

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

Minutes of a meeting of the above-named Committee held at the Albert Rooms, Albert Road, Horley on Tuesday 26 November 2013 at 7.40 p.m.

Present: Cllr R Sherwin – Chairman
J Baird, R Bethell, M George, M Goldsmith,
Simon Marshall and R Olliver

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk
R Cavanagh – Finance Officer

F 3300 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Austin and Powell be accepted, for reasons as specified in the Attendance Register. (Cllrs Miller and Robinson were absent.)

Declarations of Interest & Dispensations

F 3301 Cllr Goldsmith declared a non-pecuniary interest in the Innes Pavilion (future tenancies) item.

RESOLVED: noted.

F 3302 There were no requests for Dispensations for Disclosable Pecuniary Interests.

RESOLVED: noted.

F 3303 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 3304 Approval of Minutes
Finance & General Purposes Committee, 1 October 2013**

The minutes of the above meeting of the Finance & General Purposes Committee were presented for confirmation by Committee members and signature by the Committee Chairman.

RESOLVED: that the minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be approved.

F 3305 Former Horley Anderson Centre Site (including Car Park) – Deed of Surrender and Deed of Variation

The Clerk reported that there had been no update.

RESOLVED: noted.

Audit Matters

F 3306 RESOLVED: that the Interim Internal Audit Report No 1 for 2013-2014 be received. (A copy is appended.)

F 3307 RESOLVED: that the appointment of the Town Council's Internal Auditor for 2014-2015 be considered at the next meeting of this Committee.

F 3308 RESOLVED: that the Councillors' Audit Certificate for September and October 2013 and Clerk's responses (where applicable), be received. (A copy is appended.)

F 3309 Members noted that there had recently been occasions when certain members had failed to attend both the "Meet Your Councillor" sessions and the Councillors' Audit. Members were reminded that it was their responsibility to find a replacement if they were unable to attend. The Deputy Clerk added that there had been several times when the designated members had failed to respond to emails regarding their attendance, making it difficult to ascertain whether the member would be there on the day or not.

RESOLVED: that the Chairman of the Council write to all members, reminding them of their responsibilities regarding such events.

F 3310 Financial Reports for September 2013

RESOLVED: that the following reports, as appended to these minutes, be approved:

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Payments List totalling £18,409.20 plus VAT (£19,575.19)**
- iv) Receipts List totalling £161,263.90 plus VAT (£161,279.90)
(includes second instalment of Precept of £152,365.50)**

Financial Reports for October 2013

F 3311 RESOLVED: that the following reports, as appended to these minutes, be approved:

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Payments List totalling £29,549.85 plus VAT (£32,932.37)**
- iv) Receipts List totalling £9,498.22 plus VAT (£15,987.78)
(includes VAT refund of £6,473.56)**

F 3312 The Chairman reported that the accounts showed increased income and

F 3312) decreased expenditure, compared with the same time last year. He also gave his thanks for the prompt availability of the financial reports.

RESOLVED: noted.

F 3313 Loan from Public Works Loan Board

The Clerk advised that £70,000 had been drawn down the previous day, repayable over a five year period. The rate of interest was fixed at 1.84% and the first instalment of £7,359.06 was due to be paid on 27 May 2014.

RESOLVED: noted.

F 3314 “Meet Your Councillor”

It was noted that Cllr Schofield had attended the recent event at Waitrose alone. A number of issues had been raised, including the unused taxi ranks in the town centre. The Clerk told members that he had been advised by the Borough Council’s Head of Neighbourhood and Parking Services that it was likely that the ranks may be re-classified soon.

RESOLVED: noted.

F 3315 Redevelopment of Town Council Web Site

It was noted that members of the Communications Sub-Committee had met on several occasions to review the new web site. The Clerk added that Jarrett & Lamb Consulting, the company responsible for the new site, was always quick to respond to any issues raised. Cllr Baird added that he would be giving a presentation about the web site, prior to the Full Council meeting on 10 December, and it was hoped that as many members as possible would attend.

RESOLVED: noted.

F 3316 Borough Standards Committee

It was noted that the meeting scheduled to take place on 4 December had been cancelled.

RESOLVED: noted.

F 3317 Centenary of World War One – Production of Memorial Book

The Clerk reported that minutes of the Horley War Memorial Committee (1919-1922) and Parish Council Minute Books (1919-1925) had been retrieved from the Surrey History Centre for further examination. The Clerk added that he had met with the Manager of the Horley Library, who had agreed to display the bound book there next year.

RESOLVED: noted.

Centenary of World War One – Memorial Bench

- F 3318** Members considered information received from a company, which was producing First World War memorial benches. The Clerk added that the existing Royal British Legion bench in the Memorial Gardens was in a poor state of repair. Some members felt that such a bench would be appropriate, whilst others felt that it would be better to remember the end of the War. After further discussion the following was resolved:

RESOLVED:

- i) that the Clerk seek the views of the Royal British Legion (RBL Horley Branch).***
- ii) that the matter be re-considered at the next meeting of this Committee.***

- F 3319** The Clerk added that he was looking to make an application to the Heritage Lottery Fund for funding to re-paint the lettering on the War Memorial.

RESOLVED: noted.

Remembrance Services

- F 3320** The Clerk reported receipt of letters of thanks from the Royal British Legion (Horley Branch) for the Town Council's support for this year's services. He added that he was to meet with local RBL representatives to discuss the arrangements for next year.

RESOLVED: noted.

- F 3321** Cllr George told members that he believed that local primary schools were keen to become involved with the Remembrance Services.

RESOLVED: that contact be made with local primary schools, following discussion with Horley RBL representatives.

- F 3322** **Town Guide**

The Clerk advised that the Town Guide was now with the printers. Once ready, the copies would be stored in the garage of the Innes Pavilion, prior to distribution. It was noted that the Communications Sub-Committee had reviewed the new look design of the guide.

RESOLVED: noted.

Christmas 2013

- F 3323** The Deputy Clerk advised that the Horley Association of Traders (HATs) had purchased new icicle lights to be hung across the Precinct and new lights for the Christmas tree, which had been dressed by the HATs lights supplier. Consequently, the costs for works carried out by Mitchells of Horley (collection, erection and removal of the tree) had reduced quite considerably. In view of this, the Horley Association of Traders had asked whether the

F 3323) Town Council would consider making a donation to the HATs Christmas Lights Fund. After discussion the following was resolved:

RESOLVED: that the Town Council make a donation of £250 to the HATs Christmas Lights Fund.

F 3324 **RESOLVED: that HATs be made aware that any lights stored at the Michael Crescent former Scout Hut will be at their own risk**

F 3325 Town Award Badges

RESOLVED: that ten Town Award badges, of the same quality as those previously purchased, be ordered from the Rocket Badge Company at a cost of £710 plus VAT.

F 3326 Smith's Charity, Horley

RESOLVED: that the appointment of Mr Doug Kilborn as a Trustee of Smith's Charity, Horley, be noted.

F 3327 Charges for the Hire of the Albert Rooms

RESOLVED:

- i) that the charges, as discussed, be agreed for Precept purposes.**
- ii) that the charges be finalised at the next meeting of this Committee**

**Surrey Association of Local Councils (Surrey ALC)
& National Association of Local Councils (NALC)**

F 3328 Cllr Olliver updated members on recent meetings and other matters. He explained that the Sussex and Surrey County Associations were moving to new larger premises next year, at no extra cost. He added that he had recently attended the NALC Annual Meeting, where members from various parts of the country had stressed the need for NALC to consider capping its charges for larger Councils, as Surrey ALC had done for next year. Cllr Olliver added that there would be a minimal NALC increase next year and it was hoped that a cap would then be introduced. He also advised that a new Chief Executive of NALC would be in place next year.

RESOLVED: noted.

F 3329 It was noted that four Town Councillors would be attending the Surrey Local Councils' Update on 3 December.

RESOLVED: noted.

F 3330 The Clerk advised receipt of correspondence from Surrey ALC, confirming that the Surrey ALC Ltd subscription for 2014 / 2015 would be capped at £1,600 and the NALC subscription would be £972.96.

RESOLVED: noted.

HORLEY TOWN COUNCIL

INTERIM INTERNAL AUDIT REPORT No. 1, 2013-2014

I visited the Town Council Office on 12th November 2013 to commence the Internal Audit process for the year 2013-2014. A further visit will be made in early 2014 and a final visit will be made in May 2014 to complete the process and agree the Annual Return.

The comments below are in the order of the headings in Section 4 of the Annual Return, followed by any additional items specified in the Council's Audit Plan, unless these relate to a topic already covered by one of the statutory Section 4 headings.

Recommendations are shown **in bold and underlined**, and any comments received from Council in response to recommendations in the Interim Reports will be added in *italics*.

A. BOOKS OF ACCOUNT

Accounts are maintained on the Scribe system which operates in accordance with statutory requirements.

Entries are made weekly, and are up-to-date and balanced monthly against bank statements.

VAT is identified by the software, and on-line returns are made quarterly to reclaim amounts due.

Council is continuing with repayments on a PWLB loan taken out for Hall improvements, and is currently applying for a new loan of £85k to fund an urgently needed replacement roof at Innes pavilion.

B. FINANCIAL REGULATIONS

Standing Orders and Financial Regulations were reviewed and adopted in April 2013. A further review of Financial Regulations will need to be carried out after the repeal of current payments legislation, meanwhile Council has satisfactory procedures in place for control of on-line banking procedures.

A Code of Conduct based on the Borough model has been adopted, and is incorporated into the revised Standing Orders.

Council is now authorised to use the general Power of Competence, and as such, use of S.137 will no longer be required.

The agreed procedure is for invoices to be authorised by the RFO, or Deputy Clerk, before processing by Accounts Officer, who codes items, checks budget provision, and inputs to both HSBC banking on-line and to Scribe. Payments on-line are released by two Member code-holders.

Matters relating to Procurement and Contracts are in order with correct quotation or tender process being used when required. Multiple contracts with the same supplier are monitored.

C. RISK MANAGEMENT

Insurance cover with Aviva has been renewed for a three year term after comparison with other suppliers.

(Other risk related issues will be considered at next visit)

D. BUDGET & PRECEPT

Monthly reviews of actuals against Budget take place.

The major re-roofing project mentioned above means that reserves will need to be used, and other projects put on hold. The budget for 2014-2015 is being drawn up to accommodate new loan repayments, **but care needs to be taken to ensure that levels of reserves are maintained at recommended minimum.**

E. INCOME

All tariffs are reviewed annually, the next review being due to take effect in April 2014.

A sound system of invoicing and control of sales and receipts is in place. Income is monitored against budget monthly.

Little cash income is received other than Allotment rents, and this is properly controlled. Banking is carried out at least weekly.

There are no bad debts.

Council is registered for VAT, and this is charged on one-off pitch hires.

F. PETTY CASH

Expenditure is properly controlled, with receipts and claims being authorised by RFO, Deputy Clerk or Chairman as appropriate; and coded and identified for VAT where appropriate. A float of £150 is kept, and this is reimbursed monthly.

G. PAYROLL

Payroll is carried out in-house using Sage. Confirmation of end-of-year returns has been received.

RTI systems were in place for April 2013 and the system works well.

Staff are paid in accordance with SCP bands on the NALC/SLCC scale following an external evaluation review of grades. The April 2013 increase in scales has been correctly applied.

Expenses claims are properly authorised by Clerk or Chairman as appropriate.

Training records are being kept, and a staff appraisal scheme is in place.

Members Allowance scheme has not been adopted.

H. ASSETS & INVESTMENTS

A comprehensive Register is maintained, and is due to be reviewed by end of financial year. Valuations are generally at cost, Community value or professional valuation, and insurance cover was reviewed when re-quoting for insurance cover.

I. BANK RECONCILIATIONS

Reconciliations of all accounts are carried out monthly, and are checked by Members in accordance with a checklist.

Four deposit accounts are held, the longest term being 6 months.

J. YEAR END ACCOUNTS

K. TRUSTEESHIP

Council's stewardship of the Edmonds Fund, through Community Foundation for Surrey, is properly managed. (These are not Trust monies as such).

OTHER ITEMS

A comprehensive procedures manual is in place, and a diary of key events is in course of preparation.

All Council policies are up to date, as is Data protection renewal.

Council has a Corporate Plan for 2013-2016, but has not embarked on a neighbourhood Plan.

A Staff appraisal scheme is in place, and appraisals for 2013 are now due.

The review of Internal Controls is due in January 2014, and will be checked on next visit.

Paul Hartley
Internal Auditor
14th November 2013


HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

September & October 2013

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

Observations (Councillors)	Clerk's action
<i>NO PROBLEMS FOUND</i>	
Name: <i>RICHARD OLIVER</i>	Signature:
Signature: 	
Name:	
Signature:	
Date: <i>26-11-13</i>	Date

Horley Town Council

Bank Reconciliation at 30/09/2013		
Cash in Hand 01/04/2013		188,884.05
ADD		
Receipts 01/04/2013 - 30/09/2013		354,958.65
SUBTRACT		
Payments 01/04/2013 - 30/09/2013		159,922.96
A Cash in Hand 30/09/2013 (per Cash Book)		383,919.74
Cash in hand per Bank Statements		
Cash	30/09/2013	150.00
HSBC Current	30/09/2013	25,369.67
HSBC Deposit	30/09/2013	1,433.62
HSBC Payroll	30/09/2013	1,162.23
Barclays 10 Day	30/09/2013	310,182.62
Nationwide Bond (previously	30/09/2013	21,040.53
Barclays Direct Access	30/09/2013	25,076.14
		384,414.81
Less unrepresented cheques		
As attached		495.07
		383,919.74
Plus unrepresented receipts		
As attached		0.00
B Adjusted Bank Balance		383,919.74
A = B Checks out OK		

Horley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre		PRECEPT					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
1	Precept	304,731.00	304,731.00	0.00	0.00	0.00	
SUB TOTAL		304,731.00	304,731.00	0.00	0.00	0.00	
Cost Centre		INCOME					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
2	Bank Interest	2,300.00	1,578.30	0.00	0.00	-721.70	
4	Edmonds Community Fund	25.00	187.98	0.00	0.00	162.98	
5	Devolved Powers	20,074.00	10,264.50	0.00	0.00	-9,809.50	
SUB TOTAL		22,399.00	12,030.78	0.00	0.00	-10,368.22	
Cost Centre		LETTINGS AND RENT					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
7	Edmonds Hall	15,500.00	8,952.00	0.00	0.00	-6,548.00	
8	Football Pitches	9,635.00	4,336.00	0.00	706.50	-6,005.50	
9	Allotments	2,500.00	20.00	0.00	0.00	-2,480.00	
10	Meeting Room	200.00	200.00	0.00	0.00	0.00	
11	Bowls Club	226.00	251.00	0.00	0.00	25.00	
12	Innes Pavilion	10,000.00	5,200.00	0.00	0.00	-4,800.00	
13	Saturday Market	0.00	660.00	0.00	0.00	660.00	
14	Event Income	2,000.00	1,722.00	0.00	0.00	-278.00	
15	Edmonds Hall Deposits	0.00	150.00	0.00	100.00	50.00	
16	Football Pitch Deposits	0.00	100.00	0.00	100.00	0.00	
SUB TOTAL		40,061.00	21,591.00	0.00	906.50	-19,376.50	
Cost Centre		OFFICE EXPENDITURE					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
19	Stationery	0.00	0.00	2,550.00	855.70	1,694.30	
20	Courier & Postage	0.00	0.00	800.00	141.50	658.50	
21	Office Supplies & Equipment	0.00	0.00	1,000.00	267.66	732.34	
22	Photocopying	80.00	191.67	6,500.00	1,862.31	4,749.36	
23	IT	0.00	0.00	4,000.00	1,796.00	2,204.00	

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

24	Website	0.00	0.00	1,000.00	1,073.75	-73.75
25	Communications	0.00	0.00	1,500.00	746.65	753.35
26	Environment Campaign	0.00	0.00	0.00	0.00	0.00
SUB TOTAL		80.00	191.67	17,350.00	6,743.57	10,718.10

Cost Centre SALARIES AND PENSIONS

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
30	Net Salaries	0.00	0.00	67,056.00	32,795.98	34,260.02
31	PAYE	0.00	0.00	23,070.00	10,729.00	12,341.00
32	NI Employee	0.00	0.00	6,880.00	3,235.23	3,644.77
33	NI Employer	0.00	0.00	7,100.00	3,460.67	3,639.33
34	SCC Pension Employee	0.00	0.00	8,344.00	4,003.77	4,340.23
35	SCC Pension Employer	0.00	0.00	21,500.00	11,792.04	9,707.96
SUB TOTAL		0.00	0.00	133,950.00	66,016.69	67,933.31

Cost Centre OFFICE MAINTENANCE & REPAIR

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
38	Maintenance & Repairs	0.00	0.00	3,000.00	1,346.50	1,653.50
39	Cleaning of hall and office	0.00	0.00	9,200.00	3,551.05	5,648.95
40	Utilities	0.00	0.00	5,800.00	1,525.39	4,274.61
41	Rates	0.00	0.00	1,850.00	1,084.91	765.09
42	Maintenance Contracts	0.00	0.00	1,500.00	332.44	1,167.56
43	Window Cleaning	0.00	0.00	475.00	220.00	255.00
44	Security Alarm system	0.00	0.00	0.00	0.00	0.00
45	Fire Equipment & H & S	0.00	0.00	430.00	192.94	237.06
46	Market rates and utilities	0.00	0.00	0.00	0.00	0.00
SUB TOTAL		0.00	0.00	22,255.00	8,253.23	14,001.77

Cost Centre GENERAL

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
50	Public Works Loan Board	0.00	0.00	19,544.92	9,772.46	9,772.46
51	Bank charges	0.00	0.00	1,300.00	500.00	800.00

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

52	Insurance	0.00	0.00	11,000.00	6,206.39	4,793.61
53	Legal and professional fees	0.00	0.00	1,950.00	0.00	1,950.00
54	Audit fees	0.00	0.00	1,800.00	1,500.00	300.00
55	Subscriptions & Licences	0.00	0.00	6,500.00	6,017.59	482.41
56	Advertising	0.00	0.00	100.00	0.00	100.00
57	Newsletter	0.00	0.00	1,000.00	270.00	730.00
58	Town Guide	0.00	0.00	1,000.00	200.00	800.00
59	Presentation Badges	0.00	0.00	0.00	0.00	0.00
60	Election Expenses	0.00	0.00	0.00	0.00	0.00
61	QPS	0.00	0.00	0.00	0.00	0.00
62	Chairman's Allowance	0.00	0.00	400.00	35.00	365.00
63	Cllr Expenses	0.00	0.00	375.00	0.00	375.00
64	Cllr Training	0.00	0.00	375.00	100.00	275.00
65	Staff Expenses	0.00	0.00	700.00	0.00	700.00
66	Staff Training	0.00	0.00	800.00	0.00	800.00
SUB TOTAL		0.00	0.00	46,844.92	24,601.44	22,243.48

Cost Centre GROUNDS MAINTENANCE

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
70	Contractors' Maint (HTC)	0.00	0.00	38,170.00	10,894.21	27,275.79
71	Contractors' Maint (Agency)	0.00	0.00	15,550.00	6,108.91	9,441.09
72	Playground Inspections	0.00	0.00	7,900.00	3,536.00	4,364.00
73	Playground Repairs	0.00	0.00	11,000.00	1,089.73	9,910.27
74	Litter Bins	0.00	0.00	800.00	0.00	800.00
75	Signage	0.00	0.00	2,300.00	340.00	1,960.00
76	Pest Control	0.00	0.00	600.00	0.00	600.00
77	Tree Surgery	0.00	0.00	5,000.00	3,432.78	1,567.22
125	Project Expenditure	0.00	0.00	19,500.00	0.00	19,500.00
126	Himalayan Balsam	0.00	0.00	0.00	683.34	-683.34

Horley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL		0.00	0.00	100,820.00	26,084.97	74,735.03
Cost Centre HORLEY RECREATION GROUND						
Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
79	Memorial Gardens	0.00	0.00	4,000.00	2,033.50	1,966.50
80	Ornamental Gardens	0.00	165.00	2,000.00	485.00	1,680.00
81	Skatepark & MUGA	0.00	0.00	2,500.00	530.00	1,970.00
82	Footpaths & Car park	0.00	0.00	0.00	0.00	0.00
123	Grounds	0.00	0.00	2,500.00	75.00	2,425.00
SUB TOTAL		0.00	165.00	11,000.00	3,123.50	8,041.50
Cost Centre COURT LODGE/INNES PAVILION						
Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
86	Football pitches/Grounds	0.00	0.00	1,000.00	0.00	1,000.00
87	Buildings	0.00	0.00	1,000.00	0.00	1,000.00
88	Utilities	700.00	312.00	1,700.00	172.13	1,139.87
89	Lease of land	0.00	0.00	1.00	1.00	0.00
124	Football Pavillion Cleaning	0.00	0.00	750.00	0.00	750.00
SUB TOTAL		700.00	312.00	4,451.00	173.13	3,889.87
Cost Centre MICHAEL CRESCENT						
Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
91	Rates & Utilites	0.00	0.00	700.00	371.88	328.12
121	Buildings and Grounds	0.00	0.00	1,000.00	1,207.00	-207.00
SUB TOTAL		0.00	0.00	1,700.00	1,578.88	121.12
Cost Centre EMLYN MEADOWS						
Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
95	Grounds	0.00	0.00	500.00	0.00	500.00
SUB TOTAL		0.00	0.00	500.00	0.00	500.00
Cost Centre ALLOTMENTS						
Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
97	Maintenance	0.00	0.00	1,500.00	0.00	1,500.00
98	Utilities	0.00	0.00	600.00	19.69	580.31
SUB TOTAL		0.00	0.00	2,100.00	19.69	2,080.31

Horley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre		TOWN CENTRE					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
100	Baskets and planting	0.00	0.00	4,500.00	4,244.50	255.50	
101	Horley/South & SE in Bloom	0.00	1,325.00	1,600.00	1,220.57	1,704.43	
102	Christmas	0.00	0.00	2,400.00	0.00	2,400.00	
SUB TOTAL		0.00	1,325.00	8,500.00	5,465.07	4,359.93	
Cost Centre		SECURITY					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
105	Security Patrols	0.00	0.00	3,200.00	1,200.00	2,000.00	
106	CCTV Installation	0.00	0.00	0.00	1,596.00	-1,596.00	
107	CCTV Maintenance	0.00	0.00	3,000.00	231.43	2,768.57	
SUB TOTAL		0.00	0.00	6,200.00	3,027.43	3,172.57	
Cost Centre		GRANTS AND DONATIONS					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
110	Grant Award Scheme	0.00	0.00	1,000.00	0.00	1,000.00	
111	Churchyards	0.00	0.00	6,000.00	3,000.00	3,000.00	
112	Clr Initiative grants	0.00	0.00	0.00	0.00	0.00	
113	Other Grants	0.00	700.00	0.00	400.00	300.00	
SUB TOTAL		0.00	700.00	7,000.00	3,400.00	4,300.00	
Cost Centre		VAT RECLAIM					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
120	Vat repayments	0.00	0.00	0.00	0.00	0.00	
SUB TOTAL		0.00	0.00	0.00	0.00	0.00	
Cost Centre		CONTINGENCY					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
122	Contingency	0.00	0.00	6,000.00	0.00	6,000.00	
SUB TOTAL		0.00	0.00	6,000.00	0.00	6,000.00	
NET TOTAL		367,971.00	341,046.45	368,670.92	149,394.10	192,352.27	
V.A.T.			13,912.20		10,528.86		
GROSS TOTAL			354,958.65		159,922.96		

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
235 Rates	02/09/2013	F&GP	HSBC Current	direct debit	Rates	Reigate & Banstead	E	181.00	0.00	181.00
236 Rates & Utilities	02/09/2013	F&GP	HSBC Current	direct debit	Rates	Reigate & Banstead	E	55.00	0.00	55.00
237 Utilities	02/09/2013	L&A	HSBC Current	direct debit	Water Rates	Sutton & ES Water	Z	2.06	0.00	2.06
238 CCTV Maintenance	09/09/2013	F&GP	HSBC Current	direct debit	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
239 Playground Inspections	10/09/2013	L&A	HSBC Current	06133V101T12	Playground Inspection	A Bennett & Sons	S	405.00	81.00	486.00
240 Contractors' Maint	10/09/2013	L&A	HSBC Current	06133V101T12	Playground Inspection	A Bennett & Sons	S	90.00	18.00	108.00
241 Playground Inspections	10/09/2013	L&A	HSBC Current	06133V101T12	Playground Inspection	A Bennett & Sons	S	275.00	55.00	330.00
242 Contractors' Maint	10/09/2013	L&A	HSBC Current	06133V101T12	Playground Inspection	A Bennett & Sons	S	55.00	11.00	66.00
243 Audit fees	10/09/2013	F&GP	HSBC Current	84013V100EJM	Audit Fees	BDO LLP	S	800.00	160.00	960.00
244 Tree Surgery	10/09/2013	L&A	HSBC Current	54963V1009P7	Tree surgery	Broadleaf Tree Services	S	1,225.90	245.18	1,471.08
245 Newsletter	10/09/2013	F&GP	HSBC Current	53043V1014FF	Newsletter	Cherry Larcombe	Z	220.00	0.00	220.00
246 PAYE	10/09/2013	F&GP	HSBC Current	66393V1000UA	PAYE	HMRC	E	1,754.20	0.00	1,754.20
247 NI Employee	10/09/2013	F&GP	HSBC Current	66393V1000UA	NIC Employee	HMRC	E	530.59	0.00	530.59
248 NI Employer	10/09/2013	F&GP	HSBC Current	66393V1000UA	NIC Employer	HMRC	E	565.90	0.00	565.90
249 Security Patrols	10/09/2013	F&GP	HSBC Current	85483V1001AP	Security Guard Patrol	Lion Security	S	200.00	40.00	240.00
250 IT	10/09/2013	F&GP	HSBC Current	43363V101EW	IT Maintenance	Micro Maintenance Ltd.	S	150.00	30.00	180.00
251 Buildings and Grounds	10/09/2013	L&A	HSBC Current	02933V100BG5	Repairs/Maintenance	Mitchells of Horley Ltd	S	140.00	28.00	168.00
252 SCC Pension Employee	10/09/2013	F&GP	HSBC Current	32823V101VFX	Pension payments	Prudential LGAVC	Z	121.28	0.00	121.28
253 Window Cleaning	10/09/2013	F&GP	HSBC Current	31853V101V83	Window cleaning	Michael Stone	Z	55.00	0.00	55.00
254 SCC Pension Employee	10/09/2013	F&GP	HSBC Current	43763V1012MQ	Pension payments	Surrey Pension Fund	E	550.01	0.00	550.01
255 SCC Pension Employee	10/09/2013	F&GP	HSBC Current	43763V1012MQ	Pension payments	Surrey Pension Fund	E	1,989.47	0.00	1,989.47
256 Bank charges	12/09/2013	F&GP	HSBC Current	direct debit	Bank charge	HSBC	Z	25.76	0.00	25.76
257 Maintenance Contracts	16/09/2013	F&GP	HSBC Current	direct debit	Maintenance Agreement	British Gas	S	38.74	7.75	46.49
258 Communications	17/09/2013	F&GP	HSBC Current	direct debit	Broadband	Zen Internet	S	42.54	8.51	51.05
259 Bank charges	17/09/2013	F&GP	HSBC Current	direct debit	Bank charge	HSBC	X	45.00	4.00	49.00
260 Playground Inspections	18/09/2013	L&A	HSBC Current	87633V800AM4	Playground Inspection	A Bennett & Sons	S	324.00	64.80	388.80
261 Contractors' Maint	18/09/2013	L&A	HSBC Current	87633V800AM4	Playground Inspection	A Bennett & Sons	S	72.00	14.40	86.40
262 Playground Inspections	18/09/2013	L&A	HSBC Current	87633V800AM4	Playground Inspection	A Bennett & Sons	S	220.00	44.00	264.00
263 Contractors' Maint	18/09/2013	L&A	HSBC Current	87633V800AM4	Playground Inspection	A Bennett & Sons	S	44.00	8.80	52.80
264 Cleaning of hall and	18/09/2013	F&GP	HSBC Current	18713V801TMR	Cleaning	Asbit	S	424.30	84.86	509.16
265 Contractors' Maint (HTC)	18/09/2013	L&A	HSBC Current	76123V801XE2	Grounds Maintenance	Countrywide Grounds	S	483.33	96.67	580.00
266 Contractors' Maint	18/09/2013	L&A	HSBC Current	76123V801XE2	Grounds Maintenance	Countrywide Grounds	S	49.57	9.92	59.49
267 Security Patrols	18/09/2013	F&GP	HSBC Current	89963V8020BA	Security Guard Patrol	Lion Security	S	200.00	40.00	240.00
268 Courier & Postage	18/09/2013	F&GP	HSBC Current	89963V8020BA	Courier	Lion Security	S	90.00	18.00	108.00
269 Utilities	24/09/2013	F&GP	HSBC Current	direct debit	Gas supply	British Gas	X	157.71	1.29	159.00
270 Utilities	30/09/2013	F&GP	HSBC Current	direct debit	Electricity supply	British Gas	S	448.37	89.67	538.04

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
271 Office Supplies &	24/09/2013	F&GP	Cash	Imprest 104291	Office supplies	Various	S	4.46	0.89	5.35
272 Office Supplies &	24/09/2013	F&GP	Cash	Imprest 104291	Office supplies	Various	Z	28.05	0.00	28.05
273 Chairman's Allowance	24/09/2013	F&GP	Cash	Imprest 104291	Donation	Horley Town Council	E	10.00	0.00	10.00
274 Horley/South & SE in	24/09/2013	L&A	HSBC Current	104292	Horley in Bloom Awards	Horley Town Council	Z	200.00	0.00	200.00
275 Horley/South & SE in	26/09/2013	L&A	HSBC Current	104294	HIB Hospitality	Ferrito's	Z	255.00	0.00	255.00
276 Horley/South & SE in	26/09/2013	L&A	HSBC Current	104295	HIB Presentation evening	Dapper Shoes	Z	240.07	0.00	240.07
277 Net Salaries	27/09/2013	F&GP	HSBC Payroll		Salaries	Horley Town Council	Z	5,619.62	0.00	5,619.62
Total								18,409.20	1,165.99	19,575.19

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
185	03/09/2013	L&A	HSBC Current		Banner Display	SALsa Bug Classes	Z	48.00	0.00	48.00
186	04/09/2013	L&A	HSBC Current		Innes Pavilion rent	Horley Sports Social Club	Z	200.00	0.00	200.00
187	04/09/2013	L&A	HSBC Current		Easements/Utilities	Horley Sports Social Club	Z	12.00	0.00	12.00
188	04/09/2013	L&A	HSBC Current	106	Market Income	Saturday Market	Z	40.00	0.00	40.00
189	04/09/2013	L&A	HSBC Current	106	Edmonds Hall hire fee	Kickboxing - S Reynolds	Z	135.00	0.00	135.00
190	04/09/2013	L&A	HSBC Current	106	Edmonds Hall hire fee	Western Pairs Dancing	Z	111.00	0.00	111.00
191	05/09/2013	F&GP	HSBC Current		Precept	Reigate & Banstead	Z	152,365.50	0.00	152,365.50
192	05/09/2013	L&A	HSBC Current		Football pitch hire	Reigate Old Boys FC	Z	177.00	0.00	177.00
193	05/09/2013	L&A	HSBC Current		Banner Display	David Jones Personal	Z	48.00	0.00	48.00
194	05/09/2013	L&A	HSBC Current		Edmonds Hall hire fee	Church Youth Group	Z	132.00	0.00	132.00
195	10/09/2013	L&S	HSBC Current		Donation	Surrey County Council	Z	300.00	0.00	300.00
196	10/09/2013	L&A	HSBC Current		Edmonds Hall hire fee	Surrey Community	Z	220.00	0.00	220.00
197	11/09/2013	L&A	HSBC Current	107	Market Income	Saturday Market	Z	20.00	0.00	20.00
198	11/09/2013	L&A	HSBC Current	107	Edmonds Hall hire fee	Art Class	Z	190.00	0.00	190.00
199	11/09/2013	L&A	HSBC Current	107	Edmonds Hall hire fee	Pilates - Ann-Hooper	Z	44.00	0.00	44.00
200	11/09/2013	L&A	HSBC Current		Innes Pavilion rent	Horley Sports Social Club	Z	200.00	0.00	200.00
201	11/09/2013	L&A	HSBC Current		Easements/Utilities	Horley Sports Social Club	Z	12.00	0.00	12.00
202	11/09/2013	L&A	HSBC Current		Donation	Fiona Stimpson	Z	165.00	0.00	165.00
203	12/09/2013	L&A	HSBC Current		Edmonds Hall hire fee	Pilates - Kathy Gerrard	Z	88.00	0.00	88.00
204	17/09/2013	L&A	HSBC Current		Banner Display	High Sports Group	Z	24.00	0.00	24.00
205	18/09/2013	L&A	HSBC Current		Innes Pavilion rent	Horley Sports Social Club	Z	200.00	0.00	200.00
206	18/09/2013	L&A	HSBC Current		Easements/Utilities	Horley Sports Social Club	Z	12.00	0.00	12.00
207	18/09/2013	L&A	HSBC Current		Football pitch hire	AFC Earlswood	S	80.00	16.00	96.00
208	20/09/2013	L&A	HSBC Current		Edmonds Hall hire fee	Surrey School of Ballet	Z	242.00	0.00	242.00
209	23/09/2013	L&A	HSBC Current		Football pitch hire	RH123 FC	Z	295.00	0.00	295.00
210	25/09/2013	L&A	HSBC Current	108	Market Income	Saturday Market	Z	60.00	0.00	60.00
211	25/09/2013	L&A	HSBC Current	108	Edmonds Hall hire fee	Kickboxing - S Reynolds	Z	158.00	0.00	158.00
212	25/09/2013	L&A	HSBC Current	108	Football pitch hire	Perrywood FC	Z	59.00	0.00	59.00
213	25/09/2013	L&A	HSBC Current		Innes Pavilion rent	Horley Sports Social Club	Z	200.00	0.00	200.00
214	25/09/2013	L&A	HSBC Current		Easements/Utilities	Horley Sports Social Club	Z	12.00	0.00	12.00
215	26/09/2013	L&A	HSBC Current		Banner Display	Dance Mania -Debbie	Z	36.00	0.00	36.00
216	30/09/2013	L&A	HSBC Current		Grounds Maintenance	Reigate & Banstead	Z	5,132.25	0.00	5,132.25
217	06/09/2013	F&GP	HSBC Deposit		Interest	HSBC	Z	0.25	0.00	0.25
218	02/09/2013	F&GP	Barclays Direct		Interest	Barclays	Z	3.51	0.00	3.51
219	02/09/2013	F&GP	Barclays 10 Day		Interest	Barclays	Z	242.39	0.00	242.39

**Horley Town Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
Total								161,263.90	16.00	161,279.90

OCTOBER
Horley Town Council

4 November 2013 (2013-2014)

Bank Reconciliation at 31/10/2013		
Cash in Hand 01/04/2013		188,884.05
ADD		
Receipts 01/04/2013 - 31/10/2013		370,946.43
		559,830.48
SUBTRACT		
Payments 01/04/2013 - 31/10/2013		192,855.33
A Cash in Hand 31/10/2013 (per Cash Book)		366,975.15
Cash in hand per Bank Statements		
Cash	31/10/2013	150.00
HSBC Current	31/10/2013	33,562.45
HSBC Deposit	31/10/2013	1,433.62
HSBC Payroll	31/10/2013	773.57
Barclays 10 Day	31/10/2013	285,511.54
Nationwide Bond (previously	31/10/2013	21,040.53
Barclays Direct Access	31/10/2013	25,085.44
		367,557.15
Less unrepresented cheques As attached		582.00
		366,975.15
Plus unrepresented receipts As attached		0.00
B Adjusted Bank Balance		366,975.15
A = B Checks out OK		

Horley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre		PRECEPT					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
1	Precept	304,731.00	304,731.00	0.00	0.00	0.00	
SUB TOTAL		304,731.00	304,731.00	0.00	0.00	0.00	
Cost Centre		INCOME					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
2	Bank Interest	2,300.00	1,916.52	0.00	0.00	-383.48	
4	Edmonds Community Fund	25.00	187.98	0.00	0.00	162.98	
5	Devolved Powers	20,074.00	10,264.50	0.00	0.00	-9,809.50	
SUB TOTAL		22,399.00	12,369.00	0.00	0.00	-10,030.00	
Cost Centre		LETTINGS AND RENT					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
7	Edmonds Hall	15,500.00	10,715.00	0.00	0.00	-4,785.00	
8	Football Pitches	9,635.00	6,665.00	0.00	706.50	-3,676.50	
9	Allotments	2,500.00	20.00	0.00	0.00	-2,480.00	
10	Meeting Room	200.00	200.00	0.00	0.00	0.00	
11	Bowls Club	226.00	251.00	0.00	0.00	25.00	
12	Innes Pavilion	10,000.00	5,200.00	0.00	0.00	-4,800.00	
13	Saturday Market	0.00	780.00	0.00	0.00	780.00	
14	Event Income	2,000.00	2,970.00	0.00	0.00	970.00	
15	Edmonds Hall Deposits	0.00	150.00	0.00	100.00	50.00	
16	Football Pitch Deposits	0.00	100.00	0.00	100.00	0.00	
SUB TOTAL		40,061.00	27,051.00	0.00	906.50	-13,916.50	
Cost Centre		OFFICE EXPENDITURE					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
19	Stationery	0.00	0.00	2,550.00	957.89	1,592.11	
20	Courier & Postage	0.00	0.00	800.00	141.50	658.50	
21	Office Supplies & Equipment	0.00	0.00	1,000.00	302.96	697.04	
22	Photocopying	80.00	191.67	6,500.00	2,876.52	3,735.15	
23	IT	0.00	0.00	4,000.00	1,946.00	2,054.00	

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

24	Website	0.00	0.00	1,000.00	1,073.75	-73.75
25	Communications	0.00	0.00	1,500.00	767.92	732.08
26	Environment Campaign	0.00	0.00	0.00	0.00	0.00
SUB TOTAL		80.00	191.67	17,350.00	8,066.54	9,395.13

Cost Centre SALARIES AND PENSIONS

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
30	Net Salaries	0.00	0.00	67,056.00	38,484.64	28,571.36
31	PAYE	0.00	0.00	23,070.00	12,613.00	10,457.00
32	NI Employee	0.00	0.00	6,880.00	3,796.78	3,083.22
33	NI Employer	0.00	0.00	7,100.00	4,084.67	3,015.33
34	SCC Pension Employee	0.00	0.00	8,344.00	4,715.29	3,628.71
35	SCC Pension Employer	0.00	0.00	21,500.00	13,874.08	7,625.92
SUB TOTAL		0.00	0.00	133,950.00	77,568.46	56,381.54

Cost Centre OFFICE MAINTENANCE & REPAIR

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
38	Maintenance & Repairs	0.00	0.00	3,000.00	1,656.50	1,343.50
39	Cleaning of hall and office	0.00	0.00	9,200.00	4,177.21	5,022.79
40	Utilities	0.00	0.00	5,800.00	1,744.39	4,055.61
41	Rates	0.00	0.00	1,850.00	1,265.91	584.09
42	Maintenance Contracts	0.00	0.00	1,500.00	371.18	1,128.82
43	Window Cleaning	0.00	0.00	475.00	275.00	200.00
44	Security Alarm system	0.00	0.00	0.00	0.00	0.00
45	Fire Equipment & H & S	0.00	0.00	430.00	192.94	237.06
46	Market rates and utilities	0.00	0.00	0.00	0.00	0.00
SUB TOTAL		0.00	0.00	22,255.00	9,683.13	12,571.87

Cost Centre GENERAL

Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
50	Public Works Loan Board	0.00	0.00	19,544.92	9,772.46	9,772.46
51	Bank charges	0.00	0.00	1,300.00	590.40	709.60

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

52	Insurance	0.00	0.00	11,000.00	6,262.27	4,737.73
53	Legal and professional fees	0.00	0.00	1,950.00	0.00	1,950.00
54	Audit fees	0.00	0.00	1,800.00	1,500.00	300.00
55	Subscriptions & Licences	0.00	0.00	6,500.00	6,017.59	482.41
56	Advertising	0.00	0.00	100.00	0.00	100.00
57	Newsletter	0.00	0.00	1,000.00	270.00	730.00
58	Town Guide	0.00	0.00	1,000.00	200.00	800.00
59	Presentation Badges	0.00	0.00	0.00	0.00	0.00
60	Election Expenses	0.00	0.00	0.00	0.00	0.00
61	QPS	0.00	0.00	0.00	0.00	0.00
62	Chairman's Allowance	0.00	0.00	400.00	85.00	315.00
63	Cllr Expenses	0.00	0.00	375.00	0.00	375.00
64	Cllr Training	0.00	0.00	375.00	112.00	263.00
65	Staff Expenses	0.00	0.00	700.00	101.90	598.10
66	Staff Training	0.00	0.00	800.00	50.00	750.00
SUB TOTAL		0.00	0.00	46,844.92	24,961.62	21,883.30
Cost Centre GROUNDS MAINTENANCE						
Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
70	Contractors' Maint (HTC)	0.00	0.00	38,170.00	19,284.54	18,885.46
71	Contractors' Maint (Agency)	0.00	0.00	15,550.00	8,865.73	6,684.27
72	Playground Inspections	0.00	0.00	7,900.00	4,135.00	3,765.00
73	Playground Repairs	0.00	0.00	11,000.00	1,089.73	9,910.27
74	Litter Bins	0.00	0.00	800.00	0.00	800.00
75	Signage	0.00	0.00	2,300.00	340.00	1,960.00
76	Pest Control	0.00	0.00	600.00	0.00	600.00
77	Tree Surgery	0.00	0.00	5,000.00	3,432.78	1,567.22
125	Project Expenditure	0.00	0.00	19,500.00	0.00	19,500.00
126	Himalayan Balsam	0.00	200.00	0.00	683.34	-483.34

Horley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL		0.00	200.00	100,820.00	37,831.12	63,188.88
Cost Centre HORLEY RECREATION GROUND						
Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
79	Memorial Gardens	0.00	0.00	4,000.00	2,033.50	1,966.50
80	Ornamental Gardens	0.00	165.00	2,000.00	485.00	1,680.00
81	Skatepark & MUGA	0.00	0.00	2,500.00	530.00	1,970.00
82	Footpaths & Car park	0.00	0.00	0.00	0.00	0.00
123	Grounds	0.00	0.00	2,500.00	75.00	2,425.00
SUB TOTAL		0.00	165.00	11,000.00	3,123.50	8,041.50
Cost Centre COURT LODGE/INNES PAVILION						
Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
86	Football pitches/Grounds	0.00	0.00	1,000.00	0.00	1,000.00
87	Buildings	0.00	0.00	1,000.00	29.17	970.83
88	Utilities	700.00	312.00	1,700.00	175.47	1,136.53
89	Lease of land	0.00	0.00	1.00	1.00	0.00
124	Football Pavillion Cleaning	0.00	0.00	750.00	0.00	750.00
SUB TOTAL		700.00	312.00	4,451.00	205.64	3,857.36
Cost Centre MICHAEL CRESCENT						
Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
91	Rates & Utilites	0.00	0.00	700.00	426.88	273.12
121	Buildings and Grounds	0.00	0.00	1,000.00	1,207.00	-207.00
SUB TOTAL		0.00	0.00	1,700.00	1,633.88	66.12
Cost Centre EMLYN MEADOWS						
Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
95	Grounds	0.00	0.00	500.00	0.00	500.00
SUB TOTAL		0.00	0.00	500.00	0.00	500.00
Cost Centre ALLOTMENTS						
Code	Title	Receipts		Payments		Net Position
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)
97	Maintenance	0.00	0.00	1,500.00	200.00	1,300.00
98	Utilities	0.00	0.00	600.00	19.69	580.31
SUB TOTAL		0.00	0.00	2,100.00	219.69	1,880.31

Horley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre		TOWN CENTRE					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
100	Baskets and planting	0.00	1,325.00	4,500.00	4,244.50	1,580.50	
101	Horley/South & SE in Bloom	0.00	0.00	1,600.00	1,690.77	-90.77	
102	Christmas	0.00	0.00	2,400.00	0.00	2,400.00	
SUB TOTAL		0.00	1,325.00	8,500.00	5,935.27	3,889.73	
Cost Centre		SECURITY					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
105	Security Patrols	0.00	0.00	3,200.00	1,400.00	1,800.00	
106	CCTV Installation	0.00	3,500.00	0.00	3,457.67	42.33	
107	CCTV Maintenance	0.00	0.00	3,000.00	300.93	2,699.07	
SUB TOTAL		0.00	3,500.00	6,200.00	5,158.60	4,541.40	
Cost Centre		GRANTS AND DONATIONS					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
110	Grant Award Scheme	0.00	0.00	1,000.00	250.00	750.00	
111	Churchyards	0.00	0.00	6,000.00	3,000.00	3,000.00	
112	Clr Initiative grants	0.00	0.00	0.00	0.00	0.00	
113	Other Grants	0.00	700.00	0.00	400.00	300.00	
SUB TOTAL		0.00	700.00	7,000.00	3,650.00	4,050.00	
Cost Centre		VAT RECLAIM					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
120	Vat repayments	0.00	0.00	0.00	0.00	0.00	
SUB TOTAL		0.00	0.00	0.00	0.00	0.00	
Cost Centre		CONTINGENCY					
Code	Title	Receipts		Payments		Net Position	
		Estimated	Actual	Estimated	Actual	Underspend (+)/Overspend (-)	
122	Contingency	0.00	0.00	6,000.00	0.00	6,000.00	
SUB TOTAL		0.00	0.00	6,000.00	0.00	6,000.00	
NET TOTAL		367,971.00	350,544.67	368,670.92	178,943.95	172,300.64	
V.A.T.			20,401.76		13,911.38		
GROSS TOTAL			370,946.43		192,855.33		

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
278 Rates	01/10/2013	F&GP	HSBC Current	direct debit	Rates	Reigate & Banstead	Z	181.00	0.00	181.00
279 Rates & Utilities	01/10/2013	F&GP	HSBC Current	direct debit	Rates	Reigate & Banstead	Z	55.00	0.00	55.00
280 Utilities	01/10/2013	L&A	HSBC Current	direct debit	Water Rates	Sutton & ES Water	Z	3.34	0.00	3.34
281 Staff Training	03/10/2013	F&GP	HSBC Current	08693VM013X3	Staff Training	SALC	S	50.00	10.00	60.00
282 Maintenance & Repairs	03/10/2013	F&GP	HSBC Current	36093VM01FH1	Repairs/Maintenance	Airtemp AC Ltd.	S	265.00	53.00	318.00
283 Cleaning of hall and	03/10/2013	F&GP	HSBC Current	18963VM01888	Cleaning	Asbit	S	313.08	62.62	375.70
284 Maintenance & Repairs	03/10/2013	F&GP	HSBC Current	18963VM01888	Repairs/Maintenance	Asbit	S	22.50	4.50	27.00
285 CCTV Installation	03/10/2013	F&GP	HSBC Current	19133VR00XUJ	CCTV	Lion Security	S	1,861.67	372.33	2,234.00
286 Photocopying	07/10/2013	F&GP	HSBC Current	direct debit	Photocopying - Lease	CTT Vendor Finance (UK)	S	567.00	113.40	680.40
287 CCTV Maintenance	08/10/2013	F&GP	HSBC Current	direct debit	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
288 Bank charges	10/10/2013	F&GP	HSBC Current	direct debit	Bank charge	HSBC	Z	45.40	0.00	45.40
289 Cleaning of hall and	15/10/2013	F&GP	HSBC Current	37953VY00EYR	Cleaning	Asbit	S	313.08	62.62	375.70
290 Maintenance & Repairs	15/10/2013	F&GP	HSBC Current	37953VY00EYR	Repairs/Maintenance	Asbit	S	22.50	4.50	27.00
291 Contractors' Maint (HTC)	15/10/2013	L&A	HSBC Current	17323VY00G1U	Grounds Maintenance	Countrywide Grounds	S	483.33	96.67	580.00
292 Contractors' Maint	15/10/2013	L&A	HSBC Current	17323VY00G1U	Grounds Maintenance	Countrywide Grounds	S	49.57	9.92	59.49
293 PAYE	15/10/2013	F&GP	HSBC Current	09203VY00GMD	PAYE	HMRC	E	1,884.00	0.00	1,884.00
294 NI Employee	15/10/2013	F&GP	HSBC Current	09203VY00GMD	NIC Employee	HMRC	E	561.55	0.00	561.55
295 NI Employer	15/10/2013	F&GP	HSBC Current	09203VY00GMD	NIC Employer	HMRC	E	624.00	0.00	624.00
296 Security Patrols	15/10/2013	F&GP	HSBC Current	31253VY024H1	Security Guard Patrol	Lion Security	S	200.00	40.00	240.00
297 IT	15/10/2013	F&GP	HSBC Current	33173VT00F6H	IT Maintenance	Micro Maintenance Ltd.	S	150.00	30.00	180.00
298 SCC Pension Employee	15/10/2013	F&GP	HSBC Current	82313VT01RL1	AVCs - Alan Jones	Prudential LGAVC	E	128.55	0.00	128.55
299 SCC Pension Employer	15/10/2013	F&GP	HSBC Current	30453VT01RUS	Pension payments	Surrey Pension Fund	E	2,082.04	0.00	2,082.04
300 SCC Pension Employee	15/10/2013	F&GP	HSBC Current	30453VT01RUS	Pension payments	Surrey Pension Fund	E	582.97	0.00	582.97
301 CCTV Maintenance	15/10/2013	F&GP	HSBC Current	04493VY00930	CCTV Broadband	Zen Internet	S	48.23	9.64	57.87
302 Insurance	15/10/2013	F&GP	HSBC Current	17753VY00HUV	Insurance	WPS Insurance Ltd	Z	55.88	0.00	55.88
303 Maintenance Contracts	15/10/2013	F&GP	HSBC Current	direct debit	Maintenance Agreement	British Gas	S	38.74	7.75	46.49
304 Bank charges	16/10/2013	F&GP	HSBC Current	direct debit	Bank charge	HSBC	X	45.00	4.00	49.00
305 Communications	17/10/2013	F&GP	HSBC Current	direct debit	Broadband	Zen Internet	S	21.27	4.25	25.52
306 Utilities	24/10/2013	F&GP	HSBC Current	direct debit	Gas supply	British Gas	X	219.00	2.00	221.00
307 Playground Inspections	25/10/2013	L&A	HSBC Current	31523WD01HGT	Playground Inspection	A Bennett & Sons	S	324.00	64.80	388.80
308 Contractors' Maint	25/10/2013	L&A	HSBC Current	31523WD01HGT	Playground Inspection	A Bennett & Sons	S	72.00	14.40	86.40
309 Playground Inspections	25/10/2013	L&A	HSBC Current	31523WD01HGT	Playground Inspection	A Bennett & Sons	S	275.00	55.00	330.00
310 Contractors' Maint	25/10/2013	L&A	HSBC Current	31523WD01HGT	Playground Inspection	A Bennett & Sons	S	55.00	11.00	66.00
311 Stationery	25/10/2013	F&GP	HSBC Current	52403W6000Z6	Stationery	Don Ruffies Ltd.	S	102.19	20.44	122.63
312 Office Supplies &	25/10/2013	F&GP	HSBC Current	52403W6000Z6	Office supplies	Don Ruffies Ltd.	S	35.30	7.06	42.36
313 Horley/South & SE in	25/10/2013	L&A	HSBC Current	52403W6000Z6	Office supplies	Don Ruffies Ltd.	X	220.15	44.04	264.19

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
314	25/10/2013	L&A	HSBC Current	67923W601M64	Grounds Maintenance	Reigate & Banstead	S	7,907.00	1,581.40	9,488.40
315	25/10/2013	L&A	HSBC Current	67923W601M64	Grounds Maintenance	Reigate & Banstead	S	2,580.25	516.05	3,096.30
316	25/10/2013	L&A	HSBC Current	67923W601M64	HIB Hospitality	Reigate & Banstead	S	208.05	41.61	249.66
317	25/10/2013	L&A	HSBC Current	23483WD01P7Z	Keys	Seldons Locksmiths	S	29.17	5.83	35.00
318	25/10/2013	F&GP	HSBC Current	13063W60112R	Window cleaning	Michael Stone	Z	55.00	0.00	55.00
319	25/10/2013	F&GP	HSBC Current	65033W600PE9	Staff Expenses	Alan Jones	Z	101.90	0.00	101.90
320	29/10/2013	F&GP	HSBC Current	direct debit	Photocopying	SOS Systems Ltd	S	447.21	89.44	536.65
321	05/10/2013	F&GP	HSBC Current	104296	Councillor training	GACC	Z	12.00	0.00	12.00
322	15/10/2013	L&A	HSBC Current	104297	Flowers	Horley Flower Club	Z	42.00	0.00	42.00
323	21/10/2013	L&A	HSBC Current	104298	Remembrance Day	Royal British Legion	Z	250.00	0.00	250.00
324	21/10/2013	L&A	HSBC Current	104299	Remembrance Day	Royal British Legion	Z	50.00	0.00	50.00
325	28/10/2013	L&A	HSBC Current	104300	Allotment maintenance	Britannia Crest	S	200.00	40.00	240.00
326	28/10/2013	F&GP	HSBC Payroll		Salaries	Horley Town Council	E	5,688.66	0.00	5,688.66
Total								29,549.85	3,382.52	32,932.37

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
220	01/10/2013	L&A	HSBC Current	109	Event Income	Doug Beach	Z	1,200.00	0.00	1,200.00
221	01/10/2013	L&A	HSBC Current	109	Football pitch hire	Horley AFC	Z	413.00	0.00	413.00
222	01/10/2013	F&GP	HSBC Current	109	Police Security Grant	Surrey Police	Z	3,500.00	0.00	3,500.00
223	01/10/2013	L&A	HSBC Current		Edmonds Hall hire fee	Surrey Community	Z	165.00	0.00	165.00
224	06/10/2013	L&A	HSBC Current		Edmonds Hall hire fee	Surrey School of Ballet	Z	108.00	0.00	108.00
225	07/10/2013	F&GP	HSBC Current		Vat Refund	HMRC	R	0.00	6,473.56	6,473.56
226	07/10/2013	L&A	HSBC Current		Football pitch hire	Reigate Old Boys FC	Z	59.00	0.00	59.00
227	10/10/2013	L&A	HSBC Current		Edmonds Hall hire fee	Pilates - Kathy Gerrard	Z	88.00	0.00	88.00
228	14/10/2013	L&A	HSBC Current		Football pitch hire	AFC Sporting Horley	Z	389.00	0.00	389.00
229	15/10/2013	L&A	HSBC Current	110	Market Income	Saturday Market	Z	60.00	0.00	60.00
230	15/10/2013	L&A	HSBC Current	110	Football pitch hire	Border Wanderers FC	Z	118.00	0.00	118.00
231	15/10/2013	L&A	HSBC Current	110	Football pitch hire	Gatwick Albion FC	Z	59.00	0.00	59.00
232	15/10/2013	L&A	HSBC Current	110	Edmonds Hall hire fee	Western Pairs Dancing	Z	111.00	0.00	111.00
233	15/10/2013	L&A	HSBC Current	110	Edmonds Hall hire fee	Wardrobe Wizards	Z	64.00	0.00	64.00
234	15/10/2013	L&A	HSBC Current	110	Edmonds Hall hire fee	Art Class	Z	152.00	0.00	152.00
235	15/10/2013	L&A	HSBC Current	110	Edmonds Hall hire fee	Tai-Chi	Z	54.00	0.00	54.00
236	15/10/2013	L&A	HSBC Current	110	Edmonds Hall hire fee	Pilates - Ann-Hooper	Z	110.00	0.00	110.00
237	15/10/2013	L&A	HSBC Current	110	Edmonds Hall hire fee	Church Group	Z	344.00	0.00	344.00
238	15/10/2013	L&A	HSBC Current	110	Football pitch hire	Border Wanderers FC	Z	118.00	0.00	118.00
239	15/10/2013	L&A	HSBC Current	110	Football pitch hire	Perrywood FC	Z	177.00	0.00	177.00
240	15/10/2013	L&A	HSBC Current		Edmonds Hall hire fee	Church Youth Group	Z	220.00	0.00	220.00
241	17/10/2013	L&A	HSBC Current		Banner Display	Greenwich Leisure	Z	48.00	0.00	48.00
242	21/10/2013	L&A	HSBC Current		Himalayan Balsam	Surrey County Council	Z	200.00	0.00	200.00
243	22/10/2013	L&A	HSBC Current		Edmonds Hall hire fee	Surrey Community	Z	275.00	0.00	275.00
244	22/10/2013	L&A	HSBC Current		Football pitch hire	RH123 FC	Z	236.00	0.00	236.00
245	23/10/2013	L&A	HSBC Current	111	Market Income	Saturday Market	Z	60.00	0.00	60.00
246	23/10/2013	L&A	HSBC Current	111	Football pitch hire	Horley AFC	Z	590.00	0.00	590.00
247	23/10/2013	L&A	HSBC Current	111	Football pitch hire	Horley Town FC	X	170.00	16.00	186.00
248	23/10/2013	L&A	HSBC Current		Edmonds Hall hire fee	Yoga - Charlotte Huggins	Z	72.00	0.00	72.00
249	01/10/2013	F&GP	Barclays Direct		Interest	Barclays	Z	9.30	0.00	9.30
250	01/10/2013	F&GP	Barclays 10 Day		Interest	Barclays	Z	328.92	0.00	328.92
Total								9,498.22	6,489.56	15,987.78