

## FINANCE & OFFICE SERVICES REPORT FOR FINANCE AND RESOURCES COMMITTEE 11<sup>th</sup> FEBRUARY 2005

### **Routine Matters**

Since the last meeting the Financial Accountant has increased her attendance since her hospitalisation and is currently working about 4 days a week. No further use has been made of temporary staff.

£500,000 is currently placed on the money market at an interest rate of 4.19% and a 3-month bond for £1,000,000 has been purchased at a rate of 4.63%. Around £800,000 is also held on Special Interest Reserve Account at an interest rate of 3.75%.

### **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.

30<sup>th</sup> November – Penny Alexander & Nick Flint, NatWest, re automated banking

2<sup>nd</sup> December – Gina Budden, P&O Business Travel, re event locations

9<sup>th</sup> December – Mike Payne, BDO Stoy Hayward, re VAT on partners' fees

15<sup>th</sup> December – Mandy Reed & Graham Cairns, NatWest, re banking service levels

20<sup>th</sup> December – James Reeve, P&O Business Travel re procedures

18<sup>th</sup> January – Residents Association meeting re local parking

19<sup>th</sup> January – Offsite Executive Management Team meeting re Departmental Objectives for 2005/6

27<sup>th</sup> January – David Waddell & Steven Murray, National Audit Office, re year end audit

Late January/Early February 2005 – Budget meetings with management

1<sup>st</sup> February – Cavan Keogh, Alexander Forbes insurance brokers, re quotes for 2005/6

2<sup>nd</sup> February – Business Travel Exhibition, Olympia

8<sup>th</sup> February – Managing Risk Seminar, National Audit Office, Institute of Directors

### **Financial Projects**

Management Accounts produced for November and December 2004

Risk Assessment reviewed and revised

Budget 2005/6 – 1<sup>st</sup> draft

### **Office Services**

Damp in Council Chamber and adjoining areas has been rectified.

Cleaning of all common part and meeting room carpets undertaken

### **Departmental Objectives**

See accompanying copy slides from EMT presentation 19<sup>th</sup> January 2005

### **Performance Indicators**

See accompanying schedule

**PAUL BAKER**

**Finance Director**

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