

RINGWOOD TOWN COUNCIL

FINANCIAL REPORTS FOR

**POLICY & FINANCE
COMMITTEE MEETING**

21st October 2009

POLICY AND FINANCE COMMITTEE 21ST OCTOBER 2009
LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT
FOR THE PERIOD 1 TO 30 SEPTEMBER 2009

Date	Chq No	Details	Description	Amount
Sept				£
1	6856	Land Registry	Transfer Of N/Poulner Play Area Land	50.00
8	6857	Nick Giles	Litter Picker W/end 08/09/09	24.46
8	0307	Identibadge	50 Clip Badges With Laser Sheets	17.81
8	0308	Elliot's	Projecting Bolts For Seats	10.82
8	0309	Hampshire County Council	Stationery	47.14
8	0310	Hutchins	Electrical Work At Cemetery	332.35
8	0311	Bmth & West Hants Water	Standpipe Hire 4 W/ks End. 30/08/09	46.00
8	0312	Canotec	6420 Photocopies 24/7-28/08/09	36.18
8	0313	HCC - Pensions	August 2009	4,145.24
8	0314	Southern Elec. Contractors	Disconnect. Elec. Supply At S/hmpt Rd	387.33
9	6859	Howard Carson	Repair Of Broken Windscreen	216.50
9	0315	Peter Noble	Service Massey Tractor	863.36
15	6860	The Consortium	Hand Towels	19.42
15	6861	Upton Oil	1300 litres Of Road Diesel	1,374.65
15	6862	HCC	Reynobond Sign For Cemetery	149.32
15	6863	New Forest Farm Machinery	Service Of Container Water Pump	63.05
15	6864	SLCC Enterprises	National Conference (TS to attend)	477.25
15	6865	The Table Top Circus	Children's Entertainment At Carvers	2,213.75
15	6866	R Burford	Hedge cutting At Hightown Road	61.66
15	6867	BT	Quarterly Internet Rental	51.75
16	0316	The Flag & Flagpole Co	O/standing Xmas Lights Payments	4,043.18
21	0317	Woffability	F/4449(3) Grant	100.00
21	0318	Hampshire County Council	Gloves and Toilet Rolls	13.79
21	0319	Ian Dodds	Lock Work On G/Ways Back Door	34.50
21	0320	Letters & Logos	RTC Signs At Greenways	151.69
21	0321	NFDC	Cleaning Materials	79.61
21	0322	Ventrola	Spring Balances To G/Ways Windows	414.00
21	0323	Melba Products	Doggy Litter Bin Fresheners	139.38
21	0324	Wybone	Litter Bin For Cemetery	155.82
21	0325	Solent Staff Fire Training	Annual Service Of RTC Fire Extings. Etc	244.01
21	0326	Ringwood Youth Club	Annual Grant	1,000.00
28	6868	C Smith	B&Q Gift Cards For Allotment Prizes	150.00
29	6869	The Flag & Flagpole Co	O/standing Xmas Lights Payments	1,060.23
30	0327	Hampshire County Council	Gloves	11.41
30	0328	Canotec	Photocopies 28/8-24/09/09	17.32
30	0329	Peter Best	Trees At Jubilee Gardens	230.00
30	0330	Wickstead	Seat For Sit-In Mobile Swing	66.13
30	0331	Supplies Team	Print Cartridges	85.96
30	0332	NFDC	CCTV Six Monthly Contribution	4,191.50
30	0333	Quick Sign	Entry Sign For Town Council	25.30
1	DD	Aviva	Main Insurance - Sept 2009	790.52
1	DD	New Forest District Council	Rates Sept - Greenways	534.00
1	DD	New Forest District Council	Rates Sept - Cemetery	274.00
1	DD	TLC On-Line	Web Site Maint. - Sept 2009	70.00

RINGWOOD TOWN COUNCIL

Item 4(a)

2	DD	Aviva	Vehicle Insurance - Sept 2009	214.99
2	DD	BT	Contract Rentals	198.78
7	DD	CNH Capital	Holland Tractor HP Pay - Sept 2009	668.87
9	DD	UK Fuels	August 2009	64.05
11	DD	Sage UK Ltd	Monthly Maintenance - Sept 2009	131.00
24	DD	BNP	Photocopier Quarterly Rental	310.09
10	BGC	WSB	Agents Fees - Sept 2009	109.25
17	On-Line	Inland Revenue	August 2009	4,017.07
17	Lloyds CC	RIBA Enterprises	Book - Guide To Letting Contracts	18.00
17	Lloyds CC	Fast Hosts	Internet	10.34
25	TelePay	Staff	Sept 2009	13,637.05
			TOTAL	43,849.88

AUTHORISATIONS

DATE

21 October 2009-----
21 October 2009

POLICY AND FINANCE COMMITTEE 21ST OCTOBER 2009**LIST OF PAYMENTS FROM PETTY CASH ACCOUNT
FOR THE PERIOD 1 TO 30 SEPTEMBER 2009**

Date	Details	Payments £
Sept		
3	Clean As A Whistle-window cleaning	35.00
4	N Giles - Litter picker w/e 04/09/09	50.21
10	C Smith - Car parking Soton General Hospital	3.50
14	AJR Shoe Repairs - Key for Poulner School	4.95
16	Ringwood Youth Club - Refund of key deposit	25.00
16	Mrs Sullivan - Refund of allotment key deposit	10.00
23	Waitrose - Student advisers refreshments	3.51
24	Mr Gilliver - Refund of 2 allotment key deposits	20.00
25	Staff - Back pay	2.49
TOTAL		154.66

AUTHORISATIONS**DATE**

21 October 2009

21 October 2009

POLICY AND FINANCE COMMITTEE 21ST OCTOBER 2009**BANK BALANCES**

ACCOUNT NAME	<u>YEAR ENDED 31/3/2009</u>	<u>AS AT 31/8/2009</u>	<u>AS AT 30/9/2009</u>
	£	£	£
Imprest (Current) Account	1,749	9,132	187,320
Business Account	45,829	67,844	42,847
Investment Account	300,000	300,000	300,000
Petty Cash	48	109	131
TOTAL BANK BALANCES	347,626	377,085	530,298

Note

1. The bank accounts have been reconciled as at **30th September 2009**.
2. The Imprest balance includes the second precept instalment received from NFDC on 30th September. This was transferred to the Investment account on 1st October.

POLICY AND FINANCE COMMITTEE 21ST OCTOBER 2009**INTER ACCOUNT TRANSFER AUTHORISATIONS**

£

IMPREST ACCOUNT TO BUSINESS ACCOUNT

None

BUSINESS ACCOUNT TO IMPREST ACCOUNT

End October 2009, up to £20,000

Mid November 2009, up to £20,000

INVESTMENTS & RE-INVESTMENTS

27 October 2009 (period to be determined)

AUTHORISATIONS

DATE

21 October 2009-----
21 October 2009

REPORT TO POLICY & FINANCE COMMITTEE – 21 October 2009

BUDGETARY CONTROL 2009/10

1. BACKGROUND

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the six months April to September 2009, compared with the profiled original budget and approved annual budget.
- 1.2 There will not be a budgetary control report for the meeting of this Committee in November, as a report on the draft budget 2010/11 and revised budget 2009/10 will be submitted.

2. APRIL TO SEPTEMBER 2009

- 2.1 Page 1 of Appendix 1 attached to this report shows that the Council's net Committee expenditure for the six months is just over £200,000, which is in line with the profiled budget. The approved budget has been increased to £443,720 to take account of the capital items brought forward from 2008/09 and the supplementary budgets for works at the cemetery, Carvers pavilion, Greenways 1st floor offices, and Long Lane.
- 2.2 Pages 2 and 3 of Appendix 1 show the financial position for this Committee, the Recreation, Leisure & Open Spaces Committee and the Planning, Town, & Environment Committee. Page 4 provides a summary of the approved budget at 30 September 2009, and shows the forecast balances at 31 March 2010 for the general reserve, provisions, and developers' contributions held by the Council. These balances will be reviewed when the revised budget is considered.
- 2.3 Appendix 2 shows the current position for capital expenditure schemes. Actual capital expenditure for April to September 2009 was £21,709, compared with the approved budget of £79,210.

3. FINANCIAL IMPLICATIONS

- 3.1 The current forecast balance of the General Reserve at 31 March 2010 is £117,000, compared with its balance at 31 March 2009 of £184,000.

4. RECOMMENDATION

- 4.1 It is RECOMMENDED that this report is noted.

For further information please contact:

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**SUMMARY BUDGETARY CONTROL REPORT
FOR APRIL 2009 TO SEPTEMBER 2009 (MONTHS 1 TO 6)**

ALL COMMITTEES

EXPENDITURE

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

Original Budget	Year To Date			Annual	
	Actual	Profiled Orig Bud	Variance	Approved Budget	Variance Act/Approv
£	£	£	£	£	£
201,030	104,258	104,660	-402	204,730	-100,472
275,260	142,090	140,030	2,060	349,350	-207,260
22,810	5,985	6,020	-35	22,810	-16,825
499,100	252,333	250,710	1,623	576,890	-324,557

INCOME

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

-32,080	-13,536	-16,030	2,494	-32,080	18,544
-74,710	-37,964	-33,560	-4,404	-101,090	63,126
0	0	0	0	0	0
-106,790	-51,500	-49,590	-1,910	-133,170	81,670

TOTAL INCOME

-106,790	-51,500	-49,590	-1,910	-133,170	81,670
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COUNCIL'S NET COMMITTEE
EXPENDITURE

392,310	200,833	201,120	-287	443,720	-242,887
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Transfer from(-) or to Gen Reserve

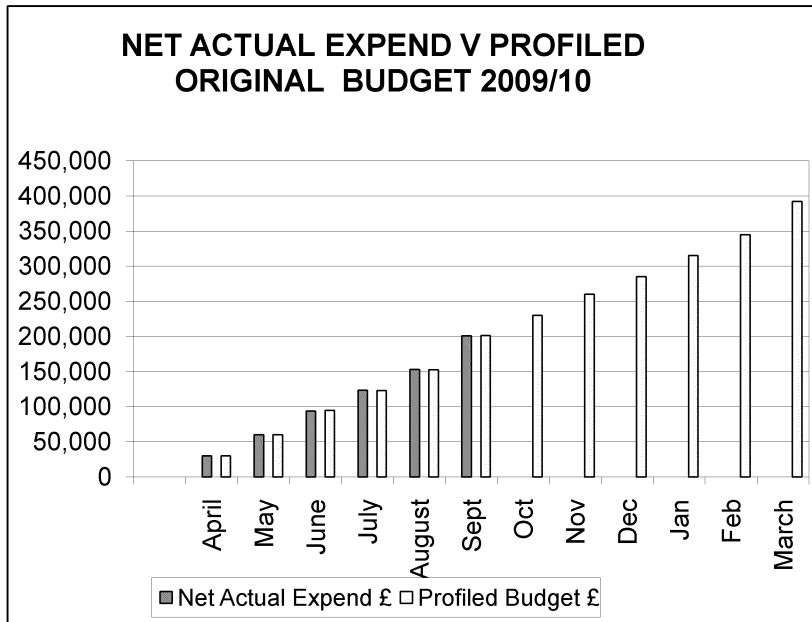
-15,380

-66,790

PRECEPT 2008/09

376,930

376,930



**SUMMARY BUDGETARY CONTROL REPORT
FOR APRIL 2009 TO SEPTEMBER 2009 (MONTHS 1 TO 6)**

	Original Budget £	Year To Date			Annual	
		Actual £	Profiled Orig Bud £	Variance £	Approved Budget £	Variance Act/Approv £
POLICY & FINANCE COMMITTEE EXPENDITURE						
Establishment	47,600	29,184	29,010	174	47,900	-18,716
Maintenance	2,200	1,232	550	682	5,600	-4,368
Employee Direct Costs	2,120	648	870	-222	2,120	-1,472
Employee Allocated Costs	90,800	43,268	44,400	-1,132	90,800	-47,532
Member Costs	10,960	6,580	6,630	-50	10,960	-4,380
Grants	6,100	5,276	5,280	-4	6,100	-824
Festival Expenses(net)	3,000	1,466	1,470	-4	3,000	-1,534
Other	38,250	16,604	16,450	154	38,250	-21,646
COMMITTEE EXPENDITURE	201,030	104,258	104,660	-402	204,730	-100,472
COMMITTEE INCOME	-32,080	-13,536	-16,030	2,494	-32,080	18,544
POLICY & FINANCE COMMITTEE						
TOTAL NET EXPENDITURE	168,950	90,722	88,630	2,092	172,650	-81,928
HOLDING ACCOUNTS EXPENDITURE						
Employee Direct Costs	258,530	126,235	129,270	-3,035	258,530	-132,295
HOLDING ACCOUNTS EXPEND.	258,530	126,235	129,270	-3,035	258,530	-132,295
HOLDING ACCOUNTS INCOME	-258,530	-126,235	-129,270	3,035	-258,530	132,295
TOTAL NET EXPENDITURE	0	0	0	0	0	0

**SUMMARY BUDGETARY CONTROL REPORT
FOR APRIL 2009 TO SEPTEMBER 2009 (MONTHS 1 TO 6)**

	Original Budget £	Year To Date			Annual	
		Actual £	Profiled Orig Bud £	Variance £	Approved Budget £	Variance Act/Approv £
RECREATION, LEISURE & OPEN SPACES COMMITTEE EXPENDITURE						
Establishment	10,000	5,535	5,120	415	10,000	-4,465
Maintenance	25,250	7,382	6,780	602	44,130	-36,748
Machinery	16,950	7,339	7,310	29	16,950	-9,611
Employee Direct Costs	1,000	0	0	0	1,000	-1,000
Employee Allocated Costs	118,640	57,702	59,700	-1,998	118,640	-60,938
Planters	3,700	467	500	-33	3,700	-3,233
Activities Expenses	11,850	5,821	5,890	-69	11,850	-6,029
Contributions to Provisions	10,000	10,000	10,000	0	10,000	0
Other	1,000	672	670	2	1,000	-328
Capital Expenditure	26,000	21,709	20,700	1,009	79,210	-57,501
CEMETERY						
Establishment	5,250	2,076	1,370	706	5,250	-3,174
Maintenance	3,020	3,930	1,560	2,370	5,020	-1,090
Machinery	1,950	0	600	-600	1,950	-1,950
Employee Direct Costs	200	0	0	0	200	-200
Employee Allocated Costs	29,760	14,553	14,890	-337	29,760	-15,207
ALLOTMENTS						
Establishment	900	0	0	0	900	-900
Maintenance	580	511	440	71	580	-69
Employee Allocated Costs	9,010	4,393	4,500	-107	9,010	-4,617
Other	200	0	0	0	200	-200
COMMITTEE EXPENDITURE	275,260	142,090	140,030	2,060	349,350	-207,260

INCOME

Recreation, Leisure & O/S	-45,560	-22,246	-19,430	-2,816	-61,440	39,194
Cemetery	-13,650	-6,978	-5,390	-1,588	-13,650	6,672
Allotments	-2,500	-2,240	-2,240	0	-2,500	260
Capital Expend Finance	-13,000	-6,500	-6,500	0	-23,500	17,000
COMMITTEE INCOME	-74,710	-37,964	-33,560	-4,404	-101,090	63,126

**RECREATION, LEISURE &
OPEN SPACES COMMITTEE**

TOTAL NET EXPENDITURE	200,550	104,126	106,470	-2,344	248,260	-144,134
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**PLANNING, TOWN &
ENVIRONMENT COMMITTEE**

	Original Budget £	Year To Date			Annual	
		Actual £	Profiled Orig Bud £	Variance £	Approved Budget £	Variance Act/Approv £
EXPENDITURE						
Establishment	11,240	348	240	108	11,240	-10,892
Employee Allocated Costs	11,570	5,637	5,780	-143	11,570	-5,933
COMMITTEE EXPENDITURE	22,810	5,985	6,020	-35	22,810	-16,825

COMMITTEE INCOME

0	0	0	0	0	0	0
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**PLANNING, TOWN &
ENVIRONMENT COMMITTEE**

TOTAL NET EXPENDITURE	22,810	5,985	6,020	-35	22,810	-16,825
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SUMMARY OF APPROVED BUDGET FOR 2009/10

		Financed From		
		Gen Res	Provisions	Dev Contrs
		£	£	£
Balances at 1/4/09		184,122	126,930	25,792
	Budget			
	£			
	Council's Approved Net Expend (before transfers)	405,110		
	Add Transfer To Provisions	12,500	12,500	
	Less transfer from Dev Contribs (Revenue)	-6,300		-6,300
	Less transfers from Provisions (Revenue)	-6,000	-6,000	
	Less transfer from Provisions (Capital)	-13,000	-13,000	
	Less finance from Capital Receipt	0		
	Council's Net Com Exp(before trans from G Res	392,310		
	Less transfer from General Reserve	-15,380	-15,380	
	Approved Precept	376,930		
	Memorandum			
	Council's Net Committee Expenditure	392,310		
	Add Supplementary budgets			
1	P&F F4364 additional internal audit fee	300	-300	
2	P&F F/4414 security at cemetery	2,000	-2,000	
3	P&F F/4412 Capital-cemetery road b/f from 08/09	32,210	-32,210	
4	P&F F/4412 Capital-new tractor b/f from 08/09	17,000	-6,500	-10,500
	Less financed from cap receipt & provision	-10,500		
5	P&F F/4436 works to Carvers pavilion	3,000	-3,000	
6	P&F F/4461 virement £2,000 from GIS to IT			
7	P&F F/4462 Long Lane	4,000	-4,000	
8	P&F F?4452 Greenways 1st floor offices	3,400	-3,400	
	Sub Total of Supplementary Budget Approvals	51,410	-51,410	0
	Current Approved Budget for 2009/10	443,720	117,332	19,492

**CAPITAL EXPENDITURE 2009/10
APRIL 2009 TO SEPTEMBER 2009 (MONTHS 1 TO 6)**

Code		<u>Approved Budget 2009/10</u> £	<u>Year To Date 2009/10</u>	
			<u>Actual</u> £	<u>Variance From Approv Bud</u> £
	<u>EXPENDITURE</u>			
	<u>RECREATION, LEISURE & OPEN SPACES</u>			
217931	Skatepark-enlarge	5,000	0	5,000
217932	Long Lane Development	6,000	6,000	0
217942	Ash Grove/other play areas	8,000	0	8,000
217945	Cemetery extension of road	32,210	0	32,210
217946	Replacement Tractor 2008/09	25,000	12,709	12,291
1120	Loan Advance	3,000	3,000	0
	Total Rec Leis & OS	79,210	21,709	57,501
	TOTAL EXPENDITURE	79,210	21,709	57,501
	<u>FINANCING</u>			
	General Fund Account	55,710	15,209	40,501
	Provisions	17,000	0	17,000
	Developers' Contributions	0	0	0
	Capital Receipt	6,500	6,500	0
	TOTAL FINANCING	79,210	21,709	57,501

Note

The Original Budget for 2009/10 was	£ 26,000
Approved budgets brought forward from 2008/09:-	
1. Cemetery extension road	32,210
2. Replacement tractor 2009	17,000
Supplementary Budgets	
3. Long Lane	4,000
Approved budget 2009/10	79,210