



**POLICY AND FINANCE COMMITTEE  
NOTICE OF MEETING**

Notice is hereby given that there will be a committee meeting on

**Monday 17<sup>th</sup> February 2020 at 7pm**

**The Harlington**

All committee members are summoned to attend

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: 10<sup>th</sup> February 2020

**AGENDA**

**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.

#### 4. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on Monday 21<sup>st</sup> October 2019 (copy attached).

### Part 1 – ITEMS FOR DECISION

#### 5. QUARTERLY FINANCIAL MONITORING REPORT

To consider the quarterly report of the Town Clerk and The Harlington General Manager (copy attached) and to receive:

- |   |                        |
|---|------------------------|
| a. Quarterly Report   | in agenda pack         |
| b. Harlington Monthly Performance totals 2019/2020              | in agenda pack         |
| c. 2019-20 projections spreadsheet at 31 <sup>st</sup> Jan 2020 | in agenda pack         |
| d. Balance sheet as at 31 <sup>st</sup> Jan 2020                | in agenda pack         |
| e. Budget detail as at 31 <sup>st</sup> Jan 2020                | in agenda pack         |
| f. Income and expenditure detail – 31 <sup>st</sup> Jan 2020    | in agenda pack         |
| g. Bank Reconciliation – 31 <sup>st</sup> Jan 2020              | on portal and web site |
| h. Cash Book – 31 <sup>st</sup> Jan 2020                        | on portal and web site |
| i. List of Payments – 31 <sup>st</sup> Jan 2020                 | on portal and web site |
| j. FTC Charge Card statements for August-December 2019          | on portal and website  |
| k. Q3 VAT return  | on portal and web site |

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

#### RECOMMENDATION

- To receive and accept into the minutes
  - Quarterly Report
  - Harlington Monthly Performance totals 2019/2020
  - 2019-20 projections spreadsheet at 31<sup>st</sup> Jan 2020
  - Balance sheet as at 31<sup>st</sup> Jan 2020
  - Budget detail as at 31<sup>st</sup> Jan 2020
  - Income and expenditure detail – 31<sup>st</sup> Jan 2020
  - Bank Reconciliation – 31<sup>st</sup> Jan 2020
  - Cash Book – 31<sup>st</sup> Jan 2020
  - List of Payments – 31<sup>st</sup> Jan 2020
  - FTC Charge Card statements for August-December 2019
  - Q3 VAT return
- Further to the last Policy and Finance Meeting in October 2019, Councillor Robinson to confirm that the bank statements match the reconciliation and has signed the bank statements and payment schedules.

#### 6. INVESTMENT REPORT

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

#### RECOMMENDATION

- To note the balances held in the Fleet Town Council Accounts
- To close Co-Operative Bank Account

## **7. CREDIT CARD – CHANGE OF USER AND AMOUNTS**

An amendment is requested for Fleet Town Council to add another credit card user for the Venue Technician, to the value of £1000.00. The overall credit amount remains at £6000.00. (*See attached document*).

### **RECOMMENDATION**

To consider and approve the amendment requested; update the Credit Card Policy Appendix 1, if required, to reflect the decision.

## **8. PRICE INCREASE**

To receive and review the Harlington and FTC fees for implementation with effect from 1 April 2020. There are no increases to cemetery fees as agreed at the September 2019 RLA Committee Meeting. Members to note that not all fees have been increased. *Copy attached*

### **RECOMMENDATION**

To approve the draft revised Fleet Town Council fees to take effect from 1 April 2020

## **9. SIGNATORY TO THE BANK ACCOUNT**

To update the signatories for the Bank Account as follows:  
Councillor Tilley to replace Councillor Wildsmith as signatory for the Bank Account

### **RECOMMENDATION**

To approve Councillor Tilley to replace Councillor Wildsmith as a signatory for the Bank Account

## **10. GRANTS**

Members to receive a record of the grants awarded to date. *Copy attached*

## **11. LEN TYLER MUSIC SCHOOL**

Members to consider response to Mr Tyler's Question of the February Full Council meeting regarding a reduction to his rent payments until September 2020 whilst the Music School is restructured.

### **RECOMMENDATION**

To determine the response to Mr Tyler.

## **12. 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 2020/2021 budget. The Ear Marked Reserves will be reviewed at the May 2020 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 2020 Policy and Finance Meeting

### 13. POLICIES

a. **DRAFT CLIMATE CHANGE POLICY**

Further to the February Council Meeting, Members are asked to review and approve the Climate Change Policy (copy attached)

**RECOMMENDATION**

To approve the Climate Change Policy

b. **DRAFT TREE POLICY**

Members to review the Tree Policy

**RECOMMENDATION**

To approve the Tree Policy

### 14. INTERNAL AUDIT REPORT

To receive the internal Auditor's report for the 6 November visit and to approve the actions.  
*Copies attached*

**RECOMMENDATION**

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

## PART 2 - ITEMS TO NOTE

### 15. MAKING TAX DIGITAL

RBS accounting package upgraded in order to be compliant with the Government's Making Tax Policy. Quarter 3 VAT return successfully submitted using the new software.

### 16. CLERKS REPORT

To receive and note the Town Clerk's report (*copy attached*)

### 17. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Monday 18<sup>th</sup> May 2020 at 7pm at The Harlington.



## **FLEET TOWN COUNCIL**

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

**Monday 21<sup>st</sup> October 2019 at 7pm**

**The Harlington**

#### **PRESENT**

**Councillors:** Paul Einchcomb, Leslie Holt (Chairman), Alan Oliver, Richard Robinson, Bob Schofield, Sue Tilley, George Woods

#### **Also Present**

Janet Stanton - Town Clerk  
Alex Robins - Harlington General Manager  
Susanna Walker - Committee Clerk

#### **PF October 2019 ITEM 1 APOLOGIES FOR ABSENCE**

There were apologies for absence from Councillor Carpenter and Councillor Wildsmith.

#### **PF October 2019 ITEM 2 DECLARATIONS OF INTEREST**

Councillor Woods declared that:

- he was a trustee of Hart Voluntary Action (Item 8b)
- his wife was a Hart Lion (Item 8c)

#### **PF October 2019 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

#### **PF October 2019 ITEM 4 MINUTES OF PREVIOUS MEETING**

A query was raised regarding the Safeguarding Policy (PF July 2019 Item 7) and it was agreed that Wendy Allen would organise a meeting to finalise the policy. It was also agreed that PF July 2019 Item 9 - Rolling Three Year Budget, should be changed to Rolling Four Year Budget.

That being discussed, the minutes of the Policy and Finance Committee held on Monday 15<sup>th</sup> July 2019 were approved and signed by the Chairman.

#### **PF October 2019 ITEM 5 QUARTERLY FINANCIAL MONITORING REPORT**

The members considered the commentary of the Town Clerk with an overview of the financial performance July - September 2019 together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring.

The members considered:

## **2019/2020**

- a. Quarterly Report
- aa. Monthly Performance totals 2019 2020
- b. 2019-20 projections spreadsheet at 30 Sept 2019
- c. Balance sheet as at 30 Sept 2019
- d. Budget detail as at 30 Sept 2019
- e. Income and expenditure detail – Sept 2019
- f. Bank Reconciliation – July 2019
- g. Cash Book – 31 August 2019
- h. Bank Reconciliation – 31 August 2019
- i. List of Payments – 31 August 2019
- j. Cash Book – 30 September 2019
- k. Bank Reconciliation – 30 September 2019
- l. List of Payments – 30 September 2019
- m. FTC Charge Card statements for July 2019
- n. Q2 VAT return

The following matters were raised:

- The current Harlington end of year forecast exceeds the budget. However, officers are looking at cuts / revenue increase to rectify this situation
- Council operations are in budget
- Ticket sales for the Harlington are up on 2018/2019
- The Harlington building repairs and maintenance, and adhering to compliance and Health and Safety legislation has been a major factor in additional expenditure
- Cemetery income is down, due to a fall in burials
- Compared to other local councils, Fleet Town Council makes the smallest contribution to its venue (The Harlington)

Members discussed current general maintenance problems at the Harlington and the Harlington Redevelopment Fund. It was noted that the condition survey had not as yet been received by Fleet Town Council but was now expected in November. The delay had been caused by additional surveys now being undertaken.

## **RESOLVED**

To receive and accept into the minutes:

- a. Quarterly Report
- aa. Monthly Performance totals 2019 2020
- b. 2019-20 projections spreadsheet at 30 Sept 2019
- c. Balance sheet as at 30 Sept 2019
- d. Budget detail as at 30 Sept 2019
- e. Income and expenditure detail – Sept 2019
- f. Bank Reconciliation – July 2019
- g. Cash Book – 31 August 2019
- h. Bank Reconciliation – 31 August 2019
- i. List of Payments – 31 August 2019
- j. Cash Book – 30 September 2019
- k. Bank Reconciliation – 30 September 2019
- l. List of Payments – 30 September 2019
- m. FTC Charge Card statements for July 2019
- n. Q2 VAT return

## **PF October 2019 ITEM 6 DRAFT BUDGET 2020/2021**

The members received the 2020/2021 draft budget.

The members discussed the following:

- Fleet Town Council is currently running at bare minimum and cannot take on any additional costs without adjusting its funding; therefore the precept may need to be raised.
- The option to borrow money against a project – the recent rise in Public Works Loan Board (PWLB) interest would result in additional funding being required to pay the interest.
- Budget to replace equipment for the future.
- More money is required for refurbishment.
- A possible rise of 3% in precept and justification.
- There would be no increase in funding to the Harlington Development.

It was reiterated that the draft budget is only a maintenance budget for the council's operations and not for anything new.

It was agreed that the Town Clerk would rework the budget, based on raising the precept by 3%. All Councillors were notified that this would be presented at a Budget Working Group meeting on Monday 28<sup>th</sup> October at 5pm and that all relevant paperwork would be distributed by Friday 25<sup>th</sup> October.

### **RESOLVED**

- a. To consider and determine the reworked draft budget, once it has been reworked for the Budget Working Group meeting on Monday 28<sup>th</sup> October 2019.
- b. To consider and approve the proposed earmarked reserves for 2020/2021.

## **PF October 2019 ITEM 7 INVESTMENT REPORT**

Members considered the quarterly investment report.

### **RESOLVED**

- a. To note the balances held in Fleet Town Council accounts.
- b. To transfer £200,000 into the CCLA Public Sector Deposit Fund from HSBC current account.

## **PF October 2019 ITEM 8 GRANTS**

### **a) Chairman of Hart District Council**

The members considered an application from the Chairman of Hart District Council for a grant of £1465.20 for her charity fundraising event, to cover the cost of hiring the Harlington Auditorium and Function Room.

Members discussed:

- Contribution requests to other parish councils.
- Level of any Fleet Town Council contribution against the proceeds of the event.
- Donations to charities.

## **RESOLVED**

To approve the application from the Chairman of Hart District Council for a grant of £1465.20 for her charity fundraising event, to cover the cost of hiring the Harlington Auditorium and Function Room.

### **b) Fleet Phoenix**

Members considered an application from Fleet Phoenix for a grant of up to £2944 to support the Open Door Youth Project which offers day time Advice, Information, Guidance and Mentoring.

It was noted that an option of three separate amounts had been included in the grant application.

However, several areas of concern remained including:

- The grant is to cover a shortfall for the remainder of 2019-2020 financial year, therefore was the grant application a yearly application, or a just a one off.
- Fleet Phoenix should provide an annual report.
- Grants are usually a one off and given to organisations with start-up costs, whereas Fleet Phoenix is an existing organisation.
- Would the grant be funding staff costs.
- Does Fleet Town Council have the General Power of Competence to authorise the grant.
- Has Fleet Phoenix approached any other parish councils for support?
- Fleet Town Council provides use of the premises to Fleet Phoenix free of charge but this is not publicly acknowledged. The real cost of this support is approximately £11,000 per annum.

As part of this discussion Councillor Oliver shared that in Hart County Council, they are looking at a more effective way of handling youth services across the district. Due to the reduction in youth services funding, they are collating all youth services data to look at overlaps in service provided to try and rationalise organisations to combine services.

## **RESOLVED**

To approve a grant for £2000 to Fleet Phoenix to support the Open Door Youth Project which offers day time Advice, Information, Guidance and Mentoring. However, members agreed that there would be no annual commitment to support this project and that Fleet Town Council must be properly recognised for their support to Fleet Phoenix.

### **c) Hart Lions**

Members considered an application from Hart Lions for a grant of £300 to support the hire of a garage to store equipment used in local events such as Fleet. Members discussed that the Hart Lions equipment had been stored at various venues and it needed to be centralised into one location.

## **RESOLVED**

To approve the grant for £300 as a one off donation.



**PF October 2019 ITEM 9 LASER ENERGY CONTRACT TO SUPPLY GAS AND ELECTICITY 2020-2024**

The members discussed the continued use of the LASER Energy contract to supply gas and electricity provided by Hampshire County Council for all buildings controlled by Fleet Town Council. Members discussed the following:

- The LASER contract has options for renewable sources and energy.
- What the cost impact would be if renewable energy was used.
- Need to look at the benefits of renewable energy and the cost before agreeing to the 2020-2024 contract.
- What the cancellation period and policy is on the LASER contract.
- What the cost per unit charged on the current contract is.

It was agreed that the Town Clerk would find out about the queries raised and bring back to a future meeting.

**RESOLVED**

To approve the LASER contract subject to finalising cost per unit charged currently and obtaining sustainable energy and renewable sources, and the relevant costs associated with this.

**PF October 2019 ITEM 10 CREDIT CARD – CHANGE OF USER AND AMOUNTS**

The members noted that an amendment requested for Fleet Town Council to update credit card users and limits for the Harlington, increasing staff purchasing options. The overall credit amount remains at £6000.

**RESOLVED**

To approve the amendments requested; update the Credit Card Policy Appendix 1, if required, to reflect the decision.

<b>Employee</b>	<b>Existing</b>	<b>Requested</b>
General Manager	£3,000.00	£1,500.00
Technical Manager	£500.00	£0.00
Bar and Cafe Supervisor	£0.00	£2,000.00
Facilities and Open spaces Manager	£2,000.00	£2,000.00
Project and Committee Officer	£500.00	£500.00
	<b>£6,000.00</b>	<b>£6,000.00</b>

**PF October 2019 ITEM 11 CREDIT ACCOUNT**

The members noted that for operational efficiency, a credit account for Bookers Wholesalers needed to be opened and the amount spent monthly will be direct debited from the FTC HSBC Account on a set date each month. It was noted that for Fleet Town Council, direct debits are usually utilities whereas Bookers is a credit account. However, in this circumstance, invoices would be approved prior to the debit and is a precaution against any supply problems that may occur as a result of BREXIT.

**RESOLVED**

To authorise the Town Clerk to set up a credit account with Bookers Wholesale.

**PF October 2019 ITEM 12 CLERKS REPORT**

Members noted the update report of the Town Clerk and commented on:

- VE Day Celebrations on Friday 8<sup>th</sup> May 2020 being held by the British Legion – Fleet Town Council to support them by offering them the provision of a stage.
- The Harlington is up to date with its VAT payments. A response is awaited from Starburst regarding VAT issues.
- The Safeguarding Policy will be brought to a Full Council meeting, due to the next Policy and Finance meeting not being until February 2020.

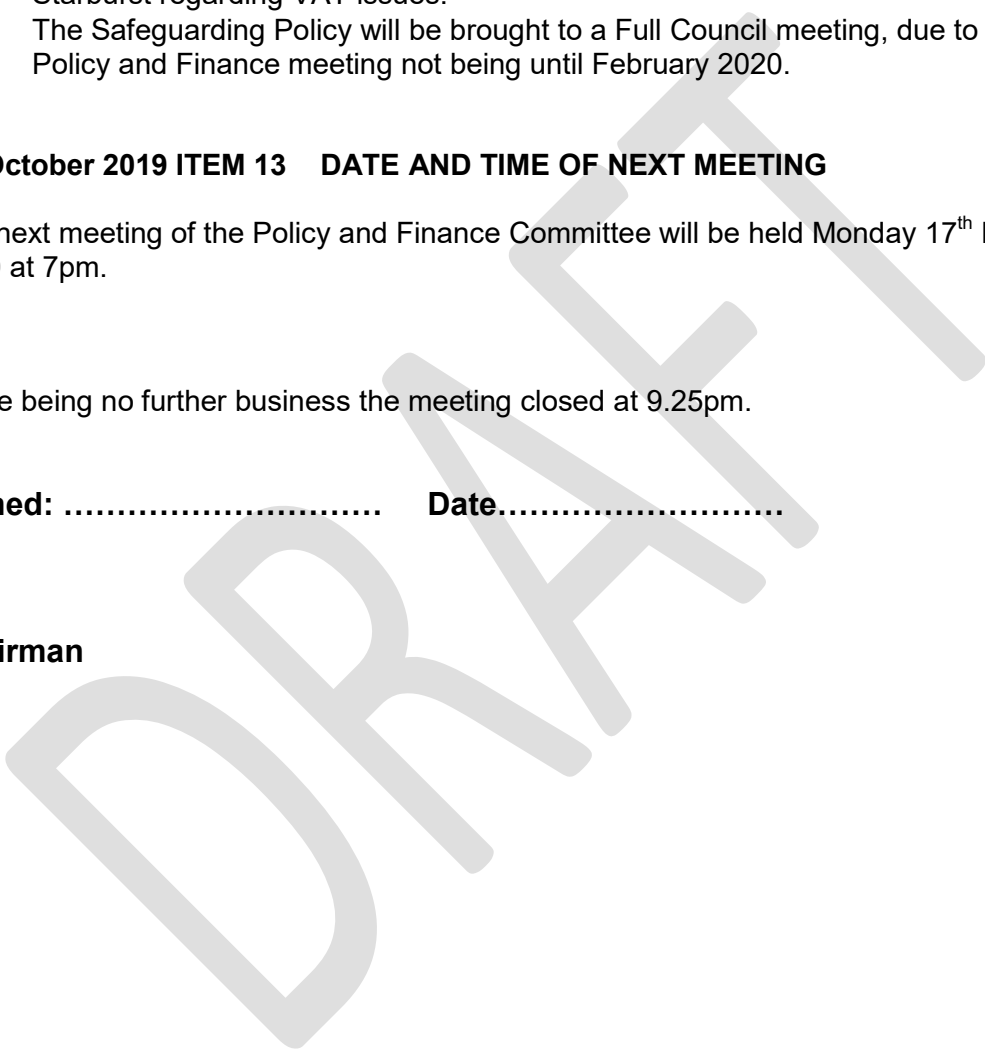
**PF October 2019 ITEM 13 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held Monday 17<sup>th</sup> February 2020 at 7pm.

There being no further business the meeting closed at 9.25pm.

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

**Chairman**



## Item 5a

# Officer Report

## POLICY & FINANCE

**SUBJECT:** Quarterly Financial Monitoring Report

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

**DATE:** 7 February 2020

### Background

The purpose of this report is to provide the Committee with an overview of the Council's financial performance up to 31 January 2020. Individual cost centres are reviewed and where there is a significant deviation from the expected income or expenditure additional comments have been included.

The budget this year has been very difficult to balance as there has been an increased number of failures and necessary repairs as a result of the deteriorating state of The Harlington. Although the year end budget is projected to come in on target, it has only been achieved by undertaking very essential works and, wherever possible, cutting Council operational costs throughout the year.

### Council Operation (Information provided by Janet Stanton)

#### 101 Central Administration

At the start of 2020, it was necessary to replace several computers as Microsoft was ceasing to support Windows 7. As the notification of this withdrawal of support had not been received at the time of budget setting, no allowance had been allowed for these items. In addition to making small savings throughout the cost centre, it was also necessary to cut the whole of the document management budget (£5,000) – a necessary project for the future administration of the Council.

#### 301 Open Spaces

Included within this cost centre, a budget allowance of £15,000 had been made for a depot/storage facility. To help balance the budget, this project will not go forward at this point in time and the budget has been cut.

#### 350 Cemetery

Although the number of Sales of Exclusive Rights of Burials is falling, the Council has now started to sell the Memorial Sanctums in the Garden of Remembrance and it is projected that the Cemetery will come in with an additional surplus of approx. £5,000 which will need to go towards balancing the budget.

### The Harlington (information provided by Alex Robins)

## Item 5a

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

### **Ticket sales**

Ticket sales for year to date are in line with target and are expected to exceed last year's record-breaking income by approximately £8k. The end of year total will fall short of a very ambitious target, however is expected to remain on target with the previous projected figure. Performance costs will show an underspend against budget, which helps to reduce any shortfall in income.

The key factor in this considerable rise in income is through a few different factors:

- A higher overall number of shows
- More bigger name acts which carry a higher price and therefore higher risk, but draw greater ticket prices and capacities
- More standing shows which improve the venue's capacity and tend to attract a more "bar friendly" audience

Year 2019/20 has featured 13 sold out shows, (not including pantomime), to date, with a further 2 forecasted by the end of March and an average attendance to date of 82% across all shows. A total of 26 shows to date have attracted audiences in excess of 80% of capacity. The average attendance number is expected to increase by year end. This achievement is particularly welcoming given the number of increased capacities which make it more challenging to hit even higher attendance figures.

### **Hall hire**

This year's budget was always going to be a challenge to hit, but the projection at £108k suggests that it will do so, whilst breaking the £100k mark into the bargain. The officer has gone back several years and not found another where this total has been reached. At a time where a higher number of shows leave less "hire" availability, this is a pleasing result. It's a fine balance between ticketing and hall hire incomes, as when one needs to hit a high target, the other can suffer due to lack of time slots available, however with both performing well, it's been a success.

As has been the pattern for several years now, short regular hires are difficult to come by, however with an increasing reputation when it comes to delivering events and shows, other promoters are approaching the venue more regularly and hiring the auditorium and services on offer to deliver their own shows. This brings healthy hire and bar income and is proving year on year to be the right approach. There are other future ideas being planned, which can continue to help the hire income remain healthy, whilst utilising the services and expertise available.

### **Bars**

Bar sales are currently well ahead of target and are projected to be £14,500 ahead of budget at year end. The type of show and larger standing capacity on some has also given bars the maximum potential to perform well, although the infrastructure can struggle at times due to lack of serving areas.

Having reached the magic £100k income milestone last year, it was important to push on and show that this figure can be maintained and even improved upon. With a year-end projection of £111k income, it has been improved upon considerably.

## Item 5a

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

Ancillary sales income v expenditure are currently ahead of budget by almost £1k, and are projected to finish on target at year-end.

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

The GP is sitting at 73%, with staffing costs at 38% for YTD, which are both positive numbers. YTD bottom line is slightly ahead of budget. The officer has projected the year-end bottom line to be close to target. This result will be the fourth year running that the coffee shop has made a surplus.

The bar and catering manager has continued to build on the previous year's success and controlled spending in line with income. The business is being run more sensibly than in the past, however income remains the area that is primarily dictated by the type and regularity of Harlington classes and events together with library footfall. In its current guise and position, it needs to be viewed as a service for users of the building, as opposed to a destination café, and will be able to continue offering that service whilst costs are well managed.

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

As the building continues to show further signs of its years, more work has been required over the past year in order to keep up to date with current legislation and repairs due to outdated infrastructure and general wear and tear. This continues to put pressure on maintenance, building compliance and Health & Safety budgets.

Savings have been made in other areas where possible, however this is predominantly an expenditure budget, so the option to generate further income to account for additional expenditure isn't possible.

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

Although there is difficulty in attracting new hires during off peak hours to further increase income, it is projected to be in line with budget at year-end. The bottom line is expected to finish £2k adrift of budget due to a number of unexpected building repairs and the annual car park charge, which was £2,300 over budget and cannot be controlled by FTC.

## RECOMMENDATION

- That the contents of the report are noted.

Monthly Performance Totals (net of VAT)

Month	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
<b>April</b>												
ELO Encounter	£ -	£ 3,108.33	95%	£ 2,023.45	£ 1,084.88	£ 1,361.40	£ 547.16	£ 814.24	£ 243.02	£ 4,469.73	£ 2,813.63	£ 1,656.10
Wrestleforce	£ 600.00	£ -	n/a	£ -	£ -	£ 360.86	£ 155.22	£ 205.64	£ 124.90	£ 960.86	£ 280.12	£ 680.74
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 221.49	£ 89.51	£ 131.98	£ -	£ 421.49	£ 89.51	£ 331.98
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 310.62	£ 129.95	£ 180.67	£ 27.60	£ 555.62	£ 157.55	£ 398.07
Elles Bailey	£ -	£ -	100%	£ -	£ -	£ 376.25	£ 150.50	£ 225.75	£ 46.00	£ 376.25	£ 196.50	£ 179.75
Comedy Club	£ -	£ 1,446.67	64%	£ 908.85	£ 537.82	£ 1,338.91	£ 542.51	£ 796.40	£ 174.50	£ 2,785.58	£ 1,625.86	£ 1,159.72
Jazz Club	£ -	£ 1,096.67	63%	£ 664.85	£ 431.82	£ 376.08	£ 150.93	£ 225.15	£ 25.30	£ 1,472.75	£ 841.08	£ 631.67
Stacey Kent	£ -	£ 3,868.33	91%	£ 2,500.00	£ 1,368.33	£ 752.53	£ 302.41	£ 450.12	£ 174.17	£ 4,620.86	£ 2,976.58	£ 1,644.28
Roller Disco drop in session	£ 255.00	£ -	n/a	£ -	£ -	£ 231.08	£ 99.81	£ 131.27	£ -	£ 486.08	£ 99.81	£ 386.27
Martin Kemp	£ 1,129.48	£ -	100%	£ -	£ -	£ 5,164.78	£ 2,026.52	£ 3,138.26	£ 381.62	£ 6,294.26	£ 2,408.14	£ 3,886.12
Rock Choir x 1	£ 100.00	£ -	n/a	£ -	£ -	£ 10.91	£ 4.70	£ 6.21	£ -	£ 110.91	£ 4.70	£ 106.21
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 661.53	£ 265.34	£ 396.19	£ 48.80	£ 1,800.73	£ 314.14	£ 1,486.59
Other	£ -	£ -	n/a	£ -	£ -	£ 9.25	£ 3.70	£ 5.55	£ -	£ 9.25	£ 3.70	£ 5.55
<b>TOTALS FOR APRIL</b>	£ 3,668.68	£ 9,520.00		£ 6,097.15	£ 3,422.85	£ 11,175.69	£ 4,468.26	£ 6,707.43	£ 1,245.91	£ 24,364.37	£ 11,811.32	£ 12,553.05
<b>May</b>												
Big Country	£ -	£ 6,708.33	73%	£ 4,630.00	£ 2,078.33	£ 2,221.64	£ 883.13	£ 1,338.51	£ 293.03	£ 8,929.97	£ 5,806.16	£ 3,123.81
Legend	£ -	£ 2,699.17	89%	£ 1,800.00	£ 899.17	£ 1,652.86	£ 663.57	£ 989.29	£ 160.95	£ 4,352.03	£ 2,624.52	£ 1,727.51
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 184.78	£ 74.15	£ 110.63	£ -	£ 384.78	£ 74.15	£ 310.63
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 617.24	£ 258.39	£ 358.85	£ 27.60	£ 862.24	£ 285.99	£ 576.25
Comedy Club	£ -	£ 1,660.83	71%	£ 1,044.74	£ 616.09	£ 1,647.33	£ 662.17	£ 985.16	£ 202.93	£ 3,308.16	£ 1,909.84	£ 1,398.32
Jazz Club	£ -	£ 1,353.33	78%	£ 738.01	£ 615.32	£ 477.41	£ 191.94	£ 285.47	£ 27.60	£ 1,830.74	£ 957.55	£ 873.19
Rock Choir x 4	£ 400.00	£ -	n/a	£ -	£ -	£ 158.29	£ 63.31	£ 94.98	£ -	£ 558.29	£ 63.31	£ 494.98
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 787.99	£ 315.50	£ 472.49	£ 16.10	£ 1,927.19	£ 331.60	£ 1,595.59
Other	£ -	£ -	n/a	£ -	£ -	£ 18.50	£ 7.40	£ 11.10	£ -	£ 18.50	£ 7.40	£ 11.10
<b>TOTALS FOR MAY</b>	£ 1,984.20	£ 12,421.66		£ 8,212.75	£ 4,208.91	£ 7,766.04	£ 3,119.56	£ 4,646.48	£ 728.21	£ 22,171.90	£ 12,060.52	£ 10,111.38
<b>June</b>												
Ultimate Elton	£ -	£ 2,795.00	85%	£ 1,750.00	£ 1,045.00	£ 1,278.82	£ 513.66	£ 765.16	£ 160.88	£ 4,073.82	£ 2,424.54	£ 1,649.28
Bootleg Blondie	£ -	£ 3,259.17	98%	£ 900.00	£ 2,359.17	£ 1,700.86	£ 681.24	£ 1,019.62	£ 243.71	£ 4,960.03	£ 1,824.95	£ 3,135.08
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 260.70	£ 104.43	£ 156.27	£ -	£ 460.70	£ 104.43	£ 356.27
Comedy Club	£ -	£ 1,013.33	46%	£ 729.12	£ 284.21	£ 868.19	£ 351.35	£ 516.84	£ 196.57	£ 1,881.52	£ 1,277.04	£ 604.48
Jazz Club	£ -	£ 863.33	50%	£ 598.78	£ 264.55	£ 395.96	£ 159.27	£ 236.69	£ 29.90	£ 1,259.29	£ 787.95	£ 471.34
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 512.87	£ 212.84	£ 300.03	£ 25.30	£ 757.87	£ 238.14	£ 519.73
Committed to the Blues Bros	£ -	£ 2,799.17	83%	£ 1,715.03	£ 1,084.14	£ 1,434.36	£ 576.95	£ 857.41	£ 173.61	£ 4,233.53	£ 2,465.59	£ 1,767.94
Youth Theatre Show	£ 165.00	£ -	n/a	£ -	£ -	£ 35.74	£ 14.25	£ 21.49	£ -	£ 200.74	£ 14.25	£ 186.49
Noughties Rewind	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Funtime Show	£ 1,320.00	£ -	n/a	£ -	£ -	£ 183.28	£ 75.99	£ 107.29	£ -	£ 1,503.28	£ 75.99	£ 1,427.29
Rock Choir x 4	£ 400.00	£ -	n/a	£ -	£ -	£ 82.61	£ 33.14	£ 49.47	£ -	£ 482.61	£ 33.14	£ 449.47
Ceroc x 4	£ 1,139.20	£ -	n/a	£ -	£ -	£ 417.08	£ 168.40	£ 248.68	£ -	£ 1,556.28	£ 168.40	£ 1,387.88
Other	£ -	£ -	n/a	£ -	£ -	£ 433.11	£ 176.04	£ 257.07	£ -	£ 433.11	£ 176.04	£ 257.07
<b>TOTALS FOR JUNE</b>	£ 3,469.20	£ 10,730.00		£ 5,692.93	£ 5,037.07	£ 7,603.58	£ 3,067.56	£ 4,536.02	£ 829.97	£ 21,802.78	£ 9,590.46	£ 12,212.32
<b>July</b>												
Film Club x 1	£ 100.00	£ -	n/a	£ -	£ -	£ 108.25	£ 43.30	£ 64.95	£ -	£ 208.25	£ 43.30	£ 164.95
Starburst	£ 4,125.76	£ -	76%	£ -	£ -	£ 2,518.12	£ 1,097.92	£ 1,420.20	£ 659.40	£ 6,643.88	£ 1,757.32	£ 4,886.56
Jazz Club	£ -	£ 2,040.00	100%	£ 1,402.61	£ 637.39	£ 705.70	£ 284.73	£ 420.97	£ 69.00	£ 2,745.70	£ 1,756.34	£ 989.36
Roller Disco	£ 245.00	£ -	n/a	£ -	£ -	£ 285.78	£ 122.59	£ 163.19	£ 59.46	£ 530.78	£ 182.05	£ 348.73

LT Dance Show	£	1,168.46	£	-	n/a	£	-	£	-	£	364.20	£	154.52	£	209.68	£	68.80	£	1,532.66	£	223.32	£	1,309.34	
M & M Academy	£	1,703.50	£	-	n/a	£	-	£	-	£	1,722.57	£	698.69	£	1,023.88	£	195.38	£	3,426.07	£	894.07	£	2,532.00	
Rock Choir x 1	£	100.00	£	-	n/a	£	-	£	-	£	55.25	£	22.10	£	33.15	£	-	£	155.25	£	22.10	£	133.15	
Ceroc x 3	£	854.40	£	-	n/a	£	-	£	-	£	315.57	£	126.50	£	189.07	£	142.24	£	1,169.97	£	268.74	£	901.23	
Other	£	-	£	-	n/a	£	-	£	-	£	71.29	£	29.51	£	41.78	£	-	£	71.29	£	29.51	£	41.78	
<b>TOTALS FOR JULY</b>	£	8,297.12	£	2,040.00		£	1,402.61	£	637.39	£	6,146.73	£	2,579.86	£	3,566.87	£	1,194.28	£	16,483.85	£	5,176.75	£	11,307.10	
<b>August</b>		<b>Hall Hire Income</b>		<b>Ticket sales</b>		<b>% of capacity</b>		<b>Perf costs</b>		<b>Contribution</b>		<b>Ancillary sales</b>		<b>Cost of stock</b>		<b>Contribution</b>		<b>Casual Staffing</b>		<b>Total performance income</b>		<b>Total performance costs</b>		<b>Total performance contribution</b>
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	718.70	£	287.76	£	430.94	£	110.44	£	2,142.70	£	398.20	£	1,744.50	
Black Magic	£	-	£	2,620.00	64%	£	1,806.86	£	813.14	£	832.08	£	357.81	£	474.27	£	155.17	£	3,452.08	£	2,319.84	£	1,132.24	
Other	£	-	£	-	n/a	£	-	£	-	£	108.53	£	45.08	£	63.45	£	-	£	108.53	£	45.08	£	63.45	
<b>TOTALS FOR AUGUST</b>	£	1,424.00	£	2,620.00		£	1,806.86	£	813.14	£	1,659.31	£	690.65	£	968.66	£	265.61	£	5,703.31	£	2,763.12	£	2,940.19	
<b>September</b>		<b>Hall Hire Income</b>		<b>Ticket sales</b>		<b>% of capacity</b>		<b>Perf costs</b>		<b>Contribution</b>		<b>Ancillary sales</b>		<b>Cost of stock</b>		<b>Contribution</b>		<b>Casual Staffing</b>		<b>Total performance income</b>		<b>Total performance costs</b>		<b>Total performance contribution</b>
Jersey Guys	£	-	£	4,685.42	85%	£	3,061.18	£	1,624.24	£	1,071.78	£	433.89	£	637.89	£	161.19	£	5,757.20	£	3,656.26	£	2,100.94	
Film Club x 2	£	200.00	£	-	n/a	£	-	£	-	£	241.08	£	96.94	£	144.14	£	-	£	441.08	£	96.94	£	344.14	
Oasish	£	-	£	3,116.67	62%	£	1,750.00	£	1,366.67	£	2,426.40	£	972.03	£	1,454.37	£	203.12	£	5,543.07	£	2,925.15	£	2,617.92	
Comedy Club	£	-	£	1,865.00	73%	£	1,164.31	£	700.69	£	1,263.24	£	509.35	£	753.89	£	221.23	£	3,128.24	£	1,894.89	£	1,233.35	
Jazz Club	£	-	£	1,026.67	59%	£	646.91	£	379.76	£	353.03	£	141.96	£	211.07	£	69.36	£	1,379.70	£	858.23	£	521.47	
Martin Kemp	£	1,129.48	£	-	100%	£	-	£	-	£	4,664.15	£	1,843.89	£	2,820.26	£	464.95	£	5,793.63	£	2,308.84	£	3,484.79	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	543.16	£	229.99	£	313.17	£	29.90	£	788.16	£	259.89	£	528.27	
Rock Choir x 3	£	300.00	£	-	n/a	£	-	£	-	£	83.04	£	33.21	£	49.83	£	-	£	383.04	£	33.21	£	349.83	
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	600.69	£	241.26	£	359.43	£	110.08	£	1,739.89	£	351.34	£	1,388.55	
Tudor Rose	£	1,450.00	£	-	n/a	£	-	£	-	£	392.23	£	190.88	£	201.35	£	-	£	1,842.23	£	190.88	£	1,651.35	
Other	£	-	£	-	n/a	£	-	£	-	£	51.87	£	8.01	£	43.86	£	-	£	51.87	£	8.01	£	43.86	
<b>TOTALS FOR SEPTEMBER</b>	£	4,463.68	£	10,693.76		£	6,622.40	£	4,071.36	£	11,690.67	£	4,701.41	£	6,989.26	£	1,259.83	£	26,848.11	£	12,583.64	£	14,264.47	
<b>October</b>		<b>Hall Hire Income</b>		<b>Ticket sales</b>		<b>% of capacity</b>		<b>Perf costs</b>		<b>Contribution</b>		<b>Ancillary sales</b>		<b>Cost of stock</b>		<b>Contribution</b>		<b>Casual Staffing</b>		<b>Total performance income</b>		<b>Total performance costs</b>		<b>Total performance contribution</b>
The Alarm	£	-	£	3,850.00	100%	£	2,405.80	£	1,444.20	£	1,722.16	£	692.31	£	1,029.85	£	234.87	£	5,572.16	£	3,332.98	£	2,239.18	
Voodoo Room	£	-	£	2,266.67	75%	£	1,363.97	£	902.70	£	1,185.57	£	477.13	£	708.44	£	297.69	£	3,452.24	£	2,138.79	£	1,313.45	
Film Club X 2	£	200.00	£	-	n/a	£	-	£	-	£	272.91	£	110.65	£	162.26	£	17.08	£	472.91	£	127.73	£	345.18	
Jazz Club	£	-	£	1,505.00	86%	£	782.31	£	722.69	£	566.28	£	228.07	£	338.21	£	27.60	£	2,071.28	£	1,037.98	£	1,033.30	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	491.41	£	203.32	£	288.09	£	32.20	£	736.41	£	235.52	£	500.89	
Comedy Club	£	-	£	2,518.33	100%	£	1,529.01	£	989.32	£	1,984.73	£	801.66	£	1,183.07	£	222.29	£	4,503.06	£	2,552.96	£	1,950.10	
Vox School	£	687.75	£	-	n/a	£	-	£	-	£	255.41	£	102.84	£	152.57	£	25.30	£	943.16	£	128.14	£	815.02	
Los Pacaminos	£	-	£	4,257.50	67%	£	2,576.28	£	1,681.22	£	1,928.57	£	772.86	£	1,155.71	£	267.97	£	6,186.07	£	3,617.11	£	2,568.96	
Floyd Effect	£	-	£	3,900.00	100%	£	2,709.26	£	1,190.74	£	1,652.77	£	665.53	£	987.24	£	249.38	£	5,552.77	£	3,624.17	£	1,928.60	
Roller Disco drop-in	£	158.33	£	-	n/a	£	-	£	-	£	165.15	£	69.77	£	95.38	£	41.48	£	323.48	£	111.25	£	212.23	
Rock Choir x 4	£	400.00	£	-	n/a	£	-	£	-	£	143.82	£	57.63	£	86.19	£	-	£	543.82	£	57.63	£	486.19	
Ceroc x 5	£	1,424.00	£	-	n/a	£	-	£	-	£	475.57	£	191.52	£	284.05	£	36.60	£	1,899.57	£	228.12	£	1,671.45	
Tudor Rose	£	3,515.75	£	-	n/a	£	-	£	-	£	563.61	£	265.57	£	298.04	£	-	£	4,079.36	£	265.57	£	3,813.79	
Other	£	-	£	-	n/a	£	-	£	-	£	11.03	£	5.08	£	5.95	£	-	£	11.03	£	5.08	£	5.95	
<b>TOTALS FOR OCTOBER</b>	£	6,630.83	£	18,297.50		£	11,366.63	£	6,930.87	£	11,418.99	£	4,643.94	£	6,775.05	£	1,452.46	£	36,347.32	£	17,463.03	£	18,884.29	
<b>November</b>		<b>Hall Hire Income</b>		<b>Ticket sales</b>		<b>% of capacity</b>		<b>Perf costs</b>		<b>Contribution</b>		<b>Ancillary sales</b>		<b>Cost of stock</b>		<b>Contribution</b>		<b>Casual Staffing</b>		<b>Total performance income</b>		<b>Total performance costs</b>		<b>Total performance contribution</b>
Wrestleforce	£	600.00	£	-	n/a	£	-	£	-	£	259.45	£	106.98	£	152.47	£	80.58	£	859.45	£	187.56	£	671.89	
Buble meets Sinatra	£	-	£	3,685.00	86%	£	2,550.00	£	1,135.00	£	1,144.03	£	460.07	£	683.96	£	194.30	£	4,829.03	£	3,204.37	£	1,624.66	
Film Club X 2	£	200.00	£	-	n/a	£	-	£	-	£	238.95	£	96.21	£	142.74	£	-	£	438.95	£	96.21	£	342.74	
Jazz Club	£	-	£	945.00	54%	£	626.70	£	318.30	£	330.78	£	133.87	£	196.91	£	74.69	£	1,275.78	£	835.26	£	440.52	
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	624.57	£	265.03	£	359.54	£	27.60	£	869.57	£	292.63	£	576.94	
Comedy Club	£	-	£	2,385.00	94%	£	1,453.17	£	931.83	£	1,876.00	£	753.92	£	1,122.08	£	240.97	£	4,261.00	£	2,448.06	£	1,812.94	
Hits of Motown	£	-	£	3,171.67	76%	£	3,500.00	£	328.33	£	1,269.78	£	510.78	£	759.00	£	200.22	£	4,441.45	£	4,211.00	£	230.45	

Bad Manners	£	1,150.00	£	-	100%	£	-	£	-	£	4,988.97	£	1,998.33	£	2,990.64	£	351.30	£	6,138.97	£	2,349.63	£	3,789.34
Christmas Festival	£	-	£	-	n/a	£	-	£	-	£	168.83	£	68.52	£	100.31	£	46.00	£	168.83	£	114.52	£	54.31
80's Rewind	£	-	£	6,750.00	100%	£	2,450.00	£	4,300.00	£	4,843.32	£	1,939.48	£	2,903.84	£	421.25	£	11,593.32	£	4,810.73	£	6,782.59
Celebrate	£	-	£	3,585.00	60%	£	2,400.00	£	1,185.00	£	2,281.99	£	922.11	£	1,359.88	£	359.10	£	5,866.99	£	3,681.21	£	2,185.78
Rock Choir x 3	£	300.00	£	-	n/a	£	-	£	-	£	85.08	£	34.18	£	50.90	£	-	£	385.08	£	34.18	£	350.90
Ceroc x 4	£	1,139.20	£	-	n/a	£	-	£	-	£	394.44	£	158.69	£	235.75	£	110.64	£	1,533.64	£	269.33	£	1,264.31
Other	£	-	£	-	n/a	£	-	£	-	£	13.16	£	5.26	£	7.90	£	-	£	13.16	£	5.26	£	7.90
<b>TOTALS FOR NOVEMBER</b>	£	<b>3,634.20</b>	£	<b>20,521.67</b>		£	<b>12,979.87</b>	£	<b>7,541.80</b>	£	<b>18,519.35</b>	£	<b>7,453.43</b>	£	<b>11,065.92</b>	£	<b>2,106.65</b>	£	<b>42,675.22</b>	£	<b>22,539.95</b>	£	<b>20,135.27</b>
<b>December</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>											
Jazz Club	£	-	£	3,173.33	100%	£	2,145.94	£	1,027.39	£	691.48	£	278.58	£	412.90	£	73.05	£	3,864.81	£	2,497.57	£	1,367.24
Mainly Madness	£	-	£	4,165.00	74%	£	2,816.21	£	1,348.79	£	3,014.03	£	1,186.14	£	1,827.89	£	347.76	£	7,179.03	£	4,350.11	£	2,828.92
Comedy Club	£	-	£	3,777.08	100%	£	1,666.87	£	2,110.21	£	2,579.28	£	1,036.33	£	1,542.95	£	264.56	£	6,356.36	£	2,967.76	£	3,388.60
Panto	£	10,568.63	£	-	71%	£	-	£	-	£	9,914.16	£	4,340.92	£	5,573.24	£	2,638.57	£	20,482.79	£	6,979.49	£	13,503.30
Ceroc x 1	£	284.80	£	-	n/a	£	-	£	-	£	355.53	£	142.25	£	213.28	£	-	£	640.33	£	142.25	£	498.08
Other	£	-	£	-	n/a	£	-	£	-	£	6.58	£	3.30	£	3.28	£	-	£	6.58	£	3.30	£	3.28
<b>TOTALS FOR DECEMBER</b>	£	<b>10,853.43</b>	£	<b>11,115.41</b>		£	<b>6,629.02</b>	£	<b>4,486.39</b>	£	<b>16,561.06</b>	£	<b>6,987.52</b>	£	<b>9,573.54</b>	£	<b>3,323.94</b>	£	<b>38,529.90</b>	£	<b>16,940.48</b>	£	<b>21,589.42</b>
<b>January</b>	<b>Hall Hire Income</b>	<b>Ticket sales</b>	<b>% of capacity</b>	<b>Perf costs</b>	<b>Contribution</b>	<b>Ancillary sales</b>	<b>Cost of stock</b>	<b>Contribution</b>	<b>Casual Staffing</b>	<b>Total performance income</b>	<b>Total performance costs</b>	<b>Total performance contribution</b>											
Northsyde & Friends	£	-	£	4,210.42	100%	£	1,430.00	£	2,780.42	£	2,647.15	£	1,063.87	£	1,583.28	£	349.03	£	6,857.57	£	2,842.90	£	4,014.67
T Rextasy	£	-	£	4,083.33	100%	£	3,050.00	£	1,033.33	£	1,816.95	£	729.19	£	1,087.76	£	215.46	£	5,900.28	£	3,994.65	£	1,905.63
Film Club X 3	£	300.00	£	-	n/a	£	-	£	-	£	344.20	£	137.94	£	206.26	£	36.60	£	644.20	£	174.54	£	469.66
Roller Disco	£	245.00	£	-	n/a	£	-	£	-	£	619.62	£	258.13	£	361.49	£	25.30	£	864.62	£	283.43	£	581.19
Comedy Club	£	-	£	2,176.67	87%	£	1,331.21	£	845.46	£	1,586.53	£	639.50	£	947.03	£	243.28	£	3,763.20	£	2,213.99	£	1,549.21
Jazz Club	£	-	£	1,575.00	90%	£	801.21	£	773.79	£	560.73	£	226.57	£	334.16	£	27.60	£	2,135.73	£	1,055.38	£	1,080.35
Rule the World	£	-	£	2,670.00	51%	£	1,884.89	£	785.11	£	1,365.53	£	547.35	£	818.18	£	180.96	£	4,035.53	£	2,613.20	£	1,422.33
Odyssey	£	-	£	7,095.00	87%	£	4,800.00	£	2,295.00	£	3,840.94	£	1,286.68	£	2,554.26	£	463.80	£	10,935.94	£	6,550.48	£	4,385.46
Rock Choir x 2	£	200.00	£	-	n/a	£	-	£	-	£	116.45	£	46.58	£	69.87	£	-	£	316.45	£	46.58	£	269.87
Ceroc x 5	£	1,139.20	£	-	n/a	£	-	£	-	£	474.74	£	191.22	£	283.52	£	78.08	£	1,613.94	£	269.30	£	1,344.64
Other	£	-	£	-	n/a	£	-	£	-	£	8.25	£	4.30	£	3.95	£	-	£	8.25	£	4.30	£	3.95
<b>TOTALS FOR JANUARY</b>	£	<b>1,884.20</b>	£	<b>21,810.42</b>		£	<b>13,297.31</b>	£	<b>8,513.11</b>	£	<b>13,381.09</b>	£	<b>5,131.33</b>	£	<b>8,249.76</b>	£	<b>1,620.11</b>	£	<b>37,075.71</b>	£	<b>20,048.75</b>	£	<b>17,026.96</b>
<b>TOTALS</b>	£	<b>46,309.54</b>	£	<b>119,770.42</b>		£	<b>74,107.53</b>	£	<b>45,662.89</b>	£	<b>105,922.51</b>	£	<b>42,843.52</b>	£	<b>63,078.99</b>	£	<b>14,026.97</b>	£	<b>272,002.47</b>	£	<b>130,978.02</b>	£	<b>141,024.45</b>



Cost Centre	Item Description	Actual 2016-17	Actual 2017 - 18	Adjusted Actual 17-18incs transfers to EMR	Actual - 2018-2019	2019/20 Budget based on precept of £1,043,835.936 (10,458.23 x £99.81)	Actual as at 31.01.2020	2019-2020 Year End Projection	2020/21 Budget - increase in Council tax of 3% (ie £102.80 x Tax base inreared to 10,548.23 - total precept of £1,084,358.04)	Comments
115	Precept Operations	-£599,277.00	-£599,277.00	-£ 599,277.00	-£619,567.26	-£631,818.94	-£631,819.00	-£631,818.94	-£672,341.04	£412,017 - The Harlington
101	Central Admin	£109,541.00	£134,460.00	£ 149,960.00	£167,868.00	£191,030.00	£152,316.00	£187,229.00	£194,555.04	
105	Civic & Democratic	£2,465.00	£3,947.00	£ 3,947.00	£15,007.00	£9,099.00	£2,136.00	£6,815.00	£6,863.00	
110	Grants and contributions	£43,809.00	£49,055.00	£49,055		£203,782.00	£35,159.00	£44,334.00	£208,900.00	<b>2019-2020 budget</b> Fleet Link - £13082 and Basingstoke canal £18,900 = £31,982 Community grants and support £12,100 Contribution to The Harlington £164800
110	Committed Grants				£223,698.00					
110	Civic Grants									
110	Harlington Contibution						£160,000.00	£160,000.00		
150	Public Events	£38,661.00	£42,143.00	£ 42,143.00	£39,240.00	£43,220.00	£33,819.00	£40,119.00	£44,404.00	
301	Open Spaces	£25,794.00	£33,638.00	£ 34,303.00	£29,157.00	£46,973.00	£24,636.00	£31,110.00	£32,906.00	
208	Ancells Farm Park	£15,782.00	£30,191.00	£ 30,191.00	£31,298.00	£34,405.00	£26,100.00	£30,416.00	£37,543.00	
310	Calthorpe Park	£22,230.00	£21,492.00	£ 28,492.00	£33,575.00	£45,301.00	£29,612.00	£46,936.00	£46,336.00	
315	Oakley Park	£20,103.00	£16,200.00	£ 16,200.00	£21,099.00	£27,271.00	£16,748.00	£23,385.00	£27,097.00	
320	Basingbourne Park	£20,445.00	£19,257.00	£ 19,257.00	£25,536.00	£25,868.00	£23,064.00	£29,376.00	£26,699.00	
325	The Views	-£46,280.00	£12,160.00	£ 12,160.00	£5,909.00	£8,536.00	£7,510.00	£8,839.00	£10,702.00	
330	Edenbrook	£2,735.00	£9,794.00	£ 9,794.00	£3,112.00	£5,194.00	£2,621.00	£5,136.00	£5,271.00	
350	Cemetery	-£28,380.00	-£41,789.00	-£ 38,989.00	-£9,764.00	-£17,935.00	-£20,423.00	-£25,517.00	-£12,642.00	
475	Lengthsman	-£100.00	-£100.00	-£ 100.00	-£3,300.00	£0.00	£530.00	£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>-£9,074.94</b>	<b>-£137,991.00</b>	<b>-£43,640.94</b>	<b>-£43,707.00</b>	
<b>THE HARLINGTON</b>										
	FTC Contibution				-£180,000.00	-£160,000.00	-£160,000.00	-£160,000.00	-£164,800.00	
200	General									
201	Events	£38,883.00	£4,215.00	£ 18,135.00	-£52,535.00	-£41,390.00	£607.00	-£22,586.00	-£22,980.00	
202	Café	-£5,172.00	-£7,557.00	-£ 7,557.00	-£14,721.00	-£10,510.00	-£13,092.00	-£7,750.00	-£9,400.00	
204	Building	£129,102.00	£130,943.00	£ 131,203.00	£222,058.00	£206,900.00	£185,325.00	£216,346.00	£222,527.00	
<b>SUB TOTAL</b>		<b>£162,813.00</b>	<b>£127,601.00</b>	<b>£141,781.00</b>	<b>-£25,198.00</b>	<b>-£5,000.00</b>	<b>£12,840.00</b>	<b>£26,010.00</b>	<b>£25,347.00</b>	
205	Ancells Community	-£3,436.00	£5,716.00	£ 5,716.00	£15,120.00	£14,075.00	£14,214.00	£16,072.00	£18,360.00	
	<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>£14,075.00</b>	<b>£14,214.00</b>	<b>£16,072.00</b>	<b>£18,360.00</b>	
<b>TOTAL</b>	<b>Harlington &amp; AFCC</b>	<b>£159,377.00</b>	<b>£133,317.00</b>	<b>£147,497.00</b>	<b>-£10,078.00</b>	<b>£9,075.00</b>	<b>£27,054.00</b>	<b>£42,082.00</b>	<b>£43,707.00</b>	
<b>TOTAL</b>	<b>FTC + Harlington + Ancells Community</b>	<b>-£212,995.00</b>	<b>-£135,512.00</b>	<b>-£ 95,367.00</b>	<b>-£47,210.26</b>	<b>£0.06</b>	<b>-£110,937.00</b>	<b>-£1,558.94</b>	<b>£0.00</b>	

HARLINGTON DEVELOPMENT		Actual to 31.03.17	Actual 2017-2018	Actual 2018-2019	Actual as at 31.01.2020	Cumulative project 31.01.2020	2019-2020 Year end Projection	2020/2021 Budget	Comments
	Brought forward	£0.00	-£285,435.00	-£511,074.00	-£870,765.00				
115	Precept	-£390,339.00	-£412,017.00	-£412,017.00	-£412,017.00	-£1,626,390.00	-£412,017.00	-£417,646.00	
160	Interest				-£4,771.00	-£4,771.00	-£5,771.00	£5,000.00	
160	Expenditure	£104,904.00	£186,378.00	£52,326.00	£17,177.00	£360,785.00	£412,017.00	£417,646.00	
<b>TOTAL</b>	<b>FUNDS AVAILABLE</b>	<b>-£285,435.00</b>	<b>-£511,074.00</b>	<b>-£870,765.00</b>	<b>-£1,270,376.00</b>	<b>-£1,270,376.00</b>	<b>-£5,771.00</b>		

Available S106 Funding as at 11.05.19	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	S106 Funds requested but not approved	Unallocated Funds as at 30.09.2019	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
	<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 31.01.2020	
Total equity as at 31.01.2020	£1,807,797.00
	General fund
	General Reserve
	General EMR
	Harlington EMR
	Reserves to be allocated

## Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2020 / JAN2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors Control	23,147
120	Vat Control	926
150	Stock - Bar	5,786
151	Stock - Food	1,522
200	Bank Current/Deposit Account	309,427
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>1,893,028</b>
	<u>Current Liabilities</u>	
503	Christmas Festivities Town Cen	4,620
515	Paye/NI Due	7,930
516	Pension Due	0
553	ODYSSEY REWIND JAN 2020	2,138
554	THE BLUES BAND FEB 2020	6,200
555	NEIL DIAMOND STORY FEB 2020	3,413
556	24K BRUNO FEB 2020	1,250
557	DOM JOLLY MAR 20	2,310
558	GENESIS CONNECTED MAR 2020	2,733
559	NAVI FEB 2020	3,754
560	90s rewind june 2020	1,060
561	Northsyde Jan 2020	25
562	Billy Walton Band Mar 2020	175
563	Elo Encounter Mar 2020	1,529
564	The Stumble May 2020	225
565	Bootleg Blondie Jun 2020	425
566	CLARE TEAL MAY 20	1,448
567	PURPLE ZEPPELIN MAY 20	505
569	COMEDY MAR 20	490
570	COMEDY APR 20	22
572	COMEDY JUN 20	30
573	FLEET JAZZ FEB 20	(443)
575	FLEET JAZZ APR 20	47
576	FLEET JAZZ MAY 20	58
577	FLEET JAZZ JUN 20	35
578	FLEET JAZZ JUL 20	14
579	SIMON BRODKIN MAR 20	2,067
580	TOTALLY TINA JUN 20	752
581	RABBIT RABBIT JUN 20	29
582	GUNS 2 ROSES JUN 20	765
583	ABBA FEVER MAR 20	1,610
584	NINE BELOW ZERO APR 20	255
585	STEVIE NIMMO APR 20	288
586	POP DIVAS LIVE SEPT 20	350
587	JERSEY GUYS SEPT 20	144
588	GENO WASHINGTON MAR 20	849
589	SPACE APRIL 20	(1,444)
590	80s rewind nov 20	5,654
591	martin kemp nov 20	1,540

## Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
592	bernie marsden oct 20	350	
865	martin kemp apr 19	823	
866	bad manners nov 19	991	
868	martin kemp sept 19	737	
869	ALADDIN DEC 19	16,232	
878	mainly madness xmas dec 19	2,816	
879	t-rextasy party jan 20	28	
880	rule the world jan 20	1,945	
881	ac/dc uk feb 20	5,265	
882	new amen corner feb 20	881	
883	james taylor quartet feb 20	1,450	
888	fleet jazz jan 20	1,015	
895	SPOOKY SCIENCE OCT 19	(155)	
	<b>Total Current Liabilities</b>		<b>85,231</b>
	<b>Net Current Assets</b>		<b>1,807,797</b>
	<b>Total Assets less Current Liabilities</b>		<b>1,807,797</b>
	<i>Represented by :-</i>		
300	Current Year Fund	169,544	
310	General Fund	203,222	
320	Earmarked Reserves	164,655	
360	Harlington Development Fund	1,270,376	
	<b>Total Equity</b>		<b>1,807,797</b>

10:00

## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>101</b>	<b><u>Central Administration</u></b>									
1065	Tennis Hire	0	30	0	0	0	0	0	0	0
1500	Miscellaneous Income	0	138	0	0	0	0	0	0	0
1870	Interest Income	500	4,870	4,500	2,246	3,000	0	3,500	0	0
	<b>Total Income</b>	<b>500</b>	<b>5,038</b>	<b>4,500</b>	<b>2,246</b>	<b>3,000</b>	<b>0</b>	<b>3,500</b>	<b>0</b>	<b>0</b>
4000	Salaries	108,100	100,440	111,611	88,340	117,354	0	124,000	0	0
4001	Employers National Insurance	10,500	8,127	10,500	8,189	9,750	0	10,500	0	0
4002	Employers Pension	5,600	4,258	5,600	5,060	6,572	0	7,700	0	0
4005	Contracted Staffing	6,500	6,118	7,200	1,457	1,457	0	0	0	0
4011	Staff Recruitment	500	0	500	0	250	0	250	0	0
4015	Recharge staff hours	-16,000	-18,820	-16,000	0	-16,000	0	-16,480	0	0
4030	Training	4,000	2,855	3,000	1,690	3,000	0	3,100	0	0
4041	Mileage/Travel/Sustenance	100	92	100	72	100	0	102	0	0
4130	Insurance	8,600	8,435	9,500	8,627	8,627	0	9,000	0	0
4156	Recycling	0	0	0	144	300	0	500	0	0
4175	Equipment Maintenance	1,000	0	1,030	0	0	0	589	0	0
4185	Equipment	1,500	60	1,545	5,901	5,901	0	3,000	0	0
4187	Health & Safety	0	21,804	10,000	6,849	10,000	0	10,200	0	0
4400	Stationery & Consumables	3,800	3,685	3,816	3,279	3,816	0	3,892	0	0
4401	Document Management	0	0	5,000	0	0	0	2,000	0	0
4420	Bank Charges	2,500	2,834	2,500	2,523	3,000	0	3,000	0	0
4422	Bank & Card Transactions	100	0	120	32	32	0	0	0	0
4430	Promotion/Publicity/Vision	6,600	5,906	6,800	4,317	6,800	0	7,000	0	0

Continued on next page

## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4435	Website	300	612	515	360	700	0	800	0	0
4440	Telephone & Broadband	2,000	1,535	2,000	946	1,300	0	1,700	0	0
4455	Postage	450	449	450	449	550	0	350	0	0
4460	Subscriptions	3,000	2,562	3,100	2,618	3,000	0	3,162	0	0
4480	Computer Maintenance	1,500	95	1,200	905	1,200	0	1,000	0	0
4481	Software/Licenses	3,000	1,206	2,200	472	1,200	0	1,700	0	0
4484	Computer Support	4,850	6,075	5,000	3,420	5,000	0	5,500	0	0
4485	Computer Storage	800	718	825	1,074	1,320	0	1,500	0	0
4486	E-mail Exchange	2,600	3,178	2,700	2,191	3,000	0	3,250	0	0
4550	Payroll Services	600	327	618	437	500	0	600	0	0
4551	HR Services	1,000	1,676	2,000	735	1,100	0	2,000	0	0
4555	Legal Fees and Costs	2,000	2,875	2,000	3,145	3,500	0	2,000	0	0
4560	Accountancy fees	1,650	-498	1,700	1,057	1,700	0	700	0	0
4561	VAT Consultancy fees	500	685	400	100	400	0	440	0	0
4564	Procurement fees	4,000	2,466	3,000	22	1,000	0	1,000	0	0
4580	Audit Fees	5,000	3,150	5,000	150	3,800	0	4,000	0	0
<b>Overhead Expenditure</b>		<b>176,650</b>	<b>172,906</b>	<b>195,530</b>	<b>154,562</b>	<b>190,229</b>	<b>0</b>	<b>198,055</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(176,150)</b>	<b>(167,868)</b>	<b>(191,030)</b>	<b>(152,316)</b>	<b>(187,229)</b>		<b>(194,555)</b>		
<b>105</b>	<b><u>Civic and Democratic</u></b>									
4041	Mileage/Travel/Sustenance	150	161	150	118	150	0	153	0	0
4430	Promotion/Publicity/Vision	2,000	1,603	2,500	739	2,500	0	2,500	0	0
4530	Councillor Development	1,000	609	1,030	448	1,030	0	1,050	0	0
4535	Chairman's Allowance	1,100	922	1,135	416	1,135	0	1,160	0	0

Continued on next page

## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4537	Members Allowances	3,117	492	4,284	415	2,000	0	2,000	0	0
4540	Elections	21,480	11,220	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>28,847</b>	<b>15,007</b>	<b>9,099</b>	<b>2,136</b>	<b>6,815</b>	<b>0</b>	<b>6,863</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(28,847)</b>	<b>(15,007)</b>	<b>(9,099)</b>	<b>(2,136)</b>	<b>(6,815)</b>		<b>(6,863)</b>		
<b>110</b>	<b>Grants</b>									
4112	Lions Lease	1,500	1,500	0	1,375	1,375	0	0	0	0
4113	The Harlington	180,000	0	160,000	0	160,000	0	164,800	0	0
4207	Fire & Intruder Systems	260	196	0	0	0	0	0	0	0
4538	Community Support	1,500	1,015	1,500	500	1,000	0	1,500	0	0
4800	Fleet Link	13,000	11,773	13,082	13,350	13,350	0	13,500	0	0
4810	Basingstoke Canal	18,310	18,309	18,900	18,309	18,309	0	18,500	0	0
4855	Community grants	10,000	10,904	10,300	1,625	10,300	0	10,600	0	0
<b>Overhead Expenditure</b>		<b>224,570</b>	<b>43,698</b>	<b>203,782</b>	<b>35,159</b>	<b>204,334</b>	<b>0</b>	<b>208,900</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(224,570)</b>	<b>(43,698)</b>	<b>(203,782)</b>	<b>(35,159)</b>	<b>(204,334)</b>		<b>(208,900)</b>		
<b>115</b>	<b>Precept</b>									
1900	Precept - operational	619,567	619,567	631,819	631,819	631,819	0	672,341	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>		<b>1,031,584</b>	<b>1,031,584</b>	<b>1,043,836</b>	<b>1,043,836</b>	<b>1,043,836</b>	<b>0</b>	<b>1,084,358</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>1,031,584</b>	<b>1,031,584</b>	<b>1,043,836</b>	<b>1,043,836</b>	<b>1,043,836</b>		<b>1,084,358</b>		
<b>150</b>	<b>Events</b>									
1200	Christmas Day lunch	0	1,227	0	1,282	1,790	0	0	0	0

Continued on next page

## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1201	Christmas Gurkha Square	0	2,817	0	0	0	0	0	0	0
	<b>Total Income</b>	0	4,044	0	1,282	1,790	0	0	0	0
4176	Action Day	500	514	600	842	842	0	900	0	0
4210	Floral Displays	18,000	16,443	17,200	15,539	17,200	0	17,544	0	0
4222	Friends Group Get Together	200	0	200	76	76	0	150	0	0
4655	Town Centre Xmas Decorations	20,100	19,746	20,000	14,019	19,000	0	20,400	0	0
4656	Christmas Gurkha Square	3,900	4,916	4,010	2,050	2,050	0	4,090	0	0
4657	Christmas Day Lunch	1,000	1,454	1,000	2,125	2,290	0	1,020	0	0
4660	Remembrance Day	200	211	210	451	451	0	300	0	0
	<b>Overhead Expenditure</b>	43,900	43,284	43,220	35,101	41,909	0	44,404	0	0
	<b>Movement to/(from) Gen Reserve</b>	(43,900)	(39,240)	(43,220)	(33,819)	(40,119)		(44,404)		
<b>160</b>	<b><u>Harlington Development</u></b>									
1870	Interest Income	0	0	0	4,771	4,771	0	0	0	0
	<b>Total Income</b>	0	0	0	4,771	4,771	0	0	0	0
4015	Recharge staff hours	30,000	25,360	30,000	0	30,000	0	30,000	0	0
4041	Mileage/Travel/Sustinance	400	369	400	16	400	0	400	0	0
4171	Essential Maint, Ops , H&S	0	0	0	1,460	1,460	0	0	0	0
4400	Stationery & Consumables	1,100	0	1,100	0	1,100	0	1,100	0	0
4430	Promotion/Publicity/Vision	20,000	6,395	20,000	0	20,000	0	20,000	0	0
4455	Postage	0	680	2,000	0	2,000	0	2,000	0	0
4555	Legal Fees and Costs	20,000	0	20,000	0	20,000	0	20,000	0	0
4560	Accountancy fees	1,500	0	1,500	0	1,500	0	1,500	0	0

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4562	Design Consultancy fees	120,000	18,168	120,000	0	75,000	0	77,000	0	0
4563	Planning and Building fees	45,000	633	45,000	0	45,000	0	45,000	0	0
4564	Procurement fees	15,000	722	15,000	0	15,000	0	15,000	0	0
4565	Survey	0	0	0	15,701	45,000	0	43,000	0	0
4570	Project Management	100,000	0	100,000	0	100,000	0	100,000	0	0
4999	Contingency	59,017	0	57,017	0	55,557	0	57,017	0	0
<b>Overhead Expenditure</b>		<b>412,017</b>	<b>52,327</b>	<b>412,017</b>	<b>17,177</b>	<b>412,017</b>	<b>0</b>	<b>412,017</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(412,017)</b>	<b>(52,327)</b>	<b>(412,017)</b>	<b>(12,406)</b>	<b>(407,246)</b>		<b>(412,017)</b>		
<b>201</b>	<b><u>Harlington - Events</u></b>									
1000	Hall Hire	107,800	96,751	108,000	81,847	108,000	0	104,000	0	0
1001	WRVS Hall Hire	500	1,884	2,000	144	144	0	2,000	0	0
1002	POINT Hall Hire	500	0	250	0	0	0	0	0	0
1010	Therapy Income	0	938	0	0	0	0	0	0	0
1029	WRVS Office 2 - Dance	2,400	2,400	2,400	1,600	1,600	0	0	0	0
1030	WRVS Office 1	1,000	1,000	2,000	0	2,000	0	1,000	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	4,506	4,500	4,070	4,400	0	4,500	0	0
1415	Coffee Shop Sales/Catering	0	0	0	136	0	0	0	0	0
1420	Bar Sales	76,000	105,514	96,500	96,403	111,000	0	105,000	0	0
1430	Merchandise	550	683	500	259	260	0	600	0	0
1431	Confectionery	2,300	2,738	2,100	3,728	3,950	0	2,500	0	0
1432	Ices	2,000	2,233	2,000	2,465	2,500	0	2,000	0	0
1433	Snacks	1,700	2,269	2,200	2,329	2,650	0	2,200	0	0

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1434	Marketing Income	800	0	0	0	0	0	0	0	0
1435	Box Office Charges	5,000	13,291	10,000	11,067	13,000	0	14,000	0	0
1450	Ticket Sales	124,000	156,766	181,000	113,231	165,000	0	180,000	0	0
<b>Total Income</b>		<b>330,050</b>	<b>391,973</b>	<b>414,450</b>	<b>317,278</b>	<b>415,504</b>	<b>0</b>	<b>418,800</b>	<b>0</b>	<b>0</b>
4000	Salaries	145,450	121,894	154,800	127,602	145,000	0	171,000	0	0
4001	Employers National Insurance	9,900	10,136	10,500	9,789	10,500	0	10,960	0	0
4002	Employers Pension	5,830	5,739	6,200	5,905	6,200	0	8,900	0	0
4005	Contracted Staffing	0	10,000	0	10,911	10,911	0	0	0	0
4015	Recharge staff hours	-10,000	-5,383	-7,000	0	-5,000	0	-7,000	0	0
4180	Equipment Hire	0	100	0	0	0	0	0	0	0
4182	Technical Equipment Sundries	1,000	1,676	1,000	-453	1,000	0	1,500	0	0
4183	Technical Equipment Hire	500	701	500	0	500	0	500	0	0
4185	Equipment	1,000	4,648	4,000	1,131	4,000	0	5,000	0	0
4422	Bank & Card Transactions	2,500	5,510	4,240	10,033	12,000	0	7,500	0	0
4432	Marketing	17,000	17,912	17,000	17,979	19,000	0	17,000	0	0
4433	Marketing Support	6,000	5,148	6,000	6,007	6,007	0	6,500	0	0
4490	Sales Sytstem Costs	0	6,596	8,000	10,557	12,500	0	10,000	0	0
4700	Bar Purchases	30,000	42,625	38,600	39,800	46,000	0	42,000	0	0
4710	Bar Consumables	1,400	2,141	1,700	775	1,500	0	2,000	0	0
4715	Stocktaking	200	175	200	0	200	0	200	0	0
4720	Performance Costs	90,000	105,529	117,500	68,952	110,000	0	110,000	0	0
4740	Licences	6,000	21	6,000	4,114	6,000	0	5,500	0	0
4752	Hospitality	1,000	646	1,000	381	1,000	0	1,000	0	0
4760	Merchandise	200	0	100	0	0	0	0	0	0

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4761	Confectionery	1,400	1,267	1,020	1,229	2,200	0	1,500	0	0
4762	Ices	750	1,059	800	2,166	2,200	0	760	0	0
4763	Snacks	800	1,298	900	1,008	1,200	0	1,000	0	0
<b>Overhead Expenditure</b>		<b>310,930</b>	<b>339,438</b>	<b>373,060</b>	<b>317,885</b>	<b>392,918</b>	<b>0</b>	<b>395,820</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>19,120</b>	<b>52,535</b>	<b>41,390</b>	<b>(607)</b>	<b>22,586</b>		<b>22,980</b>		
<b>202</b>	<b>Coffee Shop</b>									
1415	Coffee Shop Sales/Catering	50,000	45,931	55,000	36,327	43,000	0	52,000	0	0
1417	Function Catering	0	0	0	5	0	0	0	0	0
1420	Bar Sales	0	243	0	0	0	0	0	0	0
<b>Total Income</b>		<b>50,000</b>	<b>46,173</b>	<b>55,000</b>	<b>36,332</b>	<b>43,000</b>	<b>0</b>	<b>52,000</b>	<b>0</b>	<b>0</b>
4000	Salaries	21,650	13,943	22,300	13,553	20,000	0	22,700	0	0
4001	Employers National Insurance	1,000	913	1,050	259	1,000	0	1,530	0	0
4002	Employers Pension	620	602	640	58	600	0	370	0	0
4175	Equipment Maintenance	0	130	0	0	0	0	0	0	0
4730	Hall Hire Services	0	248	0	-248	0	0	0	0	0
4750	Catering Supplies	20,000	15,117	20,000	8,977	12,900	0	17,500	0	0
4755	Catering Consumables	500	468	500	641	750	0	500	0	0
4756	Catering - Equipment	0	30	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>43,770</b>	<b>31,452</b>	<b>44,490</b>	<b>23,240</b>	<b>35,250</b>	<b>0</b>	<b>42,600</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>6,230</b>	<b>14,721</b>	<b>10,510</b>	<b>13,092</b>	<b>7,750</b>		<b>9,400</b>		
<b>204</b>	<b>Building</b>									

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1031	HCC Library	16,000	16,000	16,000	0	16,000	0	16,000	0	0
1053	Grant money and funding	0	0	160,000	0	160,000	0	0	0	0
1903	Precept - Harlington Operation	180,000	0	0	0	0	0	0	0	0
<b>Total Income</b>		196,000	16,000	176,000	0	176,000	0	16,000	0	0
4000	Salaries	69,900	73,128	72,000	53,926	72,000	0	75,680	0	0
4001	Employers National Insurance	6,050	5,993	6,250	4,680	6,250	0	7,140	0	0
4002	Employers Pension	3,550	3,496	3,650	2,696	3,650	0	5,490	0	0
4005	Contracted Staffing	500	2,338	1,000	1,107	1,107	0	1,000	0	0
4011	Staff Recruitment	400	0	400	643	643	0	400	0	0
4015	Recharge staff hours	-2,000	-1,157	-2,000	0	-2,000	0	-2,000	0	0
4030	Training	750	1,002	750	42	42	0	750	0	0
4041	Mileage/Travel/Sustenance	500	404	500	284	500	0	500	0	0
4110	Rates	15,500	14,283	14,500	14,599	14,599	0	14,935	0	0
4115	Water & Sewerage	10,000	6,807	6,500	5,990	7,500	0	9,100	0	0
4120	Gas	17,000	17,375	17,200	12,465	18,200	0	17,716	0	0
4122	Electricity	28,000	29,574	29,650	23,353	29,650	0	30,540	0	0
4150	Cleaning	31,500	30,788	32,100	22,773	28,000	0	32,740	0	0
4151	Cleaning - Equipment	300	143	300	0	50	0	300	0	0
4152	Cleaning - Supplies	8,500	9,065	8,800	7,912	9,500	0	9,400	0	0
4155	Refuse Collection	5,500	5,514	5,500	4,907	6,000	0	5,700	0	0
4156	Recycling	1,000	909	1,000	981	1,200	0	1,000	0	0
4170	Building Maintenance	15,500	22,914	15,500	16,550	19,350	0	17,000	0	0
4172	Building Compliance	500	4,973	500	1,823	1,823	0	1,000	0	0
4175	Equipment Maintenance	500	1,703	500	832	832	0	1,000	0	0

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4180	Equipment Hire	300	360	300	0	300	0	300	0	0
4185	Equipment	1,000	805	1,000	681	1,000	0	1,000	0	0
4187	Health & Safety	500	1,169	500	3,448	4,000	0	1,000	0	0
4188	Fire and Intruder Monitoring	500	480	600	475	600	0	500	0	0
4207	Fire & Intruder Systems	1,300	1,886	1,500	584	1,500	0	1,800	0	0
4400	Stationery & Consumables	2,000	1,482	2,000	2,630	2,750	0	1,500	0	0
4445	Mobile Phones	400	377	400	315	400	0	400	0	0
4455	Postage	400	458	400	333	400	0	400	0	0
4481	Software/Licenses	500	457	500	625	700	0	500	0	0
4487	Wi-Fi	500	753	600	1,106	1,300	0	1,236	0	0
4720	Performance Costs	0	33	0	0	0	0	0	0	0
4745	Uniforms	500	549	500	-432	500	0	500	0	0
<b>Overhead Expenditure</b>		<b>221,350</b>	<b>238,058</b>	<b>222,900</b>	<b>185,325</b>	<b>232,346</b>	<b>0</b>	<b>238,527</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(25,350)</b>	<b>(222,058)</b>	<b>(46,900)</b>	<b>(185,325)</b>	<b>(56,346)</b>		<b>(222,527)</b>		
<b>205</b>	<b><u>Ancells Community Centre</u></b>									
1000	Hall Hire	30,000	23,794	26,000	21,520	26,000	0	26,000	0	0
<b>Total Income</b>		<b>30,000</b>	<b>23,794</b>	<b>26,000</b>	<b>21,520</b>	<b>26,000</b>	<b>0</b>	<b>26,000</b>	<b>0</b>	<b>0</b>
4000	Salaries	14,650	14,496	15,090	12,161	15,000	0	17,110	0	0
4001	Employers National Insurance	800	813	830	647	830	0	1,120	0	0
4002	Employers Pension	1,200	1,133	1,230	981	1,230	0	1,690	0	0
4041	Mileage/Travel/Sustinance	450	420	450	350	450	0	450	0	0
4115	Water & Sewerage	3,250	281	1,200	81	150	0	320	0	0

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4120	Gas	2,500	1,563	2,000	821	1,350	0	2,000	0	0
4122	Electricity	1,200	1,106	1,500	819	1,100	0	1,545	0	0
4150	Cleaning	6,500	6,482	6,625	4,862	6,000	0	6,825	0	0
4152	Cleaning - Supplies	1,200	1,074	1,300	1,001	1,300	0	1,400	0	0
4155	Refuse Collection	850	866	850	786	900	0	900	0	0
4170	Building Maintenance	2,000	1,243	2,000	4,113	4,500	0	2,000	0	0
4185	Equipment	300	0	300	24	24	0	300	0	0
4207	Fire & Intruder Systems	0	0	0	443	443	0	0	0	0
4280	Ancells Car Park	3,000	7,444	4,000	6,269	6,269	0	6,000	0	0
4445	Mobile Phones	300	300	300	250	300	0	300	0	0
4455	Postage	100	0	100	0	100	0	100	0	0
4740	Licences	2,000	2,441	2,300	2,126	2,126	0	2,300	0	0
<b>Overhead Expenditure</b>		<b>40,300</b>	<b>39,662</b>	<b>40,075</b>	<b>35,734</b>	<b>42,072</b>	<b>0</b>	<b>44,360</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(10,300)</b>	<b>(15,869)</b>	<b>(14,075)</b>	<b>(14,214)</b>	<b>(16,072)</b>		<b>(18,360)</b>		
<b>208</b>	<b><u>Ancells Farm Park and Pavilion</u></b>									
1053	Grant money and funding	1	5,705	0	4,779	4,779	0	0	0	0
1060	Pitch Hire	1,900	2,072	1,965	1,113	3,340	0	2,004	0	0
<b>Total Income</b>		<b>1,901</b>	<b>7,777</b>	<b>1,965</b>	<b>5,892</b>	<b>8,119</b>	<b>0</b>	<b>2,004</b>	<b>0</b>	<b>0</b>
4110	Rates	2,500	1,140	1,250	1,166	1,166	0	1,287	0	0
4115	Water & Sewerage	350	376	500	300	500	0	515	0	0
4120	Gas	1,400	-202	1,255	191	510	0	530	0	0
4122	Electricity	300	377	1,000	118	400	0	415	0	0

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4150	Cleaning	1,500	1,323	1,600	992	1,600	0	1,632	0	0
4170	Building Maintenance	1,000	865	1,000	961	1,000	0	4,200	0	0
4175	Equipment Maintenance	400	0	400	460	600	0	600	0	0
4187	Health & Safety	0	0	300	0	300	0	306	0	0
4200	Grounds Maintenance	18,100	21,188	22,000	18,397	21,600	0	22,216	0	0
4202	Additional Ground Works	1,650	4,092	1,655	-507	655	0	1,705	0	0
4205	CCTV	100	0	100	0	100	0	105	0	0
4220	Friends Group support	100	0	110	90	110	0	115	0	0
4225	South and South East in Bloom	0	0	100	0	0	0	105	0	0
4230	Playground Maintenance	9,350	1,727	4,300	4,540	4,550	0	5,000	0	0
4240	Grants / Funding expenditure	0	5,835	0	3,744	3,744	0	0	0	0
4250	Tree Surgery	750	2,355	800	1,540	1,700	0	816	0	0
<b>Overhead Expenditure</b>		<b>37,500</b>	<b>39,076</b>	<b>36,370</b>	<b>31,992</b>	<b>38,535</b>	<b>0</b>	<b>39,547</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(35,599)</b>	<b>(31,298)</b>	<b>(34,405)</b>	<b>(26,100)</b>	<b>(30,416)</b>		<b>(37,543)</b>		
<b>301</b>	<b><u>Open Spaces</u></b>									
1050	Outdoor Space Hire	350	1,032	650	746	746	0	650	0	0
1053	Grant money and funding	0	0	0	1,500	1,500	0	0	0	0
1550	Insurance funds received	0	200	0	0	0	0	0	0	0
<b>Total Income</b>		<b>350</b>	<b>1,232</b>	<b>650</b>	<b>2,246</b>	<b>2,246</b>	<b>0</b>	<b>650</b>	<b>0</b>	<b>0</b>
4000	Salaries	12,875	12,234	13,000	10,944	13,132	0	13,526	0	0
4001	Employers National Insurance	1,220	1,325	1,300	786	1,216	0	1,300	0	0
4002	Employers Pension	515	530	520	536	656	0	812	0	0

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4015	Recharge staff hours	-2,000	0	-2,000	0	-2,000	0	-2,040	0	0
4041	Mileage/Travel/Sustenance	750	859	1,030	585	1,030	0	1,050	0	0
4169	Street and Park Furniture	0	0	0	0	0	0	1,000	0	0
4170	Building Maintenance	0	0	300	0	300	0	310	0	0
4185	Equipment	1,500	344	1,500	252	1,000	0	500	0	0
4200	Grounds Maintenance	11,550	13,411	13,926	11,644	13,652	0	14,062	0	0
4202	Additional Ground Works	1,070	733	1,047	25	500	0	1,078	0	0
4206	Lamppost Maintenance	0	0	0	70	70	0	200	0	0
4208	Speed Indicator Boards - SIDs	0	0	0	0	720	0	0	0	0
4231	Depot/storage	0	0	15,000	0	0	0	0	0	0
4233	Vehicle and costs	0	0	1	0	0	0	0	0	0
4240	Grants / Funding expenditure	0	0	0	1,630	1,630	0	0	0	0
4250	Tree Surgery	1,000	815	1,000	190	1,000	0	1,020	0	0
4445	Mobile Phones	160	119	400	101	150	0	408	0	0
4740	Licences	1,000	70	500	70	200	0	220	0	0
4745	Uniforms	100	-52	100	48	100	0	110	0	0
	<b>Overhead Expenditure</b>	<b>29,740</b>	<b>30,389</b>	<b>47,624</b>	<b>26,881</b>	<b>33,356</b>	<b>0</b>	<b>33,556</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(29,390)</b>	<b>(29,157)</b>	<b>(46,974)</b>	<b>(24,636)</b>	<b>(31,110)</b>		<b>(32,906)</b>		
<b>310</b>	<b><u>Calthorpe Park</u></b>									
1050	Outdoor Space Hire	0	0	0	71	71	0	0	0	0
1053	Grant money and funding	0	500	0	0	0	0	0	0	0
1057	Fleet Football Club Rent	2,000	2,000	2,000	2,000	2,000	0	2,000	0	0
1060	Pitch Hire	4,500	1,471	1,680	1,520	2,168	0	1,700	0	0

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1064	Tennis Membership card	6,500	5,600	7,000	4,927	6,000	0	7,000	0	0
1065	Tennis Hire	800	1,305	1,200	1,311	1,350	0	1,300	0	0
1066	Tennis coaching	2,500	0	1,000	0	0	0	1,000	0	0
<b>Total Income</b>		16,300	10,876	12,880	9,830	11,589	0	13,000	0	0
4115	Water & Sewerage	375	385	200	377	530	0	580	0	0
4122	Electricity	320	259	550	196	300	0	310	0	0
4150	Cleaning	1,350	1,190	1,450	863	1,200	0	1,236	0	0
4170	Building Maintenance	1,500	605	1,500	8	1,500	0	1,530	0	0
4175	Equipment Maintenance	765	450	770	0	770	0	785	0	0
4185	Equipment	850	795	850	-309	850	0	867	0	0
4187	Health & Safety	0	0	300	0	300	0	310	0	0
4200	Grounds Maintenance	30,800	36,036	37,418	31,289	36,685	0	37,785	0	0
4202	Additional Ground Works	2,150	657	2,813	4,330	4,200	0	2,897	0	0
4205	CCTV	0	0	100	0	100	0	105	0	0
4220	Friends Group support	100	75	100	75	75	0	105	0	0
4225	South and South East in Bloom	0	45	50	70	70	0	55	0	0
4230	Playground Maintenance	400	67	400	69	400	0	1,000	0	0
4250	Tree Surgery	2,300	3,245	2,300	1,630	2,300	0	2,346	0	0
4430	Promotion/Publicity/Vision	500	50	500	0	500	0	510	0	0
4590	Repairs and Renewals	7,000	0	7,000	0	7,000	0	7,000	0	0
4651	LTA Registration - membership	900	52	900	0	900	0	920	0	0
4653	Tennis Software	0	470	900	775	775	0	910	0	0
4740	Licences	90	70	80	70	70	0	85	0	0

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		49,400	44,451	58,181	39,442	58,525	0	59,336	0	0
<b>Movement to/(from) Gen Reserve</b>		(33,100)	(33,575)	(45,301)	(29,612)	(46,936)		(46,336)		
<b>315</b>	<b><u>Oakley Park</u></b>									
1060	Pitch Hire	3,800	5,896	2,620	4,721	4,800	0	3,000	0	0
<b>Total Income</b>		3,800	5,896	2,620	4,721	4,800	0	3,000	0	0
4115	Water & Sewerage	300	0	350	0	350	0	361	0	0
4122	Electricity	240	239	350	125	300	0	310	0	0
4150	Cleaning	1,200	1,190	1,450	893	1,200	0	1,300	0	0
4170	Building Maintenance	1,000	779	1,000	529	1,000	0	1,020	0	0
4175	Equipment Maintenance	50	50	50	0	50	0	55	0	0
4185	Equipment	50	20	50	0	50	0	55	0	0
4187	Health & Safety	0	0	300	0	300	0	310	0	0
4200	Grounds Maintenance	16,500	19,209	19,946	16,679	19,555	0	20,142	0	0
4202	Additional Ground Works	1,100	1,023	1,500	0	500	0	1,545	0	0
4205	CCTV	2,150	2,122	2,215	2,185	2,185	0	2,259	0	0
4220	Friends Group support	100	111	100	0	100	0	105	0	0
4225	South and South East in Bloom	80	70	80	95	95	0	85	0	0
4230	Playground Maintenance	1,000	337	1,000	69	1,000	0	1,020	0	0
4250	Tree Surgery	1,500	1,845	1,500	894	1,500	0	1,530	0	0
<b>Overhead Expenditure</b>		25,270	26,995	29,891	21,469	28,185	0	30,097	0	0
<b>Movement to/(from) Gen Reserve</b>		(21,470)	(21,099)	(27,271)	(16,748)	(23,385)		(27,097)		
<b>320</b>	<b><u>Basingbourne Park</u></b>									

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1053	Grant money and funding	1	52,660	0	0	0	0	0	0	0
1060	Pitch Hire	3,800	3,505	1,989	630	1,336	0	1,400	0	0
	<b>Total Income</b>	<b>3,801</b>	<b>56,165</b>	<b>1,989</b>	<b>630</b>	<b>1,336</b>	<b>0</b>	<b>1,400</b>	<b>0</b>	<b>0</b>
4115	Water & Sewerage	650	296	400	176	400	0	412	0	0
4122	Electricity	350	124	300	86	300	0	309	0	0
4150	Cleaning	1,320	1,239	1,450	893	1,200	0	1,300	0	0
4170	Building Maintenance	2,500	2,500	2,000	978	2,000	0	2,040	0	0
4185	Equipment	50	0	300	0	300	0	310	0	0
4187	Health & Safety	0	0	300	0	300	0	310	0	0
4200	Grounds Maintenance	14,200	16,336	16,962	14,184	16,629	0	17,128	0	0
4202	Additional Ground Works	2,100	1,447	1,275	460	1,275	0	1,315	0	0
4205	CCTV	1,100	1,061	1,150	1,093	1,093	0	1,175	0	0
4220	Friends Group support	100	141	110	110	110	0	115	0	0
4225	South and South East in Bloom	80	205	110	105	105	0	115	0	0
4230	Playground Maintenance	1,000	1,038	1,000	144	1,000	0	1,020	0	0
4240	Grants / Funding expenditure	0	52,690	0	0	0	0	0	0	0
4250	Tree Surgery	2,500	4,624	2,500	5,466	6,000	0	2,550	0	0
	<b>Overhead Expenditure</b>	<b>25,950</b>	<b>81,701</b>	<b>27,857</b>	<b>23,694</b>	<b>30,712</b>	<b>0</b>	<b>28,099</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(22,149)</b>	<b>(25,536)</b>	<b>(25,868)</b>	<b>(23,064)</b>	<b>(29,376)</b>		<b>(26,699)</b>		
<b>325</b>	<b><u>The Views</u></b>									
1050	Outdoor Space Hire	1,700	1,563	1,500	1,277	1,500	0	1,530	0	0
	<b>Total Income</b>	<b>1,700</b>	<b>1,563</b>	<b>1,500</b>	<b>1,277</b>	<b>1,500</b>	<b>0</b>	<b>1,530</b>	<b>0</b>	<b>0</b>

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4122	Electricity	0	122	80	114	120	0	135	0	0
4185	Equipment	0	61	100	0	100	0	105	0	0
4200	Grounds Maintenance	5,800	6,768	7,028	5,877	6,891	0	7,097	0	0
4202	Additional Ground Works	525	128	528	190	528	0	545	0	0
4230	Playground Maintenance	2,000	173	2,000	2,022	2,100	0	4,040	0	0
4250	Tree Surgery	300	220	300	585	600	0	310	0	0
<b>Overhead Expenditure</b>		<b>8,625</b>	<b>7,472</b>	<b>10,036</b>	<b>8,787</b>	<b>10,339</b>	<b>0</b>	<b>12,232</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(6,925)</b>	<b>(5,909)</b>	<b>(8,536)</b>	<b>(7,510)</b>	<b>(8,839)</b>		<b>(10,702)</b>		
<b>330</b>	<b><u>Edenbrook</u></b>									
4200	Grounds Maintenance	2,500	2,862	2,970	2,484	2,912	0	3,000	0	0
4202	Additional Ground Works	525	0	224	0	224	0	231	0	0
4230	Playground Maintenance	2,000	250	2,000	137	2,000	0	2,040	0	0
<b>Overhead Expenditure</b>		<b>5,025</b>	<b>3,112</b>	<b>5,194</b>	<b>2,621</b>	<b>5,136</b>	<b>0</b>	<b>5,271</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(5,025)</b>	<b>(3,112)</b>	<b>(5,194)</b>	<b>(2,621)</b>	<b>(5,136)</b>		<b>(5,271)</b>		
<b>350</b>	<b><u>Cemetery</u></b>									
1100	Interment Fees	16,000	11,540	17,000	9,795	14,000	0	12,240	0	0
1110	Scattering of Ashes	0	0	0	170	170	0	340	0	0
1120	Sale of Exclusive Rights	24,000	15,750	24,000	13,480	22,000	0	18,480	0	0
1121	Transfer of Exclusive Rights	1,200	840	1,000	3,040	3,040	0	1,020	0	0
1130	Memorial Cemetery Fees	4,500	4,335	6,200	4,930	6,200	0	6,324	0	0
1131	Memorial Roses	0	0	0	400	400	0	0	0	0

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1132	Memorial Kerbstones	0	0	0	1,540	1,540	0	0	0	0
1133	Memorial Sanctums	0	0	0	7,858	8,000	0	9,000	0	0
1140	Bench contribution	0	0	0	25	500	0	0	0	0
<b>Total Income</b>		<b>45,700</b>	<b>32,465</b>	<b>48,200</b>	<b>41,238</b>	<b>55,850</b>	<b>0</b>	<b>47,404</b>	<b>0</b>	<b>0</b>
4000	Salaries	5,500	3,838	5,700	3,338	4,700	0	5,700	0	0
4002	Employers Pension	220	155	230	139	230	0	352	0	0
4041	Mileage/Travel/Sustenance	500	422	510	335	510	0	520	0	0
4110	Rates	1,535	1,665	1,715	1,873	1,873	0	1,900	0	0
4115	Water & Sewerage	220	527	350	544	735	0	780	0	0
4150	Cleaning	515	0	530	0	530	0	540	0	0
4155	Refuse Collection	1,500	1,714	1,800	1,435	1,900	0	2,000	0	0
4170	Building Maintenance	200	0	200	0	500	0	510	0	0
4200	Grounds Maintenance	6,600	10,003	11,700	8,817	12,500	0	15,900	0	0
4202	Additional Ground Works	4,600	1,435	800	513	800	0	825	0	0
4203	General Upkeep	1,500	1,507	1,500	1,039	1,500	0	1,530	0	0
4220	Friends Group support	100	0	100	70	100	0	105	0	0
4225	South and South East in Bloom	80	65	80	90	140	0	140	0	0
4250	Tree Surgery	1,000	715	1,000	1,760	2,000	0	1,020	0	0
4445	Mobile Phones	220	90	400	59	120	0	250	0	0
4460	Subscriptions	0	0	100	95	95	0	105	0	0
4481	Software/Licenses	750	566	750	390	750	0	765	0	0
4935	GoR Memorial inscriptions	0	0	0	217	450	0	1,000	0	0
4936	GoR Ashes digging	0	0	0	100	100	0	0	0	0
4940	Cemetery Extension	2,000	0	2,000	0	0	0	0	0	0

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4942	H and S Memorial repairs	300	0	300	0	300	0	310	0	0
4944	H and S Memorial inspections	500	0	500	0	500	0	510	0	0
	<b>Overhead Expenditure</b>	<b>27,840</b>	<b>22,701</b>	<b>30,265</b>	<b>20,816</b>	<b>30,333</b>	<b>0</b>	<b>34,762</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>17,860</b>	<b>9,764</b>	<b>17,935</b>	<b>20,423</b>	<b>25,517</b>		<b>12,642</b>		
<b>475</b>	<b><u>Lengthsman Scheme</u></b>									
1053	Grant money and funding	3,300	3,300	0	3,300	3,300	0	0	0	0
	<b>Total Income</b>	<b>3,300</b>	<b>3,300</b>	<b>0</b>	<b>3,300</b>	<b>3,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4202	Additional Ground Works	3,300	0	0	3,830	3,300	0	0	0	0
	<b>Overhead Expenditure</b>	<b>3,300</b>	<b>0</b>	<b>0</b>	<b>3,830</b>	<b>3,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>3,300</b>	<b>0</b>	<b>(530)</b>	<b>0</b>		<b>0</b>		
<b>900</b>	<b><u>Earmarked Reserves</u></b>									
8001	Neighbourhood Plan Grant	0	10	0	0	0	0	0	0	0
8003	Garden of Remembrance	0	100,653	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>100,663</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
8004	Calthorpe Play Area	0	0	0	-24,789	0	0	0	0	0
9000	EMR Pension Obligation 2018-19	1,530	0	1,530	1,530	0	0	0	0	0
9002	EMR Website Development 2020	10,000	0	10,000	0	0	0	0	0	0
9004	EMR Cemetery Ext/Rem Gdn 2019	77,080	171,946	5,787	884	0	0	0	0	0
9006	EMR Park Improvement 2020	40,132	87	40,045	14,644	0	0	0	0	0
9007	EMR Coffee Shop Improvement	11,000	10,645	355	0	0	0	0	0	0

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## Annual Budget - By Centre

Note: Item 3 Budget Detail Month 10/Jan2020

		<u>2018-2019</u>		<u>2019-2020</u>				<u>2020-2021</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9009	EMR Calthorpe Park Playground	0	0	0	30,365	0	0	0	0	0
9012	EMR Harlington Equipment 2019	8,193	5,724	2,469	2,469	0	0	0	0	0
9013	EMR Calthorpe Building 2025	100,853	0	100,853	0	0	0	0	0	0
9014	EMR Office Refurbishment 2019	5,350	5,085	265	27	0	0	0	0	0
9018	EMR Ancells Farm Rep/Dec 2019	10,000	860	9,140	13,045	0	0	0	0	0
9023	EMR Salary Provison 2018-19	25,785	21,093	4,692	4,692	0	0	0	0	0
9024	EMR NI Provison 2018-19	3,030	0	3,030	3,030	0	0	0	0	0
9028	EMR - Paths	3,300	0	3,300	9,708	0	0	0	0	0
9030	EMR Cemetery Mem test/repairs	2,500	0	2,500	0	0	0	0	0	0
9032	EMR Neighbourhood Plan 2018-19	15,661	16,878	-1,208	1,058	0	0	0	0	0
9035	EMR CP Tennis sinking 2026	23,563	0	23,563	0	0	0	0	0	0
9040	EMR Community Bus Serv 2019-20	13,000	0	13,000	0	0	0	0	0	0
9300	EMR S106 Sensory Garden 2019	51,579	0	51,579	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	402,556	232,319	270,900	56,665	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(402,556)	(131,656)	(270,900)	(56,665)	0		0		
	<b>Total Budget Income</b>	1,714,986	1,738,542	1,789,590	1,496,399	1,802,641	0	1,669,646	0	0
	<b>Expenditure</b>	2,117,540	1,464,046	2,060,491	1,042,516	1,796,311	0	1,834,446	0	0
	<b>Movement to/(from) Gen Reserve</b>	(402,554)	274,497	(270,901)	453,883	6,330		(164,800)		

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	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>Policy and Finance</b>											
<u>101 Central Administration</u>											
1870 Interest Income	398	375	(23)	2,246	3,750	1,504	4,500			49.9%	
Central Administration :- Income	<b>398</b>	<b>375</b>	<b>(23)</b>	<b>2,246</b>	<b>3,750</b>	<b>1,504</b>	<b>4,500</b>			<b>49.9%</b>	<b>0</b>
4000 Salaries	9,929	9,301	(628)	88,340	93,010	4,670	111,611		23,271	79.2%	
4001 Employers National Insurance	819	875	56	8,189	8,750	561	10,500		2,311	78.0%	
4002 Employers Pension	560	467	(93)	5,060	4,670	(390)	5,600		540	90.4%	
4005 Contracted Staffing	0	700	700	1,457	5,850	4,393	7,200		5,743	20.2%	
4011 Staff Recruitment	0	42	42	0	420	420	500		500	0.0%	
4015 Recharge staff hours	0	(1,333)	(1,333)	0	(13,330)	(13,330)	(16,000)		(16,000)	0.0%	
4030 Training	0	0	0	1,690	2,000	310	3,000		1,310	56.3%	
4041 Mileage/Travel/Sustinance	0	9	9	72	83	11	100		28	72.1%	
4130 Insurance	0	0	0	8,627	4,750	(3,877)	9,500		873	90.8%	
4156 Recycling	0	0	0	144	0	(144)	0		(144)	0.0%	
4175 Equipment Maintenance	0	86	86	0	860	860	1,030		1,030	0.0%	
4185 Equipment	0	0	0	5,901	1,160	(4,741)	1,545		(4,356)	381.9%	
4187 Health & Safety	1,636	2,500	864	6,849	10,000	3,151	10,000		3,151	68.5%	
4400 Stationery & Consumables	442	318	(124)	3,279	3,180	(99)	3,816		537	85.9%	
4401 Document Management	0	0	0	0	3,750	3,750	5,000		5,000	0.0%	
4420 Bank Charges	306	208	(98)	2,523	2,080	(443)	2,500		(23)	100.9%	
4422 Bank & Card Transactions	0	10	10	32	100	68	120		88	26.7%	
4430 Promotion/Publicity/Vision	0	0	0	4,317	5,100	783	6,800		2,483	63.5%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 Website	0	0	0	360	370	10	515		155	69.9%	
4440 Telephone & Broadband	212	170	(42)	946	1,660	714	2,000		1,054	47.3%	
4455 Postage	61	38	(23)	449	374	(75)	450		1	99.9%	
4460 Subscriptions	0	0	0	2,618	3,100	482	3,100		482	84.5%	
4480 Computer Maintenance	0	0	0	905	960	55	1,200		295	75.4%	
4481 Software/Licenses	0	0	0	472	1,466	994	2,200		1,728	21.5%	
4484 Computer Support	0	460	460	3,420	4,080	660	5,000		1,580	68.4%	
4485 Computer Storage	0	0	0	1,074	825	(249)	825		(249)	130.2%	
4486 E-mail Exchange	244	238	(6)	2,191	2,219	28	2,700		509	81.1%	
4550 Payroll Services	109	170	61	437	618	181	618		181	70.7%	
4551 HR Services	91	165	74	735	1,670	935	2,000		1,265	36.8%	
4555 Legal Fees and Costs	0	200	200	3,145	1,600	(1,545)	2,000		(1,145)	157.3%	
4560 Accountancy fees	453	0	(453)	1,057	1,700	643	1,700		643	62.2%	
4561 VAT Consultancy fees	0	0	0	100	200	100	400		300	25.0%	
4564 Procurement fees	0	0	0	22	2,250	2,228	3,000		2,978	0.7%	
4580 Audit Fees	0	0	0	150	2,500	2,350	5,000		4,850	3.0%	
Central Administration :- Indirect Expenditure	<b>14,862</b>	<b>14,624</b>	<b>(238)</b>	<b>154,562</b>	<b>158,025</b>	<b>3,463</b>	<b>195,530</b>	<b>0</b>	<b>40,968</b>	<b>79.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(14,464)</b>	<b>(14,249)</b>	<b>215</b>	<b>(152,316)</b>	<b>(154,275)</b>	<b>(1,959)</b>	<b>(191,030)</b>				
<u>105 Civic and Democratic</u>											
4041 Mileage/Travel/Sustenance	28	15	(13)	118	120	2	150		32	78.4%	
4430 Promotion/Publicity/Vision	0	250	250	739	2,000	1,261	2,500		1,761	29.6%	
4530 Councillor Development	0	0	0	448	772	324	1,030		582	43.5%	



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4535 Chairman's Allowance	0	310	310	416	1,135	719	1,135		719	36.7%	
4537 Members Allowances	200	410	210	415	3,464	3,049	4,284		3,869	9.7%	
Civic and Democratic :- Indirect Expenditure	<b>228</b>	<b>985</b>	<b>757</b>	<b>2,136</b>	<b>7,491</b>	<b>5,355</b>	<b>9,099</b>	<b>0</b>	<b>6,963</b>	<b>23.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(228)</b>	<b>(985)</b>	<b>(757)</b>	<b>(2,136)</b>	<b>(7,491)</b>	<b>(5,355)</b>	<b>(9,099)</b>				
<u>110 Grants</u>											
4112 Lions Lease	0	0	0	1,375	0	(1,375)	0		(1,375)	0.0%	
4113 The Harlington	0	0	0	0	80,000	80,000	160,000		160,000	0.0%	
4538 Community Support	0	0	0	500	1,500	1,000	1,500		1,000	33.3%	
4800 Fleet Link	0	6,541	6,541	13,350	13,082	(268)	13,082		(268)	102.0%	
4810 Basingstoke Canal	0	0	0	18,309	9,400	(8,909)	18,900		591	96.9%	
4855 Community grants	625	0	(625)	1,625	8,000	6,375	10,300		8,675	15.8%	
Grants :- Indirect Expenditure	<b>625</b>	<b>6,541</b>	<b>5,916</b>	<b>35,159</b>	<b>111,982</b>	<b>76,823</b>	<b>203,782</b>	<b>0</b>	<b>168,623</b>	<b>17.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(625)</b>	<b>(6,541)</b>	<b>(5,916)</b>	<b>(35,159)</b>	<b>(111,982)</b>	<b>(76,823)</b>	<b>(203,782)</b>				
<u>115 Precept</u>											
1900 Precept - operational	0	0	0	631,819	315,909	(315,910)	631,819			100.0%	
1902 Precept - New Harlington	0	0	0	412,017	206,009	(206,008)	412,017			100.0%	
Precept :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,043,836</b>	<b>521,918</b>	<b>(521,918)</b>	<b>1,043,836</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,043,836</b>	<b>521,918</b>	<b>(521,918)</b>	<b>1,043,836</b>				
Policy and Finance :- Income	<b>398</b>	<b>375</b>	<b>(23)</b>	<b>1,046,082</b>	<b>525,668</b>	<b>(520,414)</b>	<b>1,048,336</b>			<b>99.8%</b>	
Expenditure	<b>15,715</b>	<b>22,150</b>	<b>6,435</b>	<b>191,857</b>	<b>277,498</b>	<b>85,641</b>	<b>408,411</b>	<b>0</b>	<b>216,554</b>	<b>47.0%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(15,317)</b>			<b>854,225</b>							

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2020

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	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>Recreation, Leisure/Amenities</b>											
<u>150 Events</u>											
1200 Christmas Day lunch	392	0	(392)	1,282	0	(1,282)	0			0.0%	
Events :- Income	<b>392</b>	<b>0</b>	<b>(392)</b>	<b>1,282</b>	<b>0</b>	<b>(1,282)</b>	<b>0</b>				<b>0</b>
4176 Action Day	0	0	0	842	600	(242)	600		(242)	140.3%	
4210 Floral Displays	0	0	0	15,539	13,000	(2,539)	17,200		1,661	90.3%	
4222 Friends Group Get Together	0	0	0	76	200	124	200		124	38.0%	
4655 Town Centre Xmas Decorations	128	0	(128)	14,019	17,000	2,981	20,000		5,981	70.1%	
4656 Christmas Gurkha Square	0	120	120	2,050	3,740	1,690	4,010		1,960	51.1%	
4657 Christmas Day Lunch	1,255	100	(1,155)	2,125	1,000	(1,125)	1,000		(1,125)	212.5%	
4660 Remembrance Day	0	0	0	451	210	(241)	210		(241)	214.5%	
Events :- Indirect Expenditure	<b>1,383</b>	<b>220</b>	<b>(1,163)</b>	<b>35,101</b>	<b>35,750</b>	<b>649</b>	<b>43,220</b>	<b>0</b>	<b>8,119</b>	<b>81.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(991)</b>	<b>(220)</b>	<b>771</b>	<b>(33,819)</b>	<b>(35,750)</b>	<b>(1,931)</b>	<b>(43,220)</b>				
<u>205 Ancells Community Centre</u>											
1000 Hall Hire	2,329	2,000	(329)	21,520	21,000	(520)	26,000			82.8%	
Ancells Community Centre :- Income	<b>2,329</b>	<b>2,000</b>	<b>(329)</b>	<b>21,520</b>	<b>21,000</b>	<b>(520)</b>	<b>26,000</b>			<b>82.8%</b>	<b>0</b>
4000 Salaries	5,353	1,250	(4,103)	12,161	12,500	339	15,090		2,929	80.6%	
4001 Employers National Insurance	375	70	(305)	647	690	43	830		183	78.0%	
4002 Employers Pension	262	100	(162)	981	1,000	19	1,230		249	79.7%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2020

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 Mileage/Travel/Sustinance	35	38	3	350	375	25	450		100	77.8%	
4115 Water & Sewerage	25	100	75	81	1,000	919	1,200		1,119	6.7%	
4120 Gas	220	200	(20)	821	1,600	779	2,000		1,179	41.0%	
4122 Electricity	232	125	(107)	819	1,250	431	1,500		681	54.6%	
4150 Cleaning	540	540	(0)	4,862	5,400	538	6,625		1,763	73.4%	
4152 Cleaning - Supplies	97	150	53	1,001	1,050	49	1,300		299	77.0%	
4155 Refuse Collection	165	71	(94)	786	705	(81)	850		64	92.5%	
4170 Building Maintenance	994	166	(828)	4,113	1,660	(2,453)	2,000		(2,113)	205.7%	
4185 Equipment	0	0	0	24	200	176	300		276	7.9%	
4207 Fire & Intruder Systems	0	0	0	443	0	(443)	0		(443)	0.0%	
4280 Ancells Car Park	0	0	0	6,269	4,000	(2,269)	4,000		(2,269)	156.7%	
4445 Mobile Phones	25	25	0	250	250	0	300		50	83.3%	
4455 Postage	0	0	0	0	75	75	100		100	0.0%	
4740 Licences	0	0	0	2,126	2,300	174	2,300		174	92.4%	
<b>Ancells Community Centre :- Indirect Expenditure</b>	<b>8,323</b>	<b>2,835</b>	<b>(5,488)</b>	<b>35,734</b>	<b>34,055</b>	<b>(1,679)</b>	<b>40,075</b>	<b>0</b>	<b>4,341</b>	<b>89.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,994)</b>	<b>(835)</b>	<b>5,159</b>	<b>(14,214)</b>	<b>(13,055)</b>	<b>1,159</b>	<b>(14,075)</b>				
<u>208 Ancells Farm Park and Pavilion</u>											
1053 Grant money and funding	4,779	0	(4,779)	4,779	0	(4,779)	0			0.0%	
1060 Pitch Hire	0	655	655	1,113	1,310	197	1,965			56.7%	
<b>Ancells Farm Park and Pavilion :- Income</b>	<b>4,779</b>	<b>655</b>	<b>(4,124)</b>	<b>5,892</b>	<b>1,310</b>	<b>(4,582)</b>	<b>1,965</b>			<b>299.9%</b>	<b>0</b>
4110 Rates	0	0	0	1,166	600	(566)	1,250		84	93.3%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2020

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Water & Sewerage	31	40	9	300	411	111	500		200	60.0%	
4120 Gas	0	104	104	191	1,040	849	1,255		1,064	15.2%	
4122 Electricity	0	83	83	118	830	712	1,000		882	11.8%	
4150 Cleaning	110	133	23	992	1,330	338	1,600		608	62.0%	
4170 Building Maintenance	23	0	(23)	961	500	(461)	1,000		39	96.1%	
4175 Equipment Maintenance	0	0	0	460	300	(160)	400		(60)	115.0%	
4187 Health & Safety	0	0	0	0	200	200	300		300	0.0%	
4200 Grounds Maintenance	1,844	1,833	(11)	18,397	18,330	(67)	22,000		3,603	83.6%	
4202 Additional Ground Works	0	138	138	(507)	1,380	1,887	1,655		2,162	(30.6%)	
4205 CCTV	0	0	0	0	100	100	100		100	0.0%	
4220 Friends Group support	90	0	(90)	90	110	20	110		20	81.8%	
4225 South and South East in Bloom	0	0	0	0	100	100	100		100	0.0%	
4230 Playground Maintenance	0	500	500	4,540	3,500	(1,040)	4,300		(240)	105.6%	
4240 Grants / Funding expenditure	0	0	0	3,744	0	(3,744)	0		(3,744)	0.0%	
4250 Tree Surgery	0	0	0	1,540	800	(740)	800		(740)	192.5%	
Ancells Farm Park and Pavilion :- Indirect Expenditure	<b>2,098</b>	<b>2,831</b>	<b>733</b>	<b>31,992</b>	<b>29,531</b>	<b>(2,461)</b>	<b>36,370</b>	<b>0</b>	<b>4,378</b>	<b>88.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,680</b>	<b>(2,176)</b>	<b>(4,856)</b>	<b>(26,100)</b>	<b>(28,221)</b>	<b>(2,121)</b>	<b>(34,405)</b>				
<u>301 Open Spaces</u>											
1050 Outdoor Space Hire	174	55	(119)	746	535	(211)	650			114.7%	
1053 Grant money and funding	0	0	0	1,500	0	(1,500)	0			0.0%	
Open Spaces :- Income	<b>174</b>	<b>55</b>	<b>(119)</b>	<b>2,246</b>	<b>535</b>	<b>(1,711)</b>	<b>650</b>			<b>345.5%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2020

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	1,094	1,083	(11)	10,944	10,830	(114)	13,000		2,056	84.2%	
4001 Employers National Insurance	51	108	57	786	1,080	294	1,300		514	60.5%	
4002 Employers Pension	50	43	(7)	536	430	(106)	520		(16)	103.0%	
4015 Recharge staff hours	0	(167)	(167)	0	(1,670)	(1,670)	(2,000)		(2,000)	0.0%	
4041 Mileage/Travel/Sustenance	72	88	16	585	854	269	1,030		445	56.8%	
4170 Building Maintenance	0	0	0	0	200	200	300		300	0.0%	
4185 Equipment	13	0	(13)	252	1,000	748	1,500		1,248	16.8%	
4200 Grounds Maintenance	1,167	1,160	(7)	11,644	11,600	(44)	13,926		2,282	83.6%	
4202 Additional Ground Works	0	87	87	25	870	845	1,047		1,022	2.4%	
4206 Lamppost Maintenance	0	0	0	70	0	(70)	0		(70)	0.0%	
4231 Depot/storage	0	1,500	1,500	0	12,000	12,000	15,000		15,000	0.0%	
4233 Vehicle and costs	0	0	0	0	0	0	1		1	0.0%	
4240 Grants / Funding expenditure	0	0	0	1,630	0	(1,630)	0		(1,630)	0.0%	
4250 Tree Surgery	0	0	0	190	800	610	1,000		810	19.0%	
4445 Mobile Phones	10	33	23	101	330	229	400		299	25.2%	
4740 Licences	0	0	0	70	500	430	500		430	14.0%	
4745 Uniforms	0	0	0	48	100	52	100		52	48.0%	
Open Spaces :- Indirect Expenditure	<b>2,457</b>	<b>3,935</b>	<b>1,478</b>	<b>26,881</b>	<b>38,924</b>	<b>12,043</b>	<b>47,624</b>	<b>0</b>	<b>20,743</b>	<b>56.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,284)</b>	<b>(3,880)</b>	<b>(1,596)</b>	<b>(24,636)</b>	<b>(38,389)</b>	<b>(13,753)</b>	<b>(46,974)</b>				
<u>310 Calthorpe Park</u>											
1050 Outdoor Space Hire	71	0	(71)	71	0	(71)	0			0.0%	
1057 Fleet Football Club Rent	0	0	0	2,000	1,500	(500)	2,000			100.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1060 Pitch Hire	0	0	0	1,520	1,680	160	1,680			90.5%	
1064 Tennis Membership card	201	0	(201)	4,927	6,675	1,748	7,000			70.4%	
1065 Tennis Hire	21	100	79	1,311	1,010	(301)	1,200			109.2%	
1066 Tennis coaching	0	100	100	0	800	800	1,000			0.0%	
<b>Calthorpe Park :- Income</b>	<b>293</b>	<b>200</b>	<b>(93)</b>	<b>9,830</b>	<b>11,665</b>	<b>1,835</b>	<b>12,880</b>			<b>76.3%</b>	<b>0</b>
4115 Water & Sewerage	42	17	(25)	377	170	(207)	200		(177)	188.6%	
4122 Electricity	0	90	90	196	460	264	550		354	35.5%	
4150 Cleaning	99	121	22	863	1,210	347	1,450		587	59.5%	
4170 Building Maintenance	8	250	243	8	1,250	1,243	1,500		1,493	0.5%	
4175 Equipment Maintenance	0	0	0	0	600	600	770		770	0.0%	
4185 Equipment	0	0	0	(309)	650	959	850		1,159	(36.4%)	
4187 Health & Safety	0	0	0	0	200	200	300		300	0.0%	
4200 Grounds Maintenance	3,137	3,118	(19)	31,289	31,180	(109)	37,418		6,129	83.6%	
4202 Additional Ground Works	145	234	89	4,330	2,340	(1,990)	2,813		(1,517)	153.9%	
4205 CCTV	0	0	0	0	100	100	100		100	0.0%	
4220 Friends Group support	75	0	(75)	75	100	25	100		25	75.0%	
4225 South and South East in Bloom	0	0	0	70	50	(20)	50		(20)	140.0%	
4230 Playground Maintenance	0	0	0	69	400	332	400		332	17.1%	
4250 Tree Surgery	0	1,000	1,000	1,630	2,300	670	2,300		670	70.9%	
4430 Promotion/Publicity/Vision	0	0	0	0	500	500	500		500	0.0%	
4590 Repairs and Renewals	0	1,000	1,000	0	6,000	6,000	7,000		7,000	0.0%	
4651 LTA Registration - membership	0	0	0	0	900	900	900		900	0.0%	
4653 Tennis Software	0	0	0	775	900	125	900		125	86.1%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4740 Licences	0	0	0	70	80	10	80		10	87.5%	
Calthorpe Park :- Indirect Expenditure	<b>3,506</b>	<b>5,830</b>	<b>2,324</b>	<b>39,442</b>	<b>49,390</b>	<b>9,948</b>	<b>58,181</b>	<b>0</b>	<b>18,739</b>	<b>67.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,213)</b>	<b>(5,630)</b>	<b>(2,417)</b>	<b>(29,612)</b>	<b>(37,725)</b>	<b>(8,113)</b>	<b>(45,301)</b>				
<u>315 Oakley Park</u>											
1060 Pitch Hire	0	0	0	4,721	2,400	(2,321)	2,620			180.2%	
Oakley Park :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,721</b>	<b>2,400</b>	<b>(2,321)</b>	<b>2,620</b>			<b>180.2%</b>	<b>0</b>
4115 Water & Sewerage	0	25	25	0	304	304	350		350	0.0%	
4122 Electricity	0	85	85	125	350	225	350		225	35.7%	
4150 Cleaning	99	121	22	893	1,210	317	1,450		557	61.6%	
4170 Building Maintenance	3	83	80	529	830	301	1,000		471	52.9%	
4175 Equipment Maintenance	0	0	0	0	50	50	50		50	0.0%	
4185 Equipment	0	0	0	0	50	50	50		50	0.0%	
4187 Health & Safety	0	0	0	0	200	200	300		300	0.0%	
4200 Grounds Maintenance	1,672	1,662	(10)	16,679	16,620	(59)	19,946		3,267	83.6%	
4202 Additional Ground Works	0	0	0	0	1,120	1,120	1,500		1,500	0.0%	
4205 CCTV	0	0	0	2,185	2,215	30	2,215		30	98.7%	
4220 Friends Group support	0	0	0	0	75	75	100		100	0.0%	
4225 South and South East in Bloom	0	0	0	95	80	(15)	80		(15)	118.8%	
4230 Playground Maintenance	0	0	0	69	500	432	1,000		932	6.8%	
4250 Tree Surgery	460	0	(460)	894	1,000	106	1,500		606	59.6%	
Oakley Park :- Indirect Expenditure	<b>2,234</b>	<b>1,976</b>	<b>(258)</b>	<b>21,469</b>	<b>24,604</b>	<b>3,135</b>	<b>29,891</b>	<b>0</b>	<b>8,422</b>	<b>71.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,234)</b>	<b>(1,976)</b>	<b>258</b>	<b>(16,748)</b>	<b>(22,204)</b>	<b>(5,456)</b>	<b>(27,271)</b>				

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	Current Month Actual	Current Month Budget	Current Month Variance	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>320</u> <u>Basingbourne Park</u>											
1060 Pitch Hire	0	166	166	630	1,660	1,030	1,989			31.7%	
Basingbourne Park :- Income	<b>0</b>	<b>166</b>	<b>166</b>	<b>630</b>	<b>1,660</b>	<b>1,030</b>	<b>1,989</b>			<b>31.7%</b>	<b>0</b>
4115 Water & Sewerage	20	33	13	176	330	154	400		224	44.0%	
4122 Electricity	0	70	70	86	240	154	300		214	28.8%	
4150 Cleaning	99	121	22	893	1,210	317	1,450		557	61.6%	
4170 Building Maintenance	9	167	158	978	1,670	692	2,000		1,022	48.9%	
4185 Equipment	0	0	0	0	250	250	300		300	0.0%	
4187 Health & Safety	0	0	0	0	200	200	300		300	0.0%	
4200 Grounds Maintenance	1,422	1,414	(8)	14,184	14,140	(44)	16,962		2,778	83.6%	
4202 Additional Ground Works	0	106	106	460	1,060	600	1,275		815	36.1%	
4205 CCTV	0	0	0	1,093	1,100	7	1,150		57	95.0%	
4220 Friends Group support	0	0	0	110	110	0	110		0	100.0%	
4225 South and South East in Bloom	0	0	0	105	110	5	110		5	95.5%	
4230 Playground Maintenance	0	100	100	144	900	757	1,000		857	14.3%	
4250 Tree Surgery	420	0	(420)	5,466	1,700	(3,766)	2,500		(2,966)	218.6%	
Basingbourne Park :- Indirect Expenditure	<b>1,970</b>	<b>2,011</b>	<b>41</b>	<b>23,694</b>	<b>23,020</b>	<b>(674)</b>	<b>27,857</b>	<b>0</b>	<b>4,163</b>	<b>85.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,970)</b>	<b>(1,845)</b>	<b>125</b>	<b>(23,064)</b>	<b>(21,360)</b>	<b>1,704</b>	<b>(25,868)</b>				
<u>325</u> <u>The Views</u>											
1050 Outdoor Space Hire	0	0	0	1,277	1,500	223	1,500			85.2%	
The Views :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,277</b>	<b>1,500</b>	<b>223</b>	<b>1,500</b>			<b>85.2%</b>	<b>0</b>



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4122 Electricity	0	0	0	114	80	(34)	80		(34)	142.0%	
4185 Equipment	0	20	20	0	80	80	100		100	0.0%	
4200 Grounds Maintenance	589	586	(3)	5,877	5,860	(17)	7,028		1,151	83.6%	
4202 Additional Ground Works	0	44	44	190	440	250	528		338	36.0%	
4230 Playground Maintenance	0	120	120	2,022	1,780	(242)	2,000		(22)	101.1%	
4250 Tree Surgery	0	0	0	585	240	(345)	300		(285)	194.8%	
The Views :- Indirect Expenditure	<b>589</b>	<b>770</b>	<b>181</b>	<b>8,787</b>	<b>8,480</b>	<b>(307)</b>	<b>10,036</b>	<b>0</b>	<b>1,249</b>	<b>87.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(589)</b>	<b>(770)</b>	<b>(181)</b>	<b>(7,510)</b>	<b>(6,980)</b>	<b>530</b>	<b>(8,536)</b>				
<u>330 Edenbrook</u>											
4200 Grounds Maintenance	249	248	(1)	2,484	2,480	(4)	2,970		486	83.7%	
4202 Additional Ground Works	0	0	0	0	150	150	224		224	0.0%	
4230 Playground Maintenance	0	0	0	137	2,000	1,863	2,000		1,863	6.8%	
Edenbrook :- Indirect Expenditure	<b>249</b>	<b>248</b>	<b>(1)</b>	<b>2,621</b>	<b>4,630</b>	<b>2,009</b>	<b>5,194</b>	<b>0</b>	<b>2,573</b>	<b>50.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(249)</b>	<b>(248)</b>	<b>1</b>	<b>(2,621)</b>	<b>(4,630)</b>	<b>(2,009)</b>	<b>(5,194)</b>				
<u>350 Cemetery</u>											
1100 Interment Fees	2,680	1,417	(1,263)	9,795	14,170	4,375	17,000			57.6%	
1110 Scattering of Ashes	0	0	0	170	0	(170)	0			0.0%	
1120 Sale of Exclusive Rights	2,660	2,000	(660)	13,480	20,000	6,520	24,000			56.2%	
1121 Transfer of Exclusive Rights	580	83	(497)	3,040	830	(2,210)	1,000			304.0%	
1130 Memorial Cemetery Fees	650	517	(133)	4,930	5,170	240	6,200			79.5%	

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## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2020

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1131 Memorial Roses	0	0	0	400	0	(400)	0			0.0%	
1132 Memorial Kerbstones	0	0	0	1,540	0	(1,540)	0			0.0%	
1133 Memorial Sanctums	1,358	0	(1,358)	7,858	0	(7,858)	0			0.0%	
1140 Bench contribution	25	0	(25)	25	0	(25)	0			0.0%	
Cemetery :- Income	<b>7,953</b>	<b>4,017</b>	<b>(3,936)</b>	<b>41,238</b>	<b>40,170</b>	<b>(1,068)</b>	<b>48,200</b>			<b>85.6%</b>	<b>0</b>
4000 Salaries	127	475	348	3,338	4,750	1,412	5,700		2,362	58.6%	
4002 Employers Pension	6	19	13	139	190	51	230		91	60.6%	
4041 Mileage/Travel/Sustinance	27	42	15	335	420	85	510		175	65.7%	
4110 Rates	0	0	0	1,873	1,715	(158)	1,715		(158)	109.2%	
4115 Water & Sewerage	61	29	(32)	544	290	(254)	350		(194)	155.5%	
4150 Cleaning	0	44	44	0	440	440	530		530	0.0%	
4155 Refuse Collection	(95)	0	95	1,435	1,500	65	1,800		365	79.7%	
4170 Building Maintenance	0	0	0	0	200	200	200		200	0.0%	
4200 Grounds Maintenance	883	975	92	8,817	9,750	933	11,700		2,883	75.4%	
4202 Additional Ground Works	0	67	67	513	670	157	800		287	64.2%	
4203 General Upkeep	0	125	125	1,039	1,250	211	1,500		461	69.3%	
4220 Friends Group support	0	0	0	70	100	30	100		30	70.1%	
4225 South and South East in Bloom	0	0	0	90	80	(10)	80		(10)	112.5%	
4250 Tree Surgery	0	350	350	1,760	1,000	(760)	1,000		(760)	176.0%	
4445 Mobile Phones	7	33	26	59	330	271	400		341	14.8%	
4460 Subscriptions	0	0	0	95	100	5	100		5	95.0%	
4481 Software/Licenses	40	0	(40)	390	750	360	750		360	52.0%	
4935 GoR Memorial inscriptions	250	0	(250)	217	0	(217)	0		(217)	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2020

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4936 GoR Ashes digging	100	0	(100)	100	0	(100)	0		(100)	0.0%	
4940 Cemetery Extension	0	0	0	0	0	0	2,000		2,000	0.0%	
4942 H and S Memorial repairs	0	0	0	0	0	0	300		300	0.0%	
4944 H and S Memorial inspections	0	0	0	0	0	0	500		500	0.0%	
Cemetery :- Indirect Expenditure	<b>1,406</b>	<b>2,159</b>	<b>753</b>	<b>20,816</b>	<b>23,535</b>	<b>2,719</b>	<b>30,265</b>	<b>0</b>	<b>9,449</b>	<b>68.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>6,547</b>	<b>1,858</b>	<b>(4,689)</b>	<b>20,423</b>	<b>16,635</b>	<b>(3,788)</b>	<b>17,935</b>				
<u>475 Lengthsman Scheme</u>											
1053 Grant money and funding	0	0	0	3,300	0	(3,300)	0			0.0%	
Lengthsman Scheme :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,300</b>	<b>0</b>	<b>(3,300)</b>	<b>0</b>				<b>0</b>
4202 Additional Ground Works	0	0	0	3,830	0	(3,830)	0		(3,830)	0.0%	
Lengthsman Scheme :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,830</b>	<b>0</b>	<b>(3,830)</b>	<b>0</b>	<b>0</b>	<b>(3,830)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(530)</b>	<b>0</b>	<b>530</b>	<b>0</b>				
Recreation, Leisure/Amenities :- Income	<b>15,920</b>	<b>7,093</b>	<b>(8,827)</b>	<b>91,936</b>	<b>80,240</b>	<b>(11,696)</b>	<b>95,804</b>			<b>96.0%</b>	
Expenditure	<b>24,217</b>	<b>22,815</b>	<b>(1,402)</b>	<b>250,368</b>	<b>271,919</b>	<b>21,551</b>	<b>328,713</b>	<b>0</b>	<b>78,345</b>	<b>76.2%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(8,297)</b>			<b>(158,431)</b>							

Harlington Centre

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## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2020

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	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>201 Harlington - Events</u>											
1000 Hall Hire	9,745	7,500	(2,245)	81,847	80,000	(1,847)	108,000			75.8%	
1001 WRVS Hall Hire	0	0	0	144	0	(144)	2,000			7.2%	
1002 POINT Hall Hire	0	0	0	0	0	0	250			0.0%	
1029 WRVS Office 2 - Dance	0	200	200	1,600	2,000	400	2,400			66.7%	
1030 WRVS Office 1	0	0	0	0	1,000	1,000	2,000			0.0%	
1033 Fleet Phoenix	0	0	0	0	750	750	1,000			0.0%	
1036 Fleet Baptist Preschool	1,263	0	(1,263)	4,070	3,000	(1,070)	4,500			90.4%	
1415 Coffee Shop Sales/Catering	0	0	0	136	0	(136)	0			0.0%	
1420 Bar Sales	10,135	10,000	(135)	96,403	78,500	(17,903)	96,500			99.9%	
1430 Merchandise	25	500	475	259	500	242	500			51.7%	
1431 Confectionery	89	80	(9)	3,728	1,890	(1,838)	2,100			177.5%	
1432 Ices	8	20	12	2,465	1,900	(565)	2,000			123.3%	
1433 Snacks	220	200	(20)	2,329	1,800	(529)	2,200			105.9%	
1435 Box Office Charges	1,016	1,000	(16)	11,067	9,400	(1,667)	10,000			110.7%	
1450 Ticket Sales	113,231	50,000	(63,231)	113,231	111,500	(1,731)	181,000			62.6%	
Harlington - Events :- Income	<b>135,733</b>	<b>69,500</b>	<b>(66,233)</b>	<b>317,278</b>	<b>292,240</b>	<b>(25,038)</b>	<b>414,450</b>			<b>76.6%</b>	<b>0</b>
4000 Salaries	(35,720)	14,900	50,620	127,602	130,800	3,198	154,800		27,198	82.4%	
4001 Employers National Insurance	(3,192)	925	4,117	9,789	8,800	(989)	10,500		711	93.2%	
4002 Employers Pension	(1,799)	530	2,329	5,905	5,180	(725)	6,200		295	95.2%	
4005 Contracted Staffing	0	0	0	10,911	0	(10,911)	0		(10,911)	0.0%	
4015 Recharge staff hours	0	(2,000)	(2,000)	0	(4,000)	(4,000)	(7,000)		(7,000)	0.0%	
4182 Technical Equipment Sundries	134	0	(134)	(453)	700	1,153	1,000		1,453	(45.3%)	

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## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2020

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## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4183 Technical Equipment Hire	0	0	0	0	300	300	500		500	0.0%	
4185 Equipment	0	1,000	1,000	1,131	3,000	1,869	4,000		2,869	28.3%	
4422 Bank & Card Transactions	1,040	200	(840)	10,033	3,840	(6,193)	4,240		(5,793)	236.6%	
4432 Marketing	554	500	(54)	17,979	14,950	(3,029)	17,000		(979)	105.8%	
4433 Marketing Support	0	0	0	6,007	6,000	(7)	6,000		(7)	100.1%	
4490 Sales Systsem Costs	1,312	500	(812)	10,557	7,000	(3,557)	8,000		(2,557)	132.0%	
4700 Bar Purchases	3,310	2,000	(1,310)	39,800	32,200	(7,600)	38,600		(1,200)	103.1%	
4710 Bar Consumables	0	250	250	775	1,450	675	1,700		925	45.6%	
4715 Stocktaking	0	0	0	0	0	0	200		200	0.0%	
4720 Performance Costs	68,952	35,000	(33,952)	68,952	76,200	7,248	117,500		48,548	58.7%	
4740 Licences	0	0	0	4,114	6,000	1,886	6,000		1,886	68.6%	
4752 Hospitality	0	80	80	381	720	339	1,000		619	38.1%	
4760 Merchandise	0	0	0	0	100	100	100		100	0.0%	
4761 Confectionery	491	100	(391)	1,229	820	(409)	1,020		(209)	120.5%	
4762 Ices	1,240	0	(1,240)	2,166	800	(1,366)	800		(1,366)	270.7%	
4763 Snacks	360	100	(260)	1,008	800	(208)	900		(108)	112.1%	
Harlington - Events :- Indirect Expenditure	<b>36,681</b>	<b>54,085</b>	<b>17,404</b>	<b>317,885</b>	<b>295,660</b>	<b>(22,225)</b>	<b>373,060</b>	<b>0</b>	<b>55,175</b>	<b>85.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>99,052</b>	<b>15,415</b>	<b>(83,637)</b>	<b>(607)</b>	<b>(3,420)</b>	<b>(2,813)</b>	<b>41,390</b>				
<u>202 Coffee Shop</u>											
1415 Coffee Shop Sales/Catering	3,077	4,500	1,423	36,327	46,000	9,673	55,000			66.0%	
1417 Function Catering	0	0	0	5	0	(5)	0			0.0%	
Coffee Shop :- Income	<b>3,077</b>	<b>4,500</b>	<b>1,423</b>	<b>36,332</b>	<b>46,000</b>	<b>9,668</b>	<b>55,000</b>			<b>66.1%</b>	<b>0</b>

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	1,139	1,800	661	13,553	18,700	5,147	22,300		8,747	60.8%	
4001 Employers National Insurance	25	82	57	259	886	627	1,050		791	24.7%	
4002 Employers Pension	24	50	26	58	540	482	640		582	9.1%	
4730 Hall Hire Services	0	0	0	(248)	0	248	0		248	0.0%	
4750 Catering Supplies	705	1,800	1,095	8,977	16,250	7,273	20,000		11,023	44.9%	
4755 Catering Consumables	44	50	6	641	450	(191)	500		(141)	128.3%	
Coffee Shop :- Indirect Expenditure	<b>1,936</b>	<b>3,782</b>	<b>1,846</b>	<b>23,240</b>	<b>36,826</b>	<b>13,586</b>	<b>44,490</b>	<b>0</b>	<b>21,250</b>	<b>52.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,140</b>	<b>718</b>	<b>(422)</b>	<b>13,092</b>	<b>9,174</b>	<b>(3,918)</b>	<b>10,510</b>				
<u>204 Building</u>											
1031 HCC Library	0	0	0	0	0	0	16,000			0.0%	
1053 Grant money and funding	0	0	0	0	160,000	160,000	160,000			0.0%	
Building :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>160,000</b>	<b>160,000</b>	<b>176,000</b>			<b>0.0%</b>	<b>0</b>
4000 Salaries	52,700	6,000	(46,700)	53,926	60,000	6,074	72,000		18,074	74.9%	
4001 Employers National Insurance	4,560	520	(4,040)	4,680	5,200	520	6,250		1,570	74.9%	
4002 Employers Pension	2,650	305	(2,345)	2,696	3,050	354	3,650		954	73.9%	
4005 Contracted Staffing	0	0	0	1,107	1,000	(107)	1,000		(107)	110.7%	
4011 Staff Recruitment	0	50	50	643	400	(243)	400		(243)	160.8%	
4015 Recharge staff hours	0	(500)	(500)	0	(1,500)	(1,500)	(2,000)		(2,000)	0.0%	
4030 Training	30	100	70	42	600	558	750		708	5.6%	
4041 Mileage/Travel/Sustenance	0	50	50	284	400	116	500		216	56.8%	
4110 Rates	0	0	0	14,599	14,500	(99)	14,500		(99)	100.7%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Water & Sewerage	723	500	(223)	5,990	5,300	(690)	6,500		510	92.2%	
4120 Gas	2,826	2,100	(726)	12,465	12,000	(465)	17,200		4,735	72.5%	
4122 Electricity	3,666	3,000	(666)	23,353	23,250	(103)	29,650		6,297	78.8%	
4150 Cleaning	2,793	2,500	(293)	22,773	27,100	4,328	32,100		9,328	70.9%	
4151 Cleaning - Equipment	0	0	0	0	200	200	300		300	0.0%	
4152 Cleaning - Supplies	751	1,125	375	7,912	7,700	(212)	8,800		888	89.9%	
4155 Refuse Collection	983	450	(533)	4,907	4,600	(307)	5,500		593	89.2%	
4156 Recycling	175	83	(92)	981	830	(151)	1,000		19	98.1%	
4170 Building Maintenance	2,528	1,290	(1,238)	16,550	12,900	(3,650)	15,500		(1,050)	106.8%	
4172 Building Compliance	0	40	40	1,823	400	(1,423)	500		(1,323)	364.5%	
4175 Equipment Maintenance	0	0	0	832	430	(402)	500		(332)	166.3%	
4180 Equipment Hire	0	0	0	0	300	300	300		300	0.0%	
4185 Equipment	27	0	(27)	681	1,000	319	1,000		319	68.1%	
4187 Health & Safety	1,122	40	(1,082)	3,448	440	(3,008)	500		(2,948)	689.6%	
4188 Fire and Intruder Monitoring	35	50	15	475	500	25	600		125	79.2%	
4207 Fire & Intruder Systems	291	200	(91)	584	1,200	616	1,500		916	38.9%	
4400 Stationery & Consumables	243	165	(78)	2,630	1,650	(980)	2,000		(630)	131.5%	
4445 Mobile Phones	31	33	2	315	330	16	400		86	78.6%	
4455 Postage	0	33	33	333	330	(3)	400		67	83.4%	
4481 Software/Licenses	8	150	142	625	500	(125)	500		(125)	125.0%	
4487 Wi-Fi	102	50	(52)	1,106	500	(606)	600		(506)	184.3%	
4745 Uniforms	0	0	0	(432)	400	832	500		932	(86.5%)	
Building :- Indirect Expenditure	<b>76,243</b>	<b>18,334</b>	<b>(57,909)</b>	<b>185,325</b>	<b>185,510</b>	<b>185</b>	<b>222,900</b>	<b>0</b>	<b>37,575</b>	<b>83.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(76,243)</b>	<b>(18,334)</b>	<b>57,909</b>	<b>(185,325)</b>	<b>(25,510)</b>	<b>159,815</b>	<b>(46,900)</b>				

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Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Harlington Centre :- Income	138,810	74,000	(64,810)	353,610	498,240	144,630	645,450			54.8%	
Expenditure	114,860	76,201	(38,659)	526,450	517,996	(8,454)	640,450	0	114,000	82.2%	
<b>Movement to/(from) Gen Reserve</b>	<b>23,949</b>			<b>(172,840)</b>							
<b>Harlington Dev</b>											
<u>160 Harlington Development</u>											
1870 Interest Income	591	0	(591)	4,771	0	(4,771)	0			0.0%	
Harlington Development :- Income	<b>591</b>	<b>0</b>	<b>(591)</b>	<b>4,771</b>	<b>0</b>	<b>(4,771)</b>	<b>0</b>				<b>0</b>
4015 Recharge staff hours	0	2,500	2,500	0	20,000	20,000	30,000		30,000	0.0%	
4041 Mileage/Travel/Sustenance	0	40	40	16	320	305	400		385	3.9%	
4171 Essential Maint, Ops , H&S	1,460	0	(1,460)	1,460	0	(1,460)	0		(1,460)	0.0%	
4400 Stationery & Consumables	0	110	110	0	880	880	1,100		1,100	0.0%	
4430 Promotion/Publicity/Vision	0	10,000	10,000	0	20,000	20,000	20,000		20,000	0.0%	
4455 Postage	0	200	200	0	1,600	1,600	2,000		2,000	0.0%	
4555 Legal Fees and Costs	0	2,000	2,000	0	16,000	16,000	20,000		20,000	0.0%	
4560 Accountancy fees	0	150	150	0	1,200	1,200	1,500		1,500	0.0%	
4562 Design Consultancy fees	0	16,000	16,000	0	89,000	89,000	120,000		120,000	0.0%	
4563 Planning and Building fees	0	0	0	0	25,000	25,000	45,000		45,000	0.0%	
4564 Procurement fees	0	1,500	1,500	0	12,000	12,000	15,000		15,000	0.0%	
4565 Survey	0	0	0	15,701	0	(15,701)	0		(15,701)	0.0%	
4570 Project Management	0	10,000	10,000	0	80,000	80,000	100,000		100,000	0.0%	
4999 Contingency	0	5,700	5,700	0	45,600	45,600	57,017		57,017	0.0%	
Harlington Development :- Indirect Expenditure	<b>1,460</b>	<b>48,200</b>	<b>46,740</b>	<b>17,177</b>	<b>311,600</b>	<b>294,423</b>	<b>412,017</b>	<b>0</b>	<b>394,840</b>	<b>4.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(869)</b>	<b>(48,200)</b>	<b>(47,331)</b>	<b>(12,406)</b>	<b>(311,600)</b>	<b>(299,194)</b>	<b>(412,017)</b>				



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Harlington Dev :- Income	591	0	(591)	4,771	0	(4,771)	0			0.0%	
Expenditure	1,460	48,200	46,740	17,177	311,600	294,423	412,017	0	394,840	4.2%	
<b>Movement to/(from) Gen Reserve</b>	<b>(869)</b>			<b>(12,406)</b>							

Earmarked Reserves900 Earmarked Reserves

8004 Calthorpe Play Area	0	0	0	(24,789)	0	24,789	0		24,789	0.0%	
9000 EMR Pension Obligation 2018-19	0	0	0	1,530	1,530	0	1,530		0	100.0%	
9002 EMR Website Development 2020	0	0	0	0	0	0	10,000		10,000	0.0%	
9004 EMR Cemetery Ext/Rem Gdn 2019	298	0	(298)	884	0	(884)	5,787		4,903	15.3%	
9006 EMR Park Improvement 2020	0	0	0	14,644	0	(14,644)	40,045		25,401	36.6%	
9007 EMR Coffee Shop Improvement	0	0	0	0	355	355	355		355	0.0%	
9009 EMR Calthorpe Park Playground	0	0	0	30,365	0	(30,365)	0		(30,365)	0.0%	
9012 EMR Harlington Equipment 2019	0	0	0	2,469	0	(2,469)	2,469		(0)	100.0%	
9013 EMR Calthorpe Building 2025	0	0	0	0	0	0	100,853		100,853	0.0%	
9014 EMR Office Refurbishment 2019	0	0	0	27	0	(27)	265		238	10.4%	
9018 EMR Ancells Farm Rep/Dec 2019	4,768	0	(4,768)	13,045	0	(13,045)	9,140		(3,905)	142.7%	
9023 EMR Salary Provison 2018-19	0	0	0	4,692	0	(4,692)	4,692		0	100.0%	
9024 EMR NI Provison 2018-19	0	0	0	3,030	0	(3,030)	3,030		0	100.0%	
9028 EMR - Paths	0	0	0	9,708	0	(9,708)	3,300		(6,408)	294.2%	
9030 EMR Cemetery Mem test/repairs	0	0	0	0	(206)	(206)	2,500		2,500	0.0%	
9032 EMR Neighbourhood Plan 2018-19	0	0	0	1,058	0	(1,058)	(1,208)		(2,266)	(87.6%)	
9035 EMR CP Tennis sinking 2026	0	0	0	0	0	0	23,563		23,563	0.0%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/01/2020

Month No: 10

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9040 EMR Community Bus Serv 2019-20	0	0	0	0	0	0	13,000		13,000	0.0%	
9300 EMR S106 Sensory Garden 2019	0	0	0	0	0	0	51,579		51,579	0.0%	
Earmarked Reserves :- Indirect Expenditure	<b>5,066</b>	<b>0</b>	<b>(5,066)</b>	<b>56,665</b>	<b>1,679</b>	<b>(54,986)</b>	<b>270,900</b>	<b>0</b>	<b>214,235</b>	<b>20.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,066)</b>	<b>0</b>	<b>5,066</b>	<b>(56,665)</b>	<b>(1,679)</b>	<b>54,986</b>	<b>(270,900)</b>				
Earmarked Reserves :- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	5,066	0	(5,066)	56,665	1,679	(54,986)	270,900	0	214,235	20.9%	
<b>Movement to/(from) Gen Reserve</b>	<b>(5,066)</b>			<b>(56,665)</b>							
Grand Totals:- Income	155,718	81,468	(74,250)	1,496,399	1,104,148	(392,251)	1,789,590			83.6%	
Expenditure	161,317	169,366	8,049	1,042,516	1,380,692	338,176	2,060,491	0	1,017,975	50.6%	
<b>Net Income over Expenditure</b>	<b>(5,599)</b>	<b>(87,898)</b>	<b>(82,299)</b>	<b>453,883</b>	<b>(276,544)</b>	<b>(730,427)</b>	<b>(270,901)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(5,599)</b>			<b>453,883</b>							

Date: 07/02/2020

Fleet Town Council - 2019-2020

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Time: 09:32

**Bank Reconciliation Statement as at 06/02/2020  
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	31/03/2019	302	3,729.20
HSBC	31/12/2019	441	446,591.88
			<u>450,321.08</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
30/11/2018	102925	Kidsrome	10.00
29/01/2019	103033	Charlotte Benham	16.00
29/01/2020	BACS Pymnt	BACS P/L Pymnt Page 1739	24,919.56
30/01/2020	BACS Pymnt	BACS P/L Pymnt Page 1742	100,000.00
30/01/2020	BACS Pymnt	BACS P/L Pymnt Page 1743	15,948.46
			<u>140,894.02</u>
			309,427.06
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			0.00
			<u>0.00</u>
			309,427.06
		<b>Balance per Cash Book is :-</b>	<b>309,427.06</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>0.00</b>
<b><u>Adjustments to Reconciliation</u></b>			
22/08/2019			0.00
27/08/2019			0.00
27/08/2019			0.00
13/09/2019			0.00
30/09/2019			0.00
30/09/2019			0.00
30/09/2019			0.00
02/10/2019			0.00
			<u>0.00</u>
		<b>Unreconciled Difference is :-</b>	<b>0.00</b>

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>559,876.03</b>					<b>559,876.03</b>	
<b>Banked: 01/01/2020</b>		<b>250.00</b>						
	CAMBRIDGE BUILDING SOCIETY	250.00			1870	101	250.00	Annual Interest 2019 CAMBRIDGE
<b>Banked: 01/01/2020</b>		<b>371.00</b>						
	Ticket sales	44.00		7.33	553		36.67	Ticket sales
	Ticket sales	38.00		6.33	590		31.67	Ticket sales
	Ticket sales	36.00		6.00	557		30.00	Ticket sales
	Ticket sales	35.00		5.83	558		29.17	Ticket sales
	Ticket sales	20.00		3.33	883		16.67	Ticket sales
	Ticket sales	45.00		7.50	561		37.50	Ticket sales
	Ticket sales	52.00		8.67	893		43.33	Ticket sales
	Ticket sales	80.00		13.33	879		66.67	Ticket sales
	Charges	21.00		3.50	1435	201	17.50	Charges
<b>Banked: 02/01/2020</b>		<b>205.60</b>						
	Cafe sales	81.40		13.57	1415	202	67.83	Cafe sales
	Bar sales	72.45		12.08	1420	201	60.37	Bar sales
	Confectionery	2.00		0.33	1431	201	1.67	Confectionery
	Ticket sales	15.00		2.50	561		12.50	Ticket sales
	Ticket sales	34.00		5.67	879		28.33	Ticket sales
	Charges	0.75		0.12	1435	201	0.63	Charges
<b>Banked: 02/01/2020</b>		<b>203.84</b>						
	HSBC	203.84			1870	160	163.07	Nationwide Intrst NewHCD Dec19
					1870	101	40.77	Nationwide Interest FTC Dec19
<b>Banked: 02/01/2020</b>		<b>40.26</b>						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-ACDQZ/CalthP
<b>Banked: 02/01/2020</b>		<b>500.00</b>						
	Sales Recpts Page 4018	500.00	500.00		101			Sales Recpts Page 4018
<b>Banked: 02/01/2020</b>		<b>81.60</b>						
	Sales Recpts Page 4019	81.60	81.60		101			Sales Recpts Page 4019
<b>Banked: 02/01/2020</b>		<b>81.60</b>						
	Sales Recpts Page 4020	81.60	81.60		101			Sales Recpts Page 4020
<b>Banked: 02/01/2020</b>		<b>81.60</b>						
	Sales Recpts Page 4021	81.60	81.60		101			Sales Recpts Page 4021
<b>Banked: 02/01/2020</b>		<b>399.70</b>						
	Ticket sales	30.00		5.00	562		25.00	Ticket sales
	Ticket sales	56.00		9.33	888		46.67	Ticket sales
	Ticket sales	30.00		5.00	561		25.00	Ticket sales
	Ticket sales	20.00		3.33	879		16.67	Ticket sales
	tiket sales	50.00		8.33	554		41.67	tiket sales
	Ticket sales	35.00		5.83	555		29.17	Ticket sales
	Ticket sales	60.00		10.00	564		50.00	Ticket sales
	Ticket sales	44.00		7.33	580		36.67	Ticket sales
	Charges	4.75		0.79	1435	201	3.96	Charges

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Cafe sales	55.25		9.21	1415	202	46.04	Cafe sales
	Bar sales	14.70		2.45	1420	201	12.25	Bar sales
	<b>Banked: 02/01/2020</b>	<b>679.00</b>						
	Ticket sales	72.00		12.00	881		60.00	Ticket sales
	Ticket sales	154.00		25.67	566		128.33	Ticket sales
	Ticket sales	56.00		9.33	888		46.67	Ticket sales
	Ticket sales	42.00		7.00	576		35.00	Ticket sales
	Ticket sales	40.00		6.67	883		33.33	Ticket sales
	Ticket sales	105.00		17.50	561		87.50	Ticket sales
	Ticket sales	36.00		6.00	880		30.00	Ticket sales
	Ticket sales	70.00		11.67	589		58.33	Ticket sales
	Ticket sales	34.00		5.67	879		28.33	Ticket sales
	Ticket sales	30.00		5.00	564		25.00	Ticket sales
	Charges	37.00		6.17	1435	201	30.83	Charges
	Charges	3.00		0.50	1435	201	2.50	Charges
	<b>Banked: 02/01/2020</b>	<b>810.35</b>						
	Ticket sales	136.00			869		136.00	Ticket sales
	Ticket sales	40.00		6.67	879		33.33	Ticket sales
	Ticket sales	52.50		8.75	555		43.75	Ticket sales
	Charges	3.25		0.54	1435	201	2.71	Charges
	Cafe sales	56.60		9.43	1415	202	47.17	Cafe sales
	Bar sales	522.00		87.00	1420	201	435.00	Bar sales
	<b>Banked: 02/01/2020</b>	<b>280.00</b>						
	Ticket sales	86.00			869		86.00	Ticket sales
	Ticket sales	38.00		6.33	590		31.67	Ticket sales
	Ticket sales	80.00		13.33	588		66.67	Ticket sales
	Ticket sales	60.00		10.00	561		50.00	Ticket sales
	Charges	16.00		2.67	1435	201	13.33	Charges
	<b>Banked: 02/01/2020</b>	<b>1,025.50</b>						
	Ticket sales	196.00			869		196.00	Ticket sales
	Ticket sales	34.00		5.67	565		28.33	Ticket sales
	Ticket sales	44.00		7.33	566		36.67	Ticket sales
	Ticket sales	30.00		5.00	561		25.00	Ticket sales
	Charges	4.50		0.75	1435	201	3.75	Charges
	Cafe sales	50.40		8.40	1415	202	42.00	Cafe sales
	Bar sales	665.60		110.93	1420	201	554.67	Bar sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	<b>Banked: 02/01/2020</b>	<b>338.50</b>						
	Ticket sales	95.00		15.83	590		79.17	Ticket sales
	Ticket sales	36.00		6.00	557		30.00	Ticket sales
	Ticket sales	30.00		5.00	561		25.00	Ticket sales
	Ticket sales	72.00		12.00	893		60.00	Ticket sales
	Ticket sales	87.50		14.58	563		72.92	Ticket sales
	Charges	18.00		3.00	1435	201	15.00	Charges
	<b>Banked: 02/01/2020</b>	<b>51.00</b>						

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket sales	30.00		5.00	562		25.00	Ticket sales
	Ticket sales	18.00		3.00	880		15.00	Ticket sales
	Charges	3.00		0.50	1435	201	2.50	Charges
	<b>Banked: 02/01/2020</b>	<b>224.10</b>						
	Ticket sales	36.00		6.00	881		30.00	Ticket sales
	Ticket sales	30.00		5.00	562		25.00	Ticket sales
	Ticket sales	36.00		6.00	584		30.00	Ticket sales
	Ticket sales	60.00		10.00	561		50.00	Ticket sales
	Ticket sales	30.00		5.00	585		25.00	Ticket sales
	Ticket sales	150.00		25.00	554		125.00	Ticket sales
	Ticket sales	30.00		5.00	564		25.00	Ticket sales
	Charges	4.50		0.75	1435	201	3.75	Charges
	Refund	-245.56			869		-245.56	Refund
	Refund Charges	-9.44		-1.57	1435	201	-7.87	Refund Charges
	Hall Hire Ancells	102.60	102.60		101			Sales Recpts Page 4040
	<b>Banked: 03/01/2020</b>	<b>69.65</b>						
	Cafe sales	67.65		11.28	1415	202	56.37	Cafe sales
	Cofectionery	2.00		0.33	1431	201	1.67	Cofectionery
	<b>Banked: 03/01/2020</b>	<b>534.83</b>						
	PublicSectorDepositFund/CCLA	534.83			1870	160	427.86	Dividens NewHCDev 01-31Dec2019
					1870	101	106.97	Dividens FTC 01-31Dec2019
	<b>Banked: 03/01/2020</b>	<b>660.50</b>						
	Ticket sales	36.00		6.00	881		30.00	Ticket sales
	Ticket sales	60.00		10.00	562		50.00	Ticket sales
	Ticket sales	72.00		12.00	557		60.00	Ticket sales
	Ticket sales	175.00		29.17	558		145.83	Ticket sales
	Ticket sales	38.00		6.33	559		31.67	Ticket sales
	Ticket sales	135.00		22.50	561		112.50	Ticket sales
	Ticket sales	36.00		6.00	880		30.00	Ticket sales
	Ticket sales	52.00		8.67	893		43.33	Ticket sales
	Ticket sales	17.50		2.92	555		14.58	Ticket sales
	Charges	39.00		6.50	1435	201	32.50	Charges
	<b>Banked: 03/01/2020</b>	<b>177.15</b>						
	Ticket sales	70.00		11.67	556		58.33	Ticket sales
	Ticket sales	36.00		6.00	560		30.00	Ticket sales
	Ticket sales	15.00		2.50	561		12.50	Ticket sales
	Ticket sales	40.00		6.67	879		33.33	Ticket sales
	Ticket sales	50.00		8.33	554		41.67	Ticket sales
	Charges	3.75		0.62	1435	201	3.13	Charges
	Cafe sales	55.40		9.23	1415	202	46.17	Cafe sales
	Refund ticket sales	-88.00			869		-88.00	Refund ticket sales
	Refund charges	-5.00		-0.83	1435	201	-4.17	Refund charges
	<b>Banked: 04/01/2020</b>	<b>1,092.50</b>						
	Cafe sales	96.80		16.13	1415	202	80.67	Cafe sales
	Bar sales	926.90		154.48	1420	201	772.42	Bar sales

## 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>
	confectionery	17.30		2.88	1431	201	14.42	confectionery
	Snacks	51.50		8.58	1433	201	42.92	Snacks
	<b>Banked: 04/01/2020</b>	<b>1,104.00</b>						
	Bar sales	1,000.00		166.67	1420	201	833.33	Bar sales
	Ticket sales	102.50		17.08	561		85.42	Ticket sales
	Charges	1.50		0.25	1435	201	1.25	Charges
	<b>Banked: 04/01/2020</b>	<b>675.50</b>						
	Ticket sales	122.50		20.42	583		102.08	Ticket sales
	Ticket sales	54.00		9.00	881		45.00	Ticket sales
	Ticket sales	30.00		5.00	558		25.00	Ticket sales
	Ticket sales	225.00		37.50	561		187.50	Ticket sales
	Ticket sales	126.00		21.00	880		105.00	Ticket sales
	Ticket sales	78.00		13.00	893		65.00	Ticket sales
	Charges	40.00		6.67	1435	201	33.33	Charges
	<b>Banked: 04/01/2020</b>	<b>1,185.05</b>						
	Ticket sales	44.00		7.33	566		36.67	Ticket sales
	Ticket sales	15.00		2.50	561		12.50	Ticket sales
	Charges	0.75		0.12	1435	201	0.63	Charges
	Cafe sales	14.80		2.47	1415	202	12.33	Cafe sales
	Bar sales	1,110.50		185.08	1420	201	925.42	Bar sales
	<b>Banked: 05/01/2020</b>	<b>687.00</b>						
	Ticket sales	40.00		6.67	579		33.33	Ticket sales
	Ticket sales	44.00		7.33	553		36.67	Ticket sales
	Ticket sales	216.00		36.00	560		180.00	Ticket sales
	Ticket sales	70.00		11.67	583		58.33	Ticket sales
	Ticket sales	54.00		9.00	881		45.00	Ticket sales
	Ticket sales	76.00		12.67	559		63.33	Ticket sales
	Ticket sales	36.00		6.00	880		30.00	Ticket sales
	Ticket sales	26.00		4.33	893		21.67	Ticket sales
	Ticket sales	40.00		6.67	879		33.33	Ticket sales
	Ticket sales	50.00		8.33	554		41.67	Ticket sales
	Charges	35.00		5.83	1435	201	29.17	Charges
	<b>Banked: 06/01/2020</b>	<b>225.50</b>						
	Cafe sales	87.30		14.55	1415	202	72.75	Cafe sales
	Bar sales	93.70		15.62	1420	201	78.08	Bar sales
	Ices	7.50		1.25	1432	201	6.25	Ices
	Snacks	2.50		0.42	1433	201	2.08	Snacks
	Ticket sales	34.00		5.67	565		28.33	Ticket sales
	Charges	0.50		0.08	1435	201	0.42	Charges
	<b>Banked: 06/01/2020</b>	<b>182.37</b>						
	Ticket sales	72.00		12.00	880		60.00	Ticket sales
	Ticket sales	40.00		6.67	879		33.33	Ticket sales
	Charges	1.50		0.25	1435	201	1.25	Charges
	Cafe sales	45.97		7.66	1415	202	38.31	Cafe sales
	Bar sales	22.90		3.82	1420	201	19.08	Bar sales

## 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>Banked: 06/01/2020</b>	<b>1,241.00</b>						
	Ticket sales	120.00		20.00	556		100.00	Ticket sales
	Ticket sales	154.00		25.67	553		128.33	Ticket sales
	Ticket sales	72.00		12.00	881		60.00	Ticket sales
	Ticket sales	108.00		18.00	557		90.00	Ticket sales
	Ticket sales	80.00		13.33	883		66.67	Ticket sales
	Ticket sales	126.00		21.00	559		105.00	Ticket sales
	Ticket sales	70.00		11.67	882		58.33	Ticket sales
	Ticket sales	36.00		6.00	567		30.00	Ticket sales
	Ticket sales	54.00		9.00	880		45.00	Ticket sales
	Ticket sales	52.00		8.67	569		43.33	Ticket sales
	Ticket sales	234.00		39.00	893		195.00	Ticket sales
	Ticket sales	17.00		2.83	879		14.17	Ticket sales
	Ticket sales	50.00		8.33	554		41.67	Ticket sales
	Charges	68.00		11.33	1435	201	56.67	Charges
	<b>Banked: 06/01/2020</b>	<b>456.50</b>						
	Ticket sales	40.00		6.67	579		33.33	Ticket sales
	Ticket sales	36.00		6.00	560		30.00	Ticket sales
	Ticket sales	154.00		25.67	566		128.33	Ticket sales
	Ticket sales	30.00		5.00	561		25.00	Ticket sales
	Ticket sales	72.00		12.00	880		60.00	Ticket sales
	Ticket sales	34.00		5.67	879		28.33	Ticket sales
	Ticket sales	50.00		8.33	554		41.67	Ticket sales
	Ticket sales	17.50		2.92	555		14.58	Ticket sales
	Charges	23.00		3.83	1435	201	19.17	Charges
	<b>Banked: 07/01/2020</b>	<b>57.74</b>						
	Cafe sales	55.79		9.30	1415	202	46.49	Cafe sales
	Bar sales	1.95		0.32	1420	201	1.63	Bar sales
	<b>Banked: 07/01/2020</b>	<b>16.50</b>						
	Sales Recpts Page 4023	16.50	16.50		101			Sales Recpts Page 4023
	<b>Banked: 07/01/2020</b>	<b>762.50</b>						
	Ticket sales	80.00		13.33	556		66.67	Ticket sales
	Ticket sales	66.00		11.00	553		55.00	Ticket sales
	Ticket sales	114.00		19.00	590		95.00	Ticket sales
	Ticket sales	140.00		23.33	583		116.67	Ticket sales
	Ticket sales	144.00		24.00	881		120.00	Ticket sales
	Ticket sales	36.00		6.00	557		30.00	Ticket sales
	Ticket sales	76.00		12.67	559		63.33	Ticket sales
	Ticket sales	36.00		6.00	880		30.00	Ticket sales
	Ticket sales	13.00		2.17	893		10.83	Ticket sales
	Ticket sales	17.50		2.92	563		14.58	Ticket sales
	Charges	40.00		6.67	1435	201	33.33	Charges
	<b>Banked: 07/01/2020</b>	<b>235.82</b>						
	Ticket sales	40.00		6.67	556		33.33	Ticket sales
	Ticket sales	36.00		6.00	881		30.00	Ticket sales



## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket sales	22.00		3.67	566		18.33	Ticket sales
	Ticket sales	14.00		2.33	888		11.67	Ticket sales
	Ticket sales	80.00		13.33	879		66.67	Ticket sales
	Charges	2.50		0.42	1435	201	2.08	Charges
	Charges	41.32		6.89	1415	202	34.43	Charges
	<b>Banked: 08/01/2020</b>	<b>120.00</b>						
	Cafe sales	120.00		20.00	1415	202	100.00	Cafe sales
	<b>Banked: 08/01/2020</b>	<b>40.26</b>						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-RPHX8/CalthP
	<b>Banked: 08/01/2020</b>	<b>250.00</b>						
	IMAGINATION DISPLAYS LTD	250.00			1200	150	250.00	Donation Xmas Day Lunch 2019
	<b>Banked: 08/01/2020</b>	<b>120.00</b>						
	Mr Gourlay&MrsMakepeace-Browne	120.00			1200	150	120.00	Donation Xmas Day Lunch 2019
	<b>Banked: 08/01/2020</b>	<b>25.00</b>						
	Mr D W Davis	25.00			1200	150	25.00	Donation Xmas Day Lunch 2019
	<b>Banked: 08/01/2020</b>	<b>680.00</b>						
	A&W Goddard Ltd	680.00			1100	350	680.00	CEMT-IntermentPlot2220/Turvill
	<b>Banked: 08/01/2020</b>	<b>4,778.82</b>						
	FRIENDS OF ANCELLS FARM	4,778.82			1053	208	4,778.82	Install Footbridges 2x/ChqFoAF
	<b>Banked: 08/01/2020</b>	<b>93.24</b>						
	Sales Recpts Page 4024	93.24	93.24		101			Sales Recpts Page 4024
	<b>Banked: 08/01/2020</b>	<b>20.52</b>						
	Sales Recpts Page 4036	20.52	20.52		101			Sales Recpts Page 4036
	<b>Banked: 08/01/2020</b>	<b>796.00</b>						
	Ticket sales	40.00		6.67	579		33.33	Ticket sales
	Ticket sales	132.00		22.00	553		110.00	Ticket sales
	Ticket sales	95.00		15.83	590		79.17	Ticket sales
	Ticket sales	144.00		24.00	881		120.00	Ticket sales
	Ticket sales	28.00		4.67	573		23.33	Ticket sales
	ticket sales	38.00		6.33	559		31.67	ticket sales
	Ticket sales	65.00		10.83	893		54.17	Ticket sales
	Ticket sales	40.00		6.67	879		33.33	Ticket sales
	Ticket sales	100.00		16.67	554		83.33	Ticket sales
	Ticket sales	30.00		5.00	564		25.00	Ticket sales
	Ticket sales	44.00		7.33	580		36.67	Ticket sales
	Charges	40.00		6.67	1435	201	33.33	Charges
	<b>Banked: 08/01/2020</b>	<b>256.25</b>						
	Ticket sales	36.00		6.00	881		30.00	Ticket sales
	Ticket sales	44.00		7.33	566		36.67	Ticket sales
	Ticket sales	14.00		2.33	888		11.67	Ticket sales

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket sales	35.00		5.83	882		29.17	Ticket sales
	Ticket sales	36.00		6.00	893		30.00	Ticket sales
	Ticket sales	50.00		8.33	554		41.67	Ticket sales
	Charge	2.75		0.46	1435	201	2.29	Charge
	Cafe sales	38.50		6.42	1415	202	32.08	Cafe sales
	<b>Banked: 09/01/2020</b>	<b>220.75</b>						
	Cafe sales	97.10		16.18	1415	202	80.92	Cafe sales
	Bar sales	123.65		20.61	1420	201	103.04	Bar sales
	<b>Banked: 09/01/2020</b>	<b>49.50</b>						
	Sales Recpts Page 4025	49.50	49.50		101			Sales Recpts Page 4025
	<b>Banked: 09/01/2020</b>	<b>159.00</b>						
	Ticket sales	72.00		12.00	881		60.00	Ticket sales
	Ticket sales	28.00		4.67	888		23.33	Ticket sales
	ticket sales	50.00		8.33	554		41.67	ticket sales
	Charges	9.00		1.50	1435	201	7.50	Charges
	<b>Banked: 09/01/2020</b>	<b>394.50</b>						
	Ticket sales	60.00		10.00	556		50.00	Ticket sales
	Ticket sales	87.50		14.58	583		72.92	Ticket sales
	Ticket sales	40.00		6.67	588		33.33	Ticket sales
	ticket sales	20.00		3.33	879		16.67	ticket sales
	Ticket sales	150.00		25.00	554		125.00	Ticket sales
	Charges	4.25		0.71	1435	201	3.54	Charges
	Cafe sales	27.15		4.52	1415	202	22.63	Cafe sales
	Bar sales	5.60		0.93	1420	201	4.67	Bar sales
	<b>Banked: 10/01/2020</b>	<b>94.30</b>						
	Cafe sales	92.30		15.38	1415	202	76.92	Cafe sales
	Confectionery	2.00		0.33	1431	201	1.67	Confectionery
	<b>Banked: 10/01/2020</b>	<b>6.21</b>						
	STRIPE	6.21		1.04	1065	310	5.17	TENNIS HIRE-Calthorpe Park
	<b>Banked: 10/01/2020</b>	<b>40.26</b>						
	GC C1 GO CARDLESS	40.26		6.71	1064	310	33.55	Tennis Membership-WEXC5/CalthP
	<b>Banked: 10/01/2020</b>	<b>462.00</b>						
	Ticket sales	40.00		6.67	579		33.33	Ticket sales
	Ticket sales	54.00		9.00	881		45.00	Ticket sales
	Ticket sales	40.00		6.67	883		33.33	Ticket sales
	ticket sales	104.00		17.33	893		86.67	ticket sales
	Ticket sales	100.00		16.67	879		83.33	Ticket sales
	Ticket sales	100.00		16.67	554		83.33	Ticket sales
	Charges	24.00		4.00	1435	201	20.00	Charges
	<b>Banked: 10/01/2020</b>	<b>414.80</b>						
	Ticket sales	70.00		11.67	558		58.33	Ticket sales
	Ticket sales	66.00		11.00	559		55.00	Ticket sales
	Ticket sales	50.00		8.33	586		41.67	Ticket sales

## 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>
	Ticket sales	26.00		4.33	893		21.67	Ticket sales
	Ticket sales	140.00		23.33	563		116.67	Ticket sales
	Charges	5.25		0.88	1435	201	4.37	Charges
	Cafe sales	57.55		9.59	1415	202	47.96	Cafe sales
	<b>Banked: 11/01/2020</b>	<b>1,020.00</b>						
	Bar sales	1,020.00		170.00	1420	201	850.00	Bar sales
	<b>Banked: 11/01/2020</b>	<b>506.85</b>						
	Cafe sales	94.65		15.78	1415	202	78.87	Cafe sales
	Bar sales	361.30		60.22	1420	201	301.08	Bar sales
	Confectionery	2.40		0.40	1431	201	2.00	Confectionery
	Snacks	48.50		8.08	1433	201	40.42	Snacks
	<b>Banked: 11/01/2020</b>	<b>92.40</b>						
	Sales Recpts Page 4026	92.40	92.40		101			Sales Recpts Page 4026
	<b>Banked: 11/01/2020</b>	<b>980.30</b>						
	Ticket sales	36.00		6.00	881		30.00	Ticket sales
	Ticket sales	35.00		5.83	589		29.17	Ticket sales
	Ticket sales	26.00		4.33	893		21.67	Ticket sales
	Ticket sales	80.00		13.33	879		66.67	Ticket sales
	Charges	2.50		0.42	1435	201	2.08	Charges
	Cafe sales	52.65		8.77	1415	202	43.88	Cafe sales
	Bar sales	748.15		124.69	1420	201	623.46	Bar sales
	<b>Banked: 11/01/2020</b>	<b>900.50</b>						
	Ticket sales	130.00		21.67	556		108.33	Ticket sales
	Ticket sales	105.00		17.50	583		87.50	Ticket sales
	Ticket sales	216.00		36.00	881		180.00	Ticket sales
	Ticket sales	42.00		7.00	888		35.00	Ticket sales
	Ticket sales	117.50		19.58	558		97.92	Ticket sales
	Ticket sales	54.00		9.00	880		45.00	Ticket sales
	ticket sales	137.00		22.83	893		114.17	ticket sales
	Ticket sales	50.00		8.33	554		41.67	Ticket sales
	Charges	49.00		8.17	1435	201	40.83	Charges
	<b>Banked: 12/01/2020</b>	<b>507.50</b>						
	Ticket sales	35.00		5.83	583		29.17	Ticket sales
	Ticket sales	108.00		18.00	881		90.00	Ticket sales
	Ticket sales	87.50		14.58	558		72.92	Ticket sales
	Ticket sales	72.00		12.00	880		60.00	Ticket sales
	Ticket sales	72.00		12.00	569		60.00	Ticket sales
	Ticket sales	104.00		17.33	893		86.67	Ticket sales
	charges	29.00		4.83	1435	201	24.17	charges
	<b>Banked: 13/01/2020</b>	<b>378.40</b>						
	Sales Recpts Page 4027	378.40	378.40		101			Sales Recpts Page 4027
	<b>Banked: 13/01/2020</b>	<b>917.76</b>						
	Sales Recpts Page 4028	917.76	917.76		101			Sales Recpts Page 4028

## 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>Banked: 13/01/2020</b>	<b>660.00</b>						
	Sales Recpts Page 4029	660.00	660.00		101			Sales Recpts Page 4029
	<b>Banked: 13/01/2020</b>	<b>41.04</b>						
	Sales Recpts Page 4030	41.04	41.04		101			Sales Recpts Page 4030
	<b>Banked: 13/01/2020</b>	<b>96.00</b>						
	Sales Recpts Page 4031	96.00	96.00		101			Sales Recpts Page 4031
	<b>Banked: 13/01/2020</b>	<b>777.00</b>						
	Ticket sales	286.00		47.67	553		238.33	Ticket sales
	Ticket sales	18.00		3.00	881		15.00	Ticket sales
	Ticket sales	28.00		4.67	888		23.33	Ticket sales
	Ticket sales	17.00		2.83	578		14.17	Ticket sales
	Ticket sales	304.00		50.67	893		253.33	Ticket sales
	Ticket sales	30.00		5.00	585		25.00	Ticket sales
	ticke sales	50.00		8.33	554		41.67	ticke sales
	Charges	44.00		7.33	1435	201	36.67	Charges
	<b>Banked: 13/01/2020</b>	<b>409.15</b>						
	Ticket sales	45.00		7.50	583		37.50	Ticket sales
	Ticket sales	36.00		6.00	557		30.00	Ticket sales
	Ticket sales	56.00		9.33	888		46.67	Ticket sales
	Ticket sales	52.00		8.67	569		43.33	Ticket sales
	ticket sales	100.00		16.67	554		83.33	ticket sales
	Charges	6.25		1.04	1435	201	5.21	Charges
	Cafe sales	54.90		9.15	1415	202	45.75	Cafe sales
	Bar sales	59.00		9.83	1420	201	49.17	Bar sales
	<b>Banked: 13/01/2020</b>	<b>281.40</b>						
	Cafe sales	72.50		12.08	1415	202	60.42	Cafe sales
	Bar sales	102.70		17.12	1420	201	85.58	Bar sales
	Confectionery	1.20		0.20	1431	201	1.00	Confectionery
	Snacks	2.00		0.33	1433	201	1.67	Snacks
	Merchandise	30.00		5.00	1430	201	25.00	Merchandise
	Ticket sales	36.00		6.00	881		30.00	Ticket sales
	Ticket sales	36.00		6.00	567		30.00	Ticket sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	<b>Banked: 14/01/2020</b>	<b>66.35</b>						
	Cafe sales	66.35		11.06	1415	202	55.29	Cafe sales
	<b>Banked: 14/01/2020</b>	<b>170.00</b>						
	A&W Goddard Ltd	170.00			1130	350	170.00	CEMETERY-Memorial Plot 2144
	<b>Banked: 14/01/2020</b>	<b>479.40</b>						
	Sales Recpts Page 4032	479.40	479.40		101			Sales Recpts Page 4032
	<b>Banked: 14/01/2020</b>	<b>61.20</b>						
	Sales Recpts Page 4033	61.20	61.20		101			Sales Recpts Page 4033

## 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>Banked: 14/01/2020</b>	<b>401.20</b>						
	Ticket sales	133.00		22.17	590		110.83	Ticket sales
	Ticket sales	14.00		2.33	888		11.67	Ticket sales
	Ticket sales	14.00		2.33	577		11.67	Ticket sales
	Ticket sales	26.00		4.33	893		21.67	Ticket sales
	Ticket sales	150.00		25.00	554		125.00	Ticket sales
	Charges	4.25		0.71	1435	201	3.54	Charges
	Cafe sales	59.95		9.99	1415	202	49.96	Cafe sales
	<b>Banked: 14/01/2020</b>	<b>728.00</b>						
	Ticket sales	88.00		14.67	553		73.33	Ticket sales
	Ticket sales	108.00		18.00	881		90.00	Ticket sales
	Ticket sales	42.00		7.00	888		35.00	Ticket sales
	Ticket sales	40.00		6.67	883		33.33	Ticket sales
	Ticket sales	70.00		11.67	882		58.33	Ticket sales
	Ticket sales	255.00		42.50	893		212.50	Ticket sales
	Ticket sales	50.00		8.33	554		41.67	Ticket sales
	ticket sales	35.00		5.83	563		29.17	ticket sales
	Charges	40.00		6.67	1435	201	33.33	Charges
	<b>Banked: 15/01/2020</b>	<b>203.36</b>						
	Cafe sales	137.16		22.86	1415	202	114.30	Cafe sales
	Bar sales	37.70		6.28	1420	201	31.42	Bar sales
	Ticket sales	28.00		4.67	888		23.33	Ticket sales
	Charges	0.50		0.08	1435	201	0.42	Charges
	<b>Banked: 15/01/2020</b>	<b>666.00</b>						
	Ticket sales	154.00		25.67	553		128.33	Ticket sales
	Ticket sales	228.00		38.00	590		190.00	Ticket sales
	Ticket sales	72.00		12.00	881		60.00	Ticket sales
	Ticket sales	28.00		4.67	888		23.33	Ticket sales
	Ticket sales	80.00		13.33	588		66.67	Ticket sales
	Ticket sales	18.00		3.00	880		15.00	Ticket sales
	Ticket sales	52.00		8.67	893		43.33	Ticket sales
	Charges	34.00		5.67	1435	201	28.33	Charges
	<b>Banked: 15/01/2020</b>	<b>567.35</b>						
	Ticket sales	20.00		3.33	556		16.67	Ticket sales
	Ticket sales	180.00		30.00	560		150.00	Ticket sales
	Ticket sales	36.00		6.00	881		30.00	Ticket sales
	Ticket sales	42.00		7.00	888		35.00	Ticket sales
	Ticket sales	140.00		23.33	558		116.67	Ticket sales
	Ticket sales	104.00		17.33	893		86.67	Ticket sales
	Charges	9.00		1.50	1435	201	7.50	Charges
	Cafe sales	36.35		6.06	1415	202	30.29	Cafe sales
	<b>Banked: 16/01/2020</b>	<b>228.35</b>						
	Cafe sales	80.80		13.47	1415	202	67.33	Cafe sales
	Bar sales	108.85		18.14	1420	201	90.71	Bar sales
	Confectionery	1.20		0.20	1431	201	1.00	Confectionery

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Snacks	1.00		0.17	1433	201	0.83	Snacks
	Ticket sales	36.00		6.00	881		30.00	Ticket sales
	Charges	0.50		0.08	1435	201	0.42	Charges
	<b>Banked: 16/01/2020</b>	<b>576.00</b>						
	Sales Recpts Page 4034	576.00	576.00		101			Sales Recpts Page 4034
	<b>Banked: 16/01/2020</b>	<b>259.90</b>						
	Ticket sales	40.00		6.67	579		33.33	Ticket sales
	Ticket sales	36.00		6.00	881		30.00	Ticket sales
	Ticket sales	70.00		11.67	558		58.33	Ticket sales
	Ticket sales	35.00		5.83	882		29.17	Ticket sales
	Charges	3.50		0.58	1435	201	2.92	Charges
	Cafe sales	51.30		8.55	1415	202	42.75	Cafe sales
	Bar sales	24.10		4.02	1420	201	20.08	Bar sales
	<b>Banked: 16/01/2020</b>	<b>550.00</b>						
	Ticket sales	40.00		6.67	556		33.33	Ticket sales
	Ticket sales	22.00		3.67	553		18.33	Ticket sales
	Ticket sales	144.00		24.00	881		120.00	Ticket sales
	Ticket sales	162.00		27.00	557		135.00	Ticket sales
	Ticket sales	126.00		21.00	592		105.00	Ticket sales
	Ticket sales	26.00		4.33	893		21.67	Ticket sales
	Charges	30.00		5.00	1435	201	25.00	Charges
	<b>Banked: 17/01/2020</b>	<b>872.89</b>						
	Sales Recpts Page 4017	872.89	872.89		101			Sales Recpts Page 4017
	<b>Banked: 17/01/2020</b>	<b>880.00</b>						
	Alex Jones Funeral Directors	880.00			1100	350	880.00	CEMETERY-Interment Plot 1715
	<b>Banked: 17/01/2020</b>	<b>714.95</b>						
	Ticket sales	54.00		9.00	881		45.00	Ticket sales
	Ticket sales	56.00		9.33	888		46.67	Ticket sales
	Ticket sales	26.00		4.33	893		21.67	Ticket sales
	Ticket sales	75.00		12.50	554		62.50	Ticket sales
	Charges	3.00		0.50	1435	201	2.50	Charges
	Cafe sales	88.75		14.79	1415	202	73.96	Cafe sales
	Bar sales	412.20		68.70	1420	201	343.50	Bar sales
	<b>Banked: 17/01/2020</b>	<b>1,050.00</b>						
	Ticket sales	40.00		6.67	579		33.33	Ticket sales
	Ticket sales	44.00		7.33	553		36.67	Ticket sales
	Ticket sales	108.00		18.00	881		90.00	Ticket sales
	Ticket sales	84.00		14.00	592		70.00	Ticket sales
	Ticket sales	374.00		62.33	591		311.67	Ticket sales
	Ticket sales	78.00		13.00	586		65.00	Ticket sales
	ticket sales	35.00		5.83	589		29.17	ticket sales
	Ticket sales	91.00		15.17	893		75.83	Ticket sales
	Ticket sales	100.00		16.67	554		83.33	Ticket sales
	ticket sales	44.00		7.33	580		36.67	ticket sales

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Charges	52.00		8.67	1435	201	43.33	Charges
	<b>Banked: 17/01/2020</b>	<b>3.30</b>						
	Sales Recpts Page 4046	3.30	3.30		101			Sales Recpts Page 4046
	<b>Banked: 17/01/2020</b>	<b>406.75</b>						
	Cafe sales	75.40		12.57	1415	202	62.83	Cafe sales
	Bar sales	226.65		37.78	1420	201	188.87	Bar sales
	Confectionery	47.40		7.90	1431	201	39.50	Confectionery
	Snacks	57.30		9.55	1433	201	47.75	Snacks
	<b>Banked: 18/01/2020</b>	<b>1,748.25</b>						
	Ticket sales	54.00		9.00	881		45.00	Ticket sales
	Ticket sales	28.00		4.67	573		23.33	Ticket sales
	Ticket sales	56.00		9.33	888		46.67	Ticket sales
	Ticket sales	35.00		5.83	558		29.17	Ticket sales
	Ticket sales	88.00		14.67	591		73.33	Ticket sales
	Ticket sales	56.00		9.33	893		46.67	Ticket sales
	Ticket sales	50.00		8.33	554		41.67	Ticket sales
	Ticket sales	35.00		5.83	563		29.17	Ticket sales
	Charges	5.75		0.96	1435	201	4.79	Charges
	Cafe sales	50.95		8.49	1415	202	42.46	Cafe sales
	Bar sales	1,289.55		214.92	1420	201	1,074.63	Bar sales
	<b>Banked: 18/01/2020</b>	<b>1,278.50</b>						
	Ticket sales	110.00		18.33	556		91.67	Ticket sales
	Ticket sales	19.00		3.17	590		15.83	Ticket sales
	Ticket sales	162.00		27.00	881		135.00	Ticket sales
	Ticket sales	44.00		7.33	566		36.67	Ticket sales
	Ticket sales	108.00		18.00	557		90.00	Ticket sales
	Ticket sales	84.00		14.00	592		70.00	Ticket sales
	Ticket sales	286.00		47.67	591		238.33	Ticket sales
	Ticket sales	35.00		5.83	882		29.17	Ticket sales
	Ticket sales	50.00		8.33	586		41.67	Ticket sales
	Ticket sales	208.00		34.67	893		173.33	Ticket sales
	Ticket sales	36.00		6.00	572		30.00	Ticket sales
	Ticket sales	50.00		8.33	554		41.67	Ticket sales
	Ticket sales	17.50		2.92	555		14.58	Ticket sales
	Charge	69.00		11.50	1435	201	57.50	Charge
	<b>Banked: 18/01/2020</b>	<b>717.70</b>						
	Cafe sales	89.10		14.85	1415	202	74.25	Cafe sales
	Bar sales	543.05		90.51	1420	201	452.54	Bar sales
	Confectionery	15.40		2.57	1431	201	12.83	Confectionery
	Snacks	55.90		9.32	1433	201	46.58	Snacks
	Ticket sales	14.00		2.33	888		11.67	Ticket sales
	Charges	0.25		0.04	1435	201	0.21	Charges
	<b>Banked: 19/01/2020</b>	<b>774.50</b>						
	Ticket sales	200.00		33.33	579		166.67	Ticket sales
	Ticket sales	44.00		7.33	553		36.67	Ticket sales

## 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>
	Ticket sales	108.00		18.00	881		90.00	Ticket sales
	Ticket sales	170.00		28.33	565		141.67	Ticket sales
	Ticket sales	42.00		7.00	573		35.00	Ticket sales
	Ticket sales	44.00		7.33	591		36.67	Ticket sales
	Ticket sales	72.00		12.00	567		60.00	Ticket sales
	Ticket sales	17.50		2.92	589		14.58	Ticket sales
	Ticket sales	35.00		5.83	563		29.17	Ticket sales
	Charges	42.00		7.00	1435	201	35.00	Charges
	<b>Banked: 20/01/2020</b>	<b>190.80</b>						
	Sales Recpts Page 4016	190.80	190.80		101			Sales Recpts Page 4016
	<b>Banked: 20/01/2020</b>	<b>20.25</b>						
	Ticket sales	20.00		3.33	879		16.67	Ticket sales
	Charges	0.25		0.04	1435	201	0.21	Charges
	<b>Banked: 20/01/2020</b>	<b>98.40</b>						
	Sales Recpts Page 4022	98.40	98.40		101			Sales Recpts Page 4022
	<b>Banked: 20/01/2020</b>	<b>54.00</b>						
	Sales Recpts Page 4035	54.00	54.00		101			Sales Recpts Page 4035
	<b>Banked: 20/01/2020</b>	<b>168.60</b>						
	Sales Recpts Page 4037	168.60	168.60		101			Sales Recpts Page 4037
	<b>Banked: 20/01/2020</b>	<b>694.00</b>						
	Ticket sales	114.00		19.00	590		95.00	Ticket sales
	Ticket sales	18.00		3.00	560		15.00	Ticket sales
	Ticket sales	108.00		18.00	881		90.00	Ticket sales
	Ticket sales	68.00		11.33	565		56.67	Ticket sales
	Ticket sales	44.00		7.33	566		36.67	Ticket sales
	Ticket sales	70.00		11.67	888		58.33	Ticket sales
	Ticket sales	60.00		10.00	883		50.00	Ticket sales
	Ticket sales	176.00		29.33	591		146.67	Ticket sales
	Charges	36.00		6.00	1435	201	30.00	Charges
	<b>Banked: 20/01/2020</b>	<b>235.50</b>						
	Ticket sales	88.00		14.67	553		73.33	Ticket sales
	Ticket sales	56.00		9.33	888		46.67	Ticket sales
	Ticket sales	50.00		8.33	554		41.67	Ticket sales
	Charges	2.50		0.42	1435	201	2.08	Charges
	Cafe sales	39.00		6.50	1415	202	32.50	Cafe sales
	<b>Banked: 20/01/2020</b>	<b>264.00</b>						
	Sales Recpts Page 4058	264.00	264.00		101			Sales Recpts Page 4058
	<b>Banked: 20/01/2020</b>	<b>137.15</b>						
	Cafe sales	88.40		14.73	1415	202	73.67	Cafe sales
	Ticket sales	18.00		3.00	881		15.00	Ticket sales
	Ticket sales	30.00		5.00	562		25.00	Ticket sales
	Charges	0.75		0.12	1435	201	0.63	Charges



## 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>Banked: 21/01/2020</b>	<b>138.60</b>						
	Sales Recpts Page 4038	138.60	138.60		101			Sales Recpts Page 4038
	<b>Banked: 21/01/2020</b>	<b>197.14</b>						
	Sales Recpts Page 4041	197.14	197.14		101			Sales Recpts Page 4041
	<b>Banked: 21/01/2020</b>	<b>159.00</b>						
	Ticket sales	18.00		3.00	881		15.00	Ticket sales
	Ticket sales	36.00		6.00	880		30.00	Ticket sales
	Ticket sales	35.00		5.83	589		29.17	Ticket sales
	Ticket sales	26.00		4.33	569		21.67	Ticket sales
	Ticket sales	35.00		5.83	563		29.17	Ticket sales
	Charges	9.00		1.50	1435	201	7.50	Charges
	<b>Banked: 21/01/2020</b>	<b>316.75</b>						
	Ticket sales	98.00		16.33	888		81.67	Ticket sales
	Ticket sales	72.00		12.00	880		60.00	Ticket sales
	Charges	2.75		0.46	1435	201	2.29	Charges
	Cafe sales	32.95		5.49	1415	202	27.46	Cafe sales
	Bar sales	111.05		18.51	1420	201	92.54	Bar sales
	<b>Banked: 22/01/2020</b>	<b>1,773.38</b>						
	Sales Recpts Page 4039	1,773.38	1,773.38		101			Sales Recpts Page 4039
	<b>Banked: 22/01/2020</b>	<b>702.00</b>						
	Ticket sales	36.00		6.00	560		30.00	Ticket sales
	Ticket sales	234.00		39.00	881		195.00	Ticket sales
	Ticket sales	88.00		14.67	566		73.33	Ticket sales
	Ticket sales	40.00		6.67	883		33.33	Ticket sales
	Ticket sales	117.00		19.50	559		97.50	Ticket sales
	Ticket sales	44.00		7.33	591		36.67	Ticket sales
	Ticket sales	36.00		6.00	567		30.00	Ticket sales
	Ticket sales	70.00		11.67	563		58.33	Ticket sales
	Charges	37.00		6.17	1435	201	30.83	Charges
	<b>Banked: 22/01/2020</b>	<b>2,181.95</b>						
	Duffell family	1,560.00			1120	350	1,560.00	DOG AP0247
	Duffell family	170.00			1100	350	170.00	Internment AP0247
	Duffell family	170.00			1130	350	170.00	Memorial AP0247
	Cafe sales	25.95		4.32	1415	202	21.63	Cafe sales
	Ticket sales	38.00		6.33	590		31.67	Ticket sales
	Ticket sales	66.00		11.00	591		55.00	Ticket sales
	Ticket sales	36.00		6.00	567		30.00	Ticket sales
	Ticket sales	36.00		6.00	880		30.00	Ticket sales
	ticket sales	75.00		12.50	554		62.50	ticket sales
	Charges	5.00		0.83	1435	201	4.17	Charges
	<b>Banked: 22/01/2020</b>	<b>924.00</b>						
	Ticket sales	924.00		154.00	888		770.00	Ticket sales
	<b>Banked: 22/01/2020</b>	<b>177.30</b>						

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Cafe sales	75.35		12.56	1415	202	62.79	Cafe sales
	Bar sales	51.45		8.58	1420	201	42.87	Bar sales
	Ticket sales	50.00		8.33	554		41.67	Ticket sales
	Charges	0.50		0.08	1435	201	0.42	Charges
	<b>Banked: 23/01/2020</b>	<b>314.00</b>						
	Ticket sales	190.00			869		190.00	Ticket sales
	Ticket sales	40.00		6.67	556		33.33	Ticket sales
	Ticket sales	36.00		6.00	881		30.00	Ticket sales
	Ticket sales	30.00		5.00	561		25.00	Ticket sales
	Charges	18.00		3.00	1435	201	15.00	Charges
	<b>Banked: 23/01/2020</b>	<b>440.00</b>						
	A&W Goddard Ltd	440.00			1100	350	440.00	Interment Plot2506-CemeteryAWG
	<b>Banked: 23/01/2020</b>	<b>70.00</b>						
	Haven Memorial	70.00			1130	350	70.00	Memorial Plot2168 CemeteryHvnM
	<b>Banked: 23/01/2020</b>	<b>575.22</b>						
	Ticket sales	54.85		9.14	590		45.71	Ticket sales
	Ticket sales	22.00		3.67	566		18.33	Ticket sales
	Ticket sales	47.63		7.94	591		39.69	Ticket sales
	Ticket sales	25.00		4.17	554		20.83	Ticket sales
	Charges	1.77		0.29	1435	201	1.48	Charges
	Cafe sales	89.17		14.86	1415	202	74.31	Cafe sales
	Bar sales	33.60		5.60	1420	201	28.00	Bar sales
	Hall hire 17th Feb on a/c	301.20	301.20		101			Sales Recpts Page 4044
	<b>Banked: 23/01/2020</b>	<b>604.00</b>						
	Tickdet sales	72.00		12.00	560		60.00	Tickdet sales
	Ticket sales	108.00		18.00	881		90.00	Ticket sales
	Ticket sales	44.00		7.33	566		36.67	Ticket sales
	Ticket sales	36.00		6.00	557		30.00	Ticket sales
	Ticket sales	42.00		7.00	592		35.00	Ticket sales
	Ticket sales	57.00		9.50	559		47.50	Ticket sales
	Ticket sales	18.00		3.00	880		15.00	Ticket sales
	Ticket sales	90.00		15.00	569		75.00	Ticket sales
	Ticket sales	104.00		17.33	569		86.67	Ticket sales
	Charges	33.00		5.50	1435	201	27.50	Charges
	<b>Banked: 23/01/2020</b>	<b>614.15</b>						
	Cafe sales	52.30		8.72	1415	202	43.58	Cafe sales
	Bar sales	523.65		87.28	1420	201	436.37	Bar sales
	Confectionery	5.60		0.93	1431	201	4.67	Confectionery
	Snacks	32.60		5.43	1433	201	27.17	Snacks
	<b>Banked: 23/01/2020</b>	<b>260.11</b>						
	Cafe sales	75.26		12.54	1415	202	62.72	Cafe sales
	Bar sales	64.85		10.81	1420	201	54.04	Bar sales
	Confectionery	3.20		0.53	1431	201	2.67	Confectionery
	Snacks	1.30		0.22	1433	201	1.08	Snacks

## 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>
	Ticket sales	21.15		3.52	590		17.63	Ticket sales
	Ticket sales	52.50		8.75	583		43.75	Ticket sales
	Ticket sales	40.37		6.73	591		33.64	Ticket sales
	Charges	1.48		0.25	1435	201	1.23	Charges
	<b>Banked: 24/01/2020</b>	<b>6.21</b>						
	STRIPE	6.21		1.04	1065	310	5.17	TENNIS HIRE-Calthorpe Park
	<b>Banked: 24/01/2020</b>	<b>30.00</b>						
	Minerva Duffell	30.00		5.00	1140	350	25.00	Freda Duffell BenchC Cemetery
	<b>Banked: 24/01/2020</b>	<b>992.00</b>						
	Ticket sales	162.00		27.00	881		135.00	Ticket sales
	Ticket sales	108.00		18.00	557		90.00	Ticket sales
	Ticket sales	70.00		11.67	558		58.33	Ticket sales
	Ticket sales	40.00		6.67	588		33.33	Ticket sales
	Ticket sales	21.00		3.50	592		17.50	Ticket sales
	Ticket sales	76.00		12.67	559		63.33	Ticket sales
	Ticket sales	198.00		33.00	591		165.00	Ticket sales
	Ticket sales	36.00		6.00	880		30.00	Ticket sales
	Ticket sales	35.00		5.83	589		29.17	Ticket sales
	Tiket sales	15.00		2.50	585		12.50	Tiket sales
	Ticket sales	150.00		25.00	554		125.00	Ticket sales
	Ticket sales	30.00		5.00	563		25.00	Ticket sales
	Charge	51.00		8.50	1435	201	42.50	Charge
	<b>Banked: 24/01/2020</b>	<b>372.94</b>						
	Ticket sales	30.00		5.00	562		25.00	Ticket sales
	Ticket sales	34.00		5.67	588		28.33	Ticket sales
	Ticket sales	114.00		19.00	559		95.00	Ticket sales
	Ticket sales	22.00		3.67	591		18.33	Ticket sales
	Ticket sales	36.00		6.00	569		30.00	Ticket sales
	Ticket sales	50.00		8.33	554		41.67	Ticket sales
	Charges	4.75		0.79	1435	201	3.96	Charges
	Cafe sales	82.19		13.70	1415	202	68.49	Cafe sales
	<b>Banked: 24/01/2020</b>	<b>97.95</b>						
	Cafe sales	94.00		15.67	1415	202	78.33	Cafe sales
	Bar sales	1.95		0.32	1420	201	1.63	Bar sales
	Confectionery	2.00		0.33	1431	201	1.67	Confectionery
	<b>Banked: 25/01/2020</b>	<b>1,050.00</b>						
	Ticket sales	120.00		20.00	579		100.00	Ticket sales
	Ticket sales	44.00		7.33	553		36.67	Ticket sales
	Ticket sales	90.00		15.00	881		75.00	Ticket sales
	ticket sales	132.00		22.00	566		110.00	ticket sales
	Ticket sales	35.00		5.83	558		29.17	Ticket sales
	Ticket sales	63.00		10.50	592		52.50	Ticket sales
	Ticket sales	80.00		13.33	883		66.67	Ticket sales
	Ticket sales	76.00		12.67	559		63.33	Ticket sales
	Ticket sales	220.00		36.67	591		183.33	Ticket sales

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket sales	108.00		18.00	880		90.00	Ticket sales
	Ticket sales	30.00		5.00	564		25.00	Ticket sales
	Charges	52.00		8.67	1435	201	43.33	Charges
	<b>Banked: 25/01/2020</b>	<b>1,085.60</b>						
	Ticket sales	40.00		6.67	588		33.33	Ticket sales
	Ticket sales	100.00		16.67	883		83.33	Ticket sales
	Ticket sales	44.00		7.33	591		36.67	Ticket sales
	Ticket sales	36.00		6.00	880		30.00	Ticket sales
	Ticket sales	25.00		4.17	554		20.83	Ticket sales
	Charges	3.00		0.50	1435	201	2.50	Charges
	Cafe sales	94.35		15.72	1415	202	78.63	Cafe sales
	Bar sales	743.25		123.88	1420	201	619.37	Bar sales
	<b>Banked: 25/01/2020</b>	<b>989.60</b>						
	Cafe sales	73.95		12.32	1415	202	61.63	Cafe sales
	Bar sales	883.60		147.27	1420	201	736.33	Bar sales
	Confectionery	5.20		0.87	1431	201	4.33	Confectionery
	Snacks	6.60		1.10	1433	201	5.50	Snacks
	Ticket sales	20.00		3.33	579		16.67	Ticket sales
	Charges	0.25		0.04	1435	201	0.21	Charges
	<b>Banked: 26/01/2020</b>	<b>61.20</b>						
	Sales Recpts Page 4048	61.20	61.20		101			Sales Recpts Page 4048
	<b>Banked: 26/01/2020</b>	<b>743.00</b>						
	Ticket sales	100.00		16.67	579		83.33	Ticket sales
	Ticket sales	40.00		6.67	556		33.33	Ticket sales
	Ticket sales	198.00		33.00	881		165.00	Ticket sales
	Ticket sales	34.00		5.67	565		28.33	Ticket sales
	Ticket sales	72.00		12.00	557		60.00	Ticket sales
	Ticket sales	28.00		4.67	573		23.33	Ticket sales
	Ticket sales	76.00		12.67	559		63.33	Ticket sales
	Ticket sales	132.00		22.00	591		110.00	Ticket sales
	Ticket sales	25.00		4.17	554		20.83	Ticket sales
	Charges	38.00		6.33	1435	201	31.67	Charges
	<b>Banked: 27/01/2020</b>	<b>6.21</b>						
	STRIPE	6.21		1.04	1065	310	5.17	TENNIS HIRE-Calthorpe Park
	<b>Banked: 27/01/2020</b>	<b>120.78</b>						
	GC C1 GO CARDLESS	120.78		20.13	1064	310	100.65	Tennis Membership-AG6F3/CalthP
	<b>Banked: 27/01/2020</b>	<b>196.15</b>						
	Ticket sales	14.00		2.33	573		11.67	Ticket sales
	Ticket sales	57.00		9.50	559		47.50	Ticket sales
	Ticket sales	50.00		8.33	554		41.67	Ticket sales
	Charges	1.50		0.25	1435	201	1.25	Charges
	Cafe sales	37.35		6.22	1415	202	31.13	Cafe sales
	Bar sales	36.30		6.05	1420	201	30.25	Bar sales

## 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>Banked: 27/01/2020</b>	<b>547.00</b>						
	Ticket sales	162.00		27.00	881		135.00	Ticket sales
	Ticket sales	38.00		6.33	559		31.67	Ticket sales
	Ticket sales	66.00		11.00	591		55.00	Ticket sales
	Ticket sales	36.00		6.00	567		30.00	Ticket sales
	Ticket sales	104.00		17.33	569		86.67	Ticket sales
	Ticket sales	75.00		12.50	585		62.50	Ticket sales
	Ticket sales	35.00		5.83	563		29.17	Ticket sales
	Charges	31.00		5.17	1435	201	25.83	Charges
	<b>Banked: 27/01/2020</b>	<b>5,779.78</b>						
	Inland Revenue	5,779.78			120		5,779.78	2019-20 Q3 refund
	<b>Banked: 27/01/2020</b>	<b>187.30</b>						
	Cafe sales	102.05		17.01	1415	202	85.04	Cafe sales
	Bar sales	81.45		13.58	1420	201	67.87	Bar sales
	Ices	2.50		0.42	1432	201	2.08	Ices
	Snacks	1.30		0.22	1433	201	1.08	Snacks
	<b>Banked: 28/01/2020</b>	<b>360.00</b>						
	Ticket sales	90.00		15.00	583		75.00	Ticket sales
	Ticket sales	180.00		30.00	881		150.00	Ticket sales
	Ticket sales	70.00		11.67	563		58.33	Ticket sales
	Charges	20.00		3.33	1435	201	16.67	Charges
	<b>Banked: 28/01/2020</b>	<b>114.00</b>						
	Ticket sales	44.00		7.33	553		36.67	Ticket sales
	Ticket sales	36.00		6.00	881		30.00	Ticket sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	Cafe sales	33.00		5.50	1415	202	27.50	Cafe sales
	<b>Banked: 28/01/2020</b>	<b>71.85</b>						
	Cafe sales	71.85		11.98	1415	202	59.87	Cafe sales
	<b>Banked: 29/01/2020</b>	<b>41.04</b>						
	Sales Recpts Page 4059	41.04	41.04		101			Sales Recpts Page 4059
	<b>Banked: 29/01/2020</b>	<b>143.60</b>						
	Cafe sales	93.00		15.50	1415	202	77.50	Cafe sales
	Bar sales	50.60		8.43	1420	201	42.17	Bar sales
	<b>Banked: 30/01/2020</b>	<b>1,800.00</b>						
	MRS M STOCKS	1,800.00		271.67	1100	350	170.00	Mrs M Stocks/S0007/Interment
					1133	350	1,358.33	Mrs M Stocks GOR Sanctum 0007
	<b>Banked: 30/01/2020</b>	<b>1,100.00</b>						
	MR R & MRS J HILL	1,100.00			1120	350	1,100.00	Mr R&Mrs J Hill DOG Resrve2514
	<b>Banked: 30/01/2020</b>	<b>340.00</b>						
	HAVEN MEMORIAL	340.00			1130	350	340.00	Memorial Plot 2510 Cemetery/HM
	<b>Banked: 30/01/2020</b>	<b>290.00</b>						

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	MRS K L SCOTT	290.00			1121	350	290.00	DOGTransfer Plot1811/MrsKLSott
	Banked: 30/01/2020	<b>70.00</b>						
	HALIFAX	70.00			1130	350	70.00	Memorial Plot 2285/ Halifax
	Banked: 30/01/2020	<b>170.00</b>						
	HALIFAX	170.00			1130	350	170.00	Memorial Plot 2109/Halifax
	Banked: 30/01/2020	<b>228.00</b>						
	Sales Recpts Page 4049	228.00	228.00		101			Sales Recpts Page 4049
	Banked: 30/01/2020	<b>33.00</b>						
	Sales Recpts Page 4050	33.00	33.00		101			Sales Recpts Page 4050
	Banked: 30/01/2020	<b>79.00</b>						
	Sales Recpts Page 4051	79.00	79.00		101			Sales Recpts Page 4051
	Banked: 30/01/2020	<b>135.60</b>						
	Sales Recpts Page 4052	135.60	135.60		101			Sales Recpts Page 4052
	Banked: 30/01/2020	<b>6.84</b>						
	Sales Recpts Page 4053	6.84	6.84		101			Sales Recpts Page 4053
	Banked: 30/01/2020	<b>290.00</b>						
	HALIFAX	290.00			1121	350	290.00	Transfer of DOG-Plot 2109&2285
	Banked: 30/01/2020	<b>404.40</b>						
	Sales Recpts Page 4054	404.40	404.40		101			Sales Recpts Page 4054
	Banked: 30/01/2020	<b>166.80</b>						
	Sales Recpts Page 4055	166.80	166.80		101			Sales Recpts Page 4055
	Banked: 30/01/2020	<b>177.57</b>						
	Cafe sales	86.37		14.40	1415	202	71.97	Cafe sales
	Bar sales	87.20		14.53	1420	201	72.67	Bar sales
	Snacks	4.00		0.67	1433	201	3.33	Snacks
	Banked: 31/01/2020	<b>6.21</b>						
	STRIPE	6.21		1.04	1065	310	5.17	TENNIS HIRE-Calthorpe Park
	Banked: 31/01/2020	<b>1,145.52</b>						
	Sales Recpts Page 4056	1,145.52	1,145.52		101			Sales Recpts Page 4056
	Banked: 31/01/2020	<b>49.50</b>						
	Sales Recpts Page 4057	49.50	49.50		101			Sales Recpts Page 4057
	Banked: 31/01/2020	<b>125.85</b>						
	Sales Recpts Page 4060	125.85	125.85		101			Sales Recpts Page 4060
	<b>Total Receipts for Month</b>	75,906.22	10,868.42	7,708.46			57,329.34	
	<b>Cashbook Totals</b>	<u>635,782.25</u>	<u>10,868.42</u>	<u>7,708.46</u>			<u>617,205.37</u>	

## 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>
09/12/2019	CommercialCards/HSBC	DD	2,064.13		282.74	4750	202	4.50	Morrisons/CatSuppCfS DMH Dec19
						4400	204	32.13	ScrewFix/HCStationeryDMH Dec19
						4720	201	13.29	Amazon/HCE PerfmCostsDMH Dec19
						4761	201	111.99	Hancocks/HCE ConfectnDMH Dec19
						4700	201	32.87	Bookers/HCE BarPurchsDMH Dec19
						4763	201	359.93	Bookers/HCEEventSnacksDM Dec19
						4755	202	43.95	Bookers/CatrgConsmCS DMH Dec19
						4750	202	103.92	Bookers/CatrgSupplCfSDM Dec19
						4750	202	372.75	Bookers/CatrgSupplCfSDM Dec19
						4750	202	-9.55	CRBookrs/CatrgSuppCfSDM Dec19
						4761	201	323.52	EmpireP/HCEv ConfectnDMH Dec19
						4187	204	279.30	EarPeace/HC Health&S DMH Dec19
						4761	201	55.10	Bookers/HCEv ConfectnDMH Dec19
						4030	204	30.00	VirtualC/HC Training DMH Dec19
						4400	204	6.62	Amazon/HC Stationery DMH Dec19
						4400	204	21.07	GafferT/HC StationeryDMH Dec19
01/01/2020	CAMBRIDGE BUILDING SOCIETY	250	250.00			1870	101	250.00	Annual Interest 2019- Cambridge
01/01/2020	CAMBRIDGE BUILDING SOCIETY	-250	-250.00			1870	101	-250.00	Cancel Annual Interest 2019
03/01/2020	HSBC	DDR	4.87			4420	101	4.87	HSBC CHARGE CASH EXCHANGE
09/01/2020	HSBC	DDR	1.50			4420	101	1.50	HSBC CHARGE CASH EXCHANGE
09/01/2020	HSBC	3.30	3.30			4420	101	3.30	HSBC CHARGE CASH EXCHANGE
09/01/2020	HSBC	DDR	4.50			4420	101	4.50	HSBC CHARGE CASH EXCHANGE
09/01/2020	CommercialCards/HSBC	DD	149.77		10.32	4657	150	26.66	AngelWhsiXmasDayL19- PACA Dec19
						4657	150	7.20	AmazonXmasDayLnch19- PACA Dec19
						4657	150	24.91	AmazonXmasDayLnch19- PACA Dec19
						4657	150	77.03	BookerXmasDayLnch19- PACA Dec19

## 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>
						4657	150	3.65	SainsbXmasDayLnch19-PACA Dec19
09/01/2020	CommercialCards/HSBC	DD	1,083.84		19.65	4486	101	28.20	MicrosoftE08009SQ9S-OSFM Dec19
						4657	150	33.40	Iceland XmasDayL19-OSFM Dec19
						4486	101	35.20	MicrosoftE08009T037-OSFM Dec19
						4486	101	36.00	MicrosoftE08009SV9M-OSFM Dec19
						4486	101	144.15	MicrosoftE08009SX9K-OSFM Dec19
						4657	150	33.22	NisbetsXmasDayL19-OSFM Dec19
						4657	150	35.49	Debenhms XmasDayL19-OSFM Dec19
						4185	204	27.16	AmazonUshTorches HC-OSFM Dec19
						4657	150	203.45	Tesco XmasDayLnhc19-OSFM Dec19
						4657	150	25.42	Amazon XmasDayL19-OSFM Dec19
						4185	301	12.50	ScrewfixWdScrewsOSp-OSFM Dec19
						4657	150	450.00	FurneyCF XmasDayL19-OSFM Dec19
09/01/2020	CommercialCards/HSBC	DD	9.99		1.66	4481	204	8.33	SpotifyLicensesHC-GMHC/Dec2019
10/01/2020	NPOWER	DD	243.68		11.60	4122	205	232.08	Electricity AFCC 01Oct-30Nov19
13/01/2020	HSBC	DDR	102.60			4420	101	102.60	ElectrBKGChrgsNov19/INV7
13/01/2020	HSBC	DDR	14.07			4420	101	14.07	ElectrBKGChrgsNov19/INV7
15/01/2020	BACS P/L Pymnt Page 1730	BACS Pymnt	21,403.90	21,403.90		500			BACS P/L Pymnt Page 1730
15/01/2020	HSBC	DDR	5.10			4420	101	5.10	HSBC CHARGE CASH EXCHANGE
17/01/2020	GLOBAL PAYMENTS	DD	434.72		0.70	4422	201	434.02	MonthlySFee30Nov-31Dec19/0036
17/01/2020	GLOBAL PAYMENTS	DD	628.41		22.90	4422	201	605.51	MonthlySFee30Nov-31Dec19/0106
20/01/2020	CENT COMP MANG LTD/LivePay	DD	130.36		21.73	4550	101	108.63	Payroll Serv P&P 01Jan-31Mar20
20/01/2020	CASTLE WATER	DD	42.28			4115	310	27.85	WasteWater CalthP 01-31Dec19
						4115	310	14.43	Water CalthP 01-31Dec2019
20/01/2020	CASTLE WATER	DD	19.92			4115	320	19.92	Water&Waste BasingP 01-31Dec19
20/01/2020	CASTLE WATER	DD	61.48			4115	350	27.40	WasteWater Cemetry 01-31Dec19
						4115	350	34.08	Water Cemetery 01-31Dec2019



## 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>
20/01/2020	CASTLE WATER	DD	31.26			4115	208	31.26	Water&Waste AFP&PAV 01-31Dec19
20/01/2020	CASTLE WATER	DD	722.88			4115	204	311.63	WasteWater HC 01- 31Dec2019
20/01/2020	LivePay	DD	28,132.52			4115	204	411.25	Water HC 01-31Dec2019
						520		27,692.91	Payroll Jan 2020
						517	0	11.50	Payroll Jan 2020
						516	0	428.11	Payroll Jan 2020
22/01/2020	Inland Revenue	DD	7,631.13			515		7,631.13	Tax and NI Jan 2020
23/01/2020	BACS P/L Pymnt Page 1735	BACS Pymnt	18,891.42	18,891.42		500			BACS P/L Pymnt Page 1735
23/01/2020	CORTEX IT /3767344CB	BACS	-95.00			4485	101	-95.00	BACS PymntPage1735/CORTEX IT
24/01/2020	HSBC	DDR	2.85			4420	101	2.85	HSBC CHARGE CASH EXCHANGE
24/01/2020	BOC MANCHESTER ACC	DD	43.62		7.27	4700	201	36.35	Gas for Harlington Bar Dec2019
27/01/2020	Legal and General	DD	3,378.10			516		3,378.10	Pension Jan 2020
28/01/2020	O2	DD	12.09		2.01	4445	301	10.08	MobilePhoneOSFM14 Jan- 13 Feb20
29/01/2020	BACS P/L Pymnt Page 1738	BACS Pymnt	100,000.00	100,000.00		500			BACS P/L Pymnt Page 1738
29/01/2020	BACS P/L Pymnt Page 1739	BACS Pymnt	24,919.56	24,919.56		500			BACS P/L Pymnt Page 1739
29/01/2020	HSBC	DDR	163.32			4420	101	163.32	HSBC TotalCharges8Dec19- 7Jan20
30/01/2020	British Telecom/BT Group PLC	DD	121.92		20.32	4487	204	101.60	Harlington&Cafe Wifi 1- 31Jan20
30/01/2020	PAY AND SHOP LTD/Globalpayment	DD	38.89		6.48	4490	201	32.41	TranstChargesDec19HCE/5
30/01/2020	BACS P/L Pymnt Page 1742	BACS Pymnt	100,000.00	100,000.00		500			BACS P/L Pymnt Page 1742
30/01/2020	BACS P/L Pymnt Page 1743	BACS Pymnt	15,948.46	15,948.46		500			BACS P/L Pymnt Page 1743
30/01/2020	HSBC	DDR	1.65			4420	101	1.65	HSBC CHARGE CASH EXCHANGE
30/01/2020	HSBC	DDR	2.10			4420	101	2.10	HSBC CHARGE CASH EXCHANGE
<b>Total Payments for Month</b>			326,355.19	281,163.34	407.38			44,784.47	
<b>Balance Carried Fwd</b>			309,427.06						
<b>Cashbook Totals</b>			635,782.25	281,163.34	407.38			354,211.53	

## Bank Current/Deposit Account

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2020	CAMBRIDGE BUILDING SOCIETY	250	250.00		Annual Interest 2019
01/01/2020	CAMBRIDGE BUILDING SOCIETY	-250	-250.00		Cancel Annual Interest 2019
03/01/2020	HSBC	DDR	4.87		HSBC CHARGE CASH EXCHANGE
08/01/2020	BACS P/L Pymnt Page 1729	BACS Pymnt	15,077.24		BACS P/L Pymnt Page 1729
09/01/2020	HSBC	DDR	1.50		HSBC CHARGE CASH EXCHANGE
09/01/2020	HSBC	3.30	3.30		HSBC CHARGE CASH EXCHANGE
09/01/2020	HSBC	DDR	4.50		HSBC CHARGE CASH EXCHANGE
09/01/2020	CommercialCards/HSBC	DD	149.77		CommercialCard-PACA Dec2019
09/01/2020	CommercialCards/HSBC	DD	1,083.84		CommercialCard-OS&FM Dec2019
09/01/2020	CommercialCards/HSBC	DD	9.99		CommercialCard-GMHC Dec2019
10/01/2020	NPOWER	DD	243.68		Electricity AFCC 01Oct-30Nov19
13/01/2020	HSBC	DDR	102.60		ELECTR BKG CHARGES/INV7346529
13/01/2020	HSBC	DDR	14.07		ELECTR BKG CHARGES/INV7368885
15/01/2020	BACS P/L Pymnt Page 1730	BACS Pymnt	21,403.90		BACS P/L Pymnt Page 1730
15/01/2020	HSBC	DDR	5.10		HSBC CHARGE CASH EXCHANGE
17/01/2020	GLOBAL PAYMENTS	DD	434.72		MonthlySFee30Nov-31Dec19/0036
17/01/2020	GLOBAL PAYMENTS	DD	628.41		MonthlySFee30Nov-31Dec19/0106
20/01/2020	CENT COMP MANG LTD/LivePay	DD	130.36		Payroll Serv P&P 01Jan-31Mar20
20/01/2020	CASTLE WATER	DD	42.28		Water&Waste CalthP 01-31Dec19
20/01/2020	CASTLE WATER	DD	19.92		Water&Waste BasingP 01-31Dec19
20/01/2020	CASTLE WATER	DD	61.48		Water&Waste Cemetry 01-31Dec19
20/01/2020	CASTLE WATER	DD	31.26		Water&Waste AFP&PAV 01-31Dec19
20/01/2020	CASTLE WATER	DD	722.88		Water&Waste HC 01-31Dec2019
20/01/2020	LivePay	DD	28,132.52		Payroll Jan 2020
22/01/2020	Inland Revenue	DD	7,631.13		Tax and NI Jan 2020
23/01/2020	BACS P/L Pymnt Page 1735	BACS Pymnt	18,891.42		BACS P/L Pymnt Page 1735
23/01/2020	CORTEX IT /3767344CB	BACS	-95.00		BACS P/L Pymnt Page 1735
24/01/2020	HSBC	DDR	2.85		HSBC CHARGE CASH EXCHANGE
24/01/2020	BOC MANCHESTER ACC	DD	43.62		Gas for Harlington Bar Dec2019
27/01/2020	Legal and General	DD	3,378.10		Pension Jan 2020
28/01/2020	O2	DD	12.09		MobilePhoneOSFM14 Jan-13 Feb20
29/01/2020	BACS P/L Pymnt Page 1738	BACS Pymnt	100,000.00		BACS P/L Pymnt Page 1738
29/01/2020	BACS P/L Pymnt Page 1739	BACS Pymnt	24,919.56		BACS P/L Pymnt Page 1739
29/01/2020	HSBC	DDR	163.32		HSBC TotalCharges8Dec19-7Jan20
30/01/2020	British Telecom/BT Group PLC	DD	121.92		Harlington&Cafe Wifi 1-31Jan20
30/01/2020	PAY AND SHOP	DD	38.89		TranstChargesDec19HCE/50290940
30/01/2020	BACS P/L Pymnt Page 1742	BACS Pymnt	100,000.00		BACS P/L Pymnt Page 1742
30/01/2020	BACS P/L Pymnt Page 1743	BACS Pymnt	15,948.46		BACS P/L Pymnt Page 1743
30/01/2020	HSBC	DDR	1.65		HSBC CHARGE CASH EXCHANGE
30/01/2020	HSBC	DDR	2.10		HSBC CHARGE CASH EXCHANGE
<b>Total Payments</b>			<b>339,368.30</b>		

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Mr Alex Robins  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Contact tel 03456 076 434  
From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

Account Summary	
Opening Balance	0.00
Debits	3,688.75
Credits	439.50
<b>New Balance</b>	<b>3,247.25</b>
Your Credit Limit	£ 3,000.00

Statement Date **04 November 2019**

Card number  
4864 8311 5995 1511

Mr Alex Robins

### Your Transaction Details

Received By Us Transaction Date Details

	Transaction Date	Details	Amount
✓	04 Oct 19	03 Oct 19 BOOKERECOMM DEESIDE	312.20
✓	05 Oct 19	04 Oct 19 ))) SAINSBURYS SUPERMA FLEET	4.66
-	09 Oct 19	08 Oct 19 Spotify P0D0E7EB49 London	9.99
✓	09 Oct 19	08 Oct 19 WWW.NISBETS.COM 0845 1110281	361.94
✓	11 Oct 19	10 Oct 19 BOOKERECOMM DEESIDE	497.50
✓	15 Oct 19	14 Oct 19 ))) BOOKER LIMITED ALDERSH ALDERSHOT	29.30
✓	18 Oct 19	17 Oct 19 BOOKERECOMM DEESIDE	439.50
✓	18 Oct 19	17 Oct 19 BOOKERECOMM DEESIDE	441.36
✓	22 Oct 19	21 Oct 19 BOOKERECOMM DEESIDE	439.50 CR
-	23 Oct 19	22 Oct 19 Amazon.co.uk*MO8Z34864 AMAZON.CO.UK LU 204-7194132-33659	32.60
✓	25 Oct 19	24 Oct 19 BOOKERECOMM DEESIDE	537.87
✓	26 Oct 19	25 Oct 19 PAYPAL *BANGGOOD 4029357733 HK	5.78
✓	26 Oct 19	25 Oct 19 10 OUT OF 10 PRODUCTIO WWW.10OUTOF10 22897854806	291.10
Don	31 Oct 19	30 Oct 19 PAYPAL *EBAY YE JUNJIA 35314369001	8.03
Don	31 Oct 19	30 Oct 19 PAYPAL *EBAY ALW099 35314369001	8.76
✓	31 Oct 19	30 Oct 19 BOOKERECOMM DEESIDE	205.68
✓	01 Nov 19	30 Oct 19 FLIGHTCASEW 0182760009	500.48

078170\_308 5/ 10 00001 23613 4071 00000

①

## CREDIT CARD AUTHORISATION SLIP

MONTH OCTOBER 2019

CARD HOLDER ALEX ROBINS

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
Booker ✓	204 ✓	4152 ✓	£39.98	£8.00	£47.98	<i>AR</i>	f	} <i>AR</i>
Booker ✓	202 ✓	4750 ✓	£27.75	£5.55	£33.30	<i>AR</i>	f.	
Booker ✓	202 ✓	4750 ✓	£230.92	—	£230.92	<i>AR</i>	f.	
SAINSBURY'S ✓	201 ✓	4752 ✓	£4.66	—	£4.66	<i>AR</i>	f	<i>AR</i>
SPOTIFY ✓	204 ✓	4481 ✓	£8.33	£1.66	£9.99	<i>AR</i>	f.	<i>AR</i>
NISBETS ✓	204 ✓	4187 ✓	£175.90	£35.18	£211.08	<i>AR</i>	f	} <i>AR</i>
NISBETS ✓	202 ✓	4756 ✓	£125.72	£25.14	£150.86	<i>AR</i>	f.	
Booker	201	4763	£43.76	£8.75	£52.49	<i>AR</i>	f.	} <i>AR</i>
Booker	201	4700	£15.54	£3.11	£18.65	<i>AR</i>	f.	
Booker	201	4761	£41.85	£8.37	£50.22	<i>AR</i>	f.	

£312.20

£361.94

£497.50

*Stuart*

GROSS AMOUNT TOTAL

£...CARRIED.....



2

CREDIT CARD AUTHORISATION SLIP

MONTH OCTOBER 2019

CARD HOLDER ALEX ROBINS

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
Booker	202	4750	£64.89	£12.97	£77.86	<i>AR</i>	<i>J</i>	<i>AR</i>
Booker	202	4750	£298.28	—	£298.28	<i>AR</i>	<i>J</i>	<i>AR</i>
Booker	202	4750	£29.30	—	£29.30	<i>AR</i>	<i>J</i>	<i>AR</i>
Booker	202	4750	£394.67	£44.83	£439.50	<i>AR</i>	<i>J</i>	<i>AR</i>
Booker	201	4700	£16.14	£3.23	£19.37	<i>AR</i>	<i>J</i>	<i>AR</i>
Booker	201	4763	£44.32	£9.86	£54.18	<i>AR</i>	<i>J</i>	<i>AR</i>
Booker	201	4761	£48.35	£9.67	£58.02	<i>AR</i>	<i>J</i>	<i>AR</i>
Booker	202	4750	£113.35	£22.67	£136.02	<i>AR</i>	<i>J</i>	<i>AR</i>
Booker	202	4750	£168.77	—	£168.77	<i>AR</i>	<i>J</i>	<i>AR</i>
(CREDIT) Booker	202	4750	£394.67	£44.83	£439.50	<i>AR</i>	<i>J</i>	<i>AR</i>
			CREDIT	CREDIT	CREDIT			

£37.50  
£29.30

£441.36

GROSS AMOUNT TOTAL

£ CARRIED

3

### CREDIT CARD AUTHORISATION SLIP

MONTH

OCTOBER 2019

CARD HOLDER

ALEX ROBINS

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
Booker ✓	201 ✓	4700 ✓	£102.50 ✓	£20.50 ✓	£123.00 ✓	AR		
Booker ✓	201 ✓	4763 ✓	£32.94 ✓	£6.59 ✓	£39.53 ✓	AR		
Booker ✓	201 ✓	4710 ✓	£169.98 ✓	£34.00 ✓	£203.98 ✓	AR		AR
Booker ✓	202 ✓	4750 ✓	£39.36 ✓	£7.87 ✓	£47.23 ✓	AR		
Booker ✓	202 ✓	4750 ✓	£124.13 ✓	— ✓	£124.13 ✓	AR		
BANGGOOD ✓	204 ✓	4170 ✓	£5.78 ✓	— ✓	£5.78 ✓	AR		AR
10 OUT OF 10 LTD. ✓	201 ✓	4182 ✓	£242.58 ✓	£48.52 ✓	£291.10 ✓	AR		AR
EBAY YE JUNTA ✓	204 ✓	4175 ✓	£8.03 ✓	— ✓	£8.03 ✓	AR		AR
EBAY ALW099 ✓	204 ✓	4175 ✓	£8.76 ✓	— ✓	£8.76 ✓	AR		AR
AMAZON ✓	204 ✓	4400 ✓	£27.17 ✓	£5.43 ✓	£32.60 ✓	AR		AR

GROSS AMOUNT TOTAL

£...CARRIED.....



4

# CREDIT CARD AUTHORISATION SLIP

MONTH ..... OCTOBER 2019 .....

CARD HOLDER ..... ALEX ROBINS .....



Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
Booker ✓	201 ✓	4763 ✓	£27.87 ✓	£5.57 ✓	£33.44 ✓		f	}
Booker ✓	201 ✓	4761 ✓	£7.29 ✓	£1.46 ✓	£8.75 ✓			
Booker ✓	202 ✓	4755 ✓	£45.48 ✓	£9.10 ✓	£54.58 ✓			
Booker ✓	202 ✓	4750 ✓	£108.91 ✓	— ✓	£108.91 ✓			
FLIGHTCASE WAREHOUSE ✓	201 ✓	4185 ✓	£417.07 ✓	£83.41 ✓	£500.48 ✓		f.	u

£205.68

GROSS AMOUNT TOTAL

£..... 3247.25 ✓ .....

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Mr Ben Philip Crane  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Contact tel 03456 076 434  
From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

### Account Summary

Opening Balance	0.00
Debits	585.40
Credits	19.19
New Balance	566.21
Your Credit Limit	£ 2,000.00

Statement Date **04 November 2019**

Card number  
4864 8311 5110 4382

Mr Ben Philip Crane

### Your Transaction Details

Received By Us	Transaction Date	Details	Amount
04 Oct 19	21 Aug 19	SAFETY PLUS LIMITED REDDITCH 24881144377	19.19CR ✓
04 Oct 19	02 Oct 19	MSFT * <E08009BWEQ> MSBILL.INFO IE	28.20 ✓
04 Oct 19	02 Oct 19	MSFT * <E08009BRYV> MSBILL.INFO IE	144.15 ✓
04 Oct 19	03 Oct 19	MSFT * E08009BW9U MSBILL.INFO IE	35.20 ✓
05 Oct 19	04 Oct 19	SCREWFIX DIRECT YEOVIL	47.99 ✓
07 Oct 19	05 Oct 19	MSFT * E08009CMLR MSBILL.INFO IE	34.74 ✓
25 Oct 19	24 Oct 19	SCREWFIX DIRECT YEOVIL	134.99 ✓
31 Oct 19	30 Oct 19	RYMAN FLEET	10.74 ✓
02 Nov 19	01 Nov 19	SCREWFIX DIRECT YEOVIL	49.99 ✓
04 Nov 19	02 Nov 19	MSFT * <E08009KB81> MSBILL.INFO IE	35.20 ✓
04 Nov 19	02 Nov 19	MSFT * <E08009KLIN> MSBILL.INFO IE	36.00 ✓
04 Nov 19	03 Nov 19	MSFT * E08009KQUO MSBILL.INFO IE	28.20 ✓

078170\_308 9/ 10 0000123617 4071 00000





## CREDIT CARD AUTHORISATION SLIP

MONTH: Oct - Nov 19 ✓

CARD HOLDER: Ben Crane ✓

*W*

	Supplier	Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)
1	Safety Plus ✓	204 ✓	4187 ✓	£19.19 ✓	/	£19.19 ✓	<i>[Signature]</i>	Scott Gibson ✓ <span style="float: right;">23</span>
2	Microsoft ✓	101 ✓	4486 ✓	£28.20 ✓	/	£28.20 ✓	<i>[Signature]</i>	
3	Microsoft ✓	101 ✓	4486 ✓	£144.15 ✓	/	£144.15 ✓	<i>[Signature]</i>	
4	Microsoft ✓	101 ✓	4486 ✓	£35.20 ✓	/	£35.20 ✓	<i>[Signature]</i>	
5	Screwfix ✓	301 ✓	4745 ✓	£47.99 ✓	/	£47.99 ✓	<i>[Signature]</i>	
6	Microsoft ✓	101 ✓	4486 ✓	£34.74 ✓	/	£34.74 ✓	<i>[Signature]</i>	
7	Scewfix ✓	205 ✓	4152 ✓	£112.50 ✓	£22.49 ✓	£134.99 ✓	<i>[Signature]</i>	
8	Ryman ✓	204 ✓	4400 ✓	£8.95 ✓	£1.79 ✓	£10.74 ✓	<i>[Signature]</i>	
9	Srewfix ✓	301 ✓	4185 ✓	£41.66 ✓	£8.33 ✓	£49.99 ✓	<i>[Signature]</i>	
10	Microsoft ✓	101 ✓	4486 ✓	£35.20 ✓	/	£35.20 ✓	<i>[Signature]</i>	
11	Microsoft ✓	101 ✓	4486 ✓	£36.00 ✓	/	£36.00 ✓	<i>[Signature]</i>	
12	Microsoft ✓	101 ✓	4486 ✓	£28.20 ✓	/	£28.20 ✓	<i>[Signature]</i>	
<b>Total £</b>				£533.60 ✓	£32.61 ✓	£566.21 ✓	<i>[Signature]</i>	PTO
Town Clerk Sign		<i>[Signature]</i>		Cllr Sign	<i>[Signature]</i>	Cllr Sign	<i>[Signature]</i>	

*W*  
12/12/19

	Description	
1	Safety Boots Refund - Scott Gibson	✓ OCT 2019
2	Microsoft Outlook FTC Email E08009BWEQ ✓ ✓	OCT 2019
3	Microsoft Outlook FTC Email E08009BRYV ✓ ✓	OCT 2019
4	Microsoft Outlook FTC Email E08009BW9U ✓	OCT 2019
5	Waders ✓	OCT 2019
6	Microsoft Outlook FTC Email E08009CMLR ✓	OCT 2019
7	Dry Vacuum Cleaner ✓	OCT 2019
8	Lable Numbers for seating ✓	OCT 2019
9	Electric Table Saw ✓	NOV 2019
10	Microsoft Outlook FTC Email E08009KB81 ✓	NOV 2019
11	Microsoft Outlook FTC Email E08009KLIN ✓	NOV 2019
12	Microsoft Outlook FTC Email E08009KQUO ✓	NOV 2019

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434

From Overseas tel 44 1226 260 050

Miss Charlotte Benham  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Lost and Stolen Cards 03456 007 010 (24 Hrs)

From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563

used by deaf or speech impaired customers

[www.hsbc.co.uk](http://www.hsbc.co.uk)

### Account Summary

Opening Balance	0.00
Debits	109.60
Credits	0.00
<b>New Balance</b>	<b>109.60</b>
Your Credit Limit	£ 500.00

Statement Date **04 November 2019**

Card number

4864 8311 5511 5681

Miss Charlotte Benham

### Your Transaction Details

Received By Us	Transaction Date	Details	Amount
05 Oct 19	04 Oct 19	AMZNMktplace amazon.co.uk 204-0410206-60531	39.30
14 Oct 19	13 Oct 19	AMAZON.CO.UK*MO9MO40F4 AMAZON.CO.UK LU 204-2590853-79771	6.29
24 Oct 19	22 Oct 19	LAND REGISTRY WWW 12560287866	3.00
24 Oct 19	22 Oct 19	LAND REGISTRY WWW 12560290057	3.00
24 Oct 19	22 Oct 19	LAND REGISTRY WWW 12560292923	6.00
24 Oct 19	22 Oct 19	LAND REGISTRY WWW 13572141435	6.00
25 Oct 19	24 Oct 19	DPD_LOCAL_ONLINE BOLTON	43.01
26 Oct 19	25 Oct 19	LAND REGISTRY WWW 10217669005	3.00

078170\_308 7/ 10 00001 23615 4071 00000

Comm Card - ✓  
 PACA Oct 2019

5 £68.57 ✓  
 2 £27.21 ✓

DD 11.11.2019 Invoice Authorisation

Date <b>Fleet</b>		Ordered by	
TOWN COUNCIL	Cost Centre	Amount	Approved
			uk
Town Clerk Authorisation			
Date entered: 20.11.2019 Qu			

## CREDIT CARD AUTHORISATION SLIP

MONTH: Oct 19  
 CARD HOLDER: Charlotte Benham

	Supplier	Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Councillor Signature	Councillor Signature
1	Amazon ✓	301 ✓	4185 ✓ <del>4185</del>	32.75 ✓	6.55 ✓	39.30	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> ✓
2	Amazon ✓	101 ✓	4400 ✓	6.29 ✓	—	6.29	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> ✓
3	Lead Reg ✓	101 ✓	4555 ✓	3 ✓	—	3.00	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> ✓
4	Lead Reg ✓	101 ✓	4555 ✓	3 ✓	—	3.00	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> ✓
5	Lead Reg ✓	101 ✓	4555 ✓	6 ✓	—	6.00	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> ✓
6	Lead Reg ✓	101 ✓	4555 ✓	6 ✓	—	6.00	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> ✓
7	DPD ✓	<del>101</del> ✓	503 ✓	35.84 ✓	7.17 ✓	43.01	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> ✓
8	Lead Reg ✓	101 ✓	4555 ✓	3 ✓	—	3.00	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i> ✓
9									
10									
11									
12									
<b>Total £</b>		109.60 ✓		95.88 ✓	13.72 ✓				<b>PTO</b>

GROSS AMOUNT TOTAL: £109.60

*[Handwritten signature]*

## CREDIT CARD AUTHORISATION SLIP

	Description
1	Camera sd card charger
2	envelopes padded
3	Lead reg maps
4	Lead reg maps
5	Lead reg maps
6	Lead reg maps
7	DPD delivery - Xmas festival flyers to delivery dept
8	Lead reg maps
9	
10	
11	
12	



NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Mr Alex Robins  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Contact tel 03456 076 434  
From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk



Account Summary	
Opening Balance	0.00
Debits	9.99
Credits	0.00
New Balance	9.99 ✓
Your Credit Limit	£ 500.00

Statement Date **02 January 2020** ✓

Card number  
4864 8311 5254 2051

Additional Cardholder      Card number  
**Mr Alex Robins** ✓      4864 8311 5995 1511

### Your Transaction Details

Received By Us	Transaction Date	Details	Amount
09 Dec 19	08 Dec 19	<b>Spotify UK</b> London	9.99 ✓

*W*

**DD 09 JAN Invoice Authorisation**

Date received: <b>29 JAN 20</b>		Ordered by	
Cost Centre	Amount	Approved	
<b>4481</b> ✓	<b>204</b> ✓	<b>£8.33</b> ✓	
Type of Authorisation			
Date authorised: <b>29-01-2020</b> ✓			

018961\_002 7/ 12 00001 48243 8327 00000

## CREDIT CARD AUTHORISATION SLIP

MONTH DECEMBER 2019

CARD HOLDER ALEX ROBINS

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
SPOTIFY ✓	204 ✓	4481 ✓	£8.33 ✓	£1.66 ✓	£9.99 ✓	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

GROSS AMOUNT TOTAL      £ 9.99 *[Signature]*

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434  
From Overseas tel 44 1226 260 050

Mr Ben Philip Crane  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

Account Summary	
Opening Balance	0.00
Debits	1,083.84
Credits	0.00
New Balance	1,083.84 ✓
Your Credit Limit	£ 2,000.00

Statement Date **02 January 2020**

Card number  
4864 8311 5110 4382

Mr Ben Philip Crane

### Your Transaction Details

Received By Us				Transaction Date	Details	Amount
04 Dec 19	03 Dec 19	MSFT * E08009SQ9S	MSBILL.INFO IE			28.20 ✓
04 Dec 19	03 Dec 19	WWW.ICELAND.CO.UK	INTERNET			33.40 ✓
04 Dec 19	03 Dec 19	MSFT * E08009T037	MSBILL.INFO IE			35.20 ✓
04 Dec 19	03 Dec 19	MSFT * E08009SV9M	MSBILL.INFO IE			36.00 ✓
04 Dec 19	03 Dec 19	MSFT * E08009SX9K	MSBILL.INFO IE			144.15 ✓
07 Dec 19	08 Dec 19	WWW.NISBETS.COM	0845 1110281			29.13 ✓
07 Dec 19	08 Dec 19	DEBENHAMS.COM	LONDON			35.49 ✓
09 Dec 19	08 Dec 19	AMAZON.CO.UK*008KW37J5	AMAZON.CO.UK LU			32.80 ✓
		204-9384498-17883				
09 Dec 19	07 Dec 19	TESCO STORE 2080	BASINGSTOKE			203.45 ✓
09 Dec 19	08 Dec 19	Amazon.co.uk*PJ9UU2GY5	AMAZON.CO.UK LU			30.50 ✓
		204-3687714-09451				
11 Dec 19	10 Dec 19	SCREWFIX DIRECT	YEOVIL			14.99 ✓
18 Dec 19	17 Dec 19	WWW.NISBETS.COM	0845 1110281			10.73 ✓
25 Dec 19	24 Dec 19	IZ *Furney Copse Farm	Fleet			450.00 ✓

NO RECEIPT FOR →

£ 29.13  
£ 10.73  
£ 39.86















Invoice Authorisation			
Date received <b>DD 09 JAN</b>		Ordered by	
Cost Code	Cost Centre	Amount	Approved
<i>As see / find attached</i>			
Town Clerk Authorisation			
Date entered: <i>21-01-2020</i>			



# CREDIT CARD AUTHORISATION SLIP

20A

MONTH: Dec-2020
CARD HOLDER: Ben Crane

	Supplier	Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)
1	Microsoft ✓	101 ✓	4486 ✓	£28.20 ✓	/ ✓	£28.20 ✓		
2	Iceland ✓	150 ✓	<sup>+657</sup> 1200 ✓	£33.40 ✓	/ ✓	£33.40 ✓		CB
3	Microsoft ✓	101 ✓	4486 ✓	£35.20 ✓	/ ✓	£35.20 ✓		
4	Microsoft ✓	101 ✓	4486 ✓	£36.00 ✓	/ ✓	£36.00 ✓		
5	Microsoft ✓	101 ✓	4486 ✓	£144.15 ✓	/ ✓	£144.15 ✓		
6	Nisbits ✓	150 ✓	1200 ✓	£33.22 ✓	<sup>6.63</sup> <del>£6.64</del> ✓	£39.86 ✓		CB
7	Debenhams ✓	150 ✓	1200 ✓	£35.49 ✓	/ ✓	£35.49 ✓		CB
8	Amazon ✓	204 ✓	4185 ✓	<sup>6</sup> £27.17 ✓	<sup>5.44</sup> <del>£5.43</del> ✓	£32.60 ✓		
9	Tesco ✓	150 ✓	1200 ✓	£203.45 ✓	/ ✓	£203.45 ✓		CB
10	Amazon ✓	150 ✓	1200 ✓	£25.42 ✓	£5.08 ✓	£30.50 ✓		CB
11	Screwfix ✓	301 ✓	4185 ✓	£12.50 ✓	£2.49 ✓	£14.99 ✓		
12	Furney Copse Farm ✓	150 ✓	1200 ✓	£450.00 ✓	/ ✓	£450.00 ✓		CB
<b>Total £</b>				£1,064.20 ✓	£19.64 ✓	£1,083.84 ✓		PTO
Town Clerk Sign				Clr Sign		Clr Sign		

150-1200 = 150-4657 Xmas Day Lunch 2019

  
Change acct.

no punch work  
may be changed

	Description
1	Microsoft Outlook FTC Email E08009SQ9S ✓
2	Xmas Lunch ✓
3	Microsoft Outlook FTC Email E08009T037 ✓
4	Microsoft Outlook FTC Email E08009SV9M ✓
5	Microsoft Outlook FTC Email E08009SX9K
6	Split charge of £29.13 + £10.73
7	Xmas Lunch
8	Usher Torches
9	Xmas Lunch
10	Xmas Lunch
11	wood screws
12	Meat for xmas Lunch

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434  
From Overseas tel 44 1226 260 050

Miss Charlotte Benham  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

Account Summary	
Opening Balance	0.00
Debits	149.77
Credits	0.00
<b>New Balance</b>	<b>149.77</b> ✓
Your Credit Limit	£ 500.00

Statement Date **02 January 2020**

Card number  
4864 8311 5511 5681

Miss Charlotte Benham

### Your Transaction Details

Received By Us	Transaction Date	Details	Amount
06 Dec 19	05 Dec 19	WWW.ANGELWHOLESALE.CO. 08458948553	31.99
06 Dec 19	05 Dec 19	AMZNMktplace amazon.co.uk 204-1048449-04995	37.10
24 Dec 19	23 Dec 19	BOOKER LIMITED ALDERSH ALDERSHOT	77.03
25 Dec 19	24 Dec 19	))) SAINSBURYS S/MKTS FLEET ALDRSHT	3.65

Invoice Authorisation			
Date received		Ordered by	
DD 09 JAN			
Cost Code	Cost Centre	Amount	Approved
See attached			
Fied			
Town Clerk Authorisation			
Date entered: 21-01-2020 <i>ch</i>			

018881\_002 5/ 12 00001 48241 8327 00000



# CREDIT CARD AUTHORISATION SLIP

MONTH: ~~Sept~~ Dec. 19  
 CARD HOLDER: Charlotte Berham

	Supplier	Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)
1	angel wholesale ✓	150 ✓	4657 ✓	£26.66 ✓	£5.33 ✓	£31.99 ✓	<i>[Signature]</i>	
2	⊕ amazon	150	4657	£32.11	£4.99	£37.10 ⊕	<i>[Signature]</i>	
3	bookers ✓	150 ✓	4657 ✓	£77.03 ✓	£0.00 ✓	£77.03 ✓	<i>[Signature]</i>	Remains in cash.
4	sainsburys ✓	150 ✓	4657 ✓	£3.65 ✓	£0.00 ✓	£3.65 ✓	<i>[Signature]</i>	
5	AMAZON ✓	150 ✓	4657 ✓	£7.20 ✓	£0.00 ✓	£7.20 ✓	<i>[Signature]</i>	
6	⊕ AMAZON ✓	150 ✓	4657 ✓	$\begin{matrix} £18.33 \\ £6.58 \\ \hline £24.91 \end{matrix}$	$\begin{matrix} £3.67 \\ £1.52 \\ \hline £4.99 \end{matrix}$	$\begin{matrix} £7.20 \\ + £29.99 \\ \hline £37.10 \end{matrix}$	<i>[Signature]</i>	
7								
8								
9								
10								
11								
12								
<b>Total £149.77</b>				£139.45	£10.32	£149.77		PTO
Town Clerk Sign				Cllr Sign	<i>[Signature]</i>	Cllr Sign	<i>[Signature]</i>	





NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Mr Daniel Mark Dunk  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Contact tel 03456 076 434  
From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

Account Summary	
Opening Balance	0.00
Debits	2,073.68
Credits	9.55
<b>New Balance</b>	<b>2,064.13</b>
Your Credit Limit	£ 2,000.00

Statement Date **02 January 2020**

Card number  
4864 8311 5985 4129

Mr Daniel Mark Dunk

### Your Transaction Details

Received By Us	Transaction Date	Details	Amount	
05 Dec 19	04 Dec 19	))) WM MORRISONS STORE FLEET	4.50	✓
05 Dec 19	04 Dec 19	))) FARNBORO 1331 FARNBOROUGH I	8.58	✓
05 Dec 19	04 Dec 19	AMZNMktplace amazon.co.uk	15.95	✓
		204-9960596-03187		
05 Dec 19	04 Dec 19	SCREWFIX DIRECT YEOVIL	29.97	✓
05 Dec 19	04 Dec 19	HANCOCK CASH AND CARRY LOUGHBOROUGH	134.39	✓
05 Dec 19	04 Dec 19	BOOKERECOMM DEESIDE	285.53	✓
09 Dec 19	08 Dec 19	BOOKERECOMM DEESIDE	9.55CR	✓
12 Dec 19	11 Dec 19	RETAILLEISU 01613350115	231.54	✓
13 Dec 19	12 Dec 19	SP * EARPEACE LTD EASTLEIGH	335.16	✓
14 Dec 19	12 Dec 19	BOOKERECOMM DEESIDE	507.90	✓
18 Dec 19	17 Dec 19	VIRTUAL COLLEGE LIMITE ILKLEY	36.00	✓
19 Dec 19	18 Dec 19	AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK	7.95	✓
		204-6545451-61379		
21 Dec 19	19 Dec 19	BOOKERECOMM DEESIDE	294.24	✓
21 Dec 19	20 Dec 19	WWW.GAFFERTAPE.COM 01480494540	25.28	✓
23 Dec 19	22 Dec 19	PAYPAL *RETAILLEISU 35314369001	156.89	✓

018861\_002 11/ 12 00001 48247 8327 00000





NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

**DD 10-12-19 Invoices Authorisation**

Mr Alex Robins  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Ordered by	Amount	Approved

Notes entered: 14-01-2020 *AR*

Contact tel 03456 076 434  
From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

### Account Summary

Opening Balance	0.00
Debits	2,032.21
Credits	7.60
<b>New Balance</b>	<b>2,024.61</b>
Your Credit Limit	£ 500.00

Statement Date **03 December 2019**

Card number  
4864 8311 5995 1511

Mr Alex Robins

### Your Transaction Details

Received By Us Transaction Date Details

Received By Us	Transaction Date	Details	Amount
✓	07 Nov 19	05 Nov 19 TVLICENSING.CO.UK 3007906071 ✓	154.50 ✓
✓	07 Nov 19	06 Nov 19 WWW.SIGN-HOLDERS.CO.UK SOUTHAMPTON ✓	50.51 ✓
✓	07 Nov 19	06 Nov 19 LEMONROCK GIG GUIDE ST ALBANS ✓	52.00 ✓
✓	07 Nov 19	06 Nov 19 DISTRIBUTION ZONE HOOK ✓	244.24 ✓
✓	07 Nov 19	06 Nov 19 BOOKERECOMM DEESIDE ✓	611.93 ✓
✓	08 Nov 19	07 Nov 19 BOOKER LIMITED ALDERSH ALDERSHOT ✓	63.75 ✓
✓	08 Nov 19	07 Nov 19 SP * EARPEACE LTD EASTLEIGH ✓	67.85 ✓
✓	09 Nov 19	08 Nov 19 Spotify UK London	9.99 ✓
✓	14 Nov 19	13 Nov 19 BOOKERECOMM DEESIDE	11.62 ✓
✓	14 Nov 19	13 Nov 19 WWW.UKWRISTBANDS.COM WWW ✓	84.97 ✓
✓	14 Nov 19	13 Nov 19 25928446284 BOOKERECOMM DEESIDE ✓	242.06 ✓
✓	15 Nov 19	14 Nov 19 BOOKERECOMM DEESIDE ✓	7.60CR ✓
✓	21 Nov 19	20 Nov 19 BOOKERECOMM DEESIDE ✓	4.55 ✓
✓	21 Nov 19	20 Nov 19 BOOKERECOMM DEESIDE ✓	434.24 ✓

097963\_337 5/ 12 00001 23303 4044 00000



## CREDIT CARD AUTHORISATION SLIP

MONTH

NOVEMBER 2019

CARD HOLDER

ALEX ROBINS

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
TV LICENSING	204	4481	£154.50	—	£154.50	AR	[Signature]	[Signature]
SIGN HOLDERS CO.UK	204	4400	£42.09	£8.42	£50.51	AR	[Signature]	[Signature]
LEMONROCK	201	4432	£52.00	—	£52.00	AR	[Signature]	[Signature]
DISTRIBUTION ZONE	204	4170	£203.53	£40.71	£244.24	AR	[Signature]	[Signature]
Booker	201	4700	£9.56	£1.91	£11.47	AR	[Signature]	[Signature]
Booker	201	4763	£35.85	£7.17	£43.02	AR	[Signature]	[Signature]
Booker	201	4761	£33.26	£6.65	£39.91	AR	[Signature]	[Signature]
Booker	204	4152	£19.96	£3.99	£23.95	AR	[Signature]	[Signature]
Booker	202	4755	£100.48	£20.10	£120.58	AR	[Signature]	[Signature]
Booker	202	4750	£46.53	£9.31	£55.84	AR	[Signature]	[Signature]
Booker	202	4750	£317.16	—	£317.16	AR	[Signature]	[Signature]

£611.93

GROSS AMOUNT TOTAL

£...CARRIED.....

[Signature]

2

CREDIT CARD AUTHORISATION SLIP

MONTH NOVEMBER 2019

CARD HOLDER ALEX ROBINS

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
Booker	202	4755	£39.99	£8.00	£47.99	<i>AR</i>	<i>AR</i>	} <i>AR</i>
Booker	202	4750	£7.98	£1.59	£9.57	<i>AR</i>	<i>AR</i>	
Booker	202	4750	£6.19	-	£6.19	<i>AR</i>	<i>AR</i>	
EAPPIECE LTD.	204	4187	£56.54	£11.31	£67.85	<i>AR</i>	<i>AR</i>	<i>AR</i>
SPOTIFY	204	4481	£8.33	£1.66	£9.99	<i>AR</i>	<i>AR</i>	<i>AR</i>
Booker	202	4750	£9.68	£1.94	£11.62	<i>AR</i>	<i>AR</i>	<i>AR</i>
UK WRISTBANDS	204	4400	£70.81	£14.16	£84.97	<i>AR</i>	<i>AR</i>	<i>AR</i>
Booker	201	4763	£19.47	£3.89	£23.36	<i>AR</i>	<i>AR</i>	} <i>AR</i>
Booker	202	4750	£50.14	£10.03	£60.17	<i>AR</i>	<i>AR</i>	
Booker	202	4750	£158.53	-	£158.53	<i>AR</i>	<i>AR</i>	

GROSS AMOUNT TOTAL

£ CARRIED

3

# CREDIT CARD AUTHORISATION SLIP

MONTH NOVEMBER 2019

CARD HOLDER ALEX ROBINS

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
Booker ✓	202	4750	<sup>CREDIT</sup> -£7.60	—	<sup>CREDIT</sup> -£7.60	<i>[Signature]</i>	<i>[Signature]</i>	
Booker ✓	202	4750	£379	£0.76	£4.55	<i>[Signature]</i>	<i>[Signature]</i>	
Booker ✓	201	4763	£38.34	£7.67	£46.01	<i>[Signature]</i>	<i>[Signature]</i>	
Booker ✓	201	4761	£36.45	£7.29	£43.74	<i>[Signature]</i>	<i>[Signature]</i>	
Booker ✓	202	4755	£104.85	£20.97	£125.82	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Booker ✓	202	4750	£17.27	£3.45	£20.72	<i>[Signature]</i>	<i>[Signature]</i>	
Booker ✓	202	4750	£197.95	—	£197.95	<i>[Signature]</i>	<i>[Signature]</i>	

£434.24

GROSS AMOUNT TOTAL

£ 2024.61



NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Mr Ben Philip Crane  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Contact tel 03456 076 434  
From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

### Account Summary

Opening Balance	0.00
Debits	691.81
Credits	0.00
New Balance	691.81
Your Credit Limit	£ 2,000.00

Statement Date **03 December 2019**

Card number  
4864 8311 5110 4382

Mr Ben Philip Crane

### Your Transaction Details

Received By Us	Transaction Date	Details	Amount
	05 Nov 19	03 Nov 19 MSFT *-<E08009KWSC> MSBILL.INFO IE	144.15
	09 Nov 19	07 Nov 19 HART DISTRICT COUNCIL HAMPSHIRE	105.91
	19 Nov 19	18 Nov 19 ARGOS RETAIL GROUP INTERNET	90.00
	22 Nov 19	21 Nov 19 CENTRAL SOURCE LTD BINGHAM	43.82
	29 Nov 19	28 Nov 19 BOOKERECOMM DEESIDE	307.93

097963\_337 9/ 12 00001 23307 4044 00000



# CREDIT CARD AUTHORISATION SLIP

MONTH: Nov 2019
CARD HOLDER: Ben Crane

No	Supplier	Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)																								
1	Microsoft ✓	101 ✓	4486 ✓	£144.15 ✓	/	£144.15 ✓	<i>[Signature]</i>																									
2	Hart District Council ✓	350 ✓	4155 ✓ <i>80012</i>	£105.91 ✓	/	£105.91 ✓	<i>[Signature]</i>	S. Taylor																								
3	Argos ✓	150 ✓	4656 ✓	£75.00 ✓	£15.00	£90.00 ✓	<i>[Signature]</i>																									
4	Workplace Depot ✓	150 ✓	4656 ✓	£36.52 ✓	£7.30	£43.82 ✓	<i>[Signature]</i>	C. Benham																								
5	Bookers (F) ✓	201 ✓	4700 ✓	£237.2 ✓	4.74	£307.93 ✓ <del>£28.46</del>	<i>[Signature]</i>	R. Dunk																								
6		201 ✓	4761 ✓	£19.13 ✓	£1.83	£23.00 ✓																										
		202 ✓	4750 ✓	£213.46 ✓	£14.00	£256.46 ✓																										
7	DD 10-12-2019																															
8	<table border="1" style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <tr> <th colspan="4" style="text-align: center;">Invoice Authorisation</th> </tr> <tr> <td style="width: 25%;">Date received</td> <td style="width: 25%;"></td> <td style="width: 25%;">Ordered by</td> <td style="width: 25%;"></td> </tr> <tr> <td>Cost Code</td> <td>Cost Centre</td> <td>Amount</td> <td>Approved</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="4" style="text-align: center;">Town Clerk Authorisation</td> </tr> <tr> <td colspan="4">Date entered: 14-01-2020 <i>[Signature]</i></td> </tr> </table>								Invoice Authorisation				Date received		Ordered by		Cost Code	Cost Centre	Amount	Approved					Town Clerk Authorisation				Date entered: 14-01-2020 <i>[Signature]</i>			
Invoice Authorisation																																
Date received		Ordered by																														
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Town Clerk Authorisation																																
Date entered: 14-01-2020 <i>[Signature]</i>																																
9																																
10																																
11																																
12																																
<b>Total £</b>				£361.58	£22.30	£691.81	PTO																									
Town Clerk Sign				Cllr Sign	<i>[Signature]</i>	Cllr Sign		<i>[Signature]</i>																								

*[Handwritten mark]*

	Description
1	Microsoft Outlook FTC Email E08009KWSC
2	Green waste Bins for Cemetery
3	Xmas Trees and lights
4	Channel Cable Protector
5	Café Bookers
6	
7	
8	
9	
10	
11	
12	

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Miss Charlotte Benham  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Contact tel 03456 076 434

From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs)

From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563

used by deaf or speech impaired customers

www.hsbc.co.uk

### Account Summary

Opening Balance	0.00
Debits	159.98
Credits	0.00
New Balance	159.98
Your Credit Limit	£ 500.00

Statement Date **03 December 2019**

Card number

4864 8311 5511 5881

Miss Charlotte Benham

### Your Transaction Details

Received By Us	Transaction Date	Details	Amount
15 Nov 19	14 Nov 19	))) POST OFFICE COUNTER FLEET	1.50
15 Nov 19	14 Nov 19	WILKO.COM INTERNET	35.00
15 Nov 19	14 Nov 19	WWW.PARTYRAMA.CO.UK WWW SP486570320010051	38.28
15 Nov 19	14 Nov 19	FRIDGE FREEZER DIRECT HINCKLEY	80.22
26 Nov 19	25 Nov 19	Amazon.co.uk*MS92V4AF5 AMAZON.CO.UK LU 204-9987268-46983	8.98

097963\_337 7/ 12 00001 23305 40-44 00000



DD 10-12-19

# CREDIT CARD AUTHORISATION SLIP

**Invoice Authorisation**

Date received: 18-12-2019  
Ordered by: M. (entered)

Cost Code	Cost Centre	Amount	Approved

**Town Council authorisation**

Net Amount	VAT	Gross Amount	Card Holder	Councillor Signature	Councillor Signature
£	£	£	Signature		
140.76	19.20	159.96	[Signature]	[Signature]	[Signature]

MONTH: Nov 19

CARD HOLDER: Chellette

Z £ 44.74

S £ 96.02

	Supplier	Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Councillor Signature	Councillor Signature
1	Post office	101	4455	1.50	0	1.50	[Signature]	[Signature]	[Signature]
2	Wilko's	150	4657	29.17	5.83	35.00	[Signature]	[Signature]	[Signature]
3	Postyrama	150	4657	36.26	0	36.26	[Signature]	[Signature]	[Signature]
4	Fridge Freezer Direct	150	4657	66.85	13.37	80.22	[Signature]	[Signature]	[Signature]
5	Amazon	150	4657	6.98	0	6.98	[Signature]	[Signature]	[Signature]
6									
7									
8									
9									
10									
11									
12									
<b>Total £</b>				140.76	19.20	159.96		[Signature]	PTO

GROSS AMOUNT TOTAL: £159.96

[Signature]

PTO

ur



## CREDIT CARD AUTHORISATION SLIP

	Description
1	postage ✓
2	equip xmas day lunch ✓
3	table cloths xmas day lunch ✓
4	equip xmas day lunch ✓
5	Stationery xmas day lunch ✓
6	
7	
8	
9	
10	
11	
12	

## CREDIT CARD AUTHORISATION SLIP

MONTH DECEMBER 19

CARD HOLDER DAW BUNK *DAW BUNK*

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature																												
Booker	202	4750	£22.97	—	£22.97	<i>DAW BUNK</i>	<i>DAW</i>	<i>DAW</i>																												
Booker	201	4761	£10.77	£2.15	£12.92	<i>DAW BUNK</i>		<i>DAW</i>																												
<table border="1" style="margin: auto;"> <thead> <tr> <th colspan="4">Invoice Authorisation</th> </tr> <tr> <th>Date received</th> <th colspan="2">Cost Code</th> <th>Ordered by</th> </tr> </thead> <tbody> <tr> <td>DD 10-12-19</td> <td>4750</td> <td>202</td> <td>£22.97</td> </tr> <tr> <td></td> <td>4761</td> <td>201</td> <td>£10.77</td> </tr> <tr> <td></td> <td></td> <td></td> <td><u>£33.74</u></td> </tr> <tr> <th colspan="4">Town Clerk Authorisation</th> </tr> <tr> <td>Date entered:</td> <td colspan="3">14-01-2020 <i>h</i></td> </tr> </tbody> </table>									Invoice Authorisation				Date received	Cost Code		Ordered by	DD 10-12-19	4750	202	£22.97		4761	201	£10.77				<u>£33.74</u>	Town Clerk Authorisation				Date entered:	14-01-2020 <i>h</i>		
Invoice Authorisation																																				
Date received	Cost Code		Ordered by																																	
DD 10-12-19	4750	202	£22.97																																	
	4761	201	£10.77																																	
			<u>£33.74</u>																																	
Town Clerk Authorisation																																				
Date entered:	14-01-2020 <i>h</i>																																			
			£33.74	£2.15	£35.89																															

GROSS AMOUNT TOTAL

£..... 35.89 ✓ *f*

*DAW BUNK*

*wj/llh*

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Mr Daniel Mark Dunk  
 The Harlington, 236 Fleet Road  
 Fleet  
 Hampshire  
 GU51 4BY

Contact tel 03456 076 434  
 From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
 From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
 used by deaf or speech impaired customers  
[www.hsbc.co.uk](http://www.hsbc.co.uk)

Account Summary	
Opening Balance	0.00
Debits	35.89
Credits	0.00
New Balance	35.89
Your Credit Limit	£ 2,000.00

Statement Date **03 December 2019**

Card number  
 4864 8311 5985 4129

Mr Daniel Mark Dunk

### Your Transaction Details

Received By Us	Transaction Date	Details	Amount
03 Dec 19	02 Dec 19	BOOKER LIMITED ALDERSH ALDERSHOT	35.89

097963\_337 11/ 12 00001 23309 4044 00000

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Mr Alex Robins  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Contact tel 03456 076 434  
From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

Account Summary	
Opening Balance	0.00
Debits	1,939.35
Credits	1.12
New Balance	1,938.23
Your Credit Limit	£ 3,000.00

Statement Date **02 October 2019**

Card number  
4864 8311 5995 1511

Mr Alex Robins

### Your Transaction Details

Received By Us	Transaction Date	Details	Amount
05 Sep 19	04 Sep 19	BOOKERECOMM DEESIDE	136.27
06 Sep 19	06 Sep 19	HSBC 1 percent cashbac Visa Offers	1.05CR
09 Sep 19	08 Sep 19	HSBC 1 percent cashbac Visa Offers	0.07CR
09 Sep 19	08 Sep 19	Spotify P0CAAF8516 London	9.99
10 Sep 19	09 Sep 19	WWW.ARGOS.CO.UK INTERNET	224.99
13 Sep 19	12 Sep 19	BOOKERECOMM DEESIDE	269.25
19 Sep 19	18 Sep 19	TICKETOFFICESALE SWTRAINS FLEE	60.10
19 Sep 19	18 Sep 19	BOOKERECOMM DEESIDE	698.33
20 Sep 19	19 Sep 19	TGI FRIDAYS LEICESTER SQU	45.08
20 Sep 19	19 Sep 19	LINKEDIN-408*9237996 LNKD.IN/BILL IE	77.00
25 Sep 19	24 Sep 19	))) SWRAILWAYSELFERVE SWTRAINS FARN	19.10
27 Sep 19	25 Sep 19	BOOKERECOMM DEESIDE	299.36
01 Oct 19	30 Sep 19	FACEBK *Q2XYCQSLR2 fb.me/ads IE	82.37
02 Oct 19	01 Oct 19	INDEED TEL+35312545907 35312545907 IE	17.51

057518\_275 5/ 10 00001 23701 4067 00000

①

## CREDIT CARD AUTHORISATION SLIP

MONTH

SEPTEMBER 2019

CARD HOLDER

ALEX ROBINS

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
Booker ✓	202	4750	£130.24	£6.03	£136.27	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Costa ✓	204	4481	£8.33	£1.66	£9.99	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Argos <sup>Wardy</sup> ✓	204	4185	£187.19	£37.50	£224.99	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Booker ✓	202	4755	£25.79	£5.16	£30.95	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Booker	204	4152	£16.99	£3.40	£20.39	<i>[Signature]</i>		
Booker	202	4750	£35.84	£7.16	£43.00	<i>[Signature]</i>		
Booker	202	4750	£174.91	—	£174.91	<i>[Signature]</i>		
SOUTH WEST TRAINS ✓	204	4041	£60.10	—	£60.10	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Booker ✓	202	4755	£39.99	£8.00	£47.99	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Booker ✓	201	4700	£14.34	£2.87	£17.21	<i>[Signature]</i>		

GROSS AMOUNT TOTAL

 £ CARRIED



2

### CREDIT CARD AUTHORISATION SLIP

MONTH September 2019

CARD HOLDER Alex ROBINS

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
Booker ✓	201 ✓	4763 ✓	£71.37 ✓	£14.27 ✓	£85.64 ✓	<i>AR</i>	} <i>W</i>	} <i>W</i>
Booker ✓	202 ✓	4750 ✓	£81.01 ✓	£16.20 ✓	£97.21 ✓	<i>AR</i>		
Booker ✓	202 ✓	4750 ✓	£450.28 ✓	— ✓	£450.28 ✓	<i>AR</i>		
TGI FRIDAYS ✓	201 ✓	4752 ✓	£45.08 ✓	— ✓	£45.08 ✓	<i>AR</i>	<i>W</i>	<i>W</i>
LINKEDIN ✓	204 ✓	4011 ✓	£77.00 ✓	— ✓	£77.00 ✓	<i>AR</i>	<i>W</i>	<i>W</i>
SOUTH WEST RAILWAYS ✓	204 ✓	4041 ✓	£19.10 ✓	— ✓	£19.10 ✓	<i>AR</i>	<i>W</i>	<i>W</i>
Booker ✓	204 ✓	4187 ✓	£32.96 ✓	£6.59 ✓	£39.55 ✓	<i>AR</i>	} <i>W</i>	} <i>W</i>
Booker ✓	204 ✓	4152 ✓	£14.98 ✓	£2.99 ✓	£17.97 ✓	<i>AR</i>		
Booker ✓	201 ✓	4761 ✓	£17.49 ✓	£3.50 ✓	£20.99 ✓	<i>AR</i>		
Booker ✓	201 ✓	4763 ✓	£41.85 ✓	£8.37 ✓	£50.22 ✓	<i>AR</i>		

£698.33

£299.36

GROSS AMOUNT TOTAL

£ CARRIED .....

3

# CREDIT CARD AUTHORISATION SLIP

MONTH SEPTEMBER 2019

CARD HOLDER Alex ROBINS

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
Booker	202	4750	£10.66	£2.14	£12.80	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Booker	202	4750	£157.83	—	£157.83	<i>[Signature]</i>		
FACEBOOK	201	4432	£82.37	—	£82.37	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
INDEED	204	4011	£17.51	—	£17.51	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

GROSS AMOUNT TOTAL      £ 1934.35 ✓

CREDITS                              1.12

BALANCE                              1938.23

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Mr Ben Philip Crane  
The Harlington, 238 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Contact tel 03456 076 434  
From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

Account Summary	
Opening Balance	0.00
Debits	1,823.94
Credits	0.02
<b>New Balance</b>	<b>1,823.92</b>
Your Credit Limit	£ 2,000.00

Statement Date **02 October 2019**

Card number  
4864 8311 5110 4382

Mr Ben Philip Crane

### Your Transaction Details










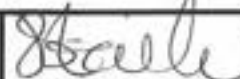
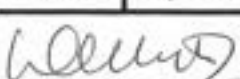

Received By Us	Transaction Date	Details	Amount
05 Sep 19	03 Sep 19	MSFT *-<E080093VL5> MSBILL.INFO IE	28.20 ✓
06 Sep 19	05 Sep 19	MSFT * E080093YS0 MSBILL.INFO IE	36.00 ✓
06 Sep 19	06 Sep 19	HSBC 1 percent cashbac Visa Offers	0.02CR ✓
07 Sep 19	05 Sep 19	MSFT *-<E080094APD> MSBILL.INFO IE	144.15 ✓
07 Sep 19	06 Sep 19	MSFT * E080094BQ0 MSBILL.INFO IE	35.20 ✓
28 Sep 19	25 Sep 19	SHOPFITTING WAREHOUSE STURMINSTER M	31.80
28 Sep 19	25 Sep 19	WWW.BROXAP.COM WWW 198531175	1,488.00
27 Sep 19	26 Sep 19	SCREWFIX DIRECT YEOVIL	28.59
02 Oct 19	02 Oct 19	ANNUAL FEE	32.00

057518\_275 9/ 10 00001 23705 4067 00000



## CREDIT CARD AUTHORISATION SLIP

MONTH: Sept
CARD HOLDER: Ben Crane

	Supplier	Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)
1	Microsoft ✓	101 ✓	4486 ✓	£28.20 ✓	/	£28.20		B.Crane ✓
2	Microsoft ✓	101 ✓	4486 ✓	£36.00 ✓	/	£36.00 ✓		B.Crane ✓
3	HSBC cashback ✓	101 ✓	4420 ✓	-£0.02 ✓	/	-£0.02 ✓		
4	Microsoft ✓	101 ✓	4486 ✓	£144.15 ✓	/	£144.15 ✓		B.Crane ✓
5	Microsoft ✓	101 ✓	4486 ✓	£35.20 ✓	/	£35.20 ✓		B.Crane ✓
6	Shopfitting WH ✓	150 ✓	4656 ✓	£26.50 ✓	£5.30	£31.80 ✓		B.Crane ✓
7	Broxap ✓	301 ✓	4240 ✓	£1,240.00 ✓	£248.00	£1,488.00 ✓		B.Crane ✓
8	Srewfix ✓	205 ✓	4185 ✓	<del>£112.50</del> £112.50 ✓	4.76 £22.49	<del>£134.99</del> £134.99 ✓		B.Crane ✓
9	Annual Fee ✓	101 ✓	4422 ✓	£32.00 ✓	/	£32.00 ✓		B.Crane ✓
10								
11								
12								
<b>Total £</b>				£1,654.53	£275.79	£1,930.32		PTO
Town Clerk Sign				Clr Sign			Clr Sign	

	Description
1	Microsoft Outlook FTC Email E08008
2	Microsoft Outlook FTC Email E08009
3	
4	Microsoft Outlook FTC Email E08008
5	Microsoft Outlook FTC Email E08009
6	christmas light hooks
7	Highstreet Benches x 2
8	Vacuum Cleaner - Ancells Farm
9	Annual Card Fee
10	
11	
12	

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434  
From Overseas tel 44 1226 260 050

Miss Charlotte Benham  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk

Account Summary	
Opening Balance	0.00
Debits	251.06
Credits	0.00
New Balance	251.06 ✓
Your Credit Limit	£ 500.00

Statement Date **02 October 2019**

Card number  
4864 8311 5511 5681

Miss Charlotte Benham

### Your Transaction Details

Received By Us	Transaction Date	Details	Amount
	06 Sep 19	05 Sep 19 AMZNMktplace amazon.co.uk 204-7469313-28387	6.99
	10 Sep 19	09 Sep 19 AMZNMKTPLACE AMAZON.CO AMAZON.CO.UK 204-2675697-98675	6.99
	21 Sep 19	19 Sep 19 SP * MX WHOLESALE SOUTHAMPTON	27.11
	27 Sep 19	26 Sep 19 AMZNMktplace amazon.co.uk 204-1979333-03043	5.99
	30 Sep 19	27 Sep 19 BOOKER LIMITED ALDERSH ALDERSHOT	203.98

057518\_275 7/ 10 00001 23703 4067 00000



# CREDIT CARD AUTHORISATION SLIP

MONTH: Sept 19  
 CARD HOLDER: Charlotte

	Supplier	Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)																				
1	Amazon ✓	101 ✓	4185 ✓	6.99 ✓	0 ✓	6.99 ✓	<i>[Signature]</i>	/ ✓																				
2	Amazon ✓	101 ✓	4185 ✓	6.99 ✓	0 ✓	6.99 ✓	<i>[Signature]</i>	/ ✓																				
3	Mx Wholesale ✓	150 ✓	4176 ✓	22.59 ✓	4.52 ✓	27.11 ✓	<i>[Signature]</i>	/ ✓																				
4	Amazon ✓	101 ✓	4185 ✓	5.99 ✓	0 ✓	5.99 ✓	<i>[Signature]</i>	/ ✓																				
5	Bakers ✓	201 ✓	4710 ✓	169.98 ✓	34.00 ✓	203.98 ✓	-	Dan ✓																				
6	<div style="border: 2px solid green; padding: 5px;"> <p style="text-align: center; color: green;"><b>DD 09.10.19 Invoice Authorisation</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Date received</td> <td colspan="2">Ordered by</td> </tr> <tr> <td>Cost Code</td> <td>Cost Centre</td> <td>Amount</td> <td>Approved</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td><i>[Signature]</i></td> </tr> <tr> <td colspan="4" style="text-align: center;">Town Clerk Authorisation</td> </tr> <tr> <td colspan="4">Date entered: <u>25.10.2019</u> <i>[Signature]</i></td> </tr> </table> </div>								Date received		Ordered by		Cost Code	Cost Centre	Amount	Approved				<i>[Signature]</i>	Town Clerk Authorisation				Date entered: <u>25.10.2019</u> <i>[Signature]</i>			
Date received									Ordered by																			
Cost Code									Cost Centre	Amount	Approved																	
											<i>[Signature]</i>																	
Town Clerk Authorisation																												
Date entered: <u>25.10.2019</u> <i>[Signature]</i>																												
7																												
8	Comm Card - PACA Sept 2019																											
9																												
10																												
11																												
12																												
<b>Total £</b>				212.54	38.52	251.06																						
				<small>£000</small>	<small>£000</small>	<small>£000</small>	PTO																					
Town Clerk Sign		<i>[Signature]</i>		Clr Sign	<i>[Signature]</i>		Clr Sign	<i>[Signature]</i>																				

*[Signature]*  
10-10-19

2 £ 19.97  
5 £ 192.57

	Description
1	Armbands - condolences, death of royal
2	" "
3	Litter pickers - acheri day
4	Cable - USB extension
5	Pint glasses for bar
6	
7	
8	
9	
10	
11	
12	

<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	706	7		1,579.68	1,579.68	0.00
Cashbook	1		7		21,034.97	21,034.97	0.00
Cashbook	1		8		23,061.56	23,061.56	0.00
Cashbook	1		9		16,260.00	16,260.00	0.00
<b>OUTPUT</b>				<b>Total Rate: E</b>	<b>61,936.21</b>	<b>61,936.21</b>	<b>0.00</b>
Sales Ledger	1	706	7		5,105.78	4,254.82	850.96
Sales Ledger	1	707	7		3,291.61	2,743.06	548.55
Sales Ledger	1	708	7		19,807.24	16,506.03	3,301.21
Sales Ledger	1	710	7		108.78	90.65	18.13
Cashbook	1		7		48,682.35	40,568.52	8,113.83
Sales Ledger	1	711	8		9,366.08	7,805.06	1,561.02
Sales Ledger	1	713	8		0.00	0.00	0.00
Sales Ledger	1	714	8		2,965.39	2,471.21	494.18
Cashbook	1		8		42,774.50	35,645.36	7,129.14
Sales Ledger	1	715	9		506.41	422.01	84.40
Sales Ledger	1	716	9		3,216.06	2,680.05	536.01
Sales Ledger	1	717	9		1,959.25	1,632.73	326.52
Cashbook	1		9		60,853.88	50,711.67	10,142.21
<b>OUTPUT</b>				<b>Total Rate: S</b>	<b>198,637.33</b>	<b>165,531.17</b>	<b>33,106.16</b>
Cashbook	1		7		100.00	100.00	0.00
<b>OUTPUT</b>				<b>Total Rate: Z</b>	<b>100.00</b>	<b>100.00</b>	<b>0.00</b>
Purchase Ledger	1	852	8		1,620.00	1,620.00	0.00
Purchase Ledger	1	855	9		183.00	183.00	0.00
<b>INPUT</b>				<b>Total Rate: E</b>	<b>1,803.00</b>	<b>1,803.00</b>	<b>0.00</b>
Purchase Ledger	1	839	7		593.28	565.03	28.25
Cashbook	1		7		259.92	247.54	12.38
Purchase Ledger	1	849	8		191.46	182.33	9.13
Cashbook	1		8		406.72	387.36	19.36
<b>INPUT</b>				<b>Total Rate: F</b>	<b>1,451.38</b>	<b>1,382.26</b>	<b>69.12</b>
Purchase Ledger	1	839	7		42,381.21	35,317.67	7,063.54
Purchase Ledger	1	842	7		82.71	68.92	13.79
Purchase Ledger	1	843	7		82.71	68.92	13.79
Purchase Ledger	1	844	7		-82.71	-68.92	-13.79
Purchase Ledger	1	845	7		24,027.73	20,023.13	4,004.60
Purchase Ledger	1	848	7		21,650.47	17,875.36	3,775.11
Cashbook	1		7		2,775.85	2,313.21	462.64
Purchase Ledger	1	849	8		28,909.76	24,091.46	4,818.30
Purchase Ledger	1	852	8		19,293.32	16,077.76	3,215.56

<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	853	8		81.00	67.50	13.50
Purchase Ledger	1	854	8		3,306.34	2,755.29	551.05
Cashbook	1		8		505.11	420.94	84.17
Purchase Ledger	1	855	9		44,706.98	37,255.82	7,451.16
Purchase Ledger	1	858	9		26,951.17	22,459.31	4,491.86
Purchase Ledger	1	860	9		15,071.24	12,559.37	2,511.87
Cashbook	1		9		2,158.13	1,798.46	359.67
		<b>INPUT</b>		<b>Total Rate: S</b>	<b>231,901.02</b>	<b>193,084.20</b>	<b>38,816.82</b>
Purchase Ledger	1	839	7		2,754.99	2,754.99	0.00
Purchase Ledger	1	842	7		32.89	32.89	0.00
Purchase Ledger	1	843	7		32.89	32.89	0.00
Purchase Ledger	1	844	7		-32.89	-32.89	0.00
Purchase Ledger	1	845	7		1,645.74	1,645.74	0.00
Purchase Ledger	1	847	7		849.17	849.17	0.00
Purchase Ledger	1	848	7		15,689.54	15,689.54	0.00
Cashbook	1		7		3,003.56	3,003.56	0.00
Purchase Ledger	1	849	8		19,020.60	19,020.60	0.00
Purchase Ledger	1	852	8		105.19	105.19	0.00
Purchase Ledger	1	853	8		357.50	357.50	0.00
Cashbook	1		8		5,303.97	5,303.97	0.00
Purchase Ledger	1	855	9		3,742.81	3,742.81	0.00
Purchase Ledger	1	858	9		33,639.61	33,639.61	0.00
Purchase Ledger	1	860	9		6.00	6.00	0.00
Cashbook	1		9		3,037.86	3,037.86	0.00
		<b>INPUT</b>		<b>Total Rate: Z</b>	<b>89,189.43</b>	<b>89,189.43</b>	<b>0.00</b>

<b>VAT Return Summary:</b>		<b>Total Outputs</b>	<b>260,673.54</b>	<b>227,567.38</b>	<b>33,106.16</b>
		<b>Total Inputs</b>	<b>324,344.83</b>	<b>285,458.89</b>	<b>38,885.94</b>
VAT due on Sales	<b>Box 1</b>	33,106.16			
VAT due on ACQUISITIONS from EC Members	<b>2</b>	0.00			
<b>Total VAT due</b>	<b>3</b>	<b>33,106.16</b>			
VAT reclaimed on ALL INPUTS	<b>4</b>	38,885.94			
<b>Net VAT to be RECLAIMED</b>	<b>5</b>	<b>5,779.78</b>			
<b>Total sales incl EC Members (Excl VAT)</b>	<b>6</b>	<b>227,567.00</b>			
<b>Total purchases incl EC Members(Excl VAT)</b>	<b>7</b>	<b>285,458.00</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>	

## Item 6

### SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 31 January 2020

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£446,591.88		£100,000 transferred to CCLA; due to timing the second £100,000 came out of the account on 3/2/2020
Co-operative Bank Current Account Account No: 65583782	£3,729.20		Statements are not being issued if there is no movement on the account. This account has not been used for over a year.
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£400,000.00	0.60%	Interest paid into HSBC current account
The Cambridge Building Society, Account No: CB01348177	£100,000.00	0.25%	Interest paid into HSBC current account
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£950,000.00	0.7102%	Interest paid into HSBC current account. £100,000 transferred to account from HSBC at end of January 2020. The second £100,000 will arrive in the account on 3/2/2020
<b>TOTAL</b>	<b>£1,900,321.08</b>		

### Recommendation

1. To note the balances held in the Fleet Town Council Accounts
2. To close Co-Operative Bank Account



## ITEM 7



### Policy and Finance Committee 17<sup>th</sup> February 2020

An amendment is requested for Fleet Town Council credit card users and limits as follows:

<b>Employee</b>	<b>Existing</b>	<b>Requested</b>	<b>Total</b>
General Manager	£500.00	£0.00	£500.00
Venue Technician	£0.00	£1000.00	£1000.00
Bar and Cafe Supervisor	£2,000.00	£0.00	£2,000.00
Facilities and Open spaces Manager	£2,000.00	£0.00	£2,000.00
Project and Committee Officer	£500.00	£0.00	£500.00
	<b>£5,000.00</b>	<b>£1,000.00</b>	<b>£6,000.00</b>

## Fleet Cemetery Fees from February 2020

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 elector
<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

## 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						
ROOM	Commercial Rate (Per hour) + VAT			Community Rate (Per hour) + VAT		
	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
<b>Auditorium</b>	£35.00	£40.00	£55.00	£25.00	£30.00	£45.00
<b>Dance Studio</b> (Arts & Dance hires)				£17.00	£17.00	£17.00
<b>Dance Studio</b> (Business hires)	£30.00	£35.00	£40.00			
<b>Function Room</b>	£30.00	£35.00	£40.00	£20.00	£25.00	£30.00
<b>Meeting Room</b>	£14.00	£14.00	£14.00	£10.00	£10.00	£10.00
<b>Exhibition (half day)</b>	£12.00					
<b>Exhibition (full)</b>	£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

<b>THE POINT ROOM CHARGES</b>		
	<b>Existing Regular User Rate + VAT</b>	<b>Casual rate + VAT</b>
<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	

<b>ROYAL VOLUNTARY SERVICE BUILDING/GREEN ROOM CHARGES</b>		
	<b>Existing Regular User Rate + VAT</b>	<b>Casual rate + VAT</b>
<b>RVS Building (Green Room)</b>	£6 per hour	£12 per hour
<b>RVS Office space</b>	£1,000 per annum	

<b>ANCELLS FARM COMMUNITY CENTRE ROOM/SERVICE CHARGES</b>						
<b>ROOM</b>	<b>Regular Rate (Per hour) + VAT</b>			<b>Casual Rate (Per hour) + VAT</b>		
	<b>Mon-Fri 9am-6pm</b>	<b>Mon-Fri 6pm-11.30pm</b>	<b>Weekends Anytime</b>	<b>Mon-Fri 9am-6pm</b>	<b>Mon-Fri 6pm-11.30pm</b>	<b>Weekends Anytime</b>
<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>	<b>£6.85</b>	
<b>Tennis Membership</b>		<b>£42.00</b>

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

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

\*Casual Hire = less than 10 hires.

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Mr Alex Robins  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Contact tel 03456 076 434  
From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk



Account Summary	
Opening Balance	0.00
Debits	1,576.04
Credits	0.00
New Balance	1,576.04
Your Credit Limit	£ 3,000.00

Statement Date **03 September 2019**

Card number  
4864 8311 5995 1511

Mr Alex Robins

### Your Transaction Details

Received By Us	Transaction Date	Details	Amount
✓	09 Aug 19	08 Aug 19 Spotify UK London	9.99
✓	09 Aug 19	08 Aug 19 BOOKERECOMM DEESIDE	133.99
✓	15 Aug 19	14 Aug 19 BOOKERECOMM DEESIDE	506.94
✓	22 Aug 19	21 Aug 19 BOOKERECOMM DEESIDE	303.87
✓	29 Aug 19	28 Aug 19 ))) TOOLSTATION LTD CAMBERLEY	13.98
✓	29 Aug 19	28 Aug 19 SCREWFIX DIRECT YEOVIL	49.76
✓	29 Aug 19	28 Aug 19 BOOKERECOMM DEESIDE	251.53
✓	02 Sep 19	31 Aug 19 FACEBK *HGHYANWKR2 fb.me/ads IE	150.18
✓	02 Sep 19	01 Sep 19 INDEED TEL+35312545907 35312545907 IE	155.80

036020\_246 5/ 10 00001 23425 4103 00000



①

## CREDIT CARD AUTHORISATION SLIP

MONTH

AUGUST 2019

CARD HOLDER

ALEX ROBINS

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
SPOTIFY	204	4481	£8.33	£1.66	£9.99	Mr	Mr	Mr
Booker	202	4750	£120.92	—	£120.92	Mr	Mr	Mr
Booker	202	4750	£10.89	£2.18	£13.07	Mr	Mr	Mr
Booker	201	4763	£80.98	£16.20	£97.18	Mr	Mr	Mr
Booker	201	4710	£95.98	£19.20	£115.18	Mr	Mr	Mr
Booker	202	4750	£96.42	£19.28	£115.70	Mr	Mr	Mr
Booker	202	4750	£178.88	—	£178.88	Mr	Mr	Mr
Booker	201	4761	£29.48	£5.90	£35.38	Mr	Mr	Mr
Booker	202	4730	£50.34	£10.06	£60.40	Mr	Mr	Mr
Booker	202	4755	£30.99	£6.20	£37.19	Mr	Mr	Mr
Booker	202	4750	£170.90	—	£170.90	Mr	Mr	Mr

GROSS AMOUNT TOTAL

£...CARRIED.....



2

### CREDIT CARD AUTHORISATION SLIP

MONTH AUGUST 2019

CARD HOLDER ALEX ROBINS

Supplier	Cost Centre	Cost Code	Net Amount	VAT	Gross Amount	Card Holder Signature	Councillor Signature	Councillor Signature
TOASTATION	204	4170	£41.49	£8.27	£49.76	AW	AW	AW
S RENFIX	204	4170	£11.66	£2.33	£13.99	AW	AW	AW
BOOKER	204	4187	£23.99	£4.80	£28.79	AW	AW	AW
BOOKER	201	4761	£34.95	£6.99	£41.94	AW		
BOOKER	202	4750	£62.15	£12.43	£74.58	AW		
BOOKER	202	4750	£106.22	-	£106.22	AW		
FACEBOOK	204	<del>4011</del> 4011	£150.18	-	£150.18	AW		
TNOEED	204	4011	£155.80	-	£155.80	AW	AW	AW

GROSS AMOUNT TOTAL £ 1576.04

NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Contact tel 03456 076 434  
From Overseas tel 44 1226 260 050

Mr Ben Philip Crane  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk



Account Summary	
Opening Balance	0.00
Debits	378.87
Credits	31.19
New Balance	347.88
Your Credit Limit	£ 2,000.00

Statement Date **03 September 2019**

Card number  
4864 8311 5110 4382

Mr Ben Philip Crane











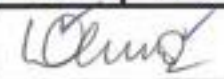
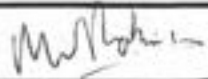
### Your Transaction Details

Received By Us	Transaction Date	Details	Amount
05 Aug 19	03 Aug 19	MSFT * <E08008VY9A> MSBILL.INFO IE	28.20 ✓
05 Aug 19	03 Aug 19	MSFT * E08008VYM4 MSBILL.INFO IE	35.20 ✓
05 Aug 19	03 Aug 19	MSFT * <E08008W9E5> MSBILL.INFO IE	36.00 ✓
05 Aug 19	03 Aug 19	MSFT * <E08008VYBM> MSBILL.INFO IE	144.15 ✓
16 Aug 19	15 Aug 19	WWW.SAFETYPLUS.CO.UK WWW 173421130	31.19CR ✓
22 Aug 19	21 Aug 19	SAFETY PLUS LIMITED REDDITCH 19814508003	26.39 ✓
22 Aug 19	21 Aug 19	SCREWFIX DIRECT YEOVIL	108.93 ✓

036020\_246 9/ 10 00001 23429 4103 00000

## CREDIT CARD AUTHORISATION SLIP

MONTH: August
CARD HOLDER: Ben Crane

	Supplier	Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)																						
1	Microsoft ✓	101 ✓	4486 ✓	£28.20 ✓	/	£28.20 ✓		/																						
2	Microsoft ✓	101 ✓	4486 ✓	£35.20 ✓	/	£35.20 ✓		/																						
3	Microsoft ✓	101 ✓	4486 ✓	£36.00 ✓	/	£36.00 ✓		/																						
4	Microsoft ✓	101 ✓	4486 ✓	£144.15 ✓	/	£144.15 ✓		/																						
5	<sup>CREDIT</sup> Safety Plus ✓	204 ✓	4187 ✓	-£25.99 ✓	-£5.20	-£31.19		Scott Gibson																						
6	Safety Plus ✓	204 ✓	4187 ✓	£21.99 ✓	£4.40	£26.39		/ Scott Gibson																						
7	Screwfix ✓	204 ✓	4170 ✓	£90.78 ✓	£18.15	£108.93 ✓		/ Dan Dunk																						
9	<div style="border: 2px solid green; padding: 5px;"> <p style="text-align: center; color: green; margin: 0;"><b>Invoice Authorisation</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0;"> <tr> <td style="width: 50%; text-align: center; color: green;">Date received</td> <td style="width: 50%; text-align: center; color: green;">Ordered by</td> </tr> <tr> <td style="width: 33%; text-align: center; color: green;">Cost Code</td> <td style="width: 17%; text-align: center; color: green;">Cost Centre</td> <td style="width: 16%; text-align: center; color: green;">Amount</td> <td style="width: 34%; text-align: center; color: green;">Approved</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center; color: green; padding: 5px;">Town Clerk Authorisation</td> </tr> <tr> <td colspan="4" style="text-align: center; color: green; padding: 5px;">Date entered: 04.10.2019 </td> </tr> </table> </div>								Date received	Ordered by	Cost Code	Cost Centre	Amount	Approved									Town Clerk Authorisation				Date entered: 04.10.2019 			
Date received	Ordered by																													
Cost Code	Cost Centre	Amount	Approved																											
Town Clerk Authorisation																														
Date entered: 04.10.2019 																														
12	<b>Total £</b>			£330.33	£17.35	£347.68	PTO																							
Town Clerk Sign				Cllr Sign			Cllr Sign																							

2 £ 243.55

5 £ 36.73

	Description
1	Microsoft Outlook FTC Email E08008
2	Microsoft Outlook FTC Email E08008
3	Microsoft Outlook FTC Email E08008
4	Microsoft Outlook FTC Email E08008
5	Safety Work Shoes refund
6	Safety Work Shoes
7	Bar store room shelving
8	
9	
10	
11	
12	



NOT TO BE ACCEPTED AS PERSONAL IDENTIFICATION

Miss Charlotte Benham  
The Harlington, 236 Fleet Road  
Fleet  
Hampshire  
GU51 4BY

Contact tel 03456 076 434  
From Overseas tel 44 1226 260 050

Lost and Stolen Cards 03456 007 010 (24 Hrs)  
From Overseas tel 44 1442 422 929 (24 Hrs)

Text Phone 18001 03457 125 563  
used by deaf or speech impaired customers  
www.hsbc.co.uk



Account Summary	
Opening Balance	0.00
Debits	25.99
Credits	23.97
New Balance	2.02
Your Credit Limit	£ 500.00

Statement Date **03 September 2019**

Card number  
4864 8311 5511 5681

Miss Charlotte Benham

### Your Transaction Details

Received By Us	Transaction Date	Details	Amount
07 Aug 19	08 Aug 19	LAND REGISTRY WWW 10116242150	6.00 ✓
09 Aug 19	08 Aug 19	Amazon Prime*MH0CF9D54 amzn.co.uk/pm LU D01-1313226-14326	7.99 ✓
09 Aug 19	08 Aug 19	Amazon Prime amzn.co.uk/pm LU D01-9916609-66998	7.99CR ✓
09 Aug 19	08 Aug 19	Amazon Prime amzn.co.uk/pm LU D01-1313226-14326	7.99CR ✓
09 Aug 19	08 Aug 19	AMAZON PRIME AMZN.CO.U AMZN.CO.UK/PM LU D01-3844191-05910	7.99CR ✓
30 Aug 19	29 Aug 19	LAND REGISTRY WWW 11633209799	3.00 ✓
30 Aug 19	29 Aug 19	LAND REGISTRY WWW 11633207809	3.00 ✓
30 Aug 19	29 Aug 19	AMAZON.CO.UK*MA2150JY4 AMAZON.CO.UK-LU 204-0199803-41443	6.00 ✓

Invoice Authorisation

received by: \_\_\_\_\_ Ordered by: \_\_\_\_\_

Cost Code	Cost Centre	Amount	Adj

Twin Clerk Authorisation

Date entered: 07.10.2019 *h!*

036020\_246 7/ 10 00001 23427 4103 00000

## CREDIT CARD AUTHORISATION SLIP

MONTH:	August 19
CARD HOLDER:	Charlotte

	Supplier	Cost Centre	Cost Code	Net Amount £	VAT £	Gross Amount £	Card Holder Signature	Name of purchaser (if not the card holder)
1	Lord Reg ✓	101 ✓	4555 ✓	6.00 ✓	— ✓	6.00 ✓	<i>[Signature]</i>	✓
2	Amazon ✓	101 ✓	4460 ✓	7.99 ✓	— ✓	7.99 ✓	<i>[Signature]</i>	
3	Amazon ✓	101 ✓	4460 ✓	7.99 ✓	— ✓	7.99 ✓	<i>[Signature]</i>	
4	Amazon ✓	101 ✓	4460 ✓	7.99 ✓	— ✓	7.99 ✓	<i>[Signature]</i>	
5	Amazon ✓	101 ✓	4460 ✓	7.99 ✓	— ✓	7.99 ✓	<i>[Signature]</i>	
6	Lord Reg ✓	101 ✓	4555 ✓	3.00 ✓	— ✓	3.00 ✓	<i>[Signature]</i>	✓
7	Lord Reg ✓	101 ✓	4555 ✓	3.00 ✓	— ✓	3.00 ✓	<i>[Signature]</i>	✓
8	Amazon ✓	101 ✓	4400 ✓	5.00 ✓	1.00 ✓	6.00 ✓	<i>[Signature]</i>	✓
9								
10								
11						25.99		
12				£1.02		23.97		
<b>Total £</b>				2.02	£1.00	£2.02		PTO
Town Clerk Sign		<i>[Signature]</i>		Clr Sign	<i>[Signature]</i>		Clr Sign	<i>[Signature]</i>

S: £5.00  
Z:

	Description
1	Land Registry ✓ map
2	Amoza prime membership ✓ - error, didn't sign up
3	Refund - Amoza prime ✓ - " " (Aug) ✓
4	Refund - Amoza prime - " " (Jul) ✓
5	Refund - Amoza prime - " " (Jun) ✓
6	Land Registry Map ✓
7	Land Registry Map. ✓
8	Stationery - Perials ✓
9	
10	
11	
12	

CODE	ITEM	EMR to be carried forward from 19/20 to 20/21 less any expenditure as from 03.02.2020	Comments
9000	Pension Obligation 2018-19	<b>£30,000.00</b>	Approximate 50% LGPS shortfall
9002	Website Development 2020	<b>£10,000.00</b>	
9004	Cemetery Extension/Garden of Remembrance 2019	<b>£5,085.00</b>	Entrance to cemetery still to be completed
9006	Park Improvement 2020	<b>£12,000.00</b>	£12k for Calthorpe Park CCTV
9013	Community Park Building 2025	<b>£100,853.00</b>	
9014	Office Refurbishment 2019	<b>£238.00</b>	
9018	Ancells Farm Community Centre repairs & decoration 2019	<b>£6,955.00</b>	Complete Repairs to flooring in hall and reception in April 2020
9028	EMR Paths	<b>£992.00</b>	Paths sinking fund
9030	Cemetery Memorial testing - 2021	<b>£3,300.00</b>	Includes 2019/2020 allowance of £800 from 350 4942 (Memorial repairs) and 4944 (Memorial Inspections)
9035	Calthorpe Park Tennis Court Sinking fund - 2026	<b>£30,563.00</b>	Includes 2019/2020 funds from 310 4590 (CP Repairs and Renewals)
9040	EMR Community Bus Service 2019-20	<b>£13,000.00</b>	
9300	S106 - Sensory Garden - The Views 2019	<b>£51,579.00</b>	
NEW	Sustainable operational Improvements	<b>£3,000.00</b>	<b>1 year only</b> - once trial is over can then be budgeted eg Glass recycling, recycled paper etc.
	Climate Chnge LEDs	<b>£600.00</b>	Approved at Council in January 2020
	<b>Total</b>	<b>£268,165.00</b>	



## GRANTS AWARDED 2019-2020 as at 11.02.2020

Recipient of grant	Purpose of the grant	Requested £	Value of Community Grants Awarded	Other Grants	Date of award	Committee approving the award	Date grant paid	Comments
<b>2019-2020 Financial Year</b>								
Fleet Link				£13,350.00				
Basingstoke canal				£18,309.00				
Lions Lease				£1,375.00				
Lions fire and intruder alarm								
Community Support				£108.00				Royal Condolence Book
<b>Total regular grants</b>				<b>£33,142.00</b>				
<b>Community Grants</b>								
Victim support	To purchase security items for victims FOC	£200.00	£200.00		15/05/2019	P&F May 2019	19/5/19 BACS	
Hart Chairmans Charity Event	To cover the cost of hiring the Auditorium and Function Room	£1,465.20	£1,465.20		21/10/2019	P&F Oct 2019		Letter notification sent 14-11-19
Fleet Phoenix	To support the day time Advice, Information, Guidance and Mentoring youth project Open Door.	£2,944.00	£2,000.00		21/10/2019	P&F Oct 2019	21/11/19 BACS	Letter notification sent 14-11-19
Hart Lions	To Support the hire of a garage	£300.00	£300.00		21/10/2019	P&F Oct 2019	11/12/19 BACS	Letter notification sent 14-11-19
Royal British Legion	VE75 celebrations Hire of sound stage Hire of The Harlington, toilets and café		£2,500.00		04/12/2019	Council Dec 2019	29/1/2020 Deposit paid BACS	The Sound and Light Company invoice paid 29-1-20
Andover Mind	To provide opportunities for carers to access peer support through a peer support group, supported by trained facilitators, to enable carers to meet, build networks, share ideas and concerns.	£384.00	£384.00		04/12/2019	Council Dec 2019		Carer Support group are meeting monthly RVS room booked
<b>Total Community Grants awarded 2019-20</b>		<b>£5,293.20</b>	<b>£6,849.20</b>					
<b>Total Community grant + Other Grants Awarded</b>			<b>£39,991.20</b>					



# Tree Policy

Item 13b

Approved: January 2017  
Due for Review: January 2020

## 1. Overview

Fleet Town Council is committed to protecting its arboricultural heritage through the positive management of trees on land managed by the Town Council within Fleet.

The Town Council has an on-going tree survey resulting in the recording of trees requiring arboricultural work and those requiring felling. This will ensure improved management through continuity and will assist the Council in providing a professional service to the community.

## 2. Tree Inspection and Management

Fleet Town Council has a duty of care to manage its trees. To assist with routine management, Fleet Town Council has adopted a tree inspection and management policy which includes the categorisation of trees into three risk categories-high, medium and low:

**High risk:** Those which overhang residential neighbours' properties, a play area or well-frequented paths, will be inspected within every 18months of the previous inspection.

**Medium risk:** Those which are located close to informal paths, will be inspected at least every two years

**Low risk:** No regular routine inspection of trees in low risk locations

Once surveyed, trees will be categorised further into priorities. Suggested timescales in which works are to be completed within, is provided by Priority Numbers. This "Risk Rating" can be used to better define where to start.

**Priority 1** – Works required immediately. Works are to be undertaken as soon as practically possible. Works are to be completed within 1 month of receiving report, or a soon as possible.

**Priority 2** – Works / action to be completed within 6 months of receiving report.

**Priority 3** – Works / action to be completed within 12 months of receiving report.

**Priority 4** – Works / action to be completed within 18 months of receiving report.

Provision has been made in the Council's Ground Maintenance contract for the routine inspection of trees and the obligation on the grounds maintenance contractor to report concerns regarding any individual tree for which the Council is responsible.

Notwithstanding the above, it is not the policy of Fleet Town Council to arrange the cutting back of trees in its ownership which overhang neighbouring properties

### **3. Tree Replacement**

The case for trees and the contribution they make to the quality of our environment include:

- Improving air quality, micro-climate characteristics and mitigating the 'urban heat island' effect
- Providing aesthetic, mental health and social benefits
- Providing a sense of place, continuity and belonging
- Contributing to the urban design and character of the town, including flood mitigation.

It is the intention of FTC to replace every mature tree that is removed for any purpose from land managed by Fleet Town Council where possible.

### **4. Tree Maintenance**

Public safety is of paramount importance when making decisions about trees and the FTC has in place programmes for the regular inspection and maintenance of its trees.

#### **Work that the Council will carry out on Council owned trees**

In maintaining our trees FTC will:

- Remove dead, dying and dangerous trees
- Remove dangerous and damaged limbs
- Remove limbs which are obscuring Highway signs, traffic lights or lamp columns

The trees will be assessed by a qualified arboriculturist to see if works are required and will report back findings to FTC, if works are required they will be programmed as necessary.

#### **Work that the Council will not carry out to Council owned Trees**

FTC has no obligation to carry out the following tree works:

- Cut back branches overhanging private property.
  - 'Top' trees or remove branches to increase daylight or decrease height in relation to property.
  - Remove branches or trees affecting views or interfering with TV reception.
  - Remove branches or trees to prevent falling leaves, honeydew from aphids or other minor debris.
  - Remove roots from drains or repair root damage to structures, where the tree has not been clearly demonstrated to be the principal cause.
  - Remove branches or trees to prevent potential root damage to structures.
  - Remove branches nearly touching buildings, walls, roofs, fences etc.
  - Remove branches or trees to prevent access to squirrels or birds.
- If the tree works residents would like the Council to carry out are in this Section, the Council cannot undertake the tree work for residents.

## **5. Property Owners carrying out tree works and Pruning Guidance**

In common law, a property owner can cut back overhanging branches to the boundary of his/her property. The Council usually has no objection to property owners carrying out tree work or engaging a contractor at their own expense, provided that:

- Access is not gained onto the neighbouring land or to a tree within that land. If access to FTC land or to a tree on that land is required, FTC permission must be sought.
- The tree is not situated in a Conservation Area or protected by a Tree Preservation Order.
- Any work done to a tree is not detrimental to its health or stability; please obtain advice from a qualified tree surgeon.
- For tree pruning work, it is carried out to an acceptable standard, in accordance with the British Standard Recommendations for Tree Work 3998:1989.
- Residents notify FTC of the proposed work and commencement date. The Council does not carry out works to privately owned trees

## **6. Bats, birds and other species**

The inspecting officer and contractor must make consideration to the likely presence of protected species. Bats, birds and other species and their habitats are afforded statutory protection under the Wildlife and Countryside Act 1981, as amended by the Countryside and Rights of Way Act 2000 and the EU Habitats Directive 1992.

# Do the Numbers Limited

19<sup>th</sup> December 2019

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

Dear Janet,

## Subject: Review of matters arising from interim Internal Audit 2019/20

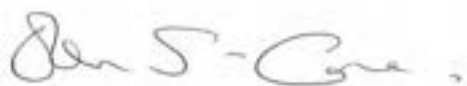
Further to my recent visits to the office please find below a summary list of matters arising. The second visit focused on VAT relating to events and hall hire. The items listed are primarily opportunities for further improvement.

Overall I found the systems and records of the council to be in excellent order.

Control area	Issue	Recommended Action
Staff changes	The role of minute clerk is now filled by a new member of staff, but no advance minute of this was clear	Where contracted (as against casual) staff are replaced, there should always be a clear minute of the new employees terms
AGAR approval	It was not absolutely clear from the minutes that the Governance statement was approved in advance of the Accounting Statements	This is an area where the External Auditors are required to be pedantic by the NAO. Absolute clarity of minuting should be ensured.
Reports to finance meetings	The reports being presented to members are not those which provide the clearest overview of the position of the council. <i>(also raised last year)</i>	The statutory I&E and balance sheet and the Annual return financial summary provide the most information in the least pages.
Earmarked reserves	Some of the balances set up as EMR do not met the current guidance for capital projects, particularly those relating to wages.	Revenue costs such as wages increments should always be covered from general reserves. All earmarked reserves should have a date by which they will be fully spent and closed.
Harlington hirers VAT charges	Following a dispute with a hirer and extensive correspondence with HMRC, some of the contract paperwork and procedures need to be strengthened.	The council has no liability to any party as a result of the dispute, but administration time will be saved by following the notes below

Please find enclosed my invoice for the agreed interim fee. If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

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## Notes on Harlington Hire systems particularly pertaining to VAT

The Harlington building has opted to tax because the maintenance costs are significantly in excess of the de minimis limit.

Therefore all hall hire charges are billed with VAT on top of the stated fee except for those where the hirer can prove in advance of booking that they are a charity carrying out charitable activities.

Following the discussions with HMRC regarding VAT on a seasonal event, certain adjustments to all FTC contract paperwork need to be made.

(a) In the terms for all hires, it must be stated that all hirers are responsible for accounting for Income Taxes on any turnover allocated to them and VAT at their applicable rate.

(b) In any booking where the FTC box office is used, the 5% commission which include VAT (as it is a service charge separate from room hire) should be clearly stated on the booking form / hire contract.

(c) Where a hirer pays to rent the venue and use the FTC box office but all turnover risk lies with them, the value of ticket sales is not part of Fleet Town Council's income and is thus not subject to VAT before it is paid across to the hirer

(d) A **decision tree** of the VAT status has been drawn up which should assist in VAT deduction calculations

After events, all balance sheet accounts should be reconciled without delay – the target should be 30 days with an absolute maximum of 90 days.

At present all after event paperwork falls to the Centre Manager rather than the finance team.

- (1) The Centre manager ensures that copies of all contracts and terms are held in the appropriate directory in advance of the event.
- (2) The box office report should be downloaded to that directory within five days of any event.
- (3) All paid performers should be asked to submit their bills within 20 days of the event so that accounts can be settled and ticket sales released to FTC turnover within the appropriate timescale.
- (4) All ticket split performers should be asked to submit their bill as soon as the calculation has been made so that the FTC turnover fraction can be accounted for in a timely manner
- (5) No funds should be paid to any performer without an agreed contract / venue hire form on file in the relevant directory.
- (6) All hirers who have used the box office should be asked to submit their ticket sales bill within 10 days so that the FTC box office fee can be accounted for in turnover without delay.

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## Actions from Internal Auditor's report from visit of 06 November 2019

Control area	Issue	Recommended Action	Action Taken
Staff changes	The role of minute clerk is now filled by a by a new member of staff, but no advance minute of this was clear	Where contracted (as against casual) staff are replaced, there should always be a clear minute of the new employees terms.	Included within the staff changes in the January 2020 Establishment Agenda
AGAR approval	It was not absolutely clear from the minutes that the Governance statement was approved in advance of the Accounting Statements	This is an area where the External Auditors are required to be pedantic by the NAO. Absolute clarity of minuting should be ensured.	The Clerk believes that this is clear from the minutes of both the May P & F and June Council Meetings. The Clerk will discuss with the Internal auditor on next visit.
Reports to finance meetings	The reports being presented to members are not those which provide the clearest overview of the position of the council. <i>(also raised last year)</i>	The statutory I&E and balance sheet and the Annual return financial summary provide the most information in the least pages.	P & F Members did review the documents in the past but this can be repeated if required
Earmarked reserves	Some of the balances set up as EMR do not met the current guidance for capital projects, particularly those relating to wages.	Revenue costs such as wages increments should always be covered from general reserves. All earmarked reserves should have a date by which they will be fully spent and closed.	This has been noted.
Harlington hirers VAT charges	Following a dispute with a hirer and extensive correspondence with HMRC, some of the contract paperwork and procedures need to be strengthened.	The council has no liability to any party as a result of the dispute, but administration time will be saved by following the notes below.	Noted. Officers are working with the internal auditor and some of the procedures /flow charts are currently being revised.

## POLICY AND FINANCE

Monday 17 February 2020

**OFFICER:** Janet Stanton  
**DATE:** 6 February 2020  
**SUBJECT:** Clerk's Report

**1. Debtors**

A payment plan has been arranged with Theresa Brasseaux to bring down the debt down to zero.

**2. The Annual Rialtas Pre year End Accounts Check**

The annual pre-year end accounts check will take place on Thursday 12 March.

**3. Annual Year End Accounts Close Down**

The 2019-2020 Year end Cloe Down will take place on Thursday 16 April

**4. Internal Auditor**

The internal Auditor visited FTC on Wednesday 5 February for her scheduled second audit for the year.  
The next audit inspection will take place ON 13 May.





Item 13a

## Climate Change Policy

For Approval: February 2020

Due for Review: February 2022

### 1. Introduction

Following the declaration of the national Climate Change emergency, the Government has set a target for the United Kingdom of net zero carbon emissions by 2050. To help achieve this target, Fleet Town Council will be working in partnership with Hampshire County Council and Hart District Council with its own target for Hampshire to becoming a net zero carbon emitter by 2050.

Fleet Town Council recognizes its role in making Fleet carbon neutral by 2040 providing community leadership and education.

### 2. Aims

- To reduce the Council's own carbon emissions and achieve net zero carbon emissions by 2040
- To eliminate single use plastic within the Council's operations
- To encourage all Council suppliers, to reduce their carbon footprint eg Grounds maintenance, building contractors etc
- Request that all FTC tenants take measures to reduce their own carbon footprint
- The Carbon footprint of the Council's supplies/consumables to be audited and reduced.
- Development and Control Committee to consider the carbon footprint of all planning applications that they comment upon
- Continue to replace and increase the amount of greening within Fleet in line with the recently adopted Fleet Neighbourhood Plan which includes environmental measures e.g. Replacement of any tree that is removed
- Research all opportunities to reduce the carbon footprint in all our buildings
- Encourage all waste to be recycled
- Lobby higher tier councils to improve waste collection and recycling eg food waste, more plastics