



# Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

## **Notice of Meeting**

You are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Finance Committee** which will be held at the Town Council Offices, on **Wednesday 19<sup>th</sup> April 2023 at 10am** to consider the business detailed below.

**Signed :** *Clare Crane* Town Clerk

**Date:** 14<sup>th</sup> April 2023

**Members of the press and public are welcome to attend –  
there will be an opportunity for public participation agenda item 6  
SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY & LEADERSHIP**

---

## **AGENDA**

1. Welcome
2. To receive apologies from members unable to attend
3. To receive declarations of pecuniary or any other interests
4. To approve the minutes from the last meeting – 15<sup>th</sup> March 2023
5. Matters arising from previous minutes.
6. The Meeting will be adjourned for public participation for items to be discussed on the agenda only (maximum 10 minutes)
7. To receive consider and ratify action as required.
  - a. Income and Expenditure report (month 12)
  - b. Payments lists and approve any outstanding payments.
  - c. To note the payments list published for transparency.
8. To note the expenditure of the Chairs allowance of £100
9. To note the following agreed at Town Council (12 April 2023)
  - a. To pay the Norfolk ALC and NALC membership subscription was £776.36 (2022/23), this year's subscription is 20% rise (2023/24) = £931.63
  - b. The appointment of Mr T Brown as 2022/23 Harleston Town Councils internal Auditor.
10. To consider the recommendation by the Leisure Centre Management Committee that the rationale for each reserve is published together with the reserve statement and agree next steps.

- 11. To receive and note financial reports.**
  - a. Celebration of Harleston event 11th March.**
  - b. Community Fund - EMR**
- 12. Clerk to provide an update on Market income.**
- 13. To note payments made to staff for unused holiday (for reasons explained by the Clerk).**
- 14. To note the current banking mandate and the Councils position relating to the Financial Regulations.**
- 15. To agree to develop an agreed process to cover the transition whilst Councillors with finance access change.**
- 16. To note the date and time of the next meeting to be decided at the first meeting of the newly elected Town Council in May.**



# Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

## Minutes of a meeting of Redenhall with Harleston Town Council's Finance Committee

Held at the Town Council Offices, Harleston  
at 10.00am on Wednesday 15<sup>th</sup> March 2023

**Present:** Councillors –Trevor Graham (Chair), Matt Scade, Paul MBA, James Eddy

**Also Present:** Emma Chandler (Deputy Clerk)

**Members of the Public:** None

### 1. Welcome

Cllr Graham welcomed everyone to the meeting.

### 2. To receive apologies from members unable to attend

Cllr Digby due to being out of the parish.

Cllr Wilkins due to work commitments

Unanimously Accepted

### 3. To receive declarations of pecuniary or any other interests

None

### 4. To approve the minutes from the last meeting – 15<sup>th</sup> February 2023

Minutes were agreed and a hard copy signed by Cllr Graham

### 5. Matters arising from previous minutes.

- Figures have been removed from the Reserves Policy which now needs to be uploaded to the website.

Outstanding

- Cllr Graham provided an update to the Town Council of the month 9 reforecast.

Matter Closed

- Clerk has reformatted ready the EMR schedule for the new financial year.

Matter Closed

- The Clerk is working on the CIL Policy for the new council.

Matter Closed

**6. The Meeting will be adjourned for public participation for items to be discussed on the agenda only (maximum 10 minutes)**

No members of public present

**7. To receive consider and ratify action as required.**

**a. Income and Expenditure report (month 11)**

The income and expenditure report was scrutinised and the following actions were requested

- To ensure that the Celebration Event expenditure all appears under one budget line

**Action – Finance Officer**

- To ensure that all expenditure for street furniture appears under EMR 348

**Action – Finance Officer**

- The committee noted disappointment in not receiving the budgetted amount from the Football Club for the year due to monthly payments being introduced. Deputy Clerk to send an invoice requesting the remaining amount buy the end of March 2023.

**Action – Deputy Clerk**

- The Chair requested that a review of the preferred suppliers should be added to the next agenda to ensure that this is completed by the next council.

**Action – Deputy Clerk**

- The committee requested a review of the higher costs of for Leisure Centre team salaries for February.

**Action – Deputy Clerk**

- The committee requested a full breakdown of all costs relating to the Town Celebration event.

**Action – Town Clerk**

**b. Payments lists and approve any outstanding payments.**

All payments approved and the Chair to authorise the payments via the online banking system.

**c. To note the payments list published for transparency.**

Noted

**8. Clerk to provide a briefing on expenditure of the Community Fund**

The Clerk provided a breakdown of the expenditure to date for the Street Furniture.

Discussions took place with regards to ways in which the remaining budget could be spent. This included – new bins, cycle racks, extra seating, and new notice boards.

The working group agreed to meet as soon as possible to decide on additional purchases before the end of the month.

**Action – Town Clerk**

**9. Clerk to provide an update on Market income.**

Free stalls are still being provided at present with a view to attracting new stall holders as the weather starts to improve. Two new stalls have attended the market on the 15<sup>th</sup> March both of which have said they would like to return.

Fees will be charged from 1<sup>st</sup> April 2023.

**10. To agree the date and time of the next meeting – 19<sup>th</sup> April 2023 at 10am**

Agreed

**Meeting Closed at 11.30am**

**Signed**

**Dated**

DRAFT

14/04/2023

## Redenhall With Harleston Town Council

Page 1

14:59

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

|                                     | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>101 Administration</b>           |                   |                        |                   |                    |                          |                    |               |                         |
| 1013 Gazebo Hire                    | 0                 | 140                    | 0                 | (140)              |                          |                    | 0.0%          |                         |
| 1050 Sale Of Dog Bags               | 0                 | 27                     | 0                 | (27)               |                          |                    | 0.0%          |                         |
| 1099 Miscellaneous Income           | 15                | 1,886                  | 50                | (1,836)            |                          |                    | 3772.8%       |                         |
| 1100 Grants                         | 0                 | 600                    | 300               | (300)              |                          |                    | 200.0%        |                         |
| 1101 Christmas lights/donation      | 685               | 100                    | 0                 | (100)              |                          |                    | 0.0%          | 100                     |
| 1109 CiL Receipts                   | 0                 | 21,783                 | 0                 | (21,783)           |                          |                    | 0.0%          | 21,783                  |
| 1176 Precept                        | 0                 | 351,694                | 351,694           | 0                  |                          |                    | 100.0%        |                         |
| 1190 Bank Interest/Rewards Received | 602               | 789                    | 800               | 11                 |                          |                    | 98.6%         |                         |
| <b>Administration :- Income</b>     | <b>1,302</b>      | <b>377,020</b>         | <b>352,844</b>    | <b>(24,176)</b>    |                          |                    | <b>106.9%</b> | <b>21,883</b>           |
| 4000 Salaries                       | 8,293             | 89,522                 | 88,693            | (829)              |                          | (829)              | 100.9%        | 3,331                   |
| 4001 Paye/Ni                        | 2,541             | 27,343                 | 27,519            | 176                |                          | 176                | 99.4%         |                         |
| 4006 Pension Contributions          | 3,162             | 31,181                 | 33,662            | 2,481              |                          | 2,481              | 92.6%         |                         |
| 4007 Bank Charges                   | 60                | 319                    | 200               | (119)              |                          | (119)              | 159.3%        |                         |
| 4010 Staff Training/ Conferences    | 95                | 699                    | 1,000             | 301                |                          | 301                | 69.9%         |                         |
| 4011 Members' Training              | 0                 | 58                     | 500               | 442                |                          | 442                | 11.6%         |                         |
| 4012 Conference Costs               | 0                 | 30                     | 350               | 320                |                          | 320                | 8.6%          |                         |
| 4015 Staff Travel & Subsistence     | 0                 | 0                      | 50                | 50                 |                          | 50                 | 0.0%          |                         |
| 4016 Members travel                 | 0                 | 0                      | 100               | 100                |                          | 100                | 0.0%          |                         |
| 4017 Chairman's Allowance           | 0                 | 0                      | 100               | 100                |                          | 100                | 0.0%          |                         |
| 4018 Vehicle Fuel Costs             | 0                 | 385                    | 330               | (55)               |                          | (55)               | 116.8%        |                         |
| 4020 Audit Fees - Internal          | 0                 | 668                    | 735               | 67                 |                          | 67                 | 90.9%         |                         |
| 4021 Audit Fees - External          | 0                 | 1,300                  | 1,418             | 118                |                          | 118                | 91.7%         |                         |
| 4022 Accounting Services            | 0                 | 960                    | 1,100             | 140                |                          | 140                | 87.3%         |                         |
| 4023 HR-Compliance                  | 56                | 360                    | 500               | 140                |                          | 140                | 72.0%         |                         |
| 4025 Legal Fees                     | 0                 | 0                      | 1,500             | 1,500              |                          | 1,500              | 0.0%          |                         |
| 4026 Professional Fees              | 0                 | 3,004                  | 900               | (2,104)            |                          | (2,104)            | 333.8%        | 3,004                   |
| 4029 Recruitment Costs              | 0                 | 205                    | 0                 | (205)              |                          | (205)              | 0.0%          |                         |
| 4031 Photocopying                   | 173               | 1,527                  | 1,000             | (527)              |                          | (527)              | 152.7%        |                         |
| 4033 Subscriptions                  | 276               | 1,459                  | 1,100             | (359)              |                          | (359)              | 132.7%        |                         |
| 4034 Licences                       | 0                 | 305                    | 300               | (5)                |                          | (5)                | 101.7%        |                         |
| 4035 IT Equipment                   | 0                 | 0                      | 600               | 600                |                          | 600                | 0.0%          |                         |
| 4036 IT Software                    | 0                 | 378                    | 350               | (28)               |                          | (28)               | 107.9%        |                         |
| 4037 IT Support and Consumables     | 115               | 630                    | 950               | 320                |                          | 320                | 66.3%         |                         |
| 4039 Sundries                       | 38                | 472                    | 600               | 128                |                          | 128                | 78.7%         |                         |
| 4040 Telephones/Broadband           | 67                | 748                    | 800               | 52                 |                          | 52                 | 93.5%         |                         |
| 4044 Hospitality                    | 0                 | 158                    | 250               | 92                 |                          | 92                 | 63.3%         |                         |
| 4045 Insurance                      | 0                 | 3,536                  | 2,900             | (636)              |                          | (636)              | 121.9%        |                         |
| 4055 Electricity                    | 319               | 1,010                  | 900               | (110)              |                          | (110)              | 112.2%        |                         |
| 4057 Advertising                    | 235               | 694                    | 500               | (194)              |                          | (194)              | 138.8%        |                         |

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

|                                                     | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-----------------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 4071 Health & Safety - Compliance                   | 0                 | 1,539                  | 150               | (1,389)            |                          | (1,389)            | 1026.0%       | 1,539                   |
| 4099 Miscellaneous Expenses                         | 0                 | 1,694                  | 500               | (1,194)            |                          | (1,194)            | 338.8%        | 1,415                   |
| 4101 Hedge & Tree Maintenance                       | 0                 | (70)                   | 0                 | 70                 |                          | 70                 | 0.0%          |                         |
| 4105 Tree Assessment survey                         | 0                 | 1,720                  | 500               | (1,220)            |                          | (1,220)            | 344.0%        | 1,720                   |
| 4119 Maintenance - General                          | 29                | 77                     | 0                 | (77)               |                          | (77)               | 0.0%          |                         |
| 4139 Dog Bags - purchase                            | 0                 | 25                     | 0                 | (25)               |                          | (25)               | 0.0%          |                         |
| 4156 Office furniture                               | 561               | 561                    | 0                 | (561)              |                          | (561)              | 0.0%          |                         |
| 4168 Air Conditioning                               | 0                 | 139                    | 300               | 161                |                          | 161                | 46.3%         |                         |
| 4503 Christmas lights                               | 0                 | 3,296                  | 2,000             | (1,296)            |                          | (1,296)            | 164.8%        | 3,292                   |
| Administration :- Indirect Expenditure              | <b>16,019</b>     | <b>175,933</b>         | <b>172,357</b>    | <b>(3,576)</b>     | <b>0</b>                 | <b>(3,576)</b>     | <b>102.1%</b> | <b>14,300</b>           |
| <b>Net Income over Expenditure</b>                  | <b>(14,717)</b>   | <b>201,087</b>         | <b>180,487</b>    | <b>(20,600)</b>    |                          |                    |               |                         |
| 6000 plus Transfer from EMR                         | 0                 | 14,300                 |                   |                    |                          |                    |               |                         |
| 6001 less Transfer to EMR                           | 0                 | 21,883                 |                   |                    |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>               | <b>(14,717)</b>   | <b>193,504</b>         |                   |                    |                          |                    |               |                         |
| <b>102 Harleston Kindness Help Hub</b>              |                   |                        |                   |                    |                          |                    |               |                         |
| 1497 Harleston Kindness Help Hub                    | 0                 | 281                    | 0                 | (281)              |                          |                    | 0.0%          |                         |
| Harleston Kindness Help Hub :- Income               | <b>0</b>          | <b>281</b>             | <b>0</b>          | <b>(281)</b>       |                          |                    |               | <b>0</b>                |
| 4497 Harleston Kindness Help Hub                    | 0                 | 928                    | 1,621             | 693                |                          | 693                | 57.2%         |                         |
| Harleston Kindness Help Hub :- Indirect Expenditure | <b>0</b>          | <b>928</b>             | <b>1,621</b>      | <b>693</b>         | <b>0</b>                 | <b>693</b>         | <b>57.2%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                  | <b>0</b>          | <b>(646)</b>           | <b>(1,621)</b>    | <b>(975)</b>       |                          |                    |               |                         |
| <b>103 Team Harleston</b>                           |                   |                        |                   |                    |                          |                    |               |                         |
| 1081 Jubilee                                        | 0                 | 2,369                  | 0                 | (2,369)            |                          |                    | 0.0%          | 2,425                   |
| Team Harleston :- Income                            | <b>0</b>          | <b>2,369</b>           | <b>0</b>          | <b>(2,369)</b>     |                          |                    |               | <b>2,425</b>            |
| 4014 Town Events                                    | 150               | 378                    | 1,000             | 622                |                          | 622                | 37.8%         |                         |
| 4036 IT Software                                    | 1,954             | 2,026                  | 0                 | (2,026)            |                          | (2,026)            | 0.0%          |                         |
| 4081 Jubilee                                        | 2,087             | 5,664                  | 3,500             | (2,164)            |                          | (2,164)            | 161.8%        | 3,166                   |
| 4082 Remembrance                                    | 0                 | 91                     | 500               | 409                |                          | 409                | 18.1%         |                         |
| Team Harleston :- Indirect Expenditure              | <b>4,191</b>      | <b>8,159</b>           | <b>5,000</b>      | <b>(3,159)</b>     | <b>0</b>                 | <b>(3,159)</b>     | <b>163.2%</b> | <b>3,166</b>            |
| <b>Net Income over Expenditure</b>                  | <b>(4,191)</b>    | <b>(5,790)</b>         | <b>(5,000)</b>    | <b>790</b>         |                          |                    |               |                         |
| 6000 plus Transfer from EMR                         | 0                 | 3,194                  |                   |                    |                          |                    |               |                         |
| 6001 less Transfer to EMR                           | 0                 | 2,397                  |                   |                    |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>               | <b>(4,191)</b>    | <b>(4,993)</b>         |                   |                    |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

|                                            | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>105 Grants &amp; Donations</b>          |                   |                        |                   |                    |                          |                    |               |                         |
| 1103 Donation                              | 0                 | 1,348                  | 0                 | (1,348)            |                          |                    | 0.0%          |                         |
| Grants & Donations :- Income               | <b>0</b>          | <b>1,348</b>           | <b>0</b>          | <b>(1,348)</b>     |                          |                    |               | <b>0</b>                |
| 4090 Grants                                | 0                 | 8,023                  | 10,000            | 1,977              |                          | 1,977              | 80.2%         |                         |
| Grants & Donations :- Indirect Expenditure | <b>0</b>          | <b>8,023</b>           | <b>10,000</b>     | <b>1,977</b>       | <b>0</b>                 | <b>1,977</b>       | <b>80.2%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>         | <b>0</b>          | <b>(6,675)</b>         | <b>(10,000)</b>   | <b>(3,325)</b>     |                          |                    |               |                         |
| <b>110 Loan Repayments</b>                 |                   |                        |                   |                    |                          |                    |               |                         |
| 4095 Loan Repayments                       | 0                 | 8,803                  | 8,803             | (0)                |                          | (0)                | 100.0%        |                         |
| Loan Repayments :- Indirect Expenditure    | <b>0</b>          | <b>8,803</b>           | <b>8,803</b>      | <b>(0)</b>         | <b>0</b>                 | <b>(0)</b>         | <b>100.0%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                     | <b>0</b>          | <b>(8,803)</b>         | <b>(8,803)</b>    | <b>0</b>           |                          |                    |               |                         |
| <b>121 Environmental</b>                   |                   |                        |                   |                    |                          |                    |               |                         |
| 4083 Planters                              | 1,662             | 17,936                 | 1,500             | (16,436)           |                          | (16,436)           | 1195.7%       | 17,936                  |
| 4099 Miscellaneous Expenses                | 0                 | 6                      | 100               | 94                 |                          | 94                 | 6.0%          |                         |
| 4110 Bus Shelter Maintenance               | 0                 | 0                      | 250               | 250                |                          | 250                | 0.0%          |                         |
| 4119 Maintenance - General                 | 10                | 37                     | 50                | 13                 |                          | 13                 | 73.2%         |                         |
| 4140 Dog Bin Purchases                     | 0                 | 115                    | 200               | 85                 |                          | 85                 | 57.3%         |                         |
| 4141 Dog Bin Servicing                     | 0                 | 2,300                  | 2,600             | 300                |                          | 300                | 88.5%         |                         |
| 4143 Salt bin purchase                     | 0                 | 237                    | 200               | (37)               |                          | (37)               | 118.5%        |                         |
| Environmental :- Indirect Expenditure      | <b>1,672</b>      | <b>20,631</b>          | <b>4,900</b>      | <b>(15,731)</b>    | <b>0</b>                 | <b>(15,731)</b>    | <b>421.0%</b> | <b>17,936</b>           |
| <b>Net Expenditure</b>                     | <b>(1,672)</b>    | <b>(20,631)</b>        | <b>(4,900)</b>    | <b>15,731</b>      |                          |                    |               |                         |
| 6000 plus Transfer from EMR                | 2,039             | 17,936                 |                   |                    |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>      | <b>366</b>        | <b>(2,695)</b>         |                   |                    |                          |                    |               |                         |
| <b>122 Street Lighting</b>                 |                   |                        |                   |                    |                          |                    |               |                         |
| 4151 Street Lights Electricity             | 377               | 4,691                  | 6,000             | 1,309              |                          | 1,309              | 78.2%         |                         |
| 4152 Street Lights Maintenance             | 85                | 935                    | 1,020             | 85                 |                          | 85                 | 91.7%         |                         |
| Street Lighting :- Indirect Expenditure    | <b>462</b>        | <b>5,626</b>           | <b>7,020</b>      | <b>1,394</b>       | <b>0</b>                 | <b>1,394</b>       | <b>80.1%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                     | <b>(462)</b>      | <b>(5,626)</b>         | <b>(7,020)</b>    | <b>(1,394)</b>     |                          |                    |               |                         |
| <b>123 Car Parks</b>                       |                   |                        |                   |                    |                          |                    |               |                         |
| 1030 Car Park Donations - Business         | 0                 | 0                      | 2,000             | 2,000              |                          |                    | 0.0%          |                         |
| 1031 Car Park Donations - PC's             | 100               | 1,800                  | 1,000             | (800)              |                          |                    | 180.0%        |                         |
| 1032 Car Park Donations - Co op            | 0                 | 30,000                 | 30,000            | 0                  |                          |                    | 100.0%        |                         |
| Car Parks :- Income                        | <b>100</b>        | <b>31,800</b>          | <b>33,000</b>     | <b>1,200</b>       |                          |                    | <b>96.4%</b>  | <b>0</b>                |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

|                                       | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 4051 Business Rates                   | 0                 | 10,604                 | 11,100            | 496                |                          | 496                | 95.5%         |                         |
| 4101 Hedge & Tree Maintenance         | 0                 | 0                      | 250               | 250                |                          | 250                | 0.0%          |                         |
| 4113 Car Park Maintenance             | 0                 | 24,521                 | 2,000             | (22,521)           |                          | (22,521)           | 1226.1%       | 23,196                  |
| 4121 Maintenance - Contractors        | 0                 | 0                      | 500               | 500                |                          | 500                | 0.0%          |                         |
| 4136 Car Park Lease                   | 0                 | 37,000                 | 38,000            | 1,000              |                          | 1,000              | 97.4%         |                         |
| Car Parks :- Indirect Expenditure     | <b>0</b>          | <b>72,125</b>          | <b>51,850</b>     | <b>(20,275)</b>    | <b>0</b>                 | <b>(20,275)</b>    | <b>139.1%</b> | <b>23,196</b>           |
| <b>Net Income over Expenditure</b>    | <b>100</b>        | <b>(40,325)</b>        | <b>(18,850)</b>   | <b>21,475</b>      |                          |                    |               |                         |
| 6000 plus Transfer from EMR           | 0                 | 23,196                 |                   |                    |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>100</b>        | <b>(17,129)</b>        |                   |                    |                          |                    |               |                         |
| <u>124 Cemetery</u>                   |                   |                        |                   |                    |                          |                    |               |                         |
| 1020 Cemetery - Burials               | 250               | 2,500                  | 3,000             | 500                |                          |                    | 83.3%         |                         |
| 1021 Cemetery - Interment Of Ashes    | 0                 | 0                      | 1,000             | 1,000              |                          |                    | 0.0%          |                         |
| 1022 Cemetery - EROB                  | 450               | 2,140                  | 1,000             | (1,140)            |                          |                    | 214.0%        |                         |
| 1023 Cemetery - Memorials             | 0                 | 490                    | 1,600             | 1,110              |                          |                    | 30.6%         |                         |
| 1024 Cemetery - Maintenance share     | 0                 | 173                    | 350               | 177                |                          |                    | 49.4%         |                         |
| 1026 Reservations Interment Ashes     | 0                 | 0                      | 300               | 300                |                          |                    | 0.0%          |                         |
| 1028 Cemetery - Grave Digger          | 0                 | 1,100                  | 2,000             | 900                |                          |                    | 55.0%         |                         |
| Cemetery :- Income                    | <b>700</b>        | <b>6,403</b>           | <b>9,250</b>      | <b>2,847</b>       |                          |                    | <b>69.2%</b>  | <b>0</b>                |
| 4101 Hedge & Tree Maintenance         | 0                 | 413                    | 500               | 87                 |                          | 87                 | 82.6%         |                         |
| 4119 Maintenance - General            | 0                 | 230                    | 500               | 270                |                          | 270                | 46.0%         |                         |
| 4130 Cemetery Income Share            | 0                 | 0                      | 850               | 850                |                          | 850                | 0.0%          |                         |
| 4132 Cemetery - Grave Digger          | 0                 | 1,000                  | 1,800             | 800                |                          | 800                | 55.6%         |                         |
| 4142 Litter Bin Purchases             | 0                 | 0                      | 50                | 50                 |                          | 50                 | 0.0%          |                         |
| Cemetery :- Indirect Expenditure      | <b>0</b>          | <b>1,643</b>           | <b>3,700</b>      | <b>2,057</b>       | <b>0</b>                 | <b>2,057</b>       | <b>44.4%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>700</b>        | <b>4,760</b>           | <b>5,550</b>      | <b>790</b>         |                          |                    |               |                         |
| <u>125 Markets</u>                    |                   |                        |                   |                    |                          |                    |               |                         |
| 1040 Market Rents                     | 0                 | 0                      | 4,000             | 4,000              |                          |                    | 0.0%          |                         |
| Markets :- Income                     | <b>0</b>          | <b>0</b>               | <b>4,000</b>      | <b>4,000</b>       |                          |                    | <b>0.0%</b>   | <b>0</b>                |
| 4053 Market Rates                     | 0                 | 250                    | 270               | 21                 |                          | 21                 | 92.4%         |                         |
| 4055 Electricity                      | 0                 | 0                      | 250               | 250                |                          | 250                | 0.0%          |                         |
| 4099 Miscellaneous Expenses           | 0                 | 395                    | 0                 | (395)              |                          | (395)              | 0.0%          | 395                     |
| 4145 Waste Removal                    | 167               | 936                    | 800               | (136)              |                          | (136)              | 117.0%        |                         |
| Markets :- Indirect Expenditure       | <b>167</b>        | <b>1,580</b>           | <b>1,320</b>      | <b>(260)</b>       | <b>0</b>                 | <b>(260)</b>       | <b>119.7%</b> | <b>395</b>              |
| <b>Net Income over Expenditure</b>    | <b>(167)</b>      | <b>(1,580)</b>         | <b>2,680</b>      | <b>4,260</b>       |                          |                    |               |                         |
| 6000 plus Transfer from EMR           | 0                 | 395                    |                   |                    |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(167)</b>      | <b>(1,185)</b>         |                   |                    |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

|                                      | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>126 Allotments</b>                |                   |                        |                   |                    |                          |                    |              |                         |
| 1000 Allotment Rent                  | 56                | 1,647                  | 2,000             | 353                |                          |                    | 82.3%        |                         |
| Allotments :- Income                 | <b>56</b>         | <b>1,647</b>           | <b>2,000</b>      | <b>353</b>         |                          |                    | <b>82.3%</b> | <b>0</b>                |
| 4033 Subscriptions                   | 0                 | 287                    | 300               | 13                 |                          | 13                 | 95.7%        |                         |
| 4050 Rents                           | 0                 | 680                    | 680               | 0                  |                          | 0                  | 100.0%       |                         |
| 4052 Water Charges                   | 0                 | 749                    | 500               | (249)              |                          | (249)              | 149.9%       |                         |
| 4071 Health & Safety - Compliance    | 0                 | 26                     | 0                 | (26)               |                          | (26)               | 0.0%         |                         |
| 4101 Hedge & Tree Maintenance        | 0                 | 80                     | 200               | 120                |                          | 120                | 40.0%        |                         |
| 4119 Maintenance - General           | 0                 | 0                      | 250               | 250                |                          | 250                | 0.0%         |                         |
| Allotments :- Indirect Expenditure   | <b>0</b>          | <b>1,823</b>           | <b>1,930</b>      | <b>107</b>         | <b>0</b>                 | <b>107</b>         | <b>94.5%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>   | <b>56</b>         | <b>(176)</b>           | <b>70</b>         | <b>246</b>         |                          |                    |              |                         |
| <b>128 Bus Shelter</b>               |                   |                        |                   |                    |                          |                    |              |                         |
| 4119 Maintenance - General           | 0                 | 24                     | 0                 | (24)               |                          | (24)               | 0.0%         |                         |
| Bus Shelter :- Indirect Expenditure  | <b>0</b>          | <b>24</b>              | <b>0</b>          | <b>(24)</b>        | <b>0</b>                 | <b>(24)</b>        |              | <b>0</b>                |
| <b>Net Expenditure</b>               | <b>0</b>          | <b>(24)</b>            | <b>0</b>          | <b>24</b>          |                          |                    |              |                         |
| <b>129 War Memorial</b>              |                   |                        |                   |                    |                          |                    |              |                         |
| 4111 War Memorial Maintenance        | 0                 | 0                      | 100               | 100                |                          | 100                | 0.0%         |                         |
| War Memorial :- Indirect Expenditure | <b>0</b>          | <b>0</b>               | <b>100</b>        | <b>100</b>         | <b>0</b>                 | <b>100</b>         |              | <b>0</b>                |
| <b>Net Expenditure</b>               | <b>0</b>          | <b>0</b>               | <b>(100)</b>      | <b>(100)</b>       |                          |                    |              |                         |
| <b>130 Clock Tower</b>               |                   |                        |                   |                    |                          |                    |              |                         |
| 4112 Clock Tower Maintenance         | 0                 | 273                    | 0                 | (273)              |                          | (273)              | 0.0%         |                         |
| Clock Tower :- Indirect Expenditure  | <b>0</b>          | <b>273</b>             | <b>0</b>          | <b>(273)</b>       | <b>0</b>                 | <b>(273)</b>       |              | <b>0</b>                |
| <b>Net Expenditure</b>               | <b>0</b>          | <b>(273)</b>           | <b>0</b>          | <b>273</b>         |                          |                    |              |                         |
| <b>131 Public Toilets</b>            |                   |                        |                   |                    |                          |                    |              |                         |
| 4000 Salaries                        | 283               | 3,375                  | 2,696             | (679)              |                          | (679)              | 125.2%       |                         |
| 4001 Paye/Ni                         | 64                | 750                    | 689               | (61)               |                          | (61)               | 108.8%       |                         |
| 4006 Pension Contributions           | 102               | 1,121                  | 985               | (136)              |                          | (136)              | 113.8%       |                         |
| 4039 Sundries                        | 0                 | 62                     | 0                 | (62)               |                          | (62)               | 0.0%         |                         |
| 4047 Cleaning Material/Consum- 4039  | 0                 | 112                    | 350               | 238                |                          | 238                | 32.0%        |                         |
| 4052 Water Charges                   | 62                | 862                    | 1,100             | 238                |                          | 238                | 78.3%        |                         |
| 4055 Electricity                     | 0                 | 27                     | 300               | 273                |                          | 273                | 9.0%         |                         |
| 4108 Malicious damage                | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

|                                        | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|----------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 4119 Maintenance - General             | 0                 | 24                     | 300               | 276                |                          | 276                | 8.1%          |                         |
| Public Toilets :- Indirect Expenditure | <b>511</b>        | <b>6,333</b>           | <b>7,420</b>      | <b>1,087</b>       | <b>0</b>                 | <b>1,087</b>       | <b>85.3%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                 | <b>(511)</b>      | <b>(6,333)</b>         | <b>(7,420)</b>    | <b>(1,087)</b>     |                          |                    |               |                         |
| <b>201 Recreation Ground</b>           |                   |                        |                   |                    |                          |                    |               |                         |
| 1001 Ground Rent - Football            | 900               | 1,800                  | 1,800             | 0                  |                          |                    | 100.0%        |                         |
| 1003 Ground Rent - Bowls               | 90                | 540                    | 540               | 0                  |                          |                    | 100.0%        |                         |
| 1009 Recreation Ground Hire            | 0                 | 500                    | 0                 | (500)              |                          |                    | 0.0%          |                         |
| 1034 Licences - income                 | 487               | 487                    | 0                 | (487)              |                          |                    | 0.0%          |                         |
| 1099 Miscellaneous Income              | 0                 | 63                     | 0                 | (63)               |                          |                    | 0.0%          |                         |
| Recreation Ground :- Income            | <b>1,477</b>      | <b>3,390</b>           | <b>2,340</b>      | <b>(1,050)</b>     |                          |                    | <b>144.9%</b> | <b>0</b>                |
| 4000 Salaries                          | 1,631             | 19,584                 | 19,954            | 370                |                          | 370                | 98.1%         | 193                     |
| 4001 Paye/Ni                           | 404               | 4,810                  | 5,598             | 788                |                          | 788                | 85.9%         |                         |
| 4006 Pension Contributions             | 592               | 6,596                  | 7,507             | 911                |                          | 911                | 87.9%         |                         |
| 4010 Staff Training/ Conferences       | 0                 | 2,010                  | 2,500             | 490                |                          | 490                | 80.4%         |                         |
| 4018 Vehicle Fuel Costs                | 33                | 714                    | 600               | (114)              |                          | (114)              | 119.1%        |                         |
| 4034 Licences                          | 487               | 497                    | 150               | (347)              |                          | (347)              | 331.5%        |                         |
| 4039 Sundries                          | 11                | 11                     | 0                 | (11)               |                          | (11)               | 0.0%          |                         |
| 4040 Telephones/Broadband              | 10                | 120                    | 120               | 0                  |                          | 0                  | 100.0%        |                         |
| 4041 Mobile Phones                     | 8                 | 77                     | 80                | 3                  |                          | 3                  | 96.1%         |                         |
| 4045 Insurance                         | 0                 | 2,987                  | 2,900             | (87)               |                          | (87)               | 103.0%        |                         |
| 4052 Water Charges                     | 37                | 171                    | 375               | 205                |                          | 205                | 45.5%         |                         |
| 4055 Electricity                       | 96                | 303                    | 200               | (103)              |                          | (103)              | 151.5%        |                         |
| 4071 Health & Safety - Compliance      | 0                 | 200                    | 250               | 50                 |                          | 50                 | 80.0%         |                         |
| 4101 Hedge & Tree Maintenance          | 0                 | 580                    | 500               | (80)               |                          | (80)               | 116.0%        |                         |
| 4102 Grass Cutting                     | 0                 | 2,303                  | 3,750             | 1,447              |                          | 1,447              | 61.4%         |                         |
| 4107 Leased Plant                      | 320               | 3,520                  | 3,840             | 320                |                          | 320                | 91.7%         |                         |
| 4119 Maintenance - General             | 0                 | 2,346                  | 900               | (1,446)            |                          | (1,446)            | 260.6%        | 1,886                   |
| 4121 Maintenance - Contractors         | 300               | 1,500                  | 1,600             | 100                |                          | 100                | 93.8%         |                         |
| 4122 Maintenance - Malicious Damage    | 0                 | 0                      | 250               | 250                |                          | 250                | 0.0%          |                         |
| 4123 Equipment Servicing & Repairs     | 200               | 200                    | 300               | 100                |                          | 100                | 66.7%         |                         |
| 4124 Equipment Fuel & Oil              | 0                 | 0                      | 400               | 400                |                          | 400                | 0.0%          |                         |
| 4125 Equipment purchase                | 300               | 300                    | 300               | 0                  |                          | 0                  | 100.0%        |                         |
| 4141 Dog Bin Servicing                 | 0                 | 774                    | 850               | 76                 |                          | 76                 | 91.1%         |                         |
| 4142 Litter Bin Purchases              | 0                 | 0                      | 150               | 150                |                          | 150                | 0.0%          |                         |
| 4145 Waste Removal                     | 342               | 1,925                  | 1,500             | (425)              |                          | (425)              | 128.3%        |                         |
| 4166 Uniforms                          | 0                 | 152                    | 0                 | (152)              |                          | (152)              | 0.0%          |                         |
| 4171 Play Area Inspections             | 0                 | 0                      | 200               | 200                |                          | 200                | 0.0%          |                         |
| 4172 Play Area Maintenance             | 0                 | 23,366                 | 0                 | (23,366)           |                          | (23,366)           | 0.0%          | 22,043                  |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

|                                           | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 4181 Garden Waste Bins Annual Chrg        | 0                 | 212                    | 220               | 8                  |                          | 8                  | 96.4%         |                         |
| Recreation Ground :- Indirect Expenditure | <b>4,771</b>      | <b>75,259</b>          | <b>54,994</b>     | <b>(20,265)</b>    | <b>0</b>                 | <b>(20,265)</b>    | <b>136.9%</b> | <b>24,122</b>           |
| <b>Net Income over Expenditure</b>        | <b>(3,294)</b>    | <b>(71,870)</b>        | <b>(52,654)</b>   | <b>19,216</b>      |                          |                    |               |                         |
| 6000 plus Transfer from EMR               | 0                 | 24,122                 |                   |                    |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>     | <b>(3,294)</b>    | <b>(47,748)</b>        |                   |                    |                          |                    |               |                         |
| <u>202 Gym</u>                            |                   |                        |                   |                    |                          |                    |               |                         |
| 1059 memberships DD                       | 9,034             | 96,207                 | 110,000           | 13,793             |                          |                    | 87.5%         |                         |
| 1060 Gym - Classes                        | 555               | 4,070                  | 4,500             | 430                |                          |                    | 90.4%         |                         |
| 1061 Gym - Equipment resale               | 0                 | 3,601                  | 0                 | (3,601)            |                          |                    | 0.0%          |                         |
| 1062 Gym - Food & Drink - Confectio       | 104               | 980                    | 1,300             | 320                |                          |                    | 75.4%         |                         |
| 1063 Gym - Membership SO's                | 18                | 268                    | 300               | 32                 |                          |                    | 89.4%         |                         |
| 1064 Gym - Membership Cash                | 1,962             | 19,024                 | 17,000            | (2,024)            |                          |                    | 111.9%        |                         |
| 1065 Gym - Personal Training              | 235               | 2,268                  | 1,500             | (768)              |                          |                    | 151.2%        |                         |
| 1066 Gym - Room Hire                      | 0                 | 36                     | 0                 | (36)               |                          |                    | 0.0%          |                         |
| 1067 Gym - Squash Courts                  | 1,511             | 7,617                  | 3,000             | (4,617)            |                          |                    | 253.9%        |                         |
| 1068 Gym - Tennis                         | 614               | 1,941                  | 2,000             | 59                 |                          |                    | 97.0%         |                         |
| 1070 Protein Food and drink               | 266               | 2,131                  | 3,500             | 1,369              |                          |                    | 60.9%         |                         |
| 1073 Re-sales                             | 17                | 271                    | 200               | (71)               |                          |                    | 135.5%        |                         |
| 1074 Gym -advertising                     | 0                 | 8                      | 0                 | (8)                |                          |                    | 0.0%          |                         |
| 1075 Table Tennis                         | 45                | 267                    | 300               | 33                 |                          |                    | 88.9%         |                         |
| Gym :- Income                             | <b>14,360</b>     | <b>138,688</b>         | <b>143,600</b>    | <b>4,912</b>       |                          |                    | <b>96.6%</b>  | <b>0</b>                |
| 4000 Salaries                             | 8,092             | 92,072                 | 79,593            | (12,479)           |                          | (12,479)           | 115.7%        | 175                     |
| 4001 Paye/Ni                              | 1,576             | 15,108                 | 14,130            | (978)              |                          | (978)              | 106.9%        |                         |
| 4006 Pension Contributions                | 2,057             | 23,569                 | 27,554            | 3,985              |                          | 3,985              | 85.5%         |                         |
| 4010 Staff Training/ Conferences          | 0                 | 199                    | 600               | 401                |                          | 401                | 33.2%         |                         |
| 4015 Staff Travel & Subsistence           | 0                 | 408                    | 250               | (158)              |                          | (158)              | 163.2%        |                         |
| 4020 Audit Fees - Internal                | 0                 | 0                      | 360               | 360                |                          | 360                | 0.0%          |                         |
| 4022 Accounting Services                  | 0                 | 960                    | 1,100             | 140                |                          | 140                | 87.3%         |                         |
| 4034 Licences                             | 3,764             | 4,349                  | 3,600             | (749)              |                          | (749)              | 120.8%        |                         |
| 4035 IT Equipment                         | 0                 | 0                      | 100               | 100                |                          | 100                | 0.0%          |                         |
| 4036 IT Software                          | 0                 | 340                    | 330               | (10)               |                          | (10)               | 103.0%        |                         |
| 4037 IT Support and Consumables           | 150               | 1,610                  | 1,400             | (210)              |                          | (210)              | 115.0%        |                         |
| 4039 Sundries                             | 82                | 1,568                  | 1,000             | (568)              |                          | (568)              | 156.8%        |                         |
| 4040 Telephones/Broadband                 | 60                | 559                    | 600               | 41                 |                          | 41                 | 93.2%         |                         |
| 4041 Mobile Phones                        | 8                 | 90                     | 100               | 10                 |                          | 10                 | 90.1%         |                         |
| 4045 Insurance                            | 0                 | 996                    | 970               | (26)               |                          | (26)               | 102.6%        |                         |
| 4046 Contract Cleaning                    | 0                 | 2,338                  | 3,336             | 998                |                          | 998                | 70.1%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

|                                       | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------------|-------------------------|
| 4054 Water Charges - building         | 560               | 1,835                  | 1,000             | (835)              |                          | (835)              | 183.5%        |                         |
| 4055 Electricity                      | 542               | 1,717                  | 1,260             | (457)              |                          | (457)              | 136.3%        |                         |
| 4056 Gas                              | 0                 | 186                    | 650               | 465                |                          | 465                | 28.5%         |                         |
| 4057 Advertising                      | 125               | 789                    | 1,000             | 211                |                          | 211                | 78.9%         |                         |
| 4071 Health & Safety - Compliance     | 0                 | 692                    | 500               | (192)              |                          | (192)              | 138.5%        |                         |
| 4099 Miscellaneous Expenses           | 0                 | 98                     | 100               | 2                  |                          | 2                  | 98.0%         |                         |
| 4116 DBS Checks                       | 0                 | 63                     | 200               | 137                |                          | 137                | 31.5%         |                         |
| 4119 Maintenance - General            | 142               | 288                    | 500               | 212                |                          | 212                | 57.6%         |                         |
| 4121 Maintenance - Contractors        | 0                 | 350                    | 500               | 150                |                          | 150                | 70.0%         |                         |
| 4123 Equipment Servicing & Repairs    | 821               | 1,232                  | 1,000             | (232)              |                          | (232)              | 123.2%        | 232                     |
| 4125 Equipment purchase               | 0                 | 50                     | 0                 | (50)               |                          | (50)               | 0.0%          |                         |
| 4126 Gym Equipment Purchases          | 1,321             | 5,601                  | 2,000             | (3,601)            |                          | (3,601)            | 280.0%        |                         |
| 4128 Gym Contract Maintenance         | 415               | 1,700                  | 1,700             | 0                  |                          | 0                  | 100.0%        |                         |
| 4129 Gym sundries                     | 64                | 871                    | 1,200             | 329                |                          | 329                | 72.5%         |                         |
| 4157 Gym equipment for re-sale        | 0                 | 174                    | 200               | 26                 |                          | 26                 | 87.0%         |                         |
| 4159 Gym membership refunds           | 42                | 268                    | 300               | 32                 |                          | 32                 | 89.4%         |                         |
| 4160 Gym Class Fees                   | 648               | 4,127                  | 6,000             | 1,874              |                          | 1,874              | 68.8%         |                         |
| 4162 Food & Drink For Resale          | 33                | 658                    | 1,000             | 342                |                          | 342                | 65.8%         |                         |
| 4163 Protein products                 | 140               | 963                    | 2,000             | 1,037              |                          | 1,037              | 48.1%         |                         |
| 4166 Uniforms                         | 0                 | 165                    | 200               | 35                 |                          | 35                 | 82.5%         |                         |
| 4167 Gym DD Arrangement Fees          | 566               | 4,979                  | 4,800             | (179)              |                          | (179)              | 103.7%        |                         |
| 4168 Air Conditioning                 | 0                 | 416                    | 300               | (116)              |                          | (116)              | 138.8%        |                         |
| Gym :- Indirect Expenditure           | <b>21,209</b>     | <b>171,386</b>         | <b>161,433</b>    | <b>(9,953)</b>     | <b>0</b>                 | <b>(9,953)</b>     | <b>106.2%</b> | <b>408</b>              |
| <b>Net Income over Expenditure</b>    | <b>(6,849)</b>    | <b>(32,699)</b>        | <b>(17,833)</b>   | <b>14,866</b>      |                          |                    |               |                         |
| 6000 plus Transfer from EMR           | 232               | 408                    |                   |                    |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(6,616)</b>    | <b>(32,291)</b>        |                   |                    |                          |                    |               |                         |
| <b>203 Leisure Centre building</b>    |                   |                        |                   |                    |                          |                    |               |                         |
| 1066 Gym - Room Hire                  | 148               | 1,592                  | 500               | (1,092)            |                          |                    | 318.4%        |                         |
| Leisure Centre building :- Income     | <b>148</b>        | <b>1,592</b>           | <b>500</b>        | <b>(1,092)</b>     |                          |                    | <b>318.4%</b> | <b>0</b>                |
| 4000 Salaries                         | 525               | 11,031                 | 10,850            | (181)              |                          | (181)              | 101.7%        |                         |
| 4001 Paye/NI                          | 99                | 3,057                  | 3,230             | 173                |                          | 173                | 94.6%         |                         |
| 4006 Pension Contributions            | 183               | 3,426                  | 4,144             | 718                |                          | 718                | 82.7%         |                         |
| 4033 Subscriptions                    | 6                 | 6                      | 0                 | (6)                |                          | (6)                | 0.0%          |                         |
| 4039 Sundries                         | 270               | 1,160                  | 500               | (660)              |                          | (660)              | 232.1%        |                         |
| 4042 Fire and Security Alarms         | 0                 | 120                    | 200               | 80                 |                          | 80                 | 60.0%         |                         |
| 4045 Insurance                        | 0                 | 2,987                  | 2,900             | (87)               |                          | (87)               | 103.0%        |                         |
| 4046 Contract Cleaning                | 0                 | 7,103                  | 10,050            | 2,947              |                          | 2,947              | 70.7%         |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

|                                                 | Actual<br>Current | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------------------|-------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| 4051 Business Rates                             | 0                 | 9,855                  | 10,350            | 495                |                          | 495                | 95.2%        |                         |
| 4055 Electricity                                | 2,233             | 7,071                  | 2,600             | (4,471)            |                          | (4,471)            | 272.0%       |                         |
| 4056 Gas                                        | 236               | 1,713                  | 5,700             | 3,987              |                          | 3,987              | 30.1%        |                         |
| 4071 Health & Safety - Compliance               | 0                 | 915                    | 1,600             | 685                |                          | 685                | 57.2%        |                         |
| 4072 Security                                   | 0                 | 6,627                  | 400               | (6,227)            |                          | (6,227)            | 1656.7%      | 5,756                   |
| 4099 Miscellaneous Expenses                     | 0                 | 1,599                  | 350               | (1,249)            |                          | (1,249)            | 456.9%       | 1,599                   |
| 4103 Social Room Works                          | 0                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| 4117 Building improvements                      | 0                 | 825                    | 2,500             | 1,675              |                          | 1,675              | 33.0%        |                         |
| 4119 Maintenance - General                      | 8                 | 696                    | 3,000             | 2,304              |                          | 2,304              | 23.2%        |                         |
| 4121 Maintenance - Contractors                  | 0                 | 1,073                  | 4,000             | 2,927              |                          | 2,927              | 26.8%        |                         |
| Leisure Centre building :- Indirect Expenditure | <b>3,559</b>      | <b>59,266</b>          | <b>63,374</b>     | <b>4,108</b>       | <b>0</b>                 | <b>4,108</b>       | <b>93.5%</b> | <b>7,355</b>            |

**Net Income over Expenditure** **(3,411)** **(57,674)** **(62,874)** **(5,200)**

6000 plus Transfer from EMR 0 7,355

**Movement to/(from) Gen Reserve** **(3,411)** **(50,318)**

501 Projects

|                                  |          |              |          |                |          |                |      |              |
|----------------------------------|----------|--------------|----------|----------------|----------|----------------|------|--------------|
| 4506 Neighbourhood Plan          | 0        | 2,406        | 0        | (2,406)        |          | (2,406)        | 0.0% | 2,406        |
| Projects :- Indirect Expenditure | <b>0</b> | <b>2,406</b> | <b>0</b> | <b>(2,406)</b> | <b>0</b> | <b>(2,406)</b> |      | <b>2,406</b> |

**Net Expenditure** **0** **(2,406)** **0** **2,406**

6000 plus Transfer from EMR 0 2,406

**Movement to/(from) Gen Reserve** **0** **0**

Grand Totals:- Income **18,144** **564,537** **547,534** **(17,003)** **103.1%**

Expenditure **52,562** **620,221** **555,822** **(64,399)** **0** **(64,399)** **111.6%**

**Net Income over Expenditure** **(34,417)** **(55,684)** **(8,288)** **47,396**

plus Transfer from EMR **2,271** **93,312**

less Transfer to EMR **0** **24,280**

**Movement to/(from) Gen Reserve** **(32,146)** **13,348**

| Payee Name                              | Transaction Details                                                                   | Committee | Town Council | LCMC       | Amenities | NET        | VAT      | TOTAL      | Code/Cost Centre                               |
|-----------------------------------------|---------------------------------------------------------------------------------------|-----------|--------------|------------|-----------|------------|----------|------------|------------------------------------------------|
|                                         |                                                                                       |           | £            | £          | £         | £          | £        | £          |                                                |
| Cozens                                  | Street Lighting - February                                                            | Amenities | 102.00       |            |           | £ 85.00    | £ 17.00  | £ 102.00   | 4152/122                                       |
| HMRC                                    | Employees Salary                                                                      | TC        | 2540.82      | £ 2,078.37 | £ 64.06   | £ 4,683.25 |          | £ 4,683.25 | 4001/Various                                   |
| ASL                                     | Photocopier                                                                           | All       | £ 33.80      |            |           | £ 28.17    | £ 5.63   | £ 33.80    | 4031/101                                       |
| Ben Burgess                             | Lease of John Deere - 01/02/2023 - 31/02/2023                                         | LCMC      |              | £ 384.00   |           | £ 320.00   | £ 64.00  | £ 384.00   | 4107/201                                       |
| Norfolk Pension                         | Employees Salary                                                                      | TC        | £ 3,161.68   | £ 2,832.23 | £ 101.52  | £ 6,095.43 |          | £ 6,095.43 | 4006/Various                                   |
| PPL PRS                                 | Music Licence - Licence 01742226 - Harleston Memorial Leisure Centre                  | LCMC      |              | £ 4,200.40 |           | £ 3,500.33 | £ 700.07 | £ 4,200.40 | 4034/                                          |
| PPL PRS                                 | Music Licence - Licence 01742227 - Recreation Ground                                  | LCMC      |              | £ 877.16   |           | £ 730.97   | £ 146.19 | £ 877.16   | 4034/                                          |
| Rejuvenate Yoga                         | Yoga Classes - February                                                               | LCMC      |              | £ 238.00   |           | £ 238.00   |          | £ 238.00   | 4160/202                                       |
| Barclaycard - Banner Warehouse          | Banner?                                                                               | LCMC      |              | 119.58     |           | £ 119.58   |          | £ 119.58   | 4057/202?                                      |
| Barclaycard - Amazon                    | Amazon - shower curtains                                                              | LCMC      |              | 35.43      |           | £ 29.52    | £ 5.91   | £ 35.43    | 4039/202                                       |
| Barclaycard - Facebook                  | Facebook - Advertising                                                                | LCMC      |              | £ 5.48     |           | £ 5.48     |          | £ 5.48     | 4057/202                                       |
| Barclaycard - Amazon                    | Amazon - PlantIT Perlite 100L bag - planters                                          | Amenities |              | £ 57.58    |           | £ 47.98    | £ 9.60   | £ 57.58    | 4083/121/EMR348                                |
| Barclaycard - Spotify                   | Spotify - Licence                                                                     | LCMC      |              | £ 9.99     |           | £ 9.99     |          | £ 9.99     | 4034/202                                       |
| Barclaycard - Amazon                    | Amazon - Remote control, keyrings and brooch pins for butterflies                     | LCMC/TC   | £ 18.97      | £ 9.51     |           | £ 23.72    | £ 4.76   | £ 28.48    | 4099/202, 4014/101                             |
| Barclaycard - Amazon                    | Amazon - PlantIT Perlite 100L bag - planters                                          | Amenities |              | £ 87.33    |           | £ 72.78    | £ 14.55  | £ 87.33    | 4083/121/EMR348                                |
| Barclaycard - NCC                       | Norfolk County Council - Road closure                                                 | TC        | £ 36.00      |            |           | £ 36.00    |          | £ 36.00    | 4043/101                                       |
| Barclaycard - Smarty                    | Smarty - Vodafone hub maintenance                                                     | LCMC      |              | £ 10.00    |           | £ 10.00    |          | £ 10.00    | 4040/201                                       |
| Barclaycard                             | Card fee                                                                              | TC        | £ 32.00      |            |           | £ 32.00    |          | £ 32.00    | 4099/101                                       |
| Total Barclaycard                       |                                                                                       |           |              |            |           |            |          | £ 421.87   |                                                |
| Middleton Farm Nurseries                | Various Plants for planters - order 2                                                 | Amenities | £ 1,359.73   |            |           | £ 1,138.08 | £ 221.65 | £ 1,359.73 | 4083/121/EMR348                                |
| Denmans                                 | Crompton 5ft LED Tube & Eaton Bussmann Street lighting                                | LCMC      |              | £ 47.34    |           | £ 39.45    | £ 7.89   | £ 47.34    | 4119/203                                       |
| Red Dune Ltd                            | Website deposit                                                                       | TC        | £ 720.00     |            |           | £ 600.00   | £ 120.00 | £ 720.00   | 4126/202                                       |
| Red Dune Ltd                            | Website Design & Development balance, Directorist Plugging for website                | TC        | £ 1,156.31   |            |           | £ 963.59   | £ 192.72 | £ 1,156.31 |                                                |
| Red Dune Ltd                            | Website hosting and SSL certificate repeating yearly on 07/03.                        | TC        | £ 468.00     |            |           | £ 390.00   | £ 78.00  | £ 468.00   |                                                |
| Total Red Dune                          |                                                                                       |           |              |            |           |            |          | £ 2,344.31 |                                                |
| Whartons Nurseries Ltd                  | Compost for planters                                                                  | Amenities |              |            | £ 432.00  | £ 360.00   | £ 72.00  | £ 432.00   | 4004/101                                       |
| ESPO                                    | High back chair - ocean                                                               | TC        | £ 172.80     |            |           | £ 144.00   | £ 28.80  | £ 172.80   | 4039/101/EMR328                                |
| ESPO                                    | Round Tube Leg Conference Table                                                       | TC        | £ 500.40     |            |           | £ 417.00   | £ 83.40  | £ 500.40   | 4039/101/EMR328                                |
|                                         | HR Support - January & February                                                       | TC        | £ 56.25      |            |           | £ 56.25    | £ -      | £ 56.25    | 4023/101                                       |
| Crook Powerwashing                      | Bball/Football Muga area - Sprayed with pre-wash, Powerwashed, moss treatment applied | LCMC      |              | £ 300.00   |           | £ 300.00   | £ -      | £ 300.00   | 4121/203                                       |
| Robinson's Traditional Stationers       | Butterfly wings & Councillor Guide booklets                                           | TC        | £ 75.00      |            |           | £ 70.50    | £ 4.50   | £ 75.00    | 4057/101 4041/103                              |
| Harleston & District Business Forum     | Annual Harleston & District Business Forum Membership                                 | TC        | £ 25.00      |            |           | £ 25.00    | £ -      | £ 25.00    | 4044/101                                       |
| Six Sense                               | Box Ad for Six Sense for 2023 March                                                   | TC        | £ 40.00      |            |           | £ 40.00    | £ -      | £ 40.00    | 4014/103                                       |
|                                         | Gym Membership refund                                                                 | LCMC      |              | £ 24.00    |           | £ 24.00    | £ -      | £ 24.00    | 4159/202                                       |
|                                         | Gym Membership refund                                                                 | LCMC      |              | £ 26.00    |           | £ 26.00    | £ -      | £ 26.00    | 4159/202                                       |
| Rackhams Building Supplies              | water system planters, clips, screws, cable ties, marker, basin ped mixer & P trap    | Various   |              | £ 144.28   | £ 46.82   | £ 159.25   | £ 31.85  | £ 191.10   | Planters*4119/202/203                          |
|                                         | Classes for February                                                                  | LCMC      |              | £ 410.00   |           | £ 410.00   |          | £ 410.00   | 4160/202                                       |
|                                         | Reimbursement for petty cash                                                          | TC/LCMC   | £ 14.65      | £ 102.22   |           | £ 116.87   |          | £ 116.87   | 4018/201 4039/101/202/201                      |
| Lantern                                 | Become a Councillor marketing campaign                                                | TC        | £ 437.50     |            |           | £ 437.50   |          | £ 437.50   | 4057/101                                       |
| SLCC                                    | Civility and Respect: Event fee - Clare & Emma                                        | TC        | £ 72.00      |            |           | £ 60.00    | £ 12.00  | £ 72.00    | 4010/101                                       |
|                                         | 2 stilt walkers and 2 fire breathers 11th March                                       | TC        | £ 420.00     |            |           | £ 420.00   |          | £ 420.00   | 4014/103                                       |
|                                         | Facepainting - 11th March Town Event                                                  | TC        | £ 100.00     |            |           | £ 100.00   |          | £ 100.00   | 4014/103                                       |
|                                         | Hair wrapping for 4 hours for Harleston's Celebration Event                           | TC        | £ 400.00     |            |           | £ 400.00   |          | £ 400.00   | 4014/103                                       |
|                                         |                                                                                       |           |              |            |           |            |          | £ -        |                                                |
| See February's payments List (not paid) |                                                                                       |           |              |            |           |            |          |            |                                                |
|                                         |                                                                                       |           |              |            |           |            |          |            | £ 39.30 4039/101/202                           |
|                                         |                                                                                       |           |              |            |           |            |          |            | £ 77.57 4018/101/201/124                       |
|                                         |                                                                                       |           |              |            |           |            |          |            | £ 116.87 Pay to CC to pay back into Petty Cash |

| Regulatory reason | Payee Name                                                   | Transaction Details                                                                                                                      | Committee | Town Council | LCMC       | NET        | VAT      | TOTAL             | Code/Cost Centre                                                                                                                   |
|-------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|------------|------------|----------|-------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Financial Reg 4.7 | Barclaycard (Screwfix)                                       | Large trailer - Maintenance                                                                                                              | TC        | £ 599.99     |            | £ 499.99   | £ 100.00 | £ 599.99          |                                                                                                                                    |
|                   | Barclaycard (Smarty)                                         | Smarty - Vodafone hub maintenance                                                                                                        | LCMC      |              | £ 10.00    | £ 10.00    |          | £ 10.00           | 4040/201                                                                                                                           |
|                   | Barclaycard (New Skills Academy)                             | Marketing Diploma - Christy & Ross                                                                                                       | LCMC      | £ -          | £ 42.00    | £ 35.00    | £ 7.00   | £ 42.00           | 4010/101                                                                                                                           |
|                   | Barclaycard (Spotify)                                        | Spotify - Licence                                                                                                                        | LCMC      |              | £ 9.99     | £ 9.99     |          | £ 9.99            | 4034/202                                                                                                                           |
|                   | Barclaycard (SLCC)                                           | Emma Chandler Joining Fee and membership for CILCA                                                                                       | TC        | £ 251.00     |            | £ 251.00   |          | £ 251.00          |                                                                                                                                    |
|                   | Barclaycard (Amazon)                                         | Amazon - Celebration of Harleston Event (equipment)                                                                                      | LCMC      |              | £ 28.98    | £ 24.15    | £ 4.83   | £ 28.98           |                                                                                                                                    |
|                   | Barclaycard (Amazon)                                         | Amazon - Celebration of Harleston Event (equipment)                                                                                      | LCMC      |              | £ 9.99     | £ 8.32     | £ 1.67   | £ 9.99            |                                                                                                                                    |
|                   | Barclaycard (Amazon)                                         | Amazon - Protein                                                                                                                         | LCMC      |              | £ 111.95   | £ 93.28    | £ 18.67  | £ 111.95          |                                                                                                                                    |
|                   | Total to Amazon                                              |                                                                                                                                          |           |              |            |            |          | £ 150.92          | Total to Amazon                                                                                                                    |
|                   | Barclaycard (My Protein)                                     | Proteins                                                                                                                                 | LCMC      |              | £ 46.21    | £ 46.21    |          | £ 46.21           |                                                                                                                                    |
|                   | Barclaycard (Facebook)                                       | Facebook - Advertising                                                                                                                   | LCMC      |              | £ 19.52    | £ 19.52    |          | £ 19.52           | 4057/202                                                                                                                           |
|                   | Barclaycard (Your Coca Cola)                                 | Your Coca Cola (drinks for in the gym)                                                                                                   | LCMC      |              | £ 32.95    | £ 32.98    |          | £ 32.98           |                                                                                                                                    |
|                   | Barclaycard (Land Registry)                                  | Land Registry documents for the Recreation Ground                                                                                        | TC        | £ 6.00       |            | £ 6.00     |          | £ 6.00            | 4043/101                                                                                                                           |
|                   | <b>Total to Barclaycard</b>                                  |                                                                                                                                          |           |              |            |            |          | <b>£ 1,168.61</b> |                                                                                                                                    |
| Financial Reg 4.7 | TMO Highways                                                 | Urgent requirement for the Celebration of Harleston Event - Del, install & removal of signs, notification of closure signs, CAD designed | TC        | £ 846.00     |            | £ 705.00   | £ 141.00 | £ 846.00          |                                                                                                                                    |
|                   | Force Fresh                                                  | Toilet supplies and cleaning products                                                                                                    | LCMC      |              | £ 318.94   | £ 265.78   | £ 53.16  | £ 318.94          | 4039/203/131?                                                                                                                      |
|                   | Force Fresh                                                  | Toilet brush                                                                                                                             | LCMC      |              | £ 4.80     | £ 4.00     | £ 0.80   | £ 4.80            | 4039/203/131?                                                                                                                      |
|                   | <b>Total to Force Fresh</b>                                  |                                                                                                                                          |           |              |            |            |          | <b>£ 323.74</b>   |                                                                                                                                    |
|                   |                                                              | Microsoft Office 365 Home                                                                                                                | TC        | £ 65.00      |            | £ 65.00    |          | £ 65.00           | 4037/101                                                                                                                           |
|                   |                                                              | Printer fix                                                                                                                              | TC        | £ 50.00      |            | £ 50.00    |          | £ 50.00           | 4037/101                                                                                                                           |
|                   |                                                              |                                                                                                                                          |           |              |            |            |          | <b>£ 115.00</b>   |                                                                                                                                    |
|                   | Pulham Parish Magazine                                       | 1 x full page colour advert for Celebration of Harleston                                                                                 | TC        | £ 12.00      |            | £ 12.00    |          | £ 12.00           | 4057/101                                                                                                                           |
|                   |                                                              | Bubblemania Bubbles - Celebration of Harleston (£50 Tesco + £26 Sainsburys + £19 Fuel = Total £95)                                       | TC        | £ 95.00      |            | £ 95.00    |          | £ 95.00           | 4014/103                                                                                                                           |
|                   |                                                              | Playing at Harleston Celebration                                                                                                         | TC        | £ 100.00     |            | £ 100.00   |          | £ 100.00          | 4014/103                                                                                                                           |
|                   | Rosedales Funeral Home invoice 123 (£300 but £391 in error)  | Overpayment of cemetery                                                                                                                  | TC        | £ 91.00      |            | £ 91.00    |          | £ 91.00           |                                                                                                                                    |
|                   | GRS                                                          | Stair master repair and monitor repair                                                                                                   | LCMC      |              | £ 2,902.68 | £ 2,418.90 | £ 483.78 | £ 2,902.68        | Agreed at LCMC meeting 11/01/23- higher amount approved via email TG and CD 31/01/23 use Equip Repair then Equip Purchase then EMR |
|                   | Petty Cash - Gym & TC                                        | Office sundries                                                                                                                          | LCMC/TC   | £ 23.36      | £ 28.18    | £ 51.54    |          | £ 51.54           | 4039/101/202                                                                                                                       |
|                   | To be paid to EC (Deputy Clerk) to reimburse the petty cash) |                                                                                                                                          |           |              |            |            |          | <b>£ 51.54</b>    | To be paid to EC (Deputy Clerk) to reimburse the petty cash)                                                                       |

| Payee Name                        | Transaction Details                              | Committee | Town Council | LCMC       | Amenities | NET        | VAT     | TOTAL      | Code/Cost Centre                                             |
|-----------------------------------|--------------------------------------------------|-----------|--------------|------------|-----------|------------|---------|------------|--------------------------------------------------------------|
| HMRC                              | Employees N.I./PAYE                              | TC        | £ 2,580.96   | £ 2,466.90 | £ 64.10   | £ 5,111.96 |         | £ 5,111.96 |                                                              |
| ASL                               | Photocopier                                      | All       | £ 22.27      |            |           | £ 18.56    | £ 3.71  | £ 22.27    | 4031/101                                                     |
| Ben Burgess                       | Lease of John Deere - 01/03/2023 - 31/03/2023    | LCMC      |              | £ 384.00   |           | £ 320.00   | £ 64.00 | £ 384.00   | 4107/201                                                     |
| Norfolk Pension                   | Employees Salary                                 | TC        | £ 3,189.54   | £ 3,466.27 | £ 101.52  | £ 6,757.33 |         |            |                                                              |
| Rejuvenate Yoga                   | Yoga Classes - March                             | LCMC      |              | £ 254.00   |           | £ 254.00   |         | £ 254.00   | 4160/202                                                     |
|                                   | Classes for March                                | LCMC      |              | £ 492.00   |           | £ 492.00   |         | £ 492.00   | 4160/202                                                     |
| Crook Powerwashing                | Re-paint basketball and footpath lines on MUGA   | LCMC      |              | £ 300.00   |           | £ 300.00   |         | £ 300.00   | 4121/203                                                     |
|                                   | HR Support - March                               | TC        | £ 146.25     |            |           | £ 146.25   | £ -     | £ 146.25   | 4023/101                                                     |
| Force Fresh                       | Microbist 3000 dispenser and aircare refill 75ml | LCMC      |              | £ 34.92    |           | £ 29.10    | £ 5.82  | £ 34.92    | 4039/                                                        |
| Lantern                           | Market regeneration surveys                      | TC        | £ 165.00     |            |           | £ 165.00   |         | £ 165.00   | 4057/101                                                     |
|                                   | Facepainting - 11th March Town Event             | TC        | £ 200.00     |            |           | £ 200.00   |         | £ 200.00   | 4014/103                                                     |
| ESPO                              | Office and Gym stationery                        | TC/LCMC   | £ 86.52      | £ 62.18    |           | £ 123.91   | £ 24.79 | £ 148.70   | 4039/101/202                                                 |
| Workwear (East Anglia) Ltd        | Hi Vis Bomber jacket x 2                         | LCMC      |              | £ 66.00    |           | £ 55.00    | £ 11.00 | £ 66.00    | 4166/201                                                     |
| Robinson's Traditional Stationers | Celebration of Harleston & Elections             | TC        | £ 250.49     |            |           | £ 211.03   | £ 39.46 | £ 250.49   | 4039/101(210.50) 4057(39.99)                                 |
| NALC                              | NALC subscriptions                               | TC        | £ 931.63     |            |           | £ 931.63   |         | £ 931.63   | 4033/101                                                     |
|                                   | Tattoos and copies of the Diss express           | TC        | £ 18.98      |            |           | £ 18.98    |         | £ 18.98    | 4014/103                                                     |
| Harleston Information Plus        | Room Booking - 11/03/23 3 hrs & 14/03/23 4 hrs   | TC        | £ 35.00      |            |           | £ 35.00    |         | £ 35.00    |                                                              |
| Petty Cash - Maintenance          | Diesel for van and John Deere                    | LCMC/TC   |              | £ 117.26   |           | £ 117.26   |         | £ 117.26   | 4018/101/201/124                                             |
|                                   |                                                  |           |              |            |           |            |         | £ 117.26   | Pay to CC and reimburse Petty Cash                           |
|                                   | Chairs Allowance                                 | TC        | £ 100.00     |            |           | £ 100.00   | £ -     | £ 100.00   | Paid to TG on the 3rd April for 2022/23 year end to purchase |

## WEBSITE PAYMENTS FEBRUARY 2023 (Over £250)

| <u>Date paid</u> | <u>Amount Paid</u> | <u>Payee Name</u>      | <u>Transaction Detail</u>      |
|------------------|--------------------|------------------------|--------------------------------|
|                  |                    |                        |                                |
| 01/02/2023       | £ 4,401.67         | Salix                  | Loan Repayment - Streetlights  |
| 01/02/2023       | £ 628.33           | Scottish Power         | Electricity - building         |
| 06/02/2023       | £ 320.00           | Ben Burgess            | Lease of John Deere            |
| 06/02/2023       | £ 350.00           | Eyelid Productions Ltd | Eyelid - consultancy services  |
| 06/02/2023       | £ 1,000.00         | The Harleston Shed     | Grant - setting up costs       |
| 16/02/2023       | £ 600.00           | Crook Powerwashing     | 2 Tennis courts powerwashed    |
| 16/02/2023       | £ 310.00           | Brittania Training     | Scaffolding training           |
| 20/02/2023       | £ 389.78           | SSE Energy Supply Ltd  | Electricity - streetlighting   |
| 20/02/2023       | £ 379.00           | Neil Roberts           | Classes                        |
| 20/02/2023       | £ 580.00           | Danarbor Ltd           | Cutting of Swan Lane hedge     |
| 20/02/2023       | £ 5,756.26         | Sonata security        | Cameras and relocation of CCTV |
| 20/02/2023       | £ 9,637.00         | Earth Anchors Ltd      | Planters and engraving         |
| 23/02/2023       | £ 309.08           | SSE Energy Supply Ltd  | Gas                            |
|                  |                    |                        |                                |
| TOTAL            | £ 24,661.12        |                        |                                |
|                  |                    |                        |                                |

## WEBSITE PAYMENTS MARCH 2023 (Over £250)

| <u>Date paid</u> | <u>Amount Paid</u> | <u>Payee Name</u>      | <u>Transaction Detail</u>                            |
|------------------|--------------------|------------------------|------------------------------------------------------|
|                  |                    |                        |                                                      |
| 01/03/2023       | £ 628.33           | Scottish Power         | Electricity - building                               |
| 15/03/2023       | £ 320.00           | Ben Burgess            | Lease of John Deere                                  |
| 15/03/2023       | £ 487.25           | PPL PRS                | PPL PRS Music Licence - Football                     |
| 15/03/2023       | £ 400.00           | Hayley Bird Art        | Sunshine Artists - Hair wrapping                     |
| 15/03/2023       | £ 437.50           | K Worrall - Lantern    | Councillor Marketing campaign                        |
| 15/03/2023       | £ 300.00           | Crook Powerwashing     | Basketball/Football MUGA Area                        |
| 15/03/2023       | £ 417.00           | ESPO                   | Office furniture - Round meeting table               |
| 15/03/2023       | £ 360.00           | Whartons Nurseries Ltd | Planters - compost                                   |
| 15/03/2023       | £ 1,953.59         | Red Dune Ltd           | Website design & development/hosting SSL Certificate |
| 15/03/2023       | £ 1,138.08         | Middleton Farm         | Plants for planters                                  |
| 16/03/2023       | £ 3,500.33         | PPL PRS                | PPL PRS Music Licences - Gym                         |
| 16/03/2023       | £ 410.00           | Neil Roberts           | Classes                                              |
| 16/03/2023       | £ 420.00           | Zeb Prescott           | Stilt walkers, Fire breathers                        |
| 20/03/2023       | £ 376.50           | SSE Energy Supply Ltd  | Streetlighting Electricity                           |
| 27/03/2023       | £ 2,561.54         | Scottish Power         | Electricity - building (end of contract)             |
| 30/03/2023       | £ 269.78           | Force Fresh            | Toilet supplies & cleaning                           |
| 30/03/2023       | £ 705.00           | TMO Highways           | Made, delivery & removal of signs                    |
| 30/03/2023       | £ 560.31           | Wave (Anglian Water)   | Water - Pavilion                                     |
| 31/03/2023       | £ 251.00           | S.L.C.C.               | SLCC - Joining Membership fee                        |
| 31/03/2023       | £ 499.99           | Screwfix               | Large trailer                                        |
| 31/03/2023       | £ 2,418.90         | Gym Repair Sevices Ltd | Repair of rowing nachine and stair master            |
|                  |                    |                        |                                                      |
| TOTAL            | £ 18,415.10        |                        |                                                      |
|                  |                    |                        |                                                      |

| <u>Supplier/Description</u>                     | <u>Net</u>        | <u>Code and EMR</u> |
|-------------------------------------------------|-------------------|---------------------|
| Balloon modelling                               | £ 200.00          | 4081/103 Jubilee    |
| Face painting                                   | £ 100.00          | 4081/103 Jubilee    |
| Hair wrapping                                   | £ 400.00          | 4081/103 Jubilee    |
| Six Sense box advert                            | £ 40.00           | 4081/103 Jubilee    |
| Butterfly wings                                 | £ 48.00           | 4081/103 Jubilee    |
| Crochet Butterfly wings                         | £ 23.72           | 4081/103 Jubilee    |
| Stilt walkers                                   | £ 420.00          | 4081/103 Jubilee    |
| Bubblemania                                     | £ 95.00           | 4081/103 Jubilee    |
| Sam Norfolk                                     | £ 100.00          | 4081/103 Jubilee    |
| Hula Hoops & Prizes                             | £ 32.48           | 4081/103 Jubilee    |
| Road closure signs made & delivered             | £ 705.00          | 4081/103 Jubilee    |
| Road Closure NCC                                | £ 36.00           | 4081/103 Jubilee    |
| Advertising, printing and delivery of leafletes | £ 225.00          | 4081/103 Jubilee    |
| Pulham Parish advert                            | £ 12.00           | 4081/103 Jubilee    |
| Printing of signs and posters *                 | £ 237.50          | 4081/103 Jubilee    |
| Face painting *                                 | £ 200.00          | 4081/103 Jubilee    |
| <b>Sub Total</b>                                | <b>£ 2,874.70</b> |                     |

|                                         |                       |          |
|-----------------------------------------|-----------------------|----------|
| Balance on the account before the event | £ 3,226.52            | 4081/103 |
| Total of both events                    | <b>£ 6,101.22</b>     | 4081/103 |
| Debtor/creditor on the account *        | -£ 200.00             |          |
| Debtor/creditor on the account *        | -£ 237.50             |          |
| <b>Agrees to 4081/103</b>               | <b>£ 5,663.72</b>     |          |
| Net transfer to EMR 350 Jubilee         | £ 2,034.28            |          |
| Opening Balance for the EMR 350 Jubilee | £ 4,699.63            |          |
| Left in credit in the Jubilee EMR 350   | <b>£ 2,665.35</b>     |          |
| <br>Budget 4081/103                     | <br><b>£ 3,500.00</b> |          |
| Spent on the March 11th Event           | £ 2,874.70            |          |
| Under budget 4081/103                   | <b>£ 625.30</b>       |          |
| Budget for March 11th Event             | £ 2,500.00            |          |
| Over Budget for the event.              | <b>-£ 374.70</b>      |          |

| <u>Supplier</u>          | <u>Description</u>                                                     | <u>Gross</u>       | <u>Net</u>         | <u>VAT</u>        | <u>Code and EMR</u> |
|--------------------------|------------------------------------------------------------------------|--------------------|--------------------|-------------------|---------------------|
| Maintenance              | Compost                                                                | £ 5.69             | £ 4.74             | £ 0.95            | 4083/121/EMR348     |
| Earth Anchors            | Tables & planters                                                      | £ 7,338.00         | £ 6,115.00         | £ 1,223.00        | 4083/121/EMR348     |
| Middleton Farm Nurseries | Various plants for planters                                            | £ 157.95           | £ 131.62           | £ 26.33           | 4083/121/EMR348     |
| Whartons Nurseries Ltd   | Supply of compost for planters                                         | £ 288.00           | £ 240.00           | £ 48.00           | 4083/121/EMR348     |
| Earth Anchors            | Tables & planters                                                      | £ 11,564.40        | £ 9,637.00         | £ 1,927.40        | 4083/121/EMR348     |
| Whartons Nurseries Ltd   | Supply of compost for planters                                         | £ 432.00           | £ 360.00           | £ 72.00           | 4083/121/EMR348     |
| Middleton Farm Nurseries | Various plants for planters                                            | £ 1,359.73         | £ 1,138.08         | £ 221.65          | 4083/121/EMR348     |
| Plantit Perlit           | Planters                                                               | £ 144.91           | £ 120.76           | £ 24.15           | 4083/121/EMR348     |
| Watering system          | Planters                                                               | £ 226.48           | £ 188.73           | £ 37.75           | 4083/121/EMR348     |
| Recompensated            | Refund of 4 x £75 pavement licences (Apiary, Soul, Hung Cat, HT Rooms) | £ 300.00           | £ 300.00           | £ -               | 4083/121/EMR348     |
| <b>Sub Total</b>         |                                                                        | <b>£ 21,817.16</b> | <b>£ 18,235.93</b> | <b>£ 3,581.23</b> |                     |

|                                                     |                    |
|-----------------------------------------------------|--------------------|
| Previously held in EMR                              | £ 139.00           |
| Moved from reserves into the Community Fund EMR 348 | £ 30,000.00        |
| <b>Total EMR 348 Community Fund</b>                 | <b>£ 30,139.00</b> |

Committed Spend

|                                            |                                            |                    |            |          |                 |
|--------------------------------------------|--------------------------------------------|--------------------|------------|----------|-----------------|
| Earth Anchors (on order waiting delivery). | 1 x Blockade Planter and 2 x Cube Planters | £ 1,569.60         | £ 1,308.00 | £ 261.60 | 4083/121/EMR348 |
| <b>Total committed spend</b>               |                                            | <b>£ 19,543.93</b> |            |          |                 |

Budgeted spend

|                                 |                   |  |                   |
|---------------------------------|-------------------|--|-------------------|
| To be decided                   | Coronation Plants |  | £ 1,000.00        |
| To be decided                   | Coronation Soil   |  | £ 150.00          |
| To be decided                   | Watering system   |  | £ 50.00           |
| <b>Sub Total budgeted spend</b> |                   |  | <b>£ 1,200.00</b> |

Budgeted spend

|                                 |                                                                                                                                                                |  |                   |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------|
| East Anglian Road Markings      | 255sqm area of blocks to be painted Spectrum UniPrime X450FP to be applied as a base coat set to dry then apply Spectrum MultiGrip X440 Epoxy paint Dark Grey. |  | £ 4,142.80        |
| East Anglian Road Markings      | 16 x no Removable bollards supplied and fitted.                                                                                                                |  |                   |
| Various                         | Notice Board                                                                                                                                                   |  |                   |
| Various                         | Bike Racks                                                                                                                                                     |  | £ 5,000.00        |
| Contingency                     |                                                                                                                                                                |  | £ 113.27          |
| <b>Sub Total budgeted spend</b> |                                                                                                                                                                |  | <b>£ 9,256.07</b> |

|                                        |                    |
|----------------------------------------|--------------------|
| <b>Total spend plus budgeted spend</b> | <b>£ 30,000.00</b> |
| <b>Budget Remaining</b>                | <b>£ -</b>         |