



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 Leisure Centre Social Room, on **Wednesday 21st June 2023 at 6.30pm** to consider the business detailed below.

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

Date: 16th June 2023

**Members of the press and public are welcome to attend –
there will be an opportunity for public participation agenda item 7
SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY & LEADERSHIP**

AGENDA

1. To elect
 - a) a Chairman
 - b) a Vice-Chairman
2. Welcome
3. To receive and consider accepting apologies from members unable to attend
4. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹
5. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 19th April 2023 (copy herewith)
6. To note progress on decisions made at the last meeting of the Finance Committee (copy herewith)
7. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
8. To review the current Terms of Reference and make suggested amendments as necessary (copy herewith)

¹ All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

² All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

9. To recommend final Terms of Reference for adoption at the next Town Council meeting being held on the 28th of June 2023.
10. To review the responsibilities of the Finance Committee, agree duties and membership or likely required working parties.
11. To receive a draft calendar of Finance Committee meetings for 2023/24 and agree the meeting schedule (copy herewith)
12. To agree the bank mandate (signatories) for all council bank accounts 2023/24 and recommend adoption by the Town Council at the Town Council meeting held on the 28th June 2023.³
13. To consider and agree what dates should be scheduled for verification of the bank reconciliations for all accounts and at what Finance Meetings the reports should be noted.⁴
14. To agree to recommend to Amenities Committee at the 6th September 2023 meeting and the Leisure Centre Management Committee at the 11th October 2023 meeting to
 - a) review devolved budgets, formulate and submit proposals for receipts and payments and the required level of earmarked reserves for the following financial year and to make recommendations to the Finance Committee at the 18th October 2023 meeting.⁵
 - b) for the statements to be reviewed each quarter.⁶
15. To agree that the Finance Committee consider the following and make their recommendations to Town Council at the 20th December 2023 meeting.
 - a) prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget⁷
 - b) annual budget proposals including recommendations for the use of reserves and sources of funding⁸
 - c) set salary budgets annually for the following financial year as part of the budget-setting process and the salary budget shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform committees of the salary component of their budget⁹
16. Finance
 - a) To receive and examine the contents of month 1 Income and Expenditure report and formulate and agree any questions for the RFO (copy herewith)

³FR1.14. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

⁴FR2.2. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

⁵FR3.1. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

⁶FR4.10. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

⁷FR3.2. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

⁸FR3.3. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

⁹FR4.6. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

- b)** To receive and examine the contents of month 1 Bank Reconciliation and formulate and agree any questions for the RFO (copy herewith)
 - c)** To receive and examine the contents of month 2 Income and Expenditure report and formulate and agree any questions for the RFO (copy herewith)
 - d)** To receive and examine the contents of month 2 Bank Reconciliation and formulate and agree any questions for the RFO (copy herewith)
 - e)** To receive and note the contents of the Payments Lists listed below.
 - I.** 31st March 2023 (copy herewith)
 - II.** 3rd May 2023 (copy herewith)
 - III.** 23rd May 2023 (copy herewith)
 - f)** To receive and approve any required expenditure in line with the Financial Regulations.
 - g)** To receive and note the following contractual payments on the 3rd May 2023 Payments List agreed at Town Council.
 - I.** Callum Ward – Accounting Services £920 net plus £184 VAT Total £1104.00
 - II.** KGB Commercial Heating – Plumbers (annual contract service) £915 net plus VAT £183 Total £1098.00
- 17.** To note the date of the next Finance Committee meeting on Wednesday 19th July 2023 6.30pm start in the Social Room at the Memorial Leisure Centre



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 19th April 2023

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

Also Present: Clare Crane (Town Clerk) Emma Chandler (Deputy Clerk)

Members of the Public: 0

1. Welcome

Cllr Graham welcomed everyone to the meeting.

2. To receive apologies from members unable to attend

Cllr Digby due to unforeseen commitments

Cllr Wilkins due to unforeseen circumstances

Unanimously accepted

3. To receive declarations of pecuniary or any other interests

None

4. To approve the minutes from the last meeting – 15th March 2023

Minutes were agreed and a hard copy signed by Cllr Graham

5. Matters arising from previous minutes.

It was confirmed that the figures have been removed from the Reserves Policy, but it is yet to be uploaded to the website.

Outstanding

The Celebration Event expenditure all appears under one budget line

Matter Closed

The expenditure for street furniture appears under EMR 348

Matter Closed

The Deputy Clerk reported that all outstanding fees owed from Harleston Town Football Club, including music license fees had been received before the 31st March 2023

Matter Closed

The review of the preferred suppliers list will be included on the next Finance agenda for the new council to action.

Outstanding

It was explained that collectively the Leisure Centre team salaries for February were higher than normal due to higher usage of the facility and the need for a receptionist during the busier times for Health and Safety reasons.

Matter Closed

The Town Celebration event cost breakdown is available at this meeting.

Matter Closed

The Community Fund expenditure breakdown is available for this meeting.

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 12)

Specific items discussed included salaries, Gym membership income and the requirement for the new council to produce a robust business plan for the Leisure Centre. Cllr Graham informed the committee that the reforecasts have been successful in predicting the outcomes for the end of year.

It was requested that the Clerk/Deputy Clerk carry out a full investigation into the gas supply and subsequent low invoice amounts for the year.

Action – Clerk/Deputy Clerk

b) Payments lists and approve any outstanding payments.

Noted

The payments list had no outstanding payments

c) To note the payments list published for transparency.

Noted

8. To note the expenditure of the Chairs allowance of £100

Noted that the Chair had used his allowance to support nature recovery and will be purchasing trees and arranging the planting at the local schools.

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

Noted

b) The appointment of Mr T Brown as 2022/23 Harleston Town Councils internal Auditor.

Noted

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.

Unanimously agreed that the RFO should provide detailed explanations for all the earmarked reserves and for this information to be published on the website

Action - RFO

11. Action - To receive and note financial reports.

a) Celebration of Harleston event 11th March.

Received and noted

b) Community Fund – EMR

Received and noted

12. Clerk to provide an update on Market income.

Stall holders are currently being charged a nominal amount. It was noted that there are more traders attending the Wednesday and the Market Place is becoming more vibrant.

13. To note payments made to staff for unused holiday (for reasons explained by the Clerk).

Noted – due to changes in staff contracts.

14. To note the current banking mandate and the Councils position relating to the Financial Regulations.

Noted that the current banking mandate allows Cllr Graham and Cllr Eddy to have online access to view the Town Councils bank accounts and to authorise payments. With the new Council effective the 4th May the mandate will need to change quickly.

15. To agree to develop an agreed process to cover the transition whilst Councillors with finance access change.

Unanimously agreed for the Chairman and Clerk/RFO to produce a procedure for the Town Council to follow to ensure payments can be made while the banking mandate is being updated.

Additionally, when the Financial Regulations are reviewed measures to mitigate this circumstance should be included.

Action – Chairman and the RFO

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.

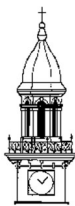
Noted

Meeting closed 11.19am

**Signed
Date**

Finance Committee – Progress Report – 14th June 2023

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Finance	Item 5 Matters Arising	Reserves Policy	Figures to be removed from the Reserves Policy and uploaded to the website	Town Clerk	April 2023	Action Completed Matter Closed
Finance	Item 5 Matters Arising	Preferred Suppliers List	To be added to the next Finance agenda	Town Clerk	June 2023	Moved to Executive Committee Matter Closed
Finance	Item 7 Income and Expenditure	Gas Supply	Town/Deputy Clerk to investigate the gas supply and low invoice amounts	Twon/Deputy Clerk	June 2023	In progress Ongoing
Finance	Item 10	Reserves	RFO to provide detailed explanations for all the earmarked reserves and publish the information on the website	RFO	September 2023	Ongoing
Finance	Item 15	Financial Regulations	Clerk/RFO and the Chairman to produce a procedure for the Town Council to follow to ensure that payments can be made while the banking mandate is updated.	Clerk/RFO And Chairman	May 2023	Completed Matter Closed



Redenhall with Harleston Town Council

Terms of Reference for the Finance Committee

1. The committee shall comprise of up to five councillors plus the Chairman of the Town Council as an ex-officio member
2. A quorum will consist of a minimum of three councillors
3. The committee will be responsible for electing its own Chairman and Vice-Chairman
4. The committee chair will be responsible for providing a summary report to full council.
5. All councillors are entitled to attend each meeting, however, whilst they may be invited to speak, they will have no voting rights unless they are elected or co-opted to the meeting of the committee.
6. If it is evident that a meeting will not be quorate in the preceding days, a standby councillor may be called upon to attend if available and be co-opted for that meeting only. If there is more than one standby, the Town Clerk will use their discretion as to which standby councillor to call upon.
7. If the meeting is still not quorate, then a councillor in attendance may be co-opted for that meeting.
8. The main role of the committee is to provide information, advice and guidance to the town council on all financial matters relating to council business.

The Committee will:

- Meet monthly, or more often if required, to consider the income and expenditure reports and cash flows and to monitor these against the budgets
- Co-ordinate the preparation of budgets annually for submission to the full Council
- Produce reports to the full Council, no less frequently than quarterly, on any major deviation from budget that is likely to affect the final financial outcome
- Request additional financial information from the Responsible Financial Officer as may be required
- Consider requests for expenditure from Committees with devolved budgets where the proposed expenditure is either in excess of the budgeted amount or not included in the budget
- Consider grant applications from organisations based in Redenhall with Harleston or of benefit to residents from Redenhall with Harleston.

9. Committees with devolved budgets shall present their budget requests to the Finance Committee by the end of October in readiness for full council discussions by the December town council meeting. Any expenditure proposed later shall go to the Full council meeting for approval.
10. The minutes of each meeting will be proposed and agreed at the next meeting.
11. Voting will be in accordance with Standing Orders.
12. All committee meetings will typically take place in the Memorial Leisure Centre unless other arrangements are in place for the holding of meetings and will commence at 6.30pm (unless otherwise stated)

Reviewed September 2020

Year 2023/2024

Date	May	June	July	August	September	October	November	December	January	February	March	April
1												
2												
3												
4												
5												
6					Amenities 6.30pm			Amenities 6.30pm			Amenities 6.30pm	
7		Amenities 6.30pm										
8												
9												
10									LCMC 6.30pm			LCMC 6.30pm
11						LCMC 6.30pm						
12			LCMC 6.30pm									
13								Finance 6.30pm				
14		LCMC 6.30pm										
15							Finance 6.30pm					
16												
17	Annual Town Council 7pm								Finance 6.30pm			Finance 6.30pm
18						Finance 6.30pm						
19			Finance 6.30pm									
20					Finance 6.30pm			Town Council Meeting 7pm			Finance 6.30pm	
21		Finance 6.30pm								Finance 6.30pm		
22							Town Council Meeting 7pm					
23	Annual Town Meeting 7pm								Town Council Meeting 7pm			
24												Town Council Meeting 7pm
25						Town Council Meeting 7pm						
26			Town Council Meeting 7pm									
27					Town Council Meeting 7pm						Town Council Meeting 7pm	
28		Town Council Meeting 7pm								Town Council Meeting 7pm		
29												
30												
31												

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1013 Gazebo Hire	0	0	150	150			0.0%	
1099 Miscellaneous Income	115	115	50	(65)			230.0%	
1100 Grants	300	300	0	(300)			0.0%	
1101 Christmas lights/donation	80	80	0	(80)			0.0%	
1109 CiL Receipts	35,411	35,411	0	(35,411)			0.0%	
1176 Precept	200,847	200,847	401,694	200,847			50.0%	
1190 Bank Interest/Rewards Received	6	6	73	67			8.4%	
Administration :- Income	236,759	236,759	401,967	165,208			58.9%	0
4000 Salaries	8,302	8,302	108,255	99,953		99,953	7.7%	
4001 Paye/Nl	0	0	34,320	34,320		34,320	0.0%	
4006 Pension Contributions	0	0	34,582	34,582		34,582	0.0%	
4007 Bank Charges	0	0	239	239		239	0.0%	
4010 Staff Training/ Conferences	0	0	1,000	1,000		1,000	0.0%	
4011 Members' Training	0	0	500	500		500	0.0%	
4012 Conference Costs	35	35	200	165		165	17.5%	
4015 Staff Travel & Subsistence	0	0	54	54		54	0.0%	
4016 Members travel	0	0	108	108		108	0.0%	
4017 Chairman's Allowance	100	100	100	0		0	100.0%	
4018 Vehicle Fuel Costs	0	0	414	414		414	0.0%	
4020 Audit Fees - Internal	0	0	718	718		718	0.0%	
4021 Audit Fees - External	0	0	1,398	1,398		1,398	0.0%	
4022 Accounting Services	0	0	1,183	1,183		1,183	0.0%	
4023 HR-Compliance	0	0	538	538		538	0.0%	
4025 Legal Fees	0	0	1,500	1,500		1,500	0.0%	
4026 Professional Fees	0	0	968	968		968	0.0%	
4031 Photocopying	0	0	2,430	2,430		2,430	0.0%	
4033 Subscriptions	0	0	1,272	1,272		1,272	0.0%	
4034 Licences	0	0	323	323		323	0.0%	
4036 IT Software	0	0	600	600		600	0.0%	
4037 IT Support and Consumables	(118)	(118)	688	806		806	(17.2%)	
4039 Sundries	0	0	262	262		262	0.0%	
4040 Telephones/Broadband	67	67	716	649		649	9.4%	
4044 Hospitality	(35)	(35)	250	285		285	(14.0%)	
4045 Insurance	712	712	3,750	3,038		3,038	19.0%	
4055 Electricity	0	0	2,000	2,000		2,000	0.0%	
4057 Advertising	0	0	500	500		500	0.0%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	
4099 Miscellaneous Expenses	0	0	538	538		538	0.0%	
4105 Tree Assessment survey	0	0	538	538		538	0.0%	

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4119 Maintenance - General	0	0	102	102		102	0.0%	
4168 Air Conditioning	0	0	317	317		317	0.0%	
4503 Christmas Events	0	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	9,063	9,063	202,524	193,461	0	193,461	4.5%	0
Net Income over Expenditure	227,696	227,696	199,443	(28,253)				
<u>102 Harleston Kindness Help Hub</u>								
4497 Harleston Kindness Help Hub	0	0	880	880		880	0.0%	
Harleston Kindness Help Hub :- Indirect Expenditure	0	0	880	880	0	880	0.0%	0
Net Expenditure	0	0	(880)	(880)				
<u>103 Team Harleston</u>								
1099 Miscellaneous Income	0	0	8,000	8,000			0.0%	
Team Harleston :- Income	0	0	8,000	8,000			0.0%	0
4014 Town Events	0	0	1,000	1,000		1,000	0.0%	
4081 Jubilee	0	0	2,000	2,000		2,000	0.0%	
4082 Remembrance	0	0	108	108		108	0.0%	
4503 Christmas Events	0	0	1,000	1,000		1,000	0.0%	
Team Harleston :- Indirect Expenditure	0	0	4,108	4,108	0	4,108	0.0%	0
Net Income over Expenditure	0	0	3,892	3,892				
<u>105 Grants & Donations</u>								
4090 Grants	0	0	10,000	10,000		10,000	0.0%	
Grants & Donations :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
<u>110 Loan Repayments</u>								
4095 Loan Repayments	0	0	8,803	8,803		8,803	0.0%	
Loan Repayments :- Indirect Expenditure	0	0	8,803	8,803	0	8,803	0.0%	0
Net Expenditure	0	0	(8,803)	(8,803)				
<u>121 Environmental</u>								
4083 Planters	0	0	1,500	1,500		1,500	0.0%	
4099 Miscellaneous Expenses	0	0	108	108		108	0.0%	

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	0	0	54	54		54	0.0%	
4140 Dog Bin Purchases	0	0	124	124		124	0.0%	
4141 Dog Bin Servicing	2,544	2,544	2,650	106		106	96.0%	
4143 Salt bin purchase	0	0	119	119		119	0.0%	
Environmental :- Indirect Expenditure	2,544	2,544	4,805	2,261	0	2,261	52.9%	0
Net Expenditure	(2,544)	(2,544)	(4,805)	(2,261)				
122 Street Lighting								
4151 Street Lights Electricity	0	0	6,000	6,000		6,000	0.0%	
4152 Street Lights Maintenance	(85)	(85)	1,097	1,182		1,182	(7.7%)	
Street Lighting :- Indirect Expenditure	(85)	(85)	7,097	7,182	0	7,182	(1.2%)	0
Net Expenditure	85	85	(7,097)	(7,182)				
123 Car Parks								
1030 Car Park Donations - Business	0	0	1,000	1,000			0.0%	
1031 Car Park Donations - PC's	0	0	1,075	1,075			0.0%	
1032 Car Park Donations - Co op	5,000	5,000	30,000	25,000			16.7%	
1499 Project - parish partnership	0	0	2,500	2,500			0.0%	
Car Parks :- Income	5,000	5,000	34,575	29,575			14.5%	0
4051 Business Rates	1,197	1,197	13,674	12,477		12,477	8.8%	
4101 Hedge & Tree Maintenance	0	0	269	269		269	0.0%	
4113 Car Park Maintenance	0	0	2,000	2,000		2,000	0.0%	
4121 Maintenance - Contractors	0	0	538	538		538	0.0%	
4136 Car Park Lease	9,250	9,250	38,000	28,750		28,750	24.3%	
Car Parks :- Indirect Expenditure	10,447	10,447	54,481	44,034	0	44,034	19.2%	0
Net Income over Expenditure	(5,447)	(5,447)	(19,906)	(14,459)				
124 Cemetery								
1020 Cemetery - Burials	300	300	2,580	2,280			11.6%	
1021 Cemetery - Interment Of Ashes	0	0	538	538			0.0%	
1022 Cemetery - EROB	300	300	1,290	990			23.3%	
1023 Cemetery - Memorials	260	260	774	514			33.6%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	0	0	161	161			0.0%	
Cemetery :- Income	860	860	5,531	4,671			15.5%	0

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Hedge & Tree Maintenance	0	0	538	538		538	0.0%	
4119 Maintenance - General	0	0	500	500		500	0.0%	
4130 Cemetery Income Share	0	0	914	914		914	0.0%	
4132 Cemetery - Grave Digger	0	0	2,365	2,365		2,365	0.0%	
Cemetery :- Indirect Expenditure	0	0	4,317	4,317	0	4,317	0.0%	0
Net Income over Expenditure	860	860	1,214	354				
125 Markets								
1040 Market Rents	0	0	6,000	6,000			0.0%	
Markets :- Income	0	0	6,000	6,000			0.0%	0
4053 Market Rates	28	28	290	262		262	9.6%	
4055 Electricity	0	0	269	269		269	0.0%	
4145 Waste Removal	(103)	(103)	813	916		916	(12.7%)	
Markets :- Indirect Expenditure	(76)	(76)	1,372	1,448	0	1,448	(5.5%)	0
Net Income over Expenditure	76	76	4,628	4,553				
126 Allotments								
1000 Allotment Rent	0	0	1,818	1,818			0.0%	
Allotments :- Income	0	0	1,818	1,818			0.0%	0
4033 Subscriptions	0	0	308	308		308	0.0%	
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	0	0	1,024	1,024		1,024	0.0%	
4101 Hedge & Tree Maintenance	0	0	215	215		215	0.0%	
4119 Maintenance - General	0	0	269	269		269	0.0%	
Allotments :- Indirect Expenditure	0	0	2,547	2,547	0	2,547	0.0%	0
Net Income over Expenditure	0	0	(729)	(729)				
129 War Memorial								
4111 War Memorial Maintenance	0	0	500	500		500	0.0%	
War Memorial :- Indirect Expenditure	0	0	500	500	0	500	0.0%	0
Net Expenditure	0	0	(500)	(500)				
130 Clock Tower								
4112 Clock Tower Maintenance	0	0	296	296		296	0.0%	
Clock Tower :- Indirect Expenditure	0	0	296	296	0	296	0.0%	0
Net Expenditure	0	0	(296)	(296)				

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
131 Public Toilets								
4000 Salaries	302	302	2,914	2,612		2,612	10.4%	
4001 Paye/Nl	0	0	855	855		855	0.0%	
4006 Pension Contributions	0	0	1,090	1,090		1,090	0.0%	
4039 Sundries	(7)	(7)	0	7		7	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	0	0	1,419	1,419		1,419	0.0%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	(13)	(13)	39	52		52	(34.0%)	
Public Toilets :- Indirect Expenditure	282	282	7,093	6,811	0	6,811	4.0%	0
Net Expenditure	(282)	(282)	(7,093)	(6,811)				
201 Recreation Ground								
1001 Ground Rent - Football	150	150	1,800	1,650			8.3%	
1003 Ground Rent - Bowls	0	0	540	540			0.0%	
1009 Recreation Ground Hire	0	0	538	538			0.0%	
Recreation Ground :- Income	150	150	2,878	2,728			5.2%	0
4000 Salaries	1,675	1,675	21,417	19,742		19,742	7.8%	
4001 Paye/Nl	0	0	6,711	6,711		6,711	0.0%	
4006 Pension Contributions	0	0	8,218	8,218		8,218	0.0%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	0	1,352	1,352		1,352	0.0%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	(16)	(16)	0	16		16	0.0%	
4040 Telephones/Broadband	0	0	129	129		129	0.0%	
4041 Mobile Phones	0	0	65	65		65	0.0%	
4045 Insurance	575	575	3,211	2,636		2,636	17.9%	
4052 Water Charges	0	0	403	403		403	0.0%	
4055 Electricity	0	0	600	600		600	0.0%	
4071 Health & Safety - Compliance	0	0	269	269		269	0.0%	
4084 Signage - Rec	0	0	500	500		500	0.0%	
4101 Hedge & Tree Maintenance	0	0	538	538		538	0.0%	
4102 Grass Cutting	0	0	4,066	4,066		4,066	0.0%	
4107 Leased Plant	0	0	3,440	3,440		3,440	0.0%	
4119 Maintenance - General	(7)	(7)	619	626		626	(1.1%)	
4121 Maintenance - Contractors	0	0	1,720	1,720		1,720	0.0%	
4122 Maintenance - Malicious Damage	0	0	269	269		269	0.0%	
4123 Equipment Servicing & Repairs	0	0	323	323		323	0.0%	
4124 Equipment Fuel & Oil	0	0	430	430		430	0.0%	

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4125 Equipment purchase	0	0	323	323		323	0.0%	
4141 Dog Bin Servicing	774	774	832	58		58	93.1%	
4145 Waste Removal	(211)	(211)	1,606	1,817		1,817	(13.1%)	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	0	0	163	163		163	0.0%	
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4181 Garden Waste Bins Annual Charg	285	285	228	(57)		(57)	125.0%	
Recreation Ground :- Indirect Expenditure	3,076	3,076	58,703	55,627	0	55,627	5.2%	0
Net Income over Expenditure	(2,926)	(2,926)	(55,825)	(52,899)				
<u>202 Gym</u>								
1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	9,541	9,541	118,250	108,709			8.1%	
1060 Gym - Classes	300	300	3,000	2,700			10.0%	
1062 Gym - Food & Drink - Confectio	40	40	300	260			13.2%	
1063 Gym - Membership SO's	18	18	350	333			5.0%	
1064 Gym - Membership Cash	1,491	1,491	20,000	18,509			7.5%	
1065 Gym - Personal Training	165	165	2,500	2,335			6.6%	
1066 Gym - Room Hire	0	0	404	404			0.0%	
1067 Gym - Squash Courts	868	868	5,000	4,132			17.4%	
1068 Gym - Tennis	42	42	2,000	1,958			2.1%	
1070 Protein Food and drink	310	310	1,500	1,190			20.7%	
1073 Re-sales	14	14	310	296			4.4%	
1074 Gym -advertising	63	63	0	(63)			0.0%	
1075 Table Tennis	48	48	159	112			29.9%	
Gym :- Income	12,898	12,898	154,223	141,325			8.4%	0
4000 Salaries	7,705	7,705	87,601	79,896		79,896	8.8%	
4001 Paye/NI	0	0	17,650	17,650		17,650	0.0%	
4006 Pension Contributions	0	0	27,512	27,512		27,512	0.0%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	0	0	250	250		250	0.0%	
4020 Audit Fees - Internal	0	0	387	387		387	0.0%	
4022 Accounting Services	0	0	1,183	1,183		1,183	0.0%	
4034 Licences	0	0	3,870	3,870		3,870	0.0%	
4035 IT Equipment	0	0	108	108		108	0.0%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	150	150	1,739	1,589		1,589	8.6%	
4039 Sundries	0	0	1,161	1,161		1,161	0.0%	
4040 Telephones/Broadband	50	50	538	488		488	9.4%	

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 Mobile Phones	0	0	88	88		88	0.0%	
4045 Insurance	192	192	1,071	879		879	17.9%	
4054 Water Charges - building	0	0	1,477	1,477		1,477	0.0%	
4055 Electricity	0	0	3,400	3,400		3,400	0.0%	
4056 Gas	(232)	(232)	275	507		507	(84.5%)	
4057 Advertising	0	0	1,075	1,075		1,075	0.0%	
4058 Digital Advertising	0	0	450	450		450	0.0%	
4071 Health & Safety - Compliance	0	0	1,075	1,075		1,075	0.0%	
4099 Miscellaneous Expenses	0	0	105	105		105	0.0%	
4116 DBS Checks	0	0	215	215		215	0.0%	
4119 Maintenance - General	(2)	(2)	538	540		540	(0.3%)	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	0	0	1,075	1,075		1,075	0.0%	
4126 Gym Equipment Purchases	0	0	4,600	4,600		4,600	0.0%	
4128 Gym Contract Maintenance	139	139	1,198	1,059		1,059	11.6%	
4129 Gym sundries	0	0	1,290	1,290		1,290	0.0%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	0	0	50	50		50	0.0%	
4160 Gym Class Fees	0	0	3,689	3,689		3,689	0.0%	
4162 Food & Drink For Resale	0	0	705	705		705	0.0%	
4163 Protein products	0	0	531	531		531	0.0%	
4166 Uniforms	0	0	355	355		355	0.0%	
4167 Gym DD Arrangement Fees	599	599	5,160	4,561		4,561	11.6%	
4168 Air Conditioning	0	0	447	447		447	0.0%	
Gym :- Indirect Expenditure	8,601	8,601	172,464	163,863	0	163,863	5.0%	0
Net Income over Expenditure	4,297	4,297	(18,241)	(22,538)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	(277)	(277)	3,000	3,277			(9.2%)	
Leisure Centre building :- Income	(277)	(277)	3,000	3,277			(9.2%)	0
4000 Salaries	541	541	21,807	21,266		21,266	2.5%	
4001 Paye/NI	0	0	4,177	4,177		4,177	0.0%	
4006 Pension Contributions	0	0	7,715	7,715		7,715	0.0%	
4039 Sundries	23	23	703	680		680	3.3%	
4042 Fire and Security Alarms	0	0	129	129		129	0.0%	
4045 Insurance	575	575	3,211	2,636		2,636	17.9%	
4047 Cleaning Material/Consum- 4039	0	0	3,000	3,000		3,000	0.0%	
4051 Business Rates	981	981	12,709	11,728		11,728	7.7%	
4055 Electricity	0	0	14,000	14,000		14,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/04/2023

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4056 Gas	232	232	6,128	5,896		5,896	3.8%	
4071 Health & Safety - Compliance	0	0	1,681	1,681		1,681	0.0%	
4072 Security	0	0	877	877		877	0.0%	
4099 Miscellaneous Expenses	0	0	376	376		376	0.0%	
4117 Building improvements	0	0	2,688	2,688		2,688	0.0%	
4119 Maintenance - General	(58)	(58)	3,225	3,283		3,283	(1.8%)	
4121 Maintenance - Contractors	(915)	(915)	4,300	5,215		5,215	(21.3%)	
Leisure Centre building :- Indirect Expenditure	1,379	1,379	86,726	85,347	0	85,347	1.6%	0
Net Income over Expenditure	(1,656)	(1,656)	(83,726)	(82,070)				
Grand Totals:- Income	255,390	255,390	617,992	362,602			41.3%	
Expenditure	35,231	35,231	626,716	591,485	0	591,485	5.6%	
Net Income over Expenditure	220,159	220,159	(8,724)	(228,883)				
Movement to/(from) Gen Reserve	220,159	220,159						

Time: 14:19

Bank Reconciliation up to 30/04/2023 for Cashbook No 1 - Current Community Bank Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
31/03/2023	BACS031					☐	Gym Repair Services
03/04/2023	DD003	180.31		180.31		R ☒	EZ-runner Systems Ltd
03/04/2023	DD003	15,081.60		15,081.60		R ☒	South Norfolk Council
03/04/2023	DD003	285.00		285.00		R ☒	South Norfolk Council
03/04/2023	STO003	167.00		167.00		R ☒	Gym Repair Services
03/04/2023	BANK003	29.02		29.02		R ☒	Barclays
03/04/2023	BACS003	100.00		100.00		R ☒	[REDACTED]
03/04/2023	STO003		15.00	15.00		R ☒	Receipt(s) Banked
03/04/2023	STO003		21.00	21.00		R ☒	Receipt(s) Banked
03/04/2023	PDQ030		190.19	190.19		R ☒	Receipt(s) Banked
03/04/2023	PDQ031		106.65	106.65		R ☒	Receipt(s) Banked
03/04/2023	PDQ001		136.50	136.50		R ☒	Receipt(s) Banked
03/04/2023	BANK003		6.16	6.16		R ☒	Receipt(s) Banked
04/04/2023	PDQ002		40.70	40.70		R ☒	Receipt(s) Banked
04/04/2023	101231		117.20	117.20		R ☒	Receipt(s) Banked
05/04/2023	DD005	7.29		7.29		R ☒	Virgin Media
05/04/2023	DD005		150.00	150.00		R ☒	Receipt(s) Banked
05/04/2023	PDQ003		188.04	188.04		R ☒	Receipt(s) Banked
05/04/2023	TRF005		25,000.00	25,000.00		R ☒	Receipt(s) Banked
06/04/2023	BACS006	117.26		117.26		R ☒	[REDACTED]
06/04/2023	BACS006	18.98		18.98		R ☒	[REDACTED]
06/04/2023	BACS006	22.27		22.27		R ☒	Automated Systems Group Ltd
06/04/2023	BACS006	34.92		34.92		R ☒	Forcefresh Ltd
06/04/2023	BACS006	35.00		35.00		R ☒	Harleston Information Plus
06/04/2023	BACS006	66.00		66.00		R ☒	Workwear (East Anglia) Ltd
06/04/2023	BACS006	146.25		146.25		R ☒	[REDACTED]
06/04/2023	BACS006	148.70		148.70		R ☒	ESPO
06/04/2023	BACS006	165.00		165.00		R ☒	[REDACTED]
06/04/2023	BACS006	200.00		200.00		R ☒	[REDACTED]
06/04/2023	BACS006	250.49		250.49		R ☒	Robinsons Traditional Stationery
06/04/2023	BACS006	254.00		254.00		R ☒	Rejuvenate Yoga
06/04/2023	BACS006	300.00		300.00		R ☒	Crook Powerwashing
06/04/2023	BACS006	384.00		384.00		R ☒	Ben Burgess Garden Equip
06/04/2023	BACS006	492.00		492.00		R ☒	[REDACTED]
06/04/2023	BACS006	5,111.96		5,111.96		R ☒	HMRC Tax and NI
06/04/2023	BACS006	6,757.33		6,757.33		R ☒	Norfolk Pension Fund
06/04/2023	PDQ004		131.75	131.75		R ☒	Receipt(s) Banked
06/04/2023	BACS006		600.00	600.00		R ☒	Receipt(s) Banked
11/04/2023	DD011	76.41		76.41		R ☒	Barclaycard Merchant
11/04/2023	PDQ006		53.50	53.50		R ☒	Receipt(s) Banked
11/04/2023	PDQ007		90.42	90.42		R ☒	Receipt(s) Banked
11/04/2023	PDQ008		34.50	34.50		R ☒	Receipt(s) Banked
11/04/2023	PDQ009		10.00	10.00		R ☒	Receipt(s) Banked
11/04/2023	Trf011		20,000.00	20,000.00		R ☒	Receipt(s) Banked
11/04/2023	PDQ005		112.46	112.46		R ☒	Receipt(s) Banked
12/04/2023	DD012	11.23		11.23		R ☒	EE Mobile
12/04/2023	62.00	62.00		62.00		R ☒	Anglia Water
12/04/2023	PDQ010		35.75	35.75		R ☒	Receipt(s) Banked

Time: 14:19

Bank Reconciliation up to 30/04/2023 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
12/04/2023	DFC012		510.77	510.77		R 	Receipt(s) Banked
12/04/2023	DFC012		10,119.36	10,119.36		R 	Receipt(s) Banked
13/04/2023	PDQ011		140.70	140.70		R 	Receipt(s) Banked
14/04/2023	PDQ012		95.75	95.75		R 	Receipt(s) Banked
14/04/2023	DC014		300.00	300.00		R 	Receipt(s) Banked
14/04/2023	SO014		60.00	60.00		R 	Receipt(s) Banked
14/04/2023	101233		82.00	82.00		R 	Receipt(s) Banked
14/04/2023	101232		204.60	204.60		R 	Receipt(s) Banked
17/04/2023	DD017	27.98		27.98		R 	South Norfolk Council
17/04/2023	BACS017		21.75	21.75		R 	Receipt(s) Banked
17/04/2023	PDQ015		69.75	69.75		R 	Receipt(s) Banked
17/04/2023	PDQ014		154.20	154.20		R 	Receipt(s) Banked
17/04/2023	PDQ015		37.25	37.25		R 	Receipt(s) Banked
17/04/2023	101234		408.75	408.75		R 	Receipt(s) Banked
18/04/2023	PDQ016		58.00	58.00		R 	Receipt(s) Banked
18/04/2023	DFC018		56.18	56.18		R 	Receipt(s) Banked
19/04/2023	PDQ017		180.85	180.85		R 	Receipt(s) Banked
20/04/2023	DD020	141.36		141.36		R 	Ocean Telecom
20/04/2023	PDQ018		310.76	310.76		R 	Receipt(s) Banked
20/04/2023	BACS020		6,000.00	6,000.00		R 	Receipt(s) Banked
21/04/2023	DD021	524.89		524.89		R 	SSE Energy Supply Ltd
21/04/2023	PDQ019		150.87	150.87		R 	Receipt(s) Banked
21/04/2023	BACS021		35,410.87	35,410.87		R 	Receipt(s) Banked
21/04/2023	101235		166.25	166.25		R 	Receipt(s) Banked
24/04/2023	DD024	278.84		278.84		R 	SSE Energy Supply Ltd
24/04/2023	PDQ020		76.65	76.65		R 	Receipt(s) Banked
24/04/2023	PDQ021		81.50	81.50		R 	Receipt(s) Banked
24/04/2023	PDQ022		40.70	40.70		R 	Receipt(s) Banked
24/04/2023	DFC024		44.51	44.51		R 	Receipt(s) Banked
25/04/2023	DD025	981.25		981.25		R 	South Norfolk Council
25/04/2023	DD025	233.78		233.78		R 	South Norfolk Council
25/04/2023	DD025	962.99		962.99		R 	South Norfolk Council
25/04/2023	PDQ023		19.50	19.50		R 	Receipt(s) Banked
26/04/2023	PDQ024		210.15	210.15		R 	Receipt(s) Banked
26/04/2023	BACS026		3,316.85	3,316.85		R 	Receipt(s) Banked
26/04/2023	BACS026		100.00	100.00		R 	Receipt(s) Banked
27/04/2023	PDQ025		122.48	122.48		R 	Receipt(s) Banked
28/04/2023	BACS028	18,524.84		18,524.84		R 	Salaries
28/04/2023	PDQ026		184.92	184.92		R 	Receipt(s) Banked
28/04/2023	BACS028		200,847.00	200,847.00		R 	Receipt(s) Banked
28/04/2023	101236		210.27	210.27		R 	Receipt(s) Banked
		<u>52,179.95</u>	<u>306,833.01</u>				

Detailed Income & Expenditure by Budget Heading 01/05/2023

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1013 Gazebo Hire	0	0	150	150			0.0%	
1050 Sale Of Dog Bags	27	27	0	(27)			0.0%	
1099 Miscellaneous Income	30	45	50	5			90.0%	
1100 Grants	500	800	0	(800)			0.0%	
1101 Christmas lights/donation	0	80	0	(80)			0.0%	
1109 CiL Receipts	0	35,411	0	(35,411)			0.0%	
1176 Precept	0	200,847	401,694	200,847			50.0%	
1190 Bank Interest/Rewards Received	9	15	73	58			20.5%	
Administration :- Income	566	237,225	401,967	164,742			59.0%	0
4000 Salaries	8,377	16,679	108,255	91,576		91,576	15.4%	
4001 Paye/Ni	2,592	2,592	34,320	31,728		31,728	7.6%	
4006 Pension Contributions	3,174	3,174	34,582	31,408		31,408	9.2%	
4007 Bank Charges	38	38	239	201		201	15.8%	
4010 Staff Training/ Conferences	0	0	1,000	1,000		1,000	0.0%	
4011 Members' Training	0	0	500	500		500	0.0%	
4012 Conference Costs	0	35	200	165		165	17.5%	
4015 Staff Travel & Subsistence	0	0	54	54		54	0.0%	
4016 Members travel	0	0	108	108		108	0.0%	
4017 Chairman's Allowance	0	100	100	0		0	100.0%	
4018 Vehicle Fuel Costs	323	323	414	92		92	77.9%	
4020 Audit Fees - Internal	0	0	718	718		718	0.0%	
4021 Audit Fees - External	0	0	1,398	1,398		1,398	0.0%	
4022 Accounting Services	460	460	1,183	723		723	38.9%	
4023 HR-Compliance	101	101	538	437		437	18.8%	
4025 Legal Fees	0	0	1,500	1,500		1,500	0.0%	
4026 Professional Fees	0	0	968	968		968	0.0%	
4031 Photocopying	11	11	2,430	2,419		2,419	0.4%	
4033 Subscriptions	1,047	1,047	1,272	225		225	82.3%	
4034 Licences	70	70	323	253		253	21.7%	
4036 IT Software	0	0	600	600		600	0.0%	
4037 IT Support and Consumables	631	513	688	175		175	74.6%	
4039 Sundries	66	84	262	178		178	32.2%	
4040 Telephones/Broadband	67	135	716	581		581	18.8%	
4044 Hospitality	0	(35)	250	285		285	(14.0%)	
4045 Insurance	0	712	3,750	3,038		3,038	19.0%	
4055 Electricity	158	158	2,000	1,842		1,842	7.9%	
4057 Advertising	225	225	500	275		275	45.0%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	
4099 Miscellaneous Expenses	285	285	538	253		253	53.0%	

Detailed Income & Expenditure by Budget Heading 01/05/2023

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4105 Tree Assessment survey	415	415	538	123		123	77.1%	
4119 Maintenance - General	0	0	102	102		102	0.0%	
4139 Dog Bags - purchase	64	64	0	(64)		(64)	0.0%	
4168 Air Conditioning	0	0	317	317		317	0.0%	
4503 Christmas Events	0	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	18,103	27,185	202,524	175,339	0	175,339	13.4%	0
Net Income over Expenditure	(17,537)	210,039	199,443	(10,596)				
<u>102 Harleston Kindness Help Hub</u>								
4497 Harleston Kindness Help Hub	0	0	880	880		880	0.0%	
Harleston Kindness Help Hub :- Indirect Expenditure	0	0	880	880	0	880	0.0%	0
Net Expenditure	0	0	(880)	(880)				
<u>103 Team Harleston</u>								
1085 Coronation Event	50	50	0	(50)			0.0%	
1099 Miscellaneous Income	0	0	8,000	8,000			0.0%	
Team Harleston :- Income	50	50	8,000	7,950			0.6%	0
4014 Town Events	30	30	1,000	970		970	3.0%	30
4081 Jubilee	0	0	2,000	2,000		2,000	0.0%	
4082 Remembrance	0	0	108	108		108	0.0%	
4085 Coronation Event	562	562	0	(562)		(562)	0.0%	
4503 Christmas Events	0	0	1,000	1,000		1,000	0.0%	
Team Harleston :- Indirect Expenditure	592	592	4,108	3,516	0	3,516	14.4%	30
Net Income over Expenditure	(542)	(542)	3,892	4,434				
6000 plus Transfer from EMR	30	30						
Movement to/(from) Gen Reserve	(512)	(512)						
<u>105 Grants & Donations</u>								
1103 Donation	238	238	0	(238)			0.0%	
Grants & Donations :- Income	238	238	0	(238)				0
4090 Grants	0	0	10,000	10,000		10,000	0.0%	
Grants & Donations :- Indirect Expenditure	0	0	10,000	10,000	0	10,000		0
Net Income over Expenditure	238	238	(10,000)	(10,238)				

Detailed Income & Expenditure by Budget Heading 01/05/2023

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Loan Repayments								
4095 Loan Repayments	0	0	8,803	8,803		8,803	0.0%	
Loan Repayments :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>8,803</u>	<u>8,803</u>	<u>0</u>	<u>8,803</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(8,803)</u>	<u>(8,803)</u>				
121 Environmental								
4083 Planters	1,308	1,308	1,500	192		192	87.2%	1,308
4099 Miscellaneous Expenses	0	0	108	108		108	0.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	0	0	54	54		54	0.0%	
4140 Dog Bin Purchases	0	0	124	124		124	0.0%	
4141 Dog Bin Servicing	0	2,544	2,650	106		106	96.0%	
4143 Salt bin purchase	0	0	119	119		119	0.0%	
Environmental :- Indirect Expenditure	<u>1,308</u>	<u>3,852</u>	<u>4,805</u>	<u>953</u>	<u>0</u>	<u>953</u>	<u>80.2%</u>	<u>1,308</u>
Net Expenditure	<u>(1,308)</u>	<u>(3,852)</u>	<u>(4,805)</u>	<u>(953)</u>				
6000 plus Transfer from EMR	1,308	1,308						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,544)</u>						
122 Street Lighting								
4151 Street Lights Electricity	390	390	6,000	5,610		5,610	6.5%	
4152 Street Lights Maintenance	170	85	1,097	1,012		1,012	7.7%	
Street Lighting :- Indirect Expenditure	<u>560</u>	<u>475</u>	<u>7,097</u>	<u>6,622</u>	<u>0</u>	<u>6,622</u>	<u>6.7%</u>	<u>0</u>
Net Expenditure	<u>(560)</u>	<u>(475)</u>	<u>(7,097)</u>	<u>(6,622)</u>				
123 Car Parks								
1030 Car Park Donations - Business	0	0	1,000	1,000			0.0%	
1031 Car Park Donations - PC's	0	0	1,075	1,075			0.0%	
1032 Car Park Donations - Co op	2,500	7,500	30,000	22,500			25.0%	
1499 Project - parish partnership	0	0	2,500	2,500			0.0%	
Car Parks :- Income	<u>2,500</u>	<u>7,500</u>	<u>34,575</u>	<u>27,075</u>			<u>21.7%</u>	<u>0</u>
4051 Business Rates	1,197	2,394	13,674	11,280		11,280	17.5%	
4101 Hedge & Tree Maintenance	0	0	269	269		269	0.0%	
4113 Car Park Maintenance	0	0	2,000	2,000		2,000	0.0%	
4121 Maintenance - Contractors	1,475	1,475	538	(937)		(937)	274.2%	
4136 Car Park Lease	0	9,250	38,000	28,750		28,750	24.3%	
Car Parks :- Indirect Expenditure	<u>2,672</u>	<u>13,119</u>	<u>54,481</u>	<u>41,362</u>	<u>0</u>	<u>41,362</u>	<u>24.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(172)</u>	<u>(5,619)</u>	<u>(19,906)</u>	<u>(14,287)</u>				

Detailed Income & Expenditure by Budget Heading 01/05/2023

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
124 Cemetery								
1020 Cemetery - Burials	200	500	2,580	2,080			19.4%	
1021 Cemetery - Interment Of Ashes	0	0	538	538			0.0%	
1022 Cemetery - EROB	300	600	1,290	690			46.5%	
1023 Cemetery - Memorials	0	260	774	514			33.6%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	0	0	161	161			0.0%	
Cemetery :- Income	500	1,360	5,531	4,171			24.6%	0
4101 Hedge & Tree Maintenance	0	0	538	538		538	0.0%	
4119 Maintenance - General	0	0	500	500		500	0.0%	
4130 Cemetery Income Share	0	0	914	914		914	0.0%	
4132 Cemetery - Grave Digger	0	0	2,365	2,365		2,365	0.0%	
Cemetery :- Indirect Expenditure	0	0	4,317	4,317	0	4,317	0.0%	0
Net Income over Expenditure	500	1,360	1,214	(146)				
125 Markets								
1040 Market Rents	0	0	6,000	6,000			0.0%	
Markets :- Income	0	0	6,000	6,000			0.0%	0
4053 Market Rates	26	54	290	236		236	18.6%	
4055 Electricity	0	0	269	269		269	0.0%	
4145 Waste Removal	187	84	813	729		729	10.3%	
Markets :- Indirect Expenditure	213	138	1,372	1,234	0	1,234	10.0%	0
Net Income over Expenditure	(213)	(138)	4,628	4,766				
126 Allotments								
1000 Allotment Rent	0	0	1,818	1,818			0.0%	
Allotments :- Income	0	0	1,818	1,818			0.0%	0
4033 Subscriptions	0	0	308	308		308	0.0%	
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	0	0	1,024	1,024		1,024	0.0%	
4101 Hedge & Tree Maintenance	0	0	215	215		215	0.0%	
4119 Maintenance - General	0	0	269	269		269	0.0%	
Allotments :- Indirect Expenditure	0	0	2,547	2,547	0	2,547	0.0%	0
Net Income over Expenditure	0	0	(729)	(729)				

Detailed Income & Expenditure by Budget Heading 01/05/2023

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
129 War Memorial								
4111 War Memorial Maintenance	0	0	500	500		500	0.0%	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
130 Clock Tower								
4112 Clock Tower Maintenance	0	0	296	296		296	0.0%	
Clock Tower :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>296</u>	<u>296</u>	<u>0</u>	<u>296</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(296)</u>	<u>(296)</u>				
131 Public Toilets								
4000 Salaries	283	585	2,914	2,329		2,329	20.1%	
4001 Paye/Nl	78	78	855	777		777	9.1%	
4006 Pension Contributions	109	109	1,090	981		981	10.0%	
4039 Sundries	67	59	0	(59)		(59)	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	62	62	1,419	1,357		1,357	4.4%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	13	0	39	39		39	0.0%	
Public Toilets :- Indirect Expenditure	<u>611</u>	<u>894</u>	<u>7,093</u>	<u>6,199</u>	<u>0</u>	<u>6,199</u>	<u>12.6%</u>	<u>0</u>
Net Expenditure	<u>(611)</u>	<u>(894)</u>	<u>(7,093)</u>	<u>(6,199)</u>				
201 Recreation Ground								
1001 Ground Rent - Football	240	390	1,800	1,410			21.7%	
1003 Ground Rent - Bowls	90	90	540	450			16.7%	
1009 Recreation Ground Hire	0	0	538	538			0.0%	
Recreation Ground :- Income	<u>330</u>	<u>480</u>	<u>2,878</u>	<u>2,398</u>			<u>16.7%</u>	<u>0</u>
4000 Salaries	1,637	3,313	21,417	18,104		18,104	15.5%	
4001 Paye/Nl	435	435	6,711	6,276		6,276	6.5%	
4006 Pension Contributions	603	603	8,218	7,615		7,615	7.3%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	122	220	1,352	1,132		1,132	16.3%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	22	6	0	(6)		(6)	0.0%	
4040 Telephones/Broadband	10	10	129	119		119	7.8%	
4041 Mobile Phones	7	7	65	58		58	11.0%	
4045 Insurance	0	575	3,211	2,636		2,636	17.9%	

Detailed Income & Expenditure by Budget Heading 01/05/2023

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Water Charges	0	0	403	403		403	0.0%	
4055 Electricity	47	47	600	553		553	7.9%	
4071 Health & Safety - Compliance	0	0	269	269		269	0.0%	
4084 Signage - Rec	0	0	500	500		500	0.0%	
4099 Miscellaneous Expenses	433	433	0	(433)		(433)	0.0%	433
4101 Hedge & Tree Maintenance	0	0	538	538		538	0.0%	
4102 Grass Cutting	0	0	4,066	4,066		4,066	0.0%	
4107 Leased Plant	320	320	3,440	3,120		3,120	9.3%	
4119 Maintenance - General	7	0	619	619		619	0.0%	
4121 Maintenance - Contractors	0	0	1,720	1,720		1,720	0.0%	
4122 Maintenance - Malicious Damage	0	0	269	269		269	0.0%	
4123 Equipment Servicing & Repairs	7	7	323	317		317	2.0%	
4124 Equipment Fuel & Oil	0	0	430	430		430	0.0%	
4125 Equipment purchase	0	0	323	323		323	0.0%	
4141 Dog Bin Servicing	0	774	832	58		58	93.1%	
4145 Waste Removal	363	152	1,606	1,454		1,454	9.5%	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	31	31	163	133		133	18.7%	
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4181 Garden Waste Bins Annual Chrg	0	285	228	(57)		(57)	125.0%	
Recreation Ground :- Indirect Expenditure	4,043	7,217	58,703	51,486	0	51,486	12.3%	433
Net Income over Expenditure	(3,713)	(6,737)	(55,825)	(49,088)				
6000 plus Transfer from EMR	433	433						
Movement to/(from) Gen Reserve	(3,280)	(6,304)						

202 Gym

1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	9,471	19,012	118,250	99,238			16.1%	
1060 Gym - Classes	439	739	3,000	2,261			24.6%	
1062 Gym - Food & Drink - Confectio	90	129	300	171			43.1%	
1063 Gym - Membership SO's	18	35	350	315			10.0%	
1064 Gym - Membership Cash	1,435	2,926	20,000	17,074			14.6%	
1065 Gym - Personal Training	290	455	2,500	2,045			18.2%	
1066 Gym - Room Hire	0	0	404	404			0.0%	
1067 Gym - Squash Courts	658	1,526	5,000	3,474			30.5%	
1068 Gym - Tennis	57	98	2,000	1,902			4.9%	
1070 Protein Food and drink	331	641	1,500	859			42.7%	
1073 Re-sales	18	32	310	278			10.2%	
1074 Gym -advertising	17	179	0	(179)			0.0%	

Detailed Income & Expenditure by Budget Heading 01/05/2023

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1075 Table Tennis	28	76	159	83			47.7%	
Gym :- Income	12,851	25,848	154,223	128,375			16.8%	0
4000 Salaries	7,788	15,492	87,601	72,109		72,109	17.7%	
4001 Paye/NI	1,667	1,667	17,650	15,983		15,983	9.4%	
4006 Pension Contributions	2,526	2,526	27,512	24,986		24,986	9.2%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	0	0	250	250		250	0.0%	
4020 Audit Fees - Internal	0	0	387	387		387	0.0%	
4022 Accounting Services	460	460	1,183	723		723	38.9%	
4034 Licences	369	369	3,870	3,501		3,501	9.5%	
4035 IT Equipment	0	0	108	108		108	0.0%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	150	301	1,739	1,438		1,438	17.3%	
4039 Sundries	34	34	1,161	1,127		1,127	2.9%	
4040 Telephones/Broadband	51	102	538	436		436	18.9%	
4041 Mobile Phones	9	9	88	79		79	10.6%	
4045 Insurance	0	192	1,071	879		879	17.9%	
4054 Water Charges - building	0	0	1,477	1,477		1,477	0.0%	
4055 Electricity	269	269	3,400	3,131		3,131	7.9%	
4056 Gas	30	(202)	275	477		477	(73.6%)	
4057 Advertising	0	0	1,075	1,075		1,075	0.0%	
4058 Digital Advertising	0	0	450	450		450	0.0%	
4071 Health & Safety - Compliance	65	65	1,075	1,010		1,010	6.0%	
4099 Miscellaneous Expenses	0	0	105	105		105	0.0%	
4116 DBS Checks	0	0	215	215		215	0.0%	
4119 Maintenance - General	2	0	538	538		538	0.0%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	0	0	1,075	1,075		1,075	0.0%	
4126 Gym Equipment Purchases	0	0	4,600	4,600		4,600	0.0%	
4128 Gym Contract Maintenance	439	578	1,198	620		620	48.2%	
4129 Gym sundries	60	60	1,290	1,230		1,230	4.6%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	0	0	50	50		50	0.0%	
4160 Gym Class Fees	769	769	3,689	2,920		2,920	20.8%	
4162 Food & Drink For Resale	80	80	705	625		625	11.3%	
4163 Protein products	344	344	531	187		187	64.7%	
4166 Uniforms	0	0	355	355		355	0.0%	
4167 Gym DD Arrangement Fees	595	1,194	5,160	3,966		3,966	23.1%	
4168 Air Conditioning	0	0	447	447		447	0.0%	
Gym :- Indirect Expenditure	15,707	24,308	172,464	148,156	0	148,156	14.1%	0
Net Income over Expenditure	(2,857)	1,540	(18,241)	(19,781)				

Detailed Income & Expenditure by Budget Heading 01/05/2023

Month No: 2

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	967	690	3,000	2,310			23.0%	
Leisure Centre building :- Income	967	690	3,000	2,310			23.0%	0
4000 Salaries	527	1,067	21,807	20,740		20,740	4.9%	
4001 Paye/NI	110	110	4,177	4,067		4,067	2.6%	
4006 Pension Contributions	187	187	7,715	7,528		7,528	2.4%	
4039 Sundries	217	240	703	463		463	34.1%	
4042 Fire and Security Alarms	0	0	129	129		129	0.0%	
4045 Insurance	0	575	3,211	2,636		2,636	17.9%	
4047 Cleaning Material/Consum- 4039	0	0	3,000	3,000		3,000	0.0%	
4051 Business Rates	986	1,967	12,709	10,742		10,742	15.5%	
4055 Electricity	1,108	1,108	14,000	12,892		12,892	7.9%	
4056 Gas	120	352	6,128	5,776		5,776	5.8%	
4071 Health & Safety - Compliance	0	0	1,681	1,681		1,681	0.0%	
4072 Security	70	70	877	807		807	8.0%	
4099 Miscellaneous Expenses	0	0	376	376		376	0.0%	
4117 Building improvements	0	0	2,688	2,688		2,688	0.0%	
4119 Maintenance - General	58	0	3,225	3,225		3,225	0.0%	
4121 Maintenance - Contractors	1,744	829	4,300	3,471		3,471	19.3%	
Leisure Centre building :- Indirect Expenditure	5,126	6,505	86,726	80,221	0	80,221	7.5%	0
Net Income over Expenditure	(4,159)	(5,815)	(83,726)	(77,911)				
Grand Totals:- Income	18,001	273,390	617,992	344,602			44.2%	
Expenditure	48,935	84,284	626,716	542,432	0	542,432	13.4%	
Net Income over Expenditure	(30,934)	189,107	(8,724)	(197,831)				
plus Transfer from EMR	1,771	1,771						
Movement to/(from) Gen Reserve	(29,163)	190,878						

Time: 18:22

Bank Reconciliation up to 31/05/2023 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
31/03/2023	BACS031					☐	Gym Repair Services
02/05/2023	DD002	180.31		180.31		R ☒	EZ-runner Systems Ltd
02/05/2023	DD002	377.42		377.42		R ☒	Biffa Waste Services Limited
02/05/2023	DD002	70.00		70.00		R ☒	South Norfolk Council
02/05/2023	STO002	167.00		167.00		R ☒	Gym Repair Services
02/05/2023	STO002		15.00	15.00		R ☒	Receipt(s) Banked
02/05/2023	STO002		21.00	21.00		R ☒	Receipt(s) Banked
02/05/2023	STO002		45.00	45.00		R ☒	Receipt(s) Banked
02/05/2023	PDQ027		103.90	103.90		R ☒	Receipt(s) Banked
02/05/2023	PDQ028		154.19	154.19		R ☒	Receipt(s) Banked
02/05/2023	PDQ029		34.00	34.00		R ☒	Receipt(s) Banked
02/05/2023	PDQ030		51.00	51.00		R ☒	Receipt(s) Banked
02/05/2023	BACS002		30.00	30.00		R ☒	Receipt(s) Banked
03/05/2023	PDQ001		36.20	36.20		R ☒	Receipt(s) Banked
03/05/2023	101237		117.10	117.10		R ☒	Receipt(s) Banked
04/05/2023	PDQ002		157.00	157.00		R ☒	Receipt(s) Banked
04/05/2023	BACS004		350.00	350.00		R ☒	Receipt(s) Banked
05/05/2023	DD005	8.55		8.55		R ☒	Virgin Media
05/05/2023	PDQ003		120.33	120.33		R ☒	Receipt(s) Banked
05/05/2023	BACS005		337.00	337.00		R ☒	Receipt(s) Banked
05/05/2023	DC005		150.00	150.00		R ☒	Receipt(s) Banked
09/05/2023	BANK009	37.78		37.78		R ☒	Barclays
09/05/2023	BACS009	7.00		7.00		R ☒	
09/05/2023	BACS009	12.78		12.78		R ☒	Automated Systems Group Ltd
09/05/2023	BACS009	36.60		36.60		R ☒	Workwear (East Anglia) Ltd
09/05/2023	BACS009	37.00		37.00		R ☒	Fig & Roses
09/05/2023	BACS009	50.00		50.00		R ☒	
09/05/2023	BACS009	84.00		84.00		R ☒	Sonata security
09/05/2023	BACS009	92.30		92.30		R ☒	Forcefresh Ltd
09/05/2023	BACS009	95.86		95.86		R ☒	Osgood Smith
09/05/2023	BACS009	96.55		96.55		R ☒	Rackhams Building Supplies
09/05/2023	BACS009	102.00		102.00		R ☒	Cozens (UK) Limited
09/05/2023	BACS009	180.00		180.00		R ☒	Genesis Lifts Ltd
09/05/2023	BACS009	210.60		210.60		R ☒	Westcotec
09/05/2023	BACS009	359.40		359.40		R ☒	Gym Repair Services
09/05/2023	BACS009	384.00		384.00		R ☒	Ben Burgess Garden Equip
09/05/2023	BACS009	498.00		498.00		R ☒	Ravencroft Tree Services LTD
09/05/2023	BACS009	637.61		637.61		R ☒	Rialtas Business Solutions Ltd
09/05/2023	BACS009	931.63		931.63		R ☒	Norfolk Association of Local
09/05/2023	BACS009	1,098.00		1,098.00		R ☒	KGB Commercial Heating
09/05/2023	BACS009	1,104.00		1,104.00		R ☒	Calum Ward Accountants
09/05/2023	BACS009	1,248.68		1,248.68		R ☒	Barclaycard
09/05/2023	BACS009	4,881.53		4,881.53		R ☒	HMRC Tax and NI
09/05/2023	BACS009	6,598.18		6,598.18		R ☒	Norfolk Pension Fund
09/05/2023	TRF009	222.49		222.49		R ☒	Petty Cash
09/05/2023	PDQ004		202.07	202.07		R ☒	Receipt(s) Banked
09/05/2023	PDQ005		168.99	168.99		R ☒	Receipt(s) Banked
09/05/2023	PDQ006		44.75	44.75		R ☒	Receipt(s) Banked

Time: 18:22

Bank Reconciliation up to 31/05/2023 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
09/05/2023	PDQ007		32.70	32.70		R 	Receipt(s) Banked
09/05/2023	BANK009		8.79	8.79		R 	Receipt(s) Banked
09/05/2023	BACS009		90.00	90.00		R 	Receipt(s) Banked
10/05/2023	DD010	62.00		62.00		R 	Anglia Water
10/05/2023	PDQ008		65.76	65.76		R 	Receipt(s) Banked
10/05/2023	DFC010		510.77	510.77		R 	Receipt(s) Banked
10/05/2023	DFC010		10,139.65	10,139.65		R 	Receipt(s) Banked
11/05/2023	DD011	65.44		65.44		R 	Barclaycard Merchant
11/05/2023	PDQ009		267.30	267.30		R 	Receipt(s) Banked
11/05/2023	101238		206.76	206.76		R 	Receipt(s) Banked
12/05/2023	DD012	11.23		11.23		R 	EE Mobile
12/05/2023	DD012	1,898.76		1,898.76		R 	EDF Energy Customers Liimited
12/05/2023	PDQ010		140.15	140.15		R 	Receipt(s) Banked
12/05/2023	STO012		60.00	60.00		R 	Receipt(s) Banked
12/05/2023	BACS012		40.00	40.00		R 	Receipt(s) Banked
15/05/2023	DD015	26.00		26.00		R 	South Norfolk Council
15/05/2023	PDQ013		142.20	142.20		R 	Receipt(s) Banked
15/05/2023	PDQ012		77.60	77.60		R 	Receipt(s) Banked
15/05/2023	PDQ013		47.24	47.24		R 	Receipt(s) Banked
15/05/2023	PDQ013		47.24	47.24		R 	Receipt(s) Banked
15/05/2023	STO015		150.00	150.00		R 	Receipt(s) Banked
15/05/2023	PDQ013		-47.24	-47.24		R 	Receipt(s) Banked
16/05/2023	PDQ014		15.20	15.20		R 	Receipt(s) Banked
17/05/2023	PDQ015		119.85	119.85		R 	Receipt(s) Banked
17/05/2023	101240		48.75	48.75		R 	Receipt(s) Banked
17/05/2023	101239		240.40	240.40		R 	Receipt(s) Banked
18/05/2023	DC018		30.00	30.00		R 	Receipt(s) Banked
18/05/2023	PDQ016		152.83	152.83		R 	Receipt(s) Banked
19/05/2023	DD019	142.29		142.29		R 	Ocean Telecom
19/05/2023	PDQ017		79.81	79.81		R 	Receipt(s) Banked
19/05/2023	BACS019		500.00	500.00		R 	Receipt(s) Banked
22/05/2023	DD022	462.08		462.08		R 	SSE Energy Supply Ltd
22/05/2023	DD022	157.57		157.57		R 	SSE Energy Supply Ltd
22/05/2023	PDQ018		47.11	47.11		R 	Receipt(s) Banked
22/05/2023	PDQ019		153.19	153.19		R 	Receipt(s) Banked
22/05/2023	PDQ020		37.20	37.20		R 	Receipt(s) Banked
22/05/2023	BACS022		27.00	27.00		R 	Receipt(s) Banked
23/05/2023	PDQ021		26.18	26.18		R 	Receipt(s) Banked
24/05/2023	PDQ022		95.06	95.06		R 	Receipt(s) Banked
24/05/2023	DC024		3,000.00	3,000.00		R 	Receipt(s) Banked
25/05/2023	DD025	986.00		986.00		R 	South Norfolk Council
25/05/2023	DD025	236.00		236.00		R 	South Norfolk Council
25/05/2023	DD025	961.00		961.00		R 	South Norfolk Council
25/05/2023	PDQ023		56.90	56.90		R 	Receipt(s) Banked
26/05/2023	BACS026	7.08		7.08		R 	Linstead Farm & garden Machine
26/05/2023	BACS026	41.96		41.96		R 	Party Tings
26/05/2023	BACS026	80.00		80.00		R 	
26/05/2023	BACS026	-41.96		-41.96		R 	Party Tings

Time: 18:22

Bank Reconciliation up to 31/05/2023 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
26/05/2023	BACS026	41.96		41.96		R 	Party Tings
26/05/2023	BACS026	100.00		100.00		R 	D F Huxtable-Smith
26/05/2023	BACS026	340.00		340.00		R 	Zeb Prescott
26/05/2023	BACS026	30.00		30.00		R 	Clare Crane
26/05/2023	BACS026	12.00		12.00		R 	Robinsons Traditional Statione
26/05/2023	BACS026	50.00		50.00		R 	Oliver Smith
26/05/2023	BACS026	76.61		76.61		R 	JRB Enterprise
26/05/2023	BACS026	86.40		86.40		R 	Probadge Limited
26/05/2023	BACS026	101.25		101.25		R 	Kim Bryant
26/05/2023	BACS026	102.00		102.00		R 	Cozens (UK) Limited
26/05/2023	BACS026	124.56		124.56		R 	Force Fresh
26/05/2023	BACS026	135.29		135.29		R 	Forcefresh Ltd
26/05/2023	BACS026	65.00		65.00		R 	Harleston Information Plus
26/05/2023	BACS026	138.00		138.00		R 	Rural Services Partnership Ltd
26/05/2023	BACS026	270.00		270.00		R 	Kingfisher Visitor Guides
26/05/2023	BACS026	284.00		284.00		R 	Rejuvenate Yoga
26/05/2023	BACS026	430.88		430.88		R 	MPLC Ltd
26/05/2023	BACS026	485.00		485.00		R 	Neil Roberts
26/05/2023	BACS026	1,770.00		1,770.00		R 	KDG Surfacing Ltd
26/05/2023	BACS026	814.80		814.80		R 	KGB Commercial Heating
26/05/2023	BACS026	1,569.60		1,569.60		R 	Earth Anchors LTD
26/05/2023	BACS026	0.72		0.72		R 	Linstead Farm & garden Machine
26/05/2023	PDQ024		104.00	104.00		R 	Receipt(s) Banked
26/05/2023	101242		42.00	42.00		R 	Receipt(s) Banked
26/05/2023	101241		199.85	199.85		R 	Receipt(s) Banked
26/05/2023	BACS026		500.00	500.00		R 	Receipt(s) Banked
30/05/2023	DD030	282.62		282.62		R 	Biffa Waste Services Limited
30/05/2023	STO030		45.00	45.00		R 	Receipt(s) Banked
30/05/2023	PDQ025		96.10	96.10		R 	Receipt(s) Banked
30/05/2023	58.70		58.70	58.70		R 	Receipt(s) Banked
30/05/2023	PDQ027		82.62	82.62		R 	Receipt(s) Banked
30/05/2023	PDQ028		30.25	30.25		R 	Receipt(s) Banked
31/05/2023	BACS031	18,612.00		18,612.00		R 	Salaries
31/05/2023	PDQ029		6.50	6.50		R 	Receipt(s) Banked
31/05/2023	101243		67.25	67.25		R 	Receipt(s) Banked
31/05/2023	BACS031		237.50	237.50		R 	Receipt(s) Banked
		<u>50,827.41</u>	<u>20,215.70</u>				

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
Kim Bryant	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

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Contractual	Cozens	Street Lighting - March	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Stat Duty	HMRC	Employees NI/PAYE - April	TC	£ 2,592.04	£ 2,211.67	£ 77.82	£ 4,881.53		£ 4,881.53	4001/various
Lease	ASL	Photocopier - April	All	£ 12.78			£ 10.65	£ 2.13	£ 12.78	4031/101
Lease	Ben Burgess	Lease of John Deere - 01/04/2023 - 30/04/2023	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Contractual	Callum Ward	Accounting Services	TC	£ 1,104.00			£ 920.00	£ 184.00	£ 1,104.00	4022/101
Contractual	KGB Commercial Heating	Plumbers (Annual Contracted Services only)	All	£ 1,098.00		£ -	£ 915.00	£ 183.00	£ 1,098.00	4121/203
Stat Duty	Norfolk Pension	Employees Salary - April	TC	£ 3,173.51	£ 3,315.83	£ 108.84	£ 6,598.18		£ 6,598.18	4006/various
Contractual	Sonata	Annual maintennce contract - CCTV System NCP104 Issue 3	LCMC		£ 84.00		£ 70.00	£ 14.00	£ 84.00	4072/203
Listed Payments	Barclaycard - Spotify	Licence	LCMC		£ 9.99		£ 9.99		£ 9.99	4034/202
	Barclaycard - myprotein	Protein products	LCMC		£ 74.77		£ 74.77		£ 74.77	4163/202
	Barclaycard - Yourcoca-cola	Protein products	LCMC		£ 52.98		£ 52.98		£ 52.98	4163/202
Requires to be added to FR 5.1 - Stat Duty - FR 4.1 - the Clerk, in conjunction with Chairman of Council approved (up to £500)	Barclaycard - DVLA	DVLA - vehicle tax - maintenance van	TC	£ 322.50			£ 322.50		£ 322.50	4018/101
FR 4.1 - the Clerk, in conjunction with Chairman of Council approved (up to £500)	Barclaycard - Watercoolers	Watercoolersdirect.com - water fountain	LCMC		£ 519.54		£ 432.95	£ 86.59	£ 519.54	4057/202 EMR347 - Approved TC minutes 24/06/22 to allocate money from CIL
	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040/201
	Barclaycard - Yourcoca-cola	Protein products	LCMC		£ 97.93		£ 97.93		£ 97.93	4163/202
	Barclaycard - Dolphin Fitness	Protein products	LCMC		£ 160.97		£ 134.14	£ 26.83	£ 160.97	4163/202
	Total to Barclaycard								£ 1,248.68	Total to Barclaycard
	NALC	NALC subscriptions	TC	£ 931.63			£ 931.63		£ 931.63	4033/101 - Not paid when on the previous payments list - TC approved 12/04/23
	Force Fresh	Toilet & washroom cleaner descaler & mop	LCMC/Amenities		£ 69.12		£ 57.60	£ 11.52	£ 69.12	4039/201/131 - 50%
	Force Fresh	Force Fresh - Disinfectant - Toilets	Amenities		£ -	£ 23.18	£ 19.32	£ 3.86	£ 23.18	4039/131
	Total tto Forcefresh								£ 92.30	Total to Force Fresh
	GRS	Clutch sprocket & Bearing and shaft	LCMC		£ 191.40		£ 159.50	£ 31.90	£ 191.40	4128/202
	GRS	Drive Belt	LCMC		£ 36.00		£ 30.00	£ 6.00	£ 36.00	4128/202
	GRS	Cable	LCMC		£ 132.00		£ 110.00	£ 22.00	£ 132.00	4128/202
	Total to GRS								£ 359.40	Total to GRS
	Rialtas Business Solutions Ltd	Annual Subscription - Making Tax Digital for VAT	TC	£ 141.61			£ 118.01	£ 23.60	£ 141.61	4037/101 - outstanding from February payments list - overdue

Requires to be added to FR 5.1 - Contractual - FR 4.1 - the Clerk, in conjunction with Chairman of Council approved (up to £500)				May 2015							
	Rialtas Business Solutions Ltd	Annual Support & Maintenance Licence for 5 users	TC		£ 496.00			£ 413.33	£ 82.67	£ 496.00	4037/101
	Total to Rialtas									£ 637.61	Total to Rialtas
		Harlestone & District Forum - After work meeting x 2	TC		£ 7.00			£ 7.00		£ 7.00	4012/101
	Workwear (East Anglia) Ltd	Hi-Vis bomber jacket x1	LCMC			£ 36.60		£ 30.50	£ 6.10	£ 36.60	4166/201
	Fig & Roses	Handtied bouquet -	TC		£ 37.00			£ 30.83	£ 6.17	£ 37.00	4044/101
	Rackhams Building Supplies	Cement, paint, batteries, Quick Dry undercoat, Glue and indicating bolt	LCMC			£ 80.63	£ 15.92	£ 80.46	£ 16.09	£ 96.55	4119/201/202/203/131
	Genesis Lifts	Call out, lift out of order at top floor after power cut	LCMC			£ 180.00		£ 150.00	£ 30.00	£ 180.00	4121/203
	Westcotec Limited	SAM2 - 2 x Additional battery 34Ah	Amenities				£ 210.60	£ 175.50	£ 35.10	£ 210.60	4099 101
	Oliver Smith	Resolve storage issues outlook tasks	TC		£ 50.00			£ 50.00		£ 50.00	4037 101
	Osgood Smith	Confectionery	LCMC			£ 95.86		£ 79.88	£ 15.98	£ 95.86	4162 202
FR 4.1 - the Clerk, in conjunction with Chairman of Council approved (up to £500)											
	Ravencroft Tree Services Ltd	Carry out tree risk assessment	Amenities				£ 498.00	£ 415.00	£ 83.00	£ 498.00	4105 101
	Petty Cash - Gym & TC	Office sundries - March	LCMC/TC		£ 35.54	£ 11.95		£ 47.49		£ 47.49	4039/101/202
	Petty Cash - Gym & TC	Office sundries - April	LCMC/TC		£ 42.04			£ 42.04		£ 42.04	4039/101/202
	Petty Cash - Maintenance	Diesel for van and John Deere - April	LCMC/TC			£ 132.96		£ 132.96		£ 132.96	4018/101/201/124
	- Reimburse									£ 222.49	Total to CC - Pay and then reimburse the Petty Cash
	Ravencroft Tree Services Ltd	Carry out tree risk assessment for the shed	Amenities				£ 102.00	£ 85.00	£ 17.00	£ 102.00	4105 101 - Paid direct by the shed

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre	Notes
Regular payments (BACS and or DDR) (5.6 Financial Regulations)											
Contractual	Cozens	Street Lighting - April	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122	
Contractual	KGB Commercial Heating	Carry out quoted works	LCMC	£ 814.80		£ -	£ 679.00	£ 135.80	£ 814.80	4121/203	
Stat Duty	MPLC	Umbrella licence Streaming Licence GYM	LCMC		£ 430.88		£ 359.07	£ 71.81	£ 430.88	4034/202	
Obligation	Rejuvenate Yoga	Yoga Classes - April classes	LCMC		£ 284.00		£ 284.00		£ 284.00	4160/202	
Possible Payments requiring to be listed											
									£ -		
									£ -		
	Kingfisher visitor guides	Half page full colour advert - Welcome To Norfolk - Days out	TC	£ 270.00			£ 225.00	£ 45.00	£ 270.00	101/4057	
	Probadge	Name badges (Ordered batch of 10 minimum amount)	TC	£ 86.40			£ 72.00	£ 14.40	£ 86.40	101/4099	
	Force Fresh	Jumbo rolls, hand towel, cloths and black sacks	Amenities			£ 135.29	£ 112.74	£ 22.55	£ 135.29	4039 203	
	Force Fresh	White rolls	LCMC		£ 124.56		£ 103.80	£ 20.76	£ 124.56	4039 203	
Obligation (need to add to FR5.6)		Classes - April	LCMC		£ 485.00		£ 485.00	£ -	£ 485.00	4160 202	Approved via email RFO and Council Chair FR4.1
		2 Stilt walkers (King & Queen) - King's Coronation Event	TC	£ 340.00			£ 340.00	£ -	£ 340.00	4085 103	Approved full council 12/04/23 EMR 350
	Robinson's Traditional Stationers	A4 Black 'n' Red notebook	LCMC	£ 12.00			£ 10.00	£ 2.00	£ 12.00	4039 202	
		Reimbursement For Party Tings - 11th March Town Council run event.	TC	£ 30.00			£ 30.00	£ -	£ 30.00	4014 103	Approved full council 12/04/23 EMR 350
	HIP	Emergency 1st Aid at Work - Nicholas Rapley	LCMC		£ 65.00		£ 65.00	£ -	£ 65.00	4071 202	
		PA system & announcing duties - 7th May King's Coronation event	TC	£ 100.00			£ 100.00	£ -	£ 100.00	4085 103	Approved full council 12/04/23 EMR 350
		Bubble display/Outdoor toys - 7th May King's Coronation event	TC	£ 80.00			£ 80.00	£ -	£ 80.00	4085 103	Approved full council 12/04/23 EMR 350
	Kim Bryant	HR Support - April/May	TC	£ 101.25			£ 101.25	£ -	£ 101.25	4023/101	
	Oliver Smith	Setup Laptop for Marketing & repair Laptop and resolve keyboard issue	TC	£ 50.00			£ 50.00	£ -	£ 50.00	4037/101	
	Earth Anchors Ltd	Blockade and Forest Saver Planters and Engraving text	LCMC		£ 1,569.60		£ 1,308.00	£ 261.60	£ 1,569.60	4083 121	Approved to use EMR 348 / Noted at Finance 19/4/23
	KDG Surfacing Ltd	Bullock Fair Close Car Park - repairs to damaged area (zebra crossing near Drs)	Amenities			£ 1,770.00	£ 1,475.00	£ 295.00	£ 1,770.00	4121 123	Approved at Amenities 27/2/23
	Rural Market Town Group	Rural Market Town Group Membership 01 April 2023 - 31 March 2024	LCMC		£ 138.00		£ 115.00	£ 23.00	£ 138.00	4033 101	Approved full council 17/05/2023
		Reimbursement for Party Tings - 4 x Union Jack Bunting and Balloon Garland 7th May King's Coronation Event	TC	£ 41.96			£ 41.96	£ -	£ 41.96	4085 103	Approved full council 12/04/23 EMR 350
	Linstead Farm & Machinery	Chain oil, spark plugs, Prefilter and chainloop & starter cord	LCMC		£ 7.80		£ 6.50	£ 1.30	£ 7.80	4123 201	
	JRB Enterprise	Purchase of vest type poop scoop bags	LCMC	£ 76.61			£ 63.84	£ 12.77	£ 76.61	4139 101	