



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 23 August 2012**, at **7.00 pm**, which you are summoned to attend.

S J Shippen

Town Clerk

16 August 2012.

Agenda

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

2. **Minutes**

To approve the minutes of the meeting held on 21 June 2012.

3. **Disclosure by members of any pecuniary interests and interests other than pecuniary interests, as defined under the Localism Act 2011, in relation to matters on the agenda.**

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 58/12 regarding receipts, payments and bank reconciliation for May and June 2012 (pages 3 to 21).

b) To consider report 59/12 regarding the Council budget position for the period 1 April 2012 to 30 June 2012 (pages 23 to 45).

6. **Internal Audit**

To consider report 61/12 regarding the Internal Audit programme for 2012-13 (pages 47 to 67).

7. **NALC Conference**

To consider report 60/12 concerning attending the NALC People Shaping Their Places Conference (pages 69 to 70).

8. **Base Management Committee**

To consider report 62/12 concerning a funding request from the Base Management Committee (pages 71 to 72)

9. HMRC Penalty Notice

To consider report 63/12 concerning a Penalty Notice received from HMRC (pages 73 to 74).

10. Consultation Paper

To consider report 64/12 concerning a Consultation Paper received from the Department for Communities and Local Government (pages 75 to 76).

11. Budget Preparation Schedule

To consider report 65/12 concerning the 2013-14 budget preparation schedule (pages 77 to 78)

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 58/12

Agenda Item No:	5(a)
Committee:	Finance & General Purposes Committee
Date:	23 August 2012
Title:	Receipts, Payments and Bank Reconciliation Reports for May and June 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 May and June 2012.

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 May and June 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.
- 1.4** The April reconciliation shows a difference of £244.00 which relates to a PDQ (card transaction) receipt shown on the bank statement at 31 May. It does not tie in exactly to the receipts outstanding and cannot be cleared until June. It includes £230.00 shown as outstanding from 28 May and £14.00 included in the £212.00 shown as outstanding from 29 May. The balance of these amounts does not appear until June on the bank statement. The PDQ processing company pulls the transactions from the terminal automatically and depending on the timing do not always pull all of the day's transactions which are then included in the next day's banking. There is a delay between the date of the transaction and the funds appearing on the bank statement.

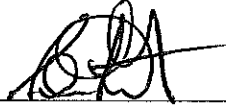
2. Financial Appraisal

The appendices comprise the bank account transactions for May and June 2012.

3. Contact Officer

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

Corporate Services Manager



Town Clerk



Date: 27/06/2012

Seaford Town Council 2012/13

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Bank Reconciliation Statement as at: 31/05/2012 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	31/05/2012	169	536,217.93
			<u>536,217.93</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
12/04/2012 201368	Seaford Musical Theatre	50.00	
12/04/2012 201375	[REDACTED]	50.00	
20/04/2012 201417	Friends of Crouch Grant	100.00	
20/04/2012 201430	Seaford Seniors Forum Grant	200.00	
09/05/2012 201461	S R Services (South East) Ltd	176.40	
17/05/2012 201479	[REDACTED]	63.89	
24/05/2012 201481	QualitySolicitors Barwells	804.00	
24/05/2012 201482	Iris Business Software Ltd	249.60	
24/05/2012 201485	C Brewer & Sons Ltd	15.72	
24/05/2012 201486	Hire-a-Loo	92.66	
24/05/2012 201487	John + Sons Glass	216.00	
24/05/2012 201488	Mr P S Kennard	138.00	
24/05/2012 201489	Lewes District Council	2,757.96	
24/05/2012 201490	Running Imp International Spor	147.42	
24/05/2012 201492	The Sussex Sign Company Ltd	299.69	
24/05/2012 201483	Waves Family Support Service	6,019.87	
24/05/2012 201491	Sussex Associations of Local C	2,655.71	
29/05/2012 201493	JPP Ltd	1,080.00	
			<u>15,116.92</u>
			521,101.01
<u>Receipts not Banked/Cleared (Plus)</u>			
28/05/2012		230.00	
29/05/2012		212.00	
30/05/2012		217.00	
31/05/2012		252.00	
31/05/2012		6,051.70	
31/05/2012		110.00	
31/05/2012		7.50	
			<u>7,080.20</u>
			528,181.21
	Balance per Cash Book is :-		527,937.21
	Difference Excluding Adjustments is :-		244.00
<u>Adjustments to Reconciliation</u>			
		0.00	
			<u>0.00</u>
	Unreconciled Difference is :-		

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	525,170.96				525,170.96	
	Banked on : 01/05/2012	1,057.00					
PDQ	Golf Course PDQ	1,057.00		176.17	120	880.83	Golf Course PDQ
	Banked on : 01/05/2012	4,236.96					
	Sales Recpts Page 386	4,236.96	4,236.96		101		Sales Recpts Page 386
	Banked on : 02/05/2012	118.00					
PDQ	Golf Course PDQ	118.00		19.67	120	98.33	Golf Course PDQ
	Banked on : 02/05/2012	75.00					
2319	BBC	75.00			1200 120	75.00	Filming BBC
	Banked on : 03/05/2012	470.00					
PDQ	Golf Course PDQ	470.00		78.33	120	391.67	Golf Course PDQ
	Banked on : 04/05/2012	860.00					
PDQ	Golf Course PDQ	860.00		143.33	120	716.67	Golf Course PDQ
	Banked on : 04/05/2012	408.33					
	Sales Recpts Page 380	408.33	408.33		101		Sales Recpts Page 380
	Banked on : 04/05/2012	225.00					
2270	[REDACTED]	15.00		2.50	1050 113	12.50	Deposit Crypt Shared
2267	[REDACTED]	60.00		10.00	1050 113	50.00	Shared Exhibition
2269	[REDACTED]	10.00			1080 210	10.00	Jubilee Stall
2268	[REDACTED]	40.00			1056 210	40.00	Fun Day Stall
2265	[REDACTED]	100.00			551	100.00	Mayors Ball
	Banked on : 04/05/2012	114.93					
	Untaxed interest	114.93			1190 201	114.93	Untaxed interest
	Banked on : 05/05/2012	1,301.00					
PDQ	Golf Course PDQ	1,301.00		216.83	120	1,084.17	Golf Course PDQ
	Banked on : 06/05/2012	355.00					
PDQ	Golf Course PDQ	355.00		59.17	120	295.83	Golf Course PDQ
	Banked on : 07/05/2012	314.00					
PDQ	Golf Course PDQ	314.00		52.33	120	261.67	Golf Course PDQ
	Banked on : 08/05/2012	942.00					
PDQ	Golf Course PDQ	942.00		157.00	120	785.00	Golf Course PDQ
	Banked on : 09/05/2012	540.00					
PDQ	Golf Course PDQ	540.00		90.00	120	450.00	Golf Course PDQ
	Banked on : 09/05/2012	4,425.05					
Banking	Golf Course Banking	4,425.05		737.51	120	3,687.54	Golf Course Banking
	Banked on : 09/05/2012	56.16					
	Sales Recpts Page 381	56.16	56.16		101		Sales Recpts Page 381
	Banked on : 10/05/2012	36.00					

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
PDQ	Golf Course PDQ	36.00		6.00	120	30.00	Golf Course PDQ
	Banked on : 11/05/2012	634.00					
PDQ	Golf Course PDQ	634.00		105.67	120	528.33	Golf Course PDQ
	Banked on : 11/05/2012	1,004.00					
2272	Chambeer of Commerce	604.00			1065 135	604.00	Contribution Xmas Lights
2273	Partizan	200.00			1200 120	200.00	DHL Advert
2274	Vagabond Shoes	200.00			1200 120	200.00	Vagabond Shoes
	Banked on : 12/05/2012	477.00					
PDQ	Golf Course PDQ	477.00		79.50	120	397.50	Golf Course PDQ
	Banked on : 13/05/2012	946.50					
PDQ	Golf Course PDQ	946.50		157.75	120	788.75	Golf Course PDQ
	Banked on : 14/05/2012	50.00					
PDQ	Golf Course PDQ	50.00		8.33	120	41.67	Golf Course PDQ
	Banked on : 16/05/2012	192.00					
PDQ	Golf Course PDQ	192.00		32.00	120	160.00	Golf Course PDQ
	Banked on : 16/05/2012	207.00					
	Sales Recpts Page 384	207.00	207.00		101		Sales Recpts Page 384
	Banked on : 16/05/2012	55.00					
2279	Seaforde Baptist Church	10.00			1080 210	10.00	Jubilee Stall
2278	Krissy of Sussex	20.00			1080 210	20.00	Krissy of Sussex
2276	Deposit	15.00		2.50	1050 113	12.50	Deposit
2275	[REDACTED] Stall	10.00			1080 210	10.00	[REDACTED] Jubilee Stall
	Banked on : 16/05/2012	294.73					
412656	Tresury Reserve Interest	294.73			1190 201	294.73	Tresury Reserve Interest
	Banked on : 16/05/2012	75,000.00					
	Tresury Deposit	75,000.00			201	75,000.00	Transfer
	Banked on : 17/05/2012	14.00					
PDQ	Golf Course PDQ	14.00		2.33	120	11.67	Golf Course PDQ
	Banked on : 17/05/2012	2,881.00					
Banking	Golf Course Banking	2,881.00		480.17	120	2,400.83	Golf Course Banking
	Banked on : 18/05/2012	190.00					
PDQ	Golf Course PDQ	190.00		31.67	120	158.33	Golf Course PDQ
	Banked on : 18/05/2012	10.00					
2320	Wave Leisure Trust Jubilee	10.00			1080 210	10.00	Wave Leisure Trust Jubilee
	Banked on : 19/05/2012	553.00					
PDQ	Golf Course PDQ	553.00		92.17	120	460.83	Golf Course PDQ
	Banked on : 20/05/2012	427.00					

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
PDQ	Golf Course PDQ	427.00		71.17	120	355.83	Golf Course PDQ
	Banked on : 21/05/2012	237.00					
PDQ	Golf Course PDQ	237.00		39.50	120	197.50	Golf Course PDQ
	Banked on : 22/05/2012	510.00					
PDQ	Golf Course PDQ	510.00		85.00	120	425.00	Golf Course PDQ
	Banked on : 23/05/2012	64.00					
PDQ	Golf Course PDQ	64.00		10.67	120	53.33	Golf Course PDQ
	Banked on : 24/05/2012	131.00					
PDQ	Golf Course PDQ	131.00		21.83	120	109.17	Golf Course PDQ
	Banked on : 25/05/2012	288.00					
PDQ	Golf Course PDQ	288.00		48.00	120	240.00	Golf Course PDQ
	Banked on : 25/05/2012	262.50					
	Sales Recpts Page 382	262.50	262.50		101		Sales Recpts Page 382
	Banked on : 25/05/2012	900.00					
2293	Football Club Contribution	900.00			1054 106	900.00	Football Club Contribution
	Banked on : 25/05/2012	258.75					
	Sales Recpts Page 383	258.75	258.75		101		Sales Recpts Page 383
	Banked on : 25/05/2012	438.00					
2294	Seaford Museum Jubilee	5.00			1080 210	5.00	Seaford Museum Jubilee
2303	Waves Jubilee	10.00			1080 210	10.00	Waves Jubilee
2301	Pauls Plaice Jubilee	40.00			1080 210	40.00	Pauls Plaice Jubilee
2289	Seaford Bonfire Society Jubilee	20.00			1080 210	20.00	Seaford Bonfire Society Jubilee
2280	UK Nappycakes Jubilee	20.00			1080 210	20.00	UK Nappycakes Jubilee
2305	Pitstop Jubilee	40.00			1080 210	40.00	Pitstop Jubilee
2306	Parent up tempo Jubilee	10.00			1080 210	10.00	Parent up tempo Jubilee
2284	St James Trust Jubilee	30.00			1080 210	30.00	St James Trust Jubilee
2285	Victoria Travel Jubilee	20.00			1080 210	20.00	Victoria Travel Jubilee
2281	Wellness Centre Jubilee	20.00			1080 210	20.00	Wellness Centre Jubilee
2287	Farleys Yard Trust Crypt	60.00		10.00	1050 113	50.00	Farleys Yard Trust Crypt
2288	██████████ Deposit	138.00		23.00	1050 113	115.00	Phil Duncan Deposit
2286	Seaford Netball Club Fun Day	5.00			1056 210	5.00	Seaford Netball Club Fun Day
2292	██████████ Jubilee	20.00			1080 210	20.00	██████████ Jubilee
	Banked on : 26/05/2012	362.00					
PDQ	Golf Course PDQ	362.00		60.33	120	301.67	Golf Course PDQ
	Banked on : 27/05/2012	561.00					
PDQ	Golf Course PDQ	561.00		93.50	120	467.50	Golf Course PDQ
	Banked on : 28/05/2012	230.00					
PDQ	Golf Course PDQ	230.00		38.33	120	191.67	Golf Course PDQ
	Banked on : 29/05/2012	212.00					

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Cash Book 1

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Current/Deposit Account

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
PDQ	Golf Course PDQ	212.00		35.33	120	176.67	Golf Course PDQ
	Banked on : 29/05/2012	95.69					
	Sales Recpts Page 387	95.69	95.69		101		Sales Recpts Page 387
	Banked on : 29/05/2012	146.21					
	Sales Recpts Page 388	146.21	146.21		101		Sales Recpts Page 388
	Banked on : 30/05/2012	217.00					
PDQ	Golf Course PDQ	217.00		36.17	120	180.83	Golf Course PDQ
	Banked on : 31/05/2012	252.00					
PDQ	Golf Course PDQ	252.00		42.00	120	210.00	Golf Course PDQ
	Banked on : 31/05/2012	6,051.70					
Banking	Golf Course Banking	6,051.70		1,008.62	120	5,043.08	Golf Course Banking
	Banked on : 31/05/2012	110.00					
2312	[REDACTED] New Mayor	10.00			551	10.00	[REDACTED] New Mayor
2314	Seaford Constitutional Jubilee	10.00			1080 210	10.00	Seaford Constitutional Jubilee
2311	Wave Old Mayor	20.00			551	20.00	Wave Old Mayor
2310	Seahaven Scouts Jubilee	10.00			1080 210	10.00	Seahaven Scouts Jubilee
2309	Dancing Beky Bear Jubilee	20.00			1080 210	20.00	Dancing Beky Bear Jubilee
2308	Prayer Space Jubilee	30.00			1080 210	30.00	Prayer Space Jubilee
2307	[REDACTED] Fun Day	10.00			1056 210	10.00	[REDACTED] Fun Day
	Banked on : 31/05/2012	7.50					
	Sales Recpts Page 385	7.50	7.50		101		Sales Recpts Page 385
	Banked on : 31/05/2012	100.00					
Scouts	9th Seaford Scouts	100.00			503	100.00	Adjustment to chequ 401410 Sco
Total Receipts for Month		109,904.01	5,679.10	4,364.38		99,860.53	
Cash Book Totals		635,074.97	5,679.10	4,364.38		625,031.49	

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 2

Payments for Month 2

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/05/2012	South East Water	8200841	234.57	234.57		501		2856 Crouch Play 10/6-23/11
01/05/2012	Lewes District Council	101235758	59.00	59.00		501		3062 High & Over Rates
01/05/2012	Lewes District Council	101251677	179.00	179.00		501		3078 Golf Shop Rates
01/05/2012	Lewes District Council	101259381	15.00	15.00		501		3065 Beach Hut 27 Rates
01/05/2012	Lewes District Council	101259394	15.00	15.00		501		3066 Beach Hut 28 Rates
01/05/2012	Lewes District Council	101259404	15.00	15.00		501		3067 Beach Hut 29 Rates
01/05/2012	Lewes District Council	101259679	15.00	15.00		501		3069 Beach Hut 53 Rates
01/05/2012	Lewes District Council	101259695	15.00	15.00		501		3071 Beach Hut 55 Rates
01/05/2012	Lewes District Council	101259705	15.00	15.00		501		3072 Beach Hut 56 Rates
01/05/2012	Lewes District Council	101259718	15.00	15.00		501		3073 Beach Hut 57 Rates
01/05/2012	Lewes District Council	101259721	15.00	15.00		501		3074 Beach Hut 58 Rates
01/05/2012	Lewes District Council	101259734	15.00	15.00		501		3075 Beach Hut 59 Rates
01/05/2012	Lewes District Council	101259750	15.00	15.00		501		3076 Beach Hut 60 Rates
01/05/2012	Lewes District Council	101266099	56.00	56.00		501		3077 The Base Rates
01/05/2012	Lewes District Council	101269481	927.00	927.00		501		3080 Church St Rates
01/05/2012	Lewes District Council	101270946	54.00	54.00		501		3079 TIC Rates
01/05/2012	Lewes District Council	101284369	302.00	302.00		501		3064 Crypt Rates
01/05/2012	Lewes District Council	101284372	221.00	221.00		501		3063 23 Church Street rates
01/05/2012	Lewes District Council	140125966	15.00	15.00		501		3068 Beach Hut 52 rates
01/05/2012	Lewes District Council	411125968	15.00	15.00		501		3070 Beach Hut 54 Rates
04/05/2012	JPP Ltd	201443	1,800.00	1,800.00		501		3141 Laser Show
08/05/2012	EDF Energy	17619400	248.78	248.78		501		3122 CCTV 1/1-31/3
08/05/2012	British Gas Business	202596	188.72	188.72		501		Purchase Ledger
09/05/2012	C Brewer & Sons Ltd	201444	54.96	54.96		501		3081 Material Com Payback
09/05/2012	J Cheesmur & Sons (Lewes) Ltd	201445	29,700.00	29,700.00		501		3082 Golf Planning Application
09/05/2012	Chemaide	201446	268.97	268.97		501		3083 Handwipes/cleaning
09/05/2012	Collier Turf Care Ltd	201447	4,851.05	4,851.05		501		3085 Fertiliser
09/05/2012	Cosmo Construction Services Lt	201448	2,118.00	2,118.00		501		3087 Knee Rails
09/05/2012	CPL Petroleum	201449	749.81	749.81		501		3088 1000 Ltrs Diesel
09/05/2012	East Sussex County Council	201450	3,780.00	3,780.00		501		3175 Dial-a-Ride
09/05/2012	East Sussex Security	201451	516.20	516.20		501		3089 Fire Alarm

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Cash Book 1

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Current/Deposit Account

For Month No : 2

Payments for Month 2

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
09/05/2012	Godfreys (Sevenoaks) Ltd	201452	9.07	9.07		501		Hurdls House 3091 Spares - Nuts & Bolts
09/05/2012	G W Ironworks Ltd	201453	1,920.00	1,920.00		501		3093 Handrail Hope Gap
09/05/2012	Hire-a-Loo	201454	95.69	95.69		501		47720/3095/Hire-a-Loo
09/05/2012	Initial Washroom Solutions	201455	12.00	12.00		501		12851946/3096/Initi Washroom
09/05/2012	In The Pipeline Ltd	201456	4,736.25	4,736.25		501		3097 Allotment WaterPipe
09/05/2012	Peacehaven Framing Service	201457	45.52	45.52		501		3099 Picture Frame
09/05/2012	Rigby Taylor	201458	1,092.00	1,092.00		501		Purchase Ledger
09/05/2012	Sherriff Amenity	201459	302.26	302.26		501		3103 Blue Dye - Seeweed
09/05/2012	John Spicer	201460	750.00	750.00		501		3104 Post South Hill Barn
09/05/2012	S R Services (South East) Ltd	201461	176.40	176.40		501		3102 Paper Roll
09/05/2012	Tanleys Printers Ltd	201462	13.20	13.20		501		3105 Crypt Poster
09/05/2012	V R Flowers & Sons	201463	301.78	301.78		501		3106 Vinyl Runner
09/05/2012	Wyborne Ltd	201464	237.13	237.13		501		3107 Yellow Bin
09/05/2012	Wynne's/Seaford Fencing	201465	29.25	29.25		501		3108 Irrigation
09/05/2012	East Sussex Pension Fund	201466	3,581.83			517	3,581.83	Superannuation April
09/05/2012	H-M Revenue & Customs	201467	5,317.14			515	5,317.14	PAYER & NIC April
09/05/2012		201468	100.00			4181 210	100.00	Buffet Mayors Reception
09/05/2012	ABF The Soldiers Charity	201469	60.00			4181 210	60.00	Lorde Lieutenant Concert
09/05/2012	Mrs J Tillayard	201470	104.40			4262 301	104.40	Tree Warden Expenses
09/05/2012	Mr K Blackburn	201471	98.19			4262 301	98.19	Tree Warden Expenses
09/05/2012	Arm Trailers	201472	880.00			4280 210	880.00	16 Toilet Pods
09/05/2012	Dominic Smith	201473	500.00			4275 117	500.00	Contribution to Repairs
09/05/2012	Talk Talk Business	01384470	83.88	83.88		501		Purchase Ledger
09/05/2012	UK Fuels	46242	170.34	170.34		501		3126 Fuel
10/05/2012	Collier Turf Care Ltd	201474	380.52	380.52		501		3086 K Step Fertiliser
10/05/2012	Barclaycard	39578590	387.99	387.99		501		3118 PDQ April
11/05/2012	Sussex Events Ltd	201475	844.00	844.00		501		3150 Deposit
14/05/2012	Lewes District Council	201476	21.00			4280 210	21.00	Jubilee Permit
14/05/2012	EDF Energy	13362117	37.43	37.43		501		3131 Cricket 7/1 - 5/4
14/05/2012	Co-Operative Bank	4656	3.96	3.96		501		258684/3119/Co-Operative Bank
14/05/2012	Co-Operative Bank	9213	40.39	40.39		501		3152 Golf Bacs May
15/05/2012	EDF Energy	13204107	1,536.86	1,536.86		501		3133 Golf 14/1 - 10/4
15/05/2012	EDF Energy	13263258	74.78	74.78		501		3134 Bowling 10/1 - 10/4

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Seaford Town Council 2012/13

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Cash Book 1

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Current/Deposit Account

For Month No : 2

Payments for Month 2

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
16/05/2012	02 (UK) Ltd	3860725	9.04	9.04		501		3117 Golf Monile
17/05/2012	J Spicer	201477	250.00			115	250.00	Materials Float
17/05/2012	Seaford Bonfire Society	201478	1,000.00			505	1,000.00	Re Pay Deposit
17/05/2012	[REDACTED]	201479	63.89			4199 101	63.89	Porch Repair Golf Ball Damage
17/05/2012	[REDACTED]	101035	60.00		10.00	120	50.00	Deposit Cheque
21/05/2012	Southern Water	4600017	32.38	32.38		501		2771 Golf Waste 24/8-27/9
22/05/2012	Talk Talk Business	01383098	210.62	210.62		501		3162 Telephone April
22/05/2012	EDF Energy	17878209	608.82	608.82		501		3154 Martello Kiosk 17/1-17/4
23/05/2012	British Gas Business	201484	74.35	74.35		501		2552 Gas Crypt 28/4 - 25/5
23/05/2012	Post Office Ltd	201480	220.00			4270 101	220.00	Van Tax
23/05/2012	Total Gas & Power	1026869	1,180.74	1,180.74		501		3155 Gas 26/1-26/4
24/05/2012	QualitySolicitors Barwells	201481	804.00	804.00		501		3116 Scout Hut Lease
24/05/2012	Iris Business Software Ltd	201482	249.60	249.60		501		3135 Payrole Renewal
24/05/2012	C Brewer & Sons Ltd	201485	15.72	15.72		501		3113 Gloss Paint
24/05/2012	Hire-a-Loo	201486	92.66	92.66		501		48160/3137/Hire-a-Loo
24/05/2012	John + Sons Glass	201487	216.00	216.00		501		3114 Walmer Rd Bus Stop
24/05/2012	Mr P S Kennard	201488	138.00	138.00		501		3120 Beach Shelter Clean
24/05/2012	Lewes District Council	201489	2,757.96	2,757.96		501		3112 Dog bin Emptying
24/05/2012	Running Imp International Spor	201490	147.42	147.42		501		3138 Mayors Awards
24/05/2012	The Sussex Sign Company Ltd	201492	299.69	299.69		501		3121 No Cold Calling
24/05/2012	Waves Family Support Service	201483	6,019.87			551	6,019.87	Mayoral Year Charity Fund
24/05/2012	Sussex Associations of Local C	201491	2,655.71	2,655.71		501		NALC Apr 12/13
24/05/2012	EDF Energy	13589039	20.11	20.11		501		3153 Base Elec 7/1-5/4
25/05/2012	Fraser Morley	payflowma	3,500.00	3,500.00		501		Purchase Ledger
25/05/2012	May Salaries	PAYFLOW	14,629.44			516	14,629.44	May Salaries
29/05/2012	JPP Ltd	201493	1,080.00	1,080.00		501		Purchase Ledger
31/05/2012	Kent County Council (KCS)	4338043	369.41	369.41		501		3129 Printer/Copier Rental
Total Payments for Month			107,137.76	74,231.99	10.00		32,895.76	
Balance Carried Fwd			527,937.22					
Cash Book Totals			635,074.97	74,231.99	10.00		560,832.98	

Bank Reconciliation Statement as at: 30/06/2012 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	29/06/2012	175	554,504.25
			<u>554,504.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
12/04/2012 201368	Seaford Musical Theatre	50.00	
20/04/2012 201430	Seaford Seniors Forum Grant	200.00	
11/06/2012 201496	Royal Society of St George	37.00	
20/06/2012 201505	[REDACTED]	292.13	
20/06/2012 201506	Nick Allen Building Service Lt	2,460.00	
20/06/2012 201507	Allen & Joy	535.20	
20/06/2012 201517	Gala Tent Ltd	303.88	
20/06/2012 201520	Hunter Mechanical Services	306.00	
20/06/2012 201523	Mr P S Kennard	138.00	
20/06/2012 201524	KMK Productions	27.00	
20/06/2012 201527	Seaford Head Golf Club	1,463.50	
20/06/2012 201529	Sussex Police Authority	526.79	
29/06/2012 201536	Constitutional Club Ltd	774.00	
29/06/2012 201537	Connect2Sussex	230.40	
29/06/2012 201538	CPL Petroleum	716.00	
29/06/2012 201539	Direct Telecom Services Ltd	117.00	
29/06/2012 201540	Drusillas Zoo Park Ltd	120.00	
29/06/2012 201541	IGF Invoice Finance Ltd	660.00	
29/06/2012 201542	Hire-a-Loo	95.69	
29/06/2012 201543	Initial Washroom Solutions	12.00	
29/06/2012 201544	Ofcom Radio Licence Fees	75.00	
29/06/2012 201545	Phoenix Security & Events Safe	457.44	
29/06/2012 201546	Rock Face Adventures	395.00	
29/06/2012 201547	Seaford Chamber of Commerce	60.00	
29/06/2012 201548	Ray Sparks	150.00	
29/06/2012 201549	Sussex Events Ltd	1,867.25	
29/06/2012 201535	[REDACTED]	225.00	
29/06/2012 201534	East Sussex Pension	3,638.02	
29/06/2012 201533	HM Revenue & Customs	5,317.55	
			<u>21,249.85</u>
			533,254.40

Receipts not Banked/Cleared (Plus)

27/06/2012	90.00
28/06/2012	380.00
29/06/2012	74.00
29/06/2012	654.25
29/06/2012	198.00
30/06/2012	376.00
30/06/2012	1,950.00

Bank Reconciliation Statement as at: 30/06/2012 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>
			3,722.25
			<u>536,976.65</u>
		Balance per Cash Book is :-	536,976.66
		Difference is :-	0.00

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Seaford Town Council 2012/13

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Cash Book 1

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Current/Deposit Account

For Month No : 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		527,937.22				527,937.22	
Banked on : 01/06/2012		104.22					
	Untaxed Interest	104.22			1190 201	104.22	Untaxed Interest
Banked on : 01/06/2012		4,802.43					
	Sales Recpts Page 391	4,802.43	4,802.43		101		Sales Recpts Page 391
Banked on : 01/06/2012		293.76					
	Sales Recpts Page 395	293.76	293.76		101		Sales Recpts Page 395
Banked on : 01/06/2012		150.00					
	Sales Recpts Page 396	150.00	150.00		101		Sales Recpts Page 396
Banked on : 01/06/2012		134.00					
PDQ	Golf Course PDQ	134.00		22.33	120	111.67	Golf Course PDQ
Banked on : 02/06/2012		245.00					
PDQ	Golf Course PDQ	245.00		40.83	120	204.17	Golf Course PDQ
Banked on : 03/06/2012		535.00					
PDQ	Golf Course PDQ	535.00		89.17	120	445.83	Golf Course PDQ
Banked on : 04/06/2012		126.00					
PDQ	Golf Course PDQ	126.00		21.00	120	105.00	Golf Course PDQ
Banked on : 05/06/2012		369.00					
PDQ	Golf Course PDQ	369.00		61.50	120	307.50	Golf Course PDQ
Banked on : 06/06/2012		20.00					
PDQ	Golf Course PDQ	20.00		3.33	120	16.67	Golf Course PDQ
Banked on : 07/06/2012		76.00					
PDQ	Golf Course PDQ	76.00		12.67	120	63.33	Golf Course PDQ
Banked on : 08/06/2012		71.00					
	Sales Recpts Page 394	71.00	71.00		101		Sales Recpts Page 394
Banked on : 08/06/2012		36.00					
PDQ	Golf Course PDQ	36.00		6.00	120	30.00	Golf Course PDQ
Banked on : 08/06/2012		959.14					
2318	Brad Mitchell	500.00			1080 210	500.00	Contribution Jubilee Day
2316	Frowd's Ice Creams	209.40			1080 210	209.40	Contribution Jubilee Day
2315	Seaford Neighbourhood Watch	249.74			1054 201	249.74	Contribution Cold Calling Sign
Banked on : 08/06/2012		35.61					
	Sales Recpts Page 397	35.61	35.61		101		Sales Recpts Page 397
Banked on : 09/06/2012		196.00					
PDQ	Golf Course PDQ	196.00		32.67	120	163.33	Golf Course PDQ
Banked on : 10/06/2012		75.00					
PDQ	Golf Course PDQ	75.00		12.50	120	62.50	Golf Course PDQ

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Seaford Town Council 2012/13

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 10/06/2012	2,937.00					
Banking	Golf Course Banking	2,937.00		489.50	120	2,447.50	Golf Course Banking
	Banked on : 11/06/2012	16.00					
PDQ	Golf Course PDQ	16.00		2.67	120	13.33	Golf Course PDQ
	Banked on : 12/06/2012	1,250.00					
	Sales Recpts Page 392	1,250.00	1,250.00		101		Sales Recpts Page 392
	Banked on : 12/06/2012	220.32					
	Sales Recpts Page 393	220.32	220.32		101		Sales Recpts Page 393
	Banked on : 13/06/2012	206.00					
PDQ	Golf Course PDQ	206.00		34.33	120	171.67	Golf Course PDQ
	Banked on : 14/06/2012	30.00					
PDQ	Golf Course PDQ	30.00		5.00	120	25.00	Golf Course PDQ
	Banked on : 14/06/2012	99.36					
	Sales Recpts Page 398	99.36	99.36		101		Sales Recpts Page 398
	Banked on : 14/06/2012	29.40					
2325	Coffee & Tea	3.80			1054 201	3.80	Coffee & Tea
2324	Photocopy Monies	15.60			1059 201	15.60	Photocopy Monies
2323	Lionesses	10.00			4280 210	10.00	Returned Prize monies
	Banked on : 15/06/2012	75,280.48					
	Treasury Deposit	75,280.48			201	75,280.48	Transfer
	Banked on : 15/06/2012	410.00					
PDQ	Golf Course PDQ	410.00		68.33	120	341.67	Golf Course PDQ
	Banked on : 15/06/2012	983.54					
	Sales Recpts Page 400	983.54	983.54		101		Sales Recpts Page 400
	Banked on : 16/06/2012	270.00					
PDQ	Golf Course PDQ	270.00		45.00	120	225.00	Golf Course PDQ
	Banked on : 17/06/2012	226.00					
PDQ	Golf Course PDQ	226.00		37.67	120	188.33	Golf Course PDQ
	Banked on : 18/06/2012	114.00					
PDQ	Golf Course PDQ	114.00		19.00	120	95.00	Golf Course PDQ
	Banked on : 19/06/2012	260.00					
PDQ	Golf Course PDQ	260.00		43.33	120	216.67	Golf Course PDQ
	Banked on : 20/06/2012	234.00					
PDQ	Golf Course PDQ	234.00		39.00	120	195.00	Golf Course PDQ
	Banked on : 21/06/2012	60.00					
DQ	Golf Course PDQ	60.00		10.00	120	50.00	Golf Course PDQ

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Seaford Town Council 2012/13

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Cash Book 1

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Current/Deposit Account

For Month No : 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 22/06/2012	242.00					
PDQ	Golf Course PDQ	242.00		40.33	120	201.67	Golf Course PDQ
	Banked on : 23/06/2012	480.00					
PDQ	Golf Course PDQ	480.00		80.00	120	400.00	Golf Course PDQ
	Banked on : 24/06/2012	88.00					
PDQ	Golf Course PDQ	88.00		14.67	120	73.33	Golf Course PDQ
	Banked on : 24/06/2012	6,115.00					
Banking	Golf Course Banking	6,115.00		1,019.17	120	5,095.83	Golf Course Banking
	Banked on : 25/06/2012	162.00					
PDQ	Golf Course PDQ	162.00		27.00	120	135.00	Golf Course PDQ
	Banked on : 25/06/2012	828.34					
	Sales Recpts Page 403	828.34	828.34		101		Sales Recpts Page 403
	Banked on : 26/06/2012	220.00					
PDQ	Golf Course PDQ	220.00		36.67	120	183.33	Golf Course PDQ
	Banked on : 27/06/2012	909.00					
2328	Jubilee Mug	4.00			1080 210	4.00	Jubilee Mug
2332	[REDACTED]	5.00			1056 210	5.00	Fun Day Stall
2330	Zurich	790.00			1051 114	790.00	South St Toilets
2329	Toilet Pod Company	110.00			4280 210	110.00	Refund Non Delivery Toilet Pod
	Banked on : 27/06/2012	90.00					
PDQ	Golf Course PDQ	90.00		15.00	120	75.00	Golf Course PDQ
	Banked on : 28/06/2012	380.00					
PDQ	Golf Course PDQ	380.00		63.33	120	316.67	Golf Course PDQ
	Banked on : 29/06/2012	74.00					
2346	Pauls Plaice Fun Day Stall	40.00			1056 210	40.00	Pauls Plaice Fun Day Stall
2345	[REDACTED] Jubilee Mugs	8.00			1080 210	8.00	[REDACTED] Jubilee Mugs
2344	Seaford Twinning Jubilee Mugs	16.00			1080 210	16.00	Seaford Twinning Jubilee Mugs
2333	Sussex Wildlife Rescue Stall	10.00			1056 210	10.00	Sussex Wildlife Rescue Stall
	Banked on : 29/06/2012	654.25					
	Sales Recpts Page 399	654.25	654.25		101		Sales Recpts Page 399
	Banked on : 29/06/2012	198.00					
PDQ	Golf Course PDQ	198.00		33.00	120	165.00	Golf Course PDQ
	Banked on : 30/06/2012	376.00					
PDQ	Golf Course PDQ	376.00		62.67	120	313.33	Golf Course PDQ
	Banked on : 30/06/2012	1,950.00					
Banking	Golf Course Banking	1,950.00		325.00	120	1,625.00	Golf Course Banking

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Seaford Town Council 2012/13

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Cash Book 1

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Current/Deposit Account

For Month No : 3

Total Receipts for Month	103,620.85	9,388.61	2,812.67	91,419.57
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Cash Book Totals	<u>631,558.06</u>	<u>9,388.61</u>	<u>2,812.67</u>	<u>619,356.78</u>
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Seaford Town Council 2012/13

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 3

Payments for Month 3

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/06/2012	Lewes District Council	101235758	59.00	59.00		501		3062 High & Over Rates
01/06/2012	Lewes District Council	101251677	179.00	179.00		501		3078 Golf Shop Rates
01/06/2012	Lewes District Council	101259381	15.00	15.00		501		3065 Beach Hut 27 Rates
01/06/2012	Lewes District Council	101259394	15.00	15.00		501		3066 Beach Hut 28 Rates
01/06/2012	Lewes District Council	101259404	15.00	15.00		501		3067 Beach Hut 29 Rates
01/06/2012	Lewes District Council	101259679	15.00	15.00		501		3069 Beach Hut 53 Rates
01/06/2012	Lewes District Council	101259682	15.00	15.00		501		3070 Beach Hut 54 Rates
01/06/2012	Lewes District Council	101259695	15.00	15.00		501		3071 Beach Hut 55 Rates
01/06/2012	Lewes District Council	101259705	15.00	15.00		501		3072 Beach Hut 56 Rates
01/06/2012	Lewes District Council	101259718	15.00	15.00		501		3073 Beach Hut 57 Rates
01/06/2012	Lewes District Council	101259721	15.00	15.00		501		3074 Beach Hut 58 Rates
01/06/2012	Lewes District Council	101259734	15.00	15.00		501		3075 Beach Hut 59 Rates
01/06/2012	Lewes District Council	101259750	15.00	15.00		501		3076 Beach Hut 60 Rates
01/06/2012	Lewes District Council	101266099	56.00	56.00		501		3077 The Base Rates
01/06/2012	Lewes District Council	101269481	927.00	927.00		501		3080 Church St Rates
01/06/2012	Lewes District Council	101270946	54.00	54.00		501		3079 TIC Rates
01/06/2012	Lewes District Council	101284369	302.00	302.00		501		3064 Crypt Rates
01/06/2012	Lewes District Council	101284372	221.00	221.00		501		3063 23 Church Street rates
01/06/2012	Lewes District Council	10159666	15.00	15.00		501		3068 Beach Hut 52 rates
01/06/2012	South East Water	8200841	590.24	590.24		501		3127 Water 23/3 - 19/4
06/06/2012	British Telecom	43483953	80.37	80.37		501		3180 Crypt Phone
06/06/2012	UK Fuels	46242	93.76	93.76		501		3184 Fuel
07/06/2012	James Waste Managment LLP	201494	169.20	169.20		501		Skip Hire Jubilee Waste
07/06/2012	Talk Talk Business	1384470	84.73	84.73		501		3161 TIC Telephone
07/06/2012	Land Registry North Way	9922769	8.00			4199 301	8.00	Land Registry North Way
08/06/2012	Petty Cash	petty cash	100.00			201	100.00	
11/06/2012	JPP Ltd	201495	720.00	720.00		501		3141 Laser Show
11/06/2012	Royal Society of St George	201496	37.00			4181 210	37.00	Dinner Tickets
11/06/2012	[REDACTED]	201497	249.99			4195 135	249.99	Open Garden Flyers
11/06/2012	Ollivers	201498	100.00			4195 135	100.00	Prize Garden Trail
11/06/2012	[REDACTED]	201499	539.50			4187 135	539.50	Prizes Young Mayors Awards
11/06/2012	HM Revenue & Customs	201500	5,317.75			515	5,317.75	HM Revenue &

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Seaford Town Council 2012/13

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Cash Book 1

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Current/Deposit Account

For Month No : 3

Payments for Month 3

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
								Customs
11/06/2012	British Telecom	36077449	57.56	57.56		501		3194 Crypt Phone
11/06/2012	Barclaycard	39578590	192.67	192.67		501		3199 PDQ May
12/06/2012	Pomegranete	501502	60.00			4195 135	60.00	Prrize Garden Trail
12/06/2012	Postage by Phone - Pitney Bowe	201501	302.18	302.18		501		3128 Postage Top Up
14/06/2012	02 (UK) Ltd	03860725	9.04	9.04		501		3198 Mobile
14/06/2012	Co-Operative Bank	4656	3.96	3.96		501		Purchase Ledger
14/06/2012	Co-Operative Bank	9213	26.06	26.06		501		Purchase Ledger
18/06/2012	British Gas Business	35203136	338.70	338.70		501		3215 Cypt Gas 25/4-25/5
19/06/2012	EDF Energy	201503	867.92	867.92		501		3179 Xmas Lights
19/06/2012	Talk Talk Business	882	214.85	214.85		501		Purchase Ledger
20/06/2012	East Sussex Pension Fund	201504	3,694.21			517	3,694.21	May Superannuation
20/06/2012	[REDACTED]	201505	292.13			4188 210	292.13	[REDACTED]
20/06/2012	Nick Allen Building Service Lt	201506	2,460.00	2,460.00		501		31863 Martello Toilets Bench
20/06/2012	Allen & Joy	201507	535.20	535.20		501		3185 Retention 23 Church St
20/06/2012	Aspli Safety Ltd	201508	117.12	117.12		501		3143 No waiting signs
20/06/2012	Avoncrop Amenity Products	201509	674.11	674.11		501		3168 Sand
20/06/2012	Beacon Fencing Ltd	201510	308.04	308.04		501		31941 Chain link fence
20/06/2012	Seaford Cleaning Contractors	201511	180.00	180.00		501		3193 Crypt Clean
20/06/2012	Collier Turf Care Ltd	201512	1,236.87	1,236.87		501		3147 Soil Test
20/06/2012	Connect2Sussex	201513	2,855.04	2,855.04		501		3200 Jubilee Mugs
20/06/2012	Coppard	201514	12,622.80	12,622.80		501		3190 Seaford Head Estate work
20/06/2012	Cross Way	201515	45.00	45.00		501		3151 Room Hire Health
20/06/2012	Ernest Doe & Sons Ltd	201516	463.09	463.09		501		3171 Protective Clothing
20/06/2012	Gala Tent Ltd	201517	303.88	303.88		501		3192 Marquee Jubilee
20/06/2012	Paul Hartley	201519	1,216.80	1,216.80		501		3176 Internal Audit
20/06/2012	Hunter Mechanical Services	201520	306.00	306.00		501		3169 Toro GM3 Blades
20/06/2012	Initial Washroom Solutions	201521	12.00	12.00		501		3174 Hand Dryer June
20/06/2012	John Shaw (Machinery) Ltd	201522	26.91	26.91		501		3167 Parts
20/06/2012	Mr P S Kennard	201523	138.00	138.00		501		3201 Beach Shelter Clean
20/06/2012	KMK Productions	201524	27.00	27.00		501		3202 Hi Vis Jackets x5
20/06/2012	Office Depot UK Ltd	201525	306.11	306.11		501		3203 Stationary
20/06/2012	Safetyshop	201526	23.51	23.51		501		3181 Door Signs
20/06/2012	Seaford Head Golf Club	201527	1,463.50	1,463.50		501		3172 Cleaning Jan - Mar
20/06/2012	Sherriff Amenity	201528	2,226.53	2,226.53		501		3146 Top Dressing
20/06/2012	Sussex Police Authority	201529	526.79	526.79		501		3160 CCTV may-july

Continued on Page 7

Date: 13/08/2012

Seaford Town Council 2012/13

Page No: 7

Time: 15:54

Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 3

Payments for Month 3

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
20/06/2012	John Spicer	201530	850.00	850.00		501		3182 Knee rail
20/06/2012	Urban Security Systems Ltd	201531	1,005.60	1,005.60		501		3178 Alarm Crypt
20/06/2012	Zurich Town and Parish Council	201532	54.21	54.21		501		3204 Zurich duplicated
20/06/2012	South Coast Glazing	2015818	599.36	599.36		501		3164 Bus Stop Repair Pelham Rd
20/06/2012	Southern Water	14332654	77.85	77.85		501		3159 Golf Waste Feb-Mar
21/06/2012	EDF Energy	4600017	77.87	77.87		501		3195 Esplanade Kiosk Jan-Apr
25/06/2012	JCB Finance Ltd	59920017	14,296.63	14,296.63		501		3211 Vehicle Lease
25/06/2012	Fraser Morley	payflow Ju	3,500.00	3,500.00		501		Purchase Ledger
25/06/2012	June Salaries	PAYFLOW	14,629.64			516	14,629.64	June Salaries
29/06/2012	Constitutional Club Ltd	201536	774.00	774.00		501		3246 Mayors Ball
29/06/2012	Connect2Sussex	201537	230.40	230.40		501		3228 Mugs
29/06/2012	CPL Petroleum	201538	716.00	716.00		501		3208 Gas Oil
29/06/2012	Direct Telecom Services Ltd	201539	117.00	117.00		501		3232 Radios Jubilee
29/06/2012	Drusillas Zoo Park Ltd	201540	120.00	120.00		501		3224 Young Mayor Awards
29/06/2012	IGF Invoice Finance Ltd	201541	660.00	660.00		501		3244 Golf News April
29/06/2012	Hire-a-Loo	201542	95.69	95.69		501		3221 Chemical Toilet
29/06/2012	Initial Washroom Solutions	201543	12.00	12.00		501		3226 Hand Dryer July
29/06/2012	Ofcom Radio Licence Fees	201544	75.00	75.00		501		3218 Radio Licence
29/06/2012	Phoenix Security & Events Safe	201545	457.44	457.44		501		3231 Security Jubilee
29/06/2012	Rock Face Adventures	201546	395.00	395.00		501		3230 Climbing Wall
29/06/2012	Seaford Chamber of Commerce	201547	60.00	60.00		501		3212 Chamber of Commerce Subs
29/06/2012	Ray Sparks	201548	150.00	150.00		501		3217 3217 Punch & Judy
29/06/2012	Sussex Events Ltd	201549	1,867.25	1,867.25		501		3237 Jubilee Day Technical
29/06/2012	[REDACTED]	201535	225.00			4500 120	225.00	Commission SHNR
29/06/2012	East Sussex Pension	201534	3,638.02			517	3,638.02	June Superannuation
29/06/2012	HM Revenue & Customs	201533	5,317.55			515	5,317.55	June PAYE & NIC
29/06/2012	Kent County Council (KCS)	283743	377.78	377.78		501		3197 Photocopier - Printer
Total Payments for Month			94,581.41	60,372.62	0.00		34,208.79	
Balance Carried Fwd			536,976.66					
Cash Book Totals			631,558.06	60,372.62	0.00		571,185.44	

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Seaford Town Council

Report 59/12

Agenda Item No:	5 (b)
Committee:	Finance & General Purposes Committee
Date:	23 August 2012
Title:	Finance Report
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To inform members of Committee of Council Income & Expenditure for the period 1 April 2012 to 30 June 2012.

Recommendations

You are recommended:

- 1. To note this report.**
-

1. Information

- 1.1** The statements detailing income and expenditure for period 1 April 2012 to 30 June 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** Community Services major variances are explained as:
 - (a)** A detailed summary of variances at 30 June 2012 was presented to the last Community Services Committee meeting and all members were copied on the agenda and relevant report, therefore only significant items will be noted in this report.
 - (b)** A virement of £10,420 will be made from the Community Services projects pool budget to cover the project expenditure incurred. This will exclude Crypt project expenditure which is covered by the LDC funding reserve. A virement of £1,302 will be made from the Community Services building maintenance pool budget to cover the net building maintenance expenditure incurred.
 - (c)** Allotments other expenditure (a/c 4199) includes £3,743 for work on the water supply infrastructure; a contribution has been received in July from

the Seaford Allotments and Leisure Gardens Society in respect of this expenditure.

- (d) Young Personality (Young Mayors Awards) expenditure £1,410 (a/c 4187), is offset by income of £1,837 (a/c 1064) received from the Keith Baker Trust to cover the Young Mayors Awards project costs.

1.4 Finance & General Purposes variances may be explained as:

- (a) Administration salaries and NI (a/c 4000/4001) 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 (a/c 4002) 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) Software support (a/c 4113) is £2,370 less than budgeted as we have yet to be invoiced by ESCC for their system support service.
- (d) Administration Other Expenditure (a/c 4199) £252 relates to no cold calling signs for which a contribution has been received, £252 (a/c 1054) other income.
- (e) Church Street Service charges (a/c 4059) have not yet been invoiced by Sussex Police.
- (f) Hurdis House building maintenance £345 relates to work required on the alarm system. Part of this will be recharged.
- (g) The additional jubilee expenditure £777 (a/c 4280) is offset by £1,112 of income (a/c 1080)

1.5 Golf Course

- (a) Water & Sewerage (a/c 4052) is currently £1,140 less than budgeted due to the very wet weather. However we have received an additional charge from Southern Water in the sum of £14,522 representing an undercharge going back six years for waste water going into the sewerage system. Historically they had assumed that only a very small percentage of the water used went into the system. They have recalculated the percentage and have gone back six years which apparently they are entitled to do. We have examined the data provided and cannot dispute the calculation. We will be paying this amount by monthly instalment over a one year period.
- (b) Cleaning (a/c 4201) an invoice has been received recently.
- (c) Season ticket sales have performed well and help offset the drop in Green Fee Income which is down 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.
- (d) A credit note is being issued to amend the amount overcharged for Insurance (a/c 1051)

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



Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Month No : 3

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Community Services</u>						
<u>105 Salts Recreation Ground</u>						
4051 Rates	563	572	10	572		10
4052 Water & Sewerage	949	1,577	628	3,154		2,205
4055 Electricity	21	77	56	306		285
4115 Insurance	2,724	2,415	-309	2,415		-309
4201 Cleaning	0	0	0	1,800		1,800
4251 Dog Bin Emptying	803	458	-345	1,835		1,032
4252 Litter & Dog Bin Pch & Maint	0	125	125	250		250
4260 Grounds Maintenance Contract	21,877	22,071	194	88,284		66,407
4261 Grounds Maint non contract	980	1,000	20	4,000		3,020
4275 Building Maintenance	192	0	-192	0		-192
	28,109	28,295	186	102,616	0	74,507
Salts Recreation Ground :- Expenditure						
1050 Income Rent	660	486	174	972		
1051 Income Insurance Recharge	1,178	0	1,178	0		
1055 Income Seating	763	0	763	0		
1058 Income Water Recharge	934	1,031	-97	2,062		
1066 Concession Income	13,800	13,800	0	13,800		
	17,335	15,317	2,018	16,834		
Salts Recreation Ground :- Income						
	10,774	12,978	2,204	85,782		
Net Expenditure over Income						

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Committee Report

Month No : 3

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>106 Crouch Recreation Ground</u>						
4052 Water & Sewerage	593	1,222	629	2,445		1,852
4055 Electricity	8	0	-8	310		302
4115 Insurance	1,557	1,840	283	1,840		283
4251 Dog Bin Emptying	672	327	-345	1,310		638
4252 Litter & Dog Bin Pch & Maint	0	125	125	250		250
4260 Grounds Maintenance Contract	11,793	10,875	-918	43,500		31,707
4261 Grounds Maint non contract	160	875	715	3,500		3,340
	14,783	15,264	481	53,155	0	38,372
Crouch Recreation Ground :- Expenditure						
1050 Income Rent	1,663	1,412	251	2,225		
1051 Income Insurance Recharge	687	832	-145	832		
1057 Income Electricity Recharge	4	38	-34	154		
	2,354	2,282	72	3,211		
Crouch Recreation Ground :- Income						
	12,429	12,982	553	49,944		
Net Expenditure over Income						
<u>107 Martello Fields</u>						
4251 Dog Bin Emptying	537	262	-275	1,050		513
4260 Grounds Maintenance Contract	1,416	1,434	18	5,735		4,319
4261 Grounds Maint non contract	160	500	340	2,000		1,840
4274 Projects Expenditure	9,261	0	-9,261	0		-9,261
	11,374	2,196	-9,178	8,785	0	-2,589
Martello Fields :- Expenditure						

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Month No : 3

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1050 Income Rent	3,256	2,900	356	3,000		
	3,256	2,900	356	3,000		
Martello Fields :- Income						
	8,118	-704	-8,822	5,785		
Net Expenditure over Income						
<u>108 Other Open Spaces</u>						
4051 Rates	585	595	10	595		10
4052 Water & Sewerage	0	65	65	130		130
4251 Dog Bin Emptying	940	459	-481	1,835		895
4252 Litter & Dog Bin Pch & Maint	0	250	250	250		250
4260 Grounds Maintenance Contract	5,076	5,100	24	20,400		15,324
4261 Grounds Maint non contract	417	900	483	3,500		3,083
	7,018	7,369	351	26,710	0	19,692
1066 Other Open Spaces :- Expenditure	2,875	2,875	0	2,875		
Concession Income						
	2,875	2,875	0	2,875		
Other Open Spaces :- Income						
	4,143	4,494	351	23,835		
Net Expenditure over Income						
<u>113 Crypt</u>						
4051 Rates	5,220	5,305	85	5,305		85
4052 Water & Sewerage	13	264	251	528		515
4055 Electricity	26	159	133	635		609
4056 Gas	476	530	54	2,130		1,654

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Committee Report

Month No : 3

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4100 Telecommunications	115	88	-27	350		235
4105 Postage	0	20	20	100		100
4106 Stationery	118	100	-18	250		132
4110 Advertising & Publicity	70	250	180	1,000		930
4115 Insurance	702	1,144	443	1,144		443
4155 Professional Fees	0	250	250	500		500
4199 Other Expenditure	0	25	25	50		50
4201 Cleaning	150	112	-38	450		300
4261 Grounds Maint non contract	-45	0	45	0		45
4274 Projects Expenditure	1,877	0	-1,877	0		-1,877
4275 Building Maintenance	20	250	230	1,000		980
	8,740	8,497	-243	13,442	0	4,702
1050 Income Rent	1,750	2,100	-350	4,500		
	1,750	2,100	-350	4,500		
	6,991	6,397	-594	8,942		
	1,900	0	-1,900	0		-1,900
	1,900	0	-1,900	0	0	-1,900
	790	0	790	0		
	790	0	790	0		
	1,110	0	-1,110	0	0	

114 South Street

4275 Building Maintenance

South Street :- Expenditure

1051 Income Insurance Recharge

South Street :- Income

Net Expenditure over Income

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Month No : 3

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>115 Martello Tower</u>						
4115 Insurance	2,020	2,040	20	2,040		20
	<u>2,020</u>	<u>2,040</u>	<u>20</u>	<u>2,040</u>	<u>0</u>	<u>20</u>
Martello Tower :- Expenditure						
Net Expenditure over Income						
<u>116 Seaford Head Estate</u>						
4115 Insurance	1,131	1,145	14	1,145		14
4251 Dog Bin Emptying	537	263	-274	1,050		513
4252 Litter & Dog Bin Pch & Maint	0	63	63	250		250
4261 Grounds Maint non contract	0	125	125	250		250
4274 Projects Expenditure	1,168	0	-1,168	0		-1,168
	<u>2,836</u>	<u>1,596</u>	<u>-1,240</u>	<u>2,695</u>	<u>0</u>	<u>-141</u>
Seaford Head Estate :- Expenditure						
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		
	<u>5,525</u>	<u>5,525</u>	<u>0</u>	<u>15,038</u>		
Seaford Head Estate :- Income						
Net Expenditure over Income						
	<u>-2,689</u>	<u>-3,929</u>	<u>-1,240</u>	<u>-12,343</u>		
<u>117 Seaford</u>						
4052 Water & Sewerage	26	80	54	165		139

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Committee Report

Month No : 3

	Year to Date Actual	Year to Date Budget	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1054	25	0	25	0			
1060	14,000	14,000	0	14,000			
1061	10,320	10,320	0	10,320			
	24,345	24,320	25	24,320			
	-21,546	-21,545	1	-21,545			
	174	176	2	176			2
	174	176	2	176		0	2
	638	638	-1	1,275			
	174	0	174	0			
	811	638	173	1,275			
	-638	-462	176	-1,099			
	3,984	241	-3,743	967			-3,017
	343	348	5	1,390			1,047
	0	0	0	2,500			2,500
	4,327	589	-3,738	4,857		0	530
	0	0	0	730			

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Month No : 3

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1054 Income Other	237	241	-4	967		
	<u>237</u>	<u>241</u>	<u>-4</u>	<u>1,697</u>		
Allotments :- Income						
Net Expenditure over Income	4,090	348	-3,742	3,160		
<u>130 Other Recreation</u>						
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	0	0	0	10,000		
<u>134 CCTV</u>						
4055 Electricity	0	517	517	2,070		2,070
4115 Insurance	839	757	-82	757		-82
4270 Vehicles & Equipment Maint	0	0	0	2,932		2,932
4276 CCTV	527	592	65	9,098		8,571
	<u>1,366</u>	<u>1,866</u>	<u>500</u>	<u>14,857</u>	<u>0</u>	<u>13,491</u>
CCTV :- Expenditure						
Net Expenditure over Income	1,366	1,866	500	14,857		
<u>135 Community Service Projects</u>						
4115 Insurance	129	117	-12	117		-12
4187 Young Mayors Awards	1,410	0	-1,410	0		-1,410

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Committee Report

Month No : 3

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4195 Community Services Events Exp	491	0	-491	0		-491
4262 Tree Warden Expenses	214	582	368	2,327		2,113
4273 Christmas Lights	723	1,600	877	12,285		11,562
4274 Projects Expenditure	34	0	-34	0		-34
Community Service Projects :- Expenditure	3,001	2,299	-702	14,729	0	11,728
1064 Income Young Mayor/Personality	1,837	0	1,837	0		
1065 Income Xmas Lights	604	0	604	600		
1070 Community Services Events	450	0	450	0		
Community Service Projects :- Income	2,891	0	2,891	600		
Net Expenditure over Income	110	2,299	2,189	14,129		
<u>140 C.S.Major Projects Pool</u>						
4274 Projects Expenditure	0	10,500	10,500	29,000		29,000
C S Major Projects Pool :- Expenditure	0	10,500	10,500	29,000	0	29,000
Net Expenditure over Income	0	10,500	10,500	29,000		
<u>145 C.S.Building Maintenance Pool</u>						
4275 Building Maintenance	0	1,250	1,250	5,000		5,000
C S Building Maintenance Pool :- Expenditure	0	1,250	1,250	5,000	0	5,000
Net Expenditure over Income	0	1,250	1,250	5,000		
Community Services Expenditure	92,099	87,821	-4,278	301,642	0	209,543
Income	97,276	91,108	6,168	109,760		
Net Expenditure over Income	-5,177	-3,287	1,890	191,882		

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Committee Report

Month No : 3

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Finance & General Purposes</u>						
121 <u>Seaford in Bloom</u>						
4402	4,327	0	-4,327	0		-4,327
	<u>4,327</u>	<u>0</u>	<u>-4,327</u>	<u>0</u>	<u>0</u>	<u>-4,327</u>
1053	4,375	0	4,375	0		
	<u>4,375</u>	<u>0</u>	<u>4,375</u>	<u>0</u>		
	<u>-48</u>	<u>0</u>	<u>48</u>	<u>0</u>		
Seaford in Bloom :- Expenditure						
Seaford in Bloom :- Income						
Net Expenditure over Income						
201 <u>Administration</u>						
4000	39,498	40,398	900	161,592		122,094
4001	3,300	3,853	553	15,413		12,113
4002	4,891	6,273	1,382	25,091		20,200
4009	356	400	44	2,000		1,644
4010	250	500	250	2,000		1,750
4012	0	37	37	150		150
4014	0	500	500	1,500		1,500
4100	496	1,131	635	5,250		4,754
4105	384	950	566	2,750		2,366
4106	493	787	294	3,150		2,657
4107	520	625	105	2,500		1,980
4110	0	100	100	200		200

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Month No : 3

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4111 Office Equipment New	0	500	500	1,500		1,500
4112 Subscriptions	2,716	3,200	484	4,350		1,634
4113 Software Support	880	3,250	2,370	3,350		2,470
4114 Licence Fee	0	0	0	35		35
4115 Insurance	3,283	3,250	-33	3,250		-33
4116 Web Site	0	0	0	240		240
4155 Professional Fees	78	875	797	3,500		3,422
4156 Bank Charges	74	30	-44	100		26
4157 Audit Fees	-271	0	271	4,690		4,961
4182 Catering & Hospitality	7	0	-7	100		93
4190 Election Costs	0	0	0	5,500		5,500
4199 Other Expenditure	274	50	-224	100		-174
	57,228	66,709	9,481	248,311	0	191,083
Administration :- Expenditure						
1054 Income Other	254	62	192	250		
1059 Photocopying Income	16	25	-9	100		
1062 Income Telephone Recharge	211	225	-14	900		
1190 Interest Received	1,127	600	527	2,500		
	1,607	912	695	3,750		
Administration :- Income						
	55,621	65,797	10,176	244,561		
Net Expenditure over Income						
205 Premises - Church Street						
4050 Rent payable	3,750	3,750	0	15,000		11,250

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Month No : 3

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4051 Rates	9,815	9,810	-5	9,810		-5
4059 Church Street Service Charges	0	1,875	1,875	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
	22,657	24,522	1,865	51,071	0	28,414
Premises - Church Street :- Expenditure	498	375	123	1,500		
1050 Income Rent	0	0	0	5,600		
1054 Income Other						
Premises - Church Street :- Income	498	375	123	7,100		
	22,159	24,147	1,988	43,971		
Net Expenditure over Income						
206 Premises - Hurdis House						
4055 Electricity	0	0	0	40		40
4056 Gas	71	0	-71	0		-71
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
	1,138	728	-410	15,770	0	14,632
Premises - Hurdis House :- Expenditure	7,000	5,000	2,000	20,000		
1050 Income Rent	517	728	-211	728		
1051 Income Insurance Recharge						
Premises - Hurdis House :- Income	7,517	5,728	1,789	20,728		
	-6,379	-5,000	1,379	-4,958		
Net Expenditure over Income						

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Month No : 3

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>210 Civic Expenses</u>						
4013 Members Expenses	0	75	75	300		300
4106 Stationery	38	0	-38	250		212
4181 Civic - Mayors Allowance	184	300	116	1,500		1,316
4182 Catering & Hospitality	45	125	80	750		705
4183 Civic - Awards	0	0	0	2,750		2,750
4184 Civic - other	8	100	93	250		243
4185 Fun Day & Tourney	0	100	100	450		450
4188 Town Crer Expenses	0	50	50	100		100
4189 Young Mayor	0	0	0	500		500
4280 Jubilee Event Expenditure	10,777	10,000	-777	10,000		-777
	11,051	10,750	-301	16,850	0	5,799
Civic Expenses :- Expenditure						
1056 Fun Day & Tourney	235	0	235	0		
1080 Jubilee Event Income	1,112	0	1,112	0		
	1,347	0	1,347	0		
Civic Expenses :- Income						
Net Expenditure over Income	9,704	10,750	1,046	16,850		
<u>215 Grants</u>						
4401 Small Grants	15,625	15,625	0	28,460		12,835
4405 Grants in Kind	910	250	-660	1,000		90
	16,535	15,875	-660	29,460	0	12,925
Grants :- Expenditure						
Net Expenditure over Income	16,535	15,875	-660	29,460		

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Month No : 3

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Finance & General Purposes Expenditure	112,936	118,584	5,648	361,462	0	248,526
Income	15,345	7,015	8,330	31,578		
Net Expenditure over Income	97,591	111,569	13,978	329,884		

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Committee Report

Month No : 3

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Planning & Highways</u>						
<u>301 Planning & Highways</u>						
4199 Other Expenditure	106	100	-6	400		294
4262 Tree Warden Expenses	-7	0	7	0		7
4263 Bus Shelter Maintenance/Clean	96	187	91	750		654
4274 Projects Expenditure	0	0	0	3,500		3,500
	<u>195</u>	<u>287</u>	<u>92</u>	<u>4,650</u>	<u>0</u>	<u>4,455</u>
Planning & Highways :- Expenditure						
Net Expenditure over Income	<u>195</u>	<u>287</u>	<u>92</u>	<u>4,650</u>		
Planning & Highways Expenditure	195	287	92	4,650	0	4,455
Income	0	0	0	0		
Net Expenditure over Income	<u>195</u>	<u>287</u>	<u>92</u>	<u>4,650</u>		

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Month No : 3

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>101 Golf Course</u>						
4000 Salaries & Wages	18,706	18,705	-1	78,004		59,298
4001 Employers NI	1,119	1,416	297	5,661		4,542
4002 Employers Superannuation	3,241	3,241	0	12,964		9,723
4010 Staff Training	0	0	0	800		800
4011 Staff Protective Clothing	344	350	6	700		356
4041 Golf Professional Retainer	8,750	8,751	1	35,000		26,250
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	1,137	2,276	1,140	8,976		7,840
4055 Electricity	207	206	-1	6,250		6,043
4056 Gas	230	250	20	4,088		3,858
4060 Refuse	96	80	-16	320		224
4100 Telecommunications	23	30	7	320		297
4105 Postage	118	60	-58	320		202
4106 Stationery	0	25	25	50		50
4110 Advertising & Publicity	550	1,100	550	3,000		2,450
4113 Software Support	0	135	135	285		285
4114 Licence Fee	75	75	0	75		0
4115 Insurance	8,727	9,850	1,123	9,850		1,123
4156 Bank Charges	697	750	53	1,975		1,278
4199 Other Expenditure	94	95	1	250		156

Golf Course101 Golf Course

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Month No : 3

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4201 Cleaning	-120	1,562	1,682	6,250		6,370
4251 Dog Bin Emptying	410	262	-148	1,050		640
4261 Grounds Maint non contract	11,124	12,000	876	26,890		15,766
4270 Vehicles & Equipment Maint	3,434	3,900	466	13,700		10,266
4271 Vehicle & Equipment Lease`	11,914	11,914	0	20,996		9,082
4272 Equipment Purchase	0	0	0	15,000		15,000
4275 Building Maintenance	0	500	500	1,500		1,500
4301 Public Works Loan Payment	0	0	0	41,351		41,351
	73,355	80,048	6,693	299,740	0	226,385
Golf Course :- Expenditure						
1000 Golf Course Season Ticket	147,572	145,000	2,572	155,120		
1001 Golf Course Green Fees M-F	14,453	20,000	-5,547	62,510		
1002 Golf Course Green Fees w/eb/h	16,487	19,000	-2,513	63,700		
1003 Golf Course Specials	10,184	11,000	-816	37,300		
1004 Golf Course Locker	2,044	1,825	219	2,125		
1005 Golf Course Credit Card Charge	95	160	-65	160		
1007 Golf Course Air Traffic	2,500	2,500	0	5,000		
1050 Income Rent	3,125	3,125	0	6,250		
1051 Income Insurance Recharge	1,571	735	836	735		
1054 Income Other	1,250	0	1,250	100		
1057 Income Electricity Recharge	41	375	-334	1,250		
1063 Income Gas Recharged	0	0	0	2,044		
1100 Income Advertising	0	0	0	1,550		
	199,323	203,720	-4,397	337,844		
Golf Course :- Income						
	-125,968	-123,672	2,296	-38,104		
Net Expenditure over Income						

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Month No : 3

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Golf Course Expenditure	73,355	80,048	6,693	299,740	0	226,385
Income	199,323	203,720	-4,397	337,844		
Net Expenditure over Income	-125,968	-123,672	2,296	-38,104		

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Month No : 3

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Nature Reserve</u>						
120 <u>Nature Reserve</u>						
4500 Nature Reserve Expenses	225	0	-225	0		-225
	<u>225</u>	<u>0</u>	<u>-225</u>	<u>0</u>	<u>0</u>	<u>-225</u>
1200 Income Nature Reserve	475	0	475	0		
	<u>475</u>	<u>0</u>	<u>475</u>	<u>0</u>		
Nature Reserve :- Income						
	<u>-250</u>	<u>0</u>	<u>250</u>	<u>0</u>		
Net Expenditure over Income						
	<u>225</u>	<u>0</u>	<u>-225</u>	<u>0</u>	<u>0</u>	<u>-225</u>
Nature Reserve Expenditure						
Income	<u>475</u>	<u>0</u>	<u>475</u>	<u>0</u>		
Net Expenditure over Income						
	<u>-250</u>	<u>0</u>	<u>250</u>	<u>0</u>		

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2012

Month No : 3

Committee Report

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

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Seaford Town Council

Report 61/12

Agenda Item No:	6
Committee:	Finance & General Purposes
Date:	23 August 2012
Title:	Internal Audit Plan for 2012-13
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To receive the Internal Audit Plan for 2012-13 from Auditing Solutions Limited, Internal Auditor.

Recommendations

You are recommended:

- 1. To approve the Internal Audit Plan submitted by Auditing Solutions Limited, Internal Auditor, subject to any amendments proposed by this Committee.**
-

1. Information

- 1.1 Auditing Solutions Limited was appointed to act as Internal Auditor for 2012-13 by this Committee at the meeting held on 21 June 2012.
- 1.2 Following discussions between The Corporate Services Manager and the Internal Auditor the first visit for 2012-13 will take place on 24 & 25 September 2012.
- 1.3 An Internal Audit Plan for 2012-13 has been prepared and is attached as Appendix A. The Plan details the programme of work necessary for him to sign the Internal Audit section of the Annual Return.
- 1.4 Additional attention will be given to the Golf Course Income handling process.
- 1.5 This Committee should review the plan and consider if any other areas require specific focus.

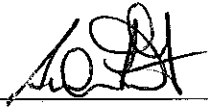
2. Financial Appraisal

There are no immediate financial implications resulting from this report.

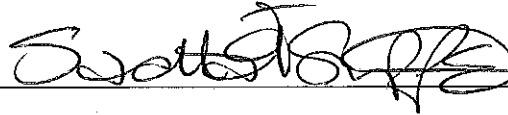
3. Contact Officer

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

Corporate Services Manager



Town Clerk



Set up by: Stuart J Pollard

Done by:

Reviewed by:

Internal Audit programme: 2012-13 Accounts

1. Checking that books of account have been properly kept throughout the year

Programme	Commentary	Note ref.	Recommendation
1.1 Establish whether the cashbook is maintained on a bespoke accounting package, in manuscript or spreadsheet format. Review the procedure for and frequency of entering detail in the record.			
1.2 Does the ledger/cashbook include sufficient analysis to make preparation of the annual Accounts and Annual Return straightforward?			
1.3 Is VAT identified separately in the coding analysis / cashbook?			
1.4 Are grants under specific powers and S.137 payments identified separately in the coding analysis / cashbook?			
1.5 Verify that previous year closing balances are correctly brought forward?			
1.6 Where applicable, check the procedures in place for preparing and counter checking of journals.			
1.7 Test a sample of transactions throughout the year between the cashbook and bank statements and inter account transfers.			
1.8 Where accounting software is in use, check backup and restore procedures to ensure integrity of information.			

Auditing Solutions Ltd

Seaford Town Council

Financial year 2012-13 Date

Set up by: Stuart J Pollard Done by:

Reviewed by:

Set up by: Stuart J Pollard

Reviewed by:

2. Review of Corporate Governance; Potential risks of Fraudulent Activity & Opportunities for obtaining improved VFM

Programme	Commentary	Note ref.	Recommendation
2.1 Has the Council prepared and adopted Standing Orders and Financial Regulations? (<i>Obtain the most recent copy for retention on Perm. File</i>).			
2.2 Establish whether the Council has prepared detailed procedural documentation for all financial procedures. Whilst unlikely for smaller councils, this represents best practice and provides a start point for new appointees or in the event of long term absence of the clerk.			
2.3 Review minutes for any salient financial or other issues that may affect the Council's future performance and financial stability.			
2.4 Ensure that the value of the annual precept is minuted formally and take a copy of the minute approving the amount and file accordingly.			
2.5 Review and assess the council's approach to corporate governance and assess adequacy for completion of the certificate at Part 2 of the Annual Return.			
2.6 Ensure that the Chairman has completed the annual Governance Questionnaire – smaller councils only.			
2.7 Consider the potential for fraudulent or corrupt practice and identify any additional controls required to mitigate against such activity.			

Set up by: Stuart J Pollard

Done by:

Reviewed by:

2.8 Consider any areas where scope exists for improvements in service provision leading to the achievement of better VFM.			
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Set up by: Stuart J Pollard Done by:

Reviewed by:

3. Review of Payment Procedures; Approvals and Associated issues including VAT identification and recovery

Programme	Commentary	Note ref.	Recommendation
<p>3.1 Identify and document the Council's approach to the approval of expenditure (ordering and invoice certification) and release of moneys to traders. Where BACS and / or Direct Debits are used, ensure that appropriate authorisation procedures are in place over the release of moneys. Also ensure that appropriate maximum limits have been agreed with the bankers over individual and weekly / monthly transaction levels.</p>			
<p>3.2 Review a sample of payments to ensure that they are supported by invoices /or other appropriate forms of supporting documentation, such as acknowledgements of receipt (grants, donations, etc.) where no invoice is appropriate and are approved for payment by members.</p>			
<p>3.3 Ensure that, where an official ordering system is in place, an order has been raised for each item of goods or services provided (NB. This will be dependent on size of council).</p>			
<p>3.4 Ensure that the appropriate Cost Centre and Nominal Codes / cash book analysis have been applied to payments in the test sample at 3.2 above.</p>			
<p>3.5 Ensure that the Council's SOs and FRs have been observed when obtaining tenders and quotes for supply of goods and services. Ensure that the tendering limits are consistent between SOs and FRs.</p>			

Seaford Town Council

Financial year 2012-13 Date

Set up by: Stuart J Pollard Done by:

Reviewed by:

<p>3.6 Are all payments, including bank charges, direct debits, etc. formally recorded in the minutes identifying the cheque number (where appropriate), payee and amount (including VAT)?</p>			
<p>3.7 Is VAT correctly calculated and recorded in the financial ledger / cashbook? Ensure that VAT is recovered periodically and verify, as a minimum, the year-end reclaim to the underlying records.</p>			
<p>3.8 Prepare and update annually the analytical review spreadsheet of payments made in the year once the Accounts have been finalised.</p>			

Set up by: Stuart J Pollard

Done by:

Reviewed by:

4. Assessment and Management of Risks

Programme	Commentary	Note ref.	Recommendation
<p>4.1 Determine whether or not the Council has developed a formally adopted Risk Management Strategy and obtain a copy of the document.</p>			
<p>4.2 Ensure that the Council undertakes an annual assessment of the risks (both financial and Health & Safety issues) that it may potentially face, also identifying the potential for the risks coming to fruition and, if they did, the financial outcome.</p>			
<p>4.3 Review the Council's insurance policy (ies) to ensure that adequate coverage has been obtained for all aspects and that all appropriate assets are adequately insured. <i>(Guide lines: Employer's liability - £10m; Public Liability - £10m; Fidelity Guarantee -- half year's precept + year-end balance)</i></p>			

Set up by: Stuart J Pollard

Reviewed by:

Done by:

5. Precept determination and budget control

Programme	Commentary	Note ref.	Recommendation
<p>5.1 Has the Council undertaken a budget determination exercise, which forms the basis of the annual precept request from the parent Council? Examine and assess its adequacy (see previous issue re formal approval of annual precept).</p>			
<p>5.2 Does the Council receive regular reports identifying the budget position throughout the year?</p>			
<p>5.3 Has the Council formally approved the establishment of specific reserves?</p>			
<p>5.4 Are the utilisation of reserves and the return of unused balances to the General Fund reported to the Council at regular intervals?</p>			
<p>5.5 Review year-end reserves and General Fund balances to ensure that they are both appropriate and are likely to be utilised.</p>			
<p>5.6 Review the year-end outturn and follow up any significant variances from the proposed detailed budget (NB: this may not apply to smaller councils). Consider this in conjunction with the update of the annual analysis of income/ expenditure at sections 3 & 6.</p>			

Set up by: Stuart J Pollard Done by:

Reviewed by:

6. Review of Income Control Systems

Programme	Commentary	Note ref.	Recommendation
<p>6.1 Establish the sources of income available to the Council and determine whether the Council has implemented any form of monitoring to ensure that income due is accounted for and recovered.</p>			
<p>6.2 Review income levels and update the annual analysis of income by heading. Where significant variances between years are identified, undertake more detailed testing, as per the detailed work schedules for each income source.</p>			
<p>6.3 Does the Council regularly review the level of fees and charges for its services, as generally required by Fin Reg'sns?</p>			
<p>6.4 As and when each income stream is examined formally document the procedures and controls in place and test for compliance with those controls and Fin. Reg'sns accordingly.</p>			
<p>6.4 In conjunction with 6.4 above, trace a sample of income from source documents such as hall and sports field booking diaries, undertaker's burial applications, etc. through Council receipts to the bank slips and statements.</p>			
<p>6.5 Ensure that all receipts are banked promptly and that receipts clearly identify whether income is by way of cash or cheques. Ensure that the bank paying in slip reflects the correct analysis between cash and cheques and that no 'teeming and lading' has occurred.</p>			

Set up by: Stuart J Pollard Done by:

Reviewed by:

<p>6.6 Check whether or not the Council has established whether it should be charging VAT for services provided and ensure that these are correctly entered in the relevant accounting records</p>			
<p>6.7 Review sales ledger detail for any long-standing uncleared debts and/ or unmatched receipts.</p>			
<p>6.8 Review detail on nominal accounts for any unusual entries or apparent areas where income due to the Council is not being received promptly or appropriately.</p>			

Set up by: Stuart J Pollard Done by:

Reviewed by:

7. Petty cash records

Programme	Commentary	Note ref.	Recommendation
7.1 Establish whether the Council operates a petty cash account and assess the soundness of the control system.			
7.2 If it does, is it operated on an 'imprest' basis with regular reimbursement?			
7.3 Has the Council formally agreed the level of petty cash imprest to be held (generally covered by Fin. Reg'ns) and do they review and approve reimbursements?			
7.4 Are all payments supported by a signed petty cash voucher and / or a trader's invoice/till receipt?			
7.5 Is VAT being identified in the petty cash records and recovered at regular intervals?			
7.6 Ensure that reimbursement cheques are correctly recorded in the petty cash records.			
7.7 Agree physical cash held to underlying records.			

Set up by: Stuart J Pollard Done by:

Reviewed by:

8. Salaries and wages

Programme	Commentary	Note ref.	Recommendation
8.1 Identify and document the Council's procedures in relation to the appointment of new personnel, processing of variable wages and other salary enhancements and processing of weekly / monthly payrolls. Ensure that appropriate controls are in place to verify the accuracy of net payments to staff and Tax / NI & pension contributions to the relevant agencies. Where BACS is used, ensure that appropriate authorisation procedures are in place over the release of moneys, as at 3.1 above.			
8.2 Does the Council review salary levels annually and formally record approval of any variance in salary and allowances?			
8.3 Review employment contracts and ensure they are both current and identify the employee(s)' hours and annual salary/hourly rate of pay.			
8.4 Does the Council maintain formal payroll records and deduct tax and NI at source?			
8.5 Review and assess the adequacy of controls over the calculation of staff annual / monthly pay and release of funds.			
8.6 Check a sample (dependent on nos.) of one month's payslip details to supporting records/Council approved salary levels for both accuracy of amount paid and, where relevant, certification by an appropriate officer.			

Set up by: Stuart J Pollard

Done by:

Reviewed by:

8.7 Check payroll deductions to tax and NI tables using the current year's HMRC CD-Rom to ensure accuracy and that the correct tables are being applied.			
8.8 Ensure that pension contributions are being calculated appropriately in line with the revised LG scheme introduced on 1/4/08 and with the further amended bandings applying from 1/4/11.			
8.9 Ensure that any additions to pay (overtime and allowances) have been properly approved by a senior officer and are correctly calculated.			
8.10 Verify the accuracy of payments made to individuals and external agencies in the month under review.			
8.11 Ensure that year-end returns have been completed accurately and in accordance with the required time scale for their lodgement with HMRC.			

Set up by: Stuart J Pollard

Done by:

9. Asset Registers

Programme	Commentary	Note ref.	Recommendation
9.1 Establish whether the Council is maintaining Asset & Inventory Registers as required by the 1996 Accounts and Audit Regulations.			
9.2 Has the Council formally determined the level at which expenditure is to be capitalised? (<i>Rule of thumb – over £1,000 on individual items or a group of items such as computer hardware and software</i>).			
9.3 Do the Registers identify all assets and equipment owned by the Council, separately detailing capital assets and those of an inventory nature (i.e. those below the approved capitalisation threshold)? Where applicable, detail should also identify registration / serial numbers.			
9.4 Review the Asset Register and consider whether all appropriate assets are covered by insurance and ensure consistency and appropriateness of cover.			
9.5 Ensure that the Annual Return asset value at Box 9 of Section 1 is based on purchase cost, <u>as per the amended Regulations</u> , and is neither appreciated in line with annual insurance schedule uplifts or depreciated (the latter requirement should only be applied to the largest councils with budgets in excess of £6.5m.			

Set up by: Stuart J Pollard Done by:

Reviewed by:

10. Investments & Loans

Programme	Commentary	Note ref.	Recommendation
10.1 Where investments are held, the Council should maintain a register of investments. Ensure that a suitable register is being maintained.			
10.2 Verify the value of investments held as at 31 st March to prime documents and obtain copies for future reference.			
10.3 Ensure that the Council is receiving all dividends and interest due on investments and that detail is recorded appropriately.			
10.4 Ensure that any new loans acquired in the year have been subjected to the appropriate loan sanction approval procedures through county associations and DC&LG: review and obtain copies of the relevant documentation.			
10.5 Ensure that the balance of loans recorded in the Accounts/Annual Return is correct and that interest and capital repayments are correctly recorded in accordance with CIPFA guidance.			
10.6 Where the Council has issued loans to local bodies, review and obtain copies of the relevant agreements and ensure that appropriate guarantees have been obtained covering repayment of outstanding loans.			

Set up by: Stuart J Pollard Done by:

Reviewed by:

11. Bank reconciliations

Programme	Commentary	Note ref.	Recommendation
11.1 Ensure that the Council has, as a minimum, carried out a reconciliation of the cashbook to the bank account(s) at the year-end: these should be undertaken at least quarterly.			
11.2 Review detail on a sample reconciliation(s) during the year, specifically examining and copying, together with relevant bank statement verifying the year-end balance, for the file that at the financial year-end: agree detail to both the cashbook and bank statements.			
11.3 Ensure that any 'out of date' cheques are being written back promptly in the cash book.			
11.4 Review the reconciliation for any other abnormal/balancing entries and verify their accuracy.			

Set up by: Stuart J Pollard

Done by:

Reviewed by:

12. Annual Return / Financial Statements

Programme	Commentary	Note ref.	Recommendation
12.1 Examine the Statements of Account to ensure that they are complete including: <ul style="list-style-type: none"> • An Income & Expenditure or Receipts & Payments Account, in accordance with legislative requirements (i.e. >£200k for I&E A/cs and <£200k for R&P A/cs) • A Balance Sheet (where appropriate) • Supporting Statements and Notes NB: All Accounts should be in a standardised format as promoted by the NALC.			
12.2 Agree the Accounts to the cashbook/financial ledger, including adjustments for opening and closing debtors and creditors (where appropriate).			
12.3 Where applicable, review the Council's arrangements for identifying year-end debtors and creditors and test the accuracy of those disclosed by reference to new year receipts and payments. Obtain copies of relevant supporting schedules.			
12.4 Ensure that no debtors (or creditors) remain unpaid for an undue length of time and that the Council has appropriate debt recovery procedures in place.			
12.5 Agree the value of outstanding Loans recorded in the Annual Return at Section 1 & Balance Sheet and/or Supporting Statement to supporting documentation (PWL B or primary Council loan statements at 31 March).			

Set up by: Stuart J Pollard

Done by:

Reviewed by:

<p>12.6 Ensure that the value of capital acquisitions recorded on the SR&PA or I&EA agrees with the increased value recorded on the Supporting Statement/Balance Sheet.</p>			
<p>12.7 Ensure that certified stock sheets support the value of any stocks recorded on the Balance Sheet.</p>			
<p>12.8 Where appropriate, ensure that retail/selling price control accounts are being prepared for all saleable stocks.</p>			
<p>12.9 Ensure that the upper limit for S.137 expenditure in the year has been correctly calculated and recorded in the Supporting Statement.</p>			
<p>12.10 Ensure that all appropriate expenditure has been identified as S.137 in the SR&PA/I&EA and Supporting Statement (<i>The total of the detail in the latter should agree with the value recorded in the former</i>).</p>			
<p>12.11 Ensure that all known Post Balance Sheet Events (PBSE) and Capital Commitments (where a contract has been signed at 31 March) are recorded in the Supporting Statement.</p>			
<p>12.12 Ensure that any Supporting Statements record all relevant detail in line with the NALC model(s) and Financial Reporting Standards dependent on the size of the Council's budgeted income.</p>			

Set up by: Stuart J Pollard

Done by:

Reviewed by:

12.13	Ensure that the appropriate treatment has been applied to any charitable funds for which the Council acts as trustee (sole or custodial); NB. they should be excluded from the Annual return detail.		
12.14	Agree detail on the Annual Return to the Statement of Accounts.		

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Seaford Town Council

Report 60/12

Agenda Item No:	7
Committee:	Finance & General Purposes
Date:	23 August 2012
Title:	NALC People Shaping Their Places Conference.
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To seek approval for a Member and the Town Clerk to attend the NALC People Shaping Their Places Conference.

Recommendations

You are recommended:

1. To agree that a Member and the Town Clerk attend the NALC People Shaping Their Places Conference.
-

1. Information


- 1.1 NALC are holding a one day Larger Councils' Conference on 28 November 2012 at Royal National Hotel, London, with the aim of showing how local councils can use the implementation of the Localism Act 2011 to derive benefits for their communities.
- 1.2 This report seeks approval for a Member and the Town Clerk to attend this Conference.
- 1.3 The Council's Training & Development Policy states that the Council will consider nominating up to two people to attend the NALC conference, normally one Member and the Clerk.

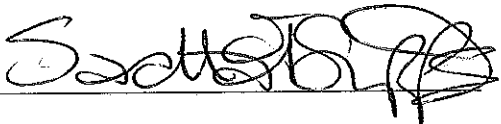
2. Financial Appraisal

The cost of the conference for two people will be £360 plus VAT and travel costing approximately £90 and will be covered by the Staff Training and Member Training budgets.

3. Contact Officer

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

Corporate Services Manager  _____

Town Clerk  _____



Seaford Town Council

Report 62/12

Agenda Item No:	8
Committee:	Finance & General Purposes
Date:	23 August 2012
Title:	Base Management Committee Funding Request
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To seek approval to fund equipment purchase for the Base Management Committee

Recommendations

You are recommended:

- 1. To approve the purchase of musical equipment for the Base in the sum of £2,708.33 net of VAT to be funded from the Grants Pool budget.**
-

1. Information

- 1.1** We have received a grant application from the Base Management Committee to fund the purchase of musical equipment to be used by youth groups at the Base, and also for other events.
- 1.2** It is recommended that should the Committee be minded to approve the funding that they also agree that the equipment should be purchased by the Council so that it remains as an asset of the Council but included in the facilities offered by the Base.

2. Financial Appraisal

The cost of the equipment is £3,250 including VAT (which can be reclaimed by the Council if it owns the equipment) £2,708.33 net of VAT. This can be funded within the Grants budget from the £6,500 large grants allocation not yet spent. There will also be a small additional charge to insure the equipment.

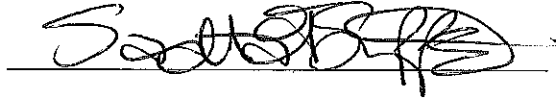
3. Contact Officer

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 63/12

Agenda Item No:	9
Committee:	Finance & General Purposes
Date:	23 August 2012
Title:	HMRC Penalty Notice
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To notify the Committee of a Penalty notice received from HMRC

Recommendations

You are recommended:

1. To note the contents of this report

1. Information

- 1.1** We have received a Penalty Notice from HMRC for the late filing of the form P35 and associated documents for 2010-11. The amount of the Penalty is £800.
- 1.2** The IRIS payroll software package that we use has a facility to submit these documents on line and this facility was used as part of the Payroll year end process and as far as officers were aware had been submitted successfully. No communication was received indicating failure to file.
- 1.3** The Penalty notice was appealed and copies of the documents thought to have been filed attached to the appeal.
- 1.4** The appeal was refused and the penalty became due and has been paid to avoid any further costs and other penalties.
- 1.5** Further investigation established that the former Corporate Services Manager had requested a new online password from HMRC but had not changed the password in the payroll software.
- 1.6** The P35 and associated documents for 2011-12 have been successfully submitted.

2. Financial Appraisal

The £800 penalty will be met from within the administration budget.

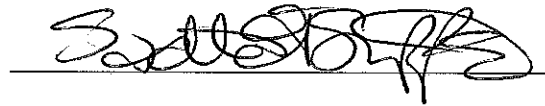
3. Contact Officer

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

Corporate Services Manager

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Town Clerk

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



Seaford Town Council

Report 64/12

Agenda Item No:	10
Committee:	Finance & General Purposes
Date:	23 August 2012
Title:	Consultation Paper from the Department for Communities and Local Government.
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To inform the Committee of a Consultation Paper received from the Department for Communities and Local Government.

Recommendations

You are recommended:

- 1. To consider a response to the Consultation Paper.**
-

1. Information

- 1.1** We have received a Consultation Paper issued by the Department for Communities and Local Government proposing the removal of the statutory rule requiring cheques and other orders for the payment of money by parish councils (in England) and community councils (in Wales) be signed by two councillors.
- 1.2** The Government proposes that this should be done by a legislative reform order made under the Legislative and Regulatory Reform Act 2006.
- 1.3** The paper also sets out the safeguards that would apply to these bodies once the two signature rule is removed.
- 1.4** The proposal to repeal section 105(5) of the Local Government Act 1972 which states that "Every cheque or other order for payment of money by a parish or community council be signed by two members of the council" is being made to allow councils to adopt modern methods of payment and alternative means of control.
- 1.5** At the same time this section is repealed, new guidance on payments procedures will be issued by the sector which will help councils to comply with their existing general statutory duties to make proper arrangements for their financial affairs and to have a sound system of internal controls.

1.6 Councils will still be able to retain the two signature rule should they wish, however they will also be able to take advantage of modern electronic payment methods.

1.7 I recommend that the consultation questions be answered as follows.

(a) Do you agree that the two signature rule for parish and community councils and charter trustees should be removed from the legislation? May be answered yes as it will not force councils to abandon existing policies but will allow use of more efficient payment methods. New guidance will ensure proper internal controls are maintained.

(b) Are you aware of any empirical evidence on the reduction of burdens or the other benefits identified in Chapter 3 of the consultation paper that supports the need for these reforms? May be answered no as officers have not made a detailed study of the issue.

(c) Do the proposals put forward in this consultation document remove any necessary protection? May be answered no as additional guidance on payment procedures will be issued and other forms of internal control will be implemented.

(d) Do you agree that

(i) The proposals satisfy the preconditions for a Legislative Reform Order (see Annex A and Chapter 4) and

(ii) The negative Parliamentary resolution procedure (as outlined in paragraph 3.12) should apply to the scrutiny of this proposal

May both be answered yes as the document provides adequate analysis to support the proposed method.

1.8 A copy of the full consultation paper is available in the members' room or may be accessed on line using the following link.
<http://www.communities.gov.uk/publications/localgovernment/parishcouncils/payments>

2. Financial Appraisal

There are no direct financial implications arising from this report.


3. Contact Officer

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

Corporate Services Manager



Town Clerk





Seaford Town Council

Report 65/12

Agenda Item No:	11
Committee:	Finance & General Purposes
Date:	23 August 2012
Title:	2013-14 Budget Framework and Timetable
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To advise the Committee of the proposed Budget Framework and Timetable for 2013-14.

Recommendations

You are recommended:

1. To approve the Budget Framework and Timetable.
-

1. Information

- 1.1 Financial Regulation 6 states that the RFO (Corporate Services Manager) is responsible for the development of the Budget Framework and Timetable each year, which will set out the proposed strategy and timescale for the setting of the annual Revenue and Capital Budget. The Budget Framework and Timetable will be approved each year by F&GP Committee.
- 1.2 In the autumn, each Committee shall formulate proposals for their own area of responsibility in respect of revenue and capital including the use of reserves and sources of funding for the following year.
- 1.3 The preparation of the budget for 2013-14 will commence in mid-October once September transactions have been processed. The transaction for the six months to September will be used as a base for a reforecast budget for 2012-13 and initial budget for 2013-14. Members should present items they wish to be included in the budget to the relevant Committee Chairman so that they can be discussed by that Committee as part of the preparation process.
- 1.4 The proposed timetable is:

4 Sept 12	Golf Course Committee	budget suggestions
27 Sept 12	Community Services Committee	budget suggestions
25 Oct 12	F&GP Committee	budget suggestions
1 Nov 12	Planning & Highways Committee	budget suggestions
22 Nov 12	Planning & Highways Committee	budget approval
29 Nov 12	Community Services Committee	budget approval

4 Dec 12	Golf Course Committee	budget approval
20 Dec 12	F&GP Committee	budget approval
17 Jan 13	Council	Final approval & Precept set

1.5 The majority group should provide any necessary direction to officers to facilitate the budget preparation.

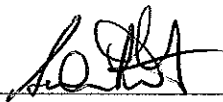
2. Financial Appraisal

There are no immediate financial implications resulting from this report.

3. Contact Officer

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

Corporate Services Manager



Town Clerk

