

HORLEY TOWN COUNCIL

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AGENDA

ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday, 18 June 2024 at 7.30 pm

Venue: Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ

SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend an **ORDINARY MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday, 18 June 2024, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh
Town Clerk

Members' Apologies:

If required, a Member must submit their apologies for this meeting by sending an email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.

Public Forum:

Members of the Public and Press are welcome to attend this meeting in person or may join it remotely by requesting a Zoom link by email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day before the meeting is due to be held.

Public and Press attendees are invited to put questions or draw relevant matters to the Council's attention and are permitted to speak once only and for five minutes maximum 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 question or comment is submitted in writing which shall be answered in due course.

HORLEY TOWN COUNCIL

**An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,
Albert Road, Horley on Tuesday, 18 June 2024, 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.

The meeting will be preceded by a minute's silence in memory of former Café In The Park operator, Debbie Crawley, who sadly passed away recently after a short illness.

AGENDA

1 Apologies for Absence

To receive apologies for absence with officer recommendation for acceptance.

2 Disclosable Pecuniary Interests and Non-Pecuniary Interests

To receive any declarations of interest in relation to any items included on this agenda.

3 Public Forum

4 Minutes

To approve the Minutes of the Annual Council Meeting held on [7 May 2024](#)

5 Full Council Updates

6 Committee Reports

i) To receive the draft Minutes of the meetings of the following Committees:

Leisure Committee held on [23 April 2024](#) and [7 May 2024](#)

ii) To receive the Minutes of the meetings of the following Committees:

Planning and Development Committee held on [9 April 2024](#), [7 May 2024](#) and [14 May 2024](#)

7 Council Chairman's Report

To receive a report of events attended by the Chairman or representative since the Full Council meeting held on 7 May 2024 (*attached*).

8 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)

i) To receive any updates from Cllr Mike George as the HTC representative on the SALC Board.

ii) To receive any other updates from the National and County Associations.

9 Borough, County Council and Other Updates

i) To note that SCC/RBBC/HTC Joint Council meetings for 2024/25 will reconvene on 22 July 2024.

ii) To note that RBBC/HTC Liaison meetings for 2024/25, due to be reconvened, have yet to be confirmed by the borough council.

iii) To receive an update on any other matters.

10 Internal Audit Matters

i) Internal Audit 2023/24 - To receive the Final Report from the Internal Auditor and responses from the Town Clerk/RFO, as necessary. (attached)

ii) To receive the Councillors' Audit Certificates for January, February, and March 2024. (attached)

iii) To approve the financial reports, including bank reconciliations and summary of receipts and payments, up to 31 March 2024. (attached)

iv) To agree the Councillor Audit Rota for 2024/25 (attached).

11 Annual Audit for the Year Ending 31 March 2024

i) To approve the unaudited Balance Sheet and Reserve Analysis as of 31 March 2024. (*attached*)

ii) To approve the Annual Governance Statement 23/24 (Section 1). (*attached*)

- iii) To approve the Accounting Statement 23/24 (Section 2) (*attached*) and the Annual Internal Audit Report. (*attached*)

12 Community Foundation for Surrey - Horley Edmonds Fund

- i) To consider an application from St Barts (Lychgate)
- ii) To consider an application from YMCA East Surrey
- iii) To receive an update on any other matters.

13 Financial Matters

- i) To note the renegotiation of the Town Council's Cleaning Contract for the Albert Rooms.
- ii) To agree the appointment of the Council's Project Management consultant for 2024/25 and to note outline scale of charges.

14 Town Council Commercial Combined Insurance Renewal 2024/25

- i) To ratify the annual Combined Insurance Premium from Aviva, in the total sum of £12,283.66 (including IPT and administration charge).
- ii) To ratify the annual Personal Accident Premium from Aviva, in the total sum of £458.99 (including IPT and administration charge).
- iii) To ratify the Town Council's separate annual Cyber Protection Policy for 2024/25 in the total sum of £864.92 (including IPT and administration charge).

15 Working Groups

- i) To receive an update from the Chairman of the Environment Working Group on their meeting held 04 June 2024

16 Outside Bodies

To receive any updates from the Town Council representatives on the following outside bodies:

- i) Borough Standards Committee
- ii) Horley Community Partnership
- iii) Royal British Legion

17 General Election – 4 July 2024

- i) To note the use of the Edmonds Hall, Albert Rooms as a polling station.
- ii) To note the pre-election period for local authorities from the publication notice (effective 24 May 2024) together with the Code of Recommended Practice on local authority publicity as set out in NALC's guidance note LO1-24 (*attached*).

18 Recognition of Past Mayors

To consider whether Council wishes to bestow a former mayor badge of office in recognition of service.

**19 RBBC Strategic Infrastructure Programme (SIP) 2023-2027:
Reference Numbers: CIL SIP (2) 17, 18, 19, 20**

To receive an update on progress with the live projects in line with the programme and anticipated timescales.

20 SCC Your Fund Surrey Small Community Projects

To receive an update on progress of the successful bid made by the Town Council through the scheme.

21 Communications Received

22 Diary Dates

23 Items for Future Consideration

To note urgent business for inclusion on future agenda.

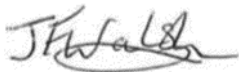
24 Press Release

To agree items for inclusion.

- 25 **Exclusion of Public and Press**
“In view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw.”
- 26 **‘Café In The Park’ Occupancy, Horley Recreation Ground** **CONFIDENTIAL**
i) To receive a briefing overview on the café and the financial position since closure in May due to unforeseen circumstances and arrangements for the new occupancy.
ii) To form a working group of three councillors to take forward the project and make recommendations for appointment of operator in due course.
iii) To consider the request of the former operator’s family to place a memorial bench at the park and if Council wishes to make a contribution towards the cost through the General Power of Competence (GPC).
iv) To receive an update on any other matters.
- 27 **RBBC Strategic Infrastructure Programme (SIP) 2023-2027:** **CONFIDENTIAL**
CIL SIP (2) 17: Community Safety Project Horley Recreation Ground
To consider the recommendations for contract award to replace the perimeter railings at Horley Recreation Ground, Brighton Road, Horley.
28. **SCC Your Fund Surrey Small Community Projects** **CONFIDENTIAL**
YF362: Court Lodge Car Park Improvements - Replacement Height Barrier
To consider the recommendations for contract award to replace the ageing height barrier at the car park entrance to Court Lodge Fields, Thornton Close, Court Lodge, Horley.

Signed: Town Clerk, 13 June 2024

Date of Next Meeting – 30 July 2024



List of Mayoral Events May – 11 June 2024

Date	Event	Location
23 May	Reigate and Banstead Annual Council Meeting	Reigate Town Hall
09 June	80 th anniversary of D-Day Service	Memorial Garden Horley Rec



Our Ref: MARK/HOR004

Mrs J Walsh
Horley Town Council
The Council Offices
92 Albert Road
Horley, Surrey
RH6 7HZ

23rd May 2024

Dear Joan,

Re: Horley Town Council
Internal Audit Year Ended 31 March 2024 – Year-End Audit report

Executive summary

Following completion of our year-end internal audit on the 23rd of May 2024 we enclose our report for your kind attention and presentation to the council. This report contains details of the additional testing conducted at year-end and should be considered alongside the interim audit reports issued following our interim audit on the 28th of November. The audits were conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Horley Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry Local Authority Services Ltd, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Year-End Audit

The year-end audit was conducted on site. Information was requested from the council in advance of the audit taking place, and this was reviewed along with other information published on the council's website <https://www.horleysurrey-tc.gov.uk/>

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Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
Books of account	it was noted that there were instances of income being netted off against expenditure especially in code 4230 Utilities. I remind council that income and expenditure must be shown gross. I recommend journals are posted to correct this.	Completed
Bank reconciliation	The council is performing a regular reconciliation which in the past has been fully signed off in accordance with regulations; however, it is noted some of the later reconciliation documents have not been signed, although the “audit pack” to which they were attached was. I recommend the council review the wording of this regulation and update day to practice as necessary.	Completed
Financial regulations	<p><i>Typo 14.5. Subject only to the limit set in Regulation 15.2 (should be 14.2)</i></p> <p><i>Typo FR 15.1 Following the annual risk assessment, (per Regulation 18 (should be 17)), the RFO shall effect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.</i></p>	Completed
Insurance	(Fidelity Guarantee) level of £250,000 which is low for a council of this size. The listed asset cover appears appropriate based on the items recorded on the council’s asset register. I recommend a review of the money cover with the insurers.	Completed
Payroll	<p>It was noted there is a miscellaneous credit of £280 from month 2. The RFO may want to investigate this with HMRC.</p> <p>It was noted the back pay calculation has been prepared for 6 months instead of 7 – this will need to be verified and approved for amendment in December 2023.</p>	Completed
Transparency	<p>I recommend the council review the layout of the information and consider and alternative presentation to make it clearer and easier to locate. I suggest a review of the Salisbury City Council website as good practice.</p> <p>https://salisburycitycouncil.gov.uk/our-council/about-your-council/transparency-code/</p>	On-going

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check that the council's Finance Regulations are being routinely followed.

Further to the testing conducted at the interim audit, I verified the January, February and March finance pack will be taken to the June 2024 meeting. The councillors have completed their internal checks. I am under no doubt council has the proper opportunity to review and understand financial matters and continues to approve payments in accordance with financial regulations.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

"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."

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

Comprehensive financial management information is presented to council, including income & expenditure against budget, bank statements and invoices for payment lists, providing councillors with sufficient opportunity to scrutinise the council's overall financial position.

I am under no doubt council properly prepares budgets and financial reports and that councillors can make informed decisions based on these.

Analysis of the council's year-end income and expenditure report shows total income for the year reported as 148.7% and total expenditure as 117.5%. This has resulted in a surplus of £264,478. This is due in the main to un-budgeted CIL Income (£243,910) and interest (£13,349).

At the end of the financial year, the council held circa £309,823 in earmarked reserves (EMR) and a further £370,175 in the general reserve. I was able to compare reserve information across the management accounts and the AGAR working documents and found the totals to be consistent.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states '*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*' (para 5.33).

The general reserve balance is within the recommended range.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

I verified the March payroll to the underlying nominal ledger and can confirm there were no errors.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR. Assets are correctly stated at historic cost or proxy cost.

I am under no doubt the register is up to date and correct as at 31st March 2024.

The council has a Public Works Loan Board (PWLB) loan, and I confirmed the year-end balance and in year payments against the PWLB documents.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

I reviewed the March 2024 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and cashbooks. The balances agreed to the end of year AGAR.

Due to the size of the council's annual budget, it does not benefit from the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS). The council has mitigated this risk and opened accounts with different providers in accordance with its adopted Investment Strategy.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2022/23 year-end were met
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
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	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.

	authority and. Where appropriate, have included them in the accounting statements.		
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A

Section 2 – Accounting Statements

AGAR box number		2022/23	2023/24	Internal Auditor notes
1	Balances brought forward	326,943	415,520	Agrees to 2022/23 carry forward (box 7)
2	Precept or rates and levies	464,794	525,016	Figure confirmed to central precept record
3	Total other receipts	115,417	407,424	Agrees to underlying accounting records
4	Staff costs	189,040	232,078	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	47,141	47,141	Confirmed to PWLB documents
6	All other payments	255,453	388,743- 2,970+6,540 =	Agrees to underlying accounting records – adjustment made for accruals
7	Balances carried forward	415,520	679,998+2,970- 6540 =	Casts correctly and agrees to balance sheet

8	Total value of cash and short-term investments	425,037	736,620	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	2,480,033	2,424,580	Matches asset register total and changes from previous year have been traced
10	Total borrowings	608,634	578,039	Confirmed to PWLB documents

For Local Councils Only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained due to year-end debtors, creditors, accruals, VAT. Amounts for each of these are similar to those for the previous year and appropriate for a council of this size and financial activity level. I have verified these to underlying schedules and third party evidence, one adjustment is required to reverse accruals remaining from 202, totalling £2,966.90.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2022/23 and published on the council website.

The variance analysis has been completed to explain the variances exceeding 15% where required, and in my opinion, contains sufficient narrative and quantitative information for the External Auditor.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick “not covered”)

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

Audit findings

At present no specific guidance has been provided to set out what the ‘relevant legislation’ is in respect of Control Objective L. We have therefore considered the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) Regulations 2015 [<https://www.legislation.gov.uk/ukxi/2015/480/made/data.pdf>] and, 2015/494 The Smaller Authorities (Transparency Requirements). https://www.legislation.gov.uk/ukxi/2015/494/pdfs/ukxiem_20150494_en.pdf

In addition to this, we have considered the additional publication requirements as set out in the ICO Model Publication Scheme for Parish Councils. <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf> & https://ico.org.uk/media/for-organisations/documents/1266/parish_council_information_guide.doc

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority’s website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement.

The council has model publication scheme documentation this is dated 2019 and published on the website. This will be reviewed in 2024.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor’s Report and Certificate) of the AGAR are available for review on the council website for financial years 2018/19 to 2022/23 inclusive.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2023 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23	2023/24 Proposed
Date AGAR signed by council	20 th June 2023	18 th June
Date inspection notice issued	30 th June 2023	21 st June
Inspection period begins	3 rd July 2023	24 th June
Inspection period ends	11 th August 2023	2 nd August
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓ N/a
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Mark Mulberry
Mulberry Local Authority Services Ltd

Year-End Audit - Points Carried Forward

None

Audit Point	Audit Findings	Council comments


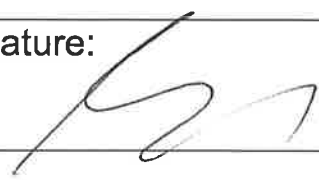

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

January 2024

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

Observations (Councillors)	Clerk/ RFO's action
<p>NO STATEMENT FOR HANDEES BANKEN FT 263 666 45</p> <p>COULD WE HAVE SALES LEDGER SORTED BY INVOICE DATE/INVOICE No. PLEASE!</p> <p>REMOVED</p> <p>COULD WE INCLUDE NOTE COLUMN IN £500+ PURCHASE LEDGER SO M.NOTES NUMBER CAN BE VALIDATED</p>	<p>This has been resolved, statement now available from Handesbanken.</p> <p>Will look into this</p>
Name: JORDAN BEECH Signature: 	Signature: 
Name: MARTIN SAUNDERS Signature: 	
Date: 25/4/24	Date: 25/4/24


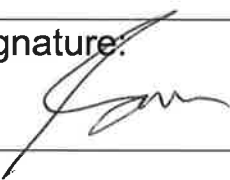

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

February 2024

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

Observations (Councillors)	Clerk/ RFO's action
Name: MARTIN SAUNDERS Signature: 	Signature: 
Name: JORDAN BEECH Signature: 	
Date: 25/4/24	Date: 25/4/24




HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

March 2024

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

Observations (Councillors)	Clerk/ RFO's action
Name: JORDAN BEECH Signature: 	Signature: 
Name: MARTIN SANDERS Signature: 	
Date: 25/4/24	Date: 25/4/24

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 1 - HSBC Current 51219138**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	31/01/2024		91,958.08
			<u>91,958.08</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			91,958.08
<u>Unpresented Receipts (Plus)</u>			
31/01/2024		61.00	
			<u>61.00</u>
			92,019.08
		Balance per Cash Book is :-	92,019.08
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 2 - HSBC Deposit 01219154

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit 01219154	31/01/2024		155,621.68
			<u>155,621.68</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			155,621.68
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			155,621.68
		Balance per Cash Book is :-	155,621.68
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 3 - HSBC Payroll 81345788

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Payroll 81345788	31/01/2024		8,650.07
			<u>8,650.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			8,650.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,650.07
		Balance per Cash Book is :-	8,650.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 4 - Nationwide Intl 90036306

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Intl 90036306	31/01/2024		23,240.07
			<u>23,240.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,240.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,240.07
		Balance per Cash Book is :-	23,240.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 5 - FairFX Bank Debit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
FairFX Bank Debit Card	31/01/2024		365.95
			<u>365.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			365.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			365.95
		Balance per Cash Book is :-	365.95
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 6 - Handelsbanken 50044859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	31/01/2024		343,767.59
			<u>343,767.59</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			343,767.59
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			343,767.59
		Balance per Cash Book is :-	343,767.59
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 7 - Safe (unbanked money)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Safe (Unbanked Money)	31/01/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 8 - Handelsbanken FT 26366645

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken FT 26366645	31/01/2024		250,000.00
			<u>250,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			250,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			250,000.00
		Balance per Cash Book is :-	250,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Cashbook transactions totalling £0.00 or more
for the period 01/01/2024 to 31/01/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	10	10/01/2024	13163	Firetronics Limited	1,084.64
1	HSBC Current 51219138	10	10/01/2024	10901963	Idverde Limited	4,997.82
1	HSBC Current 51219138	10	10/01/2024	INV01445	MVL Architects and Surveyors	3,048.00
1	HSBC Current 51219138	10	10/01/2024	24832	Smartguard Security	781.92
1	HSBC Current 51219138	10	10/01/2024	INV027454	Water Environmental Treatment	328.80
1	HSBC Current 51219138	10	02/01/2024	149/75/132	Reigate & Banstead Borough Cou	104.00
1	HSBC Current 51219138	10	08/01/2024	549095	SES Water	100.00
1	HSBC Current 51219138	10	17/01/2024	GB1585373	Amazon Business	243.94
1	HSBC Current 51219138	10	17/01/2024	51349	Mulberry & Co	108.00
1	HSBC Current 51219138	10	17/01/2024	Q002114	Neco Fire Gard	1,425.86
1	HSBC Current 51219138	10	18/01/2024	IN00020654	Corona Energy	155.26
1	HSBC Current 51219138	10	17/01/2024	IN00020690	Corona Energy	172.00
1	HSBC Current 51219138	10	17/01/2024	IN00020639	Corona Energy	554.77
1	HSBC Current 51219138	10	15/01/2024	VO21845626	EE Ltd	37.06
1	HSBC Current 51219138	10	23/01/2024	BACS	Deposit Return	150.00
1	HSBC Current 51219138	10	23/01/2024	1000047	LG Business Consultants	611.00
1	HSBC Current 51219138	10	23/01/2024	13156	L&C Installations Ltd	192.00
1	HSBC Current 51219138	10	25/01/2024	SBS116023	Spitfire Networking Services L	63.85
1	HSBC Current 51219138	10	19/01/2024	00071354	SOS Systems Limited	56.39
1	HSBC Current 51219138	10	22/01/2024	105414	Micro Maintenance Limited	449.30
1	HSBC Current 51219138	10	15/01/2024	11111702	HSBC UK Bank PLC	60.60
1	HSBC Current 51219138	10	15/01/2024	INV1816114	Sage UK	39.60
1	HSBC Current 51219138	10	18/01/2024	BACS	HSBC	10.00
1	HSBC Current 51219138	10	22/01/2024	Transfer	HSBC Payroll 81345788	10,000.00
1	HSBC Current 51219138	10	17/01/2024	BACS	Helen Maan	30.00
1	HSBC Current 51219138	10	25/01/2024	3966-3974	Bennetts Builders Ltd	9,140.40
5	FairFX Bank Debit Card	10	03/01/2024	EBUK-CC-	Email Blaster UK	14.37
5	FairFX Bank Debit Card	10	07/01/2024	E0200QBQQ	Microsoft Ireland Operations L	164.80
5	FairFX Bank Debit Card	10	15/01/2024	IEE2024000	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	10	10/01/2024	41782631	Royal Mail	112.50
5	FairFX Bank Debit Card	10	27/01/2024	BACS	GiffGaff	6.00
3	HSBC Payroll 81345788	10	28/01/2024	BACS	Net Salaries	12,816.06
3	HSBC Payroll 81345788	10	18/01/2024	BACS	HSBC	8.00
1	HSBC Current 51219138	10	30/01/2024	BACS	Surrey Pensions	4,147.02
1	HSBC Current 51219138	10	30/01/2024	26387	PLG Signs	78.00
1	HSBC Current 51219138	10	31/01/2024	147945-46	Nviro Ltd	3,883.20
1	HSBC Current 51219138	10	31/01/2024	51376-1396	Mulberry & Co	360.00
1	HSBC Current 51219138	10	31/01/2024	3605/10	Bennetts Builders Ltd	1,303.07
2	HSBC Deposit 01219154	10	31/01/2024	Transfer	HSBC Current 51219138	40,000.00
1	HSBC Current 51219138	10	25/01/2024	TRANSFER	HMRC	5,001.55
1	HSBC Current 51219138	10	30/01/2024	TRANSFER	Deposit Return	100.00
1	HSBC Current 51219138	10	29/01/2024	2835315	Everflow Water	27.98
1	HSBC Current 51219138	10	31/01/2024	TRANSFER	SumUp	147.02
5	FairFX Bank Debit Card	10	19/01/2024	TRANSFER	Milk and More	7.50
5	FairFX Bank Debit Card	10	21/01/2024	TRANSFER	GiffGaff	6.00
5	FairFX Bank Debit Card	10	19/01/2024	TRANSFER	BMT Micro	17.80
5	FairFX Bank Debit Card	10	31/01/2024	BACS	Ulimite One Ltd	127.20
5	FairFX Bank Debit Card	10	30/01/2024	BACS	Email Blaster	1.02

24/04/2024

Horley Town Council

11:09

Cashbook transactions totalling £0.00 or more
for the period 01/01/2024 to 31/01/2024

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	10	01/01/2024	350.76
1	HSBC Current 51219138	10	02/01/2024	708.42
1	HSBC Current 51219138	10	02/01/2024	152.00
1	HSBC Current 51219138	10	04/01/2024	33.90
1	HSBC Current 51219138	10	04/01/2024	150.00
1	HSBC Current 51219138	10	04/01/2024	90.00
1	HSBC Current 51219138	10	04/01/2024	57.51
1	HSBC Current 51219138	10	05/01/2024	100.00
1	HSBC Current 51219138	10	05/01/2024	96.00
1	HSBC Current 51219138	10	07/01/2024	326.00
1	HSBC Current 51219138	10	08/01/2024	34.17
1	HSBC Current 51219138	10	09/01/2024	942.37
1	HSBC Current 51219138	10	10/01/2024	114.00
1	HSBC Current 51219138	10	11/01/2024	135.00
1	HSBC Current 51219138	10	11/01/2024	115.30
1	HSBC Current 51219138	10	11/01/2024	52.00
1	HSBC Current 51219138	10	11/01/2024	1,700.00
1	HSBC Current 51219138	10	08/01/2024	3,933.87
1	HSBC Current 51219138	10	12/01/2024	110.25
1	HSBC Current 51219138	10	13/01/2024	64.00
1	HSBC Current 51219138	10	09/01/2024	2,020.00
1	HSBC Current 51219138	10	16/01/2024	1,700.00
1	HSBC Current 51219138	10	17/01/2024	12,208.11
1	HSBC Current 51219138	10	19/01/2024	90.00
1	HSBC Current 51219138	10	20/01/2024	52.00
1	HSBC Current 51219138	10	23/01/2024	32.99
1	HSBC Current 51219138	10	24/01/2024	152.00
1	HSBC Current 51219138	10	25/01/2024	0.30
1	HSBC Current 51219138	10	28/01/2024	35.00
1	HSBC Current 51219138	10	26/01/2024	105.00
1	HSBC Current 51219138	10	29/01/2024	125.13
1	HSBC Current 51219138	10	10/01/2024	61.00
1	HSBC Current 51219138	10	31/01/2024	61.00
3	HSBC Payroll 81345788	10	22/01/2024	10,000.00
1	HSBC Current 51219138	10	31/01/2024	238.00
1	HSBC Current 51219138	10	31/01/2024	40,000.00
6	Handelsbanken 50044859	10	31/01/2024	1,207.45

24/04/2024

Horley Town Council

12:41

Purchase Ledger Invoices totalling £500.00 or more
paid between 01/01/2024 and 31/01/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	1	13/03/2023	13/03/2023	02/01/2024	14975/132	REI001	Reigate & Banstead Borough	1,039.58	0.00	1,039.58
1	9	22/12/2023	21/01/2024	10/01/2024	10901963	IDV001	Idverde Limited	4,164.85	832.97	4,997.82
1	9	31/12/2023	30/01/2024	10/01/2024	24832	SMA001	Smartguard Security	651.60	130.32	781.92
1	10	31/12/2023	14/01/2024	10/01/2024	INV01445	MVL001	MVL Architects and Surveyors	2,540.00	508.00	3,048.00
1	10	04/01/2024	04/01/2024	17/01/2024	Q002114	NEC001	Neco Fire Gard	1,188.22	237.64	1,425.86
1	10	07/01/2024	06/02/2024	17/01/2024	IN0002063914	COR003	Corona Energy	462.31	92.46	554.77
1	10	05/01/2024	04/02/2024	23/01/2024	1000047	LGB001	LG Business Consultants	611.00	0.00	611.00
1	10	01/09/2023	01/10/2023	25/01/2024	3967	BEN001	Bennetts Builders Ltd	1,441.00	288.20	1,729.20
1	10	01/10/2023	31/10/2023	25/01/2024	3968	BEN001	Bennetts Builders Ltd	1,187.00	237.40	1,424.40
1	10	01/11/2023	01/12/2023	25/01/2024	3969	BEN001	Bennetts Builders Ltd	600.00	120.00	720.00
1	10	01/11/2023	01/12/2023	25/01/2024	3970	BEN001	Bennetts Builders Ltd	1,150.00	230.00	1,380.00
1	10	01/11/2023	01/12/2023	25/01/2024	3971	BEN001	Bennetts Builders Ltd	982.00	196.40	1,178.40
1	10	15/11/2023	15/12/2023	25/01/2024	3966	BEN001	Bennetts Builders Ltd	480.00	96.00	576.00
1	10	01/12/2023	31/12/2023	25/01/2024	3973	BEN001	Bennetts Builders Ltd	1,022.00	204.40	1,226.40
1	10	22/01/2024	19/02/2024	31/01/2024	147945	NVI001	Nviro Ltd	1,618.00	323.60	1,941.60
1	10	22/01/2024	19/02/2024	31/01/2024	147946	NVI001	Nviro Ltd	1,618.00	323.60	1,941.60

24/04/2024

Horley Town Council

12:41

Purchase Ledger Invoices totalling £0.00 or more
paid between 01/01/2024 and 31/01/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	1	13/03/2023	13/03/2023	02/01/2024	14975/132	REI001	Reigate & Banstead Borough	1,039.58	0.00	1,039.58
1	10	01/01/2024	31/01/2024	03/01/2024	EBUK-CC-33702	EMB001	Email Blaster UK	11.97	2.40	14.37
1	10	06/01/2024	05/02/2024	07/01/2024	E0200QBQQ1	MSN001	Microsoft Ireland Operations Limited	164.80	0.00	164.80
1	9	22/12/2023	21/01/2024	10/01/2024	10901963	IDV001	Idverde Limited	4,164.85	832.97	4,997.82
1	9	31/12/2023	30/01/2024	10/01/2024	13166	FIR001	Firetronics Limited	185.77	37.16	222.93
1	9	31/12/2023	30/01/2024	10/01/2024	13192	FIR001	Firetronics Limited	101.71	20.34	122.05
1	9	31/12/2023	30/01/2024	10/01/2024	13191	FIR001	Firetronics Limited	249.00	49.80	298.80
1	9	31/12/2023	30/01/2024	10/01/2024	13190	FIR001	Firetronics Limited	85.00	17.00	102.00
1	9	31/12/2023	30/01/2024	10/01/2024	13165	FIR001	Firetronics Limited	115.00	23.00	138.00
1	9	31/12/2023	30/01/2024	10/01/2024	13163	FIR001	Firetronics Limited	167.38	33.48	200.86
1	9	31/12/2023	30/01/2024	10/01/2024	24832	SMA001	Smartguard Security	651.60	130.32	781.92
1	10	31/12/2023	14/01/2024	10/01/2024	INV01445	MVL001	MVL Architects and Surveyors	2,540.00	508.00	3,048.00
1	10	02/01/2024	01/02/2024	10/01/2024	INV027455	WET001	Water Environmental Treatment Ltd	129.00	25.80	154.80
1	10	02/01/2024	01/02/2024	10/01/2024	INV027454	WET001	Water Environmental Treatment Ltd	145.00	29.00	174.00
1	10	28/12/2023	15/01/2024	15/01/2024	11111702	HSB001	HSBC UK Bank PLC	60.60	0.00	60.60
1	10	01/01/2024	31/01/2024	15/01/2024	INV18161145	SAG001	Sage UK	33.00	6.60	39.60
1	10	07/01/2024	06/02/2024	15/01/2024	VO2184562625	EE001	EE Ltd	30.88	6.18	37.06
1	10	12/01/2024	11/02/2024	15/01/2024	IEE2024000471085	ADO001	Adobe Systems Software Ireland Ltd	60.66	0.00	60.66
1	10	01/12/2023	31/12/2023	17/01/2024	GB158537301	AMA001	Amazon Business	14.22	2.84	17.06
1	10	04/01/2024	04/01/2024	17/01/2024	Q002114	NEC001	Neco Fire Gard	1,188.22	237.64	1,425.86
1	10	05/01/2024	04/02/2024	17/01/2024	GB41458ABEI	AMA001	Amazon Business	44.99	9.00	53.99
1	10	06/01/2024	05/02/2024	17/01/2024	GB41908ABEI	AMA001	Amazon Business	20.65	4.13	24.78
1	10	07/01/2024	06/02/2024	17/01/2024	IN0002063914	COR003	Corona Energy	462.31	92.46	554.77
1	10	07/01/2024	06/02/2024	17/01/2024	IN0002069072	COR001	Corona Energy	163.81	8.19	172.00
1	10	07/01/2024	06/02/2024	17/01/2024	GB41GTCABEI	AMA001	Amazon Business	89.20	17.84	107.04
1	10	08/01/2024	07/02/2024	17/01/2024	GB41OFLABEI	AMA001	Amazon Business	34.23	6.84	41.07
1	10	10/01/2024	07/02/2024	17/01/2024	51349	MUL001	Mulberry & Co	90.00	18.00	108.00
1	10	07/01/2024	06/02/2024	18/01/2024	IN0002065417	COR002	Corona Energy	147.87	7.39	155.26
1	9	21/12/2023	18/01/2024	19/01/2024	00071354	SOS011	SOS Systems Limited	46.99	9.40	56.39
1	10	01/01/2024	31/01/2024	22/01/2024	105414	MML001	Micro Maintenance Limited	374.42	74.88	449.30

24/04/2024

Horley Town Council

12:41

Purchase Ledger Invoices totalling £0.00 or more
paid between 01/01/2024 and 31/01/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	10	05/01/2024	04/02/2024	23/01/2024	1000047	LGB001	LG Business Consultants	611.00	0.00	611.00
1	10	12/01/2024	11/02/2024	23/01/2024	13156	LCI001	L&C Installations Ltd	160.00	32.00	192.00
1	10	01/09/2023	01/10/2023	25/01/2024	3967	BEN001	Bennetts Builders Ltd	1,441.00	288.20	1,729.20
1	10	01/10/2023	31/10/2023	25/01/2024	3968	BEN001	Bennetts Builders Ltd	1,187.00	237.40	1,424.40
1	10	01/11/2023	01/12/2023	25/01/2024	3969	BEN001	Bennetts Builders Ltd	600.00	120.00	720.00
1	10	01/11/2023	01/12/2023	25/01/2024	3970	BEN001	Bennetts Builders Ltd	1,150.00	230.00	1,380.00
1	10	01/11/2023	01/12/2023	25/01/2024	3971	BEN001	Bennetts Builders Ltd	982.00	196.40	1,178.40
1	10	01/11/2023	01/12/2023	25/01/2024	3972	BEN001	Bennetts Builders Ltd	390.00	78.00	468.00
1	10	15/11/2023	15/12/2023	25/01/2024	3966	BEN001	Bennetts Builders Ltd	480.00	96.00	576.00
1	10	01/12/2023	31/12/2023	25/01/2024	3973	BEN001	Bennetts Builders Ltd	1,022.00	204.40	1,226.40
1	10	01/01/2024	31/01/2024	25/01/2024	3974	BEN001	Bennetts Builders Ltd	365.00	73.00	438.00
1	10	08/01/2024	07/02/2024	25/01/2024	SBS1160233	SPT001	Spitfire Networking Services Ltd	53.21	10.64	63.85
1	10	19/01/2024	18/02/2024	29/01/2024	2835315	EFW001	Everflow Water	60.64	0.00	60.64
1	10	15/01/2024	14/02/2024	30/01/2024	26387	PLG001	PLG Signs	65.00	13.00	78.00
1	10	19/01/2024	16/02/2024	31/01/2024	51376	MUL001	Mulberry & Co	200.00	40.00	240.00
1	10	22/01/2024	19/02/2024	31/01/2024	51396	MUL001	Mulberry & Co	100.00	20.00	120.00
1	10	22/01/2024	19/02/2024	31/01/2024	147945	NVI001	Nviro Ltd	1,618.00	323.60	1,941.60
1	10	22/01/2024	19/02/2024	31/01/2024	147946	NVI001	Nviro Ltd	1,618.00	323.60	1,941.60

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 1 - HSBC Current 51219138

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	29/02/2024		83,168.29
			<u>83,168.29</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			83,168.29
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			83,168.29
		Balance per Cash Book is :-	83,168.29
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 2 - HSBC Deposit 01219154

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit 01219154	29/02/2024		75,621.68
			<u>75,621.68</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			75,621.68
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			75,621.68
		Balance per Cash Book is :-	75,621.68
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 3 - HSBC Payroll 81345788

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Payroll 81345788	29/02/2024		5,989.96
			<u>5,989.96</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,989.96
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,989.96
		Balance per Cash Book is :-	5,989.96
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 4 - Nationwide Intl 90036306

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Intl 90036306	29/02/2024		23,240.07
			<u>23,240.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,240.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,240.07
		Balance per Cash Book is :-	23,240.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 5 - FairFX Bank Debit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
FairFX Bank Debit Card	29/02/2024		980.38
			<u>980.38</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			980.38
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			980.38
		Balance per Cash Book is :-	980.38
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 6 - Handelsbanken 50044859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	29/02/2024		344,901.20
			<u>344,901.20</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			344,901.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			344,901.20
		Balance per Cash Book is :-	344,901.20
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 7 - Safe (unbanked money)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Safe (Unbanked Money)	29/02/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 29/02/2024
for Cashbook 8 - Handelsbanken FT 26366645

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken FT 26366645	29/02/2024		250,000.00
			<u>250,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			250,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			250,000.00
		Balance per Cash Book is :-	250,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Cashbook transactions totalling £0.00 or more
for the period 01/02/2024 to 29/02/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	11	13/02/2024	For Feb	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	11	06/02/2024	2023057-58	TIDEY AND WEBB LTD	37,968.00
1	HSBC Current 51219138	11	06/02/2024	248972-952	Smartguard Security	1,006.32
1	HSBC Current 51219138	11	06/02/2024	6428002	Reigate & Banstead Borough Cou	114.00
1	HSBC Current 51219138	11	06/02/2024	2115/23	Heatherlands Tree Care	900.00
1	HSBC Current 51219138	11	06/02/2024	Q061BV	British Telecommunications Ltd	221.50
1	HSBC Current 51219138	11	06/02/2024	GB4A9K5AB	Amazon Business	162.12
1	HSBC Current 51219138	11	13/02/2024	22250	Mulberry & Co	342.18
1	HSBC Current 51219138	11	13/02/2024	GB4DJIZABE	Amazon Business	58.60
1	HSBC Current 51219138	11	13/02/2024	S002516	Neco Fire Gard	117.16
1	HSBC Current 51219138	11	13/02/2024	89206	Fireline Ltd	126.12
1	HSBC Current 51219138	11	13/02/2024	INV01454	MVL Architects and Surveyors	11,184.89
1	HSBC Current 51219138	11	16/02/2024	00072199	SOS Systems Limited	32.95
1	HSBC Current 51219138	11	19/02/2024	43742786	Zen Internet Limited	111.89
1	HSBC Current 51219138	11	20/02/2024	105513	Micro Maintenance Limited	118.80
1	HSBC Current 51219138	11	22/02/2024	105477	Micro Maintenance Limited	449.30
1	HSBC Current 51219138	11	20/02/2024	18183281	Corona Energy	685.22
1	HSBC Current 51219138	11	20/02/2024	18183280	Corona Energy	406.45
1	HSBC Current 51219138	11	20/02/2024	1000048	LG Business Consultants	826.00
1	HSBC Current 51219138	11	28/02/2024	PW509789	Public Work's Loan Board	13,797.82
1	HSBC Current 51219138	11	27/02/2024	2910115	Everflow Water	101.05
1	HSBC Current 51219138	11	20/02/2024	6000148		225.00
1	HSBC Current 51219138	11	29/02/2024	67107	The Playground Inspection Comp	348.00
1	HSBC Current 51219138	11	15/02/2024	V021941466	EE Ltd	37.06
1	HSBC Current 51219138	11	16/02/2024	18335669	Sage UK	39.60
1	HSBC Current 51219138	11	23/02/2024	SBS116549	Spitfire Networking Services L	64.15
1	HSBC Current 51219138	11	12/02/2024	11197023	HSBC UK Bank PLC	70.04
1	HSBC Current 51219138	11	18/02/2024	BACS	HSBC	9.00
1	HSBC Current 51219138	11	13/02/2024	4058	Bennetts Builders Ltd	1,117.20
1	HSBC Current 51219138	11	20/02/2024	3605/11	Bennetts Builders Ltd	1,303.07
1	HSBC Current 51219138	11	13/02/2024	10904189	Idverde Limited	4,997.82
1	HSBC Current 51219138	11	19/02/2024	IN00021224	Corona Energy	193.37
1	HSBC Current 51219138	11	19/02/2024	IN00021213	Corona Energy	173.69
1	HSBC Current 51219138	11	19/02/2024	IN00021256	Corona Energy	722.14
1	HSBC Current 51219138	11	23/02/2024	BACS	HMRC	4,796.63
1	HSBC Current 51219138	11	26/02/2024	BACS	Helen Maan	12.50
1	HSBC Current 51219138	11	08/02/2024	549095-11	SES Water	100.00
1	HSBC Current 51219138	11	27/02/2024	BACS	Refund	100.00
1	HSBC Current 51219138	11	27/02/2024	BACS	Refund	150.00
1	HSBC Current 51219138	11	20/02/2024	Transfer	HSBC Payroll 81345788	10,000.00
2	HSBC Deposit 01219154	11	28/02/2024	Transfer	HSBC Current 51219138	40,000.00
5	FairFX Bank Debit Card	11	15/02/2024	IEE2024001	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	11	08/02/2024	E0200QPTF	Microsoft Ireland Operations L	179.90
5	FairFX Bank Debit Card	11	02/02/2024	BACS	Milk and More	3.75
5	FairFX Bank Debit Card	11	10/02/2024	BACS	Milk and More	3.75
5	FairFX Bank Debit Card	11	16/02/2024	BACS	Milk and More	3.75
5	FairFX Bank Debit Card	11	23/02/2024	BACS	Milk and More	3.75
5	FairFX Bank Debit Card	11	21/02/2024	BACS	GiffGaff	6.00

24/04/2024

Horley Town Council

11:10

Cashbook transactions totalling £0.00 or more
for the period 01/02/2024 to 29/02/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
5	FairFX Bank Debit Card	11	29/02/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	11	29/02/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	11	29/02/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	11	02/02/2024	EBUK-CC-	Email Blaster UK	15.59
5	FairFX Bank Debit Card	11	07/02/2024	BACS	Interflora	44.50
2	HSBC Deposit 01219154	11	08/02/2024	Transfer	HSBC Current 51219138	40,000.00
1	HSBC Current 51219138	11	27/02/2024	BACS	HM Land Registry	6.00
1	HSBC Current 51219138	11	28/02/2024	BACS	SumUp	3.09
1	HSBC Current 51219138	11	14/02/2024	BACS	Waitrose	43.17
1	HSBC Current 51219138	11	01/02/2024	BACS	Royal Mail	2.75
5	FairFX Bank Debit Card	11	14/02/2024	BACS	Waitrose	43.17
5	FairFX Bank Debit Card	11	01/02/2024	BACS	Royal Mail	2.75
3	HSBC Payroll 81345788	11	28/02/2024	BACS	Net Salaries	12,632.11
3	HSBC Payroll 81345788	11	18/02/2024	BACS	HSBC	8.00
3	HSBC Payroll 81345788	11	28/02/2024	BACS	Net Salaries	20.00
5	FairFX Bank Debit Card	12	22/02/2024	BACS	Milk and More	3.75

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	11	01/02/2024	61.00
1	HSBC Current 51219138	11	02/02/2024	61.00
1	HSBC Current 51219138	11	01/02/2024	61.00
1	HSBC Current 51219138	11	01/02/2024	61.00
1	HSBC Current 51219138	11	01/02/2024	122.00
1	HSBC Current 51219138	11	01/02/2024	61.00
1	HSBC Current 51219138	11	01/02/2024	61.00
1	HSBC Current 51219138	11	01/02/2024	61.00
1	HSBC Current 51219138	11	01/02/2024	61.00
1	HSBC Current 51219138	11	01/02/2024	61.00
1	HSBC Current 51219138	11	01/02/2024	36.00
1	HSBC Current 51219138	11	01/02/2024	61.00
1	HSBC Current 51219138	11	01/02/2024	61.00
1	HSBC Current 51219138	11	01/02/2024	61.00
1	HSBC Current 51219138	11	02/02/2024	61.00
1	HSBC Current 51219138	11	02/02/2024	160.00
1	HSBC Current 51219138	11	02/02/2024	61.00
1	HSBC Current 51219138	11	02/02/2024	61.00
1	HSBC Current 51219138	11	02/02/2024	61.00
1	HSBC Current 51219138	11	02/02/2024	61.00
1	HSBC Current 51219138	11	02/02/2024	460.89
1	HSBC Current 51219138	11	02/02/2024	76.00
1	HSBC Current 51219138	11	03/02/2024	36.00
1	HSBC Current 51219138	11	03/02/2024	61.00
1	HSBC Current 51219138	11	03/02/2024	61.00
1	HSBC Current 51219138	11	04/02/2024	61.00
1	HSBC Current 51219138	11	04/02/2024	68.34
1	HSBC Current 51219138	11	04/02/2024	0.40
1	HSBC Current 51219138	11	04/02/2024	61.00
1	HSBC Current 51219138	11	05/02/2024	45.20
1	HSBC Current 51219138	11	05/02/2024	61.00
1	HSBC Current 51219138	11	05/02/2024	61.00

24/04/2024

Horley Town Council

11:10

Cashbook transactions totalling £0.00 or more
for the period 01/02/2024 to 29/02/2024

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	11	05/02/2024	61.00
1	HSBC Current 51219138	11	05/02/2024	97.00
1	HSBC Current 51219138	11	05/02/2024	61.00
1	HSBC Current 51219138	11	05/02/2024	61.00
1	HSBC Current 51219138	11	02/02/2024	152.00
1	HSBC Current 51219138	11	06/02/2024	33.90
1	HSBC Current 51219138	11	06/02/2024	36.00
1	HSBC Current 51219138	11	06/02/2024	61.00
1	HSBC Current 51219138	11	07/02/2024	61.00
5	FairFX Bank Debit Card	11	13/02/2024	1,000.00
1	HSBC Current 51219138	11	08/02/2024	122.00
1	HSBC Current 51219138	11	09/02/2024	122.00
1	HSBC Current 51219138	11	10/02/2024	958.88
1	HSBC Current 51219138	11	10/02/2024	152.00
1	HSBC Current 51219138	11	12/02/2024	61.00
1	HSBC Current 51219138	11	12/02/2024	61.00
1	HSBC Current 51219138	11	13/02/2024	61.00
1	HSBC Current 51219138	11	20/02/2024	61.00
1	HSBC Current 51219138	11	15/02/2024	61.00
1	HSBC Current 51219138	11	16/02/2024	61.00
1	HSBC Current 51219138	11	18/02/2024	15.96
1	HSBC Current 51219138	11	21/02/2024	228.00
1	HSBC Current 51219138	11	21/02/2024	97.00
1	HSBC Current 51219138	11	23/02/2024	61.00
1	HSBC Current 51219138	11	23/02/2024	67.80
1	HSBC Current 51219138	11	26/02/2024	61.00
1	HSBC Current 51219138	11	26/02/2024	61.00
1	HSBC Current 51219138	11	27/02/2024	36.00
1	HSBC Current 51219138	11	23/02/2024	0.31
3	HSBC Payroll 81345788	11	20/02/2024	10,000.00
1	HSBC Current 51219138	11	28/02/2024	40,000.00
1	HSBC Current 51219138	11	08/02/2024	40,000.00
1	HSBC Current 51219138	11	29/02/2024	45.20
1	HSBC Current 51219138	11	29/02/2024	61.00
1	HSBC Current 51219138	11	29/02/2024	44.06
6	Handelsbanken 50044859	11	29/02/2024	1,133.61

24/04/2024

Horley Town Council

12:42

Purchase Ledger Invoices totalling £0.00 or more
paid between 01/02/2024 and 29/02/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	11	01/02/2024	02/03/2024	02/02/2024	EBUK-CC-34017	EMB001	Email Blaster UK	12.99	2.60	15.59
1	10	16/01/2024	16/01/2024	06/02/2024	2023057	TW001	TIDEY AND WEBB LTD	22,665.00	4,533.00	27,198.00
1	10	16/01/2024	16/01/2024	06/02/2024	2023058	TW001	TIDEY AND WEBB LTD	8,975.00	1,795.00	10,770.00
1	11	25/01/2024	25/01/2024	06/02/2024	Q061BV	BT001	British Telecommunications Ltd	184.58	36.92	221.50
1	11	25/01/2024	24/02/2024	06/02/2024	6428002	REI001	Reigate & Banstead Borough	114.00	0.00	114.00
1	10	30/01/2024	29/02/2024	06/02/2024	GB4A9K5ABEI	AMA001	Amazon Business	87.34	17.47	104.81
1	11	31/01/2024	01/03/2024	06/02/2024	INV-24952	SMA001	Smartguard Security	558.60	111.72	670.32
1	11	31/01/2024	01/03/2024	06/02/2024	INV-24897	SMA001	Smartguard Security	280.00	56.00	336.00
1	10	31/01/2024	01/02/2024	06/02/2024	1350887 1352024	AMA001	Amazon Business	15.69	3.14	18.83
1	10	31/01/2024	01/03/2024	06/02/2024	GB27460275	AMA001	Amazon Business	20.20	4.04	24.24
1	10	31/01/2024	01/03/2024	06/02/2024	GB130927881	AMA001	Amazon Business	11.87	2.37	14.24
1	11	01/02/2024	08/02/2024	06/02/2024	2115/23	HEA001	Heatherlands Tree Care	750.00	150.00	900.00
1	11	06/02/2024	08/02/2024	08/02/2024	E0200QPTFB	MSN001	Microsoft Ireland Operations Limited	179.00	0.00	179.00
1	11	06/02/2024	07/03/2024	08/02/2024	E0200QPTFB1	MSN001	Microsoft Ireland Operations Limited	0.90	0.00	0.90
1	11	26/01/2024	13/02/2024	12/02/2024	11197023	HSB001	HSBC UK Bank PLC	70.04	0.00	70.04
1	10	30/11/2023	28/12/2023	13/02/2024	22250	MUL001	Mulberry & Co	285.15	57.03	342.18
1	11	23/01/2024	23/01/2024	13/02/2024	S002516	NEC001	Neco Fire Gard	97.63	19.53	117.16
1	10	29/01/2024	28/02/2024	13/02/2024	10904189	IDV001	Idverde Limited	4,164.85	832.97	4,997.82
1	11	31/01/2024	14/02/2024	13/02/2024	INV01454	MVL001	MVL Architects and Surveyors	9,320.74	1,864.15	11,184.89
1	11	01/02/2024	02/03/2024	13/02/2024	4058	BEN001	Bennetts Builders Ltd	931.00	186.20	1,117.20
1	11	04/02/2024	05/03/2024	13/02/2024	GB4DJIZABEI	AMA001	Amazon Business	34.77	6.95	41.72
1	11	04/02/2024	05/03/2024	13/02/2024	GB4DJJ5ABEI	AMA001	Amazon Business	14.07	2.81	16.88
1	11	06/02/2024	13/02/2024	13/02/2024	89206	FIR002	Fireline Ltd	105.10	21.02	126.12
1	11	07/02/2024	08/03/2024	15/02/2024	V0219414668	EE001	EE Ltd	30.88	6.18	37.06
1	11	12/02/2024	13/03/2024	15/02/2024	IEE2024001718376	ADO001	Adobe Systems Software Ireland Ltd	60.66	0.00	60.66
1	10	19/01/2024	16/02/2024	16/02/2024	00072199	SOS011	SOS Systems Limited	27.46	5.49	32.95
1	11	01/02/2024	02/03/2024	16/02/2024	18335669	SAG001	Sage UK	33.00	6.60	39.60
1	10	08/01/2024	07/02/2024	19/02/2024	43742786	ZEN001	Zen Internet Limited	29.50	5.90	35.40
1	10	11/01/2024	10/02/2024	19/02/2024	4373184	ZEN001	Zen Internet Limited	37.74	7.55	45.29
1	10	17/01/2024	16/02/2024	19/02/2024	43850950	ZEN001	Zen Internet Limited	26.00	5.20	31.20

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Horley Town Council

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Purchase Ledger Invoices totalling £0.00 or more
paid between 01/02/2024 and 29/02/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	11	07/02/2024	08/03/2024	19/02/2024	IN0002122494	COR001	Corona Energy	184.16	9.21	193.37
1	11	07/02/2024	08/03/2024	19/02/2024	IN0002121303	COR002	Corona Energy	165.42	8.27	173.69
1	11	07/02/2024	08/03/2024	19/02/2024	IN0002125686	COR003	Corona Energy	601.78	120.36	722.14
1	11	05/02/2024	06/03/2024	20/02/2024	1000048	LGB001	LG Business Consultants	826.00	0.00	826.00
1	11	12/02/2024	13/03/2024	20/02/2024	6000148	SUS002		225.00	0.00	225.00
1	11	14/02/2024	15/03/2024	20/02/2024	105513	MML001	Micro Maintenance Limited	99.00	19.80	118.80
1	11	15/02/2024	16/03/2024	20/02/2024	18183281	COR001	Corona Energy	571.02	114.20	685.22
1	11	15/02/2024	16/03/2024	20/02/2024	18183280	COR002	Corona Energy	338.71	67.74	406.45
1	11	01/02/2024	08/02/2024	22/02/2024	105477	MML001	Micro Maintenance Limited	374.42	74.88	449.30
1	11	07/02/2024	08/03/2024	23/02/2024	SBS1165496	SPT001	Spitfire Networking Services Ltd	53.46	10.69	64.15
1	11	19/02/2024	20/03/2024	27/02/2024	2910115	EFW001	Everflow Water	101.05	0.00	101.05
1	11	31/01/2024	28/02/2024	28/02/2024	PW509789	PWL001	Public Work's Loan Board	13,797.82	0.00	13,797.82
1	11	22/02/2024	23/03/2024	29/02/2024	67107	PIC001	The Playground Inspection Company	290.00	58.00	348.00

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Horley Town Council

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Purchase Ledger Invoices totalling £500.00 or more
paid between 01/02/2024 and 29/02/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	10	16/01/2024	16/01/2024	06/02/2024	2023057	TW001	TIDEY AND WEBB LTD	22,665.00	4,533.00	27,198.00
1	10	16/01/2024	16/01/2024	06/02/2024	2023058	TW001	TIDEY AND WEBB LTD	8,975.00	1,795.00	10,770.00
1	11	31/01/2024	01/03/2024	06/02/2024	INV-24952	SMA001	Smartguard Security	558.60	111.72	670.32
1	11	01/02/2024	08/02/2024	06/02/2024	2115/23	HEA001	Heatherlands Tree Care	750.00	150.00	900.00
1	10	29/01/2024	28/02/2024	13/02/2024	10904189	IDV001	Idverde Limited	4,164.85	832.97	4,997.82
1	11	31/01/2024	14/02/2024	13/02/2024	INV01454	MVL001	MVL Architects and Surveyors	9,320.74	1,864.15	11,184.89
1	11	01/02/2024	02/03/2024	13/02/2024	4058	BEN001	Bennetts Builders Ltd	931.00	186.20	1,117.20
1	11	07/02/2024	08/03/2024	19/02/2024	IN0002125686	COR003	Corona Energy	601.78	120.36	722.14
1	11	05/02/2024	06/03/2024	20/02/2024	1000048	LGB001	LG Business Consultants	826.00	0.00	826.00
1	11	15/02/2024	16/03/2024	20/02/2024	18183281	COR001	Corona Energy	571.02	114.20	685.22
1	11	31/01/2024	28/02/2024	28/02/2024	PW509789	PWL001	Public Work's Loan Board	13,797.82	0.00	13,797.82

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Horley Town Council

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Sales Ledger Invoices totalling £0.00 or more
paid between 01/02/2024 and 29/02/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	9	15/12/2023	15/12/2023	02/02/2024	768	GTW001	Gatwick Warriors	460.89	0.00	460.89
1	11	01/02/2024	01/02/2024	02/02/2024	794	CAR001	The Carlton Clinic	160.00	0.00	160.00
1	11	01/02/2024	02/03/2024	02/02/2024	796	HOR001	Horley Society of Artists	152.00	0.00	152.00
1	11	01/02/2024	01/02/2024	04/02/2024	799	HOR005	Horley United	68.34	0.00	68.34
1	10	25/01/2024	25/01/2024	05/02/2024	791	COP001	Copthorne Prep School	45.20	0.00	45.20
1	10	25/01/2024	25/01/2024	06/02/2024	792	MFS001	Micklefield School	33.90	0.00	33.90
1	10	19/12/2023	19/12/2023	10/02/2024	773	FUZ001	Fuzion Martial Arts - Sean Reynolds	952.90	5.98	958.88
1	11	07/02/2024	07/02/2024	10/02/2024	801	GD001	Georgina Donovan	152.00	0.00	152.00
1	7	06/10/2022	06/10/2022	15/02/2024	476	MON001	Monotype FC	123.24	24.66	147.90
1	8	01/11/2022	01/11/2022	15/02/2024	500	RBE	Simon Wille	82.16	16.44	98.60
1	9	02/12/2022	02/12/2022	15/02/2024	525	MON001	Monotype FC	41.08	8.22	49.30
1	9	02/12/2022	02/12/2022	15/02/2024	526	RBE	Simon Wille	82.16	16.44	98.60
1	11	02/02/2023	02/02/2023	15/02/2024	567	MON001	Monotype FC	41.08	8.22	49.30
1	11	02/02/2023	02/02/2023	15/02/2024	568	RBE	Simon Wille	41.08	8.22	49.30
1	11	02/02/2023	02/02/2023	15/02/2024	569	REI005	Reigate Town FC	61.65	12.33	73.98
1	12	10/03/2023	10/03/2023	15/02/2024	586	MON001	Monotype FC	82.16	16.44	98.60
1	12	10/03/2023	10/03/2023	15/02/2024	588	RBE	Simon Wille	82.16	16.44	98.60
1	12	31/03/2023	31/03/2023	15/02/2024	616	MON001	Monotype FC	41.08	8.22	49.30
1	12	31/03/2023	31/03/2023	15/02/2024	617	RBE	Simon Wille	82.16	16.44	98.60
1	2	04/05/2023	04/05/2023	15/02/2024	640	HOR002	Horley AFC	246.60	49.32	295.92
1	2	04/05/2023	04/05/2023	15/02/2024	641	RBE	Simon Wille	41.08	8.22	49.30
1	3	15/06/2023	15/06/2023	15/02/2024	666	HOR002	Horley AFC	61.65	12.33	73.98
1	11	15/02/2024	16/03/2024	15/02/2024	807	ATH001	Athletico Redhill FC	540.00	0.00	540.00
1	11	15/02/2024	15/02/2024	15/02/2024	808	ELT001	El Toro	337.50	0.00	337.50
1	11	15/02/2024	16/03/2024	15/02/2024	810	HOR002	Horley AFC	1,248.92	0.00	1,248.92
1	11	15/02/2024	15/02/2024	15/02/2024	811	MON001	Monotype FC	607.50	0.00	607.50
1	11	15/02/2024	15/02/2024	15/02/2024	812	RBE	Simon Wille	405.00	0.00	405.00
1	11	15/02/2024	16/03/2024	15/02/2024	813	REI005	Reigate Town FC	517.50	0.00	517.50
1	3	16/06/2023	16/06/2023	18/02/2024	667	HOR005	Horley United	13.30	2.66	15.96
1	11	12/02/2024	12/02/2024	21/02/2024	802	WWI001	Wardrobe Wizards	228.00	0.00	228.00

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Sales Ledger Invoices totalling £0.00 or more
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<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	11	13/02/2024	13/02/2024	23/02/2024	803	AQ001	Abi Bignell- Aquatots	67.80	0.00	67.80
1	11	13/02/2024	13/02/2024	29/02/2024	804	FUR001	Furnistore	45.20	0.00	45.20
1	11	27/02/2024	27/02/2024	29/02/2024	814	SMA001	Smallfields FC Junior	44.06	0.00	44.06
2	11	01/02/2024	01/03/2024	01/02/2024	ALT146	ALLSIMI001	Mr Ian Simmons	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	01/02/2024	ALT101	ALLSMIH001	Ms Helen Smith	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	01/02/2024	ALT103	ALLANDE001	Mr Eddie Andrews	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	01/02/2024	ALT116	ALLESIO001	Ms Oksana Esikova	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	01/02/2024	ALT135	ALLHEBJ001	Mr James Hebdon	36.00	0.00	36.00
2	11	01/02/2024	01/03/2024	01/02/2024	ALT139	ALLDICA001	Mr Andrew Dickson	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	01/02/2024	ALT142	ALLREIA001	Mr Allen Reilly	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	01/02/2024	ALT143	ALLBROA002	Mr Alan Brooks	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	01/02/2024	ALT144	ALLTULS001	Mr Steve Tullett	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	01/02/2024	ALT89	ALLMATK001	Ms Katie Matthews	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	01/02/2024	ALT95	ALLELLS001	Mr Steve Elliott	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	01/02/2024	ALT99	ALLELLS001	Mr Steve Elliott	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	02/02/2024	ALT122	ALLSKIG001	Mr George Skillings	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	02/02/2024	ALT120	ALLPERM001	Mr Mike Perry	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	02/02/2024	ALT138	ALLNEDO001	Ms Olga Nedza	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	02/02/2024	ALT141	ALLASHI001	Mr Ian Ashford	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	02/02/2024	ALT92	ALLROBB001	Mr Barry Roberts	61.00	0.00	61.00
2	11	02/02/2024	02/02/2024	02/02/2024	ALT148	ALLWESC001	Mr Clint West	76.00	0.00	76.00
2	11	01/02/2024	01/03/2024	03/02/2024	ALT112	ALLPHIP001	Mr Paul Philpot	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	03/02/2024	ALT118	ALLLLOD001	Mr David Lloyd	36.00	0.00	36.00
2	11	01/02/2024	01/03/2024	03/02/2024	ALT147	ALLMEAR001	Mr Rod Mearing	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	04/02/2024	ALT111	ALLNELJ001	Ms Janine Nelson	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	04/02/2024	ALT130	ALLRANH001	Mr Henry Randall	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	05/02/2024	ALT105	ALLMOXP001	Mr Peter Moxley	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	05/02/2024	ALT110	ALLGEAS001	Ms Susan Geard	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	05/02/2024	ALT133	ALLLENA001	Mr Alec Lenton	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	05/02/2024	ALT137	ALLLENA001	Mr Alec Lenton	36.00	0.00	36.00

24/04/2024

Horley Town Council

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Sales Ledger Invoices totalling £0.00 or more
paid between 01/02/2024 and 29/02/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
2	11	01/02/2024	01/03/2024	05/02/2024	ALT87	ALLSAVT001	Mr Trevor Savage	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	05/02/2024	ALT94	ALLPREB001	Ms Bridget Prendergast	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	05/02/2024	ALT96	ALLMORN001	Mr Neville Morley	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	06/02/2024	ALT115	ALLNEAG001	Ms Georgia Neale	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	06/02/2024	ALT145	ALLWARL001	Ms Lisa Warren	36.00	0.00	36.00
2	11	01/02/2024	01/03/2024	07/02/2024	ALT93	ALLMILT001	Mr Tony Miller	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	08/02/2024	ALT104	ALLGARM001	Mr Mark Gardiner	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	08/02/2024	ALT131	ALLGARM001	Mr Mark Gardiner	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	09/02/2024	ALT109	ALLSPIR001	Mr Ray Spies	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	09/02/2024	ALT129	ALLSPIR001	Mr Ray Spies	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	12/02/2024	ALT132	ALLKNIB001	Mr Bernard Knight	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	12/02/2024	ALT98	ALLTHOI001	Mr Ian Thomas	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	13/02/2024	ALT90	ALLMOOD001	Mr Dan Moore	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	15/02/2024	ALT140	ALLFILD001	Mr David File	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	16/02/2024	ALT100	ALLBOYI001	Mr Ivan Boyadzhiev	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	20/02/2024	ALT91	ALLJOHR001	Mr R P Johns	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	21/02/2024	ALT117	ALLMCKT001	Mr Tony McKenzie	36.00	0.00	36.00
2	11	01/02/2024	01/03/2024	21/02/2024	ALT119	ALLMCKT001	Mr Tony McKenzie	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	23/02/2024	ALT128	ALLTHAG001	Mr Gary Thatcher	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	26/02/2024	ALT106	ALLKALA001	Miss Alex Kalisz	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	26/02/2024	ALT127	ALLALLT001	Mr Tony Allen	61.00	0.00	61.00
2	11	01/02/2024	01/03/2024	27/02/2024	ALT136	ALLBURJ001	Miss Jackie Burden	36.00	0.00	36.00
2	11	01/02/2024	01/03/2024	29/02/2024	ALT88	ALLBRET001	Mr Tony Breen	61.00	0.00	61.00

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 1 - HSBC Current 51219138

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	31/03/2024		75,098.21
			<u>75,098.21</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			75,098.21
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			75,098.21
		Balance per Cash Book is :-	75,098.21
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 2 - HSBC Deposit 01219154

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit 01219154	31/03/2024		36,471.69
			<u>36,471.69</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			36,471.69
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			36,471.69
		Balance per Cash Book is :-	36,471.69
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 3 - HSBC Payroll 81345788

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Payroll 81345788	31/03/2024		4,189.82
			<u>4,189.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,189.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,189.82
		Balance per Cash Book is :-	4,189.82
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 4 - Nationwide Intl 90036306

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Intl 90036306	31/03/2024		24,055.60
			<u>24,055.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,055.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,055.60
		Balance per Cash Book is :-	24,055.60
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 5 - FairFX Bank Debit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
FairFX Bank Debit Card	31/03/2024		687.48
			<u>687.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			687.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			687.48
		Balance per Cash Book is :-	687.48
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 6 - Handelsbanken 50044859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	31/03/2024		346,116.71
			<u>346,116.71</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			346,116.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			346,116.71
		Balance per Cash Book is :-	346,116.71
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/03/2024
for Cashbook 7 - Safe (unbanked money)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Safe (Unbanked Money)	31/03/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken FT 26366645	31/03/2024		250,000.00
			<u>250,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			250,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			250,000.00
		Balance per Cash Book is :-	250,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

24/04/2024

Horley Town Council

12:44

Sales Ledger Invoices totalling £0.00 or more
paid between 01/03/2024 and 31/03/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	10	04/01/2024	04/01/2024	01/03/2024	783	GTW001	Gatwick Warriors	53.34	0.00	53.34
1	11	01/02/2024	01/02/2024	01/03/2024	798	GTW001	Gatwick Warriors	194.19	0.00	194.19
1	12	01/03/2024	01/03/2024	01/03/2024	818	CAR001	The Carlton Clinic	128.00	0.00	128.00
1	12	01/03/2024	31/03/2024	02/03/2024	819	BON001	Boni Jenkins - Yoga	160.00	0.00	160.00
1	12	01/03/2024	01/03/2024	04/03/2024	815	TO001	Trinity Oaks C of E Primary School	45.20	0.00	45.20
1	12	01/03/2024	01/03/2024	04/03/2024	817	CAI001	Francesca Cain	120.00	0.00	120.00
1	12	01/03/2024	01/03/2024	04/03/2024	823	HOR005	Horley United	87.51	0.00	87.51
1	10	18/01/2024	18/01/2024	05/03/2024	789	FUZ001	Fuzion Martial Arts - Sean Reynolds	951.63	5.92	957.55
1	11	14/02/2024	14/02/2024	05/03/2024	806	FUZ001	Fuzion Martial Arts - Sean Reynolds	965.67	6.62	972.29
1	1	25/04/2023	25/04/2023	07/03/2024	626	TO001	Trinity Oaks C of E Primary School	45.20	0.00	45.20
1	3	08/06/2023	08/07/2023	11/03/2024	659	HOR001	Horley Society of Artists	152.00	0.00	152.00
1	12	01/03/2024	31/03/2024	11/03/2024	820	HOR001	Horley Society of Artists	152.00	0.00	152.00
1	12	15/03/2024	15/03/2024	22/03/2024	828	CRA002	A D Craven	188.00	0.00	188.00
1	12	06/03/2024	06/03/2024	27/03/2024	827	GD001	Georgina Donovan	308.00	0.00	308.00
1	12	20/03/2024	20/03/2024	27/03/2024	835	NAS001	Aimee Leigh Nash	238.00	0.00	238.00
1	12	27/03/2024	27/03/2024	28/03/2024	836	CLA001	Clare O'Connell Slimming World	102.00	0.00	102.00
1	12	27/03/2024	27/03/2024	28/03/2024	837	AE001	Amelia Etherington	238.00	0.00	238.00
2	11	01/02/2024	01/03/2024	01/03/2024	ALT114	ALLBONE001	Ms Emma Bond	36.00	0.00	36.00
2	11	01/02/2024	01/03/2024	08/03/2024	ALT134	ALLTHOA001	Mr Alec Thomas	36.00	0.00	36.00
2	11	01/02/2024	01/03/2024	10/03/2024	ALT126	ALLGOLJ001	Mr Jonathan Goldsmith	61.00	0.00	61.00
2	12	28/03/2024	28/03/2024	17/03/2024	ALT217	ALLHUNJ001	Ms Joanne Hunter	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT153	ALLWITS001	Ms Stella Witham	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT154	ALLCARG001	Ms Glynis Cargill Cargill	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT164	ALLCARG001	Ms Glynis Cargill Cargill	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT165	ALLKELS001	Ms Sarah Kellar	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT166	ALLCLIC001	Mrs Claire Cline	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT173	ALLDYKK001	Ms Katie Dyke	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT181	ALLTURK001	Ms Katherine Turk	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT182	ALLTURK001	Ms Katherine Turk	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT184	ALLHARB001	Mr Bradley Harris	55.00	0.00	55.00

24/04/2024

Horley Town Council

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Sales Ledger Invoices totalling £0.00 or more
paid between 01/03/2024 and 31/03/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
2	12	28/03/2024	28/03/2024	28/03/2024	ALT186	ALLHARB001	Mr Bradley Harris	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT195	ALLNEWG001	Mr Graham Newbury	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT197	ALLNEWG001	Mr Graham Newbury	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT199	ALLGRIN001	Ms Natalie Griffiths	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT205	ALLHUGB001	Ms Betty Hugill	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT208	ALLFURS001	Ms Sarah Furlong	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT209	ALLHORM001	Mr Michael Horgan	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT211	ALLHORM001	Mr Michael Horgan	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT221	ALLWICH001	Ms Helen Wickens	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT222	ALLRAMA001	Ms Ashley Ramadan	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	28/03/2024	ALT223	ALLWICH001	Ms Helen Wickens	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	29/03/2024	ALT193	ALLSTRLO01	Ms Lindy and Richard Strudwick	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	29/03/2024	ALT194	ALLSTRLO01	Ms Lindy and Richard Strudwick	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	30/03/2024	ALT172	ALLHUDB001	Mr Brian Hudgell	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	30/03/2024	ALT198	ALLFISS001	Ms Sonia A Fish	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	30/03/2024	ALT224	ALLFISS001	Ms Sonia A Fish	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	31/03/2024	ALT169	ALLRAVP001	Ms Peggy Ravoux	55.00	0.00	55.00
2	12	28/03/2024	28/03/2024	31/03/2024	ALT185	ALLYACS001	Ms Sheeja Yacob	55.00	0.00	55.00

24/04/2024

Horley Town Council

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Purchase Ledger Invoices totalling £500.00 or more
paid between 01/03/2024 and 31/03/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	11	19/02/2024	18/03/2024	06/03/2024	148242	NVI001	Nviro Ltd	1,618.00	323.60	1,941.60
1	11	27/02/2024	28/03/2024	06/03/2024	10906584	IDV001	Idverde Limited	6,414.65	1,282.93	7,697.58
1	11	28/02/2024	29/03/2024	06/03/2024	10907123	IDV001	Idverde Limited	1,103.07	220.61	1,323.68
1	5	19/07/2021	19/07/2021	08/03/2024	549095-5	SES001	SES Water	4,626.96	0.00	4,626.96
1	12	05/03/2024	04/04/2024	12/03/2024	01532	LH001	London Hearts	750.00	150.00	900.00
1	12	06/03/2024	06/03/2024	12/03/2024	2133	HEA001	Heatherlands Tree Care	1,600.00	320.00	1,920.00
1	11	12/01/2024	11/02/2024	18/03/2024	18092218	COR001	Corona Energy	517.70	103.54	621.24
1	12	07/03/2024	06/04/2024	18/03/2024	IN0002165713	COR003	Corona Energy	511.26	102.25	613.51
1	12	11/03/2024	10/04/2024	18/03/2024	18242324	COR001	Corona Energy	519.64	103.93	623.57
1	12	05/03/2024	04/04/2024	20/03/2024	1000049	LGB001	LG Business Consultants	728.10	0.00	728.10
1	2	01/04/2023	01/04/2023	27/03/2024	3605	BEN001	Bennetts Builders Ltd	13,030.63	2,606.12	15,636.75
1	12	15/03/2024	15/03/2024	27/03/2024	IB0157HOR	EXE001	Expert Energy	1,662.50	332.50	1,995.00
1	12	19/03/2024	18/04/2024	27/03/2024	10908278	IDV001	Idverde Limited	5,289.75	1,057.95	6,347.70
1	12	19/03/2024	18/04/2024	27/03/2024	13194	LCI001	L&C Installations Ltd	1,513.36	302.67	1,816.03
1	12	20/03/2024	19/04/2024	27/03/2024	EA39123	EAL001	Earth Anchors Ltd	618.00	123.60	741.60

24/04/2024

Horley Town Council

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Purchase Ledger Invoices totalling £0.00 or more
paid between 01/03/2024 and 31/03/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	12	01/03/2024	31/03/2024	03/03/2024	EBUK-CC-34349	EMB001	Email Blaster UK	12.99	2.60	15.59
1	11	19/02/2024	18/03/2024	06/03/2024	148242	NVI001	Nviro Ltd	1,618.00	323.60	1,941.60
1	11	27/02/2024	28/03/2024	06/03/2024	10906584	IDV001	Idverde Limited	6,414.65	1,282.93	7,697.58
1	11	28/02/2024	29/03/2024	06/03/2024	10907123	IDV001	Idverde Limited	1,103.07	220.61	1,323.68
1	5	19/07/2021	19/07/2021	08/03/2024	549095-5	SES001	SES Water	4,626.96	0.00	4,626.96
1	12	06/03/2024	05/04/2024	08/03/2024	E0200R2YB2	MSN001	Microsoft Ireland Operations Limited	179.90	0.00	179.90
1	12	23/02/2024	12/03/2024	12/03/2024	11289512	HSB001	HSBC UK Bank PLC	60.36	0.00	60.36
1	11	27/02/2024	28/03/2024	12/03/2024	GB4T17XABEI	AMA001	Amazon Business	27.59	5.52	33.11
1	11	27/02/2024	28/03/2024	12/03/2024	GB4T150ABEI	AMA001	Amazon Business	3.07	0.61	3.68
1	12	04/03/2024	03/04/2024	12/03/2024	19971	COU001	County Tree Surgeons Ltd	350.00	70.00	420.00
1	12	05/03/2024	04/04/2024	12/03/2024	01532	LH001	London Hearts	750.00	150.00	900.00
1	12	06/03/2024	06/03/2024	12/03/2024	2133	HEA001	Heatherlands Tree Care	1,600.00	320.00	1,920.00
1	12	01/03/2024	31/03/2024	13/03/2024	2010-11981	BBI001	Blackburn IT Services Ltd	150.00	30.00	180.00
1	12	08/03/2024	07/04/2024	13/03/2024	GB410ZALABEI	AMA001	Amazon Business	11.47	0.00	11.47
1	12	08/03/2024	07/04/2024	13/03/2024	GB410ZAPABEI	AMA001	Amazon Business	10.44	2.09	12.53
1	12	08/03/2024	07/04/2024	13/03/2024	GB4117O0ABEI	AMA001	Amazon Business	12.49	2.50	14.99
1	12	12/03/2024	11/04/2024	13/03/2024	IEE2024002955449	ADO001	Adobe Systems Software Ireland Ltd	60.66	0.00	60.66
1	12	07/03/2024	06/04/2024	15/03/2024	V02204475605	EE001	EE Ltd	30.88	6.18	37.06
1	11	11/08/2023	10/09/2023	18/03/2024	17739358	COR002	Corona Energy	138.27	6.91	145.18
1	11	11/08/2023	10/09/2023	18/03/2024	17739359	COR001	Corona Energy	94.49	4.72	99.21
1	11	13/10/2023	12/11/2023	18/03/2024	17880888	COR002	Corona Energy	153.80	7.69	161.49
1	11	13/10/2023	12/11/2023	18/03/2024	17880889	COR001	Corona Energy	117.60	5.88	123.48
1	11	12/01/2024	11/02/2024	18/03/2024	18092217	COR002	Corona Energy	242.07	12.10	254.17
1	11	12/01/2024	11/02/2024	18/03/2024	18092218	COR001	Corona Energy	517.70	103.54	621.24
1	11	19/02/2024	18/03/2024	18/03/2024	00073033	SOS011	SOS Systems Limited	33.81	6.76	40.57
1	12	01/03/2024	31/03/2024	18/03/2024	INV18516598	SAG001	Sage UK	33.00	6.60	39.60
1	12	07/03/2024	06/04/2024	18/03/2024	IN0002171154	COR001	Corona Energy	140.66	7.03	147.69
1	12	07/03/2024	06/04/2024	18/03/2024	IN0002162375	COR002	Corona Energy	143.08	7.15	150.23
1	12	07/03/2024	06/04/2024	18/03/2024	IN0002165713	COR003	Corona Energy	511.26	102.25	613.51
1	12	11/03/2024	10/04/2024	18/03/2024	18242323	COR002	Corona Energy	215.28	10.76	226.04

24/04/2024

Horley Town Council

12:44

Purchase Ledger Invoices totalling £0.00 or more
paid between 01/03/2024 and 31/03/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	12	11/03/2024	10/04/2024	18/03/2024	18242324	COR001	Corona Energy	519.64	103.93	623.57
1	11	08/02/2024	09/03/2024	19/03/2024	44110161	ZEN001	Zen Internet Limited	29.50	5.90	35.40
1	11	11/02/2024	13/02/2024	19/03/2024	44143122	ZEN001	Zen Internet Limited	37.74	7.55	45.29
1	12	17/02/2024	18/03/2024	19/03/2024	44217838	ZEN001	Zen Internet Limited	26.00	5.20	31.20
1	12	31/07/2023	30/08/2023	20/03/2024	SD890-1	SLC001	Society of Local Council Clerks	347.00	69.40	416.40
1	12	05/03/2024	04/04/2024	20/03/2024	1000049	LGB001	LG Business Consultants	728.10	0.00	728.10
1	12	05/03/2024	04/04/2024	20/03/2024	9066	JAR001	Jarrett & Lam Ltd	195.00	39.00	234.00
1	12	25/03/2024	24/04/2024	20/03/2024	HORLEY/7B	JAM001	James Corrigan	420.00	0.00	420.00
1	12	01/03/2024	01/03/2024	22/03/2024	105547	MML001	Micro Maintenance Limited	374.42	74.88	449.30
1	12	08/03/2024	07/04/2024	22/03/2024	SBS1170752	SPT001	Spitfire Networking Services Ltd	190.56	38.11	228.67
1	12	27/02/2024	28/03/2024	26/03/2024	FLLB5163505	BNP001	BNP Paribas Leasing Solutions	150.00	30.00	180.00
1	12	06/03/2024	05/04/2024	26/03/2024	E0200R2YB2	MML001	Micro Maintenance Limited	179.90	0.00	179.90
1	2	01/04/2023	01/04/2023	27/03/2024	3605	BEN001	Bennetts Builders Ltd	13,030.63	2,606.12	15,636.75
1	12	15/03/2024	14/04/2024	27/03/2024	INV-13218	FIR001	Firetronics Limited	249.00	49.80	298.80
1	12	15/03/2024	15/03/2024	27/03/2024	IB0157HOR	EXE001	Expert Energy	1,662.50	332.50	1,995.00
1	12	19/03/2024	18/04/2024	27/03/2024	10908278	IDV001	Idverde Limited	5,289.75	1,057.95	6,347.70
1	12	19/03/2024	18/04/2024	27/03/2024	13194	LCI001	L&C Installations Ltd	1,513.36	302.67	1,816.03
1	12	19/03/2024	18/04/2024	27/03/2024	13204	LCI001	L&C Installations Ltd	185.50	37.10	222.60
1	12	19/03/2024	18/04/2024	27/03/2024	2987806	EFW001	Everflow Water	194.42	0.00	194.42
1	12	20/03/2024	19/04/2024	27/03/2024	EA39123	EAL001	Earth Anchors Ltd	618.00	123.60	741.60
1	12	05/03/2024	05/03/2024	28/03/2024	803039101/001/032	VIR001	VIRGIN MEDIA BUSINESS	110.00	22.00	132.00

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Council Income</u>							
1076 Precept	525,016	525,016	0			100.0%	
1090 Interest	13,349	0	(13,349)			0.0%	
1120 CIL Income	243,910	0	(243,910)			0.0%	239,976
1130 S136 Double Taxation Income	43,733	43,733	0			100.0%	
1500 Allotment Rent Income	180	0	(180)			0.0%	
Council Income :- Income	<u>826,187</u>	<u>568,749</u>	<u>(257,438)</u>			145.3%	<u>239,976</u>
Net Income	<u>826,187</u>	<u>568,749</u>	<u>(257,438)</u>				
6001 less Transfer to EMR	239,976						
Movement to/(from) Gen Reserve	<u>586,211</u>						
<u>120 Albert Rooms</u>							
1210 Edmonds Hall Lettings	13,420	13,000	(420)			103.2%	
Albert Rooms :- Income	<u>13,420</u>	<u>13,000</u>	<u>(420)</u>			103.2%	<u>0</u>
4110 Compliance and Regulatory	420	0	(420)		(420)	0.0%	
4120 Window Cleaning	275	553	278		278	49.7%	
4195 Rates	3,119	2,000	(1,119)		(1,119)	155.9%	
4215 Maintenance Contracts	1,851	0	(1,851)		(1,851)	0.0%	
4230 Utilities	5,233	5,073	(160)		(160)	103.2%	
4340 Signage	65	0	(65)		(65)	0.0%	
Albert Rooms :- Indirect Expenditure	<u>10,962</u>	<u>7,626</u>	<u>(3,336)</u>	<u>0</u>	<u>(3,336)</u>	143.8%	<u>0</u>
Net Income over Expenditure	<u>2,458</u>	<u>5,374</u>	<u>2,916</u>				
<u>130 Legal and Statutory</u>							
4060 Audit Costs	1,530	1,437	(93)		(93)	106.5%	
4065 Insurance	12,630	12,000	(630)		(630)	105.2%	
4070 Legal Fees	0	3,315	3,315		3,315	0.0%	
Legal and Statutory :- Indirect Expenditure	<u>14,160</u>	<u>16,752</u>	<u>2,592</u>	<u>0</u>	<u>2,592</u>	84.5%	<u>0</u>
Net Expenditure	<u>(14,160)</u>	<u>(16,752)</u>	<u>(2,592)</u>				
<u>140 Salaries</u>							
4000 Salaries	184,492	169,600	(14,892)		(14,892)	108.8%	
4010 NIC Employer	15,795	22,900	7,105		7,105	69.0%	
4020 Superannuation Employer	31,791	31,200	(591)		(591)	101.9%	
Salaries :- Indirect Expenditure	<u>232,078</u>	<u>223,700</u>	<u>(8,378)</u>	<u>0</u>	<u>(8,378)</u>	103.7%	<u>0</u>
Net Expenditure	<u>(232,078)</u>	<u>(223,700)</u>	<u>8,378</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Office Expenditure</u>							
1110 Photocopying Income	33	0	(33)			0.0%	
Office Expenditure :- Income	<u>33</u>	<u>0</u>	<u>(33)</u>				<u>0</u>
4080 Stationery	491	774	283		283	63.4%	
4085 Postage and Couriers	190	83	(107)		(107)	229.2%	
4090 Office Supplies and Equipment	3,650	3,315	(335)		(335)	110.1%	
4095 Website	2,400	2,210	(190)		(190)	108.6%	
4100 Communication	2,203	2,763	560		560	79.7%	
4105 Photocopier Expenditure	1,553	2,500	947		947	62.1%	
4110 Compliance and Regulatory	730	0	(730)		(730)	0.0%	
4120 Window Cleaning	55	553	498		498	9.9%	
4125 IT and Support	9,508	7,500	(2,008)		(2,008)	126.8%	
4230 Utilities	75	0	(75)		(75)	0.0%	
Office Expenditure :- Indirect Expenditure	<u>20,855</u>	<u>19,698</u>	<u>(1,157)</u>	<u>0</u>	<u>(1,157)</u>	<u>105.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(20,822)</u>	<u>(19,698)</u>	<u>1,124</u>				
<u>160 Administration</u>							
1140 Reigate & Banstead Income	1,250	0	(1,250)			0.0%	
1150 SCC Your Councillor Community	35,853	0	(35,853)			0.0%	33,588
1160 YFS Small Community Projects	1,195	0	(1,195)			0.0%	1,195
1720 Administration Charge	1	0	(1)			0.0%	
Administration :- Income	<u>38,299</u>	<u>0</u>	<u>(38,299)</u>				<u>34,783</u>
4140 Bank Charges	1,058	1,105	47		47	95.8%	
4145 Professional Fees	27,180	15,000	(12,180)		(12,180)	181.2%	11,861
4150 Election	21,523	0	(21,523)		(21,523)	0.0%	21,523
4155 Cllrs' Training and Expenses	1,946	884	(1,062)		(1,062)	220.1%	
4160 Staff Training and Expenses	382	1,658	1,276		1,276	23.0%	
4165 Chairman's Allowance	400	400	0		0	100.0%	
4170 Members' Allowance	0	1,989	1,989		1,989	0.0%	
4175 Subscriptions and Licences	7,984	8,558	574		574	93.3%	
Administration :- Indirect Expenditure	<u>60,473</u>	<u>29,594</u>	<u>(30,879)</u>	<u>0</u>	<u>(30,879)</u>	<u>204.3%</u>	<u>33,384</u>
Net Income over Expenditure	<u>(22,174)</u>	<u>(29,594)</u>	<u>(7,420)</u>				
6000 plus Transfer from EMR	33,384						
6001 less Transfer to EMR	34,783						
Movement to/(from) Gen Reserve	<u>(23,573)</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>170 Compliance & Regulatory</u>							
4110 Compliance and Regulatory	3,221	5,525	2,304		2,304	58.3%	
4310 Repairs	487	0	(487)		(487)	0.0%	
Compliance & Regulatory :- Indirect Expenditure	<u>3,708</u>	<u>5,525</u>	<u>1,817</u>	<u>0</u>	<u>1,817</u>	<u>67.1%</u>	<u>0</u>
Net Expenditure	<u>(3,708)</u>	<u>(5,525)</u>	<u>(1,817)</u>				
<u>180 Maintenance and Repair</u>							
4210 Cleaning	16,614	19,492	2,878		2,878	85.2%	
4215 Maintenance Contracts	0	1,507	1,507		1,507	0.0%	
4310 Repairs	160	3,566	3,406		3,406	4.5%	
Maintenance and Repair :- Indirect Expenditure	<u>16,774</u>	<u>24,565</u>	<u>7,791</u>	<u>0</u>	<u>7,791</u>	<u>68.3%</u>	<u>0</u>
Net Expenditure	<u>(16,774)</u>	<u>(24,565)</u>	<u>(7,791)</u>				
<u>190 Office Other Running Costs</u>							
4215 Maintenance Contracts	242	0	(242)		(242)	0.0%	
Office Other Running Costs :- Indirect Expenditure	<u>242</u>	<u>0</u>	<u>(242)</u>	<u>0</u>	<u>(242)</u>		<u>0</u>
Net Expenditure	<u>(242)</u>	<u>0</u>	<u>242</u>				
<u>210 Court Lodge & Innes Pavilion</u>							
1310 Football Pitches Income	6,021	6,300	279			95.6%	
1320 Innes Pavilion Rent Income	10,000	9,252	(748)			108.1%	
1340 Utilities income	1,293	0	(1,293)			0.0%	
Court Lodge & Innes Pavilion :- Income	<u>17,314</u>	<u>15,552</u>	<u>(1,762)</u>			<u>111.3%</u>	<u>0</u>
4110 Compliance and Regulatory	3,028	0	(3,028)		(3,028)	0.0%	
4210 Cleaning	3,283	3,326	43		43	98.7%	
4215 Maintenance Contracts	1,442	1,105	(337)		(337)	130.5%	
4230 Utilities	4,374	2,873	(1,501)		(1,501)	152.3%	
4300 Rent to RBBC Expenditure	0	1	1		1	0.0%	
4305 Refurbishment	725	5,691	4,966		4,966	12.7%	
4310 Repairs	702	1,138	436		436	61.7%	
4400 Playground Inspections	2,920	0	(2,920)		(2,920)	0.0%	
4405 Playground Repairs	32,038	0	(32,038)		(32,038)	0.0%	15,873
Court Lodge & Innes Pavilion :- Indirect Expenditure	<u>48,513</u>	<u>14,134</u>	<u>(34,379)</u>	<u>0</u>	<u>(34,379)</u>	<u>343.2%</u>	<u>15,873</u>
Net Income over Expenditure	<u>(31,199)</u>	<u>1,418</u>	<u>32,617</u>				
6000 plus Transfer from EMR	15,873						
Movement to/(from) Gen Reserve	<u>(15,326)</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Horley Recreation Ground</u>							
1340 Utilites income	6,561	0	(6,561)			0.0%	
1400 Café in the Park Rent Income	12,400	12,000	(400)			103.3%	
1600 Bowling Club Lease	0	276	276			0.0%	
1610 Events Income	3,300	7,000	3,700			47.1%	
1620 Banners	1,437	1,400	(37)			102.6%	
Horley Recreation Ground :- Income	<u>23,698</u>	<u>20,676</u>	<u>(3,022)</u>			114.6%	<u>0</u>
4110 Compliance and Regulatory	2,486	0	(2,486)		(2,486)	0.0%	
4215 Maintenance Contracts	2,601	2,345	(256)		(256)	110.9%	
4230 Utilities	8,686	1,350	(7,336)		(7,336)	643.4%	
4310 Repairs	54	0	(54)		(54)	0.0%	
4340 Signage	695	1,875	1,180		1,180	37.1%	
4345 Pest control	0	630	630		630	0.0%	
4350 Tree Surgery	11,350	12,000	650		650	94.6%	
4400 Playground Inspections	3,210	9,730	6,520		6,520	33.0%	
4405 Playground Repairs	27,604	8,206	(19,398)		(19,398)	336.4%	9,645
4410 Parks Furniture	3,700	5,862	2,162		2,162	63.1%	
4415 Café in the Park Expenditure	383	2,210	1,827		1,827	17.3%	
4420 Memorial & Ornamental Gdns	3,423	5,691	2,268		2,268	60.1%	
4425 Events expense	428	0	(428)		(428)	0.0%	
Horley Recreation Ground :- Indirect Expenditure	<u>64,620</u>	<u>49,899</u>	<u>(14,721)</u>	<u>0</u>	<u>(14,721)</u>	129.5%	<u>9,645</u>
Net Income over Expenditure	<u>(40,922)</u>	<u>(29,223)</u>	<u>11,699</u>				
6000 plus Transfer from EMR	9,645						
Movement to/(from) Gen Reserve	<u>(31,277)</u>						
<u>230 Church Road Allotments</u>							
1500 Allotment Rent Income	3,295	3,465	170			95.1%	
Church Road Allotments :- Income	<u>3,295</u>	<u>3,465</u>	<u>170</u>			95.1%	<u>0</u>
4215 Maintenance Contracts	9,020	0	(9,020)		(9,020)	0.0%	8,975
4230 Utilities	89	575	486		486	15.4%	
4310 Repairs	388	2,044	1,656		1,656	19.0%	
Church Road Allotments :- Indirect Expenditure	<u>9,497</u>	<u>2,619</u>	<u>(6,878)</u>	<u>0</u>	<u>(6,878)</u>	362.6%	<u>8,975</u>
Net Income over Expenditure	<u>(6,202)</u>	<u>846</u>	<u>7,048</u>				
6000 plus Transfer from EMR	8,975						
Movement to/(from) Gen Reserve	<u>2,773</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Langshott Allotments</u>							
1500 Allotment Rent Income	8,345	3,990	(4,355)			209.1%	
Langshott Allotments :- Income	<u>8,345</u>	<u>3,990</u>	<u>(4,355)</u>			209.1%	<u>0</u>
4210 Cleaning	1,106	1,103	(3)		(3)	100.3%	
4215 Maintenance Contracts	23,031	0	(23,031)		(23,031)	0.0%	22,665
4230 Utilities	393	2,763	2,370		2,370	14.2%	
4310 Repairs	1,366	1,773	407		407	77.0%	
Langshott Allotments :- Indirect Expenditure	<u>25,896</u>	<u>5,639</u>	<u>(20,257)</u>	<u>0</u>	<u>(20,257)</u>	459.2%	<u>22,665</u>
Net Income over Expenditure	<u>(17,551)</u>	<u>(1,649)</u>	<u>15,902</u>				
6000 plus Transfer from EMR	22,665						
Movement to/(from) Gen Reserve	<u>5,114</u>						
<u>260 Michael Crescent</u>							
4110 Compliance and Regulatory	186	0	(186)		(186)	0.0%	186
4195 Rates	243	540	297		297	45.0%	
4215 Maintenance Contracts	62	0	(62)		(62)	0.0%	
4230 Utilities	1,512	200	(1,312)		(1,312)	755.8%	1,405
4400 Playground Inspections	2,919	0	(2,919)		(2,919)	0.0%	
4405 Playground Repairs	1,829	0	(1,829)		(1,829)	0.0%	
4550 Buildings & Grounds	17,624	2,210	(15,414)		(15,414)	797.5%	17,379
Michael Crescent :- Indirect Expenditure	<u>24,375</u>	<u>2,950</u>	<u>(21,425)</u>	<u>0</u>	<u>(21,425)</u>	826.3%	<u>18,970</u>
Net Expenditure	<u>(24,375)</u>	<u>(2,950)</u>	<u>21,425</u>				
6000 plus Transfer from EMR	18,970						
Movement to/(from) Gen Reserve	<u>(5,405)</u>						
<u>270 Emlyn Meadows</u>							
4215 Maintenance Contracts	280	500	220		220	56.0%	
Emlyn Meadows :- Indirect Expenditure	<u>280</u>	<u>500</u>	<u>220</u>	<u>0</u>	<u>220</u>	56.0%	<u>0</u>
Net Expenditure	<u>(280)</u>	<u>(500)</u>	<u>(220)</u>				
<u>280 Town Centre</u>							
1250 Councillors Hospitality Income	150	0	(150)			0.0%	
1300 Devolved Powers RBBC Income	1,700	1,700	0			100.0%	
Town Centre :- Income	<u>1,850</u>	<u>1,700</u>	<u>(150)</u>			108.8%	<u>0</u>
4110 Compliance and Regulatory	1,903	0	(1,903)		(1,903)	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Maintenance Contracts	395	0	(395)		(395)	0.0%	
4340 Signage	144	0	(144)		(144)	0.0%	
4410 Parks Furniture	80	0	(80)		(80)	0.0%	
4600 Flower Baskets, Beds, Planters	9,557	9,674	117		117	98.8%	
4620 HTC Events	2,406	4,000	1,594		1,594	60.2%	
4630 Christmas Tree	509	2,162	1,653		1,653	23.5%	
Town Centre :- Indirect Expenditure	14,994	15,836	842	0	842	94.7%	0
Net Income over Expenditure	(13,145)	(14,136)	(991)				
290 Security							
4330 Security	7,119	6,630	(489)		(489)	107.4%	
4650 CCTV Installation	1,896	2,000	104		104	94.8%	
4655 CCTV Maintenance	927	3,500	2,573		2,573	26.5%	
4660 CCTV Broadband Connection	1,244	2,186	942		942	56.9%	
Security :- Indirect Expenditure	11,186	14,316	3,130	0	3,130	78.1%	0
Net Expenditure	(11,186)	(14,316)	(3,130)				
310 Full Council							
4350 Tree Surgery	1,500	0	(1,500)		(1,500)	0.0%	
4500 GM Contracts	55,379	78,000	22,621		22,621	71.0%	
4710 Churchyards Grant	6,750	6,750	0		0	100.0%	
4720 HTC Grants Scheme	2,150	3,000	850		850	71.7%	
Full Council :- Indirect Expenditure	65,779	87,750	21,971	0	21,971	75.0%	0
Net Expenditure	(65,779)	(87,750)	(21,971)				
320 Loans							
4700 Café in the Park - PWLB	27,596	27,596	0		0	100.0%	
4730 Council office - PWLB	19,545	19,545	0		0	100.0%	
Loans :- Indirect Expenditure	47,141	47,141	0	0	0	100.0%	0
Net Expenditure	(47,141)	(47,141)	(0)				
Grand Totals:- Income	932,440	627,132	(305,308)			148.7%	
Expenditure	671,533	568,244	(103,289)	0	(103,289)	118.2%	
Net Income over Expenditure	260,907	58,888	(202,019)				
plus Transfer from EMR	109,512						
less Transfer to EMR	274,759						
Movement to/(from) Gen Reserve	95,661						



HORLEY TOWN COUNCIL

Full Council

Rota for Councillors' Audit 2024/25

Date of Meeting	Accounts	Members
30 July 2024	Apr/May/June 2024	Cllrs Baird and Hughes
29 Oct 2024	Jul/Aug/Sep 2024	Cllrs George and Easterbrook
28 Jan 2025	Oct/Nov/Dec 2024	Cllrs Marshall and Turner
TBA (June 2025)	Jan/Feb/ Mar 2025	Cllrs Beech and Saunders

RFO will liaise with Members to agree a date and time for their audit; usually between one and two weeks prior to the meeting.

If Members are unable to attend, please contact the office at the earliest opportunity.

Horley Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2024	HSBC Current 51219138	75,098.21
31/03/2024	HSBC Deposit 01219154	36,471.69
31/03/2024	HSBC Payroll 81345788	4,189.82
31/03/2024	Nationwide Intl 90036306	24,055.60
31/03/2024	FairFX Bank Debit Card	687.48
31/03/2024	Handelsbanken 50044859	346,116.71
31/03/2024	Safe (Unbanked Money)	0.00
31/03/2024	Handelsbanken FT 26366645	250,000.00

736,619.51

Receipts not on Bank Statement

0.00

Closing Balance

736,619.51

All Cash & Bank Accounts

1	HSBC Current 51219138	75,098.21
2	HSBC Deposit 01219154	36,471.69
3	HSBC Payroll 81345788	4,189.82
4	Nationwide Intl 90036306	24,055.60
5	FairFX Bank Debit Card	687.48
6	Handelsbanken 50044859	346,116.71
7	Safe (unbanked money)	0.00
8	Handelsbanken FT 26366645	250,000.00
	Other Cash & Bank Balances	<u>0.00</u>
	Total Cash & Bank Balances	<u>736,619.51</u>

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	7,382	
102	Allotment Salesledger	2,798	
105	VAT Control Ac	24,147	
150	Allotments - debtors	7	
200	HSBC Current 51219138	75,098	
205	HSBC Deposit 01219154	36,472	
210	HSBC Payroll 81345788	4,190	
215	Nationwide Intl 90036306	24,056	
220	FairFX Bank Debit Card	687	
225	Handelsbanken 50044859	346,117	
226	Handelsbanken FT 26366645	250,000	
	Total Current Assets		770,954
	<u>Current Liabilities</u>		
500	Creditors	38,163	
505	Mayors Charity	0	
506	HTMG	5,309	
510	Accruals	46,369	
560	Receipts in Advance	1,271	
565	Holding Deposits	1,721	
566	Damage Deposits	1,693	
	Total Current Liabilities		94,526
	Net Current Assets		676,428
	Total Assets less Current Liabilities		676,428
	<u>Represented by :-</u>		
300	Current Year Fund	260,907	
310	General Reserves	105,697	
320	EMR -CIL	40,523	
322	EMR - Parks and Playgrounds	38,426	
325	EMR - Edmonds Hall	20,000	
327	EMR - CIL SIP(2) 17 Railings	35,806	
328	EMR - CIL SIP(2) 18 Office	94,139	
329	EMR - CIL SIP(2) 19 Michael Cr	70,000	
420	EMR - SCC Funding	10,929	
	Total Equity		676,428

Section 1 – Annual Governance Statement 2023/24

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 2024, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			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	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

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

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

DD/MM/YYYY

and recorded as minute reference:

C

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/EMAIL ADDRESS
<https://www.horleysurrey-tc.gov.uk/>

Section 2 – Accounting Statements 2023/24 for

HORLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	326,943	415,520	<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	464,794	525,016	<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	115,417	407,424	<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	189,040	232,078	<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	47,141	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	255,453	392,313	<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	415,520	676,428	<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	425,037	736,620	<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	2,480,033	2,424,580	<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	608,634	578,039	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2024

Horley Town Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

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

Responsible Financial Officer

Date

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

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	326,943	415,520	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	464,794	525,016	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	115,417	407,424	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	189,040	232,078	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	47,141	47,141	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	255,453	392,313	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	415,520	676,428	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	425,037	736,620	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	2,480,033	2,424,580	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	608,634	578,039	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

Annual Internal Audit Report 2023/24

HORLEY TOWN COUNCIL

ENTER PUBLIC WEBSITE ADDRESS <https://www.horleysurrey-tc.gov.uk/>

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

28/11/2023 23/05/2024

MARK MULBERRY BA(Hons) FCCA CTA

Signature of person who carried out the internal audit

M Mulberry REQUIRED

Date

23/05/2024

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

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

Area Fund Grant Application Form

Before applying, please read the eligibility guidance <https://www.cfsurrey.org.uk/guidance/>

Name of organisation:	St Bartholomew's Church		
Cheque Payee:	Horley Parochial Church Council		
Contact name:	Reverend Canon Leslie Wells		
Contact phone number(s):	07804231492		
Contact e-mail:	leswells80@hotmail.com		
Contact address:	Parish Office, St Bartholomew's Church, Church Road Horley, Surrey, <i>Post Code: RH6 8AB</i>		
Short summary of the main activities carried out by your organisation: <i>(Where and when do you meet, how many people attend, and what you do?)</i>	<p>We are a lively, informal, evangelical church whose worship is inspiring, joyful and uplifting, always giving glory to Jesus. Every Sunday there is a traditional Holy Communion service at 8 am. Then at 10:30 am there is a Morning Praise service with children's groups or activities provided on the first and fourth Sunday. An All Age Worship is held on the second Sunday and Holy Communion on the third.</p> <p>At the 8 am service we average attendance 8-14 and at the 10:30 am service approximately 50-60 adults and children 15-20+</p> <p>We support a number of programmes and activities for young people, including mother and toddler groups once a week and a Friday night youth group. We support a food bank for the local community and a winter night shelter for the homeless during the winter period. Other groups use our facilities eg Rock Choir for practice.</p> <p>Horley Team Ministry works with 'Churches For Horley' in community outreach. This work is greatly appreciated by the Town Council as we support many of the activities of the Council in the town, such as St George's Day, Remembrance Day, Horley Town Carnival and the Autumn Fayre. Horley Team Ministry contributes to the Churches for Horley <u>Foodbank</u>.</p> <p>In addition, we provide support for our local schools, including our CofE Trinity Oaks, Oakwood School and CofE St Bede's in Redhill.</p>		
Amount applied for:	£2300	If a grant of over £2k, indicate if Director of Grants has approved:	No

Together we can

<p>What the money is to be used for:</p>	<p>It will help towards the £5000 cost to replace the missing wooden cross from one end of the gables of the pitch roof and to re-point and replace some the stonework of the memorial with an appropriate lime mortar. This was suggested by the War Memorials Trust (WMT) in an email to us</p> <p>See extract from their email:-</p> <p><i>"I am writing to you from War Memorials Trust, the national charity dedicated to the protection and conservation of our war memorial heritage. War Memorials Trust has recently been contacted about the Horley, BoerWar, Lychgate at St. Bartholomew's and it would seem that the stonework would benefit from repointing in an appropriate lime mortar. I also suspect that there is a cross missing in one of the gable ends."</i></p> <p>The church are conscious that we would like to maintain the Lychgate to a good standard.</p>
<p>Please explain how you know that people in your community want/need this project/activity?</p>	<p>The Boer War lychgate memorial at the Church of St Bartholomew, Horley is a handsome gateway to the churchyard and a poignant reminder of the loss endured by local communities in wartime, and was statutorily listed at Grade II on 18th September 2018.</p> <p>The footpath from the A23 through the lychgate is used by the local community to get to the church, by dog walkers and ramblers. We have also had visitors from the continent and visitors looking for war graves and the lychgate monument.</p> <p>The Boer War Memorial Lychgate at Horley dates from around 1903, and stands at the southern pedestrian entrance to the churchyard of the Church of St Bartholomew. It is constructed of a good quality oak frame carved with Gothic-style tracery, which is supported on well-detailed plinths, made from good quality materials.</p>
<p>Please tick to confirm that your organisation has the following in place:</p>	
<p><input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p>A Management Committee of at least 3 unrelated members which operates in line with your Constitution;</p>
<p><input checked="" type="checkbox"/></p>	<p>A bank account on which at least two signatories are required to authorise transactions.</p>
<p>CONDITIONS OF GRANT AWARD</p> <ul style="list-style-type: none"> • Any and all monies awarded must be used for exclusively charitable purposes. • The award is intended to fund the items specified in your request. • The grant should be recorded as Restricted Income in your accounts. • If the project/activity changes in any way from the original application, the Community Foundation for Surrey must be notified immediately. • If you have been unable to start using the grant within three months of receipt, or it cannot be used for the purpose for which it was awarded you must contact the Foundation as soon as possible. • Public information about any grant awarded may be shared in open datasets. No personally identifying information will be published. • As part of the conditions of the grant, you agreed to complete a short end of grant report. 	

Together we can

√	I have read and agree to the terms and conditions.		
Has the organisation received a grant from the Horley Edmonds Fund prior to this application?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Declaration by organisation contact:			
<ul style="list-style-type: none"> I am authorised to make the application on behalf of the above organisation and certify that the information above is correct. If this information changes in any way, I will inform the Community Foundation for Surrey (CFS). I give permission for the CFS to record the details of my organisation electronically. 			
Signed: <i>L.V. Wells</i>		Date: 13/02/2024	

Once you have completed this form, please send to the Grants Team at the Community Foundation for Surrey by e-mail at grants@cfsurrey.org.uk

For Horley Edmonds Fund / Community Foundation for Surrey use only:

Supporting Comments of Horley Edmonds Fund Grant Panel / Community Member:

Guidance for completing the due diligence can be found in the 'Due Diligence Guidance for Area Fund' document.

Does the Organisation pass the Eligibility Criteria?	Yes / No
Has the Governing Document been checked?	Yes / No
Do they have a good financial policy?	Yes / No
Do they have a good safeguarding policy?	Yes / No
Have they sent a recent bank statement?	Yes / No
Has the Charity Commission / Companies House been checked?	Yes / No

Committee Member Checking Due Diligence:

Date Due Diligence Completed:

Approved by Horley Edmonds Fund Committee Members:

Signed:..... Date.....



Funding for an organisation providing inclusive exercise opportunities to people in East Surrey with disabilities.

Total cost:	£62,375	Geography:	Project based primarily in Redhill - will benefit residents across East Surrey
Funding requested:	£10,000	Primary beneficiaries:	People with multiple disabilities
		Number of beneficiaries:	450

Reviewer's comments

YMCA East Surrey is well placed to provide the targeted exercise programme to people with disabilities in East Surrey. This group are often excluded from sports and exercise events and this exclusion has increased as the cost-of-living crisis has affected more people. Providing opportunities for this group to engage in healthy activities has a range of benefits, as the organisation has demonstrated in their application and the reviewer highly recommends this application for funding.

Income in last FY: £6M

Financial position: According to the Annual Accounts March 2023, YMCA East Surrey had £2.7M in unrestricted funds, equating to a little under 6 months running costs.

Previous grant awards: YMCA East Surrey has had 37 grants from CFSurrey since 2008 totalling £235,456. The most recent grant of £10,000 was awarded in March 2024 towards their IT system. Previous End of Grant reporting has been submitted on time and to a good standard.

Amount recommended: £10,000

The application – in the words of the applicant

About the organisation

YMCA East Surrey is a vibrant charity that has been actively supporting the local community since 1871. Our mission is to help people to believe in themselves, support them to achieve their goals and inspire them to be the best they can be by providing services that focus on those who are vulnerable, have a disability or face disadvantage.

Our services are inclusive for people of all ages and abilities, spanning a diverse range of projects across health and wellbeing, housing and services for children and young people.

The services we offer are wide ranging, including sport and fitness, supported housing, youth work, mental health counselling, children's playschemes and volunteering. We have a wealth of experience supporting the whole community to lead healthy, active lives and are specialists in providing affordable and accessible services, including sports and physical activity for people with a disability or chronic health condition and the elderly at our Sports Centre in Redhill and in the wider community.

We also have an excellent track record of delivering play and leisure schemes for children and young people, including those with a disability. Our Sports Centre offers after school and holiday clubs for the under 12s – rated Good by Ofsted.

Other services for young people include youth clubs and detached youth work in areas identified as anti-social behaviour hot spots. We also deliver a range of projects that provide free support, activities and counselling sessions to young people with mental health issues.

YMCA East Surrey has been providing supported housing to young homeless people aged 16-30 for 20 years. Since 2019/20 we have increased the number of bed spaces we provide from 51 to 69 and we now support over 130 young homeless people per year with safe and affordable accommodation as well as support with the challenges they face including finding training and employment.

52 full time staff, 106 part time staff, 100 volunteers, 12 Trustees

What problems do the people you work with face?

It is well documented that prolonged physical inactivity increases the risk of many serious health conditions, including type 2 diabetes, dementia, obesity and some cancers. Partaking in regular group exercise has also been proven to improve mental health by boosting self-esteem, decreasing levels of anxiety and reducing the risks of social isolation.

255,696 people living in Surrey have a disability or a long-term physical or mental health condition, with 13.8% of Surrey residents classified as disabled (Census, 2021). 43% of adults in England with a disability are inactive compared to 23% of adults with no disability, with this inequality rising sharply as the number of impairments a person has increases (Sport

England, Active Lives survey). Without the right support and services, this leaves many disabled people at risk of becoming trapped in a cycle of inactivity and deteriorating health. The most commonly cited barriers to physical activity by disabled people are lack of social support, lack of skill or knowledge, and fear of injury. More recently, a growing number of disabled people are reporting being unable to afford physical activity due to the rising cost of living (Activity Alliance, 2023).

Project and activity details

YMCA East Surrey delivers a programme of targeted health and wellbeing sessions for people with physical and learning disabilities, long-term conditions (LTCs) and the elderly. Our Inclusive Sport project comprises 11 weekly classes, including multi-sport, Tai Chi, Pickleball, Boccia, Inclusive Trampolining as well as our Be Active fitness class and our Sensory Fun sessions for those with more profound learning disabilities. In 2022/23 we delivered inclusive sport to 426 people, with a total of 2,141 attendances to sessions.

Sessions are delivered by both YMCA staff and external coaches, enabling us to provide a wide variety of choice for service users. The project benefits from a dedicated Inclusive Sport Coordinator and management from our Targeted Health and Wellbeing Manager. Our Inclusive Sport Coordinator, Russell Bewley, is a qualified coach and delivers a number of sessions in-house as well as in local day centres and care homes. Our Coordinator is also responsible for connecting with the wider community to build and maintain strong and effective relationships and develop a network of both agencies and service users, enabling us to deliver a wide range of activities to suit people of all abilities. Russell was recently awarded the Reigate & Banstead Inclusive Sport Award 2024, recognising his work in increasing opportunities for disabled people in Reigate & Banstead to participate in sport or physical activity.

What difference will your project make and how will this be measured?

YMCA East Surrey's main objective is to support people with learning and physical disabilities, as well as those with living with chronic conditions, to overcome barriers to exercise. We want to increase the number of individuals who are regularly taking part in physical activity, ultimately improving the health and wellbeing of some of the most vulnerable people in our community - particularly those at highest risk of developing chronic health conditions or mental health issues.

Disabled people face poorer health outcomes than people without a disability and also often face additional barriers when accessing sport and physical activity. Amongst the most commonly cited barriers by disabled people are fear of injury, lack of accessibility and affordability. Our project works to break down the many barriers disabled people face with a tailored approach to physical activity and sports specifically designed with disabled people in mind. We support people at an early stage by reducing the likelihood of physical and mental health problems, thereby helping them to reach their potential.

To monitor and evaluate success, we use attendance figures to measure against anticipated outputs and gauge levels of interest. We continually monitor each activity to ensure that it is reaching target groups effectively. The project is community-led and aims to respond in line with local need. We collect feedback through regular contact with individuals and carers to ensure we are developing our inclusive sport and disability activity programme in alignment with the needs of our service users. Particularly for those with learning, sensory or more profound disabilities, formal and traditional methods of data collection and evaluation such as surveys or questionnaires are usually not appropriate, meaning it can be more challenging to quantify outcomes. However, we use more informal methods such as regular conversations and contact with individuals, carers and partners.

Case study

Philip gets a huge kick out of staying active. A YMCA East Surrey member since 2015, he attends our disability multi-sports sessions regularly, as well as a weekly dance class and our Y-Mania nightclub experience.

Philip, who has Downs Syndrome, particularly enjoys badminton - though he has tried most activities, even using the sports wheelchairs to join in with a variety of seated sports. Not only has he lost weight and become more flexible but, as he enjoys mixing with others, it has proved to be a great way for him to build on his social skills while getting the most out of the sessions physically.

Philip, 37, says: "I'm a big music fan – I love Status Quo and George Ezra. Dancing gets me moving and trying different sports is fun. I look forward to the multi-sports sessions because I like to stay fit and healthy. I'd miss it a lot if I couldn't come to the YMCA."

Staff from Peak 15, the adult social care organisation which provides a supported living service for Philip, say that he loves to come home and chat about the sessions afterwards.

"He thoroughly enjoys the interaction," says Sharon Davies, Peak 15 Service Manager at Philip's house. "He sometimes supports other people at the sessions, building friendships and improving his caring skills alongside his coordination."



Tanya Mankoo Flatt
 CIL Team Manager
 Reigate & Banstead Borough Council
Sent by Email: Tanya.Mankoo-Flatt@reigate-banstead.gov.uk
References: SIP(2)-17; 18; 19; 20

April 2024

Dear Tanya

**CIL Strategic Infrastructure Programme (SIP) 2022-2027:
 Project Activity and Progress Reporting from Horley Town Council**

I hope you are well.

In accordance with the funding requirements set by the Borough Council through the CIL Strategic Infrastructure Programme (SIP) 2, I am writing to provide you with our April update on the four projects completed or currently underway by Horley Town Council. This information is summarised below under the respective project headings:

1. SIP(2)-17 - Community Safety Improvements Project, Horley Recreation Ground

Start Date	Completion and Final Sign Off
June 2023	To be confirmed
<ul style="list-style-type: none"> • Perimeter Railings Replacement: A full tender has been carried out and the contract award will be awarded in the second quarter of 2024/25. The works will thereafter be programmed for implementation by the appointed contractor. • LED Lighting Replacement: The phased lighting programme to LED throughout the park is now underway to replace the old lighting. All of the columns remain intact, but are regularly inspected by our parks contractors. • CCTV Tower and extra surveillance cameras: This will be programmed as the final part of the project with the Council’s security contractors, to add more cameras and have full connectivity on one tower in order to increase surveillance coverage throughout the park, including the extended car park. 	

2. SIP(2)-18 - Expansion and Sustainability Improvements, Horley Town Council offices

Start Date	Completion and Final Sign Off
January 2023	October 2025 (Tentative)
<ul style="list-style-type: none"> • After appointing architects for the first phase of the project, an initial survey of the building has been carried out with measurements taken for the expansion as well as some internal remodelling to address workspace requirements. Following this, three Design Scheme Options were produced and one was selected as most suitable with some variations to cover overall functionality, accessibility and storage. After the final drawings were agreed by Council, a working group of councillors was formed to work with officers and proceed to the next stage to seek pre-application advice. • At the architect’s recommendation, HTC also had an Energy Efficiency study of the building carried out and a detailed survey report was prepared to enable the Council to address eco-friendly and future sustainability enhancements to feature within the project or at a future stage, depending on budget costs. At the same time, a Crime Reduction survey of the building was completed to address safety and security of the community building now and post build. • Additionally, the Town Council has undertaken a separate project by upgrading the adjoining community hall (Edmonds Hall) on the community building site with replacement windows to low E, insulated with Argon gas, UPVC frames and A-rated, to complement the expansion project. 	

3. SIP(2)-19 - Improvements to Michael Crescent Centenary Park with upgraded Children's Playground*

Start Date	Completion and Final Sign Off
March 2023 – Tentative	June 2024 (Tentative)
<ul style="list-style-type: none">• Following a full tender for the upgraded children's playground in January 2024, a contract award was made by HTC in March. A public survey was also carried out by the council for suggestions on play equipment and age ranges, to which over 50 respondents participated.• Once the legal agreement is in place, it is anticipated that the installation will be programmed in spring 2024. At a later stage, the Town Council will consider other options for the site, including sport and recreational provision, for which another resident survey will be undertaken.	

4. SIP (2)-20 - Allotment Site Resurfacing, Langshott Service Road and Church Road car park

Start Date	Completion and Final Sign Off
January 2023	April 2024
<ul style="list-style-type: none">• Resurfacing works has completed at both the Langshott and Church Road allotment sites and both projects are due to be signed off imminently, once minor snagging issues have been carried out. Thereafter we will consult the Borough Council about signage in acknowledgement of the grant, for placement at both allotment gardens and will arrange a publicity launch about the project.	

By way of additional information, I have attached a project schedule (Gantt chart), illustrating the status all live projects underway and those completed through a variety of funding schemes, including the RBBC CIL SIP 2 programme.

I hope that all required information on our projects has been adequately covered but if you do need anything further, then please let me know.

Yours sincerely



Joan Walsh
Town Clerk
Horley Town Council

cc:
Cllr Richard Biggs, Reigate & Banstead BC Leader
Cllr Martin Saunders, Horley Town Council Chairman

