

OTC Monthly Expenditure - February 2013

<u>Cheque No</u>	<u>Payer</u>	<u>Reason</u>	<u>£(Incl VAT)</u>
AP	AUTOPAY	Total Monthly Salary	<u>£6,968.87</u>
	<u>CHEQUES</u>		
8282	Inkwell	Oracle - Replacement for chq 8212	£1,035.00
8283	2 Commune Ltd	UKLC Annual membership	£120.00
8284	SLCC Cilca Management	Debra submission fee	£20.00
8285	Unison	Annual Union fees for Maxine	£63.60
8286	NCC Pensions Account	Pension December	£1,526.19
8287	Abacus	Stationery	£86.46
8288	AbleClean	Clean Bus shelters * 4	£384.00
8289	Patricia Baker	Expenses	£16.38
8290	Action for Market Towns	Membership to 31.3.14	£204.00
8291	Paul Bancroft	Due Diligence	£5,775.00
8292	Berry's	Capped contribution towards marketing	£1,200.00
8293	Bluemoon	Urgent IT issues	£138.00
8294	BT	Quarterly charge	£110.07
8295	Coles	JSC Door repairs	£154.37
8296	Cllr C Elliot	Brother Printer	£262.44
8297	Demon	Broadband	£48.00
8298	Post Offices Ltd	AJ04 FFX Van Tax	£215.00
8299	E-On UK PLC	Un metered supplies	£45.28
8300	ENC	Public Conveniences	£815.40
8301	Foxtail Lilley	Flowers for Karen	£25.00
8302	Ginette Circus	Return of Deposit	£250.00
8303	Hedley & Ellis	Co-Op Car park lights	£23.83
8304	Inkwell	A5 Fietton House fliers	£238.80
8305	May Gurney	25kg of salt	£120.00
8306	Oundle Spares & Repairs	Laminated padlock	£14.47
8307	Pick Arthey	Fuel & MOT	£118.40
8308	Pete Smith	Public Conveniences Blockage	£245.00
8309	Hanneke Soans	Expenses	£14.99
8310	Stu Pots	Furniture cleaner	£9.26
8311	Debra Raper	Travel + Hospitality	£86.80
8312	Woodberry	Greendine Bench * 4	£1,800.00
8313	Kevin Mears	Market & Litter	£240.00
8314	GRANT	Oundle Church Clock Fund	£250.00
8315	GRANT	Oundle & District Choral Society	£500.00
		Total Cheques	<u>£16,155.74</u>
	<u>DIRECT DEBITS</u>		
	E.N.C.	Rates - monthly payment	
	Drill Hall House	600915919	£234.00
	NatWest	Bank Charges	£0.00
	HMC&Revenue	PAYE via Cottons	£1,974.67
	BNP Paribas	Printer rental	£238.20
	British Gas	All properties Electric & Gas = £1666.99 Credit	£0.00
	Goldsmiths	Rental for Unit 7	£704.00
	Personnel Advice & Solutions Ltd	M Fee	£120.00
	PWLB	Courthouse loan	£3,900.21
	Talk Talk	Broadband at Unit 7	£30.41
	Unicom	Monthly Charge	£151.25
	Watering Well	Water for	£14.21
	WPS	M Insurance fee	£1,263.73
	<u>Annual contracts</u>		
	AbleClean	Window & Gutter cleaning	£102.00
	Arrestapest	Rodent control	£11.50
	B Safe	Fire alarm & Emergency lighting	£23.00
	TC Clarke	Gas service	£17.90
	Cottons Chartered Accountants	Payroll	£62.40
	Smiths Fire	Fire fighting equipment	£15.52
		Total Direct Debits	<u>£8,863.00</u>
	<u>PETTY CASH</u>		
	Tesco	Coffee	£2.63
	Tesco	Coffee	£2.63
	Tesco	Card for Karen	£1.50
	Tesco	Milk	£1.00
	Tesco	Washing up liquid	£0.93
		Total Petty cash	<u>£8.69</u>

£225.00 *8/10/2013*

Signed by 2 councillors

Total Expenditure for February 2013

~~£34,000.00~~

£31,971.30

8/10/2013

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OUNDLÉ TOWN COUNCIL
Balance Sheet

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From: Month 11, February 2013
To: Month 11, February 2013

Chart of Accounts:

Default Layout of Accounts

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Buildings Market	0.00	1,905,000.00	
Community Assets	0.00	52,000.00	
Other Assets	0.00	79,150.98	
Open Spaces	0.00	105,070.59	
Market Licence	0.00	30,000.00	
		0.00	2,171,221.57
Current Assets			
Trade Debtors	6,595.82	13,459.41	
Cash	(8.69)	7.09	
Reserve Account (Bank)	2,211.95	46,744.22	
Scottish Widows	606.01	461,435.01	
VAT	142.71	2,663.75	
		9,547.80	524,309.48
Current Liabilities			
Trade Creditors	(15,340.12)	2,656.78	
Other Creditors, Returnable Deposits	250.00	3,646.00	
Creditors PAYE, Salaries & Pensions	(58.30)	(5.30)	
Bank Current Account	28,511.83	23,802.85	
		13,363.41	30,100.33
Current Assets less Current Liabilities:		(3,815.61)	494,209.15
Total Assets less Current Liabilities:		(3,815.61)	2,665,430.72
Long Term Liabilities			
PWLB - CH - 100k - Ends 2019 March	0.00	40,311.83	
ENC - 10 Yr 20k Skateboard Park Loan - Ends	0.00	4,000.00	
PWLB - QVH - 460k - Ends 2059	0.00	448,768.42	
		0.00	493,080.25
Total Assets less Total Liabilities:		(3,815.61)	2,172,350.47
Capital & Reserves			
Asset Reserve	0.00	2,058,067.62	
Capital Reserve	0.00	185,598.35	
Brought Forward Reserves	0.00	(141,232.16)	
P & L Account	(3,815.61)	69,916.66	
		(3,815.61)	2,172,350.47

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**OTC Budget Report
Income - Month 11 - February 2013**

	February		February		YTD		Total	
	2012/13 Actual	2012/13 Forecast	2012/13 Actual	2012/13 Forecast	2012/13 Actual	2012/13 Forecast	2012/13 Budget	C/Fwd
Rifle Club	£0.00	£0.00	£1,827.59	£1,550.00	£1,550.00	£1,550.00	£1,550.00	
Joan Strong Centre	£82.79	£0.00	£2,524.79	£2,442.00	£2,442.00	£2,442.00	£2,442.00	
Occupation Road Clubs	£0.00	£0.00	£1,625.25	£1,625.00	£1,625.00	£1,625.00	£1,625.00	
Cemetery	£790.00	£500.00	£4,540.00	£5,500.00	£5,500.00	£5,500.00	£6,000.00	
Recreation Ground	£270.00	£0.00	£880.83	£480.00	£480.00	£480.00	£480.00	
Market	£1,118.10	£1,487.50	£14,387.28	£16,362.50	£16,362.50	£16,362.50	£17,850.00	
Market Other	£-4.37	£0.00	£1,599.63	£1,500.00	£1,500.00	£1,500.00	£1,500.00	
Farmers' Market	£920.00	£1,100.00	£7,682.00	£8,300.00	£8,300.00	£8,300.00	£8,300.00	
Wayleaves	£0.00	£0.00	£127.12	£125.00	£125.00	£125.00	£125.00	
QVH Management charge	£0.00	£0.00	£15,000.00	£15,000.00	£15,000.00	£15,000.00	£15,000.00	
Grants/Sponsorship/Section 106	£9,664.00	£0.00	£10,873.65	£1,210.00	£1,210.00	£1,210.00	£1,210.00	
Oundle 2020 Donations	£0.00	£0.00	£1,000.00	£0.00	£0.00	£0.00	£0.00	
Community Safety - CCTV	£0.00	£0.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	
Bank Interest/On Line Incentives	£606.01	£0.00	£7,156.30	£4,000.00	£4,000.00	£4,000.00	£4,000.00	
CH - CHAT	£0.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Hirers Liability Insurance claims	£0.00	£0.00	£1,341.48	£0.00	£0.00	£0.00	£0.00	
CH - Chamber & Meeting Rooms	£149.75	£33.33	£1,941.50	£366.63	£366.63	£366.63	£400.00	
CH - Office space rental	£291.67	£337.50	£6,979.96	£6,713.50	£6,713.50	£6,713.50	£7,051.00	
CH - Business/Office Units	£0.00	£0.00	£14,732.54	£16,150.00	£16,150.00	£16,150.00	£16,150.00	
CH - Museum	£0.00	£0.00	£1,253.48	£1,253.00	£1,253.00	£1,253.00	£1,253.00	
CH - Photocopying	£0.00	£0.00	£42.38	£75.00	£75.00	£75.00	£100.00	
One-Off Payments	£0.00	£0.00	£150.00	£0.00	£0.00	£0.00	£0.00	
Precept	£0.00	£0.00	£265,000.00	£265,000.00	£265,000.00	£265,000.00	£265,000.00	
	£13,887.95	£3,458.33	£364,165.78	£351,152.63	£351,152.63	£351,152.63	£353,536.00	

Agrees with Final Budget 2012/13. Income £88,536 + Precept £265k

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OTC Budget Report
Expenditure - Month 11 - February 2013

	February 2012/13 Actual	February 2012/13 Forecast	YTD 2012/13 Actual	YTD 2012/13 Forecast	Total 2012/13 Budget
ADMIN					
Clerk - Gross Salary	£3,026.08	£3,026.08	£33,286.88	£33,286.88	£36,313.00
Administration Officer - Gross Salary	£963.03	£963.27	£11,321.21	£10,628.97	£11,565.27
Employer's NI	£577.39	£648.80	£6,734.56	£7,136.80	£7,785.57
Employer's Pension Contribution	£1,007.84	£1,609.86	£11,066.24	£17,706.26	£19,315.92
Salaries Contingency	£0.00	£0.00	£0.00	£3,000.00	£4,000.00
Accounts Officer - Gross Salary	£1,127.46	£1,127.46	£13,185.32	£12,402.06	£13,529.51
Car Park Checker - Gross Salary	£178.23	£178.23	£1,967.95	£1,960.63	£2,138.76
SSP & SMP	£0.00	£0.00	-£751.15	£0.00	£0.00
Councillors Expenses/Training	£0.00	£100.00	£413.00	£1,300.00	£1,400.00
Telephone	£217.77	£125.00	£1,661.24	£1,375.00	£1,500.00
Mobile	£0.00	£0.00	£80.00	£0.00	£0.00
Stationery	£16.99	£116.67	£81.43	£1,283.37	£1,400.00
Postage	£0.00	£100.00	£319.67	£90.00	£1,000.00
Photocopying	£0.00	£100.00	£135.63	£700.00	£700.00
Printing - Oracle	£196.00	£0.00	£4,262.00	£3,750.00	£5,000.00
Insurance	£988.40	£0.00	£13,786.83	£15,000.00	£15,000.00
Audit Fees	£0.00	£0.00	£1,810.00	£2,500.00	£2,500.00
Professional Fees	£252.00	£150.00	£9,654.00	£4,650.00	£5,000.00
Subs/Conference Fees	£20.00	£0.00	£1,761.95	£1,500.00	£1,500.00
Travelling Expenses	£87.56	£50.00	£507.06	£550.00	£600.00
Mayor's Allowance £500 Exp £1000	£0.00	£0.00	£518.00	£1,500.00	£1,500.00
Hospitality/Meeting Expenses	£59.63	£125.00	£3,668.56	£2,875.00	£3,000.00
Staff Training	£0.00	£125.00	£56.00	£1,375.00	£1,500.00
Publications	£0.00	£0.00	£0.00	£375.00	£500.00
Elections	£0.00	£0.00	£0.00	£4,500.00	£4,500.00
Recruitment, Publicity & Advants	£0.00	£0.00	£3.00	£500.00	£500.00
Street Furniture	£1,500.00	£0.00	£1,768.00	£1,500.00	£2,000.00
Bank Charges	£0.00	£332.00	£343.59	£456.00	£504.00
Office Equipment & Software Support	£293.57	£900.00	£4,291.70	£5,300.00	£5,500.00
Bad Debt	£0.00	£0.00	-£70.00	£0.00	£500.00
Tourism	£0.00	£0.00	£11,325.71	£12,000.00	£13,000.00
Public Conveniences	£379.50	£0.00	£7,968.17	£12,984.00	£12,984.00
School Crossing	£0.00	£0.00	£3,900.00	£3,900.00	£3,900.00
Market Place Clocke	£0.00	£0.00	£192.00	£300.00	£300.00
PWLB Loan / Interest	£0.00	£0.00	£20,825.53	£28,683.00	£22,793.00
Comms & L - Web site	£0.00	£0.00	£2,000.00	£11,500.00	£11,500.00
Dundie 2020	£0.00	£1,000.00	£113.95	£9,000.00	£10,000.00
Total Admin	£11,224.48	£10,796.17	£189,615.06	£214,699.87	£224,769.03
Expenditure + Court House + Admin					
Reserve OSM £3K					£368,410.79
Net Surplus (Deficit)					-£3,000.00
Agrees with Final Budget 2012/13					-£11,874.79 Underspend from 2011-12
					£383,536.00

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OTC Budget Report
Expenditure - Month 11 - February 2013

	February 2012/13 Actual	February 2012/13 Forecast	YTD 2012/13 Actual	YTD 2012/13 Forecast	Total 2012/13 Budget	Comments
COURT HOUSE						
CH Caretaker's Gross Salary	£207.93	£175.23	£2,241.49	£1,980.59	£2,198.76	
PWLB CH Loan repayments CAPITAL	£0.00	£0.00	£0.00	£0.00	£7,800.00	Sept/Mar £3.9k
Gas/Electricity	£502.42	£868.66	£3,971.84	£7,393.28	£9,000.00	B Gas CH Refund from 2007 ? Nov 2012
Lift/Alarm/Hand Dryers/Telephones	£383.15	£275.00	£9,246.78	£3,173.50	£3,000.00	Annual CIA £400 Sept/Lift £300 May Lift repair £5k
CH - Contracts	£41.88	£182.67	£841.53	£2,017.37	£2,200.00	Excl Windows
General Rates & Trade Waste	£0.00	£212.87	£4,206.85	£3,026.50	£4,000.00	Rates £2708 Water £900
Water Rates	£0.00	£0.00	£811.59	£600.00	£0.00	Jun/Dec
Repairs & Maintenance	£26.02	£0.00	£3,586.15	£0.00	£0.00	
Capital Works	£0.00	£0.00	£0.00	£4,000.00	£4,000.00	
Cleaning Materials	£98.83	£93.33	£1,920.63	£916.63	£1,000.00	Incl Windows
Museum	£0.00	£0.00	£0.00	£0.00	£0.00	
Total Court House	£1,208.03	£1,568.76	£26,636.76	£23,027.79	£32,138.76	
Gross Surplus (Deficit)	£7,408.84	-£2,982.23	£239,531.72	£224,280.19	£209,884.24	

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OTC Budget Report
Expenditure - Month 11 - February 2013

	February 2012/13 Actual	February 2012/13 Forecast	YTD 2012/13 Actual	YTD 2012/13 Forecast	Total 2012/13 Budget Comments
QVH - Caretaker's Gross Salary	£578.08	£578.08	£5,699.69	£5,358.88	£6,937.00
DH - Gas/Electricity	£90.26	£0.00	£1,010.86	£500.00	£500.00
DH - Repairs/Maintenance	£0.00	£0.00	-£8.87	£200.00	£0.00 £18k in reserves
DH - General Trade /Water Rates	£234.00	£0.00	£5,297.11	£3,560.00	£3,550.00 Rates £3,550
DH House - R&M/Utilities	£259.08	£0.00	£590.73	£200.00	£200.00 DH Gas & Electric
Rifle Club - R&M/Utilities	£0.00	£0.00	£0.00	£200.00	£200.00
JSC - R&M/Special Works	£72.64	£0.00	£121.84	£500.00	£500.00
Occupation Rd - R&M/Sp Works	£0.00	£0.00	£0.00	£500.00	£500.00
Cemetery - R&M	£12.06	£750.00	£97.19	£1,500.00	£1,500.00
Cemetery - General&Water Rates	£0.00	£0.00	£563.06	£1,000.00	£1,000.00 Rates £225
Cemetery Chapel - R&M	£0.00	£0.00	£3.95	£0.00	£0.00
Churchyard - R&M/Special Works	£0.00	£0.00	£469.50	£2,000.00	£2,000.00
Recreation Gr - Lighting	£0.00	£0.00	£0.00	£0.00	£0.00
Recreation Gr - R&M/Special Works	£0.00	£0.00	£247.31	£1,500.00	£1,500.00
Eastwood Road R&M	£854.81	£0.00	£7,105.41	£0.00	£0.00
Recreation Gr - Loan repayments	£0.00	£0.00	£0.00	£0.00	£2,000.00 March
St Christophers Drive	£0.00	£0.00	£1,590.00	£0.00	£0.00 Trees
Market - General Rates	£0.00	£0.00	£1,757.88	£1,650.00	£1,650.00 Rates £1557
Market - R&M/Special Works	£0.00	£25.00	£0.00	£275.00	£300.00
Farmers' Market	£50.00	£70.00	£50.00	£30.00	£900.00 F.M. £500 + £270 Kevin
Environment - Shippe Meadow	£0.00	£0.00	£0.00	£1,000.00	£1,000.00
Environment - Pocket Parks	£0.00	£0.00	£0.00	£0.00	£0.00
Environment - Peet Control	£0.00	£0.00	£0.00	£0.00	£0.00
Environment - Tree Warden&Works	£0.00	£0.00	£1,150.00	£3,000.00	£5,000.00
Environment - Community	£100.00	£0.00	£100.00	£0.00	£0.00
DH Car Park - General Rates	£0.00	£0.00	£1,800.00	£1,800.00	£1,800.00 Rates £1800
SIC Car Park - Lighting	£43.12	£42.31	£763.25	£570.34	£1,000.00 (55*4) + (42*12) = 776
SIC Car Park - R&M	£8.76	£0.00	£9.76	£900.00	£500.00
SIC Public Conveniences - Electric	£86.46	£88.08	£66.50	£968.88	£1,057.00 £15k = £1,057+£949+£12,964
SIC Public Conveniences - Water Rates	£0.00	£0.00	£1,014.75	£800.00	£949.00 £15k = £1,057+£949+£12,964
SIC Public Conveniences - R & M	£245.00	£0.00	£655.00	£0.00	£0.00
Grants	£0.00	£0.00	£15,000.00	£16,020.08	£15,000.00
Grants QVH	£0.00	£0.00	£0.00	£0.00	£0.00
Grants QVH Balancing Grant	£0.00	£0.00	£0.00	£5,650.00	£5,650.00
Flexible Resource	£0.00	£0.00	£1,000.00	£960.00	£650.00 £650 Com Pay
Flexible Resource - Admin	£840.75	£83.33	£4,179.19	£916.63	£1,000.00 £1000 OT
Flexible Resource - Maintenance	£0.00	£0.00	£3,851.87	£720.00	£960.00 £960 Kevin + Tim
Flexible Resource - Oundle 2020	£13.38	£250.00	£240.84	£2,750.00	£3,000.00 £12k split (£10k + £2k wages)
OSM - Part-time Gross Salary	£1,874.86	£1,875.00	£20,854.20	£20,625.00	£22,500.00
OSM - Fuel/Materials/Equipment	£107.81	£1,080.00	£3,365.31	£11,890.00	£13,000.00
R&M/Hillfields/Mobile/Van	£0.00	£0.00	£15,931.69	£14,959.84	£17,000.00 School £3600 CCTV £17k
Community Safety	£5,271.08	£4,841.50	£37,987.30	£103,674.65	£111,503.00
Total Expenditure					