

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	—	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

Macclesfield Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A	no petty cash held	
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

16/1/2020 and 21/4/2020

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit

Date

22/4/2020

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2019/20 for

MACCLESFIELD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	869,285	893,447	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	724,793	749,548	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	9,324	10,949	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	137,229	144,631	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	572,726	574,520	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	893,447	934,793	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	819,658	876,171	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	139,527	198,026	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	–	–	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 NATURE REQUIRED

Date

22/06/20

I confirm that these Accounting Statements were approved by this authority on this date:

26/06/2020

as recorded in minute reference:

MTC Full Council 15 06 20 item 13

Signed by Chairman of the meeting where the Accounting Statements were approved

 NATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

MARLESFIELD TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	431,710	522,229	310	0	General Reserves
1	5,000	5,000	330	0	Committed - Capital Asset Fund
1	2,000	4,000	340	0	Committed - Election Costs
1	42,490	40,133	350	0	Committed - Allotments
1	100,000	109,000	360	0	Committed - Public Convs
1	122,180	122,180	370	0	Committed - Economic Dev
1	15,000	15,000	380	0	Committed - Street Furniture
1	150,905	75,905	400	0	Committed - Investment
1	869,285	893,447	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	724,793	749,548	1176	101	Precept
2	724,793	749,548	Total amount of Precept income received in the year		
3	5,000	5,000	1001	104	Income - Bookings
3	4,324	5,949	1007	101	Income - Interest
3	9,324	10,949	Total income or receipts as recorded in the cashbook minus the Precept		
4	134,229	141,631	4000	101	Wages & Salaries
4	3,000	3,000	4012	102	Mayors Allowance
4	137,229	144,631	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses		
5	0	0	Total expenditure or payments of capital and interest made during the year on borrowings		
6	8,500	4,967	4005	101	Rent & Utilities
6	1,830	1,948	4010	101	Photocopier
6	513	513	4011	101	Travel/Expenses
6	0	77	4011	102	Travel/Expenses
6	7,494	7,421	4013	102	Civic Events
6	1,725	2,063	4014	101	Training
6	828	471	4015	101	Postage
6	2,874	4,052	4016	101	IT
6	890	399	4017	101	Advertising
6	14,930	5,062	4018	101	Communications
6	1,357	557	4019	101	Equipment
6	1,994	2,665	4020	101	Audit Fee
6	1,850	1,850	4021	101	Accountancy Support
6	2,259	1,109	4022	101	Legal & Professional
6	2,357	1,594	4022	103	Legal & Professional
6	436	774	4022	105	Legal & Professional
6	1,680	1,600	4023	101	HR & H&S Support
6	1,941	3,264	4024	101	Subscriptions
6	3,737	3,945	4025	101	Insurance
6	1,636	1,406	4026	101	Stationary
6	396	678	4027	101	Catering

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Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	315	317	4028	101	Bank Charges	
6	3,911	4,297	4029	101	Room Hire	
6	0	0	4030	101	Repairs	
6	2,230	0	4031	104	Other Expenses	
6	350	0	4031	105	Other Expenses	
6	0	2,705	4032	103	Allotment Expenditure	
6	8,432	1,197	4033	113	Planning Committee	
6	33,179	40,624	4050	115	Christmas Lights Installation	
6	8,010	6,467	4052	115	Christmas Lights Switch On	
6	32,299	32,299	4053	107	CCTV	
6	9,525	0	4057	108	Community Delivery	
6	9,428	6,134	4058	107	Remembrance	
6	31,061	40,000	4059	108	Citizens Advice Bureau	
6	7,500	7,500	4060	108	Barnaby Festival	
6	14,758	12,473	4061	107	Public Realm	
6	41,169	41,456	4062	107	Floral Displays	
6	18,462	16,360	4063	107	Youth Street Activity	
6	100,000	100,000	4064	107	Play Equipment	
6	17,423	29,603	4065	107	Projects & Events	
6	11,320	172	4066	107	Community Policing/Enforcement	
6	39,905	47,344	4068	112	Other Grants & Donations	
6	11,624	0	4069	108	Move More Macclesfield	
6	797	640	4070	108	Town Crier	
6	0	38,500	4071	107	Town Ranger	
6	71,469	68,598	4075	114	Macclesfield Project Investmen	
6	3,170	3,193	4077	107	Silk Friendship	
6	3,000	20,000	4078	107	Visitor Information Centre	
6	14,659	1,039	4079	107	Tourism Promotion	
6	4,495	7,187	4081	107	Town Centre Wifi	
6	15,008	0	4082	113	Supplementary Planning Docs	
6	Total other payments	572,726	574,520	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	Balances carried forwrd	893,447	934,793	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		12,341	62,904	200	0	Current Bank A/c
8		807,318	813,266	201	0	CCLA Deposit
8	Total Cash & Investments	819,658	876,171	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		139,527	198,026	9	0	Total Fixed Assets
9	Total Fixed Assets	139,527	198,026	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

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Working details for ANNUAL RETURN - Year ended 31 March 2020

<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>	<u>Code Description</u>
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Macclesfield Town Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 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	893,446.96	934,792.95
105	VAT Control A/c	75,533.92	60,367.45
	Less Total Debtors	75,533.92	60,367.45
510	Accruals	1,745.00	1,745.00
	Plus Total Creditors	1,745.00	1,745.00
	Equals Total Cash and Bank Accounts	819,658.04	876,170.50
200	Current Bank A/c	12,340.54	62,904.17
201	CCLA Deposit	807,317.50	813,266.33
	Total Cash and Bank Accounts	819,658.04	876,170.50

Balance Sheet as at 31st March

31st March 2019

31 March 2020

31st March 2019		31 March 2020	
Current Assets			
75,534	VAT Control A/c	60,367	
12,341	Current Bank A/c	62,904	
807,318	CCLA Deposit	813,266	
<u>895,192</u>			<u>936,538</u>
895,192	Total Assets		936,538
Current Liabilities			
1,745	Accruals	1,745	
<u>1,745</u>			<u>1,745</u>
893,447	Total Assets Less Current Liabilities		934,793
Represented By			
522,229	General Reserves		596,472
5,000	Committed - Capital Asset Fund		5,000
4,000	Committed - Election Costs		4,000
40,133	Committed - Allotments		35,834
109,000	Committed - Public Convs		109,000
122,180	Committed - Economic Dev		122,180
15,000	Committed - Street Furniture		15,000
75,905	Committed - Investment		47,307
<u>893,447</u>			<u>934,793</u>

The above statement represents fairly the financial position of the authority as at 31st March and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2020

Macclesfield Town Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	869,285	893,447	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	724,793	749,548	Total amount of Precept income received in the year
3	Total other receipts	9,324	10,949	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	137,229	144,631	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	572,726	574,520	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	893,447	934,793	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	819,658	876,171	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	139,527	198,026	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	431,710	522,229	310	0	General Reserves
1	5,000	5,000	330	0	Committed - Capital Asset Fund
1	2,000	4,000	340	0	Committed - Election Costs
1	42,490	40,133	350	0	Committed - Allotments
1	100,000	109,000	360	0	Committed - Public Convs
1	122,180	122,180	370	0	Committed - Economic Dev
1	15,000	15,000	380	0	Committed - Street Furniture
1	150,905	75,905	400	0	Committed - Investment
1	869,285	893,447	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	724,793	749,548	1176	101	Precept
2	724,793	749,548	Total amount of Precept income received in the year		
3	5,000	5,000	1001	104	Income - Bookings
3	4,324	5,949	1007	101	Income - Interest
3	9,324	10,949	Total income or receipts as recorded in the cashbook minus the Precept		
4	134,229	141,631	4000	101	Wages & Salaries
4	3,000	3,000	4012	102	Mayors Allowance
4	137,229	144,631	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses		
5	0	0	Total expenditure or payments of capital and interest made during the year on borrowings		
6	8,500	4,967	4005	101	Rent & Utilities
6	1,830	1,948	4010	101	Photocopier
6	513	513	4011	101	Travel/Expenses
6	0	77	4011	102	Travel/Expenses
6	7,494	7,421	4013	102	Civic Events
6	1,725	2,063	4014	101	Training
6	828	471	4015	101	Postage
6	2,874	4,052	4016	101	IT
6	890	399	4017	101	Advertising
6	14,930	5,062	4018	101	Communications
6	1,357	557	4019	101	Equipment
6	1,994	2,665	4020	101	Audit Fee
6	1,850	1,850	4021	101	Accountancy Support
6	2,259	1,109	4022	101	Legal & Professional
6	2,357	1,594	4022	103	Legal & Professional
6	436	774	4022	105	Legal & Professional
6	1,680	1,600	4023	101	HR & H&S Support
6	1,941	3,264	4024	101	Subscriptions
6	3,737	3,945	4025	101	Insurance
6	1,636	1,406	4026	101	Stationary
6	396	678	4027	101	Catering

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Working details for ANNUAL RETURN - Year ended 31 March 2020

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	315	317	4028	101	Bank Charges	
6	3,911	4,297	4029	101	Room Hire	
6	0	0	4030	101	Repairs	
6	2,230	0	4031	104	Other Expenses	
6	350	0	4031	105	Other Expenses	
6	0	2,705	4032	103	Allotment Expenditure	
6	8,432	1,197	4033	113	Planning Committee	
6	33,179	40,624	4050	115	Christmas Lights Installation	
6	8,010	6,467	4052	115	Christmas Lights Switch On	
6	32,299	32,299	4053	107	CCTV	
6	9,525	0	4057	108	Community Delivery	
6	9,428	6,134	4058	107	Remembrance	
6	31,061	40,000	4059	108	Citizens Advice Bureau	
6	7,500	7,500	4060	108	Barnaby Festival	
6	14,758	12,473	4061	107	Public Realm	
6	41,169	41,456	4062	107	Floral Displays	
6	18,462	16,360	4063	107	Youth Street Activity	
6	100,000	100,000	4064	107	Play Equipment	
6	17,423	29,603	4065	107	Projects & Events	
6	11,320	172	4066	107	Community Policing/Enforcement	
6	39,905	47,344	4068	112	Other Grants & Donations	
6	11,624	0	4069	108	Move More Macclesfield	
6	797	640	4070	108	Town Crier	
6	0	38,500	4071	107	Town Ranger	
6	71,469	68,598	4075	114	Macclesfield Project Investmen	
6	3,170	3,193	4077	107	Silk Friendship	
6	3,000	20,000	4078	107	Visitor Information Centre	
6	14,659	1,039	4079	107	Tourism Promotion	
6	4,495	7,187	4081	107	Town Centre Wifi	
6	15,008	0	4082	113	Supplementary Planning Docs	
6	Total other payments	572,726	574,520	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	Balances carried forwrd	893,447	934,793	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		12,341	62,904	200	0	Current Bank A/c
8		807,318	813,266	201	0	CCLA Deposit
8	Total Cash & Investments	819,658	876,171	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		139,527	198,026	9	0	Total Fixed Assets
9	Total Fixed Assets	139,527	198,026	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2020

<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>	<u>Code Description</u>
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Macclesfield Town Council

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 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	893,446.96	934,792.95
105	VAT Control A/c	75,533.92	60,367.45
	Less Total Debtors	75,533.92	60,367.45
510	Accruals	1,745.00	1,745.00
	Plus Total Creditors	1,745.00	1,745.00
	Equals Total Cash and Bank Accounts	819,658.04	876,170.50
200	Current Bank A/c	12,340.54	62,904.17
201	CCLA Deposit	807,317.50	813,266.33
	Total Cash and Bank Accounts	819,658.04	876,170.50

Macclesfield Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2020

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
	1	31/03/2020	Current Bank Account	189,948.86
	2	31/03/2020	CCLA Deposit	813,266.33
				1,003,215.19
<u>Unpresented Payments</u>				
	1	09/03/2020	101413	70.00
	1	20/03/2020	101421	157.00
	1	20/03/2020	101422	250.00
	1	20/03/2020	101424	1,684.50
	1	20/03/2020	101425	250.00
	1	20/03/2020	101426	1,883.00
	1	20/03/2020	101428	210.00
	1	20/03/2020	101429	252.00
	1	20/03/2020	101430	608.40
	1	27/03/2020	101431	2,000.00
	1	27/03/2020	101432	230.00
	1	27/03/2020	101433	336.00
	1	27/03/2020	101434	34.99
	1	27/03/2020	101435	40.00
	1	27/03/2020	101436	143.36
	1	27/03/2020	101437	1,260.00
	1	27/03/2020	101438	231.88
	1	27/03/2020	101439	114.00
	1	27/03/2020	101440	2,000.00
	1	27/03/2020	101441	2,000.00
	1	30/03/2020	101442	2,000.00
	1	30/03/2020	101443	2,000.00
	1	30/03/2020	101444	2,000.00
	1	30/03/2020	101445	500.00
	1	30/03/2020	101446	600.00
	1	30/03/2020	101447	1,620.00
	1	30/03/2020	101448	100,000.00
	1	30/03/2020	101449	2,000.00
	1	30/03/2020	101450	40.87
	1	30/03/2020	101451	528.69
	1	30/03/2020	101452	2,000.00
				127,044.69
				876,170.50
<u>Receipts not on Bank Statement</u>				
	0	31/03/2020	All Receipts Cleared	0.00
				0.00
Closing Balance				876,170.50

Macclesfield Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2020

	<u>Account Description</u>	<u>Balance</u>
<u>All Cash & Bank Accounts</u>		
1	Current Bank A/c	62,904.17
2	CCLA Deposit	813,266.33
3	Investment Reserve Account	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	876,170.50

Macclesfield Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2020	Current Bank Account	189,948.86
31/03/2020	CCLA Deposit	813,266.33

1,003,215.19

Unpresented Payments

127,044.69

876,170.50

Receipts not on Bank Statement

0.00

Closing Balance

876,170.50

All Cash & Bank Accounts

1	Current Bank A/c	62,904.17
2	CCLA Deposit	813,266.33
3	Investment Reserve Account	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<hr/> 876,170.50 <hr/>

Balance Sheet as at 31st March

31st March 2019

31 March 2020

31st March 2019		31 March 2020	
Current Assets			
75,534	VAT Control A/c	60,367	
12,341	Current Bank A/c	62,904	
807,318	CCLA Deposit	813,266	
<u>895,192</u>			<u>936,538</u>
895,192	Total Assets		936,538
Current Liabilities			
1,745	Accruals	1,745	
<u>1,745</u>			<u>1,745</u>
893,447	Total Assets Less Current Liabilities		934,793
Represented By			
522,229	General Reserves		596,472
5,000	Committed - Capital Asset Fund		5,000
4,000	Committed - Election Costs		4,000
40,133	Committed - Allotments		35,834
109,000	Committed - Public Convs		109,000
122,180	Committed - Economic Dev		122,180
15,000	Committed - Street Furniture		15,000
75,905	Committed - Investment		47,307
<u>893,447</u>			<u>934,793</u>

The above statement represents fairly the financial position of the authority as at 31st March and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<i>Current Assets</i>		
105	VAT Control A/c	60,367	
200	Current Bank A/c	62,904	
201	CCLA Deposit	813,266	
	Total Current Assets		936,538
	<i>Current Liabilities</i>		
510	Accruals	1,745	
	Total Current Liabilities		1,745
	Net Current Assets		934,793
	Total Assets less Current Liabilities		934,793
	<i>Represented by :-</i>		
300	Current Year Fund	74,243	
310	General Reserves	522,229	
330	Committed - Capital Asset Fund	5,000	
340	Committed - Election Costs	4,000	
350	Committed - Allotments	35,834	
360	Committed - Public Convs	109,000	
370	Committed - Economic Dev	122,180	
380	Committed - Street Furniture	15,000	
400	Committed - Investment	47,307	
	Total Equity		934,793

**Bank Reconciliation Statement as at 31/03/2020
for Cashbook 2 - CCLA Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit	31/03/2020	38	813,266.33
			<u>813,266.33</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			813,266.33
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			813,266.33
		Balance per Cash Book is :-	813,266.33
		Difference is :-	0.00

Receipts for Month 12**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 :		198,250.83					198,250.83	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>198,250.83</u>	<u>0.00</u>	<u>0.00</u>			<u>198,250.83</u>	

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/03/2020	SM Web Design	DDR	9.95			4018	101	9.95	Hosting
06/03/2020	Barclays	DDR	21.76			4028	101	21.76	Charges
09/03/2020	Pete Turner	101408	275.52			4018	101	108.99	Canva
						4061	107	30.00	Land searches
						4027	101	31.10	Catering
						4061	107	84.44	Ranger Phone
						4018	101	20.99	subs and canva
09/03/2020	The Hub Events	101409	672.00		112.00	4065	107	560.00	Event training
09/03/2020	Cheshire East Council	101410	705.60		117.60	4061	107	588.00	CCTV Data charge
09/03/2020	L&J Print Partnership	101411	36.00		6.00	4065	107	30.00	Printing
09/03/2020	Ladybrook Nursery	101412	3,542.40		590.40	4065	107	2,952.00	Trees South Park
09/03/2020	CHALC	101413	70.00			4014	101	70.00	Training
09/03/2020	Viking Direct Ltd	101414	196.05		16.01	4015	101	53.00	Stationery & Office Equipment
						4026	101	6.99	Stationery & Office Equipment
						4027	101	46.98	Stationery & Office Equipment
						4026	101	73.07	Stationery & Office Equipment
09/03/2020	All Hallows Catholic College	101415	100.00			4063	107	100.00	Park fit venue
09/03/2020	Richard Delaney (2005) Ltd	101416	362.62		60.44	4061	107	302.18	Ranger materials
09/03/2020	Lightning Signs & Graphics	101417	816.00		136.00	4061	107	680.00	Ranger Van Decals
09/03/2020	SM Web Design	101418	180.00			4018	101	180.00	web site added pages
09/03/2020	Tessa Harriet Worrell	101419	204.49			4018	101	204.49	Expenses
12/03/2020	BNP Paribas	DDR	41.92		6.99	4010	101	34.93	Lease
16/03/2020	SM Web Design	DDR	50.00			4018	101	50.00	Website
20/03/2020	Cll Janet Jackson	101420	76.95			4011	102	76.95	Mayoral expenses
20/03/2020	Same Difference	101421	157.00			4065	107	157.00	Event expenditure
20/03/2020	CYGNETS	101422	250.00			4068	112	250.00	Grant
20/03/2020	CHALC	101423	35.00			4014	101	35.00	training
20/03/2020	Hayes & Partners	101424	1,684.50		280.75	4075	114	1,403.75	Monument architects
20/03/2020	Macclesfield Seals Swimming	101425	250.00			4068	112	250.00	Grant
20/03/2020	Hope in North East Cheshire	101426	1,883.00			4068	112	1,883.00	Grant - WHAM Shelter
20/03/2020	Trade UK (Screwfix)	101427	84.99			4061	107	84.99	PPE
20/03/2020	KE Hornby & Son	101428	210.00		35.00	4075	114	175.00	Bore hole investigations
20/03/2020	Niche Event Hire	101429	252.00		42.00	4065	107	210.00	Pancake Race
20/03/2020	L&J Print Partnership	101430	608.40		101.40	4065	107	507.00	Printing
20/03/2020	Plusnet PLC	DDR	8.00		1.33	4018	101	6.67	Mobile
25/03/2020	BNP Paribas	DDR	278.52		46.42	4010	101	232.10	Copies
27/03/2020	1st Hurdfield Scouts	101431	2,000.00			4068	112	2,000.00	Grant
27/03/2020	SM Web Design	101432	230.00			4017	101	230.00	Website improvements
27/03/2020	Central Drain Services Ltd	101433	336.00		56.00	4032	103	280.00	Birtles Road Drainage
27/03/2020	Trade UK (Screwfix)	101434	34.99		5.83	4061	107	29.16	Tools - Ranger
27/03/2020	All Hallows Catholic College	101435	40.00			4065	107	40.00	Room Hire Park Fit
27/03/2020	Cheshire East Council	101436	143.36			4029	101	143.36	Room Hire
27/03/2020	Bude Solutions	101437	1,260.00		210.00	4065	107	1,050.00	Website Transparency
27/03/2020	Viking Direct Ltd	101438	231.88		18.23	4026	101	60.39	Stationery and office equipmen
						4015	101	122.20	Stationery and office

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									equipmen
						4026	101	31.06	Stationery and office equipmen
27/03/2020	L&J Print Partnership	101439	114.00		19.00	4032	103	95.00	Printing
27/03/2020	East Cheshire Hospice	101440	2,000.00			4068	112	2,000.00	Grant C19
27/03/2020	Cheshire Streetwise	101441	2,000.00			4068	112	2,000.00	Grant C19
30/03/2020	Cre8 Macclesfield	101442	2,000.00			4068	112	2,000.00	Grant C19
30/03/2020	The Green In The Corner	101443	2,000.00			4068	112	2,000.00	Grant C19
30/03/2020	Hope in North East Cheshire	101444	2,000.00			4068	112	2,000.00	C19 response funding
30/03/2020	Marc Jackson	101445	500.00			4065	107	500.00	Macc POW
30/03/2020	Rebecca Smith	101446	600.00			4065	107	600.00	Town Centre Mural
30/03/2020	GeoXphere Ltd	101447	1,620.00		270.00	4024	101	1,350.00	Mapping Licence
30/03/2020	Ansa Environmental Services	101448	100,000.00			4064	107	100,000.00	Windmill St Play Area Grant
30/03/2020	Upton Youth & Community Projec	101449	2,000.00			4068	112	2,000.00	C19 Emergency Funding
30/03/2020	Viking Direct Ltd	101450	40.87		6.81	4026	101	34.06	Stationery & Equipment
30/03/2020	Cheshire East Council	101451	528.69		1.80	4065	107	102.40	Youth Summit
						4013	102	90.92	Mayor's Prayer Breakfast
						4013	102	122.88	Mayor's Prayer Breakfast
						4029	101	96.00	Meeting room hire
						4029	101	114.69	Meeting room hire
30/03/2020	Calvary Church (Weston)	101452	2,000.00			4068	112	2,000.00	C19 emergency funding
31/03/2020	Proximity Futures Ltd	DDR	724.20		120.70	4081	107	603.50	Wifi
31/03/2020	Community Sport Trust	101244A	-120.00			4063	107	-120.00	Supported Summer Schools
Total Payments for Month			135,346.66	0.00	2,260.71			133,085.95	
Balance Carried Fwd			62,904.17						
Cashbook Totals			198,250.83	0.00	2,260.71			195,990.12	

**Bank Reconciliation Statement as at 31/03/2020
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Bank Account	31/03/2020	2	189,948.86
			<u>189,948.86</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
09/03/2020 101413 CHALC		70.00	
20/03/2020 101421 Same Difference		157.00	
20/03/2020 101422 CYGNETS		250.00	
20/03/2020 101424 Hayes & Partners		1,684.50	
20/03/2020 101425 Macclesfield Seals Swimming		250.00	
20/03/2020 101426 Hope in North East Cheshire		1,883.00	
20/03/2020 101428 KE Hornby & Son		210.00	
20/03/2020 101429 Niche Event Hire		252.00	
20/03/2020 101430 L&J Print Partnership		608.40	
27/03/2020 101431 1st Hurdsfield Scouts		2,000.00	
27/03/2020 101432 SM Web Design		230.00	
27/03/2020 101433 Central Drain Services Ltd		336.00	
27/03/2020 101434 Trade UK (Screwfix)		34.99	
27/03/2020 101435 All Hallows Catholic College		40.00	
27/03/2020 101436 Cheshire East Council		143.36	
27/03/2020 101437 Bude Solutions		1,260.00	
27/03/2020 101438 Viking Direct Ltd		231.88	
27/03/2020 101439 L&J Print Partnership		114.00	
27/03/2020 101440 East Cheshire Hospice		2,000.00	
27/03/2020 101441 Cheshire Streetwise		2,000.00	
30/03/2020 101442 Cre8 Macclesfield		2,000.00	
30/03/2020 101443 The Green In The Corner		2,000.00	
30/03/2020 101444 Hope in North East Cheshire		2,000.00	
30/03/2020 101445 Marc Jackson		500.00	
30/03/2020 101446 Rebecca Smith		600.00	
30/03/2020 101447 GeoXphere Ltd		1,620.00	
30/03/2020 101448 Ansa Environmental Services		100,000.00	
30/03/2020 101449 Upton Youth & Community Projec		2,000.00	
30/03/2020 101450 Viking Direct Ltd		40.87	
30/03/2020 101451 Cheshire East Council		528.69	
30/03/2020 101452 Calvary Church (Weston)		2,000.00	
			<u>127,044.69</u>
			62,904.17
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			62,904.17
		Balance per Cash Book is :-	62,904.17
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration							
1007 Income - Interest	446	5,949	0	(5,949)			0.0%
1176 Precept	0	749,548	750,048	500			99.9%
Administration :- Income	446	755,497	750,048	(5,449)			100.7%
4000 Wages & Salaries	0	141,631	149,898	8,267		8,267	94.5%
4005 Rent & Utilities	0	4,967	10,000	5,033		5,033	49.7%
4010 Photocopier	267	1,948	2,000	52		52	97.4%
4011 Travel/Expenses	0	513	500	(13)		(13)	102.7%
4014 Training	105	2,063	2,000	(63)		(63)	103.2%
4015 Postage	175	471	500	29		29	94.2%
4016 IT	0	4,052	2,500	(1,552)		(1,552)	162.1%
4017 Advertising	230	399	1,000	601		601	39.9%
4018 Communications	581	5,062	5,000	(62)		(62)	101.2%
4019 Equipment	0	557	1,500	943		943	37.1%
4020 Audit Fee	0	2,665	3,000	335		335	88.8%
4021 Accountancy Support	0	1,850	2,500	650		650	74.0%
4022 Legal & Professional	0	1,109	1,000	(109)		(109)	110.9%
4023 HR & H&S Support	0	1,600	1,800	200		200	88.9%
4024 Subscriptions	1,350	3,264	2,000	(1,264)		(1,264)	163.2%
4025 Insurance	0	3,945	4,250	305		305	92.8%
4026 Stationary	206	1,406	1,275	(131)		(131)	110.3%
4027 Catering	78	678	750	72		72	90.4%
4028 Bank Charges	22	317	500	183		183	63.3%
4029 Room Hire	354	4,297	3,750	(547)		(547)	114.6%
Administration :- Indirect Expenditure	3,368	182,795	195,723	12,928	0	12,928	93.4%
Net Income over Expenditure	(2,922)	572,702	554,325	(18,377)			
102 Civic							
4011 Travel/Expenses	77	77	0	(77)		(77)	0.0%
4012 Mayors Allowance	0	3,000	3,000	0		0	100.0%
4013 Civic Events	214	7,421	7,500	79		79	98.9%
Civic :- Indirect Expenditure	291	10,497	10,500	3	0	3	100.0%
Net Expenditure	(291)	(10,497)	(10,500)	(3)			
103 Allotments							
4022 Legal & Professional	0	1,594	0	(1,594)		(1,594)	0.0%
4032 Allotment Expenditure	375	2,705	0	(2,705)		(2,705)	0.0%
Allotments :- Indirect Expenditure	375	4,299	0	(4,299)	0	(4,299)	
Net Expenditure	(375)	(4,299)	0	4,299			

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>104 Weston Community Centre</u>							
1001 Income - Bookings	0	5,000	5,000	0			100.0%
Weston Community Centre :- Income	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>			<u>100.0%</u>
4031 Other Expenses	0	0	2,500	2,500		2,500	0.0%
Weston Community Centre :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.0%</u>
Net Income over Expenditure	<u>0</u>	<u>5,000</u>	<u>2,500</u>	<u>(2,500)</u>			
<u>105 Public Conveniences</u>							
4022 Legal & Professional	0	774	0	(774)		(774)	0.0%
4031 Other Expenses	0	0	10,000	10,000		10,000	0.0%
Public Conveniences :- Indirect Expenditure	<u>0</u>	<u>774</u>	<u>10,000</u>	<u>9,226</u>	<u>0</u>	<u>9,226</u>	<u>7.7%</u>
Net Expenditure	<u>0</u>	<u>(774)</u>	<u>(10,000)</u>	<u>(9,226)</u>			
<u>107 Projects & Events</u>							
4053 CCTV	0	32,299	34,475	2,176		2,176	93.7%
4058 Remembrance	0	6,134	6,000	(134)		(134)	102.2%
4061 Public Realm	1,799	12,473	15,000	2,527		2,527	83.2%
4062 Floral Displays	0	41,456	45,000	3,544		3,544	92.1%
4063 Youth Street Activity	(20)	16,360	20,000	3,640		3,640	81.8%
4064 Play Equipment	100,000	100,000	100,000	0		0	100.0%
4065 Projects & Events	6,708	29,603	30,000	397		397	98.7%
4066 Community Policing/Enforcement	0	172	10,000	9,828		9,828	1.7%
4071 Town Ranger	0	38,500	38,500	0		0	100.0%
4077 Silk Friendship	0	3,193	3,000	(193)		(193)	106.4%
4078 Visitor Information Centre	0	20,000	20,000	0		0	100.0%
4079 Tourism Promotion	0	1,039	15,000	13,961		13,961	6.9%
4081 Town Centre Wifi	604	7,187	5,850	(1,337)		(1,337)	122.9%
Projects & Events :- Indirect Expenditure	<u>109,091</u>	<u>308,416</u>	<u>342,825</u>	<u>34,409</u>	<u>0</u>	<u>34,409</u>	<u>90.0%</u>
Net Expenditure	<u>(109,091)</u>	<u>(308,416)</u>	<u>(342,825)</u>	<u>(34,409)</u>			
<u>108 Community Delivery</u>							
4059 Citizens Advice Bureau	0	40,000	40,000	0		0	100.0%
4060 Barnaby Festival	0	7,500	7,500	0		0	100.0%
4070 Town Crier	0	640	1,000	360		360	64.0%
Community Delivery :- Indirect Expenditure	<u>0</u>	<u>48,140</u>	<u>48,500</u>	<u>360</u>	<u>0</u>	<u>360</u>	<u>99.3%</u>
Net Expenditure	<u>0</u>	<u>(48,140)</u>	<u>(48,500)</u>	<u>(360)</u>			

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
112 Grants & Donations							
4068 Other Grants & Donations	18,383	47,344	40,000	(7,344)		(7,344)	118.4%
Grants & Donations :- Indirect Expenditure	<u>18,383</u>	<u>47,344</u>	<u>40,000</u>	<u>(7,344)</u>	<u>0</u>	<u>(7,344)</u>	<u>118.4%</u>
Net Expenditure	<u>(18,383)</u>	<u>(47,344)</u>	<u>(40,000)</u>	<u>7,344</u>			
113 Planning Committee							
4033 Planning Committee	0	1,197	10,000	8,803		8,803	12.0%
Planning Committee :- Indirect Expenditure	<u>0</u>	<u>1,197</u>	<u>10,000</u>	<u>8,803</u>	<u>0</u>	<u>8,803</u>	<u>12.0%</u>
Net Expenditure	<u>0</u>	<u>(1,197)</u>	<u>(10,000)</u>	<u>(8,803)</u>			
114 Other Operational Costs							
4075 Macclesfield Project Investmen	1,579	68,598	40,000	(28,598)		(28,598)	171.5%
Other Operational Costs :- Indirect Expenditure	<u>1,579</u>	<u>68,598</u>	<u>40,000</u>	<u>(28,598)</u>	<u>0</u>	<u>(28,598)</u>	<u>171.5%</u>
Net Expenditure	<u>(1,579)</u>	<u>(68,598)</u>	<u>(40,000)</u>	<u>28,598</u>			
115 Christmas Lights							
4050 Christmas Lights Installation	0	40,624	55,000	14,376		14,376	73.9%
4052 Christmas Lights Switch On	0	6,467	0	(6,467)		(6,467)	0.0%
Christmas Lights :- Indirect Expenditure	<u>0</u>	<u>47,091</u>	<u>55,000</u>	<u>7,909</u>	<u>0</u>	<u>7,909</u>	<u>85.6%</u>
Net Expenditure	<u>0</u>	<u>(47,091)</u>	<u>(55,000)</u>	<u>(7,909)</u>			
Grand Totals:- Income	446	760,497	755,048	(5,449)			100.7%
Expenditure	133,086	719,151	755,048	35,897	0	35,897	95.2%
Net Income over Expenditure	<u>(132,640)</u>	<u>41,346</u>	<u>0</u>	<u>(41,346)</u>			
Movement to/(from) Gen Reserve	<u>(132,640)</u>	<u>41,346</u>					

Macclesfield Town Council

Income and Expenditure Account for Year Ended 31 March 2020

31st March 2019		31 March 2020
	Operating Income	
729,117	Administration	755,497
5,000	Weston Community Centre	5,000
734,117	Total Income	760,497
	Running Costs	
187,394	Administration	182,795
10,494	Civic	10,497
2,357	Allotments	4,299
2,230	Weston Community Centre	0
786	Public Conveniences	774
270,183	Projects & Events	308,416
60,507	Community Delivery	48,140
39,905	Grants & Donations	47,344
23,440	Planning Committee	1,197
71,469	Other Operational Costs	68,598
41,190	Christmas Lights	47,091
709,955	Total Expenditure	719,151
	General Fund Analysis	
431,710	Opening Balance	522,229
734,117	Plus : Income for Year	760,497
1,165,827		1,282,726
709,955	Less : Expenditure for Year	719,151
455,872		563,575
(66,357)	Transfers TO / FROM Reserves	(32,897)
522,229	Closing Balance	596,472

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
04/09/2018	536 1533 57	Stamps & envelopes	Macclesfield Town Council	1.98
01/04/2019	974 1781 87	REfund of Traffic Management T	Macclesfield Town Council	-80.00
09/04/2019	285 1360 02	Training and Development	Macclesfield Town Council	300.00
09/04/2019	157 3643 52	engraving	Macclesfield Town Council	10.00
09/04/2019	945 1011 54	Copy historical documents	Macclesfield Town Council	37.50
09/04/2019	431 6359 60	Printing	Macclesfield Town Council	118.40
09/04/2019	970 7793 74	Signage	Macclesfield Town Council	20.88
09/04/2019	733 1285 52	Allotment clearance skips	Macclesfield Town Council	77.50
09/04/2019	928 7858 59	Allotment transfers	Macclesfield Town Council	300.00
09/04/2019	232 0035 71	Deposit re Welly walk	Macclesfield Town Council	80.25
12/04/2019	313 4836 72	Lease	Macclesfield Town Council	6.99
23/04/2019	245719348	Mobile	Macclesfield Town Council	1.58
24/04/2019	775 8152 93	Christmas Lights deposit	Macclesfield Town Council	1,297.60
24/04/2019	158 0936 46	Community Bird Box Project	Macclesfield Town Council	42.32
24/04/2019	639 2373 22	Email licence	Macclesfield Town Council	2.34
24/04/2019	IE3223102GH	Survey Monkey Subs	Macclesfield Town Council	68.00
30/04/2019	313 4836 72	Copies	Macclesfield Town Council	27.42
30/04/2019	199926628	Wifi	Macclesfield Town Council	109.70
01/05/2019	771 7444 12	Audit	Macclesfield Town Council	140.76
01/05/2019	993 4130 08	Meeting PA	Macclesfield Town Council	237.50
01/05/2019	775 2464 07	Highways inspections	Macclesfield Town Council	20.61
01/05/2019	431 6359 60	Printing	Macclesfield Town Council	11.60
01/05/2019	536 1533 57	bin bags	Macclesfield Town Council	3.04
01/05/2019	733 1285 52	Allotment skips	Macclesfield Town Council	75.00
01/05/2019	784 3206 23	Ranger PPE	Macclesfield Town Council	111.52
01/05/2019	440 3567 67	Meeting advertising	Macclesfield Town Council	33.78
13/05/2019	313 4836 72	Lease	Macclesfield Town Council	6.99
15/05/2019	733 1285 52	Allotment skip	Macclesfield Town Council	75.00
15/05/2019	453 1064 78	Allotment drainage	Macclesfield Town Council	201.00
15/05/2019	924 3779 02	GDPR Compliance	Macclesfield Town Council	130.00
15/05/2019	289 9962 07	Christchurch Benches refurb	Macclesfield Town Council	63.25
15/05/2019	991 3079 96	Commemorative branding	Macclesfield Town Council	101.12
15/05/2019	183 7795 54	Catering	Macclesfield Town Council	28.70
15/05/2019	178 1914 79	Recycling bins Dog Waste bags	Macclesfield Town Council	212.53
15/05/2019	891 7527 83	ILCA Training	Macclesfield Town Council	19.80
15/05/2019	536 1533 57	stationery	Macclesfield Town Council	4.58
22/05/2019	245719348	Mobile	Macclesfield Town Council	1.58
31/05/2019	313 4836 72	Copies	Macclesfield Town Council	15.19

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End Date of Assessment Month 12

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
31/05/2019	199926628	Wifi	Macclesfield Town Council	120.70
01/06/2019	232 5555 75	Ranger service tools	Macclesfield Town Council	19.31
10/06/2019	232 5555 75	Ranger Service tools	Macclesfield Town Council	19.31
10/06/2019	928 7858 59	Office lease	Macclesfield Town Council	70.00
10/06/2019	564 5539 16	Stgeorge's Day 1st Aid	Macclesfield Town Council	24.00
10/06/2019	431 6359 60	Printing	Macclesfield Town Council	37.60
10/06/2019	183 7795 54	Catering	Macclesfield Town Council	104.50
10/06/2019	158 0936 46	Timber for planters	Macclesfield Town Council	14.80
10/06/2019	178 1914 79	Ranger Service 1st Qtr	Macclesfield Town Council	1,925.00
10/06/2019	536 1533 57	Stationery	Macclesfield Town Council	14.07
10/06/2019	300 7608 40	Grant to Garden Fest Toilets	Macclesfield Town Council	137.00
10/06/2019	232 5555 75	Reverse	Macclesfield Town Council	-19.32
10/06/2019	928 7858 59	Reverse	Macclesfield Town Council	-70.00
10/06/2019	564 5539 16	Reverse	Macclesfield Town Council	-24.00
10/06/2019	431 6359 60	Reverse	Macclesfield Town Council	-37.60
10/06/2019	183 7795 54	Reverse	Macclesfield Town Council	-104.50
10/06/2019	158 0936 46	Reverse	Macclesfield Town Council	-14.80
10/06/2019	178 1914 79	Reverse	Macclesfield Town Council	1,925.00
10/06/2019	536 1533 57	Reverse	Macclesfield Town Council	-14.07
10/06/2019	300 7608 40	Reverse	Macclesfield Town Council	-137.00
10/06/2019	431 6359 60	Reverse	Macclesfield Town Council	23.20
10/06/2019	431 6359 60	Reverse	Macclesfield Town Council	-23.20
10/06/2019	928 7858 59	Office lease	Macclesfield Town Council	70.00
10/06/2019	564 5539 16	St George's Day 1st Aid	Macclesfield Town Council	24.00
10/06/2019	431 6359 60	Printing	Macclesfield Town Council	37.60
10/06/2019	183 7795 54	Catering	Macclesfield Town Council	104.50
10/06/2019	158 0936 46	Timber for planters	Macclesfield Town Council	14.80
10/06/2019	178 1914 79	Ranger service 1st qtr	Macclesfield Town Council	1,925.00
10/06/2019	536 1533 57	Stationery	Macclesfield Town Council	14.07
10/06/2019	300 7608 40	Grant to Garden Fest toilet	Macclesfield Town Council	137.00
10/06/2019	178 1914 79	Correct error	Macclesfield Town Council	-3,850.00
12/06/2019	313 4836 72	Lease	Macclesfield Town Council	6.99
21/06/2019	245719348	Mobile	Macclesfield Town Council	1.58
21/06/2019	313 4836 72	Copies	Macclesfield Town Council	41.73
25/06/2019	907 2312 51	GDPR - secure doc desposal	Macclesfield Town Council	15.00
25/06/2019	639 2373 22	Licences	Macclesfield Town Council	1.47
25/06/2019	183 7795 54	Catering	Macclesfield Town Council	321.20
28/06/2019	199926628	Wifi	Macclesfield Town Council	120.70
04/07/2019	536 1533 57	stationery	Macclesfield Town Council	1.90

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Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
04/07/2019	182 0866 50	Dog foul pick up bags	Macclesfield Town Council	9.68
04/07/2019	900 9437 38	Sparrow Park Interpretatn Board	Macclesfield Town Council	790.00
04/07/2019	431 6359 60	Printing	Macclesfield Town Council	98.20
04/07/2019	945 0920 22	VIC & Mobile CCTV	Macclesfield Town Council	1,500.00
12/07/2019	313 4836 72	Lease	Macclesfield Town Council	6.99
15/07/2019	158 2000 93	Replacement trees Jasmine Park	Macclesfield Town Council	68.00
18/07/2019	126 6416 75	Planters (Tyth) & Basket Brkts	Macclesfield Town Council	350.80
18/07/2019	289 9962 07	Paints	Macclesfield Town Council	0.81
18/07/2019	178 1914 79	Litter Pickers & Bag rings	Macclesfield Town Council	71.20
19/07/2019	431 6359 60	Printing	Macclesfield Town Council	100.60
19/07/2019	800 2270 91	Plants	Macclesfield Town Council	1.86
22/07/2019	245719348	Mobile	Macclesfield Town Council	1.66
31/07/2019	313 4836 72	Copies	Macclesfield Town Council	21.04
31/07/2019	199926628	Wifi	Macclesfield Town Council	120.70
01/08/2019	431 6359 60	Printing	Macclesfield Town Council	-0.10
08/08/2019	639 2373 22	program licences	Macclesfield Town Council	236.16
08/08/2019	431 6166 71	Heritage Grant	Macclesfield Town Council	82.80
08/08/2019	431 6359 60	Printing	Macclesfield Town Council	160.20
08/08/2019	536 1533 57	stationery and stamps	Macclesfield Town Council	20.55
08/08/2019	945 0920 22	Room hire	Macclesfield Town Council	3.36
08/08/2019	178 1914 79	bins, ranger & bloom	Macclesfield Town Council	6,150.75
08/08/2019	183 7795 54	Catering	Macclesfield Town Council	21.60
12/08/2019	313 4836 72	Lease	Macclesfield Town Council	6.99
14/08/2019	232 5555 75	Graffiti Cleaning	Macclesfield Town Council	21.66
14/08/2019	800 2270 91	Public Realm planting	Macclesfield Town Council	9.61
14/08/2019	405 3070 96	Ranger equipment	Macclesfield Town Council	71.66
14/08/2019	182 0866 50	Dog foul bags	Macclesfield Town Council	32.33
22/08/2019	245719348	Mobile	Macclesfield Town Council	1.73
22/08/2019	313 4836 72	Copies	Macclesfield Town Council	14.88
30/08/2019	199926628	Wifi	Macclesfield Town Council	120.70
04/09/2019	157 3643 52	Repair to town heritage asset	Macclesfield Town Council	66.67
04/09/2019	300 7608 40	Event Toilets South Park	Macclesfield Town Council	138.50
04/09/2019	431 6359 60	Printing	Macclesfield Town Council	16.80
04/09/2019	792 7096 86	Grant to ROAR	Macclesfield Town Council	13.33
09/09/2019	431 6359 60	Planning policy printing	Macclesfield Town Council	26.00
09/09/2019	332 1469 80	Ranger Tools	Macclesfield Town Council	98.96
09/09/2019	232 0035 71	Welly Walk	Macclesfield Town Council	300.75
09/09/2019	208 8341 09	Training	Macclesfield Town Council	21.00
12/09/2019	313 4836 72	Lease	Macclesfield Town Council	6.99

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Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
13/09/2019	440 4982 50	Audit	Macclesfield Town Council	260.00
13/09/2019	431 6359 60	Event Printing	Macclesfield Town Council	38.40
20/09/2019	245719348	Mobile	Macclesfield Town Council	1.66
24/09/2019	178 1914 79	Waste bins	Macclesfield Town Council	249.07
24/09/2019	928 7858 59	Toilets legals	Macclesfield Town Council	154.80
24/09/2019	232 5555 75	Ranger Tools	Macclesfield Town Council	51.44
24/09/2019	800 2270 91	Sustainable planting	Macclesfield Town Council	150.97
25/09/2019	639 2373 22	Licences	Macclesfield Town Council	236.16
25/09/2019	130 8152 47	Mourning Rosettes	Macclesfield Town Council	3.50
25/09/2019	431 6359 60	Printing	Macclesfield Town Council	24.60
25/09/2019	639 2373 22	Reverse duplicate cheque	Macclesfield Town Council	236.16
25/09/2019	639 2373 22	Reverse 2 duplicates!	Macclesfield Town Council	-472.32
30/09/2019	313 4836 72	Copies	Macclesfield Town Council	21.81
30/09/2019	199926628	Wifi	Macclesfield Town Council	120.70
11/10/2019	861 0427 46	MAce repairs	Macclesfield Town Council	263.60
11/10/2019	536 1533 57	Stationery	Macclesfield Town Council	23.90
11/10/2019	431 6359 60	Printing	Macclesfield Town Council	110.40
11/10/2019	974 8030 00	Hot Water Urn	Macclesfield Town Council	11.99
11/10/2019	992 0641 09	HR & H&S Advisors/Underwriters	Macclesfield Town Council	320.00
11/10/2019	211 5026 67	AED Pads	Macclesfield Town Council	30.00
11/10/2019	970 7793 74	TRaffic signage	Macclesfield Town Council	42.50
11/10/2019	701 5761 59	Mourning resources	Macclesfield Town Council	25.60
11/10/2019	771 7444 12	GDPR Compliance	Macclesfield Town Council	260.00
14/10/2019	313 4836 72	Lease	Macclesfield Town Council	6.99
16/10/2019	800 2270 91	Public realm planting	Macclesfield Town Council	81.25
16/10/2019	138 1798 83	Welly Walk Event	Macclesfield Town Council	229.00
18/10/2019	775 2464 07	Welly Walk Event	Macclesfield Town Council	14.27
18/10/2019	775 8152 93	Christmas Lights	Macclesfield Town Council	1,918.75
18/10/2019	211 5026 67	AED + Box x2	Macclesfield Town Council	419.60
22/10/2019	245719348	Mobile	Macclesfield Town Council	1.66
24/10/2019	178 1914 79	Floral display watering	Macclesfield Town Council	2,331.91
24/10/2019	915 8727 94	Remembrance Sunday	Macclesfield Town Council	593.07
24/10/2019	431 6359 60	Printing	Macclesfield Town Council	85.20
24/10/2019	431 6359 60	Printing	Macclesfield Town Council	45.60
30/10/2019	116 4008 52	Advertising	Macclesfield Town Council	93.60
30/10/2019	861 0427 46	Civic Awards	Macclesfield Town Council	53.80
31/10/2019	313 4836 72	Copies	Macclesfield Town Council	31.64
31/10/2019	199926628	Wifi	Macclesfield Town Council	120.70
01/11/2019	639 2373 22	Licences	Macclesfield Town Council	236.16

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Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
07/11/2019	920 9508 27	Accounts software licence	Macclesfield Town Council	132.20
07/11/2019	564 5539 16	Well Walk 1st Aid	Macclesfield Town Council	47.00
08/11/2019	431 6359 60	Printing	Macclesfield Town Council	189.20
08/11/2019	775 8152 93	Christmas Lights INfrastructur	Macclesfield Town Council	31.00
08/11/2019	971 8374 83	Crowd Barriers	Macclesfield Town Council	28.00
08/11/2019	928 7858 59	Legals - Phone Box transfer	Macclesfield Town Council	42.00
12/11/2019	313 4836 72	Lease	Macclesfield Town Council	6.99
14/11/2019	915 8727 94	Tree of Light	Macclesfield Town Council	171.07
14/11/2019	180 4976 83	Website accessibility	Macclesfield Town Council	100.00
14/11/2019	800 2270 91	Public Realm displays	Macclesfield Town Council	21.21
14/11/2019	183 7795 54	Civic & Remembrance Catering	Macclesfield Town Council	494.00
14/11/2019	232 5555 75	HiVis Traffic Volunteers	Macclesfield Town Council	44.46
14/11/2019	536 1533 57	Stationery	Macclesfield Town Council	12.11
14/11/2019	945 0920 22	Room Hire	Macclesfield Town Council	5.40
18/11/2019	126 6416 75	Planter liners	Macclesfield Town Council	70.95
22/11/2019	245719348	Mobile	Macclesfield Town Council	1.66
28/11/2019	775 2464 07	Temp cover	Macclesfield Town Council	15.85
28/11/2019	289 9962 07	Ranger materials	Macclesfield Town Council	2.53
28/11/2019	232 5555 75	Ranger Equipment	Macclesfield Town Council	13.81
28/11/2019	536 1533 57	Stationery	Macclesfield Town Council	0.58
28/11/2019	431 6359 60	Printing	Macclesfield Town Council	51.60
28/11/2019	178 1914 79	Bins, Watering & ranger servic	Macclesfield Town Council	3,908.17
29/11/2019	313 4836 72	Copies	Macclesfield Town Council	17.31
29/11/2019	199926628	Wifi	Macclesfield Town Council	120.70
06/12/2019	709 7963 86	Lights Switch On event	Macclesfield Town Council	200.64
06/12/2019	183 7795 54	Catering	Macclesfield Town Council	69.00
06/12/2019	971 8374 83	Lights switch on	Macclesfield Town Council	28.00
06/12/2019	232 5555 75	Ranger resources	Macclesfield Town Council	11.66
06/12/2019	178 1914 79	Christmas Lights Switch on	Macclesfield Town Council	55.62
06/12/2019	945 0920 22	CCTV Service	Macclesfield Town Council	6,459.83
06/12/2019	308 0023 55	Christmas Lights Switch on	Macclesfield Town Council	400.00
06/12/2019	388 1821 21	Sparrow Park Topograph Survey	Macclesfield Town Council	78.00
12/12/2019	313 4836 72	Lease	Macclesfield Town Council	6.99
16/12/2019	431 6359 60	Printing	Macclesfield Town Council	19.20
16/12/2019	775 8152 93	Christmas Lights	Macclesfield Town Council	2,595.20
16/12/2019	536 1533 57	Stationery and office supplies	Macclesfield Town Council	29.66
16/12/2019	182 0866 50	dog poo bags	Macclesfield Town Council	32.33
18/12/2019	245719348	Mobile	Macclesfield Town Council	1.66
19/12/2019	800 2270 91	Sustainable planting	Macclesfield Town Council	76.06

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End Date of Assessment Month 12

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
19/12/2019	757 6651 87	Christmas Tree lights	Macclesfield Town Council	44.50
19/12/2019	996 9702 43	Replacement refurb'd PCs	Macclesfield Town Council	232.10
19/12/2019	996 9702 43	Addl	Macclesfield Town Council	0.02
23/12/2019	757 6651 87	AED instalation	Macclesfield Town Council	30.15
23/12/2019	431 6359 60	Printing	Macclesfield Town Council	64.40
23/12/2019	343 6582 46	Architect fees for Silk Statue	Macclesfield Town Council	207.75
31/12/2019	313 4836 72	Copies	Macclesfield Town Council	23.87
31/12/2019	199926628	Wifi	Macclesfield Town Council	120.70
08/01/2020	199 7930 31	Grant training	Macclesfield Town Council	25.98
08/01/2020	775 8152 93	Christmas Light infrastructure	Macclesfield Town Council	214.60
08/01/2020	498 0524 17	IT Licence	Macclesfield Town Council	0.99
08/01/2020	945 0920 22	Room Hire & IT	Macclesfield Town Council	315.00
08/01/2020	334 2532 27	Train station artwork	Macclesfield Town Council	1,379.00
10/01/2020	431 6359 60	Printing	Macclesfield Town Council	16.40
10/01/2020	972 5296 86	Christmas Lights switch on	Macclesfield Town Council	50.00
10/01/2020	775 8152 93	Christmas lights provision	Macclesfield Town Council	1,297.60
10/01/2020	744 8361 14	Grit bin	Macclesfield Town Council	25.00
10/01/2020	757 6651 87	Christmas Lights disconnect	Macclesfield Town Council	6.00
10/01/2020	993 4130 08	Replacement Mic Cables	Macclesfield Town Council	4.83
13/01/2020	639 2373 22	Refund of licences	Macclesfield Town Council	-238.75
14/01/2020	313 4836 72	Lease	Macclesfield Town Council	6.99
20/01/2020	245719348	Mobile	Macclesfield Town Council	1.66
31/01/2020	313 4836 72	Copies	Macclesfield Town Council	20.98
31/01/2020	199926628	Wifi	Macclesfield Town Council	120.70
06/02/2020	775 8152 93	Deceorative Lighting	Macclesfield Town Council	5,756.25
06/02/2020	800 2270 91	Planting	Macclesfield Town Council	14.54
06/02/2020	273 7519 77	Chinese New Year 1 Aid	Macclesfield Town Council	31.00
06/02/2020	564 5539 16	Event 1st Aid	Macclesfield Town Council	76.80
06/02/2020	178 1914 79	Christmas TRee & new bins	Macclesfield Town Council	2,353.41
06/02/2020	334 2532 27	Train Station Welcome installa	Macclesfield Town Council	1,379.00
06/02/2020	431 6359 60	Printing	Macclesfield Town Council	11.20
12/02/2020	313 4836 72	Lease	Macclesfield Town Council	6.99
13/02/2020	178 1914 79	Ranger Svc & Recycling	Macclesfield Town Council	2,116.53
13/02/2020	851 6719 10	Ranger Materials	Macclesfield Town Council	6.26
21/02/2020	245719348	Mobile	Macclesfield Town Council	1.66
27/02/2020	193 5736 73	Youth Forum Pizza	Macclesfield Town Council	17.61
27/02/2020	928 7858 59	Silk Monument Legals	Macclesfield Town Council	50.00
27/02/2020	182 0866 50	Dog foul bags	Macclesfield Town Council	82.10
27/02/2020	280 4465 58	Accountancy support	Macclesfield Town Council	370.00

Date 14/04/2020

Macclesfield Town Council

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End Date of Assessment Month 12

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
27/02/2020	431 6359 60	printing	Macclesfield Town Council	20.00
28/02/2020	313 4836 72	Copies	Macclesfield Town Council	23.46
28/02/2020	199926628	Wifi	Macclesfield Town Council	120.70
09/03/2020	975 9035 76	Event training	Macclesfield Town Council	112.00
09/03/2020	945 0920 22	CCTV Data charge	Macclesfield Town Council	117.60
09/03/2020	431 6359 60	Printing	Macclesfield Town Council	6.00
09/03/2020	158 2000 93	Trees South Park	Macclesfield Town Council	590.40
09/03/2020	536 1533 57	Stationery & Office Equipment	Macclesfield Town Council	16.01
09/03/2020	851 6719 10	Ranger materials	Macclesfield Town Council	60.44
09/03/2020	217 5419 12	Ranger Van Decals	Macclesfield Town Council	136.00
12/03/2020	313 4836 72	Lease	Macclesfield Town Council	6.99
20/03/2020	343 6582 46	Monument architects	Macclesfield Town Council	280.75
20/03/2020	884 7167 76	Bore hole investigations	Macclesfield Town Council	35.00
20/03/2020	971 8374 83	Pancake Race	Macclesfield Town Council	42.00
20/03/2020	431 6359 60	Printing	Macclesfield Town Council	101.40
20/03/2020	245719348	Mobile	Macclesfield Town Council	1.33
25/03/2020	313 4836 72	Copies	Macclesfield Town Council	46.42
27/03/2020	453 1064 78	Birtles Road Drainage	Macclesfield Town Council	56.00
27/03/2020	232 5555 75	Tools - Ranger	Macclesfield Town Council	5.83
27/03/2020	180 4976 83	Website Transparency	Macclesfield Town Council	210.00
27/03/2020	536 1533 57	Stationery and office equipmen	Macclesfield Town Council	18.23
27/03/2020	431 6359 60	Printing	Macclesfield Town Council	19.00
30/03/2020	296 3120 96	Mapping Licence	Macclesfield Town Council	270.00
30/03/2020	536 1533 57	Stationery & Equipment	Macclesfield Town Council	6.81
30/03/2020	945 0920 22	Meeting room hire	Macclesfield Town Council	1.80
31/03/2020	199926628	Wifi	Macclesfield Town Council	120.70
			Total VAT Detail from Cashbook	60,367.45

Date 14/04/2020

Macclesfield Town Council

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End Date of Assessment Month 12

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
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I
 (Full name in BLOCK LETTERS)

am claiming a refund of sixty thousand, three hundred and sixty seven pounds and 45 pence
 (Pounds in words pence in figures)

£ 60,367.45

which is the VAT charged on goods and services bought for non-business activities. *The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature Date
 (Designated responsible officer)

*Delete as appropriate

Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.

A/c Code	100 Trade Debtors				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
5	01/08/2019		Sales Ledger	Daybook Page No : 7	5,000.00	
8	15/11/2019	Sales Recp	Cashbook	Sales Recpts Page 3		5,000.00
		Account	Trade Debtors		Account Totals	5,000.00
		Centre			Net Balance Month 12	0.00

A/c Code	105 VAT Control A/c				Annual Budget	0
Centre	(none)				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	75,533.92
1	09/04/2019	101098	Cashbook	Training and Development	300.00	
1	09/04/2019	101099	Cashbook	engraving	10.00	
1	09/04/2019	101100	Cashbook	Copy historical documents	37.50	
1	09/04/2019	101102	Cashbook	Printing	118.40	
1	09/04/2019	101105	Cashbook	Signage	20.88	
1	09/04/2019	101106	Cashbook	Allotment clearance skips	77.50	
1	09/04/2019	101110	Cashbook	Allotment transfers	300.00	
1	09/04/2019	101103	Cashbook	Deposit re Welly walk	80.25	
1	12/04/2019	DDR	Cashbook	Lease	6.99	
1	23/04/2019	DDR	Cashbook	Mobile	1.58	
1	24/04/2019	101114	Cashbook	Christmas Lights deposit	1,297.60	
1	24/04/2019	101119	Cashbook	Community Bird Box Project	42.32	
1	24/04/2019	101120	Cashbook	Email licence	2.34	
1	24/04/2019	101122	Cashbook	Survey Monkey Subs	68.00	
1	30/04/2019	DDR	Cashbook	Copies	27.42	
1	30/04/2019	DDR	Cashbook	Wifi	109.70	
2	01/05/2019	101023	Cashbook	Audit	140.76	
2	01/05/2019	101124	Cashbook	Meeting PA	237.50	
2	01/05/2019	101125	Cashbook	Highways inspections	20.61	
2	01/05/2019	101128	Cashbook	Printing	11.60	
2	01/05/2019	101129	Cashbook	bin bags	3.04	
2	01/05/2019	101130	Cashbook	Allotment skips	75.00	
2	01/05/2019	101132	Cashbook	Ranger PPE	111.52	
2	01/05/2019	101133	Cashbook	Meeting advertising	33.78	
2	13/05/2019	DDR	Cashbook	Lease	6.99	
2	15/05/2019	101135	Cashbook	Allotment skip	75.00	
2	15/05/2019	101137	Cashbook	Allotment drainage	201.00	
2	15/05/2019	101139	Cashbook	GDPR Compliance	130.00	
2	15/05/2019	101144	Cashbook	Christchurch Benches refurb	63.25	
2	15/05/2019	101145	Cashbook	Commemorative branding	101.12	
2	15/05/2019	101146	Cashbook	Catering	28.70	
2	15/05/2019	101149	Cashbook	Recycling bins Dog Waste bags	212.53	

A/c Code 105 VAT Control A/c

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
2	15/05/2019	101150	Cashbook	ILCA Training	19.80	
2	15/05/2019	101151	Cashbook	stationery	4.58	
2	22/05/2019	DDR	Cashbook	Mobile	1.58	
2	31/05/2019	DDR	Cashbook	Copies	15.19	
2	31/05/2019	DDR	Cashbook	Wifi	120.70	
2	10/06/2019	101152	Cashbook	Ranger Service tools	19.31	
2	10/06/2019	101156	Cashbook	Office lease	70.00	
2	10/06/2019	101158	Cashbook	Stgeorge's Day 1st Aid	24.00	
2	10/06/2019	101161	Cashbook	Printing	37.60	
2	10/06/2019	101162	Cashbook	Catering	104.50	
2	10/06/2019	101165	Cashbook	Timber for planters	14.80	
2	10/06/2019	101166	Cashbook	Ranger Service 1st Qtr	1,925.00	
2	10/06/2019	101168	Cashbook	Stationery	14.07	
2	10/06/2019	101169	Cashbook	Grant to Garden Fest Toilets	137.00	
2	10/06/2019	101152	Cashbook	Reverse		19.32
2	10/06/2019	101156	Cashbook	Reverse		70.00
2	10/06/2019	101158	Cashbook	Reverse		24.00
2	10/06/2019	101161	Cashbook	Reverse		37.60
2	10/06/2019	101162	Cashbook	Reverse		104.50
2	10/06/2019	101165	Cashbook	Reverse		14.80
2	10/06/2019	101166	Cashbook	Reverse	1,925.00	
2	10/06/2019	101168	Cashbook	Reverse		14.07
2	10/06/2019	101169	Cashbook	Reverse		137.00
2	10/06/2019	101161A	Cashbook	Reverse	23.20	
2	10/06/2019	101161B	Cashbook	Reverse		23.20
3	01/06/2019	101152	Cashbook	Ranger service tools	19.31	
3	10/06/2019	101156	Cashbook	Office lease	70.00	
3	10/06/2019	101158	Cashbook	St George's Day 1st Aid	24.00	
3	10/06/2019	101161	Cashbook	Printing	37.60	
3	10/06/2019	101162	Cashbook	Catering	104.50	
3	10/06/2019	101165	Cashbook	Timber for planters	14.80	
3	10/06/2019	101166	Cashbook	Ranger service 1st qtr	1,925.00	
3	10/06/2019	101168	Cashbook	Stationery	14.07	
3	10/06/2019	101169	Cashbook	Grant to Garden Fest toilet	137.00	
3	10/06/2019	101166CORR	Cashbook	Correct error		3,850.00
3	12/06/2019	DDR	Cashbook	Lease	6.99	
3	21/06/2019	DDR	Cashbook	Mobile	1.58	
3	21/06/2019	280619	Cashbook	Copies	41.73	
3	25/06/2019	101174	Cashbook	GDPR - secure doc desposal	15.00	
3	25/06/2019	101175	Cashbook	Licences	1.47	
3	25/06/2019	101176	Cashbook	Catering	321.20	
3	28/06/2019	DDR	Cashbook	Wifi	120.70	
4	04/07/2019	101180	Cashbook	stationery	1.90	
4	04/07/2019	101181	Cashbook	Dog foul pick up bags	9.68	
4	04/07/2019	101182	Cashbook	Sparrow Park Interpretatn Board	790.00	

A/c Code 105 VAT Control A/c

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
4	04/07/2019	101185	Cashbook	Printing	98.20	
4	04/07/2019	101186	Cashbook	VIC & Mobile CCTV	1,500.00	
4	12/07/2019	DDR	Cashbook	Lease	6.99	
4	15/07/2019	101190	Cashbook	Replacement trees Jasmine Park	68.00	
4	18/07/2019	101191	Cashbook	Planters (Tyth) & Basket Brkts	350.80	
4	18/07/2019	101194	Cashbook	Paints	0.81	
4	18/07/2019	101196	Cashbook	Litter Pickers & Bag rings	71.20	
4	19/07/2019	101192	Cashbook	Printing	100.60	
4	19/07/2019	101199	Cashbook	Plants	1.86	
4	22/07/2019	DDR	Cashbook	Mobile	1.66	
4	31/07/2019	DDR	Cashbook	Copies	21.04	
4	31/07/2019	DDR	Cashbook	Wifi	120.70	
5	04/09/2018	101227	Cashbook	Stamps & envelopes	1.98	
5	01/08/2019	101192A	Cashbook	Printing		0.10
5	01/08/2019		Sales Ledger	Daybook Page No : 7		
5	08/08/2019	101203	Cashbook	program licences	236.16	
5	08/08/2019	101208	Cashbook	Heritage Grant	82.80	
5	08/08/2019	101209	Cashbook	Printing	160.20	
5	08/08/2019	101210	Cashbook	stationery and stamps	20.55	
5	08/08/2019	101211	Cashbook	Room hire	3.36	
5	08/08/2019	101212	Cashbook	bins, ranger & bloom	6,150.75	
5	08/08/2019	101213	Cashbook	Catering	21.60	
5	12/08/2019	DDR	Cashbook	Lease	6.99	
5	14/08/2019	101214	Cashbook	Graffiti Cleaning	21.66	
5	14/08/2019	101215	Cashbook	Public Realm planting	9.61	
5	14/08/2019	101216	Cashbook	Ranger equipment	71.66	
5	14/08/2019	101219	Cashbook	Dog foul bags	32.33	
5	22/08/2019	DDR	Cashbook	Mobile	1.73	
5	22/08/2019	300819	Cashbook	Copies	14.88	
5	30/08/2019	DDR	Cashbook	Wifi	120.70	
5	04/09/2019	101223	Cashbook	Repair to town heritage asset	66.67	
5	04/09/2019	101225	Cashbook	Event Toilets South Park	138.50	
5	04/09/2019	101226	Cashbook	Printing	16.80	
5	04/09/2019	101229	Cashbook	Grant to ROAR	13.33	
6	09/09/2019	101233	Cashbook	Planning policy printing	26.00	
6	09/09/2019	101235	Cashbook	Ranger Tools	98.96	
6	09/09/2019	101236	Cashbook	Welly Walk	300.75	
6	09/09/2019	101237	Cashbook	Training	21.00	
6	12/09/2019	DDR	Cashbook	Lease	6.99	
6	13/09/2019	101239	Cashbook	Audit	260.00	
6	13/09/2019	121240	Cashbook	Event Printing	38.40	
6	20/09/2019	DDR	Cashbook	Mobile	1.66	
6	24/09/2019	101246	Cashbook	Waste bins	249.07	
6	24/09/2019	101247	Cashbook	Toilets legals	154.80	
6	24/09/2019	101250	Cashbook	Ranger Tools	51.44	

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Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
6	24/09/2019	101251	Cashbook	Sustainable planting	150.97	
6	25/09/2019	101253	Cashbook	Licences	236.16	
6	25/09/2019	101254	Cashbook	Mourning Rosettes	3.50	
6	25/09/2019	101256	Cashbook	Printing	24.60	
6	25/09/2019	HMRC	Cashbook	Vat Refund		75,613.92
6	25/09/2019	1203A	Cashbook	Reverse duplicate cheque	236.16	
6	25/09/2019	1203AA	Cashbook	Reverse 2 duplicates!		472.32
6	30/09/2019	DDR	Cashbook	Copies	21.81	
6	30/09/2019	DDR	Cashbook	Wifi	120.70	
7	11/10/2019	101259	Cashbook	MAce repairs	263.60	
7	11/10/2019	101260	Cashbook	Stationery	23.90	
7	11/10/2019	101261	Cashbook	Printing	110.40	
7	11/10/2019	101264	Cashbook	Hot Water Urn	11.99	
7	11/10/2019	101265	Cashbook	HR & H&S Advisors/Underwriters	320.00	
7	11/10/2019	101266	Cashbook	AED Pads	30.00	
7	11/10/2019	101269	Cashbook	TRaffic signage	42.50	
7	11/10/2019	101270	Cashbook	Mourning resources	25.60	
7	11/10/2019	101271	Cashbook	GDPR Compliance	260.00	
7	14/10/2019	DDR	Cashbook	Lease	6.99	
7	16/10/2019	101274	Cashbook	Public realm planting	81.25	
7	16/10/2019	101276	Cashbook	Welly Walk Event	229.00	
7	18/10/2019	101280	Cashbook	Welly Walk Event	14.27	
7	18/10/2019	101281	Cashbook	Christmas Lights	1,918.75	
7	18/10/2019	101282	Cashbook	AED + Box x2	419.60	
7	22/10/2019	DDR	Cashbook	Mobile	1.66	
7	24/10/2019	101284	Cashbook	Floral display watering	2,331.91	
7	24/10/2019	101286	Cashbook	Remembrance Sunday	593.07	
7	24/10/2019	101289	Cashbook	Printing	85.20	
7	24/10/2019	101291	Cashbook	Printing	45.60	
7	30/10/2019	101295	Cashbook	Advertising	93.60	
7	30/10/2019	101299	Cashbook	Civic Awards	53.80	
7	31/10/2019	DDR	Cashbook	Copies	31.64	
7	31/10/2019	DDR	Cashbook	Wifi	120.70	
8	01/11/2019	101253A	Cashbook	Licences	236.16	
8	07/11/2019	101304	Cashbook	Accounts software licence	132.20	
8	07/11/2019	101307	Cashbook	Well Walk 1st Aid	47.00	
8	08/11/2019	101309	Cashbook	Printing	189.20	
8	08/11/2019	101310	Cashbook	Christmas Lights INfrastructur	31.00	
8	08/11/2019	101312	Cashbook	Crowd Barriers	28.00	
8	08/11/2019	101313	Cashbook	Legals - Phone Box transfer	42.00	
8	12/11/2019	DDR	Cashbook	Lease	6.99	
8	14/11/2019	101314	Cashbook	Tree of Light	171.07	
8	14/11/2019	101316	Cashbook	Website accessibility	100.00	
8	14/11/2019	101317	Cashbook	Public Realm displays	21.21	
8	14/11/2019	101319	Cashbook	Civic & Remembrance Catering	494.00	

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Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
8	14/11/2019	101320	Cashbook	HiVis Traffic Volunteers	44.46	
8	14/11/2019	101322	Cashbook	Stationery	12.11	
8	14/11/2019	101323	Cashbook	Room Hire	5.40	
8	18/11/2019	101324	Cashbook	Planter liners	70.95	
8	22/11/2019	DDR	Cashbook	Mobile	1.66	
8	28/11/2019	101327	Cashbook	Temp cover	15.85	
8	28/11/2019	101328	Cashbook	Ranger materials	2.53	
8	28/11/2019	101332	Cashbook	Ranger Equipment	13.81	
8	28/11/2019	101333	Cashbook	Stationery	0.58	
8	28/11/2019	101334	Cashbook	Printing	51.60	
8	28/11/2019	101335	Cashbook	Bins, Watering & ranger servic	3,908.17	
8	29/11/2019	DDR	Cashbook	Copies	17.31	
8	29/11/2019	DDR	Cashbook	Wifi	120.70	
9	06/12/2019	101339	Cashbook	Lights Switch On event	200.64	
9	06/12/2019	101342	Cashbook	Catering	69.00	
9	06/12/2019	101343	Cashbook	Lights switch on	28.00	
9	06/12/2019	101345	Cashbook	Ranger resources	11.66	
9	06/12/2019	101346	Cashbook	Christmas Lights Switch on	55.62	
9	06/12/2019	101347	Cashbook	CCTV Service	6,459.83	
9	06/12/2019	101348	Cashbook	Christmas Lights Switch on	400.00	
9	06/12/2019	101349	Cashbook	Sparrow Park Topograph Survey	78.00	
9	12/12/2019	DDR	Cashbook	Lease	6.99	
9	16/12/2019	101350	Cashbook	Printing	19.20	
9	16/12/2019	101355	Cashbook	Christmas Lights	2,595.20	
9	16/12/2019	101356	Cashbook	Stationery and office supplies	29.66	
9	16/12/2019	101357	Cashbook	dog poo bags	32.33	
9	18/12/2019	DDR	Cashbook	Mobile	1.66	
9	19/12/2019	101358	Cashbook	Sustainable planting	76.06	
9	19/12/2019	101359	Cashbook	Christmas Tree lights	44.50	
9	19/12/2019	101360	Cashbook	Replacement refurb'd PCs	232.10	
9	19/12/2019	101360A	Cashbook	Addl	0.02	
9	23/12/2019	101362	Cashbook	AED instalation	30.15	
9	23/12/2019	101363	Cashbook	Printing	64.40	
9	23/12/2019	101.65	Cashbook	Architect fees for Silk Statue	207.75	
9	31/12/2019	DDR	Cashbook	Copies	23.87	
9	31/12/2019	DDR	Cashbook	Wifi	120.70	
10	08/01/2020	101367	Cashbook	Grant training	25.98	
10	08/01/2020	101368	Cashbook	Christmas Light infrastructure	214.60	
10	08/01/2020	101371	Cashbook	IT Licence	0.99	
10	08/01/2020	101372	Cashbook	Room Hire & IT	315.00	
10	08/01/2020	101373	Cashbook	Train station artwork	1,379.00	
10	10/01/2020	101376	Cashbook	Printing	16.40	
10	10/01/2020	101377	Cashbook	Christmas Lights switch on	50.00	
10	10/01/2020	101379	Cashbook	Christmas lights provision	1,297.60	
10	10/01/2020	101380	Cashbook	Grit bin	25.00	

A/c Code 105 VAT Control A/c

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
10	10/01/2020	101381	Cashbook	Christmas Lights disconnect	6.00	
10	10/01/2020	101382	Cashbook	Replacement Mic Cables	4.83	
10	13/01/2020	MICROSOFT	Cashbook	Refund of licences		238.75
10	14/01/2020	DDR	Cashbook	Lease	6.99	
10	20/01/2020	DDR	Cashbook	Mobile	1.66	
10	31/01/2020	DDR	Cashbook	Copies	20.98	
10	31/01/2020	DDR	Cashbook	Wifi	120.70	
11	06/02/2020	101388	Cashbook	Deceorative Lighting	5,756.25	
11	06/02/2020	101389	Cashbook	Planting	14.54	
11	06/02/2020	101390	Cashbook	Chinese New Year 1 Aid	31.00	
11	06/02/2020	101391	Cashbook	Event 1st Aid	76.80	
11	06/02/2020	101392	Cashbook	Christmas TRee & new bins	2,353.41	
11	06/02/2020	101393	Cashbook	Train Station Welcome installa	1,379.00	
11	06/02/2020	101394	Cashbook	Printing	11.20	
11	12/02/2020	DDR	Cashbook	Lease	6.99	
11	13/02/2020	101396	Cashbook	Ranger Svc & Recycling	2,116.53	
11	13/02/2020	101397	Cashbook	Ranger Materials	6.26	
11	21/02/2020	DDR	Cashbook	Mobile	1.66	
11	27/02/2020	101400	Cashbook	Youth Forum Pizza	17.61	
11	27/02/2020	101401	Cashbook	Silk Monument Legals	50.00	
11	27/02/2020	101403	Cashbook	Dog foul bags	82.10	
11	27/02/2020	101406	Cashbook	Accountancy support	370.00	
11	27/02/2020	101407	Cashbook	printing	20.00	
11	28/02/2020	DDR	Cashbook	Copies	23.46	
11	28/02/2020	DDR	Cashbook	Wifi	120.70	
12	09/03/2020	101409	Cashbook	Event training	112.00	
12	09/03/2020	101410	Cashbook	CCTV Data charge	117.60	
12	09/03/2020	101411	Cashbook	Printing	6.00	
12	09/03/2020	101412	Cashbook	Trees South Park	590.40	
12	09/03/2020	101414	Cashbook	Stationery & Office Equipment	16.01	
12	09/03/2020	101416	Cashbook	Ranger materials	60.44	
12	09/03/2020	101417	Cashbook	Ranger Van Decals	136.00	
12	12/03/2020	DDR	Cashbook	Lease	6.99	
12	20/03/2020	101424	Cashbook	Monument architects	280.75	
12	20/03/2020	101428	Cashbook	Bore hole investigations	35.00	
12	20/03/2020	101429	Cashbook	Pancake Race	42.00	
12	20/03/2020	101430	Cashbook	Printing	101.40	
12	20/03/2020	DDR	Cashbook	Mobile	1.33	
12	25/03/2020	DDR	Cashbook	Copies	46.42	
12	27/03/2020	101433	Cashbook	Birtles Road Drainage	56.00	
12	27/03/2020	101434	Cashbook	Tools - Ranger	5.83	
12	27/03/2020	101437	Cashbook	Website Transparency	210.00	
12	27/03/2020	101438	Cashbook	Stationery and office equipmen	18.23	
12	27/03/2020	101439	Cashbook	Printing	19.00	
12	30/03/2020	101447	Cashbook	Mapping Licence	270.00	

A/c Code 105 VAT Control A/c

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
12	30/03/2020	101450	Cashbook	Stationery & Equipment	6.81		
12	30/03/2020	101451	Cashbook	Meeting room hire	1.80		
12	31/03/2020	DDR	Cashbook	Wifi	120.70		
Account VAT Control A/c					Account Totals	140,987.03	80,619.58
Centre					Net Balance Month 12	60,367.45	

A/c Code 110 Prepayments

Centre (none)

Annual Budget 0

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
Account Prepayments					Account Totals	0.00	0.00
Centre					Net Balance Month 12	0.00	0.00

A/c Code 200 Current Bank A/c

Centre (none)

Annual Budget 0

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Refer to Cashbook For Details							
Account Current Bank A/c					Account Totals		
Centre					Refer to Cashbook		

A/c Code 201 CCLA Deposit

Centre (none)

Annual Budget 0

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Refer to Cashbook For Details							
Account CCLA Deposit					Account Totals		
Centre					Refer to Cashbook		

A/c Code 310 General Reserves

Centre (none)

Annual Budget 0

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	522,228.96

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
A/c Code 310 General Reserves						
Centre (none)						
Account General Reserves				Account Totals	0.00	522,228.96
Centre				Net Balance Month 12		522,228.96

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
A/c Code 320 Committed - Xmas Lights					Annual Budget	0
Centre (none)					Committed	0
Account Committed - Xmas Lights				Account Totals	0.00	0.00
Centre				Net Balance Month 12		0.00
				Opening Balance		0.00

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
A/c Code 330 Committed - Capital Asset Fund					Annual Budget	0
Centre (none)					Committed	0
Account Committed - Capital Asset Fund				Account Totals	0.00	5,000.00
Centre				Net Balance Month 12		5,000.00
				Opening Balance		5,000.00

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
A/c Code 340 Committed - Election Costs					Annual Budget	0
Centre (none)					Committed	0
Account Committed - Election Costs				Account Totals	0.00	4,000.00
Centre				Net Balance Month 12		4,000.00
				Opening Balance		4,000.00

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
A/c Code 350 Committed - Allotments					Annual Budget	0
Centre (none)					Committed	0
Account Committed - Allotments				Account Totals		40,133.00
Centre				Net Balance Month 12		40,133.00
				Opening Balance		40,133.00
12	31/03/2020	45	Journal	transfer from reserves	4,299.00	

A/c Code 350 Committed - Allotments

Centre (none)

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Account Committed - Allotments	Account Totals	4,299.00 40,133.00
				Centre	Net Balance Month 12	35,834.00

A/c Code 360 Committed - Public Convs

Centre (none)

Annual Budget 0

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Account Committed - Public Convs	Account Totals	0.00 109,000.00
				Centre	Net Balance Month 12	109,000.00
					Opening Balance	109,000.00

A/c Code 370 Committed - Economic Dev

Centre (none)

Annual Budget 0

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Account Committed - Economic Dev	Account Totals	0.00 122,180.00
				Centre	Net Balance Month 12	122,180.00
					Opening Balance	122,180.00

A/c Code 380 Committed - Street Furniture

Centre (none)

Annual Budget 0

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Account Committed - Street Furniture	Account Totals	0.00 15,000.00
				Centre	Net Balance Month 12	15,000.00
					Opening Balance	15,000.00

A/c Code 400 Committed - Investment

Centre (none)

Annual Budget 0

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Account Totals	0.00 75,905.00
					Opening Balance	75,905.00
12	31/03/2020	45	Journal	transfer from reserves	28,598.00	

A/c Code 400 Committed - Investment

Centre (none)

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Committed - Investment					Account Totals	28,598.00	75,905.00
Centre					Net Balance Month 12		47,307.00

A/c Code 510 Accruals

Centre (none)

Annual Budget 0

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Accruals					Account Totals	0.00	1,745.00
Centre					Net Balance Month 12		1,745.00
					Opening Balance		1,745.00

A/c Code 1001 Income - Bookings

Centre 104 Weston Community Centre

Annual Budget 5,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Income - Bookings					Account Totals	0.00	5,000.00
Centre Weston Community Centre					Net Balance Month 12		5,000.00
					Opening Balance		0.00
5	17/09/2019	Led No 1	Sales Ledger	Sales Daybook Summary 7		5,000.00	

A/c Code 1005 Income - Grants & Donations

Centre 112 Grants & Donations

Annual Budget 0

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Income - Grants & Donations					Account Totals	6,472.00	6,472.00
Centre Grants & Donations					Net Balance Month 12		0.00
					Opening Balance		0.00
2	29/05/2019	CEC	Cashbook	Grant		6,472.00	
5	01/08/2019	44	Journal	Transfer to Public Realm	6,472.00		

A/c Code 1007 Income - Interest

Centre 101 Administration

Annual Budget 0

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Income - Interest					Account Totals		
Centre Administration					Net Balance Month 12		
					Opening Balance		0.00
1	01/04/2019	DIV	Cashbook	Dividend		508.07	
2	01/05/2019	div	Cashbook	Dividend		533.02	
3	01/06/2019	DIV	Cashbook	Dividend		524.37	

A/c Code 1007 Income - Interest

Centre 101 Administration

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
4	01/07/2019	DIV	Cashbook	Dividend		468.17	
5	01/08/2019	DIV	Cashbook	Dividend		542.18	
6	02/09/2019	DIV	Cashbook	Dividend		480.75	
7	01/10/2019	div	Cashbook	Dividend		493.46	
8	01/11/2019	DIV	Cashbook	Dividend		489.87	
9	01/12/2019	DIV	Cashbook	Dividend		460.26	
10	02/01/2020	DIV	Cashbook	Dividend		510.82	
11	01/02/2020	DIV	Cashbook	Dividend		492.15	
12	02/03/2020	DIV	Cashbook	Dividend		445.71	
Account Income - Interest					Account Totals	0.00	5,948.83
Centre Administration					Net Balance Month 12		5,948.83

A/c Code 1176 Precept

Annual Budget 750,048

Centre 101 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance						0.00	
1	12/04/2019	PREC	Cashbook	Precept 1		374,774.00	
6	03/09/2019	CE	Cashbook	Precept 2		374,774.00	
Account Precept					Account Totals	0.00	749,548.00
Centre Administration					Net Balance Month 12		749,548.00

A/c Code 4000 Wages & Salaries

Annual Budget 149,898

Centre 101 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	01/04/2018	101094	Cashbook	Pay roll Apr - Jun	35,122.89	
1	24/04/2019	101112	Cashbook	Apr - Jun Pension adjustment	135.90	
3	25/06/2019	101178	Cashbook	Payroll Jul Sept 2019	35,313.79	
5	08/08/2019	101201	Cashbook	Paryroll charge	76.50	
5	14/08/2019	101221	Cashbook	Payroll costs	245.78	
6	09/09/2019	101238	Cashbook	Sept Payroll	31.00	
6	23/09/2019	100014	Cashbook	Refund of overpayment		500.00
6	24/09/2019	101243	Cashbook	Oct-Dec PAYroll	35,757.29	
8	07/11/2019	101301	Cashbook	Payroll costs	56.50	
8	28/11/2019	101326	Cashbook	Payroll Jan-Mar 2020	35,257.29	
8	28/11/2019	101327	Cashbook	Temp cover	79.25	
9	16/12/2019	101351	Cashbook	payroll costs	55.00	

A/c Code 4000 Wages & Salaries

Centre 101 Administration

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Wages & Salaries					Account Totals	142,131.19	500.00
Centre Administration					Net Balance Month 12	141,631.19	

A/c Code 4005 Rent & Utilities

Annual Budget 10,000

Centre 101 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Rent & Utilities					Account Totals	4,967.12	0.00
Centre Administration					Net Balance Month 12	4,967.12	

A/c Code 4010 Photocopier

Annual Budget 2,000

Centre 101 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Photocopier					Account Totals	2,000.00	
Centre Administration					Net Balance Month 12	2,000.00	

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	12/04/2019	DDR	Cashbook	Lease	34.93	
1	30/04/2019	DDR	Cashbook	Copies	137.12	
2	13/05/2019	DDR	Cashbook	Lease	34.93	
2	31/05/2019	DDR	Cashbook	Copies	75.94	
3	12/06/2019	DDR	Cashbook	Lease	34.93	
3	21/06/2019	280619	Cashbook	Copies	208.66	
4	12/07/2019	DDR	Cashbook	Lease	34.93	
4	31/07/2019	DDR	Cashbook	Copies	105.17	
5	12/08/2019	DDR	Cashbook	Lease	34.93	
5	22/08/2019	300819	Cashbook	Copies	74.41	
6	12/09/2019	DDR	Cashbook	Lease	34.93	
6	30/09/2019	DDR	Cashbook	Copies	109.06	
7	14/10/2019	DDR	Cashbook	Lease	34.93	
7	31/10/2019	DDR	Cashbook	Copies	158.22	
8	12/11/2019	DDR	Cashbook	Lease	34.93	
8	29/11/2019	DDR	Cashbook	Copies	86.55	
9	12/12/2019	DDR	Cashbook	Lease	34.93	
9	31/12/2019	DDR	Cashbook	Copies	119.34	
10	14/01/2020	DDR	Cashbook	Lease	34.93	
10	31/01/2020	DDR	Cashbook	Copies	104.88	
11	12/02/2020	DDR	Cashbook	Lease	34.93	
11	28/02/2020	DDR	Cashbook	Copies	117.27	
12	12/03/2020	DDR	Cashbook	Lease	34.93	
12	25/03/2020	DDR	Cashbook	Copies	232.10	

A/c Code 4010 Photocopier

Centre 101 Administration

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Photocopier					Account Totals	1,947.88	0.00
Centre Administration					Net Balance Month 12	1,947.88	

A/c Code 4011 Travel/Expenses

Annual Budget 500

Centre 101 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
2	01/05/2019	101126	Cashbook	Mileage	12.00		
4	04/07/2019	101187	Cashbook	Train to london	173.10		
7	11/10/2019	101268	Cashbook	Expenses	26.00		
7	11/10/2019	101272	Cashbook	Expenses	62.28		
7	16/10/2019	101273	Cashbook	Expenses	80.29		
7	24/10/2019	101288	Cashbook	Expenses	10.80		
7	24/10/2019	101290	Cashbook	Expenses	78.50		
7	24/10/2019	101290	Cashbook	Expenses	1.60		
7	24/10/2019	101290	Cashbook	Expenses	4.00		
7	25/10/2019	101293	Cashbook	expenses	10.80		
7	30/10/2019	101296	Cashbook	Expenses	19.00		
9	06/12/2019	101336	Cashbook	Mileage Expenses	12.98		
11	27/02/2020	101404	Cashbook	Expenses	22.05		
Account Travel/Expenses					Account Totals	513.40	0.00
Centre Administration					Net Balance Month 12	513.40	

A/c Code 4011 Travel/Expenses

Annual Budget 0

Centre 102 Civic

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
12	20/03/2020	101420	Cashbook	Mayoral expenses	76.95		
Account Travel/Expenses					Account Totals	76.95	0.00
Centre Civic					Net Balance Month 12	76.95	

A/c Code 4012 Mayors Allowance

Annual Budget 3,000

Centre 102 Civic

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
5	14/08/2019	101221	Cashbook	Payroll costs	3,000.00	

A/c Code 4012 Mayors Allowance

Centre 102 Civic

Month	Date	Reference	Source	Transaction Detail	Debit	Credit		
				Account	Mayors Allowance	Account Totals	3,000.00	0.00
				Centre	Civic	Net Balance Month 12	3,000.00	

A/c Code 4013 Civic Events

Annual Budget 7,500

Centre 102 Civic

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	01/04/2018	101095	Cashbook	Civic Awards costs/expenses	90.00	
1	09/04/2019	101099	Cashbook	engraving	50.00	
1	24/04/2019	10113	Cashbook	Mayoral photography	300.00	
1	24/04/2019	101117	Cashbook	St George's Day	200.00	
2	10/06/2019	101162	Cashbook	Catering	480.00	
2	10/06/2019	101163	Cashbook	Mayoral photography	168.75	
2	10/06/2019	101164	Cashbook	Mayoral photography	200.00	
2	10/06/2019	101171	Cashbook	Expenses	76.50	
2	10/06/2019	101171	Cashbook	Expenses	15.00	
2	10/06/2019	101162	Cashbook	Reverse		480.00
2	10/06/2019	101163	Cashbook	Reverse		168.75
2	10/06/2019	101164	Cashbook	Reverse		200.00
2	10/06/2019	101171	Cashbook	Reverse		76.50
2	10/06/2019	101171	Cashbook	Reverse		15.00
3	10/06/2019	101162	Cashbook	Catering	480.00	
3	10/06/2019	101163	Cashbook	Mayoral photography	168.75	
3	10/06/2019	101164	Cashbook	Mayoral photography	200.00	
3	10/06/2019	101171	Cashbook	Expenses	76.50	
3	10/06/2019	101171	Cashbook	Expenses	15.00	
3	25/06/2019	101173	Cashbook	Photography	50.00	
3	25/06/2019	101176	Cashbook	Catering	1,360.00	
3	25/06/2019	101176	Cashbook	Catering	210.00	
4	19/07/2019	101192	Cashbook	Printing	8.00	
5	01/08/2019	101192A	Cashbook	Printing		0.50
6	24/09/2019	101249	Cashbook	Mayoral photography	38.00	
6	25/09/2019	101254	Cashbook	Mourning Rosettes	17.50	
6	25/09/2019	101258	Cashbook	Photography	80.00	
7	11/10/2019	101261	Cashbook	Printing	184.00	
7	11/10/2019	101270	Cashbook	Mourning resources	128.00	
7	24/10/2019	101283	Cashbook	Photography	337.50	
7	24/10/2019	101290	Cashbook	mourning resources	65.43	
7	30/10/2019	101299	Cashbook	Civic Awards	268.98	
8	14/11/2019	101318	Cashbook	Mayor's Christmas Card	50.00	
8	14/11/2019	101319	Cashbook	Civic & Remembrance Catering	1,700.00	
8	14/11/2019	101323	Cashbook	Room Hire	409.60	

A/c Code 4013 Civic Events

Centre 102 Civic

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
8	14/11/2019	101323	Cashbook	Room Hire	179.20		
8	14/11/2019	101323	Cashbook	Room Hire	57.60		
8	14/11/2019	101323	Cashbook	Room Hire	27.00		
8	28/11/2019	101334	Cashbook	Printing	30.00		
9	16/12/2019	101350	Cashbook	Printing	58.00		
9	16/12/2019	101353	Cashbook	Event traffic Mgt	50.00		
9	23/12/2019	101361	Cashbook	Mileage expenses	268.15		
9	23/12/2019	101363	Cashbook	Printing	36.00		
11	27/02/2020	101407	Cashbook	printing	14.00		
12	30/03/2020	101451	Cashbook	Mayor's Prayer Breakfast	90.92		
12	30/03/2020	101451	Cashbook	Mayor's Prayer Breakfast	122.88		
Account Civic Events					Account Totals	8,361.26	940.75
Centre Civic					Net Balance Month 12	7,420.51	

A/c Code 4014 Training

Annual Budget 2,000

Centre 101 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
1	09/04/2019	101098	Cashbook	Training and Development	1,000.00		
2	15/05/2019	101150	Cashbook	ILCA Training	99.00		
2	10/06/2019	101171	Cashbook	Expenses	23.00		
2	10/06/2019	101171	Cashbook	Reverse		23.00	
3	10/06/2019	101171	Cashbook	Expenses	23.00		
4	18/07/2019	101195	Cashbook	Training	337.50		
6	09/09/2019	101237	Cashbook	Training	105.00		
6	24/09/2019	101248	Cashbook	Conference	60.00		
9	23/12/2019	101364	Cashbook	Training	130.00		
10	08/01/2020	101367	Cashbook	Grant training	129.87		
10	10/01/2020	101378	Cashbook	Training expenses	74.00		
12	09/03/2020	101413	Cashbook	Training	70.00		
12	20/03/2020	101423	Cashbook	training	35.00		
Account Training					Account Totals	2,086.37	23.00
Centre Administration					Net Balance Month 12	2,063.37	

A/c Code 4015 Postage

Annual Budget 500

Centre 101 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
5	04/09/2018	101227	Cashbook	Stamps & envelopes	122.00	
5	08/08/2019	101210	Cashbook	stationery and stamps	61.00	

A/c Code 4015 Postage

Centre 101 Administration

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
7	11/10/2019	101260	Cashbook	Stationery	106.00		
7	24/10/2019	101290	Cashbook	Expenses	6.55		
12	09/03/2020	101414	Cashbook	Stationery & Office Equipment	53.00		
12	27/03/2020	101438	Cashbook	Stationery and office equipmen	122.20		
Account Postage					Account Totals	470.75	0.00
Centre Administration					Net Balance Month 12	470.75	

A/c Code 4016 IT

Annual Budget 2,500

Centre 101 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
1	24/04/2019	101120	Cashbook	Email licence	11.74		
3	25/06/2019	101175	Cashbook	Licences	7.38		
5	08/08/2019	101203	Cashbook	program licences	1,180.80		
6	25/09/2019	101253	Cashbook	Licences	1,180.80		
6	25/09/2019	1203A	Cashbook	Reverse duplicate cheque	1,180.80		
6	25/09/2019	1203AA	Cashbook	Reverse 2 duplicates!		2,361.60	
8	01/11/2019	101253A	Cashbook	Licences	1,180.80		
8	08/11/2019	101308	Cashbook	Training & web design	125.00		
9	19/12/2019	101360	Cashbook	Replacement refurb'd PCs	1,160.50		
9	19/12/2019	101360A	Cashbook	Addl	0.07		
10	08/01/2020	101371	Cashbook	IT Licence	4.95		
10	08/01/2020	101372	Cashbook	Annual IT Support	1,575.00		
10	13/01/2020	MICROSOFT	Cashbook	Refund of licences		1,193.77	
Account IT					Account Totals	7,607.84	3,555.37
Centre Administration					Net Balance Month 12	4,052.47	

A/c Code 4017 Advertising

Annual Budget 1,000

Centre 101 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
2	01/05/2019	101133	Cashbook	Meeting advertising	168.91		
12	27/03/2020	101432	Cashbook	Website improvements	230.00		
Account Advertising					Account Totals	398.91	0.00
Centre Administration					Net Balance Month 12	398.91	

A/c Code		4018 Communications			Annual Budget	5,000
Centre		101 Administration			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	01/04/2019	DDR	Cashbook	Hosting	9.95	
1	09/04/2019	101102	Cashbook	Printing	592.00	
1	23/04/2019	DDR	Cashbook	Mobile	7.92	
1	24/04/2019	101122	Cashbook	Survey Monkey Subs	340.00	
2	01/05/2019	DDR	Cashbook	Hosting	9.95	
2	15/05/2019	101139	Cashbook	GDPR Compliance	650.00	
2	22/05/2019	DDR	Cashbook	Mobile	7.92	
2	10/06/2019	101153	Cashbook	Website revisions	45.00	
2	10/06/2019	101157	Cashbook	Freewoman Framing x 2	80.00	
2	10/06/2019	101161	Cashbook	Printing	116.00	
2	10/06/2019	101153	Cashbook	Reverse		45.00
2	10/06/2019	101157	Cashbook	Reverse		80.00
2	10/06/2019	101161B	Cashbook	Reverse		116.00
3	03/06/2019	DDR	Cashbook	Hosting	9.95	
3	10/06/2019	101153	Cashbook	Website revisions	45.00	
3	10/06/2019	101157	Cashbook	Freewoman framing x2	80.00	
3	10/06/2019	101161	Cashbook	Printing	116.00	
3	21/06/2019	DDR	Cashbook	Mobile	7.92	
4	01/07/2019	DDR	Cashbook	Hosting	9.95	
4	22/07/2019	DDR	Cashbook	Mobile	8.31	
5	01/08/2019	DDR	Cashbook	Hosting	9.95	
5	08/08/2019	101209	Cashbook	Printing	154.00	
5	08/08/2019	101209	Cashbook	Printing	475.00	
5	08/08/2019	101209	Cashbook	Printing	136.00	
5	22/08/2019	DDR	Cashbook	Mobile	8.67	
5	04/09/2019	101226	Cashbook	Printing	84.00	
5	04/09/2019	101228	Cashbook	Roll of Honour	120.00	
5	08/09/2019	101222	Cashbook	Website renewal	118.00	
6	02/09/2019	DDR	Cashbook	Hosting	9.95	
6	20/09/2019	DDR	Cashbook	Mobile	8.32	
6	25/09/2019	DDR	Cashbook	Website	50.00	
7	01/10/2019	DDR	Cashbook	Hosting	9.95	
7	16/10/2019	DDR	Cashbook	Website	50.00	
7	22/10/2019	DDR	Cashbook	Mobile	8.31	
8	01/11/2019	DDR	Cashbook	Hosting	9.95	
8	08/11/2019	101309	Cashbook	Printing	475.00	
8	14/11/2019	101316	Cashbook	Website accessibility	500.00	
8	18/11/2019	DDR	Cashbook	Website	50.00	
8	22/11/2019	DDR	Cashbook	Mobile	8.31	
9	02/12/2019	DDR	Cashbook	Hosting	9.95	
9	16/12/2019	101350	Cashbook	Printing	38.00	
9	16/12/2019	DDR	Cashbook	Website	50.00	
9	18/12/2019	DDR	Cashbook	Mobile	8.31	
9	23/12/2019	101363	Cashbook	Printing	58.00	

A/c Code 4018 Communications

Centre 101 Administration

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
10	02/01/2020	DDR	Cashbook	Hosting	9.95		
10	16/01/2020	DDR	Cashbook	Website	50.00		
10	20/01/2020	DDR	Cashbook	Mobile	8.31		
11	03/02/2020	DDR	Cashbook	Hosting	9.95		
11	17/02/2020	DDR	Cashbook	Website	50.00		
11	21/02/2020	DDR	Cashbook	Mobile	8.31		
12	02/03/2020	DDR	Cashbook	Hosting	9.95		
12	09/03/2020	101408	Cashbook	Canva	108.99		
12	09/03/2020	101408	Cashbook	subs and canva	20.99		
12	09/03/2020	101418	Cashbook	web site added pages	180.00		
12	09/03/2020	101419	Cashbook	Expenses	204.49		
12	16/03/2020	DDR	Cashbook	Website	50.00		
12	20/03/2020	DDR	Cashbook	Mobile	6.67		
Account Communications					Account Totals	5,303.15	241.00
Centre Administration					Net Balance Month 12	5,062.15	

A/c Code 4019 Equipment

Annual Budget 1,500

Centre 101 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
1	24/04/2019	101111	Cashbook	work wear	66.99		
7	11/10/2019	101263	Cashbook	Dais Chair Refurbishment	168.00		
7	11/10/2019	101264	Cashbook	Hot Water Urn	59.99		
7	11/10/2019	101266	Cashbook	AED Pads	150.00		
7	24/10/2019	101290	Cashbook	Expenses	14.00		
7	24/10/2019	101290	Cashbook	Expenses	56.00		
7	24/10/2019	101290	Cashbook	Expenses	10.49		
7	24/10/2019	101290	Cashbook	Expenses	7.00		
10	10/01/2020	101382	Cashbook	Replacement Mic Cables	24.13		
Account Equipment					Account Totals	556.60	0.00
Centre Administration					Net Balance Month 12	556.60	

A/c Code 4020 Audit Fee

Annual Budget 3,000

Centre 101 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
2	01/05/2019	101023	Cashbook	Audit	703.80	
6	13/09/2019	101239	Cashbook	Audit	1,300.00	
8	07/11/2019	101304	Cashbook	Accounts software licence	661.00	

A/c Code 4020 Audit Fee

Centre 101 Administration

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
		Account	Audit Fee		Account Totals	2,664.80	0.00
		Centre	Administration		Net Balance Month 12	2,664.80	

A/c Code 4021 Accountancy Support

Centre 101 Administration

Annual Budget 2,500

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
					Opening Balance	0.00	
11	27/02/2020	101406	Cashbook	Accountancy support	1,850.00		
		Account	Accountancy Support		Account Totals	1,850.00	0.00
		Centre	Administration		Net Balance Month 12	1,850.00	

A/c Code 4022 Legal & Professional

Centre 101 Administration

Annual Budget 1,000

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
					Opening Balance	0.00	
2	01/05/2019	101131	Cashbook	Legal and professional costs	644.00		
2	10/06/2019	101156	Cashbook	Office lease	390.00		
2	10/06/2019	101156	Cashbook	Reverse		390.00	
3	10/06/2019	101156	Cashbook	Office lease	390.00		
3	25/06/2019	101174	Cashbook	GDPR - secure doc disposal	75.00		
		Account	Legal & Professional		Account Totals	1,499.00	390.00
		Centre	Administration		Net Balance Month 12	1,109.00	

A/c Code 4022 Legal & Professional

Centre 103 Allotments

Annual Budget 0

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
					Opening Balance	0.00	
1	09/04/2019	101110	Cashbook	Allotment transfers	1,594.00		
		Account	Legal & Professional		Account Totals	1,594.00	0.00
		Centre	Allotments		Net Balance Month 12	1,594.00	

A/c Code 4022 Legal & Professional

Centre 105 Public Conveniences

Annual Budget 0

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Opening Balance	0.00

A/c Code 4022 Legal & Professional

Centre 105 Public Conveniences

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
6	24/09/2019	101247	Cashbook	Toilets legals	774.00		
Account Legal & Professional					Account Totals	774.00	0.00
Centre Public Conveniences					Net Balance Month 12	774.00	

A/c Code 4023 HR & H&S Support

Centre 101 Administration

Annual Budget 1,800

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
7	11/10/2019	101265	Cashbook	HR & H&S Advisors/Underwriters	1,600.00		
Account HR & H&S Support					Account Totals	1,600.00	0.00
Centre Administration					Net Balance Month 12	1,600.00	

A/c Code 4024 Subscriptions

Centre 101 Administration

Annual Budget 2,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
2	10/06/2019	101154	Cashbook	subscription	22.00		
2	10/06/2019	101167	Cashbook	Subscription	1,470.04		
2	10/06/2019	101154	Cashbook	Reverse		22.00	
2	10/06/2019	101167	Cashbook	Reverse		1,470.04	
3	10/06/2019	101154	Cashbook	subscription	22.00		
3	10/06/2019	101167	Cashbook	Subscription	1,470.04		
4	04/07/2019	101187	Cashbook	bubble wrap for mace	7.99		
5	08/08/2019	101202	Cashbook	Membership	379.00		
6	06/09/2019	DDR	Cashbook	Information Commissioner	35.00		
12	30/03/2020	101447	Cashbook	Mapping Licence	1,350.00		
Account Subscriptions					Account Totals	4,756.07	1,492.04
Centre Administration					Net Balance Month 12	3,264.03	

A/c Code 4025 Insurance

Centre 101 Administration

Annual Budget 4,250

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
2	15/05/2019	101134	Cashbook	Council insurance 2019/20	3,944.98	

A/c Code 4025 Insurance
 Centre 101 Administration

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Insurance					Account Totals	3,944.98	0.00
Centre Administration					Net Balance Month 12	3,944.98	

A/c Code 4026 Stationary
 Centre 101 Administration

Annual Budget 1,275
 Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
2	01/05/2019	101128	Cashbook	Printing	58.00		
2	01/05/2019	101129	Cashbook	bin bags	15.18		
2	15/05/2019	101151	Cashbook	stationery	22.89		
2	10/06/2019	101168	Cashbook	Stationery	93.82		
2	10/06/2019	101171	Cashbook	Expenses	19.98		
2	10/06/2019	101168	Cashbook	Reverse		93.82	
2	10/06/2019	101171	Cashbook	Reverse		19.98	
3	10/06/2019	101168	Cashbook	Stationery	93.82		
3	10/06/2019	101171	Cashbook	Expenses	19.98		
4	04/07/2019	101180	Cashbook	stationery	32.98		
5	04/09/2018	101227	Cashbook	Stamps & envelopes	9.89		
5	08/08/2019	101210	Cashbook	stationery and stamps	42.90		
5	08/08/2019	101210	Cashbook	first aid kit	32.99		
5	08/08/2019	101210	Cashbook	stationery and stamps	13.98		
5	08/08/2019	101210	Cashbook	stationery and stamps	9.99		
5	08/08/2019	101210	Cashbook	stationery and stamps	2.90		
7	11/10/2019	101260	Cashbook	Stationery	12.18		
7	11/10/2019	101260	Cashbook	Stationery	35.92		
7	11/10/2019	101260	Cashbook	Stationery	42.90		
7	11/10/2019	101260	Cashbook	Stationery	17.49		
7	11/10/2019	101260	Cashbook	Stationery	10.99		
8	14/11/2019	101322	Cashbook	Stationery	60.56		
8	28/11/2019	101333	Cashbook	Stationery	430.90		
9	16/12/2019	101356	Cashbook	Stationery and office supplies	148.30		
11	27/02/2020	101407	Cashbook	printing	86.00		
12	09/03/2020	101414	Cashbook	Stationery & Office Equipment	6.99		
12	09/03/2020	101414	Cashbook	Stationery & Office Equipment	73.07		
12	27/03/2020	101438	Cashbook	Stationery and office equipmen	60.39		
12	27/03/2020	101438	Cashbook	Stationery and office equipmen	31.06		
12	30/03/2020	101450	Cashbook	Stationery & Equipment	34.06		
Account Stationary					Account Totals	1,520.11	113.80
Centre Administration					Net Balance Month 12	1,406.31	

A/c Code		4027 Catering			Annual Budget	750	
Centre		101 Administration			Committed	0	
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
2	15/05/2019	101146	Cashbook	Catering	143.50		
2	10/06/2019	101162	Cashbook	Catering	42.50		
2	10/06/2019	101171	Cashbook	Expenses	1.28		
2	10/06/2019	101162	Cashbook	Reverse		42.50	
2	10/06/2019	101171	Cashbook	Reverse		1.28	
3	10/06/2019	101162	Cashbook	Catering	42.50		
3	10/06/2019	101171	Cashbook	Expenses	1.28		
3	25/06/2019	101176	Cashbook	Catering	36.00		
4	04/07/2019	101187	Cashbook	Chinese visitors	74.05		
4	04/07/2019	101187	Cashbook	juice	3.60		
5	08/08/2019	101213	Cashbook	Catering	108.00		
7	11/10/2019	101260	Cashbook	Stationery	43.27		
7	11/10/2019	101260	Cashbook	Stationery	23.49		
7	24/10/2019	101290	Cashbook	Expenses	20.10		
11	06/02/2020	101384	Cashbook	Civic Event	104.00		
12	09/03/2020	101408	Cashbook	Catering	31.10		
12	09/03/2020	101414	Cashbook	Stationery & Office Equipment	46.98		
Account Catering					Account Totals	721.65	43.78
Centre Administration					Net Balance Month 12	677.87	

A/c Code		4028 Bank Charges			Annual Budget	500
Centre		101 Administration			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	02/04/2019	DDR	Cashbook	Charge	12.50	
1	04/04/2019	DDR	Cashbook	Charge	21.00	
1	05/04/2019	DDR	Cashbook	Charge	8.00	
1	09/04/2019	DDR	Cashbook	Charge	8.00	
2	09/05/2019	DDR	Cashbook	Interest	1.16	
2	09/05/2019	DDR	Cashbook	Charges	42.25	
2	09/05/2019	DDR	Cashbook	Loyalty		8.45
3	04/06/2019	DDR	Cashbook	Charges	21.52	
4	05/07/2019	DDR	Cashbook	Charges	17.68	
5	05/08/2019	DDR	Cashbook	Charges	20.76	
6	05/09/2019	DDR	Cashbook	Charges	16.60	
6	26/09/2019	DDR	Cashbook	Charge	12.50	
7	07/10/2019	DDR	Cashbook	Bank Charges	22.36	
8	04/11/2019	DDR	Cashbook	Charges	22.56	
9	05/12/2019	DDR	Cashbook	Charges	28.60	
10	09/01/2020	DDR	Cashbook	Charges	26.92	
11	03/02/2020	DDR	Cashbook	Charges	20.92	

A/c Code 4028 Bank Charges

Centre 101 Administration

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
12	06/03/2020	DDR	Cashbook	Charges	21.76		
Account Bank Charges					Account Totals	325.09	8.45
Centre Administration					Net Balance Month 12	316.64	

A/c Code 4029 Room Hire

Annual Budget 3,750

Centre 101 Administration

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
2	15/05/2019	101138	Cashbook	room hire	685.00		
2	10/06/2019	101170	Cashbook	Room Hire	229.38		
2	10/06/2019	101170	Cashbook	Reverse		229.38	
3	10/06/2019	101170	Cashbook	Room hire	229.38		
4	17/07/2019	101197A	Cashbook	Room hire	45.00		
4	18/07/2019	101197	Cashbook	room hire	1,416.05		
5	08/08/2019	101211	Cashbook	Room hire	541.86		
7	16/10/2019	101278	Cashbook	Room Hire	349.38		
8	14/11/2019	101323	Cashbook	Room Hire	244.03		
9	16/12/2019	101352	Cashbook	room hire - town hall	144.00		
10	08/01/2020	101372	Cashbook	Room Hire	174.69		
11	13/02/2020	101399	Cashbook	Room Hire	114.00		
12	27/03/2020	101436	Cashbook	Room Hire	143.36		
12	30/03/2020	101451	Cashbook	Meeting room hire	96.00		
12	30/03/2020	101451	Cashbook	Meeting room hire	114.69		
Account Room Hire					Account Totals	4,526.82	229.38
Centre Administration					Net Balance Month 12	4,297.44	

A/c Code 4032 Allotment Expenditure

Annual Budget 0

Centre 103 Allotments

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	09/04/2019	101100	Cashbook	Copy historical documents	187.50	
1	09/04/2019	101106	Cashbook	Allotment clearance skips	387.50	
2	01/05/2019	101130	Cashbook	Allotment skips	375.00	
2	15/05/2019	101135	Cashbook	Allotment skip	375.00	
2	15/05/2019	101137	Cashbook	Allotment drainage	1,005.00	
12	27/03/2020	101433	Cashbook	Birtles Road Drainage	280.00	
12	27/03/2020	101439	Cashbook	Printing	95.00	

A/c Code 4032 Allotment Expenditure

Centre 103 Allotments

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Allotment Expenditure					Account Totals	2,705.00	0.00
Centre Allotments					Net Balance Month 12	2,705.00	

A/c Code 4033 Planning Committee

Annual Budget 10,000

Centre 113 Planning Committee

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Planning Committee					Account Totals	2,380.90	1,183.45
Centre Planning Committee					Net Balance Month 12	1,197.45	

A/c Code 4050 Christmas Lights Installation

Annual Budget 55,000

Centre 115 Christmas Lights

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Account Christmas Lights Installation					Account Totals	40,623.76	0.00
Centre Christmas Lights					Net Balance Month 12	40,623.76	

A/c Code 4052 Christmas Lights Switch On

Annual Budget 0

Centre 115 Christmas Lights

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00

A/c Code 4052 Christmas Lights Switch On

Centre 115 Christmas Lights

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
8	08/11/2019	101312	Cashbook	Crowd Barriers	140.00		
9	06/12/2019	101339	Cashbook	Lights Switch On event	1,003.22		
9	06/12/2019	101341	Cashbook	Christmas Lghts Switch on	1,150.00		
9	06/12/2019	101342	Cashbook	Catering	97.50		
9	06/12/2019	101343	Cashbook	Lights switch on	140.00		
9	06/12/2019	101346	Cashbook	Christmas Lights Switch on	278.12		
9	06/12/2019	101348	Cashbook	Christmas Lights Switch on	2,000.00		
9	16/12/2019	101352	Cashbook	room hire - town hall	432.64		
9	16/12/2019	101353	Cashbook	Event traffic Mgt	150.00		
9	16/12/2019	101354	Cashbook	Christmas Lights Switch On	315.00		
9	19/12/2019	101359	Cashbook	Christmas Tree lights	222.50		
10	10/01/2020	101377	Cashbook	Christmas Lights switch on	250.00		
11	06/02/2020	101391	Cashbook	Event 1st Aid	288.00		
Account Christmas Lights Switch On					Account Totals	6,466.98	0.00
Centre Christmas Lights					Net Balance Month 12	6,466.98	

A/c Code 4053 CCTV

Annual Budget 34,475

Centre 107 Projects & Events

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
9	06/12/2019	101347	Cashbook	CCTV Service	32,299.15		
Account CCTV					Account Totals	32,299.15	0.00
Centre Projects & Events					Net Balance Month 12	32,299.15	

A/c Code 4058 Remembrance

Annual Budget 6,000

Centre 107 Projects & Events

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
2	15/05/2019	101136	Cashbook	WW1 memorial interpretation	130.95	
2	31/05/2019	100969	Cashbook	Reverse cheque		113.33
4	04/07/2019	101185	Cashbook	Printing	395.00	
7	24/10/2019	101286	Cashbook	Remembrance Sunday	2,965.34	
8	07/11/2019	101303	Cashbook	Poppy Apeal Wreaths	60.00	
8	07/11/2019	101305	Cashbook	Bugler Remembrance	45.00	
8	08/11/2019	101309	Cashbook	Printing	456.00	
8	08/11/2019	101311	Cashbook	Poppy Apeal Wreaths	34.50	
8	14/11/2019	101319	Cashbook	Civic & Remembrance Catering	770.00	
8	28/11/2019	101329	Cashbook	Remembrance street poppies	150.00	
8	28/11/2019	101330	Cashbook	Remembrance Parade	200.00	
9	16/12/2019	101352	Cashbook	room hire - town hall	358.40	

A/c Code 4058 Remembrance

Centre 107 Projects & Events

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
9	16/12/2019	101352	Cashbook	room hire - town hall	102.40		
9	16/12/2019	101353	Cashbook	Event traffic Mgt	480.00		
9	16/12/2019	101353	Cashbook	Event traffic Mgt	100.00		
Account Remembrance					Account Totals	6,247.59	113.33
Centre Projects & Events					Net Balance Month 12	6,134.26	

A/c Code 4059 Citizens Advice Bureau

Annual Budget 40,000

Centre 108 Community Delivery

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
1	24/04/2019	101121	Cashbook	SLA 2019/20 1/2	20,000.00		
7	30/10/2019	101294	Cashbook	Service Level payment 2	20,000.00		
Account Citizens Advice Bureau					Account Totals	40,000.00	0.00
Centre Community Delivery					Net Balance Month 12	40,000.00	

A/c Code 4060 Barnaby Festival

Annual Budget 7,500

Centre 108 Community Delivery

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
4	05/07/2019	101188	Cashbook	Funding	7,500.00		
Account Barnaby Festival					Account Totals	7,500.00	0.00
Centre Community Delivery					Net Balance Month 12	7,500.00	

A/c Code 4061 Public Realm

Annual Budget 15,000

Centre 107 Projects & Events

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
2	01/05/2019	101132	Cashbook	Ranger PPE	557.60	
2	15/05/2019	101144	Cashbook	Christchurch Benches refurb	316.26	
2	15/05/2019	101149	Cashbook	Recycling bins Dog Waste bags	1,062.63	
2	10/06/2019	101152	Cashbook	Ranger Service tools	96.64	
2	10/06/2019	101171	Cashbook	Expenses	9.50	
2	10/06/2019	101152	Cashbook	Reverse		96.63
2	10/06/2019	101171	Cashbook	Reverse		9.50
3	01/06/2019	101152	Cashbook	Ranger service tools	96.64	
3	10/06/2019	101171	Cashbook	Expenses	9.50	
4	04/07/2019	101181	Cashbook	Dog foul pick up bags	48.41	

A/c Code 4061 Public Realm

Centre 107 Projects & Events

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
4	04/07/2019	101187	Cashbook	land registry searches	24.00	
4	15/07/2019	101190	Cashbook	Replacement trees Jasmine Park	340.00	
4	18/07/2019	101191	Cashbook	PLanterns (Tytherington)	1,397.61	
4	18/07/2019	101194	Cashbook	Paints	4.02	
4	18/07/2019	101196	Cashbook	Litter Pickers & Bag rings	356.00	
4	19/07/2019	101198	Cashbook	painting Mkt Sq benches	273.00	
5	01/08/2019	44	Journal	Transfer from Grants and Donat		6,472.00
5	08/08/2019	101212	Cashbook	Bin emptying	957.63	
5	14/08/2019	101214	Cashbook	Graffiti Cleaning	108.31	
5	14/08/2019	101215	Cashbook	Public Realm planting	48.05	
5	14/08/2019	101216	Cashbook	Ranger equipment	358.33	
5	14/08/2019	101219	Cashbook	Dog foul bags	161.66	
6	09/09/2019	101235	Cashbook	Ranger Tools	494.79	
6	24/09/2019	101246	Cashbook	Waste bins	1,245.35	
6	24/09/2019	101250	Cashbook	Ranger Tools	257.24	
6	24/09/2019	101251	Cashbook	Sustainable planting	970.85	
7	11/10/2019	101261	Cashbook	Printing	368.00	
7	11/10/2019	101267	Cashbook	Bulbs	70.00	
7	11/10/2019	101269	Cashbook	TRaffic signage	212.50	
7	16/10/2019	101274	Cashbook	Public realm planting	406.25	
7	18/10/2019	101282	Cashbook	AED + Box x2	2,098.00	
7	24/10/2019	101289	Cashbook	Printing	116.00	
7	24/10/2019	101290	Cashbook	Expenses	21.81	
7	24/10/2019	101290	Cashbook	lan searches	18.00	
7	30/10/2019	101297	Cashbook	Premises Licence Town Centre	70.00	
7	30/10/2019	101300	Cashbook	Work Wear PPE	84.99	
8	08/11/2019	101313	Cashbook	Legals - Phone Box transfer	210.00	
8	14/11/2019	101317	Cashbook	Public Realm displays	106.05	
8	14/11/2019	101320	Cashbook	HiVis Traffic Volunteers	222.32	
8	18/11/2019	101324	Cashbook	Planter liners	354.75	
8	28/11/2019	101328	Cashbook	Ranger materials	12.67	
8	28/11/2019	101332	Cashbook	Ranger Equipment	69.11	
8	28/11/2019	101335	Cashbook	Bins, Watering & ranger servic	957.63	
9	06/12/2019	101345	Cashbook	Ranger resources	58.33	
9	16/12/2019	101357	Cashbook	dog poo bags	161.66	
9	19/12/2019	101358	Cashbook	Sustainable planting	380.32	
9	23/12/2019	101362	Cashbook	AED instalation	150.75	
10	10/01/2020	101376	Cashbook	AED phone box	62.00	
10	10/01/2020	101380	Cashbook	Grit bin	125.00	
11	06/02/2020	101389	Cashbook	Planting	72.70	
11	13/02/2020	101396	Cashbook	Ranger Svc & Recycling	957.63	
11	13/02/2020	101397	Cashbook	Ranger Materials	31.32	
11	27/02/2020	101401	Cashbook	Silk Monument Legals	250.00	
11	27/02/2020	101403	Cashbook	Dog foul bags	410.50	
12	09/03/2020	101408	Cashbook	Land searches	30.00	

A/c Code 4061 Public Realm

Centre 107 Projects & Events

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
12	09/03/2020	101408	Cashbook	Ranger Phone	84.44		
12	09/03/2020	101410	Cashbook	CCTV Data charge	588.00		
12	09/03/2020	101416	Cashbook	Ranger materials	302.18		
12	09/03/2020	101417	Cashbook	Ranger Van Decals	680.00		
12	20/03/2020	101427	Cashbook	PPE	84.99		
12	27/03/2020	101434	Cashbook	Tools - Ranger	29.16		
Account Public Realm					Account Totals	19,051.08	6,578.13
Centre Projects & Events					Net Balance Month 12	12,472.95	

A/c Code 4062 Floral Displays

Centre 107 Projects & Events

Annual Budget 45,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
4	18/07/2019	101191	Cashbook	Basket Brackets	356.40		
4	19/07/2019	101199	Cashbook	Plants	64.30		
5	08/08/2019	101209	Cashbook	Printing	36.00		
5	08/08/2019	101212	Cashbook	Floral Displays	20,171.10		
7	24/10/2019	101284	Cashbook	Floral display watering	11,659.55		
8	28/11/2019	101335	Cashbook	Bins, Watering & ranger servic	8,958.18		
11	06/02/2020	101395	Cashbook	2020 entry	210.00		
Account Floral Displays					Account Totals	41,455.53	0.00
Centre Projects & Events					Net Balance Month 12	41,455.53	

A/c Code 4063 Youth Street Activity

Centre 107 Projects & Events

Annual Budget 20,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	09/04/2019	101097	Cashbook	Street Sports	2,500.00	
2	10/06/2019	101155	Cashbook	Street Sports	2,600.00	
2	10/06/2019	101155	Cashbook	Reverse		2,600.00
3	10/06/2019	101155	Cashbook	Street sports	2,600.00	
5	08/08/2019	101207	Cashbook	Park Fit	75.00	
5	04/09/2019	101224	Cashbook	Street Sports	2,600.00	
6	09/09/2019	101234	Cashbook	Park Fit	75.00	
6	13/09/2019	101241	Cashbook	Supported Summer Schools	140.00	
6	24/09/2019	101244	Cashbook	Supported Summer Schools	120.00	
6	24/09/2019	101245	Cashbook	Park Fit	300.00	
6	25/09/2019	101255	Cashbook	Supported Summer Schools	60.00	
7	24/10/2019	101287	Cashbook	Park Fit	435.00	
8	14/11/2019	101321	Cashbook	Street Sports	2,700.00	

A/c Code 4063 Youth Street Activity

Centre 107 Projects & Events

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
9	23/12/2019	101366	Cashbook	Street Sports	2,100.00		
10	10/01/2020	101375	Cashbook	Park Fit	175.00		
11	06/02/2020	101385	Cashbook	Park Fit	100.00		
11	13/02/2020	101398	Cashbook	Street Youth Activities	2,400.00		
12	09/03/2020	101415	Cashbook	Park fit venue	100.00		
12	31/03/2020	101244A	Cashbook	Supported Summer Schools		120.00	
Account Youth Street Activity					Account Totals	19,080.00	2,720.00
Centre Projects & Events					Net Balance Month 12	16,360.00	

A/c Code 4064 Play Equipment

Annual Budget 100,000

Centre 107 Projects & Events

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
12	30/03/2020	101448	Cashbook	Windmill St Play Area Grant	100,000.00		
Account Play Equipment					Account Totals	100,000.00	0.00
Centre Projects & Events					Net Balance Month 12	100,000.00	

A/c Code 4065 Projects & Events

Annual Budget 30,000

Centre 107 Projects & Events

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	09/04/2019	101104	Cashbook	St George's Day	200.00	
1	09/04/2019	101105	Cashbook	Signage	104.40	
1	09/04/2019	101103	Cashbook	Deposit re Welly walk	401.25	
1	24/04/2019	10115	Cashbook	Organist St George's Day	40.00	
1	24/04/2019	101116	Cashbook	St George's Day Attractions	1,125.00	
1	24/04/2019	101118	Cashbook	Traffic Management for events	679.00	
2	15/05/2019	101140	Cashbook	St George's Day attractions	500.00	
2	15/05/2019	101143	Cashbook	Mayoral & Event photography	712.50	
2	15/05/2019	101147	Cashbook	Town Crier transport	85.00	
2	16/05/2019	101142	Cashbook	Star Wards Day	1,350.00	
2	10/06/2019	101158	Cashbook	St George's Day 1st Aid	120.00	
2	10/06/2019	101160	Cashbook	Bikeathon Sponsorship	2,000.00	
2	10/06/2019	101172	Cashbook	Food Festival	2,000.00	
2	10/06/2019	101158	Cashbook	Reverse		120.00
2	10/06/2019	101160	Cashbook	Reverse		2,000.00
2	10/06/2019	101172	Cashbook	Reverse		2,000.00
3	10/06/2019	101158	Cashbook	St George's Day 1st Aid	120.00	
3	10/06/2019	101160	Cashbook	Bikeathon sponsorship	2,000.00	
3	10/06/2019	101172	Cashbook	Food Festival	2,000.00	

A/c Code 4065 Projects & Events

Centre 107 Projects & Events

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
3	25/06/2019	101177	Cashbook	Sponsorship Macc Half	4,000.00	
4	04/07/2019	101183	Cashbook	Park Fit	75.00	
4	04/07/2019	101185	Cashbook	Printing	96.00	
4	19/07/2019	101192	Cashbook	Tree of Light Stars	495.00	
5	08/08/2019	101211	Cashbook	Room hire	48.00	
5	04/09/2019	101223	Cashbook	Repair to town heritage asset	333.33	
6	09/09/2019	101236	Cashbook	Welly Walk	1,503.75	
6	13/09/2019	121240	Cashbook	Event Printing	192.00	
6	25/09/2019	101256	Cashbook	Printing	123.00	
7	16/10/2019	101275	Cashbook	Welly Walk Event	403.55	
7	16/10/2019	101276	Cashbook	Welly Walk Event	1,145.00	
7	16/10/2019	101277	Cashbook	Welly Walk Event	250.00	
7	16/10/2019	101279	Cashbook	Welly Walk Event	180.00	
7	18/10/2019	101280	Cashbook	Welly Walk Event	71.33	
7	24/10/2019	101285	Cashbook	Welly Walk	250.00	
7	24/10/2019	101289	Cashbook	Printing	310.00	
7	24/10/2019	101291	Cashbook	Printing	228.00	
7	30/10/2019	101295	Cashbook	Advertising	468.00	
8	07/11/2019	101307	Cashbook	Well Walk 1st Aid	235.00	
8	08/11/2019	101309	Cashbook	Printing	15.00	
8	14/11/2019	101314	Cashbook	Tree of Light	855.36	
8	28/11/2019	101334	Cashbook	Printing	228.00	
9	06/12/2019	101338	Cashbook	Tree of Light event	104.00	
9	06/12/2019	101340	Cashbook	Spooky Cafe	250.00	
9	16/12/2019	101353	Cashbook	Event traffic Mgt	1,000.00	
9	23/12/2019	101363	Cashbook	Printing	228.00	
10	08/01/2020	101370	Cashbook	Carol Concert	32.80	
10	08/01/2020	101372	Cashbook	Tree of Light	48.00	
10	10/01/2020	101376	Cashbook	Chinese new year	20.00	
11	06/02/2020	101391	Cashbook	Event 1st Aid	96.00	
11	06/02/2020	101394	Cashbook	Printing	56.00	
11	27/02/2020	101400	Cashbook	Youth Forum Pizza	87.82	
11	27/02/2020	101402	Cashbook	Park Fit	150.00	
12	09/03/2020	101409	Cashbook	Event training	560.00	
12	09/03/2020	101411	Cashbook	Printing	30.00	
12	09/03/2020	101412	Cashbook	Trees South Park	2,952.00	
12	20/03/2020	101421	Cashbook	Event expenditure	157.00	
12	20/03/2020	101429	Cashbook	Pancake Race	210.00	
12	20/03/2020	101430	Cashbook	Printing	507.00	
12	27/03/2020	101435	Cashbook	Room Hire Park Fit	40.00	
12	27/03/2020	101437	Cashbook	Website Transparency	1,050.00	
12	30/03/2020	101445	Cashbook	Macc POW	500.00	
12	30/03/2020	101446	Cashbook	Town Centre Mural	600.00	
12	30/03/2020	101451	Cashbook	Youth Summit	102.40	

A/c Code 4065 Projects & Events

Centre 107 Projects & Events

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Account Totals	33,723.49	4,120.00
Account Projects & Events					Net Balance Month 12	29,603.49	

A/c Code 4066 Community Policing/Enforcement

Centre 107 Projects & Events

Annual Budget 10,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
10	08/01/2020	101372	Cashbook	Room Hire	172.03		
Account Community Policing/Enforcement					Account Totals	172.03	0.00
Centre Projects & Events					Net Balance Month 12	172.03	

A/c Code 4068 Other Grants & Donations

Centre 112 Grants & Donations

Annual Budget 40,000

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
2	16/05/2019	101141	Cashbook	Youth club grant	103.93	
2	10/06/2019	101169	Cashbook	Grant to Garden Fest Toilets	685.00	
2	10/06/2019	101169	Cashbook	Reverse		685.00
3	10/06/2019	101169	Cashbook	Grant to Garden Fest toilet	685.00	
4	04/07/2019	101184	Cashbook	Garden Festival Stage	400.00	
4	15/07/2019	101189	Cashbook	Grant	680.00	
4	19/07/2019	101200	Cashbook	Grant	558.00	
5	01/08/2019	101063A	Cashbook	Grant not cashed		103.93
5	08/08/2019	101204	Cashbook	Grant	2,000.00	
5	08/08/2019	101205	Cashbook	Grant	780.00	
5	08/08/2019	101206	Cashbook	Grant	375.00	
5	08/08/2019	101208	Cashbook	Heritage Grant	414.00	
5	14/08/2019	101217	Cashbook	WW1 Library Display	60.00	
5	14/08/2019	101218	Cashbook	Grant	1,000.00	
5	04/09/2019	101225	Cashbook	Event Toilets South Park	692.50	
5	04/09/2019	101229	Cashbook	Grant to ROAR	66.67	
5	04/09/2019	101230	Cashbook	Grant	800.00	
6	01/09/2019	101231	Cashbook	Grant	1,000.00	
6	09/09/2019	101232	Cashbook	Grant	1,112.50	
6	13/09/2019	101242	Cashbook	Grant	937.00	
6	25/09/2019	101257	Cashbook	Grant	5,000.00	
7	11/10/2019	101262	Cashbook	Grant	2,000.00	
7	24/10/2019	101292	Cashbook	Grant	600.00	
7	30/10/2019	101298	Cashbook	Grant	300.00	
8	07/11/2019	101302	Cashbook	Grant	6,000.00	

A/c Code 4068 Other Grants & Donations

Centre 112 Grants & Donations

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
8	14/11/2019	101315	Cashbook	Event Toilet Access Grant	1,500.00		
8	18/11/2019	101325	Cashbook	Older People's Day	450.00		
8	28/11/2019	101331	Cashbook	Grant	300.00		
10	08/01/2020	101369	Cashbook	Grant	250.00		
11	06/02/2020	101386	Cashbook	Broadcast Licence	1,000.00		
12	20/03/2020	101422	Cashbook	Grant	250.00		
12	20/03/2020	101425	Cashbook	Grant	250.00		
12	20/03/2020	101426	Cashbook	Grant - WHAM Shelter	1,883.00		
12	27/03/2020	101431	Cashbook	Grant	2,000.00		
12	27/03/2020	101440	Cashbook	Grant C19	2,000.00		
12	27/03/2020	101441	Cashbook	Grant C19	2,000.00		
12	30/03/2020	101442	Cashbook	Grant C19	2,000.00		
12	30/03/2020	101443	Cashbook	Grant C19	2,000.00		
12	30/03/2020	101444	Cashbook	C19 response funding	2,000.00		
12	30/03/2020	101449	Cashbook	C19 Emergency Funding	2,000.00		
12	30/03/2020	101452	Cashbook	C19 emergency funding	2,000.00		
Account Other Grants & Donations					Account Totals	48,132.60	788.93
Centre Grants & Donations					Net Balance Month 12	47,343.67	

A/c Code 4070 Town Crier

Centre 108 Community Delivery

Annual Budget 1,000

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
Opening Balance					0.00		
1	09/04/2019	101101	Cashbook	Trophies	37.94		
2	15/05/2019	101148	Cashbook	Town Crier Comp Expenses	102.20		
5	14/08/2019	101221	Cashbook	Payroll costs	500.00		
Account Town Crier					Account Totals	640.14	0.00
Centre Community Delivery					Net Balance Month 12	640.14	

A/c Code 4071 Town Ranger

Centre 107 Projects & Events

Annual Budget 38,500

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance					0.00	
2	10/06/2019	101166	Cashbook	Ranger Service 1st Qtr	9,625.00	
2	10/06/2019	101166	Cashbook	Reverse	9,625.00	
3	10/06/2019	101166	Cashbook	Ranger service 1st qtr	9,625.00	
3	10/06/2019	101166CORR	Cashbook	Correct error		19,250.00
5	08/08/2019	101212	Cashbook	Ranger Service	9,625.00	
8	28/11/2019	101335	Cashbook	Bins, Watering & ranger servic	9,625.00	
11	13/02/2020	101396	Cashbook	Ranger Svc & Recycling	9,625.00	

A/c Code 4071 Town Ranger

Centre 107 Projects & Events

Month	Date	Reference	Source	Transaction Detail	Debit	Credit		
				Account	Town Ranger	Account Totals	57,750.00	19,250.00
				Centre	Projects & Events	Net Balance Month 12	38,500.00	

A/c Code 4075 Macclesfield Project Investmen

Annual Budget 40,000

Centre 114 Other Operational Costs

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit		
					Opening Balance	0.00		
1	24/04/2019	101119	Cashbook	Community Bird Box Project	211.60			
2	01/05/2019	101124	Cashbook	Meeting PA	1,187.50			
2	01/05/2019	101125	Cashbook	Highways inspections	103.03			
2	15/05/2019	101145	Cashbook	Commemorative branding	505.56			
2	10/06/2019	101165	Cashbook	Timber for planters	74.05			
2	10/06/2019	101171	Cashbook	Expenses	36.00			
2	10/06/2019	101165	Cashbook	Reverse		74.05		
2	10/06/2019	101171	Cashbook	Reverse		36.00		
3	10/06/2019	101165	Cashbook	Timber for planters	74.05			
3	10/06/2019	101171	Cashbook	Expenses	36.00			
4	01/07/2019	101085C	Cashbook	Withdraw grant		2,000.00		
4	04/07/2019	101182	Cashbook	Sparrow Park Interpretatn Board	3,950.00			
4	04/07/2019	101186	Cashbook	VIC & Mobile CCTV	7,500.00			
7	11/10/2019	101259	Cashbook	MAce repairs	1,318.00			
7	11/10/2019	101271	Cashbook	GDPR Compliance	1,300.00			
9	06/12/2019	101349	Cashbook	Sparrow Park Topograph Survey	390.00			
10	08/01/2020	101373	Cashbook	Train station artwork	7,857.50			
11	06/02/2020	101388	Cashbook	Deceorative Lighting	28,781.25			
11	06/02/2020	101392	Cashbook	Christmas TRee & new bins	7,947.07			
11	06/02/2020	101393	Cashbook	Train Station Welcome installa	7,857.50			
12	20/03/2020	101424	Cashbook	Monument architects	1,403.75			
12	20/03/2020	101428	Cashbook	Bore hole investigations	175.00			
				Account	Macclesfield Project Investmen	Account Totals	70,707.86	2,110.05
				Centre	Other Operational Costs	Net Balance Month 12	68,597.81	

A/c Code 4077 Silk Friendship

Annual Budget 3,000

Centre 107 Projects & Events

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
9	06/12/2019	101342	Cashbook	Catering	247.50	
11	06/02/2020	101383	Cashbook	Chinese New Year	1,000.00	
11	06/02/2020	101387	Cashbook	Chinese New Year	190.00	
11	06/02/2020	101390	Cashbook	Chinese New Year 1 Aid	155.00	

A/c Code 4077 Silk Friendship

Centre 107 Projects & Events

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
11	27/02/2020	101405	Cashbook	Chinese New Year	1,600.00		
Account Silk Friendship					Account Totals	3,192.50	0.00
Centre Projects & Events					Net Balance Month 12	3,192.50	

A/c Code 4078 Visitor Information Centre

Annual Budget 20,000

Centre 107 Projects & Events

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
4	04/07/2019	101186	Cashbook	VIC & Mobile CCTV	20,000.00		
Account Visitor Information Centre					Account Totals	20,000.00	0.00
Centre Projects & Events					Net Balance Month 12	20,000.00	

A/c Code 4079 Tourism Promotion

Annual Budget 15,000

Centre 107 Projects & Events

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
Opening Balance					0.00		
9	23/12/2019	101.65	Cashbook	Architect fees for Silk Statue	1,038.75		
Account Tourism Promotion					Account Totals	1,038.75	0.00
Centre Projects & Events					Net Balance Month 12	1,038.75	

A/c Code 4081 Town Centre Wifi

Annual Budget 5,850

Centre 107 Projects & Events

Committed 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	30/04/2019	DDR	Cashbook	Wifi	548.50	
2	31/05/2019	DDR	Cashbook	Wifi	603.50	
3	28/06/2019	DDR	Cashbook	Wifi	603.50	
4	31/07/2019	DDR	Cashbook	Wifi	603.50	
5	30/08/2019	DDR	Cashbook	Wifi	603.50	
6	30/09/2019	DDR	Cashbook	Wifi	603.50	
7	31/10/2019	DDR	Cashbook	Wifi	603.50	
8	29/11/2019	DDR	Cashbook	Wifi	603.50	
9	31/12/2019	DDR	Cashbook	Wifi	603.50	
10	31/01/2020	DDR	Cashbook	Wifi	603.50	
11	28/02/2020	DDR	Cashbook	Wifi	603.50	
12	31/03/2020	DDR	Cashbook	Wifi	603.50	

A/c Code 4081 Town Centre Wifi

Centre 107 Projects & Events

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
			Account	Town Centre Wifi	Account Totals	7,187.00	0.00
			Centre	Projects & Events	Net Balance Month 12	7,187.00	

A/c Code 5001 Transfers from reserves

Centre (none)

Annual Budget 0

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
					Opening Balance	0.00	
12	31/03/2020	45	Journal	transfer from reserves		32,897.00	
			Account	Transfers from reserves	Account Totals	0.00	32,897.00
			Centre		Net Balance Month 12		32,897.00

A/c Code 9999 Discount

Centre (none)

Annual Budget 0

Committed 0

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
					Opening Balance	0.00	
			Account	Discount	Account Totals	0.00	0.00
			Centre		Net Balance Month 12		0.00

Date 31/03/2020 Month No: 12 Current Period

Journal Ref: 45

<u>A/c</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>	
350	Committed - Allotments	0		transfer from reserves	4,299.00		
400	Committed - Investment	0		transfer from reserves	28,598.00		
5001	Transfers from reserves	0		transfer from reserves		32,897.00	
Narrative: transfers from reserves as per PT 140420					Journal Totals	32,897.00	32,897.00

Asset Code	Description	Current Value
CIV000001	Portrait Mayor John Staniforth	£0.00
CIV000002	Portrait PJ Eaton Mayor	£0.00
CIV000003	Portrait Abraham Bury	£0.00
CIV000004	Portrait TH Hambleton Mayor	£0.00
CIV000005	Portrait John Birchenough Mayor	£0.00
CIV000006	3 oak ceremonial chairs	£0.00
CIV000007	Portrait James Kershaw Mayor	£0.00
CIV000008	Victorian brass double inkwell	£0.00
CIV000009	Portrait JG Frost Mayor	£0.00
CIV000010	Portrait William Pownall mayor	£0.00
CIV000011	Portrait Charles Brocklehurst	£0.00
CIV000012	Portrait dignitary	£0.00
CIV000013	Portrait dignitary with b of Macc decoration	£0.00
CIV000014	Cast Iron lion's mask 1890	£0.00
CIV000015	Copy section of Bayeux tapestry	£0.00
CIV000016	Framed hand written extract from Macc Courier 1823	£0.00
CIV000017	Phot portrait mayor 1889-90	£0.00
CIV000018	Victorian tinted photo of civic dignitary	£0.00
CIV000019	Picture F Hill & MTC officials	£0.00
CIV000020	Framed Victorian photos Macc dignitaries etc	£0.00
CIV000021	Assorted engraved card plates	£0.00
CIV000022	32x framed and unframed photographs early 20C	£0.00
CIV000023	Eckernforde pewter wine jug and goblets 1961	£0.00
CIV000024	Macclesfield Borough Charter & QEII seal	£0.00
CIV000025	Brass bell Macclesfield - Hasselholm Eckenforde Aug 1963	£0.00
CIV000026	George III brass dial Longcase Clock	£0.00
CIV000027	Victorian Oak & Brass musical clock	£0.00
CIV000028	Civic Wig	£0.00
CIV000029	Black Felt Top Hat	£0.00
CIV000030	Black top hat	£0.00
CIV000031	Mayoral robes	£0.00
CIV000032	Deputy Mayor's Robes	£0.00
CIV000033	Town Clerk's Robes	£0.00
CIV000034	Mayoral bicorn hats x 3	£0.00
CIV000035	Top Town Challenge Cup	£0.00
CIV000036	Best kept allotment trophy	£0.00
CIV000037	Borough of Macc Golf Cup	£0.00
CIV000038	Small trophy	£0.00
CIV000039	Bowling challenge cup	£0.00
CIV000040	Macc Mayor charity dance festival silver trophy	£0.00
CIV000041	George II silver loving cup London 1734 memory of William & Joseph Frost	£0.00
CIV000042	german plated lidded pedestal cup	£0.00
CIV000043	Pair george V silver sauce boats	£0.00
CIV000044	Plated cocktail shaker	£0.00
CIV000045	Modernist EPNS presentation table canelabrum	£0.00
CIV000046	4x silver table salts	£0.00
CIV000047	Macc Hon Freeman silver gilt & enamelled casket	£0.00
CIV000048	Macc & Buxton Bor Coun Bowls Challenge Cup	£0.00
CIV000049	Cased set 36 tea spoons	£0.00
CIV000050	George Mellor Silver Cup	£0.00
CIV000051	Presentation ESPN serving tray 1912	£0.00
CIV000052	Pair George III silver sauceboats (donated GH Heath & Co Ltd)	£0.00
CIV000053	pair Victorian silver 5 branch candelabra 1894	£0.00

CIV000054	B of Macc silver cigar box 1936	£0.00
CIV000055	Victorian silver cake basket	£0.00
CIV000056	Macclesfield Great Mace	£0.00
CIV000057	Silver presentation entree dish and cover	£0.00
CIV000058	Fruitbowl 1960	£0.00
CIV000059	Junior singing silver cup	£0.00
CIV000060	Mcc Closed Tennis Tournament Ladies Singles cup	£0.00
CIV000061	Macc closed tennis tournament silver plated cup	£0.00
CIV000062	The Commerdes Club (British Legion) commemorative cup	£0.00
CIV000063	Good revivalist silver slaver	£0.00
CIV000064	1610 silver mace James 1 mace	£0.00
CIV000065	Macc Corp silver presentation trowl	£0.00
CIV000066	B of Macc presentation silver trowel 1911	£0.00
CIV000067	Victorian silver card tray 1878	£0.00
CIV000068	Macc & Distr Closed Tennis tournament junior girls trophy	£0.00
CIV000069	Macc Town Hall presentation silver snuff box 1863	£0.00
CIV000070	Macc Bor silver paperknife	£0.00
CIV000071	Chesh Regiment presentation silver rose bowl 1960	£0.00
CIV000072	Victorian silver salver 1876	£0.00
CIV000073	Oval serving tray 1936	£0.00
CIV000074	Ronson silver plated table lighter	£0.00
CIV000075	Bruckmann silver plated german presentation coaster	£0.00
CIV000076	George IV silver tray 1825	£0.00
CIV000077	William Frost & Sons Ltd Inter Mill Silver Cup 1931	£0.00
CIV000078	Silver plated presentation tray	£0.00
CIV000079	Comrades Club silver 4 piece tea service 1969	£0.00
CIV000080	Harlequin silver 7 peice tea and coffee service	£0.00
CIV000081	6 George IV silver fiddle pattern teaspoons	£0.00
CIV000082	Silver plated presentation footed bowl from Macc NC USA	£0.00
CIV000083	Edwardian silver milk jug & sugar basin 1909	£0.00
CIV000084	George II silver coffee pot 1729	£0.00
CIV000085	Macc Closed tennis Tournament silverplated cup for junior girls	£0.00
CIV000086	Pair George III silver sauceboats 1763	£0.00
CIV000087	Silver plated uninscribed pedestal cup	£0.00
CIV000088	Pair silver ashtrays 1960	£0.00
CIV000089	silver cigarette box 1952	£0.00
CIV000090	silver cigarette box 1959	£0.00
CIV000091	Pair silver candlesticks 1911	£0.00
CIV000092	Macc Mayor's dance festival perpetual silver plated trophy	£0.00
CIV000093	Macc Advertiser silver challenge cup 1931	£0.00
CIV000094	Presentation silver spade 1902	£0.00
CIV000095	Presentation silver trowel 1911	£0.00
CIV000096	Silver presentation spade 1886	£0.00
CIV000097	Victorian silver and ivory presentation trowel 1868	£0.00
CIV000098	Silver presentation plaque presented to corp of Macc	£0.00
CIV000099	Silver presentation spade 1909	£0.00
CIV000100	Silver siphon stand 1951	£0.00
CIV000101	Mac & Dist Agricultural Soc Silver plated cp	£0.00
CIV000102	Presentation silver table counterpiece 1851	£0.00
CIV000103	Macc Borough gold & enamelled Mayoral chain and badge	£0.00
CIV000104	Enamelled & silver gilt Dep Mayor consort badge and sash	£0.00
CIV000105	Dep Mayor of Macc BC gilded badge	£0.00
CIV000106	Macc BC dep Mayor goilt badge	£0.00
CIV000107	Macc BC dep Mayor silver fob & Chain	£0.00

CIV000108	Macc 1922 gold & enamelled presentation key	£0.00
CIV000109	Macc free library diamond set key 1876	£0.00
CIV000110	USA presentation gold key Macc NC USA to Macc England 1970	£0.00
CIV000111	Mayor's Cadet Medal	£450.00
CIV000112	Ceremonial Hibbert Sword	£0.00
CIV000113	Dais	£0.00
FAC00001	Weston Community Centre	£1.00
FAC00002	Allotments - Park Grove	£1.00
FAC00003	Allotments - Birtles Road	£1.00
FAC00004	Allotments - Stamford Road	£1.00
FAC00005	Allotments - Springfield Road	£1.00
FAC00006	Allotments - Laburnum road	£1.00
FURN000002	5x officer chairs	£0.00
FURN000003	Meeting table and 6 chairs	£0.00
FURN000004	2x file cupboards	£0.00
FURN000005	Catering cabinet	£150.00
FURN000006	Crockery glasses kettle and ancillaries	£200.00
IT000001	Lenovo PC	£0.00
IT000002	Lenovo PC	£0.00
IT000003	Lenovo PC	£700.00
IT000004	Toshiba Laptop	£400.00
IT000005	Toshiba Laptop	£400.00
IT000006	Epson Light Projector	£350.00
IT000007	Samsung Printer	£200.00
IT000008	Cannon Printer	£100.00
IT000009	Philips digital dictaphone	£100.00
IT000010	Acer Desk top computer	£670.00
IT000011	Lenovo Think Centre E73 PC	£300.00
IT000012	HP Elitedesk 700SFF 8GB RAM 1TB HDD	£250.00
IT000013	DELL LATITUDE 5490 LAPTOP 8GB RAM 128GB SSD	£482.50
IT000014	HP ELITEDESK700SFF 8GB RAM 1TB HDD	£250.00
RES0001	Peavey PA and peripherals	£1,141.58
RES0002	Barrier planters x 22	£2,500.00
RES0003	20 x Barrier Planters	£2,272.90
RES0004	20 x Post Planters	£525.25
RES0005	12 x 3 tier planters	£3,900.00
RES0006	Tools incl dewalt power tools	£500.00
RES0007	heavy duty office equipment incl laminator staplers etc	£750.00
RES0008	Generator	£549.00
RES0009	Branded Gazebos x 2 plus weights	£1,800.00
RES0010	Town Entry Signs	£2,608.00
RES0011	Tree Lights	£47,808.00
RES0012	10 x Flower Tower 3 Tier Black	£3,150.00
RES0013	12 x Self Watering Barrier Basket	£4,589.55
RES0014	Elephant Wifi/Proximity Futures	£30,955.00
RES0015	2 x Recycling Bins	£1,800.00
RES0016	2 x 6mm catenary cables inc clamps and tensioners	£3,230.00
RES0017	7 x Sangamo timers plus weatherproof enclosure and integral RCD	£1,773.60
RES0018	136 x anchor bolt fixings plus test and certificate	£10,200.00
RES0019	12 x light set 2 x cable 2 x 100w transformer	£1,075.00
RES0020	Strand large globe light 150Dw transformer 24v	£3,538.80
RES0021	18 x 24v LED minibulbs various colours plus 1 x 150w DC transformer 24v	£1,282.00
RES0022	25 x 150cm artificial trees and 25 x minibulbs	£2,125.00
RES0023	4 x Access Ramps	£251.00

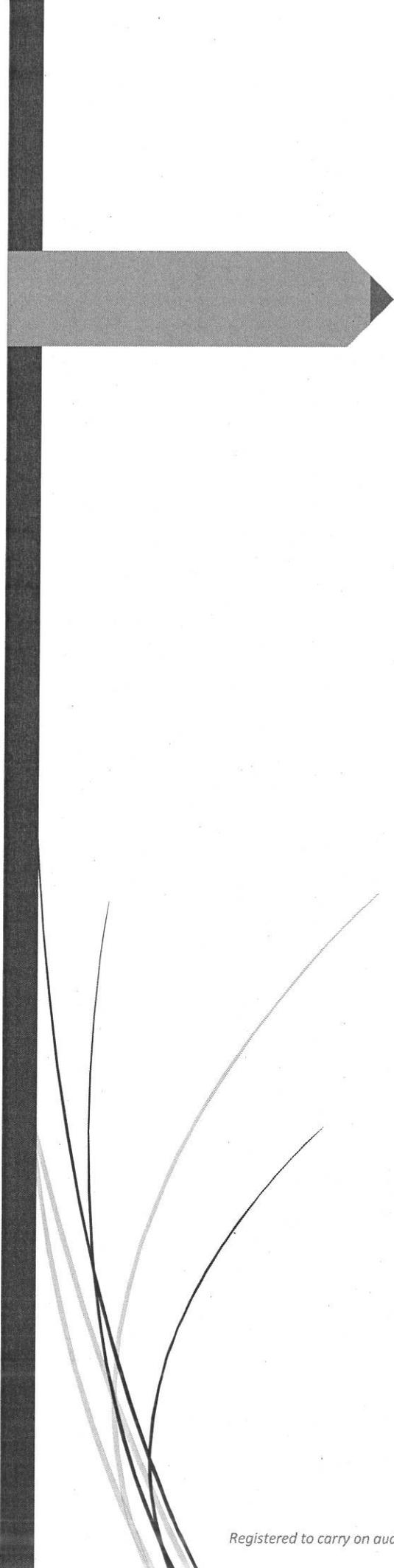
RES0024	5 x Dog bag dispensers	£742.00
RES0025	Table 4ft x 2ft	£30.00
RES0026	2 x Liners for 1290mm Barrier Basket	£1,516.80
RES0027	4 x Benches plus fixing bolts	£2,408.00
RES0028	5 X SQUARE PLANTERS	£1,484.44
RES0029	Conference PA System	£1,033.00
RES0030	Public Realm Decorative Lighting	£28,781.25
RES0031	12 x litter bins	£7,947.00
RES0032	Train Station Welcome Art	£15,715.00
RES0033	9X PAIR 900MM BARRIE BASKET LINERS	£354.75
RES0034	IPAD SP1 DEFIBRILATOR - FULLY AUTO	£920.00
RES0035	Defib locked box store x 2	£1,158.00
RES0036	Glasdon invicta bins x 2	£1,245.35
RES0037	3 TIER PLANTER	£345.51
RES0038	9 x 90mm barrier planters	£1,012.10

£198,026.38

2018/19

£139,527.00

£58,499.38



Macclesfield Town Council

Internal Audit 2018/19

John Henry FCA
JDH BUSINESS SERVICES LTD

The internal audit of Macclesfield Town Council is carried out by undertaking the following tests as specified on the Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

The interim internal audit provides evidence to support the annual internal audit conclusion on the Annual Return for larger councils.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

J D H Business Services Ltd

ISSUE	RECOMMENDATION	FOLLOW UP
<i>2018/19 year end internal audit</i>		
1 Details of public land and buildings owned have not been published on the website	<i>The website should contain all the information recommended by the Transparency Code</i>	<i>Implemented</i>
<p>IMPORTANT GUIDANCE NOTE</p> <p>INTERNAL AUDIT CERTIFICATE in the AGAR</p> <p>There is a new internal control objective (Objective L) in the 2018/19 internal audit certificate that requires internal audit to conclude on whether the Public Rights Notice during the previous Summer was compliant with the Regulations. This is pre-filled for 2018/19 but in order to test this and conclude YES or NO for the 2019/20 internal audit we would need to receive with the 2019/20 books and records:</p> <ul style="list-style-type: none"> - A copy of the completed 2018/19 Notice of Public Rights and Publication of the Unaudited Annual Governance and Accountability Review - A dated photograph showing the first day of the Notice of Public Rights on the noticeboard and/or a dated computer screenshot showing the first date of the Notice of Public Rights on the website for 2018/19 <p>Our approach to this new requirement will be to conclude NO if we have not received the above evidence and explain on the AGAR that we received insufficient evidence to be able to conclude YES; we would also conclude NO if the dates advertised were not compliant with the Regulations.</p> <p>This will be a new ongoing requirement for internal audit, as well as verifying whether certain smaller councils meet the exemption criteria from an external audit. Therefore, for the 2019/20 internal audits there will be additional time charged at a fixed fee of £9 + VAT per local council to complete the new requirements.</p>		

ISSUE	RECOMMENDATION	FOLLOW UP
2018/19 interim audit		
1	There was no confirmation of receipt for the £7500 payment to Macclesfield Barnaby Festival on 25/05/2018.	<i>Confirmation of receipt should be secured for all significant grants and donations</i>
2	The Silk Working Groups terms of reference does not state that the group cannot make decisions	<i>The Terms of Reference for the working group should stipulate that they cannot make decisions, cannot commit the council to expenditure, and are advisory only.</i>
2017/18 year end audit		
1	The level of fidelity insurance cover is £1 million. This insurance should cover the maximum projected cash and bank balances in the financial year. For 2018/19 this level is calculated as year end cash and bank balances of £819K plus the next precept instalment estimated as £350k. Therefore, the fidelity insurance cover should be at least £1.169 million.	<p><i>The fidelity insurance cover should be increased to adequate levels.</i></p> <p><i>The adequacy of fidelity insurance cover should be reviewed annually as part of ongoing risk assessment.</i></p>
Implemented		

ISSUE	RECOMMENDATION	FOLLOW UP
2	<p>Members approve employee pay rises and the payments to Shire, the payroll agency, which contains full details of the next quarterly payments. However, there is no periodic check by council of the monthly payroll per the payroll file to ensure the correct wages and salaries are being paid.</p>	<p><i>Every quarter the Chair of Finance should select a payroll month and review the payroll documentation from the payroll file to ensure the correct salaries have been paid. The review should be evidenced by a signature.</i></p> <p>Implemented</p>
2017/18 interim audit		
1	<p>Review of the agendas provided to council evidence that monthly payments schedules are provided to members, but the resulting minutes do not evidence that all payments have been approved as they neither state the total of the payments approved, nor the date range.</p>	<p><i>The minutes should record that 'payment schedules totaling £..... for the month of were reviewed and approved'. The Chair and Chair of Finance should initial the schedule of monthly payments which should be retained on file as evidence.</i></p> <p>Implemented</p>
2	<p>The payment on 04/12/2017 (cheque No 100595) for £4375.98 was not procured in accordance with Financial Regulations. Three quotations were not secured for the supply.</p>	<p><i>All supplies, unless they are specialist supplies, should be procured in accordance with the Financial Regulations</i></p> <p>Implemented</p>

	ISSUE	RECOMMENDATION	FOLLOW UP
3	<p>Data Protection Law will change significantly on May 25th 2018 due to the 2016 EU Directive General Data Protection Regulation (GDPR) taking effect.</p> <p>GDPR replaces the 1998 Data Protection Act and it will impose new obligations on Data Controllers and Data Processors and provides enhanced rights for individuals. Compliance with GDPR could have resource implications for local councils.</p>	<p><i>The impact of GDPR on the council should be identified through review of ICO and NALC guidance and the Data Protection policy, risk assessment and internal controls should be updated accordingly</i></p>	<p>Implemented</p>
4	<p>Financial Regulations include a £50000 threshold for formal tendering, but the Procurement Strategy published on the council website states that the threshold for tendering is £25000.</p> <p>The clerk confirmed that the tender threshold approved by council is £50000.</p>	<p><i>The Procurement Strategy should be updated to reflect the correct tender threshold and then published promptly on the website.</i></p>	<p>Implemented</p>

ISSUE	RECOMMENDATION	FOLLOW UP
2016/17 audit issues		
1 The accounts were balanced to February 28 th 2017 for the Public Sector Deposit Scheme account which resulted in a dividend of £101.09 received in March 2017 not being included in the accounts	<i>Bank statements covering the entire financial year to March 31st should always be used to complete the year end accounts</i>	Implemented
2016/17 interim audit issues		
1 Review of the annual budget set by Council identified the following: 1.) There was zero spend against a budget for Management and Operational Support. The clerk confirmed that this was effectively a contingency budget, although the budget was meant to be for medium term investment schemes in Macclesfield. 2.) There was £16.6k spend against a contingency	<i>Councils should generally not set a contingency budget where they already hold significant general reserves</i> <i>Where reserves are for specific schemes the Council should established named earmarked reserves for the financing of these schemes. The clerk has confirmed that the Management and Operational Support and Contingency Budgets have now been combined into an earmarked reserve named Macclesfield Investment Projects.</i>	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
	budget of £30k and a contingency budget for 2017/18 has also been established.		
2	We could find no evidence in the minutes that in-year bank reconciliations are reported to council.	<i>The bank reconciliations should be reported to council with the monthly income and expenditure management accounts for approval. The Chair should sign the bank reconciliation to evidence that was the reconciliation approved by Council</i>	<i>Implemented</i>
3	The council does not currently have an adopted document retention policy. Such a policy would provide the council with a simple framework as to how long documents of different categories should be retained, when they should be disposed of and secure disposal requirements. Such a policy would also help the council save time and storage space by reducing the amount of information held unnecessarily.	<i>The Council should establish a document retention policy. A copy of a retention policy for a town council has been provided to the clerk with this report as a guide.</i>	<i>Outstanding – due to be adopted June 2018.</i>
4	No threshold for capitalisation of expenditure is recorded in the Financial Regulations or other	<i>The threshold for capitalisation of expenditure should be set by Council and</i>	<i>Implemented</i>

ISSUE	RECOMMENDATION	FOLLOW UP
<p>internal control document. The clerk noted that an informal level of £250 is used</p>	<p><i>included in the Assets section of the Financial Regulations</i></p>	
<p>2015/16 audit recommendations</p>		
<p>1 The Council have been donated assets on formation at nil cost. These have been included on the asset register at an insurance proxy value.</p>	<p><i>The Council should confirm with the external auditor that they are satisfied with the current accounting treatment for the fixed assets transferred to the Council.</i></p> <p><i>If the external auditor requests that the assets are to be valued at nil cost, it is important that the Council maintain an asset register with accurate information about these assets.</i></p>	<p><i>No issue raised by the external auditor re these assets in 2015/16</i></p>
<p>2 Macclesfield Charter Trust As part of the audit we were asked to audit the annual return for Macclesfield Charter Trust. The following issues were raised:</p> <ul style="list-style-type: none"> - For £3148.69 of payments there was no supporting documentation available - The balance brought forward differs from the 14/15 accounts by £100. <p>The balance brought forward does agree to the</p>	<p><i>The Charter Trust annual return has been amended to show the correct balances.</i></p>	<p><i>Noted</i></p>

ISSUE	RECOMMENDATION	FOLLOW UP
<p>balances provided by Cheshire East BC</p> <p>- The 14/15 balances on the annual return differ from the audited 14/15 annual return.</p>		
<p>2015/16 Interim audit recommendations</p>		
<p>1</p> <p>Payments were not recorded within the minutes although a financial report has gone to Council.</p>	<p><i>The total of the approved payments schedule should be recorded within the minutes. The payments schedule should be reviewed and signed by the Chair to evidence that these payments are a true and fair record of the payments approved by Council.</i></p>	<p>The supporting schedules have been signed with the exception of the schedules approved at the March 2016 meeting. This will be taken to the next meeting for signing.</p> <p>The Council should state the total of the approved payments in the minutes.</p> <p>Implemented 2016/17</p>
<p>2</p> <p>The provider for CCTV services is Cheshire East Council and this represents material council expenditure. There is no formal Service Level Agreement (SLA) in place for this provision.</p>	<p><i>A formal signed SLA should be established with Cheshire East Council for the provision of CCTV services.</i></p>	<p>Implemented</p>

	ISSUE	RECOMMENDATION	FOLLOW UP
3	A significant quantity of assets has been transferred to the Council.	<p><i>A formal valuation should be completed of all assets to ensure adequate insurance is secured.</i></p> <p><i>A formal fixed asset register should be established. An example of the headings for a town council asset register is provided below:</i></p> <ul style="list-style-type: none"> ➤ Ref No ➤ Description ➤ Date acquired ➤ Cost ➤ Replacement/Insurance Value ➤ Custodian ➤ Location ➤ Disposal 	Asset register now in place
4	Fidelity insurance should cover maximum projected cash and bank balances. This is estimated annually as projected year end cash balances plus the next precept instalment. Fidelity cover is currently £250k and cash and bank balances at 30/10/15 were £581199.63.	<p><i>The adequacy of the level of fidelity cover should be reviewed as a priority.</i></p>	Implemented – cover is now £1 million
5	The council currently has no investment or treasury management policy.	<p><i>Given the significant level of cash and bank balances and the fact that the risk assessment contains a contingency</i></p>	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
6	<p>Although the expense claim we reviewed was accompanied by receipts it had not been signed by a member to evidence that it had been checked and was authorized as a valid claim.</p>	<p><i>reserves policy of 6 months expenditure, a treasury management policy should be formulated and adopted.</i></p> <p><i>Expenses claims should be signed by a member to evidence that it has been checked and is authorised.</i></p>	<p>Expense claims are now signed for authorisation.</p>



MACCLESFIELD TOWN COUNCIL

FINANCIAL RISK ASSESSMENT



Document Version Control

Document Title: Financial Risk Assessment

Version No.	Date Change Made	New Version No.	Changes Made By (initial)	Comment
				Approved at MTC 10 11 15 Agenda Item 8.7
00.02	19/10/17	2	PT	For consideration/approval at MTC 27 10 17
00.03	27/09/17	3	PT	For consideration/approval at MTC 08/10/18
00.04	26/2/2020	3	PT	For consideration/approval at MTC 16/03/20



RISK AREA	RISK IDENTIFIED	MITIGATION	NOTES
To provide and maintain standards for Town Council services to the residents of Macclesfield	The risk of legislative change which will have an impact on the Town Council's powers, duties and funding	Town Clerk & staff keep appraised of developments	GDPR Training carried out 2018
	The protection of physical assets owned by the Town Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly Management Systems being put in place	Concern raised about inherited assets as descriptions do not meet known items
	The risk of damage to third party property or individuals as a consequence of the Town council providing services (public liability)	Public liability Insurance renewed annually	
	Insufficient staff or other resources to deliver the service needs	Staff have general awareness of other team members' essential tasks and can provide cover when required. Town Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council	New part time support post introduced Oct 2017
To provide a safe and fulfilling working environment for staff	Employees contravene H & S Regs	H & S & First Aid training, insurance, Risk Assessments regularly checked and updated	Staff trained in H&S and 1 st Aid
	Potential legal proceedings up to corporate manslaughter	Employers Liability insurance Employee training and awareness	



MTC FULL COUNCIL 16 03 20 AGENDA ITEM 8.2

Financial Risk Assessment

	Staff retention issues	Staff training where appropriate	Internal audit review recommendations actioned
To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Town Council Loss of income through error or fraud	Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors Fidelity Guarantee Insurance Town Clerk continually review controls and current procedures	
To ensure that all actions taken by the Town Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	Town Clerk to keep up to date with changes in legislation, seek advice from SLCC, CHALC, NALC and others as necessary	
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Contract of employment in place Matters relating to staff discussed in confidential session and discussed by personnel committee Town Clerk to keep up to date with employment law and seek HR advice where appropriate Other policies in place	
Staff	Compensation claim from employee for contractual employment defects (including statutory failure) Loss of services of employee	Supported and underwritten by Wirehouse Employer Services By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	



Financial Control	Loss of key staff trained in financial systems, process or rules	Staffing arrange so that knowledge is distributed between RFO and at least one other staff	External Accountancy support in place
	Inappropriate expenditure made	Payments reported to Finance committee for review and corrective action if necessary	
	Financial Regulations become out of date with change in technology, regulation or business	Council to review financial regulations once a year The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	
	Lack of budgetary overview/overspend against budget	Quarterly review of nominal ledger Monthly review of income and expenditure Seven week review by finance Committee	
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	Contingency included in budget Reserves equivalent to at least six month's spend available	
	Risk of fraudulent VAT numbers from new suppliers	VAT numbers for all new suppliers with an expected supplies/services value of £1,000 or more in a financial year will be checked with HMRC register	



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Financial Risk Assessment

Financial Systems & Records	Accounts	A back up is also made to the main server at the end of each day Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued Documents are retained for 12 years
	Accounts The RBS Omega accounts system is used which is an accepted accounts package Vat The RBS Omega system incorporates a Vat schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts	Vat is applied to all mileage payments at the rate applicable at the time as advise by HMR&C Vat returns are lodged on a quarterly basis in line with accepted procedures Procedures will be provided to HMR&C every three/four years for comments and approval



<p>Payroll</p> <p>Shires payroll services in place for complete payroll function</p>	<p>The Clerk authorises any overtime, mileage or special duty payments, on a monthly basis</p> <p>Backups are made to the server</p> <p>Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and IR</p> <p>Shires payroll service and fund invoices are retained on file with a record of payment.</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment</p> <p>Documents are retained for 12 years</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information and highlight any discrepancies</p>	
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<p>Banking Arrangements & Procedures</p> <p>Banking Security/Access to Finances</p>	<p>Barclays Bank is used</p> <p>Accounts</p> <p>Cheques</p> <p>Transfers</p> <p>Bank Reconciliation</p> <p>Separation of Duties</p> <p>Access to the main bank accounts</p>	<p>one bank account used on a daily basis</p> <p>Reviewing how much is placed into a higher rate deposit account</p> <p>Each cheque from the main account must be signed by 2 Councillors and the Town Clerk as detailed on the bank mandates (which are amended when required to ensure that sufficient signatories are available at all times)</p> <p>Monies may be transferred between the Councils accounts by the Clerk</p> <p>All accounts are reconciled using the RBS Omega system within 5 days of receipt of any statement</p> <p>Any discrepancies are immediately reported to the bank for investigation</p> <p>All petty cash accounts which do not have statements are reconciled on a monthly basis by the Accounts Assistant against the cash held and any discrepancies are immediately reported to the Clerk</p> <p>The Town Clerk is responsible for the cash security in the Town Council offices</p> <p>As detailed under Banking arrangements & Procedures above, no one person has access to monies held in the main accounts</p>	
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	Cheques	All invoices are checked by the Clerk in advance of payment and if related to an order, this has passed through the ordering procedure.	
	Access to petty cash accounts	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money	No petty cash system in operation
	Cheques	<p>All payments must be authorised by the RFO before any cheque is issued. The RFO is to sign the invoice to confirm and record that the cheques have been authorised.</p> <p>Only payments or transfers below £250 are normally accepted and are reported to Finance Administration & Personnel Committee</p>	
	Petty Cash – Cash Payments	<p>All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk</p> <p>All payments are reported to Finance with a full reconciliation report for sign-off</p>	No petty cash system in operation
	Hire Charges	<p>Council agree the charges</p> <p>The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval</p> <p>All bookings must be paid for in advance to avoid bad debts other block bookers are invoiced or given the option of paying the sites on a weekly basis</p>	



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<p>Hire charges received within the office</p>	<p>All post is logged by an Officer and any payments received are itemised & given to the Accounts Assistant for processing</p> <p>All cash received from hirers that visit the office is itemised on the Accounts system</p>	
<p>Cash collected from community events</p>	<p>All cash collected at events is collected by appointed staff and a receipt is always issued (eg markets income)</p> <p>At the office the cash is emptied and counted manually within one working day by at least two members of staff</p>	



Processing and banking

When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up

When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained

The hire charges are banked when received

The cash element is usually below £500

A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation

This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for



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Financial Risk Assessment

Financial Administration	Records non-compliant or inadequate	Internal auditor reviews record keeping annually Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation	
	Expenditure/income coded incorrectly	Town Clerk checks nominal ledger every quarter Items are coded	
	Standing Orders Standing orders are reviewed and approved by Town Council on an annual basis at the AGM	The Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines	
	Invoice payment without authority	All payments reviewed Town Clerk authorises two councillors sign cheques and Administration personnel review	
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons Cash and cheques stored securely and banked within 5 working days of receipt	
	Incorrect entries by bank	Bank statements reconciled monthly	



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Financial Risk Assessment

<p>Annual Budget & Precept Calculations</p>	<p>The annual budget and precept calculations</p>	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Town Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by CEC discuss & amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p>
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Monitoring of Budgets		The final budget is approved in January and CEC is immediately advised of the precept	
Comprehensive budgets		Comprehensive budgets are set for each committee & these are loaded onto RBS Omega accounts system at the start of the new financial year	
Monitoring		<p>On-going daily expenditures have already been incorporated within the budget and the RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Clerk</p>	
Reporting		<p>A full report of expenditures against budget is lodged with council at each Finance Administration and Personnel meeting</p> <p>This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract</p> <p>Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure</p>	
Insurable Risks	Public Liability	Insurance cover In addition, weekly, annual checks of play equipment	Limit of cover £12,000,000
	Employers Liability	Insurance cover	Limit cover £10,000,000



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Theft of money by third party	Insurance cover	Financial Risk Assessment
		Cover varies



			depending on situation Reviewed annually
Theft of money by employee or member		Fidelity Guarantee cover	Limit of cover £2,000,000
Property		Cover for buildings & contents All risks cover for selected items	
Officials Indemnity		Continue with existing cover (£250k)	
Libel and Slander		Continued existing cover (£250k)	Limit of cover £250,000
Personal Accident		Continue with existing cover (scale benefits)	£2,000,000
Legal disputes		Cover for specified legal disputes	Limit of cover £100,000
Long term sickness of employee		Not covered	
Business interruption		Liability limited by contract Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc Cover in place for excess costs	Limit of cover £50,000



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		Financial Risk Assessment	
Loss/destruction of financial records	Key financial data held electronically and backed up off site	Residual risk	
Loss of Records	All electronic documents backed up daily offsite	considered acceptable	
Loss of documentation	Deeds and other legal documents relating to real estate stored in the office		
Asset List	<p>An asset list is maintained by the Town Council Office on RBS Sigma</p> <p>This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., will be kept on a secondary list</p> <p>The asset list is circulated to staff on an annual basis to ensure that all items are correct</p>		
Internal Audit	<p>The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year</p> <p>The report is presented to Council for acceptance</p>		



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<p>Annual Audit</p>	<p>Annual Audit</p>	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Town Clerk & Accounts Assistant completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Town Clerk presents the completed Annual Return,</p>	
		<p>Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Town Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	



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Financial Risk Assessment

<p>Insurance</p>	<p>Fidelity Insurance</p>	<p>Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts</p> <p>Procedures in place (as previously detailed) have been established incorporating separation of duties, cross referenced receipts of income</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	<p>£2,000,000</p>
<p>Insurance</p>	<p>Insurance</p>	<p>Zurich has been used as a recognised Town Council provider</p> <p>MTC are currently tied into a deal until 2021</p> <p>Annual reviews are carried out to ensure sufficient cover is in place</p>	
<p>ICT</p>	<p>IT Security, safety of information/risk of loss of data</p>	<p>Microsoft Office 360 installed on all PCs</p> <p>Allows for cloud back up of information</p> <p>Allows for cloud storage of all council data – more secure than onsite storage.</p>	<p>As of October 2018. Also supports compliant GDPR operation</p>

Reviews will take place yearly unless clearly stated differently within each section.



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