

Amble Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
1	Precept	124,300.00	124,300.00	0.00	0.00	0.00
2	Telephone	0.00	0.00	1,100.00	806.83	293.17
3	Subscriptions	0.00	32.00	1,100.00	1,131.83	0.17
4	Office rent/rates	0.00	0.00	9,500.00	6,750.00	2,750.00
5	General Administration	0.00	0.00	900.00	307.80	592.20
6	Post, Print & Stationary	0.00	7.50	900.00	548.97	358.53
7	Audit & Accounts	0.00	0.00	1,200.00	1,216.80	-16.80
8	Cllr & Staff expenses	0.00	0.00	450.00	27.00	423.00
9	Legal & Regulatory	0.00	0.00	1,000.00	28.95	971.05
10	Training	0.00	0.00	200.00	0.00	200.00
11	Publicity & Engagement	0.00	0.00	1,600.00	897.76	702.24
13	Office expenses	0.00	0.00	100.00	0.00	100.00
14	Local Council Awards	0.00	0.00	0.00	0.00	0.00
15	Miscellaneous Income	0.00	213.00	0.00	0.00	213.00
16	Bank Income	1,500.00	595.66	0.00	20.00	-924.34
17	Tenancies income	600.00	0.00	0.00	0.00	-600.00
18	School Prize Fund	0.00	0.00	600.00	255.16	344.84
19	Matched funding	0.00	0.00	0.00	0.00	0.00
20	Wynd Wall	0.00	0.00	0.00	0.00	0.00
21	Town Clock	0.00	0.00	500.00	0.00	500.00
22	War Memorials	0.00	0.00	500.00	545.00	-45.00
23	Town Insurance	0.00	0.00	1,500.00	0.00	1,500.00
24	Website	0.00	0.00	500.00	12.50	487.50
25	Computerware/support	0.00	0.00	200.00	297.96	-97.96
26	Town Projects	0.00	0.00	1,000.00	0.00	1,000.00
27	History Trail	0.00	0.00	2,500.00	1,849.88	650.12
28	Christmas Lighting	0.00	0.00	1,200.00	1,074.93	125.07
29	Garden Awards	0.00	0.00	700.00	479.22	220.78
30	Grants/Donations	0.00	0.00	5,000.00	1,588.16	3,411.84
31	Chairman's Expenses	0.00	0.00	700.00	31.11	668.89
32	Miscellaneous	0.00	0.00	300.00	17.24	282.76
33	Elections	0.00	0.00	0.00	0.00	0.00
34	Environmental	0.00	1,200.00	3,000.00	1,941.21	2,258.79
35	Events Committee	0.00	5,304.00	0.00	1,509.96	3,794.04
38	Cemetery rates	0.00	0.00	850.00	870.32	-20.32
39	Heat & Light	0.00	0.00	700.00	259.30	440.70
40	Fuel & Oil	0.00	0.00	1,000.00	559.53	440.47
41	Machine repairs/service	0.00	0.00	1,500.00	359.11	1,140.89
42	Premises	0.00	0.00	2,000.00	15.74	1,984.26
43	Refuse	0.00	0.00	1,000.00	1,177.62	-177.62
44	Maintenance & Materials	0.00	0.00	3,000.00	740.18	2,259.82
45	Grave digging contract	0.00	0.00	7,000.00	2,800.00	4,200.00
47	Small tools/machines	0.00	0.00	100.00	103.74	-3.74
48	Large Machines	0.00	0.00	1,000.00	200.00	800.00
49	Cemetery planting	0.00	0.00	0.00	120.60	-120.60
50	Cemetery Insurance	0.00	0.00	1,200.00	0.00	1,200.00
51	Memorial Safety	0.00	0.00	100.00	0.00	100.00
52	Cemetery Development	0.00	0.00	1,000.00	74.70	925.30
53	East Cemetery Maintenance	0.00	0.00	1,000.00	0.00	1,000.00
61	Cemetery Registers	0.00	0.00	0.00	0.00	0.00
62	Allotments	0.00	13.00	700.00	390.00	323.00
63	Town Seats	0.00	717.00	1,000.00	1,073.00	644.00
64	Litter Bins	0.00	0.00	2,700.00	2,949.12	-249.12
65	Bus Shelters	0.00	0.00	0.00	0.00	0.00
66	Noticeboards	0.00	0.00	1,000.00	60.70	939.30
67	Commemorative Events	0.00	0.00	0.00	0.00	0.00
68	Recreation	0.00	0.00	16,000.00	5,004.55	10,995.45
69	Cemeteries Income	22,000.00	11,727.91	0.00	805.20	-11,077.29
70	VAT recovered	0.00	0.00	0.00	0.00	0.00
71	Salaries & Wages incl Pension	0.00	0.00	67,100.00	37,741.27	29,358.73
72	School prize fund EM	0.00	0.00	220.00	0.00	220.00
73	Town seats EM	0.00	0.00	1,470.00	0.00	1,470.00
74	Historic Trail EM	0.00	0.00	13,250.50	0.00	13,250.50
75	Town Projects EM	0.00	0.00	7,338.25	0.00	7,338.25
76	Commemorative Events EM	0.00	10.00	6,760.91	889.12	5,881.79
77	Community EM	0.00	0.00	1,000.00	600.33	399.67
78	Matched Funding EM	0.00	0.00	1,300.00	0.00	1,300.00
79	Philip Drive Play area EM	0.00	0.00	181.00	0.00	181.00
80	Allotment Fund EM	0.00	0.00	1,981.26	0.00	1,981.26
81	Recreation EM	0.00	0.00	39,999.71	29,790.30	10,209.41
82	Memorial Clock EM	0.00	0.00	266.00	0.00	266.00
83	War Memorial Repairs EM	0.00	0.00	4,724.53	875.00	3,849.53

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All Cost Centres and Codes

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
84	Wall repairs EM	0.00	0.00	3,190.00	0.00	3,190.00
85	East Cemtery Maintenance EM	0.00	0.00	5,638.90	0.00	5,638.90
86	Machinery EM	0.00	0.00	17,150.00	0.00	17,150.00
87	Memorial Safety EM	0.00	0.00	1,400.00	0.00	1,400.00
88	West Cemetery Premises EM	0.00	0.00	13,000.51	0.00	13,000.51
89	West Cemetery Maintenance EI	0.00	0.00	1,652.37	0.00	1,652.37
90	West Cemetery Development E	0.00	0.00	18,561.06	0.00	18,561.06
91	Cemetery Registers EM	0.00	0.00	340.00	0.00	340.00
92	Computers/ IT EM	0.00	0.00	1,563.78	0.00	1,563.78
93	Quality Status EM	0.00	0.00	500.00	0.00	500.00
94	Website Development EM	0.00	0.00	1,954.25	0.00	1,954.25
95	Election Costs EM	0.00	0.00	8,512.07	0.00	8,512.07
96	Training EM	0.00	0.00	3,914.00	0.00	3,914.00
97	Legal and regulatory EM	0.00	0.00	2,988.00	0.00	2,988.00
98	Contractual Obligations EM	0.00	0.00	45,200.00	0.00	45,200.00
99	Contingency EM	0.00	0.00	10,000.00	0.00	10,000.00
100	PPE	0.00	0.00	200.00	0.00	200.00
102	Litter Bins EM	0.00	0.00	3,575.32	0.00	3,575.32
103	Bus shelters EM	0.00	0.00	20,074.78	0.00	20,074.78
104	Environmental EM	0.00	0.00	1,784.35	0.00	1,784.35
105	Events Committee EM	0.00	2,043.48	4,864.20	3,808.22	3,099.46
106	Parking	0.00	0.00	2,000.00	0.00	2,000.00
107	Noticeboards EM	0.00	0.00	535.00	0.00	535.00
108	Loyalty Fund EM	0.00	0.00	16,879.24	0.00	16,879.24
NET TOTAL		148,400.00	146,163.55	410,169.99	112,605.92	295,327.62
V.A.T.			0.00		7,198.74	
GROSS TOTAL			146,163.55		119,804.66	

**Peter Basnett
Audit Services
3 Raby Close
Bedlington
NE22 6NL
pbbasnett@gmail.com
☎ 01670 820035**

2 November 2016

Ms E Brown
Town Clerk
Amble Town Council
Fourways 2
6 Dilston Terrace
Amble
Northumberland
NE65 0DT

Dear Elaine,

Amble Town Council – Interim internal Audit 2016/2017 financial year.

I have completed the interim audit for the 2016/2017 financial year.

The audit comprised a 100% check of income and expenditure including petty cash. The queries arising from the audit have been answered to my satisfaction and I attach a copy of my notes.

The audit included a scan of the council minutes.

In addition to further income and expenditure checks the year-end internal audit will cover risk assessment/management, insurance cover, assets register VAT recovery and payroll.

As discussed I will not be available for the year-end audit between 23 April and 11 May 2017

Please contact me at the end of the financial year to agree a mutually acceptable date so that I can complete the internal audit. I confirm that I will not be available for future internal audits.

I thank you for your patience and good humour in providing information and answers to my many questions.

Yours sincerely,

Amble Town Council
2016/2017 financial year

INTERIM INTERNAL AUDIT NOTES

1. Unable to trace invoice/voucher for the following payments:

Cheque No. 103524 £10.00	Hospice Care North Northumberland
23/06/2016 GPC £120.60	Blooming Baskets
14/09/2016 Cash £16.80	Border Tyres

2. Unable to find vouchers/remittance advices for the following stall fee income:

£35.00	Delicious Churros
£35.00	United Sweets of America
£35.00	The Donut Guy
£35.00	Northumbria Smokehouse
£45.00	Commonwealth War Graves

3. £15.75 D/D 20/06/2016 Total Gas & Power – on bank statement but not cash book.

Peter Basnett

Internal Auditor

2 November 2016

Request for Grant

AMBLE DEVELOPMENT TRUST

Purpose of Grant (please give details of what you want the money for)

Purchase of laptop for The Ambler Community Newspaper, including software licences

Printing of workshop instruction sheets for Amble Code Club

Amount of Grant Requested

£900

Date Grant Required

January 2017

Additional Supporting Information

We would like to purchase a laptop for use by The Ambler Community Newspaper team, to help with additional reporting, editing, image editing and layout. At the moment we have three workstations for the volunteers, but our editorial team has grown to include six volunteers and one worker. A dedicated laptop with the relevant software licences would enable more of the team to be able to work together, and enable the volunteers' time to be more productive and fulfilling.

We are also asking for funding towards the colour printing and photocopying of workshop instruction sheets for our code club. The workshops instructions are printed out each week for each child in the code club. We would like to purchase printer ink and pay for the use of a colour photocopier to enable the children to easily access the step-by-step coding instructions.

Please included a copy of last year's balance sheet for your organisation

Have you received grants or applied for subsidies from other bodies?

If so, please specify sources and amounts of funding requested and status of your application (s= submitted; a= agreed; f= funding received)

No

Declaration

I apply for a grant for the above organisation and declare that:

- I, on behalf of Amble Development Trust have read and understood the scheme under which grants are made as contained in the Notes of Guidance.
- I, on behalf of Amble Development Trust have noted all conditions under which grants are made and confirm that, if successful in this application, I and the organisation will abide by them.
- I am enclosing the most recent balance sheet and statement of accounts of the organisation to whom the application relates (if not, please state the reason).
- I understand that the Council reserves the right to recover any amounts given in the event these conditions are not fulfilled, the grant is not used for the purpose specified, or the organisation ceases to exist.

Signed	Anna Williams	Date	17 October 2016
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Note: Please ensure you have answered all questions and enclosed the relevant supporting information for your application

Remember to enclose a stamped addressed reply envelope

**THIS APPLICATION IS ONLY TO BE USED
FOR REQUESTS IN EXCESS OF £100.**

Notes of guidance for Applicants

Who can apply?

❖ Any organisation can apply provided that:

It is voluntary and/or non-profit making.

Can demonstrate the need for financial assistance.



EMERGENCY CARE

Great North Air Ambulance
Northumberland Wing
The Imperial Centre
Grange Road
Darlington DL1 5NQ

T: 01325 487 263
F: 01325 489 819

Ms Brown
Amble Town Council
Fourways 2
6 Dilston Terrace
MORPETH
NE65 0DT

Our Reference: 22229
18 October 2016

Dear Ms Brown

I am writing to you on behalf of the Great North Air Ambulance Service to ask whether your Council would be kind enough to consider donating a grant to the charity. The service operates two emergency response helicopters that fly across the region to treat critically ill patients. With doctor led crews, pioneering procedures and equipment on board, we are able to give even the most seriously ill a better chance of survival.

Eight year old James Bainbridge owes his life to the service.

He was hit by a car on Marden Estate, North Shields, in August this year. The collision left him with a fractured skull, collapsed lung and a lacerated liver.

GNAAS was called to work alongside the North East Ambulance Service. The charity brought a paramedic and an emergency department consultant to the scene. Instead of waiting until he arrived at the hospital - a journey he may not have made - James was put into a medically induced coma by the GNAAS crew.

He is now back at school because the treatment James received at the roadside saved his life.

Unfortunate circumstances occur and accidents happen but with a grant to the Great North Air Ambulance Service you can help make sure we can be there for other people like James, when they need help most. However, the service is publicly funded and the future of it is completely reliant on the generosity of the people of the region.

"We can never thank the crew enough for everything they have done. It could have easily been a different outcome. We are just so grateful." Doug Bainbridge, James's father

I hope this letter has illustrated what impact a grant would have upon the lives of people in the region. I hope to hear from you soon.

Best wishes

Harriet Langston
On behalf of Great North Air Ambulance Service

Privacy Notice: (Please read)

From time to time we may wish to contact you by email, post or telephone. If you do not wish us to do this please let us know by calling 01325 487263, emailing info@greatnorthairambulance.co.uk or completing the contact preferences form on our website.