

Finance and Management Committee – Wednesday 17th April 2024

Item 12 - Finance Report

Item 12.1 – Cannock Spreadsheet of Funded Items

As requested from last F&M, here is the spreadsheet of 2023 / 2024 SPEND for Thriving Communities Project (Project wording copied from email that Cannock sent me)

	Supplier name	S/N	Date raised	Description	Capital	Revenue
1	Amazon	Received	03/04/2023	2 x sack trucks 1 x generator (ex VAT)	£716.64	
2	Richard Coombs	0086161	12/04/2023	Coronation Event - 3 x 30 minute shows (punch & Judy) 6/5/2023		£350.00
3	Amazon	Received	13/04/2023	Noughts & Crosses (replacement) game for one that didn't turn up (ex VAT)	£13.32	
4	Midland Signs & Graphics	0086157	12/04/2023	Supply 2 x banners / high tack digital print with over laminate and design fee for Artisan markets promotion - ORDER CANCELLED 25/10/2023 AS LOGO'S NEVER WENT ON SO RUGELEY PAID FOR IT THEMSELVES (£260)		
5	Amazon		12/04/2023	Noughts & Crosses Game - didn't arrive - wrong item sent - ordered in 2022/2023	-£15.99	
6	Amazon		12/04/2023	Paint order x 17 pots - Rugeley ordered wrong paint - ordered in 2022 / 2023		-£195.31

7	Amazon	Received	18/04/2023	Paint order x 5 pots		£82.25
8	Amazon	Received	26/04/2023	PA System / Mic's & Speaker / Mic leads / coronation decoration / coronation game		£934.37
9	Rugeley Aerials	0043216	26/04/2023	Supply and install a Freesat Box & Freesat Dish in Rugeley Town Centre to broadcast Coronation		£260.00
10						
11	Amazon	received	12/08/2023	Various glasses (total) Exc VAT		£187.05
12	Amazon	Rec 12.9.2023	08/09/2023	Cocktail Machine and Carry Bag price exc VAT	£284.15	
13	Next Day Catering Equipment	0086469	14/09/2023	Pizza Oven (£4300) Cancelled 4/10/2023		
14	Nisbets	0086476	02/10/2023	Coffee Machine	£3,994.99	
	Nisbets	0086476	06/10/2023	Pizza Oven	£1,541.66	
16	Mathew Hunt	0084696	15/11/2023	"Elton Wrong" performance on 24/11/2023		£701.00
17	ACE PA Hire	0085574	22/11/2023	Hire of Stage and PA for Rugeley Light Switch on event 24/11/2023	£2,840.00	
18	Amazon	Received	19/01/2024	Catering Equipment EXC VAT	£798.74	
19	Amazon	Received	19/01/2024	Event Equipment EXC VAT	£503.98	

Item 12.2 - Scribe

Scribe is finally making progress. I have been into all 515 purchase invoices, 331 invoices and 417 receipts to corrected coding. I have also added the budget in for 23/24 and put our reserves in. Finally done bank reconciliations to the end of the financial year along with the income and expenditure. What is left to do now is sort the VAT control account as the final return needs to be submitted at the start of May and the changeover of systems and the investigation has made the account not balance. I also need to update and load the assets list which up to now has always been in an excel spreadsheet and isn't up to date. Then final checks on our balances to run the year end figures to fill in AGAR paperwork. In the background I am also setting up 24/25 so the breakdown for the theatre is more in depth.

Item 12.3 – IT Update

I am please to say that we have transferred over to out new supplier: Blue Footprint. They are managing our last supplier, so we no longer have to speak to them as they have left their software on our computers. So far, we have had no problems with Blue Footprint and there are responding to tickets much quicker and in a manner staff can understand. I will be doing onboarding in the next week or so where they will go through how we want everything structured. For example: file access, teams messaging etc. I have requested more phone training on site as not everyone could make the training and now that the others have had a play with the system, there are outstanding questions. This will be free of charge.

Item 12.4 – Emails

Councillors are on exchange only kiosk accounts. This gives you access to your emails via a web interface only and 2gb of storage. As emails are becoming an issue and storage limits might in the future, I asked our IT company for options encase you want to discuss and decide a better plan for councillors. Cost is plan cost x 19 councillors per annum. We would have to pay the difference from our current plan to the next plan. As you can see there is quite a difference in pricing. Councillors could just delete emails with attachments after the meeting has commenced as it will be on the website to refer to if needed which would keep your storage down.

Plan	Cost	Notes
Exchange Kiosk	£373.92	2gb of storage, web interface only
Plan 1	£752.40	50gb storage, can use outlook app
Business Basics	£1117.2	As above plus teams and Microsoft online apps

Item 12.5 – Virements

For confirmation of changes made during budget process, I would like it voted and in the minutes to go ahead and change the ear marked reserves as follows:

EMR	From	To	Reasoning
Election Fund	£24195.44	£12000.00	More realistic requirement
USL Removal	£40233.00	£0.00	Contested outstanding bill now past claim point
Renovations and Renewals	£7356.80	£27356.80	Adding £20000 for heating and roof repairs

Community Projects	£13247.53	£15697.53	Adding £2450 that wasn't spent under community initiatives
Community Infrastructure Levy	£12320.22	£12320.22	No change
Business Interruption Fund	£0.00	£110,000	To initially put in 4 months of precept in building up to 6 months over the next 2 years

Item 12.6 – PAYE

I previously reported that we with had received letters regarding credits on our PAYE account. You get these when a new member staff starts. However, these credits were not coming off our bills and our external payroll department weren't helpful in solving this either. I brought to council to change our bill process to direct debit so these credits could be applied and HMRC would only take what was required. I am happy to say this move worked. Below is a table showing what our payroll company said we should be paying to what we actually paid through direct debit, showing our credit has been applied.

Month	Payroll Company Instruction	Actual payments
February	£3390.62	£0
March	£3212.56	£1708.08

Melanie Matthews – Responsible Finance Officer