

## **CROWBOROUGH TOWN COUNCIL**

To all Members of the **FINANCE and GENERAL PURPOSES** Committee (with copies to all other Members for information).

You are summoned to attend a meeting of the **FINANCE and GENERAL PURPOSES** Committee to be held at the Council Offices, Pine Grove, Crowborough on **Tuesday 11<sup>th</sup> October 2022** at 7.30 pm when it is proposed to transact the following business:

**Caroline Miles, Town Clerk**  
**5<sup>th</sup> October 2022**

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MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC.

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Questions from members of the public (15 minutes maximum)

**IN VIEW OF THE CONFIDENTIAL NATURE OF THE DISCUSSION OF SOME ITEMS ON THIS AGENDA, THE PRESS AND PUBLIC MAY BE EXCLUDED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

**3. MINUTES**

3.1 To **adopt** the minutes of 30<sup>th</sup> August 2022 as a true record of the meeting

**4. REVIEW OF F & G P POLICIES**

4.1 To **review** 10.3 of the financial regulations in respect of 'buy local' and **agree** any action.

4.2 To **review** the following policy and **agree** any action/changes

Financial regulations

Bad Debt Policy

**5. FINANCIAL MATTERS**

5.1 To **note** the Finance Report and supporting appendices and **agree** any action

5.2 To **review** and **note** the external auditors report and comments

5.3 To **agree** the transfer of funds from Natwest to Lloyds account

5.4 To **note** and agree the budget report for 2023/24 for **recommendation** to Full Council

5.5 To **note** the loan summary as at 30.09.22

5.6 To **note** the Confidential Aged Debtor Report

**6. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA**



**AGENDA ITEM NUMBER:** 4.1  
**MEETING DATE:** 11<sup>th</sup> October 2022  
**COUNCIL/COMMITTEE:** F & GP Committee  
**TITLE:** Financial Regulations  
**PURPOSE OF REPORT:** To consider 'buy local' under 10.3 of the Financial Regulations.  
**SUPPORTING DOCUMENTS:**  
**OFFICER CONTACT:** Town Clerk

<b>OFFICER RECOMMENDATIONS:</b>	
<b>1</b>	
<b>2</b>	

At the Full Council meeting of the 21<sup>st</sup> June a debate took place regarding buying goods locally.

*CTC/21.06.22*

*A member noted, via the authorisation of recent payments, that recent purchases made had increasingly been from an online retailer as opposed to local ones. A discussion took place regarding cost benefits/savings versus locality. A member stated that the terms of the financial regulations could be overridden if there is a valid reason, such as supporting the local economy, as long as the decision made could be clearly documented. It was agreed that local business be supported when possible.*

The discussion was then deferred to the F & GP committee as it is responsible for reviewing the financial regulations.

*CTC/06.09.22*

*Members discussed the officer's report. It was agreed that the item be added to the Finance and General Purposes agenda for the meeting of 11<sup>th</sup> October 2022.*

The council does not currently have a policy relating to purchasing items locally. At the present time, officers purchase in accordance with Section 10 of the council's Financial Regulations which states:

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 below (this is subject to change as above)

The committee is asked to consider if it wishes to amend the policy in terms of buying locally. If so, members are asked to consider the following:

1. What would be the definition of local. Crowborough only or within a 5 mile/10 mile radius?
2. Would chain stores located in Crowborough be considered local?
3. Would buying locally override cost benefits/ savings?
4. Urgent purchases in relation to Health and Safety
5. Procedure if items cannot be purchased locally.
6. The position on on- line purchases?



**AGENDA ITEM NUMBER:** 4.2  
**MEETING DATE:** 11<sup>th</sup> October 2022  
**COUNCIL/COMMITTEE:** F&GP Committee  
**TITLE:** Financial Regulations  
**PURPOSE OF REPORT:** To Review the Financial Regulations with a summary of proposed changes  
**SUPPORTING DOCUMENTS:** Appendix A – Current Financial Regulation Policy with proposed changes highlighted in red  
**OFFICER CONTACT:** RFO

<b>OFFICER RECOMMENDATIONS:</b>	
<b>1</b>	
<b>2</b>	

### Background

As part of our financial due diligence, the Financial Regulations are reviewed at least annually.

Appendix A shows the current financial regulations with proposed changes marked in red.

To aid the understanding as to why these changes are proposed a brief overview is shown below.

#### Point

2.2/4.5/11.1 – Chairman has been changed to Chairperson

4.1 - Purchases are only made in accordance with the budgets that have been set. Committees will be consulted if any expenditure over 10% of the annual budgets will be exceeded

4.4 – Committee will pass a resolution to approve the budget and propose to Full Council that the budget is approved

6.18 – To include trade and fuel cards

6.19 – To cover officer roles in case of absence. Limit to be increased to cover rising costs

6.20 – To reflect 6.19

10.2 – Limit to be increased to cover rising costs

10.3 – Members do not make purchases. It is not practicable to obtain three quotes for expenditure

10.5 – It is not practicable for the RFO to check the lawful nature of every purchase

11.1/h – To obtain the best value for money, not necessarily via obtaining 3 quotes if that isn't practicable – for example, it might be via two quotes rather than 3. Increase to value as 6.19

11.1/k – Table changed to reflect increase to values due to rising costs, best practice to be followed rather than limited to three quotes, change of wording to reflect NALC model, change from Chairperson to committee via the budget process or resolution

12.3 – Any variation exceeding 10% would go through committee

13.2 – Delivery notes are not always received

13.4 – High stock levels are not held and regular checks are not performed

17.2 – Risk assessments are completed for events. Risk assessments are not signed off by Council



### **Financial Regulations**

**Responsibility:** Full Council

**Review Cycle:** Annually, or earlier in the event of legislative changes

<b><u>Date of Adoption / Renewal</u></b>	<b><u>Resolution Number</u></b>
18 January 2011	6047
10 January 2012	6367
8 January 2013	6683
16 September 2014	7269
21 March 2017	8019
23 May 2017	8070
21 November 2017	8236
23 January 2018	8287
22 May 2018	8391
14 May 2019	8738
12 November 2019	8920
27 October 2020	9155
15 December 2020 - revoked	9208
12 <sup>th</sup> January 2021	9216
21 <sup>st</sup> September 2021	9508
15 <sup>th</sup> March 2022	9702 & 9703

**FINANCIAL REGULATIONS****Index**

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## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial Regulations are one of the council's three governing policy documents (along with Standing Orders and Members Code of Conduct) providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the council's standing orders and any individual Financial Regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the officer of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.
- 1.9. The RFO;
  - acts under the policy direction of the Council;
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the Council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the Council are up to date in accordance with proper practices;
  - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and



statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the Precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

- 1.15. In these Financial Regulations, references to the Accounts and Audit Regulations or 'the Regulations' shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## 2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter and at each financial year end, the Chairperson of the Finance and General Purposes Committee (or the Deputy), shall verify the monthly bank reconciliations (for all accounts) produced by the RFO. The Chair/Deputy shall sign the reconciliations and the bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and General Purposes Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by, and shall carry out the work in relation to, the internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;

- initiate or approve accounting transactions; or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each Committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of January each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than the end of November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and the Council.
- 3.3. Each Standing Committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall therefore formulate and submit proposals for the following financial year to the Finance & General Purposes Committee not later than the end of December.
- 3.4. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.5. The Council shall fix the Precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the Precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.6. The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.7. CiL Receipts and any grants received that are unspent at the financial year end should be transferred to an Earmarked Reserve, clearly annotated for the correct purpose.

#### 4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget, subject to the requirements of Standing Orders and Financial Regulations. This authority is to be determined by:

- ~~the Council for all items over £10,000;~~
- a duly delegated Committee of the Council ~~for items over £5,000~~ through the budget setting process; or
- the Clerk, for any items below £5,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair~~man~~person.

Contracts may not be disaggregated to avoid controls imposed by these Regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of the relevant spending Committee having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets shall not be carried forward to a subsequent year, unless placed in an Earmarked Reserve by resolution of the relevant spending Committee.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year ~~and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant Committee.~~ The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme or immediate risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the chair~~man~~person of the relevant Committee as soon as possible and to the Council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

4.8. The RFO shall regularly provide the Council and duly delegated Committees with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £1,000 or 15% of the budget, whichever is the lower amount.

- 4.9. Changes in earmarked reserves shall be reported to Council as part of the budgetary control process.

## 5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall retrospectively prepare a schedule of payments, forming part of the agenda for the meeting and present the schedule to Council. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council or duly delegated Committee.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.
- 5.5. The Clerk, Assistant Town Clerk and RFO shall have delegated authority to authorise the payment of items in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next meeting of Council;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council; or
  - c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts) and the like for which Council, or a duly authorised Committee, may authorise payment for the year provided that the requirements of Regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants, a duly authorised Committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any revenue or capital grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the Council.

- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Authority to deal with the bank accounts on a daily basis to be delegated to the RFO, Town Clerk and Assistant Town Clerk.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated Committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule shall be presented to and signed by two members of Council. A member who is also a bank signatory and that has declared a disclosable pecuniary interest, or who has a connection with the payment beneficiary by virtue of family or business relationships, must not be a signatory to the payment in question.
- 6.5. Cheques or orders for payment shall be prepared for signature and signatories will be informed via email of the need for two to either review remotely, or call into the Council Office to sign at their earliest convenience. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. If thought appropriate by the council payment for supplies (e.g. energy, telephone, water and Non-Domestic Rates) may be made by variable or fixed Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by a council member are retained and any payments are reported to council as made. Banker's Standing Orders shall be renewed by resolution of the Council at least every two years.
- 6.8. Payment may be made by Banker's Standing Order, internet banking transfer, BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories and records retained. Any payments are reported to Council as made.
- 6.9. The BACS procedure will be as follows:

- a) two Councillors (authorised signatories) to sign the appropriate paper documentation or approve by email e.g. BACS form.
  - b) Finance Administrator to input the payments on to Bankline.
  - c) RFO to authorise the payment on Bankline.
  - d) The Town Clerk or Assistant Town Clerk to perform step c) in the absence of the RFO.
  - e) The RFO, Town Clerk or Assistant Town Clerk to perform step b) in the absence of the Finance Administrator.
  - f) Steps b) & c) must be carried out by separate Officers.
- 6.10. Where internet banking arrangements are made with any bank, the Clerk, Assistant Town Clerk and RFO shall be appointed as Service Administrators with authority to input BACS payments, print bank statements, add and delete users, authorise payments and transfer between accounts. The Finance Administrator shall be authorised to input BACS payments and to print bank statements. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts.
- 6.11. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person unless authorised in writing by the Council or a duly delegated Committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and encrypted and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy or e-mail notification by the supplier and supported by hard copy or email authority for change signed by the RFO. A programme of regular checks of standing data with suppliers will be followed
- 6.17. Any Debit Card issued will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £5,000 unless authorised by Council or appropriate Committee in writing before any order is placed. The maximum amount which can be withdrawn in cash by the Clerk using the debit card is £500 in any three month period. Any amount in excess of this figure must be

authorised in advance by Council or the appropriate Committee. If the debit card is used for purchases, then the Procedures in 6.16 & 6.17 (a-d) should be followed.

- 6.18. A pre-paid debit card or trade account cards may be issued to employees with varying limits. These limits will be set by the Finance Committee. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at the discretion of the relevant committee.
- 6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to the Clerk/Assistant Clerk/RFO/Operations Manager and will be limited to a maximum of £35,000 per month unless authorised by Council or appropriate Committee in writing before any order is placed and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.20. The Charge Card purchase procedures will be as follows:
- a) Monthly expenditure on the Business Charge Card shall be limited to £35,000.
  - b) Only the Town Clerk (or Assistant Clerk/RFO in their absence) shall be authorised to use the Business Charge Card. With his/her ~~written~~ instructions the use of the card may be delegated ~~to the RFO or Finance Administrator up to the value of £500 per week.~~
  - c) The Town Clerk (or as above) shall be authorised to purchase any one item that is identified in the budget (e.g. stationery) or has previously been approved by Committee ~~up to the value of £1000.~~
  - d) Prior to a purchase being made or an order placed;
    - i. An official purchase order shall be raised ~~and signed by the Town Clerk.~~
    - ii. A Business Charge Card authorisation form shall be completed with purchase details attached, signed by the Town Clerk or Assistant Town Clerk/RFO in their absence.
    - iii. ~~The expenditure must be authorised by:-~~
      - ~~The RFO, or in his/her absence, an officer designated by him/her, up to £500,~~
      - or
      - ~~any two of the Members who are authorised cheque signatories, £501 – £3,000.~~
  - e) When the monthly Business Charge Card statement is received, any payments going through this shall be included with the schedule of payments to be signed by the authorised cheque signatories.
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these Regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.



## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated Committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these Regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council or duly delegated Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - by any Councillor who can demonstrate a need to know;
  - by the internal auditor;
  - by the external auditor; or
  - by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported to Council with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Council or duly delegated Committee must consider and approve a full business case.
- 7.9. The Chair (or Deputy) of the Personnel Committee will check the payroll every month after it has been run and countersign the BACs submission form.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.

The application for borrowing approval and subsequent arrangements for the loan shall only be approved by full Council.

- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as hire purchase or leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall agree an investment strategy which, shall be in accordance with relevant Regulations, proper practices and guidance. The strategy shall be reviewed by the Finance & General Purposes Committee at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments). The RFO (or in their absence the Town Clerk) shall be authorised to make all necessary transfers between the Council's bank accounts and investments to achieve the best possible interest within the guidance of the annual investment strategy.

## **9. INCOME**

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council or duly delegated Committee and notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The Council or duly delegated Committee will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to and agreed by the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

- 9.8. The RFO shall promptly complete any VAT return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

## 10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. All orders should be signed by a duly authorised officer who shall be
- The Town Clerk – must sign all orders over £~~500~~750
  - The Assistant Town Clerk - can sign all orders over £~~500~~750 (in the TCs absence)
  - The RFO – only in the absence of another duly authorised officer.
  - The following staff up to £~~500~~750 on set budgets for which they have day to day responsibility.
    - Operations Manager
    - Assistant Town Clerk
    - Head Grounds Person
    - Events Co-Ordinator
    - Ranger
    - Customer Services Officer
- 10.3. All ~~members and~~ officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, ~~usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 below.~~
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- ~~10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.~~
- ~~10.6-10.5.~~ Each Order raised shall conform with Standing Orders and Financial Regulations.

## 11. CONTRACTS

### 11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that Regulation 11 need not apply to contracts which relate to items (i) to (vii) below:
  - i. contracts of employment;
  - ii. for the supply of gas, electricity, water, sewerage and telephone services;
  - iii. for specialist services such as are provided by solicitors, accountants, surveyors, architects and planning consultants;
  - iv. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - v. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - vi. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the ~~Chairman~~Chairperson and Vice ~~Chairman~~Chairperson of Council); and
  - vii. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations<sup>1</sup>. (See also Standing Orders 18c/f/g)
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time). (See also Standing Orders 18c/f/g)
- d. When applications are made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council or duly delegated Committee.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk and detail the last date by which such tenders should reach the Clerk in the ordinary course of post. Each

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<sup>1</sup> The Regulations require Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least two members of Council.
- g. Any invitation to tender issued under this Regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- h. When the Council is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk, Assistant Town Clerk, Operations Manager, Head Groundsperson, Events Co-Ordinator, Ranger or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below ~~£35,000~~ and above £1,000 the Clerk or RFO shall strive to obtain ~~3 estimates~~ the best value for money. Otherwise, Regulation 10.3 above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. For each estimated value of cost of works, goods, materials or services as set about below, and the provision has been made in the budget, the arrangements for quotations and tenders are as the following table.

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Estimated Value		Method of Invitation	Acceptance by	
0	to	£1,000	Best Practice to be followed.	Town Clerk
£1,000	to	<del>£35,000</del>	<del>the Clerk or RFO shall strive to obtain three estimates</del> <u>Best Practice to be followed.</u>	Town Clerk
<del>£35,000</del>	to	£25,000	Minimum of three invitations for quotations	<del>Town Clerk</del> <u>Committee or Council</u>
£25,000	to	£60,000	Minimum of three invitations for quotations with discretion to invite tenders by public advertisement <u>in accordance with the Public Contracts Regulation 2015</u> <del>Advertise contracts over £25,000 on contract finder website within 24 hours of advertising elsewhere.</del>	<del>Chair of the appropriate Committee or nominee and Town Clerk</del> <u>Delegated Committee through budget setting process or resolution by Council</u>
above		£60,000	Invite tenders by public advertisement	<u>committee</u>

			<p><u>in accordance with the Public Contracts Regulation 2015</u></p> <p><u>Advertise contracts over £25,000 on contract finder website within 24 hours of advertising elsewhere.</u></p>	
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## 12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council or duly delegated Committee.
- 12.3. Any variation to a contract or addition to or omission from a contract must be ~~approved by the Council, or duly delegated Committee, and Clerk~~ to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision by more than 10%.

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## 13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received ~~wherever possible or clarification that all items have been received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.~~
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. ~~The Clerk shall be responsible for periodic checks of stocks and stores at least annually.~~

## 14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law,

save where the estimated value of any one item of tangible movable property does not exceed £1,000. All items of historic significance shall be referred to the Council prior to any disposal.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 14.6. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case
- 14.7. Capital receipts from the disposal of fixed assets cannot be used for revenue purposes and can only be used for capital purposes – that is the purchase of fixed assets, the making of capital grants or the repayment of long-term loans. The Council will keep a separate record to demonstrate compliance of this requirement.

## 15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), in consultation with the Clerk, the RFO shall effect all insurances and negotiate all claims on the Council's insurers,
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations effecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it, reporting on its suitability to the Council at the next appropriate meeting.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated Committee.

## 16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept (if required) of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## 17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk and the RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

~~17.2. When considering any new activity, the Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.~~

## 18. EARMARKED RESERVES POLICY

- 18.1. Reserves will only be earmarked in line with CIPFA code of practice on Local Authority Accounting in the UK (the Statement of Recommended Practice). The amount earmarked in any one financial year will not exceed the difference (surplus) between the budgeted net expenditure and the actual net expenditure.
- 18.2. Reserves can be spent or earmarked at the discretion of the Council. They can result from:
- Events which have allowed money to be set aside
  - Surpluses
  - Decisions causing anticipated expenditure to have been postponed or cancelled
  - Money set aside for major anticipated capital schemes, projects or service arrangements the Town council wish to carry out,
  - A working balance to help cushion the impact of uneven cash flows e.g. election expenses
  - To avoid unnecessary temporary borrowing
  - A contingency to cushion the impact of unexpected events or emergencies
  - A means of building up funds to meet known or predicted liabilities
- 18.3. Expenditure will not be charged direct to Earmarked reserves (EMR) and transfers to and from EMR will be clearly itemised in the accounts.
- 18.4. For each reserve the following will be clearly documented
- The reason for or purpose of the EMR
  - The type of expenditure the EMR will be used for
  - Any circumstances the EMR cannot be used for.
- 18.5. Reserves will be managed controlled and reviewed by the RFO
- On a transaction by transaction basis to ensure the correct expenditure is being taken from the correct reserve and no reserve is being over spent.



- Twice per year, once during the budget review and once at the year end, in consultation with the Town Clerk, the RFO will review the appropriateness of each reserve, making recommendations to the relevant Committee as to which reserves should be earmarked next financial year. At such time any reserves considered no longer appropriate will be transferred back to the General Reserve.

18.6 At the yearend, the RFO will earmark underspends from previously agreed budgets e.g. building maintenance, election costs and asset purchases.

#### **19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 19.1. It shall be the duty of the Council to review the Financial Regulations of the Council on an annual basis. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Clerk and Council of any requirement for a consequential amendment to these Financial Regulations.
- 19.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.



## 1. Introduction

The Council has a responsibility to act at all times with financial propriety and to ensure long term financial stability.

This policy outlines Crowborough Town Council's procedures for dealing with late payments and outstanding accounts (bad debts) in accordance with Financial Regulations.

## 2. Policy Objectives

The aim of this policy is to

- make clear the procedure that Crowborough Town Council will follow to identify, minimise and recover potential bad debts and write off any debts which cannot be recovered
- To provide the Accounts team with direction and support when dealing with debtors.
- To ensure that potential debtors are aware of the Council's debt management policy and of the actions it will take.

## 3. Credit Control

All income due will be collected in accordance with Financial Regulations and any sums found to be irrecoverable or any subsequent bad debts shall be reported to the Finance & General Purposes Committee and Full Council.

Unpaid income and bad debts shall be treated in the following manner:

Stage	Nature of Document/Action	Action by	Timing
1	Invoices will be sent with 30-day payment terms clearly shown	Accounts Team	On raising of invoice
2	First contact with customer, normally via email or telephone call reminding them to make payment	Accounts Team	After 30 days from invoice
3	Second contact with customer normally via email or letter requesting payment and reminding them that late payment interest will be charged at 5% p.a above base rate	Accounts Team	After 45 days from invoice

4	Third contact with customer stating that if payment isn't received, then interest is accruing and that all bad debts will be published on the website	RFO	After 60 days from invoice
5	Final contact, assuming no payment informing customer that matter would now be dealt with through legal system	RFO	After 90 days from invoice
6	A firm of Solicitors (a local company to be used wherever possible) or Debt Recovery Agent will be instructed to pursue the debt	Local Solicitor	

#### 4. Write off bad debts

Crowborough Town Council will seek to minimise the cost of write offs by taking all necessary action to recover what is due. Debts will be subject to the full recovery, collection and all reasonable legal procedures.

The Town Council recognises that where a debt is irrecoverable, prompt and regular write off of such debts is good practice. Whilst writing off bad debts is a non-routine function; all practical means should be taken to recover outstanding amounts due to the Town Council before the RFO recommends writing off a bad debt to the Finance & General Purposes Committee. Before this decision is made, due diligence consideration should include the following: -

- The cost of recovery against the amount owed.
- The likelihood of success.
- Where the correct credit control procedures followed.
- Could procedure and practices be improved.

Any debts to be written off should be reported in the form of a write off schedule to the Finance & General Purposes Committee, who have delegated powers to write off bad debts of up to £3,000; any larger debts must be reported to Full Council. The write off schedule should contain the following information:

- Customer Reference.
- Invoice number.
- Date of invoice.
- Amount of debt.
- Reason for write off.
- Recovery history.
- Date of write off.
- Authorisation of write off.

**5. Year-end write offs**

The RFO should ensure any bad debts and doubtful debts are correctly accounted for at year end.



**TITLE:** Finance Report

**AGENDA ITEM NUMBER:** 5

**MEETING DATE:** 11<sup>th</sup> October 2022

**COUNCIL/COMMITTEE:** F&GP Committee

**PURPOSE OF REPORT:**

- 5.1 This report covers F&GP's current income and expenditure against budget and Earmarked Reserves (EMR) position
- 5.2 To **review** and **note** the external auditors report and comments
- 5.3 To **agree** the transfer of funds from Natwest to Lloyds account
- 5.4 To **agree** the budget report for 2023/24 for **recommendation** to Full Council
- 5.5 To **note** the latest Loan Summary
- 5.6 To **note** the confidential debtors report

**SUPPORTING DOCUMENTS:**

- Appendix A – Income & Expenditure Report
- Appendix B - Earmarked Reserves
- Appendix C – External Auditors Reports
- Appendix D – Budget Report for 2023/24
- Appendix E – Loan Summary as at 30.09.22
- Appendix F - Confidential Aged Debt Report

**CONTACT OFFICER:** RFO

**OFFICER RECOMMENDATIONS:**

The Committee is RECOMMENDED to:

- (1) **Note** the Committee's current income and expenditure position. Appendix A
- (2) **Note** this Committee's Earmarked Reserves and **agree** any actions. Appendix B
- (3) **Note** the external auditors' reports. Appendix C
- (4) **Agree** the transfer of funds from Natwest to Lloyds bank account
- (5) **Agree** the proposed budget for recommendation to Full Council. Appendix D

	(6) <b>Note</b> the latest loan summary as at 30.09.22
	(7) <b>Note</b> the Confidential Aged Debt Report. Appendix E

## 5.1 Income and Expenditure

5.1.1 Attached as Appendix A is the Income & Expenditure report for this Committee for the financial year 2022/2023. **There are no significant variances to report.**

### Corporate Management (101)

4057/101 – Audit Fees. Includes an accrual brought forward from last year for fees relating to 21/22 financial year audits

### Democratic Representation (102)

No significant variances to report

### Central Admin & Support costs (105)

No significant variances to report

### Other Operating Income & Expenditure (109)

No significant variances to report

### Pine Grove – Revenue Costs (113)

1118/113 – Income – Basepoint Profit Share. We have received one profit share payment which relates to the quarter ended December 2021. A further invoice has been raised to end of March 2022. These receipts have not been budgeted for as are not guaranteed income

4807/113 – Water. Due to some inaccurate meter readings a larger than anticipated invoice was received at the end of the last financial year. This has been rectified during 22/23 by way of a credit note so currently shows as a credit on this code

### **Earmarked Reserves**

5.1.2 This Committees EMR's are attached as Appendix B. Committee is asked to consider if Earmarked Reserves are still required and if not, the amount will be transferred back to the General Reserve.

### **Bank Reconciliations**

5.1.3 Bank reconciliations have been signed by the previous chair of F&GP committee up until and including August 2022.

## 5.2 External Auditor's Report

Appendix C shows the signed external auditors report and comments which forms part of the AGAR and now concludes the accounts for the year 2021/22. The conclusion of the audit has been uploaded to our website as part of the finalisation of this process. There were no additional comments raised from the auditor.

## 5.3 Transfer of Funds between bank accounts

In order for the Councils money to be spread across banks, I am proposing that £200,000 be transferred from our Natwest Account into the Lloyds current account. We are able to use the Lloyds account when making payments for larger invoices to offset our daily limit issue with NatWest (which is low so that we don't pay monthly charges on the account). Recently we have used the Lloyds account to pay invoices, so the balance has been reduced.

The interest rate on the Lloyds account is only 0.05% which is lower than the rate on the NatWest account at 0.3%

## 5.4 Budget Report for 2023/24

Attached as Appendix D to this report is the draft Committee Budget 2023/24 and the projected budgets for 2024/25 and 2025/26. Explanations of changes are included in the information column. To support the Committees understanding of the budgets, last years budgets, this years budgets and this years spend to date are included on the spread sheet. Significant variances are also shown.

The bottom line shows that overall this Committee's budget will increase by 5.7% on this years budget.

Budgets have been projected until 2025/26 to inform long term planning. All known future expenditure has been included in these projections.

The Committee is required to **recommend** its budget requirement to Full Council to consider as part of the whole Council budget

## 5.5 Loan Review

Appendix E shows the latest loan summary as at 30.09.22



## **5.6 Confidential Aged Debtors Report**

Appendix F shows the Aged Debt Report.

**RFO**

## Detailed Income &amp; Expenditure by Budget Heading 29/09/2022

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Finance and General Purposes</b>								
<b>101 Corporate Management</b>								
1120 Income- Rechargeable	0	743	0	(743)			0.0%	
Corporate Management :- Income	<b>0</b>	<b>743</b>	<b>0</b>	<b>(743)</b>				<b>0</b>
4055 Stripe Charges	180	2	212	210		210	0.9%	
4056 Bank Charges	793	469	1,700	1,231		1,231	27.6%	
4057 Audit Fees	2,770	(415)	4,000	4,415		4,415	(10.4%)	
4058 Legal & Professional Fees	11,791	2,044	12,120	10,077		10,077	16.9%	
4060 Accounting Support	1,986	1,218	2,400	1,182		1,182	50.8%	
Corporate Management :- Indirect Expenditure	<b>17,520</b>	<b>3,318</b>	<b>20,432</b>	<b>17,114</b>	<b>0</b>	<b>17,114</b>	<b>16.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(17,520)</b>	<b>(2,575)</b>	<b>(20,432)</b>	<b>(17,857)</b>				
<b>102 Democratic Representation</b>								
4119 Members Allowances	16,102	6,302	23,787	17,485		17,485	26.5%	
4120 Members Expenses	0	0	200	200		200	0.0%	
4121 Members Courses	140	30	1,000	970		970	3.0%	
4122 Civic Expenses	486	738	1,000	262		262	73.8%	
Democratic Representation :- Indirect Expenditure	<b>16,728</b>	<b>7,071</b>	<b>25,987</b>	<b>18,916</b>	<b>0</b>	<b>18,916</b>	<b>27.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(16,728)</b>	<b>(7,071)</b>	<b>(25,987)</b>	<b>(18,916)</b>				
<b>105 Central Support-Admin Costs</b>								
1050 Income-Pension Forms	140	120	0	(120)			0.0%	
Central Support-Admin Costs :- Income	<b>140</b>	<b>120</b>	<b>0</b>	<b>(120)</b>				<b>0</b>
4015 IT Support	7,315	3,339	7,283	3,944		3,944	45.8%	
4020 Telephone & Postage	6,306	2,947	5,835	2,888		2,888	50.5%	
4021 Stationery and Printing	3,977	1,787	3,850	2,063		2,063	46.4%	
4022 Insurance	18,309	0	17,905	17,905		17,905	0.0%	
4023 Subscriptions	4,879	3,960	5,200	1,240		1,240	76.2%	
4024 Equipment rental/Lease	1,713	857	1,795	938		938	47.7%	
4110 New IT Equipment	1,026	1,282	2,500	1,218		1,218	51.3%	
4255 Equipment	874	1,078	1,000	(78)		(78)	107.8%	
Central Support-Admin Costs :- Indirect Expenditure	<b>44,399</b>	<b>15,249</b>	<b>45,368</b>	<b>30,119</b>	<b>0</b>	<b>30,119</b>	<b>33.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(44,259)</b>	<b>(15,129)</b>	<b>(45,368)</b>	<b>(30,239)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 29/09/2022

Month No: 6

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>109 Other Operating Income &amp; Exp.</b>								
1176 Precept Received	1,507,433	1,522,738	1,522,738	0			100.0%	
1190 Income-Interest Received	1,665	2,153	1,000	(1,153)			215.3%	
1191 Income-Loan-Capital/Interest R	2,700	2,095	2,095	0			100.0%	
1196 Income-CIL receipts	14,167	154,161	0	(154,161)			0.0%	154,161
Other Operating Income & Exp. :- Income	<b>1,525,965</b>	<b>1,681,147</b>	<b>1,525,833</b>	<b>(155,314)</b>			<b>110.2%</b>	<b>154,161</b>
4175 PWLB - CCA Hall	99,371	49,685	99,370	49,685		49,685	50.0%	
4950 PWLB -G/MOD/GS/S/OA	46,238	7,350	46,240	38,890		38,890	15.9%	
4951 PWLB - Pine Grove	169,734	84,867	169,735	84,868		84,868	50.0%	35,343
Other Operating Income & Exp. :- Indirect Expenditure	<b>315,343</b>	<b>141,902</b>	<b>315,345</b>	<b>173,443</b>	<b>0</b>	<b>173,443</b>	<b>45.0%</b>	<b>35,343</b>
<b>Net Income over Expenditure</b>	<b>1,210,622</b>	<b>1,539,245</b>	<b>1,210,488</b>	<b>(328,757)</b>				
6001 plus Transfer from EMR	0	35,343						
6002 less Transfer to EMR	14,167	154,161						
<b>Movement to/(from) Gen Reserve</b>	<b>1,196,455</b>	<b>1,420,427</b>						
<b>113 Pine Grove-Revenue Costs</b>								
1051 Income-Miscellaneous	1,576	0	0	0			0.0%	
1103 Income-insurance	0	6,350	0	(6,350)			0.0%	
1115 Income-Library Rechargeable	15,050	2,368	10,750	8,382			22.0%	
1116 Income-Basepoint Rechargeable	52,324	17,180	35,414	18,234			48.5%	
1117 Income-Basepoint Rent	60,000	30,000	60,000	30,000			50.0%	
1118 Income-Basepoint Profit share	0	20,482	5,000	(15,482)			409.6%	
Pine Grove-Revenue Costs :- Income	<b>128,950</b>	<b>76,380</b>	<b>111,164</b>	<b>34,784</b>			<b>68.7%</b>	<b>0</b>
4012 Rates	13,024	7,748	13,792	6,044		6,044	56.2%	
4017 Health & Safety	1,691	900	1,000	100		100	90.0%	
4041 Grounds Maintenance	1,491	352	1,500	1,148		1,148	23.4%	
4250 Buildings Maintenance	56,575	22,925	25,000	2,075		2,075	91.7%	
4335 Security, Fire & Alarms	5,379	1,731	6,000	4,269		4,269	28.9%	
4800 Caretaking/ Cleaning	17,555	7,863	18,250	10,387		10,387	43.1%	
4801 Refuse & Hygiene	3,340	441	3,726	3,285		3,285	11.8%	
4805 Electricity	27,240	15,218	19,570	4,352		4,352	77.8%	
4806 Gas	16,849	10,760	15,914	5,154		5,154	67.6%	
4807 Water and Sewerage	12,028	(6,370)	3,605	9,975		9,975	(176.7%)	
Pine Grove-Revenue Costs :- Indirect Expenditure	<b>155,171</b>	<b>61,567</b>	<b>108,357</b>	<b>46,790</b>	<b>0</b>	<b>46,790</b>	<b>56.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(26,221)</b>	<b>14,812</b>	<b>2,807</b>	<b>(12,005)</b>				
6001 plus Transfer from EMR	43,000	0						
<b>Movement to/(from) Gen Reserve</b>	<b>16,779</b>	<b>14,812</b>						

## Detailed Income &amp; Expenditure by Budget Heading 29/09/2022

Month No: 6

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 Other Services to the Public</u>								
4112 Service Level Agreements	45,150	45,150	45,150	0		0	100.0%	
4150 Grants	3,845	7,450	16,000	8,550		8,550	46.6%	
Other Services to the Public :- Indirect Expenditure	<b>48,995</b>	<b>52,600</b>	<b>61,150</b>	<b>8,550</b>	<b>0</b>	<b>8,550</b>	<b>86.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(48,995)</b>	<b>(52,600)</b>	<b>(61,150)</b>	<b>(8,550)</b>				
<u>309 Civic &amp; Community Centres</u>								
1010 Income-Toilet Scheme	617	309	617	309			50.0%	
Civic & Community Centres :- Income	<b>617</b>	<b>309</b>	<b>617</b>	<b>309</b>			<b>50.0%</b>	<b>0</b>
<b>Net Income</b>	<b>617</b>	<b>309</b>	<b>617</b>	<b>309</b>				
<u>901 Earmarked F &amp; GP</u>								
9009 Election Reserve	912	0	0	0		0	0.0%	
Earmarked F & GP :- Indirect Expenditure	<b>912</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(912)</b>	<b>0</b>	<b>0</b>	<b>0</b>				
6001 plus Transfer from EMR	912	0						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
Finance and General Purposes :- Income	<b>1,655,672</b>	<b>1,758,698</b>	<b>1,637,614</b>	<b>(121,084)</b>			<b>107.4%</b>	
Expenditure	<b>599,068</b>	<b>281,707</b>	<b>576,639</b>	<b>294,932</b>	<b>0</b>	<b>294,932</b>	<b>48.9%</b>	
<b>Net Income over Expenditure</b>	<b>1,056,604</b>	<b>1,476,991</b>	<b>1,060,975</b>	<b>(416,016)</b>				
plus Transfer from EMR	<b>43,912</b>	<b>35,343</b>						
less Transfer to EMR	<b>14,167</b>	<b>154,161</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>1,086,349</b>	<b>1,358,173</b>						
Grand Totals:- Income	<b>1,655,672</b>	<b>1,758,698</b>	<b>1,637,614</b>	<b>(121,084)</b>			<b>107.4%</b>	
Expenditure	<b>599,068</b>	<b>281,707</b>	<b>576,639</b>	<b>294,932</b>	<b>0</b>	<b>294,932</b>	<b>48.9%</b>	
<b>Net Income over Expenditure</b>	<b>1,056,604</b>	<b>1,476,991</b>	<b>1,060,975</b>	<b>(416,016)</b>				
plus Transfer from EMR	<b>43,912</b>	<b>35,343</b>						
less Transfer to EMR	<b>14,167</b>	<b>154,161</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>1,086,349</b>	<b>1,358,173</b>						

<u>Nominal Code</u>	<u>Cost Centre</u>	<u>Earmarked Reserves</u>	<u>Opening Balance</u>	<u>In</u>	<u>Out</u>	<u>Balance as at</u>	<u>Committed</u>	<u>Projected</u>
			<u>01/04/2022</u>			<u>29/09/2022</u>		
<b>314</b>		<b><u>Finance &amp; General Purposes</u></b>						
9009	901	Election Reserve	33,874		0	33,874		33,874
9022	901	Training	1,545			1,545		1,545
<b>314</b>		<b>F &amp; GP Total</b>	<b>35,419</b>	<b>0</b>	<b>0</b>	<b>35,419</b>	<b>0</b>	<b>35,419</b>

co-option awareness campaign

### Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Crowborough Town Council – ES0021**

#### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

 SIGNATURE REQUIRED

Date

09/09/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

Finance & General Purposes Draft Budget

Code	Budget	Approved Budget 2021/22	Spend to date	Approved Budget 2022/23	Proposed Budget 2023/24	Projected Budget 2024/25	Projected Budget 2025/26	Change	Information
<b>101</b>	<b>Corporate Management</b>								
4055	Stripe Charges	100	1	212	175	175	175	-17.5%	% of transactions
4056	Bank Charges	1,650	364	1,700	1,200	1,200	1,200	-29.4%	based on current charges
4057	Audit Fees	3,750	-2,415	4,000	2,750	3,000	3,500	-31.3%	£550 for IA, £2,000 EA
4058	Legal & Professional Fees	12,000	989	12,120	12,000	12,250	12,500	-1.0%	contingency
4060	Accounting Support	2,300	1,160	2,400	2,500	2,500	2,500	4.2%	£725 Omega/£1250 Payroll/ £325 Bookings
	<b>Expenditure</b>	<b>19,800</b>	<b>99</b>	<b>20,432</b>	<b>18,625</b>	<b>19,125</b>	<b>19,875</b>	<b>-8.8%</b>	
<b>102</b>	<b>Democratic Representation</b>								
4119	Members Allowances	23,321	3,211	23,787	24,000	24,480	24,970	0.9%	£1,318pa - 16 Councillors -£1,820 Chairman + incl 4% inc
4120	Members Expenses	200	0	200	200	200	200	0.0%	
4121	Members Courses	1,000	30	1,000	1,000	1,000	1,000	0.0%	
4122	Civic Expenses	1,000	332	1,000	1,000	1,000	1,000	0.0%	
	<b>Expenditure</b>	<b>25,521</b>	<b>3,573</b>	<b>25,987</b>	<b>26,200</b>	<b>26,680</b>	<b>27,170</b>	<b>0.8%</b>	
<b>105</b>	<b>Central Support-Admin Costs</b>								
4015	IT support	7,140	3,000	7,283	6,750	7,088	7,442	-7.3%	£290 + 65 backup pm + £400 Adobe + £1500 MS 365 licenses, £75 making tax digital, £500 website
4020	Telephone, Postage	5,665	2,369	5,835	5,750	6,038	6,339	-1.5%	Virgin £17, O2 £40, Radios £30.34, ECL £230 p/m, Fluent £90,post £100 + £494 Franking rental+£200 maintenance, £129 domain
4021	Stationery & Printing	3,775	1,476	3,850	4,100	4,305	4,520	6.5%	
4022	Insurance	17,905	0	17,905	25,000	26,250	27,563	39.6%	3 year deal due December 2022
4023	Subscriptions	5,000	3,785	5,200	5,460	5,569	5,681	5.0%	GEOX01 - Parish on line £450, SLCC £351, Esalc £1488, Nalc £1292, prof £250, WDASS £100, Zoom £60, ICCM £100, allotments £50, C
4024	Equipment rental	1,760	857	1,795	1,830	1,830	1,830	2.0%	Photocopier Incl £281+£150pp photocopier rental
4110	IT Equipment	1,000	1,282	2,500	2,500	1,500	1,500	0.0%	
4255	Equipment - Office	1,000	944	1,000	1,100	1,200	1,300	10.0%	
	<b>Expenditure</b>	<b>43,245</b>	<b>13,713</b>	<b>45,367</b>	<b>52,490</b>	<b>53,779</b>	<b>56,175</b>	<b>15.7%</b>	
<b>109</b>	<b>Other Operating I &amp; E</b>								
1190	Interest Received	-	(1,665)	(1,000)	(4,000)	(4,000)	(4,000)	300.0%	Interest rate rising
1191	Loan Capital/Interest Received	(2,700)	(2,095)	(2,095)	-	-	-	-100.0%	CAFC loan repaid 22/23
	<b>Income</b>	<b>(2,700)</b>	<b>(3,760)</b>	<b>(3,095)</b>	<b>(4,000)</b>	<b>(4,000)</b>	<b>(4,000)</b>	<b>29.2%</b>	
4175	PWLB Loan - CCA Hall	99,370	-	99,370	99,370	99,370	99,370	0.0%	
4950	PWLB Loan Costs	46,240	-	46,240	46,240	46,240	46,240	0.0%	
4951	PWLB Loan - Pine Grove	169,735	84,867	169,735	169,735	169,735	169,735	0.0%	
	<b>Expenditure</b>	<b>315,345</b>	<b>84,867</b>	<b>315,345</b>	<b>315,345</b>	<b>315,345</b>	<b>315,345</b>	<b>0.0%</b>	
	<b>Net Expenditure</b>	<b>312,645</b>	<b>81,107</b>	<b>312,250</b>	<b>311,345</b>	<b>311,345</b>	<b>311,345</b>	<b>-0.3%</b>	

**Finance & General Purposes Draft Budget**

Code	Budget	Approved Budget 2021/22	Spend to date	Approved Budget 2022/23	Proposed Budget 2023/24	Projected Budget 2024/25	Projected Budget 2025/26	Change	Information
<b>113</b>	<b>Pine Grove - Revenue Costs</b>								
1115	Income - Library	(4,500)	(1,184)	(10,750)	(17,500)	(17,500)	(17,500)	62.8%	£10000 approx rent + £620 p/m cleaning
1116	Income - BP Recharges	(34,720)	(13,186)	(35,414)	(52,000)	(53,040)	(54,101)	46.8%	79% of Water/gas/ insurance+ Electricity sub meter
1117	Income - BP basic rent	(60,000)	(30,000)	(60,000)	(60,000)	(60,000)	(60,000)	0.0%	from 06/06/2020
1118	Income - BP 'profit share'	-	(20,482)	(5,000)		(5,000)	(5,000)	-100.0%	50% of profit - energy costs will be prohibiting profits
	<b>Income</b>	<b>(99,220)</b>	<b>(64,852)</b>	<b>(111,164)</b>	<b>(129,500)</b>	<b>(135,540)</b>	<b>(136,601)</b>	<b>16.5%</b>	
4012	Rates	13,390	5,166	13,792	14,500	15,225	15,986	5.1%	
4017	Health & Safety	2,550	0	1,000	1,000	1,020	1,040	0.0%	Risk Assessment £320
4041	Grounds maintenance	1,500	220	1,500	1,500	1,500	1,500	0.0%	Tree surveys and planting £500 each -carpark drains and covers need doing
4250	Building Maintenance	40,000	22,130	25,000	25,000	20,000	20,000	0.0%	monthly drain clearing £125x12-1/4 ly Lift Maint £65-fire ext maint £839 lift tel line £40pm. Lightening protection £1830, boiler
4335	Security Fire & Alarm	6,120	1,581	6,000	6,000	6,300	6,615	0.0%	£87 p/m fire alarm tests, £20 p/m emergency light tests, PAT testing £246, fire alarm £2715, fire risk assessment £150
4800	Caretaking/ Cleaning	11,690	5,982	18,250	21,000	19,950	22,050	15.1%	£330 windows + £600 cleaning offices and £600p/m library+ £500 sundries- £1800 clean atrium biannual (2023/2025)?
4801	Refuse & Hygiene	3,617	361	3,726	3,500	3,605	3,713	-6.1%	£1200 Sanitary and waste approx £160 p/m (Biffa £9 and £7.5 x 2 per week
4805	Electricity	19,000	15,218	19,570	40,000	42,000	44,100	104.4%	FOR WHOLE BUILDING - RECHARGES IN INCOME
4806	Gas	15,450	10,277	15,914	30,000	31,500	33,075	88.5%	FOR WHOLE BUILDING - RECHARGES IN INCOME
4807	Water and sewerage	3,500	-6,583	3,605	3,750	3,938	4,134	4.0%	FOR WHOLE BUILDING - RECHARGES IN INCOME
4810									
	<b>Expenditure</b>	<b>116,817</b>	<b>54,352</b>	<b>108,356</b>	<b>146,250</b>	<b>145,038</b>	<b>152,214</b>	<b>35.0%</b>	
	<b>Net Expenditure</b>	<b>17,597</b>	<b>-10,500.0</b>	<b>(2,809)</b>	<b>16,750</b>	<b>9,498</b>	<b>15,613</b>	<b>-696.4%</b>	
<b>115</b>	<b>Other services to the public</b>								
4123	Election costs	0		0	0	0	0		To use Earmarked Reserves before further budget commitments
4112	Service Level Agreements	45,150	45,150	45,150	47,408	47,408	47,408	5.0%	
4150	Grants	14,000	7,450	16,000	16,000	16,000	16,000	0.0%	
	<b>Expenditure</b>	<b>64,150</b>	<b>52,600</b>	<b>61,150</b>	<b>63,408</b>	<b>63,408</b>	<b>63,408</b>	<b>3.7%</b>	
<b>309</b>	<b>Civic &amp; Community Centres</b>								
1010	Income Toilet Scheme	(617)	(309)	(617)	(617)	(617)	(617)	0.0%	
	<b>Income</b>	<b>(617)</b>	<b>(309)</b>	<b>(617)</b>	<b>(617)</b>	<b>(617)</b>	<b>(617)</b>	<b>0.0%</b>	
	<b>F &amp; GP Expenditure</b>	<b>584,878</b>	<b>209,204</b>	<b>576,638</b>	<b>622,318</b>	<b>623,375</b>	<b>634,186</b>	<b>7.9%</b>	
	<b>F &amp; GP Income</b>	<b>(102,537)</b>	<b>(68,921)</b>	<b>(114,876)</b>	<b>(134,117)</b>	<b>(140,157)</b>	<b>(141,218)</b>	<b>16.7%</b>	
	<b>F &amp; GP Expenditure Over Income</b>	<b>482,341</b>	<b>140,283</b>	<b>461,761</b>	<b>488,201</b>	<b>483,218</b>	<b>492,969</b>	<b>5.7%</b>	

**Significant changes to Budgets 2023/24**

Code	Budget	Approved Budget 2021/22	Approved Budget 2022/23	Proposed Budget 2023/24	Change >10%	Change >£1,000	Reason for change
<b>101</b>	<b>Corporate Management</b>						
4055	Stripe Charges	100	212	175	-17.5%		% of transactions
4056	Bank Charges	1,650	1,700	1,200	-29.4%		based on current charges
4057	Audit Fees	3,750	4,000	2,750	-31.3%		£550 for IA, £2,000 EA
<b>102</b>	<b>Democratic Representation</b>						
<b>105</b>	<b>Central Support-Admin Costs</b>						
4022	Insurance	17,905	17,905	25,000	39.6%	7,095	3 year deal due December 2022
<b>109</b>	<b>Other Operating I &amp; E</b>						
1190	Interest Received	-	(1,000)	(4,000)	300.0%	-3,000	Interest rate rising
1191	Loan Capital/Interest Received	(2,700)	(2,095)	-	-100.0%	2,095	CAFC loan repaid 22/23
<b>113</b>	<b>Pine Grove - Revenue Costs</b>						



**Finance & General Purposes Draft Budget**

Code	Budget	Approved Budget 2021/22	Spend to date	Approved Budget 2022/23	Proposed Budget 2023/24	Projected Budget 2024/25	Projected Budget 2025/26	Change	Information
1115	Income - Library	(4,500)		(10,750)	(17,500)	62.8%	-6,750		£10000 approx rent + £620 p/m cleaning
1116	Income - BP Recharges	(34,720)		(35,414)	(52,000)	46.8%	-16,586		79% of Water/gas/ insurance+ Electricity sub meter
1118	Income - BP 'profit share'	-		(5,000)	(20,000)	300.0%	-15,000		50% of profit
4800	Caretaking/ Cleaning	11,690		18,250	21,000	15.1%	2,750		£330 windows + £600 cleaning offices and £600p/m library+ £500 sundries- £1800 clean atrium biannual (2023/2025)?
4805	Electricity	19,000		19,570	40,000	104.4%	20,430		FOR WHOLE BUILDING - RECHARGES IN INCOME
4806	Gas	15,450		15,914	30,000	88.5%	14,087		FOR WHOLE BUILDING - RECHARGES IN INCOME
<b>115</b>	<b>Other services to the public</b>								

**Crowborough Town Council Loan Summary**

**PWLB**

Purpose	Nominal Code	Loan Number	Date Borrowed	Interest Rate	Maturity Date	Original Amount	Balance Outstanding 30/09/2022	Payments	Dates paid
								Capital & Interest	
Purchase of Summersales and development of land	4950/109	495348	18/02/2009	4.06%	18/02/2029	£200,000	£83,242.11	£14,699.34	18th February & 18th August
Community Centre 1	4175/109	498941	18/08/2011	3.75%	18/08/2031	£1,000,000	£542,039.92	71,518.26	
Community Centre 2	4175/109	499357	18/02/2012	3.45%	18/02/2032	£400,000	£223,984.11	27,852.68	
Purchase of land at the Ghyll and MOD	4950/109	491397	2006	4.50%	27/03/2026	£120,000	£29,367.29	£9,162.56	27th March & 27th September
Purchase of Owsbury land	4950/109	494541	2008	4.53%	27/03/2028	£115,000	£42,436.60	£8,803.46	
Development of Goldsmiths including public toilets, play area, skate park, running track & perimeter path	4950/109	496912	27/03/2010	4.62%	27/03/2035	£200,000	£127,795.74	£13,572.74	
Pine Grove 1	4951/109	504938	13/05/2016	2.57%	13/05/2036	£1,100,000	£826,726.91	£70,685.60	26th April & 26th October
Pine Grove - development of former Council Offices	4951/109	507949	26/10/2018	2.51%	25/10/2038	£1,550,000	£1,330,997.59	£99,048.54	13th May & 13th November
					<b>Total</b>		£3,206,590.27	<b>£315,343.18</b>	