

FINANCE & OFFICE SERVICES REPORT FOR FINANCE AND RESOURCES COMMITTEE 23rd NOVEMBER 2004

Routine Matters

Much of the work of the department has been hampered by the long-term sickness of the Financial Accountant, Manj Cheema, who has been away with pneumonia. She has recently returned to work on a two days a week basis until the end of the year. The Management Accountant, Richard Ballard, has stepped in doing extra work and is to be commended on the production of the Management Accounts for October a week earlier than usual. He is currently on study leave. We have used a junior temporary staff person for only one week.

£500,000 is currently placed on the money market at an interest rate of 4.13% and a 3-month bond for £1,000,000 has been purchased at a rate of 4.63%. Around £700,000 is also held on Business Reserve Account at a rate of 2.25%.

Meetings, Training and Other Matters

A number of meetings have taken place (or are scheduled to take place) since the last meeting. Details from the meetings have been utilised in general work or in papers elsewhere in the Committee Agenda.

29th September – Staff Performance Management Reviews
4th October – Alan Dickinson, Head of Corporate Banking, NatWest
6th-7th October – Council Awayday, Scotland
11th October – Secretariat Meeting (internal)
15th October – Payroll and Purchase Ledger Advanced Training (Digital Quills Limited)
5th November – James Reeve, P&O Business Travel re procedures
12th November – Jeremy Cook, FMI Limited re Sage Accounting System
26th November – Gina Budden, P&O Business Travel re room hires/events
30th November – Penny Alexander, Nick Flint, NatWest re automated banking procedures

Financial Projects

Risk Assessment reviewed and revised
PLG Budgeting exercise
Hotel Corporate rates negotiated and procedures issued
VAT on Attendance Allowances – briefing of VAT advisor

Office Services

With the exception of some damp work, all building work has been curtailed for this financial year. Security guards are being stood down. A review of photocopying both in house and outside is being undertaken.

Performance Indicators

See accompanying schedule

PAUL BAKER
Finance Director

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