

Bormla Local Council

Quarterly Report January to September 2015

PRIVATE AND CONFIDENTIAL

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Prepared by: Bormla Local Council

INCOME STATEMENT for the period ended 30th September 2015

| | € | € | € | € |
|--|------------|----------------|------------|----------------|
| | 30/09/2015 | | 30/09/2014 | |
| SALES | | | | |
| Annual Govt. Income | 321,771 | | 311,262 | |
| Supplementary Government income | 1,757 | | - | |
| Other Govt. Income | 2,000 | | 9,885 | |
| Community Services | - | | 242 | |
| Permits | 5,150 | | 3,317 | |
| Contraventions | 128 | | 454 | |
| Sentenced Cases | (128) | | (817) | |
| Tender Document fees | 50 | | 230 | |
| Apelli - Tenders | 400 | | - | |
| Donations receivable | 1,500 | | - | |
| Contributions | 2,585 | | (2,636) | |
| Adverts - Council Magazine | (13) | | 150 | |
| Bank Interest Receivable | 278 | | 125 | |
| | | 335,477 | | 322,212 |
| OTHER INCOME | | | | |
| LES Commission - Regions | 4,636 | | 3,270.00 | |
| Receivables - W&E Bills-Grounds P. Delce | - | | (314) | |
| | | 4,636 | | 2,957 |
| GROSS PROFIT / (LOSS) | | 340,113 | | 325,169 |
| EXPENSES | | | | |
| Total Operational and Admin Expenses | | (317,047) | | (301,404) |
| NET PROFIT / (LOSS) | | 23,066 | | 23,765 |

Prepared by: Bormla Local Council

ADMINISTRATIVE EXPENSES for the period ended 30th September 2015

| | € | € | € | € |
|----------------------------------|------------|---|------------|---|
| | 30/09/2015 | | 30/09/2014 | |
| EXPENSES | | | | |
| Mayor's allowance | 7,632 | | 7,541 | |
| Arrears - Mayor | 297 | | - | |
| Employees' Salaries/Wages | 58,635 | | 56,246 | |
| Arrears - Employees | 3,703 | | 56 | |
| Bonuses | 1,509 | | 5,645 | |
| Social Security Cont. | 5,812 | | 4,381 | |
| Allowances | 4,400 | | 4,354 | |
| Overtime | 1,826 | | 1,716 | |
| Electricity | 1,413 | | 7,702 | |
| Water | 575 | | 302 | |
| Comm.-Equipment Rental | 784 | | 881 | |
| Comm.-Telephone Charges | 422 | | 1,237 | |
| Operating Materials & Sup | 3,522 | | 2,878 | |
| Cleaning Materials & Supp | 425 | | 287 | |
| Uniforms | 821 | | (106) | |
| Signs | 1,275 | | 1,698 | |
| Road Markings | 232 | | 636 | |
| Office Furniture & Equip. | 30 | | 605 | |
| Other Repairs & Upkeep | - | | 474 | |
| Patching | 662 | | 257 | |
| Rent | 1,664 | | 1,768 | |
| Participation fee-Int.Mtg | - | | 672 | |
| Participation fee-Nat.Mtg | - | | 174 | |
| Printing | 148 | | - | |
| Stationery | 456 | | 482 | |
| Photocopier Paper | 247 | | 136 | |
| Photocopier Service Agreement | 662 | | 776 | |
| Postage | 172 | | 180 | |
| Documentation | 446 | | - | |
| Maintenance of Vehicles | 233 | | 412 | |
| Motor Vehicles - Licenses | 562 | | - | |
| Hire of self drive cars | - | | 1160 | |
| Fuel | 570 | | 810 | |
| Payt-use Personal Vechile | - | | 7 | |
| Transport Malta/Gozo | - | | 94 | |
| Overseas Ticket | - | | 1132 | |
| Overseas - Subsistance & acco | 11 | | 2201 | |
| Public relations expenses | 85 | | | |
| Advertising | 518 | | 221 | |
| Publications and newsletters | 368 | | - | |
| Newspapers | 1,211 | | 1,147 | |
| Newsletters | 1,838 | | 1,470 | |
| Internet Services - E-Government | - | | 120 | |
| Internet Services | 200 | | 346 | |
| Librarian Fees | 2,562 | | 2,198 | |
| Library Books | 581 | | 431 | |
| Insurance Coverage | 1,500 | | 865 | |
| Local Enforcement Bank Charges | 2 | | 2 | |
| Bank Charges | 144 | | 220 | |
| Refuse Collection | 65,742 | | 56,911 | |
| Bulky Refuse Collection | 9,256 | | 5,966 | |
| Tipping Fees | 24,856 | | 24,754 | |
| Cleaning Services | 45 | | 35 | |
| Road & Street Cleaning | 25,650 | | 25,286 | |
| Clean-Public Conveniences | 1,286 | | 1,126 | |
| Cleaning-Council Premises | 3,858 | | 3,544 | |
| Clean.& Maint. - Soft Areas | 24,643 | | 19,119 | |
| Street Lighting - Maintenance | 5,125 | | 4,108 | |
| IT Development Services | 1,048 | | 1,418 | |

Prepared by: Bormla Local Council

ADMINISTRATIVE EXPENSES for the period ended 30th September 2015

| | € | € | € | € |
|--------------------------------------|------------|----------------|------------|----------------|
| Town Planning Consultancy | 8,150 | | 32 | |
| Legal services | 1,086 | | 1,420 | |
| Court Fees | 1,445 | | 2,834 | |
| Accountancy Services | 2,914 | | 3,209 | |
| Course subsidies - Employee | - | | 150 | |
| Course subsidies -Local Residents | 873 | | 540 | |
| Other Hospitality Costs | 1,832 | | 1,195 | |
| Jum il Kunsill Activity | 400 | | (50) | |
| Social Events | 100 | | - | |
| Cultural Events | 18 | | 112 | |
| Xmas Activities | (367) | | 1,166 | |
| Donations | - | | 1,521 | |
| Other Expenses | 457 | | 1,286 | |
| Reimbursements to Coucillors & Staff | 213 | | 139 | |
| Sundry Minor Expenses | 924 | | 554 | |
| Provision for Doubtful Debts | (128) | | (817) | |
| Summons Expenses | 15 | | 59 | |
| Dep. Expense-Construction | 22,690 | | 25,139 | |
| Dep.Exp.-Office Furniture | 1,732 | | 1,728 | |
| Dep.Exp-Urban Improvement | 2,806 | | 3,079 | |
| Dep.Exp.-Office Equipment | 1,132 | | 781 | |
| Dep.Exp-Plant & Machinery | 189 | | 236 | |
| Dep.Exp. - Motor Vehicles | 222 | | 278 | |
| Dep.Exp.- Computer Equipment | <u>678</u> | | <u>732</u> | |
| Total Expenses | | 317,047 | | 301,404 |

Prepared by: Bormla Local Council
BALANCE SHEET as at 30th September 2015

| | € | € | € | € |
|---|------------|----------------|------------|----------------|
| | 30/09/2015 | | 30/09/2014 | |
| <u>ASSETS</u> | | | | |
| <u>Non-current Assets</u> | | | | |
| <u>Fixed Assets</u> | | | | |
| Construction | 798,600 | | 798,600 | |
| Office Furniture/Fittings | 63,681 | | 60,701 | |
| New Street Signs | 21,693 | | 21,693 | |
| Urban Improvements | 199,509 | | 199,049 | |
| Trees | 13,609 | | 13,609 | |
| Office Equipment | 32,310 | | 32,310 | |
| Computer Equipment | 882 | | 882 | |
| IT Developments Costs | 510 | | 510 | |
| Plant and Machinery | 5,959 | | 5,959 | |
| Motor Vehicles | 8,269 | | 8,269 | |
| Assets Still Under Construction | 1,639 | | 1,681 | |
| Accum. Dep.- Construction | (522,503) | | (377,924) | |
| Acc.Dep.-Office Furniture | (34,079) | | (31,769) | |
| Accum.Dep.-Street Paving | (21,693) | | (21,693) | |
| Acc.Dep-Urban Improvement | (165,011) | | (161,216) | |
| Acc.Dep.-Office Equipment | (21,942) | | (20,402) | |
| Acc.Dep-Plant & Machinery | (4,949) | | (4,686) | |
| Accum.Dep.-Motor Vehicles | (7,083) | | (6,787) | |
| Accum.Dep.- Computer Equipment | (2,713) | | (1,786) | |
| Accum Dep.- IT Development Costs | (318) | | (223) | |
| Grants account | - | | (113,906) | |
| | | 366,372 | | 402,872 |
| <u>Current Assets</u> | | | | |
| Debtors Control Account | 28,921 | | 33,483 | |
| LES Debtors | 327,644 | | 327,923 | |
| Prepayments | 2,775 | | 2,174 | |
| Accrued income | 279 | | 132 | |
| LES operating acc 16506102030 | 1,916 | | 2,840 | |
| HSBC - 040-063059-050 SAV. | 219,026 | | 85,763 | |
| BOV Operating Account 4011072139 | 4,621 | | 943 | |
| B.O.V. Sav 1650602043 L.E.S. | 1,408 | | 1,352 | |
| Petty Cash Account | 552 | | 82 | |
| Cash In Hand / in transit | 2,264 | | (3) | |
| Cash o.b.o. Other Councils | 512 | | 2,855 | |
| Cash In Hand / in transit | - | | (116) | |
| | | 589,916 | | 457,428 |
| Total Assets | | 956,288 | | 860,300 |
| <u>EQUITY AND LIABILITIES</u> | | | | |
| <u>Capital and Reserves</u> | | | | |
| <u>Retained Income</u> | | | | |
| Profit & Loss Account | (305,414) | | (298,935) | |
| Net Profit/Loss this year | (23,066) | | (23,765) | |
| | | 328,480 | | 322,700 |
| <u>Current Liabilities</u> | | | | |
| Prov for Doubtful Debts - Debtors Cont. | (9,686) | | (9,686) | |
| HSBC - 040-063059-001 CUR. | (15,606) | | (10,056) | |
| Provision for LES Doubtful Debts | (327,644) | | (327,923) | |
| Creditors Control Account | (28,462) | | (50,574) | |
| Accruals Account | (39,269) | | (30,627) | |
| Amounts due to other Local Councils | (524) | | (2,856) | |
| Unidentified Deposits | (291) | | (291) | |
| Deferred income - allocation Oct-Dec 15 | (107,133) | | | |
| | | 528,615 | | 432,014 |
| <u>Long Term Liability</u> | | | | |
| Deferred Income | 99,194 | | 105,585 | |
| | | 99,194 | | 105,585 |
| Total Equity and Liabilities | | 956,288 | | 860,299 |

1.1 Consolidated Budget Variations of Income and Expenditure

Within pages 1 to 3, an overview of the present financial situation is analysed. The Tables headed July to September 2015 indicate the financial quarter, whilst the tables headed January to September 2015, refers to the totals from the beginning of the financial year.

| ACCT NO | DESCRIPTION | Quarter July to September 2015 | | | January to September 2015 | |
|----------------------------------|---------------------------------|--------------------------------|----------------|----------------|---------------------------|----------------|
| | | ACTUAL | TOTAL | BUDGET | ACTUAL | TOTAL |
| | | € | € | € | € | € |
| 2 Income | | | | | | |
| 0 Government | | 107,257 | 107,257 | 106,152 | 325,528 | 325,528 |
| 20 Bye-laws | | 3,424 | 3,424 | 1,300 | 5,600 | 5,600 |
| 90 Investment | | 163 | 163 | - | 278 | 278 |
| 100 General | | 6,316 | 6,316 | 2,890 | 8,707 | 8,707 |
| TOTAL | | 117,160 | 117,160 | 110,342 | 340,113 | 340,113 |
| 1 Expenditure | | | | | | |
| 1000 Personal emoluments | | 26,396 | 26,396 | 22,969 | 83,817 | 83,817 |
| 2000 Operations and maintenance | | 75,884 | 75,884 | 81,237 | 203,781 | 203,781 |
| 7000 Capital expenditure - Dep'n | | 9,597 | 9,597 | - | 29,449 | 29,449 |
| TOTAL | | 111,877 | 111,877 | 104,206 | 317,047 | 317,047 |
| Balance | | 5,282 | 5,282 | 6,136 | 23,066 | 23,066 |
| cashF1 | Opening Cash and Bank Balances | | | 214,692 | 214,692 | |
| Less | Future Commitments | | | | | |
| Add: | Balance (Surplus/(Deficit)) | | | 23,066 | 23,066 | |
| | Available Funds | | | 237,758 | 237,758 | |
| | Allocation during Current Year | | | 429,028 | 429,028 | |
| | Net Current Assets | | | 61,302 | 61,302 | |
| | % Financial Situation Indicator | | | 14.29% | 14.29% | |

Notes:

- 1 The % Financial Indicator is calculated as the amount of net current assets (working capital) of the Council divided by the annual allocation contribution to the Council by the Central Government in line with the provisions of LN 323 P1.05 (d.07) (i) and LN 324 Section 2 (bi). The net current assets as at Year to date 2015 amounted to €168435
- 2 The amounts entered in the actual column will be the figures extracted from the Pastel Reports
- 3 The amounts entered in the committed column will be those amounts not yet entered into Sage as Creditors or Accruals in the case of expenditure and any accrued income or amounts due still outstanding.
- 4 Future Commitments will include any tenders which have been awarded which have not yet commenced or which are partly completed. The amount committed to the project (not yet utilised) will need to be entered in this part and details given on the projects.

The Major and the Executive Secretary declare that the above statements show a true and fair view of the Council's position on the signing date and that all commitment have been included in the financial statements.

Alison Zerafa
Mayor

Joseph Caruana
Executive Secretary

1.2 Detailed Budget Variations of Income

| ACCT NO | DESCRIPTION | Quarter July to September 2015 | | | January to September 2015 | |
|--------------|----------------------------------|--------------------------------|----------------|----------------|---------------------------|----------------|
| | | ACTUAL € | TOTAL € | BUDGET € | ACTUAL € | BUDGET € |
| 2 | Income | | | | | |
| <u>0000</u> | <u>Government</u> | | | | | |
| 0001/000 | Annual | 107,257 | 107,257 | 106,152 | 321,771 | 319,805 |
| 0002/000 | Supplimentary Government income | - | - | - | 1,757 | - |
| 0015/000 | Other | - | - | - | 2,000 | - |
| | | 107,257 | 107,257 | 106,152 | 325,528 | 319,805 |
| <u>0020</u> | <u>Bye-Laws</u> | | | | | |
| 0021/000 | Community services | - | - | - | - | 2,000 |
| 0035/000 | Permits | 3,424 | 3,424 | - | 5,150 | - |
| 0036/000 | Contravention of bye-laws | 47 | 47 | 1,050 | 128 | 3,350 |
| 0037/000 | Sentenced Cases (Accrued Income) | (47) | (47) | - | (128) | - |
| 0066/000 | Tender Document fees | - | - | 250 | 50 | 500 |
| 0068/000 | Apelli - Tenders | - | - | - | 400 | - |
| | | 3,424 | 3,424 | 1,300 | 5,600 | 5,850 |
| <u>0090</u> | <u>Investment</u> | | | | | |
| 0091/000 | Bank interest receivable | 163 | 163 | - | 278 | - |
| | | 163 | 163 | - | 278 | - |
| <u>0100</u> | <u>General</u> | | | | | |
| 0039/000 | LES Comission - Region | 1,511 | 1,511 | - | 4,636 | - |
| 0110/000 | | 1,500 | 1,500 | - | 1,500 | - |
| 0123/000 | Receivables - W&E | - | - | - | - | - |
| 0120/000 | Contributions | 3,305 | 3,305 | 2,890 | 2,585 | 8,295 |
| 0122/000 | Adverts - Council magazine | - | - | - | (13) | - |
| | | 6,316 | 6,316 | 2,890 | 8,707 | 8,295 |
| TOTAL | | 117,160 | 117,160 | 110,342 | 340,113 | 333,950 |

1.3 Detailed Budget Variations of Expenditure

| ACCT NO | DESCRIPTION | Quarter July to September 2015 | | | January to September 2015 | |
|-----------------------------|--|--------------------------------|------------|-------------|---------------------------|-------------|
| | | ACTUAL € | TOTAL € | BUDGET € | ACTUAL € | BUDGET € |
| 1 Expenditure | | | | | | |
| 1000 | Personal Emoluments | | | | | |
| 1100/000 | Mayor's allowance | 2,643 | 2,643 | 2,387 | 7,632 | 7,225 |
| 1101/000 | Arrears - Mayor | - | - | - | 299 | - |
| 1200/000 | Employee salaries and wages | 17,370 | 17,370 | 17,376 | 58,635 | 52,500 |
| 1202/000 | Arrears - Employees | 2,236 | 2,236 | - | 3,703 | - |
| 1300/000 | Bonuses | 485 | 485 | 485 | 1,509 | 1,509 |
| 1500/000 | Social Security Contributions | 3,121 | 3,121 | 1,738 | 5,812 | 5,250 |
| 1600/000 | Allowances | - | - | - | 4,400 | 6,600 |
| 1700/000 | Overtime | 541 | 541 | 985 | 1,826 | 3,120 |
| | | 26,396 | 26,396 | 22,969 | 83,817 | 76,204 |
| 2000 | Operations and maintenance | | | | | |
| 2100 | Utilities | 2,363 | 2,363 | 3,596 | 3,194 | 11,793 |
| 2200 | Materials and supplies | 2,069 | 2,069 | 1,406 | 4,768 | 3,900 |
| 2300 | Repair and upkeep | 1,337 | 1,337 | 2,000 | 2,199 | 29,150 |
| 2400 | Rent | 545 | 545 | 586 | 1,664 | 1,796 |
| 2500 | National/International memberships | - | - | 400 | - | 400 |
| 2541 | Office services | - | - | - | - | 2,833 |
| 2600 | Stationery | 616 | 616 | - | 2,131 | 2,833 |
| 2700 | Transport | 235 | 235 | 800 | 1,376 | 2,041 |
| 2800 | Travel | - | - | - | - | 3,000 |
| 2900 | Information services | 3,605 | 3,605 | 1,750 | 7,363 | 5,193 |
| 3000 | Contractual services | 55,495 | 55,495 | 64,750 | 162,108 | 184,852 |
| 3100 | Professional services | 7,995 | 7,995 | 2,999 | 14,643 | 10,389 |
| 3200 | Course Subsidies - Local Residents | 873 | 873 | - | 873 | - |
| 3300 | Community and hospitality | 680 | 680 | 2,325 | 1,984 | 13,375 |
| 3400 | Incidental expenses (inc bad debts) | 113 | 113 | 625 | 1,594 | 2,325 |
| 3600 | Local Enforcement Expenditure | 5 | 5 | - | 13 | - |
| | | 75,884 | 75,884 | 81,237 | 203,781 | 273,881 |
| 8000 | Capital expenditure - Depreciation Charges | | | | | |
| 8001/000 | Dep. Expense-Construction | 7,385 | 7,385 | - | 22,690 | - |
| 8002/000 | Dep.Exp.-Office Furniture | 587 | 587 | - | 1,732 | - |
| 8005/000 | Dep.Exp.-Urban Improvement | 921 | 921 | - | 2,806 | - |
| 8006/000 | Dep.Exp.-Office Equipment | 358 | 358 | - | 1,132 | - |
| 8007/000 | Dep.Exp.-Plant & Machinery | 61 | 61 | - | 189 | - |
| 8008/000 | Dep.Exp. - Motor Vehicles | 74 | 74 | - | 222 | - |
| 8009/000 | Dep.Exp.- Computer Equipment | 212 | 212 | - | 678 | - |
| | | 9,597 | 9,597 | - | 29,449 | - |
| TOTAL | | 111,877 | 111,877 | 104,206 | 317,047 | 350,085 |
| Profit / (Loss) for period | | 5,282 | 5,282 | 6,136 | 23,066 | 16,136 |

BORMLA LOCAL COUNCIL - 2015
Available Funds as at 30th September 2015

| | € | € |
|--|------------------------------|----------------------------|
| | 30 September 2015 | 31 December 2014 |
| Disposable income available to council; | | |
| HSBC - 040-063059-001 CUR. | (15,606) | (10,353) |
| LES operating acc 16506102030 | 1,916 | 1,351 |
| HSBC - 040-063059-050 SAV. | 219,026 | 64,168 |
| BOV Operating Account 4011072139 | 4,621 | 4,050 |
| B.O.V. Sav 1650602043 L.E.S. | 1,408 | 2,956 |
| Petty Cash Account | 2,816 | 149 |
| Amounts yet to be received by Bormla LC from various debtors | 19,235 | 24,748 |
| Total Available funds | 233,415 | 87,070 |
| Total creditors yet to be paid | 28,462 | 43,844 |
| Accruals - invoices not yet entered in system but already absorbed | 39,269 | 38,355 |
| Total Funds due (still to be paid) | 67,731 | 82,199 |
| Total available income | <u><u><u>165,684</u></u></u> | <u><u><u>4,871</u></u></u> |