

Our Ref: MD

16 March 2012

To: All Members of the Best Value Committee
(Councillors Constable, Drinkwater, Mrs Fisher, Humphreys, Isaacs and Mrs Woodward)

Dear Councillor

BEST VALUE COMMITTEE

The Best Value Committee will meet at **Burntwood Library, Sankeys Corner** on **Thursday 29 March 2012 at 7.00 pm** to discuss the following business.

Please note: Parking is not available at the Library on this occasion.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

AGENDA

1. APOLOGIES

2. DECLARATION OF INTERESTS

3. MINUTES

To approve the Minutes of the Meeting of the Best Value Committee held on 05 January 2012 (Minute Nos.10 - 15) (presented to the Town Council at its meeting on 26 January 2012 - **WHITE ENCLOSURE**).

4. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2011/12 (GREEN ENCLOSURE)

To consider the above Review with a view to recommending to the Town Council that it be received and noted (deferred from the Town Council meeting held on 15 March 2012).

5. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL (BLUE ENCLOSURE)

To consider the above Statement with a view to recommending to the Town Council that it be received and noted (deferred from the Town Council meeting held on 15 March 2012).

6. MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY 2012/13 (DRAFT) (GREY ENCLOSURE)

To consider the above Policy with a view to recommending to the Town Council that it be received and noted (deferred from the Town Council meeting held on 15 March 2012).

7. 2011/12 BUDGET (ACTUAL TO DATE AND PROJECTED) (CREAM ENCLOSURE)

To consider the above Budget with a view to recommending to the Town Council that it be received and noted (deferred from the Town Council meeting held on 15 March 2012).

8. 2011/12 CEMETERY BUDGET (ACTUAL TO DATE AND PROJECTED) (SALMON ENCLOSURE)

To consider the above Budget with a view to recommending to the Town Council that it be received and noted (deferred from the Town Council meeting held on 15 March 2012).

**MINUTES OF A MEETING OF THE BEST VALUE COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 05 JANUARY 2012 COMMENCING AT 8.00 P.M.**

PRESENT

Councillor Constable (in the Chair)
Councillors Drinkwater, Mrs Fisher, Humphreys, Isaacs and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk

10. APOLOGIES FOR ABSENCE

None – all Members present.

11. DECLARATIONS OF INTEREST

None.

12. MINUTES

RESOLVED That the Minutes of a Meeting of the Best Value Committee held on 01 November 2011 (Minute Nos. 5 - 9) be approved as a correct record.

13. BURNTWOOD TOWN STRATEGY (BTS)

Members were informed that a joint meeting of the seven BTS Working Groups had been scheduled to take place on 12 January 2012 and that a crib sheet template had been drafted for distribution at the meeting.

Letters were to be sent to all Grant Aid recipient organisations inviting their members to get involved with one or more of the Working Groups.

RESOLVED That the information be received and noted.

14. SCHEDULED REVIEW OF SELECTED BURNTWOOD TOWN COUNCIL POLICES

14.1 The following policies were reviewed and it was **RESOLVED** that no amendments or revisions were necessary at this time:

CCTV Code of Practice
Confidential Reporting Policy
Data Protection Policy
Data Protection Policy Guidelines
Display Screen Equipment (DSE) Health and Safety for Users
Information Technology Policy
Members and Officers Subsistence/Mileage Policy

Standing Orders

- 14.2** The following policies were reviewed and it was **RESOLVED** that minor amendments and revisions be incorporated in the interests of clarity:

CCTV Policy
Complaints Procedure
Member/Officer Relations Protocol

15. QUALITY TOWN COUNCIL STATUS – RE-ACCREDITATION

The Town Council was awarded Quality Town Council status in June 2008 – such status being valid for four years at which time an application for re-accreditation must be submitted together with the appropriate evidence.

The re-accreditation criterion which must be met has been expanded and the Town Council must now provide proof that it has adopted and implemented the following documents.

15.1 Local Code of Conduct

The Town Council is requested to confirm its adoption of the Local Code of Conduct including para. 12(2) as part of the evidence requirement for Quality Council status re-accreditation.

The Town Council adopted the Local Code of Conduct on 17 May 2007 and at that time agreed not to adopt para. 12(2), the text of which reads:

“(2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.”

RECOMMENDED That the Town Council adopt para. 12(2) subject to an explanatory paragraph being inserted in the document.

15.2 Training and Development Policy

RECOMMENDED That the Town Council adopt and implement the Training and Development Policy.

15.3 Community Engagement Strategy

RECOMMENDED That the Town Council adopt and implement the Community Engagement.

(The Meeting closed at 9.20 p.m.)

Signed.....

Dated.....

BURNTWOOD TOWN COUNCIL

REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2011/12

1. OVERVIEW

- 1.1 Regulation 6 of the Accounts and Audit Regulations 2003 as amended imposes a duty on local councils to "maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control".
- 1.2 Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.
- 1.3 Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of effectiveness of internal audit. The council is required to sign the annual governance statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.

2. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

- 2.1 Alan Toplis was appointed as the Town Council's Internal Auditor for the 2011/12 financial year. Mr Toplis is paid a fee of £250 per annum.
- 2.2 The following criteria must be satisfied for internal audit to be considered effective:
 - That the Internal Auditor is independent of the other financial controls and procedures of the Council which are subject to review.
 - That they are competent to carry out the role in a way that will meet the business needs of the Council.
 - That consideration is made of how many times in a year the systems and records should be subject to internal audit.
 - That the scope of the internal audit is sufficient.
 - That any internal audit report is considered in full by a meeting of the Town Council.
 - That appropriate action is taken on any recommendations contained in the internal audit report.
 - The Council must also satisfy itself that the quality of delivery of the internal audit service provides reliable assurance about the Council's internal controls and its management of risk.
- 2.3 Considering these requirements for internal audit for Burntwood Town Council:
 - 2.3.1 **Independence**

Mr Toplis has no involvement in the Town Council's financial controls, procedures or decision making. He is not related to, nor associated with, any member of the Town

Council or the Town Clerk. The Internal Auditor has direct access to the Town Council should he think this necessary.

2.3.2 Competence

Mr Toplis is a qualified Internal Auditor and has extensive experience in carrying out audit work. He has built up knowledge of local council finance over the time that he has been carrying out the internal audit for Burntwood Town Council and has access to "Governance and Accountability for Local Councils – a Practitioner's Guide 2008 (England)". There is no evidence/reason to believe that the internal audit will not be carried out competently, ethically and with integrity and objectivity.

2.3.3 Frequency of Internal Audit

Two visits per year is considered to be adequate for the Town Council's needs given the current level of activity.

2.3.4 Scope of Work

The scope of the internal audit work carried out by Mr Toplis follows the suggested approach to internal audit provided by Appendix 9 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2008 (England)".

2.3.5 Audit Report

Mr Toplis will prepare a report in his own name and addressed to the Council following his completion of the internal audit. It will be presented to the Town Council at the next meeting after it has been issued. Any actions to be taken on the recommendations made will be minuted.

3. RECOMMENDATION

- 3.1 That the Town Council considers for itself whether the system of internal audit is sufficiently effective, using this report as prepared by the Town Clerk as a starting point for those considerations.

BURNTWOOD TOWN COUNCIL
2011/12 INTERNAL AUDIT REVIEW CHECKLIST
PART 1 – MEETING STANDARDS

(Source: "Governance and Accountability for Local Councils – a Practitioner's Guide 2008 (England), Part 2: The Annual Return and corporate governance.)

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	YES/NO	AREAS FOR DEVELOPMENT
1. Scope of Internal Audit	<ul style="list-style-type: none"> ▪ Terms of reference for internal audit were approved by the Town Council on 18 September 2008. ▪ Internal audit work takes into account both the Council's risk assessment and wider internal control arrangements. ▪ Internal audit work covers the Council's anti-fraud and corruption arrangements. 	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	
2. Independence	<ul style="list-style-type: none"> ▪ The Internal Auditor has direct access to those charged with governance. ▪ Reports are made in own name to management. ▪ The Internal Auditor does not have any other role within the Council. 	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	
3. Competence	<ul style="list-style-type: none"> ▪ There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity. 	<p style="text-align: center;">Y</p>	
4. Relationships	<ul style="list-style-type: none"> ▪ All responsible officers (Clerk/RFO) are consulted on the internal audit plan. ▪ Respective responsibilities for officers and the Internal Auditor are defined in relation to internal control, risk management and fraud and corruption matters (job 	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	

	<p>descriptions and engagement letter).</p> <ul style="list-style-type: none"> The responsibilities of Council members are understood; training of members is carried out as necessary. 	Y	
5. Audit Planning and Reporting	<ul style="list-style-type: none"> The annual internal audit plan properly takes account of all the risks facing the Council, including the William Cadman Charity. Internal audit reported in accordance with the 2010/11 plan (reported to the Town Council on 19 May 2011, Minute No. 19). 	Y Y	

Review conducted on behalf of the Council by:

Mrs Mary Danby, Town Clerk and Responsible Financial Officer

Report considered and adopted by Members at a meeting of the Town Council held on 15 March 2012:

Councillor Eric Drinkwater, Chairman of the Council

Mrs Mary Danby, Town Clerk and Responsible Financial Officer

BURNTWOOD TOWN COUNCIL
2010/11 INTERNAL AUDIT REVIEW CHECKLIST
PART 2 – CHARACTERISTICS OF EFFECTIVENESS

(Source: "Governance and Accountability for Local Councils – a Practitioner's Guide 2008 (England),

Part 2: The Annual Return and corporate governance.)

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	YES/NO	AREAS FOR DEVELOPMENT
1. Internal audit work is planned	<ul style="list-style-type: none"> ▪ Planned internal audit work is based on risk assessment and designed to meet the Council's needs. 	Y	
2. Understanding the whole Council, its needs and objectives	<ul style="list-style-type: none"> ▪ The annual audit plan demonstrates how audit work will provide assurance for the Council's Annual Governance Statement. 	Y	
3. Be seen as a catalyst for change	<ul style="list-style-type: none"> ▪ The Internal Auditor supports the Council's work in delivering improved services to the community. 	Y	
4. Add value and assist the Council in achieving its objectives	<ul style="list-style-type: none"> ▪ The Council makes positive responses to the Internal Auditor's recommendations and follows up with action where this is called for. 	Y	
5. Be forward looking	<ul style="list-style-type: none"> ▪ National agenda changes are considered in formulating the annual audit plan. ▪ The Internal Auditor maintains awareness of new developments in the services, risk management and corporate governance. 	Y Y	

<p>6. Be challenging</p>	<ul style="list-style-type: none"> ▪ The Internal Auditor focuses on the risks facing the Council. ▪ The Internal Auditor encourages officers and Members to develop their own responses to risks, rather than relying solely on audit recommendations. 	<p>Y</p>	
		<p>Y</p>	
<p>7. Ensure the right resources are available</p>	<ul style="list-style-type: none"> ▪ Adequate resource is made available for the Internal Auditor to complete his work. ▪ The Internal Auditor understands the Council and the legal and corporate framework in which it operates. 	<p>Y</p>	
		<p>Y</p>	

Review conducted on behalf of the Council by:

Mrs Mary Danby, Town Clerk and Responsible Financial Officer

Report considered and adopted by Members at a meeting of the Town Council held on 15 March 2012:

Councillor Eric Drinkwater, Chairman of the Council

Mrs Mary Danby, Town Clerk and Responsible Financial Officer

BURNTWOOD TOWN COUNCIL

STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

1. OVERVIEW

- 1.1 Regulation 4 of the Accounts and Audit Regulations 2003 as amended imposes a duty on local councils to ensure "that the financial management of the body is adequate and effective and that the body has a sound system of internal control".
- 1.2 Local councils are required to conduct, at least once a year, in accordance with proper practices, a review of the effectiveness of its system of internal control. The council is required to sign the Annual Governance Statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.
- 1.3 In order for the Town Council to review the effectiveness of the Internal Control System there needs to be clarity on the internal controls in place.
- 1.4 Some internal controls are listed in the Financial Regulations document but the system of controls goes beyond this. A Statement of internal Controls has been prepared and is appended to this report.

2. RECOMMENDATION

- 2.1 That the Town Council consider the attached Statement of Internal Controls and consider whether the controls currently in place are effective.

BURNTWOOD TOWN COUNCIL

STATEMENT OF INTERNAL CONTROL

Cash Book/Bank Reconciliations	<ul style="list-style-type: none">▪ The Cash Book is kept up-to-date from original documents (paying-in books, invoices, cheque stubs).▪ The Cash Book is reconciled to the bank statement on a monthly basis.
Financial Regulations	<ul style="list-style-type: none">▪ A document listing the Town Council's financial regulations, based on the model version prepared by NALC/SLCC, is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer (RFO) with any proposed amendments subject to approval by the Town Council.▪ The Financial Regulations are complemented by the approved "Duties of the Responsible Financial Officer".
Order/Tender Controls	<ul style="list-style-type: none">▪ The Financial Regulations list the number of estimates, quotations or full tenders that must be invited depending on the value and nature of the work.▪ Official letters/Purchase Orders are sent to suppliers for services which are not regular in nature.
Legal Powers	<ul style="list-style-type: none">▪ A proper legal power is identified in advance of any expenditure.
Payment Controls	<ul style="list-style-type: none">▪ Purchase Orders/letters ordering the work are matched to purchase invoices where applicable.▪ A Schedule of Payments is presented to every ordinary meeting of the Town Council for approval (such approval is recorded in the Minutes).▪ All cheques and financial documents are signed by three authorised signatories.▪ Original invoices are provided to the Councillors signing the cheques.▪ The cheque number used to settle an invoice is noted on the invoice for cross reference purposes.

<p>The Free Resource, i.e. LGA 1972, s.137</p>	<ul style="list-style-type: none"> ▪ A separate s.137 account is maintained. ▪ The RFO calculates the maximum amount of s.137 expenditure able to be made each year and ensures that it is not exceeded. ▪ The proper minute authorising expenditure from s.137 is prepared on each occasion.
<p>VAT Repayment Claims</p>	<ul style="list-style-type: none"> ▪ The RFO ensures that all invoices are addressed to the Town Council. ▪ The RFO ensures that proper VAT invoices are received where VAT is payable. ▪ The RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
<p>Income Controls</p>	<ul style="list-style-type: none"> ▪ The RFO ensures that the amount of Precept received is correct in accordance with the Precept request submitted to the District Council. ▪ The RFO ensures that the Precept instalments are received when due. ▪ The RFO ensures that all other receipts (cemetery fees, Burntwood Wakes Festival receipts, sponsorship monies, etc) are received when due and correctly calculated. ▪ Income is banked promptly.
<p>Financial Reporting</p>	<ul style="list-style-type: none"> ▪ The performance to date and latest year end forecast against the agreed annual Budget are presented to each meeting of the Town Council.
<p>Budgetary Controls</p>	<ul style="list-style-type: none"> ▪ The budget is prepared in consultation with the Town Council. ▪ The Precept is set on the basis of the budget by the deadline set by the District Council.
<p>Payroll Controls</p>	<ul style="list-style-type: none"> ▪ All staff are paid under PAYE. ▪ All staff salaries are set by the Town Council and a minute is prepared to show the agreed salaries. ▪ Salaries are currently paid by cheque; all cheques are

	<p>signed by three authorised signatories.</p> <ul style="list-style-type: none"> ▪ The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.
Asset Control	<ul style="list-style-type: none"> ▪ The RFO maintains a full Asset Register. ▪ The existence and condition of assets is checked on an annual basis. ▪ The adequacy of insurance of the Town Council's assets is considered annually in advance of the insurance renewal.

Prepared by:

Mrs M Danby
Town Clerk and RFO

06 March 2012

**BURNTWOOD TOWN COUNCIL
MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY 2012/13 (DRAFT)**

1. Recommended Subsistence/Mileage Rates (as at 01 April 2012):

<p>Motor Mileage Rates Not exceeding 451cc 451 – 999cc 1000 – 1199cc Exceeding 1200cc</p> <p>Subsistence Rates* Allowance Period Breakfast (before 11 a.m.) Lunch (between 12 noon and 2 p.m.) Tea (between 3 p.m. and 6 p.m.) Evening Meal (after 7 p.m.) Conference allowance to cover out of pocket expenses (per 24 hour period)</p>	<p>20.0p per mile 46.9p per mile 52.2p per mile 65.0p per mile</p> <p>Maximum Payable £ 5.00 £ 7.50 £ 3.50 £15.00 £25.00</p>
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*The subsistence rates quoted are for periods of four (4) hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts **MUST** be produced in respect of all claims wherever possible.

2. Approved Duties

Members

- Attending conferences, e.g. National Association of Local Councils (NALC), Staffordshire Association of Parish Councils (SAPC).
- Attending training courses.
- Attending meetings at Lichfield District Council and Staffordshire County Council
- Representing the Council at other events/meetings outside the parish boundary as approved by the Town Council from time to time.

Officers

- Mileage will be paid for all duties undertaken within and outside the parish boundary.
- Attendance at conferences, e.g. Society of Local Council Clerks (SLCC), NALC, SAPC.
- Attending training courses.
- Attending meetings at Lichfield District Council and Staffordshire County Council.
- Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the Town Council from time to time.

BURNTWOOD TOWN COUNCIL

2010/11 BUDGET AND ACTUAL; 2011/12 BUDGET, ACTUAL TO DATE AND PROJECTED

		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
100	Corporate						
1176	Precept	251,380	251,380	251,380	251,380	251,380	256,142
1190	Interest: Community Direct Plus	1,200	3	1,200	2	3	3
1191	Interest: Reserve Account	0	473	0	441	450	450
1192	Interest: Instant Access A/C	0	11	0	22	35	45
1193	Interest: LDC	0	1,616	0	0	0	0
	Total Income	252,580	253,482	252,580	251,845	251,868	256,640
	100 Net Expenditure	-252,580	-253,482	-252,580	-251,845	-251,868	-256,640
101	Employee Expenses						
4000	Holding Account	0	0	100,000	88,374	99,670	102,000
4001	Salaries	76,125	68,115	0		0	0
4003	Salary Add. Hrs Finance Officer	0	2,272	0		0	0
4004	Salaries Add. Hrs Admin Assts.	8,040	3,549	0		0	0
4006	NI: Employer's Contributions	5,090	4,949	0		0	0
4007	PAYE: Employees' Contributions	0	0	0		0	0
4008	NI: Add. Hrs. Finance Officer	0	197	0		0	0
4009	NI Employer: Add. Hrs.	535	249	0		0	0
4010	NI: Mileage Allowance	0	93	0		0	0
4011	LGPS: Employer's Contributions	11,320	11,000	0		0	0
4012	Telephone/Broadband Allowance	715	840	0		0	0
4013	Eyesight: Tests/Spectacles	55	0	0		0	0
4014	NI: Employees' Contributions	0	0	0		0	0

4061	Car Mileage: Members	0	167	150	30	70	150
4062	Car Parking Fees	0	6	10	2	10	10
	OverHead Expenditure	2,150	2,465	2,160	2,296	2,480	2,360
	105 Net Expenditure	2,150	2,465	2,160	2,296	2,480	2,360
		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
107	Supplies & Services						
4100	Photocopier: Copy Charges	1,200	1,154	1,000	804	1,000	1,000
4110	Telephone: Rental	570	466	550	436	570	600
4111	Telephone: Calls	520	716	750	509	670	700
4112	Telephone: Payment Charges	0	69	63	54	63	63
4113	Broadband: Line rental	0	395	395	402	402	400
4120	Postage	1,100	1,517	1,500	1,018	1,018	1,000
4121	Franking Machine: Rental/Lease	640	666	640	855	855	696
4122	Franking Machine: Maintenance	300	646	300	298	298	298
4123	Franking Machine: Stationery	0	155	90	113	113	90
4130	Computers: Peripherals	0	0	0	493	493	200
4131	Computers: Hardware	4,750	0	0	3,160	3,160	2,500
4132	Computers: Software Licences	0	310	350	694	694	470
4133	Computers: Support	0	454	750	1,321	1,526	900
4135	Computers: Email accounts	0	275	50	50	50	50
4136	Network: Remote Back-up	0	0	0	308	332	600
4140	Website	600	467	400	425	425	425
4160	Stationery	1,700	1,622	1,700	1,747	1,750	1,800
4161	Publications	300	14	300	90	90	300
4162	Newspapers	0	138	150	128	150	150
4163	General Office Expenses	150	178	200	285	300	200
	Furniture				189	189	250
4164	Office Equipment	300	0	300	150	250	650
4165	Advertising	370	200	370	597	597	600

4170	Subscriptions to other bodies	1,450	1,812	1,828	1,826	1,826	1,850
4180	Professional Fees	350	408	350	966	966	350
4190	Data Protection Fee	0	35	35	35	35	35
4195	NMA: Memorial Bench - Purchase	0	575	0	0	0	0
4200	Courses/Training: Fees	1,500	410	1,300	250	450	1,300
4201	Courses/Training: Expenses	0	95	200	4	20	200
4202	Conferences/Seminars: Fees	0	158	500	358	388	400
4203	Conferences/Seminars: Expenses	1,000	154	500	639	700	700
4220	Bank Charges	140	132	150	120	150	150
4221	Insurance: Premiums	2,100	1,686	2,100	1,351	1,351	1,351
4222	Insurance: Landlord	0	478	500	485	485	500
4230	External Audit	1,050	2,100	1,150	0	1,150	1,150
4231	Internal Audit	400	800	400	0	200	200
4235	NMA: Memorial Bench (R&M)	35	0	35	0	35	35
4411	Handyperson Service	0	0	0	64	64	100
		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
107	Supplies & Services (Cont'd)						
4999	Contingency Expenses	0	425	10,000	321	350	1,000
	OverHead Expenditure	20,525	18,162	28,906	20,545	23,165	23,263
1200	Refunds	0	350	0	453	453	0
	Total Income	0	350	0	453	453	0
	107 Net Expenditure	20,525	17,812	28,906	20,092	22,712	23,263
201	Street Lighting						
4240	Electricity	800	297	800	343	992	400
4241	Maintenance	0	283	0	390	390	400

	OverHead Expenditure	800	580	800	733	1,382	800
	201 Net Expenditure	800	580	800	733	733	800
202	Bus Shelters						
4250	Maintenance	400	218	400	0	400	400
4255	Provision new bus shelter(s)	2,500	2,240	2,240	0	0	2,500
4411	Handyperson Service	0	374	0	322	400	320
	OverHead Expenditure	2,900	2,832	2,640	322	800	3,220
1081	Grant Aid: Bus Shelter	0	560	0	0	0	0
	Total Income	0	560	0	0	0	0
	202 Net Expenditure	2,900	2,272	2,640	322	800	3,220
203	Christmas Lights						
4260	General Expenses	4,000	4,059	4,000	2,099	4,000	5,100
4261	Churches	0	873	500	844	1,200	1,200
	OverHead Expenditure	4,000	4,932	4,500	2,944	5,200	6,300
	203 Net Expenditure	4,000	4,932	4,500	2,944	5,200	6,300
		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
205	Traffic Islands						
4300	Shrub Beds: Maintenance	4,650	3,399	3,399	3,399	3,399	3,399
4301	Grass Cutting	0	618	618	536	536	618
4302	Litter Picking	0	124	124	124	124	124

4303	Weed Killer Spraying	0	165	165	165	165	165
4304	Signage	0	329	329	0	329	329
4305	Signage Installation	0	8	0	71	71	100
4306	NNDR: Traffic Islands	0	666	666	1,715	1,715	1,715
	OverHead Expenditure	4,650	5,308	5,301	6,009	6,339	6,450
1030	Traffic Islands: Sponsorship	3,500	3,500	3,500	2,500	3,500	3,500
	Total Income	3,500	3,500	3,500	2,500	3,500	3,500
	205 Net Expenditure	1,150	1,808	1,801	3,509	2,839	2,950
206	Hanging Baskets & Planters						
4350	Planters: Maintenance	0	309	309	258	258	309
4351	Planters: Bedding Plants	0	453	453	453	453	453
4352	Hanging Baskets: Supply/Maint.	1,350	620	620	620	620	620
	OverHead Expenditure	1,350	1,382	1,382	1,331	1,331	1,382
	206 Net Expenditure	1,350	1,382	1,382	1,331	1,382	1,382
207	Flagpole						
4355	Flagpole	230	230	230	230	230	230
	OverHead Expenditure	230	230	230	230	230	230
	207 Net Expenditure	230	230	230	230	230	230
		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
208	Burntwood in Bloom						

4380	Advertising	3,000	530	1,400	530	530	1,000
4381	Prizes	0	886	1,100	1,050	1,050	1,300
4382	Presentation Evening	0	400	500	484	484	500
4383	Annual Calendar (production)	0	0	0	363	363	250
	Regional In Bloom Competition	0	0	0	0	0	150
	OverHead Expenditure	3,000	1,816	3,000	2,427	2,427	3,200
1050	BiB: Sponsorship	0	50	50	0	0	0
1051	BiB: Photograph Sales	0	51	0	18	18	0
1052	BiB: Calendar Sales	0	0	0	188	188	0
	Total Income	0	101	50	206	206	0
	208 Net Expenditure	3,000	1,715	2,950	2,221	2,221	3,200
209	Coulter Lane Remb. Garden						
4411	Handyperson Service	0	144	0	142	142	150
4500	Coulter Lane Remb. Garden	0	3,965	0	3,842	3,842	0
4501	Grounds Maintenance	0	0	0	1,100	1,100	1,100
	OverHead Expenditure	0	4,109	0	5,084	5,084	1,250
	209 Net Expenditure	0	4,109	0	5,084	5,084	1,250
		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
210	Burntwood Wakes Festival						
4411	Handyperson Service	0	506	0	758	758	800
4600	BWF: Stage / Sound Hire	35,000	0	35,000	6,850	6,850	40,000
4601	BWF Unsigned: Neon Expenses	0	1,825	0	1,870	1,870	0

4602	Family Fun Day Entertainment	0	29,350	0	7,790	7,790	0
4603	Marquees & Furniture	0	1,678	0	4,763	4,763	0
4604	First Aid Cover	0	630	0	670	670	0
4605	Fire Cover	0	510	0	100	100	0
4606	Lost Children Service	0	120	0	0	0	0
4607	Security	0	2,510	0	4,450	4,450	0
4608	Rubbish Skips	0	180	0	280	280	0
4609	Traffic Management	0	404	0	425	425	0
4610	Mobile Toilets	0	0	0	1,500	1,500	0
4611	Publicity	0	2,565	0	2,421	2,421	0
4612	Insurance	0	692	0	1,666	1,666	0
4613	Ground Crew	0	2,500	0	3,250	3,250	0
4614	Coach	0	0	0	560	560	0
4615	Pathway: Clearance	0	35	0	40	40	0
4616	Pathway: Lighting	0	300	0	300	300	0
4619	Hospitality: Mobile Toilets	0	0	0	700	700	0
4620	Miscellaneous	0	1,469	0	2,395	2,395	0
4621	BWF: Saturday evening	0	700	0	4,570	4,570	0
4622	BWF: Questionnaire, etc	0	100	0	0	0	0
4623	BWF: Generators/Fuel	0	1,136	0	1,233	1,233	0
4624	BWF: Policing	0	1,021	0	1,038	1,038	0
4625	BWF: Lighting Crew	0	0	0	3,400	3,400	0
4817	Topographical Survey	0	0	0	125	125	0
	OverHead Expenditure	35,000	48,229	35,000	51,154	51,154	40,800
1025	Sundry Income	0	0	0	8	8	0
1090	BWF: Craft Marquee Pitch Fees	0	223	0	300	300	0
1091	BWF: Sponsorship	0	11,700	0	10,750	10,750	0
1095	BWF: Hospitality - Food	0	131	0	200	200	0
1096	BWF: Hire of equipment, etc	0	0	0	4,570	4,570	0
	Total Income	0	12,055	0	15,828	15,828	0

		210 Net Expenditure		35,000	36,175	35,000	35,326	35,326	40,800
		2010/11		2011/12			2012/13		
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget		
211	Town Strategy								
4750	Town Strategy	10,000	13,560	2,500	8,321	8,321	250		
	OverHead Expenditure	10,000	13,560	2,500	8,321	8,321	250		
	211 Net Expenditure	10,000	13,560	2,500	8,321	8,321	250		
213	Trees (General)								
4354	Trees: Supply/Planting	0	150	0	0	0	0		
	OverHead Expenditure	0	150	0	0	0	0		
	213 Net Expenditure	0	150	0	0	0	0		
301	Civic Expenses								
4360	Chairman's Expenses	4,500	19	4,500	96	4,500	4,500		
4361	General Expenses	0	0	0	8	0	0		
4363	Civic Carol Service	0	103	0	34	0	0		
4364	Civic Service & Reception	0	1,055	0	0	0	0		
4365	Hospitality: General	0	115	0	31	0	0		
4366	Hospitality: BWF	0	956	0	1,409	0	0		
4367	Other Expenses	0	3	0	0	0	0		
4368	Fundraising	0	1,034	0	0	0	0		
4369	Fundraising - Distribution	0	0	0	2,214	3,214	0		
4400	Local Voluntary Organisations	0	60	0	0	0	0		
	OverHead Expenditure	4,500	3,344	4,500	3,792	7,714	4,500		

1062	Fundraising	0	1,990	0	1,730	2,330	0
	Total Income	0	1,990	0	1,730	2,330	0
	301 Net Expenditure	4,500	1,354	4,500	2,062	5,384	4,500
		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
302	Grant Aid						
4400	Local Voluntary Organisations	8,000	7,850	8,000	8,000	8,000	8,000
4401	Play Schemes	3,055	3,055	3,055	3,055	3,055	3,100
4402	Community Transport	3,000	3,000	3,000	3,000	3,000	3,000
4403	Community Development Worker	15,300	15,000	15,600	13,750	15,000	17,167
4405	SESCAB	3,500	3,500	3,500	3,500	3,500	3,500
4408	Remembrance Wreaths	0	0	0	74	74	100
	OverHead Expenditure	32,855	32,405	33,155	31,379	32,629	34,867
1080	Grant Aid: War Memorial	0	50	0	0	0	0
	Total Income	0	50	0	0	0	0
	302 Net Expenditure	32,855	32,355	33,155	31,379	32,629	34,867
310	Election Expenses						
4701	Election Expenses	0	0	4,500	0	15,368	0
	OverHead Expenditure	0	0	4,500	0	15,368	0
	310 Net Expenditure	0	0	4,500	0	15,368	0

	TOTAL BUDGET EXPENDITURE	246,710	249,223	252,809	241,260	285,866	256,142
	TOTAL INCOME	256,080	272,472	256,130	272,562	274,185	260,140
	TRANSFERS FROM RESERVES						
	Coulter Lane Remembrance Garden					3,842	
	Elections Reserve					10,868	
	Replacement Server/PCs					4,500	
	TOTAL TRANSFERRED FUNDS					19,210	
	TOTAL NET EXPENDITURE	-9,370	-23,249	-3,321	-31,302	-7,529	-3,998

BURNTWOOD CEMETERY

**Detailed Income and Expenditure by Budget Heading
as at 31 October 2011**

				Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total
				£	£	£	£
401	Burntwood Cemetery: Revenue						
4001	Salaries			6,000	0	0	0
4411	Handyperson Service			1,198	1,034	0	-1,034
4800	Grounds Maint: LDC			2,025	0	5,500	5,500
4801	Grounds Maint: Other			1,263	19	2,100	2,081
4802	Grounds Maint: Sister Dora Ave			232	0	0	0
4806	Topsoil			143	0	0	0
4807	Turf			115	0	0	0
4809	Weed Killing (selective)			82	0	0	0
4810	Gravedigging: Main Contractor			4,685	1,480	5,000	3,520
4811	Gravedigging: Others			0	1,045	0	-1,045
4812	Cemetery Gatekeeper			1,040	520	1,040	520
4813	Trade Refuse			165	120	300	180
4814	Skips			120	120	300	180
4815	ICCM Membership			95	180	95	-85
4816	ICCM Training			0	0	595	595
4817	Survey			0	0	60	60
4818	Computer Software Support			750	750	750	0
4819	Water Rates			0	26	0	-26
4820	NNDR: Burntwood Cemetery			314	282	315	33

4821	Trees: Maintenance, etc		550	0	0	0
4856	General Maintenance, etc		43	40	0	-40
4857	Memorial Plaques		360	0	0	0
4858	Gritting Paths/Road		480	0	0	0
		Revenue: Expenditure	19,659	5,463	16,055	10,592
1000	Burial Fees/Licences		28,795	19,310	25,000	-5,690
		Revenue: Income	28,795	19,310	25,000	-5,690
		Net Expenditure over Income	-9,136	-13,847	-8,945	4,902
			Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total
			£	£	£	£
402	Burntwood Cemetery: Capital					
4854	Seating		1,400	0	0	0
		Capital: Expenditure	1,400	40	0	-40
		Net Expenditure over Income	1,400	40	0	-40