

## APPENDIX 1

BUDGET HEADING	BUDGET	ACTUAL INCOME		PLANNED INCOME	COMMENTS
	To March 2010	To 28 Sept 2009	To 26 October 2009	To end October 2009	
<b>REVENUE</b>					
Precept	£244,000	£244,000	£244,000	£244,000	
Community Administration	£30,800	£16,513	£21,722	£17,967	
Environment	£9,000	£3,675	£4,039	£7,360	
Projects	£4,196	£2,464	£2,464	£4,196	
	£2,500	£9,046	£12,444	£1,458	
<b>Total Income</b>	<b>£290,496</b>	<b>£275,698</b>	<b>£284,668</b>	<b>£274,981</b>	
		ACTUAL EXPENDITURE	PLANNED EXPENDITURE		
Community	£70,600	£17,078	£23,441	£20,078	
Administration	£26,475	£20,053	£27,565	£18,775	Purchase of replacement computer equipment
Environment	£42,100	£20,250	£29,766	£18,644	
Projects	£16,000	-£24,015	£6,705	£7,331	
Staff	£175,500	£86,827	£91,160	£102,375	Monthly salaries not on system
<b>Total Expenditure</b>	<b>£330,675</b>	<b>£120,193</b>	<b>£178,638</b>	<b>£167,202</b>	
<b>Total Revenue</b>	<b>-£40,179</b>	<b>£155,505</b>	<b>£106,031</b>	<b>£107,779</b>	
<b>CAPITAL/NON-RECURRING</b>					
In Reserve	£45,000	£0	£0	£0	
Seed Money	£5,000	£0	£0	£0	
Elections	£1,000	£0	£0	£0	
Imp rooms Office refurbishment	£20,000	£0	£7,000	£3,000	Computer system purchased - see above
Imp rooms Long term refurbishment	£67,637	£0	£0	£0	
Contingency	£20,000	£0	£0	£0	
<b>Total Capital</b>	<b>£158,637</b>	<b>£0</b>	<b>£0</b>	<b>£3,000</b>	
<b>Grand Total</b>	<b>£118,458</b>	<b>£155,505</b>	<b>£106,031</b>	<b>£110,779</b>	

## Matlock Town Council

Imperial Rooms, Imperial Road, Matlock, Derbyshire, DE4 3NL

### STATEMENT OF ACCOUNTS

as at October 2009

RBS Current Account	£ 5,292.50
RBS Special Interest Bearing Account	£ 251,580.24
RBS Fixed Term Bid Account	£ -
RBS Mayor's Account	£ 198.34
Petty Cash	£ 200.00
Debtors	£ 3,279.08
	£ 223.30
Shares - Nominal Face Value	£ -
Stock in Hand	£ 260,773.46

**ACCOUNT TRANSFERS REQUIRED:**

Special Interest Bearing to Current Account

£15,000.00

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**INVOICES TO BE PAID**

as at November 2009

Name	Total Due	Details	Minute Number	Order Number	Budget Account No:	Budget Heading	Cheque No:
<b>PAID PRIOR TO THE MEETING:</b>							
Platts Harris	£15.18	Hose for Napsack sprayer	135/09	4471	6-3002	Equipment&maintenance	
<b>TO BE PAID:</b>							
Martin Hays Contractor	£304.75	Grass Mowing Denefields	?	4477	6-3014	Denefields	5824
WG Pollard	£112.21	Renew the main door lock	135/09	4470	6-1015	Imp Rm General Maintenance	5825
WM Twigg	£118.22	Pipe insulation in prisoner rm	135/09	4478	6-10156-3014	Imp Rm General Maintenance/Denefields	5826
Internatioal Components	£1,805.50	New Tree Lights for xmas	292/09	4444	6-1102	Xmas lights new	5827
Codnor Horticultural	£142.60	Vital Earth multipurp comp	135/09	4479	6-3003	Plants/Bulbs/Trees	5828
Premier 1 UK ltd	£440.81	Watering of hanging baskets	85/09	4480	6-3041	Hanging Baskets	5829
H Strange & Son	£46.00	Repositioning censor outside	135/09	4481	6-1015	Imp Rm General Maintenance	5830
H Strange & Son	£514.05	Office move electrics	309/09	4446	6-2013	Office Equipment	5830
H Strange & Son	£120.75	Supply Cherry Picker	135/09	4446	6-1017	Electrical Testing/Lights	5830
D I Smith & Sons	£122.00	Fuel for vehicles and strimmer	135/09	4482	6-3061	Fuel	5831
Hedgestone	£440.00	Courses at Denefields	?	4121	6-2024	Denefields Breathing Spaces	5832
Audit Commission	£1,230.50	Auidt Fee for 2009	135/09	4483	6-2001	Audit Costs	5833
Viking Direct	£242.78	Stationery/janitorial	135/09	4475	6-2012/6-1031	Stationery/Janitorial	5834
Groundwork Derby& Derbyshire	£8,625.00	Payment for worker on Denefld	277/08	4484	6-3014	Denefields	5835
Severn Trent Water	£1,130.03	Imp Rms water bill to 13.10.09	135/09	4485	6-1023	Water	5836
Premier Gas Services	£322.95	Supply and install	325/09	4468	6-1013	Gas Boiler service	5837

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		pump					
JK Electrical	£138.00	Supply Cherry Picker	321/09	4486	6-1017	Electrical Testing/Lights	5838
Eon	£30.48	Xmas lights standing chg	135/09	4487	6-1104	Xmas electric payments	5839
Royal British Legion	£48.00	Wreaths for Remembrance	321/09	4488	6-1090	Remembrance Sunday	5840
Neil Thompson	£415.58	Bedding for planters in town	321/09	4489	6-3003	Plants/Bulbs/Trees	5841
Peak Support Services	£503.13	Soft/Hard wear for computers	135/09	4490	6-2005	Computer contracts	5842
Peak Support Services	£5,759.33	Installation of new	309/09	4445	6-2005	Computer contracts	5842
Redflame	£99.20	New Fire Extingisher	321/09	4491	6-1011	Fire Alarm Service	5843
Midland Printers	£459.89	Printing ov Matlock Alive	337/09	4472	6-4009	Newsleter/Publication	5844
<b>Total:</b>	<u>£432.14</u>						

**REGULAR PAYMENTS MADE IN PREVIOUS MONTH:**

		Monthly/Weekly					
Staff Wages	£3,643.10	wages	FR3-4	6-5001		wages	Autopay
Business Partner	£300.98	Monthly Van Lease	C30-2000	6-3063		van lease	Direct Debit
Inland Revenue/Ni	£2,438.21	Monthly payment	FR3-4	6-5004		Employees NIC	5793
DCC - Pensions	£3,001.16	Monthly payment	FR3-4	6-5005		Employer's pension contribution	
Business Rates	£800.00	Monthly payment	FR3-4	6-1002		Business Rates	5792
Telecom plus Plc	£40.91	Monthly	282/04(v)	6-2014		Telephone	Direct Debit
British Telecom (57488)	£72.95	Quarterly payment	FR3-4	6-2014		Telephone	Direct Debit
British Telecom (580174/760742)	£113.86	Quarterly payment	FR3-4	6-2014		Telephone	Direct Debit
Powergen	£387.00	Monthly payment	FR3-4	6-1022		Lighting (electricity)	Direct Debit
Wheeled bins	£255.65	Quarterly payment	FR3-4	6-1024		Waste Disposal	Direct Debit
<b>Total:</b>	<u>£11,053.82</u>						

## Matlock Town Council

Imperial Rooms, Imperial Road, Matlock, Derbyshire DE4 3NL

### Reconciliation Report

<u>ID No.</u>	<u>Date</u>	<u>Memo/Payee</u>	<u>Deposit</u>	<u>Withdrawal</u>
<u>Bank Account:</u>	<u>1-1100</u>	<u>RBS Current Account</u>		
<i>Date of Bank Statement:</i>	<i>26/10/2009</i>			
Outstanding Cheques				
	5780	21/09/2009	Grace Goodbean Rolls-Royce (Derby)	£50.00
	5804	06/10/2009	Band	£200.00
	5805	06/10/2009	B.M. & W. Brass	£190.00
	5815	06/10/2009	Premier Gas Services (East Midland) Ltd	£75.00
dd		08/10/2009	Business Gas	£239.87
	5806	09/10/2009	Groundwork Derby & Derbyshire	£175.95
	5792	14/10/2009	Derbyshire County Council	£3,001.16
	5812	14/10/2009	A & S.M Dalton	£64.00
	5819	14/10/2009	Viking Direct	£14.75
	5820	14/10/2009	H Strange & Son	£47.15
	5823	14/10/2009	Platts Harris	£15.18
AUTOPAY		16/10/2009	Salaries	£663.98
dd		22/10/2009	British Telecom	£113.86
dd		22/10/2009	British Telecom	£72.95
AUTOPAY		23/10/2009	Salaries	£663.98
			Finance Membership	
	5794	25/10/2009	Section	£131.18
dd		25/10/2009	RBS	£11.50
			Total:	£0.00    £5,730.51

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### Outstanding Deposits

903	20/10/2009	Bank Deposit	£803.67	
7086	22/10/2009	NHS Primary Care DCC Disabled Workers	£81.00	
7133	26/10/2009	Group	£16.20	
7190	26/10/2009	Weightwatchers UK Ltd	£900.00	
		Total:	£1,800.87	£0.00

### Reconciliation

MYOB Balance on 26/10/2009:	£5,612.81
Add: Outstanding Cheques:	£5,730.51
Subtotal:	£11,343.32
Deduct: Outstanding Deposits:	£1,800.87
Expected Balance on Statement:	£9,542.45

<b>Matlock Town Council</b>			
<i>Imperial Rooms, Imperial Road, Matlock, Derbyshire DE4 3NL</i>			
<b>Profit &amp; Loss [Budget Analysis]</b>			
<b>April 2009 to March 2010</b>			
	Selected Period	Budgeted	£ Difference
INCOME			
PRECEPT	£244,000.00	£244,000.00	£0.00
THE COMMUNITY			
General	£14,557.75	£17,500.00	-£2,942.25
Events	£3,893.41	£3,100.00	£793.41
Commercial	£3,415.20	£10,200.00	-£6,784.80
Total THE COMMUNITY	£21,866.36	£30,800.00	-£8,933.64
ADMINISTRATION			
Photocopies	£6.85	£0.00	£6.85
RBS Interest	£318.99	£8,500.00	-£8,181.01
Share Dividend	£95.07	£500.00	-£404.93
Mayor's Charity	£3,443.68	£0.00	£3,443.68
Miscellaneous	£174.00	£0.00	£174.00
Total ADMINISTRATION	£4,038.59	£9,000.00	-£4,961.41
THE ENVIRONMENT			
Allotment Rents	£1,179.00	£1,131.00	£48.00
Hanging Baskets	£1,285.00	£2,500.00	-£1,215.00
Environmental Grants	£0.00	£565.00	-£565.00
Total THE ENVIRONMENT	£2,464.00	£4,196.00	-£1,732.00
PROJECTS AND REGENERATION			
Farmers' Market income	£1,436.50	£2,500.00	-£1,063.50

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Christmas Weekend	£10,535.00	£0.00	£10,535.00
Town Trails-Sales	£614.07	£0.00	£614.07
Total PROJECTS AND REGENERATION	£12,585.57	£2,500.00	£10,085.57
Total INCOME	£284,954.52	£290,496.00	-£5,541.48
EXPENSES			
THE COMMUNITY			
IMPERIAL ROOMS			
Business Rates	£8,002.50	£8,010.00	-£7.50
Maintenance and Improvements			
Fire Alarm service	£150.20	£310.00	-£159.80
Security Alarm Service	£65.00	£110.00	-£45.00
Gas Boiler Service	£446.39	£250.00	£196.39
Washroom Services	£0.00	£270.00	-£270.00
Imp Rms-General Maintenance	£550.14	£2,050.00	-£1,499.86
Large Hall Floor Maintenance	£0.00	£900.00	-£900.00
Electrical Testing/lights	£625.00	£410.00	£215.00
Imperial Rooms Misc	£1,106.44	£1,740.00	-£633.56
Imperial Rooms - Services			
Heating (Gas)	£1,753.29	£3,500.00	-£1,746.71
Lighting (electricity)	£1,740.00	£3,000.00	-£1,260.00
Water	£2,030.52	£2,500.00	-£469.48
Waste Disposal	£655.20	£1,040.00	-£384.80
Janitorial Supplies	£564.07	£600.00	-£35.93
Christmas Weekend	£1,291.02	£3,200.00	-£1,908.98
Local Election	£891.39	£0.00	£891.39

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CAB	£0.00	£1,500.00	-£1,500.00
S 137 EXPENSES - Community			
Community Grants	£4,080.00	£6,000.00	-£1,920.00
Twinning Association	£0.00	£1,500.00	-£1,500.00
Remembrance Sunday	£48.00	£1,000.00	-£952.00
CHRISTMAS LIGHTS			
Xmas light refurbishment/test	£0.00	£2,000.00	-£2,000.00
Xmas lighting-new	£1,560.00	£13,000.00	-£11,440.00
Xmas light instal/remove	£0.00	£16,000.00	-£16,000.00
Xmas Electricity Payments	£282.18	£1,500.00	-£1,217.82
Rolling replacement of lights	£0.00	£1,500.00	-£1,500.00
Total THE COMMUNITY	£25,841.34	£71,890.00	-£46,048.66
ADMINISTRATION			
Audit costs	£1,182.50	£1,500.00	-£317.50
Entertainment Licenses	£60.91	£590.00	-£529.09
Annual Subscriptions	£201.50	£1,500.00	-£1,298.50
Insurance	£5,344.81	£8,200.00	-£2,855.19
Computer Contracts	£2,495.00	£3,500.00	-£1,005.00
Bank Charges	£473.03	£1,000.00	-£526.97
Office Expenditure			
Postage	£617.31	£1,280.00	-£662.69
Stationery	£671.61	£500.00	£171.61
Office Equipment	£582.80	£330.00	£252.80
Telephone	£714.00	£1,400.00	-£686.00
Computer equipment	£7,429.08	£1,500.00	£5,929.08

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Photocopier rental and copies	£507.19	£1,300.00	-£792.81
Adverts in Press	£149.60	£1,050.00	-£900.40
Mayor			
Mayor's Allowance	£388.74	£775.00	-£386.26
Mayor's Charity	£5,923.14	£0.00	£5,923.14
Miscellaneous expenses	£187.51	£200.00	-£12.49
Courses/Seminars/Training	£556.61	£1,500.00	-£943.39
Publications/Literature	£79.76	£350.00	-£270.24
Total ADMINISTRATION ENVIRONMENT	£27,565.10	£26,475.00	£1,090.10
Footpath Maintenance	£126.74	£650.00	-£523.26
Equipment&Maintenance of	£1,523.28	£3,500.00	-£1,976.72
Plants/Bulbs/Trees	£2,468.25	£2,400.00	£68.25
Environment - Other	£154.73	£500.00	-£345.27
Environment-Open Spaces			
Kiln Park	£0.00	£200.00	-£200.00
Denefields	£15,995.20	£17,000.00	-£1,004.80
Wellington Street 'triangle'	£70.00	£0.00	£70.00
Wild Thyme Community Garden	£0.00	£1,500.00	-£1,500.00
Environment-Projects			
Street Furniture & maintenance	£55.00	£0.00	£55.00
Bus Shelters and Maintenance	£111.00	£1,000.00	-£889.00

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Denefields-Breathing Places 4	-£185.78	£0.00	-£185.78
Denefields-Health Dvpmt Fund	-£124.10	£0.00	-£124.10
MIB/EMIB Competitions			
Hanging Baskets	£6,163.00	£4,500.00	£1,663.00
Floral Displays	£0.00	£3,500.00	-£3,500.00
Sunflower Competition	£31.97	£0.00	£31.97
Awards Evening	£30.00	£300.00	-£270.00
Allotments			
Allotments - Miscellaneous	£126.76	£1,000.00	-£873.24
Allotment water charges	£24.16	£250.00	-£225.84
Vehicle Costs			
Fuel	£1,353.98	£3,000.00	-£1,646.02
Insurance & Road Tax	£0.00	£800.00	-£800.00
Van Lease	£1,842.04	£3,500.00	-£1,657.96
Total ENVIRONMENT	£29,766.23	£43,600.00	-£13,833.77
PROJECTS			
Farmers Market	£911.53	£1,500.00	-£588.47
Events in the Park	£1,960.00	£3,000.00	-£1,040.00
Imperial Rooms Repairs	£700.00	£2,000.00	-£1,300.00
Activities for young people	£0.00	£2,210.00	-£2,210.00
Newsletter / Publications	£3,133.45	£4,500.00	-£1,366.55
Total PROJECTS	£6,704.98	£13,210.00	-£6,505.02
STAFF COSTS			
Caretakers	£15,250.62	£26,000.00	-£10,749.38

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Outdoor Staff	£15,332.15	£27,000.00	-£11,667.85
Office Staff	£39,512.35	£80,000.00	-£40,487.65
Employer's NIC	£3,907.62	£8,500.00	-£4,592.38
Employers Pension contribution	£14,353.89	£28,000.00	-£13,646.11
P P E	£138.25	£500.00	-£361.75
Relief Staff	£2,665.27	£5,500.00	-£2,834.73
Total STAFF COSTS	£91,160.15	£175,500.00	-£84,339.85
Total EXPENSES	£181,037.80	£330,675.00	-£149,637.20
Net Profit/(Loss)	£103,916.72	-£40,179.00	£144,095.72

