

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2018
Polegate Town Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	287,281	370,209	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	311,194	317,543	Total amount of Precept income received in the year
3	Total other receipts	34,889	39,242	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	78,003	83,249	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	5,573	5,573	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	179,579	171,878 ⁹	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5) <i>Correct rounding error</i>
7	Balances carried forward	370,209	466,293	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	387,250	461,185	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	972,364	973,881	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	37,249	33,722	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	129,111	158,667	310	0	General reserves
1	22,115	22,115	320	0	Council Office Mntce Fund
1	0	16,657	322	0	Town Election/Poll/Referendum
1	16,130	8,983	324	0	Elections Fund
1	761	196	328	0	Office IT Equipment Reserve
1	716	427	329	0	Other Office Equipment
1	528	19	331	0	Brightling Reserve
1	3,000	0	332	0	Bus shelter reserve
1	620	592	334	0	Town Focal Enhancemt Reserve
1	27,061	82,392	335	0	Street Lights Reserve
1	7,000	6,000	336	0	Brightling Rd Drainage
1	14,284	14,284	337	0	High Street Toilets Reserve
1	832	1,342	338	0	Hailsham Beds Reserve
1	30,000	43,165	339	0	Office Alterations Reserve
1	11,454	0	340	0	Guardian Court Crossing
1	2,095	2,614	341	0	Staff - Consultant/Temporary
1	21,574	5,326	342	0	Age Gym S106 funds Centre
1	0	1,072	343	0	Tree Audit
1	0	6,357	344	0	Play Equipment
1	Balances brought forward	287,281	370,209	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	311,194	317,543	1076	104	Precept
2	Annual Precept	311,194	317,543	Total amount of Precept income received in the year	
3	480	1,630	1000	201	Hire of Chamber
3	4	0	1004	104	Photocopies/postage
3	1,235	1,955	1005	202	51 High Street Rent R'ved
3	596	467	1006	103	Mayor's Charity Fund
3	55	1,162	1009	102	Bank Loyalty Discount
3	179	334	1010	104	Investment Income
3	120	120	1022	302	Brightling Road lease
3	1,591	1,390	1030	203	Rental Income-Pavilion
3	38	165	1032	204	Rental Income-Wannock Office
3	1,200	1,260	1035	205	High St Toilets Community Sche
3	1,000	1,050	1040	307	SponsorFlower Beds Hailsham Rd
3	-250	0	1041	303	Sponsorship Crossroads Flowers
3	0	1,151	1042	101	Sponsorship Litter Picker
3	0	788	1050	302	Insurance Refunds
3	8,650	8,624	1051	303	Urban Grasscutting Income
3	0	674	1057	303	Bench Installations Income
3	1,038	0	1060	101	Miscellaneous Income
3	86	0	1060	102	Miscellaneous Income
3	1,032	0	1060	104	Miscellaneous Income
3	2	0	1062	302	S106 Funding Interest
3	0	5,204	1063	104	CIL funds from developers

Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
3	1,065	1,055	1070	304	Allotment Fees
3	0	100	1071	304	Allotment Deposit Correct Code
3	110	-1	1072	304	Gosford Way Allotments
3	16,657	12,114	1080	104	Grants Received
3	Total other receipts	34,889	39,242	Total income or receipts as recorded in the cashbook minus the Precept	
4	35,093	36,379	4000	101	Town Clerk
4	9,485	9,606	4001	101	Administration Assistant
4	8,909	7,050	4002	101	Handyman/Groundsman
4	8,094	8,139	4003	101	Litter Picker
4	2,747	2,841	4004	101	Cleaner/keyholder
4	102	200	4005	101	Overtime
4	4,229	4,738	4007	101	NI (ER's)
4	0	24	4008	101	Pension ER's contributions
4	9,344	9,416	4011	101	Administrative Assst/Ctee Clerk
4	0	4,856	4012	101	Finance Assistant
4	Staff costs	78,003	83,249	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses	
5	3,337	3,527	4162	201	PWLB - Capital
5	2,237	2,046	4163	201	PWLB- Interest
5	Loan interest/Capital repayments	5,573	5,573	Total expenditure or payments of capital and interest made during the year on borrowings	
6	900	1,067	4009	101	Finance officer/payroll
6	216	575	4010	101	Internal Auditor
6	0	1,726	4013	101	P/T New post Apprentice
6	832	2,375	4014	101	Consultancy/Locum Clerk
6	679	632	4015	101	Travelling expenses (parks)
6	516	2,131	4016	101	Training Exps inc course fees
6	0	48	4017	101	Travelling to Course Expenses
6	279	271	4030	102	Postage
6	874	1,531	4031	102	Stationery
6	820	683	4032	102	Photocopier charges
6	146	179	4035	102	Computer consumables
6	1,051	856	4036	102	Office IT equipment
6	2,965	645	4037	102	Website
6	2,758	8,434	4039	102	Legal fees
6	1,050	800	4040	102	Audit Fees
6	798	0	4041	102	Consultancy
6	4,928	3,799	4043	102	Insurance Premiums
6	294	0	4044	102	Insurance Tree Survey
6	2,739	2,679	4045	102	Subscriptions
6	63	57	4046	102	Publications
6	0	73	4047	102	Advertising

Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	212	0	4053	102	Refreshments
6	572	1,338	4056	102	Bank/Barclaycard charges
6	27	28	4059	102	First Aid
6	198	67	4063	102	Hire of Halls
6	1,539	1,400	4069	102	Office telephone/fax
6	459	486	4070	102	Broadband/Internet
6	486	0	4071	102	IT Services
6	6,341	5,879	4090	103	Councillors' allowances
6	628	404	4091	103	Councillors' expenses
6	660	375	4092	103	Councillors' training
6	2,000	2,000	4093	103	Mayor's allowance Civic Duties
6	596	467	4095	103	Mayor's Charity Fund
6	50	-50	4096	103	Remembrance Wreath
6	50	25	4096	306	Remembrance Wreath
6	1,530	1,000	4100	104	Grants to other Organisations
6	780	1,000	4103	104	Public Info event(s)
6	1,283	903	4105	104	Finance Software
6	6,171	6,291	4130	201	Council Tax
6	1,309	1,890	4131	201	Electricity
6	46	114	4132	201	Water charges
6	241	160	4133	201	Sewerage
6	769	777	4136	201	Photocopier - lease
6	152	154	4139	201	Window Cleaning
6	306	339	4140	201	Alarm Maintenance
6	190	152	4141	201	Fire Precautions
6	299	2,072	4142	201	Other Maintenance
6	589	627	4146	201	Other Office Equipment
6	61	152	4154	201	Housekeeping
6	1,273	1,172	4155	201	Refuse Collecting
6	478	0	4170	202	51 High Street - expenditure
6	1,976	948	4180	203	Pavilion Electricity
6	116	324	4181	203	Pavilion water
6	733	423	4182	203	Pavilion sewerage
6	217	197	4186	203	Pavilion - fire precautions
6	354	514	4190	204	Wannock Office Electricity
6	208	0	4192	204	Wannock Office Sewage
6	3,340	3,448	4193	204	Wannock Office Council Tax
6	0	275	4195	204	Wannock Office Maintenance
6	100	60	4196	204	Wannock Office Fire Precaution
6	3,463	2,168	4201	301	CCTV costs
6	544	0	4207	303	Crossroads Flower Bed
6	8,973	7,656	4220	302	General Maintenance
6	0	138	4221	302	Recreation ground - water
6	6,004	5,785	4223	302	Grounds Maintenance
6	800	260	4224	302	Travel Costs re playgrounds

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Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	793	2,400	4230	302	Skate Park	
6	6,525	6,648	4235	302	Toilets	
6	0	432	4238	302	Litter Bins	
6	150	150	4240	302	Oakleaf Lease Charges	
6	2,400	2,400	4241	302	Dog Bins	
6	650	0	4242	302	Playground Equipment	
6	238	612	4243	302	Safety Inspections	
6	16,248	0	4247	302	Age Gym Equipment	
6	5,910	0	4250	303	Bus Shelters	
6	400	0	4254	303	Guardian Crt Rd Crossing >EMR	
6	22,500	22,750	4256	303	Urban grasscutting	
6	5,981	5,039	4258	303	Flower Beds	
6	650	650	4259	303	Council Gardens - office	
6	50	760	4270	304	Allotments - maintenance	
6	210	0	4271	304	Allotments - improvements	
6	650	497	4272	304	Allotments - water	
6	100	20	4273	304	Allotment - rent of land	
6	6,998	8,118	4280	305	Street Light - energy	
6	8,625	9,252	4281	305	Street Light - Maintenance	
6	10,053	10,418	4286	305	Christmas decorations	
6	0	7,358	4287	305	Additional Christmas Decoratio	
6	50	40	4293	306	Best rear garden	
6	139	10	4294	306	Mayor's Cup (Civic)	
6	50	50	4295	306	Best allotment	
6	40	50	4296	306	Best garden	
6	0	18	4297	306	Best dressed house	
6	0	18	4298	306	Best dressed shop	
6	133	176	4299	306	Prize Party	
6	0	153	4306	307	Replace Hallsham Rd Beds	
6	347	1,329	4307	307	Hallsham Flowers Maintenance	
6	52	22	4320	401	Planning Committee - Halls	
6	7,817	8,325	4500	205	Toilets High St - Cleaning	
6	599	1,590	4501	205	Toilets High St - Maintenance	
6	509	414	4502	205	Toilets High St - Electricity	
6	698	463	4503	205	Toilets High St - Water & Sewe	
6	493	281	4504	205	Toilets High St - Other	
6	1,004	955	4505	205	Toilets High St - Non Domestic	
6	487	500	7001	701	The Retired	
6	Total other payments	179,579	171,879	9	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5) * Correct rounding error	
7	Balances carried forwrd	370,209	466,293	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		259,783	333,632	200	0	Current/Business Premium
8		127,267	127,353	201	0	Tracker Account

Working details for ANNUAL RETURN - Year ended 31 March 2018

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
8	200	200	210	0	Petty Cash
8	387,250	461,185	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9	972,364	973,881	9	0	Total Fixed Assets
9	972,364	973,881	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	37,249	33,722	10	0	Total Borrowings
10	37,249	33,722	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

Polegate Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2018

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/03/2018	Business Premium Account	286,731.50	
1	31/03/2018	Current Account	50,000.00	
2	31/03/2018	Tracker Account	127,353.17	
3	31/03/2018	Petty Cash Account	200.00	
4	31/03/2018	Salaries Control	0.00	
				464,284.67
 <u>Other Cash & Bank Balances</u>				
		Cash in Hand	0.00	
				0.00
				464,284.67
 <u>Unpresented Payments</u>				
1	12/02/2018	108488	60.00	
1	13/03/2018	108517	36.00	
1	15/03/2018	108507	116.17	
1	15/03/2018	108508	192.97	
1	21/03/2018	108519	60.00	
1	21/03/2018	108520	70.00	
1	21/03/2018	108521	71.55	
1	21/03/2018	108522	71.54	
1	21/03/2018	108523	100.00	
1	21/03/2018	108524	100.00	
1	21/03/2018	108525	400.00	
1	21/03/2018	108526	352.02	
1	27/03/2018	108527	20.79	
1	27/03/2018	108528	107.98	
1	27/03/2018	108529	132.69	
1	28/03/2018	108530	18.00	
1	29/03/2018	108531	1,189.90	
				3,099.61
				461,185.06
 <u>Receipts not on Bank Statement</u>				
0	31/03/2018	All Receipts Cleared	0.00	
				0.00
 <u>Closing Balance</u>				
				461,185.06
 <u>All Cash & Bank Accounts</u>				
		Current/Business Premium	333,631.89	
		Petty Cash	200.00	
		Staff Salaries Cash Book	0.00	
		Tracker Account	127,353.17	
		Other Cash & Bank Balances	0.00	
		Total Cash & Bank Balances		461,185.06

Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Employee costs							
1042 Sponsorship Litter Picker	1,151	1,038	(113)			110.9%	
Employee costs :- Income	1,151	1,038	(113)			110.9%	0
4000 Town Clerk	36,379	36,500	121		121	99.7%	
4001 Administration Assistant	9,606	9,800	194		194	98.0%	
4002 Handyman/Groundsman	7,050	9,500	2,450		2,450	74.2%	
4003 Litter Picker	8,139	8,500	361		361	95.8%	
4004 Cleaner/keyholder	2,841	3,000	159		159	94.7%	
4005 Overtime	200	200	0		0	100.0%	
4007 NI (ER's)	4,738	4,600	(138)		(138)	103.0%	
4008 Pension ER's contributions	24	2,200	2,176		2,176	1.1%	
4009 Finance officer/payroll	1,067	950	(117)		(117)	112.3%	
4010 Internal Auditor	575	700	125		125	82.1%	
4011 Administrative Asst/Ctee Clerk	9,416	9,600	184		184	98.1%	
4012 Finance Assistant	4,856	9,800	4,944		4,944	49.5%	
4013 P/T New post Apprentice	1,726	5,200	3,474	3,474	0	100.0%	
4014 Consultancy/Locum Clerk	2,375	2,000	(375)		(375)	118.8%	281
4015 Travelling expenses (parks)	632	1,900	1,268		1,268	33.3%	
4016 Training Exps inc course fees	2,131	1,100	(1,031)		(1,031)	193.7%	
4017 Travelling to Course Expenses	48	0	(48)		(48)	0.0%	
Employee costs :- Indirect Expenditure	91,802	105,550	13,748	3,474	10,274	90.3%	281
Net Income over Expenditure	(90,652)	(104,512)	(13,860)				
6000 plus Transfer from EMR	281						
Movement to/(from) Gen Reserve	(90,371)						
102 Administration							
1009 Bank Loyalty Discount	1,162	0	(1,162)			0.0%	
Administration :- Income	1,162	0	(1,162)				0
4030 Postage	271	300	29		29	90.2%	
4031 Stationery	1,531	1,600	69		69	95.7%	
4032 Photocopier charges	683	1,500	817		817	45.5%	
4035 Computer consumables	179	200	21		21	89.3%	
4036 Office IT equipment	856	500	(356)		(356)	171.3%	172
4037 Website	645	1,050	405		405	61.4%	79
4039 Legal fees	8,434	2,500	(5,934)		(5,934)	337.4%	
4040 Audit Fees	800	800	0		0	100.0%	
4041 Consultancy	0	0	0		0	0.0%	700
4043 Insurance Premiums	3,799	5,500	1,701		1,701	69.1%	

Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4044 Insurance Tree Survey	0	300	300		300	0.0%	
4045 Subscriptions	2,679	2,800	121		121	95.7%	
4046 Publications	57	120	63		63	47.3%	
4047 Advertising	73	100	27		27	73.0%	
4050 Town Council Elections	0	5,500	5,500	5,500	0	100.0%	
4051 Poll/ByElection/Referendum	0	0	0	5,500	(5,500)	0.0%	
4053 Refreshments	0	150	150		150	0.0%	
4056 Bank/Barclaycard charges	1,338	1,536	198		198	87.1%	
4059 First Aid	28	70	42		42	40.2%	
4062 Newsletter Production	0	500	500	500	0	100.0%	
4063 Hire of Halls	67	570	503	503	0	100.0%	
4069 Office telephone/fax	1,400	1,600	200		200	87.5%	
070 Broadband/Internet	486	300	(186)		(186)	162.1%	
Administration :- Indirect Expenditure	23,326	27,496	4,170	12,003	(7,833)	128.5%	951
Net Income over Expenditure	(22,164)	(27,496)	(5,332)				
6000 plus Transfer from EMR	951						
Movement to/(from) Gen Reserve	(21,213)						
103 Town Councillors							
1006 Mayor's Charity Fund	467	0	(467)			0.0%	
Town Councillors :- Income	467	0	(467)				0
4090 Councillors' allowances	5,879	6,300	421		421	93.3%	
4091 Councillors' expenses	404	600	196		196	67.4%	
4092 Councillors' training	375	1,000	625		625	37.5%	
4093 Mayor's allowance Civic Duties	2,000	2,000	0		0	100.0%	
4095 Mayor's Charity Fund	467	0	(467)		(467)	0.0%	
4096 Remembrance Wreath	(50)	0	50		50	0.0%	
Town Councillors :- Indirect Expenditure	9,076	9,900	824	0	824	91.7%	0
Movement to/(from) Gen Reserve	(8,609)						
104 General Administration							
1004 Photocopies/postage	0	0	(0)			0.0%	
1010 Investment Income	334	50	(284)			667.3%	
1063 CIL funds from developers	5,204	0	(5,204)			0.0%	32
1076 Precept	317,543	317,543	0			100.0%	
1080 Grants Received	12,114	12,114	0			100.0%	
General Administration :- Income	335,195	329,707	(5,488)			101.7%	32

Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4100 Grants to other Organisations	1,000	1,000	0		0	100.0%	
4103 Public Info event(s)	1,000	1,000	0		0	100.0%	
4105 Finance Software	903	1,000	97		97	90.3%	
General Administration :- Indirect Expenditure	<u>2,903</u>	<u>3,000</u>	<u>97</u>	<u>0</u>	<u>97</u>	<u>96.8%</u>	<u>0</u>
Net Income over Expenditure	<u>332,292</u>	<u>326,707</u>	<u>(5,585)</u>				
6001 less Transfer to EMR	32						
Movement to/(from) Gen Reserve	<u>332,260</u>						
<u>201 Council Offices</u>							
1000 Hire of Chamber	1,630	500	(1,130)			326.0%	
Council Offices :- Income	<u>1,630</u>	<u>500</u>	<u>(1,130)</u>			<u>326.0%</u>	<u>0</u>
4130 Council Tax	6,291	6,500	209		209	96.8%	
4131 Electricity	1,890	2,000	110		110	94.5%	
4132 Water charges	114	200	86		86	56.8%	
4133 Sewerage	160	220	60		60	72.6%	
4136 Photocopier - lease	777	800	23		23	97.2%	
4139 Window Cleaning	154	240	86		86	64.2%	
4140 Alarm Maintenance	339	350	11		11	96.9%	
4141 Fire Precautions	152	500	348		348	30.4%	
4142 Other Maintenance	2,072	500	(1,572)		(1,572)	414.5%	
4146 Other Office Equipment	627	350	(277)		(277)	179.2%	305
4154 Housekeeping	152	120	(32)		(32)	126.4%	
4155 Refuse Collecting	1,172	1,350	178		178	86.8%	
4162 PWLB - Capital	3,527	3,527	0		0	100.0%	
4163 PWLB- Interest	2,046	2,046	(0)		(0)	100.0%	
Council Offices :- Indirect Expenditure	<u>19,473</u>	<u>18,703</u>	<u>(770)</u>	<u>0</u>	<u>(770)</u>	<u>104.1%</u>	<u>305</u>
Net Income over Expenditure	<u>(17,843)</u>	<u>(18,203)</u>	<u>(360)</u>				
6000 plus Transfer from EMR	305						
Movement to/(from) Gen Reserve	<u>(17,538)</u>						
<u>202 51 High Street</u>							
1005 51 High Street Rent R'ved	1,955	1,000	(955)			195.5%	
51 High Street :- Income	<u>1,955</u>	<u>1,000</u>	<u>(955)</u>			<u>195.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>1,955</u>						

Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 The Pavilion							
1030 Rental Income-Pavilion	1,390	1,600	210			86.9%	
The Pavilion :- Income	<u>1,390</u>	<u>1,600</u>	<u>210</u>			<u>86.9%</u>	<u>0</u>
4180 Pavilion Electricity	948	2,400	1,452		1,452	39.5%	
4181 Pavilion water	324	250	(74)		(74)	129.5%	
4182 Pavilion sewerage	423	880	457		457	48.1%	
4186 Pavilion - fire precautions	197	170	(27)		(27)	115.9%	
The Pavilion :- Indirect Expenditure	<u>1,893</u>	<u>3,700</u>	<u>1,807</u>	<u>0</u>	<u>1,807</u>	<u>51.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(503)</u>						
204 Wannock Office							
1032 Rental Income-Wannock Office	165	300	135			55.0%	
Wannock Office :- Income	<u>165</u>	<u>300</u>	<u>135</u>			<u>55.0%</u>	<u>0</u>
4190 Wannock Office Electricity	514	500	(14)		(14)	102.9%	
4193 Wannock Office Council Tax	3,448	3,380	(68)		(68)	102.0%	
4195 Wannock Office Maintenance	275	50	(225)		(225)	550.2%	
4196 Wannock Office Fire Precaution	60	60	0		0	100.0%	
Wannock Office :- Indirect Expenditure	<u>4,298</u>	<u>3,990</u>	<u>(308)</u>	<u>0</u>	<u>(308)</u>	<u>107.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(4,133)</u>						
205 High Street Toilets							
1035 High St Toilets Community Sche	1,260	1,000	(260)			126.0%	
High Street Toilets :- Income	<u>1,260</u>	<u>1,000</u>	<u>(260)</u>			<u>126.0%</u>	<u>0</u>
4500 Toilets High St - Cleaning	8,325	8,000	(325)		(325)	104.1%	
4501 Toilets High St - Maintenance	1,590	1,000	(590)		(590)	159.0%	
4502 Toilets High St - Electricity	414	400	(14)		(14)	103.5%	
4503 Toilets High St - Water & Sewe	463	1,350	887		887	34.3%	
4504 Toilets High St - Other	281	500	219		219	56.1%	
4505 Toilets High St - Non Domestic	955	1,500	545		545	63.7%	
High Street Toilets :- Indirect Expenditure	<u>12,028</u>	<u>12,750</u>	<u>722</u>	<u>0</u>	<u>722</u>	<u>94.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(10,768)</u>						
301 Town Centre and Community Safe							
4201 CCTV costs	2,168	6,500	4,332	4,332	0	100.0%	
Town Centre and Community Safe :- Indirect Expenditure	<u>2,168</u>	<u>6,500</u>	<u>4,332</u>	<u>4,332</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,168)</u>						

Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
302 Recreation Grounds							
1022 Brightling Road lease	120	120	0			100.0%	
1050 Insurance Refunds	788	0	(788)			0.0%	788
Recreation Grounds :- Income	908	120	(788)			756.7%	788
4220 General Maintenance	7,656	6,200	(1,456)		(1,456)	123.5%	
4221 Recreation ground - water	138	336	198		198	41.0%	
4223 Grounds Maintenance	5,785	15,000	9,215	9,250	(35)	100.2%	
4224 Travel Costs re playgrounds	260	800	540		540	32.5%	
4230 Skate Park	2,400	6,000	3,600		3,600	40.0%	
4235 Toilets	6,648	6,400	(248)		(248)	103.9%	
4238 Litter Bins	432	0	(432)		(432)	0.0%	
4240 Oakleaf Lease Charges	150	150	0		0	100.0%	
4241 Dog Bins	2,400	3,800	1,400		1,400	63.2%	
4242 Playground Equipment	0	2,800	2,800	2,800	0	100.0%	
4243 Safety Inspections	612	500	(112)		(112)	122.3%	
Recreation Grounds :- Indirect Expenditure	26,481	41,986	15,505	12,050	3,455	91.8%	0
Net Income over Expenditure	(25,573)	(41,866)	(16,293)				
6001 less Transfer to EMR	788						
Movement to/(from) Gen Reserve	(26,361)						
303 Highways							
1051 Urban Grasscutting Income	8,624	8,600	(24)			100.3%	
1057 Bench Installations Income	674	0	(674)			0.0%	
Highways :- Income	9,298	8,600	(698)			108.1%	0
4250 Bus Shelters	0	3,000	3,000	3,000	0	100.0%	
4256 Urban grasscutting	22,750	25,000	2,250		2,250	91.0%	
4258 Flower Beds	5,039	6,000	961	960	1	100.0%	
4259 Council Gardens - office	650	650	0		0	100.0%	
Highways :- Indirect Expenditure	28,439	34,650	6,211	3,960	2,251	93.5%	0
Movement to/(from) Gen Reserve	(19,141)						
304 Allotments							
1070 Allotment Fees	1,055	1,150	96			91.7%	
1071 Allotment Deposit Correct Code	100	0	(100)			0.0%	
1072 Gosford Way Allotments	(1)	150	151			(0.3%)	
Allotments :- Income	1,154	1,300	146			88.8%	0

Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270 Allotments - maintenance	760	800	40		40	95.0%	
4271 Allotments - improvements	0	200	200		200	0.0%	
4272 Allotments - water	497	400	(97)		(97)	124.2%	
4273 Allotment - rent of land	20	150	130		130	13.3%	
Allotments :- Indirect Expenditure	1,277	1,550	273	0	273	82.4%	0
Movement to/(from) Gen Reserve	(123)						
305 Street Lighting							
4280 Street Light - energy	8,118	7,000	(1,118)		(1,118)	116.0%	
4281 Street Light - Maintenance	9,252	10,000	748		748	92.5%	
4282 Street Light - new works/impro	0	40,000	40,000	40,000	0	100.0%	
4286 Christmas decorations	10,418	10,000	(418)		(418)	104.2%	
4287 Additional Christmas Decoratio	7,358	7,000	(358)		(358)	105.1%	
Street Lighting :- Indirect Expenditure	35,147	74,000	38,853	40,000	(1,147)	101.5%	0
Movement to/(from) Gen Reserve	(35,147)						
306 Prize and Prize Giving							
4096 Remembrance Wreath	25	50	25		25	50.0%	
4293 Best rear garden	40	50	10		10	80.0%	
4294 Mayor's Cup (Civic)	10	250	240		240	4.0%	
4295 Best allotment	50	50	0		0	100.0%	
4296 Best garden	50	50	0		0	100.0%	
4297 Best dressed house	18	20	2		2	89.5%	
4298 Best dressed shop	18	20	2		2	89.5%	
4299 Prize Party	176	200	24		24	87.9%	
Prize and Prize Giving :- Indirect Expenditure	387	690	303	0	303	56.0%	0
Movement to/(from) Gen Reserve	(386)						
307 The Polegate Partnership							
1040 SponsorFlower Beds Hailsham Rd	1,050	1,000	(50)			105.0%	
The Polegate Partnership :- Income	1,050	1,000	(50)			105.0%	0
4306 Replace Hailsham Rd Beds	153	510	357	357	0	100.0%	
4307 Hailsham Flowers Maintenance	1,329	490	(839)		(839)	271.1%	808
The Polegate Partnership :- Indirect Expenditure	1,482	1,000	(482)	357	(839)	183.9%	808
Net Income over Expenditure	(432)	0	432				
6000 plus Transfer from EMR	808						
Movement to/(from) Gen Reserve	376						

Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 The Planning Committee							
4320 Planning Committee - Halls	22	200	178		178	11.0%	
The Planning Committee :- Indirect Expenditure	<u>22</u>	<u>200</u>	<u>178</u>	<u>0</u>	<u>178</u>	<u>11.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(22)</u>						
701 The Retired							
7001 The Retired	500	500	0		0	100.0%	
The Retired :- Indirect Expenditure	<u>500</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(500)</u>						
Grand Totals:- Income	356,785	346,165	(10,620)			103.1%	
Expenditure	260,700	346,165	85,465	76,176	9,289	97.3%	
Net Income over Expenditure	<u>96,085</u>	<u>0</u>	<u>(96,085)</u>				
plus Transfer from EMR	2,344						
less Transfer to EMR	820						
Movement to/(from) Gen Reserve	<u>97,609</u>						

Trial Balance by Cost Centre

	<u>A/c Code</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
	100	Debtors	1,176.69	
	105	VAT Control	8,787.34	
	110	Prepayments	3,943.22	
	200	Current/Business Premium	333,631.89	
	201	Tracker Account	127,353.17	
	210	Petty Cash	200.00	
	310	General reserves		67,818.68
	320	Council Office Mntce Fund		22,115.00
	322	Town Election/Poll/Referendum		16,657.00
	324	Elections Fund		14,483.00
	328	Office IT Equipment Reserve		24.10
	329	Other Office Equipment		73.96
	331	Brightling Reserve		19.21
	332	Bus shelter reserve		12,250.00
	334	Town Focal Enhancemt Reserve		592.20
	335	Street Lights Reserve		122,392.00
	336	Brightling Rd Drainage		6,000.00
	337	High Street Toilets Reserve		14,284.00
	338	Hailsham Beds Reserve		891.00
	339	Office Alterations Reserve		43,165.00
	341	Staff - Consultant/Temporary		1,633.69
	342	Age Gym S106 funds Centre		5,326.26
	343	Tree Audit		731.89
	344	Play Equipment		9,157.00
	345	Flower Bulbs EMR		960.00
	346	Neighbourhood Plan		15,000.00
	347	CCTV reserve		4,332.00
	348	Consultation/Newsletter		1,003.00
	349	CIL funds		5,203.95
	350	Picnic Benches		788.00
	351	Skate Park		3,600.00
	352	Overtime		3,474.00
	510	Accruals		5,493.91
	560	Deposits Held		3,305.00
	5000	Transfer to Reserves	3,600.00	
	5001	Transfer from Reserves		309.26
	Total :-	Balance Sheet & Non Centre A/cs	478,692.31	381,083.11
101 Employee costs	1042	Sponsorship Litter Picker		1,150.70
	4000	Town Clerk	36,378.96	
	4001	Administration Assistant	9,606.48	
	4002	Handyman/Groundsman	7,049.83	

At : 15:26

Trial Balance for Month No: 12

User : KSS

Trial Balance by Cost Centre

	<u>A/c Code</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
	4003	Litter Picker	8,138.84	
	4004	Cleaner/keyholder	2,840.84	
	4005	Overtime	200.00	
	4007	NI (ER's)	4,738.34	
	4008	Pension ER's contributions	23.89	
	4009	Finance officer/payroll	1,066.75	
	4010	Internal Auditor	574.69	
	4011	Administrative Asst/Ctee Clerk	9,416.16	
	4012	Finance Assistant	4,855.67	
	4013	P/T New post Apprentice	1,725.70	
	4014	Consultancy/Locum Clerk	2,375.15	
	4015	Travelling expenses (parks)	631.99	
	4016	Training Exps inc course fees	2,130.84	
	4017	Travelling to Course Expenses	48.16	
	6000	Transfer from EMR		280.50
	Total :-	101 Employee costs	91,802.29	1,431.20
102 Administration	1009	Bank Loyalty Discount		1,161.83
	4030	Postage	270.57	
	4031	Stationery	1,530.68	
	4032	Photocopier charges	682.70	
	4035	Computer consumables	178.58	
	4036	Office IT equipment	856.27	
	4037	Website	644.74	
	4039	Legal fees	8,434.47	
	4040	Audit Fees	800.00	
	4043	Insurance Premiums	3,799.26	
	4045	Subscriptions	2,679.31	
	4046	Publications	56.79	
	4047	Advertising	73.00	
	4056	Bank/Barclaycard charges	1,338.39	
	4059	First Aid	28.14	
	4063	Hire of Halls	67.00	
	4069	Office telephone/fax	1,399.61	
	4070	Broadband/Internet	486.40	
	6000	Transfer from EMR		950.78
	Total :-	102 Administration	23,325.91	2,112.61
103 Town Councillors	1006	Mayor's Charity Fund		467.20
	4090	Councillors' allowances	5,879.35	
	4091	Councillors' expenses	404.41	
	4092	Councillors' training	375.00	

Trial Balance by Cost Centre

	<u>A/c Code</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
	4093	Mayor's allowance Civic Duties	2,000.00	
	4095	Mayor's Charity Fund	467.20	
	4096	Remembrance Wreath		50.00
	Total :-	103 Town Councillors	9,125.96	517.20
104 General Administration	1004	Photocopies/postage		0.40
	1010	Investment Income		333.66
	1063	CIL funds from developers		5,203.95
	1076	Precept		317,543.00
	1080	Grants Received		12,114.00
	4100	Grants to other Organisations	1,000.00	
	4103	Public Info event(s)	1,000.00	
	4105	Finance Software	903.30	
	6001	Transfer to EMR	31.69	
	Total :-	104 General Administration	2,934.99	335,195.01
201 Council Offices	1000	Hire of Chamber		1,630.00
	4130	Council Tax	6,291.00	
	4131	Electricity	1,889.60	
	4132	Water charges	113.53	
	4133	Sewerage	159.73	
	4136	Photocopier - lease	777.29	
	4139	Window Cleaning	154.00	
	4140	Alarm Maintenance	339.00	
	4141	Fire Precautions	151.90	
	4142	Other Maintenance	2,072.42	
	4146	Other Office Equipment	627.30	
	4154	Housekeeping	151.73	
	4155	Refuse Collecting	1,172.17	
	4162	PWLB - Capital	3,526.87	
	4163	PWLB- Interest	2,046.33	
	6000	Transfer from EMR		304.85
	Total :-	201 Council Offices	19,472.87	1,934.85
202 51 High Street	1005	51 High Street Rent R'ved		1,955.00
	Total :-	202 51 High Street	0.00	1,955.00
203 The Pavilion	1030	Rental Income-Pavillon		1,390.00
	4180	Pavillon Electricity	948.44	
	4181	Pavillon water	323.83	
	4182	Pavillon sewerage	423.29	
	4186	Pavillon - fire precautions	196.95	

Trial Balance by Cost Centre

	<u>A/c Code</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
	Total :-	203 The Pavilion	1,892.51	1,390.00
204 Wannock Office	1032	Rental Income-Wannock Office		165.00
	4190	Wannock Office Electricity	514.37	
	4193	Wannock Office Council Tax	3,448.40	
	4195	Wannock Office Maintenance	275.10	
	4196	Wannock Office Fire Precaution	60.00	
	Total :-	204 Wannock Office	4,297.87	165.00
205 High Street Toilets	1035	High St Toilets Community Sche		1,260.00
	4500	Toilets High St - Cleaning	8,325.48	
	4501	Toilets High St - Maintenance	1,590.32	
	4502	Toilets High St - Electricity	413.84	
	4503	Toilets High St - Water & Sewe	462.85	
	4504	Toilets High St - Other	280.52	
	4505	Toilets High St - Non Domestic	955.30	
	Total :-	205 High Street Toilets	12,028.31	1,260.00
301 Town Centre and Community Safe	4201	CCTV costs	2,167.57	
	Total :-	301 Town Centre and Community Safe	2,167.57	0.00
302 Recreation Grounds	1022	Brightling Road lease		120.00
	1050	Insurance Refunds		788.00
	4220	General Maintenance	7,655.68	
	4221	Recreation ground - water	137.90	
	4223	Grounds Maintenance	5,785.29	
	4224	Travel Costs re playgrounds	260.15	
	4230	Skate Park	2,399.90	
	4235	Toilets	6,648.12	
	4238	Litter Bins	432.00	
	4240	Oakleaf Lease Charges	150.00	
	4241	Dog Bins	2,400.00	
	4243	Safety Inspections	611.50	
	6001	Transfer to EMR	788.00	
	Total :-	302 Recreation Grounds	27,268.54	908.00
303 Highways	1051	Urban Grasscutting Income		8,623.68
	1057	Bench Installations Income		674.17
	4256	Urban grasscutting	22,749.90	
	4258	Flower Beds	5,039.44	
	4259	Council Gardens - office	650.00	

Trial Balance by Cost Centre

	<u>A/c Code</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
	Total :-	303 Highways	28,439.34	9,297.85
304 Allotments	1070	Allotment Fees		1,054.50
	1071	Allotment Deposit Correct Code		100.00
	1072	Gosford Way Allotments	0.50	
	4270	Allotments - maintenance	760.00	
	4272	Allotments - water	496.69	
	4273	Allotment - rent of land	20.00	
	Total :-	304 Allotments	1,277.19	1,154.50
305 Street Lighting	4280	Street Light - energy	8,117.86	
	4281	Street Light - Maintenance	9,252.35	
	4286	Christmas decorations	10,418.06	
	4287	Additional Christmas Decoratio	7,358.30	
	Total :-	305 Street Lighting	35,146.57	0.00
306 Prize and Prize Giving	4096	Remembrance Wreath	25.00	
	4293	Best rear garden	40.00	
	4294	Mayor's Cup (Civic)	9.96	
	4295	Best allotment	50.00	
	4296	Best garden	50.00	
	4297	Best dressed house	17.91	
	4298	Best dressed shop	17.91	
	4299	Prize Party	175.72	
	Total :-	306 Prize and Prize Giving	386.50	0.00
307 The Polegate Partnership	1040	SponsorFlower Beds Hailsham		1,050.00
	4306	Replace Hailsham Rd Beds	153.00	
	4307	Hailsham Flowers Maintenance	1,328.60	
	6000	Transfer from EMR		808.00
	Total :-	307 The Polegate Partnership	1,481.60	1,858.00
401 The Planning Committee	4320	Planning Committee - Halls	22.00	
	Total :-	401 The Planning Committee	22.00	0.00
701 The Retired	7001	The Retired	500.00	
	Total :-	701 The Retired	500.00	0.00
Trial Balance Total :			740,262.33	740,262.33
Difference :			0.00	