

# AGENDA ITEM 5

## CHICHESTER CITY COUNCIL

### FINANCIAL YEAR 2021/2022

#### MONITORING REPORT TO 30<sup>th</sup> JUNE 2021

#### INTRODUCTION

This budget monitor for 2021/2022 reports on the month to the end of June 2021. The report shows the current total budget for the year and a profiled budget, (i.e. the amount expected to be expended by the end of June), against which actual income and expenditure is compared. Certain costs are accrued for where the liability is known to have been incurred, such as charges from the District Council for various services provided.

A column for committed expenditure has also been included. This refers to items of expenditure approved at previous Finance Committees, to be funded from specific existing budgets. The expenditure has not yet been incurred, but it is included to give councillors a clearer picture of funds available.

#### SUMMARY

The monitoring report shows a surplus of £4,530 against the budget to the end of June 2021.

The variances listed below are cumulative from the start of the financial year 2021/22.

#### VARIANCES

1. The first quarters investment income is received in July 2021 so is not showing in these accounts.
2. The Chi in Bloom budget has been reduced from £30,000 to £15,000. It is hoped that the floral decorations in the City can be achieved within this budget.
3. The Public Realm budget includes the purchase of the Speed Indicator device and expenditure for the Finger Post project which will be funded from Cil.
4. Expenditure on Custodian hours is very low in the first quarter of the year. Hall bookings are slowly increasing and Custodians have been covering holidays so this is likely to increase.
5. Cil receipts received so far this year total £118,419.56.

Kim Martin

FINANCE MANAGER AND DEPUTY TOWN CLERK

**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2021/2022**

Month: 3

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>101 Administration</b>						
4001 Staff Costs	263,380	263,380	65,845	64,450		(1,395)
4002 Employers NI	24,200	24,200	6,050	6,394		344
4003 Employers Superannuation	50,440	50,440	12,610	12,226		(384)
4004 Staff expenses	300	300	75	-		(75)
4005 Ill Health Insurance	3,600	3,600	3,600	3,373		(227)
4007 Staff Recruitment	500	500	125	-		(125)
4008 Professional Development	1,500	1,500	375	329		(46)
4009 Travel and Subsistence	100	100	25	18		(7)
4010 Card terminal charges	300	300	75	27		(48)
4011 Eye tests	300	300	75	-		(75)
4012 Overtime	-	-	-	2,540		2,540
4014 Cyclescheme	-	-	-	(83)	83	-
4020 General Expenses	200	200	50	159		109
4021 Telephone	3,000	3,000	750	1,187		437
4022 Postage	1,000	1,000	250	202		(48)
4023 Stationery	1,000	1,000	250	147		(103)
4024 Subscriptions	50	50	13	-		(13)
4025 Petty Cash Expenditure	70	70	18	-		(18)
4026 Printing	300	300	75	41		(34)
4027 Photocopying	1,100	1,100	275	223		(52)
4029 SALC	3,200	3,200	3,200	3,262		62
4030 South East Employers	200	200	50	226		176
4031 Nat Allotment Gardens Assoc	60	60	60	55		(5)
4032 Walled Town Friendship	130	130	33	-		(33)
4033 UNA	40	40	10	-		(10)
4035 LCAS Subscription	150	150	38	-		(38)
4036 Publications	150	150	38	-		(38)
4038 Computer Improvement/Maint.	10,000	10,000	2,500	4,536		2,036
4039 CHIBAC DTE Subscription	270	270	270	130		(140)
4050 Office Equipment	1,000	1,000	250	245		(5)
4051 Bank Charges Payable	500	500	125	76		(49)
4055 Professional Fees	3,400	3,400	850	2,004		1,154
4057 Audit Fees	2,300	2,300	575	-		(575)
4059 Payroll Admin Costs	1,500	1,500	375	-		(375)
4216 Cleaning Sundries	70	70	18	-		(18)
4700 Accommodation recharge	53,300	53,300	13,325	13,325		-
<b>Total Expenditure</b>	427,610	427,610	112,250	115,092	83	2,925
1075 Sale of Goods	300	300	75	64		11
1176 Precept Received	702,156	702,156	351,078	351,078	-	-
1196 Interest Received	17,600	17,600	4,400	27		4,373
1201 Recharge to other services	427,610	427,610	106,903	106,903		(1)
<b>Total Income</b>	1,147,666	1,147,666	462,456	458,072	-	4,384
<b>Net Expenditure</b>	(720,056)	(720,056)	(350,206)	(342,980)	83	7,309

**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2021/2022**

Month: 3

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>102 Civic Expenses</b>						
4020 General Expenses	800	800	200	-		(200)
4111 Custodian Uniforms	1,000	1,000	250	100		(150)
4112 Robes and Hats	250	250	63	-		(63)
4113 Cleaning/Repair Insignia	1,000	1,000	250	-		(250)
4114 Civic and Heritage Awards	2,000	2,000	500	-		(500)
4115 Civic/Heritage Reception	1,500	1,500	375	-		(375)
4116 Official Gifts	500	500	125	-		(125)
4117 Guild of Mace-Bearers Sub	60	60	15	-		(15)
4119 Civic Regalia Appraisal	2,000	2,000	500	-		(500)
4127 Freedom Ceremony	-	-	-	1,368		1,368
4800 Administration recharge	2,910	2,910	728	728		1
4801 C S Ohead recharge	250	250	63	63		1
<b>Total Expenditure</b>	<b>12,270</b>	<b>12,270</b>	<b>3,068</b>	<b>2,259</b>	<b>-</b>	<b>(809)</b>
<b>Net Expenditure</b>	<b>12,270</b>	<b>12,270</b>	<b>3,068</b>	<b>2,259</b>	<b>-</b>	<b>(809)</b>
<b>103 Discretionary Expense Finance</b>						
4172 Flags	1,260	1,260	315	2,557		2,242
4063 Bell Tower Clock	500	500	-	-		-
4065 City Band (Gold level)	300	300	-	-		-
4182 Blue plaques	600	600	-	-		-
4188 Environment	800	800	200	-		(200)
4195 Chichester in Bloom	15,000	15,000	15,000	(356)	15,000	(356)
4204 Walled Town Symposium	1,000	1,000	250	-		(250)
4260 Discretionary grants	35,000	35,000	35,000	12,950	22,050	-
4296 Public Realm Projects	23,000	35,409	23,000	20,920	2,080	-
4900 Depreciation charged	6,600	6,600	1,650	-	1,650	-
4801 C S Ohead recharge	890	890	223	223		1
4199 local historic interest plaque	1,000	1,000	250	-		(250)
4800 Administration recharge	10,350	10,350	2,588	2,588		1
<b>Total Expenditure</b>	<b>96,300</b>	<b>108,709</b>	<b>78,475</b>	<b>38,882</b>	<b>40,780</b>	<b>1,187</b>
1030 Delegates Fees	-	-	-	-		-
1059 Admin charge for sale of Banners	-	-	-	96		(96)
1060 Admin charge street name change	1,300	1,300	325	5,423		(5,098)
<b>Total Income</b>	<b>1,300</b>	<b>1,300</b>	<b>325</b>	<b>5,519</b>	<b>-</b>	<b>(5,194)</b>
<b>Net Expenditure</b>	<b>95,000</b>	<b>107,409</b>	<b>78,150</b>	<b>33,363</b>	<b>40,780</b>	<b>(4,007)</b>
<b>104 Allotments.</b>						
4022 Postage	150	150	38	8		(30)
4211 Rates & Water	1,800	1,800	450	746		296
4236 Reps/Maint. General	6,000	6,000	1,500	1,324		(176)
4900 Depreciation Charged	1,300	1,300	325	325		-
4801 C S Ohead recharge	1,450	1,450	363	363		1
4800 Administration recharge	16,980	16,980	4,245	4,245		-
<b>Total Expenditure</b>	<b>27,680</b>	<b>27,680</b>	<b>6,920</b>	<b>7,011</b>	<b>-</b>	<b>91</b>
1020 Allotment Rents	18,500	18,500	18,500	19,006		(506)
1028 Licence Agreements	250	250	250	300		-
1029 Allotment deposits						-
<b>Total Income</b>	<b>18,750</b>	<b>18,750</b>	<b>18,750</b>	<b>19,306</b>	<b>-</b>	<b>(506)</b>
<b>Net Expenditure</b>	<b>8,930</b>	<b>8,930</b>	<b>(11,830)</b>	<b>(12,295)</b>	<b>-</b>	<b>(415)</b>

**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2021/2022**

Month: 3

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>105 Democratic Representation</b>						
4801 C S Ohead recharge	5,320	5,320	1,330	1,330		-
4800 Administration recharge	62,080	62,080	15,520	15,520		-
<b>Net Expenditure</b>	<b>67,400</b>	<b>67,400</b>	<b>16,850</b>	<b>16,850</b>	<b>-</b>	<b>-</b>
<b>106 Corporate Management</b>						
4801 C S Ohead recharge	15,090	15,090	3,773	3,773		1
4800 Administration recharge	170,290	170,290	42,573	42,573		1
<b>Net Expenditure</b>	<b>185,380</b>	<b>185,380</b>	<b>46,345</b>	<b>46,346</b>	<b>-</b>	<b>1</b>
<b>110 Council and Committees</b>						
4001 Staff Costs	17,760	17,760	4,440	4,352		(88)
4002 Employers NI	1,740	1,740	435	296		(139)
4003 Employers Superannuation	3,600	3,600	900	879		(21)
4004 Staff Expenses	1,800	1,800	450	-		
4008 Training	500	500	125	155		30
4009 Travel and Subsistence	400	400	100	-		(100)
4020 General Expenses	150	150	38	17		(21)
4100 Local Election Expenses	12,000	12,000	12,000	-	12,000	-
4102 Refreshments	100	100	25	-		(25)
4128 Neighbourhood Plan	-	-	-	-		-
4700 Accommodation recharge	19,800	19,800	4,950	4,950		-
4801 C S Ohead recharge	1,840	1,840	460	460		-
4800 Administration recharge	21,520	21,520	5,380	5,380		-
<b>Total Expenditure</b>	<b>81,210</b>	<b>81,210</b>	<b>29,303</b>	<b>16,489</b>	<b>12,000</b>	<b>(364)</b>
<b>Net Expenditure</b>	<b>81,210</b>	<b>81,210</b>	<b>29,303</b>	<b>16,489</b>	<b>12,000</b>	<b>(364)</b>
<b>111 Community Development Admin</b>						
4801 C S Ohead recharge	110	110	28	28		1
4800 Administration recharge	1,230	1,230	308	308		1
<b>Net Expenditure</b>	<b>1,340</b>	<b>1,340</b>	<b>335</b>	<b>336</b>	<b>-</b>	<b>1</b>
<b>201 Discretionary Exps C Affairs</b>						
4185 International Relations	250	250	63	-		(63)
4186 Joint Twinning-Chartres	500	500	125	-		(125)
4187 Joint Twinning-Ravenna	500	500	125	-		(125)
4800 Administration recharge	410	410	103	103		1
4801 C S Ohead recharge	40	40	10	10		-
<b>Total Expenditure</b>	<b>1,700</b>	<b>1,700</b>	<b>415</b>	<b>103</b>	<b>-</b>	<b>(312)</b>
<b>Net Expenditure</b>	<b>1,700</b>	<b>1,700</b>	<b>415</b>	<b>103</b>	<b>-</b>	<b>(312)</b>
<b>202 Events</b>						
4164 Other events	1,000	1,000	250	-		(250)
4801 C S Ohead recharge	1,030	1,030	258	258		1
4800 Administration recharge	11,990	11,990	2,998	2,998		1
<b>Total Expenditure</b>	<b>14,020</b>	<b>14,020</b>	<b>3,505</b>	<b>3,256</b>	<b>-</b>	<b>(249)</b>
<b>Net Expenditure</b>	<b>14,020</b>	<b>14,020</b>	<b>3,505</b>	<b>3,256</b>	<b>-</b>	<b>(249)</b>

**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2021/2022**

Month: 3

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>203 Community Safety</b>						
4140 Community Wardens	40,800	40,800	40,800	41,616		816
<b>Total Expenditure</b>	40,800	40,800	40,800	41,616	-	816
<b>Net Expenditure</b>	40,800	40,800	40,800	41,616	-	816
<b>301 Statutory Expenses</b>						
4148 Repairs to War Memorial	2,000	2,000	500	2,333		1,833
4144 Contribution to Public Conveniences	12,456	12,456	12,456	12,882		426
4150 Footpath Lighting-Energy	3,000	3,000	750	728		(22)
4151 Footpath Lighting Maintenance	2,300	2,300	2,300	2,838		538
4152 City Cemetery-Annual Contrib.	44,000	44,000	11,000	-	11,000	-
4153 Litten Garden maintenance	2,500	2,500	625	510		(115)
4154 St Pauls-General Maint.	500	500	125	1,790		1,665
4156 Misc Grnd Mtce & Street Furn.	500	500	125	42		(83)
4157 Street Naming & Signage	4,000	4,000	1,000	1,419		419
4801 C S Ohead recharge	320	320	80	80		-
4800 Administration recharge	3,720	3,720	930	930		-
<b>Total Expenditure</b>	75,296	75,296	29,891	23,552	11,000	4,661
<b>Net Expenditure</b>	75,296	75,296	29,891	23,552	11,000	4,661
<b>401 Mayoralty</b>						
4009 Travel and Subsistence	1,000	1,000	250	-		(250)
4020 General Expenses	1,000	1,000	250	412		162
4123 Charter dinner	-	-	-	-		-
4125 Mayors Allowance	4,000	4,000	2,000	2,000		-
4131 Mayor at Home-Christmas	2,200	2,200	550	-		(550)
4132 Receptions Other	1,000	1,000	250	-		(250)
4700 Accommodation recharge	8,900	8,900	2,800	2,800		-
4801 C S Ohead recharge	1,060	1,060	265	265		-
4800 Administration recharge	12,400	12,400	3,100	3,100		-
<b>Total Expenditure</b>	31,560	31,560	9,465	8,577	-	(888)
<b>Net Expenditure</b>	31,560	31,560	9,465	8,577	-	(888)

**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2021/2022**

Month: 3

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
<b>501 Council House</b>							
4001 Staff Costs	22,180	22,180	5,545	5,437		(108)	
4002 Employers NI	2,180	2,180	545	445		(100)	
4003 Employers Superannuation	3,700	3,700	925	1,098		173	
4012 Overtime	11,000	11,000	2,750	51		(2,699)	4.
4050 Office equipment	-	-	-	-		-	
4055 Professional Fees (painting restoration)	2,000	2,000	500	1,015		515	
4101 Publicity	1,200	1,200	300	-		(300)	
4145 Maintenance bus shelters	500	500	125	-		(125)	
4201 Wedding licence	690	690	173	-		(173)	
4206 Bid membership	1,020	1,020	1,020	1,013		(7)	
4211 Rates and Water	42,500	42,500	42,500	41,679		(821)	
4212 Building cleaning and windows	6,400	6,400	1,600	683		(917)	
4214 Electricity	5,000	5,000	1,250	643		(607)	
4215 Gas	3,500	3,500	875	2,269		1,394	
4216 General Cleaning	2,300	2,300	575	191		(384)	
4217 Alarm main servicing and monitoring	1,500	1,500	375	743		368	
4218 Lift Service Contract	2,900	2,900	725	-		(725)	
4219 Fire Equipment Service	460	460	115	-		(115)	
4209 Emergency lighting	1,500	1,500	375	664		289	
4210 Fire Extinguishers	1,250	1,250	313	-		(313)	
4221 Automatic Door Service	650	650	163	495		333	
4222 Air conditioning system service	4,500	4,500	1,125	1,060		(65)	
4224 Portable App. Testing	500	500	125	-		(125)	
4225 Insurance	11,500	11,500	11,500	8,161		(3,339)	
4227 Licences	510	510	128	-		(128)	
4231 Council House Improvements	8,000	8,000	2,000	8,020	(7,630)	(1,610)	
4234 CCTV Maintenance Contract	400	400	100	45		(55)	
4238 Cyclical Maintenance budget	3,000	3,000	3,000	3,500		500	
4241 Lightning Protection R & M	180	180	45	175		130	
4242 Display Energy Certificate	400	400	100	-		(100)	
4245 Health and Safety	2,000	2,000	500	196		(304)	
4246 Wedding Expenditure	500	500	125	-		(125)	
4250 Council house equipment	1,450	1,450	363	118		(245)	
4283 Council Chamber Redecorations	20,000	20,000	20,000	-	20,000	-	
4284 MUGA running costs	750	750	188	204		17	
4291 Van running costs	1,000	1,000	250	471		221	
4800 Administration recharge	70,887	70,887	17,722	17,722		0	
4801 C S Ohead recharge	12,773	12,773	3,193	3,193		(0)	
4900 Capital Charges	39,100	39,100	9,775	9,775		0	
<b>Total Expenditure</b>	<b>289,880</b>	<b>289,880</b>	<b>130,985</b>	<b>109,066</b>	<b>12,370</b>	<b>(9,549)</b>	
1001 Hire Charges-Assembly Room	3,700	3,700	925	3,030		(2,105)	
1002 Hire Charges-Court Room	7,500	7,500	1,875	618		1,257	
1003 Telephone Income	-	-	-	-		-	
1011 Solar Panel income	1,600	1,600	400	500		(100)	
1012 Wedding Income	1,000	1,000	250	167		83	
1013 Chi in Bloom	2,500	2,500	625	-		625	
1014 CIL receipts	-	-	-	118,420	118,420	-	5.
1015 Hire of screen (small)	-	-	-	31		(31)	
1016 Hire of screen (large)	-	-	-	(29)		29	
1201 Recharges to other services	82,000	82,000	20,500	20,500		-	
<b>Total Income</b>	<b>98,300</b>	<b>98,300</b>	<b>24,575</b>	<b>143,237</b>	<b>118,420</b>	<b>(242)</b>	
<b>Net Expenditure</b>	<b>191,580</b>	<b>191,580</b>	<b>106,410</b>	<b>(34,171)</b>	<b>(106,050)</b>	<b>(9,791)</b>	
<b>502 Market House</b>							
4055 Professional Fees	2,500	2,500	2,500	2,425		(75)	
4801 C S Ohead recharge	110	110	28	110		83	
4800 Administration recharge	1,230	1,230	308	308		1	

**CHICHESTER CITY COUNCIL**  
**FINANCIAL YEAR 2021/2022**

Month: 3

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
<b>Total Expenditure</b>	3,840	3,840	2,835	2,843		8
1120 Rents Received-Ground Floor	50,000	50,000	12,500	12,500		-
<b>Total Income</b>	50,000	50,000	12,500	12,500	-	-
<b>Net Expenditure</b>	(46,160)	(46,160)	(9,665)	(9,657)	-	8
<b>504 City Cross</b>						
4214 Electricity	300	300	75	150		75
4236 Reps/Maint. General	500	500	125	-		(125)
4300 City Cross Conservation	2,000	2,000	500	-		(500)
4302 Annual Maintenance of Clock	1,000	1,000	250	-		(250)
4801 C S Ohead recharge	70	70	18	18		1
4800 Administration recharge	820	820	205	205		-
<b>Total Expenditure</b>	4,690	4,690	1,173	373	-	(800)
<b>Net Expenditure</b>	4,690	4,690	1,173	373	-	(800)
<b>505 St James Obelisk</b>						
4236 Reps/Maint. General	100	100	25	-		(25)
<b>Total Expenditure</b>	100	100	25	-	-	(25)
<b>Net Expenditure</b>	100	100	25	-	-	(25)
<b>506 Heritage Account expenditure</b>						
4800 Administration recharge	410	410	103	103	137	138
4801 C S Ohead recharge	30	30	8	8	10	11
<b>Total Expenditure</b>	440	440	110	111	147	148
<b>Net Expenditure</b>	440	440	110	111	147	148
<b>508 Henty Field</b>						
4236 Reps/Maint. General	1,500	1,500	375	560		185
<b>Total Expenditure</b>	1,500	1,500	375	560	-	185
<b>Net Expenditure</b>	1,500	1,500	375	560	-	185

**CHICHESTER CITY COUNCIL**  
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Month: 3

	<b>Original Budget £</b>	<b>Current Budget £</b>	<b>Profiled Budget £</b>	<b>Actual To Date £</b>	<b>Committed Expend. £</b>	<b>Variance To Date £</b>
<b>NET EXPENDITURE</b>	47,000	59,409	(5,482)	(205,312)	(42,040)	(4,530)
<b>ADJUSTMENT RE CAPITAL CHARGES</b>	(47,000)	(47,000)	(11,750)	(10,100)	(1,650)	-
<b>(SURPLUS)/DEFICIT</b>	-	<b>12,409</b>	<b>(17,232)</b>	<b>(215,412)</b>	<b>(43,690)</b>	<b>(4,530)</b>

**Notes:**

The Current Budget varies from the Original Budget due to budgets brought forward fm 2020/21.

Original budget surplus/deficit

Budgets carried forward from 2020/21

£

-

12,409

12,409

1. The first quarters interest will be received in July 2021.
2. This budget has been reduced from £30,000 last year. It is hoped that this years floral decorations will be achieved under budget.
3. Public Realm expenditure including Speed Indicator device and expenditure on Finger post installation.
4. Depending on the hall bookings there may be an underspend on Custodian duties, however this is starting to pick up gradually.
5. Cil receipts received so far this year.



## AGENDA ITEM 6

### Expenditure on Reserves

#### Council House Reserve

Description	Actual Expenditure (£)	Committed Expenditure (£)	Committee	Date RESOLVED
CH Exterior repair works	2,000.00		Finance	30-Jul-20
Rendering works	2,380.00			
Painting works	2,500.00			
thermostatic radiator		7,500.00	Property	01-Sep-21
<b>Total</b>	<b>6,880.00</b>	<b>7,500.00</b>		

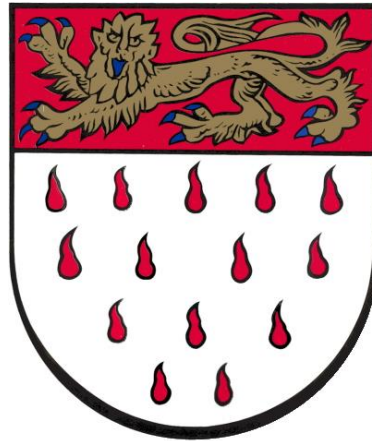
	£	£
Cfwd	73,984.85	73,984.85
Expenditure	14,228.15	7,500.00
<b>Total</b>	<b>59,756.70</b>	<b>66,484.85</b>

## AGENDA ITEM 7

### Public Realm Budget

Description	Actual Expenditure (£)	Committed Expenditure (£)	Committee	Date RESOLVED
Speed Indicator Device	£4,550.00	£4,550.00	Community Affairs	5th Oct 2020
<u>Total</u>	<b>£4,550.00</b>	<b>£4,550.00</b>		

	£	£
cfwd	35,409.00	35,409.00
Actual Expenditure	-4,550.00	-4,550.00
<u>Total</u>	<b>30,859.00</b>	<b>30,859.00</b>



# Chichester City Council

## Volunteering Policy Statement

**September 2021**

## **AGENDA ITEM 12**

### **Our Aims**

1. To make volunteering as enjoyable and enriching as possible.
2. Recognise that volunteering provides the capacity to build skills and confidence and contribute towards individual's personal development.
3. Respect volunteers and their input, in both listening to and hearing from what they have to say – feedback from volunteers is always welcome.
4. Acknowledging volunteering is of wider benefit to society, as well as to the City Council in providing extra resources to help us deliver our services.
5. Valuing volunteers and the important role volunteering has to play in helping people who are excluded from society to participate and become active members of their communities.
6. Recognise that volunteering is at the heart of strong communities.
7. Develop a core number of volunteers to make volunteering projects sustainable.

### **As a Volunteer you can expect**

- A supportive and positive environment that ensures an enjoyable experience.
- To be treated with respect.
- Induction and opportunity to undertake appropriate training.
- A named contact for support.
- Relevant and up to date information and advice.
- That we will have risk assessed any activity that we ask you to undertake as a volunteer.
- Recognition and thanks.

### **What do we expect from a volunteer?**

- Carry out the agreed project/role to the best of your ability.
- Respect confidentiality whenever you have access to confidential information.
- Give us honest feedback and ideas for improvement.

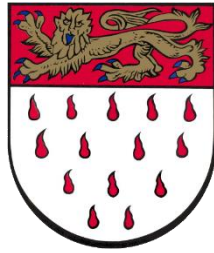
- Be accountable and accept constructive comment.
- Take part in relevant training.
- Ask for support if you need it.
- Treat staff and your fellow volunteers with the courtesy you would expect to receive.
- Comply with our policies, procedures and standards.
- Undertake your work safely and report any concerns immediately.
- Be reliable, tell us if you are unavailable or running late.

**Examples of volunteering opportunities with Chichester City Council are:-**

- Helping at an organised litter pick, Mayoral collection.
- Helping at one of our many City Events such as, Remembrance Parade, Gala Day.
- Assisting with the maintenance of the City Council's green spaces

**How do I become a Volunteer with Chichester City Council?**

1. Complete a volunteer application form.
2. We will contact you to discuss your application and arrange a meeting.
3. When we have agreed the most suitable form of volunteering activity for you, you will then complete a volunteering agreement.
4. We appreciate and value the input of under 16's and encourage families to take part in volunteering, however, under 16's must be accompanied by a responsible adult/guardian/parent.



# Chichester City Council

## Application to become a City Council Volunteer

### Personal details:

Title: Mr  Mrs  Miss  Ms  Other

Name: ..... Date of Birth: ...../...../.....

Address: .....  
.....

Postcode: .....

Contact Number: .....

Email address: .....

### Emergency Contact Details:

Name: ..... Relationship to volunteer: .....

Address: .....  
.....

Contact number: .....

### Employment status:

Employed  Unemployed  Retired  Student

**Chichester City Council is committed to keeping you safe. Do you consider yourself to have a disability or medical condition that you think we should be aware of?**

Yes  No

If yes, please let us know what we should be aware of:-

.....  
.....  
.....  
.....

We are positive about promoting equality of opportunity for everyone; this includes making reasonable adjustments to encourage disabled people who wish to take part in volunteering activities. If you require any assistance, please can you state below what type of assistance we can give you:

.....  
.....  
.....  
.....

**Are you currently taking medication that you would like to make us aware of?:**

Yes  No

If yes, please specify:

.....  
.....

**Types of Events:**

What type of events are you interested in volunteering at?

- All  City Council activities (e.g. Gala parades, Remembrance Sunday.)  Litter picking
- Fundraising (e.g. Mayoral street collections)  Sporting/Outdoor events
- Green space maintenance  Other

If 'Other', please specify

.....  
.....  
.....  
.....

**Reason for volunteering:**

It is useful for us to know a bit more about what reason(s) you have for volunteering. Please tick one or more of the boxes below:

- Paid Employment  Skills/Experience  Qualifications  Make good use of time
- Give something back to the community  Mental Wellbeing  Physical Wellbeing
- Social Wellbeing  Other (Please specify below)

.....  
.....  
.....  
.....  
.....

**Data Protection and Fair Processing Form**

The information that you have provided in this application form will be held in a 'Volunteer Database'. This is a database of all volunteers in Chichester City Council who have consented to their inclusion.

Further information can be found here: <https://chichestercity.gov.uk/terms-conditions/>

Information will not be disclosed to other third parties by Chichester City Council, except where required by law, by any order made by the Secretary of State or by a Court Order. Some of the information that you have provided on this questionnaire is deemed to be 'Sensitive Personal Information' under the Data Protection Act (2018).

Please sign the declaration below indicating that you give consent for the processing of your information, as described above, for the purposes stated within this application.

However, from time to time we would like to contact you with details of other volunteering opportunities, volunteer development/training we provide.

Chichester City Council will only use your personal information in relation to your application as a volunteer and for the following additional purposes:

**Purpose 1:** To produce anonymised reports for statistical and work programming purposes.

**Purpose 2:** To provide you with information that may be directly related to your volunteering role.

**Purpose 3:** To contact, and to consult you, regarding wider volunteering activities/opportunities with Chichester City Council.

**We require your consent to contact you for purpose Number 3 above. If you are happy to be contacted for this purpose, please tick this box**

My preferred method of contact is (please tick all that apply).

Post       Email       Telephone       Text message

**Print Name:** .....

**Signature:** .....

**Date:** .....

**Parental consent is required for all persons under the age of 16 years of age engaging in volunteer opportunities with Chichester City Council. Please sign if applicable:**

**Parent/Guardian:**

Print name: .....

Signature: .....

Email Address: .....

Phone number: .....

Relationship to under 16 volunteer: .....



06/09/2021

Chichester City Council

**AGENDA ITEM 13a**

13:50

**Receipts and Payments Summary - Cashbook 1**

**Imprest Account Month 1**

**Current Month is: 5**

---

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Month 1	10,000.00	6,331.37	
Total Receipts / Payments	10,000.00	6,331.37	Closing Trial Balance
<b>Opening Balance</b>	<b>15,861.94</b>		<hr/>
<b>Closing Balance</b>		<b>19,530.57</b>	<b>19,530.57</b>
	<hr/>	<hr/>	
	25,861.94	25,861.94	
	<hr/>	<hr/>	

**Bank Reconciliation Statement as at 31/05/2021  
for Cashbook 1 - Imprest Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/05/2021	77	23,711.35
			<hr/> 23,711.35
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			23,711.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			23,711.35
		<b>Balance per Cash Book is :-</b>	<b>23,711.35</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/06/2021  
for Cashbook 1 - Imprest Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	30/06/2021	78	16,318.41
			<hr/> 16,318.41
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			16,318.41
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			16,318.41
		<b>Balance per Cash Book is :-</b>	<b>16,318.41</b>
		<b>Difference is :-</b>	<b>0.00</b>

06/09/2021

Chichester City Council

**AGENDA ITEM 13a**

13:50

**Receipts and Payments Summary - Cashbook 2**

**Unity Trust Current Account Month 1**

**Current Month is: 5**

---

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Month 1	541,049.79	218,969.39	
Total Receipts / Payments	541,049.79	218,969.39	Closing Trial Balance
<b>Opening Balance</b>	<b>315,020.33</b>		
<b>Closing Balance</b>		<b>637,100.73</b>	<b>637,100.73</b>
	<u>856,070.12</u>	<u>856,070.12</u>	

---

**Bank Reconciliation Statement as at 31/05/2021  
for Cashbook 2 - Unity Trust Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/05/2021	98	579,349.11
			<hr/> 579,349.11
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			579,349.11
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			579,349.11
		<b>Balance per Cash Book is :-</b>	<b>579,349.11</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/06/2021  
for Cashbook 2 - Unity Trust Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	30/06/2021	99	544,780.40
			<hr/> 544,780.40
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			544,780.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			544,780.40
		<b>Balance per Cash Book is :-</b>	<b>544,780.40</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Receipts for Month 1****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>15,861.94</b>					<b>15,861.94</b>	
	Banked: <b>09/04/2021</b>	<b>10,000.00</b>						
TRNSFR	Unity Trust Current Account	10,000.00			202		10,000.00	
<b>Total Receipts for Month</b>		10,000.00	0.00	0.00			10,000.00	
<b>Cashbook Totals</b>		<u>25,861.94</u>	<u>0.00</u>	<u>0.00</u>			<u>25,861.94</u>	

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2021	Screwfix	BACS	94.90	94.90		501			Allotment taps repair supplies
01/04/2021	Acorn Framing	BACS01	123.00	123.00		501			Framing of Freedom Scroll
01/04/2021	Peter Roberts	BACS02	4.29	4.29		501			Reimbursement for packing tape
06/04/2021	The Nat. Society of Allotment	BACS03	66.00	66.00		501			NatAllotSoc membership 2021/22
06/04/2021	Rialtas Business Solutions Ltd	BACS04	607.20	607.20		501			Omega licence&support 2021/22
12/04/2021	Allstar	BACS05	98.00	98.00		501			Van diesel & petrol for mowers
12/04/2021	The Woodhorn Group Ltd	BACS06	76.69	76.69		501			Green Waste Runcton x 3
15/04/2021	Green Brothers Ltd	BACS07	376.71	376.71		501			OtterCl&CarletonRd street sign
15/04/2021	Christie Intruder Alarms Ltd	BACS08	109.20	109.20		501			ServiceAgreemnt 'So few'cabine
15/04/2021	Mrs Kim Martin	BACS09	3.96	3.96		501			Reimbursement for stamps
15/04/2021	Signquick	BACS10	66.00	66.00		501			'Maintained By' Sign
19/04/2021	Heating Plumbing Supplies	BACS11	25.92	25.92		501			PlumbingSuppliesStaffToilet
19/04/2021	Southern Metals	BACS12	24.00	24.00		501			Flat steel bar- floodlights
19/04/2021	NALC	BACS13	155.13	155.13		501			Community Buildings webinar X3
19/04/2021	Chichester Symphony Orchestra	BACS14	500.00	500.00		501			Discretionary Grant
19/04/2021	West Sussex County Council	BACS15	788.40	788.40		501			Payroll admin costsOct20-Mar21
19/04/2021	Green Brothers Ltd	BACS16	132.77	132.77		501			Replacement street name sign
19/04/2021	City Electrical Factors	BACS17	9.50	9.50		501			Power connectors- freedom event
19/04/2021	Christie Intruder Alarms Ltd	BACS18	456.07	456.07		501			Maintenance work intruder alar
19/04/2021	Chichester Chamber Concerts	BACS19	500.00	500.00		501			Discretionary Grant
22/04/2021	Christie Intruder Alarms Ltd	BACS20	774.00	774.00		501			Service Agreement IntruderAlar
22/04/2021	Goodrowes of Chichester Ltd	BACS21	16.44	16.44		501			Plumbing fittings-repair leak
22/04/2021	GW Shelter Solutions Ltd	BACS22	244.50	244.50		501			Replacement glass- bus shelter
22/04/2021	Peter Roberts	BACS23	7.92	7.92		501			Reimbursement for stamps
22/04/2021	Heating Plumbing Supplies	BACS24	160.32	160.32		501			Plumbing supplies
22/04/2021	West Walls Residents Associati	BACS25	306.00	306.00		501			Discretionary Grant
22/04/2021	Jane Walker   Forge Flowers	BACS26	56.50	56.50		501			Funeral tribute- formerTownCler
30/04/2021	South East Employers	BACS27	271.20	271.20		501			Associate Membership 2021/22
30/04/2021	C Adams	BACS28	91.10	91.10		501			Cleaning supplies
30/04/2021	City Electrical Factors	BACS29	108.39	108.39		501			Parts for faulty CCTV camera
30/04/2021	Griffin Nurseries	BACS30	77.26	77.26		501			6 Beech trees



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<b>Total Payments for Month</b>	6,331.37	6,331.37	0.00	0.00
<b>Balance Carried Fwd</b>	19,530.57			
<b>Cashbook Totals</b>	25,861.94	6,331.37	0.00	19,530.57

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**Receipts for Month 2****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>19,530.57</b>					<b>19,530.57</b>	
	Banked: <b>19/05/2021</b>	<b>10,000.00</b>						
TRNSFR	Unity Trust Current Account	10,000.00			202		10,000.00	Transfer
<b>Total Receipts for Month</b>		10,000.00	0.00	0.00			10,000.00	
<b>Cashbook Totals</b>		<u>29,530.57</u>	<u>0.00</u>	<u>0.00</u>			<u>29,530.57</u>	

## Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/05/2021	Allstar	BACS	90.00	90.00		501			Fuel for van
06/05/2021	Heating Plumbing Supplies	BACS01	97.87	97.87		501			Outside tap-rear of Council Hs
06/05/2021	Amazon	BACS02	49.54	49.54		501			Printer ink
06/05/2021	Crown Civil Engineering Limite	BACS03	540.00	540.00		501			Repairs to wall-StBartholomews
06/05/2021	Rialtas Business Solutions Ltd	BACS04	236.40	236.40		501			Bookings system support2021/22
06/05/2021	S & P Tree Specialists Ltd	BACS05	940.00	940.00		501			Tree works BreweryFld&StPauls
06/05/2021	The Woodhorn Group Ltd	BACS06	24.90	24.90		501			Green Waste Runcton
10/05/2021	Screwfix	BACS07	103.70	103.70		501			Jerry can & PPE equipment
17/05/2021	4SIGHT (WEST SUSSEX ASSOC FOR	BACS08	734.00	734.00		501			Discretionary Grant
17/05/2021	Mr G Bowen	BACS09	12.97	12.97		501			Reimbursement- storage boxes
17/05/2021	Screwfix	BACS10	312.95	312.95		501			Power tools-removing old signs
17/05/2021	Heating Plumbing Supplies	BACS11	39.10	39.10		501			Ball valve for outside tap
17/05/2021	Beaver Tool Hire	BACS12	150.80	150.80		501			Lawn scarifier
17/05/2021	Canon (UK) Ltd	BACS13	135.44	135.44		501			Printing charges for photocop
17/05/2021	Hayling Garden Machinery	BACS14	178.00	178.00		501			Brush attachment - sweeping
17/05/2021	Art for All	BACS15	87.00	87.00		501			Framing of Neptu&Minerva stone
17/05/2021	Green Brothers Ltd	BACS16	454.54	454.54		501			Carleton Road street sign
17/05/2021	Amazon	BACS17	86.29	86.29		501			Camera bag
20/05/2021	Canon (UK) Ltd	BACS18	132.10	132.10		501			Photocopier lease
20/05/2021	South East Employers	BACS19	90.00	90.00		501			ChairingSkillsWorkshop-JHughes
20/05/2021	C Adams	BACS20	155.93	155.93		501			Reimbursement- plants for beds
20/05/2021	SSE Contracting	BACS21	154.88	154.88		501			CouncilHs gas actual readings
20/05/2021	Heating Plumbing Supplies	BACS22	307.43	307.43		501			Plumbing fittings-toilet
20/05/2021	Amazon	BACS23	35.98	35.98		501			Holepunch
21/05/2021	Peter Roberts	BACS24	6.98	6.98		501			Reimbursement for WiFi dongle
21/05/2021	Screwfix	BACS25	50.27	50.27		501			St Martins Gdns benches refurb
21/05/2021	Griffin Nurseries	BACS26	221.26	221.26		501			Cherry tree
21/05/2021	AllotmentDepositReturn-Kamble	TNSFR	50.00			1029	104	50.00	AllotmentDepositReturn-Kamble
21/05/2021	Information Commissioner	BACS00	55.00	55.00		501			Data Protection Officer fee
26/05/2021	Screwfix	BACS27	15.89	15.89		501			Surge extension lead
26/05/2021	Mr D J Pennicott	BACS28	90.00	90.00		501			Signwriting-Mayor&FreedomNames
26/05/2021	Visual Hygiene Cleaning Servic	BACS29	180.00	180.00		501			Window cleaning-Council House

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<b>Total Payments for Month</b>	5,819.22	5,769.22	0.00	50.00
<b>Balance Carried Fwd</b>	23,711.35			
<b>Cashbook Totals</b>	<u>29,530.57</u>	<u>5,769.22</u>	<u>0.00</u>	<u>23,761.35</u>

## Imprest Account

## List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2021	Peter Roberts	BACS	26.98		Reimbursement-cable rods-CCTV
01/06/2021	Fuller Associates	BACS01	900.00		ListedBuildingConsent&Planning
01/06/2021	Business Stream	BACS02	15.84		DurnfordClise allotm water bill
03/06/2021	West Sussex Mediation Service	BACS03	500.00		Discretionary Grant
09/06/2021	Amazon	BACS04	210.47		Microphones & mixer for Hybrid
09/06/2021	SPD UK	BACS05	61.49		Cork roll & adhesive for notic
09/06/2021	Saunders Specialised Services	BACS06	684.96		Bi-annual boiler service
09/06/2021	Barbara Latham	BACS07	21.98		Reimbursement plants St Martin
09/06/2021	Recycle Southern Ltd	BACS08	166.08		Tipping of wood & builders was
09/06/2021	Goodrowes of Chichester Ltd	BACS09	80.35		Watering fittings for planting
09/06/2021	The Woodhorn Group Ltd	BACS10	36.85		Green Waste Runcton
09/06/2021	Allstar	BACS11	109.00		Fuel for van & lawn mowers
09/06/2021	CLR Scaffolding Ltd	BACS12	422.40		Scaffold-solar panel installat
09/06/2021	SSE Contracting	BACS13	118.26		Council House gas 30Apr-7May21
14/06/2021	Goodrowes of Chichester Ltd	BACS14	31.04		Fittings for water bowser
15/06/2021	Hall bookings Square fee	TNSFR	19.60		Hall bookings Square fee
15/06/2021	Unity Trust Current Account	TRNSFR	19.60		
17/06/2021	Amazon	BACS15	33.12		Microphone Lead
17/06/2021	CHIBAC	BACS16	312.00		Membership fee Apr21-Mar22
17/06/2021	Goodrowes of Chichester Ltd	BACS17	31.07		Watering can & wire rope grip
17/06/2021	Satswana Limited	BACS18	960.00		Renewal of Data Protection 1yr
17/06/2021	S & P Tree Specialists Ltd	BACS19	680.00		Tree pruning-St Pauls Churchya
21/06/2021	Rayotec Ltd	BACS20	582.00		Annual Solar PV Maint at CCC
21/06/2021	Purely Paper	BACS21	140.70		Bright white recycled paper
21/06/2021	Goodrowes of Chichester Ltd	BACS22	30.46		Tap repairs for allotments
21/06/2021	Pitney Bowes Ltd	BACS23	107.00		Postage(including £100 top up)
21/06/2021	CAOS Musical Productions	BACS24	390.00		Discretionary Grant
21/06/2021	City Electrical Factors	BACS25	1.37		CCTVsystem electrical supplies
24/06/2021	Screwfix	BACS26	24.99		Steps-accessng flag pole hoist
24/06/2021	Goodrowes of Chichester Ltd	BACS27	4.74		Fittings for water bowser
24/06/2021	Hampshire Flag Company	BACS28	115.73		Printed National Flag
24/06/2021	Ricara Limited	BACS29	119.94		Uniform shirts- property maint
24/06/2021	Heating Plumbing Supplies	BACS30	5.26		Part for boiler at Council Hse
28/06/2021	Heating Plumbing Supplies	BACS31	8.53		Tap&fixing plug- water bowser
28/06/2021	Southern Metals	BACS32	38.40		MetalBars-SecurityGrillesWindo
28/06/2021	Mulberry and Co	BACS33	96.00		Planning course - S.Quail
28/06/2021	Mrs Kim Martin	BACS34	2.93		Postage - accounts to auditors
28/06/2021	Chichester Enterprises Ltd	BACS35	305.00		'Covid Chronicles' book printi
30/06/2021	Service charge	TNSFR	18.00		Service charge
<b>Total Payments</b>			<b>7,432.14</b>		

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>315,020.33</b>					<b>315,020.33</b>	
	Banked: <b>01/04/2021</b>	<b>110.00</b>						
	Allotment income- Appelbe	110.00			1029	104	50.00	Allotment income- Appelbe
					1020	104	60.00	Allotment income- Appelbe
	Banked: <b>01/04/2021</b>	<b>50.00</b>						
	Allotment income- Robinson	50.00			1020	104	50.00	Allotment income- Robinson
	Banked: <b>01/04/2021</b>	<b>35.00</b>						
	Allotment income- Aldridge	35.00			1020	104	35.00	Allotment income- Aldridge
	Banked: <b>06/04/2021</b>	<b>105.00</b>						
	Allotment income- Kingsbury	105.00			1029	104	50.00	Allotment income- Kingsbury
					1020	104	55.00	Allotment income- Kingsbury
	Banked: <b>06/04/2021</b>	<b>40.00</b>						
	Allotment income- Andrews	40.00			1020	104	40.00	Allotment income- Andrews
	Banked: <b>06/04/2021</b>	<b>30.00</b>						
	Allotment income- Seaman	30.00			1020	104	30.00	Allotment income- Seaman
	Banked: <b>06/04/2021</b>	<b>21.66</b>						
	Public Sector Deposit	21.66			1196	101	21.66	Public Sector Deposit
	Banked: <b>08/04/2021</b>	<b>120.00</b>						
	Allotment income- name unknown	120.00			1020	104	120.00	Allotment income- name unknown
	Banked: <b>09/04/2021</b>	<b>115.00</b>						
	Allotment income- Roman	115.00			1020	104	115.00	Allotment income- Roman
	Banked: <b>09/04/2021</b>	<b>7.00</b>						
	Street name book & postage	7.00			1075	101	5.00	Street name book & postage
					4022	101	2.00	Street name book & postage
	Banked: <b>12/04/2021</b>	<b>50,255.53</b>						
TRNSFR	Card Account	50,255.53			203		50,255.53	
	Banked: <b>12/04/2021</b>	<b>95.00</b>						
	Allotment income- Howlett	95.00			1029	104	50.00	Allotment income- Howlett
					1020	104	45.00	Allotment income- Howlett
	Banked: <b>12/04/2021</b>	<b>100.00</b>						
	Allotment income- Holdstock	100.00			1020	104	100.00	Allotment income- Holdstock
	Banked: <b>12/04/2021</b>	<b>45.00</b>						
	Allotment income- Lee	45.00			1020	104	45.00	Allotment income- Lee
	Banked: <b>12/04/2021</b>	<b>5.00</b>						
	Street name book	5.00			1075	101	5.00	Street name book
	Banked: <b>12/04/2021</b>	<b>38.53</b>						
	Sales Recpts Page 4253	38.53	38.53		101			Sales Recpts Page 4253
	Banked: <b>15/04/2021</b>	<b>565.72</b>						

**Receipts for Month 1****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 4247	565.72	565.72		101			Sales Recpts Page 4247
	<b>Banked: 16/04/2021</b>	<b>9,000.00</b>						
	Sales Recpts Page 4246	9,000.00	9,000.00		104			Sales Recpts Page 4246
	<b>Banked: 16/04/2021</b>	<b>109.33</b>						
	Allotment income- Kerr	109.33			1029	104	50.00	Allotment income- Kerr
					1020	104	59.33	Allotment income- Kerr
	<b>Banked: 16/04/2021</b>	<b>469,497.56</b>						
	Precept from CDC	469,497.56			1176	101	469,497.56	Precept from CDC
	<b>Banked: 19/04/2021</b>	<b>40.00</b>						
	Street naming books X 10	40.00			1075	101	40.00	Street naming books X 10
	<b>Banked: 27/04/2021</b>	<b>4,999.99</b>						
	Sales Recpts Page 4248	4,999.99	4,999.99		101			Sales Recpts Page 4248
	<b>Banked: 27/04/2021</b>	<b>10.00</b>						
	Sales Recpts Page 4249	10.00	10.00		101			Sales Recpts Page 4249
	<b>Banked: 29/04/2021</b>	<b>205.52</b>						
	Sales Recpts Page 4250	205.52	205.52		101			Sales Recpts Page 4250
	<b>Banked: 30/04/2021</b>	<b>231.25</b>						
	Sales Recpts Page 4251	231.25	231.25		101			Sales Recpts Page 4251
	<b>Banked: 30/04/2021</b>	<b>486.00</b>						
	Sales Recpts Page 4252	486.00	486.00		101			Sales Recpts Page 4252
	<b>Banked: 30/04/2021</b>	<b>4,731.70</b>						
	Lamit Property Fund	4,731.70			1196	101	4,731.70	Lamit Property Fund
	<b>Total Receipts for Month</b>	<b>541,049.79</b>	<b>15,537.01</b>	<b>0.00</b>			<b>525,512.78</b>	
	<b>Cashbook Totals</b>	<b>856,070.12</b>	<b>15,537.01</b>	<b>0.00</b>			<b>840,533.11</b>	

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2021	Chichester Community Developme	BACS	5,000.00	5,000.00		501			New Homes Bonus 03/20
01/04/2021	Chichester District Council	DDR	356.92	356.92		501			Emptying Litten Gardens bins
01/04/2021	Square- card fee	TNSFR	2.13			4010	101	2.13	Square- card fee
07/04/2021	Shaw and Sons Ltd	BACS01	642.00	642.00		501			Freedom Ceremony Scroll
07/04/2021	Feria Urbanism	BACS02	5,900.00	5,900.00		501			NeighbourhoodPlanningSer
07/04/2021	G Sandford- AllotmDepositReturn	BACS	50.00			1029	104	50.00	G Sandford- AllotmDepositReturn
09/04/2021	Imprest Account	TRNSFR	10,000.00			201		10,000.00	
09/04/2021	Square- card fee	TNSFR	3.06			4010	101	3.06	Square- card fee
12/04/2021	Feria Urbanism	BACS03	1,180.00	1,180.00		501			NeighbourhoodPlanningSer
14/04/2021	Havenpower	DDR01	260.43	260.43		501			StreetLightingElectricityMar
15/04/2021	The Media Bunker Ltd	BACS04	1,572.00	1,572.00		501			Freedom ceremony video
15/04/2021	Crown Civil Engineering Limite	BACS05	2,400.00	2,400.00		501			Finger post project
15/04/2021	Children's Book Festival	BACS06	1,020.00	1,020.00		501			Discretionary Grant
15/04/2021	Voluntary Action Arun & Chiche	BACS07	1,000.00	1,000.00		501			Discretionary Grant
15/04/2021	Chichester Boys Club	BACS08	1,000.00	1,000.00		501			Discretionary Grant
15/04/2021	Chichester District Council	DDR02	36.50	36.50		501			Bin emptying
15/04/2021	Chichester District Council	DDR03	100.80	100.80		501			BID Levy 2021/22
15/04/2021	Chichester District Council	DDR04	4,149.00	4,149.00		501			Nat Non-Domestic Rates 2021/22
16/04/2021	West Sussex County Council	BACS09	32,214.83	32,214.83		501			Salaries March 2021
19/04/2021	Festival Of Chichester	BACS10	2,500.00	2,500.00		501			Discretionary Grant
19/04/2021	West Sussex ALC Ltd	BACS11	3,436.94	3,436.94		501			WSALC&NALC Subscription2021/22
19/04/2021	Tyler's Trust	BACS12	1,000.00	1,000.00		501			Discretionary Grant
19/04/2021	Transition Chichester	BACS13	1,000.00	1,000.00		501			Discretionary Grant
19/04/2021	Business2Schools	BACS14	1,000.00	1,000.00		501			Discretionary Grant
19/04/2021	British Telecommunications PLC	DDR05	45.47	45.47		501			Lift emergency phone bill
19/04/2021	British Telecommunications PLC	DDR06	62.42	62.42		501			Alarm monitoring phone bill
19/04/2021	British Telecommunications PLC	DDR07	589.35	589.35		501			Main phone bill
19/04/2021	Square- card fee	TNSFR	1.00			4010	101	1.00	Square- card fee
20/04/2021	Havenpower	DDR08	63.40	63.40		501			City Cross electricity Mar2021
20/04/2021	British Gas PLC	DDR09	261.08	261.08		501			The Council House electricity
21/04/2021	GW Shelter Solutions Ltd	BACS15	28,585.50	28,585.50		501			Supply&InstallBusSheltrGW
21/04/2021	Barclaycard	DD	38.78			521		38.78	Barclaycard April 2021
22/04/2021	South Downs Planetarium	BACS16	10,800.00	10,800.00		501			New Homes Bonus
22/04/2021	GW Shelter Solutions Ltd	BACS17	1,504.50	1,504.50		501			5%retention-bus shelter GWQ394
22/04/2021	Nutbourne Construction Ltd	BACS18	45,093.00	45,093.00		501			Final payment-external repair
22/04/2021	Chichester District Council	BACS20	42,448.00	42,448.00		501			Correction of incorrect enteri



Date: 06/09/2021

Chichester City Council

**AGENDA ITEM 13b** Page: 4

Time: 13:48

Cashbook 2

User: KM

Unity Trust Current Account

For Month No: 1

**Payments for Month 1**

**Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
26/04/2021	South Downs Planetarium	BACS21	9,200.00	9,200.00		501			New Homes Bonus- solar panels
26/04/2021	Chichester City Centre Drop In	BACS22	1,500.00	1,500.00		501			Discretionary Grant
26/04/2021	EE	DDR10	42.28	42.28		501			Mobile phone contracts April21
29/04/2021	Foot Anstey	BACS23	2,910.00	2,910.00		501			ProfessnlSrvices up to 21Apr
<b>Total Payments for Month</b>			218,969.39	208,874.42	0.00			10,094.97	
<b>Balance Carried Fwd</b>			637,100.73						
<b>Cashbook Totals</b>			<u>856,070.12</u>	<u>208,874.42</u>	<u>0.00</u>			<u>647,195.70</u>	

**Receipts for Month 2****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>637,100.73</b>					<b>637,100.73</b>	
	Banked: <b>04/05/2021</b>	<b>395.10</b>						
	Sales Recpts Page 4254	395.10	395.10		104			Sales Recpts Page 4254
	Banked: <b>05/05/2021</b>	<b>14.80</b>						
	Public Sector Deposit	14.80			1196	101	14.80	Public Sector Deposit
	Banked: <b>07/05/2021</b>	<b>218.39</b>						
	Sales Recpts Page 4255	218.39	218.39		101			Sales Recpts Page 4255
	Banked: <b>13/05/2021</b>	<b>200.65</b>						
	Sales Recpts Page 4259	200.65	200.65		104			Sales Recpts Page 4259
	Banked: <b>21/05/2021</b>	<b>38.53</b>						
	Sales Recpts Page 4256	38.53	38.53		101			Sales Recpts Page 4256
	Banked: <b>21/05/2021</b>	<b>21,403.82</b>						
	HMRC VAT refund	21,403.82			105		21,403.82	HMRC VAT refund
	Banked: <b>24/05/2021</b>	<b>126.92</b>						
	Allotment income- Mears	126.92			1029	104	50.00	Allotment income- Mears
					1020	104	76.92	Allotment income- Mears
	Banked: <b>25/05/2021</b>	<b>196.50</b>						
	Sales Recpts Page 4257	196.50	196.50		104			Sales Recpts Page 4257
	Banked: <b>27/05/2021</b>	<b>4,999.99</b>						
	Sales Recpts Page 4258	4,999.99	4,999.99		101			Sales Recpts Page 4258
<b>Total Receipts for Month</b>		<b>27,594.70</b>	<b>6,049.16</b>	<b>0.00</b>			<b>21,545.54</b>	
<b>Cashbook Totals</b>		<b>664,695.43</b>	<b>6,049.16</b>	<b>0.00</b>			<b>658,646.27</b>	

**Payments for Month 2****Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/05/2021	Legal & General	BACS	3,316.55	3,316.55		501			Ill Health Liability Insurance
04/05/2021	Business Stream	DDR	100.88	100.88		501			Water bill PoundFarmRd Allotms
04/05/2021	Business Stream	DDR01	58.97	58.97		501			Water bill Kingsham Avn allotm
04/05/2021	Business Stream	DDR02	98.69	98.69		501			Water bill Whyke Road Allotmen
04/05/2021	Business Stream	DDR03	350.15	350.15		501			Water bill St James Rd allotms
10/05/2021	John Hughes	BACS01	2,000.00	2,000.00		501			Mayor's allowance first instal
10/05/2021	West Sussex County Council	BACS02	3,405.56	3,405.56		501			StreetLighting mainten 2020/21
13/05/2021	Chichester District Council	DDR04	14.40	14.40		501			Emptying of bins
17/05/2021	Fuller Associates	BACS03	2,400.00	2,400.00		501			Stage 5 of Council House works
17/05/2021	Business Process Management So	BACS04	1,113.60	1,113.60		501			Scanning CouncilHs plans&drawi
17/05/2021	SSE Contracting	BACS05	1,659.98	1,659.98		501			CouncilHs gas actual readings
17/05/2021	Nutbourne Construction Ltd	BACS06	2,856.00	2,856.00		501			Re-rendering of Assembly Room
17/05/2021	Westcotec Ltd	BACS07	5,424.00	5,424.00		501			Portable Speed Indicator Devic
17/05/2021	Chichester District Council	DDR05	101.30	101.30		501			BID Levy 2021/22
17/05/2021	Chichester District Council	DDR06	4,147.00	4,147.00		501			Nat Non-Domestic Rates 2021/22
18/05/2021	Havenpower	DDR07	252.10	252.10		501			StreetLightng electricityApr21
18/05/2021	British Gas PLC	DDR08	228.91	228.91		501			CouncilHse electrici Apr-May21
19/05/2021	Imprest Account	TRNSFR	10,000.00			201		10,000.00	Transfer
19/05/2021	Havenpower	DDR09	55.70	55.70		501			CityCrossLighting electr Apr21
20/05/2021	Chichester District Council	BACS08	12,881.88	12,881.88		501			Contribut-PrioryPublicConvenie
21/05/2021	Barclaycard	DD	61.78			521		61.78	Barclaycard May 2021
26/05/2021	EE	DDR10	42.28	42.28		501			May 21 mobile phone packages
27/05/2021	West Sussex County Council	BACS09	34,776.59	34,776.59		501			April 2021 salaries
<b>Total Payments for Month</b>			85,346.32	75,284.54	0.00			10,061.78	
<b>Balance Carried Fwd</b>			579,349.11						
<b>Cashbook Totals</b>			664,695.43	75,284.54	0.00			589,410.89	

## Unity Trust Current Account

## List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2021	Crown Civil Engineering Limite	BACS	2,703.60		Removal-existing finger posts
01/06/2021	Chichester BID	BACS01	2,727.60		Contribution to bunting
07/06/2021	Street naming book card fee	TNSFR	0.07		Street naming book card fee
14/06/2021	DCK ACCOUNTING SOLUTIONS	BACS02	1,378.92		Preparation year end accounts
14/06/2021	Street naming book-card fee	TNSFR	0.96		Street naming book-card fee
15/06/2021	Havenpower	DDR	260.43		StreetLightingElectricityMay21
15/06/2021	Chichester District Council	DDR01	101.30		BID Levy 2021/22
15/06/2021	Chichester District Council	DDR02	4,147.00		Nat Non-Domestic Rates 2021/22
15/06/2021	Imprest Account	TRNSFR	39.20		
16/06/2021	Pitney Bowes Ltd	DDR03	107.90		Rental/maintnce-franking machi
17/06/2021	West Sussex County Council	BACS03	31,655.90		May 2021 salaries
17/06/2021	Havenpower	DDR03	53.21		StreetLightingElectricityApr21
17/06/2021	British Gas PLC	DDR05	297.66		Council House electricity bill
21/06/2021	Traditional Stone Restoration	BACS04	2,799.20		Clean&repairs Litten memorial
21/06/2021	Barclaycard	DD	789.78		Barclaycard June
23/06/2021	Business Stream	DDR06	61.85		Water for Velyn Ave Allotments
23/06/2021	Business Stream	DDR07	337.58		Water for St Pauls Allotment
24/06/2021	Business Stream	DDR08	36.08		Water for Pound Farm Rd Allots
28/06/2021	EE	DDR09	42.85		Mobile phone packages
28/06/2021	Business Stream	DDR10	20.64		Water for Kingsham Ave Allots
30/06/2021	Manual Credit-Handling Charge	TNSFR	3.50		Manual Credit-Handling Charge
30/06/2021	Service Charge	TNSFR	47.55		Service Charge
<b>Total Payments</b>			<b>47,612.78</b>		

## AGENDA ITEM 13c

### PAYMENTS MADE BY BARCLAYCARD ANALYSIS OF STATEMENTS FOR APRIL, MAY AND JUNE 2021

Date	Supplier	Detail	Net £	VAT £	Total £		
April 2021							
15/03/2021	Zoom	Zoom	23.98	4.80	28.78	4038	101
15/03/2021	Smarty	Mobile phone	8.33	1.67	10.00	4021	101
<b>Total for April 2021</b>			<b>32.32</b>	<b>6.46</b>	<b>38.78</b>	38.78	
May 2021							
15/04/2021	Zoom	Zoom	23.98	4.80	28.78	4038	101
15/04/2021	Smarty	Mobile phone	8.33	1.67	10.00	4021	101
10/05/2021	INSTANTPRINT	Business Cards	19.17	3.83	23.00	4026	101
<b>Total for May 2021</b>			<b>51.48</b>	<b>10.30</b>	<b>61.78</b>	61.78	
June 2021							
15/05/2021	Zoom	Zoom	23.98	4.80	28.78	4038	101
15/05/2021	Smarty	Mobile phone	8.33	1.67	10.00	4021	101
19/05/2021	SLRHUT	camera	407.50	81.50	489.00	4050	101
25/05/2021	CDC	Planning	218.33	43.67	262.00	4238	501
<b>Total for June 2021</b>			<b>658.15</b>	<b>131.63</b>	<b>789.78</b>	789.78	
<b>Total for April to June 2021</b>			<b>741.95</b>	<b>16.76</b>	<b>890.34</b>		

# AGENDA ITEM 16

**CHICHESTER CITY COUNCIL**  
**FINANCE COMMITTEE 14<sup>th</sup> SEPTEMBER 2021**

**CONFIDENTIAL**  
**REVIEW OF INTERNAL AUDIT SERVICES**

## INTRODUCTION

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.

During the financial year the Internal Auditor must act independently and carry out selective assessment of compliance with relevant procedures and controls in operation and obtain appropriate evidence to support these.

Stephen James has been employed as our Internal Auditor for at least 15 years and he is also employed at Chichester District council as their Principal Auditor.

### Audit Service provision

The Finance Manager has investigated alternative provision for the Internal Audit services to ensure continuity should Mr James decide to leave. Stephen James is employed by the City Council through our payroll, but an alternative contractor would be employed on a contractual basis.

### Existing provision;

The approximate cost of the current Audit provision 2.5 hours a week is; £1,827.12

### Alternative provision;

Mulberry & Co have been conducting and providing training on local authority internal audit for over 15 years, and are registered auditors, chartered certified accountants and chartered tax advisors. They currently undertakes circa 100 audits per annum from small councils with income and expenditure below £25k to larger Town councils with income in excess of £3m.

They have recommended that they undertake two audits a year as a minimum and attend site 3 times per annum.

They charge £60 per annum. A full years Auditing should cost approximately £720 per annum.

# AGENDA ITEM 16

## Next Steps

To take first steps advice from our HR advisers pending a discussion with Stephen James.

Kim Martin

Deputy Town Clerk and Finance Manager

CONFIDENTIAL