



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting

Members of the public are cordially invited to attend the next meeting of Redenhall with Harleston Town Council's Finance Committee which will be held at the Town Council Offices (Old Town Council Office) on Wednesday 23rd October 2024 at 6.30pm

Signed : Clare Crane - Town Clerk

Date: 18th October 2024

**Members of the press and public are welcome to attend -
there will be an opportunity for public participation at 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 18th September 2024 (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 note the Town CIL report for 24-25
8. To receive and approve the contents of the Payments List in line with the Financial Regulations listed below.
 - a) 27th September 2024 (Copy herewith)
 - b) 10th October 2024 (Copy herewith)
9. To receive and examine the contents of
 - a) Month 6 Income and Expenditure reports and formulate and agree any questions for the RFO (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/>

10. To receive and examine the contents of
 - a) Month 6 Bank Reconciliation and formulate and agree any questions for the RFO (copy herewith)
11. To review the draft budget for recommendation to the Amenities and Leisure Centre Management Committee.
12. To note the date of the next Finance Committee meeting to be held in the Old Town Council Office in the Memorial Leisure Centre at 6.30pm on Wednesday 20th November 2024 at which the committee will review and approve the grant applications for payment in April 2025.



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 18th September 2024

Present: Councillors – Keith Harrison (Chairman), Adrian Brownsea (Vice Chair), Lucy Chenery

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

Members of the Public: none

1. Welcome

Cllr Harrison welcomed everyone to the meeting

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

Apologies were received from Cllr Mba due to being out of the Parish

Apologies were received from Cllr Scade due to being out of the Parish.

Apologies were unanimously accepted.

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.

None declared

4. To receive and approve the minutes of the last Finance Committee meeting on Wednesday 17th July 2024

It was noted that the only councillor present at the last meeting was Cllr Brownsea who was happy to agree the minutes

Minutes were unanimously agreed and signed by the Chairman

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

Noted

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).

Not needed

7. To receive and note the following contractual payments on the 9th August 2024 and 9th September 2024 Payments Lists

- a) 9th August - Contractual - Chaplin Farrant, New Community Building Feasibility study
£1312.50 plus £262.50 VAT = £1575.00 Project code 501

Noted

- b) 9th September - Contractual - Chaplin Farrant, New Community Building Feasibility study
£1312.50 plus £262.50 VAT = £1575.00 Project code 501

Noted

- c) 9th September - Contractual - Chaplin Farrant, New Community Building Feasibility study
£834.75 plus £166.95 VAT = £1001.70 Project code 501

Noted

- d) **9th September – Statutory Duty – PKF Littlejohn – External Audit - £1365.00 plus £273.00 VAT = £1638.00 code 101/4021**

Noted

8. To receive and approve the contents of the Payments List in line with the Financial Regulations listed below.

a) 22nd July 2024

Unanimously approved

b) 9th August 2024

Unanimously approved

c) 28th August 2024

Unanimously approved

d) 9th September 2024

Unanimously approved

9. To receive and examine the contents of

a) Month 4 Income and Expenditure reports and formulate and agree any questions for the RFO

It was agreed to not to scrutinise month 4 and concentrate on month 5

b) Month 5 Income and Expenditure reports and formulate and agree any questions for the RFO

Reports were scrutinised by the committee and found to be in satisfactory order

Cllr Brownsea inquired about the insurance splits and the Deputy Clerk confirmed changes had been made and the split was now correct.

10. To receive and examine the contents of

a) Month 4 Bank Reconciliation and formulate and agree any questions for the RFO

It was agreed to not scrutinise month 4 and concentrate on month 5

b) Month 5 Bank Reconciliation and formulate and agree any questions for the RFO

Report were scrutinised by the committee and found to be in satisfactory order

11. To receive the VAT control report and discuss the allocation of the sports VAT, reclaim.

a) Agree to recommend to the Town Council where the Sports VAT reclaim received in month 5 should be allocated.

The Deputy Clerk explained the VAT reclaim was available due to a change in VAT law regarding sporting activities. This enabled the council to request a refund on VAT paid on gym memberships, squash, tennis and classes going back over three years which equated to a £66,000 refund.

It was unanimously agreed to recommend to the Town Council for the reclaim to be placed in the general reserve.

Action – Town Clerk

12. To receive a briefing paper about the Telephone and Broadband contract for the Leisure Centre and Council Offices.

a) Agree on the preferred contract and recommend to the Town Council for approval.

The Deputy Clerk confirmed that quotes had been sought and two had been received. Although one quote was considerably lower the Deputy Clerk was not confident that the company would be able to fulfil the council's needs. Therefore, the recommendation was to proceed with the existing provider who have provided great support in recent months and know the building and set up we have currently and the Deputy Clerk is confident that they would continue to provide an excellent service.

It was unanimously agreed to recommend that the Town Council continues with a 24-month contract with Ocean Telecom.

Action – Town Clerk

13. To receive the insurance policy as agreed at the July meeting.

a) To agree to provide feedback to the Deputy Clerk by 31st December 2024 to allow time for three quotes to be sourced for renewal in 2025

Agreed

14. To receive the events budget overview.

a) To consider the reallocation of unused budget from cost centre 103 Team Harleston.

It was agreed to reallocate the unused budget from D-Day 80, Remembrance and Christmas to the tune of £600 to the Town Events budget.

Action – Town Clerk

15. To establish a working group responsible for formulating 2025/26 budget, and to outline the schedule of meetings for this working party.

It was agreed that the Finance Committee would make up the working party. Furthermore, it was provisionally agreed that the working party would meet on Saturday 19th October to formulate the budget for presentation to committees with devolved budgets at their meetings in October and November to be agreed by the Town Council in December 2024.

Action – Finance Committee, Town Clerk, Deputy Clerk

16. To note the date of the next Finance Committee meeting to be held in the Old Town Council Office in the Memorial Leisure Centre at 6.30pm on Wednesday 23rd October 2024.

Agreed

Meeting closed at 19.52

Signed

Date

Finance Committee – Progress Report – September 2024

<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	14 th February 2024 Item 11	Swan Lane Hedge and Tree work	Contract awarded to Dan Arbour - £580 + VAT To be completed in the autumn	Operations Manager	October 2024	Actioned Matter Closed
Finance	14 th February 2024 Item 12	Yearly tree survey work	Contract awarded to Dan Arbour - £545 + VAT To be completed in the Autumn	Operations Manager	October 2024	Actioned Matter Closed
Finance	19 th June 2024 Item 15	Budgets	15. To agree that the Finance Committee consider the following and make their recommendations to Town Council at the 18th December 2024 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. b) annual budget proposals including recommendations for the use of reserves and sources of funding. 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.	Town Clerk	December Finance Meeting	Ongoing
Finance	18 th September 2024 Item 11	VAT Reclaim	Add recommendation to the Town Council agenda	Deputy Clerk	September TC Meeting	Added to agenda Matter Closed
Finance	18 th September 2024 Item 12	Telephone and Broadband Contract	It was unanimously agreed to recommend that the Town Council continues with a 24-month contract with Ocean Telecom.	Deputy Clerk	September TC Meeting	Added to agenda Matter Closed

Finance Committee – Progress Report – September 2024

Finance	18 th September 2024 Item 13	Insurance Policy	Committee agreed to give feedback at the December meeting	Finance Committee	December 2-24	Ongoing
Finance	18 th September 2024 Item 14	Reallocating of budget	It was agreed to reallocate the unused budget from D-Day 80, Remembrance and Christmas to the tune of £600 to the Town Events budget.	Town Clerk	ASAP	Finance Officer processed Matter Closed
Finance	18 th September 2024 Item 15	Budget	It was agreed that the Finance Committee would make up the working party. Furthermore, it was provisionally agreed that the working party would meet on Saturday 19 th October to formulate the budget for presentation to committees with devolved budgets at their meetings in October and November to be agreed by the Town Council in December 2024.	Town Clerk/Deputy Clerk/Finance Committee	19 th October 2024	In process Matter Closed

Item 8a

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Contractual	Cozens	Street Lighting - August	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Lease	Ben Burgess	Lease of John Deere - 01/09/2024 - 30/09/2024	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107 201
Obligation	Stonechild Meditation	Meditation Classes - September	LCMC		£ 143.00		£ 143.00		£ 143.00	4160 202
Contractual	Top Garden Services	Grass Cutting - August	LCMC		£ 664.50		£ 551.25	£ 110.25	£ 661.50	4039 202
Obligation	Magnus PR	Event management and Marketing for Harleston Town Council - September 2024	TC	£ 1,600.00			£ 1,600.00		£ 1,600.00	4000 101
Obligation		Yoga Classes - stand in	LCMC		254.00		£ 254.00		£ 254.00	4160 202
FR 4.1	ESPO	Calendar year Plan 2025 - Gym and Maintenance	LCMC		7.80		£ 6.50	£ 1.30	£ 7.80	4039 202
FR 4.1	NALC	10 Tools to Boost Productivity for Parish and Town Clerks - C Crane - Sept 2024	TC	12.00			£ 10.00	£ 2.00	£ 12.00	4010 101
FR 4.1	Force Fresh	Toilet rolls, Disinfectant and hand wash	Amenities		124.20		£ 103.50	£ 20.70	£ 124.20	4047 131
FR 4.1	Force Fresh	Hand, Hair & Bodywash	LCMC		7.82		£ 6.52	£ 1.30	£ 7.82	4047 203
	Force Fresh Total								£ 132.02	
FR 4.1	Dissigns Signmakers	Supply 2 x A5 aluminium composite sign + 1 x A5 aluminium composite sign	Amenities	57.60			£ 48.00	£ 9.60	£ 57.60	4083 121
FR 4.1		Discuss IT - troubleshoot OneDrive Sync and share folders, copy across data	TC	100.00			£ 100.00		£ 100.00	4037 101
FR 4.1		Allotment Plot 9A deposit refund	Amenities		50.00		£ 50.00		£ 50.00	4098 126
FR 4.1	Coopers	Whatmore Crystal Store Box + clear lid	TC	16.98			£ 14.15	£ 2.83	£ 16.98	4099 101
FR 4.1	Coopers	Castle Adhesive Letters and Number Digits	TC	5.31			£ 4.42	£ 0.89	£ 5.31	4119 201
	Coopers Total								£ 22.29	

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Contractual	PHS	Sanitary Disposal - Annual Duty of Care - Building	LCMC		£ 8.59		£ 7.16	£ 1.43	£ 8.59	4071 203
Contractual	PHS	Sanitary Disposal - Annual Duty of Care - Toilets	Amenities		£ 8.59		£ 7.16	£ 1.43	£ 8.59	4071 131
Contractual	Cozens	Street Lighting - September	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152 122
Stat Duty	HMRC	Employees NI/PAYE - September	TC	£ 2,442.55	£ 2,425.02	£ 76.97	£ 4,944.54	£ -	£ 4,944.54	4001 Various
Lease	ASL	Photocopier - excess/arrears volume & charge	TC	£ 39.49			£ 32.91	£ 6.58	£ 39.49	4031 101
Stat Duty	Norfolk Pension	Employees Salary - September	TC	£ 3,194.87	£ 3,120.68	£ 110.94	£ 6,426.49		£ 6,426.49	4006 Various
Obligation	Rejuvenate Yoga	Yoga Classes - September	LCMC		£ 218.00		£ 218.00		£ 218.00	4160 202
Contractual		Yogalates Classes - September	LCMC		£ 239.00		£ 239.00		£ 239.00	4160 202
Contractual	Top Garden Services	Grass Cutting - September	LCMC		£ 529.20		£ 441.00	£ 88.20	£ 529.20	4039 202
FR4.1	Norvic Training	First Aid At Work - Requalification - Laura Mulley	LCMC		£ 165.60		£ 138.00	£ 27.60	£ 165.60	4071 202
FR4.1	Workwear (East Anglia) Ltd	Gym Member - T-Shirt Black	LCMC		£ 13.20		£ 11.00	£ 2.20	£ 13.20	4086 202
FR4.1	Workwear (East Anglia) Ltd	Gym Member - hoodies	LCMC		£ 37.48		£ 31.23	£ 6.25	£ 37.48	4086 202
FR4.1	Workwear (East Anglia) Ltd	Gym Member - hoodies	LCMC		£ 48.55		£ 40.46	£ 8.09	£ 48.55	4086 202
	Workwear Total								£ 99.23	
FR4.1	UgoBuild	FAI/Full P/Pack HSS Job Drill Prof	LCMC		£ 3.94		£ 3.28	£ 0.66	£ 3.94	4119 202
FR4.1 (over £250) Requires approval	Force Fresh	Centrefeed rolls, Black sacks, Kitchen Cleaner sanitiser	LCMC		£ 309.12		£ 257.60	£ 51.52	£ 309.12	4047 201 202
FR4.1	Force Fresh	Mini Jumbo roll , nitrile gloves Blue powder	LCMC		£ 241.07		£ 200.89	£ 40.18	£ 241.07	4047 202
	Force Fresh Total								£ 550.19	
FR4.1	Robinsons Traditional Stationers	A3 Colour - Gym	LCMC		£ 1.00		£ 0.83	£ 0.17	£ 1.00	4039 202
FR4.1	Denmans	Northgate 80W Corn Lamp E40	LCMC		£ 52.42	£ -	£ 43.68	£ 8.74	£ 52.42	4119 203
FR4.1		Mileage expenses	TC	£ 36.38			£ 36.38	£ -	£ 36.38	4015 101
FR4.1		Mileage expenses	TC	£ 41.06			£ 41.06	£ -	£ 41.06	4015 101
FR4.1		Allotment Plot 2b deposit refund	Amenities	£ -		£ 50.00	£ 50.00	£ -	£ 50.00	4098 126
FR4.1	Barclaycard - Coca-cola	Protein Products	LCMC		£ 230.91		£ 223.92	£ 6.99	£ 230.91	4162 4163 202
FR4.1	Barclaycard - Facebook	Facebook - Advertising	LCMC		£ 24.33		£ 24.33		£ 24.33	4057 202
FR4.1	Barclaycard - Spotify	Licence	LCMC		£ 11.99		£ 11.99		£ 11.99	4034 202
FR4.1	Barclaycard - Nespresso UK Ltd	Nespresso products	LCMC		£ 154.40		£ 154.40		£ 154.40	4162 202
FR4.1	Barclaycard - Amazon	Amazon - Paper cups, Heavy duty sack truck, Plastic cups	LCMC		£ 229.18		£ 210.02	£ 19.16	£ 229.18	4162 202 4047 203
FR4.1	Barclaycard - Amazon	Amazon - ABE Protein products	LCMC		£ 232.28		£ 192.82	£ 39.46	£ 232.28	4163 202
FR4.1	Barclaycard - Smarty	Vodafone Hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040 201
	Barclaycard Total								£ 893.09	
FR4.1		HR Support - September 2024	TC	£ 67.50			£ 67.50		£ 67.50	4023 101
FR4.1		Business Forum Breakfast - October 2024 - Clir Mo Mba	TC	£ 12.00			£ 12.00		£ 12.00	4044 101
FR4.1	Petty Cash - Gym & TC	Office sundries - September	LCMC/TC	£ 14.36	£ -				£ 14.36	4039/101/202
FR4.1	Petty Cash - Maintenance	Hose connections and sundries for workshop	LCMC/TC		£ 8.49		£ -		£ 8.49	4039 201 4119 201

14/10/2024

Redenhall With Harleston Town Council

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Detailed Income & Expenditure by Budget Heading 30/09/2024

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								
1050 Sale Of Dog Bags	0	46	60	14			76.5%	
1093 Pride In Place - Grant	4,247	5,560	0	(5,560)			0.0%	
1099 Miscellaneous Income	0	139	0	(139)			0.0%	
1101 Christmas lights/donation	0	17	0	(17)			0.0%	17
1109 CiL Receipts	0	274	0	(274)			0.0%	274
1176 Precept	206,878	413,757	413,757	0			100.0%	
1190 Bank Interest/Rewards Received	1,566	3,147	1,000	(2,147)			314.7%	
1196 Apprenticeship	0	0	2,000	2,000			0.0%	
Administration :- Income	212,692	422,939	416,817	(6,122)			101.5%	291
4000 Salaries	10,433	60,826	119,745	58,919		58,919	50.8%	
4001 Paye/Ni	2,388	11,760	40,482	28,722		28,722	29.1%	
4006 Pension Contributions	3,130	15,188	45,327	30,139		30,139	33.5%	
4007 Bank Charges	23	109	300	191		191	36.3%	
4010 Staff Training/ Conferences	10	129	500	371		371	25.8%	
4011 Members' Training	0	0	500	500		500	0.0%	
4012 Conference Costs	0	0	200	200		200	0.0%	
4015 Staff Travel & Subsistence	0	0	100	100		100	0.0%	
4016 Members travel	0	20	100	80		80	20.0%	
4017 Chairman's Allowance	0	0	100	100		100	0.0%	
4018 Vehicle Fuel Costs	83	420	750	330		330	56.0%	
4020 Audit Fees - Internal	0	745	500	(245)		(245)	149.0%	
4021 Audit Fees - External	1,365	1,365	1,450	85		85	94.1%	
4022 Accounting Services	0	505	1,000	495		495	50.5%	
4023 HR-Compliance	135	821	700	(121)		(121)	117.3%	
4025 Legal Fees	0	0	500	500		500	0.0%	
4026 Professional Fees	0	2	1,000	998		998	0.2%	
4029 Recruitment Costs	0	0	200	200		200	0.0%	
4031 Photocopying	179	632	1,200	569		569	52.6%	
4033 Subscriptions	0	1,351	1,500	149		149	90.1%	
4034 Licences	20	125	200	75		75	62.5%	
4035 IT Equipment	0	0	500	500		500	0.0%	
4036 IT Software	106	371	500	129		129	74.1%	
4037 IT Support and Consumables	100	825	700	(125)		(125)	117.9%	
4039 Sundries	19	229	500	271		271	45.9%	
4040 Telephones/Broadband	88	506	800	294		294	63.2%	
4044 Hospitality	0	0	50	50		50	0.0%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4055 Electricity	74	520	1,200	680		680	43.3%	
4057 Advertising	157	418	500	82		82	83.6%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

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
4071 Health & Safety - Compliance	0	0	150	150		150	0.0%	
4081 D-Day 80 Event	0	0	300	300		300	0.0%	
4093 Pride In Place - Grant	2,147	5,560	0	(5,560)		(5,560)	0.0%	
4099 Miscellaneous Expenses	0	63	500	437		437	12.6%	
4101 Hedge & Tree Maintenance	0	0	300	300		300	0.0%	
4105 Tree Assessment survey	0	0	500	500		500	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
4139 Dog Bags - purchase	0	67	60	(7)		(7)	111.1%	
4168 Air Conditioning	0	317	500	183		183	63.4%	
4195 Insurance Claims Expenditure	0	784	0	(784)		(784)	0.0%	
4499 Project - parish partnerships	0	7,000	0	(7,000)		(7,000)	0.0%	7,000
Administration :- Indirect Expenditure	20,456	113,946	226,664	112,718	0	112,718	50.3%	7,000
Net Income over Expenditure	192,236	308,993	190,153	(118,840)				
6000 plus Transfer from EMR	0	7,000						
6001 less Transfer to EMR	0	291						
Movement to/(from) Gen Reserve	192,236	315,702						
<u>103 Team Harleston</u>								
1014 Town Events	167	722	0	(722)			0.0%	
1081 Event Sponsorship	0	600	0	(600)			0.0%	
1099 Miscellaneous Income	0	200	0	(200)			0.0%	
Team Harleston :- Income	167	1,522	0	(1,522)				0
4014 Town Events	191	6,438	5,000	(1,438)		(1,438)	128.8%	772
4081 D-Day 80 Event	0	0	300	300		300	0.0%	
4082 Remembrance	100	100	500	400		400	20.0%	
4503 Christmas Events	0	0	500	500		500	0.0%	
Team Harleston :- Indirect Expenditure	291	6,538	6,300	(238)	0	(238)	103.8%	772
Net Income over Expenditure	(124)	(5,017)	(6,300)	(1,283)				
6000 plus Transfer from EMR	0	772						
Movement to/(from) Gen Reserve	(124)	(4,245)						
<u>105 Grants & Donations</u>								
4090 Grants	0	9,255	10,000	745		745	92.5%	
Grants & Donations :- Indirect Expenditure	0	9,255	10,000	745	0	745	92.6%	0
Net Expenditure	0	(9,255)	(10,000)	(745)				

Detailed Income & Expenditure by Budget Heading 30/09/2024

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	0	4,402	8,803	4,401	0	4,401	50.0%	0
Net Expenditure	0	(4,402)	(8,803)	(4,401)				
121 Environmental								
1083 Planter Sponsorship	0	600	0	(600)			0.0%	
Environmental :- Income	0	600	0	(600)				0
4083 Planters	60	340	500	160		160	68.1%	223
4099 Miscellaneous Expenses	0	0	100	100		100	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
4140 Dog Bin Purchases	0	0	130	130		130	0.0%	
4141 Dog Bin Servicing	0	0	3,000	3,000		3,000	0.0%	
4142 Litter Bin Purchases	0	0	400	400		400	0.0%	
4143 Salt bin purchase	0	0	200	200		200	0.0%	
Environmental :- Indirect Expenditure	60	340	4,430	4,090	0	4,090	7.7%	223
Net Income over Expenditure	(60)	260	(4,430)	(4,690)				
6000 plus Transfer from EMR	0	223						
Movement to/(from) Gen Reserve	(60)	483						
122 Street Lighting								
4151 Street Lights Electricity	784	3,870	9,000	5,130		5,130	43.0%	
4152 Street Lights Maintenance	85	425	1,020	595		595	41.7%	
Street Lighting :- Indirect Expenditure	869	4,295	10,020	5,725	0	5,725	42.9%	0
Net Expenditure	(869)	(4,295)	(10,020)	(5,725)				
123 Car Parks								
1030 Car Park Donations - Business	318	583	4,000	3,417			14.6%	
1031 Car Park Donations - PC's	0	900	1,075	175			83.7%	
1032 Car Park Donations - Co op	2,500	17,500	30,000	12,500			58.3%	
Car Parks :- Income	2,818	18,983	35,075	16,092			54.1%	0
4051 Business Rates	1,357	8,144	15,100	6,956		6,956	53.9%	
4101 Hedge & Tree Maintenance	0	0	270	270		270	0.0%	
4113 Car Park Maintenance	0	197	2,000	1,803		1,803	9.8%	
4121 Maintenance - Contractors	0	0	400	400		400	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

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
4136 Car Park Lease	0	18,500	38,000	19,500		19,500	48.7%	
Car Parks :- Indirect Expenditure	1,357	26,840	55,770	28,930	0	28,930	48.1%	0
Net Income over Expenditure	1,461	(7,857)	(20,695)	(12,838)				
<u>124 Cemetery</u>								
1020 Cemetery - Burials	270	870	6,500	5,630			13.4%	
1021 Cemetery - Interment Of Ashes	0	50	0	(50)			0.0%	
1022 Cemetery - EROB	0	500	0	(500)			0.0%	
1023 Cemetery - Memorials	30	490	0	(490)			0.0%	
1026 Reservations Interment Ashes	0	50	0	(50)			0.0%	
Cemetery :- Income	300	1,960	6,500	4,540			30.2%	0
4018 Vehicle Fuel Costs	(52)	0	0	0		0	0.0%	
4099 Miscellaneous Expenses	0	4,041	0	(4,041)		(4,041)	0.0%	4,011
4101 Hedge & Tree Maintenance	0	0	500	500		500	0.0%	
4119 Maintenance - General	0	42	500	458		458	8.4%	
4130 Cemetery Income Share	0	0	715	715		715	0.0%	
Cemetery :- Indirect Expenditure	(52)	4,083	1,715	(2,368)	0	(2,368)	238.1%	4,011
Net Income over Expenditure	352	(2,123)	4,785	6,908				
6000 plus Transfer from EMR	0	4,011						
Movement to/(from) Gen Reserve	352	1,888						
<u>125 Markets</u>								
1040 Market Rents	100	1,030	430	(600)			239.5%	
Markets :- Income	100	1,030	430	(600)			239.5%	0
4053 Market Rates	28	167	330	163		163	50.7%	
4055 Electricity	33	137	100	(37)		(37)	137.2%	
4145 Waste Removal	0	(202)	0	202		202	0.0%	
Markets :- Indirect Expenditure	61	103	430	327	0	327	23.9%	0
Net Income over Expenditure	39	927	0	(927)				
<u>126 Allotments</u>								
1000 Allotment Rent	1,004	1,004	1,884	880			53.3%	
Allotments :- Income	1,004	1,004	1,884	880			53.3%	0
4026 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
4033 Subscriptions	0	308	350	42		42	88.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

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
4050 Rents	0	680	880	200		200	77.3%	
4052 Water Charges	0	89	1,000	911		911	8.9%	
4098 Refunds	50	50	0	(50)		(50)	0.0%	
4101 Hedge & Tree Maintenance	0	0	120	120		120	0.0%	
4119 Maintenance - General	0	0	100	100		100	0.0%	
Allotments :- Indirect Expenditure	50	1,127	3,450	2,323	0	2,323	32.7%	0
Net Income over Expenditure	954	(123)	(1,566)	(1,443)				
<u>129 War Memorial</u>								
4104 War Memorial - refurbishment	0	2,700	0	(2,700)		(2,700)	0.0%	2,700
4111 War Memorial Maintenance	0	3	0	(3)		(3)	0.0%	
War Memorial :- Indirect Expenditure	0	2,703	0	(2,703)	0	(2,703)		2,700
Net Expenditure	0	(2,703)	0	2,703				
6000 plus Transfer from EMR	0	2,700						
Movement to/(from) Gen Reserve	0	(3)						
<u>130 Clock Tower</u>								
4112 Clock Tower Maintenance	0	10,680	500	(10,180)		(10,180)	2136.0%	10,305
4119 Maintenance - General	0	0	0	(0)		(0)	0.0%	
Clock Tower :- Indirect Expenditure	0	10,680	500	(10,180)	0	(10,180)	2136.0%	10,305
Net Expenditure	0	(10,680)	(500)	10,180				
6000 plus Transfer from EMR	0	10,305						
Movement to/(from) Gen Reserve	0	(375)						
<u>131 Public Toilets</u>								
4000 Salaries	318	1,909	3,212	1,303		1,303	59.4%	
4001 Paye/Ni	77	385	1,081	696		696	35.6%	
4006 Pension Contributions	111	555	1,191	636		636	46.6%	
4039 Sundries	0	(30)	100	130		130	(30.2%)	
4047 Cleaning Material/Consum- 4039	126	317	400	83		83	79.3%	
4052 Water Charges	89	445	1,000	555		555	44.5%	
4055 Electricity	0	0	520	520		520	0.0%	
4071 Health & Safety - Compliance	(440)	0	0	0		0	0.0%	
4119 Maintenance - General	0	35	500	465		465	7.0%	
Public Toilets :- Indirect Expenditure	280	3,616	8,004	4,388	0	4,388	45.2%	0
Net Expenditure	(280)	(3,616)	(8,004)	(4,388)				

Detailed Income & Expenditure by Budget Heading 30/09/2024

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
201 Recreation Ground								
1001 Ground Rent - Football	150	930	1,800	870			51.7%	
1003 Ground Rent - Bowls	45	315	540	225			58.3%	
1005 Ground Rent - Other	500	500	0	(500)			0.0%	
1009 Recreation Ground Hire	0	0	500	500			0.0%	
1015 Recreation Ground Advertising	15	90	0	(90)			0.0%	
1034 Licences - income	0	0	500	500			0.0%	
Recreation Ground :- Income	710	1,835	3,340	1,505			54.9%	0
4000 Salaries	2,349	12,517	25,047	12,530		12,530	50.0%	
4001 Paye/Nl	583	2,564	8,056	5,492		5,492	31.8%	
4006 Pension Contributions	805	3,436	9,327	5,891		5,891	36.8%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	127	290	500	210		210	58.0%	
4034 Licences	0	0	170	170		170	0.0%	
4039 Sundries	(6)	0	0	0		0	0.0%	
4040 Telephones/Broadband	10	50	130	80		80	38.5%	
4041 Mobile Phones	8	46	75	29		29	61.1%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4052 Water Charges	23	23	500	477		477	4.5%	
4055 Electricity	22	156	600	444		444	26.0%	
4057 Advertising	(157)	0	0	0		0	0.0%	
4071 Health & Safety - Compliance	0	0	500	500		500	0.0%	
4084 Signage - Rec	0	0	250	250		250	0.0%	
4101 Hedge & Tree Maintenance	0	0	1,000	1,000		1,000	0.0%	
4102 Grass Cutting	551	2,996	4,100	1,104		1,104	73.1%	
4107 Leased Plant	640	1,920	3,500	1,580		1,580	54.9%	
4119 Maintenance - General	47	361	600	239		239	60.2%	
4121 Maintenance - Contractors	0	500	1,500	1,000		1,000	33.3%	
4122 Maintenance - Malicious Damage	0	0	100	100		100	0.0%	
4123 Equipment Servicing & Repairs	85	85	300	215		215	28.4%	
4124 Equipment Fuel & Oil	0	0	50	50		50	0.0%	
4125 Equipment purchase	0	72	300	228		228	23.9%	
4141 Dog Bin Servicing	0	0	1,000	1,000		1,000	0.0%	
4145 Waste Removal	450	1,303	2,340	1,037		1,037	55.7%	
4164 Tennis Court resurfacing	0	0	1,000	1,000		1,000	0.0%	
4166 Uniforms	0	209	200	(9)		(9)	104.6%	
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4172 Play Area Maintenance	0	0	250	250		250	0.0%	
4181 Garden Waste Bins Annual Charg	0	310	300	(10)		(10)	103.3%	
Recreation Ground :- Indirect Expenditure	5,537	30,125	65,310	35,185	0	35,185	46.1%	0
Net Income over Expenditure	(4,827)	(28,290)	(61,970)	(33,680)				

Detailed Income & Expenditure by Budget Heading 30/09/2024

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
<u>202 Gym</u>								
1059 memberships DD	14,546	87,417	150,000	62,583			58.3%	
1060 Gym - Classes	33	1,637	5,000	3,363			32.7%	
1062 Gym - Food & Drink - Confectio	401	2,772	1,000	(1,772)			277.2%	
1063 Gym - Membership SO's	21	126	0	(126)			0.0%	
1064 Gym - Membership Cash	1,909	13,686	19,000	5,314			72.0%	
1065 Gym - Personal Training	263	2,141	4,000	1,859			53.5%	
1066 Gym - Room Hire	(72)	0	0	0			0.0%	
1067 Gym - Squash Courts	608	3,178	8,000	4,822			39.7%	
1068 Gym - Tennis	100	1,783	2,000	217			89.2%	
1070 Protein Food and drink	514	2,897	3,000	103			96.6%	
1073 Re-sales	19	53	200	147			26.7%	
1075 Table Tennis	7	32	0	(32)			0.0%	
1086 Gym - Merchandise	61	181	0	(181)			0.0%	
Gym :- Income	18,409	115,903	192,200	76,297			60.3%	0
4000 Salaries	7,583	43,276	82,140	38,864		38,864	52.7%	
4001 Paye/Ni	1,149	8,516	23,929	15,413		15,413	35.6%	
4006 Pension Contributions	1,722	8,703	30,577	21,874		21,874	28.5%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	0	0	250	250		250	0.0%	
4020 Audit Fees - Internal	0	0	250	250		250	0.0%	
4022 Accounting Services	0	505	1,000	495		495	50.5%	
4034 Licences	12	452	4,400	3,948		3,948	10.3%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	180	1,147	1,800	653		653	63.7%	
4039 Sundries	248	336	1,200	864		864	28.0%	
4040 Telephones/Broadband	60	359	650	291		291	55.2%	
4041 Mobile Phones	10	50	100	50		50	50.5%	
4045 Insurance	0	1,096	1,050	(46)		(46)	104.4%	
4054 Water Charges - building	767	1,328	2,090	762		762	63.6%	
4055 Electricity	126	884	2,500	1,616		1,616	35.4%	
4056 Gas	29	171	1,200	1,029		1,029	14.2%	
4057 Advertising	35	310	1,000	690		690	31.0%	
4071 Health & Safety - Compliance	0	57	1,000	943		943	5.7%	
4086 Gym - Merchandise	0	171	0	(171)		(171)	0.0%	
4099 Miscellaneous Expenses	0	253	100	(153)		(153)	252.9%	
4116 DBS Checks	0	63	130	67		67	48.5%	
4119 Maintenance - General	0	4	100	96		96	4.3%	
4121 Maintenance - Contractors	0	0	300	300		300	0.0%	
4123 Equipment Servicing & Repairs	473	1,164	3,500	2,336		2,336	33.2%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

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
4126 Gym Equipment Purchases	0	0	2,000	2,000		2,000	0.0%	
4128 Gym Contract Maintenance	153	917	2,200	1,283		1,283	41.7%	
4129 Gym sundries	77	385	1,000	615		615	38.5%	
4159 Gym membership refunds	0	374	300	(74)		(74)	124.5%	
4160 Gym Class Fees	1,157	4,558	7,000	2,442		2,442	65.1%	
4162 Food & Drink For Resale	26	906	2,100	1,194		1,194	43.1%	
4163 Protein products	417	1,932	2,000	68		68	96.6%	
4166 Uniforms	0	36	350	314		314	10.2%	
4167 Gym DD Arrangement Fees	918	5,624	8,400	2,776		2,776	67.0%	
4168 Air Conditioning	0	317	500	183		183	63.4%	
Gym :- Indirect Expenditure	15,143	83,893	186,121	102,228	0	102,228	45.1%	0
Net Income over Expenditure	3,266	32,009	6,079	(25,930)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	635	5,219	3,000	(2,219)			174.0%	
Leisure Centre building :- Income	635	5,219	3,000	(2,219)			174.0%	0
4000 Salaries	1,620	9,640	20,911	11,271		11,271	46.1%	
4001 Paye/NI	305	1,909	5,615	3,706		3,706	34.0%	
4006 Pension Contributions	454	2,238	7,614	5,376		5,376	29.4%	
4039 Sundries	(138)	0	0	0		0	0.0%	
4042 Fire and Security Alarms	0	0	150	150		150	0.0%	
4045 Insurance	0	3,288	3,150	(138)		(138)	104.4%	
4047 Cleaning Material/Consum- 4039	77	555	1,500	945		945	37.0%	
4051 Business Rates	1,212	6,137	12,300	6,163		6,163	49.9%	
4055 Electricity	518	3,641	8,400	4,759		4,759	43.3%	
4056 Gas	116	684	6,000	5,316		5,316	11.4%	
4071 Health & Safety - Compliance	613	921	2,000	1,079		1,079	46.1%	
4072 Security	0	510	1,000	490		490	51.0%	
4119 Maintenance - General	75	204	1,000	796		796	20.4%	
4121 Maintenance - Contractors	0	2,113	3,000	887		887	70.4%	
Leisure Centre building :- Indirect Expenditure	4,850	31,840	72,640	40,800	0	40,800	43.8%	0
Net Income over Expenditure	(4,215)	(26,621)	(69,640)	(43,019)				
<u>498 Section 106</u>								
4498 Section 106	0	8,031	0	(8,031)		(8,031)	0.0%	
Section 106 :- Indirect Expenditure	0	8,031	0	(8,031)	0	(8,031)		0
Net Expenditure	0	(8,031)	0	8,031				

Detailed Income & Expenditure by Budget Heading 30/09/2024

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
Grand Totals:- Income	236,835	570,994	659,246	88,252			86.6%	
Expenditure	48,904	341,819	660,157	318,338	0	318,338	51.8%	
Net Income over Expenditure	187,932	229,175	(911)	(230,086)				
plus Transfer from EMR	0	25,011						
less Transfer to EMR	0	290						
Movement to/(from) Gen Reserve	187,932	253,896						

Date: 02/10/2024

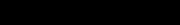
Redenhall With Harleston Town Council

Page 1

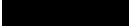
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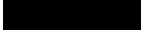
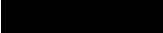
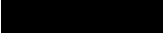
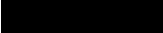
Bank Reconciliation up to 30/09/2024 for Cashbook No 1 - Current Community Bank Account

<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>
02/09/2024	DD002	216.37		216.37		R 	EZ-runner Systems Ltd
02/09/2024	DD002	297.71		297.71		R 	Biffa Waste Services Limited
02/09/2024	DD002	835.73		835.73		R 	SSE Energy Supply Ltd
02/09/2024	DD002	20.00		20.00		R 	South Norfolk Council
02/09/2024	STO002	183.33		183.33		R 	Gym Repair Services
02/09/2024	BACS002	19.41		19.41		R 	Ugobuild Limited
02/09/2024	BACS002	34.43		34.43		R 	Denmans Electrical
02/09/2024	BACS002	40.27		40.27		R 	Automated Systems Group Ltd
02/09/2024	TRF002	75.12		75.12		R 	Petty Cash
02/09/2024	BACS002	88.43		88.43		R 	GM Autotech
02/09/2024	BACS002	194.56		194.56		R 	Forcefresh Ltd
02/09/2024	BACS002	199.00		199.00		R 	
02/09/2024	BACS002	384.00		384.00		R 	Ben Burgess Garden Equip
02/09/2024	BACS002	567.89		567.89		R 	Gym Repair Services
02/09/2024	STO002		15.00	15.00		R 	Receipt(s) Banked
02/09/2024	STO002		21.00	21.00		R 	Receipt(s) Banked
02/09/2024	BACS002		20.00	20.00		R 	Receipt(s) Banked
02/09/2024	PDQ029		130.54	130.54		R 	Receipt(s) Banked
02/09/2024	PDQ030		162.97	162.97		R 	Receipt(s) Banked
02/09/2024	PDQ031		97.50	97.50		R 	Receipt(s) Banked
02/09/2024	STO002		9.00	9.00		R 	Receipt(s) Banked
03/09/2024	PDQ001		27.75	27.75		R 	Receipt(s) Banked
03/09/2024	101315		254.95	254.95		R 	Receipt(s) Banked
04/09/2024	PDQ002		296.39	296.39		R 	Receipt(s) Banked
04/09/2024	STO004		10.00	10.00		R 	Receipt(s) Banked
05/09/2024	DD005	9.29		9.29		R 	O2
05/09/2024	BANK005	23.08		23.08		R 	Barclays
05/09/2024	PDQ003		86.05	86.05		R 	Receipt(s) Banked
05/09/2024	BACS005		150.00	150.00		R 	Receipt(s) Banked
05/09/2024	BANK005		4.38	4.38		R 	Receipt(s) Banked
06/09/2024	PDQ004		137.70	137.70		R 	Receipt(s) Banked
09/09/2024	DD009	89.00		89.00		R 	Anglia Water
09/09/2024	PDQ005		131.90	131.90		R 	Receipt(s) Banked
09/09/2024	PDQ006		214.15	214.15		R 	Receipt(s) Banked
09/09/2024	PDQ007		82.96	82.96		R 	Receipt(s) Banked
09/09/2024	DFC009		473.98	473.98		R 	Receipt(s) Banked
09/09/2024	DFC009		12,846.63	12,846.63		R 	Receipt(s) Banked
09/09/2024	STO009		9.00	9.00		R 	Receipt(s) Banked
10/09/2024	7.20	7.20		7.20		R 	Cloud Next Limited
10/09/2024	BACS010	21.50		21.50		R 	Robinsons Traditional Statione
10/09/2024	TRF010	25.83		25.83		R 	Petty Cash
10/09/2024	BACS010	70.47		70.47		R 	ScrewFix
10/09/2024	BACS010	100.00		100.00		R 	Eyelid Productions
10/09/2024	BACS010	100.00		100.00		R 	RBL Poppy Appeal
10/09/2024	BACS010	102.10		102.10		R 	Linstead Farm & garden Machine
10/09/2024	BACS010	133.00		133.00		R 	
10/09/2024	BACS010	135.00		135.00		R 	
10/09/2024	BACS010	194.00		194.00		R 	Rejuvenate Yoga

Bank Reconciliation up to 30/09/2024 for Cashbook No 1 - Current Community Bank Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
10/09/2024	BACS010	200.00		200.00		R 	Magnus PR
10/09/2024	BACS010	207.00		207.00		R 	Tas Valley Fire (UK) Ltd
10/09/2024	BACSC010	234.00		234.00		R 	
10/09/2024	BACS010	648.50		648.50		R 	Barclaycard
10/09/2024	BACS010	2,576.70		2,576.70		R 	Chaplin Farrant
10/09/2024	BACS010	1,638.00		1,638.00		R 	PKF Littlejohn LLP
10/09/2024	BACS010	4,502.06		4,502.06		R 	HMRC Tax and NI
10/09/2024	BACS010	6,222.01		6,222.01		R 	Norfolk Pension Fund
10/09/2024	DD010	80.41		80.41		R 	Barclaycard Merchant
10/09/2024	DD010		80.41	80.41		R 	Receipt(s) Banked
10/09/2024	PDQ008		33.30	33.30		R 	Receipt(s) Banked
10/09/2024	DD010		-80.41	-80.41		R 	Receipt(s) Banked
11/09/2024	DD011	34.98		34.98		R 	SSE Energy Supply Ltd
11/09/2024	DD012	12.11		12.11		R 	EE Mobile
11/09/2024	PDQ009		97.55	97.55		R 	Receipt(s) Banked
11/09/2024	STO011		10.00	10.00		R 	Receipt(s) Banked
11/09/2024	101316		83.85	83.85		R 	Receipt(s) Banked
11/09/2024	101317		125.00	125.00		R 	Receipt(s) Banked
12/09/2024	BACS012		30.00	30.00		R 	Receipt(s) Banked
12/09/2024	PDQ010		182.07	182.07		R 	Receipt(s) Banked
12/09/2024	BACS012		225.00	225.00		R 	Receipt(s) Banked
13/09/2024	PDQ011		59.64	59.64		R 	Receipt(s) Banked
13/09/2024	BACS013		27.00	27.00		R 	Receipt(s) Banked
16/09/2024	DD016	151.73		151.73		R 	Crown Gas & Power
16/09/2024	DD016	28.00		28.00		R 	South Norfolk Council
16/09/2024	BACS016		30.00	30.00		R 	Receipt(s) Banked
16/09/2024	PDQ012		165.84	165.84		R 	Receipt(s) Banked
16/09/2024	PDQ013		143.55	143.55		R 	Receipt(s) Banked
16/09/2024	PDQ014		59.40	59.40		R 	Receipt(s) Banked
16/09/2024	DFC016		38.92	38.92		R 	Receipt(s) Banked
17/09/2024	BACS017		18.00	18.00		R 	Receipt(s) Banked
17/09/2024	PDQ015		58.80	58.80		R 	Receipt(s) Banked
17/09/2024	BACS017		62.00	62.00		R 	Receipt(s) Banked
17/09/2024	BACS017		32.00	32.00		R 	Receipt(s) Banked
17/09/2024	BACS017		32.00	32.00		R 	Receipt(s) Banked
18/09/2024	PDQ016		218.43	218.43		R 	Receipt(s) Banked
18/09/2024	STO018		10.00	10.00		R 	Receipt(s) Banked
18/09/2024	101318		100.00	100.00		R 	Receipt(s) Banked
18/09/2024	101319		456.10	456.10		R 	Receipt(s) Banked
19/09/2024	BACS019		32.00	32.00		R 	Receipt(s) Banked
19/09/2024	BACS019		82.00	82.00		R 	Receipt(s) Banked
19/09/2024	PDQ017		87.42	87.42		R 	Receipt(s) Banked
19/09/2024	BACS019		32.00	32.00		R 	Receipt(s) Banked
19/09/2024	BACS019		32.00	32.00		R 	Receipt(s) Banked
20/09/2024	DD020	177.66		177.66		R 	Ocean Telecom
20/09/2024	BACS020		32.00	32.00		R 	Receipt(s) Banked
20/09/2024	PDQ018		102.80	102.80		R 	Receipt(s) Banked
20/09/2024	EBACS020		211,125.66	211,125.66		R 	Receipt(s) Banked

Bank Reconciliation up to 30/09/2024 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>
20/09/2024	BACS020		270.00	270.00		R 	Receipt(s) Banked
20/09/2024	BACS020		62.00	62.00		R 	Receipt(s) Banked
23/09/2024	DD023	22.57		22.57		R 	Anglia Water
23/09/2024	DD023	887.80		887.80		R 	EDF Energy Customers Liimited
23/09/2024	PDQ019		143.30	143.30		R 	Receipt(s) Banked
23/09/2024	PDQ020		48.33	48.33		R 	Receipt(s) Banked
23/09/2024	PDQ021		42.65	42.65		R 	Receipt(s) Banked
23/09/2024	BACS023		62.00	62.00		R 	Receipt(s) Banked
23/09/2024	DFC023		87.26	87.26		R 	Receipt(s) Banked
24/09/2024	BACS024		20.00	20.00		R 	Receipt(s) Banked
24/09/2024	PDQ022		30.25	30.25		R 	Receipt(s) Banked
24/09/2024	BACS024		32.00	32.00		R 	Receipt(s) Banked
24/09/2024	BACS024		62.00	62.00		R 	Receipt(s) Banked
24/09/2024	BACS024		82.00	82.00		R 	Receipt(s) Banked
24/09/2024	BACS024		3,000.00	3,000.00		R 	Receipt(s) Banked
24/09/2024	BACS024		32.00	32.00		R 	Receipt(s) Banked
25/09/2024	DD025	259.00		259.00		R 	South Norfolk Council
25/09/2024	DD025	1,098.00		1,098.00		R 	South Norfolk Council
25/09/2024	DD025	1,211.58		1,211.58		R 	South Norfolk Council
25/09/2024	BACS025		92.00	92.00		R 	Receipt(s) Banked
25/09/2024	PDQ023		285.84	285.84		R 	Receipt(s) Banked
25/09/2024	STO025		10.00	10.00		R 	Receipt(s) Banked
25/09/2024	BACS025		62.00	62.00		R 	Receipt(s) Banked
26/09/2024	BACS026		18.00	18.00		R 	Receipt(s) Banked
26/09/2024	PDQ024		91.20	91.20		R 	Receipt(s) Banked
27/09/2024	BACS027	7.80		7.80		R 	ESPO
27/09/2024	BACS027	12.00		12.00		R 	Norfolk Association of Local
27/09/2024	BACS027	22.29		22.29		R 	Coopers
27/09/2024	BACS027	50.00		50.00		R 	
27/09/2024	BACS027	57.60		57.60		R 	Dissigns
27/09/2024	BACS027	100.00		100.00		R 	
27/09/2024	BACS027	102.00		102.00		R 	Cozens (UK) Limited
27/09/2024	BACS027	132.02		132.02		R 	Forcefresh Ltd
27/09/2024	BACS027	143.00		143.00		R 	
27/09/2024	BACS027	254.00		254.00		R 	
27/09/2024	BACS027	384.00		384.00		R 	Ben Burgess Garden Equip
27/09/2024	BACS027	661.50		661.50		R 	Top Garden Services
27/09/2024	BACS027		32.00	32.00		R 	Receipt(s) Banked
27/09/2024	BACS027		82.00	82.00		R 	Receipt(s) Banked
27/09/2024	PDQ025		117.10	117.10		R 	Receipt(s) Banked
27/09/2024	STO027		60.00	60.00		R 	Receipt(s) Banked
30/09/2024	BACS030	500.00		500.00		R 	
30/09/2024	BACS030	62.00		62.00		R 	
30/09/2024	BACS030	-62.00		-62.00		R 	
30/09/2024	BACS030	-500.00		-500.00		R 	
30/09/2024	DD030	174.00		174.00		R 	BNP Paribas Leasing Solutions
30/09/2024	BACS030	242.27		242.27		R 	Biffa Waste Services Limited
30/09/2024	DD030	766.88		766.88		R 	Anglia Water

Bank Reconciliation up to 30/09/2024 for Cashbook No 1 - Current Community Bank Account

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30/09/2024	BACS030	1,600.00		1,600.00		R ☐	
30/09/2024	BACS030	20,702.81		20,702.81		R ☐	Salaries
30/09/2024	BACS030		500.00	500.00		R ☐	Receipt(s) Banked
30/09/2024	BACS030		62.00	62.00		R ☐	Receipt(s) Banked
30/09/2024	STO030		45.00	45.00		R ☐	Receipt(s) Banked
30/09/2024	BACS030		20.00	20.00		R ☐	Receipt(s) Banked
30/09/2024	PDQ026		81.45	81.45		R ☐	Receipt(s) Banked
30/09/2024	PDQ027		92.55	92.55		R ☐	Receipt(s) Banked
30/09/2024	PDQ028		85.95	85.95		R ☐	Receipt(s) Banked
30/09/2024	BACS030		62.00	62.00		R ☐	Receipt(s) Banked
30/09/2024	BACS030		100.00	100.00		R ☐	Receipt(s) Banked
		<u>49,771.00</u>	<u>234,879.06</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate