



HAILSHAM TOWN COUNCIL

FINANCE and BUDGET OVERSIGHT COMMITTEE

AGENDA

NOTICE IS HEREBY given of a meeting of the Finance and Budget Oversight Committee, to be held at the Fleur-de-Lys Council Chambers/Meeting Rooms, Market Square, Hailsham, on

Wednesday 30th January 2013 at 7.30 p.m.

Prior to commencement of the formal business of the meeting, a period of not more than 15 minutes will be assigned for the purpose of permitting members of the Public to address the Assembly, or ask questions on matters relevant to responsibilities under the direction of this Committee, at the discretion of the Chairman.

The order of formal business to be transacted will thereafter be as follows:

1. **Apologies for Absence**
To receive apologies for absence of appointed members.
2. **Declarations of Interest**
To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.
3. **Minutes of previous Meeting**
 - 3.1 A) To note that the Minutes and Reports of the Meeting of the Finance and Budget Oversight Committee (Ref: F&BO/12/8/101-111) held on 9th January 2013 were confirmed as being a correct record and adopted by the Town Council at a meeting held on the 23rd January 2013.
 - 3.1 B) To consider any matters arising.
4. **Periodic Statements and Committee Expenditure**
 - 4.1 To receive note and adopt the financial reports as listed below:
 - a) Fund summary as at 31st December 2012 (copy attached)
 - b) Summary of net expenditure as at 31st December 2012 (copy attached)
 - c) List of uncleared cheques as at 31st December 2012 (copy attached)
 - d) List of payments previously certified by a member of the cheque signatory panel amounting to £65,884.74 for payments made during October 2012, £103,381.66 for payments made during November 2012 and £90,522.64 for payments made

during December 2012 (five page summary attached) (In accordance with paragraph 3.11 of the Governance and Accountability for Local Councils Practitioners Guide)

e) Summary of the Council's income and expenditure as at the 31st December 2012 compared against budgets (four page summary attached)

4.2 **Internal Audit Report & Committee Chairman's Verification**

a) To note and adopt the Internal Auditors Reports dated 15th January 2013 (copies attached)

b) To note the Chairman's (FBO) inspection, reconciliation, and certification of Council's income expenditure and bank balances for the quarter ending 31st December 2012.

4.3 **End of Quarter Balance Statements**

To note and adopt the end of quarter balance statements in respect of :

a) Steam Cleaning Service (copy attached)

b) Minibus Service (copy attached)

c) Youth Facilities (copy attached)

d) Hailsham In Bloom (copy attached)

4.4 **Free Resource Payments (Section 137 Expenditure)**

To receive and note one item of expenditure (item 5 – Donation for B Burnett) as detailed in section 137 report included in Summary of Net Expenditure.

5. **Annual Review of Effectiveness of Internal Control (refer minute FBO/12/6/97)**

5.1 To note and adopt the report carried out by the four members of the Finance and Budget Oversight Committee on 29th November 2012 (7 page report attached).

6. **Annual Grants 2013/14**

6.1 To set up a sub-committee to consider annual grants for 2012/13.

Dated this 24th January 2013

JOHN HARRISON
Town Clerk



HAILSHAM TOWN COUNCIL
FINANCE & BUDGET OVERSIGHT COMMITTEE

REPORT (Minutes)

of the meeting of the Finance & Budget Oversight Committee,
held at the Fleur de Lys Council Chambers, Market Street, Hailsham
on Wednesday 30th January 2013 at 7.30 p.m.

Prior to commencement of formal business, a period of not more than 15 minutes was assigned for the purpose of permitting members of the public to address the Committee or ask questions (on matters relevant to the responsibilities under the direction of this committee).

None Presented

FBO/12/9/
112 **Present:** Mrs S.J. Bentley, R.T. Grocock, G.G. Rowe, M.J. Ryan & C. Triandafyllou (Chairman).

113 **Officers Present:** Mr. J. Harrison (Town Clerk) & Mrs. M. Hagger (Finance Officer)

114 **Apologies For Absence:** Apologies were received from Councillor Mrs M. Skinner

115 **Declarations of Interest:** None presented

116.1 **Minutes of Previous Meetings**

It was noted that the meeting of Hailsham Town Council on Wednesday 23rd January had resolved to amend the minutes of the Finance and Budget Oversight Committee on 9th January 2013 (FBO/12/8/101-111).

116.2 **RESOLVED** to carry over this agenda item until the next meeting of the Finance and Budget Oversight Committee on 8th May 2013 as the minutes had not yet been amended.

117.1 **Matters Arising**

Cllr G.G. Rowe queried the amendment to the minutes of the previous meeting (FBO/12/8/101-111) which were amended by the meeting of Hailsham Town Council on the 23rd January 2013, in which a statement on Cllr Rowe's position on the budget was removed due to lack of clarification.

117.2 Cllr Rowe clarified that he wished the statement to be recorded as a personal statement of his opposition to the use of the level of reserves in the budget. Cllr Rowe was advised that the correct course of action would be to raise this as a

'matter arising' from the HTC Minutes at the next meeting of the Town Council and reiterate that statement.

118 **Accounts and Audit**

Periodic Statements and Committee Expenditure

RESOLVED to recommend to note and adopt the Fund Summary as at 31st December 2012, as circulated with the Agenda, and as Appendix FBO/12/118A to these minutes.

119.1 **RESOLVED** to recommend to note and adopt the Summary of Net Expenditure as at 31st December 2013, as circulated with the Agenda, and as Appendix FBO/12/119A to these minutes.

119.2 It was noted that although the statement as at 31st December indicated a surplus of approx £19,500, the current position is that there is much less of a surplus and it seems unlikely that there would be a significant surplus this financial year.

120 **RESOLVED** to recommend to note and adopt the List of uncleared cheques as at 31st December 2013, as circulated with the Agenda, and as Appendix FBO/12/9/120A to these minutes.

121 **RESOLVED** to recommend to note and adopt the List of payments previously certified by a member of the cheque signatory panel amounting to £65,884.74 for payments made during October 2012, £103,381.66 for payments made during November 2012 and £90,522.64 for payments made during December 2012, as circulated with the Agenda, and as Appendix FBO/12/9/121A to these minutes.

122 **RESOLVED** to recommend to note and adopt The summary of Councils income and expenditure as at 30th September 2012, compared against budget, as circulated with the Agenda, and as Appendix FBO/12/9/122A to these minutes.

123 **Internal Audit's Report and Committee Chairman's Verification**

RESOLVED to note and adopt the Internal Auditor's report dated 15th January 2013, as circulated with the Agenda, and as Appendix FBO/12/5/82A to these minutes.

124 **RESOLVED** to note the Chairman's (FBO) inspection, reconciliation and certification of Council's Income, Expenditure and Bank Balances for the quarter ended 31st December 2012.

125 **End of Quarter Balance Statements**

RESOLVED to recommend to note and adopt the end of quarter balance

statements in respect of the Steam Cleaning Service, as circulated with the Agenda, and as Appendix FBO/12/9/125 to these minutes.

126 Cllr Mrs Bentley queried the fact that the minibus service was not covering its costs and strategies for improving the situation were discussed. Questions were also raised regarding the pricing structure for the minibus in comparison to other minibus services.

126.1 **RESOLVED** that the Town Clerk would provide a report to the committee on the Minibus service, assessing the pricing structure, previous policy decisions and reviews of the service and the trend of income against expenditure in the recent past.

126.2 **RESOLVED** to recommend to note and adopt the end of quarter balance statements in respect of the Minibus Service, as circulated with the Agenda, and as Appendix FBO/12/9/126A to these minutes.

127.1 **RESOLVED** to recommend to note and adopt the end of quarter balance statements in respect of the Youth Facilities, as circulated with the Agenda, and as Appendix FBO/12/9/127A to these minutes.

127.2 The committee note that the income raised for the Youth Service was five times the expected level, due to grants received for projects and income from the Friday Night Project, which is considered a success for the town.

128 **RESOLVED** to recommend to note and adopt the end of quarter balance statements in respect of the Hailsham In Bloom Committee, as circulated with the agenda, and as Appendix FBO/12/9/128A.

129 **Free Resource Payments**

NOTED that in the quarter 1st September 2012 to 31st December 2012 there was one Free Resource Payment made (Donation for B. Burnett).

130 **Annual Review of Effectiveness of Internal Control**

RESOLVED to recommend to note and adopt the report carried out by the four members of the Finance and Budget Oversight Committee on 29th November 2012, as circulated with the agenda and as appendix FBO/12/9/130A

131.1 **Annual Grants 2013/14**

It was noted and discussed that in the past, the make-up of the Annual Grants Panel had consisted of a member from the FBOC committee from each political group, the chair of FBOC and the Chair of Council.

131.2 **RESOLVED** that the Annual Grants Panel for this year should consist of Cllr C.T.

Triandafyllou (as Chair of FBOC), Cllr Mrs Bentley (as the Chair of Council), Cllr G.G. Rowe (representing the Hailsham Independents group) and Cllr J. Blake (representing the Liberal Democrat Group). The Finance Officer is to arrange the meeting of the panel according to availability.

There being no other business, the meeting closed at 8.45pm

CHAIRMAN

HAILSHAM TOWN COUNCIL

FUND SUMMARY AS AT 31.12.12

		to agree with
1	Balance at 01.04.12 (395467.22-109445.01)	= 286022.21 Fund summary as at 31.03.12 (line 5)
2	Precept (received to date)	= 841100.00 Income Summary (line 1040)
3	Income to date	= 136512.24 Income summary (line 1042)
4	Expenditure to date	= 749792.69 Expenditure summary (line 1143)
5	Total Funds Available	= 513841.76 Equal to line 12 below)
6	Current Account Balance 10331333 (statement No.1094)	= 55614.05 Bank statement 1094
7	High Interest Account 50072672 (statement No.217)	= 96884.28 Bank statement 217
8	Treasury Deposit	= 395000.00 Treasury Deposit Certificate
9	Petty Cash Balance	= 100.00 Petty cash held in vouchers & cash
10	Total funds held	= 547598.33 Total lines 6 to 9
11	Less cheques not presented	= 33756.57 Summary of uncleared cheques
12	Total funds available (to agree with item 5)	= 513841.76 Equal to line 5 above
Nett income/expenditure (to agree with "Summary of Nett Expenditure" Report)		= -227819.55 Summary of net expenditure

Commuted Sums (for maintenance of public open spaces)

	as at 31.3.12	current balance as at 31.12.12	
13 Higher Interest Business A/C No. 2 (80449288)	4953.24	4580.55	Bank statement 231
14 Treasury Deposit	215000.00	225000.00	Treasury Deposit Certificate
15 Loan to Community Hall (16k) (outstanding balance)	8970.37	0.00	
Total Commuted Sum accounts	228923.61	229580.55	
Banked Interest Received from Community Hall loan			

Project Fund Balances

	as at 31.12.12 fund balance	allocated	funds available
No.01 Ground Drainage schemes	0		0
No.03 Community Building Project	18952	13636	5316
No.04 Play Equipment	15833		15833
No.05 Hard Surface Play Area	2739		2739
No.07 Provision of BMX Facility	-223	0	-223
No.10 Community Civil Protection	0		0
No.11 Town Youth facilities	327		327
No.14 Community Contingency Fund	129780	8455	121325
No.16 Youth Facilities - The Square Café	9758		9758
No.18 Cemetery New Burial Ground	17500		17500
No.19 POS Path Repairs	0		0
No.20 Cemetery Footpaths	0		0
No.21 Criminal Damage	2117	0	2117
	0		0
Total	196782	22091	174691

SUMMARY OF NET EXPENDITURE - 1st APRIL 2012 to 31st DECEMBER 2012

	Budget	Budget	B/Fwd	Project	Nett	Actual	Actual		Total
	Expend	Income	2011/12	Funds &	Budget	Spend	Income	Committed	Spend
				Adjustments					(including
									Committed)
ENVIRONMENT & LEISURE									
Allotments	1290	1930	2115	0	1475	309	1928	0	-1618
Recreation Areas	13830	1100	1726	0	14456	12717	827	0	11890
Play Areas	3350	0	6185	0	9535	3358	0	0	3358
Public Open Spaces (incl. Orchard Park)	2900	700	1064	0	3264	1005	772	0	234
Horticultural & Tree Maintenance	29000	0	12280	0	41280	26163	0	1800	27963
Projects Fund Accounts	7500	0	0	17770	25270	6921	0	18349	25270
Urban Grass/Dog Hygiene Bins/ Footpaths	23000	10000	0	0	13000	16707	7925	0	8782
Total E&L	80870	13730	23370	17770	108280	67181	11452	20149	75878
BURIALS & PROPERTIES									
Town Council Offices	1850	0	4740	2000	8590	3190	0	0	3190
Recreational Buildings (incl. Union Corner & Vic Field)	3750	400	1750	0	5100	3438	383	0	3055
Cemetery Buildings	800	0	400	0	1200	490	0	0	490
Projects Fund Accounts	0	0	0	17500	17500	0	0	17500	17500
Cemetery Overheads	6150	0	70	0	6220	3245	0	0	3245
Cemetery Roads & Paths	0	0	155	0	155	0	0	0	0
Funeral & Graves	13500	50000	1500	0	-35000	7043	35495	0	-28453
Cemetery Horticultural	9500	0	500	0	10000	8175	0	0	8175
Street Lighting	32000	0	14148	0	46148	28224	0	0	28224
Festive Lightng	10000	1000	1647	0	10647	10982	985	0	9997
Street Furniture (bus shelters/seats)	950	0	747	0	1697	74	5000	0	-4926
Total B&P	78500	51400	25657	19500	72257	64860	41863	17500	40498
FINANCE, POLICY & RESOURCE									
Salaries and Wages	475600	0	0	0	475600	352698	104	0	352594
Members Allowances	20000	0	0	0	20000	14753	0	0	14753
Admin Expenses	109220	6600	3144	0	105764	57665	4179	5000	58486
Chaimans Allowance	1500	0	246	0	1746	645	0	0	645
Machinery/Tools/ Protective Clothing	6000	2000	0	0	4000	1997	80	676	2593
Vehicle Fleet (All costs)	19000	0	1509	0	20509	22770	13167	0	9604
Twinning	1000	0	300	0	1300	225	0	0	225
Grants & Miscellaneous Provisions	6000	2000	2840	0	6840	5232	1563	281	3950
Section 137	5500	0	125	0	5625	6660	0	0	6660
Community, Tourism & Leisure	36750	0	4969	-3000	38719	29639	3050	532	27121
Projects Funds	20500	1000	49239	120591	189330	33516	5119	160933	189330
Joint Funded Projects	31950	0	3100	0	35050	15500	0	3100	18600
Joint Funded Services	44000	0	26775	0	70775	37421	702	0	36719
Account Interest & Commuted Sums	0	1000	0	0	-1000	0	815	0	-815
Rents/Hire Fees/ Lettings Income (All properties)	2000	19560	-280	-2000	-19840	2125	17040	0	-14915
Precept		841100			-841100		841100		-841100
Net VAT	0	0	-12382	0	-12382	36906	37380	0	-474
Total FPR	779020	873260	79585	115591	100936	617752	924298	170522	-136024
Precept subsidy from end of year balance									
All Committee Total	938390	938390	128612	152861	281473	749793	977612	208171	-19648
Net Expenditure							-227820		
Committee estimates report check balance	938390	938390	128612	152861	281473				
308: SECTION 137 (FREE RESOURCE)									
		Budget	Budget	B/Fwd	Capital	Nett		Net	
Item		Expend	Income	2011/12	Funds	Budget		Spend	Committed
	Minute Ref								
Grants to Voluntary bodies (amended fpr/09/4/280a)		5000				5000		6560	
Miscellaneous		500				625			
Item 1 - Flowers, Bouquets & Greetings Cards								0	
Item 2 - Remembrance Day wreath								60	
Item 3 - Youth Council Set Up costs (fpr/09/3/202) £150				125				0	
Item 4 - Mayors Wall Photo(FBO11/4/26)								0	
Item 5 - Donation B Burnett								50	
Total Spend								6660.00	

Environment & Leisure Committee - Income & Expenditure				1st April 2012 to 31st March 2013				
Item		Annual	Carry	Budget	Income	total	total spent	percentage
		Budget	Over	Adjustments	to add to	available	to	spent
			Budget		budget		date	to date
Allotments - Water supply	101	570				570	134.04	24%
Allotments - Maintenance	101	620				620	50.00	8%
Allotments - Soil Test	101	100				100	0.00	0%
Allotments - Returnable deposits	101		2115	not available	to spend	2115	125.00	6%
West. Rd Rec - Maintenance	102	7120	506			7626	6227.45	82%
West. Rd Rec - Water Supply	102	150				150	31.68	21%
MT - Annual Rent	102	500				500	500.00	100%
MT - Maintenance	102	4750				4750	4699.67	99%
MT - Water Supply	102	40				40	10.50	26%
MT - Pitch Marking Paint & Contractor to Mark	102	500	120			620	74.92	12%
Common Pond - Maintenance	102	500				500	178.35	36%
Common Pond - Path Drainage	102					0	0.00	0%
Common Pond - Water Check	102	120				120	0.00	0%
Common Pond - Island Protection	102		1000	0		1000	939.34	94%
Common Pond - Wildlife Protection	102	100	100			200	55.50	28%
Ersham Rd - Maintenance	102	50				50	0.00	0%
Play Areas - Insurance	103	1150				1150	1022.08	89%
Play Areas - Maintenance	103	1000				1000	1171.91	117%
Play Areas - Bylaw boards	103		2500			2500	0.00	0%
Play Areas - Safety Surface	103		1500			1500	1000.00	67%
Play Areas - Safety Gates	103	1000	185			1185	0.00	0%
Play Areas - Repaint Equipment	103					0	0.00	0%
Play Areas - New Bins	103					0	0.00	0%
Play Area South Rd - Replace Horse & Cart	103		1000			1000	0.00	0%
Play Area Diplocks - Transfer site	103		500			500	0.00	0%
Play Area Diplocks - Fencing	103					0	0.00	0%
Play Area Stroma - replace cargo net	103		500			500	0.00	0%
Play Area - South Rd - General repair	103	200				200	163.53	0%
HCP - Pond Reeds work	104	500	0			500	0.00	0%
HCP - Path Maintenance	104	100				100	0.00	0%
HCP - Water Check	104	100				100	0.00	0%
HCP - Maintenance	104	500				500	84.11	17%
HCP - Vermin Control	104	500				500	340.50	68%
HCP - Notice board replacement/Boundary	104	500				500	0.00	0%
Public Open Spaces - Maintenance	104	500				500	0.00	0%
Public Open Spaces - Path Repairs	104					0	0.00	0%
Orchard Park Maintenance	104	200	64			264	144.74	55%
Orchard Park - Interpretation Board	104					0	438.00	0%
All Sites - Grass cutting	105	23000				23000	21273.25	92%
All sites - Tree Works	105	5500	2500		0	8000	4340.00	54%
All Sites - Tree Inspections	105	500				500	550.00	110%
Highway Grass Cutting	107	19000		-10000	7925	16925	15850.00	94%
Dog Hygiene Bin Emptying	107	4000	1000			5000	856.90	17%
Horticultural - Landscaping Maintenance	107		5980			5980	0.00	0%
Horticultural - Land Drainage	107		3600			3600	0.00	0%
Project Funds		budget	committed					
01 - Ground Drainage	106	0				0	0.00	#DIV/0!
04 - PlayEquipment	106	15833				15833	0.00	0%
05 - Play Surfaces	106	7991			0	7991	5252.00	66%
07 - BMX Facilities	106	1448				1448	1869.13	115%
19 - Path Maintenance	106	0				0	0.00	#DIV/0!
Total expend to date this year		98640	23370		7925	129935	67180.60	52%
Income - Allotment Rent	101	1930				1930	1927.50	100%
Income - Beaconsfield/Pitch hire	102	1100				1100	827.22	75%
Income - Fishing Permits	104	700				700	771.81	110%
Income - Highway Grass Recharge	107	10000				10000	7925.00	79%
Income - Maurice Thornton Site Hire	102						0.00	
Income - Removal of Tree	105						0.00	
Total Income to date this year		13730	0.00			13730	11451.53	83%
Net Total to date		108280				108280	55729.07	51%
Total from "Summary of Expenditure"		108280				108280	55729.07	51%

Burials & Properties Committee - Income & Expenditure						1st April 2012 to 31st March 2013		
Item		Budget	Carry Over Budget	Income Budget & Adjustments	Income available to add to budget	total available	total spent to date	percentage spent to date
Office Complex Internal Repairs	201	2250	427			2677	99.01	4%
Office Complex External repairs	201	1000	1472			2472	150.28	6%
Office Complex - Replace Ground Floor windows	201		1200			1200	0.00	0%
Office Complex - Boiler & alarm	201	400				400	455.45	114%
Office complex - Repaint Office Signage	201	0	1310			1310	0.00	0%
Office Complex - Electronic Gate	201	200				200	0.00	0%
Office complex - Chemical/Petrol/Blackmans stor	201		331			331	0.00	0%
Office Complex - 4 Market Sq	201					0	2485.27	#DIV/0!
Pavilion - Service costs	202	750	250	-400	383	983	1222.31	124%
Pavilion - General Repairs	202	250				250	252.75	101%
Pavilion - Outstanding Accounts	202					0		0%
MT Pavilion - Service costs	202	1200				1200	555.35	46%
MT Pavilion - General Repairs	202	500				500	316.71	63%
MT Pavilion - Upgrade heating	202		1500			1500	0.00	0%
MT Pavilion - Replace kitchen	202					0	0.00	0%
Storage sheds - General Repairs	202	50				50	90.38	181%
Union Corner - General Repairs	202					0	0.00	0%
Union Corner - Maintenance Grant	202	1000				1000	1000.00	100%
Vicarage Filed Toilets - Operation costs	202					0	0.00	0%
Cemetery - General Maintenance	203	400	400			800	98.00	12%
Cemetery - Replace windows/door/ general refurb	203					0	0.00	0%
Cemetery Lodge - General repairs	203	400				400	392.31	98%
Cemetery - Service costs	205	5150	70			5220	3158.35	61%
Cemetery - Consumables	205	300				300	87.11	29%
Cemetery - Pest Control	205	300				300	0.00	0%
Cemetery - Burial Software Licence	205	300				300	0.00	0%
Cemetery - Burials Record book	205					0	0.00	0%
Cemetery - Section markers	207		1500			1500	0.00	0%
Cemetery - Extinguisher service	205	100				100	0.00	0%
Cemetery - Grave digging	207	13000	0			13000	6850.00	53%
Cemetery - Flowers & Mem trees	207					0	192.50	0%
Cemetery - Grass & hedge cutting	208	9000	0			9000	8175.00	91%
Cemetery - Tree Maintenance	208	500	500			1000	0.00	0%
Cemetery - Path Maintenance	206	0	155			155	0.00	0%
Cemetery - Funeral & Graves Gen Maint	207	500				500	0.00	0%
Street Lighting (all costs)	209	32000	1868			33868	26894.17	79%
Street Lighting - New Lights	209		5000			5000	0.00	0%
Street Lighting - Paint/maintenance	209		5800			5800	1329.48	23%
Street lighting - Replace Switch Gear	209		1482			1482	0.00	0%
Festive Lighting	209	10000	1647	-1000	985	11632	10981.72	94%
Street Furniture - Bus shelter repair	210	400	647			1047	74.16	7%
Street Furniture - Seat repairs	210	0	100			100	0.00	0%
Memorial Seat	210				5000	5000	0.00	0%
Black sacks	210	550				550	0.00	0%
Project Funds		budget	committed					
18 - New Burial Ground	204	17500				17500	0.00	0%
20 - New Footpaths	204	0				0	0.00	#DIV/0!
Total to date this year		98000	25657			123657	64860.31	52%
Income - Burial Fees	207	50000				50000	35495.00	71%
Income Memorial seat	210					0	5000.00	-100%
Income - Pavilion Recharges	202	400				400	382.54	96%
Income - Festive Lighting	209	1000				1000	985.00	99%
Income - Redecoration 4 market sq	201						0.00	
Total Income to date this year		51400	0			51400	41862.54	81%
Net Total to date this year		72257				72257	22997.77	32%
Total from "Summary of Expenditure"		72257				72257	22997.77	32%

Finance, Policy & Resources Committee - Income & Expenditure							1st April 2012 to 31st March 2013	
Item		Carry	Income Budget &	Income available	total	total spent	percentage	

		Budget	Over Budget	Adjustments	to add to budget	available	to date	spent to date
All staff costs	301	475600	0		0	475600	352698.44	74%
Members Allowances	301	20000				20000	14753.04	74%
Office Equipment	302	2600			328	2828	1953.66	69%
Election Costs	302	5000				5000	0.00	0%
Newsletter production costs & three deliveries	302	5600		-2000	830	4430	3957.00	89%
Services (elec/gas/phone/rate/water)	302	23500	185			23685	16953.31	72%
Annual electrical & extinguisher test	302	750	450			1200	0.00	0%
Advertising & Publicity	302	800				800	0.00	0%
Insurance	302	18000		-600	317	17717	14240.84	80%
Postage	302	2300				2300	1181.25	50%
Audit fees	302	3300				3300	2500.00	76%
Staff training & travel	302	2600	0			2600	1207.50	48%
Photocopier	302	2000				2000	1739.49	87%
Anti virus Software etc	302	2600				2600	1286.11	51%
Subscriptions & Publications	302	4000				4000	3251.84	81%
Professional fees	302	6000	0			6000	684.32	11%
Stationery & Consumables	302	6500				6500	2705.04	49%
Commercial Rubbish Disposal	302	1650				1650	1611.96	98%
CRB charges	302	3000		-4000	2704	2036	2031.10	100%
Chairmans Allowance	303	1500	246			1746	644.69	37%
Staff Protective Clothing	304	750				750	206.65	28%
Tools & Equipment	304	2250			104	2354	1386.15	59%
Graffiti Service costs	304	3000		-2000	80	1080	403.77	37%
Vehicle costs	305	19000	1509			20509	22770.31	111%
Twinning	306	1000	300			1300	225.00	17%
Annual Grants	307/308	18750		2950		21700	18750.00	86%
Minibus service - all costs	307	3000		-2000	1563	2563	2281.91	89%
Minibus - New Vehicle Fund	307		2917			2917	0.00	0%
Section 137 - Miscellaneous	308	500	125		104	729	110.00	15%
Tourism (miscellaneous/Event Marketing)	308	1500				1500	834.24	56%
Tourism(Christmas Festivities/lark in park/quicker	308	5000	2000		966	7966	4403.27	55%
Tourism - Charter Market	308	7500				7500	9133.18	122%
Town Floral Displays	308	4500	480			4980	243.15	5%
Hailsham in Bloom Committee Budget	308	3000	2489		818	6307	5775.14	92%
Annual Town meeting	302	500				500	1125.30	225%
Police Community Support Officers	310	31250				31250	16354.50	46%
Churchyard CCTV Service Contract	310	500				500	132.00	26%
War Memorial - All Service costs	310	200				200	13.48	7%
Hellingly Parish Subsidy	311	25500				25500	25421.00	100%
CCTV Running costs	311	8500				8500	5928.48	70%
Railroads	311	10000			702	10702	6355.00	59%
Health & Safety/ Quality Status	302		2177			2177	388.32	18%
Bench for Bomber Command	308	1500				1500	0.00	0%
Hailsham Action Team	310		3100			3100	0.00	0%
Hailsham Revitalization fund	311		28775			28775	716.96	3%
Masterplan - Printing	302	19570				19570	0.00	0%
Civic Regalia	302	250				250	609.58	244%
Miscellaneous key deposits	302		0	not available to spend		0	258.00	#DIV/0!
4 Market sq	313	0		0		0	2125.00	#DIV/0!

Project Funds		budget	committed				
03 - Community Building Projects	309	21952				21952	3000.00 14%
10 - Civic Protection	309	0				0	0.00 #DIV/0!
11 - Town Youth Facilities	309	327				327	0.00 0%
14 - Contingency Fund	309	131367				131367	1587.32 1%
16 - Youth Facilities - "The Square"	309	34386		-1000		33386	28747.04 86%

21 - Criminal Damage	309	2298			0	2298	181.47 8%
Total Expend to date this year		943650	43085			986935	580845.81 59%
Income - Travel & Training Repayment & Misc st	302					0	0.00
Income - CRB charges	302	4000				4000	2704.00 68%
Income - Mini bus service	307	2000	77			2077	1563.25 75%
Income - Insurance recharge	302	600				600	317.21 53%
Income - Accounts interest	312	1000				1000	815.39 82%
Income - All Rents & hall bookings	313	19560	280			19840	17039.69 86%
Income - Graffiti Service	304	2000				2000	80.00 4%
Income - Youth Café	309	1000				1000	5118.78 512%
Income - Newsletter Income	302	2000				2000	829.50 41%
Income - Hailsham in Bloom	308	0				830	817.84 99%
Income - Hellingly Repayment	311					0	702.00
Income - Wages cost for FNP	301					0	104.00
Income - Donation towards Town Centre Christm	308					0	966.00
Income - Sales of Bricks at Grovelands Barn	309					0	0.00
Income - Miscellaneous	308					0	1266.00
Income - Play Area Service	307					0	0.00
Income - Sale of lease vehicles	305					0	13166.66
Income - Key Deposits	302					0	328.00
Total Income to date this year		32160	357			32517	45818.22 141%
Transfer from commuted sum						0	
Total to date		954418				954418	535027.59 56%
Total from "Summary of Expenditure"		954418				954418	535027.59 56%

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HAILSHAM TOWN COUNCIL

INTERNAL AUDIT VISIT 15th. JANUARY 2013

Introduction

1. A visit was made to Hailsham Town Council on 15th January 2013 to carry out the Internal Audit check including the figures of the quarterly financial year end as at 31st. December 2012.

Bank Reconciliation

2. The bank reconciliation return for the period ending 31st. December 2012 was checked along with all the supporting papers. The original bank statements for all the bank accounts and the investment holdings were checked against the figures. The figures were correct and the papers endorsed.

3. A sample of entries regarding outstanding cheques at the time of the bank reconciliation were also examined and were all found to be correct:

Cheque	Payee	£
8001	Extreme Clean	50.00
8006	Pear technology	240.00
8002	Fieldshill Conquest Ltd.	224.79
7519	Freedom Leisure	198.00
7517	First in Attendance Ltd.	420.00
7512	H M R C	6245.35
7508	Barcombe Landscapes	19421.30
7507	Wicksteed Leisure	89.40
7503	Pro tech	1200.00

(As at 31.12.12)

Project No. 16 - Youth Facilities (balance sheet) 1st April 2012 to 31st March 2013

Budget Income for 2011/12	1000.00	Budget Expenditure for 2011/12	15000.00
		Bal C/Fwd from 11/12	19386.00
		Total Available	33386.00

Funds Allocated - Income

Expenditure

Date	Details	Value	Date	Details	Paid to date
				Cleaning/Roller Towels	1043.02
				Telephone/Internet	736.60
				Rates	4961.50
				Water/Waste Water	103.94
				Gas/Electricity	2877.98
				Annual Electrical Test	
				Alarm Service /Repair	536.56
				Maintenance / Repairs	1125.13
				Extinguisher Serv/Recharge/Repair	
	Waste Collection Refund	15.12		Waste Collection	196.56
				Computer Repairs/Purchase/S.	141.67
				Website	61.38
				Equipment / Equip. Repairs	373.85
	WDC Grant re Outdoor Gym	250.00		Outdoor Gym	8495.41
	Facility Hire	780.00		Hire Charges	
	Duke of Edinburgh Award (income)			Duke of Edinburgh	
				Staff - Travel/Workwear	112.65
				NVQ Training & other Training	
				TV Licence (50% of cost)	72.75
	Event Equipment Hire Contribution	290.00		Insurance/Entertainment Licence	
	Yombats - Funding Received			Publications & Posters	109.04
	Staff Christmas Meal	42.00		Staff Christmas Meal	216.13
				Food	390.17
	Fundraising	498.00		Fundraising Donations	538.00
	Activity Fund			Activities	31.69
	Trips	3243.66		Trips & Events	6359.64
	Donations			Remembrance Day Wreath	60.00
	Infopoint all income			Infopoint (all non staff costs)	203.37
	total income	5118.78		total expenditure (cap 16)	28747.04

Remaining Budget

9757.74

Income to date 5118.78

Summary of Project Costs

Total Non staff costs (from above)	28747.04
Salary costs excluded from above balance sheet	49894.90
	78641.94
Income (other than from Town Council)	5118.78
Project cost funded by Town Council (to date)	73523.16

Accounts sheet total (income)

5118.78

Accounts Sheet total (expenditure)

28747.04

