

Dunstable Town Council
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David Ashlee Town Clerk and Chief Executive

When telephoning please ask for:
Rosemary O'Sullivan (01582 891415)
Or Lisa Scheder (01582 891403)

Your Ref.
Our Ref. RGS/LS

Date: 12 July 2017

Dear Councillor

Could you please note that a meeting of the Accounts Sub-Committee will be held in the **Council Chamber**, Grove House, High Street North, Dunstable on **Wednesday 19 July 2017 at 5.30 pm**

AGENDA

1. Apologies for Absence
2. To approve payment of accounts for the period 21 June to 18 July 2017 (a schedule of accounts will be available at the meeting).
3. To verify the bank reconciliations for all accounts as at 30 June 2017 (documentation will be available at the meeting).
4. Income and Expenditure report at 30 June 2017 – enclosed at page 1.

Yours faithfully

R G O'Sullivan
Head of Finance and Support Services

To: Members of Accounts Sub-Committee
Councillors Andy Whayman (Chairman), Nigel Warren (Vice-Chairman), Terry Colbourne and John Kane and other Members of the Council for information.

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
FINANCE AND GENERAL PURPOSES								
<u>100</u>	<u>F&SS STAFF COSTS</u>							
4000	Salaries	15,495	44,412	167,607	123,195		123,195	26.5 %
4001	Salaries	8,142	24,731	102,666	77,935		77,935	24.1 %
	F&SS STAFF COSTS :- Expenditure	<u>23,636</u>	<u>69,143</u>	<u>270,273</u>	<u>201,130</u>	<u>0</u>	<u>201,130</u>	<u>25.6 %</u>
	Net Expenditure over Income	<u>23,636</u>	<u>69,143</u>	<u>270,273</u>	<u>201,130</u>			
<u>101</u>	<u>CENTRAL SERVICES</u>							
4007	Training	765	1,183	15,000	13,817		13,817	7.9 %
4010	Misc Staff Costs	277	1,137	3,500	2,363		2,363	32.5 %
4021	Telephones/Data Links	517	1,543	6,480	4,937		4,937	23.8 %
4022	Postage	428	928	3,100	2,172		2,172	29.9 %
4023	Stationery	513	855	4,500	3,645		3,645	19.0 %
4025	Subscriptions/Publications	261	954	3,500	2,546		2,546	27.3 %
4037	Maintenance Contracts - Eqpt	2,633	5,739	19,870	14,131		14,131	28.9 %
4039	Equipment Hire	0	1,916	8,200	6,284		6,284	23.4 %
4055	External Contracts	776	1,313	0	-1,313		-1,313	0.0 %
4058	Professional Services	1,454	7,699	28,000	20,302		20,302	27.5 %
	CENTRAL SERVICES :- Expenditure	<u>7,623</u>	<u>23,267</u>	<u>92,150</u>	<u>68,883</u>	<u>0</u>	<u>68,883</u>	<u>25.2 %</u>
1099	INC - Recharges etc	34	70	1,000	-930			7.0 %
	CENTRAL SERVICES :- Income	<u>34</u>	<u>70</u>	<u>1,000</u>	<u>-930</u>			<u>7.0 %</u>
	Net Expenditure over Income	<u>7,589</u>	<u>23,197</u>	<u>91,150</u>	<u>67,953</u>			
<u>102</u>	<u>GROVE HOUSE</u>							
4001	Salaries	695	2,086	8,380	6,294		6,294	24.9 %
4011	Rates	1,388	4,170	19,046	14,876		14,876	21.9 %
4012	Water	0	0	1,500	1,500		1,500	0.0 %
4014	Electricity	0	993	5,500	4,507		4,507	18.1 %
4015	Gas	274	672	3,500	2,828		2,828	19.2 %
4016	Cleaning	932	2,706	10,190	7,484		7,484	26.6 %
4017	Waste Disposal/Skip Hire	105	335	750	415		415	44.7 %
4021	Telephones/Data Links	11	33	550	517		517	6.0 %
4036	Maintenance Contracts	0	0	1,000	1,000		1,000	0.0 %
4038	Repairs & Maintenance	83	755	9,500	8,745		8,745	7.9 %
4040	Equipment/Tools Purchase	0	108	4,000	3,892		3,892	2.7 %
	GROVE HOUSE :- Expenditure	<u>3,489</u>	<u>11,858</u>	<u>63,916</u>	<u>52,058</u>	<u>0</u>	<u>52,058</u>	<u>18.6 %</u>
1001	INC - Lettings/Facility Hire	0	368	500	-132			73.6 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1002 INC - Rent Receivable	3,417	3,417	15,644	-12,227			21.8 %
1003 INC - Service Charges	4,321	4,321	19,985	-15,664			21.6 %
GROVE HOUSE :- Income	7,739	8,107	36,129	-28,022			22.4 %
Net Expenditure over Income	-4,250	3,751	27,787	24,036			
106 CORPORATE MANAGEMENT							
4003 Pension Payments (early retire)	1,054	1,054	8,000	6,946		6,946	13.2 %
4006 Health & Safety	327	1,526	10,000	8,474		8,474	15.3 %
4019 DBS Checks (prev CRB)	197	256	795	539		539	32.2 %
4026 Insurance	0	57,747	55,000	-2,747		-2,747	105.0 %
4030 Advertising - Recruitment	0	0	3,000	3,000		3,000	0.0 %
4056 Audit Fees - External	0	0	3,000	3,000		3,000	0.0 %
4057 Audit Fees - Internal	10	10	2,000	1,990		1,990	0.5 %
4061 Annual Report	0	0	2,000	2,000		2,000	0.0 %
4062 HR Related Costs (inc uniform)	2,475	3,374	7,175	3,801		3,801	47.0 %
4599 VAT Unclaimable	0	0	10,000	10,000		10,000	0.0 %
CORPORATE MANAGEMENT :- Expenditure	4,063	63,968	100,970	37,002	0	37,002	63.4 %
1092 INC - Concessions	208	833	0	833			0.0 %
1099 INC - Recharges etc	0	47	0	47			0.0 %
CORPORATE MANAGEMENT :- Income	208	880	0	880			
Net Expenditure over Income	3,855	63,088	100,970	37,882			
107 DEMOCRATIC SERVICES							
4007 Training	0	0	1,000	1,000		1,000	0.0 %
4024 Printing	0	0	1,500	1,500		1,500	0.0 %
4025 Subscriptions/Publications	377	2,436	2,750	314		314	88.6 %
4038 Repairs & Maintenance	0	425	0	-425		-425	0.0 %
4501 Mayor's Transport	0	149	3,500	3,351		3,351	4.3 %
4502 Mayor's Allowance	25	1,207	4,000	2,793		2,793	30.2 %
4503 Civic Hospitality	0	1,559	3,000	1,441		1,441	52.0 %
4504 Civic Regalia	0	15	1,000	985		985	1.5 %
4515 Remembrance Events	0	0	1,000	1,000		1,000	0.0 %
DEMOCRATIC SERVICES :- Expenditure	402	5,791	17,750	11,959	0	11,959	32.6 %
Net Expenditure over Income	402	5,791	17,750	11,959			
110 F & GP CAPITAL & PROJECTS							
4051 Loan Interest Payable	0	9,934	19,597	9,663		9,663	50.7 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4052 Loan Capital Repaid	0	11,783	23,566	11,783		11,783	50.0 %
4711 Tfr to Corporate Plan Reserve	0	14,810	14,810	0		0	100.0 %
4721 Tfr to V&E Fund	0	15,000	15,000	0		0	100.0 %
4723 Tfr to Election Reserve	0	10,000	10,000	0		0	100.0 %
4724 Tfr to Building Maint Fund	0	29,000	29,000	0		0	100.0 %
4730 Tfr to Town Twinning Reserve	0	500	500	0		0	100.0 %
F & GP CAPITAL & PROJECTS :- Expenditure	0	91,028	112,473	21,445	0	21,445	80.9 %
Net Expenditure over Income	0	91,028	112,473	21,445			
114 MTRF CAPITAL PROJECTS							
4983 MTRF Priory House Rest'n	1,250	2,470	0	-2,470		-2,470	0.0 %
4985 MTRF Splash Park & Catering	157,428	369,580	0	-369,580		-369,580	0.0 %
MTRF CAPITAL PROJECTS :- Expenditure	158,678	372,050	0	-372,050	0	-372,050	
1101 MTRF Funding - Central Beds	275,000	275,000	0	275,000			0.0 %
MTRF CAPITAL PROJECTS :- Income	275,000	275,000	0	275,000			
Net Expenditure over Income	-116,322	97,050	0	-97,050			
309 GRANTS (INCL S137)							
4321 Service Level Agreements	2,800	6,900	6,900	0		0	100.0 %
GRANTS (INCL S137) :- Expenditure	2,800	6,900	6,900	0	0	0	100.0 %
Net Expenditure over Income	2,800	6,900	6,900	0			
FINANCE AND GENERAL PURPOSES :- Expenditure	200,691	644,004	664,432	20,428	0	20,428	96.9 %
Income	282,981	284,057	37,129	246,928			765.1 %
Net Expenditure over Income	-82,290	359,948	627,303	267,355			

GROUNDS & ENVIRONMENTAL**111 CREASEY PARK - COMM FBALL**

4001 Salaries	6,159	18,280	66,424	48,144		48,144	27.5 %
4002 Wages	0	75	0	-75		-75	0.0 %
4012 Water	0	0	500	500		500	0.0 %
4014 Electricity	515	1,828	9,500	7,672		7,672	19.2 %
4015 Gas	820	820	2,500	1,680		1,680	32.8 %
4016 Cleaning	247	1,026	4,250	3,224		3,224	24.1 %
4017 Waste Disposal/Skip Hire	67	196	1,000	804		804	19.6 %
4018 Security	53	53	0	-53		-53	0.0 %
4032 Publicity / Marketing	0	0	625	625		625	0.0 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4036 Maintenance Contracts	0	34	1,250	1,216		1,216	2.7 %
4038 Repairs & Maintenance	1,488	1,772	2,000	228		228	88.6 %
4040 Equipment/Tools Purchase	0	0	1,000	1,000		1,000	0.0 %
4536 GROUNDS MAINT (GRASS)	6,177	13,131	16,000	2,869		2,869	82.1 %
4599 VAT Unclaimable	1,863	3,202	2,289	-913		-913	139.9 %
CREASEY PARK - COMM F'BALL :- Expenditure	17,388	40,417	107,338	66,921	0	66,921	37.7 %
1008 INC - ATP Hire	1,999	4,076	90,500	-86,424			4.5 %
1009 INC - Pitch Hire	1,512	2,770	25,000	-22,230			11.1 %
1044 INC - Contrib from Rec Depot C	0	10,000	10,000	0			100.0 %
1090 Cont from Brewers Hill Middle	0	15,000	15,000	0			100.0 %
1099 INC - Recharges etc	0	100	0	100			0.0 %
CREASEY PARK - COMM F'BALL :- Income	3,512	31,946	140,500	-108,554			22.7 %
Net Expenditure over Income	13,876	8,471	-33,162	-41,633			
112 CREASEY PARK - BAR/CATERING							
4001 Salaries	4,160	12,405	48,912	36,507		36,507	25.4 %
4002 Wages	3,010	10,896	41,901	31,005		31,005	26.0 %
4011 Rates	1,311	3,929	17,000	13,072		13,072	23.1 %
4012 Water	0	0	500	500		500	0.0 %
4014 Electricity	515	1,828	9,500	7,672		7,672	19.2 %
4015 Gas	820	820	2,500	1,680		1,680	32.8 %
4016 Cleaning	766	3,366	12,750	9,384		9,384	26.4 %
4017 Waste Disposal/Skip Hire	471	965	3,000	2,035		2,035	32.2 %
4018 Security	30	30	0	-30		-30	0.0 %
4020 Miscellaneous Expenses	317	332	1,600	1,268		1,268	20.8 %
4021 Telephones/Data Links	382	1,182	4,000	2,818		2,818	29.5 %
4026 Insurance	0	130	250	120		120	52.1 %
4027 Licences etc	264	571	750	179		179	76.1 %
4032 Publicity / Marketing	0	0	625	625		625	0.0 %
4036 Maintenance Contracts	0	172	3,750	3,578		3,578	4.6 %
4038 Repairs & Maintenance	390	584	2,000	1,416		1,416	29.2 %
4040 Equipment/Tools Purchase	167	1,097	1,000	-97		-97	109.7 %
4071 Bar Stock	4,154	9,944	32,200	22,256		22,256	30.9 %
4072 Catering/Vending Direct Costs	1,685	5,477	28,000	22,523		22,523	19.6 %
4073 Catering/Vending Expenses	128	1,256	3,000	1,744		1,744	41.9 %
CREASEY PARK - BAR/CATERING :- Expenditure	18,569	54,983	213,238	158,255	0	158,255	25.8 %
1001 INC - Lettings/Facility Hire	2,720	4,478	20,000	-15,522			22.4 %
1041 INC - Bar Takings	6,972	22,416	82,500	-60,084			27.2 %
1042 INC - Catering/Vending	4,247	15,570	70,000	-54,430			22.2 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1099 INC - Recharges etc	9	9	0	9			0.0 %
CREASEY PARK - BAR/CATERING :- Income	13,948	42,473	172,500	-130,027			24.6 %
Net Expenditure over Income	4,621	12,510	40,738	28,228			
<u>115</u> <u>SPLASH PARK</u>							
4001 Salaries	0	0	34,203	34,203		34,203	0.0 %
4011 Rates	0	0	5,000	5,000		5,000	0.0 %
4012 Water	0	0	1,000	1,000		1,000	0.0 %
4014 Electricity	0	0	4,000	4,000		4,000	0.0 %
4016 Cleaning	570	570	2,000	1,430		1,430	28.5 %
4017 Waste Disposal/Skip Hire	38	38	0	-38		-38	0.0 %
4020 Miscellaneous Expenses	13	13	0	-13		-13	0.0 %
4021 Telephones/Data Links	11	11	0	-11		-11	0.0 %
4026 Insurance	0	0	3,000	3,000		3,000	0.0 %
4036 Maintenance Contracts	222	222	5,000	4,778		4,778	4.4 %
4038 Repairs & Maintenance	0	0	2,000	2,000		2,000	0.0 %
4040 Equipment/Tools Purchase	901	901	0	-901		-901	0.0 %
4072 Catering/Vending Direct Costs	1,569	1,569	25,000	23,431		23,431	6.3 %
4073 Catering/Vending Expenses	58	58	0	-58		-58	0.0 %
SPLASH PARK :- Expenditure	3,381	3,381	81,203	77,822	0	77,822	4.2 %
1042 INC - Catering/Vending	1,057	1,057	53,500	-52,443			2.0 %
1092 INC - Concessions	417	1,667	5,000	-3,333			33.3 %
SPLASH PARK :- Income	1,473	2,723	58,500	-55,777			4.7 %
Net Expenditure over Income	1,907	657	22,703	22,046			
<u>200</u> <u>G&ES STAFF COSTS</u>							
4000 Salaries	9,852	27,953	105,269	77,316		77,316	26.6 %
4001 Salaries	30,905	93,173	362,946	269,773		269,773	25.7 %
G&ES STAFF COSTS :- Expenditure	40,758	121,126	468,215	347,089	0	347,089	25.9 %
Net Expenditure over Income	40,758	121,126	468,215	347,089			
<u>201</u> <u>ALLOTMENTS</u>							
4001 Salaries	80	256	1,233	977		977	20.7 %
4012 Water	0	0	1,200	1,200		1,200	0.0 %
4014 Electricity	50	190	0	-190		-190	0.0 %
4017 Waste Disposal/Skip Hire	0	0	1,500	1,500		1,500	0.0 %
4038 Repairs & Maintenance	27	273	3,000	2,727		2,727	9.1 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4041 Tree Planting/Surgery	0	0	500	500		500	0.0 %
ALLOTMENTS :- Expenditure	156	719	7,433	6,714	0	6,714	9.7 %
1002 INC - Rent Receivable	108	774	6,750	-5,976			11.5 %
1024 INC - Maintenance	35	35	0	35			0.0 %
1091 INC - Miscellaneous	40	120	0	120			0.0 %
1099 INC - Recharges etc	0	10	0	10			0.0 %
ALLOTMENTS :- Income	183	939	6,750	-5,811			13.9 %
Net Expenditure over Income	-27	-220	683	903			
202 CEMETERY							
4001 Salaries	3,697	11,021	43,770	32,749		32,749	25.2 %
4011 Rates	741	2,217	7,892	5,675		5,675	28.1 %
4012 Water	0	317	2,000	1,683		1,683	15.9 %
4014 Electricity	1,093	1,093	2,000	907		907	54.7 %
4015 Gas	0	532	2,000	1,468		1,468	26.6 %
4016 Cleaning	190	570	2,500	1,930		1,930	22.8 %
4017 Waste Disposal/Skip Hire	1,643	2,818	5,600	2,782		2,782	50.3 %
4018 Security	330	995	3,000	2,005		2,005	33.2 %
4021 Telephones/Data Links	210	596	3,400	2,804		2,804	17.5 %
4036 Maintenance Contracts	0	95	1,000	905		905	9.5 %
4037 Maintenance Contracts - Eqpt	0	0	1,250	1,250		1,250	0.0 %
4038 Repairs & Maintenance	562	1,223	8,000	6,777		6,777	15.3 %
4040 Equipment/Tools Purchase	46	862	5,000	4,138		4,138	17.2 %
4041 Tree Planting/Surgery	0	0	1,500	1,500		1,500	0.0 %
4045 Vehicle Fuel/Maintenance	564	1,679	10,700	9,021		9,021	15.7 %
4049 Memorial Safety Inspections et	0	0	1,500	1,500		1,500	0.0 %
4201 Book of Remembrance	92	106	600	494		494	17.6 %
CEMETERY :- Expenditure	9,168	24,124	101,712	77,588	0	77,588	23.7 %
1021 INC - Burial Fees	5,772	46,828	110,000	-63,173			42.6 %
1022 INC - Book of Remembrance	0	164	600	-436			27.3 %
1023 INC - Memorials	6,862	13,798	44,000	-30,202			31.4 %
1099 INC - Recharges etc	0	100	0	100			0.0 %
CEMETERY :- Income	12,634	60,890	154,600	-93,711			39.4 %
Net Expenditure over Income	-3,466	-36,766	-52,888	-16,122			
205 REC.GENERAL-R.G.							
4011 Rates	98	293	1,000	707		707	29.3 %
4012 Water	0	167	1,000	833		833	16.7 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4013 Rent Payable	0	10,000	10,000	0		0	100.0 %
4014 Electricity	778	1,613	4,000	2,387		2,387	40.3 %
4017 Waste Disposal/Skip Hire	765	2,345	5,600	3,255		3,255	41.9 %
4018 Security	0	1,104	4,000	2,896		2,896	27.6 %
4021 Telephones/Data Links	14	41	1,000	960		960	4.0 %
4036 Maintenance Contracts	465	930	4,250	3,320		3,320	21.9 %
4038 Repairs & Maintenance	2,880	5,908	12,000	6,092		6,092	49.2 %
4040 Equipment/Tools Purchase	340	3,996	5,000	1,004		1,004	79.9 %
4041 Tree Planting/Surgery	0	0	1,500	1,500		1,500	0.0 %
4042 Grass Cutting	0	0	400	400		400	0.0 %
4044 Bowling Green Mtce	718	1,106	1,000	-106		-106	110.6 %
4045 Vehicle Fuel/Maintenance	1,780	4,024	10,700	6,676		6,676	37.6 %
4046 Play Equipment Mtce	1,569	2,939	12,500	9,561		9,561	23.5 %
4834 Tfr from Developer's Contribut	0	0	-8,000	-8,000		-8,000	0.0 %
REC.GENERAL-R.G. :- Expenditure	9,406	34,466	65,950	31,484	0	31,484	52.3 %
1001 INC - Lettings/Facility Hire	2,750	2,750	11,000	-8,250			25.0 %
1009 INC - Pitch Hire	0	0	6,000	-6,000			0.0 %
1024 INC - Maintenance	3,167	3,167	12,850	-9,683			24.6 %
1099 INC - Recharges etc	0	980	0	980			0.0 %
REC.GENERAL-R.G. :- Income	5,917	6,897	29,850	-22,953			23.1 %
Net Expenditure over Income	3,490	27,569	36,100	8,531			
206 TOWN RANGER SERVICES							
4001 Salaries	4,413	13,239	53,287	40,048		40,048	24.8 %
4017 Waste Disposal/Skip Hire	58	136	0	-136		-136	0.0 %
4021 Telephones/Data Links	0	-6	500	506		506	-1.2 %
4038 Repairs & Maintenance	143	400	5,000	4,600		4,600	8.0 %
4040 Equipment/Tools Purchase	293	919	3,000	2,081		2,081	30.6 %
4045 Vehicle Fuel/Maintenance	472	979	7,000	6,021		6,021	14.0 %
TOWN RANGER SERVICES :- Expenditure	5,379	15,666	68,787	53,121	0	53,121	22.8 %
1024 INC - Maintenance	250	310	3,000	-2,690			10.3 %
TOWN RANGER SERVICES :- Income	250	310	3,000	-2,690			10.3 %
Net Expenditure over Income	5,129	15,356	65,787	50,431			
210 G & E CAPITAL & PROJECTS							
4051 Loan Interest Payable	0	9,692	20,031	10,339		10,339	48.4 %
4052 Loan Capital Repaid	0	10,429	20,031	9,602		9,602	52.1 %
4721 Tfr to V&E Fund	0	20,000	20,000	0		0	100.0 %

Month No : 3

Accounts Sub-Committee 19 July 2017

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4724 Tfr to Building Maint Fund	0	21,000	21,000	0		0	100.0 %
4728 Tfr to EMR Priory Churchyard	0	5,000	0	-5,000		-5,000	0.0 %
4731 Tfr to Tree Reserve	0	5,000	5,000	0		0	100.0 %
4732 Tfr to Open Spaces Improvement	0	15,000	15,000	0		0	100.0 %
4734 Tfr to Developer's Contributio	0	0	5,000	5,000		5,000	0.0 %
4738 Tfr to Allotments Reserve	0	5,000	5,000	0		0	100.0 %
4741 Tfr to Splash Park Reserve	0	10,000	10,000	0		0	100.0 %
4813 Tfr from CP SINKING FUND	0	-16,210	0	16,210		16,210	0.0 %
4819 Tfr from Cem Memorial Safety	-1,200	-1,200	0	1,200		1,200	0.0 %
4821 Tfr from V&E Fund	0	-4,130	0	4,130		4,130	0.0 %
4824 Tfr from Building Maint Fund	-2,352	-2,352	0	2,352		2,352	0.0 %
4838 Tfr from Allotments Reserve	0	-1,682	0	1,682		1,682	0.0 %
4923 Capital - New Equipment	0	4,130	0	-4,130		-4,130	0.0 %
4927 Capital - CPCFC Cap Exp	0	16,210	0	-16,210		-16,210	0.0 %
4930 Capital - Court Drive	0	521	0	-521		-521	0.0 %
4931 Capital - Pavilion Works	2,352	2,352	0	-2,352		-2,352	0.0 %
4936 Capital - Cem Memorial Safety	1,200	1,200	0	-1,200		-1,200	0.0 %
4938 Capital - Allotments	0	1,682	0	-1,682		-1,682	0.0 %
4991 Assets Funded by Def Grants	0	-521	0	521		521	0.0 %
G & E CAPITAL & PROJECTS :- Expenditure	0	101,122	121,062	19,940	0	19,940	83.5 %
Net Expenditure over Income	0	101,122	121,062	19,940			
403 TOWN CENTRE							
4012 Water	0	0	200	200		200	0.0 %
4014 Electricity	14	202	1,000	798		798	20.2 %
4017 Waste Disposal/Skip Hire	765	2,240	5,500	3,260		3,260	40.7 %
4018 Security	0	180	0	-180		-180	0.0 %
4021 Telephones/Data Links	0	0	1,000	1,000		1,000	0.0 %
4036 Maintenance Contracts	0	300	1,200	900		900	25.0 %
4040 Equipment/Tools Purchase	323	1,119	2,000	881		881	55.9 %
4041 Tree Planting/Surgery	0	2,120	1,500	-620		-620	141.3 %
4043 Bedding Plants	9,579	9,899	22,500	12,601		12,601	44.0 %
4045 Vehicle Fuel/Maintenance	1,270	2,238	10,600	8,362		8,362	21.1 %
4050 Town Centre	50	956	8,000	7,044		7,044	11.9 %
4075 Skateboard Park	43	1,381	5,000	3,619		3,619	27.6 %
4120 Bus Shelter Maintenance	0	0	1,500	1,500		1,500	0.0 %
TOWN CENTRE :- Expenditure	12,045	20,634	60,000	39,366	0	39,366	34.4 %
1009 INC - Pitch Hire	262	589	1,500	-911			39.3 %
1024 INC - Maintenance	0	1,262	4,900	-3,638			25.8 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1051 INC - Town Centre Agency CBC	0	0	10,250	-10,250			0.0 %
1099 INC - Recharges etc	0	2,460	0	2,460			0.0 %
TOWN CENTRE :- Income	262	4,311	16,650	-12,339			25.9 %
Net Expenditure over Income	11,783	16,324	43,350	27,026			
GROUNDINGS & ENVIRONMENTAL :- Expenditure	116,248	416,636	1,294,938	878,302	0	878,302	32.2 %
Income	38,178	150,488	582,350	-431,862			25.8 %
Net Expenditure over Income	78,070	266,148	712,588	446,440			
COMMUNITY SERVICES							
<u>103</u> <u>MARKETING</u>							
4032 Publicity / Marketing	500	500	5,000	4,500		4,500	10.0 %
4033 Newsletter	0	6,768	19,500	12,732		12,732	34.7 %
4034 Website	240	240	2,000	1,760		1,760	12.0 %
MARKETING :- Expenditure	740	7,508	26,500	18,992	0	18,992	28.3 %
1099 INC - Recharges etc	2,354	2,354	0	2,354			0.0 %
MARKETING :- Income	2,354	2,354	0	2,354			
Net Expenditure over Income	-1,614	5,154	26,500	21,346			
<u>209</u> <u>OLDER PEOPLES DAY CARE SERVICE</u>							
4001 Salaries	1,231	3,761	18,021	14,260		14,260	20.9 %
4021 Telephones/Data Links	0	0	275	275		275	0.0 %
4064 Hall Hire	150	850	5,000	4,150		4,150	17.0 %
4065 Lunchclub Catering	427	1,474	9,200	7,726		7,726	16.0 %
4066 Entertainment/Activities	627	702	3,000	2,298		2,298	23.4 %
4076 OP Big Lunch 06.06.17	1,025	1,205	0	-1,205		-1,205	0.0 %
4313 OPHLP - Transport	970	2,440	9,500	7,060		7,060	25.7 %
4834 Tfr from Developer's Contribut	0	0	-1,200	-1,200		-1,200	0.0 %
OLDER PEOPLES DAY CARE SERVICE :- Expenditure	4,430	10,431	43,796	33,365	0	33,365	23.8 %
1006 INC - BCC O P Day Care Service	0	7,918	7,918	0			100.0 %
1007 INC - Fees O P Day Care Serv	507	2,282	12,500	-10,218			18.3 %
1099 INC - Recharges etc	140	266	0	266			0.0 %
OLDER PEOPLES DAY CARE SERVICE :- Income	647	10,466	20,418	-9,952			51.3 %
Net Expenditure over Income	3,782	-35	23,378	23,413			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
300 COMM SERVICES STAFF COSTS							
4000 Salaries	8,449	26,722	154,103	127,381		127,381	17.3 %
4001 Salaries	3,032	9,097	36,217	27,120		27,120	25.1 %
4002 Wages	2,241	6,945	25,434	18,489		18,489	27.3 %
COMM SERVICES STAFF COSTS :- Expenditure	13,722	42,765	215,754	172,989	0	172,989	19.8 %
Net Expenditure over Income	13,722	42,765	215,754	172,989			
303 YOUNG PEOPLE'S ACTIVITIES PROG							
4002 Wages	0	55	500	445		445	11.1 %
4032 Publicity / Marketing	0	0	600	600		600	0.0 %
4040 Equipment/Tools Purchase	0	146	1,000	854		854	14.6 %
4066 Entertainment/Activities	75	75	7,507	7,432		7,432	1.0 %
YOUNG PEOPLE'S ACTIVITIES PROG :- Expenditure	75	276	9,607	9,331	0	9,331	2.9 %
1004 INC - Summer Activities	0	0	1,200	-1,200			0.0 %
YOUNG PEOPLE'S ACTIVITIES PROG :- Income	0	0	1,200	-1,200			0.0 %
Net Expenditure over Income	75	276	8,407	8,131			
304 GROVE CORNER							
4001 Salaries	400	1,228	6,887	5,659		5,659	17.8 %
4002 Wages	359	1,017	5,834	4,817		4,817	17.4 %
4011 Rates	167	501	2,100	1,599		1,599	23.8 %
4012 Water	0	0	500	500		500	0.0 %
4014 Electricity	92	92	2,500	2,408		2,408	3.7 %
4015 Gas	271	1,527	3,000	1,473		1,473	50.9 %
4016 Cleaning	102	121	0	-121		-121	0.0 %
4021 Telephones/Data Links	56	151	1,000	849		849	15.1 %
4026 Insurance	0	0	500	500		500	0.0 %
4027 Licences etc	0	210	0	-210		-210	0.0 %
4032 Publicity / Marketing	0	0	300	300		300	0.0 %
4036 Maintenance Contracts	210	228	1,700	1,472		1,472	13.4 %
4038 Repairs & Maintenance	0	0	1,986	1,986		1,986	0.0 %
4040 Equipment/Tools Purchase	87	499	3,200	2,701		2,701	15.6 %
4066 Entertainment/Activities	0	0	1,000	1,000		1,000	0.0 %
GROVE CORNER :- Expenditure	1,744	5,574	30,507	24,933	0	24,933	18.3 %
1001 INC - Lettings/Facility Hire	293	1,698	1,200	498			141.5 %
1002 INC - Rent Receivable	0	3,400	6,800	-3,400			50.0 %
1091 INC - Miscellaneous	61	61	0	61			0.0 %
1099 INC - Recharges etc	0	150	0	150			0.0 %
GROVE CORNER :- Income	353	5,308	8,000	-2,692			66.4 %
Net Expenditure over Income	1,391	266	22,507	22,241			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget						
310	COMM S CAPITAL & PROJECTS												
4051	0	8,766	19,158	10,392		10,392	45.8 %						
4052	0	10,521	19,158	8,637		8,637	54.9 %						
4714	0	1,500	1,500	0		0	100.0 %						
4720	0	1,500	1,500	0		0	100.0 %						
4724	0	50,373	50,373	0		0	100.0 %						
4820	0	-2,125	0	2,125		2,125	0.0 %						
4923	0	2,125	0	-2,125		-2,125	0.0 %						
COMM S CAPITAL & PROJECTS :- Expenditure							0	19,030	79.2 %				
Net Expenditure over Income							0	72,659	91,689	19,030			
401	EVENTS PROGRAMME												
4001	3,161	9,484	41,060	31,576		31,576	23.1 %						
4002	275	275	3,100	2,825		2,825	8.9 %						
4014	31	167	600	433		433	27.8 %						
4017	0	0	8,000	8,000		8,000	0.0 %						
4021	0	0	300	300		300	0.0 %						
4032	1,826	2,379	6,000	3,621		3,621	39.6 %						
4035	448	8,121	8,000	-121		-121	101.5 %						
4040	80	594	1,000	406		406	59.4 %						
4055	0	0	3,143	3,143		3,143	0.0 %						
4511	0	-4	4,000	4,004		4,004	-0.1 %						
4512	4,750	5,251	12,500	7,249		7,249	42.0 %						
4513	0	303	13,000	12,697		12,697	2.3 %						
4514	0	0	3,000	3,000		3,000	0.0 %						
4518	0	70	3,000	2,930		2,930	2.3 %						
4522	5,669	6,610	9,000	2,390		2,390	73.4 %						
4523	0	0	10,000	10,000		10,000	0.0 %						
4524	3,022	3,047	12,000	8,953		8,953	25.4 %						
4525	0	253	10,000	9,747		9,747	2.5 %						
4534	0	0	5,000	5,000		5,000	0.0 %						
EVENTS PROGRAMME :- Expenditure							19,261	36,549	152,703	116,154	0	116,154	23.9 %
1025	150	150	10,000	-9,850			1.5 %						
1092	1,500	4,780	10,000	-5,220			47.8 %						
1093	1,500	3,000	0	3,000			0.0 %						
EVENTS PROGRAMME :- Income							3,150	7,930	20,000	-12,070			39.6 %
Net Expenditure over Income							16,111	28,619	132,703	104,084			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>402</u> <u>PRIORY HOUSE</u>							
4001 Salaries	9,514	29,927	116,347	86,420		86,420	25.7 %
4002 Wages	8,451	26,105	105,574	79,469		79,469	24.7 %
4011 Rates	1,693	5,080	20,500	15,420		15,420	24.8 %
4012 Water	0	130	1,500	1,370		1,370	8.7 %
4014 Electricity	0	-248	12,500	12,748		12,748	-2.0 %
4015 Gas	952	952	5,000	4,048		4,048	19.0 %
4016 Cleaning	648	1,936	8,500	6,564		6,564	22.8 %
4017 Waste Disposal/Skip Hire	0	276	1,400	1,124		1,124	19.7 %
4020 Miscellaneous Expenses	340	566	2,000	1,434		1,434	28.3 %
4021 Telephones/Data Links	238	751	4,000	3,249		3,249	18.8 %
4027 Licences etc	0	1,094	1,000	-94		-94	109.4 %
4032 Publicity / Marketing	46	439	6,000	5,561		5,561	7.3 %
4036 Maintenance Contracts	2,822	4,267	11,500	7,233		7,233	37.1 %
4038 Repairs & Maintenance	594	1,149	7,500	6,351		6,351	15.3 %
4039 Equipment Hire	353	353	0	-353		-353	0.0 %
4040 Equipment/Tools Purchase	130	632	2,500	1,868		1,868	25.3 %
4059 Tea Room Expenses	412	1,867	5,000	3,133		3,133	37.3 %
4060 Tea Room Direct Costs	3,183	8,173	38,000	29,827		29,827	21.5 %
4601 Retail Purchases	1,289	2,531	6,500	3,969		3,969	38.9 %
4602 Train Ticket Purchases	0	2,111	0	-2,111		-2,111	0.0 %
4611 Education/Events	486	2,095	5,000	2,905		2,905	41.9 %
PRIORY HOUSE :- Expenditure	31,149	90,186	360,321	270,135	0	270,135	25.0 %
1001 INC - Lettings/Facility Hire	52	387	1,500	-1,113			25.8 %
1002 INC - Rent Receivable	1,170	1,170	4,681	-3,511			25.0 %
1003 INC - Service Charges	442	442	1,471	-1,029			30.1 %
1030 INC - Shop Sales	1,230	3,045	13,500	-10,455			22.6 %
1032 INC - Tearooms Sales	11,056	29,636	125,000	-95,364			23.7 %
1091 INC - Miscellaneous	1	2	0	2			0.0 %
1092 INC - Concessions	69	69	0	69			0.0 %
1095 INC - Train Ticket Sales	1,150	2,448	1,500	948			163.2 %
1097 INC - Commission	517	789	4,000	-3,211			19.7 %
PRIORY HOUSE :- Income	15,688	37,989	151,652	-113,663			25.1 %
Net Expenditure over Income	15,461	52,196	208,669	156,473			
<u>405</u> <u>TOWN CENTRE MANAGEMENT</u>							
4032 Publicity / Marketing	0	5,060	6,500	1,440		1,440	77.9 %
4520 Christmas Lights	0	0	22,000	22,000		22,000	0.0 %
TOWN CENTRE MANAGEMENT :- Expenditure	0	5,060	28,500	23,440	0	23,440	17.8 %

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1099 INC - Recharges etc	0	208	0	208			0.0 %
TOWN CENTRE MANAGEMENT :- Income	0	208	0	208			
Net Expenditure over Income	0	4,852	28,500	23,648			
<u>406 DUNSTABLE MARKET</u>							
4001 Salaries	2,200	6,600	28,531	21,931		21,931	23.1 %
4002 Wages	1,207	5,286	25,819	20,533		20,533	20.5 %
4011 Rates	576	1,728	8,500	6,772		6,772	20.3 %
4014 Electricity	0	0	1,500	1,500		1,500	0.0 %
4017 Waste Disposal/Skip Hire	588	1,731	6,700	4,969		4,969	25.8 %
4021 Telephones/Data Links	0	0	500	500		500	0.0 %
4026 Insurance	0	203	250	47		47	81.1 %
4032 Publicity / Marketing	0	170	2,500	2,330		2,330	6.8 %
4038 Repairs & Maintenance	0	5	0	-5		-5	0.0 %
4040 Equipment/Tools Purchase	0	185	7,000	6,815		6,815	2.6 %
4055 External Contracts	730	2,306	0	-2,306		-2,306	0.0 %
DUNSTABLE MARKET :- Expenditure	5,300	18,213	81,300	63,087	0	63,087	22.4 %
1011 INC - Hire of Stalls & Pitches	2,284	6,374	30,000	-23,626			21.2 %
1012 INC - Car Boot Rentals	630	1,537	6,000	-4,463			25.6 %
1091 INC - Miscellaneous	0	0	1,000	-1,000			0.0 %
DUNSTABLE MARKET :- Income	2,914	7,911	37,000	-29,089			21.4 %
Net Expenditure over Income	2,387	10,302	44,300	33,998			
<u>407 ASHTON SQUARE PUBLIC CONVENIEN</u>							
4002 Wages	3,027	7,724	38,955	31,231		31,231	19.8 %
4020 Miscellaneous Expenses	150	382	2,000	1,618		1,618	19.1 %
4036 Maintenance Contracts	72	72	0	-72		-72	0.0 %
4038 Repairs & Maintenance	0	212	1,483	1,271		1,271	14.3 %
4040 Equipment/Tools Purchase	26	26	0	-26		-26	0.0 %
ASHTON SQUARE PUBLIC CONVENIEN :- Expenditure	3,275	8,416	42,438	34,022	0	34,022	19.8 %
1024 INC - Maintenance	750	750	3,000	-2,250			25.0 %
ASHTON SQUARE PUBLIC CONVENIEN :- Income	750	750	3,000	-2,250			25.0 %
Net Expenditure over Income	2,525	7,666	39,438	31,772			
COMMUNITY SERVICES :- Expenditure	79,696	297,637	1,083,115	785,478	0	785,478	27.5 %
Income	25,856	72,916	241,270	-168,354			30.2 %
Net Expenditure over Income	53,840	224,720	841,845	617,125			

Whole Council Only

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>998</u> <u>PRECEPT & INTEREST</u>							
4096 Bank Charges	334	856	0	-856		-856	0.0 %
4739 Tfr to 3G Pitch Reserve	19	57	0	-57		-57	0.0 %
PRECEPT & INTEREST :- Expenditure	<u>353</u>	<u>912</u>	<u>0</u>	<u>-912</u>	<u>0</u>	<u>-912</u>	
1076 INC - Precept	0	1,089,368	2,178,736	-1,089,368			50.0 %
1096 INC - Interest Receivable	17	58	3,000	-2,942			1.9 %
1911 Reserves Income General	19	57	0	57			0.0 %
PRECEPT & INTEREST :- Income	<u>36</u>	<u>1,089,482</u>	<u>2,181,736</u>	<u>-1,092,254</u>			<u>49.9 %</u>
Net Expenditure over Income	<u>317</u>	<u>-1,088,570</u>	<u>-2,181,736</u>	<u>-1,093,166</u>			
Whole Council Only :- Expenditure	<u>353</u>	<u>912</u>	<u>0</u>	<u>-912</u>	<u>0</u>	<u>-912</u>	<u>0.0 %</u>
Income	<u>36</u>	<u>1,089,482</u>	<u>2,181,736</u>	<u>-1,092,254</u>			<u>49.9 %</u>
Net Expenditure over Income	<u>317</u>	<u>-1,088,570</u>	<u>-2,181,736</u>	<u>-1,093,166</u>			

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 19 JUNE 2017

Present: Councillors Andy Whayman (Chairman), Nigel Warren (Vice-Chairman), Terry Colbourne and John Kane with Lisa Scheder (Finance Officer)

Apologies for Absence: Councillor Kane

1. PAYMENT OF ACCOUNTS

The Finance Officer presented the supporting documentation for consideration in approving the payment of accounts, including the detailed Purchase Ledger Daybook of invoices received in the relevant period, the detailed schedule of Purchase Ledger Cheque, Direct Debit and BACS payments, a spreadsheet reconciling invoices received as per the Purchase Ledger and payments made against them.

Detail of all payroll costs for the previous month, including net salaries paid directly by BACS and payments to HMRC, Bedfordshire Pension Fund and Unions were included with a separate audit trail.

The Finance Officer provided further detailed information in regard to particular invoices queried by the Sub-Committee.

RESOLVED: i) that the schedule of accounts for the period 24 May to 20 June 2017 be approved for payment (see Appendix 1)

ii) that Councillors' action in authorising prior payments by BACS and Bankline as detailed on the schedule be confirmed

iii) that cheque numbers 26255, 26264 and 26292 be confirmed as cancelled

2. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 30 June 2017 and the Chairman signed the bank statements accordingly.

3. INCOME AND EXPENDITURE

The Sub-Committee received the Income and Expenditure report as at 30 June 2017 which had also been circulated to all members of the Council.