



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE POLICY AND FINANCE COMMITTEE

Wednesday 20th October 2021 at 7pm at The Harlington

All committee members are summoned to attend

To Councillors:

G. Carpenter, P. Einchcomb, R. Fang, L. Holt, K. Kuntikanamata, R. Robinson, R. Schofield, S. Tilley, S. Wheale, P. Wildsmith, G. Woods,

Signed:

Janet Stanton

Janet Stanton
Town Clerk

Date: 13th October, 2021

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 21st July 2021 (*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:

2021-2022

- | | |
|---|------------------------------------|
| a. Quarterly Report | <i>included in the agenda pack</i> |
| b. Harlington Monthly Performance totals | <i>included in the agenda pack</i> |
| c. 2021-2022 projections and 2022/23 budget spreadsheet | <i>included in the agenda pack</i> |
| d. Balance sheet as at 30 September 2021 | <i>included in the agenda pack</i> |
| e. Budget detail as at 30 September 2021 | <i>included in the agenda pack</i> |
| f. Ear marked reserves | <i>included in the agenda pack</i> |
| g. Income & expenditure detail – Sep 2021 | <i>on FTC portal and website</i> |
| h. Bank Reconciliation – Sep 2021 | <i>on FTC portal and website</i> |
| i. Cash Book – Sep 2021 | <i>on FTC portal and website</i> |
| j. List of Receipts –Sep 2021 | <i>on FTC portal and website</i> |
| k. List of Payments –Sep 2021 | <i>on FTC portal and website</i> |
| l. List of Debtors | <i>on FTC portal and website</i> |
| m. Q 2 VAT return 2021-22 | <i>on FTC portal and website</i> |

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

2. To confirm that the bank reconciliation for August 2021 equal zero and Councillor Robinson to confirm that the bank statements match the reconciliations and has signed the bank statements and payment schedules.

RECOMMENDATION

1. To receive and accept into the minutes the 2021-2022 Quarterly Report and Accounts.
2. To confirm that the bank reconciliation for August 2021 equal zero and Councillor Robinson to confirm that the bank statements match the reconciliations and has signed the bank statements and payment schedules.

6. RESERVES

Members are asked to consider and agree

- a) The future General Reserve required for the Council.
- b) The allocation of Earmarked reserves. (*see attachment at 5f for details of Earmarked reserves*)

RECOMMENDATION

- a) To determine the future level of FTC General Reserves
- b) To determine the allocation of Earmarked reserves

7. BUDGET

- a) To receive, consider and agree the proposed 2022/2023 budget (*documents at 5c and 7a*)
- b) To consider the attached report outlining the various options/implications available to the council and agree the level of precept for 2022/2023 (*documents at 7b*)

RECOMMENDATION

- a) To agree the 2022/2023 budget
- b) To agree the level of precept

8. INVESTMENT REPORT

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

RECOMMENDATION

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

9. INTERNAL AUDIT REPORT

To receive the internal Auditor's report for the 7th October 2021 visit and to approve the Actions (*copy attached*).

RECOMMENDATION

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

10. GRANTS

- a. To consider an application from 1st Crookham Scouts for a grant of £380 for Santa's Grotto in aid of the Den Rebuild. (*copy attached*).
- b. Members to receive and note the record of grants awarded to date (*copy attached*)
- c. Members to receive and note a report from Sacha's Project

RECOMMENDATION

- a. To approve the grant application from 1st Crookham Scouts.
- b. Members to note the record of the grants awarded to date (*copy attached*).
- c. Members to note a report from Sacha's Project

11. POLICIES

To receive and review the following policies:

- a. Code of Conduct
Members are asked to approve bringing the FTC Code of Conduct Policy in line with the HDC Policy. Members will remember that it is the Monitoring Officer at HDC who deals with any complaints relating to Parish and Town Councillors and it is sensible to have the FTC policy aligned to HDC policy. HDC recently updated and approved their Code of Conduct to include new guidance from the LGA Model Code of Conduct. This new Code of Conduct Policy introduces the principle of Members not bringing their role or the local authority into disrepute.
- b. Complaints
- c. Computer
- d. Disciplinary

- e. Equality and Diversity
- f. Grievance
- g. Drugs and Alcohol

RECOMMENDATION

To approve the following policies:

- a. Code of Conduct
- b. Complaints
- c. Computer
- d. Disciplinary
- e. Equality and Diversity
- f. Grievance
- g. Drugs and Alcohol

PART 2 - ITEMS TO NOTE

12. CLERKS REPORT

To note any updates from the Town Clerk.

13. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 16 February 2022 at 7pm at The Harlington.



FLEET TOWN COUNCIL

MINUTES OF THE POLICY AND FINANCE COMMITTEE

Wednesday 21st July 2021 at 7pm

The Harlington

PRESENT

Councillors: L. Holt (Chairman), P. Einchcomb, B. Schofield, G. Woods.

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

PF July 2021 ITEM 1 ELECTION OF CHAIRMAN

The outgoing Chairman, Councillor Holt, called for nominations for Chairman. One nomination was received for Councillor Leslie Holt.

RESOLVED

That Councillor Holt be re-elected to the office of Chairman of Policy and Finance for the local government year 2021/2022.

PF July 2021 ITEM 2 ELECTION OF VICE CHAIRMAN

The Chairman called for nominations for the office of Vice-Chairman. One nomination was received for Councillor Woods.

RESOLVED

That Councillor Woods be re-elected to the office of Vice-Chairman of Policy and Finance for the local government year 2021/2022.

PF July 2021 ITEM 3 APOLOGIES

Members received and accepted apologies for absence from Councillor Wildsmith due to ill health, Councillor Robinson due to ill health and Councillor Tilley due to ill health.

PF July 2021 ITEM 4 DECLARATIONS OF INTEREST

There were no declarations on interest.

PF July 2021 ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

The minutes of the Policy and Finance Committee held on Monday 15th February 2021 were approved and signed by the Chairman.

With reference to Councillors present, it was noted that Councillor Einchcomb attended the meeting and Councillor Wildsmith presented his apologies.

With reference to Item 5 – Quarterly Financial Monitoring Report, members noted that FTC has now received a start-up grant of £1500.00.

PF July 2021 ITEM 7**QUARTERLY FINANCIAL MONITORING REPORT**

The members considered the commentary of the Town Clerk with an overview of the financial performance up to the year end March 2021, together with both the Year End 2021 and the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring up until the end of June 2021. Special thanks were given to the Town Clerk and all the officers for the reports and for all their hard work in reducing the projected deficit from £217,500.00 to £54,718.00.

The members considered:

- a. a. Year End 2020-2021 Report
 - aa. Harlington Monthly Performance totals
- b. Final Year End Accounts
- c. Balance sheet as at 31st March 2021
- d. Budget detail as at 31st March 2021
- e. Income & expenditure detail – 31st March 2021
- f. Bank Reconciliation – February & March 2021
- g. Cash Book – 28th February & 31st March 2021
- h. List of Payments – February & March 2021
- i. List of receipts – February & March 2021
- j. Q4 2020-2021 VAT return

2021-2022

- k. Balance sheet as at 30th June 2021
- l. Budget detail as at 30th June 2021
- m. Income & expenditure detail – 30th June 2021
- n. 2021/2022 Budget Actual and Projections
- o. Bank Reconciliation – April, May & June 2021
- p. Cash Book – 30th April, 31st May, 30th June 2021
- q. List of Receipts – April, May & June 2021
- r. List of Payments – April, May & June 2021
- s. List of Debtors
- t. Q1 VAT return April – June 2021

The following matters were raised and discussed:

- The last quarterly report showed a budget shortfall of £140,331.00 but has now been reduced to £54,718.00. This is due to income received from the Job Retention Scheme (JRS) and the cemetery.
- Reduction in number of grant applications received, leaving £9,150.00 unallocated.
- Income from Cemetery should be retained as maintenance for the Cemetery and existing plots.
- Cemetery plots have a 99 year maintenance lease.
- FTC to look at the Cemetery and future options, including a new piece of land or an extension to the existing plot.
- Full programme of events in the Harlington from September 2021.

- Shows from September will be as standard, and without social distancing.
- FTC has a corporate responsibility to its staff.
- End date of vaccination centre is Wednesday 25th August 2021, with a possibility to use the Harlington for additional dates from 6th September – 16th December.
- Vaccination centre has had community value.
- Live streaming at the Harlington.
- Work with the Arts Council to use live streaming equipment to enable local bands to film videos.
- Cost of livestreaming equipment to be provided
- Live streaming to be advertised as part of the show at the Harlington.
- Live streaming can be used for conference events.
- Income & expenditure detail paperwork to be accessed via portal and website only,
- Harlington stock count.
- Bar Sales and Purchases
- £700 credit from brewery back to the Harlington, due to refund for unopened kegs and refund of duty on opened kegs.
- Furlough (JRS) scheme finishes end of September 2021.
- CCTV in Calthorpe Park.
- Cost of shutting the Harlington due to another COVID outbreak or lockdown.

Members noted that Councillor Robinson confirmed that the bank reconciliation for February, March, April and May 2021 equals zero, and the bank statements match the reconciliation and has signed the bank statements and payment schedules.

RESOLVED

1. To receive and accept into the minutes

- a. Year End 2020-2021 Report
- aa. Harlington Monthly Performance totals
- b. Final Year End Accounts
- c. Balance sheet as at 31st March 2021
- d. Budget detail as at 31st March 2021
- e. Income & expenditure detail – 31st March 2021
- f. Bank Reconciliation – February & March 2021
- g. Cash Book – 28th February & 31st March 2021
- h. List of Payments – February & March 2021
- i. List of receipts – February & March 2021
- j. Q4 2020-2021 VAT return

2021-2022

- k. Balance sheet as at 30th June 2021
- l. Budget detail as at 30th June 2021
- m. Income & expenditure detail – 30th June 2021
- n. 2021/2022 Budget Actual and Projections
- o. Bank Reconciliation – April, May & June 2021
- p. Cash Book – 30th April, 31st May, 30th June 2021
- q. List of Receipts – April, May & June 2021
- r. List of Payments – April, May & June 2021
- s. List of Debtors
- t. Q1 VAT return April – June 2021

2. To accept Councillor Robinson's confirmation that the bank reconciliation for February, March, April and May 2021 equals zero, and the bank statements match the reconciliation.

PF July 2021 ITEM 8 INVESTMENT REPORT

Members received and considered the quarterly investment report and discussed the following:

- The benefits of moving money from the HSBC Current Account to the Nationwide Building Society.
- Move £400,000.00 from the HSBC Current Account.
- Only £100,000.00 can be authorised and withdrawn at a time from the HSBC Current Account.
- To amend the resolution 'to reinvest £200,000.00' to reflect the change 'to reinvest £400,000.00 into Nationwide Building Society'.

RESOLVED

1. To note the balances held in the Fleet Town Council Accounts.
2. To reinvest £400,000.00 into Nationwide Building Society.

PF July 2021 ITEM 9 GRANTS

- a. Members considered a grant application from Victim Support for £200.00 for security items for the home. Members requested that Victim Support provide detailed information on how the money is spent.

RESOLVED

To approve the grant application from Victim Support Grant.

- b. Members received and noted a record of the grants awarded by FTC for 2020-2021. Members agreed that it was useful for the grants in kind to be presented as part of the record, and that this information should be included in the next copy of TownTalk.
- c. Members noted that the quarterly report from Sacha's Project as agreed at the April 2021 Council meeting is still to be presented.

PF July 2021 ITEM 10 RESERVES

Members received a copy of the Earmarked Reserves and considered possible future General Reserves, discussing the following:

- Money received from the Cemetery to be used as a maintenance fund.
- The cost of another COVID related lockdown to FTC and the Harlington.
- The Earmarked Reserves to be amalgamated as one pot of money.
- The abandoning of ideals set up by FTC if Reserves are combined.
- FTC to have more ambition for achieving projects in and for the town.
- Projects that residents agree on and accept.
- Council tax increase.
- FTC website development.
- General reserves need to be increased.

RESOLVED

- a To approve the balance of the Earmarked Reserves being carried forward into the 2021/2022 budget.
- b To accept the General Reserves at the current level, and look at what it ought to be, with a report to be brought back to the Policy & Finance Committee Meeting in October 2021, with input from the Town Clerk and General Manager of the Harlington.

Members received and reviewed the following policies:

- a. **Health and Safeguarding Policy**
Members reviewed and approved the Health & Safeguarding Policy.
- b. **Risk Management Policy**
Members reviewed and approved the Risk Management Policy.
- c. **Complaints and Procedures Policy**
Members reviewed the Complaints and Procedures Policy. Members agreed to review the policy to reflect the disciplinary policy, as there were several discrepancies, including:
 - The Chairman's email needs to be added to the policy.
 - The policy should include any Officer in item 4.3.
 - Confusion over how different complaints would be dealt with and by whom.
- d. **Memorials Policy**
Members reviewed and approved the Memorials Policy. Members noted the following amendments:
 - Item 2.5 – scattering of ashes **with agreement of the Town Clerk**
 - Item 2.10 – memorials placed with the public parks or **open spaces**.
 - Item 3.3 – the **applicant** will have responsibility
 - Item 5.1 – must be met to ensure that neither use of the park **nor** users
- e. **Cemetery Rules and Regulations Policy**
Members reviewed and approved the Cemetery Rules and Regulations Policy. Members noted the following amendments:
 - Graves – **The owner of the exclusive rights of burial is responsible to remove any flowers from the grave once the flowers have died.**
 - Ashes plots within the Cemetery - **The owner of the exclusive rights of burial is responsible to remove any flowers from the grave once the flowers have died.**
- f. **Time Off In-Lieu Policy**
Members agreed to review and approve the Time Off In-Lieu Policy at the Establishment Committee meeting on Thursday 22nd July 2021.
- g. **Connection to Electricity on The Views Policy.**
Members reviewed and approved the Connection to Electricity on The Views Policy. Members noted the following amendments:
 - Item 3 – These hirers must first have **obtained** formal approval
 - Item 8 – to remove **after the event**
 - Item 9 – the Town Council will **invoice** the hirer
 - Item 10 – removed the charge of **£42**
 - Item 15 – is a repeat of item 8 and 9, and to be removed from the policy
 - Item 10 – to be removed from the policy as well
- h. **Media Policy**
Members reviewed and approved the Media Policy. Members noted the following:
 - Anyone can film in a public place without asking permission.
 - In the Harlington, all Council meetings and people present are allowed to be filmed, as it is a public place.

RESOLVED

Members agreed approve the following policies:

- a. Health and Safety Policy
- b. Risk Management Policy
- d. Memorials Policy
- e. Cemetery Rules and Regulations Policy
- g. Connection to Electricity on The Views Policy
- h. Media Policy

PF July 2021 ITEM 12

BUDGET PREPARATION WORKING GROUP 2022/2023

Members received a copy of the proposed timetable for the preparation of the draft budget 2022/2023. Members discussed the following:

- Any budget requests to be brought forward to the Town Clerk between 21st July and 5th September 2021.
- Any requests put forward to have outlined costs associated with it.
- FTC to use the CPI for August 2021 when preparing the budget
- Grants policy.
- Councillor Schofield and Councillor Tilley to produce a joint paper regarding FTC and Grants by 6th September 2021.

RESOLVED

- a. To approve the draft timetable.
- b. To agree to be appointed to serve on the Budget Preparation Working Group.
- c. To agree to give any guidance to officers to aid the preparation of the 2022/2023 budget.

PF July 2021 ITEM 13

INTERNAL AUDIT REPORT

Members received a copy of the internal Auditor's report for 2020/2021 after the year end visit on Thursday 13th May 2021. Members noted the following:

- Overdue debts have been outstanding since 2019 but there is a repayment plan in action.

RESOLVED

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

PF July 2021 ITEM 14

CLERK'S REPORT

Members noted that there was nothing to report.

PF July 2021 ITEM 15

DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 20th October at 7pm in the Harlington.

There being no further business the meeting closed at 9.35pm.

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

Chairman

Item 5a

Officer Report

POLICY & FINANCE

SUBJECT: Quarterly Financial Monitoring Report

OFFICER: Janet Stanton –Town Clerk/ Alex Robins

DATE: 13 October, 2021

Background

The purpose of this report is to provide the Committee with an overview of the Council's financial performance up to 30 September 2021 and to highlight any issues. Recovery from the pandemic continues but this is proving to be rather slower than had been hoped when the budget was set.

Officers have again reviewed all the Council's planned expenditure through until 31 March 2022, looking to see where income can be increased and any savings can be achieved whilst continuing to maintain at least the same level of service. At the time the 2021/2022 budget was set, the Council was planning to use £100,837 from reserves to balance the budget, however, through careful management, if the recovery continues without any relapses, it is currently estimated that only £43,000 may need to be taken from reserves. However, members should note that any changes to the recovery, increase in local COVID rates and subsequent loss of public confidence in going out will have an effect on the Council operations and The Harlington finances.

Council Operations

Within the Council operations, to date all services are operating within budget.

350 - Cemetery

During the last year the cemetery income has increased and it is projected that this will continue until the end of this financial year.

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

General

Both The Harlington and Ancells Farm Community centre are fully open for all activities, although both are only allowing those attending events and activities access to the buildings. This is to better protect staff and attendees and help to prevent the further spread of Covid. In addition to shows and regular activities, the vaccination booster programme is continuing at The Harlington on days that other bookings allow. This is very challenging operationally due to the large building turnarounds required, but will ensure the largest number of people get vaccinated in the quickest time.

Ticket sales

Ticket sales are averaging £25,000 per month currently, although these sales are predominantly for next year. Sales are extremely low for the remainder of this calendar year, with the most successful numbers being for those shows which were originally on sale pre-

Covid and have retained those bookings. Regular phone calls received would suggest that there is still a fear of going out in the lead up to winter, especially with infection levels going up in Hart. This seems to be the pattern across the industry.

Hall hire

The majority of hirers who are returning have already done so, with two of the community user groups streaming their meetings so they have a live audience, but also the ability for those not wishing to attend to watch from home. Vaccinations also continue when the auditorium isn't in use.

Bars

Bars aren't running to previous income levels as audience numbers are generally low. However, the bar app is fully in use and audiences are being encouraged to use it. This saves people having to queue at the bar, giving them a safer and more relaxing experience.

Confectionery, Ices, Snacks & Merchandise

Minimal sales.

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

The coffee shop is currently closed. This space has been used as a reception for vaccinations.

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

With a lot of work completed over the shutdown period, the building is at the best standard it can be without any major works. General repairs will still be carried out as necessary, with no specific projects being planned in order to keep expenditure budgets as low as possible.

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

The building is open to all current hirers, with the majority having returned.

RECOMMENDATION

- That the contents of the report are noted.

Monthly Performance Totals (net of VAT)												Item 5b	
April	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution	
TOTALS FOR APRIL													
May	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution	
TOTALS FOR MAY													
June	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution	
TOTALS FOR JUNE													
July	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution	
Northsyde & Friends	£ -	£ 1,216.67	73%	£ 1,000.00	£ 216.67	£ 690.87	£ 277.94	£ 412.93	£ 314.45	£ 1,907.54	£ 1,592.39	£ 315.15	
Northsyde & Friends - Live Stream	£ -	£ 133.33	n/a	£ -	£ 133.33	£ -	£ -	£ -	£ -	£ 133.33	£ -	£ 133.33	
Matt Long & the Revenant Ones	£ -	£ 502.86	56%	£ 102.86	£ 400.00	£ 295.99	£ 118.92	£ -	£ 203.62	£ 798.85	£ 425.40	£ 373.45	
Networking Event	£ -	£ -	n/a	£ -	£ -	£ 81.75	£ 32.70	£ 49.05	£ -	£ 81.75	£ 32.70	£ 49.05	
TOTALS FOR JULY	£ -	£ 1,852.86		£ 1,102.86	£ 750.00	£ 1,068.61	£ 429.56	£ 461.98	£ 518.07	£ 2,921.47	£ 2,050.49	£ 870.98	
August	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution	
NHS concert	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
TOTALS FOR AUGUST	£ -	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
September	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution	
Martin Kemp	£ -	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
ELO Encounter	£ -	£ 2,433.33	66%	£ 1,587.22	£ 846.11	£ 856.58	£ 343.42	£ 513.16	£ 233.50	£ 3,289.91	£ 2,164.14	£ 1,125.77	
Ash Wilson	£ -	£ 671.43	57%	£ 400.00	£ 271.43	£ 223.53	£ 91.97	£ 131.56	£ 178.66	£ 894.96	£ 670.63	£ 224.33	
Nine Below Zero	£ -	£ 1,662.86	40%	£ 1,500.00	£ 162.86	£ 679.41	£ 272.36	£ 407.05	£ 248.47	£ 2,342.27	£ 2,020.83	£ 321.44	
Comedy Club	£ -	£ 845.71	34%	£ 700.00	£ 145.71	£ 579.49	£ 233.24	£ 346.25	£ 204.56	£ 1,425.20	£ 1,137.80	£ 287.40	
Film Club x 2	£ 200.00	£ -	n/a	£ -	£ -	£ 216.51	£ 87.40	£ 129.11	£ 21.24	£ 416.51	£ 108.64	£ 307.87	
New Amen Corner	£ -	£ 854.17	32%	£ 1,500.00	-£ 645.83	£ 394.61	£ 157.95	£ 236.66	£ 217.33	£ 1,248.78	£ 1,875.28	-£ 626.50	
Jazz Club	£ -	£ 1,470.48	52%	£ 887.01	£ 583.47	£ 365.03	£ 10.16	£ 354.87	£ 72.79	£ 1,835.51	£ 969.96	£ 865.55	
The Blues Band	£ -	£ 5,571.43	67%	£ 4,197.44	£ 1,373.99	£ 605.16	£ 242.45	£ 362.71	£ 250.32	£ 6,176.59	£ 4,690.21	£ 1,486.38	
TOTALS FOR SEPTEMBER	£ 200.00	£ 13,509.41		£ 10,771.67	£ 2,737.74	£ 3,920.32	£ 1,438.95	£ 2,481.37	£ 1,426.87	£ 17,629.73	£ 13,637.49	£ 3,992.24	
TOTALS	£ 200.00	£ 15,362.27		£ 11,874.53	£ 3,487.74	£ 4,988.93	£ 1,868.51	£ 2,943.35	£ 1,944.94	£ 20,551.20	£ 15,687.98	£ 4,863.22	

V7 - 2022-2023 BUDGET AND PROJECTIONS
6 month COVID restrictions and 6 month normal operation
AS AT 11.10.2021

Cost Centre	Item Description	Actual 2017 - 18	Adjusted Actual 17-18 incs transfers to EMR	Actual - 2018-2019	Actual 2019-2020	Actual 2020-2021	Agreed Budget 2021/2022. Tax base amended by HDC in March 2021 from 10,601.11 to 10,560. The cost per house hold is £1,089,794 (the precept) divided by 10560 (tax base) = £103.20 av band D equivalent	Actual to 30.09.2021	2021-2022 Year End Projection as at 08.10.21.	2022-2023 Budget	Comments	
COUNCIL OPERATIONS												
115	Precept Operations	-£599,277.00	£ 599,277.00	-£619,567.26	-£631,819.00	-£672,341.04	-£677,777.10	-£677,777.10	-£677,777.10	-£721,368.00	Budger 22/23 Based on tax base for 21/22 plus 4% increase ie £1,089,794 = £1,133,385 less £412,017 =£721,368 - Harlington dev	Operating costs
101	Central Admin	£134,460.00	£ 149,960.00	£167,868.00	£172,785.00	£118,736.00	£197,589.00	£90,716.00	£198,612.00	£227,483.00		£227,483.00
105	Civic & Democratic	£3,947.00	£ 3,947.00	£15,007.00	£2,609.00	£3,736.00	£7,002.00	£185.00	£7,002.00	£33,170.00		£33,170.00
110	Grants and contributions	£49,055.00	£49,055	£43,698.00	£39,373.00	£30,583.00	£44,787.00	£32,506.00	£41,768.00	£48,435.00		£48,435.00
110	Committed Grants											
110	Civic Grants											
150	Events,town centre and climae change	£42,143.00	£ 42,143.00	£39,240.00	£36,002.00	£35,732.00	£45,164.00	£22,118.00	£45,864.00	£47,711.00		£47,711.00
301	Open Spaces	£33,638.00	£ 34,303.00	£29,157.00	£31,649.00	£31,301.00	£37,522.00	£13,458.00	£37,522.00	£38,950.00		£38,950.00
208	Ancells Farm Park	£30,191.00	£ 30,191.00	£31,298.00	£31,986.00	£32,624.00	£37,631.00	£13,863.00	£37,946.00	£39,979.00		£39,979.00
310	Calthorpe Park	£21,492.00	£ 28,492.00	£33,575.00	£37,109.00	£67,689.00	£49,793.00	£4,754.00	£49,295.00	£53,970.00		£53,970.00
315	Oakley Park	£16,200.00	£ 16,200.00	£21,099.00	£22,216.00	£25,508.00	£26,760.00	£9,439.00	£26,859.00	£28,080.00		£28,080.00
320	Basingbourne Park	£19,257.00	£ 19,257.00	£25,536.00	£28,807.00	£22,583.00	£23,501.00	£9,056.00	£24,386.00	£24,486.00		£24,486.00
325	The Views	£12,160.00	£ 12,160.00	£5,909.00	£9,281.00	£8,769.00	£11,475.00	£4,236.00	£11,475.00	£12,026.00		£12,026.00
330	Edenbrook	£9,794.00	£ 9,794.00	£3,112.00	£3,300.00	£4,175.00	£5,375.00	£1,514.00	£5,375.00	£5,585.00		£5,585.00
350	Cemetery	-£41,789.00	-£ 38,989.00	-£9,764.00	-£28,987.00	-£65,345.00	-£24,484.00	-£22,191.00	-£35,288.00	-£21,900.00		-£21,900.00
475	Lengthsman	-£100.00	-£ 100.00	-£3,300.00	£530.00	£0.00	£0.00	-£3,300.00	£0.00	£0.00		£0.00
												£537,975.00
SUB TOTAL	COUNCIL OPERATIONS	-£268,829.00	-£ 242,864.00	-£217,132.26	-£245,159.00	-£356,250.04	-£215,662.10	-£501,423.10	-£226,961.10	-£183,393.00		
THE HARLINGTON												
										£0.00		
204	Building Operational costs	£130,943.00	£ 131,203.00	£222,058.00	£224,131.00	£230,244.00	£222,000.00	£37,809.00	£172,200.00	£234,900.00		
201	Events	£4,215.00	£ 18,135.00	-£52,535.00	-£25,188.00	£131,919.00	£64,000.00	£78,057.00	£73,000.00	£19,250.00		
202	Café	-£7,557.00	-£ 7,557.00	-£14,721.00	-£9,187.00	£17,565.00	£0.00	£14.00	£0.00	£0.00		
SUB TOTAL		-£3,342.00	£10,578.00	£154,802.00	£189,756.00	£379,728.00	£286,000.00	£115,880.00	£245,200.00	£254,150.00		
205	Ancells Community	£5,716.00	£ 5,716.00	£15,120.00	£18,780.00	£31,241.00	£30,500.00	£2,096.00	£24,500.00	£22,850.00		
	TOTAL AFCC	£5,716.00	£5,716.00	£15,120.00	£18,780.00	£31,241.00	£30,500.00	£2,096.00	£24,500.00	£22,850.00		
TOTAL	Harlington & AFCC	£2,374.00	£16,294.00	£169,922.00	£208,536.00	£410,969.00	£316,500.00	£117,976.00	£269,700.00	£277,000.00		
TOTAL	FTC + Harlington + Ancells Community	-£266,455.00	-£ 226,570.00	-£47,210.26	-£36,623.00	£54,718.96	£100,837.90	-£383,447.10	£42,738.90	£93,607.00		

HARLINGTON DEVELOPMENT		Actual to 31.03.17	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Actual as at 30.09.2021			Cumulative 2021-2022 Year end Projection	Comments
	Brought forward	£0.00	-£285,435.00	-£511,052.00	-£879,793.00	-£1,216,717.00	-£1,608,082.00			-£2,019,399.00	
115	Precept	-£390,339.00	-£412,017.00	-£412,017.00	-£412,017.00	-£412,017.00	-£412,017.00				
160	Interest				-£5,957.00						
160	Expenditure	£104,904.00	£186,377.00	£43,276.00	£81,050.00	£20,652.00	£700.00			£26,780.00	
TOTAL	FUNDS AVAILABLE	-£285,435.00	-£511,075.00	-£879,793.00	-£1,216,717.00	-£1,608,082.00	-£2,019,399.00			-£1,992,619.00	

Available S106 Funding as at 19.04.2021		Available funds as at 11.05.19	Funds received a at 31.01.2020	Funds allocated but not paid as at 31.01.2020	Balance available as at 19.04.2021					Comments
	Recreation & Leisure projects	£392,214.00		£24,789.00	£244,211.00	£150,733.00				
	TOTAL	£392,214.00		£24,789.00	£244,211.00	£150,733.00				

FTC RESERVES AS AT 31 MARCH 2021			
Total Equity as at 31.03.2021	£2,025,936.00	General Fund	£123,844.00
		FTC Reserves	£0.00
		General EMR	£294,010.00
		Harlington EMR	£1,608,082.00
			£2,025,936.00

FTC RESERVES AS AT 4 October 2021			
Total Equity as at 04.10.2021	£2,817,028	General Fund	£506,620.00
		FTC Reserves	
		General EMR	£290,309.00
		Harlington EMR	£2,020,099.00
			£2,817,028.00

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors Control	33,517
120	Vat Control	14,476
150	Stock - Bar	5,712
151	Stock - Food	269
200	Bank Current/Deposit Account	1,298,189
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
	Total Current Assets	2,904,384
	<u>Current Liabilities</u>	
503	Christmas Festivities Town Cen	6,620
504	Christmas Day Lunch	2,205
515	Paye/NI Due	6,776
545	Comedy Sept 21	121
547	Jazz Sep 21	1,071
557	DOM JOLY's HolidaySnaps	3,776
558	GENESIS CONNECTED April 2022	2,831
559	NAVI FEB 2020	3,656
560	90s rewind Oct 2021	4,544
563	Elo Encounter Sept 2021	2,419
564	The Stumble May 2021	107
565	Bootleg Blondie Jan 2022	1,336
566	CLARE TEAL October 21	2,237
567	PURPLE ZEPPELIN Oct 21	1,156
580	TOTALLY TINA March 2022	1,641
581	RABBIT RABBIT March 2021	31
582	Guns 2 Roses Mar 2022	1,176
584	NINE BELOW ZERO Sep21	163
586	POP DIVAS LIVE Oct 21	1,001
590	80s Rewind Nov 21	9,479
591	Martin Kemp Sept 21	1,862
592	Bernie Marsden Sep21	(70)
594	T-Rextasy Jan 2022	660
596	Jenny Éclair: sixty!FFS Nov 21	3,600
597	Buble meets Sinatra Nov 2021	629
598	Floyd Effect - Nov 21	1,907
600	Northsyde Jul 21	(50)
606	Mainly Madness Dec 21	1,749
607	Comedy Oct 21	297
608	Comedy Nov 21	99
609	Comedy Dec 21	1,013
610	Bad Manners Oct 21	324
611	Fleet Jazz Sept 21	(720)
612	Fleet Jazz Oct 21	(682)
613	The Blues Band Sept 21	5,486
615	Sleeping Beauty Dec 21	12,651
616	Committed to the Blues Mar 22	300
617	Northsyde stream Jul 21	124
618	Matt Long&RevenantOnes Jul21	503

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
619	Ian Siegal Nov 21	271	
621	Abba Fever – Feb 2022	726	
623	Northsyde Jan 22	150	
625	Geno Washington Mar 22	152	
627	Sari Schorr Oct 21	14	
630	Fleet Film 8th Nov 21	6	
631	Fleet Film 22nd Nov 21	6	
795	Elles Bailey Nov 21	1,678	
796	Ash Wilson Band Sept 21	671	
881	AC/DC UK Jan 2022	720	
882	New Amen Corner Sept 2021	780	
883	James Taylor Quartet Jan 22	152	
Total Current Liabilities		87,356	
Net Current Assets			2,817,028
Total Assets less Current Liabilities			2,817,028
<u>Represented by :-</u>			
300	Current Year Fund	585,084	
310	General Fund	(78,465)	
321	EMR - Pension Obligation	30,000	
322	EMR - Website Development 2022	10,000	
323	EMR - Cemetery Ext- 2022	3,935	
324	EMR - Park Improvements 2021	12,000	
325	EMR - Community Pk Building 25	100,853	
326	EMR - Office Refurbishment 21	238	
327	EMR - Ancells Farm Rep/Dec 22	3,630	
328	EMR - Paths - 2024	992	
329	EMR - Cemetery Mem Test 2024	3,300	
330	EMR - CP Tennis Sinking 2026	37,563	
331	EMR - Community Buis Service 2	13,000	
332	EMR - S106 Sensory Garden 21	51,579	
333	EMR - Sustainable Projs 22	2,611	
334	EMR-Calthorpe Park Play 2021	20,009	
335	EMR - Climate Change LEDs -22	600	
360	Harlington Development Fund	2,020,099	
Total Equity			2,817,028

Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)

Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	<u>Central Administration</u>									
1053	Grant money and funding	0	76,418	0	2,870	2,870	0	0	0	0
1064	Tennis Membership card	0	0	0	-1	0	0	0	0	0
1870	Interest Income	3,500	2,648	3,230	262	500	0	500	0	0
	Total Income	3,500	79,066	3,230	3,131	3,370	0	500	0	0
4000	Salaries	124,000	121,814	124,000	57,761	124,000	0	140,511	0	0
4001	Employers National Insurance	10,500	10,463	10,200	4,707	10,200	0	14,051	0	0
4002	Employers Pension	7,700	6,839	6,500	2,735	6,500	0	7,026	0	0
4011	Staff Recruitment	250	0	0	0	0	0	500	0	0
4015	Recharge staff hours	-16,480	-18,480	-18,480	-700	-18,480	0	-19,219	0	0
4020	COVID19	0	27,056	1,000	18	1,000	0	1,000	0	0
4030	Training	3,100	210	3,000	260	3,000	0	3,000	0	0
4041	Mileage/Travel/Sustinance	102	0	102	12	102	0	100	0	0
4130	Insurance	9,000	8,491	9,500	9,130	9,300	0	9,675	0	0
4156	Recycling	500	0	500	0	500	0	500	0	0
4175	Equipment Maintenance	589	0	600	0	600	0	600	0	0
4185	Equipment	3,000	375	3,000	240	3,000	0	6,750	0	0
4187	Health & Safety	10,200	5,481	8,000	3,273	9,200	0	8,000	0	0
4400	Stationery & Consumables	3,892	1,462	3,500	1,720	3,500	0	3,640	0	0
4401	Document Management	2,000	0	5,000	0	5,000	0	5,000	0	0
4420	Bank Charges	3,000	1,779	3,060	545	2,500	0	3,182	0	0
4430	Promotion/Publicity/Vision	7,000	7,885	7,140	1,026	7,140	0	7,425	0	0
4435	Website	800	480	918	240	918	0	900	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)

Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4440	Telephone & Broadband	1,700	1,544	2,400	583	2,400	0	2,496	0	0
4445	Mobile Phones	0	283	663	56	663	0	680	0	0
4455	Postage	350	101	102	348	400	0	106	0	0
4460	Subscriptions	3,162	3,085	3,060	2,450	3,200	0	3,208	0	0
4480	Computer Maintenance	1,000	75	1,020	0	1,020	0	1,060	0	0
4481	Software/Licenses	1,700	1,970	2,500	52	2,500	0	2,600	0	0
4484	Computer Support	5,500	4,320	6,120	2,640	6,120	0	6,360	0	0
4485	Computer Storage	1,500	1,320	1,734	660	1,734	0	1,800	0	0
4486	E-mail Exchange	3,250	2,995	3,570	1,490	3,570	0	3,712	0	0
4530	Councillor Development	0	0	0	32	32	0	0	0	0
4550	Payroll Services	600	600	612	-8	612	0	650	0	0
4551	HR Services and staff welfare	2,000	1,092	2,040	546	2,040	0	2,590	0	0
4555	Legal Fees and Costs	2,000	643	2,040	361	2,040	0	2,120	0	0
4560	Accountancy fees	700	959	714	560	959	0	990	0	0
4561	VAT Consultancy fees	440	259	204	200	200	0	210	0	0
4564	Procurement fees	1,000	0	3,000	1,750	3,000	0	3,120	0	0
4580	Audit Fees	4,000	4,700	3,500	1,150	3,500	0	3,640	0	0
4995	Miscellaneous Expenditure	0	0	0	12	12	0	0	0	0
Overhead Expenditure		198,055	197,801	200,819	93,847	201,982	0	227,983	0	0
Movement to/(from) Gen Reserve		(194,555)	(118,736)	(197,589)	(90,716)	(198,612)		(227,483)		
105	<u>Civic and Democratic</u>									
4041	Mileage/Travel/Sustinance	153	0	156	0	156	0	160	0	0
4430	Promotion/Publicity/Vision	2,500	2,500	2,550	0	2,550	0	3,550	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4530	Councillor Development	1,050	-196	1,071	65	1,071	0	1,110	0	0
4535	Chairman's Allowance	1,160	1,150	1,185	47	1,185	0	1,230	0	0
4537	Members Allowances	2,000	282	2,040	73	2,040	0	2,120	0	0
4540	Elections	0	0	0	0	0	0	25,000	0	0
Overhead Expenditure		6,863	3,736	7,002	185	7,002	0	33,170	0	0
Movement to/(from) Gen Reserve		(6,863)	(3,736)	(7,002)	(185)	(7,002)		(33,170)		
110	<u>Grants</u>									
4538	Community Support	1,500	1,000	1,530	167	1,530	0	6,590	0	0
4800	Fleet Link	13,500	10,824	13,770	11,117	11,117	0	11,560	0	0
4810	Basingstoke Canal	18,500	18,309	18,675	18,309	18,309	0	19,041	0	0
4855	Community grants	10,600	450	10,812	2,913	10,812	0	11,244	0	0
Overhead Expenditure		44,100	30,583	44,787	32,506	41,768	0	48,435	0	0
Movement to/(from) Gen Reserve		(44,100)	(30,583)	(44,787)	(32,506)	(41,768)		(48,435)		
115	<u>Precept</u>									
1900	Precept - operational	672,341	672,341	677,777	677,777	677,777	0	677,777	0	0
1902	Precept - New Harlington	412,017	412,017	412,017	412,017	412,017	0	412,017	0	0
Total Income		1,084,358	1,084,358	1,089,794	1,089,794	1,089,794	0	1,089,794	0	0
6000	less Transfer to EMR	0	0	0	206,009	0	0	0	0	0
Movement to/(from) Gen Reserve		1,084,358	1,084,358	1,089,794	883,786	1,089,794		1,089,794		
150	<u>Events, Town Centre and Climat</u>									
1051	Ghurkha Square Market	0	3,841	8,500	3,900	7,800	0	7,800	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		0	3,841	8,500	3,900	7,800	0	7,800	0	0
4176	Action Day	900	4	918	0	918	0	954	0	0
4210	Floral Displays	17,544	16,652	17,895	10,878	17,895	0	18,610	0	0
4222	Friends Group Get Together	150	0	150	0	150	0	150	0	0
4655	Town Centre Xmas Decorations	20,400	18,878	22,000	15,090	22,000	0	22,880	0	0
4656	Christmas Gurkha Square	4,090	30	4,175	0	4,175	0	4,342	0	0
4657	Christmas Day Lunch	1,020	716	1,020	0	1,020	0	1,060	0	0
4660	Remembrance Day	300	0	306	50	306	0	315	0	0
4661	Gurkha Sq Market	0	3,294	7,200	0	7,200	0	7,200	0	0
Overhead Expenditure		44,404	39,574	53,664	26,018	53,664	0	55,511	0	0
Movement to/(from) Gen Reserve		(44,404)	(35,732)	(45,164)	(22,118)	(45,864)		(47,711)		
160	<u>Harlington Development</u>									
4015	Recharge staff hours	30,000	27,480	30,000	700	27,480	0	28,219	0	0
4041	Mileage/Travel/Sustinance	400	0	400	0	400	0	400	0	0
4400	Stationery & Consumables	1,100	0	1,100	0	1,100	0	1,100	0	0
4430	Promotion/Publicity/Vision	20,000	0	20,000	0	20,000	0	20,000	0	0
4455	Postage	2,000	0	2,000	0	2,000	0	2,000	0	0
4555	Legal Fees and Costs	20,000	775	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
4562	Design Consultancy fees	77,000	0	77,000	0	77,000	0	77,000	0	0
4563	Planning and Building fees	45,000	0	45,000	0	45,000	0	45,000	0	0
4564	Procurement fees	15,000	0	15,000	0	15,000	0	15,000	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4565	Survey and consultation	43,000	4,878	43,000	0	43,000	0	43,000	0	0
4570	Project Management	100,000	0	100,000	0	100,000	0	100,000	0	0
4999	Contingency	57,017	0	57,017	0	59,537	0	58,798	0	0
	Overhead Expenditure	412,017	33,133	412,017	700	412,017	0	412,017	0	0
6001	plus Transfer from EMR	0	20,653	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(412,017)	(12,480)	(412,017)	(700)	(412,017)		(412,017)		
201	<u>Harlington - Events</u>									
1000	Hall Hire	104,000	20,114	67,000	43,992	70,000	0	90,000	0	0
1001	WRVS Hall Hire	2,000	0	0	0	0	0	0	0	0
1030	WRVS Office 1	1,000	0	0	0	0	0	0	0	0
1033	Fleet Phoenix	1,000	1,000	1,000	0	1,000	0	1,000	0	0
1036	Fleet Baptist Preschool	4,500	1,389	3,500	1,423	3,500	0	4,500	0	0
1420	Bar Sales	105,000	5,235	74,000	4,567	60,000	0	112,500	0	0
1430	Merchandise	600	0	0	0	0	0	0	0	0
1431	Confectionery	2,500	25	1,500	37	1,500	0	3,000	0	0
1432	Ices	2,000	181	1,500	0	1,500	0	2,500	0	0
1433	Snacks	2,200	114	1,500	115	1,500	0	2,500	0	0
1435	Box Office Charges	14,000	790	9,000	1,956	6,000	0	17,500	0	0
1436	Technical Income	0	0	1	0	0	0	5,000	0	0
1450	Ticket Sales	180,000	10,803	115,000	0	101,000	0	190,000	0	0
	Total Income	418,800	39,652	274,001	52,091	246,000	0	428,500	0	0
4000	Salaries	171,000	114,186	150,000	93,003	150,000	0	189,500	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4001	Employers National Insurance	10,960	7,971	15,000	8,260	15,000	0	15,950	0	0
4002	Employers Pension	8,900	7,576	7,500	6,325	7,500	0	9,500	0	0
4005	Contracted Staffing	0	0	0	100	0	0	0	0	0
4015	Recharge staff hours	-7,000	-7,000	-7,000	0	-7,000	0	-7,000	0	0
4020	COVID19	0	8,426	0	85	0	0	0	0	0
4170	Building Maintenance	0	0	0	82	0	0	0	0	0
4182	Technical Equipment Sundries	1,500	1,104	1,000	1,886	2,000	0	1,000	0	0
4183	Technical Equipment Hire	500	0	500	0	500	0	500	0	0
4185	Equipment	5,000	7,747	5,000	2,107	5,000	0	3,000	0	0
4422	Bank & Card Transactions	7,500	3,827	9,000	381	6,000	0	12,000	0	0
4432	Marketing	17,000	932	17,000	8,163	17,000	0	18,000	0	0
4433	Marketing Support	6,500	0	6,500	2,214	6,500	0	8,000	0	0
4481	Software/Licenses	0	2,590	0	0	0	0	0	0	0
4487	Wi-Fi	0	44	0	0	0	0	0	0	0
4490	Sales Sytstem Costs	10,000	3,729	10,000	3,072	10,000	0	13,500	0	0
4700	Bar Purchases	42,000	7,340	30,000	3,721	24,000	0	45,000	0	0
4710	Bar Consumables	2,000	170	2,500	33	2,500	0	2,000	0	0
4715	Stocktaking	200	175	500	0	500	0	175	0	0
4720	Performance Costs	110,000	11,309	81,000	0	70,000	0	124,000	0	0
4728	Till App	0	0	1,000	290	1,000	0	1,200	0	0
4740	Licences	5,500	1,210	5,500	0	5,500	0	7,000	0	0
4752	Hospitality	1,000	110	500	189	500	0	500	0	0
4761	Confectionery	1,500	0	1,000	153	1,000	0	1,800	0	0
4762	Ices	760	6	500	0	500	0	1,000	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4763	Snacks	1,000	120	1,000	83	1,000	0	1,125	0	0
	Overhead Expenditure	395,820	171,571	338,000	130,148	319,000	0	447,750	0	0
	Movement to/(from) Gen Reserve	22,980	(131,919)	(63,999)	(78,057)	(73,000)		(19,250)		
202	<u>Coffee Shop</u>									
1415	Coffee Shop Sales/Catering	52,000	104	0	0	0	0	0	0	0
1420	Bar Sales	0	0	0	14	0	0	0	0	0
	Total Income	52,000	104	0	14	0	0	0	0	0
4000	Salaries	22,700	14,500	0	0	0	0	0	0	0
4001	Employers National Insurance	1,530	1,450	0	0	0	0	0	0	0
4002	Employers Pension	370	725	0	0	0	0	0	0	0
4750	Catering Supplies	17,500	844	0	0	0	0	0	0	0
4755	Catering Consumables	500	78	0	0	0	0	0	0	0
4756	Catering - Equipment	0	71	0	0	0	0	0	0	0
	Overhead Expenditure	42,600	17,668	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	9,400	(17,565)	0	14	0		0		
203	<u>The POINT</u>									
1002	POINT Hall Hire	0	0	0	0	0	0	0	0	0
	Total Income	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
204	<u>Building</u>									

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1031	HCC Library	16,000	12,915	16,000	0	16,000	0	16,000	0	0
1053	Grant money and funding	0	0	0	23,235	25,000	0	0	0	0
1615	Reimburse - Harlington Repairs	0	60,063	0	0	0	0	0	0	0
Total Income		16,000	72,978	16,000	23,235	41,000	0	16,000	0	0
4000	Salaries	75,680	75,680	75,500	3,388	75,500	0	78,500	0	0
4001	Employers National Insurance	7,140	7,568	7,500	369	7,500	0	7,850	0	0
4002	Employers Pension	5,490	3,784	4,000	169	4,000	0	4,000	0	0
4005	Contracted Staffing	1,000	0	0	0	0	0	0	0	0
4011	Staff Recruitment	400	0	0	0	0	0	400	0	0
4015	Recharge staff hours	-2,000	-2,000	-2,000	0	-2,000	0	-2,000	0	0
4030	Training	750	215	1,000	325	1,000	0	750	0	0
4041	Mileage/Travel/Sustinance	500	0	500	76	500	0	500	0	0
4110	Rates	14,935	15,260	15,000	14,346	15,000	0	15,000	0	0
4115	Water & Sewerage	9,100	9,317	9,000	-780	4,700	0	10,500	0	0
4120	Gas	17,716	15,687	18,000	6,337	13,000	0	21,000	0	0
4122	Electricity	30,540	17,692	31,000	8,548	15,000	0	34,000	0	0
4150	Cleaning	32,740	11,185	33,500	6,608	30,000	0	34,000	0	0
4151	Cleaning - Equipment	300	39	500	0	500	0	500	0	0
4152	Cleaning - Supplies	9,400	6,271	9,500	3,231	9,500	0	10,000	0	0
4155	Refuse Collection	5,700	5,738	6,000	2,008	6,000	0	6,250	0	0
4156	Recycling	1,000	1,036	1,000	1,025	2,000	0	2,000	0	0
4170	Building Maintenance	17,000	49,259	17,000	12,534	20,000	0	18,000	0	0
4172	Building Compliance	1,000	399	1,000	673	1,000	0	1,000	0	0
4175	Equipment Maintenance	1,000	17	1,000	0	1,000	0	0	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4180	Equipment Hire	300	0	0	0	0	0	0	0	0
4182	Technical Equipment Sundries	0	12	0	0	0	0	0	0	0
4185	Equipment	1,000	8,500	1,000	7	1,000	0	1,000	0	0
4187	Health & Safety	1,000	1,543	1,000	233	1,000	0	1,000	0	0
4188	Fire and Intruder Monitoring	500	322	500	35	500	0	500	0	0
4190	Auditorium expenditure	0	70,152	0	0	0	0	0	0	0
4207	Fire & Intruder Systems	1,800	1,672	2,000	310	2,000	0	1,750	0	0
4400	Stationery & Consumables	1,500	652	1,000	460	1,000	0	1,000	0	0
4422	Bank & Card Transactions	0	0	0	95	0	0	0	0	0
4445	Mobile Phones	400	377	500	235	500	0	500	0	0
4455	Postage	400	94	500	0	500	0	400	0	0
4481	Software/Licenses	500	689	500	666	500	0	500	0	0
4487	Wi-Fi	1,236	1,565	1,500	743	1,500	0	1,700	0	0
4745	Uniforms	500	497	500	-597	500	0	300	0	0
Overhead Expenditure		238,527	303,222	238,000	61,043	213,200	0	250,900	0	0
Movement to/(from) Gen Reserve		(222,527)	(230,244)	(222,000)	(37,809)	(172,200)		(234,900)		
205	<u>Ancells Community Centre</u>									
1000	Hall Hire	26,000	8,955	15,000	9,518	18,000	0	25,000	0	0
Total Income		26,000	8,955	15,000	9,518	18,000	0	25,000	0	0
4000	Salaries	17,110	17,110	17,000	5,704	17,000	0	17,500	0	0
4001	Employers National Insurance	1,120	1,120	1,500	369	1,500	0	1,750	0	0
4002	Employers Pension	1,690	1,690	2,000	637	2,000	0	2,000	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4041	Mileage/Travel/Sustinance	450	420	500	210	500	0	500	0	0
4115	Water & Sewerage	320	662	800	-50	350	0	750	0	0
4120	Gas	2,000	1,373	2,000	557	1,200	0	1,600	0	0
4122	Electricity	1,545	773	1,500	331	750	0	1,500	0	0
4150	Cleaning	6,825	3,086	7,000	2,061	5,500	0	7,350	0	0
4152	Cleaning - Supplies	1,400	1,089	1,500	1,253	2,000	0	1,500	0	0
4155	Refuse Collection	900	1,269	1,000	329	1,000	0	1,000	0	0
4170	Building Maintenance	2,000	4,159	2,000	962	2,000	0	2,000	0	0
4185	Equipment	300	0	0	0	0	0	0	0	0
4207	Fire & Intruder Systems	0	464	0	100	0	0	0	0	0
4280	Ancells Car Park	6,000	5,679	6,000	0	6,000	0	7,500	0	0
4445	Mobile Phones	300	300	300	150	300	0	300	0	0
4455	Postage	100	0	100	0	100	0	100	0	0
4740	Licences	2,300	1,000	2,300	-1,000	2,300	0	2,500	0	0
Overhead Expenditure		44,360	40,195	45,500	11,613	42,500	0	47,850	0	0
Movement to/(from) Gen Reserve		(18,360)	(31,241)	(30,500)	(2,096)	(24,500)		(22,850)		
208	<u>Ancells Farm Park and Pavilion</u>									
1050	Outdoor Space Hire	0	0	0	35	0	0	0	0	0
1060	Pitch Hire	2,004	732	2,924	732	2,196	0	2,250	0	0
Total Income		2,004	732	2,924	767	2,196	0	2,250	0	0
4110	Rates	1,287	1,185	1,208	1,185	1,185	0	1,232	0	0
4115	Water & Sewerage	515	227	390	107	200	0	400	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4120	Gas	530	314	365	91	250	0	400	0	0
4122	Electricity	415	216	265	69	180	0	350	0	0
4150	Cleaning	1,632	331	1,390	584	1,390	0	1,445	0	0
4170	Building Maintenance	4,200	1,609	4,284	0	4,284	0	4,455	0	0
4175	Equipment Maintenance	600	0	470	0	470	0	485	0	0
4187	Health & Safety	306	223	312	0	312	0	325	0	0
4200	Grounds Maintenance	22,216	21,528	22,660	9,222	22,660	0	23,566	0	0
4202	Additional Ground Works	1,705	233	1,739	70	1,739	0	1,808	0	0
4205	CCTV	105	0	107	0	107	0	111	0	0
4220	Friends Group support	115	0	118	0	118	0	122	0	0
4225	South and South East in Bloom	105	0	107	0	107	0	110	0	0
4230	Playground Maintenance	5,000	5,518	5,100	62	5,100	0	5,300	0	0
4250	Tree Surgery	816	1,973	2,040	3,240	2,040	0	2,120	0	0
Overhead Expenditure		39,547	33,356	40,555	14,630	40,142	0	42,229	0	0
Movement to/(from) Gen Reserve		(37,543)	(32,624)	(37,631)	(13,863)	(37,946)		(39,979)		
301	<u>Open Spaces</u>									
1050	Outdoor Space Hire	650	505	0	70	0	0	0	0	0
Total Income		650	505	0	70	0	0	0	0	0
4000	Salaries	13,526	13,371	13,400	6,775	13,400	0	13,987	0	0
4001	Employers National Insurance	1,300	1,237	1,300	737	1,300	0	1,398	0	0
4002	Employers Pension	812	668	700	339	700	0	699	0	0
4015	Recharge staff hours	-2,040	0	0	0	0	0	0	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4041	Mileage/Travel/Sustinance	1,050	529	816	62	816	0	848	0	0
4169	Street and Park Furniture	1,000	0	1,020	0	1,020	0	1,060	0	0
4170	Building Maintenance	310	50	316	0	316	0	328	0	0
4185	Equipment	500	97	1,530	0	1,530	0	1,591	0	0
4200	Grounds Maintenance	14,062	13,626	14,344	5,837	14,344	0	14,917	0	0
4202	Additional Ground Works	1,078	21	1,100	0	1,100	0	1,144	0	0
4206	Lamppost Maintenance	200	200	204	-200	204	0	210	0	0
4208	Speedwatch and SIDS	0	0	1,000	0	1,000	0	1,040	0	0
4250	Tree Surgery	1,020	1,718	1,040	0	1,040	0	1,080	0	0
4445	Mobile Phones	408	220	416	-22	416	0	432	0	0
4740	Licences	220	70	224	0	224	0	100	0	0
4745	Uniforms	110	0	112	0	112	0	116	0	0
Overhead Expenditure		33,556	31,806	37,522	13,528	37,522	0	38,950	0	0
Movement to/(from) Gen Reserve		(32,906)	(31,301)	(37,522)	(13,458)	(37,522)		(38,950)		
310	<u>Calthorpe Park</u>									
1050	Outdoor Space Hire	0	-71	700	220	300	0	300	0	0
1053	Grant money and funding	0	239,135	0	0	0	0	0	0	0
1057	Fleet Football Club Rent	2,000	0	2,000	0	2,000	0	2,000	0	0
1060	Pitch Hire	1,700	708	1,008	437	437	0	0	0	0
1064	Tennis Membership card	7,000	9,760	7,500	7,912	8,100	0	7,800	0	0
1065	Tennis Hire	1,300	2,408	1,500	2,208	2,500	0	2,000	0	0
1066	Tennis coaching	1,000	0	0	0	0	0	0	0	0
Total Income		13,000	251,940	12,708	10,777	13,337	0	12,100	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4115	Water & Sewerage	580	424	505	131	320	0	500	0	0
4122	Electricity	310	222	304	50	120	0	300	0	0
4150	Cleaning	1,236	198	1,485	526	1,485	0	1,544	0	0
4170	Building Maintenance	1,530	9	1,560	2,028	2,100	0	1,622	0	0
4175	Equipment Maintenance	785	0	800	0	800	0	830	0	0
4185	Equipment	867	781	884	0	884	0	919	0	0
4187	Health & Safety	310	223	316	0	316	0	328	0	0
4200	Grounds Maintenance	37,785	36,613	39,300	15,685	39,300	0	40,872	0	0
4202	Additional Ground Works	2,897	9,013	2,954	1,435	2,954	0	3,072	0	0
4205	CCTV	105	13,435	2,000	-2,937	2,000	0	3,000	0	0
4220	Friends Group support	105	75	107	0	107	0	110	0	0
4225	South and South East in Bloom	55	25	72	50	50	0	74	0	0
4230	Playground Maintenance	1,000	2,607	1,000	123	1,000	0	1,040	0	0
4235	Play Equipment	0	218,612	0	0	0	0	0	0	0
4250	Tree Surgery	2,346	12,455	2,392	1,275	2,392	0	3,000	0	0
4430	Promotion/Publicity/Vision	510	0	0	0	0	0	0	0	0
4590	Repairs and Renewals	7,000	0	7,000	0	7,000	0	7,000	0	0
4651	LTA Registration - membership	920	360	938	0	938	0	962	0	0
4653	Tennis Software	910	796	812	796	796	0	825	0	0
4740	Licences	85	70	72	70	70	0	72	0	0
Overhead Expenditure		59,336	295,919	62,501	19,231	62,632	0	66,070	0	0
310 Net Income over Expenditure		-46,336	-43,979	-49,793	-8,454	-49,295	0	-53,970	0	0
6001	plus Transfer from EMR	0	217,019	0	3,701	0	0	0	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000	less Transfer to EMR	0	240,728	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(46,336)</u>	<u>(67,689)</u>	<u>(49,793)</u>	<u>(4,754)</u>	<u>(49,295)</u>		<u>(53,970)</u>		
315	<u>Oakley Park</u>									
1050	Outdoor Space Hire	0	0	0	70	100	0	100	0	0
1060	Pitch Hire	3,000	1,460	2,672	681	2,100	0	2,177	0	0
	Total Income	<u>3,000</u>	<u>1,460</u>	<u>2,672</u>	<u>751</u>	<u>2,200</u>	<u>0</u>	<u>2,277</u>	<u>0</u>	<u>0</u>
4115	Water & Sewerage	361	0	0	0	0	0	0	0	0
4122	Electricity	310	349	316	77	160	0	350	0	0
4150	Cleaning	1,300	248	1,326	526	1,326	0	1,379	0	0
4170	Building Maintenance	1,020	0	1,040	0	1,040	0	1,080	0	0
4175	Equipment Maintenance	55	0	56	0	56	0	58	0	0
4180	Equipment Hire	0	0	56	0	56	0	0	0	0
4185	Equipment	55	0	0	0	0	0	0	0	0
4187	Health & Safety	310	223	316	0	316	0	328	0	0
4200	Grounds Maintenance	20,142	19,517	20,545	8,361	20,545	0	21,366	0	0
4202	Additional Ground Works	1,545	255	1,575	295	1,575	0	1,638	0	0
4205	CCTV	2,259	2,251	1,400	0	1,200	0	1,260	0	0
4220	Friends Group support	105	75	105	0	105	0	108	0	0
4225	South and South East in Bloom	85	40	97	80	80	0	90	0	0
4230	Playground Maintenance	1,020	203	1,040	62	1,040	0	1,080	0	0
4250	Tree Surgery	1,530	3,808	1,560	790	1,560	0	1,620	0	0
	Overhead Expenditure	<u>30,097</u>	<u>26,968</u>	<u>29,432</u>	<u>10,191</u>	<u>29,059</u>	<u>0</u>	<u>30,357</u>	<u>0</u>	<u>0</u>

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(27,097)</u>	<u>(25,508)</u>	<u>(26,760)</u>	<u>(9,439)</u>	<u>(26,859)</u>		<u>(28,080)</u>		
320	<u>Basingbourne Park</u>									
1050	Outdoor Space Hire	0	0	0	35	50	0	0	0	0
1056	Scouts - Rent	0	1,601	0	0	0	0	0	0	0
1060	Pitch Hire	1,400	1,377	5,344	1,362	4,086	0	4,249	0	0
	Total Income	<u>1,400</u>	<u>2,978</u>	<u>5,344</u>	<u>1,397</u>	<u>4,136</u>	<u>0</u>	<u>4,249</u>	<u>0</u>	<u>0</u>
4115	Water & Sewerage	412	525	420	-165	180	0	550	0	0
4122	Electricity	309	258	315	53	150	0	250	0	0
4150	Cleaning	1,300	347	1,326	526	1,326	0	1,382	0	0
4170	Building Maintenance	2,040	101	2,080	0	2,080	0	2,160	0	0
4185	Equipment	310	0	316	0	316	0	328	0	0
4187	Health & Safety	310	223	316	0	316	0	328	0	0
4200	Grounds Maintenance	17,128	16,597	17,470	7,110	17,470	0	18,168	0	0
4202	Additional Ground Works	1,315	925	1,341	1,075	1,600	0	1,390	0	0
4205	CCTV	1,175	1,126	1,400	0	1,200	0	1,248	0	0
4220	Friends Group support	115	0	115	163	163	0	118	0	0
4225	South and South East in Bloom	115	60	105	80	80	0	108	0	0
4230	Playground Maintenance	1,020	510	1,040	642	1,040	0	0	0	0
4250	Tree Surgery	2,550	4,890	2,601	970	2,601	0	2,705	0	0
	Overhead Expenditure	<u>28,099</u>	<u>25,561</u>	<u>28,845</u>	<u>10,453</u>	<u>28,522</u>	<u>0</u>	<u>28,735</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(26,699)</u>	<u>(22,583)</u>	<u>(23,501)</u>	<u>(9,056)</u>	<u>(24,386)</u>		<u>(24,486)</u>		
325	<u>The Views</u>									

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1050	Outdoor Space Hire	1,530	0	1,000	80	1,000	0	1,000	0	0
Total Income		1,530	0	1,000	80	1,000	0	1,000	0	0
4115	Water & Sewerage	0	20	0	-20	0	0	0	0	0
4122	Electricity	135	159	137	94	137	0	200	0	0
4185	Equipment	105	0	107	0	107	0	110	0	0
4200	Grounds Maintenance	7,097	6,877	7,240	2,946	7,240	0	7,529	0	0
4202	Additional Ground Works	545	380	555	457	555	0	575	0	0
4230	Playground Maintenance	4,040	658	4,120	839	4,120	0	4,284	0	0
4250	Tree Surgery	310	675	316	0	316	0	328	0	0
Overhead Expenditure		12,232	8,769	12,475	4,316	12,475	0	13,026	0	0
Movement to/(from) Gen Reserve		(10,702)	(8,769)	(11,475)	(4,236)	(11,475)		(12,026)		
330	<u>Edenbrook</u>									
4200	Grounds Maintenance	3,000	2,907	3,060	1,245	3,060	0	3,182	0	0
4202	Additional Ground Works	231	0	235	0	235	0	240	0	0
4230	Playground Maintenance	2,040	1,268	2,080	268	2,080	0	2,163	0	0
Overhead Expenditure		5,271	4,175	5,375	1,514	5,375	0	5,585	0	0
Movement to/(from) Gen Reserve		(5,271)	(4,175)	(5,375)	(1,514)	(5,375)		(5,585)		
350	<u>Cemetery</u>									
1100	Interment Fees	12,240	18,980	10,000	9,870	18,000	0	18,000	0	0
1110	Scattering of Ashes	340	340	500	0	500	0	500	0	0
1120	Sale of Exclusive Rights	18,480	44,600	16,000	12,560	20,000	0	17,000	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1121	Transfer of Exclusive Rights	1,020	1,740	1,050	2,610	3,500	0	1,750	0	0
1130	Memorial Cemetery Fees	6,324	10,280	6,450	3,970	8,000	0	7,000	0	0
1131	Memorial Roses	0	350	700	0	0	0	0	0	0
1132	Memorial Kerbstones	0	2,000	5,000	1,797	3,000	0	3,000	0	0
1133	Memorial Sanctums	9,000	15,653	20,000	3,972	16,000	0	10,000	0	0
1134	GoR Planted Area	0	417	700	417	900	0	700	0	0
1137	GoR Ashes digging	0	520	0	600	800	0	1,000	0	0
Total Income		47,404	94,880	60,400	35,796	70,700	0	58,950	0	0
4000	Salaries	5,700	3,394	5,700	2,038	5,700	0	5,928	0	0
4002	Employers Pension	352	170	300	102	300	0	592	0	0
4041	Mileage/Travel/Sustinance	520	209	530	135	400	0	294	0	0
4110	Rates	1,900	2,188	2,231	2,445	2,445	0	2,542	0	0
4115	Water & Sewerage	780	202	220	49	100	0	230	0	0
4150	Cleaning	540	0	500	0	500	0	520	0	0
4155	Refuse Collection	2,000	1,727	2,040	825	2,040	0	2,120	0	0
4170	Building Maintenance	510	0	520	0	520	0	540	0	0
4200	Grounds Maintenance	15,900	10,307	16,218	4,416	15,218	0	15,826	0	0
4202	Additional Ground Works	825	50	841	957	1,000	0	1,040	0	0
4203	General Upkeep	1,530	24	1,560	594	1,560	0	1,600	0	0
4220	Friends Group support	105	0	105	0	105	0	108	0	0
4225	South and South East in Bloom	140	35	140	70	140	0	145	0	0
4250	Tree Surgery	1,020	973	1,040	0	1,040	0	1,080	0	0
4400	Stationery & Consumables	0	7	0	0	0	0	0	0	0
4445	Mobile Phones	250	97	255	88	255	0	265	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)

Note: Item3 Month6 Budget Detail Sep21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4455	Postage	0	28	0	0	0	0	0	0	0
4460	Subscriptions	105	95	100	95	95	0	100	0	0
4481	Software/Licenses	765	423	450	678	678	0	705	0	0
4935	GoR Memorial inscriptions	1,000	1,959	1,200	662	1,000	0	1,040	0	0
4936	GoR Ashes digging	0	0	100	450	450	0	500	0	0
4942	H and S Memorial repairs	310	0	316	0	316	0	325	0	0
4944	H and S Memorial inspections	510	7,648	1,550	0	1,550	0	1,550	0	0
Overhead Expenditure		34,762	29,535	35,916	13,604	35,412	0	37,050	0	0
Movement to/(from) Gen Reserve		12,642	65,345	24,484	22,191	35,288		21,900		
475	<u>Lengthsman Scheme</u>									
1053	Grant money and funding	0	3,300	0	0	0	0	3,300	0	0
Total Income		0	3,300	0	0	0	0	3,300	0	0
4202	Additional Ground Works	0	3,300	0	-3,300	0	0	3,300	0	0
Overhead Expenditure		0	3,300	0	-3,300	0	0	3,300	0	0
Movement to/(from) Gen Reserve		0	0	0	3,300	0		0		
900	<u>Earmarked Reserves</u>									
9004	EMR Cemetery Ext/Rem Gdn 2019	0	1,150	0	0	0	0	0	0	0
9018	EMR Ancells Farm Rep/Dec 2019	0	3,325	0	0	0	0	0	0	0
9042	EMR Sustainable operational Pr	0	300	0	0	0	0	0	0	0
Overhead Expenditure		0	4,775	0	0	0	0	0	0	0
6001	plus Transfer from EMR	0	4,864	0	0	0	0	0	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 6)
Note: Item3 Month6 Budget Detail Sep21

	<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>89</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
Total Budget Income	1,669,646	1,644,748	1,491,573	1,231,319	1,499,533	0	1,651,720	0	0
Expenditure	1,669,646	1,301,647	1,592,410	440,226	1,542,272	0	1,788,918	0	0
Net Income over Expenditure	<u>0</u>	<u>343,101</u>	<u>-100,837</u>	<u>791,093</u>	<u>-42,739</u>	<u>0</u>	<u>-137,198</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	242,535	0	3,701	0	0	0	0	0
less Transfer to EMR	0	240,728	0	206,008	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>344,908</u>	<u>(100,837)</u>	<u>588,785</u>	<u>(42,739)</u>		<u>(137,198)</u>		

Fleet Town Council

Reserves as at 30th September 2021

	Account	Opening Balance	Net Transfers	Closing Balance
321	EMR - Pension Obligation	£30,000.00		£30,000.00
322	EMR - Website Development	£10,000.00		£10,000.00
323	EMR - Cemetery Ext/Rem Gdn	£3,935.00		£3,935.00
324	EMR - Park Improvements	£12,000.00		£12,000.00
325	EMR - Community Pk Building 25	£100,853.00		£100,853.00
326	EMR - Office Refurbishment	£238.00		£238.00
327	EMR - Ancells Farm Rep/Dec	£3,630.00		£3,630.00
328	EMR - Paths	£992.00		£992.00
329	EMR - Cemetery Mem Test 2021	£3,300.00		£3,300.00
330	EMR - CP Tennis Sinking 2026	£37,563.00		£37,563.00
331	EMR - Community Buis Service	£13,000.00		£13,000.00
333	EMR - Sustainable Ops Projects	£2,611.10		£2,611.10
334	EMR-Calthorpe Park Playground	£23,709.54	-£3,700.60	£20,008.94
335	EMR - Climate Change LEDs	£600.00		£600.00
	TOTAL	£242,431.64	-£3,700.60	£238,731.04
315	FTC Reserve	£0.00		£0.00
332	EMR - S106 Sensory Garden	£51,579.00		£51,579.00
360	Harlington Development Fund	£1,608,081.76	£412,017.00	£2,020,098.76
	TOTAL	£1,902,092.40	£408,316.40	£2,310,408.80

Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

Month No: 6

Cost Centre 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>101 Central Administration</u>											
1053 Grant money and funding	0	0	0	2,870	0	(2,870)	0			0.0%	
1064 Tennis Membership card	(0)	0	0	(1)	0	1	0			0.0%	
1870 Interest Income	38	269	231	262	1,614	1,352	3,230			8.1%	
Central Administration :- Income	38	269	231	3,131	1,614	(1,517)	3,230			96.9%	0
4000 Salaries	9,806	10,333	527	57,761	61,998	4,237	124,000		66,239	46.6%	
4001 Employers National Insurance	845	850	5	4,707	5,100	393	10,200		5,493	46.1%	
4002 Employers Pension	553	542	(11)	2,735	3,252	517	6,500		3,765	42.1%	
4015 Recharge staff hours	0	(1,540)	(1,540)	(700)	(9,240)	(8,540)	(18,480)		(17,780)	3.8%	
4020 COVID19	0	0	0	18	600	582	1,000		982	1.8%	
4030 Training	0	750	750	260	1,500	1,240	3,000		2,740	8.7%	
4041 Mileage/Travel/Sustenance	0	22	22	12	42	30	102		90	11.7%	
4130 Insurance	0	790	790	9,130	4,730	(4,400)	9,500		370	96.1%	
4156 Recycling	0	0	0	0	250	250	500		500	0.0%	
4175 Equipment Maintenance	0	50	50	0	300	300	600		600	0.0%	
4185 Equipment	0	250	250	240	1,500	1,260	3,000		2,760	8.0%	
4187 Health & Safety	0	0	0	3,273	4,000	727	8,000		4,727	40.9%	
4400 Stationery & Consumables	191	280	89	1,720	1,620	(100)	3,500		1,780	49.1%	
4401 Document Management	0	1,250	1,250	0	2,500	2,500	5,000		5,000	0.0%	
4420 Bank Charges	117	250	133	545	1,500	955	3,060		2,515	17.8%	
4430 Promotion/Publicity/Vision	0	1,750	1,750	1,026	3,500	2,474	7,140		6,114	14.4%	
4435 Website	0	0	0	240	360	120	918		678	26.1%	
4440 Telephone & Broadband	140	200	60	583	1,200	617	2,400		1,817	24.3%	

Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

Month No: 6

Cost Centre 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
4445 Mobile Phones	9	55	46	56	330	274	663		607	8.4%	
4455 Postage	348	8	(340)	348	44	(304)	102		(246)	340.7%	
4460 Subscriptions	0	360	360	2,450	2,660	210	3,060		610	80.1%	
4480 Computer Maintenance	0	160	160	0	510	510	1,020		1,020	0.0%	
4481 Software/Licenses	0	0	0	52	800	748	2,500		2,448	2.1%	
4484 Computer Support	0	500	500	2,640	2,970	330	6,120		3,480	43.1%	
4485 Computer Storage	330	420	90	660	840	180	1,734		1,074	38.1%	
4486 E-mail Exchange	151	290	139	1,490	1,710	220	3,570		2,080	41.7%	
4530 Councillor Development	32	0	(32)	32	0	(32)	0		(32)	0.0%	
4550 Payroll Services	59	0	(59)	(8)	306	314	612		620	(1.4%)	
4551 HR Services and staff welfare	91	170	79	546	1,020	474	2,040		1,494	26.8%	
4555 Legal Fees and Costs	0	340	340	361	1,020	659	2,040		1,679	17.7%	
4560 Accountancy fees	0	0	0	560	350	(210)	714		154	78.4%	
4561 VAT Consultancy fees	0	0	0	200	204	4	204		4	98.0%	
4564 Procurement fees	1,500	0	(1,500)	1,750	1,500	(250)	3,000		1,250	58.3%	
4580 Audit Fees	0	0	0	1,150	1,700	550	3,500		2,350	32.9%	
4995 Miscellaneous Expenditure	(4)	0	4	12	0	(12)	0		(12)	0.0%	
Central Administration :- Indirect Expenditure	14,168	18,080	3,912	93,847	100,676	6,829	200,819	0	106,972	46.7%	0
Net Income over Expenditure	(14,130)	(17,811)	(3,681)	(90,716)	(99,062)	(8,346)	(197,589)				
<u>105 Civic and Democratic</u>											
4041 Mileage/Travel/Sustenance	0	40	40	0	80	80	156		156	0.0%	
4430 Promotion/Publicity/Vision	0	0	0	0	800	800	2,550		2,550	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

Month No: 6

Cost Centre 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
4530 Councillor Development	0	260	260	65	520	455	1,071		1,006	6.1%	
4535 Chairman's Allowance	0	295	295	47	580	533	1,185		1,138	4.0%	
4537 Members Allowances	0	0	0	73	1,020	947	2,040		1,967	3.6%	
Civic and Democratic :- Indirect Expenditure	0	595	595	185	3,000	2,815	7,002	0	6,817	2.6%	0
Net Expenditure	0	(595)	(595)	(185)	(3,000)	(2,815)	(7,002)				
<u>110 Grants</u>											
4538 Community Support	0	400	400	167	750	584	1,530		1,364	10.9%	
4800 Fleet Link	0	0	0	11,117	13,770	2,653	13,770		2,653	80.7%	
4810 Basingstoke Canal	0	0	0	18,309	18,675	366	18,675		366	98.0%	
4855 Community grants	0	0	0	2,913	4,112	1,199	10,812		7,899	26.9%	
Grants :- Indirect Expenditure	0	400	400	32,506	37,307	4,801	44,787	0	12,281	72.6%	0
Net Expenditure	0	(400)	(400)	(32,506)	(37,307)	(4,801)	(44,787)				
<u>115 Precept</u>											
1900 Precept - operational	338,889	338,889	1	677,777	677,777	0	677,777			100.0%	
1902 Precept - New Harlington	206,009	206,009	1	412,017	412,017	0	412,017			100.0%	206,009
Precept :- Income	544,897	544,898	1	1,089,794	1,089,794	0	1,089,794			100.0%	206,009
Net Income	544,897	544,898	1	1,089,794	1,089,794	0	1,089,794				
6000 less Transfer to EMR	206,009			206,009							
Movement to/(from) Gen Reserve	338,888			883,786							

Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

Month No: 6

Cost Centre 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>150 Events, Town Centre and Climat</u>											
1051 Ghurkha Square Market	650	708	58	3,900	4,248	348	8,500			45.9%	
Events, Town Centre and Climat :- Income	650	708	58	3,900	4,248	348	8,500			45.9%	0
4176 Action Day	0	0	0	0	510	510	918		918	0.0%	
4210 Floral Displays	5,439	4,295	(1,144)	10,878	13,495	2,617	17,895		7,017	60.8%	
4222 Friends Group Get Together	0	150	150	0	150	150	150		150	0.0%	
4655 Town Centre Xmas Decorations	150	0	(150)	15,090	3,300	(11,790)	22,000		6,910	68.6%	
4656 Christmas Gurkha Square	0	0	0	0	0	0	4,175		4,175	0.0%	
4657 Christmas Day Lunch	0	0	0	0	0	0	1,020		1,020	0.0%	
4660 Remembrance Day	0	0	0	50	0	(50)	306		256	16.3%	
4661 Gurkha Sq Market	0	600	600	0	3,600	3,600	7,200		7,200	0.0%	
Events, Town Centre and Climat :- Indirect Expenditure	5,590	5,045	(545)	26,018	21,055	(4,963)	53,664	0	27,646	48.5%	0
Net Income over Expenditure	(4,940)	(4,337)	603	(22,118)	(16,807)	5,311	(45,164)				
<u>160 Harlington Development</u>											
4015 Recharge staff hours	0	2,500	2,500	700	15,000	14,300	30,000		29,300	2.3%	
4041 Mileage/Travel/Sustenance	0	0	0	0	200	200	400		400	0.0%	
4400 Stationery & Consumables	0	0	0	0	550	550	1,100		1,100	0.0%	
4430 Promotion/Publicity/Vision	0	1,667	1,667	0	10,002	10,002	20,000		20,000	0.0%	
4455 Postage	0	167	167	0	1,002	1,002	2,000		2,000	0.0%	
4555 Legal Fees and Costs	0	1,667	1,667	0	10,002	10,002	20,000		20,000	0.0%	
4560 Accountancy fees	0	125	125	0	750	750	1,500		1,500	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

Month No: 6

Cost Centre 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
4562 Design Consultancy fees	0	6,417	6,417	0	38,502	38,502	77,000		77,000	0.0%	
4563 Planning and Building fees	0	3,750	3,750	0	22,500	22,500	45,000		45,000	0.0%	
4564 Procurement fees	0	1,250	1,250	0	7,500	7,500	15,000		15,000	0.0%	
4565 Survey and consultation	0	3,583	3,583	0	21,498	21,498	43,000		43,000	0.0%	
4570 Project Management	0	8,333	8,333	0	49,998	49,998	100,000		100,000	0.0%	
4999 Contingency	0	0	0	0	57,017	57,017	57,017		57,017	0.0%	
Harlington Development :- Indirect Expenditure	0	29,459	29,459	700	234,521	233,821	412,017	0	411,317	0.2%	0
Net Expenditure	0	(29,459)	(29,459)	(700)	(234,521)	(233,821)	(412,017)				
<u>201 Harlington - Events</u>											
1000 Hall Hire	20,374	5,000	(15,374)	43,992	31,500	(12,492)	67,000			65.7%	
1033 Fleet Phoenix	0	0	0	0	0	0	1,000			0.0%	
1036 Fleet Baptist Preschool	0	0	0	1,423	1,167	(256)	3,500			40.7%	
1420 Bar Sales	3,531	10,000	6,469	4,567	11,000	6,433	74,000			6.2%	
1431 Confectionery	37	20	(17)	37	20	(17)	1,500			2.5%	
1432 Ices	0	0	0	0	20	20	1,500			0.0%	
1433 Snacks	84	200	116	115	220	105	1,500			7.7%	
1435 Box Office Charges	1,070	1,200	130	1,956	1,600	(356)	9,000			21.7%	
1436 Technical Income	0	0	0	0	0	0	1			0.0%	
1450 Ticket Sales	0	16,000	16,000	0	17,500	17,500	115,000			0.0%	
Harlington - Events :- Income	25,096	32,420	7,324	52,091	63,027	10,936	274,001			19.0%	0
4000 Salaries	13,505	12,500	(1,005)	93,003	75,000	(18,003)	150,000		56,997	62.0%	

Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

Month No: 6

Cost Centre 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
4001 Employers National Insurance	1,241	1,250	9	8,260	7,500	(760)	15,000		6,740	55.1%	
4002 Employers Pension	671	625	(46)	6,325	3,750	(2,575)	7,500		1,175	84.3%	
4005 Contracted Staffing	0	0	0	100	0	(100)	0		(100)	0.0%	
4015 Recharge staff hours	0	(550)	(550)	0	(2,600)	(2,600)	(7,000)		(7,000)	0.0%	
4020 COVID19	348	0	(348)	85	0	(85)	0		(85)	0.0%	
4170 Building Maintenance	0	0	0	82	0	(82)	0		(82)	0.0%	
4182 Technical Equipment Sundries	0	0	0	1,886	350	(1,536)	1,000		(886)	188.6%	
4183 Technical Equipment Hire	0	100	100	0	300	300	500		500	0.0%	
4185 Equipment	0	0	0	2,107	3,500	1,393	5,000		2,893	42.1%	
4422 Bank & Card Transactions	402	1,200	798	381	1,600	1,219	9,000		8,619	4.2%	
4432 Marketing	7,559	200	(7,359)	8,163	7,600	(563)	17,000		8,837	48.0%	
4433 Marketing Support	0	0	0	2,214	3,000	786	6,500		4,286	34.1%	
4490 Sales Systsem Costs	685	1,200	515	3,072	1,600	(1,472)	10,000		6,928	30.7%	
4700 Bar Purchases	1,910	3,000	1,090	3,721	4,800	1,079	30,000		26,279	12.4%	
4710 Bar Consumables	19	275	256	33	850	817	2,500		2,467	1.3%	
4715 Stocktaking	0	0	0	0	250	250	500		500	0.0%	
4720 Performance Costs	0	13,000	13,000	0	14,500	14,500	81,000		81,000	0.0%	
4728 Till App	70	85	15	290	510	220	1,000		710	29.0%	
4740 Licences	0	0	0	0	3,000	3,000	5,500		5,500	0.0%	
4752 Hospitality	189	50	(139)	189	150	(39)	500		311	37.8%	
4761 Confectionery	0	35	35	153	35	(118)	1,000		847	15.3%	
4762 Ices	0	50	50	0	50	50	500		500	0.0%	
4763 Snacks	83	150	67	83	200	117	1,000		917	8.3%	
Harlington - Events :- Indirect Expenditure	26,682	33,170	6,488	130,148	125,945	(4,203)	338,000	0	207,852	38.5%	0
Net Income over Expenditure	(1,586)	(750)	836	(78,057)	(62,918)	15,139	(63,999)				

Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

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Cost Centre 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>202 Coffee Shop</u>											
1420 Bar Sales	0	0	0	14	0	(14)	0			0.0%	
Coffee Shop :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>14</u>	<u>0</u>	<u>(14)</u>	<u>0</u>				<u>0</u>
Net Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>14</u>	<u>0</u>	<u>(14)</u>	<u>0</u>				
<u>203 The POINT</u>											
1002 POINT Hall Hire	0	0	0	0	0	(0)	0			0.0%	
The POINT :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(0)</u>	<u>0</u>				<u>0</u>
Net Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(0)</u>	<u>0</u>				
<u>204 Building</u>											
1031 HCC Library	0	0	0	0	0	0	16,000			0.0%	
1053 Grant money and funding	3,164	0	(3,164)	23,235	0	(23,235)	0			0.0%	
Building :- Income	<u>3,164</u>	<u>0</u>	<u>(3,164)</u>	<u>23,235</u>	<u>0</u>	<u>(23,235)</u>	<u>16,000</u>			145.2%	0
4000 Salaries	586	6,250	5,664	3,388	37,700	34,312	75,500		72,112	4.5%	
4001 Employers National Insurance	55	625	570	369	3,750	3,381	7,500		7,131	4.9%	
4002 Employers Pension	29	330	301	169	1,980	1,811	4,000		3,831	4.2%	
4015 Recharge staff hours	0	(165)	(165)	0	(945)	(945)	(2,000)		(2,000)	0.0%	
4030 Training	100	150	50	325	450	125	1,000		675	32.5%	
4041 Mileage/Travel/Sustenance	0	40	40	76	230	154	500		424	15.1%	
4110 Rates	0	0	0	14,346	15,000	654	15,000		654	95.6%	

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Cost Centre 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	0	750	750	(780)	4,500	5,280	9,000		9,780	(8.7%)	
4120 Gas	0	1,800	1,800	6,337	7,200	863	18,000		11,663	35.2%	
4122 Electricity	1,394	2,875	1,481	8,548	13,000	4,452	31,000		22,452	27.6%	
4150 Cleaning	3,547	3,500	(47)	6,608	12,500	5,892	33,500		26,892	19.7%	
4151 Cleaning - Equipment	0	35	35	0	240	240	500		500	0.0%	
4152 Cleaning - Supplies	(1,593)	900	2,493	3,231	3,900	669	9,500		6,269	34.0%	
4155 Refuse Collection	502	500	(2)	2,008	3,000	992	6,000		3,992	33.5%	
4156 Recycling	123	85	(38)	1,025	500	(525)	1,000		(25)	102.5%	
4170 Building Maintenance	2,156	1,430	(726)	12,534	8,470	(4,064)	17,000		4,466	73.7%	
4172 Building Compliance	492	250	(242)	673	500	(173)	1,000		327	67.3%	
4175 Equipment Maintenance	0	0	0	0	500	500	1,000		1,000	0.0%	
4185 Equipment	0	0	0	7	500	493	1,000		993	0.7%	
4187 Health & Safety	0	50	50	233	450	217	1,000		767	23.3%	
4188 Fire and Intruder Monitoring	0	40	40	35	240	205	500		465	7.0%	
4207 Fire & Intruder Systems	310	165	(145)	310	995	685	2,000		1,690	15.5%	
4400 Stationery & Consumables	272	80	(192)	460	480	20	1,000		540	46.0%	
4422 Bank & Card Transactions	0	0	0	95	0	(95)	0		(95)	0.0%	
4445 Mobile Phones	42	40	(2)	235	249	14	500		265	47.1%	
4455 Postage	0	40	40	0	245	245	500		500	0.0%	
4481 Software/Licenses	180	0	(180)	666	300	(366)	500		(166)	133.2%	
4487 Wi-Fi	78	125	47	743	750	7	1,500		757	49.5%	
4745 Uniforms	0	0	0	(597)	500	1,097	500		1,097	(119.5%)	
Building :- Indirect Expenditure	8,273	19,895	11,622	61,043	117,184	56,141	238,000	0	176,957	25.6%	0
Net Income over Expenditure	(5,109)	(19,895)	(14,786)	(37,809)	(117,184)	(79,375)	(222,000)				

Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

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Cost Centre 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>205 Ancells Community Centre</u>											
1000 Hall Hire	2,179	1,250	(929)	9,518	7,500	(2,018)	15,000			63.5%	
Ancells Community Centre :- Income	2,179	1,250	(929)	9,518	7,500	(2,018)	15,000			63.5%	0
4000 Salaries	972	1,415	443	5,704	8,490	2,786	17,000		11,296	33.6%	
4001 Employers National Insurance	55	125	70	369	750	381	1,500		1,131	24.6%	
4002 Employers Pension	107	165	58	637	1,000	363	2,000		1,363	31.9%	
4041 Mileage/Travel/Sustenance	35	50	15	210	230	20	500		290	42.0%	
4115 Water & Sewerage	0	65	65	(50)	390	440	800		850	(6.3%)	
4120 Gas	62	170	108	557	920	363	2,000		1,443	27.9%	
4122 Electricity	0	110	110	331	660	329	1,500		1,169	22.1%	
4150 Cleaning	573	580	7	2,061	3,480	1,419	7,000		4,939	29.4%	
4152 Cleaning - Supplies	118	125	7	1,253	750	(503)	1,500		247	83.6%	
4155 Refuse Collection	82	80	(2)	329	500	171	1,000		671	32.9%	
4170 Building Maintenance	0	160	160	962	960	(2)	2,000		1,038	48.1%	
4207 Fire & Intruder Systems	0	0	0	100	0	(100)	0		(100)	0.0%	
4280 Ancells Car Park	0	0	0	0	6,000	6,000	6,000		6,000	0.0%	
4445 Mobile Phones	25	25	0	150	150	0	300		150	50.0%	
4455 Postage	0	10	10	0	40	40	100		100	0.0%	
4740 Licences	0	0	0	(1,000)	2,300	3,300	2,300		3,300	(43.5%)	
Ancells Community Centre :- Indirect Expenditure	2,029	3,080	1,051	11,613	26,620	15,007	45,500	0	33,887	25.5%	0
Net Income over Expenditure	150	(1,830)	(1,980)	(2,096)	(19,120)	(17,024)	(30,500)				

Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

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Cost Centre 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>208 Ancells Farm Park and Pavilion</u>											
1050 Outdoor Space Hire	0	0	0	35	0	(35)	0			0.0%	
1060 Pitch Hire	0	365	365	732	1,096	364	2,924			25.0%	
Ancells Farm Park and Pavilion :- Income	0	365	365	767	1,096	329	2,924			26.2%	0
4110 Rates	0	0	0	1,185	1,208	23	1,208		23	98.1%	
4115 Water & Sewerage	0	0	0	107	170	63	390		283	27.4%	
4120 Gas	0	30	30	91	162	71	365		274	24.8%	
4122 Electricity	0	0	0	69	130	61	265		196	26.0%	
4150 Cleaning	117	116	(1)	584	696	112	1,390		806	42.0%	
4170 Building Maintenance	0	0	0	0	1,500	1,500	4,284		4,284	0.0%	
4175 Equipment Maintenance	0	0	0	0	150	150	470		470	0.0%	
4187 Health & Safety	0	0	0	0	140	140	312		312	0.0%	
4200 Grounds Maintenance	1,844	1,888	44	9,222	11,328	2,106	22,660		13,438	40.7%	
4202 Additional Ground Works	25	145	120	70	870	800	1,739		1,669	4.0%	
4205 CCTV	0	107	107	0	107	107	107		107	0.0%	
4220 Friends Group support	0	118	118	0	118	118	118		118	0.0%	
4225 South and South East in Bloom	0	0	0	0	107	107	107		107	0.0%	
4230 Playground Maintenance	0	425	425	62	2,550	2,488	5,100		5,038	1.2%	
4250 Tree Surgery	2,950	170	(2,780)	3,240	1,020	(2,220)	2,040		(1,200)	158.8%	
Ancells Farm Park and Pavilion :- Indirect Expenditure	4,936	2,999	(1,937)	14,630	20,256	5,626	40,555	0	25,925	36.1%	0
Net Income over Expenditure	(4,936)	(2,634)	2,302	(13,863)	(19,160)	(5,297)	(37,631)				

Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

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Cost Centre 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>301 Open Spaces</u>											
1050 Outdoor Space Hire	70	0	(70)	70	0	(70)	0			0.0%	
Open Spaces :- Income	70	0	(70)	70	0	(70)	0				0
4000 Salaries	1,171	1,117	(54)	6,775	6,702	(73)	13,400		6,625	50.6%	
4001 Employers National Insurance	111	108	(3)	737	648	(89)	1,300		563	56.7%	
4002 Employers Pension	59	58	(1)	339	348	9	700		361	48.4%	
4041 Mileage/Travel/Sustenance	0	68	68	62	408	346	816		754	7.6%	
4169 Street and Park Furniture	0	1,020	1,020	0	1,020	1,020	1,020		1,020	0.0%	
4170 Building Maintenance	0	26	26	0	156	156	316		316	0.0%	
4185 Equipment	0	128	128	0	768	768	1,530		1,530	0.0%	
4200 Grounds Maintenance	1,167	1,195	28	5,837	7,170	1,333	14,344		8,507	40.7%	
4202 Additional Ground Works	0	92	92	0	552	552	1,100		1,100	0.0%	
4206 Lamppost Maintenance	0	204	204	(200)	204	404	204		404	(98.0%)	
4208 Speedwatch and SIDS	0	1,000	1,000	0	1,000	1,000	1,000		1,000	0.0%	
4250 Tree Surgery	0	87	87	0	522	522	1,040		1,040	0.0%	
4445 Mobile Phones	9	35	26	(22)	210	232	416		438	(5.3%)	
4740 Licences	0	0	0	0	224	224	224		224	0.0%	
4745 Uniforms	0	112	112	0	112	112	112		112	0.0%	
Open Spaces :- Indirect Expenditure	2,517	5,250	2,733	13,528	20,044	6,516	37,522	0	23,994	36.1%	0
Net Income over Expenditure	(2,447)	(5,250)	(2,803)	(13,458)	(20,044)	(6,586)	(37,522)				

Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

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Cost Centre 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
310 Calthorpe Park											
1050 Outdoor Space Hire	35	58	23	220	348	128	700			31.4%	
1057 Fleet Football Club Rent	0	0	0	0	1,000	1,000	2,000			0.0%	
1060 Pitch Hire	0	0	0	437	450	13	1,008			43.4%	
1064 Tennis Membership card	686	1,071	385	7,912	6,429	(1,483)	7,500			105.5%	
1065 Tennis Hire	376	214	(162)	2,208	1,286	(922)	1,500			147.2%	
Calthorpe Park :- Income	1,097	1,343	246	10,777	9,513	(1,264)	12,708			84.8%	0
4115 Water & Sewerage	0	0	0	131	250	119	505		374	26.0%	
4122 Electricity	0	0	0	50	139	89	304		254	16.3%	
4150 Cleaning	105	124	19	526	744	218	1,485		959	35.4%	
4170 Building Maintenance	274	130	(144)	2,028	780	(1,248)	1,560		(468)	130.0%	
4175 Equipment Maintenance	0	67	67	0	402	402	800		800	0.0%	
4185 Equipment	0	74	74	0	444	444	884		884	0.0%	
4187 Health & Safety	0	26	26	0	156	156	316		316	0.0%	
4200 Grounds Maintenance	3,137	3,275	138	15,685	19,650	3,966	39,300		23,616	39.9%	
4202 Additional Ground Works	(2,200)	246	2,446	1,435	1,476	41	2,954		1,519	48.6%	
4205 CCTV	10,013	2,000	(8,013)	(2,937)	2,000	4,937	2,000		4,937	(146.9%)	
4220 Friends Group support	0	107	107	0	107	107	107		107	0.0%	
4225 South and South East in Bloom	0	0	0	50	72	22	72		22	69.4%	
4230 Playground Maintenance	2,470	83	(2,387)	123	498	375	1,000		877	12.3%	
4235 Play Equipment	0	0	0	0	0	0	0		0	0.0%	3,701
4250 Tree Surgery	595	199	(396)	1,275	1,194	(81)	2,392		1,117	53.3%	
4590 Repairs and Renewals	0	0	0	0	0	0	7,000		7,000	0.0%	

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Cost Centre 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
4651 LTA Registration - membership	0	938	938	0	938	938	938		938	0.0%	
4653 Tennis Software	0	812	812	796	812	16	812		16	98.0%	
4740 Licences	0	0	0	70	72	2	72		2	97.2%	
Calthorpe Park :- Indirect Expenditure	14,394	8,081	(6,313)	19,231	29,734	10,503	62,501	0	43,270	30.8%	3,701
Net Income over Expenditure	(13,296)	(6,738)	6,558	(8,454)	(20,221)	(11,767)	(49,793)				
6001 plus Transfer from EMR	3,701			3,701							
Movement to/(from) Gen Reserve	(9,596)			(4,754)							
<u>315 Oakley Park</u>											
1050 Outdoor Space Hire	0	0	0	70	0	(70)	0			0.0%	
1060 Pitch Hire	0	0	0	681	1,400	719	2,672			25.5%	
Oakley Park :- Income	0	0	0	751	1,400	649	2,672			28.1%	0
4122 Electricity	0	0	0	77	165	88	316		239	24.5%	
4150 Cleaning	105	110	5	526	660	134	1,326		800	39.6%	
4170 Building Maintenance	0	87	87	0	522	522	1,040		1,040	0.0%	
4175 Equipment Maintenance	0	5	5	0	30	30	56		56	0.0%	
4180 Equipment Hire	0	5	5	0	30	30	56		56	0.0%	
4187 Health & Safety	0	26	26	0	156	156	316		316	0.0%	
4200 Grounds Maintenance	1,672	1,712	40	8,361	10,272	1,911	20,545		12,184	40.7%	
4202 Additional Ground Works	330	131	(199)	295	786	491	1,575		1,280	18.7%	
4205 CCTV	0	1,400	1,400	0	1,400	1,400	1,400		1,400	0.0%	

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Cost Centre 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
4220 Friends Group support	0	105	105	0	105	105	105		105	0.0%	
4225 South and South East in Bloom	0	0	0	80	97	17	97		17	82.5%	
4230 Playground Maintenance	0	87	87	62	522	460	1,040		978	5.9%	
4250 Tree Surgery	0	130	130	790	780	(10)	1,560		770	50.6%	
Oakley Park :- Indirect Expenditure	2,107	3,798	1,691	10,191	15,525	5,334	29,432	0	19,241	34.6%	0
Net Income over Expenditure	(2,107)	(3,798)	(1,691)	(9,439)	(14,125)	(4,686)	(26,760)				
<u>320 Basingbourne Park</u>											
1050 Outdoor Space Hire	0	0	0	35	0	(35)	0			0.0%	
1060 Pitch Hire	0	1,250	1,250	1,362	2,500	1,138	5,344			25.5%	
Basingbourne Park :- Income	0	1,250	1,250	1,397	2,500	1,103	5,344			26.1%	0
4115 Water & Sewerage	0	0	0	(165)	210	375	420		585	(39.3%)	
4122 Electricity	0	0	0	53	125	72	315		262	16.9%	
4150 Cleaning	105	110	5	526	660	134	1,326		800	39.6%	
4170 Building Maintenance	0	173	173	0	1,038	1,038	2,080		2,080	0.0%	
4185 Equipment	0	26	26	0	156	156	316		316	0.0%	
4187 Health & Safety	0	26	26	0	156	156	316		316	0.0%	
4200 Grounds Maintenance	1,422	1,456	34	7,110	8,736	1,626	17,470		10,360	40.7%	
4202 Additional Ground Works	(365)	112	477	1,075	672	(403)	1,341		266	80.2%	
4205 CCTV	0	1,400	1,400	0	1,400	1,400	1,400		1,400	0.0%	
4220 Friends Group support	0	115	115	163	115	(48)	115		(48)	141.6%	
4225 South and South East in Bloom	0	0	0	80	105	25	105		25	76.2%	

Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

Month No: 6

Cost Centre 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
4230 Playground Maintenance	0	87	87	642	522	(120)	1,040		398	61.7%	
4250 Tree Surgery	970	217	(753)	970	1,302	332	2,601		1,631	37.3%	
Basingbourne Park :- Indirect Expenditure	2,132	3,722	1,590	10,453	15,197	4,744	28,845	0	18,392	36.2%	0
Net Income over Expenditure	(2,132)	(2,472)	(340)	(9,056)	(12,697)	(3,641)	(23,501)				
325 The Views											
1050 Outdoor Space Hire	0	250	250	80	500	420	1,000			8.0%	
The Views :- Income	0	250	250	80	500	420	1,000			8.0%	0
4115 Water & Sewerage	0	0	0	(20)	0	20	0		20	0.0%	
4122 Electricity	0	0	0	94	70	(24)	137		43	68.3%	
4185 Equipment	0	9	9	0	54	54	107		107	0.0%	
4200 Grounds Maintenance	589	603	14	2,946	3,618	672	7,240		4,294	40.7%	
4202 Additional Ground Works	40	46	6	457	276	(181)	555		98	82.4%	
4230 Playground Maintenance	0	343	343	839	2,058	1,219	4,120		3,281	20.4%	
4250 Tree Surgery	0	26	26	0	156	156	316		316	0.0%	
The Views :- Indirect Expenditure	629	1,027	398	4,316	6,232	1,916	12,475	0	8,159	34.6%	0
Net Income over Expenditure	(629)	(777)	(148)	(4,236)	(5,732)	(1,496)	(11,475)				
330 Edenbrook											
4200 Grounds Maintenance	249	255	6	1,245	1,530	285	3,060		1,815	40.7%	
4202 Additional Ground Works	0	20	20	0	120	120	235		235	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

Month No: 6

Cost Centre 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
4230 Playground Maintenance	495	173	(322)	268	1,038	770	2,080		1,812	12.9%	
Edenbrook :- Indirect Expenditure	744	448	(296)	1,514	2,688	1,174	5,375	0	3,861	28.2%	0
Net Expenditure	(744)	(448)	296	(1,514)	(2,688)	(1,174)	(5,375)				
<u>350 Cemetery</u>											
1100 Interment Fees	950	833	(117)	9,870	4,998	(4,872)	10,000			98.7%	
1110 Scattering of Ashes	0	42	42	0	252	252	500			0.0%	
1120 Sale of Exclusive Rights	0	1,333	1,333	12,560	7,998	(4,562)	16,000			78.5%	
1121 Transfer of Exclusive Rights	580	88	(492)	2,610	528	(2,082)	1,050			248.6%	
1130 Memorial Cemetery Fees	(145)	538	683	3,970	3,228	(742)	6,450			61.6%	
1131 Memorial Roses	0	58	58	0	348	348	700			0.0%	
1132 Memorial Kerbstones	467	417	(50)	1,797	2,502	705	5,000			35.9%	
1133 Memorial Sanctums	2,027	1,667	(360)	3,972	10,002	6,030	20,000			19.9%	
1134 GoR Planted Area	0	58	58	417	348	(69)	700			59.5%	
1137 GoR Ashes digging	100	0	(100)	600	0	(600)	0			0.0%	
Cemetery :- Income	3,979	5,034	1,056	35,796	30,204	(5,592)	60,400			59.3%	0
4000 Salaries	232	475	243	2,038	2,850	812	5,700		3,662	35.8%	
4002 Employers Pension	12	25	13	102	150	48	300		198	34.0%	
4041 Mileage/Travel/Sustenance	14	44	31	135	264	129	530		395	25.5%	
4110 Rates	0	0	0	2,445	2,231	(214)	2,231		(214)	109.6%	
4115 Water & Sewerage	0	0	0	49	220	171	220		171	22.5%	
4150 Cleaning	0	42	42	0	252	252	500		500	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

Month No: 6

Cost Centre 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
4155 Refuse Collection	412	485	73	825	970	145	2,040		1,215	40.4%	
4170 Building Maintenance	0	43	43	0	258	258	520		520	0.0%	
4200 Grounds Maintenance	883	1,352	469	4,416	8,112	3,696	16,218		11,802	27.2%	
4202 Additional Ground Works	0	70	70	957	420	(537)	841		(116)	113.8%	
4203 General Upkeep	0	130	130	594	780	186	1,560		966	38.1%	
4220 Friends Group support	0	0	0	0	105	105	105		105	0.0%	
4225 South and South East in Bloom	0	0	0	70	140	70	140		70	50.0%	
4250 Tree Surgery	0	87	87	0	522	522	1,040		1,040	0.0%	
4400 Stationery & Consumables	(21)	0	21	(0)	0	0	0		0	0.0%	
4445 Mobile Phones	23	21	(2)	88	126	38	255		167	34.3%	
4460 Subscriptions	0	0	0	95	100	5	100		5	95.0%	
4481 Software/Licenses	678	450	(228)	678	450	(228)	450		(228)	150.7%	
4935 GoR Memorial inscriptions	324	100	(224)	662	600	(62)	1,200		538	55.2%	
4936 GoR Ashes digging	0	0	0	450	100	(350)	100		(350)	450.0%	
4942 H and S Memorial repairs	0	0	0	0	0	0	316		316	0.0%	
4944 H and S Memorial inspections	0	0	0	0	0	0	1,550		1,550	0.0%	
Cemetery :- Indirect Expenditure	2,557	3,324	767	13,604	18,650	5,046	35,916	0	22,312	37.9%	0
Net Income over Expenditure	1,421	1,710	289	22,191	11,554	(10,637)	24,484				
<u>475 Lengthsman Scheme</u>											
4202 Additional Ground Works	0	0	0	(3,300)	0	3,300	0		3,300	0.0%	
Lengthsman Scheme :- Indirect Expenditure	0	0	0	(3,300)	0	3,300	0	0	3,300		0
Net Expenditure	0	0	0	3,300	0	(3,300)	0				

13/10/2021

Fleet Town Council Current Year

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Detailed Income & Expenditure by Phased Budget Heading 13/10/2021

Month No: 6

Cost Centre 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
Grand Totals:- Income	581,169	587,787	6,618	1,231,319	1,211,396	(19,923)	1,491,573			82.6%	
Expenditure	86,758	138,373	51,615	440,226	794,634	354,408	1,592,410	0	1,152,184	27.6%	
Net Income over Expenditure	494,410	449,414	(44,996)	791,093	416,762	(374,331)	(100,837)				
plus Transfer from EMR	3,701			3,701							
less Transfer to EMR	206,008			206,008							
Movement to/(from) Gen Reserve	292,103			588,785							

Fleet Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 September 2021

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
30/09/2021	HSBC	1,315,227.34	
31/03/2021	Petty Cash	100.00	
			1,315,327.34
<u>Other Cash & Bank Balances</u>			
			1,552,120.08
			2,867,447.42
<u>Unpresented Payments</u>			
			17,038.00
			2,850,409.42
<u>Receipts not on Bank Statement</u>			
			0.00
<u>Closing Balance</u>			
			2,850,409.42
<u>All Cash & Bank Accounts</u>			
1	Bank Current/Deposit Account	1,298,189.34	
2	Petty Cash - FTC	100.00	
	Other Cash & Bank Balances	1,552,120.08	
	Total Cash & Bank Balances		2,850,409.42

Date: 12/10/2021

Fleet Town Council Current Year

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Cashbook 1

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Bank Current/Deposit Account

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		793,197.72					793,197.72	
Banked: 01/09/2021		1,040.00						
	Ticket Sales & Booking charges	38.00		1.81	590		36.19	80s Rewind Xmas Party Nov 21
	Ticket Sales & Booking charges	105.00		5.00	621		100.00	Abba Fever – Feb 2022
	Ticket Sales & Booking charges	18.00		0.86	881		17.14	AC/DC UK Jan 2022
	Ticket Sales&Booking Charges	88.00		4.19	597		83.81	Buble meets Sinatra Nov 2021
	Ticket Sales&Booking Charges	120.00		5.71	613		114.29	The Blues Band Sept 21
	Ticket Sales&Booking Charges	19.00		0.90	609		18.10	Xmas Comedy Dec 21
	Ticket Sales&Booking Charges	72.00		3.43	557		68.57	DOM JOLLY's HolidaySnp Oct 21
	Ticket Sales&Booking Charges	35.00		1.67	563		33.33	Elo Encounter Sept 2021
	Ticket Sales&Booking Charges	30.00		1.43	619		28.57	Ian Seigal Nov 21
	Ticket Sales&Booking Charges	120.00		5.71	596		114.29	Jenny Éclair:sixty!FFS Nov 21
	Ticket Sales&Booking Charges	50.00		2.38	586		47.62	POP DIVAS LIVE Oct 21
	Ticket Sales&Booking Charges	33.00		1.57	567		31.43	PURPLE ZEPPELIN Oct 21
	Ticket Sales&Booking Charges	44.00		2.10	598		41.90	The Floyd Effect - Nov 21
	Ticket Sales&Booking Charges	44.00		2.10	580		41.90	TOTALLY TINA March 2022
	Ticket Sales&Booking Charges	172.00			615		172.00	Sleeping Beauty Dec 21
	Ticket Sales&Booking Charges	52.00		8.67	1435	201	43.33	Ticket sales outside bkcharges
Banked: 01/09/2021		95.50						
	Ticket Sales& Booking Charges	94.00			615		94.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	1.50		0.25	1435	201	1.25	Ticket sales outside bkcharges
Banked: 01/09/2021		16.98						
	HSBC - Nationwide	16.98			1870	101	16.98	FTC Nationwide Interest Aug21
Banked: 01/09/2021		12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
Banked: 01/09/2021		72.00						
	Sales Recpts Page 4336	72.00	72.00		101			Sales Recpts Page 4336
Banked: 01/09/2021		9.70						
	PAYMENT CC HARVEY N C	9.70			4995	101	9.70	HARVEY N C /PAYMENT CC Co-op
Banked: 01/09/2021		82.32						
	GC C1 GO CARDLESS	82.32		13.72	1064	310	68.60	Tennis Membership-GXG4E/CalthP
Banked: 02/09/2021		21.47						
	PublicSectorDepositFund/CCLA	21.47			1870	101	21.47	FTC Dividens Statement Aug2021
Banked: 02/09/2021		650.00						
	Sales Recpts Page 4337	650.00	650.00		101			Sales Recpts Page 4337
Banked: 02/09/2021		780.00						
	Sales Recpts Page 4338	780.00	780.00		101			Sales Recpts Page 4338
Banked: 02/09/2021		580.00						
	Ticket Sales& Booking Charges	345.00		16.43	881		34.28	AC/DC UK Jan 2022
					565		32.38	Bootleg Blondie Jan 2022
					613		85.71	Bye Bye Blues Band Sept 21
					563		33.33	Elo Encounter Sept 2021

Continued on Page 2

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					596		38.09	Jenny Éclair: Sixty FFS Nov 21
					598		104.78	The Floyd Effect Nov 21
	Ticket Sales& Booking Charges	206.00			615		206.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	29.00		4.83	1435	201	24.17	Ticket sales outside bkcharges
	Banked: 02/09/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 02/09/2021	698.40						
	Sales Recpts Page 4340	698.40	698.40		101			Sales Recpts Page 4340
	Banked: 02/09/2021	273.60						
	Sales Recpts Page 4341	273.60	273.60		101			Sales Recpts Page 4341
	Banked: 02/09/2021	867.00						
	Sales Recpts Page 4342	867.00	867.00		101			Sales Recpts Page 4342
	Banked: 02/09/2021	145.00						
	TRETHEWY CJ T/AS/ChrisTrethewy	145.00			1121	350	145.00	DOGTrPlot2186MargaretETrethewy
	Banked: 02/09/2021	183.00						
	Ticket Sales& Booking Charges	180.00		8.57	606		171.43	XmasParty MainlyMadness Dec 21
	Ticket Sales& Booking Charges	3.00		0.50	1435	201	1.67	Ticket sales online bookingFee
					1435	201	0.83	Ticket sales outside bkcharges
	Banked: 02/09/2021	-102.75						
	Refund TicketSales&BookingChrg	76.00			615		76.00	Sleeping Beauty Dec 21
	Refund TicketSales&BookingChrg	-180.00		-8.57	564		-171.43	Refund TS/The Stumble May 2021
	Refund TicketSales&BookingChrg	1.25		0.21	1435	201	0.41	Ticket sales booking fee
					1435	201	8.33	Ticket sales online bookingFee
					1435	201	-7.70	Refund TicketS outside charges
	Banked: 02/09/2021	1,606.00						
	Ticket Sales& Booking Charges	565.00		26.91	613		228.57	Bye Bye Blues Band Sept 21
					566		41.90	CLARE TEAL and Her Trio Oct 21
					557		85.71	DOM JOLY's HolidaySnaps
					563		33.34	Elo Encounter Sept 2021
					596		76.19	Jenny Éclair: sixty!FFS Nov 21
					584		51.43	NINE BELOW ZERO Sep21
					598		20.95	The Floyd Effect - Nov 21
	Ticket Sales& Booking Charges	302.00			615		302.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	44.00		7.33	1435	201	36.67	Ticket sales outside bkcharges
	Ticket Sales& Booking Charges	314.00		14.95	560		34.29	90s rewind Oct 2021
					606		34.29	XmasParty MainlyMadness Dec 21
					613		57.14	Bye Bye Blues Band Sept 21
					563		66.67	Elo Encounter Sept 2021
					547		57.14	Fleet Jazz Concert Sep 21
					545		49.52	Saturday Comedy Club Sept 21
	Ticket Sales& Booking Charges	17.00		2.83	1435	201	14.17	Ticket sales outside bkcharges
	Ticket Sales& Booking Charges	315.00		15.00	590		108.57	Xmas Party 80s Rewind Nov 21
					613		85.71	Bye Bye Blues Band Sept 21

Receipts for Month 6				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					563		33.34	Elo Encounter Sept 2021
					584		34.29	NINE BELOW ZERO Sep21
					594		38.09	T-Rextasy Jan 2022
	Ticket Sales& Booking Charges	60.00			615		60.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	19.00		3.17	1435	201	15.83	Ticket sales outside bkcharges
	Ticket Sales& Booking Charges	-30.00		-5.00	1435	201	-25.00	HSBC Stm and BoxOffSales diff
	Banked: 03/09/2021	12.00						
	Sales Recpts Page 4339	12.00	12.00		101			Sales Recpts Page 4339
	Banked: 03/09/2021	49.76						
	STRIPE	49.76		8.29	1065	310	41.47	TENNIS HIRE-Calthorpe Park
	Banked: 03/09/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-47W7D/CalthP
	Banked: 03/09/2021	1,273.50						
	Ticket Sales& Booking Charges	842.50		40.12	590		108.57	Xmas Party 80s Rewind Nov 21
					560		34.29	90s rewind Oct 2021
					606		34.29	XmasParty MainlyMadness Dec 21
					597		41.90	Buble meets Sinatra Nov 2021
					613		114.28	The Blues Band Sept 21
					557		34.29	DOM JOLY's HolidaySnaps Oct 21
					563		50.00	Elo Encounter Sept 2021
					547		114.28	Fleet Jazz Sep 21
					883		19.05	James Taylor Quartet Jan 22
					596		152.38	Jenny Éclair: sixty!FFS Nov 21
					584		51.43	NINE BELOW ZERO Sep21
					586		47.62	POP DIVAS LIVE Oct 21
	Ticket Sales& Booking Charges	364.00			615		364.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	67.00		11.17	1435	201	55.83	Ticket Sales Booking Charges
	Banked: 06/09/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
	Banked: 06/09/2021	440.00						
	HOLMES LTD/TL L Parmenter	440.00			1100	350	440.00	Plot2524LionelParmenter2ndIntr
	Banked: 06/09/2021	770.00						
	MR C & MRS F PEAKE	270.00			1100	350	170.00	IntermnKerb Gordon&GladysPeake
					1137	350	100.00	GraveDiggng Gordon&GladysPeake
	MR C & MRS F PEAKE	500.00		83.33	1132	350	416.67	GORMemKerbs Gordon&GladysPeake
	Banked: 06/09/2021	667.00						
	Ticket Sales& Booking Charges	449.00		21.38	590		36.19	Xmas Party 80s Rewind Nov 21
					560		68.57	90s rewind Oct 2021
					606		120.00	XmasParty MainlyMadness Dec 21
					565		97.14	Bootleg Blondie Jan 2022
					557		34.29	DOM JOLY's HolidaySnaps
					619		14.29	Ian Seigal Nov 21

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					596		57.14	Jenny Éclair: sixty!FFS Nov 21
	Ticket Sales& Booking Charges	182.00			615		182.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	36.00		6.00	1435	201	30.00	Ticket sales outside bkcharges
	Banked: 06/09/2021	297.75						
	Ticket Sales& Booking Charges	138.00			615		138.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	155.00		7.38	613		57.14	The Blues Band Sept 21
					563		33.34	Elo Encounter Sept 2021
					547		114.29	Jazz Sep 21
					564		-57.15	The Stumble&Cinelli B May 2021
	Ticket Sales& Booking Charges	4.75		0.79	1435	201	0.41	Ticket Sales Booking Charges
					1435	201	9.17	Ticket sales online bookingFee
					1435	201	-5.62	Ticket sales outside bkcharges
	Banked: 06/09/2021	1,588.50						
	Ticket Sales& Booking Charges	392.50		18.69	796		28.57	Ash Wilson Band Sept 21
					563		16.67	Elo Encounter Sept 2021
					547		38.09	Fleet Jazz Sep 21
					596		171.43	Jenny Éclair: sixty!FFS Nov 21
					627		14.29	Sari Schorr Band Oct 21
					598		104.76	The Floyd Effect - Nov 21
	Ticket Sales& Booking Charges	52.00			615		52.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	23.00		3.83	1435	201	19.17	Ticket sales outside bkcharges
	Ticket Sales& Booking Charges	347.00		16.52	560		51.43	90s rewind Oct 2021
					621		66.67	Abba Fever – Feb 2022
					606		34.28	XmasParty MainlyMadness Dec 21
					563		28.57	Elo Encounter Sept 2021
					596		76.19	Jenny Éclair: sixty!FFS Nov 21
					586		40.00	POP DIVAS LIVE! Oct 21
					616		33.34	Committed to the Blues Mar 22
	Ticket Sales& Booking Charges	152.00			615		152.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	29.00		4.83	1435	201	24.17	Ticket sales outside bkcharges
	Ticket Sales& Booking Charges	355.00		16.90	560		102.86	90s rewind Oct 2021
					881		34.29	AC/DC UK Jan 2022
					796		28.57	Ash Wilson Band Sept 21
					613		28.57	Bye Bye Blues Band Sept 21
					609		72.38	Xmas Comedy Dec 21
					596		38.09	Jenny Éclair: sixty!FFS Nov 21
					623		33.34	Northsyde and Friends Jan 22
	Ticket Sales& Booking Charges	206.00			615		206.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	32.00		5.33	1435	201	26.67	Ticket sales outside bkcharges
	Banked: 06/09/2021	109.00						
	Sales Recpts Page 4360	109.00	109.00		101			Sales Recpts Page 4360
	Banked: 07/09/2021	37.78						
	STRIPE	37.78		6.30	1065	310	31.48	TENNIS HIRE-Calthorpe Park
	Banked: 07/09/2021	82.32						
	GC C1 GO CARDLESS	82.32		13.72	1064	310	68.60	Tennis Membership-Q286S/CalthP

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked: 07/09/2021		349.00						
	Ticket Sales& Booking Charges	279.00		13.28	606		34.29	XmasParty MainlyMadness Dec 21
					613		114.29	Bye Bye Blues Band Sept 21
					563		42.86	Elo Encounter Sept 2021
					586		74.28	POP DIVAS LIVE! Oct 21
	Ticket Sales& Booking Charges	52.00			615		52.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	18.00		3.00	1435	201	15.00	Ticket sales outside bkcharges
Banked: 07/09/2021		340.50						
	Ticket Sales& Booking Charges	335.50		15.98	590		18.09	Xmas Party 80s Rewind Nov 21
					609		217.14	Xmas Comedy Dec 21
					563		50.00	Elo Encounter Sept 2021
					584		34.29	NINE BELOW ZERO Sep21
	Ticket Sales& Booking Charges	5.00		0.83	1435	201	1.67	Ticket sales online bookingFee
					1435	201	2.50	Ticket sales outside bkcharges
Banked: 07/09/2021		1,423.12						
	Sales Recpts Page 4357	1,423.12	1,423.12		101			Sales Recpts Page 4357
Banked: 08/09/2021		6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
Banked: 08/09/2021		82.32						
	GC C1 GO CARDLESS	82.32		13.72	1064	310	68.60	Tennis Membership-48JE8/CalthP
Banked: 08/09/2021		1,021.15						
	Ticket Sales& Booking Charges	817.65			1433	201	19.00	CreditCards/bar/snacksSalesHCE
					1420	201	798.65	CreditCards/bar sales HCEvents
	Ticket Sales& Booking Charges	206.50		9.83	563		50.00	Elo Encounter Sept 2021
					545		49.52	Saturday Comedy Club Sept 21
					545		-49.52	Saturday Comedy Club Sept 21
					580		146.67	TOTALLY TINA March 2022
	Ticket Sales& Booking Charges	-3.00		-0.50	1435	201	1.25	TicketSales/Amendment Fee
					1435	201	-3.75	CR TicketSalesOutsideBkcharges
Banked: 08/09/2021		102.40						
	FDMS/App/Bar WebSales HCEvents	102.40			1420	201	102.40	FDMS/App/Bar WebSales HCEvents
Banked: 09/09/2021		55.92						
	STRIPE	55.92		9.32	1065	310	46.60	TENNIS HIRE-Calthorpe Park
Banked: 09/09/2021		41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-5VVQ6/CalthP
Banked: 09/09/2021		840.00						
	Ticket Sales& Booking Charges	400.00		19.05	560		34.29	90s rewind Oct 2021
					606		120.00	XmasParty MainlyMadness Dec 21
					619		57.14	Ian Seigal Nov 21
					627		85.71	Sari Schorr Band Oct 21
					580		83.81	TOTALLY TINA March 2022

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket Sales& Booking Charges	392.00			615		392.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	48.00		8.00	1435	201	40.00	Ticket sales outside bkcharges
	Banked: 09/09/2021	544,897.00						
	Hart District Council	544,897.00			1902	115	206,008.50	Precept 2nd installment
					315		206,008.50	Precept 2nd installment
					6000	115	-206,008.50	Precept 2nd installment
					1900	115	338,888.50	Precept 2nd installment
	Banked: 09/09/2021	186.85						
	CreditCards/bar sales HCEvents	186.85			1420	201	171.45	CreditCards/bar sales HCEvents
					1431	201	15.40	CreditC/BarSalesConfecHCEvents
	Banked: 09/09/2021	29.20						
	FDMS/App/Bar WebSales HCEvents	29.20			1420	201	29.20	FDMS/App/Bar WebSales HCEvents
	Banked: 09/09/2021	42.00						
	Sales Recpts Page 4358	42.00	42.00		101			Sales Recpts Page 4358
	Banked: 10/09/2021	384.00						
	Ticket Sales& Booking Charges	278.00		13.24	621		133.34	Abba Fever – Feb 2022
					547		19.04	Fleet Jazz Sep 21
					619		14.28	Ian Seigal Nov 21
					584		34.29	NINE BELOW ZERO Sep21
					627		14.29	Sari Schorr Band Oct 21
					545		49.52	Saturday Comedy Club Sept 21
	Ticket Sales& Booking Charges	84.00			615		84.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	22.00		3.67	1435	201	18.33	Ticket sales outside bkcharges
	Banked: 10/09/2021	-63.00						
	Refund TicketSales&BookingChrg	-63.00		-3.00	1435	201	2.50	Ticket sales online bookingFee
					1435	201	-2.50	Refund TicketS outside charges
					592		-60.00	Refund TS/Bernie Marsden Sep21
	Banked: 10/09/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-ZNF7J/CalthP
	Banked: 13/09/2021	815.00						
	Ticket Sales& Booking Charges	508.00		24.19	590		54.29	Xmas Party 80s Rewind Nov 21
					613		57.14	Bye Bye Blues Band Sept 21
					619		42.86	Ian Seigal Nov 21
					596		76.19	Jenny Éclair: sixty!FFS Nov 21
					584		34.29	NINE BELOW ZERO Sep21
					607		160.95	Saturday Comedy Club Oct 21
					545		24.76	Saturday Comedy Club Sept 21
					616		33.33	Committed to the Blues Mar 22
	Ticket Sales& Booking Charges	260.00			615		260.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	47.00		7.83	1435	201	39.17	Ticket sales outside bkcharges
	Banked: 13/09/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 13/09/2021	123.48						
	GC C1 GO CARDLESS	123.48		20.58	1064	310	102.90	Tennis Membership-XTQ8D/CalthP
	Banked: 13/09/2021	204.50						
	Ticket Sales& Booking Charges	187.00			615		187.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	13.00		0.62	545		12.38	Saturday Comedy Club Sept 21
	Ticket Sales& Booking Charges	4.50		0.75	1435	201	3.75	Ticket sales outside bkcharges
	Banked: 13/09/2021	60.00						
	Mr C & Mrs F Peake, KB00012	60.00		10.00	1132	350	50.00	GoRMKB00012 Gordon&GladysPeake
	Banked: 14/09/2021	374.00						
	Ticket Sales& Booking Charges	318.00		15.14	590		18.10	Xmas Party 80s Rewind Nov 21
					560		102.86	90s rewind Oct 2021
					613		57.14	Bye Bye Blues Band Sept 21
					619		14.29	Ian Siegal Nov 21
					596		38.09	Jenny Éclair: sixty!FFS Nov 21
					586		47.62	POP DIVAS LIVE! Oct 21
					545		24.76	Saturday Comedy Club Sept 21
	Ticket Sales& Booking Charges	36.00			615		36.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	20.00		3.33	1435	201	16.67	Ticket sales outside bkcharges
	Banked: 14/09/2021	30.25						
	Ticket Sales& Booking Charges	29.00		1.38	606		34.29	XmasParty MainlyMadness Dec 21
					619		42.86	Ian Siegal Nov 21
					607		-49.53	Refund TS/Comedy Club Oct 21
	Ticket Sales& Booking Charges	1.25		0.21	1435	201	3.33	Ticket sales online bookingFee
					1435	201	-2.29	Refund TicketS outside charges
	Banked: 14/09/2021	38.04						
	STRIPE	38.04		6.34	1065	310	31.70	TENNIS HIRE-Calthorpe Park
	Banked: 15/09/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 15/09/2021	82.32						
	GC C1 GO CARDLESS	82.32		13.72	1064	310	68.60	Tennis Membership-XSTQM/CalthP
	Banked: 15/09/2021	2,144.00						
	Ticket Sales& Booking Charges	327.00		15.57	606		34.29	XmasParty MainlyMadness Dec 21
					557		51.42	DOM JOLY's HolidaySnaps
					547		38.09	Fleet Jazz Sep 21
					596		38.10	Jenny Éclair: sixty!FFS Nov 21
					545		86.67	Saturday Comedy Club Sept 21
					580		62.86	TOTALLY TINA March 2022
	Ticket Sales& Booking Charges	244.00			615		244.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	35.00		5.83	1435	201	29.17	Ticket sales outside bkcharges
	Ticket Sales& Booking Charges	431.00		20.52	597		41.90	Buble meets Sinatra Nov 2021
					566		20.95	CLARE TEAL&her Trio October 21
					557		34.29	DOM JOLY's HolidaySnaps

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					547		19.05	Fleet Jazz Sep 21
					625		114.29	Geno Washington Mar 22
					883		95.24	James Taylor Quartet Jan 22
					584		51.43	NINE BELOW ZERO Sep21
					623		33.33	Northsyde Jan 22
	Ticket Sales& Booking Charges	214.00			615		214.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	36.00		6.00	1435	201	30.00	Ticket sales outside bkcharges
	Ticket Sales& Booking Charges	303.00		14.43	590		54.29	Xmas Party 80s Rewind Nov 21
					881		34.29	AC/DC UK Jan 2022
					567		85.71	PURPLE ZEPPELIN Oct 21
					627		14.28	Sari Schorr Oct 21
					616		100.00	Committed to the Blues Mar 22
	Ticket Sales& Booking Charges	506.00			615		506.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	48.00		8.00	1435	201	40.00	Ticket sales outside bkcharges
	Banked: 15/09/2021	663.15						
	CreditCards/bar/snacksSalesHCE	602.15			1420	201	597.65	CreditCards/bar sales HCEvents
					1433	201	4.50	CreditCards/bar/snacksSalesHCE
	Ticket Sales& Booking Charges	60.00			615		60.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	1.00		0.17	1435	201	0.83	Ticket sales outside bkcharges
	Banked: 15/09/2021	52.65						
	FDMS/App/Bar WebSales HCEvents	52.65			1420	201	52.65	FDMS/App/Bar WebSales HCEvents
	Banked: 15/09/2021	266.20						
	FDMS/App/Bar WebSales HCEvents	266.20			1420	201	266.20	FDMS/App/Bar WebSales HCEvents
	Banked: 15/09/2021	358.40						
	CreditCards/bar/snacksSalesHCE	249.65			1420	201	226.55	CreditCards/bar sales HCEvents
					1431	201	4.00	CreditC/BarSalesConfecHCEvents
					1433	201	19.10	CreditCards/bar/snacksSalesHCE
	Ticket Sales& Booking Charges	107.00		5.10	590		36.19	Xmas Party 80s Rewind Nov 21
					545		65.71	Saturday Comedy Club Sept 21
	Ticket Sales& Booking Charges	1.75		0.29	1435	201	1.46	Ticket sales outside bkcharges
	Banked: 15/09/2021	99.95						
	CreditCards/bar sales HCEvents	99.95			1420	201	99.95	CreditCards/bar sales HCEvents
	Banked: 15/09/2021	3,163.51						
	HMRC	3,163.51			1053	204	3,163.51	JRS grant
	Banked: 16/09/2021	290.00						
	CemeteryChq Mr NR&Mrs MA Nicks	290.00			1121	350	290.00	DOGTransfer Plot1415 Lily Cole
	Banked: 16/09/2021	13.25						
	HCTicketSalesCHQ ComedySept21	13.25		0.63	545		12.62	Saturday Comedy Club Sept 21
	Banked: 16/09/2021	1,449.00						
	Ticket Sales& Booking Charges	524.00		24.95	590		90.48	Xmas Party 80s Rewind Nov 21
					606		154.29	XmasParty MainlyMadness Dec 21
					565		64.76	Bootleg Blondie Jan 2022
					609		108.57	Xmas ComedySaturdayClub Dec 21

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					619		28.57	Ian Siegal Nov 21
					596		19.05	Jenny Éclair: sixty!FFS Nov 21
					882		33.33	New Amen Corner Sept 2021
	Ticket Sales& Booking Charges	842.00			615		842.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	83.00		13.83	1435	201	69.17	Ticket sales outside bkcharges
	Banked: 16/09/2021	49.99						
	STRIPE	49.99		8.33	1065	310	41.66	TENNIS HIRE-Calthorpe Park
	Banked: 17/09/2021	399.60						
	Sales Recpts Page 4343	399.60	399.60		101			Sales Recpts Page 4343
	Banked: 17/09/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 17/09/2021	461.45						
	CreditCards/bar sales HCEvents	126.45			1420	201	126.45	CreditCards/bar sales HCEvents
	FDMS/TicketSales&BookingChrgs	210.00		10.00	882		200.00	New Amen Corner Sept 2021
	FDMS/TicketSales&BookingChrgs	120.00			615		120.00	Sleeping Beauty Dec 21
	FDMS/TicketSales&BookingChrgs	5.00		0.83	1435	201	4.17	FDMS/Booking outside charges
	Banked: 20/09/2021	584.00						
	Ticket Sales& Booking Charges	119.00		5.67	590		18.10	Xmas Party 80s Rewind Nov 21
					596		38.09	Jenny Éclair: sixty!FFS Nov 21
					594		57.14	T-Rextasy Jan 2022
	Ticket Sales& Booking Charges	432.00			615		432.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	33.00		5.50	1435	201	27.50	Ticket sales outside bkcharges
	Banked: 20/09/2021	200.00						
	Sales Recpts Page 4344	200.00	200.00		101			Sales Recpts Page 4344
	Banked: 21/09/2021	1,082.00						
	Ticket Sales& Booking Charges	521.00		24.81	590		144.76	Xmas Party 80s Rewind Nov 21
					613		171.43	Bye Bye Blues Band Sept 21
					547		57.14	Fleet Jazz Sep 21
					596		38.09	Jenny Éclair: sixty!FFS Nov 21
					882		33.34	New Amen Corner Sept 2021
					567		51.43	PURPLE ZEPPELIN Oct 21
	Ticket Sales& Booking Charges	504.00			615		504.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	57.00		9.50	1435	201	47.50	Ticket sales outside bkcharges
	Banked: 21/09/2021	31.82						
	STRIPE	31.82		5.30	1065	310	26.52	TENNIS HIRE-Calthorpe Park
	Banked: 21/09/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-F3JPF/CalthP
	Banked: 21/09/2021	9.75						
	FDMS/CreditCards/bar sales HCE	9.75			1420	201	9.75	FDMS/CreditCards/bar sales HCE
	Banked: 21/09/2021	13.60						
	FDMS/App/Bar WebSales HCEvents	13.60			1420	201	13.60	FDMS/App/Bar WebSales HCEvents

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked: 22/09/2021		350.00						
	Ticket Sales& Booking Charges	168.00		8.00	881		102.86	AC/DC UK Jan 2022
					613		57.14	Bye Bye Blues Band Sept 21
	Ticket Sales& Booking Charges	164.00			615		164.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	18.00		3.00	1435	201	15.00	Ticket sales outside bkcharges
Banked: 22/09/2021		40.50						
	FDMS/TicketSales&BookingChrgs	40.00		1.91	547		38.09	Fleet Jazz Concert Sep 21
	FDMS/TicketSales&BookingChrgs	0.50		0.08	1435	201	0.42	FDMS/Booking outside charges
Banked: 22/09/2021		118.95						
	FDMS/TicketSales&BookingChrgs	87.50		4.17	882		83.33	New Amen Corner Sept 2021
	FDMS/TicketSales&BookingChrgs	1.25		0.21	1435	201	1.04	FDMS/Booking outside charges
	CreditCards/bar sales HCEvents	30.20			1420	201	30.20	CreditCards/bar sales HCEvents
Banked: 22/09/2021		8.90						
	FDMS/App/Bar WebSales HCEvents	8.90			1420	201	8.90	FDMS/App/Bar WebSales HCEvents
Banked: 22/09/2021		41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-QC9RP/CalthP
Banked: 22/09/2021		2,676.20						
	Graham Friel/Friel-Catherine-Y	340.00			1100	350	340.00	IntermS0078Sanctum GrahamFriel
	Graham Friel/Friel-Catherine-Y	2,336.20		389.37	1133	350	1,946.83	S0078GoRMemSanctum GrahamFriel
Banked: 22/09/2021		2,563.50						
	Ticket Sales& Booking Charges	427.00		20.33	590		18.09	Xmas Party 80s Rewind Nov 21
					613		114.29	Bye Bye Blues Band Sept 21
					609		72.38	Xmas ComedySaturdayClub Dec 21
					557		34.29	DOM JOLY's HolidaySnaps
					598		167.62	The Floyd Effect Nov 21
	Ticket Sales& Booking Charges	306.00			615		306.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	38.00		6.33	1435	201	31.67	Ticket sales outside bkcharges
	Ticket Sales& Booking Charges	504.50		24.02	590		90.48	Xmas Party 80s Rewind Nov 21
					560		17.14	90s rewind Oct 2021
					795		33.33	Elles Bailey Nov 21
					547		76.19	Fleet Jazz Concert Sep 21
					582		68.57	Guns 2 Roses Mar 2022
					623		83.34	Northsyde Jan 22
					607		111.43	Saturday Comedy Club Oct 21
	Ticket Sales& Booking Charges	118.00			615		118.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	37.00		6.17	1435	201	30.83	Ticket sales outside bkcharges
	Ticket Sales& Booking Charges	115.00		5.48	547		76.19	Fleet Jazz Concert Sep 21
					882		33.33	New Amen Corner Sept 2021
	Ticket Sales& Booking Charges	-60.00			615		-60.00	Refund Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	-2.00		-0.33	1435	201	-4.17	Ticket sales outside bkcharges
					1435	201	2.50	Booking Charges Amendment Fee
	Chip Pin Card Ticket SalesBkCh	-115.00		-5.48	547		-76.19	ChipPinCardTicketS/Jazz Sep 21
					882		-33.33	ChipPinCardTicketSales/NewAmen

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Chip Pin Card Ticket SalesBkCh	-1.50		-0.25	1435	201	-1.25	ChipPinCardTicketSalesBkChargs
	Ticket Sales& Booking Charges	428.00		20.38	590		54.29	Xmas Party 80s Rewind Nov 21
					795		33.33	Elles Bailey Nov 21
					557		34.29	DOM JOLY's HolidaySnaps
					547		76.19	Fleet Jazz Concert Sep 21
					558		66.67	GENESIS CONNECTED April 2022
					596		57.14	Jenny Éclair: sixty!FFS Nov 21
					586		47.62	POP DIVAS LIVE Oct 21
					594		38.09	T-Rextasy Jan 2022
	Ticket Sales& Booking Charges	702.00			615		702.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	66.50		11.08	1435	201	55.42	Ticket sales outside bkcharges
	Banked: 22/09/2021	522.75						
	FDMS/CreditCards/bar sales HCE	522.75			1420	201	522.75	FDMS/CreditCards/bar sales HCE
	Banked: 23/09/2021	624.00						
	Ticket Sales& Booking Charges	598.00		28.48	795		66.66	Elles Bailey Nov 21
					613		314.29	Bye Bye Blues Band Sept 21
					557		188.57	DOM JOLY's HolidaySnaps
	Ticket Sales& Booking Charges	26.00		4.33	1435	201	21.67	Ticket sales outside bkcharges
	Banked: 23/09/2021	55.98						
	STRIPE	55.98		9.33	1065	310	46.65	TENNIS HIRE-Calthorpe Park
	Banked: 23/09/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-5MAR4/CalthP
	Banked: 23/09/2021	210.00						
	Sales Recpts Page 4359	210.00	210.00		101			Sales Recpts Page 4359
	Banked: 24/09/2021	1,055.00						
	Ticket Sales& Booking Charges	730.00		34.76	590		162.86	Xmas Party 80s Rewind Nov 21
					560		68.57	90s Rewind Oct 2021
					613		114.29	Bye Bye Blues Band Sept 21
					547		57.14	Fleet Jazz Concert Sep 21
					625		38.09	Geno Washington Mar 22
					596		38.09	Jenny Éclair: sixty!FFS Nov 21
					586		26.67	POP DIVAS LIVE Oct 21
					598		62.86	Floyd Effect Nov 21
					580		126.67	TOTALLY TINA March 2022
	Ticket Sales& Booking Charges	272.00			615		272.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	53.00		8.83	1435	201	44.17	Ticket sales outside bkcharges
	Banked: 24/09/2021	49.50						
	Ticket Sales& Booking Charges	55.00		2.62	613		114.29	Bye Bye Blues Band Sept 21
					547		38.09	Fleet Jazz Concert Sep 21
					627		-100.00	Refund Sari Schorr Oct 21
	Ticket Sales& Booking Charges	-5.50		-0.92	1435	201	-4.58	Refund TicketSales&BookingChrg
	Banked: 24/09/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 24/09/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-2KG73/CalthP
	Banked: 27/09/2021	1,283.00						
	Ticket Sales& Booking Charges	735.00		35.00	590		180.95	Xmas Party 80s Rewind Nov 21
					560		102.86	90s rewind Oct 2021
					795		33.34	Elles Bailey Nov 21
					613		57.14	Bye Bye Blues Band Sept 21
					609		325.71	Xmas Comedy Dec 21
	Ticket Sales& Booking Charges	480.00			615		480.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	68.00		11.33	1435	201	56.67	Ticket sales outside bkcharges
	Banked: 27/09/2021	84.85						
	FDMS/App/Bar WebSales HCEvents	84.85			1420	201	84.85	FDMS/App/Bar WebSales HCEvents
	Banked: 28/09/2021	723.00						
	Ticket Sales& Booking Charges	430.00		20.48	590		72.38	Xmas Party 80s Rewind Nov 21
					560		34.29	90s rewind Oct 2021
					613		114.29	Bye Bye Blues Band Sept 21
					598		62.85	The Floyd Effect - Nov 21
					580		125.71	TOTALLY TINA March 2022
	Ticket Sales& Booking Charges	258.00			615		258.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	35.00		5.83	1435	201	29.17	Ticket Sales& Booking Charges
	Banked: 28/09/2021	32.80						
	FDMS/App/Bar WebSales HCEvents	32.80			1420	201	32.80	FDMS/App/Bar WebSales HCEvents
	Banked: 28/09/2021	82.32						
	GC C1 GO CARDLESS	82.32		13.72	1064	310	68.60	Tennis Membership-YJT5X/CalthP
	Banked: 28/09/2021	346.80						
	Sales Recpts Page 4345	346.80	346.80		101			Sales Recpts Page 4345
	Banked: 28/09/2021	192.00						
	Sales Recpts Page 4346	192.00	192.00		101			Sales Recpts Page 4346
	Banked: 28/09/2021	61.20						
	Sales Recpts Page 4347	61.20	61.20		101			Sales Recpts Page 4347
	Banked: 28/09/2021	728.55						
	Ticket Sales& Booking Charges	462.50		22.02	621		426.19	Abba Fever Feb 2022
					613		28.57	Bye Bye Blues Band Sept 21
					627		-14.28	Sari Schorr Oct 21
	Ticket Sales& Booking Charges	-0.75		-0.12	1435	201	-0.63	Ticket sales outside bkcharges
	Ticket Sales& Booking Charges	104.00		4.96	613		57.14	Bye Bye Blues Band Sept 21
					566		41.90	CLARE TEAL and Her Trio Oct
	Ticket Sales& Booking Charges	76.00			615		76.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	2.25		0.38	1435	201	1.87	Ticket sales outside bkcharges
	Ticket Sales& Booking Charges	70.00		3.33	795		66.67	Elles Bailey Nov 21
	Ticket Sales& Booking Charges	1.00		0.17	1435	201	0.83	Ticket sales outside bkcharges
	CreditCards/bar sales HCEvents	13.55			1420	201	13.55	CreditCards/bar sales HCEvents

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 28/09/2021	204.30						
	FDMS/CreditCards/bar sales HCE	204.30			1420	201	173.20	FDMS/CreditCards/bar sales HCE
					1431	201	4.00	CreditC/BarSales/confecHCEvent
					1433	201	27.10	CreditC/BarSales/snacksHCEvent
	Banked: 29/09/2021	38.04						
	STRIPE	38.04		6.34	1065	310	31.70	TENNIS HIRE-Calthorpe Park
	Banked: 29/09/2021	866.40						
	Sales Recpts Page 4348	866.40	866.40		101			Sales Recpts Page 4348
	Banked: 29/09/2021	2,832.00						
	Sales Recpts Page 4349	2,832.00	2,832.00		101			Sales Recpts Page 4349
	Banked: 29/09/2021	54.00						
	Sales Recpts Page 4350	54.00	54.00		101			Sales Recpts Page 4350
	Banked: 29/09/2021	49.50						
	Sales Recpts Page 4351	49.50	49.50		101			Sales Recpts Page 4351
	Banked: 29/09/2021	40.80						
	Sales Recpts Page 4352	40.80	40.80		101			Sales Recpts Page 4352
	Banked: 29/09/2021	1,580.00						
	Ticket Sales& Booking Charges	316.00		15.05	590		36.19	Xmas Party 80s Rewind Nov 21
					560		137.14	90s rewind Oct 2021
					795		66.67	Elles Bailey Nov 21
					610		19.05	Bad Manners Oct 21
					598		41.90	The Floyd Effect - Nov 21
	Ticket Sales& Booking Charges	188.00			615		188.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	29.00		4.83	1435	201	24.17	Ticket sales outside bkcharges
	Ticket Sales& Booking Charges	334.00		15.91	606		68.57	XmasParty MainlyMadness Dec 21
					795		66.67	Elles Bailey Nov 21
					610		171.43	Bad Manners Oct 21
					631		5.71	Fleet Film 22nd Nov 21
					630		5.71	Fleet Film 8th Nov 21
	Ticket Sales& Booking Charges	226.00			615		226.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	33.00		5.50	1435	201	27.50	Ticket sales outside bkcharges
	Ticket Sales& Booking Charges	370.00		17.62	590		54.29	Xmas Party 80s Rewind Nov 21
					560		51.43	90s rewind Oct 2021
					606		102.86	XmasParty MainlyMadness Dec 21
					613		28.57	Bye Bye Blues Band Sept 21
					609		18.09	Xmas Comedy Club Dec 21
					557		34.29	DOM JOLY's HolidaySnaps
					612		38.09	Fleet Jazz Concert Oct 21
					607		24.76	Saturday Comedy Club Oct 21
	Ticket Sales& Booking Charges	60.00			615		60.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	24.00		4.00	1435	201	20.00	Ticket sales outside bkcharges
	Banked: 29/09/2021	89.65						
	FDMS/CreditCards/bar sales HCE	89.65			1431	201	14.00	CreditC/BarSalesConfecHCEvents

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					1433	201	14.10	CreditC/BarSales/snacksHCEvent
					1420	201	61.55	CreditCards/bar sales HCEvents
	Banked: 29/09/2021	775.20						
	Sales Recpts Page 4361	775.20	775.20		101			Sales Recpts Page 4361
	Banked: 29/09/2021	108.25						
	FDMS/CreditCards/bar sales HCE	108.25			1420	201	108.25	FDMS/CreditCards/bar sales HCE
	Banked: 30/09/2021	96.00						
	Sales Recpts Page 4353	96.00	96.00		101			Sales Recpts Page 4353
	Banked: 30/09/2021	12,528.00						
	Sales Recpts Page 4354	12,528.00	12,528.00		101			Sales Recpts Page 4354
	Banked: 30/09/2021	31.33						
	STRIPE	31.33		5.22	1065	310	26.11	TENNIS HIRE-Calthorpe Park
	Banked: 30/09/2021	108.00						
	Sales Recpts Page 4355	108.00	108.00		101			Sales Recpts Page 4355
	Banked: 30/09/2021	91.20						
	Sales Recpts Page 4356	91.20	91.20		101			Sales Recpts Page 4356
	Banked: 30/09/2021	1,263.00						
	Ticket Sales& Booking Charges	355.00		16.91	613		57.14	Bye Bye Blues Band Sept 21
					566		41.90	CLARE TEAL and Her Trio Oct 21
					557		34.29	DOM JOLY's HolidaySnaps
					558		66.67	GENESIS CONNECTED April 2022
					567		34.29	PURPLE ZEPPELIN Oct 21
					608		61.90	Saturday Comedy Club Nov 21
					598		41.90	The Floyd Effect - Nov 21
	Ticket Sales& Booking Charges	838.00			615		838.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	70.00		11.67	1435	201	58.33	Ticket sales outside bkcharges
Total Receipts for Month		608,011.99	23,777.82	1,669.46			582,564.71	
Cashbook Totals		<u>1,401,209.71</u>	<u>23,777.82</u>	<u>1,669.46</u>			<u>1,375,762.43</u>	

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
09/09/2021	BACS P/L Pymnt Page 1898	BACS Pymnt	42,050.59	42,050.59		500			BACS P/L Pymnt Page 1898
10/09/2021	BACS P/L Pymnt Page 1901	BACS Pymnt	1,800.00	1,800.00		500			BACS P/L Pymnt Page 1901
13/09/2021	HSBC	DDR	13.63			4420	101	13.63	ElectrBkgChrgs/INV867426
13/09/2021	HSBC	DDR	51.16			4420	101	51.16	ElectrBkgChrgs/INV864201
13/09/2021	Legal and General	DD	3,665.40			516		3,665.40	Payroll Sep 2021
13/09/2021	CommercialCards/HSBC	DD	266.29		40.74	4530	101	32.44	Eventbtr/NALCMember PACA Aug21
						4763	201	18.99	SnackO/SnacksHCEventPA Aug21
						4763	201	63.94	PubSnk/SnacksHCEventPA Aug21
						4020	201	91.50	GreenM/CovidHCEvent PACA Sep21
						4710	201	15.78	DrinkS/BarConsHCEvn PACA Sep21
						4710	201	2.90	Waitrs/BarConsHCEvn PACA Sep21
13/09/2021	CommercialCards/HSBC	DD	48.93			4432	201	48.93	Faceboook/HCMarkrt/Martin
13/09/2021	CommercialCards/HSBC	DD	105.84		10.56	4170	204	39.30	Leach/BuildMaintHC TechS Aug21
						4152	204	4.99	RobertD/CleangSupplTechS Aug21
						4170	204	31.51	Vital/BuildMaintHC TechS Aug21
						4170	204	13.49	Amazn/BuildMaintHC TechS Sep21
						4170	204	5.99	Baker/BuildMaintHC TechS Sep21
13/09/2021	CommercialCards/HSBC	DD	200.37		1.94	4170	204	9.72	Screwfix/HC BuildM OS&FM Aug21
						4995	101	5.99	Prime video/ OS&FM Aug21
						4486	101	6.00	MicrosoftE0800FR9JE OS&FM Sep21
						4486	101	127.12	MicrosoftE0800FRICY OS&FM Sep21
						4486	101	17.60	MicrosoftE0800FS6UL OS&FM Sep21
						4420	101	32.00	HSBC Annual Fee OS&FM Sep21
13/09/2021	CommercialCards/HSBC	DD	1,092.73		182.11	4030	204	100.00	HighSpeedTraning/HC DMHC Aug21
						4170	204	92.30	Screwfix/HCBuildMaintDMH
						4170	204	4.39	Screwfix/HCBuildMaintDMH
						4170	204	14.62	Screwfix/HCBuildMaintDMH
						4170	204	58.83	DesignAC/HCBuildMaintDMH

Payments for Month 6					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4170	204	103.01	Screwfix/HCBuildMaintDMH
						4170	204	24.17	B&Q/HC BuildMaint DMHC Aug21
						4170	204	48.16	Amazon/HCBuildMaint DMHC Aug21
						4170	204	141.99	LampShop/HCBuildMaintDM
						4020	201	256.50	SignHolders/CovidHC DMHC Aug21
						4170	204	32.50	Screwfix/HCBuildMaintDMH
						4170	204	23.33	B&Q/HC BuildMaint DMHC Aug21
						4170	204	10.82	Amazon/HCBuildMaint DMHC Sep21
14/09/2021	FDMS/Paymentsense	DD	38.94			4422	201	38.94	MonthlyServiceFeeT1 HCEv Aug21
14/09/2021	FDMS/Paymentsense	DD	24.95			4422	201	24.95	MonthlyServiceFeeT2 HCEv Aug21
15/09/2021	HMRC	DDR	3,163.51			1053	204	3,163.51	JRS grant
15/09/2021	HMRC	DDR	-3,163.51			1053	204	-3,163.51	HMRC entered erroneously
16/09/2021	GLOBAL PAYMENTS	DD	228.71		0.70	4422	201	228.01	MonthlyServFHCEv Aug21/Inv0056
20/09/2021	CENT COMP MANG LTD/LivePay	DD	70.62		11.77	4550	101	58.85	Payroll records&postage 2022/5
20/09/2021	Fleet Town Council	DDR	19,659.57			520		19,560.34	Payroll Sep 2021
						516	0	99.23	Payroll Sep 2021
22/09/2021	Inland Revenue	DDR	10,506.45			515		10,506.45	Tax and NI
23/09/2021	BACS P/L Pymnt Page 1902	BACS Pymnt	5,816.86	5,816.86		500			BACS P/L Pymnt Page 1902
24/09/2021	PAYMENTSENSE LTD	DD	113.94		18.99	4422	201	94.95	HCEvServF Aug/Sep21 Inv4038888
24/09/2021	PAYMENTSENSE LTD	DD	17.88		2.98	4422	201	14.90	HCEvServF Aug/Sep21 Inv4038887
24/09/2021	BOC MANCHESTER ACC	DD	38.66		6.45	4700	201	32.21	HCEvGas for HarlingtonBarAug21
29/09/2021	HSBC	DDR	20.34			4420	101	20.34	HSBC Total Charges 8Aug-7Sep21
29/09/2021	VODAFONE LTD	DD	34.47		5.75	4445	301	9.29	MobilePhoneOSFM 18Aug-17Sep21
						4445	101	9.29	MobilePhonePACA 18Jul-17Aug21
						4445	204	10.14	MobilePhone HC 18Aug-17Sep21
30/09/2021	BACS P/L Pymnt Page 1904	BACS Pymnt	17,038.00	17,038.00		500			BACS P/L Pymnt Page 1904
30/09/2021	British Telecom/BT Group PLC	DD	93.24		15.54	4487	204	77.70	Harlington&CafeWifi 01-30Sep21
30/09/2021	PAY AND SHOP LTD/Globalpayment	DD	22.80		3.80	4490	201	19.00	TranstChrgsHCEvnAug21/5

Total Payments for Month	103,020.37	66,705.45	301.33	36,013.59
Balance Carried Fwd	1,298,189.34			
Cashbook Totals	1,401,209.71	66,705.45	301.33	1,334,202.93

Bank Current/Deposit Account

Receipts received between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 01/09/2021	1,040.00						
	Ticket Sales & Booking charges	38.00		1.81	590		36.19	80s Rewind Xmas Party
	Ticket Sales & Booking charges	105.00		5.00	621		100.00	Abba Fever – Feb 2022
	Ticket Sales & Booking charges	18.00		0.86	881		17.14	AC/DC UK Jan 2022
	Ticket Sales&Booking Charges	88.00		4.19	597		83.81	Buble meets Sinatra Nov
	Ticket Sales&Booking Charges	120.00		5.71	613		114.29	The Blues Band Sept 21
	Ticket Sales&Booking Charges	19.00		0.90	609		18.10	Xmas Comedy Dec 21
	Ticket Sales&Booking Charges	72.00		3.43	557		68.57	DOM JOLLY's HolidaySnp
	Ticket Sales&Booking Charges	35.00		1.67	563		33.33	Elo Encounter Sept 2021
	Ticket Sales&Booking Charges	30.00		1.43	619		28.57	Ian Seigal Nov 21
	Ticket Sales&Booking Charges	120.00		5.71	596		114.29	Jenny Éclair:sixty!FFS
	Ticket Sales&Booking Charges	50.00		2.38	586		47.62	POP DIVAS LIVE Oct 21
	Ticket Sales&Booking Charges	33.00		1.57	567		31.43	PURPLE ZEPPELIN Oct 21
	Ticket Sales&Booking Charges	44.00		2.10	598		41.90	The Floyd Effect - Nov 21
	Ticket Sales&Booking Charges	44.00		2.10	580		41.90	TOTALLY TINA March
	Ticket Sales&Booking Charges	172.00			615		172.00	Sleeping Beauty Dec 21
	Ticket Sales&Booking Charges	52.00		8.67	1435	201	43.33	Ticket sales outside
	Banked: 01/09/2021	95.50						
	Ticket Sales& Booking Charges	94.00			615		94.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	1.50		0.25	1435	201	1.25	Ticket sales outside
	Banked: 01/09/2021	16.98						
	HSBC - Nationwide	16.98			1870	101	16.98	FTC Nationwide Interest
	Banked: 01/09/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe
	Banked: 01/09/2021	72.00						
	Sales Recpts Page 4336	72.00	72.00		101			Sales Recpts Page 4336
	Banked: 01/09/2021	9.70						
	PAYMENT CC HARVEY N C	9.70			4995	101	9.70	HARVEY N C /PAYMENT
	Banked: 01/09/2021	82.32						
	GC C1 GO CARDLESS	82.32		13.72	1064	310	68.60	Tennis Membership-
	Banked: 02/09/2021	21.47						
	PublicSectorDepositFund/CCLA	21.47			1870	101	21.47	FTC Dividens Statement
	Banked: 02/09/2021	650.00						
	Sales Recpts Page 4337	650.00	650.00		101			Sales Recpts Page 4337
	Banked: 02/09/2021	780.00						
	Sales Recpts Page 4338	780.00	780.00		101			Sales Recpts Page 4338
	Banked: 02/09/2021	580.00						
	Ticket Sales& Booking Charges	345.00		16.43	881		34.28	AC/DC UK Jan 2022
					565		32.38	Bootleg Blondie Jan 2022
					613		85.71	Bye Bye Blues Band Sept
					563		33.33	Elo Encounter Sept 2021
					596		38.09	Jenny Éclair: Sixty FFS
Subtotal Carried Forward:		3,360.41	1,502.00	80.00			1,438.63	

Bank Current/Deposit Account

Receipts received between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					598		104.78	The Floyd Effect Nov 21
	Ticket Sales& Booking Charges	206.00			615		206.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	29.00		4.83	1435	201	24.17	Ticket sales outside
	Banked: 02/09/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 02/09/2021	698.40						
	Sales Recpts Page 4340	698.40	698.40		101			Sales Recpts Page 4340
	Banked: 02/09/2021	273.60						
	Sales Recpts Page 4341	273.60	273.60		101			Sales Recpts Page 4341
	Banked: 02/09/2021	867.00						
	Sales Recpts Page 4342	867.00	867.00		101			Sales Recpts Page 4342
	Banked: 02/09/2021	145.00						
	TRETHEWY CJ	145.00			1121	350	145.00	DOGTrPlot2186MargaretE
	T/AS/ChrisTrethewy							
	Banked: 02/09/2021	183.00						
	Ticket Sales& Booking Charges	180.00		8.57	606		171.43	XmasParty
	Ticket Sales& Booking Charges	3.00		0.50	1435	201	1.67	Ticket sales online
					1435	201	0.83	Ticket sales outside
	Banked: 02/09/2021	-102.75						
	Refund TicketSales&BookingChrg	76.00			615		76.00	Sleeping Beauty Dec 21
	Refund TicketSales&BookingChrg	-180.00		-8.57	564		-171.43	Refund TS/The Stumble
	Refund TicketSales&BookingChrg	1.25		0.21	1435	201	0.41	Ticket sales booking fee
					1435	201	8.33	Ticket sales online
					1435	201	-7.70	Refund TicketS outside
	Banked: 02/09/2021	1,606.00						
	Ticket Sales& Booking Charges	565.00		26.91	613		228.57	Bye Bye Blues Band Sept
					566		41.90	CLARE TEAL and Her Trio
					557		85.71	DOM JOLY's
					563		33.34	Elo Encounter Sept 2021
					596		76.19	Jenny Éclair: sixty!FFS
					584		51.43	NINE BELOW ZERO Sep21
					598		20.95	The Floyd Effect - Nov 21
	Ticket Sales& Booking Charges	302.00			615		302.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	44.00		7.33	1435	201	36.67	Ticket sales outside
	Ticket Sales& Booking Charges	314.00		14.95	560		34.29	90s rewind Oct 2021
					606		34.29	XmasParty
					613		57.14	Bye Bye Blues Band Sept
					563		66.67	Elo Encounter Sept 2021
					547		57.14	Fleet Jazz Concert Sep 21
					545		49.52	Saturday Comedy Club
	Ticket Sales& Booking Charges	17.00		2.83	1435	201	14.17	Ticket sales outside
	Ticket Sales& Booking Charges	315.00		15.00	590		108.57	Xmas Party 80s Rewind
					613		85.71	Bye Bye Blues Band Sept
					563		33.34	Elo Encounter Sept 2021
					584		34.29	NINE BELOW ZERO Sep21
Subtotal Carried Forward:		7,036.88	1,839.00	153.60			3,455.19	

Bank Current/Deposit Account

Receipts received between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					594		38.09	T-Rextasy Jan 2022
	Ticket Sales& Booking Charges	60.00			615		60.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	19.00		3.17	1435	201	15.83	Ticket sales outside
	Ticket Sales& Booking Charges	-30.00		-5.00	1435	201	-25.00	HSBC Stm and
	Banked: 03/09/2021	12.00						
	Sales Recpts Page 4339	12.00	12.00		101			Sales Recpts Page 4339
	Banked: 03/09/2021	49.76						
	STRIPE	49.76		8.29	1065	310	41.47	TENNIS HIRE-Calthorpe
	Banked: 03/09/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-
	Banked: 03/09/2021	1,273.50						
	Ticket Sales& Booking Charges	842.50		40.12	590		108.57	Xmas Party 80s Rewind
					560		34.29	90s rewind Oct 2021
					606		34.29	XmasParty
					597		41.90	Buble meets Sinatra Nov
					613		114.28	The Blues Band Sept 21
					557		34.29	DOM JOLY's
					563		50.00	Elo Encounter Sept 2021
					547		114.28	Fleet Jazz Sep 21
					883		19.05	James Taylor Quartet Jan
					596		152.38	Jenny Éclair: sixty!FFS
					584		51.43	NINE BELOW ZERO Sep21
					586		47.62	POP DIVAS LIVE Oct 21
	Ticket Sales& Booking Charges	364.00			615		364.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	67.00		11.17	1435	201	55.83	Ticket Sales Booking
	Banked: 06/09/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe
	Banked: 06/09/2021	440.00						
	HOLMES LTD/TL L Parmenter	440.00			1100	350	440.00	Plot2524LionelParmenter2
	Banked: 06/09/2021	770.00						
	MR C & MRS F PEAKE	270.00			1100	350	170.00	IntermnKerb
					1137	350	100.00	GraveDiggng
	MR C & MRS F PEAKE	500.00		83.33	1132	350	416.67	GORMemKerbs
	Banked: 06/09/2021	667.00						
	Ticket Sales& Booking Charges	449.00		21.38	590		36.19	Xmas Party 80s Rewind
					560		68.57	90s rewind Oct 2021
					606		120.00	XmasParty
					565		97.14	Bootleg Blondie Jan 2022
					557		34.29	DOM JOLY's
					619		14.29	Ian Seigal Nov 21
					596		57.14	Jenny Éclair: sixty!FFS
	Ticket Sales& Booking Charges	182.00			615		182.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	36.00		6.00	1435	201	30.00	Ticket sales outside
	Banked: 06/09/2021	297.75						

Subtotal Carried Forward:

10,600.49

12.00

330.99

6,618.75

Bank Current/Deposit Account

Receipts received between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket Sales& Booking Charges	138.00			615		138.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	155.00		7.38	613		57.14	The Blues Band Sept 21
					563		33.34	Elo Encounter Sept 2021
					547		114.29	Jazz Sep 21
					564		-57.15	The Stumble&Cinelli B May
	Ticket Sales& Booking Charges	4.75		0.79	1435	201	0.41	Ticket Sales Booking
					1435	201	9.17	Ticket sales online
					1435	201	-5.62	Ticket sales outside
	Banked: 06/09/2021	1,588.50						
	Ticket Sales& Booking Charges	392.50		18.69	796		28.57	Ash Wilson Band Sept 21
					563		16.67	Elo Encounter Sept 2021
					547		38.09	Fleet Jazz Sep 21
					596		171.43	Jenny Éclair: sixty!FFS
					627		14.29	Sari Schorr Band Oct 21
					598		104.76	The Floyd Effect - Nov 21
	Ticket Sales& Booking Charges	52.00			615		52.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	23.00		3.83	1435	201	19.17	Ticket sales outside
	Ticket Sales& Booking Charges	347.00		16.52	560		51.43	90s rewind Oct 2021
					621		66.67	Abba Fever – Feb 2022
					606		34.28	XmasParty
					563		28.57	Elo Encounter Sept 2021
					596		76.19	Jenny Éclair: sixty!FFS
					586		40.00	POP DIVAS LIVE! Oct 21
					616		33.34	Committed to the Blues
	Ticket Sales& Booking Charges	152.00			615		152.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	29.00		4.83	1435	201	24.17	Ticket sales outside
	Ticket Sales& Booking Charges	355.00		16.90	560		102.86	90s rewind Oct 2021
					881		34.29	AC/DC UK Jan 2022
					796		28.57	Ash Wilson Band Sept 21
					613		28.57	Bye Bye Blues Band Sept
					609		72.38	Xmas Comedy Dec 21
					596		38.09	Jenny Éclair: sixty!FFS
					623		33.34	Northsyde and Friends
	Ticket Sales& Booking Charges	206.00			615		206.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	32.00		5.33	1435	201	26.67	Ticket sales outside
	Banked: 06/09/2021	109.00						
	Sales Recpts Page 4360	109.00	109.00		101			Sales Recpts Page 4360
	Banked: 07/09/2021	37.78						
	STRIPE	37.78		6.30	1065	310	31.48	TENNIS HIRE-Calthorpe
	Banked: 07/09/2021	82.32						
	GC C1 GO CARDLESS	82.32		13.72	1064	310	68.60	Tennis Membership-
	Banked: 07/09/2021	349.00						
	Ticket Sales& Booking Charges	279.00		13.28	606		34.29	XmasParty
					613		114.29	Bye Bye Blues Band Sept
					563		42.86	Elo Encounter Sept 2021
					586		74.28	POP DIVAS LIVE! Oct 21

Subtotal Carried Forward:

12,767.09

109.00

438.56

8,796.53

Bank Current/Deposit Account

Receipts received between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket Sales& Booking Charges	52.00			615		52.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	18.00		3.00	1435	201	15.00	Ticket sales outside
	Banked: 07/09/2021	340.50						
	Ticket Sales& Booking Charges	335.50		15.98	590		18.09	Xmas Party 80s Rewind
					609		217.14	Xmas Comedy Dec 21
					563		50.00	Elo Encounter Sept 2021
					584		34.29	NINE BELOW ZERO Sep21
	Ticket Sales& Booking Charges	5.00		0.83	1435	201	1.67	Ticket sales online
					1435	201	2.50	Ticket sales outside
	Banked: 07/09/2021	1,423.12						
	Sales Recpts Page 4357	1,423.12	1,423.12		101			Sales Recpts Page 4357
	Banked: 08/09/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 08/09/2021	82.32						
	GC C1 GO CARDLESS	82.32		13.72	1064	310	68.60	Tennis Membership-
	Banked: 08/09/2021	1,021.15						
	Ticket Sales& Booking Charges	817.65			1433	201	19.00	CreditCards/bar/snacksSa
					1420	201	798.65	CreditCards/bar sales
	Ticket Sales& Booking Charges	206.50		9.83	563		50.00	Elo Encounter Sept 2021
					545		49.52	Saturday Comedy Club
					545		-49.52	Saturday Comedy Club
					580		146.67	TOTALLY TINA March
	Ticket Sales& Booking Charges	-3.00		-0.50	1435	201	1.25	TicketSales/Amendment
					1435	201	-3.75	CR
	Banked: 08/09/2021	102.40						
	FDMS/App/Bar WebSales HCEvents	102.40			1420	201	102.40	FDMS/App/Bar WebSales
	Banked: 09/09/2021	55.92						
	STRIPE	55.92		9.32	1065	310	46.60	TENNIS HIRE-Calthorpe
	Banked: 09/09/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-
	Banked: 09/09/2021	840.00						
	Ticket Sales& Booking Charges	400.00		19.05	560		34.29	90s rewind Oct 2021
					606		120.00	XmasParty
					619		57.14	Ian Seigal Nov 21
					627		85.71	Sari Schorr Band Oct 21
					580		83.81	TOTALLY TINA March
	Ticket Sales& Booking Charges	392.00			615		392.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	48.00		8.00	1435	201	40.00	Ticket sales outside
	Banked: 09/09/2021	544,897.00						
	Hart District Council	544,897.00			1902	115	206,008.50	Precept 2nd installment
					315		206,008.50	Precept 2nd installment
					6000	115	-206,008.50	Precept 2nd installment

Subtotal Carried Forward:

561,576.88

1,423.12

525.69

217,277.57

Bank Current/Deposit Account

Receipts received between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					1900	115	338,888.50	Precept 2nd installment
	Banked: 09/09/2021	186.85						
	CreditCards/bar sales HCEvents	186.85			1420	201	171.45	CreditCards/bar sales
					1431	201	15.40	CreditC/BarSalesConfecH
	Banked: 09/09/2021	29.20						
	FDMS/App/Bar WebSales HCEvents	29.20			1420	201	29.20	FDMS/App/Bar WebSales
	Banked: 09/09/2021	42.00						
	Sales Recpts Page 4358	42.00	42.00		101			Sales Recpts Page 4358
	Banked: 10/09/2021	384.00						
	Ticket Sales& Booking Charges	278.00		13.24	621		133.34	Abba Fever – Feb 2022
					547		19.04	Fleet Jazz Sep 21
					619		14.28	Ian Seigal Nov 21
					584		34.29	NINE BELOW ZERO Sep21
					627		14.29	Sari Schorr Band Oct 21
					545		49.52	Saturday Comedy Club
	Ticket Sales& Booking Charges	84.00			615		84.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	22.00		3.67	1435	201	18.33	Ticket sales outside
	Banked: 10/09/2021	-63.00						
	Refund TicketSales&BookingChrg	-63.00		-3.00	1435	201	2.50	Ticket sales online
					1435	201	-2.50	Refund TicketS outside
					592		-60.00	Refund TS/Bernie
	Banked: 10/09/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-
	Banked: 13/09/2021	815.00						
	Ticket Sales& Booking Charges	508.00		24.19	590		54.29	Xmas Party 80s Rewind
					613		57.14	Bye Bye Blues Band Sept
					619		42.86	Ian Seigal Nov 21
					596		76.19	Jenny Éclair: sixty!FFS
					584		34.29	NINE BELOW ZERO Sep21
					607		160.95	Saturday Comedy Club
					545		24.76	Saturday Comedy Club
					616		33.33	Committed to the Blues
	Ticket Sales& Booking Charges	260.00			615		260.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	47.00		7.83	1435	201	39.17	Ticket sales outside
	Banked: 13/09/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 13/09/2021	123.48						
	GC C1 GO CARDLESS	123.48		20.58	1064	310	102.90	Tennis Membership-
	Banked: 13/09/2021	204.50						
	Ticket Sales& Booking Charges	187.00			615		187.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	13.00		0.62	545		12.38	Saturday Comedy Club
	Ticket Sales& Booking Charges	4.50		0.75	1435	201	3.75	Ticket sales outside
Subtotal Carried Forward:		563,346.29	42.00	601.47			557,817.70	

Bank Current/Deposit Account

Receipts received between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 13/09/2021	60.00						
	Mr C & Mrs F Peake, KB00012	60.00		10.00	1132	350	50.00	GoRMKB00012
	Banked: 14/09/2021	374.00						
	Ticket Sales& Booking Charges	318.00		15.14	590		18.10	Xmas Party 80s Rewind
					560		102.86	90s rewind Oct 2021
					613		57.14	Bye Bye Blues Band Sept
					619		14.29	Ian Siegal Nov 21
					596		38.09	Jenny Éclair: sixty!FFS
					586		47.62	POP DIVAS LIVE! Oct 21
					545		24.76	Saturday Comedy Club
	Ticket Sales& Booking Charges	36.00			615		36.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	20.00		3.33	1435	201	16.67	Ticket sales outside
	Banked: 14/09/2021	30.25						
	Ticket Sales& Booking Charges	29.00		1.38	606		34.29	XmasParty
					619		42.86	Ian Siegal Nov 21
					607		-49.53	Refund TS/Comedy Club
	Ticket Sales& Booking Charges	1.25		0.21	1435	201	3.33	Ticket sales online
					1435	201	-2.29	Refund TicketS outside
	Banked: 14/09/2021	38.04						
	STRIPE	38.04		6.34	1065	310	31.70	TENNIS HIRE-Calthorpe
	Banked: 15/09/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 15/09/2021	82.32						
	GC C1 GO CARDLESS	82.32		13.72	1064	310	68.60	Tennis Membership-
	Banked: 15/09/2021	2,144.00						
	Ticket Sales& Booking Charges	327.00		15.57	606		34.29	XmasParty
					557		51.42	DOM JOLY's
					547		38.09	Fleet Jazz Sep 21
					596		38.10	Jenny Éclair: sixty!FFS
					545		86.67	Saturday Comedy Club
					580		62.86	TOTALLY TINA March
	Ticket Sales& Booking Charges	244.00			615		244.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	35.00		5.83	1435	201	29.17	Ticket sales outside
	Ticket Sales& Booking Charges	431.00		20.52	597		41.90	Buble meets Sinatra Nov
					566		20.95	CLARE TEAL&her Trio
					557		34.29	DOM JOLY's
					547		19.05	Fleet Jazz Sep 21
					625		114.29	Geno Washington Mar 22
					883		95.24	James Taylor Quartet Jan
					584		51.43	NINE BELOW ZERO Sep21
					623		33.33	Northsyde Jan 22
	Ticket Sales& Booking Charges	214.00			615		214.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	36.00		6.00	1435	201	30.00	Ticket sales outside
	Ticket Sales& Booking Charges	303.00		14.43	590		54.29	Xmas Party 80s Rewind
					881		34.29	AC/DC UK Jan 2022

Subtotal Carried Forward: 566,081.12

0.00 714.98

559,685.03

Bank Current/Deposit Account

Receipts received between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					567		85.71	PURPLE ZEPPELIN Oct 21
					627		14.28	Sari Schorr Oct 21
					616		100.00	Committed to the Blues
	Ticket Sales& Booking Charges	506.00			615		506.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	48.00		8.00	1435	201	40.00	Ticket sales outside
	Banked: 15/09/2021	663.15						
	CreditCards/bar/snacksSalesHCE	602.15			1420	201	597.65	CreditCards/bar sales
					1433	201	4.50	CreditCards/bar/snacksSa
	Ticket Sales& Booking Charges	60.00			615		60.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	1.00		0.17	1435	201	0.83	Ticket sales outside
	Banked: 15/09/2021	52.65						
	FDMS/App/Bar WebSales HCEvents	52.65			1420	201	52.65	FDMS/App/Bar WebSales
	Banked: 15/09/2021	266.20						
	FDMS/App/Bar WebSales HCEvents	266.20			1420	201	266.20	FDMS/App/Bar WebSales
	Banked: 15/09/2021	358.40						
	CreditCards/bar/snacksSalesHCE	249.65			1420	201	226.55	CreditCards/bar sales
					1431	201	4.00	CreditC/BarSalesConfecH
					1433	201	19.10	CreditCards/bar/snacksSa
	Ticket Sales& Booking Charges	107.00		5.10	590		36.19	Xmas Party 80s Rewind
					545		65.71	Saturday Comedy Club
	Ticket Sales& Booking Charges	1.75		0.29	1435	201	1.46	Ticket sales outside
	Banked: 15/09/2021	99.95						
	CreditCards/bar sales HCEvents	99.95			1420	201	99.95	CreditCards/bar sales
	Banked: 15/09/2021	3,163.51						
	HMRC	3,163.51			1053	204	3,163.51	JRS grant
	Banked: 16/09/2021	290.00						
	CemeteryChq Mr NR&Mrs MA Nicks	290.00			1121	350	290.00	DOGTransfer Plot1415
	Banked: 16/09/2021	13.25						
	HCTicketSalesCHQ ComedySept21	13.25		0.63	545		12.62	Saturday Comedy Club
	Banked: 16/09/2021	1,449.00						
	Ticket Sales& Booking Charges	524.00		24.95	590		90.48	Xmas Party 80s Rewind
					606		154.29	XmasParty
					565		64.76	Bootleg Blondie Jan 2022
					609		108.57	Xmas
					619		28.57	Ian Siegal Nov 21
					596		19.05	Jenny Éclair: sixty!FFS
					882		33.33	New Amen Corner Sept
	Ticket Sales& Booking Charges	842.00			615		842.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	83.00		13.83	1435	201	69.17	Ticket sales outside

Subtotal Carried Forward:

572,437.23

0.00

767.95

566,742.16

Bank Current/Deposit Account

Receipts received between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 16/09/2021	49.99						
	STRIPE	49.99		8.33	1065	310	41.66	TENNIS HIRE-Calthorpe
	Banked: 17/09/2021	399.60						
	Sales Recpts Page 4343	399.60	399.60		101			Sales Recpts Page 4343
	Banked: 17/09/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 17/09/2021	461.45						
	CreditCards/bar sales HCEvents	126.45			1420	201	126.45	CreditCards/bar sales
	FDMS/TicketSales&BookingChrgs	210.00		10.00	882		200.00	New Amen Corner Sept
	FDMS/TicketSales&BookingChrgs	120.00			615		120.00	Sleeping Beauty Dec 21
	FDMS/TicketSales&BookingChrgs	5.00		0.83	1435	201	4.17	FDMS/Booking outside
	Banked: 20/09/2021	584.00						
	Ticket Sales& Booking Charges	119.00		5.67	590		18.10	Xmas Party 80s Rewind
					596		38.09	Jenny Éclair: sixty!FFS
					594		57.14	T-Rextasy Jan 2022
	Ticket Sales& Booking Charges	432.00			615		432.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	33.00		5.50	1435	201	27.50	Ticket sales outside
	Banked: 20/09/2021	200.00						
	Sales Recpts Page 4344	200.00	200.00		101			Sales Recpts Page 4344
	Banked: 21/09/2021	1,082.00						
	Ticket Sales& Booking Charges	521.00		24.81	590		144.76	Xmas Party 80s Rewind
					613		171.43	Bye Bye Blues Band Sept
					547		57.14	Fleet Jazz Sep 21
					596		38.09	Jenny Éclair: sixty!FFS
					882		33.34	New Amen Corner Sept
					567		51.43	PURPLE ZEPPELIN Oct 21
	Ticket Sales& Booking Charges	504.00			615		504.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	57.00		9.50	1435	201	47.50	Ticket sales outside
	Banked: 21/09/2021	31.82						
	STRIPE	31.82		5.30	1065	310	26.52	TENNIS HIRE-Calthorpe
	Banked: 21/09/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-
	Banked: 21/09/2021	9.75						
	FDMS/CreditCards/bar sales HCE	9.75			1420	201	9.75	FDMS/CreditCards/bar
	Banked: 21/09/2021	13.60						
	FDMS/App/Bar WebSales HCEvents	13.60			1420	201	13.60	FDMS/App/Bar WebSales
	Banked: 22/09/2021	350.00						
	Ticket Sales& Booking Charges	168.00		8.00	881		102.86	AC/DC UK Jan 2022
					613		57.14	Bye Bye Blues Band Sept
Subtotal Carried Forward:		575,666.82	599.60	853.79			569,104.31	

Bank Current/Deposit Account

Receipts received between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket Sales& Booking Charges	164.00			615		164.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	18.00		3.00	1435	201	15.00	Ticket sales outside
	Banked: 22/09/2021	40.50						
	FDMS/TicketSales&BookingChrgs	40.00		1.91	547		38.09	Fleet Jazz Concert Sep 21
	FDMS/TicketSales&BookingChrgs	0.50		0.08	1435	201	0.42	FDMS/Booking outside
	Banked: 22/09/2021	118.95						
	FDMS/TicketSales&BookingChrgs	87.50		4.17	882		83.33	New Amen Corner Sept
	FDMS/TicketSales&BookingChrgs	1.25		0.21	1435	201	1.04	FDMS/Booking outside
	CreditCards/bar sales HCEvents	30.20			1420	201	30.20	CreditCards/bar sales
	Banked: 22/09/2021	8.90						
	FDMS/App/Bar WebSales HCEvents	8.90			1420	201	8.90	FDMS/App/Bar WebSales
	Banked: 22/09/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-
	Banked: 22/09/2021	2,676.20						
	Graham Friel/Friel-Catherine-Y	340.00			1100	350	340.00	IntermS0078Sanctum
	Graham Friel/Friel-Catherine-Y	2,336.20		389.37	1133	350	1,946.83	S0078GoRMemSanctum
	Banked: 22/09/2021	2,563.50						
	Ticket Sales& Booking Charges	427.00		20.33	590		18.09	Xmas Party 80s Rewind
					613		114.29	Bye Bye Blues Band Sept
					609		72.38	Xmas
					557		34.29	DOM JOLY's
					598		167.62	The Floyd Effect Nov 21
	Ticket Sales& Booking Charges	306.00			615		306.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	38.00		6.33	1435	201	31.67	Ticket sales outside
	Ticket Sales& Booking Charges	504.50		24.02	590		90.48	Xmas Party 80s Rewind
					560		17.14	90s rewind Oct 2021
					795		33.33	Elles Bailey Nov 21
					547		76.19	Fleet Jazz Concert Sep 21
					582		68.57	Guns 2 Roses Mar 2022
					623		83.34	Northsyde Jan 22
					607		111.43	Saturday Comedy Club
	Ticket Sales& Booking Charges	118.00			615		118.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	37.00		6.17	1435	201	30.83	Ticket sales outside
	Ticket Sales& Booking Charges	115.00		5.48	547		76.19	Fleet Jazz Concert Sep 21
					882		33.33	New Amen Corner Sept
	Ticket Sales& Booking Charges	-60.00			615		-60.00	Refund Sleeping Beauty
	Ticket Sales& Booking Charges	-2.00		-0.33	1435	201	-4.17	Ticket sales outside
					1435	201	2.50	Booking Charges
	Chip Pin Card Ticket SalesBkCh	-115.00		-5.48	547		-76.19	ChipPinCardTicketS/Jazz
					882		-33.33	ChipPinCardTicketSales/N
	Chip Pin Card Ticket SalesBkCh	-1.50		-0.25	1435	201	-1.25	ChipPinCardTicketSalesBk
	Ticket Sales& Booking Charges	428.00		20.38	590		54.29	Xmas Party 80s Rewind
					795		33.33	Elles Bailey Nov 21
					557		34.29	DOM JOLY's
					547		76.19	Fleet Jazz Concert Sep 21

Subtotal Carried Forward: 581,116.03

0.00 1,336.04

573,275.25

Bank Current/Deposit Account

Receipts received between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					558		66.67	GENESIS CONNECTED
					596		57.14	Jenny Éclair: sixty!FFS
					586		47.62	POP DIVAS LIVE Oct 21
					594		38.09	T-Rextasy Jan 2022
	Ticket Sales& Booking Charges	702.00			615		702.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	66.50		11.08	1435	201	55.42	Ticket sales outside
	Banked: 22/09/2021	522.75						
	FDMS/CreditCards/bar sales HCE	522.75			1420	201	522.75	FDMS/CreditCards/bar
	Banked: 23/09/2021	624.00						
	Ticket Sales& Booking Charges	598.00		28.48	795		66.66	Elles Bailey Nov 21
					613		314.29	Bye Bye Blues Band Sept
					557		188.57	DOM JOLY's
	Ticket Sales& Booking Charges	26.00		4.33	1435	201	21.67	Ticket sales outside
	Banked: 23/09/2021	55.98						
	STRIPE	55.98		9.33	1065	310	46.65	TENNIS HIRE-Calthorpe
	Banked: 23/09/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-
	Banked: 23/09/2021	210.00						
	Sales Recpts Page 4359	210.00	210.00		101			Sales Recpts Page 4359
	Banked: 24/09/2021	1,055.00						
	Ticket Sales& Booking Charges	730.00		34.76	590		162.86	Xmas Party 80s Rewind
					560		68.57	90s Rewind Oct 2021
					613		114.29	Bye Bye Blues Band Sept
					547		57.14	Fleet Jazz Concert Sep 21
					625		38.09	Geno Washington Mar 22
					596		38.09	Jenny Éclair: sixty!FFS
					586		26.67	POP DIVAS LIVE Oct 21
					598		62.86	Floyd Effect Nov 21
					580		126.67	TOTALLY TINA March
	Ticket Sales& Booking Charges	272.00			615		272.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	53.00		8.83	1435	201	44.17	Ticket sales outside
	Banked: 24/09/2021	49.50						
	Ticket Sales& Booking Charges	55.00		2.62	613		114.29	Bye Bye Blues Band Sept
					547		38.09	Fleet Jazz Concert Sep 21
					627		-100.00	Refund Sari Schorr Oct 21
	Ticket Sales& Booking Charges	-5.50		-0.92	1435	201	-4.58	Refund
	Banked: 24/09/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 24/09/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-
	Banked: 27/09/2021	1,283.00						
	Ticket Sales& Booking Charges	735.00		35.00	590		180.95	Xmas Party 80s Rewind
					560		102.86	90s rewind Oct 2021

Subtotal Carried Forward:

585,004.80

210.00 1,484.31

576,819.58

Bank Current/Deposit Account

Receipts received between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					795		33.34	Elles Bailey Nov 21
					613		57.14	Bye Bye Blues Band Sept
					609		325.71	Xmas Comedy Dec 21
	Ticket Sales& Booking Charges	480.00			615		480.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	68.00		11.33	1435	201	56.67	Ticket sales outside
	Banked: 27/09/2021	84.85						
	FDMS/App/Bar WebSales HCEvents	84.85			1420	201	84.85	FDMS/App/Bar WebSales
	Banked: 28/09/2021	723.00						
	Ticket Sales& Booking Charges	430.00		20.48	590		72.38	Xmas Party 80s Rewind
					560		34.29	90s rewind Oct 2021
					613		114.29	Bye Bye Blues Band Sept
					598		62.85	The Floyd Effect - Nov 21
					580		125.71	TOTALLY TINA March
	Ticket Sales& Booking Charges	258.00			615		258.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	35.00		5.83	1435	201	29.17	Ticket Sales& Booking
	Banked: 28/09/2021	32.80						
	FDMS/App/Bar WebSales HCEvents	32.80			1420	201	32.80	FDMS/App/Bar WebSales
	Banked: 28/09/2021	82.32						
	GC C1 GO CARDLESS	82.32		13.72	1064	310	68.60	Tennis Membership-
	Banked: 28/09/2021	346.80						
	Sales Recpts Page 4345	346.80	346.80		101			Sales Recpts Page 4345
	Banked: 28/09/2021	192.00						
	Sales Recpts Page 4346	192.00	192.00		101			Sales Recpts Page 4346
	Banked: 28/09/2021	61.20						
	Sales Recpts Page 4347	61.20	61.20		101			Sales Recpts Page 4347
	Banked: 28/09/2021	728.55						
	Ticket Sales& Booking Charges	462.50		22.02	621		426.19	Abba Fever Feb 2022
					613		28.57	Bye Bye Blues Band Sept
					627		-14.28	Sari Schorr Oct 21
	Ticket Sales& Booking Charges	-0.75		-0.12	1435	201	-0.63	Ticket sales outside
	Ticket Sales& Booking Charges	104.00		4.96	613		57.14	Bye Bye Blues Band Sept
					566		41.90	CLARE TEAL and Her Trio
	Ticket Sales& Booking Charges	76.00			615		76.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	2.25		0.38	1435	201	1.87	Ticket sales outside
	Ticket Sales& Booking Charges	70.00		3.33	795		66.67	Elles Bailey Nov 21
	Ticket Sales& Booking Charges	1.00		0.17	1435	201	0.83	Ticket sales outside
	CreditCards/bar sales HCEvents	13.55			1420	201	13.55	CreditCards/bar sales
	Banked: 28/09/2021	204.30						
	FDMS/CreditCards/bar sales HCE	204.30			1420	201	173.20	FDMS/CreditCards/bar
					1431	201	4.00	CreditC/BarSales/confecH
					1433	201	27.10	CreditC/BarSales/snacksH

Subtotal Carried Forward:

587,460.62

600.00 1,566.41

579,557.49

Bank Current/Deposit Account

Receipts received between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 29/09/2021	38.04						
	STRIPE	38.04		6.34	1065	310	31.70	TENNIS HIRE-Calthorpe
	Banked: 29/09/2021	866.40						
	Sales Recpts Page 4348	866.40	866.40		101			Sales Recpts Page 4348
	Banked: 29/09/2021	2,832.00						
	Sales Recpts Page 4349	2,832.00	2,832.00		101			Sales Recpts Page 4349
	Banked: 29/09/2021	54.00						
	Sales Recpts Page 4350	54.00	54.00		101			Sales Recpts Page 4350
	Banked: 29/09/2021	49.50						
	Sales Recpts Page 4351	49.50	49.50		101			Sales Recpts Page 4351
	Banked: 29/09/2021	40.80						
	Sales Recpts Page 4352	40.80	40.80		101			Sales Recpts Page 4352
	Banked: 29/09/2021	1,580.00						
	Ticket Sales& Booking Charges	316.00		15.05	590		36.19	Xmas Party 80s Rewind
					560		137.14	90s rewind Oct 2021
					795		66.67	Elles Bailey Nov 21
					610		19.05	Bad Manners Oct 21
					598		41.90	The Floyd Effect - Nov 21
	Ticket Sales& Booking Charges	188.00			615		188.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	29.00		4.83	1435	201	24.17	Ticket sales outside
	Ticket Sales& Booking Charges	334.00		15.91	606		68.57	XmasParty
					795		66.67	Elles Bailey Nov 21
					610		171.43	Bad Manners Oct 21
					631		5.71	Fleet Film 22nd Nov 21
					630		5.71	Fleet Film 8th Nov 21
	Ticket Sales& Booking Charges	226.00			615		226.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	33.00		5.50	1435	201	27.50	Ticket sales outside
	Ticket Sales& Booking Charges	370.00		17.62	590		54.29	Xmas Party 80s Rewind
					560		51.43	90s rewind Oct 2021
					606		102.86	XmasParty
					613		28.57	Bye Bye Blues Band Sept
					609		18.09	Xmas Comedy Club Dec
					557		34.29	DOM JOLY's
					612		38.09	Fleet Jazz Concert Oct 21
					607		24.76	Saturday Comedy Club
	Ticket Sales& Booking Charges	60.00			615		60.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	24.00		4.00	1435	201	20.00	Ticket sales outside
	Banked: 29/09/2021	89.65						
	FDMS/CreditCards/bar sales HCE	89.65			1431	201	14.00	CreditC/BarSalesConfecH
					1433	201	14.10	CreditC/BarSales/snacksH
					1420	201	61.55	CreditCards/bar sales
	Banked: 29/09/2021	775.20						
Subtotal Carried Forward:		593,786.21	3,842.70	1,635.66			581,195.93	

Bank Current/Deposit Account

Receipts received between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 4361	775.20	775.20		101			Sales Recpts Page 4361
	Banked: 29/09/2021	108.25						
	FDMS/CreditCards/bar sales HCE	108.25			1420	201	108.25	FDMS/CreditCards/bar
	Banked: 30/09/2021	96.00						
	Sales Recpts Page 4353	96.00	96.00		101			Sales Recpts Page 4353
	Banked: 30/09/2021	12,528.00						
	Sales Recpts Page 4354	12,528.00	12,528.00		101			Sales Recpts Page 4354
	Banked: 30/09/2021	31.33						
	STRIPE	31.33		5.22	1065	310	26.11	TENNIS HIRE-Calthorpe
	Banked: 30/09/2021	108.00						
	Sales Recpts Page 4355	108.00	108.00		101			Sales Recpts Page 4355
	Banked: 30/09/2021	91.20						
	Sales Recpts Page 4356	91.20	91.20		101			Sales Recpts Page 4356
	Banked: 30/09/2021	1,263.00						
	Ticket Sales& Booking Charges	355.00		16.91	613 566 557 558 567 608 598		57.14 41.90 34.29 66.67 34.29 61.90 41.90	Bye Bye Blues Band Sept CLARE TEAL and Her Trio DOM JOLY's GENESIS CONNECTED PURPLE ZEPPELIN Oct 21 Saturday Comedy Club The Floyd Effect - Nov 21
	Ticket Sales& Booking Charges	838.00			615		838.00	Sleeping Beauty Dec 21
	Ticket Sales& Booking Charges	70.00		11.67	1435	201	58.33	Ticket sales outside
Total Receipts:		608,011.99	23,777.82	1,669.46			582,564.71	

Date: 12/10/2021

Fleet Town Council Current Year

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Cashbook 1

User: EM

Bank Current/Deposit Account

Payments made between 01/09/2021 and 30/09/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
09/09/2021	BACS P/L Pymnt Page 1898	BACS Pymnt	42,050.59	42,050.59		500			BACS P/L Pymnt Page 1898
10/09/2021	BACS P/L Pymnt Page 1901	BACS Pymnt	1,800.00	1,800.00		500			BACS P/L Pymnt Page 1901
13/09/2021	Legal and General	DD	3,665.40			516		3,665.40	Payroll Sep 2021
13/09/2021	CommercialCards/HSBC	DD	266.29		40.74	4530	101	32.44	Eventbtr/NALCMem PACA Aug21
						4763	201	18.99	SnackO/SnacksHCE Aug21
						4763	201	63.94	PubSnk/SnacksHCE Aug21
						4020	201	91.50	GreenM/CovidHCEv PACA Sep21
						4710	201	15.78	DrinkS/BarConsHCE PACA Sep21
						4710	201	2.90	Waitrs/BarConsHCE PACA Sep21
13/09/2021	CommercialCards/HSBC	DD	48.93			4432	201	48.93	Faceboook/HCMarke
13/09/2021	CommercialCards/HSBC	DD	105.84		10.56	4170	204	39.30	Leach/BuildMaintHC TechS Aug21
						4152	204	4.99	RobertD/CleangSup Aug21
						4170	204	31.51	Vital/BuildMaintHC TechS Aug21
						4170	204	13.49	Amazn/BuildMaintH TechS Sep21
						4170	204	5.99	Baker/BuildMaintHC TechS Sep21
13/09/2021	CommercialCards/HSBC	DD	200.37		1.94	4170	204	9.72	Screwfix/HC BuildM OS&FM Aug21
						4995	101	5.99	Prime video/ OS&FM Aug21
						4486	101	6.00	MicrosoftE0800FR9 OS&FM Sep21
						4486	101	127.12	MicrosoftE0800FRIC OS&FM Sep21
						4486	101	17.60	MicrosoftE0800FS6 OS&FM Sep21
						4420	101	32.00	HSBC Annual Fee OS&FM Sep21
13/09/2021	CommercialCards/HSBC	DD	1,092.73		182.11	4030	204	100.00	HighSpeedTraning/H DMHC Aug21
						4170	204	92.30	Screwfix/HCBuildM
						4170	204	4.39	Screwfix/HCBuildM
						4170	204	14.62	Screwfix/HCBuildM
Subtotal Carried Forward:			49,230.15	43,850.59	235.35			4,444.90	

Date: 12/10/2021

Fleet Town Council Current Year

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Cashbook 1

User: EM

Bank Current/Deposit Account

Payments made between 01/09/2021 and 30/09/2021

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 Details</u>
						4170	204	58.83	DesignAC/HCBuildM
						4170	204	103.01	Screwfix/HCBuildM
						4170	204	24.17	B&Q/HC BuildMaint DMHC Aug21
						4170	204	48.16	Amazon/HCBuildMai DMHC Aug21
						4170	204	141.99	LampShop/HCBuild
						4020	201	256.50	SignHolders/CovidH DMHC Aug21
						4170	204	32.50	Screwfix/HCBuildM
						4170	204	23.33	B&Q/HC BuildMaint DMHC Aug21
						4170	204	10.82	Amazon/HCBuildMai DMHC Sep21
13/09/2021	HSBC	DDR	13.63			4420	101	13.63	ElectrBkgChrgs/INV
13/09/2021	HSBC	DDR	51.16			4420	101	51.16	ElectrBkgChrgs/INV
14/09/2021	FDMS/Paymentsense	DD	38.94			4422	201	38.94	MonthlyServiceFeeT HCEv Aug21
14/09/2021	FDMS/Paymentsense	DD	24.95			4422	201	24.95	MonthlyServiceFeeT HCEv Aug21
15/09/2021	HMRC	DDR	3,163.51			1053	204	3,163.51	JRS grant
15/09/2021	HMRC	DDR	-3,163.51			1053	204	-3,163.51	HMRC entered erroneously
16/09/2021	GLOBAL PAYMENTS	DD	228.71		0.70	4422	201	228.01	MonthlyServFHCEv Aug21/Inv0056
20/09/2021	CENT COMP MANG LTD/LivePay	DD	70.62		11.77	4550	101	58.85	Payroll records&postage 2022/5
20/09/2021	Fleet Town Council	DDR	19,659.57			520		19,560.34	Payroll Sep 2021
						516		99.23	Payroll Sep 2021
22/09/2021	Inland Revenue	DDR	10,506.45			515		10,506.45	Tax and NI
23/09/2021	BACS P/L Pymnt Page 1902	BACS Pymnt	5,816.86	5,816.86		500			BACS P/L Pymnt Page 1902
24/09/2021	PAYMENTSSENSE LTD	DD	113.94		18.99	4422	201	94.95	HCEvServF Aug/Sep21 Inv4038888
24/09/2021	PAYMENTSSENSE LTD	DD	17.88		2.98	4422	201	14.90	HCEvServF Aug/Sep21 Inv4038887
24/09/2021	BOC MANCHESTER ACC	DD	38.66		6.45	4700	201	32.21	HCEvGas for HarlingtonBarAug21
Subtotal Carried Forward:			85,811.52	49,667.45	276.24			35,867.83	

Date: 12/10/2021

Fleet Town Council Current Year

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Cashbook 1

User: EM

Bank Current/Deposit Account

Payments made between 01/09/2021 and 30/09/2021

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 Details</u>
29/09/2021	VODAFONE LTD	DD	34.47		5.75	4445	301	9.29	MobilePhoneOSFM 18Aug-17Sep21
						4445	101	9.29	MobilePhonePACA 18Jul-17Aug21
						4445	204	10.14	MobilePhone HC 18Aug-17Sep21
29/09/2021	HSBC	DDR	20.34			4420	101	20.34	HSBC Total Charges 8Aug- 7Sep21
30/09/2021	BACS P/L Pymnt Page 1904	BACS Pymnt	17,038.00	17,038.00		500			BACS P/L Pymnt Page 1904
30/09/2021	British Telecom/BT Group PLC	DD	93.24		15.54	4487	204	77.70	Harlington&CafeWifi 01-30Sep21
30/09/2021	PAY AND SHOP	DD	22.80		3.80	4490	201	19.00	TranstChrgsHCEvn
Total Payments:			103,020.37	66,705.45	301.33			36,013.59	

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMETHYST Amethyst Horticulture Ltd							
19915/Amethyst Horticulture Lt	31/08/2021	19915	1	6,526.93	0.00	6,526.93	0.00
					0.00	6,526.93	
Above paid on 09/09/2021 by Online Payment Ref AMETHYST							
BAYDALE Baydale Control Systems							
91415/Baydale Control Systems	30/07/2021	91415	1	4,440.72	0.00	4,440.72	0.00
					0.00	4,440.72	
Above paid on 09/09/2021 by Online Payment Ref BAYDALE							
BIFFA Biffa Waste Services Ltd							
227T22486/Biffa Waste Services	20/08/2021	227T22486	1	602.40	0.00	602.40	0.00
227T22487/Biffa Waste Services	20/08/2021	227T22487	1	108.14	0.00	108.14	0.00
227T22488/Biffa Waste Services	20/08/2021	227T22488	1	98.59	0.00	98.59	0.00
227T22489/Biffa Waste Services	20/08/2021	227T22489	1	494.99	0.00	494.99	0.00
227T22490/Biffa Waste Services	20/08/2021	227T22490	1	39.60	0.00	39.60	0.00
					0.00	1,343.72	
Above paid on 09/09/2021 by Online Payment Ref BIFFA							
BRAND Brand Pest Control							
2279/Brand Pest Control	07/09/2021	2279	1	216.00	0.00	216.00	0.00
					0.00	216.00	
Above paid on 09/09/2021 by Online Payment Ref BRAND							
BT BT Payment Services Ltd							
217640/BT Payment Services Ltd	16/07/2021	217640	1	7,574.79	0.00	7,574.79	0.00
					0.00	7,574.79	
Above paid on 09/09/2021 by Online Payment Ref BT							
COORS Molson Coors Brewing Co (UK) Ltd-ROP							
906161956/Molson Coors Brewing	17/08/2021	906161956	1	1,989.37	0.00	1,989.37	0.00
					0.00	1,989.37	
Above paid on 09/09/2021 by Online Payment Ref COORS							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
EDGE Edge It Systems Ltd							
35448/Edge It Systems Ltd	02/09/2021	35448	1	543.60	0.00	543.60	0.00
					0.00	543.60	
Above paid on 09/09/2021 by Online Payment Ref EDGE							
NIGELJEFFR Nigel Jeffries Landscapes Limited							
13923/Nigel Jeffries Landscape	31/08/2021	13923	1	240.00	0.00	240.00	0.00
13924/Nigel Jeffries Landscape	31/08/2021	13924	1	498.00	0.00	498.00	0.00
13977/Nigel Jeffries Landscape	31/08/2021	13977	1	13,157.24	0.00	13,157.24	0.00
					0.00	13,895.24	
Above paid on 09/09/2021 by Online Payment Ref NIGELJEFFR							
PEAR Pear Technology Services Ltd							
131623/Pear Technology Service	31/08/2021	131623	1	270.00	0.00	270.00	0.00
					0.00	270.00	
Above paid on 09/09/2021 by Online Payment Ref PearTechno							
PEGASUS Pegasus Building Services Herriard Ltd							
SI-318/Pegasus Building Servic	31/08/2021	SI-318	1	590.92	0.00	590.92	0.00
					0.00	590.92	
Above paid on 09/09/2021 by Online Payment Ref PEGASUS							
PRIMA CH Cleaning Services							
001387/CH Cleaning Services	31/08/2021	001387	1	1,290.00	0.00	1,290.00	0.00
001388/CH Cleaning Services	31/08/2021	001388	1	687.12	0.00	687.12	0.00
001389/CH Cleaning Services	31/08/2021	001389	1	419.82	0.00	419.82	0.00
001390/CH Cleaning Services	31/08/2021	001390	1	126.18	0.00	126.18	0.00
001391/CH Cleaning Services	31/08/2021	001391	1	126.18	0.00	126.18	0.00
001392/CH Cleaning Services	31/08/2021	001392	1	126.18	0.00	126.18	0.00
001393/CH Cleaning Services	31/08/2021	001393	1	140.22	0.00	140.22	0.00
					0.00	2,915.70	
Above paid on 09/09/2021 by Online Payment Ref CHCleaning							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SGPOS SG POS/Shelfguard Systems							
INV-17503/SG POS/Shelfguard Sy	01/09/2021	INV-17503	1	84.00	0.00	84.00	0.00
					0.00	84.00	
Above paid on 09/09/2021 by Online Payment Ref SGPOS							
SIAN Sian Taylor							
AUG2021 ST/Sian Taylor	01/09/2021	AUG2021 ST	1	36.83	0.00	36.83	0.00
					0.00	36.83	
Above paid on 09/09/2021 by Online Payment Ref SIANT							
SUX HR HUB The Sussex HR Hub Ltd							
INV-0777/The Sussex HR Hub Ltd	01/09/2021	INV-0777	1	109.20	0.00	109.20	0.00
					0.00	109.20	
Above paid on 09/09/2021 by Online Payment Ref TheSussexH							
TICKETSOLV TicketSolve Ltd							
21080044/TicketSolve Ltd	31/08/2021	21080044	1	666.23	0.00	666.23	0.00
					0.00	666.23	
Above paid on 09/09/2021 by Online Payment Ref TICKETSOLV							
UWR United Washrooms Limited							
HI585516/United Washrooms Limi	01/09/2021	HI585516	1	141.63	0.00	141.63	0.00
HI585583/United Washrooms Limi	01/09/2021	HI585583	1	628.92	0.00	628.92	0.00
					0.00	770.55	
Above paid on 09/09/2021 by Online Payment Ref UWR							
VIKING VIKING DIRECT							
7475602/VIKING DIRECT	31/08/2021	7475602	1	76.79	0.00	76.79	0.00
					0.00	76.79	
Above paid on 09/09/2021 by Online Payment Ref VIKING							
VAIL WILLM Vail Williams LLP							
VWI-044722/Vail Williams LLP	09/09/2021	VWI-044722	1	1,800.00	0.00	1,800.00	0.00
					0.00	1,800.00	
Above paid on 10/09/2021 by Online Payment Ref VAILWILLM							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BASINGDEAN BASINGSTOKE AND DEANE BOROUGH COUNCIL							
HA203640/BASINGSTOKE AND DEANE	16/09/2021	HA203640	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 23/09/2021 by Online Payment Ref BASINGDEAN							
CBS Comfort Building Services Ltd							
49786/Comfort Building Service	08/09/2021	49786	1	988.80	0.00	988.80	0.00
49787/Comfort Building Service	08/09/2021	49787	1	509.47	0.00	509.47	0.00
					0.00	1,498.27	
Above paid on 23/09/2021 by Online Payment Ref CBS							
CHUBB Chubb Fire & Security Limited							
8579335/Chubb Fire & Security	04/02/2021	8579335	1	371.63	0.00	371.63	0.00
					0.00	371.63	
Above paid on 23/09/2021 by Online Payment Ref CHUBB							
COMEDYCOMP The Comedy Company Ltd							
09SEP21/The Comedy Company Ltd	10/09/2021	09SEP21	1	840.00	0.00	840.00	0.00
					0.00	840.00	
Above paid on 23/09/2021 by Online Payment Ref TheComedyC							
NPTREE NP Tree Management Ltd							
2253/NP Tree Management Ltd	23/08/2021	2253	1	336.00	0.00	336.00	0.00
2273/NP Tree Management Ltd	08/09/2021	2273	1	354.00	0.00	354.00	0.00
2274/NP Tree Management Ltd	08/09/2021	2274	1	360.00	0.00	360.00	0.00
2280/NP Tree Management Ltd	09/09/2021	2280	1	828.00	0.00	828.00	0.00
					0.00	1,878.00	
Above paid on 23/09/2021 by Online Payment Ref NPTREE							
PEGASUS Pegasus Building Services Herriard Ltd							
SI-327/Pegasus Building Servic	05/09/2021	SI-327	1	328.32	0.00	328.32	0.00
SI-330/Pegasus Building Servic	20/09/2021	SI-330	1	66.00	0.00	66.00	0.00
					0.00	394.32	
Above paid on 23/09/2021 by Online Payment Ref PEGASUS							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
REDSHANK Redshank IT Services Ltd							
45477/Redshank IT Services Ltd	17/09/2021	45477	1	325.80	0.00	325.80	0.00
					0.00	325.80	
Above paid on 23/09/2021 by Online Payment Ref REDSHANK							
TOTGAS Total Gas & Power Ltd							
245918513/21/Total Gas & Power	08/09/2021	245918513/21	1	64.93	0.00	64.93	0.00
					0.00	64.93	
Above paid on 23/09/2021 by Online Payment Ref TOTGAS							
VIMTO Vimto Limited							
OP/I523206/Vimto Limited	08/09/2021	OP/I523206	1	263.91	0.00	263.91	0.00
					0.00	263.91	
Above paid on 23/09/2021 by Online Payment Ref VIMTO							
BAKERS W.C.Baker & Son Limited							
02131/W.C.Baker & Son Limited	21/09/2021	02131	1	103.28	0.00	103.28	0.00
02132/W.C.Baker & Son Limited	21/09/2021	02132	1	135.03	0.00	135.03	0.00
					0.00	238.31	
Above paid on 30/09/2021 by Online Payment Ref BAKERS							
COLUMBARIA The Columbaria Company							
INV0079864/The Columbaria Comp	10/09/2021	INV0079864	1	292.80	0.00	292.80	0.00
					0.00	292.80	
Above paid on 30/09/2021 by Online Payment Ref COLUMBARIA							
CULLAN FLA Cullan Flanagan							
#0042/Cullan Flanagan	26/09/2021	#0042	1	140.00	0.00	140.00	0.00
					0.00	140.00	
Above paid on 30/09/2021 by Online Payment Ref CULLANFLA							
FLTJAZ Fleet Jazz Club							
21/02/Fleet Jazz Club	15/09/2021	21/02	1	720.00	0.00	720.00	0.00
					0.00	720.00	
Above paid on 30/09/2021 by Online Payment Ref FLTJAZ							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HDC Hart District Council							
4000009478/Hart District Council	14/09/2021	4000009478	1	64.80	0.00	64.80	0.00
4000009480/Hart District Council	15/09/2021	4000009480	1	75.60	0.00	75.60	0.00
4000009481/Hart District Council	15/09/2021	4000009481	1	21.60	0.00	21.60	0.00
4000009482/Hart District Council	15/09/2021	4000009482	1	64.80	0.00	64.80	0.00
					0.00	226.80	
Above paid on 30/09/2021 by Online Payment Ref HDC							
MINTNETWORK Mint Network Ltd							
08211646/Mint Network Ltd	10/09/2021	08211646	1	168.06	0.00	168.06	0.00
					0.00	168.06	
Above paid on 30/09/2021 by Online Payment Ref MINTNETWORK							
NINE BELOW NINE BELOW ZERO							
209/NINE BELOW ZERO	11/09/2021	209	1	1,500.00	0.00	1,500.00	0.00
					0.00	1,500.00	
Above paid on 30/09/2021 by Online Payment Ref NINEBELOW							
NPOWER NPOWER Ltd							
LGWL7LF/NPOWER Ltd	25/09/2021	LGWL7LF	1	1,673.14	0.00	1,673.14	0.00
					0.00	1,673.14	
Above paid on 30/09/2021 by Online Payment Ref NPOWER							
NPTREE NP Tree Management Ltd							
2295/NP Tree Management Ltd	23/09/2021	2295	1	3,540.00	0.00	3,540.00	0.00
					0.00	3,540.00	
Above paid on 30/09/2021 by Online Payment Ref NPTREE							
PRONTA Prontaprint Camberley							
59993/Prontaprint Camberley	31/08/2021	59993	1	7,510.46	0.00	7,510.46	0.00
					0.00	7,510.46	
Above paid on 30/09/2021 by Online Payment Ref PRONTA							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SDSL Safe Data Storage Ltd							
40623/Safe Data Storage Ltd	01/09/2021	40623	1	396.00	0.00	396.00	0.00
					0.00	396.00	
Above paid on 30/09/2021 by Online Payment Ref SDSL							
SSEN Southern Electric Power Distribution plc							
SRN 311408321/Southern Electri	27/09/2021	SRN 311408321	1	157.92	0.00	157.92	0.00
					0.00	157.92	
Above paid on 30/09/2021 by Online Payment Ref SSEN							
VIKING VIKING DIRECT							
7549783/VIKING DIRECT	13/09/2021	7549783	1	439.83	0.00	439.83	0.00
7644602/VIKING DIRECT	28/09/2021	7644602	1	34.68	0.00	34.68	0.00
					0.00	474.51	
Above paid on 30/09/2021 by Online Payment Ref VIKING							
Total Purchase Ledger Payments for Month 6					0.00	66,705.45	

Outstanding Balances by Month as at 12/10/2021

A/C Code	Customer Name	Balance	Oct 2021	Sep 2021	Aug 2021	Prior Months	On A/c Pymnts
Ledger No 1, Sales Ledger 1							
ALL SAINTS	SAINTS	132.72	0.00	0.00	0.00	132.72	0.00
BABY	BABY	530.40	0.00	530.40	0.00	0.00	0.00
BRASSEAU	BRA	3,735.10	0.00	0.00	0.00	3,735.10	0.00
CEROC	CER	1,200.00	0.00	1,200.00	0.00	0.00	0.00
CINEMA	MIKE	240.00	0.00	240.00	0.00	0.00	0.00
CULYER	CUL	39.78	0.00	39.78	0.00	0.00	0.00
DISCOKATE	DIS	264.00	0.00	264.00	0.00	0.00	0.00
DODD	VIV	61.20	0.00	61.20	0.00	0.00	0.00
EDWARDS	EDW	907.20	0.00	547.20	360.00	0.00	0.00
FOSS R	FOS	27.36	0.00	27.36	0.00	0.00	0.00
HALL H L	HANNAH HALL	30.00	0.00	30.00	0.00	0.00	0.00
HILL A	HILL	261.00	0.00	0.00	0.00	261.00	0.00
LIBRARY	FLEET	15,497.66	0.00	0.00	0.00	15,497.66	0.00
LT DANCE	LTD	-500.00	0.00	0.00	0.00	0.00	-500.00
MERRICK	MER	-1.00	0.00	0.00	-1.00	0.00	0.00
MESSENGER	MESSENGER	620.44	0.00	620.44	0.00	0.00	0.00
PRE	AF	901.56	0.00	901.56	0.00	0.00	0.00
REJINIAK	REJI	313.50	0.00	66.00	0.00	247.50	0.00
ROCK CHOIR	CHOIR	360.00	0.00	360.00	0.00	0.00	0.00
ROCKFIT	ALLAN	122.40	0.00	0.00	0.00	122.40	0.00
RS	RICHMOND	5,576.54	0.00	5,576.54	0.00	0.00	0.00
SMT	MARKET TRADERS	650.00	0.00	650.00	0.00	0.00	0.00
TEA	TEA	214.50	0.00	214.50	0.00	0.00	0.00
TIDY	MUMMABFIT	0.08	0.00	0.00	0.00	0.08	0.00
U3A HARLY	U3A	108.00	0.00	108.00	0.00	0.00	0.00
WHEELER	HDC S	3,000.00	0.00	3,000.00	0.00	0.00	0.00
Total Sales Ledger No 1		34,292.44	0.00	14,436.98	359.00	19,996.46	-500.00
TOTAL SALES LEDGER BALANCES		34,292.44	0.00	14,436.98	359.00	19,996.46	-500.00

V6 2022/2023 Budget Notes
included in budget as at 8.10.2021

Item 7a

Centre	Code		Amount	Comment	Additional to CPI increase
101	4000	Salaries	£168,622.00	Annual Increase of 2.5%. Presumed £9.49 Minimum wage increase. Additional 1 x admin clerk @£12337	£12,337.00
101	4001	NI	£16,909.00	10% of salary	£1,233.00
101	4002	Pension	£8,453.00	5% of salary	£616.00
101	4185	Equipment	£6,750.00	An additional £3,750 for a new photocopier - machine is nearing its end of life (purchased in 2017)	£3,750.00
105	4540	Elections	£25,000.00	Allowance for elections	£25,000.00
110	4800	Fleet Link	£11,450.00	Increased by 3% as applied by HCC in previous years	£57.00
310	4205	CCTV	£3,000.00	Broadband - £1,400 per annum plus £1,200 monitoring. Plus maintenance	£1,000.00
350	4481	software/licences	£695.00	Update and licences for cemetary package and Pear for the mapping	£245.00
					£44,238.00

MTD Enabled - Do Not Manually Submit to HMRC

Date: 12/10/2021

Fleet Town Council Current Year

Page 1

Time: 12:46

VAT Return: 01/07/2021 - 30/09/2021

User: WA

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Cashbook	1		4		2,125.00	2,125.00	0.00
Cashbook	1		5		9,621.00	9,621.00	0.00
Cashbook	1		6		11,572.75	11,572.75	0.00
OUTPUT			Total Rate:	E	23,318.75	23,318.75	0.00
Cashbook	1		4		3,654.50	3,480.51	173.99
Cashbook	1		5		5,508.00	5,245.80	262.20
Cashbook	1		6		15,969.75	15,209.27	760.48
OUTPUT			Total Rate:	F	25,132.25	23,935.58	1,196.67
Sales Ledger	1	781	4		8,796.00	7,330.00	1,466.00
Sales Ledger	1	783	4		2,106.92	1,755.77	351.15
Sales Ledger	1	785	4		855.60	713.00	142.60
Sales Ledger	1	787	4		12,770.40	10,642.00	2,128.40
Sales Ledger	1	789	4		102.00	85.00	17.00
Cashbook	1		4		5,061.98	4,218.37	843.61
Sales Ledger	1	791	5		2,245.80	1,871.50	374.30
Sales Ledger	1	793	5		17.40	14.50	2.90
Sales Ledger	1	795	5		589.58	491.32	98.26
Sales Ledger	1	797	5		900.00	750.00	150.00
Cashbook	1		5		5,471.36	4,559.44	911.92
Sales Ledger	1	799	6		21,612.94	18,010.79	3,602.15
Sales Ledger	1	803	6		5,576.54	4,647.16	929.38
Cashbook	1		6		5,454.01	4,545.03	908.98
OUTPUT			Total Rate:	S	71,560.53	59,633.88	11,926.65
Cashbook	1		6		3,138.70	3,138.70	0.00
OUTPUT			Total Rate:	Z	3,138.70	3,138.70	0.00
Purchase Ledger	1	972	4		99.96	95.19	4.77
Cashbook	1		4		632.14	602.04	30.10
Purchase Ledger	1	973	5		97.89	93.23	4.66
Purchase Ledger	1	977	5		54.62	52.02	2.60
Cashbook	1		5		302.10	287.71	14.39
Purchase Ledger	1	981	6		64.93	61.84	3.09
Purchase Ledger	1	982	6		157.92	150.40	7.52
INPUT			Total Rate:	F	1,409.56	1,342.43	67.13
Purchase Ledger	1	969	4		4,150.33	3,458.60	691.73
Purchase Ledger	1	970	4		30,096.82	25,080.67	5,016.15
Purchase Ledger	1	972	4		8,508.13	7,090.11	1,418.02
Cashbook	1		4		3,678.71	3,063.07	615.64
Purchase Ledger	1	973	5		29,925.87	24,938.21	4,987.66

MTD Enabled - Do Not Manually Submit to HMRC

Date: 12/10/2021

Fleet Town Council Current Year

Page 2

Time: 12:46

VAT Return: 01/07/2021 - 30/09/2021

User: WA

<u>Source</u>	<u>Ledger</u>	<u>Ref No</u>	<u>Month</u>	<u>Code</u>	<u>Gross</u>	<u>Net</u>	<u>VAT</u>
Purchase Ledger	1	976	5		6,465.26	5,387.71	1,077.55
Purchase Ledger	1	977	5		23,351.07	19,459.23	3,891.84
Cashbook	1		5		1,813.22	1,511.01	302.21
Purchase Ledger	1	978	6		41,347.53	34,456.27	6,891.26
Purchase Ledger	1	980	6		1,800.00	1,500.00	300.00
Purchase Ledger	1	981	6		5,571.93	4,643.27	928.66
Purchase Ledger	1	982	6		6,662.12	5,551.74	1,110.38
Cashbook	1		6		1,807.95	1,506.62	301.33
INPUT			Total Rate:	S	165,178.94	137,646.51	27,532.43

Purchase Ledger	1	969	4		63.83	63.83	0.00
Purchase Ledger	1	970	4		36.11	36.11	0.00
Purchase Ledger	1	972	4		1,153.58	1,153.58	0.00
Cashbook	1		4		1,034.33	1,034.33	0.00
Purchase Ledger	1	973	5		489.46	489.46	0.00
Purchase Ledger	1	976	5		720.00	720.00	0.00
Purchase Ledger	1	977	5		220.25	220.25	0.00
Cashbook	1		5		635.44	635.44	0.00
Purchase Ledger	1	978	6		703.06	703.06	0.00
Purchase Ledger	1	981	6		180.00	180.00	0.00
Purchase Ledger	1	982	6		10,217.96	10,217.96	0.00
Cashbook	1		6		590.42	590.42	0.00
INPUT			Total Rate:	Z	16,044.44	16,044.44	0.00

VAT Return Summary:	Total Outputs	123,150.23	110,026.91	13,123.32
	Total Inputs	182,632.94	155,033.38	27,599.56

VAT due in the period on sales and other outputs	Box 1	13,123.32
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	2	0.00
Total VAT due	3	13,123.32

VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)	4	27,599.56
Net VAT to reclaim from HMRC	5	14,476.24

Total value of sales and all other outputs excluding any VAT	6	110,026.00
Total value of purchases and all other inputs excluding any VAT	7	155,033.00

Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	8	0.00
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	9	0.00
VAT on acquisitions of goods and related costs made in Northern Ireland from EU Member States		0.00

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 30 September 2021

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£1,315,227.34		
Nationwide Building Society, Business Instant Saver, Account No: 900041402	£400,000.08	0.05%	Interest paid into HSBC current account
The Cambridge Building Society, Account No: CB01348177	£100,000.00	0.1%	Interest paid into HSBC current account
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£1,050,000	0.0229%.	Interest paid into HSBC current account.
TOTAL	£2,865,227.42		

Please note

Interest received in September:

Nationwide	£16.98
CCLA	£21.47
Cambridge Building Society for the year Jan – Dec 2020	£140.57

£400,000 agreed at P&F in July 2021 was delayed but is now in the process of being transferred into the Nationwide.

Recommendation

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

Do the Numbers Limited
37 Upper Brownhill Road
Southampton, SO16 5NG

8th October 2021

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

Dear Janet

Subject: Review of matters arising from interim Internal Audit for 31 March 2022

Following my visit to the office yesterday, please find below the list of matters for potential further improvement.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2021](#)

I found the records of the council to be in extremely good order and that the review went well.

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i> The records of the council comply with this test.	
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Agenda papers	It is not a requirement for lists of receipts to be published in the agenda packs.	The paper pack can be reduced by the removal of these pages.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i> The records of the council comply with this test.	
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i> The records of the council comply with this test.	
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
Event balances	As a result of COVID lockdowns, multiple events have been deferred and ticket / performer balances are held in the balance sheet.	Officers should maintain a close watch to ensure that completed events are released to the Profit and Loss account.
Overdue debts	The council has a historic overdue debt for which a payment plan is in place.	All current and historic debts should remain under close monitoring.
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i> The records of the council comply with this test.	
G	<i>Salaries to employees and allowances to members were paid in accordance with this</i>	

	<i>authority's approvals, and PAYE and NI requirements were properly applied</i>	
	The records of the council comply with this test.	
<i>H</i>	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	The records of the council comply with this test.	
<i>I</i>	<i>Periodic Bank reconciliations were carried out during the year</i>	
Current Account	The council hold substantial funds in the current account which increases risk.	Despite the returns on deposit accounts being minimal, it would be better to only hold working funds in the current account.
<i>J</i>	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council comply with this test.	
<i>K</i>	<i>Certified Exempt in prior year</i>	
	Not applicable to Fleet Town Council	
<i>L</i>	<i>Transparency Code</i>	
	The records of the council comply with this test.	
<i>M</i>	<i>Public Rights</i>	
Member's DPI forms	One of the newer members of the council has blank sections on their DPI form.	To ensure clarity, where none, please mark N/A or equivalent.
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the council comply with this test.	
<i>O</i>	<i>Trust funds</i>	
	Not applicable to Fleet Town Council	
<i>P</i>	<i>Borrowing</i>	
	Not applicable to Fleet Town Council	

Please find attached my interim invoice. I will return to the council later in the year to continue my reviews. If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

Actions from Internal Auditor's report from visit of 7th October 2021

Agar Certificate Reference	Matter Arising	Recommended Action	Action Taken
A - Appropriate accounting records have been properly kept throughout the financial year.	None	None- the records of the Council comply with this test.	Noted
B - This authority complied with its financial regulations, payments were supported.	Agenda Papers - It is not a requirement for lists of receipts to be published in the agenda packs.	The paper pack can be reduced by the removal of these pages.	Included for transparency and ??
C - The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	None	None- the records of the Council comply with this test.	Noted
D - The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored; and reserves are appropriate.	None	None- the records of the Council comply with this test.	Noted
E - Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Event balances – As a result of COVID lockdowns, multiple events have been deferred and ticket/performer balances are held in the balance sheet.	Officers should maintain a close watch to ensure that completed events are released to the profit and Loss account.	

F - Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for	None	None- the records of the Council comply with this test.	Noted
G – Salaries to employees and allowances to members were paid in accordance with this authority's approvals and PAYE and NI requirements were properly applied.	None	None- the records of the Council comply with this test.	Noted
H – Asset and investment registers were complete and accurate and properly maintained.	None	None- the records of the Council comply with this test.	Noted
I – Periodic Bank reconciliations week carried out during the year.	Current account – The council hold substantial funds in the current account which increases risk.	Despite the returns on deposit accounts being minimal, it would be better to only hold working funds in the current account.	
J - Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and debtors and creditors were properly recorded.	None	None- the records of the Council comply with this test.	Noted
K – Certified exempt in prior year.	Not applicable to Fleet Town Council.		
L – Transparency Code.	None	None- the records of the Council comply with this test.	Noted

M – Public Rights	Members DPI forms – One of the newer members if the council has blank sections on their DPI form.	To ensure clarity, where none, please mark N/A or equivalent.	
N – Publication of prior year AGAR.	None	None- the records of the Council comply with this test.	Noted
O – Trust funds	Not applicable to Fleet Town Council.		
P – Borrowing.	Not applicable to Fleet Town Council.		

Application for Grant Form

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

1.	Name of Organisation	1st Crookham Scout Group (Odiham District Scout Group) based in Basingbourne Woods includes 10 Beaver, Cubs, Scouts and Explorer sections)
	Address	Treasurers Address: [REDACTED]
	Bank Account details for payment	Barclays
	Account	[REDACTED]
	Sort Code	[REDACTED]
2.	Name, Address and Status of Contact & position	Emma Evans, (Member of Executive Committee) [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the Organisation a Registered Charity?	Yes Charity Number: 302270
5.	Date of establishment of Organisation	1912
6.	Details of purpose of Grant (please use additional sheet to include details)	<p>To support 1st Crookham Scout Group to deliver a fun-filled Christmas grotto experience at Fleet Festivities on Wednesday 24th November 2021.</p> <p>1st Crookham Scouts are currently fundraising for our Den Rebuild in Basingbourne woods. The provision of Christmas Grotto will be an opportunity for us to raise funds for the new Den and to promote the Rebuild and encourage more people to get involved.</p> <p>The grotto will be run in a similar manner to previous years when it was undertaken by Starburst. The Grotto will be set up in The Harlington auditorium with additional Christmas activities taking place alongside, including colouring, making reindeer food, stuffing bears for Father Christmas, Christmas wish lists.</p> <p>The grotto will be aimed at children aged 3-8, each child will be given an opportunity to do the activities in the hall, talk to Father Christmas and be given a small gift. Tickets will be £5 to keep this a low-cost activity for parents.</p> <p>It is hoped this year we will be able to provide an online booking system to help families plan their evening and to minimise queues in the building. COVID secure cleaning will be in place and we will work with The Harlington to ensure it is as safe an event as possible.</p> <p>The Harlington are supportive of us running the event and have agreed to help us promote the event widely.</p>

7.	Amount applied for	£380					
8.	Details of who will benefit - how many residents from Fleet Town Council will benefit and how will you measure this? Please supply postcodes.	<p>The Santa's grotto will hopefully give enjoyment and importantly a low-cost option to seeing Father Christmas for approximately 100 local children and their families in a central location. Fleet Festivities is attended by people from across Fleet and the wider area.</p> <p>The Den when rebuilt will benefit 1000's of young people and their families of Fleet over many years to come. The site is used for 10 sessions a week with over 230 attending each week., activities such as archery, shooting, overnight camps etc. It is also hired by community groups and we hope to increase this when we have new premises.</p>					
9.	Projected income and expenditure of project/event	<p>Income - £5 per ticket – 100 children £500 approx Donation buckets – unknown amount</p> <p>Expenditure Ticket booking costs if online through The Harlington approximately 25p per ticket - £25 Gifts for 100 children at £2 each approx - £200 Activities – Christmas tree for wish tree – loaned Christmas lists - donated Reindeer food, oats, edible glitter, paper bags, labels - oats, bird seed, paper bags, red ribbon, tags, - £20 Small chocolate treat for each child £15 Purchase or hire of elves outfits. Father Christmas outfit (loaned) Elves £30 x 4 approx. £120 If we were able to secure funds for the outfits through this grant we would give them to FTC for use by other groups on loan as an ongoing benefit for the wider community. Total: £380 We will also aim to cut expenditure further if possible, by approaching local shops to donate the oats, bird seed and chocolates.</p>					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
	No other grant has been applied for in relation to the Santa's Grotto. An application for the National Lottery is currently being prepared for the Den Rebuild. Further applications will subsequently be submitted to other potential funders.						
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	We will need to consider if the financial outlays involved will make this a viable fundraising operation and make a decision as to whether to proceed. We will make this decision in a timely manner and advise FTC/The Harlington accordingly. .					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	None					
13.	How will you publically acknowledge Fleet Town Council's contribution?	We will name Fleet Town Council in any publicity produced both printed and on-line content.					

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

Signed.....*Emma Evans*.....

Date.....*12/10/21*.....

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

	YES	T.C. USE CHECKED
Last Financial Years Accounts	Yes	
Constitution	Yes - National guidance for all Scout Group meetings	
Copy of most recent Bank Statement for all accounts	Yes	
Safeguarding Policy	Yes - National guidance for all Scout Groups	

Office Use

	Officer	Date
Grant Application verified?		
Committee decision?		
Applicant notified?		
If approved funds released?		
Press Release and Photo?		
Self-evaluation form of Event sent?		

1ST CROOKHAM (ODIHAM DISTRICT) SCOUT GROUP

Registered Charity Number 302270

Financial Statement for the Year ended 31st December 2020

	1st Crookham Scouts Year to 31-Dec-20 £	Den Fundraising Year to 31-Dec-20 £	Total Year to 31-Dec-20 £	Year to 31-Dec-19 £
INCOME				
Membership subscriptions	18,230.00		18,230.00	21,375.00
Less: Membership subscriptions paid on (District)	- 8,350.50		- 8,350.50	- 7,886.40
Den rebuilding fundraising		5,104.99	5,104.99	7,133.26
Donations/grants	-		-	822.10
Hall Hire	620.00		620.00	1,017.00
T-Shirts	56.00		56.00	286.90
Hart District Council grant		11,334.00	11,334.00	-
Hart Voluntary grant	300.00		300.00	-
Hampshire CC Grant		700.00	700.00	-
New shed donation	-		-	2,500.00
Gift Aid	9,963.35	610.68	10,574.03	5,001.09
Camps / Activities	-		-	13,144.50
100 Club	150.00		150.00	-
Miscellaneous	57.99		57.99	21.40
Total Income	21,026.84	17,749.67	38,776.51	43,414.85
EXPENDITURE				
Utilities & Cleaning	2,726.57		2,726.57	2,585.93
Insurance	1,846.56		1,846.56	1,488.64
Repairs & Maintenance	3,143.46		3,143.46	1,176.86
Website costs	147.47		147.47	131.88
Badges	1,438.55		1,438.55	1,700.00
Den rebuild expenses		810.00	810.00	8,140.32
Den rebuild fundraising expenses		332.74	332.74	-
Courses / Uniforms	453.60		453.60	454.65
T - Shirts	-		-	318.00
Equipment	1,437.01		1,437.01	1,201.36
New shed expenditure	-		-	4,418.00
Section Expenses	3,218.63		3,218.63	7,051.07
Camps / Activities	73.00		73.00	13,142.69
Miscellaneous	387.65		387.65	1,131.19
Fundraising Expenses	-		-	179.26
Online payment fees/ charges	591.49		591.49	974.53
Total Expenditure	15,463.99	1,142.74	16,606.73	44,094.38
Surplus / (Deficit) for the year	5,562.85	16,606.93	22,169.78	- 679.53

STATEMENT OF ASSETS

	Year to 31-Dec-20	Year to 31-Dec-19 £
Total Assets brought forward	268,625.92	269,305.45
Surplus / (Deficit) for the year	22,169.78	(679.53)
Total Assets carried forward	290,795.70	268,625.92
Represented by:		
Headquarters (February 2016 valuation)	200,000.00	200,000.00
Total Non Monetary Assets Note 1	200,000.00	200,000.00
HSBC Current Account	24,063.68	18,412.37
Barclays current account	65,848.51	49,102.22
Cash	105.30	135.30
Section Funds Note 2	778.21	976.03
Total Monetary Assets	90,795.70	68,625.92
Total Assets	290,795.70	268,625.92

Note 1: A valuation of the den for insurance purposes was undertaken and agreed by the Executive committee in 2016

Note 2: Included in Section funds is a liability amount of £3.99 owed to the Swifts section leader. This balance was cleared in February 2021.
Total cash held by section leaders was as follows:

	£
Cash held by section leaders	782.20
Amount owed to Swifts section leader	(3.99)
Net section funds as shown above	<u>778.21</u>

Today: 10 Oct 2021



Transactions

Main account

Available balance	£7,173.79
Last night's balance	£7,173.79
Overdraft limit	£0.00

Showing 20 transactions between 01/09/2021 and 28/09/2021 from 01/09/2021 to 30/09/2021

Date	Description	Money in	Money out	Balance
28/09/2021	Counter Credit GC C1 1STCROOKHAM-RECDPX BGC	£23.26		£7,193.05
27/09/2021	Counter Credit GC C1 1STCROOKHAM-7HVAFM BGC	£16.47		£7,169.79
24/09/2021	Counter Credit GC C1 1STCROOKHAM-FQWNM2 BGC	£46.52		£7,153.32
23/09/2021	Counter Credit GC C1 1STCROOKHAM-4CFKQY BGC	£16.47		£7,106.80
22/09/2021	Counter Credit GC C1 1STCROOKHAM-M2AC24 BGC	£4.84		£7,090.33
21/09/2021	Counter Credit GC C1 1STCROOKHAM-B45YB6 BGC	£28.10		£7,085.49
20/09/2021	Counter Credit GC C1 1STCROOKHAM-VR9NZF BGC	£46.52		£7,057.39
17/09/2021	Counter Credit GC C1 1STCROOKHAM-EKHZTE BGC	£106.55		£7,010.87
15/09/2021	Counter Credit GC C1 1STCROOKHAM-MEAPTV BGC	£9.68		£6,904.32
	Counter Credit			

14/09/2021	GC C1 1STCROOKHAM-4ZFBEG BGC	£4.84	£6,894.64
13/09/2021	Counter Credit GC C1 1STCROOKHAM-4G88NF BGC	£9.68	£6,889.80
10/09/2021	Counter Credit GC C1 1STCROOKHAM-799XKK BGC	£38.72	£6,880.12
09/09/2021	Counter Credit GC C1 1STCROOKHAM-JR5J8B BGC	£24.20	£6,841.40
09/09/2021	Bill Payment BROOKLANDS MUSEUM 1ST CROOKHAM SCOUT BBP	-£416.00	£6,817.20
09/09/2021	Bill Payment MARK MEDLER 1ST CROOKHAM BBP	-£321.51	£7,233.20
09/09/2021	Bill Payment IAIN SOARS 1ST CROOKHAM BBP	-£75.00	£7,554.71
08/09/2021	Counter Credit GC C1 1STCROOKHAM-QAKC2G BGC	£33.88	£7,629.71
07/09/2021	Counter Credit GC C1 1STCROOKHAM-JSGPH2 BGC	£62.92	£7,595.83
06/09/2021	Counter Credit GC C1 1STCROOKHAM-G2E96F BGC	£23.26	£7,532.91
01/09/2021	Counter Credit GC C1 1STCROOKHAM-S5ZGMC BGC	£11.63	£7,509.65

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
If you don't have online statements, then statements may still be visible in Barclays Cloud It
If you can't find the relevant statement/transactions online, you can order a copy statement

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Today 10 Oct 2021



Transactions

Den Fundraising

Available balance	£59,499.01
Last night's balance	£59,499.01
Overdraft limit	£0.00

Showing 12 transactions between 01/09/2021 and 29/09/2021 from 01/09/2021 to 30/09/2021

Date	Description	Money in	Money out	Balance
29/09/2021	Bill Payment [REDACTED] BADGES BBP	£20.00		£61,010.07
29/09/2021	Counter Credit VIRGINMONEY GIVING 1650542894 BGC	£290.00		£60,990.07
23/09/2021	Bill Payment [REDACTED] EXPENSES BBP		-£75.13	£60,700.07
22/09/2021	Counter Credit VIRGINMONEY GIVING 1650538657 BGC	£746.30		£60,775.20
20/09/2021	Bill Payment JUNCTION 4 BIG B CROOKHAM SCOUTS BBP	£30.00		£60,028.90
15/09/2021	Counter Credit VIRGINMONEY GIVING 1650533928 BGC	£117.75		£59,998.90
15/09/2021	Counter Credit CLIENTS DEPOSIT Hart Lottery BGC	£58.50		£59,881.15
08/09/2021	Counter Credit VIRGINMONEY GIVING 1650527837 BGC	£63.50		£59,822.65
07/09/2021	Bill Payment JUNCTION 4 BIG B CROOKHAM SCOUTS BBP	£30.00		£59,759.15
06/09/2021	Counter Credit [REDACTED]	£30.00		£59,729.15

Today: 10 Oct 2021



Transactions

Main account

Available balance	£7,173.79
Last night's balance	£7,173.79
Overdraft limit	£0.00

Showing 20 transactions between 01/09/2021 and 28/09/2021 from 01/09/2021 to 30/09/2021

Date	Description	Money in	Money out	Balance
28/09/2021	Counter Credit GC C1 1STCROOKHAM-RECDPX BGC	£23.26		£7,193.05
27/09/2021	Counter Credit GC C1 1STCROOKHAM-7HVAFM BGC	£16.47		£7,169.79
24/09/2021	Counter Credit GC C1 1STCROOKHAM-FQWNM2 BGC	£46.52		£7,153.32
23/09/2021	Counter Credit GC C1 1STCROOKHAM-4CFKQY BGC	£16.47		£7,106.80
22/09/2021	Counter Credit GC C1 1STCROOKHAM-M2AC24 BGC	£4.84		£7,090.33
21/09/2021	Counter Credit GC C1 1STCROOKHAM-B45YB6 BGC	£28.10		£7,085.49
20/09/2021	Counter Credit GC C1 1STCROOKHAM-VR9NZF BGC	£46.52		£7,057.39
17/09/2021	Counter Credit GC C1 1STCROOKHAM-EKHZTE BGC	£106.55		£7,010.87
15/09/2021	Counter Credit GC C1 1STCROOKHAM-MEAPTV BGC	£9.68		£6,904.32
	Counter Credit			

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

090760_256 1/ 2 00003 27606 6865 37900

The Treasurer
1st Crookham (Odiham) Scout Group

[Redacted]
[Redacted]
[Redacted]



Your Statement

Account Summary

Opening Balance	23,517.03
Payments In	33.00
Payments Out	46.93
Closing Balance	23,503.10

14 August to 13 September 2021

Account Name

1st Crookham (Odiham District) Scout Group

International Bank Account Number

Branch Identifier Code

Sortcode

Account Number Sheet Number

[Redacted] 533

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
13 Aug 21	BALANCE BROUGHT FORWARD			23,517.03
19 Aug 21	DD SKY DIGITAL	23.51 ✓		23,493.52
31 Aug 21	CR CHARITIES TRUST		33.00 ✓	23,526.52
06 Sep 21	DD CASTLE WATER LTD	23.42 ✓		23,503.10
13 Sep 21	BALANCE CARRIED FORWARD			23,503.10

Information about the Financial Services Compensation Scheme

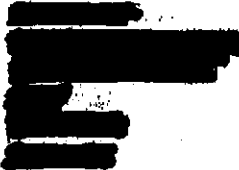
Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not applied			Debit interest		21.34%

LLOYDS BANK

J31B9FD1DUFMBA0000009857001002 375 B 000

1ST CROOKHAM SCOUT GROUP 100 CLUB

**Your account statement**

Issue date: 14 September 2021

Write to us at: PO Box 1000, Andover

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)Visit us online: www.lloydsbank.com

Your branch: FLEET (308042)

Sort code: [REDACTED] Account number: [REDACTED]

BIC: [REDACTED]

IBAN: [REDACTED]

TREASURERS ACCOUNT

1ST CROOKHAM SCOUT GROUP 100 CLUB

Account summary

Balance On 13 Aug 2021	£598.12
Total Paid In	£5.00
Total Paid Out	£0.00
Balance On 01 Sep 2021	£603.12

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
13 Aug 21		STATEMENT OPENING BALANCE			598.12
18 Aug 21	FPI	[REDACTED] 30 18AUG21 00:13	1.00		599.12
01 Sep 21	FPI	[REDACTED] 30 01SEP21 01:50	2.00		601.12
01 Sep 21	FPI	[REDACTED] 30 01SEP21 02:31	1.00		602.12
01 Sep 21	FPI	[REDACTED] 30 01SEP21 04:37	1.00		603.12
01 Sep 21		STATEMENT CLOSING BALANCE	5.00	0.00	603.12

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

FPI - Faster Payment

The Constitution of the Scout Group

a. The Group Scout Council

The Group Scout Council is the electoral body, which supports Scouting in the Scout Group. It is the body to which the Group Executive Committee is accountable.

i. Membership of the Group Scout Council is open to:

Ex Officio Members

- All adult members and associate members of the Scout Group (see Group roles listed in The Appointments Process chapter, Table 2: Appointments).
- Patrol Leaders;
- all parents of Squirrel Scouts, Beaver Scouts, Cub Scouts and Scouts;
- the Sponsoring Authority or its nominee;
- District Commissioner
- District Chair

Nominated members

Other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Scout Leader and the Group Executive Committee.

The number of Nominated Members must not exceed the number of Ex Officio members. Nominated members must be appointed for a fixed period not exceeding 3 years. Subsequent reappointments are permitted.

ii. The District Commissioner and District Chair are ex-officio members of the Group Scout Council.

iii. Membership of the Group Scout Council ceases upon:

- the resignation of the member;
- the dissolution of the Council;
- the termination of membership by Headquarters following a recommendation by the Group Executive Committee.

iv. The Group Scout Council must hold an Annual General Meeting within six months of the financial year end to:

- receive and consider the Trustees' Annual Report and the annual statement of accounts (following completion of their examination by an appropriate auditor, independent examiner, or scrutineer); prepared by the Group Executive Committee,
- approve the Group Scout Leader's nomination of the Group Chair and nominated members of the Group Executive Committee;
- elect a Group Secretary and Group Treasurer;
- elect members to the Group Executive Committee;
- appoint an auditor, independent examiner or scrutineer as required;
- adopt (or reconfirm) certain resolutions:
- agree the quorum for each of meetings of the Group Scout Council, meetings of the Group Executive Committee and meetings of any sub-Committees (see Rule 3.24(d)(iii))
- agree the number of members that may be elected to the Group Executive Committee (see Rule 3.24(b)(iii) – Elected Members)
- adopt (or re-confirm the adoption of) the constitution of the Group Scout Council (See introduction to Rule 3.24)
- appoint (or re-appoint) any Group Presidents or Vice Presidents (see Appointment Process: Table 2).

b. The Group Executive Committee

- i. The Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.
- ii. Members of the Group Executive Committee must act collectively as charity Trustees of the Scout Group, and in the best interests of its members to: ^{sv}.
 - Comply with the Policy, Organisation and Rules of The Scout Association
 - Protect and maintain any property and equipment owned by and/or used by the Group.
 - Manage the Group finances.
 - Provide insurance for people, property and equipment.
 - Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
 - Promote and support the development of Scouting in the local area.
 - Manage and implement the Safety Policy locally.
 - Ensure that a positive image of Scouting exists in the local community.
 - Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees.
 - Ensure that Young People are meaningfully involved in decision making at all levels within the Group.
 - The opening, closure and amalgamation of Sections in the Group as necessary.

The Group Executive Committee must also:

- Appoint Administrators, Advisers, and Co-opted members of the Group Executive Committee.
- Prepare and approve the Trustees' Annual Report and Annual Accounts after the examination of the accounts by an appropriate auditor, independent examiner or scrutineer.
- Present the approved Trustees' Annual Report and Annual Accounts to the Group Scout Council at the Annual General Meeting; file a copy with the District Executive Committee; and if a registered charity, to the appropriate charity regulator if the regulator's rules require it. (See Rule 13.3)
- Maintain confidentiality with regard to appropriate Executive Committee business.
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
- Ensure line management responsibilities for employed staff are clearly established and communicated.
- The Group Executive Committee consists of: ^{sv}

Ex-officio Members

The Group Chair;

- The Group Secretary;
- The Group Treasurer;
- The Group Scout Leader;
- The Deputy Group Scout Leader;
- The Explorer Scout Leader (if stated in a Partnership Agreement, and subject to that Explorer Scout Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function);
- The Sponsoring Authority or its nominee;
- All Section Leaders (i.e. individuals holding a Squirrel Scout leader, Beaver Scout Leader, Cub Scout Leader or Scout Leader role) subject to that Section Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function.

Elected Members

- persons elected at the Group Annual General Meeting;
- these should normally be four to six in number;

- the actual number must be the subject of a resolution by the Group Scout Council.

Nominated Members

- persons nominated by the Group Scout Leader;
- the nominations must be approved at the Group Annual General Meeting; the number of nominated members must not exceed the number of elected members.

Co-opted Members

- persons co-opted annually by the Group Executive Committee
- the number of co-opted members must not exceed the number of elected members.

Right of Attendance

- the District Commissioner and the District Chair have the right of attendance at meetings of the Group Executive Committee.

iii. Additional Requirements for sub-Committees:

- sub-Committees consist of members nominated by the Committee.
- The Group Scout Leader and the Group Chair will be ex-officio members of any subCommittee of the Group Executive Committee.
- Any fundraising committee must include at least two members of the Group Executive Committee. No Section Leader or Assistant Leader may serve on such a fundraising subCommittee.

iv. Additional Requirements for Charity Trustees: ^{sv}

- All ex-officio, elected, nominated and co-opted members of the Group Executive Committee are Charity Trustees of the Scout Group.
- Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as Charity Trustees (however the views of young people in the Group must be taken into consideration).
- Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts. (See rule [13.1](#))
- Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act 2018.
- Complete Module 1 Essential Information, Safety, Safeguarding, GDPR and Trustee Introduction training within 5 months of the role start date.
- Some Groups may also need to register as a charity. (See Rule [13.3](#)).^{sv}

• The Group Leaders' Meeting

- i. Membership of the Group Leaders' Meeting consists of the Group Scout Leader as chair, all Section Leaders, Section Assistants and Assistant Leaders and the Group Scout Active Support Manager. Explorer Scout Leaders may be included if stated in the partnership agreement.
- ii. The role of the Group Leaders' Meeting is to:
 - consider the well-being and development of each Member of the Group;
 - ensure the progress of each Member through the programme;
 - plan and co-ordinate all the Group's activities;
 - to keep the Group Executive Committee advised of the financial and other resource requirements of the training programme.

- **Conduct of Meetings**

- i. Only members as defined above may vote in meetings of the Group Scout Council and the Group Executive Committee.
- ii. Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the chair does not have a casting vote and the matter is taken not to have been carried.
- iii. The Group Scout Council must make a resolution defining a quorum for meetings of the Group Scout Council and the Group Executive Committee and its sub-Committees.
- iv. Electronic voting (such as email) is allowed for decision making of the Group Executive Committee when deemed appropriate by the Chair. In such instances at least 75% of its committee members must approve the decision.
- v. The Group Executive Committee can meet by telephone conference, video conference as well as face to face in order to discharge their responsibilities when agreed by the appropriate Chair.

Safeguarding policy

Young people and adults at risk

Scout Values

In line with its values, The Scouts recognises its responsibility to deal fairly, constructively and consistently with expressions of concern or dissatisfaction from members and nonmembers, including parents and carers on behalf of themselves or their children.

As Scouts we're [guided by the values](#) of integrity, respect, care, belief and co-operation. When applying this policy, these values should be at the forefront of every interaction and decision that's made, and all involved should be regularly reminded of them. Focusing on the values of respect and care, the wellbeing and mental health of all involved when dealing with an expression of concern or dissatisfaction should be considered throughout. The ['Supporting the wellbeing and mental health when a concern is raised'](#) webpage.

It's the policy of The Scout Association to safeguard the welfare of those members aged under 18 as well as adults at risk by protecting them from neglect and from physical, sexual and emotional harm. The Safeguarding Policy is for everyone in The Scouts and includes all volunteers and staff. The [Yellow Card](#) sets out a Code of Practice, which is essential for all adults in Scouting to follow. Where there are concerns that an adult volunteer or staff member has not followed the code of practice or procedures, the matter must be reported to the Safeguarding team who will co-ordinate any investigation in partnership with the appropriate commissioner.

The new Safeguarding policy underpins everything The Scouts do to develop skills for life. It offers guidance for anyone who has a concern about the welfare of a young person or adult at risk, and how to report a safeguarding allegation or disclosure.

It includes new areas about adults at risk, and pre-existing relationships.

Guidance is provided around how to support **adults at risk**, our responsibilities, reasonable adjustments to make and how to raise concerns.

It provides the particular circumstances where a **pre-existing relationship** will be permitted between someone taking on a leadership role at the age of 18 who is

already in an existing relationship with a young person in Scouting who is under 18 and a framework to be followed.

The new policy also covers the various types of abuse and exploitation a young person or adult at risk may suffer or be at risk of harm from, including **self-harm or self-neglect, addiction, exploitation and harmful traditional practices**.

The policy also refers to specialist areas that may need to be managed using the safeguarding processes, and where further support can be provided – **such as mental wellbeing, radicalisation and transitioning**.

The Scouts understand that **safeguarding is everyone's responsibility** and it is embedded across our organisation.

We recognise that the welfare of children, young people and adults at risk is paramount and that all children, young people and adults at risk, regardless of age, disability, gender, gender reassignment, pregnancy, maternity, marriage/civil partnership, race, religion and/or sexual orientation (all defined as protected characteristics within the Equality Act 2010) have the right to equal protection from all types of harm or abuse. Working in partnership with children, young people, adults at risk and their family, support network, volunteers and staff is essential in promoting and embedding this policy. This is a national policy and subject to the laws and guidance of England, Wales, Scotland and Northern Ireland; it's also in-line with the Local Safeguarding Partnerships in England, Wales (previously LSCB) and Scottish and Northern Ireland counterparts.

Introduction

In The Scouts, we use the definition of **young person**, but this policy and its procedures reflect statutory safeguarding legislation which utilises the terminology children and young people. We define **children and young people** as anyone that is under 18. National variations are defined in Appendix B.

We define an **adult at risk** as a person aged 18 or over who:

- needs care and support, and/or
- is unable to protect their own wellbeing because of their care and support needs; or
- is experiencing, or at risk of, abuse, neglect or exploitation

(For a more detailed definition see Sec.5/Appendix A)

This policy addresses the transition period from young person to adult, and reference will be made to people aged 17.5 years as this is defined in statutory legislation. We recognise that adults at risk may have additional and/or complex needs. In certain circumstances, they can be particularly vulnerable to abuse.

This policy sets out our commitment to;

- take reasonable and appropriate steps to safeguard and promote the welfare of adults at risk whilst in our care; and
- make reasonable adjustments with regard to additional and complex needs.

What are complex or additional needs?

Someone can have complex needs because of learning or physical disabilities, autism, mental health, acquired brain injury or dementia. This can also be combined with physical health needs, such as epilepsy or sensory issues. Additional needs are when an individual has a difficulty, whether physical, emotional, behavioural, learning disability or impairment which causes them to require additional or specialized services or accommodation, including educational or recreational.

If any adult is unable to understand and/or uphold the safeguarding policy and the Code of Practice set out on the '[Yellow Card](#)' or is unable to safeguard children or young people, then they cannot be considered for adult appointments.

Purpose

The policy underpins every aspect of the work and service The Scouts deliver to develop skills for life. The Scouts acknowledge their responsibility to safeguard and promote the welfare of all young people and adults who participate or volunteer within the organisation. The Scouts, volunteers, staff and trustees are committed to safeguarding and making it integral to all the work that's completed by them. We're committed to making sure all our activities and engagement within the wider community are held to the highest standards of safeguarding practice, are compliant with current legislation, and are fully accountable to the Charity Commission. These standards are set out within our policies and procedures outlined within Policy, Organisation and Rules (POR).

We're invested in making sure our safeguarding practice places the importance of the individual at the centre of our policy planning and implementation processes. This approach makes sure that the welfare of young people and adults at risk remains paramount in all we do. Establishing a culture of honesty and openness helps us to recognise issues that impact on people or that an individual may consider likely to impact on them or their safety. This is particularly important when working with diverse communities or those who have additional and complex

needs, to make sure that Scouts continually learns and adapts their practice. Although young people and adults at risk can experience the same types of harm and the causes are often similar, adults at risk have a right to make a choice in regards to The Scouts' actions. Where a child has suffered or is at risk of suffering significant harm, statutory agencies will be informed, whether the parents/carers are in agreement or not. Sometimes adults at risk may not wish for statutory agencies to be informed. Therefore concerns in regards to adults at risk that reach the safeguarding threshold for reporting must be referred into the Safeguarding team, and they'll assess the concern, liaise and take appropriate action.

Scope

The Safeguarding policy is for everyone engaged within The Scouts and includes all volunteers and staff. This policy offers guidance for anyone who has a concern or disclosure about the welfare of young person or adult at risk, or who wishes to make a safeguarding allegation or referral in regards to a volunteer or staff member, child or young person. The Scouts understands that safeguarding is everyone's responsibility and is embedded across our organisation.

The Scouts' Safeguarding policy makes sure that all volunteers and staff have a clear understanding about their safeguarding responsibility within The Scouts, in terms of recognising, responding to and referring any reported allegations or concerns, in accordance with the safeguarding process. This policy will also make sure that everyone's clear about their responsibility to follow the correct procedures laid out to protect young people and adults at risk from harm, and to create a safe space for individuals to have fun, be challenged, and develop skills for life and offer a safe space for them to engage with Scouting.

A **volunteer** is an adult who gives their time freely for the benefit of The Scouts and within the definitions of this policy, includes any leader, manager, supporter, Scout Network Member, associate member, member of an Executive Committee or Trustee.

Staff includes any employee of The Scouts, contractors, consultants and agency workers or any person in paid employment for the organisation.

This policy applies to those who hold a volunteer and/or staff role and who raise a safeguarding concern in either capacity.

Additional information is available at:

[www. Scouts.org.uk/about-us/policy/safeguarding-policy-and-procedures/](http://www.Scouts.org.uk/about-us/policy/safeguarding-policy-and-procedures/)

Grants Awarded Financial Year 2021-2022

Item 10b

Grant Available	Code	Budget £	Value of Community Grants Awarded	Company or Charity Registration No					
Community Support	4538 110	£10,800.00	£7,913.00						
Fleet Link	4800 110	£13,770.00	£11,117.37						
Basingstoke canal	4810 110	£18,675.00	£18,309.00						
Community Grants	4855 110	£10,812.00	£7,913.00						
Total regular grants			£45,252.37						
Community Grants	Budget £10,812								
Recipient of grant	Purpose of the grant	Requested £	Value of Community Grants Awarded	Other Grants	Date of award	Company or Charity Registration No	Committee approving the award	Date grant paid	Comments
Sasha's Project	Hire of The Point as a crisis centre 1 night per week	£2,713.00	£2,713.00		07/04/2021	1195793	Council	Money transferred to The Harlington	Hire granted until 31/12/2021
Victim Support		£200.00	£200.00		21/07/2021	298028	P&F	28/08/2021	
NHS	COVID NHS thank you event 27th August 2021	£5,000.00	£5,000.00		21/07/2021		P&F		Event postponed until January 2022
1st Crookham Scouts	Christmas Grotto experience fund raising	£380.00					P&F		
Total Community Grants awarded 2020-21		£8,293.00	£7,913.00						
Total Community Grant + Regular Grants Awarded			£45,252.37						

Grants	
Group	Rent Waiver
Fleet Lions Community Store	£500.00
Scouts- Calthorpe Park	£500.00
Cricket Club	£3,750.00
Scouts - Basingbourne	£500.00
Girl Guides - Basingbourne	£500.00
Fleet Town Football Club	£2,000.00
	£7,750.00
The Point and RVS	
RVS Lunches	TBA
Fleet Phoenix	£10,656.00
HVA	£864.00
	£11,520.00
Total	£19,270.00

Assumptions
The Point and RVS used 48 weeks per year.

Sasha's Project Update for Fleet Town Council

The crisis drop-in centre supported by Fleet Town Council at The Point has now been running since the end of March 2021 and we continue to be very pleased with how things are going.

We have opened for 29 sessions so far and during this period, we have continued to support local young people in crisis who have visited the drop-in centre. We have been able to open every Saturday night, with no need to close due to a lack of volunteers.

We delighted to be successful in our grant application to the Hampshire Suicide Prevention Innovation Fund, where we applied for funding for two projects - one was to open to under 18s and the second was to open for a second night.

With the additional funding, five of our current volunteers have been able to complete the extended Safeguarding Training for the 16-18yrs group and the remainder of our experienced volunteers will be trained up by January 2022. We were delighted to be able to open our doors to the under 18s as our research indicated this was much needed and we have seen an increase in the number of visitors to the drop-in centre as a result.

In order to open on a second night, we are looking to recruit a further 8-10 volunteers and so have started a second recruitment drive. We have three new volunteers so far. We have contacted Alex Robins about the possibility of renting The Point on a Friday and if all goes according to plan, we hope to open every Friday night from the beginning of December 2021.

We would like to thank Fleet Town Council for their continued support of this much needed service for our young people.



Public Complaints Policy and Procedure

Policy and Finance Approved: October 2017
Policy and Finance Reviewed: October 2021
Due for Review: October 2024

1. Introduction

- 1.1. Fleet Town Council Councillors and Officers serve you, whether you live or work in Fleet or you are a visitor. In everything we do we try to put you first. However, like all organisations we can make mistakes.
- 1.2. Fleet Town Council makes a commitment to you, to listen to your complaint and respond to it quickly and fairly. We will do everything we can to put matters right.
- 1.3. All complaints whether about a level of service, or an individual Councillor or a Council Officer should be directed in the first instance to the Town Clerk unless the complaint is about the conduct of the Town Clerk which should in the first instance be directed to the Chairman of the Council.

2. Complaints Procedure

- 2.1. Initial / Informal route: we would ask you to see if the problem can **be dealt with by** the Clerk or Member concerned before proceeding further. If the initial communication is by phone, an Officer will take your name, address and the details of your complaint (sufficient to complete the Claim Form appended to this Policy) and pass the information to the Town Clerk.
- 2.2. Formal route: to make a formal complaint you are requested to submit your complaint in writing, preferably using the Complaint Form attached to this policy, but otherwise providing sufficient personal details that we can get back to you. Other persons can make a complaint on your behalf if you wish. Details of the subsequent procedure are set out in the in Section 4 below.
- 2.3. If you require help to complete the complaint form, please ask a member of the Council staff.

Approved by P & F Cttee 16 October 2017, to be reviewed October 2021

- 2.4. If you are not sure which Officer\ Councillor is the **focus of your complaint**, please contact the Town Council reception where a member of staff will give you further advice.
- 2.5. If you prefer, you can submit your complaint in writing **as long as provide sufficient details for an Officer to complete a Complaints Form on your behalf.**
- 2.6. The Council will not consider anonymous complaints.
- 2.7. **Independent** help is also available from the Citizens Advice Bureau or your Town Councillor. His or her name can be obtained from the Town Council offices, the Council's website, or from any copy of the Council's newsletter "Town Talk".

3. Where to forward your complaint

Please forward your complaint by the following methods:

In Person: at the Harlington during office hours

Office hours – Monday to Friday 9.00am to 5.00pm

Fleet Town Council
The Harlington
236 Fleet Road
Fleet
GU51 4BY

By post
Fleet Town Council
The Harlington
236 Fleet Road
Fleet
GU51 4BY

By telephone: (01252) 625246

By e-mail: clerk@fleet-tc.gov.uk **OR** chairman@fleet-tc.gov.uk

4. Detailed Procedure

- 4.1. If a complaint about procedures or administration is notified orally to a Councillor or the Town Clerk and it is not possible to remedy the complaint immediately, the complainant will be asked to put their concern in writing to

the Town Clerk and will receive assurance **that the matter will be dealt with quickly.**

- 4.2. If a complainant would prefer not to put the complaint to the Town Clerk then he/she should put it to the Chairman of the Council.
- 4.3. When a written complaint is received the Town Clerk or the Chairman of the Council, as the case may be, will try to **resolve the issue** directly with the complainant, **but if this is not possible**, in respect of a complaint about the conduct of the Town Clerk, a Councillor or an Officer it will be reported to the Chairman of the Establishment Committee, who will, where appropriate, set up a panel of Councillors to investigate the complaint.
- 4.4. The Town Clerk or the Chairman of the Council will report to the next meeting of the Council all written complaints including those disposed of by direct action with the complainant.
- 4.5. **When resolution of the complaint requires Council Policy to be amended, the** Town Clerk or the Chairman of the Council shall bring the matter to the next meeting of the Council, and the Town Clerk shall notify the complainant of the date on which the complaint will be considered.
- 4.6. The Council shall consider whether the circumstances of the complaint warrant the matter being discussed in the absence of the press and the public.
- 4.7. As soon as possible, after a decision has been made, any action to be taken will be communicated in writing to the complainant.
- 4.8. In the event of serial facetious, vexatious or malicious complaints from a member of the public the Council will consider taking legal advice before any further communication with the complainant.

5. Dissatisfied with the Complaint Decision?

- 5.1. If you are dissatisfied with the Town Council's decision, you are advised to consult the Local Government Ombudsman or seek advice from the Citizens Advice Bureau.

6. Important Notes

- 6.1. Some complaints are covered by specific laws or Council Regulations and may be dealt with through different procedures. Advice on these procedures will be given to you if necessary.

7. Assurances

Approved by P & F Cttee 16 October 2017, to be reviewed October 2021

- 7.1. All complaints will be dealt with confidentially within the Town Council's offices. The Town Council will not reveal your personal details to any outside party without your permission.
- 7.2. The complaints procedure ensures that your complaint will be dealt with as quickly and fairly as possible.
- 7.3. The Town Council will use your complaint to help improve its services and to avoid similar problems in the future.
- 7.4. The service you receive from the Town Council will not be affected because you have complained.
- 7.5. Your complaint will be investigated by the Town Clerk personally or where appropriate a panel of Councillors nominated by the Chairman of the Establishment Committee.

8. Fleet Town Council's Complaints Code

The Council ensure that staff are aware of the entitlement of members of the public to make a complaint and to be guided positively and efficiently through the complaint's procedure.

The overall aim of the complaints system is to deal with complaints: **swiftly, fairly and with understanding.**

Remember these are your rights and every effort will be taken to resolve complaints satisfactorily.

Fleet Town Council Complaints Form

Date / reference number	
Your Name	
Address	
Contact Tel / email	
Details of Complaint	
	Please attach separate sheets if required
What action do you consider should be taken	
Action taken by FTC	
Date of notification of decision	
Officer dealing with complaint	

22/23 Budget implications

Item 7b

Cautious tax base	10560
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Assume Budget projections

1	Council Ops Budget 22/23	£ 814,975.00	Recovering Projected OPS budget total
	Harlington Fund	£ 412,017	No increase
	Total Precept	£ 1,226,992.00	
	Band D Equivalent	£ 116.19	
	Current Band D	£ 103.20	
	Increase	13%	
	Budget Deficit	Zero	No draw on Reserves

OR

2	We set the Ops precept at	£ 721,368.00	Based on 4% adjustment to total 21/22 Budget
	Harlington Fund	£ 412,017	No increase
	Total Precept	£ 1,133,385.00	
	BAND D Equivalent	£ 107.33	
	Increase	4%	
	AND	£ 93,607.00	Comes from reserves

OR

3	Ops precept budget	£ 814,975	Recovering projected ops budget total
	Harlington Fund	£ 412,017	No increase
	Total Budget cost	£ 1,226,992	
	Precept	£ 1,089,792	
	Band D Equivalent	£103.20	
	Increase	0%	
	AND	£ 137,200.00	Comes from reserves

For comparison

Tax reset at 2016/17

Council Ops Band D	£ 60.44
Harlington Fund	£ 39.37
Total Band D	£ 99.81

Compare with Proposed 22/23 116% Equivalent to 2.5% per annum compound

OR somewhere in between, but need to define the split Precept/Reserves



Computer Use and Communications Policy

Policy and Finance Approved: January 2015
Reviewed: October 2021
Due for Review: October 2024

1 Introduction

To provide our employees with the best tools to do their jobs, Fleet Town Council makes available to its workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, Internet and the World Wide Web

All employees and everyone connected with the organisation should remember that electronic media and services provided are organisation property. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

The standards set in this policy equally apply to communications through the post.

2 Purpose of this Policy

To ensure that all employees are responsible, the following guidelines have been established for using computers, e-mail, telephones, Internet and the World Wide Web. No policy can lay down rules to cover every possible situation. Instead, it is designed to express Fleet Town Council philosophy and general principles when using electronic media and communicating both internally and externally on behalf of Fleet Town Council.

3 Prohibited Communications

Postal services and electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software; or
- Engaged in for any purpose that is illegal or contrary to Fleet Town Council policies or business interests.

4 Personal Use

The computers, electronic media and services provided by Fleet Town Council are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not impact on individual's performing their jobs or negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

5 Access to employee communications

Fleet Town Council reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other policies.

Employees should not assume electronic communications are private. Accordingly, if they have sensitive information to transmit, they should use other means.

6 Software

To prevent computer viruses from being transmitted through the computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered and/or approved through Fleet Town Council may be downloaded. Employees should contact the system administrator if they have any questions.

7 Security/Appropriate Use

Employees must respect the confidentiality of other individuals' communications.

Employees are prohibited from engaging in, or attempting to engage in:

- Monitoring or intercepting the files or electronic communications of other employees or third parties;
- Using other people's log-ins or passwords; and
- Except in cases in which explicit authorisation has been granted by management , no e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

8 Violations

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal action.

9 Passwords

All passwords will be set to require users to change passwords every 90 days.

Employee Agreement on Use of Email and the Internet.

I have read, understand, and agree to comply with the foregoing policy, rules, and conditions governing the use of the Organisation's computer and telecommunications equipment and services.

I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services.

I am aware that violations of this guideline on appropriate use of the e-mail and Internet systems may subject me to disciplinary action, including termination from employment, legal action and criminal action.

I further understand that my use of the e-mail and Internet may reflect on the image of Fleet Town Council to our customers, competitors and suppliers and that I have responsibility to maintain a positive representation of the organisation.

Furthermore, I understand that this policy can be amended at any time.

Dated: _____.

Signature of employee:_____



Equality and Diversity Policy

Full Council Approved: October 2018
Due for next Review: October 2021

Fleet Town Council is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation is also committed against unlawful discrimination of customers or the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employees, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

The Fleet Town Council commits to:

- encourage equality and diversity in the workplace as they are good practice and make business sense
- create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued

This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public take seriously complaints of

bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence

- make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

Details of the organisation's grievance and disciplinary policies and procedures can be found in The Harlington Duty Manager's Office and in the Fleet Town Council Office. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.



Grievance Policy

Policy and Finance Approved: January 2015
Due for next Review: October 2021

Introduction

1. This policy is based on and complies with the 2009 ACAS Code of Practice (<http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>).

It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle grievances informally with their line manager.

Informal Grievance Procedure

3. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the chairman of the Establishment Committee or, if appropriate, another member of the Establishment Committee.

Formal Grievance Procedure

4. If it is not possible to resolve the grievance informally, the employee may submit a formal grievance. It should be submitted in writing to the chairman of the Establishment Committee.
5. The Establishment Committee will appoint a sub-committee of three members to investigate the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Notification

6. Within 10 working days of the Council receiving the employee's grievance, the employee will be asked, in writing, to attend a grievance meeting. The sub-committee's letter will include the following:
 - I. the names of its Chairman and other members
 - II. a summary of the employee's grievance based on his/her written submission
 - III. the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 25 working days of when the council received the grievance
 - IV. the employee's right to be accompanied by a companion who can be a trade union representative, work colleague or, at the discretion of the Establishment Committee, the employee may be accompanied by an alternate third party
 - V. a copy of the Council's grievance policy
 - VI. confirmation that, if necessary, witnesses may attend on the employee's behalf and that the employee should provide the names of his/her witnesses at least five working days before the meeting
 - VII. confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting.

The Grievance Meeting

7. At the grievance meeting:
 - I. the Chairman will introduce the members of the sub-committee to the employee
 - II. the employee (or companion) will set out the grievance and present the evidence.
 - III. the Chairman will ask the employee what action does he/she wants the council to take
 - IV. any member of the sub-committee and the employee (or the companion) may question any witness
 - V. the employee (or companion) will have the opportunity to sum up the case
 - VI. the chairman will undertake further investigation and will notify the complainant of their decision in writing or call a further meeting.
 - VII. the Chairman will explain that will happen next and undertakes to keep the individual informed on a weekly basis.
 - VIII. the Chairman will provide the employee with the sub-committee's decision, in writing, within a reasonable timescale of the meeting. The letter will notify the employee of the action, if any, that the council will take and of the employee's right to appeal and by when.

The Appeal

8. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the Establishment Committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

9. Appeals may be raised on a number of grounds, i.e:
 - I. a failure by the Council to follow its grievance policy
 - II. the decision was not supported by the evidence
 - III. the action proposed by the sub-committee was inadequate/inappropriate
 - IV. new evidence has come to light since the grievance meeting.
10. The Appeal will be heard by a panel of three members of the Establishment committee who have not previously been involved in the case. There may be insufficient members of the Establishment Committee who have not previously been involved. If so, the appeal panel will be a committee of three council members who may include non-members of the Establishment Committee. The appeal panel will appoint a Chairman from one of its members.
11. The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 25 working days of the council's receipt of the appeal. The employee will be advised that he/she may be accompanied as in 6.IV above.
12. At the appeal meeting, the Chairman will:
 - I. introduce the panel members to the employee
 - II. explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Establishment sub-committee
 - III. explain the action that the appeal panel may take.
 - IV. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting unless agreed by the employee and the Council.
13. The employee (or companion) will be asked to explain the grounds of the appeal.
14. The appeal panel may decide to uphold the decision of the Grievance Panel or substitute its own decision.
15. The decision of the appeal panel is final.
16. This policy also confirms:
 - i. employees have the right to be accompanied or represented at a Grievance Meeting or Appeal by a trade union representative, work colleague or, at the discretion of the panel, the employee may be accompanied by an alternate third party. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - ii. the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and

- can agree an alternative date that is within five working days of the original meeting date.
- iii. any changes to specified time limits must be agreed by the employee and the Council
 - iv. an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
 - v. information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the Data Protection Act 1998
 - vi. recordings of the proceedings at any stage of the grievance procedure are prohibited,
unless agreed as a reasonable adjustment that takes account of an employee's medical condition
 - vii. if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
 - viii. if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
 - ix. the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Council's and the employee's consent.



Alcohol and Substance Misuse Policy

Policy and Finance Approved: October 2021
Due for next Review: October 2024

1. Introduction

1.1 Fleet Town Council (FTC) is committed to ensuring a safe and productive work environment and to promoting the health, safety, and well-being of its employees. Alcohol or drug misuse can result in reduced levels of attendance, sub-standard work and health and safety risks for the employee and others. It can also be detrimental to the reputation of the organisation and its ability to provide high-quality services. This policy outlines employee and management responsibilities to address this and the consequences of breaches of this policy.

1.2 This policy covers the use and misuse of intoxicating substances, which include alcohol, drugs, medicines and other substances that could adversely affect work performance and/or health and safety.

1.3 This policy applies to all employees, FTC also expects all casual workers, contractors and others working on its behalf to comply with this policy.

2. At work

- 2.1 Employees must report for work, and remain throughout the working day, in a fit and safe condition to undertake their duties and not be under the influence of alcohol or drugs.
- 2.2 Employees must not consume alcohol or drugs at any time while at work including during rest or meal breaks spent at or away from work premises. Exceptions apply to drugs prescribed for the individual or over-the-counter medicines used for their intended purpose.
- 2.3 Employees must notify their manager immediately should they be prescribed medication or plan to take over-the-counter medicines that may cause side effects and impair their ability to undertake their duties safely and effectively.
- 2.4 Similarly, employees who experience side effects as a result of taking medicines that impair their ability to perform their duties safely must notify their line manager immediately.
- 2.5 Employees are not obliged to disclose the actual medical condition being treated nor the medication – simply the adverse impact/side effects that could impact work.

3. Outside working hours

- 3.1 Employees must not consume intoxicating substances before coming on duty or when they may be required to attend work at short notice, for example when they are on call.
- 3.2 Intoxicating substances such as alcohol and drugs may remain in the system for some time and even small amounts can impair performance and jeopardise safety. Employees are personally responsible for allowing sufficient time for the intoxicating substance to leave their system before reporting for work.

4. Manager responsibilities

- 4.1 Managers are required to:
- be aware of the signs of alcohol and substance misuse and the effects on performance, attendance and health of employees.
 - ensure that staff are aware of the support that is available to them should they have a problem and to provide support and assistance, where appropriate.
 - monitor the performance, behaviour and attendance of employees as part of the normal supervisory relationship
 - intervene at an early stage where changes in performance, behaviour, sickness levels, attendance patterns are identified to establish whether alcohol or drug misuse is an underlying cause
 - instigate disciplinary measures where appropriate to do so.
- 4.2 Where a manager is aware, or suspects, that an employee is misusing intoxicating substances they should speak to the Office Manager, such matters will be treated confidentially as far as is legitimately and legally possible.

5. Employee responsibilities

- 5.1 Employees are expected to present a professional, courteous and efficient image to those with whom they come into contact at all times.
- 5.2 Employees are not permitted to possess, store, trade or sell controlled drugs on organisation premises or bring the organisation into disrepute by engaging in such activities outside of work. The only exception would be where an employee has a prescription.
- 5.3 Employees are strongly encouraged to seek help if they have concerns regarding their alcohol or drug consumption. It is recommended that they approach either their line manager or the Office Manager so that the organisation can arrange for the provision of appropriate support.
- 5.4 Employees are expected to co-operate with any support and assistance provided by the organisation to address an alcohol or drug misuse problem.
- 5.5 Employees should not, even with the best of motives, 'cover up' for, or collude with, a colleague with an alcohol- or drug-related problem but instead should encourage the individual to seek help. Where the individual concerned does not wish to come forward to seek help, they have a responsibility to raise their concerns with the employee's line manager.

6. Breaches of the policy

- 6.1 FTC will adopt a constructive and supportive approach when dealing with employees who may be experiencing drug or alcohol dependency/addiction.

- 6.2 Employees seeking assistance for a substance misuse problem will not have their employment terminated simply because of their dependence/addiction.
- 6.3 If performance, attendance or behaviour is unacceptable, despite any support and assistance that can be offered, ultimately dismissal may be unavoidable.
- 6.4 Notwithstanding the above, there will be circumstances where breaches of the policy, whether dependency-related or not, will be treated as a disciplinary matter and may result in the summary dismissal of the employee. Examples of issues
- deliberate disregard for personal safety and that of others associated with the use of intoxicating substances
 - unacceptable behaviour in the workplace associated with the use of intoxicating substances
 - being found incapable of performing normal duties satisfactorily and safely as a result of consuming alcohol or taking drugs
 - consuming intoxicating substances during the working day including rest and lunch breaks or when rostered on call and liable to be called upon to work at short notice
 - being disqualified from driving as a result of alcohol- or drug-related offences (employees required under their contract of employment to drive a vehicle)
 - making malicious or vexatious allegations that a colleague is misusing intoxicating substances.

This list is illustrative only and should not be regarded as exclusive or exhaustive. Disciplinary action will be in all cases proportionate to the circumstances of the breach of the policy.

- 6.5 Where evidence warrants, the organisation will inform the police of illegal drug use or any activity or behaviour over which there are concerns as to its legality



Disciplinary Procedure

Policy and Finance Approved: April 2015
Reviewed: October 2021
Due for Next Review: October 2024

Based on NALC model procedure

1. Introduction

This disciplinary procedure is designed to help and encourage employees to achieve and maintain acceptable standards of conduct and job performance at all times, including the need to: -

- Fulfil the duties specified in their contract of employment.
- Be honest and act beyond suspicion of dishonesty.
- Maintain high standards of integrity and conduct to protect the council's image and reputation with the public.

1.1 This policy indicates the disciplinary procedure that will normally be followed in the event of misconduct. The following list provides examples of conduct that will normally be regarded as misconduct leading to disciplinary proceedings. The list is not exhaustive. These are examples only:

Examples of Misconduct

- i. Unsatisfactory time keeping.
- ii. Absenteeism, including any absence from work during a working day without prior authorisation or instruction.
- iii. Failure to comply with rules and regulations applicable to job requirements.
- iv. Failure by an employee to perform the duties and responsibilities of his or her post to the standard expected by the council.
- v. Insubordination.
- vi. Refusal to follow reasonable instructions.
- vii. Breach of health and safety rules
- viii. Any other conduct that from time to time is defined by the council as amounting to misconduct.

Examples of Gross Misconduct

- 1.2 The following list provides examples of conduct that will normally be regarded as gross misconduct leading to disciplinary proceedings including dismissal. The list is not exhaustive. These are examples only:
- a. bullying, discrimination and harassment
 - b. incapacity at work because of alcohol or drugs
 - c. violent behaviour
 - d. fraud or theft
 - e. gross negligence
 - f. gross insubordination
 - g. serious breach of health and safety rules
 - h. serious and deliberate damage to property.
 - i. Use of the internet or email to access pornographic, obscene or offensive material
 - j. Disclosure of confidential information
- 1.3 For first instances of minor misconduct the employee's manager or the Clerk may speak to the employee informally before implementing a formal disciplinary procedure. However there is no obligation for the employee's manager/Clerk to do this.

2. Scope

The procedure applies to all employees of Fleet Town Council.

3. General Procedural Information

- 3.1 Verbal Warnings and Written Warnings will normally be issued by the employee's manager/clerk. Disciplinary proceedings raised under the Standard Council Disciplinary procedure will normally be investigated by a committee of three members of the Establishment Committee.
- 3.2 Where disciplinary proceedings are instigated against the clerk, matters will be dealt with by the Establishment Committee, Verbal Warnings and Written Warnings will be given by the Chairman of that Committee. Any investigations and any meetings will be carried out by three members of the Establishment Committee.
- 3.3 Any disciplinary appeal meetings will be conducted by three members of the Establishment Committee, or members of the Council who have had no previous involvement in the matter at hand.

4 Verbal Warnings

- 4.1 Verbal Warnings are issued for most first instances of general misconduct, depending on the seriousness of the offence. If the employee is given a Verbal Warning he or she will be:
- 4.1.1 warned of the likely consequences of any further disciplinary offences or a failure to improve his or her conduct to the satisfaction of the council
 - 4.1.2 advised of the right of appeal.

- 4.1.3 A note confirming the Verbal Warning will be placed on the employees personnel file and a copy will be provided to the employee. A Verbal Warning will normally remain in force for 3 months.
- 4.2 The Verbal Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

5 First Written Warning

- 5.1 In the case of a serious offence or repetition of an earlier minor offence the employee will normally be given a First Written Warning. A First Written Warning will be issued by the Clerk/ Harlington Manager and will set out:
- i. the nature of the offence and the improvement required ,if appropriate, and over what period;
 - ii. the likely consequences of any further offence or failure by the employee to improve his/her conduct to an acceptable standard;
 - iii. that further offences will result in more serious disciplinary action; and
 - iv. the employee's right of appeal.
- 5.2 A first Written Warning will normally remain in force for 6 months.
- 5.3 The First Written Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

6 Final Written Warning

- 6.1 If further misconduct occurs within the time period specified in a First Written Warning, or if the misconduct is sufficiently serious the employee will be given a Final Written Warning. A Final Written Warning will be issued by the Clerk / Harlington Manager and will set out:
- i. the nature of the offence and the improvement required (if appropriate) and over what period;
 - ii. the likely consequences of any further offence or a failure by the employee to improve his/her conduct to an acceptable standard;
 - iii. that further offences will result in more serious disciplinary action up to and including dismissal; and
 - iv. the employee's right of appeal.
- 6.2 Final Written Warnings may also be issued in circumstances where the misconduct does not amount to gross misconduct, but is sufficiently serious enough to warrant only one written warning.
- 6.3 A Final Written Warning will normally remain in force for 12 months.

7. Standard Council Disciplinary Procedure

- 7.1 In the case of further misconduct within the time period specified in any Final Written Warning or if the misconduct is sufficiently serious and the Establishment Committee deems it to be appropriate to contemplate the dismissal, demotion or suspension of the employee the following formal disciplinary procedure will be followed.
- 7.2 The Establishment Committee will establish a Disciplinary Committee of three members to investigate the alleged misconduct and will establish the facts surrounding the complaint as necessary, taking into account the statements of any available witnesses.
- 7.3. The Disciplinary Committee will set out in writing the alleged conduct or other circumstances which lead the Committee to contemplate dismissing the employee or taking disciplinary action against the employee and the basis for the allegation and will send the employee a copy of the statement inviting the employee to attend a disciplinary meeting to discuss the matter. The employee will be provided with a reasonable opportunity to consider his or her response to the information provided in the statement before attending the meeting. The employee must take all reasonable steps to attend the meeting.
- 7.4. Disciplinary meetings will normally be convened within 5 working days of the Disciplinary Committee sending the employee the written statement referred to in 7.3 above. The employee may be accompanied to any disciplinary meeting by a fellow employee or by a representative of a trade union.
- 7.5. If the time or date proposed for the meeting is inconvenient (either for the employee or for the employees companion should he or she wish to be accompanied to the meeting pursuant to 7.4 above) the employee may ask to postpone the meeting by up to 5 working days.
- 7.6. The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated or time to consider their decision.
- 7.7. After the meeting the Disciplinary Committee will inform the employee of their decision and any applicable sanction within 5 working days. The meeting may be reconvened for this purpose. The decision will be confirmed to the employee in writing together with notice of the employee's right to appeal.
- 7.8. If the employee wishes to appeal against the decision he or she must notify the Establishment Committee chairman in writing within 5 days of receiving written notice of the decision.

8. Council Disciplinary Procedure for Use in Gross Misconduct

- 8.1. If an employee is accused of any Gross Misconduct he or she may be suspended from work on full pay pending the outcome of an investigation into the alleged offence(s). Such a period of suspension will not normally exceed 10 working days unless there are exceptional circumstances.

- 8.2. The Establishment Committee will establish a Disciplinary Committee of three members to investigate the matter and will establish the facts surrounding the complaint as necessary, taking into account the statements of any available witnesses. As part of that investigation the employee will be interviewed.
- 8.3. If the Disciplinary Committee believes the employee is guilty of gross misconduct his or her employment will be terminated summarily without notice or pay in lieu of notice.
- 8.4. The Disciplinary Committee will send the employee a statement, setting out the allegations of misconduct that led to the employee's dismissal and the basis for thinking that the employee is guilty of that misconduct. The date on which the employment terminated will be confirmed to the employee and the employee may be reminded of any continuing obligations he or she may have following the termination of employment. This statement will also explain the employee's right to appeal against the Committee's decision.
- 8.5. If the employee wishes to appeal against the Disciplinary Committee's decision he or she must notify the council in writing within 5 working days of receiving notice of the decision pursuant to 8.5 above.

9. Disciplinary Appeals Procedure

- 9.1 If the employee appeals against any disciplinary decision pursuant to 4.1.2 , 5.1(iv), 6.1(iv),7.8 or 8.5 above, the Establishment Committee will instigate a Disciplinary Appeal Panel comprising three members of the Establishment Committee, not previously involved in any earlier investigations on the same disciplinary matter. Should there be insufficient independent members of the Establishment Committee, the Chairman of the Establishment Committee will invite members of the Council who have had no previous involvement in the same matter, to join the Appeal Panel. The chairman of the Appeal Panel will invite the employee to attend a disciplinary appeal meeting. The employee must take all reasonable steps to attend the meeting. The employee has the right to be accompanied to a disciplinary appeal meeting by a fellow employee or by a representative of a trade union.
- 9.2. Any disciplinary appeal meeting will normally be convened within 10 working days of the Establishment Committee receiving notice from the employee that he or she wishes to appeal. If the date of the meeting is inconvenient for the employee or his or her companion the employee may ask to postpone the meeting by up to 5 working days.
 - i. Any new evidence that the employee wishes to put forward will be considered as will any new evidence discovered by the Panel. The original disciplinary penalty will be reviewed.
 - ii. The disciplinary sanction originally imposed cannot be increased upon appeal.
 - iii. The disciplinary appeal meeting will not necessarily take place before any disciplinary sanction takes effect. If the employee's appeal is against

dismissal and the appeal is successful he or she will be reinstated and continuity of employment will be preserved.

- iv. The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Appeal Panel time to consider its decision.

- 9.3. After the conclusion of the disciplinary appeal meeting the employee will be informed, in writing, of the Panel's final decision within 5 working days.