



## 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<sup>th</sup> September at 7.00 pm, which you are summoned to attend.

James Corrigan  
Town Clerk

18<sup>th</sup> September 2019

### 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 3 and Seaford Town Council Policy.

#### 4. Finance Report

- a) To consider report 66/19 regarding receipts, payments and bank reconciliation for June, July and August 2019 and to note the transfers of monies between the Co-operative Current Account and the CCLA Deposit Account. (pages 3 to 7).
- b) To consider report 67/19 regarding the Council budget position for the period of 1<sup>st</sup> April to 31<sup>st</sup> August 2019 (pages 8 to 23).
- c) To consider report 74/19 informing the Committee of Finance Updates (page 24).

#### 5. Budget Framework and Timetable 2020-21

To consider report 68/19 advising the Committee of the proposed Budget Framework and Timetable (pages 25 to 26).

#### 6. Exclusion of Press and Public

The Chairman will move 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 the next item on the agenda as the item concerns confidential debtor information.

#### 7. Receipts Due for Payment at 31/08/2019

To consider exempt report 69/19 informing the Committee of the receipts due for payment at 31<sup>st</sup> August 2019 (pages 27 to 30).

**For further information about items appearing on this agenda please contact James Corrigan, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894 870.**

**Circulation:**

**Committee:** Councillor M Brown (Chair) and R Morland (Vice-Chair). Councillors N Adish, L Boorman, J Cash, O Honeyman, R Honeyman, A Latham, J Meek and L Wallraven.

**For information:** Councillors P Boorman, S Dunn, J Edson, M Everden, M Hayder, R Hayder, J Lord, R Reed, G Rutland and B Webb.



Seaford Town Council

Report 66/19

**Agenda Item No:** 4 (a)  
**Committee:** Finance & General Purposes  
**Date:** 26<sup>th</sup> September 2019  
**Title:** Receipts, Payments and Bank Reconciliation Reports for June, July and August 2019.  
**By:** Lucy Clark, Finance Manager  
**Purpose of Report:** To advise the Committee of receipts, payments and bank reconciliations for June, July and August 2019.

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**Recommendations**

You are recommended to note the report.

1. To note (as previously reported) the balance brought forward from May 2019 is £435,651.03
  2. To note the June 2019 total receipts are £112,026.01 and total payments are £255,488.22 leaving a balance to carry forward of £292,188.82.
  3. To note the July 2019 total receipts are £191,520.83 and total payments are £326,471.95 leaving a balance to carry forward of £157,237.70.
  4. To note the August 2019 total receipts are £656,995.72 and the total payments are £235,857.31 leaving a balance to carry forward of £578,376.11.
  5. To note that in addition to the Current Account balance above, the CCLA investment account balance is £525,000.00
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**1. Information**

- 1.1 In line with Financial Regulations 2.2, a member other than the Mayor shall be appointed to verify bank reconciliations. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall then on conclusion be reported, including any exceptions, to the Finance and General Purposes Committee to be noted.
- 1.2 Councillor Mark Brown is the current appointed member and continues to view and verify that he is in agreement with the bank reconciliations already reconciled by the Finance Manager. However, this task may also be carried out by the Vice Chairman of this Committee.
- 1.3 Therefore, and in line with the above, the bank statements for June, July and August have been viewed and verified by Councillor Mark Brown and the signed reconciliation pages are attached in Appendix A.
- 1.4 Cashbooks and BACS Pages detailing the receipts and payments are available to view on the Council Shared Drive. Copies will be available on request.

- 1.5 As previously reported, an investment account was opened with the CCLA on the 13<sup>th</sup> November 2018. Up until 31<sup>st</sup> July 2019, the total monies transferred to this account were £625,000.
- 1.6 On 23<sup>rd</sup> August 2019, it was necessary for the Finance Manager to transfer £100,000 from this account back into the nominated Co-operative current account to ensure that there were enough funds to cover the last payment run for August including the salaries.
- 1.7 The balance for the CCLA Public Sector Deposit Account is now £525,000.
- 1.8 As at the 30<sup>th</sup> August, the 2<sup>nd</sup> tranche of the Precept and Community Grant was received which significantly increased the current account balance to £549,197.20.
- 1.9 The Finance Manager will now arrange a transfer of £400,000 back into the CCLA Public Sector Deposit Account this month leaving just over 3 months cover for the usual outgoings. This will increase the CCLA account to £925,000.
- 1.10 The Finance Manager will continue to monitor the Co-operative current account to ensure there are enough funds to cover monthly outgoings and will draw down as necessary from the CCLA account which can be done on a day's notice as long as there are two authorised signatories.
- 1.11 For clarity, the CCLA account has been set up in such a way that monies within this account can only be transferred back and forth to the nominated Co-operative Account; other payments from this account cannot be made.
- 1.12 Dividends are earned on holdings daily and are paid at the end of each month. For the months under review, a total of £1,135.62 dividends has been paid into the Council's current account.

## 2. Financial Appraisal

As at 31<sup>st</sup> August 2019 the actual monies held in the Co-operative bank account were £549,197.20 along with the £525,000 held in the CCLA account.

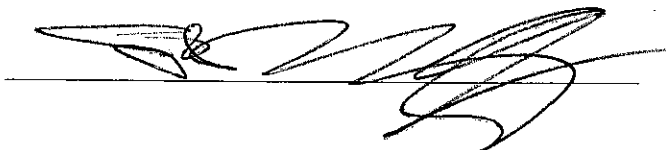
## 3. Contact Officer

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

**Finance Manager**



**Town Clerk**



<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	30/08/2019	939	549,197.20
			<u>549,197.20</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
23/08/2019 CHEQUE	Sussex County Welfare Fund	368.82	
			<u>368.82</u>
			548,828.38
<u>Receipts not Banked/Cleared (Plus)</u>			
25/08/2019 GOLF BANK		100.00	
25/08/2019 VIEW BANK		6,503.09	
25/08/2019 VIEW BANK		988.00	
28/08/2019 GOLF PDQ		1,060.50	
28/08/2019 VIEW PDQ		755.84	
29/08/2019 GOLF PDQ		345.00	
29/08/2019 VIEW PDQ		1,132.85	
30/08/2019 5597		135.00	
30/08/2019		200.00	
30/08/2019 VIEW PDQ		2,124.18	
30/08/2019 GOLF PDQ		473.00	
31/08/2019 GOLF BANK		4,382.00	
31/08/2019 VIEW PDQ		2,018.25	
31/08/2019 VIEW BANK		6,489.02	
31/08/2019 GOLF PDQ		591.00	
31/08/2019 GOLF BANK		2,250.00	
			<u>29,547.73</u>
			578,376.11
			<u>578,376.11</u>
			Balance per Cash Book is :-
			578,376.11
			Difference Excluding Adjustments is :-
			0.00
<u>Adjustments to Reconciliation</u>			
31/08/2019		0.00	
			<u>0.00</u>
			Unreconciled Difference is :-
			<u>0.00</u>

RECONCILED TO CASHBOOK

Name: LUCY CLARK

Signed: [Signature] Date: 9/9/19

CHECKED AND VERIFIED BY:

Name: M BROWN

Signed: [Signature] Date: 12/9/19

JULY 2019

pg 2

Date: 09/08/2019

Seaford Town Council 2019/2020 Current Year

Page 1

Time: 11:22

Bank Reconciliation Statement as at 09/08/2019  
for Cashbook 1 - Current/Deposit Account

User: LC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	31/07/2019	927	129,957.93
			<u>129,957.93</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			129,957.93
<u>Receipts not Banked/Cleared (Plus)</u>			
28/07/2019 VIEW BANK		6,372.78	
28/07/2019 VIEW BANK		144.00	
29/07/2019 GOLF PDQ		877.00	
29/07/2019 VIEW PDQ		541.00	
30/07/2019 GOLF PDQ		333.00	
30/07/2019 VIEW PDQ		443.10	
31/07/2019		1,285.00	
31/07/2019 5586		134.43	
31/07/2019		6,092.45	
31/07/2019 GOLF PDQ		578.00	
31/07/2019 GOLF BANK		7,077.25	
31/07/2019 VIEW PDQ		618.34	
31/07/2019 VIEW BANK		1,651.42	
31/07/2019 GOLF BANK		1,132.00	
			<u>27,279.77</u>
			157,237.70
		<b>Balance per Cash Book is :-</b>	<b>157,237.70</b>
		<b>Difference is :-</b>	<b>0.00</b>

RECONCILED TO CASHBOOK

Name: LUCY CLARK

Signed: [Signature] Date: 8/8/19

CHECKED AND VERIFIED BY:

Name: M BROWN

Signed: [Signature] Date: 04/8/19

June 2019

pg 3

Date: 08/07/2019

Seaford Town Council 2019/2020 Current Year

Page 1

Time: 10:02

Bank Reconciliation Statement as at 30/06/2019  
for Cashbook 1 - Current/Deposit Account

User: LC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	30/06/2019	914	271,877.29
			<u>271,877.29</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
28/06/2019 CHEQUE	RBL Poppy Appeal	87.50	
28/06/2019 CHEQUE	South Downs National Park Auth	72.00	
			<u>159.50</u>
			<u>271,717.79</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
26/06/2019 GOLF PDQ		894.50	
26/06/2019 VIEW PDQ		711.29	
27/06/2019 GOLF PDQ		1,150.00	
27/06/2019 VIEW PDQ		1,317.91	
28/06/2019 5520		105.88	
28/06/2019		200.00	
28/06/2019 VIEW PDQ		1,251.18	
28/06/2019 GOLF PDQ		1,253.00	
29/06/2019 VIEW PDQ		777.07	
29/06/2019 GOLF PDQ		703.50	
30/06/2019 VIEW PDQ		1,089.25	
30/06/2019 GOLF PDQ		1,319.00	
30/06/2019 GOLF BANK		4,337.75	
30/06/2019 VIEW BANK		4,684.70	
30/06/2019 GOLF BANK		676.00	
			<u>20,471.03</u>
			<u>292,188.82</u>
		<b>Balance per Cash Book is :-</b>	<b>292,188.82</b>
		<b>Difference is :-</b>	<b>0.00</b>


RECONCILED TO CASHBOOK

Name: 

Signed: LUCY CLARK Date: 10/7/19

CHECKED AND VERIFIED BY:

Name: M. Brown

Signed:  Date: 26/7/19



## Seaford Town Council

Report 67/19

**Agenda Item No:** 4 (b)  
**Committee:** Finance & General Purposes  
**Date:** 26<sup>th</sup> September 2019  
**Title:** Finance Report – Income and Expenditure to 31<sup>st</sup> August 2019  
**By:** Lucy Clark, Finance Manager  
**Purpose of Report:** To inform Members of the Income and Expenditure from 1<sup>st</sup> April 2019 to 31<sup>st</sup> August 2019 compared to the annual budget.

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### Recommendations

You are recommended:

**1. To approve the report.**

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**1. Information**

- 1.1 Attached in Appendix A is the detailed income and expenditure for the period 1st April 2019 to 31<sup>st</sup> August 2019 for each Committee compared to the projected annual budget.
- 1.2 Details for over/under performance of individual budgets is provided by the Cost Centre Managers when reporting to the relevant Committee.
- 1.3 With regards to the Finance and General Purposes Committee report, the overall budget for the period is broadly in line with the projected annual budget.
- 1.4 Variations are reported in Appendix B of this report.

**2. Financial Appraisal**

The financial implications of this report are detailed above.

**3. Contact Officer**

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

Finance Manager

Town Clerk



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Community Services</b>								
<b>105 Salts Recreation Ground</b>								
1050 Income Rent	0	2,107	2,300	193			91.6%	
1051 Income Insurance Recharge	0	1,397	1,446	49			96.6%	
1058 Income Water Recharge	0	0	1,030	1,030			0.0%	
1066 Income Concession	0	12,185	18,277	6,092			66.7%	
1073 Sports Pitch Hire & Green Fees	560	1,896	3,600	1,704			52.7%	
<b>Salts Recreation Ground :- Income</b>	<b>560</b>	<b>17,584</b>	<b>26,653</b>	<b>9,069</b>			<b>66.0%</b>	<b>0</b>
4052 Water & Sewerage	0	(1,133)	5,366	6,499		6,499	(21.1%)	
4055 Electricity	69	98	250	152		152	39.2%	
4100 Telecommunications	16	16	0	(16)		(16)	0.0%	
4115 Insurance	564	3,229	2,700	(529)		(529)	119.6%	
4155 Professional Fees	0	1,125	0	(1,125)		(1,125)	0.0%	
4157 Audit Fees	0	0	319	319		319	0.0%	
4250 Public Seating	0	530	0	(530)		(530)	0.0%	
4251 Dog Bin Emptying	156	781	2,000	1,219		1,219	39.1%	
4252 Litter & Dog Bin Pch & Maint	702	702	800	98		98	87.8%	
4260 Grounds Maintenance Contract	5,805	29,132	72,000	42,868		42,868	40.5%	
4261 Grounds Maint non contract	1,248	2,796	7,000	4,204		4,204	39.9%	
4275 Building Maintenance	4,407	9,434	5,000	(4,434)		(4,434)	188.7%	
<b>Salts Recreation Ground :- Indirect Expenditure</b>	<b>12,966</b>	<b>46,710</b>	<b>95,435</b>	<b>48,725</b>	<b>0</b>	<b>48,725</b>	<b>48.9%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(12,406)</b>	<b>(29,125)</b>						
<b>106 Crouch Recreation Ground</b>								
1050 Income Rent	0	841	2,163	1,322			38.9%	
1051 Income Insurance Recharge	0	515	518	3			99.4%	
1055 Income Memorial Bench	0	1,285	0	(1,285)			0.0%	
1058 Income Water Recharge	0	546	0	(546)			0.0%	
1073 Sports Pitch Hire & Green Fees	85	7,128	9,500	2,372			75.0%	
1201 Insurance Refund	0	150	0	(150)			0.0%	
<b>Crouch Recreation Ground :- Income</b>	<b>85</b>	<b>10,465</b>	<b>12,181</b>	<b>1,716</b>			<b>85.9%</b>	<b>0</b>
4052 Water & Sewerage	0	(709)	1,908	2,617		2,617	(37.2%)	
4115 Insurance	(507)	977	1,000	23		23	97.7%	
4155 Professional Fees	0	928	0	(928)		(928)	0.0%	
4157 Audit Fees	0	0	319	319		319	0.0%	
4250 Public Seating	0	433	0	(433)		(433)	0.0%	
4251 Dog Bin Emptying	112	558	1,380	822		822	40.4%	
4260 Grounds Maintenance Contract	3,571	17,959	44,136	26,177		26,177	40.7%	

## 12:21 Detailed Income &amp; Expenditure by Budget Heading 31/08/2019

Month No: 5 Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4261 Grounds Maint non contract	315	2,751	4,000	1,249		1,249	68.8%	
4275 Building Maintenance	0	50	2,000	1,950		1,950	2.5%	
Crouch Recreation Ground :- Indirect Expenditure	<b>3,490</b>	<b>22,947</b>	<b>54,743</b>	<b>31,796</b>	<b>0</b>	<b>31,796</b>	<b>41.9%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,406)</b>	<b>(12,482)</b>						
<b>107 Martello Fields</b>								
1050 Income Rent	173	6,825	8,000	1,175			85.3%	
Martello Fields :- Income	<b>173</b>	<b>6,825</b>	<b>8,000</b>	<b>1,175</b>			<b>85.3%</b>	<b>0</b>
4251 Dog Bin Emptying	89	446	1,105	659		659	40.4%	
4260 Grounds Maintenance Contract	1,313	6,564	16,226	9,662		9,662	40.5%	
4261 Grounds Maint non contract	0	563	4,120	3,557		3,557	13.7%	
Martello Fields :- Indirect Expenditure	<b>1,402</b>	<b>7,574</b>	<b>21,451</b>	<b>13,877</b>	<b>0</b>	<b>13,877</b>	<b>35.3%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,229)</b>	<b>(749)</b>						
<b>108 Other Open Spaces</b>								
1050 Income Rent	0	90	90	0			100.0%	
1055 Income Memorial Bench	0	1,400	0	(1,400)			0.0%	
1072 Income Tree Wardens	0	692	0	(692)			0.0%	
Other Open Spaces :- Income	<b>0</b>	<b>2,182</b>	<b>90</b>	<b>(2,092)</b>			<b>2424.4%</b>	<b>0</b>
4052 Water & Sewerage	0	(133)	200	333		333	(66.4%)	
4107 Photocopier	(1)	0	0	0		0	0.0%	
4154 Land Registry Fees	39	45	103	58		58	43.7%	
4250 Public Seating	0	706	0	(706)		(706)	0.0%	
4251 Dog Bin Emptying	179	893	2,207	1,314		1,314	40.5%	
4260 Grounds Maintenance Contract	2,511	12,556	31,038	18,482		18,482	40.5%	
4261 Grounds Maint non contract	965	3,879	7,800	3,921		3,921	49.7%	
4262 Tree Warden Expenses	1	442	0	(442)		(442)	0.0%	409
Other Open Spaces :- Indirect Expenditure	<b>3,693</b>	<b>18,387</b>	<b>41,348</b>	<b>22,961</b>	<b>0</b>	<b>22,961</b>	<b>44.5%</b>	<b>409</b>
<b>Net Income over Expenditure</b>	<b>(3,693)</b>	<b>(16,205)</b>	<b>(41,258)</b>	<b>(25,053)</b>				
6000 plus Transfer from EMR	0	409						
<b>Movement to/(from) Gen Reserve</b>	<b>(3,693)</b>	<b>(15,796)</b>						
<b>113 Crypt</b>								
1051 Income Insurance Recharge	322	322	462	140			69.6%	
Crypt :- Income	<b>322</b>	<b>322</b>	<b>462</b>	<b>140</b>			<b>69.6%</b>	<b>0</b>
4115 Insurance	322	322	462	140		140	69.6%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2019

Month No: 5

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4275 Building Maintenance	0	0	500	500		500	0.0%	
Crypt :- Indirect Expenditure	322	322	962	640	0	640	33.4%	0
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
<b>114 South Street</b>								
4275 Building Maintenance	0	1,680	1,000	(680)		(680)	168.0%	
South Street :- Indirect Expenditure	0	1,680	1,000	(680)	0	(680)	168.0%	0
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(1,680)</b>						
<b>115 Martello Tower</b>								
4115 Insurance	0	1,646	2,000	354		354	82.3%	
4275 Building Maintenance	0	0	5,150	5,150		5,150	0.0%	
Martello Tower :- Indirect Expenditure	0	1,646	7,150	5,504	0	5,504	23.0%	0
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(1,646)</b>						
<b>116 Seaford Head Estate</b>								
1011 Income Filming	3,722	19,455	12,000	(7,455)			162.1%	
1050 Income Rent	5,000	10,469	10,000	(469)			104.7%	
1053 Income Grants	0	0	3,250	3,250			0.0%	
1054 Income Other	(50)	50	0	(50)			0.0%	
1055 Income Memorial Bench	0	3,692	0	(3,692)			0.0%	
1066 Income Concession	250	900	1,800	900			50.0%	
1079 Income Memorial Picnic Bench	0	1,285	0	(1,285)			0.0%	
1200 Income Nature Reserve	135	518	650	132			79.8%	
<b>Seaford Head Estate :- Income</b>	<b>9,057</b>	<b>36,369</b>	<b>27,700</b>	<b>(8,669)</b>			<b>131.3%</b>	<b>0</b>
4110 Advertising & Publicity	0	50	0	(50)		(50)	0.0%	
4115 Insurance	0	826	879	53		53	94.0%	
4154 Land Registry Fees	0	15	0	(15)		(15)	0.0%	
4199 Other Expenditure	0	495	0	(495)		(495)	0.0%	
4250 Public Seating	0	853	0	(853)		(853)	0.0%	
4251 Dog Bin Emptying	89	446	1,103	657		657	40.5%	
4260 Grounds Maintenance Contract	155	773	1,910	1,137		1,137	40.5%	
4261 Grounds Maint non contract	972	2,912	3,000	88		88	97.1%	
4275 Building Maintenance	697	3,141	5,000	1,859		1,859	62.8%	
4500 Nature Reserve Expenses	0	5,657	14,500	8,843		8,843	39.0%	
4501 Filming Expenses	2,393	4,948	4,000	(948)		(948)	123.7%	
<b>Seaford Head Estate :- Indirect Expenditure</b>	<b>4,306</b>	<b>20,116</b>	<b>30,392</b>	<b>10,276</b>	<b>0</b>	<b>10,276</b>	<b>66.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>4,751</b>	<b>16,253</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2019

Month No: 5

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>117 Seafront</b>								
1011 Income Filming	0	250	300	50			83.3%	
1055 Income Memorial Bench	192	192	0	(192)			0.0%	
1057 Income Electricity Recharge	0	1,477	2,080	583			71.7%	
1058 Income Water Recharge	0	48	113	65			42.8%	
1066 Income Concession	9,640	41,678	58,293	16,615			71.5%	
1078 Income Entertainment Area	0	800	0	(800)			0.0%	
1082 Income The Shoal	0	100	0	(100)			0.0%	
1084 Income Promenade	43	433	0	(433)			0.0%	
1100 Income Advertising	15	15	0	(15)			0.0%	
<b>Seafront :- Income</b>	<b>9,889</b>	<b>44,992</b>	<b>60,766</b>	<b>15,774</b>			<b>74.0%</b>	<b>0</b>
4052 Water & Sewerage	0	(48)	232	280		280	(20.8%)	
4055 Electricity	835	1,207	2,060	853		853	58.6%	
4115 Insurance	75	798	727	(71)		(71)	109.8%	
4250 Public Seating	0	231	0	(231)		(231)	0.0%	
4253 Shelters	120	480	2,060	1,580		1,580	23.3%	
4254 Martello Entertainments Area	0	65	0	(65)		(65)	0.0%	
4255 The Shoal Expenditure	0	973	0	(973)		(973)	0.0%	
4261 Grounds Maint non contract	940	2,631	6,000	3,369		3,369	43.9%	
4270 Vehicles & Equipment Maint	0	0	100	100		100	0.0%	
4275 Building Maintenance	0	2,517	2,000	(517)		(517)	125.8%	
<b>Seafront :- Indirect Expenditure</b>	<b>1,970</b>	<b>8,854</b>	<b>13,179</b>	<b>4,325</b>	<b>0</b>	<b>4,325</b>	<b>67.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>7,919</b>	<b>36,138</b>						
<b>118 Beach Huts</b>								
1060 Beach Huts Site Licence	0	22,029	21,612	(417)			101.9%	
1061 Beach Hut Annual Rent	0	11,221	11,292	71			99.4%	
1094 Income Seasonal Beach Huts	4,180	11,195	12,706	1,511			88.1%	
<b>Beach Huts :- Income</b>	<b>4,180</b>	<b>44,445</b>	<b>45,610</b>	<b>1,165</b>			<b>97.4%</b>	<b>0</b>
4051 Rates	360	1,752	3,500	1,748		1,748	50.1%	
4110 Advertising & Publicity	154	1,283	500	(783)		(783)	256.5%	
4115 Insurance	0	1,587	1,174	(413)		(413)	135.2%	
4258 Seasonal Beach Hut Revenue Exp	361	5,636	1,900	(3,736)		(3,736)	296.6%	
4275 Building Maintenance	276	777	1,030	253		253	75.5%	
<b>Beach Huts :- Indirect Expenditure</b>	<b>1,151</b>	<b>11,036</b>	<b>8,104</b>	<b>(2,932)</b>	<b>0</b>	<b>(2,932)</b>	<b>136.2%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>3,029</b>	<b>33,410</b>						

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>119 Old Town Hall</b>								
1050 Income Rent	106	638	1,275	638			50.0%	
1051 Income Insurance Recharge	185	185	198	13			93.6%	
Old Town Hall :- Income	<u>292</u>	<u>823</u>	<u>1,473</u>	<u>650</u>			<u>55.9%</u>	<u>0</u>
4115 Insurance	185	185	198	13		13	93.6%	
4275 Building Maintenance	0	0	2,000	2,000		2,000	0.0%	
Old Town Hall :- Indirect Expenditure	<u>185</u>	<u>185</u>	<u>2,198</u>	<u>2,013</u>	<u>0</u>	<u>2,013</u>	<u>8.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>106</u>	<u>638</u>						
<b>121 Seaford in Bloom</b>								
1054 Income Other	0	417	416	(1)			100.2%	
Seaford in Bloom :- Income	<u>0</u>	<u>417</u>	<u>416</u>	<u>(1)</u>			<u>100.2%</u>	<u>0</u>
4402 Seaford in Bloom	1,373	7,257	10,300	3,043		3,043	70.5%	
Seaford in Bloom :- Indirect Expenditure	<u>1,373</u>	<u>7,257</u>	<u>10,300</u>	<u>3,043</u>	<u>0</u>	<u>3,043</u>	<u>70.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,373)</u>	<u>(6,840)</u>						
<b>125 Allotments</b>								
1050 Income Rent	0	986	950	(36)			103.8%	
Allotments :- Income	<u>0</u>	<u>986</u>	<u>950</u>	<u>(36)</u>			<u>103.8%</u>	<u>0</u>
4275 Building Maintenance	0	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>986</u>						
<b>130 Other Recreation</b>								
4410 Swimming Pool	5,711	5,711	10,000	4,289		4,289	57.1%	
Other Recreation :- Indirect Expenditure	<u>5,711</u>	<u>5,711</u>	<u>10,000</u>	<u>4,289</u>	<u>0</u>	<u>4,289</u>	<u>57.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(5,711)</u>	<u>(5,711)</u>						
<b>134 CCTV</b>								
4055 Electricity	0	417	2,450	2,033		2,033	17.0%	
4115 Insurance	0	343	365	22		22	94.1%	
4276 CCTV	2,215	2,217	12,000	9,783		9,783	18.5%	
CCTV :- Indirect Expenditure	<u>2,215</u>	<u>2,977</u>	<u>14,815</u>	<u>11,838</u>	<u>0</u>	<u>11,838</u>	<u>20.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,215)</u>	<u>(2,977)</u>						

## 12:21 Detailed Income &amp; Expenditure by Budget Heading 31/08/2019

Month No: 5 Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>135 Community Service Other</b>								
1070 Armed Forces Day Income	0	1,469	2,575	1,106			57.1%	
1075 Income Christmas Event	90	130	7,000	6,870			1.9%	
1085 Events Income	0	65	1,000	935			6.5%	
Community Service Other :- Income	<u>90</u>	<u>1,664</u>	<u>10,575</u>	<u>8,911</u>			<u>15.7%</u>	<u>0</u>
4115 Insurance	0	53	57	4		4	92.7%	
4195 Events Expenditure	60	987	3,000	2,013		2,013	32.9%	
4273 Christmas Lights	0	0	15,000	15,000		15,000	0.0%	
4281 Christmas Event Expenses	0	0	10,000	10,000		10,000	0.0%	
4282 Armed Forces Day Expenditure	369	1,469	2,575	1,106		1,106	57.1%	
Community Service Other :- Indirect Expenditure	<u>429</u>	<u>2,509</u>	<u>30,632</u>	<u>28,123</u>	<u>0</u>	<u>28,123</u>	<u>8.2%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(339)</u>	<u>(845)</u>						
<b>225 Projects Pool</b>								
1014 CIL & S106 Receipts	0	5,659	10,000	4,342			56.6%	5,659
1016 Beach Hut Sales	0	0	273,333	273,333			0.0%	
1017 Land Sales	0	0	280,000	280,000			0.0%	
1053 Income Grants	3,000	43,887	0	(43,887)			0.0%	40,887
Projects Pool :- Income	<u>3,000</u>	<u>49,545</u>	<u>563,333</u>	<u>513,788</u>			<u>8.8%</u>	<u>46,545</u>
4257 Seafront Improvement Plan	89	18,284	10,000	(8,284)		(8,284)	182.8%	18,141
4274 Projects Expenditure	18	21,528	40,000	18,472		18,472	53.8%	7,988
4275 Building Maintenance	0	0	0	0		0	0.0%	5,443
4415 Asset Sale Costs	0	0	12,000	12,000		12,000	0.0%	
4420 Beach Hut Capital Expenditure	0	18,628	273,333	254,705		254,705	6.8%	16,758
4421 Martello Toilets Capital Costs	0	0	280,000	280,000		280,000	0.0%	
4422 Skate Park in Salts	44,582	215,711	50,000	(165,711)		(165,711)	431.4%	215,511
Projects Pool :- Indirect Expenditure	<u>44,689</u>	<u>274,151</u>	<u>665,333</u>	<u>391,182</u>	<u>0</u>	<u>391,182</u>	<u>41.2%</u>	<u>263,841</u>
Net Income over Expenditure	<u>(41,689)</u>	<u>(224,606)</u>	<u>(102,000)</u>	<u>122,606</u>				
6000 plus Transfer from EMR	44,582	263,841						
6001 less Transfer to EMR	0	46,545						
Movement to/(from) Gen Reserve	<u>2,893</u>	<u>(7,310)</u>						
<b>301 Planning &amp; Highways</b>								
4263 Bus Shelter Maintenance/Clean	30	477	1,000	523		523	47.7%	
4451 Twitten Naming	0	0	3,000	3,000		3,000	0.0%	
Planning & Highways :- Indirect Expenditure	<u>30</u>	<u>477</u>	<u>4,000</u>	<u>3,523</u>	<u>0</u>	<u>3,523</u>	<u>11.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(30)</u>	<u>(477)</u>						
Community Services :- Income	<u>27,647</u>	<u>216,620</u>	<u>758,209</u>	<u>541,589</u>			<u>28.6%</u>	
Expenditure	<u>83,933</u>	<u>432,537</u>	<u>1,011,542</u>	<u>579,005</u>	<u>0</u>	<u>579,005</u>	<u>42.8%</u>	
Net Income over Expenditure	<u>(56,285)</u>	<u>(215,917)</u>	<u>(253,333)</u>	<u>(37,416)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
plus Transfer from EMR	44,582	264,250						
less Transfer to EMR	0	46,545						
<b>Movement to/(from) Gen Reserve</b>	<b>(11,704)</b>	<b>1,787</b>						

Finance & General Purposes

201 Administration

1054	Income Other	13	152	100	(52)		152.2%	
1059	Income Photocopying	1	10	0	(10)		0.0%	
1062	Income Telephone Recharge	42	239	850	611		28.1%	
1190	Interest Received	419	1,721	6,042	4,321		28.5%	
	<b>Administration :- Income</b>	<b>475</b>	<b>2,122</b>	<b>6,992</b>	<b>4,870</b>		<b>30.3%</b>	<b>0</b>
4000	Salaries & Wages	28,221	128,308	295,667	167,359	167,359	43.4%	
4001	Employers NI	2,581	11,431	26,115	14,684	14,684	43.8%	
4002	Employers Superannuation	5,084	23,604	54,204	30,600	30,600	43.5%	
4003	Sub-contracted Staff	3,615	5,648	8,000	2,352	2,352	70.6%	
4004	Staff Welfare Costs	91	455	1,176	721	721	38.7%	
4009	Recruitment Costs	0	0	1,030	1,030	1,030	0.0%	
4010	Staff Training	522	2,081	2,060	(21)	(21)	101.0%	
4012	Staff Expenses	0	502	850	348	348	59.0%	
4015	Office Refreshments	30	97	630	533	533	15.3%	
4100	Telecommunications	268	1,919	5,400	3,481	3,481	35.5%	
4105	Postage	29	197	850	653	653	23.2%	
4106	Stationery	235	1,158	1,931	773	773	60.0%	
4107	Photocopier	474	954	1,600	646	646	59.6%	
4108	Recycling & Shredding	0	0	200	200	200	0.0%	
4110	Advertising & Publicity	42	2,386	4,017	1,631	1,631	59.4%	
4111	Office Equipment New	213	727	1,545	818	818	47.1%	
4112	Subscriptions	211	4,785	4,745	(40)	(40)	100.8%	
4113	Software Support	73	6,830	10,725	3,895	3,895	63.7%	
4114	Licence Fee	0	0	35	35	35	0.0%	
4115	Insurance	0	1,928	2,008	80	80	96.0%	
4116	Web Site	1,540	3,644	2,500	(1,144)	(1,144)	145.8%	
4154	Land Registry Fees	(30)	0	20	20	20	0.0%	
4155	Professional Fees	450	450	3,090	2,640	2,640	14.6%	
4156	Bank Charges	249	738	1,500	762	762	49.2%	
4157	Audit Fees	0	(2,701)	9,300	12,001	12,001	(29.0%)	
4182	Catering & Hospitality	0	40	100	60	60	40.0%	
4199	Other Expenditure	0	102	120	18	18	84.7%	
4272	Equipment Purchase	0	2,177	2,480	303	303	87.8%	

Month No: 5

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4413 Neighbourhood Plan	450	1,161	4,000	2,839		2,839	29.0%	
Administration :- Indirect Expenditure	<u>44,349</u>	<u>198,623</u>	<u>445,898</u>	<u>247,275</u>	<u>0</u>	<u>247,275</u>	<u>44.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(43,874)</u>	<u>(196,501)</u>						
<u>205 Premises - Church Street</u>								
1050 Income Rent	63	4,616	6,042	1,426			76.4%	
Premises - Church Street :- Income	<u>63</u>	<u>4,616</u>	<u>6,042</u>	<u>1,426</u>			<u>76.4%</u>	<u>0</u>
4901 Term Maintenance	0	0	500	500		500	0.0%	
Premises - Church Street :- Direct Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
4050 Rent payable	0	13,873	18,000	4,127		4,127	77.1%	
4051 Rates	563	2,809	8,205	5,396		5,396	34.2%	
4059 Church Street Service Charges	0	7,245	9,300	2,055		2,055	77.9%	
4100 Telecommunications	0	12	0	(12)		(12)	0.0%	
4199 Other Expenditure	0	2	0	(2)		(2)	0.0%	
4270 Vehicles & Equipment Maint	60	149	550	401		401	27.2%	
4275 Building Maintenance	82	117	1,500	1,383		1,383	7.8%	
Premises - Church Street :- Indirect Expenditure	<u>705</u>	<u>24,206</u>	<u>37,555</u>	<u>13,349</u>	<u>0</u>	<u>13,349</u>	<u>64.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(642)</u>	<u>(19,590)</u>						
<u>206 Premises - Hurdis House</u>								
1050 Income Rent	5,558	5,558	22,137	16,579			25.1%	
1051 Income Insurance Recharge	0	385	384	(1)			100.2%	
Premises - Hurdis House :- Income	<u>5,558</u>	<u>5,943</u>	<u>22,521</u>	<u>16,578</u>			<u>26.4%</u>	<u>0</u>
4115 Insurance	0	398	398	0		0	100.0%	
4301 Public Works Loan Payment	7,501	7,501	15,002	7,501		7,501	50.0%	
Premises - Hurdis House :- Indirect Expenditure	<u>7,501</u>	<u>7,899</u>	<u>15,400</u>	<u>7,501</u>	<u>0</u>	<u>7,501</u>	<u>51.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,943)</u>	<u>(1,956)</u>						
<u>210 Civic Expenses</u>								
1081 Young Mayor Income	0	100	100	0			100.0%	
Civic Expenses :- Income	<u>0</u>	<u>100</u>	<u>100</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4013 Members Expenses	0	0	100	100		100	0.0%	
4014 Member Training	234	469	1,500	1,031		1,031	31.3%	
4105 Postage	0	14	0	(14)		(14)	0.0%	
4106 Stationery	0	673	1,000	327		327	67.3%	
4110 Advertising & Publicity	0	0	50	50		50	0.0%	
4113 Software Support	0	2,283	3,690	1,407		1,407	61.9%	



Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	0	201	196	(5)		(5)	102.6%	
4181 Civic - Mayors Allowance	109	152	1,500	1,348		1,348	10.1%	
4182 Catering & Hospitality	227	298	500	202		202	59.7%	
4183 Civic - Awards	0	127	500	373		373	25.4%	
4184 Civic - other	65	393	200	(193)		(193)	196.6%	
4188 Town Crier Expenses	35	35	125	90		90	28.0%	
4189 Young Mayor	0	(136)	600	736		736	(22.6%)	
4190 Election Costs	0	0	30,000	30,000		30,000	0.0%	
<b>Civic Expenses :- Indirect Expenditure</b>	<b>670</b>	<b>4,510</b>	<b>39,961</b>	<b>35,451</b>	<b>0</b>	<b>35,451</b>	<b>11.3%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(670)</b>	<b>(4,410)</b>						
<b>215 Grants</b>								
4401 Grants	0	30,000	30,000	0		0	100.0%	
<b>Grants :- Indirect Expenditure</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(30,000)</b>						
<b>Finance &amp; General Purposes :- Income</b>								
	<b>6,095</b>	<b>12,781</b>	<b>35,655</b>	<b>22,874</b>			<b>35.8%</b>	
<b>Expenditure</b>								
	<b>53,225</b>	<b>265,239</b>	<b>569,314</b>	<b>304,075</b>	<b>0</b>	<b>304,075</b>	<b>46.6%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(47,130)</b>	<b>(252,458)</b>						
<b>Golf Course and The View</b>								
<b>101 Golf Course</b>								
1000 Golf Course Season Ticket	369	180,160	216,774	36,615			83.1%	
1001 Golf Course Green Fees M-F	13,003	51,948	96,533	44,585			53.8%	
1002 Golf Course Green Fees web/h	9,253	45,225	74,036	28,811			61.1%	
1003 Golf Course Specials	11,959	52,039	76,227	24,188			68.3%	
1004 Golf Course Locker	35	955	1,846	891			51.7%	
1005 Golf Course Credit Card Charge	0	0	119	119			0.0%	
1007 Golf Course Air Traffic	0	3,750	7,500	3,750			50.0%	
1011 Income Filming	0	0	206	206			0.0%	
1050 Income Rent	0	0	106	106			0.0%	
1054 Income Other	0	396	1,042	646			38.0%	
1055 Income Memorial Bench	0	0	1,386	1,386			0.0%	
1100 Income Advertising	0	0	250	250			0.0%	
1311 Buggy Hire	3,242	13,907	18,475	4,568			75.3%	
<b>Golf Course :- Income</b>	<b>37,860</b>	<b>348,379</b>	<b>494,500</b>	<b>146,121</b>			<b>70.5%</b>	<b>0</b>
4000 Salaries & Wages	7,666	38,058	91,123	53,065		53,065	41.8%	
4001 Employers NI	661	3,305	7,925	4,620		4,620	41.7%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/08/2019

Month No: 5

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4002 Employers Superannuation	903	4,536	10,649	6,113		6,113	42.6%	
4004 Staff Welfare Costs	28	140	510	370		370	27.5%	
4010 Staff Training	0	350	1,854	1,504		1,504	18.9%	
4011 Staff Protective Clothing	0	765	1,236	471		471	61.9%	
4015 Office Refreshments	367	367	389	22		22	94.4%	
4041 Golf Professional Retainer	4,403	22,015	52,837	30,822		30,822	41.7%	
4045 Golf Course Player Costs	0	0	3,000	3,000		3,000	0.0%	
4046 Golf Club Membership Fees	0	14,987	16,480	1,493		1,493	90.9%	
4051 Rates	2,040	10,205	20,560	10,355		10,355	49.6%	
4052 Water & Sewerage	1,515	4,456	5,000	544		544	89.1%	
4055 Electricity	0	0	4,800	4,800		4,800	0.0%	
4056 Gas	0	0	600	600		600	0.0%	
4060 Refuse	0	215	312	97		97	69.0%	
4100 Telecommunications	111	270	402	132		132	67.2%	
4105 Postage	0	0	150	150		150	0.0%	
4106 Stationery	0	106	557	451		451	19.0%	
4110 Advertising & Publicity	0	1,396	4,944	3,548		3,548	28.2%	
4112 Subscriptions	0	0	600	600		600	0.0%	
4113 Software Support	0	1,178	1,440	262		262	81.8%	
4114 Licence Fee	0	75	75	0		0	100.0%	
4115 Insurance	400	9,209	7,416	(1,793)		(1,793)	124.2%	
4116 Web Site	0	72	74	2		2	97.3%	
4156 Bank Charges	418	1,908	4,345	2,437		2,437	43.9%	
4251 Dog Bin Emptying	89	446	1,325	879		879	33.7%	
4261 Grounds Maint non contract	2,021	23,661	49,152	25,491		25,491	48.1%	
4266 Borehole & Related Expenditure	0	0	50,000	50,000		50,000	0.0%	
4270 Vehicles & Equipment Maint	471	9,597	37,800	28,203		28,203	25.4%	
4271 Vehicle & Equipment Lease	0	40,280	40,800	520		520	98.7%	
4272 Equipment Purchase	0	2,123	1,800	(323)		(323)	117.9%	
4275 Building Maintenance	0	50	1,200	1,150		1,150	4.2%	
4279 Fire & Security	126	3,481	420	(3,061)		(3,061)	828.8%	
4308 Rent - Shop, Locker & Chng Rms	4,167	20,833	50,000	29,167		29,167	41.7%	
4309 Buggy Lease & Maintenance	587	2,935	7,045	4,110		4,110	41.7%	
<b>Golf Course :- Indirect Expenditure</b>	<b>25,974</b>	<b>217,022</b>	<b>476,820</b>	<b>259,798</b>	<b>0</b>	<b>259,798</b>	<b>45.5%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>11,887</b>	<b>131,357</b>						
<b>102 Capital Costs-Golf &amp; The View</b>								
1018 Income Returned Deposit	0	1,000	0	(1,000)			0.0%	
<b>Capital Costs-Golf &amp; The View :- Income</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>(1,000)</b>				<b>0</b>
4266 Borehole & Related Expenditure	0	33,326	0	(33,326)		(33,326)	0.0%	33,326

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2019

Month No: 5

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4267 Spike Bar Costs	0	522	0	(522)		(522)	0.0%	522
Capital Costs-Golf & The View :- Indirect Expenditure	0	33,848	0	(33,848)	0	(33,848)		33,848
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(32,848)</b>	<b>0</b>	<b>32,848</b>				
6000 plus Transfer from EMR	0	33,848						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>1,000</b>						
<b>103 The View</b>								
1050 Income Rent	0	500	1,000	500			50.0%	
1305 Income Hire Pro-Shop & Chg Rms	4,167	20,833	50,000	29,167			41.7%	
1306 Income Golf Club Room Hires	692	1,592	4,635	3,043			34.3%	
1307 Income Bar Sales	21,169	87,328	208,725	121,397			41.8%	
1308 Income Food Sales	27,641	117,391	180,250	62,859			65.1%	
1310 Income - Society Food	7,670	26,147	32,239	6,092			81.1%	
1312 Function Food Sales	5,720	36,161	82,100	45,939			44.0%	
1313 Function Bar Sales	569	3,294	5,000	1,706			65.9%	
1315 Income Linen Charge	0	7	0	(7)			0.0%	
1316 Events Income - The View	0	17	0	(17)			0.0%	
<b>The View :- Income</b>	<b>67,627</b>	<b>293,270</b>	<b>563,949</b>	<b>270,679</b>			<b>52.0%</b>	<b>0</b>
4901 Term Maintenance	0	0	5,000	5,000		5,000	0.0%	
<b>The View :- Direct Expenditure</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0.0%</b>	<b>0</b>
4000 Salaries & Wages	22,278	104,943	235,250	130,307		130,307	44.6%	
4001 Employers NI	1,375	6,824	16,095	9,271		9,271	42.4%	
4002 Employers Superannuation	1,282	6,658	15,364	8,706		8,706	43.3%	
4003 Sub-contracted Staff	0	93	10,300	10,207		10,207	0.9%	
4004 Staff Welfare Costs	35	161	1,448	1,287		1,287	11.1%	
4010 Staff Training	0	0	1,000	1,000		1,000	0.0%	
4012 Staff Expenses	69	118	155	37		37	76.1%	
4016 Staff Uniform	0	44	206	162		162	21.4%	
4017 Timesheet & Rota Software	0	206	515	309		309	39.9%	
4051 Rates	656	3,279	6,607	3,328		3,328	49.6%	
4052 Water & Sewerage	0	(514)	3,708	4,222		4,222	(13.9%)	
4055 Electricity	1,887	7,160	16,995	9,835		9,835	42.1%	
4056 Gas	395	1,672	4,851	3,179		3,179	34.5%	
4060 Refuse	0	1,327	4,120	2,793		2,793	32.2%	
4100 Telecommunications	207	1,677	1,236	(441)		(441)	135.6%	
4105 Postage	1	2	143	141		141	1.3%	
4106 Stationery	185	462	1,030	568		568	44.8%	
4107 Photocopier	0	1	0	(1)		(1)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2019

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4110 Advertising & Publicity	345	3,130	7,000	3,870		3,870	44.7%	
4113 Software Support	0	1,160	1,038	(122)		(122)	111.8%	
4114 Licence Fee	0	827	958	131		131	86.3%	
4115 Insurance	0	3,729	3,806	77		77	98.0%	
4116 Web Site	5	286	567	281		281	50.5%	
4156 Bank Charges	557	2,044	4,281	2,237		2,237	47.7%	
4182 Catering & Hospitality	0	18	0	(18)		(18)	0.0%	
4196 Events Expenditure - The View	3	630	4,159	3,529		3,529	15.2%	
4199 Other Expenditure	0	220	0	(220)		(220)	0.0%	
4201 Cleaning & Hygiene	60	6,091	20,600	14,509		14,509	29.6%	
4202 Linen Cleaning	616	1,576	2,881	1,305		1,305	54.7%	
4261 Grounds Maint non contract	0	325	0	(325)		(325)	0.0%	
4267 Spike Bar Costs	0	0	40,000	40,000		40,000	0.0%	
4270 Vehicles & Equipment Maint	50	1,514	2,000	486		486	75.7%	
4272 Equipment Purchase	0	501	1,000	499		499	50.1%	
4275 Building Maintenance	0	2,525	3,000	475		475	84.2%	
4276 CCTV	0	8	1,000	992		992	0.8%	
4279 Fire & Security	0	625	1,545	920		920	40.5%	
4301 Public Works Loan Payment	0	17,103	105,000	87,897		87,897	16.3%	
4303 Food Expenditure	11,954	57,343	92,700	35,357		35,357	61.9%	
4304 Bar Expenditure	6,165	29,158	55,620	26,462		26,462	52.4%	
4305 Fire Extinguishers	0	0	206	206		206	0.0%	
4306 Catering Utensils & Equip	107	582	1,000	418		418	58.2%	
4307 Bar Utensils & Equip	(109)	133	250	117		117	53.2%	
4311 Pest Control	0	239	773	534		534	30.9%	
4313 Stock Take	180	720	2,266	1,546		1,546	31.8%	
4314 Cost of Card Top Up Incentives	391	1,962	3,966	2,004		2,004	49.5%	
4900 Suspense A/c	3	3	0	(3)		(3)	0.0%	
<b>The View :- Indirect Expenditure</b>	<b>48,695</b>	<b>266,564</b>	<b>674,639</b>	<b>408,075</b>	<b>0</b>	<b>408,075</b>	<b>39.5%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>18,932</b>	<b>26,707</b>						
<b>Golf Course and The View :- Income</b>	<b>105,487</b>	<b>642,649</b>	<b>1,058,449</b>	<b>415,800</b>			<b>60.7%</b>	
<b>Expenditure</b>	<b>74,669</b>	<b>517,433</b>	<b>1,156,459</b>	<b>639,026</b>	<b>0</b>	<b>639,026</b>	<b>44.7%</b>	
<b>Net Income over Expenditure</b>	<b>30,818</b>	<b>125,216</b>	<b>(98,010)</b>	<b>(223,226)</b>				
<b>plus Transfer from EMR</b>	<b>0</b>	<b>33,848</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>30,818</b>	<b>159,064</b>						

Precept

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2019

Month No: 5

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>801 Precept</b>								
1176 Precept	383,729	767,459	767,459	0			100.0%	
1177 Council Tax Support Grant	8,207	16,414	16,414	0			100.0%	
1178 Special Subsidy Grant	5,214	10,429	0	(10,429)			0.0%	
<b>Precept :- Income</b>	<b>397,150</b>	<b>794,302</b>	<b>783,873</b>	<b>(10,429)</b>			<b>101.3%</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>397,150</b>	<b>794,302</b>						
<b>Precept :- Income</b>	<b>397,150</b>	<b>794,302</b>	<b>783,873</b>	<b>(10,429)</b>			<b>101.3%</b>	
<b>Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>397,150</b>	<b>794,302</b>						
<b>Grand Totals:- Income</b>	<b>536,380</b>	<b>1,666,352</b>	<b>2,636,186</b>	<b>969,834</b>			<b>63.2%</b>	
<b>Expenditure</b>	<b>211,827</b>	<b>1,215,209</b>	<b>2,737,315</b>	<b>1,522,106</b>	<b>0</b>	<b>1,522,106</b>	<b>44.4%</b>	
<b>Net Income over Expenditure</b>	<b>324,553</b>	<b>451,143</b>	<b>(101,129)</b>	<b>(552,272)</b>				
plus Transfer from EMR	44,582	298,098						
less Transfer to EMR	0	46,545						
<b>Movement to/(from) Gen Reserve</b>	<b>369,135</b>	<b>702,695</b>						

## Finance &amp; General Purposes Committee Variance Reporting

2019/20

		Reported 26th September 19
<b>201</b>	<b>Administration</b>	
4003	Sub Contracted Staff	26/09/19 - Showing a higher % of budget due to external project management services assisting the Facilities Dpt with various project works.
4010	Staff Training	26/09/19 - This is now higher than the budgeted amount due to Risk Management Training, Tree Survey Inspection Course and Annual Law Update Course that were not budgeted for. There is further training scheduled in the following months and it is likely that the budget will be exceeded by £800. Training is essential for officers to maintain their knowledge to ensure compliance with all legal and statutory requirements.
4012	Staff Expenses	26/09/19 - Showing a higher % of budget mainly due to the mileage reclaim to the Future of Our High Street conference in Stockton.
4106	Stationery	26/09/19 - Showing a higher % of budget largely due to the purchase of the Arnold Baker Administration books.
4112	Subscriptions	26/09/19 - The budget is already at 100% due to the majority of subscriptions being paid at the beginning of the financial year.
4113	Software Support	26/09/19 - Showing a higher % of budget due to additional SIRUS accounts purchased and increased cost in IRIS Payroll due to the rise in staff numbers. It is likely that this will be slightly over budget at the year end.
4115	Insurance	26/09/19 - The insurance is paid at the beginning of the year and no further costs are expected.
4116	Website	26/09/19 - This is over budget with further costs expected due to the new website that is currently underway.
4157	Audit Fees	26/09/19 - This is currently showing in credit due to the accrual for external audit costs for 2018/19 yet to be invoiced.
4199	Other Expenditure	26/09/19 - Showing a higher % of budget due to an incorrect coding which will be rectified in the September accounts
4272	Equipment Purchase	26/09/19 - Showing a higher % of budget due to the new laptops required for the admin offices.
<b>205</b>	<b>Premises Church Street</b>	
1050	Income Rent	26/09/19 - The income is showing a higher % due to 75% of the rent for CAB and TIC is shown in April. The remainder will be invoiced in December so therefore, it should not be expected that we will be much over the budgeted income this year.
<b>206</b>	<b>Hurdis House</b>	
1051	Income Insurance	26/09/19 - The budgeted income has been fully received for 19/20
4115	Insurance	26/09/19 - The insurance costs are all paid out during the first two months of the year. There are no further costs expected on this account.
4301	Public Works Loan Board	26/09/19 - The PWLB payments come out twice a year and are due to finish in 2025.
<b>210</b>	<b>Civic Expenses</b>	
4106	Stationery	26/09/19 - Showing a higher % of budget due to the stationery for the newly elected councillors in May.
4113	Software Support	26/09/19 - Showing a higher % of budget due to the time of year that the microsoft invoices are received. Due to an overlap with the old and new councillors in May, there is likely to be a slight overspend at year end.

**Reported 26th September 19**

4115	Insurance	26/09/19 - The insurance costs relate to the civic regalia which was slightly higher than the budget. There are no further costs expected on this account.
4184	Civic - Other	26/09/19 - The Freedom of the Town award / event was agreed after the budget had been set. Therefore there will be an overspend in this account by the year end of approximately £1,000.
4189	Young Mayor	26/09/19 - This is showing a credit due to an accrual at the beginning of the year. Whilst the general accounts year end runs until the end of March, the Mayoral year runs to the end of May. Therefore, the expenditure for the previous young mayor was accrued for the awards at the Town Forum in May so as not to take out of this year's Young Mayor's pot. However, the amount of £136 was not used and as the new Young Mayor has not spent any funds as yet, it shows as a credit.
4190	Election Costs	26/09/19 - The cost of the 19/20 elections should cost no more than £26,620 leaving £3,380 in the budget. It is intended to put this amount into the election EMR at year end to cover any potential by-elections and to build up to the next elections in 2023.
215	Grants	
4401	Grants	26/09/19 - Following the annual grants process between April - June, the full grants budget is paid out soon after. No further expenditure will be met from this budget in this financial year.



## Seaford Town Council

## Report 74/19

**Agenda Item No:** 4 (c)  
**Committee:** Finance and General Purposes  
**Date:** 26<sup>th</sup> September 2019  
**Title:** Finance Department Update  
**By:** Lucy Clark  
**Purpose of Report:** To inform Councillors of relevant financial updates.

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### Recommendations

You are recommended:

1. To note the contents of the report.
- 

### 1. Information

- 1.1 Annual Return – I am pleased to report that the appointed external auditors, PKF Littlejohn have completed their audit of our Annual Return for 2018/19 and have concluded that there are no ‘except for’ matters and that our annual return is ‘unqualified’ (meaning that the financial statements give a true and fair view, in all material respects, in accordance with the identified financial reporting framework). A full report will be sent to the next Full Council meeting on 17<sup>th</sup> October.
- 1.2 Internal Audit – Mark Mulberry & Co are once again the appointed auditors for 2019/20 and will carry out their first audit at the Council Offices on Friday 6<sup>th</sup> December 2019.

### 2. Financial Appraisal

- 2.1 There are no financial implications consequential from this report.

### 3. Contact Officer

- 3.1 The Contact Officer for this report is Lucy Clark, Finance Manager

Finance Manager

Town Clerk





## Seaford Town Council

### Report 68/19

<b>Agenda Item No:</b>	5
<b>Committee:</b>	Finance & General Purposes
<b>Date:</b>	26 <sup>th</sup> September 2019
<b>Title:</b>	2019-20 Budget Framework and Timetable
<b>By:</b>	Lucy Clark, Finance Manager
<b>Purpose of Report:</b>	To advise the Committee of the proposed Budget Framework and Timetable for 2020-2021

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#### Recommendations

**You are recommended:**

1. To approve the Budget Framework and Timetable.
- 

#### 1. Information

- 1.1 Financial Regulations states that the RFO is responsible for the development of the Budget Framework and Timetable each year, which will set out the proposed strategy and timescale for the setting of the annual Revenue and Capital Budget. The Budget Framework and Timetable will be approved each year by F&GP Committee.
- 1.2 In the autumn and in consultation with the Finance Manager, each Committee shall formulate proposals for their own area of responsibility in respect of revenue.
- 1.3 The preparation of the budget for 2020-21 will commence in due course once the September transactions have been finalised. The transactions for the six months to September will be used as a base for the projected outturn for 2019-20 and initial budget for 2020-21.
- 1.4 At the end of the financial year when the Council's end of year position is known, the Council will have an opportunity to allocate any surplus funds if there are any, to projects on the Capital Wish List and Ear Marked Reserves.

1.5 The proposed timetable is as follows:

<b>Date</b>	<b>Meeting</b>	<b>Action</b>
24 <sup>th</sup> October 2019	Councillor Budget Training (Council Chambers 7pm)	Councillor Budget Training
15 <sup>th</sup> November 2019	Community Services Committee Meeting 7pm	Budget Approval
28 <sup>th</sup> November 2019	Finance & General Purposes Committee Meeting 7pm	Budget Approval
3 <sup>rd</sup> December 2019	Golf & The View Committee Meeting 7pm	Budget Approval
9 <sup>th</sup> January 2020	Councillor Working Group (Council Chambers 7pm)	Consideration of Full Budget
23 <sup>rd</sup> January 2020	Full Council Meeting 7pm	Final Approval & Precept set

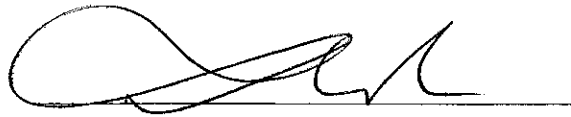
## 2. Financial Appraisal

There are no immediate financial implications resulting from this report.

## 3. Contact Officer

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

Finance Manager



Town Clerk

