

PROZ (ITEM 16.1 a)

**GENERAL ACCOUNT
Schedule of Authorised Payments
May through June 2009**

Date	Num	Name	Memo	Amount
Current/Bus. Res				
04/05/2009	113	Rosehill Furniture Group	TH Repairs & Renewals - Chamber Chairs Ferrules	-61.18
04/05/2009	114	Swain, Rex	Wedding Attendance - April 2009	-85.00
04/05/2009	115	RALC	Subscription	-45.00
04/05/2009	116	R A S Farhall	Mayor Making - Wine & Fruit Juice	-110.32
04/05/2009	117	Rye & District Sea Cadets	Soiree	-30.00
07/05/2009	118	Peter Farrow	5 Past Mayors Badges + 2 Engravings	-1,759.50
07/05/2009	119	Tesco	Ink Cartridges	-18.54
07/05/2009	120	Rother District Council	Refund of Ticehurst's Precept paid to us in error	-46,093.00
07/05/2009	121	A Alexander	Rye Action Plan Hours to February 2009	-2,364.00
07/05/2009	122	Dover Town Council	Standing Joint Committee Luncheon	-13.80
26/05/2009	123	Paine, David	Honorarium 09/10	-206.00
26/05/2009	124	Dee, Sheila	Honorarium 09/10	-98.00
26/05/2009	125	Swain, Rex	Honorarium 09/10	-155.00
26/05/2009	126	British Telecom	Telephone	-368.65
26/05/2009	127	Calendar Cleaning	TH Window Cleaning	-69.00
26/05/2009	128	Action in Rural Sussex	Rye Action Plan Questionnaire Analysis	-1,140.55
26/05/2009	129	Xerox Ltd	Photocopier charge	-176.69
26/05/2009	130	Cinque Port Mayor's Assoc	2009 Bowls Tournament	-40.00
26/05/2009	131	Yell Limited	Wedding Services Advertisement - Yell.com	-281.75
26/05/2009	132	Salaries	Salaries - May 2009	-1,773.05
26/05/2009	133	Salaries	Salaries - May 2009	-80.02
26/05/2009	134	Salaries	Salaries - May 2009	-604.43
26/05/2009	135	Salaries	Salaries - May 2009	-748.20
26/05/2009	136	ESCC	Pensions - May 2009	-839.48
26/05/2009	137	Inland Revenue	May 2009	-1,067.46
08/06/2009	138	National Association of Local Cou...	Portfolio Return	-9.17
08/06/2009	139	Bellcrest	Intruder & Fire Alarm Service	-230.27
08/06/2009	140	Yell Limited	Wedding Services Advertisement - Yell.com	-354.20
08/06/2009	141	Viking Direct	Stationary	-271.39
08/06/2009	142	Ramsgate Croquet Club	Mayors Allowance - Cinque Port Mayor's Croquet Match	-21.00
08/06/2009	143	R A S Farhall	Mayor's Allowance - Gift Vouchers as HC retiring presents	-100.00
08/06/2009	144	Swain, Rex	Wedding Attendance - May	-135.00
08/06/2009	145	Cinque Ports Confederation	Subscription - 2009	-200.00
22/06/2009	146	Paula Fisher	Internal Audit	-60.00
22/06/2009	147	Rye Maritime Festival	Grant - Rye Maritime Festival 2008	-250.00
22/06/2009	148	Swain, Rex	Wedding Attendance - June	-60.00
22/06/2009	149	Cllr S Souster	Flowers for Mayoress - Mayor Making 2009	-30.00
22/06/2009	150	George in Rye Ltd	Mayor Making Luncheon 2009	-2,285.70
22/06/2009	151	Salaries	Salaries - June 2009	-1,773.05
22/06/2009	152	Salaries	Salaries - June 2009	-70.12
22/06/2009	153	Salaries	Salaries - June 2009	-587.92
22/06/2009	154	Salaries	Salaries - June 2009	-726.74
22/06/2009	155	ESCC	Pensions - June 2009	-831.46
22/06/2009	156	Inland Revenue	June 2009	-1,046.58
22/06/2009	157	Brown, G	Travelling Expenses - June 09	-75.47
22/06/2009	158	R A S Farhall	Stamps	-30.00
Total Current/Bus. Res				<u>-67,376.69</u>
TOTAL				<u>-67,376.69</u>

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RFO

CHAIRMAN

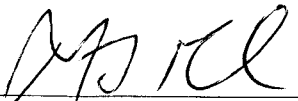
DATE

GENERAL ACCOUNT
Statement of Income
May 1 through June 1, 2009

PROZ ITEM 16.1(a)

Date	Memo	Amount
Current/Bus. Res		
03/05/2009	Interest	9.12
06/05/2009	Mayor Making Receipts	165.00
11/05/2009	TH Hire	46.00
11/05/2009	TH Hire	21.00
11/05/2009	TH Hire Wedding	250.00
12/05/2009	VAT Refund	526.61
13/05/2009	TH Hire Wedding	300.00
13/05/2009	TH Hire Wedding (Renewal of Vows)	150.00
14/05/2009	Cottage Rent	4,025.00
19/05/2009	TH Hire Wedding	300.00
26/05/2009	TH Hire Wedding	250.00
01/06/2009	TH Hire Wedding	275.00
Total Current/Bus. Res		<u>6,317.73</u>
TOTAL		<u>6,317.73</u>

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CHAIRMAN

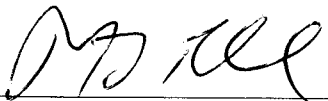
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PROZ ITEM 16.1b)

GENERAL ACCOUNT
Petty Cash Account
As of June 30, 2009

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>	<u>Balance</u>	
Petty Cash						11.39	
23/04/2009	1	Clive Chizlett	Writing Up Visitors Book		-5.00	6.39	
Total Petty Cash						-5.00	6.39
TOTAL						<u>-5.00</u>	<u>6.39</u>

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CHAIRMAN

DATE

RYE TOWN COUNCIL
Budget Monitor
 April through June 2009

PROZ ITEM 16.1C)

	Apr - Jun 2009	Budget
Ordinary Income/Expense		
Income		
Cottage	4,025.00	8,145.00
FG Field	0.00	500.00
Interest	0.00	3,000.00
Interest Current/Bus. Res	19.00	
Mayor's Allowance Receipts	1,686.00	
Precept Income	41,825.50	83,651.00
Sales	0.00	15.00
Skatepark Donations	10,000.00	
Town Field Hire	500.00	
Town Hall Hire		
Wedding	4,700.00	13,200.00
Town Hall Hire - Other	151.00	850.00
Total Town Hall Hire	4,851.00	14,050.00
Total Income	62,906.50	109,361.00
Gross Profit	62,906.50	109,361.00
Expense		
Advertising & Publicity		
Weddings	547.79	1,100.00
Advertising & Publicity - Other	263.10	2,800.00
Total Advertising & Publicity	810.89	3,900.00
Alarm (Burglar)	94.82	225.00
Alarm (Fire)	105.42	415.00
Audit		
External	0.00	570.00
Internal	60.00	125.00
Total Audit	60.00	695.00
Bank Charges	0.00	25.00
Ceremonies licence	0.00	400.00
Civic Fund	155.54	475.00
Contingency	0.00	500.00
Domestic Supplies	0.00	400.00
Elections	0.00	1,500.00
Grants Fund	0.00	2,000.00
Grants Paid	1,250.00	9,150.00
Health & Safety	0.00	50.00
Heritage Centre Recruitment	0.00	1,000.00
Honorariums	304.00	459.00
Insurance	7,113.98	6,900.00
Light & Heat	251.39	2,500.00
Local Action Plan	4,267.70	250.00
Mayor Making	0.00	
Mayor's Allowance	2,496.84	2,700.00
Members & Staff Expenses	32.00	200.00
Members & Staff Training	0.00	250.00
Miscellaneous	67.97	150.00
Non-Domestic Rate	2,255.50	4,400.00
Office Equip	0.00	250.00
Professional Fees	0.00	1,250.00
Robes & Regalia	1,530.01	
Salaries	15,749.72	61,951.00
Skatepark		
Maintenance	0.00	750.00
Total Skatepark	0.00	750.00
Stationery, Printing & Postage	498.71	2,000.00
Subscriptions	1,192.74	1,391.00
SWA	345.69	675.00
Telephone	320.57	1,650.00
Town Hall RR	53.20	
Web site	0.00	150.00
Total Expense	38,956.69	108,611.00
Net Ordinary Income	23,949.81	750.00

RYE TOWN COUNCIL
Budget Monitor
April through June 2009

	<u>Apr - Jun 2009</u>	<u>Budget</u>
Other Income/Expense		
Other Expense		
Skate park (cap)	0.00	750.00
Total Other Expense	<u>0.00</u>	<u>750.00</u>
Net Other Income	0.00	-750.00
Net Income	<u>23,949.81</u>	<u>0.00</u>

RYE HERITAGE CENTRE

BUDGET MONITOR TO 30 JUNE 2009

General notes

(a) Col 1 figures are based principally on RTS's Monthly Trading Reports Mar 08-Aug 08; Jan 07-Feb 07 (Centre closed for refurbishment Jan 08-mid Feb 08) and Sep 07-Dec 07.

(b) The Council has provided £1,000 within the Town Hall accounts towards Heritage Centre repairs and maintenance. Additionally, there is currently £4,711 in the Heritage Centre Capital Fund and £1,000 in the Office Equipment Fund

(c) There is £20,000 in the Town Council's reserves towards the costs of replacing (if necessary) the Town Model.

(d) There is no provision for the employment of a Manager (unaffordable). Instead, the Council has contracted with Peter Cosstick's to manage and develop the Centre in return for 50% of the operating profit* and a monthly 'retainer' of £500.

* The gross income less all operating costs and expenses, including the Management Fee, but excluding any capital expenditure relating to the building or land.

(e) Figures exclude VAT

	12 mths to 31-Aug-08	Revised 2009-10	Actual to 30.6.09	Notes
RECEIPTS				
Accommodation commission/booking fee	5,247	500	2,276	1
Retail sales	61,976	80,000	20,944	2
Town Model admissions	22,736	24,000	7,644	
Contractor 'buy in' (one off payment)	0	3,000	0	3
RDC TIC Grant	31,983	10,908	8,181	4
Rye Audio Tours	2,250	2,500	869	
Old Pier Amusement Machines	7,008	7,000	2,268	5
Bookings commission	371	100		6
Event promotion (eg Glenn Miller) surplus	0	500		
Total Receipts	131,571	128,508	42,182	
PAYMENTS				
Stock	28,972	40,000	8,444	
Salaries	56,436	39,801	11,859	7
Pension costs/provision	0	1,500	0	8
Management charge (RTS/RTC/Contractor)	6,000	0	0	9
Staff training	0	300	0	10
Staff uniforms	155	400	40	
Business rates	6765	7,143	2,149	
Light and heat	0	4,000	1,168	11
Water rates	167	150	60	
Insurance	1,780	1,647	1,647	
Alarms maintenance	0	700	50	
Repairs and renewals - Model	0	2,700	495	12
Repairs and renewals - premises	249	750	0	
Repairs and renewals - off equip	0	300	68	
Premises expenses	1119	0	0	
Postage	194	1,000	398	13

Entertainment/Hospitality/Refreshments	332	50	0	
Advertising/Publicity	11,645	2,500	244	
Printing	1869	500	0	
Stationery/materials	703	400	188	
Telephone/Internet	1,479	1,500	435	
Bank/Credit card charges	2,463	800	195	14
Computer costs/website	0	600	0	15
Travelling expenses	200	50	0	
Membership fees	384	50	0	
Bookkeeping/Payroll	0	2,800	614	16
Cleaning	471	350	154	
Old Pier Amusement Machines	3,504	3,500	1,134	17
Accountancy	1,250	1,000	0	18
Rebranding	0	1,000	236	19
Sundry	5,590	500	0	
Admin	1,379	0	0	
Total Payments	133,106	115,991	29,578	
Surplus/Deficit	-1,535	12,517		

Notes

- 1 From 6.8.09 callers will be given TSE's tel number. However, with the accommodation provider's permission, the HC will arrange simple bookings within the Rye area for those visiting the HC in person
- 2 Assumes cost of stock marked up by average of 100%
- 3 Originally £5,000 but reduced to reflect the fact that the TIC grant was not withdrawn until 6.8.09
- 4 Withdrawn 6.8.09
- 5 Gross receipts
- 6 Total ticket sales receipts excluded from the statement - commission only recorded
- 7 QTR 1 Actual salaries £11,859 core opening times 10 -5
 QTR 2 projected hours 1365 = £10,626 core opening times 10-5
 QTR 3 projected hours 1059 = £8,289 core opening times 10 - 4
 QTR 4 projected hours 794 = £6,307 core opening times 10-4
 Possible scope to reduce further when impact of TSE fully understood.
 Included: holiday pay and contingency of £2,000 as provision for overtime etc
All figures include employee and employer NICs

Note: Actual **excludes** £2,303.70 tax & NICs relating to 2008-09

- 8 Assumes one member of staff joins the LGPS
- 9 Contractor has waived the £500pcm management fee for Year 1 (2009-10)
- 10 Includes £160 for accountants to train a staff member to use QuickBooks accounting software
- 11 Note: Actual **excludes** £1,731.96 relating to 2008-09
- 12 Includes cleaning the Model lighting and £2,178 for emergency break-down and routine maintenance contract (hardware/parts replaced FOC). Note: Model electronics becoming increasingly prone to breakdown due to age of equipment.
- 13 Principally the cost of sending out *Rye Guides* up to 6.8.09
- 14 Streamline (debit/credit card) charges
- 15 Includes purchase of QuickBooks (£187) and installation (£100)
- 16 Breakdown:

Accountants providing payroll & bookkeeping Apr-Aug	£1,665
Accountants providing bookkeeping Sep-Mar	£240
HC staff member undertaking bookkeeping (Sep on)	£820
	<u>£2,725</u>

Excludes charge of £1600 relating to 2008/09

17 50% of total gross receipts payable to the owner of the machines

Excludes payment of £174.50 relating to 2008/2009

18 Preparation of end of year accounts by accountants - including assistance with queries during the year

Excludes £1,600 for bookkeeping and payroll for 1 Nov 08-31 March 09

19 New signs and banners to reflect new operator, price changes and more appropriate graphics

ACCOUNT BALANCES AS AT 30 JUNE 2009

	Balance	Notes
TOWN HALL		
Current a/c (?% gr)	29,326.79	
Petty cash	6.39	
National Savings (0.30% gross)(no notice)	43,146.06	
Fixed Rate Bond (3.75% gross)	38,778.36	22.1.09-22.1.10
Fixed Rate Bond (3.75% gross)	25,663.18	2.2.09-1.2.10
Total TH	136,920.78	(July 08: £147,652.09)
HERITAGE CENTRE		
Current/Business Reserve account (.10% gr)	25,912.90	(July 08: £3,491.43)
TOTAL TH & HC	162,833.68	(July 08: £151,243.52)
OTHER ACCOUNTS		
Rye Relief in Need		
Nationwide	41.44	<i>To be transferred</i>
CafCash (.10% gr)	10,425.72	
Fixed Bond (5.8% gr)	60,000.00	14.1.09-14.1.10
Total Rye Relief	70,467.16	(July 08: £70,382.37)
TOTAL FUNDS	233,300.84	(July 08: £221,525.89)

Notes

RYE TOWN COUNCIL EARMARKED RESERVES

as at 30.6.09

() = date of Council decision to make provision/earmark or date of receipt of payment (eg grant)

EARMARKED RESERVES (2009-10)

ASSET RENEWAL RESERVES

	at 1.4.09	Provided	Used	at 30.6.09	NOTE
Capital Fund Heritage Centre	4,711	0	0	4,711	
Capital Fund Attractions	20,000	0	0	20,000	
Heritage Centre Office Equipment	1,000	0	0	1,000	
Capital Fund Town Hall	18,515	0	0	18,515	
Capital Fund Cottage	8,990	0	0	8,990	
Town Hall Office Equipment	760	0	0	760	1
Robes & Regalia	1,322	0	0	1,322	1
Black & Gold Finger Posts (3.2.03)	795	0	0	795	1
Skate Park	0	750	0	750	
	56,093	750	0	56,843	

OTHER EARMARKED RESERVES

Computer Software & Training (24.1.00)	1,116	0	0	1,116	
Assets Valuations (28.1.02)	870	0	0	870	
New Scout Hut (9.2.04)	3,000	0	0	3,000	
Detached youth work (7.2.05)	1,500	0	0	1,500	
Elections	0	0	0	0	1
Alarm upgrade	921	0	0	921	
Local Action Plan (PRGP 9.6.08)	5,955	0	0	5,955	2
Devolved services negotiation	500	0	0	500	3
Training	330	0	0	330	3
TOTAL EARMARKED RESERVES	70,285	750	0	70,205	

Earmarked Reserve Notes

- 1 Balance of revenue budget at year end to be placed in Earmarked Reserve
- 2 Break down:

Balance of 2007-08 revenue budget	955
Budget 2008-09	4500
Additional provision (Council 3.3.09)	500
	5,955.00
- 3 Balance of revenue budget 2008-09