

Payments for Month 8

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
10/11/2015	Barclaycard	42880	125.13	125.13		501		Lease Nov 15 6470-PDQ Charges01/10- 31/10/15
10/11/2015	Barclaycard	78590	139.76	139.76		501		6471-PDQ charges01/10- 31/10/15
10/11/2015	Wristband Angels	DCARD	10.00		1.67	4189 210	8.33	Wristbands-Young Mayor Party
13/11/2015	Total Gas & Power	DD1	8,013.00	8,013.00		501		6598-Electricity 05/15-07/15
16/11/2015	02 (UK) Ltd	725/001	45.22	45.22		501		6436-Club Manager mobile oct
16/11/2015	Co-Operative Bank	FF Direct	51.58	51.58		501		6469- charges 01/10 - 31/10/15
16/11/2015	WP-Spikomat	DCARD	48.74		8.12	4306 103	40.62	Skewers for Club Kitchen
16/11/2015	WP-Spikomat	DCARD	-48.72		-8.12	4306 103	-40.60	Skewers for club kitchen
16/11/2015	WP Spikomat	DCARD	43.74		7.29	4306 103	36.45	Skewers for Club Kitchen
16/11/2015	WP Spikomat	DCARD	-0.02			4306 103	-0.02	Skewers for Club Kitchen
18/11/2015	Southern Electric	202849	90.69	90.69		501		6473-Gas 01/08- 28/10/15
19/11/2015	Petty Cash	202850	80.00			201	80.00	Top up of Petty Cash Office
19/11/2015	Total Gas & Power	DD	1,886.29	1,886.29		501		6601-Electricity 1/10-31/10/15
20/11/2015	BACS B/L Pymnt Page 1325	BACS	51,913.63	51,913.63		501		<i>see attached breakdown</i> BACS B/L Pymnt Page 1325 -- 1320
23/11/2015	Materials petty cash	BACS	86.68			201	86.68	Top up of Materials Float
23/11/2015	Guild of Mace Bearers	BACS	25.00			4188 210	25.00	Annual Subs 1/1/16- 31/12/16
23/11/2015	Myhermes.co.uk	DCARD	5.99		1.00	4155 201	4.99	Courier to delivery a package
23/11/2015	Information Commisioners Offic	DD	35.00	35.00		501		6532-Data Protect Regulat 2015
23/11/2015	Total Gas & Power	DD	52.00	52.00		501		6602-07/10/15- 31/10/15
24/11/2015	BACS B/L Pymnt Page 1327	BACS	4,035.60	4,035.60		501		<i>see attached</i> BACS B/L Pymnt Page 1327
25/11/2015	Sky Business	1409101	439.20	439.20		501		6504-Monthly Subscription
25/11/2015	COOP	BACS	27,992.70			516	27,992.70	Salaries Nov 15
25/11/2015	Nisbets	DCARD	82.75		13.79	4201 103	21.99	Urinal blocks
26/11/2015	East Sussex Pension Fund	BACS	5,666.16			4306 103	46.97	Mugs
26/11/2015	HMRC Cumbernauld	BACS	7,583.30			517	5,666.16	Pension Contributions - Nov 15
26/11/2015	DWP Debt Management	BACS	40.22			515	7,583.30	PAYE - Nov 15 Contributions
26/11/2015	DWP Debt Management	BACS	40.22			515	40.22	Direct Earnings

Date: 04/12/2015

Seaford Town Council 2015/2016

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Cash Book 1

User : LC

Current/Deposit Account

For Month No : 8

Payments for Month 8

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>
28/11/2015	Amazon	DCARD	93.89			4196 103	93.89	Ipod for the view
30/11/2015	BACS B/L Pymnt Page 1331	BACS	13,032.45	13,032.45		501		<i>see attached breakdown</i> BACS B/L Pymnt Page 1331 -- 1329
30/11/2015	Nubian Jak Academy	BACS	100.00			4181 210	100.00	Donation to Centenary Comm.
30/11/2015	BACS B/L Pymnt Page 1332	BACS	960.00	960.00		501		<i>see attached</i> BACS B/L Pymnt Page 1332
30/11/2015	Talk Talk Business	098/882	160.27	160.27		501		6463-Church St. 01/10-31/10/15
30/11/2015	Wristband Angel	DCARD	10.00		1.67	4189 210	8.33	Wristbands-young mayor party
30/11/2015	Wristband Angel	DCARD	-10.00		-1.67	4189 210	-8.33	Wristbands-Young Mayor Party
30/11/2015	Postage by Phone - Pitney Bowe	DD	307.20	307.20		501		6593-Frinking Top-up
Total Payments for Month			146,649.61	99,396.61	82.19		47,170.81	
Balance Carried Fwd			535,486.32					
Cash Book Totals			682,135.92	99,396.61	82.19		582,657.12	

List of Purchase Ledger BACS Payments

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Month : 8

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 : Bidvest 3663			BIDVEST				
14/10/2015	63531431	6426-Food for clubhouse		143.77	0.00	143.77	0.00
14/10/2015	63531439	6425-Food for clubhouse		37.14	0.00	37.14	0.00
16/10/2015	63571422	6400-Food for clubhouse		185.76	0.00	185.76	0.00
17/10/2015	63592850	6395-Food for clubhouse		91.30	0.00	91.30	0.00
20/10/2015	63621550	6427-Utensils for clubhouse		235.31	0.00	235.31	0.00
24/10/2015	63690940	6417-Food for clubhouse		189.60	0.00	189.60	0.00
27/10/2015	63711741A	6452-Drink for Clubhouse		217.89	0.00	217.89	0.00
					0.00	1,100.77	
Above paid on : 05/11/2015						BACS No	BIDVEST
Supplier : Burt's Bakery			BURTS				
17/10/2015	002	6419-Bread for clubhouse		119.05	0.00	119.05	0.00
24/10/2015	003	6446-Bread Clubhouse		104.08	0.00	104.08	0.00
					0.00	223.13	
Above paid on : 05/11/2015						BACS No	BURTS
Supplier : Cavalier of Sussex			CAVALIER				
14/10/2015	17524	6448-Bread for club house		50.75	0.00	50.75	0.00
23/10/2015	17720	6416-Bread products clubhouse		24.90	0.00	24.90	0.00
					0.00	75.65	
Above paid on : 05/11/2015						BACS No	CAVALIER
Supplier : Collier Turf Care Ltd			COLL				
01/09/2015	114569	6444-Logo White Flags		528.00	0.00	528.00	0.00
13/10/2015	116153	6433-Domed Disc Makers		402.00	0.00	402.00	0.00
15/10/2015	116108	6445-Medallion 3ltr Everris		792.00	0.00	792.00	0.00
					0.00	1,722.00	
Above paid on : 05/11/2015						BACS No	COLL
Supplier : Dash Riprock Ltd			DASH				
28/10/2015	4	6392-Management of clubhouse		3,600.00	0.00	3,600.00	0.00
					0.00	3,600.00	
Above paid on : 05/11/2015						BACS No	DASH
Supplier : Direct365online Ltd			DIRECT365				
01/10/2015	375640	6415-Trade Waste - Oct 15		185.12	0.00	185.12	0.00

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Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	185.12	
				Above paid on : 05/11/2015		BACS No DIRECT365	
		Supplier : Ecolab Ltd	ECOLAB				
29/06/2015	I1310593	6404-Servicing pest eliminat		189.71	0.00	189.71	0.00
					0.00	189.71	
				Above paid on : 05/11/2015		BACS No ECOLAB	
		Supplier : Water for Work & Home Ltd	EDG				
31/10/2015	1544713	6437-Bottled Water		40.80	0.00	40.80	0.00
					0.00	40.80	
				Above paid on : 05/11/2015		BACS No EDG	
		Supplier : Europlants Ltd	EURO				
16/10/2015	6043866	6391-Supply Winter Plants		538.56	0.00	538.56	0.00
					0.00	538.56	
				Above paid on : 05/11/2015		BACS No EURO	
		Supplier : Sussex Events Ltd	EVENTS				
29/10/2015	INV000549	6429-Camera installation chamb		38.40	0.00	38.40	0.00
					0.00	38.40	
				Above paid on : 05/11/2015		BACS No EVENTS	
		Supplier : Godfreys (Sevenoaks) Ltd	GODFREYS				
21/10/2015	374700	6431-Engine oil, files, funnel		150.72	0.00	150.72	0.00
21/10/2015	374702	6443-File, Chain oil		55.42	0.00	55.42	0.00
					0.00	206.14	
				Above paid on : 05/11/2015		BACS No GODFREYS	
		Supplier : H T White & Co Ltd	HTWHITE				
21/10/2015	HYIW0850	6385-Drinks for clubhouse		1,676.52	0.00	1,676.52	0.00
22/10/2015	HYIW1438	6386-Drink for clubhouse		324.00	0.00	324.00	0.00
					0.00	2,000.52	
				Above paid on : 05/11/2015		BACS No HTWHITE	

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Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : IGF Invoice Finance Ltd			IGF				
22/10/2015	GNM6114	6424-Advert Oct 15		330.00	0.00	330.00	0.00
					0.00	330.00	
				Above paid on : 05/11/2015		BACS No IGF	
Supplier : Lewes District Council			LDC				
22/10/2015	6147240	6387-Premises License for club		70.00	0.00	70.00	0.00
					0.00	70.00	
				Above paid on : 05/11/2015		BACS No LDC	
Supplier : National Association of Local Councils			NALC				
21/10/2015	691920	6390-confer.Cllrs RHoneyman/PL		420.00	0.00	420.00	0.00
					0.00	420.00	
				Above paid on : 05/11/2015		BACS No NALC	
Supplier : R.A Needham			NEEDHAM				
14/10/2015	047	6441-Review bundle 30/09/15		160.00	0.00	160.00	0.00
					0.00	160.00	
				Above paid on : 05/11/2015		BACS No NEEDHAM	
Supplier : Paul's Plaice			PAULS				
16/10/2015	5602	6401-Fish for clubhouse		26.00	0.00	26.00	0.00
					0.00	26.00	
				Above paid on : 05/11/2015		BACS No PAULS	
Supplier : Power Electrical Services Ltd			PES				
03/05/2015	489	6388-Full Electrical Report HH		780.00	0.00	780.00	0.00
07/07/2015	546	6389-Rewire & Emerg lights HH		2,378.52	0.00	2,378.52	0.00
					0.00	3,158.52	
				Above paid on : 05/11/2015		BACS No PES	
Supplier : Safehaven Security Ltd			SAFEH				
20/10/2015	000376	6432-Callout & change of locks		218.40	0.00	218.40	0.00

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 8

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	218.40	
					Above paid on : 05/11/2015		BACS No SAFEH
		Supplier : Southdown Food Supplies	SOUTHDOWN				
16/10/2015	11063	6402-Food for clubhouse		155.44	0.00	155.44	0.00
20/10/2015	11083	6423-Food for clubhouse		75.70	0.00	75.70	0.00
23/10/2015	11100	6422-Food for clubhouse		76.83	0.00	76.83	0.00
27/10/2015	11818	6421-Food for clubhouse		262.52	0.00	262.52	0.00
					0.00	570.49	
					Above paid on : 05/11/2015		BACS No SOUTHDOWN
		Supplier : John Spicer	SPI				
29/10/2015	382	6428-Labour charges Oct 15		615.00	0.00	615.00	0.00
					0.00	615.00	
					Above paid on : 05/11/2015		BACS No SPI
		Supplier : Tastables of Brighton	TASTABLES				
14/10/2015	291816	6398-Food for clubhouse		13.84	0.00	13.84	0.00
16/10/2015	292203	6393-Food for clubhouse		25.51	0.00	25.51	0.00
17/10/2015	292486	6396-Food for clubhouse		53.34	0.00	53.34	0.00
19/10/2015	292622	6414-Food for clubhouse		30.91	0.00	30.91	0.00
20/10/2015	292776	6413-Food for clubhouse		83.12	0.00	83.12	0.00
21/10/2015	293025	6412-Food for clubhouse		17.10	0.00	17.10	0.00
22/10/2015	293150	6411-Food for clubhouse		99.75	0.00	99.75	0.00
24/10/2015	293532	6410-Food for clubhouse		58.78	0.00	58.78	0.00
27/10/2015	293865	6409-Food for clubhouse		44.17	0.00	44.17	0.00
					0.00	426.52	
					Above paid on : 05/11/2015		BACS No TASTABLES
		Supplier : C.Walbrin & Sons	WALBRIN				
16/10/2015	49486	6399-Meat for clubhouse		202.06	0.00	202.06	0.00
17/10/2015	49494	6394-Meat for Clubhouse		36.17	0.00	36.17	0.00
20/10/2015	49528	6407-Meat for Clubhouse		94.56	0.00	94.56	0.00
22/10/2015	49544	6408-Meat for clubhouse		78.31	0.00	78.31	0.00
24/10/2015	49569	6406-Meat for Clubhouse		173.94	0.00	173.94	0.00
27/10/2015	49600	6405-Meat for Clubhouse		57.08	0.00	57.08	0.00

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Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	642.12	
				Above paid on : 05/11/2015		BACS No WALBRIN	
		Supplier : Wave Leisure Trust	WAVE				
23/10/2015	OLC4479/1	6442-Hire of area for 4/12/15		125.00	0.00	125.00	0.00
					0.00	125.00	
				Above paid on : 05/11/2015		BACS No WAVE	
		Supplier : White Knight Laundry Services	WHITE				
05/10/2015	31133	6403-Tablecloth cleaning		93.42	0.00	93.42	0.00
18/10/2015	31702	6438-Table cloth cleaning		74.63	0.00	74.63	0.00
26/10/2015	31992	6420-Linen and tablecloth clea		65.02	0.00	65.02	0.00
					0.00	233.07	
				Above paid on : 05/11/2015		BACS No WHITE	
			PAYMENT TOTALS		0.00	16,915.92	

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Reprint of Purchase Ledger Payments Entered

Ledger No : 1

Month No : 8

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Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Splash Point Music Ltd	SPLASH				
01/11/2015	NOV15	6454-jazz perform 1/11/15		300.00	0.00	300.00	0.00
					<u>0.00</u>	<u>300.00</u>	
				Above paid on : 10/11/2015		By BACS	SPLASH
				PAYMENT TOTALS	<u>0.00</u>	<u>300.00</u>	

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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 : Alan Hawkins Flooring			AHAWKINS				
25/10/2015	OCT15	6455-Flooring at Crypt -Oct15		2,320.00	0.00	2,320.00	0.00
					0.00	2,320.00	
			Above paid on : 20/11/2015			BACS No AHAWKINS	
Supplier : Airtemp AC Ltd			AIRTEMP				
07/10/2015	S10001	6492-Filter service for Air Co		156.00	0.00	156.00	0.00
14/10/2015	S10038	6493-Full Service on Air Con		240.00	0.00	240.00	0.00
					0.00	396.00	
			Above paid on : 20/11/2015			BACS No AIRTEMP	
Supplier : Bidvest 3663			BIDVEST				
26/10/2015	CR98472411	6515-Return of food products		-189.60	0.00	-189.60	0.00
30/10/2015	63768991	6498-Bar utensils for club		123.25	0.00	123.25	0.00
31/10/2015	63786716	6506-Food for clubhouse		181.14	0.00	181.14	0.00
02/11/2015	63786717	6497-Catering Utensils		92.14	0.00	92.14	0.00
03/11/2015	63807252	6496-Food for clubhouse		294.77	0.00	294.77	0.00
03/11/2015	CR98481867	6512-Returned/price adjustment		-100.00	0.00	-100.00	0.00
07/11/2015	63888131	6524-Food for clubhouse		119.45	0.00	119.45	0.00
					0.00	521.15	
			Above paid on : 20/11/2015			BACS No BIDVEST	
Supplier : Burt's Bakery			BURTS				
31/10/2015	004	6526-Food for clubhouse		80.66	0.00	80.66	0.00
					0.00	80.66	
			Above paid on : 20/11/2015			BACS No BURTS	
Supplier : Cavalier of Sussex			CAVALIER				
30/10/2015	17841	6500-Bread products for club		49.85	0.00	49.85	0.00
					0.00	49.85	
			Above paid on : 20/11/2015			BACS No CAVALIER	
Supplier : Club Systems International Ltd			CLUB				
02/11/2015	7311	6503-Annual hosting & Till sup		750.00	0.00	750.00	0.00

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Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	750.00	
					Above paid on : 20/11/2015		BACS No CLUB
		Supplier : CPL Petroleum	CPL				
06/11/2015	5298707	6477-Gasoil		590.73	0.00	590.73	0.00
					0.00	590.73	
					Above paid on : 20/11/2015		BACS No CPL
		Supplier : Cully & White Ltd	CULLEY				
12/11/2015	1614	6490-Cleaning of clubhouse		812.00	0.00	812.00	0.00
					0.00	812.00	
					Above paid on : 20/11/2015		BACS No CULLEY
		Supplier : DH Professional Services Ltd	DH				
30/09/2015	STC01	6479-HH - First stage of decor		12,540.00	0.00	12,540.00	0.00
					0.00	12,540.00	
					Above paid on : 20/11/2015		BACS No DH
		Supplier : EDF Energy	EDF				
06/11/2015	1016289	6474-05/12/14-09/01/15 Elect		185.73	0.00	185.73	0.00
					0.00	185.73	
					Above paid on : 20/11/2015		BACS No EDF
		Supplier : Focus4u Ltd	FOCUS				
04/11/2015	9103494	6531-Call out & supply handset		522.00	0.00	522.00	0.00
12/11/2015	9104737	6505-Phones 01/10-31/10/15		97.98	0.00	97.98	0.00
					0.00	619.98	
					Above paid on : 20/11/2015		BACS No FOCUS
		Supplier : Hire-a-Loo	HIRE				
31/10/2015	67659	6468-toilets 01/10-31/10/15		95.60	0.00	95.60	0.00
					0.00	95.60	
					Above paid on : 20/11/2015		BACS No HIRE
		Supplier : H T White & Co Ltd	HTWHITE				

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Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
06/08/2015	HYIU1604	6491-Alcohol for clubhouse		476.77	0.00	476.77	0.00
30/10/2015	CRHYXW3328	6507-Return of Alocchol		-357.44	0.00	-357.44	0.00
30/10/2015	HYIW3758	6494-Alcohol for clubhouse		116.64	0.00	116.64	0.00
05/11/2015	HYIW5005	6502-Alcohol for clubhouse		366.49	0.00	366.49	0.00
05/11/2015	HYIW5012	6501-Gas Cyclinder		73.00	0.00	73.00	0.00
				0.00		675.46	
				Above paid on : 20/11/2015		BACS No HTWHITE	
Supplier : Lely (Uk) Ltd			JOHNS				
03/11/2015	8659033	6476-Solid Tine, Hex capscrew		486.87	0.00	486.87	0.00
				0.00		486.87	
				Above paid on : 20/11/2015		BACS No JOHNS	
Supplier : Mr P S Kennard			KENN				
31/10/2015	989A	6486-Beach Shelter clea Oct 15		144.00	0.00	144.00	0.00
				0.00		144.00	
				Above paid on : 20/11/2015		BACS No KENN	
Supplier : Lewes District Council			LDC				
03/11/2015	6147481	6485-1/11/15-30/11/15		813.69	0.00	813.69	0.00
03/11/2015	6147492	6484-01/11-30/11/15		15,747.60	0.00	15,747.60	0.00
				0.00		16,561.29	
				Above paid on : 20/11/2015		BACS No LDC	
Supplier : Peter Mannington			MANN				
09/11/2015	1760	6478-vert-drain 12/10-16/10		1,962.00	0.00	1,962.00	0.00
				0.00		1,962.00	
				Above paid on : 20/11/2015		BACS No MANN	
Supplier : Mayo Wynne Baxter			MAYO				
06/11/2015	93751	6464-Settlement Agreement		360.00	0.00	360.00	0.00
				0.00		360.00	
				Above paid on : 20/11/2015		BACS No MAYO	
Supplier : Newhaven Chamber of Commerce			NEWHAVEN				
02/11/2015	XMASSTALLS15	6483-30 x market stalls hire		300.00	0.00	300.00	0.00

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Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	300.00	
				Above paid on : 20/11/2015		BACS No NEWHAVEN	
		Supplier : Office Depot UK Ltd	OFFD				
31/10/2015	8151013	6466-Proshop Stationery		137.93	0.00	137.93	0.00
31/10/2015	CR88597854	6467-Return of ink cartridges		-22.68	0.00	-22.68	0.00
					0.00	115.25	
				Above paid on : 20/11/2015		BACS No OFFD	
		Supplier : Orchard Street Furniture	ORC				
09/11/2015	NOV15	6482-Allington bench/picnic		1,996.09	0.00	1,996.09	0.00
					0.00	1,996.09	
				Above paid on : 20/11/2015		BACS No ORC	
		Supplier : Playsafety Ltd	PLAYSAFETY				
21/10/2015	019755	6487-Post installation inspect		474.00	0.00	474.00	0.00
					0.00	474.00	
				Above paid on : 20/11/2015		BACS No PLAYSAFET	
		Supplier : Plumbwells Plumbing Ltd	PLUMBWELLS				
09/11/2015	A1950	6481-Supply new radiator@crypt		180.00	0.00	180.00	0.00
					0.00	180.00	
				Above paid on : 20/11/2015		BACS No PLUMBWELL	
		Supplier : PPL	PPL				
06/11/2015	2879111	6480-Xmas magic 5/12/15 licenc		61.02	0.00	61.02	0.00
					0.00	61.02	
				Above paid on : 20/11/2015		BACS No PPL	
		Supplier : Skyline Energy Assesors	SKYLINE				
30/10/2015	D932-301015	6465-EPC cert - Hurdis Hse		325.00	0.00	325.00	0.00
					0.00	325.00	
				Above paid on : 20/11/2015		BACS No SKYLINE	
		Supplier : Southdown Food Supplies	SOUTHDOWN				

Ledger : 1

Month : 8

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
30/10/2015	11839	6499-Food for clubhouse		147.36	0.00	147.36	0.00
03/11/2015	11859	6527-Food for clubhouse		64.00	0.00	64.00	0.00
06/11/2015	11881	6522-Food for clubhouse		98.20	0.00	98.20	0.00
				0.00		309.56	

Above paid on : 20/11/2015

BACS No SOUTHDOWN

Supplier : Sussex Wildlife Trust

SUSSEX01

30/10/2015	LM500017	6456-Scrub Clearance Hope Gap		950.00	0.00	950.00	0.00
02/11/2015	LM500010VAT			1,050.00	0.00	1,050.00	0.00
02/11/2015	LM500012VAT			1,050.00	0.00	1,050.00	0.00
				0.00		3,050.00	

Above paid on : 20/11/2015

BACS No SUSSEX01

Supplier : Sussex Print Services

SUSSEXPRIN

02/11/2015	1072	6461-Christmas mayor cards 15		115.20	0.00	115.20	0.00
27/11/2015	1071	6460-Autumn Newsletter		977.00	0.00	977.00	0.00
				0.00		1,092.20	

Above paid on : 20/11/2015

BACS No SUSSEXPRIN

Supplier : Tanleys Printers Ltd

TAN

13/11/2015	7246	6459-Business cards Mayor/Depu		57.60	0.00	57.60	0.00
				0.00		57.60	

Above paid on : 20/11/2015

BACS No TAN

Supplier : Tastables of Brighton

TASTABLES

28/10/2015	294078	6510-Food for clubhouse		17.56	0.00	17.56	0.00
31/10/2015	294745	6508-Food for clubhouse		40.54	0.00	40.54	0.00
02/11/2015	294790	6529-Food for clubhouse		34.62	0.00	34.62	0.00
03/11/2015	295002	6520-Food for clubhouse		18.10	0.00	18.10	0.00
04/11/2015	295099	6518-Food for clubhouse		55.29	0.00	55.29	0.00
05/11/2015	295356	6517-Food for clubhouse		28.13	0.00	28.13	0.00
06/11/2015	295559	6523-Food for clubhouse		32.41	0.00	32.41	0.00
07/11/2015	295700	6525-Food for clubhouse		21.34	0.00	21.34	0.00
				0.00		247.99	

Above paid on : 20/11/2015

BACS No TASTABLES

Supplier : Travis Perkins Trading Co Ltd

TRA

Ledger : 1

Month : 8

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
04/11/2015	0162AIJ554	6475-Ballast, Cement, Timber		301.72	0.00	301.72	0.00
					0.00	301.72	
				Above paid on : 20/11/2015		BACS No TRA	
		Supplier : University of Brighton	UNI				
30/11/2015	FOS99592	6534-tuition for h.resources co		3,294.00	0.00	3,294.00	0.00
					0.00	3,294.00	
				Above paid on : 20/11/2015		BACS No UNI	
		Supplier : Venners Ltd	VENNERS				
09/10/2015	V15100532	6495-Stocktake 09/10/15		324.00	0.00	324.00	0.00
					0.00	324.00	
				Above paid on : 20/11/2015		BACS No VENNERS	
		Supplier : C.Walbrin & Sons	WALBRIN				
26/10/2015	49593	6514-Food for Clubhouse		19.92	0.00	19.92	0.00
28/10/2015	49607	6511-Meat for Clubhouse		67.07	0.00	67.07	0.00
30/10/2015	49632	6509-Meat for clubhouse		163.79	0.00	163.79	0.00
02/11/2015	49663	6530-Food for clubhouse		21.67	0.00	21.67	0.00
03/11/2015	49671	6528-Food for clubhouse		34.68	0.00	34.68	0.00
04/11/2015	49677	6519-Food for clubhouse		76.23	0.00	76.23	0.00
05/11/2015	49688	6516-Food for clubhouse		108.24	0.00	108.24	0.00
06/11/2015	49703	6521-Food for clubhouse		23.46	0.00	23.46	0.00
					0.00	515.06	
				Above paid on : 20/11/2015		BACS No WALBRIN	
		Supplier : White Knight Laundry Services	WHITE				
02/11/2015	32260	6488-Linen Cleaning		31.42	0.00	31.42	0.00
09/11/2015	32500	6489-Linen cleaning		87.40	0.00	87.40	0.00
					0.00	118.82	
				Above paid on : 20/11/2015		BACS No WHITE	
		PAYMENT TOTALS		0.00		51,913.63	

At : 19:42

Reprint of Purchase Ledger Payments Entered

Ledger No : 1

Month No : 8

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Fraser Morley	FRAS				
01/11/2015	NOV15	6535-Retainer Nov 15		4,035.60	0.00	4,035.60	0.00
					0.00	4,035.60	
				Above paid on : 24/11/2015		By BACS	FRAS
				PAYMENT TOTALS	0.00	4,035.60	

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 8

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 : Ashprint			ASHPRINT				
03/11/2015	1149	6569-T-Shirt Printing		208.80	0.00	208.80	0.00
					0.00	208.80	
				Above paid on : 30/11/2015		BACS No	ASHPRINT
Supplier : Bidvest 3663			BIDVEST				
03/11/2015	63807272	6536-Gluten free bread		21.88	0.00	21.88	0.00
13/11/2015	63973800	6539-Coffee items for bar		401.25	0.00	401.25	0.00
17/11/2015	64019818	6540-Bar utensils		126.55	0.00	126.55	0.00
18/11/2015	64038584	6538-Food for bar		184.59	0.00	184.59	0.00
18/11/2015	64038846	6537-Food for clubhouse		209.60	0.00	209.60	0.00
					0.00	943.87	
				Above paid on : 30/11/2015		BACS No	BIDVEST
Supplier : Blachere IlluminationUK Ltd			BLAC				
12/11/2015	31928	6565-Collection/rtn of sign		234.00	0.00	234.00	0.00
12/11/2015	31929	6564-Refurbishment of sign		1,207.57	0.00	1,207.57	0.00
					0.00	1,441.57	
				Above paid on : 30/11/2015		BACS No	BLAC
Supplier : Burt's Bakery			BURTS				
14/11/2015	006	6568-Bread products for club		52.50	0.00	52.50	0.00
					0.00	52.50	
				Above paid on : 30/11/2015		BACS No	BURTS
Supplier : Countrywide Farmers Plc			COUNTRY01				
26/10/2015	11459560	6577-Sensipro blue 10 ltrs		164.34	0.00	164.34	0.00
					0.00	164.34	
				Above paid on : 30/11/2015		BACS No	COUNTRY01
Supplier : Countrymans Contractors Ltd			COUNTRYMAN				
27/10/2015	2433	6576-Hedge Cutting at SHGC		600.00	0.00	600.00	0.00
					0.00	600.00	
				Above paid on : 30/11/2015		BACS No	COUNTRYM

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 8

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 : HFE Signs Ltd			HFE				
20/11/2015	2643125	6574-Banners for Xmas Magic		152.80	0.00	152.80	0.00
					0.00	152.80	
Above paid on : 30/11/2015						BACS No HFE	
Supplier : H T White & Co Ltd			HTWHITE				
30/10/2015	HYIW3628	6547-Alcohol for clubhouse		640.20	0.00	640.20	0.00
12/11/2015	HYIW6747	6548-Alcohol for club		839.58	0.00	839.58	0.00
19/11/2015	HYIW8495	6546-Alcohol		529.96	0.00	529.96	0.00
					0.00	2,009.74	
Above paid on : 30/11/2015						BACS No HTWHITE	
Supplier : Mr R D Jones			JONES				
03/11/2015	47	6570-Consultant chef		1,447.50	0.00	1,447.50	0.00
21/11/2015	48	6571-Consultant chef at club		1,155.00	0.00	1,155.00	0.00
					0.00	2,602.50	
Above paid on : 30/11/2015						BACS No JONES	
Supplier : Seaford Head Golf Club			SEA				
31/10/2015	OCT15	6578-4 Winter Subscriptions		110.00	0.00	110.00	0.00
					0.00	110.00	
Above paid on : 30/11/2015						BACS No SEA	
Supplier : Southdown Food Supplies			SOUTHDOWN				
10/11/2015	11902	6550-Food for clubhouse		126.01	0.00	126.01	0.00
13/11/2015	11923	6551-Food for clubhouse		105.70	0.00	105.70	0.00
17/11/2015	11943	6552-Food for clubhouse		149.34	0.00	149.34	0.00
19/11/2015	11960	6549-Food for clubhouse		140.33	0.00	140.33	0.00
					0.00	521.38	
Above paid on : 30/11/2015						BACS No SOUTHDOWN	
Supplier : Sussex Promotions			SUSPROM				
17/11/2015	14003	6572-Xmas Magic shopper bags		1,788.00	0.00	1,788.00	0.00
					0.00	1,788.00	
Above paid on : 30/11/2015						BACS No SUSPROM	

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 8

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 : Tanleys Printers Ltd			TAN				
13/11/2015	7247	6567-Advert Cards		372.00	0.00	372.00	0.00
19/11/2015	7311	6566-Xmas Magic Brochures		1,300.00	0.00	1,300.00	0.00
					0.00	1,672.00	
Above paid on : 30/11/2015						BACS No TAN	
Supplier : Tastables of Brighton			TASTABLES				
10/11/2015	296071	6558-Food for clubhouse		48.28	0.00	48.28	0.00
11/11/2015	296293	6553-Food for clubhouse		28.39	0.00	28.39	0.00
13/11/2015	296699	6557-Food for clubhouse		47.46	0.00	47.46	0.00
14/11/2015	296840	6556-Food for clubhouse		27.98	0.00	27.98	0.00
16/11/2015	297051	6555-Food for clubhouse		63.29	0.00	63.29	0.00
18/11/2015	297452	6559-Food for clubhouse		132.61	0.00	132.61	0.00
19/11/2015	297616	6554-Food for clubhouse		14.00	0.00	14.00	0.00
					0.00	362.01	
Above paid on : 30/11/2015						BACS No TASTABLES	
Supplier : Travis Perkins Trading Co Ltd			TRA				
17/11/2015	0158ABD309	6573-Cable avoiding tool		67.82	0.00	67.82	0.00
					0.00	67.82	
Above paid on : 30/11/2015						BACS No TRA	
Supplier : C.Walbrin & Sons			WALBRIN				
11/11/2015	49758	6542-Meat for clubhouse		29.47	0.00	29.47	0.00
13/11/2015	49776	6543-Meat for clubhouse		142.83	0.00	142.83	0.00
14/11/2015	49792	6544-Meat for clubhouse		18.36	0.00	18.36	0.00
16/11/2015	49807	6545-Meat for clubhouse		22.50	0.00	22.50	0.00
19/11/2015	49828	6541-Meat for clubhouse		121.96	0.00	121.96	0.00
					0.00	335.12	
Above paid on : 30/11/2015						BACS No WALBRIN	
PAYMENT TOTALS					0.00	13,032.45	

At : 19:43

Reprint of Purchase Ledger Payments Entered

Ledger No : 1

Month No : 8

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Dash Riprock Ltd	DASH				
26/11/2015	5	6579-Management Consultancy		960.00	0.00	960.00	0.00
					0.00	960.00	
				Above paid on : 30/11/2015		By BACS	DASH
				PAYMENT TOTALS	0.00	960.00	



Seaford Town Council

Report 122/15

Agenda Item No:	4 (b)
Committee:	Finance & General Purposes
Date:	17th December 2015
Title:	Finance Report
By:	Lucy Clark, Support Services Manager
Purpose of Report:	Inform Members of Income and Expenditure for the periods between 1st April 2015 and 30 November 2015

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 2015 to 30 November 2015 for each Committee compared to the projected annual budget.
- 1.2** Greater detail on reasons for over performance / underperformance of individual budgets will be provided by the Cost Centre Managers when reported to the relevant Committee.
- 1.3** With regards to the Finance and General Purposes Committee report, the overall the budget % for the period is broadly in line with the projected annual budget.
- 1.4** Significant variations not previously reported can be explained as follows:

a) 201/Administration

4010 – Staff Training; the budget has been overspent largely due to an in-house training session on Time Management. However, part of this overspend is offset by the training income code where we recharge three external delegates. It is anticipated any further training costs during this financial year will be minimal if any at all.

4105 – Postage; the budget is now overspent and it is anticipated that this overspend will increase to 75% by the end of the financial year. There is no specific reason other than there has been a general increase in postage this year.

4107 – Photocopier; the budget is now overspent and it is anticipated that the total overspend will increase to 95% by the end of the financial year. As with the postage, there has been a general increase this year. Other contributions have been the printing for the Salts New Play Area opening and larger Council agendas and the issue of the printer settings being set to colour when the new email system became effective. This has now been reset to black and white.

4156 – Bank Charges; the budget is now overspent and it is anticipated that the total overspend will increase to 70% by the end of the financial year. Due the large volume of invoices predominately relating to the Golf Club House, there have been more bacs payments than expected when the 2015/16 budget was set resulting in higher bank charges.

b) 206/Premises – Hurdis House

4275 – Building Maintenance; a budget was not allocated for this account but the Council agreed that this funding would come from General Reserves and will total approximately £40,000. However, as per comments in the Internal Auditors report, the General Reserves are lower than they should be so should be replenished next financial year.

d) 210/Civic

4110 Advertising & Publicity; a budget was not allocated for this account however the expense of £187 relates to drop in centre leaflets being produced.

4111 Office Equipment New; a budget was not allocated for this account however the expense of £466 relates to the costs of recording equipment in the Chamber.

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



Community Services

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
105 Salts Recreation Ground							
4051 Rates	0	240	601	361		361	39.9 %
4052 Water & Sewerage	0	-61	3,025	3,086		3,086	-2.0 %
4055 Electricity	0	107	361	254		254	29.5 %
4115 Insurance	0	3,592	3,000	-592		-592	119.7 %
4199 Other Expenditure	0	-22	0	22		22	0.0 %
4250 Public Seating	0	225	0	-225		-225	0.0 %
4251 Dog Bin Emptying	148	890	1,619	729		729	55.0 %
4260 Grounds Maintenance Contract	5,705	45,717	70,997	25,280		25,280	64.4 %
4261 Grounds Maint non contract	156	2,329	5,000	2,671		2,671	46.6 %
4275 Building Maintenance	37	247	0	-247		-247	0.0 %
Salts Recreation Ground :- Expenditure	6,046	53,264	84,603	31,339	0	31,339	63.0 %
1050 Income Rent	0	805	2,928	-2,123			27.5 %
1051 Income Insurance Recharge	0	1,287	1,285	2			100.1 %
1054 Income Other	217	1,834	0	1,834			0.0 %
1055 Income Seating	180	180	0	180			0.0 %
1058 Income Water Recharge	0	896	1,755	-859			51.1 %
1066 Income Concession	0	16,800	16,800	0			100.0 %
1071 Income Base Rent	0	17	1,100	-1,083			1.6 %
1073 Sports Pitch Hire	0	0	9,000	-9,000			0.0 %
1093 Income Rate Refund	0	240	0	240			0.0 %
Salts Recreation Ground :- Income	397	22,059	32,868	-10,809			67.1 %
Net Expenditure over Income	5,649	31,205	51,735	20,530			
106 Crouch Recreation Ground							
4052 Water & Sewerage	0	-5	2,183	2,188		2,188	-0.2 %
4055 Electricity	66	212	298	86		86	71.1 %
4115 Insurance	0	1,784	1,787	3		3	99.8 %
4251 Dog Bin Emptying	106	636	1,349	713		713	47.1 %
4260 Grounds Maintenance Contract	3,509	28,071	40,494	12,423		12,423	69.3 %
4261 Grounds Maint non contract	120	295	3,500	3,205		3,205	8.4 %
4275 Building Maintenance	0	60	0	-60		-60	0.0 %
Crouch Recreation Ground :- Expenditure	3,801	31,052	49,611	18,559	0	18,559	62.6 %
1050 Income Rent	0	1,431	2,475	-1,044			57.8 %
1051 Income Insurance Recharge	0	741	745	-4			99.5 %
1057 Income Electricity Recharge	0	96	149	-53			64.3 %
1073 Sports Pitch Hire	0	0	9,000	-9,000			0.0 %
Crouch Recreation Ground :- Income	0	2,268	12,369	-10,101			18.3 %
Net Expenditure over Income	3,801	28,784	37,242	8,458			

Month No : 8

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>107</u>	<u>Martello Fields</u>							
4251	Dog Bin Emptying	85	509	1,079	570		570	47.1 %
4260	Grounds Maintenance Contract	1,290	10,320	14,648	4,328		4,328	70.5 %
4261	Grounds Maint non contract	0	1,201	2,000	799		799	60.0 %
	Martello Fields :- Expenditure	<u>1,375</u>	<u>12,030</u>	<u>17,727</u>	<u>5,698</u>	<u>0</u>	<u>5,698</u>	<u>67.9 %</u>
1050	Income Rent	0	4,114	3,750	364			109.7 %
	Martello Fields :- Income	<u>0</u>	<u>4,114</u>	<u>3,750</u>	<u>364</u>			<u>109.7 %</u>
	Net Expenditure over Income	<u>1,375</u>	<u>7,916</u>	<u>13,977</u>	<u>6,062</u>			
<u>108</u>	<u>Other Open Spaces</u>							
4051	Rates	0	66	624	558		558	10.6 %
4052	Water & Sewerage	0	98	73	-25		-25	133.8 %
4155	Professional Fees	0	100	0	-100		-100	0.0 %
4250	Public Seating	0	780	0	-780		-780	0.0 %
4251	Dog Bin Emptying	170	1,017	1,620	603		603	62.8 %
4260	Grounds Maintenance Contract	2,468	19,741	28,779	9,038		9,038	68.6 %
4261	Grounds Maint non contract	72	2,077	3,500	1,423		1,423	59.3 %
4270	Vehicles & Equipment Maint	0	21	0	-21		-21	0.0 %
	Other Open Spaces :- Expenditure	<u>2,709</u>	<u>23,899</u>	<u>34,596</u>	<u>10,697</u>	<u>0</u>	<u>10,697</u>	<u>69.1 %</u>
1054	Income Other	0	10	0	10			0.0 %
1055	Income Seating	0	795	0	795			0.0 %
1066	Income Concession	0	2,085	0	2,085			0.0 %
1093	Income Rate Refund	0	2,427	0	2,427			0.0 %
	Other Open Spaces :- Income	<u>0</u>	<u>5,317</u>	<u>0</u>	<u>5,317</u>			
	Net Expenditure over Income	<u>2,709</u>	<u>18,582</u>	<u>34,596</u>	<u>16,014</u>			
<u>113</u>	<u>Crypt</u>							
4051	Rates	557	4,454	5,573	1,119		1,119	79.9 %
4052	Water & Sewerage	0	62	206	144		144	30.1 %
4055	Electricity	289	490	902	412		412	54.4 %
4056	Gas	86	637	2,280	1,643		1,643	27.9 %
4105	Postage	0	0	10	10		10	0.0 %
4106	Stationery	0	0	100	100		100	0.0 %
4110	Advertising & Publicity	0	326	1,000	674		674	32.6 %
4115	Insurance	0	769	1,225	456		456	62.8 %
4199	Other Expenditure	0	14	50	36		36	28.6 %
4201	Cleaning & Hygiene	12	108	650	542		542	16.6 %
4275	Building Maintenance	150	213	0	-213		-213	0.0 %
	Crypt :- Expenditure	<u>1,095</u>	<u>7,073</u>	<u>11,996</u>	<u>4,923</u>	<u>0</u>	<u>4,923</u>	<u>59.0 %</u>

Month No : 8

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1050	Income Rent	66	7,182	6,250	932			114.9 %
	Crypt :- Income	<u>66</u>	<u>7,182</u>	<u>6,250</u>	<u>932</u>			<u>114.9 %</u>
	Net Expenditure over Income	<u>1,029</u>	<u>-109</u>	<u>5,746</u>	<u>5,855</u>			
<u>115</u>	<u>Martello Tower</u>							
4115	Insurance	0	2,207	2,207	0		0	100.0 %
	Martello Tower :- Expenditure	<u>0</u>	<u>2,207</u>	<u>2,207</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>2,207</u>	<u>2,207</u>	<u>0</u>			
<u>116</u>	<u>Seaford Head Estate</u>							
4115	Insurance	0	1,236	1,236	0		0	100.0 %
4155	Professional Fees	0	660	0	-660		-660	0.0 %
4250	Public Seating	1,906	2,151	0	-2,151		-2,151	0.0 %
4251	Dog Bin Emptying	85	509	1,080	571		571	47.1 %
4260	Grounds Maintenance Contract	152	1,063	2,299	1,236		1,236	46.2 %
4261	Grounds Maint non contract	0	-1,470	2,000	3,470		3,470	-73.5 %
4275	Building Maintenance	0	25	0	-25		-25	0.0 %
4500	Nature Reserve Expenses	792	13,844	10,500	-3,344		-3,344	131.8 %
	Seaford Head Estate :- Expenditure	<u>2,934</u>	<u>18,017</u>	<u>17,115</u>	<u>-902</u>	<u>0</u>	<u>-902</u>	<u>105.3 %</u>
1050	Income Rent	0	10,000	10,000	0			100.0 %
1053	Income Grants	1,625	2,168	3,350	-1,182			64.7 %
1055	Income Seating	0	1,798	0	1,798			0.0 %
1066	Income Concession	0	2,085	4,170	-2,085			50.0 %
1200	Income Nature Reserve	142	14,833	2,500	12,333			593.3 %
	Seaford Head Estate :- Income	<u>1,767</u>	<u>30,884</u>	<u>20,020</u>	<u>10,864</u>			<u>154.3 %</u>
	Net Expenditure over Income	<u>1,167</u>	<u>-12,867</u>	<u>-2,905</u>	<u>9,962</u>			
<u>117</u>	<u>Seafront</u>							
4052	Water & Sewerage	0	0	175	175		175	0.0 %
4055	Electricity	744	1,942	2,266	324		324	85.7 %
4115	Insurance	0	509	518	9		9	98.3 %
4154	Land Registry Fees	0	78	0	-78		-78	0.0 %
4250	Public Seating	0	137	0	-137		-137	0.0 %
4253	Shelters	240	990	1,690	700		700	58.6 %
4260	Grounds Maintenance Contract	0	0	335	335		335	0.0 %
4261	Grounds Maint non contract	0	2,916	2,500	-416		-416	116.6 %
	Seafront :- Expenditure	<u>984</u>	<u>6,572</u>	<u>7,484</u>	<u>912</u>	<u>0</u>	<u>912</u>	<u>87.8 %</u>

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1055	Income Seating	0	935	0	935			0.0 %
1057	Income Electricity Recharge	0	1,040	2,266	-1,226			45.9 %
1058	Income Water Recharge	0	63	80	-17			78.4 %
1066	Income Concession	0	42,825	42,825	0			100.0 %
1092	Income Grnds Maint Non Contrat	0	1,710	0	1,710			0.0 %
	Seafront :- Income	0	46,573	45,171	1,402			103.1 %
	Net Expenditure over Income	984	-40,001	-37,687	2,313			
118	Beach Huts							
4051	Rates	288	2,338	3,171	833		833	73.7 %
4115	Insurance	0	1,084	1,085	1		1	100.0 %
4275	Building Maintenance	100	145	0	-145		-145	0.0 %
	Beach Huts :- Expenditure	388	3,568	4,256	688	0	688	83.8 %
1054	Income Other	0	112	0	112			0.0 %
1060	Beach Huts Site Licence	0	15,376	15,326	50			100.3 %
1061	Beach Hut Annual Rent	0	12,042	12,042	0			100.0 %
	Beach Huts :- Income	0	27,531	27,368	163			100.6 %
	Net Expenditure over Income	388	-23,963	-23,112	851			
119	Old Town Hall							
4115	Insurance	0	190	190	0		0	100.0 %
	Old Town Hall :- Expenditure	0	190	190	0	0	0	100.0 %
1050	Income Rent	106	903	1,275	-372			70.8 %
1051	Income Insurance Recharge	0	0	190	-190			0.0 %
	Old Town Hall :- Income	106	903	1,465	-562			61.6 %
	Net Expenditure over Income	-106	-713	-1,275	-562			
125	Allotments							
4199	Other Expenditure	80	550	996	446		446	55.2 %
	Allotments :- Expenditure	80	550	996	446	0	446	55.2 %
1050	Income Rent	0	863	855	8			101.0 %
1054	Income Other	80	622	996	-374			62.4 %
	Allotments :- Income	80	1,485	1,851	-366			80.2 %
	Net Expenditure over Income	0	-935	-855	80			

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>130</u> <u>Other Recreation</u>							
4410 Swimming Pool	0	806	10,000	9,194		9,194	8.1 %
Other Recreation :- Expenditure	<u>0</u>	<u>806</u>	<u>10,000</u>	<u>9,194</u>	<u>0</u>	<u>9,194</u>	<u>8.1 %</u>
Net Expenditure over Income	<u>0</u>	<u>806</u>	<u>10,000</u>	<u>9,194</u>			
<u>134</u> <u>CCTV</u>							
4055 Electricity	0	728	1,706	978		978	42.7 %
4115 Insurance	0	926	926	0		0	100.0 %
4276 CCTV	0	1,649	8,153	6,504		6,504	20.2 %
CCTV :- Expenditure	<u>0</u>	<u>3,303</u>	<u>10,785</u>	<u>7,482</u>	<u>0</u>	<u>7,482</u>	<u>30.6 %</u>
Net Expenditure over Income	<u>0</u>	<u>3,303</u>	<u>10,785</u>	<u>7,482</u>			
<u>135</u> <u>Community Service Other</u>							
4115 Insurance	0	193	194	1		1	99.7 %
4195 Community Services Events Exp	0	2,755	200	-2,555		-2,555	1377.3
4262 Tree Warden Expenses	1,124	1,254	2,310	1,056		1,056	54.3 %
4273 Christmas Lights	1,378	3,528	13,000	9,472		9,472	27.1 %
4275 Building Maintenance	0	-500	0	500		500	0.0 %
4281 Christmas Event Expenses	3,918	4,217	0	-4,217		-4,217	0.0 %
4290 Pysical Activity Proj Expenses	0	1,290	8,000	6,710		6,710	16.1 %
Community Service Other :- Expenditure	<u>6,421</u>	<u>12,737</u>	<u>23,704</u>	<u>10,967</u>	<u>0</u>	<u>10,967</u>	<u>53.7 %</u>
1065 Income Xmas Lights	0	0	500	-500			0.0 %
1070 Income Community Serv Events	0	2,134	0	2,134			0.0 %
1072 Income Tree Wardens	0	50	400	-350			12.5 %
1075 Income Christmas Event	880	7,370	0	7,370			0.0 %
Community Service Other :- Income	<u>880</u>	<u>9,554</u>	<u>900</u>	<u>8,654</u>			<u>1061.6</u>
Net Expenditure over Income	<u>5,541</u>	<u>3,183</u>	<u>22,804</u>	<u>19,621</u>			
<u>220</u> <u>Building Maintenance Pool</u>							
4275 Building Maintenance	2,320	5,301	6,000	699		699	88.3 %
Building Maintenance Pool :- Expenditure	<u>2,320</u>	<u>5,301</u>	<u>6,000</u>	<u>699</u>	<u>0</u>	<u>699</u>	<u>88.3 %</u>
Net Expenditure over Income	<u>2,320</u>	<u>5,301</u>	<u>6,000</u>	<u>699</u>			
<u>225</u> <u>Projects Pool</u>							
4274 Projects Expenditure	1,945	6,084	45,000	38,916		38,916	13.5 %
Projects Pool :- Expenditure	<u>1,945</u>	<u>6,084</u>	<u>45,000</u>	<u>38,916</u>	<u>0</u>	<u>38,916</u>	<u>13.5 %</u>

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1053 Income Grants	0	204,898	0	204,898			0.0 %
Projects Pool :- Income	0	204,898	0	204,898			
Net Expenditure over Income	1,945	-198,814	45,000	243,814			
301 <u>Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	36	164	750	586		586	21.9 %
Planning & Highways :- Expenditure	36	164	750	586	0	586	21.9 %
Net Expenditure over Income	36	164	750	586			
Community Services :- Expenditure	30,133	186,817	327,021	140,204	0	140,204	57.1 %
Income	3,296	362,767	152,012	210,755			238.6 %
Net Expenditure over Income	26,837	-175,951	175,009	350,959			

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Committee Report

Finance & General Purposes

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>121</u> <u>Seaford in Bloom</u>							
4402 Seaford in Bloom	0	8,124	0	-8,124		-8,124	0.0 %
Seaford in Bloom :- Expenditure	<u>0</u>	<u>8,124</u>	<u>0</u>	<u>-8,124</u>	<u>0</u>	<u>-8,124</u>	
Net Expenditure over Income	<u>0</u>	<u>8,124</u>	<u>0</u>	<u>-8,124</u>			
<u>201</u> <u>Administration</u>							
4000 Salaries & Wages	14,951	116,036	173,318	57,282		57,282	66.9 %
4001 Employers NI	1,230	9,475	14,904	5,429		5,429	63.6 %
4002 Employers Superannuation	1,951	15,572	23,014	7,442		7,442	67.7 %
4009 Recruitment Costs	0	0	1,000	1,000		1,000	0.0 %
4010 Staff Training	3,369	7,675	7,000	-675		-675	109.6 %
4012 Staff Expenses	0	46	500	454		454	9.1 %
4015 Office Refreshments	0	184	150	-34		-34	122.4 %
4100 Telecommunications	205	1,784	2,500	716		716	71.4 %
4105 Postage	300	1,447	1,000	-447		-447	144.7 %
4106 Stationery	75	1,153	2,000	847		847	57.7 %
4107 Photocopier	1,241	2,863	2,300	-563		-563	124.5 %
4110 Advertising & Publicity	985	1,818	2,500	682		682	72.7 %
4111 Office Equipment New	0	300	1,500	1,200		1,200	20.0 %
4112 Subscriptions	25	3,897	3,400	-497		-497	114.6 %
4113 Software Support	0	1,849	3,520	1,671		1,671	52.5 %
4114 Licence Fee	35	35	35	0		0	100.0 %
4115 Insurance	0	4,325	3,414	-911		-911	126.7 %
4116 Web Site	30	210	420	210		210	50.0 %
4155 Professional Fees	1,132	30,544	0	-30,544		-30,544	0.0 %
4156 Bank Charges	56	543	500	-43		-43	108.6 %
4157 Audit Fees	0	310	4,000	3,690		3,690	7.8 %
4180 Room Hire	0	58	100	42		42	58.0 %
4182 Catering & Hospitality	0	3	100	97		97	3.1 %
4190 Election Costs	0	9	14,000	13,992		13,992	0.1 %
4199 Other Expenditure	0	52	0	-52		-52	0.0 %
Administration :- Expenditure	<u>25,585</u>	<u>200,186</u>	<u>261,175</u>	<u>60,989</u>	<u>0</u>	<u>60,989</u>	<u>76.6 %</u>
1020 Income Training	0	420	0	420			0.0 %
1048 Income Coastal Community Bid	0	10,000	0	10,000			0.0 %
1054 Income Other	0	10	0	10			0.0 %
1059 Income Photocopying	0	3	0	3			0.0 %
1062 Income Telephone Recharge	71	508	850	-343			59.7 %

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1190 Interest Received	147	742	1,400	-658			53.0 %
Administration :- Income	219	11,683	2,250	9,433			519.2 %
Net Expenditure over Income	25,366	188,504	258,925	70,421			
205 Premises - Church Street							
4050 Rent payable	0	15,000	17,500	2,500		2,500	85.7 %
4051 Rates	1,056	8,447	10,355	1,908		1,908	81.6 %
4059 Church Street Service Charges	0	0	8,500	8,500		8,500	0.0 %
4270 Vehicles & Equipment Maint	0	301	500	199		199	60.2 %
4275 Building Maintenance	175	248	500	252		252	49.5 %
4301 Public Works Loan Payment	0	18,089	18,089	0		0	100.0 %
Premises - Church Street :- Expenditure	1,231	42,085	55,444	13,359	0	13,359	75.9 %
1050 Income Rent	0	45	600	-555			7.5 %
1054 Income Other	0	4,327	6,525	-2,198			66.3 %
Premises - Church Street :- Income	0	4,372	7,125	-2,753			61.4 %
Net Expenditure over Income	1,231	37,713	48,319	10,606			
206 Premises - Hurdis House							
4051 Rates	0	1,688	0	-1,688		-1,688	0.0 %
4052 Water & Sewerage	0	487	0	-487		-487	0.0 %
4055 Electricity	0	121	100	-21		-21	120.7 %
4115 Insurance	0	777	756	-21		-21	102.8 %
4155 Professional Fees	0	6,305	5,000	-1,305		-1,305	126.1 %
4275 Building Maintenance	10,775	13,857	0	-13,857		-13,857	0.0 %
4301 Public Works Loan Payment	0	7,501	15,002	7,501		7,501	50.0 %
Premises - Hurdis House :- Expenditure	10,775	30,736	20,858	-9,878	0	-9,878	147.4 %
1050 Income Rent	0	26,406	0	26,406			0.0 %
1054 Income Other	0	963	0	963			0.0 %
1057 Income Electricity Recharge	0	46	0	46			0.0 %
1058 Income Water Recharge	0	114	0	114			0.0 %
1093 Income Rate Refund	1,474	1,688	0	1,688			0.0 %
Premises - Hurdis House :- Income	1,474	29,217	0	29,217			
Net Expenditure over Income	9,301	1,519	20,858	19,339			
210 Civic Expenses							
4013 Members Expenses	0	0	150	150		150	0.0 %
4014 Member Training	0	1,100	1,500	400		400	73.3 %

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Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4106	Stationery	48	774	100	-674		-674	773.7 %
4110	Advertising & Publicity	0	187	0	-187		-187	0.0 %
4111	Office Equipment New	0	466	0	-466		-466	0.0 %
4181	Civic - Mayors Allowance	196	1,027	1,500	473		473	68.5 %
4182	Catering & Hospitality	0	140	750	610		610	18.7 %
4183	Civic - Awards	0	164	2,000	1,836		1,836	8.2 %
4184	Civic - other	0	50	450	400		400	11.1 %
4185	Fun Day & Tourney	0	850	500	-350		-350	170.0 %
4188	Town Crier Expenses	25	60	125	65		65	48.0 %
4189	Young Mayor	8	167	500	333		333	33.3 %
4199	Other Expenditure	0	32	0	-32		-32	0.0 %
	Civic Expenses :- Expenditure	277	5,017	7,575	2,558	0	2,558	66.2 %
1056	Income Fun Day & Tourney	0	400	0	400			0.0 %
1081	Young Mayor Income	0	150	0	150			0.0 %
	Civic Expenses :- Income	0	550	0	550			
	Net Expenditure over Income	277	4,467	7,575	3,108			
<u>215</u>	<u>Grants</u>							
4401	Grants	0	28,650	29,750	1,100		1,100	96.3 %
4405	Grants in Kind	0	0	2,200	2,200		2,200	0.0 %
	Grants :- Expenditure	0	28,650	31,950	3,300	0	3,300	89.7 %
1105	Seahaven Loan Repayment	177	1,418	2,129	-711			66.6 %
	Grants :- Income	177	1,418	2,129	-711			66.6 %
	Net Expenditure over Income	-177	27,232	29,821	2,589			
	Finance & General Purposes :- Expenditure	37,868	314,798	377,002	62,204	0	62,204	83.5 %
	Income	1,870	47,240	11,504	35,736			410.6 %
	Net Expenditure over Income	35,998	267,558	365,498	97,940			

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Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Golf Course</u>								
101	Golf Course							
4000	Salaries & Wages	6,284	50,981	75,954	24,973		24,973	67.1 %
4001	Employers NI	357	2,854	4,682	1,828		1,828	61.0 %
4002	Employers Superannuation	1,162	9,303	13,948	4,645		4,645	66.7 %
4009	Recruitment Costs	0	21	0	-21		-21	0.0 %
4010	Staff Training	0	1,825	1,500	-325		-325	121.7 %
4011	Staff Protective Clothing	0	595	1,000	405		405	59.5 %
4041	Golf Professional Retainer	3,363	26,904	41,006	14,102		14,102	65.6 %
4045	Golf Course Player Costs	0	289	2,350	2,061		2,061	12.3 %
4046	Golf Club Membership Fees	110	19,459	23,540	4,081		4,081	82.7 %
4051	Rates	1,959	15,674	0	-15,674		-15,674	0.0 %
4052	Water & Sewerage	0	1,380	8,000	6,620		6,620	17.3 %
4055	Electricity	1,194	2,464	1,000	-1,464		-1,464	246.4 %
4056	Gas	7	7	0	-7		-7	0.0 %
4060	Refuse	0	224	300	76		76	74.8 %
4100	Telecommunications	466	1,119	300	-819		-819	373.1 %
4105	Postage	0	116	300	184		184	38.6 %
4106	Stationery	23	207	200	-7		-7	103.4 %
4110	Advertising & Publicity	275	2,200	3,000	800		800	73.3 %
4113	Software Support	0	366	300	-66		-66	122.1 %
4114	Licence Fee	0	0	75	75		75	0.0 %
4115	Insurance	0	5,017	7,950	2,933		2,933	63.1 %
4156	Bank Charges	131	922	2,200	1,278		1,278	41.9 %
4201	Cleaning & Hygiene	0	210	0	-210		-210	0.0 %
4250	Public Seating	0	3,514	0	-3,514		-3,514	0.0 %
4251	Dog Bin Emptying	85	509	1,700	1,191		1,191	29.9 %
4261	Grounds Maint non contract	3,031	25,083	25,589	506		506	98.0 %
4270	Vehicles & Equipment Maint	1,056	9,865	14,500	4,635		4,635	68.0 %
4271	Vehicle & Equipment Lease	0	9,082	20,996	11,914		11,914	43.3 %
4275	Building Maintenance	0	1,106	2,000	894		894	55.3 %
4308	Rent - Shop, Locker & Chng Rms	152	152	18,000	17,848		17,848	0.8 %
4309	Buggy Lease	440	2,248	690	-1,558		-1,558	325.9 %
4310	Buggy Fuel	0	0	300	300		300	0.0 %
4312	Season Ticket Refund	0	545	0	-545		-545	0.0 %
	Golf Course :- Expenditure	20,096	194,241	271,380	77,139	0	77,139	71.6 %
1000	Golf Course Season Ticket	240	164,248	183,826	-19,578			89.3 %
1001	Golf Course Green Fees M-F	2,518	51,464	49,979	1,485			103.0 %
1002	Golf Course Green Fees w/eb/h	1,969	44,474	40,429	4,045			110.0 %

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Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1003	Golf Course Specials	2,008	36,484	40,063	-3,579			91.1 %
1004	Golf Course Locker	3	2,474	5,233	-2,759			47.3 %
1005	Golf Course Credit Card Charge	0	174	100	74			174.3 %
1007	Golf Course Air Traffic	0	8,000	5,000	3,000			160.0 %
1011	Income Filming	0	2,500	0	2,500			0.0 %
1054	Income Other	335	1,568	0	1,568			0.0 %
1055	Income Seating	0	3,324	0	3,324			0.0 %
1100	Income Advertising	0	0	1,000	-1,000			0.0 %
1311	Buggy Hire	588	8,921	6,000	2,921			148.7 %
	Golf Course :- Income	7,660	323,632	331,630	-7,998			97.6 %
	Net Expenditure over Income	12,436	-129,391	-60,250	69,141			
<u>102</u>	<u>New Club House Construction</u>							
4277	New Golf Club House	0	7,582	0	-7,582		-7,582	0.0 %
4278	Golf Club Fittings & Equipment	0	1,247	0	-1,247		-1,247	0.0 %
	New Club House Construction :- Expenditure	0	8,829	0	-8,829	0	-8,829	
	Net Expenditure over Income	0	8,829	0	-8,829			
<u>103</u>	<u>Golf Club House</u>							
4000	Salaries & Wages	16,253	146,752	108,600	-38,152		-38,152	135.1 %
4001	Employers NI	437	4,475	5,959	1,484		1,484	75.1 %
4002	Employers Superannuation	1,158	9,335	13,596	4,261		4,261	68.7 %
4009	Recruitment Costs	0	375	500	125		125	75.0 %
4010	Staff Training	20	1,635	1,000	-635		-635	163.5 %
4016	Staff Uniform	174	689	500	-189		-189	137.9 %
4017	Timesheet & Rota Software	0	160	0	-160		-160	0.0 %
4051	Rates	679	5,426	23,000	17,574		17,574	23.6 %
4052	Water & Sewerage	49	2,660	1,200	-1,460		-1,460	221.6 %
4055	Electricity	6,763	15,070	6,000	-9,070		-9,070	251.2 %
4056	Gas	42	6,088	4,500	-1,588		-1,588	135.3 %
4060	Refuse	154	988	300	-688		-688	329.4 %
4100	Telecommunications	93	1,271	1,000	-271		-271	127.1 %
4105	Postage	0	0	200	200		200	0.0 %
4106	Stationery	11	335	300	-35		-35	111.8 %
4110	Advertising & Publicity	310	1,269	2,000	731		731	63.4 %
4113	Software Support	625	859	300	-559		-559	286.5 %
4114	Licence Fee	366	3,617	1,000	-2,617		-2,617	361.7 %
4115	Insurance	0	6,390	3,779	-2,611		-2,611	169.1 %
4116	Web Site	0	44	0	-44		-44	0.0 %

Month No : 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4155 Professional Fees	0	964	0	-964		-964	0.0 %
4156 Bank Charges	135	1,201	1,500	299		299	80.1 %
4196 Club House Events Expenditure	406	3,424	0	-3,424		-3,424	0.0 %
4199 Other Expenditure	0	439	0	-439		-439	0.0 %
4201 Cleaning & Hygiene	834	8,909	11,000	2,091		2,091	81.0 %
4202 Linen Cleaning	228	1,861	0	-1,861		-1,861	0.0 %
4270 Vehicles & Equipment Maint	130	330	0	-330		-330	0.0 %
4272 Equipment Purchase	260	5,783	2,000	-3,783		-3,783	289.2 %
4275 Building Maintenance	483	4,559	1,000	-3,559		-3,559	455.9 %
4276 CCTV	0	2,000	0	-2,000		-2,000	0.0 %
4301 Public Works Loan Payment	0	51,131	110,000	58,869		58,869	46.5 %
4303 Food Expenditure	3,318	61,535	41,400	-20,135		-20,135	148.6 %
4304 Bar Expenditure	3,019	42,525	40,417	-2,108		-2,108	105.2 %
4305 Fire Extinguishers	0	0	600	600		600	0.0 %
4306 Catering Utensils & Equip	261	5,925	0	-5,925		-5,925	0.0 %
4307 Bar Utensils & Equip	64	1,749	0	-1,749		-1,749	0.0 %
4311 Pest Control	0	474	0	-474		-474	0.0 %
4313 Stock Take	270	270	0	-270		-270	0.0 %
4412 Fruit Machine Duty	0	244	0	-244		-244	0.0 %
Golf Club House :- Expenditure	36,542	400,762	381,651	-19,111	0	-19,111	105.0 %
1050 Income Rent	0	750	1,200	-450			62.5 %
1054 Income Other	0	320	0	320			0.0 %
1100 Income Advertising	0	0	2,000	-2,000			0.0 %
1305 Income Hire Pro-Shop & Chg Rms	0	0	18,000	-18,000			0.0 %
1306 Income Golf Club Room Hires	2,726	9,864	25,000	-15,136			39.5 %
1307 Income Bar Sales	8,224	115,963	121,250	-5,287			95.6 %
1308 Income Food Sales	10,301	104,083	82,800	21,283			125.7 %
1309 Income Fruit Machine	0	508	3,000	-2,492			16.9 %
1310 Society - Club House Income	1,015	24,518	0	24,518			0.0 %
Golf Club House :- Income	22,267	256,006	253,250	2,756			101.1 %
Net Expenditure over Income	14,275	144,756	128,401	-16,355			
Golf Course :- Expenditure	56,638	603,831	653,031	49,200	0	49,200	92.5 %
Income	29,927	579,638	584,880	-5,242			99.1 %
Net Expenditure over Income	26,711	24,194	68,151	43,957			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Precept</u>							
801 Precept							
1176 Precept	0	521,314	521,314	0			100.0 %
1177 Council Tax Support Grant	0	35,112	35,112	0			100.0 %
Precept :- Income	0	556,426	556,426	0			100.0 %
Net Expenditure over Income	0	-556,426	-556,426	0			
Precept :- Expenditure	0	0	0	0	0	0	0.0 %
Income	0	556,426	556,426	0			100.0 %
Net Expenditure over Income	0	-556,426	-556,426	0			



Agenda Item No:	5
Committee:	Finance & General Purposes
Date:	17 December 2015
Title:	First Internal Audit Report for 2015-16
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To receive the First Internal Audit Report from Mulberry & Co Ltd for 2015-16

Recommendations

You are recommended:

1. To approve the appointment of Mulberry & Co Ltd as the Internal Auditor for 2015-16
 2. To note the Internal Auditor's report
 3. To note the actions taken by Council Officer as detailed in Appendix B
-

1. Information

- 1.1 Mulberry & Co were appointed as the Internal Auditor for 2015-16 on 26 August 2015 and their first visit took place on 6th November 2015.
- 1.2 Mulberry & Co's letter and report is attached as Appendix A.
- 1.3 In summary, it was concluded that overall the Council's financial systems and procedures described and demonstrated were effective and entirely fit for purpose. There were however some further recommendations to be addressed which are pointed out below:
 - (a) **Book of Accounts** – the IA found this satisfactory and made no recommendations.
 - (b) **Financial Regulations** – the IA commented that the documents are current and that there are no recommendations to change at this time. However, there were comments made that reconciliations should be properly authorised in accordance with our regulations; to ensure that the Debit Card Policy is properly adopted.

Further to these comments, procedures are already in place for the Chairman of this Committee to check and verify all bank statements with the cashbook which has been carried out since June 2015. This procedure will now include the additional requirement of providing a physical signature on the cashbook reconciliation page.

The Debit Card Policy has been in place and adhered to since the approval by Council to obtain three debit cards in August 2014. The policy will be put forward to be properly adopted at the next Full Council meeting.

- (c) **Risk Management and Insurance** – the IA was satisfied to see the Council has a good system of risk assessment and documentation and made no recommendation to change at this stage.
- (d) **Budget & Precept** – The IA is concerned that general reserves will be put under significant pressure by the end of the council year due primarily to the golf club spending requirement. Council should ensure it has adequate and robust forward cashflow forecasting to ensure that general reserves are not fully extinguished or that provision can be made if needed.

The only way to achieve this in the time required would be by either increasing Council Tax or cutting services. The recommended General Reserves should be £250,000. They are currently £462,678 but will reduce significantly this financial year due to various costs including approx £210,000 for the Salts Play Equipment and £40,000 for the works to Hurdis House.

- (e) **Income & VAT** – the IA confirmed that this would be reported on after the next visit.
- (f) **Petty Cash** – the IA confirmed that there were no errors and that this was a simple system.
- (g) **Payroll** – the IA confirmed that PAYE and salary payments are made in accordance with financial regulations. Council must consider auto enrolment in the light of the 2016/17 payroll and council year.

Further to these comments, the auto enrolment has been considered when budgeting for the pensions during 2016/17.

- (h) **Assets and Investments** – the IA acknowledged that the asset register is in the process of being updated but that Council should ensure that this is completed prior to the council year end.

Further to these comments, the Asset Register will be completed by the council year end.

- (i) **Bank Reconciliations** – the IA confirmed that there were no errors with the reconciliations however as mentioned above, the reconciliations are not being authorised in accordance with current financial regulations.

Further to these comments and as mentioned above, the additional requirement of a physical signature on the reconciliation sheet will now become part of the procedure when the Chairman of this Committee checks and verifies the bank statement reconciliations.

- (j) **Year End Accounts** – To be reported on at year end.

- 1.4 Actions to be taken following the final audit are listed in Appendix B.
- 1.5 The Internal Auditor will visit the offices again in December to provide VAT training and again in January to review systems at Seaford Head Golf Club. The final visit is due to take place in March 2016.
- 1.6 Separate to the above, the Internal Auditor is currently working offsite reviewing previous internal audits of Seaford Town Council as requested by this Committee. This will be reported on further at the next meeting.

2. Financial Appraisal

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

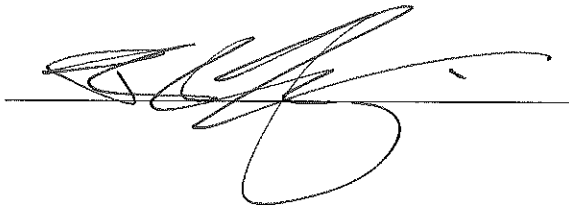
3. Contact Officer

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

Support Services Manager



Town Clerk



Seaford Town Council
Internal Audit
Year Ended 31st March 2016



Prepared by: Mulberry & Co
Date of Interim Visit: 6th November 2015
Date of Final Visit: TBC

Law and Regulation Regarding Internal audit

Regulation 6 of the Accounts and Audit (England) Regulations 2011 imposes a duty on local councils to 'maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control. Internal audit is a key component of the system of internal control.

The purpose of internal audit is to review and report to the council whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's role is to assist the council in fulfilling its responsibility to have and maintain proper internal control arrangements and those for the prevention and detection of fraud, error or mistakes

All internal audit work must be reported to the council. Any report by internal audit is addressed to the council, may recommend actions to be taken by the council, and should be treated as a document open to view by local taxpayers.

Two pieces of legislation set out how local councils should behave when accounting for the public funds they manage and what rights local taxpayers have in relation to those accounts. These are the **Audit Commission Act 1998** and the **Accounts and Audit Regulations issued from time to time under the Act**. The requirement for local councils to prepare accounts annually and to subject them to external audit comes from the Audit Commission Act 1998 (the Act). The Act describes the rights of taxpayers and other interested parties in relation to those accounts.

Under the regulations, all local councils must at least once a year conduct in accordance with proper practices a review of the effectiveness of their system of internal control and publicly report the outcome. The Annual Governance Statement in Section 2 of the annual return provides the means for local councils to report to local taxpayers on their system of internal control.

This report is prepared for the council and proper officers of the council named above, for use in fulfilling their obligations under the Audit Commission Act 1998 and the Accounts and Audit Regulations issued from time to time under the Act for preparing the Annual Return and reviewing the effectiveness of their system of internal controls. Mulberry and Co accept no responsibility for any action or inaction taken as a result of the findings of this report and accept no responsibility to any other party other than those named above.

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Summary Findings

I enclose my Interim report for your kind attention and presentation to the council. I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose.

My audit was conducted in accordance with current practices and guidelines and testing was conducted in line with the inherent risks assessment. Whilst I have not tested all transactions, my sample has where appropriate has covered the entire year to date. Amongst others the following areas were covered in my testing:-

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the accounting package.
- Review of Income
- Review of Salaries
- Review of Fixed Assets
- Review of Annual Accounts

On the whole the financial systems and procedures described and demonstrated to me on site were effective and fit for purpose. Sample testing identified no errors or misstatements.

A. Books of Account

The brought forward balances were tested against last year's annual return, there were no errors. Accounting entries are entered regularly onto the RBS accounting system, and accounts are reconciled regularly, with hard copies printed off for the file. The RBS system is tried and tested and entirely fit for purpose for a council of this size and I make no recommendation for change at this stage.

B. Financial Regulations

The Financial Regulations and Standing Orders were on site and to hand, the standing orders are based on the NALC model and are current. The Financial Regulations and Standing Orders were reviewed in year and council agreed and minuted these properly. These documents are current and I make no recommendation to change at this time. I selected at random items to test from the financial regulations and make the following comments.

1. Per FR 2.2 Council is required on a quarterly basis to have all bank reconciliations physically signed. I could see no evidence of this being carried out. **Council must ensure June, September, December and March 2016 reconciliations are properly authorised in accordance with regulations.**
2. Per FR 6.15 The debit card can only be used in accordance with Councils "Debit Card Policy" however no evidence to show policy adopted by council. **Council must ensure policy is reviewed and properly adopted. In addition I would suggest council consider lowering the financial spending limit on the debit card.**
3. Per FR 6.3 Electronic payments are being made in a secure manner. **I suggest the text of this regulation is added to, to add "in accordance with the councils Electronic Payments Policy.**

C. Risk Management & Insurance

A Regular review of risks is carried out and I am satisfied that council reviews its risk arrangements and documents in a clear and logical manner that allows for mitigation in terms of insurance or action, and that council considers the risks the council faces in terms of achieving its objectives. I was pleased to see the council has a good system of risk assessment and documentation. I make no recommendation to change at this stage.

D. Budget & Precept

Council is the process of preparing the 2016/17 budget. A zero based approach is used to determine precept. **I am concerned that general reserves will be put under significant pressure by the end of the council year due primarily to the golf club spending requirement. Council must ensure it has adequate and robust forward cashflow forecasting to ensure that general reserves are not fully extinguished, or that provision can be made if needed.**

E. INCOME & VAT

TBC at next visit

F. PETTY CASH

Petty cash was tested there were no errors. This is a simple system.

G. PAYROLL

NUN001 4 of 17

Payroll is processed internally using a payroll package, PAYE and salary payments are made in accordance with financial regulations. **Council must consider auto enrolment and auto enrolment in the light of the 2016/17 budget, given that the councils staging date falls in the 2016/17 payroll and council year.**

H. ASSETS AND INVESTMENTS

The asset registers are in the process of being update. **Council should ensure this is completed prior to council year end.**

I. BANK RECONCILIATIONS

SSM.

Reconciliation for current bank account is carried out regularly and is prepared by the RFO. There are no reconciling errors. However, as noted above not all reconciliations are being prepared or authorised in accordance with current financial regulations.

J. YEAR END ACCOUNTS

TBC at year end

K. TRUSTEESHIP

N/A

**Mark Mulberry
Internal Auditor
6th November 2015**

Points Forward – Action Plan

Point Forward / Action needed	Auditor notes	Council response
Compliance with Financial regulations	<p>IA noted a couple of instances where FRs are not being followed as noted in the summary report above. Council must ensure financial regulations are being followed.</p>	
Transparency	<p>Council may want to consider its own quarterly review TC subject to Transparency code. On-line publication of expenses has not been posted this year.</p> <p>Council to review code requirements and implement.</p>	

Overview of Council

	Work Task	Schedule Ref	Notes/Results
Terms of Engagement			
1	Review terms of engagement letter and confirm appropriate to this year		New Engagement letter issued for 2015 year end
2	Confirm that the professional independence and competence questionnaire has been completed and agreed with the client	1.2	Yes – confirmed
3	Complete Budget	1.3	Completed & Agreed with Client
4	Complete Timetable	1.4	Completed & Agreed with Client
Planning Notes – Understanding the Town & Parish Council			
	Number of electors and size of precept		19,758 (2014/15: 19,758) Precept £521k Grant £35k total £556k (2014/15:Precept £515K Grant £41k = Total £557k)
	Key personnel		James Corrigan Clerk & RFO Lucy Clark – Support Services manager Ben King – Facilities Manager Liza – Jane Jones – Temp Manager Liz Harvey – Finance Assistant
	Type of financial accounting in place i.e. Manual books, computerised system		RBS system – Omega James, Lucy and Liz have access
	Does the council carry out an annual risk assessment, and is it documented.		Yes
	Does the council have a good control environment (evidence of internal reviews and counter signing of cheques etc)		Yes
	Any significant changes since prior year (staff or procedures)		No
	Any there any matters arising from last year's audit and/or management letter		External auditor provided unqualified report. All points raised by IA have been addressed.
	Matters arising from discussions with council, including whether there is any evidence of fraud or material misstatement.		Council would like a detailed review and consideration of prior IA reports - ongoing
	Key high risk or expected problem areas,		None

Professional Independence and Competence Questionnaire

The internal audit function must be sufficiently independent from the management of financial controls and procedures of the council which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the council.

There are two key principles, which all local councils must follow in setting up their internal audit function, regardless of how procured: **independence and competence**.

INDEPENDENCE	
Do you have any specific reliance on the fee to be earned from this assignment	No
Overdue fees	
Does the client/group of clients owe the firm any money which exceeds our normal credit terms?	No
Litigation	
Is there any actual or anticipated litigation between us and the client in relation to fees, audit work or other work?	No
Associated firms	
Are you or your staff associated with any other practice or organisation which has had any dealings with the client council?	No
Family or other personal relationships	
Do you or any of your staff have personal or family connections with the council or its officers?	No
Mutual business interest	
Do you or any of your staff have any mutual business interests with the client or with an officer or employee of the client?	No
Financial involvement	
Do you or your staff, or anyone closely related to you or any of your staff, have any financial involvement in the client in respect of the following:	
Any beneficial interest in shares or other investments?	No
Any loans or guarantees?	No
Goods and services: hospitality	
Have you or any of your staff accepted materials, goods or services on favourable terms or received undue hospitality from the council?	No
Ex-partners or senior staff	
Has any senior officer of the council been a partner or senior employee of the practice?	No
Is the partner or any senior employee on the audit team in negotiations to join the client?	No
Long association	
Have you been acting for more than 10 years? If yes, then consider rotation/engagement quality review. 2 nd Year of auditing	No
Provision of other services	
Do we provide any of the following services to the client:-	
Accounting services, book-keeping or payroll services	No
Staff secondments	No
IT services where we are involved in the design, provision or implementation of systems	No
Specialist valuations which are included in the accounts	No
Tax compliance work or tax planning	No

Corporate finance activities	No
Any advocacy services e.g. Tax commissioner hearings	No
Any services relating to the management of the council	No
Any other services that may cause a threat to the firm's objectivity or independence	No
Where any of the above have been answered 'yes', then specify below what safeguards are proposed to maintain integrity and independence:-	
Competence	
Consider the following matters prior to deciding to accept appointment/re-appointment as auditors:	
Are there any particular challenges and risks associated with this client?	No
Do we have sufficient expertise available to undertake this audit engagement?	Yes
Are there sufficient resources available to undertake this audit engagement?	Yes
Having regard to the safeguards identified, I am satisfied that we are independent and competent to perform this audit.	

Budget

		Hours
Planning & Systems Work	Interim Visit	14
File Review and reporting	Interim Visit	1
Financial Procedures	Final Visit	7.5
File review	Final Visit	1
Total Budget Hours		23.5
Hourly Rate		£50
Time Cost		£1,175
Other costs	Mileage	£100
Total Budgeted Cost		£1,275
Total Budgeted Fee		£1,275

Timetable

November 2015	Planning and Interim Audit work
May 2016	Final Audit work
May 2016	Issue Audit Report & Letter

Systems Notes

Seaford Town Council is located in the heart of the town in its own self-contained offices, which comprise a suite of rooms, kitchen and toilet facilities and a meeting room. These are rented from the police station below.

The offices are open daily from 9.00 am to 5pm Monday to Thursday – 4.30 on a Friday.

Expenditure:

General Overhead

Purchase orders will be raised for the majority all new expenditure items except utilities. PO book has to be requested from a manager and the populated PO signed and approved by a manager. The manager is responsible for ensuring at this stage that sufficient funds are available within a budget head to make payment. Budgets are allowed to overspend so that true expenditure profile is known. PO is filed in the live folder in readiness for matching to invoice. POS are emailed to the supplier.

Quotes are obtained depending on the expense type and amount, for those amounts over £5,000 three quotes are obtained. However, if deemed appropriate or significant a quote will be obtained even if below the £5k limit. Public tender is £25k. The Clerk has a pre-authorised limit of £5000.00 for emergencies

Invoices are passed to the finance assistant, and a blue authorisation slip is attached, together with PO. The fields are then populated as appropriate (NL, Date etc). POS are raised retrospectively if necessary and signed off properly.

Invoices etc passed to finance officer who verifies details and populates appropriate filed on blue slip. Finance officer does not complete initial details. This demonstrates hierarchical review. Goods and services are checked in where possible documentary evidence is taken to prove receipt or completion – this will be attached to PO where applicable.

Once checked and signed off – passed back to finance assistant for posting onto RBS – [processing completed weekly] and proposed invoices for payment list printed from system, this is passed to clerk along with bundle of invoices for verification and approval of payment. Councillors invited to attend to sign blue slip as authorised for payment.

Authorised bundle of invoices returned to finance assistant for finalisation on RBS. This triggers payment. Invoices file in RBS audit trail number order.

Proposed payments list showing authorisation and RBS bank list showing physical payments filed together in payments folder.

Cashbook Payments

Mayoral grants, grants, petty cash, pension, paye – these wont necessarily have a purchase order or invoice – a pink slip will be populated in the same manner as the blue slip above. The pink slip is authorised by councillors and clerk before any entry is made to RBS. As entries on RBS will trigger payment.

Debit Card

Lisa[Business Manager at Golf Club], James [Clerk] and Ben [Facilities Manager]. Each card has a limit of £1,000 per day. No purchase orders are raised at all, but a spreadsheet is completed at the end of each month and is signed to say that any purchases without a valid receipt will be liable by the card holder. This spreadsheet is also counter signed by Councillors. Entry posted to RBS when completing the bank rec.

Direct Debits: - Used for utilities

Petty Cash:

There is a £500 float on petty cash which is kept in a locked draw with spreadsheet to monitor use. Small office incidentals – cash receipts paid into petty - Banked every 7 days. Higher amounts from tin banked immediately.

Receipt book used to denote customer and type.

General Controls

The council has good general controls

Locked Offices

Locked filing cabinets

F&GP meets 4 x per annum

Hierarchical review

Passwords on computers (renewed regularly)

Bank reconciliation is checked & signed of monthly

Report against budget at each PC meeting

External PC back up – daily

Income

Precept 50%

Grants 8%

Golf club – green fees and tickets 25%

Rental income 5%

National Airspace at golf club

Room hire at council offices

Martello fields – rental – fair bonfire, car boots

Salts recreation ground [rugby, scouts]

The base – music hall hire

Crypt – Hall hire

The crouch – bowling and football

Old Town hall

Hurdis House

Concessions 6%

Ice cream Van 3 of

Kiosk 2 of

Café [salts]

Beach huts 60 of 48 ground rent 12 owned <5%

Filming at nature reserve <5%

Allotments – allotment society <5%

Invoices raised for all fees even if a receipted invoices. RBS used. Finance assistant raises invoices – and posts receipt and deals with receipt. Income received by cheque and cash and occasionally bacs, and PDQ. Finance officer reviews aged debts and postings to sales ledger on a monthly basis.

Hire fees are set in advance by the council annually.

Cash is banked on a weekly basis – the cash goes in the tin in a locked draw. Significant amounts of cash are banked daily.

Staff

There are personnel files on all members of staff retained by clerk in locked draw

Annual appraisals

References taken and retained

There is a hierarchical management structure

No councillor allowances

Contracts of employment

Council meetings

F&GP – 5 times a year

Planning – 3 weekly

Golf – 5 times a year

Full council – 6 times a year

Community services – 5 times a year.

Inherent Risk Assessment

Based on the above findings and discussions with council it is my opinion that the inherent risk within the systems of the council is categorised as follows

Work Task	Notes	
Are standing orders and financial regulations regularly reviewed	Yes	Low Risk
Is council following its written Financial regulations & standing orders	Yes – no issues in the past	Low Risk
Does the council have risk assessments in place and are these reviewed at least annually	Yes	Low Risk
Does the council have a committee or working party responsible for internal checking	NO	Medium Risk
Is there evidence of hierarchical review (counter signing bank rec, invoices etc)	Yes	Low Risk
Is there regular reporting against budget?	Yes	Low Risk
Are books and records maintained on a regular basis	Yes	Low Risk
Is the clerk under time pressure	No	Low Risk
Are there complicated transactions?	No	Low Risk
Any changes to key staff	None	Low Risk
Any changes in systems or procedures	None	Low Risk
Is all info on site and to hand?	Yes	Low Risk
Any problems in the past	None	Low Risk
Are there any other factors to consider?	No	Low Risk

Conclusion & Opinion

The systems policies and procedure are robust and are fit for purpose.

Specific Audit Plan

Audit Area	Notes	Risk of error or misstatement	Tests	Ref
<p>Section 4 Annual Return</p> <p>Appropriate books of account have been kept properly throughout the year.</p>	<p>RBS package in place, limited and uncomplicated transactions</p>	<p>Low</p>	<p>Review transactions in cashbook make verbal enquiries. Test arithmetic.</p>	<p>A</p>
<p>The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</p>	<p>Good easy to follow system with up to date FR and SO</p>	<p>Low</p>	<p>Review invoices and reconcile to cash book in detail. Review minutes and cheque books for authorisations</p>	<p>B</p>
<p>The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</p>	<p>Risk assessment policy written risk assessments carried out</p>	<p>Low</p>	<p>Review and comment</p>	<p>C</p>
<p>The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate</p>	<p>RBS budget – reported on every month</p>	<p>Low</p>	<p>Review minutes for evidence of council discussion of the same</p>	<p>D</p>
<p>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</p>	<p>Simple income stream – no complicated areas</p>	<p>Low</p>	<p>Test to precept application and other misc receipts.</p>	<p>E</p>
<p>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</p>	<p>Simple Petty cash book and tin system</p>	<p>Low</p>	<p>Review and comment</p>	<p>F</p>
<p>Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.</p>	<p>Payroll processed by internal firm</p>	<p>Low</p>	<p>Test rates and hours are authorised Test net wages to payments due</p>	<p>G</p>
<p>Asset and investments registers were complete and accurate and properly maintained.</p>	<p>Fixed asset register in place</p>	<p>Low</p>	<p>Review insurance schedule and cashbook for missing items off the register</p>	<p>H</p>
<p>Periodic and year-end bank account</p>	<p>Regular reconciliations</p>	<p>Low</p>	<p>Test Year End reconciliation in detail</p>	<p>I</p>

<p>reconciliations were properly carried out. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.</p>	<p>Income and expenditure basis – RBS used as consultants to process year end material for EA</p>	<p>Low</p>	<p>Test audit trail sufficient for electors rights Review supporting information and comment</p>	<p>J</p>
<p>Trust funds (including charitable) The council met its responsibilities as a trustee.</p>	<p>None</p>	<p>Low</p>	<p>Nothing to test</p>	<p>K</p>

End of interim report

Actions in response to Internal Audit Report dated 6th November 2015

Item	Issue Highlighted	Action Taken
Financial Regulations	IA noted a couple of instances where FRs are not being followed as noted in the summary report. Council must ensure financial regulations are being followed	Amendments to the current reconciliation procedure will be implemented to ensure that financial regulations are followed.
Transparency	The Town Council is subject to the Transparency code. On-line publication of expenses has not been posted this year. Council to review code requirements and implement.	The Debit Card Policy will be taken to Full Council to be properly adopted.
		The on-line publication of expenses has now been posted.



Agenda Item No: 7
Committee: Finance & General Purposes
Date: 17 December 2015
Title: Write Off Request
By: Lucy Clark, Support Services Manager
Purpose of Report: To inform the Committee of monetary discrepancies at The View at Seaford Head.

Recommendations

You are recommended:

1. To recommend that Full Council approve the write off of £260.00 relating to unaccounted expenditure at The View at Seaford Head.
 2. To recommend that Full Council approve the write off of £150.46 relating to missing funds from the fruit machine at The View at Seaford Head.
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1. Information

- 1.1 On 13 March 2015 an amount of £300.00 was withdrawn from the ATM machine specifically for the two till floats. It was agreed with the Responsible Finance Officer (RFO) that there would be £150.00 remaining in each till; a necessity to enable the venue to operate.
- 1.2 On 17 April 2015 a further amount of £300.00 was withdrawn from the ATM machine specifically for the change float as required for the Grand Opening of The View (formerly known as Seaford Head Golf Clubhouse) on 18th April 2015. Again this withdrawal was authorised by the RFO in line with Council Financial Regulations.
- 1.3 Therefore, the total amount of £600.00 shows in the Council's accounts as cash being held at the site, as it was not intended that these monies be used for expenditure.
- 1.4 Following a recent request from The View's Interim Manager to increase the change float to £500.00, it became apparent that the original amount of £300.00 had been reduced to £250.00. The amount of £50.00 was unaccounted for.
- 1.5 On further investigation, it also became apparent that instead of having a float of £150.00 in each till, there was only £90.00 in Till 1 and no float in Till 2. The amount of £210.00 was unaccounted for.
- 1.6 A letter was sent to the previous Business Manager, as the officer responsible for both floats, explaining the above in the hope that they could assist with some information, but no response was received.

- 1.7 On further investigation the Interim Manager has confirmed that to their knowledge only £100 was ever used for the till float and that the remaining cash was stored for a long period of time in a box on the floor, unsecure in the office.
- 1.8 The Interim Manager also confirmed however, that on the day of the Grand Opening, payments were made for the hire of a bouncy castle and for the provision of a face painting service. It is therefore highly likely that these payments were made with the cash, as there have been no payment demands made since, but without receipts being obtained. Further enquiries are ongoing to establish how much was paid for the face painter and bouncy castle. These may be available at the meeting.
- 1.9 A further anomaly arose when accounting for the funds from the fruit machine. The amount of cash brought in by the then Front of House Supervisor did not add up to the receipt provided by the fruit machine company and revealed that there was an amount of £150.46 missing.
- 1.10 This was also included within the letter to the previous Business Manager, again as the officer responsible, to ask if an explanation could be provided but no response was received.
- 1.11 It is now known that all the fruit machine takings were held unsecure in the Business Manager's office drawer. It is assumed from conversations with casual workers at The View that the money was used like a petty cash system prior to the official system being put in place. However, there were no supporting receipts and no information to the Finance Department of how the money was being spent as they were unaware of the machine having been emptied.
- 1.12 With no further evidence or information received, it is assumed that the missing monies were used to cover various expenses at The View but not following correct procedures, which therefore leaves the accounts showing more monies being held at The View than there actually are.
- 1.13 These discrepancies happened within the first few months of opening where there was a lack of systems and procedures to be adhered to. Councillors can be assured that changes have been made and a robust petty cash system has been put in place to ensure that all expenses are accounted for.
- 1.14 The fruit machine has now been removed as even without the initial discrepancy it was not working for The View.
- 1.15 The Committee is advised to recommend to Full Council that it agree to write off the amount of £260.00 relating to the tills and change float and the amount of £150.46 relating to the fruit machine; a total of £410.46.

2. Financial Appraisal

The financial implications of this report would be the write off of a total of £410.46.

3. Contact Officer

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

Support Services Manager



Town Clerk

