



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 26 February 2015 at 7.00 pm**, which you are summoned to attend.

James Corrigan
Town Clerk
20 February 2015

Agenda

1. Apologies for Absence and Declaration of Substitute Members

2. Disclosure of Interests

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

3. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 1 and Seaford Town Council Policy.

4. Finance Report

- a) To consider report 203/14 regarding receipts, payments and bank reconciliation for December 2014 and January 2015 (pages 3 to 33).
- b) To consider report 211/14 regarding the Council budget position for the period 1 April 2014 to 31 January 2015 (pages 34 to 38).

5. Fees for Use of Council Facilities

To consider report 213/14 regarding the fees for use of Council facilities (pages 39 to 40).

6. Ear-Marked Reserves

To note report 214/14 informing members of any movement to ear-marked reserves (pages 41 to 42).

7. Internal Auditor Update

To note report 212/14 providing an update on Internal Audit matters (page 43).

8. Exclusion of Press and Public – It will be moved in accordance with the Press and Public (Admission to Meetings) Act 1960 that the press and public be removed as the matters to be discussed concern confidential Council matters.

9. Unrecovered Debt Update

To note exempt report 220/14 providing an update on an unrecovered debt (pages 44 to 45).

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

Circulation:

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

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



Seaford Town Council

Report 203/14

Agenda Item No:	4(a)
Committee:	Finance & General Purposes
Date:	27 February 2015
Title:	Receipts, Payments and Bank Reconciliation Reports for December 2014 and January 2015
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To advise the Committee of receipts, payments and bank reconciliations for December 2014 and January 2015

Recommendations

You are recommended:

- 1. To approve the information contained in the report.**
-

1. Information

- 1.1** Attached as Appendix A is a copy of the bank reconciliation and cashbook listing receipts and payments for December 2015 and January 2015 and have been reconciled to the relevant bank statements.
- 1.2** Please note that whilst the reconciliation shows listed individual "Unpresented Cheques", the "Receipts not Banked" does not. The reason is that the receipts totals shown are grouped amounts relating to various receipts and the system is unable to list these separately. However, all individual receipts are shown in the cashbook.
- 1.3** The new payment method of paying by BACS has now been implemented and is working well. It has proved to be cost effective in saving on postage costs and has minimised staff time spent.
- 1.4** By using this new payment method, the RBS accounts system is set up in such a way that the cash book print outs will only show multiple bacs payments as one overall figure rather than individual payments. The cashbook transaction detail will state 'BACS B/L Pymnt Page XX'. These pages show the individual payments and are attached at the back of each cashbook.

2. Financial Appraisal

The appendix comprises the bank account transactions for December 14 and January 15.

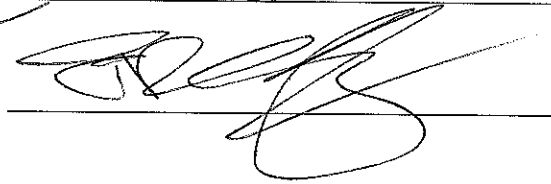
3. Contact Officer

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

Support Services Manager

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

Interim Town Clerk

A handwritten signature in black ink, written over a horizontal line. The signature is stylized and difficult to decipher.

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	594,584.82				594,584.82	
	Banked on : 01/12/2014	102.00					
PDQ	PDQ - 01/12/2014	102.00		17.00	120	85.00	PDQ
	Banked on : 01/12/2014	1,104.00					
BACS	Rural Payments Agency	1,104.00			1053 116	1,104.00	Grant Income - Nature Reserve
	Banked on : 02/12/2014	56.00					
PDQ	PDQ - 02/12/2014	56.00		9.33	120	46.67	PDQ
	Banked on : 04/12/2014	158.00					
PDQ	PDQ	158.00		26.33	120	131.67	PDQ - 04/12/2014
	Banked on : 05/12/2014	108.00					
PDQ	PDQ	108.00		18.00	120	90.00	PDQ - 05/12/2014
	Banked on : 05/12/2014	71.15					
BACS	Co-op Bank	71.15			1190 201	71.15	Dec Interest
	Banked on : 06/12/2014	26.00					
PDQ	PDQ	26.00		4.33	120	21.67	PDQ - 06/12/2014
	Banked on : 07/12/2014	28.00					
PDQ	PDQ	28.00		4.67	120	23.33	PDQ - 07/12/2014
	Banked on : 08/12/2014	40.00					
PDQ	PDQ	40.00		6.67	120	33.33	PDQ - 08/12/2014
	Banked on : 08/12/2014	625.00					
03412	Michael Crowe	30.00			1075 135	30.00	NFP x1 Xmas Magic Stall
03409	John Forster	45.00			520	45.00	Deposit Crypt 3/4/15-09/04/15
03414	Dave Argent	50.00			4184 210	50.00	Donation prizes for xmas magic
03417	Swindells	500.00			1065 135	500.00	Donation for xmas lights 2014
	Banked on : 08/12/2014	400.00					
03421	Brad Mitchell	400.00			1075 135	400.00	Funfair & Food vans Xmas magic
	Banked on : 08/12/2014	105.55					
03418	Mr Laurie Holland	105.55			550	105.55	Christmas carol service donati
	Banked on : 08/12/2014	246.40					
	Sales Recpts Page 816	246.40	246.40		101		Sales Recpts Page 816
	Banked on : 08/12/2014	79.67					
BACS	Seaford Allotments	79.67			1054 125	79.67	Hire A Loo Contribution
	Banked on : 09/12/2014	56.00					
PDQ	PDQ	56.00		9.33	120	46.67	PDQ - 09/12/2014
	Banked on : 09/12/2014	90.00					
	Sales Recpts Page 819	90.00	90.00		101		Sales Recpts Page 819
	Banked on : 09/12/2014	1,250.00					

Date: 12/01/2015

Seaford Town Council 2014/2015

Page No: 388

Time: 16:53

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Sales Recpts Page 820	1,250.00	1,250.00		101		Sales Recpts Page 820
	Banked on : 09/12/2014	890.00					
BACS	Mr Scott Hunt	890.00		148.33	540	741.67	Wedding deposit - 02/04/16
	Banked on : 11/12/2014	86.00					
PDQ	PDQ	86.00		14.33	120	71.67	PDQ - 11/12/2014
	Banked on : 12/12/2014	75.00					
BACS	Lewes District Council	75.00			550	75.00	WW1 Mayor's Tea Party Sales
	Banked on : 13/12/2014	155.00					
PDQ	PDQ	155.00		25.83	120	129.17	PDQ - 13/12/2014
	Banked on : 14/12/2014	52.00					
PDQ	PDQ	52.00		8.67	120	43.33	PDQ - 14/12/2014
	Banked on : 15/12/2014	1,804.00					
GOLF	GOLF BANKING	1,804.00		300.67	120	1,503.33	GOLF BANKING 15/12/2014
	Banked on : 15/12/2014	10.00					
PDQ	PDQ	10.00		1.67	120	8.33	PDQ - 15/12/2014
	Banked on : 15/12/2014	77.10					
BACS	Seaford Allotments	77.10			1054 125	77.10	Hire a Loo Contribution
	Banked on : 16/12/2014	26.00					
PDQ	PDQ	26.00		4.33	120	21.67	PDQ - 16/12/2014
	Banked on : 17/12/2014	595.30					
PDQ	PDQ	595.30		99.22	120	496.08	PDQ - 17/12/2014
	Banked on : 18/12/2014	972.70					
	Sales Recpts Page 815	972.70	972.70		101		Sales Recpts Page 815
	Banked on : 19/12/2014	668.90					
03431	WPS Insurance Brokers	650.17			1074 101	650.17	Insurance claim for Mazda
03432	Mole Valley Farmers (SCATS)	18.73			501	18.73	Part refund of SCATS invoice
	Banked on : 19/12/2014	78.00					
PDQ	PDQ	78.00		13.00	120	65.00	PDQ - 19/12/2014
	Banked on : 19/12/2014	86.47					
	Sales Recpts Page 818	86.47	86.47		101		Sales Recpts Page 818
	Banked on : 20/12/2014	158.00					
PDQ	PDQ	158.00		26.33	120	131.67	PDQ - 20/12/2014
	Banked on : 21/12/2014	57.00					
PDQ	PDQ	57.00		9.50	120	47.50	PDQ - 21/12/2014
	Banked on : 21/12/2014	1,839.00					
Golf Bank	Golf Banking	1,839.00		306.50	120	1,532.50	Golf Banking - 21/12/2014

Continued on Page 389

Date: 12/01/2015

Seaford Town Council 2014/2015

Page No: 389

Time: 16:53

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 9

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 22/12/2014		14.00					
PDQ	PDQ	14.00		2.33	120	11.67	PDQ - 22/12/2014
Banked on : 23/12/2014		10.00					
PDQ	PDQ	10.00		1.67	120	8.33	PDQ - 23/12/2014
Banked on : 24/12/2014		178.00					
PDQ	PDQ	178.00		29.67	120	148.33	PDQ - 24/12/2014
Banked on : 26/12/2014		46.00					
PDQ	PDQ	46.00		7.67	120	38.33	PDQ - 26/12/2014
Banked on : 28/12/2014		352.00					
PDQ	PDQ	352.00		58.67	120	293.33	PDQ - 28/12/2014
Banked on : 29/12/2014		120.00					
PDQ	PDQ	120.00		20.00	120	100.00	PDQ - 29/12/2014
Banked on : 29/12/2014		50.00					
	Sales Recpts Page 817	50.00	50.00		101		Sales Recpts Page 817
Banked on : 29/12/2014		75.00					
BACS	Hayden Skilton	75.00		12.50	540	62.50	Skilton Bday Party 20/06/15
Banked on : 30/12/2014		135.00					
PDQ	PDQ	135.00		22.50	120	112.50	PDQ - 30/12/2014
Banked on : 31/12/2014		779.00					
PDQ	PDQ	779.00		129.83	120	649.17	PDQ - 31/12/2014
Banked on : 31/12/2014		1,999.00					
GOLF	GOLF BANKING	1,999.00		333.17	120	1,665.83	GOLF BANKING - 31/12/2014
Banked on : 31/12/2014		120.00					
	Sales Recpts Page 821	120.00	120.00		101		Sales Recpts Page 821
Total Receipts for Month		16,054.24		2,815.57	1,672.05	11,566.62	
Cash Book Totals		610,639.06		2,815.57	1,672.05	606,151.44	

Continued on Page 390

Date: 12/01/2015

Seaford Town Council 2014/2015

Page No: 390

Time: 16:53

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 9

Payments for Month 9

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/10/2014	South East Water	DD	619.64	619.64		501		4954-Supply 21/7-26/08
07/11/2014	SCATS	202740	887.64	887.64		501		Correction
01/12/2014	HFE Signs Ltd	Debit Card	84.89	84.89		501		4977-Banner & Corner Strengths
01/12/2014	South East Water	DD	665.90	665.90		501		4902-Golf Water 24/9-23/10/14
01/12/2014	Lewes District Council	Std Ord	231.00			4051 113	231.00	Rates The Crypt Studio 2014/15
01/12/2014	Lewes District Council	Std Ord	61.00			4051 108	61.00	Rates High & Over 2013-14
01/12/2014	Lewes District Council	Std Ord	316.00			4051 113	316.00	Rates Gallery 2013-14
01/12/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rent - Beach Hut 60
01/12/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates Beach Hut 59
01/12/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 58
01/12/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 57
01/12/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 56
01/12/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 55
01/12/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 54
01/12/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 53
01/12/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 52
01/12/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 29
01/12/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 28
01/12/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 27
01/12/2014	Lewes District Council	Std Ord	59.00			4051 105	59.00	Rates - The Base
01/12/2014	Lewes District Council	Std Ord	57.00			4051 205	57.00	Rates - TIC
01/12/2014	Lewes District Council	Std Ord	976.00			4051 205	976.00	Rates - 37 Church Street
02/12/2014	Postage by Phone - Pitney Bowe	43300233	307.20	307.20		501		4962 - Franking Machine top up
02/12/2014	Southern Electric	43300233	3,440.00	3,440.00		501		4985-Electric 16/7 - 21/10/14
02/12/2014	Office Reality Ltd	Debit Card	318.00	318.00		501		4978 - Screens for Office
03/12/2014	HM Revenue & Customs	FD2183560	15,690.67			4411 201	15,690.67	VAT Assessment Payment
03/12/2014	HM Revenue & Customs	FD2183555	15,690.67			4411 201	15,690.67	VAT Assessment Payment
05/12/2014	BACS B/L Pymnt Page 1027	BACS	21,722.40	21,722.40		501	SEE ATTACHED	BACS B/L Pymnt Page 1027
05/12/2014	02 (UK) Ltd	0725/001	11.98	11.98		501		4988-Business Mang Mob 11/14
05/12/2014	South East Water	BACS	12.00	12.00		501		4909-Hurdis Water

Continued on Page 391

Payments for Month 9

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
								01/4-30/09
08/12/2014	Talk Talk Business	4470/882	86.47	86.47		501		4926-TIC Tele 01/11-30/11
08/12/2014	HFE Signs Ltd	Debit Card	90.00	90.00		501		4976-Banners
08/12/2014	Companies House	DCARD	4.00			4155 201	4.00	Enquiry regarding NATS
09/12/2014	Morrisons	DCARD	25.39		3.06	4281 135	22.33	Welfare items for Xmas Magic
10/12/2014	Barclaycard	39578590	64.20	64.20		501		4981 - PDQ charges01/11-30/11
10/12/2014	UK Fuels	46242	399.03	399.03		501		4991-Diesel- Relocation-N.Steph
15/12/2014	J Cheesmur & Sons (Lewes) Ltd	202769	141,477.05	141,477.05		501		4964 - Certificate 15
15/12/2014	Southern Water	4600017	389.04	389.04		501		4895-Golf Water 21/6 - 21/7/14
15/12/2014	Co-Operative Bank	FD Fees	34.68	34.68		501		5020-Nov 15 FD Online Charges
16/12/2014	02 (UK) Ltd	725/001	46.32	46.32		501		4989 - Business Man Nov 14 Mob
17/12/2014	Survey Monkey	DEBIT	199.13			4110 201	199.13	Silver Annual Account
19/12/2014	BACS B/L Pymnt Page 1038	BACS	6,027.40	6,027.40		501	SEE ATTACHED	BACS B/L Pymnt Page 1038
19/12/2014	Golf Swing Systems Ltd	202771	2,503.20	2,503.20		501		5017-Install golf lesson area
19/12/2014	Club Systems International Ltd	202770	4,632.00	4,632.00		501		5003-Deposit for 3 tills
19/12/2014	Dell Products	Debit Card	459.58	459.58		501		5014-Double Monitor & stand
22/12/2014	BACS B/L Pymnt Page 1041	BACS	48,902.51	48,902.51		501	SEE ATTACHED	BACS B/L Pymnt Page 1041, 1040, 1039
22/12/2014	BACS B/L Pymnt Page 1049	BACS	62,347.88	62,347.88		501	SEE ATTACHED	BACS B/L Pymnt Page 1049, 1048
22/12/2014	Sea Salt	DEBIT	50.00			4181 210	50.00	2nd Prize Vouch - Windw Disply
22/12/2014	Talk Talk Business	098/882	214.54	214.54		501		5035 - Nov 14
23/12/2014	Terry Goodman	BACS8874	36.00			4013 210	36.00	Taxi to Pcehaven Carol Service
23/12/2014	Mark Brown	BACS8869	91.30			4013 210	10.80	Taxi to attend CAB Exec mtg
						4181 210	80.50	Mayoral Expenses
23/12/2014	B A Mitchell	BACS8866	450.00			4281 135	450.00	Stalls for Xmas Magic
23/12/2014	GINO'S	DEBIT	75.00			4181 210	75.00	1st Prize Vouch - Wdw display
23/12/2014	GINO'S	DEBIT	25.00			4181 210	25.00	3rd Prize Voucher- Wdw Disply
24/12/2014	Co-op	BACS	14,681.20			516	14,681.20	Salaries Dec 14
24/12/2014	Fraser Morley	BACS	3,367.00	3,367.00		501		5071-Retainer for Dec 14
31/12/2014	Southern Electric	97431	70.25	70.25		501		5033-Base Nov 14
15/01/2015	Seaford Head Golf Club	202774	157.50	157.50		501		4955-Wntr season tickets x 7
17/01/2015	Companies House	DEBIT	4.00			4155 201	4.00	Enquiry regarding

Date: 12/01/2015

Seaford Town Council 2014/2015

Page No: 392

Time: 16:53

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 9

Payments for Month 9

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>
07/01/2015	Companies House	DEBIT	-4.00			4155 201	-4.00	NATS Enquiry regarding NATS
Total Payments for Month			348,308.66	299,338.30	3.06		48,967.30	
Balance Carried Fwd			262,330.40					
Cash Book Totals			<u>610,639.06</u>	<u>299,338.30</u>	<u>3.06</u>		<u>311,297.70</u>	

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 9

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Mr J R Corrigan			COR01				
28/11/2014	NOV002	4949-Interim T/Clerk12/11-3/12		4,500.00	0.00	4,500.00	0.00
					0.00	4,500.00	
				Above paid on : 05/12/2014		BACS No COR01	
Supplier : Materialise Interiors Ltd			MATERIALIS				
10/10/2014	650	4951-Sample Table Base G/Club		123.60	0.00	123.60	0.00
28/11/2014	658	4950-F/Payment furn. G/Club		17,098.80	0.00	17,098.80	0.00
					0.00	17,222.40	
				Above paid on : 05/12/2014		BACS No MATERIALIS	
			PAYMENT TOTALS		0.00	21,722.40	

Ledger : 1

Month : 9

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		Supplier : Mr J R Corrigan	COR01				
19/12/2014	DEC-02	5013-Interim Clerkship - Dec14		6,027.40	0.00	6,027.40	0.00
					<u>0.00</u>	<u>6,027.40</u>	
				Above paid on : 19/12/2014		By BACS No COR01	
PAYMENT TOTALS					<u>0.00</u>	<u>6,027.40</u>	

		Ledger : 1	Month : 9	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		Supplier : John Spicer	SPI				
26/11/2014	371	Labour Nov 14		370.00	0.00	370.00	0.00
					0.00	✓ 370.00	
				Above paid on :	22/12/2014	BACS No SPI	
		Supplier : Stannah Lift Services Ltd	STAN				
28/11/2014	PO10152345	4963 - Service of Lift		407.53	0.00	407.53	0.00
					0.00	✓ 407.53	
				Above paid on :	22/12/2014	BACS No STAN	
		Supplier : Sussex Print Services	SUSSEXPRIN				
30/11/2014	973	4966 - Mayors Xmas Cards		142.80	0.00	142.80	0.00
					0.00	✓ 142.80	
				Above paid on :	22/12/2014	BACS No SUSSEXPRIN	
		Supplier : Tacit	TAC				
27/11/2014	INV00931	4992-Switch tip/Large Rake		119.46	0.00	119.46	0.00
28/11/2014	INV00959	4995-Craft Gloves		29.08	0.00	29.08	0.00
					0.00	✓ 148.54	
				Above paid on :	22/12/2014	BACS No TAC	
		Supplier : C B Winter & Sons Ltd	WINTER				
17/11/2014	37694	4983-Premier Turf		57.60	0.00	57.60	0.00
					0.00	57.60	
				Above paid on :	22/12/2014	BACS No WINTER	
				PAYMENT TOTALS	0.00	48,902.51	

Ledger : 1

Month : 9

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Hire-a-Loo			HIRE				
30/11/2014	62441	4980-Chem Toilet Nov 14		92.52	0.00	92.52	0.00
					0.00	92.52	
			Above paid on : 22/12/2014			BACS No HIRE	
Supplier : Mr P S Kennard			KENN				
29/11/2014	551	551-Bus Stop Cleaning 08/11/14		18.00	0.00	18.00	0.00
29/11/2014	549A	4997 - Window Crypt 05/11/2014		6.00	0.00	6.00	0.00
29/11/2014	550A	4996-Beach Shelter clean Nov		120.00	0.00	120.00	0.00
					0.00	144.00	
			Above paid on : 22/12/2014			BACS No KENN	
Supplier : Lewes District Council			LDC				
20/11/2014	6139631	4967 - Outdoor Recharge July 1		16,228.85	0.00	16,228.85	0.00
20/11/2014	6139632	4965-Outdoor Recharge Aug 2014		16,228.85	0.00	16,228.85	0.00
28/11/2014	6139721	4960-North & East Wards Mar 14		10,042.45	0.00	10,042.45	0.00
05/12/2014	6139831	4990-01/12-31/12/14		813.70	0.00	813.70	0.00
					0.00	43,313.85	
			Above paid on : 22/12/2014			BACS No LDC	
Supplier : Newsquest (Sussex) Ltd			NEWS				
23/11/2014	9599900	5000-Newspaper ad		600.00	0.00	600.00	0.00
					0.00	600.00	
			Above paid on : 22/12/2014			BACS No NEWS	
Supplier : Office Depot UK Ltd			OFFD				
30/11/2014	81308155	4970-Black Sacks for Golf		127.81	0.00	127.81	0.00
					0.00	127.81	
			Above paid on : 22/12/2014			BACS No OFFD	
Supplier : Police & Crime Commissioner for			POLICE				
24/11/2014	1800034144	4968 - CCT Maint Nov14-Jan15		549.70	0.00	549.70	0.00
					0.00	549.70	
			Above paid on : 22/12/2014			BACS No POLICE	

Ledger : 1			Month : 9		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Chris Hatcher & Son			CHRIS				
28/11/2014	9932418	4958 - Call out to rads		54.00	0.00	54.00	0.00
					0.00	54.00	
				Above paid on : 22/12/2014		BACS No	CHRIS
Supplier : Collier Turf Care Ltd			COLL				
24/11/2014	0000108140	4994-Medallion Turf		876.00	0.00	876.00	0.00
					0.00	876.00	
				Above paid on : 22/12/2014		BACS No	COLL
Supplier : Drivewise (Autos) Ltd			DRIVE				
24/11/2014	2804	4993 - Inner Tube & Bulb		39.72	0.00	39.72	0.00
					0.00	39.72	
				Above paid on : 22/12/2014		BACS No	DRIVE
Supplier : Econowall Ltd			ECONOWALL				
28/11/2014	12041	4999-PVC Corner quadrant		84.24	0.00	84.24	0.00
					0.00	84.24	
				Above paid on : 22/12/2014		BACS No	ECONOWALL
Supplier : Water for Work & Home Ltd			EDG				
30/11/2014	INV1402944	4961 - Bottled Water Nov 14		17.40	0.00	17.40	0.00
					0.00	17.40	
				Above paid on : 22/12/2014		BACS No	EDG
Supplier : English Woodlands Timber Ltd			ENG				
30/11/2014	67429	4956 - Xmas Tree at W Memorial		900.00	0.00	900.00	0.00
					0.00	900.00	
				Above paid on : 22/12/2014		BACS No	ENG
Supplier : English Woodlands			ENGL				
27/11/2014	93193	4957 - Trees for planting		976.80	0.00	976.80	0.00
					0.00	976.80	
				Above paid on : 22/12/2014		BACS No	ENGL

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 9

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
12/12/2014	100743	5024-Digger Hire for 1 week		230.00	0.00	230.00	0.00
					0.00	230.00	
				Above paid on : 22/12/2014		BACS No FULLERS	
		Supplier : In Touch CRM	INTOUCH				
15/12/2014	21347	5016 - Dec Web Hosting		35.99	0.00	35.99	0.00
					0.00	35.99	
				Above paid on : 22/12/2014		BACS No INTOUCH	
		Supplier : Lewes District Council	LDC				
20/11/2014	6139633	5023-Outdoor Recharge-Sep 14		16,228.85	0.00	16,228.85	0.00
09/12/2014	6140178	5012 - Collections for Jan 2015		57.20	0.00	57.20	0.00
					0.00	16,286.05	
				Above paid on : 22/12/2014		BACS No LDC	
		Supplier : Local Authority Publishing Co. Ltd	LOCAL				
27/11/2014	74650	5034-STC Official Guide 2015		240.00	0.00	240.00	0.00
					0.00	240.00	
				Above paid on : 22/12/2014		BACS No LOCAL	
		Supplier : Newsquest (Sussex) Ltd	NEWS				
21/12/2014	9626174	5001 - Advert for Business Mgr		154.44	0.00	154.44	0.00
02/12/2014	9694555	5030-Business Mgr Advert		360.00	0.00	360.00	0.00
					0.00	514.44	
				Above paid on : 22/12/2014		BACS No NEWS	
		PAYMENT TOTALS			0.00	62,347.88	

List of Purchase Ledger BACS Payments

		Ledger : 1	Month : 9	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		Supplier : Antech Systems	ANTECH				
26/11/2014	1420/558	4959-BASE sound system report		105.50	0.00	105.50	0.00
					0.00	105.50	
				Above paid on : 22/12/2014		BACS No ANTECH	
		Supplier : Assa Abloy Ltd	ASSA01				
10/12/2014	PROFORMA4842	5018-Locks for club lockers		174.05	0.00	174.05	0.00
					0.00	174.05	
				Above paid on : 22/12/2014		BACS No ASSA01	
		Supplier : QualitySolicitors Barwells	BARW				
02/12/2014	545	5026-Beach Hut Licence		84.60	0.00	84.60	0.00
02/12/2014	547	5028-Hurd Hse Star Comp Lease		405.00	0.00	405.00	0.00
15/12/2014	594	5027-Exch Proj lease work		414.00	0.00	414.00	0.00
					0.00	903.60	
				Above paid on : 22/12/2014		BACS No BARW	
		Supplier : Blachere IlluminationUK Ltd	BLAC				
11/12/2014	30723	5010-Test & replace lights		600.00	0.00	600.00	0.00
11/12/2014	30724	5009-Installation & Eyebolt		4,450.50	0.00	4,450.50	0.00
					0.00	5,050.50	
				Above paid on : 22/12/2014		BACS No BLAC	
		Supplier : Burt's Bakery	BURTS				
07/12/2014	40	5002-Carol Service mince pies		90.00	0.00	90.00	0.00
					0.00	90.00	
				Above paid on : 22/12/2014		BACS No BURTS	
		Supplier : J Cheesmur & Sons (Lewes) Ltd	CHEES				
17/11/2014	14870	5004 - Payment Certificate 16		33,017.75	0.00	33,017.75	0.00
05/12/2014	14862	5011-Balance for New Container		5,700.00	0.00	5,700.00	0.00
					0.00	38,717.75	
				Above paid on : 22/12/2014		BACS No CHEES	
		Supplier : Fullers Fencing & Groundworks	FULLERS				

Bank Reconciliation Statement as at: 31/01/2015 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	30/01/2015	343	262,917.04
			<u>262,917.04</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
09/10/2014 202687	East Sussex County Council	25.00	
21/01/2015 202776	Post Office Ltd	4,757.16	
29/01/2015 202777	Mitchell's Groundcare Machiner	1,228.92	
			<u>6,011.08</u>
			256,905.96
<u>Receipts not Banked/Cleared (Plus)</u>			
29/01/2015		80.00	
30/01/2015		250.00	
30/01/2015		40.60	
30/01/2015		58.00	
31/01/2015		350.00	
31/01/2015		2,521.00	
			<u>3,299.60</u>
			260,205.56
		Balance per Cash Book is :-	260,205.55
		Difference is :-	0.00

Date: 06/02/2015

Seaford Town Council 2014/2015

Page No: 393

Time: 10:16

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	262,330.40				262,330.40	
	Banked on : 01/01/2015	16.00					
PDQ	GOLF PDQ	16.00		2.67	120	13.33	GOLF PDQ 01/01/2015
	Banked on : 02/01/2015	134.00					
PDQ	GOLF PDQ	134.00		22.33	120	111.67	GOLF PDQ 02/01/2015
	Banked on : 03/01/2015	38.00					
PDQ	GOLF PDQ	38.00		6.33	120	31.67	GOLF PDQ 03/01/2015
	Banked on : 04/01/2015	137.00					
PDQ	GOLF PDQ	137.00		22.83	120	114.17	GOLF PDQ 04/01/2015
	Banked on : 05/01/2015	82.91					
05/01/2015	Co-op	82.91			1190 201	82.91	Bank Interest Jan 15
	Banked on : 05/01/2015	697.00					
PDQ	GOLF PDQ	697.00		116.17	120	580.83	GOLF PDQ 05/01/2015
	Banked on : 06/01/2015	83.00					
PDQ	GOLF PDQ	83.00		13.83	120	69.17	GOLF PDQ 06/01/2015
	Banked on : 07/01/2015	42.00					
PDQ	GOLF PDQ	42.00		7.00	120	35.00	GOLF PDQ 07/01/2015
	Banked on : 08/01/2015	14.00					
PDQ	GOLF PDQ	14.00		2.33	120	11.67	GOLF PDQ 08/01/2015
	Banked on : 09/01/2015	78.00					
PDQ	GOLF PDQ	78.00		13.00	120	65.00	GOLF PDQ 09/01/2015
	Banked on : 10/01/2015	60.00					
PDQ	GOLF PDQ	60.00		10.00	120	50.00	GOLF PDQ 10/01/2015
	Banked on : 11/01/2015	133.00					
PDQ	GOLF PDQ	133.00		22.17	120	110.83	GOLF PDQ 11/01/2015
	Banked on : 11/01/2015	2,575.00					
BANKING	GOLF BANKING	2,575.00		429.17	120	2,145.83	GOLF BANKING 1/1/15 - 11/01/15
	Banked on : 12/01/2015	77.10					
BACS	Seaford Allotments	77.10			1054 125	77.10	Hire a Loo Recharge
	Banked on : 13/01/2015	227.50					
	Sales Recpts Page 822	227.50	227.50		101		Sales Recpts Page 822
	Banked on : 13/01/2015	23.20					
	Sales Recpts Page 823	23.20	23.20		101		Sales Recpts Page 823
	Banked on : 13/01/2015	78.62					
03439	Cllr Ali Hayder	45.00			1075 135	45.00	1 x Comm Stall Xmas Magic 14
03435	Cllr Sarah McStravick	30.00			550	30.00	Xmas Card Donation to Mayor Ch

Continued on Page 394

Date: 06/02/2015

Seaford Town Council 2014/2015

Page No: 394

Time: 10:16

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
03434	TIC - Lewes District Council	3.62			550	3.62	Collection box from TIC
	Banked on : 14/01/2015	90.00					
	Sales Recpts Page 824	90.00	90.00		101		Sales Recpts Page 824
	Banked on : 14/01/2015	90.00					
PDQ	GOLF PDQ	90.00		15.00	120	75.00	GOLF PDQ 14.01.2015
	Banked on : 14/01/2015	120.00					
	Sales Recpts Page 840	120.00	120.00		101		Sales Recpts Page 840
	Banked on : 15/01/2015	654.13					
03444	WPS Insurance Brokers	654.13			501	654.13	Part refund of invoice
	Banked on : 15/01/2015	100.00					
PDQ	GOLF PDQ	100.00		16.67	120	83.33	GOLF PDQ 15/01/2015
	Banked on : 15/01/2015	120.00					
	Sales Recpts Page 839	120.00	120.00		101		Sales Recpts Page 839
	Banked on : 16/01/2015	413.27					
	Sales Recpts Page 826	413.27	413.27		101		Sales Recpts Page 826
	Banked on : 16/01/2015	50.00					
BACS	Nikki Mockford	50.00		8.33	540	41.67	G/Club Deposit N.Mockford
	Banked on : 16/01/2015	473.00					
PDQ	GOLF PDQ	473.00		78.83	120	394.17	GOLF PDQ 16/01/2015
	Banked on : 17/01/2015	103.00					
PDQ	GOLF PDQ	103.00		17.17	120	85.83	GOLF PDQ 17/01/2015
	Banked on : 18/01/2015	132.00					
PDQ	GOLF PDQ	132.00		22.00	120	110.00	GOLF PDQ 18/01/2015
	Banked on : 19/01/2015	162.15					
	Sales Recpts Page 827	162.15	162.15		101		Sales Recpts Page 827
	Banked on : 19/01/2015	60.00					
PDQ	GOLF PDQ	60.00		10.00	120	50.00	GOLF PDQ 19/01/2015
	Banked on : 20/01/2015	5,425.93					
	Sales Recpts Page 825	5,425.93	5,425.93		101		Sales Recpts Page 825
	Banked on : 20/01/2015	87.32					
	Sales Recpts Page 828	87.32	87.32		101		Sales Recpts Page 828
	Banked on : 20/01/2015	74,860.96					
BACS	HMRC	74,860.96			105	74,860.96	HMRC VAT
	Banked on : 21/01/2015	5.65					
	Sales Recpts Page 834	5.65	5.65		101		Sales Recpts Page 834
	Banked on : 21/01/2015	300.00					

Continued on Page 395

Date: 06/02/2015

Seaford Town Council 2014/2015

Page No: 395

Time: 10:16

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Sales Recpts Page 835	300.00	300.00		101		Sales Recpts Page 835
	Banked on : 21/01/2015	177.42					
DDEBIT	SEAHAVEN FM	177.42			1105 215	177.42	Repayment of Loan - 1st instal
	Banked on : 22/01/2015	104.00					
PDQ	GOLF PDQ	104.00		17.33	120	86.67	GOLF PDQ 22/01/2015
	Banked on : 23/01/2015	556.00					
PDQ	GOLF PDQ	556.00		92.67	120	463.33	GOLF PDQ 23/01/2015
	Banked on : 24/01/2015	260.00					
PDQ	GOLF PDQ	260.00		43.33	120	216.67	GOLF PDQ 24/01/2015
	Banked on : 26/01/2015	34.00					
PDQ	GOLF PDQ	34.00		5.67	120	28.33	GOLF PDQ 26/01/2015
	Banked on : 26/01/2015	50.00					
	Sales Recpts Page 836	50.00	50.00		101		Sales Recpts Page 836
	Banked on : 26/01/2015	75.00					
DALE	Dale Streeter	75.00		12.50	540	62.50	Deposit-d.streeter 4/4/15 SHGC
	Banked on : 26/01/2015	616.91					
BACS	Zurich Insurance	616.91			4115 101	616.91	Refund for Golf Club Insurance
	Banked on : 27/01/2015	60.00					
03456	Ms Linda Young	60.00			540	60.00	Deposit G/Club funct.11/07/15
	Banked on : 27/01/2015	54.00					
PDQ	GOLF PDQ	54.00		9.00	120	45.00	GOLF PDQ 27/01/2015
	Banked on : 27/01/2015	1,819.49					
	Sales Recpts Page 833	1,819.49	1,819.49		101		Sales Recpts Page 833
	Banked on : 29/01/2015	80.00					
PDQ	GOLF PDQ	80.00		13.33	120	66.67	GOLF PDQ 29/01/2015
	Banked on : 29/01/2015	600.00					
	Sales Recpts Page 837	600.00	600.00		101		Sales Recpts Page 837
	Banked on : 29/01/2015	1,641.50					
Murrell	Sarah Murrell	1,641.50		273.58	540	1,367.92	Depost-S.Murrell 5.9.15 SHGC
	Banked on : 29/01/2015	79.67					
SEA008	Seaford Allotments	79.67			1054 125	79.67	Hire-a-loo recharge jan 15
	Banked on : 30/01/2015	250.00					
03460	Mr Alistair Pickering	250.00		41.67	540	208.33	Dep.for g/club 26/09 A.Pickeri
	Banked on : 30/01/2015	40.60					
	Sales Recpts Page 829	40.60	40.60		101		Sales Recpts Page 829
	Banked on : 30/01/2015	58.00					

Continued on Page 396

Date: 06/02/2015

Seaford Town Council 2014/2015

Page No: 396

Time: 10:16

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 10

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
PDQ	GOLF PDQ	58.00		9.67	120	48.33	GOLF PDQ 30/01/2015
	Banked on : 30/01/2015	240.00					
	Sales Recpts Page 838	240.00	240.00		101		Sales Recpts Page 838
	Banked on : 30/01/2015	240.00					
	Sales Recpts Page 841	240.00	240.00		101		Sales Recpts Page 841
	Banked on : 31/01/2015	350.00					
PDQ	GOLF PDQ	350.00		58.33	120	291.67	GOLF PDQ 31/01/2015
	Banked on : 31/01/2015	2,521.00					
BANKING	GOLF BANKING	2,521.00		420.17	120	2,100.83	GOLF BANKING 12 - 31/01/15
Total Receipts for Month		97,651.33	9,965.11	1,833.08		85,853.14	
Cash Book Totals		<u>359,981.72</u>	<u>9,965.11</u>	<u>1,833.08</u>		<u>348,183.54</u>	

Date: 06/02/2015

Seaford Town Council 2014/2015

Page No: 397

Time: 10:16

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 10

Payments for Month 10

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/01/2015	Lewes District Council	Std Ord	231.00			4051 113	231.00	Rates The Crypt Studio 2014/15
01/01/2015	Lewes District Council	Std Ord	61.00			4051 108	61.00	Rates High & Over 2013-14
01/01/2015	Lewes District Council	Std Ord	316.00			4051 113	316.00	Rates Gallery 2013-14
01/01/2015	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rent - Beach Hut 60
01/01/2015	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates Beach Hut 59
01/01/2015	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 58
01/01/2015	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 57
01/01/2015	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 56
01/01/2015	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 55
01/01/2015	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 54
01/01/2015	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 53
01/01/2015	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 52
01/01/2015	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 29
01/01/2015	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 28
01/01/2015	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 27
01/01/2015	Lewes District Council	Std Ord	59.00			4051 105	59.00	Rates - The Base
01/01/2015	Lewes District Council	Std Ord	57.00			4051 205	57.00	Rates - TIC
01/01/2015	Lewes District Council	Std Ord	976.00			4051 205	976.00	Rates - 37 Church Street
02/01/2015	University of Brighton	BACS8528	3,198.00	3,198.00		501		4969-HR Management Course
02/01/2015	South East Water	00561X	1,421.02	1,421.02		501		5005-Salts Cottage May-Nov 14
02/01/2015	South East Water	00841X	89.50	89.50		501		4971-23/10/14 to 20/11/14
02/01/2015	South East Water	0343X	52.16	52.16		501		5006-West Kiosk-May to Nov 14
02/01/2015	South East Water	1401X	21.64	21.64		501		5008-Ornament Grdns Jne to Dec
02/01/2015	South East Water	27142	13.61	13.61		501		5007-June - November 2014
05/01/2015	British Gas Business	000000	230.00	230.00		501		5015-11/09/14 to 10/12/14
05/01/2015	East Sussex Pension Fund	202772	2,886.27			517	2,886.27	Dec 14 Pension
05/01/2015	Post Office Ltd	202773	4,117.60			515	4,117.60	PAYE - Dec 14
07/01/2015	Talk Talk Business	470/882	87.32	87.32		501		5019-TIC Nov/Dec 14
07/01/2015	UK Fuels	46242	163.10	163.10		501		5091-Diesel, Unleaded, G/Card
08/01/2015	BACS B/L Pymnt Page 1064	BACS	7,536.21	7,536.21		501		BACS B/L Pymnt Page 1064, 1063, 1062

Continued on Page 398

Date: 06/02/2015

Seaford Town Council 2014/2015

Page No: 398

Time: 10:16

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 10

Payments for Month 10					Nominal Ledger			
Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
08/01/2015	Kent County Council (KCS)	53440	358.92	358.92		501		5031-Copier Chrg 01/07-30/09
12/01/2015	Barclaycard	578590	85.16	85.16		501		5076-PDQ 01/12/2014- 31/12/14
14/01/2015	BACS B/L Pymnt Page 1072	BACS	35,373.57	35,373.57		501		SEE ATTACHED BACS B/L Pymnt Page 1072
14/01/2015	02 (UK) Ltd	725/001	38.35	38.35		501		5037 - Golf Mobile Dec 14
15/01/2015	Southern Water	00012	27.12	27.12		501		5073-Water 06/06/14-27/11/14
15/01/2015	Southern Water	00014	39.16	39.16		501		5050 - Ornamnt- 17/6-02/12/14
15/01/2015	Southern Water	287067	28.46	28.46		501		5049 - Crypt 11/06- 27/11
15/01/2015	Southern Water	DD	60.25	60.25		501		5051 - Golf 24/10 - 20/11
15/01/2015	Southern Water	DD	345.78	345.78		501		5107-27/08/14- 24/09/14
16/01/2015	Southern Water	DD	118.73	118.73		501		5087-Water dr 26/3/14-15/12/14
16/01/2015	Co-Operative Bank	BACS	43.28			4156 201	43.28	Financial Director Fees Jan 15
16/01/2015	South East Water	BACS	69.83	69.83		501		5079-Water 28/04/14- 15/12/2014
16/01/2015	South East Water	BACS	12.00	12.00		501		5080-Standing charge water
19/01/2015	New Southern	DEBIT	3.40			4012 201	3.40	Train Travel Ben King 15.01.15
20/01/2015	Southern Water	00018	40.15	40.15		501		5072-Water 06/06/14- 27/11/2014
20/01/2015	Southern Water	DD	120.75	120.75		501		5108-Reversal of Credit note
21/01/2015	East Sussex Pension Fund	202775	5,340.85			517	5,340.85	Pension Contrib. January 2015
21/01/2015	Post Office Ltd	202776	4,757.16			515	4,757.16	PAYE January 2015
21/01/2015	Talk Talk Business	BACS	196.73	196.73		501		5078 - Tele 01/01/15-31/01/15
22/01/2015	BACS B/L Pymnt Page 1080	BACS	5,727.56	5,727.56		501		SEE ATTACHED BACS B/L Pymnt Page 1080, 1079
23/01/2015	EDF Energy	858320000	382.85	382.85		501		5074-CCTV 01/10/14-31/12/14
23/01/2015	CO-OP	BACS	18,421.04			516	18,421.04	Salaries January 2015
23/01/2015	A.Cask Ltd	DEBIT	606.60		101.10	4304 103	505.50	Cask / Cellar Street
26/01/2015	Amazon	DEBIT	17.99			4106 210	17.99	x12 Black Photoframes
26/01/2015	Amazon	DEBIT	35.98			4106 210	35.98	x24 Black Photoframes
29/01/2015	Mitchell's Groundcare Machiner	202777	1,228.92	1,228.92		501		5113-Regrind John Deere cuttin
30/01/2015	BACS B/L Pymnt Page 1086	BACS	1,148.15	1,148.15		501		SEE ATTACHED BACS B/L Pymnt Page 1086

Continued on Page 399

Date: 06/02/2015

Seaford Town Council 2014/2015

Page No: 399

Time: 10:16

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 10

Payments for Month 10

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>
30/01/2015	Clr Terry Goodman	BACS	12.00			4181 210	12.00	Taxi dep mayoral duty 22.01.15
31/01/2015	Fraser Morley	BACS	3,367.00	3,367.00		501		5083-Retainer January 2015

Total Payments for Month 99,776.17 61,582.00 101.10 38,093.07

Balance Carried Fwd 260,205.56

Cash Book Totals 359,981.72 61,582.00 101.10 298,298.62

At : 10:54

Reprint of Purchase Ledger Payments Entered

Ledger No : 1

Month No : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
09/12/2014	8696	5060-Self Weighted Barrier		403.20	0.00	403.20	0.00
					0.00	403.20	
				Above paid on : 08/01/2015		By BACS	START
		Tanleys Printers Ltd	TAN				
25/11/2014	4067	5046 - Seaford Magic Programme		600.00	0.00	600.00	0.00
20/12/2014	CR10054	5047 - Credit for Inv 4067		-31.00	0.00	-31.00	0.00
22/12/2014	4253	5057-Business Cards		88.80	0.00	88.80	0.00
					0.00	657.80	
				Above paid on : 08/01/2015		By BACS	TAN
		Telecom Services	TELE				
17/12/2014	00017584	5068 - Annual Maint for phones		894.00	0.00	894.00	0.00
					0.00	894.00	
				Above paid on : 08/01/2015		By BACS	TELE
				PAYMENT TOTALS	0.00	7,536.21	

At : 10:54

Reprint of Purchase Ledger Payments Entered

Ledger No : 1

Month No : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
08/12/2014	118215	5056 - Repairs to GK Shed		1,288.80	0.00	1,288.80	0.00
					0.00	1,288.80	
				Above paid on : 08/01/2015 By BACS			GW
		Mr P S Kennard	KENN				
21/12/2014	990	5044 - Dec Cleaning		18.00	0.00	18.00	0.00
30/12/2014	989	5043 - Crypt Cleaning Dec 14		6.00	0.00	6.00	0.00
30/12/2014	991	5045 - Dec Cleaning		100.00	0.00	100.00	0.00
					0.00	124.00	
				Above paid on : 08/01/2015 By BACS			KENN
		Lewes District Council	LDC				
09/12/2014	6140526	5036 - January Emptying		813.70	0.00	813.70	0.00
					0.00	813.70	
				Above paid on : 08/01/2015 By BACS			LDC
		Local Authority Publishing Co. Ltd	LOCAL				
19/12/2014	74650A	5058-Town guide clubhouse ad		240.00	0.00	240.00	0.00
					0.00	240.00	
				Above paid on : 08/01/2015 By BACS			LOCAL
		National Association of Local Councils	NALC				
22/12/2014	8472	5042 - Local Councils Explaine		61.97	0.00	61.97	0.00
					0.00	61.97	
				Above paid on : 08/01/2015 By BACS			NALC
		Nordis Signs	NOR				
03/12/2014	3065	5063-Awn's for xmas magic		144.00	0.00	144.00	0.00
03/12/2014	3066	5064-Awn's for Lamps		148.80	0.00	148.80	0.00
10/12/2014	3149	5062- park & ride stop signs		163.20	0.00	163.20	0.00
					0.00	456.00	
				Above paid on : 08/01/2015 By BACS			NOR
		John Spicer	SPI				
22/12/2014	372	5066-Labour Dec 14		210.00	0.00	210.00	0.00
					0.00	210.00	
				Above paid on : 08/01/2015 By BACS			SPI
		Start Traffic Management Ltd	START				

At : 10:54

Reprint of Purchase Ledger Payments Entered

Ledger No : 1

Month No : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
George Boyd			BOYD				
23/12/2014	PROFORMADEC5065	Office Door Keys Cut		34.32	0.00	34.32	0.00
					0.00	34.32	
				Above paid on : 08/01/2015		By BACS	BOYD
Chris Hatcher & Son			CHRIS				
02/12/2014	9932446	5048-CRYPT Gas safety checks		64.00	0.00	64.00	0.00
					0.00	64.00	
				Above paid on : 08/01/2015		By BACS	CHRIS
Water for Work & Home Ltd			EDG				
13/12/2014	1414879	5038 - Water for Cooler		6.60	0.00	6.60	0.00
31/12/2014	1408780	5039-Qtrly Sanitisation charge		38.66	0.00	38.66	0.00
					0.00	45.26	
				Above paid on : 08/01/2015		By BACS	EDG
Ernest Doe & Sons Ltd			ERNE				
08/12/2014	A84285	5040 - Hose Connector		33.65	0.00	33.65	0.00
15/12/2014	G12922	5041 - Various Greens Material		122.97	0.00	122.97	0.00
					0.00	156.62	
				Above paid on : 08/01/2015		By BACS	ERNE
Sussex Events Ltd			EVENTS				
05/12/2014	INV000384	5061-Marque for Xmas Magic		1,275.00	0.00	1,275.00	0.00
					0.00	1,275.00	
				Above paid on : 08/01/2015		By BACS	EVENTS
Godfreys (Sevenoaks) Ltd			GODFREYS				
15/12/2014	360170	5069 - Equipment		493.61	0.00	493.61	0.00
19/12/2014	360239	5067 - Fuse Box		17.93	0.00	17.93	0.00
					0.00	511.54	
				Above paid on : 08/01/2015		By BACS	GODFREYS
IGF Invoice Finance Ltd			GOLFNEWS				
18/12/2014	GNM5720	5059-Dec/Jan Golf Advertising		300.00	0.00	300.00	0.00
					0.00	300.00	
				Above paid on : 08/01/2015		By BACS	GOLFNEWS
G W Ironworks Ltd			GW				

At : 12:34

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 10	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Blachere IlluminationUK Ltd	BLAC				
24/12/2014	30814	5081-xmas lights call out		345.00	0.00	345.00	0.00
					0.00	345.00	
			Above paid on : 14/01/2015			By BACS	BLAC
		Drivewise (Autos) Ltd	DRIVE				
14/01/2015	2873	5088-MOT & parts Mazda CN51 DN		583.74	0.00	583.74	0.00
					0.00	583.74	
			Above paid on : 14/01/2015			By BACS	DRIVE
		Juggletastic	JUGGLE				
15/12/2014	M&G061215	5086-Walk Around Entertainers		325.00	0.00	325.00	0.00
					0.00	325.00	
			Above paid on : 14/01/2015			By BACS	JUGGLE
		Lewes District Council	LDC				
20/11/2014	6139634	Outdoor Recharges - Oct 14		16,228.85	0.00	16,228.85	0.00
20/11/2014	6139635	5022-Outdoor Recharge Nov 14		16,228.85	0.00	16,228.85	0.00
05/01/2015	6140765	5089-Additional litter collect		480.00	0.00	480.00	0.00
05/01/2015	6140766	5090-Shrub reduction- Lexden		216.00	0.00	216.00	0.00
					0.00	33,153.70	
			Above paid on : 14/01/2015			By BACS	LDC
		Office Depot UK Ltd	OFFD				
31/12/2014	81320320	5084-Stationery order		180.19	0.00	180.19	0.00
					0.00	180.19	
			Above paid on : 14/01/2015			By BACS	OFFD
		RBS Software Solutions	RBS				
12/01/2015	24087	5082-Omega Consultan 09/01/15		635.94	0.00	635.94	0.00
					0.00	635.94	
			Above paid on : 14/01/2015			By BACS	RBS
		Philip Thatcher	THAT				
13/01/2015	318	5085-Deep Clean for arts@crypt		150.00	0.00	150.00	0.00
					0.00	150.00	
			Above paid on : 14/01/2015			By BACS	THAT
			PAYMENT TOTALS		0.00	35,373.57	

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	160.86	
				Above paid on : 22/01/2015		BACS No NPOWER	
		Supplier : Scats Countrystores	SCATS				
22/12/2014	54248310	5102-Elec fencing warning sign		37.26	0.00	37.26	0.00
22/12/2014	CR54248320	5101-Refund of signs-nr:4973		-27.00	0.00	-27.00	0.00
					0.00	10.26	
				Above paid on : 22/01/2015		BACS No SCATS	
		Supplier : Tutor Pro Ltd	TUTORPRO				
21/11/2014	008	5106-Town guide App		2,152.80	0.00	2,152.80	0.00
					0.00	2,152.80	
				Above paid on : 22/01/2015		BACS No TUTORPRO	
		Supplier : Viking	VIKING				
08/01/2015	916994	5099-Office Chair		111.55	0.00	111.55	0.00
					0.00	111.55	
				Above paid on : 22/01/2015		BACS No VIKING	
			PAYMENT TOTALS		0.00	5,727.56	

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Blachere IlluminationUK Ltd			BLAC				
15/01/2015	30906	5103-Removal Service/Switch on		2,076.90	0.00	2,076.90	0.00
					0.00	2,076.90	
				Above paid on : 22/01/2015		BACS No BLAC	
Supplier : P J Chaffin Ltd			CHAFTREE				
12/01/2015	INV-15-15300	5092-Felling of Trees		720.00	0.00	720.00	0.00
					0.00	720.00	
				Above paid on : 22/01/2015		BACS No CHAFTREE	
Supplier : Countrywide Farmers Plc			COUNTRY01				
13/01/2015	11239750	5104-Soluble iron,Nitrate		213.60	0.00	213.60	0.00
					0.00	213.60	
				Above paid on : 22/01/2015		BACS No COUNTRY01	
Supplier : Hire-a-Loo			HIRE				
31/12/2014	62947	5100-Chemical Toilet		95.60	0.00	95.60	0.00
					0.00	95.60	
				Above paid on : 22/01/2015		BACS No HIRE	
Supplier : In Touch CRM			INTOUCH				
15/01/2015	21452	5105-Website Monthly Hosting		35.99	0.00	35.99	0.00
					0.00	35.99	
				Above paid on : 22/01/2015		BACS No INTOUCH	
Supplier : Newsquest (Sussex) Ltd			NEWS				
15/12/2014	9762653	5093 - TV mag golf advert		150.00	0.00	150.00	0.00
					0.00	150.00	
				Above paid on : 22/01/2015		BACS No NEWS	
Supplier : N Power			NPOWER				
12/01/2015	HURDISELEC001	5097 - Elect 20/10/14-06/1/15		48.94	0.00	48.94	0.00
12/01/2015	HURDISELEC001A	5096-Elect 09/09/14-20/10/14		24.20	0.00	24.20	0.00
12/01/2015	HURDISELEC002	5094-Elect 20/10/14-06/01/15		58.74	0.00	58.74	0.00
12/01/2015	HURDISELEC002A	5095-Elect 09/9/14-20/10/14		28.98	0.00	28.98	0.00

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Club Systems International Ltd			CLUB				
11/09/2014	31597	5112-Onsite prep. club V1 conv		312.00	0.00	312.00	0.00
					<u>0.00</u>	<u>312.00</u>	
				Above paid on : 30/01/2015		BACS No CLUB	
Supplier : Recognition Express			REC				
03/10/2014	19156	5109-Magnetic badge'T.Goodman'		14.76	0.00	14.76	0.00
01/12/2014	191727	5110-Magnetic badge-J.Corrigan		9.54	0.00	9.54	0.00
					<u>0.00</u>	<u>24.30</u>	
				Above paid on : 30/01/2015		BACS No REC	
Supplier : Sussex Wildlife Trust			SUSSEX01				
10/12/2014	FC20160	5120-SHNR leaflets		811.85	0.00	811.85	0.00
					<u>0.00</u>	<u>811.85</u>	
				Above paid on : 30/01/2015		BACS No SUSSEX01	
			PAYMENT TOTALS		<u>0.00</u>	<u>1,148.15</u>	



Seaford Town Council

Report 211/14

Agenda Item No:	4 (b)
Committee:	Finance & General Purposes
Date:	26 February 2015
Title:	Finance Report
By:	Lucy Clark, Support Services Manager
Purpose of Report:	Inform Members of Income and Expenditure for the period 1 April 2014 to 31 January 2015 compared to projected annual budget.

Recommendations

You are recommended:

- 1. To approve the report.**
-

1. Information

- 1.1** Attached at Appendix A are the statements detailing income and expenditure for the period 1 April 2014 to 31 January 2015 compared to the projected annual budget.
- 1.2** Overall the budget % for the period is broadly in line with the projected annual budget.
- 1.3** Variances not previously reported may be explained as:
 - a)** 4009 / Recruitment Costs – there is a significant overspend showing on this account due to recruitment costs for the Golf Club that were not previously budgeted for along with recruitment costs for the new Town Clerk.
 - b)** 4015 / Office Refreshments – this code was set up for the installation of the water cooler.
 - c)** 4045 / Golf Course Player Costs – this relates to new membership cards that are soon to be purchased.
 - d)** 4051 / Rates – the overspend is a result of paying rates for Hurdis House which was not originally budgeted for.
 - e)** 4117 / Seaford Town Guide App – this is a new code set up and is fully funded from the Earmarked Reserve.

- f) 4304 / Bar Expenditure – this is a new code set up for the bar expenses for the new club house
- g) 4305 / Fire Extinguishers – this is a new code set up for the new club house.
- h) 4405 / Grants In Kind – this account previously showed an overspend in error. This has now been adjusted and to show correctly.
- i) 4411 / VAT Assessment Payment – this code was set up to pay the recent VAT costs following the VAT inspection in June 2014.
- j) 1007 / Golf Course Air Traffic – the income has been fully received for 2014/15 and will not meet the budget set.
- k) 1074 / Income Vehicle & Equip Maint – this income relates to the insurance payment for the damage to the Mazda.
- l) 1105 / Seahaven Loan Repayment – this code has been set up to receive the repayments of the loan given to Seahaven FM.

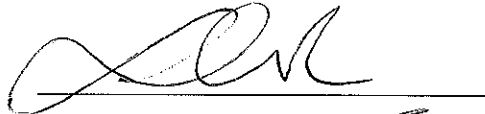
2. Financial Appraisal

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

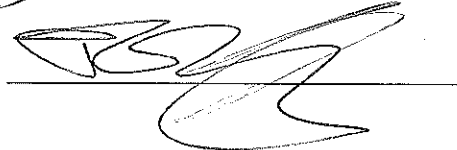
3. Contact Officer

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

Support Services Manager



Town Clerk



Detailed Income & Expenditure by Account 31/01/2015

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<u>Expenditure Detail</u>						
4000 Salaries & Wages	198,535	237,426	38,891		38,891	83.6 %
4001 Employers NI	14,553	19,659	5,106		5,106	74.0 %
4002 Employers Superannuation	26,398	36,803	10,405		10,405	71.7 %
4009 Recruitment Costs	4,453	2,000	-2,453		-2,453	222.6 %
4010 Staff Training	7,593	7,000	-593		-593	108.5 %
4011 Staff Protective Clothing	867	1,000	133		133	86.7 %
4012 Staff Expenses	276	500	224		224	55.2 %
4013 Members Expenses	108	150	42		42	71.9 %
4014 Member Training	408	1,500	1,092		1,092	27.2 %
4015 Office Refreshments	250	0	-250		-250	0.0 %
4041 Golf Professional Retainer	33,670	41,006	7,336		7,336	82.1 %
4045 Golf Course Player Costs	-250	2,350	2,600		2,600	-10.6 %
4046 Golf Club Membership Fees	19,133	0	-19,133		-19,133	0.0 %
4050 Rent payable	15,000	17,500	2,500		2,500	85.7 %
4051 Rates	22,924	20,730	-2,194		-2,194	110.6 %
4052 Water & Sewerage	7,824	16,459	8,635		8,635	47.5 %
4055 Electricity	13,422	14,421	999		999	93.1 %
4056 Gas	1,230	5,744	4,514		4,514	21.4 %
4059 Church Street Service Charges	0	8,500	8,500		8,500	0.0 %
4060 Refuse	282	320	38		38	88.0 %
4100 Telecommunications	3,515	5,250	1,735		1,735	67.0 %
4105 Postage	1,485	2,705	1,220		1,220	54.9 %
4106 Stationery	1,805	2,750	946		946	65.6 %
4107 Photocopier	2,090	2,300	210		210	90.9 %
4110 Advertising & Publicity	4,273	4,500	227		227	95.0 %
4111 Office Equipment New	2,440	1,500	-940		-940	162.7 %
4112 Subscriptions	3,741	4,442	701		701	84.2 %
4113 Software Support	1,221	3,830	2,609		2,609	31.9 %
4114 Licence Fee	231	110	-121		-121	210.0 %
4115 Insurance	24,273	28,363	4,090		4,090	85.6 %
4116 Web Site	167	1,800	1,633		1,633	9.3 %
4117 Seaford Town Guide App	1,794	0	-1,794		-1,794	0.0 %
4155 Professional Fees	86,384	12,000	-74,384		-74,384	719.9 %
4156 Bank Charges	1,500	2,257	757		757	66.4 %
4157 Audit Fees	400	3,900	3,500		3,500	10.3 %
4181 Civic - Mayors Allowance	963	1,500	537		537	64.2 %
4182 Catering & Hospitality	50	850	800		800	5.9 %
4183 Civic - Awards	605	2,000	1,395		1,395	30.3 %
4184 Civic - other	238	450	212		212	53.0 %
4185 Fun Day & Tourney	880	450	-430		-430	195.6 %

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4188 Town Crier Expenses	125	125	0		0	100.0 %
4189 Young Mayor	2	500	498		498	0.5 %
4190 Election Costs	10,042	9,000	-1,042		-1,042	111.6 %
4195 Community Services Events Exp	1,431	200	-1,231		-1,231	715.5 %
4199 Other Expenditure	819	1,917	1,098		1,098	42.7 %
4201 Cleaning	4,490	5,276	786		786	85.1 %
4251 Dog Bin Emptying	6,781	7,597	816		816	89.3 %
4253 Shelters	1,100	1,848	748		748	59.5 %
4260 Grounds Maintenance Contract	109,915	172,612	62,697		62,697	63.7 %
4261 Grounds Maint non contract	57,391	45,839	-11,552		-11,552	125.2 %
4262 Tree Warden Expenses	855	2,310	1,455		1,455	37.0 %
4263 Bus Shelter Maintenance/Clean	180	750	570		570	24.0 %
4270 Vehicles & Equipment Maint	13,349	15,506	2,157		2,157	86.1 %
4271 Vehicle & Equipment Lease`	20,996	20,996	0		0	100.0 %
4272 Equipment Purchase	30,210	20,000	-10,210		-10,210	151.0 %
4273 Christmas Lights	8,801	13,000	4,199		4,199	67.7 %
4274 Projects Expenditure	388	35,000	34,612		34,612	1.1 %
4275 Building Maintenance	11,252	6,500	-4,752		-4,752	173.1 %
4276 CCTV	8,466	9,285	819		819	91.2 %
4277 New Golf Club House	929,122	0	-929,122		-929,122	0.0 %
4278 Golf Club Fittings & Equipment	37,577	0	-37,577		-37,577	0.0 %
4281 Christmas Event Expenses	3,364	0	-3,364		-3,364	0.0 %
4290 Physical Activity Proj Expenses	3,820	8,000	4,180		4,180	47.8 %
4301 Public Works Loan Payment	47,721	108,889	61,168		61,168	43.8 %
4304 Bar Expenditure	1,499	0	-1,499		-1,499	0.0 %
4305 Fire Extinguishers	2,078	0	-2,078		-2,078	0.0 %
4401 Grants	23,389	29,750	6,361		6,361	78.6 %
4402 Seaford in Bloom	7,802	0	-7,802		-7,802	0.0 %
4405 Grants in Kind	2,076	2,200	124		124	94.4 %
4410 Swimming Pool	1,188	10,000	8,812		8,812	11.9 %
4411 VAT Assessment Payement	31,381	0	-31,381		-31,381	0.0 %
4500 Nature Reserve Expenses	9,303	10,500	1,197		1,197	88.6 %

Total OverHead

1,891,646	1,051,625	-840,021	0	-840,021	179.9 %
------------------	------------------	-----------------	----------	-----------------	----------------

Income Detail

1000 Golf Course Season Ticket	157,450	194,615	-37,165			80.9 %
1001 Golf Course Green Fees M-F	41,786	53,352	-11,566			78.3 %
1002 Golf Course Green Fees web/h	32,091	44,883	-12,793			71.5 %
1003 Golf Course Specials	26,433	40,500	-14,067			65.3 %
1004 Golf Course Locker	0	3,500	-3,500			0.0 %
1005 Golf Course Credit Card Charge	132	160	-28			82.5 %

Detailed Income & Expenditure by Account 31/01/2015

Month No : 10

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1007 Golf Course Air Traffic	5,000	5,130	-130			97.5 %
1011 Income Filming	458	0	458			0.0 %
1050 Income Rent	45,126	27,204	17,922			165.9 %
1051 Income Insurance Recharge	2,157	2,880	-723			74.9 %
1053 Income Grants	13,658	6,534	7,124			209.0 %
1054 Income Other	9,224	8,992	232			102.6 %
1056 Income Fun Day & Tourney	430	0	430			0.0 %
1057 Income Electricity Recharge	5,929	2,345	3,584			252.8 %
1058 Income Water Recharge	1,797	2,041	-244			88.0 %
1059 Income Photocopying	8	25	-17			32.6 %
1060 Beach Huts Site Licence	14,905	14,880	25			100.2 %
1061 Beach Hut Annual Rent	11,430	11,430	0			100.0 %
1062 Income Telephone Recharge	676	858	-182			78.8 %
1063 Income Gas Recharged	-697	0	-697			0.0 %
1065 Income Xmas Lights	620	500	120			124.0 %
1066 Income Concession	61,425	59,425	2,000			103.4 %
1070 Income Community Serv Events	1,595	0	1,595			0.0 %
1071 Income Base Rent	1,485	300	1,185			495.0 %
1072 Income Tree Wardens	315	0	315			0.0 %
1074 Income Vehicle & Equip Maint	650	0	650			0.0 %
1075 Income Christmas Event	4,152	400	3,752			1037.9 %
1090 Income Physical Activity Proj	1,509	0	1,509			0.0 %
1091 Income Building Maintenance	5,472	0	5,472			0.0 %
1092 Income Grnds Maint Non Contrat	8,670	0	8,670			0.0 %
1100 Income Advertising	0	2,000	-2,000			0.0 %
1105 Seahaven Loan Repayment	177	532	-355			33.3 %
1176 Precept	516,194	557,502	-41,308			92.6 %
1177 Council Tax Support Grant	41,308	0	41,308			0.0 %
1190 Interest Received	1,101	2,500	-1,399			44.1 %
1200 Income Nature Reserve	4,779	2,000	2,779			239.0 %
1304 PWLB - New Club House	810,000	0	810,000			0.0 %
Total Income	1,827,445	1,044,488	782,957			175.0 %
Total Expenditure	1,891,646	1,051,625	-840,021	0	-840,021	179.9 %
Total Income	1,827,445	1,044,488	782,957			175.0 %
Net Expenditure over Income	64,201	7,137	-57,064			



Seaford Town Council

Report 213/14

Agenda Item No: 5
Committee: Finance & General Purposes
Date: 26 February 2015
Title: Fees for use of Council Facilities
By: Lucy Clark - Support Services Manager
Purpose of Report: To propose new fee structure for the use of Council facilities during 2015-16

Recommendations

You are recommended:

1. To approve the fees proposed for the use of Council facilities during 2015-16 as shown in appendix A
-

1. Information

- 1.1 Attached as Appendix A is a proposed fee schedule for the use of Council facilities during 2015-16. VAT should be charged and is included at 20%.
- 1.2 The fees have increased by 3% which reflects the increase for the open spaces charge which were agreed at the previous Council meeting.

2. Financial Appraisal

These changes will not have any significant financial impact on the Council.

3. Contact Officer

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

Support Services Manager

Town Clerk

Venue/facilities Hire Charges
Effective from 1 April 2015 until 31 March 2016
All figures are inclusive of VAT @ 20%

Venue/Facility	Concessions Voluntary Groups with Official Council Representation	Non Commercial Local Seaford Based Voluntary Groups	Commercial Outside Bodies or Voluntary Groups That Are Not Based in Seaford.
<u>Rooms</u>		(9.00 - 16.00)	(9.00 - 16.00)
Council Chamber	£0	£8.20	£16.35
Day Rate - Council Chamber	£0	£48.85	£97.65
Offices, 37 Church Street	£0	£6.05	£12.00
Day Rate - Offices, 37 Church Street	£0	£28.35	£66.00
<u>Office Services</u>			
Photocopying	8p per sheet	8p per sheet	8p per sheet



Seaford Town Council

Report 214/14

Agenda Item No: 6
Committee: Finance & General Purposes
Date: 26 February 2015
Title: Finance Report
By: Lucy Clark, Support Services Manager
Purpose of Report: Inform Members of any movement to the Earmarked Reserves.

Recommendations

You are recommended:

1. To approve the report.
-

1. Information

- 1.1 Attached at Appendix A is a list of the current status of the Earmarked Reserves for your information.

2. Financial Appraisal

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

3. Contact Officer

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

Support Services Manager

Town Clerk

Seaford Town Council

Earmarked Reserves Statement as at 31/03/2015

<u>A/C Code</u>	<u>Reserve Details</u>	<u>Opening At 01/04/2014</u>	<u>Transfers To Reserves</u>	<u>Transfers to Other Reserves</u>	<u>Used To Fund Expenditure</u>	<u>Projected Closing Balance 31/03/2015</u>	<u>Comments</u>
320	EMR Elections	£ 6,722.00				£ 6,722	
321	EMR Building Improvements	£ 10,757.00				£ 10,757	
322	EMR Crypt - Ancient Monument	£ 13,269.00				£ 13,269	
323	EMR Crypt - Professional Fees	£ 8,465.00				£ 8,465	
326	EMR Open Spaces	£ 9,276.00				£ 9,276	
327	EMR S106	£ 7,010.00				£ 7,010	
328	EMR Signage	£ 6,000.00				£ 6,000	
334	EMR Seaford Head Nature Reserve	£ 2,531.24				£ 2,531	
337	EMR Church Street Utilities	£ 17,502.00				£ 17,502	
339	EMR Golf Course Project	£ 66,351.00				£ 66,351	This will fund all additions; catering equipment, cctv,, furniture etc. All the reserve is expected to be spent.
340	EMR Equipment	£ 11,759.00				£ 11,759	
341	EMR Seaford Residents Association - CLOSED	£ 51.00		£ 51.00		£ -	Moved to Seaford In Bloom Reserve as per Council Resolution
342	EMR Tree Planting	£ 3,071.00	£ 1,003.00			£ 4,074	
343	EMR Grft Bins - CLOSED	£ 6,250.00		£ 6,250.00		£ -	Moved to General Reserve as per Council Resolution
344	EMR Projects - CLOSED	£ 29,084.00		£ 29,084.00		£ -	Moved to Seaford Bins, Martello Toilets & Community Projects as per Council Resolution
345	EMR Memorial Bench Maintenance	£ 120.00				£ 120	
346	EMR Xmas Lights	£ 2,857.00				£ 2,857	
347	EMR Vision Plan / Regeneration	£ 16,059.00				£ 16,059	
348	EMR Seaford In Bloom	£ -	£ 12,191.16			£ 12,191	
349	EMR Golf Course Machinery		£ 8,673.00		£ 8,673.00	£ -	This will be adjusted at the end of the financial year once all costs are received
350	EMR Greenkeepers Shed		£ 35,000.00		£ 35,000	£ 35,000	Used to fund the new greens mower - now closed
352	EMR Martello Toilets		£ 23,000.00		£ 23,000	£ 23,000	
353	EMR External Officer Support		£ 30,000.00		£ 30,000	£ 30,000	This will be adjusted at the end of the financial year once all costs are received - the balance is estimated at £25K
354	EMR The Base		£ 10,000.00		£ 10,000	£ 10,000	
355	EMR The Seaford App.		£ 3,000.00		£ 1,794.00	£ 1,206	Used to fund the initial invoice
356	EMR Cricket Club Carpet		£ 1,500.00		£ 1,500.00	£ -	Now closed
357	EMR Seaford Bins		£ 10,000.00		£ 8,936.00	£ 1,064	Used to fund installation of seaford bins
358	EMR Community Projects		£ 6,084.00		£ 6,084	£ 6,084	
	Totals	£217,134.24	£140,451.16	£ 20,903.00	£ 301,297		



Seaford Town Council

Report 212/14

Agenda Item No: 7
Committee: Finance & General Purposes
Date: 26 February 2015
Title: Internal Auditor Update
By: James Corrigan, Town Clerk
Purpose of Report: To provide members with an update on Internal Audit matters.

Recommendations

You are recommended:

1. To note the contents of the report.
-

1. Information

- 1.1 Further to questions being raised regarding the Internal Audits being carried out for Seaford Town Council the Clerk has now arranged for the services of an alternative Registered Auditor, Mulberry & Co. on an interim basis.
- 1.2 Mulberry & Co will be visiting the Council offices on 19 February to ensure that the Town Council is compliant with the requirements to submit the Annual Return at the end of the 2014/15 Financial Year. On this visit a date will also be set to allow Mulberry & Co to return again with a view to conducting a review of previous audits that have been undertaken.
- 1.3 Further to the above taking place, the Internal Auditors report will be brought back to the Committee at their meeting on 16 April 2015.

2. Financial Appraisal

Mulberry & Co charge £350.00 per day to provide the auditing service.

3. Contact Officer

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

Town Clerk