

**MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE  
TO BE HELD ON THURSDAY 15<sup>th</sup> FEBRUARY 2018 AT 7.30pm**

**COMMITTEE REPORT**

**To be considered in conjunction with the agenda for this meeting.**

**1. Public Forum.**

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. The business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

**4. Declarations of Interest.**

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

**5. Chairman's Announcement's.**

There is £76,922.80 still outstanding on a Public Works Loan Board loan taken out for £250,000 in September 1999 for 26 years to build Roffey Millennium Hall. The next payment of £6,778.85 will be taken on 6<sup>th</sup> March 2018.

**7. Financial Review to 31<sup>st</sup> January 2018.**

See Annex 1 attached.

**9. Insurance cover.**

The annual cost to cover 6 bus shelters is £198.67.

**10. Increasing hall hires**

The staff held a meeting to discuss ways of increasing hall hires. The difficulty of fitting in regular bookings due to few consistent, available time slots was

discussed, but it was felt that there was more scope for ad hoc hires. Suggestions for increasing hires included advertising across a wider area, (especially in Crawley where there are fewer halls for hire), advertising at the halls using banners and leaving small advertising leaflets in the halls with contact details of the office. Obtaining a website 'Halls for Hire in Horsham' or individual websites for each hall making the websites easier for potential clients to navigate, individual Facebook pages and increased use of Twitter could also boost hires. The various suggestions would be explored and implemented as appropriate and as funding allowed.

#### 11. Grant applications.

The following are resumes from the grant applications. An electronic copy of the applications has been sent to all Committee members. There is £2,470 left in grant funding for 2017/18.

**North Horsham Friendship Club** – request for £200 for entertainers and transport for trips such as to Leonardslee Gardens. There are twenty regular members of the Club who pay a £2 subscription to cover refreshments and to go towards additional activities, although sometimes small additional donations are requested from members. The aim of the club is to facilitate people meeting together for social wellbeing.

October 2014	£500	Set Up costs
October 2015	£300	Ongoing work
December 2016	£150	Christmas entertainer and small gifts.

**Horsham Town Community Partnership** application for funding towards the Annual Riverside Walk Event to be held on 14<sup>th</sup> July 2018. The request for £170 is a quarter of the total cost of £680. Other funding has been requested from Denne, Forest and Trafalgar Neighbourhood Councils. The project is to encourage people of all ages and abilities from the whole community to enjoy the Riverside Walk. It is estimated that 200 people will benefit however, the walk is free and open to all. The organisation holds modest reserves and has included all documentation. Grants have been awarded previously as below:-

February 2013	£500	Riverside Walk
August 2015	£180	Riverside Walk
February 2016	£150	Riverside Walk
April 2017	£100	Riverside Walk

**Horsham in Bloom** application to cover prizes and administration for the Allotment competition. The request is for £400 which is the full cost of the project although this is part of a larger activity that promotes horticulture for the benefit of the public throughout Horsham. The Charity relies on sponsorship and donations and has modest reserves. All documentation is

included. Grants have been awarded previously as follows:-

March 2011	£400	Sponsorship
March 2012	£400	Sponsorship
January 2014	£400	Sponsorship (2013)
February 2014	£400	Sponsorship (2014)
February 2016	£400	Sponsorship (2016)
April 2017	£400	Sponsorship (2017)

**Asperger's Voice** – request for £541.14 to cover hire of Roffey Millennium Hall for an 'Understanding Autism' event to mark World Autism Awareness Day in 2018. The full cost of the project is £2,202.23. £2,493.94 has been sourced from West Sussex County Council. The project is intended for those who have or who wish to know more about Autism and Asperger Syndrome and who live in the Crawley, Horsham and Mid-Sussex areas of West Sussex. The event was held successfully in 2016 and 2017 and it is estimated that at least 20 people within North Horsham will benefit. The event will benefit the wider community by raising awareness of the venue and supporting local businesses on the day.

April 2016	£372.36	FOC room hire for the event
December 2016	£200	Towards room hire

Pauline Whitehead BA(Hons) FSLCC  
8<sup>th</sup> February 2018

**NORTH HORSHAM PARISH COUNCIL  
NOTES FROM THE INTERNAL CONTROLS WORKING PARTY  
MONDAY 5<sup>th</sup> FEBRUARY 2018 AT 7.30pm**

**Members of the Working Party:-** Cllr M Loates\*, Cllr S Torn and Cllr S Wilton.  
\*Denotes absence

The Clerk/ Responsible Financial Officer was also in attendance.

**1. Apologies.**

Cllr M Loates gave apologies and did not attend.

**2. Notes.**

The informal notes of the meeting held on 2<sup>nd</sup> October 2017 had been noted by the Finance Committee.

**3. Testing**

The following tests were undertaken:-

**1. Payroll Testing and Procedures.**

The current salaries paid to each employee agreed to those approved by the Personnel Committee in February 2017.

Using documents from December 2017 as an example, the working party reviewed a copy of the shift rota, the salary request letter to West Sussex County Council (WSSC), the salary report from WSSC and the salary invoice from WSSC.

Four employee's details were agreed to the salary request letter, the hours worked agreed with those paid and the requested salary payments matched the salary report from WSSC.

Pension costs were calculated for one employee, but there was insufficient information available to calculate National Insurance payments.

**It was RECOMMENDED that alternative pensions to the Local Government Pension Fund be investigated so that they could be offered to caretakers appointed in the future.**

The invoice from WSSC had been approved by the RFO, the Coding label and authorisation list had been signed by two Councillors

**It was RECOMMENDED to remove checking that the cheque stub had been initialled by two Councillors from Payroll Testing and Procedures, as the system of using cheques was no longer valid, and this test was done as part of Expenditure Testing and Procedures.**

Expenditure for salaries was checked against a payment list approved by the Council. The invoice had been correctly posted to the Purchase Ledger.

The final test was to review the RFO's internal spreadsheet for disbursement of salaries against the Salary Report from WSCC. **It was RECOMMENDED to remove this test from the Payroll Testing and Procedures and instead to produce, on an annual basis, a report to the Property Committee and Finance Committee which gives an estimation of the staff time spent on each hall in order to give a better understanding of the full cost of running each hall.**

All records were in order.

## **2. Completeness of records**

A random selection of pages from all sections of the Financial records were checked to ensure that the numbers ran consecutively and that there were no missing records. All records were in order.

## **3. Petty Cash Testing and Procedures**

The Petty Cash was counted and agreed to the Imprest Account.

Using November – December 2017's documents the petty cash vouchers were reviewed for anything unusual or unexplained. Two signatures were confirmed on Petty Cash requests and it was confirmed that the petty cash requests appeared on an appropriate payment list approved by Council.

**It was RECOMMENDED to remove Petty Cash requisition forms and checking that the cheque stub had been initialled by two Councillors from Petty Cash Testing and Procedures as the system of using requisition forms and cheques was no longer valid, and the authorisation test was done as part of Expenditure Testing and Procedures.**

Three Petty Cash items were checked to ensure that they were in relation to an invoice or other document, that the VAT was properly accounted for, that the expense was valid for Council business and that the items have been correctly posted to the accounting system.

**It was RECOMMENDED that in future VAT receipts are obtained for all mobile phone top ups, so that VAT can be reclaimed.**

All records were in order.

**Date of next meeting  
Monday 9<sup>th</sup> April 2018 (scheduled)**

The meeting closed at 8.35pm.

## **Finance and Administration Committee Meeting 15<sup>th</sup> February 2018**

### **Annex 1**

Financial Review to 31<sup>st</sup> January 2018

Included:-

1. Finance Report; Balance sheets and Reserve Balances.

To be confirmed and signed at the meeting:-

2. Lloyds Bank Treasurer's Account bank reconciliation.
3. Finance and Administration Committee Meeting 15th February 2018

Finance Report to Finance Committee 15<sup>th</sup> February 2018Period covering 1<sup>st</sup> April 2017 to 31<sup>st</sup> January 2018Funding to 31<sup>st</sup> March 2018

Precept (full funding for 2017/18 received).	<b>293,551</b>
Council Tax Benefit (full funding for 2017/18 received).	<b>1,403</b>
Environmental Grant (full funding for 2017/18 received).	<b>9,691</b>
<b>Total</b>	<b>304,645</b>

Income to 31<sup>st</sup> January 2018

Cost Centre	Actual Income	Annual Budget	Forecast to 31.3.18
Admin	340	150	150
Allotments	1,015	765	765
North Heath Hall	50,812	60,200	60,000
Holbrook Tythe Barn	29,167	26,200	28,000
Multi Court Lettings	17,309	12,240	17,000
Roffey Millennium Hall	60,519	74,000	72,600
<b>Total</b>	<b>159,162</b>	<b>173,555</b>	<b>178,515</b>

Expenditure to 30<sup>th</sup> November 2017

Cost Centre	Actual Expenditure	Annual Budget	Forecast to 31.3.18
Admin	39,352	*67,943	66,833
Grants	7,530	10,000	10,000
Burial	7,500	1,500	6,000
Personnel	206,794	277,325	277,225
Planning, Env, Trans	2,000	2,000	2,000
Allotments	711	1,318	1,300
Amenity, Recs and Open Spaces	30,792	50,889	50,273
North Heath Hall	18,750	24,379	24,703
Holbrook Tythe Barn	18,493	22,213	22,823
Roffey Millennium Hall	25,997	38,455	39,775
<b>Total</b>	<b>357,919</b>	<b>496,022</b>	<b>500,932</b>

<b>Net expenditure</b>	<b>(198,757)</b>	<b>(322,467)</b>	<b>(322,417)</b>
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\*includes £10,000 for a Neighbourhood Plan agreed by full Council after budget had been set.

Income is on track to reach the forecasted amounts and in the case of Holbrook Tythe Barn and the Multi Courts will significantly exceed their targets.

Expenditure is generally lower than anticipated, although burial charges have exceeded the budget and forecast following the resolution of a dispute that left two invoices totalling £3,000 outstanding from 2016/17 and £6,000 from 2017/18.

There are still significant funds left in the play area budget, but there is work required on the safety surfacing. Money left in the Open Spaces budget will be required towards tree work. There has been significant spending on the fire alarm system at Holbrook Tythe Barn and on maintenance of the boiler, but that has been counteracted by savings made elsewhere. There has been an overspend on the intruder alarm, lift and gas boiler at Roffey Millennium Hall but savings have been made on cleaning materials, gas and other cost headings. Personnel costs are in line with those forecasted even though the salaries for January 2018 and Members Allowances are not included in the figures.

A contract has been negotiated to reduce the cost of cleaning the bus shelters and notice boards. Whilst the cost of window cleaning the buildings is slightly higher than previously, overall there is a significant saving on window cleaning throughout the Council's portfolio of assets.

Earmarked reserves have been spent on an upgraded telephone system, a pressurisation unit on the boiler at Roffey Millennium Hall, necessary work to the lift at Roffey Millennium Hall and the installation of CCTV.

Pauline Whitehead BA(Hons) FSLCC 05.02.2018



Month No : 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b><u>Finance &amp; Administration</u></b>					
<b><u>101 Administration</u></b>					
4007	Councillors Training	496	750	254	254
4008	Councillors Expenses	2,698	5,850	3,152	3,152
4021	Telephone/Fax/Internet	2,851	5,500	2,649	2,649
4022	Postage	1,317	2,000	683	683
4023	Stationery and Printing	1,369	2,000	631	631
4024	Subscriptions	2,941	3,060	119	119
4025	Insurance	12,085	12,040	-45	-45
4026	Publications/Magazines	0	100	100	100
4028	IT Costs	2,195	2,133	-62	-62
4029	Website Maintenance	222	160	-62	-62
4031	Other Advertising	0	200	200	200
4032	Publicity/Marketing	0	1,000	1,000	1,000
4033	Newsletter	673	1,000	327	327
4034	Maintenance - Electrical	40	0	-40	-40
4038	Office Equipment Maint.	410	1,500	1,090	1,090
4051	Bank Charges	35	500	465	465
4053	PWLB Loan Charges	6,902	13,400	6,498	6,498
4057	External Audit Fees	-300	1,500	1,800	1,800
4058	Professional Services	4,985	3,000	-1,985	-1,985
4059	Internal Audit Fees	357	500	143	143
4100	Chairman's Allowance	218	400	182	182
4103	Parish Plan	0	10,000	10,000	10,000
4120	Roffey Hall Equipment	0	750	750	750
4122	Office Equipment	468	600	132	132
	Administration :- Expenditure	<b>39,961</b>	<b>67,943</b>	<b>27,982</b>	<b>0</b>
1008	Miscellaneous Income	312	0	312	0
1176	Precept	293,551	293,552	-2	0
1177	Council Tax Benefit Grant	1,403	1,401	2	0
1196	Interest Received	28	150	-122	0
	Administration :- Income	<b>295,293</b>	<b>295,103</b>	<b>190</b>	
	<b>Net Expenditure over Income</b>	<b>-255,332</b>	<b>-227,160</b>	<b>28,172</b>	
<b><u>103 Grants</u></b>					
4155	Other Grants and Donations	7,530	10,000	2,470	2,470
	Grants :- Expenditure	<b>7,530</b>	<b>10,000</b>	<b>2,470</b>	<b>0</b>
	<b>Net Expenditure over Income</b>	<b>7,530</b>	<b>10,000</b>	<b>2,470</b>	

Month No : 10

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>104</u> <u>Burial</u>					
4101 Burial Charges	7,500 ✓	1,500	-6,000		-6,000
Burial :- Expenditure	<u>7,500</u>	<u>1,500</u>	<u>-6,000</u>	<u>0</u>	<u>-6,000</u>
<b>Net Expenditure over Income</b>	<u>7,500</u>	<u>1,500</u>	<u>-6,000</u>		
Finance & Administration :- Expenditure	<u>54,991</u>	<u>79,443</u>	<u>24,452</u>	<u>0</u>	<u>24,452</u>
Income	<u>295,293</u>	<u>295,103</u>	<u>190</u>		
<b>Net Expenditure over Income</b>	<u>-240,302</u>	<u>-215,660</u>	<u>24,642</u>		
<b><u>Planning Environment &amp; Transpo</u></b>					
<u>201</u> <u>Planning, Env &amp; Transport</u>					
4305 Planning Consultant Fees	2,000 ✓	2,000	0		0
Planning, Env & Transport :- Expenditure	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Net Expenditure over Income</b>	<u>2,000</u>	<u>2,000</u>	<u>0</u>		
Planning Environment & Transpo :- Expenditure	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Income	<u>0</u>	<u>0</u>	<u>0</u>		
<b>Net Expenditure over Income</b>	<u>2,000</u>	<u>2,000</u>	<u>0</u>		
<b><u>Property</u></b>					
<u>301</u> <u>Allotments</u>					
4012 Water Rates	148	218	70		70
4102 Allotment Rent	0	250	250		250
4200 Grass cutting	563	750	188		188
4259 Allotment Maintenance	0	100	100		100
Allotments :- Expenditure	<u>711 ✓</u>	<u>1,318</u>	<u>607</u>	<u>0</u>	<u>607</u>
1050 Allotment Rents	1,015	765	250		0
Allotments :- Income	<u>1,015 /</u>	<u>765</u>	<u>250</u>		
<b>Net Expenditure over Income</b>	<u>-304</u>	<u>553</u>	<u>857</u>		
<u>302</u> <u>Amenity, Recs &amp; Open Sp</u>					
4012 Water Rates	-92	0	92		92
4019 Window Cleaning	1,845	2,280	435		435
4200 Grass cutting	14,652	18,870	4,218		4,218
4250 Bus Shelter Repairs	0	2,000	2,000		2,000

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## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4251 Play Area & M Crts Maint	1,966	8,000	6,034		6,034
4252 Open Spaces	6,632	9,000	2,368		2,368
4253 Litter Warden/Clearance	0	650	650		650
4254 Community Services - Dog Bins	1,619	1,853	235		235
4255 Street Lighting - Maint/Supply	1,961	4,500	2,539		2,539
4258 Multicourts Maintenance	1,652	2,424	772		772
4260 Workshop	70	100	30		30
4302 Notice Board Maintenance	488	1,212	724		724
Amenity, Recs & Open Sp :- Expenditure	<b>30,792</b>	<b>50,889</b>	<b>20,097</b>	<b>0</b>	<b>20,097</b>
1100 Grants Received	9,691	9,500	191		0
Amenity, Recs & Open Sp :- Income	<b>9,691</b>	<b>9,500</b>	<b>191</b>		
<b>Net Expenditure over Income</b>	<b>21,101</b>	<b>41,389</b>	<b>20,288</b>		
Property :- Expenditure	<b>31,503</b>	<b>52,207</b>	<b>20,704</b>	<b>0</b>	<b>20,704</b>
Income	<b>10,706</b>	<b>10,265</b>	<b>441</b>		
<b>Net Expenditure over Income</b>	<b>20,797</b>	<b>41,942</b>	<b>21,145</b>		

**Halls**

401 North Heath Hall					
4011 NNDR	6,081	6,070	-11		-11
4012 Water Rates	637	1,020	383		383
4014 Electricity	2,132	3,000	868		868
4015 Gas	1,905	2,000	95		95
4016 Cleaning Materials	703	1,800	1,097		1,097
4017 Refuse Bin Clearance	780	808	28		28
4018 Sanitary Waste	142	152	10		10
4019 Window Cleaning	230	323	93		93
4034 Maintenance - Electrical	744	2,000	1,256		1,256
4035 Maintenance - Elect Eqp Insp	463	250	-213		-213
4036 Maintenance - General	893	2,000	1,107		1,107
4037 Maintenance - Fire Alarm Syt	538	500	-38		-38
4039 Maint - Intruder Alarm	950	909	-41		-41
4041 Maintenance - Fire Extg Insp	0	150	150		150
4042 Maintenance - Gas Boiler etc	258	200	-58		-58
4044 Maintenance - Partition Wall	600	700	100		100
4061 Legionella Testing	213	250	37		37
4063 Maintenance - Plumbing	140	750	610		610
4065 Fire Prevention Sundries	131	75	-56		-56
4066 Keyholder Services	120	422	302		302

Month No : 10

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4500 Internal Redecorations	1,089	1,000	-89		-89
North Heath Hall :- Expenditure	<u>18,750</u>	<u>24,379</u>	<u>5,629</u>	<u>0</u>	<u>5,629</u>
1000 Hall Lettings	50,812	60,200	-9,388		0
North Heath Hall :- Income	<u>50,812</u>	<u>60,200</u>	<u>-9,388</u>		
<b>Net Expenditure over Income</b>	<b><u>-32,062</u></b>	<b><u>-35,821</u></b>	<b><u>-3,759</u></b>		
<b>402 Holbrook Recreation Centre</b>					
4011 NNDR	3,584	3,315	-269		-269
4012 Water Rates	2,195	1,632	-563		-563
4014 Electricity	2,555	3,500	945		945
4015 Gas	534	1,500	966		966
4016 Cleaning Materials	1,052	1,000	-52		-52
4017 Refuse Bin Clearance	780	808	28		28
4018 Sanitary Waste	142	152	10		10
4019 Window Cleaning	190	300	110		110
4034 Maintenance - Electrical	1,060	2,000	940		940
4035 Maintenance - Elect Eqp Insp	1,371	1,750	379		379
4036 Maintenance - General	1,128	2,000	872		872
4037 Maintenance - Fire Alarm Syt	1,589	500	-1,089		-1,089
4039 Maint - Intruder Alarm	618	909	291		291
4041 Maintenance - Fire Extg Insp	0	150	150		150
4042 Maintenance - Gas Boiler etc	589	200	-389		-389
4061 Legionella Testing	148	250	102		102
4063 Maintenance - Plumbing	269	750	481		481
4065 Fire Prevention Sundries	4	75	71		71
4066 Keyholder Services	170	422	252		252
4500 Internal Redecorations	515	1,000	485		485
Holbrook Recreation Centre :- Expenditure	<u>18,493</u>	<u>22,213</u>	<u>3,720</u>	<u>0</u>	<u>3,720</u>
1000 Hall Lettings	29,167	26,200	2,967		0
1010 Multi Court Lettings	17,309	12,240	5,069		0
Holbrook Recreation Centre :- Income	<u>46,476</u>	<u>38,440</u>	<u>8,036</u>		
<b>Net Expenditure over Income</b>	<b><u>-27,983</u></b>	<b><u>-16,227</u></b>	<b><u>11,756</u></b>		
<b>403 Roffey Millennium Hall</b>					
4011 NNDR	5,993	6,304	311		311
4012 Water Rates	821	1,632	811		811
4014 Electricity	3,494	5,000	1,506		1,506
4015 Gas	2,335	6,000	3,665		3,665

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4016	Cleaning Materials	1,178	1,800	622	622
4017	Refuse Bin Clearance	1,574	1,591	17	17
4018	Sanitary Waste	142	303	161	161
4019	Window Cleaning	375	606	231	231
4020	Refreshment Sale Cost/Sundries	479	750	271	271
4034	Maintenance - Electrical	868	2,000	1,132	1,132
4035	Maintenance - Elect Eqp Insp	80	2,000	1,920	1,920
4036	Maintenance - General	2,459	2,750	291	291
4037	Maintenance - Fire Alarm Syst	234	500	266	266
4039	Maint - Intruder Alarm	1,423	909	-514	-514
4040	Maintenance - Elevator	1,192	909	-283	-283
4041	Maintenance - Fire Extg Insp	67	150	84	84
4042	Maintenance - Gas Boiler etc	1,123	500	-623	-623
4044	Maintenance - Partition Wall	250	550	300	300
4061	Legionella Testing	120	400	280	280
4062	Air Conditionaig Maintenance	270	354	84	84
4063	Maintenance - Plumbing	240	1,500	1,260	1,260
4064	Lightning Conductor Works	220	275	55	55
4065	Fire Prevention Sundries	0	250	250	250
4066	Keyholder Services	120	422	302	302
4500	Internal Redecorations	940	1,000	60	60
	Roffey Millennium Hall :- Expenditure	<u>25,997</u>	<u>38,455</u>	<u>12,458</u>	<u>0</u>
1000	Hall Lettings	57,517	71,400	-13,883	0
1004	Equipment Sale/Sundry Income	1,180	600	580	0
1006	Refreshment Sale Income	1,822	2,000	-178	0
	Roffey Millennium Hall :- Income	<u>60,519</u>	<u>74,000</u>	<u>-13,481</u>	
	<b>Net Expenditure over Income</b>	<u><b>-34,521</b></u>	<u><b>-35,545</b></u>	<u><b>-1,024</b></u>	
	Halls :- Expenditure	<u>63,240</u>	<u>85,047</u>	<u>21,807</u>	<u>0</u>
	Income	<u>157,806</u>	<u>172,640</u>	<u>-14,834</u>	
	<b>Net Expenditure over Income</b>	<u><b>-94,567</b></u>	<u><b>-87,593</b></u>	<u><b>6,974</b></u>	
<b>Personnel</b>					
106	Personnel				
4001	Salaries/NI/Pensions	202,406	272,565	70,159	70,159
4003	Payroll Admin Charge	393	360	-33	-33
4009	Staff Expenses/Mileage	2,491	2,500	9	9
4010	Staff Training	1,182	1,500	319	319
4030	Recruitment Advertising	323	400	77	77
	Personnel :- Expenditure	<u>206,794</u>	<u>277,325</u>	<u>70,531</u>	<u>0</u>
	<b>Net Expenditure over Income</b>	<u><b>206,794</b></u>	<u><b>277,325</b></u>	<u><b>70,531</b></u>	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Personnel :- Expenditure	206,794	277,325	70,531	0	70,531
Income	0	0	0		
<b>Net Expenditure over Income</b>	<b>206,794</b>	<b>277,325</b>	<b>70,531</b>		
<b><u>Earmarked Reserves</u></b>					
901 <u>Earmarked Reserves</u>					
4900 Repairs & Renewals Reserve	4,439	0	-4,439		-4,439
4907 Planning Reserve	215	0	-215		-215 ✓
Earmarked Reserves :- Expenditure	<b>4,654</b>	<b>0</b>	<b>-4,654</b>	<b>0</b>	<b>-4,654</b>
<b>Net Expenditure over Income</b>	<b>4,654</b>	<b>0</b>	<b>-4,654</b>		
Earmarked Reserves :- Expenditure	4,654	0	-4,654	0	-4,654
Income	0	0	0		
<b>Net Expenditure over Income</b>	<b>4,654</b>	<b>0</b>	<b>-4,654</b>		

NORTH HORSHAM PARISH COUNCIL  
RESERVE BALANCES -31st January 2018

	BALANCE 31.3.2016	RESERVES TRANSFER 31.3.2016	BALANCE 1.4.2016	EXPENDITURE ACTUAL 01.04.2017	INCOME ACTUAL 31.03.2017	BALANCE 31.03.2017	TRANSFER 01.04.2017	EXPENDITURE ACTUAL 31.01.2018	INCOME ACTUAL 31.01.2018	BALANCE 31.01.2018	NOTE
310/0	101744	-24100	77644	470391	478024	85277	-10000	358527	463805	180555	
320/0	7955	0	7955	0	0	7955		0	0	7955	
321/0	140666	20100	160766	23736	0	137030	8000	4439	0	140591	
322/0	19950	0	19950	0	0	19950		0	0	19950	
325/0	4000	0	4000	0	0	4000	-4000	0	0	0	3
326/0	0	0	0	0	0	0		0	0	0	
327/0	5621	0	5621	0	0	5621		0	0	5621	1
328/0	8000	4000	12000	3750	0	8250		215	0	8035	
330/0	4000	0	4000	0	0	4000	-4000	0	0	0	3
331/0	0	0	0	0	0	0	10000	0	0	10000	4
335/0	25000	0	25000	0	0	25000		0	0	25000	2
	316936	0	316936	497877	478024	297083	0	363181	463805	397707	

1 Roffey Youth Club

Monies held following the closure of Roffey Youth Club

2 Capital Receipt

Capital Receipt from sale of land at North Heath Hall for Capital projects identified in the Business Plan only.

3 Damage/ Capital projects

Reserves moved to 321 Repairs and Renewals agreed by F&A.

4 Neighbourhood Plan

Fund created for the NP

## Balance Sheet as at - 31st January 2018

31st March 2017

31st January 2018

31st March 2017		31st January 2018	
<b>Current Assets</b>			
17,150	Debtors	20,581	
169	Vat Refunds	-420	
553	Prepayments	0	
162,724	Lloyds Bank Accounts	212,929	
148,800	Co-op Community Directplus A/c	85,000	
0	Nationwide	83,800	
150	Petty Cash	150	
<b>329,547</b>			<b>402,041</b>
<b>329,547</b>	<b>Total Assets</b>		<b>402,041</b>
<b>Current Liabilities</b>			
7,139	Creditors	4,334	
25,325	Accruals	0	
<b>32,464</b>			<b>4,334</b>
<b>297,083</b>	<b>Total Assets Less Current Liabilities</b>		<b>397,707</b>
<b>Represented By</b>			
85,277	General Reserve		179,551
7,955	Earmarked Reserves - VAT Con		7,955
137,030	Earmarked Reserves - R&R Fund		141,596
19,950	Earmarked Reserves - Election		19,950
4,000	Earmarked Reserves - Damage		0
5,621	Ear Marked Res-Yth Charity Bal		5,621
8,250	Ear marked Reserve Planning		8,035
4,000	Earmarked Reserves - Cap.Proj.		0
0	Earmarked Reserve - NP		10,000
25,000	Ear Marked Res Capital Receipt		25,000
<b>297,083</b>			<b>397,707</b>

The above statement represents fairly the financial position of the authority as at 31st January 2018 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_



**North Horsham Parish Council 17/18**

**Income and Expenditure Account for Year Ended 31st December 2017**

31st March 2017

31st December 2017

31st March 2017		31st December 2017
	<b>Income Summary</b>	
282,726	Precept	293,551
163	Interest Received	28
<u>282,889</u>	Sub Total	<u>293,579</u>
	<b>Operating Income</b>	
17,899	Administration	1,715
750	Allotments	1,015
0	Amenity, Recs & Open Sp	9,691
57,651	North Heath Hall	50,812
44,989	Holbrook Recreation Centre	46,476
73,845	Roffey Millennium Hall	60,519
<u>478,024</u>	Total Income	<u>463,805</u>
	<b>Running Costs</b>	
52,278	Administration	39,961
0	Section 137	0
8,577	Grants	7,530
3,000	Burial	7,500
293,325	Personnel	206,794
0	Planning, Env & Transport	2,000
717	Allotments	711
37,799	Amenity, Recs & Open Sp	30,792
24,070	North Heath Hall	18,750
17,582	Holbrook Recreation Centre	18,493
32,564	Roffey Millennium Hall	25,997
27,966	Earmarked Reserves	4,654
<u>497,877</u>	Total Expenditure	<u>363,181</u>
	<b>General Fund Analysis</b>	
101,744	Opening Balance	85,277
478,024	Plus : Income for Year	463,805
<u>579,768</u>		<u>549,083</u>
497,877	Less : Expenditure for Year	363,181
<u>81,891</u>		<u>185,901</u>
-3,386	Transfers TO / FROM Reserves	5,346
<u>85,277</u>	Closing Balance	<u>180,555</u>