


**TEWKESBURY TOWN COUNCIL  
FINANCE COMMITTEE  
MONDAY 26<sup>TH</sup> FEBRUARY 2024**

**To: Members of Finance Committee:** Councillors C Danter (Chair), H Bowman, P Brookes, K Moran, P Jones, J Raywood, S Raywood and M Sztymiak

You are summoned to attend a meeting of the Finance Committee which will be held in the Town Hall, High Street, Tewkesbury, on **Monday 26<sup>th</sup> February 2024 commencing at 6.00pm**

**Members of the public and press are welcome to attend.**



Debbie Hill, Town Clerk  
21<sup>st</sup> February 2024

**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 8<sup>th</sup> January 2024
5. Matters arising from the minutes of 8<sup>th</sup> January – 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 approve the payments list
9. To review the financial reports and bank reconciliations of the Town Council for December 2023 and January 2024
10. To review the payments report for December 2023 and January 2024
11. To review the Q3 internal control checks reports
12. To note the recent bar stocktake and planned audit for Q4 2023-24
13. To consider and agree grant applications from outside bodies

**MINUTES**  
***of the***  
**Finance Committee meeting held on 8th January 2024 at 6:00PM in the Town Hall,**  
**Tewkesbury**

**Present:** Cllrs C Danter (Chair), P Brookes, P Jones, S Raywood, J Raywood, K Moran, H Bowman, M Sztymiak

**In attendance:** One member of the public, D Hill (Town Clerk)

**F.23.070 To receive apologies**

None.

**F.23.071 To receive declarations of interest**

None.

**F.23.072 To receive dispensations**

None.

**F.23.073 To approve the minutes of the Finance Committee meetings held on 6th November and 14th December 2023**

It was RESOLVED to approve the minutes of the Finance Committee meetings held on 6<sup>th</sup> November 2023 and 14<sup>th</sup> December 2023.

6<sup>th</sup> November 2023 - proposed by Cllr J Raywood, seconded by Cllr Jones

14<sup>th</sup> December 2023 - proposed by Cllr Brookes, seconded by Cllr Bowman

**F.23.074 Matters arising from the minutes of 6th November and 14th December – for Information only**

**23.028 Bar audit** - awaiting confirmation of date

**23.038 EMR 220 4450 Town Hall maintenance** - correct – complete

**23.038 Journal to Staffing Professional** – complete

**23.054 Christmas Lights collection buckets** – the Town Clerk confirmed that the Lights Committee receive half of the amount collected - complete

**23.054 Moorings maintenance and projects breakdown** – Cllr Danter to review

**23.055 Queried payments** – the Town Clerk confirmed the invoice for £3,300 related to the M&E survey at 64 Barton Street and the two payments for £100 each were for a moorings lease and Tewkesbury Live expenditure - complete

**23.064 Power to spend relating to religious buildings** – Town Clerk to check wording of section 8 of the Local Government Act 1894 as the recently issued topic note 31E is not clear

**F.23.075 To receive correspondence relating to the Finance Committee**

None

**F.23.076 Public Participation**

A member of the public raised the matter of expenditure relating to churches in response to items 23.064 above. It was confirmed that this also excludes charities for spiritual purposes etc.

**F.23.077 To approve the payments list**

It was RESOLVED to approve payments totalling £3,411.59. Proposed by Cllr Brookes, seconded by Cllr Jones.

**F.23.078 To review the financial reports and bank reconciliations of the Town Council for October and November 2023**

The reports and bank reconciliations were reviewed.

CIL income – cannot contain anything other than CIL monies. This code has income posted to it relating to the closure of the bank account opened for a producing a Neighbourhood Development Plan. **Action:** Town Clerk to arrange for this money to be journalled to an income code under the Planning Committee. **Action:** Town Clerk to contact Tewkesbury Borough Council about the circa £500 that is believed to have been received from them for this purpose. **Action** – breakdown of Mayor's Charity Expenditure to be circulated to committee members. **Action:** Town Clerk to look into expenditure relating to HSHAZ grant funding as there appears to be a discrepancy under 120 1850. Expenditure should be posted to Town Hall or Moorings.

**F.23.079 To review the payments report for October and November 2023**

The payments report was reviewed.

**Action** – clarify payment for £112.50 made on 16<sup>th</sup> October 2023.

**F.23.080 To agree a recommendation to Full Council for the budget for Financial Year 2024/25 and the precept request for 202425**

Members discussed whether to amend bar income and expenditure budget but decided to retain existing figures.

E&A – playparks maintenance expenditure increase in budget was queried and an explanation provided by the E&A Chair. Also explained budget for projects for playparks.

Severn Ham – query on budget for commoners grazing compensation and weeding and Carver Knowles. Chair of Severn Ham committee provided an explanation.

Cllr Danter left the meeting at this point and Cllr Jones took over chairing the meeting.

**Action** - add the word TTC to code 600 1830

**Action** – Finance committee to ask B&M committee to review Watson Hall income  
It was RESOLVED to recommend to Full Council budgeted expenditure of £649,873 and budgeted income of £150,833. This would result in a precept request of £494,540. Proposed by Cllr S Raywood, seconded by Cllr Brookes.

**F.23.081 To review Tewkesbury Live income and expenditure for 2023 and future funding**

The report was reviewed.

**Action:** Tewkesbury Live ledger report to be circulated.

**F.23.082 To consider and agree grant applications from outside bodies**

Application received from Insight Gloucestershire. Some queries have been raised with the organisation, but reply not received at the time of the meeting. Therefore the application will be reviewed at the next meeting.

There being no further business the meeting closed at 19:45.

Signature of Chairman upon approval of the minutes ..... 26th February 2024

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## Detailed Income &amp; Expenditure by Budget Heading

Month No: 10

Committee Report to 31/03/2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Finance</b>						
120 Finance						
1076 Precept	469,750	469,750	0			
1090 Interest Received	3,891	120	(3,771)			
1110 Warm Spaces Grant Recieved	1,000	0	(1,000)			
1121 Tewkes Live Income	0	20,000	20,000			
1125 Christmas Lights Income	0	3,910	3,910			
1850 HAZ Income	88,043	0	(88,043)			
Finance :- Income	<b>562,683</b>	<b>493,780</b>	<b>(68,903)</b>			<b>0</b>
4100 Professional Fees	0	1,000	1,000		1,000	
4150 Mayors Allowance	1,500	1,500	0		0	
4160 Bank Charges	591	800	209		209	
4170 Audit Fees	1,348	2,000	652		652	
4180 Legal Fees	2,503	6,000	3,497		3,497	
4190 Subscriptions & Memberships	3,138	3,500	362		362	
4200 Insurance	16,842	17,000	158		158	
4210 Stationery Office Equipment	889	1,500	611		611	
4212 Councillor Expenses	0	100	100		100	
4220 Telephone & Broadband (TC)	927	1,000	73		73	
4230 Photocopier	2,355	2,600	245		245	
4240 Website	440	800	360		360	
4250 IT	3,662	5,000	1,338		1,338	
4260 Publications	141	100	(41)		(41)	
4270 Newsletter	0	1,061	1,061		1,061	
4280 Events & Services	1,043	3,000	1,957		1,957	
4290 Regalia	291	500	209		209	
4300 Civic	727	1,061	334		334	
4310 Tourism & Marketing	(1,083)	500	1,583		1,583	
4320 Town Crier	1,000	1,000	0		0	
4330 Community Grants	7,709	7,500	(209)		(209)	
4350 Elections	0	1,000	1,000		1,000	
4370 Tewkesbury Live Expenditure	0	22,000	22,000		22,000	
4375 Christmas Lights	0	6,683	6,683		6,683	
4380 Warm Spaces Expenditure	(201)	0	201		201	
4990 Sundries/Petty Cash	282	1,000	718		718	
Finance :- Indirect Expenditure	<b>44,105</b>	<b>88,205</b>	<b>44,100</b>	<b>0</b>	<b>44,100</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>518,578</b>	<b>405,575</b>	<b>(113,003)</b>			

## Detailed Income &amp; Expenditure by Budget Heading

Month No: 10

Committee Report to 31/03/2024

	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	4,074	0	(4,074)			
Mayor's Charity :- Income	<u>4,074</u>	<u>0</u>	<u>(4,074)</u>			<u>0</u>
<b>Net Income</b>	<u>4,074</u>	<u>0</u>	<u>(4,074)</u>			
<u>140</u> <u>Tewkesbury Live</u>						
1121 Tewkes Live Income	45,039	0	(45,039)			
Tewkesbury Live :- Income	<u>45,039</u>	<u>0</u>	<u>(45,039)</u>			<u>0</u>
4370 Tewkesbury Live Expenditure	44,137	0	(44,137)		(44,137)	
Tewkesbury Live :- Indirect Expenditure	<u>44,137</u>	<u>0</u>	<u>(44,137)</u>	<u>0</u>	<u>(44,137)</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>902</u>	<u>0</u>	<u>(902)</u>			
<u>150</u> <u>Christmas Lights</u>						
4375 Christmas Lights	46	0	(46)		(46)	
Christmas Lights :- Indirect Expenditure	<u>46</u>	<u>0</u>	<u>(46)</u>	<u>0</u>	<u>(46)</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(46)</u>	<u>0</u>	<u>46</u>			
Finance :- Income	611,796	493,780	(118,016)			
Expenditure	88,288	88,205	(83)	0	(83)	
<b>Movement to/(from) Gen Reserve</b>	<u>523,508</u>					
<b><u>Building &amp; Moorings</u></b>						
<u>200</u> <u>Moorings</u>						
1300 Moorings Income	6,167	6,000	(167)			
1850 HAZ Income	35,103	0	(35,103)			
Moorings :- Income	<u>41,270</u>	<u>6,000</u>	<u>(35,270)</u>			<u>0</u>
4390 Grant Expenditure	43,735	0	(43,735)		(43,735)	
4450 Maintenance	9,787	5,000	(4,787)		(4,787)	
4460 Rates	2,235	1,300	(935)		(935)	
4470 Mooring Leases	100	100	0		0	
4480 Projects - Moorings	1,508	10,000	8,492		8,492	
4960 Equipment	358	0	(358)		(358)	
Moorings :- Indirect Expenditure	<u>57,722</u>	<u>16,400</u>	<u>(41,322)</u>	<u>0</u>	<u>(41,322)</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(16,452)</u>	<u>(10,400)</u>	<u>6,052</u>			

## Detailed Income &amp; Expenditure by Budget Heading

Month No: 10

Committee Report to 31/03/2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>210 64 Barton Street</u>						
1100 Grant Income	183,514	367,027	183,513			
64 Barton Street :- Income	<b>183,514</b>	<b>367,027</b>	<b>183,513</b>			<b>0</b>
4195 Health & Safety	0	800	800		800	
4390 Grant Expenditure	142,891	367,027	224,136		224,136	
4450 Maintenance	1,592	50,000	48,408	211	48,197	
4505 Fundraising	450	4,000	3,550		3,550	
4590 Projects	465	0	(465)		(465)	
64 Barton Street :- Indirect Expenditure	<b>145,398</b>	<b>421,827</b>	<b>276,429</b>	<b>211</b>	<b>276,218</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>38,116</b>	<b>(54,800)</b>	<b>(92,916)</b>			
<u>220 Town Hall</u>						
1400 Garden Income	0	50	50			
1410 Town Hall Income	13,783	20,000	6,217			
1415 TH Merch Income	10	0	(10)			
1850 HAZ Income	9,000	0	(9,000)			
Town Hall :- Income	<b>22,793</b>	<b>20,050</b>	<b>(2,743)</b>			<b>0</b>
4195 Health & Safety	315	600	285		285	
4390 Grant Expenditure	26,270	0	(26,270)		(26,270)	
4450 Maintenance	3,686	12,735	9,049	700	8,349	90
4460 Rates	3,543	4,200	657		657	
4550 Water	1,105	900	(205)		(205)	
4560 Electric	1,976	5,000	3,024		3,024	
4570 Gas	2,409	3,500	1,091		1,091	
4580 Garden Expenditure	59	300	241		241	
4590 Projects	9,265	16,000	6,735		6,735	
4960 Equipment	1,237	2,000	763		763	
4961 Waste and recycling	0	200	200		200	
Town Hall :- Indirect Expenditure	<b>49,865</b>	<b>45,435</b>	<b>(4,430)</b>	<b>700</b>	<b>(5,130)</b>	<b>90</b>
<b>Net Income over Expenditure</b>	<b>(27,071)</b>	<b>(25,385)</b>	<b>1,686</b>			
6000 plus Transfer from EMR	90					
<b>Movement to/(from) Gen Reserve</b>	<b>(26,981)</b>					
<u>230 War Memorial</u>						
4450 Maintenance	0	1,000	1,000		1,000	
War Memorial :- Indirect Expenditure	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>			

## Detailed Income &amp; Expenditure by Budget Heading

Month No: 10

Committee Report to 31/03/2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Building & Moorings :- Income	247,577	393,077	145,500			
Expenditure	252,985	484,662	231,677	911	230,767	
<b>Net Income over Expenditure</b>	<b>(5,408)</b>	<b>(91,585)</b>	<b>(86,177)</b>			
plus Transfer from EMR	90					
<b>Movement to/(from) Gen Reserve</b>	<b>(5,318)</b>					
<b>Environment &amp; Amenities</b>						
<u>300 Play Parks</u>						
4590 Projects	0	5,000	5,000	5,029	(29)	
4600 Maintenance - Derek Graham	1,776	2,123	347		347	
4610 Maintenance - Mitton	651	1,061	410		410	
4620 Maintenance - Warwick Place	964	1,592	628		628	
4630 Annual Playground Inspection	1,500	1,592	92		92	
Play Parks :- Indirect Expenditure	4,892	11,368	6,476	5,029	1,447	0
<b>Net Expenditure</b>	<b>(4,892)</b>	<b>(11,368)</b>	<b>(6,476)</b>			
<u>310 Spring Gardens</u>						
4450 Maintenance	589	3,183	2,594		2,594	
4550 Water	801	2,913	2,112		2,112	
4560 Electric	1,219	3,190	1,971		1,971	
4590 Projects	0	2,123	2,123		2,123	
Spring Gardens :- Indirect Expenditure	2,608	11,409	8,801	0	8,801	0
<b>Net Expenditure</b>	<b>(2,608)</b>	<b>(11,409)</b>	<b>(8,801)</b>			
<u>320 Gloucester Road</u>						
4450 Maintenance	103	1,857	1,754		1,754	
4550 Water	755	946	191		191	
4560 Electric	632	2,015	1,383		1,383	
Gloucester Road :- Indirect Expenditure	1,490	4,818	3,328	0	3,328	0
<b>Net Expenditure</b>	<b>(1,490)</b>	<b>(4,818)</b>	<b>(3,328)</b>			
<u>330 Cleaning &amp; Consumables</u>						
4700 Cleaning & Maintenance Equip	1,142	1,592	450		450	
4710 Combined Consumables	2,440	2,653	213		213	
4720 Hygiene Contract	1,242	1,273	31		31	
Cleaning & Consumables :- Indirect Expenditure	4,824	5,518	694	0	694	0
<b>Net Expenditure</b>	<b>(4,824)</b>	<b>(5,518)</b>	<b>(694)</b>			



## Detailed Income &amp; Expenditure by Budget Heading

Month No: 10

Committee Report to 31/03/2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>340 Outside Spaces</b>						
4750 CCTV	3,375	5,000	1,625		1,625	
4755 Tree Maintenance	270	1,000	730		730	
4760 Street Furniture & Clock	4,431	6,000	1,569	528	1,041	1,655
4765 EmergencyPlan/Adverse Weather	449	1,000	551		551	
4770 Youth Budget	2,725	3,500	775		775	
4775 Insurance - Arrivall	0	295	295		295	
4780 Bus Shelter	(3,230)	3,000	6,230		6,230	
4785 Parish Online	450	490	40		40	
4790 Grass Cutting	1,758	3,124	1,366		1,366	
4795 Notice Boards and Swapboxes	2,139	2,000	(139)		(139)	
Outside Spaces :- Indirect Expenditure	<b>12,367</b>	<b>25,409</b>	<b>13,042</b>	<b>528</b>	<b>12,514</b>	<b>1,655</b>
<b>Net Expenditure</b>	<b>(12,367)</b>	<b>(25,409)</b>	<b>(13,042)</b>			
6000 plus Transfer from EMR	1,655					
<b>Movement to/(from) Gen Reserve</b>	<b>(10,712)</b>					
<b>Environment &amp; Amenities :- Income</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Expenditure	<b>26,182</b>	<b>58,522</b>	<b>32,340</b>	<b>5,557</b>	<b>26,783</b>	
<b>Net Income over Expenditure</b>	<b>(26,182)</b>	<b>(58,522)</b>	<b>(32,340)</b>			
plus Transfer from EMR	1,655					
<b>Movement to/(from) Gen Reserve</b>	<b>(24,527)</b>					
<b>Planning</b>						
<b>400 Planning</b>						
1130 Misc Income	3,356	0	(3,356)			
1600 CIL Income	2,252	0	(2,252)			
Planning :- Income	<b>5,608</b>	<b>0</b>	<b>(5,608)</b>			<b>0</b>
4718 Community Development Planning	0	1,000	1,000		1,000	
4719 Planning Consultancy	3,585	5,000	1,415		1,415	
4810 Outreach	0	500	500		500	
Planning :- Indirect Expenditure	<b>3,585</b>	<b>6,500</b>	<b>2,915</b>	<b>0</b>	<b>2,915</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,023</b>	<b>(6,500)</b>	<b>(8,523)</b>			
Planning :- Income	<b>5,608</b>	<b>0</b>	<b>(5,608)</b>			
Expenditure	<b>3,585</b>	<b>6,500</b>	<b>2,915</b>	<b>0</b>	<b>2,915</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>2,023</b>					

**Severn Ham**

## Detailed Income &amp; Expenditure by Budget Heading

Month No: 10

Committee Report to 31/03/2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>500 Severn Ham</b>						
1620 Hay Auction	3,974	190	(3,784)			
1630 Basic Payment Scheme	9,557	9,420	(137)			
1640 Wayleaves	378	390	12			
1700 Fishing Rights	1,800	1,500	(300)			
1710 HLS Payment	22,066	22,248	183			
1715 Reinstatement Compensation	34,175	0	(34,175)			
<b>Severn Ham :- Income</b>	<b>71,949</b>	<b>33,748</b>	<b>(38,201)</b>			<b>0</b>
4450 Maintenance	333	1,500	1,167		1,167	
4550 Water	69	265	196		196	
4850 Commoners Grazing Compensation	2,700	3,500	800		800	
4855 Hay Sowing Project	2,255	4,750	2,495		2,495	
4860 Volunteers (Rec & Prom)	508	1,500	992		992	
4865 Auction Fees	500	500	0		0	
4870 Weeding	0	2,500	2,500		2,500	
4875 Tree Conservation	0	3,000	3,000		3,000	
4885 Nesting Project	269	1,500	1,231	717	515	
4890 Carver Knowles	0	2,000	2,000		2,000	
4895 Cross Compliance Consultant	495	530	35		35	
4900 Conservation Advisor	3,750	5,571	1,821		1,821	
4905 Footpath Repairs	9,985	2,500	(7,485)		(7,485)	7,485
4910 Reinstatement Expenditure	9,282	0	(9,282)		(9,282)	
<b>Severn Ham :- Indirect Expenditure</b>	<b>30,145</b>	<b>29,616</b>	<b>(529)</b>	<b>717</b>	<b>(1,246)</b>	<b>7,485</b>
<b>Net Income over Expenditure</b>	<b>41,804</b>	<b>4,132</b>	<b>(37,672)</b>			
6000 plus Transfer from EMR	7,485					
<b>Movement to/(from) Gen Reserve</b>	<b>49,289</b>					

Severn Ham :- Income	71,949	33,748	(38,201)		
Expenditure	30,145	29,616	(529)	717	(1,246)
<b>Net Income over Expenditure</b>	<b>41,804</b>	<b>4,132</b>	<b>(37,672)</b>		
plus Transfer from EMR	7,485				
<b>Movement to/(from) Gen Reserve</b>	<b>49,289</b>				

**Watson Hall**

<b>600 Watson Hall</b>			
1100 Grant Income	205	0	(205)
1800 Watson Hall Income	21,193	24,000	2,807

## Detailed Income &amp; Expenditure by Budget Heading

Month No: 10

Committee Report to 31/03/2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1801 Doors & Floors project	5,825	0	(5,825)			
1810 Leases	0	600	600			
1820 Bar Income	39,950	45,000	5,050			
1823 Staffed Bar Hire Income	2,684	0	(2,684)			
1830 Events Income	6	7,000	6,994			
<b>Watson Hall :- Income</b>	<b>69,863</b>	<b>76,600</b>	<b>6,737</b>			<b>0</b>
4195 Health & Safety	905	800	(105)	279	(384)	
4221 Telephone/IT (WH)	920	1,000	80		80	
4250 IT	118	0	(118)		(118)	
4280 Events & Services	790	7,000	6,210		6,210	
4450 Maintenance	12,984	10,000	(2,984)	650	(3,634)	
4505 Fundraising	375	0	(375)		(375)	
4550 Water	1,011	1,500	489		489	
4560 Electric	7,140	6,000	(1,140)		(1,140)	
4570 Gas	1,848	4,000	2,152		2,152	
4590 Projects	14,000	14,000	(0)		(0)	
4912 Bar Payroll Processing	207	220	13		13	
4913 Bar Equipment	1,337	1,500	163		163	
4914 Bar Card Charges	615	850	235		235	
4915 Events Card Charges	12	300	288		288	
4920 Bar Audit	0	520	520		520	
4950 Bar Stock	16,883	25,000	8,117		8,117	
4955 Bar Salaries	13,386	17,000	3,614		3,614	
4960 Equipment	4,290	2,000	(2,290)	300	(2,590)	
4961 Waste and recycling	279	300	21		21	
4965 Bar Equipment	15	0	(15)		(15)	
<b>Watson Hall :- Indirect Expenditure</b>	<b>77,116</b>	<b>91,990</b>	<b>14,874</b>	<b>1,229</b>	<b>13,646</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,253)</b>	<b>(15,390)</b>	<b>(8,137)</b>			
<b>Watson Hall :- Income</b>	<b>69,863</b>	<b>76,600</b>	<b>6,737</b>			
<b>Expenditure</b>	<b>77,116</b>	<b>91,990</b>	<b>14,874</b>	<b>1,229</b>	<b>13,646</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(7,253)</b>					

Staffing

<u>110</u> <u>Staffing</u>					
4000 Staff Salary	84,828	106,000	21,172		21,172
4030 PAYE and NI	18,907	23,500	4,593		4,593
4040 Pension	21,449	26,000	4,551		4,551
4050 Staff Travel	34	250	216		216

## Detailed Income &amp; Expenditure by Budget Heading

Month No: 10

Committee Report to 31/03/2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4060 Councillor Travel	0	60	60		60	
4070 Staff Other Expenses	0	250	250		250	
4080 Facilities Mgmt. Contractor	59,500	71,400	11,900		11,900	
4090 Payroll Processing	333	550	217		217	
4100 Professional Fees	3,318	7,000	3,682		3,682	
4110 Training	340	2,700	2,360		2,360	
Staffing :- Indirect Expenditure	<b>188,708</b>	<b>237,710</b>	<b>49,002</b>	<b>0</b>	<b>49,002</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(188,708)</b>	<b>(237,710)</b>	<b>(49,002)</b>			
Staffing :- Income	<b>0</b>	<b>0</b>	<b>0</b>			
Expenditure	<b>188,708</b>	<b>237,710</b>	<b>49,002</b>	<b>0</b>	<b>49,002</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(188,708)</b>					
Grand Totals:- Income	<b>1,006,794</b>	<b>997,205</b>	<b>(9,589)</b>			
Expenditure	<b>667,009</b>	<b>997,205</b>	<b>330,196</b>	<b>8,413</b>	<b>321,783</b>	
<b>Net Income over Expenditure</b>	<b>339,785</b>	<b>0</b>	<b>(339,785)</b>			
plus Transfer from EMR	<b>9,230</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>349,015</b>					

## Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR B&M 64 BS Maintenance	20,264.00		20,264.00
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
324	EMR E&A Noticeboards & Swapbox	1,708.00		1,708.00
325	EMR E&A Playground Projects	20,105.00		20,105.00
326	EMR E&A Youth	4,105.00		4,105.00
328	EMR B&M War Memorial	6,875.73		6,875.73
329	EMR SH Severn Ham	6,140.00		6,140.00
330	EMR E&A CCTV	2,500.00		2,500.00
331	EMR E&A Tree Maintenance	5,650.00		5,650.00
332	EMR E&A Street Furniture	3,050.00		3,050.00
333	EMR E&A Toilet Block Project	3,108.00		3,108.00
335	EMR E&A Bus Shelters	2,640.00		2,640.00
337	EMR FIN Website	2,160.00		2,160.00
338	EMR FIN Professional	5,237.00		5,237.00
339	EMR FIN Legal	14,087.00		14,087.00
340	EMR FIN Elections	4,000.00		4,000.00
341	EMR FIN Tourism & Marketing	1,474.00		1,474.00
342	EMR FIN Newsletter	1,500.00		1,500.00
343	EMR SH Weeding	10,000.00		10,000.00
344	EMR SH Severn Ham Tree Maint	8,000.00		8,000.00
345	EMR SH Hay Sowing Project	8,675.00		8,675.00
346	EMR SH Footpath Repairs	10,738.00	-7,485.00	3,253.00
347	EMR PLA Comm. & Display	1,306.00	-1,306.00	0.00
349	EMR B&M Moorings Projects	6,363.00		6,363.00
350	EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351	EMR B&M Moorings St Mary's Rd	2,433.00		2,433.00
354	EMR B&M TH Maintenance	10,129.00		10,129.00
355	EMR B&M WH Projects	19,319.00		19,319.00
356	EMR B&M WH Bar Equipment	1,914.00		1,914.00
357	EMR B&M 64 BS Projects	11,219.00		11,219.00
358	EMR SH Mythe Nature Reserve	5,000.00	-5,000.00	0.00
359	EMR PLA Community Devel Planni	2,500.00		2,500.00
360	EMR B&M TH Projects	26,627.00		26,627.00
361	EMR FIN Community Grants	622.00		622.00
363	EMR B&M WH Maintenance	307.00		307.00
364	EMR B&M 64 BS Fundraising Proj	720.00		720.00
365	EMR FIN Events and Services	482.00		482.00
366	EMR B&M TH Equipment	870.00		870.00
367	EMR E&A Toilet Block Utilities	1,429.00		1,429.00
368	EMR E&A VAS Repairs	1,655.00	-1,655.00	0.00
369	EMR STA Training	2,087.00		2,087.00
		<u>277,142.96</u>	<u>-15,446.00</u>	<u>261,696.96</u>

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/12/2023		325,431.46
			<u>325,431.46</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			325,431.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			325,431.46
		Balance per Cash Book is :-	325,431.46
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date: 09/01/2024

Tewkesbury Town Council

Page 1

Time: 10:48

Bank Reconciliation Statement as at 31/12/2023  
for Cashbook 4 - Lloyds - 32 Day Notice A/C

User: JK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Savings A/c	31/12/2023	73	201,257.23
			<u>201,257.23</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			201,257.23
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			201,257.23
		Balance per Cash Book is :-	201,257.23
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date: 12/02/2024

Tewkesbury Town Council

Page 1

Time: 11:54

Bank Reconciliation Statement as at 31/01/2024  
for Cashbook 1 - Lloyds - Business Account

User: JK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/01/2024		456,256.59
			<u>456,256.59</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			456,256.59
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			456,256.59
		Balance per Cash Book is :-	456,256.59
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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



Date: 12/02/2024

Tewkesbury Town Council

Page 1

Time: 12:00

Bank Reconciliation Statement as at 31/01/2024  
for Cashbook 4 - Lloyds - 32 Day Notice A/C

User: JK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Savings A/c	31/01/2024	74	201,730.83
			<u>201,730.83</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			201,730.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			201,730.83
		Balance per Cash Book is :-	201,730.83
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date: 12/02/2024

Tewkesbury Town Council

Page 1

Time: 12:02

Bank Reconciliation Statement as at 31/01/2024  
for Cashbook 2 - Lloyds - Mayor's Charity A/C

User: JK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Mayor's Charity	31/01/2024		9,289.26
			<u>9,289.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,289.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,289.26
		Balance per Cash Book is :-	9,289.26
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

## List of Payments made between 01/12/2023 and 31/01/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/12/2023	Tesco Mobile	DEC 2023	27.98		Office Mobiles
01/12/2023	IMEX	Std Ord	57.60		Till Maintenace
04/12/2023	Opus Gas Supply Limited	28531518	294.84		Town Hall Gas
04/12/2023	Morrisons	DEB	27.50		Bar Stock
05/12/2023	TBC - Back Of Avon	5105564X	73.00		Back Of Avon Business Rates
06/12/2023	Gloucester County Council	FPO	2,798.43		Pensions Nov P8
06/12/2023	HMRC	FPO	4,013.24		Tax/Ni Nov P8
06/12/2023	Cellar Supplies Cheltenham Ltd	843592	722.38		Bar Stock
06/12/2023	Redacted	FPO	50.00		Refund of front bar hire
08/12/2023	Inty Limited	654329	125.66		IT
12/12/2023	Octopus Energy - Glos Rd Toile	GR 0009	61.74		Glos Rd Toilets - Energy
12/12/2023	Octopus Energy - Oldbury Rd To	SG 0009	119.41		Spring Gardens Toilets - energ
12/12/2023	Octopus Energy - Town Hall	TH 0009	233.92		Town hall Energy
12/12/2023	Octopus Energy - Watson Hall	WH 0009	840.52		Watson hall energy
12/12/2023	Waterplus (Toilet Block - 0513	04016295	97.18		Glos Rd Water
12/12/2023	Waterplus (Trough B. Avon - 08	04030510	7.81		BoA trough Water
12/12/2023	Waterplus (Town Hall - 0385036	04032283	117.55		Town hall water
13/12/2023	Cellar Supplies Cheltenham Ltd	844529	1,666.68		Bar Stock
13/12/2023	LiGo	DEB	204.94		Two way radios for WH
14/12/2023	AG Boniface & Sons Ltd	5175	73,561.58		MEND works at 64 BS
14/12/2023	Green Lofts and Ladders	INV GL289	2,580.00		Loft insulation
14/12/2023	Redacted	BACS	14.76		Staff Milage Expenses
14/12/2023	GAB	Std Ord	5,950.00		Contractor costs
14/12/2023	Dukes Valley	DEB	243.91		Bar equipment
14/12/2023	Dukes Valley	DEB	-45.62		Reversal
15/12/2023	A&E Fire and Security	1	1,486.90		Installation/test of alarm sys
15/12/2023	Anti Graffiti Systems Ltd	2	216.00		Pest Control
15/12/2023	A-Star Traffic	3	408.00		Road closure
15/12/2023	Astralsound	4	300.00		Hire PA system
15/12/2023	Caroline Corsie	5	1,250.00		Severn Ham - July-Sept 2023
15/12/2023	Dormakaba	6	576.00		Maintenance contract WH
15/12/2023	Engineering Services Consultan	7	5,940.00		64 Barton street heating design
15/12/2023	H Fraser Consulting Ltd	8	1,080.00		Hydrologist services
15/12/2023	Matt Hale Tree Surgery Ltd	9	84.00		Dead Tree limb removal - BoA
15/12/2023	Haywards Tewkesbury Ltd	10	522.44		November invoices
15/12/2023	Hy-Clean Supplies Limited	11	192.78		Cleaning supplies
15/12/2023	C.W. Hygiene Services Ltd	12	450.00		Window cleaning TH/WH
15/12/2023	Laithwaites Wine Gloucester Sh	13	390.48		Bar Stock
15/12/2023	Michaels Civic Robes	14	332.40		25 years service badge
15/12/2023	National Association of Local	15	60.00		Local Councils Award Scheme
15/12/2023	Nick Joyce Architects	16	4,184.69		MEND fund prof fees 64 BS
15/12/2023	Orchard Fundraising Ltd	17	450.00		November fund-raising services
15/12/2023	Panacea Business Solutions Ltd	18	66.38		Copier charge
15/12/2023	PAYROLLS UK LTD	19	99.60		Pay Calculations
15/12/2023	The Photo Studio (Tewkesbury)	20	54.10		Council Photo
15/12/2023	Priors Park Neighbourhood Proj	21	400.00		Community share boxes x2

Continued on Page 2

## List of Payments made between 01/12/2023 and 31/01/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
15/12/2023	Proactive Business Supplies Lt	22	90.10		Office supplies split
15/12/2023	SLCC Enterprises Ltd	23	141.80		Local council admin 13th ed
15/12/2023	SPA Security	24	192.00		Key holding/ Event staff
15/12/2023	Tewkesbury Trophies	25	13.00		Trophy engraving
15/12/2023	Vimto Out of Home	26	424.93		Bar Stock
15/12/2023	Wicksteed Leisure Ltd	27	501.17		Bench
15/12/2023	Wybone Limited	28	348.00		Litter bin accessories/letteri
15/12/2023	Smith's (Gloucester) Limited	C455318	18.60		Glass recycling
15/12/2023	Countrywide Grounds Maintenanc	Std Ord	211.00		Grass Cutting
15/12/2023	Nisbets	DEB	67.17		Kitchen Equipment
18/12/2023	Charlton Networks	40087	187.33		IT
20/12/2023	TBC - TC	Std Ord	354.00		Non Domestic Rates Town Hall
20/12/2023	NEST	DD	259.22		Pensions Dec P9
20/12/2023	Staff Salaries	BP	9,399.80		Office net Wages Dec P9
20/12/2023	Staff Salaries	BP	1,454.42		Bar Net Wages Dec P9
20/12/2023	Cellar Supplies Cheltenham Ltd	858475	1,613.77		Bar Stock
22/12/2023	Digital Telecom Ltd	206667	78.71		Town hall phones
22/12/2023	Digital Telecom Ltd	206668	53.75		Watson Hall Phones
22/12/2023	Waterplus (Watson Hall Bar- 03	INV0416449	55.97		WH Water
22/12/2023	Information Commisioners Offic	2023	35.00		2023 renewal
28/12/2023	Opus Gas Supply Limited	28559928	735.58		Watson hall Gas
28/12/2023	Diversity Business Services	Std Ord	165.00		HR Retainer
28/12/2023	Lloyds	PAY	33.11		Bank Service charges
29/12/2023	Waterplus (PC Spring Gdns. - 0	INV0419378	23.55		SG Water
29/12/2023	Waterplus (Toilet Block - 0513	INV0421450	27.43		GR Water
29/12/2023	Waterplus (Town Hall - 0385036	INV0421458	55.39		TH Water
29/12/2023	Cellar Supplies Cheltenham Ltd	858739	200.35		Bar Stock
01/01/2024	IMEX	Std Ord	57.60		Till Maintenace
02/01/2024	DW Safety	1794	630.00		Fire Risk Assesments
02/01/2024	Gloucester Brewery	100721	264.00		Bar Stock
02/01/2024	Laithwaites Wine Gloucester Sh	015810317	170.16		Bar Stock
02/01/2024	Play Gloucestershire	SI-313	2,725.00		5 full playdays
02/01/2024	Tewkesbury Abbey	INV 7	372.00		Remembrance Sunday
02/01/2024	Trade UK (T/A Screwfix)	1364359529	26.99		Security Chain for Healings Mill
02/01/2024	Gloucester County Council	FPO	2,369.14		Penisons Dec P9
02/01/2024	HMRC	FPO	3,214.85		Tax/Ni Dec P9
02/01/2024	Waterplus (Watson Hall - 03850	03140293	49.79		Water
02/01/2024	Tesco Mobile	Jan 2024	27.98		Mobile Phones
03/01/2024	Opus Gas Supply Limited	28569228	1,285.49		Gas TH
03/01/2024	Amazon	DEB	33.72		Stationery
05/01/2024	TBC - Back Of Avon	5105564X	73.00		Back Of Avon Business Rates
08/01/2024	Inty Limited	661545	125.66		IT
09/01/2024	Mobility Smart	DEB	89.94		VAS battery
10/01/2024	A&E Fire and Security	1	133.20		Maintenance
10/01/2024	Dormakaba	2	558.40		Fire exit door works re-routing WH
10/01/2024	ESOS-Energy	3	182.40		Energy Certificate Renewal
10/01/2024	Timber & Hardware Supplies Ltd	4	31.24		Maintenance sundries

Continued on Page 3

## List of Payments made between 01/12/2023 and 31/01/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
10/01/2024	Haywards Tewkesbury Ltd	5	123.60		Assorted invoices
10/01/2024	Hewer Facilities Management Lt	6	476.04		Boiler servicing
10/01/2024	Hy-Clean Supplies Limited	7	331.46		Cleaning Supplies
10/01/2024	DDC Foods Ltd.	8	77.96		Bar Stock
10/01/2024	Panacea Business Solutions Ltd	9	50.28		Copier charge
10/01/2024	Proactive Business Supplies Lt	10	71.88		Office Supplies
10/01/2024	Topregal UK Ltd.	11	1,370.04		Cleaning Equipment
10/01/2024	Trade UK (T/A Screwfix)	12	5.09		Maintenance
10/01/2024	Namesco Ltd	DEB	141.58		Watson Hall Domain
14/01/2024	GAB	Std Ord	5,950.00		Contractor costs
15/01/2024	Smith's (Gloucester) Limited	C457671	37.20		Glass recycling
15/01/2024	Countrywide Grounds Maintenanc	Std Ord	211.00		Grass Cutting
16/01/2024	Amazon	DEB	68.97		Acoustic foam panels
17/01/2024	Octopus Energy - Glos Rd Toile	0010	84.08		Glos Rd Electric
17/01/2024	Octopus Energy - Oldbury Rd To	0010 - 2	167.37		Spring Gardens Electric
17/01/2024	Octopus Energy - Town Hall	0010 - 3	285.43		Town Hall Electric
17/01/2024	Octopus Energy - Watson Hall	0010 - 4	1,173.36		Watson Hall Electric
19/01/2024	Siemens	DD	513.79		Photocopier lease
19/01/2024	Staff Salaries	BP	8,697.14		Office New Wages Jan P10
19/01/2024	Staff Salaries	BP	1,418.17		Bar Net Wages Jan P10
19/01/2024	The Digital College	DEB	118.80		Licence training
20/01/2024	TBC - TC	Std Ord	354.00		Non Domestic Rates Town Hall
22/01/2024	Waterplus (PC Spring Gdns. - 0	INV0441720	106.44		Spring Gardens Water`
22/01/2024	Waterplus (Town Hall - 0385036	04421834	120.63		Town Hall Water
22/01/2024	Waterplus (Trough B. Avon - 08	04314346	7.56		Water Trough
22/01/2024	Amazon	DEB	16.60		Graffiti removal wipes
22/01/2024	Charlton Networks	40212	187.08		IT
23/01/2024	Waterplus (Watson Hall Bar- 03	INV0446467	62.59		WH Water
25/01/2024	NEST	DD	204.87		Penisons Jan P10
25/01/2024	AG Boniface & Sons Ltd	5210	43,026.02		MEND works at 64 BS
26/01/2024	Digital Telecom Ltd	206847	78.72		TH Phones
26/01/2024	Digital Telecom Ltd	206848	53.75		WH Phones
26/01/2024	Lloyds	PAY	33.60		Service Charges
28/01/2024	Diversity Business Services	Std Ord	165.00		HR Retainer
29/01/2024	Opus Gas Supply Limited	26598647	931.40		Watson Hall Gas
29/01/2024	Tewkesbury Borough Council - R	FPO	720.00		Red Lane - Business rates
30/01/2024	Dunelm	DEB	16.00		WH equipment
31/01/2024	Waterplus (Watson Hall - 03850	INV0383673	49.79		Water
<b>Total Payments</b>			<b>209,102.40</b>		

SFC3 Payments		Quarter: Q3 2023/24		Months: Oct - Dec			Councillors doing check: PB, KM, MS					
Date (1)	Transaction type (2)	Bank Payer (3)	Amount (4)	Bank Statement initialled. AFO/RFO?ATC (5)	Source folder payments, grants (6)	Invoice Number	Red Box complete (7)	Cross referenced to a/c/ codes (8)	Type of Approval Authorisation (9A)	Minute Ref TTC Website (9B)	Payments List minutes reference (9C)	Comments in red and responses in green. Actions in Bold Black (10)
05/10/2023	FPO	Wickstead Leisure	£211.37	Yes - Signature to be confirmed	P3	823113	Yes	300/4620	TC/DA	PLA 04/10/2023	23/24.229	Follow up for PB/KM/MS - add in details regarding the codes for the type of approval in column J. <b>Note for Finance office - is it possible to include the payments list in the agenda of the meetings so we can check against this, or alternatively, print off a copy for us to use in these quarterly finance checks.</b> <b>Actioned</b>
24/10/2023	DEB	Maisie's Courtyard	£36.10	Yes - Signature to be confirmed	P2	No invoice as card transaction	Yes	110/4110	TC/DA	None	None	<b>Red box not dated Card payment date on attached receipt</b> <b>Red box not signed, but this is a DD so monthly approval not required. Note for finance - are we able to get a list of the recurring subscriptions that can be kept in the Finance Process Manual folder so we can check against these. List to be added to folder</b>
27/10/2023	DD	Campaign to Protect (CPRE)	£36.00	Yes - Signature to be confirmed	P1	July 2023 (no specific invoice number) - reference K7EMIKDD-DDTA	No	120/4190	N/A - as direct debit			
02/11/2023	FPO	Vimto	£194.45	Yes - Signature to be confirmed	P3	1591895	Yes	600/4950	TC/DA	B&M 24/10/2023	B&M.23.042	
02/11/2023	FPO	LK Flooring	£1,392.17	Yes - Signature to be confirmed	P2	Made up of 1744, 1734, 1600, 1601	Yes	220/4450, 600/4590	TC/DA	B&M 24/10/2023	B&M.23.042	
15/11/2023	DEB	J & A Internatio	£55.14	Yes - Signature to be confirmed	P2	2018168	Yes	150/4375	TC/DA	None	None	<b>Red box not dated - Cost centre 150 added to our list Card payment date on attached receipt</b>
13/12/2023	DEB	Leigo Electronics	£204.94	Yes - Signature to be confirmed	P2	order number MAGENTO11000201261	Yes	600/4960	TC/DA	None	None	<b>Red box not dated Card payment date on attached receipt.</b>
15/12/2023	FPO	Anti Graffiti	£216.00	Yes - Signature to be confirmed	P1	made up of 882366, 883093	Yes	200/4450	Contract	B&M 12/12/2023	B&M.23.059	
15/12/2023	FPO	A Star Traffic	£408.00	Yes - Signature to be confirmed	P1	51253	Yes	120/4280	TC/DA	B&M 12/12/2023	B&M.23.059	

## SFC1 Receipts - Q3 2023/24 Oct - Dec

Date	Transaction type	Bank Payee	Amount	Bank Statement initialised AF/RFO/ATC	Source sales, paying in bk Square folder	Invoice Number	Comments	Response	Action
03/10/2023	FPI	Caravan & Motor Home	£88.20	Yes - signature to be confirmed	SI	2299 - deposit	Is there a way to record on the invoice where the receipts are coded to as we have no way of checking if they have been receipted to the correct codes?	Resolved. Audit trail to be made available on invoice basis.	
17/10/2023	FPI	Psychic Medium	£62.50	Yes - signature to be confirmed	SI	2393 - deposit			
07/11/2023	FPI	Theocs Craft	£79.20	Yes - signature to be confirmed	SI	2351			
23/11/2023	FPI	Name Redacted for Data Protection	£453.30	Yes - signature to be confirmed	SI	2350 (and credit note 1120)			
11/12/2023	BGC	Roses TH LTD	£106.25	Yes - signature to be confirmed	SI	2343			
20/12/2023	FPI	Montvieux LTD	£410.00	Yes - signature to be confirmed	SI	2349			

Petty Cash						
Date			Arithmetic Checked		Petty Cash Money Checked	
23/01/2024			£14.84		14.64	0.20 variance
						Now Correct