4114 Licence Fee	0	35	35	35	21	56	-21	35
4115 Insurance	3,125	3,336	3,319	3,413	3,393	3,481	-68	3,414
4116 Web Site	799	980	180	1,800	108	283	1,517	420
4155 Professional Fees	3,580	2,287	5,100	12,000	61,410	80,500	-68,500	0
4156 Bank Charges	110	83	262	100	203	350	-250	500
4157 Audit Fees	8,750	2,229	2,700	3,900	-1,600	3,900	0	4,000
4180 Room Hire	0	0	0	0	82	0	0	100
4182 Catering & Hospitality	24	27	0	100	0	0	100	100
4184 Civic - other	0	0	8	0	0	0	0	0
4190 Election Costs	20,307		3,883	9,000	0	10,042	-1,042	14,000
4199 Other Expenditure	120	1,054	649	250	68	0	250	0
4201 Cleaning	7	0	48	0	0	0	0	0
4270 Vehicle & Equipment Maintenance	0	0	0	0	45	0	0	0
VAT penalty and interest	0	0	0	0	0	31,381	-31,381	0
Administration Expenditure	242,153	227,719	211,311	259,953	184,615	343,791	-83,838	261,175

Started to pay more invoices electronically so reducing postage significantly

Newsletter

Estimated 3% increase

£35 per month hire

Dropped to zero for one year as have £30,000 EMR

Will increase when pay more invoices by bacs

£6722 in EMR some transfers not taken place as expected. Estimated worse case scenario for elections is £26,000 but if similar to last elections will be £20,000 approximately.

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-2016 Budget
1049	35	0	28	0	0	0	0	0
1054	35	298	191	200	112	0	200	0
1059	234	153	96	25	8	0	25	0
1062	779	848	938	858	362	840	18	850
1068	153	22	6	0	0	0	0	0
1190	2,008	4,988	3,533	2,500	743	1,300	1,200	1,400
Administration Income	3,244	6,309	4,792	3,583	1,225	2,140	1,443	2,250
Net Expenditure over Income	238,909	221,410	206,519	256,370	183,390	341,651	-85,281	258,925
Premises - Church Street Cost Centre 205								
4050	15,000	15,000	15,000	17,500	7,500	17,500	0	17,500
4051	9,288	9,815	10,092	10,355	6,544	10,355	0	10,355
4052	0	0	-530	0	0	0	0	0
4055	0	0	-3,670	0	0	0	0	0
4059	6,756	0	-6,756	8,500	0	8,500	0	8,500
4060	191	96	-160	0	0	0	0	0
4100	0	0	223	0	0	0	0	0
4115	0	0	0	0	0	0	0	0
4201	0	0	-2,150	0	0	0	0	0
4270	470	525	441	525	0	0	525	500
4275	30	0	-10,000	500	123	500	0	500
4301	18,089	18,089	18,089	18,089	9,044	0	18,089	18,089
Premises - Church Street Expenditure	49,824	43,525	20,579	55,469	23,211	36,855	18,614	55,444
1050	1,321	664	7,236	600	560	800	-200	600
1054	5,600	5,600	4,267	6,525	129	6,654	-129	6,525
								To invoice in January
Premises - Church Street Income	6,921	6,264	11,503	7,125	689	7,454	-329	7,125
Net Expenditure over Income	42,903	37,261	9,076	48,344	22,522	29,401	18,943	48,319

Challenge RV. Charitable relief CAB

Balance £49,492, final payment October 2017

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-2016 Budget
Premises - Hurdis House								
Cost Centre 206								
4051	0	0	55	0	3,096	3,096	-3,096	0
4055	66	0	0	0	221	300	-300	100
4056	0	71	0	0	0	0	0	0
4115	700	722	741	756	758	758	-2	756
4155	0	0	0	0	1,559	2,000	-2,000	5,000
4181	0	0	142	0	0	0	0	0
4270	0	0	300	0	0	0	0	0
4275	15,195	950	0	0	0	0	0	0
4301	15,002	15,002	15,002	15,002	7,501	15,002	0	15,002
	30,963	16,745	16,240	15,758	13,135	21,156	-5,398	20,858
Premises - Hurdis House Expenditure								
1050	14,844	8,000	8,000	8,000	25,156	0	8,000	0
1051	721	517	707	741	0	0	741	0
1054	60	0	0	0	0	0	0	0
	15,625	8,517	8,707	8,741	25,156	0	8,741	0
Premises - Hurdis House Income								
	15,338	8,228	7,533	7,017	-12,021	21,156	-14,139	20,858
Net Expenditure over Income								
Civic Expenses								
Cost Centre 210								
4013	59	5	0	150	13	150	0	150
4014	609	441	444	1,500	402	402	1,098	1,500
4110	0	0	-225	0	0	0	0	0
4106	379	53	0	100	0	0	100	100
4181	1,000	1,500	600	1,500	301	1,500	0	1,500
4182	215	750	0	750	50	100	650	750
4183	964	2,750	-454	2,000	605	1,500	500	2,000
4184	268	155	296	450	111	200	250	450
4185	1,270	690	1,190	450	880	880	-430	500
4188	69	30	75	125	35	125	0	125
4189	0	500	0	500	2	100	400	500
4199	0	0	0	0	0	0	0	0
4274	0	0	0	0	0	0	0	0
4280	0	10,860	0	0	0	0	0	0
	4,833	17,734	1,926	7,525	2,399	4,957	2,568	7,575

Depends on Council decision
Balance £127,451, final payment August 2025

Income for 2014/15 has been invoiced but not received.

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-2016 Budget
1054 Income Other	0	0	0	0	0	0	0	0
1056 Fun Day & Tourney	925	590	740	0	430	430	-430	0
1080 Jubilee Event Income	0	1,092	0	0	0	0	0	0
Civic Expenses Income	925	1,682	740	0	430	430	-430	0
Net Expenditure over Income	3,908	16,052	1,186	7,525	1,969	4,527	2,998	7,575
Grants Pool								
Cost Centre 215								
4400 S137 Grants	850	455	0	0	0	0	0	0
4401 Grants Pool	19,587	23,045	26,403	29,750	18,303	28,269	1,481	29,750
	20,437	23,500	26,403	29,750	18,303	28,269	1,481	29,750
4405 Grants in Kind	2,492	2,096	1,706	2,200	2,192	2,200	0	2,200
Grants Expenditure	22,929	25,596	28,109	31,950	20,495	30,469	1,481	31,950
Repayment of Loan						532	532	2,129
Grants Income	0	0	0	0	0	532	532	2,129
Net Expenditure over Income	22,929	25,596	28,109	31,950	20,495	29,937	949	29,821

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-2016 Budget	
Seafood In Bloom									
Cost Centre 121									
4402	2,755	7,867	2,873	0	7,362	7,362	-7,362	0	Use last of EMR next year with increase budget or sponsorship thereafter
	<u>2,755</u>	<u>7,867</u>	<u>2,873</u>	<u>0</u>	<u>7,362</u>	<u>7,362</u>	<u>-7,362</u>	<u>0</u>	
1053	2,735	4,375	2,029	0	12,554	12,554	-12,554	0	
1054	0	3,492	0	0	0	4,880	-4,880	0	
	<u>2,735</u>	<u>7,867</u>	<u>2,029</u>	<u>0</u>	<u>12,554</u>	<u>17,434</u>	<u>-17,434</u>	<u>0</u>	
Seafood In Bloom Income									
	20	0	844	0	-5,192	-10,072	10,072	0	
	<u>20</u>	<u>0</u>	<u>844</u>	<u>0</u>	<u>-5,192</u>	<u>-10,072</u>	<u>10,072</u>	<u>0</u>	
Net Expenditure over Income									
SUMMARY									
Administration	238,909	221,410	206,519	256,370	183,390	341,651	-85,281	258,925	
Premises Church Street	42,903	37,261	9,076	48,344	22,522	29,401	18,943	48,319	
Premises Hurdis House	15,338	8,228	7,533	7,017	-12,021	21,156	-14,139	20,858	
Civic Expenses	3,908	16,052	1,186	7,525	1,969	4,527	2,998	7,575	
Grants	22,929	25,596	28,109	31,950	20,495	29,937	949	29,821	
Seafood In Bloom	20	0	844	0	-5,192	-10,072	10,072	0	
	<u>324,007</u>	<u>308,547</u>	<u>253,267</u>	<u>351,206</u>	<u>211,163</u>	<u>416,600</u>	<u>-66,458</u>	<u>365,498</u>	
Net Committee Requirement									
	<u>324,007</u>	<u>308,547</u>	<u>253,267</u>	<u>351,206</u>	<u>211,163</u>	<u>416,600</u>	<u>-66,458</u>	<u>365,498</u>	
Total Committee Expenditure									
	353,457	339,186	281,038	370,655	251,217	444,590	-73,935	377,002	
Total Committee Income									
	29,450	30,639	27,771	19,449	40,054	27,990	-7,477	11,504	
Transfer to/(from) Earmarked Reserve									
Net Committee Requirement									
	<u>324,007</u>	<u>308,547</u>	<u>253,267</u>	<u>351,206</u>	<u>211,163</u>	<u>416,600</u>	<u>-66,458</u>	<u>365,498</u>	

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget	
Salts Recreation Ground									
Cost Centre 105									
4051 Rates	541	563	578	593	353	589	4	4	601 increase of 2%
4052 Water & Sewerage	2,982	2,941	2,627	2,937	510	2,937	0	0	3,025 increase of 3%
4055 Electricity	485	271	336	350	592	767	-417		361 increase of 3% - projected outturn is related to an adjustment due to consumption at The Base.
4115 Insurance	2,322	2,724	2,823	2,879	2,913	2,913	-34	3,000	increase of 3% on projected outturn
4199 Other Expenditure	0	0	0	0	0	0	0	0	0
4201 Toilet Cleaning	1,750	1,412	-318	1,476	0	0	1,476	0	winter cleaning now included in the LDC service contract
4250 Public Seating	687	640	0	0	0	0	0	0	0
4251 Dog Bin Emptying	657	1,643	1,526	1,572	1,038	1,572	0	1,619	increase of 3%
4252 Litter & Dog Bin Pch & Maintenance	1,083	91	85	0	0	0	0	0	0
4260 Grounds Maintenance Contract	85,600	87,509	89,548	94,026	20,216	83,034	10,992	83,034	awaiting GM contract details, initial indications suggest that this will be reduced, projected outturn reflects the alternate rates as a result of the new Burleys contract.
4261 Grounds Maintenance Non Contract	2,808	4,420	3,463	5,000	5,074	6,500	-1,500	5,000	Includes an amount of £1,500 for Cricket Club carpet which is coming out of EMR
4272 Equipment Purchase	0	2,376	0	0	0	0	0	0	0
4274 Projects Expenditure	12,868	12,793	0	0	0	0	0	0	0
4275 Building Maintenance	1,611	1,037	0	0	0	0	0	0	0
Salts Recreation Ground Expenditure	113,394	118,420	100,668	108,833	30,696	98,312	10,521	96,640	
1050 Income Rent	937	1,703	1,140	1,043	1,439	2,328	-1,285	2,928	increase of 3% + Football Income
1051 Income Insurance Recharge	1,193	1,178	1,213	1,237	1,249	1,248	-11	1,285	increase of 3%
1052 Income Projects	8,364	0	0	0	0	0	0	0	0
1053 Income Grants	0	0	0	0	0	0	0	0	0
1054 Income Other	678	0	0	0	160	0	0	0	0
1055 Income Seating	659	763	0	0	0	0	0	0	0
1057 Income Electricity recharge	127	0	0	0	0	0	0	0	0
1058 Income Water Recharge	1,850	1,974	1,144	1,971	819	1,971	0	1,755	average % of expenses of previous 3 years
1066 Concession Income	11,858	13,800	14,800	15,800	15,800	15,800	0	16,800	as per lease agreement
1071 Income Base Rent	0	0	197	300	801	1,100	-800	1,100	currently meets expenditure, may be leased to TBMC
1073 Income Sports Pitch Hire	0	0	0	0	0	0	0	9,000	Relates to pitch bookings for Rugby, Cricket and Football
Salts Recreation Ground Income	25,666	19,418	18,494	20,351	20,268	22,447	-2,096	32,868	
Net Expenditure over Income	87,728	99,002	82,174	88,482	10,428	75,865	12,617	63,772	

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to Budget 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
<u>Crouch Recreation Ground</u>								
Cost Centre 106								
4052	2,297	2,098	1,374	2,119	28	2,119	0	2,183 increase of 3%
4055	342	260	306	289	126	289	0	298 increase of 3%
4115	1,768	1,557	1,621	1,654	1,735	1,735	-81	1,787 increase of 3% on projected outturn
4199	900	0	0	0	0	0	0	0
4250	577	0	0	0	0	0	0	0
4251	569	1,081	1,271	1,310	742	1,310	0	1,349 increase of 3%
4252	429	0	227	0	0	0	0	0
4260	46,181	47,172	48,271	50,684	12,147	44,203	6,481	44,203 awaiting GM contract details, initial indications suggest that this will be reduced, projected outturn reflects the alternate rates as a result of the new Burleys contract.
4261	1,413	2,633	3,427	3,500	1,100	3,500	0	3,500 project outturn takes into account postponed tree works and winter season repairs
4270	0	0	0	0	0	0	0	0
4274	4,557	4,670	0	0	0	0	0	0
4275	235	101	0	0	0	0	0	0
	59,268	59,572	56,497	59,556	15,878	53,156	6,400	53,320
<u>Crouch Recreation Ground Expenditure</u>								
1050	2,288	2,635	2,571	2,425	1,194	1,825	600	2,475 Grounds store income unlikely - but needs review
1051	792	687	705	719	723	723	-4	745
1052	0	0	0	0	0	0	0	0
1054	1,081	0	0	0	40	40	-40	0
1055	569	0	0	0	0	0	0	0
1057	171	130	138	145	98	145	0	149 50% of expenditure cost
1073	0	0	0	0	0	0	0	9,000 Relates to pitch bookings for Lawn Bowls and Football
	4,901	3,452	3,414	3,289	2,055	2,733	556	12,369
<u>Crouch Recreation Ground Income</u>								
	54,367	56,120	53,083	56,267	13,823	50,423	5,844	40,951
<u>Net Expenditure over Income</u>								

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
Martello Fields								
Cost Centre 107								
4251 Dog Bin Emptying	456	1,017	1,144	1,047	593	1,047	0	1,079 increase of 3% on outturn
4260 Grounds Maintenance Contract	5,541	5,664	5,796	6,087	2,493	9,928	-3,841	9,928 awaiting GM contract details, initial indications suggest that this will be reduced, projected outturn reflects the alternate rates as a result of the new Burleys contract.
4261 Grounds Maintenance Non Contract	1,317	1,689	2,000	2,000	1,520	2,000	0	2,000 Projected outturn takes into account potential winter repairs
4274 Projects Expenditure	0	1,328	0	0	0	0	0	0
	7,314	9,698	8,940	9,134	4,606	12,975	-3,841	13,007
1050 Income Rent	4,725	4,165	4,002	3,400	4,364	4,364	-362	3,750 estimated increase
1054 Other Income	0	0	0	0	168	0	0	0
	4,725	4,165	4,002	3,400	4,532	4,364	-362	3,750
Martello Fields Income	2,589	5,533	4,938	5,734	74	8,611	-3,479	9,257
Net Expenditure over Income								
Other Open Spaces								
Cost Centre 108								
4051 Rates	563	585	601	617	368	612	5	624 increase of 2%
4052 Water & Sewerage	119	24	158	71	7	71	0	73 increase of 3%
4115 Insurance	0	0	0	0	0	0	0	0 Remove this line?
4250 Public Seating	510	0	0	0	0	0	0	0
4251 Dog Bin Emptying	-185	1,780	2,034	1,572	1,187	1,572	0	1,620 increase of 3%
4252 Litter & Dog Bin Pch & Maintenance	242	757	71	0	0	0	0	0
4260 Grounds Maintenance Contract	19,870	20,303	20,776	21,815	6,210	23,824	-2,009	23,824 awaiting GM contract details, initial indications suggest that this will be reduced, projected outturn reflects the alternate rates as a result of the new Burleys contract.
4261 Grounds Maintenance Non Contract	1,377	1,792	4,911	3,500	1,779	3,500	0	3,500 Projected outturn takes into account tree works, including DED and fencing repairs
4274 Projects Expenditure	0	0	0	0	245	0	0	0
	22,496	25,241	28,551	27,575	9,796	29,579	-2,004	29,641
Other Open Spaces Expenditure								

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
1052 Income Projects	0	0	0	0	0	0	0	0
1055 Income Seating	0	0	0	0	0	0	0	0
1066 Concession Income	2,875	2,875	0	0	0	0	0	0
Other Open Spaces Income	2,875	2,875	0	0	0	0	0	0
Net Expenditure over Income	19,621	22,366	28,551	27,575	9,796	29,579	-2,004	29,641
Crypt Cost Centre 113								
4051 Rates	5,023	5,220	5,359	5,498	3,276	5,464	34	5,573
4052 Water & Sewerage	78	132	198	200	5	200	0	206
4055 Electricity	1,118	846	783	876	204	876	0	902
4056 Gas	2,144	1,486	1,861	2,214	767	2,214	0	2,280
4100 Telecommunications	310	306	77	0	0	0	0	0
4105 Postage	12	3	0	10	0	10	0	10
4106 Stationery	211	111	0	100	0	100	0	100
4110 Advertising & Publicity	563	107	244	300	43	300	0	1,000
4115 Insurance	1,100	1,145	-147	1,204	746	1,189	15	1,225
4155 Professional Fees	0	0	0	0	0	0	0	0
4199 Other Expenditure	0	0	0	50	9	9	41	50
4201 Cleaning	9	274	339	500	30	500	0	650
4270 Vehicle & Equipment Maintenance	0	0	0	0	0	0	0	0
4274 Projects Expenditure	35,052	2,642	-389	0	0	0	0	0
4275 Building Maintenance	414	456	0	0	0	0	0	0
Crypt Expenditure	46,034	12,728	8,325	10,952	5,080	10,862	90	11,997
1050 Income Rent	2,792	4,966	6,471	5,250	4,108	5,780	-530	6,250
1054 Income Other	0	0	0	0	0	0	0	0
1067 LDC Contribution	0	0	0	0	0	0	0	0
1303 Income Crypt Building Repair	0	0	23	0	0	0	0	0
Crypt Income	2,792	4,966	6,494	5,250	4,108	5,780	-530	6,250
Net Expenditure over Income	43,242	7,762	1,831	5,702	972	5,082	620	5,747

Proposed increase in income equates to 3 x additional 'whole venue' bookings

increase of 2% on projected outturn
increase of 3% on projected outturn
increase of 3% on projected outturn
increase of 3% on projected outturn

increase of 3% on actual to date

650 proposed to cover additional cleaning

1,000 increased to finance wider marketing efforts in 2015/16

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
South Street Toilets								
Cost Centre 114								
4275 Building Maintenance	0	2,050	0	0	0	0	0	0
	0	2,050	0	0	0	0	0	0
South Street Expenditure								
1054 Income Other	0	940	0	0	0	0	0	0
	0	940	0	0	0	0	0	0
South Street Income								
	0	1,110	0	0	0	0	0	0
Net Expenditure over Income								
Martello Tower								
Cost Centre 115								
4115 Insurance	1,961	2,020	2,081	2,123	2,143	2,143	-20	2,207
4274 Projects Expenditure	0	0	0	0	0	0	0	0
	1,961	2,020	2,081	2,123	2,143	2,143	-20	2,207
Martello Tower Expenditure								
1050 Income Rent	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
Martello Tower Income								
	1,961	2,020	2,081	2,123	2,143	2,143	-20	2,207
Net Expenditure over Income								

2,207 increase of 3% on projected outturn

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
Seaford Head Estate								
Cost Centre 116								
4115 Insurance	1,098	1,131	1,165	1,188	1,200	1,200	-12	1,236
4199 Other Expenditure	0	0	0	0	0	0	0	0
4250 Public Seating	0	678	0	0	0	0	0	0
4251 Dog Bin Emptying	456	1,017	763	1,048	593	1,048	0	1,080
4252 Litter & Dog Bin Pch & Maintenance	0	122	0	0	0	0	0	0
4260 Grounds Maintenance Contract	0	0	0	0	649	2,299	-2,299	2,299
Projected outturn reflects the new bill of quantities as a result of the new Burleys contract, awaiting GM contract details, initial indications suggest that this will be reduced								
4261 Grounds Maintenance Non Contract	844	220	270	2,250	152	1,000	1,250	2,000
4274 Projects Expenditure	0	1,168	0	0	0	0	0	0
4275 Buildings Maintenance	349	0	0	0	0	0	0	0
4500 Nature Reserve Expenses	0	0	14,254	10,500	8,371	10,500	-2,129	10,500
Relates to the Sussex Wildlife Trust Management contract								
Seaford Head Estate Expenditure								
1050 Income Rent	3,750	3,750	3,750	3,750	3,750	3,750	0	10,000
1053 Income Grants	7,638	6,534	6,534	6,534	0	6,534	0	3,350
Tenant farmer's lease reviewed HLS - a grant from Defra may be included in this code following review								
1054 Income Other	550	83	0	0	10	10	-10	0
1055 Income Seating	0	801	0	0	0	0	0	0
1066 Income Concession	3,300	3,650	3,970	4,070	4,070	4,070	0	4,170
1200 Income Nature Reserve	0	0	3,700	2,000	3,833	4,000	-2,000	2,500
Relates to filming income								
Seaford Head Estate Income								
15,338 14,818 17,954 16,354 11,663 18,364 -2,010 20,020								
Net Expenditure over Income								
-12,591 -10,482 -1,502 -1,368 -698 -2,317 -1,180 -2,905								

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
Seafront								
Cost Centre 117								
4052 Water & Sewerage	113	124	103	170	68	170	0	0
4055 Electricity	2,625	2,145	3,969	2,200	1,318	2,200	0	175 increase of 3% on projected outturn
4115 Insurance	488	493	498	508	503	503	5	2,266 increase of 3% on projected outturn
4201 Cleaning	23	0	0	50	0	0	50	518 increase of 3% on projected outturn
4250 Public Seating	300	120	263	0	0	0	0	0
4251 Dog Bin Emptying	1,152	2,817	694	0	0	0	0	0
4252 Litter & Dog Bin Pch & Maintenance	1,028	114	0	0	0	0	0	0
4253 Shelters	1,440	1,909	1,672	1,848	600	1,440	408	1,690
4261 Grounds Maintenance Non Contract	2,374	2,065	3,046	2,500	20,639	21,139	-18,639	2,500 £20,639 actual includes £17,340 for splashpoint repair works which will met by reserves and recharge as in 1092
4274 Projects Expenditure	7,408	8,245	0	0	0	0	0	0
4275 Building Maintenance	3,340	90	0	0	0	0	0	0
Seafront Expenditure	20,291	18,122	10,245	7,276	23,128	25,452	-18,176	7,149
1054 Income Other	2,715	238	0	0	0	0	0	0
1055 Income Seating	83	130	368	0	0	0	0	0
1057 Income Electricity Recharge	2,562	2,144	3,634	2,200	1,071	2,200	0	2,266 100% of expense should be recharged
1058 Income Water Recharge	17	51	0	70	133	133	-63	80 Actual for this year was £78.00 so 2% based on this. The remaining income related to last year.
1066 Income Concession	33,950	36,400	40,215	39,555	41,555	41,555	-2,000	42,825 as per lease agreement
1092 Income Grnds Maint Non Contract	0	0	0	0	8,670	8,670	-8,670	0 8,670 relates to LDC contribution to Splashpoint works
Seafront Income	39,327	38,963	44,217	41,825	51,429	52,558	-10,733	45,171
Net Expenditure over Income	-19,036	-20,841	-33,972	-34,549	-28,301	-27,106	-7,443	-38,022

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget	
Beach Huts									
Cost Centre 118									
4051 Rates	1,593	1,797	2,122	2,417	1,479	2,417	0	3,171	Transitional relief ends + 2% increase
4115 Insurance	887	983	1,041	1,062	1,053	1,063	9	1,085	increase of 3% on projected outturn
4199 Other Expenditure	0	0	2	0	18	0	0	0	
4275 Building Maintenance	730	240	0	0	0	0	0	0	
	3,210	3,020	3,165	3,479	2,550	3,470	9	4,256	
Beach Huts Expenditure									
1054 Income Other	221	50	54	0	30	30	-30	0	
1060 Beach Hut Site Licence	13,238	14,000	14,400	14,880	14,905	14,905	-25	15,326	increase of 3%
1061 Beach Hut Annual Rental	9,607	10,320	10,239	11,430	11,430	11,430	0	12,042	The increase accounts for the end of transitional relief, an inflation increase has not been added due to the more considerable increase in rates.
	23,066	24,370	24,693	26,310	26,365	26,365	-55	27,368	
Beach Huts Income									
	-19,856	-21,350	-21,528	-22,831	-23,815	-22,895	64	-23,112	
Net Expenditure over Income									

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
Old Town Hall								
Cost Centre 119								
4115 Insurance	169	174	179	183	184	184	-1	190
4275 Building Maintenance	120	0	0	0	0	0	0	0
	289	174	179	183	184	184	-1	190
Old Town Hall Expenditure								
1050 Income Rent	1,275	1,275	1,275	1,275	903	1,275	0	1,275
1051 Income Insurance Recharge	194	174	179	183	184	184	1	190
	1,469	1,449	1,454	1,458	1,087	1,459	1	1,465
	-1,180	-1,275	-1,275	-1,275	-903	-1,275	-2	-1,275
Net Expenditure over Income								
Allotments								
Cost Centre 125								
4155 Professional Fees	0	0	220	0	0	0	0	0
4199 Other Expenditure	941	4,689	938	967	393	967	0	996
4260 Grounds Maintenance Contract	1,340	1,370	1,402	0	0	0	0	0
4261 Grounds Maintenance Non Contract	0	2,500	0	0	0	0	0	0
4272 Equipment Purchase	438	0	0	0	0	0	0	0
4274 Projects	1,580	0	0	0	0	0	0	0
	4,299	8,559	2,560	967	393	967	0	996
Allotments Expenditure								
1050 Income Rent	807	833	833	861	855	855	6	855
1054 Income Other	2,959	4,689	896	967	545	967	0	996
	3,766	5,522	1,729	1,828	1,400	1,822	6	1,851
Allotments Income								
	533	3,037	831	-861	-1,007	-855	-6	-855
Net Expenditure over Income								

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
Other Recreation								
Cost Centre 130								
4199 Other Expenditure	0	0	-201	0	0	0	0	0
4410 Swimming Pool	10,000	390	3,562	10,000	0	4,328	5,672	10,000
								Allocated to provide 1/3 contributions to the Wave Swimming Pool Capital Investment plan
Other Recreation Expenditure	10,000	390	3,361	10,000	0	4,328	5,672	10,000
Other Recreation Income	0	0	0	0	0	0	0	0
Net Expenditure over Income	10,000	390	3,361	10,000	0	4,328	5,672	10,000
CCTV								
Cost Centre 134								
4055 Electricity	1,799	1,507	1,534	1,656	686	1,656	0	1,706 3% increase
4115 Insurance	757	899	889	907	899	899	8	926 3% increase
4270 Vehicle & Equipment Maintenance	0	0	0	1,000	0	0	1,000	0
4276 CCTV	8,856	8,947	9,015	9,285	8,285	7,916	1,369	8,153 3% increase
CCTV Expenditure	11,412	11,293	11,438	12,848	9,870	10,471	2,377	10,785
CCTV Income	0	0	0	0	0	0	0	0
Net Expenditure over Income	11,412	11,293	11,438	12,848	9,870	10,471	2,377	10,785

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
<u>Community Service Other</u>								
Cost Centre 135								
4115 Insurance	117	129	137	140	188	188	-48	194 3% increase
4187 Young Mayors Awards Expenditure	1,100	1,987	-515	0	0	0	0	0
4195 Community Service Events Expenditure	552	232	929	200	1,172	1,172	-972	200
4262 Tree Warden Expenses	0	1,656	1,633	2,310	41	72	2,238	2,310 Proposed projects tree planting for the Salts
4273 Christmas Lights	8,496	9,437	9,667	13,000	1,624	13,000	0	13,000 New scheme to be selected and contract to be re-let for winter 2015/16
4274 Projects Expenditure	2,157	80	0	0	0	0	0	0
4281 Christmas Event Expenditure	690	690	0	0	130	3,500	-3,500	0
4290 Physical Activity Project	0	0	2,444	8,000	2,520	5,000	3,000	8,000 Allocated for Physical Activity projects and partnership projects.
Community Service Other Expenditure	12,422	14,211	14,295	23,650	5,675	22,932	718	23,704
1053 Income Grants	0	256	0	0	0	0	0	0
1054 Income Other	0	400	0	0	0	0	0	0
1064 Income Young Mayors Awards	1,100	1,937	0	0	0	0	0	0
1065 Income Xmas Lights	450	909	1,385	500	0	500	0	500
1070 Income Community Service Events	707	16	596	0	1,095	1,095	-1,095	0
1072 Income Tree Wardens	0	0	1,003	0	315	350	-350	400 Surplus income to be transferred to EMR
1075 Christmas Event Income	890	1,567	1,335	400	0	4,000	-3,600	0 Surplus income after event expenditure to be transferred to EMR.
1090 Income Physical Activity Project	0	0	0	0	700	700	-700	0
1301 CS Events Bin Hire	0	0	7	0	0	0	0	0
Community Service Other Income	3,147	5,085	4,326	900	2,110	6,645	-5,745	900
Net Expenditure over Income	9,275	9,126	9,969	22,750	3,565	16,287	6,463	22,804

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to Budget 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
<u>Building Maintenance Pool</u>								
Cost Centre 220								
4275 Building Maintenance	0	0	8,293	6,000	9,762	9,762	-3,762	6,000
	0	0	8,293	6,000	9,762	9,762	-3,762	6,000
<u>Building Maintenance Pool Expenditure</u>								
1091 Income Building Maintenance	0	0	0	0	1,833	1,833	-1,833	0
	0	0	0	0	1,833	1,833	-1,833	0
<u>Building Maintenance Pool Income</u>								
	0	0	8,293	6,000	7,929	7,929	-1,929	6,000
<u>Net Expenditure over Income</u>								
<u>Projects Pool</u>								
Cost Centre 225								
4274 Project Expenditure	240	0	29,603	35,000	1	1	34,999	45,000 Underspend for EMR, referred to in report items
	240	0	29,603	35,000	1	1	34,999	45,000
<u>Projects Pool Expenditure</u>								
	0	0	0	0	0	0	0	0
<u>Projects Pool Income</u>								
	240	0	29,603	35,000	1	1	34,999	45,000
<u>Net Expenditure over Income</u>								

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
Planning & Highways								
Cost Centre 301								
4199 Other Expenditure	125	131	0	400	-1	-1	401	0
4262 Tree Warden Expenses	2,345	0	0	0	0	0	0	0
4263 Bus Shelter Maintenance/Cleaning	818	258	216	750	90	750	0	750
	3,288	389	216	1,150	89	749	401	750
1053 Income Grants	345	98	0	0	0	0	0	0
	345	98	0	0	0	0	0	0
Planning & Highways Income								
	2,943	291	216	1,150	89	749	401	750
Net Expenditure over Income								

Account Number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2014-15 Variance	2015-16 Budget
SUMMARY								
Net Expenditure								
105 Salts Recreation Ground	87,728	99,002	82,174	88,482	10,428	75,865	12,617	63,772
106 The Crouch Recreation Ground	54,367	56,120	53,083	56,267	13,823	50,423	5,844	40,951
107 Martello Fields	2,589	5,533	4,938	5,734	74	8,611	-2,877	9,257
108 Other Open Spaces	19,621	22,366	28,551	27,575	9,796	29,579	-2,004	29,641
113 Crypt	43,242	7,762	1,831	5,702	972	5,082	620	5,747
114 South Street	0	1,110	0	0	0	0	0	0
115 Martello Tower	1,961	2,020	2,081	2,123	2,143	2,143	-20	2,207
116 Seaford Head Estate	-12,591	-10,482	-1,502	-1,368	-698	-2,317	949	-2,905
117 Seaford	-19,036	-20,841	-33,972	-34,549	-28,301	-27,106	-7,443	-38,022
118 Beach Huts	-19,856	-21,350	-21,528	-22,831	-23,815	-22,895	64	-23,112
119 Old Town Hall	-1,180	-1,275	-1,275	-1,275	-903	-1,275	0	-1,275
125 Allotments	533	3,037	831	-861	-1,007	-855	-6	-855
130 Other Recreation	10,000	390	3,361	10,000	0	4,328	5,672	10,000
134 CCTV	11,412	11,293	11,438	12,848	9,870	10,471	2,377	10,785
135 Community Service Other	9,275	9,126	9,969	22,750	3,565	16,287	6,463	22,804
220 Building Maintenance Pool	0	0	8,293	6,000	7,929	7,929	-1,929	6,000
225 Projects Pool	240	0	29,603	35,000	1	1	34,999	45,000
301 Planning & Highways	2,943	291	216	1,150	89	749	401	750
Total Net Expenditure	191,248	164,102	178,092	212,747	3,966	157,020	55,727	180,745
Total Committee Expenditure	318,665	290,223	304,869	333,712	130,816	301,390	32,322	332,756
Total Committee Income	127,417	126,121	126,777	120,965	126,850	144,370	-23,405	152,011
Total Net Expenditure	191,248	164,102	178,092	212,747	3,966	157,020	55,727	180,745

Golf Course
Cost Centre 101

Account number	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Final Budget	2014-15 Actual to 30/09/14	2014-15 Projected Outturn	2015-16 Final Budget	2016-17 Final Budget	2017-2018 Final Budget	
4000 Salaries & Wages				75954			75954	77829	79541	
4001 Employers NI				4682			4682	4883	5067	
4002 Employers Superannuation				13948			13948	14644	14967	
4009 Recruitment Costs										
4010 Staff Training				1500			1500	1500	1500	
4011 Staff Protective Clothing				1000			1000	1000	1000	
4041 Golf Professional Retainer				41006			41006	41908	42830	
4045 Golf Course Player Costs				2350			2350	2500	2750	
4046 Golf Club Membership Fees				23540			23540	24585	25410	all members pay £55
4051 Rates				0			0	0	0	
4052 Water & Sewerage				8000			8000	8500	9000	
4055 Electricity				1000			1000	1200	1400	
4056 Gas				0			0	0	0	
4060 Refuse				300			300	300	300	
4100 Telecommunications				300			300	300	300	
4105 Postage				300			300	300	300	
4106 Stationery				200			200	200	200	
4110 Advertising & Publicity				3000			3000	3000	3000	
4111 Office Equipment New				300			300	300	300	
4113 Software Support				75			75	80	85	Ofcom licence radios
4114 Licence Fee				7950			7950	8188	8434	
4155 Professional Fees				0			0	0	0	
4156 Bank Charges				2200			2200	2300	2400	
4199 Other Expenditure				0			0	0	0	
4201 Cleaning				0			0	0	0	
4250 Public Seating				0			0	0	0	
4251 Dog Bin Emptying				1700			1700	1750	1800	
4252 Litter & Dog Bin Pch & Maintenance				0			0	0	0	
4261 Grounds Maintenance Non Contract				25589			25589	26100	26622	
4270 Vehicle & Equipment Maintenance				14500			14500	14790	15000	
4271 Vehicle & Equipment Lease				20996			20996	20996	20996	
4272 Equipment Purchase				0			0	12000	33000	Suspend for one year to enable club to establish
4274 Projects Expenditure				0			0	0	0	
4275 Building Maintenance				2000			2000	2000	2000	
4301 Public Works Loan Payment				0			0	0	0	
Rent of shop, locker and changing rooms				18000			18000	19000	20000	Internal transfer payable to Clubhouse 203. Covers rates, water, cleaning, gas, electric and phone.
Buggy lease				690			690	700	710	
Buggy fuel				300			300	340	360	
Golf Course Expenditure	244,099	247,047	234,241	454,444	203,873	363,199	271,380	291,193	319,272	

Account number	2011-12	2012-13	2013-14	2014-15	2014-15	2014-15	2015-16	2016-17	2017-2018
Golf Course									
Cost Centre 101									
1000 Golf Course Season Ticket							183826	200013	211712
1001 Golf Course Green Fees Mid week							49979	57458	63342
1002 Golf Course Green Fees w/week b/holiday							40429	46025	49717
1003 Golf Course Specials							40063	46042	50892
Corporate							10000	11667	12500
1004 Golf Course Lockers							5233	5510	5667
1005 Golf Course Credit Card Charge							100	110	120
1007 Golf Course Air Traffic Control							5000	5000	5000
1010 Asset Sale/Part Exchange Value							0	0	0
1111 Income Filming							0	0	0
Income Rent							0	0	0
1050 Income Insurance Recharge							0	0	0
1051 Income Other							0	0	0
1054 Income Seating							0	0	0
1055 Income Electricity Recharge							0	0	0
1057 Income Gas Recharge							0	0	0
1063 Income Advertising							1000	1500	2000
1100 Clubhouse income							0	0	0
Buggy Hire							6000	7000	8000
Golf Course Income	333121	300177	275504	480153	245386	296740	341630	380324	408949
Net Course Expenditure	-89022	-53130	-41263	-25709	-41513	66459	-70250	-89131	-89677

On the basis of 50 lockers at £80 and 12 at £40 and £1 for daily

Account number	2011-12	2012-13	2013-14	2014-15	2014-15	2014-15	2015-16		2016-17		2017-2018	
							Final Budget	Budget	Final Budget	Budget	Final Budget	Budget
Golf Course												
Cost Centre 101												
Golf Clubhouse												
Cost Centre 103												
4000 Salaries & Wages							108600	121872	135270			
4001 Employers NI							5959	6183	6412			
4002 Employers Superannuation							13596	14232	14375			
4009 Recruitment Costs							500	1000	1000			
4010 Staff Training							1000	1000	1000			
Staff Uniform							500	500	1000			
4051 Rates							23000	24000	25000			
4052 Water & Sewerage							1200	1300	1300			1500 majority water supply for course irrigation
4055 Electricity							6000	6300	6660			
4056 Gas							4500	4800	5100			
4080 Refuse							300	300	800			
4100 Telecommunications							1000	1100	1200			
4105 Postage							200	300	400			
4106 Stationery							300	300	400			
4110 Advertising & Publicity							2000	2500	3000			
4113 Software Support							300	300	300			
4114 Licence Fee & Sky							1000	1100	1200			
4115 Insurance							3779	3892	4009			
4156 Bank Charges							1500	1800	2000			
4201 Cleaning							11000	12000	13000			
4272 Equipment Purchase							2000	2000	2000			
4275 Building Maintenance							1000	1000	1500			
4301 Public Works Loan Payment							110000	110000	110000			
Food Expenditure							41400	59700	75000			Based on cost drinks 33% sale value
Bar Expenditure							40417	59687	100000			Based on cost food 50% sale value
Fire extinguishers							600	620	640			
Clubhouse Expenditure							381651	437966	512766			
1050 Income Rent							1200	1300	1400			
Income hire pro shop & changing rooms							18000	19000	20000			
Room hires							25000	45000	60000			
Bar sales							121250	179000	236000			
Food sales							82800	119400	148500			
Advertising							2000	3000	4000			
Fruit Machine							3000	4000	5000			
Clubhouse Income							253250	370700	468900			
Clubhouse Net expenditure							128401	67266	43866			
Total Golf Expenditure							-89022	-53130	-41263			
							66459	-25709	-41513			
							58150	-21865	-45811			



Seaford Town Council

Report 181/14

Agenda Item No: 5

Committee: Finance & General Purposes

Date: 18 December 2014

Title: Investigation & Disciplinary Professional Support Update

By: Lucy Clark, Support Services Manager

Purpose of Report: To note the total cost of the professional support required during the recent investigation and disciplinary matters.

Recommendations

1. To update the Committee of the total cost of the professional support required by the Council between April and November 2014 in respect of the recent investigation and disciplinary matters.
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1. Information

1.1 The Committee are requested to note the updated costs of the professional support services and the associated costs incurred by the Council during the course of the recent investigation and disciplinary matters as attached in Appendix A.

1.2 The total net cost of the professional support is £72,491.72.

2. Financial Appraisal

2.1 The financial implications of this report as shown above in item 1.

3. Contact Officer

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

Support Services Manager

Interim Town Clerk

Total Costs of Investigation
24 April 2014 - 30 November 2014

Date	Company	Inv Nr	Description	Net Cost	VAT	Total
24/04/2014	Direct Reports	1487	B3sixty Professional Services - Investigation	£ 7,174.80	£ 1,434.96	£ 8,609.76
30/04/2014	Hedleys Solicitors	037453	Employment Advice	£ 1,300.00	£ 260.00	£ 1,560.00
14/05/2014	HR Services	4821	HR Services	£ 1,757.81	£ 351.56	£ 2,109.37
16/05/2014	J R Corrigan	37012	Interim Clerkship	£ 4,200.00	£ -	£ 4,200.00
27/05/2014	Helix Hr	20140204	HR Investigation	£ 2,350.00	£ -	£ 2,350.00
30/05/2014	Helix Hr	20140206	HR Investigation	£ 1,651.90	£ -	£ 1,651.90
10/06/2014	J R Corrigan	JUN-002	Interim Clerkship	£ 4,235.00	£ -	£ 4,235.00
25/06/2014	HR Services	4874	HR Services	£ 2,281.81	£ 456.36	£ 2,738.17
26/06/2014	J R Corrigan	Jun-003	Interim Clerkship	£ 4,500.00	£ -	£ 4,500.00
26/06/2014	CLR Law	472	Legal Fees	£ 450.00	£ 90.00	£ 540.00
03/07/2014	Seaford Baptist Church	Jul-002	Hire of Meeting room	£ 189.00	£ -	£ 189.00
15/07/2014	HR Services	4936	HR services & advice	£ 5,557.00	£ 1,111.40	£ 6,668.40
21/07/2014	J R Corrigan	July-004	Interim Clerkship	£ 4,376.75	£ -	£ 4,376.75
21/07/2014	Beacon Taxis	N/A	Taxi Services re - belongings	£ 8.60	£ -	£ 8.60
31/07/2014	J R Corrigan	Aug-01	Interim Clerkship	£ 2,700.00	£ -	£ 2,700.00
01/08/2014	Beacon Taxis	37104	Delivery of S Shippers effects	£ 4.00	£ -	£ 4.00
17/08/2014	Helix HR	HELIXHR	Minute Taker 14/08/2014	£ 220.70	£ -	£ 220.70
20/08/2014	J R Corrigan	Aug-02	Interim Clerkship & Mileage/expenses	£ 4,213.25	£ -	£ 4,213.25
28/08/2014	Baptist Church	Baptist	Hire of room 14th & 27th Aug 2014	£ 73.50	£ -	£ 73.50
29/08/2014	Mansfield Solicitors	Mansfield	Legal Advice - Aug 2014	£ 1,647.50	£ 329.50	£ 1,977.00
11/09/2014	J R Corrigan	Sept 001	Interim Clerkship & Mileage/expenses	£ 4,510.10	£ -	£ 4,510.10
30/09/2014	J R Corrigan	Sept002	Interim Clerkship	£ 4,500.00	£ -	£ 4,500.00
07/10/2014	Cleare HR	CLEARHR	HR Services	£ 1,090.00	£ 218.00	£ 1,308.00
22/10/2014	J R Corrigan	Oct001	Interim Clerkship	£ 4,500.00	£ -	£ 4,500.00
13/11/2014	J R Corrigan	Oct002	Interim Clerkship	£ 4,500.00	£ -	£ 4,500.00
28/11/2014	J R Corrigan	Nov001	Interim clerkship	£ 4,500.00	£ -	£ 4,500.00
			Totals	£ 72,491.72	£ 4,251.78	£ 76,743.50