



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE POLICY AND FINANCE COMMITTEE

Wednesday 21st July 2021 at 7pm at The Harlington

All committee members are summoned to attend

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

Signed:

Janet Stanton

Janet Stanton
Town Clerk

Date: 14th July 2021

AGENDA

1. ELECTION OF CHAIRPERSON 2021/2022

To receive nominations for and to elect the Chairperson of the Policy and Finance Committee for 2021/2022

2. ELECTION OF VICE CHAIRPERSON 2021/2022

To receive nominations for and elect the Vice-Chairperson of the Policy and Finance Committee for 2021/2022

3. 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

4. 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.

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

To receive questions and statements from members of the public.

6. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on Monday 15th February 2021 (*copy attached*).

Part 1 – ITEMS FOR DECISION

7. QUARTERLY FINANCIAL MONITORING REPORT

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

YEAR END 2020-2021

1.

- | | |
|--|------------------------------------|
| a. a. Year End 2020-2021 Report | <i>included in the agenda pack</i> |
| aa. Harlington Monthly Performance totals | <i>Included in the agenda pack</i> |
| b. Final Year End Accounts | <i>included in the agenda pack</i> |
| c. Balance sheet as at 31 st March 2021 | <i>included in the agenda pack</i> |
| d. Budget detail as at 31 st March 2021 | <i>included in the agenda pack</i> |
| e. Income & expenditure detail – 31 st March 2021 | <i>included in the agenda pack</i> |
| f. Bank Reconciliation – February & March 2021 | <i>on FTC portal and website</i> |
| g. Cash Book – 28 th February & 31 st March 2021 | <i>on FTC portal and website</i> |
| h. List of Payments – February & March 2021 | <i>on FTC portal and website</i> |
| i. List of receipts – February & March 2021 | <i>on FTC portal and website</i> |
| j. Q4 2020-2021 VAT return | <i>on FTC portal and website</i> |

2021-2022

- | | |
|---|------------------------------------|
| k. Balance sheet as at 30 th June 2021 | <i>included in the agenda pack</i> |
| l. Budget detail as at 30 th June 2021 | <i>included in the agenda pack</i> |
| m. Income & expenditure detail – 30 th June 2021 | <i>included in the agenda pack</i> |
| n. 2021/2022 Budget Actual and Projections | <i>included in the agenda pack</i> |
| o. Bank Reconciliation – April, May & June 2021 | <i>on FTC portal and website</i> |
| p. Cash Book – 30 th April, 31 st May, 30 th June 2021 | <i>on FTC portal and website</i> |
| q. List of Receipts – April, May & June 2021 | <i>on FTC portal and website</i> |
| r. List of Payments – April, May & June 2021 | <i>on FTC portal and website</i> |
| s. List of Debtors | <i>on FTC portal and website</i> |
| t. Q1 VAT return April – June 2021 | <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 reconciliations for February, March, April, May and June 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 2020-2021 year-end Report and accounts.

2. To confirm that the bank reconciliations for February, March, April, May and June 2021 equal zero and Councillor Robinson to confirm that the bank statements match the reconciliations and has signed the bank statements and payment schedules.

8. INVESTMENT REPORT

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

RECOMMENDATION

1. To note the balances held in the Fleet Town Council Accounts.
2. To reinvest £200,000 into Nationwide Building Society.

9. GRANTS

- a. To consider an application from Victim Support for a grant of £200 for security items for the home (*copy attached*).

RECOMMENDATION

To approve the grant application from Victim Support Grant

- b. Members to receive and note a record of the grants awarded for 2020-2021 (*copy attached*).
- c. To receive a quarterly report from Sacha's Project as agreed at April 2021 Council meeting as a condition of the grant funding. (*to follow*)

10. RESERVES

- a. Members are asked to review and approve the balance and allocation of the Earmarked Reserves, including those which can be seen as essential, which were carried forward to 2021/2022 budget (*copy attached*).

RECOMMENDATION

To approve the balance of the Earmarked Reserves being carried forward into the 2021/2022 budget.

- b. Members are asked to consider and agree possible future General Reserves

RECOMMENDATION

To determine the future level of FTC General Reserves

11. POLICIES

- a. Health and Safety Policy
- b. Risk Management Policy
- c. Complaints Policy and Procedures
- d. Memorials Policy
- e. Cemetery Rules and Regulations
- f. Time Off In-Lieu Policy
- g. Connection to Electricity on the Views Policy (Ben to provide missing map before put in folder)
- h. Media Policy

RECOMMENDATION

To approve and receive the following policies:

- a. Health and Safety Policy
- b. Risk Management Policy
- c. Complaints Policy and Procedures
- d. Memorials Policy
- e. Cemetery Rules and Regulations
- f. Time Off In-Lieu (TOIL) Policy
- g. Connection to Electricity on the Views Policy (Ben to provide missing map before put in folder)
- h. Media Policy

12. BUDGET PREPARATION WORKING GROUP 2022/2023

To approve the draft timetable for the preparation of the draft budget 2022/2023 (*copy attached*).

Members may also wish to indicate the treatment of capital projects for 2022/2023.

RECOMMENDATION

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

13. INTERNAL AUDIT REPORT

To receive the Internal Auditor's report for 2020/2021 after the year end visit on Thursday 13th May 2021 and to approve the actions (*copy attached*).

RECOMMENDATION

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

PART 2 - ITEMS TO NOTE

14. CLERKS REPORT

To note any updates from the Town Clerk.

15. DATE AND TIME OF NEXT MEETING

The next meeting of the Policy and Finance Committee will be held on Wednesday 20th October 2021 at 7pm at The Harlington.



FLEET TOWN COUNCIL

MINUTES OF THE VIRTUAL POLICY AND FINANCE COMMITTEE

Monday 15th February 2021 at 7pm

PRESENT

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

Also Present: Janet Stanton - Town Clerk
Susanna Walker - Committee Clerk
Wendy Allen - Office Manager
Alex Robins - Harlington General Manager
Stephanie Greenwood - Volunteer, Parkrun

PF February 2021 ITEM 1 APOLOGIES

Members received and accepted apologies for absence from Councillor Wildsmith, who was at work. It was noted that there had been an error on the distribution list shown on the agenda but this had been rectified directly after distribution with the members being immediately informed.

PF February 2021 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations on interest.

PF February 2021 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

PF February 2021 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes of the Policy and Finance Committee held on Monday 19th October 2020 were approved and signed by the Chairman.

With reference to Item 8 - Policies, members agreed that the Grants Policy and the Memorials Policy be brought back to the P&F Committee Meeting on 17th May 2021.

With reference to Item 9 - Town Clerk's Report, members were also advised that FTC is not entitled to any Business Continuity Insurance claim from Zurich.

PF February 2021 ITEM 8 GRANTS

Members agreed to discuss Item 8 – Grants, at this point during the meeting, due to a representative from Parkrun attending the meeting. Members considered an application from Parkrun for a grant to help launch a new Parkrun to be located at Edenbrook Country Park. Stephanie Greenwood, Volunteer Parkrun outlined the following:

- Parkrun is a free timed weekly 5km run, held on a Saturday morning at 0900. Events are held across the UK and worldwide.
- The event is free to attend.
- The original Parkrun launched in 2004.
- All Parkruns are currently suspended due to the current situation.
- The grant application is for a local group to purchase a perpetual licence to hold Parkrun, and the means and equipment to set up and run the Parkrun including: a defibrillator, liability insurance and webpage.
- £4,000.00 is required and currently, £2,900.00 has been committed.

Following this, members discussed:

- **Advertising.**
 - Open to local areas, including Fleet residents.
- **Car Parking.**
 - Limited car parking spaces at Edenbrook Country Park.
 - Offers from Hart Leisure Centre and Calthorpe Park School for use of both car parks.
 - Car Park Marshalls.
- **Participants.**
 - Concern about numbers of runners attending.
- **Timings on the Day.**
 - Core team prepare event from 0815.
 - Runners arrive from 0830.
 - Event starts at 0900, with runners completing the course within an hour.
- **Practicalities.**
 - Concern about using Edenbrook Park – perimeter of paths is 2km in total.
 - Runners will start at Hart Leisure Centre (HLC), run the course at Edenbrook Country Park twice, and then run back to HLC.
 - Paths are prone to flooding and can be very muddy and wet.
 - Parkrun needs to work closely with existing users of the park.
 - Concern about damage to the park.
 - Upkeep of the park.

RESOLVED

Members approved a grant of £250.00 to Parkrun.

PF February 2021 ITEM 5

QUARTERLY FINANCIAL MONITORING REPORT

The members considered the commentary of the Town Clerk with an overview of the financial performance October 2020 – January 2021, together with all the income and expenditure, cash book, bank reconciliation, list of payments, balance sheet and quarterly monitoring. Special thanks were given to the Town Clerk and the officers for the reports, especially during this current situation.

The members considered:

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

- k. Q3 VAT return
- l. Debtors List

The following matters were raised and discussed:

- The last quarterly report showed a budget shortfall of £183,608.00. This figure has now been reduced to £140,331.00.
- The Harlington will be used as a local COVID vaccination site by the local Primary Care Network from mid-February until 30th June 2021.
- Planters along Cemetery Road.
- Lighting in the Harlington.
- HDC payments for Harlington works. FTC has been advised of receiving £26,400.00 shortly.
- HCC have removed all schools as venues for the May elections and have offered libraries as alternative venues.
- Vaccination centre contract. FTC has signed an NDA - confidentiality agreement.
- Gurkha Square market will continue on a Saturday morning
- The 2021/2022 projected budget shortfall is based on 6 months in the present situation and 6 months of operations returning to normal.
- Shows have been moved to the later part of 2021 and 2022.

Councillor Robinson confirmed that the bank reconciliation for December 2020 and January 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. Quarterly Report
 - aa. Harlington Monthly Performance totals 2020/2021
 - b. 2020-21 projections & draft 21-22 budget as at 31st January 2021
 - c. Balance sheet as at 31st January 2021
 - d. Budget detail as at 31st January 2021
 - e. Income and expenditure detail as at 31st January 2021
 - f. Reserves as at 31st January 2021
 - g. Bank Reconciliation – 31st December 2020
 - gg. Bank Reconciliation – 31st January 2021
 - h. Cash Book – 31st December 2020
 - hh. Cash Book – 31st January 2021
 - i. List of Payments + BACS – 31st December 2020
 - ii. List of Payments + BACS – 31st January 2021
 - j. List of receipts Dec 2020
 - jj. List of receipts Jan 2021
 - k. Q3 VAT return
 - l. Debtors List
2. To accept Councillor Robinson's confirmation that the bank reconciliation for December 2020 and January 2021 equals zero, and the bank statements match the reconciliation.

PF February 2021 ITEM 6

INVESTMENT REPORT

Members received and considered the quarterly investment report.

RESOLVED

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

PF February 2021 ITEM 7**PRICE INCREASE**

Members received a copy of the proposed price increases, deferred from the Policy and Finance Meeting in February 2020 until 2021/2022. Members noted that there were no increases to cemetery fees as agreed at the September 2019 RLA Committee Meeting and that not all fees were increased. Members discussed:

- No price increase for room hires.
- Extra charges for additional services.
- The competitiveness of football pitch hire fees.
- Single pitch booking incurs VAT.
- Block pitch booking does not incur VAT.
- The difference in charges including VAT and without.

RESOLVED

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

PF February 2021 ITEM 9**EARMARKED RESERVES**

Members received a copy of the Ear Marked Reserves and discussed the following:

- Priority list of reserves FTC to keep and only use at last resort.
- Proposed priority list to include Sensory Garden, Pension Obligation, Tennis Sinking fund and Cemetery Memorial Testing.
- Harlington Development Fund to remain untouched.
- Year end 2020/2021 will give a clearer idea of Ear Marked Reserves.

RESOLVED

- a. To approve the balance of the Ear Marked Reserves being carried forward into the 2020/21 budget.
- b. To review the 2020/2021 Ear Marked Reserves at the May 2021 Policy and Finance Meeting

PF February 2021 ITEM 10**POLICIES**

Members received and reviewed the following policies:

- a. **Safeguarding Policy**
Members reviewed and approved the Standing Order Policy.
Members noted that the Safeguarding Officer is not named in the policy.
- b. **Gift Policy**
Members reviewed and approved the Grant Policy.
- c. **Agendas and Minutes Policy**
Members reviewed and approved the Agenda and Minutes Policy.
- d. **Bereavement Leave Policy**
Members reviewed and approved the Bereavement Leave Policy.
Members noted that there is a bullet point missing at 6.1 – Sibling.
- e. **Public Participation Policy**
Members reviewed and approved the Public Participation Policy.
Members noted that this had been updated to include virtual meetings, given the current situation.
- f. **Whistle Blowing Policy**
Members reviewed and approved the Whistle Blowing Policy.

Members noted that the term employee refers to a member of FTC staff, whereas the term worker refers to all workers including agency staff, contractors and suppliers of services.

RESOLVED

Members agreed approve the following policies:

- a. Safeguarding Policy
- b. Gift Policy
- c. Agendas and Minutes Policy
- d. Bereavement Leave Policy
- e. Public Participation Policy
- f. Whistle Blowing Policy

PF February 2021 ITEM 11

INTERNAL AUDIT

Members received a copy of the internal Auditor's report for the 4th February 2021 visit and noted the following:

- Claimed furlough funds to be included into the accounts at the end of the financial year.
- Event control totals.
- Grants in kind to be a separate report, outlining services and venues provided by FTC with a financial value attached to them, indicating FTC contribution.
- Overdue debts and payment plan to be actioned when lockdown has been lifted.

PF February 2021 ITEM 12

CLERK'S REPORT

Members noted the following from the Town Clerk:

- FTC has still not received the shortfall of the grant funding for the Local Restrictions Grant

Members gave special thanks to the Town Clerk and the General Manager of the Harlington for all their hard work in securing the Harlington as a COVID vaccination centre. Thanks was also given to the officers for the quarterly financial report, which was agreed, is of great value to the committee.

PF February 2021 ITEM 11

DATE AND TIME OF NEXT MEETING

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

There being no further business the meeting closed at 8.35pm.

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

Chairman

Item 7a

Officer Report

POLICY & FINANCE

SUBJECT: Quarterly Financial Monitoring Report

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

DATE: 14 July 2021

Background

The purpose of this report is to provide the Committee with an overview of the Council's financial performance up to the year end – March 2021.

The outbreak of the COVID 19 pandemic and resulting lock downs during 2020/2021 presented many financial challenges for the Council during the year. Directly related to the pandemic, the Council incurred additional expenditure of £35,480 to include fixed and portable sanitising stations, social distancing screening, bar sales app, streaming equipment, PPE, 5 laptops, 8 x webcams, 1 mobile phone etc. Throughout this time, all income and expenditure was kept constantly under review and wherever possible savings were achieved and applications for grants were made.

As part of the government's measures to help businesses which were forced to close, the furloughing scheme was introduced. The Harlington operations, being an Arts and Performance venue, furloughed or flexi furloughed most of its staff throughout the year. However, staff were required in the business from time to time to move and reschedule all its shows (on most occasions more than once), continue routine maintenance and completely re-cable the venue's technical systems to facilitate the installation of a streaming system, removal of expired equipment and wiring, and improving the reliability of the technical infrastructure. Furloughing/flexi furloughing of staff will continue until The Harlington is in a position to re-open as an Arts & Performance venue.

The Council operations continued as usual carrying out the maintenance of parks, play grounds, open spaces, and the cemetery, provision of floral displays and festive lighting, community support etc. This was in addition to managing the many additional H & S and COVID specific projects, the Calthorpe Park playground installation and repairs to the Auditorium ceiling. It is important to note that no services were cut or withdrawn and in fact additional grounds maintenance of the parks was put in place to accommodate the increased usage by residents.

The shows and hires/bookings at The Harlington were cancelled in line with government legislation and guidance. However, as the restrictions eased a small number of shows and hires took place in October and December whilst strictly adhering to the government guidance. With all the shows conforming to social distancing and government legislation, income was reduced to little more than break-even although it did offer much needed and appreciated entertainment for the local residents in the run up to Christmas. This was in addition to the community support of staging a series of very successful free open air acoustic music shows in The Views every Sunday throughout August.

With The Harlington being restricted from opening for most of the year it was not possible to achieve the balanced budget set for 2020/2021 and Members agreed that any shortfall would have to be taken from Reserves. However, with the savings achieved, flexibility of staff, receipt of furloughing & grant funding and an increase in cemetery income, the projected shortfall for the year of £217,500 in June 2020 was reduced to £54,718 at the year end.

The following amounts included above, were additional to the original budget and have helped to offset some of the budget shortfall.

Grants and Furloughing	£76,418
Cemetery	£52,694

Individual cost centres have been reviewed and where there is a significant deviation from the expected income or expenditure additional comments have been included.

Council Operation - 2020/21 year-end performance

101 Central Administration

- Income from furloughing and grant funding of £76,418 was claimed and received
- Unplanned expenditure directly related to the COVID pandemic £27,056 eg 5 Lap tops, portable and permanent sanitising units, mobile phone etc.
- Training courses were not available for most of the year resulting in a £2,900 saving

105 Civic and Democratic

- Once again, the Fleet Town Councillors only claimed a small amount of the Members Allowance for the year ie £282 – 14% of the budget allowed
- Training and development courses were not available for most of the year – a saving of £1000

110 Grants

During the year, the number of community grant applications received which met the Council's Grant Policy criteria fell with £9,150 not being allocated at the year end.

However, the Council did offer additional support to community organisations during this difficult year giving free use of the Point/RVS to Fleet Phoenix for their Food/clothes and toy bank, support to HVA for transport of patients for COVID vaccination, rent waivers for Fleet Lions Community Store, Calthorpe Park Scouts HQ, Fleet Cricket Club, Basingbourne Park Scout HQ, Basingbourne Girl Guides HQ, Fleet Town Football Club

150 Events

As the Christmas Lights Switch-on could not take place there was a saving of £4,000. The replacement Christmas video was produced in-house by The Harlington Team.

Parks and Open Spaces

208 Ancells Farm Park and Pavilion

301 Open Spaces

310 Calthorpe Park

315 Oakley Park

320 Basingbourne Park

325 The Views

330 Edenbrook

The installation of the new monitored CCTV in Calthorpe Park was budgeted to come out of CCTV Ear marked reserves. However, in order to conserve the Council's reserves,

judicious use of funds were applied and the installation cost was taken from the operational budget ie 310 4205.

350 **Cemetery**

The income from the cemetery is up on budget by just over 100% with the main increase coming from the Sale of Exclusive Rights and interments. The cemetery was budgeted to have a surplus of £12,642 but the actual surplus at the end of the year was £65,345. As a result of the increased number of burials this year, the number of grave spaces has now been greatly reduced with only approximately 25 new grave spaces available.

Harlington 2020/21 year-end performance

General

A general summary for The Harlington's operations is included in the background at the top of this report.

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

Ticket sales

Ticket sales were projected to be almost non-existent, however a total of seven socially distanced performances took place across the two periods that venues were allowed to operate. There was never due to be any profit in running them with such limited numbers, but they offered people a chance to get out after periods of isolation and the venue a chance to come to life again.

Hall hire

A slow year for bookings due to Covid restrictions, but wherever activities were permitted, hirers were invited back, with several taking up the opportunity. Unfortunately it was only ever for short bursts. Although in lockdown, the rules did permit a professional band video to be filmed in the venue as a hire during January and from early February the venue was being used as a vaccination centre. This is due to continue into the summer. At the same time, several evenings are being spent testing the new video equipment with live bands, so that a marketable product and showreel can be created. This not only prepares for live streaming, but the further revenue stream of creating live audio and visual recordings. Those that have taken place so far have been positive across social media and word is being spread about the advanced facility available, with interest in future work being generated. This is a whole new area for the venue and the work is being carried out by existing staff rather than hiring in professional videographers at great expense, therefore there is naturally a period of familiarising and creating a high quality saleable product and brand, plus ironing out various small glitches so problems don't occur with paying customers. This will be an exciting and profitable addition to The Harlington's capabilities at offering a unique service for many years to come as the digital age takes off at alarming speed. Two specific events have been highlighted in the summer for paid live streaming, but the use of the venue as a vaccination centre has reduced the ability to do a greater number of these events due to the unpredictability of available dates and the work and time required in re-setting the room. However these events prior to launching the Autumn season are made possible by the cooperation between FTC and the doctors' surgeries.

Total hall hire income: £20,114

Bars

Bar sales have been minimal due to the small number of performances and unfortunately it's inevitable that there will always be some waste when opening and closing at short notice, however there is a fairly healthy stock holding of non-perishable/well dated products for future sale. Table service has been used throughout. The venue app is ready and waiting to go when the venue can finally open for performances again.

Total bar sales: £5,235

Confectionery, Ices, Snacks & Merchandise

Minimal ancillary sales have been made during the year.

Total ancillary sales: £320

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

No coffee shop sales across the year. The area has been used as a socially distanced waiting area for dance class attendees and parents and is now the reception area for vaccinations.

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

Costs were cut and savings made across many areas. Where possible, contracts were frozen, cleaning kept to a minimum and used predominantly in order to remain Covid safe for staff working on the premises and when hirers or performances were present. As previously mentioned, essential maintenance work to the building was necessary and the enforced closure period allowed that to take place.

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

The centre continued to operate under lockdown for the pre-school and has opened for a small number of other users when permitted to do so.

RECOMMENDATION

- That the contents of the report are noted.

Monthly Performance Totals (net of VAT)

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

Rock Choir x 1	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Ceroc x 4	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
TOTALS FOR JULY	£	-	£	-		£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
August	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution											
Ceroc x 5	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Martin Kemp	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Dom Joly	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
TOTALS FOR AUGUST	£	-	£	-		£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
September	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution											
Pop Divas Live	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
ELO Encounter	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Jersey Guys	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Comedy Club	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Jazz Club	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Film Club x 2	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Roller Disco	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Aswad	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Rock Choir x 4	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Ceroc x 4	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Tudor Rose	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
TOTALS FOR SEPTEMBER	£	-	£	-		£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
October	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution											
Bernie Marsden	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Nine Below Zero	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Roller Disco	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Jazz Club	£	-	£	1,127.62	73%	£	706.38	£	421.24	£	384.16	£	154.50	£	229.66	£	-	£	1,511.78	£	860.88	£	650.90
Film Club x 2	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Buble v Sinatra	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Comedy Club	£	-	£	978.10	73%	£	700.00	£	278.10	£	746.50	£	298.60	£	447.90	£	159.68	£	1,724.60	£	1,158.28	£	566.32
Clare Teal	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Floyd Effect	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Rock Choir x 3	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Ceroc x 5	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
TOTALS FOR OCTOBER	£	-	£	2,105.72		£	1,406.38	£	699.34	£	1,130.66	£	453.10	£	677.56	£	159.68	£	3,236.38	£	2,019.16	£	1,217.22
November	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution											
Oasish	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Bad Manners	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Jazz Club	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Film Club x 2	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Comedy Club	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Roller Disco	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Purple Zeppelin	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
80's Rewind	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
80's Rewind	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Rock Choir x 4	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Ceroc x 4	£	-	£	-	n/a	£	-	£	-	£	-	£	-	£	-	£	-	£	-	£	-		
Back on the Road:Brave Rival	£	-	£	957.14	72%	£	450.00	£	507.14	£	334.98	£	135.05	£	199.93	£	-	£	1,292.12	£	585.05	£	707.07
TOTALS FOR NOVEMBER	£	-	£	957.14		£	450.00	£	507.14	£	334.98	£	135.05	£	199.93	£	-	£	1,292.12	£	585.05	£	707.07
December	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution											

Jazz Club	£	-	£ 548.57	32%	£ 548.57	£ -	£ 169.03	£ 68.54	£ 100.49	£ 78.24	£	717.60	£ 695.35	£ 22.25
Mainly Madness	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Back on the Road: Cinelli Bros	£	-	£ 671.43	52%	£ 450.00	£ 221.43	£ 200.20	£ 80.29	£ 119.91	£ 44.01	£	871.63	£ 574.30	£ 297.33
Back on the Road: Dom Martin	£	-	£ 900.00	72%	£ 500.00	£ 400.00	£ 309.00	£ 124.16	£ 184.84	£ 85.57	£	1,209.00	£ 709.73	£ 499.27
Comedy Club	£	-	£ 780.00	62%	£ 700.00	£ 80.00	£ 451.73	£ 186.17	£ 265.56	£ 88.02	£	1,231.73	£ 974.19	£ 257.54
Panto	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Ceroc x 1	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Other	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
TOTALS FOR DECEMBER	£	-	£ 2,900.00		£ 2,198.57	£ 701.43	£ 1,129.96	£ 459.16	£ 670.80	£ 295.84	£	4,029.96	£ 2,953.57	£ 1,076.39
January	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution		
Northsyde	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
T Rextasy	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Film Club x 2	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Roller Disco	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Comedy Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Jazz Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
ACDC UK	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Rock Choir x 2	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Ceroc x 4	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
TOTALS FOR JANUARY	£	-	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
February	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		
Bootleg Blondie	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Jenny Éclair	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
New Amen Corner	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
James Taylor Quartet	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Film Club x 2	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Comedy Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Jazz Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Roller Disco drop in	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Roller Disco	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Rock Choir x 3	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Ceroc x 4	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
TOTALS FOR FEBRUARY	£	-	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
March	Hall Hire Income	Ticket sales	% of capacity	Perf costs	Contribution	Ancillary sales	Cost of stock	Contribution	Casual Staffing	Total performance income	Total performance costs	Total performance contribution		
90's Rewind	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Film Club x 2	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Guns 2 Roses	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Rabbit Rabbit	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Jazz Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Totally Tina	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
ELO Encounter	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Comedy Club	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Roller Disco	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Rock Choir x 4	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
Ceroc x 4	£	-	£ -	n/a	£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
TOTALS FOR MARCH	£	-	£ -		£ -	£ -	£ -	£ -	£ -	£ -	£	-	£ -	-
TOTALS	£	-	£ 5,962.86		£ 4,054.95	£ 1,907.91	£ 2,595.60	£ 1,047.31	£ 1,548.29	£ 455.52	£	8,558.46	£ 5,557.78	£ 3,000.68

FINAL 2020/2021 YEAR END ACCOUNTS and 2021-2022 BUDGET
6 month COVID restrictions - 6 month normal operation
V12 as at 16.04.2021

Cost Centre	Item Description	Actual 2016-17	Actual 2017-18	Adjusted Actual 17-18 inc transfers to EMR	Actual - 2018-2019	Actual 2019-2020	Agreed Budget 2020-2021 increase in Council tax of 3% (ie £102.80 x tax base increased to 10,548.23 total precept of £1,084,358.04	Actual 2020-2021	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 30.04.2021	2021-2022 Year End Projection as at 16.04.2021	Comments
115	Precept Operations	-£599,277.00	-£599,277.00	£ 599,277.00	-£619,567.26	-£631,819.00	-£672,341.04	-£672,341.04	-£677,777.10		-£677,777.10	
101	Central Admin	£109,541.00	£134,460.00	£ 149,960.00	£167,868.00	£172,785.00	£194,555.04	£118,736.00	£197,589.00		£197,589.00	
105	Civic & Democratic	£2,465.00	£3,947.00	£ 3,947.00	£15,007.00	£2,609.00	£6,863.00	£3,736.00	£7,002.00		£7,002.00	
110	Grants and contributions	£43,809.00	£49,055.00	£49,055	£223,698.00	£39,373.00	£44,100.00	£30,583.00	£44,787.00		£44,787.00	
110	Committed Grants											
110	Civic Grants											
110	Harlington Contibution					£160,000.00	£164,800.00	£164,800.00	£168,096.00		£168,096.00	
150	Public Events	£38,661.00	£42,143.00	£ 42,143.00	£39,240.00	£36,002.00	£44,404.00	£35,732.00	£45,164.00		£45,164.00	
301	Open Spaces	£25,794.00	£33,638.00	£ 34,303.00	£29,157.00	£31,649.00	£32,906.00	£31,301.00	£37,522.00		£37,522.00	
208	Ancells Farm Park	£15,782.00	£30,191.00	£ 30,191.00	£31,298.00	£31,986.00	£37,543.00	£32,624.00	£37,631.00		£37,631.00	
310	Calthorpe Park	£22,230.00	£21,492.00	£ 28,492.00	£33,575.00	£37,109.00	£46,336.00	£67,689.00	£49,793.00		£49,793.00	
315	Oakley Park	£20,103.00	£16,200.00	£ 16,200.00	£21,099.00	£22,216.00	£27,097.00	£25,508.00	£26,760.00		£26,760.00	
320	Basingbourne Park	£20,445.00	£19,257.00	£ 19,257.00	£25,536.00	£28,807.00	£26,699.00	£22,583.00	£23,501.00		£23,501.00	
325	The Views	-£46,280.00	£12,160.00	£ 12,160.00	£5,909.00	£9,281.00	£10,702.00	£8,769.00	£11,475.00		£11,475.00	
330	Edenbrook	£2,735.00	£9,794.00	£ 9,794.00	£3,112.00	£3,300.00	£5,271.00	£4,175.00	£5,375.00		£5,375.00	
350	Cemetery	-£28,380.00	-£41,789.00	£ 38,989.00	-£9,764.00	-£28,987.00	-£12,642.00	-£65,345.00	-£24,484.00		-£24,484.00	
475	Lengthsman		-£100.00	£ 100.00	-£3,300.00	£530.00	£0.00	£0.00		+	+	
TOTAL	FTC	-£372,372.00	-£268,829.00	£ 242,864.00	-£37,132.26	-£85,159.00	-£43,707.00	-£191,450.04	-£47,566.10	£0.00	-£47,566.10	
THE HARLINGTON												
	Harlington Operations Contibution				-£180,000.00	-£160,000.00	-£164,800.00	-£164,800.00	-£168,096.00		-£168,096.00	
204	Building Operational costs	£129,102.00	£130,943.00	£ 131,203.00	£222,058.00	£224,131.00	£222,527.00	£230,244.00	£222,000.00		£222,000.00	
201	Events	£38,883.00	£4,215.00	£ 18,135.00	-£52,535.00	-£25,188.00	-£22,980.00	£131,919.00	£64,000.00		£64,000.00	
202	Café	-£5,172.00	-£7,557.00	£ 7,557.00	-£14,721.00	-£9,187.00	-£9,400.00	£17,565.00	£0.00		£0.00	
SUB TOTAL		£33,711.00	-£3,342.00	£10,578.00	-£25,198.00	£29,756.00	£25,347.00	£214,928.00	£117,904.00	£0.00	£117,904.00	
205	Ancells Community	-£3,436.00	£5,716.00	£ 5,716.00	£15,120.00	£18,780.00	£18,360.00	£31,241.00	£30,500.00		£30,500.00	
TOTAL AFCC		-£3,436.00	£5,716.00	£5,716.00	£15,120.00	£18,780.00	£18,360.00	£31,241.00	£30,500.00		£30,500.00	
TOTAL	Harlington & AFCC	£30,275.00	£2,374.00	£16,294.00	-£10,078.00	£48,536.00	£43,707.00	£246,169.00	£148,404.00	£0.00	£148,404.00	
TOTAL	FTC + Harlington + Ancells Community	-£342,097.00	-£266,455.00	£ 226,570.00	-£47,210.26	-£36,623.00	£0.00	£54,718.96	£100,837.90	£0.00	£100,837.90	

HARLINGTON DEVELOPMENT		Actual to 31.03.17	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	2020-2021 Actual as at 31.03.2021	Actual as at 30.04.2021	Cumulative 2020-2021 Year end Projection				Comments
	Brought forward	£0.00	-£285,435.00	-£511,052.00	-£879,793.00	-£1,216,717.00	-£1,608,082.00					
115	Precept	-£390,339.00	-£412,017.00	-£412,017.00	-£412,017.00	-£412,017.00						
160	Interest				-£5,957.00							
160	Expenditure	£104,904.00	£186,377.00	£43,276.00	£81,050.00	£20,652.00						
TOTAL	FUNDS AVAILABLE	-£285,435.00	-£511,075.00	-£879,793.00	-£1,216,717.00	-£1,608,082.00	-£1,608,082.00					

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	S106 Funds requested but not approved	Unallocated Funds as at 19.04.2021					Comments
	Recreation & Leisure projects	£392,214.00	£24,789.00	£244,211.00	£150,733.00	£0.00	£150,733.00					
	TOTAL	£392,214.00	£24,789.00	£244,211.00	£150,733.00		£150,733.00					

FTC RESERVES AS AT 31.03.2021			
Total equity as at 31.03.2021		£2,025,936.00	
		Current year fund	
		General fund	
		£123,843.00	
		FTC Reserve	
		General EMR	
		£294,011.00	
		Harlington EMR	
		£1,608,082.00	
		Reserves to be allocated	
		£0.00	
		£2,025,936.00	

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	Central Administration									
1053	Grant money and funding	0	0	0	76,418	76,418	0	0	0	0
1500	Miscellaneous Income	0	0	0	0	0	0	0	0	0
1870	Interest Income	4,500	2,542	3,500	2,648	2,648	0	3,230	0	0
	Total Income	4,500	2,542	3,500	79,066	79,066	0	3,230	0	0
4000	Salaries	111,611	108,243	124,000	121,814	121,814	0	124,000	0	0
4001	Employers National Insurance	10,500	9,817	10,500	10,463	10,184	0	10,200	0	0
4002	Employers Pension	5,600	6,178	7,700	6,839	6,839	0	6,500	0	0
4005	Contracted Staffing	7,200	1,457	0	0	0	0	0	0	0
4011	Staff Recruitment	500	0	250	0	0	0	0	0	0
4015	Recharge staff hours	-16,000	-18,000	-16,480	-18,480	-18,480	0	-18,480	0	0
4020	COVID19	0	1,305	0	27,056	27,056	0	1,000	0	0
4030	Training	3,000	1,870	3,100	210	210	0	3,000	0	0
4041	Mileage/Travel/Sustenance	100	56	102	0	0	0	102	0	0
4130	Insurance	9,500	8,918	9,000	8,491	8,491	0	9,500	0	0
4156	Recycling	0	144	500	0	0	0	500	0	0
4175	Equipment Maintenance	1,030	0	589	0	0	0	600	0	0
4185	Equipment	1,545	7,366	3,000	375	375	0	3,000	0	0
4187	Health & Safety	10,000	9,289	10,200	5,481	5,481	0	8,000	0	0
4400	Stationery & Consumables	3,816	3,844	3,892	1,462	1,462	0	3,500	0	0
4401	Document Management	5,000	0	2,000	0	0	0	5,000	0	0
4420	Bank Charges	2,500	3,087	3,000	1,779	1,779	0	3,060	0	0
4422	Bank & Card Transactions	120	32	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4430	Promotion/Publicity/Vision	6,800	6,935	7,000	7,885	7,885	0	7,140	0	0
4435	Website	515	862	800	480	480	0	918	0	0
4440	Telephone & Broadband	2,000	1,160	1,700	1,544	1,435	0	2,400	0	0
4445	Mobile Phones	0	9	0	283	283	0	663	0	0
4455	Postage	450	635	350	101	100	0	102	0	0
4460	Subscriptions	3,100	2,618	3,162	3,085	3,085	0	3,060	0	0
4480	Computer Maintenance	1,200	905	1,000	75	75	0	1,020	0	0
4481	Software/Licenses	2,200	1,747	1,700	1,970	1,970	0	2,500	0	0
4484	Computer Support	5,000	4,500	5,500	4,320	4,320	0	6,120	0	0
4485	Computer Storage	825	1,509	1,500	1,320	1,320	0	1,734	0	0
4486	E-mail Exchange	2,700	3,170	3,250	2,995	2,995	0	3,570	0	0
4550	Payroll Services	618	547	600	600	600	0	612	0	0
4551	HR Services	2,000	917	2,000	1,092	1,092	0	2,040	0	0
4555	Legal Fees and Costs	2,000	3,172	2,000	643	643	0	2,040	0	0
4560	Accountancy fees	1,700	1,505	700	959	959	0	714	0	0
4561	VAT Consultancy fees	400	159	440	259	259	0	204	0	0
4564	Procurement fees	3,000	22	1,000	0	0	0	3,000	0	0
4580	Audit Fees	5,000	1,350	4,000	4,700	4,700	0	3,500	0	0
Overhead Expenditure		195,530	175,327	198,055	197,801	197,412	0	200,819	0	0
Movement to/(from) Gen Reserve		(191,030)	(172,785)	(194,555)	(118,736)	(118,346)		(197,589)		
105	<u>Civic and Democratic</u>									
4041	Mileage/Travel/Sustenance	150	118	153	0	0	0	156	0	0
4430	Promotion/Publicity/Vision	2,500	1,191	2,500	2,500	2,500	0	2,550	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4530	Councillor Development	1,030	448	1,050	-196	-196	0	1,071	0	0
4535	Chairman's Allowance	1,135	437	1,160	1,150	1,160	0	1,185	0	0
4537	Members Allowances	4,284	415	2,000	282	282	0	2,040	0	0
Overhead Expenditure		9,099	2,609	6,863	3,736	3,746	0	7,002	0	0
Movement to/(from) Gen Reserve		(9,099)	(2,609)	(6,863)	(3,736)	(3,746)		(7,002)		
110	Grants									
4112	Lions Lease	0	1,375	0	0	0	0	0	0	0
4113	The Harlington	160,000	0	0	0	0	0	0	0	0
4538	Community Support	1,500	1,108	1,500	1,000	1,000	0	1,530	0	0
4800	Fleet Link	13,082	16,071	13,500	10,824	10,824	0	13,770	0	0
4810	Basingstoke Canal	18,900	18,309	18,500	18,309	18,309	0	18,675	0	0
4855	Community grants	10,300	2,510	10,600	450	450	0	10,812	0	0
Overhead Expenditure		203,782	39,373	44,100	30,583	30,583	0	44,787	0	0
Movement to/(from) Gen Reserve		(203,782)	(39,373)	(44,100)	(30,583)	(30,583)		(44,787)		
115	Precept									
1900	Precept - operational	631,819	631,819	672,341	672,341	672,341	0	677,777	0	0
1902	Precept - New Harlington	412,017	412,017	412,017	412,017	412,017	0	412,017	0	0
Total Income		1,043,836	1,043,836	1,084,358	1,084,358	1,084,358	0	1,089,794	0	0
Movement to/(from) Gen Reserve		1,043,836	1,043,836	1,084,358	1,084,358	1,084,358		1,089,794		
150	Events									
1051	Ghurkha Square Market	0	0	0	3,841	3,841	0	8,500	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		0	0	0	3,841	3,841	0	8,500	0	0
4176	Action Day	600	842	900	4	4	0	918	0	0
4210	Floral Displays	17,200	15,539	17,544	16,652	16,652	0	17,895	0	0
4222	Friends Group Get Together	200	76	150	0	0	0	150	0	0
4655	Town Centre Xmas Decorations	20,000	14,919	20,400	18,878	18,878	0	22,000	0	0
4656	Christmas Gurkha Square	4,010	2,040	4,090	30	30	0	4,175	0	0
4657	Christmas Day Lunch	1,000	2,136	1,020	716	716	0	1,020	0	0
4660	Remembrance Day	210	451	300	0	0	0	306	0	0
4661	Gurkha Sq Market	0	0	0	3,294	3,294	0	7,200	0	0
Overhead Expenditure		43,220	36,002	44,404	39,574	39,574	0	53,664	0	0
Movement to/(from) Gen Reserve		(43,220)	(36,002)	(44,404)	(35,732)	(35,733)		(45,164)		
160	<u>Harlington Development</u>									
1870	Interest Income	0	5,957	0	0	0	0	0	0	0
Total Income		0	5,957	0	0	0	0	0	0	0
4015	Recharge staff hours	30,000	25,000	30,000	27,480	27,480	0	30,000	0	0
4041	Mileage/Travel/Sustenance	400	16	400	0	0	0	400	0	0
4171	Essential Maint, Ops , H&S	0	1,460	0	0	0	0	0	0	0
4400	Stationery & Consumables	1,100	0	1,100	0	0	0	1,100	0	0
4430	Promotion/Publicity/Vision	20,000	0	20,000	0	0	0	20,000	0	0
4455	Postage	2,000	0	2,000	0	0	0	2,000	0	0
4555	Legal Fees and Costs	20,000	0	20,000	775	775	0	20,000	0	0
4560	Accountancy fees	1,500	0	1,500	0	0	0	1,500	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4562	Design Consultancy fees	120,000	0	77,000	0	0	0	77,000	0	0
4563	Planning and Building fees	45,000	0	45,000	0	0	0	45,000	0	0
4564	Procurement fees	15,000	0	15,000	0	0	0	15,000	0	0
4565	Survey	0	45,546	43,000	4,878	4,878	0	43,000	0	0
4570	Project Management	100,000	0	100,000	0	0	0	100,000	0	0
4999	Contingency	57,017	0	57,017	0	378,884	0	57,017	0	0
Overhead Expenditure		412,017	72,022	412,017	33,133	412,017	0	412,017	0	0
160 Net Income over Expenditure		-412,017	-66,064	-412,017	-33,133	-412,017	0	-412,017	0	0
6001	plus Transfer from EMR	0	0	0	20,653	0	0	0	0	0
Movement to/(from) Gen Reserve		(412,017)	(66,064)	(412,017)	(12,480)	(412,017)		(412,017)		
201	<u>Harlington - Events</u>									
1000	Hall Hire	108,000	104,195	104,000	20,114	18,104	0	67,000	0	0
1001	WRVS Hall Hire	2,000	1,938	2,000	0	0	0	0	0	0
1002	POINT Hall Hire	250	0	0	0	0	0	0	0	0
1029	WRVS Office 2 - Dance	2,400	1,600	0	0	0	0	0	0	0
1030	WRVS Office 1	2,000	1,000	1,000	0	0	0	0	0	0
1033	Fleet Phoenix	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
1036	Fleet Baptist Preschool	4,500	4,070	4,500	1,389	1,389	0	3,500	0	0
1415	Coffee Shop Sales/Catering	0	269	0	0	0	0	0	0	0
1420	Bar Sales	96,500	118,401	105,000	5,235	5,235	0	74,000	0	0
1430	Merchandise	500	291	600	0	0	0	0	0	0
1431	Confectionery	2,100	3,995	2,500	25	25	0	1,500	0	0
1432	Ices	2,000	2,605	2,000	181	181	0	1,500	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1433	Snacks	2,200	2,731	2,200	114	114	0	1,500	0	0
1435	Box Office Charges	10,000	15,287	14,000	790	790	0	9,000	0	0
1436	Technical Income	0	170	0	0	0	0	0	0	0
1450	Ticket Sales	181,000	158,346	180,000	10,803	10,803	0	115,000	0	0
Total Income		414,450	415,899	418,800	39,652	37,641	0	274,000	0	0
4000	Salaries	154,800	144,907	171,000	114,186	114,186	0	150,000	0	0
4001	Employers National Insurance	10,500	11,338	10,960	7,971	7,971	0	15,000	0	0
4002	Employers Pension	6,200	7,141	8,900	7,576	7,576	0	7,500	0	0
4005	Contracted Staffing	0	10,911	0	0	0	0	0	0	0
4015	Recharge staff hours	-7,000	-5,000	-7,000	-7,000	-7,000	0	-7,000	0	0
4020	COVID19	0	0	0	8,426	6,590	0	0	0	0
4182	Technical Equipment Sundries	1,000	970	1,500	1,104	1,104	0	1,000	0	0
4183	Technical Equipment Hire	500	1,017	500	0	0	0	500	0	0
4185	Equipment	4,000	3,960	5,000	7,747	7,733	0	5,000	0	0
4422	Bank & Card Transactions	4,240	11,889	7,500	3,827	3,770	0	9,000	0	0
4432	Marketing	17,000	18,436	17,000	932	932	0	17,000	0	0
4433	Marketing Support	6,000	6,007	6,500	0	0	0	6,500	0	0
4481	Software/Licenses	0	0	0	2,590	1,750	0	0	0	0
4487	Wi-Fi	0	0	0	44	44	0	0	0	0
4490	Sales Systsem Costs	8,000	13,227	10,000	3,729	3,729	0	10,000	0	0
4700	Bar Purchases	38,600	47,814	42,000	7,340	4,577	0	30,000	0	0
4710	Bar Consumables	1,700	1,265	2,000	170	170	0	2,500	0	0
4715	Stocktaking	200	175	200	175	175	0	500	0	0
4720	Performance Costs	117,500	104,889	110,000	11,309	11,309	0	81,000	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		2019-2020		2020-2021				2021-2022		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4728	Till App	0	0	0	0	0	0	1,000	0	0
4740	Licences	6,000	5,914	5,500	1,210	1,210	0	5,500	0	0
4752	Hospitality	1,000	850	1,000	110	110	0	500	0	0
4760	Merchandise	100	0	0	0	0	0	0	0	0
4761	Confectionery	1,020	1,335	1,500	0	0	0	1,000	0	0
4762	Ices	800	2,262	760	6	6	0	500	0	0
4763	Snacks	900	1,402	1,000	120	120	0	1,000	0	0
Overhead Expenditure		373,060	390,711	395,820	171,571	166,062	0	338,000	0	0
Movement to/(from) Gen Reserve		41,390	25,188	22,980	(131,919)	(128,421)		(64,000)		
202	Coffee Shop									
1415	Coffee Shop Sales/Catering	55,000	41,293	52,000	104	104	0	0	0	0
1417	Function Catering	0	5	0	0	0	0	0	0	0
Total Income		55,000	41,298	52,000	104	104	0	0	0	0
4000	Salaries	22,300	18,668	22,700	14,500	14,500	0	0	0	0
4001	Employers National Insurance	1,050	297	1,530	1,450	1,450	0	0	0	0
4002	Employers Pension	640	564	370	725	725	0	0	0	0
4151	Cleaning - Equipment	0	33	0	0	0	0	0	0	0
4750	Catering Supplies	20,000	11,763	17,500	844	-160	0	0	0	0
4755	Catering Consumables	500	787	500	78	78	0	0	0	0
4756	Catering - Equipment	0	0	0	71	71	0	0	0	0
Overhead Expenditure		44,490	32,111	42,600	17,668	16,664	0	0	0	0
Movement to/(from) Gen Reserve		10,510	9,187	9,400	(17,565)	(16,560)		0		

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
204	Building									
1031	HCC Library	16,000	16,000	16,000	12,915	12,914	0	16,000	0	0
1053	Grant money and funding	160,000	0	0	0	0	0	0	0	0
1615	Reimburse - Harlington Repairs	0	0	0	60,063	60,035	0	0	0	0
1903	Precept - Harlington Cont.	0	0	0	0	0	0	0	0	0
Total Income		176,000	16,000	16,000	72,978	72,949	0	16,000	0	0
4000	Salaries	72,000	71,926	75,680	75,680	75,680	0	75,500	0	0
4001	Employers National Insurance	6,250	6,180	7,140	7,568	7,568	0	7,500	0	0
4002	Employers Pension	3,650	2,936	5,490	3,784	3,784	0	4,000	0	0
4005	Contracted Staffing	1,000	1,107	1,000	0	0	0	0	0	0
4011	Staff Recruitment	400	643	400	0	0	0	0	0	0
4015	Recharge staff hours	-2,000	-2,000	-2,000	-2,000	-2,000	0	-2,000	0	0
4030	Training	750	132	750	215	215	0	1,000	0	0
4041	Mileage/Travel/Sustenance	500	566	500	0	0	0	500	0	0
4110	Rates	14,500	14,599	14,935	15,260	14,828	0	15,000	0	0
4115	Water & Sewerage	6,500	8,089	9,100	9,317	9,540	0	9,000	0	0
4120	Gas	17,200	20,515	17,716	15,687	16,500	0	18,000	0	0
4122	Electricity	29,650	32,769	30,540	17,692	23,000	0	31,000	0	0
4150	Cleaning	32,100	30,057	32,740	11,185	10,000	0	33,500	0	0
4151	Cleaning - Equipment	300	0	300	39	39	0	500	0	0
4152	Cleaning - Supplies	8,800	9,701	9,400	6,271	6,272	0	9,500	0	0
4155	Refuse Collection	5,500	5,890	5,700	5,738	5,111	0	6,000	0	0
4156	Recycling	1,000	1,156	1,000	1,036	924	0	1,000	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		2019-2020		2020-2021				2021-2022		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4170	Building Maintenance	15,500	20,115	17,000	49,259	48,421	0	17,000	0	0
4172	Building Compliance	500	1,823	1,000	399	1,000	0	1,000	0	0
4175	Equipment Maintenance	500	832	1,000	17	17	0	1,000	0	0
4180	Equipment Hire	300	0	300	0	0	0	0	0	0
4182	Technical Equipment Sundries	0	0	0	12	12	0	0	0	0
4185	Equipment	1,000	1,411	1,000	8,500	8,500	0	1,000	0	0
4187	Health & Safety	500	3,746	1,000	1,543	1,544	0	1,000	0	0
4188	Fire and Intruder Monitoring	600	475	500	322	322	0	500	0	0
4190	Auditorium expenditure	0	0	0	70,152	70,152	0	0	0	0
4207	Fire & Intruder Systems	1,500	1,365	1,800	1,672	1,800	0	2,000	0	0
4400	Stationery & Consumables	2,000	2,891	1,500	652	652	0	1,000	0	0
4445	Mobile Phones	400	377	400	377	400	0	500	0	0
4455	Postage	400	294	400	94	90	0	500	0	0
4481	Software/Licenses	500	740	500	689	689	0	500	0	0
4487	Wi-Fi	600	1,294	1,236	1,565	1,565	0	1,500	0	0
4745	Uniforms	500	502	500	497	500	0	500	0	0
Overhead Expenditure		222,900	240,131	238,527	303,222	307,125	0	238,000	0	0
Movement to/(from) Gen Reserve		(46,900)	(224,131)	(222,527)	(230,244)	(234,176)		(222,000)		
205	Ancells Community Centre									
1000	Hall Hire	26,000	25,309	26,000	8,955	9,210	0	15,000	0	0
Total Income		26,000	25,309	26,000	8,955	9,210	0	15,000	0	0
4000	Salaries	15,090	14,967	17,110	17,110	17,110	0	17,000	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4001	Employers National Insurance	830	828	1,120	1,120	1,120	0	1,500	0	0
4002	Employers Pension	1,230	1,225	1,690	1,690	1,690	0	2,000	0	0
4041	Mileage/Travel/Sustenance	450	420	450	420	420	0	500	0	0
4115	Water & Sewerage	1,200	737	320	662	777	0	800	0	0
4120	Gas	2,000	1,343	2,000	1,373	1,528	0	2,000	0	0
4122	Electricity	1,500	1,139	1,545	773	1,200	0	1,500	0	0
4150	Cleaning	6,625	6,482	6,825	3,086	3,100	0	7,000	0	0
4152	Cleaning - Supplies	1,300	1,295	1,400	1,089	1,089	0	1,500	0	0
4155	Refuse Collection	850	860	900	1,269	1,167	0	1,000	0	0
4170	Building Maintenance	2,000	5,531	2,000	4,159	4,159	0	2,000	0	0
4185	Equipment	300	24	300	0	0	0	0	0	0
4207	Fire & Intruder Systems	0	443	0	464	464	0	0	0	0
4280	Ancells Car Park	4,000	6,269	6,000	5,679	5,680	0	6,000	0	0
4445	Mobile Phones	300	300	300	300	300	0	300	0	0
4455	Postage	100	100	100	0	0	0	100	0	0
4740	Licences	2,300	2,126	2,300	1,000	1,000	0	2,300	0	0
Overhead Expenditure		40,075	44,089	44,360	40,195	40,804	0	45,500	0	0
Movement to/(from) Gen Reserve		(14,075)	(18,780)	(18,360)	(31,241)	(31,594)		(30,500)		
208	<u>Ancells Farm Park and Pavilion</u>									
1053	Grant money and funding	0	4,779	0	0	0	0	0	0	0
1060	Pitch Hire	1,965	2,783	2,004	732	732	0	2,924	0	0
Total Income		1,965	7,562	2,004	732	732	0	2,924	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4110	Rates	1,250	1,166	1,287	1,185	1,185	0	1,208	0	0
4115	Water & Sewerage	500	382	515	227	227	0	390	0	0
4120	Gas	1,255	351	530	314	314	0	365	0	0
4122	Electricity	1,000	252	415	216	154	0	265	0	0
4150	Cleaning	1,600	1,323	1,632	331	331	0	1,390	0	0
4170	Building Maintenance	1,000	3,931	4,200	1,609	1,609	0	4,284	0	0
4175	Equipment Maintenance	400	460	600	0	0	0	470	0	0
4187	Health & Safety	300	0	306	223	223	0	312	0	0
4200	Grounds Maintenance	22,000	22,086	22,216	21,528	21,527	0	22,660	0	0
4202	Additional Ground Works	1,655	2,393	1,705	233	233	0	1,739	0	0
4205	CCTV	100	0	105	0	0	0	107	0	0
4220	Friends Group support	110	90	115	0	0	0	118	0	0
4225	South and South East in Bloom	100	0	105	0	0	0	107	0	0
4230	Playground Maintenance	4,300	4,730	5,000	5,518	5,518	0	5,100	0	0
4240	Grants / Funding expenditure	0	844	0	0	0	0	0	0	0
4250	Tree Surgery	800	1,540	816	1,973	1,973	0	2,040	0	0
Overhead Expenditure		36,370	39,548	39,547	33,356	33,294	0	40,555	0	0
Movement to/(from) Gen Reserve		(34,405)	(31,986)	(37,543)	(32,624)	(32,562)		(37,631)		
301	<u>Open Spaces</u>									
1050	Outdoor Space Hire	650	974	650	505	505	0	0	0	0
1053	Grant money and funding	0	1,500	0	0	0	0	0	0	0
Total Income		650	2,474	650	505	505	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000	Salaries	13,000	13,133	13,526	13,371	13,371	0	13,400	0	0
4001	Employers National Insurance	1,300	888	1,300	1,237	1,237	0	1,300	0	0
4002	Employers Pension	520	635	812	668	668	0	700	0	0
4015	Recharge staff hours	-2,000	0	-2,040	0	0	0	0	0	0
4041	Mileage/Travel/Sustenance	1,030	677	1,050	529	529	0	816	0	0
4169	Street and Park Furniture	0	0	1,000	0	0	0	1,020	0	0
4170	Building Maintenance	300	0	310	50	50	0	316	0	0
4185	Equipment	1,500	252	500	97	97	0	1,530	0	0
4200	Grounds Maintenance	13,926	13,979	14,062	13,626	13,627	0	14,344	0	0
4202	Additional Ground Works	1,047	2,430	1,078	21	21	0	1,100	0	0
4206	Lamppost Maintenance	0	70	200	200	200	0	204	0	0
4208	Speed Indicator Boards - SIDs	0	0	0	0	0	0	1,000	0	0
4231	Depot/storage	15,000	0	0	0	0	0	0	0	0
4233	Vehicle and costs	1	0	0	0	0	0	0	0	0
4240	Grants / Funding expenditure	0	1,630	0	0	0	0	0	0	0
4250	Tree Surgery	1,000	190	1,020	1,718	1,718	0	1,040	0	0
4445	Mobile Phones	400	121	408	220	220	0	416	0	0
4740	Licences	500	70	220	70	110	0	224	0	0
4745	Uniforms	100	48	110	0	0	0	112	0	0
Overhead Expenditure		<u>47,624</u>	<u>34,123</u>	<u>33,556</u>	<u>31,806</u>	<u>31,848</u>	<u>0</u>	<u>37,522</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(46,974)</u>	<u>(31,649)</u>	<u>(32,906)</u>	<u>(31,301)</u>	<u>(31,343)</u>		<u>(37,522)</u>		
310	<u>Calthorpe Park</u>									
1050	Outdoor Space Hire	0	71	0	-71	-71	0	700	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1053	Grant money and funding	0	0	0	239,135	0	0	0	0	0
1057	Fleet Football Club Rent	2,000	2,000	2,000	0	0	0	2,000	0	0
1060	Pitch Hire	1,680	1,270	1,700	708	708	0	1,008	0	0
1064	Tennis Membership card	7,000	5,632	7,000	9,760	9,760	0	7,500	0	0
1065	Tennis Hire	1,200	1,383	1,300	2,408	2,408	0	1,500	0	0
1066	Tennis coaching	1,000	0	1,000	0	0	0	0	0	0
Total Income		12,880	10,356	13,000	251,940	12,805	0	12,708	0	0
4115	Water & Sewerage	200	454	580	424	430	0	505	0	0
4120	Gas	0	100	0	0	0	0	0	0	0
4122	Electricity	550	265	310	222	217	0	304	0	0
4150	Cleaning	1,450	1,160	1,236	198	198	0	1,485	0	0
4170	Building Maintenance	1,500	37	1,530	9	9	0	1,560	0	0
4175	Equipment Maintenance	770	0	785	0	0	0	800	0	0
4185	Equipment	850	-309	867	781	782	0	884	0	0
4187	Health & Safety	300	0	310	223	223	0	316	0	0
4200	Grounds Maintenance	37,418	37,563	37,785	36,613	36,614	0	39,300	0	0
4202	Additional Ground Works	2,813	4,706	2,897	9,013	9,013	0	2,954	0	0
4205	CCTV	100	0	105	13,435	4,185	0	2,000	0	0
4220	Friends Group support	100	75	105	75	75	0	107	0	0
4225	South and South East in Bloom	50	70	55	25	25	0	72	0	0
4230	Playground Maintenance	400	69	1,000	2,607	2,607	0	1,000	0	0
4235	Play Equipment	0	0	0	218,612	0	0	0	0	0
4250	Tree Surgery	2,300	2,430	2,346	12,455	12,455	0	2,392	0	0
4430	Promotion/Publicity/Vision	500	0	510	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		2019-2020		2020-2021				2021-2022		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4590	Repairs and Renewals	7,000	0	7,000	0	7,000	0	7,000	0	0
4651	LTA Registration - membership	900	0	920	360	360	0	938	0	0
4653	Tennis Software	900	775	910	796	796	0	812	0	0
4740	Licences	80	70	85	70	70	0	72	0	0
Overhead Expenditure		58,181	47,465	59,336	295,919	75,059	0	62,501	0	0
310 Net Income over Expenditure		-45,301	-37,109	-46,336	-43,979	-62,254	0	-49,793	0	0
6001	plus Transfer from EMR	0	0	0	217,019	0	0	0	0	0
6000	less Transfer to EMR	0	0	0	240,728	0	0	0	0	0
Movement to/(from) Gen Reserve		(45,301)	(37,109)	(46,336)	(67,689)	(62,254)		(49,793)		
315	Oakley Park									
1060	Pitch Hire	2,620	3,942	3,000	1,460	1,460	0	2,672	0	0
Total Income		2,620	3,942	3,000	1,460	1,460	0	2,672	0	0
4115	Water & Sewerage	350	0	361	0	0	0	0	0	0
4120	Gas	0	85	0	0	0	0	0	0	0
4122	Electricity	350	234	310	349	324	0	316	0	0
4150	Cleaning	1,450	1,190	1,300	248	248	0	1,326	0	0
4170	Building Maintenance	1,000	529	1,020	0	0	0	1,040	0	0
4175	Equipment Maintenance	50	0	55	0	0	0	56	0	0
4180	Equipment Hire	0	0	0	0	0	0	56	0	0
4185	Equipment	50	0	55	0	0	0	0	0	0
4187	Health & Safety	300	0	310	223	223	0	316	0	0
4200	Grounds Maintenance	19,946	20,023	20,142	19,517	19,518	0	20,545	0	0

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Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4202	Additional Ground Works	1,500	0	1,545	255	255	0	1,575	0	0
4205	CCTV	2,215	2,185	2,259	2,251	2,251	0	1,400	0	0
4220	Friends Group support	100	75	105	75	75	0	105	0	0
4225	South and South East in Bloom	80	95	85	40	40	0	97	0	0
4230	Playground Maintenance	1,000	287	1,020	203	204	0	1,040	0	0
4250	Tree Surgery	1,500	1,454	1,530	3,808	3,808	0	1,560	0	0
Overhead Expenditure		29,891	26,158	30,097	26,968	26,946	0	29,432	0	0
Movement to/(from) Gen Reserve		(27,271)	(22,216)	(27,097)	(25,508)	(25,486)		(26,760)		
320	<u>Basingbourne Park</u>									
1056	Scouts - Rent	0	0	0	1,601	0	0	0	0	0
1060	Pitch Hire	1,989	1,418	1,400	1,377	1,377	0	5,344	0	0
Total Income		1,989	1,418	1,400	2,978	1,377	0	5,344	0	0
4115	Water & Sewerage	400	405	412	525	525	0	420	0	0
4120	Gas	0	55	0	0	0	0	0	0	0
4122	Electricity	300	146	309	258	243	0	315	0	0
4150	Cleaning	1,450	1,190	1,300	347	347	0	1,326	0	0
4170	Building Maintenance	2,000	978	2,040	101	101	0	2,080	0	0
4185	Equipment	300	0	310	0	0	0	316	0	0
4187	Health & Safety	300	0	310	223	223	0	316	0	0
4200	Grounds Maintenance	16,962	17,028	17,128	16,597	16,597	0	17,470	0	0
4202	Additional Ground Works	1,275	460	1,315	925	925	0	1,341	0	0
4205	CCTV	1,150	1,093	1,175	1,126	1,126	0	1,400	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4220	Friends Group support	110	220	115	0	0	0	115	0	0
4225	South and South East in Bloom	110	105	115	60	60	0	105	0	0
4230	Playground Maintenance	1,000	830	1,020	510	511	0	1,040	0	0
4250	Tree Surgery	2,500	7,716	2,550	4,890	4,890	0	2,601	0	0
Overhead Expenditure		27,857	30,225	28,099	25,561	25,548	0	28,845	0	0
Movement to/(from) Gen Reserve		(25,868)	(28,807)	(26,699)	(22,583)	(24,171)		(23,501)		
325	<u>The Views</u>									
1050	Outdoor Space Hire	1,500	1,277	1,530	0	0	0	1,000	0	0
1145	Plaque contribution	0	35	0	0	0	0	0	0	0
Total Income		1,500	1,312	1,530	0	0	0	1,000	0	0
4115	Water & Sewerage	0	0	0	20	0	0	0	0	0
4122	Electricity	80	176	135	159	159	0	137	0	0
4185	Equipment	100	0	105	0	0	0	107	0	0
4200	Grounds Maintenance	7,028	7,055	7,097	6,877	6,878	0	7,240	0	0
4202	Additional Ground Works	528	190	545	380	380	0	555	0	0
4230	Playground Maintenance	2,000	2,588	4,040	658	658	0	4,120	0	0
4250	Tree Surgery	300	585	310	675	675	0	316	0	0
Overhead Expenditure		10,036	10,594	12,232	8,769	8,750	0	12,475	0	0
Movement to/(from) Gen Reserve		(8,536)	(9,281)	(10,702)	(8,769)	(8,750)		(11,475)		
330	<u>Edenbrook</u>									
4200	Grounds Maintenance	2,970	2,983	3,000	2,907	2,918	0	3,060	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4202	Additional Ground Works	224	0	231	0	0	0	235	0	0
4230	Playground Maintenance	2,000	317	2,040	1,268	1,268	0	2,080	0	0
Overhead Expenditure		5,194	3,300	5,271	4,175	4,186	0	5,375	0	0
Movement to/(from) Gen Reserve		(5,194)	(3,300)	(5,271)	(4,175)	(4,186)		(5,375)		
350	Cemetery									
1100	Interment Fees	17,000	12,175	12,240	18,980	18,980	0	10,000	0	0
1110	Scattering of Ashes	0	170	340	340	340	0	500	0	0
1120	Sale of Exclusive Rights	24,000	16,070	18,480	44,600	44,600	0	16,000	0	0
1121	Transfer of Exclusive Rights	1,000	3,330	1,020	1,740	1,740	0	1,050	0	0
1130	Memorial Cemetery Fees	6,200	5,838	6,324	10,280	10,280	0	6,450	0	0
1131	Memorial Roses	0	0	0	350	350	0	700	0	0
1132	Memorial Kerbstones	0	1,500	0	2,000	2,000	0	5,000	0	0
1133	Memorial Sanctums	0	13,008	9,000	15,653	15,653	0	20,000	0	0
1134	GoR Planted Area	0	175	0	417	417	0	700	0	0
1137	GoR Ashes digging	0	0	0	520	520	0	0	0	0
1140	Bench contribution	0	483	0	0	0	0	0	0	0
1145	Plaque contribution	0	150	0	0	0	0	0	0	0
Total Income		48,200	52,900	47,404	94,880	94,880	0	60,400	0	0
4000	Salaries	5,700	3,981	5,700	3,394	3,394	0	5,700	0	0
4002	Employers Pension	230	171	352	170	170	0	300	0	0
4041	Mileage/Travel/Sustenance	510	437	520	209	209	0	530	0	0
4110	Rates	1,715	1,873	1,900	2,188	2,188	0	2,231	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4115	Water & Sewerage	350	-97	780	202	202	0	220	0	0
4150	Cleaning	530	0	540	0	0	0	500	0	0
4155	Refuse Collection	1,800	1,848	2,000	1,727	1,727	0	2,040	0	0
4170	Building Maintenance	200	0	510	0	0	0	520	0	0
4200	Grounds Maintenance	11,700	10,584	15,900	10,307	10,307	0	16,218	0	0
4202	Additional Ground Works	800	598	825	50	50	0	841	0	0
4203	General Upkeep	1,500	1,039	1,530	24	24	0	1,560	0	0
4220	Friends Group support	100	70	105	0	0	0	105	0	0
4225	South and South East in Bloom	80	90	140	35	35	0	140	0	0
4250	Tree Surgery	1,000	1,940	1,020	973	973	0	1,040	0	0
4400	Stationery & Consumables	0	0	0	7	7	0	0	0	0
4445	Mobile Phones	400	79	250	97	105	0	255	0	0
4455	Postage	0	2	0	28	28	0	0	0	0
4460	Subscriptions	100	95	105	95	95	0	100	0	0
4481	Software/Licenses	750	390	765	423	423	0	450	0	0
4935	GoR Memorial inscriptions	0	565	1,000	1,959	1,959	0	1,200	0	0
4936	GoR Ashes digging	0	100	0	0	0	0	100	0	0
4940	Cemetery Extension	2,000	0	0	0	0	0	0	0	0
4942	H and S Memorial repairs	300	0	310	0	0	0	316	0	0
4944	H and S Memorial inspections	500	148	510	7,648	7,648	0	1,550	0	0
Overhead Expenditure		30,265	23,913	34,762	29,535	29,544	0	35,916	0	0
Movement to/(from) Gen Reserve		17,935	28,987	12,642	65,345	65,336		24,484		
475	<u>Lengthsman Scheme</u>									

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		<u>2019-2020</u>		<u>2020-2021</u>				<u>2021-2022</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1053	Grant money and funding	0	3,300	0	3,300	3,300	0	0	0	0
	Total Income	0	3,300	0	3,300	3,300	0	0	0	0
4202	Additional Ground Works	0	3,830	0	3,300	3,300	0	0	0	0
	Overhead Expenditure	0	3,830	0	3,300	3,300	0	0	0	0
	Movement to/(from) Gen Reserve	0	(530)	0	0	0		0		
900	<u>Earmarked Reserves</u>									
8005	Calthorpe Play Area	0	30,365	0	0	0	0	0	0	0
	Total Income	0	30,365	0	0	0	0	0	0	0
9000	EMR Pension Obligation 2018-19	1,530	1,530	0	0	0	0	0	0	0
9002	EMR Website Development 2020	10,000	0	0	0	0	0	0	0	0
9004	EMR Cemetery Ext/Rem Gdn 2019	5,787	884	0	1,150	0	0	0	0	0
9006	EMR Park Improvement 2020	40,045	17,123	0	0	0	0	0	0	0
9007	EMR Coffee Shop Improvement	355	0	0	0	0	0	0	0	0
9009	EMR Calthorpe Park Playground	0	30,365	0	0	0	0	0	0	0
9012	EMR Harlington Equipment 2019	2,469	2,469	0	0	0	0	0	0	0
9013	EMR Calthorpe Building 2025	100,853	0	0	0	0	0	0	0	0
9014	EMR Office Refurbishment 2019	265	27	0	0	0	0	0	0	0
9018	EMR Ancells Farm Rep/Dec 2019	9,140	13,045	0	3,325	0	0	0	0	0
9023	EMR Salary Provison 2018-19	4,692	4,692	0	0	0	0	0	0	0
9024	EMR NI Provison 2018-19	3,030	3,030	0	0	0	0	0	0	0
9028	EMR - Paths	3,300	9,708	0	0	0	0	0	0	0
9030	EMR Cemetery Mem test/repairs	2,500	0	0	0	0	0	0	0	0

Continued on next page

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Item3 Month12 Budget Detail Mar21

		2019-2020		2020-2021				2021-2022		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9032	EMR Neighbourhood Plan 2018-19	-1,208	1,058	0	0	0	0	0	0	0
9035	EMR CP Tennis sinking 2026	23,563	0	0	0	0	0	0	0	0
9040	EMR Community Bus Serv 2019-20	13,000	0	0	0	0	0	0	0	0
9042	EMR Sustainable operational Pr	0	89	0	300	0	0	0	0	0
9300	EMR S106 Sensory Garden 2019	51,579	0	0	0	0	0	0	0	0
Overhead Expenditure		270,900	84,021	0	4,775	0	0	0	0	0
900 Net Income over Expenditure		-270,900	-53,656	0	-4,775	0	0	0	0	0
6001	plus Transfer from EMR	0	0	0	4,864	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(270,900)</u>	<u>(53,656)</u>	<u>0</u>	<u>89</u>	<u>0</u>		<u>0</u>		
Total Budget Income		1,789,590	1,664,472	1,669,646	1,644,748	1,402,228	0	1,491,572	0	0
Expenditure		2,060,491	1,335,551	1,669,646	1,301,647	1,452,462	0	1,592,410	0	0
Net Income over Expenditure		<u>-270,901</u>	<u>328,920</u>	<u>0</u>	<u>343,101</u>	<u>-50,234</u>	<u>0</u>	<u>-100,838</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR		0	0	0	242,535	0	0	0	0	0
less Transfer to EMR		0	0	0	240,728	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(270,901)</u>	<u>328,920</u>	<u>0</u>	<u>344,908</u>	<u>(50,234)</u>		<u>(100,838)</u>		

**Bank Reconciliation Statement as at 28/02/2021
for Cashbook 1 - Bank Current/Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Co-op	31/03/2020	306	0.00
HSBC	28/02/2021	496	551,790.83
			<hr/> 551,790.83
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
23/02/2021 BACS Pymnt BACS P/L Pymnt Page 1852		6,723.28	
28/02/2021 BACS Pymnt BACS P/L Pymnt Page 1854		9,847.59	
			<hr/> 16,570.87
			535,219.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			535,219.96
		Balance per Cash Book is :-	535,219.96
		Difference is :-	0.00

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AMBTREESER AMB Tree Services							
1423/AMB Tree Services	09/03/2021	1423	1	2,650.00	0.00	2,650.00	0.00
					0.00	2,650.00	
Above paid on 09/03/2021 by Online Payment Ref AMBTREESER							
BRAND Brand Pest Control							
2031/Brand Pest Control	08/03/2021	2031	1	72.00	0.00	72.00	0.00
					0.00	72.00	
Above paid on 09/03/2021 by Online Payment Ref BRAND							
CBS Comfort Building Services Ltd							
49112/Comfort Building Service	04/03/2021	49112	1	988.80	0.00	988.80	0.00
49113/Comfort Building Service	04/03/2021	49113	1	509.47	0.00	509.47	0.00
					0.00	1,498.27	
Above paid on 09/03/2021 by Online Payment Ref CBS							
COLUMBARIA The Columbaria Company							
INV0076418/The Columbaria Comp	03/03/2021	INV0076418	1	280.20	0.00	280.20	0.00
					0.00	280.20	
Above paid on 09/03/2021 by Online Payment Ref COLUMBARIA							
NIGELJEFFR Nigel Jeffries Landscapes Limited							
13296/Nigel Jeffries Landscape	28/02/2021	13296	1	13,157.24	0.00	13,157.24	0.00
					0.00	13,157.24	
Above paid on 09/03/2021 by Online Payment Ref NIGELJEFFR							
PARKRUN Parkrun Ltd							
GRANT PR MAR2021/Parkrun Ltd	02/03/2021	GRANT PR MAR2021	1	250.00	0.00	250.00	0.00
					0.00	250.00	
Above paid on 09/03/2021 by Online Payment Ref PARKRUN							
PRIMA CH Cleaning Services							
001304/CH Cleaning Services	28/02/2021	001304	1	900.00	0.00	900.00	0.00
001305/CH Cleaning Services	28/02/2021	001305	1	317.52	0.00	317.52	0.00

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
001306/CH Cleaning Services	28/02/2021	001306	1	240.00	0.00	240.00	0.00
					0.00	1,457.52	

Above paid on 09/03/2021 by Online Payment Ref CHCleaning

RBS	Rialtas Business Solutions Ltd						
SM23185/Rialtas Business Solut	24/03/2021	SM23185	1	1,204.80	0.00	1,204.80	0.00
SM23186/Rialtas Business Solut	24/03/2021	SM23186	1	355.20	0.00	355.20	0.00
					0.00	1,560.00	

Above paid on 09/03/2021 by Online Payment Ref RBS

SDSL	Safe Data Storage Ltd						
39041/Safe Data Storage Ltd	01/03/2021	39041	1	396.00	0.00	396.00	0.00
					0.00	396.00	

Above paid on 09/03/2021 by Online Payment Ref SDSL

SHIELD SEC	Shield Security Services Ltd						
43991/Shield Security Services	28/02/2021	43991	1	84.00	0.00	84.00	0.00
					0.00	84.00	

Above paid on 09/03/2021 by Online Payment Ref SHIELDSEC

SIAN	Sian Taylor						
FEB2021 ST/Sian Taylor	01/03/2021	FEB2021 ST	1	19.75	0.00	19.75	0.00
					0.00	19.75	

Above paid on 09/03/2021 by Online Payment Ref SIANT

ZUR	Zurich Town&Parish,Insurer Trust Account						
505190830/Zurich Town&Parish,I	18/02/2021	505190830	1	9,130.01	0.00	9,130.01	0.00
					0.00	9,130.01	

Above paid on 09/03/2021 by Online Payment Ref ZUR

AREA	Area Distribution Ltd						
GU1955/Area Distribution Ltd	12/03/2021	GU1955	1	1,270.08	0.00	1,270.08	0.00
					0.00	1,270.08	

Above paid on 16/03/2021 by Online Payment Ref AREA

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BAKERS W.C.Baker & Son Limited							
02053/W.C.Baker & Son Limited	28/02/2021	02053	1	77.01	0.00	77.01	0.00
02054/W.C.Baker & Son Limited	28/02/2021	02054	1	29.55	0.00	29.55	0.00
					0.00	106.56	
Above paid on 16/03/2021 by Online Payment Ref BAKERS							
NPOWER NPOWER Ltd							
LGWKT8SC/NPOWER Ltd	12/03/2021	LGWKT8SC	1	1,752.29	0.00	1,752.29	0.00
					0.00	1,752.29	
Above paid on 16/03/2021 by Online Payment Ref NPOWER							
BENC Ben Crane							
DEC20-MAR21 BC/Ben Crane	23/03/2021	DEC20-MAR21 BC	1	108.86	0.00	108.86	0.00
					0.00	108.86	
Above paid on 23/03/2021 by Online Payment Ref BENC							
COLOUR Colourways							
35727/Colourways	16/03/2021	35727	1	642.66	0.00	642.66	0.00
					0.00	642.66	
Above paid on 23/03/2021 by Online Payment Ref COLOUR							
COLUMBARIA The Columbaria Company							
INV0076516/The Columbaria Comp	12/03/2021	INV0076516	1	79.20	0.00	79.20	0.00
					0.00	79.20	
Above paid on 23/03/2021 by Online Payment Ref COLUMBARIA							
CONNECT Connect Computer Consultants Ltd							
2522/Connect Computer Consulta	22/03/2021	2522	1	432.00	0.00	432.00	0.00
					0.00	432.00	
Above paid on 23/03/2021 by Online Payment Ref CONNECT							
IBSOFFICE IBS Office Solutions Ltd							
61094/IBS Office Solutions Ltd	19/01/2021	61094	1	312.48	0.00	312.48	0.00
					0.00	312.48	
Above paid on 23/03/2021 by Online Payment Ref IBSOFFICE							

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
NIGELJEFFR Nigel Jeffries Landscapes Limited							
13321/Nigel Jeffries Landscape	16/03/2021	13321	1	582.00	0.00	582.00	0.00
					0.00	582.00	
Above paid on 23/03/2021 by Online Payment Ref NIGELJEFFR							
NPTREE NP Tree Management Ltd							
2079/NP Tree Management Ltd	17/03/2021	2079	1	360.00	0.00	360.00	0.00
					0.00	360.00	
Above paid on 23/03/2021 by Online Payment Ref NPTREE							
PEGASUS Pegasus Building Services Herriard Ltd							
SI-242/Pegasus Building Servic	17/03/2021	SI-242	1	126.00	0.00	126.00	0.00
SI-243/Pegasus Building Servic	19/03/2021	SI-243	1	152.53	0.00	152.53	0.00
					0.00	278.53	
Above paid on 23/03/2021 by Online Payment Ref PEGASUS							
RBS Rialtas Business Solutions Ltd							
28577/Rialtas Business Solutio	19/03/2021	28577	1	478.80	0.00	478.80	0.00
					0.00	478.80	
Above paid on 23/03/2021 by Online Payment Ref RBS							
STJOHN St John Ambulance							
2100038969/St John Ambulance	23/03/2021	2100038969	1	276.00	0.00	276.00	0.00
					0.00	276.00	
Above paid on 23/03/2021 by Online Payment Ref STJOHN							
TOTGAS Total Gas & Power Ltd							
230661425/21/Total Gas & Power	10/02/2021	230661425/21	1	2,531.79	0.00	2,531.79	0.00
230661689/21/Total Gas & Power	10/02/2021	230661689/21	1	31.47	0.00	31.47	0.00
230661876/21/Total Gas & Power	10/02/2021	230661876/21	1	289.69	0.00	289.69	0.00
232532239/21/Total Gas & Power	10/03/2021	232532239/21	1	25.41	0.00	25.41	0.00
232532393/21/Total Gas & Power	10/03/2021	232532393/21	1	2,543.14	0.00	2,543.14	0.00
232960634/21/Total Gas & Power	11/03/2021	232960634/21	1	232.57	0.00	232.57	0.00
					0.00	5,654.07	
Above paid on 23/03/2021 by Online Payment Ref TOTGAS							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PETTYHSBC Fleet Town Council Petty Cash							
PC-FTC MARCH2020/Fleet Town Co	31/03/2021	PC-FTC MARCH2020	1	1.90	0.00	1.90	0.00
PC-HC MARCH2020/Fleet Town Cou	31/03/2021	PC-HC MARCH2020	1	14.99	0.00	14.99	0.00
					0.00	16.89	
Above paid on 31/03/2021 by Cheque 200005							
ALEXROBINS Alex Robins							
31 MARCH 2021 AR/Alex Robins	31/03/2021	31 MARCH 2021 AR	1	363.15	0.00	363.15	0.00
					0.00	363.15	
Above paid on 31/03/2021 by Online Payment Ref ALEXROBINS							
BAKERS W.C.Baker & Son Limited							
02067/W.C.Baker & Son Limited	31/03/2021	02067	1	4.50	0.00	4.50	0.00
02068/W.C.Baker & Son Limited	31/03/2021	02068	1	59.58	0.00	59.58	0.00
					0.00	64.08	
Above paid on 31/03/2021 by Online Payment Ref BAKERS							
BIFFA Biffa Waste Services Ltd							
227T17295/Biffa Waste Services	26/03/2021	227T17295	1	753.00	0.00	753.00	0.00
227T17296/Biffa Waste Services	26/03/2021	227T17296	1	135.18	0.00	135.18	0.00
227T17297/Biffa Waste Services	26/03/2021	227T17297	1	123.24	0.00	123.24	0.00
227T17298/Biffa Waste Services	26/03/2021	227T17298	1	49.50	0.00	49.50	0.00
					0.00	1,060.92	
Above paid on 31/03/2021 by Online Payment Ref BIFFA							
BRAND Brand Pest Control							
2052/Brand Pest Control	30/03/2021	2052	1	66.00	0.00	66.00	0.00
					0.00	66.00	
Above paid on 31/03/2021 by Online Payment Ref BRAND							
CBS Comfort Building Services Ltd							
49180/Comfort Building Service	25/03/2021	49180	1	836.40	0.00	836.40	0.00
					0.00	836.40	
Above paid on 31/03/2021 by Online Payment Ref CBS							

List of Purchase Ledger Payments for Month 12

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHUBB Chubb Fire & Security Limited							
8424146/Chubb Fire & Security	16/10/2020	8424146	1	830.73	0.00	830.73	0.00
8478445/Chubb Fire & Security	18/11/2020	8478445	1	143.70	0.00	143.70	0.00
8487834/Chubb Fire & Security	01/12/2020	8487834	1	38.28	0.00	38.28	0.00
8666402/Chubb Fire & Security	26/03/2021	8666402	1	104.28	0.00	104.28	0.00
					0.00	1,116.99	
Above paid on 31/03/2021 by Online Payment Ref CHUBB							
COLUMBARIA The Columbaria Company							
INV0076712/The Columbaria Comp	24/03/2021	INV0076712	1	79.20	0.00	79.20	0.00
					0.00	79.20	
Above paid on 31/03/2021 by Online Payment Ref COLUMBARIA							
CVP Creative Video Productions Ltd							
698715/Creative Video Producti	31/03/2021	698715	1	2,203.20	0.00	2,203.20	0.00
					0.00	2,203.20	
Above paid on 31/03/2021 by Online Payment Ref CVP							
GREENHOUSE Greenhouse Graphics Ltd							
23766/Greenhouse Graphics Ltd	30/03/2021	23766	1	1,560.00	0.00	1,560.00	0.00
					0.00	1,560.00	
Above paid on 31/03/2021 by Online Payment Ref GREENHOUSE							
GUARDWELL Guardwell Securities							
520918/Guardwell Securities	29/03/2021	520918	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 31/03/2021 by Online Payment Ref GUARDWELL							
HDC Hart District Council							
790001610/Hart District Council	24/03/2021	790001610	1	431.25	0.00	431.25	0.00
					0.00	431.25	
Above paid on 31/03/2021 by Online Payment Ref HDC							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MINTNETWORK Mint Network Ltd							
02211646/Mint Network Ltd	17/03/2021	02211646	1	110.00	0.00	110.00	0.00
					0.00	110.00	
Above paid on 31/03/2021 by Online Payment Ref MINTNETWORK							
NIGELJEFFR Nigel Jeffries Landscapes Limited							
13381/Nigel Jeffries Landscape	31/03/2021	13381	1	13,157.24	0.00	13,157.24	0.00
					0.00	13,157.24	
Above paid on 31/03/2021 by Online Payment Ref NIGELJEFFR							
PEGASUS Pegasus Building Services Herriard Ltd							
SI-193/Pegasus Building Servic	02/12/2020	SI-193	1	512.20	0.00	512.20	0.00
					0.00	512.20	
Above paid on 31/03/2021 by Online Payment Ref PEGASUS							
PRIMA CH Cleaning Services							
001311/CH Cleaning Services	31/03/2021	001311	1	1,080.00	0.00	1,080.00	0.00
001312/CH Cleaning Services	31/03/2021	001312	1	332.64	0.00	332.64	0.00
001313/CH Cleaning Services	31/03/2021	001313	1	240.00	0.00	240.00	0.00
					0.00	1,652.64	
Above paid on 31/03/2021 by Online Payment Ref CHCleaning							
UWR United Washrooms Limited							
HI583982/United Washrooms Limi	01/03/2021	HI583982	1	130.69	0.00	130.69	0.00
HI584058/United Washrooms Limi	01/03/2021	HI584058	1	628.92	0.00	628.92	0.00
					0.00	759.61	
Above paid on 31/03/2021 by Online Payment Ref UWR							
Total Purchase Ledger Payments for Month 12					0.00	67,028.29	

Bank Current/Deposit Account

List of Payments made between 01/02/2021 and 28/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2021	British Telecom/BT Group PLC	DD	156.58		Harlington&CafeWifi 01-31Jan21
09/02/2021	HSBC	DDR	12.42		ELECTR BKG CHARGES DEC 2020
09/02/2021	HSBC	DDR	76.16		ELECTR BKG CHARGES DEC 2020
09/02/2021	CommercialCards/HSBC	DD	59.83		CommercialCard PACA Jan/Feb21
09/02/2021	CommercialCards/HSBC	DD	9.99		CommercialCard GMHC Jan/Feb21
09/02/2021	CommercialCards/HSBC	DD	19.30		CommercialCard OS&FM Jan/Feb21
09/02/2021	CommercialCards/HSBC	DD	760.57		CommercialCard TechS Jan/Feb21
12/02/2021	FDMS/Paymentsense	DD	24.99		MonthlySFHCEventsJan21FirstPay
12/02/2021	FDMS/Paymentsense	DD	25.82		MonthlyServiceFeeHCEventsJan21
15/02/2021	Legal and General	DD	3,602.16		February 2021 Payroll
15/02/2021	Legal and General	DD	-0.03		L&G correction
16/02/2021	GLOBAL PAYMENTS	DD	48.66		MonthlyServiceFeeJan21/Inv0049
16/02/2021	GLOBAL PAYMENTS	DD	181.40		MonthlyServiceFeeJan21/Inv0119
19/02/2021	PAYMENTSSENSE LTD	DD	61.67		MonthlyServiceFeeHCEventsJan21
19/02/2021	PAYMENTSSENSE LTD	DD	29.82		MonthlyServiceFeeHCEventsJan21
19/02/2021	Fleet Town Council	DDR	20,679.09		February 2021 Payroll
22/02/2021	Inland Revenue	DDR	7,209.47		February 2021 Payroll
23/02/2021	BACS P/L Pymnt Page 1852	BACS Pymnt	6,723.28		BACS P/L Pymnt Page 1852
25/02/2021	NPOWER	DD	89.04		ElectryOakleyPAV 01Oct-31Dec20
25/02/2021	NPOWER	DD	61.48		ElectryBasingbPv 01Oct-31Dec20
25/02/2021	NPOWER	DD	62.58		ElectryCalthPAV 01Oct-31Dec20
25/02/2021	NPOWER	DD	64.96		ElectricityAFPAV 01Oct-31Dec20
25/02/2021	BOC MANCHESTER ACC	DD	38.66		HCEvGas for HarlingtonBarJan21
26/02/2021	PAY AND SHOP	DD	22.80		TransactionChargesHCEvnt Jan21
28/02/2021	BACS P/L Pymnt Page 1854	BACS Pymnt	9,847.59		BACS P/L Pymnt Page 1854
Total Payments			49,868.29		

Bank Current/Deposit Account

List of Payments made between 01/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2021	HSBC	DDR	21.50		HSBC Total Charges 8Jan-7Feb21
02/03/2021	British Telecom/BT Group PLC	DD	156.58		Harlington&CafeWifi 01-28 Feb2
02/03/2021	CASTLE WATER	DD	138.20		Water Cemetery 29Aug20-31May21
02/03/2021	VODAFONE LTD	DD	32.80		Mobile Phones 18Jan-17Feb21
09/03/2021	BACS P/L Pymnt Page 1856	BACS Pymnt	30,554.99		BACS P/L Pymnt Page 1856
12/03/2021	FDMS/Paymentsense	DD	26.00		MonthlyServiceFeeHCEventsFeb21
12/03/2021	FDMS/Paymentsense	DD	24.95		MonthlyServiceFeeHCEventsFeb21
15/03/2021	HSBC	DDR	78.28		ELECTR BKG CHARGES JAN 2021
15/03/2021	HSBC	DDR	12.75		ELECTR BKG CHARGES JAN 2021
15/03/2021	CommercialCards/HSBC	DD	544.45		CommercialCardOSFM Feb/Mar21
15/03/2021	CommercialCards/HSBC	DD	9.99		CommercialCard-GM HC Feb/Mar21
15/03/2021	CommercialCards/HSBC	DD	158.84		CommercialCard-PACA Feb/Mar21
15/03/2021	CommercialCards/HSBC	DD	559.47		CommercialCard-DM HC Feb/Mar21
15/03/2021	CommercialCards/HSBC	DD	726.03		CommercialCard-TECHS Feb/Mar21
16/03/2021	GLOBAL PAYMENTS	DD	48.86		MonthlySrvF30Jan-26Feb21/Inv50
16/03/2021	BACS P/L Pymnt Page 1858	BACS Pymnt	3,128.93		BACS P/L Pymnt Page 1858
16/03/2021	Legal and General	DD	3,617.55		Legal and General
19/03/2021	PAYMENTSSENSE LTD	DD	113.94		MonthlyServiceFeeHCEventsFeb21
19/03/2021	PAYMENTSSENSE LTD	DD	17.88		MonthlyServiceFeeHCEventsFeb21
19/03/2021	TERMINAL CHARGE	DD	342.00		Terminal Charges T1/Jan21
19/03/2021	TERMINAL CHARGE	DD	342.00		Terminal Charges T2/Jan21
19/03/2021	Fleet Town Council	DDR	21,399.48		Payroll March 21
22/03/2021	TERMINAL CHARGE	DD	318.00		Terminal Charges T1/Feb21
22/03/2021	TERMINAL CHARGE	DD	318.00		Terminal Charges T2/Feb21
22/03/2021	Inland Revenue	DDR	6,806.12		Payroll Tax&NI
23/03/2021	BACS P/L Pymnt Page 1859	BACS Pymnt	9,204.60		BACS P/L Pymnt Page 1859
25/03/2021	BOC MANCHESTER ACC	DD	38.66		HCEvGas for HarlingtonBarFeb21
29/03/2021	HSBC	DDR	20.05		HSBC Total Charges 8Feb-7Mar21
30/03/2021	British Telecom/BT Group PLC	DD	156.58		Harlington&CafeWifi 01-31Mar21
30/03/2021	PAY AND SHOP	DD	22.80		TransactionChargesHCEvnt Feb21
30/03/2021	VODAFONE LTD	DD	32.80		Mobile Phones 18Feb-17Mar21
31/03/2021	Fleet Town Council Petty Cash	200005	16.89		PC-HC MARCH2020/Fleet Town Cou
31/03/2021	BACS P/L Pymnt Page 1862	BACS Pymnt	24,122.88		BACS P/L Pymnt Page 1862
Total Payments			103,112.85		

Bank Current/Deposit Account

Receipts received between 01/02/2021 and 28/02/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 01/02/2021	40.00						
	TicketSales&BookingCharges 590	38.00		1.81	590		36.19	TicketSales 80's Rewind
	TicketSales&BookingCharges 590	2.00		0.33	1435	201	1.67	BookingChrg 80's Rewind
	Banked: 01/02/2021	16.99						
	HSBC - Nationwide	16.99			1870	101	16.99	FTC Nationwide Interest
	Banked: 01/02/2021	1,021.64						
	Sales Recpts Page 4237	1,021.64	1,021.64		101			Sales Recpts Page 4237
	Banked: 02/02/2021	32.36						
	PublicSectorDepositFund/CCLA	32.36			1870	101	32.36	Dividens Statement Jan21
	Banked: 02/02/2021	70.00						
	TicketSalesRefund&BookingChrgs	180.00		8.57	560		171.43	Ticket Sales 90's Rewind
	TicketSalesRefund&BookingChrgs	-60.00		-2.86	796		-57.14	Refund 796-
	TicketSalesRefund&BookingChrgs	-52.50		-2.50	882		-50.00	Refund 882-
	TicketSalesRefund&BookingChrgs	0.74		0.12	1435	201	0.62	Booking Fee 560,796,882
	TicketSalesRefund&BookingChrgs	0.98		0.16	1435	201	0.82	Online Booking Fee
	TicketSalesRefund&BookingChrgs	0.78		0.13	1435	201	0.65	OutsdBookingCharges560,
	Banked: 02/02/2021	399.60						
	Sales Recpts Page 4238	399.60	399.60		101			Sales Recpts Page 4238
	Banked: 04/02/2021	1,270.00						
	Mr JE&Mrs LABascran Plot 2540	1,270.00			1120	350	1,100.00	DOGPlot2540LesleyBascra
					1130	350	170.00	MEMPlot2540LesleyBascr
	Banked: 04/02/2021	1,911.65						
	Chq/Scottish&SouthnElcNetworks	1,911.65		318.61	4235	310	1,593.04	RefundMerivaleCalthPPlay
					334		1,593.04	RefundMerivaleCalthPPlay
					6000	310	-1,593.04	RefundMerivaleCalthPPlay
	Banked: 04/02/2021	54,501.88						
	HMRC	54,501.88			120		54,501.88	VAT Q3 Refund
	Banked: 08/02/2021	1,710.00						
	THE SOUTHERN CO-OP	1,710.00			1120	350	1,100.00	DOG Plot2530 Reginald
	DOG&Mem2530				1100	350	440.00	IntermntPlot2530ReginaldJ
					1130	350	170.00	MemorialPlot2530ReginaldJ
	Banked: 08/02/2021	1,710.00						
	HOLMES LTD-Plot2531 DOG&Mem	1,710.00			1120	350	1,100.00	DOG Plot2531 Jill Ewart-
					1100	350	440.00	IntermntPlot2531JillEwart-
					1130	350	170.00	Memrl Plot2531 JillEwart-
	Banked: 08/02/2021	2,540.00						
	Hastings Sarah/SallyHReservatn	2,540.00			1120	350	2,200.00	DOGPlot2542ReservationH
					1130	350	340.00	MEMPlot2542ReservationH
	Banked: 08/02/2021	770.00						

Subtotal Carried Forward:

65,994.12

1,421.24

324.37

63,478.51

Bank Current/Deposit Account

Receipts received between 01/02/2021 and 28/02/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BRUCE LEDLIE-Kerb block,KB0007	770.00			1130	350	170.00	Memorial BRUCE M
					1132	350	500.00	GoRKerbstBRUCE M
					4936	350	100.00	GoRAshDigBRUCE M
	Banked: 10/02/2021	99.00						
	Ticket sales	40.00		1.90	596		38.10	Ticket sales
	Ticket sales	54.00		2.57	567		51.43	Ticket sales
	Charges	5.00		0.83	1435	201	4.17	Charges
	Banked: 12/02/2021	648.66						
	Sales Recpts Page 4239	648.66	648.66		101			Sales Recpts Page 4239
	Banked: 12/02/2021	1,200.00						
	Sales Recpts Page 4240	1,200.00	1,200.00		101			Sales Recpts Page 4240
	Banked: 12/02/2021	453.75						
	Sales Recpts Page 4241	453.75	453.75		101			Sales Recpts Page 4241
	Banked: 12/02/2021	962.22						
	Sales Recpts Page 4243	962.22	962.22		101			Sales Recpts Page 4243
	Banked: 12/02/2021	42.00						
	Ticket sales	40.00		1.90	596		38.10	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 12/02/2021	6,594.44						
	HMRC	6,594.44			531		6,594.44	JRS grant Jan 2021
	Banked: 12/02/2021	3,237.00						
	Hart District Council	3,237.00			1053	101	3,237.00	Local Restrictions COVID
	Banked: 13/02/2021	74.00						
	Ticket sales	70.00		3.33	795		66.67	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 14/02/2021	21.00						
	Ticket sales	20.00		0.95	594		19.05	Ticket sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	Banked: 15/02/2021	1,601.25						
	Sales Recpts Page 4242	1,601.25	1,601.25		101			Sales Recpts Page 4242
	Banked: 15/02/2021	-308.00						
	Refund ticket sales	-308.00		-14.67	580		-293.33	Refund ticket sales
	Banked: 16/02/2021	-50.00						
	Ticket refunds	-50.00		-2.38	558		-47.62	Ticket refunds
	Banked: 16/02/2021	-132.00						
	Refund ticket sales	-132.00		-6.28	580		-125.72	Refund ticket sales
	Banked: 19/02/2021	520.20						
	SUSAN MCARDLE	240.00			1100	350	170.00	IntermPhyllisJessop
Subtotal Carried Forward:		80,957.64	4,865.88	313.69			74,006.63	

Bank Current/Deposit Account

Receipts received between 01/02/2021 and 28/02/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	SUSAN MCARDLE S0035	280.20		46.70	1133 4935	350 350	70.00 233.50	GorSanctPhyllisJessop2ndl GoRMemPhyllisJessop
	Banked: 19/02/2021	44.00						
	Ticket sales	42.00		2.00	592		40.00	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 19/02/2021	44.00						
	Ticket sales	42.00		2.00	592		40.00	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 19/02/2021	-44.00						
	Ticket correction	-42.00		-2.00	593		-40.00	Ticket correction
	Charges correction	-2.00		-0.33	1435	201	-1.67	Charges correction
	Banked: 22/02/2021	154.00						
	Ticket sales	76.00		3.62	590		72.38	Ticket sales
	Ticket sales	70.00		3.33	795		66.67	Ticket sales
	Charges	8.00		1.33	1435	201	6.67	Charges
	Banked: 22/02/2021	-112.00						
	Refund tickets	-68.00		-3.24	565		-64.76	Refund tickets
	Refund tickets	-44.00		-2.10	580		-41.90	Refund tickets
	Banked: 24/02/2021	1,072.07						
	Sales Recpts Page 4246	1,072.07	1,072.07		101			Sales Recpts Page 4246
	Banked: 27/02/2021	57.00						
	Sales Recpts Page 4244	57.00	57.00		101			Sales Recpts Page 4244
	Banked: 27/02/2021	917.76						
	Sales Recpts Page 4245	917.76	917.76		101			Sales Recpts Page 4245
Total Receipts:		83,090.47	8,333.95	365.66			74,390.86	

Bank Current/Deposit Account

Receipts received between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 01/03/2021	1,440.00						
	HOLMES LTD-K Lees,Plot2555	1,440.00			1120	350	1,100.00	DOG Plot2555 Kathleen
					1100	350	170.00	AshesInterPlot2555Kathle
					1130	350	170.00	MemorialF
	Banked: 01/03/2021	15.34						
	HSBC - Nationwide	15.34			1870	101	15.34	FTC Nationwide Interest
	Banked: 01/03/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 01/03/2021	399.60						
	Sales Recpts Page 4253	399.60	399.60		101			Sales Recpts Page 4253
	Banked: 01/03/2021	-379.50						
	Ticket refunds	-350.00		-16.67	563		-333.33	Ticket refunds
	Ticket refunds	-70.00		-3.33	882		-66.67	Ticket refunds
	Ticket sales	40.00		1.90	594		38.10	Ticket sales
	Charges	0.50		0.08	1435	201	0.42	Charges
	Banked: 01/03/2021	114.00						
	Ticket sale	38.00		1.81	590		36.19	Ticket sales
	Ticket sales	70.00		3.33	795		66.67	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
	Banked: 02/03/2021	20.00						
	Cash- DonationXmasLunchDec2020	20.00			504		20.00	Donation Xmas Day
	Banked: 02/03/2021	32.08						
	PublicSectorDepositFund/CCLA	32.08			1870	101	32.08	FTC Dividens Statement
	Banked: 02/03/2021	-32.08						
	PublicSectorDepositFund/CCLA	-32.08			1870	101	-32.08	FTC Dividens Statement
	Banked: 02/03/2021	32.08						
	PublicSectorDepositFund/CCLA	32.08			1870	101	32.08	FTC Dividens Statement
	Banked: 02/03/2021	38.47						
	Sales Recpts Page 4249	38.47	38.47		101			Sales Recpts Page 4249
	Banked: 02/03/2021	80.00						
	Ticket sales	76.00		3.62	590		72.38	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 02/03/2021	38.00						
	Ticket sales	36.00		1.71	560		34.29	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 02/03/2021	111.00						
	Ticket sales	105.00		5.00	563		100.00	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
Subtotal Carried Forward:		1,949.17	438.07	7.15			1,503.95	

Bank Current/Deposit Account

Receipts received between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 02/03/2021	80.00						
	Ticket sales	76.00		3.62	590		72.38	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 02/03/2021	7.00						
	Ticket sales	10.00		0.48	558		9.52	Ticket sales
	Charges	-3.00		-0.50	1435	201	-2.50	Charges
	Banked: 03/03/2021	200.00						
	CHQ- Fleet&ChurchCrookhmSociety	200.00			504		200.00	CHQ-
	Banked: 04/03/2021	145.00						
	L Collins,DOGTransferPlot2319	145.00			1121	350	145.00	TransfrPlot2319LorraineC
	Banked: 04/03/2021	40,341.60						
	Sales Recpts Page 4248	40,341.60	40,341.60		101			Sales Recpts Page 4248
	Banked: 05/03/2021	770.00						
	PORTER NS, AP83/19/09/2005	770.00			1100	350	340.00	IntermF
					1130	350	140.00	MemorialAP0083RobertSte
					1121	350	290.00	DOGTranfAP0083RobertS
	Banked: 05/03/2021	770.00						
	SMITH DM FR N-COLIN SMITH	770.00			1100	350	170.00	IntermentF KB0008 Colin
					1132	350	500.00	GoRMemKerbstn
					4936	350	100.00	GoRAshesDiggngKB0008
	Banked: 05/03/2021	38.00						
	Ticket sales	36.00		1.71	560		34.29	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 07/03/2021	693.12						
	Sales Recpts Page 4250	693.12	693.12		101			Sales Recpts Page 4250
	Banked: 07/03/2021	18.00						
	Ticket sales	17.00		0.81	565		16.19	Ticket sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	Banked: 08/03/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 09/03/2021	1,460.00						
	G.M. LUFF & PARTNER, AP0266 ES	1,460.00			1120	350	780.00	DOG AP0266 Eileen Stark
					1100	350	340.00	IntermentF AP0266
					1130	350	340.00	MemorialF AP0266
	Banked: 09/03/2021	34.20						
	Sales Recpts Page 4251	34.20	34.20		101			Sales Recpts Page 4251
	Banked: 09/03/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
Subtotal Carried Forward:		46,586.45	41,068.92	27.84			5,051.62	

Bank Current/Deposit Account

Receipts received between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 10/03/2021	74.40						
	Sales Recpts Page 4252	74.40	74.40		101			Sales Recpts Page 4252
	Banked: 10/03/2021	1,800.00						
	KIRBY TR PLB-KIRBY S0024	170.00			1100	350	170.00	IntermentFSanctmS0024Ja
	KIRBY TR PLB-KIRBY S0024	1,630.00		271.67	1133	350	1,358.33	GoRMemrSanctum S0024
	Banked: 12/03/2021	730.00						
	G.M. LUFF & PARTNER-AP0265 BE	730.00			1120	350	390.00	DOG AP0265 Brian
					1100	350	170.00	Interment
					1130	350	170.00	MemorialF
	Banked: 12/03/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 12/03/2021	216.00						
	Ticket sales	133.00		6.33	590		126.67	Ticket sales
	Ticket sales	36.00		1.71	560		34.29	Ticket sales
	Ticket sales	36.00		1.71	584		34.29	Ticket sales
	Charges	11.00		1.83	1435	201	9.17	Charges
	Banked: 12/03/2021	3,143.00						
	Hart District Council	3,143.00			1053	101	3,143.00	Local restrictions COVID
	Banked: 13/03/2021	38.00						
	Ticket sales	36.00		1.71	560		34.29	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 14/03/2021	192.00						
	Ticket sales	36.00		1.71	557		34.29	Ticket sales
	Tickcet sales	40.00		1.90	596		38.10	Tickcet sales
	Ticket sales	70.00		3.33	882		66.67	Ticket sales
	Ticket sales	36.00		1.71	584		34.29	Ticket sales
	Charges	10.00		1.67	1435	201	8.33	Charges
	Banked: 15/03/2021	730.00						
	M Butler-Plot AP0291 DOG & Mem	730.00			1120	350	390.00	DOG Plot AP0291 M Butler
					1100	350	170.00	IntermentF Plot AP0291
					1130	350	170.00	MemorialF Plot AP0291 M
	Banked: 15/03/2021	138.00						
	Ticket sales	95.00		4.52	590		90.48	Ticket sales
	Ticket sales	36.00		1.71	584		34.29	Ticket sales
	Charges	7.00		1.17	1435	201	5.83	Charges
	Banked: 16/03/2021	730.00						
	Rachel Brewer Plot AP0275	730.00			1120	350	390.00	DOG Plot AP0275
					1100	350	170.00	Interment
					1130	350	170.00	MemorialF
	Banked: 16/03/2021	198.00						
Subtotal Carried Forward:		54,616.03	74.40	337.55			12,499.09	

Bank Current/Deposit Account

Receipts received between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket sales	72.00		3.43	560		68.57	Ticket sales
	Ticket sales	80.00		3.81	596		76.19	Ticket sales
	Ticket sales	36.00		1.71	584		34.29	Ticket sales
	Charges	10.00		1.67	1435	201	8.33	Charges
	Banked: 16/03/2021	78.00						
	Ticket sales	38.00		1.81	590		36.19	Ticket sales
	Ticket sales	36.00		1.71	584		34.29	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 16/03/2021	7,035.13						
	HMRC	7,035.13			1053	101	7,035.13	JRS Grant Feb 21
	Banked: 17/03/2021	530.00						
	Cemetery Cheques 1/3	170.00			1130	350	170.00	MEM Plot 338 Bogumila
	Cemetery Cheques 2/3	290.00			1121	350	290.00	DOGTransferD0030 Mr&
	Cemetery Cheques 3/3	70.00			1130	350	70.00	AddInscpPlt2144 Azmi Al-
	Banked: 17/03/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 17/03/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 17/03/2021	-40.18						
	GC C1 GO CARDLESS	-40.18		-6.70	1064	310	-33.48	DuplTennisMembersBGEV
	Banked: 18/03/2021	-140.00						
	Refund tickets	-70.00		-3.33	563		-66.67	Refund tickets
	Refund tickets	-70.00		-3.33	882		-66.67	Refund tickets
	Banked: 18/03/2021	-69.00						
	Ticket sales	35.00		1.67	563		33.33	Ticket sales
	Refund tickets	-35.00		-1.67	558		-33.33	Refund tickets
	Refund tickets	-70.00		-3.33	882		-66.67	Refund tickets
	Charges	4.00		0.67	1435	201	3.33	Charges
	Refund charges	-3.00		-0.50	1435	201	-2.50	Refund charges
	Banked: 19/03/2021	248.00						
	Ticket sales	19.00		0.90	590		18.10	Ticket sales
	Ticket sales	176.00		8.38	598		167.62	Ticket sales
	Ticket sales	42.00		2.00	592		40.00	Ticket sales
	Charges	11.00		1.83	1435	201	9.17	Charges
	Banked: 20/03/2021	79.00						
	Ticket sales	35.00		1.67	563		33.33	Ticket sales
	Ticket sales	40.00		1.90	596		38.10	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 21/03/2021	95.00						
	Ticket sales	18.00		0.86	560		17.14	Ticket sales
	Ticket sales	72.00		3.43	584		68.57	Ticket sales
	Charges	5.00		0.83	1435	201	4.17	Charges
Subtotal Carried Forward:		62,512.34	0.00	371.71			20,559.24	

Bank Current/Deposit Account

Receipts received between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 22/03/2021	3,420.00						
	ALEXANDE B&M, Plot 2536	3,420.00			1120	350	2,200.00	DOG Plot2536 John
					1100	350	880.00	Interment Plot2536 John
					1130	350	340.00	Memorial Plot2536 John
	Banked: 22/03/2021	-106.00						
	Refund tickets	-36.00		-1.71	557		-34.29	Refund tickets
	Refund tickets	-70.00		-3.33	882		-66.67	Refund tickets
	Banked: 23/03/2021	799.20						
	Sales Recpts Page 4255	799.20	799.20		101			Sales Recpts Page 4255
	Banked: 23/03/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 23/03/2021	-352.00						
	Refund tickets	-176.00		-8.38	591		-167.62	Refund tickets
	Refund	-176.00		-8.38	580		-167.62	Refund
	Banked: 24/03/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 24/03/2021	38.00						
	Ticket sales	36.00		1.71	560		34.29	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 24/03/2021	-44.00						
	Refund tickets	-44.00		-2.10	591		-41.90	Refund tickets
	Banked: 25/03/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 26/03/2021	816.00						
	Sales Recpts Page 4256	816.00	816.00		101			Sales Recpts Page 4256
	Banked: 27/03/2021	46.00						
	Ticket sales	44.00		2.10	598		41.90	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 29/03/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 30/03/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
Total Receipts:		67,450.98	43,196.59	405.85			23,848.54	

Date: 22/04/2021

Fleet Town Council 2020-2021

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Time: 16:28

VAT Return for Month 10 to 12 (01/01/2021 - 31/03/2021)

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		10		4,020.00	4,020.00	0.00
Sales Ledger	1	758	11		830.84	830.84	0.00
Cashbook	1		11		8,240.00	8,240.00	0.00
Cashbook	1		12		10,895.00	10,895.00	0.00
		OUTPUT	Total Rate:	E	23,985.84	23,985.84	0.00
Cashbook	1		10		-104.00	-99.05	-4.95
Cashbook	1		11		-84.50	-80.45	-4.05
Cashbook	1		12		670.00	638.14	31.86
		OUTPUT	Total Rate:	F	481.50	458.64	22.86
Sales Ledger	1	754	10		282.00	235.00	47.00
Sales Ledger	1	755	10		1,674.00	1,395.00	279.00
Sales Ledger	1	756	10		917.76	764.80	152.96
Cashbook	1		10		141.94	118.28	23.66
Sales Ledger	1	758	11		72,768.72	60,640.60	12,128.12
Sales Ledger	1	759	11		474.00	395.00	79.00
Sales Ledger	1	760	11		816.00	680.00	136.00
Cashbook	1		11		2,218.35	1,848.64	369.71
Sales Ledger	1	761	12		-904.80	-754.00	-150.80
Sales Ledger	1	762	12		1,051.14	875.95	175.19
Sales Ledger	1	763	12		714.00	595.00	119.00
Cashbook	1		12		2,243.84	1,869.85	373.99
		OUTPUT	Total Rate:	S	82,396.95	68,664.12	13,732.83
Cashbook	1		10		353.00	353.00	0.00
Cashbook	1		12		220.00	220.00	0.00
		OUTPUT	Total Rate:	Z	573.00	573.00	0.00
Purchase Ledger	1	936	10		26.12	24.87	1.25
Cashbook	1		10		180.24	171.66	8.58
Purchase Ledger	1	944	11		46.41	44.20	2.21
Cashbook	1		11		278.06	264.82	13.24
Purchase Ledger	1	949	12		56.88	54.17	2.71
		INPUT	Total Rate:	F	587.71	559.72	27.99
Purchase Ledger	1	936	10		28,801.70	24,001.38	4,800.32
Purchase Ledger	1	939	10		3,708.63	3,090.53	618.10
Purchase Ledger	1	940	10		3,651.65	3,043.04	608.61
Purchase Ledger	1	941	10		277.80	231.50	46.30
Cashbook	1		10		1,623.22	1,357.53	265.69
Purchase Ledger	1	942	11		18,180.01	15,150.01	3,030.00
Purchase Ledger	1	944	11		6,601.87	5,501.56	1,100.31

Date: 22/04/2021

Fleet Town Council 2020-2021

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Time: 16:28

VAT Return for Month 10 to 12 (01/01/2021 - 31/03/2021)

User: WA

Source	Ledger	Ref No	Month	Code	Gross	Net	VAT	
Cashbook	1		11		1,332.33	1,110.29	222.04	
Purchase Ledger	1	945	12		9,847.59	8,206.33	1,641.26	
Purchase Ledger	1	946	12		18,505.23	15,421.03	3,084.20	
Purchase Ledger	1	948	12		3,128.93	2,607.43	521.50	
Purchase Ledger	1	949	12		9,038.86	7,532.38	1,506.48	
Purchase Ledger	1	952	12		1,012.71	843.93	168.78	
Purchase Ledger	1	953	12		20,755.77	17,296.47	3,459.30	
Cashbook	1		12		3,020.52	2,517.15	503.37	
		INPUT	Total Rate:	S	129,486.82	107,910.56	21,576.26	
Purchase Ledger	1	936	10		5,374.24	5,374.24	0.00	
Purchase Ledger	1	939	10		1,256.38	1,256.38	0.00	
Purchase Ledger	1	940	10		75.00	75.00	0.00	
Cashbook	1		10		741.67	741.67	0.00	
Purchase Ledger	1	942	11		3,506.68	3,506.68	0.00	
Purchase Ledger	1	944	11		75.00	75.00	0.00	
Cashbook	1		11		107.76	107.76	0.00	
Purchase Ledger	1	946	12		2,919.75	2,919.75	0.00	
Purchase Ledger	1	949	12		108.86	108.86	0.00	
Purchase Ledger	1	951	12		16.89	16.89	0.00	
Purchase Ledger	1	953	12		1,923.15	1,923.15	0.00	
Purchase Ledger	1	955	12		431.25	431.25	0.00	
Cashbook	1		12		1,108.31	1,108.31	0.00	
		INPUT	Total Rate:	Z	17,644.94	17,644.94	0.00	
VAT Return Summary:					Total Outputs	107,437.29	93,681.60	13,755.69
					Total Inputs	147,719.47	126,115.22	21,604.25
VAT due in the period on sales and other outputs						Box 1	13,755.69	
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States						2	0.00	
Total VAT due						3	13,755.69	
VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)						4	21,604.25	
Net VAT to reclaim from HMRC						5	7,848.56	
Total value of sales and all other outputs excluding any VAT						6	93,681.00	
Total value of purchases and all other inputs excluding any VAT						7	126,115.00	
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	

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors Control	24,841
120	Vat Control	12,446
150	Stock - Bar	5,712
151	Stock - Food	269
200	Bank Current/Deposit Account	894,381
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	2,489,869
	<u>Current Liabilities</u>	
503	Christmas Festivities Town Cen	3,620
504	Christmas Day Lunch	2,205
515	Paye/NI Due	7,105
545	Comedy Sept 21	223
547	Jazz Jan 21	34
557	DOM JOLLY Oct 21	2,764
558	GENESIS CONNECTED April 2022	2,681
559	NAVI FEB 2020	3,656
560	90s rewind Oct 2021	3,001
563	Elo Encounter Sept 2021	1,415
564	The Stumble May 2021	336
565	Bootleg Blondie Jan 2022	980
566	CLARE TEAL October 21	1,776
567	PURPLE ZEPPELIN Oct 21	919
580	TOTALLY TINA March 2022	802
581	RABBIT RABBIT March 2021	165
582	Guns 2 Roses Mar 2022	1,108
584	NINE BELOW ZERO Sep21	943
586	POP DIVAS LIVE Oct 21	622
590	80s Rewind Nov 21	7,670
591	Martin Kemp Sept 21	1,443
592	Bernie Marsden Sep21	(10)
594	T-Rextasy Jan 2022	261
596	Jenny Éclair Nov 21	1,791
597	Buble meets Sinatra Nov 2021	314
598	Floyd Effect - Nov 21	1,110
600	Northsyde Jul 21	1,083
610	Bad Manners Oct 21	95
613	The Blues Band Sept 21	2,343
795	Elles Bailey Nov 21	1,311
796	Ash Wilson Band Sept 21	586
881	AC/DC UK Jan 2022	326
882	New Amen Corner Sept 2021	430
883	James Taylor Quartet Jan 22	38
	Total Current Liabilities	53,145
	Net Current Assets	2,436,724

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
Total Assets less Current Liabilities			<u>2,436,724</u>
	<u>Represented by :-</u>		
300	Current Year Fund	260,789	
310	General Fund	123,843	
315	FTC Reserve	150,000	
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	23,710	
335	EMR - Climate Change LEDs -22	600	
360	Harlington Development Fund	1,608,082	
	Total Equity		<u>2,436,724</u>

Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 3)
Note: Item3 Month3 Budget Detail Jun21

		<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	22,315	27,500	0	0	0	0
1064	Tennis Membership card	0	0	0	0	0	0	0	0	0
1870	Interest Income	3,500	2,648	3,230	142	800	0	0	0	0
	Total Income	3,500	79,066	3,230	22,457	28,300	0	0	0	0
4000	Salaries	124,000	121,814	124,000	31,156	124,000	0	0	0	0
4001	Employers National Insurance	10,500	10,463	10,200	1,689	10,200	0	0	0	0
4002	Employers Pension	7,700	6,839	6,500	1,704	6,500	0	0	0	0
4011	Staff Recruitment	250	0	0	0	0	0	0	0	0
4015	Recharge staff hours	-16,480	-18,480	-18,480	0	-18,480	0	0	0	0
4020	COVID19	0	27,056	1,000	18	1,000	0	0	0	0
4030	Training	3,100	210	3,000	0	3,000	0	0	0	0
4041	Mileage/Travel/Sustenance	102	0	102	12	102	0	0	0	0
4130	Insurance	9,000	8,491	9,500	9,130	9,300	0	0	0	0
4156	Recycling	500	0	500	0	500	0	0	0	0
4175	Equipment Maintenance	589	0	600	0	600	0	0	0	0
4185	Equipment	3,000	375	3,000	115	3,000	0	0	0	0
4187	Health & Safety	10,200	5,481	8,000	1,636	8,000	0	0	0	0
4400	Stationery & Consumables	3,892	1,462	3,500	991	3,500	0	0	0	0
4401	Document Management	2,000	0	5,000	0	5,000	0	0	0	0
4420	Bank Charges	3,000	1,779	3,060	228	3,060	0	0	0	0
4430	Promotion/Publicity/Vision	7,000	7,885	7,140	0	7,140	0	0	0	0
4435	Website	800	480	918	120	918	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Item3 Month3 Budget Detail Jun21

		<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	233	2,400	0	0	0	0
4445	Mobile Phones	0	283	663	28	663	0	0	0	0
4455	Postage	350	101	102	0	102	0	0	0	0
4460	Subscriptions	3,162	3,085	3,060	2,450	3,100	0	0	0	0
4480	Computer Maintenance	1,000	75	1,020	0	1,020	0	0	0	0
4481	Software/Licenses	1,700	1,970	2,500	52	2,500	0	0	0	0
4484	Computer Support	5,500	4,320	6,120	1,200	6,120	0	0	0	0
4485	Computer Storage	1,500	1,320	1,734	330	1,734	0	0	0	0
4486	E-mail Exchange	3,250	2,995	3,570	539	3,570	0	0	0	0
4550	Payroll Services	600	600	612	-172	612	0	0	0	0
4551	HR Services	2,000	1,092	2,040	273	2,040	0	0	0	0
4555	Legal Fees and Costs	2,000	643	2,040	334	2,040	0	0	0	0
4560	Accountancy fees	700	959	714	560	959	0	0	0	0
4561	VAT Consultancy fees	440	259	204	200	200	0	0	0	0
4564	Procurement fees	1,000	0	3,000	0	3,000	0	0	0	0
4580	Audit Fees	4,000	4,700	3,500	-850	3,500	0	0	0	0
Overhead Expenditure		198,055	197,801	200,819	51,978	200,900	0	0	0	0
Movement to/(from) Gen Reserve		(194,555)	(118,736)	(197,589)	(29,521)	(172,600)		0		
105	<u>Civic and Democratic</u>									
4041	Mileage/Travel/Sustenance	153	0	156	0	156	0	0	0	0
4430	Promotion/Publicity/Vision	2,500	2,500	2,550	0	2,550	0	0	0	0
4530	Councillor Development	1,050	-196	1,071	0	1,071	0	0	0	0
4535	Chairman's Allowance	1,160	1,150	1,185	0	1,185	0	0	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 3)
Note: Item3 Month3 Budget Detail Jun21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4537	Members Allowances	2,000	282	2,040	29	2,040	0	0	0	0
	Overhead Expenditure	6,863	3,736	7,002	29	7,002	0	0	0	0
	Movement to/(from) Gen Reserve	(6,863)	(3,736)	(7,002)	(29)	(7,002)		0		
110	<u>Grants</u>									
4538	Community Support	1,500	1,000	1,530	0	1,530	0	0	0	0
4800	Fleet Link	13,500	10,824	13,770	11,117	11,117	0	0	0	0
4810	Basingstoke Canal	18,500	18,309	18,675	18,309	18,675	0	0	0	0
4855	Community grants	10,600	450	10,812	2,713	10,812	0	0	0	0
	Overhead Expenditure	44,100	30,583	44,787	32,139	42,134	0	0	0	0
	Movement to/(from) Gen Reserve	(44,100)	(30,583)	(44,787)	(32,139)	(42,134)		0		
115	<u>Precept</u>									
1900	Precept - operational	672,341	672,341	677,777	338,889	677,777	0	0	0	0
1902	Precept - New Harlington	412,017	412,017	412,017	206,009	412,017	0	0	0	0
	Total Income	1,084,358	1,084,358	1,089,794	544,897	1,089,794	0	0	0	0
	Movement to/(from) Gen Reserve	1,084,358	1,084,358	1,089,794	544,897	1,089,794		0		
150	<u>Events</u>									
1051	Ghurkha Square Market	0	3,841	8,500	1,950	7,800	0	0	0	0
	Total Income	0	3,841	8,500	1,950	7,800	0	0	0	0
4176	Action Day	900	4	918	0	918	0	0	0	0
4210	Floral Displays	17,544	16,652	17,895	0	17,895	0	0	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 3)
Note: Item3 Month3 Budget Detail Jun21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4222	Friends Group Get Together	150	0	150	0	150	0	0	0	0
4655	Town Centre Xmas Decorations	20,400	18,878	22,000	0	22,000	0	0	0	0
4656	Christmas Gurkha Square	4,090	30	4,175	0	4,175	0	0	0	0
4657	Christmas Day Lunch	1,020	716	1,020	0	1,020	0	0	0	0
4660	Remembrance Day	300	0	306	50	306	0	0	0	0
4661	Gurkha Sq Market	0	3,294	7,200	0	7,200	0	0	0	0
Overhead Expenditure		44,404	39,574	53,664	50	53,664	0	0	0	0
Movement to/(from) Gen Reserve		(44,404)	(35,732)	(45,164)	1,900	(45,864)		0		
160	Harlington Development									
4015	Recharge staff hours	30,000	27,480	30,000	0	30,000	0	0	0	0
4041	Mileage/Travel/Sustinance	400	0	400	0	400	0	0	0	0
4400	Stationery & Consumables	1,100	0	1,100	0	1,100	0	0	0	0
4430	Promotion/Publicity/Vision	20,000	0	20,000	0	20,000	0	0	0	0
4455	Postage	2,000	0	2,000	0	2,000	0	0	0	0
4555	Legal Fees and Costs	20,000	775	20,000	0	20,000	0	0	0	0
4560	Accountancy fees	1,500	0	1,500	0	1,500	0	0	0	0
4562	Design Consultancy fees	77,000	0	77,000	0	77,000	0	0	0	0
4563	Planning and Building fees	45,000	0	45,000	0	45,000	0	0	0	0
4564	Procurement fees	15,000	0	15,000	0	15,000	0	0	0	0
4565	Survey	43,000	4,878	43,000	0	43,000	0	0	0	0
4570	Project Management	100,000	0	100,000	0	100,000	0	0	0	0
4999	Contingency	57,017	0	57,017	0	57,017	0	0	0	0
Overhead Expenditure		412,017	33,133	412,017	0	412,017	0	0	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 3)
Note: Item3 Month3 Budget Detail Jun21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6001	plus Transfer from EMR	0	20,653	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(412,017)</u>	<u>(12,480)</u>	<u>(412,017)</u>	<u>0</u>	<u>(412,017)</u>		<u>0</u>		
201	<u>Harlington - Events</u>									
1000	Hall Hire	104,000	20,114	67,000	542	67,000	0	0	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	0	0	0
1036	Fleet Baptist Preschool	4,500	1,389	3,500	0	3,500	0	0	0	0
1420	Bar Sales	105,000	5,235	74,000	0	74,000	0	0	0	0
1430	Merchandise	600	0	0	0	0	0	0	0	0
1431	Confectionery	2,500	25	1,500	0	1,500	0	0	0	0
1432	Ices	2,000	181	1,500	0	1,500	0	0	0	0
1433	Snacks	2,200	114	1,500	0	1,500	0	0	0	0
1435	Box Office Charges	14,000	790	9,000	319	9,000	0	0	0	0
1450	Ticket Sales	180,000	10,803	115,000	0	115,000	0	0	0	0
	Total Income	<u>418,800</u>	<u>39,652</u>	<u>274,000</u>	<u>861</u>	<u>274,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4000	Salaries	171,000	114,186	150,000	44,958	150,000	0	0	0	0
4001	Employers National Insurance	10,960	7,971	15,000	4,062	15,000	0	0	0	0
4002	Employers Pension	8,900	7,576	7,500	2,995	7,500	0	0	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	0	0	0
4020	COVID19	0	8,426	0	-542	0	0	0	0	0
4182	Technical Equipment Sundries	1,500	1,104	1,000	578	1,000	0	0	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 3)
Note: Item3 Month3 Budget Detail Jun21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4183	Technical Equipment Hire	500	0	500	0	500	0	0	0	0
4185	Equipment	5,000	7,747	5,000	-2,822	5,000	0	0	0	0
4422	Bank & Card Transactions	7,500	3,827	9,000	-564	9,000	0	0	0	0
4432	Marketing	17,000	932	17,000	391	17,000	0	0	0	0
4433	Marketing Support	6,500	0	6,500	0	6,500	0	0	0	0
4481	Software/Licenses	0	2,590	0	-1,750	0	0	0	0	0
4487	Wi-Fi	0	44	0	0	0	0	0	0	0
4490	Sales Systsem Costs	10,000	3,729	10,000	77	10,000	0	0	0	0
4700	Bar Purchases	42,000	7,340	30,000	744	30,000	0	0	0	0
4710	Bar Consumables	2,000	170	2,500	6	2,500	0	0	0	0
4715	Stocktaking	200	175	500	0	500	0	0	0	0
4720	Performance Costs	110,000	11,309	81,000	0	81,000	0	0	0	0
4728	Till App	0	0	1,000	70	1,000	0	0	0	0
4740	Licences	5,500	1,210	5,500	0	5,500	0	0	0	0
4752	Hospitality	1,000	110	500	0	500	0	0	0	0
4761	Confectionery	1,500	0	1,000	0	1,000	0	0	0	0
4762	Ices	760	6	500	0	500	0	0	0	0
4763	Snacks	1,000	120	1,000	0	1,000	0	0	0	0
Overhead Expenditure		395,820	171,571	338,000	48,301	338,000	0	0	0	0
Movement to/(from) Gen Reserve		22,980	(131,919)	(64,000)	(47,441)	(64,000)		0		
202	Coffee Shop									
1415	Coffee Shop Sales/Catering	52,000	104	0	0	0	0	0	0	0
Total Income		52,000	104	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Item3 Month3 Budget Detail Jun21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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	0	0		0		
204	<u>Building</u>									
1031	HCC Library	16,000	12,915	16,000	0	16,000	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	0	16,000	0	0	0	0
4000	Salaries	75,680	75,680	75,500	1,681	75,500	0	0	0	0
4001	Employers National Insurance	7,140	7,568	7,500	156	7,500	0	0	0	0
4002	Employers Pension	5,490	3,784	4,000	84	4,000	0	0	0	0
4005	Contracted Staffing	1,000	0	0	0	0	0	0	0	0
4011	Staff Recruitment	400	0	0	0	0	0	0	0	0
4015	Recharge staff hours	-2,000	-2,000	-2,000	0	-2,000	0	0	0	0
4030	Training	750	215	1,000	0	1,000	0	0	0	0
4041	Mileage/Travel/Sustinance	500	0	500	19	500	0	0	0	0
4110	Rates	14,935	15,260	15,000	14,346	15,000	0	0	0	0
4115	Water & Sewerage	9,100	9,317	9,000	-780	9,000	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Item3 Month3 Budget Detail Jun21

		<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	17,716	15,687	18,000	4,369	18,000	0	0	0	0
4122	Electricity	30,540	17,692	31,000	1,426	31,000	0	0	0	0
4150	Cleaning	32,740	11,185	33,500	1,675	33,500	0	0	0	0
4151	Cleaning - Equipment	300	39	500	0	500	0	0	0	0
4152	Cleaning - Supplies	9,400	6,271	9,500	1,602	9,500	0	0	0	0
4155	Refuse Collection	5,700	5,738	6,000	377	6,000	0	0	0	0
4156	Recycling	1,000	1,036	1,000	209	1,000	0	0	0	0
4170	Building Maintenance	17,000	49,259	17,000	5,469	17,000	0	0	0	0
4172	Building Compliance	1,000	399	1,000	45	1,000	0	0	0	0
4175	Equipment Maintenance	1,000	17	1,000	0	1,000	0	0	0	0
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	0	1,000	0	0	0	0
4187	Health & Safety	1,000	1,543	1,000	233	1,000	0	0	0	0
4188	Fire and Intruder Monitoring	500	322	500	35	500	0	0	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	0	2,000	0	0	0	0
4400	Stationery & Consumables	1,500	652	1,000	188	1,000	0	0	0	0
4422	Bank & Card Transactions	0	0	0	95	0	0	0	0	0
4445	Mobile Phones	400	377	500	113	500	0	0	0	0
4455	Postage	400	94	500	0	500	0	0	0	0
4481	Software/Licenses	500	689	500	384	500	0	0	0	0
4487	Wi-Fi	1,236	1,565	1,500	399	1,500	0	0	0	0
4745	Uniforms	500	497	500	-624	500	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Item3 Month3 Budget Detail Jun21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		238,527	303,222	238,000	31,499	238,000	0	0	0	0
Movement to/(from) Gen Reserve		(222,527)	(230,244)	(222,000)	(31,499)	(222,000)		0		
205	<u>Ancells Community Centre</u>									
1000	Hall Hire	26,000	8,955	15,000	5,077	15,000	0	0	0	0
	Total Income	26,000	8,955	15,000	5,077	15,000	0	0	0	0
4000	Salaries	17,110	17,110	17,000	2,839	17,000	0	0	0	0
4001	Employers National Insurance	1,120	1,120	1,500	156	1,500	0	0	0	0
4002	Employers Pension	1,690	1,690	2,000	318	2,000	0	0	0	0
4041	Mileage/Travel/Sustinance	450	420	500	105	500	0	0	0	0
4115	Water & Sewerage	320	662	800	-50	800	0	0	0	0
4120	Gas	2,000	1,373	2,000	354	2,000	0	0	0	0
4122	Electricity	1,545	773	1,500	-9	1,500	0	0	0	0
4150	Cleaning	6,825	3,086	7,000	916	7,000	0	0	0	0
4152	Cleaning - Supplies	1,400	1,089	1,500	327	1,500	0	0	0	0
4155	Refuse Collection	900	1,269	1,000	62	1,000	0	0	0	0
4170	Building Maintenance	2,000	4,159	2,000	962	2,000	0	0	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	0	0	0
4445	Mobile Phones	300	300	300	75	300	0	0	0	0
4455	Postage	100	0	100	0	100	0	0	0	0
4740	Licences	2,300	1,000	2,300	-1,000	2,300	0	0	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 3)

Note: Item3 Month3 Budget Detail Jun21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		44,360	40,195	45,500	5,154	45,500	0	0	0	0
Movement to/(from) Gen Reserve		(18,360)	(31,241)	(30,500)	(77)	(30,500)		0		
208	<u>Ancells Farm Park and Pavilion</u>									
1060	Pitch Hire	2,004	732	2,924	732	2,196	0	0	0	0
Total Income		2,004	732	2,924	732	2,196	0	0	0	0
4110	Rates	1,287	1,185	1,208	1,185	1,185	0	0	0	0
4115	Water & Sewerage	515	227	390	107	390	0	0	0	0
4120	Gas	530	314	365	44	365	0	0	0	0
4122	Electricity	415	216	265	3	265	0	0	0	0
4150	Cleaning	1,632	331	1,390	234	1,390	0	0	0	0
4170	Building Maintenance	4,200	1,609	4,284	0	4,284	0	0	0	0
4175	Equipment Maintenance	600	0	470	0	470	0	0	0	0
4187	Health & Safety	306	223	312	0	312	0	0	0	0
4200	Grounds Maintenance	22,216	21,528	22,660	3,689	22,660	0	0	0	0
4202	Additional Ground Works	1,705	233	1,739	0	1,739	0	0	0	0
4205	CCTV	105	0	107	0	107	0	0	0	0
4220	Friends Group support	115	0	118	0	118	0	0	0	0
4225	South and South East in Bloom	105	0	107	0	107	0	0	0	0
4230	Playground Maintenance	5,000	5,518	5,100	0	5,100	0	0	0	0
4250	Tree Surgery	816	1,973	2,040	0	2,040	0	0	0	0
Overhead Expenditure		39,547	33,356	40,555	5,261	40,532	0	0	0	0
Movement to/(from) Gen Reserve		(37,543)	(32,624)	(37,631)	(4,530)	(38,336)		0		

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 3)
Note: Item3 Month3 Budget Detail Jun21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
301	<u>Open Spaces</u>									
1050	Outdoor Space Hire	650	505	0	0	0	0	0	0	0
	Total Income	650	505	0	0	0	0	0	0	0
4000	Salaries	13,526	13,371	13,400	3,362	13,400	0	0	0	0
4001	Employers National Insurance	1,300	1,237	1,300	311	1,300	0	0	0	0
4002	Employers Pension	812	668	700	168	700	0	0	0	0
4015	Recharge staff hours	-2,040	0	0	0	0	0	0	0	0
4041	Mileage/Travel/Sustinance	1,050	529	816	62	816	0	0	0	0
4169	Street and Park Furniture	1,000	0	1,020	0	1,020	0	0	0	0
4170	Building Maintenance	310	50	316	0	316	0	0	0	0
4185	Equipment	500	97	1,530	0	1,530	0	0	0	0
4200	Grounds Maintenance	14,062	13,626	14,344	2,335	14,344	0	0	0	0
4202	Additional Ground Works	1,078	21	1,100	0	1,100	0	0	0	0
4206	Lamppost Maintenance	200	200	204	-200	204	0	0	0	0
4208	Speed Indicator Boards - SIDs	0	0	1,000	0	1,000	0	0	0	0
4250	Tree Surgery	1,020	1,718	1,040	0	1,040	0	0	0	0
4445	Mobile Phones	408	220	416	-50	416	0	0	0	0
4740	Licences	220	70	224	0	224	0	0	0	0
4745	Uniforms	110	0	112	0	112	0	0	0	0
	Overhead Expenditure	33,556	31,806	37,522	5,989	37,522	0	0	0	0
	Movement to/(from) Gen Reserve	(32,906)	(31,301)	(37,522)	(5,989)	(37,522)		0		
310	<u>Calthorpe Park</u>									

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Item3 Month3 Budget Detail Jun21

		<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	0	-71	700	125	700	0	0	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	0	0	0
1060	Pitch Hire	1,700	708	1,008	437	1,008	0	0	0	0
1064	Tennis Membership card	7,000	9,760	7,500	3,899	7,500	0	0	0	0
1065	Tennis Hire	1,300	2,408	1,500	809	1,500	0	0	0	0
1066	Tennis coaching	1,000	0	0	0	0	0	0	0	0
Total Income		13,000	251,940	12,708	5,269	12,708	0	0	0	0
4115	Water & Sewerage	580	424	505	-36	505	0	0	0	0
4122	Electricity	310	222	304	-10	304	0	0	0	0
4150	Cleaning	1,236	198	1,485	210	1,485	0	0	0	0
4170	Building Maintenance	1,530	9	1,560	998	1,560	0	0	0	0
4175	Equipment Maintenance	785	0	800	0	800	0	0	0	0
4185	Equipment	867	781	884	0	884	0	0	0	0
4187	Health & Safety	310	223	316	0	316	0	0	0	0
4200	Grounds Maintenance	37,785	36,613	39,300	6,274	39,300	0	0	0	0
4202	Additional Ground Works	2,897	9,013	2,954	3,575	2,954	0	0	0	0
4205	CCTV	105	13,435	2,000	-12,950	2,000	0	0	0	0
4220	Friends Group support	105	75	107	0	107	0	0	0	0
4225	South and South East in Bloom	55	25	72	50	72	0	0	0	0
4230	Playground Maintenance	1,000	2,607	1,000	-2,470	1,000	0	0	0	0
4235	Play Equipment	0	218,612	0	0	0	0	0	0	0
4250	Tree Surgery	2,346	12,455	2,392	680	2,392	0	0	0	0
4430	Promotion/Publicity/Vision	510	0	0	0	0	0	0	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 3)
Note: Item3 Month3 Budget Detail Jun21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4590	Repairs and Renewals	7,000	0	7,000	0	7,000	0	0	0	0
4651	LTA Registration - membership	920	360	938	0	938	0	0	0	0
4653	Tennis Software	910	796	812	796	812	0	0	0	0
4740	Licences	85	70	72	70	70	0	0	0	0
Overhead Expenditure		59,336	295,919	62,501	-2,813	62,499	0	0	0	0
310 Net Income over Expenditure		-46,336	-43,979	-49,793	8,082	-49,791	0	0	0	0
6001	plus Transfer from EMR	0	217,019	0	0	0	0	0	0	0
6000	less Transfer to EMR	0	240,728	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(46,336)	(67,689)	(49,793)	8,082	(49,791)		0		
315	Oakley Park									
1050	Outdoor Space Hire	0	0	0	15	0	0	0	0	0
1060	Pitch Hire	3,000	1,460	2,672	681	2,100	0	0	0	0
Total Income		3,000	1,460	2,672	696	2,100	0	0	0	0
4115	Water & Sewerage	361	0	0	0	0	0	0	0	0
4122	Electricity	310	349	316	-20	316	0	0	0	0
4150	Cleaning	1,300	248	1,326	210	1,326	0	0	0	0
4170	Building Maintenance	1,020	0	1,040	0	1,040	0	0	0	0
4175	Equipment Maintenance	55	0	56	0	56	0	0	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	0	0	0
4200	Grounds Maintenance	20,142	19,517	20,545	3,344	20,545	0	0	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 3)
Note: Item3 Month3 Budget Detail Jun21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4202	Additional Ground Works	1,545	255	1,575	-200	1,575	0	0	0	0
4205	CCTV	2,259	2,251	1,400	0	1,400	0	0	0	0
4220	Friends Group support	105	75	105	0	105	0	0	0	0
4225	South and South East in Bloom	85	40	97	80	97	0	0	0	0
4230	Playground Maintenance	1,020	203	1,040	0	1,040	0	0	0	0
4250	Tree Surgery	1,530	3,808	1,560	790	1,560	0	0	0	0
Overhead Expenditure		30,097	26,968	29,432	4,205	29,432	0	0	0	0
Movement to/(from) Gen Reserve		(27,097)	(25,508)	(26,760)	(3,509)	(27,332)		0		
320	<u>Basingbourne Park</u>									
1056	Scouts - Rent	0	1,601	0	0	0	0	0	0	0
1060	Pitch Hire	1,400	1,377	5,344	1,362	4,500	0	0	0	0
Total Income		1,400	2,978	5,344	1,362	4,500	0	0	0	0
4115	Water & Sewerage	412	525	420	-165	420	0	0	0	0
4122	Electricity	309	258	315	-12	315	0	0	0	0
4150	Cleaning	1,300	347	1,326	210	1,326	0	0	0	0
4170	Building Maintenance	2,040	101	2,080	0	2,080	0	0	0	0
4185	Equipment	310	0	316	0	316	0	0	0	0
4187	Health & Safety	310	223	316	0	316	0	0	0	0
4200	Grounds Maintenance	17,128	16,597	17,470	2,844	17,470	0	0	0	0
4202	Additional Ground Works	1,315	925	1,341	1,395	1,341	0	0	0	0
4205	CCTV	1,175	1,126	1,400	0	1,400	0	0	0	0
4220	Friends Group support	115	0	115	0	115	0	0	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 3)
Note: Item3 Month3 Budget Detail Jun21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4225	South and South East in Bloom	115	60	105	80	105	0	0	0	0
4230	Playground Maintenance	1,020	510	1,040	580	1,040	0	0	0	0
4250	Tree Surgery	2,550	4,890	2,601	0	2,601	0	0	0	0
Overhead Expenditure		28,099	25,561	28,845	4,932	28,845	0	0	0	0
Movement to/(from) Gen Reserve		(26,699)	(22,583)	(23,501)	(3,570)	(24,345)		0		
325	<u>The Views</u>									
1050	Outdoor Space Hire	1,530	0	1,000	0	1,000	0	0	0	0
Total Income		1,530	0	1,000	0	1,000	0	0	0	0
4115	Water & Sewerage	0	20	0	-20	0	0	0	0	0
4122	Electricity	135	159	137	42	137	0	0	0	0
4185	Equipment	105	0	107	0	107	0	0	0	0
4200	Grounds Maintenance	7,097	6,877	7,240	1,178	7,240	0	0	0	0
4202	Additional Ground Works	545	380	555	417	555	0	0	0	0
4230	Playground Maintenance	4,040	658	4,120	716	4,120	0	0	0	0
4250	Tree Surgery	310	675	316	0	316	0	0	0	0
Overhead Expenditure		12,232	8,769	12,475	2,333	12,475	0	0	0	0
Movement to/(from) Gen Reserve		(10,702)	(8,769)	(11,475)	(2,333)	(11,475)		0		
330	<u>Edenbrook</u>									
4200	Grounds Maintenance	3,000	2,907	3,060	498	3,060	0	0	0	0
4202	Additional Ground Works	231	0	235	0	235	0	0	0	0
4230	Playground Maintenance	2,040	1,268	2,080	-350	2,080	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

Note: Item3 Month3 Budget Detail Jun21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		5,271	4,175	5,375	148	5,375	0	0	0	0
Movement to/(from) Gen Reserve		(5,271)	(4,175)	(5,375)	(148)	(5,375)		0		
350	Cemetery									
1100	Interment Fees	12,240	18,980	10,000	5,630	12,000	0	0	0	0
1110	Scattering of Ashes	340	340	500	0	500	0	0	0	0
1120	Sale of Exclusive Rights	18,480	44,600	16,000	9,260	16,000	0	0	0	0
1121	Transfer of Exclusive Rights	1,020	1,740	1,050	1,305	2,000	0	0	0	0
1130	Memorial Cemetery Fees	6,324	10,280	6,450	2,970	6,450	0	0	0	0
1131	Memorial Roses	0	350	700	0	800	0	0	0	0
1132	Memorial Kerbstones	0	2,000	5,000	497	5,000	0	0	0	0
1133	Memorial Sanctums	9,000	15,653	20,000	0	18,000	0	0	0	0
1134	GoR Planted Area	0	417	700	417	700	0	0	0	0
1137	GoR Ashes digging	0	520	0	300	500	0	0	0	0
1138	Memorial inscription	0	0	0	0	40	0	0	0	0
Total Income		47,404	94,880	60,400	20,378	61,990	0	0	0	0
4000	Salaries	5,700	3,394	5,700	1,007	5,700	0	0	0	0
4002	Employers Pension	352	170	300	50	300	0	0	0	0
4041	Mileage/Travel/Sustinance	520	209	530	54	530	0	0	0	0
4110	Rates	1,900	2,188	2,231	2,445	2,445	0	0	0	0
4115	Water & Sewerage	780	202	220	49	220	0	0	0	0
4150	Cleaning	540	0	500	0	500	0	0	0	0
4155	Refuse Collection	2,000	1,727	2,040	412	2,040	0	0	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 3)
Note: Item3 Month3 Budget Detail Jun21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4170	Building Maintenance	510	0	520	0	520	0	0	0	0
4200	Grounds Maintenance	15,900	10,307	16,218	1,766	16,218	0	0	0	0
4202	Additional Ground Works	825	50	841	295	841	0	0	0	0
4203	General Upkeep	1,530	24	1,560	396	1,560	0	0	0	0
4220	Friends Group support	105	0	105	0	105	0	0	0	0
4225	South and South East in Bloom	140	35	140	70	140	0	0	0	0
4250	Tree Surgery	1,020	973	1,040	0	1,040	0	0	0	0
4400	Stationery & Consumables	0	7	0	21	21	0	0	0	0
4445	Mobile Phones	250	97	255	18	255	0	0	0	0
4455	Postage	0	28	0	0	0	0	0	0	0
4460	Subscriptions	105	95	100	95	95	0	0	0	0
4481	Software/Licenses	765	423	450	0	450	0	0	0	0
4935	GoR Memorial inscriptions	1,000	1,959	1,200	-146	1,200	0	0	0	0
4936	GoR Ashes digging	0	0	100	450	400	0	0	0	0
4942	H and S Memorial repairs	310	0	316	0	316	0	0	0	0
4944	H and S Memorial inspections	510	7,648	1,550	0	1,550	0	0	0	0
Overhead Expenditure		34,762	29,535	35,916	6,984	36,446	0	0	0	0
Movement to/(from) Gen Reserve		12,642	65,345	24,484	13,394	25,544		0		
475	<u>Lengthsman Scheme</u>									
1053	Grant money and funding	0	3,300	0	0	0	0	0	0	0
Total Income		0	3,300	0	0	0	0	0	0	0
4202	Additional Ground Works	0	3,300	0	-3,300	0	0	0	0	0

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Fleet Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 3)
Note: Item3 Month3 Budget Detail Jun21

		<u>2020-2021</u>		<u>2021-2022</u>				<u>2022- 2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		0	3,300	0	-3,300	0	0	0	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
Movement to/(from) Gen Reserve		0	89	0	0	0		0		
Total Budget Income		1,669,646	1,644,748	1,491,572	603,679	1,515,388	0	0	0	0
Expenditure		1,669,646	1,301,647	1,592,410	192,891	1,590,343	0	0	0	0
Net Income over Expenditure		0	343,101	-100,838	410,789	-74,955	0	0	0	0
plus Transfer from EMR		0	242,535	0	0	0	0	0	0	0
less Transfer to EMR		0	240,728	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	344,908	(100,838)	410,789	(74,955)		0		

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Policy and Finance											
101 <u>Central Administration</u>											
1053 Grant money and funding	4,650	0	(4,650)	22,315	0	(22,315)	0			0.0%	
1064 Tennis Membership card	(111)	0	111	(0)	0	0	0			0.0%	
1870 Interest Income	40	269	229	142	807	665	3,230			4.4%	
Central Administration :- Income	4,578	269	(4,309)	22,457	807	(21,650)	3,230			695.3%	0
4000 Salaries	10,971	10,333	(638)	31,156	30,999	(157)	124,000		92,844	25.1%	
4001 Employers National Insurance	0	850	850	1,689	2,550	861	10,200		8,511	16.6%	
4002 Employers Pension	569	542	(27)	1,704	1,626	(78)	6,500		4,796	26.2%	
4015 Recharge staff hours	0	(1,540)	(1,540)	0	(4,620)	(4,620)	(18,480)		(18,480)	0.0%	
4020 COVID19	0	0	0	18	350	332	1,000		982	1.8%	
4030 Training	0	750	750	0	750	750	3,000		3,000	0.0%	
4041 Mileage/Travel/Sustenance	12	20	8	12	20	8	102		90	11.7%	
4130 Insurance	0	790	790	9,130	2,360	(6,770)	9,500		370	96.1%	
4156 Recycling	0	0	0	0	125	125	500		500	0.0%	
4175 Equipment Maintenance	0	50	50	0	150	150	600		600	0.0%	
4185 Equipment	0	250	250	115	750	635	3,000		2,885	3.8%	
4187 Health & Safety	0	0	0	1,636	2,000	364	8,000		6,364	20.5%	
4400 Stationery & Consumables	302	260	(42)	991	780	(211)	3,500		2,509	28.3%	
4401 Document Management	0	1,250	1,250	0	1,250	1,250	5,000		5,000	0.0%	
4420 Bank Charges	85	250	165	228	750	522	3,060		2,832	7.5%	
4430 Promotion/Publicity/Vision	0	1,750	1,750	0	1,750	1,750	7,140		7,140	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 Website	120	0	(120)	120	180	60	918		798	13.1%	
4440 Telephone & Broadband	227	200	(27)	233	600	367	2,400		2,167	9.7%	
4445 Mobile Phones	9	55	46	28	165	137	663		635	4.2%	
4455 Postage	0	8	8	0	20	20	102		102	0.0%	
4460 Subscriptions	0	0	0	2,450	2,300	(150)	3,060		610	80.1%	
4480 Computer Maintenance	0	350	350	0	350	350	1,020		1,020	0.0%	
4481 Software/Licenses	52	0	(52)	52	0	(52)	2,500		2,448	2.1%	
4484 Computer Support	360	490	130	1,200	1,470	270	6,120		4,920	19.6%	
4485 Computer Storage	330	420	90	330	420	90	1,734		1,404	19.0%	
4486 E-mail Exchange	6	280	274	539	840	301	3,570		3,031	15.1%	
4550 Payroll Services	112	0	(112)	(172)	153	325	612		784	(28.1%)	
4551 HR Services	91	170	79	273	510	237	2,040		1,767	13.4%	
4555 Legal Fees and Costs	334	0	(334)	334	340	6	2,040		1,706	16.4%	
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	0	0	0	0	750	750	3,000		3,000	0.0%	
4580 Audit Fees	0	0	0	(850)	1,700	2,550	3,500		4,350	(24.3%)	
Central Administration :- Indirect Expenditure	13,580	17,528	3,948	51,978	51,942	(36)	200,819	0	148,841	25.9%	0
Net Income over Expenditure	(9,002)	(17,259)	(8,257)	(29,521)	(51,135)	(21,614)	(197,589)				
<u>105 Civic and Democratic</u>											
4041 Mileage/Travel/Sustenance	0	40	40	0	40	40	156		156	0.0%	
4430 Promotion/Publicity/Vision	2,500	800	(1,700)	0	800	800	2,550		2,550	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4530 Councillor Development	0	260	260	0	260	260	1,071		1,071	0.0%	
4535 Chairman's Allowance	1,000	285	(715)	0	285	285	1,185		1,185	0.0%	
4537 Members Allowances	0	0	0	29	510	481	2,040		2,011	1.4%	
Civic and Democratic :- Indirect Expenditure	3,500	1,385	(2,115)	29	1,895	1,866	7,002	0	6,973	0.4%	0
Net Expenditure	(3,500)	(1,385)	2,115	(29)	(1,895)	(1,866)	(7,002)				
<u>110 Grants</u>											
4538 Community Support	0	350	350	0	350	350	1,530		1,530	0.0%	
4800 Fleet Link	11,117	0	(11,117)	11,117	0	(11,117)	13,770		2,653	80.7%	
4810 Basingstoke Canal	18,309	0	(18,309)	18,309	0	(18,309)	18,675		366	98.0%	
4855 Community grants	0	0	0	2,713	2,000	(713)	10,812		8,099	25.1%	
Grants :- Indirect Expenditure	29,426	350	(29,076)	32,139	2,350	(29,789)	44,787	0	12,648	71.8%	0
Net Expenditure	(29,426)	(350)	29,076	(32,139)	(2,350)	29,789	(44,787)				
<u>115 Precept</u>											
1900 Precept - operational	0	0	0	338,889	338,888	(1)	677,777			50.0%	
1902 Precept - New Harlington	0	0	0	206,009	206,008	(1)	412,017			50.0%	
Precept :- Income	0	0	0	544,897	544,896	(1)	1,089,794			50.0%	0
Net Income	0	0	0	544,897	544,896	(1)	1,089,794				
Policy and Finance :- Income	4,578	269	(4,309)	567,354	545,703	(21,651)	1,093,024			51.9%	
Expenditure	46,506	19,263	(27,243)	84,146	56,187	(27,959)	252,608	0	168,462	33.3%	
Movement to/(from) Gen Reserve	(41,928)			483,208							

Recreation, Leisure/Amenities

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Events</u>											
1051 Ghurkha Square Market	650	708	58	1,950	2,124	174	8,500			22.9%	
Events :- Income	650	708	58	1,950	2,124	174	8,500			22.9%	0
4176 Action Day	0	450	450	0	510	510	918		918	0.0%	
4210 Floral Displays	0	9,200	9,200	0	9,200	9,200	17,895		17,895	0.0%	
4222 Friends Group Get Together	0	0	0	0	0	0	150		150	0.0%	
4460 Subscriptions	(50)	0	50	0	0	0	0		0	0.0%	
4655 Town Centre Xmas Decorations	0	0	0	0	3,300	3,300	22,000		22,000	0.0%	
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	50	0	(50)	50	0	(50)	306		256	16.3%	
4661 Gurkha Sq Market	0	600	600	0	1,800	1,800	7,200		7,200	0.0%	
Events :- Indirect Expenditure	0	10,250	10,250	50	14,810	14,760	53,664	0	53,614	0.1%	0
Net Income over Expenditure	650	(9,542)	(10,192)	1,900	(12,686)	(14,586)	(45,164)				
<u>205 Ancells Community Centre</u>											
1000 Hall Hire	1,657	0	(1,657)	5,077	15,000	9,923	15,000			33.8%	
Ancells Community Centre :- Income	1,657	0	(1,657)	5,077	15,000	9,923	15,000			33.8%	0
4000 Salaries	946	1,415	469	2,839	4,245	1,406	17,000		14,161	16.7%	
4001 Employers National Insurance	52	125	73	156	375	219	1,500		1,344	10.4%	
4002 Employers Pension	106	165	59	318	500	182	2,000		1,682	15.9%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 Mileage/Travel/Sustenance	35	40	5	105	100	(5)	500		395	21.0%	
4115 Water & Sewerage	0	300	300	(50)	300	350	800		850	(6.3%)	
4120 Gas	128	165	37	354	500	146	2,000		1,646	17.7%	
4122 Electricity	0	0	0	(9)	0	9	1,500		1,509	(0.6%)	
4150 Cleaning	573	580	7	916	1,740	824	7,000		6,084	13.1%	
4152 Cleaning - Supplies	109	125	16	327	375	48	1,500		1,173	21.8%	
4155 Refuse Collection	82	80	(2)	62	250	188	1,000		938	6.2%	
4170 Building Maintenance	0	300	300	962	300	(662)	2,000		1,038	48.1%	
4207 Fire & Intruder Systems	100	0	(100)	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	0	(25)	75	50	(25)	300		225	25.0%	
4455 Postage	0	20	20	0	20	20	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	2,156	3,315	1,159	5,154	17,055	11,901	45,500	0	40,346	11.3%	0
Net Income over Expenditure	(499)	(3,315)	(2,816)	(77)	(2,055)	(1,978)	(30,500)				
208 Ancells Farm Park and Pavilion											
1060 Pitch Hire	0	366	366	732	731	(1)	2,924			25.0%	
Ancells Farm Park and Pavilion :- Income	0	366	366	732	731	(1)	2,924			25.0%	0
4110 Rates	0	0	0	1,185	1,208	23	1,208		23	98.1%	
4115 Water & Sewerage	0	170	170	107	170	63	390		283	27.4%	
4120 Gas	25	28	3	44	78	34	365		321	11.9%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4122 Electricity	0	0	0	3	67	64	265		262	1.2%	
4150 Cleaning	117	116	(1)	234	348	114	1,390		1,156	16.8%	
4170 Building Maintenance	0	0	0	0	0	0	4,284		4,284	0.0%	
4175 Equipment Maintenance	0	0	0	0	0	0	470		470	0.0%	
4187 Health & Safety	0	0	0	0	0	0	312		312	0.0%	
4200 Grounds Maintenance	1,844	1,888	44	3,689	5,664	1,975	22,660		18,971	16.3%	
4202 Additional Ground Works	0	145	145	0	435	435	1,739		1,739	0.0%	
4205 CCTV	0	0	0	0	0	0	107		107	0.0%	
4220 Friends Group support	0	0	0	0	0	0	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	0	1,275	1,275	5,100		5,100	0.0%	
4250 Tree Surgery	0	170	170	0	510	510	2,040		2,040	0.0%	
Ancells Farm Park and Pavilion :- Indirect Expenditure	1,986	2,942	956	5,261	9,862	4,601	40,555	0	35,294	13.0%	0
Net Income over Expenditure	(1,986)	(2,576)	(590)	(4,530)	(9,131)	(4,601)	(37,631)				
<u>301 Open Spaces</u>											
4000 Salaries	1,121	1,117	(4)	3,362	3,351	(11)	13,400		10,038	25.1%	
4001 Employers National Insurance	104	108	4	311	324	13	1,300		989	24.0%	
4002 Employers Pension	56	58	2	168	174	6	700		532	24.0%	
4041 Mileage/Travel/Sustenance	62	68	6	62	204	142	816		754	7.6%	
4169 Street and Park Furniture	0	0	0	0	0	0	1,020		1,020	0.0%	
4170 Building Maintenance	0	26	26	0	78	78	316		316	0.0%	
4185 Equipment	0	128	128	0	384	384	1,530		1,530	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Grounds Maintenance	1,167	1,195	28	2,335	3,585	1,250	14,344		12,009	16.3%	
4202 Additional Ground Works	0	92	92	0	276	276	1,100		1,100	0.0%	
4206 Lamppost Maintenance	0	0	0	(200)	0	200	204		404	(98.0%)	
4208 Speed Indicator Boards - SIDs	0	0	0	0	0	0	1,000		1,000	0.0%	
4250 Tree Surgery	0	87	87	0	261	261	1,040		1,040	0.0%	
4445 Mobile Phones	10	35	25	(50)	105	155	416		466	(12.0%)	
4740 Licences	0	224	224	0	224	224	224		224	0.0%	
4745 Uniforms	0	0	0	0	0	0	112		112	0.0%	
Open Spaces :- Indirect Expenditure	2,520	3,138	618	5,989	8,966	2,977	37,522	0	31,533	16.0%	0
Net Expenditure	(2,520)	(3,138)	(618)	(5,989)	(8,966)	(2,977)	(37,522)				
<u>310 Calthorpe Park</u>											
1050 Outdoor Space Hire	65	58	(7)	125	174	49	700			17.9%	
1057 Fleet Football Club Rent	0	0	0	0	500	500	2,000			0.0%	
1060 Pitch Hire	0	0	0	437	450	13	1,008			43.4%	
1064 Tennis Membership card	1,488	1,071	(417)	3,899	3,213	(686)	7,500			52.0%	
1065 Tennis Hire	313	214	(99)	809	642	(167)	1,500			53.9%	
Calthorpe Park :- Income	1,866	1,343	(523)	5,269	4,979	(290)	12,708			41.5%	0
4115 Water & Sewerage	0	250	250	(36)	250	286	505		541	(7.1%)	
4122 Electricity	0	0	0	(10)	64	74	304		314	(3.3%)	
4150 Cleaning	105	124	19	210	372	162	1,485		1,275	14.2%	
4170 Building Maintenance	998	130	(868)	998	390	(608)	1,560		562	64.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4175 Equipment Maintenance	0	67	67	0	201	201	800		800	0.0%	
4185 Equipment	0	74	74	0	222	222	884		884	0.0%	
4187 Health & Safety	0	26	26	0	78	78	316		316	0.0%	
4200 Grounds Maintenance	3,137	3,275	138	6,274	9,825	3,551	39,300		33,026	16.0%	
4202 Additional Ground Works	3,395	246	(3,149)	3,575	738	(2,837)	2,954		(621)	121.0%	
4205 CCTV	0	0	0	(12,950)	0	12,950	2,000		14,950	(647.5%)	
4220 Friends Group support	0	0	0	0	0	0	107		107	0.0%	
4225 South and South East in Bloom	0	0	0	50	72	22	72		22	69.4%	
4230 Playground Maintenance	0	83	83	(2,470)	249	2,719	1,000		3,470	(247.0%)	
4250 Tree Surgery	320	199	(121)	680	597	(83)	2,392		1,712	28.4%	
4590 Repairs and Renewals	0	0	0	0	0	0	7,000		7,000	0.0%	
4651 LTA Registration - membership	0	0	0	0	0	0	938		938	0.0%	
4653 Tennis Software	796	0	(796)	796	0	(796)	812		16	98.0%	
4740 Licences	0	0	0	70	72	2	72		2	97.2%	
Calthorpe Park :- Indirect Expenditure	8,751	4,474	(4,277)	(2,813)	13,130	15,943	62,501	0	65,314	(4.5%)	0
Net Income over Expenditure	(6,886)	(3,131)	3,755	8,082	(8,151)	(16,233)	(49,793)				
<u>315 Oakley Park</u>											
1050 Outdoor Space Hire	15	0	(15)	15	0	(15)	0			0.0%	
1060 Pitch Hire	0	0	0	681	700	19	2,672			25.5%	
Oakley Park :- Income	15	0	(15)	696	700	4	2,672			26.1%	0
4122 Electricity	0	0	0	(20)	90	110	316		336	(6.2%)	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4150 Cleaning	105	110	5	210	330	120	1,326		1,116	15.9%	
4170 Building Maintenance	0	87	87	0	261	261	1,040		1,040	0.0%	
4175 Equipment Maintenance	0	5	5	0	15	15	56		56	0.0%	
4180 Equipment Hire	0	5	5	0	15	15	56		56	0.0%	
4187 Health & Safety	0	26	26	0	78	78	316		316	0.0%	
4200 Grounds Maintenance	1,672	1,712	40	3,344	5,136	1,792	20,545		17,201	16.3%	
4202 Additional Ground Works	0	131	131	(200)	393	593	1,575		1,775	(12.7%)	
4205 CCTV	0	0	0	0	0	0	1,400		1,400	0.0%	
4220 Friends Group support	0	0	0	0	0	0	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	0	261	261	1,040		1,040	0.0%	
4250 Tree Surgery	0	130	130	790	390	(400)	1,560		770	50.6%	
Oakley Park :- Indirect Expenditure	1,777	2,293	516	4,205	7,066	2,861	29,432	0	25,227	14.3%	0
Net Income over Expenditure	(1,762)	(2,293)	(531)	(3,509)	(6,366)	(2,857)	(26,760)				
<u>320 Basingbourne Park</u>											
1060 Pitch Hire	0	1,250	1,250	1,362	1,250	(112)	5,344			25.5%	
Basingbourne Park :- Income	0	1,250	1,250	1,362	1,250	(112)	5,344			25.5%	0
4115 Water & Sewerage	0	210	210	(165)	210	375	420		585	(39.3%)	
4122 Electricity	0	0	0	(12)	65	77	315		327	(3.9%)	
4150 Cleaning	105	110	5	210	330	120	1,326		1,116	15.9%	
4170 Building Maintenance	0	173	173	0	519	519	2,080		2,080	0.0%	

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Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4185 Equipment	0	26	26	0	78	78	316		316	0.0%	
4187 Health & Safety	0	26	26	0	78	78	316		316	0.0%	
4200 Grounds Maintenance	1,422	1,456	34	2,844	4,368	1,524	17,470		14,626	16.3%	
4202 Additional Ground Works	945	112	(833)	1,395	336	(1,059)	1,341		(54)	104.0%	
4205 CCTV	0	0	0	0	0	0	1,400		1,400	0.0%	
4220 Friends Group support	0	0	0	0	0	0	115		115	0.0%	
4225 South and South East in Bloom	0	0	0	80	105	25	105		25	76.2%	
4230 Playground Maintenance	819	87	(732)	580	261	(319)	1,040		460	55.8%	
4250 Tree Surgery	0	217	217	0	651	651	2,601		2,601	0.0%	
Basingbourne Park :- Indirect Expenditure	3,291	2,417	(874)	4,932	7,001	2,069	28,845	0	23,913	17.1%	0
Net Income over Expenditure	(3,291)	(1,167)	2,124	(3,570)	(5,751)	(2,181)	(23,501)				
<u>325 The Views</u>											
1050 Outdoor Space Hire	0	250	250	0	250	250	1,000			0.0%	
The Views :- Income	0	250	250	0	250	250	1,000			0.0%	0
4115 Water & Sewerage	0	0	0	(20)	0	20	0		20	0.0%	
4122 Electricity	0	0	0	42	35	(7)	137		95	30.3%	
4185 Equipment	0	9	9	0	27	27	107		107	0.0%	
4200 Grounds Maintenance	589	603	14	1,178	1,809	631	7,240		6,062	16.3%	
4202 Additional Ground Works	417	46	(371)	417	138	(279)	555		138	75.2%	
4230 Playground Maintenance	716	343	(373)	716	1,029	314	4,120		3,405	17.4%	
4250 Tree Surgery	0	26	26	0	78	78	316		316	0.0%	
The Views :- Indirect Expenditure	1,722	1,027	(695)	2,333	3,116	783	12,475	0	10,142	18.7%	0
Net Income over Expenditure	(1,722)	(777)	945	(2,333)	(2,866)	(533)	(11,475)				

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>330</u> <u>Edenbrook</u>											
4200 Grounds Maintenance	249	255	6	498	765	267	3,060		2,562	16.3%	
4202 Additional Ground Works	0	20	20	0	60	60	235		235	0.0%	
4230 Playground Maintenance	0	173	173	(350)	519	869	2,080		2,430	(16.8%)	
Edenbrook :- Indirect Expenditure	249	448	199	148	1,344	1,196	5,375	0	5,227	2.8%	0
Net Expenditure	(249)	(448)	(199)	(148)	(1,344)	(1,196)	(5,375)				
<u>350</u> <u>Cemetery</u>											
1100 Interment Fees	1,390	833	(557)	5,630	2,499	(3,131)	10,000			56.3%	
1110 Scattering of Ashes	0	42	42	0	126	126	500			0.0%	
1120 Sale of Exclusive Rights	4,080	1,333	(2,747)	9,260	3,999	(5,261)	16,000			57.9%	
1121 Transfer of Exclusive Rights	290	88	(202)	1,305	264	(1,041)	1,050			124.3%	
1130 Memorial Cemetery Fees	1,090	538	(552)	2,970	1,614	(1,356)	6,450			46.0%	
1131 Memorial Roses	(457)	58	515	0	174	174	700			0.0%	
1132 Memorial Kerbstones	497	417	(80)	497	1,251	754	5,000			9.9%	
1133 Memorial Sanctums	0	1,667	1,667	0	5,001	5,001	20,000			0.0%	
1134 GoR Planted Area	0	58	58	417	174	(243)	700			59.5%	
1137 GoR Ashes digging	0	0	0	300	0	(300)	0			0.0%	
1138 Memorial inscription	(40)	0	40	0	0	0	0			0.0%	
Cemetery :- Income	6,850	5,034	(1,816)	20,378	15,102	(5,276)	60,400			33.7%	0
4000 Salaries	353	475	122	1,007	1,425	418	5,700		4,693	17.7%	
4002 Employers Pension	18	25	7	50	75	25	300		250	16.8%	

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Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 Mileage/Travel/Sustenance	34	44	10	54	132	78	530		476	10.2%	
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	126	126	500		500	0.0%	
4155 Refuse Collection	412	485	73	412	485	73	2,040		1,628	20.2%	
4170 Building Maintenance	0	43	43	0	129	129	520		520	0.0%	
4200 Grounds Maintenance	883	1,352	469	1,766	4,056	2,290	16,218		14,452	10.9%	
4202 Additional Ground Works	50	70	20	295	210	(85)	841		546	35.1%	
4203 General Upkeep	396	130	(266)	396	390	(6)	1,560		1,164	25.4%	
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	261	261	1,040		1,040	0.0%	
4400 Stationery & Consumables	21	0	(21)	21	0	(21)	0		(21)	0.0%	
4445 Mobile Phones	9	21	12	18	63	45	255		237	6.9%	
4460 Subscriptions	0	0	0	95	100	5	100		5	95.0%	
4481 Software/Licenses	0	0	0	0	0	0	450		450	0.0%	
4935 GoR Memorial inscriptions	0	100	100	(146)	300	446	1,200		1,346	(12.2%)	
4936 GoR Ashes digging	200	0	(200)	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	2,376	2,874	498	6,984	10,548	3,564	35,916	0	28,932	19.4%	0
Net Income over Expenditure	4,474	2,160	(2,314)	13,394	4,554	(8,840)	24,484				

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>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	<u>0</u>	<u>0</u>	<u>0</u>	<u>(3,300)</u>	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>0</u>	<u>3,300</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>(3,300)</u>	<u>0</u>				
Recreation, Leisure/Amenities :- Income	11,038	8,951	(2,087)	35,465	40,136	4,671	108,548			32.7%	
Expenditure	24,828	33,178	8,350	28,944	92,898	63,954	351,785	0	322,841	8.2%	
Movement to/(from) Gen Reserve	<u>(13,790)</u>			<u>6,521</u>							
<u>Harlington Centre</u>											
<u>201 Harlington - Events</u>											
1000 Hall Hire	1,819	0	(1,819)	542	67,000	66,458	67,000			0.8%	
1033 Fleet Phoenix	0	0	0	0	0	0	1,000			0.0%	
1036 Fleet Baptist Preschool	0	1,040	1,040	0	1,040	1,040	3,500			0.0%	
1420 Bar Sales	0	6,165	6,165	0	18,495	18,495	74,000			0.0%	
1431 Confectionery	0	0	0	0	375	375	1,500			0.0%	
1432 Ices	0	0	0	0	375	375	1,500			0.0%	
1433 Snacks	0	125	125	0	375	375	1,500			0.0%	
1435 Box Office Charges	140	750	610	319	2,250	1,931	9,000			3.5%	
1450 Ticket Sales	0	9,580	9,580	0	28,740	28,740	115,000			0.0%	
Harlington - Events :- Income	<u>1,959</u>	<u>17,660</u>	<u>15,701</u>	<u>861</u>	<u>118,650</u>	<u>117,789</u>	<u>274,000</u>			<u>0.3%</u>	<u>0</u>

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

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Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	15,018	12,500	(2,518)	44,958	37,500	(7,458)	150,000		105,042	30.0%	
4001 Employers National Insurance	1,354	1,250	(104)	4,062	3,750	(312)	15,000		10,938	27.1%	
4002 Employers Pension	998	625	(373)	2,995	1,875	(1,120)	7,500		4,505	39.9%	
4005 Contracted Staffing	100	0	(100)	100	0	(100)	0		(100)	0.0%	
4015 Recharge staff hours	0	(400)	(400)	0	(1,100)	(1,100)	(7,000)		(7,000)	0.0%	
4020 COVID19	0	0	0	(542)	0	542	0		542	0.0%	
4182 Technical Equipment Sundries	547	350	(197)	578	350	(228)	1,000		422	57.8%	
4183 Technical Equipment Hire	0	0	0	0	200	200	500		500	0.0%	
4185 Equipment	0	0	0	(2,822)	1,500	4,322	5,000		7,822	(56.4%)	
4422 Bank & Card Transactions	247	750	503	(564)	2,250	2,814	9,000		9,564	(6.3%)	
4432 Marketing	0	100	100	391	450	59	17,000		16,609	2.3%	
4433 Marketing Support	0	0	0	0	2,500	2,500	6,500		6,500	0.0%	
4481 Software/Licenses	0	0	0	(1,750)	0	1,750	0		1,750	0.0%	
4490 Sales Sytstem Costs	58	600	542	77	2,400	2,323	10,000		9,923	0.8%	
4700 Bar Purchases	712	2,500	1,788	744	7,500	6,756	30,000		29,256	2.5%	
4710 Bar Consumables	6	160	154	6	460	454	2,500		2,494	0.2%	
4715 Stocktaking	0	50	50	0	100	100	500		500	0.0%	
4720 Performance Costs	0	6,750	6,750	0	20,250	20,250	81,000		81,000	0.0%	
4728 Till App	70	80	10	70	270	200	1,000		930	7.0%	
4740 Licences	0	450	450	0	1,360	1,360	5,500		5,500	0.0%	
4752 Hospitality	0	50	50	0	100	100	500		500	0.0%	
4761 Confectionery	0	80	80	0	240	240	1,000		1,000	0.0%	
4762 Ices	0	50	50	0	125	125	500		500	0.0%	
4763 Snacks	0	85	85	0	245	245	1,000		1,000	0.0%	
Harlington - Events :- Indirect Expenditure	19,109	26,030	6,921	48,301	82,325	34,024	338,000	0	289,699	14.3%	0
Net Income over Expenditure	(17,150)	(8,370)	8,780	(47,441)	36,325	83,766	(64,000)				

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204</u>	<u>Building</u>											
1031	HCC Library	0	0	0	0	16,000	16,000	16,000			0.0%	
	Building :- Income	0	0	0	0	16,000	16,000	16,000			0.0%	0
4000	Salaries	560	6,300	5,740	1,681	18,900	17,219	75,500		73,819	2.2%	
4001	Employers National Insurance	52	620	568	156	1,860	1,704	7,500		7,344	2.1%	
4002	Employers Pension	28	330	302	84	990	906	4,000		3,916	2.1%	
4015	Recharge staff hours	0	(150)	(150)	0	(450)	(450)	(2,000)		(2,000)	0.0%	
4030	Training	0	150	150	0	300	300	1,000		1,000	0.0%	
4041	Mileage/Travel/Sustenance	19	40	21	19	110	91	500		481	3.8%	
4110	Rates	0	0	0	14,346	15,000	654	15,000		654	95.6%	
4115	Water & Sewerage	0	0	0	(780)	4,000	4,780	9,000		9,780	(8.7%)	
4120	Gas	1,908	980	(928)	4,369	3,960	(409)	18,000		13,631	24.3%	
4122	Electricity	0	2,450	2,450	1,426	5,130	3,704	31,000		29,574	4.6%	
4150	Cleaning	1,625	2,750	1,125	1,675	5,550	3,875	33,500		31,825	5.0%	
4151	Cleaning - Equipment	0	50	50	0	135	135	500		500	0.0%	
4152	Cleaning - Supplies	524	600	76	1,602	1,200	(402)	9,500		7,898	16.9%	
4155	Refuse Collection	502	500	(2)	377	1,500	1,124	6,000		5,624	6.3%	
4156	Recycling	198	85	(113)	209	250	41	1,000		791	20.9%	
4170	Building Maintenance	2,698	1,400	(1,298)	5,469	4,220	(1,249)	17,000		11,531	32.2%	
4172	Building Compliance	45	250	205	45	250	205	1,000		955	4.5%	
4175	Equipment Maintenance	0	0	0	0	250	250	1,000		1,000	0.0%	
4185	Equipment	0	0	0	0	250	250	1,000		1,000	0.0%	
4187	Health & Safety	81	0	(81)	233	1,000	767	1,000		767	23.3%	

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4188 Fire and Intruder Monitoring	0	0	0	35	500	465	500		465	7.0%	
4207 Fire & Intruder Systems	0	165	165	0	495	495	2,000		2,000	0.0%	
4400 Stationery & Consumables	0	75	75	188	225	37	1,000		812	18.8%	
4422 Bank & Card Transactions	0	0	0	95	0	(95)	0		(95)	0.0%	
4445 Mobile Phones	41	40	(1)	113	123	10	500		387	22.5%	
4455 Postage	0	40	40	0	120	120	500		500	0.0%	
4481 Software/Licenses	300	0	(300)	384	500	116	500		116	76.7%	
4487 Wi-Fi	266	125	(141)	399	375	(24)	1,500		1,101	26.6%	
4745 Uniforms	0	0	0	(624)	500	1,124	500		1,124	(124.9%)	
Building :- Indirect Expenditure	8,847	16,800	7,953	31,499	67,243	35,744	238,000	0	206,501	13.2%	0
Net Income over Expenditure	(8,847)	(16,800)	(7,953)	(31,499)	(51,243)	(19,744)	(222,000)				
Harlington Centre :- Income	1,959	17,660	15,701	861	134,650	133,789	290,000			0.3%	
Expenditure	27,956	42,830	14,874	79,801	149,568	69,767	576,000	0	496,199	13.9%	
Movement to/(from) Gen Reserve	(25,998)			(78,940)							

Harlington Dev160 Harlington Development

4015 Recharge staff hours	0	2,500	2,500	0	7,500	7,500	30,000		30,000	0.0%	
4041 Mileage/Travel/Sustenance	0	0	0	0	100	100	400		400	0.0%	
4400 Stationery & Consumables	0	0	0	0	250	250	1,100		1,100	0.0%	
4430 Promotion/Publicity/Vision	0	1,667	1,667	0	5,001	5,001	20,000		20,000	0.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4455 Postage	0	167	167	0	501	501	2,000		2,000	0.0%	
4555 Legal Fees and Costs	0	1,667	1,667	0	5,001	5,001	20,000		20,000	0.0%	
4560 Accountancy fees	0	125	125	0	375	375	1,500		1,500	0.0%	
4562 Design Consultancy fees	0	6,417	6,417	0	19,251	19,251	77,000		77,000	0.0%	
4563 Planning and Building fees	0	3,750	3,750	0	11,250	11,250	45,000		45,000	0.0%	
4564 Procurement fees	0	1,250	1,250	0	3,750	3,750	15,000		15,000	0.0%	
4565 Survey	0	3,583	3,583	0	10,749	10,749	43,000		43,000	0.0%	
4570 Project Management	0	8,333	8,333	0	24,999	24,999	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	<u>0</u>	<u>29,459</u>	<u>29,459</u>	<u>0</u>	<u>145,744</u>	<u>145,744</u>	<u>412,017</u>	<u>0</u>	<u>412,017</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(29,459)</u>	<u>(29,459)</u>	<u>0</u>	<u>(145,744)</u>	<u>(145,744)</u>	<u>(412,017)</u>				
Harlington Dev :- Income	0	0	0	0	0	0	0			0.0%	
Expenditure	0	29,459	29,459	0	145,744	145,744	412,017	0	412,017	0.0%	
Movement to/(from) Gen Reserve	<u>0</u>			<u>0</u>							
Grand Totals:- Income	17,575	26,880	9,305	603,679	720,489	116,810	1,491,572			40.5%	
Expenditure	99,291	124,730	25,439	192,891	444,397	251,506	1,592,410	0	1,399,519	12.1%	
Net Income over Expenditure	<u>(81,716)</u>	<u>(97,850)</u>	<u>(16,134)</u>	<u>410,789</u>	<u>276,092</u>	<u>(134,697)</u>	<u>(100,838)</u>				
Movement to/(from) Gen Reserve	<u>(81,716)</u>			<u>410,789</u>							

**Bank Reconciliation Statement as at 30/04/2021
for Cashbook 1 - Bank Current/Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC	30/04/2021	502	1,044,517.81
			<u>1,044,517.81</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
31/03/2021 200005 Fleet Town Council Petty Cash		16.89	
27/04/2021 BACS Pymnt BACS P/L Pymnt Page 1866		8,449.32	
			<u>8,466.21</u>
			1,036,051.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,036,051.60
		Balance per Cash Book is :-	1,036,051.60
		Difference is :-	0.00

2021- 2022 BUDGET AND PROJECTIONS
6 month COVID restrictions - 6 month normal operation
v1 as at 30.06.2021

Cost Centre	Item Description	Actual 2016-17	Actual 2017 - 18	Adjusted Actual 17-18incs 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 30.06.2021	2021-2022 Year End Projection as at 30.06.21.2021	Comments
115	Precept Operations	-£599,277.00	-£599,277.00	-£ 599,277.00	-£619,567.26	-£631,819.00	-£672,341.04	-£677,777.10	-£338,889.00	-£677,777.10	
101	Central Admin	£109,541.00	£134,460.00	£ 149,960.00	£167,868.00	£172,785.00	£118,736.00	£197,589.00	£29,521.00	£172,600.00	
105	Civic & Democratic	£2,465.00	£3,947.00	£ 3,947.00	£15,007.00	£2,609.00	£3,736.00	£7,002.00	£29.00	£7,002.00	
110	Grants and contributions	£43,809.00	£49,055.00	£49,055	£223,698.00	£39,373.00	£30,583.00	£44,787.00	£32,139.00	£42,134.00	
110	Committed Grants										
110	Civic Grants										
110	Harlington Contibution					£160,000.00	£164,800.00	£168,096.00	£168,096.00	£168,096.00	
150	Public Events	£38,661.00	£42,143.00	£ 42,143.00	£39,240.00	£36,002.00	£35,732.00	£45,164.00	£1,250.00	£45,864.00	
301	Open Spaces	£25,794.00	£33,638.00	£ 34,303.00	£29,157.00	£31,649.00	£31,301.00	£37,522.00	£5,989.00	£37,522.00	
208	Ancells Farm Park	£15,782.00	£30,191.00	£ 30,191.00	£31,298.00	£31,986.00	£32,624.00	£37,631.00	£4,530.00	£38,336.00	
310	Calthorpe Park	£22,230.00	£21,492.00	£ 28,492.00	£33,575.00	£37,109.00	£67,689.00	£49,793.00	£8,032.00	£49,791.00	
315	Oakley Park	£20,103.00	£16,200.00	£ 16,200.00	£21,099.00	£22,216.00	£25,508.00	£26,760.00	£3,509.00	£27,332.00	
320	Basingbourne Park	£20,445.00	£19,257.00	£ 19,257.00	£25,536.00	£28,807.00	£22,583.00	£23,501.00	£3,570.00	£24,345.00	
325	The Views	-£46,280.00	£12,160.00	£ 12,160.00	£5,909.00	£9,281.00	£8,769.00	£11,475.00	£2,333.00	£11,475.00	
330	Edenbrook	£2,735.00	£9,794.00	£ 9,794.00	£3,112.00	£3,300.00	£4,175.00	£5,375.00	£148.00	£5,375.00	
350	Cemetery	-£28,380.00	-£41,789.00	-£ 38,989.00	-£9,764.00	-£28,987.00	-£65,345.00	-£24,484.00	-£13,394.00	-£25,544.00	
475	Lengthsman		-£100.00	-£ 100.00	-£3,300.00	£530.00	£0.00	£0.00	-£3,300.00	£0.00	
TOTAL	FTC	-£372,372.00	-£268,829.00	-£ 242,864.00	-£37,132.26	-£85,159.00	-£191,450.04	-£47,566.10	-£96,437.00	-£73,449.10	
THE HARLINGTON											
	Harlington Operations Contibution				-£180,000.00	-£160,000.00	-£164,800.00	-£168,096.00	-£168,096.00	-£168,096.00	
204	Building Operatioal costs	£129,102.00	£130,943.00	£ 131,203.00	£222,058.00	£224,131.00	£230,244.00	£222,000.00	£29,953.00	£222,000.00	
201	Events	£38,883.00	£4,215.00	£ 18,135.00	-£52,535.00	-£25,188.00	£131,919.00	£64,000.00	£47,318.00	£64,000.00	
202	Café	-£5,172.00	-£7,557.00	-£ 7,557.00	-£14,721.00	-£9,187.00	£17,565.00	£0.00	£0.00	£0.00	
SUB TOTAL		£33,711.00	-£3,342.00	£10,578.00	-£25,198.00	£29,756.00	£214,928.00	£117,904.00	-£90,825.00	£117,904.00	
205	Ancells Community	-£3,436.00	£5,716.00	£ 5,716.00	£15,120.00	£18,780.00	£31,241.00	£30,500.00	£1,735.00	£30,500.00	
	TOTAL AFCC	-£3,436.00	£5,716.00	£5,716.00	£15,120.00	£18,780.00	£31,241.00	£30,500.00	£1,735.00	£30,500.00	
TOTAL	Harlington & AFCC	£30,275.00	£2,374.00	£16,294.00	-£10,078.00	£48,536.00	£246,169.00	£148,404.00	-£89,090.00	£148,404.00	
TOTAL	FTC + Harlington + Ancells Community	-£342,097.00	-£266,455.00	-£ 226,570.00	-£47,210.26	-£36,623.00	£54,718.96	£100,837.90	-£185,527.00	£74,954.90	

HARLINGTON DEVELOPMENT		Actual to 31.03.17	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Actual as at 30.06.2021	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	£1,814,091.00	
115	Precept	-£390,339.00	-£412,017.00	-£412,017.00	-£412,017.00	-£412,017.00	£206,009.00	£206,009.00	
160	Interest				-£5,957.00				
160	Expenditure	£104,904.00	£186,377.00	£43,276.00	£81,050.00	£20,652.00	£0.00	£2,000.00	
TOTAL	FUNDS AVAILABLE	-£285,435.00	-£511,075.00	-£879,793.00	-£1,216,717.00	-£1,608,082.00	£1,814,091.00	£2,018,100.00	

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	S106 Funds requested but not approved				Comments
	Recreation & Leisure projects	£392,214.00	£24,789.00	£244,211.00	£150,733.00	£0.00				
	TOTAL	£392,214.00	£24,789.00	£244,211.00	£150,733.00					

Fleet Town Council Current Year

Bank - Cash and Investment Reconciliation as at 31 May 2021

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/05/2021	HSBC	983,507.69	
2	31/03/2021	Petty Cash	100.00	
				983,607.69
<u>Other Cash & Bank Balances</u>				
		CCLA Pub Sector Deposit Fund	1,050,000.00	
		CO-OP fixed term account	0.00	
		Cambridge B.S Savings account	100,000.00	
		Cash Floats	2,000.00	
		Contra Cheque Account	0.00	
		Deposit Bond a/c	0.00	
		Nationwide deposit account	400,000.08	
		Petty Cash - Harlington	120.00	
		Unity Trust deposit account	0.00	
				1,552,120.08
				2,535,727.77
<u>Unpresented Payments</u>				
1	25/05/2021	BACS Pymnt	9,914.88	
				9,914.88
				2,525,812.89
<u>Receipts not on Bank Statement</u>				
0	31/05/2021	All Receipts Cleared	0.00	
				0.00
				2,525,812.89
<u>Closing Balance</u>				
<u>All Cash & Bank Accounts</u>				
1		Bank Current/Deposit Account	973,592.81	
2		Petty Cash - FTC	100.00	
		Other Cash & Bank Balances	1,552,120.08	
		Total Cash & Bank Balances		2,525,812.89

Fleet Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 June 2021

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	30/06/2021	HSBC	914,530.15	
2	31/03/2021	Petty Cash	100.00	
				914,630.15
<u>Other Cash & Bank Balances</u>				
		CCLA Pub Sector Deposit Fund	1,050,000.00	
		CO-OP fixed term account	0.00	
		Cambridge B.S Savings account	100,000.00	
		Cash Floats	2,000.00	
		Contra Cheque Account	0.00	
		Deposit Bond a/c	0.00	
		Nationwide deposit account	400,000.08	
		Petty Cash - Harlington	120.00	
		Unity Trust deposit account	0.00	
				1,552,120.08
				2,466,750.23
<u>Unpresented Payments</u>				
1	30/06/2021	BACS Pymnt	20,149.29	
				20,149.29
				2,446,600.94
<u>Receipts not on Bank Statement</u>				
0	30/06/2021	All Receipts Cleared	0.00	
				0.00
Closing Balance				2,446,600.94
<u>All Cash & Bank Accounts</u>				
1		Bank Current/Deposit Account	894,380.86	
2		Petty Cash - FTC	100.00	
		Other Cash & Bank Balances	1,552,120.08	
		Total Cash & Bank Balances		2,446,600.94

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		499,558.09					499,558.09	
Banked: 01/04/2021		49.76						
STRIPE		49.76		8.29	1065	310	41.47	TENNIS HIRE-Calthorpe Park
Banked: 01/04/2021		16.99						
HSBC - Nationwide		16.99			1870	101	16.99	FTC Nationwide Interest Mar21
Banked: 06/04/2021		40.99						
PublicSectorDepositFund/CCLA		40.99			1870	101	40.99	FTC Dividens Statement Mar2021
Banked: 06/04/2021		6.22						
STRIPE		6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
Banked: 06/04/2021		770.00						
Cemetery chq/BROWELL SMITH		770.00			1100	350	340.00	IntermPlot1605B MaureenUezzell
					1130	350	140.00	MemoriPlot1605B MaureenUezzell
					1121	350	290.00	DOGTTrnPlot1605B MaureenUezzell
Banked: 06/04/2021		290.00						
Cemetery Peter McSharry Chq		290.00			1121	350	145.00	DOG Trns PeterMcSharryPlot1257
					1121	350	145.00	DOG Trns PeterMcSharryPlot1258
Banked: 07/04/2021		18.66						
STRIPE		18.66		3.11	1065	310	15.55	TENNIS HIRE-Calthorpe Park
Banked: 07/04/2021		120.54						
GC C1 GO CARDLESS		120.54		20.09	1064	310	100.45	Tennis Membership-5ZZ48/CalthP
Banked: 08/04/2021		6.22						
STRIPE		6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
Banked: 08/04/2021		120.54						
GC C1 GO CARDLESS		120.54		20.09	1064	310	100.45	Tennis Membership-T7FFX/CalthP
Banked: 09/04/2021		74.64						
STRIPE		74.64		12.44	1065	310	62.20	TENNIS HIRE-Calthorpe Park
Banked: 09/04/2021		80.36						
GC C1 GO CARDLESS		80.36		13.39	1064	310	66.97	Tennis Membership-XP4ZT/CalthP
Banked: 10/04/2021		96.00						
Cemetery KIRBY TR PLB Artwork		96.00		16.00	4935	350	80.00	GoRMemorial InsS0024 JaneKirby
Banked: 12/04/2021		24.49						
STRIPE		24.49		4.08	1065	310	20.41	TENNIS HIRE-Calthorpe Park
Banked: 12/04/2021		120.54						
GC C1 GO CARDLESS		120.54		20.09	1064	310	100.45	Tennis Membership-Q2KKE/CalthP
Banked: 12/04/2021		520.00						
Cemetery CARTER GL&GILL CARTER		170.00			1100	350	170.00	InterPL0004 TonyCarterPlantMem
Cemetery CARTER GL&GILL CARTER		250.00		41.67	1134	350	208.33	PL0004TonyCarter PlantMemorial

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Cemetery CARTER GL&GILL CARTER	100.00			1137	350	100.00	GraveDigPL0004TonyCarterPlantM
	Banked: 12/04/2021	31,734.00						
	Sales Recpts Page 4258	31,734.00	31,734.00		101			Sales Recpts Page 4258
	Banked: 13/04/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
	Banked: 13/04/2021	160.72						
	GC C1 GO CARDLESS	160.72		26.79	1064	310	133.93	Tennis Membership-QPN2H/CalthP
	Banked: 14/04/2021	70.00						
	HAMPSHIRE MEMORIAL/Cemetery	70.00			1130	350	70.00	Plot2319 Memorial Cemetery Fee
	Banked: 14/04/2021	160.72						
	GC C1 GO CARDLESS	160.72		26.79	1064	310	133.93	Tennis Membership-JAX39/CalthP
	Banked: 14/04/2021	1,270.00						
	BRETT J+C,PLOT 2538	1,270.00			1120	350	1,100.00	DOG Plot2538 Jeremy Brett
					1130	350	170.00	MemorialF Plot2538 JeremyBrett
	Banked: 15/04/2021	18.37						
	STRIPE	18.37		3.06	1065	310	15.31	TENNIS HIRE-Calthorpe Park
	Banked: 15/04/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-5679N/CalthP
	Banked: 15/04/2021	544,897.00						
	Hart District Council	544,897.00			1902	115	206,008.50	Precept
					1900	115	338,888.50	Precept
	Banked: 15/04/2021	5,433.06						
	HMRC	5,433.06			1053	101	5,433.06	JRS grant
	Banked: 16/04/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
	Banked: 16/04/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-WN722/CalthP
	Banked: 16/04/2021	88.80						
	Sales Recpts Page 4262	88.80	88.80		101			Sales Recpts Page 4262
	Banked: 16/04/2021	134.00						
	Ticket sales	57.00		2.71	590		54.29	Ticket sales
	Ticket sales	34.00		1.62	565		32.38	Ticket sales
	Ticket sales	36.00		1.71	567		34.29	Ticket sales
	Charges	7.00		1.17	1435	201	5.83	Charges
	Banked: 19/04/2021	-88.00						
	Refund tickets	-88.00		-4.19	591		-83.81	Refund tickets
	Banked: 19/04/2021	18.00						

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket sales	17.00		0.81	565		16.19	Ticket sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	Banked: 19/04/2021	180.00						
	Ticket sales	171.00		8.14	590		162.86	Ticket sales
	Charges	9.00		1.50	1435	201	7.50	Charges
	Banked: 19/04/2021	180.00						
	Ticket sales	171.00		8.14	590		162.86	Ticket sales
	Charges	9.00		1.50	1435	201	7.50	Charges
	Banked: 19/04/2021	-74.50						
	Ticket refunds	-105.00		-5.00	600		-100.00	Ticket refunds
	Ticket sales	30.00		1.43	564		28.57	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
	Return charges	-5.50		-0.92	1435	201	-4.58	Return charges
	Banked: 19/04/2021	76.00						
	Ticket sales	72.00		12.00	560		60.00	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 19/04/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
	Banked: 19/04/2021	1,710.00						
	HOLMES LTD, TI G Beck burial	1,710.00			1120	350	1,100.00	DOG Plot2531 Gilbert Beck
					1100	350	440.00	IntermentPlot2531 Gilbert Beck
					1130	350	170.00	Memorial Plot2531 Gilbert Beck
	Banked: 19/04/2021	5.95						
	BENHAM CME,CB CreditCardRefund	5.95			4400	101	5.95	Amazon refund CB Credit Card
	Banked: 19/04/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-HYS7N/CalthP
	Banked: 19/04/2021	170.00						
	Haven Memorials Plot2512	170.00			1130	350	170.00	MemPlot2512Joan&LeonardBurford
	Banked: 19/04/2021	459.00						
	Sales Recpts Page 4263	459.00	459.00		101			Sales Recpts Page 4263
	Banked: 20/04/2021	149.00						
	Ticket sales	57.00		2.71	590		54.29	Ticket sales
	Ticket sales	54.00		2.57	560		51.43	Ticket sales
	Ticket sales	30.00		1.43	564		28.57	Ticket sales
	Charges	8.00		1.33	1435	201	6.67	Charges
	Banked: 20/04/2021	146.00						
	Ticket sales	36.00		1.71	560		34.29	Ticket sales
	Ticket sales	100.00		4.76	586		95.24	Ticket sales
	Charges	10.00		1.67	1435	201	8.33	Charges
	Banked: 20/04/2021	-18.00						

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Refund ticket	-18.00		-0.86	582		-17.14	Refund ticket
	Banked: 20/04/2021	38.00						
	Ticket sales	36.00		1.71	560		34.29	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 20/04/2021	105.00						
	Ticket sales	40.00		1.90	883		38.10	Ticket sales
	Ticket sales	60.00		2.86	596		57.14	Ticket sales
	Charges	5.00		0.83	1435	201	4.17	Charges
	Banked: 20/04/2021	35.25						
	Ticket sales	35.00		1.67	600		33.33	Ticket sales
	Charges	3.00		0.50	1435	201	2.50	Charges
	Charges refund	-2.75		-0.46	1435	201	-2.29	Charges refund
	Banked: 20/04/2021	108.00						
	Ticket sales	38.00		1.81	590		36.19	Ticket sales
	Ticket sales	44.00		2.10	566		41.90	Ticket sales
	Ticket sales	21.00		1.00	592		20.00	Ticket sales
	Charges	5.00		0.83	1435	201	4.17	Charges
	Banked: 20/04/2021	60.00						
	Ticket sales	57.00		2.71	590		54.29	Ticket sales
	Charges	3.00		0.50	1435	201	2.50	Charges
	Banked: 20/04/2021	181.00						
	Ticket sales	17.00		0.81	565		16.19	Ticket sales
	Ticket sales	120.00		5.71	596		114.29	Ticket sales
	Ticket sales	35.00		1.67	600		33.33	Ticket sales
	Charges	9.00		1.50	1435	201	7.50	Charges
	Banked: 20/04/2021	-79.85						
	Ticket refund	-18.00		-0.86	560		-17.14	Ticket refund
	Refund tickets	-66.00		-3.14	591		-62.86	Refund tickets
	Charges	5.64		0.94	1435	201	4.70	Charges
	Return charges	-1.49		-0.25	1435	201	-1.24	Return charges
	Banked: 20/04/2021	-4.15						
	Return charges	-4.15		-0.69	1435	201	-3.46	Return charges
	Banked: 20/04/2021	18.00						
	Ticket sales	17.00		0.81	565		16.19	Ticket sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	Banked: 20/04/2021	-35.00						
	Refund ticket sales	-35.00		-1.67	600		-33.33	Refund ticket sales
	Banked: 20/04/2021	36.00						
	Ticket sales	34.00		1.62	565		32.38	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 20/04/2021	148.80						
	Sales Recpts Page 4259	148.80	148.80		101			Sales Recpts Page 4259
	Banked: 20/04/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
	Banked: 20/04/2021	120.54						
	GC C1 GO CARDLESS	120.54		20.09	1064	310	100.45	Tennis Membership-3MQPM/CalthP
	Banked: 20/04/2021	205.20						
	Sales Recpts Page 4260	205.20	205.20		101			Sales Recpts Page 4260
	Banked: 20/04/2021	46.00						
	Ticket sales	44.00		2.10	598		41.90	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 20/04/2021	-102.00						
	Ticket refunds	-30.00		-1.43	796		-28.57	Ticket refunds
	Ticket refunds	-36.00		-1.71	582		-34.29	Ticket refunds
	Ticket refunds	-36.00		-1.71	567		-34.29	Ticket refunds
	Banked: 20/04/2021	145.00						
	B Lingiah, TransferAP0010 NoraA	145.00			1121	350	145.00	DOGTransfer AP0010NoraAnderson
	Banked: 21/04/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 21/04/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-44R2P/CalthP
	Banked: 21/04/2021	410.00						
	Cemetery cheques(1)A&W Goddard	340.00			1100	350	340.00	Interment Plot2164 Anne Lynch
	Cemetery cheques(2)South Co-op	70.00			1130	350	70.00	AddInscrip AP0010 NoraAnderson
	Banked: 21/04/2021	7,848.56						
	HMRC	7,848.56			120		7,848.56	VAT refund
	Banked: 22/04/2021	30.75						
	STRIPE	30.75		5.12	1065	310	25.63	TENNIS HIRE-Calthorpe Park
	Banked: 22/04/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-JZ5VJ/CalthP
	Banked: 22/04/2021	714.00						
	Sales Recpts Page 4261	714.00	714.00		101			Sales Recpts Page 4261
	Banked: 22/04/2021	108.00						
	Sales Recpts Page 4264	108.00	108.00		101			Sales Recpts Page 4264
	Banked: 23/04/2021	31.10						
	STRIPE	31.10		5.18	1065	310	25.92	TENNIS HIRE-Calthorpe Park
	Banked: 23/04/2021	-180.00						

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket refunds	-110.00		-5.24	591		-104.76	Ticket refunds
	Ticket refunds	-70.00		-3.33	600		-66.67	Ticket refunds
	Banked: 26/04/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 26/04/2021	54.00						
	Ticket sales	50.00		2.38	586		47.62	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 26/04/2021	-108.00						
	Ticket refunds	-108.00		-5.14	582		-102.86	Ticket refunds
	Banked: 27/04/2021	1,320.00						
	TERMINAL CHARGE	1,320.00		220.00	4422	201	1,100.00	RefundTerminalChargesJan&Feb21
	Banked: 27/04/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe Park
	Banked: 27/04/2021	160.72						
	GC C1 GO CARDLESS	160.72		26.79	1064	310	133.93	Tennis Membership-JXAS7/CalthP
	Banked: 28/04/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe Park
	Banked: 28/04/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-PS65X/CalthP
	Banked: 29/04/2021	43.77						
	STRIPE	43.77		7.30	1065	310	36.47	TENNIS HIRE-Calthorpe Park
	Banked: 29/04/2021	48.00						
	ALDEN AJ -TED BONNER ARTWORK	48.00		8.00	1138	350	40.00	MemInscpKB0002TedBonnerArtwork
	Banked: 30/04/2021	5.93						
	STRIPE	5.93		0.99	1065	310	4.94	TENNIS HIRE-Calthorpe Park
	Banked: 30/04/2021	610.00						
	A&W Goddards-Alfred Cassar	610.00			1100	350	440.00	IntermentPlot2527AlfredCassar
					1130	350	170.00	MemorialPlot2527AlfredCassar
	Banked: 30/04/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-EYXWG/CalthP
	Banked: 30/04/2021	12,000.00						
	Hart District Council	12,000.00			1053	101	12,000.00	Restart up fund
Total Receipts for Month		613,801.17	33,457.80	645.13			579,698.24	
Cashbook Totals		1,113,359.26	33,457.80	645.13			1,079,256.33	

Date: 05/05/2021

Fleet Town Council Current Year

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Cashbook 1

User: EM

Bank Current/Deposit Account

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/04/2021	NPOWER	DD	195.14		9.29	4122	205	185.85	ElectricityAFCC 1Dec20-31Jan21
12/04/2021	HSBC	DDR	74.08			4420	101	74.08	ElectrBkgChrgs/INV8240566
12/04/2021	HSBC	DDR	12.42			4420	101	12.42	ElectrBkgChrgs/INV8219530
14/04/2021	CommercialCards/HSBC	DD	55.95			4460	150	50.00	RBL WreathCentAnnvr PACA Mar21
						4400	101	5.95	Amazon StationeryRF PACA Apr21
14/04/2021	CommercialCards/HSBC	DD	324.70		10.00	4432	201	50.00	LoqateBoxOffcPostcodOSF Mar21
						4486	101	112.80	MicrosoftE0800E50H3 OSFM Apr21
						4486	101	6.00	MicrosoftE0800E52FI OSFM Apr21
						4486	101	17.60	MicrosoftE0800E5NBE OSFM Apr21
						4486	101	128.30	MicrosoftE0800E5JJQ OSFM Apr21
14/04/2021	CommercialCards/HSBC	DD	74.89		1.66	4481	204	8.33	Spotify/LicensesHC-GMHC Mar21
						4432	201	64.90	PickMonky/SubscrpHC GMHC Mar21
14/04/2021	CommercialCards/HSBC	DD	1,007.20		167.87	4170	204	12.40	Screwfix/TrunkngCoupTechS
						4185	201	333.03	Ebuyer/SamsngMonitorTech
						4185	201	431.02	Amazon/ShwTVDressngRTe
						4182	201	9.80	10out10/K1LampsHallgTech
						4170	204	27.28	Screwfix/ExtensLeadsTechS
						4170	204	25.80	Amazon/DisplPort&ConTech
14/04/2021	CommercialCards/HSBC	DD	791.50		118.99	4170	204	-16.66	Screwfix/RefundHingsDMHC Mar21
						4170	204	3.40	B&Q/DIY supplies HC DMHC Mar21
						4170	204	61.50	B&Q/DIY supplies HC DMHC Mar21
						4170	204	6.66	Screwfx/DIYSupplies DMHC Mar21
						4170	204	25.00	Screwfx/DIYSupplies DMHC Mar21
						4170	204	11.67	B&Q/DIY supplies HC DMHC Mar21
						4170	204	14.00	B&Q/DIY supplies HC DMHC Mar21
						4400	204	18.32	Amazon/OffcEquipmnt DMHC Mar21
						4187	204	49.10	JaxFirstAid Suppls DMHC Mar21
						4187	204	284.05	NisbetFirstAidSupls DMHC

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Date: 05/05/2021

Fleet Town Council Current Year

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Cashbook 1

User: EM

Bank Current/Deposit Account

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									Mar21
						4152	204	29.94	Bookers/BlueRollCSp DMHC Mar21
						4170	204	62.67	B&Q/DIY supplies HC DMHC Mar21
						4170	204	62.86	B&Q/DIY supplies HC DMHC Mar21
						4745	204	30.00	RiverIsInd/Uniforms DMHC Mar21
						4745	204	30.00	RiverIsInd/Uniforms DMHC Mar21
16/04/2021	FDMS/Paymentsense	DD	38.44		6.41	4422	201	32.03	MonthlyServiceF T1 HCEv Mar21
16/04/2021	FDMS/Paymentsense	DD	24.95		4.16	4422	201	20.79	MonthlyServiceF T2 HCEv Mar21
20/04/2021	GLOBAL PAYMENTS	DD	57.55		0.70	4422	201	56.85	MonthlySHCE27Feb-31Mar21/Inv51
20/04/2021	Fleet Town Council	DDR	21,639.97			520		21,102.16	Payroll April 2021
						517	0	11.50	Payroll April 2021
						516	0	526.31	Payroll April 2021
21/04/2021	Legal and General	DD	3,651.85			516		3,651.85	Payroll April 2021
22/04/2021	BACS P/L Pymnt Page 1862	BACS Pymnt	33,446.24	33,446.24		500			BACS P/L Pymnt Page 1862
22/04/2021	HMRC	DD	7,055.79			515		7,055.79	Payroll April 2021
23/04/2021	BOC MANCHESTER ACC	DD	38.66		6.45	4700	201	32.21	HCEvGas for HarlingtonBarMar21
23/04/2021	PAYMENTSSENSE LTD	DD	113.94		18.99	4422	201	94.95	HCEvServiceFeeMar21/Inv37
23/04/2021	PAYMENTSSENSE LTD	DD	17.88		2.98	4422	201	14.90	HCEvServiceFeeMar21/Inv37
27/04/2021	BACS P/L Pymnt Page 1866	BACS Pymnt	8,449.32	8,449.32		500			BACS P/L Pymnt Page 1866
28/04/2021	VODAFONE LTD	DD	33.25		5.55	4020	101	18.46	MobilePhoneCOVID 18Mar-17Apr21
						4445	101	9.24	MobilePhoneOS&FM 18Mar-17Apr21
29/04/2021	HSBC	DDR	21.56			4420	101	21.56	HSBC Total Charges 8Mar-7Apr21
30/04/2021	British Telecom/BT Group PLC	DD	159.58		26.60	4487	204	132.98	Harlington&CafeWifi 01-30Apr21
30/04/2021	PAY AND SHOP LTD/Globalpayment	DD	22.80		3.80	4490	201	19.00	TranstChrgsHCEvnMar21/50
Total Payments for Month			77,307.66	41,895.56	383.45			35,028.65	
Balance Carried Fwd			1,036,051.60						
Cashbook Totals			1,113,359.26	41,895.56	383.45			1,071,080.25	

Bank Current/Deposit Account

Receipts received between 01/04/2021 and 30/04/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 01/04/2021	49.76						
	STRIPE	49.76		8.29	1065	310	41.47	TENNIS HIRE-Calthorpe
	Banked: 01/04/2021	16.99						
	HSBC - Nationwide	16.99			1870	101	16.99	FTC Nationwide Interest
	Banked: 06/04/2021	40.99						
	PublicSectorDepositFund/CCLA	40.99			1870	101	40.99	FTC Dividens Statement
	Banked: 06/04/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 06/04/2021	770.00						
	Cemetery chq/BROWELL SMITH	770.00			1100	350	340.00	IntermPlot1605B
					1130	350	140.00	MemorlPlot1605B
					1121	350	290.00	DOGTnPlot1605B
	Banked: 06/04/2021	290.00						
	Cemetery Peter McSharry Chq	290.00			1121	350	145.00	DOG Trns
					1121	350	145.00	DOG Trns
	Banked: 07/04/2021	18.66						
	STRIPE	18.66		3.11	1065	310	15.55	TENNIS HIRE-Calthorpe
	Banked: 07/04/2021	120.54						
	GC C1 GO CARDLESS	120.54		20.09	1064	310	100.45	Tennis Membership-
	Banked: 08/04/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 08/04/2021	120.54						
	GC C1 GO CARDLESS	120.54		20.09	1064	310	100.45	Tennis Membership-
	Banked: 09/04/2021	74.64						
	STRIPE	74.64		12.44	1065	310	62.20	TENNIS HIRE-Calthorpe
	Banked: 09/04/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 10/04/2021	96.00						
	Cemetery KIRBY TR PLB Artwork	96.00		16.00	4935	350	80.00	GoRMemorial InsS0024
	Banked: 12/04/2021	24.49						
	STRIPE	24.49		4.08	1065	310	20.41	TENNIS HIRE-Calthorpe
	Banked: 12/04/2021	120.54						
	GC C1 GO CARDLESS	120.54		20.09	1064	310	100.45	Tennis Membership-
	Banked: 12/04/2021	520.00						
	Cemetery CARTER GL&GILL CARTER	170.00			1100	350	170.00	InterPL0004
	Cemetery CARTER GL&GILL CARTER	250.00		41.67	1134	350	208.33	PL0004TonyCarter

Subtotal Carried Forward:

2,355.95

0.00

161.33

2,094.62

Bank Current/Deposit Account

Receipts received between 01/04/2021 and 30/04/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Cemetery CARTER GL&GILL CARTER	100.00			1137	350	100.00	GraveDigPL0004TonyCarter
	Banked: 12/04/2021	31,734.00						
	Sales Recpts Page 4258	31,734.00	31,734.00		101			Sales Recpts Page 4258
	Banked: 13/04/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe
	Banked: 13/04/2021	160.72						
	GC C1 GO CARDLESS	160.72		26.79	1064	310	133.93	Tennis Membership-
	Banked: 14/04/2021	70.00						
	HAMPSHIRE MEMORIAL/Cemetery	70.00			1130	350	70.00	Plot2319 Memorial
	Banked: 14/04/2021	160.72						
	GC C1 GO CARDLESS	160.72		26.79	1064	310	133.93	Tennis Membership-
	Banked: 14/04/2021	1,270.00						
	BRETT J+C,PLOT 2538	1,270.00			1120 1130	350 350	1,100.00 170.00	DOG Plot2538 Jeremy MemorialF Plot2538
	Banked: 15/04/2021	18.37						
	STRIPE	18.37		3.06	1065	310	15.31	TENNIS HIRE-Calthorpe
	Banked: 15/04/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 15/04/2021	544,897.00						
	Hart District Council	544,897.00			1902 1900	115 115	206,008.50 338,888.50	Precept Precept
	Banked: 15/04/2021	5,433.06						
	HMRC	5,433.06			1053	101	5,433.06	JRS grant
	Banked: 16/04/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe
	Banked: 16/04/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 16/04/2021	88.80						
	Sales Recpts Page 4262	88.80	88.80		101			Sales Recpts Page 4262
	Banked: 16/04/2021	134.00						
	Ticket sales	57.00		2.71	590		54.29	Ticket sales
	Ticket sales	34.00		1.62	565		32.38	Ticket sales
	Ticket sales	36.00		1.71	567		34.29	Ticket sales
	Charges	7.00		1.17	1435	201	5.83	Charges
	Banked: 19/04/2021	-88.00						
	Refund tickets	-88.00		-4.19	591		-83.81	Refund tickets

Subtotal Carried Forward:

586,339.86

31,822.80

238.53

554,278.53

Bank Current/Deposit Account

Receipts received between 01/04/2021 and 30/04/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 19/04/2021	18.00						
	Ticket sales	17.00		0.81	565		16.19	Ticket sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	Banked: 19/04/2021	180.00						
	Ticket sales	171.00		8.14	590		162.86	Ticket sales
	Charges	9.00		1.50	1435	201	7.50	Charges
	Banked: 19/04/2021	180.00						
	Ticket sales	171.00		8.14	590		162.86	Ticket sales
	Charges	9.00		1.50	1435	201	7.50	Charges
	Banked: 19/04/2021	-74.50						
	Ticket refunds	-105.00		-5.00	600		-100.00	Ticket refunds
	Ticket sales	30.00		1.43	564		28.57	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
	Return charges	-5.50		-0.92	1435	201	-4.58	Return charges
	Banked: 19/04/2021	76.00						
	Ticket sales	72.00		12.00	560		60.00	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 19/04/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe
	Banked: 19/04/2021	1,710.00						
	HOLMES LTD, TI G Beck burial	1,710.00			1120	350	1,100.00	DOG Plot2531 Gilbert Beck
					1100	350	440.00	IntermentPlot2531 Gilbert
					1130	350	170.00	Memorial Plot2531 Gilbert
	Banked: 19/04/2021	5.95						
	BENHAM CME,CB CreditCardRefund	5.95			4400	101	5.95	Amazon refund CB Credit
	Banked: 19/04/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 19/04/2021	170.00						
	Haven Memorials Plot2512	170.00			1130	350	170.00	MemPlot2512Joan&Leonar
	Banked: 19/04/2021	459.00						
	Sales Recpts Page 4263	459.00	459.00		101			Sales Recpts Page 4263
	Banked: 20/04/2021	149.00						
	Ticket sales	57.00		2.71	590		54.29	Ticket sales
	Ticket sales	54.00		2.57	560		51.43	Ticket sales
	Ticket sales	30.00		1.43	564		28.57	Ticket sales
	Charges	8.00		1.33	1435	201	6.67	Charges
	Banked: 20/04/2021	146.00						
	Ticket sales	36.00		1.71	560		34.29	Ticket sales
	Ticket sales	100.00		4.76	586		95.24	Ticket sales
	Charges	10.00		1.67	1435	201	8.33	Charges
Subtotal Carried Forward:		589,452.11	459.00	299.61			556,870.70	

Bank Current/Deposit Account

Receipts received between 01/04/2021 and 30/04/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 20/04/2021	-18.00						
	Refund ticket	-18.00		-0.86	582		-17.14	Refund ticket
	Banked: 20/04/2021	38.00						
	Ticket sales	36.00		1.71	560		34.29	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 20/04/2021	105.00						
	Ticket sales	40.00		1.90	883		38.10	Ticket sales
	Ticket sales	60.00		2.86	596		57.14	Ticket sales
	Charges	5.00		0.83	1435	201	4.17	Charges
	Banked: 20/04/2021	35.25						
	Ticket sales	35.00		1.67	600		33.33	Ticket sales
	Charges	3.00		0.50	1435	201	2.50	Charges
	Charges refund	-2.75		-0.46	1435	201	-2.29	Charges refund
	Banked: 20/04/2021	108.00						
	Ticket sales	38.00		1.81	590		36.19	Ticket sales
	Ticket sales	44.00		2.10	566		41.90	Ticket sales
	Ticket sales	21.00		1.00	592		20.00	Ticket sales
	Charges	5.00		0.83	1435	201	4.17	Charges
	Banked: 20/04/2021	60.00						
	Ticket sales	57.00		2.71	590		54.29	Ticket sales
	Charges	3.00		0.50	1435	201	2.50	Charges
	Banked: 20/04/2021	181.00						
	Ticket sales	17.00		0.81	565		16.19	Ticket sales
	Ticket sales	120.00		5.71	596		114.29	Ticket sales
	Ticket sales	35.00		1.67	600		33.33	Ticket sales
	Charges	9.00		1.50	1435	201	7.50	Charges
	Banked: 20/04/2021	-79.85						
	Ticket refund	-18.00		-0.86	560		-17.14	Ticket refund
	Refund tickets	-66.00		-3.14	591		-62.86	Refund tickets
	Charges	5.64		0.94	1435	201	4.70	Charges
	Return charges	-1.49		-0.25	1435	201	-1.24	Return charges
	Banked: 20/04/2021	-4.15						
	Return charges	-4.15		-0.69	1435	201	-3.46	Return charges
	Banked: 20/04/2021	18.00						
	Ticket sales	17.00		0.81	565		16.19	Ticket sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	Banked: 20/04/2021	-35.00						
	Refund ticket sales	-35.00		-1.67	600		-33.33	Refund ticket sales
	Banked: 20/04/2021	36.00						
	Ticket sales	34.00		1.62	565		32.38	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges

Subtotal Carried Forward:

589,896.36

0.00

323.99

557,290.57

Bank Current/Deposit Account

Receipts received between 01/04/2021 and 30/04/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 20/04/2021	148.80						
	Sales Recpts Page 4259	148.80	148.80		101			Sales Recpts Page 4259
	Banked: 20/04/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe
	Banked: 20/04/2021	120.54						
	GC C1 GO CARDLESS	120.54		20.09	1064	310	100.45	Tennis Membership-
	Banked: 20/04/2021	205.20						
	Sales Recpts Page 4260	205.20	205.20		101			Sales Recpts Page 4260
	Banked: 20/04/2021	46.00						
	Ticket sales	44.00		2.10	598		41.90	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 20/04/2021	-102.00						
	Ticket refunds	-30.00		-1.43	796		-28.57	Ticket refunds
	Ticket refunds	-36.00		-1.71	582		-34.29	Ticket refunds
	Ticket refunds	-36.00		-1.71	567		-34.29	Ticket refunds
	Banked: 20/04/2021	145.00						
	B Lingiah,TransferAP0010 NoraA	145.00			1121	350	145.00	DOGTransfer
	Banked: 21/04/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 21/04/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 21/04/2021	410.00						
	Cemetery cheques(1)A&W Goddard	340.00			1100	350	340.00	Interment Plot2164 Anne
	Cemetery cheques(2)South Co-op	70.00			1130	350	70.00	AddInscrp AP0010
	Banked: 21/04/2021	7,848.56						
	HMRC	7,848.56			120		7,848.56	VAT refund
	Banked: 22/04/2021	30.75						
	STRIPE	30.75		5.12	1065	310	25.63	TENNIS HIRE-Calthorpe
	Banked: 22/04/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 22/04/2021	714.00						
	Sales Recpts Page 4261	714.00	714.00		101			Sales Recpts Page 4261
	Banked: 22/04/2021	108.00						
	Sales Recpts Page 4264	108.00	108.00		101			Sales Recpts Page 4264
	Banked: 23/04/2021	31.10						
	STRIPE	31.10		5.18	1065	310	25.92	TENNIS HIRE-Calthorpe
	Banked: 23/04/2021	-180.00						

Subtotal Carried Forward:

599,561.51

1,176.00

375.16

565,908.55

Bank Current/Deposit Account

Receipts received between 01/04/2021 and 30/04/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket refunds	-110.00		-5.24	591		-104.76	Ticket refunds
	Ticket refunds	-70.00		-3.33	600		-66.67	Ticket refunds
	Banked: 26/04/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 26/04/2021	54.00						
	Ticket sales	50.00		2.38	586		47.62	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 26/04/2021	-108.00						
	Ticket refunds	-108.00		-5.14	582		-102.86	Ticket refunds
	Banked: 27/04/2021	1,320.00						
	TERMINAL CHARGE	1,320.00		220.00	4422	201	1,100.00	RefundTerminalChargesJan
	Banked: 27/04/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe
	Banked: 27/04/2021	160.72						
	GC C1 GO CARDLESS	160.72		26.79	1064	310	133.93	Tennis Membership-
	Banked: 28/04/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 28/04/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 29/04/2021	43.77						
	STRIPE	43.77		7.30	1065	310	36.47	TENNIS HIRE-Calthorpe
	Banked: 29/04/2021	48.00						
	ALDEN AJ -TED BONNER ARTWORK	48.00		8.00	1138	350	40.00	MemInscpKB0002TedBonn
	Banked: 30/04/2021	5.93						
	STRIPE	5.93		0.99	1065	310	4.94	TENNIS HIRE-Calthorpe
	Banked: 30/04/2021	610.00						
	A&W Goddards-Alfred Cassar	610.00			1100 1130	350 350	440.00 170.00	IntermentPlot2527AlfredCa MemorialPlot2527AlfredCas
	Banked: 30/04/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 30/04/2021	12,000.00						
	Hart District Council	12,000.00			1053	101	12,000.00	Restart up fund
Total Receipts:		613,801.17	33,457.80	645.13			579,698.24	

Bank Current/Deposit Account

Receipts received between 01/05/2021 and 31/05/2021

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 01/05/2021	-36.00						
	Ticket refunds	-36.00		-1.71	582		-34.29	Ticket refunds
	Banked: 01/05/2021	72.00						
	Ticket sales	68.00		11.33	565		56.67	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 01/05/2021	46.00						
	Ticket sales	44.00		2.10	598		41.90	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 01/05/2021	36.00						
	Ticket sales	34.00		1.62	565		32.38	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 01/05/2021	126.00						
	Ticket sales	54.00		2.57	881		51.43	Ticket sales
	Ticket sales	66.00		3.14	598		62.86	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
	Banked: 01/05/2021	37.00						
	Ticket sales	35.00		1.67	600		33.33	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 02/05/2021	1,051.14						
	Sales Recpts Page 4265	1,051.14	1,051.14		101			Sales Recpts Page 4265
	Banked: 04/05/2021	440.00						
	THE SOUTHERN CO-OP, Plot2063	440.00			1100	350	440.00	Plot2063GeraldVoulstaker-
	Banked: 04/05/2021	18.66						
	STRIPE	18.66		3.11	1065	310	15.55	TENNIS HIRE-Calthorpe
	Banked: 04/05/2021	16.44						
	HSBC - Nationwide	16.44			1870	101	16.44	FTC Nationwide Interest
	Banked: 04/05/2021	520.00						
	C Wright-PL0010,Plant memorial	170.00			1100	350	170.00	InterPlantMem C Wright-
	C Wright-PL0010,Plant memorial	100.00			1137	350	100.00	GraveDigPlantMem
	C Wright-PL0010,Plant memorial	250.00		41.67	1134	350	208.33	Plant memorial PL0010 C
	Banked: 04/05/2021	-30.00						
	Refund ticket sales	-30.00		-1.43	796		-28.57	Refund ticket sales
	Banked: 05/05/2021	28.10						
	PublicSectorDepositFund/CCLA	28.10			1870	101	28.10	FTC Dividens Statement
	Banked: 05/05/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe
	Banked: 05/05/2021	120.54						
	GC C1 GO CARDLESS	120.54		20.09	1064	310	100.45	Tennis Membership-
Subtotal Carried Forward:		2,458.32	1,051.14	88.89			1,318.29	

Bank Current/Deposit Account

Receipts received between 01/05/2021 and 31/05/2021

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 06/05/2021	340.00						
	AB WALKER & SON LI	340.00			1100	350	340.00	Interm Plot1885 Pauline
	Banked: 06/05/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 06/05/2021	195.50						
	Ticket sales	54.00		2.57	560		51.43	Ticket sales
	Ticket sales	87.50		4.17	563		83.33	Ticket sales
	Ticket sales	44.00		2.10	598		41.90	Ticket sales
	Charges	10.00		1.67	1435	201	8.33	Charges
	Banked: 06/05/2021	94.00						
	Ticket sales	36.00		1.71	881		34.29	Ticket sales
	Ticket sales	52.00		2.48	545		49.52	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
	Banked: 07/05/2021	43.25						
	STRIPE	43.25		7.21	1065	310	36.04	TENNIS HIRE-Calthorpe
	Banked: 07/05/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 08/05/2021	126.00						
	Ticket sales	120.00		5.71	596		114.29	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
	Banked: 09/05/2021	44.00						
	Ticket sales	42.00		2.00	592		40.00	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 10/05/2021	897.60						
	Sales Recpts Page 4266	897.60	897.60		101			Sales Recpts Page 4266
	Banked: 10/05/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 10/05/2021	610.00						
	HOLMES LTD-TI M Chadwick P2066	610.00			1100	350	440.00	IntermPlot2066MarianneCh
					1130	350	170.00	MemorIPlot2066MarianneC
	Banked: 10/05/2021	114.00						
	Ticket sales	108.00		5.14	560		102.86	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
	Banked: 11/05/2021	145.00						
	PRITCHARD LN-TRANSFER OF PLOT	145.00			1121	350	145.00	DOG TrnsAP0152
	Banked: 11/05/2021	160.72						
	GC C1 GO CARDLESS	160.72		26.79	1064	310	133.93	Tennis Membership-
Subtotal Carried Forward:		5,281.01	897.60	162.55			3,169.72	

Bank Current/Deposit Account

Receipts received between 01/05/2021 and 31/05/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 11/05/2021	204.00						
	Ticket sales	90.00		4.28	613		85.72	Ticket sales
	Ticket sales	105.00		5.00	600		100.00	Ticket sales
	Charges	9.00		1.50	1435	201	7.50	Charges
	Banked: 12/05/2021	1,340.00						
	CHQ A&W Goddard Ltd CAS	1,340.00			1120	350	1,100.00	DOG Plot2536
					1100	350	170.00	IntrmPlot2536ChristinaShe
					1130	350	70.00	MemrPlot2536
	Banked: 12/05/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 12/05/2021	241.08						
	GC C1 GO CARDLESS	241.08		40.18	1064	310	200.90	Tennis Membership-
	Banked: 12/05/2021	935.62						
	Sales Recpts Page 4267	935.62	935.62		101			Sales Recpts Page 4267
	Banked: 12/05/2021	434.00						
	Ticket sales	133.00		6.33	590		126.67	Ticket sales
	Ticket sales	44.00		2.10	597		41.90	Ticket sales
	Ticket sales	240.00		11.43	613		228.57	Ticket sales
	Charges	17.00		2.83	1435	201	14.17	Charges
	Banked: 13/05/2021	43.54						
	STRIPE	43.54		7.26	1065	310	36.28	TENNIS HIRE-Calthorpe
	Banked: 13/05/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 14/05/2021	216.00						
	Sales Recpts Page 4268	216.00	216.00		101			Sales Recpts Page 4268
	Banked: 14/05/2021	306.00						
	Sales Recpts Page 4269	306.00	306.00		101			Sales Recpts Page 4269
	Banked: 14/05/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 14/05/2021	112.00						
	Ticket sales	18.00		0.86	560		17.14	Ticket sales
	Ticket sales	90.00		4.28	613		85.72	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 15/05/2021	162.00						
	Ticket sales	120.00		5.71	613		114.29	Ticket sales
	Ticket sales	36.00		1.71	584		34.29	Ticket sales
	Charges	6.00		1.00	1435	201	5.00	Charges
	Banked: 16/05/2021	468.48						
	Sales Recpts Page 4270	468.48	468.48		101			Sales Recpts Page 4270

Subtotal Carried Forward:

9,910.67

1,926.10

285.51

5,750.32

Bank Current/Deposit Account

Receipts received between 01/05/2021 and 31/05/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 16/05/2021	37.00						
	Ticket sales	35.00		1.67	882		33.33	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 17/05/2021	12.01						
	STRIPE	12.01		2.00	1065	310	10.01	TENNIS HIRE-Calthorpe
	Banked: 17/05/2021	160.72						
	GC C1 GO CARDLESS	160.72		26.79	1064	310	133.93	Tennis Membership-
	Banked: 17/05/2021	62.00						
	Ticket sales	60.00		2.86	613		57.14	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 18/05/2021	610.00						
	HOLMES LTD,Burial TL Parnell	610.00			1100	350	440.00	IntermentPlot2211
					1130	350	170.00	Memorial Plot2211
	Banked: 18/05/2021	5.93						
	STRIPE	5.93		0.99	1065	310	4.94	TENNIS HIRE-Calthorpe
	Banked: 18/05/2021	160.72						
	GC C1 GO CARDLESS	160.72		26.79	1064	310	133.93	Tennis Membership-
	Banked: 18/05/2021	340.00						
	Diane Hughes,MonzoBank	340.00			1130	350	340.00	LastYrPymMemPlot2562Jo
	Banked: 18/05/2021	730.00						
	G.M. LUFF & PARTNER	730.00			1120	350	390.00	DOGAP0283ResrvdLouisa
					1100	350	170.00	INTAP0283ResrvdLouisaB
					1130	350	170.00	MEMAP0283ResrvdLouisa
	Banked: 18/05/2021	340.00						
	Ticket sales	88.00		4.19	597		83.81	Ticket sales
	Ticket sales	240.00		11.43	613		228.57	Ticket sales
	Charges	12.00		2.00	1435	201	10.00	Charges
	Banked: 18/05/2021	5,665.65						
	HMRC	5,665.65			1053	101	5,665.65	JRS grant for April 21
	Banked: 19/05/2021	2,088.00						
	Cemetery cheques-Halifax	1,270.00			1120	350	1,100.00	DOG Plot2547 Sally Joan
					1130	350	170.00	MemorialPlot2547 Sally J
	Cemetery cheques-Mrs RW Hallas	270.00			1100	350	170.00	IntermentF KB0009
					1137	350	100.00	GoRAshesDigKB0009
	Cemetery cheques-Mrs RW Hallas	548.00		91.33	1131	350	456.67	GoRMemRosesKB0009
	Banked: 19/05/2021	120.54						
	GC C1 GO CARDLESS	120.54		20.09	1064	310	100.45	Tennis Membership-
	Banked: 19/05/2021	62.00						
	Ticket sales	60.00		2.86	613		57.14	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
Subtotal Carried Forward:		20,305.24	0.00	479.50			15,950.90	

Bank Current/Deposit Account

Receipts received between 01/05/2021 and 31/05/2021

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 20/05/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 20/05/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 20/05/2021	22.00						
	Ticket sales	21.00		1.00	592		20.00	Ticket sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	Banked: 21/05/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 21/05/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 21/05/2021	433.00						
	Ticket sales	180.00		8.57	613		171.43	Ticket sales
	Ticket sales	72.00		3.43	557		68.57	Ticket sales
	Ticket sales	126.00		6.00	584		120.00	Ticket sales
	Ticket sales	36.00		1.71	567		34.29	Ticket sales
	Charges	19.00		3.17	1435	201	15.83	Charges
	Banked: 22/05/2021	62.00						
	Ticket sales	60.00		2.86	613		57.14	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 23/05/2021	31.00						
	Ticket sales	30.00		1.43	613		28.57	Ticket sales
	Charges	1.00		0.17	1435	201	0.83	Charges
	Banked: 24/05/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 24/05/2021	748.80						
	Sales Recpts Page 4275	748.80	748.80		101			Sales Recpts Page 4275
	Banked: 25/05/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 25/05/2021	867.00						
	Sales Recpts Page 4274	867.00	867.00		101			Sales Recpts Page 4274
	Banked: 25/05/2021	174.00						
	Ticket sales	70.00		3.33	563		66.67	Ticket sales
	Ticket sales	44.00		2.10	598		41.90	Ticket sales
	Ticket sales	50.00		2.38	586		47.62	Ticket sales
	Charges	10.00		1.67	1435	201	8.33	Charges
	Banked: 26/05/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 26/05/2021	730.00						
Subtotal Carried Forward:		23,666.74	1,615.80	566.78			16,879.32	

Bank Current/Deposit Account

Receipts received between 01/05/2021 and 31/05/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	G.M. LUFF & PARTNER	730.00			1120	350	390.00	DOG PlotAP0282 Carol
					1100	350	170.00	IntermentAP0282Carol
					1130	350	170.00	MemorialAP0282Carol
	Banked: 26/05/2021	175.08						
	Sales Recpts Page 4271	175.08	175.08		101			Sales Recpts Page 4271
	Banked: 27/05/2021	24.88						
	STRIPE	24.88		4.15	1065	310	20.73	TENNIS HIRE-Calthorpe
	Banked: 27/05/2021	24.88						
	STRIPE	24.88		4.15	1065	310	20.73	TENNIS HIRE-Calthorpe
	Banked: 27/05/2021	576.00						
	Sales Recpts Page 4272	576.00	576.00		101			Sales Recpts Page 4272
	Banked: 27/05/2021	-24.88						
	STRIPE	-24.88		-4.15	1065	310	-20.73	TENNIS HIRE-Calthorpe
	Banked: 28/05/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe
	Banked: 28/05/2021	145.00						
	CemeteryCheqPeterMcSharryP12	145.00			1121	350	145.00	DOG Trns
	Banked: 28/05/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 30/05/2021	13.68						
	Sales Recpts Page 4273	13.68	13.68		101			Sales Recpts Page 4273
Total Receipts:		24,654.00	6,255.40	579.70			17,818.90	

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
AW GODDARD A&W GODDARD Funerlas							
55390/A&W GODDARD Funerlas	19/04/2021	55390	1	100.00	0.00	100.00	0.00
Authorised:							
					0.00	100.00	
Above paid on 22/04/2021 by Online Payment Ref AWGODDARD							
BRAND Brand Pest Control							
2075/Brand Pest Control	22/04/2021	2075	1	48.00	0.00	48.00	0.00
Authorised:							
2077/Brand Pest Control	22/04/2021	2077	1	72.00	0.00	72.00	0.00
Authorised:							
					0.00	120.00	
Above paid on 22/04/2021 by Online Payment Ref BRAND							
CBS Comfort Building Services Ltd							
49198/Comfort Building Service	01/04/2021	49198	1	988.80	0.00	988.80	0.00
Authorised:							
49199/Comfort Building Service	01/04/2021	49199	1	509.47	0.00	509.47	0.00
Authorised:							
49228/Comfort Building Service	01/04/2021	49228	1	762.00	0.00	762.00	0.00
Authorised:							
49229/Comfort Building Service	01/04/2021	49229	1	124.80	0.00	124.80	0.00
Authorised:							
					0.00	2,385.07	
Above paid on 22/04/2021 by Online Payment Ref CBS							
CONNECT Connect Computer Consultants Ltd							
2524/Connect Computer Consulta	06/04/2021	2524	1	432.00	0.00	432.00	0.00
Authorised:							
					0.00	432.00	
Above paid on 22/04/2021 by Online Payment Ref CONNECT							
CREST Crest Lifts Limited							
SI-26000/Crest Lifts Limited	14/04/2021	SI-26000	1	803.95	0.00	803.95	0.00
Authorised:							
					0.00	803.95	
Above paid on 22/04/2021 by Online Payment Ref CrestLifts							
CVP Creative Video Productions Ltd							
700772/Creative Video Producti	09/04/2021	700772	1	1,384.80	0.00	1,384.80	0.00
Authorised:							
					0.00	1,384.80	
Above paid on 22/04/2021 by Online Payment Ref CVP							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ENVIROMENT All Environmental Health Services Ltd							
INV-01009/All Environmental He Authorised:	01/04/2021	INV-01009	1	1,963.66	0.00	1,963.66	0.00
					0.00	1,963.66	
Above paid on 22/04/2021 by Online Payment Ref AllEnviron							
GLASDON Glasdon U.K. Limited							
SI813470/Glasdon U.K. Limited Authorised:	01/04/2021	SI813470	1	817.70	0.00	817.70	0.00
					0.00	817.70	
Above paid on 22/04/2021 by Online Payment Ref GLASDON							
HDC Hart District Council							
AFPAV BR 2021/2022/Hart Distri Authorised:	24/03/2021	AFPAV BR 2021/2022	1	1,185.13	0.00	1,185.13	0.00
CEM BR 2021/2022/Hart District Authorised:	24/03/2021	CEM BR 2021/2022	1	2,445.10	0.00	2,445.10	0.00
HC BR 2021/2022/Hart District Authorised:	24/03/2021	HC BR 2021/2022	1	14,346.25	0.00	14,346.25	0.00
					0.00	17,976.48	
Above paid on 22/04/2021 by Online Payment Ref HDC							
NIGELJEFFR Nigel Jeffries Landscapes Limited							
13434/Nigel Jeffries Landscape Authorised:	13/04/2021	13434	1	279.60	0.00	279.60	0.00
13444/Nigel Jeffries Landscape Authorised:	20/04/2021	13444	1	186.00	0.00	186.00	0.00
					0.00	465.60	
Above paid on 22/04/2021 by Online Payment Ref NIGELJEFFR							
NPOWER NPOWER Ltd							
LGWK5NPK/NPOWER Ltd Authorised:	14/04/2021	LGWK5NPK	1	1,942.91	0.00	1,942.91	0.00
					0.00	1,942.91	
Above paid on 22/04/2021 by Online Payment Ref NPOWER							
NPTREE NP Tree Management Ltd							
2105/NP Tree Management Ltd Authorised:	06/04/2021	2105	1	156.00	0.00	156.00	0.00
2106/NP Tree Management Ltd Authorised:	06/04/2021	2106	1	192.00	0.00	192.00	0.00
					0.00	348.00	
Above paid on 22/04/2021 by Online Payment Ref NPTREE							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PARKINSON The Parkinson Partnership LLP							
648/The Parkinson Partnership	06/04/2021	648	1	200.00	0.00	200.00	0.00
Authorised:					<u>0.00</u>	<u>200.00</u>	
Above paid on 22/04/2021 by Online Payment Ref TheParkins							
PEGASUS Pegasus Building Services Herriard Ltd							
SI-261/Pegasus Building Servic	21/04/2021	SI-261	1	36.00	0.00	36.00	0.00
Authorised:					<u>0.00</u>	<u>36.00</u>	
Above paid on 22/04/2021 by Online Payment Ref PEGASUS							
RBS Rialtas Business Solutions Ltd							
28690/Rialtas Business Solutio	15/04/2021	28690	1	672.00	0.00	672.00	0.00
Authorised:					<u>0.00</u>	<u>672.00</u>	
Above paid on 22/04/2021 by Online Payment Ref RBS							
SGPOS SG POS/Shelfguard Systems							
INV-17413/SG POS/Shelfguard Sy	06/04/2021	INV-17413	1	84.00	0.00	84.00	0.00
Authorised:					<u>0.00</u>	<u>84.00</u>	
Above paid on 22/04/2021 by Online Payment Ref SGPOS							
SIAN Sian Taylor							
MAR2021 ST/Sian Taylor	01/04/2021	MAR2021 ST	1	43.72	0.00	43.72	0.00
Authorised:					<u>0.00</u>	<u>43.72</u>	
Above paid on 22/04/2021 by Online Payment Ref SIANT							
SUX HR HUB The Sussex HR Hub Ltd							
INV-0635/The Sussex HR Hub Ltd	01/04/2021	INV-0635	1	109.20	0.00	109.20	0.00
Authorised:					<u>0.00</u>	<u>109.20</u>	
Above paid on 22/04/2021 by Online Payment Ref TheSussexH							
TOTGAS Total Gas & Power Ltd							
235057729/21/Total Gas & Power	12/04/2021	235057729/21	1	26.11	0.00	26.11	0.00
Authorised:							
235058026/21/Total Gas & Power	12/04/2021	235058026/21	1	232.17	0.00	232.17	0.00
Authorised:							

List of Purchase Ledger Payments for Month 1

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
235090839/21/Total Gas & Power Authorised:	12/04/2021	235090839/21	1	2,543.26	0.00	2,543.26	0.00
					0.00	2,801.54	

Above paid on 22/04/2021 by Online Payment Ref TOTGAS

UWR	United Washrooms Limited						
HI584154/United Washrooms Limi Authorised:	01/04/2021	HI584154	1	130.69	0.00	130.69	0.00
HI584230/United Washrooms Limi Authorised:	01/04/2021	HI584230	1	628.92	0.00	628.92	0.00
					0.00	759.61	

Above paid on 22/04/2021 by Online Payment Ref UWR

SSE AUDIO	SSE Audio Group Ltd						
SQ52632-1/SSE Audio Group Ltd Authorised:	27/04/2021	SQ52632-1	1	8,400.00	0.00	8,400.00	0.00
					0.00	8,400.00	

Above paid on 27/04/2021 by Online Payment Ref SSEAUDIO

VIKING	VIKING DIRECT						
314976/VIKING DIRECT Authorised:	23/04/2021	314976	1	49.32	0.00	49.32	0.00
					0.00	49.32	

Above paid on 27/04/2021 by Online Payment Ref VIKING

Total Purchase Ledger Payments for Month 1	0.00	41,895.56
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Date: 05/05/2021

Fleet Town Council Current Year

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Time: 11:24

Cashbook 1

User: EM

Bank Current/Deposit Account

Payments made between 01/04/2021 and 30/04/2021

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>
09/04/2021	NPOWER	DD	195.14		9.29	4122	205	185.85	ElectricityAFCC 1Dec20-31Jan21
12/04/2021	HSBC	DDR	74.08			4420	101	74.08	ElectrBkgChrgs/INV8
12/04/2021	HSBC	DDR	12.42			4420	101	12.42	ElectrBkgChrgs/INV8
14/04/2021	CommercialCards/HSBC	DD	55.95			4460	150	50.00	RBL WreathCentAnnvr PACA Mar21
						4400	101	5.95	Amazon StationeryRF PACA Apr21
14/04/2021	CommercialCards/HSBC	DD	324.70		10.00	4432	201	50.00	LoqateBoxOffcPostc Mar21
						4486	101	112.80	MicrosoftE0800E50H OSFM Apr21
						4486	101	6.00	MicrosoftE0800E52F OSFM Apr21
						4486	101	17.60	MicrosoftE0800E5N OSFM Apr21
						4486	101	128.30	MicrosoftE0800E5JJ OSFM Apr21
14/04/2021	CommercialCards/HSBC	DD	74.89		1.66	4481	204	8.33	Spotify/LicensesHC- GMHC Mar21
						4432	201	64.90	PickMonky/Subscrip GMHC Mar21
14/04/2021	CommercialCards/HSBC	DD	1,007.20		167.87	4170	204	12.40	Screwfix/TrunkngCou
						4185	201	333.03	Ebuyer/SamsngMoni
						4185	201	431.02	Amazon/ShwTVDres
						4182	201	9.80	10out10/K1LampsHa
						4170	204	27.28	Screwfix/ExtensLead
						4170	204	25.80	Amazon/DisplPort&C
14/04/2021	CommercialCards/HSBC	DD	791.50		118.99	4170	204	-16.66	Screwfix/RefundHing Mar21
						4170	204	3.40	B&Q/DIY supplies HC DMHC Mar21
						4170	204	61.50	B&Q/DIY supplies HC DMHC Mar21
						4170	204	6.66	Screwfx/DIYSupplies DMHC Mar21
						4170	204	25.00	Screwfx/DIYSupplies DMHC Mar21
						4170	204	11.67	B&Q/DIY supplies HC DMHC Mar21

Subtotal Carried Forward:

2,535.88

0.00

307.81

1,647.13

Date: 05/05/2021

Fleet Town Council Current Year

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Time: 11:24

Cashbook 1

User: EM

Bank Current/Deposit Account

Payments made between 01/04/2021 and 30/04/2021

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	14.00	B&Q/DIY supplies HC DMHC Mar21
						4400	204	18.32	Amazon/OffcEquipm DMHC Mar21
						4187	204	49.10	JaxFirstAid Suppls DMHC Mar21
						4187	204	284.05	NisbetFirstAidSupls DMHC Mar21
						4152	204	29.94	Bookers/BlueRollCS DMHC Mar21
						4170	204	62.67	B&Q/DIY supplies HC DMHC Mar21
						4170	204	62.86	B&Q/DIY supplies HC DMHC Mar21
						4745	204	30.00	RiverIsInd/Uniforms DMHC Mar21
						4745	204	30.00	RiverIsInd/Uniforms DMHC Mar21
16/04/2021	FDMS/Paymentsense	DD	38.44		6.41	4422	201	32.03	MonthlyServiceF T1 HCEv Mar21
16/04/2021	FDMS/Paymentsense	DD	24.95		4.16	4422	201	20.79	MonthlyServiceF T2 HCEv Mar21
20/04/2021	GLOBAL PAYMENTS	DD	57.55		0.70	4422	201	56.85	MonthlySHCE27Feb- 31Mar21/Inv51
20/04/2021	Fleet Town Council	DDR	21,639.97			520		21,102.16	Payroll April 2021
						517		11.50	Payroll April 2021
						516		526.31	Payroll April 2021
21/04/2021	Legal and General	DD	3,651.85			516		3,651.85	Payroll April 2021
22/04/2021	BACS P/L Pymnt Page 1862	BACS Pymnt	33,446.24	33,446.24		500			BACS P/L Pymnt Page 1862
22/04/2021	HMRC	DD	7,055.79			515		7,055.79	Payroll April 2021
23/04/2021	BOC MANCHESTER ACC	DD	38.66		6.45	4700	201	32.21	HCEvGas for HarlingtonBarMar21
23/04/2021	PAYMENTSSENSE LTD	DD	113.94		18.99	4422	201	94.95	HCEvServiceFeeMar
23/04/2021	PAYMENTSSENSE LTD	DD	17.88		2.98	4422	201	14.90	HCEvServiceFeeMar
27/04/2021	BACS P/L Pymnt Page 1866	BACS Pymnt	8,449.32	8,449.32		500			BACS P/L Pymnt Page 1866
28/04/2021	VODAFONE LTD	DD	33.25		5.55	4020	101	18.46	MobilePhoneCOVID 18Mar-17Apr21
						4445	101	9.24	MobilePhoneOS&FM 18Mar-17Apr21
29/04/2021	HSBC	DDR	21.56			4420	101	21.56	HSBC Total Charges 8Mar-7Apr21
30/04/2021	British Telecom/BT Group PLC	DD	159.58		26.60	4487	204	132.98	Harlington&CafeWifi 01-30Apr21
30/04/2021	PAY AND SHOP	DD	22.80		3.80	4490	201	19.00	TranstChrgsHCEvnM
Subtotal Carried Forward:			77,307.66	41,895.56	383.45			35,028.65	

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>
Total Payments:			77,307.66	41,895.56	383.45			35,028.65	

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CALOO Caloo Ltd							
3270/Caloo Ltd	30/04/2021	3270	1	10,575.60	0.00	10,575.60	0.00
					0.00	10,575.60	
Above paid on 11/05/2021 by Online Payment Ref CalooLtd							
CONNECT Connect Computer Consultants Ltd							
2523/Connect Computer Consulta	31/03/2021	2523	1	714.00	0.00	714.00	0.00
					0.00	714.00	
Above paid on 11/05/2021 by Online Payment Ref CONNECT							
HALC Hampshire Association of Local Councils							
INV-4439/Hampshire Association	19/04/2021	INV-4439	1	2,395.25	0.00	2,395.25	0.00
					0.00	2,395.25	
Above paid on 11/05/2021 by Online Payment Ref HALC							
ICCM ICCM							
4677/2021/22 FTC/ST/ICCM	01/04/2021	4677/2021/22 FTC/ST	1	95.00	0.00	95.00	0.00
					0.00	95.00	
Above paid on 11/05/2021 by Online Payment Ref ICCM							
MJSTOCKTAK MJ Stocktaking							
M010421/MJ Stocktaking	01/04/2021	M010421	1	175.00	0.00	175.00	0.00
					0.00	175.00	
Above paid on 11/05/2021 by Online Payment Ref MJSTOCKTAK							
NIGELJEFFR Nigel Jeffries Landscapes Limited							
13450/Nigel Jeffries Landscape	27/04/2021	13450	1	2,778.00	0.00	2,778.00	0.00
13498/Nigel Jeffries Landscape	30/04/2021	13498	1	13,157.24	0.00	13,157.24	0.00
					0.00	15,935.24	
Above paid on 11/05/2021 by Online Payment Ref NIGELJEFFR							
NPTREE NP Tree Management Ltd							
2128/NP Tree Management Ltd	28/04/2021	2128	1	432.00	0.00	432.00	0.00
					0.00	432.00	
Above paid on 11/05/2021 by Online Payment Ref NPTREE							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PRIMA CH Cleaning Services							
001322/CH Cleaning Services	30/04/2021	001322	1	1,080.00	0.00	1,080.00	0.00
001323/CH Cleaning Services	30/04/2021	001323	1	411.78	0.00	411.78	0.00
001324/CH Cleaning Services	30/04/2021	001324	1	419.80	0.00	419.80	0.00
001325/CH Cleaning Services	30/04/2021	001325	1	126.18	0.00	126.18	0.00
001326/CH Cleaning Services	30/04/2021	001326	1	126.18	0.00	126.18	0.00
001327/CH Cleaning Services	30/04/2021	001327	1	126.18	0.00	126.18	0.00
001328/CH Cleaning Services	30/04/2021	001328	1	140.23	0.00	140.23	0.00
					0.00	2,430.35	
Above paid on 11/05/2021 by Online Payment Ref CHCleaning							
PRINCESTN Alan Prince-Princestones							
SMITH KB0006/Alan Prince-Princ	04/05/2021	SMITH KB0006	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 11/05/2021 by Online Payment Ref PRINCESTN							
SGPOS SG POS/Shelfguard Systems							
INV-17421/SG POS/Shelfguard Sy	04/05/2021	INV-17421	1	84.00	0.00	84.00	0.00
					0.00	84.00	
Above paid on 11/05/2021 by Online Payment Ref SGPOS							
SHIELD SEC Shield Security Services Ltd							
44459/Shield Security Services	30/04/2021	44459	1	42.00	0.00	42.00	0.00
					0.00	42.00	
Above paid on 11/05/2021 by Online Payment Ref SHIELDSEC							
SSEAST South & South East in Bloom							
3273/South & South East in Blo	19/04/2021	3273	1	280.00	0.00	280.00	0.00
					0.00	280.00	
Above paid on 11/05/2021 by Online Payment Ref South&Sout							
SUX HR HUB The Sussex HR Hub Ltd							
INV-0663/The Sussex HR Hub Ltd	01/05/2021	INV-0663	1	109.20	0.00	109.20	0.00
					0.00	109.20	
Above paid on 11/05/2021 by Online Payment Ref TheSussexH							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TILLEY Sue Tilley							
EXP ST MAY2021/Sue Tilley	11/05/2021	EXP ST MAY2021	1	35.00	0.00	35.00	0.00
					0.00	35.00	
Above paid on 11/05/2021 by Online Payment Ref TILLEY							
BAKERS W.C.Baker & Son Limited							
02079/W.C.Baker & Son Limited	30/04/2021	02079	1	56.48	0.00	56.48	0.00
					0.00	56.48	
Above paid on 18/05/2021 by Online Payment Ref BAKERS							
BASINGDEAN BASINGSTOKE AND DEANE BOROUGH COUNCIL							
HA201342/BASINGSTOKE AND DEANE	14/05/2021	HA201342	1	70.00	0.00	70.00	0.00
					0.00	70.00	
Above paid on 18/05/2021 by Online Payment Ref BASINGDEAN							
BIFFA Biffa Waste Services Ltd							
227T18205/Biffa Waste Services	23/04/2021	227T18205	1	602.40	0.00	602.40	0.00
227T18206/Biffa Waste Services	23/04/2021	227T18206	1	108.14	0.00	108.14	0.00
227T18207/Biffa Waste Services	23/04/2021	227T18207	1	98.59	0.00	98.59	0.00
227T18208/Biffa Waste Services	23/04/2021	227T18208	1	39.60	0.00	39.60	0.00
					0.00	848.73	
Above paid on 18/05/2021 by Online Payment Ref BIFFA							
BRAND Brand Pest Control							
2105/Brand Pest Control	13/05/2021	2105	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 18/05/2021 by Online Payment Ref BRAND							
CBS Comfort Building Services Ltd							
49314/Comfort Building Service	06/05/2021	49314	1	988.80	0.00	988.80	0.00
49315/Comfort Building Service	06/05/2021	49315	1	1,154.40	0.00	1,154.40	0.00
49316/Comfort Building Service	06/05/2021	49316	1	509.47	0.00	509.47	0.00
					0.00	2,652.67	
Above paid on 18/05/2021 by Online Payment Ref CBS							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MINTNETWORK Mint Network Ltd							
03211646/Mint Network Ltd	09/04/2021	03211646	1	139.07	0.00	139.07	0.00
					0.00	139.07	
Above paid on 18/05/2021 by Online Payment Ref MINTNETWORK							
NIGELJEFFR Nigel Jeffries Landscapes Limited							
13554/Nigel Jeffries Landscape	13/05/2021	13554	1	456.00	0.00	456.00	0.00
13556/Nigel Jeffries Landscape	13/05/2021	13556	1	540.00	0.00	540.00	0.00
					0.00	996.00	
Above paid on 18/05/2021 by Online Payment Ref NIGELJEFFR							
NPTREE NP Tree Management Ltd							
2142/NP Tree Management Ltd	12/05/2021	2142	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 18/05/2021 by Online Payment Ref NPTREE							
NUMBERS Do The Numbers Ltd							
12/1098/Do The Numbers Ltd	13/05/2021	12/1098	1	1,150.00	0.00	1,150.00	0.00
					0.00	1,150.00	
Above paid on 18/05/2021 by Online Payment Ref NUMBERS							
SIAN Sian Taylor							
APRIL2021 ST/Sian Taylor	17/05/2021	APRIL2021 ST	1	29.05	0.00	29.05	0.00
					0.00	29.05	
Above paid on 18/05/2021 by Online Payment Ref SIANT							
SSE SOUTHE SSE Southern Electric							
0038/SSE Southern Electric	12/05/2021	0038	1	43.64	0.00	43.64	0.00
					0.00	43.64	
Above paid on 18/05/2021 by Online Payment Ref SSESOUTHE							
TICKETSOLV TicketSolve Ltd							
21030026/TicketSolve Ltd	31/03/2021	21030026	1	57.68	0.00	57.68	0.00
					0.00	57.68	
Above paid on 18/05/2021 by Online Payment Ref TICKETSOLV							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
UWR United Washrooms Limited							
HI584298/United Washrooms Limi	01/05/2021	HI584298	1	130.69	0.00	130.69	0.00
HI584625/United Washrooms Limi	01/05/2021	HI584625	1	628.92	0.00	628.92	0.00
					0.00	759.61	
Above paid on 18/05/2021 by Online Payment Ref UWR							
VITAPLAY Vita Play Limited							
2886/Vita Play Limited	04/05/2021	2886	1	221.82	0.00	221.82	0.00
2887/Vita Play Limited	04/05/2021	2887	1	169.68	0.00	169.68	0.00
					0.00	391.50	
Above paid on 18/05/2021 by Online Payment Ref VITAPLAY							
IBSOFFICE IBS Office Solutions Ltd							
62322/IBS Office Solutions Ltd	27/04/2021	62322	1	285.11	0.00	285.11	0.00
					0.00	285.11	
Above paid on 25/05/2021 by Online Payment Ref IBSOFFICE							
NIGELJEFFR Nigel Jeffries Landscapes Limited							
13555/Nigel Jeffries Landscape	13/05/2021	13555	1	354.00	0.00	354.00	0.00
					0.00	354.00	
Above paid on 25/05/2021 by Online Payment Ref NIGELJEFFR							
NPOWER NPOWER Ltd							
LGWLBMSH/NPOWER Ltd	18/05/2021	LGWLBMSH	1	1,868.26	0.00	1,868.26	0.00
					0.00	1,868.26	
Above paid on 25/05/2021 by Online Payment Ref NPOWER							
NPTREE NP Tree Management Ltd							
2150/NP Tree Management Ltd	23/05/2021	2150	1	348.00	0.00	348.00	0.00
2151/NP Tree Management Ltd	23/05/2021	2151	1	420.00	0.00	420.00	0.00
					0.00	768.00	
Above paid on 25/05/2021 by Online Payment Ref NPTREE							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PPLPRS PPL PRS Ltd							
SIN1554224/PPL PRS Ltd	29/10/2020	SIN1554224	1	3,611.84	0.00	3,611.84	0.00
					0.00	3,611.84	
Above paid on 25/05/2021 by Online Payment Ref PPLPRS							
PRINCESTN Alan Prince-Princestones							
PLOT2562 DIANESDP/Alan Prince-	20/05/2021	PLOT2562 DIANESDP	1	340.00	0.00	340.00	0.00
					0.00	340.00	
Above paid on 25/05/2021 by Online Payment Ref PRINCESTN							
REDSHANK Redshank IT Services Ltd							
43265/Redshank IT Services Ltd	19/05/2021	43265	1	350.40	0.00	350.40	0.00
					0.00	350.40	
Above paid on 25/05/2021 by Online Payment Ref REDSHANK							
TOTGAS Total Gas & Power Ltd							
236992871/21/Total Gas & Power	09/05/2021	236992871/21	1	25.21	0.00	25.21	0.00
236993157/21/Total Gas & Power	09/05/2021	236993157/21	1	102.74	0.00	102.74	0.00
236996655/21/Total Gas & Power	09/05/2021	236996655/21	1	2,209.32	0.00	2,209.32	0.00
					0.00	2,337.27	
Above paid on 25/05/2021 by Online Payment Ref TOTGAS							
Total Purchase Ledger Payments for Month 2					0.00	50,885.95	

List of Payments made between 01/05/2021 and 31/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/05/2021	HSBC	DDR	12.42		ELECTR BKG CHARGES Mar2021
10/05/2021	HSBC	DDR	53.56		ELECTR BKG CHARGES Mar2021
11/05/2021	InformationCommisioner'sOffice	DD	55.00		ICO RenewDataProtection 21/22
11/05/2021	BACS P/L Pymnt Page 1867	BACS Pymnt	33,452.64		BACS P/L Pymnt Page 1867
12/05/2021	NPOWER	DD	94.86		Electry OakleyPv 01Jan-31Mar21
12/05/2021	NPOWER	DD	65.98		Electry BasingbP 01Jan-31Mar21
12/05/2021	NPOWER	DD	63.05		Electry CalthPav 01Jan-31Mar21
12/05/2021	NPOWER	DD	68.34		ElectricityAFPAV 01Jan-31Mar21
14/05/2021	Legal and General	DD	3,631.73		Payroll May 2021
17/05/2021	FDMS/Paymentsense	DD	38.59		MonthlyServiceFeeHCEventsApr21
17/05/2021	FDMS/Paymentsense	DD	24.95		MonthlyServiceFeeHCEventsApr21
17/05/2021	CommercialCards/HSBC	DD	384.46		CommercialCard OS&FM Apr/May21
17/05/2021	CommercialCards/HSBC	DD	149.60		CommercialCard PACA Apr/May21
17/05/2021	CommercialCards/HSBC	DD	444.99		CommercialCard-GM HC Apr/May21
17/05/2021	CommercialCards/HSBC	DD	612.55		CommercialCard TechS Apr/May21
17/05/2021	CommercialCards/HSBC	DD	1,462.83		CommercialCard DM HC Apr/May21
18/05/2021	BACS P/L Pymnt Page 1870	BACS Pymnt	7,518.43		BACS P/L Pymnt Page 1870
18/05/2021	CASTLE WATER	DD	49.41		Water&WasteCemtry01Jun-31Aug21
18/05/2021	CASTLE WATER	DD	150.35		Water&WasteAFPAV 28Feb-31Aug21
19/05/2021	GLOBAL PAYMENTS	DD	49.35		MonthlyService 1-30Apr21/Inv52
20/05/2021	Fleet Town Council	DDR	21,451.12		Payroll May 2021
21/05/2021	PAYMENTSSENSE LTD	DD	113.94		MonthlyServiceFeeHCEventsApr21
21/05/2021	PAYMENTSSENSE LTD	DD	17.88		MonthlyServiceFeeHCEventsApr21
21/05/2021	Inland Revenue	DDR	7,113.38		Payroll May 2021
25/05/2021	BACS P/L Pymnt Page 1873	BACS Pymnt	9,914.88		BACS P/L Pymnt Page 1873
25/05/2021	BOC MANCHESTER ACC	DD	38.66		Gas for HarlingtonBar Apr2021
28/05/2021	PAY AND SHOP	DD	22.80		TransactionChargesHCEvnt Apr21
28/05/2021	VODAFONE LTD	DD	33.25		Mobile Phones18Apr-17May21
29/05/2021	HSBC	DDR	23.79		HSBC Total Charges 8Apr-7May21
Total Payments			87,112.79		

Bank Current/Deposit Account

Receipts received between 01/06/2021 and 30/06/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 01/06/2021	16.98						
	HSBC - Nationwide	16.98			1870	101	16.98	FTC Nationwide Interest
	Banked: 01/06/2021	120.54						
	GC C1 GO CARDLESS	120.54		20.09	1064	310	100.45	Tennis Membership-
	Banked: 01/06/2021	40.80						
	Sales Recpts Page 4276	40.80	40.80		101			Sales Recpts Page 4276
	Banked: 01/06/2021	30.00						
	Ticket sales	28.00		1.33	586		26.67	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 01/06/2021	108.00						
	Ticket sales	60.00		2.86	613		57.14	Ticket sales
	Ticket sales	44.00		2.10	580		41.90	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 01/06/2021	92.00						
	Ticket sales	88.00		4.19	598		83.81	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 01/06/2021	184.00						
	Ticket sales	88.00		4.19	566		83.81	Ticket sales
	Ticket sales	88.00		4.19	598		83.81	Ticket sales
	Charges	8.00		1.33	1435	201	6.67	Charges
	Banked: 01/06/2021	4,150.00						
	Cemetery chqs A&WGoddard P2537	3,420.00			1120	350	2,200.00	DOG Plot2537 Francis
					1100	350	880.00	InterPlot2537
					1130	350	340.00	MemrIPlot2537
	Cemetery chq A&WGoddard AP0284	730.00			1120	350	390.00	DOG APlot0284 Sheila
					1100	350	170.00	InterAPlot0284
					1130	350	170.00	MemrIAPlot0284
	Banked: 02/06/2021	22.57						
	PublicSectorDepositFund/CCLA	22.57			1870	101	22.57	FTC Dividens Statement
	Banked: 03/06/2021	48.00						
	Sales Recpts Page 4277	48.00	48.00		101			Sales Recpts Page 4277
	Banked: 03/06/2021	1,530.00						
	Sales Recpts Page 4278	1,530.00	1,530.00		101			Sales Recpts Page 4278
	Banked: 03/06/2021	38.00						
	Ticket sales	36.00		1.71	547		34.29	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 04/06/2021	49.18						
	STRIPE	49.18		8.20	1065	310	40.98	TENNIS HIRE-Calthorpe

Subtotal Carried Forward:

6,430.07

1,618.80

52.19

4,759.08

Bank Current/Deposit Account

Receipts received between 01/06/2021 and 30/06/2021

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 04/06/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 05/06/2021	150.00						
	Ticket sales	72.00		3.43	560		68.57	Ticket sales
	Ticket sales	70.00		3.33	882		66.67	Ticket sales
	Charges	8.00		1.33	1435	201	6.67	Charges
	Banked: 05/06/2021	660.00						
	Ticket sales	450.00		21.43	613		428.57	Ticket sales
	Ticket sales	36.00		1.71	557		34.29	Ticket sales
	Ticket sales	42.00		2.00	592		40.00	Ticket sales
	Ticket sales	35.00		1.67	882		33.33	Ticket sales
	Ticket sales	36.00		1.71	584		34.29	Ticket sales
	Ticket sales	36.00		1.71	567		34.29	Ticket sales
	Charges	25.00		4.17	1435	201	20.83	Charges
	Banked: 06/06/2021	730.00						
	SWJ ROST AP0277	730.00			1120	350	390.00	DOG AshesPlot0277
					1100	350	170.00	IntermentAPlot0277 Stuart
					1130	350	170.00	Memorial APlot0277 Stuart
	Banked: 07/06/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 07/06/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 07/06/2021	86.70						
	Sales Recpts Page 4279	86.70	86.70		101			Sales Recpts Page 4279
	Banked: 07/06/2021	326.40						
	Sales Recpts Page 4280	326.40	326.40		101			Sales Recpts Page 4280
	Banked: 07/06/2021	768.00						
	Ticket sales	144.00		6.86	881		137.14	Ticket sales
	Ticket sales	90.00		4.28	613		85.72	Ticket sales
	Ticket sales	44.00		2.10	566		41.90	Ticket sales
	Ticket sales	108.00		5.14	557		102.86	Ticket sales
	Ticket sales	35.00		1.67	563		33.33	Ticket sales
	Ticket sales	22.00		1.05	598		20.95	Ticket sales
	Ticket sales	72.00		3.43	582		68.57	Ticket sales
	Ticket sales	42.00		2.00	592		40.00	Ticket sales
	Ticket sales	120.00		5.71	596		114.29	Ticket sales
	Ticket sales	18.00		0.86	584		17.14	Ticket sales
	Ticket sales	36.00		1.71	567		34.29	Ticket sales
	Charges	37.00		6.17	1435	201	30.83	Charges
	Banked: 07/06/2021	163.50						
	Ticket sales	120.00		5.71	613		114.29	Ticket sales
	Ticket sales	42.00		2.00	592		40.00	Ticket sales
	Charges	1.50		0.25	1435	201	1.25	Charges
Subtotal Carried Forward:		9,441.43	413.10	164.75			7,244.78	

Bank Current/Deposit Account

Receipts received between 01/06/2021 and 30/06/2021

Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 08/06/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 08/06/2021	241.08						
	GC C1 GO CARDLESS	241.08		40.18	1064	310	200.90	Tennis Membership-
	Banked: 08/06/2021	153.00						
	Ticket sales	110.00		5.24	597		104.76	Ticket sales
	Ticket sales	36.00		1.71	557		34.29	Ticket sales
	Charges	7.00		1.17	1435	201	5.83	Charges
	Banked: 09/06/2021	18.66						
	STRIPE	18.66		3.11	1065	310	15.55	TENNIS HIRE-Calthorpe
	Banked: 09/06/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 09/06/2021	171.00						
	Sales Recpts Page 4282	171.00	171.00		101			Sales Recpts Page 4282
	Banked: 09/06/2021	809.40						
	Sales Recpts Page 4283	809.40	809.40		101			Sales Recpts Page 4283
	Banked: 09/06/2021	37.00						
	Ticket sales	35.00		1.67	600		33.33	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 09/06/2021	44.50						
	Ticket sales	44.00		2.10	580		41.90	Ticket sales
	Charges	0.50		0.08	1435	201	0.42	Charges
	Banked: 10/06/2021	62.20						
	STRIPE	62.20		10.37	1065	310	51.83	TENNIS HIRE-Calthorpe
	Banked: 10/06/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 10/06/2021	4,649.83						
	HMRC	4,649.83			1053	101	4,649.83	JRS Grant
	Banked: 10/06/2021	62.00						
	Ticket sales	60.00		2.86	613		57.14	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 11/06/2021	241.08						
	GC C1 GO CARDLESS	241.08		40.18	1064	310	200.90	Tennis Membership-
	Banked: 11/06/2021	1,560.00						
	Sales Recpts Page 4284	1,560.00	1,560.00		101			Sales Recpts Page 4284
	Banked: 11/06/2021	1,021.64						
	Sales Recpts Page 4285	1,021.64	1,021.64		101			Sales Recpts Page 4285
Subtotal Carried Forward:		18,639.58	3,562.04	295.21			12,750.43	

Bank Current/Deposit Account

Receipts received between 01/06/2021 and 30/06/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 11/06/2021	1,440.00						
	Hopkins Pamela/RIGHT IF BURIAL	1,440.00			1120	350	1,100.00	DOG Plot2549 Pamela
					1100	350	170.00	IntermntPlot2549
					1130	350	170.00	MemorialPlot2549
	Banked: 11/06/2021	37.00						
	Ticket sales	35.00		1.67	600		33.33	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 11/06/2021	86.40						
	Sales Recpts Page 4291	86.40	86.40		101			Sales Recpts Page 4291
	Banked: 14/06/2021	24.88						
	STRIPE	24.88		4.15	1065	310	20.73	TENNIS HIRE-Calthorpe
	Banked: 14/06/2021	120.54						
	GC C1 GO CARDLESS	120.54		20.09	1064	310	100.45	Tennis Membership-
	Banked: 14/06/2021	140.00						
	Dignity funerals chq Plot1923	140.00			1130	350	140.00	Plot1923 DonaldPhillips
	Banked: 14/06/2021	56.00						
	Ticket sales	52.00		2.48	545		49.52	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 14/06/2021	-819.00						
	Refund ticket sales	-819.00		-39.00	592		-780.00	Refund ticket sales
	Banked: 15/06/2021	320.00						
	Sales Recpts Page 4286	320.00	320.00		101			Sales Recpts Page 4286
	Banked: 15/06/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe
	Banked: 15/06/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 15/06/2021	108.00						
	Ticket sales	60.00		2.86	613		57.14	Ticket sales
	Ticket sales	44.00		2.10	598		41.90	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 15/06/2021	-170.25						
	Ticket sales	60.00		2.86	610		57.14	Ticket sales
	Ticket refund	-231.00		-11.00	592		-220.00	Ticket refund
	Charges	9.49		1.58	1435	201	7.91	Charges
	Refund charges	-8.74		-1.46	1435	201	-7.28	Refund charges
	Banked: 16/06/2021	18.66						
	STRIPE	18.66		3.11	1065	310	15.55	TENNIS HIRE-Calthorpe
	Banked: 16/06/2021	160.72						
	GC C1 GO CARDLESS	160.72		26.79	1064	310	133.93	Tennis Membership-
Subtotal Carried Forward:		20,215.15	406.40	321.88			13,892.93	

Bank Current/Deposit Account

Receipts received between 01/06/2021 and 30/06/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 16/06/2021	290.00						
	Andrew Price X0004 Transfer	290.00			1121	350	290.00	X0004 Andrew Price
	Banked: 16/06/2021	200.00						
	Ticket sales	60.00		2.86	613		57.14	Ticket sales
	Ticket sales	132.00		6.28	591		125.72	Ticket sales
	Charges	8.00		1.33	1435	201	6.67	Charges
	Banked: 16/06/2021	-8.00						
	Ticket sales	35.00		1.67	563		33.33	Ticket sales
	Refund tickets	-84.00		-4.00	592		-80.00	Refund tickets
	Ticket sales	40.00		1.90	596		38.10	Ticket sales
	Charges	3.25		0.54	1435	201	2.71	Charges
	Refund charges	-2.25		-0.38	1435	201	-1.87	Refund charges
	Banked: 16/06/2021	1,118.18						
	Sales Recpts Page 4287	1,118.18	1,118.18		101			Sales Recpts Page 4287
	Banked: 17/06/2021	30.81						
	STRIPE	30.81		5.14	1065	310	25.67	TENNIS HIRE-Calthorpe
	Banked: 17/06/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 18/06/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 18/06/2021	84.00						
	Ticket sales	36.00		1.71	881		34.29	Ticket sales
	Ticket sales	44.00		2.10	598		41.90	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 19/06/2021	350.00						
	Ticket sales	36.00		1.71	881		34.29	Ticket sales
	Ticket sales	210.00		10.00	613		200.00	Ticket sales
	Ticket sales	90.00		4.28	567		85.72	Ticket sales
	Charges	14.00		2.33	1435	201	11.67	Charges
	Banked: 21/06/2021	18.66						
	STRIPE	18.66		3.11	1065	310	15.55	TENNIS HIRE-Calthorpe
	Banked: 21/06/2021	40.18						
	GC C1 GO CARDLESS	40.18		6.70	1064	310	33.48	Tennis Membership-
	Banked: 21/06/2021	100.00						
	D McGill Plot 2536ChristinaShp	100.00			1130	350	100.00	MEM Plot2536
	Banked: 21/06/2021	108.00						
	Ticket sales	60.00		2.86	613		57.14	Ticket sales
	Ticket sales	44.00		2.10	598		41.90	Ticket sales
	Charges	4.00		0.67	1435	201	3.33	Charges
	Banked: 21/06/2021	141.75						

Subtotal Carried Forward:

22,775.31

1,118.18

389.89

15,125.15

Bank Current/Deposit Account

Receipts received between 01/06/2021 and 30/06/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Ticket sales	60.00		2.86	613		57.14	Ticket sales
	Ticket sales	132.00		6.28	566		125.72	Ticket sales
	Refund tickets	-42.00		-2.00	592		-40.00	Refund tickets
	Ticket sales	17.50		0.83	600		16.67	Ticket sales
	Refund tickets	-28.00		-1.33	586		-26.67	Refund tickets
	Charges	4.00		0.67	1435	201	3.33	Charges
	Refund charges	-1.75		-0.29	1435	201	-1.46	Refund charges
	Banked: 22/06/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 22/06/2021	62.00						
	Ticket sales	60.00		2.86	613		57.14	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges
	Banked: 22/06/2021	1,072.07						
	Sales Recpts Page 4288	1,072.07	1,072.07		101			Sales Recpts Page 4288
	Banked: 23/06/2021	80.36						
	GC C1 GO CARDLESS	80.36		13.39	1064	310	66.97	Tennis Membership-
	Banked: 23/06/2021	105.00						
	Ticket sales	100.00		4.76	596		95.24	Ticket sales
	Charges	5.00		0.83	1435	201	4.17	Charges
	Banked: 24/06/2021	31.33						
	STRIPE	31.33		5.22	1065	310	26.11	TENNIS HIRE-Calthorpe
	Banked: 24/06/2021	109.00						
	Ticket sales	36.00		1.71	881		34.29	Ticket sales
	Ticket sales	14.00		0.67	586		13.33	Ticket sales
	Ticket sales	52.00		2.48	545		49.52	Ticket sales
	Charges	7.00		1.17	1435	201	5.83	Charges
	Banked: 25/06/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 25/06/2021	98.00						
	Ticket sales	18.00		0.86	560		17.14	Ticket sales
	Ticket sales	40.00		1.90	610		38.10	Ticket sales
	Ticket sales	35.00		1.67	563		33.33	Ticket sales
	Charges	5.00		0.83	1435	201	4.17	Charges
	Banked: 25/06/2021	912.02						
	Sales Recpts Page 4289	912.02	912.02		101			Sales Recpts Page 4289
	Banked: 25/06/2021	86.40						
	Sales Recpts Page 4292	86.40	86.40		101			Sales Recpts Page 4292
	Banked: 26/06/2021	28.00						
	Ticket sales	26.00		1.24	545		24.76	Ticket sales
	Charges	2.00		0.33	1435	201	1.67	Charges

Subtotal Carried Forward: 25,446.07 2,070.49 451.59 15,805.47

Bank Current/Deposit Account

Receipts received between 01/06/2021 and 30/06/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 28/06/2021	6.22						
	STRIPE	6.22		1.04	1065	310	5.18	TENNIS HIRE-Calthorpe
	Banked: 28/06/2021	123.48						
	GC C1 GO CARDLESS	123.48		20.58	1064	310	102.90	Tennis Membership-
	Banked: 29/06/2021	12.44						
	STRIPE	12.44		2.07	1065	310	10.37	TENNIS HIRE-Calthorpe
	Banked: 29/06/2021	432.00						
	Sales Recpts Page 4290	432.00	432.00		101			Sales Recpts Page 4290
	Banked: 29/06/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-
	Banked: 29/06/2021	346.80						
	Sales Recpts Page 4293	346.80	346.80		101			Sales Recpts Page 4293
	Banked: 30/06/2021	24.88						
	STRIPE	24.88		4.15	1065	310	20.73	TENNIS HIRE-Calthorpe
	Banked: 30/06/2021	61.20						
	Sales Recpts Page 4294	61.20	61.20		101			Sales Recpts Page 4294
	Banked: 30/06/2021	601.80						
	Sales Recpts Page 4295	601.80	601.80		101			Sales Recpts Page 4295
	Banked: 30/06/2021	41.16						
	GC C1 GO CARDLESS	41.16		6.86	1064	310	34.30	Tennis Membership-
	Banked: 30/06/2021	72.00						
	Sales Recpts Page 4296	72.00	72.00		101			Sales Recpts Page 4296
	Banked: 30/06/2021	26.22						
	Sales Recpts Page 4297	26.22	26.22		101			Sales Recpts Page 4297
	Total Receipts:	27,235.43	10,729.03	493.15			16,013.25	

Outstanding Balances by Month as at 30/06/2021

A/C Code	Customer Name	Balance	Jun 2021	May 2021	Apr 2021	Prior Months	On A/c Pymnts
Ledger No 1, Sales Ledger 1							
ALL SAINTS	SAINTS	132.72	0.00	0.00	132.72	0.00	0.00
BABY	BABY	590.40	590.40	0.00	0.00	0.00	0.00
BRASSEAU	BRA	3,935.10	0.00	0.00	0.00	3,935.10	0.00
COTTON	TRAINMASTER	91.20	0.00	91.20	0.00	0.00	0.00
DISCOKATE	DIS	264.00	0.00	0.00	0.00	264.00	0.00
GDAVIES	GDAVIES	70.00	70.00	0.00	0.00	0.00	0.00
HILL A	HILL	261.00	0.00	0.00	0.00	261.00	0.00
KETTLERCIS	KET	18.00	0.00	0.00	0.00	18.00	0.00
LIBRARY	FLEET	15,497.66	0.00	15,497.66	0.00	0.00	0.00
LT DANCE	LTD	-500.00	0.00	0.00	0.00	0.00	-500.00
MERRICK	MER	18.00	18.00	0.00	0.00	0.00	0.00
PARAFIT	PARA	120.00	48.00	72.00	0.00	0.00	0.00
PRE	AF	826.50	0.00	826.50	0.00	0.00	0.00
REJINIAK	REJI	115.50	0.00	33.00	0.00	82.50	0.00
ROCKFIT	ALLAN	122.40	0.00	0.00	0.00	122.40	0.00
SMT	MARKET TRADERS	780.00	780.00	0.00	0.00	0.00	0.00
TIDY	MUMMABFIT	0.08	0.00	0.00	0.00	0.08	0.00
Total Sales Ledger No 1		22,342.56	1,506.40	16,520.36	132.72	4,683.08	-500.00
TOTAL SALES LEDGER BALANCES		22,342.56	1,506.40	16,520.36	132.72	4,683.08	-500.00

MTD Enabled - Do Not Manually Submit to HMRC

Date: 13/07/2021

Fleet Town Council Current Year

Page 1

Time: 14:50

VAT Return: 01/04/2021 - 30/06/2021

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		1		5,715.00	5,715.00	0.00
Sales Ledger	1	770	2		3,211.89	3,211.89	0.00
Cashbook	1		2		7,240.00	7,240.00	0.00
Cashbook	1		3		6,850.00	6,850.00	0.00
OUTPUT			Total Rate:	E	23,016.89	23,016.89	0.00
Cashbook	1		1		721.00	686.68	34.32
Cashbook	1		2		2,758.50	2,627.14	131.36
Cashbook	1		3		2,811.50	2,677.61	133.89
OUTPUT			Total Rate:	F	6,291.00	5,991.43	299.57
Sales Ledger	1	764	1		961.62	801.35	160.27
Sales Ledger	1	765	1		1,941.84	1,618.20	323.64
Sales Ledger	1	766	1		306.00	255.00	51.00
Cashbook	1		1		3,664.82	3,054.01	610.81
Sales Ledger	1	767	2		15,497.66	12,914.72	2,582.94
Sales Ledger	1	768	2		3,275.48	2,729.57	545.91
Sales Ledger	1	769	2		2,137.80	1,781.50	356.30
Sales Ledger	1	770	2		1,962.00	1,635.00	327.00
Sales Ledger	1	771	2		1,632.00	1,360.00	272.00
Cashbook	1		2		2,689.91	2,241.57	448.34
Sales Ledger	1	772	3		1,672.20	1,393.50	278.70
Sales Ledger	1	773	3		76.00	63.33	12.67
Sales Ledger	1	775	3		840.00	700.00	140.00
Sales Ledger	1	777	3		510.00	425.00	85.00
Sales Ledger	1	779	3		1,988.86	1,657.39	331.47
Cashbook	1		3		2,155.52	1,796.26	359.26
OUTPUT			Total Rate:	S	41,311.71	34,426.40	6,885.31
Cashbook	1		1		5.95	5.95	0.00
OUTPUT			Total Rate:	Z	5.95	5.95	0.00
Purchase Ledger	1	963	2		340.00	340.00	0.00
INPUT			Total Rate:	E	340.00	340.00	0.00
Purchase Ledger	1	956	1		26.11	24.86	1.25
Cashbook	1		1		195.14	185.85	9.29
Purchase Ledger	1	961	2		43.64	41.57	2.07
Purchase Ledger	1	963	2		127.95	121.84	6.11
Cashbook	1		2		292.23	278.32	13.91
Purchase Ledger	1	964	3		159.90	152.28	7.62
INPUT			Total Rate:	F	844.97	804.72	40.25

MTD Enabled - Do Not Manually Submit to HMRC

Date: 13/07/2021

Fleet Town Council Current Year

Page 2

Time: 14:50

VAT Return: 01/04/2021 - 30/06/2021

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	956	1		15,099.93	12,583.28	2,516.65
Purchase Ledger	1	958	1		8,449.32	7,041.10	1,408.22
Cashbook	1		1		2,244.99	1,870.83	374.16
Purchase Ledger	1	959	2		30,357.39	25,297.84	5,059.55
Purchase Ledger	1	961	2		6,168.06	5,140.05	1,028.01
Purchase Ledger	1	963	2		9,446.93	7,872.42	1,574.51
Cashbook	1		2		2,772.46	2,310.38	462.08
Purchase Ledger	1	964	3		33,098.64	27,582.21	5,516.43
Purchase Ledger	1	967	3		4,254.26	3,545.21	709.05
Purchase Ledger	1	968	3		1,814.29	1,511.91	302.38
Cashbook	1		3		3,835.80	3,196.47	639.33

INPUT	Total Rate:	S	117,542.07	97,951.70	19,590.37
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Purchase Ledger	1	956	1		18,320.20	18,320.20	0.00
Cashbook	1		1		516.30	516.30	0.00
Purchase Ledger	1	959	2		3,095.25	3,095.25	0.00
Purchase Ledger	1	961	2		1,306.73	1,306.73	0.00
Cashbook	1		2		876.15	876.15	0.00
Purchase Ledger	1	964	3		11,565.60	11,565.60	0.00
Purchase Ledger	1	967	3		181.64	181.64	0.00
Purchase Ledger	1	968	3		18,335.00	18,335.00	0.00
Cashbook	1		3		738.40	738.40	0.00

INPUT	Total Rate:	Z	54,935.27	54,935.27	0.00
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VAT Return Summary:	Total Outputs	70,625.55	63,440.67	7,184.88
	Total Inputs	173,662.31	154,031.69	19,630.62

VAT due in the period on sales and other outputs	Box 1	7,184.88
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	2	0.00
Total VAT due	3	7,184.88

VAT reclaimed in the period on purchases and other inputs (including acquisitions in Northern Ireland from EU member states)	4	19,630.62
Net VAT to reclaim from HMRC	5	12,445.74

Total value of sales and all other outputs excluding any VAT	6	63,440.00
Total value of purchases and all other inputs excluding any VAT	7	154,031.00

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

List of Purchase Ledger Payments for Month 3

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BAKERS	W.C.Baker & Son Limited						
02091/W.C.Baker & Son Limited	31/05/2021	02091	1	43.66	0.00	43.66	0.00
					0.00	43.66	
Above paid on 10/06/2021 by Online Payment Ref BAKERS							
BENC	Ben Crane						
EXP BC MAR-MAY21/Ben Crane	02/06/2021	EXP BC MAR-MAY21	1	62.28	0.00	62.28	0.00
					0.00	62.28	
Above paid on 10/06/2021 by Online Payment Ref BENC							
BIFFA	Biffa Waste Services Ltd						
227T19287/Biffa Waste Services	21/05/2021	227T19287	1	602.40	0.00	602.40	0.00
227T19288/Biffa Waste Services	21/05/2021	227T19288	1	108.14	0.00	108.14	0.00
227T19289/Biffa Waste Services	21/05/2021	227T19289	1	98.59	0.00	98.59	0.00
227T19290/Biffa Waste Services	21/05/2021	227T19290	1	494.99	0.00	494.99	0.00
227T19291/Biffa Waste Services	21/05/2021	227T19291	1	39.60	0.00	39.60	0.00
					0.00	1,343.72	
Above paid on 10/06/2021 by Online Payment Ref BIFFA							
CIA	CIA FIRE & SECURITY LTD						
230143/CIA FIRE & SECURITY LTD	02/06/2021	230143	1	955.20	0.00	955.20	0.00
					0.00	955.20	
Above paid on 10/06/2021 by Online Payment Ref CIA							
EMMAE	Emma Evans						
EXP EE MAY2021/Emma Evans	26/05/2021	EXP EE MAY2021	1	8.55	0.00	8.55	0.00
					0.00	8.55	
Above paid on 10/06/2021 by Online Payment Ref EmmaEvans							
HCC	Hampshire County Council						
3611358122/Hampshire County Co	02/06/2021	3611358122	1	11,117.37	0.00	11,117.37	0.00
					0.00	11,117.37	
Above paid on 10/06/2021 by Online Payment Ref HCC							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MINTNETWORK Mint Network Ltd							
04211646/Mint Network Ltd	08/05/2021	04211646	1	141.62	0.00	141.62	0.00
					0.00	141.62	
Above paid on 10/06/2021 by Online Payment Ref MINTNETWORK							
NEIL PARK Neil Parker							
001/Neil Parker	11/05/2021	001	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 10/06/2021 by Online Payment Ref NEILPARK							
NIGELJEFFR Nigel Jeffries Landscapes Limited							
13322/Nigel Jeffries Landscape	16/03/2021	13322	1	60.00	0.00	60.00	0.00
13613/Nigel Jeffries Landscape	31/05/2021	13613	1	13,157.24	0.00	13,157.24	0.00
13625/Nigel Jeffries Landscape	27/05/2021	13625	1	1,110.00	0.00	1,110.00	0.00
13626/Nigel Jeffries Landscape	27/05/2021	13626	1	540.00	0.00	540.00	0.00
13633/Nigel Jeffries Landscape	27/05/2021	13633	1	696.00	0.00	696.00	0.00
13634/Nigel Jeffries Landscape	27/05/2021	13634	1	594.00	0.00	594.00	0.00
13673/Nigel Jeffries Landscape	09/06/2021	13673	1	2,964.00	0.00	2,964.00	0.00
					0.00	19,121.24	
Above paid on 10/06/2021 by Online Payment Ref NIGELJEFFR							
NRG DIGIT NRG Digital Ltd							
INV-01736/NRG Digital Ltd	25/05/2021	INV-01736	1	4,200.00	0.00	4,200.00	0.00
					0.00	4,200.00	
Above paid on 10/06/2021 by Online Payment Ref NRGDIGIT							
PEGASUS Pegasus Building Services Herriard Ltd							
SI-274/Pegasus Building Servic	24/05/2021	SI-274	1	87.08	0.00	87.08	0.00
SI-276/Pegasus Building Servic	27/05/2021	SI-276	1	72.00	0.00	72.00	0.00
SI-280/Pegasus Building Servic	07/06/2021	SI-280	1	45.14	0.00	45.14	0.00
SI-282/Pegasus Building Servic	08/06/2021	SI-282	1	83.31	0.00	83.31	0.00
					0.00	287.53	
Above paid on 10/06/2021 by Online Payment Ref PEGASUS							

List of Purchase Ledger Payments for Month 3

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
PRIMA CH Cleaning Services							
001336/CH Cleaning Services	31/05/2021	001336	1	1,530.00	0.00	1,530.00	0.00
001337/CH Cleaning Services	31/05/2021	001337	1	687.12	0.00	687.12	0.00
001338/CH Cleaning Services	31/05/2021	001338	1	419.82	0.00	419.82	0.00
001339/CH Cleaning Services	31/05/2021	001339	1	126.18	0.00	126.18	0.00
001340/CH Cleaning Services	31/05/2021	001340	1	126.18	0.00	126.18	0.00
001341/CH Cleaning Services	31/05/2021	001341	1	126.18	0.00	126.18	0.00
001342/CH Cleaning Services	31/05/2021	001342	1	140.22	0.00	140.22	0.00
					0.00	3,155.70	
Above paid on 10/06/2021 by Online Payment Ref CHCleaning							
PRINCESTN Alan Prince-Princestones							
CARTER ASHES/Alan Prince-Princ	27/05/2021	CARTER ASHES	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 10/06/2021 by Online Payment Ref PRINCESTN							
SDSL Safe Data Storage Ltd							
39636/Safe Data Storage Ltd	01/06/2021	39636	1	396.00	0.00	396.00	0.00
					0.00	396.00	
Above paid on 10/06/2021 by Online Payment Ref SDSL							
SGPOS SG POS/Shelfguard Systems							
INV-17448/SG POS/Shelfguard Sy	01/06/2021	INV-17448	1	84.00	0.00	84.00	0.00
					0.00	84.00	
Above paid on 10/06/2021 by Online Payment Ref SGPOS							
SIAN Sian Taylor							
MAY2021 ST/Sian Taylor	08/06/2021	MAY2021 ST	1	63.54	0.00	63.54	0.00
					0.00	63.54	
Above paid on 10/06/2021 by Online Payment Ref SIANT							
SUX HR HUB The Sussex HR Hub Ltd							
INV-0687/The Sussex HR Hub Ltd	01/06/2021	INV-0687	1	109.20	0.00	109.20	0.00
					0.00	109.20	
Above paid on 10/06/2021 by Online Payment Ref TheSussexH							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TICKETSOLV TicketSolve Ltd							
21040025/TicketSolve Ltd	30/04/2021	21040025	1	38.86	0.00	38.86	0.00
					0.00	38.86	
Above paid on 10/06/2021 by Online Payment Ref TICKETSOLV							
TOTGAS Total Gas & Power Ltd							
239494601/21/Total Gas & Power	09/06/2021	239494601/21	1	2,289.96	0.00	2,289.96	0.00
239592050/21/Total Gas & Power	09/06/2021	239592050/21	1	134.01	0.00	134.01	0.00
239592260/21/Total Gas & Power	09/06/2021	239592260/21	1	25.89	0.00	25.89	0.00
					0.00	2,449.86	
Above paid on 10/06/2021 by Online Payment Ref TOTGAS							
UWR United Washrooms Limited							
HI584778/United Washrooms Limi	01/06/2021	HI584778	1	130.69	0.00	130.69	0.00
HI584851/United Washrooms Limi	01/06/2021	HI584851	1	628.92	0.00	628.92	0.00
					0.00	759.61	
Above paid on 10/06/2021 by Online Payment Ref UWR							
VITAPLAY Vita Play Limited							
2909/Vita Play Limited	28/05/2021	2909	1	286.20	0.00	286.20	0.00
					0.00	286.20	
Above paid on 10/06/2021 by Online Payment Ref VITAPLAY							
CBS Comfort Building Services Ltd							
49428/Comfort Building Service	08/06/2021	49428	1	988.80	0.00	988.80	0.00
49429/Comfort Building Service	08/06/2021	49429	1	509.47	0.00	509.47	0.00
					0.00	1,498.27	
Above paid on 22/06/2021 by Online Payment Ref CBS							
CHARTERLIT Charterlith the Printers							
15369/Charterlith the Printers	10/06/2021	15369	1	475.20	0.00	475.20	0.00
					0.00	475.20	
Above paid on 22/06/2021 by Online Payment Ref CHARTERLIT							

List of Purchase Ledger Payments for Month 3

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CHUBB Chubb Fire & Security Limited							
8806967/Chubb Fire & Security	11/06/2021	8806967	1	120.32	0.00	120.32	0.00
					0.00	120.32	
Above paid on 22/06/2021 by Online Payment Ref CHUBB							
CONNECT Connect Computer Consultants Ltd							
2529/Connect Computer Consulta	14/06/2021	2529	1	432.00	0.00	432.00	0.00
					0.00	432.00	
Above paid on 22/06/2021 by Online Payment Ref CONNECT							
COORS Molson Coors Brewing Co (UK) Ltd-ROP							
906050577/Molson Coors Brewing	08/06/2021	906050577	1	699.89	0.00	699.89	0.00
					0.00	699.89	
Above paid on 22/06/2021 by Online Payment Ref COORS							
DAN DUNK Dan Dunk							
EXP DD JUN2021/Dan Dunk	15/06/2021	EXP DD JUN2021	1	22.64	0.00	22.64	0.00
					0.00	22.64	
Above paid on 22/06/2021 by Online Payment Ref DANDUNK							
PEGASUS Pegasus Building Services Herriard Ltd							
SI-287/Pegasus Building Servic	10/06/2021	SI-287	1	61.35	0.00	61.35	0.00
					0.00	61.35	
Above paid on 22/06/2021 by Online Payment Ref PEGASUS							
PRINCESTN Alan Prince-Prinestones							
BONNER ASHES/Alan Prince-Princ	03/03/2021	BONNER ASHES	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 22/06/2021 by Online Payment Ref PRINCESTN							
ROUPCYCLE Roupcycle Ltd							
INV-5344/Roupcycle Ltd	18/06/2021	INV-5344	1	180.00	0.00	180.00	0.00
					0.00	180.00	
Above paid on 22/06/2021 by Online Payment Ref ROUPCYCLE							

List of Purchase Ledger Payments for Month 3

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SURREYHILL Surrey Hills Solicitors LLP							
5277/Surrey Hills Solicitors L	18/06/2021	5277	1	399.00	0.00	399.00	0.00
					0.00	399.00	
Above paid on 22/06/2021 by Online Payment Ref SURREYHILL							
VIKING VIKING DIRECT							
329986/VIKING DIRECT	27/04/2021	329986	1	42.14	0.00	42.14	0.00
358242/VIKING DIRECT	30/04/2021	358242	1	99.19	0.00	99.19	0.00
477574/VIKING DIRECT	20/05/2021	477574	1	71.23	0.00	71.23	0.00
523509/VIKING DIRECT	27/05/2021	523509	1	70.49	0.00	70.49	0.00
590743/VIKING DIRECT	09/06/2021	590743	1	48.44	0.00	48.44	0.00
					0.00	331.49	
Above paid on 22/06/2021 by Online Payment Ref VIKING							
VIMTO Vimto Limited							
OP/I497533/Vimto Limited	02/06/2021	OP/I497533	1	115.74	0.00	115.74	0.00
					0.00	115.74	
Above paid on 22/06/2021 by Online Payment Ref VIMTO							
BRAND Brand Pest Control							
2154/Brand Pest Control	24/06/2021	2154	1	48.00	0.00	48.00	0.00
					0.00	48.00	
Above paid on 30/06/2021 by Online Payment Ref BRAND							
CLOVER GRM Clover Germany GmbH							
PP21000519/Clover Germany GmbH	28/06/2021	PP21000519	1	26.00	0.00	26.00	0.00
					0.00	26.00	
Above paid on 30/06/2021 by Online Payment Ref CLOVERGRM							
E-MAN E-Mango							
INV_30544/E-Mango	30/04/2021	INV_30544	1	144.00	0.00	144.00	0.00
					0.00	144.00	
Above paid on 30/06/2021 by Online Payment Ref E-Mango							

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HCC	Hampshire County Council						
3650006581/Hampshire County Co	21/06/2021	3650006581	1	18,309.00	0.00	18,309.00	0.00
					0.00	18,309.00	
Above paid on 30/06/2021 by Online Payment Ref HCC							
MINTNETWOR	Mint Network Ltd						
05211646/Mint Network Ltd	10/06/2021	05211646	1	130.57	0.00	130.57	0.00
					0.00	130.57	
Above paid on 30/06/2021 by Online Payment Ref MINTNETWOR							
NPTREE	NP Tree Management Ltd						
2180/NP Tree Management Ltd	23/06/2021	2180	1	384.00	0.00	384.00	0.00
					0.00	384.00	
Above paid on 30/06/2021 by Online Payment Ref NPTREE							
PEGASUS	Pegasus Building Services Herriard Ltd						
SI-294/Pegasus Building Servic	24/06/2021	SI-294	1	1,107.72	0.00	1,107.72	0.00
					0.00	1,107.72	
Above paid on 30/06/2021 by Online Payment Ref PEGASUS							
Total Purchase Ledger Payments for Month 3					0.00	69,409.33	

List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2021	British Telecom/BT Group PLC	DD	159.58		Harlington&CafeWifi 01-31May21
10/06/2021	BACS P/L Pymnt Page 1875	BACS Pymnt	44,824.14		BACS P/L Pymnt Page 1875
10/06/2021	HSBC	DDR	48.04		ELECTR BKG CHARGES Apr 2021
10/06/2021	HSBC	DDR	12.42		ELECTR BKG CHARGES Apr 2021
14/06/2021	FDMS/Paymentsense	DD	37.94		MonthlyServiceFeeHCEventsMay21
14/06/2021	FDMS/Paymentsense	DD	24.95		MonthlyServiceFeeHCEventsMay21
14/06/2021	CommercialCards/HSBC	DD	58.82		CommercialCard PACA May/Jun21
14/06/2021	CommercialCards/HSBC	DD	1,293.90		CommercialCard OS&FM May/Jun21
14/06/2021	CommercialCards/HSBC	DD	1,639.23		CommercialCard DM HC May/Jun21
14/06/2021	CommercialCards/HSBC	DD	764.22		CommercialCard TechS May/Jun21
15/06/2021	Legal and General	DD	3,647.04		Payroll June2021
16/06/2021	GLOBAL PAYMENTS	DD	74.50		MonthlySrvFHCE 1-31May21/Inv53
18/06/2021	Fleet Town Council	DDR	21,644.28		Payroll June 2021
21/06/2021	CENT COMP MANG LTD/LivePay	DD	134.40		Payroll records process Apr21
22/06/2021	BACS P/L Pymnt Page 1879	BACS Pymnt	4,435.90		BACS P/L Pymnt Page 1879
22/06/2021	Inland Revenue	DDR	7,087.39		Payroll June 2021
25/06/2021	PAYMENTSSENSE LTD	DD	113.94		MonthlyServiceFeeHCEventsMay21
25/06/2021	PAYMENTSSENSE LTD	DD	17.88		MonthlyServiceFeeHCEventsJun21
25/06/2021	BOC MANCHESTER ACC	DD	38.66		HCEvGas for HarlingtonBarMay21
29/06/2021	PAY AND SHOP	DD	22.80		TransactionChargesHCEvnt May21
29/06/2021	HSBC	DDR	24.68		HSBC Total Charges 8May-7Jun21
30/06/2021	BACS P/L Pymnt Page 1881	BACS Pymnt	20,149.29		BACS P/L Pymnt Page 1881
30/06/2021	British Telecom/BT Group PLC	DD	159.58		Harlington&CafeWifi 01-30Jun21
30/06/2021	VODAFONE LTD	DD	33.80		Mobile Phones 18May-17Jun21
30/06/2021	BACS P/L Pymnt Page 1882	BACS Pymnt	4,214.16		BACS P/L Pymnt Page 1882
Total Payments			110,661.54		

ITEM 8

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as at 30 June 2021

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£914,530.15		
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	0.04%.	Interest paid into HSBC current account.
TOTAL	£2,464,530.23		

Please note

Interest received in June:





Nationwide	£16.44
CCLA	£27.07
Cambridge Building Society for the year Jan – Dec 2020	£140.57

Recommendation

1. To note the balances held in the Fleet Town Council Accounts
2. To reinvest £200,000 into Nationwide Building Society

Application for Grant Form

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

1.	Name of Organisation Address Bank Account details for payment Account Sort Code	Victim Support  
2.	Name, Address and Status of Contact & position E-mail address	Lisa Jones – Service Delivery Assistant As above 
3.	Telephone Number of Contact	
4.	Is the Organisation a Registered Charity?	Yes/No Charity Number: 298028
5.	Date of establishment of Organisation	1974
6.	Details of purpose of Grant (please use additional sheet to include details)	<p>To purchase security items that we provide free of charge to victims and their families such as personal alarms and small security items for the home -dummy CCTV, window or door alarms to make people feel safer in their homes.</p> <p>Victim Support offers free and confidential help to victims of crime, witnesses, their family and friends. We strive to deliver a local approach to our service – residents of Fleet are supported by locally trained staff and volunteers ensuring a professional service with a local knowledge. Our trained volunteers offer someone to talk to in confidence, information on police and court procedures, practical items such as personal alarms and small security items for the home (dummy CCTV, window or door alarms to make people feel safer in their homes) and help in dealing with other organisations.</p> <p>Residents supported via our community based service receive immediate emotional and practical support when they are contacted by our team. At this point we discuss how the crime has impacted the individual and what support we can provide to help that person cope and recover. Support can include advocacy, personal alarms and window/door alarms, referrals to other specialist agencies, if appropriate and information provision.</p>

7.	Amount applied for	£ 200					
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>Last year we supported approximately 200 Fleet residents and we would not expect this number to differ year on year.</p> <p>We conduct surveys with the people we support which are designed to measure the difference made by our service. Victim Support aims to get feedback from 100% of its clients. The feedback is evaluated on a regular basis to ensure that the service we provide is of value and helps to make a difference. Victim Support speaks out as a national voice for victims and witnesses and campaigns for change.</p>					
9.	Projected income and expenditure of project/event	<p>Ongoing however £100 could purchase 20 fake CCTV cameras, 62 window alarms, 42 door handle alarms or 55 segment timers that can help to make people feel safer in their homes. It could also purchase 62 personal alarms to aid victim's confidence to feel safer and find the strength to move forward after crime. This demonstrates what could be purchased but the final combination of items would be chosen to best reflect the needs of the victims we work with.</p>					
10.	Details of any other grants applied for this project/event/activity and status	Body	Amount	Date applied	Approved	Refused	Pending
		<p>We apply annually to town and parish councils in the area we cover with varying levels of success</p>					
11.	If your Grant application to Fleet Town Council is not successful how will the event/project still go ahead? If so how?	<p>Without local support from Parish Councils we would need to use our supply of security items more sparingly which would mean that not every combination of items could be chosen to best reflect the needs of the victims we work with</p>					
12.	Details of any previous Grant awarded to your organisation by Fleet Town Council.	<p>Fleet Town Council very kindly awarded Victim Support a grant of £200 in the financial years 2017/18, 2019/20 and 2020/21</p>					
13.	How will you publically acknowledge Fleet Town Council's contribution?	<p>Our annual report is usually published around August each year and includes a list of donors for the year</p>					

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

Signed

Date 06/05/21

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	
Copy of most recent Bank Statement for all accounts	Yes	
Safeguarding Policy	Yes	

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?		

Application for Grant Form

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

1.	Name of Organisation Address Bank Account details for payment Account Sort Code	Victim Support 21A Hursley Road Chandlers Ford Hants SO53 2FS 04115819 30-00-02
2.	Name, Address and Status of Contact & position E-mail address	Lisa Jones – Service Delivery Assistant As above hiow.areaoffice@victimsupport.org.uk
3.	Telephone Number of Contact	0808 178 1641
4.	Is the Organisation a Registered Charity?	Yes/No Charity Number: 298028
5.	Date of establishment of Organisation	1974
6.	Details of purpose of Grant (please use additional sheet to include details)	<p>To purchase security items that we provide free of charge to victims and their families such as personal alarms and small security items for the home -dummy CCTV, window or door alarms to make people feel safer in their homes.</p> <p>Victim Support offers free and confidential help to victims of crime, witnesses, their family and friends. We strive to deliver a local approach to our service – residents of Fleet are supported by locally trained staff and volunteers ensuring a professional service with a local knowledge. Our trained volunteers offer someone to talk to in confidence, information on police and court procedures, practical items such as personal alarms and small security items for the home (dummy CCTV, window or door alarms to make people feel safer in their homes) and help in dealing with other organisations.</p> <p>Residents supported via our community based service receive immediate emotional and practical support when they are contacted by our team. At this point we discuss how the crime has impacted the individual and what support we can provide to help that person cope and recover. Support can include advocacy, personal alarms and window/door alarms, referrals to other specialist agencies, if appropriate and information provision.</p>

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

Signed.....

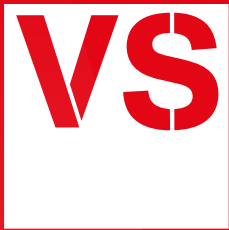
Date 06/05/21

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	
Copy of most recent Bank Statement for all accounts	Yes	
Safeguarding Policy	Yes	

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?		



In our work we see the devastating impact that crime can have on victims, on their families and friends and on whole communities. But we also see their strength, their courage, their determination and their resilience.

2019–20 ANNUAL REPORT & ACCOUNTS

It's our role to support people affected by crime and traumatic incidents, to empower them, to provide specialist help and to ensure they know their rights. By doing this we can play our part helping them move beyond crime.

We provide free specialist support to anyone in England and Wales affected by crime or traumatic events.

For those who choose to report, and for those who don't.

We are independent. You don't need to report the crime to the police to get our help.

For those who want to give their name, and for those who want to remain anonymous.

We offer a confidential service and there is no need to give your name if you don't want to.

For those who want to contact us in the day, and for those who want to contact us at night.

We're available 24 hours a day, seven days a week.

For those who want help now, and for those who want help in the future.

We are here whenever you need help and for as long as help is required.

Supportline: 08 08 16 89 111
FREE CONFIDENTIAL INDEPENDENT

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WELCOME

Crime can affect anyone, and for some people life is never the same again.

This year our teams of committed staff and volunteers were in contact with **730,515** victims of crime and went on to advise and support **112,586** people through our multi-crime, integrated and crime-specific services for people who have experienced homicide, domestic abuse, sexual violence, historic abuse, modern day slavery, fraud and hate crime. Over **803,000** people visited our website to find information and support and our **24/7** National Contact Centre had over **88,500** phone calls, emails and live chat sessions.

We were delighted to welcome our patron, Her Royal Highness, The Princess Royal to open our LiveLink service in West Yorkshire – enabling victims of domestic abuse to give evidence in court via video streaming. We marked one year of the new London Victim and Witness Service which brings together key areas of support for victims and witnesses through a single integrated service, successfully bid for multi-crime contracts in Norfolk & Suffolk, Gloucestershire and Dorset, and launched a new scheme to upskill local businesses and organisations to help recognise, engage and support victims and survivors in Lancashire. In West Yorkshire we achieved Lime Culture's accreditation for our sexual violence service and we were proud to be the first service in the country to achieve accreditation for our service for male survivors.

The numbers of people we helped and the innovations and accreditations are only important if they make a difference to the lives of people affected by crime. In this year, 2019–20, those receiving our services told us that our services did make a real difference to them. They felt better informed about the support available and the options open to them (**85%**), they felt safer following our help and support (**72%**), were better able to cope (**73%**) and reported their wellbeing had improved (**73%**).

We achieved a significant media profile this year with over **4,889** articles featured in the press, giving a voice to people who have experienced crime. We responded to government consultations, including on revisions to the Victims' Code, domestic abuse accommodation services and the *Online Harms* White Paper. We published several important research reports including *Trapped* – a report highlighting the needs and services for domestic abuse survivors.

The end of this year was turbulent due to the Coronavirus pandemic. As the nation came together, so did our teams. Our Communities of Practice, made up of specialist staff from all over England and Wales, came together to help adapt our services to the changing nature and experience of crime during the Covid-19 lockdown. We adapted the way we delivered our services and produced extensive guidance materials to specifically address the new needs we were seeing from people most impacted by the situation. These included people locked down in abusive relationships, information for individuals and community groups on new types of fraud and Covid-19 related scams, and guidance around rising incidents of antisocial behaviour and hate crime.

At the best of times victims face a postcode lottery when it comes to support from different providers and funders, but even more so during a lockdown. We were pleased to be able to offer support to anyone in England and Wales who needed our help through our community service or our 24/7 telephone and live chat services, as well as our newly launched online resource, *My Support Space* – an innovative solution to help people access personalised information, ideas and tips and allow them to reflect on their feelings after crime and understand how they can support themselves. *My Support Space* includes topics such as difficult emotions, coping strategies, trauma and sleep. These are all common issues that people may experience after crime, but were even more important during the beginning of the Coronavirus pandemic, where many victims found the justice process essentially paused. *My Support Space* is proving to be a popular resource and will help thousands of victims and survivors in the future.

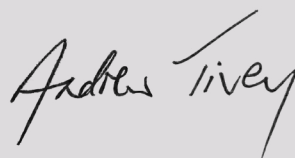
Covid-19 was, and at the time of writing continues to be, challenging for everyone, including staff and volunteers. We worked tirelessly to keep pace with the changing Covid-19 guidance, and we acted with understanding, compassion and transparency to keep our teams safe while continuing to provide a vital service to our clients. We are pleased that a survey of our teams reflects this (see page 23).

As we look to the future we know that we will need to continue to change and evolve. The type of crime people experience is changing. More crime is taking place online with police-recorded crime showing a rise in fraud and computer misuse. High harm crimes are also increasing, including violent crime and knife crime. With public services under strain we have seen an increasingly complex profile of users come to our services with more and varied needs. At the same time there are significant challenges to overcome. Many victims do not report the crime they experienced and others distrust or do not wish to engage with the criminal justice system. Only 9% of offences are charged or summonsed and six out of ten victims do not receive their rights under the Victims' Code. It is in this context that we have launched our 2020–23 strategy (see page 22).

Despite the challenges posed by Covid-19, we begin 2020–21 in a strong financial position. We would like to say a huge thank you, not only to our staff and volunteers for their dedication to providing services, but to our funders and supporters whose understanding and unwavering support has been greatly appreciated at this uncertain time.



Diana Fawcett
Chief Executive Officer

Andrew Tivey
Chair of Trustees



¹ The Ministry of Justice provided funding to expand live chat and My Support Space to all of England and Wales.

ABOUT VICTIM SUPPORT

Who we are

Victim Support (VS) is an independent charity. We are dedicated to supporting people affected by crime and traumatic incidents in England and Wales, and we put them at the heart of our organisation.

Our purpose is to provide specialist help and services, to support people to cope and recover until they feel they are back on track with their lives. We work with clients in a way that suits them and ensure their voices are heard throughout their support and beyond.

As an organisation, victims, those close to them and witnesses to the crime are our focus and over the years we have developed unrivalled expertise as to their needs and aspirations and their journey through the criminal justice system.

We are local

Our services are delivered locally through skilled staff and volunteers who are deeply rooted in these communities. We adapt our services to meet local needs and pride ourselves on being responsive to these needs and priorities.

We are national

Our local services benefit from secure technology, consistent quality standards and the ability to share insight and best practice. Our national reach enables us to research and evaluate what works and innovate and influence based on evidence.

We are independent

We are independent of the government, the police, local authorities and the criminal justice system. This is hugely important as we know that some victims may distrust the criminal justice system and others, particularly those from some minority communities or people with mental health conditions, face barriers in reporting to the police.

We work closely with all these organisations and other specialist partner agencies to achieve our new vision: A world where there are fewer victims, but who have stronger rights, better support and a real influence in the criminal justice system.

We are LOCAL

We are NATIONAL

We are INDEPENDENT

What we do

We provide support, information and advocacy through our services

For many people crime can be life-changing. It can result in trauma, unhealthy coping strategies, issues around safety, sleeplessness, feelings of guilt, anger, shame, loss of confidence, and it can affect relationships with a partner, with family and friends and with work colleagues. It can also be hugely challenging to navigate the criminal justice system and know your rights and entitlements as a victim of crime.

Our teams offer tailored support to the individual and we draw from our vast array of knowledge, experience and resources to best support that person and to help move them beyond crime. This support includes offering information and advice, providing advocacy (including through the court process), help accessing financial assistance, emotional support to work through the complex emotions resulting from crime, practical support including those related to personal safety, access to restorative justice and referrals to other agencies.

Our local teams offer a variety of options for support including face-to-face, over the phone and online, through live chat. This, combined with our 24/7 Supportline, ensures that all victims, regardless of where they live, can get support from VS when they need it and in the way they want to receive it.

"You've been brilliant, [I] have had talking therapies before, they were no use for me, you have given me tools that help, thank you"

Victim of crime, Norfolk & Suffolk

"I don't know what I would have done without you. I could never have faced court without your support"

Victim of crime, Gloucestershire

"Your organisation has been a lifeline for me"

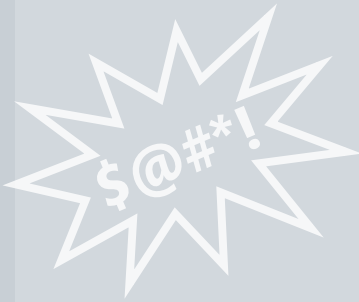
Victim of crime, Dorset

OUR SERVICES

Our multi-crime services are mostly universal services, meaning that these services are available to anyone in that area, regardless of the type of crime they have experienced.

Our integrated services are also available to anyone, but they combine teams who support all types of crime with those which focus on a particular type of crime. We also work closely with partner organisations to reach all communities and ensure that those affected get the most appropriate help and support.

Our crime-specific services focus on a particular type of crime or a particular group of people such as those listed below.



Antisocial behaviour

17 staff focusing on antisocial behaviour, along with staff in our multi-crime teams, provided support to over **1,500** people affected by antisocial behaviour. This included advocating for victims by speaking to different agencies on their behalf, helping them understand the process of tackling crime and antisocial behaviour, providing advice on personal safety and home security and supporting them through mediation and through the court process.



Children and young people

119 specialists across England and Wales supported children and young people aged **4–17** years old to be safer and less fearful, less likely to be re-victimised, less likely to engage in risky behaviours and more likely to move on from their experiences and make positive change.



Domestic abuse

216 Independent Domestic Violence Advisors and domestic abuse support staff, along with staff in our multi-crime teams, provided support to over **40,000** survivors. This included supporting them if they wish to report a crime, helping survivors navigate the criminal justice system and co-ordinating with health and other support services.



Fraud

11 fraud specialists in local areas and at our National Contract Centre, alongside staff in our multi-crime teams, supported over **7,000** people who experienced fraud. This included people supported as part of our work with several major high street banks. Anyone is susceptible to fraud, but the coronavirus pandemic resulted in a rise in the exploitation of particularly vulnerable people. Our team not only helped those who had been defrauded, they also shared information with partners, community organisations and individuals to try and keep people safe.



Hate crime

66 hate crime specialist staff and volunteers, alongside staff in our multi-crime teams, supported over **5,000** people who had experienced hate crime. This includes the team running the National Hate Crime Report and Support Centre Wales funded by the Welsh Government. The centre operates a third-party reporting centre where VS can report hate crimes to the police on behalf of a victim, or log them with the centre until they feel ready. The team have recently been commissioned to undertake research into Children and Young People's experience of hate crime, including accessing support and shaping future support.

The team are responsible for raising awareness of hate crime across sectors and communities, as well as monitoring key tensions such as hate related to the EU Referendum, the Covid-19 pandemic and much more. More information on the services can be found at www.reportheate.victimsupport.org.uk



Homicide

Over **80** staff, peer supporters and volunteers provide the National Homicide Service² in England and Wales, supporting families bereaved by murder and manslaughter at home and abroad. This year they supported nearly **1,500** people affected, helping them navigate the criminal justice system, providing emotional support and helping with immediate practical needs, such as assisting with funerals, childcare and legal issues such as probate.



Modern day slavery

Funding from the North Wales Police and Crime Commissioner allows us to support anyone over the age of 18 who has given their consent and who might be a victim of modern slavery. This includes helping them know their rights under domestic and international law, providing practical and emotional support, advocacy and helping them navigate the support system. The service also helps raise awareness of modern slavery and provides training to local organisations.



Sexual violence

32 Independent Sexual Violence Advisors helped survivors of sexual violence. They, along with our multi-crime teams, supported nearly **6,000** people who had been raped and nearly **12,000** people who had experienced other sexual offences. Survivors were supported to take the action they felt was right for them. This includes helping them if they choose to report the crime, coordinating with health and other support services, and supporting them through the criminal justice system.

More information on our services along with pilot projects and service innovations can be found on page 14.

We are the largest provider of crime-specific support services such as domestic abuse, sexual violence and hate crime in England and Wales

² The National Homicide Service is funded by the Ministry of Justice.

OUR VOICE

We are independent of the government, the police, local authorities and the criminal justice system. This independence allows us to speak out and champion victims' rights. We:

Speak with an informed national voice

Anonymised data from our services helps us continually innovate and provides a valuable and unique national overview for England and Wales. We use this data and the experience of victims in our reports to highlight injustices, failings or improvements that are needed within the criminal justice system.

Highlight voices of victims

Our work through social media and the media allows us to bring attention to the voice of victims.

Help shape legislation, policy and practice

Our response to government consultations, our input in stakeholder and sector groups allows us to influence and shape legislation, policy and practice.

Collaborate with other organisations

We work with other organisations to share information, to help provide joined-up services for those affected by crime, and to use our collective voice to call for change.

For more information on our work championing victims' rights see page 17.



INDEPENDENT

‘A Victims’ Law is desperately needed to end the current ‘lottery of support’ for people affected by crime’

We need to see a culture shift within the whole justice system, so that supporting victims stops being an optional guideline and becomes a legally enforceable right.

By Diana Fawcett
Wednesday 20 November 2019

Above: Chief Executive Officer of Victim Support, Diana Fawcett, wrote an article on the need for a victims' law. This was featured in *The Independent*.

TRUSTEES' ANNUAL REPORT

OUR YEAR IN NUMBERS

803,975

people visited the VS website



730,515

people were offered information and support



88,505

phone calls, emails and live chat conversations by our 24/7 National Contact Centre



112,586

people received support from our community-based services



51,299

people were supported after a violent crime



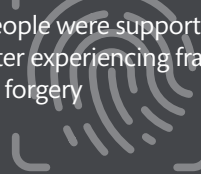
40,423

survivors of domestic violence were supported



7,074

people were supported after experiencing fraud or forgery



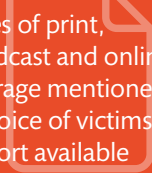
5,114

people were supported after experiencing hate crime



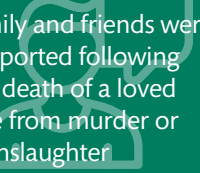
4,889

pieces of print, broadcast and online coverage mentioned VS, the voice of victims and support available



1,482

family and friends were supported following the death of a loved one from murder or manslaughter



5

research reports building understanding and knowledge of victims' experience



Following our help and support:

72% of people felt better able to cope

85% felt better informed about support and the options open to them

72% felt safer

73% said their wellbeing had improved

ACHIEVEMENTS AND PERFORMANCE

Every year we set ourselves ambitious objectives to ensure we are delivering the very best services possible and that we are continually improving as an organisation. Here's how we did...

We said:

We would provide victims and witnesses with high-quality practical and emotional support by maintaining and enhancing the quality, scope and reach of our services.

We did:

1. Develop a range of evidence-based support tools

Beyond Crime

We built on our evidence-based 'Beyond Crime' support tools by translating some of our existing workbooks into Polish. We produced animations on sleep, wellbeing and the impact of crime, and we shared these with our clients and through social media.

With funding from the Bell Foundation, three Beyond Crime animations were translated into Urdu as well as a video on how to support a friend who has been raped. Materials outlining the rights of victims have also been translated and an Urdu Facebook page has been set up.



2. Enhance our digital offer with new online resources for support and information

My Support Space

We built My Support Space in this financial year and launched it on 1 April 2020 as a result of a growing demand for personalised digital information relevant to people's experience of crime. This unique and secure online resource contains tailored information to help people manage the impact crime has had on them.

The content is designed to help people reflect on their feelings after crime and understand how they can support themselves. The interactive guides feature videos, techniques, activities and tips to help them explore each topic. They can also create an online diary to help them keep track of their progress and record what works for them.



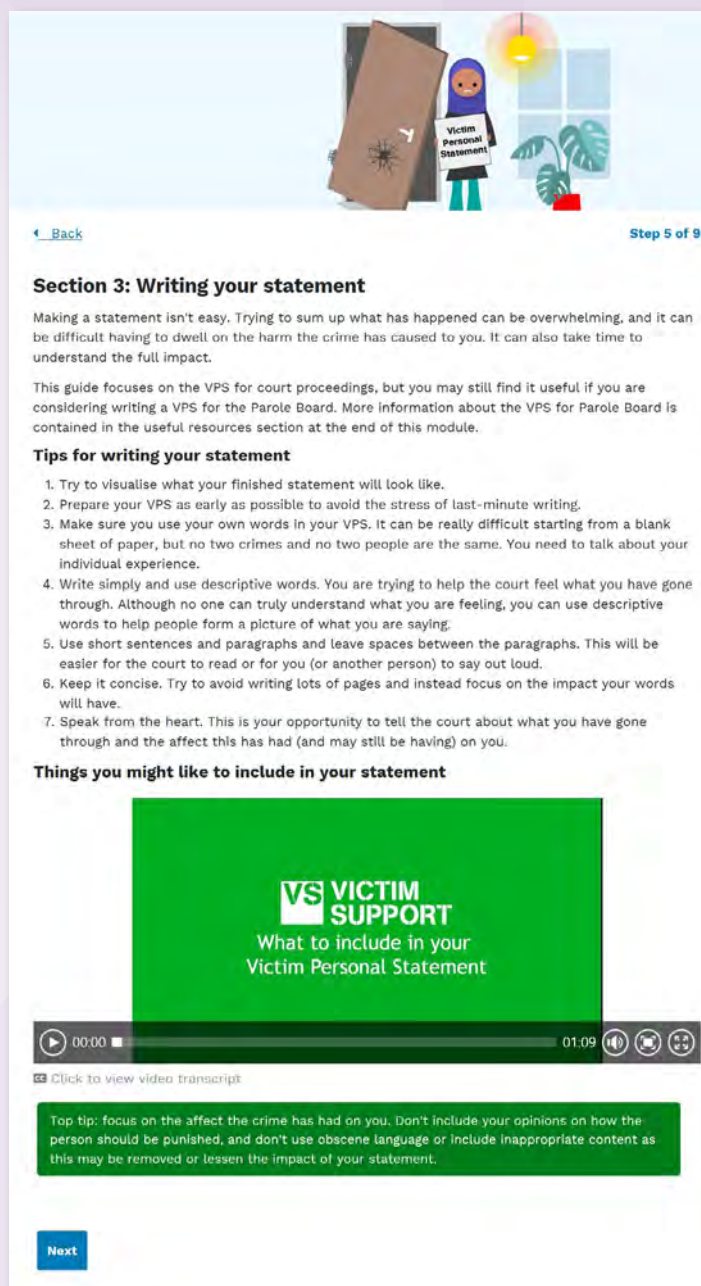
The guides cover topics such as sleep, trauma, difficult emotions, the justice system, wellbeing and talking to children after crime. Users can access My Support Space on their phone, tablet or PC.

SilverCloud

We purchased access to SilverCloud, a self-help platform based on cognitive behavioural therapy principles and techniques. This valuable resource is being offered to VS clients who feel this additional resource would help them with their wellbeing.

These resources build on our other digital support options including the VS website and our live chat service.

Key features of My Support Space



Above: Screen shot of a page of the Victim Personal Statement guide.

"I liked the simplicity of it. It was easy to navigate. This is extremely helpful to people like me who have experienced crime, particularly as it can be such a chaotic period in someone's life."

Victim of crime and My Support Space user

- My Support Space can be accessed on a phone, tablet or PC
- Security features include a one-click exit from the site, a ten minute time-out when not in use and two-factor authentication
- Recommended guides are generated for the user, relevant to the impact crime is having on them
- The guides are written in an accessible way and are divided up into bite-size chunks
- Guides are interactive containing clickable elements, responsive answers, videos, animations and top tips
- Each guide contains information and links to other sites that the user may find helpful. This includes government sites, NHS sites and other charitable organisations
- Live chat is integrated into My Support Space so users can launch a chat window and interact with a support worker if they wish to
- A diary feature is incorporated into My Support Space so users can document their thoughts or recovery journey.

3. Pilot new service and develop projects and initiatives

This year we piloted new services, projects and innovations. These included:

Victim Friendly Organisation scheme

This year a new scheme to upskill local businesses and organisations to help recognise, engage and support victims and survivors was launched in Lancashire.

Clive Grunshaw, Lancashire's Police and Crime Commissioner said: "Since this programme launched we have seen a really keen interest from organisations to get involved and become Victim Friendly Organisations, which provide another way for those who are victims of crime to access the help and support they need."

Organisations signed up to the scheme include Blackpool Transport IMO (Inspire, Motivate, Overcome), Out In The Bay (Morecambe LGBTQ+ charity) and Burnley Football Club.



Victims' strategies project

In Greater Manchester we've been pleased to work with the Mayor's Office and criminal justice partners on 'Victims' strategies' for complex operations and trials.

These have ensured that the needs and rights of victims are at the heart of how operations are managed, with tailored support (for example a 24 hour dedicated Supportline) in place for victims, witnesses and jurors in major high profile cases involving high-harm crime with multiple victims.



The Bereaved by Suicide project

This project was piloted in Berkshire with funding from Wokingham and Slough Borough Councils and the Berkshire Healthcare Foundation Trust.

To date, emotional and practical support has been provided to 30 families of people who have died by suicide.

An initial evaluation has been completed, speaking in depth to some of the people supported. Everyone recommended the service and almost all the participants highlighted support during the inquest process as really significant.

The funding for this project has been extended and we will now seek to explore how to better support BAME families following suicide as well as extend the reach of the project to different areas.



Turning the Spotlight programme

Our Turning the Spotlight programme in Cumbria was awarded national Respect accreditation, recognising the quality and standard of service provided.

The programme supports couples and families where low-level conflict, violence and abuse have been identified and also individuals who have caused (or are at risk of causing) harm. Caseworkers support the whole family to address issues that impact on their relationship and enable them to reflect on their behaviour and develop skills for change.

"I would 100% recommend the programme to other people and I think that if more people knew about it and the impact it has had on people's relationships that have finished the course more people would benefit and not be scared to engage." – Survivor and participant in Turning the Spotlight programme



London Victim and Witness Service (LVWS)

This year we marked the end of the first year of the LVWS service, an innovative and integrated service for London residents. Over the last 12 months we have risen to the challenge by providing a comprehensive package of support to victims and witnesses to help them cope and recover from the impact of crime, as well as providing an emergency responses to those impacted by the terrorist incidents at Fishmongers Hall and in Streatham.

Since 1 April 2019 to 31 March 2020 the service received over 170,000 referrals.

West Yorkshire Independent Sexual Violence Advisor (ISVA) service

This year our West Yorkshire ISVA service was awarded a quality mark accreditation from Lime Culture.

West Yorkshire Police and Crime Commissioner (PCC), Mark Burns-Williamson said:

"This year our West Yorkshire ISVA (Independent Sexual Violence Advisor) service was awarded a quality mark accreditation from Lime Culture."

"It represents the high standard of service offered to both male and female survivors of sexual assault, and rape of all ages across West Yorkshire."

"Anybody referred to the service is given the option of a male or female ISVA, with contact being made within 48 hours following an initial assessment."

"We are proud to be the first service in the county to get the accreditation for male survivors."

"Coupled with the opening of our new state of the art Sexual Assault Referral Centre (SARC) for West Yorkshire, we are making significant strides in supporting those who are most vulnerable across our communities."



Road Bereavement and Serious Injury project

Our Road Bereavement and Serious Injury project in the West Midlands supports bereaved families following the death of a loved one as a result of a road traffic collision.

This year, following the project's initial success, the remit of the project has been expanded to help survivors of road collisions who have suffered from life-changing injuries. Funding has now been extended until March 2021.

"Without the help I received from Becci (VS caseworker), I would not have been able to cope. She has been wonderful, nothing too much trouble, an absolute blessing."



West Yorkshire LiveLink service

In February the LiveLink service was launched in Wakefield, opened by our patron, Her Royal Highness, The Princess Royal.

The service, funded by West Yorkshire's Police and Crime Commissioner, enables victims of domestic abuse to give evidence in court via video streaming. This means victims in West Yorkshire do not have to attend a court building or risk coming into contact with the perpetrator.



We said:

We would ensure victims' voices are heard to bring about positive change by actively championing victims' and witnesses' interests through research and representation.

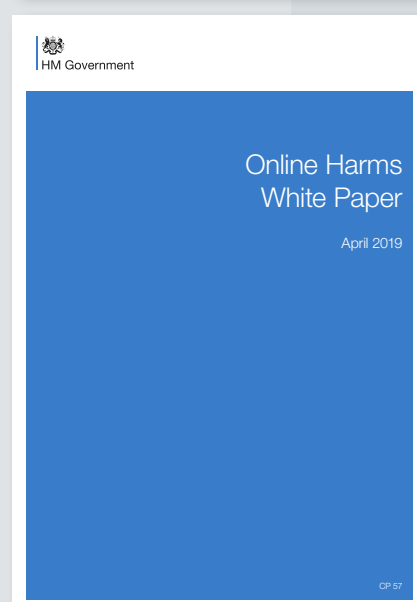
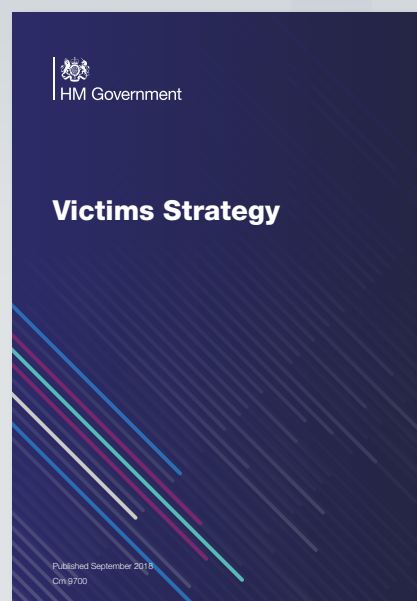
We did:

1. Continue to engage with decision makers to promote victims' interests and strengthen victims' rights.

We attended a number of high-profile consultation meeting and stakeholder groups held by the government, including on the implementation of the *Victims Strategy* and a Downing Street roundtable to discuss serious violence.

We responded to government consultations, including on revisions to the Victims' Code, domestic abuse accommodation services and the *Online Harms White Paper*.

We published our election manifesto *Make it right for victims* ahead of the 2019 general election in which we called for each political party to commit to improve support and strengthen the rights of victims of crime. Some of the priorities we highlighted were the need to 'bring forward a Victim's Law'. We published our research on this and shared this with stakeholders. Another key area is the urgent need to make the courts fit for purpose; we have actively contributed to the court reform programme to help secure improvements to the experience of victims and witnesses. In our election manifesto we called for the next government to introduce domestic abuse legislation 'at the soonest opportunity' and we signed a joint letter along with other charities calling for this, and for a full spectrum of specialist domestic abuse services to be available for all victims.



VS

VICTIM SUPPORT

Make it right for victims

General election 2019

One in five of us falls victim to crime every year. However, too often a criminal justice system designed to deliver justice fails to work for victims or do enough to meet their needs. Victims need a better deal.

Victim Support is calling on each political party to commit to improve support and strengthen the rights of victims of crime. We have set out four clear proposals to ensure that this happens and we call on the next government to:

- Bring forward a Victims' Law
- Introduce domestic abuse legislation
- Reform criminal injuries compensation
- Make the courts fit for purpose.

Reform criminal injuries compensation

Criminal injuries compensation makes a vital contribution to a victim's recovery, both in practical terms and as a formal recognition of the wrong that they have suffered. However, a number of unfair and archaic rules cause significant problems for victims and are in urgent need of revision:

- **Unspent convictions** - The rules governing the compensation scheme dictate that victims will have awards withheld or reduced where they have unspent criminal convictions. This rule particularly affects victims of child sexual abuse and exploitation, who are often targeted because they are vulnerable and lacking in adequate support and supervision or may go on to offend either as part of the abuse or as a result of it.
- **Consent** - As it is currently drafted, the Scheme compensates only those survivors who did not consent 'in fact' to the crime. This has been interpreted to mean that even the very youngest of children who have been victims of sexual abuse can be denied compensation if there is any evidence to suggest they complied with their abuser, even if their purported compliance was through fear or lack of understanding.
- **Time limits** - Largely, applications for compensation must be made within two years of the date of the incident. This causes problems for a number of victims, including those who do not report the offence immediately or who wait until the conclusion of a criminal trial in order to make a claim. The system must be clarified to ensure that victims do not lose out on compensation due to time constraints related to their circumstances.

Make the courts fit for purpose

For many victims, attending court can be a very stressful and daunting experience. Victims face long waits for trial, worry about coming face-to-face with the defendant and sometimes feel like they themselves are the ones in the dock. Too often the special measures that can assist them are not put in place and victims are not routinely referred back into support services post trial.

However, there are meaningful steps that can be taken to help make appearing in court less distressing and intimidating. We call on the next government to improve the court experience for victims by:

- Ensuring that victims and defendants have separate entrances and waiting rooms in all courts.
- Reducing the long waiting times for trial that cause distress for victims and undermine the effectiveness of the trial.
- Reforming the system of court ordered compensation which currently leaves the majority of payments unpaid after a year. The government should take responsibility for paying compensation owed to victims up front.
- Ensure that support is always available to victims post-trial. Following the conclusion of a criminal trial victims must be routinely offered the opportunity to be referred on to victim support services.

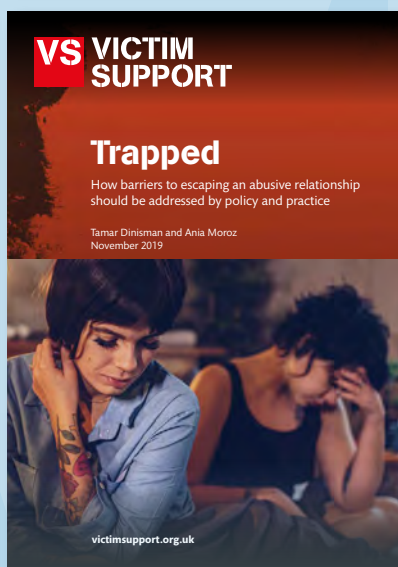
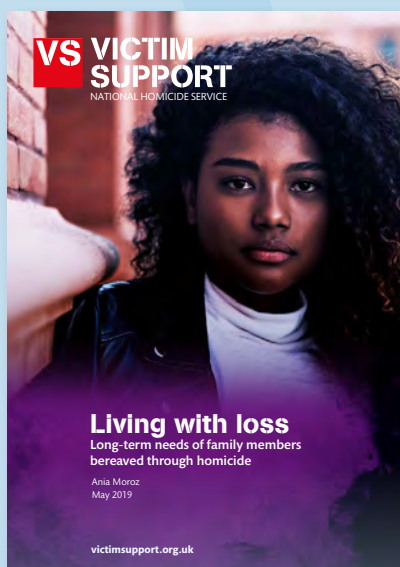
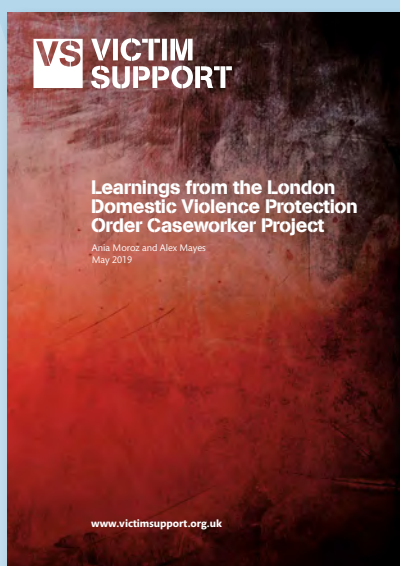
"Well, I'm still waiting now three years later. I want to move on and this is just making me kind of stuck."

"I was horrified. I felt bullied by his defence. I was told I was a liar. I was told to shut up. And it felt like I let myself down. I answered the questions the best that I could but I felt that I let myself down and that I did not get my point across. And then I left quite empty and drained."

2. Publish research to build understanding and knowledge of victims' experience.

We produced a number of research reports including:


- *Learnings from the London Domestic Violence Protection Order Caseworker Project*: focuses on the use and effectiveness of Domestic Violence Protection Orders (DVPO) and the delivery of our London DVPO caseworker project
- *Children and young people affected by hate crime in Wales*
- *Doing better for victims and witnesses with mental health problems in Kent*: a report exploring the experience of victims and witnesses with mental health problems in the criminal justice system in Kent
- *Living with loss*: reveals the long-term impacts and needs of family members bereaved through homicide
- *Trapped*: The research identified eight barriers to escaping an abusive relationship, discusses how society, support services, the criminal justice system and government policies are accountable for these barriers and make recommendations to address these.



Barriers to escaping an abusive relationship: Required changes



Extract from VS's research report, *Trapped*. For more information [read the full report](#).



"I struggled for four years understanding that what was happening to me was abuse. I knew it wasn't right and that I didn't like it, but I didn't know it was anything I could do something about... I went to the caseworker and I told her the full story, everything about what had happened to me. And it was very reassuring to hear that it's typical abusive behaviour. So that it's not in my head like he kept saying it was... And not only was it real but that the abuse was no different, you know, the textbook typical. So all the time he had me doubting myself, he was absolutely doing the very textbook thing. And I didn't know that because I've never been a victim of domestic abuse before."

Survivor of domestic abuse

3. Develop the 2020–23 VS Corporate Strategy through engagement with our stakeholders.

This year, following discussions with service users, staff, volunteers and other stakeholders, we launched our 2020–23 strategy setting out how we will support and empower people affected by crime.

Strategy context

During the past five years, while estimated crime has continued to fall, online crime including fraud is increasing as are the very high harm crimes such as homicide and other violent crimes.

During the same period, public sector austerity has resulted in significant cuts to all the agencies in the criminal justice system, the NHS and many of the public services and third sector organisations that contribute to crime prevention, and which play a part in the support that people need after a crime.

The changing nature of crime and new and emerging crimes mean that our services are dealing with very different caseloads to five years ago. Our multi-crime services are finding an increasing number of their referrals are for domestic abuse and we are holding high-risk cases for long periods awaiting onward referral. Our domestic abuse and sexual violence teams report increases in high-impact offences, and the balance in reporting between recent and historic sexual violence has shifted significantly as volumes have grown rapidly.

Trends indicate offenders are getting younger. There is growing evidence of the overlap between offenders and victims. A high proportion of perpetrators of violence have previously experienced some kind of trauma including victimisation earlier in their lives.

People affected by crime continue to receive a poor service from the criminal justice system. In 2019 a suspect was charged in only 7.8 per cent of recorded crimes, and six out of ten victims do not receive their rights under the Victims' Code. People often do not feel protected by the police especially in cases of domestic abuse, sexual violence or antisocial behaviour. Lack of legal aid is a major barrier to justice in the Family Courts and at inquests. A postcode lottery is becoming more pronounced with inconsistent access to independent support available across PCC boundaries.

In this context, the need for VS is greater than ever before and in this strategy, we set out how we are responding to the changing world to be able to better support and empower people affected by crime to be able to move forwards.



Our 2020–23 strategy

Vision

We want to see a world where there are fewer victims, but those who are have stronger rights, better support and a real influence in the criminal justice system.

Our ambitions

Innovate: We will develop innovative new services that will meet new and emerging needs

Empower: We will empower more people with specialist support and advocacy to feel safer and move on beyond the impact of the harm they have experienced

Change: We will help bring about change by making the case for people to have stronger rights and feel respected by the criminal justice system.

Our priorities

Build resilience: To build resilience and contribute to people being and feeling safer

Reach out: To reach more people who do not report a crime or engage with services

Adapt to change: To deliver effective services in the way people want to receive them

Empower people: To empower people to achieve the rights to which they are entitled and to speak out about their experiences to improve the criminal justice system.

Our values and our work

Everything we do is underpinned by our values which drives our organisational culture. We are **Empowering, Inclusive, Collaborative** and **Independent**. These values are what we stand for and how we behave when doing our work providing support, giving specialist help and championing victims' rights.



For more information please download our *Strategy*
www.victimsupport.org.uk/strategy

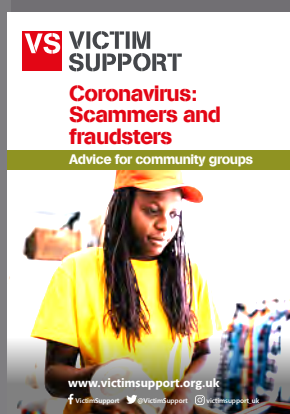
We said:

We would ensure sustainability through business development and effective use of our assets by delivering our business strategy and optimising our central support functions.

We did:

1. Enhance our central support functions to add value to our services.

Our support functions such as Human Resources, Finance, IT, Communications and Research and Business Development provide the foundations which allow us to deliver effective and efficient services to those affected by crime.



As a national organisation we benefit from the ability to share proven approaches, innovate our services and champion victims' rights. To facilitate this we created our Communities of Practice where staff from all over England and Wales come together to share knowledge and best practice. This was particularly important during the initial Covid-19 lockdown as we were able to draw on the Communities of Practice to help adapt our services to the changing nature and experience of crime in lockdown.

To support this work we upgraded our knowledge-sharing platform to allow continued good practice and guidance to be more easily shared.

Our Learning & Development team worked closely with operational staff to produce a new accreditation programme for Independent Victims' Advocates, developed with and accredited by the Open College Network. This unique and innovative programme combines theoretical and technical knowledge-building with submission of portfolios evidencing high standards of delivery, and is the first programme of its type in the UK for advocates dealing with multiple crime types. Some VS staff members have started the accreditation programme which takes 9 to 12 months to complete.

We invested in our IT capability including telephony enhancements at our 24/7 National Contact Centre, made improvements to our HR system and our data tools to allow better reporting and decision-making, and worked towards ISO 27001 accreditation, an information security standard to provide quality assurance of our IT systems.

We brought together our external affairs and media functions so our policy calls are more closely aligned with our public messaging. We increased our digital team capacity and launched a new interactive site for people affected by crime (see page 12).

We worked diligently to keep pace with the changing Covid-19 guidance, and we acted with understanding, compassion and transparency to keep our teams safe while continuing to provide a vital service to our clients.

VS Covid-19 survey

OVER 90% of team members agreed or strongly agreed they received timely communications

95% of team members agreed that sufficient adjustments had been made

97% of team members agreed or strongly agreed that they felt safe carrying out their role

2. Deliver income generation activity and achieve our financial goals

This year we generated £37.6m in income and achieved significant new business growth (£2.7m delivered in year). We successfully retained funding from MOPAC for providing victim services in London and the Ministry of Justice for the National Homicide Service and won new funding for work in the areas of sexual and domestic violence and abuse.

Although fundraising made up a very small part (0.6%) of our income it is nonetheless essential as it allows us to provide vital services for people affected by crime that are not funded elsewhere, for example, our 24/7 Supportline.

Despite the many challenges posed by Covid-19, we begin 2020-21 in a strong financial position. We continue to win new business especially in the areas of sexual and domestic violence and abuse and to develop ways of using the Supportline infrastructure to deliver new services.



Generated income
£37.6m

£2.7m
New business

Tom's 80-mile challenge

Tom was the victim of an armed robbery 21 years ago and the crime had a life-changing impact on him.

He recently walked coast-to-coast (over 80 miles) along Hadrian's Wall to raise an impressive £2,114 to help support other victims of crime. **Thank you, Tom!**



FUTURE PLANS

2020–21 is the first year of our three-year strategy (see page 22). To help achieve this strategy we have set out the following aims and objectives.

Strategic aim	2020–21 Objectives	How we will meet them
We will empower more people with specialist support and advocacy to feel safer and move beyond the impact of the harm they have experienced	Building resilience and contributing to people being and feeling safer	<p>We will grow the range and scale of our services for young people involved in serious violence, gang-related activity, and other high harm crimes</p> <p>We will develop and deliver our specialist services to work with families and perpetrators to prevent further domestic abuse</p> <p>We will continue to develop our capability to respond to terror attacks and major incidents and work closely with other partner agencies to ensure a seamless, strategic response</p> <p>We will grow the range and reach of our Restorative Justice, Victim Awareness Courses (VAC) and Antisocial Behaviour prevention courses</p> <p>We will develop our approach to partnership working to enable us to effectively support those most affected by crime and the fear of crime</p>
We will develop new services that will meet new and emerging needs	<p>Reaching more people who do not report a crime or engage with services</p> <p>Delivering effective services in the way people want to receive them</p>	<p>We will develop our digital strategy and enhance delivery of our digital services</p> <p>We will raise awareness of our services to enable more people to receive support and self-refer</p> <p>We will broaden the range of our services and target our resources to meet people most in need of a service</p>
We will have effected change by making the case for people to have stronger rights and feel respected by the criminal justice system	Empowering people to achieve the rights to which they are entitled and to speak out about their experiences to improve the criminal justice system	<p>We will develop our teams' advocacy skills to enhance our advocacy for victims</p> <p>We will advocate for policy solutions that will improve the experience of victims and witnesses</p> <p>We will produce research with practical recommendations to realise improvement in services and influence policy development</p>

STRATEGIC REPORT

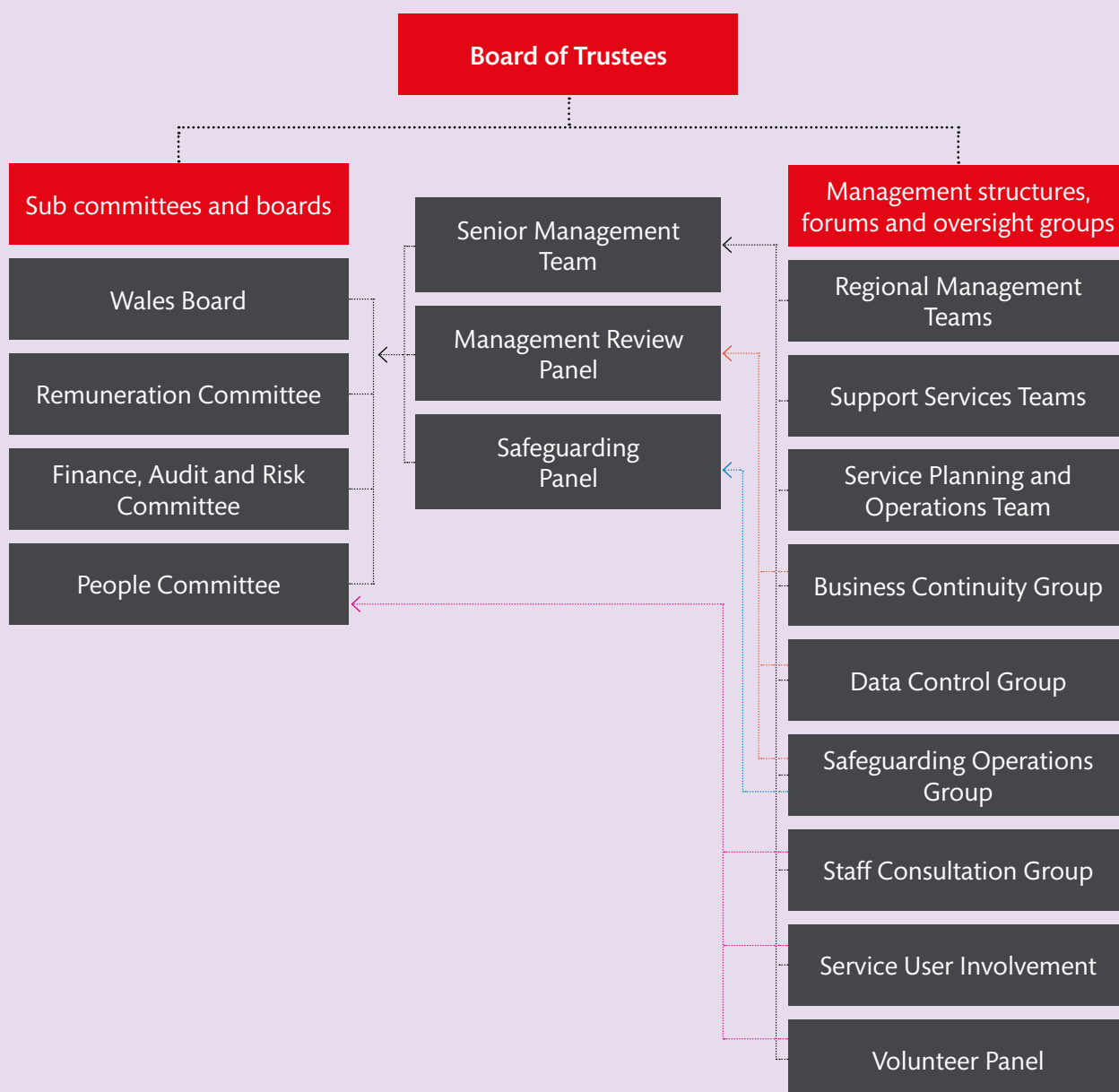
STRUCTURE GOVERNANCE AND MANAGEMENT

Governing document

Victim Support (referred to in this document as 'VS') is a company limited by guarantee, incorporated on 28 August 1987, and registered as a charity with the Charity Commission on 17 November 1987. The company is governed according to its memorandum and articles of association.

The charity adopted a new governing document for the new single charity on 20 June 2008, with an amendment agreed by special resolution on 28 February 2020.

Governance structures



Organisation

Board of Trustees

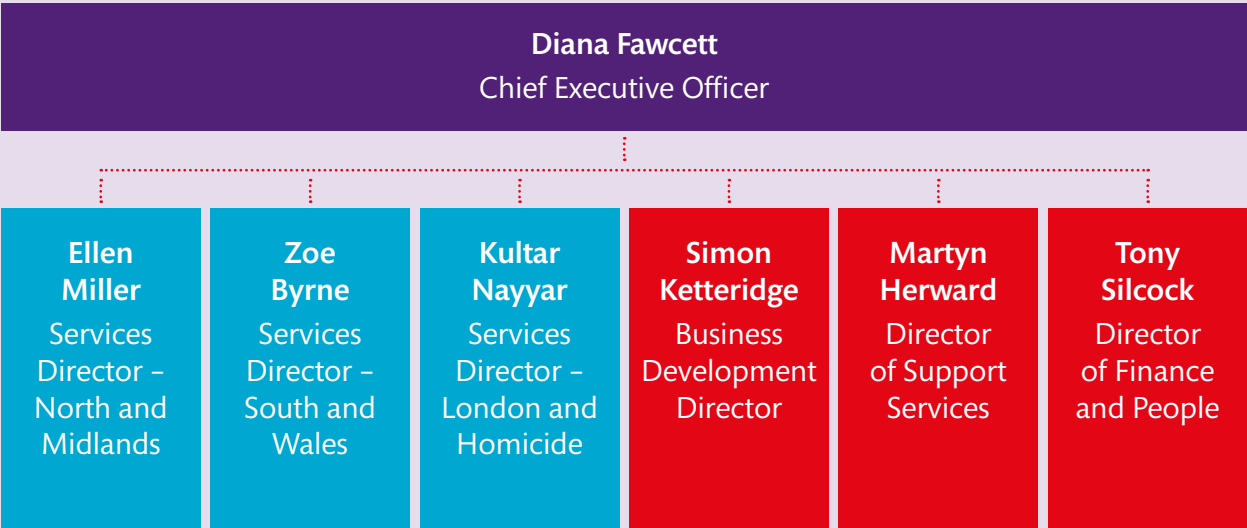
The Board of Trustees is ultimately responsible for setting the strategic direction and the management and the safeguarding of the charity’s assets, but has delegated the majority of operational decisions to the Chief Executive Officer and members of the Senior Management Team.

The Board approves a Scheme of Delegation that sets out the responsibilities of the Chief Executive Officer and the Senior Management Team. The Board monitors and controls all delegated work through a process of regular reporting.

More information about the Trustees can be found on page 58 or on the [VS website](#).

The Senior Management Team

The Chief Executive Officer and other key members of staff together make up the Senior Management Team. Reporting directly to the Board of Trustees, they are responsible for all aspects of the day-to-day running of the charity.



More information about the Senior Management Team can be found on the [VS website](#).

Subsidiary companies

VS has two wholly owned subsidiary companies; Victims Support Limited (02609147) and VS Trading (Cornwall) Limited (04631310). Victims Support Limited delivers victim awareness courses. VS Trading (Cornwall) Limited raises funds for VS by providing catering services at Truro Magistrates Court. Further information about both companies can be found in note 10.1 to the financial statements.

Key management personnel remuneration

The directors, who are the charity’s trustees, and the Senior Management Team comprises the key management personnel of the charity in charge of managing the organisation on a day-to-day basis. The pay of senior staff is reviewed annually and normally reviewed in accordance with inflation. It is also monitored against average earnings in the sector for similar roles. The directors’ benchmark is pay levels in other charities of a similar size and the remuneration benchmark is currently the lower quartile of the range paid for similar roles.

Public benefit

The trustees have referred to the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. In particular, as required by the Charities Act 2011, the trustees consider how planned activities will contribute to the aims and objectives they have set.

The trustees have given careful consideration to the information contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives, when planning future activities and when setting appropriate policies for the year.

Good governance

We comply with the Charity Governance Code in all material respects and have a programme to ensure continual improvement and adherence to the code.

Appointment of trustees

The articles of association determine that the number of trustees shall not be less than five and (unless otherwise determined by ordinary resolution) not more than 12. There are currently 12 trustees on the Board. The trustees are both charity trustees and directors of a company limited by guarantee, which means that their activities are regulated by both charity and company law.

Appointments to the Board are overseen by the People Committee. Trustees are appointed for an initial term of up to three years. They may be re-appointed for a further period of three years, after which the trustee must step down unless exceptional circumstances apply, in which case the Board might allow a trustee to serve for a further term of up to three years.

Ethical policy

The Charity has an ethical policy that sets out a framework for the ethical execution of charitable purpose. The policy aims to support Victim Support and its Board of Trustees to recognise and resolve ethical issues and conflicts and make VS a safer place.

A whistleblowing mechanism is in place to enable staff and volunteers to report any matter of concern anonymously. All complaints, internal, external and whistleblowing matters are, thoroughly investigated by management and, where appropriate, disciplinary action is taken.

VS are a Disability Confident Employer and undertake all of the core actions to satisfy the requirements of the scheme. We offer a guaranteed interview to disabled people who meet our minimum requirements and actively welcome applications for staff and volunteer roles from disabled people. We also continue to make, consider and implement reasonable adjustments to allow all our staff and volunteers who are disabled or have long term health conditions to continue to participate and have the opportunities to fulfil their potential and realise their aspirations.

Safeguarding

The Charity takes its responsibilities for safeguarding very seriously. As a service delivery organisation supporting a wide range of people, many of whom are vulnerable, Victim Support is committed to protecting all service users, including children and young people, who are offered or receive our services. As an employer, we are committed to protect anyone working for or on behalf of VS and to ensuring that all who work for Victim Support undergo appropriate checks and continually uphold our commitments to safeguarding. Internal governance around safeguarding includes:

The Safeguarding Panel

Safeguarding activity in VS is overseen by the Safeguarding Panel, which meets monthly and is chaired by the Chief Executive Officer. Its primary objectives are to protect service users and anyone working for VS from abuse or harm and to oversee the charity's approach to safeguarding. The Safeguarding Panel updates the Board at each of its meetings and provides an Annual Safeguarding Report to the Board each year.

The Safeguarding Operational Group

The Safeguarding Operational Group is a sub-group of the Safeguarding Panel. The group brings together operational experience, sharing good practice and co-ordinating and reviewing internal safeguarding case audits.

Quality Management System

The VS Quality Management System documents processes, procedures, and responsibilities for achieving quality policies and objectives and it provides controls over all policy to ensure that documents are up to date and regularly reviewed. Relevant documents include policy on safeguarding, DBS, disciplinary, complaints and recruitment.

Line management and case review

Staff and volunteers working for VS have regular, formal meetings with their line managers which includes discussion on safeguarding approaches and practices. Regular case review also includes consideration of safeguarding issues.

Fundraising

The charity raises funds from individual donors, charitable trusts, companies and third-party challenge events without using the services of professional fundraisers or commercial participators.

- VS is a member of the Fundraising Standards Board.
- VS monitors fundraising activities through its supporter database and by evaluating campaign results.
- In 2019–20 no complaints (2018–19: one) were received about fundraising activity.

VS protects vulnerable people and other members of the public from intrusive or persistent behaviour by ensuring that opt-outs are recorded on the supporter database, monitoring fundraising communications and not asking for donations more than twice in a year.

Fundraising accounts for about 0.6% (2018–19: 1.6%) of our income.

Trustees' expenses

There was no trustees' remuneration or benefits for the year ended 31 March 2020 (2018–19: nil). Expenses reimbursed in the year to seven trustees amounted to £4,394 (2018–19: seven, £3,774). Details of these expenses are in the financial statements.

Trustee induction and training

New trustees undergo an induction day which includes meetings with the Chair, Chief Executive Officer and Senior Management Team members. In addition to being provided with a range of induction materials and visiting our services, they are briefed on their legal obligations under charity and company law as well as on policies specific to VS as an organisation.

An annual skills audit of the board is undertaken. The results inform training and recruitment.

BOARD AND COMMITTEE MEMBERSHIP

Board membership

A full list of the Board members (Trustees) can be found on page 58. Trustee attendance throughout the year at Board meetings was 77%.

Committee membership

Finance, Audit & Risk Committee

The Finance, Audit & Risk Committee met four times in 2019–20. Members include Elizabeth Dymond (Chair until July 19), Kathryn Adkins (Chair from October 19), Andrew Tivey, Les Mosco, Lianne Smith and Moyna Wilkinson.

A sub-committee of the Finance, Audit & Risk Committee comprising the Treasurer, Chair and Vice Chair also met six times during the year to specifically review the financial management of the charity.

People Committee

The People Committee met four times in 2019–20. Members include Jo Cumbley (Chair until November 19), Roger Harding (Chair from February 20), Amy Mary Rose Herring, Geoff Pollard, Moyna Wilkinson and Derek Burnett (Independent Member).

Remuneration Committee

The Remuneration Committee met once in 2019–20. Members include Andrew Tivey (Chair), Les Mosco and Roger Harding.

Wales Board

The Wales Board of VS Cymru consider matters and makes policy recommendations to the Victim Support Board noting whether matters have a particular impact on Wales and whether separate provisions should apply. The Board is chaired by Andrew Edwards. More information about VS Cymru can be found in the VS Cymru Annual Report and Accounts.

FINANCIAL REVIEW

2019–20 was a significant year for the charity. We implemented our two largest contracts (MOPAC and the National Homicide Service) which were retendered and successfully retained in 2018–19. We also won a substantial amount of new business which will contribute to our long-term prospects.

Balance sheet

Net assets at 31 March 2020 were £8.2m (2018–19: £8.4m). Of this £5.9m was held in cash (2018–19: £6.6m). The trade debtor balance was £2.0m (2018–19: £2.5m) which represents 18 days outstanding (2018–19: 25 days).

Reserves policy

The Board of Trustees and the Finance, Audit and Risk Committee reviewed the reserves policy during 2019–20 and remain of the view that free reserves, defined as unrestricted reserves less the net book value of fixed assets, remains the most appropriate measure of reserves for the charity. Taking into account the business environment in which the charity operates, the board considers that the charity needs to maintain sufficient free reserves to cover: responsive action in the event of a significant financial downturn or setback, contractual commitments, working capital requirements and the development needs of the charity.

The Board has estimated that the level of free reserves should be in a range between £3.5m and £5.5m.

The Covid-19 pandemic has not had any effect on the reserves policy.

Reserves

Total reserves at 31 March 2020 were £8.2m (2018–19: £8.4m) of which £2.1m (2018–19: £2.1m) was restricted and £6.1m (2018–19: £6.3m) was unrestricted.

The free reserves at the year-end of £5.0m were within the range set by the Board.

Investment policy and performance

The Finance, Audit and Risk Committee sets investment policy and reviews investment performance. The investment policy is to invest non-working capital in a portfolio of risk-free cash equivalents or in a low-to-medium risk managed portfolio. During 2018–19 the Committee took the view that the cash balance was too low and that it would be appropriate to convert the portfolio into cash and therefore no investments were held during 2019–20.

Sale of the investments yielded no gain (2018–19: £0.2m) resulting in no return for the year (2018–19: £0.2m).

Going concern

The charity secures the significant proportion of its income from service delivery contracts and grants awarded by Police and Crime Commissioners, criminal justice agencies, local authorities and other statutory bodies against specific service requirements.

Contracts and grant income generate a contribution towards the central costs of managing the charity, which deliver central HR, IT and Finance systems to support local contract delivery; a technology platform that delivers a highly secure data hosting environment; a case management system with outcome-based reporting capability; GDPR compliance; safeguarding compliance; the delivery of consistent service standards and quality across the regions; continual knowledge sharing; service innovation; and research and data gathering on national trends and performance.

The Trustees have considered several factors in concluding that the adoption of a going concern basis in the preparation of these financial statements is appropriate. These have included:

- The forward pipeline of secured and prospective contract and grant awards (and sensitivity to historic renewal or win rates) not only for 2020–21 but also for a period of at least one year from the approval of these financial statements
- The rigour of pipeline monitoring and cost controls that are in place to ensure that the charity delivers a balanced budget
- Cash and working capital controls in place to manage the potential risks of late payments by commissioners and ensure restricted and unrestricted reserves are appropriately managed
- The majority of the charity's income is earned from services delivered under contract or grant award by Police and Crime Commissioners and Local Authorities. As such, it has not been directly affected by the onset of the Covid-19 pandemic. While the pandemic poses some operational challenges, especially to the delivery of face-to-face services, it has not diminished the charity's ability to continue as a going concern.

After making such enquiries the Trustees are confident that the organisation has adequate resources to operate for the foreseeable future and can adopt the going concern basis in preparing its financial statements.

PRINCIPAL RISKS AND UNCERTAINTIES

The Board of Trustees is responsible for ensuring that there are effective and adequate risk management and internal control systems in place to manage the principal risks to which VS is exposed.

VS's governance structure and operating model are designed to ensure that principal risks that might affect VS's ability to deliver its strategic objectives can be managed effectively.

The Finance, Audit and Risk Committee is responsible for monitoring the effectiveness of risk management and internal control and reports its findings to the Board of Trustees. This is achieved through:

- Reviewing VS's systems of control, risk management and compliance
- Being provided with assurance on national improvement plans and corrective actions through the work of a Management Review Team that takes account of emerging risks and opportunities and reviews the work of quality, performance and compliance review, considering any findings that arise
- Ensuring that appropriate action is taken by management on recommendations coming out of independent review
- Reviewing the nature and scope of external audit. Any matters raised by external audit for the attention of management, significant findings or identified risks are examined so that appropriate action can be taken.

Day-to-day risk management is delegated to the Chief Executive Officer who works closely with and is supported by the Senior Management Team (SMT). The work of the governance committees, the Chief Executive Officer and the SMT is supported by VS's line management structure.

VS's corporate risk strategy was reviewed in the year by the Finance, Audit and Risk Committee and approved by the Board of Trustees.

The risk management framework

VS recognises that effective risk management relies on sound arrangements combined with a culture of risk management that permeates all levels and operational functions of the organisation. To encourage this, components of the risk management framework include:

- Maintaining risk registers at all appropriate levels in addition to the corporate risk register. Risk review is explicitly linked to the business planning cycle through top down review by the SMT with onwards reporting to the Board of Trustees, and bottom up escalation of risks by individual functions and managers
- The requirement to assess risk as an integral part of project initiation
- A quality assurance system that meets the criteria of ISO 9001
- Maintaining and testing business continuity arrangements to ensure an effective response in the event of a critical incident, thereby ensuring that the organisation's business continuity management system is robust.

The Board of Trustees ensures that all appropriate steps are taken to mitigate and manage the risks to which the staff, volunteers, assets and reputation of VS are exposed.

The principal risks the Board of Trustees has identified, and plans and strategies to manage them, are set out below:

Risk	Management
Failure to maintain financial viability	<ul style="list-style-type: none"> ■ Regular review of financial performance, projections, applicable Key Performance Indicators and income and expenditure budgets by the Senior Management Team and the Finance, Audit and Risk Committee, with ongoing reporting to the Board ■ Robust financial modelling around income, costs, margins, reserves, cash balances and cash flow ■ Management and Board oversight of cash, including ensuring effective control over contract payment terms and effective management of debtors ■ Monitoring relationships with commissioners, contract performance and any risks to funding ■ Identifying and successfully pursuing new income growth and diversification opportunities ■ Assessing lost bids to identify causes and related actions required
Quality assurance in place is not adequate or appropriate	<ul style="list-style-type: none"> ■ Quality Management System (QMS) that meets the criteria of ISO 9001 ■ Management Review Team that has oversight of internal assessment against organisational quality objectives, performance and contractual and legal requirements
Key projects, such as mobilising innovative digital solutions for key contracts, are not delivered on time, in budget and to agreed scope	<ul style="list-style-type: none"> ■ Regular review by specialist teams of performance against business plans, delivery of key projects and mitigation of risks, with ongoing reporting to the Senior Management Team and the Board

Risk	Management
Events, such as a serious fraud, data security breach, health and safety incident, safeguarding incident or other compliance failure impact on service quality and reputation	<ul style="list-style-type: none"> ■ Senior level engagement in policy setting and ongoing improvements to performance management and reporting ■ Comprehensive training for staff and volunteers ■ Dedicated specialists in safeguarding, health and safety, data protection, information security, and quality and performance ■ Regular review of, and investment in, IT systems and information reporting ■ Review of internal and external safeguarding measures and safeguarding policy to ensure ongoing compliance with best practice ■ Compliance monitoring undertaken regularly by Management Review Team ■ Governance review to ensure systems are in place that keep the Board informed on key matters
Physical assets not efficiently and effectively utilised with economy to meet operational needs	<ul style="list-style-type: none"> ■ Regular review, with Senior Management Team and trustee oversight, of property portfolio ■ Key asset related transactions reviewed by Senior Management Team and trustees ■ Oversight of investment in physical assets, including IT systems, by the Finance, Audit and Risk Committee
Employees and volunteers with key skills are not attracted, developed and retained to deliver necessary capability, capacity and flexibility	<ul style="list-style-type: none"> ■ Training programmes and eLearning ■ Regular review of skills gaps, succession planning and resourcing processes ■ Staff and volunteer engagement surveys and follow up action plans
Financial risk: the charity's principal financial assets are bank balances and receivables which are subject to credit risk	<ul style="list-style-type: none"> ■ Financial policy and procedures ■ Regular review of financial risk by the Senior Management Team and the Finance, Audit and Risk Committee, with ongoing reporting to the Board
Risk of Covid-19 pandemic impacting VS finances, staff wellbeing and operational performance/quality across organisation	<ul style="list-style-type: none"> ■ SMT/BC group set up to oversee measures required to address pandemic's impact on organisation ■ Regular communications and guidance issued to managers covering operational requirements and staff wellbeing issues

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards).

Company law requires the trustees to prepare financial statements for each financial year. Under company law, the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP (FRS102);
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

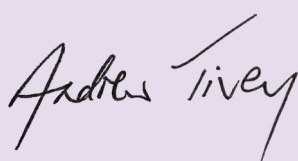
The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions, disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure to auditor

In so far as the trustees are aware at the time of approving their annual report:

- There is no relevant audit information, being information needed by the auditor in connection with preparing their report, of which the group's auditor is unaware.
- The trustees, having made enquiries of fellow directors and the group's auditor that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Strategic and Trustees' Annual Reports were approved by the trustees on 4 September 2020 and signed on their behalf by:



Andrew Tivey
Chair

AUDITOR'S REPORT

Independent Auditor's Report to the Members of VS

Opinion

We have audited the financial statements of Victim Support for the year ended 31 March 2020 which comprise the Consolidated Statement of Financial Activity, the Consolidated and Charity Balance Sheets, the Consolidated Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and the charitable company's affairs as at 31 March 2020 and of the group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are

required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report, which includes the directors' report and the strategic report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In light of the knowledge and understanding of the group and the charitable company and their environment obtained in the course of the audit, we have not identified material misstatements in the strategic report or the directors' report included within the trustees' report.

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

- the parent company has not kept adequate accounting records; or
- the parent company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 28, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of the auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them

in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Crowe U.K. LLP

Julia Poulter

Senior Statutory Auditor

For and on behalf of

Crowe U.K. LLP

Statutory Auditor

London

Date: **24 September 2020**

FINANCIAL STATEMENTS

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES

Consolidated statement of financial activities for the year ended 31 March 2020

		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		31.03.20	31.03.20	31.03.20	31.03.19	31.03.19	31.03.19
	Notes	£000	£000	£000	£000	£000	£000
Income from:							
Charitable activities	2.1	25,349	11,488	36,837	23,899	11,467	35,366
Donation and legacies	2.2	52	180	232	544	45	589
Other trading activities	2.3	281	159	440	292	135	427
Investments	2.4	23	–	23	26	–	26
Other income	2.5	85	–	85	335	1	336
Total income		25,790	11,827	37,617	25,096	11,648	36,744
Expenditure on:							
Raising funds	3.1	184	–	184	188	18	206
Charitable activities	3.2						
Service delivery		25,288	11,827	37,115	23,438	12,211	35,649
Victims' voice		510	–	510	375	–	375
Restructuring and development		1	–	1	23	–	23
Total charitable expenditure		25,799	11,827	37,626	23,836	12,211	36,047
Total expenditure before gains and losses on investments		25,983	11,827	37,810	24,024	12,229	36,253
Net gains/(losses) on investments		–	–	–	153	–	153
Net (expenditure)/income		(193)	–	(193)	1,225	(581)	644
Transfer between funds	16	(2)	2	–	6	(6)	–
Net movement in funds in the year		(195)	2	(193)	1,231	(587)	644
Reconciliation of funds							
Total funds brought forward on 1 April		6,289	2,111	8,400	5,058	2,698	7,756
Total funds carried forward as at 31 March		6,094	2,113	8,207	6,289	2,111	8,400

BALANCE SHEET

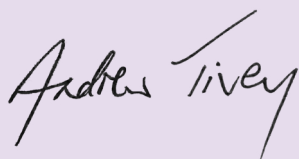
Balance sheet as at 31 March 2020

		Consolidated		Charity (2158780)	
		31.03.20	31.03.19	31.03.20	31.03.19
	Notes	£000	£000	£000	£000
Tangible fixed assets					
Property, plant and equipment	8	1,070	1,639	1,070	1,639
Investments in subsidiaries	10.1	–	–	10	10
Total fixed assets		1,070	1,639	1,080	1,649
Current assets					
Debtors and prepayments	11	5,040	4,365	5,033	4,353
Cash at bank and in hand		5,877	6,638	5,866	6,634
Total current assets		10,917	11,003	10,899	10,987
Creditors					
Amounts falling due within one year	12	(3,377)	(3,850)	(3,367)	(3,843)
Net current assets		7,540	7,153	7,531	7,144
Provision for liabilities	14	(403)	(392)	(403)	(392)
Net assets		8,207	8,400	8,208	8,401
Funds					
Unrestricted funds	16	6,094	6,289	6,094	6,290
Restricted funds	16	2,113	2,111	2,114	2,111
Total share capital and funds		8,207	8,400	8,208	8,401

The deficit for the year of the parent charity was £193,000 (2018-19: surplus £649,000).

The notes on pages 44 to 53 form part of these financial statements.

The financial statements were approved by the Board on 4 September 2020 and were signed on its behalf by:



Andrew Tivey
Chair



Kathryn Adkins
Treasurer

CONSOLIDATED CASH FLOW STATEMENT

Consolidated cash flow statement for the year ended 31 March 2020

	Notes	31.03.20 £000	31.03.19 £000
Net cash (outflow)/inflow from operating activities	a	(784)	2,225
Cash flows from investing activities: interest received	b	23	26
Capital expenditure and financial investment	c	-	2,431
(Decrease)/increase in cash in the reporting period		(761)	4,682
Reconciliation of net cash flow to movement in net cash			
(Decrease)/Increase in cash in the reporting period		(761)	4,682
Net cash at 1 April		6,638	1,956
Net cash at 31 March		5,877	6.638
The notes on pages 44 to 53 form part of these financial statements.			
Notes to the statement of cash flows for the year ended 31 March 2020			
a. Reconciliation of cash flows from operating activities to net incoming resources			
		31.03.20 £000	31.03.19 £000
Net (expenditure)/income for the reporting period		(193)	644
Adjustments for:			
Depreciation charges		569	659
Gains on investments		-	(153)
Interest received		(23)	(15)
Dividends received		-	(11)
(Increase)/decrease in debtors		(675)	753
(Decrease)/increase in creditors and provisions		(462)	348
Net cash used in operating activities		(784)	2,225
b. Analysis of cash flows as shown on the cash flow statement			
Returns on investments and servicing of finance			
Interest received		(23)	(15)
Dividends received		-	(11)
Net cash inflow for returns on investment and servicing of finance		(23)	(26)
c. Capital expenditure and financial investment			
Purchase of tangible fixed assets		-	247
Sale of fixed asset investment		-	2,184
Net cash inflow for capital expenditure and financial investment		-	2,431
	01.04.19 £000	Movement £000	31.03.20 £000
Net cash			
Cash at bank and in hand	6,638	(761)	5,877

The notes on pages 44 to 53 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

Notes to the financial statements

The charity is a private limited company (registered number 2158780) which is incorporated and domiciled in the UK and is a public benefit entity. The address of the registered office is 1 Bridge Street, Derby DE1 3HZ.

1. Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom Accounting Standards including the charities SORP, FRS102 ('Accounting and Reporting by Charities') published in 2015 and the Companies Act 2006. VS meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the accounting policy note.

No separate statement of financial activities (SOFA) has been presented as permitted by section 408 of the Companies Act 2006. The charity has taken advantage of the exemptions available in FRS102 from the requirements to present a charity-only cash flow statement and certain disclosures about the charity's financial instruments.

Group financial statements

The group financial statements consolidate the financial statements of VS and its subsidiary undertakings, namely Victims Support Limited (registration number 02609147) and VS trading (Cornwall) Limited (registration number 04631310), on a line by line basis.

Going concern

The Board of Trustees has a reasonable expectation that there are adequate resources to continue in operational existence for the foreseeable future.

The Trustees' Annual Report (page 11) discusses the matters that were considered in reaching that conclusion, specifically the value of the firm order book, the cash and working capital position, reserves and bid activity.

The Trustees specifically considered the impact of the Covid-19 pandemic on its current and future operations and concluded that it does not represent a material threat to the Charity's going concern status.

Accordingly, the financial statements have been prepared on the basis that the charity is a going concern.

Significant judgements and estimates

The key sources of uncertainty in our estimations that have a significant effect on the amounts recognised in the financial statements are described in the accounting policies and summarised below:

Dilapidation provision – the charity has provided for its possible liability in relation to its leasehold property, which has been estimated as disclosed in note 14.

Income recognition

All income is included in the SOFA when the charity is legally entitled to the income, receipt is probable and the amount can be classified with reasonable accuracy.

Donations and gifts are included in the SOFA when receivable. Income from donated services and goods in kind is recognised as income where the provider has incurred a financial cost and the benefit to the charity is quantifiable.

No amounts are included in the accounts for services donated by volunteers.

Legacy income is included in the accounts when the charity has entitlement, receipt is probable and can be measured.

Grants are recognised in full in the SOFA in the year in which they are receivable unless the grant agreement specifies that the grant is to be used in a future accounting period in which case the income is deferred. For performance-related grants, income is recognised using the proportion of costs incurred for the work performed to date in comparison to the forecast total costs to completion method.

Revenue from contracts is recognised to the extent that the activity stipulated in the agreement has been completed. This is generally equivalent to the related expenditure incurred in the period and associated overhead costs. Cash received in advance of the revenue being earned is shown as deferred income.

Income from the sale of goods or services is the amount derived from ordinary activities. Income is recognised net of VAT where applicable. Donated goods for resale in the charity shop are shown as income when the sale takes place.

Expenditure

Resources expended are included on an accruals basis and are recognised when there is a legal or constructive obligation to pay. Expenditure is stated net of recoverable VAT where applicable but includes any irrecoverable VAT.

Direct charitable expenditure consists of direct, shared and indirect costs associated with the main activities of the organisation. This includes approved grants and support costs.

Grants payable are charged in the year when the offer is conveyed to the recipient, except in those cases where the offer is conditional. Conditional grants are recognised as expenditure when the conditions are fulfilled. If the conditions have not been met at the year-end, the grants are noted as a commitment but not shown as expenditure.

Expenditure on raising funds consists of direct, shared and indirect costs associated with the income-generating activities of the organisation.

Fixed assets

Items of equipment are capitalised where the purchase price exceeds £5,000. Depreciation costs are allocated to activities on the basis of use. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life: for software and IT infrastructure and fixtures and fittings, this is five years. Leasehold improvements are depreciated over the term of the lease.

Funds

Restricted funds are to be used for the purposes specified by the donor. Relevant expenditure is chargeable to the fund together with a fair allocation of management and support costs where this is allowed by the donor. Locally generated income is normally treated as restricted income as it will be used in the location of the donor; for example, grants donated by local authorities and other statutory bodies will be used to provide services within the boundaries of the local authority.

Unrestricted funds are available for the general object of the charity.

Pensions

VS operates a defined contribution pension scheme. The assets of the scheme are held separately from those of VS in an independently administered fund. The pension cost charge represents contributions payable by VS, which has no other liability under the scheme.

Operating leases

Rentals payable under operating leases, where substantially all the risk and rewards of ownership remain with the lessor, are charged to the SOFA on a straight-line basis over the lease duration.

Investments

Investments in subsidiaries are stated at cost less any impairment.

The SOFA includes gains and losses arising on revaluations and disposals throughout the year.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2. Income

	31.03.20			31.03.19		
	Unrestricted £000	Restricted £000	Total £000	Unrestricted £000	Restricted £000	Total £000
2.1 Income from charitable activities						
Moj Homicide	–	3,409	3,409	–	3,704	3,704
Local authorities and other statutory bodies	1,573	1,980	3,553	1,369	2,463	3,832
Police and other criminal justice agencies	23,073	4,684	27,757	21,816	4,959	26,775
Other grants and contracts	703	1,415	2,118	714	341	1,055
Total	25,349	11,488	36,837	23,899	11,467	35,366
2.2 Income and endowments from						
Donations	36	18	54	42	36	78
Legacies	16	162	178	502	9	511
Total	52	180	232	544	45	589
2.3 Other trading activities						
Fundraising events	119	154	273	144	101	245
Trading operations	162	5	167	148	34	182
Total	281	159	440	292	135	427
2.4 Investment income						
Interest received	23	–	23	15	–	15
Dividends	–	–	–	11	–	11
Total	23	–	23	26	–	26
2.5 Other income	85	–	85	335	1	336
Total income	25,790	11,827	37,617	25,096	11,648	37,744

3. Expenditure

	31.03.20			31.03.19		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£000	£000	£000	£000	£000	£000
3.1 Cost of raising funds	184	-	184	188	18	206
Total	184	-	184	188	18	206
3.2 Charitable activities						
Service delivery	25,288	11,827	37,115	23,438	12,211	35,649
Victims' voice	510	-	510	375	-	375
Restructuring and development	1	-	1	23	-	23
Total charitable expenditure	25,799	11,827	37,626	23,836	12,211	36,047
Total expenditure	25,983	11,827	37,810	24,059	12,247	36,306

4. Total expenditure includes charges for:

	31.03.20		31.03.19	
	Unrestricted	Restricted	Total	Total
	£000	£000	£000	£000
Depreciation	569	-	569	659
Trustees' reimbursed expenses	4	-	4	4
Audit fees	37	-	37	48
Operating lease rentals	1,022	-	1,022	1,031
Audit fees for the year were £37,000 (2018-19: £35,000)				

5. Support costs

Included in the total expenditure above are the following support costs incurred in delivering charitable activities.

	Raising funds	Service delivery	Victims' Voice	Total 31.03.20	Total 31.03.19	Basis of allocation
	£000	£000	£000	£000	£000	
Governance	-	41	-	41	52	No. of staff
Finance	2	800	10	812	733	No. of staff
Information technology	5	2,232	27	2,264	1,899	No. of staff
People services	2	707	9	718	685	No. of staff
Other Corporate Services	1	494	6	501	1,298	No. of staff
Total	10	4,274	52	4,336	4,667	

Support services include central HR, IT and Finance systems to support local contract delivery; a technology platform that delivers a highly secure hosting environment; a case management system with outcomes based reporting capability; GDPR compliance; safeguarding compliance; the delivery of consistent service standards and quality across the regions; continual knowledge sharing; national service innovation; research and data gathering on national trends and performance.

6. Trustees'/members' remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits for the year ended 31 March 2020 (2018-19: £nil). Expenses reimbursed to seven trustees of £4,394 (2018-19: seven, £3,774) relate to travel and subsistence costs for attending trustee meetings and other sub-committees of the Board of Trustees in the year.

7. Staff costs

7.1 Analysis of staff costs

	31.03.20	31.03.19
	£000	£000
Wages and salaries	24,131	22,596
Social security costs	2,088	1,976
Pension costs	1,124	1,056
Total	27,343	25,628
Other staff costs		
External consultancy	278	379
Redundancy and termination	117	210
Agency staff	230	147
Total	625	736
Total staff costs	27,968	26,364

Redundancy costs paid in the year were £0.12m (2018–19: £0.21m). Agency staff comprises staff to provide long-term illness and vacancy cover.

7.2 Key management personnel

	31.03.20	31.03.19
	£000	£000
Remuneration to key management personnel	484	525

The key management personnel are listed on page 58.

7.3 The number of employees paid more than £60,000 was:

	31.03.20	31.03.19
	£000	£000
£60,001–£70,000	2	4
£70,001–£80,000	4	1
£80,001–£90,000	–	1
£90,001–£100,000	1	1
Total	7	7

The total pension contributions for the above higher paid staff were £28,922 (2018–19: £28,009).

7.4 Number of employees

The average number of employees is split as follows:

	31.03.20	31.03.19
	£000	£000
Support and management	71	69
Service delivery	777	814
National Homicide Service	47	40
Total	895	923

Annual leave carry over at 31 March 2020 was calculated at £308,773 (2018–19: £252,703) which is 0.8% (2018–19: 0.7%) of total expenditure. No provision has been made for this amount as it is not material.

7.5 Volunteers

A total of 1,245 (2018–19: 1,496) volunteers generously gave 77,177 (2018–19: 65,412) hours of their time to Victim Support in 2019–20.

8. Property, plant and equipment

	Long leasehold £000	Fixtures & fittings £000	Office equipment £000	Software & IT infrastructure £000	Total £000
Cost					
At 1 April 2019	287	45	49	4,884	5,265
Additions	–	–	–	–	–
Disposals	–	–	–	–	–
At 31 March 2020	287	45	49	4,884	5,265
Depreciation					
At 1 April 2019	(221)	(45)	(49)	(3,311)	(3,626)
Charge for the year	(21)	–	–	(548)	(569)
Disposals	–	–	–	–	–
At 31 March 2020	(242)	(45)	(49)	(3,859)	(4,195)
Net book value at 31 March 2020	45	–	–	1,025	1,070
Net book value at 31 March 2019	66	–	–	1,573	1,639

9. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	31.03.20 £000	31.03.19 £000
Amounts due within one year	1,242	1,517
Amounts due between two and five years	1,623	499
Total	2,865	2,016

10. Investments

10.1 Investments in subsidiaries

Victims Support Limited (02609147), a company incorporated in the UK, is wholly owned by the charitable company.

Audited accounts are filed with the Registrar of Companies. The cost of this investment is £10,000. A summary of the results for the year and the financial position at 31 March 2020 are shown in the table below.

VS Trading (Cornwall) Limited (04630210) is wholly owned by the charitable company. Audited accounts are filed with the Registrar of Companies. The cost of this investment is £1. The company raises funds for VS by providing catering services at Truro Magistrates Court. A summary of the results for the year and the financial position at 31 March 2020 are shown in the table below.

	Victims Support Limited		VS Trading (Cornwall) Limited	
	31.03.20	31.03.19	31.03.20	31.03.19
	£	£	£	£
Turnover	68,343	59,324	7,528	6,877
Cost of sales	(23,920)	(23,091)	(283)	(227)
Gross profit	44,423	36,233	7,245	6,650
Administrative expenses	(41,528)	(36,983)	(2,702)	(3,648)
Operating profit/(loss)	2,895	(750)	4,543	3,002
Donation to VS	(2,145)	(4,695)	(4,543)	(3,168)
Reported profit/(loss)	750	(5,445)	–	(166)
Statement of financial position				
Debtors	7,895	12,474	–	–
Cash at bank	10,987	3,861	1	1
Creditors	(8,882)	(7,085)	–	–
Net assets	10,000	9,250	1	1
Cost of investment	10,000	10,000	1	1

10.2 Current investments

	31.03.20	31.03.19
	£000	£000
Market value at 1 April	–	2,031
Disposal in the year	–	(2,184)
Net gain on revaluation	–	153
Carrying value (market value) at the end of year	–	–
Historical cost	–	–

11. Debtors

	Consolidated		Charity	
	31.03.20	31.03.19	31.03.20	31.03.19
	£000	£000	£000	£000
Trade debtors	1,982	2,445	1,975	2,426
Inter-company debtors	–	–	–	7
Other debtors	51	60	51	60
Prepayments	827	767	827	767
Accrued income	2,180	1,093	2,180	1,093
Total	5,040	4,365	5,033	4,353

12. Creditors: amounts falling due within one year

	Consolidated		Charity	
	31.03.20	31.03.19	31.03.20	31.03.19
	£000	£000	£000	£000
Trade creditors	593	884	593	882
Inter-company creditors	–	–	3	–
Taxation and social security	1,352	1,616	1,344	1,615
Other creditors	174	201	174	194
Accruals	547	433	547	437
Deferred income	711	716	707	715
Total	3,377	3,850	3,368	3,843

13. Deferred income

	At 01.04.19	Deferred in the year	Released in the year	Balance at 31.03.20
	£000	£000	£000	£000
Total	716	483	(488)	711

14. Provisions for liabilities

	Balance at 01.04.19	Movement in provision	Balance at 31.03.20
	£000	£000	£000
Total	392	11	403

The provision relates to dilapidations on leasehold properties where VS has a contractual obligation to bear such costs. The dilapidations will become payable on lease terminations.

15. Analysis of net assets between funds

	Unrestricted funds	Restricted funds	31.03.20 Total funds	Unrestricted funds	Restricted funds	31.03.19 Total funds
	£000	£000	£000	£000	£000	£000
Fixed assets	1,070	–	1,070	1,639	–	1,639
Current assets	8,013	2,904	10,917	8,386	2,617	11,003
Current liabilities	(2,586)	(791)	(3,377)	(3,344)	(506)	(3,850)
Provision for liabilities	(403)	–	(403)	(392)	–	(392)
Total	6,094	2,113	8,207	6,289	2,111	8,400

16. Movement in funds

	At 01.04.19	Incoming resources	Outgoing resources	Transfer between funds	Gains and losses	At 31.03.20
	£000	£000	£000	£000	£000	£000
16.1 Restricted funds						
National Homicide Service – MoJ	–	3,409	(3,364)	–	–	45
National Homicide Service – non MoJ	41	291	(269)	–	–	63
Other central restricted	83	–	(4)	–	–	79
Total – central	124	3,700	(3,637)	–	–	187
Restricted by location						
Wales and West	256	2,647	(2,502)	5	–	406
London	799	3,231	(3,222)	(6)	–	802
Northern England and East Midlands	725	754	(865)	(14)	–	600
South East	207	1,495	(1,601)	17	–	118
Total – locality	1,987	8,127	(8,190)	2	–	1,926
Total restricted funds	2,111	11,827	(11,827)	2	–	2,113
16.2 Unrestricted funds	6,289	25,790	(25,983)	(2)	–	6,094
Total funds	8,400	37,617	(37,810)	–	–	8,207

	At 01.04.18	Incoming resources	Outgoing resources	Transfer between funds	Gains and losses	At 31.03.19
	£000	£000	£000	£000	£000	£000
16.1 Restricted funds						
National Homicide Service	120	3,359	(3,438)	–	–	41
Supportline	5	–	(5)	–	–	–
Other central restricted	118	(10)	(25)	–	–	83
Total – central	243	3,349	(3,468)	–	–	124
Restricted by location						
Wales and West	337	2,789	(2,874)	4	–	256
London	984	3,799	(4,000)	16	–	799
Northern England and East Midlands	794	988	(1,046)	(11)	–	725
South East	340	723	(841)	(15)	–	207
Total – locality	2,455	8,299	(8,761)	(6)	–	1,987
Total restricted funds	2,698	11,648	(12,229)	(6)	–	2,111
16.2 Unrestricted funds	5,058	25,096	(24,024)	6	153	6,289
Total funds	7,756	36,744	(36,253)	–	153	8,400

MoJ grants: During the year the charity received £3.4m (2018–19: £3.4m) in grant-in-aid restricted for the National Homicide Service.

Funds restricted by purpose and location: The locality reserves restricted by purpose and location will be spent on services as specified by the donors or funders.

Unrestricted funds: These are available for the general objectives of the charity.

Other restricted funds: These are funds set aside to support small projects such as Supportline and Safer Schools.

Other transfers from restricted to unrestricted reserves arose from a review of reserve balances that identified a number of balances that had been incorrectly classified as restricted.

17. Related party transactions

Other than transactions with the subsidiary company (Victims Support Limited) there were no related party transactions during the year (2018-19: nil). Transactions with the Victim Support charity in the year totalled £41,528 (2018-19: £41,678) which related to costs incurred between the trading company on victim awareness courses, paid by the charity and Victims Support Limited on behalf of the subsidiary. At 31 March 2020 Victim Support owed £2,998 to Victim Support Limited (2018-19: Victim Support was owed £3,846 by Victims Support Limited).

THANK YOU

OUR PEOPLE

Thank you to our staff, volunteers and to all the people who have used our services and help us continually improve.

Diversity matters and we value it

We take pride in being a diverse organisation that is committed to supporting and promoting equality and inclusion in the services we provide, and in our employee and volunteer practices.

As an organisation, we are enriched by the participation of all individuals and communities. VS's continued commitment to equality, diversity and inclusion has been acknowledged by external benchmarks – placed 25th in Stonewall's Top 100 Employers list for 2020 and at number 39 in this year's National Centre for Diversity Top 100 employer's list.

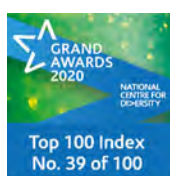
Our staff and volunteer network groups are an integral part of our equality, diversity and inclusion strategy. We have five network groups: BAME (Black Asian and Minority Ethnic), Disability, Gender Empowerment, LGBT+ (Lesbian, Gay, Bi and Trans) and Mental Health and Wellbeing. The aims of each network are different but all raise awareness of the barriers faced by particular groups within the workplace and within our services, provide a supportive space for staff and volunteers to discuss their own experiences as part of a particular community or identity, and act as a critical friend to VS through consultation and feedback.

Our networks work collaboratively. Our LGBT+ and BAME network chairs spearheaded an intersectionality project to engage staff and volunteers with the significance of equality, diversity and inclusion. This included webinars and consultations with staff and volunteers. Further work is planned to continue this project and to better understand intersectionality and the impact this can have on ourselves, our colleagues and our service users.

Gender pay gap

As of 5 April 2019, women's mean pay is 13.4% lower than men's, while women's median pay is 6.6% lower than men's. No employee received a bonus at VS.

Find out more about the gender pay gap and the action VS are taking
www.victimsupport.org.uk/genderpay



Achieved.
Valid Until
January 2021

OUR FUNDERS

We are thankful to all the organisations who funded us in 2019–20:

AA Drive Tech
 Barclays Bank UK plc
 BBC Children in Need
 Bedford Borough Council
 Bedfordshire Police
 Bell Foundation
 Berkshire Healthcare Foundation Trust
 Big Lottery
 Bristol City Council
 Bury Metropolitan Borough Council
 Cannock Chase District Council
 Cardiff City Council
 City of London Corporation / City of London Police
 Dudley Community Safety Partnership
 Dudley Metropolitan Borough Council
 General Medical Council (includes funding from Nursing and Midwifery Council)
 General Osteopathic Council
 Gosport Borough Council
 Greater Manchester Combined Authority
 Groundwork UK
 Hillingdon Community Trust
 Home Office
 Hull City Council
 Lancaster City Council
 Leeds Community Safety
 London Borough of Barking & Dagenham
 London Borough of Bexley
 London Borough of Camden
 London Borough of Ealing
 London Borough of Hammersmith & Fulham
 London Borough of Haringey
 London Borough of Havering
 London Borough of Islington
 London Borough of Lewisham
 London Borough of Merton
 London Borough of Redbridge
 London Borough of Sutton
 London Borough of Tower Hamlets
 London Borough of Waltham Forest
 London Borough of Wandsworth
 London Luton Airport Ltd
 Luton Borough Council
 Mayor's Office for Policing and Crime (London)
 Ministry of Justice (includes funding for Foreign & Commonwealth Office service)
 National Westminster Bank plc
 Newcastle City Council
 NHS South East London Clinical Commissioning Group

Police and Crime Commissioner for Avon and Somerset
 Police and Crime Commissioner for Bedfordshire
 Police and Crime Commissioner for Cumbria
 Police and Crime Commissioner for Devon & Cornwall
 Police and Crime Commissioner for Dorset
 Police and Crime Commissioner for Essex
 Police and Crime Commissioner for Gloucestershire
 Police and Crime Commissioner for Gwent
 Police and Crime Commissioner for Hampshire and the IoW
 Police and Crime Commissioner for Humberside
 Police and Crime Commissioner for Kent
 Police and Crime Commissioner for Lancashire
 Police and Crime Commissioner for Lincolnshire
 Police and Crime Commissioner for Merseyside
 Police and Crime Commissioner for Norfolk
 Police and Crime Commissioner for North Wales
 Police and Crime Commissioner for North Yorkshire
 Police and Crime Commissioner for Northumbria
 Police and Crime Commissioner for South Wales
 Police and Crime Commissioner for South Yorkshire
 Police and Crime Commissioner for Staffordshire
 Police and Crime Commissioner for Suffolk
 Police and Crime Commissioner for Sussex
 Police and Crime Commissioner for Warwickshire
 Police and Crime Commissioner for West Mercia
 Police and Crime Commissioner for West Midlands
 Police and Crime Commissioner for West Yorkshire
 Police and Crime Commissioner for Wiltshire
 Radian
 Reading Borough Council
 Rochdale Metropolitan Borough Council
 Rossendale Borough Council
 Royal Borough of Kensington & Chelsea
 Sandwell Metropolitan Borough Council
 Slough Borough Council
 South Gloucestershire Council
 South Tyneside Borough Council
 Stoke on Trent City Council
 Trafford Borough Council
 Verisure
 Vivid Housing Association
 Wakefield Council
 Wakefield District Housing
 Walsall Metropolitan Borough Council
 Welsh Government
 West Sussex County Council
 Winchester City Council
 Wokingham Borough Council
 Yorkshire Children's Centre.

OUR SUPPORTERS

We are thankful to all those who have supported us in 2019–20. We would particularly like to recognise the following organisations, community groups and trusts and foundations for their contribution this year:

Organisations and community groups

ASDA
Co-op Luton Hub
Clintons
Gloucester Brewery
Rocal Group
St. Augustine's Church
Stratford-upon-Avon Golf Club
Tea Bar Basildon Essex
Waitrose – Canterbury
Waitrose Limited

Trusts and foundations

BAUER Radio's cashwave
Buttle UK
Charles Irwing Trust
Chatsworth House Trust
First Give
Gilbert and Eileen Edgar Foundation
Koestler Trust
Lancing Parish Council
Manifold Trust
Maresfield Parish Council
Patricia Routledge Charitable Trust
Savannah Charitable Trust
Smile For Joel
Sussex Community Foundation
Tadley Town Council
The Annandale Charitable Trust
The Bothwell Charitable Trust
The Burghley Family Trust
The Fulmer Charitable Trust
The Gladys Wightwick Charitable Trust
The JS Trust
The Moira Fund
The Sir James Reckitt Charity
The Zochonis Charitable Trust
Yorkshire Building Society Charitable Foundation.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity number: 298028 Registered as a charity in England and Wales
Company number: 2158780 Registered as a company limited by guarantee in England and Wales
Registered office: 1 Bridge Street, Derby DE1 3HZ
Company Secretary: Tony Silcock

Advisers

Auditor: Crowe U.K. LLP, St Bride's House, 10 Salisbury Square, London EC4Y 8EH
Bankers: Lloyds Banking Group plc, 25 Gresham Street, London EC2V 7HN
Solicitors: Bates Wells & Braithwaite, 10 Queen Street Place, London EC4R 1BE

Directors and Trustees

The directors of the charitable company (the Charity) are its trustees for the purpose of company law. The Trustees and officers serving during the year and since year end were as follows:

Key management personnel

President HRH, The Princess Royal
Chair Andrew Tivey
Vice-chair Les Mosco
Treasurer Kathryn Adkins
Trustees Imran Ahmed (from 14 November 2019)
 Jo Cumbley (to 14 November 2019)
 Christopher Digby-Bell
 Elizabeth Dymond CBE (to 18 September 2019)
 Andrew Edwards
 Richard Goodenough-Bayly
 Roger Harding
 Amy Mary Rose Herring (from 14 November 2019)
 Geoff Pollard
 Lianne Smith
 Moyna Wilkinson

Senior Management Team

Diana Fawcett, Chief Executive Officer
 Zoe Byrne, Services Director – South & Wales (from 19 April 2020)
 Martyn Herward, Director – Support Services
 Bernadette Keane, Services Director – London and Homicide (to 3 January 2020)
 Simon Ketteridge, Business Development Director (from 27 April 2020)
 Ellen Miller, Services Director – North & Midlands
 Kultar Nayyar, Services Director – South East (to 3 January 2020), Services Director – London and Homicide (from 4 January 2020)
 Tony Silcock, Director of Finance & People
 Sara Vaughan, Services Director – Wales and West (to 31 May 2019)

Join us in making a difference

Help us to support and empower people affected
by crime.

www.victimsupport.org.uk

VICTIM SUPPORT

We are an independent charity offering free, confidential support to people affected by crime and traumatic incidents. For information and support, contact us by:

- calling: Supportline **08 08 16 89 111**
- using Next Generation Text (add **18001** before any of our phone numbers)
- online: **victimsupport.org.uk**

To find out how you can help us, visit **victimsupport.org.uk/get-involved**

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Published by Victim Support
President HRH The Princess Royal

Victim Support, 1 Bridge Street, Derby, DE1 3HZ
Telephone: 020 7268 0200

Charity registration: 298028 Company no: 2158780
Registered in England. Limited by guarantee.
Registered office as above.



THE COMPANIES ACT 1985 AND 2006
COMPANY LIMITED BY GUARANTEE

**ARTICLES OF ASSOCIATION
OF
VICTIM SUPPORT**

April 2016

I. Interpretation

I.1. In these Articles and the Memorandum of Association the following terms shall have the following meanings:

The Acts	The Companies Act 1985 and the 2006 Act
The 1985 Act	The Companies Act 1985
The 2006 Act	The Companies Act 2006
Address	A postal address or, for the purposes of electronic communication, a fax number, an email address or a text message number in each case registered with the Charity
The Articles	The Articles of Association of the Company
Active Volunteer	Any volunteer who has given his or her time to the organisation without receiving any remuneration in the last six months
Auditors	The duly appointed auditors of the Charity from time to time
Board of Trustees or Trustees	The Trustees of the Charity. The Trustees are charity trustees as defined by Section 97 of the Charities Act 1993 as amended by the Charities Act 2006.
The Charity	The Company intended to be regulated by these Articles
Clear days	In relation to a period of a notice means a period excluding: the day when the notice is given or deemed to be given; and the day for which it is given or on which it is to take effect
The Commission	The Charity Commission for England and Wales
Company Member	Any individual that has become a Company Member in accordance with Article 3
Co-opted Trustee	Trustee appointed to the Board of Trustees in accordance with Article 25
Electronic communication	Has the meaning ascribed to it in the Electronic Communications Act 2000
The Memorandum	The Memorandum of Association of the Charity
Month	Calendar month
Natural person	Human being rather than a company or other organisation
Office holders	Includes the Chair and Vice Chair of Trustees, the Treasurer, the Secretary and any other office holder determined by the Trustees from time to time
Proxy	A person appointed to represent a Company Member

	pursuant to Article 15
Register of Company Members	The Register of Company Members required to be maintained under these Articles
Registered Office	The Registered Office of the Charity from time to time
The Seal	The common seal of the Charity if it has one
Secretary	The Company Secretary of the Charity from time to time or any other person appointed to perform the duties of the Company Secretary
Standing Orders	The rules and terms of reference which the Trustees may from time to time make for the proper conduct and management of the Charity
United Kingdom	Great Britain and Northern Ireland
In writing	Written, printed or transmitted writing including electronic communication

- 1.2.** Words importing one gender shall include all genders and the singular includes the plural and vice versa.
- 1.3.** Where an ordinary resolution of the Charity is expressed to be required for any purpose, a special resolution is also effective for that purpose.
- 1.4.** In these Articles, unless the context otherwise requires:
- (a) Words and expressions to which a particular meaning is given by the 1985 Act or the 2006 Act, in each case as in force when the Articles are adopted, shall have the same meaning in the Articles; and
 - (b) Words and expressions to which a particular meaning is given by the Acts, in each case as in force when the Articles are adopted, shall have meaning given by the 2006 Act, except where the word or expression is otherwise defined in the Articles.
- 1.5.** References in these Articles to any statutory provision or statute include all modifications thereto and all re-enactments thereof (with or without modification) and all subordinate legislation made there under in each case for the time being in force. This Article does not affect the interpretation of Article 1.4.
- 1.6.** A Company Member is "present" at a meeting if the Company Member (being an individual) attends in person or if the Company Member (being an organisation) attends by its duly authorised representative, who attends in person, or if the Company Member attends by his or its duly appointed proxy, who attends in person.

1.7. A Company Member will be deemed present "in person" at the meeting and will be counted in the quorum and entitled to vote if that Company Member participates through the medium of conference telephone, video teleconference or similar form of communications equipment if all persons participating in the meeting are able to hear and speak to each other throughout the meeting.

2. The Charity is established for the purposes expressed in the Memorandum.

3. Company Membership

3.1. The Company Members shall be the Trustees

3.2. Each Trustee shall become a Company Member on becoming a Trustee.

Not used.

3.3. Company Membership is not transferable.

3.4. The Trustees shall keep an accurate Register of Company Members in which shall be recorded the name and address of every Company Member and the dates on which they became and ceased to be a Company Member.

4. Victim Support Cymru

4.1. From the conclusion of the 2013 Annual General Meeting of the Charity, the person appointed as chair of Victim Support Cymru shall automatically become a Trustee Ex-officio and shall remain an Ex-officio Trustee unless he or she ceases to be a Trustee pursuant to Article 27 or ceases to be the chair of Victim Support Cymru. Such Ex-officio Trustee shall:

- (a) Have all the powers and responsibilities of a Trustee;
- (b) Be entitled to attend, receive notice of and vote at meetings of the Board of Trustees;
- (c) At all times be subject to the provisions of Article 27.

5. Termination of Company Membership

5.1. Company Membership is terminated if:

- (a) the Company Member dies;
- (b) the Company Member resigns by written notice to the Charity;
- (c) a resolution to terminate such Company Member's membership is passed in accordance with Article 6.2;
- (d) in relation to a Company Member who is a Company Member by virtue of being a Trustee, he or she ceases for whatever reason to be a Trustee;

5.2. A Company Member may be removed from Company Membership by a resolution of the Trustees that it is in the best interests of the Charity that his or her Company Membership is terminated. A resolution to remove a Company Member from Company Membership may only be passed if:

- (a) the Company Member has been given at least twenty-one days' notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reasons why it is to be proposed;
- (b) the Company Member or, at the option of the Company Member, the Company Member's representative (who need not be a Company Member of the Charity) has been allowed the opportunity to make representations to the meeting (whether or not such opportunity is taken).

6. General Meetings

6.1. An Annual General Meeting must be held in each calendar year and not more than fifteen months may elapse between successive Annual General Meetings.

6.2. All general meetings other than Annual General Meetings shall be called General Meetings.

6.3. The Trustees may call a General Meeting at any time.

6.4. Company Members holding between them ten per cent or more of the total voting rights may require the Trustees to call a General Meeting at any time.

7. Notice of General Meetings

7.1. The minimum periods of notice required to hold a General Meeting of the Charity (other than adjourned meeting) are:

- (a) twenty-one clear days for an Annual General Meeting and a General Meeting called for the passing of a resolution appointing a person as a Trustee;
- (b) fourteen clear days for all other General Meetings, including for the avoidance of doubt (but not limited to), a General Meeting called for the passing of special resolution.

7.2. A general meeting may be called by shorter notice if it is so agreed:

- (a) in the case of an Annual General Meeting, by all the Company Members entitled to attend and vote thereat;
- (b) in the case of a General Meeting, by a majority in number of Company Members having a right to attend and vote at the meeting who together hold not less than ninety five per cent of the total voting rights exercisable at such meeting.

7.3. The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted at the meeting. If the meeting is to be an

Annual General Meeting, the notice must say so. If the meeting is convened to consider a special resolution, the text of the resolution and the intention to propose the resolution as a special resolution shall also be specified. The notice must also contain a statement setting out the right of Company Members to appoint a proxy under section 324 of the 2006 Act and Article 15 of these Articles.

7.4. The notice must be given to all the Company Members and to the auditors, in accordance with Articles 41 and 42.

7.5. Notice of Annual General Meetings, inviting public attendance shall be displayed in accessible public places so as to promote the Charity.

7.6. Members of the public may speak only at the invitation of the Chair.

8. General Meetings – Accidental omission of notice

8.1. The accidental omission to give notice of a General Meeting to, or to send, supply or make available a document or information relating to a meeting to or, the non-receipt of any such notice, document or information by, any person entitled to receive notice shall not invalidate the proceedings at the meeting.

9. General Meetings – Quorum

9.1. No business shall be transacted at any general meeting unless a quorum is present.

9.2. The quorum is twenty five per cent of Company Members who are eligible to vote in person or by proxy at least two of whom must be a Trustee.

10. General Meetings – Quorum not present

10.1. The meeting shall be adjourned to such time and place as the Trustees shall determine if:

(a) a quorum is not present in person or by proxy within half an hour from the time appointed for the meeting; or

(b) during a meeting a quorum ceases to be present.

10.2. The Trustees must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.

10.3. If no quorum is present in person or by proxy at the reconvened meeting with fifteen minutes of the time specified for the start of the meeting the Company Members present at that time shall constitute the quorum for that meeting.

11. General Meetings – Chair

11.1. The person who has been appointed to chair the meetings of the Trustees shall chair the general meetings.

- 11.2.** If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting, the person who has been appointed to be vice chair of the board shall chair the meeting.
- 11.3.** If there is only one Trustee present and willing to act, he or she shall chair the meeting.
- 11.4.** If no Trustee is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the Company Members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.

12. General Meetings – Reconvening

- 12.1.** The Company Members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
- 12.2.** The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- 12.3.** No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
- 12.4.** If a meeting is adjourned by a resolution of the Company Members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

13. General Meeting – Voting

13.1. Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded by:

- (a) the person chairing the meeting; or
- (b) a Company Member or Company Members present in person or by proxy representing not less than one tenth of the total voting rights of all the Company Members having the right to vote at the meeting.

13.2.

- (a) Unless a poll is demanded, the declaration by the person who is chairing the meeting that a resolution has or has not been passed or has or has not been passed by a particular majority shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution. An entry in respect of such a declaration in minutes of the meeting recorded in accordance with section 355 of the 2006 Act is also conclusive evidence of that fact without such proof.
- (b) The result of the vote must be recorded in the minutes of the Charity but the number or proportion of votes cast need not be recorded.

13.3.

- (a) A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
- (b) If the demand for a poll is withdrawn, the demand shall not invalidate the result of a show of hands declared before the demand was made.

13.4.

- (a) A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be Company Members) and who may fix a time, date and place for declaring the results of the poll.
- (b) The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.

13.5.

- (a) A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- (b) A poll demanded on any other question must be taken either immediately or at such time, date and place as the person who is chairing the meeting directs.
- (c) The poll must be taken within thirty days after it has been demanded.

(d) If the poll is not taken immediately, at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken unless the time, date and place of the poll are announced at the meeting at which it is demanded.

(e) If a poll is demanded, the meeting may continue to deal with any other business that may be conducted at the meeting.

14. Proxies: appointment and voting

14.1. Any Company Member is entitled to appoint another person as a proxy to exercise all or any of the Company Member's rights to attend and to speak and vote at a general meeting of the Charity.

14.2. The appointment of a proxy shall be executed by or on behalf of the appointor and shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Trustees may approve);

"Victim Support

I being a Company Member of the above named charity, hereby appoint, or failing him/her,, or failing him/her,, as my proxy to vote in my name and on my behalf at the general meeting of the Charity to be held on20...., and at any adjournment thereof.

Signed on 20...."

14.3. Where it is desired to afford Company Members an opportunity of instructing the proxy how to act the appointment of a proxy shall be in the following form (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Trustees may approve);

"Victim Support

I....., being a Company Member of the above named charity, hereby appoint, or failing him/her,, or failing him/her,, as my/our proxy to vote in my name and on my behalf at the general meeting of the Charity to be held on20...., and at any adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution No. 1 *for *against

Resolution No. 2 *for *against

*Strike out whichever is not desired

Unless other instructed, the proxy may vote as s/he thinks fit or abstain from voting.

Signed on 20...."

14.4. The appointment of a proxy and any authority under which it is executed (or a copy of such authority certified by a notary or in some other way approved by the Trustees) may be lodged with the Charity as follows:

- (a) in the case of an instrument in writing be deposited at the office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Charity in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
- (b) in the case of an appointment contained in an electronic communication, where an address had been specified for the purpose of receiving electronic communications;
 - (i) in the notice convening the meeting, or
 - (ii) in any instrument of proxy sent out by the Charity in relation to the meeting, or
 - (iii) in any invitation contained in an electronic communication to appoint a proxy issued by the Charity in relation to the meeting, it must be received at such address not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposed to vote;
- (c) in the case of a poll taken more than 48 hours after it is demanded, be deposited or received as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or
- (d) where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the person chairing the meeting or to the secretary or to any Trustee.

14.5. An appointment of proxy which is not deposited, delivered or received in a manner described in Article 15.4 shall be invalid.

14.6. A vote given or poll demanded by proxy or by the duly authorised representative of a Company Member which is an organisation shall be valid even if the authority of the person voting or demanding a poll has been determined unless notice of the determination was received by the Charity at:

- (a) its registered office, or
- (b) at such other place at which the instrument of proxy was duly deposited, or
- (c) (where the appointment of the proxy was contained in an electronic communication) at the address at which such appointment was duly received

before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

15. Written resolutions

- 15.1.** A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the Company Members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that a copy of the proposed resolution has been sent to every eligible Company Member and a simple majority (or in the case of a special resolution a majority or not less than 75%) of the Company Members has signified its agreement to the resolution in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date. A resolution in writing may comprise several copies to which one or more Company Members have signified their agreement. In the case of a Company Member that is an organisation, its authorised representative may signify its agreement.

16. Casting vote

- 16.1.** If there is an equality of votes, whether on a show of hands or on a poll, the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

17. Votes of Company Members

- 17.1.** Every Company Member shall have one vote on a resolution and every proxy present who has been duly appointed by a Company Member entitled to vote on the resolution has one vote.

18. Raising an objection

- 18.1.** Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.

19. Trustees

- 19.1.** A Trustee must be a natural person aged eighteen years or older.
- 19.2.** No one may be appointed a Trustee if he or she would be disqualified from acting under the provisions of Article 27.
- 19.3.** No employee of the Charity may be a Trustee.

20. Board of Trustees

- 20.1.** The number of Trustees shall be not less than five and (unless otherwise determined by ordinary resolution) shall be subject to a maximum of twelve.
- 20.2.** The Charity shall actively promote a Board membership which includes a range of skill, experience and knowledge in keeping with the pursuance of its Objects.

- 20.3.** Trustees who perform any other role within the Charity shall be subject to the requirements of Article 35.
- 20.4.** A Trustee may not appoint an alternate Trustee or anyone to act on his or her behalf at meetings of the Trustees.
- 20.5.** At least three Trustees shall be Active Volunteers provided sufficient individuals submit applications for these positions which are deemed acceptable by the Governance and Nominations Committee in accordance with the procedures as set out in the Standing Orders from time to time.

21. Powers of Trustees

- 21.1.** The Trustees shall manage the business of the Charity and may exercise all the powers of the Charity unless they are subject to any restrictions imposed by the Acts, the Memorandum, these Articles or any special resolution.
- 21.2.** No alteration of the Memorandum or these Articles or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees.
- 21.3.** Any meeting of Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees.

22. Retirement of Trustees

- 22.1.** At each Annual General Meeting, those Trustees whose term of office has expired must retire from office.
- 22.2.** If a Trustee is required to retire at an Annual General Meeting by a provision of these Articles the retirement shall take effect upon the conclusion of the meeting.
- 22.3.** Subject to Article 23.4, no Trustee shall be eligible to serve as Trustee for more than two consecutive full terms, each of three years.
- 22.4.** The Board may, in exceptional circumstances, permit a Trustee to serve more than two consecutive full terms, provided that in no circumstances may any Trustee serve as Trustee for more than nine consecutive years.
- 22.5.** After two consecutive full terms or where a Board resolution pursuant to Article 23. 4 has been passed a maximum of nine consecutive years, a break of one year shall elapse before an individual is again eligible for election as a Trustee.

23. Appointment of Trustees

- 23.1.** The Charity may at an Annual General Meeting or at any general meeting appoint a person who is willing to act as a Trustee and who meets the requirements of Article 20.
- 23.2.** The appointment of a Trustee, whether by the Charity in general meeting or by co-option must not cause the number of Trustees to exceed any number fixed as the maximum number of Trustees.

- 23.3.** No person, including a Trustee retiring may be appointed a Trustee at any general meeting unless he or she has been nominated in accordance with Standing Orders set by the Board of Trustees.
- 23.4.** If the number of nominees is less than or equal to the number of Trustee vacancies, the nominees shall be appointed by the Company Members by ordinary resolution at the Annual General Meeting. All Company Members are entitled to receive notice of any resolution to be put to the meeting to appoint a Trustee, in accordance with Article 8.
- 23.5.** If there are more nominees than Trustee vacancies, an election shall be carried out. The election of Trustees shall be conducted in accordance with Standing Orders set in place as specified in these Articles.

24. Co-option of Trustees

- 24.1.** Subject to Article 21.1, the Trustees may at any time co-opt any person to be appointed as a Trustee either to fill a vacancy in their number or as an additional Trustee to ensure a wide availability of relevant skills.
- 24.2.** There shall be no more than four co-opted Trustees at any one time. Any co-opted Trustee shall hold office for a term not exceeding three years to be determined by the Trustees at the time of co-option.
- 24.3.** All co-opted Trustees shall:
- (a) have all of the powers and responsibilities of Trustees;
 - (b) at all times be subject to resolutions of the Board of Trustees and may be removed from office by a resolution of the Board of Trustees; and
 - (c) be entitled to attend, receive notice of and vote at meetings of the Board of Trustees.
- 25.** A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

26. Disqualifications and removal of Trustees

- 26.1.** A Trustee shall cease to hold office if:
- (a) he or she ceases to be a Trustee by virtue of any provision in the Act or is prohibited by law from being a Trustee;
 - (b) he or she is disqualified from acting as a Trustee by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
 - (c) he or she becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

- (d) he or she resigns as a Trustee by notice to the Charity (but only if at least five Trustees will remain in office when the notice of resignation is to take effect);
- (e) he or she is absent without the permission of the Trustees from all their meetings held within a period of six consecutive months and the Trustees resolve that his or her office be vacated;
- (f) Company Members resolve, by ordinary resolution, that a Trustee must vacate his or her office.

27. Office holders

- 27.1.** The Trustees shall appoint all Office Holders.
- 27.2.** The Secretary need not be appointed as a Trustee and all other Office Holders shall become Trustees on appointment, unless they are already a Trustee.

28. Proceedings of Trustees

- 28.1.** The Trustees may regulate their proceedings as they think fit, subject to the provisions of the Articles.
- 28.2.** The Trustees must hold at least two meetings each year.
- 28.3.** The Secretary shall call a meeting of the Trustees if requested to do so either by the Chair of the Trustees or by the number of Trustees that comprise a quorum as set out in Article 30.2.
- 28.4.** Questions arising at a meeting shall be decided by a majority of votes.
- 28.5.** In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

29. Proceedings of Trustees – Quorum

- 29.1.** No decision may be made by a meeting of the Trustees, unless a quorum is present at the time the decision is purported to be made.
- 29.2.** The quorum shall be four or the number nearest to one third of the total number of Trustees, whichever is the greater or such larger number as may be decided from time to time by the Trustees.
- 29.3.** A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.
- 29.4.** A Trustee may participate in a meeting of Trustees or a committee of Trustees through the medium of conference telephone or similar form of communications equipment if all persons participating in the meeting are able to hear and speak to each other throughout the meeting. A Trustee participating in this way is deemed to be present in person at the meeting and is counted in quorum and entitled to vote.

Subject to the Acts, all business transacted in this way by the Trustees or a committee of Trustees is for the purposes of the Articles deemed to be validly and effectively transacted at a meeting of Trustees or of a committee of Trustees although fewer Trustees than required for quorum are physically present at the same place. The meeting is deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chair of the meeting then is.

30. Proceedings of Trustees – Quorum not present

- 30.1.** If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees may act only for the purpose of filling vacancies or of calling a general meeting.

31. Proceedings of Trustees – Chair

- 31.1.** The Trustees shall appoint one of their number to chair their meetings and may at any time revoke such an appointment.
- 31.2.** If no one has been appointed to chair meetings of the Trustees or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Vice Chair shall act as chair of the meeting. If there is no Vice Chair or if the Vice Chair is not present, the Trustees present may appoint one of their number to chair that meeting.
- 31.3.** The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by these Articles or delegated to him or her by the Trustees.

32. Proceedings of Trustees – Resolutions in writing

- 32.1.** A resolution in writing signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a Committee of the Trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Trustees or (as the case may be) a Committee of the Trustees duly convened and held.
- 32.2.** The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more Trustees.

33. Delegation to Committee

- 33.1.** The Trustees may delegate any of their powers or functions to a Committee which includes at least one Trustee and such other persons as the Trustees may appoint to serve on the Committee, but the terms of any delegation must be recorded in the minute book.
- 33.2.** The Trustees may revoke or alter a delegation.
- 33.3.** All acts and proceedings of any Committees must be fully and promptly reported to the Trustees.

33.4. Any Committee formed will be subject to Standing Orders of the Charity in accordance with Article 45.

34. Conflicts of Interest

34.1. If a conflict of interests arises (or may arise) for a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or these Articles, the Trustees may authorise such a conflict in accordance with Article 35.2.

34.2. The Trustees may authorise any matter as described in Article 35.1 which may, if not so authorised, involve a breach of duty by a Trustee under section 175 of the 2006 Act. Any such authorisation will be effective only if:

- (a) the conflicted Trustee and any other Trustee interested in the matter is absent from the meeting or the part of the meeting at which the matter giving rise to the actual or possible conflict of interest is discussed;
- (b) the conflicted Trustee and any other Trustee interested in the matter does not vote on any such matter and is not counted when considering whether a quorum of Trustees is present at the meeting or the relevant part of the meeting at which the matter to be considered relates; and
- (c) in taking the decision to authorise the conflict, the non-conflicted Trustees are acting in a way that they consider, in good faith, will be most likely to promote the success of the Charity for the benefit of its beneficiaries.

34.3. The Trustees may give any authorisation under Article 35.2 upon such terms as they think fit. The Trustees may vary or terminate any such authorisation at any time. For the purposes of the memorandum and these Articles, a conflict of interest includes a conflict of interest and duty and a conflict of duties, and interest includes both direct and indirect interests.

34.4. A Trustee shall be under no duty to the Charity with respect to any information which he obtains or has obtained otherwise than as a Trustee of the Charity and in respect of which he owes a duty of confidentiality to another organisation or person. In particular the Trustee shall not be in breach of the general duties he owes to the Charity by virtue of sections 171 to 177 of the 2006 Act because he:

- (a) fails to disclose any such information to the Board of Trustees or to any Trustee or other officer or employee of the Charity; and/or
- (b) does not use or apply any such information in performing his duties as a Trustee of the Charity.

However, to the extent that his relationship with that other person gives rise to a conflict of interest or possible conflict of interest, this Article 35.4 applies only if the existence of that relationship has been authorised by the Trustees pursuant to Article 35.2.

- 34.5.** Where the existence of a Trustee's relationship with another person has been authorised by the Board of Trustees pursuant to Article 35.2 and his relationship with that person gives rise to a conflict of interest or possible conflict of interest, the Trustee shall not be in breach of the general duties he owes to the Charity by virtue of sections 171 to 177 of the 2006 Act because he:
- (a) absents himself from meetings of the Trustees at which any matter relating to the conflict of interest or possible conflict of interest will or may be discussed or from the discussion of any such matter at a meeting or otherwise; and/or
 - (b) makes arrangements not to receive documents and information relating to any matter which gives rise to the conflict of interest or possible conflict of interest sent or supplied by the Charity,
- for so long as he reasonably believes such conflict of interest (or possible conflict of interest) subsists.
- 34.6.** The provisions of Articles 35.4 and 35.5 are without prejudice to any equitable principle or rule of law which may excuse the Trustee from:
- (a) disclosing information, in circumstances where disclosure would otherwise be required under these Articles; and/or
 - (b) attending meetings or discussions or receiving documents and information as referred to in Article 35.5, in circumstances where such attendance or receiving such documents and information would otherwise be required under these Articles.
- 34.7.** Without prejudice to the remainder of these Articles or the Acts, the Charity may authorise (specifically or generally) any matter proposed to it which would, if not so authorised, involve a breach of duty by a Trustee under section 175 of the 2006 Act. Such authorisation shall be effected by an ordinary resolution and shall constitute "authorisation by the Company Members" for the purposes of this Article 35.7.
- 34.8.** A Trustee must declare the nature and extent of any interest, direct or indirect, which he has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared.
- 34.9.** A Trustee must absent himself or herself (unless expressly invited by the meeting to remain) from any discussions at any meeting in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest or any staffing or practice issues which may arise in carrying out any other role within the Charity).
- 34.10.** The conflicted Trustee shall not vote on any such matter and shall not be counted when considering whether a quorum of Trustees is present at the meeting or the relevant part of the meeting at which the matter to be considered related, irrespective of whether or not the Trustees has been expressly invited to remain at the meeting under Article 35.9.

35. Validity of acts

35.1. Subject to Article 36.2, all acts done by a meeting of Trustees, or of a Committee of Trustees, shall be valid notwithstanding the participation in any vote of a Trustee:

- (a) who was disqualified from holding office;
- (b) who had previously retired or who had been obliged by the Articles to vacate office;
- (c) who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;
- (d) if without:
 - (i) the vote of that Trustee; and
 - (ii) that Trustee being counted in the quorum,

the decision has been made by a majority of the Trustees at a quorate meeting.

35.2. Article 36.1 does not permit a Trustee to keep any benefit that may be conferred upon him or her by a resolution of the Trustees or of a Committee of Trustees if, but for Article 36.1, the resolution would have been void, or if the Trustee has not complied with Article 35.

36. The Seal

36.1. If the Charity has a seal it must only be used by the authority of the Trustees or of a Committee of the Trustees authorised by the Trustees. The Trustees may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a Trustee and by the Secretary or by a second Trustee.

37. Minutes

37.1. The Trustees must keep minutes of all:

- (a) appointments of Office Holders;
- (b) proceedings at meetings of the Charity;
- (c) meetings of the Trustees and Committees of the Trustees including:
 - (i) the names of the Trustees present at the meeting;
 - (ii) the decisions made at the meetings; and
 - (iii) where appropriate the reasons for the decisions.

38. Accounts

- (a) The Trustees must prepare for each financial year accounts as required by the 2006 Act. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
- (b) The Trustees must keep accounting records as required by the 2006 Act.

39. Annual Report and Return and Registers of Charities

- (a) The Trustees must comply with the requirements of the Charities Act 1993 with regard to:
 - (i) the transmission of the statements of account to the Charity;
 - (ii) the preparation of an Annual Report and its transmission to the Commission;
 - (iii) the preparation of an Annual Return and its transmission to the Commission
- (b) The Trustees must notify the Commission promptly of any changes to the Charity's entry on the Central register of Charities.

40. Notice pursuant to the Articles

40.1. Any notice to be given to or by any person pursuant to the Articles must be:

- (a) in writing; or
- (b) given using electronic communications,

to an address for the time being notified for that purpose to the person giving the notice. In this Article 40.1, 'address', in relation to electronic communications, includes any number or address used for the purposes of such communications.

41. Giving notice to Company Members

41.1. The Charity may give any notice to a Company Member, as defined under Article I, either:

- (a) personally; or
- (b) by sending it by post in a prepaid envelope addressed to the Company Member at his or her address; or
- (c) by leaving it at the address of the Company Member;

(d) by giving it using electronic communications to the Company Member's address;
or

(e) by posting it on a website after giving notice of the website address to Company Members.

41.2. A Company Member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.

41.3. A Company Member present in person or by proxy at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

42. Proof of notice

42.1. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.

42.2. Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators, current as at the date such notice was sent, shall be conclusive evidence that the notice was given.

42.3. A notice shall be deemed to be given:

(a) forty eight hours after the envelope containing it was posted; or

(b) in the case of an electronic communication, forty eight hours after it was sent.

43. Indemnity

43.1. The Charity shall indemnify every Trustee and the Secretary against any liability incurred by him or her in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in favour of the Trustee or Secretary or in which the Trustee or Secretary is acquitted or in connection with any application in which relief is granted to the Trustee or Secretary by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Charity.

44. Standing Orders

44.1. The Trustees shall from time to time make such reasonable and proper rules or Standing Orders, as they may deem necessary or expedient for the proper conduct and management of the Charity, which are consistent with these Articles, the Memorandum and the Acts.

44.2. The Standing Orders may regulate the following matters but are not restricted to them:

- (a) the procedures for nominations and voting in the election of persons to be the Trustees;
- (b) the admission of Company Members of the Charity and their rights and privileges;
- (c) the conduct of Company Members of the Charity in relation to one another, and to the Charity's employees and volunteers;
- (d) the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;
- (e) the procedure at general meetings and meetings of the Trustees in so far as such procedure is not regulated by the Acts or by these Articles; and
- (f) generally all such matters as are commonly the subject matter of company rules.

44.3. The Charity in a general meeting has the power to alter, add to or repeal the rules or Standing Orders.

44.4. The Trustees must adopt such means as they think sufficient to bring the rules and Standing Orders to the notice of Company Members of the Charity.

44.5. The rules or Standing Orders, shall be binding on all Company Members of the Charity. No rule or Standing Order shall be inconsistent with, or shall affect or repeal anything contained in, these Articles or Memorandum.

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Safeguarding policy and procedure

February 2021 Release 5.1

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Safeguarding policy and procedure
Service Design and Quality

Victim Support
1 Bridge Street
Derby
DE1 3HZ

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Document History

Issue	Date	Purpose	Author/Reviewer/Authoriser
4.0	09/11/19	Following major review. See the change report dated 24/10/19. Amendments made to simplify the procedure and strengthen safeguarding recording practice.	Approved by the Safeguarding Panel, SPOT's July 2019 meeting and the SMT's September 2019 meeting.
5.0 Draft 0.1	10/03/20	First draft of the combined Safeguarding policy and procedure for adults and children	For SOG consultation
5.0	02/07/20	Including SPOT feedback for Safeguarding panel and the People Committee approval.	07/07/20 Safeguarding panel
5.0	07/07/20	Approved by the Safeguarding Panel	For People committee approval
5.0	06/08/20	Approved by the People Committee	For Board approval
5.0	04/09/20 11/09/20	Approved by the Board Process map additionally reviewed / approved by SPOT	
5.1	01/02/21	Safeguarding panel requested alignment of process maps on one issue, and a sentence on helping people with additional needs to even if they do not meet the safeguarding threshold.	Approved by SOG on 09 Feb 2020

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1. Purpose

Victim Support (VS) is committed to providing effective and safe services. This document sets out how we will act to safeguard *adults at risk with care and support needs (adults at risk)* and children and young people (CYP) if we know or suspect they are being abused or are at risk of significant harm. All trustees, staff **and volunteers operating across VS's services and activities** (including Live Chat and online support) must comply with this procedure and act fairly and without prejudice on every safeguarding concern that comes to our notice in the course of our work.

The purpose of this policy and procedure is to:

- protect all service users, including the children and families of adults who use our services, and CYP or adults at risk who receive our direct support, from any type of abuse or harm
- protect anyone working for, or on behalf of VS, whether staff (including sessional or agency staff, secondees or students) or volunteers, from any type of abuse or harm
- ensure that all our activity is undertaken within the overarching principles that guide our approach to safeguarding.

CYP and adults at risk have the right to receive safe services regardless of race, colour, ethnic origin, age, sex, sexual orientation, gender identity/trans status, marriage or civil partnership status, disability, religion or belief and socio-economic status and have an equal right to protection from all types of harm or abuse.

We will safeguard adults at risk, defined by the Care and Support Act (2014), and CYP under the Children Act (1989 and 2004 as amended by the Children and Social Work Act 2017) and Working Together guidelines 2018 (and also in the Social Services and Wellbeing Act 2014). Appendix 8 sets out our legal framework.

As effective safeguarding practice is fundamental to VS, our policy and procedure is signed off, and led by, the National Board of Trustees (the Board) and Chief Executive Officer (CEO), who is also our National Safeguarding lead and Chair of the National Safeguarding Panel. Section 3 sets out our roles and responsibilities.

Every trustee, employee, volunteer and contracted service / partner has a duty and responsibility, when delivering our services and undertaking activities for VS, to promote the well-being and best interests of adults at risk and CYP, to keep them safe, carry out our work in ways that protect them and ensure that their best interests remain central at all times.

No one should ever experience abuse or harm of any kind and we will work in partnership with our service users, their families and other agencies to protect them against abuse or harm.

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The Counter-Terrorism and Security Act 2015 introduced a duty on certain authorities known as the *prevent duty*, to prevent people from becoming involved in, or supporting terrorism or related activity. Our prevent duty is a safeguarding issue and so we help to prevent CYP and adults at risk from being harmed by any involvement in terrorist or related activity by following this safeguarding procedure. See also Appendix 7.

Staff and volunteers sign their agreement to complying with this policy and procedure on completion of their safeguarding foundation training, recorded in their induction checklist on Wave, and thereafter by completing the mandatory safeguarding e-learning, which we record on Wave, and monitored for compliance at our quarterly management review meetings (MRMs).

1. 1 How we safeguard and protect people

VS will always take action to safeguard adults and CYP at risk of abuse or neglect. We believe that prevention and protection of the most vulnerable is important, and taking action is a matter of personal integrity and responsibility. Ignoring or tolerating abuse is not an option.

We safeguard and promote the welfare and protection of adults at risk and CYP in the following ways:

- Valuing, listening to and respecting them
- Making safeguarding personal by involving adults at risk in decision making as far as possible to achieve the outcomes that they want while adhering to the six principles of safeguarding embedded in the Care Act 2014. See appendix 5
- Ensuring all staff and volunteers understand and follow our safeguarding procedures and receive regular training, suitable to their role, which sets out the various forms of abuse and their safeguarding responsibilities
- Appointing a nominated senior safeguarding lead, a deputy and a lead trustee for safeguarding
- Adopting safeguarding best practice throughout our policies, procedures and *Code of conduct* for staff and volunteers
- Developing and implementing an effective online safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, and training

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- Implementing our Quality Management System so that staff and volunteers know about, and follow our mandatory policies and procedures and *Code of conduct*, confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made, clearances obtained and details recorded before supporting service users
- Recording, storing and using information professionally and securely, in line with GDPR data protection legislation and providing guidance for sharing information about safeguarding and good practice with all service users we safeguard
- Adhering to this safeguarding policy and procedure when sharing concerns and relevant information with agencies who need to know, to protect individuals from abuse and harm
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that our policies and procedures help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our service users, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance that enhance wellbeing and avoid situations and working environments that could put people at risk of abuse, or of allegation.
- Building a safeguarding culture where staff and volunteers, service users and their families, treat each other with respect and feel comfortable sharing concerns
- Raising awareness about safeguarding and rights with victims and witnesses who use our services and by having appropriate systems in place that support and allow them to give feedback, both positive and negative
- Responding quickly and effectively to any allegations, concerns, issues or incidents - and always taking them seriously
- Having minimum standards in place for those we work with and contract to ensure that they operate suitable safeguarding practice in line with their safeguarding policy and procedures

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- Ensuring we have local designated safeguarding officers in each area to oversee and promote effective safeguarding practice and recording.

Some service users, their children and families are more vulnerable because of the impact of previous experiences, underlying needs, communication challenges or other issues. We therefore underpin this policy and procedure with our equality and diversity principles and commitment to making our services accessible to all in line with the [Service accessibility procedure](#).

We review this document annually to stay aligned with new legislation and best practice.

1. 2 Definitions

Adult - *adult* refers to any person aged 18 years or over.

Adult at risk with care and support needs- shortened to *adult at risk* throughout this document, describes those who meet the criteria for making a safeguarding referral to the Local Authority Adult Safeguarding Team (under the Care Act 2014): where the adult has needs for care and support (whether or not the local authority is meeting any of those needs) and:

- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Safeguarding an adult is the action we take to protect an ***adult at risk's*** right to live in safety, free from abuse and neglect.

Child - refers to anyone under 18 years old

Young Person - refers to any child aged 16 or 17 years of age

Safeguarding and promoting the welfare of children defined under Working Together to safeguard children (2015) - is the action we take to promote the welfare of children and to protect them from harm by:

- protecting them from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Safeguarding referral - This is when a VS worker actively makes a referral of an *adult at risk* or CYP to the Local Authority Adult Safeguarding Team / Multi-agency safeguarding hub (MASH) team. This procedure also covers other processes that VS workers need to undertake to monitor and manage cases in addition to making

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such referrals, and when cases are not accepted by the LA Adult Safeguarding Team / MASH including ongoing support and safety planning and possible onward referral for additional support.

Child Protection: is part of safeguarding and is defined as the process of protecting individual CYP identified as either suffering, or likely to suffer significant harm as a result of abuse or neglect.

Significant Harm: The Children Act 1989 introduced *Significant Harm* as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical Abuse, Sexual Abuse, Emotional Abuse and Neglect are all categories of Significant Harm.

Harm - defined as the ill treatment or impairment of health and development. This **definition was extended in 2002 to include: “impairment suffered from seeing or hearing the ill treatment of another”** e.g a child living in a household affected by domestic abuse. Suspicions or allegations that a child is suffering or likely to suffer Significant Harm should result in a statutory assessment incorporating a Child Protection Section 47 Enquiry.

See also the Glossary.

1. 3 Contact details

Nominated Safeguarding lead officer	Diana Fawcett: diana.fawcett@victimsupport.org.uk
National safeguarding Manager (deputising to the safeguarding lead)	Service Director Johanna.Parks@victimsupport.org.uk
Trustee lead for safeguarding	Moyna Wilkinson
National Contact Centre out of hours safeguarding number	0207 870 7130
National list of Designated Safeguarding Officers (by region) <i>See your Local handbook for regional only contacts</i>	Link to the: DSO List

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1. 4 Identifying safeguarding concerns

Always follow this safeguarding procedure if there are any concerns about the safety of an adult at risk or a CYP.

1.4.1 Categories of abuse

<u>Categories of abuse relating to CYP are defined under the Children Act 1989:</u>	<u>Categories of abuse relating to adults are defined under the Care Act 2014:</u>
<ol style="list-style-type: none">1. Physical Abuse2. Emotional Abuse3. Sexual Abuse4. Neglect	<ol style="list-style-type: none">1. Physical Abuse2. Domestic Abuse incl. Honour Based Abuse3. Sexual Abuse4. Psychological Abuse5. Financial Abuse6. Modern Day Slavery / Human Trafficking7. Discriminatory Abuse8. Organisational Abuse9. Neglect and acts of Omission10. Self- Neglect

A concern may be:

- Observed, overheard or identified during support
- Disclosed by an adult at risk or CYP telling you they are being abused
- Reported by a third party
- Reported as a complaint about an incident involving the behaviour of a member of staff or volunteer towards an adult at risk / CYP.

Note that this procedure applies to any safeguarding concern identified during any method of service delivery, including via Live chat and other online platforms.

1. 5 Anonymous cases

The Live Chat system, known as the Client, will obtain the IP (Internet Protocol) address therefore identifying the service user and their location by clicking on the GEO-IP tab on the right hand-side of the screen. If there are no other ways to identify a service use who is at risk, then we will use this information in our discussions with a line manager / DSO and provide this information to the LA Safeguarding team / MASH / police where appropriate.

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1. 6 Process for cases not accepted by the LA / MASH

LA Adult Safeguarding / MASH teams may not agree that the safeguarding threshold has been met on receipt of a query or referral from VS. Where a VS DSO believes that all 3 criteria / safeguarding threshold has been met, this procedure applies and we must make a safeguarding referral, complete a Safeguarding recording sheet and upload it on to NGCM so that our concerns are recorded and can be closely monitored.

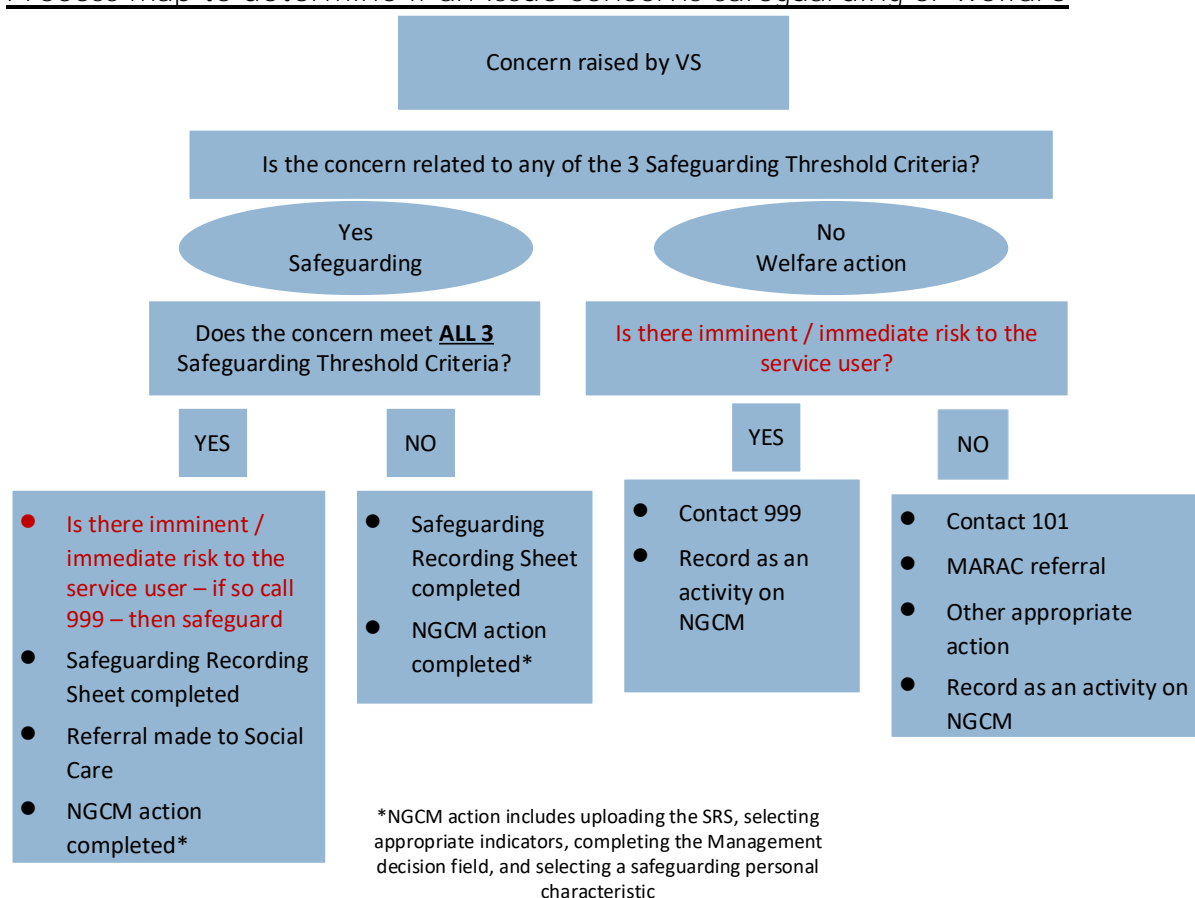
Where a safeguarding concern raised by a staff member leads to a VS DSO decision that the concern is a safeguarding issue but all 3 of the safeguarding threshold criteria do not apply, upload the SRS to NGCM and update the Management decision field to capture this decision.

1. 7 Process for cases that fall outside of this procedure

VS provides a broad range of support to people who feel in crisis or unsafe. Not every case, involving an adult service user, should lead to a safeguarding referral. If a case involving an adult does not involve any of the 3 safeguarding criteria, but the service user is:

- at immediate and imminent risk - call 999 (record as an activity)
- not at immediate or imminent risk - call 101 for a welfare check, provide support to access a GP, make a MARAC referral etc (record as an activity).

Process map to determine if an issue concerns safeguarding or welfare



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1. 8 What we can do to help

We may make safeguarding referrals in relation to a service user's children or dependants when they call VS for help and support if we identify that their children or other looked after people require safeguarding action.

We can often take action to support the person who has called us for support, and not consider the safeguarding referral to be the only way that we can intervene. We can normally also continue to provide help to the person who has called, for example so that they can access support for domestic abuse, to undertake a DASH and to help them to safety plan. Non-offending parents are in the best position to keep themselves and their children safe, albeit often with safeguarding support and intervention. Not all such cases will involve domestic abuse, and there may be other services that we can offer to help service users to cope and recover, and so they should access our assessment process as usual unless anyone is at immediate risk of harm. For example we can direct them to our SilverCloud service, if they are able to self-help, or to the My Support Space platform. If they have contacted one of our national support services, we can refer them to a local VS service. If ongoing support is required then we will liaise with the LA in relation to delivering support in the context of the safeguarding action to make sure that the LA safeguarding team / MASH are aware of our involvement and we can take any advice about appropriate levels of support.

Note that you must always make reasonable adjustments for service users who have additional needs, and this involves helping them to access other services if they meet any of the safeguarding criteria

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2. Safeguarding procedure

See the Process map in Appendix 10 for a summary of this procedure.

Step 1 - Assess whether an adult at risk or CYP is at immediate risk and requires safeguarding

- In all cases where you are concerned that a CYP is at risk of significant harm make a safeguarding referral.
- If an adult at risk meets the threshold for making a safeguarding referral under S42 of the Care Act 2014, whereby all 3 of the following criteria are met, make a safeguarding referral:
 1. An adult has care and support needs, *and is*
 2. experiencing, or at risk of, abuse and neglect, *and*
 3. as a result of their care and support needs is unable to protect themselves from either the risk of, or the experience of risk and abuse or neglect

Note - Adult safeguarding is for people who, because of issues such as dementia, learning disability, mental ill health or substance abuse, have care and support needs that may make them more vulnerable to abuse or neglect. [SCIE](#).

- Complete a safeguarding recording sheet.
- Inform a DSO at the earliest opportunity of your actions.

Step 2 - Respond to any disclosure or observation appropriately

If they disclose a safeguarding issue to you:

- Listen carefully, without interrupting
- Remain calm and receptive
- Explain that you will need to share information
- Offer reassurance that it is right to speak out
- Do not make promises or agree to keep information confidential
- Do not display your own emotions, **for example don't act shocked or surprised**.
- Do not probe for inappropriate levels of information or make assumptions about anything disclosed.

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If you observe, hear or otherwise identify a safeguarding issue:

- Do not make any allegations.
- Above all else consider safety - **directly confronting an abuser's** behaviour may put the adult, CYP (or worker) at risk of immediate harm
- Where possible, take advice from a line manager / DSO. This may involve advising the service user that you will call them back, or that you need to rearrange an appointment.
- Consider their proximity to the alleged abuser. The individual may require protection when the person who is acting in an abusive way is confronted, and so act with caution and always take advice from a line manager / DSO.
- Always take steps to get advice, we must ensure that we take steps to reduce the risk of harm / future harm.
- Record what you have observed or heard as soon as possible on the [Safeguarding recording sheet](#).

Step 3 - Complete a Safeguarding Recording sheet

- Complete the [Safeguarding Recording sheet](#) in digital or written format.
- Your record must be factual and use the same words / language spoken as far as possible. **For example, I observed....., Mr X disclosed,I was told,I heard.** Also record how information was obtained, e.g. online chat, face to face appointment.
- Do not speculate on the causes of the concern. If you or a third party witnessed the behaviour capture only relevant information relating directly to the safeguarding concern, for example the context, known or evidenced risks relating to the adult. Share only information that is relevant to the

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safeguarding concern. Note the time and date on the *Safeguarding recording sheet*, and sign it.

NGCM recording practice if there are other CYP or dependants at possible risk

- Capture children / dependent adults in the *Associated Person* table
- Make sure that the safeguarding referral includes reference to any dependants / children of the adult who is being safeguarded
- If a child being safeguarded has siblings / there are other children at possible significant risk or harm then each individual will require their own case to be set up on NGCM.

When a volunteer identifies a safeguarding concern

- Volunteers must inform their line manager immediately and complete the safeguarding recording sheet. If the line manager is not available, contact the DSO.
- Line managers should record on the sheet that they are making the referral based on the observations of / disclosure made to a named volunteer, using direct quotes and the same language used by the volunteer. The Line manager should sign the sheet and provide their own professional contact details **and the volunteer's name as the person who identified the concern.**

NGCM recording practice: Upload the Safeguarding recording sheet

- Select *Upload Risk assessment* and risk assessment type: *Safeguarding*
- *Update the Management Decision table*: selecting a decision log type of *Safeguarding / MARAC referral* and add a summary of actions taken
- Select identified risk level as *High*.

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Step 4 - Contact a DSO immediately

The member of staff who received the disclosure or identified the concern must:

- contact a DSO immediately to raise the safeguarding concern and seek advice. The DSO may be your line manager, designated deputy or the DSO on-call. If your line manager is not the DSO also notify them at the earliest opportunity
- complete the safeguarding recording sheet, and record that you have sought advice from the DSO and the action they require
- act on the direction received from the DSO
- share the Safeguarding recording sheet with the DSO for sign off at the earliest opportunity, and with your line manager.

The DSO will review and sign off the completed Safeguarding recording sheet.

If out of hours, the on-call DSO at the National Contact Centre (NCC) will not sign the Safeguarding recording sheet, but will complete a Defensible Decision Form based on the information provided (which sets out the decision making advice they have given), and they will pass this on to the your manager for review alongside the Safeguarding recording sheet. See section 6 for more on our out of hours practice.

There is also a *list of national DSOs* for your use if you cannot reach a local DSO.

The discussion with your line manager/ DSO should identify:

For adults at risk

- Whether a safeguarding referral to the Local Authority Adult Safeguarding Team is required, or to another agency, e.g. where the safeguarding threshold (in Step 1) is not fully met for adults at risk, and for example a GP or alternative referral is more appropriate.
- Whether more information needs to be gathered in order for a safeguarding referral to be made to the LA Adult Safeguarding team / MASH.
- Whether the adult at risk has given their consent to the safeguarding referral, and if not whether consent can be obtained.
- If they do not consent to a referral being made, the DSO will assess whether the risk of harm meets the **threshold in the ‘Care and Support statutory guidance’ (updated 2017)** with reference to drawing on Data Protection legislation whereby consent is not required. See [Step 6](#).

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For children and young people

- Whether a safeguarding referral is required
- Whether more information needs to be gathered in order for a safeguarding referral to be made
- Whether the parent should be informed about the safeguarding referral being made
- Any immediate safeguarding action required
- How we support the child throughout the process
- How we feedback our actions to the child
- Where a decision is taken not to make a safeguarding referral, preparing an agreed plan of action to manage and monitor assessed risks agreed with the staff/ volunteer.

Step 5 - Assess whether you have sufficient information to make an accurate safeguarding referral

The information provided to LA Safeguarding Team / MASH should enable them to act on the concerns raised. Therefore you must complete the Safeguarding referral sheet as fully as possible prior to referral so that they can make a decision on next steps.

The following information must be included on the Safeguarding recording sheet to provide context:

- Identifying information, name, D.O.B, address (where available)
- Is the adult at risk / CYP safe at this moment? If they are safe now, when are they at risk?
- Who are they at risk from?
- Where are they at risk?
- Is there anyone else exposed to this risk?
- How and from whom has the information been obtained?

If this information is not initially disclosed, then the above short open questions can be used as prompts at the end of their disclosure. This should be discussed and agreed with your line manager or DSO where possible. Refer to the [Live chat support operating procedures](#) for further instructions on helping people during an online chat, for example by suggesting the chat moves to a phone call.

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Where an adult at risk or CYP is already receiving our support and we have an identified worker in the Local Authority safeguarding Team, it may be appropriate to discuss the concern with them in the first instance - without speculation - and focussing only on the facts / what has been witnessed, observed, reported or disclosed. Add any relevant context to the Safeguarding recording sheet about known and evidenced risks relating to the adult at risk or CYP.

Record a summary of any discussion with another professional on the [Safeguarding Recording sheet](#) and upload this onto NGCM as set out in [Step 3](#).

The following step is only applicable in cases where DSO / management decision has been made to make a referral to the Local Authority Adult Safeguarding Team.

Step 6 - Deciding to make a safeguarding referral

For children and young people

Ideally, the concern should be discussed with the CYP and the parent or carer before making a referral to the Local Authority Child Safeguarding Team. However, there may be cases where this could place the child at further risk. When a child is at risk of significant harm, consent is not required to make a referral, and the **child's needs should be considered above all else**.

Any issues or concerns about putting the child at risk by making the referral should be discussed with the LA Child Safeguarding Team / MASH at the time of referral, and be addressed by them.

The legal reasons for sharing information about child protection concerns are explicit in law and also set out in the *Data protection policy: Where there are **safeguarding concerns (Children's Act)***.

When an adult is at risk

The safeguarding concern should be discussed with the adult at risk before making a referral to the Local Authority Adult Safeguarding Team, which is best practice wherever possible.

In line with our [Data protection policy](#) (conditions for lawful processing of personal data), we will share an adult's information only:

- a) with their consent
- b) when there is a legal reason to disclose.

We will share an adult's information in order to make a safeguarding referral if they *are at risk of immediate / imminent risk of serious harm*.

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If you are concerned that seeking their consent to make a safeguarding referral would put them at risk of immediate / imminent risk of harm, for example because the concern relates to their main carer, you must discuss this with the DSO / and the LA Adult Safeguarding Team / MASH at the time of referral.

In some cases it may be appropriate to consider a family approach to making a safeguarding referral where it is safe and appropriate to involve the carer / parent in **the discussion with the adult at risk's** consent. This will depend on the context of the concern raised and you / the DSO will need to assess each case individually.

Consider:

- Any immediate safeguarding action required
- How we support the person throughout the process
- How we will feedback our actions to the adult at risk.

Making a decision to refer an adult at risk without their consent

There may be circumstances when an adult at risk does not give their consent to the safeguarding referral. Any decision to make a safeguarding referral to the LA Adult Safeguarding Team / MASH **without an adult at risk's** consent must be recorded on the Safeguarding recording sheet.

Any action taken without consent should have a clear justification, be permissible in law, be proportionate to the circumstances and be least restrictive to the person concerned - always taking into account the 6 principles set out in appendix 5.

Victim Support will refer individuals to local mental health teams for support and advocacy where appropriate or possible and with the consent of the individual. In many areas access to the crisis mental health team will be via the Local Authority adult safeguarding teams.

Complete the Management Decision table on NGCM:

- Decision log/ type Safeguarding / MARAC Referral - capturing in the notes the decision taken by the DSO to make the safeguarding referral without consent under the relevant legislation.

If a referral to the LA safeguarding team / MASH does not meet the criteria for local authority intervention steps, then we will take steps to identify and access alternative mental health support provision where available.

Where a decision is taken not to make a safeguarding referral to the LA Adult Safeguarding Team / MASH, an agreed plan of action to manage and monitor assessed risks must be agreed with the staff/ volunteer, including oversight of the

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case during case review meetings, and consideration of any ongoing support plan and services, including onward referrals that might help.

There may be occasions when the issue escalated to the DSO may be complex and have significant organisational implications. When faced with a decision that is outside of their knowledge and authority, the DSO must escalate this immediately to their respective Service Director, or another Service Director if unavailable.

Service Directors may involve the Safeguarding Panel / other subject matter experts in decision making.

Step 7 - Make a referral to the Local Authority Safeguarding Team

Use locally agreed protocols initially by telephone and then follow up with secure transmission (either CJSM or EGRESS used with the REFERRAL setting) of the Safeguarding Recording sheet. Some LA Safeguarding Teams /MASH have their own forms, where information from the VS Safeguarding Recording sheet will need to be transferred (these forms should be used in addition to the VS Safeguarding recording sheet).

Where the LA Safeguarding Team / MASH has an online referral system, DSOs should ensure that the online referral systems are secure before any referrals are made using this method. This action is only taken once agreed by a line manager or DSO and is always completed by VS staff, never by a volunteer.

NGCM Recording practice

Check if they are already working with another professional - if so select:

- Service user has a Social worker (background indicator)
- Service user subject to safeguarding plan (risk indicator)

Select any other relevant safeguarding impact / issue / risk indicator:

- Alleged perpetrator related to service user (risk indicator)
- Service user requires safeguarding referral (issue /impact indicator)
- Safeguarding concern - vulnerable adult (risk indicator)

Select the Service type:

- Ongoing support, onward referral, safeguarding adult or safeguarding child

Select a Secondary Personal Characteristic flag:

- Safeguarding Issue raised

Tick the consent to share box - or not if done without consent.

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Note that you must review the safeguarding flag annually, or remove it before then if we learn that the safeguarding issue has been resolved.

At the point of referral, also clarify how VS will work with the LA safeguarding team / MASH to provide support to the adult at risk / CYP whilst any enquiries take place and how communication will take place across agencies to make sure there is an effective and safe multi agency response. This should include any direction given by the LA safeguarding team / MASH on what to feedback to the service user about actions that the LA Safeguarding Team plan to take.

Step 8 - Record all ongoing communications with the Local Authority Safeguarding / MASH Team or other professionals

Record on NGCM all discussions, details of contacts and any decisions made or actions taken as an *activity* (appointment, phone call or email), with times and dates and the names of those individuals spoken to.

If a management decision has been made to make a referral to the LA safeguarding team / MASH, then the following step applies.

Step 9 - Ensure that the safeguarding referral has been received

The LA Team / MASH should inform VS of planned action or any decisions not to take action.

Within one working day of receipt of a referral, a local authority social worker should make a decision about the type of response that is required and acknowledge receipt to the referrer. The LA Safeguarding Team / MASH should provide feedback to the referrer on the decisions taken. Where appropriate, this feedback should include the reasons why a case may not meet the statutory threshold to be considered by the LA Safeguarding Team / MASH for assessment and suggestions for other sources of more suitable support.

Where this information is not provided by the LA Safeguarding Team / MASH, in active / ongoing VS cases / reactivated, the relevant local VS service should

Record on NGCM as an activity on the case any follow up call to the LA Safeguarding Team / MASH.

Record in the management decision table any updates on the status of the referral (i.e accepted and acted on or not accepted):

- Decision log/ type: external decision making
- Capture in the notes the details of the update and if the referral has been accepted and acted on or not accepted.
- Record the name of the LA worker who made the decision.

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complete a follow up call to identify the decisions taken, in order to feedback the outcome of the referral. Note that a reactivated case means that the case was previously closed, but reactivated when the service user makes contact or is referred to a local service.

If the external decision not to accept the VS safeguarding referral is made over the phone, do not send the Safeguarding recording sheet, and log the decision as set out above, notifying the DSO.

General		
Decision Log Type *	External decision making	Review Date
Action Taken	--	

Upload onto NGCM the safeguarding referral sheet even if the referral was not accepted as evidence of the actions taken by VS.

Step 10 - Provide other interventions required by the service user

If the LA Safeguarding Team / MASH does not accept the referral, e.g. stating that the statutory threshold has not been met, then the case manager should create a support / safety plan in discussion with their line manager to agree how to safely continue to provide support, and if any other onward referrals are required to provide additional support, e.g. to another Social Services department for a care and support assessment or to the GP for counselling.

Review the case at least 4 weekly, or more frequently if there are further concerns, and record this on NGCM as an appointment / activity.

Ongoing support should be discussed and agreed between the case manager and the line manager. All service deliveries should be recorded on NGCM.

Step 11 - Ongoing assessment and making further referrals where risk remains or escalates

If concerns remain about the welfare of an adult at risk or a CYP after a referral has been made to the LA Safeguarding Team / MASH, escalate the concern to the **DSO. The DSO may decide that it's appropriate to raise a concern with the Contract Manager** who will advise on any further action necessary.

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If there are new safeguarding concerns, make a follow up referral setting out the original concerns and including the details of any new concerns where these exist by completing and submitting a new Safeguarding recording sheet.

If at any time the volunteer or member of staff is concerned that an adult at risk is in imminent / immediate risk of harm they should call the police on 999.

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3. Management, staff and volunteer responsibilities

All staff and volunteers must be familiar with this document and recognise their individual responsibilities for safeguarding. See the table in 3.3, below.

3. 1 Recruitment and training requirements

Safe recruitment must be employed as set **out in VS's [Recruitment & Selection policy and procedure](#)**, including pre-employment / volunteering DBS checking for staff and volunteers (for appropriate roles), which must be renewed 3 yearly. Relevant staff must also successfully complete *Safer recruitment* e-learning prior to undertaking any recruitment, as set out below.

Service managers	Must undertake all mandatory safeguarding e-learning every 2 years, and in addition Safe recruitment training where their role involves recruitment of staff or volunteers. Managers also make sure that all mandatory training for their teams (and including their own) is kept up to date and recorded on Wave.
All staff and volunteers	Must undertake mandatory training on commencement of employment or volunteering, and then as refresher training every 2 years, including the: <ul style="list-style-type: none">• Safeguarding e learning• Prevent e-learning The successful completion of the training and agreement to comply with VS's Safeguarding policy and procedure must be recorded on their induction checklist and uploaded onto their Wave record by their line manager, and the mandatory training field also updated on Wave.
Designated Safeguarding Officers	In addition to the mandatory e-learning training completed by all staff, DSOs attend appropriate multi agency training made available by their LA safeguarding teams and Boards, other appropriate external training, e.g SafeLives, and must complete VS's DSO training and Prevent training, ensuring this is refreshed 2 yearly, and captured on their Wave record.
NSLO	In addition to the 2 yearly safeguarding e-learning training the NSLO arranges for external subject matter experts to attend panel meetings, and to inform training and procedural reviews. All opportunities for ongoing learning are explored including tender outcomes in relation to our safeguarding practice, ongoing monitoring of legislation and external policy (reported from the external policy leads),

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	ongoing lessons learnt from concerns, complaints audit and DHR and SCRs.
Safeguarding panel	In addition to the 2 yearly safeguarding e-learning training the panel receives ongoing learning from invited external subject matter experts and acquires knowledge and continual learning at monthly panel meetings where current policy, legislation and best practice is continually reviewed while discussing active cases, and also by attendance and training sessions and events.
Board of Trustees	In addition to the 2 yearly safeguarding e-learning training, the Safeguarding Board representative attends the Safeguarding panel meetings to remain appraised and up to date in their safeguarding learning and knowledge as above.

3. 2 Case review

All cases managers overseeing cases that involve active safeguarding concerns must undertake review of such cases as set out in the [Case management procedure](#), 4 weekly.

3.3 Roles and responsibilities

Board of Trustees	VS's Board of Trustees are responsible for safeguarding governance and practice throughout the organisation led by a national safeguarding trustee lead.
Chief Executive Officer	<p>The Chief Executive Officer is the National Safeguarding Lead Officer (NSLO) for VS who holds overall accountability for safeguarding and ensures that there are effective arrangements in place for all CYP and adults at risk, which are complied with and monitored.</p> <p>The NSLO acts as a central contact for DSOs when a decision is needed on whether to make a safeguarding referral, and is the national Prevent lead. The NSLO is supported in these duties by a panel of experts - below.</p> <p>The NSLO ensures there is an up to date list of approved DSOs, including out of hours availability. They oversee that mandatory training is in place, refreshed and recorded and</p>

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	<p>that audits on safeguarding practice are completed with appropriate action taken to correct issues identified.</p> <p>Annually, the NSLO reports on safeguarding trends, improvements, incidents and complaints to the Board, and provides regular updates to the lead Board of Trustees for safeguarding where appropriate - and via regular Safeguarding panel meetings.</p> <p>Any safeguarding concerns about the Chief Executive Officer would be handled by the Safeguarding lead on the Board of Trustees, or in their absence another trustee.</p>
National Safeguarding manager	The Service Director for the North acts as deputy in the National Safeguarding Lead Officer's absence.
National Safeguarding panel	<p>Led by the NSLO the panel ensures that practice and procedures are effective and that lessons learned are acted on.</p> <p>The panel of experts made up of VS's Service Directors, People (HR) lead, training manager and the Board representative also takes on deputising functions for the NSLO when required, and briefs the NSLO and policy leads on legislative and best practice changes, and discuss and make decisions on complex cases presented by local teams. The panel retains a log of all safeguarding issues referred for national decision making, and the national DSO listing. They audit safeguarding practice as set out in the <u><i>Procedure for contract managers on preparing for serious case and safeguarding adults reviews</i></u> and also safeguarding incidents and complaints.</p>
Designated Safeguarding Officers	<p>DSOs directly oversee all adult and CYP safeguarding concerns and make decisions on every referral acting on any cases escalated from the service delivery teams, and advising the NSLO about concerns raised about staff / volunteer behaviour or incidents, organisational risks. They are also the local Prevent leads.</p> <p>DSOs agree local referral protocols with LA safeguarding teams / MASH and boards and ensure that local referral systems are secure and that staff and volunteers are kept up to date with safeguarding requirements and receive training appropriate to their role. training for their role</p> <p>They also submit local data to the NSLO in relation to local safeguarding audits.</p>

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Service Managers - operational responsibilities	Service managers ensure that actions directed by the DSOs are taken.
Service delivery staff	The staff / volunteer manager who identified the concern should make the safeguarding referral to the LA Safeguarding team / MASH.
IDVA / ISVA or other specialist service	The IDVA / ISVA / CHISVA make safeguarding referrals to LA Safeguarding team/ MASH. It is recommended that the CM nominate their IDVA / ISVA/CHISVA service manager as one of their deputy designated safeguarding officers because of the likelihood of increased levels of safeguarding referrals from these specialist serious crime teams.
HR and service managers safe recruitment responsibilities	Managers and Human Resources are responsible for risk assessing all job descriptions to identify which are likely to involve regular and/or substantial unsupervised contact with CYP and adults at risk and that DBS checks are sought where an employee's (or volunteer's) role involves substantial, regular or unsupervised contact with children.

3.4 Concerns about staff and volunteer behaviour

- Where it has been observed or reported **that a staff member or volunteer's** behaviour (internal or external) may pose or has posed a risk of harm to children or adults at risk, our response to such conduct includes a duty to:
 - Contact the Children's or Adult's LA Safeguarding team** / MASH
 - Inform the Designated Officer, (formerly known as LADO) who manages and oversees allegations against adults who work and volunteer with children, within one working day where it is alleged that a person who works with CYP has:
 - behaved in a way that has harmed, or may have harmed a child
 - possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children. The DO will provide appropriate advice and guidance on what steps to take.
- Notify the police if criminal conduct has taken place
- Quickly and thoroughly investigate allegations and disclosures and act on findings effectively and in line with HR policy and procedure.

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All organisations and individuals who work with children and adults at risk, or are involved in providing services to them, must have clear policies for dealing with allegations¹, and a duty to safeguard and promote their welfare. Victim Support therefore adopts safe recruitment practices and pre-employment checks and procedures to identify, deter and reject people unsuitable to work with children or adults at risk as set out in the [Recruitment and selection policy](#) and the [DBS policy and procedure](#). We would also implement our [Whistleblowing policy and procedure](#) if there are concerns or allegations about staff or volunteer conduct.

4. Partnership working and subcontracting

Whenever we are considering working with or subcontracting another organisation the DSO should always ensure that the issue of safeguarding adults at risk and CYP is addressed as a key part of the planning. The legal and best practice requirements for partnership working and subcontracting are set out in more detail in **Victim Support's** [Onward referral policy](#).

5. Suicide attempts or planning

When an *adult at risk* or a CYP discloses information about suicide attempts or imminent action to complete suicide that puts them at immediate risk of significant harm or death, always call 999.

Ensure that calls to emergency services are recorded on NGCM as an activity including the name of the police call handler and police incident number/call reference. Include in the record that the emergency services have dispatched to respond. If this is not confirmed, staff or volunteers should follow up to confirm that the person has been visited.

This position applies to all adults regardless of whether they are an *adult at risk* with care and support needs as our [Data protection policy](#) allows you to share information with the emergency services in these circumstances.

In all cases that involve CYP and adults at risk, in addition to the above action also follow the safeguarding procedure from step 3. If you do not have enough information to determine if an adult has care and support needs then discuss this with a line manager / DSO who may wish to seek advice from the LA safeguarding team in this specific case.

¹ Working Together 2018

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Where an adult is known to have care and support needs, or on advice from the DSO / LA Adult safeguarding team where this is unclear, follow up the emergency call with a safeguarding referral. See also the [Suicide response procedure](#).

Note that any cases that involve children and young people aged under 18 years or adults who need care and support should be referred to the LA safeguarding team when disclosures are made about suicidal ideation, planning or action.

6. National Contact Centre On call DSO process

6. 1 Process for staff and volunteers

If a staff or volunteer concern arises outside of normal office hours refer to the [Out of hours procedure](#), which sets out the process for contacting a DSO out of hours in the National Contact Centre (NCC) 24 hours a day.

All workers and volunteers operating out of hours must be familiar with the out of hours telephone number - 0207 870 7130 - and make sure that they use it, and not the Supportline phone number, which is for service users.

Any urgent cases out of hours MUST result in immediate contact being made with the emergency services by dialling 999.

If the on call DSO decides that a safeguarding referral threshold as described in Step 1 of this procedure has not been met, then an agreed course of action will be documented in the defensible decision making form and sent to the local CM / DSO within 24 hours.

If the DSO for the service decides that a safeguarding referral to the LA safeguarding team is required the DSO will assess:

- If the emergency services should be contacted immediately
- whether an immediate referral must be made to the LA out of hours safeguarding team (emergency duty team)
- if the referral may be made to the LA Safeguarding Team within office hours the following morning (and no later than within 24 hours after the initial concern was identified).

All decisions and actions taken will be communicated in the defensible decision making form (DDF) used by the NCC. The communication from the NCC will include the case reference number given by the staff / volunteer member, where possible.

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- The local CM / DSO will upload the DDF onto the case on NGCM and complete the decision making field by adding in the name of the relevant DSO who gave the advice and the decision they made
- If the local CM provides additional advice or undertakes further action then they will add a separate note onto NGCM to specify this in their own name
- On receipt of the VS Safeguarding recording sheet from the staff member who raised the concern, the local CM / DSO will insert the name of the relevant On call DSO who gave the advice and upload this on NGCM.

6. 2 National Contact Centre service user safeguarding process

Where safeguarding action has been taken to support a service user by the National Contact Centre / Supportline they will contact the local Contract Manager and nominated deputy/ies within 24 hours by email to notify them of the issue and case reference number so that the local service is aware that a safeguarding recording sheet has been completed and that NGCM has been / is being updated as set out in the procedure above.

6. 3 Safeguarding policy and procedure in domestic abuse cases

It is the responsibility of the referring agency to notify the LA safeguarding team if they consider an *adult who needs care and support* to be at risk and where CYP are present in a household affected by domestic abuse. In cases referred to Victim Support by the police, it is the duty of the police to decide, based on evidence available to them, whether to refer an adult to the LA Adult safeguarding team. Most police services have an automatic referral system that informs the LA safeguarding teams of domestic abuse incidents where there is a CYP or *adult at risk* who may be affected.

Victim Support must make a referral to the LA safeguarding team where there is:

- a new concern identified that a CYP or an *adult at risk* may be at risk of significant harm or an unknown CYP or *adult at risk* is identified for the first time
- an escalation of concern about risk level.

In such cases, and in all cases where there is a CYP or an adult in the family with care and support needs and the risk score reaches 14+ a full safeguarding and MARAC referral must also be made.

Guidance note: If the answer to ANY of the following questions is YES - then make a safeguarding referral to the LA safeguarding team / MASH:

1. Have I received any new information that leads me to believe a CYP is at risk of significant harm or this *adult at risk* is at immediate risk of significant harm?

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2. Have I received any information that leads me to believe that the risks to an adult at risk or CYP has increased since the referral was made?
3. Am I concerned that there has been a lack of action following the initial safeguarding referral, and I believe that a CYP or an *adult at risk* is at continued risk of significant harm?

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Glossary

Designated Safeguarding Officers (DSOs) **are Victim Support's lead officers in charge of making safeguarding decisions when staff or volunteers raise a concern.** The DSO will determine whether the concern meets the appropriate criteria and safeguarding threshold for referral to the Local Authority Safeguarding Team, or determine any alternative action required. DSOs receive higher level training to support them when making these professional judgements.

Local Authority (LA) Adult Safeguarding Team and LA Child Safeguarding Team - this is the term used in this document to describe the various Social Services Safeguarding teams that exist nationally, which VS will refer to when an adult at **risk's case meets the safeguarding threshold and in all safeguarding cases that concern CYP.** LA Adult safeguarding teams are the front line services that receive, review, assess, triage and implement any actions following a referral of an adult at risk of abuse or neglect. This single term: *LA safeguarding team* will be used throughout this document to denote either **Adult or Children's teams.**

Safeguarding Recording sheet - This is the document VS uses to capture all information relating to a safeguarding concern, which is uploaded on to NGCM regardless of whether or not the LA Safeguarding team later accepts our safeguarding referral.

Local Safeguarding referral form. Some Local Authority Safeguarding Teams require VS to complete a local form when making a safeguarding referral. In such **cases, workers must also complete VS's Safeguarding referral sheet and upload it** onto NGCM as an internal record of action taken, which satisfies VS recording requirements.

Local safeguarding adult board (LSAB) - The Care Act 2014 requires that all Local Authorities establish a LSAB to coordinate and monitor the effectiveness of **arrangements to safeguard relevant adults in their area.** LSAB's are required to commission Serious Adult Reviews, and with its partners has a legal duty to contribute to Domestic Homicide Reviews. (DHR). The NHS and Police have a legal duty to cooperate in the establishment and running of the LSAB. Relevant partners of a local authority also have a legal duty to co-operate with the LSAB at their request, including VS.

Local Safeguarding Children Boards (LSCBs) - *Working Together 2018* replaces LSCBs with Safeguarding Partners, which will consist of three agencies: local authorities, clinical commissioning groups, and chief officers of police. These Safeguarding Partners will work with relevant agencies to safeguard and protect children. All three Safeguarding Partners have equal responsibility for fulfilling the role.

Designated Officer (formerly LADO)- The role of the Designated Officer is set out in HM Government guidance *Working Together to Safeguard Children* (2018) Chapter 2 Paragraph 4. and is governed by the Authorities duties under section 11 of the Children Act 2004 and MKSCB Inter-Agency Policy and Procedures (Ch 2.8).

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The Designated Officer, manages and oversees allegations against adults who work and volunteer with children, and provides appropriate advice and guidance on what steps to take. This includes managing allegations against people who work with children who are paid, unpaid, volunteers, casual, agency or anyone self-employed.

MASH - Multi-agency Safeguarding Hubs where they exist, are a single point of contact for all safeguarding concerns for children and young people and adults at risk. They bring together expert professionals from services that have contact with children, young people and families and use their combined knowledge to keep CYP and adults at risk safe from harm. Where MASH does not exist locally, the Local Authority will manage cases in adult / child specific safeguarding teams.

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Appendix 1 Categories of abuse - adults at risk

‘Care and support’ is the term used to describe the help some adults need to live as well as possible with any illness or disability they may have.

The Department of Health’s [Care and Support statutory guidance \(updated 2018 section14:17\)](#) identifies the following types of abuse of adults who have care and support needs.

This definition considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

- Physical abuse, including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions;
- Domestic violence, including psychological, physical, sexual, financial, emotional abuse; so called honour-based violence;
- Sexual abuse, including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography, or witnessing sexual acts, sexual assault or sexual acts to which the adult has not consented, or could not consent or was pressured into consenting;
- Psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal from services or supportive networks;
- Financial or material abuse, including theft, fraud, internet scamming, **coercion in relation to an adult’s financial affairs or arrangements, including** in connection with wills, property, inheritance, or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
- Modern slavery, encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individual into a life of abuse, servitude and inhumane treatment;
- Discriminatory abuse, including forms of harassment, slurs or similar treatment; because of race, gender, and gender identity, age, disability, sexual orientation or religion;
- Organisational abuse, including neglect or poor care practice within an institution or specific care setting such as a hospital or care home, for

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example, or in relation to care provided in one's home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice, as a result of the structure, policies, processes and practices within an organisation;

- Neglect and acts of omission, including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating;
- Self-neglect, covers a wide range of behaviour, neglecting to care for one's personal hygiene, health or surroundings, and includes behaviour such as hoarding.

Incidence of abuse may be one off or multiple, and affect one person or more. Professionals and others should look beyond single incidents or individuals to identify patterns of harm. Repeated incidence of poor care may be an indication of more serious problems. In order to see these patterns it is important that information is recorded and appropriately shared. *Care and support statutory guidance, (updated 2018).*

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Appendix 2 Categories of abuse - children and young people

1.1 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

1.2 Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to **cause severe and persistent adverse effects on the child's emotional development.** It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately **silencing them or 'making fun' of what they say or how they communicate.** It may feature age or developmentally inappropriate expectations being imposed on children. **These may include interactions that are beyond the child's** developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

1.3 Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts, such as masturbation, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males - women can also commit acts of sexual abuse, as can other children.

1.4 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

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- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

1.5 The Adoption and Children Act 2002

Section 120 of this act extended the meaning of 'harm' to include "impairment suffered from seeing or hearing the ill-treatment of another."

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Appendix 3 Adult safeguarding thresholds in detail

Adult safeguarding

To achieve the threshold for making a safeguarding referral to the LA Safeguarding team all 3 criteria below must be met:

- 1) Adults with care and support needs who may need extra help to manage their lives as well as possible with any illness or disability they may have. This applies whether or not the LA is meeting any needs that support an adult to be independent. (These characteristics do not in their own right make adults at risk - circumstances such as proximity to risk, ability to self-manage their condition or illness, and the support available to them are relevant).
- 2) Experiencing, or at risk of, abuse and neglect.

This includes:

- Physical abuse
- Domestic violence
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect.

Incidence of abuse may be one off or multiple, and affect one person or more. Professionals and others should look beyond single incidents or individuals to identify patterns of harm. Repeated incidence of poor care may be an indication of more serious problems.

The following circumstances may also make an ‘adult at risk’ under this policy:

- Forced marriage
- Those at risk of being drawn into radicalisation and terrorism.

- 3) Who as a result of their care and support needs are unable to protect themselves from either the risk of, or the experience of risk and abuse or neglect¹ (Care Act 2014, section 42).

If an adult does not meet all 3 criteria in full then do not proceed with the safeguarding procedure. If inappropriate referrals are made then this reduces the **LA Safeguarding team’s ability to respond to priority cases quickly.**

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Appendix 4 Consent in relation to adult's services

In line with our [Data protection policy](#), we share information only with an adult's consent.

We would share information without consent if the seriousness of the situation requires action, without which, the person would be at risk of immediate / imminent risk of serious harm.

Note that the legal reasons for sharing information without consent when someone is at risk of immediate / imminent risk of serious harm, are set out in section 2.1 of the [Data protection policy](#) (conditions for lawful processing of personal data) include sharing information in the:

- **data subject's vital interests**
- public interest.

Section 4.1 - of the Data protection policy also covers the legal reasons or requirements for disclosure of personal data:

- where consent has been given
- or there is a legal reason to disclose.

Any action taken without consent should have a clear justification, be permissible in law, be proportionate to the circumstances and be least restrictive to the person concerned.

The safeguarding concern should therefore be discussed with the adult before making a referral to the Local Authority Adult Safeguarding Team. See Step 6 of the Safeguarding procedure below for the procedural steps to follow if an adult at risk does not consent to this.

Victim Support will refer individuals to local mental health teams for support and advocacy where appropriate or possible and with the consent of the individual.

In many areas access to the crisis mental health team will be via the local authority adult safeguarding teams.

If a referral to the LA safeguarding team / MASH does not meet the criteria for local authority intervention steps will be taken to identify and access alternative mental health support provision where available.

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Appendix 5 The six principles of safeguarding adults at risk

We adhere to the six safeguarding principles embedded in the Care Act for adults at risk:

1. Empowerment - People we support are encouraged to make their own decisions and informed consent.
2. Prevention - It is better to take action before harm occurs.
3. Proportionality - We will provide the least intrusive response, which is appropriate to the risk presented.
4. Protection - We will provide or arrange support and representation for those in greatest need.
5. Partnership - We will provide local solutions by working with local services and communities, recognising that communities have a part to play in preventing, detecting and reporting neglect and abuse.
6. Accountability and transparency underpin our safeguarding practice.

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Appendix 6 Safeguarding recording sheet

The editable [Safeguarding recording sheet](#) is available on Surf.

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Appendix 7 Prevent work and radicalisation

Prevent work is intended to deal with all kinds of terrorist threats to the UK and to provide interventions and support to those who are vulnerable to radicalisation.

The most significant of these threats is currently from terrorist organisations in Syria and **Iraq, and Al Qa’ida associated groups. But terrorists associated with the extreme right** also pose a continued threat to our safety and security. See more detail in the *Revised prevent duty guidance for England and Wales, July 2015*, in relation to those who are vulnerable to radicalisation.

The Government defines extremism in the *Prevent* strategy as:

“vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces”.

Where VS staff and volunteers identify individuals who may already be engaged in illegal terrorist-related activity, or are suspected of being involved in such activity they must immediately refer these cases to the police.

VS aims to ensure that our staff and volunteers:

- receive training so that they understand the risks relating to radicalisation and why people may be vulnerable to being drawn into terrorism
- are aware of what we mean by the term **“extremism” and the relationship** between extremism and terrorism
- know what measures to take to prevent people from becoming drawn into terrorism and how to challenge extremist ideology
- know how to obtain support for people who may be being exploited by radicalising influences
 - including using our existing safeguarding referral procedure for adults at risk and for children
 - providing personal information to ensure, for example, that a person at risk of radicalisation is given appropriate support (for example on the Channel programme).
- share information on a case-by-case basis legally to ensure the rights of individuals are fully protected, any by ensuring that information sharing agreements are in place at a local level as set out in the *Data protection procedure*.
- Understand who our Prevent leads are. In VS the DSO acts as Prevent lead locally, and this role is overseen by the Safeguarding Panel.

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Appendix 8 Legislation and policy framework

This policy and procedure is informed by legislation, policy and statutory guidance that seeks to protect adults and children in England and Wales. It also stands as part of a comprehensive framework of organisational policies, procedures, guidance, and other related documents that direct the work we do and how we do it

The following apply:

- Care Act 2014
- Mental Capacity Act 2005
- Social Services and Well-being (Wales) Act 2014
- Children Act 1989
- Children Act 2004, as amended by the Children and Social Work Act 2017 (multi agency safeguarding arrangements)
- Adoption and Children Act 2002
- Data Protection legislation
- Working Together to Safeguard Children: a guide to interagency working to safeguard and promote the welfare of children, Department for Education, 2018
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents, and carers (2015)
- Radicalisation guidance

(Examples, but not an exhaustive list)

Legislation and government guidance

Some instances of abuse will constitute a criminal offence. In this respect adults with care and support needs are entitled to the protection of the law in the same way as any other member of the public. Other forms of abuse such as neglect and poor treatment / professional conduct / standards of care are also taken into account in statute.

Care Act 2014

The Government introduced the Care Act 2014, which created the first statutory framework for adult safeguarding. As this document is in line with this legislation, and with the Care and support statutory guidance (pursuant to the Act, updated 2017), Victim Support follows best practice for safeguarding adults.

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Statute: England

- Children Act 1989
- Children Act 2004, as amended by the Children and Social Work Act 2017 (multi agency safeguarding arrangements)
- Adoption and Children Act 2002
- Data Protection legislation

Additional Statute: Wales

- Social Services and Well-being (Wales) Act 2014

From April 2016 the Welsh government became responsible for child and adult protection in Wales. The Welsh child protection system is similar to the system in England; however since the implementation of this Act Wales has its own **framework for Social Services. This does not affect Victim Support's safeguarding processes**, however all staff and volunteers in Wales should make themselves familiar with the Welsh child protection system. The Act is underpinned by both **the Children's Act & Care Act**, but sets specific & defined duties for partners, including commissioned or funded service providers, to report to the appropriate local authority where they suspect that people (adult or child) may be at risk of abuse or neglect.

Links to relevant legislation

- [United Nations Convention on the Rights of the Child 1989](#)
- [Children Act 1989](#)
- [Children Act 2004 \(including Managing Allegations against Staff\)](#)
- [Working Together to Safeguard Children 2018 \(Statutory Guidance\)](#)
- [Promoting the health and wellbeing of looked-after children 2015 \(Statutory Guidance\)](#)
- [Children and Social Work Act 2017](#)
- [The Care Act 2014 revised \(Dept of Health Statutory Guidance Chapter 14\)](#)
- [Care and Support Statutory Guidance issued under the Care Act 2014- chapter 14 Safeguarding \(Department of Health 2014\)](#)
- [Health and Social Care Act 2008 \(Regulated Activity\) Regulations 2014](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Domestic Violence, Crime and Victims \(Amendment\) Act 2012](#)
- [The Mental Capacity Act 2005 including Deprivation of Liberty Safeguards 2007](#)
- [Modern Slavery Act 2015](#)
- [Female Genital Mutilation Act 2003](#)
- [Human Rights Act 1998](#)
- [Counter-terrorism and Security Act 2015](#)
- [Data Protection Act 2018](#)
- [Criminal Justice and Courts Act 2015](#)
- [The Serious Crime Act 2015](#)

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Workforce Requirements

- [Adult Safeguarding: Roles and Competences for Healthcare Staff](#)
- [Children and Young People: Safeguarding Children and Young People: Roles and competencies for healthcare staff](#)
- [Looked After Children knowledge, skills and competence of health care staff - Intercollegiate Role Framework \(2015\)](#)
- [NHS England - Prevent Training & Competencies Framework](#)
- [Mental Capacity Act 2005 Code of Practice](#)
- [Deprivation of Liberty Safeguards Code of Practice 2008](#)

Policy, Guidance and Assurance

- [NHS England Safeguarding Vulnerable People in the NHS - Accountability and Assurance Framework 2015](#)
- [Pan London NHS commissioner MCA Lead toolkit \(2016\)](#)
- [London Child Protection Procedures \(2015\), 5th Edition \(including 6-monthly on-line updates\)](#)
- [London Multi Agency Adult Safeguarding Policy and Procedure \(2016\)](#)
- [Bromley Safeguarding Adults Board Policies and Procedures](#)
- [Bromley Safeguarding Children Board Policies and Procedures](#)
- [PREVENT Strategy \(2011\)](#) including PREVENT Duty Guidance (2015)

National Standards

- [NICE Quality Standards for Domestic Violence & Abuse 2016 \(QS116\) in conjunction with NICE Guidance on Domestic Violence and Abuse: Multi-Agency Working \(2014\)](#)
- [Decision Making and Mental Capacity](#)
- [NICE Quality Standards for looked-after children and young people 2013 \(QS31\)](#)
- [NICE Pathway: Looked-after babies, children and young people overview](#)
- [NICE Guidance relating to children and young people](#)

[NICE Guidance: Transition **from children's to adults' services for young people** using health or social care services](#)

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Appendix 9 Form for Local Safeguarding Contact Details

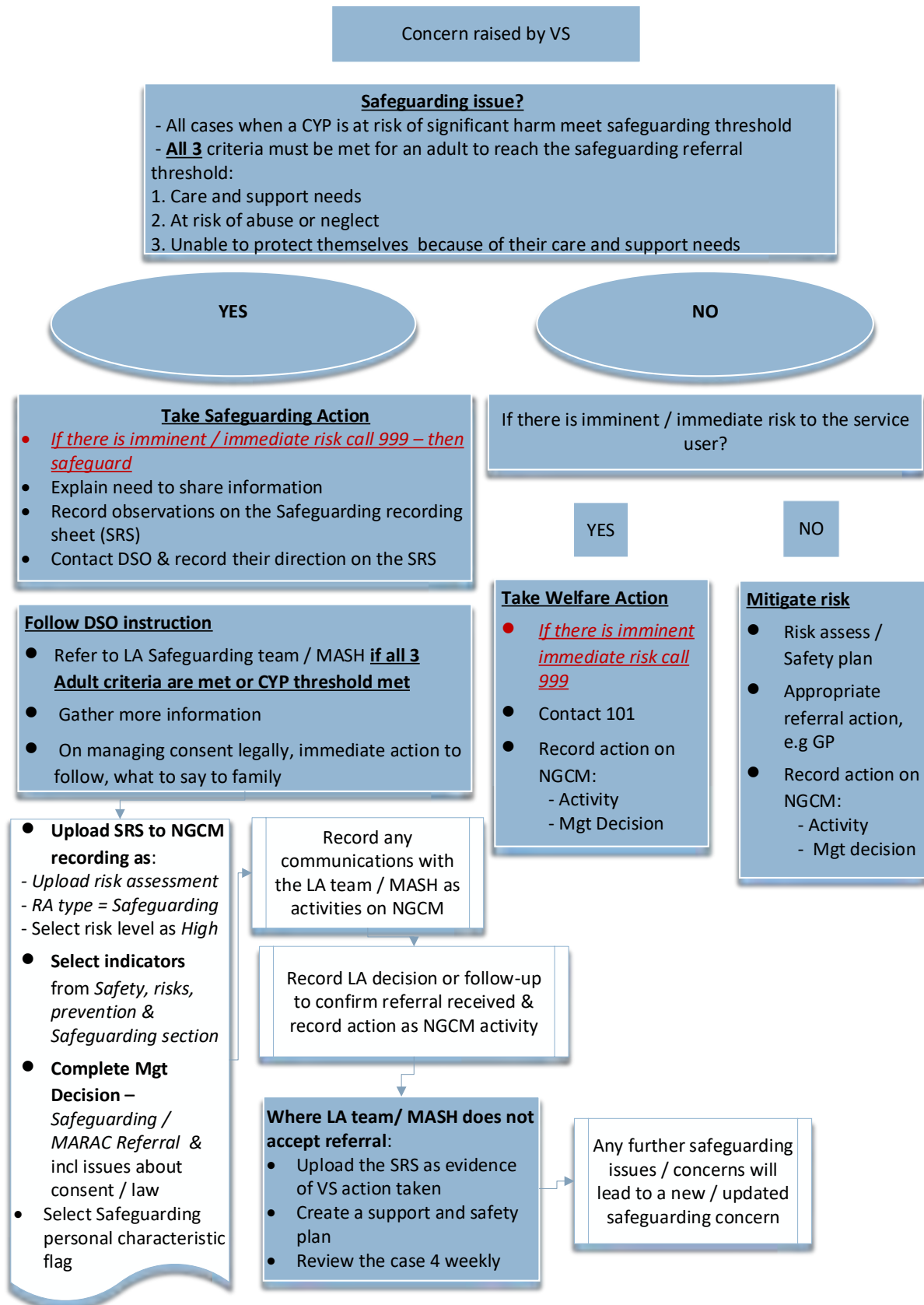
A form including local safeguarding contact details should be included in all Local Handbooks for ease of access in an emergency.

- All staff must have completed **VS's mandatory e-learning** Safeguarding Training
- Designated Safeguarding Officers (DSOs) must have completed additional training.
- You must comply with the [Safeguarding Policy and Procedure](#), which covers how to manage safeguarding concerns for both adults at risk and children.
- Always speak to your line manager or a DSO if you have a safeguarding concern.

DSO	Email Address	Phone Number
Contract Manager / DSO		
DSO		
DSO		
Service Director / DSO		
Local Emergency Duty Team / MASH		
If you are unable to contact a local DSO or have a concern out of hours contact: the National contact Centre: 0207 870 7130 / or use the National DSO List		

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Appendix 10 Safeguarding process map



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1. Title: Safeguarding policy and procedure
2. Owner: Service Design and Quality
3. Initially Approved By: Board of Trustees
4. Initially Approved On: 01 December 2014
5. Approved By: National Board of Trustees and the People Committee
6. Approved On: 09 February 2021 by SOG - minor review
7. Planned Review Date: 01 September 2021
8. Protective Marking: Official
9. Release: 5.1

ⁱ *Care and Support statutory guidelines* 2017, NHS.

MEMORANDUM OF ASSOCIATION OF VICTIM SUPPORT

A Charitable Company Limited by Guarantee

September 2009

**THE COMPANIES ACT 1985 AND 2006
COMPANY LIMITED BY GUARANTEE**

**MEMORANDUM OF ASSOCIATION OF VICTIM
SUPPORT**

September 2009

- 1** The Charity's name is Victim Support (and in this document it is called the Charity).
- 2** The Charity's registered office is to be situated in England and Wales.
- 3** **Objects**

The Charity's Objects (the Objects) are:

- a) to reduce the distress, poverty and disadvantageous effects on victims and witnesses of crime and other forms of harmful behaviour, including on the families and friends of such persons and others affected who are in need;
- b) to advance public education and awareness by research into and analysis of experience of issues relating to victims and witnesses of crime, the families and friends of such persons, and others affected and to disseminate the useful results of such research.

4 Powers

4.1 In addition to any other powers it may have, the Charity has the following powers in order to further the Objects (but not for any other purpose):

- a) to promote and supply the means whereby staff and volunteers may obtain and provide advice, support, practical help and information;
- b) to promote the training and education of such staff and volunteers for such purposes;
- c) to make any charitable donation either in cash or assets for the furtherance of the Objects;
- d) to raise funds. In doing so, the Charity must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
- e) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- f) to sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Charity must comply as appropriate with sections 36 and 37 of the Charities Act 1993 as amended by the Charities Act 2006;
- g) to borrow money and to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed. The Charity must comply as appropriate with Sections 38 and 39 of the Charities Act 1993 as amended by the Charities Act 2006 if it wishes to mortgage land;

- h) to cooperate, exchange information and enter into arrangements or agreements with statutory and non-statutory bodies in the interests of the Charity;
- i) to establish or support any charitable trusts, charities or institutions formed for any of the charitable purposes included in the Objects;
- j) to acquire or to enter into any partnership or joint venture arrangement with any other charity formed for any of the Objects, or to merge with any other charity;
- k) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- l) to employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity may contract with or remunerate a Trustee only to the extent it is permitted to do so by clause 6.4 and provided it complies with the conditions in clause 6.5;
- m) to:
 - i) deposit or invest funds;
 - ii) employ professional fund manager(s);
 - iii) arrange for the investments or other property of the Charity to be held in the name of a nominee;
- n) to provide indemnity insurance for the Trustees or Secretary of the Charity in relation to any such liability as specified in sub clause 4.2, but subject to the restrictions as specified in sub-clause 4.3 in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- o) to pay out of the funds of the Charity the costs of forming and registering the Charity both as a company and as a Charity;
- p) to do all such other lawful things as are necessary or desirable for the achievement of the Objects.

4.2 The liabilities referred to in sub clause 4.1 o) are:

- a) any liability that by virtue of any rule of law would otherwise attach to a Trustee of a company in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Charity;
- b) the liability to make a contribution to the Charity's assets as specified in section 214 of the Insolvency Act 1986 (wrongful trading).

4.3 The following liabilities are excluded from sub clause 4.2 a):

- a) fines;

- b) costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or wilful or reckless misconduct of a Trustee or Secretary;
- c) liabilities to the Charity that result from conduct that a Trustee or Secretary knew or must be assumed to have known was not in the best interests of the Charity or in respect of which the person concerned did not care whether it was in the best interests of the Charity or not.

Excluded from sub-clause 4.2 b) is any liability to make such a contribution if the basis of a Trustee's liability arises from his or her knowledge prior to the insolvent liquidation of the Charity that there was no reasonable prospect that the Charity would avoid going into insolvent liquidation (this includes his or her reckless failure to acquire that knowledge).

5 Valuing diversity

In carrying out its Objects and exercising its Powers, the Charity shall seek to ensure that it reflects the diversity of the community in which it operates and that all services are equally accessible.

6 Income & Property

6.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects.

6.2 None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any Company Member of the Charity, unless in accordance with Article 5.5. This does not prevent a Company Member from receiving a benefit from the Charity in the capacity of a beneficiary of the Charity's Objects.

6.3 No Trustee may:

- a) buy goods or services from the Charity;
- b) sell goods, services, or any interest in land to the Charity;
- c) be employed by, or receive any remuneration from the Charity;
- d) receive any other financial benefit from the Charity, unless:
 - i) the payment is permitted by sub-clause 6.4 and the Trustees follow the procedure and observe the conditions set out in sub clause 6.5;
 - ii) the Trustees obtain the prior written approval of the Commission and fully comply with any procedures it prescribes.

6.4 A Trustee may receive:

- a) a benefit from the Charity in the capacity of a beneficiary of the Objects;

- b) interest on money lent to the Charity at a reasonable and proper rate not exceeding two per cent per annum below the base rate of a clearing bank to be selected by the Trustees;
- c) rent for premises let by the Trustee to the Charity if the amount of the rent and the other terms of the lease are reasonable and proper;
- d) reimbursement for reasonable out of pocket expenses properly incurred when acting on behalf of the Charity;
- e) an indemnity from the Charity in the circumstances specified in Article 45;

A company of which a Trustee is a member may receive fees, remuneration or other benefit in money or money's worth provided that the shares of the company are listed on a recognised stock exchange and the Trustee holds not more than one per cent of the issued capital of that company.

6.5 The Charity and its Trustees may only rely upon the authority provided by sub clause 6.4 if each of the following conditions is satisfied:

- a) the sums paid to the Trustee do not exceed an amount that is reasonable in all the circumstances;
- b) Trustee is absent from the part of any meeting at which there is discussion of:
 - i. the Trustee;
 - ii. any proposal to enter into any other contract or with him or her or to confer any benefit upon him or her that would be permitted under sub clause 6.4; or
 - iii. any other matter relating to a payment or the conferring of any benefit permitted by sub clause 6.4.
- c) the Trustee does not vote on any such matter and is not to be counted when counting the quorum for that part of the meeting;
- d) the Board of Trustees is satisfied that it is in the interests of the Charity to contract with that Trustee rather than someone who is not a Trustee. In reaching that decision the Trustees must balance the advantages against the disadvantages, especially the loss of the Trustee's services as a result of dealing with the Trustee's conflict of interest;
- e) the reason for their decision is recorded by the Trustees in the minute book;
- f) a majority of the Trustees then in office have received no such payments; and
- g) a majority of Trustees voting have received no such payments.

Remuneration of a Trustee includes the engagement or remuneration of any firm or company in which the Trustee is:

- a) a partner;
- b) an employee;
- c) a consultant;
- d) a Trustee; or
- e) a shareholder, unless the shares of the company are listed on a recognised stock exchange and the Trustee holds not more than one per cent of the issued capital.

6.6 In sub clauses 6.1 to 6.5 of this clause:

- a) 'Charity' shall include any company in which the Charity:
 - i) holds more than fifty per cent of the shares; or
 - ii) controls more than fifty per cent of the voting rights attached to the shares; or
 - iii) has the right to appoint one or more Directors to the Board of the company;
- b) 'Trustee' shall include any child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Trustee or any person living with the Trustee as his or her partner.

7 The Memorandum and Articles of Association may be amended in accordance with the Acts and the Charities Act 1993 (or any modification of these Acts).

8 The liability of the Company Members is limited.

9 Every Company Member promises, if the Charity is dissolved while he or she is a Company Member or within twelve months after he or she ceases to be a Company Member to contribute such sum (not exceeding £1) as may be demanded of him or her towards the payment of the debts and liabilities of the Charity incurred before he or she ceases to be a Company Member and of the costs, charges and expenses of winding up and the adjustment of the rights of the contributories among themselves.

10 The Company Members of the Charity may at any time before and in expectation of its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the Charity be applied or transferred in any of the following ways:

- a) directly for the Objects; or
- b) by transfer to a new or existing charity or charities for purposes similar to the Objects; or

- c) to any charity for use for particular purposes that fall within the Objects.

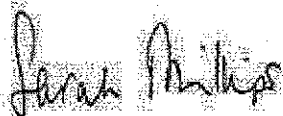
11 Subject to any such resolution of the Company Members of the Charity, the Trustees of the Charity may at any time before and in expectation of its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision made for them, shall on dissolution of the Charity be applied or transferred:

- a) directly for the Objects; or
- b) by transfer to such new charity or charities for purposes similar to the Objects; or
- c) to any charity or charities for use for particular purposes that fall within the Objects.

12 In no circumstances shall the net assets of the Charity be paid to or distributed among the Company Members of the Charity (except to a Company Member that is itself a charity) and if no such resolution is passed by the Company Members or the Trustees the net assets of the Charity shall be applied for charitable purposes as directed by the court or the Commission.

Words and expressions defined in the Articles of the Charity have the same meanings as in this Memorandum.

On behalf of the subscribers:



Sarah Phillips OBE DL
Chairman of the Board of Trustees

Earmarked Reserves as at 30.06. 2021

	Account	Opening Balance	Net Transfers	Closing Balance
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
331	EMR - Community Bus -Extension to service	£13,000.00		£13,000.00
333	EMR - Sustainable Ops Projects	£2,611.10		£2,611.10
335	EMR - Climate Change LEDs	£600.00		£600.00
	TOTAL	£147,859.10	£0.00	£147,859.10

Essential Ear Marked Reserves

321	EMR - Pension Obligation	£30,000.00		£30,000.00
329	EMR - Cemetery Mem Test 2025	£3,300.00		£3,300.00
330	EMR - CP Tennis Sinking 2026	£37,563.00		£37,563.00
332	EMR - S106 Sensory Garden	£51,579.00		£51,579.00
334	Retained payment for CP Play	£23,709.54		£23,709.54
360	Harlington Development Fund	£1,608,081.76		£1,608,081.76
	TOTAL	£1,902,092.40	£0.00	£1,902,092.40

Grant Available	Code	Budget £	Value of Community Grants Awarded					
Fleet Link	4800 110	£13,500.00	£13,544.76					
Basingstoke Canal	4810 110	£18,500.00	£18,309.00					
Community Support	4538 110	£1,500.00	£1,000.00					
Community Grants	4855 110	£10,600.00	£450.00					
Total regular grants			£33,303.76					
Community Grants	Budget £10,600							
Recipient of grant	Purpose of the grant	Requested £	Value of Community Grants Awarded	Other Grants	Date of award	Committee approving the award	Date grant paid	Comments
Victim support	To purchase small security items to help people feel secure in their home following an incident	£200.00	£200.00		20/07/2020	P&F	22/07/2020	
Sasha's Project	To rent The Point to provide a drop-in Crisis Centre for young people of 16-25 who are in mental crisis.				05/11/2020	P&F	N/A	Members approved the grant application from Sasha's Project for the hire of The POINT one night per week. The project would be supported until the end of the financial year (31 March 2021), when FTC would reassess the situation.
HVA	To provide support for COVIDefforts	£1,000.00	£1,000.00				26/01/2021	This grant was awarded via email discussion
Park run		£250.00	£250.00		15/02/2021	P&F	01/03/2021	
Total Community Grants awarded 2020-21		£1,450.00	£1,450.00					
Total Community Grant + Regular Grants Awarded			£34,753.76					

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	
Fleet Phoenix	£10,656.00
	£10,656.00
Total	£18,406.00

Assumptions

The Point and RVS used 48 weeks per year.

Item 11a



Health & Safety Policy General Statement of Policy

Fleet Town Council shall, as far as reasonably practicable, ensure the health, safety and welfare of its employees, and anyone affected by the Council's undertakings in accordance with the Health and Safety at Work Act 1974 and all other relevant legislation and guidance.

The Council will work towards continual improvement and will strive to apply best health and safety practice in all of its activities.

It is the responsibility of all employees, councillors and contractors working on behalf of the Council to work in ways that promote a healthy and safe working environment. Successful health and safety management requires active support at all levels.

The Town Clerk holds overall responsibility for the implementation of this policy.

Successful health and safety management will be achieved by:

- Involving Councillors, The Town Clerk, Employees and Contractors together with users of the Council's facilities
- Making responsibilities clear to everyone
- Promoting safe behaviour, health and wellbeing
- Monitoring performance and working towards improvement

In particular the Council will provide the following:

- Assessments of significant and foreseeable risks and suitable measures to control those risks
- Safe systems of work where hazards have been identified
- Arrangements for the safe storage, handling and use of articles and substances
- A commitment to the provision of relevant information, instruction and training in respect of health and safety matters
- Appropriate personal protective equipment relevant to potential health and safety concerns
- Safe and appropriately maintained equipment and machinery
- Facilities for employee consultation on all health and safety matters
- Safe buildings and working environments

In addition to these commitments, the Council will ensure that adequate resources and training are available to implement this policy and that competent health and safety advice is available to all employees. A Health & Safety Officer with ultimate responsibility will be appointed, with additional Officers allocated health and safety responsibilities as appropriate, as described in the Council's organisational arrangements.



Health & Safety Policy Organisational Arrangements

Introduction

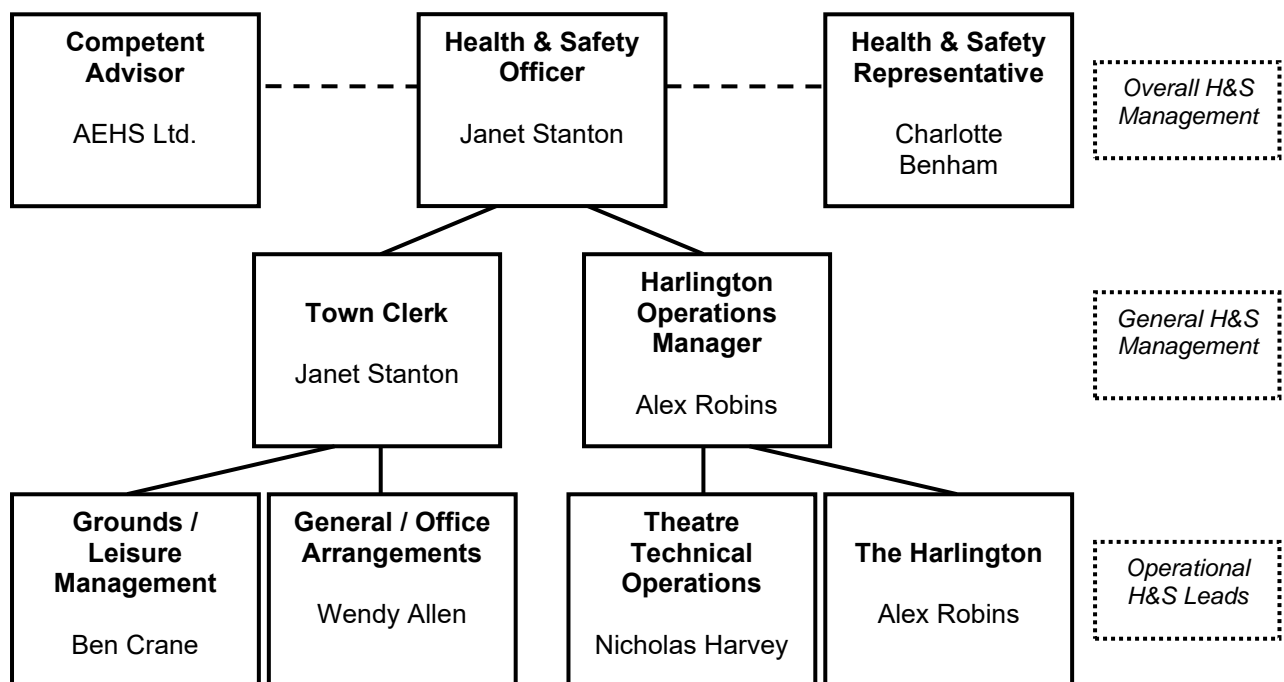
In order to comply with the obligations placed upon Fleet Town Council by current Legislation, Standards and Approved Codes of Practice, these organisational arrangements have been developed in order to effectively implement the Council's General Health & Safety Policy Statement.

The policy statement and organisational arrangements reinforces Fleet Town Council's commitment to health & safety by:

- Stating fully its intentions with regard to the health, safety and welfare of employees, guests, visitors, contractors and anyone else who might reasonably be expected to be affected by activities under the control of Fleet Town Council
- Clearly defining and allocating responsibilities to persons employed by Fleet Town Council with regard to health & safety

Council Structure

The following organogram illustrates the structure for health & safety management within Fleet Town Council, with key responsibilities described later in this document:



Health & Safety Officer

Overall responsibility for ensuring that the objectives of the Health & Safety Policy are understood and achieved lies with the Health & Safety Officer.

With ultimate responsibility for health & safety matters at Fleet Town Council, the Health & Safety Officer will:

- Ensure adequate resources, both financial and operational, are available in order to meet the objectives of this policy and all statutory obligations
- Make arrangements for the review of all health & safety documentation, including this policy, at least annually
- Ensure that a safe working environment, without risks to health & safety, are maintained within all premises owned, occupied or operated by Fleet Town Council
- Ensure that the appropriate insurance cover, which embraces both statutory requirements and business needs, is being met and maintained
- Ensure that an appropriate level of competent health and safety advice is made available to Fleet Town Council
- Provide overall direction and management of Fleet Town Council's health & safety arrangements

Health & Safety Representative

Answering directly to the Health & Safety Officer, they will assist with the implementation and monitoring of this policy by:

- Providing administrative and operational assistance to the Health & Safety Officer
- Assisting in the day to day monitoring and management of the Council's arrangements, as directed by the Health & Safety Officer
- Be the nominated point of contact for health & safety matters in the absence of the Health & Safety Officer

General Health & Safety Managers

With general responsibility for managing the Council's activities, the General Health & Safety Managers will support the Health & Safety Officer in implementing the Council's health & safety arrangements by:

- Ensuring that the objectives of the Health & Safety Policy are fully understood and observed by all employees within their departments/teams (including agency or temporary staff) and contractors
- Putting in place arrangements to ensure that workplace risk assessments are carried out and recorded/signed off using the Corporate template, and all other statutory requirements are met, as directed by the Health & Safety Officer
- Continually monitor the effectiveness of the Health & Safety Policy and procedures, and take appropriate action if found to be deficient, drawing any deficiency to the attention of the Health & Safety Officer
- Ensure all aspects of the Health & Safety Policy, risk assessments and safe systems of work are implemented
- Ensure that all employees (including casual, agency or temporary staff) are provided with health & safety information, instruction and training that is appropriate to their roles, and is recorded using the Corporate templates, as directed by the Health & Safety Officer

Operational Health & Safety Leads

With day to day responsibility for managing the Council's activities at a team/operational level, the Operational Health & Safety Leads will support the General Health & Safety Managers in implementing the Council's health & safety arrangements and objectives by:

- Carrying out workplace risk assessments and performing other statutory functions for their operational areas, as directed by the appropriate General Health & Safety Manager
- Ensure all aspects of the Health & Safety Policy, risk assessments and safe systems of work are implemented and observed
- Ensure that all employees (including agency or temporary staff) are adequately trained or supervised for their roles
- To report any health and safety concerns to their Line Manager immediately

The Operational Health & Safety Leads are responsible for the following functions:

Grounds / Leisure

Skate Park
Ancells Farm
Community Centre
Grounds
maintenance
Woodlands and
watercourses
Parks
Outside Event Mgt
Pavilions
Playgrounds
Cemetery
Associated
Contractors

General / Office

DSE arrangements
Office equipment and
general safety
General Contractor
Management

The Harlington

Bars & Café
Building safety
Arrangements
Tenants and building
users
Associated
Contractors
Performance/Events
Auditorium
The Point
RVS

Theatre Operations

Theatre Operations
Associated
Contractors

Employees

All employees have an obligation to take reasonable care for the health & safety of themselves and of other persons who may be affected by their acts or omissions at work. They are required to:

- Comply with all practices, policies, procedures and matters relating to health & safety
- Not interfere with health & safety arrangements or endanger themselves or others
- To follow all instruction and training provided
- To report any health and safety concerns to their Line Manager/Duty Manager immediately

Item 11b



Council Approved:

Due for Review:

Risk Management Policy and Procedure

Risk Management Policy

Fleet Town Council (FTC) will institute systems and procedures to identify and manage threats and uncertainties to the financial, legal and reputational standing of the Council. Management of these risks shall eliminate or minimise their potential impact on the continuance of the Council's business.

Risk Management Procedure

1. Risk Management

- a) **Calculation of Risk** – The level of risk shall be assessed by combining the probability of the occurrence of an event and its potential consequences.
- b) **Identification of Risk** – Risks and their consequences shall be identified by a Working Group comprising:
 - 1) Not less than three Councillors
 - 2) The Clerk or the Office Manager
 - 3) The Harlington Manager
 - 4) The Project and Committee Clerk
- c) **Every new project or new initiative** should have a risk assessment.
- d) **Meetings and Minutes**
 - 1) Meetings will be organised by the Project and Committee Clerk and take place at least twice a year
 - 2) Ad-hoc meetings to be called in the event of the occurrence or identification of a significant risk
 - 3) Formal minutes of the meetings shall be circulated to group members and reported to Full Council after each meeting.
 - 4) The Current Key Risk Register will be taken to a full Council meeting at least annually to gain approval and ensure that all Councillors remain aware of the key risks to Fleet Town Council and the measures being put in place.

Item 11b

2. Risk Recording

In order to ensure that all risks are identified, and managed appropriately, a register of identified risks will be updated and maintained by FTC. In order that risks can be prioritised, this register will be split into two parts:

a) **Current Key Risk Register**

The Current Key Risk Register will act as reference list for all significant FTC risks and liabilities. Each risk will be assessed and rated, a short summary of the key policies/arrangements in place to mitigate/control the risk will be provided.

All entries on the Risk Register will be discussed and reviewed by the Working Group at least twice year.

To keep the register current and of value it is important that lower risks such as those that are now deemed irrelevant, or those that are wholly managed to a satisfactory level in day-to-day operations do not remain on this part of the register.

To ensure that the management of risk is proportionately distributed among the Council Officers each risk area identified will have a 'risk manager' assigned to it within the register.

This will normally be assigned to the most relevant operational manager.
An appropriate method of version control will be kept ensuring that the most up to date register is in use, but that older versions of the register remain accessible.

b) **Archived Risk Register**

All risks removed from Current Key Risk Register will be stored in the Archive Risk Register. The Archive Risk Register entries will be retained to demonstrate a complete picture of the risks identified and managed by FTC, including those now effectively managed and not considered current. This may be required to demonstrate compliance at a later date and may be required should the risk entries again be considered current.

To ensure that the management of risk is proportionately distributed among the Council Officers each risk area identified will have a 'risk manager' assigned to it within the register.

This will normally be assigned to the most relevant operational manager.
An appropriate method of version control will be kept to ensure that the most up to date register is in use, but that older versions of the register remain accessible.

3. Risk Assessment

Each risk will be assessed and given a risk category based upon the probability of the risk arising and the impact on FTC. This will allow for the prioritisation of resources.

A traffic light and numerical indicator is used to show the risk category. A risk score matrix is contained within the register to provide guidance on assessing probability and impact.

If after existing mitigation, the risk status is acceptable then the risk should be tolerated; there is nothing more to do. However, if the status remains unacceptable further mitigating actions must be identified.

Item 11d



Memorials Policy

Policy and Finance Approved: July 2017 (Reviewed July 2021)

Due for Review: July 2024

1. Introduction

Fleet Town Council will permit, in principle and subject to the conditions of this policy, the placing of memorials in parks and open green space owned by the Council. The Council fully recognises that these public facilities have many uses and are enjoyed by a wide range of people. This policy ensures that the management and regulation of its open spaces and parks is for the mutual benefit of all and sympathetically recognises the contrasting needs of a variety of users.

1.1 A separate policy and regulations apply to the cemetery.

2. General

2.1 All applications for memorials (and to scatter ashes) in parks and open green spaces will be on the official request form (appendix 1) duly completed by the next of kin or the Executor.

2.2 Memorials will only be permitted for persons who have, at some time in their life, been resident in the parish.

2.3 Should a request be refused and the reason given by the Clerk not be accepted by the applicant, the applicant has the right to request that the matter be referred to the Recreation, Leisure and Amenity Committee for a decision, which decision shall be final.

2.4 It remains the responsibility of the applicant to inform the Council of any change of address or contact details.

2.5 The Council does not permit the interment of ashes within the town's parks, but does permit the scattering of ashes in certain circumstances (see Section 5)

- 2.6** The Council will not accept applications for memorials for pets.
- 2.7** The Council will endeavour to accommodate the wishes of the applicant regarding location of the memorial, but the overall development and management of the park or open space will take precedent.
- 2.8** The Council will consult with “Friends of” groups to agree the locations and numbers of memorials that will be permitted in each of the parks.
- 2.9** The Council has the absolute right to limit, in both location and number, the types of memorial in any one area.
- 2.10** The Council will maintain an asset register and associated plans of all memorials placed within the public parks.
- 2.11** The appropriate payment must be received before the installation of the memorial.
- 2.12** Payment for a tree, bench or memorial plaque shall be treated as a donation and the ownership of the asset shall be vested in the Town Council who shall be deemed the legal owners.
- 2.13** Once installed or planted, a bench or tree shall receive normal routine maintenance.
- 2.14** The Council reserves the right to remove any memorial that has been damaged and, in the view of the Council, is beyond economic repair.
- 2.15** The Council will notify the applicant in the event of removal of the memorial item.
- 2.16** The Council accepts no liability for damage to any memorial from vandals, third parties or routine maintenance, except where the grounds maintenance staff are proved negligent.
- 2.17** Any ceremony or gathering to celebrate the planting of a tree or the fixing of a bench must be arranged and agreed with the Council in advance.
- 2.18** All charges shall be on a cost recovery basis only.

3. Memorial Trees and Plaques

- 3.1** Plant species shall be from the list maintained by the Council shall be native species only.

- 3.2** The planting of any memorial tree shall be either directly by the Town Council's Ground Maintenance Contractor, or under their direction.
- 3.3** The family will have responsibility for the care and maintenance for the first 3 years and then it will be taken over by the Fleet Town Council grounds maintenance team. Should the tree die once it has been taken over by Fleet Town Council then the Council shall undertake to replace the tree
- 3.4** After three years the tree shall be incorporated in the Council's routine maintenance programme.
- 3.5** The Council accepts no responsibility for vandalism.
- 3.6** A memorial plaque shall have a maximum size of 150mm wide by 100 mm high. It shall state in Latin and English the Genus/Species/Variety of tree, the person's name, the date of their demise. The final wording of any inscription is to be approved by the appointed representative of Fleet Town Council.
- 3.7** Plaques shall be made from cast bronze or similar approved suitable for fixing to a concrete block and installed by the Town Council's Ground Maintenance Contractor.
- 3.8** The Council accepts no liability for the plaque and once installed, the cost of any replacement shall be the responsibility of the original applicant.
- 3.9** The Council accepts no responsibility for the cleaning or the maintenance of the memorial plaque.
- 3.10** No additional mementoes such as vases, statues, balloons, wind chimes etc. shall be allowed.
- 3.11** The Council reserves the right to remove any asset for operational reasons. If a memorial tree has to be removed as a consequence of a re-design of a park, a replacement tree will be provided at a new location and wherever possible as close to the original position as practicable.

4 Memorial Benches and Plaques

- 4.1** Benches or picnic benches shall be of the type approved by Fleet Town Council. The Council will maintain a register of approved benches.
- 4.2** Each bench shall be secured by concrete blocks or approved proprietary ground anchors and, where appropriate, the area in front of the bench shall be dressed with a concrete slab and paving stones.

- 4.3** The Council will manage the installation of all benches, the cost of which shall be incorporated in the donation.
- 4.4** Memorial plaques shall be a maximum size of 175mm wide x 75mm high fixed to the centre of the upper most rail of the back of the bench. The size of plaque shall be determined by the design of the bench.
- 4.5** The inscription on the plaque shall be of the form, the person's name, the date of their demise. The final wording is to be approved by the appointed representative of Fleet Town Council.
- 4.6** The Council, in line with current maintenance arrangements, will maintain the bench, but the council accepts no liability for replacement of the bench or the plaque at the end their useful life.
- 4.7** No additional mementos such as vases, statues, flowers or wreaths shall be permitted on or around the bench.

5 Ashes

- 5.1** Permission to scatter ashes within a Council Park shall be sought and agreed in advance with the Clerk to the Council. Certain conditions must be met to ensure that neither use of the park or users are negatively impacted.
- 5.2** Ashes scattering will only be permitted for persons who have, at some time in their life, been resident in the parish.
- 5.3** The Council will not accept applications for the scattering of pets ashes.

Appendix 1 - Schedule of rates and prices



RULES AND REGULATIONS FLEET CEMETERY

Amended June 2021

All rules where relevant apply to both the interment of remains and ashes.

1. General

The following will not be permitted in the cemetery:

- Dogs with the exception of guide dogs and other disabled assistance dogs.
- Any person creating a disturbance or nuisance by
 - Interfering with a burial, grave, headstone, memorial or flowers
 - Interfering with the operation of the Council's cemeteries, its staff or contractors
 - Behaving in a disorderly manner
- Such persons will be required to leave the cemetery immediately. Fleet Town Council will take criminal proceedings against anyone whose actions are in breach of the Burial Act.
- Bicycles, Vehicles or Cars, with the exception of Disabled Badge Holders and Contractor's Vehicles without the express permission of the Cemetery Officer. **The speed limit in the cemetery is 5mph**

2. Notice of interments

The Notice of interment must be given to the Fleet Town Council (FTC) office on the correct form found on the Council's website, at least two days before the interment. The Notice of Interment must be signed by the owner(s) of the Exclusive Right of Burial signifying his or her consent to such burial. No burial, other than that of the owner of the Exclusive Right, will be allowed without the consent of the Exclusive Right's owner(s). See section 10(6) of The Local Authorities Cemeteries Order 1977

Payment of fees (cheque made payable to Fleet Town Council) must accompany the Notice. If the plot is being re-opened then a copy of the Grant of Exclusive Right of Burial is required.

If the Grant of Exclusive Right of Burial is not available then the Cemetery Officer must be satisfied of ownership.

The certificate of the Registrar of Deaths (green form) or the Cremation certificate must also be given to FTC.

If a new plot is being purchased, a Grant of Exclusive Right of Burial (grave deed) will be issued.

When a grave is "purchased" this refers to the purchase of the **exclusive right of burial** in a grave space and **not** the purchase of the land itself.

If the owner(s) of The Rights wishes to transfer the ownership during their lifetime they must complete a Form of Assignment and submit it to the Council, together with the original Grant of Exclusive Right of Burial.

It is illegal for the Council to permit any burial in a grave subject to an existing Exclusive Right of Burial without first obtaining permission from the owner(s) of the right, unless one of the owners is being buried. There can be up to 2 owners of an Exclusive Right. For a burial other than that of the owners, both owners must give written permission for a burial is to take place. All owners are entitled to be interred in the grave if there is room.

If the sole owner is already deceased when an application is received, a transfer must take place and permission be received from the new owner prior to the burial in that grave. FTC recommends that a transfer of ownership takes place as soon as possible after the owner's death. For details of transferring the Exclusive Right please contact the Cemetery Officer.

The owner(s) of Rights should keep FTC updated of any changes of address.

In accordance with the Local Authorities Cemeteries Order 1977, all grave rights are sold for a fixed period. The number of years the rights have been granted in Fleet Cemetery is 99. At the end of this period the owner(s) of the rights may apply to the Council to extend those rights.

3. Interments

It is the responsibility of the funeral director for the excavation of the grave and removal of any existing memorials or kerbstones and the replacement of same after burial.

All graves will be excavated and dug by a person or persons approved by the Council. Funeral directors must advise the council of the details of all gravediggers prior to use.

Undertakers are responsible for engaging gravediggers and for ensuring that such agents work in a responsible and safe manner and observe all Health and Safety legislation and codes of practice in force at the time of the excavation. All excavations must be shored up and if left unattended for any period of time boarded and appropriately guarded. Lock down covers must be used if an excavation is left overnight.

The levelling of a grave is the responsibility of the funeral director within 12 months after interment. Mounds can be removed by the Council as and when they think fit.

Only one funeral shall be permitted to take place in the cemetery at any one time.

The Council reserve the right to determine the position of any un-purchased or unreserved grave in the cemetery.

Graves

The grave space set aside for each person shall not exceed 2.75m x 1.37m (9 feet long by 4 feet 6 inches wide).

No part of the coffin shall be at a depth less than 1.0m (3 feet) below the level of the surface of the ground adjoining the grave.

Burial, in a grave in which an interment has already taken place, shall ensure the new coffin is effectively separated from any other coffin previously placed and remaining in the ground by means of a layer of earth not less than 150mm (6 inches) in depth.

No person shall disturb any interred human remains or remove any soil.

The family are responsible to remove any flowers from the grave once they have died.

Lawn Cemetery

Part of the cemetery has a lawn style layout (plots 2058 to 2322 inclusive – marked in purple on the cemetery map) – this means that only headstones are allowed and the grass around them is kept mown. Ornaments and flowers are only permitted in suitable containers on the concrete plinth supporting the headstone.

The planting of flowers, trees or shrubs is not permitted on the grave space, nor is the placing of ornaments or fencing. Any unauthorised ornaments or flowers etc will be removed without notice.

Flowers are permitted on the grave at the time of the interment however they should be removed within 3 weeks or when they die. The Council reserve the right to remove any flowers at any time if they become unsightly or interfere with any other grave space.

Ashes plots within the Cemetery

Cremated remains may be interred in a grave space or a dedicated ashes plot.

The only memorial permitted in the dedicated ashes plot is a tablet and for plots AP0092 to AP0297 measuring no more than 350 x 350 x 50mm (14 x 14 x 2 inches). A slight slope to the top of the tablet to assist water to run off is permitted

Flowers and ornaments are permitted as long as they do not extend beyond the edge of the tablet **and the family are responsible to remove any flowers once they have died.**

4. Memorials

All memorials are subject to the approval of the Council. A drawing showing the description, form and size of every memorial and a copy of the proposed inscription and its position on the memorial must be submitted to the Council for approval prior to production. All memorials will bear the plot number of the grave.

All memorials must be installed or re-fixed in accordance with the current BRAAM specifications in accordance with BS8415. All stonemasons working in the cemetery must provide the cemetery officer evidence of registration with BRAAM or NAAM. A digital photograph of the installed memorial must be forwarded to the Cemetery Officer.

All memorials shall be erected and remain the sole responsibility of the owner(s). The Council shall not be responsible for any damage which may occur unless caused by the Council or its agents nor repairing the fixing following failure identified during memorial testing. All materials of every description on private graves must be kept in reasonable repair and in good order at the expense of the owner(s). When in the opinion of the Council a memorial or grave represents a danger to other members of the public, the matter may be dealt with by the Council as they think fit. The owner(s) will be notified of the action taken, at their last known address.

The Council reserves the right to make safe any memorial which, in the opinion of the Cemetery Officer, represents an immediate danger to the public without further reference to the owner(s) of the Memorial in order to protect the safety of visitors to the cemetery. Inspections into the safety of all memorials shall be made by the Council. Fleet Town Council are required by law to carry out inspections on memorials every 5 years, to ensure that they are in a good and stable condition.

Kerb Stones will only be permitted in prescribed sections of the burial ground. Kerb Stones will not be allowed under any circumstances in the lawned area.

All memorials including inscriptions shall be completed before they are admitted into the burial ground, and no work of any kind thereon, apart from that of fixing and cleaning, will be allowed in the cemetery.

Masons or other persons employed in fixing memorials in the cemetery will be required to remove all spare soil and to clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them either to the ground or memorials erected within the cemetery, and charged accordingly with the cost of repairing such damage. The Council reserves the right to remove any memorial not erected in a workmanlike manner.

Headstones will not exceed **762mm** (2 feet 6 inches) in height. The base should not exceed **762mm** (2 feet 6 inches) wide x **450mm** (1 foot 6 inches) deep. Kerbsets should not exceed **1980mm** (6 feet 6 inches) x **760mm** (2 feet 6 inches). Kerbsets are not allowed in the lawn cemetery – plots 2058 to 2322 inclusive. Ashes plot memorials will be laid horizontal and not exceed 350 x 350 x 50mm (14 x 14 x 2 inches).

Whilst the responsibility for general safety lies with the burial authority, the owner of the memorial is responsible for maintaining the memorial in a good and safe condition and ensure that the masons erect them in accordance with current standards (BS 8415).

Garden of Remembrance

The Garden of Remembrance has a range of memorial options for lease. These, and their conditions of use, are detailed in our Cemetery booklet

The Council may from time to time make any alterations, additions or amendments in or to the Rules and Regulations.



Time Off In Lieu (TOIL) Policy

Policy and Finance Committee Approved: October 2014 (Reviewed July 2018)
Due for Review: July 2021

1. Hours worked outside your contracted hours must be approved.
2. Any such hours must be recorded, together with reasons, and signed off by an authorising manager.
3. Requests to take time off in lieu should be authorised and recorded appropriately.
4. A minimum of 48 hours notice should normally be given with any request to take time off in lieu.
5. All requests will receive reasonable consideration. It may not always be possible to approve requests depending on staff cover arrangements, workload etc.
6. TOIL accrued must normally be taken by the end of the month immediately following the month in which the time was accrued.
7. Except in exceptional circumstances, TOIL not taken as in (6), will be forfeited.
8. A maximum of 2 days TOIL can be taken at any one time.

Item 11g



Use of the electricity supply at The Views Policy

RLA Approved: July 2014
Due for next Review: July 2021

1. The Views Park, situated off Harlington Way, Fleet, is owned and managed by Fleet Town Council and its hire by outside bodies is subject to the Town Council's Open Air Civic Events Policy (see reference www.fleet-tc.gov.uk/Procedures_and_Policies.aspx)
2. A secured electricity supply is operational in the Views and this supply is managed by Fleet Town Council. This electricity supply can be provided to Town Council approved hirers and may be made available, at a charge, to commercial organisation, voluntary bodies and community groups who wish to hire the Views Park.
3. These hirers must first have obtain formal approval by the Council for the use of the Park by completing and submitting an Application for the Use of the Premises form.. This form will enable the hirer to request the provision of electricity as part of his/her requirements. It will also instruct the hirer to provide billing information to allow the Town Council to reclaim the cost of the electricity supplied, plus an administration charge*.
4. As part of its responsibility for services within the Park, the Town Council will ensure that the electricity supply is subject to an annual check by the responsible Utilities company (currently Southern Electric) and that it meets UK health and Safety standards.
6. In agreement with the hirer and prior to the commencement of the event, the Town Council will ensure that access to the electricity supply is made available to the hirer (i.e. that any equipment required to made the supply serviceable is provided in a timely manner)
7. Prior to the event taking place, the Town Council will take a meter reading (within 24 hours of the commencement, or in agreement with hirer)
8. Following the event, the Town Council will take a meter reading after the event (within 24 hours before, or in agreement with hirer)
9. Within 28 days of the event, the Town Council will bill the hirer for the cost of the electricity used + VAT and administration charge.
10. The Town Council will assess the cost of the electricity used by the hirer by taking note of the electricity units used and applying the unit cost currently charged by the Utilities company. VAT will then be added and an administrative charge of £42 to cover the Town Council's cost in providing this service

11. Fleet Town Council will be responsible for re-securing the electricity supply following the event
12. The hirer will be responsible for ensuring that any electrical equipment connected to the supply has been PAT tested (copy of relevant certificate(s) to be attached with the Application for the Use of the Premises form). The hirer will also provide a nominated person (s) who will be responsible for the number of connections to the electricity supply and the amount of power being drawn to ensure that the power supply does not get overloaded
13. The hirer will hold Personal Liability Insurance (PLI) and a copy of this Insurance must also be attached with the Application for the Use of the Premises form
14. The hirer will be responsible for ensuring that any wiring from the supply point to the electrical equipment is subject to critical health & safety measures to prevent danger and the risk of injury to any person. Regulations 3 to 6 of the Electricity at Work Regulations 1989 applies and is an absolute requirement in law for the protection of people including members of the public using the councils facility/premises/land.
15. The hirer will pay Fleet Town Council for the electricity used, + VAT and administrative cost, within 28 days of receipt of the invoice from the Council

*Notice 749 Local authorities and similar bodies April 2002 states that the supply of water, gas, electricity and steam are subject to VAT unless it can be shown that the authority (FTC) carry them out on such a small scale as to be negligible

Example: The Views Park Site map showing location of power point Box



Example: The Power point facility





Media Policy

Agreed at Policy and Finance Committee: July 2018

Due for Review: July 2021

Introduction

1. Fleet Town Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's publication scheme, please contact the Town Clerk's office
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law.
Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's publication scheme.

Meetings

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.

7. Where a meeting of the Council and its committees include an opportunity for public participation, members of the media may speak and ask questions. Public and media participation is regulated by the Council's standing orders.

8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.

10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.

11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.

12. The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.

14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.

15. The Council's Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.

16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

Item 11C



Full Council Approved: October 2017
Review: May 2021

Public Complaints Policy and Procedure

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, our customers 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 be directed to the Chairman of the Council.

2. Complaints Procedure

- 2.1. Informal route: we would ask you to see if the problem can be with the Clerk or Member concerned before proceeding further. An Officer will take your name, address and the details of your complaint and pass the information to the Town Clerk.
- 2.2. Formal route: to make a formal complaint you are requested to complete the complaint form attached to this policy. Other persons can make your complaint on your behalf if you wish. Details of the subsequent procedure are set out in the in **4 Code of Practice** below.
- 2.3. If you require help to complete the complaint form, please ask a member of the Council staff.
- 2.4. If you are not sure which Officer\ Councillor is responsible for your complaint, please contact the Town Council reception where a member of staff will give you further advice.

Approved by P & F Cttee 16 October 2017

- 2.5. If you prefer, you can put your complaint in writing together with the complaint form.
- 2.6. The Council will not consider anonymous complaints.
- 2.7. 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

4. Code of Practice

- 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 the complaint in writing to the Town Clerk and will receive assurance on receipt 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 settle the complaint directly with the complainant, but in respect of a complaint about the behaviour of the Town Clerk or a Councillor will notify the person complained of and give him/her the opportunity to comment on the manner in which it is intended to attempt to settle the complaint. Complaints relating to the conduct of Councillors or Officers will be reported to the Chairman of the Establishment Committee, who will, where appropriate, set up a panel of Councillors to review 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. The Town Clerk or the Chairman of the Council shall bring any written complaint which cannot be settled 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 the 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 should consider taking legal advice before writing any letters to 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

- 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 an outside party without your permission.

- 7.2. The complaints procedure ensures that your complaint will be dealt with as quickly and as fairly as possible.
- 7.3. The Town Council will use your complaint to help improve our 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 panel of Councillors from the Establishment Committee.
- 7.6. Complaints relating to an individual Officer will be dealt with by the Town Clerk.

8. Fleet Town Council's Complaints Code

The Council will make sure that staff are aware of the entitlement of customers 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	
Complainant's Name	
Complainants Address	
Complainants Tel / email	
Details of Complaint	
What action the complainant considers should be taken	
Action taken by FTC	
Does complainant wish to be informed of the outcome	
Officer dealing with complaint	

Do the Numbers Limited

13th May 2021

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

Dear Janet,

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

Following my visits to the office today and earlier in the year, please find below the list of remaining matters to be addressed. These are primarily areas for further improvements.

I found the records and systems of the council to be in excellent order and that the visits went well.

Control area	Issue	Recommended Action
Policy updates	The council rightly has multiple policies published on its website. Officers have a document showing approval dates, but it is not clear from the website when each was last reviewed.	It may be beneficial to amend the titles on the website to include approval dates and thus show that the council is fully up to date with legislation and guidance.
Agenda documents	The agenda packs, particularly for Policy and Finance are, by necessity, substantial, but for clarity, duplicate documents should be removed.	Full cash books and VAT detail are not required. The Transparency code only applies to payments being made / approved at the meeting. Where possible use summary bank reconciliation and budget monitoring reports.
Fixed asset register	The fixed asset register is currently on a spreadsheet that is not routinely updated each time an asset is purchased or disposed of.	The Rialtas software now has an integrated Asset module which allows clear reporting and updating which will allow officers to manage both the AGAR and insurance valuations. It may be beneficial to the council to purchase it.
Current account balance	The council holds more funds in its current account than would appear prudent (enough for one month of payments at any time would be appropriate)	It may be beneficial to give the Proper Officer delegated authority to 'sweep' funds between the instant access (CCLA) and current (HSBC) accounts without need for individual minuting.

eleanorgreene@thedunnefamily.co.uk

37 Upper Brownhill Road, Southampton, SO16 5NG, 023 8077 2341

Registered in England No. 7871759

Director: Eleanor S Greene

Overdue debts	The council has few outstanding debtors, but one room hirer has not been up to date with their account since 2019 (pre COVID).	All hirers should be made aware that non payment of room hire impacts the whole community. Clear payment plans should be agreed for overdue debts and terms for regular hirers tightened.
Members DPI	Not all of the forms published include members' addresses (essential for transparency over planning)	Please could all members review their published forms and submit updates where necessary.

Please find attached my invoice for the balance of the agreed fee.

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

Regards



Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

37 Upper Brownhill Road, Southampton, SO16 5NG, 023 8077 2341

Registered in England No. 7871759

Director: Eleanor S Greene

Officer Report

POLICY AND FINANCE COMMITTEE Wednesday 21 July, 2022

OFFICER: Janet Stanton - Town Clerk

DATE: 07 July 2017

SUBJECT: Appointment of Budget Preparation Working Group and approval of Budget Preparation timetable for 2022/2023

It is necessary to nominate members to serve on the Budget Preparation Working Party and approve the timetable for the preparation of the 2022/23 budget. The suggested timetable is as follows:

2021

21 July	P & F Committee note budget preparation timetable and appoint Budget Preparation Working Group
6 Sept - 4 Oct	Budget drafting by staff
13 October	P & F Committee Agenda despatched
20 October	P & F Committee consider first draft budget

During this period possible meetings of the Budget Working Group as required

24 November	Agenda preparation for Council on 3 December 2021 to include the draft budget
3 December	Council considers budget
20 December	Agenda preparation for Council in 5 January 2022

2022

5 January	Council approves the 2022/2023 budget
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RECOMMENDATION

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

Item 13b

Actions from Internal Auditor's report from visit of 13th May 2021

Control area	Issue	Recommended Action	Action Taken
Policy updates	The council rightly has multiple policies published on its website. Officers have a document showing approval dates, but it is not clear from the website when each was last reviewed.	It may be beneficial to amend the titles on the website to include approval dates and thus show that the council is fully up to date with legislation and guidance.	Policy titles amended
Agenda documents	The agenda packs, particularly for Policy and Finance are, by necessity, substantial, but for clarity, duplicate documents should be removed.	Full cash books and VAT detail are not required. The Transparency code only applies to payments being made / approved at the meeting. Where possible use summary bank reconciliation and budget monitoring reports.	Noted.
Fixed asset register	The fixed asset register is currently on a spreadsheet that is not routinely updated each time an asset is purchased or disposed of.	The Rialtas software now has an integrated Asset module which allows clear reporting and updating which will allow officers to manage both the AGAR and insurance valuations. It may be beneficial to the council to purchase it.	The fixed asset register is updated regularly. The Office Manager will contact Rialtas for a demonstration and compare against our current system during the coming year.
Current account balance	The council holds more funds in its current account than would appear prudent (enough for one month of payments at any time would be appropriate)	It may be beneficial to give the Proper Officer delegated authority to 'sweep' funds between the instant access (CCLA) and current (HSBC) accounts without need for individual minuting.	This would be helpful. Currently it is necessary to wait until the next P & F meeting which may be several months away.
Overdue debts	The council has few outstanding debtors, but one room hirer has not been up to date with their account since 2019 (pre COVID).	All hirers should be made aware that non-payment of room hire impacts the whole community. Clear payment plans should be agreed for overdue debts and terms for regular hirers tightened.	A payment plan was put in place prior to Lock-down in March 2020 but could not be actioned. Now hires have started up again, the payment plan is now operational which includes all new hires being paid in advance whilst the debt is being cleared.

Members DPI	Not all of the forms published include members' addresses (essential for transparency over planning)	Please could all members review their published forms and submit updates where necessary.	Members are responsible for advising of any changes to their circumstances and to ensure that all forms are filled in fully and accurately.
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