



## Seaford Town Council

### To the Members of the Finance & General Purposes Committee

A meeting of the **Finance & General Purposes Committee** will be held at **the Council Chamber, 37 Church Street, Seaford**, on **Thursday 7<sup>th</sup> March** at **7.00 pm**, which you are summoned to attend.

James Corrigan  
Town Clerk

26th February 2019

### Agenda

#### 1. Apologies for Absence and Declaration of Substitute Members

#### 2. Disclosure of Interests

To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

#### 3. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.

#### 4. Finance Report

- a) To consider report 167/18 regarding receipts, payments and bank reconciliation for November, December 2018 and January 2019 (pages 2 to 6).
- b) To consider report 168/18 regarding the Council budget position for the period 1<sup>st</sup> April to 31<sup>st</sup> January 2019 (pages 7 to 13).

#### 5. Exclusion of Press & Public

The Chairman will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next item on the agenda as the item concerns confidential debtors information.

#### 6. Debtors Report

To consider exempt report 169/18 informing the Committee of the current debtors (exempt pages 1 to 3).

**For further information about items appearing on this agenda please contact James Corrigan, Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894 870.**

#### Circulation:

**Committee:** Councillor M Brown (Chair) and J Elton (Vice-Chair). Councillors D Argent, B Burfield, T Goodman, O Honeyman, R Honeyman, A Latham and L Wallraven.

**For information:** Councillors S Adeniji, P Boorman, D Burchett, L Freeman, N Freeman, R Hayder, J Lord, P Lower, M Wearmouth, B Webb and C White.



Seaford Town Council

Report 167-18

**Agenda Item No:** 4 (a)  
**Committee:** Finance & General Purposes  
**Date:** 7<sup>th</sup> March 2019  
**Title:** Receipts, Payments and Bank Reconciliation Reports for November and December 2018 and January 2019.  
**By:** Lucy Clark, Finance Manager  
**Purpose of Report:** To advise the Committee of receipts, payments and bank reconciliations for November and December 2018 and January 2019.

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**Recommendations**

You are recommended to note the report.

1. To note (as previously reported) the balance brought forward from October 2018 is £787,153.26
  2. To note the November 2018 total receipts are £76,068.71 and total payments are £167,412.98 leaving a balance to carry forward of £695,808.99.
  3. To note the December 2018 total receipts are £192,211.54 and total payments are £543,592.87 leaving a balance to carry forward of £344,427.66.
  4. To note the January 2019 total receipts are £208,634.10 and the total payments are £289,823.11 leaving a balance to carry forward of £263,238.65.
  5. To note that in addition to the Current Account balance above, the new CCLA investment account balance is £550,000.00
  6. To note the investment account (Instant Access Savings) with the Co-Op bank has now been closed leaving a zero balance.
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**1. Information**

- 1.1 In line with Financial Regulations 2.2, a member other than the Mayor shall be appointed to verify bank reconciliations. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall then on conclusion be reported, included any exceptions, to the Finance and General Purposes Committee.
- 1.2 Councillor Mark Brown is the current appointed member and continues to view and verify that he is in agreement with the bank reconciliations already reconciled by the Finance Manager. However, this task may also be carried out the Deputy Chairman of this Committee, Councillor James Elton.

- 1.3 Therefore, in line with the above, this report attaches the signed reconciliation page for the relevant months.
- 1.4 Cashbooks and BACS Pages detailing the receipts and payments are available to view on the new Council Shared Drive. Hard copies will be available on request.
- 1.5 Councillor Mark Brown has viewed and verified the bank statements for November and December 2018 with the signed copies of the reconciliation pages attached in Appendix A. The January bank statements are currently in the process of being reviewed and will be completed by the time of the meeting. An unsigned copy of the reconciliation page is attached in Appendix B for information.
- 1.6 On 16<sup>th</sup> January 2019, an internal transfer of £134,128.97 was made from the Co-op's Instant Access Account back to the Current Account leaving a zero balance and the closure of the Instant Access Account.
- 1.7 On 13<sup>th</sup> November 2018, a new investment account was opened with The Public Sector Deposit Fund (also known as CCLA). As at 20<sup>th</sup> December 2018, £400,000 had been transferred into this account with a further £150,000 being transferred by 25<sup>th</sup> January leaving a balance of £550,000. Dividends will be earned on holdings daily and are paid at the end of each month. At the end of January 2019, a total of £395.93 has been received.

## 2. Financial Appraisal

The appendices comprise the bank account reconciliations for November and December 2018 and January 2019.

## 3. Contact Officer

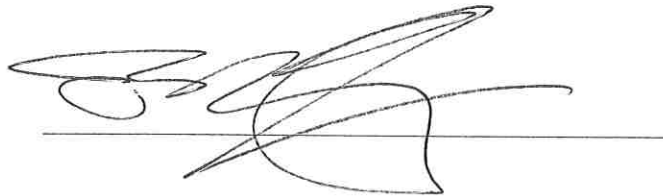
The Contact Officer for this report is Lucy Clark, Finance Manager.

Finance Manager



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Town Clerk



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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	30/11/2018	834	679,485.22
			<u>679,485.22</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
14/12/2017 202992 Parochial Church Council of SF		50.00	
			<u>50.00</u>
			679,435.22
<u>Receipts not Banked/Cleared (Plus)</u>			
18/11/2018 GOLF BANK		580.00	
25/11/2018 VIEW BANK		257.85	
25/11/2018 GOLF BANK		400.00	
26/11/2018		8,495.80	
26/11/2018 5384		50.00	
28/11/2018 VIEW PDQ		859.81	
29/11/2018 VIEW PDQ		989.78	
30/11/2018 VIEW PDQ		570.09	
30/11/2018 VIEW BANK		2,770.99	
30/11/2018 GOLF PDQ		14.00	
30/11/2018 GOLF BANK		361.00	
30/11/2018 GOLF BANK		370.00	
30/11/2018		500.00	
30/11/2018 5394		154.45	
			<u>16,373.77</u>
			695,808.99
			<b>Balance per Cash Book is :- 695,808.99</b>
			<b>Difference is :- 0.00</b>

RECONCILED TO CASHBOOK  
 Name: LUCY CLARK  
 Signed: [Signature] Date: 7/12/18  
 CHECKED AND VERIFIED BY:  
 Name: M BROWN  
 Signed: [Signature] Date: 21/01/19

# DECEMBER 2018

Date: 07/01/2019

Seaford Town Council 2018/2019 Current Year

Page 1

Time: 14:47

Bank Reconciliation Statement as at 31/12/2018  
for Cashbook 1 - Current/Deposit Account

User: LC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	31/12/2018	845	330,775.02
			330,775.02
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			330,775.02
<u>Receipts not Banked/Cleared (Plus)</u>			
27/12/2018 VIEW PDQ		508.55	
27/12/2018 GOLF PDQ		450.00	
28/12/2018 VIEW PDQ		754.00	
28/12/2018 GOLF PDQ		1,039.00	
29/12/2018 VIEW PDQ		720.10	
29/12/2018 GOLF PDQ		647.50	
30/12/2018 VIEW PDQ		863.15	
30/12/2018 GOLF PDQ		310.00	
31/12/2018 VIEW PDQ		233.15	
31/12/2018 VIEW BANK		3,990.19	
31/12/2018 GOLF PDQ		495.00	
31/12/2018 GOLF BANK		3,152.00	
31/12/2018 GOLF BANK		490.00	
			13,652.64
			344,427.66
		Balance per Cash Book is :-	344,427.66
		Difference is :-	0.00

RECONCILED TO CASHBOOK

Name: LUCY CLARK

Signed: [Signature] Date: 9/1/18

CHECKED AND VERIFIED BY:

Name: M BROWN

Signed: [Signature] Date: 21/01/19

Date: 15/02/2019

Seaford Town Council 2018/2019 Current Year

Page 1

Time: 11:15

Bank Reconciliation Statement as at 31/01/2019  
for Cashbook 1 - Current/Deposit Account

User: LC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	31/01/2019	856	250,389.10
			250,389.10
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
31/01/2019 CHEQUE Lewes District Council		117.00	
			117.00
			250,272.10
<u>Receipts not Banked/Cleared (Plus)</u>			
27/01/2019 VIEW BANK		3,934.47	
28/01/2019 VIEW PDQ		510.42	
28/01/2019 GOLF PDQ		1,783.00	
29/01/2019 VIEW PDQ		169.01	
29/01/2019 GOLF PDQ		14.00	
30/01/2019 5418		250.00	
30/01/2019 5419		25.00	
30/01/2019		2,400.00	
30/01/2019 VIEW PDQ		319.00	
30/01/2019 GOLF PDQ		80.00	
31/01/2019		100.80	
31/01/2019		50.40	
31/01/2019 VIEW PDQ		426.15	
31/01/2019 VIEW BANK		1,329.30	
31/01/2019 GOLF PDQ		10.00	
31/01/2019 GOLF BANK		635.00	
31/01/2019 GOLF BANK		930.00	
			12,966.55

12,966.55

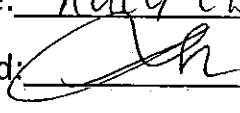
263,238.65

Balance per Cash Book is :- 263,238.65

Difference is :- 0.00

RECONCILED TO CASHBOOK

Name: LUCY CLARK

Signed:  Date: 7/2/19

CHECKED AND VERIFIED BY:

Name: \_\_\_\_\_

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



## Seaford Town Council

### Report 168/18

**Agenda Item No:** 4 (b)  
**Committee:** Finance & General Purposes  
**Date:** 7<sup>th</sup> March 2019  
**Title:** Finance Report  
**By:** Lucy Clark, Finance Manager  
**Purpose of Report:** To inform Members of the Income and Expenditure from 1<sup>st</sup> April to 31<sup>st</sup> January 2019 compared to the annual budgets.

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#### Recommendations

You are recommended:

1. To approve the report.

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#### 1. Information

- 1.1 Attached in Appendix A is the detailed income and expenditure for the period 1st April 2018 to 31st January 2018 for each Committee compared to the projected annual budget.
- 1.2 Greater detail on reasons for over performance / underperformance of individual budgets has been provided by the Cost Centre Managers when reported to the relevant Committee.
- 1.3 With regards to the Finance and General Purposes Committee report, the overall budget for the period is broadly in line with the projected annual budget.
- 1.4 Variations are reported in Appendix B of this report.

#### 2. Financial Appraisal

The financial implications of this report are detailed above in Section 1.

#### 3. Contact Officer

The Contact Officer for this report is Lucy Clark, Finance Manager.

Finance Manager

Town Clerk

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Finance &amp; General Purposes</b>							
<b>201 Administration</b>							
1013 Income Bank Charges	0	12	0	(12)			0.0%
1049 Income Postage Recharge	6	6	0	(6)			0.0%
1054 Income Other	0	100	0	(100)			0.0%
1059 Income Photocopying	0	81	0	(81)			0.0%
1062 Income Telephone Recharge	71	565	873	308			64.7%
1190 Interest Received	103	145	0	(145)			0.0%
1201 Insurance Refund	0	671	0	(671)			0.0%
1317 Income VAT Refund	(126,630)	(1,499)	0	1,499			0.0%
Administration :- Income	<b>(126,450)</b>	<b>81</b>	<b>873</b>	<b>792</b>			<b>9.2%</b>
4000 Salaries & Wages	24,988	241,581	237,964	(3,617)		(3,617)	101.5%
4001 Employers NI	1,072	12,933	19,514	6,581		6,581	66.3%
4002 Employers Superannuation	4,435	44,013	43,145	(868)		(868)	102.0%
4003 Sub-contracted Staff	1,875	7,651	8,000	349		349	95.6%
4004 Staff Welfare Costs	182	784	822	38		38	95.4%
4009 Recruitment Costs	0	1,555	1,000	(555)		(555)	155.5%
4010 Staff Training	810	3,421	2,000	(1,421)		(1,421)	171.0%
4012 Staff Expenses	42	707	300	(407)		(407)	235.5%
4015 Office Refreshments	(27)	429	500	72		72	85.7%
4100 Telecommunications	271	2,996	3,265	269		269	91.8%
4105 Postage	14	285	1,388	1,103		1,103	20.5%
4106 Stationery	46	1,017	1,875	858		858	54.2%
4107 Photocopier	595	1,327	2,222	895		895	59.7%
4108 Recycling & Shredding	0	120	0	(120)		(120)	0.0%
4110 Advertising & Publicity	706	3,101	3,900	799		799	79.5%
4111 Office Equipment New	0	1,944	1,500	(444)		(444)	129.6%
4112 Subscriptions	0	4,126	4,310	184		184	95.7%
4113 Software Support	111	10,844	7,800	(3,044)		(3,044)	139.0%
4114 Licence Fee	0	35	35	0		0	100.0%
4115 Insurance	0	1,950	3,944	1,994		1,994	49.5%
4116 Web Site	0	420	380	(40)		(40)	110.5%
4155 Professional Fees	0	3,204	3,000	(204)		(204)	106.8%
4156 Bank Charges	109	1,079	1,000	(79)		(79)	107.9%
4157 Audit Fees	0	123	3,700	3,577		3,577	3.3%
4182 Catering & Hospitality	0	39	100	61		61	39.1%
4199 Other Expenditure	1	74	120	46		46	61.5%
4413 Neighbourhood Plan	0	8,946	6,675	(2,271)		(2,271)	134.0%
4414 N Plan Disbursement Budget	0	54	1,000	946		946	5.4%
Administration :- Indirect Expenditure	<b>35,229</b>	<b>354,755</b>	<b>359,459</b>	<b>4,704</b>	<b>0</b>	<b>4,704</b>	<b>98.7%</b>
Movement to/(from) Gen Reserve	<b>(161,680)</b>	<b>(354,674)</b>					



## 12:13 Detailed Income &amp; Expenditure by Budget Heading 31/01/2019

## Month No: 10 Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>205 Premises - Church Street</u>							
1050 Income Rent	12,225	18,441	5,813	(12,628)			317.2%
Premises - Church Street :- Income	<u>12,225</u>	<u>18,441</u>	<u>5,813</u>	<u>(12,628)</u>			<u>317.2%</u>
4050 Rent payable	0	20,130	23,300	3,170		3,170	86.4%
4051 Rates	796	7,966	8,003	37		37	99.5%
4059 Church Street Service Charges	0	32,968	37,250	4,282		4,282	88.5%
4199 Other Expenditure	0	5	0	(5)		(5)	0.0%
4270 Vehicles & Equipment Maint	141	605	550	(55)		(55)	109.9%
4275 Building Maintenance	0	58	500	442		442	11.7%
Premises - Church Street :- Indirect Expenditure	<u>937</u>	<u>61,731</u>	<u>69,603</u>	<u>7,872</u>	<u>0</u>	<u>7,872</u>	<u>88.7%</u>
Movement to/(from) Gen Reserve	<u>11,288</u>	<u>(43,291)</u>					
<u>206 Premises - Hurdis House</u>							
1050 Income Rent	0	22,313	21,630	(683)			103.2%
1051 Income Insurance Recharge	0	373	0	(373)			0.0%
Premises - Hurdis House :- Income	<u>0</u>	<u>22,686</u>	<u>21,630</u>	<u>(1,056)</u>			<u>104.9%</u>
4115 Insurance	0	386	410	24		24	94.1%
4301 Public Works Loan Payment	0	7,501	15,002	7,501		7,501	50.0%
Premises - Hurdis House :- Indirect Expenditure	<u>0</u>	<u>7,887</u>	<u>15,412</u>	<u>7,525</u>	<u>0</u>	<u>7,525</u>	<u>51.2%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>14,800</u>					
<u>210 Civic Expenses</u>							
1081 Young Mayor Income	0	100	0	(100)			0.0%
Civic Expenses :- Income	<u>0</u>	<u>100</u>	<u>0</u>	<u>(100)</u>			
4013 Members Expenses	0	17	100	83		83	17.0%
4014 Member Training	0	210	1,000	790		790	21.0%
4106 Stationery	0	274	500	226		226	54.7%
4110 Advertising & Publicity	0	0	50	50		50	0.0%
4113 Software Support	0	6,527	0	(6,527)		(6,527)	0.0%
4115 Insurance	0	190	207	17		17	91.8%
4180 Room Hire	0	0	120	120		120	0.0%
4181 Civic - Mayors Allowance	0	534	1,500	966		966	35.6%
4182 Catering & Hospitality	0	99	500	401		401	19.8%
4183 Civic - Awards	0	(42)	500	542		542	(8.4%)
4184 Civic - other	0	0	200	200		200	0.0%
4188 Town Crier Expenses	0	35	125	90		90	28.0%
4189 Young Mayor	0	182	600	418		418	30.3%
4190 Election Costs	0	0	10,000	10,000		10,000	0.0%
Civic Expenses :- Indirect Expenditure	<u>0</u>	<u>8,025</u>	<u>15,402</u>	<u>7,377</u>	<u>0</u>	<u>7,377</u>	<u>52.1%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(7,925)</u>					

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2019

Month No: 10

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>215 Grants</u>							
4401 Grants	0	23,000	23,000	0		0	100.0%
Grants :- Indirect Expenditure	0	23,000	23,000	0	0	0	100.0%
Movement to/(from) Gen Reserve	0	(23,000)					
Finance & General Purposes :- Income	(114,225)	41,308	28,316	(12,992)			145.9%
Expenditure	36,167	455,398	482,876	27,478	0	27,478	94.3%
Movement to/(from) Gen Reserve	(150,392)	(414,091)					
Grand Totals:- Income	(114,225)	41,308	28,316	(12,992)			145.9%
Expenditure	36,167	455,398	482,876	27,478	0	27,478	94.3%
Net Income over Expenditure	(150,392)	(414,091)	(454,560)	(40,469)			
Movement to/(from) Gen Reserve	(150,392)	(414,091)					

Finance & General Purposes Committee Variance Reporting  
2018/19

		Previously Reported	Reported 7th March 2019
<b>201</b>	<b>Administration</b>		
1317	Income VAT Refund		07/03/19 - The amounts showing within this code were input in error but have all now been transferred to the correct cost centre of 101 leaving a nil balance which will show at the end of February's figures.
4000	Salaries & Wages	14/06/18 - This is significantly higher this month due to additional staff payments as agreed by Council. The year end budget is now due to be overspent. 06/12/18 - The predicted outturn at year end is higher than originally budgeted due to the 2% increase not being included, the additional staff payments agreed by Council following the adoption of the Additional Hours policy, the recruitment of the new Deputy Town Clerk and some additional costs covering the Executive Support Officer's maternity leave.	07/03/19 - As previously reported
4001	Employers NI	As above	07/03/19 - As previously reported
4002	Employers Superannuation	As above	07/03/19 - As previously reported
4003	Sub Contracted Staff	06/12/18 - Costs to to date related to the previous Financial Consultant and the current Facilities Consultant. It is not expected that this cost centre would be overbudget at year end.	07/03/19 - As previously reported
4004	Staff Welfare Costs	06/12/18 - Costs relate to Perk Box - this budget is expected to be higher at year end due to the recruitment of additional staff this year.	07/03/19 - As previously reported
4009	Recruitment Costs	27/09/2018 Recruitment costs are overbudget due to the recruiting of a Deputy Clerk/RFO and maternity cover for the Executive Support Officer.	07/03/19 - As previously reported
4010	Staff Training		07/03/19 - This account has gone overbudget this year due to training for new staff along with other necessary training including Legionella, Elections and CILCA registrations.
4012	Staff Expenses	06/12/18 - The year end outturn is likely to be over budget due to the inclusion of staff mileage and eye tests.	07/03/19 - As previously reported, this is now largely overbudget mainly due to underbudgeting for eyetests, additional milage claimed for all local trips along (ie to The View from 37 Church Street) along with the mileage claimed for the increase in training this year.
4015	Office Refreshments	06/12/18 - Projected outturn at year end is likely to be overbudget due to increased use of water during the summer and an increase in staff.	07/03/19 - It is now predicted that the costs will be in budget this year due to the change in the water facility. The bottled water has now been replaced by a filtered tap reducing the cost significantly.

		Previously Reported	Reported 7th March 2019
4100	Telecommunications	14/06/18 - The amount is higher than a usual amount due to the part of the annual maintenance being accrued into this year.	
4105	Postage	14/06/18 - The credit relates to costs from the Golf Course Season Ticket letters being Journalled to the correct account.	07/03/19 - It is now predicted that the costs will be significantly lower than budget largely due to the new franking machine that is leased on a yearly basis.
4110	Advertising & Publicity	14/06/18 The expenditure % is high at the end of month 1 due to the cost of the Council Tax Leaflet.	
4111	Office Equip New	06/12/18 - The overspend relates to two necessary laptops for the facilities department.	07/03/19 - a further laptop was purchased for the Facilities department including the 5 year warranty.
4113	Software Support	14/06/18 - The expenditure % is high due to ICT Schools costs for 2018/19 being paid in full in Month 1. This said, there will be an overspend of approx £1,500 at year end due to the new payroll system that was needed to be installed but not budgeted for. 06/12/18 - In addition to previously reported, the projected outturn is likely to be £2,500 overbudget with the introduction of the necessary HR System that integrates with the Payroll along with SIRUS additions.	07/03/19 - As previously reported, this account is likely to be overbudget by £2,500 at year end. Although the current costs show a higher percentage, this is due to the current amount including Office365 costs from April - September of approx £960 - this will be accrued at year end thus reducing this year's costs.
4115	Insurance	14/06/18 - This is currently showing significantly overbudget due to the overall amount being coded to 201. The split has now been confirmed and has been journalled to the correct accounts and will show in May's figures. 27/09/18 - The Insurance figure has been journalled and due to more accurate apportionment to other departments, the actual year to date figure is likely to remain well under budget.	07/03/19 - As previously reported
4116	Website	14/06/18 - The % is high due to the annual invoice being paid in month 1. 27/09/18 - This is now overbudget due to the additional costs of an essential certificate.	07/03/19 - As previously reported
4155	Professional Fees	06/12/18 - The expense to date relates to necessary legal costs.	07/03/19 - A further laptop was purchased for the Facilities department including the 5 year warranty.
4156	Bank Charges	27/09/2018 - Following the changes in our bank account, this budget will be overspent by the year end. Further information is reported elsewhere in this agenda.	07/03/19 - It is estimated that this account will be approximately £200 overbudget at year end due to the charges brought in back in July 18.
4157	Audit Fees	14/06/18 This is currently showing in credit due to the accrual for external audit costs for 2017/18 yet to be invoiced.	07/03/19 - The figure is low as both the internal and external audit fees are not charged until well into the next financial year once all the audits have been completed. An accrual will be made at year end so as the approximate costs will show in this financial year.
4413	Neighbourhood Plan	06/12/18 Costs are higher than budgeted due to the additional costs for the Dane Valley Project.	07/03/19 - As previously reported.

		Previously Reported	Reported 7th March 2019
<b>205</b>	<b>Premises Church Street</b>		
1050	Income Rent		07/03/19 - The significant income within this code relates to backdated service charge to Lewes District Council.
4059	Church Street Service Charges	14/06/2018 - The credit of £8,250 relates to an accrual from last year. The invoice has yet to be received so this credit will offset the invoice. 06/12/18 - Further Invoices are expected in relation to the backdated service charge which was agreed last year. If not invoiced by year end, the variance of £4,282 should be put in an EMR to cover.	07/03/19 - as previously reported
4270	Vehicles & Equip Maint		07/03/19 - The account is slightly overbudget due to paying for the installation of a new built in filtered water system. This will actually save money for the next financial year as there will no longer be the need to purchase water bottles.
<b>206</b>	<b>Hurdis House</b>		
4115	Insurance	27/09/2018 - The insurance costs have all been paid for 2018/19 so there be a small saving on budget at the end of the year.	07/03/19 - As previously reported
<b>210</b>	<b>Civic Expenses</b>		
4113	Software Support	14/06/18 - Although there is not spend to show to date, following the issue of Councillor email and SIRUS accounts, there will be an additional unbudgeted spend of approx £5K at the year end. 27/09/2018 - As previously reported, the overspend relates to the cost of setting up all councillors with their own email and in addition, SIRUS which allows access to the Councils S Drive.	07/03/19 - As previously reported
4115	Insurance	27/09/2018 - The insurance costs have all been paid for 2018/19 so there be a small saving on budget at the end of the year.	07/03/19 - As previously reported
4190	Election Costs	06/12/18 - There is still an expected costs for the Bi-election earlier in the year. The remainder of the unspent budget should be put into an EMR at the year end.	07/03/19 - An invoice for approx £5,108 has been received in February for last year's by- election. Therefore, approx £4,892 will be transferred to the Election Ear Marked Reserve at year end.

