



## THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

### THE POLICY AND FINANCE VIRTUAL COMMITTEE MEETING

**Monday 15<sup>th</sup> February 2021 at 7pm**

All committee members are summoned to attend

*Any member of the public wishing to attend the virtual meeting should contact Charlotte on [charlotte.benham@fleet-tc.gov.uk](mailto:charlotte.benham@fleet-tc.gov.uk) by midday on Friday 12<sup>th</sup> February 2021.*

To Councillors: G. Carpenter, P. Einchcomb, L. Holt, A. Oliver, R. Robinson, B. Schofield, S. Tilley, P. Wildsmith, G. Woods.

Signed:

Janet Stanton  
Town Clerk

Date: 8<sup>th</sup> February 2021

### **A G E N D A**

#### **1. APOLOGIES**

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable

#### **2. DECLARATIONS OF INTEREST**

Under the Local Authorities Localism Act 2011, members must declare any interests and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

#### **3. QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)**

To receive questions and statements from members of the public.

*Any member of the public wishing to ask a question at the virtual meeting, should contact and provide a written copy of the question to Susanna on [susanna.walker@fleet-tc.gov.uk](mailto:susanna.walker@fleet-tc.gov.uk) by midday on Friday 12<sup>th</sup> February 2021.*

#### 4. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on Monday 19<sup>th</sup> October 2020 (*copy attached*).

#### Part 1 – ITEMS FOR DECISION

#### 5. QUARTERLY FINANCIAL MONITORING REPORT

1. To consider the quarterly commentary of the Town Clerk and The Harlington General Manager (*copy attached*) and to receive:

- |  |                        |
|--|------------------------|
| a. Quarterly Report  | in agenda pack         |
| aa. Harlington Monthly Performance totals 2020/2021                  | in agenda pack         |
| b. 2020-21 projections & draft 21-22 budget as at 31.01.21           | in agenda pack         |
| c. Balance sheet as at 31 <sup>st</sup> January 2021                 | in agenda pack         |
| d. Budget detail as at 31 <sup>st</sup> January 2021                 | in agenda pack         |
| e. Income and expenditure detail as at 31 <sup>st</sup> January 2021 | in agenda pack         |
| f. Reserves as at 31 <sup>st</sup> January 2021                      | in agenda pack         |
| g. Bank Reconciliation – 31 <sup>st</sup> December 2020              | on portal and web site |
| gg. Bank Reconciliation – 31 <sup>st</sup> January 2021              | on portal and web site |
| h. Cash Book – 31 <sup>st</sup> December 2020                        | on portal and web site |
| hh. Cash Book – 31 <sup>st</sup> January 2021                        | on portal and web site |
| i. List of Payments + BACS – 31 <sup>st</sup> December 2020          | on portal and web site |
| ii. List of Payments + BACS – 31 <sup>st</sup> January 2021          | on portal and web site |
| j. List of receipts Dec 2020   | on portal and web site |
| jj. List of receipts Jan 2021  | on portal and web site |
| k. Q3 VAT return   | on portal and web site |
| l. Debtors List  | on portal and web site |

*All of the above documents are available on the FTC portal and FTC web site.*

2. Councillor Robinson to confirm that the bank statements match the reconciliation and has signed the bank statements and payment schedules for December 2020 and January 2021.

#### RECOMMENDATION

1. To receive and accept into the minutes:

- a. Quarterly Report
- aa. Harlington Monthly Performance totals 2020/2021
- b. 2020-21 projections & draft 21-22 budget at 31.01.2021
- c. Balance sheet as at 31<sup>st</sup> January 2021
- d. Budget detail as at 31<sup>st</sup> January 2021
- e. Income and expenditure detail as at 31<sup>st</sup> January 2021
- f. Reserves as at 31<sup>st</sup> January 2021
- g. Bank Reconciliation – 31<sup>st</sup> December 2020
- gg. Bank Reconciliation – 31<sup>st</sup> January 2021
- h. Cash Book – 31<sup>st</sup> December 2020
- hh. Cash Book – 31<sup>st</sup> January 2021
- i. List of Payments + BACS – 31<sup>st</sup> December 2020
- ii. List of Payments + BACS – 31<sup>st</sup> January 2021
- j. List of receipts Dec 2020
- jj. List of receipts Jan 2021
- k. Q3 VAT return
- l. Debtors List

2. To accept Councillor Robinson's confirmation that the bank reconciliation for December 2020 and January 2021 equals zero, and the bank statements match the reconciliation.

## **6. INVESTMENT REPORT**

To consider the quarterly investment report (*copy attached*).

### **RECOMMENDATION**

To note the balances held in the Fleet Town Council Accounts

## **7. PRICE INCREASE**

Further to the February 2020 Policy & Finance Meeting where it was resolved to defer the proposed price increase until 2021/2022.

Members to now confirm the Harlington and FTC fees for implementation with effect from 1<sup>st</sup> April 2021. Members to note there are no increases to cemetery fees as agreed at the September 2019 RLA Committee Meeting and that not all fees were increased (*copy attached*).

### **RECOMMENDATION**

To approve the draft revised Fleet Town Council fees to take effect from 1st April 2021.

## **8. GRANTS**

Grant applications have been received from the following organisation:

### **a. Parkrun**

To consider an application from Parkrun for a grant to help launch a new Parkrun to be located at Edenbrook Country Park - application attached.

### **RECOMMENDATION**

To determine the grant applications from:

### **a. Parkrun**

## **9. EARMARKED RESERVES**

Members are asked to approve the balance of the Ear Marked Reserves (subject to any further expenditure before the year end) being carried forward to 2021/2022 budget. The Ear Marked Reserves will be reviewed at the May 2021 Policy and Finance Committee Meeting (*copy attached*).

### **RECOMMENDATION**

a. To approve the balance of the Ear Marked Reserves being carried forward into the 2020/21 budget.

b. To review the 2020/2021 Ear Marked Reserves at the May 2021 Policy and Finance Meeting

## **10. POLICIES**

- a. Safeguarding Policy
- b. Gift Policy
- c. Agendas and minutes Policy
- d. Bereavement leave Policy
- e. Public participation Policy
- f. Whistle Blowing Policy

### **RECCOMENDATION**

To approve the following policies:

- a. Safeguarding Policy
- b. Gift Policy
- c. Agendas and minutes Policy
- d. Bereavement leave Policy
- e. Public participation Policy
- f. Whistle Blowing Policy

## **11. INTERNAL AUDIT REPORT**

To receive the internal Auditor's report for the 4<sup>th</sup> February 2021 visit and to approve the Actions (*copy attached*).

### **RECOMMENDATION**

To receive the Internal Auditor's Report and approve the action plan.

## **PART 2 - ITEMS TO NOTE**

## **12. CLERKS REPORT**

To receive an update from the Town Clerk.

## **13. DATE AND TIME OF NEXT MEETING**

The next virtual meeting of the Policy and Finance Committee will be held on Monday 17<sup>th</sup> May 2021 at 7pm.



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE VIRTUAL POLICY AND FINANCE COMMITTEE**

**Monday 19<sup>th</sup> October 2020 at 7pm**

#### **PRESENT**

**Councillors:** G. Carpenter, L. Holt (Chairman), R. Robinson, B. Schofield, S. Tilley, P. Wildsmith, G. Woods.

**Also Present:** Janet Stanton - Town Clerk  
Susanna Walker - Committee Clerk  
Wendy Allen - Office Manager  
Alex Robins - Harlington General Manager

#### **PF October 2020 ITEM 1**

#### **APOLOGIES**

Members received and accepted apologies for absence from Councillor Einchcomb, who was away .

#### **PF October 2020 ITEM 2**

#### **DECLARATIONS OF INTEREST**

There were no declarations on interest.

#### **PF October 2020 ITEM 3**

#### **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

#### **PF October 2020 ITEM 4**

#### **MINUTES OF PREVIOUS MEETING**

The minutes of the Policy and Finance Committee held on Monday 20<sup>th</sup> July 2020 were approved and signed by the Chairman.

#### **PF October 2020 ITEM 5**

#### **QUARTERLY FINANCIAL MONITORING REPORT**

The members considered the commentary of the Town Clerk with an overview of the financial performance July 2020 – September 2020, together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring.

The members considered:

- a. Quarterly Report
- aa. Harlington Monthly Performance totals 2020/2021
- b. 2020-21 projections & draft 21-22 budget at 30th September 2020
- c. Balance sheet as at 30th September 2020
- d. Budget detail as at 30th September 2020
- e. Income and expenditure detail as at 30th September 2020
- f. Reserves as at 30th September 2020
- g. Bank Reconciliation - 31st July 2020
- gg. Bank Reconciliation – 31st August 2020
- ggg. Bank Reconciliation - 30th September 2020

- h. Cash Book - 31st July 2020
- hh. Cash Book - 31st August 2020
- hhh. Cash Book - 30th September 2020
- i. List of Payments + BACS - 31st July 2020
- ii. List of Payments + BACS - 31st August 2020
- iii. List of Payments + BACS - 30th September 2020
- j. Q2 VAT return
- k. Debtors List

The following matters were raised and discussed:

- The last quarterly report shows a budget shortfall of £217,520.00. This figure has now been reduced to £183,608.00.
- The COVID19 costs are being included under one cost code, incorporating all things that couldn't have been budgeted for before the pandemic. The total of £40,000.00 includes:
  - £20,000.00 for Fleet Town Pedestrianisation.
  - £15,000.00 for streaming at the Harlington.
  - £5,000.00 for additional costs such as hand sanitisers in the building.
- Football has now started again in the parks and is included in the projected income.
- **Cemetery**
  - The cemetery income has exceeded budget for the year 2020/2021. This is due to plots being reserved and bought, and not as a result of the current pandemic.
- **Harlington**
  - A number of socially distanced events have been organised, including Jazz and Comedy nights.
  - The maximum capacity in the Harlington is 120 people, which is approximately a 50% reduction on previous events.
  - All events are seated at tables of 2, 4 or 6 and are in line with the current Government guidelines
  - At the time of the meeting, 69 tickets had been sold for Jazz night on 20<sup>th</sup> October 2020 and 50 tickets had been sold for Comedy night on Saturday 24<sup>th</sup> October 2020.
  - The app for bar orders is not ready to use yet.
  - Live streaming equipment is not finalised, but should be ready to use by mid-November 2020.
  - Potential use of the Harlington as office facility for those people not wishing to work remotely from home alone.
  - Coffee shop is closed indefinitely.

## RESOLVED

1. To receive and accept into the minutes
  - a. Quarterly Report
  - aa. Harlington Monthly Performance totals 2020/2021
  - b. 2020-21 projections & draft 21-22 budget at 30<sup>th</sup> September 2020
  - c. Balance sheet as at 30th September 2020
  - d. Budget detail as at 30th September 2020
  - e. Income and expenditure detail as at 30th September 2020
  - f. Reserves as at 30th September 2020
  - g. Bank Reconciliation - 31st July 2020
  - gg. Bank Reconciliation – 31st August 2020
  - ggg. Bank Reconciliation - 30th September 2020
  - h. Cash Book - 31st July 2020
  - hh. Cash Book - 31st August 2020
  - hhh. Cash Book - 30th September 2020
  - i. List of Payments + BACS - 31st July 2020
  - ii. List of Payments + BACS - 31st August 2020
  - iii. List of Payments + BACS - 30th September 2020
  - j. Q2 VAT return
  - k. Debtors List

2. Councillor Robinson confirmed that the bank reconciliation for July, August and September 2020 equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

## PF October 2020 ITEM 6

## INVESTMENT REPORT

Members received and considered the quarterly investment report.

### RESOLVED

To note the balances held in the Fleet Town Council Accounts.

## PF October 2020 ITEM 7

## THE BUDGET

Members received and considered the proposed budget based on the Policy and Finance Working Group recommendation and the Council resolution of 7<sup>th</sup> October 2020 of no increase in Council Tax. Members discussed the following:

- Should the current situation continue, use of Earmarked Reserve money to cover any deficit until the second half of the next fiscal year, assuming that the second half is back to normal.
- Planning for a worst case scenario for the whole of the next fiscal year.
- The P&F committee to recommend to Council that there will be a deficit and will be drawing on reserves. The worst case is that there are sufficient reserves to last another budget year. The Harlington Development fund will continue to be earmarked.
- The budget for 2021/2022 will be recast from time to time in line with Government COVID guidelines,
- The current situation is putting a strain on all areas of the budget. FTC staff are multi-skilling, to maximise benefit and reduce the demand of zero hours contract staff during this time.
- FTC is supporting the Kickstart scheme, and has identified 3 roles in different areas, to give young people an opportunity to work and gain experience. There is no guarantee of a job at the end of the 6 months.
- The office space allows for social distancing.

Members considered the proposal of no increase to the Council Tax for the budget year 2021/2022 and discussed the following:

- If the precept is reduced for 2021/2022, then the reserves are consequently reduced for the future.
- During this current situation, a small reduction in the FTC portion of Council Tax results in a tiny saving in the overall Council tax.
- FTC will need to make a decision about the future of the Harlington, as it will either need refurbishing or a new Harlington built with the new HDC Civic Quarter development.
- The money in the Harlington Development fund potentially reduces the length of any loan taken out and reduces money on the interest.
- Every year that money is collected for the Harlington Development, saves almost double on the loan interest eg.

ORIGINAL LOAN	COST OF INTEREST per annum	REPAID IN
£10,000,000.00	£412,000.000	42 years
£8,400,000.00 ( <i>original loan less funds already covered</i> )	£405,000.00	42 years ( <i>a saving of £3,020,000.00 in interest</i> )
£8,400,000.00 ( <i>original loan less funds already covered</i> )	£412,000.000	27 years ( <i>a saving of £5,300,000.00 in interest</i> )

- The budget 2020/2021 is a maintenance budget, which has not given FTC the ability to add any new services.

Member agreed that the precept should not be reduced but that there will be no increase in Council Tax for the budget year 2021/2022. It was therefore

## **RESOLVED**

To recommend to the council meeting the adoption of the proposed budget for 2021/2022 based on the last P&F meeting recommendations, the same Council Tax rate as 2020 and to use the reserves to balance the budget in 2020/2021 and 2021/2022.

## **PF October 2020 ITEM 8**

## **REVIEW OF POLICIES**

Further to the review timetable agreed at the meeting of the P&F Committee on 22<sup>nd</sup> May 2017, members received and reviewed the following policies:

### **a. Standing Orders**

Members reviewed and approved the Standing Order Policy.

### **b. Grant Policy**

Members reviewed and approved the Grant Policy.

It was proposed that FTC should be more proactive and established in the community in supporting smaller and local charities, rather than large UK wide charities. Members agreed that the current list of grants be reviewed and that Councillor Tilley undertake a general review of FTC's grants and the local community charities, and present a report to a P&F Committee Working Group prior to the P&F Committee meeting in February 2021.

### **c. Memorials Policy**

Members discussed the scattering of ashes in local parks and the Garden of Remembrance. FTC wants to be a council that supports people, and not discouraging to ashes being scattered in local areas.

Members agreed to bring the Memorials Policy back to the next P&F Committee meeting in February 2021.

### **d. Open Air Civic Events Policy**

Members reviewed and approved the Open Air Civic Events Policy.

Members agreed that *point 7. The Council will not support any events that include balloons into the atmosphere* needed rewording. Members suggested that this point include lanterns and fireworks, and anything that is released into the atmosphere.

Members also agreed that the need for a bond on occasions, in item 4.3.5 should be included, even though it is included in the event application form.

### **e. Co-Option Policy**

Members reviewed and approved the Co-Option Policy.

Members noted the additional line referring to Co-Option during a Virtual Council meeting and the candidates being offline whilst voting takes place. Members agreed that the amendment should include that during COVID, there will have to be a recognised vote for each member which will remain confidential.

### **f. Park Development Policy**

Members reviewed and approved the Park Development Policy.



**g. Freedom of Information**

Members reviewed and approved the Freedom of Information Policy.

**RESOLVED**

Members agreed to:

1. To approve the following policies with a review due date of October 2023:  
Standing Orders  
Grant Policy  
Open Air Civic Events Policy  
Co-Option Policy  
Park Development Policy  
Freedom of Information
2. To bring the following policy back to P&F Committee meeting on 15<sup>th</sup> February 2021:  
Memorials Policy

**PF October 2020 ITEM 9 CLERKS REPORT**

Members received the report from the Town Clerk and noted the following:

- Calthorpe Park Insurance will go out to tender in 2021.
- FTC is still awaiting a response from Zurich regarding the Business Continuity Insurance claim.
- FTC and the Harlington now need to use a different debit card machine, to accept higher values of payment.
- The Point has approached FTC to support a crisis shelter / centre project on a Friday and Saturday night. This will support young people in the local area. Should this go ahead, all health and safety and safeguarding issues will be dealt with beforehand. Members agreed that in principle, the committee would support this but subject to receipt of further information.

**PF October 2020 ITEM 10 DATE AND TIME OF NEXT MEETING**

The next virtual meeting of the Policy and Finance Committee will be held on Monday 15<sup>th</sup> February 2021 at 7pm.

There being no further business the meeting closed at 8.30pm.

**Signed:** ..... **Date:**.....

**Chairman**

## Item 5a

## Officer Report

**POLICY & FINANCE**  
**15 February 2021**

**SUBJECT:** Quarterly Financial Monitoring Report

**OFFICER:** Janet Stanton –Town Clerk / Alex Robins

**DATE:** 9 February, 2021

### Background

The purpose of this report is to provide the Committee with an overview of the Council's current financial position taking into account the effect of the COVID 19 Pandemic on the Council's operations, particularly the loss of income due to the enforced closure of The Harlington from mid March to October, November and onwards from January 2021. However, although social distancing was in place in October and December, The Harlington did open its doors and a very limited number of activities/hires/shows were able to take place.

From mid February until 30<sup>th</sup> June 2021, The Harlington will be used by the local Primary Care Network as local vaccination site and will enable residents to have their vaccination in Fleet rather than travelling out of the area. Not only is a major part of the ground floor of The Harlington being used for vaccinations delivery but also the RVS/Green Room is to be the breakout space for the volunteers. This does mean that should Government restrictions be lifted before 30 June the opportunities within the Harlington are limited.

Officers have again reviewed all the Council's planned expenditure and projected new income through to 31 March 2021. There is now very little opportunity to make any further savings in expenditure to mitigate the loss of income whilst remaining operational and maintaining all FTC service levels particularly in the parks, open spaces and cemetery.

Taking into account a further small increase in income from the cemetery and tennis and the receipt of two small grants, these projections are now showing a budget shortfall of £140,331 compared to the projected September 2020 budget shortfall of £183,608. It is to be noted that there still has not been any Government support for any loss of income incurred by the Parish and Town Councils during the pandemic, unlike the support for County/District/Borough Councils and businesses in general.

Individual cost centres are reviewed below and where there is a significant deviation from the expected income or expenditure additional comment is made to explain the reason for this.

### 101 Central Administration

Expenditure incurred for council operations as a direct result of COVID has been included in this cost centre. The projected expenditure until 31 March 2021 is estimated to be £32,099 but has been offset by savings across all areas and projected receipt of the furloughing payments for some Harlington staff.

## **110     Grants**

Although only limited grants have been awarded, the Council has been generous with free use of space within The Harlington. Fleet Phoenix has, throughout the lock downs, had sole use of the RVS/Green Room to enable it to operate a very successful Food / Clothing / School Uniform Bank as well a collection point for donated Christmas presents.

FTC has also supported the HVA by providing a grant to assist with the cost of transporting residents to their appointed vaccination centre.

Fleet Link – A reduction in contribution has been agreed as there is sufficient money in the replacement bus fund.

## **150     Public Events**

Although a virtual Christmas Lights Switch-on was produced by The Harlington and streamed on line, the Festivities within in the town and Gurkha Square were not able to take place. Therefore a saving of approximately £4,000 was made.

## **208-475     Open Space, Cemetery and Parks**

Budget savings have been achieved across most areas. Although income has decreased for hire of the parks (eg circus, football, fitness etc), there has been an increase in tennis and cemetery income which has enabled these costs centres to come in under budget. However, some of the postponed operations/repairs within the parks and open spaces may need to be completed next year.

## **201     Harlington events (information provided by Alex Robins)**

### **General**

Both The Harlington and Ancells Farm Community centre have opened whenever Government guidelines have allowed and for whatever activities are included. This has meant that Ancells Farm has remained open pretty much throughout for the pre-school, but at this time, lockdown has meant that nothing else can take place in there. The Harlington has welcomed a variety of hires and managed to put on a small number of socially distanced performances during both periods that lockdown hasn't been in force. Blood donation sessions have continued throughout and much necessary work has been carried out within the building during the period. Preparations are currently taking place to turn the venue into a vaccination centre until the end of June so that a central Fleet location is available to the local population.

### **Ticket sales**

Tickets have been sold for past performances and continue to be available for upcoming performances, however shows have continued to be moved into the latter part of the year and 2022. No performances are planned to take place until the beginning of July at the earliest, due to vaccinations taking place, however if opportunities present themselves, these will always be explored. All existing shows during this period are being re-scheduled and customers informed. As projected, live performances were pretty much cost neutral due

to limited capacities, but allowed the venue to remain open when possible and offer a safe social experience for those who wanted it. Performances were popular and the feedback very positive in terms of the performances themselves and in the way the venue was operated in a safe and organised way. These were run predominantly by salaried staff in order to keep down the cost.

### **Hall hire**

Hires have operated when Government guidelines have allowed and the venue is now being used as a vaccination centre. When hires are allowed to return, the Function Room and Dance Studio will still be available and Auditorium hires will be coordinated in line with vaccination requirements.

### **Bars**

Bars have been open when performances have taken place and have operated a table service. This is very labour intensive but has worked very successfully. An app has been created so customers can order drinks via their mobile phones. This will help to reduce the staffing levels required. There has naturally been some wastage due to opening and closing at short notice, however it's been kept to a minimum.

### **Confectionery, Ices, Snacks & Merchandise**

Minimal sales.

#### 202 **Coffee Shop** (information provided by Alex Robins)

The coffee shop is currently closed. This space has been used as a waiting area for dance classes and will now be used as a reception for vaccinations.

#### 204 **Building** (information provided by Alex Robins)

Most work has been completed, however the technical re-fit will continue at the stage end during the vaccination programme. The whole infrastructure has been re-cabled in order to eliminate old or redundant cables and ensure the sound, lighting, visual and new streaming and recording equipment is all operating correctly together. General running costs have been reduced where possible, services and contracts reduced or frozen and heating level reduced when the building is non-operational.

#### 205 **Ancells Community Centre** (information provided by Alex Robins)

Ancells has remained open throughout the period, but currently the pre-school is all that can operate within the building. Costs have been kept to a minimum and other activities welcomed back when it's been possible.

## **RECOMMENDATION**

- That the contents of the report are noted.

April	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Space	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 2	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Roller Disco drop in	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Stevie Nimmo	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Comedy Club	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jazz Club	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Roller Disco	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
ELO Encounter	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rock Choir x 2	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Ceroc x 5	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Other	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
TOTALS FOR APRIL	£ -	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
May	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Clare Teal	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Chaiman's Function	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Purple Zeppelin	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 2	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
The Stumble	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Comedy Club	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jazz Club	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Roller Disco	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rock Choir x 3	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Ceroc x 4	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Other	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
TOTALS FOR MAY	£ -	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
June	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
90's Rewind	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Bootleg Blondie	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 2	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Totally Tina	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rabbit Rabbit	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jazz Club	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Roller Disco	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Comedy Club	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Guns 2 Roses	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rock Choir x 4	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Ceroc x 4	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
TOTALS FOR JUNE	£ -	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
July	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution
Genesis Connected	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Starburst	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Roller Disco	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
LT Dance	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Funtime Dance	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Jazz Club	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Film Club x 1	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Rock Choir x 1	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Ceroc x 4	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
TOTALS FOR JULY	£ -	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
August	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution

Ceroc x 5	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Martin Kemp	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Dom Joly	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
TOTALS FOR AUGUST	£	-	£	-		£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
September	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution											
Pop Divas Live	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
ELO Encounter	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Jersey Guys	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Comedy Club	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Jazz Club	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Film Club x 2	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Roller Disco	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Aswad	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Rock Choir x 4	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Ceroc x 4	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Tudor Rose	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
TOTALS FOR SEPTEMBER	£	-	£	-		£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
October	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution											
Bernie Marsden	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Nine Below Zero	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Roller Disco	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Jazz Club	£	-	£	1,127.62	73%	£	706.38	£	421.24	£	384.16	£	154.50	£	229.66	£	-	£	1,511.78	£	860.88	£	650.90
Film Club x 2	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Buble v Sinatra	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Comedy Club	£	-	£	978.10	73%	£	700.00	£	278.10	£	746.50	£	298.60	£	447.90	£	159.68	£	1,724.60	£	1,158.28	£	566.32
Clare Teal	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Floyd Effect	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Rock Choir x 3	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Ceroc x 5	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
TOTALS FOR OCTOBER	£	-	£	2,105.72		£	1,406.38	£	699.34	£	1,130.66	£	453.10	£	677.56	£	159.68	£	3,236.38	£	2,019.16	£	1,217.22
November	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution											
Oasish	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Bad Manners	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Jazz Club	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Film Club x 2	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Comedy Club	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Roller Disco	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Purple Zeppelin	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
80's Rewind	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
80's Rewind	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Rock Choir x 4	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Ceroc x 4	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Back on the Road:Brave Rival	£	-	£	957.14	72%	£	450.00	£	507.14	£	334.98	£	135.05	£	199.93	£	-	£	1,292.12	£	585.05	£	707.07
TOTALS FOR NOVEMBER	£	-	£	957.14		£	450.00	£	507.14	£	334.98	£	135.05	£	199.93	£	-	£	1,292.12	£	585.05	£	707.07
December	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution											
Jazz Club	£	-	£	548.57	32%	£	548.57	£	-	£	169.03	£	68.54	£	100.49	£	78.24	£	717.60	£	695.35	£	22.25
Mainly Madness	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	-	
Back on the Road: Cinelli Bros	£	-	£	671.43	52%	£	450.00	£	221.43	£	200.20	£	80.29	£	119.91	£	44.01	£	871.63	£	574.30	£	297.33
Back on the Road: Dom Martin	£	-	£	900.00	72%	£	500.00	£	400.00	£	309.00	£	124.16	£	184.84	£	85.57	£	1,209.00	£	709.73	£	499.27
Comedy Club	£	-	£	780.00	62%	£	700.00	£	80.00	£	451.73	£	186.17	£	265.56	£	88.02	£	1,231.73	£	974.19	£	257.54
Panto	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	-	
Ceroc x 1	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	-	
Other	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	-	

TOTALS FOR DECEMBER	£	-	£	2,900.00	£	2,198.57	£	701.43	£	1,129.96	£	459.16	£	670.80	£	295.84	£	4,029.96	£	2,953.57	£	1,076.39	
January	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution											
Northsyde & Friends	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
T Rextasy	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Film Club X 3	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Roller Disco	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Comedy Club	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Jazz Club	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Rule the World	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Odyssey	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Rock Choir x 2	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Ceroc x 5	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
Other	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
TOTALS FOR JANUARY	£	-	£	-		£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-
TOTALS	£	-	£	5,962.86	£	4,054.95	£	1,907.91	£	2,595.60	£	1,047.31	£	1,548.29	£	455.52	£	8,558.46	£	5,557.78	£	3,000.68	

**V8 - 2020-21 Budget Projection Inc Final tax base and 21-22 Draft Budget**  
**6 month COVID restrictions - 6 month normal operation**  
**as at 31.01.2021**

Cost Centre	Item Description	Actual 2016-17	Actual 2017-18	Adjusted Actual 17 18incs transfers to EMR	Actual - 2018-2019	Actual 2019-2020	Agreed Budget 2020-21 increase in Council tax of 3% (ie £102.80 x tax base increased to 10,548.23 total precept of £1,084,358.04	Actual 2020-2021 as at 31.01.2021	2020-2021 Year End Projection as at 02.11.2020	Budget 2021/2022 (council tax as 20/21 (£102.80) x 10601.11 (advrsied by HDC Nov 20. 21/22 Precept equals 10,601.11 x £102.80 = £1,089,794.10	Comments
115	Precept Operations	-£599,277.00	-£599,277.00	-£ 599,277.00	-£619,567.26	-£631,819.00	-£672,341.04	-£672,341.04	-£672,342.00	-£677,777.10	
101	Central Admin	£109,541.00	£134,460.00	£ 149,960.00	£167,868.00	£172,785.00	£194,555.04	£151,599.00	£143,569.00	£197,589.00	
105	Civic & Democratic	£2,465.00	£3,947.00	£ 3,947.00	£15,007.00	£2,609.00	£6,863.00	£203.00	£6,863.00	£7,002.00	
110	Grants and contributions	£43,809.00	£49,055.00	£49,055		£39,373.00	£44,100.00	£30,333.00	£41,409.00	£44,787.00	
110	Committed Grants				£223,698.00						
110	Civic Grants										
110	Harlington Contibution					£160,000.00	£164,800.00	£164,800.00	£164,800.00	£168,096.00	
150	Public Events	£38,661.00	£42,143.00	£ 42,143.00	£39,240.00	£36,002.00	£44,404.00	£34,491.00	£36,429.00	£45,164.00	
301	Open Spaces	£25,794.00	£33,638.00	£ 34,303.00	£29,157.00	£31,649.00	£32,906.00	£24,858.00	£34,054.00	£37,522.00	
208	Ancells Farm Park	£15,782.00	£30,191.00	£ 30,191.00	£31,298.00	£31,986.00	£37,543.00	£19,563.00	£35,866.00	£37,631.00	
310	Calthorpe Park	£22,230.00	£21,492.00	£ 28,492.00	£33,575.00	£37,109.00	£46,336.00	£29,692.00	£49,185.00	£49,793.00	
315	Oakley Park	£20,103.00	£16,200.00	£ 16,200.00	£21,099.00	£22,216.00	£27,097.00	£19,580.00	£27,895.00	£26,760.00	
320	Basingbourne Park	£20,445.00	£19,257.00	£ 19,257.00	£25,536.00	£28,807.00	£26,699.00	£17,956.00	£26,831.00	£23,501.00	
325	The Views	-£46,280.00	£12,160.00	£ 12,160.00	£5,909.00	£9,281.00	£10,702.00	£6,082.00	£12,079.00	£11,475.00	
330	Edenbrook	£2,735.00	£9,794.00	£ 9,794.00	£3,112.00	£3,300.00	£5,271.00	£2,283.00	£5,158.00	£5,375.00	
350	Cemetery	-£28,380.00	-£41,789.00	-£ 38,989.00	-£9,764.00	-£28,987.00	-£12,642.00	-£49,042.00	-£38,555.00	-£24,484.00	
475	Lengthsman		-£100.00	-£ 100.00	-£3,300.00	£530.00	£0.00	-£3,300.00	£0.00	£0.00	
<b>TOTAL</b>	<b>FTC</b>	<b>-£372,372.00</b>	<b>-£268,829.00</b>	<b>-£ 242,864.00</b>	<b>-£37,132.26</b>	<b>-£85,159.00</b>	<b>-£43,707.00</b>	<b>-£223,243.04</b>	<b>-£126,759.00</b>	<b>-£47,566.10</b>	
<b>THE HARLINGTON</b>											
	Harlington Operations Contibution				-£180,000.00	-£160,000.00	-£164,800.00	-£164,800.00	-£164,800.00	-£168,096.00	
204	Building Operatioal costs	£129,102.00	£130,943.00	£ 131,203.00	£222,058.00	£224,131.00	£222,527.00	£257,441.00	£250,527.00	£222,000.00	
201	Events	£38,883.00	£4,215.00	£ 18,135.00	-£52,535.00	-£25,188.00	-£22,980.00	£102,380.00	£132,172.00	£64,000.00	
202	Café	-£5,172.00	-£7,557.00	-£ 7,557.00	-£14,721.00	-£9,187.00	-£9,400.00	£13,766.00	£16,491.00	£0.00	
<b>SUB TOTAL</b>		<b>£33,711.00</b>	<b>-£3,342.00</b>	<b>£10,578.00</b>	<b>-£25,198.00</b>	<b>£29,756.00</b>	<b>£25,347.00</b>	<b>£208,787.00</b>	<b>£234,390.00</b>	<b>£117,904.00</b>	
205	Ancells Community	-£3,436.00	£5,716.00	£ 5,716.00	£15,120.00	£18,780.00	£18,360.00	£26,304.00	£32,700.00	£30,500.00	
	<b>TOTAL AFCC</b>	<b>-£3,436.00</b>	<b>£5,716.00</b>	<b>£5,716.00</b>	<b>£15,120.00</b>	<b>£18,780.00</b>	<b>£18,360.00</b>	<b>£26,304.00</b>	<b>£32,700.00</b>	<b>£30,500.00</b>	
<b>TOTAL</b>	<b>Harlington &amp; AFCC</b>	<b>£30,275.00</b>	<b>£2,374.00</b>	<b>£16,294.00</b>	<b>-£10,078.00</b>	<b>£48,536.00</b>	<b>£43,707.00</b>	<b>£235,091.00</b>	<b>£267,090.00</b>	<b>£148,404.00</b>	
<b>TOTAL</b>	<b>FTC + Harlington + Ancells Community</b>	<b>-£342,097.00</b>	<b>-£266,455.00</b>	<b>-£ 226,570.00</b>	<b>-£47,210.26</b>	<b>-£36,623.00</b>	<b>£0.00</b>	<b>£11,847.96</b>	<b>£140,331.00</b>	<b>£100,837.90</b>	

HARLINGTON DEVELOPMENT		Actual to 31.03.17	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	2020-2021 Actual as at 31.01.2021	Cumulative 2020-2021 Year end Projection	Comments			
	Brought forward	£0.00	-£285,435.00	-£511,052.00	-£879,793.00	-£1,216,717.00	-£1,597,602.00				
115	Precept	-£390,339.00	-£412,017.00	-£412,017.00	-£412,017.00	-£412,017.00					
160	Interest				-£5,957.00						
160	Expenditure	£104,904.00	£186,377.00	£43,276.00	£81,050.00	£31,132.00	£30,000.00				
<b>TOTAL</b>	<b>FUNDS AVAILABLE</b>	<b>-£285,435.00</b>	<b>-£511,075.00</b>	<b>-£879,793.00</b>	<b>-£1,216,717.00</b>	<b>-£1,597,602.00</b>	<b>-£1,567,602.00</b>				

Available \$106 Funding as at 10.05.2020		Available funds as at 11.05.19	Funds received as at 31.01.2020	Funds allocated but not paid as at 31.01.2020	Balance available as at 31.01.2020	\$106 Funds requested but not approved	Unallocated Funds as at 14.05.2020	Comments - No update received from HDC since 11.05.19			
	Recreation & Leisure projects	£392,214.00	£24,789.00	£244,211.00	£123,214.00	£0.00	£123,214.00				\$106 available funding total requested from HDC £269k requested from HDC for CP Play ground
	<b>TOTAL</b>	<b>£392,214.00</b>	<b>£24,789.00</b>	<b>£244,211.00</b>	<b>£123,214.00</b>		<b>£123,214.00</b>				

FTC RESERVES AS AT 30.09.2020			
Total equity as at 31.01.2021		£2,070,427.00	
	Current year fund	-£11,939.00	
	General fund	£48,897.00	
	FTC Reserve	£150,000.00	
	General EMR	£285,867.00	
	Harlington EMR	£1,597,602.00	
	Reserves to be allocated	£0.00	
		<b>£2,070,427.00</b>	



09/02/2021

**Fleet Town Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement****Month 10 Date 01/01/2021-31/01/2021**

<b><u>A/c</u></b>	<b><u>Description</u></b>	<b><u>Actual</u></b>
	<b><u>Current Assets</u></b>	
101	Debtors Control	12,996
120	Vat Control	60,353
150	Stock - Bar	8,443
151	Stock - Food	1,272
200	Bank Current/Deposit Account	523,684
210	Petty Cash - FTC	100
211	CCLA Pub Sector Deposit Fund	1,050,000
216	Nationwide deposit account	400,000
218	Cambridge B.S Savings account	100,000
220	Cash Floats	2,000
251	Petty Cash - Harlington	120
	<b>Total Current Assets</b>	<b>2,158,969</b>
	<b><u>Current Liabilities</u></b>	
503	Christmas Festivities Town Cen	3,620
504	Christmas Day Lunch	1,985
515	Paye/NI Due	6,930
531	COVID19	42,498
543	Comedy Nov 20	(0)
545	Comedy Mar 21	50
557	DOM JOLLY Oct 21	2,524
558	GENESIS CONNECTED April 2021	2,752
559	NAVI FEB 2020	3,656
560	90s rewind Oct 2021	2,153
562	Billy Walton Band Mar 2020	0
563	Elo Encounter Mar 2021	1,398
564	The Stumble May 2021	279
565	Bootleg Blondie Feb 2021	826
566	CLARE TEAL October 21	1,482
567	PURPLE ZEPPELIN Oct 21	679
580	TOTALLY TINA March 2021	1,347
581	RABBIT RABBIT March 2021	165
582	GUNS 2 ROSES March 2021	1,228
584	NINE BELOW ZERO Sep21	497
586	POP DIVAS LIVE Oct 21	418
590	80s Rewind Nov 21	6,457
591	Martin Kemp April 21	1,778
592	Bernie Marsden Sep21	790
593	Funtime Dance June 20	0
594	T-Rextasy May21	204
596	Jenny Eclair May 21	1,029
597	Buble meets Sinatra May 21	84
598	Floyd Effect - Nov 21	356
600	Northsyde Mar 21	1,000
795	Elles Bailey Nov 21	1,111
796	Ash Wilson Band Jan21	700
882	New amen corner June 21	547
	<b>Total Current Liabilities</b>	<b>88,542</b>
	<b>Net Current Assets</b>	<b>2,070,427</b>
	<b>Total Assets less Current Liabilities</b>	<b>2,070,427</b>

**Detailed Balance Sheet - Excluding Stock Movement****Month 10 Date 01/01/2021-31/01/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<i><u>Represented by :-</u></i>	
300	Current Year Fund	(11,939)
310	General Fund	48,897
315	FTC Reserve	150,000
321	EMR - Pension Obligation	30,000
322	EMR - Website Development	10,000
323	EMR - Cemetery Ext/Rem Gdn	3,935
324	EMR - Park Improvements	12,000
325	EMR - Community Pk Building 25	100,853
326	EMR - Office Refurbishment	238
327	EMR - Ancells Farm Rep/Dec	3,630
328	EMR - Paths	992
329	EMR - Cemetery Mem Test 2021	3,300
330	EMR - CP Tennis Sinking 2026	30,563
331	EMR - Community Buis Service	13,000
332	EMR - S106 Sensory Garden	51,579
333	EMR - Sustainable Ops Projects	2,677
334	EMR-Calthorpe Park Playground	22,500
335	EMR - Climate Change LEDs	600
360	Harlington Development Fund	1,597,602
	<b>Total Equity</b>	<b>2,070,427</b>

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**Fleet Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 10)**  
**Note: Item3 Month10 Budget Detail Jan21**

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>101</b>	<b><u>Central Administration</u></b>									
1053	Grant money and funding	0	0	0	8,477	65,000	0	0	0	0
1500	Miscellaneous Income	0	0	0	0	0	0	0	0	0
1870	Interest Income	4,500	2,542	3,500	2,551	2,600	0	3,230	0	0
	<b>Total Income</b>	<b>4,500</b>	<b>2,542</b>	<b>3,500</b>	<b>11,028</b>	<b>67,600</b>	<b>0</b>	<b>3,230</b>	<b>0</b>	<b>0</b>
4000	Salaries	111,611	108,243	124,000	101,696	124,000	0	124,000	0	0
4001	Employers National Insurance	10,500	9,817	10,500	8,487	10,200	0	10,200	0	0
4002	Employers Pension	5,600	6,178	7,700	5,708	6,500	0	6,500	0	0
4005	Contracted Staffing	7,200	1,457	0	0	0	0	0	0	0
4011	Staff Recruitment	500	0	250	0	0	0	0	0	0
4015	Recharge staff hours	-16,000	-18,000	-16,480	-18,480	-18,480	0	-18,480	0	0
4020	COVID19	0	1,305	0	24,555	32,099	0	1,000	0	0
4030	Training	3,000	1,870	3,100	210	300	0	3,000	0	0
4041	Mileage/Travel/Sustinance	100	56	102	0	50	0	102	0	0
4130	Insurance	9,500	8,918	9,000	8,491	8,500	0	9,500	0	0
4156	Recycling	0	144	500	0	0	0	500	0	0
4175	Equipment Maintenance	1,030	0	589	0	589	0	600	0	0
4185	Equipment	1,545	7,366	3,000	375	901	0	3,000	0	0
4187	Health & Safety	10,000	9,289	10,200	5,463	7,900	0	8,000	0	0
4400	Stationery & Consumables	3,816	3,844	3,892	1,184	1,200	0	3,500	0	0
4401	Document Management	5,000	0	2,000	0	0	0	5,000	0	0
4420	Bank Charges	2,500	3,087	3,000	1,439	2,000	0	3,060	0	0
4422	Bank & Card Transactions	120	32	0	0	0	0	0	0	0
4430	Promotion/Publicity/Vision	6,800	6,935	7,000	5,266	7,000	0	7,140	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4435	Website	515	862	800	360	900	0	918	0	0
4440	Telephone & Broadband	2,000	1,160	1,700	1,249	1,900	0	2,400	0	0
4445	Mobile Phones	0	9	0	264	650	0	663	0	0
4455	Postage	450	635	350	100	100	0	102	0	0
4460	Subscriptions	3,100	2,618	3,162	3,085	3,100	0	3,060	0	0
4480	Computer Maintenance	1,200	905	1,000	75	1,000	0	1,020	0	0
4481	Software/Licenses	2,200	1,747	1,700	670	2,000	0	2,500	0	0
4484	Computer Support	5,000	4,500	5,500	3,600	5,000	0	6,120	0	0
4485	Computer Storage	825	1,509	1,500	990	1,700	0	1,734	0	0
4486	E-mail Exchange	2,700	3,170	3,250	2,450	3,500	0	3,570	0	0
4550	Payroll Services	618	547	600	316	600	0	612	0	0
4551	HR Services	2,000	917	2,000	910	1,000	0	2,040	0	0
4555	Legal Fees and Costs	2,000	3,172	2,000	643	2,000	0	2,040	0	0
4560	Accountancy fees	1,700	1,505	700	560	700	0	714	0	0
4561	VAT Consultancy fees	400	159	440	259	260	0	204	0	0
4564	Procurement fees	3,000	22	1,000	0	0	0	3,000	0	0
4580	Audit Fees	5,000	1,350	4,000	2,700	4,000	0	3,500	0	0
<b>Overhead Expenditure</b>		<u>195,530</u>	<u>175,327</u>	<u>198,055</u>	<u>162,627</u>	<u>211,169</u>	<u>0</u>	<u>200,819</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(191,030)</u>	<u>(172,785)</u>	<u>(194,555)</u>	<u>(151,599)</u>	<u>(143,569)</u>		<u>(197,589)</u>		
<b>105</b>	<b><u>Civic and Democratic</u></b>									
4041	Mileage/Travel/Sustinance	150	118	153	0	153	0	156	0	0
4430	Promotion/Publicity/Vision	2,500	1,191	2,500	0	2,500	0	2,550	0	0
4530	Councillor Development	1,030	448	1,050	-228	1,050	0	1,071	0	0
4535	Chairman's Allowance	1,135	437	1,160	150	1,160	0	1,185	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4537	Members Allowances	4,284	415	2,000	282	2,000	0	2,040	0	0
	<b>Overhead Expenditure</b>	9,099	2,609	6,863	203	6,863	0	7,002	0	0
	<b>Movement to/(from) Gen Reserve</b>	(9,099)	(2,609)	(6,863)	(203)	(6,863)		(7,002)		
<b>110</b>	<b><u>Grants</u></b>									
4112	Lions Lease	0	1,375	0	0	0	0	0	0	0
4113	The Harlington	160,000	0	0	0	0	0	0	0	0
4538	Community Support	1,500	1,108	1,500	1,000	1,500	0	1,530	0	0
4800	Fleet Link	13,082	16,071	13,500	10,824	11,000	0	13,770	0	0
4810	Basingstoke Canal	18,900	18,309	18,500	18,309	18,309	0	18,675	0	0
4855	Community grants	10,300	2,510	10,600	200	10,600	0	10,812	0	0
	<b>Overhead Expenditure</b>	203,782	39,373	44,100	30,333	41,409	0	44,787	0	0
	<b>Movement to/(from) Gen Reserve</b>	(203,782)	(39,373)	(44,100)	(30,333)	(41,409)		(44,787)		
<b>115</b>	<b><u>Precept</u></b>									
1900	Precept - operational	631,819	631,819	672,341	672,341	672,341	0	677,777	0	0
1902	Precept - New Harlington	412,017	412,017	412,017	412,017	412,017	0	412,017	0	0
	<b>Total Income</b>	1,043,836	1,043,836	1,084,358	1,084,358	1,084,358	0	1,089,794	0	0
	<b>Movement to/(from) Gen Reserve</b>	1,043,836	1,043,836	1,084,358	1,084,358	1,084,358		1,089,794		
<b>150</b>	<b><u>Events</u></b>									
1051	Ghurkha Square Market	0	0	0	3,841	3,841	0	8,500	0	0
	<b>Total Income</b>	0	0	0	3,841	3,841	0	8,500	0	0
4176	Action Day	600	842	900	0	0	0	918	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4210	Floral Displays	17,200	15,539	17,544	15,872	16,500	0	17,895	0	0
4222	Friends Group Get Together	200	76	150	0	0	0	150	0	0
4655	Town Centre Xmas Decorations	20,000	14,919	20,400	18,698	18,800	0	22,000	0	0
4656	Christmas Gurkha Square	4,010	2,040	4,090	30	250	0	4,175	0	0
4657	Christmas Day Lunch	1,000	2,136	1,020	439	720	0	1,020	0	0
4660	Remembrance Day	210	451	300	0	0	0	306	0	0
4661	Gurkha Sq Market	0	0	0	3,294	4,000	0	7,200	0	0
<b>Overhead Expenditure</b>		43,220	36,002	44,404	38,333	40,270	0	53,664	0	0
<b>Movement to/(from) Gen Reserve</b>		(43,220)	(36,002)	(44,404)	(34,491)	(36,429)		(45,164)		
<b>160</b>	<b><u>Harlington Development</u></b>									
1870	Interest Income	0	5,957	0	0	0	0	0	0	0
<b>Total Income</b>		0	5,957	0	0	0	0	0	0	0
4015	Recharge staff hours	30,000	25,000	30,000	15,000	30,000	0	30,000	0	0
4041	Mileage/Travel/Sustenance	400	16	400	0	0	0	400	0	0
4171	Essential Maint, Ops , H&S	0	1,460	0	0	0	0	0	0	0
4400	Stationery & Consumables	1,100	0	1,100	0	0	0	1,100	0	0
4430	Promotion/Publicity/Vision	20,000	0	20,000	0	0	0	20,000	0	0
4455	Postage	2,000	0	2,000	0	0	0	2,000	0	0
4555	Legal Fees and Costs	20,000	0	20,000	775	775	0	20,000	0	0
4560	Accountancy fees	1,500	0	1,500	0	0	0	1,500	0	0
4562	Design Consultancy fees	120,000	0	77,000	0	0	0	77,000	0	0
4563	Planning and Building fees	45,000	0	45,000	0	0	0	45,000	0	0
4564	Procurement fees	15,000	0	15,000	0	0	0	15,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4565	Survey	0	45,546	43,000	4,878	4,878	0	43,000	0	0
4570	Project Management	100,000	0	100,000	0	0	0	100,000	0	0
4999	Contingency	57,017	0	57,017	0	376,364	0	57,017	0	0
<b>Overhead Expenditure</b>		412,017	72,022	412,017	20,653	412,017	0	412,017	0	0
<b>160 Net Income over Expenditure</b>		-412,017	-66,064	-412,017	-20,653	-412,017	0	-412,017	0	0
6001	plus Transfer from EMR	0	0	0	20,653	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(412,017)	(66,064)	(412,017)	0	(412,017)		(412,017)		
<b>201</b>	<b><u>Harlington - Events</u></b>									
1000	Hall Hire	108,000	104,195	104,000	9,918	17,500	0	67,000	0	0
1001	WRVS Hall Hire	2,000	1,938	2,000	0	0	0	0	0	0
1002	POINT Hall Hire	250	0	0	0	0	0	0	0	0
1029	WRVS Office 2 - Dance	2,400	1,600	0	0	0	0	0	0	0
1030	WRVS Office 1	2,000	1,000	1,000	0	0	0	0	0	0
1033	Fleet Phoenix	1,000	1,000	1,000	0	1,000	0	1,000	0	0
1036	Fleet Baptist Preschool	4,500	4,070	4,500	0	1,825	0	3,500	0	0
1415	Coffee Shop Sales/Catering	0	269	0	0	0	0	0	0	0
1420	Bar Sales	96,500	118,401	105,000	5,235	5,235	0	74,000	0	0
1430	Merchandise	500	291	600	0	0	0	0	0	0
1431	Confectionery	2,100	3,995	2,500	25	25	0	1,500	0	0
1432	Ices	2,000	2,605	2,000	181	181	0	1,500	0	0
1433	Snacks	2,200	2,731	2,200	114	114	0	1,500	0	0
1435	Box Office Charges	10,000	15,287	14,000	692	681	0	9,000	0	0
1436	Technical Income	0	170	0	0	0	0	0	0	0
1450	Ticket Sales	181,000	158,346	180,000	10,843	10,850	0	115,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		414,450	415,899	418,800	27,008	37,411	0	274,000	0	0
4000	Salaries	154,800	144,907	171,000	100,008	114,000	0	150,000	0	0
4001	Employers National Insurance	10,500	11,338	10,960	6,872	9,000	0	15,000	0	0
4002	Employers Pension	6,200	7,141	8,900	6,438	7,725	0	7,500	0	0
4005	Contracted Staffing	0	10,911	0	0	0	0	0	0	0
4015	Recharge staff hours	-7,000	-5,000	-7,000	-5,500	-7,000	0	-7,000	0	0
4020	COVID19	0	0	0	4,294	5,000	0	0	0	0
4182	Technical Equipment Sundries	1,000	970	1,500	1,010	1,500	0	1,000	0	0
4183	Technical Equipment Hire	500	1,017	500	0	0	0	500	0	0
4185	Equipment	4,000	3,960	5,000	-1,325	7,733	0	5,000	0	0
4422	Bank & Card Transactions	4,240	11,889	7,500	2,144	3,000	0	9,000	0	0
4432	Marketing	17,000	18,436	17,000	742	3,000	0	17,000	0	0
4433	Marketing Support	6,000	6,007	6,500	0	0	0	6,500	0	0
4481	Software/Licenses	0	0	0	0	2,000	0	0	0	0
4487	Wi-Fi	0	0	0	44	44	0	0	0	0
4490	Sales Sytstem Costs	8,000	13,227	10,000	407	4,000	0	10,000	0	0
4700	Bar Purchases	38,600	47,814	42,000	4,352	4,500	0	30,000	0	0
4710	Bar Consumables	1,700	1,265	2,000	170	161	0	2,500	0	0
4715	Stocktaking	200	175	200	0	200	0	500	0	0
4720	Performance Costs	117,500	104,889	110,000	11,309	11,300	0	81,000	0	0
4728	Till App	0	0	0	0	0	0	1,000	0	0
4740	Licences	6,000	5,914	5,500	-1,800	3,000	0	5,500	0	0
4752	Hospitality	1,000	850	1,000	96	300	0	500	0	0
4760	Merchandise	100	0	0	0	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4761	Confectionery	1,020	1,335	1,500	0	0	0	1,000	0	0
4762	Ices	800	2,262	760	6	0	0	500	0	0
4763	Snacks	900	1,402	1,000	120	120	0	1,000	0	0
<b>Overhead Expenditure</b>		373,060	390,711	395,820	129,388	169,583	0	338,000	0	0
<b>Movement to/(from) Gen Reserve</b>		41,390	25,188	22,980	(102,380)	(132,172)		(64,000)		
<b>202</b>	<b>Coffee Shop</b>									
1415	Coffee Shop Sales/Catering	55,000	41,293	52,000	104	104	0	0	0	0
1417	Function Catering	0	5	0	0	0	0	0	0	0
<b>Total Income</b>		55,000	41,298	52,000	104	104	0	0	0	0
4000	Salaries	22,300	18,668	22,700	12,080	14,500	0	0	0	0
4001	Employers National Insurance	1,050	297	1,530	1,200	1,450	0	0	0	0
4002	Employers Pension	640	564	370	600	725	0	0	0	0
4151	Cleaning - Equipment	0	33	0	0	0	0	0	0	0
4750	Catering Supplies	20,000	11,763	17,500	-160	-160	0	0	0	0
4755	Catering Consumables	500	787	500	78	80	0	0	0	0
4756	Catering - Equipment	0	0	0	71	0	0	0	0	0
<b>Overhead Expenditure</b>		44,490	32,111	42,600	13,870	16,595	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		10,510	9,187	9,400	(13,766)	(16,491)		0		
<b>204</b>	<b>Building</b>									
1031	HCC Library	16,000	16,000	16,000	0	10,000	0	16,000	0	0
1053	Grant money and funding	160,000	0	0	0	0	0	0	0	0
1615	Reimburse - Harlington Repairs	0	0	0	0	60,035	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1903	Precept - Harlington Cont.	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	176,000	16,000	16,000	0	70,035	0	16,000	0	0
4000	Salaries	72,000	71,926	75,680	63,060	75,680	0	75,500	0	0
4001	Employers National Insurance	6,250	6,180	7,140	6,300	7,568	0	7,500	0	0
4002	Employers Pension	3,650	2,936	5,490	3,150	3,784	0	4,000	0	0
4005	Contracted Staffing	1,000	1,107	1,000	0	0	0	0	0	0
4011	Staff Recruitment	400	643	400	0	0	0	0	0	0
4015	Recharge staff hours	-2,000	-2,000	-2,000	-1,500	-2,000	0	-2,000	0	0
4030	Training	750	132	750	-15	500	0	1,000	0	0
4041	Mileage/Travel/Sustinance	500	566	500	0	250	0	500	0	0
4110	Rates	14,500	14,599	14,935	14,828	14,828	0	15,000	0	0
4115	Water & Sewerage	6,500	8,089	9,100	8,537	12,000	0	9,000	0	0
4120	Gas	17,200	20,515	17,716	9,957	18,200	0	18,000	0	0
4122	Electricity	29,650	32,769	30,540	12,873	23,000	0	31,000	0	0
4150	Cleaning	32,100	30,057	32,740	6,929	14,500	0	33,500	0	0
4151	Cleaning - Equipment	300	0	300	39	100	0	500	0	0
4152	Cleaning - Supplies	8,800	9,701	9,400	5,159	7,000	0	9,500	0	0
4155	Refuse Collection	5,500	5,890	5,700	3,479	4,500	0	6,000	0	0
4156	Recycling	1,000	1,156	1,000	631	850	0	1,000	0	0
4170	Building Maintenance	15,500	20,115	17,000	43,213	52,200	0	17,000	0	0
4172	Building Compliance	500	1,823	1,000	90	1,000	0	1,000	0	0
4175	Equipment Maintenance	500	832	1,000	17	100	0	1,000	0	0
4180	Equipment Hire	300	0	300	0	0	0	0	0	0
4185	Equipment	1,000	1,411	1,000	6,674	8,500	0	1,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4187	Health & Safety	500	3,746	1,000	1,115	1,500	0	1,000	0	0
4188	Fire and Intruder Monitoring	600	475	500	182	500	0	500	0	0
4190	Auditorium expenditure	0	0	0	70,152	70,152	0	0	0	0
4207	Fire & Intruder Systems	1,500	1,365	1,800	829	1,800	0	2,000	0	0
4400	Stationery & Consumables	2,000	2,891	1,500	430	500	0	1,000	0	0
4445	Mobile Phones	400	377	400	315	400	0	500	0	0
4455	Postage	400	294	400	90	200	0	500	0	0
4481	Software/Licenses	500	740	500	567	750	0	500	0	0
4487	Wi-Fi	600	1,294	1,236	1,173	1,700	0	1,500	0	0
4745	Uniforms	500	502	500	-833	500	0	500	0	0
<b>Overhead Expenditure</b>		222,900	240,131	238,527	257,441	320,562	0	238,000	0	0
<b>Movement to/(from) Gen Reserve</b>		(46,900)	(224,131)	(222,527)	(257,441)	(250,527)		(222,000)		
<b>205</b>	<b>Ancells Community Centre</b>									
1000	Hall Hire	26,000	25,309	26,000	7,501	7,500	0	15,000	0	0
<b>Total Income</b>		26,000	25,309	26,000	7,501	7,500	0	15,000	0	0
4000	Salaries	15,090	14,967	17,110	14,250	17,110	0	17,000	0	0
4001	Employers National Insurance	830	828	1,120	930	1,120	0	1,500	0	0
4002	Employers Pension	1,230	1,225	1,690	1,400	1,690	0	2,000	0	0
4041	Mileage/Travel/Sustinance	450	420	450	350	450	0	500	0	0
4115	Water & Sewerage	1,200	737	320	612	900	0	800	0	0
4120	Gas	2,000	1,343	2,000	873	1,000	0	2,000	0	0
4122	Electricity	1,500	1,139	1,545	578	1,000	0	1,500	0	0
4150	Cleaning	6,625	6,482	6,825	2,486	3,500	0	7,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4152	Cleaning - Supplies	1,300	1,295	1,400	871	1,200	0	1,500	0	0
4155	Refuse Collection	850	860	900	900	1,200	0	1,000	0	0
4170	Building Maintenance	2,000	5,531	2,000	3,397	3,500	0	2,000	0	0
4185	Equipment	300	24	300	0	0	0	0	0	0
4207	Fire & Intruder Systems	0	443	0	464	500	0	0	0	0
4280	Ancells Car Park	4,000	6,269	6,000	5,679	5,680	0	6,000	0	0
4445	Mobile Phones	300	300	300	250	300	0	300	0	0
4455	Postage	100	100	100	0	50	0	100	0	0
4740	Licences	2,300	2,126	2,300	0	1,000	0	2,300	0	0
<b>Overhead Expenditure</b>		40,075	44,089	44,360	33,040	40,200	0	45,500	0	0
<b>Movement to/(from) Gen Reserve</b>		(14,075)	(18,780)	(18,360)	(25,539)	(32,700)		(30,500)		
<b>208</b>	<b><u>Ancells Farm Park and Pavilion</u></b>									
1053	Grant money and funding	0	4,779	0	0	0	0	0	0	0
1060	Pitch Hire	1,965	2,783	2,004	836	836	0	2,924	0	0
<b>Total Income</b>		1,965	7,562	2,004	836	836	0	2,924	0	0
4110	Rates	1,250	1,166	1,287	1,185	1,185	0	1,208	0	0
4115	Water & Sewerage	500	382	515	197	367	0	390	0	0
4120	Gas	1,255	351	530	230	336	0	365	0	0
4122	Electricity	1,000	252	415	92	230	0	265	0	0
4150	Cleaning	1,600	1,323	1,632	331	630	0	1,390	0	0
4170	Building Maintenance	1,000	3,931	4,200	313	4,000	0	4,284	0	0
4175	Equipment Maintenance	400	460	600	0	300	0	470	0	0
4187	Health & Safety	300	0	306	223	223	0	312	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4200	Grounds Maintenance	22,000	22,086	22,216	15,995	21,611	0	22,660	0	0
4202	Additional Ground Works	1,655	2,393	1,705	0	705	0	1,739	0	0
4205	CCTV	100	0	105	0	0	0	107	0	0
4220	Friends Group support	110	90	115	0	115	0	118	0	0
4225	South and South East in Bloom	100	0	105	0	0	0	107	0	0
4230	Playground Maintenance	4,300	4,730	5,000	52	5,000	0	5,100	0	0
4240	Grants / Funding expenditure	0	844	0	0	0	0	0	0	0
4250	Tree Surgery	800	1,540	816	1,783	2,000	0	2,040	0	0
<b>Overhead Expenditure</b>		36,370	39,548	39,547	20,399	36,702	0	40,555	0	0
<b>Movement to/(from) Gen Reserve</b>		(34,405)	(31,986)	(37,543)	(19,563)	(35,866)		(37,631)		
<b>301</b>	<b>Open Spaces</b>									
1050	Outdoor Space Hire	650	974	650	505	505	0	0	0	0
1053	Grant money and funding	0	1,500	0	0	0	0	0	0	0
<b>Total Income</b>		650	2,474	650	505	505	0	0	0	0
4000	Salaries	13,000	13,133	13,526	11,145	13,400	0	13,400	0	0
4001	Employers National Insurance	1,300	888	1,300	1,031	1,300	0	1,300	0	0
4002	Employers Pension	520	635	812	557	700	0	700	0	0
4015	Recharge staff hours	-2,000	0	-2,040	0	0	0	0	0	0
4041	Mileage/Travel/Sustinance	1,030	677	1,050	401	700	0	816	0	0
4169	Street and Park Furniture	0	0	1,000	0	1,000	0	1,020	0	0
4170	Building Maintenance	300	0	310	50	100	0	316	0	0
4185	Equipment	1,500	252	500	97	500	0	1,530	0	0
4200	Grounds Maintenance	13,926	13,979	14,062	10,124	13,679	0	14,344	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4202	Additional Ground Works	1,047	2,430	1,078	21	500	0	1,100	0	0
4206	Lamppost Maintenance	0	70	200	0	200	0	204	0	0
4208	Speed Indicator Boards - SIDs	0	0	0	0	0	0	1,000	0	0
4231	Depot/storage	15,000	0	0	0	0	0	0	0	0
4233	Vehicle and costs	1	0	0	0	0	0	0	0	0
4240	Grants / Funding expenditure	0	1,630	0	0	0	0	0	0	0
4250	Tree Surgery	1,000	190	1,020	1,718	2,000	0	1,040	0	0
4445	Mobile Phones	400	121	408	151	300	0	416	0	0
4740	Licences	500	70	220	70	70	0	224	0	0
4745	Uniforms	100	48	110	0	110	0	112	0	0
<b>Overhead Expenditure</b>		<u>47,624</u>	<u>34,123</u>	<u>33,556</u>	<u>25,363</u>	<u>34,559</u>	<u>0</u>	<u>37,522</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(46,974)</u>	<u>(31,649)</u>	<u>(32,906)</u>	<u>(24,858)</u>	<u>(34,054)</u>		<u>(37,522)</u>		
<b>310</b>	<b><u>Calthorpe Park</u></b>									
1050	Outdoor Space Hire	0	71	0	-71	0	0	700	0	0
1053	Grant money and funding	0	0	0	244,711	0	0	0	0	0
1057	Fleet Football Club Rent	2,000	2,000	2,000	0	0	0	2,000	0	0
1060	Pitch Hire	1,680	1,270	1,700	708	708	0	1,008	0	0
1064	Tennis Membership card	7,000	5,632	7,000	9,325	9,400	0	7,500	0	0
1065	Tennis Hire	1,200	1,383	1,300	2,408	2,410	0	1,500	0	0
1066	Tennis coaching	1,000	0	1,000	0	0	0	0	0	0
<b>Total Income</b>		<u>12,880</u>	<u>10,356</u>	<u>13,000</u>	<u>257,081</u>	<u>12,518</u>	<u>0</u>	<u>12,708</u>	<u>0</u>	<u>0</u>
4115	Water & Sewerage	200	454	580	388	495	0	505	0	0
4120	Gas	0	100	0	-100	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4122	Electricity	550	265	310	192	260	0	304	0	0
4150	Cleaning	1,450	1,160	1,236	198	400	0	1,485	0	0
4170	Building Maintenance	1,500	37	1,530	9	630	0	1,560	0	0
4175	Equipment Maintenance	770	0	785	0	785	0	800	0	0
4185	Equipment	850	-309	867	0	867	0	884	0	0
4187	Health & Safety	300	0	310	223	310	0	316	0	0
4200	Grounds Maintenance	37,418	37,563	37,785	27,203	37,785	0	39,300	0	0
4202	Additional Ground Works	2,813	4,706	2,897	80	1,000	0	2,954	0	0
4205	CCTV	100	0	105	485	1,500	0	2,000	0	0
4220	Friends Group support	100	75	105	75	105	0	107	0	0
4225	South and South East in Bloom	50	70	55	25	55	0	72	0	0
4230	Playground Maintenance	400	69	1,000	3,631	500	0	1,000	0	0
4235	Play Equipment	0	0	0	220,205	0	0	0	0	0
4250	Tree Surgery	2,300	2,430	2,346	8,425	8,425	0	2,392	0	0
4430	Promotion/Publicity/Vision	500	0	510	0	0	0	0	0	0
4590	Repairs and Renewals	7,000	0	7,000	0	7,000	0	7,000	0	0
4651	LTA Registration - membership	900	0	920	360	720	0	938	0	0
4653	Tennis Software	900	775	910	796	796	0	812	0	0
4740	Licences	80	70	85	70	70	0	72	0	0
<b>Overhead Expenditure</b>		58,181	47,465	59,336	262,266	61,703	0	62,501	0	0
<b>310 Net Income over Expenditure</b>		-45,301	-37,109	-46,336	-5,185	-49,185	0	-49,793	0	0
6001	plus Transfer from EMR	0	0	0	220,205	0	0	0	0	0
6000	less Transfer to EMR	0	0	0	244,711	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(45,301)</u>	<u>(37,109)</u>	<u>(46,336)</u>	<u>(29,692)</u>	<u>(49,185)</u>		<u>(49,793)</u>		

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>315</b>	<b><u>Oakley Park</u></b>									
1060	Pitch Hire	2,620	3,942	3,000	1,460	1,460	0	2,672	0	0
	<b>Total Income</b>	<u>2,620</u>	<u>3,942</u>	<u>3,000</u>	<u>1,460</u>	<u>1,460</u>	<u>0</u>	<u>2,672</u>	<u>0</u>	<u>0</u>
4115	Water & Sewerage	350	0	361	0	0	0	0	0	0
4120	Gas	0	85	0	-85	0	0	0	0	0
4122	Electricity	350	234	310	239	300	0	316	0	0
4150	Cleaning	1,450	1,190	1,300	248	540	0	1,326	0	0
4170	Building Maintenance	1,000	529	1,020	0	1,020	0	1,040	0	0
4175	Equipment Maintenance	50	0	55	0	55	0	56	0	0
4180	Equipment Hire	0	0	0	0	0	0	56	0	0
4185	Equipment	50	0	55	0	55	0	0	0	0
4187	Health & Safety	300	0	310	223	223	0	316	0	0
4200	Grounds Maintenance	19,946	20,023	20,142	14,501	19,593	0	20,545	0	0
4202	Additional Ground Works	1,500	0	1,545	55	545	0	1,575	0	0
4205	CCTV	2,215	2,185	2,259	2,251	2,259	0	1,400	0	0
4220	Friends Group support	100	75	105	0	105	0	105	0	0
4225	South and South East in Bloom	80	95	85	40	40	0	97	0	0
4230	Playground Maintenance	1,000	287	1,020	62	1,020	0	1,040	0	0
4250	Tree Surgery	1,500	1,454	1,530	3,508	3,600	0	1,560	0	0
	<b>Overhead Expenditure</b>	<u>29,891</u>	<u>26,158</u>	<u>30,097</u>	<u>21,041</u>	<u>29,355</u>	<u>0</u>	<u>29,432</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>(27,271)</u>	<u>(22,216)</u>	<u>(27,097)</u>	<u>(19,580)</u>	<u>(27,895)</u>		<u>(26,760)</u>		
<b>320</b>	<b><u>Basingbourne Park</u></b>									
1060	Pitch Hire	1,989	1,418	1,400	1,377	1,377	0	5,344	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		1,989	1,418	1,400	1,377	1,377	0	5,344	0	0
4115	Water & Sewerage	400	405	412	360	400	0	420	0	0
4120	Gas	0	55	0	-55	0	0	0	0	0
4122	Electricity	300	146	309	179	220	0	315	0	0
4150	Cleaning	1,450	1,190	1,300	347	630	0	1,326	0	0
4170	Building Maintenance	2,000	978	2,040	101	2,040	0	2,080	0	0
4185	Equipment	300	0	310	0	310	0	316	0	0
4187	Health & Safety	300	0	310	223	310	0	316	0	0
4200	Grounds Maintenance	16,962	17,028	17,128	12,331	16,662	0	17,470	0	0
4202	Additional Ground Works	1,275	460	1,315	0	315	0	1,341	0	0
4205	CCTV	1,150	1,093	1,175	1,126	1,126	0	1,400	0	0
4220	Friends Group support	110	220	115	0	115	0	115	0	0
4225	South and South East in Bloom	110	105	115	60	60	0	105	0	0
4230	Playground Maintenance	1,000	830	1,020	62	1,020	0	1,040	0	0
4250	Tree Surgery	2,500	7,716	2,550	4,600	5,000	0	2,601	0	0
<b>Overhead Expenditure</b>		27,857	30,225	28,099	19,333	28,208	0	28,845	0	0
<b>Movement to/(from) Gen Reserve</b>		(25,868)	(28,807)	(26,699)	(17,956)	(26,831)		(23,501)		
<b>325</b>	<b><u>The Views</u></b>									
1050	Outdoor Space Hire	1,500	1,277	1,530	0	0	0	1,000	0	0
1145	Plaque contribution	0	35	0	0	0	0	0	0	0
<b>Total Income</b>		1,500	1,312	1,530	0	0	0	1,000	0	0
4122	Electricity	80	176	135	115	130	0	137	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4185	Equipment	100	0	105	0	105	0	107	0	0
4200	Grounds Maintenance	7,028	7,055	7,097	5,110	6,904	0	7,240	0	0
4202	Additional Ground Works	528	190	545	0	200	0	555	0	0
4230	Playground Maintenance	2,000	2,588	4,040	183	4,040	0	4,120	0	0
4250	Tree Surgery	300	585	310	675	700	0	316	0	0
<b>Overhead Expenditure</b>		10,036	10,594	12,232	6,083	12,079	0	12,475	0	0
<b>Movement to/(from) Gen Reserve</b>		(8,536)	(9,281)	(10,702)	(6,082)	(12,079)		(11,475)		
<b>330</b>	<b>Edenbrook</b>									
4200	Grounds Maintenance	2,970	2,983	3,000	2,160	2,918	0	3,060	0	0
4202	Additional Ground Works	224	0	231	0	200	0	235	0	0
4230	Playground Maintenance	2,000	317	2,040	123	2,040	0	2,080	0	0
<b>Overhead Expenditure</b>		5,194	3,300	5,271	2,283	5,158	0	5,375	0	0
<b>Movement to/(from) Gen Reserve</b>		(5,194)	(3,300)	(5,271)	(2,283)	(5,158)		(5,375)		
<b>350</b>	<b>Cemetery</b>									
1100	Interment Fees	17,000	12,175	12,240	15,350	15,500	0	10,000	0	0
1110	Scattering of Ashes	0	170	340	340	340	0	500	0	0
1120	Sale of Exclusive Rights	24,000	16,070	18,480	33,850	34,000	0	16,000	0	0
1121	Transfer of Exclusive Rights	1,000	3,330	1,020	1,015	1,200	0	1,050	0	0
1130	Memorial Cemetery Fees	6,200	5,838	6,324	7,520	7,600	0	6,450	0	0
1131	Memorial Roses	0	0	0	350	350	0	700	0	0
1132	Memorial Kerbstones	0	1,500	0	1,000	1,500	0	5,000	0	0
1133	Memorial Sanctums	0	13,008	9,000	14,225	15,000	0	20,000	0	0
1134	GoR Planted Area	0	175	0	417	500	0	700	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1140	Bench contribution	0	483	0	0	0	0	0	0	0
1145	Plaque contribution	0	150	0	0	0	0	0	0	0
<b>Total Income</b>		48,200	52,900	47,404	74,067	75,990	0	60,400	0	0
4000	Salaries	5,700	3,981	5,700	2,998	4,500	0	5,700	0	0
4002	Employers Pension	230	171	352	150	200	0	300	0	0
4041	Mileage/Travel/Sustinance	510	437	520	162	350	0	530	0	0
4110	Rates	1,715	1,873	1,900	2,188	2,188	0	2,231	0	0
4115	Water & Sewerage	350	-97	780	64	170	0	220	0	0
4150	Cleaning	530	0	540	0	0	0	500	0	0
4155	Refuse Collection	1,800	1,848	2,000	1,237	1,650	0	2,040	0	0
4170	Building Maintenance	200	0	510	0	510	0	520	0	0
4200	Grounds Maintenance	11,700	10,584	15,900	7,657	15,607	0	16,218	0	0
4202	Additional Ground Works	800	598	825	0	325	0	841	0	0
4203	General Upkeep	1,500	1,039	1,530	24	500	0	1,560	0	0
4220	Friends Group support	100	70	105	0	105	0	105	0	0
4225	South and South East in Bloom	80	90	140	35	35	0	140	0	0
4250	Tree Surgery	1,000	1,940	1,020	973	1,400	0	1,040	0	0
4400	Stationery & Consumables	0	0	0	7	7	0	0	0	0
4445	Mobile Phones	400	79	250	70	100	0	255	0	0
4455	Postage	0	2	0	16	20	0	0	0	0
4460	Subscriptions	100	95	105	95	95	0	100	0	0
4481	Software/Licenses	750	390	765	423	425	0	450	0	0
4935	GoR Memorial inscriptions	0	565	1,000	1,598	1,600	0	1,200	0	0
4936	GoR Ashes digging	0	100	0	-320	0	0	100	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4940	Cemetery Extension	2,000	0	0	0	0	0	0	0	0
4942	H and S Memorial repairs	300	0	310	0	0	0	316	0	0
4944	H and S Memorial inspections	500	148	510	7,648	7,648	0	1,550	0	0
<b>Overhead Expenditure</b>		30,265	23,913	34,762	25,025	37,435	0	35,916	0	0
<b>Movement to/(from) Gen Reserve</b>		17,935	28,987	12,642	49,042	38,555		24,484		
<b>475</b>	<b><u>Lengthsman Scheme</u></b>									
1053	Grant money and funding	0	3,300	0	3,300	3,300	0	0	0	0
<b>Total Income</b>		0	3,300	0	3,300	3,300	0	0	0	0
4202	Additional Ground Works	0	3,830	0	0	3,300	0	0	0	0
<b>Overhead Expenditure</b>		0	3,830	0	0	3,300	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		0	(530)	0	3,300	0		0		
<b>900</b>	<b><u>Earmarked Reserves</u></b>									
8005	Calthorpe Play Area	0	30,365	0	0	0	0	0	0	0
<b>Total Income</b>		0	30,365	0	0	0	0	0	0	0
9000	EMR Pension Obligation 2018-19	1,530	1,530	0	0	0	0	0	0	0
9002	EMR Website Development 2020	10,000	0	0	0	0	0	0	0	0
9004	EMR Cemetery Ext/Rem Gdn 2019	5,787	884	0	1,150	0	0	0	0	0
9006	EMR Park Improvement 2020	40,045	17,123	0	0	0	0	0	0	0
9007	EMR Coffee Shop Improvement	355	0	0	0	0	0	0	0	0
9009	EMR Calthorpe Park Playground	0	30,365	0	0	0	0	0	0	0
9012	EMR Harlington Equipment 2019	2,469	2,469	0	0	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 10)

Note: Item3 Month10 Budget Detail Jan21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9013	EMR Calthorpe Building 2025	100,853	0	0	0	0	0	0	0	0
9014	EMR Office Refurbishment 2019	265	27	0	0	0	0	0	0	0
9018	EMR Ancells Farm Rep/Dec 2019	9,140	13,045	0	3,325	0	0	0	0	0
9023	EMR Salary Provison 2018-19	4,692	4,692	0	0	0	0	0	0	0
9024	EMR NI Provison 2018-19	3,030	3,030	0	0	0	0	0	0	0
9028	EMR - Paths	3,300	9,708	0	0	0	0	0	0	0
9030	EMR Cemetery Mem test/repairs	2,500	0	0	0	0	0	0	0	0
9032	EMR Neighbourhood Plan 2018-19	-1,208	1,058	0	0	0	0	0	0	0
9035	EMR CP Tennis sinking 2026	23,563	0	0	0	0	0	0	0	0
9040	EMR Community Bus Serv 2019-20	13,000	0	0	0	0	0	0	0	0
9042	EMR Sustainable operational Pr	0	89	0	234	0	0	0	0	0
9300	EMR S106 Sensory Garden 2019	51,579	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		270,900	84,021	0	4,709	0	0	0	0	0
<b>900 Net Income over Expenditure</b>		-270,900	-53,656	0	-4,709	0	0	0	0	0
6001	plus Transfer from EMR	0	0	0	4,798	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(270,900)</u>	<u>(53,656)</u>	<u>0</u>	<u>89</u>	<u>0</u>		<u>0</u>		
<b>Total Budget Income</b>		1,789,590	1,664,472	1,669,646	1,472,466	1,366,835	0	1,491,572	0	0
<b>Expenditure</b>		2,060,491	1,335,551	1,669,646	1,072,388	1,507,167	0	1,592,410	0	0
<b>Net Income over Expenditure</b>		<u>-270,901</u>	<u>328,920</u>	<u>0</u>	<u>400,078</u>	<u>-140,332</u>	<u>0</u>	<u>-100,838</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR		0	0	0	245,655	0	0	0	0	0
less Transfer to EMR		0	0	0	244,711	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(270,901)</u>	<u>328,920</u>	<u>0</u>	<u>401,022</u>	<u>(140,332)</u>		<u>(100,838)</u>		

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Policy and Finance</u></b>											
101 Central Administration											
1053 Grant money and funding	6,477	0	(6,477)	8,477	0	(8,477)	0			0.0%	
1870 Interest Income	204	292	88	2,551	2,920	369	3,500			72.9%	
Central Administration :- Income	<b>6,681</b>	<b>292</b>	<b>(6,389)</b>	<b>11,028</b>	<b>2,920</b>	<b>(8,108)</b>	<b>3,500</b>			<b>315.1%</b>	<b>0</b>
4000 Salaries	10,076	10,333	257	101,696	103,330	1,634	124,000		22,304	82.0%	
4001 Employers National Insurance	848	875	27	8,487	8,750	263	10,500		2,013	80.8%	
4002 Employers Pension	566	642	76	5,708	6,420	712	7,700		1,992	74.1%	
4011 Staff Recruitment	0	21	21	0	210	210	250		250	0.0%	
4015 Recharge staff hours	(3,480)	(1,373)	2,107	(18,480)	(13,730)	4,750	(16,480)		2,000	112.1%	
4020 COVID19	5,030	0	(5,030)	24,555	0	(24,555)	0		(24,555)	0.0%	
4030 Training	0	258	258	210	2,580	2,370	3,100		2,890	6.8%	
4041 Mileage/Travel/Sustenance	0	9	9	0	83	83	102		102	0.0%	
4130 Insurance	0	750	750	8,491	7,500	(991)	9,000		509	94.3%	
4156 Recycling	0	42	42	0	420	420	500		500	0.0%	
4175 Equipment Maintenance	0	49	49	0	490	490	589		589	0.0%	
4185 Equipment	0	250	250	375	2,500	2,125	3,000		2,625	12.5%	
4187 Health & Safety	1,636	0	(1,636)	5,463	7,600	2,137	10,200		4,737	53.6%	
4400 Stationery & Consumables	5	320	315	1,184	3,240	2,056	3,892		2,708	30.4%	
4401 Document Management	0	167	167	0	1,670	1,670	2,000		2,000	0.0%	
4420 Bank Charges	101	250	149	1,439	2,500	1,061	3,000		1,561	48.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4430 Promotion/Publicity/Vision	90	583	493	5,266	5,830	564	7,000		1,734	75.2%	
4435 Website	0	170	170	360	630	270	800		440	45.0%	
4440 Telephone & Broadband	96	142	46	1,249	1,420	171	1,700		451	73.5%	
4445 Mobile Phones	9	0	(9)	264	0	(264)	0		(264)	0.0%	
4455 Postage	0	30	30	100	290	191	350		251	28.4%	
4460 Subscriptions	90	362	272	3,085	3,162	77	3,162		77	97.6%	
4480 Computer Maintenance	0	83	83	75	830	755	1,000		925	7.5%	
4481 Software/Licenses	93	142	49	670	1,420	750	1,700		1,030	39.4%	
4484 Computer Support	360	458	98	3,600	4,580	980	5,500		1,900	65.5%	
4485 Computer Storage	330	0	(330)	990	1,125	135	1,500		510	66.0%	
4486 E-mail Exchange	277	271	(6)	2,450	2,710	260	3,250		800	75.4%	
4550 Payroll Services	105	50	(55)	316	500	184	600		284	52.7%	
4551 HR Services	91	167	76	910	1,670	760	2,000		1,090	45.5%	
4555 Legal Fees and Costs	0	167	167	643	1,670	1,027	2,000		1,357	32.1%	
4560 Accountancy fees	0	58	58	560	580	20	700		140	80.0%	
4561 VAT Consultancy fees	0	37	37	259	370	111	440		181	58.9%	
4564 Procurement fees	0	83	83	0	830	830	1,000		1,000	0.0%	
4580 Audit Fees	0	333	333	2,700	3,330	630	4,000		1,300	67.5%	
Central Administration :- Indirect Expenditure	<b>16,324</b>	<b>15,729</b>	<b>(595)</b>	<b>162,627</b>	<b>164,510</b>	<b>1,883</b>	<b>198,055</b>	<b>0</b>	<b>35,428</b>	<b>82.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,644)</b>	<b>(15,437)</b>	<b>(5,793)</b>	<b>(151,599)</b>	<b>(161,590)</b>	<b>(9,991)</b>	<b>(194,555)</b>				

09/02/2021

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## Fleet Town Council Current Year

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## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 Civic and Democratic</u>											
4041 Mileage/Travel/Sustenance	0	13	13	0	130	130	153		153	0.0%	
4430 Promotion/Publicity/Vision	0	208	208	0	2,080	2,080	2,500		2,500	0.0%	
4530 Councillor Development	95	0	(95)	(228)	785	1,013	1,050		1,278	(21.7%)	
4535 Chairman's Allowance	0	97	97	150	970	820	1,160		1,010	12.9%	
4537 Members Allowances	99	167	68	282	1,670	1,389	2,000		1,719	14.1%	
Civic and Democratic :- Indirect Expenditure	<b>194</b>	<b>485</b>	<b>291</b>	<b>203</b>	<b>5,635</b>	<b>5,432</b>	<b>6,863</b>	<b>0</b>	<b>6,660</b>	<b>3.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(194)</b>	<b>(485)</b>	<b>(291)</b>	<b>(203)</b>	<b>(5,635)</b>	<b>(5,432)</b>	<b>(6,863)</b>				
<u>110 Grants</u>											
4538 Community Support	1,000	125	(875)	1,000	1,250	250	1,500		500	66.7%	
4800 Fleet Link	0	1,125	1,125	10,824	11,250	426	13,500		2,676	80.2%	
4810 Basingstoke Canal	0	1,542	1,542	18,309	15,420	(2,889)	18,500		191	99.0%	
4855 Community grants	0	883	883	200	8,830	8,630	10,600		10,400	1.9%	
Grants :- Indirect Expenditure	<b>1,000</b>	<b>3,675</b>	<b>2,675</b>	<b>30,333</b>	<b>36,750</b>	<b>6,417</b>	<b>44,100</b>	<b>0</b>	<b>13,767</b>	<b>68.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,000)</b>	<b>(3,675)</b>	<b>(2,675)</b>	<b>(30,333)</b>	<b>(36,750)</b>	<b>(6,417)</b>	<b>(44,100)</b>				
<u>115 Precept</u>											
1900 Precept - operational	0	42,295	42,295	672,341	587,750	(84,591)	672,341			100.0%	
1902 Precept - New Harlington	0	34,335	34,335	412,017	343,350	(68,667)	412,017			100.0%	
Precept :- Income	<b>0</b>	<b>76,630</b>	<b>76,630</b>	<b>1,084,358</b>	<b>931,100</b>	<b>(153,258)</b>	<b>1,084,358</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>76,630</b>	<b>76,630</b>	<b>1,084,358</b>	<b>931,100</b>	<b>(153,258)</b>	<b>1,084,358</b>				

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## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Policy and Finance :- Income	6,681	76,922	70,241	1,095,386	934,020	(161,366)	1,087,858			100.7%	
Expenditure	17,518	19,889	2,371	193,163	206,895	13,732	249,018	0	55,855	77.6%	
<b>Movement to/(from) Gen Reserve</b>	<b>(10,838)</b>			<b>902,223</b>							
<b><u>Recreation, Leisure/Amenities</u></b>											
150 Events											
1051 Ghurkha Square Market	0	0	0	3,841	0	(3,841)	0			0.0%	
Events :- Income	0	0	0	3,841	0	(3,841)	0				0
4176 Action Day	0	75	75	0	750	750	900		900	0.0%	
4210 Floral Displays	0	0	0	15,872	13,400	(2,472)	17,544		1,672	90.5%	
4222 Friends Group Get Together	0	12	12	0	120	120	150		150	0.0%	
4655 Town Centre Xmas Decorations	18,554	0	(18,554)	18,698	16,750	(1,948)	20,400		1,702	91.7%	
4656 Christmas Gurkha Square	(18,449)	150	18,599	30	3,800	3,770	4,090		4,060	0.7%	
4657 Christmas Day Lunch	439	120	(319)	439	1,020	582	1,020		582	43.0%	
4660 Remembrance Day	0	25	25	0	250	250	300		300	0.0%	
4661 Gurkha Sq Market	0	0	0	3,294	0	(3,294)	0		(3,294)	0.0%	
Events :- Indirect Expenditure	544	382	(162)	38,333	36,090	(2,243)	44,404	0	6,071	86.3%	0
<b>Net Income over Expenditure</b>	<b>(544)</b>	<b>(382)</b>	<b>162</b>	<b>(34,491)</b>	<b>(36,090)</b>	<b>(1,599)</b>	<b>(44,404)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Ancells Community Centre</u>											
1000 Hall Hire	765	2,167	1,402	7,501	21,670	14,169	26,000			28.8%	
Ancells Community Centre :- Income	<b>765</b>	<b>2,167</b>	<b>1,402</b>	<b>7,501</b>	<b>21,670</b>	<b>14,169</b>	<b>26,000</b>			<b>28.8%</b>	<b>0</b>
4000 Salaries	6,142	1,426	(4,716)	14,250	14,260	10	17,110		2,860	83.3%	
4001 Employers National Insurance	467	93	(374)	930	930	(0)	1,120		190	83.1%	
4002 Employers Pension	506	141	(365)	1,400	1,410	11	1,690		291	82.8%	
4041 Mileage/Travel/Sustenance	35	38	3	350	380	30	450		100	77.8%	
4115 Water & Sewerage	0	27	27	612	270	(342)	320		(292)	191.3%	
4120 Gas	207	167	(40)	873	1,670	797	2,000		1,127	43.7%	
4122 Electricity	172	355	183	578	1,090	512	1,545		967	37.4%	
4150 Cleaning	405	569	164	2,486	5,690	3,204	6,825		4,339	36.4%	
4152 Cleaning - Supplies	97	117	20	871	1,170	299	1,400		529	62.2%	
4155 Refuse Collection	103	75	(28)	900	750	(150)	900		0	100.0%	
4170 Building Maintenance	0	167	167	3,397	1,670	(1,727)	2,000		(1,397)	169.8%	
4185 Equipment	0	25	25	0	250	250	300		300	0.0%	
4207 Fire & Intruder Systems	0	0	0	464	0	(464)	0		(464)	0.0%	
4280 Ancells Car Park	0	0	0	5,679	6,000	321	6,000		321	94.7%	
4445 Mobile Phones	25	25	0	250	250	0	300		50	83.3%	
4455 Postage	0	8	8	0	80	80	100		100	0.0%	
4740 Licences	0	192	192	0	1,920	1,920	2,300		2,300	0.0%	
Ancells Community Centre :- Indirect Expenditure	<b>8,158</b>	<b>3,425</b>	<b>(4,733)</b>	<b>33,040</b>	<b>37,790</b>	<b>4,750</b>	<b>44,360</b>	<b>0</b>	<b>11,320</b>	<b>74.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,394)</b>	<b>(1,258)</b>	<b>6,136</b>	<b>(25,539)</b>	<b>(16,120)</b>	<b>9,419</b>	<b>(18,360)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>208 Ancells Farm Park and Pavilion</u>											
1060 Pitch Hire	0	0	0	836	1,334	498	2,004			41.7%	
Ancells Farm Park and Pavilion :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>836</b>	<b>1,334</b>	<b>498</b>	<b>2,004</b>			<b>41.7%</b>	<b>0</b>
4110 Rates	0	0	0	1,185	617	(568)	1,287		102	92.1%	
4115 Water & Sewerage	0	45	45	197	425	228	515		318	38.3%	
4120 Gas	25	44	19	230	440	210	530		300	43.4%	
4122 Electricity	0	34	34	92	340	248	415		323	22.1%	
4150 Cleaning	110	136	26	331	1,360	1,029	1,632		1,301	20.3%	
4170 Building Maintenance	75	350	275	313	3,500	3,187	4,200		3,887	7.4%	
4175 Equipment Maintenance	0	50	50	0	500	500	600		600	0.0%	
4187 Health & Safety	0	0	0	223	204	(19)	306		83	72.9%	
4200 Grounds Maintenance	1,844	1,851	7	15,995	18,510	2,516	22,216		6,222	72.0%	
4202 Additional Ground Works	0	142	142	0	1,420	1,420	1,705		1,705	0.0%	
4205 CCTV	0	9	9	0	90	90	105		105	0.0%	
4220 Friends Group support	0	10	10	0	100	100	115		115	0.0%	
4225 South and South East in Bloom	0	9	9	0	90	90	105		105	0.0%	
4230 Playground Maintenance	0	417	417	52	4,170	4,118	5,000		4,948	1.0%	
4250 Tree Surgery	0	0	0	1,783	816	(967)	816		(967)	218.4%	
Ancells Farm Park and Pavilion :- Indirect Expenditure	<b>2,055</b>	<b>3,097</b>	<b>1,042</b>	<b>20,399</b>	<b>32,582</b>	<b>12,183</b>	<b>39,547</b>	<b>0</b>	<b>19,148</b>	<b>51.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,055)</b>	<b>(3,097)</b>	<b>(1,042)</b>	<b>(19,563)</b>	<b>(31,248)</b>	<b>(11,685)</b>	<b>(37,543)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301</u> <u>Open Spaces</u>											
1050 Outdoor Space Hire	235	54	(181)	505	540	35	650			77.7%	
Open Spaces :- Income	<b>235</b>	<b>54</b>	<b>(181)</b>	<b>505</b>	<b>540</b>	<b>35</b>	<b>650</b>			<b>77.7%</b>	<b>0</b>
4000 Salaries	1,113	1,127	14	11,145	11,270	125	13,526		2,381	82.4%	
4001 Employers National Insurance	103	108	5	1,031	1,080	49	1,300		269	79.3%	
4002 Employers Pension	56	68	12	557	680	124	812		256	68.5%	
4015 Recharge staff hours	0	(340)	(340)	0	(1,700)	(1,700)	(2,040)		(2,040)	0.0%	
4041 Mileage/Travel/Sustenance	156	85	(71)	401	885	484	1,050		649	38.2%	
4169 Street and Park Furniture	0	83	83	0	830	830	1,000		1,000	0.0%	
4170 Building Maintenance	0	26	26	50	260	210	310		260	16.2%	
4185 Equipment	0	42	42	97	420	323	500		403	19.4%	
4200 Grounds Maintenance	1,167	1,172	5	10,124	11,720	1,596	14,062		3,938	72.0%	
4202 Additional Ground Works	0	85	85	21	895	874	1,078		1,057	1.9%	
4206 Lamppost Maintenance	0	17	17	0	170	170	200		200	0.0%	
4250 Tree Surgery	0	200	200	1,718	820	(898)	1,020		(698)	168.4%	
4445 Mobile Phones	(9)	30	39	151	338	187	408		257	36.9%	
4740 Licences	0	18	18	70	180	110	220		150	31.8%	
4745 Uniforms	0	9	9	0	90	90	110		110	0.0%	
Open Spaces :- Indirect Expenditure	<b>2,586</b>	<b>2,730</b>	<b>144</b>	<b>25,363</b>	<b>27,938</b>	<b>2,575</b>	<b>33,556</b>	<b>0</b>	<b>8,193</b>	<b>75.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,351)</b>	<b>(2,676)</b>	<b>(325)</b>	<b>(24,858)</b>	<b>(27,398)</b>	<b>(2,540)</b>	<b>(32,906)</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Calthorpe Park</u>											
1050 Outdoor Space Hire	0	0	0	(71)	0	71	0			0.0%	
1053 Grant money and funding	0	0	0	244,711	0	(244,711)	0			0.0%	244,711
1057 Fleet Football Club Rent	0	0	0	0	2,000	2,000	2,000			0.0%	
1060 Pitch Hire	0	142	142	708	1,420	712	1,700			41.7%	
1064 Tennis Membership card	201	150	(51)	9,325	6,250	(3,075)	7,000			133.2%	
1065 Tennis Hire	16	108	92	2,408	1,080	(1,328)	1,300			185.2%	
1066 Tennis coaching	0	55	55	0	855	855	1,000			0.0%	
<b>Calthorpe Park :- Income</b>	<b>216</b>	<b>455</b>	<b>239</b>	<b>257,081</b>	<b>11,605</b>	<b>(245,476)</b>	<b>13,000</b>			<b>1977.5%</b>	<b>244,711</b>
4115 Water & Sewerage	0	48	48	388	480	92	580		192	66.9%	
4120 Gas	0	0	0	(100)	0	100	0		100	0.0%	
4122 Electricity	0	26	26	192	260	68	310		118	62.0%	
4150 Cleaning	99	103	4	198	1,030	832	1,236		1,038	16.1%	
4170 Building Maintenance	0	0	0	9	1,230	1,221	1,530		1,521	0.6%	
4175 Equipment Maintenance	0	200	200	0	590	590	785		785	0.0%	
4185 Equipment	0	0	0	0	610	610	867		867	0.0%	
4187 Health & Safety	0	26	26	223	260	37	310		87	71.9%	
4200 Grounds Maintenance	3,137	3,149	12	27,203	31,490	4,287	37,785		10,582	72.0%	
4202 Additional Ground Works	50	241	191	80	2,410	2,330	2,897		2,817	2.8%	
4205 CCTV	0	9	9	485	90	(395)	105		(380)	461.9%	
4220 Friends Group support	75	9	(66)	75	90	15	105		30	71.4%	
4225 South and South East in Bloom	0	4	4	25	40	15	55		30	45.5%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4230 Playground Maintenance	3,570	0	(3,570)	3,631	750	(2,881)	1,000		(2,631)	363.1%	
4235 Play Equipment	0	0	0	220,205	0	(220,205)	0		(220,205)	0.0%	220,205
4250 Tree Surgery	0	0	0	8,425	2,100	(6,325)	2,346		(6,079)	359.1%	
4430 Promotion/Publicity/Vision	0	0	0	0	510	510	510		510	0.0%	
4590 Repairs and Renewals	0	583	583	0	5,830	5,830	7,000		7,000	0.0%	
4651 LTA Registration - membership	0	77	77	360	770	410	920		560	39.1%	
4653 Tennis Software	0	76	76	796	760	(36)	910		114	87.5%	
4740 Licences	0	7	7	70	70	0	85		15	82.4%	
Calthorpe Park :- Indirect Expenditure	<b>6,931</b>	<b>4,558</b>	<b>(2,373)</b>	<b>262,266</b>	<b>49,370</b>	<b>(212,896)</b>	<b>59,336</b>	<b>0</b>	<b>(202,930)</b>	<b>442.0%</b>	<b>220,205</b>
<b>Net Income over Expenditure</b>	<b>(6,714)</b>	<b>(4,103)</b>	<b>2,611</b>	<b>(5,185)</b>	<b>(37,765)</b>	<b>(32,580)</b>	<b>(46,336)</b>				
6001 plus Transfer from EMR	0			220,205							
6000 less Transfer to EMR	0			244,711							
<b>Movement to/(from) Gen Reserve</b>	<b>(6,714)</b>			<b>(29,692)</b>							
<b>315 Oakley Park</b>											
1060 Pitch Hire	0	250	250	1,460	2,500	1,040	3,000			48.7%	
Oakley Park :- Income	<b>0</b>	<b>250</b>	<b>250</b>	<b>1,460</b>	<b>2,500</b>	<b>1,040</b>	<b>3,000</b>			<b>48.7%</b>	<b>0</b>
4115 Water & Sewerage	0	28	28	0	311	311	361		361	0.0%	
4120 Gas	0	0	0	(85)	0	85	0		85	0.0%	
4122 Electricity	0	26	26	239	260	21	310		71	77.0%	
4150 Cleaning	99	108	9	248	1,080	832	1,300		1,052	19.1%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Building Maintenance	0	85	85	0	850	850	1,020		1,020	0.0%	
4175 Equipment Maintenance	0	4	4	0	40	40	55		55	0.0%	
4185 Equipment	0	4	4	0	40	40	55		55	0.0%	
4187 Health & Safety	0	26	26	223	260	37	310		87	71.9%	
4200 Grounds Maintenance	1,672	1,678	6	14,501	16,780	2,279	20,142		5,641	72.0%	
4202 Additional Ground Works	0	0	0	55	1,155	1,100	1,545		1,490	3.6%	
4205 CCTV	0	0	0	2,251	2,259	8	2,259		8	99.6%	
4220 Friends Group support	0	9	9	0	90	90	105		105	0.0%	
4225 South and South East in Bloom	0	7	7	40	70	30	85		45	47.1%	
4230 Playground Maintenance	0	0	0	62	750	688	1,020		958	6.0%	
4250 Tree Surgery	1,340	310	(1,030)	3,508	1,530	(1,978)	1,530		(1,978)	229.2%	
Oakley Park :- Indirect Expenditure	<b>3,111</b>	<b>2,285</b>	<b>(826)</b>	<b>21,041</b>	<b>25,475</b>	<b>4,434</b>	<b>30,097</b>	<b>0</b>	<b>9,056</b>	<b>69.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,111)</b>	<b>(2,035)</b>	<b>1,076</b>	<b>(19,580)</b>	<b>(22,975)</b>	<b>(3,395)</b>	<b>(27,097)</b>				
<u>320 Basingbourne Park</u>											
1060 Pitch Hire	0	117	117	1,377	1,170	(207)	1,400			98.4%	
Basingbourne Park :- Income	<b>0</b>	<b>117</b>	<b>117</b>	<b>1,377</b>	<b>1,170</b>	<b>(207)</b>	<b>1,400</b>			<b>98.4%</b>	<b>0</b>
4115 Water & Sewerage	0	35	35	360	342	(18)	412		52	87.3%	
4120 Gas	0	0	0	(55)	0	55	0		55	0.0%	
4122 Electricity	0	74	74	179	246	67	309		130	58.0%	
4150 Cleaning	99	108	9	347	1,080	733	1,300		953	26.7%	
4170 Building Maintenance	0	170	170	101	1,700	1,599	2,040		1,939	4.9%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4185 Equipment	0	26	26	0	260	260	310		310	0.0%	
4187 Health & Safety	0	26	26	223	260	37	310		87	71.9%	
4200 Grounds Maintenance	1,422	1,427	5	12,331	14,270	1,939	17,128		4,797	72.0%	
4202 Additional Ground Works	0	110	110	0	1,100	1,100	1,315		1,315	0.0%	
4205 CCTV	0	98	98	1,126	980	(146)	1,175		50	95.8%	
4220 Friends Group support	0	10	10	0	100	100	115		115	0.0%	
4225 South and South East in Bloom	0	10	10	60	100	40	115		55	52.2%	
4230 Playground Maintenance	0	0	0	62	790	728	1,020		958	6.0%	
4250 Tree Surgery	0	300	300	4,600	1,750	(2,850)	2,550		(2,050)	180.4%	
Basingbourne Park :- Indirect Expenditure	<b>1,521</b>	<b>2,394</b>	<b>873</b>	<b>19,333</b>	<b>22,978</b>	<b>3,645</b>	<b>28,099</b>	<b>0</b>	<b>8,766</b>	<b>68.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,521)</b>	<b>(2,277)</b>	<b>(756)</b>	<b>(17,956)</b>	<b>(21,808)</b>	<b>(3,852)</b>	<b>(26,699)</b>				
<u>325 The Views</u>											
1050 Outdoor Space Hire	0	0	0	0	1,530	1,530	1,530			0.0%	
The Views :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,530</b>	<b>1,530</b>	<b>1,530</b>			<b>0.0%</b>	<b>0</b>
4122 Electricity	0	11	11	115	110	(5)	135		20	84.9%	
4185 Equipment	0	9	9	0	90	90	105		105	0.0%	
4200 Grounds Maintenance	589	591	2	5,110	5,910	800	7,097		1,987	72.0%	
4202 Additional Ground Works	0	45	45	0	450	450	545		545	0.0%	
4230 Playground Maintenance	0	337	337	183	3,370	3,187	4,040		3,857	4.5%	
4250 Tree Surgery	675	26	(649)	675	260	(415)	310		(365)	217.7%	
The Views :- Indirect Expenditure	<b>1,264</b>	<b>1,019</b>	<b>(245)</b>	<b>6,083</b>	<b>10,190</b>	<b>4,108</b>	<b>12,232</b>	<b>0</b>	<b>6,150</b>	<b>49.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,264)</b>	<b>(1,019)</b>	<b>245</b>	<b>(6,083)</b>	<b>(8,660)</b>	<b>(2,578)</b>	<b>(10,702)</b>				



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>330</u> <u>Edenbrook</u>											
4200 Grounds Maintenance	249	250	1	2,160	2,500	340	3,000		840	72.0%	
4202 Additional Ground Works	0	0	0	0	121	121	231		231	0.0%	
4230 Playground Maintenance	0	0	0	123	1,020	897	2,040		1,917	6.0%	
Edenbrook :- Indirect Expenditure	<b>249</b>	<b>250</b>	<b>1</b>	<b>2,283</b>	<b>3,641</b>	<b>1,358</b>	<b>5,271</b>	<b>0</b>	<b>2,988</b>	<b>43.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(249)</b>	<b>(250)</b>	<b>(1)</b>	<b>(2,283)</b>	<b>(3,641)</b>	<b>(1,358)</b>	<b>(5,271)</b>				
<u>350</u> <u>Cemetery</u>											
1100 Interment Fees	880	1,020	140	15,350	10,200	(5,150)	12,240			125.4%	
1110 Scattering of Ashes	170	28	(142)	340	280	(60)	340			100.0%	
1120 Sale of Exclusive Rights	2,200	1,540	(660)	33,850	15,400	(18,450)	18,480			183.2%	
1121 Transfer of Exclusive Rights	290	85	(205)	1,015	850	(165)	1,020			99.5%	
1130 Memorial Cemetery Fees	480	527	47	7,520	5,270	(2,250)	6,324			118.9%	
1131 Memorial Roses	0	0	0	350	0	(350)	0			0.0%	
1132 Memorial Kerbstones	0	0	0	1,000	0	(1,000)	0			0.0%	
1133 Memorial Sanctums	0	750	750	14,225	7,500	(6,725)	9,000			158.1%	
1134 GoR Planted Area	0	0	0	417	0	(417)	0			0.0%	
Cemetery :- Income	<b>4,020</b>	<b>3,950</b>	<b>(70)</b>	<b>74,067</b>	<b>39,500</b>	<b>(34,567)</b>	<b>47,404</b>			<b>156.2%</b>	<b>0</b>
4000 Salaries	157	475	318	2,998	4,750	1,752	5,700		2,702	52.6%	
4002 Employers Pension	8	29	21	150	290	140	352		202	42.6%	
4041 Mileage/Travel/Sustenance	7	43	36	162	430	268	520		358	31.2%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4110 Rates	0	158	158	2,188	1,580	(608)	1,900		(288)	115.2%	
4115 Water & Sewerage	0	65	65	64	650	586	780		716	8.2%	
4150 Cleaning	0	45	45	0	450	450	540		540	0.0%	
4155 Refuse Collection	0	167	167	1,237	1,670	433	2,000		763	61.9%	
4170 Building Maintenance	0	42	42	0	420	420	510		510	0.0%	
4200 Grounds Maintenance	883	1,325	442	7,657	13,250	5,593	15,900		8,243	48.2%	
4202 Additional Ground Works	0	69	69	0	690	690	825		825	0.0%	
4203 General Upkeep	0	260	260	24	1,270	1,246	1,530		1,506	1.6%	
4220 Friends Group support	0	9	9	0	90	90	105		105	0.0%	
4225 South and South East in Bloom	0	12	12	35	120	85	140		105	25.0%	
4250 Tree Surgery	0	350	350	973	1,020	48	1,020		48	95.3%	
4400 Stationery & Consumables	0	0	0	7	0	(7)	0		(7)	0.0%	
4445 Mobile Phones	9	21	12	70	210	140	250		180	28.2%	
4455 Postage	8	0	(8)	16	0	(16)	0		(16)	0.0%	
4460 Subscriptions	0	9	9	95	90	(5)	105		10	90.5%	
4481 Software/Licenses	0	0	0	423	765	342	765		342	55.3%	
4935 GoR Memorial inscriptions	343	83	(260)	1,598	830	(768)	1,000		(598)	159.8%	
4936 GoR Ashes digging	0	0	0	(320)	0	320	0		320	0.0%	
4942 H and S Memorial repairs	0	26	26	0	260	260	310		310	0.0%	
4944 H and S Memorial inspections	0	0	0	7,648	510	(7,138)	510		(7,138)	1499.5%	
Cemetery :- Indirect Expenditure	<b>1,414</b>	<b>3,188</b>	<b>1,774</b>	<b>25,025</b>	<b>29,345</b>	<b>4,320</b>	<b>34,762</b>	<b>0</b>	<b>9,737</b>	<b>72.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,606</b>	<b>762</b>	<b>(1,844)</b>	<b>49,042</b>	<b>10,155</b>	<b>(38,887)</b>	<b>12,642</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>475 Lengthsman Scheme</u>											
1053 Grant money and funding	0	0	0	3,300	0	(3,300)	0			0.0%	
Lengthsman Scheme :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>(3,300)</u>	<u>0</u>				<u>0</u>
<b>Net Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>(3,300)</u>	<u>0</u>				
Recreation, Leisure/Amenities :- Income	5,236	6,993	1,757	349,968	79,849	(270,119)	94,988			368.4%	
Expenditure	27,834	23,328	(4,506)	453,165	275,399	(177,766)	331,664	0	(121,501)	136.6%	
<b>Net Income over Expenditure</b>	<u>(22,597)</u>	<u>(16,335)</u>	<u>(250,475)</u>	<u>(103,197)</u>	<u>(195,550)</u>	<u>(92,353)</u>	<u>(236,676)</u>				
plus Transfer from EMR	0			220,205							
less Transfer to EMR	0			244,711							
<b>Movement to/(from) Gen Reserve</b>	<u>(22,597)</u>			<u>(127,703)</u>							
<b><u>Harlington Centre</u></b>											
<u>201 Harlington - Events</u>											
1000 Hall Hire	1,395	8,667	7,272	9,918	86,670	76,752	104,000			9.5%	
1001 WRVS Hall Hire	0	167	167	0	1,670	1,670	2,000			0.0%	
1030 WRVS Office 1	0	83	83	0	830	830	1,000			0.0%	
1033 Fleet Phoenix	0	83	83	0	830	830	1,000			0.0%	
1036 Fleet Baptist Preschool	0	375	375	0	3,750	3,750	4,500			0.0%	
1420 Bar Sales	0	8,750	8,750	5,235	87,500	82,265	105,000			5.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1430 Merchandise	0	50	50	0	500	500	600			0.0%	
1431 Confectionery	0	208	208	25	2,080	2,055	2,500			1.0%	
1432 Ices	0	167	167	181	1,670	1,489	2,000			9.1%	
1433 Snacks	0	183	183	114	1,830	1,716	2,200			5.2%	
1435 Box Office Charges	24	1,167	1,143	692	11,670	10,978	14,000			4.9%	
1450 Ticket Sales	10,843	15,000	4,157	10,843	150,000	139,157	180,000			6.0%	
<b>Harlington - Events :- Income</b>	<b>12,262</b>	<b>34,900</b>	<b>22,638</b>	<b>27,008</b>	<b>349,000</b>	<b>321,992</b>	<b>418,800</b>			<b>6.4%</b>	<b>0</b>
4000 Salaries	(55,588)	14,250	69,838	100,008	142,500	42,492	171,000		70,992	58.5%	
4001 Employers National Insurance	(6,029)	913	6,942	6,872	9,130	2,258	10,960		4,088	62.7%	
4002 Employers Pension	(2,992)	742	3,734	6,438	7,420	982	8,900		2,462	72.3%	
4015 Recharge staff hours	0	(583)	(583)	(5,500)	(5,830)	(330)	(7,000)		(1,500)	78.6%	
4020 COVID19	1,744	0	(1,744)	4,294	0	(4,294)	0		(4,294)	0.0%	
4182 Technical Equipment Sundries	674	125	(549)	1,010	1,250	240	1,500		490	67.4%	
4183 Technical Equipment Hire	0	42	42	0	420	420	500		500	0.0%	
4185 Equipment	0	417	417	(1,325)	4,170	5,495	5,000		6,325	(26.5%)	
4422 Bank & Card Transactions	252	625	373	2,144	6,250	4,106	7,500		5,356	28.6%	
4432 Marketing	0	1,417	1,417	742	14,170	13,428	17,000		16,258	4.4%	
4433 Marketing Support	0	542	542	0	5,420	5,420	6,500		6,500	0.0%	
4487 Wi-Fi	0	0	0	44	0	(44)	0		(44)	0.0%	
4490 Sales Systsem Costs	19	833	814	407	8,330	7,923	10,000		9,593	4.1%	
4700 Bar Purchases	103	3,500	3,397	4,352	35,000	30,648	42,000		37,648	10.4%	
4710 Bar Consumables	10	167	157	170	1,670	1,500	2,000		1,830	8.5%	
4715 Stocktaking	0	17	17	0	170	170	200		200	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4720 Performance Costs	11,208	9,167	(2,041)	11,309	91,670	80,361	110,000		98,691	10.3%	
4740 Licences	0	458	458	(1,800)	4,580	6,380	5,500		7,300	(32.7%)	
4752 Hospitality	0	83	83	96	830	734	1,000		904	9.6%	
4761 Confectionery	0	125	125	0	1,250	1,250	1,500		1,500	0.0%	
4762 Ices	0	63	63	6	630	624	760		754	0.8%	
4763 Snacks	0	83	83	120	830	710	1,000		880	12.0%	
Harlington - Events :- Indirect Expenditure	<b>(50,597)</b>	<b>32,986</b>	<b>83,583</b>	<b>129,388</b>	<b>329,860</b>	<b>200,472</b>	<b>395,820</b>	<b>0</b>	<b>266,432</b>	<b>32.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>62,859</b>	<b>1,914</b>	<b>(60,945)</b>	<b>(102,380)</b>	<b>19,140</b>	<b>121,520</b>	<b>22,980</b>				
<u>202 Coffee Shop</u>											
1415 Coffee Shop Sales/Catering	0	4,333	4,333	104	43,330	43,226	52,000			0.2%	
Coffee Shop :- Income	<b>0</b>	<b>4,333</b>	<b>4,333</b>	<b>104</b>	<b>43,330</b>	<b>43,226</b>	<b>52,000</b>			<b>0.2%</b>	<b>0</b>
4000 Salaries	4,606	1,892	(2,714)	12,080	18,920	6,840	22,700		10,620	53.2%	
4001 Employers National Insurance	893	128	(765)	1,200	1,280	80	1,530		330	78.4%	
4002 Employers Pension	487	31	(456)	600	310	(290)	370		(230)	162.2%	
4750 Catering Supplies	0	1,458	1,458	(160)	14,580	14,740	17,500		17,660	(0.9%)	
4755 Catering Consumables	0	42	42	78	420	342	500		422	15.7%	
4756 Catering - Equipment	71	0	(71)	71	0	(71)	0		(71)	0.0%	
Coffee Shop :- Indirect Expenditure	<b>6,057</b>	<b>3,551</b>	<b>(2,506)</b>	<b>13,870</b>	<b>35,510</b>	<b>21,640</b>	<b>42,600</b>	<b>0</b>	<b>28,730</b>	<b>32.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,057)</b>	<b>782</b>	<b>6,839</b>	<b>(13,766)</b>	<b>7,820</b>	<b>21,586</b>	<b>9,400</b>				

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Building</u>											
1031 HCC Library	0	0	0	0	16,000	16,000	16,000			0.0%	
Building :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>			<b>0.0%</b>	<b>0</b>
4000 Salaries	62,094	6,307	(55,787)	63,060	63,070	10	75,680		12,620	83.3%	
4001 Employers National Insurance	6,197	595	(5,602)	6,300	5,950	(350)	7,140		840	88.2%	
4002 Employers Pension	3,095	458	(2,637)	3,150	4,580	1,430	5,490		2,340	57.4%	
4005 Contracted Staffing	0	83	83	0	830	830	1,000		1,000	0.0%	
4011 Staff Recruitment	0	33	33	0	330	330	400		400	0.0%	
4015 Recharge staff hours	0	(167)	(167)	(1,500)	(1,670)	(170)	(2,000)		(500)	75.0%	
4030 Training	0	62	62	(15)	620	635	750		765	(2.0%)	
4041 Mileage/Travel/Sustenance	0	42	42	0	420	420	500		500	0.0%	
4110 Rates	0	0	0	14,828	14,935	107	14,935		107	99.3%	
4115 Water & Sewerage	0	758	758	8,537	7,580	(957)	9,100		563	93.8%	
4120 Gas	2,483	2,170	(313)	9,957	12,301	2,344	17,716		7,759	56.2%	
4122 Electricity	1,695	3,200	1,505	12,873	23,800	10,927	30,540		17,667	42.2%	
4150 Cleaning	919	2,728	1,809	6,929	27,280	20,352	32,740		25,812	21.2%	
4151 Cleaning - Equipment	0	25	25	39	250	211	300		261	13.0%	
4152 Cleaning - Supplies	1,319	783	(536)	5,159	7,830	2,671	9,400		4,241	54.9%	
4155 Refuse Collection	628	475	(153)	3,479	4,750	1,271	5,700		2,221	61.0%	
4156 Recycling	113	83	(30)	631	830	199	1,000		369	63.1%	
4170 Building Maintenance	2,418	1,417	(1,001)	43,213	14,170	(29,043)	17,000		(26,213)	254.2%	
4172 Building Compliance	0	83	83	90	830	740	1,000		910	9.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4175 Equipment Maintenance	0	83	83	17	830	813	1,000		983	1.7%	
4180 Equipment Hire	0	25	25	0	250	250	300		300	0.0%	
4185 Equipment	0	83	83	6,674	830	(5,844)	1,000		(5,674)	667.4%	
4187 Health & Safety	0	83	83	1,115	830	(285)	1,000		(115)	111.5%	
4188 Fire and Intruder Monitoring	35	42	7	182	420	238	500		318	36.4%	
4190 Auditorium expenditure	0	0	0	70,152	0	(70,152)	0		(70,152)	0.0%	
4207 Fire & Intruder Systems	0	150	150	829	1,500	671	1,800		971	46.0%	
4400 Stationery & Consumables	110	125	15	430	1,250	820	1,500		1,070	28.6%	
4445 Mobile Phones	31	33	2	315	330	16	400		86	78.6%	
4455 Postage	0	33	33	90	330	240	400		310	22.6%	
4481 Software/Licenses	8	42	34	567	420	(147)	500		(67)	113.5%	
4487 Wi-Fi	0	103	103	1,173	1,030	(143)	1,236		63	94.9%	
4745 Uniforms	0	42	42	(833)	420	1,253	500		1,333	(166.7%)	
Building :- Indirect Expenditure	<b>81,145</b>	<b>19,979</b>	<b>(61,166)</b>	<b>257,441</b>	<b>197,126</b>	<b>(60,315)</b>	<b>238,527</b>	<b>0</b>	<b>(18,914)</b>	<b>107.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(81,145)</b>	<b>(19,979)</b>	<b>61,166</b>	<b>(257,441)</b>	<b>(181,126)</b>	<b>76,315</b>	<b>(222,527)</b>				
Harlington Centre :- Income	<b>12,262</b>	<b>39,233</b>	<b>26,971</b>	<b>27,112</b>	<b>408,330</b>	<b>381,218</b>	<b>486,800</b>			<b>5.6%</b>	
Expenditure	<b>36,605</b>	<b>56,516</b>	<b>19,911</b>	<b>400,698</b>	<b>562,496</b>	<b>161,798</b>	<b>676,947</b>	<b>0</b>	<b>276,249</b>	<b>59.2%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(24,343)</b>			<b>(373,587)</b>							

Harlington Dev

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Harlington Development</u>											
4015 Recharge staff hours	(7,000)	2,500	9,500	15,000	25,000	10,000	30,000		15,000	50.0%	15,000
4041 Mileage/Travel/Sustenance	0	33	33	0	330	330	400		400	0.0%	
4400 Stationery & Consumables	0	92	92	0	920	920	1,100		1,100	0.0%	
4430 Promotion/Publicity/Vision	0	1,667	1,667	0	16,670	16,670	20,000		20,000	0.0%	
4455 Postage	0	167	167	0	1,670	1,670	2,000		2,000	0.0%	
4555 Legal Fees and Costs	0	1,667	1,667	775	16,670	15,895	20,000		19,225	3.9%	775
4560 Accountancy fees	0	125	125	0	1,250	1,250	1,500		1,500	0.0%	
4562 Design Consultancy fees	0	6,417	6,417	0	64,170	64,170	77,000		77,000	0.0%	
4563 Planning and Building fees	0	3,750	3,750	0	37,500	37,500	45,000		45,000	0.0%	
4564 Procurement fees	0	1,250	1,250	0	12,500	12,500	15,000		15,000	0.0%	
4565 Survey	0	3,583	3,583	4,878	35,830	30,953	43,000		38,123	11.3%	4,878
4570 Project Management	0	8,333	8,333	0	83,330	83,330	100,000		100,000	0.0%	
4999 Contingency	0	4,751	4,751	0	47,510	47,510	57,017		57,017	0.0%	
Harlington Development :- Indirect Expenditure	<u>(7,000)</u>	<u>34,335</u>	<u>41,335</u>	<u>20,653</u>	<u>343,350</u>	<u>322,698</u>	<u>412,017</u>	<u>0</u>	<u>391,365</u>	<u>5.0%</u>	<u>20,653</u>
<b>Net Expenditure</b>	<u>7,000</u>	<u>(34,335)</u>	<u>(41,335)</u>	<u>(20,653)</u>	<u>(343,350)</u>	<u>(322,698)</u>	<u>(412,017)</u>				
6001 plus Transfer from EMR	0			20,653							
<b>Movement to/(from) Gen Reserve</b>	<u>7,000</u>			<u>0</u>							
Harlington Dev :- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	(7,000)	34,335	41,335	20,653	343,350	322,698	412,017	0	391,365	5.0%	
<b>Net Income over Expenditure</b>	<u>7,000</u>	<u>(34,335)</u>	<u>(41,335)</u>	<u>(20,653)</u>	<u>(343,350)</u>	<u>(322,698)</u>	<u>(412,017)</u>				
plus Transfer from EMR	0			20,652							
<b>Movement to/(from) Gen Reserve</b>	<u>7,000</u>			<u>0</u>							



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2021

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Earmarked Reserves</b>											
900 Earmarked Reserves											
9004 EMR Cemetery Ext/Rem Gdn 2019	0	0	0	1,150	0	(1,150)	0		(1,150)	0.0%	1,150
9018 EMR Ancells Farm Rep/Dec 2019	0	0	0	3,325	0	(3,325)	0		(3,325)	0.0%	3,325
9042 EMR Sustainable operational Pr	41	0	(41)	234	0	(234)	0		(234)	0.0%	323
Earmarked Reserves :- Indirect Expenditure	<u>41</u>	<u>0</u>	<u>(41)</u>	<u>4,709</u>	<u>0</u>	<u>(4,709)</u>	<u>0</u>	<u>0</u>	<u>(4,709)</u>		<u>4,798</u>
Net Expenditure	<u>(41)</u>	<u>0</u>	<u>41</u>	<u>(4,709)</u>	<u>0</u>	<u>4,709</u>	<u>0</u>				
6001 plus Transfer from EMR	41			4,798							
Movement to/(from) Gen Reserve	<u>0</u>			<u>89</u>							
Earmarked Reserves :- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	41	0	(41)	4,709	0	(4,709)	0	0	(4,709)	0.0%	
Net Income over Expenditure	<u>(41)</u>	<u>0</u>	<u>41</u>	<u>(4,709)</u>	<u>0</u>	<u>4,709</u>	<u>0</u>				
plus Transfer from EMR	41			4,798							
Movement to/(from) Gen Reserve	<u>0</u>			<u>89</u>							
Grand Totals:- Income	24,179	123,148	98,969	1,472,466	1,422,199	(50,267)	1,669,646			88.2%	
Expenditure	74,998	134,068	59,070	1,072,388	1,388,140	315,752	1,669,646	0	597,258	64.2%	
Net Income over Expenditure	<u>(50,819)</u>	<u>(10,920)</u>	<u>39,899</u>	<u>400,078</u>	<u>34,059</u>	<u>(366,019)</u>	<u>0</u>				
plus Transfer from EMR	41			245,655							
less Transfer to EMR	0			244,711							
Movement to/(from) Gen Reserve	<u>(50,778)</u>			<u>401,022</u>							

**Fleet Town Council**  
**Reserves as at 31 January 2021**

**Item 5f and 9**

	Account	Opening Balance	Net Transfers	Closing Balance
321	EMR - Pension Obligation	£30,000.00		£30,000.00
322	EMR - Website Development	£10,000.00		£10,000.00
323	EMR - Cemetery Ext/Rem Gdn	£5,085.00	-£1,150.00	£3,935.00
324	EMR - Park Improvements	£12,000.00		£12,000.00
325	EMR - Community Pk Building 25	£100,853.00		£100,853.00
326	EMR - Office Refurbishment	£238.00		£238.00
327	EMR - Ancells Farm Rep/Dec	£6,955.00	-£3,325.00	£3,630.00
328	EMR - Paths	£992.00		£992.00
329	EMR - Cemetery Mem Test 2021	£3,300.00		£3,300.00
330	EMR - CP Tennis Sinking 2026	£30,563.00		£30,563.00
331	EMR - Community Buis Service	£13,000.00		£13,000.00
333	EMR - Sustainable Ops Projects	£3,000.00	-£322.90	£2,677.10
334	EMR-Calthorpe Park Playground	£0.00	£22,500.00	£22,500.00
335	EMR - Climate Change LEDs	£600.00		£600.00
		£216,586.00	£17,702.10	£234,288.10

315	FTC Reserve	£0.00	£150,000.00	£150,000.00
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332	EMR - S106 Sensory Garden	£51,579.00		£51,579.00
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360	Harlington Development Fund	£1,216,717.26	£380,884.50	£1,597,601.76
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Date: 06/01/2021

Fleet Town Council Current Year

Page 1

Time: 14:18

**Bank Reconciliation Statement as at 05/01/2021  
for Cashbook 1 - Bank Current/Deposit Account**

User: WA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Co-op	31/03/2020	306	0.00
HSBC	31/12/2020	489	653,821.62
			<u>653,821.62</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
22/12/2020 BACS Pymnt BACS P/L Pymnt Page 1839		67,840.56	
			<u>67,840.56</u>
			585,981.06
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			585,981.06
		<b>Balance per Cash Book is :-</b>	<b>585,981.06</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 09/02/2021

Fleet Town Council Current Year

Page 1

Time: 08:54

**Bank Reconciliation Statement as at 31/01/2021  
for Cashbook 1 - Bank Current/Deposit Account**

User: EM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Co-op	31/03/2020	306	0.00
HSBC	31/01/2021	492	532,653.93
			<hr/> 532,653.93
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
26/01/2021 BACS Pymnt BACS P/L Pymnt Page 1846		5,242.81	
31/01/2021 BACS Pymnt BACS P/L Pymnt Page 1848		3,726.65	
			<hr/> 8,969.46
			523,684.47
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<hr/> 0.00
			523,684.47
		<b>Balance per Cash Book is :-</b>	<b>523,684.47</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 11/01/2021

## Fleet Town Council Current Year

Page: 1

Time: 14:22

## Cashbook 1

User: EM

## Bank Current/Deposit Account

For Month No: 9

## Receipts for Month 9

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>740,380.04</b>					<b>740,380.04</b>	
Banked: 01/12/2020		<b>54.00</b>						
Bar sales		54.00		9.00	1420	201	45.00	Bar sales
Banked: 01/12/2020		<b>28.00</b>						
Ticket sales		26.00		1.24	544		24.76	Ticket sales
Charges		2.00		0.33	1435	201	1.67	Charges
Banked: 01/12/2020		<b>92.00</b>						
Ticket sales		30.00		1.43	796		28.57	Ticket sales
Ticket sales		30.00		1.43	797		28.57	Ticket sales
Ticket sales		26.00		1.24	544		24.76	Ticket sales
Charges		6.00		1.00	1435	201	5.00	Charges
Banked: 01/12/2020		<b>-30.00</b>						
Refund tickets		-30.00		-1.43	797		-28.57	Refund tickets
Banked: 01/12/2020		<b>16.44</b>						
HSBC - Nationwide		16.44			1870	101	16.44	FTC Nationwide Interest Nov20
Banked: 02/12/2020		<b>38.00</b>						
Ticket sales		36.00		1.71	548		34.29	Ticket sales
Charges		2.00		0.33	1435	201	1.67	Charges
Banked: 02/12/2020		<b>-29.25</b>						
Ticket changes		57.00		9.50	590		47.50	Tickets
Ticket refund		-105.00		-5.00	797		-100.00	Ticket refund
Ticket sales		36.00		1.71	548		34.29	Ticket sales
Ticket changes		-19.00		-3.17	590		-15.83	Ticket changes
Charges		1.75		0.29	1435	201	1.46	Charges
Banked: 02/12/2020		<b>53.59</b>						
PublicSectorDepositFund/CCLA		53.59			1870	101	53.59	Dividens Statement Nov20 FTC
Banked: 03/12/2020		<b>130.00</b>						
Ticket sales		60.00		2.86	796		57.14	Ticket sales
Ticket sales		36.00		1.71	548		34.29	Ticket sales
Ticket sales		26.00		1.24	544		24.76	Ticket sales
Charges		8.00		1.33	1435	201	6.67	Charges
Banked: 04/12/2020		<b>6.50</b>						
Ticket refund		-30.00		-1.43	797		-28.57	Ticket refund
Ticket sales		36.00		1.71	548		34.29	Ticket sales
Charges		0.50		0.08	1435	201	0.42	Charges
Banked: 04/12/2020		<b>88.00</b>						
Ticket sales		30.00		1.43	797		28.57	Ticket sales
Ticket sales		52.00		2.48	544		49.52	Ticket sales
Charges		6.00		1.00	1435	201	5.00	Charges
Banked: 05/12/2020		<b>32.00</b>						
Ticket sales		30.00		1.43	797		28.57	Ticket sales

Continued on Page 2

## Receipts for Month 9

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 06/12/2020	270.25						
	Ticket sales	30.00		1.43	797		28.57	Ticket sales
	Cafe sales	26.40		4.40	1415	202	22.00	Cafe sales
	Snacks	5.30		0.88	1433	201	4.42	Snacks
	Bar sales	208.55		34.76	1420	201	173.79	Bar sales
	Banked: 06/12/2020	260.00						
	Ticket sales	36.00		1.71	548		34.29	Ticket sales
	Ticket sales	210.00		10.00	600		200.00	Ticket sales
	Charges	14.00		2.33	1435	201	11.67	Charges
	Banked: 07/12/2020	526.50						
	Ticket sales	90.00		4.28	794		85.72	Ticket sales
	Ticket sales	72.00		3.43	548		68.57	Ticket sales
	Ticket sales	108.00		5.14	584		102.86	Ticket sales
	Ticket sales	227.50		10.83	600		216.67	Ticket sales
	Charges	29.00		4.83	1435	201	24.17	Charges
	Banked: 07/12/2020	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-CQTYM/CalthP
	Banked: 08/12/2020	537.94						
	NALC	537.94		89.66	4530	105	448.28	Refund Spring Conference Mar20
	Banked: 08/12/2020	1,070.00						
	Holmes Ltd/Cemetery AP0255	900.00			1120	350	390.00	DOGAP0255 Dennis&RosemaryBatts
					1100	350	340.00	IntermAP0255 Dennis&RosemBatts
					1130	350	170.00	MemAP0255 Dennis&RosemaryBatts
	Holmes Ltd/Cemetery AP0250	170.00			1130	350	170.00	MemorialAP0250 ReservedJackson
	Banked: 10/12/2020	288.00						
	Sales Recpts Page 4226	288.00	288.00		101			Sales Recpts Page 4226
	Banked: 10/12/2020	92.00						
	Ticket sales	88.00		4.19	566		83.81	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 10/12/2020	112.00						
	Ticket sales	70.00		3.33	795		66.67	Ticket sales
	Ticket sales	36.00		1.71	557		34.29	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
	Banked: 10/12/2020	-209.00						
	Ticket sale/refund	1,443.99		240.66	590		1,203.33	Ticket sale/refund
	Ticket date change	-1,653.00		-275.50	590		-1,377.50	Ticket date change
	Charges	51.00		8.50	1435	201	42.50	Charges
	Charges	8.00		1.33	1435	201	6.67	Charges
	Charge refund	-58.99		-9.83	1435	201	-49.16	Charge refund
	Banked: 10/12/2020	60.00						

## Receipts for Month 9

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Ticket sales	30.00		1.43	796		28.57	Ticket sales
	Ticket sales	26.00		1.24	544		24.76	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	<b>Banked: 11/12/2020</b>	<b>13.25</b>						
	HC Holt Chq Ticket Sales	13.00		0.62	544		12.38	Comedy Dec20- Ticket Sales
	HC Holt Chq TicketS Charges	0.25		0.04	1435	201	0.21	Comdey Dec20 Charges
	<b>Banked: 11/12/2020</b>	<b>222.00</b>						
	HC TicketSales NorthSyde Jan21	210.00		10.00	600		200.00	HC TicketSales NorthSyde Jan21
	TicketSCharges NorthSyde Jan21	12.00		2.00	1435	201	10.00	TicketSCharges NorthSyde Jan21
	<b>Banked: 11/12/2020</b>	<b>36.50</b>						
	HCTicketSales FleetJazzC Dec20	36.00		1.71	548		34.29	HCTicketSales FleetJazzC Dec20
	BookingChargesFleetJazzC Dec20	0.50		0.08	1435	201	3.75	BookingChargesFleetJazzC Dec20
					1435	201	-3.33	AmendmentFee FleetJazzC Dec20
	<b>Banked: 12/12/2020</b>	<b>55.32</b>						
	Sales Recpts Page 4227	55.32	55.32		101			Sales Recpts Page 4227
	<b>Banked: 14/12/2020</b>	<b>73.00</b>						
	HC Ticket Sales,Refund&Charges	71.00		3.55	794		57.00	TicketSales DomMartin&SavNov20
					548		34.20	Ticket Sales Fleet JazzC Dec20
					600		33.25	Ticket Sales Northsyde Jan21
					544		-49.40	Refund ComedyClub Dec20
					545		49.40	Ticket Sales ComedyClub Jan21
					794		-57.00	Refund DomMartin&Savages Nov20
	HC Booking Charges	2.00		0.33	1435	201	1.67	HC Booking Charges
	<b>Banked: 14/12/2020</b>	<b>342.50</b>						
	TicketSales and BookingCharges	321.50		15.31	565		32.38	TicketSalsBootlegBlondie Jan21
					600		150.00	Ticket Sales Northsyde Jan21
					544		123.81	Ticket Sales ComedyClub Dec20
	TicketSales and BookingCharges	21.00		3.50	1435	201	17.50	BookingCharges 565,600,544
	<b>Banked: 14/12/2020</b>	<b>-73.00</b>						
	AMENDMENT	-71.00		-3.55	794		-57.00	AMEND TicketS DomMartin Nov20
					548		-34.20	AMENDTicketS Fleet JazzC Dec20
					600		-33.25	AMEND TicketS Northsyde Jan21
					544		49.40	AMEND Refund ComedyClub Dec20
					545		-49.40	AMEND TicketS ComedyClub Jan21
					794		57.00	AMENDRefund DomMartin&Sv Nov20
	AMEND HC Booking Charges	-2.00		-0.33	1435	201	-1.67	AMEND HC Booking Charges
	<b>Banked: 14/12/2020</b>	<b>73.00</b>						
	HC Ticket Sales,Refund&Charges	71.00		3.38	794		57.14	TicketSales DomMartin&SavNov20
					548		34.28	Ticket Sales Fleet JazzC Dec20
					600		33.34	Ticket Sales Northsyde Jan21
					544		-49.52	Refund ComedyClub Dec20
					545		49.52	Ticket Sales ComedyClub Jan21
					794		-57.14	Refund DomMartin&Savages Nov20

## Receipts for Month 9

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BookingChgs794,548,600,544,545	2.00		0.33	1435	201	1.67	BookingChgs794,548,600,544,545
	Banked: 15/12/2020	56.00						
	HC TicketSales ComedyC Dec20	52.00		2.48	544		49.52	HC TicketSales ComedyC Dec20
	BookingCharges ComedyC Dec20	4.00		0.67	1435	201	3.33	BookingCharges ComedyC Dec20
	Banked: 15/12/2020	58.80						
	HC Event Cafe&Bar Sales	58.80		9.80	1415	202	18.34	CoffeeShop Sales, Catering
					1420	201	19.41	HC Event Bar Sales
					1433	201	11.25	HC Event Snacks Sales
	Banked: 15/12/2020	1,334.00						
	HMRC	1,334.00			1053	101	1,334.00	Local Restrictions COVID grant
	Banked: 15/12/2020	2,790.32						
	HMRC	2,790.32			531		2,790.32	JRS grant
	Banked: 16/12/2020	255.00						
	TicketSales and BookingCharges	240.00		11.43	796		28.57	TicketSales AshWilsonBandNov20
					548		17.14	Ticket Sales Fleet JazzC Dec20
					596		38.10	TicketSales Jenny Eclair Feb20
					544		24.76	Ticket Sales ComedyClub Dec20
					794		28.57	TicketSales DomMartin&SavNov20
					544		24.76	Ticket Sales ComedyClub Dec20
					600		66.67	Ticket Sales Northsyde Jan21
	TicketSales and BookingCharges	15.00		2.50	1435	201	5.83	BookingCh796,548,596,544/11.12
					1435	201	3.33	BookingCharges794,544/12.12.20
					1435	201	3.34	BookingCharges 600/13.12.20
	Banked: 16/12/2020	-356.00						
	TicketSales,Refund,BookingChgs	-382.50		-63.75	587		-318.75	Refund Jersey Guys Sept 20
	TicketSales,Refund,BookingChgs	26.00		1.24	544		24.76	Ticket Sales ComedyClub Dec20
	TicketSales,Refund,BookingChgs	0.50		0.08	1435	201	0.82	Boxoffice Booking Fee
					1435	201	11.67	Boxoffice Online Booking Fee
					1435	201	-12.07	Refund Booking Carhges
	Banked: 16/12/2020	327.00						
	HC Ticket(794) and Bar Sales	15.00		0.71	794		14.29	TicketSales DomMartin&SavNov20
	HC Ticket(794) and Bar Sales	312.00		52.00	1420	201	260.00	HC Event Bar Sales
	Banked: 17/12/2020	-65.50						
	HC Ticket Refunds and Charges	-66.00		-3.14	796		-28.57	Refunds Ash Wilson Band Nov20
					557		-34.29	Refunds Dom Joly's HolSn Aug20
	HC Ticket Refunds and Charges	0.50		0.08	1435	201	-2.50	Amendment Fee 796,557
					1435	201	5.00	OnlineBookingsCharges796,557
					1435	201	-2.08	BookingsRefundsCharges796,557
	Banked: 18/12/2020	66.00						
	TicketSales&BookingChg 548,544	62.00		2.95	548		34.29	TicketSales FleetJazzClubDec20
					544		24.76	Ticket Sales ComedyClub Dec20



## Receipts for Month 9

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	TicketSales&BookingChg 548,544	4.00		0.67	1435	201	3.33	BookingCharges 548,544
	Banked: 18/12/2020	202.85						
	HC Event Bar Sales	202.85		33.81	1420	201	169.04	HC Event Bar Sales
	Banked: 18/12/2020	43.77						
	STRIPE	43.77		7.30	1065	310	36.47	TENNIS HIRE-Calthorpe Park
	Banked: 21/12/2020	15.25						
	TicketSales&BookingCharges 796	15.00		0.71	796		14.29	TicketSalesAshWilsonBand Nov20
	TicketSales&BookingCharges 796	0.25		0.04	1435	201	2.50	Amendment Fee 796 AshW Nov20
					1435	201	-2.29	Booking Charges 796 AshW Nov20
	Banked: 21/12/2020	20.60						
	HC Event Sales	20.60		3.43	1420	201	-11.42	HC Event Bar Sales
					1431	201	5.00	HC Event Confectionery Sales
					1432	201	4.17	HC Event Ices Sales
					1433	201	19.42	HC Event Snacks Sales
	Banked: 21/12/2020	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 21/12/2020	100.00						
	ELVETHAM HEATH	100.00			504		100.00	Xmas Lunch Dec2020/Donation
	Banked: 22/12/2020	0.05						
	HC Event Bar Sales	0.05		0.01	1420	201	0.04	HC Event Bar Sales
	Banked: 22/12/2020	666.00						
	Hart District Council	666.00			1053	101	666.00	Local Restrictions COVID grant
	Banked: 22/12/2020	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-SAWVV/CalthP
	Banked: 22/12/2020	1,540.00						
	MillsTa KB0029&KB0030/Cemetery	1,540.00			1100	350	170.00	IntermentFee KB0029 MillsKerb
					1100	350	170.00	IntermentFee KB0030 MillsKerb
					1132	350	500.00	Memorial Kerbstone MillsKB0029
					1132	350	500.00	Memorial Kerbstone MillsKB0030
					4936	350	100.00	GoR Ashes Digging Mills KB0029
					4936	350	100.00	GoR Ashes Digging MillsKB0030
	Banked: 22/12/2020	1,710.00						
	FULKER & ZHURAVLE/Cemetery	1,710.00			1120	350	1,100.00	DOG Plot2541-BRIAN FULKER
					1100	350	440.00	IntermentPlot2541-BRIAN FULKER
					1130	350	170.00	Memorial Plot2541-BRIAN FULKER
	Banked: 23/12/2020	32.00						
	TicketSales&BookingCharges 564	30.00		1.43	564		28.57	TicketSales564-TheStumbleMay21
	TicketSales&BookingCharges 564	2.00		0.33	1435	201	1.67	BookingChgs564-TheStumbleMay21
	Banked: 23/12/2020	521.50						
	HC Events Bar Sales	521.50		86.92	1420	201	434.58	HC Events Bar Sales

## Receipts for Month 9

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked: 23/12/2020		-146.00						
HC TicketRefunds&Chrgs 796,544		-120.00		-5.71	796		-114.29	TicketRefunds796AshWBand Nov20
HC TicketRefunds&Chrgs 796,544		2.46		0.41	1435	201	1.64	HCTicketRfndsAmendmtFee796,544
					1435	201	0.41	HCTicketRfndsBookingFee796,544
HC TicketRefunds&Chrgs 796,544		-2.46		-0.41	1435	201	-2.05	HC TicketRefunds&Chrgs 796,544
HC TicketRefunds&Chrgs 796,544		-26.00		-1.24	544		-24.76	TicketRefnds544ComedyClubDec20
Banked: 23/12/2020		40.18						
GC C1 GO CARDLESS		40.18		6.70	1064	310	33.48	Tennis Membership-PMT8G/CalthP
Banked: 24/12/2020		12.44						
STRIPE		12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
Banked: 24/12/2020		1,138.83						
Sales Recpts Page 4230		1,138.83	1,138.83		101			Sales Recpts Page 4230
Banked: 24/12/2020		390.00						
JACKSON D S/Cemetery		390.00			1120	350	390.00	DOG Reserved AP02509 N Jackson
Banked: 29/12/2020		-35.00						
HC TicketRefunds&Chrgs 590,795		399.00		19.00	590		380.00	TicketSales 590-80sRewindNov20
HC TicketRefunds&Chrgs 590,795		-35.00		-1.67	795		-33.33	TicketRefunds795-EllesBlyNov20
HC TicketRefunds&Chrgs 590,795		16.25		2.71	1435	201	13.54	TicketSalesAmendmntFee 590,795
HC TicketRefunds&Chrgs 590,795		-16.25		-2.71	1435	201	-13.54	Ticket Refunds Charges 590,795
HC TicketRefunds&Chrgs 590,795		-399.00		-19.00	590		-380.00	TicktRefunds590-80sRewindNov20
Banked: 29/12/2020		31.33						
STRIPE		31.33		5.22	1065	310	26.11	TENNIS HIRE-Calthorpe Park
Banked: 29/12/2020		399.60						
Sales Recpts Page 4228		399.60	399.60		101			Sales Recpts Page 4228
Banked: 30/12/2020		40.18						
GC C1 GO CARDLESS		40.18		6.70	1064	310	33.48	Tennis Membership-FBSRJ/CalthP
Banked: 31/12/2020		79.20						
Sales Recpts Page 4229		79.20	79.20		101			Sales Recpts Page 4229
Total Receipts for Month		15,624.70	1,960.95	408.73			13,255.02	
Cashbook Totals		756,004.74	1,960.95	408.73			753,635.06	

Date: 11/01/2021

## Fleet Town Council Current Year

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## Cashbook 1

User: EM

## Bank Current/Deposit Account

For Month No: 9

## Payments for Month 9

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
10/12/2020	BACS P/L Pymnt Page 1832	BACS Pymnt	61,478.32	61,478.32		500			BACS P/L Pymnt Page 1832
10/12/2020	HSBC	DDR	95.76			4420	101	95.76	ElectrBkgChrgs/INV8013197
10/12/2020	HSBC	DDR	12.64			4420	101	12.64	ElectrBkgChrgs/INV7988343
14/12/2020	NPOWER	DD	22.18		1.05	4122	205	54.08	Electricity AFCC 09Sep-30Sep20
						4122	205	-32.95	CR ElectrctyAFCC 09Sep-30Sep20
15/12/2020	CommercialCards/HSBC	DD	32.26		3.17	4187	204	-4.16	Screwfix Refund H&S-PACA Nov20
						4030	101	20.00	VirtualCollegTraing-PACA Nov20
						4710	201	13.25	WaitrsBarConsmbHCEv-PACA Dec20
15/12/2020	CommercialCards/HSBC	DD	323.90		6.12	4170	204	30.60	B&Q BuildM/TVEqpmHC-OSFM Nov20
						4486	101	17.60	MicrosoftE0800CY8HF-OSFM Dec20
						4486	101	6.00	MicrosoftE0800CXYQC-OSFM Dec20
						4486	101	116.13	MicrosoftE0800CY88T-OSFM Dec20
						4486	101	147.45	MicrosoftE0800CY5Q5-OSFM Dec20
15/12/2020	CommercialCards/HSBC	DD	506.95		51.66	4481	204	8.32	Spotify/LicensesHCGMH Nov20
						4020	101	197.01	CVPStreamgDsCovid19-GMHC Nov20
						4020	101	249.96	AmazonTVwallCovid19-GMHC Nov20
15/12/2020	CommercialCards/HSBC	DD	1,095.98		182.66	4182	201	41.19	Metals4TechEqpHCEv-TechS Nov20
						4020	101	74.17	PipeDFCamerCovid19-TechS Nov20
						4481	204	27.09	AmazonUSBethAdapts-TechS Nov20
						4020	101	415.83	AmazonMulivMonitor-TechS Nov20
						4182	201	4.99	AmazonTechnEqpHCEv-TechS Nov20
						4020	101	82.76	Metals4SteelBoxScr-TechS Nov20
						4020	101	249.96	AmazonVESAMountTVB-TechS Nov20
						4170	204	17.33	ScrewfxBrassCableG-TechS Dec20
15/12/2020	CommercialCards/HSBC	DD	1,479.16		192.43	4481	204	29.48	EasySpchCWebsiteLic-DMHC Nov20
						4432	201	52.00	LemonRckHCEvListing-DMHC Nov20
						4752	201	110.48	PremierInnHCEvHospt-DMHC Nov20
						4481	204	157.50	TVLicensingHCLicnsg-DMHC Nov20

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Date: 11/01/2021

## Fleet Town Council Current Year

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## Cashbook 1

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## Bank Current/Deposit Account

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## Payments for Month 9

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						4745	204	100.75	PartyDlghtSantaCost-DMHC Nov20
						4182	201	196.50	CanfordAdTechEqpHCE-DMHC Nov20
						4170	204	38.60	MetalStrHCBuildMain-DMHC Nov20
						4182	201	83.00	ThomannTechnEqpmHCE-DMHC Nov20
						4170	204	143.85	B&Q HC BuildMaint-DMHC Nov20
						4170	204	7.48	Screwf HCBuildMaint-DMHC Nov20
						4170	204	42.34	B&Q HC BuildMaint-DMHC Nov20
						4170	204	12.46	Screwf HCBuildMaint-DMHC Nov20
						4170	204	46.67	B&Q HC BuildMaint-DMHC Dec20
						4170	204	56.67	B&Q HC BuildMaint-DMHC Dec20
						4170	204	10.16	Screwf HCBuildMaint-DMHC Dec20
						4170	204	25.00	Screwf HCBuildMaint-DMHC Dec20
						4170	204	141.79	B&Q HC BuildMaint-DMHC Dec20
						4420	101	32.00	HSBC Annual Fee-DMHC Dec20
16/12/2020	GLOBAL PAYMENTS	DD	49.11		0.70	4422	201	48.41	MonthlySvFeeHCEv Nov20/Inv0047
16/12/2020	GLOBAL PAYMENTS	DD	185.48		22.90	4422	201	162.58	MonthlySvFeeHCEv Nov20/Inv0117
16/12/2020	Legal and General	DD	3,210.12			516		3,210.12	Pension Dec 2020
17/12/2020	BACS P/L Pymnt Page 1837	BACS Pymnt	5,243.35	5,243.35		500			BACS P/L Pymnt Page 1837
18/12/2020	Fleet Town Council	DDR	21,499.59			516		495.10	Payroll Dec 2020
						517	0	11.50	Payroll Dec 2020
						520	0	20,992.99	Payroll Dec 2020
22/12/2020	BACS P/L Pymnt Page 1839	BACS Pymnt	67,840.56	67,840.56		500			BACS P/L Pymnt Page 1839
22/12/2020	Inland Revenue	DDR	6,638.57			515		6,638.57	Tax and NI
24/12/2020	BOC MANCHESTER ACC	DD	37.09		6.18	4700	201	30.91	Gas for HarlingtonBar Nov2020
29/12/2020	HSBC	DDR	35.00			4420	101	35.00	HSBC Total Charges 8Nov-7Dec20
30/12/2020	O2	DD	12.42		2.07	4445	301	10.35	MobilePhoneOSFM14Dec20-13Jan21
30/12/2020	British Telecom/BT Group PLC	DD	156.58		26.10	4487	204	130.48	Harlington&CafeWifi 01-31Dec20
31/12/2020	STRIPE	DD	13.06		2.18	1065	310	10.88	TENNIS HIRE-Calthorpe Park
31/12/2020	PAY AND SHOP LTD/Globalpayment	DD	22.80		3.80	4490	201	19.00	TranstChrgsHCEvnNov20/503
31/12/2020	VODAFONE LTD	DD	32.80		5.46	4020	101	18.17	MobilePhoneCOVID 18Nov-17Dec20
						4445	101	9.17	MobilePhoneOS&FM 18Nov-17Dec20

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Total Payments for Month	170,023.68	134,562.23	506.48	34,954.97
Balance Carried Fwd	585,981.06			
Cashbook Totals	756,004.74	134,562.23	506.48	620,936.03

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Date: 09/02/2021

## Fleet Town Council Current Year

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## Cashbook 1

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## Bank Current/Deposit Account

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## Receipts for Month 10

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>585,981.06</b>					<b>585,981.06</b>	
Banked: <b>01/01/2021</b>		<b>140.57</b>						
	CAMBRIDGE BUILDING	140.57			1870	101	140.57	CambridgeBSAnnual Interest2020
Banked: <b>04/01/2021</b>		<b>30.00</b>						
	TicketSales and BookingCharges	28.00		1.33	586		26.67	TicketSales PopDivasLive Sep20
	TicketSales and BookingCharges	2.00		0.33	1435	201	1.67	BookingCharges PopDivas Sep20
Banked: <b>04/01/2021</b>		<b>16.98</b>						
	HSBC - Nationwide	16.98			1870	101	16.98	FTC Nationwide Interest Dec20
Banked: <b>04/01/2021</b>		<b>18.66</b>						
	STRIPE	18.66		3.11	1065	310	15.55	TENNIS HIRE-Calthorpe Park
Banked: <b>04/01/2021</b>		<b>40.18</b>						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-BFDQ5/CalthP
Banked: <b>05/01/2021</b>		<b>46.10</b>						
	PublicSectorDepositFund/CCLA	46.10			1870	101	46.10	Dividens Statement Dec20 FTC
Banked: <b>06/01/2021</b>		<b>37.00</b>						
	TicketSales and BookingCharges	35.00		1.67	600		33.33	TicketSales Northsyde Mar21
	TicketSales and BookingCharges	2.00		0.33	1435	201	1.67	BookingCharges Northsyde Mar21
Banked: <b>06/01/2021</b>		<b>74.00</b>						
	TicketSales and BookingCharges	35.00		1.67	600		33.33	TicketSales Northsyde Mar21
	TicketSales and BookingCharges	2.00		0.33	1435	201	1.67	BookingCharges Northsyde Mar21
	TicketSales and BookingCharges	35.00		1.67	600		33.33	TicketSales Northsyde Mar21
	TicketSales and BookingCharges	2.00		0.33	1435	201	1.67	BookingCharges Northsyde Mar21
Banked: <b>06/01/2021</b>		<b>40.18</b>						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-8WBQY/CalthP
Banked: <b>07/01/2021</b>		<b>40.18</b>						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-JCJKY/CalthP
Banked: <b>08/01/2021</b>		<b>40.18</b>						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-JBKW3/CalthP
Banked: <b>08/01/2021</b>		<b>-35.00</b>						
	TicketSales,Refund&BookingChrg	19.00		0.90	590		18.10	Ticket Sales 80's Rewind Nov20
	TicketSales,Refund&BookingChrg	-35.00		-1.67	600		-33.33	Ticket Refund Northsyde Mar21
	TicketSales,Refund&BookingChrg	0.75		0.12	1435	201	0.63	Amendment Fee 590 and 600
	TicketSales,Refund&BookingChrg	2.00		0.33	1435	201	1.67	Online Booking Fee 590 and 600
	TicketSales,Refund&BookingChrg	-2.75		-0.45	1435	201	-2.30	Booking Charges 590 and 600
	TicketSales,Refund&BookingChrg	-19.00		-0.90	590		-18.10	TicketRefundOld80'sRewindNov20
Banked: <b>11/01/2021</b>		<b>3,704.80</b>						
	HMRC	3,704.80			531		3,704.80	JRS grant Dec 2020
Banked: <b>12/01/2021</b>		<b>20.00</b>						
	Cash/Waitrose XmasLunchDonatio	20.00			504		20.00	WaitroseXmasDayLunch20Donation

Continued on Page 2

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked: 12/01/2021		40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-9MWAY/CalthP
Banked: 13/01/2021		61.20						
	Sales Recpts Page 4231	61.20	61.20		101			Sales Recpts Page 4231
Banked: 13/01/2021		168.30						
	Sales Recpts Page 4232	168.30	168.30		101			Sales Recpts Page 4232
Banked: 13/01/2021		333.00						
	CHQ/Waitrose XmasDayLunch Dona	333.00			504		333.00	Waitrose XmasDayLunch Donation
Banked: 14/01/2021		37.00						
	TicketSales&BookingCharges-795	35.00		1.67	795		33.33	TicketSales Elles Bailey Nov20
	TicketSales&BookingCharges-795	2.00		0.33	1435	201	1.67	BookingChargesEllesBaileyNov20
Banked: 15/01/2021		-315.00						
	BookingCharges-795	21.00		3.50	1435	201	4.17	AmendmentFee EllesBailey Nov20
					1435	201	13.33	OnlineBooking EllesBaileyNov20
	Refund&BookingCharges-795	-21.00		-3.50	1435	201	-17.50	RefundOutsChrgEllesBaileyNov20
	Refund&BookingCharges-795	-315.00		-15.00	795		-300.00	Refund-795 Elles Bailey Nov20
Banked: 15/01/2021		-7.31						
	FDMS-RefundBookngChrgsHCEvents	-7.31		-1.22	1435	201	-6.09	FDMS-RefundBookngChrgsHCEvents
Banked: 18/01/2021		-157.50						
	Refund&BookingCharges-882	-157.50		-26.25	1435	201	0.84	Amendment Fee AmenCorner Feb20
					1435	201	1.03	BookingChargesAmenCorner Feb20
					1435	201	3.33	OnlineBookingF AmenCornerFeb20
					882		-131.25	Refund AmenCorner Feb20
					1435	201	-0.84	PostageFee AmenCorner Feb20
					1435	201	-4.36	OutsideChargesAmenCorner Feb20
Banked: 19/01/2021		1,710.00						
	HOLMES LTD-M Everett	1,710.00			1120	350	1,100.00	DOG Plot2535 MarieEllenEverett
					1100	350	440.00	IntrmPlot2535MarieEllenEverett
					1130	350	170.00	DOG Plot2535 MarieEllenEverett
Banked: 19/01/2021		0.20						
	FDMS-BookingCharges HCEvents	0.20		0.03	1435	201	0.17	FDMS-BookingCharges HCEvents
Banked: 20/01/2021		74.40						
	Sales Recpts Page 4233	74.40	74.40		101			Sales Recpts Page 4233
Banked: 20/01/2021		130.00						
	TicketSales&BookingCharges-598	88.00		4.19	598		83.81	TicketSales-Floyd Effect Oct20
	TicketSales&BookingCharges-567	36.00		1.71	567		34.29	TicketSalesPurpleZeppelinNov20
	TicketSls&BookingChrgs-598,567	6.00		1.00	1435	201	5.00	Booking Charges-598 and 567
Banked: 21/01/2021		170.00						
	HOLMES LTD-Cemetery	170.00			1110	350	170.00	TI Unwin Scattering of Ashes

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked: 22/01/2021		10.81						
	TELEFONICA UK LTD	10.81		1.80	4445	301	9.01	CREDIT O2MobilePhoneOS&FM 2020
Banked: 26/01/2021		40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-HZS9C/CalthP
Banked: 26/01/2021		6,477.00						
	Hart District Council	6,477.00			1053	101	6,477.00	Local RestrictionsCOVID grant
Banked: 26/01/2021		1,710.00						
	C Tewkesbury,Plot 2548,DOG&Mem	1,710.00			1120	350	1,100.00	DOG C Tewkesbury, Plot 2548
					1100	350	440.00	Intermnt,CTewkesbury,Plot 2548
					1130	350	170.00	Memorial CTewkesbury,Plot 2548
Banked: 27/01/2021		-414.00						
	Refund&BookingCharges-560	24.00		4.00	1435	201	0.83	AmendmentFee 90sRewind Mar21
					1435	201	19.17	OnlineBookngFee90sRewind Mar21
	Refund&BookingCharges-560	-24.00		-4.00	1435	201	-0.83	Refund Postage 90sRewind Mar21
					1435	201	-19.17	RefundBookngChrg90sRewindMar21
	Refund&BookingCharges-560	-414.00		-19.71	560		-394.29	Refund-560/90sRewind Mar21
Banked: 28/01/2021		522.74						
	Sales Recpts Page 4234	522.74	522.74		101			Sales Recpts Page 4234
Banked: 28/01/2021		430.00						
	YEOWELL RA, Plot1966Transf&Mem	430.00			1130	350	140.00	MemorialF JoanYeowell-Plot1966
					1121	350	290.00	DOGTransfr JoanYeowel-Plot1966
Banked: 28/01/2021		314.00						
	TicketSales and BookingCharges	228.00		10.86	590		217.14	Ticket Sales 80's Rewind Nov20
	TicketSales and BookingCharges	70.00		3.33	795		66.67	TicketSales Elles Bailey Nov20
	TicketSales and BookingCharges	16.00		2.67	1435	201	13.33	Outside BookingCharges 590&795
Banked: 29/01/2021		240.00						
	Sales Recpts Page 4235	240.00	240.00		101			Sales Recpts Page 4235
Banked: 29/01/2021		74.00						
	TicketSalesBookingCharges 600	70.00		3.33	600		66.67	TicketSales Northsyde Mar21
	TicketSalesBookingCharges 600	4.00		0.67	1435	201	3.33	BookingCharges Northsyde Mar21
Banked: 29/01/2021		282.00						
	Sales Recpts Page 4236	282.00	282.00		101			Sales Recpts Page 4236
Total Receipts for Month		16,145.03	1,348.64	18.71			14,777.68	
Cashbook Totals		602,126.09	1,348.64	18.71			600,758.74	



## Payments for Month 10

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
11/01/2021	HSBC	DDR	89.64			4420	101	89.64	ElectrBkgChrgs/INV8067889
11/01/2021	HSBC	DDR	13.08			4420	101	13.08	ElectrBkgChrgs/INV8046524
12/01/2021	BACS P/L Pymnt Page 1840	BACS Pymnt	34,202.06	34,202.06		500			BACS P/L Pymnt Page 1840
13/01/2021	CommercialCards/HSBC	DD	516.09		25.96	4657	150	25.77	AmazonXmasLunchSupplPA Dec20
						4170	204	45.00	B&Q/Paint Décor HC PACA Dec20
						4657	150	55.85	MountWXmasLunchSupplPA Dec20
						4400	101	5.24	Amazon/SatnryPencilsPACA Dec20
						4657	150	10.99	ThWorkXmasLunchSupplPA Dec20
						4657	150	107.78	FragrDXmasLunchSupplPAC Dec20
						4657	150	27.00	Tesco/XmasLunchSupplPAC Dec20
						4657	150	26.50	SainsbXmasLunchSupplPAC Dec20
						4657	150	27.78	DrinkDXmasLunchSupplPAC Dec20
						4657	150	80.85	Tesco/XmasLunchSupplPAC Dec20
						4710	201	1.39	BestO/BarConsmHCEvntPA Dec20
						4657	150	12.37	WaitrsXmasLunchSupplPAC Dec20
						4657	150	20.92	MountWXmasLunchSupplPA Dec20
						4657	150	9.00	SuperdXmasLunchSupplPAC Dec20
						4657	150	7.50	WaitrsXmasLunchSupplPAC Dec20
						4657	150	9.72	WaitrsXmasLunchSupplPAC Dec20
						4657	150	16.47	WaitrsXmasLunchSupplPAC Dec20
13/01/2021	CommercialCards/HSBC	DD	277.15			4486	101	17.60	MicrosoftE0800D8G51- OSFM Jan21
						4486	101	103.40	MicrosoftE0800D7Y26- OSFM Jan21
						4486	101	150.15	MicrosoftE0800D804S- OSFM Jan21
						4486	101	6.00	MicrosoftE0800D8LT4- OSFM Jan21
13/01/2021	CommercialCards/HSBC	DD	-22.94			4420	101	-22.94	CRCommercialCard ElliotB Jan21
13/01/2021	CommercialCards/HSBC	DD	60.99		10.16	4481	204	8.33	Spotify/LicensGMHC Dec20/Jan21
						4020	201	42.50	10o10/CovidTapeSocDsGMH Dec20

Date: 09/02/2021

## Fleet Town Council Current Year

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## Cashbook 1

User: EM

## Bank Current/Deposit Account

For Month No: 10

## Payments for Month 10

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
13/01/2021	CommercialCards/HSBC	DD	117.97		18.16	4710	201	9.08	WaitroseBarConsumblsDMH Dec20
						4152	204	19.96	BookerCleaningSplHC DMHC Dec20
						4756	202	70.77	NisbetsCaterngEqpCofDMHC Dec20
13/01/2021	CommercialCards/HSBC	DD	809.32		134.89	4182	201	674.43	TechnEqpmHCEvTechS Dec20/Jan21
18/01/2021	NPOWER	DD	180.24		8.58	4122	205	171.66	Electricity AFCC 01Oct-30Nov20
19/01/2021	GLOBAL PAYMENTS	DD	57.10		0.70	4422	201	56.40	MonthlySvFeeHCEv Dec20/Inv0048
19/01/2021	GLOBAL PAYMENTS	DD	208.74		22.90	4422	201	185.84	MonthlySvFeeHCEv Dec20/Inv0118
20/01/2021	CENT COMP MANG LTD/LivePay	DD	126.00		21.00	4550	101	105.00	PayrollProcessing01Jan-31March
20/01/2021	Legal and General	DD	3,233.21			516		3,233.21	Pension Jan 2021
20/01/2021	Fleet Town Council	DDR	22,453.56			516		495.10	Payroll Jan 2021
						517	0	11.50	Payroll Jan 2021
						520	0	21,946.96	Payroll Jan 2021
22/01/2021	PAYMENTSSENSE LTD	DD	5.94		0.99	4422	201	4.95	MonthlyServiceFeeHCEvents
22/01/2021	PAYMENTSSENSE LTD	DD	5.94		0.99	4422	201	4.95	MonthlyServiceFeeHCEvents
22/01/2021	Inland Revenue	DDR	6,936.80			515		6,936.80	Payroll Jan 2021
25/01/2021	BOC MANCHESTER ACC	DD	124.05		20.68	4700	201	103.37	HCEvGas for HarlingtonBarDec20
26/01/2021	BACS P/L Pymnt Page 1846	BACS Pymnt	5,242.81	5,242.81		500			BACS P/L Pymnt Page 1846
28/01/2021	VODAFONE LTD	DD	32.80		5.46	4020	101	18.17	MobilePhoneCOVD18Dec20-17Jan21
						4445	101	9.17	MobilePhoneOSFM18Dec20-17Jan21
29/01/2021	PAY AND SHOP LTD/Globalpayment	DD	22.80		3.80	4490	201	19.00	TranstChrgsHCEvnDec20/50
29/01/2021	HSBC	DDR	21.62			4420	101	21.62	HSBC TotalChrgs 8Dec20-07Jan21
31/01/2021	BACS P/L Pymnt Page 1848	BACS Pymnt	3,726.65	3,726.65		500			BACS P/L Pymnt Page 1848
Total Payments for Month			78,441.62	43,171.52	274.27			34,995.83	
Balance Carried Fwd			523,684.47						
Cashbook Totals			602,126.09	43,171.52	274.27			558,680.30	

Date: 26/01/2021

## Fleet Town Council Current Year

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## Bank Current/Deposit Account

## List of Payments made between 01/12/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/12/2020	BACS P/L Pymnt Page 1832	BACS Pymnt	61,478.32		BACS P/L Pymnt Page 1832
10/12/2020	HSBC	DDR	95.76		ELECTR BKG CHARGES OCT 2020
10/12/2020	HSBC	DDR	12.64		ELECTR BKG CHARGES OCT 2020
14/12/2020	NPOWER	DD	22.18		ElectrAFCC Invoice&CreditNote
15/12/2020	CommercialCards/HSBC	DD	32.26		CommercialCard-PACA NovDec20
15/12/2020	CommercialCards/HSBC	DD	323.90		CommercialCard-OS&FM NovDec20
15/12/2020	CommercialCards/HSBC	DD	506.95		CommercialCard-GMHC NovDec20
15/12/2020	CommercialCards/HSBC	DD	1,095.98		CommercialCard-TechS NovDec20
15/12/2020	CommercialCards/HSBC	DD	1,479.16		CommercialCard-DMHC NovDec20
16/12/2020	GLOBAL PAYMENTS	DD	49.11		MonthlyServiceFeeNov20/Inv0047
16/12/2020	GLOBAL PAYMENTS	DD	185.48		MonthlyServiceFeeNov20/Inv0117
16/12/2020	Legal and General	DD	3,210.12		Pension Dec 2020
17/12/2020	BACS P/L Pymnt Page 1837	BACS Pymnt	5,243.35		BACS P/L Pymnt Page 1837
18/12/2020	Fleet Town Council	DDR	21,499.59		Payroll Dec 2020
22/12/2020	BACS P/L Pymnt Page 1839	BACS Pymnt	67,840.56		BACS P/L Pymnt Page 1839
22/12/2020	Inland Revenue	DDR	6,638.57		Tax and NI
24/12/2020	BOC MANCHESTER ACC	DD	37.09		Gas for HarlingtonBar Nov2020
29/12/2020	HSBC	DDR	35.00		HSBC Total Charges 8Nov-7Dec20
30/12/2020	O2	DD	12.42		MobilePhoneOSFM14Dec20-13Jan21
30/12/2020	British Telecom/BT Group PLC	DD	156.58		Harlington&CafeWifi 01-31Dec20
31/12/2020	STRIPE	DD	13.06		TENNIS HIRE-Calthorpe Park
31/12/2020	PAY AND SHOP	DD	22.80		TransactionChargesHCEvnt Nov20
31/12/2020	VODAFONE LTD	DD	32.80		Mobile Phones 18Nov-17Dec20
<b>Total Payments</b>			<b>170,023.68</b>		

## PURCHASE LEDGER INVOICE LISTING

## Purchase Ledger for Month No 9

## Order by Supplier A/c

				Nominal Ledger Analysis					
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre
							Amount	Analysis Description	
30/11/2020	02021		BAKERS	BAKERS	74.12	14.83	88.95	4170	204
							74.12	HC BuildMaint\NW\FrogTapesBolts	
30/11/2020	02023		BAKERS	BAKERS	23.40	4.68	28.08	4170	204
							23.40	HC BuildMaint\WindowInslnTape	
20/11/2020	227T12982		BIFFA	BIFFA	502.00	100.40	602.40	4155	204
							502.00	StandGenWasteHC 24/10-20/11/20	
20/11/2020	227T12983		BIFFA	BIFFA	90.12	18.02	108.14	4156	204
							90.12	StandMixRecycHC 24/10-20/11/20	
20/11/2020	227T12984		BIFFA	BIFFA	82.16	16.43	98.59	4155	205
							82.16	StandGenWasteAFC 24/10-20/11/2	
20/11/2020	227T12985		BIFFA	BIFFA	412.49	82.50	494.99	4155	350
							412.49	StandWstCenrt26/12/20-26/03/21	
20/11/2020	227T12986		BIFFA	BIFFA	33.00	6.60	39.60	9042	900
							33.00	StandGlassMixdHC24/10-20/11/20	
							-33.00	StandGlassMixdHC24/10-20/11/20	
							33.00	StandGlassMixdHC24/10-20/11/20	
08/09/2020	2955-III		CALOO	CALOO	52,500.00	10,500.00	63,000.00	4235	310
							52,500.00	Supply&Inst3 PlayAreaCalthPark	
							-52,500.00	Supply&Inst3 PlayAreaCalthPark	
							52,500.00	Supply&Inst3 PlayAreaCalthPark	
30/10/2020	0001801684		CASTLEWATER	CASTLEWATER	332.34	37.39	369.73	4115	205
							186.94	Water AFCC 29Aug20-27Feb2021	
							145.40	WasteWaterAFCC 29Aug20-27Feb21	
04/12/2020	48825		CBS	CBS	824.00	164.80	988.80	4170	204
							824.00	Contract HS5024 EHW HC Dec2020	
04/12/2020	48826		CBS	CBS	424.56	84.91	509.47	4170	204
							424.56	HS5872WaterTreatmentC HC Dec20	
26/11/2020	8484509		CHUBB FIRE	CHUBB	526.38	105.27	631.65	4207	204
							526.38	Contr2367873 Fire&intrSystem HC	
26/11/2020	8484911		CHUBB FIRE	CHUBB	97.82	19.56	117.38	4207	205
							97.82	Contr1365450Fire&intrSystemAFCC	
26/11/2020	8484932		CHUBB FIRE	CHUBB	118.66	23.73	142.39	4207	205
							118.66	Contr1568844Fire&intrSystemAFCC	
07/12/2020	20022		THE CINELLI BROTHERS	CINELLI BR	450.00	0.00	450.00	797	0
							450.00	The Cinelli Brothers Nov20-HCE	
08/12/2020	6301		CRAFTY BREWING	CRAFTYBREW	107.50	21.50	129.00	4700	201
							107.50	Bar Purchases HC Events	
26/11/2020	667941		CREATIVE VIDEO PRD	CVP	535.41	107.08	642.49	4185	201
							535.41	PT-JOY-G3-N-UK PTZ OpticsCamrC	
30/11/2020	669318		CREATIVE VIDEO PRD	CVP	950.00	190.00	1,140.00	4185	201
							950.00	BlackmagicPocketCinemaCamera4K	
14/12/2020	DM131220		DOM MARTINS	DOM MARTIN	500.00	0.00	500.00	794	0
							500.00	Dom Martin&The Savages Nov20	
25/08/2020	18310		FESTIVE LIGHTING	FESTIVELIG	16,933.93	3,386.79	20,320.72	4656	150
							16,933.93	XmasFestivities GurkhaSquare20	
14/10/2020	18504		FESTIVE LIGHTING	FESTIVELIG	568.00	113.60	681.60	4656	150
							568.00	XmasFestivities GurkhaSquare20	
20/10/2020	18524		FESTIVE LIGHTING	FESTIVELIG	1,947.40	389.48	2,336.88	503	0
							1,947.40	XmasFestivities TownCentre2020	
							947.40	XmasFestivities GurkhaSquare20	

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## PURCHASE LEDGER INVOICE LISTING

## Purchase Ledger for Month No 9

## Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis		
								A/c	Centre	Amount
30/11/2020	001268		CHCLEANING	PRIMA	350.00	70.00	420.00	4150	204	350.00
30/11/2020	001270		CHCLEANING	PRIMA	264.60	52.92	317.52	4150	204	264.60
30/11/2020	001271		CHCLEANING	PRIMA	540.20	108.04	648.24	4150	205	540.20
03/12/2020	SM22688		RBS	RBS	59.00	11.80	70.80	4561	101	59.00
02/11/2020	INV-17357		SG POS	SGPOS	2,550.00	510.00	3,060.00	4020	201	1,750.00
								4020	201	600.00
								4020	201	200.00
30/11/2020	ST NOV2020		SIAN TAYLOR	SIAN	22.30	0.00	22.30	4445	350	8.80
								4041	350	13.50
12/11/2020	224583991/20		TOTALGAS	TOTGAS	25.93	1.30	27.23	4120	208	25.93
12/11/2020	224584255/20		TOTALGAS	TOTGAS	1,938.05	387.61	2,325.66	4120	204	1,981.70
								4120	204	-43.65
12/11/2020	224637836/20		TOTALGAS	TOTGAS	123.09	6.16	129.25	4120	205	123.09
08/12/2020	226253000/20		TOTALGAS	TOTGAS	2,090.83	418.16	2,508.99	4120	204	2,090.83
08/12/2020	226253406/20		TOTALGAS	TOTGAS	25.29	1.27	26.56	4120	208	25.29
08/12/2020	226253692/20		TOTALGAS	TOTGAS	172.84	34.56	207.40	4120	205	172.84
16/11/2020	0640 T10890		TRAVIS PERKINS	TRAVISPERK	341.00	68.20	409.20	4190	204	341.00
01/12/2020	HI583291		UNITED WASHROOMS	UWR	96.82	19.36	116.18	4152	205	96.82
01/12/2020	HI583368		UNITED WASHROOMS	UWR	508.87	101.78	610.65	4152	204	508.87
09/12/2020	523413		VIKING	VIKING	150.48	30.10	180.58	4400	204	150.48
30/11/2020	WA NOV2020		WENDY ALLEN	WENDYA	59.95	11.99	71.94	4400	204	59.95
29/11/2020	1986		WESTBURY ESTATE SERV	WES LTD	4,000.00	0.00	4,000.00	4170	204	4,000.00
TOTAL INVOICES								21,452.30	134,562.23	113,109.93

113,109.93

26/01/2021

User: WA

## PURCHASE LEDGER INVOICE LISTING

## Purchase Ledger for Month No 9

## Order by Supplier A/c

Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/11/2020	02021		BAKERS	BAKERS	74.12	14.83	88.95	4170	204	74.12	HC BuildMaint\NWFrogTapesBolts
30/11/2020	02023		BAKERS	BAKERS	23.40	4.68	28.08	4170	204	23.40	HC BuildMaint\WindowInslnTape
20/11/2020	227T12982		BIFFA	BIFFA	502.00	100.40	602.40	4155	204	502.00	StandGenWasteHC 24/10-20/11/20
20/11/2020	227T12983		BIFFA	BIFFA	90.12	18.02	108.14	4156	204	90.12	StandMixRecycHC 24/10-20/11/20
20/11/2020	227T12984		BIFFA	BIFFA	82.16	16.43	98.59	4155	205	82.16	StandGenWasteAFC 24/10-20/11/20
20/11/2020	227T12985		BIFFA	BIFFA	412.49	82.50	494.99	4155	350	412.49	StandWstCentr26/12/20-26/03/21
20/11/2020	227T12986		BIFFA	BIFFA	33.00	6.60	39.60	9042	900	33.00	StandGlassMixdHC24/10-20/11/20
								333		-33.00	StandGlassMixdHC24/10-20/11/20
08/09/2020	2955-III		CALOO	CALOO	52,500.00	10,500.00	63,000.00	4235	310	33.00	StandGlassMixdHC24/10-20/11/20
								334		52,500.00	Supply&Inst3 PlayAreaCalthPark
								6001	310	-52,500.00	Supply&Inst3 PlayAreaCalthPark
								6001	310	52,500.00	Supply&Inst3 PlayAreaCalthPark
30/10/2020	0001801684		CASTLEWATER	CASTLEWATE	332.34	37.39	369.73	4115	205	186.94	Water AFCC 29Aug20-27Feb2021
04/12/2020	48825		CBS	CBS	824.00	164.80	988.80	4170	204	145.40	WasteWaterAFCC 29Aug20-27Feb2021
04/12/2020	48826		CBS	CBS	424.56	84.91	509.47	4170	204	824.00	Contract HS5024 EHW HC Dec2020
26/11/2020	8484509		CHUBB FIRE	CHUBB	526.38	105.27	631.65	4207	204	424.56	HS5872WaterTreatmentC HC Dec20
26/11/2020	8484911		CHUBB FIRE	CHUBB	97.82	19.56	117.38	4207	205	526.38	Contr2367873 Fire&intrSystem HC
26/11/2020	8484932		CHUBB FIRE	CHUBB	118.66	23.73	142.39	4207	205	97.82	Contr1365450Fire&intrSystemAFCC
07/12/2020	20022		THE CINELLI BROTHERS	CINELLI BR	450.00	0.00	450.00	797	0	118.66	Contr1568844Fire&intrSystemAFCC
08/12/2020	6301		CRAFTY BREWING	CRAFTYBREW	107.50	21.50	129.00	4700	201	450.00	The Cinelli Brothers Nov20-HCE
26/11/2020	667941		CREATIVE VIDEO PRD	CVP	535.41	107.08	642.49	4185	201	107.50	Bar Purchases HC Events
30/11/2020	669318		CREATIVE VIDEO PRD	CVP	950.00	190.00	1,140.00	4185	201	535.41	PT-JOY-G3-N-UK PTZ OpticsCamrC
14/12/2020	DM131220		DOM MARTINS	DOM MARTIN	500.00	0.00	500.00	794	0	950.00	BlackmagicPocketCinemaCamera4K
25/08/2020	18310		FESTIVE LIGHTING	FESTIVELIG	16,933.93	3,386.79	20,320.72	4656	150	500.00	Dom Martin&The Savages Nov20
14/10/2020	18504		FESTIVE LIGHTING	FESTIVELIG	568.00	113.60	681.60	4656	150	16,933.93	XmasFestivities GorkhaSquare20
20/10/2020	18524		FESTIVE LIGHTING	FESTIVELIG	1,947.40	389.48	2,336.88	503	0	568.00	XmasFestivities GorkhaSquare20
								4656	150	1,000.00	XmasFestivities TownCentre2020
										947.40	XmasFestivities GorkhaSquare20

## PURCHASE LEDGER INVOICE LISTING

User: WA

## Purchase Ledger for Month No 9

## Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis			Analysis Description
							Invoice Total	A/C	Centre	Amount
08/12/2020	INV-4219		HALC	HALC	95.00	19.00	114.00	4530	105	47.50 "The Knowledge" Nov20 ClirRHill
17/12/2020	163-1541		HARRISON ARBORICULT	HARRISONAB	150.00	30.00	180.00	4250	310	47.50 "Core Skills" Nov20 ClirRHill
28/10/2020	11546		HH&P	HHP	933.33	186.67	1,120.00	4170	204	150.00 TreeMLResitgrlnspechnsCalthP
15/12/2020	SI20-6366		HOGS BACK	HOGSBACK	82.00	16.40	98.40	4700	201	933.33 KitchenWorktopsFittings&Fixings
12/11/2020	151210		KBO FIRE AND SECURIT	KBO	100.60	20.12	120.72	4170	320	82.00 Bar Purchases HC Events
15/12/2020	I0438630Y		LEXISNEXIS	LEXISNEXIS	239.98	0.00	239.98	4460	101	100.60 3IntegratorKeys&PdI BasingPark
01/12/2020	REG NO HAM486		LTA OPERATIONS LTD	LTA OP LTD	360.00	0.00	360.00	4651	310	239.98 ArnoldBakerLocalCouncilAdm12Ed
20/11/2020	10201646		MINTNETWORK	MINTNETWORK	158.07	31.61	189.68	4440	101	360.00 LTARegCalthP 01/10/20-01/10/21
09/12/2020	11201646		MINTNETWORK	MINTNETWORK	94.51	18.90	113.41	4440	101	158.07 Phone Service Summary Oct2020
09/12/2020	02834		MORLANGIL	MORGIL	91.00	18.20	109.20	4551	101	94.51 Phone Service Summary Nov 2020
30/11/2020	13114		NIGEL JEFFRIES	NIGELJEFFR	10,964.37	2,192.87	13,157.24	4200	208	91.00 Monthly HR Services Dec2020
								4200	301	1,844.40 GM AFP&Park Nov2020
								4200	310	1,167.42 GeneralLitterPick OpnSp Nov20
								4200	310	3,136.90 GM CalthP&Park Nov2020
								4200	315	1,672.15 GM OakleyP&Park Nov2020
								4200	320	1,421.99 GM BasingbP&Park Nov2020
								4200	325	589.19 GM The Views Nov2020
								4200	350	883.24 GM Cemetery Nov2020
								4200	330	249.08 GM EdenbrookNov2020
10/12/2020	LGWJ3VW3		NPOWER	NPOWER	1,554.73	310.95	1,865.68	4122	204	1,554.73 HC Electricity 01-30Nov2020
04/12/2020	1973		NPTREEMANAGE	NPTREE	900.00	180.00	1,080.00	4250	310	900.00 T2446 Oak Tree Surgery CalthP
09/12/2020	1978		NPTREEMANAGE	NPTREE	150.00	30.00	180.00	4250	315	150.00 Pine Tree(limbs)Surgery OakleyP
18/12/2020	1984		NPTREEMANAGE	NPTREE	3,610.00	722.00	4,332.00	4250	310	525.00 T2453 Oak Tree Surgery CalthP
								4250	310	420.00 T2452 Oak Tree Surgery CalthP
								4250	310	1,350.00 T2447 Oak Tree Surgery CalthP
								4250	310	1,315.00 TreeSurgeryCraneHire1DyCalthP
17/12/2020	SI-194		PEGASUS	PEGASUS	237.80	47.56	285.36	4170	208	237.80 BuildMaintAFPAV/Replace3Lights
17/12/2020	SI-205		PEGASUS	PEGASUS	36.00	7.20	43.20	4170	205	36.00 BuildMaint AFCC/ReplaceWindowl
26/11/2020	SB20203741		PKF	PKF	2,000.00	400.00	2,400.00	4580	101	2,000.00 AGAR ExternalAuditFee 31Mar20

## PURCHASE LEDGER INVOICE LISTING

## Purchase Ledger for Month No 9

## Order by Supplier A/c

				Nominal Ledger Analysis					
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre
30/11/2020	001268		CHCLEANING	PRIMA	350.00	70.00	420.00	4150	204
30/11/2020	001270		CHCLEANING	PRIMA	264.60	52.92	317.52	4150	204
30/11/2020	001271		CHCLEANING	PRIMA	540.20	108.04	648.24	4150	205
03/12/2020	SM22688		RBS	RBS	59.00	11.80	70.80	4561	101
02/11/2020	INV-17357		SG POS	SGPOS	2,550.00	510.00	3,060.00	4020	201
30/11/2020	ST NOV2020		SIAN TAYLOR	SIAN	22.30	0.00	22.30	4445	350
12/11/2020	224583991/20		TOTALGAS	TOTGAS	25.93	1.30	27.23	4120	208
12/11/2020	224584255/20		TOTALGAS	TOTGAS	1,938.05	387.61	2,325.66	4120	204
12/11/2020	224637836/20		TOTALGAS	TOTGAS	123.09	6.16	129.25	4120	204
08/12/2020	226253000/20		TOTALGAS	TOTGAS	2,090.83	418.16	2,508.99	4120	204
08/12/2020	226253406/20		TOTALGAS	TOTGAS	25.29	1.27	26.56	4120	208
08/12/2020	226253692/20		TOTALGAS	TOTGAS	172.84	34.56	207.40	4120	205
16/11/2020	0640 T10890		TRAVIS PERKINS	TRAVISPERK	341.00	68.20	409.20	4190	204
01/12/2020	H1583291		UNITED WASHROOMS	UWR	96.82	19.36	116.18	4152	205
01/12/2020	H1583368		UNITED WASHROOMS	UWR	508.87	101.78	610.65	4152	204
09/12/2020	523413		VIKING	VIKING	150.48	30.10	180.58	4400	204
30/11/2020	WA NOV2020		WENDY ALLEN	WENDYA	59.95	11.99	71.94	4400	204
29/11/2020	1986		WESTBURY ESTATE SERV	WES LTD	4,000.00	0.00	4,000.00	4170	204
TOTAL INVOICES							113,109.93	21,452.30	134,562.23
									113,109.93

Cleaning Services HC Nov2020

Cleaning Servs ThePointYC Nov20

Cleaning Services AFCC Nov2020

VAT Annual Support-Tax Digital

TouchScreenPrinter&amp;CashDrw HCE

Create OnLineOrdering App HCEv

Upload Cloud Products HCEvents

MobilePhoneCemetaryClerk Nov20

Mileage Cemetary Clerk Nov20

GAS AFP&amp;PAV 30 Sep-31Oct 2020

GAS HC 30 Sep-31Oct 2020

CREDIT GAS HC 30 Jun-31Aug2020

GAS AFCC 30 Sep-31Oct 2020

GAS HC 31 Oct-30 Nov 2020

GAS AFP&amp;PAV 31 Oct-30 Nov 2020

GAS AFCC 31 Oct-30 Nov 2020

HCAuditoriumScaffoldTower&amp;Trns

Cleaning Supplies AFCC Dec2020

Cleaning Supplies HC Dec2020

StationaryHC/PapersStickyNotes

HP364Cartridges BkCynYelwMag

HC ElectricalWorks&amp;Certificate



Date: 09/02/2021

## Fleet Town Council Current Year

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## Bank Current/Deposit Account

## List of Payments made between 01/01/2021 and 31/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/01/2021	HSBC	DDR	89.64		ELECTR BKG CHARGES NOV 2020
11/01/2021	HSBC	DDR	13.08		ELECTR BKG CHARGES NOV 2020
12/01/2021	BACS P/L Pymnt Page 1840	BACS Pymnt	34,202.06		BACS P/L Pymnt Page 1840
13/01/2021	CommercialCards/HSBC	DD	516.09		CommercialCardPACA Dec20/Jan21
13/01/2021	CommercialCards/HSBC	DD	277.15		CommercialCardOSFM Dec20/Jan21
13/01/2021	CommercialCards/HSBC	DD	-22.94		CRCommercialCard ElliotB Jan21
13/01/2021	CommercialCards/HSBC	DD	60.99		CommercialCardGMHC Dec20/Jan21
13/01/2021	CommercialCards/HSBC	DD	117.97		CommercialCardDMHC Dec20/Jan21
13/01/2021	CommercialCards/HSBC	DD	809.32		CommercialCardTech Dec20/Jan21
18/01/2021	NPOWER	DD	180.24		Electricity AFCC 01Oct-30Nov20
19/01/2021	GLOBAL PAYMENTS	DD	57.10		MonthlyServiceFeeDec20/Inv0048
19/01/2021	GLOBAL PAYMENTS	DD	208.74		MonthlyServiceFeeDec20/Inv0118
20/01/2021	CENT COMP MANG LTD/LivePay	DD	126.00		PayrollProcessing01Jan-31March
20/01/2021	Legal and General	DD	3,233.21		Pension Jan 2021
20/01/2021	Fleet Town Council	DDR	22,453.56		Payroll Jan 2021
22/01/2021	PAYMENTSSENSE LTD	DD	5.94		FIRST PAYMENT
22/01/2021	PAYMENTSSENSE LTD	DD	5.94		FIRST PAYMENT
22/01/2021	Inland Revenue	DDR	6,936.80		Payroll Jan 2021
25/01/2021	BOC MANCHESTER ACC	DD	124.05		HCEvGas for HarlingtonBarDec20
26/01/2021	BACS P/L Pymnt Page 1846	BACS Pymnt	5,242.81		BACS P/L Pymnt Page 1846
28/01/2021	VODAFONE LTD	DD	32.80		Mobile Phones 18Dec20-17Jan21
29/01/2021	PAY AND SHOP	DD	22.80		TransactionChargesHCEvnt Dec20
29/01/2021	HSBC	DDR	21.62		HSBC TotalChrgs 8Dec20-07Jan21
31/01/2021	BACS P/L Pymnt Page 1848	BACS Pymnt	3,726.65		BACS P/L Pymnt Page 1848
31/01/2021	BACS P/L Pymnt Page 1849	BACS Pymnt	21,686.69		BACS P/L Pymnt Page 1849
<b>Total Payments</b>			<b>100,128.31</b>		

## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BAKERS</b> <b>W.C.Baker &amp; Son Limited</b>							
02036/W.C.Baker & Son Limited	31/12/2020	02036	1	59.54	0.00	59.54	0.00
02037/W.C.Baker & Son Limited	31/12/2020	02037	1	25.12	0.00	25.12	0.00
					<b>0.00</b>	<b>84.66</b>	
Above paid on 12/01/2021 by Online Payment Ref BAKERS							
<b>BENC</b> <b>Ben Crane</b>							
AUG-DEC2020 BC/Ben Crane	01/01/2021	AUG-DEC2020 BC	1	156.34	0.00	156.34	0.00
					<b>0.00</b>	<b>156.34</b>	
Above paid on 12/01/2021 by Online Payment Ref BENC							
<b>BIFFA</b> <b>Biffa Waste Services Ltd</b>							
227T14146/Biffa Waste Services	25/12/2020	227T14146	1	753.00	0.00	753.00	0.00
227T14147/Biffa Waste Services	25/12/2020	227T14147	1	135.18	0.00	135.18	0.00
227T14148/Biffa Waste Services	25/12/2020	227T14148	1	123.24	0.00	123.24	0.00
227T14149/Biffa Waste Services	25/12/2020	227T14149	1	49.50	0.00	49.50	0.00
					<b>0.00</b>	<b>1,060.92</b>	
Above paid on 12/01/2021 by Online Payment Ref BIFFA							
<b>CAPTUREDMO CAPTURED MOMENT</b>							
ELC XMAS20 KW/CAPTURED MOMENT	11/01/2021	ELC XMAS20 KW	1	32.50	0.00	32.50	0.00
					<b>0.00</b>	<b>32.50</b>	
Above paid on 12/01/2021 by Online Payment Ref CAPTUREDMO							
<b>CBS</b> <b>Comfort Building Services Ltd</b>							
OVERPYM JUL19/Comfort Building	25/07/2019	OVERPYM JUL19	1	-243.00	0.00	-243.00	0.00
48860/Comfort Building Service	18/12/2020	48860	1	218.40	0.00	218.40	0.00
48895/Comfort Building Service	23/12/2020	48895	1	102.90	0.00	102.90	0.00
48896/Comfort Building Service	23/12/2020	48896	1	397.20	0.00	397.20	0.00
					<b>0.00</b>	<b>475.50</b>	
Above paid on 12/01/2021 by Online Payment Ref CBS							

## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>COMEDYCOMP The Comedy Company Ltd</b>							
19DEC20/The Comedy Company Ltd	04/01/2021	19DEC20	1	840.00	0.00	840.00	0.00
					<b>0.00</b>	<b>840.00</b>	
Above paid on 12/01/2021 by Online Payment Ref TheComedyC							
<b>ENVIROMENT All Environmental Health Services Ltd</b>							
INV-00902/All Environmental He	01/01/2021	INV-00902	1	1,963.66	0.00	1,963.66	0.00
					<b>0.00</b>	<b>1,963.66</b>	
Above paid on 12/01/2021 by Online Payment Ref AllEnviron							
<b>HAIRSTUDIO The Hair Studio (Fleet) Ltd</b>							
ELC XMAS20 HS/The Hair Studio	11/01/2021	ELC XMAS20 HS	1	42.50	0.00	42.50	0.00
					<b>0.00</b>	<b>42.50</b>	
Above paid on 12/01/2021 by Online Payment Ref HAIRSTUDIO							
<b>HALA Hala (Farnborough) T/A Dominos Pizza</b>							
ELC XMAS20 DOM/Hala (Farnborou	11/01/2021	ELC XMAS20 DOM	1	30.00	0.00	30.00	0.00
					<b>0.00</b>	<b>30.00</b>	
Above paid on 12/01/2021 by Online Payment Ref HALA							
<b>HDC Hart District Council</b>							
4000008803/Hart District Counc	30/10/2020	4000008803	1	5,000.00	0.00	5,000.00	0.00
					<b>0.00</b>	<b>5,000.00</b>	
Above paid on 12/01/2021 by Online Payment Ref HDC							
<b>JANET Janet Stanton</b>							
NOV20-JAN21 JS/Janet Stanton	04/01/2021	NOV20-JAN21 JS	1	89.55	0.00	89.55	0.00
					<b>0.00</b>	<b>89.55</b>	
Above paid on 12/01/2021 by Online Payment Ref JANET							
<b>LONDONCAT London Catering &amp; Hygiene Solutions Ltd</b>							
59987/London Catering & Hygien	12/10/2020	59987	1	291.67	0.00	291.67	0.00
60790/London Catering & Hygien	05/11/2020	60790	1	45.77	0.00	45.77	0.00
					<b>0.00</b>	<b>337.44</b>	
Above paid on 12/01/2021 by Online Payment Ref LONDONCAT							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>NALC</b> <b>National Association of Local Councils</b>							
702401/National Association of	22/12/2020	702401	1	108.00	0.00	108.00	0.00
					<b>0.00</b>	<b>108.00</b>	
Above paid on 12/01/2021 by Online Payment Ref NALC							
<b>NIGELJEFFR</b> <b>Nigel Jeffries Landscapes Limited</b>							
13177/Nigel Jeffries Landscape	31/12/2020	13177	1	13,157.24	0.00	13,157.24	0.00
					<b>0.00</b>	<b>13,157.24</b>	
Above paid on 12/01/2021 by Online Payment Ref NIGELJEFFR							
<b>NPTREE</b> <b>NP Tree Management Ltd</b>							
1988/NP Tree Management Ltd	30/12/2020	1988	1	552.00	0.00	552.00	0.00
2004/NP Tree Management Ltd	12/01/2021	2004	1	810.00	0.00	810.00	0.00
					<b>0.00</b>	<b>1,362.00</b>	
Above paid on 12/01/2021 by Online Payment Ref NPTREE							
<b>PEGASUS</b> <b>Pegasus Building Services Herriard Ltd</b>							
SI-216/Pegasus Building Servic	07/01/2021	SI-216	1	48.00	0.00	48.00	0.00
					<b>0.00</b>	<b>48.00</b>	
Above paid on 12/01/2021 by Online Payment Ref PEGASUS							
<b>PRIMA</b> <b>CH Cleaning Services</b>							
001290/CH Cleaning Services	31/12/2020	001290	1	960.00	0.00	960.00	0.00
001291/CH Cleaning Services	31/12/2020	001291	1	142.74	0.00	142.74	0.00
001292/CH Cleaning Services	31/12/2020	001292	1	486.18	0.00	486.18	0.00
001293/CH Cleaning Services	31/12/2020	001293	1	119.04	0.00	119.04	0.00
001294/CH Cleaning Services	31/12/2020	001294	1	119.04	0.00	119.04	0.00
001295/CH Cleaning Services	31/12/2020	001295	1	119.04	0.00	119.04	0.00
001296/CH Cleaning Services	31/12/2020	001296	1	132.30	0.00	132.30	0.00
					<b>0.00</b>	<b>2,078.34</b>	
Above paid on 12/01/2021 by Online Payment Ref CHCleaning							

## List of Purchase Ledger Payments for Month 10

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SDSL Safe Data Storage Ltd</b>							
38265/Safe Data Storage Ltd	01/12/2020	38265	1	396.00	0.00	396.00	0.00
					<b>0.00</b>	<b>396.00</b>	
Above paid on 12/01/2021 by Online Payment Ref SDSL							
<b>SGPOS SG POS/Shelfguard Systems</b>							
INV-17370/SG POS/Shelfguard Sy	01/11/2020	INV-17370	1	84.00	0.00	84.00	0.00
INV-17371/SG POS/Shelfguard Sy	01/12/2020	INV-17371	1	84.00	0.00	84.00	0.00
INV-17379/SG POS/Shelfguard Sy	04/01/2021	INV-17379	1	84.00	0.00	84.00	0.00
					<b>0.00</b>	<b>252.00</b>	
Above paid on 12/01/2021 by Online Payment Ref SGPOS							
<b>SHIELD SEC Shield Security Services Ltd</b>							
43536/Shield Security Services	31/12/2020	43536	1	42.00	0.00	42.00	0.00
					<b>0.00</b>	<b>42.00</b>	
Above paid on 12/01/2021 by Online Payment Ref SHIELDSEC							
<b>SIAN Sian Taylor</b>							
DEC2020 ST/Sian Taylor	01/01/2021	DEC2020 ST	1	23.35	0.00	23.35	0.00
					<b>0.00</b>	<b>23.35</b>	
Above paid on 12/01/2021 by Online Payment Ref SIANT							
<b>STJOHN St John Ambulance</b>							
2100002281/St John Ambulance	07/01/2021	2100002281	1	756.00	0.00	756.00	0.00
2100002343/St John Ambulance	07/01/2021	2100002343	1	756.00	0.00	756.00	0.00
					<b>0.00</b>	<b>1,512.00</b>	
Above paid on 12/01/2021 by Online Payment Ref STJOHN							
<b>SUX HR HUB The Sussex HR Hub Ltd</b>							
INV-0548/The Sussex HR Hub Ltd	01/01/2021	INV-0548	1	109.20	0.00	109.20	0.00
					<b>0.00</b>	<b>109.20</b>	
Above paid on 12/01/2021 by Online Payment Ref TheSussexH							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TOTGAS</b> <b>Total Gas &amp; Power Ltd</b>							
228898147/21/Total Gas & Power	11/01/2021	228898147/21	1	2,979.38	0.00	2,979.38	0.00
228898587/21/Total Gas & Power	11/01/2021	228898587/21	1	26.12	0.00	26.12	0.00
228898884/21/Total Gas & Power	11/01/2021	228898884/21	1	248.28	0.00	248.28	0.00
					<b>0.00</b>	<b>3,253.78</b>	
Above paid on 12/01/2021 by Online Payment Ref TOTGAS							
<b>TRAVISPERK</b> <b>Travis Perkins Trading Co Ltd</b>							
0640 T10890 OCT20/Travis Perki	31/10/2020	0640 T10890 OCT20	1	277.80	0.00	277.80	0.00
					<b>0.00</b>	<b>277.80</b>	
Above paid on 12/01/2021 by Online Payment Ref TRAVISPERK							
<b>UWR</b> <b>United Washrooms Limited</b>							
HI581828 JUN20/United Washroom	01/06/2020	HI581828 JUN20	1	610.65	0.00	610.65	0.00
HI583425/United Washrooms Limi	01/01/2021	HI583425	1	116.18	0.00	116.18	0.00
HI583503/United Washrooms Limi	01/01/2021	HI583503	1	610.65	0.00	610.65	0.00
					<b>0.00</b>	<b>1,337.48</b>	
Above paid on 12/01/2021 by Online Payment Ref UWR							
<b>VIKING</b> <b>VIKING DIRECT</b>							
663181/VIKING DIRECT	06/01/2021	663181	1	131.80	0.00	131.80	0.00
					<b>0.00</b>	<b>131.80</b>	
Above paid on 12/01/2021 by Online Payment Ref VIKING							
<b>TRAVISPERK</b> <b>Travis Perkins Trading Co Ltd</b>							
0640 ABL547/Travis Perkins Tra	31/10/2020	0640 ABL547	1	277.80	0.00	277.80	0.00
0640 ABL547 CANCEL/Travis Perk	31/10/2020	0640 ABL547 CANCEL	1	-277.80	0.00	-277.80	0.00
					<b>0.00</b>	<b>0.00</b>	
No payment due as Credit Notes have been applied							
<b>BRAND</b> <b>Brand Pest Control</b>							
1980/Brand Pest Control	14/01/2021	1980	1	60.00	0.00	60.00	0.00
					<b>0.00</b>	<b>60.00</b>	
Above paid on 26/01/2021 by Online Payment Ref BRAND							

Continued over page

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>COLUMBARIA The Columbaria Company</b>							
INV0075722/The Columbaria Comp	11/01/2021	INV0075722	1	158.40	0.00	158.40	0.00
INV0075856/The Columbaria Comp	20/01/2021	INV0075856	1	253.20	0.00	253.20	0.00
					<b>0.00</b>	<b>411.60</b>	
Above paid on 26/01/2021 by Online Payment Ref COLUMBARIA							
<b>COMEDYCOMP The Comedy Company Ltd</b>							
24OCT20/The Comedy Company Ltd	27/10/2020	24OCT20	1	840.00	0.00	840.00	0.00
					<b>0.00</b>	<b>840.00</b>	
Above paid on 26/01/2021 by Online Payment Ref TheComedyC							
<b>CONNECT Connect Computer Consultants Ltd</b>							
2512/Connect Computer Consulta	20/01/2021	2512	1	432.00	0.00	432.00	0.00
2514/Connect Computer Consulta	20/01/2021	2514	1	111.92	0.00	111.92	0.00
					<b>0.00</b>	<b>543.92</b>	
Above paid on 26/01/2021 by Online Payment Ref CONNECT							
<b>CREST Crest Lifts Limited</b>							
SI-25223/Crest Lifts Limited	18/01/2021	SI-25223	1	803.95	0.00	803.95	0.00
					<b>0.00</b>	<b>803.95</b>	
Above paid on 26/01/2021 by Online Payment Ref CrestLifts							
<b>FLTJAZ Fleet Jazz Club</b>							
20/07/Fleet Jazz Club	24/11/2020	20/07	1	256.38	0.00	256.38	0.00
					<b>0.00</b>	<b>256.38</b>	
Above paid on 26/01/2021 by Online Payment Ref FLTJAZ							
<b>HALC Hampshire Association of Local Councils</b>							
INV-4233/Hampshire Association	18/01/2021	INV-4233	1	114.00	0.00	114.00	0.00
					<b>0.00</b>	<b>114.00</b>	
Above paid on 26/01/2021 by Online Payment Ref HALC							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HVA Hart Voluntary Action Ltd</b>							
<i>FUNDING COVID19/Hart Voluntary</i>	21/01/2021	FUNDING COVID19	1	1,000.00	0.00	1,000.00	0.00
					<b>0.00</b>	<b>1,000.00</b>	
Above paid on 26/01/2021 by Online Payment Ref HVA							
<b>MINTNETWORK Mint Network Ltd</b>							
<i>12201646/Mint Network Ltd</i>	13/01/2021	12201646	1	114.96	0.00	114.96	0.00
					<b>0.00</b>	<b>114.96</b>	
Above paid on 26/01/2021 by Online Payment Ref MINTNETWORK							
<b>NIGELJEFFR Nigel Jeffries Landscapes Limited</b>							
<i>13188/Nigel Jeffries Landscape</i>	12/01/2021	13188	1	42.00	0.00	42.00	0.00
					<b>0.00</b>	<b>42.00</b>	
Above paid on 26/01/2021 by Online Payment Ref NIGELJEFFR							
<b>NPTREE NP Tree Management Ltd</b>							
<i>2007/NP Tree Management Ltd</i>	14/01/2021	2007	1	1,056.00	0.00	1,056.00	0.00
					<b>0.00</b>	<b>1,056.00</b>	
Above paid on 26/01/2021 by Online Payment Ref NPTREE							
<b>ALOLIV Alan Oliver</b>							
<i>28JAN2021 AO/Alan Oliver</i>	28/01/2021	28JAN2021 AO	1	193.80	0.00	193.80	0.00
					<b>0.00</b>	<b>193.80</b>	
Above paid on 31/01/2021 by Online Payment Ref ALOLIV							
<b>CBS Comfort Building Services Ltd</b>							
<i>48922/Comfort Building Service</i>	15/01/2021	48922	1	988.80	0.00	988.80	0.00
<i>48923/Comfort Building Service</i>	15/01/2021	48923	1	509.47	0.00	509.47	0.00
					<b>0.00</b>	<b>1,498.27</b>	
Above paid on 31/01/2021 by Online Payment Ref CBS							
<b>NPOWER NPOWER Ltd</b>							
<i>LGWKCG92/NPOWER Ltd</i>	13/01/2021	LGWKCG92	1	2,034.58	0.00	2,034.58	0.00
					<b>0.00</b>	<b>2,034.58</b>	
Above paid on 31/01/2021 by Online Payment Ref NPOWER							
<b>Total Purchase Ledger Payments for Month 10</b>					<b>0.00</b>	<b>43,171.52</b>	



11/01/2021

## Fleet Town Council Current Year

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## Cashbook 1

User: EM

## Bank Current/Deposit Account

Receipts received between 01/12/2020 and 31/12/2020

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 01/12/2020	54.00						
	Bar sales	54.00		9.00	1420	201	45.00	Bar sales
	Banked: 01/12/2020	28.00						
	Ticket sales	26.00		1.24	544		24.76	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 01/12/2020	92.00						
	Ticket sales	30.00		1.43	796		28.57	Ticket sales
	Ticket sales	30.00		1.43	797		28.57	Ticket sales
	Ticket sales	26.00		1.24	544		24.76	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
	Banked: 01/12/2020	-30.00						
	Refund tickets	-30.00		-1.43	797		-28.57	Refund tickets
	Banked: 01/12/2020	16.44						
	HSBC - Nationwide	16.44			1870	101	16.44	FTC Nationwide Interest
	Banked: 02/12/2020	38.00						
	Ticket sales	36.00		1.71	548		34.29	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 02/12/2020	-29.25						
	Ticket changes	57.00		9.50	590		47.50	Tickets
	Ticket refund	-105.00		-5.00	797		-100.00	Ticket refund
	Ticket sales	36.00		1.71	548		34.29	Ticket sales
	Ticket changes	-19.00		-3.17	590		-15.83	Ticket changes
	Charges	1.75		0.29	1435	201	1.46	Charges
	Banked: 02/12/2020	53.59						
	PublicSectorDepositFund/CCLA	53.59			1870	101	53.59	Dividens Statement Nov20
	Banked: 03/12/2020	130.00						
	Ticket sales	60.00		2.86	796		57.14	Ticket sales
	Ticket sales	36.00		1.71	548		34.29	Ticket sales
	Ticket sales	26.00		1.24	544		24.76	Ticket sales
	Charges	8.00		1.33	1435	201	6.67	Charges
	Banked: 04/12/2020	6.50						
	Ticket refund	-30.00		-1.43	797		-28.57	Ticket refund
	Ticket sales	36.00		1.71	548		34.29	Ticket sales
	Charges	0.50		0.08	1435	201	0.42	Charges
	Banked: 04/12/2020	88.00						
	Ticket sales	30.00		1.43	797		28.57	Ticket sales
	Ticket sales	52.00		2.48	544		49.52	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
	Banked: 05/12/2020	32.00						
	Ticket sales	30.00		1.43	797		28.57	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
Subtotal Carried Forward:		479.28	0.00	33.78			445.50	

## Bank Current/Deposit Account

Receipts received between 01/12/2020 and 31/12/2020

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 06/12/2020	270.25						
	Ticket sales	30.00		1.43	797		28.57	Ticket sales
	Cafe sales	26.40		4.40	1415	202	22.00	Cafe sales
	Snacks	5.30		0.88	1433	201	4.42	Snacks
	Bar sales	208.55		34.76	1420	201	173.79	Bar sales
	Banked: 06/12/2020	260.00						
	Ticket sales	36.00		1.71	548		34.29	Ticket sales
	Ticket sales	210.00		10.00	600		200.00	Ticket sales
	Charges	14.00		2.33	1435	201	11.67	Charges
	Banked: 07/12/2020	526.50						
	Ticket sales	90.00		4.28	794		85.72	Ticket sales
	Ticket sales	72.00		3.43	548		68.57	Ticket sales
	Ticket sales	108.00		5.14	584		102.86	Ticket sales
	Ticket sales	227.50		10.83	600		216.67	Ticket sales
	Charges	29.00		4.83	1435	201	24.17	Charges
	Banked: 07/12/2020	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 08/12/2020	537.94						
	NALC	537.94		89.66	4530	105	448.28	Refund Spring Conference
	Banked: 08/12/2020	1,070.00						
	Holmes Ltd/Cemetery AP0255	900.00			1120	350	390.00	DOGAP0255
					1100	350	340.00	IntermAP0255
					1130	350	170.00	MemAP0255
	Holmes Ltd/Cemetery AP0250	170.00			1130	350	170.00	MemorialAP0250
	Banked: 10/12/2020	288.00						
	Sales Recpts Page 4226	288.00	288.00		101			Sales Recpts Page 4226
	Banked: 10/12/2020	92.00						
	Ticket sales	88.00		4.19	566		83.81	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 10/12/2020	112.00						
	Ticket sales	70.00		3.33	795		66.67	Ticket sales
	Ticket sales	36.00		1.71	557		34.29	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
	Banked: 10/12/2020	-209.00						
	Ticket sale/refund	1,443.99		240.66	590		1,203.33	Ticket sale/refund
	Ticket date change	-1,653.00		-275.50	590		-1,377.50	Ticket date change
	Charges	51.00		8.50	1435	201	42.50	Charges
	Charges	8.00		1.33	1435	201	6.67	Charges
	Charge refund	-58.99		-9.83	1435	201	-49.16	Charge refund
	Banked: 10/12/2020	60.00						
	Ticket sales	30.00		1.43	796		28.57	Ticket sales
	Ticket sales	26.00		1.24	544		24.76	Ticket sales

Subtotal Carried Forward:

3,567.33

288.00

199.58

3,075.75

## Bank Current/Deposit Account

Receipts received between 01/12/2020 and 31/12/2020

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Charges	4.00		0.67	1435	201	3.33	Charges
	<b>Banked: 11/12/2020</b>	<b>13.25</b>						
	HC Holt Chq Ticket Sales	13.00		0.62	544		12.38	Comedy Dec20- Ticket
	HC Holt Chq TicketS Charges	0.25		0.04	1435	201	0.21	Comdey Dec20 Charges
	<b>Banked: 11/12/2020</b>	<b>222.00</b>						
	HC TicketSales NorthSyde Jan21	210.00		10.00	600		200.00	HC TicketSales NorthSyde
	TicketSCharges NorthSyde Jan21	12.00		2.00	1435	201	10.00	TicketSCharges NorthSyde
	<b>Banked: 11/12/2020</b>	<b>36.50</b>						
	HCTicketSales FleetJazzC Dec20	36.00		1.71	548		34.29	HCTicketSales FleetJazzC
	BookingChargesFleetJazzC Dec20	0.50		0.08	1435	201	3.75	BookingChargesFleetJazzC
					1435	201	-3.33	AmendmentFee
	<b>Banked: 12/12/2020</b>	<b>55.32</b>						
	Sales Recpts Page 4227	55.32	55.32		101			Sales Recpts Page 4227
	<b>Banked: 14/12/2020</b>	<b>73.00</b>						
	HC Ticket Sales,Refund&Charges	71.00		3.55	794		57.00	TicketSales
					548		34.20	Ticket Sales Fleet JazzC
					600		33.25	Ticket Sales Northsyde
					544		-49.40	Refund ComedyClub Dec20
					545		49.40	Ticket Sales ComedyClub
					794		-57.00	Refund
	HC Booking Charges	2.00		0.33	1435	201	1.67	HC Booking Charges
	<b>Banked: 14/12/2020</b>	<b>342.50</b>						
	TicketSales and BookingCharges	321.50		15.31	565		32.38	TicketSalesBootlegBlondie
					600		150.00	Ticket Sales Northsyde
					544		123.81	Ticket Sales ComedyClub
	TicketSales and BookingCharges	21.00		3.50	1435	201	17.50	BookingCharges
	<b>Banked: 14/12/2020</b>	<b>-73.00</b>						
	AMENDMENT	-71.00		-3.55	794		-57.00	AMEND TicketS
					548		-34.20	AMENDTicketS Fleet
					600		-33.25	AMEND TicketS
					544		49.40	AMEND Refund
					545		-49.40	AMEND TicketS
					794		57.00	AMENDRefund
	AMEND HC Booking Charges	-2.00		-0.33	1435	201	-1.67	AMEND HC Booking
	<b>Banked: 14/12/2020</b>	<b>73.00</b>						
	HC Ticket Sales,Refund&Charges	71.00		3.38	794		57.14	TicketSales
					548		34.28	Ticket Sales Fleet JazzC
					600		33.34	Ticket Sales Northsyde
					544		-49.52	Refund ComedyClub Dec20
					545		49.52	Ticket Sales ComedyClub
					794		-57.14	Refund
	BookingChgs794,548,600,544,545	2.00		0.33	1435	201	1.67	BookingChgs794,548,600,5
	<b>Banked: 15/12/2020</b>	<b>56.00</b>						
	HC TicketSales ComedyC Dec20	52.00		2.48	544		49.52	HC TicketSales ComedyC
<b>Subtotal Carried Forward:</b>		4,365.90	55.32	239.70			3,778.88	

## Bank Current/Deposit Account

Receipts received between 01/12/2020 and 31/12/2020

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BookingCharges ComedyC Dec20	4.00		0.67	1435	201	3.33	BookingCharges ComedyC
	Banked: 15/12/2020	58.80						
	HC Event Cafe&Bar Sales	58.80		9.80	1415	202	18.34	CoffeeShop Sales, Catering
					1420	201	19.41	HC Event Bar Sales
					1433	201	11.25	HC Event Snacks Sales
	Banked: 15/12/2020	1,334.00						
	HMRC	1,334.00			1053	101	1,334.00	Local Restrictions COVID
	Banked: 15/12/2020	2,790.32						
	HMRC	2,790.32			531		2,790.32	JRS grant
	Banked: 16/12/2020	255.00						
	TicketSales and BookingCharges	240.00		11.43	796		28.57	TicketSales
					548		17.14	Ticket Sales Fleet JazzC
					596		38.10	TicketSales Jenny Eclair
					544		24.76	Ticket Sales ComedyClub
					794		28.57	TicketSales
					544		24.76	Ticket Sales ComedyClub
					600		66.67	Ticket Sales Northsyde
	TicketSales and BookingCharges	15.00		2.50	1435	201	5.83	BookingCh796,548,596,544
					1435	201	3.33	BookingCharges794,544/12
					1435	201	3.34	BookingCharges
	Banked: 16/12/2020	-356.00						
	TicketSales,Refund,BookingChgs	-382.50		-63.75	587		-318.75	Refund Jersey Guys Sept
	TicketSales,Refund,BookingChgs	26.00		1.24	544		24.76	Ticket Sales ComedyClub
	TicketSales,Refund,BookingChgs	0.50		0.08	1435	201	0.82	Boxoffice Booking Fee
					1435	201	11.67	Boxoffice Online Booking
					1435	201	-12.07	Refund Booking Carhges
	Banked: 16/12/2020	327.00						
	HC Ticket(794) and Bar Sales	15.00		0.71	794		14.29	TicketSales
	HC Ticket(794) and Bar Sales	312.00		52.00	1420	201	260.00	HC Event Bar Sales
	Banked: 17/12/2020	-65.50						
	HC Ticket Refunds and Charges	-66.00		-3.14	796		-28.57	Refunds Ash Wilson Band
					557		-34.29	Refunds Dom Joly's HolSn
	HC Ticket Refunds and Charges	0.50		0.08	1435	201	-2.50	Amendment Fee 796,557
					1435	201	5.00	OnlineBookingsCharges796
					1435	201	-2.08	BookingsRefundsCharges7
	Banked: 18/12/2020	66.00						
	TicketSales&BookingChg 548,544	62.00		2.95	548		34.29	TicketSales
					544		24.76	Ticket Sales ComedyClub
	TicketSales&BookingChg 548,544	4.00		0.67	1435	201	3.33	BookingCharges 548,544
	Banked: 18/12/2020	202.85						
	HC Event Bar Sales	202.85		33.81	1420	201	169.04	HC Event Bar Sales
	Banked: 18/12/2020	43.77						
	STRIPE	43.77		7.30	1065	310	36.47	TENNIS HIRE-Calthorpe
Subtotal Carried Forward:		9,022.14	0.00	296.05			8,382.77	

## Bank Current/Deposit Account

Receipts received between 01/12/2020 and 31/12/2020

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 21/12/2020	15.25						
	TicketSales&BookingCharges 796	15.00		0.71	796		14.29	TicketSalesAshWilsonBan
	TicketSales&BookingCharges 796	0.25		0.04	1435	201	2.50	Amendment Fee 796
					1435	201	-2.29	Booking Charges 796
	Banked: 21/12/2020	20.60						
	HC Event Sales	20.60		3.43	1420	201	-11.42	HC Event Bar Sales
					1431	201	5.00	HC Event Confectionery
					1432	201	4.17	HC Event Ices Sales
					1433	201	19.42	HC Event Snacks Sales
	Banked: 21/12/2020	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 21/12/2020	100.00						
	ELVETHAM HEATH	100.00			504		100.00	Xmas Lunch
	Banked: 22/12/2020	0.05						
	HC Event Bar Sales	0.05		0.01	1420	201	0.04	HC Event Bar Sales
	Banked: 22/12/2020	666.00						
	Hart District Council	666.00			1053	101	666.00	Local Restrictions COVID
	Banked: 22/12/2020	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 22/12/2020	1,540.00						
	MillsTa KB0029&KB0030/Cemetery	1,540.00			1100	350	170.00	IntermentFee KB0029
					1100	350	170.00	IntermentFee KB0030
					1132	350	500.00	Memorial Kerbstone
					1132	350	500.00	Memorial Kerbstone
					4936	350	100.00	GoR Ashes Digging Mills
					4936	350	100.00	GoR Ashes Digging
	Banked: 22/12/2020	1,710.00						
	FULKER & ZHURAVLE/Cemetery	1,710.00			1120	350	1,100.00	DOG Plot2541-BRIAN
					1100	350	440.00	IntermentPlot2541-BRIAN
					1130	350	170.00	Memorial Plot2541-BRIAN
	Banked: 23/12/2020	32.00						
	TicketSales&BookingCharges 564	30.00		1.43	564		28.57	TicketSales564-
	TicketSales&BookingCharges 564	2.00		0.33	1435	201	1.67	BookingChgs564-
	Banked: 23/12/2020	521.50						
	HC Events Bar Sales	521.50		86.92	1420	201	434.58	HC Events Bar Sales
	Banked: 23/12/2020	-146.00						
	HC TicketRefunds&Chrgs 796,544	-120.00		-5.71	796		-114.29	TicketRefunds796AshWBa
	HC TicketRefunds&Chrgs 796,544	2.46		0.41	1435	201	1.64	HCTicketRfndsAmendmtFe
					1435	201	0.41	HCTicketRfndsBookingFee
	HC TicketRefunds&Chrgs 796,544	-2.46		-0.41	1435	201	-2.05	HC TicketRefunds&Chrgs
	HC TicketRefunds&Chrgs 796,544	-26.00		-1.24	544		-24.76	TicketRefnds544ComedyCI
Subtotal Carried Forward:		13,527.94	0.00	389.71			12,794.91	

## Bank Current/Deposit Account

Receipts received between 01/12/2020 and 31/12/2020

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: <b>23/12/2020</b>	<b>40.18</b>						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: <b>24/12/2020</b>	<b>12.44</b>						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe
	Banked: <b>24/12/2020</b>	<b>1,138.83</b>						
	Sales Recpts Page 4230	1,138.83	1,138.83		101			Sales Recpts Page 4230
	Banked: <b>24/12/2020</b>	<b>390.00</b>						
	JACKSON D S/Cemetery	390.00			1120	350	390.00	DOG Reserved AP02509 N
	Banked: <b>29/12/2020</b>	<b>-35.00</b>						
	HC TicketRefunds&Chrgs 590,795	399.00		19.00	590		380.00	TicketSales 590-
	HC TicketRefunds&Chrgs 590,795	-35.00		-1.67	795		-33.33	TicketRefunds795-
	HC TicketRefunds&Chrgs 590,795	16.25		2.71	1435	201	13.54	TicketSalesAmendmntFee
	HC TicketRefunds&Chrgs 590,795	-16.25		-2.71	1435	201	-13.54	Ticket Refunds Charges
	HC TicketRefunds&Chrgs 590,795	-399.00		-19.00	590		-380.00	TicktRefunds590-
	Banked: <b>29/12/2020</b>	<b>31.33</b>						
	STRIPE	31.33		5.22	1065	310	26.11	TENNIS HIRE-Calthorpe
	Banked: <b>29/12/2020</b>	<b>399.60</b>						
	Sales Recpts Page 4228	399.60	399.60		101			Sales Recpts Page 4228
	Banked: <b>30/12/2020</b>	<b>40.18</b>						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: <b>31/12/2020</b>	<b>79.20</b>						
	Sales Recpts Page 4229	79.20	79.20		101			Sales Recpts Page 4229
<b>Total Receipts:</b>		<b>15,624.70</b>	<b>1,960.95</b>	<b>408.73</b>			<b>13,255.02</b>	

09/02/2021

Fleet Town Council Current Year

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Cashbook 1

User: WA

Bank Current/Deposit Account

Receipts received between 01/01/2021 and 31/01/2021

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 01/01/2021	140.57						
	CAMBRIDGE BUILDING	140.57			1870	101	140.57	CambridgeBSAnnual
	Banked: 04/01/2021	30.00						
	TicketSales and BookingCharges	28.00		1.33	586		26.67	TicketSales PopDivasLive
	TicketSales and BookingCharges	2.00		0.33	1435	201	1.67	BookingCharges
	Banked: 04/01/2021	16.98						
	HSBC - Nationwide	16.98			1870	101	16.98	FTC Nationwide Interest
	Banked: 04/01/2021	18.66						
	STRIPE	18.66		3.11	1065	310	15.55	TENNIS HIRE-Calthorpe
	Banked: 04/01/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 05/01/2021	46.10						
	PublicSectorDepositFund/CCLA	46.10			1870	101	46.10	Dividens Statement Dec20
	Banked: 06/01/2021	37.00						
	TicketSales and BookingCharges	35.00		1.67	600		33.33	TicketSales Northsyde
	TicketSales and BookingCharges	2.00		0.33	1435	201	1.67	BookingCharges
	Banked: 06/01/2021	74.00						
	TicketSales and BookingCharges	35.00		1.67	600		33.33	TicketSales Northsyde
	TicketSales and BookingCharges	2.00		0.33	1435	201	1.67	BookingCharges
	TicketSales and BookingCharges	35.00		1.67	600		33.33	TicketSales Northsyde
	TicketSales and BookingCharges	2.00		0.33	1435	201	1.67	BookingCharges
	Banked: 06/01/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 07/01/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 08/01/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 08/01/2021	-35.00						
	TicketSales,Refund&BookingChrg	19.00		0.90	590		18.10	Ticket Sales 80's Rewind
	TicketSales,Refund&BookingChrg	-35.00		-1.67	600		-33.33	Ticket Refund Northsyde
	TicketSales,Refund&BookingChrg	0.75		0.12	1435	201	0.63	Amendment Fee 590 and
	TicketSales,Refund&BookingChrg	2.00		0.33	1435	201	1.67	Online Booking Fee 590
	TicketSales,Refund&BookingChrg	-2.75		-0.45	1435	201	-2.30	Booking Charges 590 and
	TicketSales,Refund&BookingChrg	-19.00		-0.90	590		-18.10	TicketRefundOld80'sRewi
	Banked: 11/01/2021	3,704.80						
	HMRC	3,704.80			531		3,704.80	JRS grant Dec 2020
	Banked: 12/01/2021	20.00						
	Cash/Waitrose	20.00			504		20.00	WaitroseXmasDayLunch2
	XmasLunchDonatio							

Subtotal Carried Forward:

4,213.83

0.00

35.90

4,177.93

## Bank Current/Deposit Account

Receipts received between 01/01/2021 and 31/01/2021

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 12/01/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 13/01/2021	61.20						
	Sales Recpts Page 4231	61.20	61.20		101			Sales Recpts Page 4231
	Banked: 13/01/2021	168.30						
	Sales Recpts Page 4232	168.30	168.30		101			Sales Recpts Page 4232
	Banked: 13/01/2021	333.00						
	CHQ/Waitrose XmasDayLunch Dona	333.00			504		333.00	Waitrose XmasDayLunch
	Banked: 14/01/2021	37.00						
	TicketSales&BookingCharges-795	35.00		1.67	795		33.33	TicketSales Elles Bailey
	TicketSales&BookingCharges-795	2.00		0.33	1435	201	1.67	BookingChargesEllesBaile
	Banked: 15/01/2021	-315.00						
	BookingCharges-795	21.00		3.50	1435	201	4.17	AmendmentFee
					1435	201	13.33	OnlineBooking
	Refund&BookingCharges-795	-21.00		-3.50	1435	201	-17.50	RefundOutsChrgEllesBaile
	Refund&BookingCharges-795	-315.00		-15.00	795		-300.00	Refund-795 Elles Bailey
	Banked: 15/01/2021	-7.31						
	FDMS-RefundBookngChrgsHCEvents	-7.31		-1.22	1435	201	-6.09	FDMS-
	Banked: 18/01/2021	-157.50						
	Refund&BookingCharges-882	-157.50		-26.25	1435	201	0.84	Amendment Fee
					1435	201	1.03	BookingChargesAmenCor
					1435	201	3.33	OnlineBookingF
					882		-131.25	Refund AmenCorner
					1435	201	-0.84	PostageFee AmenCorner
					1435	201	-4.36	OutsideChargesAmenCor
	Banked: 19/01/2021	1,710.00						
	HOLMES LTD-M Everett	1,710.00			1120	350	1,100.00	DOG Plot2535
					1100	350	440.00	IntrmPlot2535MarieEllenEv
					1130	350	170.00	DOG Plot2535
	Banked: 19/01/2021	0.20						
	FDMS-BookingCharges HCEvents	0.20		0.03	1435	201	0.17	FDMS-BookingCharges
	Banked: 20/01/2021	74.40						
	Sales Recpts Page 4233	74.40	74.40		101			Sales Recpts Page 4233
	Banked: 20/01/2021	130.00						
	TicketSales&BookingCharges-598	88.00		4.19	598		83.81	TicketSales-Floyd Effect
	TicketSales&BookingCharges-567	36.00		1.71	567		34.29	TicketSalesPurpleZeppelin
	TicketSl&BookingChrgs-598,567	6.00		1.00	1435	201	5.00	Booking Charges-598 and
	Banked: 21/01/2021	170.00						
	HOLMES LTD-Cemetery	170.00			1110	350	170.00	TI Unwin Scattering of
Subtotal Carried Forward:		6,458.30	303.90	9.06			6,145.34	



## Bank Current/Deposit Account

Receipts received between 01/01/2021 and 31/01/2021

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: <b>22/01/2021</b>	<b>10.81</b>						
	TELEFONICA UK LTD	10.81		1.80	4445	301	9.01	CREDIT
	Banked: <b>26/01/2021</b>	<b>40.18</b>						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: <b>26/01/2021</b>	<b>6,477.00</b>						
	Hart District Council	6,477.00			1053	101	6,477.00	Local RestrictionsCOVID
	Banked: <b>26/01/2021</b>	<b>1,710.00</b>						
	C Tewkesbury,Plot 2548,DOG&Mem	1,710.00			1120	350	1,100.00	DOG C Tewkesbury, Plot
					1100	350	440.00	Intermnt,CTewkesbury,Plo
					1130	350	170.00	Memorial
	Banked: <b>27/01/2021</b>	<b>-414.00</b>						
	Refund&BookingCharges-560	24.00		4.00	1435	201	0.83	AmendmentFee
					1435	201	19.17	OnlineBookngFee90sRewi
	Refund&BookingCharges-560	-24.00		-4.00	1435	201	-0.83	Refund Postage
					1435	201	-19.17	RefundBookngChrg90sRe
	Refund&BookingCharges-560	-414.00		-19.71	560		-394.29	Refund-560/90sRewind
	Banked: <b>28/01/2021</b>	<b>522.74</b>						
	Sales Recpts Page 4234	522.74	522.74		101			Sales Recpts Page 4234
	Banked: <b>28/01/2021</b>	<b>430.00</b>						
	YEOWELL RA, Plot1966Transf&Mem	430.00			1130	350	140.00	MemorialF JoanYeowell-
					1121	350	290.00	DOGTransfr JoanYeowel-
	Banked: <b>28/01/2021</b>	<b>314.00</b>						
	TicketSales and BookingCharges	228.00		10.86	590		217.14	Ticket Sales 80's Rewind
	TicketSales and BookingCharges	70.00		3.33	795		66.67	TicketSales Elles Bailey
	TicketSales and BookingCharges	16.00		2.67	1435	201	13.33	Outside BookingCharges
	Banked: <b>29/01/2021</b>	<b>240.00</b>						
	Sales Recpts Page 4235	240.00	240.00		101			Sales Recpts Page 4235
	Banked: <b>29/01/2021</b>	<b>74.00</b>						
	TicketSalesBookingCharges 600	70.00		3.33	600		66.67	TicketSales Northsyde
	TicketSalesBookingCharges 600	4.00		0.67	1435	201	3.33	BookingCharges
	Banked: <b>29/01/2021</b>	<b>282.00</b>						
	Sales Recpts Page 4236	282.00	282.00		101			Sales Recpts Page 4236
<b>Total Receipts:</b>		16,145.03	1,348.64	18.71			14,777.68	

## MTD Enabled - Do Not Manually Submit to HMRC

Date: 26/01/2021

Fleet Town Council Current Year

Page 1

Time: 10:21

VAT Return: 01/10/2020 - 31/12/2020

User: WA

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Sales Ledger	1	746	7		2,125.00	2,125.00	0.00
Cashbook	1		7		6,130.00	6,130.00	0.00
Sales Ledger	1	749	8		1,021.64	1,021.64	0.00
Sales Ledger	1	750	8		2,315.68	2,315.68	0.00
Cashbook	1		8		6,350.00	6,350.00	0.00
Cashbook	1		9		4,710.00	4,710.00	0.00
<b>OUTPUT</b>			<b>Total Rate:</b>	<b>E</b>	<b>22,652.32</b>	<b>22,652.32</b>	<b>0.00</b>
Cashbook	1		7		7,669.00	7,303.77	365.23
Cashbook	1		8		764.00	727.60	36.40
Cashbook	1		9		2,157.00	2,054.31	102.69
<b>OUTPUT</b>			<b>Total Rate:</b>	<b>F</b>	<b>10,590.00</b>	<b>10,085.68</b>	<b>504.32</b>
Sales Ledger	1	746	7		384.60	320.50	64.10
Sales Ledger	1	747	7		4,256.19	3,546.83	709.36
Sales Ledger	1	748	7		979.20	816.00	163.20
Cashbook	1		7		4,788.61	4,018.84	769.77
Sales Ledger	1	749	8		1,557.19	1,297.66	259.53
Cashbook	1		8		2,519.33	2,151.78	367.55
Sales Ledger	1	751	9		55.32	46.10	9.22
Sales Ledger	1	752	9		1,440.30	1,200.25	240.05
Sales Ledger	1	753	9		1,467.80	1,223.17	244.63
Cashbook	1		9		1,836.40	1,530.36	306.04
<b>OUTPUT</b>			<b>Total Rate:</b>	<b>S</b>	<b>19,284.94</b>	<b>16,151.49</b>	<b>3,133.45</b>
Sales Ledger	1	746	7		244,711.00	244,711.00	0.00
Cashbook	1		8		250.00	250.00	0.00
Cashbook	1		9		100.00	100.00	0.00
<b>OUTPUT</b>			<b>Total Rate:</b>	<b>Z</b>	<b>245,061.00</b>	<b>245,061.00</b>	<b>0.00</b>
Purchase Ledger	1	920	7		153.09	145.79	7.30
Purchase Ledger	1	923	7		98.64	93.93	4.71
Cashbook	1		7		192.79	183.61	9.18
Purchase Ledger	1	928	8		39.28	37.41	1.87
Cashbook	1		8		291.42	277.54	13.88
Purchase Ledger	1	931	9		183.04	174.31	8.73
Cashbook	1		9		138.18	131.61	6.57
<b>INPUT</b>			<b>Total Rate:</b>	<b>F</b>	<b>1,096.44</b>	<b>1,044.20</b>	<b>52.24</b>
Purchase Ledger	1	920	7		51,319.63	42,797.76	8,521.87
Purchase Ledger	1	923	7		15,342.35	12,785.30	2,557.05
Purchase Ledger	1	924	7		90,600.00	75,500.00	15,100.00
Cashbook	1		7		3,756.55	3,150.71	605.84

**MTD Enabled - Do Not Manually Submit to HMRC**

Date: 26/01/2021	<b>Fleet Town Council Current Year</b>	<b>Page 2</b>
Time: 10:21	VAT Return: 01/10/2020 - 31/12/2020	User: WA

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Purchase Ledger	1	925	8		8,314.32	6,928.63	1,385.69
Purchase Ledger	1	926	8		23,421.67	19,518.06	3,903.61
Purchase Ledger	1	928	8		16,416.08	13,680.06	2,736.02
Purchase Ledger	1	930	8		2,115.60	1,763.00	352.60
Cashbook	1		8		5,897.66	4,916.41	981.25
Purchase Ledger	1	931	9		56,767.58	47,306.34	9,461.24
Purchase Ledger	1	934	9		4,053.37	3,377.80	675.57
Purchase Ledger	1	935	9		67,840.56	56,533.80	11,306.76
Cashbook	1		9		2,999.66	2,499.75	499.91
		INPUT	Total Rate:	S	348,845.03	290,757.62	58,087.41
Purchase Ledger	1	920	7		7,382.55	7,382.55	0.00
Purchase Ledger	1	923	7		2,816.21	2,816.21	0.00
Cashbook	1		7		899.00	899.00	0.00
Purchase Ledger	1	925	8		43.64	43.64	0.00
Purchase Ledger	1	926	8		7,859.99	7,859.99	0.00
Purchase Ledger	1	928	8		70.00	70.00	0.00
Cashbook	1		8		4,029.06	4,029.06	0.00
Purchase Ledger	1	931	9		4,527.70	4,527.70	0.00
Purchase Ledger	1	934	9		1,189.98	1,189.98	0.00
Cashbook	1		9		831.93	831.93	0.00
		INPUT	Total Rate:	Z	29,650.06	29,650.06	0.00

<b>VAT Return Summary:</b>				<b>Total Outputs</b>	<b>297,588.26</b>	<b>293,950.49</b>	<b>3,637.77</b>
				<b>Total Inputs</b>	<b>379,591.53</b>	<b>321,451.88</b>	<b>58,139.65</b>
VAT due on Sales	<b>Box 1</b>	3,637.77					
VAT due on ACQUISITIONS from EC Members	<b>2</b>	0.00					
<b>Total VAT due</b>	<b>3</b>	<b>3,637.77</b>					
VAT reclaimed on ALL INPUTS	<b>4</b>	58,139.65					
<b>Net VAT to be RECLAIMED</b>	<b>5</b>	<b>54,501.88</b>					
<b>Total sales incl EC Members (Excl VAT)</b>	<b>6</b>	<b>293,950.00</b>					
<b>Total purchases incl EC Members(Excl VAT)</b>	<b>7</b>	<b>321,451.00</b>					
Total sales to EC Members(Excl VAT)	<b>8</b>	0.00					
Total purchases from EC Members(Excl VAT)	<b>9</b>	0.00	VAT on acquisitions from other EC States	<b>0.00</b>			

08/02/2021

Fleet Town Council Current Year

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17:06

Sales Ledger Aged Account Balances

User: WA

## Outstanding Balances by Month as at 08/02/2021

A/C Code	Customer Name	Balance	Feb 2021	Jan 2021	Dec 2020	Prior Months	On A/c Pymnts
<b>Ledger No 1, Sales Ledger 1</b>							
BABY	BABY	74.40	0.00	74.40	0.00	0.00	0.00
BALLETSCH	BALLET	-20.40	0.00	0.00	0.00	-20.40	0.00
BLOODNAT	BLO	1,198.80	0.00	399.60	399.60	399.60	0.00
BRAS	RENT	320.00	0.00	0.00	0.00	320.00	0.00
BRASSEAU	BRA	4,914.30	0.00	0.00	571.20	4,343.10	0.00
COTTON	TRAINMASTER	91.20	0.00	0.00	91.20	0.00	0.00
DISCOKATE	DIS	264.00	0.00	0.00	0.00	264.00	0.00
EDWARDS	EDW	205.20	0.00	0.00	205.20	0.00	0.00
FLEET TOWN	FTG	1,021.64	0.00	0.00	0.00	1,021.64	0.00
FOSS R	FOS	-1.14	0.00	0.00	0.00	-1.14	0.00
HILL A	HILL	261.00	0.00	0.00	0.00	261.00	0.00
KETTLERCIS	KET	18.00	0.00	0.00	0.00	18.00	0.00
LONDON	SHOWBAND	1,200.00	0.00	1,200.00	0.00	0.00	0.00
LT DANCE	LTD	-500.00	0.00	0.00	0.00	0.00	-500.00
MESSENGER	MESSENGER	38.47	0.00	0.00	0.00	38.47	0.00
PRE	AF	2,528.64	0.00	917.76	648.66	962.22	0.00
REJINIAK	REJI	82.50	0.00	0.00	0.00	82.50	0.00
ROCKFIT	ALLAN	122.40	0.00	0.00	0.00	122.40	0.00
TAYLOR D	TAY	1,176.85	0.00	0.00	0.00	1,176.85	0.00
TIDY	MUMMABFIT	0.08	0.00	0.00	0.00	0.08	0.00
<b>Total Sales Ledger No 1</b>		<b>12,995.94</b>	<b>0.00</b>	<b>2,591.76</b>	<b>1,915.86</b>	<b>8,988.32</b>	<b>-500.00</b>
<b>TOTAL SALES LEDGER BALANCES</b>		<b>12,995.94</b>	<b>0.00</b>	<b>2,591.76</b>	<b>1,915.86</b>	<b>8,988.32</b>	<b>-500.00</b>

## Item 6

### SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 31 January 2021

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£532653.93		
Co-operative Bank Current Account Account No: 65583782			Closed
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£400,000.08	0.05%	Interest paid into HSBC current account
The Cambridge Building Society, Account No: CB01348177	£100,000.00	0.1%	Interest paid into HSBC current account
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£1,050,000	0.0400%.	Interest paid into HSBC current account.
<b>TOTAL</b>	<b>£2,082,654.01</b>		

#### Please note

Nationwide Interest for January 2021	£16.99
CCLA interest for January 2021	£32.36
Cambridge Building Society for the year Jan – Dec 2020	£140.57

#### Recommendation

1. To note the balances held in the Fleet Town Council Accounts

**ITEM 7a****Fleet Cemetery Fees wef from 1<sup>st</sup> April 2021**

When you buy a plot - the charges are split between the "Exclusive Rights of Burial" fee and the interment fee.

The Exclusive Rights of burial in Fleet give you the right to bury in that plot for the next 99 years (some cemeteries are shorter than this). Ashes plots can hold 2 sets of ashes. Full burial plots can hold up to 3 full burials and/or several sets of ashes.

Only the owner of the exclusive rights can decide (and must sign to agree) who and when any burials take place in that plot (the only exception to this is when the owner is interred in the plot).

The interment fee is an administration charge incurred each time the plot is opened and covers the updating of the burial records.

The memorial permit fee gives permission for the owner to erect a memorial on the plot. Only the owner can do this.

The permit is to ensure all memorials conform to regulations at that time.

**On proof of either the Exclusive Rights owner or the deceased being a Fleet Town Council registered elector, the fees will be reduced by 50%**

Main cemetery area	Fees	50% reduction in fees for Fleet Town Council resident
<b>New Full Burial Plot</b> (Exclusive rights, interment and memorial permit fee)	£3,420	£1,710
<b>New Cremation Plot</b> (Exclusive rights, interment and memorial permit fee)	£1,460	£730
<b>Additional Inscription on memorial</b> (Either Burial or Cremation memorial)	£140	£70
<b>Full Burial plot</b> Exclusive Rights of Burial (Reservation of plot and memorial permit, excludes interment fee)	£2,540	£1,270
<b>Cremation Plot</b> Exclusive Rights of Burial (Reservation of plot and memorial permit, excludes interment fee)	£1,120	£560
<b>Interment only – Burial</b> (Exclusive Rights already purchased)	£880	£440
<b>Interment only – Ashes</b> (Exclusive Rights already purchased)	£340	£170
<b>Stillborn child or child up to 12 years</b> (Full Burial or Cremation Plot includes interment)	No Charge	No Charge
<b>Transfer of Exclusive Rights of Burial</b>	£290	£145
<b>General administration – change name etc</b>	£30	£15

**Please note VAT is charged on memorials only. No VAT is charged on interments or exclusive rights**

## Memorial Fees in the Garden of Remembrance

The Sanctum 2000, memorial vaults are leased for either 25 or 50 years. The vault holds 2 sets of ashes in non-biodegradable containers. On completion of the term of the lease, the owner will have the option to extend. If the family cannot be contacted, the ashes will be removed and buried in our dedicated area. The inscription tablet will remain the property of the family.

The kerb block memorials, located around the Garden of Remembrance pathways, will be leased for 25 years. The ashes can be buried loose behind the memorial or can be either buried or scattered in our dedicated area. The roses will be leased for 15 years with the ashes either buried or scattered in our dedicated area. On completion of the lease, the owner will have the option to extend. The inscription tablets remain the property of the family but will be removed and stored if the family cannot be contacted.

Memorial	Fees
<b>Sanctum 2000 Memorial vault – prices include VAT for memorial only</b>	
Lease for 25 years to include lettering up to 80 letters. Further lettering £1.50 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for <b>one</b> set of ashes	£1,800
Lease for 25 years to include lettering up to 80 letters. Further lettering £1.50 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for <b>two</b> set of ashes going into the vault at the same time	£1,970
Lease for 50 years to include lettering up to 80 letters. Further lettering £1.50 + VAT per letter. Artwork and photo plaque cost to be confirmed Price includes updating of burial records for <b>one</b> set of ashes	£2,400
Lease for 50 years to include lettering up to 80 letters. Further lettering £1.50 + VAT per letter. Artwork and photo plaque cost to be confirmed. Price includes updating of burial records for <b>two</b> set of ashes going into the vault at the same time	£2,570
Second set of ashes at a different time, plus additional inscription (if room has been left). Artwork and photo plaque to be confirmed	£420
<b>Kerb block memorial around pathways – prices include VAT for memorial only</b>	
Lease for 25 years to include lettering. Artwork Design cost to be confirmed. Single ashes	£600
Lease for 25 years to include lettering. Artwork Design cost to be confirmed. Single ashes Price to include ashes interred loose behind memorial or in dedicated area.	£770
<b>Rose memorial only – prices include VAT</b>	
Rose bush - lease/maintenance 15 years, including 6" x 4" granite plaque with inscription	£420
Rose bush - lease/maintenance 15 years, including 7" x 5" granite plaque with inscription and artwork	£540
Standard Rose lease/maintenance for 15 years, including 6" x 4" granite plaque with inscription only	£540
Standard Rose lease/maintenance for 15 years, including 7" x 5" granite plaque with inscription and artwork	£660
<b>Other – prices include VAT on memorials only</b>	
brass plaque on memorial bench in Garden of Remembrance	£180
Memorial disc on mushroom in children's area	£120
Plant memorial dedication area - preparation of ground, interment of ashes and 7" x 5" granite plaque with inscription and artwork (plant from approved list supplied by family)	£520
Plant memorial dedication area - preparation of ground, interment of ashes and 6" x 4" granite plaque with inscription only (plant from approved list supplied by family)	£480
<b>Interments in Garden of Remembrance</b>	
Interment or scattering of ashes if Kerb block or rose memorials are leased. No charge for children's ashes.	£340 (50% reduction in fees for Fleet Town Council elector - £170)

**Please note VAT is charged on memorials only. No VAT is charged on interments or exclusive rights**

THE HARLINGTON ROOM /SERVICE CHARGES						
	Commercial Rate (Per hour) + VAT			Community Rate (Per hour) + VAT		
ROOM	Mon-Sat 9am-5pm	Mon-Thur 5pm-12am	Fri-Sat 5pm-12am & All Sun	Mon-Sat 9am-5pm	Mon-Thur 5pm-12am	Fri-Sat 5pm-12am & All Sun
Auditorium	£35.00	£40.00	£55.00	£25.00	£30.00	£45.00
Dance Studio (Arts & Dance hires)				£17.00	£17.00	£17.00
Dance Studio (Business hires)	£30.00	£35.00	£40.00			
Function Room	£30.00	£35.00	£40.00	£20.00	£25.00	£30.00
Meeting Room	£14.00	£14.00	£14.00	£10.00	£10.00	£10.00
Exhibition (half day)	£12.00					
Exhibition (full)	£20.00					
Harlington: Special Hire and Commercial Packages are priced on request.						
EXTRAS				RATE +VAT		
Sound (Basic set up, own operation)				£30.00		
Lighting (Basic set up, own operation)				£30.00		
Mobile PA (Function Room/Dance Studio)				£50.00		
Backstage Facilities				£25.00		
RVS/Green Room Facilities				£25.00		
Technical staff (4 hr min call - £16.50/hr for additional hrs)				£66.00		
Bar Service (up to 4 hours)				£40.00		
Bar Extension (past 11pm)				£21.00		
Additional bar staff (4 hrs min)				£40.00		
Additional front of house staff (4 hrs min)				£35.00		
Event Stewards (4 hrs min)				£40.00		
Stage Use (per hour, up to 2 hours)				£5.00		
Stage Use (per hour over 2 hours)				£50.00		
LED Projector hire (dependant on required time & set up)				From £10.00		



<b>Large Screen and Projector/Small Screen and Projector/Screen Only</b>	<b>£25.00/£15.00/£5.00</b>
<b>Radio Mic's (Tech time will need additional charge)</b>	<b>£10.00</b>
<b>Wireless Mic</b>	<b>£10.00</b>
<b>Performing Rights Society</b>	At current rate
<b>Tea and Coffee (Large Groups)</b>	£1.00
<b>Tea and Coffee (Casual)</b>	90p per person
<b>Tea/Coffee &amp; Biscuits (Casual)</b>	£1.10 per person
<b>Sandwiches</b>	£2.60-£3.00

THE POINT ROOM CHARGES		
	Existing Regular User Rate + VAT	Casual rate + VAT
<b>Main room and kitchen and side room</b>	<b>£6 per hour</b>	£12 per hour
<b>Fleet Phoenix office space</b>	£1000 per annum	

ROYAL VOLUNTARY SERVICE BUILDING/GREEN ROOM CHARGES		
	Existing Regular User Rate + VAT	Casual rate + VAT
<b>RVS Building (Green Room)</b>	£6 per hour	£12 per hour
<b>RVS Office space</b>	<b>POA</b>	

ANCELLS FARM COMMUNITY CENTRE ROOM/SERVICE CHARGES						
ROOM	Regular Rate (Per hour) + VAT			Casual Rate (Per hour) + VAT		
	Mon-Fri 9am-6pm	Mon-Fri 6pm- 11.30pm	Weekends Anytime	Mon-Fri 9am-6pm	Mon-Fri 6pm-11.30pm	Weekends Anytime
<b>Main Hall</b>	<b>£10.25</b>	<b>£14.25</b>	<b>£19.50</b>	<b>£12.25</b>	<b>£17.00</b>	<b>£23.25</b>
<b>Kitchen</b>	£5.75	£6.75	£6.75	£6.75	£8.25	£8.25
<b>Committee Room</b>	£6.45	£8.00	£8.00	£7.50	£9.50	£9.50
<b>Half Hall</b>	<b>£6.00</b>	<b>£7.50</b>	<b>£10.25</b>	<b>£7.00</b>	<b>£9.00</b>	<b>£12.25</b>
<b>Creche</b>	£7.00	£7.00	£7.00	£8.50	£8.50	£8.50
<b>Storage – per cupboard</b>	£8.00 + VAT per month					

OTHER	Rate (per hour) + VAT		
	Mon-Sun Anytime	Mon- Sun Daytime	Mon- Sun Evening (6-11pm)
<b>Garden *</b> (must be hired in conjunction with creche)	£7.00		
<b>Children's Party</b> (3hrs. Use of creche, garden, kitchen)		£80.00	
<b>Evening party</b> (5hrs. Exclusive)			£125.00

PARK USE FOR COMMERCIAL PURPOSES	
<b>Park use for commercial organisations operating community activities.</b> (E.g. Fitness groups, dog training groups, martial arts at a reduced rate.	POA
<b>Park hire for events by commercial organisations</b> (e.g. circus)	POA

MEMORIALS/BENCHES IN PARKS/PARK USE FOR COMMERCIAL PURPOSES	
<b>Memorial Tree</b>	POA
<b>5ft memorial bench</b> (inc cost of bench, fittings, installation, delivery and admin fee)	POA
<b>6ft memorial bench</b> (inc cost of bench, fittings, installation, delivery and admin fee)	POA
<b>Memorial Plaque for bench</b>	POA
<b>Memorial Plaque</b>	POA

TENNIS COURT HIRE CHARGES	Rate per hour inc VAT	Annual Fee inc VAT
<b>Court /each per hour</b>	£6.85	
<b>Tennis Membership</b>		£42.00


PHOTOCOPYING CHARGES	Price per copy + VAT
<b>A4 Black and White</b>	12p
<b>A4 Colour</b>	44p
<b>A3 Black and White</b>	23p

FOOTBALL PITCH HIRE OTHER			
Size	For	Use	Price
Full Size Pitch Hire 9/11	Youth	Casual*- 2 hrs	£53 + VAT
Full Size Pitch Hire 9/11	Adult	Casual*- 2 hrs	£111.45 + VAT
Mini Pitch	Junior	Casual*- 1 hrs	£17.55 + VAT
Full Size Pitch 9/11	Youth	Season 17 alternate weeks 2 hrs	£681.50
Full Size Pitch 11	Adult	Season 17 alternate weeks 2 hrs	£1517.75
Mini Pitch	Junior	Season 17 alternate weeks 2 hrs	£218.65

\*Casual Hire = less than 10 hires.

## Application for Grant Form

Please note that grants cannot be given to individuals and are normally for a maximum of £1000 unless you can demonstrate benefit for a significant percentage of residents of Fleet (not including Elvetham Heath and Church Crookham who have their own Parish Councils).

1.	Name of Organisation  Address  Bank Account details for payment  Account  Sort Code	Parkrun  Unit 3, Lower Deck, Phoenix Wharf, Twickenham, Middlesex, England, TW1 3DY  Should the application for grant be successful, our parkrun ambassador will liaise with parkrun HQ and arrange the money side of things, she will need the following and at that stage will advise the relevant bank details. We as volunteers are not allowed to handle any of the money.  Contact name Contact phone & email Invoicee name & address If they are VAT registered or not Amount they are paying How they would like to make payment (BACS or cheque) PO number (if required)
2.	Name, Address and Status of Contact & position  E-mail address	
3.	Telephone Number of Contact	07779-578168
4.	Is the Organisation a Registered Charity?	Yes      Charity Number: 1175062
5.	Date of establishment of Organisation	2 <sup>nd</sup> October 2004
6.	Details of purpose of Grant  (please use additional sheet to include details)	<p>To launch a weekly, free, timed, 5k run/walk/jog on Edenbrook Country park each Saturday morning. If you're not familiar with parkrun already - they are an international not-for-profit organisation that arrange free, weekly, volunteer-led 5km timed run/walk/jogs around the world. These events are open to everyone, free to all, and are safe and easy to take part in. These events take place in parkland surroundings and people of every ability are encouraged to join in; from those taking their first steps in running (or walking) to those who can run 5k in 17 minutes or less; from juniors to those with more experience; everyone is welcome.</p> <p>There are over 600 parkrun locations in the UK (over 1500 worldwide!) – and each of these hold a run every Saturday morning at 9am with over 150,000 people taking part every week. This has grown from the initial event which took place in Bushy Park in London in 2004. The first event outside of the United Kingdom was launched in Zimbabwe in 2007, followed by Denmark in 2009, South Africa and Australia in 2011 and the USA in 2012. Other participating countries include Poland, Russia, Canada, Germany, New Zealand, Italy, Japan, Sweden, Finland and Swaziland. The founder - Paul Sinton-Hewitt - received a CBE in 2014 for his services to grassroots sport and there are now over 7 million runners registered worldwide. Parkrun is funded mainly</p>

		<p>through sponsorship, with local organisers only needing to raise money when they launch an event.</p> <p>The two parkruns closest to Fleet are currently Frimley Lodge and Rushmoor, these two events each attract around more than 500 runners/walkers each every week so there is certainly room for another local parkrun to take some of the strain, and we are also confident that many new people from Fleet, Church Crookham and the surrounding villages will join the parkrun family.</p> <p>We have identified Edenbrook Country Park as the location for our parkrun and hope to start running this every Saturday at 9am once current restrictions allow us to start (currently all parkruns in the UK have stopped due to the pandemic). We're not sure when this will be but are very much hoping it won't be too much longer. We have agreement from the local Council and they are as excited as we are. Hart Leisure Centre and Calthorpe Park School are supportive and are allowing us to utilise some of their car parks each week. parkrun really does help to bring communities together, has a huge impact on participant's mental health, gives a strong sense of community and shared experience with other parkrunners and helps people to feel acknowledged and valued.</p>					
7.	Amount applied for	<p>We need to raise £4k in total. We have ~£2k committed from the County Council and the District Council. We would be grateful for any contribution – big or small! We are expected to raise the funds from local organisations. We need £4k, we have c£2k committed already and are now approaching others for the remainder. If you are unable to contribute the full £2k outstanding then we will continue our quest and approach other groups and organisations until we reach our target. This link explains more.</p> <p><a href="https://wiki.parkrun.com/index.php/Start-up_Funding">https://wiki.parkrun.com/index.php/Start-up_Funding</a></p>					
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	<p>Everyone! Rushmoor and Frimley parkruns both get more than 500 runners/walkers every week. We imagine we will, in time, get similar numbers. The benefits to community wellbeing and inclusion are enormous. We will be able to measure the participant levels every week and report back if required. Experience from the 600 UK parkruns already in place in the UK tells us the benefits are huge.</p> <p>Frimley parkrun has been going for 10 years and more than 20,000 different people have participated in that time. This event has massive potential to positively impact so many people. I can't provide information about how many current parkrunners live in the Fleet Town area but I personally know of many and I have no doubt that bringing an event to the local area would attract many more local people who have not participated before.</p>					
9.	Projected income and expenditure of project/event	<p>Once launched it is delivered by the community for the community. Participation is free of charge so there will be no income and consequently no further funding required. The start up funding (see link above for more detail) gets us a licence to run the event for perpetuity and the necessary equipment including a defibrillator.</p>					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		Hart Council	£1,000	Dec-20	Yes		
		Hampshire CC councillors	£1,150	Dec-20	Yes (verbally)		
		Other parish councils	Not specified	Dec-20			Yes
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	<p>Yes, we will continue to fund raise until such time we have the required amount, we are committed to bringing this event to Fleet.</p>					



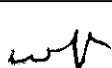
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	None
13.	How will you publically acknowledge Fleet Town Council's contribution?	We are allowed to acknowledge their contribution through media communications around the inaugural event and for a period of 12 months on the 'about us' webpage for the specific event, and shout out in the pre-run briefings for a period of time when we launch.

You may use a separate sheet of paper to submit any other information which you feel will support this application.


Signed.....SGreenwood (by email).....

Date.....13/12/20....

The following documents must be included with your application for it to be considered.

	YES	T.C. USE CHECKED
Last Financial Years Accounts	Yes	
Constitution	<a href="https://volunteer.parkrun.com/principles/mission-statement">https://volunteer.parkrun.com/principles/mission-statement</a>	
Copy of most recent Bank Statement for all accounts	I don't have access to this as I am a local volunteer.	
Safeguarding Policy	<a href="https://safeguarding.parkrun.com/">https://safeguarding.parkrun.com/</a>	

### Office Use

	Officer	Date
Grant Application verified?		15.12.2020
Committee decision?		
Applicant notified?		
If approved funds released?		

Press Release and Photo?		
Self-evaluation form of Event sent?		

**REGISTERED NUMBER: 07289574 (England and Wales)**

**Directors' Report and  
Financial Statements for the Year Ended 31 January 2019  
for  
parkrun Limited  
(A company Limited by Guarantee)**



**parkrun Limited**  
**(A company Limited by Guarantee)**

**Contents of the Financial Statements**  
**for the Year Ended 31 January 2019**

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**parkrun Limited**  
**(A company Limited by Guarantee)**

**Company Information**  
**for the Year Ended 31 January 2019**

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**DIRECTORS:**

T Williams  
N M Pearson  
D R Moorcroft  
R J Borthwick  
Ms H J Corne  
Ms R Morris

**REGISTERED OFFICE:**

Unit 3 Lower Deck  
Phoenix Wharf  
Twickenham  
Middlesex  
TW1 3DY

**REGISTERED NUMBER:**

07289574 (England and Wales)

**AUDITORS:**

Sayer Vincent LLP, Statutory Auditor  
Invicta House  
108-114 Golden Lane  
London  
EC1Y 0TL

**parkrun Limited**  
**(A company Limited by Guarantee) (Registered number: 07289574)**

**Directors' Report**  
**for the Year Ended 31 January 2019**

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The directors present their report with the financial statements of the company for the year ended 31 January 2019.

**PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was that of the promotion and organisation of free weekly runs in parks throughout the UK.

**REVIEW OF BUSINESS**

parkrun Ltd is responsible for delivering parkrun events in the UK. parkruns are free, weekly, walking/running events that are accessible to people of all abilities and backgrounds, delivered in local communities by volunteers.

parkrun continued to grow in the UK during 2018, both in terms of total participation and impact. 150 events were started during the financial year (90 5K events on a Saturday, 8 Junior 2K events on a Sunday) bringing the total of UK events to 855 (592 5K events on a Saturday, 263 Junior UK events on a Sunday). Over the course of the financial year, registrations increased by 623,000 bringing the total number of UK registered parkrunners to over 3.1 million.

parkrun continues to dedicate itself to providing accessibility to physical activity and volunteering opportunities, free of charge, through local, community, volunteer delivered events, and is still seeing significant growth on an annual basis in participation, both in the number of runners, joggers and walkers, and by volunteers. Participation during the year (by runners, joggers and walkers) increased by 16% and volunteer numbers by 23%.

parkrun is committed to supporting communities to be healthier and happier and as such has directly targeted those groups whose health is most likely to benefit from regular physical activity and opportunities to volunteer, the most indicative way of measuring this impact is by quantifying the total amount of participants throughout the year that have taken part, who were previously not physically active, the total for this financial year was 62,569 an increase of 18% on the previous year.

The Directors are delighted with the continued growth and impact of parkrun and continue to look forward positively to making a more significant impact on the health and happiness of the UK population.

**DIRECTORS**

The Directors shown below have held office during the whole of the period from 1 February 2018 to the date of this report.

T Williams  
N M Pearson

Other changes in directors holding office are as follows:

D R Moorcroft - appointed 1 October 2018

R J Borthwick, Ms H J Corne and Ms R Morris were appointed as directors after 31 January 2019 but prior to the date of this report.

Mrs C A Jones ceased to be a director after 31 January 2019 but prior to the date of this report.

**DONATIONS**

The directors are pleased to confirm that they were able to distribute under gift aid £52,000 during the year to the parent charitable company, parkrun Global Limited to enable it to pursue its charitable objectives.

**GOING CONCERN**

The Directors have considered the deficiency of net assets, the future viability of the Company and its ability to continue as a going concern, and regularly monitor cash flow forecasts. Having reviewed the makeup of current liabilities at the year end the directors are confident that the majority of items included will have little impact on the cashflow of the company going forward and therefore, the directors are satisfied that, for the foreseeable future, the Company can continue with its operations and seek to achieve its objectives. Consequently, the financial statements have been prepared on a going concern basis

**parkrun Limited**  
**(A company Limited by Guarantee) (Registered number: 07289574)**

**Directors' Report**  
**for the Year Ended 31 January 2019**

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**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**AUDITORS**

Sayer Vincent LLP were appointed as auditors in September 2019.

Pursuant to section 487 of the Companies Act 2006 the auditor will be deemed to be reappointed and Sayer Vincent LLP will therefore continue in office.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF

  
.....  
N M Pearson - Director

Date: 30/10/2019

**parkrun Limited**  
**(A company Limited by Guarantee)**

**Statement of Directors' Responsibilities**  
**for the Year Ended 31 January 2019**

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The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law they have elected to prepare the financial statements in accordance with applicable law and Section 1A of FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (UK Generally Accepted Accounting Practice applicable to Smaller Entities).

Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent ; and
- assess the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and
- use the going concern basis of accounting unless they either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error, and have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the company and to prevent and detect fraud and other irregularities.

**Independent Auditors' Report to the Members of  
parkrun Limited  
(A company Limited by Guarantee) (Registered number: 07289574)**

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**Opinion**

We have audited the financial statements of parkrun Limited (A company Limited by Guarantee) (the 'company') for the year ended 31 January 2019 which comprise the Statement of Income and Retained Earnings, Balance Sheet and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at the 31 January 2019 and of its result for the year then ended ;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The directors are responsible for the other information. The other information comprises the information in the Directors' Report and the Statement of Directors' Responsibilities, but does not include the financial statements and our Auditors' Report thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report has been prepared in accordance with applicable legal requirements.

**Independent Auditors' Report to the Members of  
parkrun Limited  
(A company Limited by Guarantee) (Registered number: 07289574)**

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**Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Directors' Report.

**Responsibilities of directors**

As explained more fully in the Statement of Directors' Responsibilities set out on page four, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

**Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditors' Report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditors' Report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Independent Auditors' Report to the Members of  
parkrun Limited  
(A company Limited by Guarantee) (Registered number: 07289574)**

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**Use of our report**

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Fleur Holden (Senior Statutory Auditor)  
for and on behalf of Sayer Vincent LLP, Statutory Auditor  
Invicta House  
108-114 Golden Lane  
London  
EC1Y 0TL

30 October 2019

**parkrun Limited**  
**(A company Limited by Guarantee)**

**Statement of Income and Retained Earnings**  
**for the Year Ended 31 January 2019**

	Notes	2019 £	2018 £
<b>TURNOVER</b>		2,820,862	2,237,693
Cost of sales		<u>(950,403)</u>	<u>(765,429)</u>
<b>GROSS PROFIT</b>		1,870,459	1,472,264
Administrative expenses		<u>(1,736,860)</u>	<u>(1,411,843)</u>
<b>OPERATING PROFIT</b>	4	133,599	60,421
Interest receivable and similar income		<u>21</u>	<u>31</u>
<b>PROFIT BEFORE TAXATION</b>		133,620	60,452
Tax on profit		<u>51,184</u>	<u>(10,585)</u>
<b>PROFIT FOR THE FINANCIAL YEAR</b>		184,804	49,867
Retained earnings at beginning of year		263,715	213,848
Distribution to parent charity under gift aid		<u>(52,000)</u>	-
<b>RETAINED EARNINGS AT END OF YEAR</b>		<u><u>396,519</u></u>	<u><u>263,715</u></u>

The notes on pages 10 to 12 form part of these financial statements



**parkrun Limited**  
**(A company Limited by Guarantee) (Registered number: 07289574)**

**Balance Sheet**  
**31 January 2019**

	Notes	2019 £	2018 £
<b>FIXED ASSETS</b>			
Tangible assets	5	433,274	490,018
<b>CURRENT ASSETS</b>			
Debtors	6	410,867	414,828
Cash at bank		<u>72,417</u>	<u>22,396</u>
		483,284	437,224
<b>CREDITORS</b>			
Amounts falling due within one year	7	<u>(520,039)</u>	<u>(621,255)</u>
<b>NET CURRENT LIABILITIES</b>		<u>(36,755)</u>	<u>(184,031)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		396,519	305,987
<b>PROVISIONS FOR LIABILITIES</b>	8	<u>-</u>	<u>(42,272)</u>
<b>NET ASSETS</b>		<u>396,519</u>	<u>263,715</u>
<b>RESERVES</b>			
Retained earnings		<u>396,519</u>	<u>263,715</u>
		<u>396,519</u>	<u>263,715</u>

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 30/10/2019 and were signed on its behalf by:

  
 .....  
 N M Pearson - Director

The notes on pages 10 to 12 form part of these financial statements

**parkrun Limited**  
**(A company Limited by Guarantee)**

**Notes to the Financial Statements**  
**for the Year Ended 31 January 2019**

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**1. STATUTORY INFORMATION**

parkrun Limited is a private company, limited by shares, registered and incorporated in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Turnover**

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

The company receives grants and sponsorship from the public and third parties and recognises the income from these sources over the term of the agreement to which the funds relate. As a result a proportion of such income may be deferred to future periods and shown within other creditors within the financial statements. Income from donations for which there are no performance related conditions is recognised in the year in which it is received.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery - 33% on cost and 10% on cost

Fixtures and fittings - 20% on cost

Computer equipment - 33% on cost

**Taxation**

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

**Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

**Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to profit or loss on a straight line basis over the period of the lease.

**Pension costs and other post-retirement benefits**

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

**parkrun Limited**  
**(A company Limited by Guarantee)**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 January 2019**

**3. EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 24 (2018 - 21).

**4. OPERATING PROFIT**

The operating profit is stated after charging:

	2019 £	2018 £
Depreciation - owned assets	257,053	246,986
Auditors' remuneration (including share of parent company costs)	8,000	14,700
Auditors' remuneration non audit work	-	3,500

**5. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 February 2018	882,302	11,535	26,279	920,116
Additions	196,397	978	2,934	200,309
At 31 January 2019	1,078,699	12,513	29,213	1,120,425
<b>DEPRECIATION</b>				
At 1 February 2018	405,491	4,063	20,544	430,098
Charge for year	250,163	2,502	4,388	257,053
At 31 January 2019	655,654	6,565	24,932	687,151
<b>NET BOOK VALUE</b>				
At 31 January 2019	423,045	5,948	4,281	433,274
At 31 January 2018	476,811	7,472	5,735	490,018

**6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019 £	2018 £
Trade debtors	96,850	144,574
Amounts owed by group undertakings	106,086	5,005
Other debtors	207,931	265,249
	410,867	414,828

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019 £	2018 £
Trade creditors	119,976	180,825
Taxation and social security	348,752	49,572
Other creditors	51,311	390,858
	520,039	621,255

**parkrun Limited**  
**(A company Limited by Guarantee)**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 January 2019**

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**8. PROVISIONS FOR LIABILITIES**

	2019 £	2018 £
Deferred tax	<u>-</u>	<u>42,272</u>
		Deferred tax
		£
Balance at 1 February 2018		42,272
Credit to Income Statement during year		<u>(42,272)</u>
Balance at 31 January 2019		<u>-</u>

**9. RELATED PARTY DISCLOSURES**

parkrun is a member of a group of companies that has as its parent company parkrun Global Limited whose registered office is Unit 3 Lower Deck, Phoenix Wharf, Twickenham, Middlesex, TW1 3DY.

# Parkrun Start-up Funding

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 This document applies only to the UK

## Gaining the necessary start-up funding for a parkrun event

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We look for £4,000 (including VAT) start-up fee which is essentially the purchase of a perpetual licence to operate parkrun, and a crucial component of our business model.

We do not wish this to come from individuals, rather we believe it is the responsibility of local organisations to donate towards the creation of what will be a self-sustaining volunteer led project. Delivered by the community for the community it is likely to have significant long term benefits to that community through improved health, wellness and social cohesion.

It's important to note that we do not offer a local sponsorship model so potential donors should understand that they will not receive any sponsor rights in return. We are however happy to acknowledge their contribution through media communications around the inaugural event and for a period of 12 months on the '[about us](#)' page for the specific event.

It's also important that local parkrun volunteers do not handle cash or take payment towards start-up funds themselves. All payments should be made directly through parkrun head office, typically we would raise an invoice to the relevant party. Please get in touch with any specific queries.

Depending on the location there are many possible sources of income and the total cost can be spread amongst several sources. Previous organisations that have donated towards the start-up of a parkrun event include 'friends of the park' groups, fire & rescue departments, Primary Care Trusts (PCTs), County Sports Partnerships (CSPs), local councils, leisure and tourism organisations, Universities, The Salvation Army, commercial businesses with corporate social responsibility (CSR) budgets, local athletic networks, national governing bodies and sport development departments. We cannot accept any donations from organisations that conflict with our existing sponsors and as such you should check with parkrun head office before engaging with any commercial businesses. **Under no circumstances should crowd funding be used.**

Finally, note that if your chosen location is a Fields In Trust site you could also apply to the landowner for a FIT grant [\[1\]](#) to cover the start-up funding costs (you'll need to have permission from that landowner first). To find out if the location is a FIT site put in their postcode here [\[2\]](#).

We do offer central support when putting together funding bids for grants or other types of income, please contact head office to discuss specific opportunities. Before approaching anyone for funding however it's helpful to have a specific course in mind, that has been agreed by parkrun head office and that you have permission from the landowners to use. You should also have a small but keen team of volunteers willing to help you set the event up. You can then work on raising the funds safe in the knowledge that once they are secured you can book a date for training sessions and the inaugural run.

A few things that have worked when presenting parkrun to local councils and stakeholders when we needed funding and the go-ahead for events include...

- Finding out what the local council's aims are with regards to getting more of their residents fit and active, e.g. do they have a particular demographic they're targeting.
- Giving an overview of what parkrun is, its aims, its history and growth.
- Giving an example case study of a local event and its benefits to the community.
- Clarifying that the councils/stakeholders don't have to get involved week by week and that the parkrun event will be autonomous and help fulfil some of their aims and help them reach particular targets for a small outlay both in terms of time and money.
- Demonstrating that you have a suitable course and enthusiastic team
- Identifying what the core team will consist of and what they'll do to bring an event to fruition.

We've never not started an event due to lack of funding but it can take some time to explore all the possible avenues, please remain patient and remember that we are never in a rush to set up an event. We hope that all parkrun events will provide a long term grass roots opportunity available over many years to many generations and as such a few months here or there really doesn't matter.

Hopefully this document provides useful help and guidance with regards raising the start-up funds for your local parkrun event. If you have any more questions please don't hesitate to get in touch with our Activation Manager who with many years of experience setting up parkrun events will certainly be able to support you through your journey.

# **PARKRUN**

## **MISSION STATEMENT**

At parkrun we believe that mission statements are really important, and that if you live by them every single day they are an extremely powerful tool for supporting your dreams. Many years of experience have shown us that parkrun events have the power to change lives in ways that we could never have imagined, and on a daily basis people write to us with incredible stories of personal fulfilment and transformation. We believe that parkrun can change the world for the better.

### **Our mission statement:**

To create a healthier and happier planet.

It is important to us that everyone is able to benefit from engaging with parkrun events. A key part of that is ensuring they are free to enter. We also believe that it will take decades to see the true benefit of parkrun, and that despite our already significant impact on the world, we have only just begun. We therefore include the following alongside our mission statement:

**Free, for everyone, forever**





# Parkrun

## SAFEGUARDING POLICY STATEMENT

We believe that everyone should be able to participate in, and enjoy, physical activity in a safe environment, and be safeguarded from harm through a duty of care.

Parkrun acknowledges that children and some adults can be particularly vulnerable to abuse and we accept responsibility to take reasonable and appropriate steps to ensure their safety and welfare.

We acknowledge our duty of care to safeguard and promote the welfare of children and adults at risk. We are committed to ensuring safeguarding practice reflects statutory responsibilities, relevant local government guidance, and complies with best practice. parkrun is committed to collaborating with law enforcement, social services, local services, and other relevant agencies, in accordance with their procedures.

The Safeguarding Policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender, race, religion or belief, sex or sexual orientation, socio-economic background, everyone:

- Has a positive and enjoyable experience at parkrun in a safe environment
- Is protected from abuse whilst participating in parkrun

As part of our Safeguarding Policy, parkrun will:

- Promote and prioritise the safety and wellbeing of children and vulnerable adults
- Ensure appropriate action is taken in the event of incidents of, or concerns about, abuse, and provide support to those who raise or disclose the concern
- Ensure that confidential and accurate records of all safeguarding concerns are maintained and securely stored
- Ensure robust safeguarding arrangements and procedures are in operation
- Continue to keep events simple, and take a common-sense approach, in order to minimise risk

The Safeguarding Policy is publicly available via [safeguarding.parkrun.com](https://safeguarding.parkrun.com) and regularly shared via our communications channels (both internal and public-facing).

The procedures and guidance laid out are mandatory for everyone involved in parkrun. We ask all parkrun staff, ambassadors, event directors and trustees to familiarise themselves with this Safeguarding Policy so that parkrun events around the world are delivered to the highest possible standard with safeguarding prioritised at all times.

This Policy is reviewed regularly (at the very least annually), in order to maintain best practice.



## **Child Protection and Vulnerable Adult Safeguarding Policy**

Full Council Approved: December 2019  
Due for next Review: February 2022

### **1. Introduction and Aims**

Fleet Town Council promotes good practice in safeguarding those using Fleet Town Council facilities. All Officers, Staff and Elected Members have a duty to safeguard children and vulnerable adults. This policy should be read in conjunction with any other relevant policies or codes of practice.

### **2. Scope of the Policy**

This policy applies to anyone working for or on behalf of the Fleet Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

Any external bodies who provide activities in Fleet Town Council facilities for children or vulnerable adults is required to adhere to current safeguarding legislation and guidance.

### **3. Definitions**

For the purpose of this policy “a child” means anyone under the age of 18 (The Children’s Act 1989)

A vulnerable adult is a person whose ability to protect him/ herself from violence, abuse or neglect is significantly impaired through physical or mental disability or illness, through old age or otherwise.

External Body means any person or trustee or authorised representative of a club or business hiring Fleet Town Council facilities.

## **4. Reporting concerns**

Overall responsibility for Safeguarding lies with the Town Clerk. On a day to day basis the main point of contact for raising safeguarding issues is the designated Safeguarding Officer. The Safeguarding Officer will provide guidance on all safeguarding concerns and ensure referrals to statutory agencies are made where appropriate.

It is not up to Officers, Staff and Elected Members of Fleet Town Council to decide whether a vulnerable person is suffering harm as a result of abuse or neglect but it is up to Officers, Staff and Elected Members to report any concerns as soon as possible.

## **5. External bodies accessing Fleet Town Council facilities**

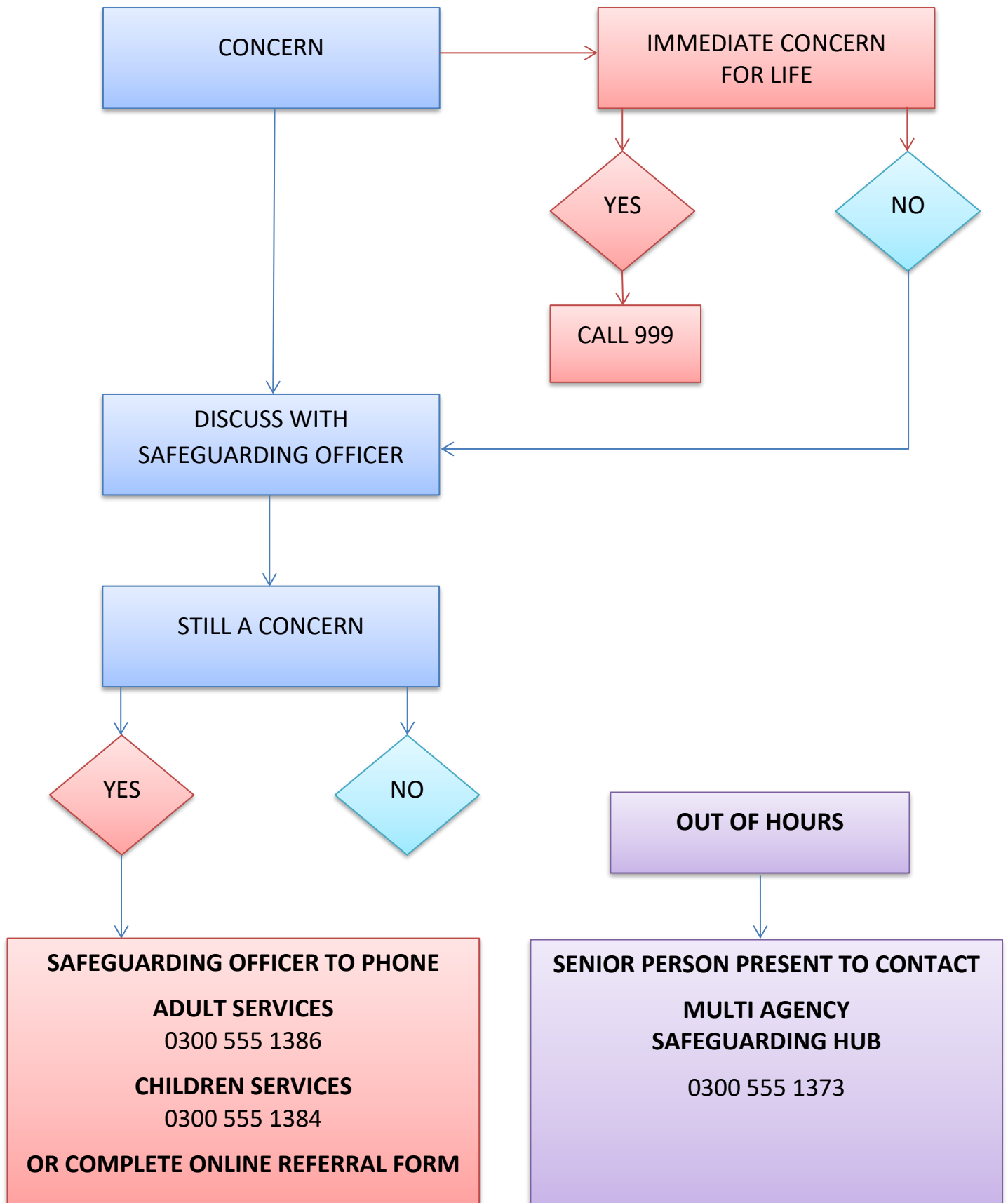
External Bodies that use Fleet Town Council facilities will be required to provide their Safeguarding Policy, where applicable, at the time of booking facilities.

External Contractors, working on behalf of the Council, will be required to provide a suitable Child Protection and Vulnerable Adult Policy where applicable.

## **6. Recruitment and Training**

Fleet Town Council implements robust safer recruitment practices. All staff and members are required to undertake safeguarding training which will be organised by the Safeguarding Officer.

## SAFEGUARDING PROCESS





## **GIFT POLICY**

### **PURPOSE**

There is no definitive guidance in the Local Government Act 1972, governing the provision and receipt of hospitality. The purpose of this policy is to provide guidance to all members and staff of Fleet Town Council when considering whether to accept gifts or hospitality from individuals or organisations.

### **SCOPE**

This policy applies to all Members, whether co-opted or elected, and to all Employees, including those with temporary contracts, or students.

### **TOWN COUNCIL AWARDS**

In recognition of the unpaid service given by local people as Town Councillors on completion of service a token gift up to a maximum value of **£100** may be given as a memento.

### **CHAIRMEN/WOMEN**

The Town Council recognises the efforts put in by a Chairperson during their term of office. To recognise this commitment, the Chairperson's name is added to the Roll of Honour.

### **EMPLOYEES LEAVING THE COUNCIL**

Employees leaving the Council may receive a small gift up to the value of **£50**, and a celebratory tea/cake may be purchased in recognition of the value of the employees work for the council.

## **FUNERALS**

As a mark of respect the Town Council purchases a wreath or gives a donation up to the value of **£100** for past and present Councillors and staff, spouses of Councillors and staff, and prominent members of the community for their funerals.

## **GIFTS TO EMPLOYEES/MEMBERS**

As a general rule Members and Employees should always refuse, tactfully, all such offers from organisations or persons who do, or might provide work, goods or services to the Town Council, or who might require policy decisions to be taken by the Council on matters affecting them personally. Exceptions from this rule would be small promotional items, cups of tea, and gifts of no significant pecuniary value to another party. In any event, any gift found to be acceptable must be registered in the official gift register.

## **ENTERTAINMENT AND HOSPITALITY**

Minor catering (Tea, coffee, biscuits, snacks, soft drinks, and bottled water) may be accepted by Members and Employees.

Major catering (sit-down meals, buffets etc, in house or in other establishments) received from any person in connection with Council Business, must be disclosed to council. Such gifts must also be registered in the gift register.

## **OFFICIAL GIFTS**

Modest gifts may be given to individuals who have performed in some sort of service for the Council, e.g. minor items such as pens for students on work experience, or for volunteers.

A small gift of no significant pecuniary value may be given to children on Sporting or Recreational activities, to foster a sense of pride in achievements.



## **Agenda and Minute Policy**

### **1 Agenda**

All agenda of the Council shall be clear, succinct and will enable the reader to appreciate what will be discussed at the Council meeting and when and where that meeting will take place.

All agenda will include Public Participation except for Establishment Committee.

The agenda will not include any other business as this can lead to illegal decisions. If Councillors wish to share information with colleagues on a matter that is not on the agenda they should ask the Chairman before the meeting if they can bring this information to the attention of the Councillors after the meeting has closed, but understand that no decisions can be taken on the matter.

The Agenda will aim to be published one week before the meeting is held, but not less than three working days.

### **2 Minutes**

The Purpose of the Minutes is to record who attends and the legal decisions taken at a Council meeting.

For each item the details of any discussion or debate will not be recorded, detailed information will be recorded in the reports, but not in the minutes. The minutes will briefly record that the debate took place about a, b and c. Individuals will not be named.

The resolution will then record the decision of the Council on the matter; there is no need to record proposers and seconders or who voted in favour or against unless a recorded vote is requested.

Public Participation will record the name of the individual and the question asked or statement made in an abbreviated format. Statements will not be recorded.





## **Bereavement Leave Policy**

### **1 Introduction**

1.1 Fleet Town Council gives consideration to the granting of paid bereavement leave in the sad event that an employee suffers the death of a close relative.

### **2 Eligibility**

2.1 All employees are entitled to request bereavement leave, regardless of length of service. Leave is granted at the Clerk's discretion as outlined below.

### **3 Length of paid bereavement leave**

3.1 The length of paid bereavement leave will be determined by the Clerk taking account of the circumstances and the rules stipulated below.

3.2 Following the death of a close relative listed in section 6.1, an employee will be granted up to three days paid leave, although this may be extended to up to five days at the Clerk's discretion.

3.3 Employees may be granted up to two days bereavement leave following the death of an immediate close relative not listed in section 6.1, subject to the Clerk's discretion.

### **4. Additional leave requirements**

4.1 Where a member of staff requires leave in circumstances not outlined in section 3, the Clerk should be sympathetic to requests for annual leave or unpaid leave to cover other contingencies relating to bereavement.

4.2 If an employee requires further time off work in addition to the paid bereavement leave granted by their Clerk under section 3 above, then this should be taken as annual leave or unpaid leave (subject to the normal provisions of Fleet Town Council policy on such leave).

## **5. Notification of leave**

5.1 Where bereavement leave is granted, this should be notified to the employee in writing by the Clerk.

## **6. Definitions**

6.1 Fleet Town Council defines a close relative as follows:

- A child
- Parent
- Spouse or partner
- Next of kin or nominated next of kin
- Sibling
- Parents-in-law, if the member of staff is responsible for the funeral arrangements.
- Grandparent
- Grandchild
- Step Parent or Step Sibling

## **7. Equality and Diversity**

7.1 The procedures outlined here should be carried out with due regard to any equality and diversity issues.

## Item10e

### PUBLIC PARTICIPATION AT MEETINGS POLICY

Fleet Town Council wishes to encourage public participation during its meetings, **both in person and virtually**, in order to use this as one means of consulting with the public.

The Town Council also recognises that rules must control the manner of participation in order that the Council meetings may operate effectively.

Public participation is one opportunity to ask questions. There are others, including telephoning or writing to the Town Council or Town Councillor, or visiting The Harlington during normal office hours to ask a question.

The following rules must be observed for public participation at meetings.

1. Public participation will be permitted at every Town Council and committee meeting.
2. Public participation will take place at the beginning of the meeting and will last for a maximum period of 15 minutes unless the Chairman wishes to use his/her discretion
3. Each member of the public will be allowed to make representations or ask questions on any subject included on the agenda
4. The Chairman will determine in which order members of the public will be allowed to speak
5. A written copy of the question must be **handed given** to the Town Clerk immediately before the meeting, at the latest. The length of the question should not exceed 65 words
6. The question will be included in the minutes of the meeting
7. Questions will be answered in one of the following ways:
  - When an answer can be given immediately, the answer will be included in the first draft of the minutes
  - When an answer requires research to be undertaken over a period of up to 4 weeks, the answer, as soon as it is available, will be added to the draft minutes displayed on the Council website and will be included in the minutes adopted by the next following Council meeting
  - When an answer still cannot be answered by this Council meeting then an update will be included at item 3 on the next and every subsequent agenda, until an answer can be provided and will then be included in the next available set of minutes.

## **Whistleblowing Policy**

### **1. Policy statement**

Fleet Town Council is committed to the highest standards of openness and accountability and takes malpractice seriously. All workers have a right and a duty to report concerns of malpractice that are in the public interest. The policy defines the framework for reporting and investigating whistleblowing concerns.

### **2. Scope**

This policy also applies to all workers including agency staff, contractors and suppliers of services.

### **3. Policy outcomes**

The aims of this policy are to:

- provide a mechanism for raising concerns believed to be in the public interest
- ensure that concerns are investigated promptly, thoroughly and effectively
- enable critical information to be shared appropriately
- ensure that a worker who raises a genuine concern is not victimised
- ensure that concerns raised are taken seriously and dealt with proportionally
- ensure compliance with legal obligations
- improve trust and confidence and create a culture of honesty and openness
- maintain the Council's reputation

### **Key definitions**

Whistleblowing is 'making a disclosure in the public interest' and occurs when a worker raises a concern about a danger, illegality or malpractice that affects others, for example members of the public.

For the purposes of this policy a worker is defined as an employee, temporary member of staff, agency staff, contractor and suppliers of services.

### **4. What the law says**

The legislative framework for this policy is the Public Interest Disclosure Act 1998 (PIDA), incorporated into the Employment Rights Act 1996, and amended by the Enterprise and Regulatory Reform Act 2013. The PIDA gives protection from detrimental treatment of workers who disclose reasonable concerns about serious misconduct or malpractice at work. Under the PIDA, workers are protected from detrimental treatment from another employee if their disclosure qualifies as a 'protected disclosure'.

The Data Protection Act 1998 aims to protect the rights of living individuals regarding information about them held by other people. It requires an employer to comply with eight principles governing the use and processing of personal data and retention of records.

## **5. Making a disclosure**

A worker who has a whistleblowing concern should report it to their line manager or senior manager verbally or in writing in the first instance and at the earliest opportunity.

## **6. Whistleblowing Policy**

The following principles apply:

- all employees have a duty of confidentiality to the Council
- the confidentiality of a worker who raises a concern is respected as far as possible
- the worker is encouraged to give their name as anonymous concerns are much less powerful and are more difficult to investigate
- there will be no adverse consequences for a worker who raises a genuinely-held concern
- victimisation and/or deterring a worker from raising legitimate concerns constitutes serious misconduct and will be addressed using the Disciplinary Policy
- concerns raised frivolously, maliciously, for personal gain, or where they are known to be untrue, constitute serious misconduct and will be addressed using the Disciplinary Policy and may result in disciplinary action, or for agency staff, termination of the agency contract.

## **7. Responding to a disclosure**

The Manager must assess the nature and seriousness of the concern and respond appropriately and proportionately. If a concern is raised anonymously, the manager must decide, based on the seriousness of the issue, whether to investigate it further.

## **8. Investigation**

An investigation which is proportionate to the concern that is raised is undertaken and completed. If urgent action is required, such as a referral to the Police, this takes place before an investigation starts. The investigation is completed as promptly as possible, however it is not always possible to provide an exact timescale at the start of an investigation due to the varied nature of whistleblowing concerns. The worker who raised the concern is kept informed during the investigation as appropriate.

## **9. Outcome of the investigation**

The outcome(s) of the investigation is:

- shared with the worker who raised the concern (subject to legal and confidentiality constraints)
- referred to the appropriate manager or department to progress any actions that may be required
- reviewed to ensure that the actions taken have resolved the original concern.

## **10. Making a disclosure externally**

A worker should only raise a concern externally in the following situations:

- the concern has been raised internally but the worker believes the issue remains unresolved
- the worker believes that they have been or will be placed in a vulnerable position by raising the concern internally. In these situations, the worker may wish to raise the concern externally to contacts such as:
  - an elected Member of the Council
  - Public Concern at Work (A whistleblowing Charity)
  - those listed on the Department for Business Innovation & Skills list of prescribed persons and bodies
  - the Police

## **11. Record keeping**

Details of all whistleblowing concerns and investigations are retained for 6 years plus the current year from the close of the case, except where separate retention rules apply, e.g. child protection records.

## **12. Examples of malpractice**

Examples of the types of malpractice that could be disclosed under the policy are:

- fraud or corruption
- financial irregularities
- unauthorised use of public funds
- serious breaches of professional codes of conduct/ practice
- failure to comply with a legal obligation
- risks to health and safety
- environmental damage
- a criminal offence
- failure to follow financial and contractual procedure rules
- showing undue favour to a contractor or a job applicant
- miscarriages of justice
- deliberate concealment of information relating to any of the above
- other dangers or illegalities which may affect clients, members of the public or the Council.

# Do the Numbers Limited

8<sup>th</sup> February 2021

Janet Stanton, Clerk  
Fleet Town Council  
The Harlington Centre  
Fleet, GU51 4BY

Dear Janet,

## **Subject: Review of matters arising from interim Internal Audit 2020/21**

Following my visit to the office last week, please find below the matters arising from this visit. I found the records of the council to be in excellent order even with multiple staff working remotely. The office COVID working arrangements allowed the review to proceed smoothly and productively.

Control area	Issue	Recommended Action
Furlough funds	FTC has claimed furlough funds for those staff linked entirely to suspended commercial operations. The monies are currently held on the balance sheet until HMRC government becomes clear.	There is little guidance for councils however furlough funds allow the Council to retain staff who would otherwise need to be replaced and trained. The VFM of the funds to the taxpayer is clear. Therefore it would make sense for the receipts to be shown as a reduction in the deficit for the year.
Event control totals	The council has in its balance sheet income and expenditure relating to events which have been postponed due to COVID.	All postponed events should be reviewed regularly and any that are in fact cancelled be written off to the P&L
Grants in kind	The council has agreed free use of a venue, but with no value of the grant.	It may be worth quantifying the number of hours so that the cost to the council is clarified in the usage statistics for the venue.
Analytical review	The impact of COVID means that comparisons with the prior year for all activities will show significant variations.	Guidance is still awaited as to how these should be reported so officers should keep an eye on SLCC and CALC updates.
Overdue debts	The council has few outstanding debtors, but one room hirer has not been up to date with their account since 2019 (pre COVID).	All hirers should be made aware that non payment of room hire impacts the whole community. Clear payment plans should be agreed for overdue debts and terms for regular hirers tightened.
Risk Assessment	The council has moved to a spreadsheet based risk grid Risk Assessment which is much simpler and clearer than the previous system.	A Financial Risk Assessment based on the existing guidance (supplied to the officers) should also be reviewed twice yearly.

If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

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Registered in England No. 7871759

Director: Eleanor S Greene

## 4 February 2021 Interim Internal Audit 2020/21

Control area	Issue	Recommended Action	Action
Furlough funds	FTC has claimed furlough funds for those staff linked entirely to suspended commercial operations. The monies are currently held on the balance sheet until HMRC government becomes clear.	There is little guidance for councils however furlough funds allow the Council to retain staff who would otherwise need to be replaced and trained. The VFM of the funds to the taxpayer is clear. Therefore it would make sense for the receipts to be shown as a reduction in the deficit for the year.	This has been planned to be included in the year end close down
Event control totals	The council has in its balance sheet income and expenditure relating to events which have been postponed due to COVID.	All postponed events should be reviewed regularly and any that are in fact cancelled be written off to the P&L	Due to COVID, the events are being re scheduled on a rolling programme as lock-down allows.
Grants in kind	The council has agreed free use of a venue, but with no value of the grant.	It may be worth quantifying the number of hours so that the cost to the council is clarified in the usage statistics for the venue.	Noted
Analytical review	The impact of COVID means that comparisons with the prior year for all activities will show significant variations.	Guidance is still awaited as to how these should be reported so officers should keep an eye on SLCC and CALC updates.	Guidance awaiting from HALC
Overdue debts	The council has few outstanding debtors, but one room hirer has not been up to date with their account since 2019 (pre COVID).	All hirers should be made aware that non-payment of room hire impacts the whole community. Clear payment plans should be agreed for overdue debts and terms for regular hirers tightened.	A payment plan has been put in place and operating but has ceased during this latest COVID lockdown. However, as soon as the hirer returns, the plan will be reinstated.
Risk Assessment	The council has moved to a spreadsheet based risk grid Risk Assessment which is much simpler and clearer than the previous system.	A Financial Risk Assessment based on the existing guidance (supplied to the officers) should also be reviewed twice yearly	Noted