



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 18th October 2023 at 6.30pm** to consider the business detailed below.

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

Date: 13th October 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 and consider accepting apologies from members unable to attend.
3. 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
4. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 21st June 2023 (copy herewith)
5. To note progress on decisions made at the last meeting of the Finance Committee (copy herewith)
6. 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
7. To receive and examine the contents of months 3-6 Income and Expenditure reports and formulate and agree any questions for the RFO (copy herewith)
 - a) To receive and examine the contents of months 3-6 Bank Reconciliation and formulate and agree any questions for the RFO (copy herewith)
 - b) To fully examine the end of the second quarter (6 months) and formulate and agree any questions for the RFO (copy herewith)
 - c) To receive and approve the contents of the Payments Lists listed below.
 - I. 6th July 2023 (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/>

- II. 4th August 2023 (copy herewith) and to note the SLCC payment exceeds the budget line 101/4033
 - III. 16th August 2023 (copy herewith)
 - IV. 11th September 2023 (copy herewith)
 - V. 11th October 2023 (copy herewith) and to note to following
 Callum Ward of £1,008.00 including VAT (TC)
 Annual Allotment Rent of £680.00 (Amenities)
 Workwear East Anglia LTD £781.91 including VAT (LCMC)
8. To authorise the payment of £1,638.00, inclusive of VAT, to PKF Littlejohn for conducting the Limited Assurance Review of the Annual Governance Return for the year ending on March 31, 2023 (copy herewith).
 9. To note the Amenities Committee delegated authority to the Town Clerk to purchase Christmas lights using the EMR 337.
 10. To receive and acknowledge the financial report for the Jubilee Event that took place in May 2023 (copy herewith).
 11. To receive the following recommendations by the Leisure Centre Management Committee for expenditure as the proposed expenditures are either in excess of the budgeted amount or not included in the budget.
 - a) Two quotes received for the Picos Sonic Tomograph on works to the Oak trees on the Recreation Ground one from Ravencroft Agricultural Services £1,245.00 plus VAT (copy herewith) and a second quote received from AT Coombes Association Limited £295.00 plus VAT per tree (copy herewith)
 - b) Quote from Proludic £1,436.80 to repair the Giro Spiral on the Recreation Ground (confirmed by SNDC that S106 money could be used) (copy herewith)
 - c) Quote from GRS £500.00 for a new deck and belt to repair the Treadmill in the Gym
 - d) Quote from GRS £100.00 to repair the spin bike in the Gym.
 - e) Quote from DRS £1,128.60 to repair the front door to the Leisure Centre building (copy herewith)
 12. To receive the following recommendation by the Leisure Centre Management Committee to review the quotes from Utility Aid for the electricity contract for the Leisure Centre Building and make recommendation to Town Council.
 13. To establish a working group responsible for formulating a 6 month forecast for 2023/24 and 2024/25 budget, and to outline the schedule of meetings for this working party.
 14. To note the date of the next Finance Committee meeting as Wednesday 8th November for the consideration of devolved budgets and Grant Applications to be held in the Old Town Council Office in the Memorial Leisure Centre at 6.30pm



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 6.30pm on Wednesday 21st June 2023

Present: Councillors – Paul MBA, Matt Scade, Adrian Brownsea, Clive Attwood, Keith Harrison

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

Members of the Public: 0

1. To elect

a) a Chairman

Cllr Harrison nominated himself and Cllr Scade seconded the nomination. By show of hands it was unanimously agreed for Cllr Harrison to be appointed as the Chair the Finance Committee

b) a Vice-Chairman

Cllr Brownsea nominated himself and Cllr Scade seconded the nomination. By show of hands it was unanimously agreed for Cllr Brownsea to be appointed as Vice Chair the Finance Committee

2. Welcome

Cllr Harrison welcomed everyone to the meeting.

3. To receive and consider accepting apologies from members unable to attend.

Apologies were received from Cllr Pegg due to prior commitments. Cllr Pegg also tendered her resignation from the Finance Committee which was accepted.

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.

None

5. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 19th April 2023

Minutes were approved by the committee and signed and dated by Cllr Harrison.

6. To note progress on decisions made at the last meeting of the Finance Committee

Noted

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).**

No members of the public present

8. **To review the current Terms of Reference and make suggested amendments as necessary.**

Reviewed

Suggested amendment to Item 8

Change from "The Committee will:"

To

The Committee may:

- Call a meeting as and when needed but a minimum of four per year, to consider the income and expenditure reports and cash flows and to monitor these against the budgets

Further bullet points will then continue under

The Committee will:

9. **To recommend final Terms of Reference for adoption at the next Town Council meeting being held on the 28th of June 2023.**

Unanimously agreed to recommend the amended version to Town Council on the 27th June 2023

Action – Town Clerk

10. **To review the responsibilities of the Finance Committee, agree duties and membership or likely required working parties.**

The committee unanimously agreed to a Working Party to complete work on the budgets and would include all members of the committee, the Town Clerk and Deputy Clerk.

11. **To receive a draft calendar of Finance Committee meetings for 2023/24 and agree the meeting schedule.**

Town Clerk to put together a revised meeting plan to reflect the new Terms of Reference subject to approval at Town Council

Action – Town Clerk

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 27th June 2023.**

The committee unanimously agreed for Cllr Harrison and Cllr MBA to be added to the banking mandate as soon as possible.

Action – Town Clerk

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.**

Town Clerk to schedule dates for verification and circulate to the committee.

Action – Town Clerk

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.**

Unanimously Agreed

Action – Town Clerk

- b) for the statements to be reviewed each quarter.**

Unanimously agreed.

Action – Town Clerk

- 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 budget.**

Unanimously agreed.

Action – Town Clerk

- b) annual budget proposals including recommendations for the use of reserves and sources of funding.**

Unanimously agreed.

Action – Town Clerk

- 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 budget.**

Unanimously Agreed

Action - RFO

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.**

Received and examined, with no questions.

- b) To receive and examine the contents of month 1 Bank Reconciliation and formulate and agree any questions for the RFO.**

Received and examined, with no questions.

Town Clerk to contact the bank to request monthly bank statements along with the weekly statements currently being received.

Action- Town Clerk

- c) To receive and examine the contents of month 2 Income and Expenditure report and formulate and agree any questions for the RFO.**

Received and examined, with no questions.

- d) To receive and examine the contents of month 2 Bank Reconciliation and formulate and agree any questions for the RFO.**

Received and examined, with no questions.

Cllr Brownsea queried payments to Party Tings and Fig and Roses. Explanations were given by the Town Clerk and accepted.

- e) To receive and note the contents of the Payments Lists listed below.**

- I. 31st March 2023**

Noted

- II. 3rd May 2023**

Noted

- III. 23rd May 2023**

Noted

- f) To receive and approve any required expenditure in line with the Financial Regulations.**

No expenditure to approve.

- 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**

Noted

- II. **KGB Commercial Heating – Plumbers (annual contract service) £915 net plus VAT £183 Total £1098.00**

Noted

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

Date to be confirmed.

Meeting closed 19.36.

DRAFT

Finance Committee – Progress Report – 12th October 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 7 Income and Expenditure	Gas Supply	Town/Deputy Clerk to investigate the gas supply and low invoice amounts	Town/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	The RFO will provide the necessary details to the budget setting working party and subsequently present a report at the upcoming Finance Committee meeting. Ongoing
Finance June 2023	21 st June 2023 Item 9	Terms of Reference	To recommend final Terms of Reference for adoption at the next Town Council meeting being held on the 28th of June 2023. Unanimously agreed to recommend the amended version to Town Council on the 27 th June 2023	Town Clerk	June TC Meeting	Amendments made and submitted to Town Council Matter Closed
Finance June 2023	21 st June 2023 Item 11	Meeting Calendar	Town Clerk to put together a revised meeting plan to reflect the new Terms of Reference if approved at Town Council	Town Clerk	July 2023	Meeting plan circulated to councillors for the Executive Meeting 5 th July 2023 Matter Closed
Finance June 2023	21 st June 2023 Item 12	Banking Mandate	The committee unanimously agreed for Cllr Harrison and Cllr MBA to be added to the banking mandate as soon as possible.	Town Clerk	ASAP	Actioned Matter Closed
Finance June 2023	21 st June 2023 Item 13	Verification of Bank Reconciliation	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. Town Clerk to schedule dates for verification and circulate to the committee	Town Clerk	July 2023	On or around the 15 th of each month. Finance Officer to arrange directly with the Cllr Harrison. Matter Closed

Finance Committee – Progress Report – 12th October 2023

Finance June 2023	21 st June 2023 Item 14	Budget	To agree to recommend to Amenities Committee at the 6 th September 2023 meeting and the Leisure Centre Management Committee at the 11 th 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 18 th October 2023 meeting. b) for the statements to be reviewed each quarter	Town Clerk	Amenities for 6 th September 2023 LCMC for 11 th October 2023	Added to the LCMC and Amenities agendas respectively. Matter Closed
Finance June 2023	21 st June 2023 Item 15a	Budget	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 budget.	Town Clerk	TC meeting 20 th December 2023	Outstanding
Finance June 2023	21 st June 2023 Item 15b	Budget	annual budget proposals including recommendations for the use of reserves and sources of funding.	Town Clerk	TC meeting 20 th December 2023	Outstanding
Finance June 2023	21 st June 2023 Item 15c	Budget	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 budget.	Town Clerk	TC meeting 20 th December 2023	Outstanding
Finance June 2023	21 st June 2023 Item 16b	Banking	Clerk to contact the bank to request monthly bank statements rather than the weekly statements currently being received.	Town Clerk	ASAP	Requested 30 th June for immediate start date. Matter Closed

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Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

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	0	27	0	(27)			0.0%	
1099 Miscellaneous Income	15	60	50	(10)			120.0%	
1100 Grants	0	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	899	914	73	(841)			1252.5%	
Administration :- Income	914	238,139	401,967	163,828			59.2%	0
4000 Salaries	8,459	25,137	108,255	83,118		83,118	23.2%	
4001 Paye/Ni	2,647	5,239	34,320	29,081		29,081	15.3%	
4006 Pension Contributions	3,200	6,373	34,582	28,209		28,209	18.4%	
4007 Bank Charges	29	67	239	172		172	28.1%	
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	0	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	0	460	1,183	723		723	38.9%	
4023 HR-Compliance	0	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	211	222	2,430	2,208		2,208	9.1%	
4033 Subscriptions	0	1,047	1,272	225		225	82.3%	
4034 Licences	0	70	323	253		253	21.7%	
4036 IT Software	0	0	600	600		600	0.0%	
4037 IT Support and Consumables	55	568	688	120		120	82.6%	
4039 Sundries	117	202	262	60		60	77.1%	
4040 Telephones/Broadband	66	201	716	515		515	28.1%	
4044 Hospitality	0	(35)	250	285		285	(14.0%)	
4045 Insurance	0	712	3,750	3,038		3,038	19.0%	
4055 Electricity	124	282	2,000	1,718		1,718	14.1%	
4057 Advertising	0	225	500	275		275	45.0%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	
4099 Miscellaneous Expenses	0	285	538	253		253	53.0%	

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

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	0	415	538	123		123	77.1%	
4119 Maintenance - General	0	0	102	102		102	0.0%	
4139 Dog Bags - purchase	0	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	14,908	42,094	202,524	160,430	0	160,430	20.8%	0
Net Income over Expenditure	(13,994)	196,045	199,443	3,398				
<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	180	230	0	(230)			0.0%	
1099 Miscellaneous Income	0	0	8,000	8,000			0.0%	
Team Harleston :- Income	180	230	8,000	7,770			2.9%	0
4014 Town Events	0	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	240	802	0	(802)		(802)	0.0%	
4503 Christmas Events	0	0	1,000	1,000		1,000	0.0%	
Team Harleston :- Indirect Expenditure	240	832	4,108	3,276	0	3,276	20.3%	30
Net Income over Expenditure	(60)	(602)	3,892	4,494				
6000 plus Transfer from EMR	0	30						
Movement to/(from) Gen Reserve	(60)	(572)						
<u>105 Grants & Donations</u>								
1103 Donation	0	238	0	(238)			0.0%	
Grants & Donations :- Income	0	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	0	238	(10,000)	(10,238)				

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

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	449	1,757	1,500	(257)		(257)	117.1%	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>449</u>	<u>4,300</u>	<u>4,805</u>	<u>505</u>	<u>0</u>	<u>505</u>	<u>89.5%</u>	<u>1,308</u>
Net Expenditure	<u>(449)</u>	<u>(4,300)</u>	<u>(4,805)</u>	<u>(505)</u>				
6000 plus Transfer from EMR	0	1,308						
Movement to/(from) Gen Reserve	<u>(448)</u>	<u>(2,992)</u>						
122 Street Lighting								
4151 Street Lights Electricity	445	835	6,000	5,165		5,165	13.9%	
4152 Street Lights Maintenance	85	170	1,097	927		927	15.5%	
Street Lighting :- Indirect Expenditure	<u>530</u>	<u>1,005</u>	<u>7,097</u>	<u>6,092</u>	<u>0</u>	<u>6,092</u>	<u>14.2%</u>	<u>0</u>
Net Expenditure	<u>(530)</u>	<u>(1,005)</u>	<u>(7,097)</u>	<u>(6,092)</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	10,000	30,000	20,000			33.3%	
1499 Project - parish partnership	0	0	2,500	2,500			0.0%	
Car Parks :- Income	<u>2,500</u>	<u>10,000</u>	<u>34,575</u>	<u>24,575</u>			<u>28.9%</u>	<u>0</u>
4051 Business Rates	1,197	3,591	13,674	10,083		10,083	26.3%	
4101 Hedge & Tree Maintenance	0	0	269	269		269	0.0%	
4113 Car Park Maintenance	0	1,475	2,000	525		525	73.8%	
4121 Maintenance - Contractors	0	0	538	538		538	0.0%	
4136 Car Park Lease	0	9,250	38,000	28,750		28,750	24.3%	
Car Parks :- Indirect Expenditure	<u>1,197</u>	<u>14,316</u>	<u>54,481</u>	<u>40,165</u>	<u>0</u>	<u>40,165</u>	<u>26.3%</u>	<u>0</u>
Net Income over Expenditure	<u>1,303</u>	<u>(4,316)</u>	<u>(19,906)</u>	<u>(15,590)</u>				

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

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	150	650	2,580	1,930			25.2%	
1021 Cemetery - Interment Of Ashes	0	0	538	538			0.0%	
1022 Cemetery - EROB	150	750	1,290	540			58.1%	
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	300	1,660	5,531	3,871			30.0%	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	300	1,660	1,214	(446)				
125 Markets								
1040 Market Rents	40	40	6,000	5,960			0.7%	
Markets :- Income	40	40	6,000	5,960			0.7%	0
4053 Market Rates	26	80	290	210		210	27.6%	
4055 Electricity	0	0	269	269		269	0.0%	
4145 Waste Removal	103	187	813	626		626	23.0%	
Markets :- Indirect Expenditure	129	267	1,372	1,105	0	1,105	19.5%	0
Net Income over Expenditure	(89)	(227)	4,628	4,855				
126 Allotments								
1000 Allotment Rent	150	150	1,818	1,668			8.3%	
Allotments :- Income	150	150	1,818	1,668			8.3%	0
4033 Subscriptions	315	315	308	(7)		(7)	102.3%	
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	368	368	1,024	656		656	36.0%	
4101 Hedge & Tree Maintenance	0	0	215	215		215	0.0%	
4119 Maintenance - General	0	0	269	269		269	0.0%	
Allotments :- Indirect Expenditure	683	683	2,547	1,864	0	1,864	26.8%	0
Net Income over Expenditure	(533)	(533)	(729)	(196)				

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

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	868	2,914	2,046		2,046	29.8%	
4001 Paye/NI	64	142	855	713		713	16.6%	
4006 Pension Contributions	100	209	1,090	881		881	19.1%	
4039 Sundries	0	59	0	(59)		(59)	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	62	124	1,419	1,295		1,295	8.7%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	0	0	39	39		39	0.0%	
Public Toilets :- Indirect Expenditure	<u>509</u>	<u>1,402</u>	<u>7,093</u>	<u>5,691</u>	<u>0</u>	<u>5,691</u>	<u>19.8%</u>	<u>0</u>
Net Expenditure	<u>(509)</u>	<u>(1,402)</u>	<u>(7,093)</u>	<u>(5,691)</u>				
201 Recreation Ground								
1001 Ground Rent - Football	150	540	1,800	1,260			30.0%	
1003 Ground Rent - Bowls	45	135	540	405			25.0%	
1009 Recreation Ground Hire	0	0	538	538			0.0%	
Recreation Ground :- Income	<u>195</u>	<u>675</u>	<u>2,878</u>	<u>2,203</u>			<u>23.5%</u>	<u>0</u>
4000 Salaries	1,631	4,944	21,417	16,473		16,473	23.1%	
4001 Paye/NI	408	843	6,711	5,868		5,868	12.6%	
4006 Pension Contributions	585	1,188	8,218	7,030		7,030	14.5%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	77	297	1,352	1,055		1,055	22.0%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	6	12	0	(12)		(12)	0.0%	
4040 Telephones/Broadband	10	20	129	109		109	15.5%	
4041 Mobile Phones	7	14	65	51		51	21.9%	
4045 Insurance	0	575	3,211	2,636		2,636	17.9%	

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

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	54	54	403	349		349	13.4%	
4055 Electricity	37	85	600	515		515	14.1%	
4071 Health & Safety - Compliance	150	150	269	119		119	55.8%	
4084 Signage - Rec	0	0	500	500		500	0.0%	
4099 Miscellaneous Expenses	0	0	0	0		0	0.0%	433
4101 Hedge & Tree Maintenance	0	0	538	538		538	0.0%	
4102 Grass Cutting	945	945	4,066	3,121		3,121	23.2%	
4107 Leased Plant	320	640	3,440	2,800		2,800	18.6%	
4119 Maintenance - General	89	89	619	530		530	14.4%	
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	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	211	363	1,606	1,243		1,243	22.6%	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	0	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	4,531	11,314	58,703	47,389	0	47,389	19.3%	433
Net Income over Expenditure	(4,336)	(10,639)	(55,825)	(45,186)				
6000 plus Transfer from EMR	0	433						
Movement to/(from) Gen Reserve	(4,336)	(10,206)						

202 Gym

1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	10,152	29,164	118,250	89,086			24.7%	
1060 Gym - Classes	409	1,148	3,000	1,852			38.3%	
1062 Gym - Food & Drink - Confectio	122	251	300	49			83.6%	
1063 Gym - Membership SO's	18	53	350	298			15.0%	
1064 Gym - Membership Cash	1,684	4,610	20,000	15,390			23.0%	
1065 Gym - Personal Training	386	841	2,500	1,659			33.6%	
1066 Gym - Room Hire	0	0	404	404			0.0%	
1067 Gym - Squash Courts	504	2,030	5,000	2,970			40.6%	
1068 Gym - Tennis	305	404	2,000	1,596			20.2%	
1070 Protein Food and drink	359	999	1,500	501			66.6%	
1073 Re-sales	13	44	310	266			14.3%	
1074 Gym -advertising	0	179	0	(179)			0.0%	

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

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	0	76	159	83			47.7%	
Gym :- Income	13,951	39,799	154,223	114,424			25.8%	0
4000 Salaries	5,679	21,171	87,601	66,430		66,430	24.2%	
4001 Paye/NI	1,793	3,460	17,650	14,190		14,190	19.6%	
4006 Pension Contributions	2,620	5,146	27,512	22,366		22,366	18.7%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	27	27	0	(27)		(27)	0.0%	
4020 Audit Fees - Internal	0	0	387	387		387	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4034 Licences	10	379	3,870	3,491		3,491	9.8%	
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	451	1,739	1,288		1,288	25.9%	
4039 Sundries	193	227	1,161	934		934	19.5%	
4040 Telephones/Broadband	50	152	538	386		386	28.3%	
4041 Mobile Phones	9	19	88	69		69	21.3%	
4045 Insurance	0	192	1,071	879		879	17.9%	
4054 Water Charges - building	415	415	1,477	1,062		1,062	28.1%	
4055 Electricity	211	480	3,400	2,920		2,920	14.1%	
4056 Gas	105	(98)	275	373		373	(35.5%)	
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	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	7	7	538	531		531	1.4%	
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	717	1,198	481		481	59.9%	
4129 Gym sundries	60	120	1,290	1,170		1,170	9.3%	
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	690	1,459	3,689	2,230		2,230	39.5%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	
4163 Protein products	0	344	531	187		187	64.7%	
4166 Uniforms	0	0	355	355		355	0.0%	
4167 Gym DD Arrangement Fees	649	1,844	5,160	3,316		3,316	35.7%	
4168 Air Conditioning	0	0	447	447		447	0.0%	
Gym :- Indirect Expenditure	12,807	37,115	172,464	135,349	0	135,349	21.5%	0
Net Income over Expenditure	1,144	2,684	(18,241)	(20,925)				

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Leisure Centre building								
1066 Gym - Room Hire	1,018	1,708	3,000	1,292			56.9%	
Leisure Centre building :- Income	1,018	1,708	3,000	1,292			56.9%	0
4000 Salaries	525	1,593	21,807	20,214		20,214	7.3%	
4001 Paye/NI	100	209	4,177	3,968		3,968	5.0%	
4006 Pension Contributions	180	367	7,715	7,348		7,348	4.8%	
4039 Sundries	34	274	703	429		429	39.0%	
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	2,953	12,709	9,756		9,756	23.2%	
4055 Electricity	869	1,976	14,000	12,024		12,024	14.1%	
4056 Gas	0	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	0	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	85	85	3,225	3,140		3,140	2.6%	
4121 Maintenance - Contractors	475	1,304	4,300	2,996		2,996	30.3%	
Leisure Centre building :- Indirect Expenditure	3,254	9,759	86,726	76,967	0	76,967	11.3%	0
Net Income over Expenditure	(2,236)	(8,051)	(83,726)	(75,675)				
Grand Totals:- Income	19,248	292,638	617,992	325,354			47.4%	
Expenditure	39,238	123,088	626,716	503,628	0	503,628	19.6%	
Net Income over Expenditure	(19,990)	169,550	(8,724)	(178,274)				
plus Transfer from EMR	0	1,771						
Movement to/(from) Gen Reserve	(19,990)	171,321						

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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	0	27	0	(27)			0.0%	
1099 Miscellaneous Income	15	75	50	(25)			150.0%	
1100 Grants	0	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	3	918	73	(845)			1257.2%	
Administration :- Income	18	238,158	401,967	163,809			59.2%	0
4000 Salaries	8,332	33,469	108,255	74,786		74,786	30.9%	
4001 Paye/Ni	2,378	7,617	34,320	26,703		26,703	22.2%	
4006 Pension Contributions	3,147	9,520	34,582	25,062		25,062	27.5%	
4007 Bank Charges	20	87	239	152		152	36.5%	
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	0	323	414	92		92	77.9%	
4020 Audit Fees - Internal	695	695	718	23		23	96.8%	
4021 Audit Fees - External	0	0	1,398	1,398		1,398	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4023 HR-Compliance	68	169	538	369		369	31.4%	
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	145	367	2,430	2,063		2,063	15.1%	
4033 Subscriptions	75	1,122	1,272	150		150	88.2%	
4034 Licences	35	105	323	218		218	32.5%	
4036 IT Software	0	0	600	600		600	0.0%	
4037 IT Support and Consumables	0	568	688	120		120	82.6%	
4039 Sundries	0	202	262	60		60	77.1%	
4040 Telephones/Broadband	67	268	716	448		448	37.5%	
4044 Hospitality	0	(35)	250	285		285	(14.0%)	
4045 Insurance	2,570	3,283	3,750	467		467	87.5%	
4055 Electricity	250	533	2,000	1,467		1,467	26.6%	
4057 Advertising	11	236	500	264		264	47.2%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	
4099 Miscellaneous Expenses	0	285	538	253		253	53.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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	0	415	538	123		123	77.1%	
4119 Maintenance - General	0	0	102	102		102	0.0%	
4139 Dog Bags - purchase	0	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	17,794	59,888	202,524	142,636	0	142,636	29.6%	0
Net Income over Expenditure	(17,776)	178,270	199,443	21,173				
<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	0	230	0	(230)			0.0%	
1099 Miscellaneous Income	0	0	8,000	8,000			0.0%	
Team Harleston :- Income	0	230	8,000	7,770			2.9%	0
4014 Town Events	0	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	(114)	688	0	(688)		(688)	0.0%	
4503 Christmas Events	0	0	1,000	1,000		1,000	0.0%	
Team Harleston :- Indirect Expenditure	(114)	718	4,108	3,390	0	3,390	17.5%	30
Net Income over Expenditure	114	(488)	3,892	4,380				
6000 plus Transfer from EMR	0	30						
Movement to/(from) Gen Reserve	114	(458)						
<u>105 Grants & Donations</u>								
1103 Donation	0	238	0	(238)			0.0%	
Grants & Donations :- Income	0	238	0	(238)				0
4090 Grants	6,760	6,760	10,000	3,240		3,240	67.6%	
Grants & Donations :- Indirect Expenditure	6,760	6,760	10,000	3,240	0	3,240	67.6%	0
Net Income over Expenditure	(6,760)	(6,523)	(10,000)	(3,478)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

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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>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(8,803)</u>	<u>(8,803)</u>				
121 Environmental								
4083 Planters	0	1,757	1,500	(257)		(257)	117.1%	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>0</u>	<u>4,300</u>	<u>4,805</u>	<u>505</u>	<u>0</u>	<u>505</u>	<u>89.5%</u>	<u>1,308</u>
Net Expenditure	<u>0</u>	<u>(4,300)</u>	<u>(4,805)</u>	<u>(505)</u>				
6000 plus Transfer from EMR	0	1,308						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,992)</u>						
122 Street Lighting								
4151 Street Lights Electricity	429	1,264	6,000	4,736		4,736	21.1%	
4152 Street Lights Maintenance	0	170	1,097	927		927	15.5%	
Street Lighting :- Indirect Expenditure	<u>429</u>	<u>1,434</u>	<u>7,097</u>	<u>5,663</u>	<u>0</u>	<u>5,663</u>	<u>20.2%</u>	<u>0</u>
Net Expenditure	<u>(429)</u>	<u>(1,434)</u>	<u>(7,097)</u>	<u>(5,663)</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	12,500	30,000	17,500			41.7%	
1499 Project - parish partnership	0	0	2,500	2,500			0.0%	
Car Parks :- Income	<u>2,500</u>	<u>12,500</u>	<u>34,575</u>	<u>22,075</u>			<u>36.2%</u>	<u>0</u>
4051 Business Rates	1,197	4,788	13,674	8,886		8,886	35.0%	
4101 Hedge & Tree Maintenance	0	0	269	269		269	0.0%	
4113 Car Park Maintenance	0	1,475	2,000	525		525	73.8%	
4121 Maintenance - Contractors	0	0	538	538		538	0.0%	
4136 Car Park Lease	9,250	18,500	38,000	19,500		19,500	48.7%	
Car Parks :- Indirect Expenditure	<u>10,447</u>	<u>24,763</u>	<u>54,481</u>	<u>29,718</u>	<u>0</u>	<u>29,718</u>	<u>45.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,947)</u>	<u>(12,263)</u>	<u>(19,906)</u>	<u>(7,643)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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	510	1,160	2,580	1,420			45.0%	
1021 Cemetery - Interment Of Ashes	200	200	538	338			37.2%	
1022 Cemetery - EROB	0	750	1,290	540			58.1%	
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	710	2,370	5,531	3,161			42.8%	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	710	2,370	1,214	(1,156)				
125 Markets								
1040 Market Rents	90	130	6,000	5,870			2.2%	
Markets :- Income	90	130	6,000	5,870			2.2%	0
4053 Market Rates	26	106	290	184		184	36.5%	
4055 Electricity	0	0	269	269		269	0.0%	
4145 Waste Removal	63	250	813	563		563	30.7%	
Markets :- Indirect Expenditure	89	356	1,372	1,016	0	1,016	25.9%	0
Net Income over Expenditure	1	(226)	4,628	4,854				
126 Allotments								
1000 Allotment Rent	0	150	1,818	1,668			8.3%	
Allotments :- Income	0	150	1,818	1,668			8.3%	0
4033 Subscriptions	0	315	308	(7)		(7)	102.3%	
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	0	368	1,024	656		656	36.0%	
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	683	2,547	1,864	0	1,864	26.8%	0
Net Income over Expenditure	0	(533)	(729)	(196)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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	1,151	2,914	1,763		1,763	39.5%	
4001 Paye/Nl	64	206	855	649		649	24.1%	
4006 Pension Contributions	100	308	1,090	782		782	28.3%	
4039 Sundries	101	160	0	(160)		(160)	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	62	186	1,419	1,233		1,233	13.1%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	0	0	39	39		39	0.0%	
Public Toilets :- Indirect Expenditure	<u>610</u>	<u>2,012</u>	<u>7,093</u>	<u>5,081</u>	<u>0</u>	<u>5,081</u>	<u>28.4%</u>	<u>0</u>
Net Expenditure	<u>(610)</u>	<u>(2,012)</u>	<u>(7,093)</u>	<u>(5,081)</u>				
201 Recreation Ground								
1001 Ground Rent - Football	150	690	1,800	1,110			38.3%	
1003 Ground Rent - Bowls	45	180	540	360			33.3%	
1009 Recreation Ground Hire	0	0	538	538			0.0%	
Recreation Ground :- Income	<u>195</u>	<u>870</u>	<u>2,878</u>	<u>2,008</u>			<u>30.2%</u>	<u>0</u>
4000 Salaries	1,631	6,575	21,417	14,842		14,842	30.7%	
4001 Paye/Nl	404	1,247	6,711	5,464		5,464	18.6%	
4006 Pension Contributions	582	1,770	8,218	6,448		6,448	21.5%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	297	1,352	1,055		1,055	22.0%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	0	12	0	(12)		(12)	0.0%	
4040 Telephones/Broadband	10	30	129	99		99	23.3%	
4041 Mobile Phones	7	21	65	44		44	32.9%	
4045 Insurance	2,570	3,145	3,211	66		66	98.0%	

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Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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	54	403	349		349	13.4%	
4055 Electricity	75	160	600	440		440	26.6%	
4071 Health & Safety - Compliance	0	150	269	119		119	55.8%	
4084 Signage - Rec	0	0	500	500		500	0.0%	
4099 Miscellaneous Expenses	0	0	0	0		0	0.0%	433
4101 Hedge & Tree Maintenance	260	260	538	278		278	48.3%	
4102 Grass Cutting	420	1,365	4,066	2,701		2,701	33.6%	
4107 Leased Plant	320	960	3,440	2,480		2,480	27.9%	
4119 Maintenance - General	40	129	619	490		490	20.8%	
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	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	171	534	1,606	1,072		1,072	33.3%	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	75	106	163	58		58	64.7%	
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	6,566	17,880	58,703	40,823	0	40,823	30.5%	433
Net Income over Expenditure	(6,371)	(17,010)	(55,825)	(38,815)				
6000 plus Transfer from EMR	0	433						
Movement to/(from) Gen Reserve	(6,371)	(16,577)						

202 Gym

1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	9,957	39,121	118,250	79,129			33.1%	
1060 Gym - Classes	472	1,620	3,000	1,380			54.0%	
1062 Gym - Food & Drink - Confectio	228	479	300	(179)			159.6%	
1063 Gym - Membership SO's	18	70	350	280			20.0%	
1064 Gym - Membership Cash	1,506	6,116	20,000	13,884			30.6%	
1065 Gym - Personal Training	324	1,165	2,500	1,335			46.6%	
1066 Gym - Room Hire	0	0	404	404			0.0%	
1067 Gym - Squash Courts	612	2,643	5,000	2,357			52.9%	
1068 Gym - Tennis	249	652	2,000	1,348			32.6%	
1070 Protein Food and drink	263	1,262	1,500	238			84.1%	
1073 Re-sales	36	80	310	230			25.8%	
1074 Gym -advertising	0	179	0	(179)			0.0%	

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Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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	0	76	159	83			47.7%	
Gym :- Income	13,664	53,463	154,223	100,760			34.7%	0
4000 Salaries	7,303	28,474	87,601	59,127		59,127	32.5%	
4001 Paye/Nl	780	4,240	17,650	13,410		13,410	24.0%	
4006 Pension Contributions	1,641	6,787	27,512	20,725		20,725	24.7%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	27	0	(27)		(27)	0.0%	
4020 Audit Fees - Internal	0	0	387	387		387	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4034 Licences	10	389	3,870	3,481		3,481	10.1%	
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	601	1,739	1,138		1,138	34.6%	
4039 Sundries	129	356	1,161	805		805	30.6%	
4040 Telephones/Broadband	51	203	538	335		335	37.7%	
4041 Mobile Phones	9	28	88	60		60	31.9%	
4045 Insurance	857	1,048	1,071	23		23	97.9%	
4054 Water Charges - building	0	415	1,477	1,062		1,062	28.1%	
4055 Electricity	426	906	3,400	2,494		2,494	26.6%	
4056 Gas	18	(79)	275	354		354	(28.9%)	
4057 Advertising	24	24	1,075	1,051		1,051	2.2%	
4058 Digital Advertising	0	0	450	450		450	0.0%	
4071 Health & Safety - Compliance	0	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	0	7	538	531		531	1.4%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	0	300	1,075	776		776	27.9%	
4126 Gym Equipment Purchases	486	486	4,600	4,114		4,114	10.6%	
4128 Gym Contract Maintenance	139	557	1,198	641		641	46.5%	
4129 Gym sundries	218	338	1,290	952		952	26.2%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	290	290	50	(240)		(240)	580.0%	
4160 Gym Class Fees	563	2,022	3,689	1,667		1,667	54.8%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	
4163 Protein products	272	615	531	(84)		(84)	115.8%	
4166 Uniforms	0	0	355	355		355	0.0%	
4167 Gym DD Arrangement Fees	668	2,511	5,160	2,649		2,649	48.7%	
4168 Air Conditioning	0	0	447	447		447	0.0%	
Gym :- Indirect Expenditure	14,034	51,149	172,464	121,315	0	121,315	29.7%	0
Net Income over Expenditure	(370)	2,314	(18,241)	(20,555)				

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Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

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	577	2,285	3,000	715			76.2%	
Leisure Centre building :- Income	577	2,285	3,000	715			76.2%	0
4000 Salaries	525	2,118	21,807	19,689		19,689	9.7%	
4001 Paye/Nl	99	308	4,177	3,869		3,869	7.4%	
4006 Pension Contributions	180	547	7,715	7,168		7,168	7.1%	
4039 Sundries	0	274	703	429		429	39.0%	
4042 Fire and Security Alarms	0	0	129	129		129	0.0%	
4045 Insurance	2,570	3,145	3,211	66		66	98.0%	
4047 Cleaning Material/Consum- 4039	0	0	3,000	3,000		3,000	0.0%	
4051 Business Rates	986	3,939	12,709	8,770		8,770	31.0%	
4055 Electricity	1,753	3,730	14,000	10,270		10,270	26.6%	
4056 Gas	73	425	6,128	5,703		5,703	6.9%	
4071 Health & Safety - Compliance	670	670	1,681	1,011		1,011	39.9%	
4072 Security	125	195	877	682		682	22.2%	
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	0	85	3,225	3,140		3,140	2.6%	
4121 Maintenance - Contractors	0	1,304	4,300	2,996		2,996	30.3%	
Leisure Centre building :- Indirect Expenditure	6,982	16,741	86,726	69,985	0	69,985	19.3%	0
Net Income over Expenditure	(6,405)	(14,456)	(83,726)	(69,270)				
Grand Totals:- Income	17,755	310,393	617,992	307,599			50.2%	
Expenditure	63,597	186,685	626,716	440,031	0	440,031	29.8%	
Net Income over Expenditure	(45,842)	123,708	(8,724)	(132,432)				
plus Transfer from EMR	0	1,771						
Movement to/(from) Gen Reserve	(45,842)	125,479						

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

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	0	27	0	(27)			0.0%	
1099 Miscellaneous Income	215	290	50	(240)			580.0%	
1100 Grants	0	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	6	923	73	(850)			1265.0%	
Administration :- Income	221	238,378	401,967	163,589			59.3%	0
4000 Salaries	8,436	41,905	108,255	66,350		66,350	38.7%	
4001 Paye/Ni	2,505	10,122	34,320	24,198		24,198	29.5%	
4006 Pension Contributions	3,147	12,668	34,582	21,914		21,914	36.6%	
4007 Bank Charges	28	115	239	124		124	48.1%	
4010 Staff Training/ Conferences	41	41	1,000	959		959	4.1%	
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	0	323	414	92		92	77.9%	
4020 Audit Fees - Internal	0	695	718	23		23	96.8%	
4021 Audit Fees - External	0	0	1,398	1,398		1,398	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4023 HR-Compliance	0	169	538	369		369	31.4%	
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	24	391	2,430	2,039		2,039	16.1%	
4033 Subscriptions	296	1,418	1,272	(146)		(146)	111.4%	
4034 Licences	0	105	323	218		218	32.5%	
4036 IT Software	0	0	600	600		600	0.0%	
4037 IT Support and Consumables	65	633	688	55		55	92.1%	
4039 Sundries	39	241	262	21		21	91.9%	
4040 Telephones/Broadband	72	340	716	376		376	47.5%	
4044 Hospitality	0	(35)	250	285		285	(14.0%)	
4045 Insurance	0	3,283	3,750	467		467	87.5%	
4055 Electricity	137	669	2,000	1,331		1,331	33.5%	
4057 Advertising	40	276	500	224		224	55.3%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	
4099 Miscellaneous Expenses	0	285	538	253		253	53.0%	

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

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	0	415	538	123		123	77.1%	
4119 Maintenance - General	0	0	102	102		102	0.0%	
4139 Dog Bags - purchase	0	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	14,829	74,717	202,524	127,807	0	127,807	36.9%	0
Net Income over Expenditure	(14,608)	163,662	199,443	35,781				
<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	0	230	0	(230)			0.0%	
1099 Miscellaneous Income	0	0	8,000	8,000			0.0%	
Team Harleston :- Income	0	230	8,000	7,770			2.9%	0
4014 Town Events	0	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	0	688	0	(688)		(688)	0.0%	
4503 Christmas Events	0	0	1,000	1,000		1,000	0.0%	
Team Harleston :- Indirect Expenditure	0	718	4,108	3,390	0	3,390	17.5%	30
Net Income over Expenditure	0	(488)	3,892	4,380				
6000 plus Transfer from EMR	0	30						
Movement to/(from) Gen Reserve	0	(458)						
<u>105 Grants & Donations</u>								
1103 Donation	0	238	0	(238)			0.0%	
Grants & Donations :- Income	0	238	0	(238)				0
4090 Grants	0	6,760	10,000	3,240		3,240	67.6%	
Grants & Donations :- Indirect Expenditure	0	6,760	10,000	3,240	0	3,240	67.6%	0
Net Income over Expenditure	0	(6,523)	(10,000)	(3,478)				

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

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	4,402	4,402	8,803	4,401		4,401	50.0%	
Loan Repayments :- Indirect Expenditure	4,402	4,402	8,803	4,401	0	4,401	50.0%	0
Net Expenditure	(4,402)	(4,402)	(8,803)	(4,401)				
121 Environmental								
4039 Sundries	15	15	0	(15)		(15)	0.0%	
4083 Planters	169	1,925	1,500	(425)		(425)	128.4%	1,417
4099 Miscellaneous Expenses	0	0	108	108		108	0.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	1	1	54	53		53	2.5%	
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	185	4,486	4,805	319	0	319	93.4%	1,417
Net Expenditure	(185)	(4,486)	(4,805)	(319)				
6000 plus Transfer from EMR	109	1,417						
Movement to/(from) Gen Reserve	(76)	(3,069)						
122 Street Lighting								
4151 Street Lights Electricity	390	1,654	6,000	4,346		4,346	27.6%	
4152 Street Lights Maintenance	170	340	1,097	757		757	31.0%	
Street Lighting :- Indirect Expenditure	560	1,994	7,097	5,103	0	5,103	28.1%	0
Net Expenditure	(560)	(1,994)	(7,097)	(5,103)				
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	0	12,500	30,000	17,500			41.7%	
1499 Project - parish partnership	0	0	2,500	2,500			0.0%	
Car Parks :- Income	0	12,500	34,575	22,075			36.2%	0
4051 Business Rates	1,197	5,985	13,674	7,689		7,689	43.8%	
4101 Hedge & Tree Maintenance	0	0	269	269		269	0.0%	
4113 Car Park Maintenance	0	1,475	2,000	525		525	73.8%	
4121 Maintenance - Contractors	0	0	538	538		538	0.0%	
4136 Car Park Lease	0	18,500	38,000	19,500		19,500	48.7%	
Car Parks :- Indirect Expenditure	1,197	25,960	54,481	28,521	0	28,521	47.6%	0
Net Income over Expenditure	(1,197)	(13,460)	(19,906)	(6,446)				

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

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	350	1,510	2,580	1,070			58.5%	
1021 Cemetery - Interment Of Ashes	0	200	538	338			37.2%	
1022 Cemetery - EROB	320	1,070	1,290	220			82.9%	
1023 Cemetery - Memorials	130	390	774	384			50.4%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	0	0	161	161			0.0%	
Cemetery :- Income	800	3,170	5,531	2,361			57.3%	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	800	3,170	1,214	(1,956)				
125 Markets								
1040 Market Rents	90	220	6,000	5,780			3.7%	
Markets :- Income	90	220	6,000	5,780			3.7%	0
4053 Market Rates	26	132	290	158		158	45.5%	
4055 Electricity	33	33	269	236		236	12.4%	
4145 Waste Removal	0	250	813	563		563	30.7%	
Markets :- Indirect Expenditure	59	415	1,372	957	0	957	30.3%	0
Net Income over Expenditure	31	(195)	4,628	4,823				
126 Allotments								
1000 Allotment Rent	0	150	1,818	1,668			8.3%	
Allotments :- Income	0	150	1,818	1,668			8.3%	0
4033 Subscriptions	0	315	308	(7)		(7)	102.3%	
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	0	368	1,024	656		656	36.0%	
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	683	2,547	1,864	0	1,864	26.8%	0
Net Income over Expenditure	0	(533)	(729)	(196)				

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

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	8	8	500	492		492	1.7%	
War Memorial :- Indirect Expenditure	<u>8</u>	<u>8</u>	<u>500</u>	<u>492</u>	<u>0</u>	<u>492</u>	<u>1.7%</u>	<u>0</u>
Net Expenditure	<u>(8)</u>	<u>(8)</u>	<u>(500)</u>	<u>(492)</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	1,434	2,914	1,480		1,480	49.2%	
4001 Paye/Ni	64	270	855	585		585	31.6%	
4006 Pension Contributions	100	408	1,090	682		682	37.5%	
4039 Sundries	0	160	0	(160)		(160)	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	62	248	1,419	1,171		1,171	17.5%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	17	17	39	22		22	42.7%	
Public Toilets :- Indirect Expenditure	<u>526</u>	<u>2,537</u>	<u>7,093</u>	<u>4,556</u>	<u>0</u>	<u>4,556</u>	<u>35.8%</u>	<u>0</u>
Net Expenditure	<u>(526)</u>	<u>(2,537)</u>	<u>(7,093)</u>	<u>(4,556)</u>				
201 Recreation Ground								
1001 Ground Rent - Football	150	840	1,800	960			46.7%	
1003 Ground Rent - Bowls	45	225	540	315			41.7%	
1009 Recreation Ground Hire	0	0	538	538			0.0%	
1015 Recreation Ground Advertising	720	720	0	(720)			0.0%	
Recreation Ground :- Income	<u>915</u>	<u>1,785</u>	<u>2,878</u>	<u>1,093</u>			<u>62.0%</u>	<u>0</u>
4000 Salaries	1,631	8,206	21,417	13,211		13,211	38.3%	
4001 Paye/Ni	404	1,651	6,711	5,061		5,061	24.6%	
4006 Pension Contributions	582	2,353	8,218	5,865		5,865	28.6%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	89	386	1,352	966		966	28.5%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	44	56	0	(56)		(56)	0.0%	
4040 Telephones/Broadband	10	40	129	89		89	31.0%	
4041 Mobile Phones	7	28	65	37		37	43.8%	

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4052 Water Charges	0	54	403	349		349	13.4%	
4055 Electricity	41	201	600	399		399	33.5%	
4071 Health & Safety - Compliance	0	150	269	119		119	55.8%	
4084 Signage - Rec	60	60	500	440		440	12.0%	
4099 Miscellaneous Expenses	0	0	0	0		0	0.0%	433
4101 Hedge & Tree Maintenance	475	735	538	(197)		(197)	136.6%	
4102 Grass Cutting	420	1,785	4,066	2,281		2,281	43.9%	
4107 Leased Plant	320	1,280	3,440	2,160		2,160	37.2%	
4119 Maintenance - General	48	177	619	442		442	28.6%	
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	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	0	534	1,606	1,072		1,072	33.3%	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	0	106	163	58		58	64.7%	
4170 Play Area Equipment Purchase	423	423	0	(423)		(423)	0.0%	423
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4181 Garden Waste Bins Annual Charg	0	285	228	(57)		(57)	125.0%	
Recreation Ground :- Indirect Expenditure	4,553	22,434	58,703	36,269	0	36,269	38.2%	855

Net Income over Expenditure **(3,638)** **(20,649)** **(55,825)** **(35,176)**

6000 plus Transfer from EMR 423 855

Movement to/(from) Gen Reserve **(3,216)** **(19,793)**

202 Gym

1058 Digital Advertising	0	0	450	450			0.0%
1059 memberships DD	10,166	49,287	118,250	68,963			41.7%
1060 Gym - Classes	397	2,017	3,000	983			67.2%
1062 Gym - Food & Drink - Confectio	129	608	300	(308)			202.7%
1063 Gym - Membership SO's	18	88	350	263			25.0%
1064 Gym - Membership Cash	1,902	8,018	20,000	11,982			40.1%
1065 Gym - Personal Training	323	1,487	2,500	1,013			59.5%
1066 Gym - Room Hire	55	55	404	349			13.6%
1067 Gym - Squash Courts	668	3,311	5,000	1,689			66.2%
1068 Gym - Tennis	913	1,566	2,000	434			78.3%
1070 Protein Food and drink	400	1,662	1,500	(162)			110.8%

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1073 Re-sales	17	97	310	213			31.2%	
1074 Gym -advertising	14	193	0	(193)			0.0%	
1075 Table Tennis	0	76	159	83			47.7%	
Gym :- Income	15,003	68,466	154,223	85,757			44.4%	0
4000 Salaries	9,707	38,181	87,601	49,420		49,420	43.6%	
4001 Paye/Nl	1,715	5,955	17,650	11,695		11,695	33.7%	
4006 Pension Contributions	2,176	8,963	27,512	18,549		18,549	32.6%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	70	70	250	180		180	27.9%	
4018 Vehicle Fuel Costs	0	27	0	(27)		(27)	0.0%	
4020 Audit Fees - Internal	0	0	387	387		387	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4034 Licences	10	399	3,870	3,471		3,471	10.3%	
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	751	1,739	988		988	43.2%	
4039 Sundries	25	381	1,161	780		780	32.8%	
4040 Telephones/Broadband	54	256	538	282		282	47.7%	
4041 Mobile Phones	9	37	88	51		51	42.5%	
4045 Insurance	0	1,048	1,071	23		23	97.9%	
4054 Water Charges - building	0	415	1,477	1,062		1,062	28.1%	
4055 Electricity	232	1,138	3,400	2,262		2,262	33.5%	
4056 Gas	18	(62)	275	337		337	(22.5%)	
4057 Advertising	1	25	1,075	1,050		1,050	2.3%	
4058 Digital Advertising	0	0	450	450		450	0.0%	
4071 Health & Safety - Compliance	0	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	0	7	538	531		531	1.4%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	670	969	1,075	106		106	90.2%	
4126 Gym Equipment Purchases	0	486	4,600	4,114		4,114	10.6%	
4128 Gym Contract Maintenance	139	696	1,198	502		502	58.1%	
4129 Gym sundries	63	401	1,290	889		889	31.1%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	0	290	50	(240)		(240)	580.0%	
4160 Gym Class Fees	607	2,629	3,689	1,060		1,060	71.3%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	
4163 Protein products	258	874	531	(343)		(343)	164.5%	
4166 Uniforms	108	108	355	248		248	30.3%	

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4167 Gym DD Arrangement Fees	798	3,309	5,160	1,851		1,851	64.1%	
4168 Air Conditioning	0	0	447	447		447	0.0%	
Gym :- Indirect Expenditure	16,810	67,959	172,464	104,505	0	104,505	39.4%	0
Net Income over Expenditure	(1,807)	507	(18,241)	(18,748)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	922	3,207	3,000	(207)			106.9%	
Leisure Centre building :- Income	922	3,207	3,000	(207)			106.9%	0
4000 Salaries	525	2,643	21,807	19,164		19,164	12.1%	
4001 Paye/NI	99	407	4,177	3,770		3,770	9.8%	
4006 Pension Contributions	180	727	7,715	6,988		6,988	9.4%	
4039 Sundries	0	274	703	429		429	39.0%	
4042 Fire and Security Alarms	0	0	129	129		129	0.0%	
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4047 Cleaning Material/Consum- 4039	0	0	3,000	3,000		3,000	0.0%	
4051 Business Rates	986	4,925	12,709	7,784		7,784	38.8%	
4055 Electricity	956	4,686	14,000	9,314		9,314	33.5%	
4056 Gas	70	495	6,128	5,633		5,633	8.1%	
4071 Health & Safety - Compliance	749	1,419	1,681	262		262	84.4%	
4072 Security	285	480	877	397		397	54.7%	
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	8	92	3,225	3,133		3,133	2.9%	
4121 Maintenance - Contractors	0	1,304	4,300	2,996		2,996	30.3%	
Leisure Centre building :- Indirect Expenditure	3,858	20,600	86,726	66,126	0	66,126	23.8%	0
Net Income over Expenditure	(2,937)	(17,393)	(83,726)	(66,333)				
Grand Totals:- Income	17,950	328,343	617,992	289,649			53.1%	
Expenditure	46,988	233,673	626,716	393,043	0	393,043	37.3%	
Net Income over Expenditure	(29,037)	94,670	(8,724)	(103,394)				
plus Transfer from EMR	531	2,302						
Movement to/(from) Gen Reserve	(28,506)	96,973						

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

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	0	27	0	(27)			0.0%	
1099 Miscellaneous Income	20	310	50	(260)			620.0%	
1100 Grants	0	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	222,356	423,203	401,694	(21,509)			105.4%	
1190 Bank Interest/Rewards Received	6	929	73	(856)			1273.1%	
Administration :- Income	222,382	460,761	401,967	(58,794)			114.6%	0
4000 Salaries	8,331	50,236	108,255	58,019		58,019	46.4%	
4001 Paye/Ni	2,580	12,702	34,320	21,618		21,618	37.0%	
4006 Pension Contributions	3,197	15,865	34,582	18,717		18,717	45.9%	
4007 Bank Charges	28	143	239	96		96	59.8%	
4010 Staff Training/ Conferences	0	41	1,000	959		959	4.1%	
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	0	323	414	92		92	77.9%	
4020 Audit Fees - Internal	0	695	718	23		23	96.8%	
4021 Audit Fees - External	0	0	1,398	1,398		1,398	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4023 HR-Compliance	158	326	538	212		212	60.6%	
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	175	566	2,430	1,864		1,864	23.3%	
4033 Subscriptions	0	1,418	1,272	(146)		(146)	111.4%	
4034 Licences	0	105	323	218		218	32.5%	
4036 IT Software	120	120	600	480		480	20.0%	
4037 IT Support and Consumables	0	633	688	55		55	92.1%	
4039 Sundries	238	478	262	(216)		(216)	182.6%	
4040 Telephones/Broadband	73	412	716	304		304	57.6%	
4044 Hospitality	12	(23)	250	273		273	(9.2%)	
4045 Insurance	0	3,283	3,750	467		467	87.5%	
4055 Electricity	135	804	2,000	1,196		1,196	40.2%	
4057 Advertising	0	276	500	224		224	55.3%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	
4099 Miscellaneous Expenses	0	285	538	253		253	53.0%	

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

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	0	415	538	123		123	77.1%	
4119 Maintenance - General	0	0	102	102		102	0.0%	
4139 Dog Bags - purchase	0	64	0	(64)		(64)	0.0%	
4141 Dog Bin Servicing	20	20	0	(20)		(20)	0.0%	
4168 Air Conditioning	151	151	317	166		166	47.6%	
4503 Christmas Events	0	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	15,217	89,934	202,524	112,590	0	112,590	44.4%	0
Net Income over Expenditure	207,165	370,827	199,443	(171,384)				
<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	0	230	0	(230)			0.0%	
1099 Miscellaneous Income	0	0	8,000	8,000			0.0%	
Team Harleston :- Income	0	230	8,000	7,770			2.9%	0
4014 Town Events	447	477	1,000	523		523	47.7%	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	0	688	0	(688)		(688)	0.0%	
4503 Christmas Events	0	0	1,000	1,000		1,000	0.0%	
Team Harleston :- Indirect Expenditure	447	1,166	4,108	2,942	0	2,942	28.4%	30
Net Income over Expenditure	(447)	(936)	3,892	4,828				
6000 plus Transfer from EMR	0	30						
Movement to/(from) Gen Reserve	(447)	(906)						
<u>105 Grants & Donations</u>								
1103 Donation	0	238	0	(238)			0.0%	
Grants & Donations :- Income	0	238	0	(238)				0
4090 Grants	0	6,760	10,000	3,240		3,240	67.6%	
Grants & Donations :- Indirect Expenditure	0	6,760	10,000	3,240	0	3,240	67.6%	0
Net Income over Expenditure	0	(6,523)	(10,000)	(3,478)				

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

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	4,402	8,803	4,401		4,401	50.0%	
Loan Repayments :- Indirect Expenditure	<u>0</u>	<u>4,402</u>	<u>8,803</u>	<u>4,401</u>	<u>0</u>	<u>4,401</u>	<u>50.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(4,402)</u>	<u>(8,803)</u>	<u>(4,401)</u>				
121 Environmental								
4039 Sundries	0	15	0	(15)		(15)	0.0%	
4083 Planters	0	1,925	1,500	(425)		(425)	128.4%	1,417
4099 Miscellaneous Expenses	0	0	108	108		108	0.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	73	74	54	(20)		(20)	137.7%	
4140 Dog Bin Purchases	0	0	124	124		124	0.0%	
4141 Dog Bin Servicing	2,849	5,393	2,650	(2,743)		(2,743)	203.5%	
4143 Salt bin purchase	0	0	119	119		119	0.0%	
Environmental :- Indirect Expenditure	<u>2,922</u>	<u>7,408</u>	<u>4,805</u>	<u>(2,603)</u>	<u>0</u>	<u>(2,603)</u>	<u>154.2%</u>	<u>1,417</u>
Net Expenditure	<u>(2,922)</u>	<u>(7,408)</u>	<u>(4,805)</u>	<u>2,603</u>				
6000 plus Transfer from EMR	0	1,417						
Movement to/(from) Gen Reserve	<u>(2,922)</u>	<u>(5,991)</u>						
122 Street Lighting								
4151 Street Lights Electricity	416	2,070	6,000	3,930		3,930	34.5%	
4152 Street Lights Maintenance	85	425	1,097	672		672	38.7%	
Street Lighting :- Indirect Expenditure	<u>501</u>	<u>2,495</u>	<u>7,097</u>	<u>4,602</u>	<u>0</u>	<u>4,602</u>	<u>35.2%</u>	<u>0</u>
Net Expenditure	<u>(501)</u>	<u>(2,495)</u>	<u>(7,097)</u>	<u>(4,602)</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	15,000	30,000	15,000			50.0%	
1499 Project - parish partnership	(2,232)	(2,232)	2,500	4,732			(89.3%)	
Car Parks :- Income	<u>269</u>	<u>12,769</u>	<u>34,575</u>	<u>21,807</u>			<u>36.9%</u>	<u>0</u>
4051 Business Rates	1,197	7,182	13,674	6,492		6,492	52.5%	
4101 Hedge & Tree Maintenance	0	0	269	269		269	0.0%	
4113 Car Park Maintenance	0	1,475	2,000	525		525	73.8%	
4121 Maintenance - Contractors	0	0	538	538		538	0.0%	
4136 Car Park Lease	0	18,500	38,000	19,500		19,500	48.7%	
Car Parks :- Indirect Expenditure	<u>1,197</u>	<u>27,157</u>	<u>54,481</u>	<u>27,324</u>	<u>0</u>	<u>27,324</u>	<u>49.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(929)</u>	<u>(14,388)</u>	<u>(19,906)</u>	<u>(5,518)</u>				

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

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	0	1,510	2,580	1,070			58.5%	
1021 Cemetery - Interment Of Ashes	0	200	538	338			37.2%	
1022 Cemetery - EROB	0	1,070	1,290	220			82.9%	
1023 Cemetery - Memorials	0	390	774	384			50.4%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	0	0	161	161			0.0%	
Cemetery :- Income	0	3,170	5,531	2,361			57.3%	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	0	3,170	1,214	(1,956)				
125 Markets								
1040 Market Rents	0	220	6,000	5,780			3.7%	
Markets :- Income	0	220	6,000	5,780			3.7%	0
4053 Market Rates	26	158	290	132		132	54.5%	
4055 Electricity	0	33	269	236		236	12.4%	
4145 Waste Removal	0	250	813	563		563	30.7%	
Markets :- Indirect Expenditure	26	441	1,372	931	0	931	32.2%	0
Net Income over Expenditure	(26)	(221)	4,628	4,849				
126 Allotments								
1000 Allotment Rent	1,100	1,250	1,818	568			68.8%	
Allotments :- Income	1,100	1,250	1,818	568			68.8%	0
4033 Subscriptions	0	315	308	(7)		(7)	102.3%	
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	36	405	1,024	619		619	39.5%	
4101 Hedge & Tree Maintenance	0	0	215	215		215	0.0%	
4119 Maintenance - General	0	0	269	269		269	0.0%	
Allotments :- Indirect Expenditure	36	720	2,547	1,827	0	1,827	28.3%	0
Net Income over Expenditure	1,064	530	(729)	(1,259)				

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

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	2	10	500	490		490	2.0%	
War Memorial :- Indirect Expenditure	<u>2</u>	<u>10</u>	<u>500</u>	<u>490</u>	<u>0</u>	<u>490</u>	<u>2.0%</u>	<u>0</u>
Net Expenditure	<u>(2)</u>	<u>(10)</u>	<u>(500)</u>	<u>(490)</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	1,717	2,914	1,197		1,197	58.9%	
4001 Paye/Ni	64	334	855	521		521	39.1%	
4006 Pension Contributions	100	508	1,090	582		582	46.6%	
4039 Sundries	112	272	0	(272)		(272)	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	115	363	1,419	1,056		1,056	25.6%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	0	17	39	22		22	42.7%	
Public Toilets :- Indirect Expenditure	<u>674</u>	<u>3,211</u>	<u>7,093</u>	<u>3,882</u>	<u>0</u>	<u>3,882</u>	<u>45.3%</u>	<u>0</u>
Net Expenditure	<u>(674)</u>	<u>(3,211)</u>	<u>(7,093)</u>	<u>(3,882)</u>				
201 Recreation Ground								
1001 Ground Rent - Football	150	990	1,800	810			55.0%	
1003 Ground Rent - Bowls	45	270	540	270			50.0%	
1009 Recreation Ground Hire	0	0	538	538			0.0%	
1015 Recreation Ground Advertising	0	720	0	(720)			0.0%	
Recreation Ground :- Income	<u>195</u>	<u>1,980</u>	<u>2,878</u>	<u>898</u>			<u>68.8%</u>	<u>0</u>
4000 Salaries	1,631	9,836	21,417	11,581		11,581	45.9%	
4001 Paye/Ni	404	2,054	6,711	4,657		4,657	30.6%	
4006 Pension Contributions	582	2,935	8,218	5,283		5,283	35.7%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	386	1,352	966		966	28.5%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	0	56	0	(56)		(56)	0.0%	
4040 Telephones/Broadband	10	50	129	79		79	38.8%	
4041 Mobile Phones	7	36	65	29		29	54.8%	

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4052 Water Charges	141	195	403	208		208	48.4%	
4055 Electricity	41	241	600	359		359	40.2%	
4071 Health & Safety - Compliance	0	150	269	119		119	55.8%	
4084 Signage - Rec	0	60	500	440		440	12.0%	
4099 Miscellaneous Expenses	0	433	0	(433)		(433)	0.0%	866
4101 Hedge & Tree Maintenance	0	735	538	(197)		(197)	136.6%	
4102 Grass Cutting	0	1,785	4,066	2,281		2,281	43.9%	
4107 Leased Plant	320	1,600	3,440	1,840		1,840	46.5%	
4119 Maintenance - General	78	255	619	364		364	41.2%	
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	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	867	1,641	832	(809)		(809)	197.3%	
4145 Waste Removal	172	706	1,606	900		900	44.0%	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	0	106	163	58		58	64.7%	
4170 Play Area Equipment Purchase	0	423	0	(423)		(423)	0.0%	423
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4181 Garden Waste Bins Annual Charg	0	285	228	(57)		(57)	125.0%	
Recreation Ground :- Indirect Expenditure	4,253	27,120	58,703	31,583	0	31,583	46.2%	1,288

Net Income over Expenditure	(4,058)	(25,140)	(55,825)	(30,685)
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6000	plus Transfer from EMR	0	1,288
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Movement to/(from) Gen Reserve	(4,058)	(23,851)
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202 Gym

1058 Digital Advertising	0	0	450	450		0.0%
1059 memberships DD	10,378	59,665	118,250	58,585		50.5%
1060 Gym - Classes	367	2,384	3,000	616		79.5%
1062 Gym - Food & Drink - Confectio	108	716	300	(416)		238.7%
1063 Gym - Membership SO's	18	105	350	245		30.0%
1064 Gym - Membership Cash	1,846	9,864	20,000	10,136		49.3%
1065 Gym - Personal Training	353	1,840	2,500	660		73.6%
1066 Gym - Room Hire	0	55	404	349		13.6%
1067 Gym - Squash Courts	599	3,910	5,000	1,090		78.2%
1068 Gym - Tennis	181	1,747	2,000	253		87.3%
1070 Protein Food and drink	313	1,976	1,500	(476)		131.7%

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1073 Re-sales	668	765	310	(455)			246.8%	
1074 Gym -advertising	94	287	0	(287)			0.0%	
1075 Table Tennis	0	76	159	83			47.7%	
Gym :- Income	14,924	83,389	154,223	70,834			54.1%	0
4000 Salaries	7,749	45,930	87,601	41,671		41,671	52.4%	
4001 Paye/Nl	2,891	8,846	17,650	8,804		8,804	50.1%	
4006 Pension Contributions	2,795	11,758	27,512	15,754		15,754	42.7%	
4010 Staff Training/ Conferences	356	356	650	294		294	54.8%	
4015 Staff Travel & Subsistence	0	70	250	180		180	27.9%	
4018 Vehicle Fuel Costs	0	27	0	(27)		(27)	0.0%	
4020 Audit Fees - Internal	0	0	387	387		387	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4034 Licences	10	409	3,870	3,461		3,461	10.6%	
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	902	1,739	837		837	51.8%	
4039 Sundries	118	499	1,161	662		662	43.0%	
4040 Telephones/Broadband	54	310	538	228		228	57.6%	
4041 Mobile Phones	9	47	88	41		41	53.2%	
4045 Insurance	0	1,048	1,071	23		23	97.9%	
4054 Water Charges - building	503	918	1,477	559		559	62.2%	
4055 Electricity	230	1,368	3,400	2,032		2,032	40.2%	
4056 Gas	18	(44)	275	319		319	(15.9%)	
4057 Advertising	0	25	1,075	1,050		1,050	2.3%	
4058 Digital Advertising	0	0	450	450		450	0.0%	
4071 Health & Safety - Compliance	316	381	1,075	694		694	35.4%	
4099 Miscellaneous Expenses	0	0	105	105		105	0.0%	
4116 DBS Checks	0	0	215	215		215	0.0%	
4119 Maintenance - General	0	7	538	531		531	1.4%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	0	969	1,075	106		106	90.2%	
4126 Gym Equipment Purchases	190	676	4,600	3,924		3,924	14.7%	
4128 Gym Contract Maintenance	268	964	1,198	234		234	80.5%	
4129 Gym sundries	70	472	1,290	818		818	36.6%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	47	337	50	(287)		(287)	674.0%	
4160 Gym Class Fees	697	3,326	3,689	363		363	90.2%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	
4163 Protein products	198	1,072	531	(541)		(541)	201.9%	
4166 Uniforms	201	308	355	47		47	86.9%	

Detailed Income & Expenditure by Budget Heading 01/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4167 Gym DD Arrangement Fees	857	4,166	5,160	994		994	80.7%	
4168 Air Conditioning	453	453	447	(6)		(6)	101.3%	
Gym :- Indirect Expenditure	18,181	86,140	172,464	86,324	0	86,324	49.9%	0
Net Income over Expenditure	(3,257)	(2,751)	(18,241)	(15,490)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	909	4,115	3,000	(1,115)			137.2%	
Leisure Centre building :- Income	909	4,115	3,000	(1,115)			137.2%	0
4000 Salaries	525	3,169	21,807	18,638		18,638	14.5%	
4001 Paye/NI	99	506	4,177	3,671		3,671	12.1%	
4006 Pension Contributions	180	907	7,715	6,808		6,808	11.8%	
4039 Sundries	153	428	703	275		275	60.8%	
4042 Fire and Security Alarms	0	0	129	129		129	0.0%	
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4047 Cleaning Material/Consum- 4039	0	0	3,000	3,000		3,000	0.0%	
4051 Business Rates	986	5,911	12,709	6,798		6,798	46.5%	
4055 Electricity	945	5,631	14,000	8,369		8,369	40.2%	
4056 Gas	73	568	6,128	5,560		5,560	9.3%	
4071 Health & Safety - Compliance	4	1,423	1,681	258		258	84.7%	
4072 Security	0	480	877	397		397	54.7%	
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	0	92	3,225	3,133		3,133	2.9%	
4121 Maintenance - Contractors	140	1,444	4,300	2,856		2,856	33.6%	
Leisure Centre building :- Indirect Expenditure	3,106	23,705	86,726	63,021	0	63,021	27.3%	0
Net Income over Expenditure	(2,197)	(19,590)	(83,726)	(64,136)				
<u>498 Section 106</u>								
4498 Section 106	21,509	21,509	0	(21,509)		(21,509)	0.0%	
Section 106 :- Indirect Expenditure	21,509	21,509	0	(21,509)	0	(21,509)		0
Net Expenditure	(21,509)	(21,509)	0	21,509				
Grand Totals:- Income	239,778	568,121	617,992	49,871			91.9%	
Expenditure	68,071	302,177	626,716	324,539	0	324,539	48.2%	
Net Income over Expenditure	171,707	265,944	(8,724)	(274,668)				
plus Transfer from EMR	0	2,735						
Movement to/(from) Gen Reserve	171,707	268,679						

Date: 11/07/2023

Redenhall With Harleston Town Council

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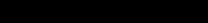
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Bank Reconciliation up to 30/06/2023 for Cashbook No 1 - Current Community Bank Account

<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
13/05/2023	PDQ011		30.20	30.20		R ☒	Receipt(s) Banked
15/05/2023	PDQ013		305.80	305.80		R ☒	Receipt(s) Banked
01/06/2023	DD001	180.31		180.31		R ☒	EZ-runner Systems Ltd
01/06/2023	STO001	167.00		167.00		R ☒	Gym Repair Services
01/06/2023	STO001		15.00	15.00		R ☒	Receipt(s) Banked
01/06/2023	STO001		21.00	21.00		R ☒	Receipt(s) Banked
01/06/2023	PDQ030		123.50	123.50		R ☒	Receipt(s) Banked
02/06/2023	PDQ031		68.95	68.95		R ☒	Receipt(s) Banked
02/06/2023	DFC002		10.86	10.86		R ☒	Receipt(s) Banked
05/06/2023	DD005	44.03		44.03		R ☒	SSE Energy Supply Ltd
05/06/2023	DD005	8.54		8.54		R ☒	O2
05/06/2023	INT005		-135.72	-135.72		R ☒	Receipt(s) Banked
05/06/2023	INT005		135.72	135.72		R ☒	Receipt(s) Banked
05/06/2023	PDQ001		90.70	90.70		R ☒	Receipt(s) Banked
05/06/2023	PDQ002		101.50	101.50		R ☒	Receipt(s) Banked
05/06/2023	PDQ003		66.15	66.15		R ☒	Receipt(s) Banked
05/06/2023	DC005		150.00	150.00		R ☒	Receipt(s) Banked
06/06/2023	BANK006	29.44		29.44		R ☒	Barclays
06/06/2023	PDQ004		31.95	31.95		R ☒	Receipt(s) Banked
06/06/2023	BACS006		40.00	40.00		R ☒	Receipt(s) Banked
06/06/2023	101244		84.25	84.25		R ☒	Receipt(s) Banked
06/06/2023	BANK006		6.29	6.29		R ☒	Receipt(s) Banked
06/06/2023	BACS006		300.00	300.00		R ☒	Receipt(s) Banked
07/06/2023	DD007	1,489.00		1,489.00		R ☒	EDF Energy Customers Limited
07/06/2023	PDQ005		97.00	97.00		R ☒	Receipt(s) Banked
08/06/2023	PDQ006		112.75	112.75		R ☒	Receipt(s) Banked
08/06/2023	DFC008		510.77	510.77		R ☒	Receipt(s) Banked
08/06/2023	DFC008		10,881.79	10,881.79		R ☒	Receipt(s) Banked
08/06/2023	BACS008		45.00	45.00		R ☒	Receipt(s) Banked
09/06/2023	DD009	62.00		62.00		R ☒	Anglia Water
09/06/2023	BACS009		20.00	20.00		R ☒	Receipt(s) Banked
09/06/2023	PDQ007		184.95	184.95		R ☒	Receipt(s) Banked
09/06/2023	STO009		60.00	60.00		R ☒	Receipt(s) Banked
12/06/2023	DD012	11.23		11.23		R ☒	EE Mobile
12/06/2023	DD012	65.44		65.44		R ☒	Barclaycard Merchant
12/06/2023	PDQ008		98.94	98.94		R ☒	Receipt(s) Banked
12/06/2023	PDQ009		131.10	131.10		R ☒	Receipt(s) Banked
12/06/2023	PDQ010		69.65	69.65		R ☒	Receipt(s) Banked
13/06/2023	101245		159.65	159.65		R ☒	Receipt(s) Banked
13/06/2023	101246		160.00	160.00		R ☒	Receipt(s) Banked
14/06/2023	PDQ012		139.25	139.25		R ☒	Receipt(s) Banked
15/06/2023	DD015	26.00		26.00		R ☒	South Norfolk Council
15/06/2023	BACS015		350.00	350.00		R ☒	Receipt(s) Banked
16/06/2023	BACS016	6.00		6.00		R ☒	Robinsons Traditional Stationery
16/06/2023	BACS016	8.83		8.83		R ☒	Coopers
16/06/2023	BACS 16	31.30		31.30		R ☒	Automated Systems Group Ltd
16/06/2023	BACS016	41.36		41.36		R ☒	Forcefresh Ltd

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Bank Reconciliation up to 30/06/2023 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>
16/06/2023	BACS016	41.70		41.70		R 	Rackhams Building Supplies
16/06/2023	BACS016	59.99		59.99		R 	ScrewFix
16/06/2023	BACS016	102.00		102.00		R 	Cozens (UK) Limited
16/06/2023	BACS016	106.80		106.80		R 	Dissigns Signmakers
16/06/2023	BACS016	150.00		150.00		R 	Workwear (East Anglia) Ltd
16/06/2023	BACS016	278.00		278.00		R 	Rejuvenate Yoga
16/06/2023	BACS016	315.00		315.00		R 	Harleston Allotment Committee
16/06/2023	BACS016	316.11		316.11		R 	ESPO
16/06/2023	BACS016	384.00		384.00		R 	Ben Burgess Garden Equip
16/06/2023	BACS016	412.00		412.00		R 	
16/06/2023	BACS016	570.00		570.00		R 	Courtmasters
16/06/2023	BACS016	869.34		869.34		R 	Barclaycard
16/06/2023	BACS016	1,134.00		1,134.00		R 	Tops Garden Service
16/06/2023	BACS016	5,011.50		5,011.50		R 	HMRC Tax and NI
16/06/2023	BACS016	6,684.73		6,684.73		R 	Norfolk Pension Fund
16/06/2023	TRF016	41.09		41.09		R 	Petty Cash
16/06/2023	TRF016	109.82		109.82		R 	Petty Cash
16/06/2023	BACS016		-3,000.00	-3,000.00		R 	Receipt(s) Banked
16/06/2023	PDQ014		-125.86	-125.86		R 	Receipt(s) Banked
16/06/2023	BACS016		3,000.00	3,000.00		R 	Receipt(s) Banked
16/06/2023	PDQ014		125.86	125.86		R 	Receipt(s) Banked
16/06/2023	PDQ014		125.86	125.86		R 	Receipt(s) Banked
16/06/2023	DC016		3,000.00	3,000.00		R 	Receipt(s) Banked
16/06/2023	DC016		366.00	366.00		R 	Receipt(s) Banked
19/06/2023	DD019	477.83		477.83		R 	SSE Energy Supply Ltd
19/06/2023	PDQ015		137.32	137.32		R 	Receipt(s) Banked
19/06/2023	PDQ016		125.30	125.30		R 	Receipt(s) Banked
19/06/2023	PDQ017		109.50	109.50		R 	Receipt(s) Banked
20/06/2023	DD020	140.02		140.02		R 	Ocean Telecom
20/06/2023	PDQ018		30.00	30.00		R 	Receipt(s) Banked
21/06/2023	PDQ019		161.82	161.82		R 	Receipt(s) Banked
21/06/2023	101247		184.75	184.75		R 	Receipt(s) Banked
21/06/2023	101248		128.50	128.50		R 	Receipt(s) Banked
22/06/2023	PDQ020		125.57	125.57		R 	Receipt(s) Banked
22/06/2023	BACS022		150.00	150.00		R 	Receipt(s) Banked
22/06/2023	DC022		20.00	20.00		R 	Receipt(s) Banked
23/06/2023	DD023	109.90		109.90		R 	SSE Energy Supply Ltd
23/06/2023	PDQ021		113.10	113.10		R 	Receipt(s) Banked
23/06/2023	BACS023		27.00	27.00		R 	Receipt(s) Banked
26/06/2023	DD026	986.00		986.00		R 	South Norfolk Council
26/06/2023	DD026	236.00		236.00		R 	South Norfolk Council
26/06/2023	DD026	961.00		961.00		R 	South Norfolk Council
26/06/2023	DD026	53.83		53.83		R 	Anglia Water
26/06/2023	DD026	368.46		368.46		R 	Anglian Water
26/06/2023	PDQ022		157.93	157.93		R 	Receipt(s) Banked
26/06/2023	PDQ023		183.67	183.67		R 	Receipt(s) Banked
26/06/2023	PDQ024		85.92	85.92		R 	Receipt(s) Banked
26/06/2023	PDQ025		23.70	23.70		R 	Receipt(s) Banked

Time: 12:14

Bank Reconciliation up to 30/06/2023 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>
28/06/2023	DD028	222.00		222.00		R ☐	BNP Paribas Leasing Solutions
28/06/2023	PDQ026		105.75	105.75		R ☐	Receipt(s) Banked
28/06/2023	101249		167.25	167.25		R ☐	Receipt(s) Banked
29/06/2023	SO029		45.00	45.00		R ☐	Receipt(s) Banked
29/06/2023	PDQ027		164.20	164.20		R ☐	Receipt(s) Banked
30/06/2023	DD030	377.42		377.42		R ☐	Biffa Waste Services Limited
30/06/2023	DD030	415.05		415.05		R ☐	Anglia Water
30/06/2023	BACS030	16,576.40		16,576.40		R ☐	Salaries
30/06/2023	PDQ028		158.70	158.70		R ☐	Receipt(s) Banked
30/06/2023	101250		300.45	300.45		R ☐	Receipt(s) Banked
		<u>39,680.47</u>	<u>20,664.29</u>				

Time: 11:48

Bank Reconciliation up to 31/07/2023 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
03/07/2023	DD003	180.31		180.31		R ☒	EZ-runner Systems Ltd
03/07/2023	DD003	11,100.00		11,100.00		R ☒	South Norfolk Council
03/07/2023	STO003	167.00		167.00		R ☒	Gym Repair Services
03/07/2023	STO003		15.00	15.00		R ☒	Receipt(s) Banked
03/07/2023	STO003		21.00	21.00		R ☒	Receipt(s) Banked
03/07/2023	PDQ029		138.50	138.50		R ☒	Receipt(s) Banked
03/07/2023	PDQ030		48.25	48.25		R ☒	Receipt(s) Banked
03/07/2023	PDQ001		111.40	111.40		R ☒	Receipt(s) Banked
04/07/2023	PDQ002		31.20	31.20		R ☒	Receipt(s) Banked
04/07/2023	BACS004		20.00	20.00		R ☒	Receipt(s) Banked
05/07/2023	BANK005	19.93		19.93		R ☒	Barclays
05/07/2023	PDQ003		127.65	127.65		R ☒	Receipt(s) Banked
05/07/2023	DC005		150.00	150.00		R ☒	Receipt(s) Banked
05/07/2023	101251		111.50	111.50		R ☒	Receipt(s) Banked
05/07/2023	BANK005		3.43	3.43		R ☒	Receipt(s) Banked
06/07/2023	DD006	8.54		8.54		R ☒	O2
06/07/2023	PDQ004		145.83	145.83		R ☒	Receipt(s) Banked
07/07/2023	BACS007	47.94		47.94		R ☒	Denmans Electrical
07/07/2023	BACS007	67.50		67.50		R ☒	
07/07/2023	BACS007	75.00		75.00		R ☒	Workwear (East Anglia) Ltd
07/07/2023	BACS007	121.10		121.10		R ☒	Force Fresh
07/07/2023	BACS007	150.00		150.00		R ☒	Sonata security
07/07/2023	BACS007	174.38		174.38		R ☒	Automated Systems Group Ltd
07/07/2023	BACS007	260.00		260.00		R ☒	Harl & Dist Historical Society
07/07/2023	BACS007	261.00		261.00		R ☒	Yasmin Thorp-Spelm
07/07/2023	BACS007	276.00		276.00		R ☒	Rejuvenate Yoga
07/07/2023	BACS007	287.00		287.00		R ☒	
07/07/2023	BACS007	312.00		312.00		R ☒	Danarbor LTD
07/07/2023	BACS007	378.00		378.00		R ☒	Tas Valley Fire (UK) Ltd
07/07/2023	BACS007	384.00		384.00		R ☒	Ben Burgess Garden Equip
07/07/2023	BACS007	426.56		426.56		R ☒	Forcefresh Ltd
07/07/2023	BACS007	504.00		504.00		R ☒	Tops Garden Services
07/07/2023	BACS007	695.00		695.00		R ☒	
07/07/2023	BACS007	1,080.34		1,080.34		R ☒	Barclaycard
07/07/2023	BACS007	3,724.97		3,724.97		R ☒	HMRC Tax and NI
07/07/2023	BACS007	5,650.68		5,650.68		R ☒	Norfolk Pension Fund
07/07/2023	BACS007	6,500.00		6,500.00		R ☒	Harleston Information Plus
07/07/2023	BACS007	8,567.80		8,567.80		R ☒	Zurich Insurance Company
07/07/2023	TRF007	14.75		14.75		R ☒	Petty Cash
07/07/2023	PDQ005		92.75	92.75		R ☒	Receipt(s) Banked
07/07/2023	STO007		60.00	60.00		R ☒	Receipt(s) Banked
07/07/2023	101252		49.65	49.65		R ☒	Receipt(s) Banked
07/07/2023	BACS007		260.00	260.00		R ☒	Receipt(s) Banked
10/07/2023	DD010	1,489.00		1,489.00		R ☒	EDF Energy Customers Liimited
10/07/2023	DD010	69.04		69.04		R ☒	Barclaycard Merchant
10/07/2023	BACS010	29.00		29.00		R ☒	
10/07/2023	DFC010		497.77	497.77		R ☒	Receipt(s) Banked

Time: 11:48

Bank Reconciliation up to 31/07/2023 for Cashbook No 1 - Current Community Bank Account

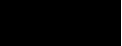
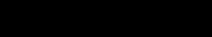
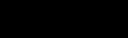
<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
10/07/2023	DFC010		10,603.92	10,603.92		R 	Receipt(s) Banked
10/07/2023	PDQ006		83.60	83.60		R 	Receipt(s) Banked
10/07/2023	PDQ007		104.15	104.15		R 	Receipt(s) Banked
10/07/2023	PDQ008		81.58	81.58		R 	Receipt(s) Banked
10/07/2023	101253		44.50	44.50		R 	Receipt(s) Banked
10/07/2023	BACS010		29.00	29.00		R 	Receipt(s) Banked
10/07/2023	BACS010		-29.00	-29.00		R 	Receipt(s) Banked
11/07/2023	DD011	62.00		62.00		R 	Anglia Water
11/07/2023	BACS011	90.00		90.00		R 	Conscious Cosmetics
11/07/2023	BACS011	-90.00		-90.00		R 	Conscious Cosmetics
11/07/2023	PDQ009		78.10	78.10		R 	Receipt(s) Banked
11/07/2023	BACS011		90.00	90.00		R 	Receipt(s) Banked
12/07/2023	DD012	11.23		11.23		R 	EE Mobile
12/07/2023	BACS012		40.00	40.00		R 	Receipt(s) Banked
12/07/2023	PDQ010		254.97	254.97		R 	Receipt(s) Banked
12/07/2023	BACS012		350.00	350.00		R 	Receipt(s) Banked
13/07/2023	PDQ011		105.72	105.72		R 	Receipt(s) Banked
14/07/2023	BACS014		250.00	250.00		R 	Receipt(s) Banked
14/07/2023	101254		94.20	94.20		R 	Receipt(s) Banked
14/07/2023	PDQ012		88.65	88.65		R 	Receipt(s) Banked
17/07/2023	DD017	26.00		26.00		R 	South Norfolk Council
17/07/2023	DFC017		11.28	11.28		R 	Receipt(s) Banked
17/07/2023	PDQ014		132.20	132.20		R 	Receipt(s) Banked
17/07/2023	PDQ015		32.91	32.91		R 	Receipt(s) Banked
17/07/2023	PDQ013		104.57	104.57		R 	Receipt(s) Banked
18/07/2023	PDQ016		49.70	49.70		R 	Receipt(s) Banked
18/07/2023	BACS018		30.00	30.00		R 	Receipt(s) Banked
18/07/2023	BACS018		27.00	27.00		R 	Receipt(s) Banked
19/07/2023	BACS019	260.00		260.00		R 	Harl & Dist Historical Society
19/07/2023	BACS019		3,000.00	3,000.00		R 	Receipt(s) Banked
19/07/2023	PDQ017		156.82	156.82		R 	Receipt(s) Banked
19/07/2023	101255		334.00	334.00		R 	Receipt(s) Banked
20/07/2023	DD020	141.54		141.54		R 	Ocean Telecom
20/07/2023	PDQ018		136.10	136.10		R 	Receipt(s) Banked
20/07/2023	PDQ020		124.92	124.92		R 	Receipt(s) Banked
21/07/2023	DD021	509.16		509.16		R 	SSE Energy Supply Ltd
21/07/2023	PDQ019		95.45	95.45		R 	Receipt(s) Banked
21/07/2023	101256		92.00	92.00		R 	Receipt(s) Banked
24/07/2023	DD024	95.61		95.61		R 	SSE Energy Supply Ltd
24/07/2023	DFC024		34.28	34.28		R 	Receipt(s) Banked
24/07/2023	PDQ021		105.20	105.20		R 	Receipt(s) Banked
24/07/2023	PDQ022		34.40	34.40		R 	Receipt(s) Banked
25/07/2023	DD025	986.00		986.00		R 	South Norfolk Council
25/07/2023	DD025	236.00		236.00		R 	South Norfolk Council
25/07/2023	DD025	961.00		961.00		R 	South Norfolk Council
25/07/2023	PDQ023		59.45	59.45		R 	Receipt(s) Banked
25/07/2023	101257		331.40	331.40		R 	Receipt(s) Banked
26/07/2023	PDQ024		77.31	77.31		R 	Receipt(s) Banked

Time: 11:48

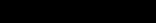
Bank Reconciliation up to 31/07/2023 for Cashbook No 1 - Current Community Bank Account

<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>
27/07/2023	DD027	1,516.72		1,516.72		R ☒	EDF Energy Customers Liimited
27/07/2023	PDQ025		100.28	100.28		R ☒	Receipt(s) Banked
28/07/2023	BACS028		200.00	200.00		R ☒	Receipt(s) Banked
28/07/2023	PDQ026		105.40	105.40		R ☒	Receipt(s) Banked
28/07/2023	101258		284.05	284.05		R ☒	Receipt(s) Banked
31/07/2023	DD031	280.90		280.90		R ☒	Biffa Waste Services Limited
31/07/2023	DD031	35.00		35.00		R ☒	Informati Commissioners Office
31/07/2023	BACS031	18,074.21		18,074.21		R ☒	Salaries
31/07/2023	SO031		45.00	45.00		R ☒	Receipt(s) Banked
31/07/2023	PDQ027		104.07	104.07		R ☒	Receipt(s) Banked
31/07/2023	PDQ028		174.78	174.78		R ☒	Receipt(s) Banked
31/07/2023	PDQ029		90.86	90.86		R ☒	Receipt(s) Banked
31/07/2023	BACS031		50.00	50.00		R ☒	Receipt(s) Banked
		<u>66,216.21</u>	<u>20,276.75</u>				

Bank Reconciliation up to 31/08/2023 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
03/07/2023	STO003		15.00	15.00		R ☒	Receipt(s) Banked
03/07/2023	STO003		21.00	21.00		R ☒	Receipt(s) Banked
03/07/2023	PDQ029		138.50	138.50		R ☒	Receipt(s) Banked
03/07/2023	PDQ030		48.25	48.25		R ☒	Receipt(s) Banked
03/07/2023	PDQ001		111.40	111.40		R ☒	Receipt(s) Banked
03/07/2023	DD003	180.31		180.31		R ☒	EZ-runner Systems Ltd
03/07/2023	DD003	11,100.00		11,100.00		R ☒	South Norfolk Council
03/07/2023	STO003	167.00		167.00		R ☒	Gym Repair Services
04/07/2023	PDQ002		31.20	31.20		R ☒	Receipt(s) Banked
04/07/2023	BACS004		20.00	20.00		R ☒	Receipt(s) Banked
05/07/2023	PDQ003		127.65	127.65		R ☒	Receipt(s) Banked
05/07/2023	DC005		150.00	150.00		R ☒	Receipt(s) Banked
05/07/2023	101251		111.50	111.50		R ☒	Receipt(s) Banked
05/07/2023	BANK005		3.43	3.43		R ☒	Receipt(s) Banked
05/07/2023	BANK005	19.93		19.93		R ☒	Barclays
06/07/2023	PDQ004		145.83	145.83		R ☒	Receipt(s) Banked
06/07/2023	DD006	8.54		8.54		R ☒	O2
07/07/2023	PDQ005		92.75	92.75		R ☒	Receipt(s) Banked
07/07/2023	STO007		60.00	60.00		R ☒	Receipt(s) Banked
07/07/2023	101252		49.65	49.65		R ☒	Receipt(s) Banked
07/07/2023	BACS007		260.00	260.00		R ☒	Receipt(s) Banked
07/07/2023	BACS007	47.94		47.94		R ☒	Denmans Electrical
07/07/2023	BACS007	67.50		67.50		R ☒	
07/07/2023	BACS007	75.00		75.00		R ☒	Workwear (East Anglia) Ltd
07/07/2023	BACS007	121.10		121.10		R ☒	Force Fresh
07/07/2023	BACS007	150.00		150.00		R ☒	Sonata security
07/07/2023	BACS007	174.38		174.38		R ☒	Automated Systems Group Ltd
07/07/2023	BACS007	260.00		260.00		R ☒	Harl & Dist Historical Society
07/07/2023	BACS007	261.00		261.00		R ☒	
07/07/2023	BACS007	276.00		276.00		R ☒	Rejuvenate Yoga
07/07/2023	BACS007	287.00		287.00		R ☒	
07/07/2023	BACS007	312.00		312.00		R ☒	Danarbor LTD
07/07/2023	BACS007	378.00		378.00		R ☒	Tas Valley Fire (UK) Ltd
07/07/2023	BACS007	384.00		384.00		R ☒	Ben Burgess Garden Equip
07/07/2023	BACS007	426.56		426.56		R ☒	Forcefresh Ltd
07/07/2023	BACS007	504.00		504.00		R ☒	Tops Garden Services
07/07/2023	BACS007	695.00		695.00		R ☒	Trevor Brown
07/07/2023	BACS007	1,080.34		1,080.34		R ☒	Barclaycard
07/07/2023	BACS007	3,724.97		3,724.97		R ☒	HMRC Tax and NI
07/07/2023	BACS007	5,650.68		5,650.68		R ☒	Norfolk Pension Fund
07/07/2023	BACS007	6,500.00		6,500.00		R ☒	Harleston Information Plus
07/07/2023	BACS007	8,567.80		8,567.80		R ☒	Zurich Insurance Company
07/07/2023	TRF007	14.75		14.75		R ☒	Petty Cash
10/07/2023	DFC010		497.77	497.77		R ☒	Receipt(s) Banked
10/07/2023	DFC010		10,603.92	10,603.92		R ☒	Receipt(s) Banked
10/07/2023	PDQ006		83.60	83.60		R ☒	Receipt(s) Banked
10/07/2023	PDQ007		104.15	104.15		R ☒	Receipt(s) Banked

Bank Reconciliation up to 31/08/2023 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>
10/07/2023	PDQ008		81.58	81.58		R 	Receipt(s) Banked
10/07/2023	101253		44.50	44.50		R 	Receipt(s) Banked
10/07/2023	BACS010		29.00	29.00		R 	Receipt(s) Banked
10/07/2023	BACS010		-29.00	-29.00		R 	Receipt(s) Banked
10/07/2023	DD010	1,489.00		1,489.00		R 	EDF Energy Customers Liimited
10/07/2023	DD010	69.04		69.04		R 	Barclaycard Merchant
10/07/2023	BACS010	29.00		29.00		R 	
11/07/2023	BACS011	-90.00		-90.00		R 	Conscious Cosmetics
11/07/2023	PDQ009		78.10	78.10		R 	Receipt(s) Banked
11/07/2023	BACS011		90.00	90.00		R 	Receipt(s) Banked
11/07/2023	DD011	62.00		62.00		R 	Anglia Water
11/07/2023	BACS011	90.00		90.00		R 	Conscious Cosmetics
12/07/2023	BACS012		40.00	40.00		R 	Receipt(s) Banked
12/07/2023	PDQ010		254.97	254.97		R 	Receipt(s) Banked
12/07/2023	BACS012		350.00	350.00		R 	Receipt(s) Banked
12/07/2023	DD012	11.23		11.23		R 	EE Mobile
13/07/2023	PDQ011		105.72	105.72		R 	Receipt(s) Banked
14/07/2023	BACS014		250.00	250.00		R 	Receipt(s) Banked
14/07/2023	101254		94.20	94.20		R 	Receipt(s) Banked
14/07/2023	PDQ012		88.65	88.65		R 	Receipt(s) Banked
17/07/2023	DFC017		11.28	11.28		R 	Receipt(s) Banked
17/07/2023	PDQ014		132.20	132.20		R 	Receipt(s) Banked
17/07/2023	PDQ015		32.91	32.91		R 	Receipt(s) Banked
17/07/2023	PDQ013		104.57	104.57		R 	Receipt(s) Banked
17/07/2023	DD017	26.00		26.00		R 	South Norfolk Council
18/07/2023	PDQ016		49.70	49.70		R 	Receipt(s) Banked
18/07/2023	BACS018		30.00	30.00		R 	Receipt(s) Banked
18/07/2023	BACS018		27.00	27.00		R 	Receipt(s) Banked
19/07/2023	BACS019		3,000.00	3,000.00		R 	Receipt(s) Banked
19/07/2023	PDQ017		156.82	156.82		R 	Receipt(s) Banked
19/07/2023	101255		334.00	334.00		R 	Receipt(s) Banked
19/07/2023	BACS019	260.00		260.00		R 	Harl & Dist Historical Society
20/07/2023	DD020	141.54		141.54		R 	Ocean Telecom
20/07/2023	PDQ018		136.10	136.10		R 	Receipt(s) Banked
20/07/2023	PDQ020		124.92	124.92		R 	Receipt(s) Banked
21/07/2023	DD021	509.16		509.16		R 	SSE Energy Supply Ltd
21/07/2023	PDQ019		95.45	95.45		R 	Receipt(s) Banked
21/07/2023	101256		92.00	92.00		R 	Receipt(s) Banked
24/07/2023	DD024	95.61		95.61		R 	SSE Energy Supply Ltd
24/07/2023	DFC024		34.28	34.28		R 	Receipt(s) Banked
24/07/2023	PDQ021		105.20	105.20		R 	Receipt(s) Banked
24/07/2023	PDQ022		34.40	34.40		R 	Receipt(s) Banked
25/07/2023	DD025	986.00		986.00		R 	South Norfolk Council
25/07/2023	DD025	236.00		236.00		R 	South Norfolk Council
25/07/2023	DD025	961.00		961.00		R 	South Norfolk Council
25/07/2023	PDQ023		59.45	59.45		R 	Receipt(s) Banked
25/07/2023	101257		331.40	331.40		R 	Receipt(s) Banked
26/07/2023	PDQ024		77.31	77.31		R 	Receipt(s) Banked

Bank Reconciliation up to 31/08/2023 for Cashbook No 1 - Current Community Bank Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/07/2023	DD027	1,516.72		1,516.72		R ☒	EDF Energy Customers Liimited
27/07/2023	PDQ025		100.28	100.28		R ☒	Receipt(s) Banked
28/07/2023	BACS028		200.00	200.00		R ☒	Receipt(s) Banked
28/07/2023	PDQ026		105.40	105.40		R ☒	Receipt(s) Banked
28/07/2023	101258		284.05	284.05		R ☒	Receipt(s) Banked
31/07/2023	DD031	280.90		280.90		R ☒	Biffa Waste Services Limited
31/07/2023	DD031	35.00		35.00		R ☒	Informati Commissioners Office
31/07/2023	BACS031	18,074.21		18,074.21		R ☒	Salaries
31/07/2023	SO031		45.00	45.00		R ☒	Receipt(s) Banked
31/07/2023	PDQ027		104.07	104.07		R ☒	Receipt(s) Banked
31/07/2023	PDQ028		174.78	174.78		R ☒	Receipt(s) Banked
31/07/2023	PDQ029		90.86	90.86		R ☒	Receipt(s) Banked
31/07/2023	BACS031		50.00	50.00		R ☒	Receipt(s) Banked
01/08/2023	DD001	180.31			180.31	☐	EZ-runner Systems Ltd
01/08/2023	DD001	4,401.67			4,401.67	☐	Salix Loan Repayment
01/08/2023	STO001	167.00			167.00	☐	Gym Repair Services
01/08/2023	STO001		15.00		15.00	☐	Receipt(s) Banked
01/08/2023	STO001		21.00		21.00	☐	Receipt(s) Banked
01/08/2023	PDQ030		54.15		54.15	☐	Receipt(s) Banked
01/08/2023	101259		150.10		150.10	☐	Receipt(s) Banked
02/08/2023	PDQ031		168.53		168.53	☐	Receipt(s) Banked
02/08/2023	BACS002		350.00		350.00	☐	Receipt(s) Banked
02/08/2023	BACS003		337.50		337.50	☐	Receipt(s) Banked
03/08/2023	PDQ001		190.40		190.40	☐	Receipt(s) Banked
03/08/2023	BACS003		72.00		72.00	☐	Receipt(s) Banked
04/08/2023	BANK004	27.70			27.70	☐	Barclays
04/08/2023	PDQ002		254.32		254.32	☐	Receipt(s) Banked
04/08/2023	STO004		60.00		60.00	☐	Receipt(s) Banked
04/08/2023	BANK004		5.76		5.76	☐	Receipt(s) Banked
04/08/2023	BACS004		55.00		55.00	☐	Receipt(s) Banked
07/08/2023	BACS007	898.59			898.59	☐	PHS Group
07/08/2023	BACS007	204.00			204.00	☐	Cozens (UK) Limited
07/08/2023	BACS007	4,786.62			4,786.62	☐	HMRC Tax and NI
07/08/2023	BACS007	28.84			28.84	☐	Automated Systems Group Ltd
07/08/2023	BACS007	384.00			384.00	☐	Ben Burgess Garden Equip
07/08/2023	BACS007	6,185.02			6,185.02	☐	Norfolk Pension Fund
07/08/2023	BACS007	389.00			389.00	☐	
07/08/2023	BACS007	504.00			504.00	☐	Top Garden Services
07/08/2023	BACS007	362.95			362.95	☐	Barclaycard
07/08/2023	BACS007	611.88			611.88	☐	Gym Repair Services
07/08/2023	BACS007	192.00			192.00	☐	Gym Repair Services
07/08/2023	BACS007	40.99			40.99	☐	Norfolk Association of Local
07/08/2023	BACS007	77.01			77.01	☐	Rackhams Building Supplies
07/08/2023	BACS007	130.75			130.75	☐	Whartons
07/08/2023	BACS007	65.00			65.00	☐	
07/08/2023	BACS007	69.81			69.81	☐	
07/08/2023	BACS007	507.00			507.00	☐	Earth Anchors LTD
07/08/2023	BACS007	129.00			129.00	☐	Workwear (East Anglia) Ltd

Bank Reconciliation up to 31/08/2023 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>
07/08/2023	BACS007	1.98			1.98	☐	Coopers
07/08/2023	BACS007	26.47			26.47	☐	Coopers
07/08/2023	BACS007	33.70			33.70	☐	Robinsons Traditional Statione
07/08/2023	DD007	8.54			8.54	☐	O2
07/08/2023	TRF007	62.04			62.04	☐	Petty Cash
07/08/2023	TRF007	125.91			125.91	☐	Petty Cash
07/08/2023	DD007	898.59			898.59	☐	PHS Group
07/08/2023	DD007	-898.59			-898.59	☐	PHS Group
07/08/2023	DC005		150.00		150.00	☐	Receipt(s) Banked
07/08/2023	PDQ003		200.00		200.00	☐	Receipt(s) Banked
07/08/2023	PDQ004		100.80		100.80	☐	Receipt(s) Banked
07/08/2023	PDQ005		66.89		66.89	☐	Receipt(s) Banked
07/08/2023	BACS007		170.00		170.00	☐	Receipt(s) Banked
08/08/2023	PDQ006		12.00		12.00	☐	Receipt(s) Banked
08/08/2023	DFC008		490.21		490.21	☐	Receipt(s) Banked
08/08/2023	DFC008		10,751.78		10,751.78	☐	Receipt(s) Banked
09/08/2023	DD009	62.00			62.00	☐	Anglia Water
09/08/2023	PDQ007		204.00		204.00	☐	Receipt(s) Banked
10/08/2023	DD010	69.01			69.01	☐	Barclaycard Merchant
10/08/2023	BACS010		90.00		90.00	☐	Receipt(s) Banked
10/08/2023	PDQ008		158.85		158.85	☐	Receipt(s) Banked
11/08/2023	PDQ009		201.25		201.25	☐	Receipt(s) Banked
11/08/2023	BACS011		720.00		720.00	☐	Receipt(s) Banked
14/08/2023	DD014	11.23			11.23	☐	EE Mobile
14/08/2023	PDQ010		54.55		54.55	☐	Receipt(s) Banked
14/08/2023	PDQ011		112.52		112.52	☐	Receipt(s) Banked
14/08/2023	PDQ012		34.70		34.70	☐	Receipt(s) Banked
15/08/2023	DD015	26.00			26.00	☐	South Norfolk Council
15/08/2023	101261	60.50			60.50	☐	Various
15/08/2023	101261	-60.50			-60.50	☐	Various
15/08/2023	101261		60.50		60.50	☐	Receipt(s) Banked
15/08/2023	101260		106.75		106.75	☐	Receipt(s) Banked
15/08/2023	101262		155.80		155.80	☐	Receipt(s) Banked
15/08/2023	PDQ013		52.70		52.70	☐	Receipt(s) Banked
16/08/2023	BACS016		30.00		30.00	☐	Receipt(s) Banked
16/08/2023	PDQ014		101.79		101.79	☐	Receipt(s) Banked
17/08/2023	PDQ015		143.65		143.65	☐	Receipt(s) Banked
17/08/2023	BACS017		72.00		72.00	☐	Receipt(s) Banked
17/08/2023	BACS017		500.00		500.00	☐	Receipt(s) Banked
18/08/2023	BACS018	9.98			9.98	☐	Whartons Nurseries Ltd
18/08/2023	BACS018	11.26			11.26	☐	Rackhams Building Supplies
18/08/2023	BACS018	60.00			60.00	☐	
18/08/2023	BACS018	218.00			218.00	☐	Rejuvenate Yoga
18/08/2023	BACS018	296.00			296.00	☐	Society of Local Council Clerk
18/08/2023	BACS018	342.00			342.00	☐	Sonata security
18/08/2023	BACS018	570.00			570.00	☐	Danarbor LTD
18/08/2023	PDQ016		265.84		265.84	☐	Receipt(s) Banked
21/08/2023	DD021	150.13			150.13	☐	Ocean Telecom

Bank Reconciliation up to 31/08/2023 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>
21/08/2023	DD021	462.08			462.08	☐	SSE Energy Supply Ltd
21/08/2023	DD021	92.08			92.08	☐	SSE Energy Supply Ltd
21/08/2023	PDQ017		138.30		138.30	☐	Receipt(s) Banked
21/08/2023	PDQ018		80.71		80.71	☐	Receipt(s) Banked
21/08/2023	PDQ019		75.25		75.25	☐	Receipt(s) Banked
22/08/2023	PDQ020		60.10		60.10	☐	Receipt(s) Banked
22/08/2023	101263		849.37		849.37	☐	Receipt(s) Banked
23/08/2023	DD023	1,639.61			1,639.61	☐	EDF Energy Customers Liimited
23/08/2023	PDQ021		169.95		169.95	☐	Receipt(s) Banked
24/08/2023	PDQ022		120.93		120.93	☐	Receipt(s) Banked
25/08/2023	DD025	986.00			986.00	☐	South Norfolk Council
25/08/2023	DD025	236.00			236.00	☐	South Norfolk Council
25/08/2023	DD025	961.00			961.00	☐	South Norfolk Council
25/08/2023	PDQ023		148.70		148.70	☐	Receipt(s) Banked
29/08/2023	DD029	35.09			35.09	☐	SSE Energy Supply Ltd
29/08/2023	BACS029		199.99		199.99	☐	Receipt(s) Banked
29/08/2023	SO029		45.00		45.00	☐	Receipt(s) Banked
29/08/2023	PDQ024		169.33		169.33	☐	Receipt(s) Banked
29/08/2023	PDQ025		96.54		96.54	☐	Receipt(s) Banked
29/08/2023	PDQ026		50.45		50.45	☐	Receipt(s) Banked
29/08/2023	PDQ027		163.70		163.70	☐	Receipt(s) Banked
30/08/2023	PDQ028		100.08		100.08	☐	Receipt(s) Banked
30/08/2023	101264		360.94		360.94	☐	Receipt(s) Banked
31/08/2023	BACS031	20,581.69			20,581.69	☐	Salaries
31/08/2023	PDQ029		112.44		112.44	☐	Receipt(s) Banked
31/08/2023	BACS031		14.00		14.00	☐	Receipt(s) Banked
		<u>113,637.15</u>	<u>39,972.87</u>				

Signatory 1:

NameSignedDate

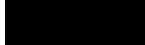
Signatory 2:

NameSignedDate

Bank Reconciliation up to 30/09/2023 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
01/09/2023	DD0001	180.31		180.31		R ☒	EZ-runner Systems Ltd
01/09/2023	STO001	167.00		167.00		R ☒	Gym Repair Services
01/09/2023	DD001	4,479.32		4,479.32		R ☒	South Norfolk Council
01/09/2023	STO001		15.00	15.00		R ☒	Receipt(s) Banked
01/09/2023	STO001		21.00	21.00		R ☒	Receipt(s) Banked
01/09/2023	PDQ030		329.72	329.72		R ☒	Receipt(s) Banked
01/09/2023	STO001		60.00	60.00		R ☒	Receipt(s) Banked
04/09/2023	DD004	206.24		206.24		R ☒	Biffa Waste Services Limited
04/09/2023	DD004	8.54		8.54		R ☒	O2
04/09/2023	BACS004		29.00	29.00		R ☒	Receipt(s) Banked
04/09/2023	PDQ031		356.74	356.74		R ☒	Receipt(s) Banked
04/09/2023	PDQ001		217.78	217.78		R ☒	Receipt(s) Banked
04/09/2023	PDQ002		74.75	74.75		R ☒	Receipt(s) Banked
04/09/2023	101265		194.60	194.60		R ☒	Receipt(s) Banked
05/09/2023	DD005	28.08		28.08		R ☒	Barclays
05/09/2023	BACS005		29.00	29.00		R ☒	Receipt(s) Banked
05/09/2023	BACS005		29.00	29.00		R ☒	Receipt(s) Banked
05/09/2023	BACS005		29.00	29.00		R ☒	Receipt(s) Banked
05/09/2023	PDQ003		57.10	57.10		R ☒	Receipt(s) Banked
05/09/2023	DC005		150.00	150.00		R ☒	Receipt(s) Banked
05/09/2023	BANK005		5.88	5.88		R ☒	Receipt(s) Banked
05/09/2023	BACS005		15.00	15.00		R ☒	Receipt(s) Banked
06/09/2023	BACS006		57.00	57.00		R ☒	Receipt(s) Banked
06/09/2023	PDQ004		241.55	241.55		R ☒	Receipt(s) Banked
07/09/2023	BACS007	318.59		318.59		R ☒	Force Fresh
07/09/2023	BACS007	724.80		724.80		R ☒	Fresh Air Company
07/09/2023	PDQ005		125.00	125.00		R ☒	Receipt(s) Banked
08/09/2023	BACS008	6,037.23		6,037.23		R ☒	HMRC Tax and NI
08/09/2023	BACS008	6,853.89		6,853.89		R ☒	Norfolk Pension Fund
08/09/2023	PDQ006		175.13	175.13		R ☒	Receipt(s) Banked
08/09/2023	BACS008		27.00	27.00		R ☒	Receipt(s) Banked
08/09/2023	DFC008		490.21	490.21		R ☒	Receipt(s) Banked
08/09/2023	DFC008		10,791.46	10,791.46		R ☒	Receipt(s) Banked
08/09/2023	BACS008		57.00	57.00		R ☒	Receipt(s) Banked
11/09/2023	DD011	73.43		73.43		R ☒	Barclaycard Merchant
11/09/2023	DD011	115.00		115.00		R ☒	Anglia Water
11/09/2023	BACS011		29.00	29.00		R ☒	Receipt(s) Banked
11/09/2023	BACS011		30.00	30.00		R ☒	Receipt(s) Banked
11/09/2023	BACS011		108.00	108.00		R ☒	Receipt(s) Banked
11/09/2023	BACS011		10.00	10.00		R ☒	Receipt(s) Banked
11/09/2023	BACS011		29.00	29.00		R ☒	Receipt(s) Banked
11/09/2023	PDQ007		80.25	80.25		R ☒	Receipt(s) Banked
11/09/2023	PDQ008		209.63	209.63		R ☒	Receipt(s) Banked
11/09/2023	PDQ009		63.20	63.20		R ☒	Receipt(s) Banked
12/09/2023	DD012	11.23		11.23		R ☒	EE Mobile
12/09/2023	PDQ010		125.15	125.15		R ☒	Receipt(s) Banked
12/09/2023	BACS012		2,231.50	2,231.50		R ☒	Receipt(s) Banked

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Current Community Bank Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
13/09/2023	BACS013		29.00	29.00		R 	Receipt(s) Banked
13/09/2023	PDQ011		226.10	226.10		R 	Receipt(s) Banked
13/09/2023	101266		216.85	216.85		R 	Receipt(s) Banked
13/09/2023	101267		107.00	107.00		R 	Receipt(s) Banked
13/09/2023	BACDS013		29.00	29.00		R 	Receipt(s) Banked
14/09/2023	BACS014		29.00	29.00		R 	Receipt(s) Banked
14/09/2023	PDQ012		186.95	186.95		R 	Receipt(s) Banked
15/09/2023	BACS015	384.00		384.00		R 	Ben Burgess Garden Equip
15/09/2023	BACS015	457.00		457.00		R 	
15/09/2023	BACS015	968.93		968.93		R 	Barclaycard
15/09/2023	BACS015	2,674.92		2,674.92		R 	HMRC - VAT
15/09/2023	BACS015	5,355.60		5,355.60		R 	Westcotec Ltd
15/09/2023	BACS015	25,811.32		25,811.32		R 	Action Play & Leisure
15/09/2023	TRF015	17.34		17.34		R 	Petty Cash
15/09/2023	DD015	26.00		26.00		R 	South Norfolk Council
15/09/2023	BACS015	2.00		2.00		R 	Whartons Nurseries
15/09/2023	BACS015	4.79		4.79		R 	Forcefresh Ltd
15/09/2023	BACS015	12.00		12.00		R 	Harleston & Dist Bus Forum
15/09/2023	BACS015	20.00		20.00		R 	
15/09/2023	BACS015	27.00		27.00		R 	
15/09/2023	BACS015	35.83		35.83		R 	Automated Systems Group Ltd
15/09/2023	BACS015	58.00		58.00		R 	
15/09/2023	BACS015	87.63		87.63		R 	Coopers
15/09/2023	BACS015	93.98		93.98		R 	CTS DIY & Building Supplies
15/09/2023	BACS015	100.00		100.00		R 	Eyelid Productions
15/09/2023	BACS015	101.58		101.58		R 	ESPO
15/09/2023	BACS015	102.00		102.00		R 	Cozens (UK) Limited
15/09/2023	BACS015	124.56		124.56		R 	Forcefresh Ltd
15/09/2023	BACS015	154.80		154.80		R 	Gym Repair Services
15/09/2023	BACS015	157.50		157.50		R 	
15/09/2023	BACS015	162.00		162.00		R 	Oxford Cartographers Ltd
15/09/2023	BACS015	168.00		168.00		R 	DRS Doors Ltd
15/09/2023	BACS015	240.00		240.00		R 	Rejuvenate Yoga
15/09/2023	BACS015	241.04		241.04		R 	Workwear (East Anglia) Ltd
15/09/2023	BACS15	300.00		300.00		R 	Oxford Cartographers Ltd
15/09/2023	BACS015	379.00		379.00		R 	Norvic Training
15/09/2023	BACS015		57.00	57.00		R 	Receipt(s) Banked
15/09/2023	PDQ013		205.96	205.96		R 	Receipt(s) Banked
15/09/2023	DFC015		138.09	138.09		R 	Receipt(s) Banked
18/09/2023	PDQ014		124.51	124.51		R 	Receipt(s) Banked
18/09/2023	PDQ015		94.02	94.02		R 	Receipt(s) Banked
18/09/2023	PDQ016		81.33	81.33		R 	Receipt(s) Banked
18/09/2023	BACS018		350.00	350.00		R 	Receipt(s) Banked
18/09/2023	101268		159.55	159.55		R 	Receipt(s) Banked
19/09/2023	BACS019		29.00	29.00		R 	Receipt(s) Banked
19/09/2023	BACS019		57.00	57.00		R 	Receipt(s) Banked
19/09/2023	PDQ017		66.90	66.90		R 	Receipt(s) Banked
19/09/2023	BACS019		3,000.00	3,000.00		R 	Receipt(s) Banked

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Current Community Bank Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/09/2023	DD020	151.48		151.48		R 	Ocean Telecom
20/09/2023	PDQ018		138.70	138.70		R 	Receipt(s) Banked
20/09/2023	BACS020		187.50	187.50		R 	Receipt(s) Banked
21/09/2023	DD021	493.40		493.40		R 	SSE Energy Supply Ltd
21/09/2023	BACS021		36.00	36.00		R 	Receipt(s) Banked
21/09/2023	PDQ019		113.63	113.63		R 	Receipt(s) Banked
22/09/2023	BACS022		29.00	29.00		R 	Receipt(s) Banked
22/09/2023	BACS022		30.00	30.00		R 	Receipt(s) Banked
22/09/2023	PDQ020		96.79	96.79		R 	Receipt(s) Banked
22/09/2023	DFC022		5.43	5.43		R 	Receipt(s) Banked
22/09/2023	BACS022		57.00	57.00		R 	Receipt(s) Banked
22/09/2023	PDQ022		88.05	88.05		R 	Receipt(s) Banked
25/09/2023	DD025	36.14		36.14		R 	Anglia Water
25/09/2023	DD025	141.23		141.23		R 	Anglia Water
25/09/2023	DD025	95.68		95.68		R 	SSE Energy Supply Ltd
25/09/2023	DD025	986.00		986.00		R 	South Norfolk Council
25/09/2023	DD025	236.00		236.00		R 	South Norfolk Council
25/09/2023	DD025	961.00		961.00		R 	South Norfolk Council
25/09/2023	PDQ022		172.47	172.47		R 	Receipt(s) Banked
25/09/2023	PDQ023		48.00	48.00		R 	Receipt(s) Banked
25/09/2023	101269		407.10	407.10		R 	Receipt(s) Banked
25/09/2023	BACS025		114.00	114.00		R 	Receipt(s) Banked
25/09/2023	BACS025		29.00	29.00		R 	Receipt(s) Banked
25/09/2023	BACS025		-29.00	-29.00		R 	Receipt(s) Banked
25/09/2023	BACS025		29.00	29.00		R 	Receipt(s) Banked
25/09/2023	BACS025		57.00	57.00		R 	Receipt(s) Banked
25/09/2023	BACS026		29.00	29.00		R 	Receipt(s) Banked
26/09/2023	DD026	1,620.07		1,620.07		R 	EDF Energy Customers Liimited
26/09/2023	PDQ024		72.70	72.70		R 	Receipt(s) Banked
26/09/2023	BACS026		50.00	50.00		R 	Receipt(s) Banked
26/09/2023	BACS026		29.00	29.00		R 	Receipt(s) Banked
27/09/2023	BACS027		57.00	57.00		R 	Receipt(s) Banked
27/09/2023	PDQ025		176.21	176.21		R 	Receipt(s) Banked
28/09/2023	DD028	174.00		174.00		R 	BNP Paribas Leasing Solutions
28/09/2023	BACS028		15.00	15.00		R 	Receipt(s) Banked
28/09/2023	PDQ026		148.62	148.62		R 	Receipt(s) Banked
29/09/2023	DD029	503.10		503.10		R 	Anglia Water
29/09/2023	DD029	-503.10		-503.10		R 	Anglia Water
29/09/2023	DD029	503.10		503.10		R 	Anglia Water
29/09/2023	BACS029	18,519.91		18,519.91		R 	Salaries
29/09/2023	BACS029		15.00	15.00		R 	Receipt(s) Banked
29/09/2023	BACS029		222,356.43	222,356.43		R 	Receipt(s) Banked
29/09/2023	BACS029		60.00	60.00		R 	Receipt(s) Banked
29/09/2023	SO029		45.00	45.00		R 	Receipt(s) Banked
29/09/2023	PDQ027		208.91	208.91		R 	Receipt(s) Banked
		<u>81,388.49</u>	<u>246,553.45</u>				

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Current Community Bank Account

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Item 7c i

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular Utilities & Rates payment (Direct Debit) (6.7 Financial Regulations)				£	£	£	£	£	£	
Stat Duty	HMRC	Employees Salary - June	TC	£ 2,378.20	£ 1,282.67	£ 64.10	£ 3,724.97		£ 3,724.97	4001/various
Lease	ASL	Photocopier - 06/06/2022 - 29/06/2022 - Epson	All	£ 174.38			£ 145.32	£ 29.06	£ 174.38	4031/101
Lease	Ben Burgess	Lease of John Deere	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Stat Duty	Norfolk Pension	Employees Salary - June	TC	£ 3,147.30	£ 2,403.57	£ 99.81	£ 5,650.68	£ -	£ 5,650.68	4006/various
Obligation	Rejuvenate Yoga	Yoga Classes - June	LCMC		£ 276.00		£ 276.00	£ -	£ 276.00	4160/202
Obligation		Classes - June	LCMC		£ 287.00		£ 287.00		£ 287.00	4160/202
Contractual	Sonata	Security - Annual maintenance	LCMC		£ 150.00		£ 125.00	£ 25.00	£ 150.00	4072 203
Contractual	Top Garden Services	Grass Cutting - June	LCMC		£ 504.00		£ 420.00	£ 84.00	£ 504.00	4039/202
Contractual		Internal Audit 2022/23	TC	£ 695.00			£ 695.00	£ -	£ 695.00	4020 101 Approved at TC Meeting 12th April 2023 - To be noted at the Finance Meeting 19th July 2023 meeting
Stat Duty	Zurich Insurance	23/06/2023 - 22/06/2024 - invoice 524320711	TC/LCMC	£ 2,570.34	£ 5,997.46	£ -	£ 8,567.80	£ -	£ 8,567.80	4045 101/201/202/203 Approved at Town Council Meeting 28th June 2023
Possible Payments requiring to be listed										
	Barclaycard - Parish online	Subscription	TC	£ 90.00			£ 75.00	£ 15.00	£ 90.00	4033 101
	Barclaycard - Facebook	Advertising	LCMC		£ 23.61		£ 23.61	£ -	£ 23.61	4057/202
	Barclaycard - My Protein	Protein products	LCMC		£ 55.08		£ 55.08	£ -	£ 55.08	4163 202
	Barclaycard - Spotify	Licence	LCMC		£ 9.99		£ 9.99	£ -	£ 9.99	4034/202
	Barclaycard - Indeed Jobs	Job advert	TC	£ 11.00			£ 11.00	£ -	£ 11.00	4057 101
	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC		£ 10.00		£ 10.00	£ -	£ 10.00	4040/201
	Barclaycard - Your Coca-Cola	Protein products	LCMC		£ 55.96		£ 55.96	£ -	£ 55.96	4163 202
LCMC 14/6/23	Barclaycard - SP Bulldog Gear	Wooden Jump Box	LCMC		£ 106.00		£ 106.00	£ -	£ 106.00	4126 202
LCMC 14/6/23	Barclaycard - Mirafit	Gym cable machine attachment set - 5 handles	LCMC		£ 154.90		£ 154.90	£ -	£ 154.90	4129/202
LCMC 14/6/23	Barclaycard - King Heavy Fitness	Olympic barbell	LCMC		£ 379.89		£ 379.89	£ -	£ 379.89	4126 202
LCMC 14/6/23	Total for Gym Equipment								£ 640.79	Total for Gym Equipment £640.79 / Amount approved by LCMC 14/6/23 £594.85 over spent £45.94 due to delivery costs - RFO Approved the overspend.
	Amazon - Protein products	Protein products	LCMC		£ 183.91		£ 160.60	£ 23.31	£ 183.91	4163 202
	Total Barclaycard						£ -	£ -	£ 1,080.34	Total Barclaycard
	Workwear (East Anglia) Ltd	Safety boots - maintenance	LCMC		£ 75.00		£ 75.00	£ -	£ 75.00	4166 201
FR4.7 In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.	Danarbor Ltd	Removal of large broken out limb on Elm tree at Leisure centre	LCMC	£ -	£ 312.00		£ 260.00	£ 52.00	£ 312.00	4101 201- Advised the Chair - To be noted at the LCMC 12th July 2023
	Denman's Electrical Wholesalers	Fan Floor 18in	LCMC		£ 47.94	£ -	£ 39.95	£ 7.99	£ 47.94	4119/201
FR4.1 the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500;	Force Fresh	Gym supplies	LCMC		£ 426.56		£ 355.47	£ 71.09	£ 426.56	4071/203-- Approval via email Chair of the Council 6/7/23 - To be noted at the Finance July Meeting

	Kim Bryant	HR Support - May/June	TC	£ 67.50			£ 67.50	£ -	£ 67.50	4023/101
	Force Fresh	Jumbo Toilet Rolls - Toilets	Amenities			£ 121.10	£ 100.92	£ 20.18	£ 121.10	4039 131
FR4.1 the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500;	Tas Valley Fire	Annual Fire Extinguisher, Alarm & Emergency Lighting + April Alarm fault call-out	LCMC		£ 378.00		£ 315.00	£ 63.00	£ 378.00	4071 203 - Approval via email Chair of the Council 6/7/23 - To be noted at the Finance July meeting
FR4.1 the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500;		Gym Membership refund	LCMC		£ 261.00		£ 261.00	£ -	£ 261.00	4159 202 - Approval via email Chair of the Council 6/7/23 to be noted at the Finance July meeting
		Gym Membership refund	LCMC		£ 29.00		£ 29.00		£ 29.00	4159 202
	Harl & Dist Historical Society	Museum - building rent	Grant	£ 260.00			£ 260.00	£ -	£ 260.00	4090 101 Approved at the 28th June 2023 TC Meeting
	Harleston Information Plus	Core costs: rent, utilities and salaries	Grant	£ 6,500.00			£ 6,500.00		£ 6,500.00	4090 101 Approved at the 28th June 2023 TC Meeting
	Petty Cash - Gym & TC	Office sundries	LCMC/TC	£ -	£ 14.75		£ 14.75	£ -	£ 14.75	4039/101/202
									£ 14.75	Total to be paid to CC to reimburse Petty Cash

Item 7c ii

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular Utilities & Rates payment (Direct Debit) (6.7 Financial Regulations)				£	£	£	£	£	£	
Contractual	PHS	Sanitary Disposal	LCMC		£ 898.59		£ 748.83	£ 149.76	£ 898.59	4071/203
Contractual	Cozens	Street Lighting - June 2023	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Contractual	Cozens	Street Lighting - July 2023	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Stat Duty	HMRC	Employees Salary - July	TC	£ 2505.12	£ 2,217.44	£ 64.06	£ 4,786.62		£ 4,786.62	4001/various
Lease	ASL	Photocopier - July	TC	£ 28.84			£ 24.03	£ 4.81	£ 28.84	4031/101
Lease	Ben Burgess	Lease of John Deere - 01/07/2023 - 31/07/2023	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Stat Duty	Norfolk Pension	Employees Salary - July	TC	£ 3,147.30	£ 2,937.90	£ 99.82	£ 6,185.02	£ -	£ 6,185.02	4006/various
Obligation	Neil Roberts	Classes - July	LCMC		£ 389.00		£ 389.00		£ 389.00	4160/202
Contractual	Top Garden Services	Grass Cutting - July	LCMC		£ 504.00		£ 420.00	£ 84.00	£ 504.00	4039/202
Possible Payments requiring to be listed										
FR4.1	Barclaycard - Facebook	Advertising	LCMC		£ 1.47		£ 1.47		£ 1.47	4057 202
FR4.1	Barclaycard - Indeed Jobs	Job Advert	TC	£ 11.00	£ -		£ 11.00		£ 11.00	4057 101
FR4.1	Barclaycard - Spotify	Licence	LCMC		£ 9.99		£ 9.99		£ 9.99	4034 202
FR4.1	Barclaycard - My Protein	Protein products	LCMC		£ 55.08		£ 55.08	£ -	£ 55.08	4163 202
FR4.1	Barclaycard - Amazon	Plastic signs - Keep Dogs on Leads	LCMC		£ 26.01		£ 21.69	£ 4.32	£ 26.01	4084 201
FR4.1	Barclaycard - Your coca-cola	Protein products	LCMC		£ 203.40		£ 203.40		£ 203.40	4163 202
FR4.1	Barclaycard - SNC	SNC - Planning enquiry - car boot sale	TC	£ 46.00	£ -		£ 38.33	£ 7.67	£ 46.00	4084 201
FR4.1	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC	£ -	£ 10.00	£ -	£ 10.00		£ 10.00	4040 201
	Total Barclaycard			£ -	£ -		£ -		£ 362.95	
Approved at LCMC 12 July 2023	GRS	Repair brake pad, bracket, main drive belt, pull down cable & pulldown row cable	LCMC		£ 611.88		£ 509.90	£ 101.98	£ 611.88	4123 202
FR4.1	GRS	Repair - Belting	LCMC		£ 192.00		£ 160.00	£ 32.00	£ 192.00	4123 202
FR4.1	NALC	Good Councillor Guides, The Good Councillor Guides to Employment	TC	£ 40.99			£ 40.99		£ 40.99	4010 101
FR4.1	Rackhams	Maintenance supplies	LCMC		£ 57.02	£ 19.99	£ 64.17	£ 12.84	£ 77.01	4119 131 201
FR4.1	Whartons	Bark & compost - planters	Amenities			£ 130.75	£ 108.96	£ 21.79	£ 130.75	4083 121 EMR 348
FR4.1		Microsoft Office 365 Family Annual Subscription	TC	£ 65.00			£ 65.00		£ 65.00	4037 101
FR4.1		Travel expenses for First Aid course	LCMC	£ -	£ 69.81		£ 69.81		£ 69.81	4015 202
Approved at LCMC 12 July 2023	Earth Anchors Ltd	Recycled plastic sheets - forest saver boards	LCMC		£ 507.00		£ 422.50	£ 84.50	£ 507.00	EMR 326
FR4.1	Workwear (East Anglia) Ltd	Staff Polo shirts - Gym	LCMC		£ 129.00		£ 107.50	£ 21.50	£ 129.00	4166 202
FR4.1	Coopers	Strong washups sponge - Gym	LCMC		£ 1.98		£ 1.65	£ 0.33	£ 1.98	4039 202
FR4.1	Coopers	Strainer & roller set and Weeding Hoe - Maintenance invoices	LCMC		£ 26.47		£ 22.05	£ 4.42	£ 26.47	
FR4.1	Robinson's Traditional Stationers	A3 laminated posters, raffle tickets and A5 flyers	TC	£ 33.70			£ 29.28	£ 4.42	£ 33.70	4057 101
FR4.1	Petty Cash - Gym & TC	Office sundries	LCMC/TC	£ 38.71	£ 23.33		£ 62.04		£ 62.04	4039/101/202
FR4.1	Petty Cash - Maintenance	Diesel for van and John Deere and petrol for plant	LCMC/TC		£ 125.91		£ 125.91		£ 125.91	4018/101/201/124 Pay to CC to reimburse Petty Cash
									£ 187.95	

Item 7c iii

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre	Note
Regular Utilities & Rates payment (Direct Debit) (6.7 Financial Regulations)				£	£	£	£	£	£		
Stat Duty	HMRC	Employees Salary - August		£ 2,579.54	£3,393.63	£64.06			£6,037.23	4001/Various	
Contractual	Fresh Air	Air Condition Servicing - 7 AC units & wall extract fans in fitness room	All	£ 362.40	£ 362.40		£ 604.00	£ 120.80	£ 724.80	4168/101/202	
Stat Duty	Norfolk Pension	Employees Salary - August	TC	£ 3,197.23	£ 3,556.85	£ 99.81	£ 6,853.89		£ 6,853.89	4006 Various	
Obligation	Rejuvenate Yoga	Yoga Classes - July	LCMC		£ 218.00		£ 218.00		£ 218.00	4160/202	
Contractual	Sonata	Annual monitoring fee commencing Oct 2023	TC	£ 342.00			£ 285.00	£ 57.00	£ 342.00	4072/203	
Possible Payments requiring to be listed											
	Rackhams Building Supplies	Maintenance Supplies - jubilee clip, co	LCMC		£ 11.26		£ 9.38	£ 1.88	£ 11.26	4119 201 121	
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance - Approved by Chair via Email 16/08/23	SLCC	Membership Fee: Clare Crane	TC	£ 296.00			£ 296.00	£ -	£ 296.00	4033 101	This payment will take the budget line overbudget by £145.63 due to NorfolkALC membership increase and Parish Online and Market Membership not budgeted for.
Approved at LCMC July 2023 Item 13 on agenda	Danarbor Ltd	Storm damaged Elm Tree - section felled and removed from site	LCMC		£ 570.00		£ 475.00	£ 95.00	£ 570.00	4101 201	
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance- Approved by Chair via email 16/08/23	Force Fresh	Cleaning supplies	LCMC		£ 318.59		£ 265.49	£ 53.10	£ 318.59	4039 203	
	Whartons	2 Roses for the War Memorial	Amenities			£ 9.98	£ 9.98		£ 9.98	4111 129	
	Lodge Farm Bungalow Plants	9 Dahlia Plants	Amenities			£ 60.00	£ 60.00		£ 60.00	4083/121	

Item 7c iv

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular Utilities & Rates payment (Direct Debit) (6.7 Financial Regulations)				£	£	£	£	£	£	
Contractual	Cozens	Street Lighting - August	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Obligation	HMRC - VAT	Vat Return - Quarter 1	TC	2674.92			£ 2,674.92		£ 2,674.92	105
Lease	ASL	Photocopier - reading 23/08/2023	TC	£ 35.83			£ 29.86	£ 5.97	£ 35.83	4031/101
Lease	Ben Burgess	Lease of John Deere - 01/08/2023 - 31/08/2023	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Contractual	Eyelid Productions	Website - Annual webiste support	TC	£ 100.00			£ 100.00	£ -	£ 100.00	4126/202
Obligation	Rejuvenate Yoga	Yoga Classes - August	LCMC		£ 240.00		£ 240.00		£ 240.00	4160/202
Obligation	Neil Roberts - Classes	Classes - August	LCMC		£ 457.00		£ 457.00		£ 457.00	4160/202
	Barclaycard - Warehouse	Office shredder	TC	£ 180.00			£ 150.00	£ 30.00	£ 180.00	4039 101
	Barclaycard - Spotify	Licence	LCMC		£ 9.99		£ 9.99		£ 9.99	4034/202
	Barclaycard - Your coca-cola	Protein products	LCMC		£ 120.45		£ 120.45		£ 120.45	4163 202
	Barclaycard - My Protein	Protein products	LCMC		£ 77.97		£ 77.97		£ 77.97	4163 202
Approved at LCMC 12 July 2023	Barclaycard - Health & Fitness	Level 2 Certificate in Gym Instructing (online)	LCMC		£ 356.25		£ 356.25		£ 356.25	4010 202
	Barclaycard - Amazon	Gym equipment - goods not received refund requested	LCMC		£ 89.90		£ 89.90		£ 89.90	?
	Barclaycard - Amazon	Envelopes - Toddler Play Area Invitations	TC		£ 4.39		£ 4.39		£ 4.39	103/4014
	Barclaycard - Cloudnext	Premium Hosting Annual Billing	LCMC		£ 119.98		£ 119.98		£ 119.98	4036 101
	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040/201
	Total to Barclaycard								£ 968.93	
Approved at TC 12/04/23 - Payment to be noted at the next Amenities (50% refund from NCC)	Westcotec	SAM2 plus post and bracket	Amenities			£ 5,355.60	£ 4,463.00	£ 892.60	£ 5,355.60	123/1499
	Force fresh	Danger Very hot Water signs	LCMC		£ 4.79		£ 3.99	£ 0.80	£ 4.79	4071 203
	Force Fresh	Centrefeed rolls	LCMC		£ 124.56		£ 103.80	£ 20.76	£ 124.56	4039 202
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance /Approved at Executive	Norvic Training	First Aid at Work - [REDACTED]	LCMC		£ 379.20		£ 316.00	£ 63.20	£ 379.20	4071 202
	GRS	Cable	LCMC		£ 154.80		£ 129.00	£ 25.80	£ 154.80	4123 202
	ESPO	Stationery items	TC	£ 101.58	£ -		£ 84.65	£ 16.93	£ 101.58	4039 101
Approved at TC 19/07/23	Action Play & Leisure	Supply and install new play equipment	LCMC		£ 25,811.32	£ -	£ 21,509.43	£ 4,301.99	£ 25,811.42	S106
	DRS Doors Ltd	Faulty Gym entrance door	LCMC		£ 168.00		£ 140.00	£ 28.00	£ 168.00	4121 203
	CTS DIY & Buildig Supplies	Ballast, Cement, Mortar, manhole cover & frame & resettable code padlock	LCMC	£ -	£ 93.98		£ 78.31	£ 15.67	£ 93.98	4119 201
	Kim Bryant	HR Support July/August	TC	£ 157.50			£ 157.50	£ -	£ 157.50	4023 101
	Coopers	Maintenance supplies	LCMC		£ 87.63		£ 73.03	£ 14.60	£ 87.63	4119 121
	Workwear (East Anglia) Ltd	Gym staff uniforms	LCMC		£ 241.04		£ 200.86	£ 40.18	£ 241.04	4166 202
	[REDACTED]	Gym Membership refund	LCMC		£ 27.00		£ 27.00	£ -	£ 27.00	4159 202
	[REDACTED]	Gym membership Refund	LCMC		£ 20.00		£ 20.00	£ -	£ 20.00	4159 202
	Oxford Cartographers Ltd	Harleston map A3	TC	£ 250.00	£ -		£ 250.00	£ 50.00	£ 300.00	103/4014
	Oxford Cartographers Ltd	Recreation map	LCMC		£ 162.00		£ 135.00	£ 27.00	£ 162.00	103/4014
	Whartons	Error on amount paid - original order didn't include vat	Amenities			£ 2.00	£ 1.67	£ 0.33	£ 2.00	4111 129
	Soul Café	Two cakes for Opening of the Toddler area event	LCMC		£ 58.00		£ 58.00		£ 58.00	103/4014
	Harl & Dist Business Forum	Business Forum Breakfast 06/09/2023 C Crane	TC	£ 12.00			£ 12.00		£ 12.00	4044 101
	Petty Cash - Gym & TC	Office sundries - August	LCMC/TC	£ 3.00	£ 14.34		£ 17.34		£ 17.34	4039/101/202

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular payments (BACS and or DDR) (5.6 Financial Regulations)							£ -			
Contractual	Cozens	Street Lighting - September	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Stat Duty	HMRC	Employees Salary - September	TC	£ 2,505.40	£ 2,353.02	£ 64.10	£ 4,922.52	£ -	£ 4,922.52	4001 Various
Lease	ASL	Photocopier - excess/arrears volume & charge	TC	£ 26.93			£ 22.44	£ 4.49	£ 26.93	4031 101
Stat Duty	Auditor - External	PKF Littlejohn LLP	TC	£ 1,638.00			£ 1,365.00	£ 273.00	£ 1,638.00	4021 101
Lease	Ben Burgess	Lease of John Deere - 01/09/2023 - 30/09/2023	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Contractual	Callum Ward	Preparing wages, submitting HMRC & Pension & I-Connect April 2023 - Sept 2023	TC	£ 504.00	£ 504.00		£ 840.00	£ 168.00	£ 1,008.00	4022/101/202
Stat Duty	Norfolk Pension	Employees Salary - September	TC	£ 3,147.30	£ 3,025.85	£ 99.81	£ 6,272.96		£ 6,272.96	4006 Various
Obligation	Rejuvenate Yoga	Yoga Classes - September	LCMC		£ 229.00		£ 229.00		£ 229.00	4160/202
Contractual		Classes - September	LCMC		£ 396.00		£ 396.00		£ 396.00	4132/124
Contractual	Top Garden Services	Grass Cutting - August & September	LCMC		£ 1,260.00		£ 1,050.00	£ 210.00	£ 1,260.00	4039/202
Contractual		Annual Allotment Rent - (pay by cheque)	Amenities			£ 680.00	£ 680.00		£ 680.00	4050/126
Possible Payments requiring to be listed										
	Rackhams Building Supplies	Maintenance supplies - Rec, Gym, Building & Toilets	LCMC/Amenities		£ 219.29	£ 9.77	£ 190.88	£ 38.18	£ 229.06	4119/201/202/203/121
	Workwear (East Anglia) Ltd	Gym hoodies	LCMC		£ 539.16		£ 449.31	£ 89.85	£ 539.16	1086 / 4086 202
	Workwear (East Anglia) Ltd	Gym hoodies	LCMC		£ 194.20		£ 161.84	£ 32.36	£ 194.20	1086 / 4086 202
	Workwear (East Anglia) Ltd	Gym hoodies	LCMC		£ 48.55		£ 40.46	£ 8.09	£ 48.55	1086 / 4086 202
Resales - paid for in advance not requiring approval.	Total to Workwear						£ 651.61	£ 130.30	£ 781.91	1086 / 4086 202
	RBL Poppy Appeal	Remembrance wreath	TC	£ 100.00			£ 100.00	£ -	£ 100.00	4082 103
	GM Autotech	Van MOT and repairs	TC	£ 196.25			£ 172.68	£ 23.57	£ 196.25	4018 101
	CTS DIY & Buildig Supplies	Evergreen multi purpose compost - War Memorial	Amenities			£ 36.00	£ 30.00	£ 6.00	£ 36.00	4111 129
	Lodge Farm Bungalow Plants	300 Narcissus Jeffire - for planters	Amenities			£ 80.00	£ 80.00		£ 80.00	4083 121 (EMR 348)
	Denmans	Sockets, plugs, time switches and cable	TC		£ 237.63		£ 198.03	£ 39.60	£ 237.63	4503 101 (EMR 337)?
	Denmans	Maintenance supplies	Amenities		£ -	£ 27.59	£ 22.99	£ 4.60	£ 27.59	4503 ?
	Denmans	Maintenance supplies - socket straight quickwire & plug straight quickwire	Amenities			£ 29.91	£ 24.93	£ 4.98	£ 29.91	4503?
	Total to Denmans						£ 245.95	£ 49.18	£ 295.13	
	Screwfix	Maintenance supplies - panel socket and flexible cable	Amenities			£ 128.82	£ 107.35	£ 21.47	£ 128.82	4503 ?
	Force Fresh	Cleaning materials and consumables	LCMC		£ 226.60		£ 188.83	£ 37.77	£ 226.60	4039 203 131
	Force Fresh	Cleaning materials and consumables - Limescale remover - Toilets?	Amenities			£ 8.30	£ 6.92	£ 1.38	£ 8.30	4039 131
	Force Fresh	Danger hot water sign	LCMC		£ 14.15		£ 11.79	£ 2.36	£ 14.15	4039 203?
	Total to Force Fresh						£ 207.54	£ 41.51	£ 249.05	
	Howard Nurseries Ltd	Plants for War Memorial	Amenities			£ 91.08	£ 75.90	£ 15.18	£ 91.08	4111 129
	Harl & Dist Business Forum	Business Forum Breakfast October 2023 Cllr M MBA	TC	£ 12.00			£ 12.00		£ 12.00	4044 101
		(Cheque) Reimbursement cemetery fee charged non-resident instead of resident	TC	£ 100.00			£ 100.00		£ 100.00	1020 124 ?
	Norfolk Assoc of Local Councils	Planning for Parish Councillors course - All delegates - September 2023	TC	£ 246.24			£ 205.20	£ 41.04	£ 246.24	4011 101
	Norfolk Assoc of Local Councils	Norfolk ALC Autumn Conference 2023 - Clare & Emma - 4 October 2023	TC	£ 50.00			£ 50.00		£ 50.00	4012 101
	Norfolk Assoc of Local Councils	Being an effective Councillor course Sept 23 - Lucy Chenery	TC	£ 36.00			£ 30.00	£ 6.00	£ 36.00	4011 101
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance- Approved by Chair via email 11/10/23	Total to Norfolk ALC						£ 285.20	£ 47.04	£ 332.24	

	Barclaycard - Spotify	Licence	LCMC		£ 10.99		£ 10.99		£ 10.99	4034/202
	Barclaycard - Amazon	Amazon - Toner cartridge for gym	LCMC		£ 25.98		£ 21.64	£ 4.34	£ 25.98	4037 202
	Barclaycard - Amazon	Gym equipment - goods not received - credit given	LCMC		-£ 89.90		-£ 89.90		-£ 89.90	?
	Barclaycard - Watercoolersdirect	Watercoolersdirect	LCMC		£ 119.76		£ 119.76		£ 119.76	4039 202
	Barclaycard - My Protein	Protein Products	LCMC		£ 55.08		£ 55.08		£ 55.08	4163 202
	Barclaycard - Coca-cola	Protein Products	LCMC		£ 161.91		£ 161.91	£ -	£ 161.91	4163 202
	Barclaycard - Smarty	Vodafone Hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040/201
	Total Barclaycard			£ -			£ 289.48	£ 4.34	£ 293.82	
	Coopers	S & J Budget Bypass Secateurs	LCMC			£ 5.99	£ 4.99	£ 1.00	£ 5.99	4119 121
	Coopers	Marbella Telephone steel	LCMC		£ 14.99		£ 12.49	£ 2.50	£ 14.99	4119 202
	Total Coopers						£ 17.48	£ 3.50	£ 20.98	
	Robinsons Stationers	Thermal Till rolls - Gym	LCMC	£ -	£ 8.00		£ 6.67	£ 1.33	£ 8.00	4099 202
		HR Support September	TC	£ 56.25			£ 56.25	£ -	£ 56.25	4023 101
Approved up to £500 by Amenities 13/09/23 item 11.	Diss Garden Centre	War Memorial Flowers	Amenities			£ 321.62	£ 281.39	£ 40.23	£ 321.62	129/4111
Approved up to £500 by Amenities 13/09/23 item 11.	Homestead Nurseries	(War Memorial Flowers) Primrose Polyanthus packs	Amenities		£ -	£ 81.25	£ 67.71	£ 13.54	£ 81.25	129/4111
	Fig & Roses	Bouquet - Lady Dannant opening of toddler play area	TC	£ 25.00			£ 20.83	£ 4.17	£ 25.00	
	ESPO	Office Supplies - Gym	LCMC		£ 118.62		£ 109.65	£ 8.97	£ 118.62	4039 202
	David Bracey Play Safety Inspections	Annual Play Inspections	LCMC		£ 240.00		£ 200.00	£ 40.00	£ 240.00	4071 201
		Mileage expenses (Clare Crane)	TC	£ 38.74			£ 38.74		£ 38.74	4015 101
	Petty Cash - Gym & TC	Office sundries - September	LCMC/TC	£ 25.95	£ 48.48		£ 74.43		£ 74.43	4039/101/202
	Petty Cash - Maintenance	Diesel for van and John Deere	LCMC/TC		£ 113.72		£ 113.72		£ 113.72	4018/101/201/124
	Total to Clare Crane to reimburse Petty Cash								£ 226.89	Total to Clare Crane to reimburse Petty Cash



Ms Clare Crane
Redenhall with Harleston Town Council

Our ref NO0356
SAAA Ref SB06974
Invoice No. SB20232422
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 25 September 2023

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023	£1,365.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,365.00
VAT @ 20%	£273.00
TOTAL PAYABLE	£1,638.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include NO0356 or Redenhall with Harleston Town Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

Expenditure for May 7th 2023**Outgoings**

Stilts	£340.00
Bubblemaina	£80.00
Rosettes	£74.05
Balloons	£30.00
Bunting	£11.96
Hoffy	£100.00
Posters	£5.00
Coronation Supplies	£47.11
Total expenditure	<u>£688.12</u>

Income

Grant	£300.00
Coffee	£5.00
Sweets	£5.00
Bar	£100.00
Maddie	£10.00
Pizza	£20.00
Ice cream	£40.00
Dog show	£50.00
Total income	£530.00

Total Inc Vs Exp	-£158.12
Budget allocated	£500.00
Left in the budget	£341.88

Ravencroft Arboricultural Services
6 Reepham Road
Foulsham
Norfolk
NR20 5SL

Steve
Harleston Town Council
Harleston

03/08/2023

Dear Steve

Picus Sonic Tomograph tests on three Oak trees

Further to your enquiry I am pleased to provide our fee proposal to undertake decay detection scans by means of a Picus Sonic Tomograph on T4 Oak, T8 Oak and T6 Oak.

Scans will be taken on each tree at 0.5m, 1m and 1.5m from ground level.

We shall provide written report with explanation of the Picus, outcome and interpretation of the results

Provide management plans for the trees subject to these results.

Limitations

All tree survey data will be undertaken from ground level. Where access, visibility, hard surfacing or other obstructions restricts reasonable access to the tree these will be recorded within the report.

Tree inspection details and recommendations can only be assumed to be accurate for one year from the date of inspection. They are necessarily invalid if development, construction or tree works are undertaken which are not in compliance with BS:5837: 2012 "Trees in Relation to Construction" or BS:3998: 2010 "Tree Work Recommendations".

Assessment of the potential influence of trees upon buildings or other structures resulting from the effects of trees abstracting water from shrinkable load-bearing soils is not included as an option in our instruction.

Item	Fee
To carry out Picus Sonic Tomograph scans on three oak trees and provide written report and recommendations from the outcome of these results	£1,245.00 + vat £249.00 totalling £1,494.00

These details are subject to our standard terms and conditions as attached.

If you wish to accept the quotation and terms, please sign and return the relevant section. If you have any queries about the content or scope of any of the above, please contact us at the above address.

Yours sincerely,



Richard Ravencroft
BSc (Hons) Arb. M.Arbor.A MICFor



1. DEFINITIONS

- 1.1. In these conditions the following meanings shall apply:
- 1.2. "Agreement" means the contract for the provision of Consultancy Services specified in the Schedule and fee proposal incorporating these conditions and made between the Client and the Consultant to the exclusion of any other terms and conditions; In the event of conflict of terms the provisions of the Schedule and fee proposal shall prevail over the conditions.
- 1.3. "Client" means the individual or organisation to whom the Consultancy Services are offered and whose particulars are set out in the Schedule;
- 1.4. "Consultant" means the individual or firm providing the Consultancy Services whose particulars are set out in the Schedule;
- 1.5. "Consultancy Services" means the services to be provided to the Client by the Consultant particulars of which are set out in the Schedule and fee proposal
- 1.6. "Consultancy Charges" means the charges (together with VAT at the prevailing rate) specified in the Schedule together with any additions or deductions which may have been agreed in writing
- 1.7. "Variation" means any reasonable alteration, omission or addition required by the Client, the impact on time, cost and practicality of which to be advised by the Consultant to the Client in writing and only proceeded with upon the Client's written acceptance.

2. CONSULTANT'S OBLIGATIONS

- 2.1. The Consultant, in consideration of the consultancy charges shall exercise all reasonable skill, care and diligence in providing the Consultancy Services and any agreed variations.
- 2.2. If specified in the Schedule the Consultant shall effect and maintain professional indemnity insurance to the sum specified in the Schedule and shall if required by the Client provide evidence of said cover.
- 2.3. The Consultant shall not subcontract any part of the Consultancy Services save with the prior written consent of the Client (not to be unreasonably withheld).
- 2.4. The Consultant acknowledges that the Consultancy Services are provided by the Consultant as an independent contractor
- 2.5. The Consultant undertakes to maintain records of the Consultancy Services provided for a minimum period of two years from completion of the said services and provide copies on request to the Client upon receipt of reasonable copying charges.
- 2.6. The Consultant acknowledges that as a member of the Arboricultural Association s/he is bound by the Association's codes of conduct and ethics whilst performing the Consultancy Services.

3. CHARGES AND TERMS OF PAYMENT

- 3.1. The Consultancy Charges plus VAT shall (unless otherwise provided for in the Schedule) be paid within 14 days of an invoice being submitted, in accordance with the provisions of the Schedule.
- 3.2. If additional costs or delay are directly caused by discrepancies, errors or omissions in information supplied by the Client, the Client shall pay to the Consultant any such additional costs incurred and allow a reasonable extension of time for the performance of the Consultancy Services.
- 3.3. If the payment of any sum due is delayed, the Consultant shall be entitled to charge interest at the rate of 4% above the base rate of the Bank of England for the time the amount is overdue and/or suspend further performance of the Consultancy Services; provided that the Consultant shall not suspend performance unless the Client be given written notice requiring payment of the overdue sum within 7 days of which the Client has failed to comply.
- 3.4. If any part of an invoice is disputed or queried by the Client, they shall notify the Consultant of the details of the dispute or query not less than 10 days prior to the due date of payment and of their intention to withhold payment. The payment of any undisputed part of the invoice shall not be delayed.

4. LIMIT OF CONSULTANT'S LIABILITY

- 4.1. If any part of the Consultancy Services are performed negligently or in breach of the provisions of this Agreement then, at the request of the Client (if the request is made within six months of the date of completion of the Consultancy Services provided) the Consultant will re-enact the relevant part of said services, subject to clauses 4.2 and 4.3 below
- 4.2. Except in the case of death or personal injury caused by the Consultant's negligence, the Consultant's liability under or in connection with this Agreement, whether arising in breach of statutory duty or otherwise shall not exceed the greater of the Consultant's charges or the amount recoverable under the Consultant's professional indemnity policy (if applicable)
- 4.3. The Consultant shall not be liable for any loss or damage or expenses of any nature incurred or suffered by the Client of an indirect or consequential nature including without limitation any economic loss, loss of profits turnover, business or goodwill.

5. FACILITIES AND ACCESS

- 5.1. The Client shall arrange for or grant the Consultant access at all reasonable times to such premises as may be necessary for the provision of the Consultancy Services and shall provide the Consultant with such facilities (if any) as may be specified in the Schedule.

6. TERMINATION

- 6.1. If either party is in breach of its obligations and fails to remedy any such breach (if capable of remedy) within 14 days of receiving written notice to do so, then the Agreement may be terminated forthwith by the party not in default without prejudice to the accrued rights of that party.
- 6.2. If either party becomes insolvent or bankrupt or has a receiving or administration order made against them by their creditors, or commencement of winding up procedures (save for solvent amalgamation or reconstruction) the other party shall be at liberty by written notice to terminate the Agreement forthwith.

7. CONFIDENTIALITY

- 7.1. The Consultant and the Client shall keep confidential all information of the other party, whether marked as confidential or not, obtained under or in connection with the provision of the Consultancy Services and shall not divulge the same to any third party save with the prior written consent of the other party. The provisions of this clause shall survive termination of the Agreement and continue to apply for a period of two years post termination.
- 7.2. The provisions of clause 7.1 shall not apply to information in the public domain (other than that which is in breach of this clause); or information obtained from a third party, who is free to divulge the same, or said confidential information is required to be divulged by law.
- 7.3. Both parties shall only divulge confidential information to such employees who have a need to know and are bound by similar obligations of confidentiality as set out in this clause 7.

8. INTELLECTUAL PROPERTY

- 8.1. Unless otherwise agreed in writing all intellectual property rights arising from the provision of the Consultancy Services shall rest with the Consultant. Subject to the Consultant having been paid all sums due under the Agreement, the Consultant shall grant to the Client a worldwide non-exclusive non-transferable royalty free licence to use and have used the intellectual property for any purpose.

9. FORCE MAJEURE

- 9.1. Neither party shall have any liability for delay or failure in performance which results from circumstances beyond the reasonable control of that party. The party affected by such circumstance shall notify the other party if such circumstance occurs. If such circumstance continues for a period of more than three months either party may terminate this Agreement by written notice.

10. DISPUTE RESOLUTION

- 10.1. Any dispute or difference which cannot be amicably resolved by the parties shall:
1. where the Client complains of unethical or unprofessional conduct on the part of a Consultant who is a member of the Arboricultural Association, such a complaint shall be referred to and resolved under the provisions of the Arboricultural Association Code of Conduct; and
 2. all other disputes or differences shall be referred to the non exclusive jurisdiction of the courts of England and Wales.

11. THIRD PARTY RIGHTS

- 11.1. No term of this Agreement is intended for the benefit of any third party, and the parties do not intend that any term of this contract shall be enforceable by a third party either under the Contracts (Third Parties) Act 1999 or otherwise.

12. GOVERNING LAW

- 12.1. This contract shall be governed by and construed under English law.

SCHEDULE

Consultant:

Name: Ravencroft Arboricultural Services
Address: Wheatfields, 6 Reepham Road, Foulsham, Norfolk, NR20 5SL

Client:

Name: Harleston Town Council
Address: Harleston

Consultancy Services (clause 1.5):

- To undertake tree assessment as per quotation HARL/Q/01

Consultancy Charges (clause 1.6):

The following fee structure applies to the services identified above, and in clause 1.5:

- a) To undertake tree assessment as per quotation HARL/Q/01

Insurances by Consultant (clause 2.2):

Professional Indemnity – if applicable, amount insured: £2 million.

Facilities to be provided by Client:

- a) None

IN WITNESS whereof the parties have hereunto executed this Agreement:

SIGNED by (or for and on behalf of) the said
CONSULTANT



SIGNED by (or for and on behalf of) the said
CLIENT

.....

Date:

.....

Item 11a

Good Morning Steve,

We are pleased to quote for carrying out Sonic Tomography tests on 3 trees at Harleston Town Council.

The tests will include a written report and risk assessment based on the extent of decay and crown sizes. Our fixed fee for carrying out the Tomograph tests would be **£295.00 plus VAT per tree.**

Payment will be due on completion. Please note our terms and conditions attached.

Kind regards,
Kerry

Kerry Buckenham
Office Manager

A T Coombes Associates Ltd
Chartered Foresters & Consulting Arboriculturists
6 Chapel Street
Barford
Norwich NR9 4AB
Tel. 01603 759618



www.atcoombes.com

Prepared for: Redenhall & Harleston Town Council
 Our Reference: 2309.40097
 Date: 12 September 2023

Quotation for Aftersales - J850 - Aug 23

Qty	Code	Product Name	Unit Price	Total Line Price
13. Spare Parts				
2	VTRCC10X60	Bolt 10x60	1.78	3.56
2	VTRCC10X80	Bolt 10x80	2.21	4.42
2	VTRCC10X40	Bolt 10x40	1.44	2.88
2	VTRCC10X100	Bolt 10*100mm	3.19	6.38
8	VEFM10	Locking Nut 10mm	1.01	8.08
4	VCBHCM10X50I	Bolt 10*50 Steel	4.27	17.08
4	VECM10	Nut 10mm	0.83	3.32
1	TLA25105	Bearing & Housing(LA25105+RR3205 combi.kit)	286.29	286.29
1	VR20X38	Spacer m20*38	1.01	1.01
1	VEFM20	Nut 20mm	6.73	6.73
1	VCBHCM10X20I	Bolt 10*20	2.21	2.21
1	CONFPOINC11	CONFPOINC11	0.10	0.10
1	LI846	Spring Brake in Blue	10.44	10.44
1	R509	Brake Pad	7.33	7.33
4	VTH10X120	Hexagonal Screw 10*120	3.49	13.96
4	VEFM10	Locking Nut 10mm	1.01	4.04

1	LI25134	Gyro Support	244.62	244.62
1	LI25121	Shaft Deck	683.73	683.73
Total:				£1,306.18

Delivery Charge: £130.62

Total Quote Amount: £1,436.80

01257000000kgXV

This quote is valid until 11/12/2023

Please note all prices quoted are excluding VAT

Quote No:11732
Date: 29 August 2023

Client

Redenhall with Harleston Town Council
Wilderness Lane
Harleston
IP20 9DD

Site Address

Redenhall with Harleston Town
Wilderness Lane
Harleston
IP20 9DD

DOOR LOCATION	JOB	QUOTE RATING 1 - 5	LEAD TIME
Main Entrance	CO-STD /76293	1 - URGENT	1 week

Dear Sir/Madam

Following on from our recent Call-Out, we advise our engineer found the following issue :

Engineers Report :

Attended site and found the motor gearbox is grinding and needs replacing, I have taken the arm of the door so it can be used in manual until new parts are ordered.

.....

Works Required :

To supply and install 1x new motor/gearbox, to test and check the doors and leave in full working order.

T. 0845 226 2823
E. hello@drsdoors.com

drsdoors.com

DRS is a trading name for DRS Doors Limited

DRS Doors Ltd
1, Riverside Ave West, Lawford, Manningtree, Essex CO11 1UN.

Company Reg. 09608644

QTY	DESCRIPTION	ITEM	ITEM TOTAL
1	Motor/gearbox	£ 705.50	£ 705.50
			£ -
			£ -
			£ -
			£ -
			£ -
1	Carriage charge	£ 20.00	£ 20.00
1	Engineers labour	£ 215.00	£ 215.00
Sub Total			£ 940.50
Vat (20%)			£ 188.10
Total			£ 1,128.60

The Above Cost Is Based On Normal working Time.

Please Note:

This quotation covers works recommended at the time of the engineer's inspection visit. It is not always possible to foresee any near or future failure of equipment or anything due to unforeseen circumstances outside of our control including power issues or other faulty parts which may prevent a complete diagnosis at that time. Should further faults be found. during, or on completion of the works, DRS Doors Ltd cannot be held responsible and an additional quotation will follow.

To proceed with the quote, please forward a purchase order or written instruction via email, along with our quote ref to service@drsdoors.com

All parts and labour come with a 12 months warranty. T & C's apply

WE WOULD LIKE TO THANKYOU FOR YOUR BUSINESS

T. 0845 226 2823
E. hello@drsdoors.com

drsdoors.com

DRS is a trading name for DRS Doors Limited

DRS Doors Ltd
1, Riverside Ave West, Lawford, Manningtree, Essex CO11 1UN.

f t in g+

Company Reg. 09608644

We have: **Accepted your details : Completed** Checked your status : **Completed** Compared all tariffs: **Completed**

We can now reserve these prices for you and **save you money and time**.

Item 12

Your quotes from Utility-Aid

Price Comparison (Electricity)

Meter Number: **04139204/1012707498390** Usage: **38720** Renewal Date: **28 Feb 2024**

Quote Date: **10 October 2023** Reference Number: **#16638**

Supplier	Term	Day rate (p/kWh)	Night rate (p/kWh)	Wkend rate (p/kWh)	Standing charge (p/day)	Annual cost	Diff	% diff
Current supply								
 EDF ENERGY		41.9	40.3	37.6	32.8100	£15,659.38		
Your prices								
 EDF ENERGY	12	29.30000	24.80000	27.70000	25.00000	£10,889.18	-£4770.20	-30.46%
 EDF ENERGY	24	29.70000	25.20000	28.10000	25.00000	£11,044.06	-£4615.32	-29.47%
 EDF ENERGY	36	30.40000	26.40000	29.00000	25.00000	£11,378.80	-£4280.58	-27.34%
 British Gas	12	32.99000	24.92000	28.40000	60.00000	£11,785.95	-£3873.43	-24.74%
 British Gas	24	33.62000	25.08000	28.98000	62.00000	£11,995.42	-£3663.96	-23.4%
 British Gas	36	34.25000	24.80000	29.07000	65.00000	£12,111.28	-£3548.10	-22.66%
 SSE Energy Solutions	12	32.06700	25.07800	27.38600	369.92877	£12,967.26	-£2692.12	-17.19%
(SSE Ref: 35555473 Quarterly Charge: 337.56)FiTs (0.87400 p/kWh) is included in total but not within the rates displayed								
 SSE Energy Solutions	24	32.63800	25.28000	27.50800	363.79178	£13,085.59	-£2573.79	-16.44%
(SSE Ref: 35556021 Quarterly Charge: 331.96)FiTs (0.89000 p/kWh) is included in total but not within the rates displayed								
 SSE Energy Solutions	36	33.20300	25.29700	27.47200	365.35890	£13,194.43	-£2464.95	-15.74%
(SSE Ref: 35556840 Quarterly Charge: 333.39)FiTs (0.90100 p/kWh) is included in total but not within the rates displayed								

Please note: Rates are subject to a credit check and do not include VAT. These are live quotes and were correct when this quote was sent. However prices can fluctuate on a daily basis so please get in contact A.S.A.P.