



**DRAFT MINUTES OF THE CORPORATE SERVICES COMMITTEE MEETING
HELD ON 26th JULY 2022
AT 7.45PM AT THE RUFUS CENTRE**

Present:

Cllr I Blazeby (Chairman)
Cllr J Roberts
Cllr A Snape
Cllr D Toinko
Cllr A Lutley
Cllr J Gleave
Cllr R Shaw
Cllr K Badham (remotely)

Also, Present:

Rob McGregor – Town Clerk & Chief Executive
Beverley Jones – Communication & Marketing Manager
Helen Glover – Senior Finance Officer
Sally Auken-Phillips – Administration Officer

768. APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies from Cllr Platt (on holiday).

769. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item – None declared.
- (b) Non-Pecuniary interests in any agenda item – None declared.

770. CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

771. PUBLIC OPEN SESSION

There were two members of the public from the local Scout group, Jonathan Smith, Chairman and Darren Reeve, uniformed Group Scout leader.

772. INVITED SPEAKER

No invited Speaker.

773. MEMBERS QUESTIONS

There were no Members questions.

774. MINUTES

- a. It was **RESOLVED** to adopt the Minutes of the Corporate Services Committee meeting held on 28th June 2022

775. MATTERS ARISING

The Chairman updated Members, as a result of developing Flitwick Memories website I have had a number of volunteers come forward. The Chairman met a lady who used to deal with the Flitwick Library archives, who has handed the chairman, information, photos and digital file. A further member of the library team has also volunteered to be part of the memories team.

776. ITEMS FOR CONSIDERATION

a Flitwick Scout Group

Members were asked to consider the additional information presented verbally by the Scouts representatives under the Public Open Session relating to the extension plans for their building. The plans had been recirculated for Members.

Jonathan Smith took the lead and presented the problems their growing organisation was facing and why there was a need for the proposed 3-metre-high fencing on the circulated report, such as youths hanging around the area, anti-social behaviour, fires and drug paraphernalia to name a few. Also, their architect advised that all fire exits would need disabled 3-metre access ramps, and to achieve that they had shrunk the original plan by 3 metres. In addition, the architect suggested a 3-metre-high fence would stop the vandalism and safeguard all fire exits and young scout members. The organisation proposed planting hedges on the outside to disguise and shield the 3-metre-high fence.

Members discussed the plans presented by the Scouts representatives and various comments were raised regarding the plan, as follows:

1. Plans had been previously accepted in terms of scale and design; however, palisade fencing had been rejected with an alternative suggestion of ornamental hedging.
2. The proposed plan had not been drawn to scale and included a 3-metre fence and the 3-metre-wide exit ramps, which were not on the original paperwork.
3. The presented plan does not correspond with the original plan that had been submitted at Full Council when decisions had been made.
4. The footprint of the proposed building had increased in size.
5. The fence and boundary would need to be reviewed before anything could be agreed.

The Chairman commented in terms of the Members discussion that several questions about the scale and size requirements for the fence had been raised that was not on the proposed drawing. This was because when it was submitted there had been no explanation about how and why it differed from the original drawing that had been submitted and agreed in principle at Full Council. The Chairman added that members understood the points raised for increased security, disabled ramps, and the anti-social behaviour elements. However, the over fenced perimeter would need reviewing.

It was **RESOLVED** to await the Scouts to return with a revised plan to scale, to include all their requirements, the revised plan will be presented to the next available Town Council meeting.

Cllr Snape left the meeting room at this point- time 8.20pm and returned at 8.37pm.

b. Projects 2022-23 & Rolling Capital Fund (RCF)

At the Council meeting on 19th July, Members discussed that some projects funded from the RCF were not 'capital' projects. Members commented on the inflexibility of the current revenue budget and Corporate Services Committee are asked to agree an approach. It was suggested at the Council meeting for Officers to draw up a costed plan for expected funding of projects for this financial year.

Officers reported at Council on 19th July that the accountant had advised the RCF was for capital projects or non-recurring expenditure.

The Chairman commented it was a way to understand what planned investments were made across the year and to close off any completed projects that were part of the previous year's RCF, even if there was money left over.

c. Community Buildings & Environmental Audit

A contractor had been selected to deliver the Council's Environmental Audit at the Council meeting on 19th July. Members were asked to consider engaging with local organisations who lease land from the Council for their community buildings as part of the Audit, to gain an assessment of their carbon footprint.

The Chairman asked at what stage the Town Council was with the negotiations with the preferred contractor. The Town Clerk said he would need to talk to the Environmental Services Officer dealing with the contractor.

Members suggested that the Environmental Audit to assess community buildings carbon footprint could be included in the contract under social values and at no cost. It would then be the organisation's decision as to whether they wanted to participate.

d. Club 200

Members were asked to consider the circulated report from the Senior Finance Officer regarding a Town Mayors Charities Fundraiser 'Club 200'.

It was **RESOLVED** to accept the Town Mayor's fundraising initiative to run a Club 200 monthly draw, 200 tickets would be available with the percentage of the ticket sales to be donated to the Town Mayor's chosen Charities, and the balance paid in prize money to the participants.

Members commented as to whether FTC had a licence to run the charity fundraiser. The SFO said FTC had a licence for fundraising but would need to clarify whether we needed a more specific licence.

Action: SFO

777. ITEMS FOR INFORMATION

a. Finance Reports Part 1

Members noted the following finance reports:

- i) Income and Expenditure by Committees – no comments made.
- ii) Whole Business Summary

Members commented that while they agreed with most of the information being made public, especially anything relating to Council operations, they felt that FTC should withhold information relating to the Rufus/Rendezvous to avoid competitors viewing FTC revenue or productivity. The Town Clerk, reminded members that they are a Council first and foremost and not a Business, unless we separate the two elements out which had been discussed previously.

The Chairman reiterated that part of the strategy was to be open with our finances.

Members spoke about discussions from the BI&DB to split off the Rufus Centre as a business organisation instead of community interest company, which would allow for the accounts to be reported annually and not a month-by-month report of the running costs, which is preferable.

- iii) Corporate Services Budget for June (month to be replaced on each agenda)
Members commented that there would need to be a better way of reporting the Town Mayor's expenditures from last years to the current year. While they agreed that the civic regalia and Civic Services expenditures were accurate, a separate table or document would be useful to show progress and targets.

The Town Mayor asked if the TMA could be split on two separate nominal codes, one for last year and one for the nominal year, this would make more sense.

Action: SFO

- iv) Cashbook.

The Chairman referred to cashbook 1 on the circulated document of a refund for services not used- R A Cutler Contracting. The Town Clerk explained the refund was connected to a project for Manor Park that had been withdrawn due to not being suitable for heritage reasons.

- v) Bank Reconciliations – no comments were made.
vi) CCLA investments

The Chairman commented that the CCLA investments results were way above what had been forecasted which was a positive outcome.

- vii) RCF Summary

The Chairman raised some questions relating to Flit Valley Walk and wanted to know why the balance had not been put in the funds. The CMM said that some of the money had been allocated for re-printing the leaflets, but this did not account for much of the balance. He also commented about the completion of the Hub refurb, as the balance had not been put back in the funds. The Town Clerk explained there were some outstanding equipment to be paid for. It was suggested the FTC establish what money would be required and then the remaining balance be put back in the RCF. Manor Park had also been mentioned with the same objectives of putting back the balance and closing it off by the next Corporate Service meeting, which will then be in line with actual expected work and required expenditure.

A Member commented that while the funding receipts were useful to have on the report they should not be added into the balance.

Action: SFO

b. Delivery Plan

- i) Members noted the Delivery Plan for Corporate Services.

The Chairman raised queries relating to task 1, 3, 4 & 5 on the Delivery Plan and said if the task had not been completed it should not be green and should be reviewed by Officers for the next Corporate Services Meeting.

Action: CMM

- ii) Members noted the consolidated list of Committee priorities.

The Chairman wanted clarity on who would be responsible for the Committee Priorities when the Corporate Service manager would be on maternity leave.

c. Social Media Update

Members moved to discuss the verbal update from the Communications & Marketing Manager on social media in the exempt section, as it was part of the Officer's Report.

d. Website Statistics

Members noted the website statistics circulated.

The Chairman said it was useful to have a year of data on the report, as it showed that views were up 44%, sessions up 107%, and users up 119%. While the data revealed peaks in the year for July, it would be interesting to see what August shows. The report gives an idea of year-on-year progress, because the FTC website had hit that data.

e. Marketing & Communications Forward Promotional Plan

Members noted the Marketing & Communications Forward Promotional Plan circulated. The Chairman commented that he had discussed with the CMM ways to make the plan more understandable and more actionable for the future.

A Member added that from an SEO perspective, because the Council had a '. gov.uk' analytic, it would be treated by google as a trustworthy resource.

778. PUBLIC OPEN SESSION

There were no members of the public present.

779. EXEMPT ITEMS

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

12a) Finance Reports Part 2 – For information.

12b) Leases Update – for information

12c) Officers Update – for information

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

Meeting ended at 9.41pm



**Flitwick Town Council
Policy & Code of Practice for Handling Cash**

Contents

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STATUS OF THE CODE

The Responsible Finance Officer issues guidance to underpin Financial Regulations that Members, Officers and others acting on behalf of the authority are required to follow.

The Senior Management Team must ensure that all relevant Managers and Staff within their departments have read and understood the Procedures and that they are complied with at all times. Furthermore, all staff involved in cash handling and banking should be made aware of the requirements of and have access to the Procedures. Failure to adhere to the Procedures could lead to disciplinary proceedings for non-compliance.

The Procedures represent the minimum standard that must operate throughout the Council. Managers may incorporate additional procedures only if they enhance the requirements of the Procedures (and authorised by the Responsible Finance Officer). Under no circumstances should the requirements of the Procedures be reduced or omitted.

Section 1 - Introduction

The Council have moved towards electronic methods of collecting income, so these procedures are seen to be applicable whilst we still accept cash payments. It is anticipated that some services will be fully “cashless”.

The following procedures will assist you in the collection and banking of monies due to the Council. It is important to remember that this is public money, the quicker money is collected and safely banked, the quicker it can be re deployed to provide Public Services.

The Procedures are intended to offer guidance to managers and staff on the minimum required procedures for the collection, control and banking of Council income. For the purpose of these Procedures income includes that received direct by cash, cheques, credit cards and debit cards and cash floats held on Council premises.

All Income is a vulnerable, it can easily be misappropriated if not effectively controlled. Effective controls over cash collection, retention and banking systems are necessary to ensure that all income due to or held by the Council is identified, collected, receipted, banked properly and promptly. Consideration should also be given to staff and the risk of holding such assets.

When reading this code, it is important to remember and always comply where possible the following Key Principles:

- All income due to or held by the Council is identified and charged correctly.
- All income is collected from the correct person, at the right time.
- All income received and held by the Council is completely and accurately accounted for and banked promptly.
- All income is held securely.
- All income received by an employee on behalf of the Council is paid without unnecessary delay into the Council's bank.
- All income collected and deposited is regularly reconciled to Bank accounts and is checked as part of the Budget Monitoring process.

The Code is set out in discrete sections dealing with the various stages of cash handling.

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Should you have any questions, suggestions for improvement or need to report any issues, please contact –

- Helen Glover (Senior Finance Officer), helenglover@flitwick.gov.uk

Section 2 - Roles and Responsibilities

Officers who have the responsibility of collecting payments via Cash or Cheque must ensure that they are aware of the policies and procedures around Cash Handling and received relevant training.

It is the responsibility of the **Service** who are expecting to receive income into their budget to ensure: -

- Collection of income
- Ensure income is collected and recorded accurately
- Income is banked promptly
- Inform the Finance Team as necessary of income expected

The Senior Finance Officer and **Finance Team** will be responsible for: -

- Ensure income is processed into Service budgets quickly and accurately
- Ensure that any discrepancies above £25 are reported to Service immediately
- Will ensure that any cash and cheques received is banked quickly and daily where possible.
- Will ensure that all debit and credit payments is received and banked daily.
- All income methods are recorded appropriately and clearly and processed through the accounting systems.
- All income is regular reconciled between all recording and accounting systems and FTC bank accounts. Ensure all income is reported appropriately and transparently to the Senior Management Team and Members.

The Responsible Finance Officer and **Senior Finance Officer** (in liaison with SMT) will be responsible for: -

- Reviewing procedures
- Investigate any allegations of Fraud Corruption and Theft

Section 3 - Types of Payment

Each Officer is responsible for ensuring that all income due to their Service is received and is completely and accurately accounted for. Preferred methods for payments are electronic.

Income can be received in several ways; it is important that the following checks are taken to ensure that income is banked accurately: -

Cheque payments: -

- Must be made payable to Flitwick Town Council
- Have a valid date (within the last 6 months)

- Values, words, and figures must match
- Has an authorised signature
- Officers must record the source of the income to allow for accurate allocation by the Finance Team e.g., an invoice number, customer name, event name etc.
- **Cash Payments:** - Where possible cash received should be counted in front of the Customer, this allows for any discrepancies to be corrected immediately and avoids any suggestions of misconduct.
- All cash and cheque receipts must be processed through the till system.
- A receipt must always be offered when taking income from a customer or Service.
- Where this is not possible cash should be checked by two people to ensure that discrepancies are not overlooked.
- Where cash has been counted by another person in front of the customer, cash should also be checked when handed to the person banking.

Credit/Debit Card Payments: -

All Card payments are protected by the Payment Card Industry Data Security Standard (PCI DSS).

When taking payment **in person** the following should be followed:

- Ensure that the value entered has been entered correctly
- Pass the terminal to the customer to process the payment either by contactless (up to £100.00, or via Chip and Pin).
- Never take the Card from the Customer
- Keep the Merchant Copy Receipt and if a customer copy is produced or required hand this to the Customer.
- Receipts must be kept securely at all times and not on display.
- Card receipts must not show the Card details, if you find that the card details are showing you must contact the terminal provider and ask for these to be removed.

Credit/Debit Card Payment taken **over the phone: -**

- Take the payment whilst the Customer is on the phone.
- If the payment terminal is not available, take the customers telephone details and return the call when you are able to process the payment
- Under no circumstances must the card details be written down, even if the customer is happy for you to do so.
- Never repeat the card details, expiry dates or security numbers in an open office.

BACS/Chaps/Bank Transfer Payments: -

Payment can be made directly into the Town Council Bank Account.

It is vital that the following Key Points are understood to ensure that income is allocated quickly and accurately: -

- All remittance advices should be sent to helenglover@flitwicktowncouncil.gov.uk
- If the Payee is unable to provide a Remittance advice, then they should be told to quote something meaningful such as an invoice number or Profit Centre or code as reference to the payment.
- Where possible if you are aware a payment being made to Flitwick Town Council and a unique reference can't be used to help allocate the payment email

helenglover@flitwicktowncouncil.gov.uk with as much information as possible including where the payment needs to be allocated.

Section 4 - Receipt of Income

All income received must be recorded. Receipts must be issued where requested or felt appropriate.

Income received must be recorded appropriately in a Safe or secure location, the information recorded in Cash Books must show the following as a minimum:

- Date income received
- The Payee
- Value
- Cheque Number or paying in slip number if appropriate
- Why the payment was taken or made

Official receipts must only be used for acknowledging receipt of official Council income. Under **NO** circumstances should they be used to acknowledge unofficial/non-Council income unless specifically authorised by the Senior Finance Officer.

The following key points should be followed when issuing a receipt: -

- Official receipts must be issued at the time the income is collected/received.
- All handwritten receipts must be written in ball point pen.
- A copy of the receipt must be offered to the customer and a direct copy secured and processed by the Finance Team.
- If handwritten no amendments must be made to receipts. If an error is made the receipt must be cancelled. In the event of a receipt needing to be cancelled, both the top and all copies must be retained in the receipt book as proof of cancellation.
- Receipts must be dated, the payee's name recorded, and all required information completed. Only then should the receipt be signed by the member of staff collecting the income and the top copy issued to the payer.
- Receipts can be emailed but you must ensure that the email address is correct.
- A copy of the receipt should be stored by the issuing office for Audit purposes to allow a clear trail should there be an issue with regards to payment being banked.

Section 5 - Reconciling Cash

It is important that Cash, cheques, and Card Receipts are reconciled and recorded daily where possible. Where possible there should be a clear record showing the income received and stored securely and this must be reconciled to ensure that all Cash, Cheques, and Card Receipts can be accounted for.

The follow procedures should apply:

- Tills, and other cash drawers must be emptied and reconciled at the end of the day.
- Where a cash drawer float has been agreed by the Senior Finance Officer and Responsible Finance Officer, this should be counted daily by the officer closing the till. The float remaining in the till must be at the approved limit. The float value should be recorded daily on a 'Daily Cash Takings' sheet, signed by the staff member and stored securely with the cash takings for processing and recording by the Finance Team.

- The Senior Finance Officer and Responsible Finance Officer should complete regular float checks at varying times to ensure float levels are being accurately maintained. Any discrepancies should be addressed immediately directly through Senior and Line Management.
- Cash Books must be up to date and show the income received for that day.
- Physical Cash, Cheques, and Card Receipts must be reconciled to the Cash Book, preferably daily.
- Z reads from Cash Terminals must be taken and Card Receipts must be reconciled to ensure all sales have been recorded correctly. This can also be checked for any unexpected refunds.
- Any documentation for the income received must be kept securely and be available should there be a query regarding payment received. (See retention policy).
- Any discrepancies must be reported immediately, and all Cash must be checked by another person to confirm the discrepancy.
- All operational tills **MUST** be closed at the end of business each day by an authorised member of staff.
- All Monies must be kept in a Safe as per the agreed insurance levels.

Section 6 - Security

It is necessary to establish and operate basic controls over cash, including cheques, and safes as follows:

Where cash and cheques are received the following controls must be applied:

- All Cash and Cheque payments must be recorded when received. This record should be kept securely but away from the Safe to ensure that there is proof of what is held in the Safe.
- All cash and cheques must be held securely when on Council premises ideally in a safe, unit/drawers or lockable cash boxes (also securely located) where a safe is not provided. Insured limits must be adhered to.
- Only officers with the Service authorisation are to have access to either floats or takings. Authorised officer lists to be maintained by CSM.
- Any floats must be held in a safe, or lockable unit/drawer or cash boxes (also securely located) for smaller amounts when not in immediate use.
- Cash and cheques held overnight before banking must be held in a safe or lockable unit/drawer or cash boxes (also securely located) pending the banking.
- Where lockable cash boxes are used these must be held in a lockable unit/drawer when not in immediate use.
- Access to safes will be in accordance with the authorised list.
- Access to lockable units, drawers and cash boxes must be controlled.
- Keys for safes, lockable units, drawers and cash boxes must be held by the authorised key holder(s) at all times and must not be left unattended on the premises overnight as this will invalidate insurance cover. Authorised officer lists to be maintained by CSM.
- Keys must not be lent to others to help with cover due to sickness or annual leave.
- Personal cheques (staff and public) must never be exchanged for cash.

Where **safes** are operated the following procedures must be applied: -

A Register stating who holds the Key must be maintained at all times, this should not be easily accessible to members of Staff or Public to avoid any risk to those holding

the keys. For each safe there must be at least two, but not more than six, members of staff with authorised access, e.g., authorised keyholder.

- Whenever access to the safe is required, a member of staff with authorised access must be on site.
- Safe keys must be retained on the person of the authorised keyholder at all times when on duty.
- Safe keys must not be left on the premises overnight.
- Records of combination numbers must not be left on the premises at any time.
- Where safe keys and/or combination numbers are given temporarily to a member of staff not normally authorised to hold them, e.g., holiday cover, written permission must be given by the CSM, or person designated by the CSM, a record kept that supports this.
- The transfer of the safe key or combination number must be formally recorded by the members of staff concerned, who should sign, date, retain the record.
- Any loss of a safe key must be reported immediately to the CSM. They must then take the necessary steps to replace the locks or keys and report the incident.
- A safe may be open only when in immediate use; and when a member of staff with authorised access is in the immediate vicinity.
- Whenever an authorised key holder leaves the Council, changes employment or temporary cover ends, the Service Manager or designated person must ensure that the safe key is received, or combinations to Safes are changed and a record kept that supports this.

Where **lockable units, drawers or cash boxes** are operated the following procedures must be applied: -

- A Key Register showing who has access to the unit/drawer/cash box must be maintained at all times. This needs to be kept securely and not easily accessible by members of Staff or public.
- Where a cash box is used this must be stored in a lockable unit/drawer when not in use.
- Where possible access to the unit/drawer/cash box must be restricted to no more than four members of staff.
- Keys must be retained by the authorised members of staff at all times when on duty.
- Keys must not be left on the premises overnight, regardless of whether the building is alarmed or not.
- Any loss of keys must be immediately reported to the CSM. They must then take the necessary steps to replace the locks or keys and report the incident.
- Where a member of staff is given temporary access to the lockable unit/drawer/cash box written permission must be obtained from the CSM.
- The lockable unit/drawer/cash box must be open only when in immediate use; and when a member of staff with authorised access is in the immediate vicinity.

Section 7 - Insurance

Money is any current coinage, current bank and currency note, bill of exchange, luncheon voucher, cheque, bankers' draft, national giro draft, money order, postal order, current postage stamp, unused unit in any postage stamp franking machine, revenue stamp, national savings stamp, national savings certificate, holiday with pay stamp, credit, debit or charge card sales voucher, phonecard, consumer redemption voucher, rail warrants and gift token accepted by FTC, Value Added Tax purchase invoice and trading stamp belonging to

FTC or for which the FTC has accepted responsibility and held in connection with the business of FTC.

FTC maintains insurance cover for physical loss of money in the following situations:

- Loss of Money in transit in the custody of employees
- Loss of Money in transit of in the custody or control of a security company
- Loss of Money in the premises in locked safes or strong rooms
- Loss of money in the premises of approved locked receptacles if a safe or strong room is not available

Please note that the following losses will not be covered: -

- Arising from an error or omission in Receipts, payments, accounting practices or depreciation in value.
- Resulting from a safe or strong room being opened using a key or a combination code which has been left on the premises whilst closed for business.

It is advisable that safe limits are agreed with CSM & SFO and that consideration to the type of Safe that is held. It is important that a risk assessment has taken place to ensure that the level of security from the safe is in accordance with the Service need. It is important that cash is minimised at all times to avoid any risk.

Where there is a need of cover for high values of cash it is advisable that a discussion with the Insurance Team takes place. This will ensure that the Safe level and the FTC insurance policy match and cover any unfortunate events that may take place.

Section 8 - Banking

It is important that where possible banking is completed weekly to avoid the value of monies held in the Safe or locked receptacle to a minimum, and that it does not exceed the insurance values agreed with managers.

Individuals are advised the following to keep themselves safe whilst banking:

- Think about yourself, if attacked, surrender money
- Ensure that banking is completed at different times
- Take different routes to the bank
- Make sure someone in the office is aware that you are going to the bank
- Make sure that members of the public are not aware of where you are going or what you are carrying
- If you do not feel comfortable going to the bank on your own take someone with you. Consider your Service operational needs and cover.

It is advisable that a risk assessment is carried out before any banking duties are carried out by a Service. The risk assessment must include:

- How and where the income is taken – think about open plan office space and members of the public
- How the income is receipted and where this information is kept – is this accessible to the public or non-finance staff in the office.
- Where is the income kept overnight

- The value of Cash being kept in the safe - how can this be minimised?
- Who has access to the income
- Who will go to the bank – consider routes, number of people, different days and times so that it doesn't become obvious it is time to take the income to the bank
- Cover arrangements for Sickness and long-term sick.

The following basic procedures must be applied in order that assurance can be gained that all income received by the Council is banked to the credit of the Council's bank account: -

- All income received by the Council must be banked intact. Where floats are kept these must be counted off from the income at the end of the day and kept separately. Floats must be reconciled daily.
- Where different types of income are kept in the Safe or locked receptacle the income must never be mixed or used to provide change. For example, petty cash must be kept separately from daily takings.
- Under **NO** circumstances must retentions or deductions be made to the takings to be banked.
- Any shortages in income identified during the cashing up process must not be made up from other sources.
- All 'overs' identified in the cashing up process must be banked and under **NO** circumstances must they be removed from takings to be banked.
- All overs and shortages must be recorded on the record analysing income collected and any significant or persistent discrepancies reported immediately to the CSM. This should then be investigated and reported accordingly.
- Insured limits must be considered in the retention of income pending banking.
- All income must be supported by sufficient documentation to ensure that it can be adequately identified and accounted for. Where documentation is not available it should be noted, and the income still banked. The missing documentation must be investigated by the Responsible Finance Officer and resolved as soon as possible after banking the income.
- Care must be taken to ensure that where paying in slips are completed, they are written clearly in order that income can be identified.
- Where change of denomination only is required, this should only be completed by the Responsible Finance Officer, Senior Finance Officer or Finance Assistant. The staff member is required to complete a 'change request' form which is to be signed by the staff member and any member of the Senior Management Team. There is a £50 limit. It is recommended although not essential that two members of staff complete the bank transactions. Accepted form of identification will be required by the banking staff.

Section 9 - Petty Cash

The need for petty cash should be minimal and only in exceptional circumstances should petty cash be required and can only be obtained with prior authorisation.

Petty Cash must be included within the agreed safe limit values and therefore it is important to regularly reconcile petty cash to allow for acceptable levels of cash to be kept in the safe. Petty cash must not be mixed with any other income received and stored in the safe or locked receptacle.

Petty Cash is the responsibility of the Budget Holder, it is therefore their responsibility to ensure that the following is applied to any Petty Cash Floats, Cheque books and receipts: -

- All cash, reimbursement cheques and cheque books for Petty Cash Bank Accounts must be held in a safe or where none is provided, in a locked unit, drawer or cash box.
- Where reimbursing cash to staff for expenditure incurred that expenditure must be supported by an invoice/receipt. Where an invoice/receipt cannot be obtained by the claimant a petty cash voucher must be used and held with the petty cash float.
- The receipt must be signed by the member of staff who made the purchase acknowledging that reimbursement from petty cash has been given.
- Under no circumstances must personal or other cheques be cashed using the petty cash funds.
- Where a cash advance is required pending expenditure, the following must be applied:
 - A petty cash voucher must be issued and retained with the float as evidence of the advance and the amount issued.
 - The receiving officer must sign a petty cash voucher to acknowledge receipt of the advance. This will be necessary to reconcile the Petty Cash.
 - Subsequently the receiving officer must produce invoices/receipts in support of expenditure incurred and return any balance unspent to the petty cash holder who should acknowledge the return of the balance on the petty cash voucher duly signed and dated.
 - Where expenditure is more than the advance, the balance is reimbursed by the petty cash holder. An additional signed and dated voucher will be required.
 - The petty cash must be reconciled by the petty cash holder prior to the submission for authorisation and reimbursement. This will require the reconciling the cash in hand (including vouchers supporting expenditure to the petty cash account).
 - Variances must be shown on the Petty Cash claim form and reported to the Senior Finance Officer. Significant and/or continuing discrepancies must be reported to the CSM. This should then be investigated and reported accordingly.
 - Under no circumstances will petty cash reimbursement cheques be paid/cashed into unofficial bank accounts or petty cash 'mixed' with other monies official or otherwise.

Section 11 – Retention of records

It is vital that all records relating to financial transactions are kept for audit purposes. All financial records must be kept for 6 financial years plus the current financial year. It is advisable to keep the previous financial year plus current in the office so that the records are easily accessible should there be any queries regarding any payments taken.

Records must be kept securely and access to these records should be limited to only those people who need access.

Please note that all **Card Receipts** from any Card Terminals **must be destroyed** within **13 months** of the transaction being made. This is accordance with Payment Card Industry Data Security Standards (PCI DSS) regulations.

Item 10a) i) Whole Business Summary, Investments & Loans

01 April to 31 July 2022

	Income	Income Budget	% Budget Achieved		Expenditure	Expenditure Budget	% Budget Spent	
Corporate Services	£ 483,079	£ 934,242	52%	Amber	£ 194,448	£ 572,000	34%	Green
Business Improvement & Development Board	£ 267,880	£ 640,900	42%	Amber	£ 205,882	£ 492,610	42%	Green
Community Services	£ 54,194	£ 64,728	84%	Green	£ 166,989	£ 583,366	29%	Green
Whole Business	£ 805,153	£ 1,639,870	49%	Amber	£ 567,319	£ 1,647,976	34%	Green

TOLERANCES: spend against budget		
Income	0% to 24%	RED
	25% to 74%	AMBER
	75% to 100%+	GREEN
Expenditure	0% to 74%	GREEN
	75% to 99%	AMBER
	100%	BLACK
	101%+	RED

Investments Summary

Loans Summary 22/23

CCLA Summary Year to Date

Account balance as of 31 July 22:	£ 1,023,000
Dividends received to 31 July 22:	£ 2,458.53

PWLB Lending Facility Year to Date

Principal Balance Opening 22/23	£	931,522
Capital paid year to date	£	32,249
Interest paid year to date	£	2,540

Report Contents

- P1 Item 10a i) Whole Business Summary, Investments & Loans
- P2 Item 10a ii) Corporate Services Summary
- P3 Item 10a iii) Civic Expenses Summary
- P4 Item 10a iv) RCF Review

OMEGA Reports

- vi) Income & Expenditure (Corporate & Community)
- vii) Cashbook (CB1 & CB2) Transactions
- viii) Bank Reconciliations (CB1 & CB2)

Item 10a) ii) Corporate Services 2022/23

Cost Centre	01-31 July 2022			
	Income	Expenditure		
101 Administration	1003/101, 1177/101, 1191/101	Admin Income	£ 7	
	4001/101	Salary Costs		£ 23,832
	4003/101, 4004/101, 4009/101, 4033/101,	Other Staff Costs		£ 88
	4102/101	FTC Internal Rent		£ 4,334
	4020/101, 4021/101, 4022/101, 4023/101, 4025/101, 4026/101, 4040/101, 4056/101, 4058/101	Business Operating Costs		£ 6,062
	4012/101, 4017/101, 4028/101, 4059/101	Other Costs		£ -
	Administration TOTALS		£ 7	£ 34,316

2022/23 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
£ 3,287	£ 1,575	209% Green			
			£ 69,324	£ 194,972	36% Green
			£ 88	£ 3,175	3% Green
			£ 14,404	£ 37,590	38% Green
			£ 17,827	£ 51,850	34% Green
			£ 184	£ 1,250	15% Green
£ 3,287	£ 1,575	209% Green	£ 101,827	£ 288,837	35% Green

TOLERANCES: spend against budget		
Income	0% to 24%	RED
	25% to 74%	AMBER
	75% to 100%+	GREEN
Expenditure	0% to 74%	GREEN
	75% to 99%	AMBER
	100%	BLACK
	101%+	RED

422 Finance & HR	1029/422	Peppercorn Rents	£ -	
	4027/422, 4041/422, 4057/422, 4156/422, 4160/422	Finance Costs		£ 1,509
	4009/422, 4010/422, 4039/422, 4040/422, 4047/422, 4053/422	Other Staff Costs (not Wages)		£ 1,652
	4061/422, 4062/422	Loans		£ 23,565
	4025/422, 4029/422, 4101/422, 4506/422	Other Business Costs		£ 1,142
Communications TOTALS		£ -	£ 27,868	

	£ -	£ 40	0% Red			
				£ 6,353	£ 18,300	35% Green
				£ 3,409	£ 18,500	18% Green
				£ 34,789	£ 88,310	39% Green
				£ 1,938	£ 25,500	8% Green
£ -	£ 40	0% Red	£ 46,489	£ 150,610	31% Green	

103 Communication	1001/103, 1177/103	Comms Income	£ -	
	4024/103, 4046/103	Comms IT / Software		£ -
	4028/103, 4004/103	Advertising Costs		£ -
	4045/103	Flitwick Papers Costs		£ -
Communications TOTALS		£ -	£ -	

	£ 3,181	£ 3,163	101% Green			
				£ -	£ 3,200	0% Green
				£ 100	£ 2,663	4% Green
				£ 2,078	£ 8,000	26% Green
£ 3,181	£ 3,163	101% Green	£ 2,178	£ 13,863	16% Green	

Other	1022/106	3 Station Square Rents	£ -	
	1176/111, 1190/111	Precept & Interest Received	£ 892	
	1991/111, 1992/111, 1993/111	21/22 Accrued Income	£ -	
	4102/601, 4506/601	Planning Fees		£ 124

	£ 19,000	£ 38,000	50% Amber			
	£ 444,902	£ 886,064	50% Amber			
	£ 8,667	£ 5,400	161% Green			
				£ 114	£ 5,000	2% Green

Narrative

Apr-22	1177/101	Finance Assistant Kickstart scheme now complete. All grant funds received.
Apr-22	1177/103	Marketing & Communications Assistant Kickstart scheme now complete. All grant funds received.
Apr-22	4056/101	BATPC Annual Fee paid
Apr-22	1991/111	CBC Community Committee Youth Grant from 2021/22 not received until after year end (April) resulting in accrued income.
Apr-22	1993/111	Following lease validation, VAT paid on Barclays 21/22 rent recovered in 22/23. Barclays rent not subject to VAT from hereon.

Item 10a) iii) Civic Expenses 2022/23

Cost Centre	01-31 July 2022			
	Income	Expenditure		
102 - Civic Expenses	1143/102	TM Charity Income	£ 60	
	4143/102	TM Charity Costs		£ 6
	4209/102	P/Y TM Allowance		£ -
	4210/102	TM Allowance		£ 155
	4035/102	Regalia Fund		£ -
	4036/102	Civic Service		£ 68
	4501/102	Honorary Citizens		£ -
	4502/102	Election Costs		£ -
TOTALS			£ 60	£ 229

2022/23 Year to date					
Income	Budget	% Budget Achieved	Expenditure	Budget	% Budget Spent
£ 4,083	£ -	n/a			
			£ 2,832	£ -	n/a
			£ 765	£ 765	100% Black
			£ 541	£ 4,000	14% Green
			£ 97	£ 1,000	10% Green
			£ 68	£ 600	11% Green
			£ -	£ 200	0% Green
			£ -	£ 6,000	0% Green
£ 4,083	£ -	n/a	£ 4,303	£ 12,565	34% Green

Narrative

- Jun-22 **4210/102** TM Allowance budget includes provision for Civic Reception costs.
 Jul-22 **4209/102** Past year's TM Allowance now separated from current year expenditure (4210/102)

TOLERANCES: spend against budget		
Income	0% to 24%	RED
	25% to 74%	AMBER
	75% to 100%+	GREEN
Expenditure	0% to 74%	GREEN
	75% to 99%	AMBER
	100%	BLACK
	101%+	RED

Item 10a) iv) Rolling Capital Fund Review 2022/23

(315) Rolling Capital Programme: F Opening Balance	£	181,783	
PLUS RCF Current Year Funding	£	93,784	
LESS Year to Date Spending	£	8,651	
LESS Committed Spending	£	47,885	
(Total Committed Spend 2022/23)			-£ 56,536 (2022/23 Budget N/L 5014)
LESS Overspend Funded by Central RCF	£	-	
PLUS Overspend Funded by Central RCF	£	8,623	
2022/23 RCF Funds Available (Uncommitted)	£	227,654	

PROJECT Details				RCF Details								FUNDING Details			Comments
Project Code	Project Description	Committee	Minute Ref	RCF Budget Committed	Previous Year's RCF Spend	22/23 RCF Spend to Date	Overspend Funded by RCP	Underspend Returned to RCP	RCF Commitment Remaining		Additional Project Spend	Funding Received (1177)	Project Budget Remaining		
4212	110	RCF - Country Park	Community	None	£ -	£ -	£ -	£ -	£ -	£ -	0%		£ -	£ -	No amounts have been committed for this project.
4215	110	RCF - Flit Valley Walk	Corporate & Community	None	£ 2,000	£ 541	£ -	£ -	£ -	£ 1,459	73%	£ 2,405	£ 2,405	£ -	Greensands grant of £2,405 received (1177/110) in addition to stated budget. 22/23 opening bal £1459. Awaiting final expense for leaflets (estimated at £628)
4802	110	RCF - The Hub Refurb	Community	809a 833c	£ 20,000	£ 14,554	£ -	£ -	£ -	£ 5,446	27%		£ -	£ -	Actions and purchases from original proposal still outstanding.
4803	110	RCF - Manor Park Heritage	Community	809c	£ 28,000	£ 175	£ -	£ -	£ -	£ 27,825	99%	£ 2,350	£ 6,198	£ 3,848	S106 Grants monies received £6,198 (1177/110) in addition to stated budget - rolled forward to 22/23 (jnl 2697). 22/23
4808	110	RCF - Manor Park Fencing	Community	730e	£ 3,950	£ 3,500	£ 2,333	£ -	£ 2,783	£ -	0%			£ -	21/22 RCF 'rolled forward' budget set at original level of £15,450 without subtracting previous year's spending. Budget adjusted to reflect 21/22 & true balance rolled forward to 22/23 as opening bal £450. * June 22 refund received from RA Cutler for cancelled works added back into RCF. Aug 22 - RCF COMPLETE
4811	110	RCF - Tenant Office Refurb	Business	5152b	£ 16,000	£ 15,418	£ -	£ -	£ 582	£ -	0%	£ 4,307	£ 4,307	£ -	CBC dilapidation payment of £4,307 received into 1177/110 22/23 opening bal £582. Aug 22- RCF COMPLETE
4814	110	RCF - Town Noticeboards	Corporate	718 a	£ 1,860	£ 921	£ 27	£ -	£ -	£ 912	49%		£ -	£ -	Negotiated discount of 5% within 5% accepted variance. 22/23 opening bal £939
4819	110	RCF - Barclays Defibrillator 22/23	Council	5213d	£ 1,770	£ -	£ -	£ -	£ -	£ 1,770	100%		£ -	£ -	
4820	110	RCF - Purchase Camera Phone	Corporate	740c	£ 650	£ -	£ 524	£ -	£ 126	£ -	0%		£ -	£ -	RCF rolled forward from 21/22 as camera purchased in April 2022. Aug 22- RCF COMPLETE
4823	110	RCF - Heritage Website	Corporate	753a 5252a) i	£ 3,800	£ -	£ 1,433	£ -	£ -	£ 2,367	62%		£ -	£ -	
4824	110	RCF - Rm20 Tenant Office Refurb	Business	1404bi 5252a) ii	£ 4,920	£ -	£ 4,100	£ -	£ 820	£ -	0%		£ -	£ -	Original RCF budget requested included VAT in error. Aug 22- RCF COMPLETE
4825	110	RCF - Ditch & Boundary Works	Community	1000c 5252a) iii	£ 4,900	£ -	£ 4,900	£ -	£ -	£ -	0%		£ -	£ -	Aug 22- RCF COMPLETE
4826	110	RCF - Hub & Car Park Lights	Community	1012b	£ 2,506	£ -	£ -	£ -	£ -	£ 2,506	100%		£ -	£ -	
4827	110	RCF - Environmental Audit	Council	5265c	£ 5,600	£ -	£ -	£ -	£ -	£ 5,600	100%		£ -	£ -	
							£ 8,651	£ -	£ 4,311	£ 47,885					

Please note:

Unspent 22/23 funds will remain in Rolling Capital Programme
 Accepted RCF budget variance at 5%
 Rolling Capital Fund (RCF) is the amount as yet unspent (Balance Sheet Account 315)
 Rolling Capital Fund available is Balance Sheet Account 315 less remaining approved Commitments (N/L 5014 Variance)

NARRATIVE

August 2022 - following member's feedback the presentation of the RCF review has been adjusted to separate grant funding (blue section) from RCF funding (yellow section) for projects.
 As grant funding must be attributed to individual projects they are managed through the RCF cost centre on the finance system to prevent using revenue codes which would result in overspends.
 The overall RCF Funds available figures now does not include any grant funding monies.

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Corporate Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
CORPORATE SERVICES							
<u>101</u> ADMINISTRATION - Corporate							
1003 PHOTOCOPIES	7	38	150	112			25.1%
1177 GRANTS RECEIVED	0	3,181	1,425	(1,756)			223.2%
1191 MISC INCOME	0	68	0	(68)			0.0%
ADMINISTRATION - Corporate :- Income	7	3,287	1,575	(1,712)			208.7%
4001 SALARIES AND WAGES	23,832	69,324	194,972	125,648		125,648	35.6%
4003 VEHICLE - MILEAGE	0	0	250	250		250	0.0%
4004 KICKSTART TRAINEE COSTS	0	0	1,425	1,425		1,425	0.0%
4009 HEALTH & SAFETY	88	88	500	412		412	17.6%
4012 LAND REGISTRY	0	(104)	0	104		104	0.0%
4017 FTC Corporate Events	0	0	750	750		750	0.0%
4020 POSTAGE	0	17	1,000	983		983	1.7%
4021 PRINTING/STATIONERY	26	1,791	3,000	1,209		1,209	59.7%
4022 PHOTOCOPIER CONTRACT	1,970	2,244	7,000	4,756		4,756	32.1%
4023 TELEPHONES	723	3,197	7,000	3,803		3,803	45.7%
4025 OFFICE & IT EQUIPMENT	133	133	4,000	3,867		3,867	3.3%
4026 EQUIP.MAINTENANCE	0	0	250	250		250	0.0%
4028 ADVERTISING / PROMOTIONS	0	180	0	(180)		(180)	0.0%
4033 RECRUITMENT COSTS	0	0	1,000	1,000		1,000	0.0%
4040 IT SUPPORT	3,178	8,213	27,000	18,787		18,787	30.4%
4056 LICENCES / MEMBERSHIPS	0	2,122	2,600	478		478	81.6%
4058 BANK CHARGES	32	110	0	(110)		(110)	0.0%
4059 SUNDRIES	0	4	500	496		496	0.8%
4102 FTC Internal Rent	4,334	14,404	37,590	23,186		23,186	38.3%
ADMINISTRATION - Corporate :- Indirect Expenditure	34,317	101,724	288,837	187,113	0	187,113	35.2%
Net Income over Expenditure	(34,310)	(98,438)	(287,262)	(188,824)			
<u>102</u> CIVIC EXPENSES - Corporate							
1143 TOWN MAYOR CHARITIES INCOME	60	4,083	0	(4,083)			0.0%
CIVIC EXPENSES - Corporate :- Income	60	4,083	0	(4,083)			
4035 REGALIA FUND	0	(97)	1,000	1,097		1,097	(9.7%)
4036 CIVIC SERVICE	68	68	600	532		532	11.3%
4143 TOWN MAYOR CHARITIES COSTS	6	2,832	0	(2,832)		(2,832)	0.0%
4210 TOWN MAYOR ALLOWANCE	155	541	4,000	3,459		3,459	13.5%
4501 HONORARY CITIZENS	0	0	200	200		200	0.0%
4502 ELECTIONS/BY ELECTIONS	0	0	6,000	6,000		6,000	0.0%
CIVIC EXPENSES - Corporate :- Indirect Expenditure	229	3,345	11,800	8,455	0	8,455	28.3%
Net Income over Expenditure	(169)	738	(11,800)	(12,538)			

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Corporate Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
103 COMMUNICATIONS - Corporate							
1001 ADVERTISING INCOME	0	0	1,500	1,500			0.0%
1177 GRANTS RECEIVED	0	3,181	1,663	(1,518)			191.3%
COMMUNICATIONS - Corporate :- Income	0	3,181	3,163	(18)			100.6%
4004 KICKSTART TRAINEE COSTS	0	0	1,663	1,663		1,663	0.0%
4024 SOCIAL MEDIA SOFTWARE	0	0	1,200	1,200		1,200	0.0%
4028 ADVERTISING / PROMOTIONS	0	8	1,000	992		992	0.8%
4045 FLITWICK PAPERS COSTS	0	2,078	8,000	5,922		5,922	26.0%
4046 WEBSITE / TICKETING SYSTEM	0	0	2,000	2,000		2,000	0.0%
COMMUNICATIONS - Corporate :- Indirect Expenditure	0	2,086	13,863	11,777	0	11,777	15.1%
Net Income over Expenditure	0	1,095	(10,700)	(11,795)			
106 3 STATION SQUARE - Corpo							
1022 RENT RECEIVABLE TENANTS	0	19,000	38,000	19,000			50.0%
3 STATION SQUARE - Corpo :- Income	0	19,000	38,000	19,000			50.0%
Net Income	0	19,000	38,000	19,000			
110 PROJECTS & GRANTS - Corporate							
4215 PROJ - Flit Valley Walk RCF	0	0	1,459	1,459		1,459	0.0%
4802 RCF - The Hub Refurb	0	0	5,446	5,446		5,446	0.0%
4803 RCF - Manor Park Heritage	0	2,350	34,023	31,673		31,673	6.9%
4808 RCF - Manor Park Fencing	0	(2,333)	450	2,783		2,783	(518.5%)
4811 RCF -Tenant Office Refurb	0	0	582	582		582	0.0%
4814 RCF - Town Noticeboards	15	27	939	912		912	2.9%
4819 RCF - Barclays Defibrillator	0	0	1,770	1,770		1,770	0.0%
4820 RCF - Purchase Camera Phone	0	13	650	637		637	2.0%
4823 RCF - Heritage Website	0	1,433	3,800	2,367		2,367	37.7%
4824 RCF - Rm20 Tenant Office Refur	4,100	4,100	4,920	820		820	83.3%
4825 RCF - Ditch & Boundary Works	4,900	4,900	4,900	0		0	100.0%
4826 RCF - Hub & Car Park Lights	0	0	2,506	2,506		2,506	0.0%
4827 RCF - Environmental Audit	0	0	5,600	5,600		5,600	0.0%
5013 Trs to Rolling Capital Fund	0	46,892	93,784	46,892		46,892	50.0%
5014 Funding from R C P	(9,015)	(10,996)	(58,939)	(47,943)		(47,943)	18.7%
PROJECTS & GRANTS - Corporate :- Indirect Expenditure	0	46,387	101,890	55,503	0	55,503	45.5%
Net Expenditure	0	(46,387)	(101,890)	(55,503)			

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Corporate Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
111 PRECEPT, INTEREST & CCLA - Cor							
1176 PRECEPT RECEIVED	0	442,782	885,564	442,782			50.0%
1190 INTEREST RECEIVED	892	2,120	500	(1,620)			424.0%
1991 PYA - Youth Grant not accrued	0	15,000	15,000	0			100.0%
1992 PYA -Barclays Q1 Rent Advance	0	(9,500)	(9,500)	0			100.0%
1993 PYA - VAT on Rent not payable	0	3,167	(100)	(3,267)			(3166.7)
PRECEPT, INTEREST & CCLA - Cor :- Income	892	453,569	891,464	437,895			50.9%
Net Income	892	453,569	891,464	437,895			
422 FINANCE & HR - Corporate							
1029 PEPPERCORN RENTS	(40)	(40)	40	80			(100.0%)
FINANCE & HR - Corporate :- Income	(40)	(40)	40	80			(100.0%)
4009 HEALTH & SAFETY	0	0	2,000	2,000	2,000		0.0%
4010 SIMPLY HEALTH INSURANCE	372	1,790	3,500	1,710	1,710		51.1%
4025 OFFICE & IT EQUIPMENT	0	0	500	500	500		0.0%
4027 AUDIT FEES - EXTERNAL	0	(2,400)	2,000	4,400	4,400		(120.0%)
4029 INSURANCES	0	0	18,000	18,000	18,000		0.0%
4039 HR SUPPORT	0	0	5,000	5,000	5,000		0.0%
4040 IT SUPPORT	12	12	0	(12)	(12)		0.0%
4041 PDQ SYSTEMS	335	1,815	5,000	3,185	3,185		36.3%
4047 STAFF COURSES/TRAINING	1,280	1,582	6,000	4,418	4,418		26.4%
4053 PAYROLL SYSTEMS	0	37	2,000	1,963	1,963		1.8%
4057 ACCOUNTS IT SOFTWARE	0	(341)	3,300	3,641	3,641		(10.3%)
4061 LOAN CAPITAL PAID	20,146	32,249	64,630	32,381	32,381		49.9%
4062 LOAN INTEREST PWLB	3,419	2,540	23,680	21,140	21,140		10.7%
4101 Town Clerk's Budget	0	0	1,500	1,500	1,500		0.0%
4156 AUDIT FEES - INTERNAL	0	0	2,000	2,000	2,000		0.0%
4160 ACCOUNTANTS FEES	1,174	1,797	6,000	4,203	4,203		30.0%
4506 PROFESSIONAL FEES	1,142	1,938	5,500	3,562	3,562		35.2%
FINANCE & HR - Corporate :- Indirect Expenditure	27,880	41,020	150,610	109,590	0	109,590	27.2%
Net Income over Expenditure	(27,920)	(41,060)	(150,570)	(109,510)			
601 PLANNING - Corporate							
4102 FTC Internal Rent	124	186	0	(186)	(186)		0.0%
4506 PROFESSIONAL FEES	0	(300)	5,000	5,300	5,300		(6.0%)
PLANNING - Corporate :- Indirect Expenditure	124	(114)	5,000	5,114	0	5,114	(2.3%)
Net Expenditure	(124)	114	(5,000)	(5,114)			
CORPORATE SERVICES :- Income	920	483,079	934,242	451,163			51.7%
Expenditure	62,550	194,448	572,000	377,552	0	377,552	34.0%
Movement to/(from) Gen Reserve	(61,631)	288,632					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Corporate Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	920	483,079	934,242	451,163			51.7%
Expenditure	62,550	194,448	572,000	377,552	0	377,552	34.0%
Net Income over Expenditure	(61,631)	288,632	362,242	73,610			
Movement to/(from) Gen Reserve	(61,631)	288,632					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
COMMUNITY SERVICES							
300 CORE SERVICES - Community							
4001 SALARIES AND WAGES	30,187	117,766	368,349	250,583		250,583	32.0%
4002 UNIFORM	0	658	500	(158)		(158)	131.6%
4005 VEHICLE - MAINTENANCE	11	217	1,500	1,283		1,283	14.5%
4006 FUEL	847	1,408	6,500	5,092		5,092	21.7%
4008 Truck Insurance	0	(2,330)	2,200	4,530		4,530	(105.9%)
4009 HEALTH & SAFETY	216	216	400	184		184	54.0%
4051 GRANTS PERMITTED	0	3,150	10,000	6,850		6,850	31.5%
4063 TRUCK REPAYMENTS	534	2,134	6,405	4,271		4,271	33.3%
4102 FTC Internal Rent	317	475	0	(475)		(475)	0.0%
CORE SERVICES - Community :- Indirect Expenditure	32,112	123,694	395,854	272,160	0	272,160	31.2%
Net Expenditure	(32,112)	(123,694)	(395,854)	(272,160)			
301 BURIAL GROUNDS - Community							
1004 BURIAL GROUNDS (No VAT)	4,240	24,783	15,000	(9,783)			165.2%
1013 CBC-CLOSED BURIAL GROUND	0	1,000	1,000	0			100.0%
1119 Burial Grounds Income VATABLE	2,258	7,075	5,000	(2,075)			141.5%
BURIAL GROUNDS - Community :- Income	6,498	32,858	21,000	(11,858)			156.5%
4015 UTILITIES	0	13	150	137		137	8.5%
4068 Burial Ground NO VAT	0	95	500	405		405	19.0%
4069 Burial Ground VATABLE	0	166	1,000	834		834	16.6%
BURIAL GROUNDS - Community :- Indirect Expenditure	0	274	1,650	1,376	0	1,376	16.6%
Net Income over Expenditure	6,498	32,584	19,350	(13,234)			
302 ALLOTMENTS - Community							
1005 ALLOTMENT RENT	178	409	5,000	4,591			8.2%
ALLOTMENTS - Community :- Income	178	409	5,000	4,591			8.2%
4015 UTILITIES	0	193	350	157		157	55.1%
4072 ALLOTMENTS/MAINTENANCE	186	206	2,000	1,794		1,794	10.3%
4088 PORTALOO HIRE	0	295	0	(295)		(295)	0.0%
4102 FTC Internal Rent	42	120	0	(120)		(120)	0.0%
5011 Trs to EMR Allotments	0	0	5,483	5,483		5,483	0.0%
ALLOTMENTS - Community :- Indirect Expenditure	228	813	7,833	7,020	0	7,020	10.4%
Net Income over Expenditure	(50)	(404)	(2,833)	(2,429)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
303 LOCAL AMENITIES - Community							
1002 Insurance Claims	5,262	5,262	0	(5,262)			0.0%
1014 PHONE MAST INC (STATION RD)	0	4,500	5,333	833			84.4%
1070 MANOR PARK (Rural Paymt Agent)	1,481	1,481	2,000	519			74.0%
1177 GRANTS RECEIVED	4,268	(18,873)	0	18,873			0.0%
LOCAL AMENITIES - Community :- Income	11,011	(7,630)	7,333	14,963			(104.0%)
4078 Planting/Weeding	118	1,491	3,000	1,509	1,509		49.7%
4084 PLANT & EQUIP-PURCHASE	0	1,326	2,500	1,174	1,174		53.0%
4085 PLANT & EQUIP-MAINTENANCE	0	0	2,500	2,500	2,500		0.0%
4110 TREE MAINTENANCE	0	0	3,000	3,000	3,000		0.0%
4111 PITCH MAINTENANCE - Hinksley R	0	0	1,000	1,000	1,000		0.0%
4115 Grass Cutting (Flitwick)	0	0	750	750	750		0.0%
4116 Grass Cutting (CBC Charges)	0	0	4,000	4,000	4,000		0.0%
4118 BINS AND SEATS	0	0	1,000	1,000	1,000		0.0%
4128 WASTE DISPOSAL	1,413	3,577	6,300	2,723	2,723		56.8%
4132 BUILDING MAINTENANCE	274	920	1,500	580	580		61.3%
4135 Community Spirit	0	(186)	0	186	186		0.0%
4140 MAINTENANCE CONTRACTS	0	(766)	650	1,416	1,416		(117.9%)
4700 FLITWICK MANOR PARK	17,305	(9,220)	10,000	19,220	19,220		(92.2%)
4701 Flit Valley Maintenance	0	0	500	500	500		0.0%
LOCAL AMENITIES - Community :- Indirect Expenditure	19,110	(2,858)	36,700	39,558	0	39,558	(7.8%)
Net Income over Expenditure	(8,099)	(4,771)	(29,367)	(24,596)			
305 PLAY AREAS - Community							
1012 Millennium Park Hire	1,125	1,458	1,000	(458)			145.8%
1180 COMMUTED SUMS RELEASED TO	0	0	1,350	1,350			0.0%
PLAY AREAS - Community :- Income	1,125	1,458	2,350	892			62.1%
4075 PLAY AREA/REPAIRS & MAINT.	51	92	8,000	7,908	7,908		1.1%
4082 Millennium Park (Inc CCTV)	155	155	2,000	1,845	1,845		7.8%
4122 CHANGING ROOMS - HINKSLEY	27	(129)	0	129	129		0.0%
PLAY AREAS - Community :- Indirect Expenditure	233	118	10,000	9,882	0	9,882	1.2%
Net Income over Expenditure	892	1,340	(7,650)	(8,990)			
306 STREET LIGHTING - Community							
4096 Electricity - Street Lights	2,041	1,291	2,500	1,209	1,209		51.7%
4097 Street Lighting Maintenance	0	0	2,000	2,000	2,000		0.0%
STREET LIGHTING - Community :- Indirect Expenditure	2,041	1,291	4,500	3,209	0	3,209	28.7%
Net Expenditure	(2,041)	(1,291)	(4,500)	(3,209)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
311 YOUTH HUB/ACTIVITIES - Communi							
1035 The Hub Hire	200	348	50	(298)			695.0%
1037 Under 18s Skate Competition	0	0	120	120			0.0%
1041 YOUTH ACTIVITIES	0	15,000	15,000	0			100.0%
YOUTH HUB/ACTIVITIES - Communi :- Income	200	15,348	15,170	(178)			101.2%
4001 SALARIES AND WAGES	257	831	2,000	1,169		1,169	41.5%
4015 UTILITIES	69	927	2,300	1,373		1,373	40.3%
4016 BUSINESS RATES	0	2,395	2,469	74		74	97.0%
4049 YOUTH ACTIVITIES	0	14,204	42,000	27,796		27,796	33.8%
4050 Under 18s Skate Competition	0	0	710	710		710	0.0%
4132 BUILDING MAINTENANCE	0	(607)	4,000	4,607		4,607	(15.2%)
4138 EQUIPMENT	0	0	1,000	1,000		1,000	0.0%
4140 MAINTENANCE CONTRACTS	221	72	2,000	1,928		1,928	3.6%
YOUTH HUB/ACTIVITIES - Communi :- Indirect Expenditure	548	17,822	56,479	38,657	0	38,657	31.6%
Net Income over Expenditure	(348)	(2,474)	(41,309)	(38,835)			
312 COMMUNITY ACTIVITIES - Communi							
1039 PAINTING CIRCLE	0	129	100	(29)			129.2%
1120 KEEP FIT / Dance Fitness	0	456	2,800	2,344			16.3%
1122 MENS CLUB	38	200	1,100	900			18.2%
1129 Community Bingo	0	12	275	263			4.2%
1146 OLDER PEOPLE - Events	417	417	500	83			83.3%
1149 Flitwick Sunday Market	75	75	0	(75)			0.0%
1171 LUNCH CLUB	188	552	2,900	2,348			19.0%
COMMUNITY ACTIVITIES - Communi :- Income	718	1,841	7,675	5,834			24.0%
4102 FTC Internal Rent	628	1,099	0	(1,099)		(1,099)	0.0%
4553 PAINTING CIRCLE	0	0	10	10		10	0.0%
4554 STITCHERS	0	0	140	140		140	0.0%
4556 OLDER PEOPLE - Events	0	0	2,150	2,150		2,150	0.0%
4558 KEEP FIT / Dance Fitness	349	787	2,700	1,913		1,913	29.1%
4612 MENS CLUB	26	26	1,100	1,074		1,074	2.4%
4621 LUNCH CLUB	167	240	4,100	3,860		3,860	5.9%
4625 FORGET ME NOT GROUP	0	0	2,100	2,100		2,100	0.0%
4626 RESIDENT DRIVEN PROJECT	0	0	5,000	5,000		5,000	0.0%
4628 Flitwick Food Extra	0	0	1,500	1,500		1,500	0.0%
COMMUNITY ACTIVITIES - Communi :- Indirect Expenditure	1,170	2,152	18,800	16,648	0	16,648	11.4%
Net Income over Expenditure	(452)	(311)	(11,125)	(10,814)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
313 COMMUNITY EVENTS - Community							
1040 18+ Skate Competition	0	0	200	200			0.0%
1127 Flitwick Fun Day	0	9,207	2,000	(7,207)			460.3%
1130 Christmas Lunch - OLDER People	0	0	1,000	1,000			0.0%
1164 Christmas Market	25	25	200	175			12.5%
1165 Christmas Lights EVENT	167	167	1,000	833			16.7%
1167 Christmas Market Trip	0	0	850	850			0.0%
1170 YOUTH PANEL	0	0	200	200			0.0%
1172 JUBILEE Event 2022	0	513	750	238			68.3%
COMMUNITY EVENTS - Community :- Income	192	9,911	6,200	(3,711)			159.9%
4043 REMEMBRANCE EVENT	0	0	1,200	1,200		1,200	0.0%
4200 Christmas Lights Installation	0	0	16,500	16,500		16,500	0.0%
4201 Christmas Market	0	0	360	360		360	0.0%
4202 Christmas Market Trip	0	0	520	520		520	0.0%
4203 Festive Fun	0	0	250	250		250	0.0%
4204 3 Station Rd Christsmas Tree	0	0	1,250	1,250		1,250	0.0%
4205 Front Garden Competition	0	0	220	220		220	0.0%
4206 Scarecrow Festival	6	10	100	91		91	9.5%
4207 Fun Palace	0	0	150	150		150	0.0%
4208 18+ Skate Competition	150	150	900	750		750	16.7%
4540 Christmas Lights EVENT	0	0	5,400	5,400		5,400	0.0%
4551 Flitwick Fun Day	546	20,556	20,000	(556)		(556)	102.8%
4618 COMMUNITY Events Expense	2	329	2,000	1,671		1,671	16.4%
4620 YOUTH PANEL	0	0	700	700		700	0.0%
4622 JUBILEE Event 2022	0	2,638	2,000	(638)		(638)	131.9%
COMMUNITY EVENTS - Community :- Indirect Expenditure	704	23,682	51,550	27,868	0	27,868	45.9%
Net Income over Expenditure	(512)	(13,772)	(45,350)	(31,578)			
COMMUNITY SERVICES :- Income	19,922	54,194	64,728	10,534			83.7%
Expenditure	56,146	166,989	583,366	416,377	0	416,377	28.6%
Movement to/(from) Gen Reserve	(36,224)	(112,794)					
Grand Totals:- Income	19,922	54,194	64,728	10,534			83.7%
Expenditure	56,146	166,989	583,366	416,377	0	416,377	28.6%
Net Income over Expenditure	(36,224)	(112,794)	(518,638)	(405,844)			
Movement to/(from) Gen Reserve	(36,224)	(112,794)					

CURRENT ACCOUNT

Receipts for Month 4

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 :	5,000.00					5,000.00	
	Banked: 01/07/2022	660.00						
	Sales Recpts Page 11133	660.00	660.00		101			Sales Recpts Page 11133
	Banked: 01/07/2022	891.00						
	Sales Recpts Page 11134	891.00	891.00		101			Sales Recpts Page 11134
	Banked: 01/07/2022	100.00						
	Sales Recpts Page 11135	100.00	100.00		101			Sales Recpts Page 11135
	Banked: 01/07/2022	48.00						
	Sales Recpts Page 11136	48.00	48.00		101			Sales Recpts Page 11136
	Banked: 01/07/2022	160.50						
	Sales Recpts Page 11137	160.50	160.50		101			Sales Recpts Page 11137
	Banked: 01/07/2022	1,089.44						
	Sales Recpts Page 11138	1,089.44	1,089.44		101			Sales Recpts Page 11138
	Banked: 04/07/2022	647.50						
	Sales Recpts Page 11139	647.50	647.50		101			Sales Recpts Page 11139
	Banked: 04/07/2022	647.50						
	Sales Recpts Page 11140	647.50	647.50		101			Sales Recpts Page 11140
	Banked: 04/07/2022	944.04						
	Sales Recpts Page 11141	944.04	944.04		101			Sales Recpts Page 11141
	Banked: 04/07/2022	569.80						
	Sales Recpts Page 11142	569.80	569.80		101			Sales Recpts Page 11142
	Banked: 04/07/2022	431.20						
	Sales Recpts Page 11143	431.20	431.20		101			Sales Recpts Page 11143
	Banked: 04/07/2022	1,161.00						
	Sales Recpts Page 11144	1,161.00	1,161.00		101			Sales Recpts Page 11144
	Banked: 05/07/2022	395.00						
	Sales Recpts Page 11145	395.00	395.00		101			Sales Recpts Page 11145
	Banked: 05/07/2022	430.00						
	Sales Recpts Page 11146	430.00	430.00		101			Sales Recpts Page 11146
	Banked: 05/07/2022	1,827.05						
	Sales Recpts Page 11147	1,827.05	1,827.05		101			Sales Recpts Page 11147
	Banked: 05/07/2022	237.00						
	Sales Recpts Page 11148	237.00	237.00		103			Sales Recpts Page 11148
	Banked: 05/07/2022	-237.00						
	Sales Recpts Page 11149	-237.00	-237.00		103			Sales Recpts Page 11149
	Banked: 05/07/2022	237.00						
	Sales Recpts Page 11150	237.00	237.00		103			Sales Recpts Page 11150

Receipts for Month 4

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>
	Banked: 05/07/2022	2,000.00						
	Sales Recpts Page 11151	2,000.00	2,000.00		103			Sales Recpts Page 11151
	Banked: 05/07/2022	32,000.00						
Manual	BUSINESS RESERVE	32,000.00			202		32,000.00	PAYE/NIC Pmts
	Banked: 05/07/2022	3,476.05						
AUTO	BUSINESS RESERVE	3,476.05			202		3,476.05	Auto Transfer
	Banked: 06/07/2022	100.00						
	Sales Recpts Page 11152	100.00	100.00		103			Sales Recpts Page 11152
	Banked: 06/07/2022	569.80						
	Sales Recpts Page 11153	569.80	569.80		101			Sales Recpts Page 11153
	Banked: 07/07/2022	63.00						
	Sales Recpts Page 11154	63.00	63.00		101			Sales Recpts Page 11154
	Banked: 07/07/2022	50.00						
	Sales Recpts Page 11155	50.00	50.00		103			Sales Recpts Page 11155
	Banked: 07/07/2022	1,707.00						
	Sales Recpts Page 11156	1,707.00	1,707.00		101			Sales Recpts Page 11156
	Banked: 07/07/2022	90.00						
	Sales Recpts Page 11203	90.00	90.00		103			Sales Recpts Page 11203
	Banked: 07/07/2022	3,849.00						
	Sales Recpts Page 11205	3,849.00	3,849.00		101			Sales Recpts Page 11205
	Banked: 08/07/2022	420.00						
	Sales Recpts Page 11157	420.00	420.00		101			Sales Recpts Page 11157
	Banked: 11/07/2022	194.40						
	Sales Recpts Page 11158	194.40	194.40		101			Sales Recpts Page 11158
	Banked: 11/07/2022	6,736.44						
AUTO	BUSINESS RESERVE	6,736.44			202		6,736.44	Auto Transfer
	Banked: 12/07/2022	63.00						
	Sales Recpts Page 11159	63.00	63.00		101			Sales Recpts Page 11159
	Banked: 12/07/2022	431.20						
	Sales Recpts Page 11160	431.20	431.20		101			Sales Recpts Page 11160
	Banked: 12/07/2022	18.00						
	Sales Recpts Page 11204	18.00	18.00		103			Sales Recpts Page 11204
	Banked: 13/07/2022	80.10						
	Sales Recpts Page 11161	80.10	80.10		101			Sales Recpts Page 11161
	Banked: 13/07/2022	8.00						
	Sales Recpts Page 11162	8.00	8.00		101			Sales Recpts Page 11162

CURRENT ACCOUNT

Receipts for Month 4

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>
201723	Banked: 14/07/2022	3,135.59						
201723	Teas and Coffees Donations	28.80			1027	420	28.80	Teas and Coffees Donations
201723	Lunch Club	10.00		1.67	1171	312	8.33	Lunch Club
201723	Mens Club Subs	46.00		7.67	1122	312	38.33	Mens Club Subs
201723	Bar Takings (09.07.22)	611.90		101.98	1026	420	509.92	Bar Takings (09.07.22)
201723	Rendezvous (23-30 June 2022)	761.98		127.00	1027	420	634.98	Rendezvous (23-30 June 2022)
201723	Rendezvous (01-08 July 2022)	863.54		143.92	1027	420	719.62	Rendezvous (01-08 July 2022)
201723	Rendezvous (9-12 July 22)	411.37		68.56	1027	420	342.81	Rendezvous (9-12 July 22)
201723	Flitwick Market Rents	90.00		15.00	1149	312	75.00	Flitwick Market Rents
201723	Book of Flitwick	5.00			1143	102	5.00	Book of Flitwick
201723	Blue Elephant Xmas Stall	30.00		5.00	1164	313	25.00	Blue Elephant Xmas Stall
201723	Allotment PS	27.00			1005	302	27.00	Allotment PS
201723	Castle Antiques Fair	250.00	250.00		101			Sales Recpts Page 11132
	Banked: 14/07/2022	63.00						
	Sales Recpts Page 11163	63.00	63.00		101			Sales Recpts Page 11163
	Banked: 14/07/2022	569.80						
	Sales Recpts Page 11164	569.80	569.80		101			Sales Recpts Page 11164
	Banked: 15/07/2022	460.00						
	Sales Recpts Page 11165	460.00	460.00		103			Sales Recpts Page 11165
	Banked: 15/07/2022	117.60						
	Sales Recpts Page 11166	117.60	117.60		101			Sales Recpts Page 11166
	Banked: 15/07/2022	4,383.75						
	Sales Recpts Page 11167	4,383.75	4,383.75		104			Sales Recpts Page 11167
	Banked: 15/07/2022	830.40						
	Sales Recpts Page 11168	830.40	830.40		101			Sales Recpts Page 11168
	Banked: 15/07/2022	50.00						
	Sales Recpts Page 11169	50.00	50.00		103			Sales Recpts Page 11169
	Banked: 15/07/2022	34,316.44						
AUTO	BUSINESS RESERVE	34,316.44			202		34,316.44	Auto Transfer
	Banked: 18/07/2022	50.00						
	Sales Recpts Page 11170	50.00	50.00		101			Sales Recpts Page 11170
	Banked: 19/07/2022	312.00						
	Sales Recpts Page 11171	312.00	312.00		101			Sales Recpts Page 11171
	Banked: 20/07/2022	429.00						
	Sales Recpts Page 11172	429.00	429.00		101			Sales Recpts Page 11172
	Banked: 20/07/2022	240.02						
AUTO	BUSINESS RESERVE	240.02			202		240.02	Auto Transfer
O/L	Banked: 20/07/2022	20.00						
O/L	Hibbotts Artisan	20.00			1143	102	20.00	Car Show 2022

Receipts for Month 4

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>
	Banked: 21/07/2022	148.00						
	Sales Recpts Page 11173	148.00	148.00		101			Sales Recpts Page 11173
	Banked: 21/07/2022	369.00						
	Sales Recpts Page 11174	369.00	369.00		101			Sales Recpts Page 11174
	Banked: 21/07/2022	395.00						
	Sales Recpts Page 11175	395.00	395.00		103			Sales Recpts Page 11175
	Banked: 21/07/2022	271.20						
	Sales Recpts Page 11176	271.20	271.20		103			Sales Recpts Page 11176
	Banked: 21/07/2022	5,262.15						
	Royal Sun Alliance	5,262.15			1002	303	5,262.15	Insurance Pmt for TS Install 1
	Banked: 22/07/2022	165.60						
	Sales Recpts Page 11178	165.60	165.60		103			Sales Recpts Page 11178
	Banked: 22/07/2022	48,000.00						
Manual	BUSINESS RESERVE	48,000.00			202		48,000.00	Payment Run
	Banked: 22/07/2022	1,480.90						
	Rural Payment Agency	1,480.90			1070	303	1,480.90	2022/23 Install 1
	Banked: 25/07/2022	63.00						
	Sales Recpts Page 11179	63.00	63.00		101			Sales Recpts Page 11179
	Banked: 25/07/2022	845.00						
	Sales Recpts Page 11180	845.00	845.00		103			Sales Recpts Page 11180
	Banked: 25/07/2022	1,150.00						
	Sales Recpts Page 11181	1,150.00	1,150.00		101			Sales Recpts Page 11181
	Banked: 25/07/2022	1,757.30						
	Sales Recpts Page 11182	1,757.30	1,757.30		101			Sales Recpts Page 11182
	Banked: 25/07/2022	3,122.00						
	Sales Recpts Page 11183	3,122.00	3,122.00		103			Sales Recpts Page 11183
	Banked: 25/07/2022	2,723.10						
	Sales Recpts Page 11184	2,723.10	99.60		101			Sales Recpts Page 11184
			2,623.50		103			Sales Recpts Page 11184
	Banked: 25/07/2022	714.00						
	Sales Recpts Page 11185	714.00	714.00		103			Sales Recpts Page 11185
	Banked: 25/07/2022	20,000.00						
Manual	BUSINESS RESERVE	20,000.00			202		20,000.00	CB Payments
	Banked: 26/07/2022	55.20						
	Sales Recpts Page 11186	55.20	55.20		101			Sales Recpts Page 11186
	Banked: 26/07/2022	777.00						

Receipts for Month 4

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>
	Sales Recpts Page 11187	777.00	777.00		101			Sales Recpts Page 11187
	Banked: 26/07/2022	228.00						
	Sales Recpts Page 11188	228.00	228.00		101			Sales Recpts Page 11188
	Banked: 27/07/2022	49.00						
	Sales Recpts Page 11189	49.00	49.00		103			Sales Recpts Page 11189
	Banked: 27/07/2022	777.00						
	Sales Recpts Page 11190	777.00	777.00		101			Sales Recpts Page 11190
	Banked: 27/07/2022	658.80						
	Sales Recpts Page 11191	658.80	658.80		103			Sales Recpts Page 11191
	Banked: 27/07/2022	20,000.00						
Manual	BUSINESS RESERVE	20,000.00			202		20,000.00	CB Payments
	Banked: 27/07/2022	-250.00						
	Sales Recpts Page 11206	-250.00	-250.00		101			Sales Recpts Page 11206
	Banked: 28/07/2022	1,368.40						
	Sales Recpts Page 11192	1,368.40	1,368.40		101			Sales Recpts Page 11192
	Banked: 28/07/2022	228.00						
	Sales Recpts Page 11193	228.00	228.00		101			Sales Recpts Page 11193
	Banked: 29/07/2022	1,200.00						
	Sales Recpts Page 11198	1,200.00	1,200.00		101			Sales Recpts Page 11198
	Banked: 29/07/2022	420.00						
	Sales Recpts Page 11199	420.00	420.00		101			Sales Recpts Page 11199
	Banked: 29/07/2022	558.00						
	Sales Recpts Page 11200	558.00	288.00		101			Sales Recpts Page 11200
			270.00		103			Sales Recpts Page 11200
	Banked: 29/07/2022	2,996.40						
	Sales Recpts Page 11201	2,996.40	2,996.40		101			Sales Recpts Page 11201
	Banked: 29/07/2022	18,814.52						
AUTO	BUSINESS RESERVE	18,814.52			202		18,814.52	Auto Transfer
	Banked: 29/07/2022	216.00						
	Sales Recpts Page 11202	216.00	216.00		101			Sales Recpts Page 11202
Total Receipts for Month		241,635.19	48,403.08	470.80			192,761.31	
Cashbook Totals		<u>246,635.19</u>	<u>48,403.08</u>	<u>470.80</u>			<u>197,761.31</u>	

CURRENT ACCOUNT

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/07/2022	BUSINESS RESERVE	AUTO	2,948.94			202		2,948.94	Auto Transfer
04/07/2022	BUSINESS RESERVE	AUTO	4,374.99			202		4,374.99	Auto Transfer
04/07/2022	Barclays Bank Charges	O/L	26.05			4058	101	26.05	Payflow Charges June 22
05/07/2022	HMRC	O/L	6.29			4058	101	6.29	Annual PAYE Charges 21/22
05/07/2022	HMRC	O/L	529.01			4001	101	529.01	P11D 2021/22 Payments
05/07/2022	TL Final FTC Payment	O/L	10,141.38			516		10,141.38	TL Final FTC Payment
05/07/2022	HMRC	O/L	13,079.43			515		13,079.43	PAYE/NIC June 2022
05/07/2022	Bedfordshire Pension Fund	O/L	16,571.39			517		16,571.39	Pension Costs June 2022
05/07/2022	A Snape (Mayor)	O/L	3.60			4210	102	3.60	Mileage High Sheriff Tea
05/07/2022	A Snape (Mayor)	O/L	9.00			4210	102	9.00	Mileage Houghton TM Tea
05/07/2022	A Snape (Mayor)	O/L	10.00			4210	102	10.00	Raffle Ticket Houghton Regis
05/07/2022	A Snape (Mayor)	O/L	15.00			4210	102	15.00	Leighton Mayoral Lunch June 2022 Charges
06/07/2022	O2 Uk Limited	DD276	27.60	27.60		501			
06/07/2022	BUSINESS RESERVE	AUTO	655.15			202		655.15	Auto Transfer
06/07/2022	G Palmer	O/L	-12.95			4147	420	-12.95	CC Payment
07/07/2022	BUSINESS RESERVE	AUTO	5,399.00			202		5,399.00	Auto Transfer
07/07/2022	Fosters Legal Solicitors	O/L	360.00		60.00	4506	422	300.00	TL Legal Fees
08/07/2022	BUSINESS RESERVE	AUTO	420.00			202		420.00	Auto Transfer
11/07/2022	Barclaycard: Gemma Palmer	O/L	1,570.06		2.92	4147	420	67.34	Tesco: Cafe Stock/Supplies
						4002	420	32.90	Ebay for Aprons For Cafe Staff
						4147	420	26.01	Tesco: Cafe Stock/Supplies
						4147	420	100.03	Costco: Cafe Stock/Supplies
						4147	420	70.78	Tesco: Cafe Stock/Supplies
						4147	420	77.48	Tesco: Cafe Stock/Supplies
						4147	420	105.36	Tesco: Cafe Stock/Supplies
						4147	420	112.44	Tesco: Cafe Stock/Supplies
						4147	420	92.17	Tesco: Cafe Stock/Supplies
						4147	420	80.30	Tesco: Cafe Stock/Supplies
						4147	420	125.78	Tesco: Cafe Stock/Supplies
						4147	420	59.78	Tesco: Cafe Stock/Supplies
						4147	420	241.64	Tesco: Cafe Stock/Supplies
						4147	420	18.52	Tesco: Cafe Stock/Supplies
						4147	420	57.01	Tesco: Cafe Stock/Supplies
						4147	420	44.50	Tesco: Cafe Stock/Supplies
						4147	420	64.88	Tesco: Cafe Stock/Supplies
						4147	420	45.76	Tesco: Cafe Stock/Supplies
						4147	420	12.00	Tesco: Cafe Stock/Supplies
						4147	420	36.09	Tesco: Cafe Stock/Supplies
						4147	420	12.95	Ebay: Cafe Stock/Supplies
						4147	420	83.42	Tesco: Cafe Stock/Supplies
11/07/2022	GP CC Transactions to CB6	O/L	-1,570.06		-2.92	4147	420	-67.34	June GP CC Mv'd CB6
						4002	420	-32.90	June GP CC Mv'd CB6
						4147	420	-26.01	June GP CC Mv'd CB6
						4147	420	-100.03	June GP CC Mv'd CB6
						4147	420	-70.78	June GP CC Mv'd CB6

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						4147	420	-77.48	June GP CC Mv'd CB6
						4147	420	-105.36	June GP CC Mv'd CB6
						4147	420	-112.44	June GP CC Mv'd CB6
						4147	420	-92.17	June GP CC Mv'd CB6
						4147	420	-80.30	June GP CC Mv'd CB6
						4147	420	-125.78	June GP CC Mv'd CB6
						4147	420	-59.78	June GP CC Mv'd CB6
						4147	420	-241.64	June GP CC Mv'd CB6
						4147	420	-18.52	June GP CC Mv'd CB6
						4147	420	-57.01	June GP CC Mv'd CB6
						4147	420	-44.50	June GP CC Mv'd CB6
						4147	420	-64.88	June GP CC Mv'd CB6
						4147	420	-45.76	June GP CC Mv'd CB6
						4147	420	-12.00	June GP CC Mv'd CB6
						4147	420	-36.09	June GP CC Mv'd CB6
						4147	420	-12.95	June GP CC Mv'd CB6
						4147	420	-83.42	June GP CC Mv'd CB6
11/07/2022	Central Bedfordshire	DD272	240.00	240.00		501			Youth Hub Business Rates 22/23
11/07/2022	Central Bedfordshire	DD273	3,046.00	3,046.00		501			Rufus Cen Business Rates 22/23
11/07/2022	Central Bedfordshire	DD274	232.00	232.00		501			Room 7 Rufus Bus. Rates 22/23
11/07/2022	Central Bedfordshire	DD275	44.00	44.00		501			Althorp Close Bus. Rates 22/23
11/07/2022	Barclaycard	Manual	3,368.84			205		3,368.84	Jul 22 Barclaycard DD
12/07/2022	BUSINESS RESERVE	AUTO	512.20			202		512.20	Auto Transfer
13/07/2022	BUSINESS RESERVE	AUTO	88.10			202		88.10	Auto Transfer
14/07/2022	BUSINESS RESERVE	AUTO	3,480.37			202		3,480.37	Auto Transfer
14/07/2022	Cheque to CASH	CHQ	8.02			220		8.02	Reimburse Petty Cash
15/07/2022	Barclays Payflow	O/L	40,158.19			516		40,158.19	Wages - July 2022
18/07/2022	BUSINESS RESERVE	AUTO	330.00			202		330.00	Auto Transfer
19/07/2022	BUSINESS RESERVE	AUTO	312.00			202		312.00	Auto Transfer
20/07/2022	BRITISH GAS TRADING LTD	DD270	493.21	493.21		501			Rufus Gas June 2022
20/07/2022	O2 Uk Limited	DD271	170.81	170.81		501			July Charges 22
20/07/2022	Leighton Buzzard Council	O/L	25.00			4210	102	25.00	TM Charity Meal Consort Ticket
21/07/2022	BUSINESS RESERVE	AUTO	6,445.35			202		6,445.35	Auto Transfer
22/07/2022	ACE Fire & Security Ltd	E3758	63.00	63.00		501			Fire Extinguisher Maint 22/23
22/07/2022	Ace Celebrations & Events	E3759	180.00	180.00		501			Sashes/Balloon Bouquet
22/07/2022	All Star Business Solutions Li	E3760	739.43	739.43		501			Diesel June 2022
22/07/2022	BEDS & RIVER IVEL INTERNAL DRA	E3761	26.89	26.89		501			Agricultural Drainage Rates
22/07/2022	Belair Coffee	E3762	848.55	848.55		501			Rendezvous Stock & Supplies
22/07/2022	Bidfood	E3763	3,204.54	3,204.54		501			Rendezvous Stock & Supplies
22/07/2022	BIFFA WASTE SERVICES LTD	E3764	2,004.61	2,004.61		501			YH Waste Disposal June 2022

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/07/2022	George Browns Ltd	E3765	18.84	18.84		501			Manor Park Weeder Killer
22/07/2022	Bryan Lecoche Ltd	E3766	489.12	489.12		501			Attendance to service Notice
22/07/2022	Camloc Security Ltd	E3767	186.00	186.00		501			Callout to NVR at The Rec
22/07/2022	Collin Hill Bar & Catering Sup	E3769	147.42	147.42		501			Condensor Cleaner Service
22/07/2022	Complete I.T.	E3770	3,346.77	3,346.77		501			Microsoft 365 Business June 22
22/07/2022	Copier Solutions (UK) Ltd	E3771	366.27	366.27		501			Monthly Copier Chargers
22/07/2022	Corporate Travel Management	E3772	61.20	61.20		501			Booking Commission Charge ELN
22/07/2022	The Cottage Bakery	E3773	344.25	344.25		501			Cafe Stock & Supplies
22/07/2022	B.W. Deacon Butchers	E3774	596.95	596.95		501			Cafe Stock & Supplies
22/07/2022	First Stop Safety	E3775	105.54	105.54		501			Annual Calibration PAT Tester
22/07/2022	Flitwick PCC Church - St Peter	E3776	68.00	68.00		501			Hire Church-Mayors Civic Servi
22/07/2022	W Fuller & Son Ltd	E3777	2,439.00	2,439.00		501			Security (Private Function)
22/07/2022	Holdsworth	E3778	408.96	408.96		501			Rendezvous Stock & Supplies
22/07/2022	ICPhygiene	E3779	346.37	346.37		501			Cleaning Supplies
22/07/2022	Imagination Dance Community Co	E3780	300.00	300.00		501			Dance Fitness June/July 2022
22/07/2022	JEWSON LTD	E3781	33.72	33.72		501			Postfix/Square Plate Washers
22/07/2022	L8 Protection.Com	E3782	1,654.80	1,654.80		501			TS Test Legionella Samples
22/07/2022	LWC Northampton	E3783	520.58	520.58		501			Bar Stock & Supplies
22/07/2022	DCK Beavers Limited T/A Accoun	E3784	1,408.56	1,408.56		501			Review year end entries
22/07/2022	Rosetone Contract Furniture Lt	E3785	249.24	249.24		501			Table Clothes
22/07/2022	Safe I.S. Fire & Safety Traini	E3786	670.76	670.76		501			Fire Warden Training
22/07/2022	D & G SHORT	E3787	301.41	301.41		501			MP Replacement part for gates
22/07/2022	SSC Ventures Ltd	E3788	738.00	738.00		501			Rufus Maintenance
22/07/2022	Andy Skellham at Stockchek	E3789	252.00	252.00		501			Stocktake
22/07/2022	STUART BROWN LIMITED	E3790	12.60	12.60		501			1 x Axe
22/07/2022	C S Tomkins Window Cleaning	E3791	1,500.00	1,500.00		501			Rufus Window Cleaning
22/07/2022	Top Gear Motors (D N Arnold)	E3792	24.97	24.97		501			Truck Maint/Paint Skate Park
22/07/2022	TruePos Ltd (Till Systems)	E3793	216.00	216.00		501			Retail Terminal Licence
22/07/2022	Venue Directory (Berry Marketi	E3794	993.60	993.60		501			Annual Subscription
22/07/2022	LIDDLE & CO	E3547	2,850.00	2,850.00		501			Roof Repairs at Rufus Centre
22/07/2022	Total Energies (prev. Total Ga	DD268	846.99	846.99		501			Rufus Electric June 22
22/07/2022	Iris Payroll Solutions Ltd	DD269	14.78	14.78		501			Monthly Contracted Package
22/07/2022	BUSINESS RESERVE	AUTO	21,066.78			202		21,066.78	Auto Transfer
25/07/2022	BUSINESS RESERVE	AUTO	30,374.40			202		30,374.40	Auto Transfer
26/07/2022	Total Energies (prev. Total Ga	DD264	72.16	72.16		501			YH Electric June 2022
26/07/2022	Total Energies (prev. Total Ga	DD266	28.28	28.28		501			Electric Hinksley Road June 22
26/07/2022	BRITISH TELECOMMUNICATION	DD267	279.60	279.60		501			BT Business Bill July 2022

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
26/07/2022	BUSINESS RESERVE	AUTO	680.16			202		680.16	Auto Transfer
27/07/2022	BUSINESS RESERVE	AUTO	1,880.96			202		1,880.96	Auto Transfer
27/07/2022	A Snape (Mayor)	O/L	5.99			4143	102	5.99	TM Charity Cat Scratchcard
27/07/2022	A Snape (Mayor)	O/L	9.40		1.57	4210	102	7.83	Rendez. Civic Plan Refreshment
27/07/2022	A Snape (Mayor)	O/L	9.45			4210	102	9.45	Mevan Leighton TM Charity Drin
27/07/2022	A Snape (Mayor)	O/L	12.00			4210	102	12.00	Tesco: CBC Carers Raffle Prize
27/07/2022	A Snape (Mayor)	O/L	21.70			4210	102	21.70	Leighton Charity Meal Mileage
27/07/2022	A Snape (Mayor)	O/L	41.90			4210	102	41.90	Dunstable TM Charity Meal
27/07/2022	PWLB Loans Payment	O/L	23,564.58			4061	422	9,615.39	PWLB Loan PW480459 - Capital
						4062	422	1,201.92	PWLB Loan PW480459 - Interest
						4061	422	6,000.00	PWLB Loan PW488637 - Capital
						4062	422	2,016.00	PWLB Loan PW488637 - Interest
						4061	422	4,530.13	PWLB Loan PW494544 - Capital
						4062	422	201.14	PWLB Loan PW494544 - Interest
27/07/2022	BACS P/L Pymnt Page 3935	BACS Pymnt	19,253.40	19,253.40		501			BACS P/L Pymnt Page 3935
28/07/2022	BUSINESS RESERVE	AUTO	1,596.40			202		1,596.40	Auto Transfer
29/07/2022	Shogun Vehicle Leasing	DD265	640.34	640.34		501			Vehicle Lease July 2022
Total Payments for Month			241,635.19	53,107.12	61.57			188,466.50	
Balance Carried Fwd			5,000.00						
Cashbook Totals			246,635.19	53,107.12	61.57			193,466.50	

Receipts for Month 4

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 :	132,486.87					132,486.87	
	Banked: 01/07/2022	2,948.94						
AUTO	CURRENT ACCOUNT	2,948.94			201		2,948.94	Auto Transfer
	Banked: 04/07/2022	4,374.99						
AUTO	CURRENT ACCOUNT	4,374.99			201		4,374.99	Auto Transfer
	Banked: 04/07/2022	892.37						
	CCLA Interest Accrued	892.37			1190	111	892.37	June 2022
	Banked: 06/07/2022	655.15						
AUTO	CURRENT ACCOUNT	655.15			201		655.15	Auto Transfer
	Banked: 07/07/2022	5,399.00						
AUTO	CURRENT ACCOUNT	5,399.00			201		5,399.00	Auto Transfer
	Banked: 08/07/2022	420.00						
AUTO	CURRENT ACCOUNT	420.00			201		420.00	Auto Transfer
	Banked: 12/07/2022	512.20						
AUTO	CURRENT ACCOUNT	512.20			201		512.20	Auto Transfer
	Banked: 13/07/2022	88.10						
AUTO	CURRENT ACCOUNT	88.10			201		88.10	Auto Transfer
	Banked: 14/07/2022	3,480.37						
AUTO	CURRENT ACCOUNT	3,480.37			201		3,480.37	Auto Transfer
	Banked: 18/07/2022	330.00						
AUTO	CURRENT ACCOUNT	330.00			201		330.00	Auto Transfer
	Banked: 19/07/2022	312.00						
AUTO	CURRENT ACCOUNT	312.00			201		312.00	Auto Transfer
	Banked: 21/07/2022	6,445.35						
AUTO	CURRENT ACCOUNT	6,445.35			201		6,445.35	Auto Transfer
	Banked: 22/07/2022	21,066.78						
AUTO	CURRENT ACCOUNT	21,066.78			201		21,066.78	Auto Transfer
	Banked: 25/07/2022	30,374.40						
AUTO	CURRENT ACCOUNT	30,374.40			201		30,374.40	Auto Transfer
	Banked: 26/07/2022	680.16						
AUTO	CURRENT ACCOUNT	680.16			201		680.16	Auto Transfer
	Banked: 27/07/2022	1,880.96						
AUTO	CURRENT ACCOUNT	1,880.96			201		1,880.96	Auto Transfer
	Banked: 27/07/2022	15,637.28						
Manual	PDQ Account	15,637.28			204		15,637.28	Jul 22 Income Trans
	Banked: 27/07/2022	65,000.00						
	CCLA Redemption	65,000.00			230		65,000.00	July 2022

Receipts for Month 4

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>
	Banked: 28/07/2022	1,596.40						
AUTO	CURRENT ACCOUNT	1,596.40			201		1,596.40	Auto Transfer
Total Receipts for Month		162,094.45	0.00	0.00			162,094.45	
Cashbook Totals		<u>294,581.32</u>	<u>0.00</u>	<u>0.00</u>			<u>294,581.32</u>	

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/07/2022	CURRENT ACCOUNT	Manual	32,000.00			201		32,000.00	PAYE/NIC Pmts
05/07/2022	CURRENT ACCOUNT	AUTO	3,476.05			201		3,476.05	Auto Transfer
11/07/2022	CURRENT ACCOUNT	AUTO	6,736.44			201		6,736.44	Auto Transfer
15/07/2022	CURRENT ACCOUNT	AUTO	34,316.44			201		34,316.44	Auto Transfer
20/07/2022	CURRENT ACCOUNT	AUTO	240.02			201		240.02	Auto Transfer
22/07/2022	CURRENT ACCOUNT	Manual	48,000.00			201		48,000.00	Payment Run
25/07/2022	CURRENT ACCOUNT	Manual	20,000.00			201		20,000.00	CB Payments
27/07/2022	CURRENT ACCOUNT	Manual	20,000.00			201		20,000.00	CB Payments
29/07/2022	CURRENT ACCOUNT	AUTO	18,814.52			201		18,814.52	Auto Transfer
Total Payments for Month			183,583.47	0.00	0.00			183,583.47	
Balance Carried Fwd			110,997.85						
Cashbook Totals			<u>294,581.32</u>	<u>0.00</u>	<u>0.00</u>			<u>294,581.32</u>	

Bank Reconciliation Statement as at 31/07/2022
for Cashbook 1 - CURRENT ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CURRENT ACCOUNT	31/07/2022		5,000.00
			<hr/> 5,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			5,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			5,000.00
		Balance per Cash Book is :-	5,000.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/07/2022
for Cashbook 2 - BUSINESS RESERVE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BUSINESS RESERVE	29/07/2022		110,997.85
			<u>110,997.85</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			110,997.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			110,997.85
		Balance per Cash Book is :-	110,997.85
		Difference is :-	0.00

MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **SEPTEMBER 2022**

DATE W/C	COMMITTEE	ACTIVITY	MEDIUM
29th August	Community	Do you have a skill to share for Fun Palace on 1/10 – get in touch by this Friday	Social media, website, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Recruitment for Rufus Centre Part Time CSA – closing date for applications 6/9	Social media, website, flyers
	Corporate	Corporate Committee Meeting - 30/8 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Town	Launch of the Town Mayor's Charity 200 Club (tbc)	Social media, website, flyers
5th Sept	Community	Community Services Meeting – 6/9 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Community	90s night - back to school 17/9– book your tickets	Social media, website, Eventbrite, flyers
	Community	Flitwick Papers out now this week – lots to read about, download a copy from the website	Social media, website,
	Community	Forget Me Not next Monday 12/9. Everyone welcome Guest speaker: Coffee, Cake & Chat	Social media, website, flyers
	Community	Community Grants second round now open – don't forget to apply by 16/9 link to website	Social media, website, flyers
	Community	Half term fun at the Children's Puppet Theatre 26/10 at The Rufus Centre. Tickets now on sale.	Social media, website, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **SEPTEMBER 2022**

	Business	Lockyer Suite perfect venue for exhibitions and shows – link to Antiques Fair on 10/11 Sept	Social media, website
	Business	Come work with us on a casual basis - Catering Assistants, Bar & Hospitality Vacancies	Social media, website, flyers
	Corporate	Corporate Services Meeting 30/9 – any outcome highlights of public interest	
12th Sept	Community	Join us for Lunch Club next Tuesday 20/9 book your place by this Thursday. Lunch Club new timings reminder – now third Tuesday of the month	Social media, website, flyers
	Community	Community Grants applications close this week on 16/9 – don't miss the opportunity	Social media, website, flyers
	Community	Last Street Food Heroes of the year – join us at Millennium Park! 18/9	Social media, website, flyers
	Community	Community Services Meeting 6/9 – any outcome highlights of public interest	Social media
	Community	Join us at the Big Beds Clean Up this Sunday – 18/9	Social media, website
	Community	Last chance to buy tickets for 90s night this Saturday	Social media, website, Eventbrite, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	Flexible work passes/full/half day space available.*	Social media, website, flyers
	Town	Town Mayor's Charity 200 Club – have you signed up yet?	Social media, website
19th Sept	Community	Comedy Night with Castle Comedy 12/11– tickets now on sale	Social media, website, Eventbrite
	Community	Special Christmas Market at The Rufus Centre – stall bookings open – don't miss out	Social media, website, flyers, Stallfinder

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **SEPTEMBER 2022**

	Community	Do you have a skill to share for Flitwick Fun Palace on 1/10 – ‘A Taste of Flitwick’	Social media, website, flyers
	Community	Visit the monthly Sunday Market this weekend 25/9 - links to stall holders	Social media, website, flyers
	Community	Thanks to everyone who attended Big Beds Clean Up on Sunday. Next date for the diary 23/10	Social media, website
	Community	Evening with the Numb3rs 28/10 – tickets now on sale	Social media, website, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	BIDB Meeting 22/9 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
	Business	Hybrid meetings – we have the flexibility and video conferencing equipment for all rooms.*	Social media, website, flyers
	Town	Town Council Meeting next Tuesday 20/9 any agenda of public interest inc. links to agenda and supporting papers	Social media, website
26th Sept	Community	Flitwick – A Living History website and working group latest news	Social media, website
	Community	Flitwick Market this Friday 30/9 – FTC at market this week – reminder FTC now monthly attendance – last Friday of the month	Social media, website,
	Community	Macmillan Coffee Morning at the Market Community Café, Village Hall. Come and join us. 30/9	Social media, website, flyers
	Community	Are you ready to learn new skills at the Flitwick Fun Palace 1/10 – ‘A Taste of Flitwick’	Social media, website, flyers
	Business	Homemade specials, cakes, national/international food days Rendezvous Café	Social media, website
	Business	BIDB Meeting 22/9 - any outcome highlights of public interest	Social media, website
	Business	Rendezvous Café – Call in for coffee on your Autumn walk!	Social media, website

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MARKETING & COMMUNICATIONS MONTHLY FORWARD PROMOTIONAL PLAN

Month: **SEPTEMBER 2022**

	Business	Party Season – are you looking ahead to Christmas already – perfect venue for big event or private dinner -choice rooms.*	Social media, website
	Town	Are you in the Town Mayor’s Charity 200 Club? First draw next month.	Social media, website, flyers
	Town	Town Council Meeting 20/9 – any outcome highlights of public interest	Social media, website

Note:

Timings to be confirmed once additional information received for the following:

Community:

Cost of living support initiatives

P3 Manor Park Footpath works – nesting season September (check)

Green Wheel

Queen’s Green Canopy – resident trees initiative autumn

Country/Nature Park – next steps

Allotments – (when spaces become available)

Bottle cap rainbow at the Hub – when work starts on the design at the Youth Hub

Manor Park Parkland Management Plan (Oct/Nov)

Environmental Audit

Youth Services

Corporate:

Flitwick – A Living History website updates

Business

*Items for promotion scheduled for August moved to September

PIWG

Promote link to new planning page on website when the guide to ‘ How to Object Effectively’ is completed

Announcements of FTC responses to CBC on any major planning applications when they happen and link to website page.

*Committee meeting agenda highlights/outcomes – content dependent on agenda items

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