

Item 137

Rugeley Town Council
Administration Office
Rugeley Town Council
Rugeley
WS15 2AA

Your Account

BUSINESS EXTRA

01 January 2024 to 31 January 2024

Money In	£20,285.02	Balance on 01 January 2024	£99,470.44
Money Out	£71,762.42	Balance on 31 January 2024	£47,993.04

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Jan 24	PAUL BRYAN	FPI	100.00		99,570.44
02 Jan 24	COOPERS WASTE MAN	DD		161.70	99,408.74
03 Jan 24	GOCARDLESS NOAHSARKCH-	DD		10.00	99,398.74
03 Jan 24	GOCARDLESS FOUNDATIONOF-SY98T	DD		11.00	99,387.74
03 Jan 24	THEATRICKS STAGE SC THEATRICKS	FPI	190.00		99,577.74
03 Jan 24	THEATRICKS STAGE SC THEATRICKS	FPI	1,710.00		101,287.74
04 Jan 24	GRENKELEASING LIM	DD		89.00	101,198.74
04 Jan 24	GRENKELEASING LIM	DD		114.55	101,084.19
04 Jan 24	WM MORRISONS STORE CD	DEB		6.00	101,078.19
05 Jan 24	MCBC UK LIMITED	DD		2,952.87	98,125.32
08 Jan 24	SUMUP PAYMENTS ACC MCP	FPI	245.29		98,370.61
09 Jan 24	SCC COUNTY FUND STAFFSCC	BGC	234.00		98,604.61
10 Jan 24	000837	PAY		40.84	98,563.77
12 Jan 24	WEIGHT WATCHERS UK UN	BGC	136.00		98,699.77
12 Jan 24	GOCARDLESS 275069 FULL FOH REFUND	FPI	11.00		98,710.77
15 Jan 24	HMRC VAT	BGC	14,731.02		113,441.79

(Continued on next page)

BUSINESS EXTRA

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
15 Jan 24	MAINSTREAM DIGITAL	DD		87.57	113,354.22
15 Jan 24	GOCARDLESS HOLKERIT-	DD		459.09	112,895.13
15 Jan 24	STAFFORDSHIRE SOUT 10749	FPI	75.40		112,970.53
16 Jan 24	SERVICE CHARGES REF : -----	PAY		59.50	112,911.03
17 Jan 24	CREATIVE EDUCATION CET	BGC	350.00		113,261.03
17 Jan 24	LGPS PENSION FUND -----	FPO		4,198.26	109,062.77
17 Jan 24	HMRC PAYE/NIC CUMB	FPO		3,782.53	105,280.24
18 Jan 24	BLUEPRINT DESIGNS	FPI	42.00		105,322.24
19 Jan 24	MR MARTIN PARTON	BP			
19 Jan 24	MRS K DECKX	BP			
19 Jan 24	MISS L HARRIS	BP			
19 Jan 24	MS LAURIE JOHNSON	BP			
19 Jan 24	GEMMA SQUIRE	BP			
19 Jan 24	MS S BIRD	BP			
19 Jan 24	MRS A MANTLE	BP			
19 Jan 24	JONATHON WYLIE	BP			
19 Jan 24	MR JORDAN KRAUSE	BP			
19 Jan 24	TOBY LEWIS	BP			
19 Jan 24	MRS SUSAN BUXTON	BP			
19 Jan 24	MELANIE MATTHEWS	BP			
19 Jan 24	000830	CHQ		5.00	91,180.89
22 Jan 24	POST OFFICE COUNT E CD	DEB		93.71	91,086.98

SALARIES
£1414.23

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BUSINESS EXTRA

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
22 Jan 24	DIRECT COPIERS SE DC26813	DD		151.51	90,935.47
22 Jan 24	CANNOCK CHASE DIST 01	DD		786.00	90,149.47
22 Jan 24	GOCARDLESS 275069 NOAHS ARK REFUND	FPI	10.00		90,159.47
23 Jan 24	JOHN TAYLOR MAT JOHN TAYLOR MAT	BGC	890.00		91,049.47
24 Jan 24	WATER PLUS (DD		55.47	90,994.00
24 Jan 24	ENGIE POWER	DD		9,609.34	81,384.66
24 Jan 24	CREATIVE PERFORMAN	FPI	127.50		81,512.16
24 Jan 24	DENNIS SMITH	FPO		629.00	80,883.16
25 Jan 24	E RUGELEY MUSICAL RMTC	FPI	78.75		80,961.91
26 Jan 24	SHIRLEY RK 10743	FPI	153.00		81,114.91
26 Jan 24	SUMUP PAYMENTS ACC MCP	FPI	28.91		81,143.82
26 Jan 24	ESPO	FPO		882.14	80,261.68
26 Jan 24	SLCC MATTHEWS MBRSHP M	FPO		743.00	79,518.68
26 Jan 24	THE BEER AND GAS M	FPO		36.00	79,482.68
26 Jan 24	PPL	FPO		279.02	79,203.66
26 Jan 24	SECURICAN LTD	FPO		840.00	78,363.66
26 Jan 24	CONNECT MIDLANDS L	FPO		55.00	78,308.66
26 Jan 24	PEAK CASHFLOW LTD	FPO		57.00	78,251.66
26 Jan 24	CITY ELECTRICAL FA	FPO		285.48	77,966.18
26 Jan 24	HOLKER NETWORK SOL	FPO		342.00	77,624.18
26 Jan 24	THE FESTIVE LIGHTI	FPO		27,326.71	50,297.47
26 Jan 24	GALLEON SUPPLIES L	FPO		62.40	50,235.07

(Continued on next page)



BUSINESS EXTRA

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
26 Jan 24	AMAZON PAYMENT UK	FPO		194.71	50,040.36
26 Jan 24	B W BELCHER & SON	FPO		204.00	49,836.36
26 Jan 24	SIMPLY SHRED LIMIT	FPO		60.00	49,776.36
26 Jan 24	UNICO RUGELEY TOWN COUNC	FPO		97.20	49,679.16
26 Jan 24	CLICK IT GROUP I RUGELEY	FPO		133.20	49,545.96
26 Jan 24	STARBOARDS SYSTEMS	FPO		2,238.00	47,307.96
29 Jan 24	Vistaprint CD 0418 27JAN24	DEB		27.98	47,279.98
29 Jan 24	GOCARDLESS HOLKERIT-	DD		459.09	46,820.89
29 Jan 24	SUMUP PAYMENTS ACC MCP	FPI	802.75		47,623.64
31 Jan 24	500256	DEP	110.00		47,733.64
31 Jan 24	500255	DEP	259.40		47,993.04

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

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: 31/01/2024

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



Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: unity.co.uk

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 or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/12/2023		Balance brought forward	£0.00	£0.00	£3,067.10
03/01/2024	Direct Debit	Direct Debit (GOCARDLESS)	£7.00	£0.00	£3,060.10
03/01/2024	Direct Debit	Direct Debit (GOCARDLESS)	£10.00	£0.00	£3,050.10
12/01/2024	Credit	GOCARDLESS 275069	£0.00	£7.00	£3,057.10

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Statement number 061

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. 1713124.
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We invest in people. Gold



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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
22/01/2024	Credit	GOCARDLESS 275069	£0.00	£10.00	£3,067.10

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

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We invest in people Gold



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Statement of Account

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

12 February 2024

Account name: **RUGELEY TOWN COUNCIL-Savings Account**

Please find enclosed a statement of your account covering the period 1 January 2024 to 31 January 2024. This statement shows the value of your investments as at 31 January 2024.

Details of all transactions carried out on your account within the reporting period have been included for your reference.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

Account summary

Total valuation as at 31 January 2024	£287,690.00
Total valuation as at last statement at 1 January 2024	£286,408.41
Total income during the period	£1,281.59

Holdings as at 31 January 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	287,690.0000	£1.00	£287,690.00
Total value			£287,690.00

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded. CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority. Registered address: One Angel Lane, London EC4R 3AB.

Transactions for the period from 1 January 2024 to 31 January 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/01/2024	Income Reinvestment	1,281.5900	£1.0000	£1,281.59

The average Fund yield for this period was 5.27% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Dec 2023	03/01/2024	Reinvestment	£1,281.59	PS3078909-001

Monthly statement and valuation

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

5 January 2024

Statement period: **01/12/2023 to 31/12/2023**

Please find enclosed a statement of your account covering the period 1 December 2023 to 31 December 2023. This statement shows the value of your investments as at 31 December 2023.

Details of all transactions carried out on your account within the reporting period have been included for your reference.

Please keep all documents (including this letter) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

Account summary

Total valuation as at 31 December 2023	£286,408.41
Total valuation as at last statement at 1 December 2023	£0.00
Total income during the period	£1,233.61

Holdings as at 31 December 2023

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	286,408.4100	£1.00	£286,408.41
Total value			£286,408.41

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

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Registered address: One Angel Lane, London EC4R 3AB.

Transactions for the period from 1 December 2023 to 31 December 2023

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
04/12/2023	Distribution Reinvestment	1,151.6300	£1.0000	£1,151.63
04/12/2023	Distribution Reinvestment	81.9800	£1.0000	£81.98

The average Fund yield for this period was 5.27% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Dec 2023	04/12/2023	Reinvestment	£1,151.63	PS3078909-001
Dec 2023	04/12/2023	Reinvestment	£81.98	PS3078909-001

Date and method description error in Income table

Following the migration of our transfer agency function to FNZ, there are some errors in the Income table. These errors relate to those income entries that occurred prior to the migration (20/11/2023).

The "date paid" for reinvestments and transfers is incorrect.

For reinvestments - the correct date is shown in the transactions table.

For transfers - the correct date will be shown on that account's transaction table.

The "method" description is incorrect for any transfers made to other accounts. These are shown as "reinvestment" - however the "destination field" is correct and will show the account the money was paid to.

We apologise for any confusion this may cause. If you have any questions or would like any clarification, please contact our Client Services team.

Finance Report

Item 138.1 – Precept Update

As per email, we are now in receipt of the apportioned band D tax base. Therefore, the figures have been updated below:

	Original	Updated
Precept	£329,908	£329,908
Apportioned tax base	5,316.64	5329.36
Resultant Band D Tax	62.05	61.90
Percentage change	4%	3.7%

Item 138.2– Budget Timetable

Following on from my FiLCA training, where we had to explore 3 councils lead up to approving budget, I have drafted the following flowchart for discussion and also attached the current flowchart for comparison. Please see attached on pages 14 and 15.

F & M to make recommendation for the attached flowchart to be used in future

Item 138.3 – Theatre Ticket Sales

I reported before I would look into the major decrease in ticket sale income. In previous years, hirers putting on shows at the Rose Theatre, would use our own ticketsource to sell tickets for their show. Then the council would reimburse them their share of the takings, them having the majority of the amount. Most recently, some hirers have been unhappy with how slow the council was to reimburse, therefore deciding to use their own ticket selling websites. Thus, decreasing what looks like income into the theatre when it was not really our income at all.

As ticket sales are exempt supplies, this creates problems with our limits for partial exemption. Therefore, on speaking to Sam & Laurie, going forward we will be invoicing for hiring the venue and wherever possible for them to use their own ticket sites. This will give more accurate figures on Rose income and expenditure and also help to be able to reclaim all VAT.

Item 138.4 – VAT

I have now finished looking into years 19/20 and 20/21. It seems to me that the previous RFO was slowing learning about VAT as she was going along and nothing malicious was happening. In 19/20 to around when our interim audit was in 20/21 every purchase invoice that didn't have any VAT wasn't submitted to HMRC with our figures. This is incorrect but not an error we will get sanctioned on. After the audit, any company that was VAT registered but we were purchasing exempt goods/services was included in HMRC figures. But the nonregistered companies/ individuals weren't. Once again, no sanctions will be enforced on this. I am still to do the partial exemption calculations on these years so I will report back when I have these and completed years 21/22 23/24. The best

news to come from this, is that HMRC will not be going back any further years and we can't have any major penalties against us.

Item 138.5 - Scribe

We are not set up on Scribe properly yet, for the following reasons:

- The bank reconciliation for April 2023 to start the year didn't match the AGAR box 8 – this is now sorted, it was Rialtas doesn't show the bar float, Scribe will do.
- Petty cash bank transfers were showing as payments – this is now sorted
- Sales for invoices came across fine but sales through cashbook didn't – I have updated their software coding for them and that has now come across fine.
- 147 transactions transferred to code 500 which is creditors not the cost and centre codes we use – on checking this, they were submitted as 500 with no vat showing. We haven't fully resolved this, as we don't know if this picking up at entry or payment. Once we know that we will know if this hasn't been reflected in our I&E reports correctly.

However, I will be able to start adding to Scribe our latest data hopefully from 21st February while the Scribe team work on the other in the background so we are not getting too behind with a backlog. Currently we don't have anything on a finance system from January or February.

In better news, I have started training with Scribe and finding these free courses really useful for expanding knowledge on how councils run. Obviously due to the time of year they are focusing training on year end and audit so there isn't much for other council officers or councillors at present, here is my training, including learning the system.

- 24th January – Council Lottery Training – sent the recording to CEC encase councillors wanted to start lottery up
- 31st January – The secret to mastering year end for town and parish councils
- 15th February – Creating a new financial year in Scribe
- 15th February – Agendas, summons and minutes (with Sue)
- 19th February – Navigating the path to a successful internal audit
- 19th February – Kick off call – initial set up
- 20th February – Data Entry and Bank reconciliations
- 27th February – Sales invoices and purchase orders (with Laurie)
- 28th February – Mastering year end on Scribe
- 6th March – Reports

Please note, I'll only sit on training if I have time/ in work, otherwise I'll have the recording come through to me emails to complete when I'm available to.

Item 138.6 - Cost Centres

As previously reported, Rialtas doesn't allow for code changing just adding to what we already have. Furthermore, our cost centre (e.g income for council, administration costs for Rose) don't marry up with our precept wallpaper. Therefore, now we are in Scribe and can make changes, I am looking at streamlining our codes and having them in the right areas. Furthermore, to have codes relating to exempt supplies so the partial exemption calculations basically run themselves. The only issue I need to raise regarding this, is that when it comes to year end 24/25, we for this year end only may have to re-juggle the figures around for AGAR purposes so we have a like for like against 23/24 or put in an adjustment declaration. I have spoken to Scribe regarding this and they are happy to support and

sort the system so that will help also. I understand this is extra work for myself, but the changes I'm trying to implement will mean smoother running and getting our systems to do the work for us.

F & M to make recommendation that they are happy for these changes to take place

I am also speaking to Scribe on ways we can put into our accounts but not AGAR funding used with Cannock. At present if Cannock pay for something like our Pizza Oven out of their bank account, it doesn't show anywhere financially on our side. I would like to rectify this so we have a true position of finances.

Item 138.7 - Bank Accounts

Myself and Sue have been looking into the £85,000 protection limit (FSCS).

Here is the guidance I found that would state we are covered. This has been sourced from NALC and Arling Close:

"The Bank of England extended the protections of the Financial Services Compensation Scheme to include small local authorities. These are described as an authority with an annual budget of less than €500,000 (approximately £431,000 on current exchange rates). This means that authorities considered as small are granted the same protections as individuals, whereby deposits of up to £85,000 per UK bank or building society are fully protected. It is important for authorities with an annual budget very close to the limit to be cautious of potential fluctuations in the £/€ exchange rate."

At Sue's conference she was told by CCLA that our account with them isn't protected formally but they only invest with they know is safe. I have double checked this on the FSCS website and this information is true.

I haven't had time to look into bank accounts, but I'm hoping to get some options going forward so all our money is protected and we getting interest on it not charges.

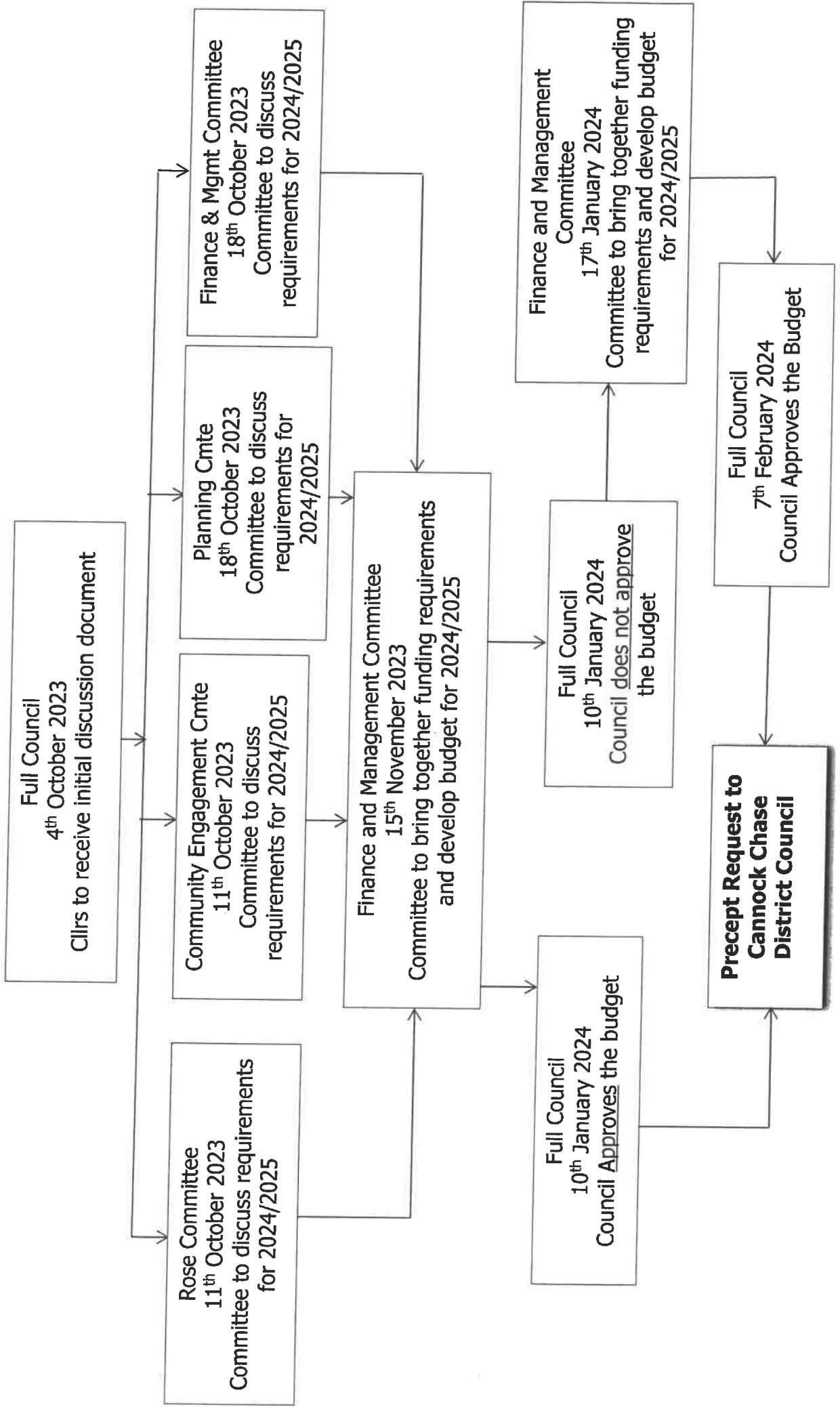
F & M to make recommendation whether they also would like RFO to look for an alternative to CCLA.

Item 138.9 - Internal Auditor

It was agreed at last meeting to organise potential new auditor: Paul Russell to attend a meeting, I have organised this for Full council on 6th March 2024.

Melanie Matthews – Responsible Finance Officer

Timetable for Budget Approval 2024/2025



Timetable for Budget Approval



September

- Councillors to put forward resident ideas at committee meetings
- Theatre Manager and Director to send proposed rates increase to Clerk/ RFO
- Councillors not on relevant committees to email ideas to Clerk/ RFO
- Finance and Management committee to agree an ideal precept percentage increase if any
- RFO to prepare initial draft budget so a baseline is drawn to help decide which new ideas are to be added.

October

- RFO to spend time costing up ideas and creating a presentation
- Presentation shown at committee meetings where each idea costings will be shown and how they will effect the budget. Councillors to vote whether idea gets added to budget or not.
- Rose committee to vote on new rates for hirers
- Finance and Management committee vote for recommendation to approve at Full council.

November

- Budget to be presented to Full council
- If Finance and Management recommended approval , then vote to approve at Full council
- If Finance and Management didn't recommend approval, for any alterations to be discussed and taken back to committees.

December

- If approved at Full Council, precept request to be sent to Cannock Chase District Council
- If not approved to go to Full Council to get approval

January

- Final month to approve budget if not done so already
- Rose new rates to be implemented as of 1st January