



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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3 June 2021

TO: Councillors Bannister, Eakin (Chair), Harvey, Howells (Vice Chair), Knight and Whattler

Dear Member

You are hereby summoned to attend an extraordinary meeting of the **Finance, Policy & General Purposes Committee** which will be held in **The Market House, Ledbury on Wednesday, 9 June 2021 at 7.00 pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price PSLCC
Town Clerk

AGENDA

1. **Apologies**
2. **Declarations of Interests**

To receive any declarations of interest and written requests for dispensations. *Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.*

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)

3. **Public Participation**

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

Minutes

4. a. **To approve and sign as a correct record the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 25 March 2021**
(Pages 1417 - 1423)
- b. **Action Sheet**
(Pages 1424 – 1425)

Financial Matters

5. **To receive and note payments made in April 2021**
(Please note all payments made have been checked and approved by cheque signatories accordingly)
(Pages 1426 - 1431)
6. **To receive the record of Receipts and Payments for March and April 2021**
(Pages 1432 – 1444)
7. **To receive the Balance Sheet and Trial Balance for months 12 (2020/21) and 1 (2021/22)**
(Pages 1445 - 1450)
8. **To confirm verification of bank statements and reconciliations during Covid-19 – March and April 2021**
(Verbal)
9. **Budget monitoring report March 2020/21 and April 2021/22**
(Pages 1451 – 1465)
10. **To receive year end reports to 31 March 2021, to include the Annual Return**
(Pages 1466 - 1507)
11. **Date of next meeting**

The next meeting of the Finance and General Purposes Committee will be agreed at the Annual Council meeting on 13 May 2021

Distribution: Full agenda to: - Committee members (7)
Town Mayor (ex-officio)
Councillor Knight

Agenda excluding confidential papers to:
The Press
Police
Library

Agenda front pages to all non-committee members

Agenda Item
4

**MINUTES OF A MEETING OF THE
FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE
HELD ON 25 MARCH 2021
VIA VIRTUAL MEANS**

PRESENT: Councillors: Eakin (Chair), Bannister, Harvey, Howells and Whattler

**ALSO
PRESENT:** The Town Clerk – Angela Price

F275 APOLOGIES

Apologies were received from Councillor Knight.

F276 DECLARATIONS OF INTEREST

None received.

F277 PUBLIC PARTICIPATION

None received.

**F278 TO APPROVE AND SIGN AS A CORRECT RECORD THE
MINUTES OF THE FINANCE, POLICY AND GENERAL
PURPOSES COMMITTEE**

Members were requested to approve the minutes of the meeting of the Finance, Policy and General Purposes Committee held on 28 January 2021.

Members agreed that the Action Sheet should be a separate agenda item on future agendas. The Clerk advised members that she would make this amendment for the next Finance, Policy and General Purposes Agenda.

Councillor Whattler joined the meeting 7.40 pm.

RESOLVED:

1. That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 28 January 2021 be approved and signed as a correct record.
2. That the Action Sheet be listed as a separate agenda item on future agendas.

1417

F279 TO APPROVE INVOICES FOR PAYMENT IN MARCH 2021

Members were requested to approve invoices for payment in March 2021 in the sum of £4,064.14 plus VAT,

RESOLVED: That the invoices for payment in March 2021 be approved in the sum of £4,064.14 plus VAT.

F280 TO RECEIVE AND NOTE PAYMENTS FOR FEBRUARY AND MARCH 2021

Members were asked to receive and note payments made in February and March 2021.

RESOLVED: That Members of the Finance, Policy and General Purposes Committee receive and note the payments made in February and March 2021.

F281 TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR JANUARY AND FEBRUARY 2021

Members were asked to receive and note the record of receipts and payments for January and February 2021.

Councillor Eakin advised members that he had visited the Council offices to review and sign the documentation in respect of receipts and payments and proposed that the committee receive and note them.

RESOLVED: That the record of receipts and payments for January and February 2021 be received and noted.

F282 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE

Members were asked to receive and note the balance sheet and trial balance for month 10 and 11.

Councillor Harvey noted that the last entry on the balance sheet was in relation to professional services, however she could not see this reflected in the budget papers at item 10 of the agenda. The Clerk confirmed that the transfer of funds from the general reserve had been made and advised that she would seek clarification on this issue from the Accounts Clerk, ensuring that this is sorted in time for the year end closedown of the council's accounts.

RESOLVED: That the Balance Sheet and Trial Balance for months 10 and 11 be received and noted.

F283

TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR JANUARY AND FEBRUARY 2021

Councillor Eakin confirmed that he had visited the Council offices to inspect and sign the bank statements and reconciliations for January and February 2021, confirming that these had all been in order.

RESOLVED: That it be noted that the Bank Statements and Reconciliations had been signed by the Chairman of Finance, Policy and General Purposes in accordance with Financial Regulations.

F284

2020/21 BUDGET MONITORING

Members had been provided with a set of budgets papers for the year 2020/21.

When agreeing the budget, the Council recognised that due to Covid-19 there had been significant underspend on various lines in the budget and that when considering the 2021/22 budget it had been agreed to fund all special projects from the anticipated underspend within the 2020/21 budget.

Councillor Harvey reminded members that it was near the end of the financial year and suggested that following the close down of month 12 accounts it would be helpful to arrange a budget meeting in order to review the underspends and identify any necessary in budget movements and movements to the General Reserve.

RECOMMENDATION: That Members of the Finance, Policy & General Purposes Committee receive and note the budget papers, noting that the Town Clerk organise a budget meeting following the close down of month 12 accounts for the purpose of reviewing underspends in the 2020/21 budget and to identify any necessary budget movements and movements to the General Reserve.

F285

EXTERNAL AND INTERNAL AUDIT

Members were requested to approve the appointment of Ian Selkirk as the Council's Internal Auditor for the purpose of undertaking the 2020/21 internal audit, noting that this is the final year of the agreed three-year contract.

RESOLVED: That Members agree to the appointment of Ian Selkirk as the Council's Internal Auditor for the purpose of

undertaking the 2020/21 Internal Audit, noting that this is the final year of the agreed three-year contract.

F286

SUBSCRIPTIONS

Members were provided with a list of subscriptions that the council had signed registered with over the past 6-months.

RESOLVED: That members receive and note the subscriptions and Memberships that the Council have registered with over the past 6-months.

F287

GRANT APPLICATIONS

The Clerk provided members with copies of grant applications received from the following organisation:

Over £500

Ledbury Bells

Councillor Eakin advised members that Ledbury Bells had requested a grant so they could provide equipment for training and the refurbishment of the ringing room. It was noted that this was in addition to the £5,000 grant previously awarded to the project.

The Clerk advised that the council grants budget for 2020/21 is £34,500 and that to date, the council have allocated £29,516.

Councillor Eakin advised that there was subsequently £2,984 left in the 2020/21 Budget.

Councillor Eakin proposed that the council agree to a grant of £2,000 to Ledbury Bells.

RESOLVED: That Members of the Finance, Policy and General Purposes Committee agree to the grant of £2,000 to Ledbury Bells.

F288

RECOMMENDATIONS FROM OTHER COMMITTEES

Councillor Eakin advised members of the following policies that had been recommended for approval by the Resources Committee.

1. Draft Agile Working
2. Draft Annual leave
3. Draft Anti-Harassment & Bullying
4. Draft Redundancy
5. Draft Shared Parental Leave.

Councillor Harvey asked whether it would be possible to change the heading on page 1385 of the Redundancy Policy to **'Collective consultation timescales recommended by National Unions'**.

Councillor Eakin advised members of the following recommendation that had been received from the Climate Change Working Party.

That a RECOMMENDATION be sent to the Finance, Policy and General Purposes Committee for authorisation of expenditure from the Climate Change 2020/21 budget in the sum of £2000 for the provision of training from Garden Organic.

Councillor Harvey suggested booking the training when lockdown restrictions were lifted and that the monies in the 2020/21 budget be available to draw down from reserves in the 2021/22 financial year. She also suggested that it would be helpful to have an idea of how many people are likely to be interested in the training and that it should include residents from different areas of the town. She suggested requesting a roll out plan be provided in respect of the training to show whether there would be sufficient take-up to provide it and that it would cover residents from the different areas within Ledbury.

Councillor Whattler reminded members that there are videos and free tutorials on the website including Herefordshire Councils website and u-tube.

RESOLVED:

1. **That Members of the Finance, Policy and General Purposes Committee adopt the above draft policies, noting the amendment on page 1385, Redundancy Policy.**
2. **That Members of the Finance, Policy and General Purposes Committee authorise in principle the expenditure from the Climate Change 2020/21 budget in the sum of £2000 for the provision of training from Garden Organic, subject to the provision of a roll out programme as detailed above.**

F289

RISK REGISTER

Members were asked to receive and note section 7 of the Risk Register 'Council Activities'

Members noted that the Corporate Plan and Town Plan were missing from the Risk Register. The Clerk suggested that she review this section of the Asset Register and bring it back to the next meeting of the Finance, Policy and General Purposes Committee.

RESOLVED: That the Town Clerk review section 7 of the Risk Register for consideration at the next meeting of Finance, Policy and General Purposes.

F290

POLICIES

Members were provided with the following draft policy:

Domestic Abuse in the Workplace

Councillor Bannister suggested amending the name to read 'Domestic Abuse Support in the Workplace.'

RECOMMENDATION: That Council approve the adoption of the Draft Domestic Abuse in the Workplace Policy, subject to the amendment to the title of the document as above.

F291

COUNCIL WEBSITE

Members were provided with an update on the Town Council website.

The Clerk advised Members that due to the standard of the internet in the council offices staff often have to manage uploads from their homes.

Councillor Bannister proposed that Officers provide a report on the website with issues that may have occurred and timescales that they will be rectified.

RESOLVED: That Members of the Finance, Policy and General-Purpose Committee receive and note the verbal update, noting that Officers provide a written report on the website going forward.

F292

DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Finance, Policy and General Purposes Committee will be agreed at the Annual Council on 13 May 2021.

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, in the public interest the press and public were excluded from the remainder of the meeting.

F293

QUOTE IN RESPECT OF VALUATION REPORT

Members were advised of a quote received in respect of the valuation of council owned land and property. The Clerk was instructed to seek two further quotes in respect of the valuations.

RESOLVED:

That the Clerk seek two further quotes in respect of the valuation council owned land and property.

F294

RECOMMENDATION FROM OTHER COMMITTEES

Members were requested to give consideration to a recommendation from the Resources Committee in respect of the newly proposed job descriptions and person specifications for post holders 48 and 50, noting the associated financial implications.

RECOMEMNDATION:

That a recommendation be submitted to Council that the newly proposed job descriptions and person specifications for post holders 48 and 50 be approved, including the associated financial implications.

The meeting closed at 9.05 pm.

Signed..... Dated

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
2019					
F118(2)	That the shelter be removed from the risk register and a risk assessment be prepared in respect of it	TC			In Progress
2021					
F247	That the Clerk be authorised to obtain valuations in respect of the various parcels of land owned by LTC	TC		Quote received to be presented to FP & GP in March 2021	In progress
F251(1)	That the Asset Register be added to the Annual Business Plan	TC			In progress
F252(1)	That Members review the attached information, noting that the Clerk be requested to include detail on how LTC document the removal of individuals upon request.	TC			In progress
F267(2)	That Members of the FP & GP Committee agree to the grant of £500 to Cobalt	TC		To be paid in April 2021	In progress
F267(4)	That Members of the FP & GP Committee agree the multi-year grant application to Community Action Ledbury	TC	08.02.2021	Application advised of outcome and asked for BACS details - To be paid in April 2021	In progress
F270	That the TC be instructed to obtain the costs for Dunlop Heywood to investigate whether the Council have been overpaying on business rates, should the claim be proven	TC		Several messages left via phone and email with no call backs	In Progress
F287	That a grant of £2,000 be awarded to Ledbury Bells	TC			In Progress
F288	That the draft policies as presented be approved subject to TC changes raised within the minutes	TC			In Progress

F288(2)	That the sum of £2,000 be approved in principle in respect of the Garden Organic training, subject to the provision of a roll out programme as detailed in the minutes	ccwp			In progress
F289	That the TC review section 7 of the RiskRegister for consideration at the next meeting of the FP & GP committee	TC			In Progress
F290	That Council approve the adoption of the Draft Domestic Abuse in the Workplace Policy, subject to the amendment to the title of the document as per the minute	TC			In Progress
F291	That the update be received and noted with a written repo	TC			In Progress
F293	That the clerk seek two further quotes in respect of the valuation of council owned land and property	TC			In Progress
F294	That a recommendation be submitted to council that the newly proposed job descriptions and person specifications for post holders 48 and 50 be approved, including the associated financial implications.	TC	01.04.2021	Approved by Full Council	Completed

Date: 03/06/2021

Ledbury Town Council Current Year

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Time: 15:25

Lloyds A/c (235) (Bus Ext)

List of Payments made between 01/04/2021 and 30/04/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2021	E.on	DD	41.00	10421	Electric: Cemetery
06/04/2021	EE Limited	DD	30.14	60421	Phone-Wedding Coordinator
06/04/2021	BNP Paribas Leasing Solutions	DD	357.95	FLGB0326940	Office Telecoms:02/04-01/07/21
08/04/2021	Welsh Water	DD	14.94	2082062084	Council Offices
08/04/2021	Welsh Water	DD	22.90	2082062960	Council Offices
09/04/2021	Autela Payroll Services	BACS	126.73	5773	Payroll Charges:01/01-31/03/21
09/04/2021	Lyreco UK Ltd	BACS	197.92	6250179391	Stationery:1302/HT/STA
09/04/2021	Hoople LTD.	BACS	714.84	66833302	Accounts Clerk:22/03-28/03/21
09/04/2021	Ledbury Hardware Limited	BACS	2.79	36	Washing Up Liquid
09/04/2021	Diamond Cleaning	BACS	243.00	Mar-21	Cleaning:March 21
09/04/2021	STAFF PAYMENT	BACS	45.60	70421	Home Working
09/04/2021	STAFF PAYMENT	BACS	74.10	70421	Home Working
09/04/2021	Tree Time Ltd	BACS	180.00	TTI2378	Cemetery Tree Work
09/04/2021	STAFF PAYMENT	BACS	25.00	367-00276605	Eye Test
14/04/2021	Octopus Energy	DD	58.55	KI-30D6C022-0004	Electric:Church Street:01/03-31
14/04/2021	Citation Limited	DD	215.98	BS0004750179/4	Employee Assistance, H&S&HR
19/04/2021	Shredall Limited	BACS	65.52	230043	Shredding:01/04/21-738920
19/04/2021	Quickskip Hereford Ltd	BACS	222.00	168424	Skip:16/03/21:90252
19/04/2021	C Westbury	BACS	60.00	2115	3 X Sets Of Keys
19/04/2021	Trema Ltd	BACS	180.00	11042021	Black masks & armbands X 20
19/04/2021	Hoople LTD.	BACS	714.84	66833367	Accounts Clerk:22/03-28/03/21
19/04/2021	Hoople LTD.	BACS	579.60	66833416	Accounts Clerk:29/03-04/04/21
19/04/2021	Ledbury Garden Machinery	BACS	50.40	14247	Grease, line
19/04/2021	STAFF PAYMENT	BACS	67.34	TCPJNP	Reimburse:Handgel Station
19/04/2021	Designer Flowers	BACS	95.00	90421	Wreath For Duke Of Edinburgh
19/04/2021	NABMA	BACS	369.00	21/107	Annual Subscription 21/22
19/04/2021	Rialtas Business Solutions Ltd	BACS	231.60	SM23347	Cemeteries Softare Annual Supp
19/04/2021	The Listed Property	DD	48.00	ListProp	Listed Properties Owners Club
19/04/2021	Vision Abbey	DD	146.65	100135781	Photocopying Costs
19/04/2021	OMS UK Ltd	DD	673.49	108329	Mthly Charge: April 2021
20/04/2021	British Gas	DD	2,276.01	969623689	Electric1ChurchLane05/12-24/03
22/04/2021	British Gas	DD	20.13	957714993	Electric:BBI:31/12-30/03
23/04/2021	SALARY	BACS	165.62	MTH1	Mth 1 Salary
23/04/2021	SALARY	BACS	1,692.78	MTH1	Mth1 Salary
23/04/2021	SALARY	BACS	1,365.95	MTH1	Mth1 Salary
23/04/2021	SALARY	BACS	3,300.21	MTH1	Mth 1 Salary
23/04/2021	SALARY	BACS	3,693.38	MTH1	Mth 1 Salary
23/04/2021	Worcester County Council	BACS	4,562.18	MTH1	Pension-Mth1
23/04/2021	HMRC Cumbernauld	BACS	4,726.51	MTH1	NI/PAYE-Mth 1
26/04/2021	E.on	DD	38.04	H19B659024	Electric:MktHse:11/03-11/04/21
26/04/2021	Francotyp Postalia	DD	80.00	22473616	Postage Download
26/04/2021	Herefordshire Council	DD	89.43	8427557X	Rates-Mortuary:8427557X

Continued on Page 2

List of Payments made between 01/04/2021 and 30/04/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
26/04/2021	Herefordshire Council	DD	143.45	84275471	Rates-Cemetery: 84275471
26/04/2021	Herefordshire Council	DD	602.50	85237264	Rates-Council Office: 85237264
26/04/2021	Lloyds Bank	DD	14.70	337995046	Service Charges
27/04/2021	Francotyp Postalia	DD	36.00	27508343	Postbase Rental: 04/04-03/07
28/04/2021	Lloyds Bank	DD	39.59	336770238	Service Charges
30/04/2021	Onecom Limited	DD	21.60	450954	Bill Ending:31 Mar 21
30/04/2021	Onecom Limited	DD	203.81	450430	Bill Ending:31 Mar 21
30/04/2021	Hoople LTD.	BACS	656.88	66833535	Accounts Clerk: 12/04-18/04/21
30/04/2021	Hoople LTD.	BACS	569.94	66833463	Accounts Clerk:05/04-11/04
30/04/2021	Hoople LTD.	BACS	-714.84	66833375	Accounts Clerk:22/03-28/03
30/04/2021	Ledbury Garden Machinery	BACS	229.27	14308	BG56
30/04/2021	South Worcester CAB	BACS	2,500.00	202020091	Contribution to Citizens Advic
30/04/2021	Chubb Fire & Security Ltd	BACS	556.04	8679076	Fire Alarm Service Agreement
30/04/2021	Tree Time Ltd	BACS	1,140.00	TTI2408	Dog Hill Wood Tree Works
30/04/2021	Water Plus	BACS	11.47	INV04748931	3 Church Lane Surface Water Dr
30/04/2021	E.on	BACS	666.59	KI-DA9D9877-002	Electric:3ChurchLane:0101-3103
30/04/2021	STAFF PAYMENT	BACS	306.00	18963349	Reimburse:Waterstones:TheCounc
30/04/2021	STAFF PAYMENT	BACS	14.99	CUR2102003880	Reimburse:Currys:Keyboard
Total Payments			34,863.11		

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Date: 03/06/2021

Ledbury Town Council Current Year

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Time: 15:25

Cashbook 1

User: SA

Lloyds A/c (235) (Bus Ext)

Payments made between 01/04/2021 and 30/04/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction Details
01/04/2021	E.on	DD	41.00		1.95	4122 102	39.05	Electric: Cemetery
06/04/2021	EE Limited	DD	30.14			4481 401	30.14	Phone-Wedding Coordinator
06/04/2021	BNP Paribas Leasing Solutions	DD	357.95		59.66	4481 401	298.29	Office Telecoms:02/04-01/07/21
08/04/2021	Welsh Water	DD	14.94			4115 202	14.94	Council Offices
08/04/2021	Welsh Water	DD	22.90			4115 202	22.90	Council Offices
09/04/2021	Autela Payroll Services	BACS	126.73		21.12	4590 220	105.61	Payroll Charges:01/01-31/03/21
09/04/2021	Lyreco UK Ltd	BACS	197.92		32.99	4400 235	164.93	Stationery:1302/HT/
09/04/2021	Hoople LTD.	BACS	714.84		119.14	4001 230	595.70	Accounts Clerk:22/03-28/03/21
09/04/2021	Ledbury Hardware Limited	BACS	2.79		0.46	4400 235	2.33	Washing Up Liquid
09/04/2021	Diamond Cleaning	BACS	243.00			4150 202	243.00	Cleaning:March 21
09/04/2021	STAFF PAYMENT	BACS	45.60			4051 230	45.60	Home Working
09/04/2021	STAFF PAYMENT	BACS	74.10			4051 230	74.10	Home Working
09/04/2021	Tree Time Ltd	BACS	180.00		30.00	4250 102	150.00	Cemetery Tree Work
09/04/2021	STAFF PAYMENT	BACS	25.00			4592 202	25.00	Eye Test
14/04/2021	Octopus Energy	DD	58.55		2.79	4122 202	55.76	Electric:Church Street:01/03-31
14/04/2021	Citation Limited	DD	215.98		36.00	4590 220	179.98	Employee Assistance, H&S&HR
19/04/2021	Shredall Limited	BACS	65.52		10.92	4170 202	54.60	Shredding:01/04/21-738920
19/04/2021	Quickskip Hereford Ltd	BACS	222.00		37.00	4225 102	185.00	Skip:16/03/21:90252
19/04/2021	C Westbury	BACS	60.00		10.00	4170 102	50.00	3 X Sets Of Keys
19/04/2021	Trema Ltd	BACS	180.00			4520 225	180.00	Black masks & armbands X 20
19/04/2021	Hoople LTD.	BACS	714.84		119.14	4001 230	595.70	Accounts Clerk:22/03-28/03/21
19/04/2021	Hoople LTD.	BACS	579.60		96.60	4001 230	483.00	Accounts Clerk:29/03-04/04/21
19/04/2021	Ledbury Garden Machinery	BACS	50.40		8.40	4416 102	42.00	Grease, line
19/04/2021	STAFF PAYMENT	BACS	67.34			4592 202	67.34	Reimburse:Handgel Station
19/04/2021	Designer Flowers	BACS	95.00			4605 127	95.00	Wreath For Duke Of Edinburgh
19/04/2021	NABMA	BACS	369.00			4460 220	369.00	Annual Subscription 21/22
Subtotal Carried Forward:			4,755.14	0.00	586.17		4,168.97	

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Lloyds A/c (235) (Bus Ext)

Payments made between 01/04/2021 and 30/04/2021

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c		£ Amount	Transaction Details
19/04/2021	Rialtas Business Solutions Ltd	BACS	231.60		38.60	4590	220	193.00	Cemeteries Software Annual Supp
19/04/2021	The Listed Property	DD	48.00			4460	220	48.00	Listed Properties Owners Club
19/04/2021	Vision Abbey	DD	146.65		24.44	4410	235	122.21	Photocopying Costs
19/04/2021	OMS UK Ltd	DD	673.49		112.25	4483	401	561.24	Mthly Charge: April 2021
20/04/2021	British Gas	DD	2,276.01		379.34	4122	202	1,896.67	Electric1ChurchLan 24/03
22/04/2021	British Gas	DD	20.13		0.96	4122	214	19.17	Electric:BB1:31/12-30/03
23/04/2021	SALARY	BACS	165.62			4702	105	165.62	Mth 1 Salary
23/04/2021	SALARY	BACS	1,692.78			4000	102	1,692.78	Mth1 Salary
23/04/2021	SALARY	BACS	1,365.95			4000	230	1,365.95	Mth1 Salary
23/04/2021	SALARY	BACS	3,300.21			4000	230	3,300.21	Mth 1 Salary
23/04/2021	SALARY	BACS	3,693.38			4000	230	3,693.38	Mth 1 Salary
23/04/2021	Worcester County Council	BACS	4,562.18			4019	230	4,562.18	Pension-Mth1
23/04/2021	HMRC Cumbernauld	BACS	4,726.51			4018	230	4,726.51	NI/PAYE-Mth 1
26/04/2021	E.on	DD	38.04		1.81	4122	201	36.23	Electric:MktHse:11/11/04/21
26/04/2021	Francotyp Postalia	DD	80.00			4455	401	80.00	Postage Download
26/04/2021	Herefordshire Council	DD	89.43			4110	102	89.43	Rates-Mortuary:8427557X
26/04/2021	Herefordshire Council	DD	143.45			4110	102	143.45	Rates-Cemetery: 84275471
26/04/2021	Herefordshire Council	DD	602.50			4110	202	602.50	Rates-Council Office: 85237264
26/04/2021	Lloyds Bank	DD	14.70			4550	220	14.70	Service Charges
27/04/2021	Francotyp Postalia	DD	36.00		6.00	4455	401	30.00	Postbase Rental: 04/04-03/07
28/04/2021	Lloyds Bank	DD	39.59			4550	220	39.59	Service Charges
30/04/2021	Hoople LTD.	BACS	656.88		109.48	4001	230	547.40	Accounts Clerk: 12/04-18/04/21
30/04/2021	Hoople LTD.	BACS	569.94		94.99	4001	230	474.95	Accounts Clerk:05/04-11/04
30/04/2021	Hoople LTD.	BACS	-714.84		-119.14	4001	230	-595.70	Accounts Clerk:22/03-28/03
30/04/2021	Ledbury Garden Machinery	BACS	229.27		38.21	4200	102	191.06	BG56
30/04/2021	South Worcester CAB	BACS	2,500.00			4825	214	2,500.00	Contribution to Citizens Advic
30/04/2021	Chubb Fire & Security Ltd	BACS	556.04		92.67	4185	202	463.37	Fire Alarm Service Agreement
30/04/2021	Tree Time Ltd	BACS	1,140.00		190.00	4228	108	950.00	Dog Hill Wood Tree Works
30/04/2021	Water Plus	BACS	11.47			4115	202	11.47	3 Church Lane Surface Water Dr
Subtotal Carried Forward:			33,650.12	0.00	1,555.78			32,094.34	

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Date: 03/06/2021

Ledbury Town Council Current Year

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Time: 15:25

Cashbook 1

User: SA

Lloyds A/c (235) (Bus Ext)

Payments made between 01/04/2021 and 30/04/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction Details
30/04/2021	E.on	BACS	666.59		111.10	4123 202	555.49	Electric:3ChurchLan 3103
30/04/2021	STAFF PAYMENT	BACS	306.00			4400 235	306.00	Reimburse:Waterst
30/04/2021	STAFF PAYMENT	BACS	14.99		2.50	4415 235	12.49	Reimburse:Currys:K
30/04/2021	Onecom Limited	DD	21.60		3.60	4481 401	18.00	Bill Ending:31 Mar 21
30/04/2021	Onecom Limited	DD	203.81		33.97	4481 401	169.84	Bill Ending:31 Mar 21
Total Payments:			34,863.11	0.00	1,706.95		33,156.16	

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Date: 03/06/2021

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Time: 14:50

Premier A/c (736) Comm Call

List of Payments made between 01/04/2021 and 30/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/04/2021	Lloyds A/c (235) (Bus Ext)	07042021	10,000.00		Transfer 736 to 235 07042021
21/04/2021	Lloyds A/c (235) (Bus Ext)	21042021	20,000.00		Transfer 736 to 235 21042021
28/04/2021	Lloyds Bank	DD	3.66	337493500	Service Charge
28/04/2021	Lloyds A/c (235) (Bus Ext)	28042021	10,000.00		Transfer 736 to 235 28042021
Total Payments			<u>40,003.66</u>		

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12/04/2021

Ledbury Town Council Current Year

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Cashbook 1

User: SA

Lloyds A/c (235) (Bus Ext)

March

Receipts received between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
500424	Banked 03/03/2021	1,507.21						
500424	Painted Room Donations	1,290.00			1451	105	1,290.00	Painted Room Donations
500424	Dog Bags	97.21			1471	127	97.21	Dog Bags
500424	Phillips-Furniture	40.00			1090	301	40.00	Phillips-Furniture
500424	Marcin	20.00			1090	301	20.00	Marcin-Soap-Market
500424	Phillips - Furniture	20.00			1090	301	20.00	Phillips - Furniture -
500424	Marcin	20.00			1090	301	20.00	Marcin - Soaps - Market
500424	Angela Tunncliffe	20.00			1090	301	20.00	Angela Tunncliffe-Gin-
500423	Banked 03/03/2021	498.00						
500423	Max's Fish Sales	68.00			1090	301	68.00	Max's Fish Sales-Market
500423	The Royal Hall	20.00			1090	301	20.00	The Roal Hall-Market
500423	The Royal Hall	20.00			1090	301	20.00	The Royal Hall-Market
500423	Dawes Brothers	224.00			1100	102	224.00	Interment E Meredith
500423	V Cooke	30.00			1110	102	30.00	Transfer Deed
500423	Taynton Farm Sales	72.00			1090	301	72.00	Taynton FarmMarket-
500423	V Cooke	44.00			1130	102	44.00	Additional inscription-
500423	The Royal Hall	20.00			1090	301	20.00	The Royal Hall
Interest	Banked 09/03/2021	0.19						
Interest	Lloyds Bank	0.19			1870	220	0.19	Interest
	Banked 22/03/2021	25,000.00						
22032021	Public Sector Deposit Fund	25,000.00			203		25,000.00	Tsf 736 to 235 22032021
	Banked 22/03/2021	25,000.00						
22032021	Premier A/c (736) Comm Call	25,000.00			202		25,000.00	Tsf 736 to 235 22032021
1307CEMO	Banked 25/03/2021	335.00						
1307CEMO	The Co-operative	335.00			1100	102	335.00	The Co-operative-
500426	Banked 25/03/2021	312.00						
500426	Dawes Brothers	43.00			1130	102	43.00	Dawes BroEdgar Rivers
500426	Barwick	30.00			1110	102	30.00	Barwick-Tsf Of Deed
500426	Dawes Brothers	239.00			1130	102	239.00	Dawes BrotherMemorial-
500425	Banked 25/03/2021	165.00						
500425	The Royal Hall	80.00			1090	301	80.00	The Royal Hall-Market
500425	Max's Fish Sales	85.00			1090	301	85.00	Max's Fish Sales-Market
	Banked 26/03/2021	10,000.00						
26032021	Premier A/c (736) Comm Call	10,000.00			202		10,000.00	Trsf 736 to 235 26032021
500427	Banked 29/03/2021	140.00						
500427	Max's Fish Sales	68.00			1090	301	68.00	1310/TMT/HT-Max
500427	Taynton Farm Sales	72.00			1090	301	72.00	1309/SMT/HT-Taynton
Total Receipts:		62,957.40	0.00	0.00			62,957.40	

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Ledbury Town Council Current Year

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User: SA

Premier A/c (736) Comm Call

Receipts received between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
WEDDING	Banked 03/03/2021	185.00						
WEDDING-	E Powell	185.00			1460	120	185.00	Powell - Wedding
HP	Banked 08/03/2021	96.00						
HP Refund	HP	96.00			4480	235	96.00	Refund For Laptops
Interest	Banked 09/03/2021	1.16						
Interest	Lloyds Bank	1.16			1870	220	1.16	Interest
1269SMTHT	Banked 09/03/2021	60.00						
1269SMTHT	Elgar Produce	60.00			1090	301	60.00	Market-1269SMTHT
1270SMTHT	Banked 12/03/2021	80.00						
1270SMTHT	Elgar Produce	80.00			1090	301	80.00	Market-1270SMTHT
1278SMTHT	Banked 12/03/2021	60.00						
1278SMTHT	Elgar Produce	60.00			1090	301	60.00	Market-1278SMTHT
1280SMTHT	Banked 12/03/2021	20.00						
1280SMTHT	Elgar Produce	20.00			1090	301	20.00	Market 1280SMTHT
1281SMTHT	Banked 12/03/2021	120.00						
1281SMTHT	Elgar Produce	120.00			1090	301	120.00	Market 1281SMTHT
1295SMTHT	Banked 12/03/2021	80.00						
1295SMTHT	Elgar Produce	80.00			1090	301	80.00	Market 1295SMTHT
1294SMTHT	Banked 12/03/2021	80.00						
1294SMTHT	Elgar Produce	80.00			1090	301	80.00	Market 1294SMTHT
1301SMTHT	Banked 12/03/2021	160.00						
1301SMTHT	Elgar Produce	160.00			1090	301	160.00	Market 1301SMTHT
Total Receipts:		942.16	0.00	0.00			942.16	

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Ledbury Town Council Current Year

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Cashbook 4

User: SA

Public Sector Deposit Fund

Receipts received between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest Banked	01/03/2021	4.64						
Interest	The Public Sector Deposit Fund	4.64			1870	220	4.64	Interest-Mar 21
Banked	22/03/2021	25,000.00						
22032021	Lloyds A/c (235) (Bus Ext)	25,000.00			200		25,000.00	Trsf 736 to 235 22032021
Total Receipts:		25,004.64	0.00	0.00			25,004.64	

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List of Payments made between 01/03/2021 and 31/03/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/03/2021	E.on	DD	41.00	1032021	Electric:Cemetery
03/03/2021	E.on	DD	45.89	H19808145E	Electric:Mkt House:11/01-11/02
03/03/2021	O2	DD	92.42	83440054	Phone Charges;Clerk & Deputy
08/03/2021	Welsh Water	DD	15.01	1056810938	Council Offices-Feb 21
08/03/2021	Welsh Water	DD	23.05	1056811639	Council Offices-Feb 21
08/03/2021	EE Limited	DD	30.14	80321	Phone Wedding Coordinator
08/03/2021	Citation Limited	DD	215.98	BS0004750177/4	Employee;H&S;HR
09/03/2021	Ledbury Hardware Limited	BACS	9.49	32	Bulbs & Thermometer
09/03/2021	PJ Nicholls Ltd	BACS	78.07	00000382	Fuel - Feb 21
09/03/2021	SLCC Enterprises Ltd	BACS	702.00	133404	Job Advertising - Feb 21
09/03/2021	Paperstation Ltd.	BACS	40.40	128237	Black Cartridge-1293/HT/STA
09/03/2021	Diamond Cleaning	BACS	216.00	Feb-21	Cleaning - Feb 21
09/03/2021	Quickskip Hereford Ltd	BACS	210.00	166879	Cemetery Skip:92362:15/02/2021
09/03/2021	Hoople LTD.	BACS	714.84	66832856	Accounts Clerk: 15/02-21/02/21
09/03/2021	OMSUK Ltd	BACS	360.00	107798	Set up new machines-Admin&Cler
09/03/2021	Lyreco UK Ltd	BACS	54.00	6250178715	Cartridges-1294/HT/STA
09/03/2021	Water Plus	BACS	13.10	INV04598645	MktHseSurfaceWater;Apr21-Jan22
09/03/2021	Rialtas Business Solutions Ltd	BACS	312.00	SM23216	Cashbook Annual Support &Main
09/03/2021	Ledbury In Bloom	BACS	245.40	25022021	Build troughs at the top cross
09/03/2021	Advansys	BACS	81.29	35546	MthlyWebsiteHosting-04/03-31/3
09/03/2021	Advansys	BACS	90.00	35548	Mthly Hosting&Support-Apr 21
10/03/2021	Octopus Energy	DD	34.40	KI-30D6C022-0002	Electric:ChurchSt:12/12-31/01
10/03/2021	Octopus Energy	DD	48.50	KI-30D6C022-0003	Electric;ChurchSt:01/02-28/02
10/03/2021	Octopus Energy	DD	1.72	KI-30D6C022-0002	Electric:ChurchSt:12/12-31/01
11/03/2021	Hoople LTD.	BACS	240.00	66832685	Advert
11/03/2021	Francotyp Postalia	DD	10.00	22442250	Postage Download
12/03/2021	O2	DD	92.42	85930001	Phone Chgs: Clerk & Deputy Cle
17/03/2021	Water Plus	BACS	12.32	INV04645308	SurfaceWater;NewSt;Nov20-Mar21
17/03/2021	Hoople LTD.	BACS	705.18	66832905	Accounts Clerk; 22/02-28/02/21
17/03/2021	Hoople LTD.	BACS	724.50	66832967	Accounts Clerk:01/03-07/03/21
17/03/2021	Herefordshire Council	BACS	65.39	91401599	Waste Collection;Council Office
17/03/2021	Herefordshire Council	BACS	2,038.42	91401477	Hfds CCTV:01/04-30/06/21
17/03/2021	Herefordshire Council	BACS	70.98	91401476	Waste:Church;01/04-30/06/21
17/03/2021	STAFF PAYMENT	BACS	85.78	3360418	Reimburse:ParcelForce:BBall
17/03/2021	STAFF PAYMENT	BACS	83.21	GB210311-LA4010058-1	Reimburse;Cartridge People
17/03/2021	Rialtas Business Solutions Ltd	BACS	672.00	29885	Year End Accounts Closedown
17/03/2021	G J Rippon	BACS	150.00	GDPR	GDPR Training
17/03/2021	RYAL Media Group Ltd	BACS	234.00	4145	Issue 203: Painted Room
17/03/2021	OMS UK Ltd	DD	649.01	107833	Mthly Mngd Service-Mar21
17/03/2021	ICO	CHQ-012327	40.00	08841d92075d	Data Protection Fee

List of Payments made between 01/03/2021 and 31/03/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/03/2021	Vision Abbey	DD	129.60	100133898	Photocopying Costs
22/03/2021	Public Sector Deposit Fund	22032021	25,000.00		Trsf 736 to 235 22032021
23/03/2021	Lloyds Bank	DD	10.20	230321	Service Charge
25/03/2021	SALARY	BACS	197.03	Mth 12	Mth 12
25/03/2021	SALARY	BACS	67.12	Mth 12	Varley, Mrs D B
25/03/2021	SALARY	BACS	1,690.78	Mth 12	Mth 12
25/03/2021	SALARY	BACS	1,343.59	Mth 12	Mth 12
25/03/2021	SALARY	BACS	3,085.14	Mth 12	Mth 12
25/03/2021	SALARY	BACS	1,385.63	Mth 12	Mth 12
25/03/2021	SALARY	BACS	1,986.63	Mth 12	Mth 12
25/03/2021	Worcester County Council	BACS	4,213.03	Mth 12	Pension-Mth 12
25/03/2021	HMRC Cumbernauld	BACS	3,893.70	mth 12	NI/Tax-Mth 12
26/03/2021	Herefordshire Council	DD	86.00	8427557X	Rates-Mortuary-8427557X
26/03/2021	Herefordshire Council	DD	135.00	85806086	Rates-Market House
26/03/2021	Herefordshire Council	DD	148.00	84275471	Rates-Cemetery
26/03/2021	Herefordshire Council	DD	603.00	85237264	Rates-Council Office
26/03/2021	Lloyds Bank	DD	20.56	260321	Service Charge
30/03/2021	Ledbury Garden Machinery	BACS	205.42	14198	Service Husqvana
30/03/2021	Hoople LTD.	BACS	724.50	66833242	Accounts Clek; 15/03-21/03/21
30/03/2021	Hoople LTD.	BACS	705.18	66833050	Accounts Clerk; 08/03-14/03/21
30/03/2021	CJ Tinkler	BACS	2,925.00	CT21304	Ledbury Neighbourhood Plan
30/03/2021	W N Bloxsome	BACS	2,101.00	NDP/LED/2020-21/1	Ledbury NHood Develop Plan
30/03/2021	Red Kite Law LLP	BACS	338.00	63856	Title Investigations
30/03/2021	County Signpost Ltd	BACS	174.00	3253	Signpost Magazine & Website
30/03/2021	Red Moon Concepts Ltd	BACS	1,520.64	INV-3208	Chairs & Tables; 1297/HT/BIS
30/03/2021	Shredall Ltd	BACS	65.52	229655	Shredding; 04/03/2021-734585
30/03/2021	David McCutcheon	BACS	192.00	300321	Emptying Bins & Gritting
30/03/2021	David McCutcheon	BACS	1,609.50	280221	Property Maintenance-Feb21
30/03/2021	David McCutcheon	BACS	1,609.50	300321	Property Maintenance-Mar21
30/03/2021	David McCutcheon	BACS	2,500.00	301220	Refurb Fencing Around Playgrou
30/03/2021	STAFF PAYMENT	BACS	66.87	24032021	Reimburse;Signs;1304/1305/HT/C
30/03/2021	STAFF PAYMENT	BACS	104.97	SD40000007749	Reimburse;Basketball Equip
30/03/2021	E.on	DD	35.78	H199A838E0	Electric;MktHse;11/02-11/03
31/03/2021	Onecom Limited	DD	21.60	120321	Bill Ending 28 Feb 21
31/03/2021	Onecom Limited	DD	203.46	447800	Bill Ending 28 Feb 21

Total Payments 68,645.86

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Date: 03/06/2021

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Cashbook 1

User: SA

Lloyds A/c (235) (Bus Ext)

Payments made between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction Details	
01/03/2021	E.on	DD	41.00		1.95	4122 102	39.05	Electric:Cemetery	
03/03/2021	E.on	DD	45.89		2.18	4123 201	43.71	Electric:Mkt House:11/01-11/02	
03/03/2021	O2	DD	92.42		15.40	4481 401	77.02	Phone Charges;Clerk & Deputy	
08/03/2021	Welsh Water	DD	15.01			4123 202	15.01	Council Offices-Feb 21	
08/03/2021	Welsh Water	DD	23.05			4123 202	23.05	Council Offices-Feb 21	
08/03/2021	EE Limited	DD	30.14			4481 401	30.14	Phone Wedding Coordinator	
08/03/2021	Citation Limited	DD	215.98		36.00	4590 220	179.98	Employee;H&S;HR	
09/03/2021	Ledbury Hardware Limited	BACS	9.49		1.58	4170 202	7.91	Bulbs & Thermometer	
09/03/2021	PJ Nicholls Ltd	BACS	78.07		13.01	4330 102	65.06	Fuel - Feb 21	
09/03/2021	SLCC Enterprises Ltd	BACS	702.00		117.00	4430 220	585.00	Job Advertising - Feb 21	
09/03/2021	Paperstation Ltd.	BACS	40.40		6.73	4400 235	33.67	Black Cartridge-1293/HT/STA	
09/03/2021	Diamond Cleaning	BACS	216.00			4170 202	216.00	Cleaning - Feb 21	
09/03/2021	Quickskip Hereford Ltd	BACS	210.00		35.00	4225 102	175.00	Cemetery Skip:92362:15/02/20	
09/03/2021	Hoople LTD.	BACS	714.84		119.14	4001 230	595.70	Accounts Clerk: 15/02-21/02/21	
09/03/2021	OMSUK Ltd	BACS	360.00		60.00	4415 235	300.00	Set up new machines-Admin&Cler	
09/03/2021	Lyreco UK Ltd	BACS	54.00		9.00	4400 235	45.00	Cartridges-1294/HT/STA	
09/03/2021	Water Plus	BACS	13.10			4123 201	13.10	MktHseSurfaceWat Jan22	
09/03/2021	Rialtas Business Solutions Ltd	BACS	312.00		52.00	4590 220	260.00	Cashbook Annual Support & Main	
09/03/2021	Ledbury In Bloom	BACS	245.40			4650 115	245.40	Build troughs at the top cross	
09/03/2021	Advansys	BACS	81.29		13.55	4482 401	67.74	MthlyWebsiteHostin 04/03-31/3	
09/03/2021	Advansys	BACS	90.00		15.00	4482 401	75.00	Mthly Hosting&Support-Apr 21	
10/03/2021	Octopus Energy	DD	34.40		1.72	4123 202	32.68	Electric:ChurchSt:1 31/01	
10/03/2021	Octopus Energy	DD	48.50		2.31	4123 202	46.19	Electric;ChurchSt:0 28/02	
10/03/2021	Octopus Energy	DD	1.72			4123 202	1.72	Electric:ChurchSt:1 31/01	
Subtotal Carried Forward:			3,674.70	0.00	501.57		3,173.13		

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Date: 03/06/2021

Ledbury Town Council 2020/2021

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Time: 15:24

Cashbook 1

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Lloyds A/c (235) (Bus Ext)

Payments made between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount	Transaction Details
11/03/2021	Hoople LTD.	BACS	240.00			4430 220	240.00	Advert
11/03/2021	Francotyp Postalia	DD	10.00			4455 401	10.00	Postage Download
12/03/2021	O2	DD	92.42		15.40	4481 401	77.02	Phone Chgs: Clerk & Deputy Cle
17/03/2021	Water Plus	BACS	12.32			4115 102	12.32	SurfaceWater;NewS Mar21
17/03/2021	Hoople LTD.	BACS	705.18		117.53	4001 230	587.65	Accounts Clerk; 22/02-28/02/21
17/03/2021	Hoople LTD.	BACS	724.50		120.75	4001 230	603.75	Accounts Clerk:01/03-07/03/21
17/03/2021	Herefordshire Council	BACS	65.39			4170 202	65.39	Waste Collection;Council Offic
17/03/2021	Herefordshire Council	BACS	2,038.42			4176 118	2,038.42	Hfds CCTV:01/04-30/06/21
17/03/2021	Herefordshire Council	BACS	70.98			4224 101	70.98	Waste:Church;01/030/06/21
17/03/2021	STAFF PAYMENT	BACS	85.78			4235 110	85.78	Reimburse:ParcelFo
17/03/2021	STAFF PAYMENT	BACS	83.21		13.87	4400 235	69.34	Reimburse;Cartridge People
17/03/2021	Rialtas Business Solutions Ltd	BACS	672.00		112.00	4590 220	560.00	Year End Accounts Closedown
17/03/2021	G J Rippon	BACS	150.00			4525 225	150.00	GDPR Training
17/03/2021	RYAL Media Group Ltd	BACS	234.00		39.00	4430 105	195.00	Issue 203: Painted Room
17/03/2021	ICO	CHQ-012327	40.00			4551 220	40.00	Data Protection Fee
17/03/2021	OMS UK Ltd	DD	649.01		108.17	4483 401	540.84	Mthly Mngd Service-Mar21
18/03/2021	Vision Abbey	DD	129.60		21.60	4410 235	108.00	Photocopying Costs
22/03/2021	Public Sector Deposit Fund	22032021	25,000.00			203	25,000.00	Trsf 736 to 235 22032021
23/03/2021	Lloyds Bank	DD	10.20			4550 220	10.20	Service Charge
25/03/2021	SALARY	BACS	197.03			4702 105	197.03	Mth 12
25/03/2021	SALARY	BACS	67.12			4702 105	67.12	Varley, Mrs D B
25/03/2021	SALARY	BACS	1,690.78			4000 102	1,690.78	Mth 12
25/03/2021	SALARY	BACS	1,343.59			4000 230	1,343.59	Mth 12
25/03/2021	SALARY	BACS	3,085.14			4000 230	3,085.14	Mth 12
25/03/2021	SALARY	BACS	1,385.63			4000 230	1,385.63	Mth 12
25/03/2021	SALARY	BACS	1,986.63			4000 230	1,986.63	Mth 12
25/03/2021	Worcester County Council	BACS	4,213.03			4019 230	4,213.03	Pension-Mth 12
25/03/2021	HMRC Cumbernauld	BACS	3,893.70			4018 230	3,893.70	NI/Tax-Mth 12
26/03/2021	Herefordshire Council	DD	86.00			4110 102	86.00	Rates-Mortuary-8427557X
26/03/2021	Herefordshire Council	DD	135.00			4110 201	135.00	Rates-Market House
Subtotal Carried Forward:			52,771.36	0.00	1,049.89		51,721.47	

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Date: 03/06/2021

Ledbury Town Council 2020/2021

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Time: 15:24

Cashbook 1

User: SA

Lloyds A/c (235) (Bus Ext)

Payments made between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount Transaction Details
26/03/2021	Herefordshire Council	DD	148.00			4110 102	148.00 Rates-Cemetery
26/03/2021	Herefordshire Council	DD	603.00			4110 202	603.00 Rates-Council Office
26/03/2021	Lloyds Bank	DD	20.56			4550 220	20.56 Service Charge
30/03/2021	Ledbury Garden Machinery	BACS	205.42		34.24	4300 102	171.18 Service Husqvana
30/03/2021	Hoople LTD.	BACS	724.50		120.75	4001 230	603.75 Accounts Clerk; 15/03-21/03/21
30/03/2021	Hoople LTD.	BACS	705.18		117.53	4001 230	587.65 Accounts Clerk; 08/03-14/03/21
30/03/2021	CJ Tinkler	BACS	2,925.00			4552 301	2,925.00 Ledbury Neighbourhood Plan
30/03/2021	W N Bloxsome	BACS	2,101.00			4552 301	2,101.00 Ledbury NHood Develop Plan
30/03/2021	Red Kite Law LLP	BACS	338.00		50.00	4590 220	288.00 Title Investigations
30/03/2021	County Signpost Ltd	BACS	174.00		29.00	4430 105	145.00 Signpost Magazine & Website
30/03/2021	Red Moon Concepts Ltd	BACS	1,520.64		253.44	4607 127	1,267.20 Chairs & Tables: 1297/HT/BIS
30/03/2021	Shredall Ltd	BACS	65.52		10.92	4170 202	54.60 Shredding; 04/03/2021-734585
30/03/2021	David McCutcheon	BACS	192.00			4205 101	72.00 Emptying Bins- Cemetery
						4206 110	66.00 New Bin-Rec
						4208 108	54.00 Gritting
30/03/2021	David McCutcheon	BACS	1,609.50			4205 108	336.66 Property Maintenance-Feb21- GM1
						4205 110	654.50 Property Maintenance-Feb21- GM2
						4205 108	336.67 Property Maintenance-Feb21- GM2
						4205 101	128.83 Property Maintenance-Feb21- GM2
						4206 110	100.00 Property Maintenance-Feb21- GM3
						4212 118	52.84 Property Maintenance-Feb21- GM4
30/03/2021	David McCutcheon	BACS	1,609.50			4205 108	336.66 Property Maintenance-Mar21- GM1
						4205 110	654.50 Property Maintenance-Mar21- GM2
						4205 108	336.67 Property Maintenance-Mar21-
Subtotal Carried Forward:			65,713.18	0.00	1,665.77		63,765.74

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Date: 03/06/2021

Ledbury Town Council 2020/2021

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Time: 15:24

Cashbook 1

User: SA

Lloyds A/c (235) (Bus Ext)

Payments made between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction Details</u>	
								GM2	
						4205 101	128.83	Property Maintenance-Mar21-GM2	
						4206 110	100.00	Property Maintenance-Mar21-GM3	
						4212 118	52.84	Property Maintenance-Mar21-GM4	
30/03/2021	David McCutcheon	BACS	2,500.00			4205 110	2,500.00	Refurb Fencing Around Playgrou	
30/03/2021	STAFF PAYMENT	BACS	66.87			4206 102	66.87	Reimburse:Signs;13	
30/03/2021	STAFF PAYMENT	BACS	104.97			4235 110	104.97	Reimburse;Basketb Equip	
30/03/2021	E.on	DD	35.78		1.70	4123 202	34.08	Electric;MktHse;11/11/03	
31/03/2021	Onecom Limited	DD	21.60		3.60	4481 401	18.00	Bill Ending 28 Feb 21	
31/03/2021	Onecom Limited	DD	203.46		33.91	4481 401	169.55	Bill Ending 28 Feb 21	
Total Payments:			68,645.86	0.00	1,704.98		66,940.88		

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Date: 12/04/2021

Ledbury Town Council Current Year

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Cashbook 3

User: SA

Premier A/c (736) Comm Call

Payments made between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction Details</u>
22/03/2021	Lloyds A/c (235) (Bus Ext)	22032021	25,000.00			200	25,000.00	Tsf 736 to 235 22032021
26/03/2021	Lloyds A/c (235) (Bus Ext)	26032021	10,000.00			200	10,000.00	Trsf 736 to 235 26032021
Total Payments:			35,000.00	0.00	0.00		35,000.00	

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Date: 12/04/2021

Ledbury Town Council Current Year

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Cashbook 4

User: SA

Public Sector Deposit Fund

Payments made between 01/03/2021 and 31/03/2021

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction Details</u>
22/03/2021	Lloyds A/c (235) (Bus Ext)	22032021	25,000.00			200	25,000.00	Tsf 736 to 235 22032021
Total Payments:			25,000.00	0.00	0.00		25,000.00	

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April

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked 07/04/2021	10,000.00						
07042021	Premier A/c (736) Comm Call	10,000.00			202		10,000.00	Transfer 736 to 235
	Interest Banked 09/04/2021	0.11						
Interest	Lloyds Bank	0.11			1870	220	0.11	Interest-174-Apr21
	Banked 21/04/2021	20,000.00						
21042021	Premier A/c (736) Comm Call	20,000.00			202		20,000.00	Transfer 736 to 235
500428	Banked 27/04/2021	672.00						
500428	Smiths Funeral	628.00			1100	102	628.00	Interment;L Gray
500428	Barwick	44.00			1130	102	44.00	Barwick;Memorial
500429	Banked 27/04/2021	50.00						
500429	Vicarage	30.00			1110	102	30.00	Tsf Of Deed:Brimmell
500429	Tealandia	20.00			1090	301	20.00	Marcin:Market
	Banked 28/04/2021	10,000.00						
28042021	Premier A/c (736) Comm Call	10,000.00			202		10,000.00	Transfer 736 to 235
Total Receipts:		40,722.11	0.00	0.00			40,722.11	

13/05/2021

Ledbury Town Council Current Year

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Cashbook 3

User: SA

Premier A/c (736) Comm Call

Receipts received between 01/04/2021 and 30/04/2021

Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Mort Rent Banked 01/04/2021		166.67						
Mort Rent The Co-operative Group (CGP)		166.67			1160	102	166.67	Mortuary Rent
1500TMTHT Banked 06/04/2021		40.00						
1500TMTHT Orchards Grove Preserves		40.00			1090	301	40.00	Market:1500/TMT/HT
SMT1308 Banked 06/04/2021		68.00						
SMT1308 Le Delice		68.00			1090	301	68.00	Market:SMT1308Apr21
1501SMTHHT Banked 06/04/2021		37.00						
1501SMTHHT Chockshop Ltd		37.00			1090	301	37.00	Market:1501/SMT/HT
Interest Banked 09/04/2021		1.14						
Interest Lloyds Bank		1.14			1870	220	1.14	Interest
1274CoOpS Banked 15/04/2021		364.19						
1274CoOpS The Co-operative Group (CGP)		364.19			1160	102	364.19	CostsRelatingToMortuary
Precept Banked 23/04/2021		285,540.50						
Precept Herefordshire Council		285,540.50			1900	220	285,540.50	Precept
1315NDPA Banked 27/04/2021		600.00						
1315NDPA Worcestershire Council		600.00			1033	301	600.00	MalvernHillsAONB
1512HTTMT Banked 27/04/2021		40.00						
1512HTTMT Orchards Grove Preserves		40.00			1090	301	40.00	Market:1512HTTMT
Burrill NE Banked 28/04/2021		314.00						
Burrill NE Burrill NE		314.00			1160	102	314.00	Internment
Mort rent Banked 30/04/2021		166.67						
Mort rent The Co-operative Group (CGP)		166.67			1160	102	166.67	Mortuary Rent Income
Total Receipts:		287,338.17	0.00	0.00			287,338.17	

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13/05/2021

Ledbury Town Council Current Year

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Cashbook 4

User: SA

Public Sector Deposit Fund

Receipts received between 01/04/2021 and 30/04/2021

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Interest Banked	01/04/2021	5.94						
Interest	The Public Sector Deposit Fund	5.94			1870	220	5.94	Interest - Apr 21
Total Receipts:		5.94	0.00	0.00			5.94	

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Date : 03/06/2021

Ledbury Town Council 2020/2021

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Trial Balance for Month No: 12

User : SA

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
100	Debtors			4,987.19	
120	Vat Due			8,658.22	
150	Stock			1,975.87	
200	Lloyds A/c (235) (Bus Ext)			8,118.36	
202	Premier A/c (736) Comm Call			120,229.63	
203	Public Sector Deposit Fund			151,879.37	
210	Petty Cash			123.20	
310	General Fund				208,900.05
320	Earmarked Reserves				112.92
500	Creditors				3,544.17
540	Receipts in Advance				50.00
1030	Market House Income	201	Market House		27.00
1033	Localities Grant For NDP	301	Planning/Economic Development		5,626.00
1090	Charter Market Income	301	Planning/Economic Development		10,561.00
1100	Cemetery Interment Income	102	Cemetery & Buildings		9,174.00
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		90.00
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		6,085.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		2,364.23
1290	War Memorial Refurb Donation	118	Minor Infrastructure		15,321.00
1291	Bollard Refurb Donation	118	Minor Infrastructure		100.00
1450	Painted Room Sales Income	105	Painted Room		304.03
1451	Painted Room Donations Income	105	Painted Room		2,408.44
1460	Ceremony Room Income	120	Non-Statutory Services		1,986.00
1471	Dog Poop Bags	127	Services and Events		556.97
1870	Bank Interest Received Income	220	Finance and General Purposes		358.15
1875	Miscellaneous Income	102	Cemetery & Buildings		11.95
1875	Miscellaneous Income	127	Services and Events		175.27
1876	Alarms	220	Finance and General Purposes		1,339.51
1900	Precept Income	220	Finance and General Purposes		531,978.00
1901	Council Tax Support Grant	220	Finance and General Purposes		500.00
1902	Western Power WayLeave	220	Finance and General Purposes		245.95
4000	Staff Salaries	102	Cemetery & Buildings	21,392.48	
4000	Staff Salaries	230	Management and Payroll	92,118.91	
4000	Staff Salaries	235	Office Facilities & Equipment	6.59	
4001	Temporary Staff Salaries	230	Management and Payroll	20,418.83	
4007	Ceremony Room Licence Fee	120	Non-Statutory Services	500.00	
4015	P3 scheme	125	Green Spaces Maintenance	2,016.00	
4018	National Insurance	230	Management and Payroll	45,340.44	
4019	Pension	230	Management and Payroll	50,275.39	
4050	Staff Training	230	Management and Payroll	593.98	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	1,084.32	
4110	Rates	102	Cemetery & Buildings	2,806.88	

Continued over page

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4110	Rates	201	Market House	1,621.75	
4110	Rates	202	Town Council Offices	7,235.50	
4115	Environmental Services	102	Cemetery & Buildings	152.32	
4122	Electricity	102	Cemetery & Buildings	1,629.88	
4122	Electricity	201	Market House	6,870.60	
4123	Lighting Heating, Running Cost	102	Cemetery & Buildings	70.37	
4123	Lighting Heating, Running Cost	201	Market House	1,159.54	
4123	Lighting Heating, Running Cost	202	Town Council Offices	12,015.81	
4130	Insurance	220	Finance and General Purposes	10,437.52	
4150	Cleaning	202	Town Council Offices	1,220.76	
4155	Housekeeping	202	Town Council Offices	65.19	
4160	Window Cleaning	202	Town Council Offices	35.00	
4170	Maintenance	102	Cemetery & Buildings	500.47	
4170	Maintenance	105	Painted Room	115.57	
4170	Maintenance	110	Recreation Ground	66.57	
4170	Maintenance	201	Market House	2,639.32	
4170	Maintenance	202	Town Council Offices	2,104.01	
4171	PAT Testing	202	Town Council Offices	195.00	
4175	CCTV Maintenance	110	Recreation Ground	499.37	
4176	CCTV Link to Hereford	118	Minor Infrastructure	10,192.10	
4182	Repairs	202	Town Council Offices	256.25	
4185	Alarms	202	Town Council Offices	4,456.04	
4200	Tools & Materials	102	Cemetery & Buildings	125.24	
4203	Closed Churchyard Maint Contra	101	Closed Churchyard	678.34	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	1,768.68	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	6,857.20	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	10,296.71	
4206	Grounds Maintenance (Extras)	102	Cemetery & Buildings	755.37	
4206	Grounds Maintenance (Extras)	110	Recreation Ground	4,204.13	
4208	Dog Hill Wood Maintenance	108	Amenity Areas	54.00	
4212	Definitive Footpaths	118	Minor Infrastructure	683.40	
4221	War Memorial refurbishment	118	Minor Infrastructure	31,121.60	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	336.18	
4225	Skip Hire	102	Cemetery & Buildings	1,770.00	
4227	Memorial Testing	102	Cemetery & Buildings	739.88	
4228	General Tree works	108	Amenity Areas	495.00	
4230	ROSPA Reports	110	Recreation Ground	58.60	
4231	Bollard Refurb	118	Minor Infrastructure	1,074.00	
4235	Play Equipment-New	110	Recreation Ground	190.75	
4236	Repairs Rec Ground Play Equipm	110	Recreation Ground	520.98	
4238	Recreation Ground Youth Shelte	110	Recreation Ground	990.00	
4250	Repairs/Trees/Inprovements	102	Cemetery & Buildings	2,010.00	

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4270	Litter Bins	302	Special Projects	3,423.91	
4271	Dog Bags	127	Services and Events	350.00	
4275	Street Furniture	118	Minor Infrastructure	47.98	
4276	External power supply -High St	118	Minor Infrastructure	96.41	
4300	Vehicle Repair	102	Cemetery & Buildings	565.76	
4310	Vehicle Rplacement/Refurb	302	Special Projects	5,649.67	
4330	Fuel	102	Cemetery & Buildings	1,018.54	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	837.19	
4400	Stationery	235	Office Facilities & Equipment	3,006.46	
4405	Photocopier Hire	235	Office Facilities & Equipment	772.00	
4410	Photocopier Costs	235	Office Facilities & Equipment	2,040.09	
4415	Office Support & Equipment	235	Office Facilities & Equipment	1,031.07	
4415	Office Support & Equipment	401	Full Council	1,524.49	
4416	Equipment Maintenance	102	Cemetery & Buildings	317.65	
4430	Advertising	102	Cemetery & Buildings	25.18	
4430	Advertising	105	Painted Room	497.00	
4430	Advertising	220	Finance and General Purposes	1,572.00	
4444	Petty Cash	235	Office Facilities & Equipment	205.94	
4455	Postage	235	Office Facilities & Equipment	270.50	
4455	Postage	401	Full Council	427.40	
4460	Subscriptions	220	Finance and General Purposes	1,081.00	
4480	ICT-Computers	235	Office Facilities & Equipment	1,121.35	
4480	ICT-Computers	401	Full Council	1,066.99	
4481	Telephones	120	Non-Statutory Services	438.00	
4481	Telephones	235	Office Facilities & Equipment	260.93	
4481	Telephones	401	Full Council	4,825.37	
4482	Website	401	Full Council	291.74	
4483	ICT Services & Software Lease	401	Full Council	7,099.82	
4500	Town Mayors Expenses	225	Councillors/Newsletter	40.52	
4525	Councillors Training	225	Councillors/Newsletter	2,584.00	
4529	Civic Insignia	210	Civic Matters	364.91	
4531	Roll of Honour	210	Civic Matters	40.00	
4532	Flag Pole	210	Civic Matters	120.00	
4540	Election Expenses	225	Councillors/Newsletter	211.66	
4543	Neighbourhood Plan	301	Planning/Economic Development	6,000.00	
4545	Annual & Other Meetings	225	Councillors/Newsletter	67.72	
4546	Traffic Management	301	Planning/Economic Development	914.15	
4550	Bank Charges	220	Finance and General Purposes	427.38	
4551	Data Protection	220	Finance and General Purposes	40.00	
4552	Localities Grant For NPD	301	Planning/Economic Development	5,026.00	
4579	Audit Internal	220	Finance and General Purposes	450.00	
4580	Audit External	220	Finance and General Purposes	1,300.00	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4590	Professional Services	220	Finance and General Purposes	120,485.08	
4592	Health & Safety	102	Cemetery & Buildings	1,157.81	
4592	Health & Safety	115	Town Centre Decorations	17.46	
4592	Health & Safety	202	Town Council Offices	1,875.99	
4592	Health & Safety	220	Finance and General Purposes	755.20	
4600	Town Crier/Fees & Subs	127	Services and Events	80.00	
4601	Town Crier/Uniforms	127	Services and Events	40.00	
4605	Events Barriers	127	Services and Events	777.20	
4607	Events	127	Services and Events	5,513.75	
4640	Christmas Lights	115	Town Centre Decorations	16,038.26	
4650	Hanging Basket Supply	115	Town Centre Decorations	3,234.00	
4700	Stock Movement	105	Painted Room		227.85
4702	Tour Guides	105	Painted Room	8,722.52	
4705	Signage	107	Town Promotion	32.98	
4800	Barrett Browning Clock	214	Grants with Powers	138.36	
4850	Poppy Wreath	127	Services and Events	21.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	283.96	
4890	Unspecified Grants	214	Grants with Powers	29,515.56	
6000	Transfers from EMR	220	Finance and General Purposes		104,887.08
Trial Balance Totals :				906,934.57	906,934.57
Difference				0.00	

Date : 03/06/2021

Ledbury Town Council Current Year

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Trial Balance for Month No: 1

User : SA

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
120	Vat Due			10,375.59	
150	Stock			1,975.87	
200	Lloyds A/c (235) (Bus Ext)			13,977.36	
202	Premier A/c (736) Comm Call			367,564.14	
203	Public Sector Deposit Fund			151,885.31	
210	Petty Cash			60.68	
310	General Fund				333,464.75
320	Earmarked Reserves				112.92
321	EMR - Recreation Ground Equipm			11,200.00	
322	EMR - Traffic Management			9,000.00	
323	EMR - Charter Market Improveme			1,000.00	
324	EMR - Listed Buildings			20,000.00	
1090	Charter Market Income	301	Planning/Economic Development	2,371.00	
1100	Cemetery Interment Income	102	Cemetery & Buildings	560.00	
1160	Mortuary Rent Income	102	Cemetery & Buildings		647.34
1460	Ceremony Room Income	120	Non-Statutory Services	135.00	
1870	Bank Interest Received Income	220	Finance and General Purposes		7.19
1900	Precept Income	220	Finance and General Purposes		285,540.50
4000	Staff Salaries	102	Cemetery & Buildings	1,692.78	
4000	Staff Salaries	230	Management and Payroll	8,359.54	
4001	Salary Contingency	230	Management and Payroll	1,505.35	
4018	National Insurance	230	Management and Payroll	4,726.51	
4019	Pension	230	Management and Payroll	4,562.18	
4110	Rates	102	Cemetery & Buildings	232.88	
4110	Rates	202	Town Council Offices	602.50	
4115	Water	202	Town Council Offices	49.31	
4122	Electricity	102	Cemetery & Buildings	39.05	
4122	Electricity	201	Market House	36.23	
4122	Electricity	202	Town Council Offices	1,952.43	
4122	Electricity	214	Grants with Powers	19.17	
4123	Lighting Heating, Running Cost	202	Town Council Offices		1,396.95
4155	Housekeeping	202	Town Council Offices		2.79
4170	Maintenance	102	Cemetery & Buildings	50.00	
4170	Maintenance	202	Town Council Offices	54.60	
4185	Alarms	202	Town Council Offices	463.37	
4200	New Equipment	102	Cemetery & Buildings	191.06	
4228	General Tree works	108	Amenity Areas	950.00	
4400	Stationery	235	Office Facilities & Equipment	308.33	
4410	Photocopier Costs	235	Office Facilities & Equipment	122.21	
4415	Office Support & Equipment	235	Office Facilities & Equipment	12.49	
4416	Equipment Maintenance	102	Cemetery & Buildings	42.00	
4444	Petty Cash	235	Office Facilities & Equipment	52.10	

Continued over page

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<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4455	Postage	401	Full Council	110.00	
4460	Subscriptions	220	Finance and General Purposes	417.00	
4481	Telephones	401	Full Council	516.27	
4483	ICT Services & Software Lease	401	Full Council	561.24	
4520	Councillors Expenses	225	Councillors/Newsletter	180.00	
4550	Bank Charges	220	Finance and General Purposes	57.95	
4590	Professional Services	220	Finance and General Purposes	372.98	
4592	PPE/Health & Safety	202	Town Council Offices	67.34	
4605	Events Barriers	127	Services and Events	95.00	
4702	Tour Guides Salaries	105	Painted Room	165.62	
4825	CAB	214	Grants with Powers	2,500.00	
Trial Balance Totals :				621,172.44	621,172.44
Difference				0.00	

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month 12

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Closed Churchyard								
4203 Closed Churchyard Maint Contra	0	678	5,000	4,322		4,322	13.6%	
4205 Grounds Maintenance (Contract)	330	1,769	1,500	(269)		(269)	117.9%	
4224 Wheely Bins Refuse Collection	71	336	337	1		1	99.8%	
4250 Repairs/Trees/Inprovements	0	0	4,540	4,540		4,540	0.0%	
Closed Churchyard :- Indirect Expenditure	401	2,783	11,377	8,594	0	8,594	24.5%	0
Net Expenditure	(401)	(2,783)	(11,377)	(8,594)				
102 Cemetery & Buildings								
1100 Cemetery Interment Income	1,747	9,174	10,000	826			91.7%	
1110 Transfer Of Exclusive Right Of	90	90	360	270			25.0%	
1130 Cemetery Memorial Permit Incom	370	6,085	1,000	(5,085)			608.5%	
1160 Mortuary Rent Income	364	2,364	2,000	(364)			118.2%	
1161 Chapel Hire	0	0	250	250			0.0%	
1875 Miscellaneous Income	0	12	0	(12)			0.0%	
Cemetery & Buildings :- Income	2,571	17,725	13,610	(4,115)			130.2%	0
4000 Staff Salaries	1,691	21,392	21,392	(0)		(0)	100.0%	
4110 Rates	234	2,807	2,550	(257)		(257)	110.1%	
4115 Environmental Services	12	152	200	48		48	76.2%	
4122 Electricity	39	1,630	1,290	(340)		(340)	126.3%	
4123 Lighting Heating, Running Cost	0	70	0	(70)		(70)	0.0%	
4130 Insurance	0	0	2,482	2,482		2,482	0.0%	
4160 Window Cleaning	0	0	60	60		60	0.0%	
4170 Maintenance	0	500	2,000	1,500		1,500	25.0%	
4200 Tools & Materials	(358)	125	2,000	1,875		1,875	6.3%	
4201 Equipment Hire	0	0	2,000	2,000		2,000	0.0%	
4206 Grounds Maintenance (Extras)	67	755	2,000	1,245		1,245	37.8%	
4223 Perimeter Wall Repairs	0	0	5,000	5,000		5,000	0.0%	
4225 Skip Hire	360	1,770	1,500	(270)		(270)	118.0%	
4227 Memorial Testing	0	740	2,000	1,260		1,260	37.0%	
4250 Repairs/Trees/Inprovements	150	2,010	2,000	(10)		(10)	100.5%	
4300 Vehicle Repair	171	566	816	250		250	69.3%	
4310 Vehicle Rplacement/Refurb	0	0	1,500	1,500		1,500	0.0%	
4330 Fuel	65	1,019	1,580	561		561	64.5%	
4340 Insurance, Tax & MOT	0	837	1,071	234		234	78.2%	
4416 Equipment Maintenance	0	318	1,000	682		682	31.8%	
4430 Advertising	0	25	510	485		485	4.9%	
4592 Health & Safety	0	1,158	500	(658)		(658)	231.6%	
Cemetery & Buildings :- Indirect Expenditure	2,431	35,875	53,451	17,576	0	17,576	67.1%	0
Net Income over Expenditure	140	(18,150)	(39,841)	(21,691)				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 Grounds Maintenance								
4018 National Insurance	541	0	0	0		0	0.0%	
4019 Pension	719	0	0	0		0	0.0%	
4200 Tools & Materials	409	0	0	0		0	0.0%	
Grounds Maintenance :- Indirect Expenditure	1,669	0	0	0	0	0		0
Net Expenditure	(1,669)	0	0	0				
105 Painted Room								
1450 Painted Room Sales Income	0	304	2,000	1,696			15.2%	
1451 Painted Room Donations Income	1,290	2,408	2,500	92			96.3%	
Painted Room :- Income	1,290	2,712	4,500	1,788			60.3%	0
4170 Maintenance	0	116	715	599		599	16.2%	
4430 Advertising	340	497	460	(37)		(37)	108.0%	
4700 Stock Movement	(228)	(228)	510	738		738	(44.7%)	
4702 Tour Guides	264	8,723	9,460	737		737	92.2%	
Painted Room :- Indirect Expenditure	376	9,107	11,145	2,038	0	2,038	81.7%	0
Net Income over Expenditure	914	(6,395)	(6,645)	(250)				
107 Town Promotion								
4310 Vehicle Rplacement/Refurb	0	0	(1,500)	(1,500)		(1,500)	0.0%	
4703 Promotional Material	0	0	4,000	4,000		4,000	0.0%	
4704 Tourism/ Allotments/Centenary	0	0	(929)	(929)		(929)	0.0%	
4705 Signage	0	33	40	7		7	82.5%	
4706 Town Plan Projects	0	0	4,000	4,000		4,000	0.0%	
Town Promotion :- Indirect Expenditure	0	33	5,611	5,578	0	5,578	0.6%	0
Net Expenditure	0	(33)	(5,611)	(5,578)				
108 Amenity Areas								
4174 CCTV New/ Security	0	0	1,000	1,000		1,000	0.0%	
4204 Dog Hill Wood Management Plan/	0	0	1,071	1,071		1,071	0.0%	
4205 Grounds Maintenance (Contract)	1,077	6,857	4,040	(2,817)		(2,817)	169.7%	
4208 Dog Hill Wood Maintenance	54	54	0	(54)		(54)	0.0%	
4209 Dog Hill Wood Maint Extras	0	0	500	500		500	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,178	1,178		1,178	0.0%	
4228 General Tree works	0	495	1,530	1,035		1,035	32.4%	
4252 General Park Maintenance	270	0	4,097	4,097		4,097	0.0%	
4253 General Park Verges	0	0	500	500		500	0.0%	
Amenity Areas :- Indirect Expenditure	1,401	7,406	13,916	6,510	0	6,510	53.2%	0
Net Expenditure	(1,401)	(7,406)	(13,916)	(6,510)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Recreation Ground								
4130 Insurance	0	0	836	836		836	0.0%	
4131 Insurance (CCTV)	0	0	150	150		150	0.0%	
4170 Maintenance	1,677	67	0	(67)		(67)	0.0%	
4174 CCTV New/ Security	0	0	1,050	1,050		1,050	0.0%	
4175 CCTV Maintenance	0	499	750	251		251	66.6%	
4205 Grounds Maintenance (Contract)	2,986	10,297	7,854	(2,443)		(2,443)	131.1%	
4206 Grounds Maintenance (Extras)	(588)	4,204	5,000	796		796	84.1%	
4224 Wheely Bins Refuse Collection	0	0	700	700		700	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	59	51	(8)		(8)	114.9%	
4235 Play Equipment-New	191	191	5,000	4,809		4,809	3.8%	
4236 Repairs Rec Ground Play Equipm	0	521	2,000	1,479		1,479	26.0%	
4237 Skate Park	0	0	5,000	5,000		5,000	0.0%	
4238 Recreation Ground Youth Shelte	0	990	1,000	10		10	99.0%	
4270 Litter Bins	0	0	306	306		306	0.0%	
Recreation Ground :- Indirect Expenditure	4,266	16,827	30,197	13,370	0	13,370	55.7%	0
Net Expenditure	(4,266)	(16,827)	(30,197)	(13,370)				
115 Town Centre Decorations								
1270 Fund Raising-Grotto/Stalls	0	0	1,000	1,000			0.0%	
Town Centre Decorations :- Income	0	0	1,000	1,000			0.0%	0
4130 Insurance	0	0	250	250		250	0.0%	
4592 Health & Safety	0	17	0	(17)		(17)	0.0%	
4640 Christmas Lights	(622)	16,038	16,960	922		922	94.6%	
4650 Hanging Basket Supply	195	3,234	3,500	266		266	92.4%	
Town Centre Decorations :- Indirect Expenditure	(427)	19,290	20,710	1,420	0	1,420	93.1%	0
Net Income over Expenditure	427	(19,290)	(19,710)	(420)				
116 Christmas Lights								
4640 Christmas Lights	622	0	0	0		0	0.0%	
Christmas Lights :- Indirect Expenditure	622	0	0	0	0	0		0
Net Expenditure	(622)	0	0	0				
118 Minor Infrastructure								
1290 War Memorial Refurb Donation	0	15,321	0	(15,321)			0.0%	
1291 Bollard Refurb Donation	0	100	0	(100)			0.0%	
Minor Infrastructure :- Income	0	15,421	0	(15,421)				0

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Detailed Income & Expenditure by Budget Heading 31/03/2021

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4176 CCTV Link to Hereford	2,038	10,192	8,154	(2,038)		(2,038)	125.0%	
4212 Definitive Footpaths	93	683	500	(183)		(183)	136.7%	
4214 Gloucester Rd Seats Grass Cut	13	0	50	50		50	0.0%	
4218 War Memorial Cleaning	0	0	500	500		500	0.0%	
4219 War Memorial Insurance	0	0	180	180		180	0.0%	
4221 War Memorial refurbishment	0	31,122	0	(31,122)		(31,122)	0.0%	
4231 Bollard Refurb	0	1,074	2,000	926		926	53.7%	
4275 Street Furniture	0	48	0	(48)		(48)	0.0%	
4276 External power supply -High St	0	96	102	6		6	94.5%	
Minor Infrastructure :- Indirect Expenditure	2,144	43,215	11,486	(31,729)	0	(31,729)	376.2%	0
Net Income over Expenditure	(2,144)	(27,794)	(11,486)	16,308				
120 Non-Statutory Services								
1460 Ceremony Room Income	320	1,986	4,284	2,298			46.4%	
Non-Statutory Services :- Income	320	1,986	4,284	2,298			46.4%	0
4007 Ceremony Room Licence Fee	500	500	500	0		0	100.0%	
4020 Cleaning	0	0	717	717		717	0.0%	
4481 Telephones	(2)	438	0	(438)		(438)	0.0%	
Non-Statutory Services :- Indirect Expenditure	498	938	1,217	279	0	279	77.1%	0
Net Income over Expenditure	(178)	1,048	3,067	2,019				
125 Green Spaces Maintenance								
4013 Devolved Services (grass cutti	0	0	2,500	2,500		2,500	0.0%	
4014 Lengthsman scheme (basic)	672	0	3,000	3,000		3,000	0.0%	
4015 P3 scheme	(672)	2,016	2,500	484		484	80.6%	
Green Spaces Maintenance :- Indirect Expenditure	0	2,016	8,000	5,984	0	5,984	25.2%	0
Net Expenditure	0	(2,016)	(8,000)	(5,984)				
127 Services and Events								
1471 Dog Poop Bags	97	557	2,000	1,443			27.8%	
1875 Miscellaneous Income	0	175	0	(175)			0.0%	
Services and Events :- Income	97	732	2,000	1,268			36.6%	0
4271 Dog Bags	0	350	700	350		350	50.0%	
4600 Town Crier/Fees & Subs	0	80	800	720		720	10.0%	
4601 Town Crier/Uniforms	0	40	1,071	1,031		1,031	3.7%	
4605 Events Barriers	0	777	765	(12)		(12)	101.6%	
4607 Events	1,267	5,514	6,000	486		486	91.9%	

Detailed Income & Expenditure by Budget Heading 31/03/2021

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4850 Poppy Wreath	0	21	0	(21)		(21)	0.0%	
Services and Events :- Indirect Expenditure	1,267	6,782	9,336	2,554	0	2,554	72.6%	0
Net Income over Expenditure	(1,170)	(6,050)	(7,336)	(1,286)				
201 Market House								
1030 Market House Income	0	27	1,500	1,473			1.8%	
Market House :- Income	0	27	1,500	1,473			1.8%	0
4110 Rates	135	1,622	1,703	81		81	95.2%	
4122 Electricity	0	6,871	5,000	(1,871)		(1,871)	137.4%	
4123 Lighting Heating, Running Cost	57	1,160	1,500	340		340	77.3%	
4130 Insurance	0	0	1,486	1,486		1,486	0.0%	
4150 Cleaning	0	0	122	122		122	0.0%	
4170 Maintenance	0	2,639	5,200	2,561		2,561	50.8%	
Market House :- Indirect Expenditure	192	12,291	15,011	2,720	0	2,720	81.9%	0
Net Income over Expenditure	(192)	(12,264)	(13,511)	(1,247)				
202 Town Council Offices								
1035 Office Rental Income	2,722	0	0	0			0.0%	
1460 Ceremony Room Income	0	0	250	250			0.0%	
Town Council Offices :- Income	2,722	0	250	250			0.0%	0
4110 Rates	603	7,236	5,891	(1,345)		(1,345)	122.8%	
4123 Lighting Heating, Running Cost	4,827	12,016	5,610	(6,406)		(6,406)	214.2%	
4130 Insurance	0	0	4,785	4,785		4,785	0.0%	
4150 Cleaning	243	1,221	0	(1,221)		(1,221)	0.0%	
4155 Housekeeping	3	65	0	(65)		(65)	0.0%	
4160 Window Cleaning	0	35	0	(35)		(35)	0.0%	
4170 Maintenance	344	2,104	2,000	(104)		(104)	105.2%	
4171 PAT Testing	0	195	700	505		505	27.9%	
4182 Repairs	0	256	2,000	1,744		1,744	12.8%	
4185 Alarms	0	4,456	4,070	(386)		(386)	109.5%	
4592 Health & Safety	25	1,876	2,500	624		624	75.0%	
Town Council Offices :- Indirect Expenditure	6,045	29,460	27,556	(1,904)	0	(1,904)	106.9%	0
Net Income over Expenditure	(3,323)	(29,460)	(27,306)	2,154				
210 Civic Matters								
4130 Insurance	0	0	81	81		81	0.0%	
4529 Civic Insignia	0	365	204	(161)		(161)	178.9%	

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4530 Civic Insignia Maintenance	0	0	200	200		200	0.0%	
4531 Roll of Honour	0	40	50	10		10	80.0%	
4532 Flag Pole	0	120	153	33		33	78.4%	
4535 Civic Hospitality	0	0	1,530	1,530		1,530	0.0%	
Civic Matters :- Indirect Expenditure	0	525	2,218	1,693	0	1,693	23.7%	0
Net Expenditure	0	(525)	(2,218)	(1,693)				
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	0	0	2,000	2,000			0.0%	
Grants with Powers :- Income	0	0	2,000	2,000			0.0%	0
4800 Barrett Browning Clock	0	138	150	12		12	92.2%	
4870 Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875 Distinguished Citizen Awards	0	284	250	(34)		(34)	113.6%	
4890 Unspecified Grants	0	29,516	34,500	4,984		4,984	85.6%	
Grants with Powers :- Indirect Expenditure	0	29,938	39,900	9,962	0	9,962	75.0%	0
Net Income over Expenditure	0	(29,938)	(37,900)	(7,962)				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	6	358	816	458			43.9%	
1876 Alarms	0	1,340	0	(1,340)			0.0%	
1900 Precept Income	0	531,978	531,978	0			100.0%	
1901 Council Tax Support Grant	0	500	0	(500)			0.0%	
1902 Western Power WayLeave	0	246	0	(246)			0.0%	
Finance and General Purposes :- Income	6	534,422	532,794	(1,628)			100.3%	0
4130 Insurance	(500)	10,438	0	(10,438)		(10,438)	0.0%	
4430 Advertising	825	1,572	1,000	(572)		(572)	157.2%	
4460 Subscriptions	0	1,081	2,463	1,382		1,382	43.9%	
4550 Bank Charges	31	427	561	134		134	76.2%	
4551 Data Protection	40	40	1,000	960		960	4.0%	
4579 Audit Internal	0	450	2,150	1,700		1,700	20.9%	
4580 Audit External	0	1,300	5,355	4,055		4,055	24.3%	
4590 Professional Services	(1,606)	120,485	0	(120,485)		(120,485)	0.0%	104,887
4592 Health & Safety	0	755	800	45		45	94.4%	
Finance and General Purposes :- Indirect Expenditure	(1,211)	136,548	13,329	(123,219)	0	(123,219)	1024.4%	104,887
Net Income over Expenditure	1,217	397,873	519,465	121,592				
6000 plus Transfers from EMR	0	104,887						
Movement to/(from) Gen Reserve	1,217	502,761						

Detailed Income & Expenditure by Budget Heading 31/03/2021

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
225 Councillors/Newsletter								
4500 Town Mayors Expenses	0	41	1,530	1,489		1,489	2.6%	
4501 Mayor's Hospitality	0	0	1,500	1,500		1,500	0.0%	
4502 Mayor's Advertising	0	0	500	500		500	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	0	0	500	500		500	0.0%	
4525 Councillors Training	150	2,584	2,000	(584)		(584)	129.2%	
4540 Election Expenses	0	212	0	(212)		(212)	0.0%	
4545 Annual & Other Meetings	0	68	200	132		132	33.9%	
Councillors/Newsletter :- Indirect Expenditure	150	2,904	6,730	3,826	0	3,826	43.1%	0
Net Expenditure	(150)	(2,904)	(6,730)	(3,826)				
230 Management and Payroll								
4000 Staff Salaries	7,385	92,119	92,119	0		0	100.0%	
4001 Temporary Staff Salaries	3,574	20,419	20,419	0		0	100.0%	
4018 National Insurance	3,352	45,340	45,340	(0)		(0)	100.0%	
4019 Pension	3,494	50,275	50,367	92		92	99.8%	
4050 Staff Training	0	594	2,000	1,406		1,406	29.7%	
4051 Officers Travel/Conference/Sub	536	1,084	1,000	(84)		(84)	108.4%	
Management and Payroll :- Indirect Expenditure	18,341	209,832	211,245	1,413	0	1,413	99.3%	0
Net Expenditure	(18,341)	(209,832)	(211,245)	(1,413)				
235 Office Facilities & Equipment								
4000 Staff Salaries	0	7	0	(7)		(7)	0.0%	
4400 Stationery	313	3,006	2,500	(506)		(506)	120.3%	
4405 Photocopier Hire	0	772	747	(25)		(25)	103.3%	
4410 Photocopier Costs	108	2,040	2,500	460		460	81.6%	
4415 Office Support & Equipment	300	1,031	1,206	175		175	85.5%	
4444 Petty Cash	27	206	0	(206)		(206)	0.0%	
4455 Postage	0	271	271	1		1	99.8%	
4480 ICT-Computers	(96)	1,121	2,121	1,000		1,000	52.9%	
4481 Telephones	0	261	202	(59)		(59)	129.2%	
Office Facilities & Equipment :- Indirect Expenditure	652	8,715	9,547	832	0	832	91.3%	0
Net Expenditure	(652)	(8,715)	(9,547)	(832)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Planning/Economic Development								
1031 Town Centre Facilities	0	0	3,000	3,000			0.0%	
1033 Localities Grant For NDP	600	5,626	0	(5,626)			0.0%	
1090 Charter Market Income	3,861	10,561	11,500	939			91.8%	
Planning/Economic Development :- Income	<u>4,461</u>	<u>16,187</u>	<u>14,500</u>	<u>(1,687)</u>			<u>111.6%</u>	<u>0</u>
4543 Neighbourhood Plan	6,000	6,000	10,000	4,000		4,000	60.0%	
4546 Traffic Management	0	914	10,000	9,086		9,086	9.1%	
4549 Charter Market improvements	0	0	1,000	1,000		1,000	0.0%	
4552 Localities Grant For NPD	5,026	5,026	0	(5,026)		(5,026)	0.0%	
Planning/Economic Development :- Indirect Expenditure	<u>11,026</u>	<u>11,940</u>	<u>21,000</u>	<u>9,060</u>	<u>0</u>	<u>9,060</u>	<u>56.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,565)</u>	<u>4,247</u>	<u>(6,500)</u>	<u>(10,747)</u>				
302 Special Projects								
4270 Litter Bins	0	3,424	0	(3,424)		(3,424)	0.0%	
4310 Vehicle Rplacement/Refurb	0	5,650	1,500	(4,150)		(4,150)	376.6%	
4882 Phone Box Renovations & Fittin	2	0	0	0		0	0.0%	
Special Projects :- Indirect Expenditure	<u>2</u>	<u>9,074</u>	<u>1,500</u>	<u>(7,574)</u>	<u>0</u>	<u>(7,574)</u>	<u>604.9%</u>	<u>0</u>
Net Expenditure	<u>(2)</u>	<u>(9,074)</u>	<u>(1,500)</u>	<u>7,574</u>				
401 Full Council								
4415 Office Support & Equipment	0	1,524	2,000	476		476	76.2%	
4455 Postage	10	427	1,000	573		573	42.7%	
4480 ICT-Computers	0	1,067	2,000	933		933	53.3%	
4481 Telephones	372	4,825	3,366	(1,459)		(1,459)	143.4%	
4482 Website	143	292	4,000	3,708		3,708	7.3%	
4483 ICT Services & Software Lease	541	7,100	5,000	(2,100)		(2,100)	142.0%	
4543 Neighbourhood Plan	(3,000)	0	0	0		0	0.0%	
Full Council :- Indirect Expenditure	<u>(1,935)</u>	<u>15,236</u>	<u>17,366</u>	<u>2,130</u>	<u>0</u>	<u>2,130</u>	<u>87.7%</u>	<u>0</u>
Net Expenditure	<u>1,935</u>	<u>(15,236)</u>	<u>(17,366)</u>	<u>(2,130)</u>				
Grand Totals:- Income	11,467	589,213	576,438	(12,775)			102.2%	
Expenditure	47,910	610,735	541,848	(68,887)	0	(68,887)	112.7%	
Net Income over Expenditure	<u>(36,443)</u>	<u>(21,522)</u>	<u>34,590</u>	<u>56,112</u>				
plus Transfers from EMR	0	104,887						
Movement to/(from) Gen Reserve	<u>(36,442)</u>	<u>83,365</u>						

Month 1

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Closed Churchyard								
4205 Grounds Maintenance (Contract)	0	0	3,000	3,000		3,000	0.0%	
4224 Wheely Bins Refuse Collection	0	0	350	350		350	0.0%	
4250 Tree Works/Property Maintenanc	0	0	2,000	2,000		2,000	0.0%	
Closed Churchyard :- Indirect Expenditure	0	0	5,350	5,350	0	5,350	0.0%	0
Net Expenditure	0	0	(5,350)	(5,350)				
102 Cemetery & Buildings								
1100 Cemetery Interment Income	(560)	(560)	10,000	10,560			(5.6%)	
1110 Transfer Of Exclusive Right Of	0	0	360	360			0.0%	
1130 Cemetery Memorial Permit Incom	0	0	5,000	5,000			0.0%	
1160 Mortuary Rent Income	647	647	2,000	1,353			32.4%	
1161 Chapel Hire	0	0	150	150			0.0%	
Cemetery & Buildings :- Income	87	87	17,510	17,423			0.5%	0
4000 Staff Salaries	1,693	1,693	22,877	21,184		21,184	7.4%	
4001 Salary Contingency	0	0	2,500	2,500		2,500	0.0%	
4110 Rates	233	233	2,600	2,367		2,367	9.0%	
4115 Water	0	0	210	210		210	0.0%	
4122 Electricity	39	39	2,000	1,961		1,961	2.0%	
4160 Window Cleaning	0	0	60	60		60	0.0%	
4170 Maintenance	50	50	1,000	950		950	5.0%	
4200 New Equipment	191	191	1,000	809		809	19.1%	
4201 Equipment Hire	0	0	1,000	1,000		1,000	0.0%	
4206 Grounds Maintenance	0	0	2,000	2,000		2,000	0.0%	
4223 Perimeter Wall Repairs	0	0	2,500	2,500		2,500	0.0%	
4225 Skip Hire	0	0	1,500	1,500		1,500	0.0%	
4227 Memorial Testing	0	0	2,000	2,000		2,000	0.0%	
4250 Tree Works/Property Maintenanc	0	0	2,000	2,000		2,000	0.0%	
4300 Vehicle Repair	0	0	832	832		832	0.0%	
4330 Fuel	0	0	1,500	1,500		1,500	0.0%	
4340 Insurance, Tax & MOT	0	0	1,000	1,000		1,000	0.0%	
4416 Equipment Maintenance	42	42	1,000	958		958	4.2%	
4592 PPE/Health & Safety	0	0	500	500		500	0.0%	
Cemetery & Buildings :- Indirect Expenditure	2,248	2,248	48,079	45,831	0	45,831	4.7%	0
Net Income over Expenditure	(2,160)	(2,160)	(30,569)	(28,409)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 Grounds Maintenance</u>								
4016 Town Cleaner	0	0	19,132	19,132		19,132	0.0%	
Grounds Maintenance :- Indirect Expenditure	0	0	19,132	19,132	0	19,132	0.0%	0
Net Expenditure	0	0	(19,132)	(19,132)				
<u>105 Painted Room</u>								
1450 Painted Room Sales Income	0	0	500	500			0.0%	
1451 Painted Room Donations Income	0	0	1,000	1,000			0.0%	
Painted Room :- Income	0	0	1,500	1,500			0.0%	0
4170 Maintenance	0	0	1,000	1,000		1,000	0.0%	
4430 Advertising	0	0	460	460		460	0.0%	
4700 Stock Movement	0	0	510	510		510	0.0%	
4702 Tour Guides Salaries	166	166	6,550	6,384		6,384	2.5%	
Painted Room :- Indirect Expenditure	166	166	8,520	8,354	0	8,354	1.9%	0
Net Income over Expenditure	(166)	(166)	(7,020)	(6,854)				
<u>107 Town Promotion</u>								
4703 Promotional Material	0	0	4,000	4,000		4,000	0.0%	
4704 Tourism/ Town Plan Projects	0	0	5,000	5,000		5,000	0.0%	
4705 Signage	0	0	4,000	4,000		4,000	0.0%	
Town Promotion :- Indirect Expenditure	0	0	13,000	13,000	0	13,000	0.0%	0
Net Expenditure	0	0	(13,000)	(13,000)				
<u>108 Amenity Areas</u>								
4204 Dog Hill Wood Management Plan/	0	0	1,000	1,000		1,000	0.0%	
4205 Grounds Maintenance (Contract)	0	0	4,040	4,040		4,040	0.0%	
4209 Dog Hill Wood Maintenance	0	0	500	500		500	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,000	1,000		1,000	0.0%	
4228 General Tree works	950	950	1,561	611		611	60.9%	
4252 General Park Maintenance	0	0	2,000	2,000		2,000	0.0%	
4253 General Park Verges	0	0	500	500		500	0.0%	
Amenity Areas :- Indirect Expenditure	950	950	10,601	9,651	0	9,651	9.0%	0
Net Expenditure	(950)	(950)	(10,601)	(9,651)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Recreation Ground								
4175 CCTV Maintenance	0	0	750	750		750	0.0%	
4205 Grounds Maintenance (Contract)	0	0	7,854	7,854		7,854	0.0%	
4206 Grounds Maintenance	0	0	5,000	5,000		5,000	0.0%	
4224 Wheely Bins Refuse Collection	0	0	700	700		700	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	0	60	60		60	0.0%	
4235 Play Equipment-New	0	0	5,000	5,000		5,000	0.0%	
4236 Play Equipment Maintenance	0	0	5,000	5,000		5,000	0.0%	
4237 Skate Park	0	0	5,000	5,000		5,000	0.0%	
4238 Youth Shelter Maintenance	0	0	1,500	1,500		1,500	0.0%	
4270 Litter Bins	0	0	312	312		312	0.0%	
Recreation Ground :- Indirect Expenditure	0	0	31,676	31,676	0	31,676	0.0%	0
Net Expenditure	0	0	(31,676)	(31,676)				
115 Town Centre Decorations								
4640 Christmas Lights	0	0	13,260	13,260		13,260	0.0%	
4650 Ledbury In Bloom	0	0	4,000	4,000		4,000	0.0%	
Town Centre Decorations :- Indirect Expenditure	0	0	17,260	17,260	0	17,260	0.0%	0
Net Expenditure	0	0	(17,260)	(17,260)				
118 Minor Infrastructure								
4176 CCTV Link to Hereford	0	0	8,195	8,195		8,195	0.0%	
4212 Definitive Footpaths	0	0	510	510		510	0.0%	
4214 Gloucester Rd Seats Grass Cut	0	0	50	50		50	0.0%	
4218 War Memorial Cleaning	0	0	450	450		450	0.0%	
4221 War Memorial refurbishment	0	0	1,000	1,000		1,000	0.0%	
4276 External power supply -High St	0	0	104	104		104	0.0%	
Minor Infrastructure :- Indirect Expenditure	0	0	10,309	10,309	0	10,309	0.0%	0
Net Expenditure	0	0	(10,309)	(10,309)				
120 Non-Statutory Services								
1460 Ceremony Room Income	(135)	(135)	1,500	1,635			(9.0%)	
Non-Statutory Services :- Income	(135)	(135)	1,500	1,635			(9.0%)	0
4020 Cleaning	0	0	500	500		500	0.0%	
4430 Advertising	0	0	520	520		520	0.0%	
Non-Statutory Services :- Indirect Expenditure	0	0	1,020	1,020	0	1,020	0.0%	0
Net Income over Expenditure	(135)	(135)	480	615				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>125 Green Spaces Maintenance</u>								
4013 Devolved Services (grass cutti	0	0	2,500	2,500		2,500	0.0%	
4014 Lengthsman Scheme/P3 Scheme	0	0	3,000	3,000		3,000	0.0%	
Green Spaces Maintenance :- Indirect Expenditure	0	0	5,500	5,500	0	5,500	0.0%	0
Net Expenditure	0	0	(5,500)	(5,500)				
<u>127 Services and Events</u>								
4271 Dog Bags	0	0	700	700		700	0.0%	
4600 Town Crier/Fees & Subs	0	0	800	800		800	0.0%	
4601 Town Crier/Uniforms	0	0	1,000	1,000		1,000	0.0%	
4605 Events Barriers	95	95	0	(95)		(95)	0.0%	
4607 Events	0	0	7,500	7,500		7,500	0.0%	
Services and Events :- Indirect Expenditure	95	95	10,000	9,905	0	9,905	1.0%	0
Net Expenditure	(95)	(95)	(10,000)	(9,905)				
<u>201 Market House</u>								
4110 Rates	0	0	1,737	1,737		1,737	0.0%	
4122 Electricity	36	36	1,500	1,464		1,464	2.4%	
4150 Cleaning	0	0	124	124		124	0.0%	
4170 Maintenance	0	0	5,304	5,304		5,304	0.0%	
Market House :- Indirect Expenditure	36	36	8,665	8,629	0	8,629	0.4%	0
Net Expenditure	(36)	(36)	(8,665)	(8,629)				
<u>202 Town Council Offices</u>								
4110 Rates	603	603	6,127	5,525		5,525	9.8%	
4115 Water	49	49	500	451		451	9.9%	
4122 Electricity	1,952	1,952	8,000	6,048		6,048	24.4%	
4123 Lighting Heating, Running Cost	(1,397)	(1,397)	0	1,397		1,397	0.0%	
4155 Housekeeping	(3)	(3)	0	3		3	0.0%	
4160 Window Cleaning	0	0	250	250		250	0.0%	
4170 Maintenance	55	55	2,000	1,945		1,945	2.7%	
4182 Repairs	0	0	2,040	2,040		2,040	0.0%	
4185 Alarms	463	463	4,151	3,688		3,688	11.2%	
4592 PPE/Health & Safety	67	67	0	(67)		(67)	0.0%	
Town Council Offices :- Indirect Expenditure	1,790	1,790	23,068	21,278	0	21,278	7.8%	0
Net Expenditure	(1,790)	(1,790)	(23,068)	(21,278)				

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Civic Matters								
4501 Mayor's Hospitality	0	0	1,000	1,000		1,000	0.0%	
4529 Civic Insignia	0	0	400	400		400	0.0%	
4531 Roll of Honour	0	0	50	50		50	0.0%	
4532 Flag Pole	0	0	157	157		157	0.0%	
4535 Civic Hospitality	0	0	1,000	1,000		1,000	0.0%	
Civic Matters :- Indirect Expenditure	0	0	2,607	2,607	0	2,607	0.0%	0
Net Expenditure	0	0	(2,607)	(2,607)				
214 Grants with Powers								
4122 Electricity	19	19	0	(19)		(19)	0.0%	
4800 Barrett Browning Clock	0	0	150	150		150	0.0%	
4825 CAB	2,500	2,500	5,000	2,500		2,500	50.0%	
4826 Malvern Hills AONB Partnership	0	0	500	500		500	0.0%	
4827 Community Action Ledbury	0	0	10,000	10,000		10,000	0.0%	
4870 Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875 Distinguished Citizen Awards	0	0	250	250		250	0.0%	
4890 Unspecified Grants	0	0	16,500	16,500		16,500	0.0%	
Grants with Powers :- Indirect Expenditure	2,519	2,519	37,400	34,881	0	34,881	6.7%	0
Net Expenditure	(2,519)	(2,519)	(37,400)	(34,881)				
220 Finance and General Purposes								
1870 Bank Interest Received Income	7	7	800	793			0.9%	
1900 Precept Income	285,541	285,541	571,081	285,541			50.0%	
Finance and General Purposes :- Income	285,548	285,548	571,881	286,333			49.9%	0
4130 Insurance	0	0	10,432	10,432		10,432	0.0%	
4430 Advertising	0	0	1,000	1,000		1,000	0.0%	
4460 Subscriptions	417	417	2,500	2,083		2,083	16.7%	
4550 Bank Charges	58	58	350	292		292	16.6%	
4551 Data Protection	0	0	1,000	1,000		1,000	0.0%	
4579 Audit Internal	0	0	2,000	2,000		2,000	0.0%	
4580 Audit External	0	0	5,462	5,462		5,462	0.0%	
4590 Professional Services	373	373	15,000	14,627		14,627	2.5%	
4592 PPE/Health & Safety	0	0	1,000	1,000		1,000	0.0%	
Finance and General Purposes :- Indirect Expenditure	848	848	38,744	37,896	0	37,896	2.2%	0
Net Income over Expenditure	284,700	284,700	533,137	248,437				

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>225 Councillors/Newsletter</u>								
4420 Newsletter	0	0	1,000	1,000		1,000	0.0%	
4500 Town Mayors Expenses	0	0	1,000	1,000		1,000	0.0%	
4502 Mayor's Advertising	0	0	510	510		510	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	180	180	500	320		320	36.0%	
4525 Councillors Training	0	0	2,000	2,000		2,000	0.0%	
4545 Annual & Other Meetings	0	0	1,000	1,000		1,000	0.0%	
Councillors/Newsletter :- Indirect Expenditure	180	180	6,510	6,330	0	6,330	2.8%	0
Net Expenditure	(180)	(180)	(6,510)	(6,330)				
<u>230 Management and Payroll</u>								
4000 Staff Salaries	8,360	8,360	156,350	147,990		147,990	5.3%	
4001 Salary Contingency	1,505	1,505	10,000	8,495		8,495	15.1%	
4018 National Insurance	4,727	4,727	41,647	36,920		36,920	11.3%	
4019 Pension	4,562	4,562	41,647	37,085		37,085	11.0%	
4050 Staff Training	0	0	3,000	3,000		3,000	0.0%	
4051 Officers Travel/Conference/Sub	0	0	500	500		500	0.0%	
Management and Payroll :- Indirect Expenditure	19,154	19,154	253,144	233,990	0	233,990	7.6%	0
Net Expenditure	(19,154)	(19,154)	(253,144)	(233,990)				
<u>235 Office Facilities & Equipment</u>								
4400 Stationery	308	308	2,550	2,242		2,242	12.1%	
4405 Photocopier Hire	0	0	762	762		762	0.0%	
4410 Photocopier Costs	122	122	2,500	2,378		2,378	4.9%	
4415 Office Support & Equipment	12	12	1,000	988		988	1.2%	
4444 Petty Cash	52	52	500	448		448	10.4%	
Office Facilities & Equipment :- Indirect Expenditure	495	495	7,312	6,817	0	6,817	6.8%	0
Net Expenditure	(495)	(495)	(7,312)	(6,817)				
<u>301 Planning/Economic Development</u>								
1090 Charter Market Income	(2,371)	(2,371)	5,000	7,371			(47.4%)	
Planning/Economic Development :- Income	(2,371)	(2,371)	5,000	7,371			(47.4%)	0
4543 Neighbourhood Plan	0	0	6,000	6,000		6,000	0.0%	
4546 Traffic Management	0	0	10,000	10,000		10,000	0.0%	
4549 Charter Market improvements	0	0	5,000	5,000		5,000	0.0%	
Planning/Economic Development :- Indirect Expenditure	0	0	21,000	21,000	0	21,000	0.0%	0
Net Income over Expenditure	(2,371)	(2,371)	(16,000)	(13,629)				

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>401 Full Council</u>								
4415 Office Support & Equipment	0	0	3,000	3,000		3,000	0.0%	
4455 Postage	110	110	1,000	890		890	11.0%	
4480 ICT-Computers	0	0	2,000	2,000		2,000	0.0%	
4481 Telephones	516	516	4,500	3,984		3,984	11.5%	
4482 Website	0	0	4,000	4,000		4,000	0.0%	
4483 ICT Services & Software Lease	561	561	10,000	9,439		9,439	5.6%	
Full Council :- Indirect Expenditure	<u>1,188</u>	<u>1,188</u>	<u>24,500</u>	<u>23,312</u>	<u>0</u>	<u>23,312</u>	<u>4.8%</u>	<u>0</u>
Net Expenditure	<u>(1,188)</u>	<u>(1,188)</u>	<u>(24,500)</u>	<u>(23,312)</u>				
Grand Totals:- Income	283,129	283,129	597,391	314,262			47.4%	
Expenditure	29,668	29,668	603,397	573,729	0	573,729	4.9%	
Net Income over Expenditure	<u>253,461</u>	<u>253,461</u>	<u>(6,006)</u>	<u>(259,467)</u>				
Movement to/(from) Gen Reserve	<u>253,461</u>	<u>253,461</u>						

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Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
1	-6,067	313,900	310	0	General Fund
1	236,062	0	320	0	Earmarked Reserves
1	229,995	313,900	Total balances & reserves at the beginning of the year as recorded in the Financial Records		
2	477,153	531,978	1900	220	Precept Income
2	477,153	531,978	Total amount of Precept income received in the year		
3	1,335	27	1030	201	Market House Income
3	0	5,626	1033	301	Localities Grant For NDP
3	4,595	0	1035	202	Office Rental Income
3	8,288	10,561	1090	301	Charter Market Income
3	6,221	9,174	1100	102	Cemetery Interment Income
3	0	90	1110	102	Transfer Of Exclusive Right Of
3	863	6,085	1130	102	Cemetery Memorial Permit Income
3	2,000	2,364	1160	102	Mortuary Rent Income
3	15,321	15,321	1290	118	War Memorial Refurb Donation
3	0	100	1291	118	Bollard Refurb Donation
3	985	304	1450	105	Painted Room Sales Income
3	1,529	2,408	1451	105	Painted Room Donations Income
3	1,541	1,986	1460	120	Ceremony Room Income
3	0	557	1471	127	Dog Poop Bags
3	1	0	1712	125	P3 Scheme Income
3	2,250	0	1718	214	October Fair Donation Income
3	1,316	358	1870	220	Bank Interest Received Income
3	0	12	1875	102	Miscellaneous Income
3	0	175	1875	127	Miscellaneous Income
3	6	0	1875	202	Miscellaneous Income
3	0	1,340	1876	220	Alarms
3	0	500	1901	220	Council Tax Support Grant
3	0	246	1902	220	Western Power WayLeave
3	46,252	57,235	Total income or receipts as recorded in the cashbook minus the Precept		
4	0	21,392	4000	102	Staff Salaries
4	87,523	92,119	4000	230	Staff Salaries
4	0	7	4000	235	Staff Salaries
4	5,878	20,419	4001	230	Temporary Staff Salaries
4	242	0	4005	120	Ceremony Co-ordinator
4	24,088	0	4010	103	Grounds Officer
4	2,076	0	4017	103	Deputy Groundsman
4	8,512	0	4018	103	National Insurance
4	28,620	45,340	4018	230	National Insurance
4	9,893	0	4019	103	Pension
4	33,387	50,275	4019	230	Pension
4	200,220	229,553	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers),		

Continued over page

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Working details for ANNUAL RETURN - Year ended 31 March 2021

Last Year £ This Year £ Code and Centre Code Description

pension contributions and expenses

5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings		
---	----------------------------------	---	---	------------------------------------------------------------------------------------------	--	--

6		0	500	4007	120	Ceremony Room Licence Fee
6		2,464	0	4014	125	Lengthsman scheme (basic)
6		1,568	2,016	4015	125	P3 scheme
6		1,488	594	4050	230	Staff Training
6		0	1,084	4051	230	Officers Travel/Conference/Sub
6		2,615	2,807	4110	102	Rates
6		1,743	1,622	4110	201	Rates
6		7,120	7,236	4110	202	Rates
6		0	152	4115	102	Environmental Services
6		0	1,630	4122	102	Electricity
6		0	6,871	4122	201	Electricity
6		244	70	4123	102	Lighting Heating, Running Cost
6		4,711	1,160	4123	201	Lighting Heating, Running Cost
6		5,658	12,016	4123	202	Lighting Heating, Running Cost
6		2,276	0	4130	102	Insurance
6		3,286	0	4130	110	Insurance
6		1,485	0	4130	201	Insurance
6		2,900	0	4130	202	Insurance
6		0	10,438	4130	220	Insurance
6		2,079	1,221	4150	202	Cleaning
6		506	65	4155	202	Housekeeping
6		84	0	4155	235	Housekeeping
6		124	0	4157	202	New heaters
6		146	35	4160	202	Window Cleaning
6		293	500	4170	102	Maintenance
6		0	116	4170	105	Maintenance
6		3,758	67	4170	110	Maintenance
6		1,819	2,639	4170	201	Maintenance
6		2,183	2,104	4170	202	Maintenance
6		0	195	4171	202	PAT Testing
6		927	499	4175	110	CCTV Maintenance
6		8,017	10,192	4176	118	CCTV Link to Hereford
6		0	256	4182	202	Repairs
6		4,970	4,456	4185	202	Alarms
6		0	125	4200	102	Tools & Materials
6		2,208	0	4200	103	Tools & Materials
6		442	678	4203	101	Closed Churchyard Maint Contra
6		8,222	1,769	4205	101	Grounds Maintenance (Contract)
6		0	6,857	4205	108	Grounds Maintenance (Contract)
6		8,160	10,297	4205	110	Grounds Maintenance (Contract)
6		957	755	4206	102	Grounds Maintenance (Extras)

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Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	0	4,204	4206	110	Grounds Maintenance (Extras)
6	3,378	54	4208	108	Dog Hill Wood Maintenance
6	116	0	4209	108	Dog Hill Wood Maint Extras
6	963	0	4210	108	Dog Hill Wood Coppicing
6	0	683	4212	118	Definitive Footpaths
6	113	0	4214	118	Gloucester Rd Seats Grass Cut
6	450	0	4218	118	War Memorial Cleaning
6	12,768	31,122	4221	118	War Memorial refurbishment
6	1,130	0	4223	102	Perimeter Wall Repairs
6	199	336	4224	101	Wheely Bins Refuse Collection
6	1,740	1,770	4225	102	Skip Hire
6	2,304	740	4227	102	Memorial Testing
6	280	495	4228	108	General Tree works
6	49	59	4230	110	ROSPA Reports
6	0	1,074	4231	118	Bollard Refurb
6	0	191	4235	110	Play Equipment-New
6	0	521	4236	110	Repairs Rec Ground Play Equipm
6	3,746	990	4238	110	Recreation Ground Youth Shelte
6	132	2,010	4250	102	Repairs/Trees/Inprovements
6	3,866	0	4252	108	General Park Maintenance
6	253	0	4253	108	General Park Verges
6	0	3,424	4270	302	Litter Bins
6	700	350	4271	127	Dog Bags
6	490	0	4274	301	Speed Indicator Device
6	0	48	4275	118	Street Furniture
6	0	96	4276	118	External power supply -High St
6	0	566	4300	102	Vehicle Repair
6	61	0	4300	103	Vehicle Repair
6	0	5,650	4310	302	Vehicle Rplacement/Refurb
6	522	1,019	4330	102	Fuel
6	557	0	4330	103	Fuel
6	0	837	4340	102	Insurance, Tax & MOT
6	762	0	4340	103	Insurance, Tax & MOT
6	3,331	3,006	4400	235	Stationery
6	979	772	4405	235	Photocopier Hire
6	2,545	2,040	4410	235	Photocopier Costs
6	2,235	1,031	4415	235	Office Support & Equipment
6	0	1,524	4415	401	Office Support & Equipment
6	0	318	4416	102	Equipment Maintenance
6	799	0	4420	225	Newsletter
6	0	25	4430	102	Advertising
6	185	497	4430	105	Advertising
6	450	0	4430	120	Advertising
6	3	1,572	4430	220	Advertising
6	834	206	4444	235	Petty Cash

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Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	1,283	271	4455	235	Postage
6	0	427	4455	401	Postage
6	1,067	1,081	4460	220	Subscriptions
6	13,032	1,121	4480	235	ICT-Computers
6	0	1,067	4480	401	ICT-Computers
6	0	438	4481	120	Telephones
6	8,947	261	4481	235	Telephones
6	0	4,825	4481	401	Telephones
6	0	292	4482	401	Website
6	0	7,100	4483	401	ICT Services & Software Lease
6	1,042	41	4500	225	Town Mayors Expenses
6	962	2,584	4525	225	Councillors Training
6	0	365	4529	210	Civic Insignia
6	158	0	4530	210	Civic Insignia Maintenance
6	46	40	4531	210	Roll of Honour
6	120	120	4532	210	Flag Pole
6	1,164	0	4535	210	Civic Hospitality
6	0	212	4540	225	Election Expenses
6	0	6,000	4543	301	Neighbourhood Plan
6	20	68	4545	225	Annual & Other Meetings
6	587	914	4546	301	Traffic Management
6	579	427	4550	220	Bank Charges
6	40	40	4551	220	Data Protection
6	0	5,026	4552	301	Localities Grant For NPD
6	625	450	4579	220	Audit Internal
6	2,000	1,300	4580	220	Audit External
6	7,005	0	4589	220	Legal Costs Awarded Against Co
6	13,461	120,485	4590	220	Professional Services
6	0	1,158	4592	102	Health & Safety
6	0	17	4592	115	Health & Safety
6	0	1,876	4592	202	Health & Safety
6	2,156	755	4592	220	Health & Safety
6	600	0	4593	220	Special Audit Review
6	0	80	4600	127	Town Crier/Fees & Subs
6	0	40	4601	127	Town Crier/Uniforms
6	478	777	4605	127	Events Barriers
6	2,793	0	4606	127	October Fair
6	0	5,514	4607	127	Events
6	0	16,038	4640	115	Christmas Lights
6	6,317	0	4640	116	Christmas Lights
6	7,005	0	4641	115	Christmas Lights
6	1,083	0	4642	115	Christmas Lights Event
6	2,656	3,234	4650	115	Hanging Basket Supply
6	440	-228	4700	105	Stock Movement
6	6,845	8,723	4702	105	Tour Guides

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Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	643	33	4705	107	Signage	
6	88	138	4800	214	Barrett Browning Clock	
6	1,000	0	4801	214	Carnival Association	
6	8,000	0	4803	214	CVA Transport	
6	440	0	4804	214	Railway Station	
6	2,200	0	4820	214	Poetry Festival	
6	5,000	0	4825	214	CAB	
6	500	0	4826	214	Malvern Hilss AONB Partnership	
6	138	21	4850	127	Poppy Wreath	
6	1,000	0	4866	214	Primary School	
6	7,850	0	4870	214	Youth Budget	
6	69	284	4875	214	Distinguished Citizen Awards	
6	1,450	29,516	4890	214	Unspecified Grants	
6	2	0	4940	220	Listed Building Reserve	
6	Total other payments	239,280	381,182	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	Balances carried forwrd	313,900	292,378	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		12,410	8,118	200	0	Lloyds A/c (235) (Bus Ext)
8		158,261	120,230	202	0	Premier A/c (736) Comm Call
8		151,579	151,879	203	0	Public Sector Deposit Fund
8		29	123	210	0	Petty Cash
8	Total Cash & Investments	322,279	280,351	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		768,700	784,419	9	0	Total Fixed Assets
9	Total Fixed Assets	768,700	784,419	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register		
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)		

Ledbury Town Council 2020/2021

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2021

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

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	313,900.05	292,377.67
100	Debtors	0.00	4,987.19
120	Vat Due	9,101.66	8,658.22
150	Stock	1,748.02	1,975.87
	Less Total Debtors	10,849.68	15,621.28
500	Creditors	17,708.93	3,544.17
530	Accruals & Other Creditors	1,120.00	0.00
540	Receipts in Advance	400.00	50.00
	Plus Total Creditors	19,228.93	3,594.17
	Equals Total Cash and Bank Accounts	322,279.30	280,350.56
200	Lloyds A/c (235) (Bus Ext)	12,410.00	8,118.36
202	Premier A/c (736) Comm Call	158,261.16	120,229.63
203	Public Sector Deposit Fund	151,579.00	151,879.37
210	Petty Cash	29.14	123.20
	Total Cash and Bank Accounts	322,279.30	280,350.56

Balance Sheet as at 31st March 2021

31st March 2020

31st March 2021

31st March 2020		31st March 2021	
	Current Assets		
0	Debtors	4,987	
9,102	Vat Due	8,658	
1,748	Stock	1,976	
12,410	Lloyds A/c (235) (Bus Ext)	8,118	
158,261	Premier A/c (736) Comm Call	120,230	
151,579	Public Sector Deposit Fund	151,879	
29	Petty Cash	123	
<u>333,129</u>		<u>295,972</u>	
333,129	Total Assets	295,972	
	Current Liabilities		
17,709	Creditors	3,544	
1,120	Accruals & Other Creditors	0	
400	Receipts in Advance	50	
<u>19,229</u>		<u>3,594</u>	
313,900	Total Assets Less Current Liabilities	292,378	
	Represented By		
313,900	General Fund	292,265	
0	Earmarked Reserves	113	
<u>313,900</u>		<u>292,378</u>	

The above statement represents fairly the financial position of the authority as at 31st March 2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Ledbury Town Council 2020/2021

Bank - Cash and Investment Reconciliation as at 31 March 2021

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/03/2021 Lloyds A/c (235) (Bus Ext)	500.00	
1	31/03/2021 Lloyds A/c 174 Bus Inst	7,618.36	
2	31/03/2018 Instant Access (174)	0.00	
3	31/03/2021 Premier A/c (736) Comm Call	120,229.63	
4	31/03/2021 Public Sector Deposit Fund	151,879.37	
5	28/02/2018 High Interest Account	0.00	
			280,227.36
<u>Other Cash & Bank Balances</u>			
	Petty Cash	123.20	
	Postage Account	0.00	
			123.20
			280,350.56
<u>Receipts not on Bank Statement</u>			
0	31/03/2021 All Receipts Cleared	0.00	
			0.00
			280,350.56
<u>Closing Balance</u>			
<u>All Cash & Bank Accounts</u>			
1	Lloyds A/c (235) (Bus Ext)	8,118.36	
2	DNU Instant Access (174)	0.00	
3	Premier A/c (736) Comm Call	120,229.63	
4	Public Sector Deposit Fund	151,879.37	
5	High Interest A/c	0.00	
	Other Cash & Bank Balances	123.20	
	Total Cash & Bank Balances		280,350.56

Ledbury Town Council 2020/2021

02/06/2021

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Closed Churchyard</u>								
4203 Closed Churchyard Maint Contra	0	678	5,000	4,322		4,322	13.6%	
4205 Grounds Maintenance (Contract)	330	1,769	1,500	(269)		(269)	117.9%	
4224 Wheely Bins Refuse Collection	71	336	337	1		1	99.8%	
4250 Repairs/Trees/Improvements	0	0	4,540	4,540		4,540	0.0%	
Closed Churchyard :- Indirect Expenditure	<u>401</u>	<u>2,783</u>	<u>11,377</u>	<u>8,594</u>	<u>0</u>	<u>8,594</u>	<u>24.5%</u>	<u>0</u>
Net Expenditure	<u>(401)</u>	<u>(2,783)</u>	<u>(11,377)</u>	<u>(8,594)</u>				
<u>102 Cemetery & Buildings</u>								
1100 Cemetery Interment Income	1,747	9,174	10,000	826			91.7%	
1110 Transfer Of Exclusive Right Of	90	90	360	270			25.0%	
1130 Cemetery Memorial Permit Income	370	6,085	1,000	(5,085)			608.5%	
1160 Mortuary Rent Income	364	2,364	2,000	(364)			118.2%	
1161 Chapel Hire	0	0	250	250			0.0%	
1875 Miscellaneous Income	0	12	0	(12)			0.0%	
Cemetery & Buildings :- Income	<u>2,571</u>	<u>17,725</u>	<u>13,610</u>	<u>(4,115)</u>			<u>130.2%</u>	<u>0</u>
4000 Staff Salaries	1,691	21,392	21,392	(0)		(0)	100.0%	
4110 Rates	234	2,807	2,550	(257)		(257)	110.1%	
4115 Environmental Services	12	152	200	48		48	76.2%	
4122 Electricity	39	1,630	1,290	(340)		(340)	126.3%	
4123 Lighting Heating, Running Cost	0	70	0	(70)		(70)	0.0%	
4130 Insurance	0	0	2,482	2,482		2,482	0.0%	
4160 Window Cleaning	0	0	60	60		60	0.0%	
4170 Maintenance	0	500	2,000	1,500		1,500	25.0%	
4200 Tools & Materials	(358)	125	2,000	1,875		1,875	6.3%	
4201 Equipment Hire	0	0	2,000	2,000		2,000	0.0%	
4206 Grounds Maintenance (Extras)	67	755	2,000	1,245		1,245	37.8%	
4223 Perimeter Wall Repairs	0	0	5,000	5,000		5,000	0.0%	
4225 Skip Hire	360	1,770	1,500	(270)		(270)	118.0%	
4227 Memorial Testing	0	740	2,000	1,260		1,260	37.0%	
4250 Repairs/Trees/Improvements	150	2,010	2,000	(10)		(10)	100.5%	
4300 Vehicle Repair	171	566	816	250		250	69.3%	
4310 Vehicle Rplacement/Refurb	0	0	1,500	1,500		1,500	0.0%	
4330 Fuel	65	1,019	1,580	561		561	64.5%	
4340 Insurance, Tax & MOT	0	837	1,071	234		234	78.2%	
4416 Equipment Maintenance	0	318	1,000	682		682	31.8%	
4430 Advertising	0	25	510	485		485	4.9%	
4592 Health & Safety	0	1,158	500	(658)		(658)	231.6%	
Cemetery & Buildings :- Indirect Expenditure	<u>2,431</u>	<u>35,875</u>	<u>53,451</u>	<u>17,576</u>	<u>0</u>	<u>17,576</u>	<u>67.1%</u>	<u>0</u>
Net Income over Expenditure	<u>140</u>	<u>(18,150)</u>	<u>(39,841)</u>	<u>(21,691)</u>				

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 Grounds Maintenance</u>								
4018 National Insurance	541	0	0	0		0	0.0%	
4019 Pension	719	0	0	0		0	0.0%	
4200 Tools & Materials	409	0	0	0		0	0.0%	
Grounds Maintenance :- Indirect Expenditure	1,669	0	0	0	0	0		0
Net Expenditure	(1,669)	0	0	0				
<u>105 Painted Room</u>								
1450 Painted Room Sales Income	0	304	2,000	1,696			15.2%	
1451 Painted Room Donations Income	1,290	2,408	2,500	92			96.3%	
Painted Room :- Income	1,290	2,712	4,500	1,788			60.3%	0
4170 Maintenance	0	116	715	599		599	16.2%	
4430 Advertising	340	497	460	(37)		(37)	108.0%	
4700 Stock Movement	(228)	(228)	510	738		738	(44.7%)	
4702 Tour Guides	264	8,723	9,460	737		737	92.2%	
Painted Room :- Indirect Expenditure	376	9,107	11,145	2,038	0	2,038	81.7%	0
Net Income over Expenditure	914	(6,395)	(6,645)	(250)				
<u>107 Town Promotion</u>								
4310 Vehicle Rplacement/Refurb	0	0	(1,500)	(1,500)		(1,500)	0.0%	
4703 Promotional Material	0	0	4,000	4,000		4,000	0.0%	
4704 Tourism/ Allotments/Centenary	0	0	(929)	(929)		(929)	0.0%	
4705 Signage	0	33	40	7		7	82.5%	
4706 Town Plan Projects	0	0	4,000	4,000		4,000	0.0%	
Town Promotion :- Indirect Expenditure	0	33	5,611	5,578	0	5,578	0.6%	0
Net Expenditure	0	(33)	(5,611)	(5,578)				
<u>108 Amenity Areas</u>								
4174 CCTV New/ Security	0	0	1,000	1,000		1,000	0.0%	
4204 Dog Hill Wood Management Plan/	0	0	1,071	1,071		1,071	0.0%	
4205 Grounds Maintenance (Contract)	1,077	6,857	4,040	(2,817)		(2,817)	169.7%	
4208 Dog Hill Wood Maintenance	54	54	0	(54)		(54)	0.0%	
4209 Dog Hill Wood Maint Extras	0	0	500	500		500	0.0%	
4210 Dog Hill Wood Coppicing	0	0	1,178	1,178		1,178	0.0%	
4228 General Tree works	0	495	1,530	1,035		1,035	32.4%	
4252 General Park Maintenance	270	0	4,097	4,097		4,097	0.0%	
4253 General Park Verges	0	0	500	500		500	0.0%	
Amenity Areas :- Indirect Expenditure	1,401	7,406	13,916	6,510	0	6,510	53.2%	0
Net Expenditure	(1,401)	(7,406)	(13,916)	(6,510)				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Recreation Ground								
4130 Insurance	0	0	836	836		836	0.0%	
4131 Insurance (CCTV)	0	0	150	150		150	0.0%	
4170 Maintenance	1,677	67	0	(67)		(67)	0.0%	
4174 CCTV New/ Security	0	0	1,050	1,050		1,050	0.0%	
4175 CCTV Maintenance	0	499	750	251		251	66.6%	
4205 Grounds Maintenance (Contract)	2,986	10,297	7,854	(2,443)		(2,443)	131.1%	
4206 Grounds Maintenance (Extras)	(588)	4,204	5,000	796		796	84.1%	
4224 Wheely Bins Refuse Collection	0	0	700	700		700	0.0%	
4229 Street Light Maintenance	0	0	500	500		500	0.0%	
4230 ROSPA Reports	0	59	51	(8)		(8)	114.9%	
4235 Play Equipment-New	191	191	5,000	4,809		4,809	3.8%	
4236 Repairs Rec Ground Play Equipm	0	521	2,000	1,479		1,479	26.0%	
4237 Skate Park	0	0	5,000	5,000		5,000	0.0%	
4238 Recreation Ground Youth Shelte	0	990	1,000	10		10	99.0%	
4270 Litter Bins	0	0	306	306		306	0.0%	
Recreation Ground :- Indirect Expenditure	4,266	16,827	30,197	13,370	0	13,370	55.7%	0
Net Expenditure	(4,266)	(16,827)	(30,197)	(13,370)				
115 Town Centre Decorations								
1270 Fund Raising-Grotto/Stalls	0	0	1,000	1,000			0.0%	
Town Centre Decorations :- Income	0	0	1,000	1,000			0.0%	0
4130 Insurance	0	0	250	250		250	0.0%	
4592 Health & Safety	0	17	0	(17)		(17)	0.0%	
4640 Christmas Lights	(622)	16,038	16,960	922		922	94.6%	
4650 Hanging Basket Supply	195	3,234	3,500	266		266	92.4%	
Town Centre Decorations :- Indirect Expenditure	(427)	19,290	20,710	1,420	0	1,420	93.1%	0
Net Income over Expenditure	427	(19,290)	(19,710)	(420)				
116 Christmas Lights								
4640 Christmas Lights	622	0	0	0		0	0.0%	
Christmas Lights :- Indirect Expenditure	622	0	0	0	0	0		0
Net Expenditure	(622)	0	0	0				
118 Minor Infrastructure								
1290 War Memorial Refurb Donation	0	15,321	0	(15,321)			0.0%	
1291 Bollard Refurb Donation	0	100	0	(100)			0.0%	
Minor Infrastructure :- Income	0	15,421	0	(15,421)				0

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4176 CCTV Link to Hereford	2,038	10,192	8,154	(2,038)		(2,038)	125.0%	
4212 Definitive Footpaths	93	683	500	(183)		(183)	136.7%	
4214 Gloucester Rd Seats Grass Cut	13	0	50	50		50	0.0%	
4218 War Memorial Cleaning	0	0	500	500		500	0.0%	
4219 War Memorial Insurance	0	0	180	180		180	0.0%	
4221 War Memorial refurbishment	0	31,122	0	(31,122)		(31,122)	0.0%	
4231 Bollard Refurb	0	1,074	2,000	926		926	53.7%	
4275 Street Furniture	0	48	0	(48)		(48)	0.0%	
4276 External power supply -High St	0	96	102	6		6	94.5%	
Minor Infrastructure :- Indirect Expenditure	2,144	43,215	11,486	(31,729)	0	(31,729)	376.2%	0
Net Income over Expenditure	(2,144)	(27,794)	(11,486)	16,308				
<u>120 Non-Statutory Services</u>								
1460 Ceremony Room Income	320	1,986	4,284	2,298			46.4%	
Non-Statutory Services :- Income	320	1,986	4,284	2,298			46.4%	0
4007 Ceremony Room Licence Fee	500	500	500	0		0	100.0%	
4020 Cleaning	0	0	717	717		717	0.0%	
4481 Telephones	(2)	438	0	(438)		(438)	0.0%	
Non-Statutory Services :- Indirect Expenditure	498	938	1,217	279	0	279	77.1%	0
Net Income over Expenditure	(178)	1,048	3,067	2,019				
<u>125 Green Spaces Maintenance</u>								
4013 Devolved Services (grass cutti	0	0	2,500	2,500		2,500	0.0%	
4014 Lengthsman scheme (basic)	672	0	3,000	3,000		3,000	0.0%	
4015 P3 scheme	(672)	2,016	2,500	484		484	80.6%	
Green Spaces Maintenance :- Indirect Expenditure	0	2,016	8,000	5,984	0	5,984	25.2%	0
Net Expenditure	0	(2,016)	(8,000)	(5,984)				
<u>127 Services and Events</u>								
1471 Dog Poop Bags	97	557	2,000	1,443			27.8%	
1875 Miscellaneous Income	0	175	0	(175)			0.0%	
Services and Events :- Income	97	732	2,000	1,268			36.6%	0
4271 Dog Bags	0	350	700	350		350	50.0%	
4600 Town Crier/Fees & Subs	0	80	800	720		720	10.0%	
4601 Town Crier/Uniforms	0	40	1,071	1,031		1,031	3.7%	
4605 Events Barriers	0	777	765	(12)		(12)	101.6%	
4607 Events	1,267	5,514	6,000	486		486	91.9%	

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Ledbury Town Council 2020/2021

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4850 Poppy Wreath	0	21	0	(21)		(21)	0.0%	
Services and Events :- Indirect Expenditure	1,267	6,782	9,336	2,554	0	2,554	72.6%	0
Net Income over Expenditure	(1,170)	(6,050)	(7,336)	(1,286)				
<u>201 Market House</u>								
1030 Market House Income	0	27	1,500	1,473			1.8%	
Market House :- Income	0	27	1,500	1,473			1.8%	0
4110 Rates	135	1,622	1,703	81		81	95.2%	
4122 Electricity	0	6,871	5,000	(1,871)		(1,871)	137.4%	
4123 Lighting Heating, Running Cost	57	1,160	1,500	340		340	77.3%	
4130 Insurance	0	0	1,486	1,486		1,486	0.0%	
4150 Cleaning	0	0	122	122		122	0.0%	
4170 Maintenance	0	2,639	5,200	2,561		2,561	50.8%	
Market House :- Indirect Expenditure	192	12,291	15,011	2,720	0	2,720	81.9%	0
Net Income over Expenditure	(192)	(12,264)	(13,511)	(1,247)				
<u>202 Town Council Offices</u>								
1035 Office Rental Income	2,722	0	0	0			0.0%	
1460 Ceremony Room Income	0	0	250	250			0.0%	
Town Council Offices :- Income	2,722	0	250	250			0.0%	0
4110 Rates	603	7,236	5,891	(1,345)		(1,345)	122.8%	
4123 Lighting Heating, Running Cost	4,827	12,016	5,610	(6,406)		(6,406)	214.2%	
4130 Insurance	0	0	4,785	4,785		4,785	0.0%	
4150 Cleaning	243	1,221	0	(1,221)		(1,221)	0.0%	
4155 Housekeeping	3	65	0	(65)		(65)	0.0%	
4160 Window Cleaning	0	35	0	(35)		(35)	0.0%	
4170 Maintenance	344	2,104	2,000	(104)		(104)	105.2%	
4171 PAT Testing	0	195	700	505		505	27.9%	
4182 Repairs	0	256	2,000	1,744		1,744	12.8%	
4185 Alarms	0	4,456	4,070	(386)		(386)	109.5%	
4592 Health & Safety	25	1,876	2,500	624		624	75.0%	
Town Council Offices :- Indirect Expenditure	6,045	29,460	27,556	(1,904)	0	(1,904)	106.9%	0
Net Income over Expenditure	(3,323)	(29,460)	(27,306)	2,154				
<u>210 Civic Matters</u>								
4130 Insurance	0	0	81	81		81	0.0%	
4529 Civic Insignia	0	365	204	(161)		(161)	178.9%	

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4530 Civic Insignia Maintenance	0	0	200	200		200	0.0%	
4531 Roll of Honour	0	40	50	10		10	80.0%	
4532 Flag Pole	0	120	153	33		33	78.4%	
4535 Civic Hospitality	0	0	1,530	1,530		1,530	0.0%	
Civic Matters :- Indirect Expenditure	0	525	2,218	1,693	0	1,693	23.7%	0
Net Expenditure	0	(525)	(2,218)	(1,693)				
<u>214 Grants with Powers</u>								
1718 October Fair Donation Income	0	0	2,000	2,000			0.0%	
Grants with Powers :- Income	0	0	2,000	2,000			0.0%	0
4800 Barrett Browning Clock	0	138	150	12		12	92.2%	
4870 Youth Budget	0	0	5,000	5,000		5,000	0.0%	
4875 Distinguished Citizen Awards	0	284	250	(34)		(34)	113.6%	
4890 Unspecified Grants	0	29,516	34,500	4,984		4,984	85.6%	
Grants with Powers :- Indirect Expenditure	0	29,938	39,900	9,962	0	9,962	75.0%	0
Net Income over Expenditure	0	(29,938)	(37,900)	(7,962)				
<u>220 Finance and General Purposes</u>								
1870 Bank Interest Received Income	6	358	816	458			43.9%	
1876 Alarms	0	1,340	0	(1,340)			0.0%	
1900 Precept Income	0	531,978	531,978	0			100.0%	
1901 Council Tax Support Grant	0	500	0	(500)			0.0%	
1902 Western Power WayLeave	0	246	0	(246)			0.0%	
Finance and General Purposes :- Income	6	534,422	532,794	(1,628)			100.3%	0
4130 Insurance	(500)	10,438	0	(10,438)		(10,438)	0.0%	
4430 Advertising	825	1,572	1,000	(572)		(572)	157.2%	
4460 Subscriptions	0	1,081	2,463	1,382		1,382	43.9%	
4550 Bank Charges	31	427	561	134		134	76.2%	
4551 Data Protection	40	40	1,000	960		960	4.0%	
4579 Audit Internal	0	450	2,150	1,700		1,700	20.9%	
4580 Audit External	0	1,300	5,355	4,055		4,055	24.3%	
4590 Professional Services	(1,606)	120,485	0	(120,485)		(120,485)	0.0%	104,887
4592 Health & Safety	0	755	800	45		45	94.4%	
Finance and General Purposes :- Indirect Expenditure	(1,211)	136,548	13,329	(123,219)	0	(123,219)	1024.4%	104,887
Net Income over Expenditure	1,217	397,873	519,465	121,592				
6000 plus Transfers from EMR	0	104,887						
Movement to/(from) Gen Reserve	1,217	502,761						

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>225 Councillors/Newsletter</u>								
4500 Town Mayors Expenses	0	41	1,530	1,489		1,489	2.6%	
4501 Mayor's Hospitality	0	0	1,500	1,500		1,500	0.0%	
4502 Mayor's Advertising	0	0	500	500		500	0.0%	
4503 Mayor's Portrait/Caricature	0	0	500	500		500	0.0%	
4520 Councillors Expenses	0	0	500	500		500	0.0%	
4525 Councillors Training	150	2,584	2,000	(584)		(584)	129.2%	
4540 Election Expenses	0	212	0	(212)		(212)	0.0%	
4545 Annual & Other Meetings	0	68	200	132		132	33.9%	
Councillors/Newsletter :- Indirect Expenditure	150	2,904	6,730	3,826	0	3,826	43.1%	0
Net Expenditure	(150)	(2,904)	(6,730)	(3,826)				
<u>230 Management and Payroll</u>								
4000 Staff Salaries	7,385	92,119	92,119	0		0	100.0%	
4001 Temporary Staff Salaries	3,574	20,419	20,419	0		0	100.0%	
4018 National Insurance	3,352	45,340	45,340	(0)		(0)	100.0%	
4019 Pension	3,494	50,275	50,367	92		92	99.8%	
4050 Staff Training	0	594	2,000	1,406		1,406	29.7%	
4051 Officers Travel/Conference/Sub	536	1,084	1,000	(84)		(84)	108.4%	
Management and Payroll :- Indirect Expenditure	18,341	209,832	211,245	1,413	0	1,413	99.3%	0
Net Expenditure	(18,341)	(209,832)	(211,245)	(1,413)				
<u>235 Office Facilities & Equipment</u>								
4000 Staff Salaries	0	7	0	(7)		(7)	0.0%	
4400 Stationery	313	3,006	2,500	(506)		(506)	120.3%	
4405 Photocopier Hire	0	772	747	(25)		(25)	103.3%	
4410 Photocopier Costs	108	2,040	2,500	460		460	81.6%	
4415 Office Support & Equipment	300	1,031	1,206	175		175	85.5%	
4444 Petty Cash	27	206	0	(206)		(206)	0.0%	
4455 Postage	0	271	271	1		1	99.8%	
4480 ICT-Computers	(96)	1,121	2,121	1,000		1,000	52.9%	
4481 Telephones	0	261	202	(59)		(59)	129.2%	
Office Facilities & Equipment :- Indirect Expenditure	652	8,715	9,547	832	0	832	91.3%	0
Net Expenditure	(652)	(8,715)	(9,547)	(832)				

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Planning/Economic Development</u>								
1031 Town Centre Facilities	0	0	3,000	3,000			0.0%	
1033 Localities Grant For NDP	600	5,626	0	(5,626)			0.0%	
1090 Charter Market Income	3,861	10,561	11,500	939			91.8%	
Planning/Economic Development :- Income	<u>4,461</u>	<u>16,187</u>	<u>14,500</u>	<u>(1,687)</u>			<u>111.6%</u>	<u>0</u>
4543 Neighbourhood Plan	6,000	6,000	10,000	4,000		4,000	60.0%	
4546 Traffic Management	0	914	10,000	9,086		9,086	9.1%	
4549 Charter Market improvements	0	0	1,000	1,000		1,000	0.0%	
4552 Localities Grant For NDP	5,026	5,026	0	(5,026)		(5,026)	0.0%	
Planning/Economic Development :- Indirect Expenditure	<u>11,026</u>	<u>11,940</u>	<u>21,000</u>	<u>9,060</u>	<u>0</u>	<u>9,060</u>	<u>56.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,565)</u>	<u>4,247</u>	<u>(6,500)</u>	<u>(10,747)</u>				
<u>302 Special Projects</u>								
4270 Litter Bins	0	3,424	0	(3,424)		(3,424)	0.0%	
4310 Vehicle Rplacement/Refurb	0	5,650	1,500	(4,150)		(4,150)	376.6%	
4882 Phone Box Renovations & Fittin	2	0	0	0		0	0.0%	
Special Projects :- Indirect Expenditure	<u>2</u>	<u>9,074</u>	<u>1,500</u>	<u>(7,574)</u>	<u>0</u>	<u>(7,574)</u>	<u>604.9%</u>	<u>0</u>
Net Expenditure	<u>(2)</u>	<u>(9,074)</u>	<u>(1,500)</u>	<u>7,574</u>				
<u>401 Full Council</u>								
4415 Office Support & Equipment	0	1,524	2,000	476		476	76.2%	
4455 Postage	10	427	1,000	573		573	42.7%	
4480 ICT-Computers	0	1,067	2,000	933		933	53.3%	
4481 Telephones	372	4,825	3,366	(1,459)		(1,459)	143.4%	
4482 Website	143	292	4,000	3,708		3,708	7.3%	
4483 ICT Services & Software Lease	541	7,100	5,000	(2,100)		(2,100)	142.0%	
4543 Neighbourhood Plan	(3,000)	0	0	0		0	0.0%	
Full Council :- Indirect Expenditure	<u>(1,935)</u>	<u>15,236</u>	<u>17,366</u>	<u>2,130</u>	<u>0</u>	<u>2,130</u>	<u>87.7%</u>	<u>0</u>
Net Expenditure	<u>1,935</u>	<u>(15,236)</u>	<u>(17,366)</u>	<u>(2,130)</u>				
Grand Totals:- Income	11,467	589,213	576,438	(12,775)			102.2%	
Expenditure	47,910	610,735	541,848	(68,887)	0	(68,887)	112.7%	
Net Income over Expenditure	<u>(36,443)</u>	<u>(21,522)</u>	<u>34,590</u>	<u>56,112</u>				
plus Transfers from EMR	0	104,887						
Movement to/(from) Gen Reserve	<u>(36,442)</u>	<u>83,365</u>						

Date 02/06/2021

Ledbury Town Council 2020/2021

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Public Sector Deposit Fund

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	151,874.73					151,874.73	
Interest Banked 01/03/2021		4.64						
Interest The Public Sector Deposit Fund		4.64			1870	220	4.64	Interest-Mar 21
Banked 22/03/2021		25,000.00						
22032021 Lloyds A/c (235) (Bus Ext)		25,000.00			200		25,000.00	Trsf 736 to 235 22032021
Total Receipts for Month		25,004.64	0.00	0.00			25,004.64	
Cashbook Totals		176,879.37	0.00	0.00			176,879.37	

Payments for Month 12

Nominal Ledger

<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>
01/03/2021	Lloyds A/c (235) (Bus Ext)	22032021	25,000.00			200		25,000.00	Tsf 736 to 235 22032021
Total Payments for Month			25,000.00	0.00	0.00			25,000.00	
Balance Carried Fwd			151,879.37						
Cashbook Totals			176,879.37	0.00	0.00			176,879.37	

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Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		154,287.47					154,287.47	
WEDDING	Banked 03/03/2021	185.00						
WEDDING-	E Powell	185.00			1460	120	185.00	Powell - Wedding
HP	Banked 08/03/2021	96.00						
HP Refund	HP	96.00			4480	235	96.00	Refund For Laptops
Interest	Banked 09/03/2021	1.16						
Interest	Lloyds Bank	1.16			1870	220	1.16	Interest
269SMTHT	Banked 09/03/2021	60.00						
269SMTHT	Elgar Produce	60.00			1090	301	60.00	Market-1269SMTHT
1270SMTHT	Banked 12/03/2021	80.00						
1270SMTHT	Elgar Produce	80.00			1090	301	80.00	Market-1270SMTHT
1278SMTHT	Banked 12/03/2021	60.00						
1278SMTHT	Elgar Produce	60.00			1090	301	60.00	Market-1278SMTHT
1280SMTHT	Banked 12/03/2021	20.00						
1280SMTHT	Elgar Produce	20.00			1090	301	20.00	Market 1280SMTHT
1281SMTHT	Banked 12/03/2021	120.00						
1281SMTHT	Elgar Produce	120.00			1090	301	120.00	Market 1281SMTHT
1295SMTHT	Banked 12/03/2021	80.00						
1295SMTHT	Elgar Produce	80.00			1090	301	80.00	Market 1295SMTHT
1294SMTHT	Banked 12/03/2021	80.00						
1294SMTHT	Elgar Produce	80.00			1090	301	80.00	Market 1294SMTHT
1301SMTHT	Banked 12/03/2021	160.00						
1301SMTHT	Elgar Produce	160.00			1090	301	160.00	Market 1301SMTHT
Total Receipts for Month		942.16	0.00	0.00			942.16	
Cashbook Totals		155,229.63	0.00	0.00			155,229.63	

Payments for Month 12

Nominal Ledger

<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>
31/03/2021	Lloyds A/c (235) (Bus Ext)	22032021	25,000.00			200		25,000.00	Tsf 736 to 235 22032021
31/03/2021	Lloyds A/c (235) (Bus Ext)	26032021	10,000.00			200		10,000.00	Trsf 736 to 235 26032021
Total Payments for Month			35,000.00	0.00	0.00			35,000.00	
Balance Carried Fwd			120,229.63						
Cashbook Totals			155,229.63	0.00	0.00			155,229.63	

Ledbury Town Council 2020/2021

User: SA

For Month No: 12

Date 02/06/2021

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Lloyds A/c (235) (Bus Ext)

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		13,806.82					13,806.82	
500424	Banked 03/03/2021	1,507.21						
500424	Painted Room Donations	1,290.00			1451	105	1,290.00	Painted Room Donations
500424	Dog Bags	97.21			1471	127	97.21	Dog Bags
500424	Phillips-Furniture	40.00			1090	301	40.00	Phillips-Furniture
500424	Marcin	20.00			1090	301	20.00	Marcin-Soap-Market
500424	Phillips - Furniture	20.00			1090	301	20.00	Phillips - Furniture - Market
500424	Marcin	20.00			1090	301	20.00	Marcin - Soaps - Market
500424	Angela Tunncliffe	20.00			1090	301	20.00	Angela Tunncliffe-Gin-Market
500423	Banked 03/03/2021	498.00						
500423	Max's Fish Sales	68.00			1090	301	68.00	Max's Fish Sales-Market
500423	The Royal Hall	20.00			1090	301	20.00	The Roal Hall-Market
500423	The Royal Hall	20.00			1090	301	20.00	The Royal Hall-Market
500423	Dawes Brothers	224.00			1100	102	224.00	Interment E Meredith
500423	V Cooke	30.00			1110	102	30.00	Transfer Deed
500423	Taynton Farm Sales	72.00			1090	301	72.00	Taynton FarmMarket-1298/SMT/HT
500423	V Cooke	44.00			1130	102	44.00	Additional inscription-memoria
500423	The Royal Hall	20.00			1090	301	20.00	The Royal Hall
Interest	Banked 09/03/2021	0.19						
Interest	Lloyds Bank	0.19			1870	220	0.19	Interest
	Banked 22/03/2021	25,000.00						
22032021	Public Sector Deposit Fund	25,000.00			203		25,000.00	Tsf 736 to 235 22032021
	Banked 22/03/2021	25,000.00						
22032021	Premier A/c (736) Comm Call	25,000.00			202		25,000.00	Tsf 736 to 235 22032021
307CEMOB	Banked 25/03/2021	335.00						
307CEMOB	The Co-operative	335.00			1100	102	335.00	The Co-operative-1307CEMOB
500426	Banked 25/03/2021	312.00						
500426	Dawes Brothers	43.00			1130	102	43.00	Dawes BroEdgar Rivers Memorial
500426	Barwick	30.00			1110	102	30.00	Barwick-Tsf Of Deed
500426	Dawes Brothers	239.00			1130	102	239.00	Dawes BrotherMemorial-Hayworth
500425	Banked 25/03/2021	165.00						
500425	The Royal Hall	80.00			1090	301	80.00	The Royal Hall-Market
500425	Max's Fish Sales	85.00			1090	301	85.00	Max's Fish Sales-Market
	Banked 26/03/2021	10,000.00						
26032021	Premier A/c (736) Comm Call	10,000.00			202		10,000.00	Trsf 736 to 235 26032021
500427	Banked 29/03/2021	140.00						
500427	Max's Fish Sales	68.00			1090	301	68.00	1310/TMT/HT-Max
500427	Taynton Farm Sales	72.00			1090	301	72.00	1309/SMT/HT-Taynton Farm Sales

Continued on Page 453

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Total Receipts for Month	62,957.40	0.00	0.00	62,957.40
--------------------------	-----------	------	------	-----------

Cashbook Totals	<u>76,764.22</u>	<u>0.00</u>	<u>0.00</u>	<u>76,764.22</u>
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Ledbury Town Council 2020/2021

Date 02/06/2021

User: SA

Time 14:48

Cashbook 1

Lloyds A/c (235) (Bus Ext)

For Month No: 12

Payments for Month 12

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/03/2021	E.on	DD	41.00		1.95	4122	102	39.05	Electric:Cemetery
03/03/2021	E.on	DD	45.89		2.18	4123	201	43.71	Electric:Mkt House:11/01-11/02
03/03/2021	O2	DD	92.42		15.40	4481	401	77.02	Phone Charges;Clerk & Deputy
03/03/2021	Welsh Water	DD	15.01			4123	202	15.01	Council Offices-Feb 21
03/03/2021	Welsh Water	DD	23.05			4123	202	23.05	Council Offices-Feb 21
03/03/2021	EE Limited	DD	30.14			4481	401	30.14	Phone Wedding Coordinator
03/03/2021	Citation Limited	DD	215.98		36.00	4590	220	179.98	Employee;H&S;HR
03/03/2021	Ledbury Hardware Limited	BACS	9.49		1.58	4170	202	7.91	Bulbs & Thermometer
03/03/2021	PJ Nicholls Ltd	BACS	78.07		13.01	4330	102	65.06	Fuel - Feb 21
03/03/2021	SLCC Enterprises Ltd	BACS	702.00		117.00	4430	220	585.00	Job Advertising - Feb 21
03/03/2021	Paperstation Ltd.	BACS	40.40		6.73	4400	235	33.67	Black Cartridge-1293/HT/STA
03/03/2021	Diamond Cleaning	BACS	216.00			4170	202	216.00	Cleaning - Feb 21
03/03/2021	Quickskip Hereford Ltd	BACS	210.00		35.00	4225	102	175.00	Cemetery Skip:92362:15/02/2021
03/03/2021	Hoople LTD.	BACS	714.84		119.14	4001	230	595.70	Accounts Clerk: 15/02-21/02/21
03/03/2021	OMSUK Ltd	BACS	360.00		60.00	4415	235	300.00	Set up new machines-Admin&Cler
03/03/2021	Lyreco UK Ltd	BACS	54.00		9.00	4400	235	45.00	Cartridges-1294/HT/STA
03/03/2021	Water Plus	BACS	13.10			4123	201	13.10	MktHseSurfaceWater;Apr21 Jan22
03/03/2021	Rialtas Business Solutions Ltd	BACS	312.00		52.00	4590	220	260.00	Cashbook Annual Support &Main
03/03/2021	Ledbury In Bloom	BACS	245.40			4650	115	245.40	Build troughs at the top cross
03/03/2021	Advansys	BACS	81.29		13.55	4482	401	67.74	MthlyWebsiteHosting-04/03-31/3
03/03/2021	Advansys	BACS	90.00		15.00	4482	401	75.00	Mthly Hosting&Support-Apr 21
03/03/2021	Octopus Energy	DD	34.40		1.72	4123	202	32.68	Electric:ChurchSt:12/12-31/01
03/03/2021	Octopus Energy	DD	48.50		2.31	4123	202	46.19	Electric;ChurchSt:01/02-28/02
03/03/2021	Octopus Energy	DD	1.72			4123	202	1.72	Electric:ChurchSt:12/12-31/01
10/03/2021	Hoople LTD.	BACS	240.00			4430	220	240.00	Advert
11/03/2021	Francotyp Postalia	DD	10.00			4455	401	10.00	Postage Download
12/03/2021	O2	DD	92.42		15.40	4481	401	77.02	Phone Chgs: Clerk & Deputy, Cle
17/03/2021	Water Plus	BACS	12.32			4115	102	12.32	SurfaceWater;NewSt;Nov20 Mar21
17/03/2021	Hoople LTD.	BACS	705.18		117.53	4001	230	587.65	Accounts Clerk; 22/02-28/02/21
17/03/2021	Hoople LTD.	BACS	724.50		120.75	4001	230	603.75	Accounts Clerk:01/03-07/03/21
17/03/2021	Herefordshire Council	BACS	65.39			4170	202	65.39	Waste Collection;Council Office
17/03/2021	Herefordshire Council	BACS	2,038.42			4176	118	2,038.42	Hfds CCTV:01/04-30/06/21
17/03/2021	Herefordshire Council	BACS	70.98			4224	101	70.98	Waste:Church;01/04-30/06/21
17/03/2021	Price, Mrs A	BACS	85.78			4235	110	85.78	Reimburse:ParcelForce:BB

Continued on Page 455

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Payments for Month 12

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/03/2021	Price, Mrs A	BACS	83.21		13.87	4400	235	69.34	Reimburse; Cartridge People
03/03/2021	Rialtas Business Solutions Ltd	BACS	672.00		112.00	4590	220	560.00	Year End Accounts Closedown
03/03/2021	G J Rippon	BACS	150.00			4525	225	150.00	GDPR Training
03/03/2021	RYAL Media Group Ltd	BACS	234.00		39.00	4430	105	195.00	Issue 203: Painted Room
03/03/2021	OMS UK Ltd	DD	649.01		108.17	4483	401	540.84	Mthly Mngd Service-Mar21
03/03/2021	ICO	CHQ-012327	40.00			4551	220	40.00	Data Protection Fee
03/03/2021	Vision Abbey	DD	129.60		21.60	4410	235	108.00	Photocopying Costs
03/03/2021	Public Sector Deposit Fund	22032021	25,000.00			203		25,000.00	Trsf 736 to 235 22032021
03/03/2021	Lloyds Bank	DD	10.20			4550	220	10.20	Service Charge
03/03/2021	E A Hughes	BACS	197.03			4702	105	197.03	Mth 12
03/03/2021	Varley, Mrs D B	BACS	67.12			4702	105	67.12	Varley, Mrs D B
03/03/2021	Dold, Mr T	BACS	1,690.78			4000	102	1,690.78	Mth 12
03/03/2021	Tettero, Mrs H M	BACS	1,343.59			4000	230	1,343.59	Mth 12
03/03/2021	Price, Mrs A	BACS	3,085.14			4000	230	3,085.14	Mth 12
03/03/2021	Bundy, Miss O J	BACS	1,385.63			4000	230	1,385.63	Mth 12
03/03/2021	N Young	BACS	1,986.63			4000	230	1,986.63	Mth 12
03/03/2021	Worcester County Council	BACS	4,213.03			4019	230	4,213.03	Pension-Mth 12
03/03/2021	HMRC Cumbernauld	BACS	3,893.70			4018	230	3,893.70	NI/Tax-Mth 12
03/03/2021	Herefordshire Council	DD	86.00			4110	102	86.00	Rates-Mortuary-8427557X
03/03/2021	Herefordshire Council	DD	135.00			4110	201	135.00	Rates-Market House
03/03/2021	Herefordshire Council	DD	148.00			4110	102	148.00	Rates-Cemetery
03/03/2021	Herefordshire Council	DD	603.00			4110	202	603.00	Rates-Council Office
03/03/2021	Lloyds Bank	DD	20.56			4550	220	20.56	Service Charge
03/03/2021	Ledbury Garden Machinery	BACS	205.42		34.24	4300	102	171.18	Service Husqvana
03/03/2021	Hoople LTD.	BACS	724.50		120.75	4001	230	603.75	Accounts Clerk; 15/03-21/03/21
03/03/2021	Hoople LTD.	BACS	705.18		117.53	4001	230	587.65	Accounts Clerk: 08/03-14/03/21
03/03/2021	CJ Tinkler	BACS	2,925.00			4552	301	2,925.00	Ledbury Neighbourhood Plan
03/03/2021	W N Bloxsome	BACS	2,101.00			4552	301	2,101.00	Ledbury NHood Develop Plan
03/03/2021	Red Kite Law LLP	BACS	338.00		50.00	4590	220	288.00	Title Investigations
03/03/2021	County Signpost Ltd	BACS	174.00		29.00	4430	105	145.00	Signpost Magazine & Website
03/03/2021	Red Moon Concepts Ltd	BACS	1,520.64		253.44	4607	127	1,267.20	Chairs & Tables: 1297/HT/BIS
03/03/2021	Shredall Ltd.	BACS	65.52		10.92	4170	202	54.60	Shredding; 04/03/2021-734585
03/03/2021	David McCutcheon	BACS	192.00			4205	101	72.00	Emptying Bins-Cemetery
						4206	110	66.00	New Bin-Rec
						4208	108	54.00	Gritting
03/03/2021	David McCutcheon	BACS	1,609.50			4205	108	336.66	Property Maintenance-Feb21-GM1
						4205	110	654.50	Property Maintenance-Feb21-GM2
						4205	108	336.67	Property Maintenance-Feb21-GM2
						4205	101	128.83	Property Maintenance-Feb21-GM2
						4206	110	100.00	Property Maintenance-

Ledbury Town Council 2020/2021

User: SA

For Month No: 12

Date 02/06/2021

Time 14:48

Cashbook 1

Lloyds A/c (235) (Bus Ext)

Payments for Month 12

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Feb21-GM3
						4212	118	52.84	Property Maintenance-Feb21-GM4
11/03/2021	David McCutcheon	BACS	1,609.50			4205	108	336.66	Property Maintenance-Mar21-GM1
						4205	110	654.50	Property Maintenance-Mar21-GM2
						4205	108	336.67	Property Maintenance-Mar21-GM2
						4205	101	128.83	Property Maintenance-Mar21-GM2
						4206	110	100.00	Property Maintenance-Mar21-GM3
						4212	118	52.84	Property Maintenance-Mar21-GM4
11/03/2021	David McCutcheon	BACS	2,500.00			4205	110	2,500.00	Refurb Fencing Around Playgrou
11/03/2021	Price, Mrs A	BACS	66.87			4206	102	66.87	Reimburse:Signs;1304/130
11/03/2021	Price, Mrs A	BACS	104.97			4235	110	104.97	Reimburse;Basketball Equip
10/03/2021	E.on	DD	35.78		1.70	4123	202	34.08	Electric;MktHse;11/02-11/03
11/03/2021	Onecom Limited	DD	21.60		3.60	4481	401	18.00	Bill Ending 28 Feb 21
11/03/2021	Onecom Limited	DD	203.46		33.91	4481	401	169.55	Bill Ending 28 Feb 21
Total Payments for Month			68,645.86	0.00	1,704.98			66,940.88	
Balance Carried Fwd			8,118.36						
Cashbook Totals			76,764.22	0.00	1,704.98			75,059.24	

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Ledbury Town Council 2020/2021

Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	Operating Income	
9,084	Cemetery & Buildings	17,725
2,515	Painted Room	2,712
15,321	Minor Infrastructure	15,421
1,541	Non-Statutory Services	1,986
1	Green Spaces Maintenance	0
0	Services and Events	732
1,335	Market House	27
4,601	Town Council Offices	0
2,250	Grants with Powers	0
478,469	Finance and General Purposes	534,422
8,288	Planning/Economic Development	16,187
523,405	Total Income	589,213
	Running Costs	
8,862	Closed Churchyard	2,783
12,212	Cemetery & Buildings	35,875
48,158	Grounds Maintenance	0
7,470	Painted Room	9,107
643	Town Promotion	33
8,855	Amenity Areas	7,406
19,925	Recreation Ground	16,827
10,744	Town Centre Decorations	19,290
6,317	Christmas Lights	0
21,347	Minor Infrastructure	43,215
692	Non-Statutory Services	938
4,032	Green Spaces Maintenance	2,016
4,108	Services and Events	6,782
9,759	Market House	12,291
25,685	Town Council Offices	29,460
1,488	Civic Matters	525
27,597	Grants with Powers	29,938
27,538	Finance and General Purposes	136,548
2,822	Councillors/Newsletter	2,904
156,897	Management and Payroll	209,832
33,271	Office Facilities & Equipment	8,715
1,077	Planning/Economic Development	11,940
0	Special Projects	9,074
0	Full Council	15,236
439,500	Total Expenditure	610,735
	General Fund Analysis	
(6,067)	Opening Balance	313,900
523,405	Plus : Income for Year	589,213
517,338		903,113
439,500	Less : Expenditure for Year	610,735
77,838		292,378
(236,062)	Transfers TO / FROM Reserves	113
313,900	Closing Balance	292,265

**LEDBURY TOWN COUNCIL
REPORT OF THE INDEPENDENT INTERNAL AUDITOR
FOR THE YEAR ENDED 31 MARCH 2021**

I have examined the books and records of the Council as at 31 March 2021
While i have not performed an audit I can confirm that the attached statements are
in accordance therewith and comply with all the requirements stipulated by the
Accounts and Audit Regulations 2011 and CIPFA guidelines


Iain Selkirk FCA
Appointed Independent Internal Auditor

Malvern
Aptil

Worcester
2021

RECEIVED

18 MAY 2021

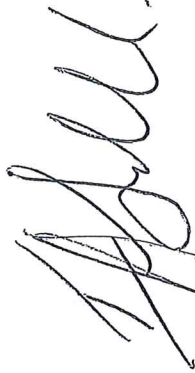
INDEPENDENT INTERNAL AUDITOR'S REPORT TO THE MEMBERS OF

LEDBURY TOWN COUNCIL

AUDIT REPORT FOR THE YEAR ENDED 31st MARCH 2021

I have examined the Council's records in the areas delineated in the attached schedule and made enquiries as deemed appropriate.

In my opinion the systems of internal controls is adequate for the purpose intended AQND there are no matters to be brought to your attention.



Iain Selkirk FCA
Appointed Independent Internal Auditor

6.05.21

RECEIVED

25 MAY 2021

AUDITORS REPORT TO THE MEMBERS OF:- LEDBURY TOWN COUNCIL

COMMENTS

1	a	Y	Is the cashbook maintained and up to date		
	b	Y	Is the cashbook arithmetic correct		
	c	Y	Is the cashbook regularly balanced and reconciled to the bank		monthly
2	a	Y	Have Standing Orders and Financial Regulations been formally adopted		
	b	Y	Are Standing Orders and Financial Regulations regularly reviewed		regularly clerk
	c	Y	Has an RFO been appointed with specific duties		
	d	Y	Have items or services above a de minimis amount been competitively purchased		£2,500
	e	Y	Has the Clerk authority to spend in emergencies Subject to subsequent approval by two members		up to £3,000
			From what level are quotes required		above £25,000
			From what level are tenders required		
3	a	Y	Are payments in the cashbook supported by invoices, authorised and minuted		
	b	Y	Has VAT on payments been identified, recorded and reclaimed		
	c	Y	Is S137 expenditure separately recorded and within statutory limits		
	d	Y	Is S137 expenditure separately minuted as such		
	e	Y	Is the signing authority two or more councillors		
	f	Y	Is the Clerk a signatory		
	g	Y	Are the counterfoils initialised by the signatories		
	h	Y	Are invoices vouched to payments		
4	a	Y	Is there a procedure in place for the regular audit of internal controls		
	b	N	Has a member of the Committee been appointed internal auditor		
	c	N	Does she have a specific programme and does he report to meetings		
5	a	N	Does scanning of the minutes identify any unusual activity		
	b	Y	Is the annual risk assessment minuted		
	c	Y	Is insurance cover appropriate and adequate		fidelity guarantee £99,522
	d	Y	Are internal financial controls documented and regularly reviewed.		see 2b above
6	a	Y	Has the Council prepared an annual budget in support of its precept		
	b	Y	Is actual expenditure against budget regularly reported to the Council		
	c	N	Are there any significant unexplained variances from budget		

- 1495
- 7 a Y Is income properly recorded and banked as promptly as possible
 - b Y Does the precept recorded in the cash book agree to the District Councils notification
 - c Y Where income is raised by rental or lettings has the VAT position been clarified
 - d Y Are security controls over cash adequate and effective
 - 8 a Y Is petty cash spent recorded and supported by VAT invoices/receipts
 - b Y Is petty cash expenditure reported to each Council meeting
 - c Y Is petty cash expenditure reimbursed regularly
 - d N Or does the Clerk present petty cash with his expenses supported by VAT invoices/receipts
 - 9 a Y Do salaries paid agree to with those approved by the Council
 - b Y Has PAYE/NIC been properly operated by the Council as employer
 - c Y Are other payments to the Clerk and staff reasonable and approved by the Council
 - d N/A Where PAYE/NIC is not operated due to the low salary level has HMRC been informed
 - 10 a Y Does the Council maintain an Asset Register of all material assets owned
 - b Y Is the Register up to date
 - c Y Do the values agree to insurance valuations
 - d N/A Are movements in Treasury Deposits accurately recorded
 - 11 a Y Is each bank account reconciled on a regular basis
 - b N Are there any unexplained balancing entries in any reconciliation
 - 12 a Y Are accounts prepared on the correct accounting basis
 - b Y Do the accounts reflect the cashbook entries
 - c Y Is there an audit trail from the underlying financial records to the accounts
 - d Y Where appropriate have debtors and creditors been properly recorded
 - 13 a Y Are minutes signed, initialled and pages sequentially numbered
 - 14 a Y Do Burial receipts agree to the attendant Burial records
 - b Y Are rights or permissions properly recorded
 - 15 a N/A Any evidence of fraudulent activity should be brought to the attention of the Chairman

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2021
Ledbury Town Council 2020/2021

SECTION 2 - THE STATEMENT OF ACCOUNTS

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

Responsible Financial Officer

Date

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

Dated

Signed on behalf of the above Council (Chair)

Date

Last Year £

This Year £

General Notes for Guidance

1	Balances brought forward	229,995	313,900	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	477,153	531,978	Total amount of Precept income received in the year
3	Total other receipts	46,252	57,235	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	200,220	229,553	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	239,280	381,182	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	313,900	292,378	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	322,279	280,351	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	768,700	784,419	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

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

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

**STATEMENT OF ACCOUNTS
LEDBURY TOWN COUNCIL
RECEIPTS AND PAYMENTS**

SECTION 1


2020-2021

	Last Year	This Year
1 Balances brought forward	229,995	313,900
2 Annual Precept	477,153	531,978
3 Other Receipts	46,252	57,397
4 Staff Costs	200,220	229,553
5 Loan interest and Capital Repayts		
6 Total Other Payments	239,280	381,295
7 Balance carried forward	313,900	292,427
8 Total Cash & Investments	322,279	280,350
9 Total Fixed Assets	768,700	784,419
10 Total Borrowings		

**APPENDIX TO THE STATEMENT OF ACCOUNTS
LEDBURY TOWN COUNCIL
BANK RECONCILIATION**

2020-2021

	£
Opening Balance	322,279.30
Deposits	584,720.00
	<u>906,999.30</u>
Payments	- 626,648.84
	<u>£ 280,350.46</u>
Represented by the bank accounts as under:-	
Lloyds Business Ext	500.00
Lloyds Business Inst	7,618.36
	<u>8,118.36</u>
Lloyds Comm call	120,229.53
Public Sector Deposit	151,879.37
Petty Cash	123.20
	<u>280,350.46</u>
BOX 8	£ 280,350.46
debtors and stocks	15,621.28
creditors and accruals	- 3,544.17
BOX 7	<u>£ 292,427.57</u>

Responsible Finance Officer.....

Date.....3/6/2021.....

**LEDBURY TOWN COUNCIL
BALANCE SHEET
AS AT 31 MARCH 2021**

£

CURRENT ASSETS

Vat Debtor	8,658.22	9,101.66
Prepaid Expenses and Debtoes	4,987.19	
Stock	1,975.87	1,748.02
Lloyds Bank	8,118.36	12,410.00
Premier Account	120,229.63	158,261.16
Public Sector Deposit Account	151,879.37	151,579.00
Petty Cash Float	123.20	29.14
	<u>295,971.84</u>	<u>333,128.98</u>

CURRENT LIABILITIES

Creditors due within twelve months	3,544.17	19,228.93
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NET ASSETS

£	<u>292,427.67</u>	£	<u>313,900.05</u>
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REPRESENTED BY:-

General Fund	187,427.77	313,900.05
Earmarked Fund Viaduct	104,999.90	
	<u>£ 292,427.67</u>	<u>£ 313,900.05</u>

Chairman

RFO

**LEDBURY TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

	£	2020
INCOME	531,978.00	477,153.00
Precept	500.00	
Council	358.15	1,315.78
Interest Received	15,321.00	15,321.00
War Memorial Refurbishment		2,250.00
October Fair Rights	10,561.00	8,288.00
Charter Market Tolls	27.00	1,335.40
Market House Income		4,595.00
Office and Market House Rentals	9,174.00	9,084.04
Burials and Other Cemetery Income	245.95	
Wayleave	5,626.00	
Location Grant for NDP	556.97	
Dog Poop Bags	6,085.00	
Cemetery Memorial Donation	2,364.23	
Mortuary Rent	90.00	
Transfer of Exclusive Rights	100.00	
Bollard Refurbishment	1,339.51	
Alarms	2,712.44	2,514.61
Painted Room Income	2,036.00	1,541.00
Ceremony Room Income		0.80
Lengthsman and P3 Scheme	187.22	5.95
Miscellaneous Income		
TOTAL INCOME	<u>589,262.47</u>	<u>523,404.58</u>
EXPENDITURE		
Staff Costs	Sch A 233,746.93	205,740.05
Establishment Costs	Sch B 66,418.71	56,943.22
Maintenance and Fuel Costs	Sch C 76,719.52	52,996.85
Office Running Costs	Sch D 169,792.86	65,654.35
Events	Sch E 34,210.86	28,859.20
Miscellaneous	Sch F 443.22	27,736.84
Grants with Powers	Sch G 29,515.56	-
	<u>610,847.66</u>	<u>437,930.51</u>
Deficit for the year	- 21,585.19	85,474.07
Transfer to/ from Earmarked Funds	- 104,887.09	236,062.05
Surplus brought forward	313,900.05	- 6,067.00
Surplus carried forward	<u>£ 187,427.77</u>	<u>£ 315,469.12</u>

**LEDBURY TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

**Schedule A
£**

STAFF COSTS

Management and Payroll	92,125.49	87,523.44
Temporary Staff	20,418.83	5,878.31
Ceremony Co-ordinator	500.00	241.99
Grounds Officer	21,392.48	24,088.44
Weekend Watering		2,076.25
Lengthsman Scheme (basic)		2,464.00
P3 Scheme	2,016.00	1,568.00
National Insurance-	45,340.44	37,131.75
Pension - Management	50,275.39	43,279.57
Miscellaneous and Staff Training	593.98	1,488.30
Officers Travel/Conference/Subs	1,084.32	
	<u>233,746.93</u>	<u>205,740.05</u>

**LEDBURY TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

**Schedule B
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ESTABLISHMENT COSTS

Rates	Cemetery and Buildings	2,806.88	2,614.58
	Market House	1,621.75	1,743.05
	Town Council Offices	7,235.50	7,119.50
Environmental Services	Cemetery and Buildings	152.32	
Electricity	Cemetery and Buildings	1,700.25	243.64
	Market House	8,029.14	4,711.36
	Town Council Offices	12,015.81	5,657.85
Insurance	Cemetery and Buildings	10,437.52	2,276.07
	Recreation Ground		3,285.93
	Market House		1,485.18
	Town Council Offices		2,900.47
	CCTV Recreation Gd		926.74
Cleaning	Town Council Offices	1,220.76	2,079.00
Housekeeping	Town Council Offices	65.19	505.74
	Office Facilities		83.71
New Heaters	Town Council Offices		123.89
Window Cleaning	Cemetery and Buildings	35.00	
	Town Council Offices		145.85
Maintenance	Cemetery and Buildings	574.36	292.74
	Market House	2,639.32	1,819.43
	Recreation Grounds	66.57	3,757.95
	Painted Room	115.57	
	Town Council Offices	2,104.01	2,183.34
	CCTV Recreation Gd	499.37	
PAT Testing	Town Council Offices	195.00	
CCTV Link to Hereford	Minor Infrastructure	10,192.10	8,017.36
Repairs	Town Council Offices	256.25	
Alarms	Town Council Offices	4,456.04	4,969.84
		<u>66,418.71</u>	<u>56,943.22</u>

**LEDBURY TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

**Schedule C
£**

#

MAINTENANCE AND FUEL COSTS

Tools and Materials		125.24	2,207.90
Ground Maintenance (Contract)	Closed Churchyard	2,447.02	8,663.42
	Amenities	6,857.20	
	Recreation Ground	10,296.71	8,160.32
	Recreation Ground Extras	4,204.13	
	Cemetery and Buildings	755.37	957.00
	Dog Hill Wood and Extras	54.00	3,494.30
	Dog Hill Wood Coppicing		962.50
	New Mills Path	683.40	
Footpaths	Gloucester Road Seats		112.50
Grass Cutting			450.00
War Memorial Insce / Cleaning		31,121.60	12,767.50
Refurbishment	War Memorial		1,130.38
Perimeter Wall Repairs	Cemetery and Buildings		198.90
Wheely Bins	Closed Churchyard	336.18	1,740.00
Skip Hire	Cemetery and Buildings	1,770.00	
Litter Bins		3,423.91	
General Tree Works	Amenity Areas	495.00	280.00
ROSPA Reports		58.60	48.83
Play Equipment		190.75	
Play Equipment Repairs		520.98	
Youth Shelter		990.00	3,745.67
Bollard Refurbishment		1,074.00	
Repairs Trees	Closed Churchyard	2,010.00	132.31
	Cemetery and Buildings		3,865.84
Deer Park	Maintenance		252.50
	Verges		700.00
Dog Bags		350.00	
Street Furniture		47.98	
External Power Supply		96.41	
Insurance, Tax and MOT	Grounds	837.19	762.03
Cemetery Fuel		1,018.54	
Vehicle Repairs	Grounds	6,215.43	60.95
Memorial Testing	Cemetery and Buildings	739.88	2,304.00
		<u>76,719.52</u>	<u>52,996.85</u>

**LEDBURY TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

Schedule D

OFFICE RUNNING COSTS

Stationery	3,006.46	3,330.94
Photocopier Hire	772.00	979.12
Photocopier Costs	2,040.09	2,545.35
Office Support	2,555.56	2,235.41
Newsletter		798.67
Equipment Maintenance	317.65	
Advertising	Painted Room General	185.00 453.00
	1,597.18	
Petty Cash	205.94	833.77
Postage	697.90	1,283.32
Subscriptions	1,081.00	1,067.00
ICT Computers	2,188.34	13,032.27
Telephones	5,524.30	8,946.61
Website	291.74	
Mayor Expense	40.52	1,042.07
Councillors Training	2,584.00	961.55
ICT Services & Software	7,099.82	
Insignia and roll of honour	404.91	204.16
Flag Pole	120.00	120.00
Civic Hospitality		1,163.50
Roll of Honour	40.00	
Traffic Management	914.15	586.83
Election Expenses	211.66	
Neighbourhood Plan	6,000.00	
Annual and Other Meetings	67.72	20.00
Bank Charges	427.38	579.21
Data Protection	40.00	40.00
Audit Internal	450.00	625.00
Audit External	1,300.00	2,000.00
Localities Grant for NPD	5,026.00	
Professional Services	120,485.08	13,460.82
Legal Costs		7,005.00
Health and Safety	3,806.46	2,155.75
	<u>169,792.86</u>	<u>65,654.35</u>

**LEDBURY TOWN COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021**

**Schedule E
£**

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EVENTS ETC

Town Criers Expenses	120.00	
Events Barriers	777.20	478.19
October Fair		2,792.68
Events	5,513.75	
Christmas Lights	16,038.26	14,404.65
Hanging Baskets Supply	3,234.00	2,656.00
Stock	- 227.85	440.49
Tour Guides	8,722.52	6,844.69
Special Audit Review		600.00
Signage	32.98	642.50
	<u>34,210.86</u>	<u>28,859.20</u>

Schedule F**MISCELLANEOUS**

Barrett Browning Clock	138.26	88.17
Carnival Association		1,000.00
CVA Transport		8,000.00
Railway Station		440.00
Poetry Festival		2,200.00
CAB		5,000.00
Malvern Hills AONB Partnership		500.00
Poppy Wreath	21.00	137.50
Primary School		1,000.00
Youth Budget		7,850.00
Distinguished Citizen Awards	283.96	69.17
Unspecified Grants		1,450.00
Listed Building Reserve		2.00
	<u>443.22</u>	<u>27,736.84</u>

Schedule G**UNSPECIFIED GRANTS**

Ledbury Food Bank	5,000.00
Dream Your Future	540.00
PCC Of Ledbury	5,000.00
Community Action	8,000.00
Friends of Master's House	500.00
Ledbury Carnival Association	400.00
South Worcester CAB	2,500.00
Ledbury Poetry Festival	5,000.00
Friends of Ledbury Childrens Centre	250.00
Citizens Advice SW	2,000.00
Rail For Herefordshire	250.00
Office Supplies	75.56
	<u>£ 29,515.56</u>

Annual Internal Audit Report 2020/21

LEDBURY TOWN COUNCIL

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).			✓
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

14 MAY 2021

Name of person who carried out the internal audit

IAIO & SELKIRK FC

Signature of person who carried out the internal audit



Date 14 MAY 2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	229,995	313,900	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	477,153	531,978	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	46,252	57,235	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	200,220	229,553	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	239,280	381,182	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	313,900	292,378	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	322,279	280,351	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	768,700	784,419	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED