

HORLEY TOWN COUNCIL

Finance and General Purposes Committee

A meeting of the above-named Committee will be held at the Albert Rooms, Albert Road, Horley on Tuesday, 28 September 2021 at 7.30 pm

All correspondence and papers referred to in the public part of the agenda are available to view in the Town Council Offices during normal office hours or on the website

A G E N D A

- 1 Apologies and Reasons for Absence**
- 2. Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive from members any declarations of interest in relation to any items included on this agenda.
- 3. Public Forum**
Members of the public are invited to put questions or draw relevant matters to the Council's attention. Each member of the public is allowed to speak once only and for a maximum of five minutes in respect of a business item on the agenda, at the discretion of the Chairman. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chairman may direct that a member of the public submits a question or comment in writing which shall be answered in due course.
- 4. Approval of Minutes**
Finance & General Purposes Committee, meeting held on 30 March 2021.
- 5. Finance Updates**
Finance & General Purposes Committee, meeting held on 30 March 2021.
- 6. Annual Audit for the Year Ending 31 March 2021**
 - i) To receive the completed External Auditor Report from PKF Littlejohn LLP and to note publication of the Notice of Completion of Audit.
 - ii) To ratify the payment of £1,300 plus VAT to PKF Littlejohn LLP for work carried out.
- 7. Internal Audit Matters**
 - i) To receive the Councillors' Audit Certificate for June, July, and August 2021.
 - ii) To note arrangements for the first internal audit for 2021/22 with Mulberry & Co.
 - iii) To receive an update on any other matters.
- 8. Financial Matters**
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to August 2021.
- 9. Horley Town Council Precept**
To agree the timetable for setting the 2022/23 Precept.
- 10. Community Infrastructure Levy (CIL)**
 - i) To receive the latest quarterly report for the period 16/06/21-15/09/21.
 - ii) To note that the publication of the 'CIL Residents Survey', seeking views on smaller community projects to help improve the local area, will run during the month of October and the results reported in early November.
- 11. Communications Sub-Committee**
To receive an update from the Chairman on the meeting of the Communications Sub-Committee held earlier in the evening (28 September 2021).
- 12. Surrey Association of Local Councils (SALC) & National Association of Local Councils (NALC)**
 - i) To note that the Annual General Meeting of SALC will be held on 12 October 2021 and the Annual General Meeting of NALC will be held on 24 October 2021.
 - ii) To receive updates on any other matters from the National and County Associations.

...Continued

13. Covid-19 Response

- i) To note current arrangements for business continuity at the Town Council offices and utilisation of the Edmond Hall.
- ii) To receive an update on any other matters.

14. HTC Operational Matters

i) IT Equipment and Upgrades – Administrative Team

To approve the purchase of a replacement Laptop for the Town Clerk in the sum of £669.00 plus VAT; and for a Solid-State Drive to upgrade one of the very slow desktop computers in the sum of £49.00 plus VAT.

ii) Emergency Lighting at the Town Council Offices

To approve payment for replacing four emergency external lights in the sum of £383.76 plus VAT.

iii) Transition to the new accounting software by the Town Council

To receive a report on the transition to the new Omega accounting package.

15. Innes Sports Pavilion Tenancy

To agree the amended heads of terms for the new Lease.

16. Town Mayor's Charity

To note the Town Mayor's chosen charity for the Municipal Year 2021/22 is 'The Greyhound Trust' with monies held by the Town Council in an earmarked fund.

17. Edmonds Fund

To receive any updates.

18. 'Café in The Park ', Horley Recreation Ground

- i) To receive a report on the official opening of the Café Pavilion and refurbished Tennis Courts on Saturday, 11 September 2021.
- ii) To approve expenditure for the extra provision a stud wall store room inside the Café, in the sum of £1,480.00 plus VAT.
- iii) To approve payment for the supply and installation of one additional CCTV camera inside the Café for extra security, in the sum of £325.00 plus VAT.
- iv) To consider a case for installing Solar Panels at the Café Pavilion.
- v) To receive an update on any other matters.

19. Remembrance Programme 2021

- i) To note arrangements for the Remembrance Services Programme 2021 in Horley.
- ii) To approve a donation of £250 to the Royal British Legion Poppy Appeal through the General Power of Competence.

20. Christmas 2021

To agree arrangements for the Councillors' Hospitality and Office Closures over the Christmas period.

21. Letters Received.

22. Diary Dates

23. Items for future consideration

To note any items for inclusion on any future agenda.

24. Press Release

To agree items for inclusion.



Signed: Joan Walsh, Town Clerk

Dated: 23 September 2021

Date of next meeting – 9 November 2021

Members of the Finance Committee: Cllrs Baird, Beech, Dye, George, A. Kitajewski, H. Kitajewski, Phillips, Powell, Samantha Marshall, Simon Marshall, Marr and Saunders

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Horley Town Council – SU0046**

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2020/21

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

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

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

14/09/2021

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

HORLEY TOWN COUNCIL

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>Yes</i> means that this authority: prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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:

29/06/2021

and recorded as minute reference:

C 5191

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

Chairman

Smurshall

Clerk

McAuliffe

<https://www.horleysurrey-tc.gov.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

EHORLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	340,841	313,371	<i>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.</i>
2. (+) Precept or Rates and Levies	372,755	404,676	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	590,174	92,911	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	177,586	193,319	<i>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.</i>
5. (-) Loan interest/capital repayments	33,323	47,141	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	779,490	356,945	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	313,371	213,553	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	301,912	228,772	<i>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.</i>
9. Total fixed assets plus long term investments and assets	1,886,795	2,462,047	<i>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.</i>
10. Total borrowings	695,881	667,529	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

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

SIC *Judy Morgan* *J Morgan*

Date 27/05/2021

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

29/06/2021

as recorded in minute reference:

C 5192

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

Smashall

Horley Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Horley Town Council for the year ended 31 March 2021 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Horley Town Council on application to:</p> <p>(a) Joan Walsh, Town Clerk, Horley Town Council, 92 Albert Road, Horley, RH6 7HZ</p> <p>(b) During office hours, Monday to Friday 10:00 am to 4.00 pm</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. copies will be provided to any person on payment of £ 1.00 (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) Judy Morgan, Responsible Financial Officer</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) 15 September 2021</p>	<p>(e) Insert the date of placing of the notice</p>

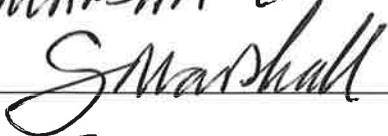

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

June 2021

We consider that the accounts have/have not been properly maintained during the period in question.

Observations (Councillors)	Clerk/ RFO's action
N/A	
Name: S. MARSHALL Signature: 	Signature:
Name: M. GEORGE Signature: 	
Date: 22/9/21	Date:

Horley Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/06/2021		
	Cash in Hand 01/04/2021		228,772.08
	ADD Receipts 01/04/2021 - 30/06/2021		269,295.22
			498,067.30
	SUBTRACT Payments 01/04/2021 - 30/06/2021		101,765.00
A	Cash in Hand 30/06/2021 (per Cash Book)		396,302.30
	Cash in hand per Bank Statements		
	Cash	30/06/2021	0.00
	Handelsbanken	30/06/2021	98,504.30
	FairFX Bank Debit Card	30/06/2021	608.62
	Nationwide Intl	30/06/2021	22,760.02
	HSBC Payroll	30/06/2021	5,905.72
	HSBC Deposit	30/06/2021	190,386.67
	HSBC Current	30/06/2021	80,412.15
			398,577.48
	Less unrepresented payments		2,707.18
			395,870.30
	Plus unrepresented receipts		432.00
B	Adjusted Bank Balance		396,302.30
	A = B Checks out OK		



SM
22/9/21

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
124	03/06/2021		HSBC Current	652761R00R4I	PAYE	HMRC	E	1,349.60	0.00	1,349.60
125	03/06/2021		HSBC Current	652761R00R4I	NIC Employer	HMRC	E	1,145.40	0.00	1,145.40
126	03/06/2021		HSBC Current	652761R00R4I	NIC Employee	HMRC	E	716.04	0.00	716.04
128	03/06/2021		HSBC Current	813261R01T6A	Pension Fund Employer	Surrey Pension Fund	E	2,205.39	0.00	2,205.39
129	03/06/2021		HSBC Current	813261R01T6A	Pension payments Employee	Surrey Pension Fund	E	769.68	0.00	769.68
130	03/06/2021		HSBC Current	327261R00S28	Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
143	10/06/2021		HSBC Current	610361Z00EAC	VAT Payment	HMRC	E	1,358.91	0.00	1,358.91
153	22/06/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	S	707.50	141.50	849.00
156	24/06/2021	L 5046	HSBC Current	094862D01YJJ	Tree surgery	Heatherlands Tree Care	S	950.00	190.00	1,140.00
157	24/06/2021		HSBC Current	751062D01ZBH	Cleaning	Asbit	S	553.00	110.60	663.60
181	28/06/2021		HSBC Payroll		Salaries	Horley Town Council	E	8,867.07	0.00	8,867.07
Total								19,372.59	442.10	19,814.69

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
107	04/06/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	80.61	4.03	84.64
124	03/06/2021		HSBC Current	652761R00R4I	PAYE	HMRC	E	1,349.60	0.00	1,349.60
125	03/06/2021		HSBC Current	652761R00R4I	NIC Employer	HMRC	E	1,145.40	0.00	1,145.40
126	03/06/2021		HSBC Current	652761R00R4I	NIC Employee	HMRC	E	716.04	0.00	716.04
127	03/06/2021		HSBC Current	652761R00R4I	Student/Postgraduate Loan De	HMRC	E	37.00	0.00	37.00
128	03/06/2021		HSBC Current	813261R01T6A	Pension Fund Employer	Surrey Pension Fund	E	2,205.39	0.00	2,205.39
129	03/06/2021		HSBC Current	813261R01T6A	Pension payments Employee	Surrey Pension Fund	E	769.68	0.00	769.68
130	03/06/2021		HSBC Current	327261R00S28	Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
131	03/06/2021		HSBC Current	051461R01RGS	Office Phone	Amazon	S	122.91	24.58	147.49
132	03/06/2021		HSBC Current	051461R01RGS	Office Equipment	Amazon	E	130.24	0.00	130.24
133	03/06/2021		HSBC Current	051461R01RGS	Office Equipment	Amazon	S	39.52	7.90	47.42
134	03/06/2021		HSBC Current	051461R01RGS	Stationery	Amazon	S	16.98	3.40	20.38
135	03/06/2021		HSBC Current	051461R01RGS	Stationery	Amazon	S	16.58	3.32	19.90
136	03/06/2021		HSBC Current	051461R01RGS	Stationery	Amazon	S	16.34	3.26	19.60
137	03/06/2021		HSBC Current	051461R01RGS	Office Equipment	Amazon	S	6.59	1.32	7.91
138	03/06/2021		HSBC Current	051461R01RGS	Stationery	Amazon	S	6.54	1.30	7.84
139	03/06/2021		HSBC Current	051461R01RGS	Office Phone	Amazon	S	5.82	1.17	6.99
140	03/06/2021		HSBC Current	170261R01S9R	Cleaning	Asbit	S	276.50	55.30	331.80
141	03/06/2021		HSBC Current	296761R00DRL	SMA Annual Membership	Surrey Mayors Association	E	12.50	0.00	12.50
142	10/06/2021		HSBC Current	DIRECT DEBIT	Bank charge	HSBC	E	46.12	0.00	46.12
143	10/06/2021		HSBC Current	610361Z00EAC	VAT Payment	HMRC	E	1,358.91	0.00	1,358.91
144	10/06/2021		HSBC Current	385061Z019VL	Security Guard Patrol	SmartGuard Security	S	463.68	92.74	556.42
145	10/06/2021		HSBC Current	541661Z01GBE	Insurance	WPS Insurance Ltd	E	390.23	0.00	390.23
146	10/06/2021		HSBC Current	596861Z0008D	Councillor training	Mulberry & Co	S	210.00	42.00	252.00
147	10/06/2021		HSBC Current	596861Z0008D	Staff Training	Mulberry & Co	S	70.00	14.00	84.00
148	10/06/2021		HSBC Current	846761Z018W0	Football pitch hire Refund	Horley Shooters	S	287.58	57.52	345.10
149	10/06/2021		HSBC Current	109961Z013X6	Cleaning	Asbit	S	276.50	55.30	331.80
150	10/06/2021		HSBC Current	783861Z00PNM	Fire Alarm Maintenance	Firetronics Limited	S	208.09	41.63	249.72
151	10/06/2021		HSBC Current	132561Z00R26	Window cleaning	Michael Stone	E	55.00	0.00	55.00
152	19/06/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	L	305.71	15.29	321.00
153	22/06/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	S	707.50	141.50	849.00
154	24/06/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	L	49.94	2.49	52.43
155	24/06/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	106.80	5.34	112.14
156	24/06/2021	L 5046	HSBC Current	094862D01YJJ	Tree surgery	Heatherlands Tree Care	S	950.00	190.00	1,140.00
157	24/06/2021		HSBC Current	751062D01ZBH	Cleaning	Asbit	S	553.00	110.60	663.60
158	24/06/2021		HSBC Current	314262D01J3I	Conference Speaker	Amazon	S	316.65	63.33	379.98

Horley Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
159	Subscriptions & Licences	24/06/2021		HSBC Current	849862D021MZ	SLCC Membership	SLCC Ltd	E	346.00	0.00	346.00
160	Compliance and Regulatory	24/06/2021		HSBC Current	577562D01F4L	Legionella - Quarterly Monitori	WET Ltd	S	112.00	22.40	134.40
161	IT	24/06/2021		HSBC Current	004262D005S0	IT Hardware	Micro Maintenance Ltd.	S	36.00	7.20	43.20
162	Communications	15/06/2021		HSBC Current	DIRECT DEBIT	Phone Contract	EE	S	24.81	4.96	29.77
163	IT	22/06/2021		HSBC Current	DIRECT DEBIT	IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
164	CCTV Broadband Connection	21/06/2021		HSBC Current	DIRECT DEBIT	CCTV Broadband	Zen Internet	S	93.50	18.70	112.20
165	Maintenance Contracts	18/06/2021		HSBC Current	DIRECT DEBIT	Maintenance Agreement	British Gas	S	42.22	8.45	50.67
166	Maintenance Contracts	21/06/2021		HSBC Current	DIRECT DEBIT	Innes Pavilion Maintenance	British Gas	S	67.46	13.49	80.95
167	Rates & Utilites	01/06/2021		HSBC Current	DIRECT DEBIT	Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
168	Rates	01/06/2021		HSBC Current	DIRECT DEBIT	Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
169	IT	16/06/2021		HSBC Current	DIRECT DEBIT	Sage Licence	Sage (UK) Limited	S	29.00	5.80	34.80
170	Photocopying	19/06/2021		HSBC Current	DIRECT DEBIT	Photocopying - copies	SOS Systems Ltd	S	61.51	12.30	73.81
171	Website	17/06/2021		HSBC Current	DIRECT DEBIT	Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
172	Communications	02/06/2021		FairFX Bank Debit Car	DIRECT DEBIT	Newsletter	Email Blaster	S	12.99	2.60	15.59
173	Communications	04/06/2021		FairFX Bank Debit Car	DIRECT DEBIT	Simcard	GiffGaff	S	15.00	3.00	18.00
174	IT	10/06/2021		FairFX Bank Debit Car	DIRECT DEBIT	Office 365 Licence	Microsoft	E	135.71	0.00	135.71
175	IT	10/06/2021		FairFX Bank Debit Car	DIRECT DEBIT	Acrobat Licence	Adobe Systems Software	E	28.64	0.00	28.64
181	Net Salaries	28/06/2021		HSBC Payroll		Salaries	Horley Town Council	E	8,867.07	0.00	8,867.07
Total									24,585.06	1,135.46	25,720.52

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
63	02/06/2021		HSBC Current	ANDREW BROWN 126	Allotment Rent	Andrew Brown	E	48.00	0.00	48.00
64	07/06/2021		HSBC Current	WITHERS G & T INVO:	Allotment Rent	Thomas Withers	E	48.00	0.00	48.00
65	10/06/2021		HSBC Current	Pizzie Susan INVOICE	Allotment Rent	Peter Pizzie	E	48.00	0.00	48.00
67	28/06/2021		HSBC Current		Allotment Rent	Joanne Hunter	E	50.00	0.00	50.00
68	04/06/2021		HSBC Deposit	DIRECT DEBIT	Bank interest	HSBC	E	4.38	0.00	4.38
Total								198.38	0.00	198.38

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

July 2021

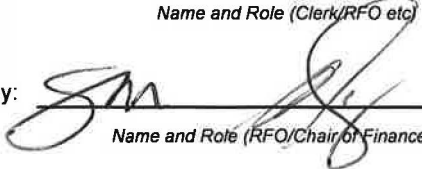
We consider that the accounts have/have not been properly maintained during the period in question.

Observations (Councillors)	Clerk/ RFO's action
<i>N/A</i>	
Name: <i>S. MARSHALL</i> Signature: <i>[Signature]</i>	Signature:
Name: <i>M. GEORGE</i> Signature: <i>[Signature]</i>	
Date: <i>22/9/21</i>	Date:

Horley Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by:  _____
Name and Role (RFO/Chair of Finance etc)

Date: 22/7/21

	Bank Reconciliation at 31/07/2021		
	Cash in Hand 01/04/2021		228,772.08
	ADD Receipts 01/04/2021 - 31/07/2021		281,896.63
			510,668.71
	SUBTRACT Payments 01/04/2021 - 31/07/2021		139,388.85
A	Cash in Hand 31/07/2021 (per Cash Book)		371,279.86
	Cash in hand per Bank Statements		
	Cash 31/07/2021	0.00	
	Handelsbanken 31/07/2021	98,504.30	
	FairFX Bank Debit Card 31/07/2021	1,037.13	
	Nationwide Intl 31/07/2021	22,760.02	
	HSBC Payroll 31/07/2021	5,913.95	
	HSBC Deposit 31/07/2021	190,386.67	
	HSBC Current 31/07/2021	52,683.79	
			371,285.86
	Less unrepresented payments		180.00
			371,105.86
	Plus unrepresented receipts		174.00
B	Adjusted Bank Balance		371,279.86
	A = B Checks out OK		

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
183 PAYE	01/07/2021		HSBC Current		PAYE	HMRC	E	1,350.00	0.00	1,350.00
184 NI Employee	01/07/2021		HSBC Current		NIC Employee	HMRC	E	716.04	0.00	716.04
185 NI Employer	01/07/2021		HSBC Current		NIC Employer	HMRC	E	1,145.40	0.00	1,145.40
187 SCC Pension Employer	01/07/2021		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	2,205.39	0.00	2,205.39
188 SCC Pension Employee	01/07/2021		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	769.68	0.00	769.68
189 SCC Pension Employee	01/07/2021		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
182 Contractors' Maint (HTC)	01/07/2021		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
221 Insurance	08/07/2021		HSBC Current		Insurance	WPS Insurance Ltd	E	6,918.38	0.00	6,918.38
197 Subscriptions & Licences	20/07/2021		HSBC Current	7282634024IZ	Subscription	Sussex Wildlife Trust	E	2,033.00	0.00	2,033.00
198 Maintenance & Repairs	20/07/2021		HSBC Current	4519634002FF	IT Hardware	Micro Maintenance Ltd.	S	673.00	134.60	807.60
199 Cleaning of hall and office	20/07/2021		HSBC Current	142363401F59	Cleaning	Asbit	S	553.02	110.60	663.62
206 Pavilion Cafe Utilities	26/07/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	S	1,081.20	216.24	1,297.44
209 Net Salaries	28/07/2021		HSBC Payroll		Salaries	Horley Town Council	X	8,991.77	0.00	8,991.77
Total								31,163.28	1,256.72	32,420.00

Horley Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
183	PAYE	01/07/2021		HSBC Current		PAYE	HMRC	E	1,350.00	0.00	1,350.00
184	NI Employee	01/07/2021		HSBC Current		NIC Employee	HMRC	E	716.04	0.00	716.04
185	NI Employer	01/07/2021		HSBC Current		NIC Employer	HMRC	E	1,145.40	0.00	1,145.40
186	Student/Postgraduate Loan I	01/07/2021		HSBC Current		Student/Postgraduate Loan De	HMRC	E	37.00	0.00	37.00
187	SCC Pension Employer	01/07/2021		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	2,205.39	0.00	2,205.39
188	SCC Pension Employee	01/07/2021		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	769.68	0.00	769.68
189	SCC Pension Employee	01/07/2021		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
211	Rates	01/07/2021		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
212	Rates & Utilites	01/07/2021		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
182	Contractors' Maint (HTC)	01/07/2021		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
190	Cleaning of hall and office	01/07/2021		HSBC Current		Cleaning	Asbit	S	276.51	55.30	331.81
191	Maintenance & Repairs	01/07/2021		HSBC Current		Bollard repair	Asbit	S	40.00	8.00	48.00
192	Stationery	01/07/2021		HSBC Current		Stationery	Amazon	S	20.79	4.16	24.95
210	Photocopying	01/07/2021		HSBC Current		Photocopying - Lease	CF Corporate Finance	S	493.00	98.60	591.60
176	Utilities	02/07/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	85.94	4.29	90.23
177	Utilities	02/07/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	S	267.50	53.50	321.00
222	Communications	02/07/2021		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
223	Communications	05/07/2021		FairFX Bank Debit Car		Mobile Phone	GiffGaff	S	15.00	3.00	18.00
193	Security Patrols	06/07/2021		HSBC Current	072662P00CEU	Security Guard Patrol	SmartGuard Security	S	445.37	89.07	534.44
194	Cleaning of hall and office	06/07/2021		HSBC Current	634662P004CK	Cleaning	Asbit	S	276.51	55.30	331.81
195	Compliance and Regulatory	06/07/2021		HSBC Current	817562P004VE	Hygiene	Constant Hygiene	S	125.00	25.00	150.00
196	Subscriptions & Licences	06/07/2021		HSBC Current	765962P00GCM	Compliant Councils Hub	Breakthrough Communicator	S	234.00	46.80	280.80
224	IT	07/07/2021		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	132.40	0.00	132.40
221	Insurance	08/07/2021		HSBC Current		Insurance	WPS Insurance Ltd	E	6,918.38	0.00	6,918.38
213	Office Supplies & Equipment	08/07/2021		HSBC Current		Office supplies	Amazon	S	16.97	3.39	20.36
180	Bank charges	09/07/2021		HSBC Current	DIRECT DEBIT	Bank charge	HSBC	E	42.08	0.00	42.08
214	ClIr Training	09/07/2021		HSBC Current		Councillor training	Mulberry & Co	S	80.00	16.00	96.00
225	IT	14/07/2021		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	28.64	0.00	28.64
215	IT	16/07/2021		HSBC Current		IT Software	Sage (UK) Limited	S	29.00	5.80	34.80
226	Courier & Postage	16/07/2021		FairFX Bank Debit Car		Postage	Royal Mail	Z	1.70	0.00	1.70
205	Website	17/07/2021		HSBC Current	DIRECT DEBIT	Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
178	Photocopying	19/07/2021		HSBC Current	DIRECT DEBIT	Photocopying - copies	SOS Systems Ltd	S	28.71	5.74	34.45
179	Photocopying	19/07/2021		HSBC Current	DIRECT DEBIT	Photocopying - Staples	SOS Systems Ltd	S	60.00	12.00	72.00
216	CCTV Broadband Connection	19/07/2021		HSBC Current		CCTV Broadband	Zen Internet	S	97.85	19.57	117.42
217	Maintenance Contracts	19/07/2021		HSBC Current		Maintenance Agreement	British Gas	S	42.23	8.44	50.67
197	Subscriptions & Licences	20/07/2021		HSBC Current	7282634024IZ	Subscription	Sussex Wildlife Trust	E	2,033.00	0.00	2,033.00

Horley Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
201	Football Pitch Deposits	20/07/2021		HSBC Current	862763400CWY	Deposit refund	Redhill Rovers	E	100.00	0.00	100.00
202	Edmonds Hall Deposits	20/07/2021		HSBC Current	862763400CWY	Deposit refund	Silver Moon Dancing	E	100.00	0.00	100.00
204	COVID -19 Compliance	20/07/2021		HSBC Current	1585634021TZ	Hall Hire Fee	Reigate & Banstead Borough	E	54.30	0.00	54.30
198	Maintenance & Repairs	20/07/2021		HSBC Current	4519634002FF	IT Hardware	Micro Maintenance Ltd.	S	673.00	134.60	807.60
199	Cleaning of hall and office	20/07/2021		HSBC Current	142363401F59	Cleaning	Asbit	S	553.02	110.60	663.62
200	Compliance and Regulatory	20/07/2021		HSBC Current	478963401ZGZ	Repairs/Maintenance	Firetronics Limited	S	105.00	21.00	126.00
203	Pavilion Cafe Maintenance	20/07/2021		HSBC Current	4562634007TG	Call out	L&C Installations	S	60.00	12.00	72.00
227	Compliance and Regulatory	20/07/2021		FairFX Bank Debit Car		Cyber Essentials Certification	IASME	Z	360.00	0.00	360.00
218	Maintenance Contracts	21/07/2021		HSBC Current		Maintenance Agreement	British Gas	S	67.46	13.49	80.95
207	Utilities	22/07/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	L	27.56	1.37	28.93
219	IT	22/07/2021		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
208	Utilities	23/07/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	103.17	5.15	108.32
206	Pavilion Cafe Utilities	26/07/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	S	1,081.20	216.24	1,297.44
220	Pavilion Cafe Utilities	26/07/2021		HSBC Current		Electricity supply	British Gas	S	0.00	0.00	0.00
228	IT	27/07/2021		FairFX Bank Debit Car		Screen Mirroring Software	BMT Micro	Z	15.16	0.00	15.16
209	Net Salaries	28/07/2021		HSBC Payroll		Salaries	Horley Town Council	X	8,991.77	0.00	8,991.77
Total									35,698.32	1,925.53	37,623.85

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
75	05/07/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00	0.00	771.00
76	05/07/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00	0.00	771.00
77	05/07/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
78	05/07/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
79	05/07/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
80	05/07/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
70	05/07/2021		HSBC Current		Allotment Rent	Matthew Wenn	E	48.00	0.00	48.00
69	06/07/2021		HSBC Current		Hall Hire Fee	Boni Jenkins	E	174.00	0.00	174.00
92	07/07/2021		HSBC Current		Funfair	Beech's Fun Fair	E	2,800.00	0.00	2,800.00
71	07/07/2021		HSBC Current		Allotment Rent	Langshott Allotments Tenant	E	24.00	0.00	24.00
72	08/07/2021		HSBC Current		Football Pitch Hire Contract	Redhill Rovers	S	41.08	8.22	49.30
73	12/07/2021		HSBC Current		Banner Display	Reigate Rugby Club	E	20.54	0.00	20.54
74	13/07/2021		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	E	140.00	0.00	140.00
81	19/07/2021		HSBC Current		Funfair	Extreme Fun	E	700.00	0.00	700.00
82	21/07/2021		HSBC Current	THE FARMYARD KITCH	Electricity Contributions	The Farmyard Kitchen	S	708.07	141.61	849.68
83	21/07/2021		HSBC Current	GWAZE P INVOICE NC	Allotment Rent	Patience Gwaze	E	48.00	0.00	48.00
84	21/07/2021		HSBC Current	Richard Strudwick 200	Allotment Rent	Lindy and Richard Strudwick	E	63.00	0.00	63.00
87	22/07/2021		HSBC Current		Allotment Rent	Glynis Cargill	E	48.00	0.00	48.00
89	22/07/2021		HSBC Current		Banner Display	YESPA	E	30.81	0.00	30.81
93	28/07/2021		HSBC Current		Vat Refund	HMRC	X	5,844.08	0.00	5,844.08
Total								12,441.10	160.31	12,601.41



HORLEY TOWN COUNCIL

Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

August 2021

We consider that the accounts have/have not been properly maintained during the period in question.

Observations (Councillors)	Clerk/ RFO's action
<p>47P Difference in the F&X Account RFO Aware and looking into</p>	
Name: S. MARSHALL Signature: 	Signature:
Name: M. BERGE Signature: 	
Date: 22/9/21	Date:

Horley Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2021		
	Cash in Hand 01/04/2021		228,772.08
	ADD Receipts 01/04/2021 - 31/08/2021		286,840.50
			515,612.58
	SUBTRACT Payments 01/04/2021 - 31/08/2021		167,353.15
A	Cash in Hand 31/08/2021 (per Cash Book)		348,259.43
	Cash in hand per Bank Statements		
	Cash	31/08/2021	0.00
	Handelsbanken	31/08/2021	98,504.30
	FairFX Bank Debit Card	31/08/2021	493.86
	Nationwide Intl	31/08/2021	22,760.02
	HSBC Payroll	28/08/2021	5,744.85
	HSBC Deposit	28/08/2021	150,386.67
	HSBC Current	28/08/2021	69,672.30
			347,562.00
	Less unrepresented payments		347,562.00
	Plus unrepresented receipts		697.43
B	Adjusted Bank Balance		348,259.43
	A = B Checks out OK		

SM
22/9/21

Horley Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
234	06/08/2021		HSBC Current		PAYE	HMRC	X	1,349.60		1,349.60
235	06/08/2021		HSBC Current		PAYE	HMRC	X	1,145.40		1,145.40
236	06/08/2021		HSBC Current		PAYE	HMRC	X	716.04		716.04
242	06/08/2021		HSBC Current		Pension payments Employee -	Prudential LGAVC	X	750.00		750.00
243	06/08/2021		HSBC Current		IT Software	Rialtas	S	2,711.00	542.20	3,253.20
245	06/08/2021		HSBC Current		Pension payments Employer	Surrey Pension Fund	X	2,205.39		2,205.39
246	06/08/2021		HSBC Current		Pension payments Employer	Surrey Pension Fund	X	769.68		769.68
255	17/08/2021		HSBC Current		Cleaning	Asbit	S	553.02	110.60	663.62
257	17/08/2021		HSBC Current		Website	Jarret & Lam Consulting	S	840.00	168.00	1,008.00
258	17/08/2021		HSBC Current		Consultancy	LG Business Consultation	Z	848.10		848.10
260	17/08/2021		HSBC Current		Town badges	Rocket Badges	S	1,148.00	229.60	1,377.60
273	27/08/2021		HSBC Payroll		Salaries	Horley Town Council	X	9,169.10		9,169.10
Total								22,205.33	1,050.40	23,255.73

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
85	04/08/2021		HSBC Current		Edmonds Hall hire fee	Boni Jenkins	E	116.00		116.00
86	04/08/2021		HSBC Current		Edmonds Hall hire fee	Horley Society of Artists	E	175.00		175.00
88	04/08/2021		HSBC Current		Hall Hire Fee	Horley Society of Artists	E	175.00		175.00
90	04/08/2021		HSBC Current		Banner Display	Reigate St Mary's Preparator	E	41.08		41.08
91	04/08/2021		HSBC Current		Edmonds Hall hire fee	C Huggins	E	105.00		105.00
94	24/08/2021		HSBC Current		Edmonds Hall hire fee	RCCG City of Joy	E	271.00		271.00
95	24/08/2021		HSBC Current		Hall Hire Fee	RCCG City of Joy	E	334.00		334.00
96	27/08/2021		HSBC Current		Football deposit	Athletico Redhill FC	E	100.00		100.00
97	27/08/2021		HSBC Current		Football deposit	Gatwick United	E	100.00		100.00
98	26/08/2021		HSBC Current		Electricity Contributions	The Farmyard Kitchen	S	307.77	61.56	369.33
99	24/08/2021		HSBC Current		Horley Recreation Ground	Circus World Entertainments	E	1,200.00		1,200.00
100	24/08/2021		HSBC Current		Horley Recreation Ground	Circus World Entertainments	E	200.00		200.00
101	26/08/2021		HSBC Current		Funfair	Extreme Fun	E	700.00		700.00
102	13/08/2021		HSBC Current		Banner Display	Reigate Grammar School	E	61.62		61.62
103	11/08/2021		HSBC Current		Football pitch hire	Reigate Town	S	63.68	12.73	76.41
104	02/08/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00		771.00
105	02/08/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
Total								4,773.53	76.91	4,850.44

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
229 Rates	02/08/2021		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00		104.00
230 Rates & Utilites	02/08/2021		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00		53.00
231 Utilities	02/08/2021		HSBC Current		Utilities	British Gas	L	91.50	4.57	96.07
232 Office Supplies & Equipment	06/08/2021		HSBC Current		Office supplies	Amazon	S	132.27	26.46	158.73
233 Cleaning of hall and office	06/08/2021		HSBC Current		Cleaning	Asbit	S	276.51	55.30	331.81
234 PAYE	06/08/2021		HSBC Current		PAYE	HMRC	X	1,349.60		1,349.60
235 NI Employer	06/08/2021		HSBC Current		PAYE	HMRC	X	1,145.40		1,145.40
236 NI Employee	06/08/2021		HSBC Current		PAYE	HMRC	X	716.04		716.04
237 Student/Postgraduate Loan [06/08/2021		HSBC Current		PAYE	HMRC	X	37.00		37.00
238 Website	06/08/2021		HSBC Current		Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
239 Maintenance & Repairs	06/08/2021		HSBC Current		Signage	KM Vinyl Graphics	Z	35.00		35.00
240 Pavilion Cafe Utilities	06/08/2021		HSBC Current		Electricity test	L&C Installations	S	60.00	12.00	72.00
241 Staff Training	06/08/2021		HSBC Current		Staff Training	Mulberry & Co	S	40.00	8.00	48.00
242 SCC Pension Employee	06/08/2021		HSBC Current		Pension payments Employee -	Prudential LGAVC	X	750.00		750.00
243 IT	06/08/2021		HSBC Current		IT Software	Rialtas	S	2,711.00	542.20	3,253.20
244 Horley/South & SE in Bloom	06/08/2021		HSBC Current		HIB Hospitality	Simon Marshall	E	46.10		46.10
245 SCC Pension Employer	06/08/2021		HSBC Current		Pension payments Employer	Surrey Pension Fund	X	2,205.39		2,205.39
246 SCC Pension Employee	06/08/2021		HSBC Current		Pension payments Employer	Surrey Pension Fund	X	769.68		769.68
247 Communications	09/08/2021		HSBC Current		Phone line	BT	S	313.87	62.78	376.65
248 Langshott Utilities	09/08/2021		HSBC Current		Water Rates	SES Water	E	100.00		100.00
249 Bank charges	10/08/2021		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	38.00		38.00
250 Pavilion Cafe Utilities	16/08/2021		HSBC Current		Utilities	Corona Energy	S	155.62	31.12	186.74
251 Communications	16/08/2021		HSBC Current		Mobile Phone	EE	S	12.00	2.40	14.40
252 Subscriptions & Licences	16/08/2021		HSBC Current		IT Software	Sage (UK) Limited	S	29.00	5.80	34.80
253 Office Supplies & Equipment	17/08/2021		HSBC Current		Office supplies	Amazon	S	65.73	13.16	78.89
254 Horley/South & SE in Bloom	17/08/2021		HSBC Current		Litter pickers	Amazon	S	83.31	16.66	99.97
255 Cleaning of hall and office	17/08/2021		HSBC Current		Cleaning	Asbit	S	553.02	110.60	663.62
256 Horley/South & SE in Bloom	17/08/2021		HSBC Current		Glass Hire	Abacus Catering	Z	36.28		36.28
257 Website	17/08/2021		HSBC Current		Website	Jarret & Lam Consulting	S	840.00	168.00	1,008.00
258 Legal and professional fees	17/08/2021		HSBC Current		Consultancy	LG Business Consultation	Z	848.10		848.10
259 Legal and professional fees	17/08/2021		HSBC Current		Consultancy	LG Business Consultation	Z			
260 Town Badges	17/08/2021		HSBC Current		Town badges	Rocket Badges	S	1,148.00	229.60	1,377.60
261 Window Cleaning	17/08/2021		HSBC Current		Window cleaning	Michael Stone	Z	55.00		55.00
262 Compliance and Regulatory	17/08/2021		HSBC Current		Legionella - Quarterly Monitori	WET Ltd	S	100.00	20.00	120.00
263 Maintenance Contracts	18/08/2021		HSBC Current		Gas boiler service	British Gas	S	42.22	8.45	50.67
264 Photocopying	19/08/2021		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	100.22	20.04	120.26

Horley Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
265	CCTV Broadband Connection	19/08/2021		HSBC Current		Broadband	Zen Internet	S	94.76	18.95	113.71
266	IT	23/08/2021		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
267	Maintenance Contracts	23/08/2021		HSBC Current		Gas boiler service	British Gas	S	67.46	13.49	80.95
268	Utilities	23/08/2021		HSBC Current		Utilities	British Gas	L	14.95	0.75	15.70
269	Pavilion Cafe Utilities	23/08/2021		HSBC Current		Utilities	British Gas	S	252.15	50.43	302.58
270	Utilities	24/08/2021		HSBC Current		Utilities	British Gas	L	305.71	15.29	321.00
271	Utilities	24/08/2021		HSBC Current		Utilities	British Gas	L	138.70	6.93	145.63
272	Security Patrols	17/08/2021		HSBC Current		Security Guard Patrol	SmartGuard Security	S	397.43	79.49	476.92
273	Net Salaries	27/08/2021		HSBC Payroll		Salaries	Horley Town Council	X	9,169.10		9,169.10
274	Communications	03/08/2021		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
275	Subscriptions & Licences	09/08/2021		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	150.90		150.90
276	Grounds	10/08/2021		FairFX Bank Debit Car		Playground Equipment	UK Pickleball Shop	S	108.33	21.67	130.00
277	IT	14/08/2021		FairFX Bank Debit Car		Screen Mirroring Software	BMT Micro	S	15.07	3.01	18.08
278	IT	14/08/2021		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	28.64		28.64
279	Communications	21/08/2021		FairFX Bank Debit Car		Mobile Phone	GiffGaff	Z	18.00		18.00
280	Legal and professional fees	27/08/2021		FairFX Bank Debit Car		Advertising	Indeed	Z	16.47		16.47
281	Maintenance & Repairs	27/08/2021		FairFX Bank Debit Car		Solar Panels	Solar Together	Z	150.00		150.00
282	Communications	30/08/2021		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
Total									26,492.71	1,651.59	28,144.30

Horley Town Council

Summary of Receipts and Payments

05 AUGUST 2021 (2021-2022)

All Cost Centres and Codes

PRECEPT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	428,088.00	214,044.00	-214,044.00				-214,044.00 (-50%)
SUB TOTAL		428,088.00	214,044.00	-214,044.00				-214,044.00 (-50%)

INCOME

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Bank Interest		4.38	4.38				4.38 (N/A)
3	Section 136 LGA	38,006.00	19,003.00	-19,003.00				-19,003.00 (-50%)
5	Devolved Powers	1,700.00		-1,700.00				-1,700.00 (-100%)
141	CIL	23,000.00	31,267.44	8,267.44	24,498.42		24,498.42	32,765.86 (68%)
SUB TOTAL		62,706.00	50,274.82	-12,431.18	24,498.42		24,498.42	12,067.24 (13%)

LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	6,694.00	1,918.00	-4,776.00				-4,776.00 (-71%)
8	Football Pitches	3,000.00	377.08	-2,622.92		287.58	-287.58	-2,910.50 (-97%)
9	Church Rd Allotments	3,300.00	236.00	-3,064.00				-3,064.00 (-92%)
10	Langshott Allotments	3,800.00	3,764.00	-36.00				-36.00 (-0%)
11	Bowls Club	276.00		-276.00				-276.00 (-100%)
12	Innes Pavilion	10,000.00	3,084.00	-6,916.00				-6,916.00 (-69%)
13	Saturday Market	200.00		-200.00				-200.00 (-100%)
14	Events and Banners	5,000.00	5,667.02	667.02				667.02 (13%)
15	Meeting Room							(N/A)
16	Edmonds Hall Deposits					100.00	-100.00	-100.00 (N/A)
17	Football Pitch Deposits		300.00	300.00		100.00	-100.00	200.00 (N/A)
149	Security Deposits		200.00	200.00				200.00 (N/A)
SUB TOTAL		32,270.00	15,546.10	-16,723.90		487.58	-487.58	-17,211.48 (-53%)

OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Stationery				1,700.00	20.79	1,679.21	1,679.21 (98%)
20	Courier & Postage				75.00	1.70	73.30	73.30 (97%)
21	Office Supplies & Equipment				3,000.00	1,307.13	1,692.87	1,692.87 (56%)
22	Photocopying	80.00		-80.00	2,800.00	1,301.16	1,498.84	1,418.84 (49%)
23	IT				8,000.00	5,831.44	2,168.56	2,168.56 (27%)
24	Website				2,000.00	1,220.00	780.00	780.00 (39%)
25	Communications				2,500.00	1,509.24	990.76	990.76 (39%)
26	Environment Campaign							(N/A)
148	COVID -19 Compliance					2,394.30	-2,394.30	-2,394.30 (N/A)

Horley Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

05 AUGUST 2021 (2021-2022)

SUB TOTAL	80.00	-80.00	20,075.00	13,585.76	6,489.24	6,409.24 (31%)
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SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Net Salaries				116,000.00	44,762.88	71,237.12	71,237.12 (61%)
31	PAYE				18,000.00	5,435.80	12,564.20	12,564.20 (69%)
32	NI Employee				10,000.00	2,864.16	7,135.84	7,135.84 (71%)
33	NI Employer				14,800.00	4,581.60	10,218.40	10,218.40 (69%)
34	SCC Pension Employee				18,200.00	6,078.72	12,121.28	12,121.28 (66%)
35	SCC Pension Employer				28,000.00	8,821.56	19,178.44	19,178.44 (68%)
151	Long Service Award					1,250.00	-1,250.00	-1,250.00 (N/A)
156	Student/Postgraduate Loan Ded					111.00	-111.00	-111.00 (N/A)
SUB TOTAL					205,000.00	73,905.72	131,094.28	131,094.28 (63%)

OFFICE MAINTENANCE & REF

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,550.00	1,298.00	2,252.00	2,252.00 (63%)
39	Cleaning of hall and office				15,000.00	5,253.57	9,746.43	9,746.43 (64%)
40	Utilities				4,400.00	1,727.49	2,672.51	2,672.51 (60%)
41	Rates				2,000.00	519.58	1,480.42	1,480.42 (74%)
42	Maintenance Contracts				1,500.00	211.11	1,288.89	1,288.89 (85%)
43	Window Cleaning				750.00	165.00	585.00	585.00 (78%)
45	Compliance and Regulatory				5,000.00	1,090.09	3,909.91	3,909.91 (78%)
SUB TOTAL					32,200.00	10,264.84	21,935.16	21,935.16 (68%)

GENERAL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	PWLB Loan Repayment - Counc				19,545.00	9,772.46	9,772.54	9,772.54 (50%)
51	Bank charges				1,000.00	204.64	795.36	795.36 (79%)
52	Insurance				8,755.00	7,308.61	1,446.39	1,446.39 (16%)
53	Legal and professional fees				13,225.00	2,218.17	11,006.83	11,006.83 (83%)
54	Audit fees				2,678.00		2,678.00	2,678.00 (100%)
55	Subscriptions & Licences				7,519.00	6,973.80	545.20	545.20 (7%)
60	Election Expenses				2,500.00		2,500.00	2,500.00 (100%)
62	Chairman's Allowance				400.00		400.00	400.00 (100%)
63	Cllr Expenses				103.00	36.00	67.00	67.00 (65%)
64	Cllr Training				800.00	290.00	510.00	510.00 (63%)
65	Staff Expenses				100.00		100.00	100.00 (100%)
66	Staff Training				1,500.00	110.00	1,390.00	1,390.00 (92%)
142	GDPR							(N/A)
146	VAT Payment							(N/A)
157	Town Badges					1,148.00	-1,148.00	-1,148.00 (N/A)

Horley Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

05 AUGUST 2021 (2021-2022)

SUB TOTAL	58,125.00	28,061.68	30,063.32	30,063.32 (51%)
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GROUNDS MAINTENANCE

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70 Contractors' Maint (HTC)				52,000.00	7,952.80	44,047.20	44,047.20 (84%)
71 Contractors' Maint (Devolved Po				1,700.00		1,700.00	1,700.00 (100%)
72 Playground Inspections				8,549.00	1,398.00	7,151.00	7,151.00 (83%)
73 Playground Repairs				7,210.00	530.00	6,680.00	6,680.00 (92%)
74 Parks Furniture				5,150.00		5,150.00	5,150.00 (100%)
75 Signage				1,648.00		1,648.00	1,648.00 (100%)
76 Pest Control				570.00		570.00	570.00 (100%)
77 Tree Surgery				8,240.00	950.00	7,290.00	7,290.00 (88%)
SUB TOTAL				85,067.00	10,830.80	74,236.20	74,236.20 (87%)

HORLEY RECREATION GROU

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79 Memorial Gardens				3,605.00	1,540.00	2,065.00	2,065.00 (57%)
80 Ornamental Gardens				1,545.00		1,545.00	1,545.00 (100%)
123 Grounds				2,060.00	350.33	1,709.67	1,709.67 (82%)
143 Cafe/Pavilion PWLB Loan Repa				27,556.00		27,556.00	27,556.00 (100%)
145 Pavilion Cafe Project Fund				27,000.00	729.00	26,271.00	26,271.00 (97%)
153 Pavilion Cafe Utilities		1,015.84	1,015.84		3,007.80	-3,007.80	-1,991.96 (N/A)
154 Pavilion Cafe Maintenance				2,000.00	60.00	1,940.00	1,940.00 (97%)
155 Pavilion Cafe Rent	6,000.00		-6,000.00				-6,000.00 (-100%)
SUB TOTAL	6,000.00	1,015.84	-4,984.16	63,766.00	5,687.13	58,078.87	53,094.71 (76%)

COURT LODGE/INNES PAVILIK

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86 Pitches/Playgrounds				1,030.00	132.00	898.00	898.00 (87%)
87 Buildings - Refurbishment/Repai				5,150.00		5,150.00	5,150.00 (100%)
88 Utilities		261.90	261.90	2,600.00	1,017.74	1,582.26	1,844.16 (70%)
89 Lease of land				1.00		1.00	1.00 (100%)
124 Football Pavillion Cleaning				2,300.00	419.85	1,880.15	1,880.15 (81%)
131 Maintenance Contracts				1,000.00	377.30	622.70	622.70 (62%)
132 Innes Communications							(N/A)
SUB TOTAL		261.90	261.90	12,081.00	1,946.89	10,134.11	10,396.01 (86%)

MICHAEL CRESCENT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91 Rates & Utilites				740.00	267.04	472.96	472.96 (63%)

Horley Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

05 AUGUST 2021 (2021-2022)

121 Buildings and Grounds	2,000.00	57.00	1,943.00	1,943.00 (97%)
140 Scout Hut Demolition				(N/A)
SUB TOTAL	2,740.00	324.04	2,415.96	2,415.96 (88%)

EMLYN MEADOWS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95 Grounds				500.00	57.00	443.00	443.00 (88%)
SUB TOTAL				500.00	57.00	443.00	443.00 (88%)

ALLOTMENTS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96 Langshott Maintenance				2,600.00	1,662.90	937.10	937.10 (36%)
97 Church Rd Maintenance				1,850.00		1,850.00	1,850.00 (100%)
98 Church Rd Utilities				520.00		520.00	520.00 (100%)
99 Langshott Utilities				920.00	100.00	820.00	820.00 (89%)
SUB TOTAL				5,890.00	1,762.90	4,127.10	4,127.10 (70%)

TOWN CENTRE

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100 Baskets and planting	500.00		-500.00	8,755.00		8,755.00	8,255.00 (89%)
101 Horley/South & SE in Bloom				1,600.00	165.69	1,434.31	1,434.31 (89%)
102 Christmas				1,957.00		1,957.00	1,957.00 (100%)
150 Defibrillator maintenance							(N/A)
152 Commercial Hub Support				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL	500.00		-500.00	17,312.00	165.69	17,146.31	16,646.31 (93%)

SECURITY

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105 Security Patrols				5,665.00	2,325.92	3,339.08	3,339.08 (58%)
106 CCTV Installation				2,000.00		2,000.00	2,000.00 (100%)
107 CCTV Maintenance				3,500.00		3,500.00	3,500.00 (100%)
108 CCTV Broadband Connections				2,000.00	476.12	1,523.88	1,523.88 (76%)
147 Alarm Maintenance					75.00	-75.00	-75.00 (N/A)
SUB TOTAL				13,165.00	2,877.04	10,287.96	10,287.96 (78%)

Horley Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

22 September 2021 (2021-2022)

GRANTS AND DONATIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
110	Grant Award Scheme				3,000.00		3,000.00	3,000.00 (100%)
111	Churchyards				6,550.00	6,550.00		(0%)
112	CLlr Initiative grants							(N/A)
113	Other Grants							(N/A)
SUB TOTAL					9,550.00	6,550.00	3,000.00	3,000.00 (31%)

VAT RECLAIM

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120	Vat repayments		5,844.08	5,844.08		1,358.91	-1,358.91	4,485.17 (N/A)
SUB TOTAL			5,844.08	5,844.08		1,358.91	-1,358.91	4,485.17 (N/A)

Summary

NET TOTAL	529,644.00	286,986.74	-242,657.26	549,969.42	157,865.98	392,103.44	149,446.18 (13%)
V.A.T.		291.67			9,487.17		
GROSS TOTAL		287,278.41			167,353.15		