



## 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 21 June, 2012, at 7.00 pm**, which you are summoned to attend.

S J Shippen  
Town Clerk  
15 June 2012.

### Agenda

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

**2. Minutes**

To approve the minutes of the meeting held on 19 April 2012.

**3. Disclosure by members of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.**

**4. 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.

**5. Finance Report**

- a) To note report 31/12 regarding receipts, payments and bank reconciliation for the period 1 March to 30 April 2012 (pages 3 to 22).
- b) To consider report 32/12 regarding the Council budget position for the period 1 April 2011 to 31 March 2012 (pages 23 to 42).
- c) To consider report 33/12 regarding the Council budget position for the period 1 April 2012 to 30 April 2012. (pages 43 to 64).

**6. Internal Audit**

- a) To consider report 34/12 regarding the final Internal Audit report for 2011-12 (pages 65 to 71).
- b) To consider report 36/12 concerning the appointment of the Internal Auditor for 2012-13 (pages 73 to 75)

**7. Financial Regulations Review.**

To consider report 35/12 regarding the review of the Council's Financial Regulations. (pages 77 to 99 ).

**8. External Audit Consultation**

To consider report 37/12 regarding a consultation by the Audit Commission in respect of the appointment of External Auditors (pages 101 to 102)

**9. Administration Assistant (Facilities) Resignation**

To consider report 38/12 concerning the resignation of the Administration Assistant (Facilities) (pages 103 to 104)

**For further information about items appearing on this Agenda please contact Mrs S J Shippen, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894870.**

**Circulation:**

**Committee**

Councillor S Adeniji (Chairman), Councillor M F Brown (Vice Chairman),  
Councillor L Wallraven (Ex-Officio), Councillors R E Allen (ex-officio), M Buck, B Burfield,  
P L Franklin, S J Gauntlett, T Goodman, A Hayder, and I.J. White (ex-officio).

**For information:**

Councillors A Campbell, S Dunn, B Groves, P Heseltine, A Latham, S E McStravick, R Scarfe,  
B Warren and A White



## Seaford Town Council

Report 31/12

**Agenda Item No:** 5(a)  
**Committee:** Finance & General Purposes Committee  
**Date:** 21 June 2012  
**Title:** Receipts, Payments and Bank Reconciliation Reports for March and April 2012  
**By:** Simon Cooper, Corporate Services Manager  
**Wards Affected:** All Seaford wards  
**Purpose of Report:** To advise the Committee of receipts, payments and bank reconciliation for March and April 2012.

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### Recommendations

You are recommended:

1. To note the information contained in the report.
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### 1. Information

- 1.1 Attached as Appendix A is a copy of the cashbook listing receipts and payments for March and April 2012 and, the bank reconciliations for those months.
- 1.2 In accordance with Town Council procedures names relating to individuals have been blanked from the list of receipts and payments, as this document is public information.
- 1.3 The transactions listed in Appendix A have been reconciled to the relevant bank statements.

### 2. Financial Appraisal

The appendices comprise the bank account transactions for March and April 2012.

### 3. Contact Officer

The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager

Town Clerk

Date: 18/04/2012

Seaford Town Council 2011/12

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Bank Reconciliation Statement as at: 31/03/2012 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>
			54,590.70
			234,278.82
			Balance per Cash Book is :- 234,278.82
			Difference is :- 0.00

## Bank Reconciliation Statement as at: 31/03/2012 for Cash Book 1 Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	30/03/2012	156	199,975.53
			<u>199,975.53</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
16/02/2012 201330 Royal Society of St. George	46.00
15/03/2012 201342 Golfguard Ltd	4,000.00
23/03/2012 201350 Advance Blockage Clearance Lt	66.00
23/03/2012 201351 Claire Davies	1,210.00
23/03/2012 201352 English Woodlands	93.60
23/03/2012 201353 Europlants Ltd	516.60
23/03/2012 201354 Glasdon U.K. Limited	128.04
23/03/2012 201355 G W Ironworks Ltd	1,651.20
23/03/2012 201356 Initial Washroom Solutions	12.00
23/03/2012 201357 John Shaw (Machinery) Ltd	310.15
23/03/2012 201358 Mr P S Kennard	138.00
23/03/2012 201359 Sussex Associations of Local C	15.50
23/03/2012 201360 Shelly Signs	504.00
23/03/2012 201361 John Spicer	130.00
23/03/2012 201362 East Media Services Sx Ltd	108.00
23/03/2012 201363 Tacit	233.07
23/03/2012 201364 Tanleys Printers Ltd	159.60
23/03/2012 201365 Wave Leisure Trust	2,000.00
23/03/2012 201348 HM Revenue & Customs	5,399.25
23/03/2012 201349 East Sussex Pension Fund	3,566.40
	<u>20,287.41</u>
	179,688.12

Receipts not Banked/Cleared (Plus)

28/03/2012	2,533.00
28/03/2012	18,343.20
29/03/2012	3,193.83
29/03/2012	125.00
29/03/2012	481.00
29/03/2012	255.47
29/03/2012	4,559.50
30/03/2012	9.33
30/03/2012	3,405.67
30/03/2012	2,785.85
30/03/2012	1,032.00
31/03/2012	4,878.50
31/03/2012	12,988.35

Date: 14/06/2012

## Seaford Town Council 2011/12 y end

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Cash Book 1

User : JSF

Current/Deposit Account

For Month No : 12

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	69,707.48				69,707.48	
	Banked on : 01/03/2012	482.00					
PDQ	Golf Course PDQ	482.00		80.33	120	401.67	Golf Course PDQ
	Banked on : 01/03/2012	95.65					
	Sales Recpts Page 351	95.65	95.65		101		Sales Recpts Page 351
	Banked on : 01/03/2012	1,580.00					
2162	Allotments Contribution Trees	1,580.00			1054 125	1,580.00	Allotments Contribution Trees
	Banked on : 02/03/2012	237.00					
2104	Jamie at Home Wordsworth	10.00			1056 210	10.00	Fun day stall Jamie at Home
2106	[REDACTED] Community Ptrnshp	192.00		32.00	1050 113	160.00	[REDACTED] Community Ptrns
2105	[REDACTED] Donation	30.00			551	30.00	[REDACTED] Donation
2107	[REDACTED] Walk	5.00			551	5.00	[REDACTED] Walk
	Banked on : 02/03/2012	56.00					
PDQ	Golf Course PDQ	56.00		9.33	120	46.67	Golf Course PDQ
	Banked on : 03/03/2012	160.00					
PDQ	Golf Course PDQ	160.00		26.67	120	133.33	Golf Course PDQ
	Banked on : 05/03/2012	30.00					
PDQ	Golf Course PDQ	30.00		5.00	120	25.00	Golf Course PDQ
	Banked on : 05/03/2012	18.48					
	Untaxed interest	18.48			1190 201	18.48	Untaxed interest
	Banked on : 06/03/2012	16.00					
PDQ	Golf Course PDQ	16.00		2.67	120	13.33	Golf Course PDQ
	Banked on : 07/03/2012	45.00					
PDQ	Golf Course PDQ	45.00		7.50	120	37.50	Golf Course PDQ
	Banked on : 07/03/2012	1,600.00					
	Sales Recpts Page 350	1,600.00	1,600.00		101		Sales Recpts Page 350
	Banked on : 08/03/2012	64.00					
PDQ	Golf Course PDQ	64.00		10.67	120	53.33	Golf Course PDQ
	Banked on : 09/03/2012	74.00					
PDQ	Golf Course PDQ	74.00		12.33	120	61.67	Golf Course PDQ
	Banked on : 10/03/2012	134.00					
PDQ	Golf Course PDQ	134.00		22.33	120	111.67	Golf Course PDQ
	Banked on : 11/03/2012	469.00					
PDQ	Golf Course PDQ	469.00		78.17	120	390.83	Golf Course PDQ
	Banked on : 12/03/2012	150.50					
PDQ	Golf Course PDQ	150.50		25.08	120	125.42	Golf Course PDQ
	Banked on : 13/03/2012	440.05					
2128	S.fod musical theatre donation	55.05			551	55.05	Seaford musical Theatre

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Cash Book 1

User : JSF

Current/Deposit Account

For Month No : 12

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
2132	[REDACTED] 2 x ball	50.00			551	50.00	[REDACTED] 2 x ball
2127	[REDACTED] 10x ball	250.00			551	250.00	[REDACTED] 10 x ball
2134	[REDACTED] Ball & Walk	85.00			551	75.00	[REDACTED] Ball
					551	10.00	[REDACTED] Walk
	Banked on : 13/03/2012	788.00					
PDQ	Golf Course PDQ	788.00		131.33	120	656.67	Golf Course PDQ
	Banked on : 14/03/2012	859.00					
2141	[REDACTED] Walk	10.00			551	10.00	Taylor Walk
2121	[REDACTED] Ball	300.00			551	300.00	Lefkaridi Ball
2136	N/H Watch Stall	5.00			1056 210	5.00	N/H Watch Stall
2133	[REDACTED] Fashion Show	10.00			551	10.00	Rousseaux Fashion Show
2129	Horticultural Soc. Donation	45.00			551	45.00	Horticultural Soc. Donation
2119	[REDACTED] Fashion & Quiz	69.00			551	50.00	[REDACTED] Ball
					551	10.00	[REDACTED] Ball Fashion
					551	9.00	[REDACTED] Quiz
2120	[REDACTED] Ball	50.00			551	50.00	[REDACTED] Ball
2122	[REDACTED] Donation	25.00			551	25.00	[REDACTED] Donation
2138	[REDACTED] Walk Fashion	20.00			551	10.00	[REDACTED] Walk
					551	10.00	[REDACTED] Fashion
2115	Ollivers Open Garden	150.00			551	150.00	Ollivers Open Garden
2114	Chamber of Commerce Donation	100.00			551	100.00	Chamber of Commerce Donation
2113	[REDACTED] Fun Day	25.00			1056 210	25.00	[REDACTED] Fun Day
2112	[REDACTED] Donation	40.00			351	40.00	[REDACTED] Donation
2108	[REDACTED] Walk	10.00			551	10.00	[REDACTED] Walk
	Banked on : 14/03/2012	11,387.45					
	Sales Recpts Page 348	11,387.45	11,387.45		101		Sales Recpts Page 348
	Banked on : 14/03/2012	674.00					
PDQ	Golf Course PDQ	674.00		112.33	120	561.67	Golf Course PDQ
	Banked on : 14/03/2012	6,684.00					
Banking	Golf Course Banking	6,684.00		1,114.00	120	5,570.00	Golf Course Banking
	Banked on : 15/03/2012	272.50					
CC	Golf Course PDQ	272.50		45.42	120	227.08	Golf Course PDQ
	Banked on : 16/03/2012	766.00					
CC	Golf Course PDQ	766.00		127.67	120	638.33	Golf Course PDQ
	Banked on : 16/03/2012	67.04					
Tfr int	Premium Acc Interest	67.04			1190 201	67.04	Premium Acc Interest
	Banked on : 16/03/2012	100,000.00					
	Treasury Deposit	100,000.00			201	100,000.00	Treasury Deposit
	Banked on : 17/03/2012	1,800.00					
CC	Golf Course PDQ	1,800.00		300.00	120	1,500.00	Golf Course PDQ

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Cash Book 1

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Current/Deposit Account

For Month No : 12

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 18/03/2012	75.00					
CC	Golf Course PDQ	75.00		12.50	120	62.50	Golf Course PDQ
	Banked on : 19/03/2012	812.00					
CC	Golf Course PDQ	812.00		135.33	120	676.67	Golf Course PDQ
	Banked on : 19/03/2012	350.00					
	Sales Recpts Page 355	350.00	350.00		101		Sales Recpts Page 355
	Banked on : 20/03/2012	116.00					
CC	Golf Course PDQ	116.00		19.33	120	96.67	Golf Course PDQ
	Banked on : 20/03/2012	303.85					
Int	3 mths interest on £75000.	303.85			1190 201	303.85	3 mths interest on £75000.
	Banked on : 21/03/2012	4,480.00					
	Sales Recpts Page 349	4,480.00	4,480.00		101		Sales Recpts Page 349
	Banked on : 21/03/2012	628.13					
2146	Seahaven Harriers Stall	10.00			1056 210	10.00	Seahaven Harriers Stall
2145	██████████ Crypt Hire	15.00			1050 113	15.00	██████████ Crypt Hire
2147	██████████ Crypt Hire	68.13		11.36	1050 113	56.77	██████████ Crypt Hire
2151	██████████ Mayors Ball	50.00			551	50.00	██████████ Mayors Ball
2159	Horticultural Show Donation	220.00			551	220.00	Horticultural Show Donation
2158	Bishopstone Village Hall Donat	125.00			551	125.00	Bishopstone Village Hall Donat
2150	██████████ Mayors Walk	20.00			551	20.00	██████████ Mayors Walk
2148	██████████ Walk	20.00			551	20.00	██████████ Walk
2143	Seaford Con Club Donation	100.00			551	100.00	Seaford Con Club Donation
	Banked on : 21/03/2012	1,190.00					
CC	Golf Club PDQ	1,190.00		198.33	120	991.67	Golf Club PDQ
	Banked on : 21/03/2012	14,974.00					
Banking	Golf Course Banking	14,974.00		2,495.67	120	12,478.33	Golf Course Banking
	Banked on : 22/03/2012	1,203.00					
CC	Golf Course PDQ	1,203.00		200.50	120	1,002.50	Golf Course PDQ
	Banked on : 23/03/2012	1,980.20					
CC	Golf Course PDQ	1,980.20		330.03	120	1,650.17	Golf Course PDQ
	Banked on : 23/03/2012	85.68					
	Sales Recpts Page 357	85.68	85.68		101		Sales Recpts Page 357
	Banked on : 24/03/2012	2,949.50					
CC	Golf Course PDQ	2,949.50		491.58	120	2,457.92	Golf Course PDQ
	Banked on : 25/03/2012	1,013.00					
CC	Golf Course PDQ	1,013.00		168.83	120	844.17	Golf Course PDQ
	Banked on : 26/03/2012	1,311.50					
CC	Golf Course PDQ	1,311.50		218.58	120	1,092.92	Golf Course PDQ

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Current/Deposit Account

For Month No : 12

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Banked on : 26/03/2012		807.00					
2176	M& Co Fashion Show	460.00			551	460.00	M& Co Fashion Show
2175	Young Mayor Donation	60.00			551	60.00	Young Mayor Donation
2177	Charity Ball Donation	287.00			551	287.00	Charity Ball Donation
Banked on : 26/03/2012		15.00					
PDQ	Golf Course PDQ	15.00		2.50	1001 101	12.50	Golf Course PDQ
Banked on : 27/03/2012		3,333.00					
CC	Golf Course PDQ	3,333.00		555.50	120	2,777.50	Golf Course PDQ
Banked on : 28/03/2012		2,533.00					
CC	Golf Course PDQ	2,533.00		422.17	120	2,110.83	Golf Course PDQ
Banked on : 28/03/2012		18,343.20					
Banking	Golf Course Banking	18,343.20		3,057.20	120	15,286.00	Golf Course Banking
Banked on : 29/03/2012		1,032.00					
	Sales Recpts Page 352	1,032.00	1,032.00		101		Sales Recpts Page 352
Banked on : 29/03/2012		3,193.83					
	Sales Recpts Page 353	3,193.83	3,193.83		101		Sales Recpts Page 353
Banked on : 29/03/2012		125.00					
	Sales Recpts Page 354	125.00	125.00		101		Sales Recpts Page 354
Banked on : 29/03/2012		481.00					
2172	Royal St George Donation	202.00			551	202.00	Royal St George Donation
2169	[REDACTED] Deposit	15.00		2.50	1050 113	12.50	[REDACTED] Deposit
2181	Waves Lecture	152.00			551	152.00	Waves Lecture
2182	Waves Donation	97.00			551	97.00	Waves Donation
2184	[REDACTED] Deposit	15.00		2.50	1050 113	12.50	[REDACTED] Deposit
Banked on : 29/03/2012		255.47					
2165	Refreshments meetings	30.00			551	30.00	Refreshments meetings
2183	Rugby Charity Night	10.00			551	10.00	Rugby Charity Night
2161	[REDACTED] Ball Tickets	50.00			551	50.00	[REDACTED] Ball Tickets
2160	[REDACTED] Ball	50.00			551	50.00	[REDACTED] Ball
2185	Football match Collection	115.47			551	115.47	Football match Collection
Banked on : 29/03/2012		4,559.50					
PDQ	Golf Course PDQ	4,559.50		759.92	120	3,799.58	Golf Course PDQ
Banked on : 29/03/2012		1,032.00					
	Sales Recpts Page 359	1,032.00	1,032.00		101		Sales Recpts Page 359
Banked on : 30/03/2012		9.33					
2191	Photocopies/tea	9.33			1059 201	6.85	photocopies
					1054 201	2.48	tea/coffee
Banked on : 30/03/2012		3,405.67					

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Current/Deposit Account

For Month No : 12

## Receipts for Month 12

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 356	3,405.67	3,405.67		101		Sales Recpts Page 356
	Banked on : 30/03/2012	2,785.85					
CC	Golf Course PDQ	2,785.85		464.31	120	2,321.54	Golf Course PDQ
	Banked on : 30/03/2012	1,032.00					
	Sales Recpts Page 358	1,032.00	1,032.00		101		Sales Recpts Page 358
	Banked on : 31/03/2012	4,878.50					
CC	Golf Course PDQ	4,878.50		813.08	120	4,065.42	Golf Course PDQ
	Banked on : 31/03/2012	12,988.35					
Banking	Golf Course Banking	12,988.35		2,164.72	120	10,823.63	Golf Course Banking
<b>Total Receipts for Month</b>		<b>221,231.23</b>	<b>27,819.28</b>	<b>14,669.27</b>		<b>178,742.68</b>	
<b>Cash Book Totals</b>		<b>290,938.71</b>	<b>27,819.28</b>	<b>14,669.27</b>		<b>248,450.16</b>	

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## Cash Book 1

User : JSF

## Current/Deposit Account

For Month No : 12

## Payments for Month 12

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/03/2012	South East Water	290481x	58.02	58.02		501		2971 War Memorials 1/7-17/1
01/03/2012	South East Water	8200841x	287.96	287.96		501		2970 Golf Club 16/12-24/1
02/03/2012	[REDACTED]	201332	159.37			4111 201	159.37	Camera
03/03/2012	Seaford Baptist Church	201334	100.00			4187 135	100.00	Room Hire Young Mayor
03/03/2012	[REDACTED]	201333	39.00			4188 210	20.00	Gloves
05/03/2012	British Telecom	sd4348395	81.98	81.98		501		2988 Vrypt Feb
06/03/2012	Talk Talk Business	1384470	85.68	85.68		501		2961 TIC Telephone Jan
07/03/2012	UK Fuels	46242	86.66	86.66		501		2999 Fuel
07/03/2012	Overstated CC Rec	PDQ GOLF	45.00		7.50	120	37.50	Overstated CC Receipt
08/03/2012	First Response Learning Ltd	201335	216.00	216.00		501		3012 First Aid Training
08/03/2012	Seaford Head Golf Club	201336	2,951.00	2,951.00		501		2833 Cleaning July Sept
12/03/2012	Barclaycard	15677	70.34	70.34		501		3005 PDQ Feb
12/03/2012	British Gas Business	41191886	290.59	290.59		501		3009 Crypt 26/1-27/2
12/03/2012	British Telecom	449q026	57.56	57.56		501		3010 Crypt Feb - Apr
14/03/2012	Thomas Locksmiths Ltd	201337	360.00	360.00		501		3007 Beach Hut Locks
14/03/2012	02 (UK) Ltd	03860725	8.68	8.68		501		3004 Golf Mobile
14/03/2012	Co-Operative Bank	4656	3.96	3.96		501		3002 Payflow Feb
15/03/2012	South Downs Society	201340	25.00	25.00		501		3011 Membership
15/03/2012	East Sussex Security	201341	102.00	102.00		501		2990 Disconnect Alarm
15/03/2012	Golfguard Ltd	201342	4,000.00	4,000.00		501		3016 Players Insurance Apr 13
15/03/2012	G D Golding (Tailors) Ltd	201343	1,870.00	1,870.00		501		3021 Uniform Funded by donation
15/03/2012	RBS Software Solutions	201344	806.40	806.40		501		3022 RBS to Mar 2013
15/03/2012	Worldwide Webdesign Ltd	201345	180.00	180.00		501		3014 Golf Website Maintenance
15/03/2012	HM Revenue & Customs	201339	5,346.02			515	5,346.02	PAYE & NIC Feb
15/03/2012	East Sussex Pension Fund	201338	3,539.14			517	3,539.14	February Superannuation
15/03/2012	Postage by Phone - Pitney Bowe	20690442	250.00	250.00		501		3030 Postage Top Up
16/03/2012	AJ Electrical Contractors Sout	201347	1,032.00	1,032.00		501		2991 Electrical Works Changing
16/03/2012	[REDACTED]	201346	274.04			4187 135	274.04	Young Mayor Trophies
20/03/2012	Talk Talk Business	1383098	201.17	201.17		501		3013 TIC telephone Feb
20/03/2012	Southern Water	4600017	43.53	43.53		501		2987 Waste 17/12-24/12
23/03/2012	Advance Blockage Clearance	201350	66.00	66.00		501		2993 Blocked Drain

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Current/Deposit Account

For Month No : 12

## Payments for Month 12



## 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>
23/03/2012	Claire Davies	201351	1,210.00	1,210.00		501		Clearance 3008 Renovation Crypt
23/03/2012	English Woodlands	201352	93.60	93.60		501		3020 Tree Ties
23/03/2012	Europlants Ltd	201353	516.60	516.60		501		2998 Winter Bedding
23/03/2012	Glasdon U.K. Limited	201354	128.04	128.04		501		2994 Bin Kit
23/03/2012	G W Ironworks Ltd	201355	1,651.20	1,651.20		501		3026 New Gate
23/03/2012	Initial Washroom Solutions	201356	12.00	12.00		501		2986 Hand Dryer March
23/03/2012	John Shaw (Machinery) Ltd	201357	310.15	310.15		501		2996 Parts
23/03/2012	Mr P S Kennard	201358	138.00	138.00		501		3017 Beach Shelte Clean
23/03/2012	Sussex Associations of Local C	201359	15.50	15.50		501		3001 Magazine
23/03/2012	Shelly Signs	201360	504.00	504.00		501		2989 Sign
23/03/2012	John Spicer	201361	130.00	130.00		501		3018 Skateboard Ramp
23/03/2012	East Media Services Sx Ltd	201362	108.00	108.00		501		3006 Web Hosting 1/11/12
23/03/2012	Tacit	201363	233.07	233.07		501		2995 Rakes - Switch Tips - Swi
23/03/2012	Tanleys Printers Ltd	201364	159.60	159.60		501		3023 Membership forms
23/03/2012	Wave Leisure Trust	201365	2,000.00	2,000.00		501		2997 Contribution Framework
23/03/2012	HM Revenue & Customs	201348	5,399.25			515	5,399.25	PAYE & NIC Marcl
23/03/2012	East Sussex Pension Fund	201349	3,566.40			517	3,566.40	March Superannuation
25/03/2012	Fraser Morley	Payflow Ma	3,500.00	3,500.00		501		3015 March Retainer
25/03/2012	Staff Salaries March	PAYFLOW	14,347.38			516	14,347.38	Staff Salaries Marc
<b>Total Payments for Month</b>			<b>56,659.89</b>	<b>23,844.29</b>	<b>7.50</b>		<b>32,808.10</b>	
<b>Balance Carried Fwd</b>			<b>234,278.82</b>					
<b>Cash Book Totals</b>			<b>290,938.71</b>	<b>23,844.29</b>	<b>7.50</b>		<b>267,086.92</b>	

## Bank Reconciliation Statement as at: 30/04/2012 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>
20/04/2012 201438	Lewes & Seaford CAB Grant	3,500.00	
20/04/2012 201439	Seaford Community Ptners Grar	1,000.00	
20/04/2012 201440	VAT March Qtr	2,321.73	
23/04/2012 201441	Direct Telecom Services	97.20	
23/04/2012 201442	Zurich Town and Parish Council	53.69	
			33,609.43
			<u>513,959.37</u>
 <u>Receipts not Banked/Cleared (Plus)</u>			
12/04/2012		94.59	
26/04/2012		36.00	
27/04/2012		1,568.00	
27/04/2012		3,708.50	
27/04/2012		65.00	
27/04/2012		441.00	
28/04/2012		651.00	
29/04/2012		68.00	
30/04/2012		124.00	
30/04/2012		4,455.50	
			11,211.59
			<u>525,170.96</u>
	<b>Balance per Cash Book is :-</b>		<b>525,170.96</b>
	<b>Difference is :-</b>		<b>0.00</b>

## Bank Reconciliation Statement as at: 30/04/2012 for Cash Book 1 Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	30/04/2012	162	547,568.80
			<u>547,568.80</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
12/04/2012 201393	Hire-a-Loo	89.42	
12/04/2012 201366	Seafordd Lifeguards	50.00	
12/04/2012 201368	Seaford Musical Theatre	50.00	
12/04/2012 201375		50.00	
12/04/2012 201376		25.00	
12/04/2012 201380		61.43	
12/04/2012 201382	Lewes District Council	42.50	
12/04/2012 201383	John Spicer	94.59	
18/04/2012 201407	Zurich Town and Parish Council	19,374.37	
18/04/2012 201406	Alco	49.50	
20/04/2012 201408	6th Seaford Scout Group	350.00	
20/04/2012 201409	7th Seaford Brownies	250.00	
20/04/2012 201410	9th Seaford Scout Group Grant	350.00	
20/04/2012 201411	ABC Fund Gant	100.00	
20/04/2012 201412	Bishopstone Parish Hall Grant	100.00	
20/04/2012 201413	Clinton Centre Grant	200.00	
20/04/2012 201414	The Crouch Bowling Grant	100.00	
20/04/2012 201415	Cuckmere Community Bus Gran	500.00	
20/04/2012 201416	Friends of Seaford Library Gra	50.00	
20/04/2012 201417	Friends of Crouch Grant	100.00	
20/04/2012 201418	National Coastwatch Grant	300.00	
20/04/2012 201419	Seaford Newland Boxing Grant	500.00	
20/04/2012 201420	St James' Trust Grant	250.00	
20/04/2012 201421	Seaford Hard of Hearing Grant	50.00	
20/04/2012 201422	Seaford Inner Light Grant	100.00	
20/04/2012 201423	Seaford Kurlers Grant	50.00	
20/04/2012 201424	Seaford Lifeguards	450.00	
20/04/2012 201425	Seaford Little Theatre Grant	200.00	
20/04/2012 201426	Seaford Live Grant	500.00	
20/04/2012 201427	Seaford Museum Grant	100.00	
20/04/2012 201428	Seaford Music Society Grant	50.00	
20/04/2012 201429	Neighbourhood Watch Grant	100.00	
20/04/2012 201430	Seaford Seniors Forum Grant	200.00	
20/04/2012 201431	Seaford Silver Band Grant	400.00	
20/04/2012 201432	Seaford Striders Grant	100.00	
20/04/2012 201433	Seaford Stroke & Caring Grant	100.00	
20/04/2012 201434	Seaford Twinning Grant	50.00	
20/04/2012 201435	Vitalise Grant	100.00	
20/04/2012 201436	Willett Charitable Trust Grant	50.00	
20/04/2012 201437	Seaford Rugby Club Grant	1,000.00	

Date: 14/06/2012

## Seaford Town Council 2012/13

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Cash Book 1

User : JSF

Current/Deposit Account

For Month No : 1

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	234,278.82				234,278.82	
	Banked on : 01/04/2012	9,328.00					
PDQ	Golf Course PDQ	9,328.00		1,554.67	120	7,773.33	Golf Course PDQ
	Banked on : 01/04/2012	9,792.50					
Cash	Golf Course Banking	9,792.50		1,632.08	120	8,160.42	Golf Course Banking
	Banked on : 02/04/2012	2,347.50					
PDQ	Golf Course PDQ	2,347.50		391.25	120	1,956.25	Golf Course PDQ
	Banked on : 03/04/2012	1,921.55					
PDQ	Golf Course PDQ	1,921.55		320.26	120	1,601.29	Golf Course PDQ
	Banked on : 03/04/2012	18,565.00					
	Sales Recpts Page 368	18,565.00	18,565.00		101		Sales Recpts Page 368
	Banked on : 03/04/2012	254,814.50					
2296	Precept	254,814.50			1176 801	254,814.50	Precept
	Banked on : 03/04/2012	1,032.00					
	Sales Recpts Page 374	1,032.00	1,032.00		101		Sales Recpts Page 374
	Banked on : 04/04/2012	1,873.00					
PDQ	Golf Course PDQ	1,873.00		312.17	120	1,560.83	Golf Course PDQ
	Banked on : 04/04/2012	11,962.50					
	Sales Recpts Page 369	11,962.50	11,962.50		101		Sales Recpts Page 369
	Banked on : 05/04/2012	3,301.00					
PDQ	Golf Course PDQ	3,301.00		550.17	120	2,750.83	Golf Course PDQ
	Banked on : 05/04/2012	8,603.80					
	Sales Recpts Page 361	8,603.80	8,603.80		101		Sales Recpts Page 361
	Banked on : 05/04/2012	2,177.00					
2196	[REDACTED]	10.00			551	10.00	[REDACTED] Donation
2198	[REDACTED] Donation	20.00			551	20.00	[REDACTED] Donation
2195	[REDACTED] Donation	20.00			551	20.00	[REDACTED] Donation
2204	Mayors Walk Donation	10.00			551	10.00	Mayors Walk Donation
2197	[REDACTED] Donation	5.00			551	5.00	[REDACTED] Donation
2200	Rugby Glub Event Tickets	5.00			551	5.00	Bird Rugby Event
2209	Seahaven Lioness Club	200.00			551	200.00	Seahaven Lioness Club
2208	AJV Handyman Stall Fun Day	20.00			1056 210	20.00	AJV Handyman Stall Fun Day
2220	Barwells Young Mayor Awards	1,837.00			1064 135	1,837.00	Barwells Young Mayor Awards
2219	[REDACTED] stall Fun Day	30.00			1056 210	30.00	[REDACTED] Stall Fun Day
2199	Seaford Dog Rescue Fun Day	10.00			1056 210	10.00	Seaford Dog Rescue Fun Day
2216	Seaford Feature & Literary	10.00			351	10.00	Seaford Feature & Literary
	Banked on : 05/04/2012	28.92					
	Untaxed interest	28.92			1190 201	28.92	Untaxed interest
	Banked on : 06/04/2012	2,049.35					
PDQ	Golf Course PDQ	2,049.35		341.56	120	1,707.79	Golf Course PDQ

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Date: 14/06/2012

## Seaford Town Council 2012/13

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Cash Book 1

User : JSF

Current/Deposit Account

For Month No : 1

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 07/04/2012	3,004.50					
PDQ	Golf Course PDQ	3,004.50		500.75	120	2,503.75	Golf Course PDQ
	Banked on : 08/04/2012	2,789.00					
PDQ	Golf Course PDQ	2,789.00		464.83	120	2,324.17	Golf Course PDQ
	Banked on : 09/04/2012	983.50					
PDQ	Golf Course PDQ	983.50		163.92	120	819.58	Golf Course PDQ
	Banked on : 10/04/2012	1,555.00					
PDQ	Golf Course PDQ	1,555.00		259.17	120	1,295.83	Golf Course PDQ
	Banked on : 10/04/2012	89.42					
	Sales Recpts Page 373	89.42	89.42		101		Sales Recpts Page 373
	Banked on : 11/04/2012	519.00					
PDQ	Golf Course PDQ	519.00		86.50	120	432.50	Golf Course PDQ
	Banked on : 11/04/2012	1,835.00					
	Sales Recpts Page 362	1,835.00	1,835.00		101		Sales Recpts Page 362
	Banked on : 11/04/2012	187.50					
2224	[REDACTED] Donation	25.00			551	25.00	[REDACTED] Donation
2222	Seaford & District Horticultura	50.00			551	50.00	Seaford & District Horticultura
2221	[REDACTED] Ball Tickets	77.50			551	77.50	[REDACTED] Ball Tickets
2225	[REDACTED] Donation	20.00			551	20.00	[REDACTED] Donation
2230	Lloyd Deposit Crypt	15.00		2.50	1050 113	12.50	[REDACTED] Deposit Crypt
	Banked on : 11/04/2012	95.00					
2238	Pignant Pavilion Fun Day	25.00			1056 210	25.00	Pignant Pavilion Fun Day
2240	Scoutex Fun Day Stall	5.00			1056 210	5.00	Scoutex Fun Day Stall
2241	[REDACTED] Donation	40.00			551	40.00	[REDACTED] Donation
2235	[REDACTED] Fund Day	25.00			1056 210	25.00	[REDACTED] Fund Day
	Banked on : 11/04/2012	350.00					
	Sales Recpts Page 375	350.00	350.00		101		Sales Recpts Page 375
	Banked on : 12/04/2012	94.59					
201383	Missposted Cheque	94.59		15.76	4274 113	78.83	Missposted Cheque
	Banked on : 12/04/2012	890.00					
PDQ	Golf Course PDQ	890.00		148.33	120	741.67	Golf Course PDQ
	Banked on : 12/04/2012	23,670.40					
Cash	Golf Course Banking	23,670.40		3,945.07	120	19,725.33	Golf Course Banking
	Banked on : 12/04/2012	500.00					
	Sales Recpts Page 366	500.00	500.00		101		Sales Recpts Page 366
	Banked on : 13/04/2012	783.00					
PDQ	Golf Course PDQ	783.00		130.50	120	652.50	Golf Course PDQ

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## Seaford Town Council 2012/13

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## Cash Book 1

User : JSF

## Current/Deposit Account

For Month No : 1

## Receipts for Month 1

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 13/04/2012		83.64					
	Sales Recpts Page 376	83.64	83.64		101		Sales Recpts Page 376
Banked on : 14/04/2012		1,049.00					
PDQ	Golf Course PDQ	1,049.00		174.83	120	874.17	Golf Course PDQ
Banked on : 15/04/2012		700.00					
PDQ	Golf Course PDQ	700.00		116.67	120	583.33	Golf Course PDQ
Banked on : 16/04/2012		839.00					
PDQ	Golf Course PDQ	839.00		139.83	120	699.17	Golf Course PDQ
Banked on : 16/04/2012		75,303.86					
	Treasury Deposit	75,303.86			201	75,303.86	Treasury Deposit off
Banked on : 17/04/2012		500.00					
	Sales Recpts Page 363	500.00	500.00		101		Sales Recpts Page 363
Banked on : 18/04/2012		500.00					
	Sales Recpts Page 364	500.00	500.00		101		Sales Recpts Page 364
Banked on : 18/04/2012		1,607.00					
	Sales Recpts Page 365	1,607.00	1,607.00		101		Sales Recpts Page 365
Banked on : 18/04/2012		350.00					
	Sales Recpts Page 370	350.00	350.00		101		Sales Recpts Page 370
Banked on : 19/04/2012		5,204.70					
Cash	Golf Course Banking	5,204.70		867.45	120	4,337.25	Golf Course Banking
Banked on : 19/04/2012		16.00					
PDQ	Golf Coursr PDQ	16.00		2.67	120	13.33	Golf Coursr PDQ
Banked on : 20/04/2012		239.70					
PDQ	Golf Course PDQ	239.70		39.95	120	199.75	Golf Course PDQ
Banked on : 20/04/2012		500.00					
	Sales Recpts Page 372	500.00	500.00		101		Sales Recpts Page 372
Banked on : 21/04/2012		380.00					
PDQ	Golf Course PDQ	380.00		63.33	120	316.67	Golf Course PDQ
Banked on : 22/04/2012		1,192.50					
PDQ	Golf Course PDQ	1,192.50		198.75	120	993.75	Golf Course PDQ
Banked on : 23/04/2012		76.00					
PDQ	Gold Course PDQ	76.00		12.67	120	63.33	Gold Course PDQ
Banked on : 23/04/2012		275.00					
	Sales Recpts Page 371	275.00	275.00		101		Sales Recpts Page 371
Banked on : 24/04/2012		952.00					
PDQ	Golf Course PDQ	952.00		158.67	120	793.33	Golf Course PDQ

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## Seaford Town Council 2012/13

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Cash Book 1

User : JSF

Current/Deposit Account

For Month No : 1

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 25/04/2012	100.00					
PDQ	Golf Course PDQ	100.00		16.67	120	83.33	Golf Course PDQ
	Banked on : 25/04/2012	350.00					
	Sales Recpts Page 377	350.00	350.00		101		Sales Recpts Page 377
	Banked on : 25/04/2012	0.20					
PDQ	Golf Course PDQ	0.20			120	0.20	Golf Course PDQ
	Banked on : 26/04/2012	36.00					
PDQ	Golf Course PDQ	36.00		6.00	120	30.00	Golf Course PDQ
	Banked on : 27/04/2012	1,568.00					
PDQ	Golf Course PDQ	1,568.00		261.33	120	1,306.67	Golf Course PDQ
	Banked on : 27/04/2012	3,708.50					
	Sales Recpts Page 367	3,708.50	3,708.50		101		Sales Recpts Page 367
	Banked on : 27/04/2012	65.00					
2250	Just Voices	20.00		3.33	1050 113	16.67	Just Voices
2258	Eastbourne Life Group	45.00		7.50	1050 113	37.50	Eastbourne Life Group
	Banked on : 27/04/2012	441.00					
2257	NPS Lions Marathon Donation	200.00			551	200.00	NPS Lions Marathon Donatior
2260	Seafor 60 Plus Fun Day	10.00			1056 210	10.00	Seafor 60 Plus Fun Day
2262	[REDACTED] Stall Jubilee	10.00			1070 135	10.00	[REDACTED] Stall Jubilee
2253	[REDACTED] Donation	50.00			551	50.00	[REDACTED] Donation
2261	Micklefield Nursery Donation	151.00			551	151.00	Micklefield Nursery Donation
2252	[REDACTED] Donation	20.00			551	20.00	[REDACTED] Donation
	Banked on : 28/04/2012	651.00					
PDQ	Golf Course PDQ	651.00		108.50	120	542.50	Golf Course PDQ
	Banked on : 29/04/2012	68.00					
PDQ	Golf Course PDQ	68.00		11.33	120	56.67	Golf Course PDQ
	Banked on : 30/04/2012	124.00					
PDQ	Golf Course PDQ	124.00		20.67	120	103.33	Golf Course PDQ
	Banked on : 30/04/2012	4,455.50					
Cash	Golf Course Banking	4,455.50		742.58	120	3,712.92	Golf Course Banking
<b>Total Receipts for Month</b>		<b>466,478.13</b>	<b>50,811.86</b>	<b>13,772.22</b>		<b>401,894.05</b>	
<b>Cash Book Totals</b>		<b>700,756.95</b>	<b>50,811.86</b>	<b>13,772.22</b>		<b>636,172.87</b>	

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## Seaford Town Council 2012/13

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Cash Book 1

User : JSF

Current/Deposit Account

For Month No : 1

## Payments for Month 1

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
02/04/2012	Lewes District Council	099	58.50	58.50		501		3077 The Base Rates
02/04/2012	Lewes District Council	369	297.00	297.00		501		3064 Crypt Rates
02/04/2012	Lewes District Council	372	216.00	216.00		501		3063 23 Church Street rates
02/04/2012	Lewes District Council	381	14.75	14.75		501		3065 Beach Hut 27 Rates
02/04/2012	Lewes District Council	394	14.75	14.75		501		3066 Beach Hut 28 Rates
02/04/2012	Lewes District Council	404	14.75	14.75		501		3067 Beach Hut 29 Rates
02/04/2012	Lewes District Council	481	931.50	931.50		501		3080 Church St Rates
02/04/2012	Lewes District Council	666	14.75	14.75		501		3068 Beach Hut 52 rates
02/04/2012	Lewes District Council	677	179.42	179.42		501		3078 Golf Shop Rates
02/04/2012	Lewes District Council	679	14.75	14.75		501		3069 Beach Hut 53 Rates
02/04/2012	Lewes District Council	682	14.75	14.75		501		3070 Beach Hut 54 Rates
02/04/2012	Lewes District Council	695	14.75	14.75		501		3071 Beach Hut 55 Rates
02/04/2012	Lewes District Council	705	14.75	14.75		501		3072 Beach Hut 56 Rates
02/04/2012	Lewes District Council	718	14.75	14.75		501		3073 Beach Hut 57 Rates
02/04/2012	Lewes District Council	721	14.75	14.75		501		3074 Beach Hut 58 Rates
02/04/2012	Lewes District Council	734	14.75	14.75		501		3075 Beach Hut 59 Rates
02/04/2012	Lewes District Council	750	14.75	14.75		501		3076 Beach Hut 60 Rates
02/04/2012	Lewes District Council	758	54.00	54.00		501		3062 High & Over Rates
02/04/2012	South East Water	841x	232.67	232.67		501		3003 oif 24/1-22/2
02/04/2012	Lewes District Council	946	54.00	54.00		501		3079 TIC Rates
04/04/2012	Talk Talk Business	01384470/8	83.64	83.64		501		3024 TIC Telephor
04/04/2012	UK Fuels	46242	25.60	25.60		501		3056 Fuel Site inspections
10/04/2012	Barclaycard	8590	297.27	297.27		501		3052 PDQ Machine March
11/04/2012	Public Works Loan Board	E07943	9,044.35			4301 205	9,044.35	Public Works Loan Board
11/04/2012	Lewes District Council	7781534	16.00			4261 113	16.00	Land registry
12/04/2012	Nick Allen Building Service Lt	201384	279.60	279.60		501		3039 Heating System Repair
12/04/2012	Allen & Joy	201385	6,598.20	6,598.20		501		3032 Contract Pric 23 Church
12/04/2012	Blachere IlluminationUK Ltd	201386	745.20	745.20		501		3046 High Wind Ct Out
12/04/2012	Don Burtenshaw	201387	216.00	216.00		501		3041 Concrete base Golf Course
12/04/2012	Seaford Cleaning Contractors	201388	180.00	180.00		501		3038 Crypt Cleanir

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Date: 14/06/2012

## Seaford Town Council 2012/13

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Cash Book 1

User : JSF

Current/Deposit Account

For Month No : 1

## Payments for Month 1

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
12/04/2012	Club Systems International Ltd	201389	828.00	828.00		501		3043 Swipe Cards
12/04/2012	Collier Turf Care Ltd	201390	1,629.33	1,629.33		501		3031 Turf Doctor & Posts
12/04/2012	East Sussex County Council	201391	10,874.00	10,874.00		501		3035 Swimming Pc
12/04/2012	Graffiti Design	201392	1,836.00	1,836.00		501		3040 Crypt Sign
12/04/2012	Hire-a-Loo	201393	89.42	89.42		501		3029 Chemical Toi
12/04/2012	Initial Washroom Solutions	201394	12.00	12.00		501		3037 Hand Dryer April
12/04/2012	John Shaw (Machinery) Ltd	201395	25.32	25.32		501		3054 Filter
12/04/2012	Mr P S Kennard	201396	138.00	138.00		501		3059 Bus Shelter Clean
12/04/2012	Lewes District Council	201397	72,112.25	72,112.25		501		3033 Playground Inspection
12/04/2012	Office Depot UK Ltd	201398	718.18	718.18		501		3060 Stationary
12/04/2012	Sussex Police Authority	201399	4,276.79	4,276.79		501		3036 CCTV Feb - Apr 2012
12/04/2012	Recognition Express	201400	16.26	16.26		501		3049 Name Badge
12/04/2012	John Spicer	201401	745.41	745.41		501		3048 Notice Board Crypt
12/04/2012	Star Computers Ltd	201402	39.60	39.60		501		3050 Electric for Clock
12/04/2012	St James' Trust (Seaford)	201403	28.00	28.00		501		3042 Business Meeting Hire
12/04/2012	Wicksteed Leisure Ltd	201404	7,919.34	7,919.34		501		3061 Seat
12/04/2012	British Gas Business	203153	224.62	224.62		501		3057 Crypt Gas 28/2-29/3
12/04/2012	Seaford Lifeguards	201366	50.00			4187 135	50.00	Young Mayor Awards 2012
12/04/2012	Seaford Community Partnership	201367	50.00			4187 135	50.00	Young Mayors Awards
12/04/2012	Seaford Musical Theatre	201368	50.00			4187 135	50.00	Young Mayors Award
12/04/2012	[REDACTED]	201369	150.00			4187 135	150.00	Young Mayors Awards
12/04/2012	[REDACTED]	201370	50.00			4187 135	50.00	Young Mayors Awards
12/04/2012	[REDACTED]	201371	50.00			4187 135	50.00	Young Mayors Awards
12/04/2012	[REDACTED]	201372	25.00			4187 135	25.00	Young Mayors Awards
12/04/2012	[REDACTED]	201373	25.00			4187 135	25.00	Young Mayors Award
12/04/2012	[REDACTED]	2014374	300.00			4187 135	300.00	Young Mayors Award
12/04/2012	[REDACTED]	201375	50.00			4187 135	50.00	Young Mayors Award
12/04/2012	[REDACTED]	201376	25.00			4187 135	25.00	Young Mayors Award
12/04/2012	[REDACTED]	201377	100.00			4187 135	100.00	Young Mayors Award
12/04/2012	Newhaven & Seaford Sea	201378	50.00			4187 135	50.00	Young Mayors Award
12/04/2012	[REDACTED]	201379	120.00			4187 135	120.00	Refreshments. Young Mayor

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Date: 14/06/2012

## Seaford Town Council 2012/13

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Cash Book 1

User : JSF

Current/Deposit Account

For Month No : 1

## Payments for Month 1

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
12/04/2012		201380	61.43			4181 210	50.44	Award Art workshop materials
12/04/2012	Sussex Events	201381	315.00			4106 201 551	10.99	Photo paper
						4187 135	35.00	Mayors Fashion Show
						4187 135	100.00	Young Mayor Awards
12/04/2012	Lewes District Council	201382	42.50			4274 113	180.00	Talent Show
						4274 113	42.50	Discharge Planning Conditions
12/04/2012	John Spicer	201383	94.59		15.76	4274 113	78.83	Materials
12/04/2012	J Spicer	201383	83.56		13.93	4274 113	69.63	Materials
12/04/2012	Lewes District Council	7781534	62.00			4261 113	62.00	Land Registry
16/04/2012	Co-Operative Bank	4656	3.96	3.96		501		3058 Payflow March
16/04/2012	02 (UK) Ltd	725/001	8.92	8.92		501		3053 Golf Mobile
16/04/2012	Lewes Distric Council	201405	70.00			4110 113	70.00	Artwave Advert Crypt Man
18/04/2012	Zurich Town and Parish Council	201407	19,374.37	19,374.37		501		3109 Insurance 1/4 31/3/13
18/04/2012	Postage by Phone - Pitney Bowe	21030414	250.00	250.00		501		Purchase Ledger
18/04/2012	Alco	201406	49.50		8.25	4274 113	41.25	Aalco Cleaning Kit
20/04/2012	Talk Talk Business	1383098	244.81	244.81		501		Purchase Ledger
20/04/2012	6th Seaford Scout Group	201408	350.00			4401 215	350.00	6th Seaford Scout Group
20/04/2012	7th Seaford Brownies	201409	250.00			4401 215	250.00	7th Seaford Brownies Grant
20/04/2012	9th Seaford Scout Group Grant	201410	350.00			4401 215	350.00	9th Seaford Scout Group
20/04/2012	ABC Fund Gant	201411	100.00			4401 215	100.00	ABC Fund Grant
20/04/2012	Bishopstone Parish Hall Grant	201412	100.00			4401 215	100.00	Bishopstone Parish Hall Grant
20/04/2012	Clinton Centre Grant	201413	200.00			4401 215	200.00	Clinton Centre Gra
20/04/2012	The Crouch Bowling Grant	201414	100.00			4401 215	100.00	The Crouch Bowling Grant
20/04/2012	Cuckmere Community Bus Grant	201415	500.00			4401 215	500.00	CuckmereCommur Bus Grant
20/04/2012	Friends of Seaford Library Gra	201416	50.00			4401 215	50.00	Friends of Seaford Library Gra
20/04/2012	Friends of Crouch Grant	201417	100.00			4401 215	100.00	Friends of Crouch Grant
20/04/2012	National Coastwatch Grant	201418	300.00			4401 215	300.00	National Coastwatch Grant
20/04/2012	Seaford Newland Boxing Grant	201419	500.00			4401 215	500.00	Seaford Newland Boxing Grant
20/04/2012	St James' Trust Grant	201420	250.00			4401 215	250.00	St James' Trust Grant
20/04/2012	Seaford Hard of Hearing Grant	201421	50.00			4401 215	50.00	Seaford Hard of Hearing Grant
20/04/2012	Seaford Inner Light Grant	201422	100.00			4401 215	100.00	Seaford Inner Light
20/04/2012	Seaford Kurlers Grant	201423	50.00			4401 215	50.00	Seaford Kurlers Grant

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## Seaford Town Council 2012/13

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## Cash Book 1

User : JSF

## Current/Deposit Account

For Month No : 1

## Payments for Month 1

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
20/04/2012	Seaford Lifeguards	201424	450.00			4401 215	450.00	Seaford Lifeguards
20/04/2012	Seaford Little Theatre Grant	201425	200.00			4401 215	200.00	Seaford Little Theatre Grant
20/04/2012	Seaford Live Grant	201426	500.00			4401 215	500.00	Seaford Live Grant
20/04/2012	Seaford Museum Grant	201427	100.00			4401 215	100.00	Seaford Museum Grant
20/04/2012	Seaford Music Society Grant	201428	50.00			4401 215	50.00	Seaford Music Society Grant
20/04/2012	Neighbourhood Watch Grant	201429	100.00			4401 215	100.00	Neighbourhood Watch Grant
20/04/2012	Seaford Seniors Forum Grant	201430	200.00			4401 215	200.00	Seaford Seniors Forum Grant
20/04/2012	Seaford Silver Band Grant	201431	400.00			4401 215	400.00	Seaford Silver Band Grant
20/04/2012	Seaford Striders Grant	201432	100.00			4401 215	100.00	Seaford Striders Grant
20/04/2012	Seaford Stroke & Caring Grant	201433	100.00			4401 215	100.00	Seaford Stroke & Caring Grant
20/04/2012	Seaford Twinning Grant	201434	50.00			4401 215	50.00	Seaford Twinning Grant
20/04/2012	Vitalise Grant	201435	100.00			4401 215	100.00	Vitalise Grant
20/04/2012	Willetts Charitable Trust Grant	201436	50.00			4401 215	50.00	Willetts Charitable Trust Grant
20/04/2012	Seaford Rugby Club Grant	201437	1,000.00			4401 215	1,000.00	Seaford Rugby Club Grant
20/04/2012	Lewes & Seaford CAB Grant	201438	3,500.00			4401 215	3,500.00	Lewes & Seaford CAB Grant
20/04/2012	Seaford Community Ptners Grant	201439	1,000.00			4401 215	1,000.00	Seaford Community Ptners Grant
20/04/2012	VAT March Qtr	201440	2,321.73			105	2,321.73	VAT March Qtr
23/04/2012	EDF Energy	31092948	472.12	472.12		501		Purchase Ledger
23/04/2012	Direct Telecom Services	201441	97.20		16.20	4195 135	81.00	Direct Telecom Services
23/04/2012	Zurich Town and Parish Council	201442	53.69	53.69		501		3110 Adjustment 1/4-31/03/13
25/04/2012	Fraser Morley	Payflow Ap	3,500.00	3,500.00		501		Purchase Ledger
25/04/2012	Salaries April	PAYFLOW	14,630.05			516	14,630.05	Salaries April
27/04/2012	British Gas Business	37228	307.09	307.09		501		Purchase Ledger
<b>Total Payments for Month</b>			<b>175,585.99</b>	<b>136,353.08</b>	<b>54.14</b>		<b>39,178.77</b>	
<b>Balance Carried Fwd</b>			<b>525,170.96</b>					
<b>Cash Book Totals</b>			<b>700,756.95</b>	<b>136,353.08</b>	<b>54.14</b>		<b>564,349.73</b>	



## Seaford Town Council

**Report 32/12**

<b>Agenda Item No:</b>	<b>5 (b)</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes Committee</b>
<b>Date:</b>	<b>21 June 2012</b>
<b>Title:</b>	<b>Finance Report</b>
<b>By:</b>	<b>Simon Cooper, Corporate Services Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To inform members of Committee of Council Income &amp; Expenditure for the period 1 April 2011 to 31 March 2012.</b>

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### Recommendations

You are recommended:

1. To approve the carry forward of Project and non-contracted Grounds Maintenance expenditure of £29,178 as detailed in appendix B into the next financial year.
  2. To approve that the net underspend on Christmas Lights of £2,029 be carried forward into the next financial year.
  3. To approve that £6,000 of the amount underspent in Administration be added to the election reserve.
  4. To approve that £510 be transferred from The Seaford Residents Association reserve to cover the amount spent on Seating outside of Morrisons.
  5. To note the remainder of this report.
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### 1. Information

- 1.1 The statement detailing income and expenditure for the year ended 31 March 2012 compared to the Projected Outturn for that year, approved by Council on 19 January 2012 is attached as Appendix A. The original budget for the year is included for information.
- 1.2 Except as noted below, overall net expenditure for the period is broadly in line with the Projected Outturn.
- 1.3 Some approved Community Services Project Expenditure has been delayed as detailed in Appendix B. It is recommended that the Committee approve that £29,178 be carried forward as an earmarked reserve to be spent in the 2012-13 financial year.
- 1.4 Some planned non-contracted grounds maintenance work has not been commenced as detailed in Appendix C. This amount £4,271 is included in Projects expenditure £29,178 that is requested to be carried forward into 2012/13 as noted in 1.4 above.

- 1.5 Christmas Lights – Including Christmas event income of £890 there is a net underspend on Christmas lights in the year of £2,029. It is recommended that the committee approve these amounts be carried forward as an earmarked reserve (Equipment) to be spent in the next financial year.
- 1.6 It is recommended that £6,000 of the amount underspent in Administration be added to the election reserve to cover the cost of the by-election.
- 1.7 Appendix D details the reserves balances should the Committee approve the movements requested.
- 1.8 Community Services variances are explained as:
- (a) Dog bin maintenance and purchase expenditure in excess of the projected outturn for the Salts and Crouch is offset by a reduction in expenditure in Other Open Spaces.
  - (b) Building Maintenance – due to an error made when preparing the reforecast (concerning the treatment of the building maintenance pool in F&GP) there is an over-spend compared to the reforecast, (although well within the original £9,000 budget). The Community Services element of this (£1,992) may be covered by an under-spend compared to reforecast (£2,096) in contracted grounds maintenance in other open spaces.
  - (c) Salts electricity (a/c 4055) £219 higher than the projected outturn. £127 (a/c 1057) has been recharged to First Come First Served Ltd.
  - (d) Salts Public Seating £617 (a/c 4250) is covered by income (a/c 1055).
  - (e) Salts projects expenditure (a/c 4274) includes £8,364 for the outdoor gym which is being recovered by a donation from The Seaford Community Partnership and from s106 Developer Contributions held by LDC.
  - (f) Salts building maintenance overspend of £1,041 (a/c 4275) includes roof repairs to the café £490, covered by an insurance claim of £678 (a/c 1054) received in January, (the claim includes the cost of emergency repairs) and electrical safety work at the Salts Café £506.
  - (g) Crouch other expenditure £900 (a/c 4199) relates to cladding for the football stand and is offset by a contribution from the Football Club included in Income Other (a/c 1054)
  - (h) Crouch Public seating £577 (a/c 4250) is covered by income £569 (a/c 4250).
  - (i) Martello Fields Rental income variance relates mainly to a grant in kind to the Seaford Bonfire Society.
  - (j) Crypt electricity variance of £568 (a/c 4055) is due to an error made when preparing the projected outturn. Gas expenditure is £294 (a/c 4056) higher than expected. Both are offset by other items of expenditure being less than projected in the outturn.



- (k) Seaford Head Estate grounds Maintenance Non Contracted (a/c 4261) includes £650 to be reimbursed by LDC from monies held by them (a/c 1054).
- (l) Seaford Head Estate building maintenance (a/c 4275) relates to roofing work at South Hill Barn.
- (m) Seafront electricity overspend £1,325 (a/c 4055) has been recharged to the Kiosk licensee (a/c 1057) £1,262 the small difference is being investigated.
- (n) Beach Huts building maintenance (a/c 4275) relates mainly to replacing door locks.
- (o) The Old Town Hall building maintenance cost £120 (a/c 4275) relates to emergency roof repairs to the adjoining toilets, this will be subject to an insurance claim.
- (p) Allotments projects expenditure (a/c 4274) £1,580 relates to tree work. A contribution has been received from the allotment society (included in a/c 1054).
- (q) Young Personality (Young Mayors Awards) a grant of £1,100 was received from the Keith Baker Trust to cover organisation costs for the Young Mayors Awards project.

**1.9** Finance & General Purposes variances may be explained as:

- (a) Administration salaries and NI include an amount not spent for temporary help should it be required as a result of a full time position being filled on a part time basis.
- (b) Administration Employers Superannuation the outturn reflects the cost of staff members not currently enrolled in the pension scheme. They have the right to join at any time.
- (c) Professional fees include £2,000 for a Health and Wellbeing Framework previously approved.
- (d) In total Administration expenditure is £15,887 less than projected, it is recommended that £6,000 of this saving be transferred to the election reserve to cover the cost of the by-election held recently.
- (e) Church Street service charge has not yet been invoiced but provision has been made to cover the cost.
- (f) Hurdis House Building Maintenance £14,860 has been transferred from the building improvement reserve to cover the cost of the works as previously agreed.

**1.10** Golf Course variances may be explained as:

- (a) Planning fees for the new Club House £24,750 were not included in the projected outturn, but will be reimbursed as part of the project cost to be funded by a PWLB application.

- (b) Golf income is slightly (£2,514) less than projected which is offset by other income being £1,867 higher than projected.

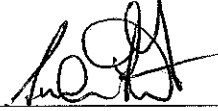
**2. Financial Appraisal**

The financial implications in this report are outlined in section 1 of this report.

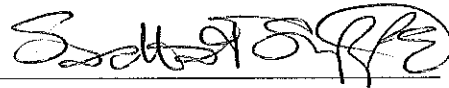
**3. Contact Officer**

The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



Town Clerk



		2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
Finance & General Purposes Committee	Expenditure	400,006	353,457	360,567	7,110
	Income	30,288	29,450	37,194	7,744
	Net	<u>369,718</u>	<u>324,007</u>	<u>323,373</u>	<u>-634</u>
Community Services Committee	Expenditure	281,240	315,377	334,776	19,399
	Income	103,780	127,072	110,873	-16,199
	Net	<u>157,460</u>	<u>188,305</u>	<u>223,903</u>	<u>35,598</u>
Golf Course Committee	Expenditure	287,380	288,849	247,553	-21,296
	Income	347,951	333,121	333,840	719
	Net	<u>-60,571</u>	<u>-64,272</u>	<u>-86,287</u>	<u>-22,015</u>
Planning & Highways	Expenditure	3,150	3,288	3,290	2
	Income	0	345	140	-205
	Net	<u>3,150</u>	<u>2,943</u>	<u>3,150</u>	<u>207</u>
Total Committees	Expenditure	951,776	940,971	946,186	5,215
	Income	482,018	489,988	482,047	-7,941
	Net	<u>469,758</u>	<u>450,983</u>	<u>464,139</u>	<u>13,156</u>
Crypt Earmarked Reserves		-10,478	-43,242	-46,511	
Earmarked Reserves Movement					
S 106		-3,420	-3,420	-3,420	
From Open Spaces re Seafront		-10,000	-10,000	-10,000	
To open spaces from Grants			5,000		
Christmas Lights underspend to reserve			2,029		
Residents Assn Contribution to seats			-510		
Election Reserve			-11,494	-11,494	
Hurdis House work from Bdg Improvements			-14,860		
Election Reserve from Admin Underspend			6,000		
Projects Expenditure Carry Forward			29,178		
Gril Bin Reserve			2,750		
Adjusted net Expenditure		<u>445,860</u>	<u>412,414</u>	<u>392,714</u>	<u>13,156</u>
Transfer to General Fund		19,000			
Base Renovation Reserve					
Precept		<u>464,860</u>	-464,860	-464,860	
Estimated General Reserve movement			-52,446	-72,146	
Golf Project funding to be repaid			-24,750		
Effective increase to General Reserve 2010-11			<u>-77,196</u>	<u>-72,146</u>	

Account Number	2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
<b>SUMMARY</b>				
<b>Net Expenditure</b>				
Salts Recreation Ground	82,466	87,728	94,354	6,626
The Crouch Recreation Ground	57,016	54,367	55,553	1,186
Martello Fields	8,059	2,589	5,200	2,611
Other Open Spaces	26,865	19,861	23,851	3,990
Crypt	10,478	43,242	46,511	3,269
Martello Tower	2,105	1,961	1,961	0
Seaford Head Estate	-13,191	-12,591	-12,780	-189
Seafont	-24,013	-19,036	-2,598	16,438
Beach Huts	-20,637	-19,856	-20,335	-479
Old Town Hall	-1,246	-1,180	-1,300	-120
Allotments	0	533	610	77
Other Recreation	10,000	10,000	10,000	0
CCTV	11,283	11,412	11,653	241
Community Service Other	8,285	9,275	11,223	1,948
Community Services Major Project Pool	0	0	0	0
Community Services Building Maint Pool	0	0	0	0
<b>Total Net Expenditure</b>	<b>157,460</b>	<b>188,305</b>	<b>223,903</b>	<b>35,598</b>
<b>Total Committee Expenditure</b>	<b>261,240</b>	<b>315,377</b>	<b>334,776</b>	<b>19,399</b>
<b>Total Committee Income</b>	<b>103,780</b>	<b>127,072</b>	<b>110,873</b>	<b>-16,199</b>
<b>Total Net Expenditure</b>	<b>157,460</b>	<b>188,305</b>	<b>223,903</b>	<b>35,598</b>

Account Number	2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance	
<b>Salts Recreation Ground</b>					
Cost Centre 105					
4051	Rates	534	541	541	0
4052	Water & Sewerage	2,987	2,982	2,987	5
4055	Electricity	175	485	266	-219
4115	Insurance	1,285	2,322	2,322	0
4199	Other Expenditure	0	0	0	0
4201	Cleaning	0	1,750	1,750	0
4250	Public Seating	0	687	70	-617
4251	Dog Bin Emptying	1,826	657	657	0
4252	Litter & Dog Bin Pch & Maintenance	750	1,083	750	-333
4260	Grounds Maintenance Contract	85,053	85,600	85,600	0
4261	Grounds Maintenance Non Contract	4,000	2,808	4,000	1,192
4274	Projects Expenditure	0	12,868	11,476	-1,392
4275	Building Maintenance	0	1,611	570	-1,041
<b>Salts Recreation Ground Expenditure</b>		<b>96,610</b>	<b>113,394</b>	<b>110,989</b>	<b>-2,405</b>
1050	Income Rent	972	937	972	35
1051	Income Insurance Recharge	229	1,193	1,193	0
1052	Income Projects	0	8,364	0	-8,364
1053	Income Grants	0	0	0	0
1054	Income Other	0	678	0	-678
1055	Income Seating	0	659	659	0
1057	Income Electricity recharge	0	127	0	-127
1058	Income Water Recharge	1,953	1,850	1,953	103
1066	Concession Income	11,000	11,858	11,858	0
<b>Salts Recreation Ground Income</b>		<b>14,154</b>	<b>25,666</b>	<b>16,635</b>	<b>-9,031</b>
<b>Net Expenditure over Income</b>		<b>82,456</b>	<b>87,728</b>	<b>94,354</b>	<b>6,626</b>
<b>Crouch Recreation Ground</b>					
Cost Centre 106					
4052	Water & Sewerage	1,200	2,297	2,316	19
4055	Electricity	268	342	270	-72
4115	Insurance	541	1,768	1,768	0
4199	Other Expenditure	0	900	0	-900
4250	Public Seating	0	577	0	-577
4251	Dog Bin Emptying	1,142	569	569	0
4252	Litter & Dog Bin Pch & Maintenance	250	429	250	-179
4260	Grounds Maintenance Contract	54,456	46,181	46,182	1
4261	Grounds Maintenance Non Contract	2,000	1,413	2,000	587
4270	Vehicles & Equipment Maint.	0	0	0	0
4274	Projects Expenditure	0	4,557	5,274	717
4275	Building Maintenance	0	235	175	-60
<b>Crouch Recreation Ground Expenditure</b>		<b>59,857</b>	<b>59,268</b>	<b>58,804</b>	<b>-464</b>
1050	Income Rent	2,225	2,288	2,225	-63
1051	Income Insurance Recharge	482	792	792	0
1052	Income Projects	0	0	0	0
1054	Income Other	0	1,081	100	-981
1055	Income Seating	0	569	0	-569
1057	Income Electricity Recharge	134	171	134	-37
<b>Crouch Recreation Ground Income</b>		<b>2,841</b>	<b>4,901</b>	<b>3,251</b>	<b>-1,650</b>
<b>Net Expenditure over Income</b>		<b>57,016</b>	<b>54,367</b>	<b>55,553</b>	<b>1,186</b>

Account Number		2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
<b>Martello Fields</b>					
Cost Centre 107					
4251	Dog Bin Emptying	912	456	456	0
4260	Grounds Maintenance Contract	5,497	5,541	5,541	0
4261	Grounds Maintenance Non Contract	3,650	1,317	3,650	2,333
4274	Projects Expenditure	0	0	0	0
<b>Martello Fields Expenditure</b>		<b>10,059</b>	<b>7,314</b>	<b>9,647</b>	<b>2,333</b>
1050	Income Rent	2,000	4,725	4,447	-278
1054	Other Income	0	0	0	0
<b>Martello Fields Income</b>		<b>2,000</b>	<b>4,725</b>	<b>4,447</b>	<b>-278</b>
<b>Net Expenditure over income</b>		<b>8,059</b>	<b>2,589</b>	<b>5,200</b>	<b>2,611</b>
<b>Other Open Spaces</b>					
Cost Centre 108					
4051	Rates	554	563	563	0
4052	Water & Sewerage	103	119	122	3
4115	Insurance	109	0	0	0
4199	Other Expenditure	0	0	0	0
4250	Public Seating	0	510	510	0
4251	Dog Bin Emptying	3,194	-185	-185	0
4252	Litter & Dog Bin Pch & Maintenance	1,000	242	1,000	758
4260	Grounds Maintenance Contract	23,280	19,870	21,966	2,096
4261	Grounds Maintenance Non Contract	1,500	1,377	1,500	123
4273	Bus Shelters Maint & Cleaning	0	0	0	0
4274	Projects	0	240	1,250	1,010
4275	Building Maintenance	0	0	0	0
<b>Other Open Spaces Expenditure</b>		<b>29,740</b>	<b>22,736</b>	<b>26,726</b>	<b>3,990</b>
1050	Income Rent	0	0	0	0
1052	Income Projects	0	0	0	0
1054	Income Other	0	0	0	0
1055	Income Seating	0	0	0	0
1066	Concession Income	2,875	2,875	2,875	0
<b>Other Open Spaces Income</b>		<b>2,875</b>	<b>2,875</b>	<b>2,875</b>	<b>0</b>
<b>Net Expenditure over Income</b>		<b>26,865</b>	<b>19,861</b>	<b>23,851</b>	<b>3,990</b>
<b>Crypt</b>					
Cost Centre 113					
4051	Rates	4,773	5,023	5,023	0
4052	Water & Sewerage	1,000	78	500	422
4055	Electricity	1,900	1,118	550	-568
4056	Gas	750	2,144	1,850	-294
4100	Telecommunications		310	350	40
4105	Postage	80	12	80	68
4106	Stationery	400	211	400	189
4110	Advertising & Publicity	1,000	563	1,000	437
4115	Insurance	1,100	1,100	1,100	0
4155	Professional Fees	2,300	0	300	300
4199	Other Expenditure		0	0	0
4201	Cleaning		9	50	41
4270	Vehicle & Equipment Maintenance		0	0	0
4274	Projects Expenditure		35,052	38,071	3,019
4275	Building Maintenance	1,000	414	250	-164
<b>Crypt Expenditure</b>		<b>14,303</b>	<b>46,034</b>	<b>49,524</b>	<b>3,490</b>
1050	Income Rent	3,825	2,792	3,013	221
1054	Income Other	0	0	0	0
1067	LDC Contribution	0	0	0	0
<b>Crypt Income</b>		<b>3,825</b>	<b>2,792</b>	<b>3,013</b>	<b>221</b>
<b>Net Expenditure over Income</b>		<b>10,478</b>	<b>43,242</b>	<b>46,511</b>	<b>3,269</b>

Account Number		2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
<b><u>Martello Tower</u></b>					
Cost Centre 115					
4115	Insurance	2,105	1,961	1,961	0
<b>Martello Tower Expenditure</b>		<b>2,105</b>	<b>1,961</b>	<b>1,961</b>	<b>0</b>
1050	Income Rent	0	0	0	0
<b>Martello Tower Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Net Expenditure over Income</u></b>		<b>2,105</b>	<b>1,961</b>	<b>1,961</b>	<b>0</b>
<b><u>Seaford Head Estate</u></b>					
Cost Centre 116					
4115	Insurance	335	1,098	1,098	0
4199	Other Expenditure	0	0	0	0
4251	Dog Bin Emptying	912	456	456	0
4252	Litter & Dog Bin Pch & Maintenance	250	0	250	250
4261	Grounds Maintenance Non Contract	0	844	104	-740
4274	Projects Expenditure	0	0	0	0
4275	Buildings Maintenance	0	349	0	-349
<b>Seaford Head Estate Expenditure</b>		<b>1,497</b>	<b>2,747</b>	<b>1,908</b>	<b>-839</b>
1050	Income Rent	3,750	3,750	3,750	0
1053	Income Grants	7,638	7,638	7,638	0
1054	Income Other	0	650	0	-650
1066	Income Concession	3,300	3,300	3,300	0
<b>Seaford Head Estate Income</b>		<b>14,688</b>	<b>15,338</b>	<b>14,688</b>	<b>-650</b>
<b><u>Net Expenditure over Income</u></b>		<b>-13,191</b>	<b>-12,591</b>	<b>-12,780</b>	<b>-189</b>
<b><u>Seafront</u></b>					
Cost Centre 117					
4052	Water & Sewerage	155	113	155	42
4055	Electricity	1,890	2,625	1,300	-1,325
4115	Insurance	57	488	488	0
4201	Cleaning	150	23	150	127
4250	Public Seating	0	300	125	-175
4251	Dog Bin Emptying	4,335	1,152	1,152	0
4252	Litter & Dog Bin Pch & Maintenance	1,000	1,028	1,000	-28
4253	Shelters	1,800	1,440	1,800	360
4261	Grounds Maintenance Non Contract	2,500	2,374	2,500	126
4274	Projects Expenditure	0	7,408	24,000	16,592
4275	Building Maintenance	0	3,340	2,840	-500
<b>Seafront Expenditure</b>		<b>11,887</b>	<b>20,291</b>	<b>35,510</b>	<b>15,219</b>
1054	Income Other	0	2,715	2,715	0
1055	Income Seating	0	83	83	0
1057	Income Electricity Recharge	1,890	2,562	1,300	-1,262
1058	Income Water Recharge	60	17	60	43
1066	Concession Income	33,950	33,950	33,950	0
<b>Seafront Income</b>		<b>35,900</b>	<b>39,327</b>	<b>38,108</b>	<b>-1,219</b>
<b><u>Net Expenditure over Income</u></b>		<b>-24,013</b>	<b>-19,036</b>	<b>-2,598</b>	<b>16,438</b>

Account Number		2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
<b><u>Beach Huts</u></b>					
Cost Centre 118					
4051	Rates	1,740	1,593	1,593	0
4115	Insurance	443	887	887	0
4199	Other Expenditure	0	0	0	0
4275	Building Maintenance	0	730	130	-600
<b>Beach Huts Expenditure</b>		<b>2,183</b>	<b>3,210</b>	<b>2,610</b>	<b>-600</b>
1054	Income Other	0	221	125	-96
1060	Beach Hut Site Licence	13,238	13,238	13,238	0
1061	Beach Hut Annual Rental	9,582	9,607	9,582	-25
<b>Beach Huts Income</b>		<b>22,820</b>	<b>23,066</b>	<b>22,945</b>	<b>-121</b>
<b>Net Expenditure over Income</b>		<b>-20,637</b>	<b>-19,856</b>	<b>-20,335</b>	<b>-479</b>
<b><u>Old Town Hall</u></b>					
Cost Centre 119					
4115	Insurance	234	169	169	0
4275	Building Maintenance	0	120	0	-120
<b>Old Town Hall Expenditure</b>		<b>234</b>	<b>289</b>	<b>169</b>	<b>-120</b>
1050	Income Rent	1,275	1,275	1,275	0
1051	Income Insurance Recharge	205	194	194	0
<b>Old Town Hall Income</b>		<b>1,480</b>	<b>1,469</b>	<b>1,469</b>	<b>0</b>
<b>Net Expenditure over Income</b>		<b>-1,246</b>	<b>-1,180</b>	<b>-1,300</b>	<b>-120</b>
<b><u>Allotments</u></b>					
Cost Centre 125					
4199	Other Expenditure	967	941	967	26
4260	Grounds Maintenance Contract	0	1,340	1,340	0
4261	Grounds Maintenance Non Contract	730	0	0	0
4272	Equipment Purchase	0	438	438	0
4274	Projects	0	1,580	0	-1,580
<b>Allotments Expenditure</b>		<b>1,697</b>	<b>4,299</b>	<b>2,745</b>	<b>-1,554</b>
1050	Income Rent	730	807	730	-77
1054	Income Other	967	2,959	1,405	-1,554
<b>Allotments Income</b>		<b>1,697</b>	<b>3,766</b>	<b>2,135</b>	<b>-1,631</b>
<b>Net Expenditure over Income</b>		<b>0</b>	<b>533</b>	<b>610</b>	<b>77</b>



Account Number		2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
<b><u>Other Recreation</u></b>					
Cost Centre 130					
4410	Swimming Pool	10,000	10,000	10,000	0
<b>Other Recreation Expenditure</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>
<b>Other Recreation Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>
<b><u>CCTV</u></b>					
Cost Centre 134					
4055	Electricity	1,320	1,799	1,798	-1
4115	Insurance	865	757	757	0
4276	CCTV	9,098	8,856	9,098	242
4270	Vehicle & Equipment Maintenance				
<b>CCTV Expenditure</b>		<b>11,283</b>	<b>11,412</b>	<b>11,653</b>	<b>241</b>
<b>CCTV Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>		<b>11,283</b>	<b>11,412</b>	<b>11,653</b>	<b>241</b>
<b><u>Community Service Other</u></b>					
Cost Centre 135					
4115	Insurance	0	117	117	0
4187	Young Personality	0	1,100	121	-979
4195	Community Service Events Expenditure	0	552	707	155
4262	Tree Warden Expenses				0
4273	Christmas Lights	9,785	8,496	9,785	1,289
4274	Projects Expenditure	0	2,157	1,800	-357
<b>Community Service Other Expenditure</b>		<b>9,785</b>	<b>12,422</b>	<b>12,530</b>	<b>108</b>
1052	Income Projects	0	0	0	0
1064	Income Young Personality	0	1,100	0	-1,100
1065	Income Xmas Lights	1,500	450	600	150
1070	Income Community Service Events	0	707	707	0
1075	Christmas Event	0	890	0	-890
1100	Income Advertising	0	0	0	0
<b>Community Service Other Income</b>		<b>1,500</b>	<b>3,147</b>	<b>1,307</b>	<b>-1,840</b>
<b>Net Expenditure over Income</b>		<b>8,285</b>	<b>9,275</b>	<b>11,223</b>	<b>1,948</b>
<b><u>Community Services Major Project Pool</u></b>					
Cost Centre 140					
4274	Project Expenditure				
Projects Pool Expenditure		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Community Services Building Maint Pool</u></b>					
Cost Centre 145					
4275	Building Maintenance				
Building Maintenance Pool Expenditure		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Account Number	2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
<b>SUMMARY</b>				
Administration	252,077	239,518	255,961	16,443
Premises Church Street	42,187	42,903	42,773	-130
Premises Hurdis House	-4,956	15,338	-4,035	-19,373
Civic Expenses	3,950	3,299	4,214	915
Grants	29,460	22,929	24,460	1,531
Seaford In Bloom	0	20	0	-20
Building Maintenance Pool	9,000	0	0	0
Projects Pool	38,000	0	0	0
<b>Total Net Expenditure</b>	<b>369,718</b>	<b>324,007</b>	<b>323,373</b>	<b>-634</b>
Transfer to/(from) Earmarked Reserve				
<b>Net Committee Requirement</b>	<b>369,718</b>	<b>324,007</b>	<b>323,373</b>	<b>-634</b>
<b>Total Committee Expenditure</b>	<b>400,006</b>	<b>363,457</b>	<b>360,567</b>	<b>7,110</b>
<b>Total Committee Income</b>	<b>30,288</b>	<b>29,450</b>	<b>37,194</b>	<b>7,744</b>
<b>Total Net Expenditure</b>	<b>369,718</b>	<b>324,007</b>	<b>323,373</b>	<b>-634</b>

Account Number	2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance	
<b>Administration</b>					
<b>Cost Centre 201</b>					
4000	Salaries & Wages	157,711	156,006	169,540	3,534
4001	Employers NI	15,323	13,676	14,788	1,112
4002	Employers Superannuation	24,845	17,152	20,091	2,939
4009	Recruitment Costs	2,000	0	2,000	2,000
4010	Staff Training	2,000	991	2,000	1,009
4012	Staff Expenses	50	206	150	-56
4013	Members Expenses	0	0	0	0
4014	Members Training	3,000	609	1,500	891
4100	Telecommunications	5,500	3,978	5,000	1,022
4105	Postage	3,000	1,396	2,500	1,104
4106	Stationery	3,000	2,437	3,000	563
4107	Photocopier	1,600	2,160	2,500	340
4110	Advertising & Publicity	200	333	333	0
4111	Office Equipment	1,000	159	1,000	841
4112	Subscriptions	4,000	3,942	4,000	58
4113	Computer Support	2,357	2,895	3,180	285
4114	Licence Fee	35	0	35	35
4115	Insurance	8,000	3,125	3,125	0
4116	Web Site	0	799	1,600	801
4155	Professional Fees	3,000	3,580	3,000	-580
4156	Bank Charges	100	110	100	-10
4157	Audit Fees	8,500	8,750	8,750	0
4182	Catering & Hospitality	50	24	50	26
4190	Election Costs	8,806	20,307	20,307	0
4199	Other Expenditure	50	120	100	-20
4201	Cleaning		7	0	-7
4270	Vehicle & Equipment Maintenance	500	0	0	0
<b>Administration Expenditure</b>		<b>254,627</b>	<b>242,762</b>	<b>258,649</b>	<b>15,887</b>
1049	Income Postage recharge	0	35	35	0
1054	Income Other	250	35	250	215
1059	Photocopying Income	200	234	100	-134
1062	Income Telephone Recharge	900	779	900	121
1068	Income Stationery recharge	0	153	153	0
1190	Interest Received	1,200	2,008	1,250	-758
<b>Administration Income</b>		<b>2,550</b>	<b>3,244</b>	<b>2,688</b>	<b>-656</b>
<b>Net Expenditure over Income</b>		<b>252,077</b>	<b>239,518</b>	<b>255,961</b>	<b>16,443</b>
<b>Premises - Church Street</b>					
<b>Cost Centre 205</b>					
4050	Rent Payable	15,000	15,000	15,000	0
4051	Rates	9,147	9,288	9,288	0
	Service Charge	6,756	6,756	6,756	0
4052	Water & Sewerage [Now in Service Charge]	0	0	0	0
4055	Electricity [Now in Service Charge]	0	0	0	0
4080	Refuse	160	191	160	-31
4100	Telecommunications	0	0	0	0
4115	Insurance	135	0	0	0
4201	Cleaning [Now in Service Charge]	0	0	0	0
4270	Vehicle & Equipment Maintenance	0	470	500	30
4275	Building Maintenance	0	30	0	-30
4276	CCTV	0	0	0	0
4301	Public Works Loan Board	18,089	18,089	18,089	0
<b>Premises - Church Street Expenditure</b>		<b>49,287</b>	<b>49,824</b>	<b>49,793</b>	<b>-31</b>
1050	Income Rent	1,500	1,321	1,420	99
1054	Income Other	5,600	5,600	5,600	0
1062	Income Telephone Recharge	0	0	0	0
	Police Station Move	0	0	0	0
<b>Premises - Church Street Income</b>		<b>7,100</b>	<b>6,921</b>	<b>7,020</b>	<b>99</b>
<b>Net Expenditure over Income</b>		<b>42,187</b>	<b>42,903</b>	<b>42,773</b>	<b>-130</b>

Account Number		2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
<b>Premises - Hurdis House</b>					
Cost Centre 206					
4052	Water & Sewerage	0	0	0	0
4055	Electricity	100	66	33	-33
4060	Refuse	0	0	0	0
4115	Insurance	580	700	700	0
4275	Building Maintenance	0	15,195	951	-14,244
4301	Public Works Loan Board	15,002	15,002	15,002	0
<b>Premises - Hurdis House Expenditure</b>		<b>15,682</b>	<b>30,963</b>	<b>16,686</b>	<b>-14,277</b>
1050	Income Rent	20,000	14,844	20,000	5,156
1051	Income Insurance Recharge	638	721	721	0
1054	Income Other	0	60	0	-60
<b>Premises - Hurdis House Income</b>		<b>20,638</b>	<b>15,625</b>	<b>20,721</b>	<b>5,096</b>
<b>Net Expenditure over Income</b>		<b>-4,956</b>	<b>15,338</b>	<b>-4,035</b>	<b>-19,373</b>
<b>Civic Expenses</b>					
Cost Centre 210					
4013	Members Expenses	300	59	150	91
4106	Stationery	1,000	379	500	121
4181	Civic - Mayor's Expenses	1,000	1,000	1,000	0
4182	Catering & Hospitality	500	215	500	285
4183	Civic - Awards	500	964	964	0
4184	Civic - Other	100	268	240	-28
4185	Fun Day	450	1,270	760	-510
4188	Town Crier Expenses	100	69	100	31
4199	Other Expenditure Young Mayor Diamond Jubilee	0	0	0	0
4274	Projects Expenditure	0	0	0	0
<b>Civic Expenses Expenditure</b>		<b>3,950</b>	<b>4,224</b>	<b>4,214</b>	<b>-10</b>
1054	Income Other	0	0	0	0
1056	Fun Day & Tourney	0	925	0	-925
<b>Civic Expenses Income</b>		<b>0</b>	<b>925</b>	<b>0</b>	<b>-925</b>
<b>Net Expenditure over Income</b>		<b>3,950</b>	<b>3,299</b>	<b>4,214</b>	<b>915</b>
<b>Grants Pool</b>					
Cost Centre 215					
4400	S137 Grants		850		-850
4401	Grants Pool	28,460	19,587	23,460	3,873
		<b>28,460</b>	<b>20,437</b>	<b>23,460</b>	<b>3,023</b>
4405	Grants in Kind	1,000	2,492	1,000	-1,492
<b>Grants Expenditure</b>		<b>29,460</b>	<b>22,929</b>	<b>24,460</b>	<b>1,531</b>
<b>Grants Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure over Income</b>		<b>29,460</b>	<b>22,929</b>	<b>24,460</b>	<b>1,531</b>

Account Number	2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
Seaford In Bloom Cost Centre 121				
4402 Seaford In Bloom	0	2,755	6,765	4,010
Seaford In Bloom Expenditure	<u>0</u>	<u>2,755</u>	<u>6,765</u>	<u>4,010</u>
1053 Income Grants	0	2,735	6,765	4,030
Other Income	0	0	0	0
Seaford In Bloom Income	<u>0</u>	<u>2,735</u>	<u>6,765</u>	<u>4,030</u>
Net Expenditure over Income	<u>0</u>	<u>20</u>	<u>0</u>	<u>-20</u>
Building Maintenance Pool Cost Centre				
4275 Building Maintenance	9,000	0	0	0
Building Maintenance Expenditure	<u>9,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Projects Pool Cost Centre				
4274 Projects Expenditure	38,000	0	0	0
Projects Pool Expenditure	<u>38,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Account Number		2011/12 Original Budget	2011/12 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
Cost Centre 101					
4000	Salaries & Wages	79,407	71,669	71,811	142
4001	Employers NI	5,756	4,192	5,128	936
4002	Employers Superannuation	12,544	11,423	11,423	0
4010	Staff Training	500	180	250	70
4011	Staff Protective Clothing	700	742	700	-42
4041	Golf Professional Retainer	35,000	35,000	35,000	0
4045	Golf Course Player Costs	1,315	2,316	2,180	-136
4051	Rates	1,648	1,569	1,397	-172
4052	Water & Sewerage	8,500	8,407	8,500	93
4055	Electricity	4,880	5,170	5,436	266
4056	Gas	4,088	4,049	4,088	39
4060	Refuse	281	301	301	0
4100	Telecommunications	300	235	300	65
4015	Postage	300	245	300	55
4106	Stationery	50	323	240	-83
4110	Advertising & Publicity	3,000	2,303	3,000	697
4113	Computer Support	270	265	270	5
4114	Licence Fee	75	75	75	0
4115	Insurance	10,496	9,471	9,471	0
4155	Professional Fees	1,250	1,250	1,250	0
4156	Bank Charges	1,720	2,092	1,975	-117
4199	Other Expenditure	350	468	350	-118
4201	Cleaning	6,560	6,250	6,250	0
4250	Public Seating	0	542	619	77
4251	Dog Bin Emptying	685	596	596	0
4252	Litter & Dog Bin Pch & Maintenance	0	0	0	0
4261	Grounds Maintenance Non Contract	24,947	24,224	24,947	723
4270	Vehicle & Equipment Maintenance	13,700	13,229	13,700	471
4271	Vehicle & Equipment Lease	20,996	20,996	20,996	0
4272	Equipment Purchase	16,000	15,500	15,500	0
4274	Projects Expenditure	0	0	0	0
4275	Building Maintenance	0	1,017	1,500	483
4301	Public Works Loan Payment	32,062	0	0	0
4277	New Clubhouse	0	24,750	0	-24,750
<b>Golf Course Expenditure</b>		<b>287,380</b>	<b>268,849</b>	<b>247,553</b>	<b>-21,296</b>
1000	Golf Course Season Ticket	155,103	147,884	147,734	-150
1001	Golf Course Green Fees Mid week	62,596	64,654	62,508	-2,146
1002	Golf Course Green Fees w/end b/holiday	77,922	63,491	63,691	200
1003	Golf Course Specials	33,235	32,596	37,272	4,676
1004	Golf Course Locker	2,458	2,121	2,121	0
1005	Golf Course Credit Card Charge	140	223	157	-66
1007	Golf Course Air Traffic Control	5,000	5,000	5,000	0
1008	Golf Course LDC Contribution	0	0	0	0
1009	Golf Course Other Income	0	0	0	0
1010	Asset Sale/Part Exchange Value	0	3,000	3,000	0
1050	Income Rent	6,250	6,250	6,250	0
1051	Income Insurance Recharge	296	707	707	0
1054	Income Other	150	1,967	100	-1,867
1055	Income Seating	0	619	619	0
1057	Income Electricity Recharge	976	1,035	1,087	52
1063	Income Gas Recharge	2,044	2,024	2,044	20
1100	Income Advertising	1,781	1,550	1,550	0
<b>Golf Course Income</b>		<b>347,951</b>	<b>333,121</b>	<b>333,840</b>	<b>719</b>
<b>Net Income</b>		<b>-60,571</b>	<b>-64,272</b>	<b>-86,287</b>	<b>-22,015</b>

Account Number		2011/12 Original Budget	2010/11 Actual to 31/03/2012	2011/12 Projected Outturn	2011/12 Remaining Balance
	Planning & Highways Cost Centre 301				
4199	Other Expenses	400	125	400	275
4262	Tree Warden Expenses	2,000	2,345	2,140	-205
4263	Bus Shelter Maintenance/Cleaning	750	818	750	-68
	Planning & Highways Expenditure	<u>3,150</u>	<u>3,288</u>	<u>3,290</u>	<u>2</u>
1053	Income Grants	0	0	0	0
1054	Income Other	0	345	140	-205
	Planning & Highways Income	<u>0</u>	<u>345</u>	<u>140</u>	<u>-205</u>
	Net Expenditure over Income	<u>3,150</u>	<u>2,943</u>	<u>3,150</u>	<u>207</u>

	Actual Spend	Project Income	Net Project Spend	Net Project Spend Outturn	Balance to Carry Forward
Salts	12,868	8,364	4,504	11,476	6,972
Crouch	4,557	0	4,557	5,247	690
Other Open Spaces	240	0	240	1,250	1,010
Seafront	7,408	0	7,408	24,000	16,592
Allotments	1,580	1,580	0	0	0
Community Services (Payback Costs)	2,157	0	2,157	1,800	-357
	<u>28,810</u>	<u>9,944</u>	<u>18,866</u>	<u>43,773</u>	<u>24,907</u>
Non Contract Grounds maintenance carry forward					4,271
Total requested Carry Forward					<u>29,178</u>

Excludes the Crypt which is funded by the LDC Contribution

**Salts** - carry forward relates to work proposed for the Changing Rooms. By combining this expenditure with the budgeted work for 2012-13 will help make the work more cost effective. Work includes recladding, replacing windows, external decoration plumbing work and replacement of sanitary ware if possible.

**Crouch & Other Open Spaces** - carry forward relates to tree work and will be used to contribute towards a tree condition survey.

**Seafront** - carry forward relates to the Seafront bin project currently awaiting LDC approval, also additional planned work on the Martello toilets to combine with planned work in 2012-13 again making it more cost effective.

**Community Payback costs** - includes the cost of materials which will be used by payback or contractor on the Salts project.

**Non Contract Grounds Maintenance** - carry forward will be used to upgrade the Martello Field entrance and drainage work to tie in with planned work in 2012-13 budget for the parking area by the Martello Fields.



	Actual Spend	Outturn	Balance to Carry Forward
Salts	2,808	4,000	1,192
Crouch	1,413	2,000	587
Martello Fields	1,317	3,650	2,333
Other Open Spaces	1,377	1,500	123
Seaford Head Estate (net of £650 Income)	194	104	-90
Seafront	2,374	2,500	126
	<u>9,483</u>	<u>13,754</u>	<u>4,271</u>

To be included in the proposed Project expenditure carry forward.

	Balance 31 March 2011 Shown In Annual Return	Approved Transfer	Agreed Actual 31 March 2011	Approved Transfer 2011-12	Transfer to be Approved 2011-12	Net Result 2011-12	Balance 31 March 2012
<b>Earmarked Reserves</b>							
Election	11,494		11,494	-11,494	6,000		6,000
Building Improvements	25,617		25,617	-14,860			10,757
Open Spaces	15,318		15,318	-5,000			10,318
Church Street Utilities	10,000		10,000				10,000
Golf Course	10,000		10,000				10,000
Equipment	8,890		8,890		2,029		10,919
Seaford Residents Association	561		561		-510		51
Tree Planting	2,000		2,000				2,000
Projects					29,178		29,178
Crypt- Ancient Monument		18,500	18,500	-5,231			13,269
Crypt - Professional Fees		8,465	8,465				8,465
Crypt - General Fund -Capital		32,085	32,085	-29,821			2,264
Crypt - General Fund - Revenue		9,343	9,343	-8,190			1,153
Grit bins				2,750			2,750
Section 106	17,270		17,270	-3,420			13,850
Signage Reserve		6,000	6,000				6,000
<b>Subtotal Earmarked Funds</b>	<b>101,160</b>	<b>74,393</b>	<b>175,543</b>	<b>-75,266</b>	<b>36,697</b>		<b>136,974</b>
<b>General Fund</b>	<b>202,914</b>	<b>-74,393</b>	<b>128,521</b>	<b>68,009</b>	<b>-36,697</b>	<b>21,130</b>	<b>180,963</b>
<b>Available Reserve Balances</b>	<b>304,064</b>	<b>0</b>	<b>304,064</b>	<b>-7,257</b>	<b>0</b>	<b>21,130</b>	<b>317,937</b>
Seaford Nature Reserve	5,023		5,023	7,257			12,280
<b>Total Reserve Balances</b>	<b>309,087</b>	<b>0</b>	<b>309,087</b>	<b>0</b>	<b>0</b>	<b>21,130</b>	<b>330,217</b>



## Seaford Town Council

### Report 33/12

<b>Agenda Item No:</b>	<b>5 (c)</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes Committee</b>
<b>Date:</b>	<b>21 June 2012</b>
<b>Title:</b>	<b>Finance Report</b>
<b>By:</b>	<b>Simon Cooper, Corporate Services Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To inform members of Committee of Council Income &amp; Expenditure for the period 1 April 2012 to 30 April 2012.</b>

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#### Recommendations

**You are recommended:**

- 1. To note this report.**
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#### 1. Information

- 1.1** The statements detailing income and expenditure for period 1 April 2012 to 30 April 2012 compared to the Budget for that period and for the full year are attached as Appendix A.
- 1.2** Overall, except as noted below, net expenditure for the period is broadly in line with the Budget.
- 1.3** There are a few items showing negative expenditure this a result of expenditure accrued into the previous year being reversed back into the current year, but the expense being invoiced in May, this is only a timing issue.
- 1.4** Community Services variances are explained as:
  - (a)** We have not yet been invoiced by LDC for the Contracted Grounds Maintenance this being the main item in the £12,409 underspent by the Committee.
  - (b)** Martello Fields Rental income variance mainly relates to income invoiced in advance, the event not having taken place yet.
  - (c)** Crypt Rental Income also includes deposits received for events that have not yet taken place.

- (d) Beach Hut rental income is overstated by £860 as a result of a change of tenant, a credit note has been issued in May.
- (e) Allotments other expenditure (a/c 4199) £3,747 relates to water main work, a contribution will be received from the Allotment Society.
- (f) Young Personality (Young Mayors Awards) expenditure (a/c 4187) is offset by income (a/c 1064)

**1.5 Finance & General Purposes variances may be explained as:**

- (a) Administration salaries and NI include an amount not spent for temporary help should it be required as a result of a full time position being filled on a part time basis.
- (b) Employers Superannuation the budget reflects the cost of staff members not currently enrolled in the pension scheme. They have the right to join at any time.
- (c) Administration Other Expenditure (a/c 4199) £252 relates to no cold calling signs for which a contribution has subsequently been received.
- (d) All other administration variances are timing issues concerning the phasing of the budget.
- (e) Church Street rent has not been invoiced yet.
- (f) Hurdis House building maintenance £345 relates to work required on the alarm system. Part of this will be recharged.

**1.6 Planning & Highways the negative expenditure is a result of year end accruals being reversed, the invoices they represented will be processed in May.**

**1.7 Golf Course**

- (a) Expenditure variances are a result of timing issues concerning the phasing of the budget.
- (b) Season ticket sales have performed well and help offset the drop in Green Fee Income as a result of the bad weather. Other income relates to the Direct Debit fee charged to ticket holders who chose to spread the payments.


**2. Financial Appraisal**

The financial implications in this report are outlined in section 1 of this report.

**3. Contact Officer**

The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager

  
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Town Clerk

  
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## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2012

## Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<b><u>Community Services</u></b>						
<u>105 Salts Recreation Ground</u>						
4051 Rates	563	572	10	572		10
4052 Water & Sewerage	0	0	0	3,154		3,154
4055 Electricity	2	77	75	306		304
4115 Insurance	2,724	2,415	-309	2,415		-309
4201 Cleaning	0	0	0	1,800		1,800
4251 Dog Bin Emptying	308	458	150	1,835		1,527
4252 Litter & Dog Bin Pch & Maint	0	0	0	250		250
4260 Grounds Maintenance Contract	0	7,357	7,357	88,284		88,284
4261 Grounds Maint non contract	657	1,000	343	4,000		3,343
	<b>4,254</b>	<b>11,879</b>	<b>7,625</b>	<b>102,616</b>	<b>0</b>	<b>98,362</b>
<u>Salts Recreation Ground :- Expenditure</u>						
1050 Income Rent	312	243	69	972		
1058 Income Water Recharge	0	0	0	2,062		
1066 Concession Income	13,800	13,800	0	13,800		
	<b>14,112</b>	<b>14,043</b>	<b>69</b>	<b>16,834</b>		
<u>Salts Recreation Ground :- Income</u>						
	<b>-9,858</b>	<b>-2,164</b>	<b>7,694</b>	<b>85,782</b>		
<b>Net Expenditure over Income</b>						
<u>106 Crouch Recreation Ground</u>						
4052 Water & Sewerage	0	0	0	2,445		2,445
4055 Electricity	8	0	-8	310		302

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2012

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4115 Insurance	1,557	1,840	283	1,840		283
4251 Dog Bin Emptying	318	327	9	1,310		992
4252 Litter & Dog Bin Pch & Maint	0	125	125	250		250
4260 Grounds Maintenance Contract	0	3,625	3,625	43,500		43,500
4261 Grounds Maint non contract	0	875	875	3,500		3,500
	<b>1,883</b>	<b>6,792</b>	<b>4,909</b>	<b>53,155</b>	<b>0</b>	<b>51,272</b>
Crouch Recreation Ground :- Expenditure						
1050 Income Rent	406	406	0	2,225		
1051 Income Insurance Recharge	0	0	0	832		
1057 Income Electricity Recharge	0	0	0	154		
	<b>406</b>	<b>406</b>	<b>0</b>	<b>3,211</b>		
Crouch Recreation Ground :- Income						
	<b>1,477</b>	<b>6,386</b>	<b>4,909</b>	<b>49,944</b>		
<b>Net Expenditure over Income</b>						
<u>107 Martello Fields</u>						
4251 Dog Bin Emptying	254	262	8	1,050		796
4260 Grounds Maintenance Contract	0	478	478	5,735		5,735
4261 Grounds Maint non contract	0	0	0	2,000		2,000
	<b>254</b>	<b>740</b>	<b>486</b>	<b>8,785</b>	<b>0</b>	<b>8,531</b>
1050 Income Rent	3,019	2,000	1,019	3,000		
	<b>3,019</b>	<b>2,000</b>	<b>1,019</b>	<b>3,000</b>		
Martello Fields :- Expenditure						
	<b>-2,764</b>	<b>-1,260</b>	<b>1,504</b>	<b>5,785</b>		
Martello Fields :- Income						
<b>Net Expenditure over Income</b>						

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2012

Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>108 Other Open Spaces</u>						
4051 Rates	585	595	10	595		10
4052 Water & Sewerage	0	0	0	130		130
4251 Dog Bin Emptying	445	459	14	1,835		1,390
4252 Litter & Dog Bin Pch & Maint	0	0	0	250		250
4260 Grounds Maintenance Contract	0	1,700	1,700	20,400		20,400
4261 Grounds Maint non contract	0	300	300	3,500		3,500
	<u>1,030</u>	<u>3,054</u>	<u>2,024</u>	<u>26,710</u>	<u>0</u>	<u>25,680</u>
1066 Concession Income	2,875	2,875	0	2,875		
	<u>2,875</u>	<u>2,875</u>	<u>0</u>	<u>2,875</u>		
<u>Other Open Spaces :- Income</u>						
	<u>-1,845</u>	<u>179</u>	<u>2,024</u>	<u>23,835</u>		
<u>Net Expenditure over Income</u>						
<u>113 CVPT</u>						
4051 Rates	5,220	5,305	85	5,305		85
4052 Water & Sewerage	0	0	0	528		528
4055 Electricity	26	0	-26	635		609
4056 Gas	180	180	0	2,130		1,950
4100 Telecommunications	0	0	0	350		350
4105 Postage	0	0	0	100		100
4106 Stationery	0	50	50	250		250
4110 Advertising & Publicity	70	70	0	1,000		930
4115 Insurance	702	1,144	443	1,144		443





Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2012

Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1050 Income Rent	1,875	1,875	0	3,750		
1053 Income Grants	0	0	0	7,638		
1066 Concession Income	3,650	3,650	0	3,650		
<b>Seaford Head Estate :- Income</b>	<b>5,525</b>	<b>5,525</b>	<b>0</b>	<b>15,038</b>		
<b>Net Expenditure over Income</b>	<b>-4,140</b>	<b>-4,117</b>	<b>23</b>	<b>-12,343</b>		
<b>117 Seafront</b>						
4052 Water & Sewerage	6	0	-6	165		159
4055 Electricity	0	300	300	1,500		1,500
4115 Insurance	493	510	17	510		17
4201 Cleaning	0	37	37	150		150
4251 Dog Bin Emptying	592	982	390	3,930		3,338
4252 Litter & Dog Bin Pch & Maint	0	0	0	250		250
4253 Shelters	120	150	30	1,800		1,680
4261 Grounds Maint non contract	0	625	625	2,500		2,500
4275 Building Maintenance	-500	0	500	0		500
<b>Seafront :- Expenditure</b>	<b>710</b>	<b>2,604</b>	<b>1,894</b>	<b>10,805</b>	<b>0</b>	<b>10,095</b>
1057 Income Electricity Recharge	0	0	0	1,500		
1058 Income Water Recharge	0	0	0	510		
1066 Concession Income	34,400	34,400	0	34,400		
<b>Seafront :- Income</b>	<b>34,400</b>	<b>34,400</b>	<b>0</b>	<b>36,410</b>		
<b>Net Expenditure over Income</b>	<b>-33,690</b>	<b>-31,796</b>	<b>1,894</b>	<b>-25,605</b>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2012

Month No : 1

## Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>118 Beach Huts</u>						
4051 Rates	1,797	1,850	53	1,850		53
4115 Insurance	983	925	-58	925		-58
	<u>2,780</u>	<u>2,775</u>	<u>-5</u>	<u>2,775</u>	<u>0</u>	<u>-5</u>
Beach Huts :- Expenditure						
1054 Income Other	25	0	25	0		
1060 Beach Huts Site Licence	14,000	14,000	0	14,000		
1061 Beach Hut Annual Rent	11,180	10,320	860	10,320		
	<u>25,205</u>	<u>24,320</u>	<u>885</u>	<u>24,320</u>		
Beach Huts :- Income						
	<u>-22,426</u>	<u>-21,545</u>	<u>881</u>	<u>-21,545</u>		
<b>Net Expenditure over Income</b>						
<u>119 Old Town Hall</u>						
4115 Insurance	174	176	2	176		2
	<u>174</u>	<u>176</u>	<u>2</u>	<u>176</u>	<u>0</u>	<u>2</u>
Old Town Hall :- Expenditure						
1050 Income Rent	319	319	0	1,275		
	<u>319</u>	<u>319</u>	<u>0</u>	<u>1,275</u>		
Old Town Hall :- Income						
	<u>-145</u>	<u>-143</u>	<u>2</u>	<u>-1,099</u>		
<b>Net Expenditure over Income</b>						
<u>125 Allotments</u>						
4199 Other Expenditure	3,827	80	-3,747	967		-2,860
4260 Grounds Maintenance Contract	0	116	116	1,390		1,390

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2012

Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4272 Equipment Purchase	0	0	0	2,500		2,500
	<u>3,827</u>	<u>196</u>	<u>-3,631</u>	<u>4,857</u>	<u>0</u>	<u>1,030</u>
1050 Income Rent	0	0	0	730		
1054 Income Other	80	80	0	967		
	<u>80</u>	<u>80</u>	<u>0</u>	<u>1,697</u>		
Alotments :- Income						
	<u>3,747</u>	<u>116</u>	<u>-3,631</u>	<u>3,160</u>		
Net Expenditure over Income						
130 Other Recreation						
4410 Swimming Pool	0	0	0	10,000		10,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>
Other Recreation :- Expenditure						
Net Expenditure over Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>		
134 CCTV						
4055 Electricity	0	0	0	2,070		2,070
4115 Insurance	839	757	-82	757		-82
4270 Vehicles & Equipment Maint	0	0	0	2,932		2,932
4276 CCTV	0	0	0	9,098		9,098
	<u>839</u>	<u>757</u>	<u>-82</u>	<u>14,857</u>	<u>0</u>	<u>14,018</u>
CCTV :- Expenditure						
Net Expenditure over Income	<u>839</u>	<u>757</u>	<u>-82</u>	<u>14,857</u>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2012

Month No : 1

## Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>135 Community Service Projects</u>						
4115 Insurance	129	117	-12	117		-12
4187 Young Mayors Awards	770	0	-770	0		-770
4195 Community Services Events Exp	81	0	-81	0		-81
4262 Tree Warden Expenses	0	0	0	2,327		2,327
4273 Christmas Lights	0	0	0	12,285		12,285
4274 Projects Expenditure	34	0	-34	0		-34
	<u>1,014</u>	<u>117</u>	<u>-897</u>	<u>14,729</u>	<u>0</u>	<u>13,715</u>
Community Service Projects :- Expenditure						
1064 Income Young Mayor/Personality	1,837	0	1,837	0		
1065 Income Xmas Lights	0	0	0	600		
1070 Community Services Events	470	0	470	0		
	<u>2,307</u>	<u>0</u>	<u>2,307</u>	<u>600</u>		
Community Service Projects :- Income						
<b>Net Expenditure over Income</b>	<u>-1,293</u>	<u>117</u>	<u>1,410</u>	<u>14,129</u>		
<u>140 C.S Major Projects Pool</u>						
4274 Projects Expenditure	0	0	0	29,000		29,000
C S Major Projects Pool :- Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>29,000</u>	<u>0</u>	<u>29,000</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>29,000</u>		

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2012

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>145 C S Building Maintenance Pool</u>						
4275 Building Maintenance	0	0	0	5,000		5,000
C S Building Maintenance Pool :- Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>
<b>Net Expenditure over Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,000</u>		
Community Services Expenditure	26,915	39,324	12,409	301,642	0	274,727
Income	89,524	84,368	5,156	109,760		
<b>Net Expenditure over Income</b>	<u>-62,609</u>	<u>-45,044</u>	<u>17,565</u>	<u>191,882</u>		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2012

Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Finance &amp; General Purposes</u>						
<u>201 Administration</u>						
4000 Salaries & Wages	13,166	13,466	300	161,592		148,426
4001 Employers NI	1,100	1,284	184	15,413		14,313
4002 Employers Superannuation	1,630	2,091	461	25,091		23,461
4009 Recruitment Costs	0	0	0	2,000		2,000
4010 Staff Training	0	0	0	2,000		2,000
4012 Staff Expenses	0	12	12	150		150
4014 Member Training	0	0	0	1,500		1,500
4100 Telecommunications	0	377	377	5,250		5,250
4105 Postage	137	200	63	2,750		2,613
4106 Stationery	11	262	251	3,150		3,139
4107 Photocopier	205	625	420	2,500		2,295
4110 Advertising & Publicity	0	0	0	200		200
4111 Office Equipment New	0	0	0	1,500		1,500
4112 Subscriptions	2,656	2,750	94	4,350		1,694
4113 Software Support	880	880	0	3,350		2,470
4114 Licence Fee	0	0	0	35		35
4115 Insurance	3,229	3,250	21	3,250		21
4116 Web Site	0	0	0	240		240
4155 Professional Fees	78	0	-78	3,500		3,422
4156 Bank Charges	4	10	6	100		96
4157 Audit Fees	0	0	0	4,690		4,690

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2012

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4182 Catering & Hospitality	4	0	-4	100		96
4190 Election Costs	0	0	0	5,500		5,500
4199 Other Expenditure	252	0	-252	100		-152
	<b>23,351</b>	<b>25,207</b>	<b>1,856</b>	<b>248,311</b>	<b>0</b>	<b>224,960</b>
Administration :- Expenditure						
1054 Income Other	0	0	0	250		
1059 Photocopying Income	0	0	0	100		
1062 Income Telephone Recharge	0	0	0	900		
1190 Interest Received	333	200	133	2,500		
	<b>333</b>	<b>200</b>	<b>133</b>	<b>3,750</b>		
Administration :- Income						
	<b>23,018</b>	<b>25,007</b>	<b>1,989</b>	<b>244,561</b>		
<b>Net Expenditure over Income</b>						
	<b>18,907</b>	<b>22,647</b>	<b>3,740</b>	<b>51,071</b>	<b>0</b>	<b>32,164</b>
205 Premises - Church Street						
4050 Rent payable	0	3,750	3,750	15,000		15,000
4051 Rates	9,815	9,810	-5	9,810		-5
4059 Church Street Service Charges	0	0	0	7,502		7,502
4060 Refuse	48	43	-5	170		122
4270 Vehicles & Equipment Maint	0	0	0	500		500
4301 Public Works Loan Payment	9,044	9,044	0	18,089		9,045
	<b>18,907</b>	<b>22,647</b>	<b>3,740</b>	<b>51,071</b>	<b>0</b>	<b>32,164</b>
Premises - Church Street :- Expenditure						
1050 Income Rent	150	125	25	1,500		
1054 Income Other	0	0	0	5,600		
	<b>150</b>	<b>125</b>	<b>25</b>	<b>7,100</b>		
Premises - Church Street :- Income						
	<b>18,757</b>	<b>22,522</b>	<b>3,765</b>	<b>43,971</b>		
<b>Net Expenditure over Income</b>						



## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2012

Month No : 1

## Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>206 Premises - Hurdis House</u>						
4055 Electricity	0	0	0	40		40
4115 Insurance	722	728	6	728		6
4275 Building Maintenance	345	0	-345	0		-345
4301 Public Works Loan Payment	0	0	0	15,002		15,002
	<u>1,067</u>	<u>728</u>	<u>-339</u>	<u>15,770</u>	<u>0</u>	<u>14,703</u>
Premises - Hurdis House :- Expenditure						
1050 Income Rent	5,000	5,000	0	20,000		
1051 Income Insurance Recharge	0	0	0	728		
	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>20,728</u>		
Premises - Hurdis House :- Income						
	<u>-3,933</u>	<u>-4,272</u>	<u>-339</u>	<u>-4,958</u>		
<b>Net Expenditure over Income</b>						
<u>210 Civic Expenses</u>						
4013 Members Expenses	0	0	0	300		300
4106 Stationery	0	0	0	250		250
4181 Civic - Mayors Allowance	-15	0	15	1,500		1,515
4182 Catering & Hospitality	0	0	0	750		750
4183 Civic - Awards	0	0	0	2,750		2,750
4184 Civic - other	0	50	50	250		250
4185 Fun Day & Tourney	0	0	0	450		450
4188 Town Crier Expenses	0	0	0	100		100
4189 Young Mayor	0	0	0	500		500
4280 Jubilee Event Expenditure	0	0	0	10,000		10,000
	<u>-15</u>	<u>50</u>	<u>65</u>	<u>16,850</u>	<u>0</u>	<u>16,865</u>
Civic Expenses :- Expenditure						

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2012

## Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1056 Fun Day & Tournay	125	0	125	0		
1080 Jubilee Event Income	-10	0	-10	0		
	<u>115</u>	<u>0</u>	<u>115</u>	<u>0</u>		
Civic Expenses :- Income						
	<u>-130</u>	<u>50</u>	<u>180</u>	<u>16,850</u>		
<b>Net Expenditure over Income</b>						
<u>215 Grants</u>						
4401 Small Grants	7,470	7,500	30	28,460		20,990
4405 Grants in Kind	304	83	-221	1,000		696
	<u>7,774</u>	<u>7,583</u>	<u>-191</u>	<u>29,460</u>	<u>0</u>	<u>21,686</u>
Grants :- Expenditure						
	<u>7,774</u>	<u>7,583</u>	<u>-191</u>	<u>29,460</u>		
<b>Net Expenditure over Income</b>						
Finance & General Purposes Expenditure	51,084	56,215	5,131	361,462	0	310,378
Income	5,597	5,325	272	31,578		
	<u>45,487</u>	<u>50,890</u>	<u>5,403</u>	<u>329,884</u>		
<b>Net Expenditure over Income</b>						

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2012

Month No : 1

## Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<b>Planning &amp; Highways</b>						
<u>301 Planning &amp; Highways</u>						
4199 Other Expenditure	0	100	100	400		400
4262 Tree Warden Expenses	-210	0	210	0		210
4263 Bus Shelter Maintenance/Clean	-140	18	158	750		890
4274 Projects Expenditure	0	0	0	3,500		3,500
	<b>-350</b>	<b>118</b>	<b>468</b>	<b>4,650</b>	<b>0</b>	<b>5,000</b>
<b>Planning &amp; Highways :- Expenditure</b>						
	<b>-350</b>	<b>118</b>	<b>468</b>	<b>4,650</b>		
<b>Net Expenditure over Income</b>						
	<b>-350</b>	<b>118</b>	<b>468</b>	<b>4,650</b>	<b>0</b>	<b>5,000</b>
<b>Planning &amp; Highways Expenditure</b>						
<b>Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Net Expenditure over Income</b>	<b>-350</b>	<b>118</b>	<b>468</b>	<b>4,650</b>		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2012

Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<b><u>Golf Course</u></b>						
<u>101 Golf Course</u>						
4000 Salaries & Wages	6,235	6,235	0	78,004		71,769
4001 Employers NI	373	472	99	5,661		5,288
4002 Employers Superannuation	1,080	1,080	0	12,964		11,884
4010 Staff Training	0	0	0	800		800
4011 Staff Protective Clothing	0	0	0	700		700
4041 Golf Professional Retainer	2,917	2,917	0	35,000		32,083
4045 Golf Course Player Costs	690	690	0	2,290		1,600
4051 Rates	1,790	1,825	35	1,825		35
4052 Water & Sewerage	223	500	277	8,976		8,753
4055 Electricity	207	206	-1	6,250		6,043
4056 Gas	0	250	250	4,088		4,088
4060 Refuse	48	80	32	320		272
4100 Telecommunications	8	10	2	320		312
4105 Postage	113	20	-93	320		207
4106 Stationery	0	25	25	50		50
4110 Advertising & Publicity	0	500	500	3,000		3,000
4113 Software Support	0	0	0	285		285
4114 Licence Fee	0	0	0	75		75
4115 Insurance	8,727	8,400	-327	9,850		1,123
4156 Bank Charges	383	450	67	1,975		1,592
4199 Other Expenditure	10	10	0	250		240

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2012

Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4201 Cleaning	224	0	-224	6,250		6,026
4251 Dog Bin Emptying	127	262	135	1,050		923
4261 Grounds Maint non contract	5,452	6,000	548	26,890		21,438
4270 Vehicles & Equipment Maint	262	1,700	1,438	13,700		13,438
4271 Vehicle & Equipment Lease	0	0	0	20,996		20,996
4272 Equipment Purchase	0	0	0	15,000		15,000
4275 Building Maintenance	0	250	250	1,500		1,500
4301 Public Works Loan Payment	0	0	0	41,351		41,351
	<b>28,868</b>	<b>31,882</b>	<b>3,014</b>	<b>299,740</b>	<b>0</b>	<b>270,872</b>
Golf Course :- Expenditure						
1000 Golf Course Season Ticket	140,978	135,000	5,978	155,120		
1001 Golf Course Green Fees M-F	3,578	6,000	-2,422	62,510		
1002 Golf Course Green Fees w/eb/h	5,938	6,000	-62	63,700		
1003 Golf Course Specials	1,638	3,000	-1,363	37,300		
1004 Golf Course Locker	1,481	1,500	-19	2,125		
1005 Golf Course Credit Card Charge	91	140	-49	160		
1007 Golf Course Air Traffic	1,250	1,250	0	5,000		
1050 Income Rent	1,563	1,562	1	6,250		
1051 Income Insurance Recharge	0	0	0	735		
1054 Income Other	1,105	0	1,105	100		
1057 Income Electricity Recharge	0	0	0	1,250		
1063 Income Gas Recharged	0	0	0	2,044		
1100 Income Advertising	0	0	0	1,550		
	<b>157,621</b>	<b>154,452</b>	<b>3,169</b>	<b>337,844</b>		
Golf Course :- Income						
	<b>-128,753</b>	<b>-122,570</b>	<b>6,183</b>	<b>-38,104</b>		
<b>Net Expenditure over Income</b>						

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2012

Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Golf Course Expenditure	28,868	31,882	3,014	299,740	0	270,872
Income	157,621	154,452	3,169	337,844		
<b>Net Expenditure over Income</b>	<b>-128,753</b>	<b>-122,570</b>	<b>6,183</b>	<b>-38,104</b>		

Detailed Income & Expenditure by Year to Date Budget Heading 30/04/2012

Month No : 1

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<b><u>Nature Reserve</u></b>						
<u>120 Nature Reserve</u>						
<b>Net Expenditure over Income</b>	0	0	0	0	0	0
Nature Reserve Expenditure	0	0	0	0	0	0
Income	0	0	0	0	0	0
<b>Net Expenditure over Income</b>	0	0	0	0	0	0

## Detailed Income &amp; Expenditure by Year to Date Budget Heading 30/04/2012

## Committee Report

Month No : 1

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<b>Precept</b>						
801 Precept	254,815	254,815	-1	509,629		
1176 Precept	<u>254,815</u>	<u>254,815</u>	<u>-1</u>	<u>509,629</u>		
Precept :- Income	<u>-254,815</u>	<u>-254,815</u>	<u>-1</u>	<u>-509,629</u>		
<b>Net Expenditure over Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Precept Expenditure	254,815	254,815	-1	509,629		
Income	<u>-254,815</u>	<u>-254,815</u>	<u>-1</u>	<u>-509,629</u>		
<b>Net Expenditure over Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>





## Seaford Town Council

### Report 34/12

<b>Agenda Item No:</b>	<b>6 (a)</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes Committee</b>
<b>Date:</b>	<b>21 June 2012</b>
<b>Title:</b>	<b>Final Internal Audit Report for 2011-2012</b>
<b>By:</b>	<b>Simon Cooper, Corporate Services Manager</b>
<b>Wards Affected:</b>	<b>All Seaford wards</b>
<b>Purpose of Report:</b>	<b>To receive a report from Mr Paul Hartley, Internal Auditor.</b>

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#### Recommendations

**You are recommended:**

- 1. To consider action as detailed in 2 in response to recommendations made by the Internal Auditor.**
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#### 1. Information

- 1.1** Mr Paul Hartley was re-appointed Internal Auditor for 2011/12. He visited the Council on 20 September 2011 to commence the Internal Audit process for 2011/12. Further visits were made on 24 January 2012 and 1 February 2012 his final visit taking place on 22 May 2012 where he signed off on the Internal Audit section of the Annual Return.
- 1.2** His final Internal Audit report for 2011-12 is attached as Appendix A.
- 1.3** He has indicated to me that he does not consider there to be any issues in this final report which require a further response to him by this Committee.

#### 2. Financial Appraisal

There are no significant financial implications resulting from this report.

**3. Contact Officer**

The Contact Officer for this report is Simon Cooper, Corporate Services Manager

Corporate Services Manager



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Town Clerk



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## SEAFORD TOWN COUNCIL

### INTERNAL AUDIT REPORT 2011-2012

I visited the Town Council Office on Tuesday 20th September 2011 to commence the Internal Audit process for 2011-2012. Further visits were made on 24 January 2012, focussing on Risk Management, and 1 February 2012 to deal with remaining items on the Internal Audit Plan. A final visit was made on 22 May 2012 to deal with the end-of-year process and completion of the Annual return.

The comments below are in the order of the headings in Section 4 of the Annual Return, followed by any additional items specified in the Council's Audit plan.

Recommendations are shown in **bold and underlined**, and any responses received from Council have been added in *italics*.

#### A. BOOKS OF ACCOUNT

Using the RBS Omega system, entries are made weekly and, as a sample, were completely and correctly balanced at 31 August 2011.

VAT is charged on property rentals, and returns are made quarterly on-line, the last being June 2011. (As at 20/9/11)

Two PWLB loans are outstanding with half-yearly direct debit repayments in operation.

#### B. FINANCIAL REGULATIONS

Standing Orders were revised and adopted March 2011, with Financial Regulations revised and adopted August 2011. These include a new limit for contracts requiring tenders of £25,000. as recommended last year. Most contracts are now therefore subject to three quotations, rather than tenders. The Regulations are fully complied with, except in acceptable specialist product circumstances.

Payment procedures, with invoices attached to a payment authorisation slip, cheque signing and use of direct debits are satisfactory.

Purchase orders are produced manually, but are not linked to the RBS system. A revised Purchase Order form is in course of preparation.

Reference to Power under which expenditure is incurred is only shown in Minutes for exceptional items and for Grants & Donations.  
Council is not yet eligible to use Power of Well Being.

Standing Orders regarding contracts are followed, for example when seeking tenders for the revaluation of Council's properties. There are no multiple, cumulative, contracts with single suppliers.

Use of S.137 is limited, but correctly understood and applied when appropriate.

### C. RISK MANAGEMENT

Insurance has been switched to Zurich on a five-year deal at a reduced premium. A comprehensive Risk Management strategy has now been formulated, with detailed risk assessments and management processes being completed for most sites and assets. Work to complete this process is ongoing, **and documentation of some Inspection processes is still outstanding.**

*STC: The projects and Facilities Manager is continuing to complete the process and outstanding documentation will be completed.*

Electrical appliance testing has been carried out.

Golf Course Risk Management is now in place, with appropriate documented inspections. Monitoring of controls for this site-specific work is carried out by the Facilities Manager.

Contractors Public Liability insurance is checked as appropriate.

The annual risk management review will be taken to F&GP on 18 February 2012.

It is evident that not all loose-leaf pages of Council Minutes are initialled by the Chairman who signs the final page. **This should be back-checked, and monitored for the future.**

*STC: All minutes for the year have been reviewed and those pages identified. They have subsequently been initialled by the relevant Chairman. A process will be established to prevent this error recurring.*

### D. BUDGET & PRECEPT

A thorough Budget process has been completed with a 9.5% increase in precept agreed for 2012-2013. This will allow an increase in the level of Reserves as previously recommended, and the principle of a further increase is accepted, although no timescale is now stipulated. **Further consideration should be given to this for 2013-2014 in the light of progress with the Golf Course project, and bearing in mind the one-off budget item for Jubilee celebrations next year, to ensure a satisfactory level of reserves is maintained in order to meet unforeseen requirements.**

*STC: The level of reserves is considered by Council as part of the budget process, taking account of issues highlighted by the Financial Risk Assessment.*

### E. INCOME

Revised 3 year agreements are now in place for concessions and Sports Club rents, and a new casual hire tariff has been agreed.

Income handling process is satisfactory, and hirers insurance cover is checked.

A good Income control process is in place, with appropriate monitoring of Golf Course income, in particular, carried out by RFO. Bad debts are not an issue, and proper measures are taken with late payers.

VAT is charged on all hires.

#### F. PETTY CASH

Expenditure is satisfactorily controlled by use of vouchers, which are properly authorised, coded, allocated and VAT reclaimed if appropriate.

Council's contracted Handyman retains a £250 float.

Occasional Petty Cash income is received, and used in part to replenish the float.

#### G. PAYROLL

Payroll is carried out in-house using IRIS Paymaster. End of year returns at 31/03/2011 were completed satisfactorily, **but an acknowledgement from HMRC is still awaited.**

*STC: This has now been produced.*

Appropriate salary increases are minuted, and NALC scales are used. A sample from Minute authorisation to Payroll was checked.

SALC approved contracts of employment are used.

Pension contributions are made at the correct levels.

Salaries are paid by electronic payment via Co-Op Bank "Payflo".

Staff or Members make few expenses claims, with those that are being properly authorised.

Councillors' Allowance Scheme has not been adopted.

#### H. ASSETS AND INVESTMENTS

The asset register was updated at 31/3/2011, with revaluations of properties being carried out by external surveyors. This has fed into renewal of insurance.

Public liability cover under Road Traffic Act for motorised off-road equipment is provided by a separate policy.

Details of some of the original transfers of assets from Lewes DC are still being checked, and a keys/ keyholders access arrangements/ insurance cover schedule is being prepared.

**An inventory of office equipment and small maintenance equipment should be compiled.**

*STC: The Golf Course schedule is being compiled by the head Green-Keeper and the office equipment list is being compiled by the Corporate Services manager.*

#### I. BANK RECONCILIATIONS

Reconciliations are done at month end, and are checked by Chairman of F&GP Committee.

All funds are in one interest bearing account, **but regular checks for better rates on term deposits should be made.**

*STC: Checks have been made with other major UK banks periodically, but for the sums involved the interest rates on offers are not good. Our bankers (Co-operative Bank) have recently introduced some term deposit rates which offer a better return for longer term deposits and funds have been placed into one year, three month and one month deposits.*

#### J. YEAR END ACCOUNTS

Figures for the Annual Return have been correctly extracted from the accounting system, and bank reconciliations at 31/3/12 have been checked.

#### K. TRUSTEESHIP

Not applicable.

#### OTHER ITEMS - included in Internal Audit plan for 2011-2012.

Retention of Documents – A policy based on NALC LTN 40 has been drawn up, and work is ongoing in relation to historic documents to retain/dispose in accordance with the policy.

Emails held on the server are covered by ESCC policy.

Golf Course procedures, Financial and H&S – Satisfactory procedures are in place to maximise income, although current system is lacking in ability to provide full management information. Council will await Clubhouse project before taking action to improve system.

Monthly monitoring of trends of income over a three year rolling period is carried out.

The Direct Debit system for subscriptions, now taken in-house, works well, with non-payers advised to STC by the Bank.

Golf Clubhouse project – A revised scheme is being submitted to SDNP as a major application shortly. Lack of progress in this respect has impacted on income, particularly season ticket renewals, but this has been mitigated by a 15 month for 12 offer.

Staff Appraisal & Training – Town Clerk's appraisal has been done, and the rollout of the process to other staff will proceed in 2012-2013.

Leases – A system for ensuring lease renewals are dealt with in timely manner is now in place, and monitoring of tenants responsibilities to ensure their obligations are fulfilled is in hand.

Vision Plan – an embryonic plan is in place, and further work on visioning is expected to take place in June 2012.

Paul Hartley  
Internal Auditor  
24 May 2012

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## Seaford Town Council

### Report 36/12

<b>Agenda Item No:</b>	<b>6 (b)</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes Committee</b>
<b>Date:</b>	<b>21 June 2012</b>
<b>Title:</b>	<b>Appointment of Internal Auditor for 2012-13</b>
<b>By:</b>	<b>Simon Cooper, Corporate Services Manager</b>
<b>Wards Affected:</b>	<b>All Seaford Wards</b>
<b>Purpose of Report:</b>	<b>To advise Members of quotations received for audit services for the 2012-13 financial year.</b>

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#### Recommendations

You are recommended:

1. To consider the two quotations received and appoint an Internal Auditor for 2012-13.
  2. To delegate authority to the Corporate Services Manager, in his capacity as RFO, to negotiate suitable dates and the range and scope of work to be undertaken on those dates, and to present an Audit Plan to the next meeting of this Committee.
- 

#### 1. Information

- 1.1 The F&GP Committee held on 19 April 2012 minute F&GP 69 agreed to authorise the Corporate Services Manager to obtain competitive quotations from suitably qualified persons to be appointed Internal Auditor for 2012-13.
- 1.2 The current Internal Auditor, Mr Paul Hartley decided not to seek renewal of contract. Details of the quotation process were circulated to those considered suitable from a list provided by Sussex Association of Local Councils (SALC) and to a firm referred to the Town Clerk. A copy of the letter is attached at Appendix A.
- 1.3 Two quotations were received and are summarised below. The details of the tenderers have not been revealed in order to allow Members to make a judgement without potential prejudice.

1.4 Summary

	<u>Qualifications &amp; Experience</u>	<u>Proposed Plan</u>	<u>Number &amp; Frequency of Visits</u>	<u>Cost</u>
A	A Company established to meet the requirements of Audit arrangements introduced in 2001. The principal has 35 years of experience auditing public sector bodies	A copy of their basic annual work programme and a specimen report have been submitted	3.5 days in the first year 3.0 days thereafter.	£1,400 in 2012-13 plus VAT all inclusive £1,200 thereafter
B	A firm of Certified Accountants and registered Auditors who also perform audits for a number of Town and Parish Councils	A written Plan will be provided as part of the Audit but no detail yet provided.	Not specified but based on the fee estimate 2.5 to 3 days per annum	£45 per hour for audit review and follow up, plus 45p per mile travel  Fee estimate in the region of £750 to £1,000 plus travel costs from West Ewell, Surrey.

**2. Financial Appraisal**

Details of financial implications are contained in 1.4 above. The 2012-13 budget for internal audit fees is £1,690

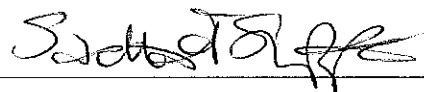
**3. Contact Officer**

The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



Town Clerk



Direct dial 01323 894870

E-mail [Simon.cooper@seafordtowncouncil.gov.uk](mailto:Simon.cooper@seafordtowncouncil.gov.uk)

Your ref

Date May 2012

Dear

**RE: Internal Audit Services 2012-13**

Seaford Town Council is seeking quotations for the provision of Internal Audit Services for the financial year 2012-13 from suitably qualified organisations or individuals in accordance with Regulation 6 of the Accounts and Audit Regulations 2011 as amended.

The Internal Auditor is expected to provide a service as outlined on pages 29 – 36 of the document "Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010" and report to Council in writing in a timely manner.

The tenders should outline the following

- Qualifications, competence and experience of individual(s) undertaking work
- Proposed audit plan
- Expected frequency and number of visits
- Cost of provision of service

All quotations should be submitted in an envelope clearly marked "INTERNAL AUDIT QUOTATION" and returned to Mrs Sam Shippen FCIS, Principal ILCM, Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG not later than Monday 1 June 2012.

Seaford Town Council is a large council with an annual budget of around £970,000 per year, the main source of income other than precept being an 18 hole golf course. Details of the 2010-11 Annual Return and current Annual Report are available in the publications section of our website at [www.seafordtowncouncil.gov.uk](http://www.seafordtowncouncil.gov.uk)

Please do not hesitate to contact me should you require any additional information.

Yours sincerely

Simon Cooper  
Corporate Services Manager

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## Seaford Town Council

### Report 35/12

<b>Agenda Item No:</b>	<b>7</b>
<b>Committee:</b>	<b>Finance and General Purposes Committee</b>
<b>Date:</b>	<b>21 June 2012</b>
<b>Title:</b>	<b>Financial Regulations Review</b>
<b>By:</b>	<b>Simon Cooper, Corporate Services Manager.</b>
<b>Wards Affected:</b>	<b>All Seaford Wards.</b>
<b>Purpose of Report:</b>	<b>To review Financial Regulations for recommendation to Council.</b>

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#### Recommendations

You are recommended:

1. To consider any additional amendments to Financial Regulations.
  2. To submit the Financial Regulations attached as Appendix A (subject to any amendments from 1 above) for approval and adoption by Council on 16 August 2012.
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#### 1. Information

- 1.1 Financial Regulations are to be reviewed annually by Council.
- 1.2 The review of Financial Regulations was delegated to Finance and General Purposes Committee by Council at its meeting on 10 May 2012. The adoption of Financial Regulations is the role of full Council.
- 1.3 The Financial Regulations have been reviewed by the Town Clerk and Corporate Services Manager. There are no substantive amendments and are mostly tidying up in nature.
- 1.4 The amended draft Financial Regulations are attached as appendix A.

#### 2. Financial Appraisal

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

**3. Contact Officer**

The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



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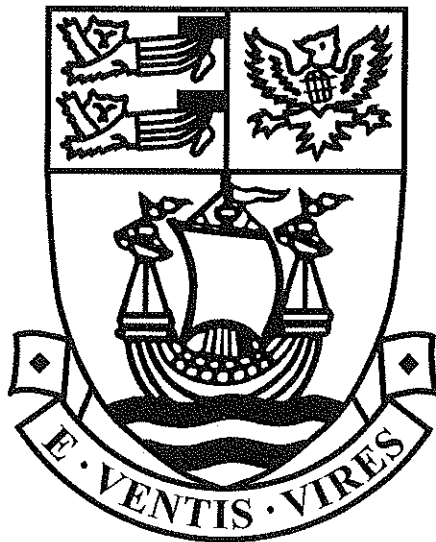
Town Clerk



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Seaford Town Council

# Financial Regulations



~~18 AUGUST~~ JUNE 2012~~1~~

# Seaford Town Council

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# Seaford Town Council

## FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on  
(insert date)

### 1. INTRODUCTION/ STATUS OF FINANCIAL REGULATIONS

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council.
- 1.2 The Financial Regulations provide the framework for the management of the Council's financial affairs. The Council has a responsibility in law for ensuring that its financial management arrangements are sound, that it has an effective system of internal financial control including the management of risk and the prevention and detection of fraud and that it has put in place arrangements for securing economy, efficiency and effectiveness in its use of resources.
- 1.3 The Regulations are designed to demonstrate how the Council will meet these responsibilities and they apply to every Member and Officer of the Council and to anyone acting on their behalf.
- 1.4 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.
- 1.5 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in Local Councils in England and Wales – a Practitioners' Guide which is published jointly by the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) and updated from time to time.
- 1.6 The Regulations identify the financial responsibilities of the Council itself, all Members of the Council, the Town Clerk, the person designated to undertake the statutory Responsible Finance Officer duties (as the statutory Local Government Act 1972 Section 151 Officer), and all other officers.
- 1.7 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the council. This duty may be allocated to a staff member who holds an alternative title as determined by the Council. Currently this is the Corporate Services Manager (CSM). The RFO, acting under the policy direction of the Council and/or its committees, shall be responsible for the proper administration of the Council's financial affairs. In accordance with proper practices, the RFO will determine on behalf of the Council, its accounting policies, records and control systems, and ensure that these are maintained and kept up to date in accordance with proper accounting practices.
- 1.8 The RFO is also responsible for maintaining a continuous review of the Financial Regulations and submitting any revisions to the Finance & General Purposes Committee for consideration and then Full Council for approval and reporting any breaches of the Regulations.

# Seaford Town Council

- 1.9. All Members and officers have a general responsibility for taking reasonable action to provide for the security of assets under their control, and for ensuring that the use of resources is legal, properly authorised, provides value for money and achieves best value.
- 1.10 Supervisors are responsible for ensuring that all staff under their supervision are aware of the existence and content of the Council's Financial Regulations and that they comply with them.
- 1.11 The RFO is responsible for issuing advice, training and guidance to underpin the Financial Regulations.
- 1.12 The framework rules for the procurement of all works, goods, materials and services and tendering and contract procedures are set out in section 14 of these regulations.
- 1.13 Any known breach of or non-compliance with these regulations referred at 1.12 must be reported to the Town Clerk and the Council's Internal Auditor. The Internal Auditor, after consulting with the Town Clerk, will decide whether the breach or non-compliance represents a significant risk of harm to the Council's interests, and will report to the Finance & General Purposes Committee accordingly.
- 1.14 The RFO shall produce financial management information as required by the council.
- 1.15 At least once a year, the council shall conduct a review of the effectiveness of its system of internal control, which shall be in accordance with proper practices.

## **2. Financial Management Responsibilities**

2.1 Financial management responsibilities cover all of the financial accountabilities in relation to the running of the Council.

### *2.2 Full Council*

2.2.1 Full Council is responsible for adopting the Financial Regulations which provides the framework and guidelines within which the Council operates, and for monitoring and ensuring compliance with the Council's overall framework of financial accountability and control.

### *2.3 Committees*

2.3.1 Finance & General Purposes Committee is responsible for monitoring and ensuring compliance with the Financial Regulations, for proposing the budget framework to Full Council, and discharging functions in accordance with that framework. Any decision taken must take account of legal and financial liabilities and consider risk management issues that may arise from the decision.

# Seaford Town Council

2.3.12.3.2 All Standing Committees are responsible for monitoring spend within their own allocated budget and requesting any significant variance be approved by F&GP Committee.

## 2.4 Town Clerk

2.4.1 The Town Clerk is responsible for the corporate and overall strategic management of the Council. The Town Clerk must report to and provide information to the Council and its various Committees, Sub-Committees and Working Groups. The Town Clerk is also responsible for establishing a framework for management direction, promoting and maintaining high standards of conduct, reporting any breaches of law, monitoring the performance of the Council and the system of records and publicity in relation to all Council decisions. The Town Clerk must ensure that the Council or its committees, is made aware of all new relevant legislation and regulations and must report the implications of any new proposals.

## 2.5 Responsible Finance Officer

2.5.1 The RFO is responsible for the proper administration of the Council's financial affairs which includes the following areas of responsibility:-

- Advising the Council, in conjunction with the Town Clerk, whether a decision is likely to be in accordance with the Financial Regulations;
- Setting and monitoring compliance with financial standards and key financial controls necessary to secure sound financial management;
- Advising on the corporate financial position;
- Providing financial information to Members and Officers including reporting of budgetary control during the year;
- Preparing the annual Revenue Budget and Capital Programme;
- Preparing the Medium Term Financial Plan;
- Preparing the Annual Statement of Accounts;
- Preparing the Annual Governance Statement;
- Preparing the Annual Statement of Internal Control;
- Treasury Management;
- Managing an effective payroll service;
- Managing an effective accounts payable and receivable function to ensure that all invoices are raised and paid promptly;
- Manage an effective income collection and banking system to ensure that all monies receivable by the Council are collected and banked promptly;
- Insurance arrangements;
- Banking arrangements;
- Manage an effective Internal Audit service;
- Financial advice and training
- Managing income generating services to ensure maximisation of income.

# Seaford Town Council

2.5.2 Section 114 of the Local Government Finance Act 1988 requires that the RFO report to Council and the external auditor, if the Council or one of its officers:-

- Has made, or is about to make, a decision which involves incurring unlawful expenditure;
- Has taken, or is about to take, an unlawful action which has resulted in or would result in a loss to the Council;
- Is about to make an unlawful entry in the Council's accounts

The Council must ensure that the RFO is provided with sufficient staff and other resources to carry out these statutory duties.

## 2.6 *Budget Managers*

2.6.1 Budget Managers are responsible for ensuring that Members are advised of the financial implications of all proposals in relation to their service areas and that the financial implications have been agreed with the RFO. Budget Managers are also responsible for managing and controlling income and expenditure within their approved budgets and the staff, assets and other resources under their responsibility.

## 3. **Risk Management and Internal Control**

### 3.1 *Introduction*

3.1.1 It is essential that robust systems are developed and maintained for identifying and evaluating all significant operational and financial risks to the Council. This should include the proactive participation of all those involved with planning and delivering services.

### 3.2 *Risk Management*

3.2.1 The Finance & General Purposes Committee is responsible for approving the Council's Risk Management Strategy and considering an annual report on its effectiveness.

3.2.2 The RFO is responsible for overseeing the preparation of the Council's Risk Management Strategy, maintaining the Council's Risk Register and promoting the principles of effective risk management throughout the Council.

3.2.3 The RFO is responsible for ensuring that appropriate insurance cover arrangements are made to minimise the Council's risks and for advising Members on insurance matters.

### 3.3 *Internal Control*

3.3.1 Internal control refers to the systems of internal control developed by Members and officers to help ensure that the Council's strategic aims and objectives are

# Seaford Town Council

achieved in a way that promotes the economical, efficient and effective use of resources and that the Council's assets and interests are safeguarded. These arrangements need to ensure compliance with all applicable statutes, regulations and statements of best practice.

- 3.3.2 It is a statutory requirement set out in the Accounts and Audit Regulations 2011 as amended, for the Council to carry out an annual review of the effectiveness of its system of internal control and include a Statement of Internal Control in the Statement of Accounts.
- 3.3.3 The RFO is responsible for advising on effective systems of internal control. It is the responsibility of managers to establish sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness, and for achieving financial targets.
- 3.3.4 The review of internal control is significantly informed by the work of the Council's Internal Auditor, who is responsible for ensuring all of the major services, systems and processes of the Council are reviewed annually to ensure the internal financial controls are operating effectively. The work of the Internal Auditor is reported to the F & GP Committee.

## 3.4 *Internal and External Audit*

- 3.4.1 The Accounts and Audit Regulations 2011 as amended, require that all local authorities maintain an adequate and effective internal audit service. The internal audit service is responsible for ensuring that the Council's systems of internal control are operating effectively.
- 3.4.2 The RFO will be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts and Audit Regulations 2011 as amended. Any officer or member of the Council shall, if required, make available such documents of the Council which relate to their accounting and other records as deemed to be necessary for the purpose of the audit and shall supply the Internal Auditor with such information and explanation as considered necessary for that purpose.
- 3.4.3 The Internal Audit function will be independent of the operations of the Council and in order to demonstrate objectivity and independence, the Internal Auditor will be free from any conflicts of interest and will have no involvement in the financial decision making, management and control of the Council. The Internal Auditor shall be appointed annually by the Finance & General Purposes Committee and shall carry out the work required by the Council in accordance with proper practices.
- 3.4.4 -The Internal Auditor will prepare an Annual Audit Plan setting out the planned programme of internal audit work for the year and will report progress as well as the conclusions and recommendations from every audit examination to the

# Seaford Town Council

Finance & General Purposes Committee.

3.4.5 The Audit Commission is responsible for appointing external auditors to each local authority. The Audit Commission is responsible for auditing the Council's Annual Return, providing assurance on the Council's arrangements for securing economy, efficiency and effectiveness in the use of resources.

3.4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations 2011 as amended.

3.4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter. This would normally be by report to the Finance & General Purposes Committee.

3.4.8 The Council may also, from time to time, be subject to audit, inspection or investigation by external bodies such as HM Customs and Revenues who have statutory rights of access to records and information e.g. a VAT inspection.

## 3.5 *Preventing Fraud and Corruption*

3.5.1 The RFO is responsible for developing and maintaining the Council's Anti-Fraud and Corruption Strategy.

3.5.2 The work of internal audit provides assurance that the Council takes a proactive approach to the prevention of fraud and helps ensure the detection of any occurrences of fraud.

## 3.6 *Assets*

3.6.1 The Town Clerk with the assistance of other supervisory staff is responsible for ensuring that assets are properly maintained and securely held. The RFO is also responsible for ensuring that an Asset Management Plan is in place as the basis for driving the Council's long term maintenance plan for its assets.

## 3.7 *Staffing*

3.7.1 The Town Clerk is responsible for providing overall management of staff and is also responsible for ensuring that there is proper use of a job evaluation process for determining the remuneration of a job and for the development of staffing related policies and procedures.

3.7.2 The RFO is responsible for advising the Council of the budget necessary in any given year to cover estimated staffing levels, provision for cover and overtime etc, paying the salaries and wages and administering the personnel service.

# Seaford Town Council

3.7.3 Supervisors in consultation with the Town Clerk are responsible for controlling total staff numbers within their service area, the proper use of appointment, personnel and disciplinary procedures, and adjusting staffing levels in order to meet changing operational needs subject to budget provision.

## **4. Accounting Systems, Records, Policies and Procedures**

4.1 Sound systems and procedures are essential to an effective framework of accountability and control.

4.2 The RFO is responsible for the operation of the Council's accounting systems, incorporating the computerised financial management system (Omega from RBS), the development and maintenance of accounting procedures and the format of the accounts and other financial reports and supporting records.

4.3 The RFO is also responsible for determining the Council's accounting policies and ensuring they are applied consistently across the authority as required by the Accounts and Audit Regulations 2011 as amended.

4.4.1 Supervisors are responsible for the proper operation of financial processes in their own service areas. The Town Clerk must also ensure that computer and other systems are registered and comply with legislation such as the Data Protection Act and Freedom of Information Act.

## **5. Statement of Accounts**

5.1 The RFO is responsible for ensuring that the Annual Return is prepared in accordance with the Accounts and Audit Regulations 2011 as amended.

5.2 Full Council is responsible for approving the Annual Return in accordance with the statutory deadline which is currently 30<sup>th</sup> June.

5.3 The RFO is also responsible for liaising with and assisting the Audit Commission in the Annual Audit of the Accounts, and making arrangements for the public inspection of the Accounts and for the display or publication of the Accounts as required by the Audit Commission Act 1998 and the Accounts and Audit Regulations 2011 as amended.

## **6. Financial Planning and Budgeting**

### *6.1 Introduction*

6.1.1 Full Council is responsible for approving the Council's financial planning framework, including the setting of the annual Revenue and Capital Budgets.

6.1.2 Finance & General Purposes Committee may reallocate budget funds from one service to another.

### *6.2 Budget Framework / Timetable*

# Seaford Town Council

6.2.1 The RFO will be responsible for the development of the Budget Framework and Timetable each year, which will set out the proposed strategy and timescale for the setting of the annual Revenue and Capital Budget.

6.2.2 The Budget Framework and Timetable will be approved each year by the Finance & General Purposes Committee.

## 6.3 *Budget Preparation*

6.3.1 In the autumn, each Committee shall formulate proposals for their own area of responsibility in respect of revenue and capital including the use of reserves and sources of funding for the following financial year.

6.3.2 Detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the committees. Within this all unavoidable inflationary budget growth and requests for additional budget resources will be fully evidenced, schedules of all fees and charges, and all efficiency savings will be clearly identified.

6.3.3 The Finance & General Purposes Committee will review the draft budgets and recommend them to Council not later than the end of January each year and the Council shall fix the Precept to be levied for the ensuing financial year in accordance with the reasonable request of timetable set by the billing authority. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.

6.3.4 The approved annual budgets shall form the basis of financial control for the ensuing year.

6.3.5 The Council shall consider the need for, and shall have regard to, a three year forecast of Revenue and Capital Income and Expenditure which may be prepared at the same time as the annual Budget.

## 6.4 *Adequacy of Reserves*

6.4.1 It is the responsibility of the RFO to report to Full Council on the adequacy of the reserves and other balances of the Council. An opinion will be included in the Annual Budget Report to the Council and its committees.

## 7. **Budgetary Monitoring and Control**

7.1 It is the responsibility of budget managers to control income and expenditure within their area and to monitor budgets. Budget managers must take any action necessary to avoid exceeding their overall budget allocation, and to notify the RFO of any budgetary problems as soon as possible.

7.2 It is the responsibility of the RFO to provide clear, timely and understandable financial information to budget managers on a regular basis and to provide financial advice and training as required, to allow them to carry out these responsibilities.

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# Seaford Town Council

- 7.3 The RFO is also responsible for reporting budgetary control to Members and will report to each Finance & General Purposes Committee, including forecasts of expected outturn at the end of the the year.
- 7.4 Expenditure on revenue items may be incurred up to the approved amounts included in each approved service budget. No expenditure should be incurred which cannot be met from the amount provided in the appropriate service revenue budget, except as detailed in 7.5 without the prior approval of the RFO. Any transfers between budgets must be made in line with the virement rules set out in Section 8 below.
- 7.5 The Town Clerk may incur expenditure on behalf of the Council which is of an emergency nature e.g. necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000, and thereafter in line with 8.13. The Town Clerk or RFO will report the action to the Finance & General Purposes Committee as soon as practicable thereafter.

## **8. Virement and Treatment of Year End Budget Balances**

### *8.1 Virement*

- 8.1.1 Virement relates to the transfer of unspent budget resources from one budget head to another, from one service budget to another, or from one committee to another. The Council's virement rules are set out below.
- 8.1.2 During the budget year and having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings within the same committee with the approval of the RFO and Town Clerk. All such actions shall be reported to the relevant committee as soon as practicable thereafter.
- 8.1.3 Where it is necessary due to the urgency of the matter to incur expenditure in excess of £5,000 that will exceed the amount provided in the revenue budget for that class of expenditure; such expenditure may be approved in writing by a minimum of three Members normally to be the Chairman and Vice-Chairman of the spending Committee and the Chairman of Finance & General Purposes Committee. This action must be notified to the next Committee Meeting.

8.1.4 Any virement between Committees must be approved by F&GP.

### *8.2 Treatment of Year End Budget Balances*

- 8.2.1 Unspent provisions in the revenue budget shall not normally be carried forward to a subsequent year.
- 8.2.2 Where a service under-spends on its approved budget (excluding capital charges), upon receipt of a carry forward request and the necessary

# Seaford Town Council

justification from the budget manager, and agreement from the Town Clerk / RFO, the unspent resources may be carried forward into the following financial year to provide additional resources in that year. Such requests must be approved by Finance & General Purposes Committee and Council when approving the Annual Return. Any proposed carry forward of under-spending must be in respect of a proven commitment and must not create an ongoing financial liability beyond the following year.

8.2.3 Any unspent resources that have not been approved to be carried forward to the following year, will be transferred to the Council's General Fund Balance.

## 8.3 *Supplementary Budgets*

8.3.1 Where emergency or other unavoidable expenditure is incurred over and above the approved budget and the sum required cannot be met from virement or savings made elsewhere within the budgets, a request will be made to Finance & General Purposes Committee for a supplementary budget. The cost of the supplementary budget would be met from the Council's general fund or from Council earmarked balances and would need to be approved by Council.

## 9. Banking Arrangements

- 9.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They will be reviewed periodically to ensure they meet the Council's requirements and provide value for money.
- 9.2 One current account is currently maintained at the Council's bank, and is used to account for all payments made by the Council such the payment of creditors and salaries and wages, and also the receipt of all income due to the Council including the receipt of the Precept.
- 9.3 The Council may also hold a higher interest bank account for short term surplus monies. Any longer term surplus resources and reserves will be invested.
- 9.4 Cheques drawn on the bank account must be signed by two of the authorised signatories on the Council's bank mandate. The Town Clerk may also be authorised on the bank mandate. Payments made by Direct Debit or BACS must also be authorised by two of the authorised signatories.
- 9.5 A schedule of all payments and receipts from/to the current account will be prepared by the RFO and reported to each meeting of the Finance & General Purposes Committee. The schedule will be noted by a resolution of that Committee.
- 9.6 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and other appropriate documents.

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# Seaford Town Council

9.7 The Council does not have an authorised overdraft limit and the RFO will ensure that the bank accounts do not become overdrawn.

## 10. Payment for Goods and Services

10.1 The duty of calculating, checking and recording sums payable by the Council, will be separated as completely as possible from the duty of ordering, certifying and authorising that expenditure.

10.2 With the exception of petty cash transactions, all payments shall be made by cheque, BAC's transfer or direct debit drawn on the Council's current bank account.

10.3 All requests for goods and services will be made using a purchase order, with the exception of the following payments:-

- Regular payments such as utilities costs, telephones etc;
- Payments made by direct debit;
- Services for which a formal contract is to be prepared;
- Petty cash purchases.

Purchase Order forms shall be controlled by the RFO, copies of purchase orders shall be retained

10.4 All officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.

10.5 Purchase orders and invoices for payment should be examined, verified and certified by the officer issuing the order. Before certifying an invoice the officer will satisfy themselves that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.

10.6 Officers authorised to raise and certify purchase orders are to be approved periodically by the Finance & General Purposes Committee upon the advice of the Town Clerk. The following are currently approved: Town Clerk, Corporate Services Manager, Projects and Facilities Manager, Head Greenkeeper and the Golf Professional.

10.7 The Administration Assistant (Finance and Administration) shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk and RFO shall take all steps to settle all invoices submitted, and which are in order, within the settlement terms.

10.8 Only the Town Clerk and RFO can authorise invoices for payment.

10.9 The RFO may provide petty cash floats to officers for the purpose of one off expenses, urgent requirements and other minor general operational costs.

# Seaford Town Council

Vouchers for payments made from petty cash floats shall be forwarded to the Administration Assistant (Finance and Administration) with a claim for reimbursement.

10.10 The general rules to be applied to petty cash are as follows:-

- (a) The petty cash float limit of £500 is for the purpose of one off minor expenses, and other operational costs. Receipts must be retained for payments made from petty cash to substantiate the payment.
- (b) Income received must not be paid into the petty cash float but must be separately banked, as provided for elsewhere in these Regulations.
- (c) The Administration Assistant (Finance & Administration) will be responsible for, and keep records of all petty cash transactions. Payments to reimburse the petty cash float will be drawn against the Council's current bank account.

## 11. Payment of Salaries and Wages and Members Allowances

- 11.1 As an employer, the Council will make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. All employee-related payments will be made in accordance with the current requirements of the above legislation, any other relevant legislation e.g. sickness, maternity and paternity pay statutory benefits, the National Joint Council for Local Government Services (NJC) National Agreement on Pay and Conditions of Service (the Green Book), the requirements of the East Sussex County Pension Fund and the terms and conditions set out in individual contracts of employment.
- 11.2 Timesheets will be required to be completed for any member of staff claiming overtime or working outside normal working hours. All timesheets shall be certified for accuracy and completeness by the Town Clerk or relevant manager.
- 11.3 Claims for car mileage, subsistence and other expenses e.g. train fares, parking charges etc, must be made on an official claim form, supported by receipts or other evidence and duly authorised by the appropriate manager. Payments will be made in accordance with approved rates, which are based on the rates recommended by the NJC.
- 11.4 Payments of Members' claims for participation allowance, subsistence and mileage expenses will be made in accordance with the Council's approved rates.
- 11.5 The payment of all salaries and wages and all employee related payments to staff shall be made by the RFO from the Council's current bank account in accordance with the payroll records, authorised by two Councillors, and will be reported to the Finance & General Purposes Committee.

# Seaford Town Council

## 12. Income and External Funding

- 12.1 The systems and procedures for the collection and banking of all sums due to the Council is the responsibility and under the supervision of the RFO who is ultimately responsible for the collection of all amounts due to the Council.
- 12.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council or its Committees, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 12.3 The Council or its Committees will review all fees and charges annually, following a report of the Clerk.
- 12.4 Outstanding debts will be reported to the Finance & General Purposes Committee as and when necessary. Any sums found to be irrecoverable and any bad debts shall be reported to and approved by the Finance & General Purposes Committee before being written off.
- 12.5 All cash and cheques received on behalf of the Council shall be receipted, recorded and banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary which should be not more than seven calendar days following receipt.
- 12.6 The origin of each receipt shall be entered on the paying-in slip.
- 12.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 12.8 The Council's insurance cover provides for cash held in safes and in the custody of Council staff e.g. when being prepared for banking. The RFO will review this insurance regularly and ensure that the level of cover is appropriate.
- 12.9 Where any significant sums of cash are received by the Council, the RFO shall take such steps, as are agreed by the Council, to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 12.10 The RFO is also responsible for ensuring that all funding provided by external bodies e.g. Precept from the District Council, any external grants etc, is received promptly, checked for accuracy, properly recorded in the Council's Accounts, and only used for the purposes for which it was paid.

## 13. Treasury Management

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# Seaford Town Council

## 13.1 *General*

13.1.1 Responsibility for the approval and monitoring of Treasury Management lies with the Finance & General Purposes Committee, while responsibility for implementing and administrating treasury management decisions lies with the RFO. The Committee shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually

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13.1.2 All Council monies are controlled by the RFO, as Section 151 Officer.

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## 13.2 *Loans*

13.2.1 Responsibility for the approval of any new external borrowing and any rescheduling to existing borrowing lies with the Council and would be based on advice provided by the RFO.

13.2.2 Any new loans will be negotiated on behalf of the Council by the RFO or Town Clerk. All borrowings will be taken out in the name of the Council, after obtaining any necessary borrowing approval. The Council's approved method of borrowing will be Public Works Loan Board (PWLB) Loans and all borrowing will be made up of fixed interest rate loans, at times when interest rates are low, so as not to subject the Council to interest rate fluctuation risk.

13.2.3 The revenue costs to the Council of the current levels of outstanding borrowing will be closely monitored and reviewed by the RFO. Rescheduling or early repayment of debt will only be considered where it is financially advantageous for the Council to do so. A number of factors would need to be considered in terms of the savings achievable in interest payable and annual repayments, and the premiums / discounts that might be incurred / receivable from early repayment of debt.

13.2.4 Borrowing for capital projects will only be considered where absolutely necessary i.e. where no other funding is available.

13.2.5 Detailed records of loans are maintained and regularly reconciled to actual balances held.

## 13.3 *Investments*

13.3.1 Responsibility for the investment of surplus balances lies with the RFO, subject to the approval of the Finance & General Purposes Committee. Any changes to the Council's investments would be reported to the Finance & General Purposes Committee.

13.3.2 All investments of money under the control of the Council shall be in the name of the Council. The Council's approved method of investment will be short term treasury deposits with banks and building societies. The Council's priority will be the security of its investments whilst maximising the interest receivable.

# Seaford Town Council

13.2.4 All investment certificates and other documents relating thereto shall be retained by the RFO. Detailed records of investments are maintained and regularly reconciled to actual balances held.

## 14. Capital Programme Works and Payments Under Contracts

14.1 The Council's rules for the award and management of contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made other than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

- (i) for the supply of gas, electricity, water, sewerage and telephone services;
- (ii) for specialist services such as are provided by solicitors, accountants, insurance, surveyors and planning consultants;
- (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- (v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice-Chairman of Finance and General Purposes Committee).
- (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three reputable firms with the relevant qualifications and experience.

(c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council or the relevant committee.

(d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

# Seaford Town Council

- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- (g) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council or its Committees may make such arrangements as it thinks fit for procuring the goods or materials or executing the works from the three tenders received.
- (h) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Order 21.
- (i) When it is to enter into a contract less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £2500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (4) above shall apply.
- (j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

14.2 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless:

- (a) The appropriate Committee has received a capital programme report and agreed the capital expenditure;
- (b) The Council is satisfied that the project is contained in the approved capital programme;
- (c) The Council is satisfied that the necessary capital funds are available.

14.3 Payments on account of a Capital Programme contract shall be made within the time specified in the contract by the RFO upon receipt of authorised certificates from the consultants engaged to supervise the contract.

14.4 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted to the appropriate committee.

14.5 Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk in writing, and in consultation with the Chairman and Vice Chairman of the spending committee and where appropriate the Chairman of Finance & General Purposes Committee, the appropriate committee being informed where the final cost is likely to exceed the financial provision.

## 15. Management of Consumable Stocks

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# Seaford Town Council

- 15.1 The officer in charge of each service area shall be responsible for the care and custody of any consumable stocks utilised in the provision of that service.
- 15.2 An appropriate method of stock control should be maintained, where relevant, for all material consumable stocks held by the Council
- 15.3 Delivery Notes shall be retained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually where necessary.

## **16. Management of Plant, Vehicles, Machinery and Equipment**

- 16.1 The officer in charge of each service area shall be responsible for the care and custody of any plant, vehicles, machinery and equipment utilised in the provision of that service.
- 16.2 An asset register or inventory record must be kept for all plant, vehicles, equipment and machinery utilised in each service area.
- 16.3 The RFO is responsible for the maintenance and update of the Council's fixed asset register and also for the periodic checking of inventory records in respect of specific service areas.
- 16.4 The Town Clerk and RFO, supported by the relevant service managers, will be responsible for maintaining a planned replacement programme for all material plant, vehicles, machinery and equipment in line with the requirements of the Council, for which an earmarked reserve account should be considered.

## **17. Management of Land and Property**

- 17.1 The Town Clerk, supported by the relevant service managers will be responsible for ensuring that the Council's Asset Plan is maintained and updated. The Plan helps to ensure the strategic long-term management of the Council's land, buildings in order to optimise their utilisation in terms of service benefits and service return and identify maintenance and capital investment requirements.
- 17.2 The Town Clerk shall also make appropriate arrangements for the custody of title deeds of properties and land owned by the Council and ensure that a record is maintained recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with the Accounts and Audit Regulations 2003 as amended.

# Seaford Town Council

- 17.3 The RFO will ensure that all land and properties owned by the Council, are included on the Council's Asset Register and that they are valued for insurance purposes by a chartered surveyor every five years in accordance with the Accounts and Audit Regulations 2011 as amended.
- 17.4 No land or property shall be sold, leased or otherwise disposed of without the authority of the Council and all transactions involving land and property shall be reported to and subject to the agreement of the relevant Committee.

## 18. Insurance

- 18.1 The RFO is responsible for managing and arranging the Council's insurance cover and negotiating all claims with the Council's insurers in consultation with the Town Clerk.
- 18.2 The Town Clerk, in consultation with other officers, shall give prompt notification to the RFO of all new risks, and properties, equipment, plant, machinery or vehicles which require to be insured and of any alterations affecting existing insurances.
- 18.3 The RFO will keep a record of all insurances arranged by the Council, schedules of the property and risks covered and comprehensive records of all insurance claims. The Council's insurance arrangements will be reviewed at least annually and the RFO will meet periodically with the Council's insurers to discuss the Council's insurance arrangements.
- 18.4 The RFO must be promptly notified of any loss liability, physical damage or any other event likely to lead to an insurance claim. This is the responsibility of the appropriate service manager. Service managers must ensure that any insurance claims are evidenced as far as possible and may be required to assist or liaise with the Council's insurers in relation to any claims made.
- 18.5 All Members, officers and volunteers of the Council will be covered by personal accident insurance during official duties and fidelity guarantee insurance has been put in place to protect the Council against employee or Member fraud and corruption.

## -19. Risk Management

- 19.1 The council is responsible for putting in place arrangements for the management of risk. The RFO in consultation with the Town Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 19.2 When considering any new activity, the RFO in consultation with the Town Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

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# Seaford Town Council

## 20. Taxation

- 20.1 The RFO is responsible for advising Members and officers on all taxation issues affecting the Council, maintaining the Council's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date.
- 20.2 The main taxation issues relevant to the Council are employee related taxes such as PAYE, National Insurance Contributions and VAT which is payable / receivable from HM Customs and Revenues.

## 21. Revision of Financial Regulations

- 21.1 It shall be the duty of the RFO to review the Financial Regulations of the Council from time to time and to make recommendations to the Council or its committees of any amendments considered to be necessary. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

| Prepared by: **Samantha J Shippen FCIS, Principal ILCM, CMC**

| Adopted by: Seaford Town Council on *(insert date)*

| Review date: April 2013<sup>2</sup>

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## Seaford Town Council

Report 37/12

<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes Committee</b>
<b>Date:</b>	<b>21 June 2012</b>
<b>Title:</b>	<b>Consultation on External Auditor</b>
<b>By:</b>	<b>Simon Cooper, Corporate Services Manager</b>
<b>Wards Affected:</b>	<b>All Seaford wards</b>
<b>Purpose of Report:</b>	<b>To advise the Committee of a Consultation by the Audit Commission concerning the appointment of External Auditor</b>

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### Recommendations

**You are recommended:**

- 1. To consider if there are any reasons why Littlejohn LLP may not be appointed External Auditor of the Council.**
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### 1. Information

- 1.1** We have received a notification from the Audit Commission that Littlejohn LLP have been appointed to audit the annual return of Seaford Town Council for five years from 2012-13, commencing 1 September 2012.
- 1.2** The Audit Commission has a statutory duty to appoint external auditors to local government bodies under Section 3 of the Audit Commission Act 1998. The Commission has a duty to consult local government bodies on the appointment.
- 1.3** The Commission has asked if the Council is aware of any reason why the Commission may not appoint Littlejohn LLP as the auditor. They would like a response by 29 June 2012.

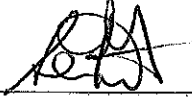
### 2. Financial Appraisal

The proposed scale of fees based on the Council expenditure is £1,600 this amount may change if the new clubhouse expenditure is included. The budget for external audit is £3,000.

**3. Contact Officer**


The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



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Town Clerk



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## Seaford Town Council

Report 38/12

<b>Agenda Item No:</b>	9
<b>Committee:</b>	Finance & General Purposes Committee
<b>Date:</b>	21 June 2012
<b>Title:</b>	Administration Assistant (Facilities)
<b>By:</b>	Simon Cooper, Corporate Services Manager
<b>Wards Affected:</b>	All Seaford wards
<b>Purpose of Report:</b>	To advise the Committee of the resignation of the Administration Assistant (Facilities)

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### Recommendations

You are recommended:

1. To note the resignation of Ms D Thompson.
  2. To endorse the actions taken to advertise the post by the Corporate Services Manager.
- 

### 1. Information

- 1.1 Ms D Thompson tendered her resignation on Tuesday 12 June 2012. She will leave the employment of the Town Council on 31 July 2012.
- 1.2 The Corporate Services Manager consulted with the Town Clerk and advertised the post of Administration Assistant (Facilities) in line with current agreed scale and job description. The post is being advertised in the Seaford Gazette and with the Newhaven Job Centre.
- 1.3 Interviews will be held the week commencing 16 July 2012. The Town Clerk has agreed with the Leader of the Council that interviews will be conducted by the Town Clerk, Corporate Services Manager and the Projects and Facilities Manager.

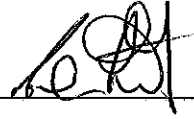
### 2. Financial Appraisal

The cost of advertising will be £356 plus VAT and will be met from the recruitment budget.

**3. Contact Officer**

The Contact Officer for this report is Simon Cooper, Corporate Services Manager.

Corporate Services Manager



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Town Clerk



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