

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

POLICY & FINANCE COMMITTEE MEETING

17TH SEPTEMBER 2008

POLICY AND FINANCE COMMITTEE 17 SEPTEMBER 2008

LIST OF PAYMENTS FROM PETTY CASH ACCOUNT
FOR THE PERIOD 1 JULY TO 31 AUGUST 2008

Date	Details	Payments
		£
July		
1	Clean As A Whistle - Window Cleaning July 08	25.00
1	Keys For Bowling Club	27.00
4	Waitrose - Lunch	10.09
10	J Stannard - Parking	1.20
15	B&Q - Welding Wire	3.89
18	ATC - 7 Keys For Tennis Courts	31.50
21	Key For Southampton Road	4.50
21	Sainsburys - Cleaning Products	1.73
22	Sainsburys - Washing Up Liquid etc	4.16
26	Ringwood Town Football Club Gate Key	4.50
31	Clean As A Whistle - Window Cleaning Aug 08	25.00
August		
1	Keys For Castleman Trail x 2	9.00
4	Hodgkinsons - Coloured Pencils	8.32
5	Key For Pavilion	5.95
5	Waitrose - Coffee Mate	1.85
6	Woolworths - Kettle	12.99
8	N Giles - Litter Picker	22.50
13	Inspirations - Card	2.90
15	Waitrose - Sandwiches For Planning Meeting	11.23
19	Coffee For Offices	2.37
22	Postage Of Mayors Chain	7.15
TOTAL		222.83

AUTHORISATIONS

DATE

17 September 2008-----
17 September 2008

POLICY AND FINANCE COMMITTEE 17 SEPTEMBER 2008**BANK BALANCES**

ACCOUNT NAME	<u>YEAR ENDED 31/03/2008</u>	<u>AS AT 30/06/2008</u>	<u>AS AT 31/08/2008</u>
	£	£	£
Imprest (Current) Account	10,403	4,840	2,681
Business Account	69,701	65,160	20,418
Investment Account	250,000	370,000	330,000
Petty Cash	97	161	91
TOTAL BANK BALANCES	<u>330,202</u>	<u>440,161</u>	<u>353,189</u>

Note

1. The bank accounts have been reconciled as at **31st August 2008**.

**POLICY AND FINANCE COMMITTEE 17 SEPTEMBER 2008
LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1 JULY TO 31 AUGUST 2008**

Date	Cheque No.	Details	Amount
July			£
1	6541	SITA	321.40
1	6542	The Consortium	4.10
1	6543	Tony Manning	256.72
1	6544	Able Group Ltd	290.22
1	6545	Pams Plants	1,577.50
1	6546	Funtime Hire Ltd	393.63
1	6547	Bournemouth & West Hants Water	44.65
1	6548	B Guy	1,400.00
1	6550	Information Commissioner	35.00
1	6551	Southern Electric	51.32
1	6552	Peter Noble	1,255.54
1	6553	Hampshire County Council	33.15
1	6554	Jason Gale	40.00
1	6555	Mist Irrigation	82.38
1	6556	Salisbury Sinfonia	1,000.00
1	6557	Chris Walker	350.00
1	6558	Mr J Townsend	300.00
1	6559	New Forest Meddlars	120.00
1	6560	Kings Korner Band	200.00
1	6561	Canotec	5,734.00
3	6562	Bourne Engraving	170.00
3	6563	G C Colbourne	152.00
7	6564	Little Banks Nursery	495.00
7	6565	Peter Best	1,468.75
7	6566	Classic Office Supplies	34.66
7	6567	Supplies Team	49.07
7	6568	The Consortium	5.99
7	6569	Ace	25.57
8	6570	HCC - Pensions June 08	3,494.03
14	6571	Regency Foods	105.56
14	6572	ORC Tree Services	550.00
14	6573	Status Computers	984.06
14	6574	Hampshire County Council	827.55
14	6575	CRA Joy & Son	94.00
14	6576	Hants Association Of Local Councillors	10.00
14	6577	Multi Signs	400.44
14	6578	Millstream Motor Co Ltd	74.74
14	6579	Broxap Ltd	749.65
14	6580	C Smith	46.35
15	6581	Alda Trophies	90.00
15	6582	Meesons - POA Mt Pleasant	587.50
15	6583	Ringwood Public Address	1,162.07
15	6584	Rwd Meet House Assoc - Temp Event Notice	21.00
15	6585	C Ford - Exps Classical Concert	21.75
17	6586	J Stride - Buckets etc	132.85
22	6588	Abacus Autoparts	98.00
28	6589	Paul Reade	190.00
28	6590	Petty Cash Reimbursement	152.35
28	6592	Express Skips	130.00
28	6593	BG Property Maintenance	781.76

**POLICY AND FINANCE COMMITTEE 17 SEPTEMBER 2008
LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1 JULY TO 31 AUGUST 2008**

Date	Cheque No.	Details	Amount
July			£
29	6594	F/4297(2) Ebenezer Hall Appeal	2,000.00
29	6595	Kings Korner (£210 not £200)	10.00
29	6596	T Simpson - Golf Day Exps	87.00
29	6597	Southern Electric - Apr-Jul 08	267.60
29	6598	Howdens	1,223.61
29	6599	Capita Symonds - D Finch to end of June	308.44
29	6600	Elliotts	38.62
29	6601	PM Alvis	277.31
29	6602	Quick Signs	475.88
29	6603	Melba Products	67.56
29	6604	Indicator - Subs to 31/8/09	78.73
29	6605	Loos 2 Go	457.06
29	6606	Top Coat	1,805.00
29	6607	Supplies Team	61.10
29	6608	R Bird - Qtr End June 08	180.00
29	6609	Hampshire County Council	5,194.00
29	6610	The Consortium	36.25
29	6611	Mist Irrigation	132.78
29	6612	Hampshire Police Auth. Grant 3 of 4	3,000.00
29	6613	Cutting Edge Joinery	1,626.00
29	6614	Peter Noble	1,168.55
1	DD	J M Brown TLC Online July 2008	60.00
1	DD	Norwich Union - Main Insurance	1,364.96
1	DD	NFDC Rates - Greenways	508.00
1	DD	NFDC Rates - Cemetery	172.00
1	DD	Norwich Union - Vehicle Insurance	181.36
11	DD	Sage Uk Ltd	128.00
2	DD	Zurich Assurance - June 08	150.92
20	DD	Agco Finance Ltd Massey Tractor HX56 RZP	611.31
25	DD	Tesco Net 13/06-12/07/08	6.49
30	DD	Zurich Assurance - July 08	150.92
9	DD	UK Fuels - June 08	200.33
14	On Line	Inland Revenue - June 2008	4,130.89
25	Telepay	Salaries - July 2008	12,322.44
August			
4	6615	Hampshire ALC - Training Day	80.00
5	6616	HCC	16.66
5	6618	Elliotts	13.50
5	6620	Leisure Light Sound	2,861.13
5	6621	Richard Spencer	220.00
5	6622	NFDC	38.00
5	6625	ECO	16.64
5	6623	Tony Manning	334.66
5	6617	Bmth & West Hants Water	55.81
5	6619	Panasonic	279.02
5	6624	Zurich Mun Manag Serv - aug08-aug09	158.63
5	6626	Southern Electric	20.92
11	6628	HCC	70.02
11	6630	Upton Oil Co UK	671.79

**POLICY AND FINANCE COMMITTEE 17 SEPTEMBER 2008
LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1 JULY TO 31 AUGUST 2008**

Date	Cheque No.	Details	Amount
August			£
11	6632	Peter Noble	1,248.76
11	6627	Western Challenge Housing Association	20.00
11	6629	C. Poulton Race Expenses	77.43
12	6631	NFDC	11,444.01
12	6633	Western Challenge Housing Association	5.00
12	6634	British Red Cross Society	214.84
12	6635	Peter Best	763.75
12	6636	Lamps & Tubes	1,794.81
14	6637	HCC - Pensions July 08	3,519.55
14	6638	Mrs Chamberlain	66.95
15	6639	N. Giles - W/e 15/08/08	47.50
18	6640	NFDC	168.00
18	6641	SGB	1,516.80
18	6640	NFDC	46.00
18	6642	Purchase Power - Pitney Bowes	506.84
18	6644	HCC - 07/08 Gravel Lane	905.84
18	6643	British Gas - g/ways May-Aug 08	67.14
19	6645	Gregory Adams	352.50
19	6646	Elliotts	34.38
21	6647	C Smith	200.00
22	6648	N. Giles - W/e 22/08/08	47.50
26	6649	The Consortium	31.14
26	6650	HCC	12.44
26	6651	T Simpson	60.00
1	DD	Norwich Union - Main Insurance	682.48
1	DD	Norwich Union - Vehicle Insurance	181.36
1	DD	NFDC Rates - Greenways	508.00
1	DD	NFDC Rates - Cemetery	172.00
1	DD	JM Brown TLC Online August 2008	60.00
6	DD	UK Fuels - July 2008	142.87
8	DD	Southern Electric	19.35
11	DD	Sage UK Ltd	128.00
20	DD	Agco Finance Ltd Massey Tractor HX56 RZP	611.31
26	DD	BT 1/8-31/10/08	874.17
28	DD	Tesco Net 13/7-12/08/08	6.49
7	BGC	WSB - August 08	350.20
18	On-line	Inland Revenue - July 08	3,936.71
22	Telepay	Salaries - August 2008	12,300.40
		TOTAL	113,038.72

AUTHORISATIONS**DATE**-----
17 September 2008-----
17 September 2008

POLICY AND FINANCE COMMITTEE 17 SEPTEMBER 2008

INTER ACCOUNT TRANSFER AUTHORISATIONS

£

IMPREST ACCOUNT TO BUSINESS ACCOUNT

2nd September 2008

50,000

BUSINESS ACCOUNT TO IMPREST ACCOUNT

18th August 2008

20,000

19th August 2008

5,000

25th September 2008 (maximum)

25,000

INVESTMENTS & RE-INVESTMENTS

Lloyds TSB 1st October (2 months)

100,000

Lloyds TSB 1st October (1 month)

50,000

AUTHORISATIONS

DATE

17 September 2008-----
17 September 2008

**SUMMARY BUDGETARY CONTROL REPORT
FOR APRIL 2008 TO AUGUST 2008 (MONTHS 1 TO 5)**

ALL COMMITTEES

EXPENDITURE

POLICY & FINANCE COMMITTEE
RECREATION, LEIS & O/S COM
PLANNING TOWN & ENVIRON

<u>Original Budget</u> £	Year To Date			Approved Annual	
	<u>Actual</u> £	<u>Profiled Budget</u> £	<u>Variance</u> £	<u>Budget</u> £	<u>Variance</u> £
196,930	83,125	80,490	2,635	204,430	-121,305
435,000	77,792	77,870	-78	436,100	-358,308
18,170	4,882	4,930	-48	18,170	-13,288

TOTAL EXPENDITURE

650,100	165,799	163,290	2,509	658,700	-492,901
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INCOME

POLICY & FINANCE COMMITTEE
RECREATION, LEIS & O/S COM

-41,200	-13,279	-16,490	3,211	-51,200	37,921
-215,150	-17,104	-16,670	-434	-215,150	198,046

TOTAL INCOME

-256,350	-30,383	-33,160	2,777	-266,350	235,967
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**COUNCIL'S NET COMMITTEE
EXPENDITURE**

393,750	135,416	130,130	5,286	392,350	-256,934
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Transfer from(-) General Reserve

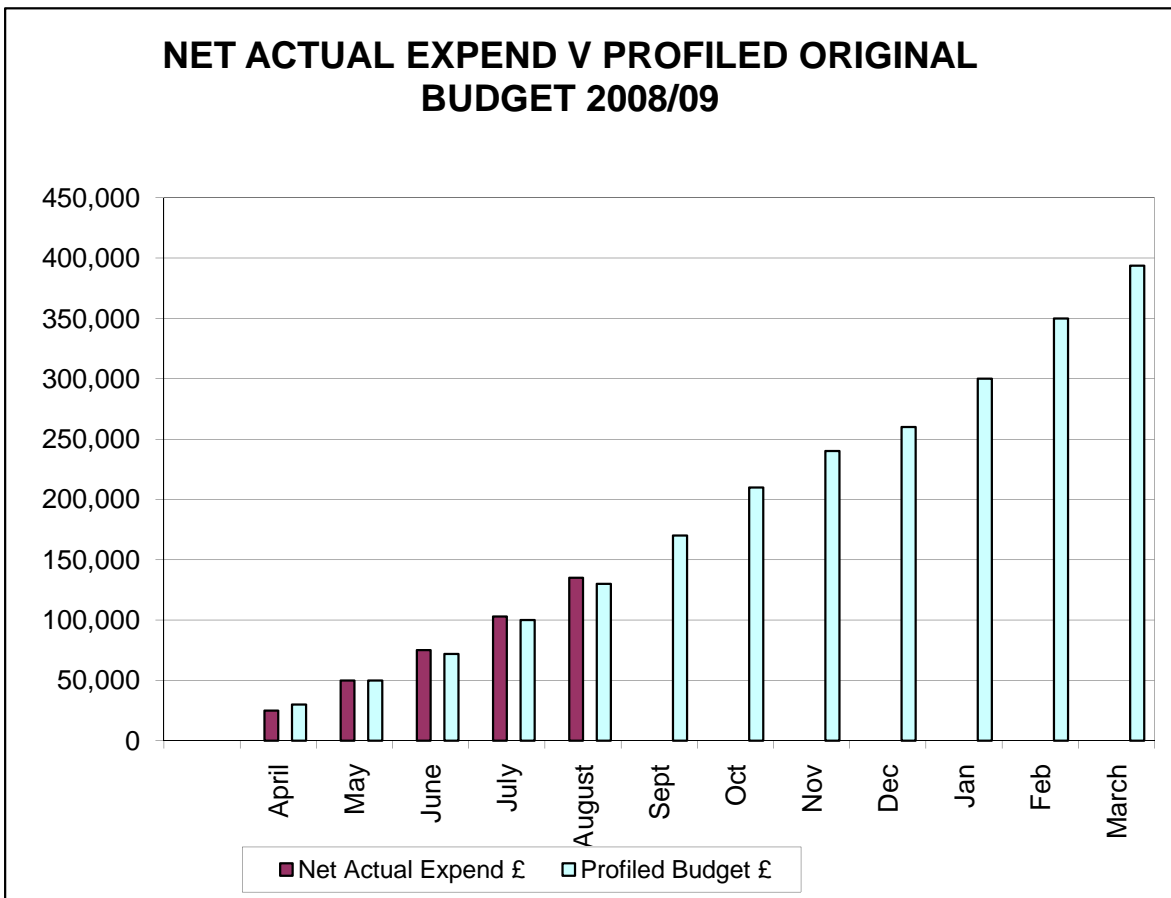
-43,670

-42,270

PRECEPT 2008/09

350,080

350,080



**SUMMARY BUDGETARY CONTROL REPORT
FOR APRIL 2008 TO AUGUST 2008 (MONTHS 1 TO 5)**

	Original Budget	Year To Date			Approved Annual	
		Actual	Profiled Budget	Variance	Budget	Variance
	£	£	£	£	£	£
<u>POLICY & FINANCE COMMITTEE EXPENDITURE</u>						
Establishment	51,050	20,137	19,610	527	51,050	-30,913
Maintenance	3,200	1,232	700	532	3,200	-1,968
Employee Direct Costs	2,110	625	650	-25	2,110	-1,485
Employee Allocated Costs	83,430	34,426	35,390	-964	83,430	-49,004
Member Costs	11,680	3,480	3,490	-10	11,680	-8,200
Grants	5,550	2,976	3,000	-24	5,550	-2,574
Festival Expenses(net)	3,000	0	0	0	3,000	-3,000
Other	36,910	20,249	17,650	2,599	44,410	-24,161
COMMITTEE EXPENDITURE	196,930	83,125	80,490	2,635	204,430	-121,305

COMMITTEE INCOME	-41,200	-13,279	-16,490	3,211	-51,200	37,921
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POLICY & FINANCE COMMITTEE

TOTAL NET EXPENDITURE	155,730	69,846	64,000	5,846	153,230	-83,384
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**HOLDING ACCOUNTS
EXPENDITURE**

Employee Direct Costs	246,570	100,576	103,370	-2,794	246,570	-145,994
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HOLDING ACCOUNTS EXPEND.	246,570	100,576	103,370	-2,794	246,570	-145,994
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HOLDING ACCOUNTS INCOME	-246,570	-100,576	-103,370	2,794	-246,570	145,994
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TOTAL NET EXPENDITURE	0	0	0	0	0	0
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Notes

	£
1. Main variation/s between actual and profiled budget	
Loss of rent income	2,620
Less transfer from provision	-2,620
2. Variations between Original Budget and Approved Budget	
Original budget (Net Expenditure)	155,730
Minute F4238-Town Plan-print, publish, launch	7,500
Less transfer from provision	-7,500
Minute F/4252-Drop in centre-grant from NFDC	-2,500
Current Approved Budget	153,230

**SUMMARY BUDGETARY CONTROL REPORT
FOR APRIL 2008 TO AUGUST 2008 (MONTHS 1 TO 5)**

	Original Budget £	Year To Date			Approved Annual	
		Actual £	Profiled Budget £	Variance £	Budget £	Variance £
RECREATION, LEISURE & OPEN SPACES COMMITTEE EXPENDITURE						
Establishment	6,990	2,588	2,010	578	6,990	-4,402
Maintenance	22,400	3,585	2,080	1,505	22,400	-18,815
Machinery	15,950	5,129	5,260	-131	15,950	-10,821
Employee Direct Costs	1,000	0	0	0	1,000	-1,000
Employee Allocated Costs	114,250	46,216	47,600	-1,384	114,250	-68,034
Planters	1,600	145	150	-5	1,600	-1,455
Activities Expenses	10,250	1,037	1,640	-603	11,350	-10,313
Contributions to Provisions	9,000	0	0	0	9,000	-9,000
Other	9,900	984	700	284	9,900	-8,916
Capital Expenditure	194,130	1,560	1,560	0	194,130	-192,570
CEMETERY						
Establishment	5,540	807	800	7	5,540	-4,733
Maintenance	2,770	208	210	-2	2,770	-2,562
Machinery	1,850	124	130	-6	1,850	-1,726
Employee Direct Costs	200	98	0	98	200	-102
Employee Allocated Costs	28,830	11,665	12,010	-345	28,830	-17,165
ALLOTMENTS						
Establishment	1,000	-16	0	-16	1,000	-1,016
Maintenance	250	4	10	-6	250	-246
Employee Allocated Costs	8,890	3,658	3,710	-52	8,890	-5,232
Other	200	0	0	0	200	-200
COMMITTEE EXPENDITURE	435,000	77,792	77,870	-78	436,100	-358,308

INCOME

Recreation, Leisure & O/S	-57,450	-11,494	-10,670	-824	-57,450	-96,044
Cemetery	-13,000	-4,565	-4,950	385	-13,000	8,435
Allotments	-2,700	-1,045	-1,050	5	-2,700	1,655
Capital Expend Finance	-142,000	0	0	0	-142,000	142,000
COMMITTEE INCOME	-215,150	-17,104	-16,670	-434	-215,150	56,046

**RECREATION, LEISURE &
OPEN SPACES COMMITTEE**

TOTAL NET EXPENDITURE	219,850	60,688	61,200	-512	220,950	-302,262
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Notes

1. Variations between Original Budget and Approved Budget
Original budget (Net Expenditure)
Minute F/4256-Childrens entertainment at Carvers

	£
Original budget (Net Expenditure)	219,850
Minute F/4256-Childrens entertainment at Carvers	1,100
Current Approved Budget	220,950

**PLANNING, TOWN &
ENVIRONMENT COMMITTEE**

	Original Budget £	Year To Date			Approved Annual	
		Actual £	Profiled Budget £	Variance £	Budget £	Variance £
EXPENDITURE						
Establishment	7,000	271	270	1	7,000	-6,729
Employee Allocated Costs	11,170	4,611	4,660	-49	11,170	-6,559
COMMITTEE EXPENDITURE	18,170	4,882	4,930	-48	18,170	-13,288
TOTAL NET EXPENDITURE	18,170	4,882	4,930	-48	18,170	-13,288

SUMMARY OF APPROVED BUDGET FOR 2008/09 AT 31 AUGUST 2008

		Financed From			
		Gen Res	Provisions	Develop	Cemetery
		£	£	Contribs	Maint
		£	£	£	£
Balance at 1 April 2008		171,736	115,024	34,132	3,600
Budget					
£					
	Council's Orig Net Expend (before transfers)	539,440			
	Add Transfer To Provisions	10,700	10,700		
	Less transfer from Dev Contribs (Revenue)	-8,340		-8,340	
	Less transfer from Dev Contribs (Capital)-NFDC	-132,000			
	Less transfers from Provisions (Revenue)	-6,050	-5,850		-200
	Less transfer from Provisions (Capital)	-10,000	-10,000		
	Council's Net Com Exp(before trans from G Res)	393,750			
	Less transfer from General Reserve	-43,670	-43,670		
	Approved Precept	350,080			
Memorandum					
	Council's Net Committee Expenditure	393,750			
	Add supplementary budget approvals				
1	P&F F/4238 Town Plan print, publish, launch	7,500	-7,500		
2	P&F F/4252 Drop in centre-grant receivable NFDC	-2,500	2,500		
3	P&F F/4256 Childrens' entertainment at Carvers	1,100	-1,100		
4	Plan P/4550 Virement from St Light to Taxi Rank	-1,000	1,000		
5	Plan P/4550 Virement to Taxi Rank from St Light	1,000	-1,000		
6					
7					
8					
9					
10					
	Sub Total of Supplementary Budget Approvals	6,100	-42,270	-8,340	-200
	Current Approved Budget for 2008/09	399,850			
	Forecast for 31/03/09	129,466	102,374	25,792	3,400

**CAPITAL EXPENDITURE 2008/09 APRIL 2008 TO AUGUST 2008
(MONTHS 1 TO 5)**

Code		Original Budget 2008/09 £	Year To Date 2008/09	
			Actual £	Variance From Orig Bud £
	EXPENDITURE			
	RECREATION, LEISURE & OPEN SPACES			
217931	Skatepark-enlarge	5,000	0	5,000
217932	Long Lane Development	10,000	0	10,000
217933	Tractor	3,130	1,561	1,569
		0	0	0
217935	Ringwood Bowls Club-grant	1,500	0	1,500
217937	Bickerley/Pocket Park	35,000	0	35,000
217938	Allotments-move Up Kingston	5,000	0	5,000
217939	Prep work for conversion of Carvers to Town Park	2,500	0	2,500
217942	Ash Grove/other play areas	5,000	0	5,000
217945	Cemetery extension of road	40,000	0	40,000
	Total Recreation Leis & OS	107,130	1,561	105,569
	TOTAL EXPENDITURE	107,130	1,561	105,569
	FINANCING			
	General Fund Account	52,130	1,561	50,569
	Provisions	10,000	0	10,000
	Developers' Contributions	45,000	0	45,000
	TOTAL FINANCING	107,130	1,561	105,569

Notes

1. Payments to Ellingham & Ringwood Rugby Club are made directly by NFDC

Agreed Contribution From Ringwood Town Council

1. Legal fees 11/06/08

	£
	175,000
	-11,361
Balance Due At	31/08/2008
	163,639

RINGWOOD TOWN COUNCIL

BUDGETARY CONTROL SUMMARY DATA 2008/09

Year	Month		Net Actual Expend		Profiled Budget
			£		£
2008	April		25,000		30,000
	May		50,000		50,000
	June		75,000		72,000
	July		103,000		100,000
	August		135,000		130,000
	Sept				170,000
	Oct				210,000
	Nov				240,000
	Dec				260,000
2009	Jan				300,000
	Feb				350,000
	March				393,750

REPORT TO POLICY & FINANCE COMMITTEE – 17 September 2008**BUDGETARY CONTROL 2008/09****1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the five months April to August 2008, compared with the profiled budget and approved budget.
- 1.2 Further budgetary control reports will be submitted to this Committee during this financial year. As the year progresses, more accurate assessments of the Council's net expenditure will be possible.

2. APRIL TO AUGUST 2008

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council's net Committee expenditure for the first quarter is £135,000, which is about £5,000 above the profiled budget of £130,000. The Council's approved net Committee expenditure is still £392,350, i.e. £1,400 less than the original net budget. The reasons for this change are shown in Appendix 1.
- 2.2 Pages 2 and 3 of Appendix 1 show the financial position for this Committee, the Recreation, Leisure and Open Spaces Committee and the Planning, Town & Environment Committee. Page 4 provides a summary of the approved budget at 31 August 2008, and shows the forecast balances at 31 March 2009 for the general reserve, provisions, and developers' contributions held by the Council.
- 2.3 Appendix 2 shows the current position for capital expenditure schemes. As well Forest District Council is making payments to Ellingham and Ringwood Rugby Club from the developers' contributions which they hold on behalf of this Council, this scheme has been removed from the list. To date, NFDC has paid £11,361, for legal fees, which leaves a balance of £163,639 to pay, (the agreed total is £175,000). Actual capital expenditure for April to August was £1,561.

3. FINANCIAL IMPLICATIONS

- 3.1 The current forecast balance of the General Reserve at 31 March 2009 is unchanged at £129,000, compared with its balance at 31 March 2008 of nearly £172,000.

4. RECOMMENDATION

- 4.1 It is RECOMMENDED that this report is noted.

For further information please contact:

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