



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 25 October 2012**, at **7.00 pm**, which you are summoned to attend.

S J Shippen
Town Clerk
19 October 2012.

Agenda

1. Apologies for Absence and Declaration of Substitute Members

2. Minutes

To approve the minutes of the meeting held on 23 August 2012.

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

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 97/12 regarding receipts, payments and bank reconciliation for July, August and September 2012 (pages 3 to 27).
- b) To consider report 98/12 regarding the Council budget position for the period 1 April 2012 to 30 September 2012 (pages 29 to 50).

6. Internal Audit

To consider report 99/12 presenting the first Interim Internal Audit report for 2012-13 (pages 51 to 64).

7. Pension Fund Discretions

To consider report 100/12 concerning the adoption of a policy in respect of discretions to be exercised by the Council in relation to the East Sussex Pension Fund (pages 65 to 71).

8. Administration Assistant (Finance and Administration)

To consider report 101/12 concerning the recruitment of a new Administration Assistant (Finance & Administration) (pages 73 to 75)

9. SLCC South Regional Conference

To consider report 103/12 concerning participating in the SLCC South Regional Conference (pages 77 to 78)

10. Budget Proposals

To consider report 102/12 concerning the 2013-14 budget preparation schedule (pages 79 to 80)

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 97/12

Agenda Item No:	5(a)
Committee:	Finance & General Purposes
Date:	25 October 2012
Title:	Receipts, Payments and Bank Reconciliation Reports for July, August and September 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 July, August and September 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 July, August and September 2012 and the bank reconciliations for these 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 September reconciliation shows a difference of £1 resulting from a cheque which has been recorded on the bank statement for £1 more than the cheque was written. We have confirmed that the recipient received the amount shown in our records; this is being followed up with the bank.

2. Financial Appraisal

The appendices comprise the bank account transactions for July, August and September 2012.

3. Contact Officer

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

Corporate Services Manager



Town Clerk



Bank Reconciliation Statement as at: 31/07/2012 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	31/07/2012	182	517,805.22
			<u>517,805.22</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
12/04/2012 201368	Seaford Musical Theatre	50.00	
29/06/2012 201546	Rock Face Adventures	395.00	
19/07/2012 201552	Shirley Norman	25.00	
19/07/2012 201553	Ibstock Brick Ltd	60.00	
19/07/2012 201562	South Coast Glazing	163.04	
19/07/2012 201564	Hire-a-Loo	92.66	
19/07/2012 201565	Hunter Mechanical Services	306.00	
19/07/2012 201570	Middleton Heating and Plumbing	229.98	
19/07/2012 201579	Wynne's/Seaford Fencing	7.30	
26/07/2012 201559	Chubb Electronic Security Syst	345.19	
26/07/2012 201583	East Sussex Pension Fund	3,638.02	
			<u>5,312.19</u>
			512,493.03
<u>Receipts not Banked/Cleared (Plus)</u>			
27/07/2012		30.00	
28/07/2012		725.00	
29/07/2012		351.00	
30/07/2012		218.00	
31/07/2012		125.00	
31/07/2012		128.00	
31/07/2012		8,397.00	
			<u>9,974.00</u>
			522,467.03
	Balance per Cash Book is :-		522,467.03
	Difference is :-		0.00

Date: 15/10/2012

Seaford Town Council 2012/13

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	536,976.66				536,976.66	
	Banked on : 01/07/2012	268.00					
PDQ	Golf Course PDQ	268.00		44.67	120	223.33	Golf Course PDQ
	Banked on : 02/07/2012	37.00					
	Sales Recpts Page 409	37.00	37.00		101		Sales Recpts Page 409
	Banked on : 02/07/2012	45.00					
	Sales Recpts Page 410	45.00	45.00		101		Sales Recpts Page 410
	Banked on : 02/07/2012	5,077.75					
	Sales Recpts Page 414	5,077.75	5,077.75		101		Sales Recpts Page 414
	Banked on : 02/07/2012	82.00					
PDQ	Golf Course PDQ	82.00		13.67	120	68.33	Golf Course PDQ
	Banked on : 03/07/2012	20.00					
PDQ	Golf Course PDQ	20.00		3.33	120	16.67	Golf Course PDQ
	Banked on : 03/07/2012	60.00					
PDQ	PDQ 28/6 adjustment	60.00		10.00	120	50.00	PDQ 28/6 adjustment
	Banked on : 04/07/2012	5,103.50					
	Sales Recpts Page 404	5,103.50	5,103.50		101		Sales Recpts Page 404
	Banked on : 04/07/2012	192.64					
2351	Seaford Conservatives	10.00			1056 210	10.00	Seaford Conservatives
2347	Cup Cake Fantasies	25.00			1056 210	25.00	Cup Cake Fantasies
2349	Paella Party	40.00			1056 210	40.00	Paella Party
2348	Beach Shelter Vandalism	112.64			1054 118	112.64	Beach Shelter Vandalism
2352	Seaford Twinning Association	5.00			1056 210	5.00	Seaford Twinning Association
	Banked on : 04/07/2012	128.00					
PDQ	Golf Course PDQ	128.00		21.33	120	106.67	Golf Course PDQ
	Banked on : 05/07/2012	130.83					
int	Untaxed interest	130.83			1190 201	130.83	Untaxed interest
	Banked on : 05/07/2012	198.00					
PDQ	Golf Course PDQ	198.00		33.00	120	165.00	Golf Course PDQ
	Banked on : 06/07/2012	90.00					
	Sales Recpts Page 405	90.00	90.00		101		Sales Recpts Page 405
	Banked on : 06/07/2012	95.00					
2364	Health Trainers	5.00			1056 210	5.00	Health Trainers
2363	Charlies Ice Creams	75.00			1056 210	75.00	Charlies Ice Creams
2362	Seahaven Dance	5.00			1056 210	5.00	Seahaven Dance
2361	Wellness Centre	10.00			1056 210	10.00	Wellness Centre
	Banked on : 06/07/2012	247.50					
	Sales Recpts Page 411	247.50	247.50		101		Sales Recpts Page 411

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Seaford Town Council 2012/13

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Cash Book 1

User: SJC

Current/Deposit Account

For Month No: 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 06/07/2012	514.50					
PDQ	Golf Course PDQ	514.50		85.75	120	428.75	Golf Course PDQ
	Banked on : 07/07/2012	167.00					
PDQ	Golf Course PDQ	167.00		27.83	120	139.17	Golf Course PDQ
	Banked on : 08/07/2012	979.00					
371	Geoff Stonebanks	979.00			550	979.00	Geoff Stonebanks Open Garden
	Banked on : 08/07/2012	214.00					
PDQ	Golf Course PDQ	214.00		35.67	120	178.33	Golf Course PDQ
	Banked on : 09/07/2012	164.00					
DQ	Golf Course PDQ	164.00		27.33	120	136.67	Golf Course PDQ
	Banked on : 10/07/2012	433.00					
DQ	Golf Course PDQ	433.00		72.17	120	360.83	Golf Course PDQ
	Banked on : 11/07/2012	2,094.51					
	Sales Recpts Page 407	2,094.51	2,094.51		101		Sales Recpts Page 407
	Banked on : 11/07/2012	7,719.40					
369	██████████ Donation	15.00			550	15.00	██████████ Donation
370	Anon Donation	10.00			550	10.00	Anon Donation
373	Seaford in Bloom Donation	2,771.67			1054 121	2,771.67	Seaford in Bloom Donation
372	Seaford Community Partnership	4,864.45			102	4,864.45	Seaford Community Partnership
366	Photo copies	33.28		5.55	1059 201	27.73	Photo copies
367	Piquant Pavilion	25.00			1056 210	25.00	Piquant Pavilion
	Banked on : 11/07/2012	22.00					
	Sales Recpts Page 412	22.00	22.00		101		Sales Recpts Page 412
	Banked on : 11/07/2012	154.00					
DQ	Golf Course PDQ	154.00		25.67	120	128.33	Golf Course PDQ
	Banked on : 12/07/2012	12,000.00					
	Sales Recpts Page 408	12,000.00	12,000.00		101		Sales Recpts Page 408
	Banked on : 12/07/2012	200.00					
DQ	Golf Course PDQ	200.00		33.33	120	166.67	Golf Course PDQ
	Banked on : 13/07/2012	498.78					
	Sales Recpts Page 406	498.78	498.78		101		Sales Recpts Page 406
	Banked on : 13/07/2012	17.00					
80	Open Garden	2.00			550	2.00	Open Garden
78	Seaford Bonfire Society	10.00			1056 210	10.00	Seaford Bonfire Society
77	Seahaven Scouts	5.00			1056 210	5.00	Seahaven Scouts
	Banked on : 13/07/2012	60.00					
DQ	Golf Course PDQ	60.00		10.00	120	50.00	Golf Course PDQ

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Cash Book 1



User : SJC

Current/Deposit Account

For Month No : 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 14/07/2012	372.00					
PDQ	Golf Course PDQ	372.00		62.00	120	310.00	Golf Course PDQ
	Banked on : 15/07/2012	376.00					
PDQ	Golf Course PDQ	376.00		62.67	120	313.33	Golf Course PDQ
	Banked on : 15/07/2012	7,256.00					
Banking	Golf Course Banking	7,256.00		1,209.33	120	6,046.67	Golf Course Banking
	Banked on : 17/07/2012	10.00					
	Sales Recpts Page 413	10.00	10.00		101		Sales Recpts Page 413
	Banked on : 17/07/2012	278.00					
PDQ	Golf Course PDQ	278.00		46.33	120	231.67	Golf Course PDQ
	Banked on : 18/07/2012	95.69					
	Sales Recpts Page 417	95.69	95.69		101		Sales Recpts Page 417
	Banked on : 18/07/2012	300.00					
400	Our Windfall 09118	300.00			103	300.00	Our Windfall 09118
	Banked on : 18/07/2012	160.00					
PDQ	Golf Course PDQ	160.00		26.67	120	133.33	Golf Course PDQ
	Banked on : 19/07/2012	248.00					
PDQ	Golf Course PDQ	248.00		41.33	120	206.67	Golf Course PDQ
	Banked on : 20/07/2012	350.00					
	Sales Recpts Page 418	350.00	350.00		101		Sales Recpts Page 418
	Banked on : 20/07/2012	864.79					
	Sales Recpts Page 419	864.79	864.79		101		Sales Recpts Page 419
	Banked on : 20/07/2012	30.80					
402	Lewes District Council	30.80			550	30.80	Open Garden Lewes D C
	Banked on : 20/07/2012	100.00					
		100.00		16.67	1003 101	83.33	
	Banked on : 20/07/2012	218.00					
DQ	Golf Course PDQ	218.00		36.33	120	181.67	Golf Course PDQ
	Banked on : 21/07/2012	1,027.50					
DQ	Golf Course PDQ	1,027.50		171.25	120	856.25	Golf Course PDQ
	Banked on : 22/07/2012	459.00					
DQ	Golf Course PDQ	459.00		76.50	120	382.50	Golf Course PDQ
	Banked on : 23/07/2012	298.00					
DQ	Golf Course PDQ	298.00		49.67	120	248.33	Golf Course PDQ
	Banked on : 24/07/2012	443.50					
DQ	Golf Course PDQ	443.50		73.92	120	369.58	Golf Course PDQ

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Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 25/07/2012	150.00					
PDQ	Golf Course PDQ	150.00		25.00	120	125.00	Golf Course PDQ
	Banked on : 26/07/2012	972.30					
	Sales Recpts Page 416	972.30	972.30		101		Sales Recpts Page 416
	Banked on : 26/07/2012	95.00					
385	Phoenix Cards Fun Day	10.00			1056 210	10.00	Phoenix Cards Fun Day
383	The Cakestand Fun Day	15.00			1056 210	15.00	The Cakestand Fun Day
382	Kings Church Fun Day	10.00			1056 210	10.00	Kings Church Fun Day
386	Sussex Kitchen Fun Day	50.00			1056 210	50.00	Sussex Kitchen Fun Day
384	[REDACTED] Fun Day	10.00			1056 210	10.00	[REDACTED] Fun Day
	Banked on : 26/07/2012	160.00					
PDQ	Golf Course PDQ	160.00		26.67	120	133.33	Golf Course PDQ
	Banked on : 27/07/2012	30.00					
PDQ	Golf Course PDQ	30.00		5.00	120	25.00	Golf Course PDQ
	Banked on : 28/07/2012	725.00					
PDQ	Golf Course PDQ	725.00		120.83	120	604.17	Golf Course PDQ
	Banked on : 29/07/2012	351.00					
PDQ	Golf Course PDQ	351.00		58.50	120	292.50	Golf Course PDQ
	Banked on : 30/07/2012	350.00					
	Sales Recpts Page 421	350.00	350.00		101		Sales Recpts Page 421
	Banked on : 30/07/2012	92.66					
	Sales Recpts Page 422	92.66	92.66		101		Sales Recpts Page 422
	Banked on : 30/07/2012	3,750.00					
405	Seaford Allotments	3,750.00			1054 125	3,750.00	Seaford Allotments Pipeline Co
	Banked on : 30/07/2012	218.00					
PDQ	Golf Course PDQ	218.00		36.33	120	181.67	Golf Course PDQ
	Banked on : 31/07/2012	125.00					
396	Seaford Religious Society	20.00		3.33	1050 113	16.67	Seaford Religious Society
395	[REDACTED] Donation	5.00			550	5.00	[REDACTED] Donation
397	Crouch Bowling Donation	100.00			550	100.00	Crouch Bowling Donation
	Banked on : 31/07/2012	208.88					
	Sales Recpts Page 420	208.88	208.88		101		Sales Recpts Page 420
	Banked on : 31/07/2012	128.00					
PDQ	Golf Course PDQ	128.00		21.33	120	106.67	Golf Course PDQ
	Banked on : 31/07/2012	8,397.00					
Banking	Golf Course Banking	8,397.00		1,399.50	120	6,997.50	Golf Course Banking

Date: 15/10/2012

Seaford Town Council 2012/13

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 4

Total Receipts for Month	65,652.53	28,160.36	4,018.46	33,473.71
Cash Book Totals	<u>602,629.18</u>	<u>28,160.36</u>	<u>4,018.46</u>	<u>570,450.36</u>

Date: 15/10/2012

Seaford Town Council 2012/13

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 4

Payments for Month 4

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
2/07/2012	Lewes District Council	101235758	59.00	59.00		501		3062 High & Over Rates
2/07/2012	Lewes District Council	101251677	179.00	179.00		501		3078 Golf Shop Rates
2/07/2012	Lewes District Council	101259381	15.00	15.00		501		3065 Beach Hut 27 Rates
2/07/2012	Lewes District Council	101259394	15.00	15.00		501		3066 Beach Hut 28 Rates
2/07/2012	Lewes District Council	101259404	15.00	15.00		501		3067 Beach Hut 29 Rates
2/07/2012	Lewes District Council	101259666	15.00	15.00		501		3068 Beach Hut 52 rates
2/07/2012	Lewes District Council	101259679	15.00	15.00		501		3069 Beach Hut 53 Rates
2/07/2012	Lewes District Council	101259682	15.00	15.00		501		3070 Beach Hut 54 Rates
2/07/2012	Lewes District Council	101259695	15.00	15.00		501		3071 Beach Hut 55 Rates
2/07/2012	Lewes District Council	101259705	15.00	15.00		501		3072 Beach Hut 56 Rates
2/07/2012	Lewes District Council	101259718	15.00	15.00		501		3073 Beach Hut 57 Rates
2/07/2012	Lewes District Council	101259721	15.00	15.00		501		3074 Beach Hut 58 Rates
2/07/2012	Lewes District Council	101259734	15.00	15.00		501		3075 Beach Hut 59 Rates
2/07/2012	Lewes District Council	101259750	15.00	15.00		501		3076 Beach Hut 60 Rates
2/07/2012	Lewes District Council	101266099	56.00	56.00		501		3077 The Base Rates
2/07/2012	Lewes District Council	101269481	927.00	927.00		501		3080 Church St Rates
2/07/2012	Lewes District Council	101270946	54.00	54.00		501		3079 TIC Rates
2/07/2012	Lewes District Council	101284369	302.00	302.00		501		3064 Crypt Rates
2/07/2012	Lewes District Council	101284372	221.00	221.00		501		3063 23 Church Street rates
2/07/2012	South East Water	400343x	14.34	14.34		501		3243 West View Water18/11-30/5
2/07/2012	South East Water	5200561x	948.96	948.96		501		3242 Water Salts/Cottage
2/07/2012	South East Water	8200841x	601.36	601.36		501		3225 Water 19/4 - 25/5
2/07/2012	Golf Bacs	BACS	303.66			101	303.66	Golf Bacs
2/07/2012	South East Water	5200561x	0.02	0.02		501		3242 Water Salts/Cottage
4/07/2012	Postage by Phone - Pitney Bowe	21800405	250.00	250.00		501		Postage top up
4/07/2012	UK Fuels	46242	116.36	116.36		501		3257 Fuel
5/07/2012	Talk Talk Business	1384470	84.79	84.79		501		3219 TIC Telephone May
6/07/2012	Lewes District Council	7781534	56.00			4199 117	56.00	Land Registry
0/07/2012	Barclaycard	578590	132.43	132.43		501		3266 PDQ Machine June
6/07/2012	British Gas Business	205330	48.07	48.07		501		3272 Crypt 26/5-23/6

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Payments for Month 4

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
3/07/2012	02 (UK) Ltd	3860725	9.76	9.76		501		3269 Golf Mobile
3/07/2012	Co-Operative Bank	4656	3.96	3.96		501		3213 Payflow May
3/07/2012	Co-Operative Bank	9213	24.17	24.17		501		3286 Golf Bacs June
3/07/2012	Geoff Stonebanks	201550	26.00			550	26.00	Open Garden Cup Sponsorship
3/07/2012	[REDACTED]	201552	25.00		4.17	1004 101	20.83	Locker Refund
3/07/2012	Ibstock Brick Ltd	201553	60.00		10.00	1003 101	50.00	Refund Society
3/07/2012	HM Revenue & Customs	201580	836.12			105	836.12	VAT June Qtr 2012
3/07/2012	Avoncrop Amenity Products	201555	1,107.90	1,107.90		501		3206 Grass seed
3/07/2012	Don Burtenshaw	201556	156.00	156.00		501		3256 Bench Crouch
3/07/2012	Collier Turf Care Ltd	201557	1,201.44	1,201.44		501		3209 Wetting Agent Fungicide
3/07/2012	DMS Landscaping Supplies	201558	141.46	141.46		501		3267 Pea Beach
3/07/2012	Ernest Doe & Sons Ltd	201560	127.82	127.82		501		3210 Clothing
3/07/2012	Europlants Ltd	201561	5,191.96	5,191.96		501		3216 Summer Plants
3/07/2012	South Coast Glazing	201562	163.04	163.04		501		3234 Pelham Road Bus Stop Rep
3/07/2012	Godfreys (Sevenoaks) Ltd	201563	561.76	561.76		501		3263 Spares
3/07/2012	Hire-a-Loo	201564	92.66	92.66		501		3268 Chemical Toilet
3/07/2012	Hunter Mechanical Services	201565	306.00	306.00		501		3264 Re grind GM3250
3/07/2012	Johnston Newspapers South	201566	427.20	427.20		501		3260 Advert Vacancy
3/07/2012	John Shaw (Machinery) Ltd	201567	184.77	184.77		501		3253 Spares
3/07/2012	Mr P S Kennard	201568	138.00	138.00		501		3251 Beach Shelter Clean
3/07/2012	Lewes District Council	201569	19,991.64	19,991.64		501		Purchase Ledger
3/07/2012	Middleton Heating and Plumbing	201570	229.98	229.98		501		3235 Shower Repair
3/07/2012	Office Depot UK Ltd	201571	384.93	384.93		501		3265 Stationery
3/07/2012	Sherriff Amenity	201572	1,121.94	1,121.94		501		3255 Divot Mix
3/07/2012	Society of Local Council Clerk	201573	300.00	300.00		501		3222 Training
3/07/2012	Tanleys Printers Ltd	201574	45.60	45.60		501		3227 Business Cards
3/07/2012	Tates of Sussex	201575	89.10	89.10		501		3220 Plants
3/07/2012	Travis Perkins Trading Co Ltd	201576	118.17	118.17		501		3229 Fencing Jubilee
3/07/2012	C B Winter & Sons Ltd	201577	150.00	150.00		501		3207 Top Soil
3/07/2012	Wybone Ltd	201578	951.21	951.21		501		3252 Litter Bin Waste
3/07/2012	Wynne's/Seaford Fencing	201579	7.30	7.30		501		3247 Key Rings
3/07/2012	WPS Insurance Brokers & Risk S	201554	1,282.00	1,282.00		501		3271 Motor ins Policy
3/07/2012	Talk Talk Business	01383098	182.24	182.24		501		3289 Telephone June
3/07/2012	HM Revenue & Customs	201581	800.00			515	800.00	HMRC Charge
3/07/2012	Southern Water	4600017	139.73	139.73		501		3250 Waste 2/5-25/5
3/07/2012	[REDACTED]	[REDACTED]	200.00		33.33	1003 101	166.67	Deposit
3/07/2012	JCB Finance Ltd	119646599	10,898.34	10,898.34		501		28984/3282/JCB

Date: 15/10/2012

Seaford Town Council 2012/13

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 4

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
15/07/2012	Fraser Morley	Payflow Ju	3,500.00	3,500.00		501		Finance Ltd 3274 Retainer July
15/07/2012	July Salaries	PAYFLOW	14,654.13			516	14,654.13	Payflow July
16/07/2012	Chubb Electronic Security Syst	201559	345.19	345.19		501		3290 Annual Maintenance
16/07/2012	HM Revenue & Customs	201582	5,325.50			515	5,325.50	PAYE & NIC July
16/07/2012	East Sussex Pension Fund	201583	3,638.02			517	3,638.02	July Superannuation
16/07/2012	EDF Energy	31092948	472.12	472.12		501		3288 CCTV Apr- June
11/07/2012	Land Registry	104217184	16.00			4199 301	16.00	Cliff Close
Total Payments for Month			80,162.15	54,221.72	47.50		25,892.93	
Balance Carried Fwd			522,467.04					
Cash Book Totals			602,629.18	54,221.72	47.50		548,359.96	

Bank Reconciliation Statement as at: 31/08/2012 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	31/08/2012	188	483,199.71
			<u>483,199.71</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
12/04/2012 201368	Seaford Musical Theatre		50.00
19/07/2012 201553	Ibstock Brick Ltd		60.00
17/08/2012 201584	Seaford Community Ptnshp	2,000.00	
17/08/2012 201585	[REDACTED]		132.74
17/08/2012 201586	Nick Allen Building Service Lt		180.00
17/08/2012 201594	East Sussex Security		360.00
17/08/2012 201597	Mr R Hoggins		150.00
17/08/2012 201598	Hunter Mechanical Services		168.00
17/08/2012 201601	Mr P S Kennard		138.00
17/08/2012 201607	Sussex Police Authority	3,750.00	
17/08/2012 201609	Recognition Express		8.22
17/08/2012 201612	East Media Services Sx Ltd		108.00
17/08/2012 201613	Wave Leisure Trust		524.00
30/08/2012 201615	Newhaven RNLI		100.00
31/08/2012 201616	[REDACTED]		240.62
31/08/2012 201617	Royal Society of St George		38.00
31/08/2012 201619	[REDACTED]		310.00
31/08/2012 201620	HM Revenue & Customs	5,056.35	
31/08/2012 201621	East Sussex Pension Fund	3,638.02	
31/08/2012 201618	Rock Face Adventures		395.00
			<u>17,406.95</u>
			465,792.76
<u>Receipts not Banked/Cleared (Plus)</u>			
30/08/2012		305.00	
30/08/2012		676.37	
30/08/2012		194.00	
31/08/2012		721.00	
31/08/2012		10,038.00	
			<u>11,934.37</u>
			477,727.13
			<u>477,727.14</u>
			Balance per Cash Book is :-
			Difference is :-
			0.00

Date: 15/10/2012

Seaford Town Council 2012/13

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	522,467.04				522,467.04	
	Banked on : 01/08/2012	4,754.59					
	Sales Recpts Page 423	4,754.59	4,754.59		101		Sales Recpts Page 423
	Banked on : 01/08/2012	82.50					
	Sales Recpts Page 424	82.50	82.50		101		Sales Recpts Page 424
	Banked on : 01/08/2012	158.00					
PDQ	Golf Course PDQ	158.00		26.33	120	131.67	Golf Course PDQ
	Banked on : 02/08/2012	221.00					
PDQ	Golf Course PDQ	221.00		36.83	120	184.17	Golf Course PDQ
	Banked on : 03/08/2012	109.39					
184	Untaxed interest	109.39			1190 201	109.39	Untaxed interest
	Banked on : 03/08/2012	214.00					
PDQ	Golf Course PDQ	214.00		35.67	120	178.33	Golf Course PDQ
	Banked on : 04/08/2012	302.00					
PDQ	Golf Course PDQ	302.00		50.33	120	251.67	Golf Course PDQ
	Banked on : 05/08/2012	326.00					
PDQ	Golf Course PDQ	326.00		54.33	120	271.67	Golf Course PDQ
	Banked on : 06/08/2012	614.00					
PDQ	Golf Course PDQ	614.00		102.33	120	511.67	Golf Course PDQ
	Banked on : 07/08/2012	64.00					
PDQ	Golf Course PDQ	64.00		10.67	120	53.33	Golf Course PDQ
	Banked on : 08/08/2012	600.00					
	Sales Recpts Page 425	600.00	600.00		101		Sales Recpts Page 425
	Banked on : 08/08/2012	678.00					
	Sales Recpts Page 426	678.00	678.00		101		Sales Recpts Page 426
	Banked on : 08/08/2012	478.00					
2410	Seaford Head Golf Club Donate	478.00			550	478.00	Seaford Head Golf Club Donate
	Banked on : 08/08/2012	98.10					
2408	Seaford Chamber Commerce	98.10			1054 301	98.10	Contribution No Waiting Signs
	Banked on : 08/08/2012	50.00					
PDQ	Golf Course PDQ	50.00		8.33	120	41.67	Golf Course PDQ
	Banked on : 09/08/2012	504.00					
PDQ	Golf Course PDQ	504.00		84.00	120	420.00	Golf Course PDQ
	Banked on : 10/08/2012	336.00					
PDQ	Golf Course PDQ	336.00		56.00	120	280.00	Golf Course PDQ
	Banked on : 11/08/2012	485.00					
PDQ	Golf Course PDQ	485.00		80.83	120	404.17	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 : 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 12/08/2012	191.00					
PDQ	Golf Course PDQ	191.00		31.83	120	159.17	Golf Course PDQ
	Banked on : 13/08/2012	76.00					
PDQ	Golf Course PDQ	76.00		12.67	120	63.33	Golf Course PDQ
	Banked on : 14/08/2012	370.00					
PDQ	Golf Course PDQ	370.00		61.67	120	308.33	Golf Course PDQ
	Banked on : 15/08/2012	515.00					
	Sales Recpts Page 427	515.00	515.00		101		Sales Recpts Page 427
	Banked on : 15/08/2012	41.11					
2414	Stationery	26.11		4.35	1068 201	21.76	Stationery
2411	Shared Exhibition Deposit	15.00		2.50	1050 113	12.50	Shared Exhibition Deposit
	Banked on : 15/08/2012	112.00					
PDQ	Golf Course PDQ	112.00		18.67	120	93.33	Golf Course PDQ
	Banked on : 15/08/2012	8,160.75					
Banking	Golf Course Banking	8,160.75		1,360.12	120	6,800.63	Golf Course Banking
	Banked on : 16/08/2012	230.00					
PDQ	Golf Course PDQ	230.00		38.33	120	191.67	Golf Course PDQ
	Banked on : 17/08/2012	130.00					
PDQ	Golf Course PDQ	130.00		21.67	120	108.33	Golf Course PDQ
	Banked on : 17/08/2012	4,800.00					
	Sales Recpts Page 430	4,800.00	4,800.00		101		Sales Recpts Page 430
	Banked on : 18/08/2012	401.00					
PDQ	Golf Course PDQ	401.00		66.83	120	334.17	Golf Course PDQ
	Banked on : 19/08/2012	418.00					
PDQ	Golf Course PDQ	418.00		69.67	120	348.33	Golf Course PDQ
	Banked on : 20/08/2012	198.00					
PDQ	Golf Course PDQ	198.00		33.00	120	165.00	Golf Course PDQ
	Banked on : 21/08/2012	406.00					
PDQ	Golf Course PDQ	406.00		67.67	120	338.33	Golf Course PDQ
	Banked on : 22/08/2012	42.00					
PDQ	Golf Course PDQ	42.00		7.00	120	35.00	Golf Course PDQ
	Banked on : 23/08/2012	2,857.00					
	Sales Recpts Page 428	2,857.00	2,857.00		101		Sales Recpts Page 428
	Banked on : 23/08/2012	115.00					
2420	Lifeboat Trip	100.00			550	100.00	Lifeboat Trip
2421	Shared Exhibition Deposit	15.00		2.50	1050 113	12.50	Shared Exhibition Deposit

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Seaford Town Council 2012/13

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 23/08/2012	56.00					
PDQ	Golf Course PDQ	56.00		9.33	120	46.67	Golf Course PDQ
	Banked on : 24/08/2012	164.00					
PDQ	Golf Course PDQ	164.00		27.33	120	136.67	Golf Course PDQ
	Banked on : 25/08/2012	50.00					
PDQ	Golf Course PDQ	50.00		8.33	120	41.67	Golf Course PDQ
	Banked on : 26/08/2012	554.00					
PDQ	Golf Course PDQ	554.00		92.33	120	461.67	Golf Course PDQ
	Banked on : 27/08/2012	426.00					
PDQ	Golf Course PDQ	426.00		71.00	120	355.00	Golf Course PDQ
	Banked on : 28/08/2012	90.00					
PDQ	Golf Course PDQ	90.00		15.00	120	75.00	Golf Course PDQ
	Banked on : 29/08/2012	180.00					
	Sales Recpts Page 431	180.00	180.00		101		Sales Recpts Page 431
	Banked on : 29/08/2012	275.00					
2484	L Cunningham Filming	275.00			1200 120	275.00	L Cunningham Filming
	Banked on : 30/08/2012	305.00					
2480	Lifeboat Trip	80.00			550	80.00	Lifeboat Trip
2479	donation	40.00			550	40.00	donation
2425	Farleys Yard Trust	180.00			102	180.00	Farleys Yard Trust
2477	Friend of Crypt	5.00			1054 113	5.00	Friend of Crypt
	Banked on : 30/08/2012	676.37					
	Sales Recpts Page 429	676.37	676.37		101		Sales Recpts Page 429
	Banked on : 30/08/2012	194.00					
PDQ	Golf Course PDQ	194.00		32.33	120	161.67	Golf Course PDQ
	Banked on : 31/08/2012	721.00					
PDQ	Golf Course PDQ	721.00		120.17	120	600.83	Golf Course PDQ
	Banked on : 31/08/2012	10,038.00					
Banking	Golf Course Banking	10,038.00		1,673.00	120	8,365.00	Golf Course Banking
	Banked on : 31/08/2012	395.00					
201618	Cancelled Cheque Rock Face	395.00			102	395.00	Cancelled Cheque Rock Face
Total Receipts for Month		43,261.81	15,143.46	4,392.95		23,725.40	
Cash Book Totals		565,728.84	15,143.46	4,392.95		546,192.44	

Payments for Month 5

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
11/08/2012	South East Water	208827142	12.90	12.90		501		3239 Crypt Water 23/11-12/6
11/08/2012	South East Water	212011401	5.50	5.50		501		3240 Gardens Water 7/12-12/6
11/08/2012	South East Water	213030400	40.96	40.96		501		3248 Crouch Gardens 23/11-19/6
11/08/2012	South East Water	303400541	552.40	552.40		501		3249 Playing Field 23/11-19/6
11/08/2012	South East Water	8200641	934.00	934.00		501		3273 Water Golf 25/5-20/06
11/08/2012	Lewes District Council	101235758	59.00	59.00		501		3062 High & Over Rates
11/08/2012	Lewes District Council	101251677	179.00	179.00		501		3078 Golf Shop Rates
11/08/2012	Lewes District Council	101259381	15.00	15.00		501		3065 Beach Hut 27 Rates
11/08/2012	Lewes District Council	101259394	15.00	15.00		501		3066 Beach Hut 28 Rates
11/08/2012	Lewes District Council	101259404	15.00	15.00		501		3067 Beach Hut 29 Rates
11/08/2012	Lewes District Council	101259666	15.00	15.00		501		3068 Beach Hut 52 rates
11/08/2012	Lewes District Council	101259679	15.00	15.00		501		3069 Beach Hut 53 Rates
11/08/2012	Lewes District Council	101259682	15.00	15.00		501		3070 Beach Hut 54 Rates
11/08/2012	Lewes District Council	101259695	15.00	15.00		501		3071 Beach Hut 55 Rates
11/08/2012	Lewes District Council	101259705	15.00	15.00		501		3072 Beach Hut 56 Rates
11/08/2012	Lewes District Council	101259718	15.00	15.00		501		3073 Beach Hut 57 Rates
11/08/2012	Lewes District Council	101259721	15.00	15.00		501		3074 Beach Hut 58 Rates
11/08/2012	Lewes District Council	101259734	15.00	15.00		501		3075 Beach Hut 59 Rates
11/08/2012	Lewes District Council	101259750	15.00	15.00		501		3076 Beach Hut 60 Rates
11/08/2012	Lewes District Council	101266099	56.00	56.00		501		3077 The Base Rates
11/08/2012	Lewes District Council	101269481	927.00	927.00		501		3080 Church St Rates
11/08/2012	Lewes District Council	101270946	54.00	54.00		501		3079 TIC Rates
11/08/2012	Lewes District Council	101284369	302.00	302.00		501		3064 Crypt Rates
11/08/2012	Lewes District Council	101284372	221.00	221.00		501		3063 23 Church Street rates
13/08/2012	EDF Energy	17619400	249.42	249.42		501		3300 Crypt 11/4-6/7
13/08/2012	Public Works Loan Board	D/DLOAN	7,501.20			4301 206	7,501.20	Hurdis House Loan
17/08/2012	Talk Talk Business	4470/882	83.02	83.02		501		3298 TIC Telephone
18/08/2012	UK Fuels	46242	122.21	122.21		501		3316 Fuel
19/08/2012	EDF Energy	13362117	43.61	43.61		501		3303 Changing rooms 6/4 - 5/7
30/08/2012	EDF Energy	13204107	1,418.73	1,418.73		501		3302 Golf 11/4 - 10/7

Date: 15/10/2012

Seaford Town Council 2012/13

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Cash Book 1


User: SJC

Current/Deposit Account

For Month No : 5

Payments for Month 5

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
08/2012	EDF Energy	13263258	70.72	70.72		501		3301 cROUCH 11/4 - 6/7
08/2012	Barclaycard	39578590	152.29	152.29		501		3333 Golf PDQ July
08/2012	EDF Energy	1389039	20.87	20.87		501		3319 The base 6/4-5/7
08/2012	EDF Energy	14332654	256.71	256.71		501		3320 West View 11/4 - 6/7
08/2012	Co-Operative Bank	4656	3.96	3.96		501		3334 Payflow July
08/2012	Co-Operative Bank	9213	31.45	31.45		501		3332 Golf Bacs Aug
08/2012	Southern Water	37267067	36.40	36.40		501		3292 Wast 24/11 - 12/06
08/2012	O2 (UK) Ltd	3860725	9.28	9.28		501		Purchase Ledger
08/2012	Southern Water	5004869	1,210.17	1,210.17		501		3281 Waste water back dated
08/2012	Seaford Community Ptnshp	201584	2,000.00			4401 215	2,000.00	Youth Forum Grant
08/2012		201585	132.74		17.16	4280 210	29.76	Bunting
						4195 135	33.33	Transport equipment
						4280 210	52.49	Fencing & Pins Event
08/2012	Nick Allen Building Service Lt	201586	180.00	180.00		501		3317 South St Toilets Cleaned
08/2012	Beacon Fencing Ltd	201587	357.00	357.00		501		3336 Posts
08/2012	Chemaide	201588	91.30	91.30		501		3277 Lubrite & Release
08/2012	Collier Turf Care Ltd	201589	1,163.08	1,163.08		501		3275 Pro-Lite & Phosphate
08/2012	CPL Petroleum	201590	836.39	836.39		501		3342 GASOIL
08/2012	DMS Landscaping Supplies	201591	141.46	141.46		501		3325 Pea Beach
08/2012	Envirogreen Special Waste Serv	201592	132.00	132.00		501		3285 Special Waste
08/2012	Ernest Doe & Sons Ltd	201593	612.38	612.38		501		3313 Hose
08/2012	East Sussex Security	201594	360.00	360.00		501		3331 Hurdis Hs Maintenance Con
08/2012	Europlants Ltd	201595	1,865.96	1,865.96		501		3284 Maintenance July
08/2012	M J Herriot	201596	98.00	98.00		501		3322 Engraving
08/2012	Mr R Hoggins	201597	150.00	150.00		501		3311 Stalls Fun Day
08/2012	Hunter Mechanical Services	201598	168.00	168.00		501		3329 Re grind John Deere
08/2012	Initial Washroom Solutions	201599	12.00	12.00		501		3299 Hand Dryer
08/2012	John Shaw (Machinery) Ltd	201600	103.89	103.89		501		3304 Bedknife & Screws
08/2012	Mr P S Kennard	201601	138.00	138.00		501		3308 Beach Shelter July
08/2012	Lakes & Greens Ltd	201602	9,528.72	9,528.72		501		3327 Sprinkler Valves
08/2012	Lewes District Council	201603	16,278.45	16,278.45		501		3270 April Maintenance
08/2012	Office Depot UK Ltd	201604	119.68	119.68		501		3323 Stationery
08/2012	One Media Ltd	201605	300.00	300.00		501		3278 Golf Advert
08/2012	Orchard Street Furniture	201606	434.74	434.74		501		3309 Allington Seat
08/2012	Sussex Police Authority	201607	3,750.00	3,750.00		501		3321 Rent Apr - June 12

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Payments for Month 5

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
7/08/2012	Pyrotec Fire Protection Ltd	201608	453.37	453.37		501		3306 Service extinguishers
7/08/2012	Recognition Express	201609	8.22	8.22		501		3291 Name Badges
7/08/2012	Sherriff Amenity	201610	1,557.82	1,557.82		501		3340 Top Dressing
7/08/2012	John Spicer	201611	1,135.00	1,135.00		501		3335 Crouch Hasp
7/08/2012	East Media Services Sx Ltd	201612	108.00	108.00		501		3006 Web Hosting - 1/11/12
7/08/2012	Wave Leisure Trust	201613	524.00	524.00		501		3326 Fun Day
7/08/2012	Wicksteed Leisure Ltd	201614	24.24	24.24		501		3318 Cushion fixing
7/08/2012	EDF Energy	17878209	576.94	576.94		501		3372 Martello Kiosk
0/08/2012	Southern Water	2000010	175.37	175.37		501		3343 Richmond Road24/11-30/05
0/08/2012	Southern Water	3900018	43.38	43.38		501		3294 Crouch Field 24/11- 19/6
0/08/2012	Southern Water	42700014	25.48	25.48		501		3296 Waste 8/12-12/6
0/08/2012	Southern Water	4330012	28.31	28.31		501		3293 Waste 24/11-19/6 Gardens
0/08/2012	Southern Water	4600017	368.79	368.79		501		3295 Waste 26/5-20/6
1/08/2012	Talk Talk Business	383098/882	186.58	186.58		501		Purchase Ledger
3/08/2012	Total Gas & Power	1026869	261.07	261.07		501		3346 Golf Course Gas 26/4-31/7
5/08/2012	Fraser Morley	PayflowAu	3,500.00	3,500.00		501		Purchase Ledger
5/08/2012	August Salaries	PAYFLOW	14,993.15			516	14,993.15	August Salaries
8/08/2012	Co Operative	CHQ FEE	12.00			4156 201	12.00	Stop Cheque Fee
9/08/2012	DD Land Registry	104332187	5.00			4199 108	5.00	Land Registry Allotments
0/08/2012	[REDACTED]	100006	180.00			102	180.00	Returned Cheque Farleys Trust
0/08/2012	Newhaven RNLi	201615	100.00			550	100.00	Donation Mayors Trip RNLi
1/08/2012	[REDACTED]	201616	240.62			4187 135	240.62	Young Mayor Awards
1/08/2012	Royal Society of St George	201617	38.00			4181 210	38.00	Battle Britain Dinner
1/08/2012	[REDACTED]	201619	310.00			4112 201	310.00	ICAEW Subscription
1/08/2012	HM Revenue & Customs	201620	5,056.35			515	5,056.35	PAYE & NIC Aug
1/08/2012	East Sussex Pension Fund	201621	3,638.02			517	3,638.02	Superannuation Aug
1/08/2012	Rock Face Adventures	201618	395.00			102	395.00	Replacement Cheque
1/08/2012	Kent County Council (KCS)	39749	369.41	369.41		501		3307 Printer/photocopier
Total Payments for Month			88,001.71	53,399.63	17.16		34,584.92	
Balance Carried Fwd			477,727.14					
Cash Book Totals			565,728.84	53,399.63	17.16		512,312.06	

Bank Reconciliation Statement as at: 30/09/2012 for Cash Book 1 Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	30/09/2012	193	708,804.44
			<u>708,804.44</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
12/04/2012 201368	Seaford Musical Theatre	50.00	
17/08/2012 201597	Mr R Hoggins	150.00	
17/08/2012 201609	Recognition Express	8.22	
30/08/2012 201615	Newhaven RNLi	100.00	
14/09/2012 201633	Hailsham Roadway Constructior	263.17	
14/09/2012 201644	Vaughtons	54.86	
			<u>626.25</u>
			708,178.19
<u>Receipts not Banked/Cleared (Plus)</u>			
27/09/2012		124.00	
28/09/2012		16.00	
29/09/2012		594.00	
30/09/2012		195.00	
30/09/2012		2,401.00	
			<u>3,330.00</u>
			711,508.19
			Balance per Cash Book is :- 711,517.42
			Difference Excluding Adjustments is :- <u>-9.22</u>
<u>Adjustments to Reconciliation</u>			
		0.00	
			<u>0.00</u>
			Unreconciled Difference is :-

The difference arises due to Cheque 201609 not agreeing to Bank Statement. The Invoice is for £8.22 the cheque stub etc show £8.22 but the Bank Statement shows £9.22. Recognition Express have confirmed that they received £8.22.

Date: 18/10/2012

Seaford Town Council 2012/13

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		477,727.14				477,727.14	
	Banked on : 01/09/2012	397.00					
PDQ	Golf Course PDQ	397.00		66.17	120	330.83	Golf Course PDQ
	Banked on : 02/09/2012	175.00					
PDQ	Golf Course PDQ	175.00		29.17	120	145.83	Golf Course PDQ
	Banked on : 03/09/2012	88.00					
PDQ	Golf Course PDQ	88.00		14.67	120	73.33	Golf Course PDQ
	Banked on : 03/09/2012	4,754.49					
	Sales Recpts Page 434	4,754.49	4,754.49		101		Sales Recpts Page 434
	Banked on : 03/09/2012	1,500.00					
2489	Caught in Flight	1,500.00			1200 120	1,500.00	Caught in Flight
	Banked on : 04/09/2012	184.00					
PDQ	Golf Course PDQ	184.00		30.67	120	153.33	Golf Course PDQ
	Banked on : 05/09/2012	92.00					
PDQ	Golf Course PDQ	92.00		15.33	120	76.67	Golf Course PDQ
	Banked on : 05/09/2012	115.46					
	Un taxed Interest	115.46			1190 201	115.46	Un taxed Interest
	Banked on : 06/09/2012	450.00					
PDQ	Golf Course PDQ	450.00		75.00	120	375.00	Golf Course PDQ
	Banked on : 07/09/2012	360.00					
PDQ	Golf Course PDQ	360.00		60.00	120	300.00	Golf Course PDQ
	Banked on : 07/09/2012	254,814.50					
2493	Lewes District Council	254,814.50			1176 801	254,814.50	Precept
	Banked on : 08/09/2012	437.00					
PDQ	Golf Course PDQ	437.00		72.83	120	364.17	Golf Course PDQ
	Banked on : 09/09/2012	385.00					
PDQ	Golf Course PDQ	385.00		64.17	120	320.83	Golf Course PDQ
	Banked on : 10/09/2012	828.34					
	Sales Recpts Page 432	828.34	828.34		101		Sales Recpts Page 432
	Banked on : 10/09/2012	74.00					
PDQ	Golf Course PDQ	74.00		12.33	120	61.67	Golf Course PDQ
	Banked on : 10/09/2012	6,110.00					
Banking	Golf Course Banking	6,110.00		1,018.33	120	5,091.67	Golf Course Banking
	Banked on : 11/09/2012	3,500.00					
2495	Lewes District Council	3,500.00			1052 105	3,500.00	Contribution Salts
	Banked on : 11/09/2012	95.00					
pdq	Golf pdq	95.00		15.83	120	79.17	Golf pdq

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Date: 18/10/2012

Seaford Town Council 2012/13

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Cash Book 1




User : SJC

Current/Deposit Account

For Month No : 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 12/09/2012	36.00					
pdq	golf pdq	36.00		6.00	120	30.00	golf pdq
	Banked on : 13/09/2012	504.90					
	Sales Recpts Page 435	504.90	504.90		101		Sales Recpts Page 435
	Banked on : 13/09/2012	174.00					
pdq	golf pdq	174.00		29.00	120	145.00	golf pdq
	Banked on : 14/09/2012	438.75					
	Sales Recpts Page 433	438.75	438.75		101		Sales Recpts Page 433
	Banked on : 14/09/2012	15.00					
2487		15.00		2.50	1050 113	12.50	Crypt Deposit
	Banked on : 14/09/2012	300.00					
pdq	golf pdq	300.00		50.00	120	250.00	golf pdq
	Banked on : 15/09/2012	832.00					
pdq	golf pdq	832.00		138.67	120	693.33	golf pdq
	Banked on : 16/09/2012	290.00					
pdq	golf pdq	290.00		48.33	120	241.67	golf pdq
	Banked on : 17/09/2012	136.00					
pdq	golf pdq	136.00		22.67	120	113.33	golf pdq
	Banked on : 18/09/2012	78.00					
pdq	golf pdq	78.00		13.00	120	65.00	golf pdq
	Banked on : 18/09/2012	1,250.00					
	Sales Recpts Page 439	1,250.00	1,250.00		101		Sales Recpts Page 439
	Banked on : 18/09/2012	1,875.00					
	Sales Recpts Page 440	1,875.00	1,875.00		101		Sales Recpts Page 440
	Banked on : 19/09/2012	20.00					
2490		20.00		3.33	1050 115	16.67	 Shared
	Banked on : 19/09/2012	76.00					
pdq	gplf pdq	76.00		12.67	120	63.33	gplf pdq
	Banked on : 20/09/2012	104.00					
pdq	golf pdq	104.00		17.33	120	86.67	golf pdq
	Banked on : 20/09/2012	3,401.00					
golf cash	golf cash & chqs	3,401.00		566.83	120	2,834.17	golf cash & chqs
	Banked on : 21/09/2012	348.00					
PDQ	Golf Course PDQ	348.00		58.00	120	290.00	Golf Course PDQ
	Banked on : 21/09/2012	200.00					

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Seaford Town Council 2012/13

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
2511	L Cunningham ITV	200.00			1200 120	200.00	L Cunningham ITV
	Banked on : 22/09/2012	647.00					
PDQ	Golf Course PDQ	647.00		107.83	120	539.17	Golf Course PDQ
	Banked on : 24/09/2012	413.00					
PDQ	Golf Course PDQ	413.00		68.83	120	344.17	Golf Course PDQ
	Banked on : 25/09/2012	256.00					
PDQ	Golf Course PDQ	256.00		42.67	120	213.33	Golf Course PDQ
	Banked on : 25/09/2012	50.00					
	Sales Recpts Page 441	50.00	50.00		101		Sales Recpts Page 441
	Banked on : 26/09/2012	11.70					
2491	Photocopies	9.26		1.54	1059 201	7.72	Photocopies
2499	Court Monies	2.44			1054 201	2.44	Court Monies
	Banked on : 26/09/2012	2,035.58					
	Sales Recpts Page 436	2,035.58	2,035.58		101		Sales Recpts Page 436
	Banked on : 27/09/2012	124.00					
PDQ	Golf Course PDQ	124.00		20.67	120	103.33	Golf Course PDQ
	Banked on : 28/09/2012	16.00					
PDQ	Golf Course PDQ	16.00		2.67	120	13.33	Golf Course PDQ
	Banked on : 29/09/2012	594.00					
PDQ	Golf Course PDQ	594.00		99.00	120	495.00	Golf Course PDQ
	Banked on : 30/09/2012	195.00					
PDQ	Golf Course PDQ	195.00		32.50	120	162.50	Golf Course PDQ
	Banked on : 30/09/2012	2,401.00					
Banking	Golf Course Banking	2,401.00		400.17	120	2,000.83	Golf Course Banking
Total Receipts for Month		291,181.72	11,737.06	3,218.71		276,225.95	
Cash Book Totals		768,908.86	11,737.06	3,218.71		753,953.08	

Continued on Page 223

Payments for Month 6

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
03/09/2012	South East Water	32901481	10.02	10.02		501		3297 wAR mEMORIAL 17/1- 17/6
03/09/2012	South East Water	8200841	359.27	359.27		501		3324 Golf Club 20/6 - 25/7
03/09/2012	Lewes District Council	101235758	59.00	59.00		501		3062 High & Over Rates
03/09/2012	Lewes District Council	101251677	179.00	179.00		501		3078 Golf Shop Rates
03/09/2012	Lewes District Council	101259381	15.00	15.00		501		3065 Beach Hut 27 Rates
03/09/2012	Lewes District Council	101259394	15.00	15.00		501		3066 Beach Hut 28 Rates
03/09/2012	Lewes District Council	101259404	15.00	15.00		501		3067 Beach Hut 29 Rates
03/09/2012	Lewes District Council	101259666	15.00	15.00		501		3068 Beach Hut 52 rates
03/09/2012	Lewes District Council	101259682	15.00	15.00		501		3070 Beach Hut 54 Rates
03/09/2012	Lewes District Council	101259695	15.00	15.00		501		3071 Beach Hut 55 Rates
03/09/2012	Lewes District Council	101259705	15.00	15.00		501		3072 Beach Hut 56 Rates
03/09/2012	Lewes District Council	101259718	15.00	15.00		501		3073 Beach Hut 57 Rates
03/09/2012	Lewes District Council	101259721	15.00	15.00		501		3074 Beach Hut 58 Rates
03/09/2012	Lewes District Council	101259734	15.00	15.00		501		3075 Beach Hut 59 Rates
03/09/2012	Lewes District Council	101259750	15.00	15.00		501		3076 Beach Hut 60 Rates
03/09/2012	Lewes District Council	101266099	56.00	56.00		501		3077 The Base Rates
03/09/2012	Lewes District Council	101269481	927.00	927.00		501		3080 Church St Rates
03/09/2012	Lewes District Council	101270946	54.00	54.00		501		3079 TIC Rates
03/09/2012	Lewes District Council	101284369	302.00	302.00		501		3064 Crypt Rates
03/09/2012	Lewes District Council	101284372	221.00	221.00		501		3063 23 Church Street rates
03/09/2012	Lewes District Council	410125967	15.00	15.00		501		3069 Beach Hut 53 Rates
03/09/2012	British Telecom	43483953	84.12	84.12		501		3369 Crypt phone
04/09/2012	Talk Talk Business	1384470	85.48	85.48		501		3344 TIC Telephone July
05/09/2012	UK Fuels	46242	72.58	72.58		501		3383 Fuel
06/09/2012	British Telecom	7449q028	57.56	57.56		501		3375 BT Line Rental Golf
10/09/2012	Barclaycard	39578590	165.82	165.82		501		3385 PDQ Machine Aug
10/09/2012	02 (UK) Ltd	25/001	22.20	22.20		501		3345 Golf Mobile
12/09/2012	AHGTC	201622	30.00			4188 210	30.00	Town Crier Membership
13/09/2012	QualitySolicitors Barwells	201623	468.00	468.00		501		3396 Legal Fee Hurdis House

Date: 18/10/2012

Seaford Town Council 2012/13

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Cash Book 1


User : SJC

Current/Deposit Account

For Month No : 6

Payments for Month 6

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
14/09/2012	Mazars	201367	3,000.00	3,000.00		501		3371 Audit Fee
14/09/2012	Beacon Fencing Ltd	201624	393.36	393.36		501		3378 Fencing
14/09/2012	Don Burtenshaw	201625	216.00	216.00		501		3373 Seat Base
14/09/2012	Collier Turf Care Ltd	201626	822.12	822.12		501		3366 Fertiliser & Wetting Agen
14/09/2012	CPL Petroleum	201627	761.15	761.15		501		3389 Gas Oil
14/09/2012	Ernest Doe & Sons Ltd	201628	115.56	115.56		501		3390 Spare Parts
14/09/2012	Europlants Ltd	201629	1,865.96	1,865.96		501		3347 Aug Maintenance
14/09/2012	Glasdon U.K. Limited	201630	160.22	160.22		501		3364 Bin Liner & Locks
14/09/2012	Godfreys (Sevenoaks) Ltd	201631	1,547.08	1,547.08		501		3367 Parts
14/09/2012	Greenbarnes Ltd	201632	55.00	55.00		501		3360 Notice board lock
14/09/2012	Hailsham Roadway Construction	201633	263.17	263.17		501		3380 Retention Salts work
14/09/2012	Initial Washroom Solutions	201634	12.00	12.00		501		3359 Hand Dryer Sept
14/09/2012	John Shaw (Machinery) Ltd	201635	122.34	122.34		501		3365 Bedknives & Screws
14/09/2012	Lewes District Council	201636	21,401.45	21,401.45		501		3384 Waste Collection 1/7 30/9
14/09/2012	National Association of Local	201638	432.00	432.00		501		3379 Conference
14/09/2012	Office Depot UK Ltd	201639	150.96	150.96		501		3388 Stationery
14/09/2012	One Media Ltd	201640	180.00	180.00		501		3355 Golf Advert
14/09/2012	Recognition Express	201641	29.22	29.22		501		3357 Name Badges
14/09/2012	Seaford Head Golf Club	201642	1,457.00	1,457.00		501		3368 Cleaning Apr-June
14/09/2012	John Spicer	201643	506.00	506.00		501		3374 Tennis Court Fence
14/09/2012	Vaughtons	201644	54.86	54.86		501		3361 Ribbon Young Mayor
14/09/2012	Co-Operative Bank	4656	4.78	4.78		501		Purchase Ledger
14/09/2012	Co-Operative Bank	9213	23.04	23.04		501		Purchase Ledger
14/09/2012	02 (UK) Ltd	725/001	8.92	8.92		501		3381 Golf Mobile Aug
17/09/2012	Southern Water	5004869	1,210.17	1,210.17		501		3281 Waste water back dated
19/09/2012	Talk Talk Business	138309888	217.20	217.20		501		3397 Telephone Aug
20/09/2012	Southern Water	4600017	163.71	163.71		501		3370 Golf Waste 21/6-25/7
21/09/2012		201645	100.00			4183 210	100.00	Bell Ringers Freedom of Town
25/09/2012	Sept Salaries	PAYFLOW	14,814.36			516	14,814.36	Sept Salaries
25/09/2012	Fraser Morley	payflow se	3,500.00	3,500.00		501		3404 September 2012
28/09/2012	Kent County Council (KCS)	4340195	470.76	470.76		501		3362 Printer/photocopier Apr-J

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Date: 18/10/2012

Seaford Town Council 2012/13

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Cash Book 1

User : SJC

Current/Deposit Account

For Month No : 6

Total Payments for Month	57,391.44	42,447.08	0.00	14,944.36
Balance Carried Fwd	711,517.42			
Cash Book Totals	<u>768,908.86</u>	<u>42,447.08</u>	<u>0.00</u>	<u>726,461.78</u>

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Seaford Town Council

Report 98/12

Agenda Item No:	5 (b)
Committee:	Finance & General Purposes Committee
Date:	25 October 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 September 2012.

Recommendations

You are recommended:

- 1. To approve the virement of £645 from the Building Maintenance Budget in Community Services to F&GP Budget.**
 - 2. To approve expenditure in the form of Grants in Kind may continue to be made in excess of the budgeted amount.**
 - 3. To note the remainder of this report.**
-

1. Information

- 1.1** The statements detailing income and expenditure for period 1 April 2012 to 30 September 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)** Crouch Grounds Maintenance Contract (a/c 4260) is £1,836 higher than budget; it is a result of agreed adjustments to the planting area not being reflected. This has been raised with LDC and they are looking at the matter with the contractor.
 - (b)** Crypt income will meet budget if two shared exhibitions scheduled for January and March go ahead. Any shortfall should be offset by lower expenditure than budgeted.

- (c) Seaford Head Estate Seating Income (a/c 1055) relates to monies for a Memorial Bench received in advance and will be offset when the bench is installed.
- (d) Young Personality (Young Mayors Awards) expenditure £1,650 (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.
- (e) Projects and Building Maintenance Budgets are expected to be utilised in the year.

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) Audit fees (a/c 4157) -£171 is a result of an over-accrual at year end actual invoices relating to the prior year being less than anticipated.
- (e) 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.
- (f) Church Street Rent – we have just received the Rent invoice for the period June to September £3,750.
- (g) Church Street Service charges (a/c 4059) have not yet been invoiced by Sussex Police.
- (h) Hurdis House building maintenance £645 relates to work required on the alarm system. Part of this will be recharged. A virement of £645 is requested from Community Services Building Maintenance budget to cover this amount.
- (i) The additional jubilee expenditure £860 (a/c 4280) is offset by £1,092 of income (a/c 1080)
- (j) Grants expenditure does not reflect the amount committed to Dial-a-Ride £4,320 which will be invoiced by ESCC towards the year end. Also there will be an amount of £2,708 vired from this budget to cover the purchase of Music Equipment for the Base.
- (k) Grants in Kind are higher than budgeted, this expenditure is directly offset by income reflected for the use of facilities. This report seeks approval to continue to provide Grants in Kind in excess of the amount budgeted.

1.5 Golf Course

- (a) Water & Sewerage (a/c 4052) is £12,540 reflecting 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. This has been reported previously to this Committee and the Golf Course Committee.
- (b) Player Costs (a/c 4045) is £1,500 less than budget as we have not yet needed to print more score cards.
- (c) Cleaning (a/c 4201) an invoice has been received after the period end.
- (d) New Golf Clubhouse (a/c 4277) £31,790 relates to the cost of preparing detailed plans and will be reimburse from loan proceeds when the project begins.
- (e) Season ticket sales have performed well and are only slightly less than budget, it is hoped that the winter ticket sales will bring the total up to budget. Green Fee Income which is £8,135 less than budget 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.
- (f) Advertising is less than budget, but a request for a board has been received and is being processed.
- (g) Net expenditure exceed budget by £47,589. If expenditure on the Clubhouse £31,790 and the back dated water charge £14,522 are discounted the Golf Course net expenditure is currently £1,277 higher than budgeted. Future expenditure will be reviewed with the Golf Professional and Head Green-Keeper to match the reduction in income with a reduction in expenditure.

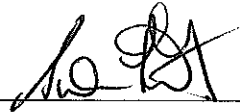
2. Financial Appraisal

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

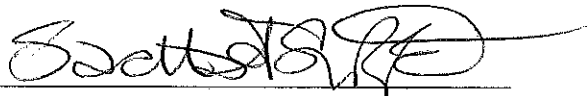
3. Contact Officer

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 30/09/2012

Committee Report

Month No : 6

	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	1,124	1,577	453	3,154		2,030
4055 Electricity	83	153	70	306		223
4115 Insurance	2,724	2,415	-309	2,415		-309
4201 Cleaning	0	0	0	1,800		1,800
4250 Public Seating	542	0	-542	0		-542
4251 Dog Bin Emptying	1,198	1,376	178	1,835		637
4252 Litter & Dog Bin Pch & Maint	75	125	50	250		175
4260 Grounds Maintenance Contract	43,755	44,142	387	88,284		44,529
4261 Grounds Maint non contract	1,951	2,000	49	4,000		2,049
4274 Projects Expenditure	219	0	-219	0		-219
4275 Building Maintenance	192	192	0	192		0
	52,426	52,552	126	102,808	0	50,382
Salts Recreation Ground :- Expenditure						
1050 Income Rent	912	729	183	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		
	17,587	15,560	2,027	16,834		
Salts Recreation Ground :- Income						
	34,839	36,992	2,153	85,974		
Net Expenditure over Income						

APPENDIX A.

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	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	665	1,222	557	2,445		1,780
4055 Electricity	75	77	2	310		235
4115 Insurance	1,557	1,840	283	1,840		283
4251 Dog Bin Emptying	826	982	156	1,310		484
4252 Litter & Dog Bin Pch & Maint	0	125	125	250		250
4260 Grounds Maintenance Contract	23,586	21,750	-1,836	43,500		19,914
4261 Grounds Maint non contract	801	875	74	3,500		2,699
4274 Projects Expenditure	-150	0	150	0		150
4275 Building Maintenance	66	0	-66	0		-66
	27,427	26,871	-556	53,155	0	25,728
Crouch Recreation Ground :- Expenditure						
1050 Income Rent	2,091	1,818	273	2,225		
1051 Income Insurance Recharge	687	832	-145	832		
1057 Income Electricity Recharge	38	77	-39	154		
	2,816	2,727	89	3,211		
Crouch Recreation Ground :- Income						
	24,612	24,144	-468	49,944		
Net Expenditure over Income						
<u>107 Martello Fields</u>						
4251 Dog Bin Emptying	763	787	24	1,050		287
4260 Grounds Maintenance Contract	2,832	2,868	36	5,735		2,903
4261 Grounds Maint non contract	1,351	1,000	-351	2,000		649
4274 Projects Expenditure	1,328	1,328	0	1,328		0
	6,274	5,983	-291	10,113	0	3,839
Martello Fields :- Expenditure						

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1050 Income Rent	3,572	3,000	572	3,000		
	3,572	3,000	572	3,000		
Martello Fields :- Income						
	2,702	2,983	281	7,113		
Net Expenditure over Income						
<u>108 Other Open Spaces</u>						
4051 Rates	585	595	10	595		10
4052 Water & Sewerage	10	65	55	130		120
4199 Other Expenditure	5	0	-5	0		-5
4251 Dog Bin Emptying	1,335	1,377	42	1,835		500
4252 Litter & Dog Bin Pch & Maint	25	250	225	250		225
4260 Grounds Maintenance Contract	10,152	10,200	48	20,400		10,248
4261 Grounds Maint non contract	884	1,800	916	3,500		2,616
	12,996	14,287	1,291	26,710	0	13,714
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						
	10,121	11,412	1,291	23,835		
Net Expenditure over Income						
<u>113 Crvpl</u>						
4051 Rates	5,220	5,305	85	5,305		85
4052 Water & Sewerage	49	264	215	528		479
4055 Electricity	263	318	55	635		372

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4056 Gas	405	980	575	2,130		1,725
4100 Telecommunications	185	175	-10	350		165
4105 Postage	3	60	57	100		97
4106 Stationery	118	150	32	250		132
4110 Advertising & Publicity	81	500	419	1,000		919
4115 Insurance	702	1,144	443	1,144		443
4155 Professional Fees	0	500	500	500		500
4199 Other Expenditure	0	50	50	50		50
4201 Cleaning	191	225	34	450		259
4274 Projects Expenditure	1,832	0	-1,832	0		-1,832
4275 Building Maintenance	185	500	315	1,000		815
	9,235	10,171	936	13,442	0	4,207
1050 Income Rent	3,990	3,300	690	4,500		
1054 Income Other	5	0	5	0		
	3,995	3,300	695	4,500		
	5,240	6,871	1,631	8,942		
Net Expenditure over Income						
<u>114 South Street</u>						
4275 Building Maintenance	2,050	1,110	-940	1,110		-940
	2,050	1,110	-940	1,110	0	-940
1054 Income Other	940	0	940	0		
	940	0	940	0		
Net Expenditure over Income	1,110	1,110	0	1,110		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	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>
1050 Income Rent	17	0	17	0		
	<u>17</u>	<u>0</u>	<u>17</u>	<u>0</u>		
	<u>2,003</u>	<u>2,040</u>	<u>37</u>	<u>2,040</u>		
Net Expenditure over Income						
<u>116 Seaford Head Estate</u>						
4115 Insurance	1,131	1,145	14	1,145		14
4251 Dog Bin Emptying	763	788	25	1,050		287
4252 Litter & Dog Bin Pch & Maint	0	127	127	250		250
4261 Grounds Maint non contract	50	250	200	250		200
4274 Projects Expenditure	1,168	1,168	0	1,168		0
	<u>3,112</u>	<u>3,478</u>	<u>366</u>	<u>3,863</u>	<u>0</u>	<u>751</u>
Seafood Head Estate :- Expenditure						
1050 Income Rent	3,750	3,750	0	3,750		
1053 Income Grants	0	0	0	7,638		
1054 Income Other	83	0	83	0		
1055 Income Seating	763	0	763	0		
1066 Concession Income	3,650	3,650	0	3,650		
	<u>8,246</u>	<u>7,400</u>	<u>846</u>	<u>15,038</u>		
Seafood Head Estate :- Income						
Net Expenditure over Income	<u>-5,134</u>	<u>-3,922</u>	<u>1,212</u>	<u>-11,175</u>		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
117 Seafront						
4052 Water & Sewerage	51	80	29	165		114
4055 Electricity	1,307	750	-557	1,500		193
4115 Insurance	493	510	17	510		17
4201 Cleaning	0	75	75	150		150
4250 Public Seating	178	0	-178	0		-178
4251 Dog Bin Emptying	2,117	2,947	830	3,930		1,813
4252 Litter & Dog Bin Pch & Maint	134	125	-9	250		116
4253 Shelters	1,025	900	-125	1,800		775
4261 Grounds Maint non contract	485	1,250	765	2,500		2,015
4274 Projects Expenditure	7,933	7,933	0	7,933		0
4275 Building Maintenance	90	0	-90	0		-90
	13,813	14,570	757	18,738	0	4,925
Seafront :- Expenditure						
1050 Income Rent	0	0	0	0		
1054 Income Other	238	0	238	0		
1055 Income Seating	130	0	130	0		
1057 Income Electricity Recharge	1,307	750	557	1,500		
1058 Income Water Recharge	14	510	-496	510		
1066 Concession Income	34,400	34,400	0	34,400		
	36,089	35,660	429	36,410		
Seafront :- Income						
	-22,276	-21,090	1,186	-17,672		
Net Expenditure over Income						

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>118 Beach Huts</u>						
4051 Rates	1,797	1,850	53	1,850		53
4115 Insurance	983	925	-58	925		-58
4261 Grounds Maint non contract	-3	0	3	0		3
4275 Building Maintenance	20	0	-20	0		-20
	2,796	2,775	-21	2,775	0	-21
Beach Huts :- Expenditure						
1054 Income Other	25	0	25	0		
1060 Beach Huts Site Licence	14,000	14,000	0	14,000		
1061 Beach Hut Annual Rent	10,320	10,320	0	10,320		
	24,345	24,320	25	24,320		
Beach Huts :- Income						
	-21,549	-21,545	4	-21,545		
Net Expenditure over Income						
<u>119 Old Town Hall</u>						
4115 Insurance	174	176	2	176		2
	174	176	2	176	0	2
Old Town Hall :- Expenditure						
1050 Income Rent	956	957	-1	1,275		
1051 Income Insurance Recharge	174	0	174	0		
	1,130	957	173	1,275		
Old Town Hall :- Income						
	-956	-781	175	-1,099		
Net Expenditure over Income						

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>125 Allotments</u>						
4199 Other Expenditure	4,144	483	-3,661	967		-3,177
4260 Grounds Maintenance Contract	685	695	10	1,390		705
4272 Equipment Purchase	0	0	0	2,500		2,500
	4,829	1,178	-3,651	4,857	0	28
Alotments :- Expenditure						
1050 Income Rent	0	0	0	730		
1054 Income Other	4,064	483	3,581	967		
	4,064	483	3,581	1,697		
Alotments :- Income						
Net Expenditure over Income	765	695	-70	3,160		
<u>130 Other Recreation</u>						
4410 Swimming Pool	0	0	0	10,000		10,000
	0	0	0	10,000	0	10,000
Other Recreation :- Expenditure						
Net Expenditure over Income	0	0	0	10,000		
<u>134 CCTV</u>						
4055 Electricity	804	1,035	232	2,070		1,267
4115 Insurance	839	757	-82	757		-82
4270 Vehicles & Equipment Maint	0	0	0	2,932		2,932
4276 CCTV	1,054	1,184	130	9,098		8,044
	2,696	2,976	280	14,857	0	12,161
CCTV :- Expenditure						
Net Expenditure over Income	2,696	2,976	280	14,857		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>135 Community Service Other</u>						
4115 Insurance	129	117	-12	117		-12
4187 Young Mayors Awards	1,650	0	-1,650	0		-1,650
4195 Community Services Events Exp	232	0	-232	0		-232
4262 Tree Warden Expenses	332	1,745	1,413	2,327		1,995
4273 Christmas Lights	723	2,700	1,977	12,285		11,562
4274 Projects Expenditure	34	0	-34	0		-34
	3,101	4,562	1,461	14,729	0	11,628
Community Service Other :- Expenditure						
1064 Income Young Mayor/Personality	1,837	0	1,837	0		
1065 Income Xmas Lights	604	0	604	600		
1070 Community Services Events	16	0	16	0		
	2,457	0	2,457	600		
Community Service Other :- Income						
Net Expenditure over Income	644	4,562	3,918	14,129		
<u>140 C.S Major Projects</u>						
4274 Projects Expenditure	0	7,321	7,321	18,571		18,571
C S Major Projects :- Expenditure	0	7,321	7,321	18,571	0	18,571
Net Expenditure over Income	0	7,321	7,321	18,571		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
145 C S Building Maintenance						
4275 Building Maintenance	0	1,198	1,198	3,698		3,698
C S Building Maintenance :- Expenditure	0	1,198	1,198	3,698	0	3,698
Net Expenditure over Income	0	1,198	1,198	3,698		
Community Services Expenditure	142,948	151,248	8,300	301,642	0	158,694
Income	108,133	96,282	11,851	109,760		
Net Expenditure over Income	34,815	54,966	20,151	191,882		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	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 Seaford in Bloom	7,437	0	-7,437	0	0	-7,437
	7,437	0	-7,437	0	0	-7,437
1053 Income Grants	4,375	0	4,375	0		
1054 Income Other	3,011	0	3,011	0		
	7,386	0	7,386	0		
Seaford in Bloom :- Income						
	51	0	-51	0		
Net Expenditure over Income						
201 <u>Administration</u>						
4000 Salaries & Wages	78,706	80,796	2,090	161,592		82,886
4001 Employers NI	6,561	7,707	1,146	15,413		8,852
4002 Employers Superannuation	9,782	12,546	2,764	25,091		15,309
4009 Recruitment Costs	662	1,000	338	2,000		1,338
4010 Staff Training	659	1,000	341	2,000		1,341
4012 Staff Expenses	0	75	75	150		150
4014 Member Training	180	1,000	820	1,500		1,320
4100 Telecommunications	1,196	2,262	1,066	5,250		4,054
4105 Postage	886	1,550	664	2,750		1,864
4106 Stationery	977	1,575	598	3,150		2,173
4107 Photocopier	1,220	1,250	30	2,500		1,280

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Month No : 6

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4110 Advertising & Publicity	0	100	100	200		200
4111 Office Equipment New	0	1,000	1,000	1,500		1,500
4112 Subscriptions	3,121	3,200	79	4,350		1,229
4113 Software Support	880	3,250	2,370	3,350		2,470
4114 Licence Fee	0	35	35	35		35
4115 Insurance	3,336	3,250	-86	3,250		-86
4116 Web Site	0	240	240	240		240
4155 Professional Fees	524	1,750	1,226	3,500		2,976
4156 Bank Charges	37	60	23	100		63
4157 Audit Fees	-171	600	771	4,690		4,861
4182 Catering & Hospitality	7	50	43	100		93
4190 Election Costs	4,778	5,500	722	5,500		722
4199 Other Expenditure	320	50	-270	100		-220
	113,661	129,846	16,185	248,311	0	134,650
Administration :- Expenditure						
1054 Income Other	298	125	173	250		
1059 Photocopying Income	51	50	1	100		
1062 Income Telephone Recharge	423	450	-27	900		
1068 Income Stationery Re-Charge	22	0	22	0		
1190 Interest Received	1,483	1,250	233	2,500		
	2,276	1,875	401	3,750		
Administration :- Income						
	111,384	127,971	16,587	244,561		
Net Expenditure over Income						

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>205 Premises - Church Street</u>						
4050 Rent payable	3,750	7,500	3,750	15,000		11,250
4051 Rates	9,815	9,810	-5	9,810		-5
4059 Church Street Service Charges	0	3,751	3,751	7,502		7,502
4060 Refuse	96	85	-11	170		74
4270 Vehicles & Equipment Maint	0	0	0	500		500
4275 Building Maintenance	3	0	-3	0		-3
4301 Public Works Loan Payment	9,044	9,044	0	18,089		9,045
	22,708	30,190	7,482	51,071	0	28,363
1050 Premises - Church Street :- Expenditure	521	750	-229	1,500		
1054 Income Rent	4,200	4,200	0	5,600		
	4,721	4,950	-229	7,100		
Premises - Church Street :- Income						
Net Expenditure over Income						
	17,987	25,240	7,253	43,971		
<u>206 Premises - Hurdis House</u>						
4055 Electricity	0	0	0	40		40
4056 Gas	71	0	-71	0		-71
4115 Insurance	722	728	6	728		6
4275 Building Maintenance	645	0	-645	0		-645
4301 Public Works Loan Payment	7,501	7,502	1	15,002		7,501
	8,939	8,230	-709	15,770	0	6,831
Premises - Hurdis House :- Expenditure						

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1050 Income Rent	9,000	10,000	-1,000	20,000		
1051 Income Insurance Recharge	517	728	-211	728		
Premises - Hurdle House :- Income	9,517	10,728	-1,211	20,728		
Net Expenditure over Income	-578	-2,498	-1,920	-4,958		
<u>210 Civic Expenses</u>						
4013 Members Expenses	5	150	145	300		295
4106 Stationery	53	125	72	250		197
4181 Civic - Mayors Allowance	222	750	528	1,500		1,278
4182 Catering & Hospitality	45	375	330	750		705
4183 Civic - Awards	928	2,250	1,322	2,750		1,822
4184 Civic - other	33	150	117	250		217
4185 Fun Day & Tourney	690	450	-240	450		-240
4188 Town Crier Expenses	30	50	20	100		70
4189 Young Mayor	46	0	-46	500		454
4280 Jubilee Event Expenditure	10,860	10,000	-860	10,000		-860
Civic Expenses :- Expenditure	12,912	14,300	1,388	16,850	0	3,938
1056 Fun Day & Tourney	590	0	590	0		
1080 Jubilee Event Income	1,092	0	1,092	0		
Civic Expenses :- Income	1,682	0	1,682	0		
Net Expenditure over Income	11,230	14,300	3,070	16,850		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>215 Grants</u>						
4401 Grants	17,625	17,625	0	28,460		10,835
4405 Grants in Kind	1,198	500	-698	1,000		-198
	<u>18,823</u>	<u>18,125</u>	<u>-698</u>	<u>29,460</u>	<u>0</u>	<u>10,637</u>
Grants :- Expenditure						
	<u>18,823</u>	<u>18,125</u>	<u>-698</u>	<u>29,460</u>		
Net Expenditure over Income						
Finance & General Purposes	184,480	200,691	16,211	361,462	0	176,982
Income	25,583	17,553	8,030	31,578		
Net Expenditure over Income	<u>158,897</u>	<u>183,138</u>	<u>24,241</u>	<u>329,884</u>		

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Planning & Highways</u>						
301 <u>Planning & Highways</u>						
4199 Other Expenditure	155	200	45	400		245
4263 Bus Shelter Maintenance/Clean	150	375	225	750		600
4274 Projects Expenditure	0	0	0	3,500		3,500
	305	575	270	4,650	0	4,345
1054 Income Other	98	0	98	0		
	98	0	98	0		
Planning & Highways :- Income						
	207	575	368	4,650		
Net Expenditure over Income						
	305	575	270	4,650	0	4,345
Planning & Highways Expenditure						
Income	98	0	98	0		
	207	575	368	4,650		
Net Expenditure over Income						

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>Golf Course</u>						
101 <u>Golf Course</u>						
4000 Salaries & Wages	38,082	38,540	458	78,004		39,922
4001 Employers NI	2,331	2,832	501	5,661		3,330
4002 Employers Superannuation	6,482	6,482	0	12,964		6,482
4010 Staff Training	180	800	620	800		620
4011 Staff Protective Clothing	506	600	94	700		194
4041 Golf Professional Retainer	17,500	17,502	2	35,000		17,500
4045 Golf Course Player Costs	690	2,190	1,500	2,290		1,600
4051 Rates	1,790	1,825	35	1,825		35
4052 Water & Sewerage	19,066	6,526	-12,540	8,976		-10,090
4055 Electricity	1,389	1,706	317	6,250		4,861
4056 Gas	478	1,000	522	4,088		3,610
4060 Refuse	254	160	-94	320		66
4100 Telecommunications	112	60	-52	320		208
4105 Postage	121	120	-1	320		199
4106 Stationery	0	25	25	50		50
4110 Advertising & Publicity	950	1,700	750	3,000		2,050
4113 Software Support	0	135	135	285		285
4114 Licence Fee	75	75	0	75		0
4115 Insurance	10,009	9,850	-159	9,850		-159
4156 Bank Charges	1,307	1,200	-107	1,975		668
4199 Other Expenditure	124	125	1	250		126

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Committee Report

Month No : 6

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4201 Cleaning	1,337	3,125	1,788	6,250		4,913
4251 Dog Bin Emptying	636	787	151	1,050		414
4261 Grounds Maint non contract	22,124	22,540	416	26,890		4,766
4270 Vehicles & Equipment Maint	9,888	9,200	-688	13,700		3,812
4271 Vehicle & Equipment Lease`	20,996	20,996	0	20,996		0
4272 Equipment Purchase	0	0	0	15,000		15,000
4275 Building Maintenance	45	750	705	1,500		1,455
4277 New Golf Club House	31,790	0	-31,790	0		-31,790
4301 Public Works Loan Payment	0	0	0	41,351		41,351
	188,260	150,851	-37,409	299,740	0	111,480
Golf Course :- Expenditure						
1000 Golf Course Season Ticket	151,423	152,500	-1,077	155,120		
1001 Golf Course Green Fees M-F	36,718	44,510	-7,792	62,510		
1002 Golf Course Green Fees w/eb/h	35,462	40,500	-5,038	63,700		
1003 Golf Course Specials	26,695	22,000	4,695	37,300		
1004 Golf Course Locker	2,039	2,125	-86	2,125		
1005 Golf Course Credit Card Charge	146	160	-14	160		
1007 Golf Course Air Traffic	3,750	3,750	0	5,000		
1050 Income Rent	4,688	4,687	1	6,250		
1051 Income Insurance Recharge	393	735	-342	735		
1054 Income Other	1,307	50	1,257	100		
1057 Income Electricity Recharge	278	625	-347	1,250		
1063 Income Gas Recharged	115	800	-685	2,044		
1100 Income Advertising	0	750	-750	1,550		
	263,012	273,192	-10,180	337,844		
Golf Course :- Income						
	-74,752	-122,341	-47,589	-38,104		
Net Expenditure over Income						

Detailed Income & Expenditure by Year to Date Budget Heading 30/09/2012

Month No : 6

Committee Report

	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Golf Course Expenditure	188,260	150,851	-37,409	299,740	0	111,480
Income	263,012	273,192	-10,180	337,844		
Net Expenditure over Income	-74,752	-122,341	-47,589	-38,104		



Seaford Town Council

Report 99/12

Agenda Item No:	6
Committee:	Finance & General Purposes
Date:	25 October 2012
Title:	First Interim Internal Audit Report for 2012-2013
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford wards
Purpose of Report:	To receive a report from Auditing Solutions Ltd, Internal Auditor.

Recommendations

You are recommended:

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

- 1.1** Auditing Solutions Ltd was appointed Internal Auditor for 2012-13. Their first visit to the Council took place on 24 & 25 September 2012 to commence the Internal Audit process for 2012-13.
- 1.2** The first Interim Internal Audit report for 2012-13 is attached as Appendix A.
- 1.3** This Committee should formulate an action plan in response to the recommendations made at the end of the report.

2. Action Plan Recommendations

- 2.1 Recommendation 1** – The Internal Auditor has recommended that in order to further ensure that financial data is secure, additional back-up arrangements should be made with the use of a memory stick: this should be checked periodically to ensure that it can be restored effectively.

My suggested response: East Sussex County Council provide file management services for us including daily back- ups of our data including the accounting data and have said that there is no real need to use the memory sticks as they would be able to restore our data in the event of a problem. We will test the back-up process with East Sussex County Council.

- 2.2 Recommendation 2** – The Internal Auditor commends the LCRS software to the Council as a useful management tool and suggest that consideration be given to its acquisition and application to further enhance the existing risk assessment documentation in place.

My suggested response: That Officers investigate the software and that of other provider to ascertain the cost of acquisition and report back to F&GP Committee.

- 2.3 Recommendation 3** – The Internal Auditor recommends that the Sales Ledger “unpaid debtors report” should be further examined and, where appropriate unmatched receipts be offset against outstanding debtor accounts.

My suggested response: Receipts are allocated to the correct debtor account but some cash receipts (usually payments received on account) have not been allocated to specific invoices within the debtor account. The accounts have been reviewed and where appropriate allocated receipts against invoices.

- 2.4 Recommendation 4** – The £70 cash float at the golf course should be accounted for appropriately in the Omega accounting records.

My suggested response: This float appears to have been inherited with the Golf Course and as far as I can see has never appeared in the Council balances. An adjustment will be made to reflect this balance.

- 2.5 Recommendation 5** – cash and cheque income at the golf course should be banked at least once weekly in order to minimise the risk of break-in, resultant damage and potential loss of cash.

My suggested response: The Golf Professional has been instructed to bank at least once a week and should he have a problem due to shortage of staff then he should contact me to make the deposit. It should be noted that the money is kept in a safe and did not exceed the amount covered by our insurance policy of £10,000.

- 2.6 Recommendation 6** – Officers and Members should consider whether or not they wish to continue to report asset values in the Annual Return on the same “consistency” basis or comply with the latest guidance issued on the subject.

My suggested response: Officers will consider the issue and submit a report to the F&GP committee at a future meeting in time to make a decision in time to complete the annual return for 2012-13.

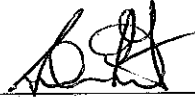
3. Financial Appraisal

There are no significant financial implications resulting from this report.

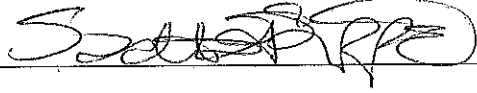
4. Contact Officer

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

Corporate Services Manager



Town Clerk



Seaford Town Council

Internal Audit Report 2012-13 (First Interim)

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process from the outset appointing a relatively local contractor to undertake the work; he has subsequently resigned and we, at Auditing Solutions Ltd, have been appointed with effect from 2012-13. This report sets out those areas examined during the course of our first visit to the Council, which took place on 24th and 25th September 2012.

Internal Audit Approach

In commencing our review programme for 2012-13, we have, this being our first visit to the Council, focused attention on gaining an understanding of the Council's modus operandi, together with examining the overall governance framework and more detailed financial policies and procedures in place in a selection of areas. Our aim is to ensure that the Council has robust control systems in place and that transactions are, as far as we are able to ascertain, undertaken in accordance with national and local approved legislation and processes.

To achieve this, we have examined available governance and other relevant documentation and examined a few specific financial processes, as detailed in the body of the appended report, also undertaking testing on a sample of transactions to ensure compliance with that approved documentation. Our review has been based to a great degree on the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, as summarised in the Council's statutory Annual Return that now forms the statutory Accounts subject to external audit certification.

Any issues identified in the course of our review are also set out in the body of the report with a summary of any recommendations arising in the appended Action Plan. We would ask that the report, as with those of our predecessor, be presented to the Council with responses to the few recommendations arising answered formally in advance of our next visit, the date of which has to be determined.

Overall Conclusion

We are pleased to conclude that, in the areas examined to date, the Council's financial systems operate effectively with no significant issues identified. We have, however, identified a few minor issues where we believe further strengthening of controls could be effected.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the Council's accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers: we also aim to ensure the integrity of the data and that appropriate arrangements are in place for its security. We note that the Council uses the Omega accounting software, which is a recognised system for this tier of local government, and that a single bank account is currently in operation with the Co-op bank, together with periodic deposits in Treasury Term Deposits. To meet these objectives, we have, to date: -

- Agreed the opening balances brought forward in the financial ledger to the detail in the prior year ledger closing Trial Balance, which formed the basis of data reported in the 2011-12 Annual Return;
- Verified that the financial ledger remains "in balance" at the present date;
- Ensured that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres, remains in place;
- Checked and agreed transactions in the current account cashbook to the relevant bank statements for April & August 2012;
- Verified the content and accuracy of bank reconciliations as at 30th April and 31st August 2012 to ensure that no long-standing uncleared cheques or other anomalous entries are apparent on the reconciliation; and
- Reviewed the procedures in place for the regular back-up and off-site storage of financial and other computerised data, noting that this is currently effected through the East Sussex County Council's IT system.

Conclusions and recommendation

We are pleased to record that no significant issues have been identified in this area, the accounting records being balanced at the end of each month with formal bank reconciliations prepared. We note the imminent retirement of the present Finance Assistant and that the Council is currently seeking a replacement on a full-time rather than part-time contract and wish the Council every success in identifying and appointing a suitable officer: no doubt, they will require a degree of training, not only as regards understanding the Council's functions and financial processes, but also in the use of the Omega software.

We are pleased to acknowledge the ongoing development of suitable financial procedures, which will undoubtedly provide the new incumbent with a good understanding of the Council's approved processes and would suggest that appropriate investment with the software supplier is made when training the new incumbent in its use.

Whilst we acknowledge that effective back-up procedures are in place through the County Council's server, we note that no recent attempt has been made to restore financial data from that source and consider that, in order to further minimise the risk of lost data, regular monthly back-ups of the accounting software should also be made

to memory stick with robustness of that data also checked by its restoration to the accounting system.

R1. In order to further ensure that financial data is secure, additional back-up arrangements should be made with the use of a memory stick: this should also be checked periodically to ensure that it can be restored effectively.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that we are reasonably able to ensure that no actions of a potentially unlawful nature have been or are being considered for implementation. To meet that objective, we have:

- Examined the Council's Standing Orders and Financial Regulations, both of which have been subject to review and re-adoption in the current financial year. These are based on the NALC model documents and are considered fit for purpose: we are also pleased to note the adoption of a reasonably valued threshold of £25,000 for formal tender action;
- Commenced a review of the Council and its standing committee minutes for the financial year to date to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no legal issues are apparent whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred;
- Examined the detailed policies and financial procedures in existence, considering them to form a sound basis for their effective management and control.

Conclusions

No matters of concern have been identified in this area at present. We shall continue to review minutes and overall governance issues at future visits and comment accordingly if appropriate.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion that one would be anticipated;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have examined the financial procedure documentation in place and discussed the detailed procedures with the Corporate Services Manager (CSM): we consider the documentation and procedures in place appropriate for the Council's current requirements affording clear evidence of member involvement in the authorisation process.

In order to check compliance with the anticipated controls, we have selected a sample of 53 payments including those individually in excess of £2,000 plus a more random selection of every 20th payment. The test sample totals £333,100 by value and equates to 72% of all non-pay related payments made in the year.

Conclusions

We are pleased to report that no issues have been identified in this area of our review and that the Council operates sound and effective controls over the approval and release of funds. We have also reviewed the first quarterly VAT reclaim prepared and submitted to HMRC for the year.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We note that the Council has undertaken a further review of its financial risk assessment document, which, whilst comprehensive, currently affords no indication that the potential financial impact on the Council has been made, although we acknowledge the cover provided by the Council's insurance cover; and
- The Council's insurance cover is again provided by Zurich Municipal. We have examined the current year's insurance schedule and consider that appropriate cover is in place with both Employer's and Public Liability at £10 million and Fidelity Guarantee cover at £1 million. We also note that Hirer's Liability cover is in place at £2 million, together with, as far as we are able to ascertain at present, all of the Council's assets included in the schedule.

Conclusions and recommendation

No significant matters arise in this area of our review process, although we consider that the existing financial risk documentation could beneficially be expanded to give an indication of the potential financial impact on the Council should any listed risk materialise. We have also provided a brief demonstration to the CSM & Projects and Facilities Manager (PFM) of available risk management software, covering both financial and health / safety issues, which has been developed specifically for town and parish councils.

The software (Local Council Risk System – LCRS) includes detail of some 50 potential areas of risk and then scrolls down to some 500 individual risks: obviously, not all aspects are relevant to every Council and it is for councils to identify those areas relevant to themselves. The software, at the individual risk level, provides a raft of detail including references to relevant legislation, suggested controls that should be in place and whether insurance cover should be in place, together with any potential health

/safety considerations. Councils then score each potential risk area for likelihood and potential impact applying numbers from 0 – “not applicable” to 3 – “High risk”.

The software then generates a raft of reports including an Action Plan of those potentially medium to high risk areas based on the product of the two scores. Additional reports are also available including a comprehensive listing of all areas of assessed risks, an Overall Summary and Checklists where insurance and health / safety issues apply. We acknowledge that the software is very much based on subjective number crunching assessments of risk, but at just over £100 plus VAT, we consider, as do numerous councils already using the software, it to be a useful management tool, which helps ensure that no areas of potential risk are overlooked. The software is available on the internet from a Scottish company – DMH Solutions.

R2. We commend the LCRS software to the Council as a useful management tool and suggest that consideration be given to its acquisition and application to further enhance the existing risk assessment documentation in place.

Budgetary Control & Reserves

In considering the Council’s approach to budget determination and precept setting, we aim to ensure that decisions are made on the basis of sound information and that an appropriate level of precept is determined to meet the Council’s future planned expenditure. The timing of this interim visit is too early for any detailed consideration to have been given to determining the 2013-14 budget and precept requirements.

We are, however, pleased to note that a comprehensive “Budget Book” was prepared for 2012-13 and that detail of individual budgets has been loaded onto the Omega accounting software with regular reports to members of the Council’s performance during the course of the financial year.

Conclusions

No issues arise in this area of our review process at the present time: we shall undertake further work in this area at subsequent visits, also examining the level of year-end retained reserves and the final budget outturn, seeking appropriate explanations for any significant variances that may have arisen.

Review of Income

In examining the Council’s sources of income, we aim to establish that robust procedures are in place to ensure that all income due to the Council is identified and invoiced accordingly, that arrangements for the secure handling of any cash income are in place and that income due to the Council is recovered within a reasonable time span.

We have, at this first visit, focused attention on income arising from the golf course, which is the major income source to the Council other than its annual precept. We visited the course with the CSM and discussed financial control procedures with the Golf Pro (who is self-employed) and CSM: we are pleased to note that formal procedure documents are in place covering the collection, control and banking of income, which arises in the form of cheque, credit card and cash. We also noted that a £70 cash float is retained for the Council’s till, a separate till being in use for the shop, which is owned and run by the Pro

independent of the Council. Whilst not financially material, we note that this float is not reflected in the Omega accounting system and suggest that it be appropriately accounted for in future.

In order to check the effectiveness of controls in place, we have examined the daily cash up till slips for August 2012 checking detail to the various spreadsheet records prepared by the Golf Pro and ensuring that cash and cheques are banked within a reasonable time span and that detail of all income is accurately reflected in the bank account statements and Omega cashbook. We note that cash and cheques are only being banked fortnightly and, whilst acknowledging that the accepted insurance level of moneys held in the safe at the golf course has not been exceeded this year suggest that, in view of the isolated positioning of the Pro Shop, banking should generally occur once weekly. We note the intention to redevelop the clubhouse and pro shop and consider that more secure arrangements will need to be made for cash storage during the development stage when office accommodation will undoubtedly be less secure.

We have also set up an analysis of income across the various headings covering the past two years in order to provide a year-on-year measure of trends: this will be updated at our final visit and will be fed into our planning for the 2013-14 audit round, affording an insight into any potential areas of significant or unanticipated variance.

We have also examined the Sales Ledger "Unpaid debtors report" noting the existence of a number of long-standing debts together with unmatched receipts: we have also examined the Sales Ledger "Aged Account Balances" report, noting that a few of the debtors where unmatched receipts exist on the previous report have overall long-standing debts due to the Council. We have discussed these with the CSM and understand that appropriate action is in hand or being considered to ensure recovery of outstanding sums due to the Council. We shall review the position in these cases at future visits and, if appropriate, comment further at that time. In the meantime, we would suggest that attempts be made to offset the unmatched receipts against specific debtor account, thereby reducing the seemingly large schedule of outstanding debt.

We have also reviewed the detailed income transaction reports in the accounting system to date to ensure that no obvious miscodings or items of uncollected income are apparent and are pleased to record that none are evident at present.

Conclusions and recommendation

No major issues have been identified in this area at present, although we would suggest that the two issues identified above be addressed prior to the current year-end. We shall undertake further testing of other income streams at our next visit and, where appropriate, comment further at that time.

- R3. The Sales Ledger "Unpaid debtors report" should be further examined and, where appropriate, unmatched receipts be offset against outstanding debtor accounts.*
- R4. The £70 cash float at the golf course should be accounted for appropriately in the Omega accounting records.*
- R5. Cash and cheque income at the golf course should be banked at least once weekly in order to minimise the risk of break-in, resultant damage and potential loss of cash.*

Petty Cash Account

The Council operates a small petty cash scheme with monthly payments this year averaging £35: we are required, as part of the annual Internal Audit Certification process to assess the soundness of controls in this area of the Council's financial activities. Consequently, we aim to ensure that a trade invoice or relevant till receipt supports petty cash payments and that, where applicable, VAT has been identified for recovery. We have consequently: -

- Ensured that reimbursement cheques are correctly recorded in both the main cashbook and the petty cash account;
- Examined a sample of petty cash account transactions for May and July 2012 to ensure that an appropriate till receipt or trade invoice supported them;
- Ensured that, where applicable, VAT on the various expenses has been identified and coded to the VAT control account for recovery.

Conclusions

No significant issues have arisen from our review of the Council's petty cash system and physical cash retained at the time of our visit, apart from noting that VAT amounting to £1.09 on one payment in July had not been identified for recovery. We do not consider this significant and will leave it to the CSM's discretion as to whether or not he wishes to raise a correcting journal to include the amount for recovery in the next VAT reclaim to be submitted.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended, as regards contribution percentage bandings, with effect from 1st April 2012. To meet that objective, we have examined and verified that: -

- Salary payments have been accurately processed in September 2012 for each employee agreeing gross pay to the Council approved NJC pay scale spinal point;
- Income tax and NI deductions from employees' and employer's NI contributions for the same month are accurate by reference to the current year's HMRC Basic PAYE Tools software; and
- Superannuation deductions and employer's contributions for September 2012 have been calculated appropriately, ensuring compliance with the revised scale of deductions / contributions; and
- Verified the accurate and appropriate payment of net salaries to employees via the BACSTEL process, together with payments to HMRC and the County Pension Fund for September and August 2012 respectively.

Conclusions

We are pleased to record that no issues have been identified in this area warranting formal comment or recommendation: we shall undertake a small amount of further work in this area at our next visit, examining a sample of staff employment contracts.

Asset Registers

The Accounts and Audit Regulations (as amended periodically) require all Councils to maintain an inventory/Register of Assets. We are pleased to note that a suitable register is in place and understand, from discussion with the CSM, that the asset values are uplifted annually in line with the insurer's inflationary factors applied to the insurance schedule and premiums.

We also note the intention to undertake a revaluation of certain aspects of the Council's asset base, including civic regalia and would draw officers' attention to a change in the Annual Return reporting arrangements announced, but not generally advised, in that year's updated "Practitioner's Guide on Governance and Accountability for Local Councils". This now requires that asset values are reported consistently year-on-year at "Purchase Cost", rather than be subjected to either depreciation or appreciation. The only change in the value to be reported at Section 1, Box 9 of the Annual return should now be to reflect the cost of any new additions or any disposals.

Obviously, given the age of several assets and likely uncertainty over their original purchase cost, it is not possible to arrive at a meaningful value for assets. Consequently, most external auditors have advised that the value reported in the 2009-10 Return should be applied with amendment only to reflect the purchase cost of new acquisitions and the "Book value" of any disposals.

Conclusions and recommendation

We have not examined the asset register in any depth at this stage of our annual review, but wish to draw officers' and members' attention to the Annual Return reporting arrangements of which they may well have been unaware due to the lack of formal guidance issued in this respect.

R6. *Officers and members should consider whether or not they wish to continue to report asset values in the Annual return on the same "consistency" basis or to comply with the latest guidance issued on the subject.*

Investments and Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records. We also aim to ensure that loans are repaid in accordance with the terms of the original loan and that the year-end balance is accurately reported in the Annual Return.

The Council places surplus funds in Treasury term deposits for varying periods. We have examined the documentation relating to deposits in place as at 1st April 2012 ensuring that the gross interest earned has been brought to account appropriately in the Omega records and bank accounts with no issues arising.

We have checked and agreed detail of the first half-yearly loan repayment for the year to the PWLB repayment "invoice", also with no issues arising.

Conclusions

We shall continue to review at future visits any further Treasury term deposits at future visits, also verifying the accurate repayment of the second half-year's loan repayment and the accurate disclosure of the residual loan liability in the Annual Return.

We also note, as previously referenced, the intention to redevelop the golf clubhouse and pro shop and will continue to monitor progress in this respect at future visits, given the likely need for approval of a further loan to finance the project.

Rec. No. **Recommendation**

Response

Review of Accounting Arrangements

R1 In order to further ensure that financial data is secure, additional back-up arrangements should be made with the use of a memory stick: this should also be checked periodically to ensure that it can be restored effectively.

Assessment and Management of Risk

R2 We commend the LCRS software to the Council as a useful management tool and suggest that consideration be given to its acquisition and application to further enhance the existing risk assessment documentation in place.

Assessment and Management of Risk

R3 The Sales Ledger "Unpaid debtors report" should be further examined and, where appropriate, unmatched receipts be offset against outstanding debtor accounts.

R4 The £70 cash float at the golf course should be accounted for appropriately in the Omega accounting records.

R5 Cash and cheque income at the golf course should be banked at least once weekly in order to minimise the risk of break-in, resultant damage and potential loss of cash.

Asset Registers

R6 Officers and members should consider whether or not they wish to continue to report asset values in the Annual return on the same "consistency" basis or to comply with the latest guidance issued on the subject.



Seaford Town Council

Report 100/12

Agenda Item No:	7
Committee:	Finance & General Purposes
Date:	25 October 2012.
Title:	East Sussex Pension Fund Employer Discretions
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To consider suggested Employer Policy for Seaford Town Council in respect of Discretions provided under various pieces of legislation governing the operation of the LGPS

Recommendations

You are recommended:

1. To approve the Employer Discretions for Seaford Town Council as attached at Appendix A subject to any comments of the Committee.
-

1. Information

- 1.1 Seaford Town Council is a member employer of the East Sussex Pension Fund.
- 1.2 There are a number of discretions provided under the various pieces of legislation governing the operation of the LGPS. Employers are required to produce a policy in respect of many of these discretions. (required discretions are marked with * in Appendix A)
- 1.3 The suggested policy is drafted with the general aim of giving the Council the ability to decide on each case on its merits and is based on a draft policy provided by the fund administrators for guidance.

2. Financial Appraisal

There are no immediate financial implications arising as a result of the report. Long term implications would depend on events and decision which cannot be foreseen at his time

3. Contact Officer

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

Corporate Services Manager



Town Clerk



Seaford Town Council Employer

Date of Policy Statement – (Insert)

Date for Review – October 2014

Employing Authority Discretions Under

The Local Government Pension Scheme (Administration) Regulations 2008 (as amended) (Prefix A below)

The Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2009 (as amended) (Prefix B below)

The Local Government Pension Scheme (Transitional Provisions) Regulations 2008 (as amended) (Prefix T below)

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 (as amended) (Prefix D below)

Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 (Prefix E below)

(*) In the following table beside a regulation denotes the discretions where the employer is required to have a policy statement under the regulations

Pursuant to Regulation 66(5) of the Local Government Pension Scheme (Administration) Regulations in preparing, or reviewing and making revisions to, this statement the Employer has had and will have regard to the extent to which the exercise of any of the functions in accordance with its policy could lead to a serious loss of confidence in the public service.

Regulation	Discretion	Employer's Policy on the exercise of this discretion
B12*	Whether to augment membership of an active member (by up to 10 years)	Seaford Town Council will not have a general policy to augment membership of an active member by up to 10 years but may decide to do so where a sound business case can be made for exercising this discretion. Each case will be considered on its individual merits.
B13*	Whether to grant additional pension to a member (by up to £5,000 p.a.)	Seaford Town Council will not have a general policy to grant additional pension to a member (by up to £5,000 p.a.) but may consider doing so where a sound business case can be made for exercising this discretion. Each case will be considered on its individual merits.
A36	Allow late application to convert scheme AVCs into membership credit i.e. allow	Seaford Town Council will not have a general policy to

	application more than 30 days after cessation of active membership	allow late application to convert scheme AVCs into membership credit but may do so if exceptional circumstances can be proved such as the member being unaware of this right. Each case will be considered on its individual merits.
A47(2)	No right to a return of contributions due to an offence of a fraudulent character or grave misconduct unless the employer directs a total or partial refund is to be made	Seaford Town Council will exercise this discretion to direct a return of contributions in the event of an offence of a fraudulent character or grave misconduct.
A72 (3) & (6)	Whether to apply for a forfeiture certificate (where a member is convicted of a relevant offence) and subsequently whether to direct that benefits are to be forfeited.	Seaford Town Council will apply for a forfeiture certificate where a member is convicted of a relevant offence and, following the issue of the certificate, direct that benefits are to be forfeited.
A74(2)	Whether to recover from the fund any monetary obligation or, if less, the value of the member's benefits (other than transferred in pension rights or AVCs / SCAVCs) where the obligation was as a result of a criminal, negligent or fraudulent act or omission in connection with the employment and as a result of which the person has left the employment.	Seaford Town Council will recover from East Sussex Local Government Pension Scheme the amount of loss in cases of criminal, negligence or fraudulent acts by a member.
A76(2) & (3)	Whether to recover from the fund any financial loss caused by fraudulent offence or grave misconduct of an employee (who has left because of that) or amount of refund if less	Seaford Town Council will recover from East Sussex Local Government Pension Scheme the amount of loss caused by fraudulent offence or grave misconduct of employee (who has left because of that), or the amount of refund if less.
A83 (8)	Extend normal time limit for acceptance of a transfer value beyond the 12 month time limit from joining the LGPS	Seaford Town Council will not generally extend the normal time limit for acceptance of a transfer value beyond 12 months from joining the scheme but may do so where exceptional circumstances can be proved. In any event the maximum extension will be a period of two years from the member's date of joining the scheme. Each case will be considered on its individual merits.
B18(1)*	Whether all or some benefits can be paid if an employee reduces their hours or grade after reaching age 55 (flexible retirement)	Seaford Town Council will not have a general policy of exercising this discretion but may exercise this discretion

		where a sound business case can be made for granting flexible retirement with immediate access to all or part of the member's benefits. Seaford Town Council will consider requests on a case by case basis.
B18(3)*	Whether to waive, in whole or in part, any actuarial reduction on benefits paid on flexible retirement.	Seaford Town Council will not waive, in whole or in part, the actuarial reduction on the benefits paid on flexible retirement.
B30(2)*	Whether to grant application for early payment of benefits on or after age 50/55 and before age 60	Seaford Town Council will not have a general policy of granting early payment of benefits on or after age 50/55 and before age 60 but will consider requests on a case by case basis. Seaford Town Council may exercise this discretion where a sound business case can be made for doing so or where other exceptional circumstances arise that make payment of those benefits justifiable.
B30(5)*	Whether to waive, on compassionate grounds, the actuarial reduction on benefits paid early.	Seaford Town Council will not generally waive the actuarial reduction applied to benefits paid early under regulation B30(2) above. Seaford Town Council may consider waiving the actuarial reduction where exercising that discretion can be justified in terms of the sound businesses case made for initially paying those benefits or where other exceptional circumstances arise that make payment of those benefits justifiable. Each case will be considered on its individual merits.
Early Termination of Employment Discretionary Compensation Benefits (where applicable)		
D 5 (1)	Power to increase statutory redundancy payments above statutory weekly pay limit	Seaford Town Council will not generally increase statutory redundancy payments above statutory weekly pay limit.
D 6	Decision to award up to 104 weeks compensation instead of compensatory added years	Seaford Town Council will not generally award up to 104 weeks compensation instead of compensatory added years.

Discretions under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011		
E 3(1)*	Whether to grant an injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job	Seaford Town Council will not have a general policy of granting an injury allowance but will consider requests on a case by case basis. Each case will be considered on its individual merits.
E 3(4) and 8*	Amount of injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job	Seaford Town Council will not have a general policy determining the amount of an injury allowance but will consider requests on a case by case basis. Each case will be considered on its individual merits.
E 3(2)*	Determine whether a person continues to be entitled to an injury allowance awarded under Regulation 3(1)	Seaford Town Council will not have a general policy to determine whether a person continues to be entitled to an injury allowance but will consider requests on a case by case basis. Each case will be considered on its individual merits.
E 4(1)*	Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job	Seaford Town Council will not have a general policy of granting an injury allowance but will consider requests on a case by case basis. Each case will be considered on its individual merits.
E 4(3) and 8*	Amount of injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job	Seaford Town Council will not have a general policy determining the amount of an injury allowance but will consider each case on its individual merits.
E 4(2)*	Determine whether a person continues to be entitled to an injury allowance awarded under Regulation 4(1)	Seaford Town Council will not have a general policy to determine whether a person continues to be entitled to an injury allowance. Each case will be considered on its individual merits.
E 4(5)*	Whether to suspend or discontinue injury allowance awarded under regulation 4(1) if person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.	Seaford Town Council will not have a general policy to determine whether to discontinue an injury allowance but will consider each case on its individual merits.
E 6(1)*	Whether to grant an injury allowance following cessation of employment with entitlement to immediate LGPS pension where a Regulation 3 payment was being made at the date of cessation of employment but Regulation 4 does not apply	Seaford Town Council will not have a general policy of granting an injury allowance with entitlement to immediate LGPS pension but will consider requests on a case by case basis. Each case will be

		considered on its individual merits.
E 6(1)*	Determine amount of any injury allowance to be paid under Regulation 6(1)	Seaford Town Council will not have a general policy determining the amount of an injury allowance but will consider requests on a case by case basis. Each case will be considered on its individual merits.
E 6(2)*	Determine whether and when to cease payment of an injury allowance payable under Regulation 6(1)	Seaford Town Council will not have a general policy determining whether and when to cease payment of an injury allowance but will consider each case on its individual merits.
E 7(1)*	Whether to grant an injury allowance to the spouse, civil partner, nominated co-habiting partner or dependent of an employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job	Seaford Town Council will not have a general policy of granting an injury allowance under Regulation 7 (1) but will consider requests on a case by case basis. Each case will be considered on its individual merits.
E 7(2)and 8*	Determine amount of any injury allowance to be paid under Regulation 7(1)	Seaford Town Council will not have a general policy determining the amount of an injury allowance but will consider requests on a case by case basis. Each case will be considered on its individual merits.
E 7(3)*	Determine whether and when to cease payment of an injury allowance payable under Regulation 7(1)	Seaford Town Council will not have a general policy determining whether and when to cease payment of an injury allowance but will consider each case on its individual merits.

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Seaford Town Council

Report 101/12

Agenda Item No:	8
Committee:	Finance & General Purposes
Date:	25 October 2012.
Title:	Administration Assistant (Finance & Administration)
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To inform the Committee of progress to date finding a replacement Administration Assistant (Finance & Administration)

Recommendations

You are recommended:

- 1. To approve the minutes of the Personnel Sub-Committee meeting held on 11 September 2012**
 - 2. To consider a verbal report on progress to fill the post and any further action required.**
-

1. Information

- 1.1** The Administration Assistant (Finance & Administration) retired on 5 October 2012.
- 1.2** The Personnel Sub-Committee met on 11 September and approved the replacement of the post as full time in accordance with the current agreed structure. The minutes of the meeting are attached at appendix A.
- 1.3** The post was advertised in the Seaford Gazette, on the Council web site, on social media and with Job Centre Plus.
- 1.4** We received sixteen applications and selected six for interview.
- 1.5** One candidate withdrew from the interview process as she had accepted another position; the five remaining candidates were interviewed on 9 October.
- 1.6** Only one candidate was found to be suitable and was offered the position but turned down the offer.
- 1.7** We revisited the remaining applications received but did not consider any appropriate for interview.

- 1.8 We have subsequently sent application packs to two other candidates, one who originally enquired about the position late, and another via a personal recommendation.
- 1.9 We are aiming to interview during the week commencing 15 October and hope to make an appointment shortly.
- 1.10 A verbal update on progress will be made by the Town Clerk at which time guidance may be sought if the post remains unfilled.


2. Financial Appraisal

The cost of the position for the remainder of this year can be met from within the existing administration budget for the current year

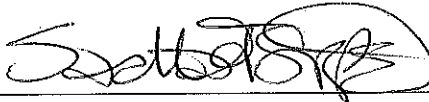
3. Contact Officer

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

Corporate Services Manager



Town Clerk





Seaford Town Council

Personnel Sub-Committee

Minutes of the **Personnel Sub-Committee** held at the **Council Chamber, 37 Church Street, Seaford** on **Tuesday September 11 2012** at **2pm**.

Present:

Councillor L Wallraven (Chairman)
 Councillors M Brown, I White
 Mrs S Shippen

PS 1 Apologies for Absence

Apologies for absence were received from Councillor R E Allen.

PS 2 Resignation of Administration Assistant (Finance & Administration)

It was **AGREED** that the resignation be noted.

PS 3 Exclusion of Press and Public

It was **AGREED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on item 6 on the agenda as the matters concern personnel matters.

PS 4 Proposals for replacement of Administration Assistant (Finance & Administration)

Members considered exempt Report 69/12.

It was **AGREED** to approve the replacement of the post of Administration Assistant (Finance & Administration) as full time in accordance with the current agreed structure at a cost of £1,964 in 2012/13.

The meeting closed at 2.40pm

Councillor L Wallraven
 Chairman

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Seaford Town Council

Report 103/12

Agenda Item No:	9
Committee:	Finance & General Purposes
Date:	25 October 2012.
Title:	SLCC South Regional Conference
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To seek approval for a Member and an Officer to attend the SLCC South Regional Conference.

Recommendations

You are recommended:

- 1. To agree that a Member and an Officer attend the SLCC South Regional Conference.**
-

1. Information

- 1.1** SLCC are holding a Regional Conference on 5 December 2012 at the Botley Park Hotel in Southampton. The programme includes:
 - (a)** Decentralisation and the Localism Act.
 - (b)** A Guide to Parish Council Insurance.
 - (c)** Legal Workshop & Update.
 - (d)** Pensions.
 - (e)** HR Workshop.
 - (f)** Code of Conduct.
- 1.2** This report seeks approval for a Member and an Officer to attend this Conference. It is recommended that the Corporate Services Manager attend.
- 1.3** The Council's Training & Development Policy states that the Council will consider nominating people to attend conferences.


2. Financial Appraisal

The cost of the conference for two people will be £130 plus VAT and travelling 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 102/12

Agenda Item No:	10
Committee:	Finance & General Purposes
Date:	25 October 2012.
Title:	Budget – Members suggestions for inclusion in Budget
By:	Simon Cooper, Corporate Services Manager
Wards Affected:	All Seaford Wards
Purpose of Report:	To consider suggestions made by Councillors for inclusion in the draft budget to be presented at the next meeting of this Committee.

Recommendations

You are recommended:

- 1. To consider suggestions made by Councillors for inclusion in the draft budget.**
-

1. Information

- 1.1** At its meeting held on 23 August this Committee agreed the timetable for the preparation of the budget for 2013-14.
- 1.2** The draft budget for 2013-14 will be considered by this Committee on 20 December 2012, for submission to Council on 17 January 2013.
- 1.3** As part of the preparation process Members are invited to put forward suggestions for items to be included in the budget which can be considered by the Committee.

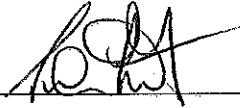
2. Financial Appraisal

The financial implications will depend on what, if, any suggestions the Committee agrees should be included in the budget for 2013-14. It will not however have any implications for the current financial year.

3. Contact Officer

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

Corporate Services Manager



Town Clerk