

**TEWKESBURY TOWN COUNCIL
FINANCE COMMITTEE
TUESDAY 8TH DECEMBER 2020**

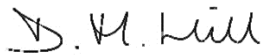
To: Members of Finance Committee: Councillors P Aldridge (Chair), H Bowman, K Brennan, C Danter, J Raywood, S Raywood and M Sztymiak

You are summoned to attend a meeting of the Finance Committee which will be held remotely via Zoom on **TUESDAY 8TH December 2020 commencing at 4.00pm**

Members of the public and press are welcome to attend.

Zoom Meeting id: 978 2835 9296

Password: 965592



Debbie Hill
Town Clerk
3rd December 2020

AGENDA

1. To receive apologies
2. To receive declarations of interests
3. To receive dispensations
4. To approve the minutes of the Finance Committee meeting held on 1st October 2020
5. Matters arising from the minutes – for information only
6. To receive correspondence relating to the Finance Committee
7. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
8. To review the bank reconciliations to 31st October 2020
9. To review the budget report to 31st October 2020
10. To note furlough income received to date
11. To review the half year financial position of the Town Council in respect of the COVID-19 pandemic
12. To consider and agree grant applications from outside bodies
13. To agree the payments list
14. To receive an update from the Town Clerk in respect of the External Audit 2019/20

- 15.** To receive an update from the Town Clerk in respect of the budget setting process for 2021/22
- 16.** To agree a budget for the Finance Committee for 2021/22 and forward budget for 2022/23 and 2023/24

MINUTES

of the

Remote Finance Committee meeting held on 1st October 2020 at 6:00PM via Zoom

Present: Cllrs P Aldridge (Chair), H Bowman, K Brennan, C Danter, J Raywood, S Raywood, M Sztymiak

In attendance: D Hill (Town Clerk)

The meeting commenced at 6.11pm. It was pointed out that the Zoom meeting had scheduled for an hour ahead of the actual time of the meeting. Town Clerk to check Zoom settings.

- F.20.047 To receive apologies**
None received.
- F.20.048 To receive declarations of interest**
Cllr S. Raywood declared an interest regarding the grant application from PPNP.
- F.20.049 To receive dispensations**
None.
- F.20.050 To approve the Minutes of the Finance Committee meeting held on 26th August 2020**
It was noted that the meeting was held on 26th not 6th of August 2020. It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 26th August 2020. Proposed by Cllr Bowman, seconded by Cllr Danter.
- F.20.051 Matters arising from the Minutes – for information only.**
20.042 **To review the signatory on the Mayor’s Charity account:** Complete
20.044 **Applying for a Lloyds Charge card:** Carry Forward
20.045 **Expenditure of legal advice for Watson Hall titles:** Carry Forward
- F.20.052 To receive correspondence relating to the Finance Committee**
The Town Clerk report that a remittance advice had been received for the second precept payment from Tewkesbury Borough Council.
- F.20.053 Public Participation**
None.
- F.20.054 To review the bank reconciliations to 31st August 2020**
The bank reconciliations were reviewed.
Action: Town Clerk to look into V McClintock Chatty Thursday unrepresented payment.
- F.20.055 To review budget report to 31st August 2020**
The budget reports were reviewed.
Action: Town Clerk to check on Museum window expenditure is showing in the correct financial year, provide report showing furlough income received for the next meeting.

- F.20.056 To review the financial impact of COVID-19 on the Town Council’s budget for 2020-21.**
 A Balance Sheet report had been circulated to members showing the position to 31st August 2020. It was noted that this report and detailed income and expenditure reporting to the half year position would be available for the next meeting enabling members to have a better understanding of the impact of COVID-19 on the Town Council’s finances for 2020/21.
- F.20.057 To consider and agree grant applications from outside bodies**
 Cllr S.Raywood left the meeting. It was RESOLVED to award a grant of £740.00 for Priors Park Neighbourhood Project. Proposed by Cllr Danter, seconded by Cllr J Raywood. Cllr S Raywood rejoined the meeting. It was RESOLVED to award a grant of £300.00 for Tewkesbury Sea Cadets. Proposed by Cllr S. Raywood, seconded by Cllr Bowman.
- F.20.058 To agree to the payments list**
 None.
- F.20.059 To note the work in hand to ensure the Town Council’s website is accessible and the publication of an accessibility statement**
Action: The Town Clerk advised members that work to update the website by Netwise was complete. An interim accessibility statement had been circulated to members and had been added to the Policy section of the website.
- F.20.060 To discuss and agree the recipient of the additional £1.100 received into the Mayor’s Charity Account relating to money raised during 2019/20**
Action: Town Clerk to ask the family their wishes.
- F.20.061 To agree the level of ‘float’ to be left in the Mayor’s Charity account from one financial year to the next**
 It was RESOLVED that the float from one financial year to the next should be between £200-£300. Proposed by Cllr Brennan, Seconded by Cllr Danter.
- F.20.062 To receive an update from the Town Clerk on the petty cash procedure**
 The Town Clerk advised members that a petty cash float of £30 for the bar had been set up as an interim measure, whilst cash was not generally being used to enable the purchase of sundry items such as lemons etc.

There being no further business the meeting closed at 6:58 pm.

Signature of Chairman upon approval of the minutes 3rd November 2020

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>110 Staffing</u>							
4000 Staff Salary	7,333	51,753	101,476	49,723		49,723	
4030 PAYE and NI	3,372	8,337	16,000	7,663		7,663	
4040 Pension	3,667	13,110	23,000	9,890		9,890	
4050 Staff Travel	0	0	150	150		150	
4060 Councillor Travel	0	0	50	50		50	
4070 Staff Other Expenses	(191)	900	100	(800)		(800)	
4080 FM Contractor	4,550	37,050	46,800	9,750		9,750	
4090 Payroll Processing	35	244	500	256		256	
4100 Professional Fees	1,415	3,003	2,500	(503)		(503)	
4110 Training	0	146	2,000	1,854		1,854	
Staffing :- Indirect Expenditure	20,181	114,543	192,576	78,033	0	78,033	0
Net Expenditure	(20,181)	(114,543)	(192,576)	(78,033)			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>120 Finance</u>							
1076 Precept	0	314,087	314,087	0			
1090 Interest Received	9	59	250	191			
Finance :- Income	9	314,146	314,337	191			0
4100 Professional Fees	0	1,233	2,000	767		767	
4150 Mayors Allowance	1,500	1,500	1,500	0		0	
4160 Bank Charges	5	67	60	(7)		(7)	
4170 Audit Fees	0	0	2,000	2,000		2,000	
4180 Legal Fees	180	3,082	12,000	8,918		8,918	
4190 Subscriptions & Memberships	399	2,901	4,000	1,099		1,099	
4200 Insurance	0	6,662	8,000	1,338		1,338	
4210 Stationery Office Equipment	42	866	1,600	734		734	
4211 Contingency	0	0	6,000	6,000		6,000	
4212 Councillor Expenses	0	0	600	600		600	
4220 Telephone & Broadband	64	947	800	(147)		(147)	
4230 Photocopier	0	772	2,500	1,728		1,728	
4240 Website	0	600	350	(250)		(250)	
4250 IT	253	1,486	3,200	1,714		1,714	
4260 Publications	0	13	200	187		187	
4270 Newsletter	0	0	1,000	1,000		1,000	
4280 Events & Services	0	0	3,200	3,200		3,200	
4290 Regalia	0	0	400	400		400	
4300 Civic	0	40	1,000	960		960	
4310 Tourism & Marketing	0	0	1,000	1,000		1,000	
4320 Town Crier	0	1,000	1,000	0		0	
4330 Grants Paid	3,980	6,280	20,000	13,720		13,720	
4350 Elections	0	0	1,000	1,000		1,000	
4960 Equipment	0	35	0	(35)		(35)	
4990 Sundries/Petty Cash	10	122	1,000	878		878	
4999 Unknown - Needs Attention	0	145	0	(145)		(145)	
Finance :- Indirect Expenditure	6,432	27,750	74,410	46,660	0	46,660	0
Net Income over Expenditure	(6,423)	286,396	239,927	(46,469)			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>130</u> <u>Mayor's Charity</u>							
1200 Mayor's Charity Income	0	1,100	0	(1,100)			
Mayor's Charity :- Income	0	1,100	0	(1,100)			0
4410 Mayor's Charity Expenditure	0	4,000	0	(4,000)		(4,000)	
Mayor's Charity :- Indirect Expenditure	0	4,000	0	(4,000)	0	(4,000)	0
Net Income over Expenditure	0	(2,900)	0	2,900			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>200 Moorings</u>							
1300 Moorings Income	537	2,290	5,500	3,210			
	<u>537</u>	<u>2,290</u>	<u>5,500</u>	<u>3,210</u>			<u>0</u>
Moorings :- Income							
4450 Maintenance	13	213	4,000	3,787		3,787	
4460 Rates	127	888	1,500	612		612	
4470 Mooring Leases	0	100	100	0		0	
4480 Projects - Moorings	0	3,117	5,000	1,883	650	1,233	
4550 Water	0	17	0	(17)		(17)	
4960 Equipment	0	15	0	(15)		(15)	
	<u>140</u>	<u>4,349</u>	<u>10,600</u>	<u>6,251</u>	<u>650</u>	<u>5,601</u>	<u>0</u>
Moorings :- Indirect Expenditure							
Net Income over Expenditure	<u>397</u>	<u>(2,059)</u>	<u>(5,100)</u>	<u>(3,041)</u>			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>210</u> <u>Museum</u>							
4450 Maintenance	0	12,849	12,000	(849)		(849)	
4500 Museum Projects	0	0	3,000	3,000		3,000	
Museum :- Indirect Expenditure	0	12,849	15,000	2,152	0	2,152	0
Net Expenditure	0	(12,849)	(15,000)	(2,152)			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>220</u> <u>Town Hall</u>							
1400 Garden Income	0	0	100	100			
1410 Town Hall Income	918	3,367	18,000	14,633			
Town Hall :- Income	918	3,367	18,100	14,733			0
4450 Maintenance	461	3,833	12,000	8,167	2,000	6,167	
4460 Rates	419	2,935	4,100	1,165		1,165	
4550 Water	205	517	700	183		183	
4560 Electric	67	407	1,500	1,093		1,093	
4570 Gas	125	310	2,500	2,190		2,190	
4580 Garden Expenditure	0	0	300	300		300	
4590 Projects	0	0	15,000	15,000		15,000	
4960 Equipment	57	966	2,000	1,034		1,034	
Town Hall :- Indirect Expenditure	1,333	8,967	38,100	29,133	2,000	27,133	0
Net Income over Expenditure	(415)	(5,601)	(20,000)	(14,399)			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>230 War Memorial</u>							
1450 Fundraising	0	0	200	200			
1990 Other Income	0	0	100	100			
War Memorial :- Income	0	0	300	300			0
4450 Maintenance	0	0	1,000	1,000		1,000	
War Memorial :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0
Net Income over Expenditure	0	0	(700)	(700)			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>300 Play Parks</u>							
1500 Grants & Donations Received	0	500	0	(500)			
Play Parks :- Income	0	500	0	(500)			0
4590 Projects	0	175	10,000	9,825	2,142	7,683	
4600 Maintenance - Derek Graham	0	342	2,000	1,658		1,658	
4610 Maintenance - Mitton	16	90	1,000	910		910	
4620 Maintenance - Warwick Place	0	0	1,500	1,500		1,500	
4630 Annual Playground Inspection	0	1,500	1,500	0		0	
Play Parks :- Indirect Expenditure	16	2,106	16,000	13,894	2,142	11,752	0
Net Income over Expenditure	(16)	(1,606)	(16,000)	(14,394)			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>310 Spring Gardens</u>							
4450 Maintenance	0	1,332	3,000	1,668		1,668	
4460 Rates	304	2,132	3,000	868		868	
4550 Water	358	715	2,000	1,285		1,285	
4560 Electric	45	304	650	346		346	
4590 Projects	0	0	2,000	2,000		2,000	
4960 Equipment	0	86	0	(86)		(86)	
Spring Gardens :- Indirect Expenditure	<u>708</u>	<u>4,570</u>	<u>10,650</u>	<u>6,080</u>	<u>0</u>	<u>6,080</u>	<u>0</u>
Net Expenditure	<u>(708)</u>	<u>(4,570)</u>	<u>(10,650)</u>	<u>(6,080)</u>			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>320 Gloucester Road</u>							
4450 Maintenance	0	474	1,750	1,276		1,276	
4460 Rates	232	1,624	2,200	576		576	
4550 Water	(74)	328	650	322		322	
4560 Electric	46	289	400	111		111	
Gloucester Road :- Indirect Expenditure	<u>203</u>	<u>2,715</u>	<u>5,000</u>	<u>2,285</u>	<u>0</u>	<u>2,285</u>	<u>0</u>
Net Expenditure	<u>(203)</u>	<u>(2,715)</u>	<u>(5,000)</u>	<u>(2,285)</u>			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>330</u> <u>Cleaning & Consumables</u>							
4700 Cleaning & Maintenance Equip	0	281	1,500	1,219		1,219	
4710 Combined Consumables	144	1,518	2,500	982		982	
4720 Hygiene Contract	0	828	1,200	372		372	
Cleaning & Consumables :- Indirect Expenditure	<u>144</u>	<u>2,627</u>	<u>5,200</u>	<u>2,573</u>	<u>0</u>	<u>2,573</u>	<u>0</u>
Net Expenditure	<u>(144)</u>	<u>(2,627)</u>	<u>(5,200)</u>	<u>(2,573)</u>			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
340 Outside Spaces							
4750 CCTV	0	128	9,000	8,872	5,496	3,376	
4755 Tree Maintenance	0	370	3,000	2,630		2,630	
4760 Street Furniture & Clock	0	2,019	6,000	3,982	1,898	2,084	1,096
4765 EmergencyPlan/Adverse Weather	0	0	1,000	1,000		1,000	
4770 Youth Budget	0	492	4,500	4,008		4,008	
4775 Insurance - Arrivall	0	0	280	280		280	
4780 Bus Shelter	0	170	3,000	2,830		2,830	
4785 GIS	0	450	475	25		25	
4790 Grass Cutting	379	1,328	2,840	1,512		1,512	
4795 Notice Boards	1,808	1,808	2,000	192	197	(5)	1,500
Outside Spaces :- Indirect Expenditure	2,187	6,764	32,095	25,331	7,591	17,741	2,596
Net Expenditure	(2,187)	(6,764)	(32,095)	(25,331)			
6000 plus Transfer from EMR	2,596	2,596					
Movement to/(from) Gen Reserve	409	(4,168)					

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>400</u> <u>Planning</u>							
4718 Community Development Planning	0	0	2,000	2,000		2,000	
4810 Outreach	0	0	500	500		500	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>500 Severn Ham</u>							
1620 Hay Auction	0	2,158	190	(1,968)			
1630 Single Payment	0	177	13,000	12,823			
1640 Wayleaves	384	384	390	6			
1700 Fishing Rights	1,500	1,500	1,500	0			
1710 Natural England (HLS Payment)	0	0	22,248	22,248			
Severn Ham :- Income	1,884	4,219	37,328	33,109			0
4450 Maintenance	35	116	500	384		384	
4550 Water	0	389	250	(139)		(139)	
4850 Commoners Grazing Compensation	0	3,683	5,500	1,817		1,817	
4855 Hay Sowing Project	0	1,325	5,000	3,675		3,675	
4860 Volunteers (Rec & Prom)	0	0	2,000	2,000		2,000	
4865 Auction Fees	0	400	459	59		59	
4870 Weeding	0	0	1,000	1,000		1,000	
4875 Tree Conservation	0	0	3,000	3,000	3,200	(200)	
4885 Nesting Project	0	0	2,000	2,000		2,000	
4890 Carver Knowles	0	200	2,295	2,095		2,095	
4895 Cross Compliance Consultant	0	440	510	70		70	
4900 Conservation Advisor	0	2,500	5,355	2,855		2,855	
4910 Reinstatement Expenditure	110	110	0	(110)	850	(960)	
Severn Ham :- Indirect Expenditure	145	9,164	27,869	18,705	4,050	14,655	0
Net Income over Expenditure	1,739	(4,945)	9,459	14,404			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
600 Watson Hall							
1800 Watson Hall Income	(1,435)	11,901	22,000	10,099			
1810 Leases	0	0	135	135			
1820 Tudor Bar Income	3,303	5,085	40,000	34,915			
1830 Events Income	593	1,626	10,000	8,374			
Watson Hall :- Income	2,461	18,612	72,135	53,523			0
4195 Health & Safety	69	277	1,000	723		723	
4221 Telephone/IT	(150)	913	0	(913)		(913)	
4280 Events & Services	445	3,087	10,000	6,913	2,069	4,844	
4450 Maintenance	94	10,598	10,000	(598)		(598)	
4550 Water	137	404	700	296		296	
4560 Electric	285	1,179	1,500	321		321	
4570 Gas	60	144	2,000	1,856		1,856	
4590 Projects	0	2,310	18,000	15,690		15,690	
4912 Bar Payroll Processing	23	35	0	(35)		(35)	
4913 Bar Equipment	0	790	0	(790)		(790)	
4914 Bar Card Charges	28	103	0	(103)		(103)	
4915 Events Card Charges	11	12	0	(12)		(12)	
4916 Bar Sales Charges	0	6	0	(6)		(6)	
4950 Bar Stock	290	4,546	12,000	7,454		7,454	
4955 Bar Salaries	0	604	4,000	3,396		3,396	
4960 Equipment	48	352	2,000	1,648		1,648	
4965 Bar Equipment	0	620	0	(620)		(620)	
4970 Telephone/Broadband	42	125	0	(125)		(125)	
4990 Sundries/Petty Cash	0	0	500	500		500	
Watson Hall :- Indirect Expenditure	1,380	26,103	61,700	35,597	2,069	33,527	0
Net Income over Expenditure	1,081	(7,491)	10,435	17,926			

Detailed Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>700 Memorial Benches</u>							
1720 Memorial Benches Income	0	725	0	(725)			
Memorial Benches :- Income	<u>0</u>	<u>725</u>	<u>0</u>	<u>(725)</u>			<u>0</u>
4725 Memorial Benches Expenditure	0	925	0	(925)		(925)	
Memorial Benches :- Indirect Expenditure	<u>0</u>	<u>925</u>	<u>0</u>	<u>(925)</u>	<u>0</u>	<u>(925)</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(200)</u>	<u>0</u>	<u>200</u>			
Grand Totals:- Income	5,809	344,959	447,700	102,741			
Expenditure	32,869	227,432	492,700	265,268	18,502	246,766	
Net Income over Expenditure	<u>(27,060)</u>	<u>117,527</u>	<u>(45,000)</u>	<u>(162,527)</u>			
plus Transfer from EMR	2,596	2,596					
Movement to/(from) Gen Reserve	<u>(24,464)</u>	<u>120,123</u>					

31st March 2019

31st March 2020

31st March 2019		31st March 2020	
	Current Assets		
661	Sales	3,834	
4,721	VAT Control A/c	12	
1,077	Prepayments	0	
2,300	Stock	2,300	
213,476	Current Bank A/c	325,656	
4,232	Lloyds Bank - Mayor's Charity	1,332	
38	Petty Cash	33	
0	Bar Petty Cash	30	
73,124	Lloyds Bank - Savings A/c	112,051	
800	Floats	750	
<u>300,428</u>		<u>445,998</u>	
300,428	Total Assets	445,998	
	Current Liabilities		
0	Creditors	34,305	
108	Other Creditors	0	
530	Accruals	0	
84	Receipts in Advance	0	
5,342	Uncleared Electronic Payments	0	
1,217	Holding Deposits	1,018	
<u>7,280</u>		<u>35,324</u>	
293,148	Total Assets Less Current Liabilities	410,675	
	Represented By		
181,146	General Reserves	301,269	
112,002	Earmarked Reserves	109,406	
<u>293,148</u>		<u>410,675</u>	

The above statement represents fairly the financial position of the authority as at 30th Oct 2020 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR B&M Museum Maintenance	7,321.00		7,321.00
321 EMR B&M Town Hall Gardens	250.00		250.00
322 EMR B&M Moorings Prior's Court	19,894.23		19,894.23
323 EMR E&A Warwick Place Playpark	0.00		0.00
324 EMR E&A Noticeboards	1,500.00	-1,500.00	0.00
325 EMR E&A Derek Graham Playpark	0.00		0.00
326 EMR E&A Youth	2,615.00		2,615.00
327 EMR Fin Asset Management Proj	3,821.00		3,821.00
328 EMR B&M War Memorial *	5,557.73		5,557.73
329 EMR SH Severn Ham	6,140.00		6,140.00
330 EMR E&A CCTV	3,625.00		3,625.00
331 EMR E&A Tree Maintenance	2,520.00		2,520.00
332 EMR E&A Street Furniture	3,900.00	-1,096.00	2,804.00
333 EMR E&A Toilet Block Project	3,194.00		3,194.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	0.00		0.00
336 EMR Fin Regalia	0.00		0.00
337 EMR Fin Website	2,160.00		2,160.00
338 EMR Fin Professional	1,942.00		1,942.00
339 EMR Fin Legal	0.00		0.00
340 EMR Fin Elections	2,000.00		2,000.00
341 EMR Fin Tourism & Marketing	1,474.00		1,474.00
342 EMR Fin Newsletter	500.00		500.00
343 EMR SH Weeding	2,000.00		2,000.00
344 EMR SH Severn Ham Tree Maint	5,000.00		5,000.00
345 EMR SH Hay Sowing Project	5,000.00		5,000.00
346 EMR SH Carver Knowles	2,050.00		2,050.00
347 EMR Pla Comm. & Display	2,500.00		2,500.00
348 EMR Pla Outreach Sessions	342.00		342.00
349 EMR B&M Moorings Projects	4,263.00		4,263.00
350 EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351 EMR B&M Moorings St Mary's Lan	2,433.00		2,433.00
	<u>112,001.96</u>	<u>-2,596.00</u>	<u>109,405.96</u>

Receipts for Month 7

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 :	361,578.70					361,578.70	
Ian Bishop	Banked:01/10/2020	121.50						
	Sales Recpts Page 334	121.50	121.50		100			Sales Recpts Page 334
Ian Bishop	Banked:01/10/2020	121.50						
	Sales Recpts Page 335	121.50	121.50		100			Sales Recpts Page 335
M Chapman	Banked:01/10/2020	1.00						
M Chapman	M Chapman	1.00		0.17	1300	200	0.83	M Chapman Moorings
Wagstaff	Banked:01/10/2020	40.00						
	Sales Recpts Page 336	40.00	40.00		100			Sales Recpts Page 336
MF Martial	Banked:01/10/2020	150.00						
	Sales Recpts Page 337	150.00	150.00		100			Sales Recpts Page 337
Babes	Banked:01/10/2020	80.00						
	Sales Recpts Page 338	80.00	80.00		100			Sales Recpts Page 338
Square	Banked:02/10/2020	133.32						
	WH Bar takings	135.70		21.00	1800	600	114.70	WH Bar takings 02/10/2020
Square	Square Payments	-2.38			4914	600	-2.38	Square Fees
Square	Banked:02/10/2020	48.75						
	Square Payments	50.00		8.33	1830	600	41.67	WH Ticket Sales 02/10/2020
Square	Square Payments	-1.25			4915	600	-1.25	Square Fees
Square	Banked:05/10/2020	414.98						
	WH Bar takings	422.40		67.97	1820	600	354.43	WH Bar Takings 05/10/2020
Square	Square Payments	-7.42			4914	600	-7.42	Square Fees
Moorings	Banked:05/10/2020	54.60						
	Sales Recpts Page 339	54.60	54.60		100			Sales Recpts Page 339
Refund	Banked:05/10/2020	-23.58						
Refund	P Grist Ticket Refund	-24.00		-4.00	1830	600	-20.00	Square Refund P Grist
Refund	Square Payments	0.42			4915	600	0.42	Square Fees Refund
Wayleaves	Banked:06/10/2020	384.12						
Wayleaves	Western Power Distribution	384.12			1640	500	384.12	Wayleaves
Tickets	Banked:08/10/2020	40.00						
Tickets	V Wagstaffe	40.00		6.67	1830	600	33.33	Ticket Sales
Tickets	Banked:09/10/2020	5.00						
Tickets	R Griffin	5.00		0.83	1830	600	4.17	Ticket Sales
Moorings	Banked:09/10/2020	189.00						
	Sales Recpts Page 340	189.00	189.00		100			Sales Recpts Page 340
Tickets	Banked:09/10/2020	34.12						
Tickets	WH Ticket Sales	35.00		5.83	1830	600	29.17	WH Ticket Sales 09/10/2020
Tickets	Square Payments	-0.88			4915	600	-0.88	Sqaure Fees

Receipts for Month 7

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>
Square	Banked: 09/10/2020	164.81						
Square	WH Bar takings	167.80		26.93	1820	600	140.87	WH Bar Takings 09/10/2020
Square	Square Payments	-2.99			4914	600	-2.99	Square Fees
002408	Banked: 12/10/2020	-51.25						
	Sales Recpts Page 348	-51.25	-51.25		100			Sales Recpts Page 348
1277/1296	Banked: 13/10/2020	225.00						
	Sales Recpts Page 341	225.00	225.00		100			Sales Recpts Page 341
Tickets	Banked: 13/10/2020	29.25						
Tickets	WH Ticket Sales	30.00		5.00	1830	600	25.00	WH Ticket Sales 13/10/2020
Tickets	Square Payments	-0.75			4915	600	-0.75	Square Fees
Tickets	Banked: 14/10/2020	19.50						
Tickets	WH Ticket Sales	20.00		3.33	1830	600	16.67	WH Ticket Sales 14/10/2020
Tickets	Square Payments	-0.50		-0.08	4915	600	-0.42	Square Fees
VAT Q2	Banked: 15/10/2020	6,210.36						
VAT Q2	HMRC VAT	6,210.36			105		6,210.36	VAT Q2 2020
Tickets	Banked: 15/10/2020	58.50						
Tickets	WH Ticket Sales	60.00		10.00	1830	600	50.00	WH Ticket Sales 15/10/2020
Tickets	Square Payments	-1.50			4915	600	-1.50	Square Fees
Tickets	Banked: 15/10/2020	40.00						
Tickets	V Wagstaffe	40.00		6.67	1830	600	33.33	WH Ticket Sales 15/10/2020
Tickets	Banked: 15/10/2020	5.00						
Tickets	R Griffin	5.00		0.83	1830	600	4.17	WH Ticket Sales
Square	Banked: 16/10/2020	157.15						
Square	WH Bar Takings	160.00		25.58	1820	600	134.42	WH Bar Takings 6/10/2020
Square	Square Payments	-2.85			4914	600	-2.85	Square Fees
Tickets	Banked: 19/10/2020	14.62						
Tickets	WH Ticket Sales	15.00		2.50	1830	600	12.50	WH Ticket Sales 19/10/2020
Tickets	Square Payments	-0.38			4915	600	-0.38	Square Fees
Square	Banked: 19/10/2020	364.02						
Square	WH Bar Takings	370.50		58.07	1820	600	312.43	WH Bar Takings 19/10/2020
Square	Square Payments	-6.48			4914	600	-6.48	Square Fees
Tickets	Banked: 19/10/2020	9.75						
Tickets	WH Ticket Sales	10.00		1.67	1830	600	8.33	WH Ticket Sales 19/10/2020
Tickets	Square Payments	-0.25			4915	600	-0.25	Square Fees
Tickets	Banked: 20/10/2020	132.28						
	Sales Recpts Page 342	132.28	132.28		100			Sales Recpts Page 342
Tickets	Banked: 21/10/2020	40.00						
Tickets	WH Ticket Sales	40.00		6.67	1830	600	33.33	WH Ticket Sales 21/10/2020

Receipts for Month 7

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>
Square	Banked: 21/10/2020	23.58						
Square	WH Bar Takings	24.00		4.00	1820	600	20.00	WH Bar Takings
Square	Square Payments	-0.42			4914	600	-0.42	Square Fees
Tickets	Banked: 22/10/2020	19.50						
Tickets	WH Ticket Sales	20.00		3.33	1830	600	16.67	WH Ticket Sales 22/10/2020
Tickets	Square Payments	-0.50			4915	600	-0.50	Square Fees
Tickets	Banked: 22/10/2020	40.00						
Tickets	V Wagstaffe	40.00		6.67	1830	600	33.33	WH Ticket Sales
Tickets	Banked: 23/10/2020	5.00						
Tickets	R Griffin	5.00		0.83	1830	600	4.17	WH Ticket Sales 23/10/2020
Tickets	Banked: 23/10/2020	19.50						
Tickets	WH Ticket Sales	20.00		3.33	1830	600	16.67	WH Ticket Sales
Tickets	Square Payments	-0.50			4915	600	-0.50	Square Fees
Square	Banked: 23/10/2020	139.08						
Square	WH Bar Takings	141.60		23.60	1820	600	118.00	WH Bar Takings 23/10/2020
Square	Square Payments	-2.52			4914	600	-2.52	Square Fees
1302	Banked: 26/10/2020	17.50						
	Sales Recpts Page 343	17.50	17.50		100			Sales Recpts Page 343
Tickets	Banked: 26/10/2020	116.99						
Tickets	WH Ticket Sales	120.00		20.00	1830	600	100.00	WH Ticket Sales 26/10/2020
Tickets	Square Payments	-3.01			4915	600	-3.01	Square Fees
Tickets	Banked: 28/10/2020	80.00						
Tickets	WH Ticket Sales	80.00		13.33	1830	600	66.67	WH Ticket Sales 28/10/2020
Tickets	Banked: 28/10/2020	19.50						
Tickets	WH Ticket Sales	20.00		3.33	1830	600	16.67	WH Ticket Sales 29/10/2020
Tickets	Square Payments	-0.50			4915	600	-0.50	Square Fees
Tickets	Banked: 29/10/2020	19.50						
Tickets	WH Ticket Sales	20.00		3.33	1830	600	16.67	WH Ticket Sales 29/10/2020
Tickets	Square Payments	-0.50			4915	600	-0.50	Square fees
Tickets	Banked: 29/10/2020	40.00						
Tickets	WH Ticket Sales	40.00		6.67	1830	600	33.33	WH Ticket Sales 29/10/2020
1282	Banked: 29/10/2020	60.00						
	Sales Recpts Page 345	60.00	60.00		100			Sales Recpts Page 345
1283	Banked: 29/10/2020	120.00						
	Sales Recpts Page 346	120.00	120.00		100			Sales Recpts Page 346
POA	Banked: 29/10/2020	73.20						
	Sales Recpts Page 347	73.20	73.20		100			Sales Recpts Page 347
Interest	Banked: 29/10/2020	9.26						

Receipts for Month 7

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>
Interest	Lloyds Bank Interest	9.26			1090	120	9.26	Interest Received
POA	Banked: 30/10/2020	80.00						
	Sales Recpts Page 344	80.00	80.00		100			Sales Recpts Page 344
Tickets	Banked: 30/10/2020	19.50						
Tickets	WH Ticket Sales	20.00		3.33	1830	600	16.67	WH Ticket Sales 30/10/2020
Tickets	Square Payments	-0.50			4915	600	-0.50	Square Fees
Square	Banked: 30/10/2020	148.56						
Square	WH Bar Takings	151.20		25.20	1820	600	126.00	WH Bar Takings 30/10/2020
Square	Square Payments	-2.64			4914	600	-2.64	Square Fees
Square	Banked: 30/10/2020	-148.56						
Square	WH Bar Takings	-151.20		-25.20	1820	600	-126.00	Correction
Square	Square Payments	2.64			4914	600	2.64	Correction
Square	Banked: 30/10/2020	148.56						
Square	WH Bar Takings	151.20		24.12	1820	600	127.08	WH Bar Takings 30/10/2020
Square	Square Payments	-2.64			4914	600	-2.64	Square fees
Total Receipts for Month		10,263.97	1,413.33	369.84			8,480.80	
Cashbook Totals		<u>371,842.67</u>	<u>1,413.33</u>	<u>369.84</u>			<u>370,059.50</u>	

Payments for Month 7

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>
21/09/2020	WFH - Correction	FPO	-241.45			4070	110	-241.45	WFH Allowance - Correction
22/09/2020	Squeaky Clean Energy Ltd	319904	356.52	356.52		500			Adjustment to rebalance
22/09/2020	Squeaky Clean Energy Ltd	319907	69.83	69.83		500			Electricity TC 01/09-30/09
22/09/2020	Squeaky Clean Energy Ltd	319905	47.80	47.80		500			Electricity Car Park
22/09/2020	Squeaky Clean Energy Ltd	319917	47.45	47.45		500			Credit SG PC Sep
01/10/2020	Rebecca Blockley	FPO	50.90			4070	110	50.90	Expenses Sept.
01/10/2020	Greenfields Garden Services Lt	48775	88.80	88.80		500			Mitton play area works
01/10/2020	Waterplus (PC Spring Gdns. - 0	inv0410325	358.38	358.38		500			Water Drainage SG 15/6-15/9
01/10/2020	SLCC Enterprises Ltd	MEM230488	363.00	363.00		500			Annual membership DH
02/10/2020	Trade UK (T/A Screwfix)	1094799327	99.99	99.99		500			Jet Washer for SG
02/10/2020	Smith's (Gloucester) Limited	S410459	270.00	270.00		500			Skip service
02/10/2020	PAYROLLS UK LTD	4059/4060	47.40	47.40		500			Bar payroll processing
02/10/2020	NetwiseUK	1841	400.00	400.00		500			Website support & maintenance
02/10/2020	Hy-Clean Supplies Limited	Hyclean	583.85	583.85		500			Combined consumables WH
02/10/2020	Haywards Tewkesbury Ltd	Haywards	258.60	258.60		500			Hardware supplies WH
02/10/2020	Timber & Hardware Supplies Ltd	48076	150.96	150.96		500			Hardware supplies
02/10/2020	Gloucestershire Electrical Ser	103	660.00	660.00		500			Stage sockets-WH
02/10/2020	CXCS	13343	528.00	528.00		500			Cross compliance
02/10/2020	Jen King	FPO	56.90			4960	220	56.90	Expenses - Screen
02/10/2020	Gloucestershire Electrical Ser	109	4,212.00	4,212.00		500			Maintenance WH
02/10/2020	Gloucestershire Electrical Ser	117	192.00	192.00		500			WH-O/S Sockets
02/10/2020	Gloucestershire Electrical Ser	118	72.00	72.00		500			SG-socket
02/10/2020	Hy-Clean Supplies Limited	19289	79.94	79.94		500			GR Combined consumables
02/10/2020	Hy-Clean Supplies Limited	MATCH	341.64	341.64		500			Cleaning Supplies
03/10/2020	Countrywide	Std Ord	227.59		37.93	4790	340	189.66	Grass Cutting
04/10/2020	B Creations	2312	25.00	25.00		500			Bar Equipment WH
05/10/2020	TBC - Back Of Avon	5105564X	70.00			4460	200	70.00	Back Of Avon Business Rates
05/10/2020	TBC - Gloucester Road	51075439	232.00			4460	320	232.00	Gloucester Road Business Rates
05/10/2020	TBC - Spring Gardens	51075448	304.00			4460	310	304.00	Spring Gardens Business Rates
05/10/2020	TBC - St Marys Lane	51055668	57.00			4460	200	57.00	St Marys Lane Business Rates
05/10/2020	Hilltop Ceilidh Band	FPO	100.00			4280	600	100.00	Event Costs
06/10/2020	Dave (PA Hire)	FPO	50.00			4280	600	50.00	PA Hire Open Mic. Night
06/10/2020	NEST	FPO	150.85			4040	110	150.85	NEST September P6
06/10/2020	Inty Cascade	DD	79.98		13.33	4250	120	66.65	I.T.
06/10/2020	Friends of Victoria Gardens	002406	500.00			4330	120	500.00	Grant
07/10/2020	Opus Gas Supply Limited	25673470	29.77	29.77		500			Gas TH
13/10/2020	Hy-Clean Supplies Limited	MATCH2	301.67	301.67		500			P/Ledger Electronic Payment
13/10/2020	Waterplus (Toilet Block - 0513	04140103	219.40	219.40		500			Water Toilets
13/10/2020	Waterplus (Trough B. Avon - 08	04140722	388.79	388.79		500			Water Trough B. Avon
13/10/2020	Trade UK (T/A Screwfix)	1101712767	18.33	18.33		500			H&S Supplies
13/10/2020	Rialtas Business Solutions Ltd	SM22226	355.20	355.20		500			Bookings sw annual

Payments for Month 7

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>
									support
13/10/2020	The Photo Studio (Tewkesbury)	1126	18.00	18.00		500			Photography
13/10/2020	Simply Flowers	1563	25.00	25.00		500			Bouquet
13/10/2020	Phil Baker Building Services	1182	325.00	325.00		500			Maintenance SG
13/10/2020	PAYROLLS UK LTD	4076/4077	56.40	56.40		500			Payroll Processing Bar
13/10/2020	NetwiseUK	1879	149.00	149.00		500			Website Support & Maintenance
13/10/2020	Matt Hale Tree Surgery Ltd	20/124	444.00	444.00		500			Tree Maintenance
13/10/2020	Jayson R. C. Bayliss	2153/2155	2,010.00	2,010.00		500			Bench Install Ham
13/10/2020	Inferno Brewery Ltd	118-121	340.00	340.00		500			Bar Stock
13/10/2020	Imex Data & Communications Lim	931560	45.60	45.60		500			Bar Equipment WH
13/10/2020	KB Heating	806	115.00	115.00		500			Maintenance GR
13/10/2020	Hillside Brewery	8633/8694	167.78	167.78		500			Bar Stock WH
13/10/2020	Haywards Tewkesbury Ltd	MATCH3	401.51	401.51		500			Hardware supplies
13/10/2020	Carver Knowles Property Consul	46074	918.28	918.28		500			Severn ham consultancy
13/10/2020	Caroline Corsie	COR001	1,250.00	1,250.00		500			Conservation Advice May-June
13/10/2020	Andrew & Carol Cromwell	AND001 09/	100.00	100.00		500			Annual Rent Red Lane
13/10/2020	Countrywide Grounds Maintenanc	130638	227.59	227.59		500			Grass cutting
13/10/2020	TKR Refrigeration Ltd	31356	132.00	132.00		500			WH Maintenance
13/10/2020	Timber & Hardware Supplies Ltd	48144	21.16	21.16		500			Supplies
14/10/2020	GAB	Std Ord	4,550.00			4080	110	4,550.00	Contractor costs
20/10/2020	TBC - Town Hall	50009540	419.00			4460	220	419.00	TH Business Rates
20/10/2020	Staff Salaries	FPO	7,332.50			4000	110	7,332.50	Staff Salaries October P7
21/10/2020	Tewkesbury In Bloom	GRANT	1,680.00			4330	120	1,680.00	Grant
21/10/2020	Tewkesbury Christmas Lights	GRANT	1,800.00			4330	120	1,800.00	Grant
21/10/2020	Campaign to Protect Rural	DD	36.00			4190	120	36.00	Membership
22/10/2020	Tewkesbury Borough Council	DEBT107869	210.00	210.00		500			Play Parks Covid Signage
22/10/2020	Proactive Business Supplies Lt	544980	959.33	959.33		500			Business Supplies
22/10/2020	Plain English Accounting	INV5/6/7	2,217.60	2,217.60		500			Accounting
22/10/2020	Green Farm Seeds Ltd	38098	110.00	110.00		500			Grass Seeds
22/10/2020	Countrywide Grounds Maintenanc	135984	455.18	455.18		500			Grass Moorings 1/10-31/10
22/10/2020	Autospares Tewkesbury	TBC001	13.99	13.99		500			Sack Truck
22/10/2020	Allcoopers Ltd	SO10337216	197.35	197.35		500			TH Maintenance
22/10/2020	Charlton Networks	MATCH	107.93	107.93		500			Mobile
22/10/2020	Charlton Networks	MATCH	-107.93	-107.93		500			P/Ledger Electronic Payment
23/10/2020	Charlton Networks	35317	107.93	107.93		500			I.T.
26/10/2020	HMRC	FPO	1,449.16			4030	110	1,449.16	Tax/NI Oct P7
26/10/2020	Gloucester County Council	FPO	2,212.74			4040	110	2,212.74	Pension Oct P7
26/10/2020	NEST	FPO	118.08			4040	110	118.08	NEST October P7
26/10/2020	Digital Telecom Ltd	199290	49.80	49.80		500			WH Telephone/Broadband
26/10/2020	Digital Telecom Ltd	199285	76.22	76.22		500			Correction
28/10/2020	Diversity Business Services	Std Ord	165.00			4100	110	165.00	HR Support
28/10/2020	Lloyds Bank Charges	Std Ord	5.00			4160	120	5.00	Lloyds Bank Charges

Payments for Month 7

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>
28/10/2020	Opus Gas Supply Limited	25741678	63.03	63.03		500			Gas WH
28/10/2020	Cellar Supplies Cheltenham Ltd	POA	117.80	117.80		500			P/Ledger Electronic Payment
29/10/2020	Lloyds - 32 Day Notice A/C	Interest	9.26			230		9.26	Interest Received Oct
30/10/2020	Countrywide Grounds Maintenanc	SO	-227.59		-37.93	4790	340	-189.66	Correction
31/10/2020	HMRC	HMRC	1,185.49			4040	110	1,185.49	Pensions
31/10/2020	GCC	GCC	1,923.13			4030	110	1,923.13	PAYE
Total Payments for Month			46,186.41	21,890.87	13.33			24,282.21	
Balance Carried Fwd			325,656.26						
Cashbook Totals			<u>371,842.67</u>	<u>21,890.87</u>	<u>13.33</u>			<u>349,938.47</u>	

Receipts for Month 7

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 :	112,042.23					112,042.23	
	Banked: 29/10/2020	9.26						
Interest	Lloyds - Business Account	9.26			200		9.26	Interest Received Oct
Total Receipts for Month		9.26	0.00	0.00			9.26	
Cashbook Totals		<u>112,051.49</u>	<u>0.00</u>	<u>0.00</u>			<u>112,051.49</u>	

Payments for Month 7

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>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		112,051.49						
	Cashbook Totals		112,051.49	0.00	0.00			112,051.49	

Tewkesbury Town Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 October 2020

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	<u>293,147.90</u>	<u>410,674.51</u>
100	Sales	660.77	3,833.60
105	VAT Control A/c	4,721.33	12.30
110	Prepayments	1,076.68	0.00
160	Stock	2,300.00	2,300.00
	Less Total Debtors	<u>8,758.78</u>	<u>6,145.90</u>
500	Creditors	0.00	34,305.37
505	Other Creditors	108.00	0.00
510	Accruals	529.67	0.00
525	Receipts in Advance	84.00	0.00
530	Uncleared Electronic Payments	5,341.83	0.00
565	Holding Deposits	1,216.95	1,018.45
	Plus Total Creditors	<u>7,280.45</u>	<u>35,323.82</u>
	Equals Total Cash and Bank Accounts	<u>291,669.57</u>	<u>439,852.43</u>
200	Current Bank A/c	213,476.11	325,656.26
210	Lloyds Bank - Mayor's Charity	4,231.76	1,331.76
220	Petty Cash	38.10	32.92
225	Bar Petty Cash	0.00	30.00
230	Lloyds Bank - Savings A/c	73,123.60	112,051.49
240	Floats	800.00	750.00
	Total Cash and Bank Accounts	<u>291,669.57</u>	<u>439,852.43</u>

Debtors for Month No 7

Order by Customer A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Customer A/c Name	Customer A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/10/2020	1310	GLYN	AND001	45.50	9.10	54.60	1300	200	45.50	Invoice No:-1310
01/10/2020	1291	BABES	BABES	80.00	0.00	80.00	1800	600	80.00	Invoice No:-1291
22/10/2020	1306	CHAPMAN	CHA001	157.50	31.50	189.00	1300	200	157.50	Invoice No:-1306
01/10/2020	1296	CHOIR FACTOR	CHOIRFAC01	67.50	0.00	67.50	1800	600	67.50	Invoice No:-1296
22/10/2020	1302	JONES	COLLIN	17.50	0.00	17.50	1800	600	17.50	Invoice No:-1302
01/10/2020	1301	YAX	CRA001	376.00	75.20	451.20	1410	220	376.00	Invoice No:-1301
01/10/2020	1299	CREATORS	CRE001	190.00	38.00	228.00	1410	220	190.00	Invoice No:-1299
22/10/2020	1308	DOVECOTE WELLBEING	DOVECOTEWE	15.75	3.15	18.90	1410	220	15.75	Invoice No:-1308
31/10/2020	CN1048	DOVECOTE WELLBEING	DOVECOTEWE	-3.95	-0.79	-4.74	1800	600	-3.95	Invoice No:-CN1048
01/10/2020	1297	EMPORIUM	EMP001	336.00	67.20	403.20	1410	220	336.00	Invoice No:-1297
22/10/2020	1307	GARETH COWARD	GARETH COW	130.50	26.10	156.60	1300	200	130.50	Invoice No:-1307
01/10/2020	1286	IAN BISHOP	IB001	101.25	20.25	121.50	1300	200	101.25	Invoice No:-1286
22/10/2020	1305	IAN BISHOP	IB001	101.25	20.25	121.50	1300	200	101.25	Invoice No:-1305
01/10/2020	1294	TEWKS PUB SINGERS	PUB	200.00	0.00	200.00	1800	600	200.00	Invoice No:-1294
01/10/2020	1295	ART SOCIETY	TAS	105.60	0.00	105.60	1800	600	105.60	Invoice No:-1295
22/10/2020	1303	TTB	TEW002	40.00	0.00	40.00	1800	600	40.00	Invoice No:-1303
22/10/2020	1304	TTB	TEW002	40.00	0.00	40.00	1800	600	40.00	Invoice No:-1304
28/10/2020	1309	TPAC	TPAC001	1,500.00	300.00	1,800.00	1700	500	1,500.00	Invoice No:-1309
TOTAL INVOICES				3,500.40	589.96	4,090.36			3,500.40	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Sales			3,833.60	
105	VAT Control A/c			12.30	
160	Stock			2,300.00	
200	Current Bank A/c			325,656.26	
210	Lloyds Bank - Mayor's Charity			1,331.76	
220	Petty Cash			32.92	
225	Bar Petty Cash			30.00	
230	Lloyds Bank - Savings A/c			112,051.49	
240	Floats			750.00	
310	General Reserves				181,145.94
320	EMR B&M Museum Maintenance				7,321.00
321	EMR B&M Town Hall Gardens				250.00
322	EMR B&M Moorings Prior's Court				19,894.23
326	EMR E&A Youth				2,615.00
327	EMR Fin Asset Management Proj				3,821.00
328	EMR B&M War Memorial *				5,557.73
329	EMR SH Severn Ham				6,140.00
330	EMR E&A CCTV				3,625.00
331	EMR E&A Tree Maintenance				2,520.00
332	EMR E&A Street Furniture				2,804.00
333	EMR E&A Toilet Block Project				3,194.00
337	EMR Fin Website				2,160.00
338	EMR Fin Professional				1,942.00
340	EMR Fin Elections				2,000.00
341	EMR Fin Tourism & Marketing				1,474.00
342	EMR Fin Newsletter				500.00
343	EMR SH Weeding				2,000.00
344	EMR SH Severn Ham Tree Maint				5,000.00
345	EMR SH Hay Sowing Project				5,000.00
346	EMR SH Carver Knowles				2,050.00
347	EMR Pla Comm. & Display				2,500.00
348	EMR Pla Outreach Sessions				342.00
349	EMR B&M Moorings Projects				4,263.00
350	EMR B&M Watson Hall Lease *				20,000.00
351	EMR B&M Moorings St Mary's Lan				2,433.00
500	Creditors				34,305.37
565	Holding Deposits				1,018.45
1076	Precept	120	Finance		314,087.00
1090	Interest Received	120	Finance		58.89
1200	Mayor's Charity Income	130	Mayor's Charity		1,100.00
1300	Moorings Income	200	Moorings		2,290.15
1410	Town Hall Income	220	Town Hall		3,366.78

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
1500	Grants & Donations Received	300	Play Parks		500.00
1620	Hay Auction	500	Severn Ham		2,157.80
1630	Single Payment	500	Severn Ham		176.78
1640	Wayleaves	500	Severn Ham		384.12
1700	Fishing Rights	500	Severn Ham		1,500.00
1720	Memorial Benches Income	700	Memorial Benches		725.00
1800	Watson Hall Income	600	Watson Hall		11,900.74
1820	Tudor Bar Income	600	Watson Hall		5,085.28
1830	Events Income	600	Watson Hall		1,626.04
4000	Staff Salary	110	Staffing	51,752.97	
4030	PAYE and NI	110	Staffing	8,337.28	
4040	Pension	110	Staffing	13,109.70	
4070	Staff Other Expenses	110	Staffing	900.25	
4080	FM Contractor	110	Staffing	37,050.00	
4090	Payroll Processing	110	Staffing	244.00	
4100	Professional Fees	110	Staffing	3,003.00	
4100	Professional Fees	120	Finance	1,233.00	
4110	Training	110	Staffing	146.00	
4150	Mayors Allowance	120	Finance	1,500.00	
4160	Bank Charges	120	Finance	66.51	
4180	Legal Fees	120	Finance	3,081.83	
4190	Subscriptions & Memberships	120	Finance	2,900.63	
4195	Health & Safety	600	Watson Hall	276.98	
4200	Insurance	120	Finance	6,661.99	
4210	Stationery Office Equipment	120	Finance	865.83	
4220	Telephone & Broadband	120	Finance	947.49	
4221	Telephone/IT	600	Watson Hall	913.40	
4230	Photocopier	120	Finance	772.48	
4240	Website	120	Finance	599.55	
4250	IT	120	Finance	1,485.89	
4260	Publications	120	Finance	12.99	
4280	Events & Services	600	Watson Hall	3,086.68	
4300	Civic	120	Finance	40.00	
4320	Town Crier	120	Finance	1,000.00	
4330	Grants Paid	120	Finance	6,280.00	
4410	Mayor's Charity Expenditure	130	Mayor's Charity	4,000.00	
4450	Maintenance	200	Moorings	212.66	
4450	Maintenance	210	Museum	12,848.50	
4450	Maintenance	220	Town Hall	3,833.44	
4450	Maintenance	310	Spring Gardens	1,332.44	
4450	Maintenance	320	Gloucester Road	474.17	
4450	Maintenance	500	Severn Ham	116.43	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4450	Maintenance	600	Watson Hall	10,598.41	
4460	Rates	200	Moorings	887.80	
4460	Rates	220	Town Hall	2,934.60	
4460	Rates	310	Spring Gardens	2,131.90	
4460	Rates	320	Gloucester Road	1,624.35	
4470	Mooring Leases	200	Moorings	100.00	
4480	Projects - Moorings	200	Moorings	3,117.00	
4550	Water	200	Moorings	17.01	
4550	Water	220	Town Hall	516.59	
4550	Water	310	Spring Gardens	715.45	
4550	Water	320	Gloucester Road	327.76	
4550	Water	500	Severn Ham	388.79	
4550	Water	600	Watson Hall	403.58	
4560	Electric	220	Town Hall	406.58	
4560	Electric	310	Spring Gardens	303.53	
4560	Electric	320	Gloucester Road	288.99	
4560	Electric	600	Watson Hall	1,178.59	
4570	Gas	220	Town Hall	310.39	
4570	Gas	600	Watson Hall	143.68	
4590	Projects	300	Play Parks	175.00	
4590	Projects	600	Watson Hall	2,310.00	
4600	Maintenance - Derek Graham	300	Play Parks	341.64	
4610	Maintenance - Mitton	300	Play Parks	89.83	
4630	Annual Playground Inspection	300	Play Parks	1,500.00	
4700	Cleaning & Maintenance Equip	330	Cleaning & Consumables	280.68	
4710	Combined Consumables	330	Cleaning & Consumables	1,518.37	
4720	Hygiene Contract	330	Cleaning & Consumables	827.84	
4725	Memorial Benches Expenditure	700	Memorial Benches	925.00	
4750	CCTV	340	Outside Spaces	127.52	
4755	Tree Maintenance	340	Outside Spaces	370.00	
4760	Street Furniture & Clock	340	Outside Spaces	2,018.50	
4770	Youth Budget	340	Outside Spaces	492.00	
4780	Bus Shelter	340	Outside Spaces	170.00	
4785	GIS	340	Outside Spaces	450.00	
4790	Grass Cutting	340	Outside Spaces	1,327.62	
4795	Notice Boards	340	Outside Spaces	1,808.00	
4850	Commoners Grazing Compensation	500	Severn Ham	3,683.33	
4855	Hay Sowing Project	500	Severn Ham	1,325.00	
4865	Auction Fees	500	Severn Ham	400.00	
4890	Carver Knowles	500	Severn Ham	200.00	
4895	Cross Compliance Consultant	500	Severn Ham	440.00	
4900	Conservation Advisor	500	Severn Ham	2,500.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4910	Reinstatement Expenditure	500	Severn Ham	110.00	
4912	Bar Payroll Processing	600	Watson Hall	35.00	
4913	Bar Equipment	600	Watson Hall	790.02	
4914	Bar Card Charges	600	Watson Hall	102.55	
4915	Events Card Charges	600	Watson Hall	11.98	
4916	Bar Sales Charges	600	Watson Hall	5.78	
4950	Bar Stock	600	Watson Hall	4,546.24	
4955	Bar Salaries	600	Watson Hall	604.00	
4960	Equipment	120	Finance	34.99	
4960	Equipment	200	Moorings	14.63	
4960	Equipment	220	Town Hall	965.76	
4960	Equipment	310	Spring Gardens	86.33	
4960	Equipment	600	Watson Hall	351.98	
4965	Bar Equipment	600	Watson Hall	620.00	
4970	Telephone/Broadband	600	Watson Hall	124.50	
4990	Sundries/Petty Cash	120	Finance	121.79	
4999	Unknown - Needs Attention	120	Finance	145.00	
6000	Transfer from EMR	340	Outside Spaces		2,596.00
Trial Balance Totals :				<u>673,430.30</u>	<u>673,430.30</u>
Difference				0.00	

A/c Code	4000 Staff Salary				Annual Budget	101,476
Centre	110 Staffing				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	20/04/2020	SALARIES	Cashbook	Salaries	13,694.25	
2	20/05/2020	TRANSFER	Cashbook	May Salaries	5,828.59	
2	28/05/2020	JRS Grant	Cashbook	JRS Grant (Furlough)		1,336.96
3	18/06/2020	SALARIES	Cashbook	Staff Salaries	6,240.51	
3	30/06/2020	JRS GRANT	Cashbook	Furlough Grant	676.79	
3	30/06/2020	JRS GRANT	Cashbook	JRS GRANT		676.79
3	30/06/2020	JRS Grant	Cashbook	JRS Grant		676.79
4	16/07/2020	SALARIES	Cashbook	TTC Staff Wages	6,250.59	
4	16/07/2020	SALARIES	Cashbook	TTC Staff Wages		6,250.59
4	20/07/2020	SALARIES	Cashbook	TTC Staff Wages	6,250.59	
5	10/08/2020	HMRC	Cashbook	HMRC JRS GRANT		109.16
5	20/08/2020	SALARIES	Cashbook	Staff Salaries	6,509.74	
6	18/09/2020	FPO	Cashbook	Staff Salaries September P6	8,019.70	
7	20/10/2020	FPO	Cashbook	Staff Salaries October P7	7,332.50	
		Account Staff Salary		Account Totals	60,803.26	9,050.29
		Centre Staffing		Net Balance Month 9	51,752.97	

Tewkesbury Town Council
Annual Budget - By Committee (Actual YTD Month 8)
Note: Finance Committee

		<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Finance										
120 Finance										
1076	Precept	301,288	301,288	314,087	314,087	0	0	0	0	0
1090	Interest Received	250	454	250	59	0	0	255	0	0
1100	Grants & Donations Received	1	40	0	0	0	0	0	0	0
1990	Other Income	1	57	0	0	0	0	0	0	0
Total Income		301,540	301,839	314,337	314,146	0	0	255	0	0
4100	Professional Fees	3,500	798	2,000	1,233	0	0	2,000	0	0
4150	Mayors Allowance	1,500	1,500	1,500	1,500	0	0	1,500	0	0
4160	Bank Charges	60	190	60	67	0	0	61	0	0
4170	Audit Fees	2,000	1,646	2,000	0	0	0	2,040	0	0
4180	Legal Fees	12,000	17,910	12,000	4,634	0	0	12,240	0	0
4190	Subscriptions & Memberships	4,000	3,565	4,000	2,901	0	0	4,080	0	0
4200	Insurance	6,000	6,577	8,000	6,662	0	0	8,160	0	0
4210	Stationery Office Equipment	1,600	1,481	1,600	866	0	0	1,632	0	0
4211	Contingency	6,000	5,286	6,000	0	0	0	6,000	0	0
4212	Councillor Expenses	0	0	600	0	0	0	600	0	0
4220	Telephone & Broadband	800	2,937	800	947	0	0	816	0	0
4230	Photocopier	2,500	133	2,500	772	0	0	2,550	0	0
4240	Website	350	300	350	600	0	0	357	0	0
4250	IT	3,800	3,959	3,200	1,486	0	0	3,264	0	0
4260	Publications	200	52	200	13	0	0	204	0	0
4270	Newsletter	500	0	1,000	0	0	0	1,020	0	0

Continued on next page

Tewkesbury Town Council
Annual Budget - By Committee (Actual YTD Month 8)
Note: Finance Committee

		<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4280	Events & Services	3,200	804	3,200	58	0	0	3,264	0	0
4290	Regalia	2,000	3,897	400	0	0	0	2,040	0	0
4300	Civic	1,000	731	1,000	111	0	0	1,020	0	0
4310										
	Tourism & Marketing	380	79	1,000	0	0	0	1,020	0	0
4320										
	Town Crier	1,000	1,000	1,000	1,000	0	0	1,020	0	0
4330	Grants Paid	10,000	8,000	20,000	7,320	0	0	10,200	0	0
4340	Section 137 Expenditure	1	0	0	0	0	0	0	0	0
4350	Elections	1,000	0	1,000	0	0	0	2,040	0	0
4960	Equipment	0	0	0	35	0	0	0	0	0
4990										
	Sundries/Petty Cash	1,000	261	1,000	122	0	0	1,000	0	0
4999										
	Unknown - Needs Attention	0	0	0	145	0	0	0	0	0
	Overhead Expenditure	64,391	61,103	74,410	30,471	0	0	68,128	0	0
	120 Net Income over Expenditure	237,149	240,736	239,927	283,675	0	0	-67,873	0	0
6000	plus Transfer from EMR	0	7,404	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	237,149	248,140	239,927	283,675	0		(67,873)		
130	Mayor's Charity									
1200	Mayor's Charity Income	1	4,048	0	1,100	0	0	0	0	0
	Total Income	1	4,048	0	1,100	0	0	0	0	0
4410										
	Mayor's Charity Expenditure	1	5,280	0	4,000	0	0	0	0	0
	Overhead Expenditure	1	5,280	0	4,000	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(1,232)	0	(2,900)	0		0		

Tewkesbury Town Council
Annual Budget - By Committee (Actual YTD Month 8)
Note: Finance Committee

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		Carried Forward
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	
Finance - Income	301,541	305,888	314,337	315,246	0	0	255	0	0
Expenditure	64,392	66,383	74,410	34,471	0	0	68,128	0	0
Net Income over Expenditure	237,149	239,505	239,927	280,775	0	0	-67,873	0	0
plus Transfer from EMR	0	7,404	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	237,149	246,909	239,927	280,775	0		(67,873)		
Total Budget Income	301,541	305,888	314,337	315,246	0	0	255	0	0
Expenditure	64,392	66,383	74,410	34,471	0	0	68,128	0	0
Net Income over Expenditure	237,149	239,505	239,927	280,775	0	0	-67,873	0	0
plus Transfer from EMR	0	7,404	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	237,149	246,909	239,927	280,775	0		(67,873)		

Tewkesbury Town Council
Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
120 Finance						
4100 Professional Fees	2,000	2,000	2,000	2,000	0	0
4150 Mayors Allowance	1,500	1,500	1,500	1,500	0	0
4160 Bank Charges	60	61	62	63	0	0
4170 Audit Fees	2,000	2,040	2,081	2,123	0	0
4180 Legal Fees	12,000	12,240	12,485	12,735	0	0
4190 Subscriptions & Memberships	4,000	4,080	4,162	4,245	0	0
4200 Insurance	8,000	8,160	8,323	8,489	0	0
4210 Stationery Office Equipment	1,600	1,632	1,665	1,698	0	0
4211 Contingency	6,000	6,000	6,000	6,000	0	0
4212 Councillor Expenses	600	600	600	600	0	0
4220 Telephone & Broadband	800	816	832	849	0	0
4230 Photocopier	2,500	2,550	2,601	2,653	0	0
4240 Website	350	357	364	371	0	0
4250 IT	3,200	3,264	3,329	3,396	0	0
4260 Publications	200	204	208	212	0	0
4270 Newsletter	1,000	1,020	1,040	1,061	0	0
4280 Events & Services	3,200	3,264	3,329	3,396	0	0
4290 Regalia	400	2,040	2,081	2,123	0	0
4300 Civic	1,000	1,020	1,040	1,061	0	0
4310 Tourism & Marketing	1,000	1,020	1,040	1,061	0	0
4320 Town Crier	1,000	1,020	1,040	1,061	0	0
4330 Grants Paid	20,000	10,200	10,404	10,612	0	0
4350 Elections	1,000	2,040	2,081	2,123	0	0
4990 Sundries/Petty Cash	1,000	1,000	1,000	1,000	0	0
	74,410	68,128	69,267	70,432	0	0
Total Overhead Expenditure						
1076 Precept	314,087	0	0	0	0	0
1090 Interest Received	250	255	260	265	0	0
Total Income	314,337	255	260	265	0	0
Finance - Net Expenditure	-239,927	67,873	69,007	70,167	0	0
Total Budget	74,410	68,128	69,267	70,432	0	0
Income :	314,337	255	260	265	0	0
Net Expenditure	-239,927	67,873	69,007	70,167	0	0