

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Item 111

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Income - TC</b>								
1076 Precept	315,502	317,393	317,393	0				
1080 Grants / Donations Received	0	564	0	(564)			100.0%	
1090 Bank Interest	2,683	7,871	2,500	(5,371)			0.0%	
1565 Misc Sales	0	198	0	(198)			314.8%	
1595 CIL Funds	2,303	0	2,500	2,500			0.0%	
<b>Income - TC :- Income</b>	<b>320,488</b>	<b>326,026</b>	<b>322,393</b>	<b>(3,633)</b>			<b>101.1%</b>	<b>0</b>
<b>Net Income</b>	<b>320,488</b>	<b>326,026</b>	<b>322,393</b>	<b>(3,633)</b>				
6001 less Transfer to EMR	2,303	0						
<b>Movement to/(from) Gen Reserve</b>	<b>318,185</b>	<b>326,026</b>						
<b>103 Staff Costs - TC</b>								
4000 Salaries	75,077	59,388	81,886	22,497		22,497	72.5%	
4001 PAYE/NI	21,453	17,353	23,457	6,104		6,104	74.0%	
4010 Pension	29,769	20,945	31,400	10,455		10,455	66.7%	
<b>Staff Costs - TC :- Indirect Expenditure</b>	<b>126,298</b>	<b>97,686</b>	<b>136,742</b>	<b>39,056</b>	<b>0</b>	<b>39,056</b>	<b>71.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(126,298)</b>	<b>(97,686)</b>	<b>(136,742)</b>	<b>(39,056)</b>				
<b>107 Administration - TC</b>								
4020 Staff Training, Health&Safety	321	1,291	600	(691)		(691)	215.2%	
4021 Councillor Training	0	0	500	500		500	0.0%	
4025 Mileage	98	140	150	10		10	93.1%	
4070 Chairman's Allowance	500	500	500	0		0	100.0%	
4080 Stationery & Supplies	1,073	1,084	1,200	116		116	90.3%	
4081 Postage Costs	289	173	500	327		327	34.6%	
4082 Shredding Service	433	283	500	217		217	56.7%	
4090 Printer & Photocopy Costs	1,290	1,044	1,400	356		356	74.5%	
4095 Telephone & Broadband	728	474	900	426		426	52.7%	
4100 Miscellaneous	16	33	50	17		17	65.7%	
4101 Payroll Administration	887	635	1,000	365		365	63.5%	
4102 Newsletter	3,403	1,123	5,200	4,078		4,078	21.6%	
4120 IT & Website	4,919	4,443	5,100	657		657	87.1%	
4125 RBS Software	805	715	950	235		235	75.2%	
4130 External Audit	1,000	50	1,100	1,050		1,050	4.5%	
4131 Internal Audit	402	(88)	500	588		588	(17.6%)	
4135 Advertising	668	0	700	700		700	0.0%	
4150 Bank Charges	840	545	970	425		425	56.2%	
4160 Capital Expenditure	4,027	0	3,413	3,413		3,413	0.0%	

Continued over page

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4170 Election Charges	0	0	500	500				
4200 Insurance	3,898	3,944	3,800	(144)		500	0.0%	
4230 Public Relations	200	5	231	226		(144)	103.8%	
4250 Membership & Subscriptions	1,734	4,332	1,858	(2,474)		226	2.3%	
4515 Professional & Legal Fees	1,595	633	1,700	1,067		(2,474)	233.2%	
4525 Catering & Refreshments	0	69	0	(69)		1,067	37.2%	
4560 Licence Fee	0	643	0	(643)		(69)	0.0%	
						(643)	0.0%	
<b>Administration - TC :- Indirect Expenditure</b>	<b>29,126</b>	<b>22,089</b>	<b>33,322</b>	<b>11,253</b>	<b>0</b>	<b>11,253</b>	<b>66.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(29,126)</b>	<b>(22,089)</b>	<b>(33,322)</b>	<b>(11,253)</b>				
<b>114 Premises &amp; Maintenance - TC</b>								
4160 Capital Expenditure	0	45,068	0	(45,068)		(45,068)	0.0%	35,000
4210 Repairs & Maintenance	3,987	3,024	5,549	2,525		2,525	54.5%	
4215 Intruder & Fire Alarms	516	1,719	1,539	(180)		(180)	111.7%	
4240 Rates	2,869	1,784	2,000	216		216	69.2%	
4260 Electricity	6,734	6,580	7,700	1,120		1,120	85.5%	
4265 Water	298	236	725	489		489	32.6%	
4560 Licence Fee	0	90	0	(90)		(90)	0.0%	
<b>Premises &amp; Maintenance - TC :- Indirect Expenditure</b>	<b>14,405</b>	<b>58,502</b>	<b>17,513</b>	<b>(40,989)</b>	<b>0</b>	<b>(40,989)</b>	<b>334.0%</b>	<b>35,000</b>
<b>Net Expenditure</b>	<b>(14,405)</b>	<b>(58,502)</b>	<b>(17,513)</b>	<b>40,989</b>				
6000 plus Transfer from EMR	3,208	35,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(11,197)</b>	<b>(23,502)</b>						
<b>121 Other Costs - TC</b>								
4025 Mileage	0	25	0	(25)		(25)	0.0%	
4080 Stationery & Supplies	0	85	0	(85)		(85)	0.0%	
4081 Postage Costs	0	30	0	(30)		(30)	0.0%	
4100 Miscellaneous	0	40	0	(40)		(40)	0.0%	
4170 Election Charges	0	1,707	0	(1,707)		(1,707)	0.0%	
4180 Grants	3,999	0	4,000	4,000		4,000	0.0%	
4185 Neighbourhood Plan Costs	0	0	85	85		85	0.0%	
4525 Catering & Refreshments	0	25	0	(25)		(25)	0.0%	
<b>Other Costs - TC :- Indirect Expenditure</b>	<b>3,999</b>	<b>1,911</b>	<b>4,085</b>	<b>2,174</b>	<b>0</b>	<b>2,174</b>	<b>46.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,999)</b>	<b>(1,911)</b>	<b>(4,085)</b>	<b>(2,174)</b>				

Continued over page

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	320,488	326,026	322,393	(3,633)			101.1%	
Expenditure	173,828	180,168	191,662	11,494	0	11,494	94.0%	
<b>Net Income over Expenditure</b>	<b>146,660</b>	<b>145,858</b>	<b>130,731</b>	<b>(15,127)</b>				
plus Transfer from EMR	3,208	35,000						
less Transfer to EMR	2,303	0						
<b>Movement to/(from) Gen Reserve</b>	<b>147,565</b>	<b>180,858</b>						

Date: 17/01/2024

Time: 15:20

Rugeley Town Council 2023-24

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Bank Reconciliation Statement as at 31/12/2023  
for Cashbook 1 - Current Bank A/c

User: MEL

Item 112

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank	31/12/2023		99,470.44
Unity Trust Bank	31/12/2023		3,067.10
			<hr/>
			102,537.54
<u>Unpresented Payments (Minus)</u>			
			<u>Amount</u>
16/11/2023 827&835	Petty Cash - RT		0.05
21/12/2023 S BUXTON	S Buxton		-0.18
			<hr/>
			-0.13
<u>Unpresented Receipts (Plus)</u>			
			<hr/>
			102,537.67
			<hr/>
			0.00
			<hr/>
			0.00
			<hr/>
			102,537.67
			<hr/>
			102,507.67
			<hr/>
			30.00
			<hr/>
			30.00
			<hr/>
			0.00

Balance per Cash Book is :-

Difference Excluding Adjustments is :-

Adjustments to Reconciliation

04/12/2023 Deposit Unknown deposit into bank

30.00

30.00

Unreconciled Difference is :-

0.00

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

Issue date: 29 December 2023

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)  
+44 1733 347338 (from Overseas)

Visit us online: [www.lloydsbank.com](http://www.lloydsbank.com)

Your branch: WOLVERHAMPTON

ADMINISTRATION OFFICE  
RUGELEY TOWN COUNCIL  
RUGELEY  
STAFFORDSHIRE  
WS15 2AA



**BUSINESS EXTRA**  
RUGELEY TOWN COUNCIL

**Account summary**

<b>Balance On 01 Dec 2023</b>	<b>£133,617.69</b>
Total Paid In	£15,888.15
Total Paid Out	£50,035.40
<b>Balance On 28 Dec 2023</b>	<b>£99,470.44</b>

**Account activity**

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>01 Dec 23</b>		<b>STATEMENT OPENING BALANCE</b>			<b>133,617.69</b>
04 Dec 23	FPI	CREATIVE PERFORMAN 10739	42.50		133,660.19
04 Dec 23	DEB	Zettle_*CRUMBS		31.70	133,628.49
04 Dec 23	DEP		30.00		133,658.49
05 Dec 23	FPI	1ST ARM SCOUTSGP 1ST ARMITAGE PANTO	950.00		134,608.49
05 Dec 23	FPI	STUDIO 5 BUSINESS STUDIO 5 STAGE SCH	38.00		134,646.49
06 Dec 23	FPI	CREATIVE PERFORMAN 10740	454.50		135,100.99
06 Dec 23	FPI	BLUEPRINT DESIGNS 10745 :	21.00		135,121.99
07 Dec 23	FPO	MR C M MANTLE MAINTENANCE		292.50	134,829.49
07 Dec 23	FPO	KAYLEY LYCETT :		150.00	134,679.49
07 Dec 23	FPO	RHEA PEARSON :		150.00	134,529.49
07 Dec 23	FPI	SHIRLEY RK 10703 :	204.00		134,733.49
07 Dec 23	DEB	BUNCHES CD		28.49	134,705.00
08 Dec 23	BGC	GBS MPFT	374.00		135,079.00
08 Dec 23	PAY	000836			135,079.00
11 Dec 23	FPI	SUMUP PAYMENTS :	653.09	132.91	134,946.09
12 Dec 23	BGC	SCC COUNTY FUND STAFFSCC	151.49		135,599.18
13 Dec 23	FPI	TICKETSOURCE LTD	3,883.00		135,750.58
14 Dec 23	BGC	SCC COUNTY FUND STAFFSCC	69.10		139,702.68

Your Account activity is continued overleaf

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Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
14 Dec 23	DD	MAINSTREAM DIGITAL			139,576.26
14 Dec 23	DEP	500251		126.42	140,748.91
14 Dec 23	DEP	500252	1,172.65		140,823.23
15 Dec 23	DEP	500253	74.32		141,313.23
15 Dec 23	DEP	500253	490.00		142,388.23
15 Dec 23	FPO	CITY ELECTRICAL FA!	1,075.00		140,299.39
15 Dec 23	FPO	SUNSHINE PRODUCTIO RUGELEY TOWN CNCL 3		2,088.84	135,799.39
15 Dec 23	FPI	SUMUP PAYMENTS ACC MCP F		4,500.00	135,993.05
18 Dec 23	FPI	E RUGELEY MUSICAL RMTC 10741 DEC	193.66		136,045.55
18 Dec 23	FPI	SUMUP PAYMENTS ACC MCP	57.50		136,975.73
19 Dec 23	FPI	SUMUP PAYMENTS ACC MCP	930.18		
19 Dec 23	BP	HMRC PAYE/NIC CUMB			
19 Dec 23	BP	MR MARTIN PARTON			
19 Dec 23	BP	MRS K DECKX			
19 Dec 23	BP	MISS L HARRIS			
19 Dec 23	BP	MS LAURIE JOHNSON			
19 Dec 23	BP	KATE ROBERTS			
19 Dec 23	BP	HILARY GOODREID			
19 Dec 23	BP	GEMMA SQUIRE			
19 Dec 23	BP	LGPS PENSION FUND			
19 Dec 23	BP	MS S BIRD		4,198.26	
19 Dec 23	BP	MRS A MANTLE			
19 Dec 23	BP	JONATHON WYLIE			
19 Dec 23	BP	MR JORDAN KRAUSE			
19 Dec 23	BP	MRS SUSAN BUXTON			
19 Dec 23	BP	MELANIE MATTHEWS			
19 Dec 23	PAY	SERVICE CHARGES REF :			
20 Dec 23	BGC	SCC COUNTY FUND STAFFSCC		77.35	107,558.35
20 Dec 23	DD	DIRECT COPIERS SE	287.10		107,845.45
20 Dec 23	DD	CANNOCK CHASE DIST		245.70	107,599.75
21 Dec 23	DD	WATER PLUS 0		786.00	106,813.75
21 Dec 23	DD	ENGIE POWER		48.45	106,765.30
21 Dec 23	DEP	500254		5,578.46	101,186.84
21 Dec 23	DEP	500254	547.95		101,734.79
21 Dec 23	FPO	STAFFORDSHIRE PARI!	1,020.00		102,754.79
21 Dec 23	FPO	CRAIG MORRIS HOSPI 5		1,146.00	101,608.79
21 Dec 23	FPO	THE BEER AND GAS M 4		162.00	101,446.79
21 Dec 23	FPO	GALLEON SUPPLIES L 3		36.00	101,410.79
21 Dec 23	FPO	RUGELEY TWN CNCL 31		245.60	101,164.19
21 Dec 23	FPO	SECURICAN LTD		108.00	101,056.19
21 Dec 23	FPO	MRS SUSAN BUXTON 21			
21 Dec 23	FPO	COUNCIL EXPS :		104.31	100,951.88
21 Dec 23	FPO	STAFFORD BRIGADES 3		300.00	100,651.88
21 Dec 23	FPO	SLCC		202.00	100,449.88
21 Dec 23	FPO	JUBILEE FIREWORKS 30		1,920.00	98,529.88

Your Account activity is continued on the next page

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Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
21 Dec 23	FPO	CANNOCK CHASE C		180.00	98,349.88
21 Dec 23	FPO	AMAZON PAYMEN		390.80	97,959.08
21 Dec 23	FPO	KEVAN WOOD 2001		25.00	97,934.08
21 Dec 23	FPO	SIMPLY SHRED I IM		60.00	97,874.08
21 Dec 23	FPO	UNICO ;		85.20	97,788.88
21 Dec 23	FPO	COUN			
21 Dec 23	FPO	ESPO		87.72	97,701.16
21 Dec 23	FPO	NEW GROWTH TRAININ		1,054.92	96,646.24
21 Dec 23	FPO	MK FAMILY ENTERTAI		175.00	96,471.24
21 Dec 23	FPO	DUNCAN WILLISCROFT		175.00	96,296.24
22 Dec 23	BGC	THE STAFFORDSHIRE :	30.00		96,326.24
22 Dec 23	BGC	WEIGHT WATCHERS UK UN	102.00		96,428.24
22 Dec 23	BGC	PERRY HALL MULTI-A FOREST HILLS PRIMA	330.00		96,758.24
22 Dec 23	BGC	CHURCHFIELD CE PRI SCAT	710.00		97,468.24
22 Dec 23	FPI	D JONES	63.00		97,531.24
28 Dec 23	BGC	SCC COUNTY FUND STAFFSCC	184.20		97,715.44
28 Dec 23	BGC	SCC COUNTY FUND STAFFSCC	1,755.00		99,470.44
28 Dec 23		<b>STATEMENT CLOSING BALANCE</b>	<b>15,888.15</b>	<b>50,035.40</b>	<b>99,470.44</b>

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

**Payment types:**

FPI - Faster Payment  
BGC - Bank Giro Credit

DEB - Debit Card  
PAY - Payment

DEP - Deposit  
DD - Direct Debit

FPO - Faster Payment  
BP - Bill Payment

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# Useful information

## Changing your contact details

Please write to us at: **Lloyds Bank, Box 1, BX1 1LT** or visit any Lloyds Bank branch.

## Lost and stolen Cards or Chequebooks

If you think your cards or PINs have been stolen, please call us immediately on **0800 096 9779**. If you're outside the UK, call us on **+44 1702 278 270**.  
If you think your chequebook has been lost or stolen, call us immediately on the telephone number on the front of your statement.

Internet and Telephone banking are designed to make your life easier

## Internet Banking

go to [www.lloydsbank.com/business](http://www.lloydsbank.com/business)

## Business Debit Card and Business Cashpoint® Card charges

Full information on our charges is set out in our charges brochures and on our website at [www.lloydsbank.com/business](http://www.lloydsbank.com/business) (refer to "Rates and Charges"). Alternatively please contact your relationship manager. For any non-sterling card transactions, the amount is converted into sterling on the day it is debited to your account, using the Payment Scheme Exchange Rate. We charge a non-sterling transaction fee of 2.75% of the value of the transaction. You can find out the Payment Scheme Exchange Rate by calling us on 0345 072 5555.

**Charges will be shown on your statement or current account charges invoice.**

## Interest rates

You can find the rates used to calculate the interest you have earned or been paid as follows:

**Commercial and Business Banking Customers:**  
visit [www.lloydsbank.com/business](http://www.lloydsbank.com/business)

## Privacy notice

We work hard to keep your information secure, which includes regularly reviewing our privacy notice. You can view our full privacy notice at the link below or call us for a copy on **0345 602 1997**

Commercial and Business Banking customers:  
[www.lloydsbank.com/businessprivacy](http://www.lloydsbank.com/businessprivacy)

## Telephone Banking

call the number at the top of your statement

## Checking your statement

Please read through the entries on your statement. If you think something is incorrect, please contact us straight away on the telephone number on the front of your statement. The earlier you contact us, the more we may be able to do e.g. if you have a personal account, we may not be able to refund you if you tell us more than 13 months after the date of the payment. Take care when storing or disposing of information about your accounts.

## Important information about compensation arrangements



Protected

### Commercial Banking customers

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria. Not all Commercial Banking customers will be covered and we will write to you if we believe you are NOT covered by the scheme. Please refer to the information sheet and exclusions list at

<http://www.lloydsbank.com/business/commercial-banking/savings/financial-services-compensation-scheme.asp>

### Business Banking customers

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria. Not all Business Banking customers will be covered and we will write to you if we believe you are NOT covered by the scheme. Please refer to the information sheet and exclusions list at <http://www.lloydsbank.com/business/retail-business/savings/financial-services-compensation-scheme.asp>

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

## Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

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Please contact us if you'd like this information in an alternative format such as Braille, large print or audio.

Telephone service for Hearing Impaired Customers is available on 0800 056 7611 (International customers should ring +44 1624 680719). Lloyds Bank also accepts telephone calls via Text Relay. We may monitor or record calls in case we need to check we have carried out your instructions correctly and to help us improve our quality of service. Cashpoint® and PhoneBank® are registered trademarks of Lloyds Bank plc. Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales No. 2065. Telephone 020 7626 1500. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 119278. Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. We adhere to The Standards of Lending Practice which are monitored and enforced by the LSB: [www.lendingstandardsboard.org.uk](http://www.lendingstandardsboard.org.uk)



# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Rugeley Town Council  
Rugeley Rose Theatre  
Taylors Lane  
Rugeley  
WS15 2AA

Date: 31/12/2023

Account Name: Rugeley Town Council

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.

Your arranged overdraft limit is £0.00



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

### Contact Us

- Call us: 0345 140 1000
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](https://www.unity.co.uk)

### Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
04/12/2023		Balance brought forward	£0.00	£0.00	£3,085.10
31/12/2023	Fee	Service Charge	£18.00	£0.00	£3,067.10

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Page number 1 of 2

Statement number 060

**For Businesses.  
For Communities.  
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1712124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE  
We invest in people. Gold



Bank Reconciliation Statement as at 31/12/2023  
for Cashbook 3 - Petty Cash - TC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Town Council	31/12/2023		100.00
			<u>100.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>100.00</u>
<u>Unpresented Receipts (Plus)</u>		0.00	0.00
			<u>100.00</u>
		<b>Balance per Cash Book Is :-</b>	<b>100.00</b>
		<b>Difference Is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

Bank Reconciliation Statement as at 31/12/2023  
for Cashbook 5 - Petty Cash - Coffee Bar

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	31/12/2023		50.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	50.00
		0.00	0.00
<u>Unpresented Receipts (Plus)</u>			50.00
		0.00	0.00
			50.00
		<b>Balance per Cash Book is :-</b>	50.00
		<b>Difference is :-</b>	0.00

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

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Bank Reconciliation Statement as at 31/12/2023  
for Cashbook 4 - Petty Cash - RT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Rose Theatre	31/12/2023		200.00
			200.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			200.00
<u>Unpresented Receipts (Plus)</u>		0.00	0.00
			200.00
		<b>Balance per Cash Book is :-</b>	<b>200.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Wednesday 24<sup>th</sup> January

## **Item 113 - Finance Report**

### **113.1 Internal Auditor**

I have now organised Sandie Morris to come to Full Council on Wednesday 7<sup>th</sup> February to discuss internal audit. I have also arranged for Sandie to come to Full Council on Wednesday 3<sup>rd</sup> July to discuss end of year audit to prevent delays in her attending a meeting once an audit has been completed. End of year audit is booked in for 22<sup>nd</sup> May, Sandie is unable to attend June full council.

This will be Sandie's last audit with us due to health issues. Therefore, I have been looking at alternative auditors from the internal audit directory for 24/25 onwards. In Staffordshire, there are only 2 that do above 200K and that's Sandie Morris and Alan Toplis, therefore as I knew Penkridge had a new auditor I called them. They use Debbie Wellecomme and Jane Isom from Support Staffordshire. My only reserve here is that they are new to auditing and even though Penkridge with a precept of over £400,000 recommend them, they said they like them as they come, get on with it and leave quickly. This is a red flag for me, as we need someone who is going to properly look into the finances where other auditors haven't. They also learnt by shadowing Sandie.

The other auditor that is available is Paul Russell, he currently is a clerk, auditor, and consultant to councils. Last year he completed audits for over 50 councils ranging from precept of 5k to over 1 million. Currently for audit we pay interim £345 and end of year £450. Paul has said he would charge £325 interim and £350 year end plus mileage at 25p from Leicester. I feel this is our best option and have attached a report for a council he has audited as an example of what we would receive.

### **113.2 VAT Update**

I have now finished the current quarter, it now appears that the last RFO didn't report correct VAT on all high value invoices not just those associated with the Theatre. The partial exemption calculation from the quarter meant we were indeed as thought, above the limitations meaning we couldn't claim back any VAT on exempt supplies. However, as so much was omitted from the council also, instead of claiming back £9319.72 from HMRC, we are now claiming back £14620.37.

HMRC are now happy with my working and agreed that we are under special section 33, so from now on they want the end of year calculations. Meaning I need to check the whole years invoices, then run the partial exemption calculations and tell them about any corrections. I am to start with 2019/20. I have made a start on this but they are a lot of errors already, so will report on these when I have covered more of the year. The good news is that now that it is yearly not quarterly it won't take me as long as 18 months to do, I estimate it will be more like 6-8 months.

Myself and Sue are meeting with Chris Leng, the VAT expert Wednesday 24<sup>th</sup> January so I will report about this at the meeting.

### **113.3 Banking**

Unity Trust Bank has been used in the past to receive payments from the markets and car boots and also hold our reserves, so we don't go over the £85000 protection. We are now using Bescott for markets so there is no movement to this account other than charges which is £18 per quarter. Also, it has since been found out that £85000 doesn't apply to councils, therefore I would like the council to consider closing down Unity Bank to avoid more charges and opening a Business Lloyds savings account to hold general reserves in. This will keep general reserves separate and also provide interest.

## **113.4 Contracts**

### **Phone contract**

Following on from the extra Finance meeting with Blue Footprint, I expressed concerns that we wouldn't be able to port our numbers as I had already extended the contract once. I am happy to report I have managed to extend by 90 days, which is the maximum time we need to port the numbers. The contract has been signed and so has the agreement for porting. I am also pleased to say the phone also got changed with only a difference of £4. I asked Cllr Kirkham to check the phone as he was the one that spotted the original quoted phone wasn't suitable and he agreed the new alternative was fine.

### **IT Contract**

The contract has been signed and Blue Footprint have been in touch with Holker to start mapping and migrating the service.

### **Shredding**

The new shredders have now arrived, however when speaking to our supplier they were saying that we are in a rolling one year contract so couldn't end until September. We asked for evidence of SLA or the agreement to state this. As they haven't been able to provide this, Sue as Clerk has emailed to say that we will be finishing in March and to collect their units end of March. We have chosen end of March due to one of the shredders needing to be replaced as it was delivered broken. Also the council has a substantial amount of paperwork dating past the 7 year mark so we are going to use the shredding company for this one off large amount of paperwork.

### **Finance System**

I reported at last Finance meeting that we had to give 6 months notice to Rialtas, however on speaking to them and the fact we have paid in full not monthly, I have managed to get this reduced to 3 months with no further costs to us. Scribe has now retrieved all information to port to their system. They will now code it in and deliver training so we should be up and running on the new system for next finance meeting. I have also booked myself onto their lottery training which is free to do and ordered a free grants booklet for us to source more funding in the future. So this move is already positively impacting us.

### **Websites**

We currently have 2 websites, 2 suppliers and 2 domains. The theatre domain is up 1<sup>st</sup> February and the council domain is up 30<sup>th</sup> April. The theatre website is not linked to the council website and is not appealing to the eye. The council website as previously reported has a lot of downtime and number of files cannot be opened. Furthermore, the council website does not meet WCAG 2.1 AA regulations. I have therefore been looking at alternative options. Please see attached quotes and proposals. Also here are links to websites each supplier run:

1. Darren Langley

<https://tenacitysalestraining.com/>

<https://www.ansuk.org/>

2. Netwise

<https://eveshamtowncouncil.gov.uk>

<https://burford-tc.gov.uk/>

3. Auberine 262

<https://www.ebpc.co.uk/>

<https://www.oswestry-tc.gov.uk/>

In my opinion from demos, zoom meetings and pricing, we should go with Netwise for the town council website as there are a few templates we can choose from and the staff liked the look of the websites they currently hold. For the theatre, after speaking to Sam regarding the direction she wants it to go in, this can be created easily on WIX which would be cheaper and easy to alter. I have spoken to Sam and she's happy to design and I'm happy to build. As you may see this as a risk on my ability even though I have made websites in the past. I am willing to build the website for free and show Rose committee, then if the council decides to go ahead then request payment for my additional time. Please also see demo look Sam had been working on previously.

**Melanie Matthews – Responsible Finance Officer**