

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2021/2022
MONITORING REPORT TO 31st OCTOBER 2021

INTRODUCTION

This budget monitor for 2021/2022 reports on the month to the end of October 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 October), 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 £27,092 against the budget to the end of October 2021.

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

VARIANCES

1. This budget has been reduced from £30,000 last year. It is hoped that this year's floral decorations will be achieved under budget.
2. Public Realm expenditure including Speed Indicator device and the contribution to City Rangers.
3. Income for street name change now totals £6,548 far exceeding the initial budget.
4. Cleaning/repairs to the War Memorial were carried out in June 2021.
5. £1,470 has been spent on tree works at St Pauls, including removing dead ash.
6. Depending on the hall bookings there may be an underspend on Custodian duties, however this is starting to pick up gradually.
7. £13,897 has been spent on Save Money Cut Carbon initiative for which we will receive Salix grant funding for 75% of the total cost.
8. Assembly Room booking income is higher than anticipated.
9. CIL receipts received so far this year.

Kim Martin

FINANCE MANAGER AND DEPUTY TOWN CLERK

AGENDA ITEM 5

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2021/2022

Month: 7

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
101 Administration						
4001 Staff Costs	263,380	263,380	153,638	151,894		(1,744)
4002 Employers NI	24,200	24,200	14,117	14,735		618
4003 Employers Superannuation	50,440	50,440	29,423	28,693		(730)
4004 Staff expenses	300	300	175	15		(160)
4005 Ill Health Insurance	3,600	3,600	3,600	3,531		(69)
4007 Staff Recruitment	500	500	292	-		(292)
4008 Professional Development	1,500	1,500	875	329		(546)
4009 Travel and Subsistence	100	100	58	150		92
4010 Card terminal charges	300	300	175	56		(119)
4011 Eye tests	300	300	175	-		(175)
4012 Overtime	-	-	-	2,836		2,836
4014 Cyclescheme	-	-	-	(333)	333	-
4020 General Expenses	200	200	117	276		159
4021 Telephone	3,000	3,000	1,750	1,664		(86)
4022 Postage	1,000	1,000	583	399		(184)
4023 Stationery	1,000	1,000	583	227		(356)
4024 Subscriptions	50	50	29	-		(29)
4025 Petty Cash Expenditure	70	70	41	-		(41)
4026 Printing	300	300	175	148		(27)
4027 Photocopying	1,100	1,100	642	447		(195)
4029 SALC	3,200	3,200	3,200	3,352		152
4030 South East Employers	200	200	117	226		109
4031 Nat Allotment Gardens Assoc	60	60	60	55		(5)
4032 Walled Town Friendship	130	130	76	-		(76)
4033 UNA	40	40	23	-		(23)
4035 LCAS Subscription	150	150	88	-		(88)
4036 Publications	150	150	88	-		(88)
4038 Computer Improvement/Maint.	10,000	10,000	5,833	8,401		2,568
4039 CHIBAC DTE Subscription	270	270	270	130		(140)
4050 Office Equipment	1,000	1,000	583	722		139
4051 Bank Charges Payable	500	500	292	132		(160)
4055 Professional Fees	3,400	3,400	1,983	804		(1,179)
4057 Audit Fees	2,300	2,300	1,342	1,600		258
4059 Payroll Admin Costs	1,500	1,500	875	610		(265)
4216 Cleaning Sundries	70	70	41	-		(41)
4700 Accommodation recharge	53,300	53,300	31,092	31,092		0
Total Expenditure	427,610	427,610	252,410	252,191	333	114
1075 Sale of Goods	300	300	175	475		(300)
1176 Precept Received	702,156	702,156	702,156	702,156	-	-
1196 Interest Received	17,600	17,600	10,267	8,898		1,369
1201 Recharge to other services	427,610	427,610	249,439	249,439		0
Total Income	1,147,666	1,147,666	962,037	960,968	-	1,069
Net Expenditure	(720,056)	(720,056)	(709,627)	(708,777)	333	1,183

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2021/2022

AGENDA ITEM 5

Month: 7

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
102 Civic Expenses						
4020 General Expenses	800	800	467	336		(131)
4111 Custodian Uniforms	1,000	1,000	583	369		(214)
4112 Robes and Hats	250	250	146	-		(146)
4113 Cleaning/Repair Insignia	1,000	1,000	583	-		(583)
4114 Civic and Heritage Awards	2,000	2,000	1,167	68		(1,099)
4115 Civic/Heritage Reception	1,500	1,500	875	-		(875)
4116 Official Gifts	500	500	292	-		(292)
4117 Guild of Mace-Bearers Sub	60	60	35	-		(35)
4119 Civic Regalia Appraisal	2,000	2,000	2,000	-	2,000	-
4127 Freedom Ceremony	-	-	-	1,368		1,368
4800 Administration recharge	2,910	2,910	1,698	1,698		1
4801 C S Ohead recharge	250	250	146	146		0
Total Expenditure	12,270	12,270	7,991	3,985	2,000	(2,006)
Net Expenditure	12,270	12,270	7,991	3,985	2,000	(2,006)
103 Discretionary Expense Finance						
4172 Flags	1,260	1,260	735	2,557		1,822
4063 Bell Tower Clock	500	500	-	500		500
4065 City Band (Gold level)	300	300	-	-		-
4182 Blue plaques	600	600	-	-		-
4188 Environment	800	800	467	-		(467)
4195 Chichester in Bloom	15,000	15,000	15,000	13,493		(1,507) 1.
4204 Walled Town Symposium	1,000	1,000	1,000	-		(1,000)
4260 Discretionary grants	35,000	35,000	35,000	23,379	11,621	-
4296 Public Realm Projects	23,000	35,409	23,000	15,338		(7,662) 2.
4900 Depreciation charged	6,600	6,600	3,850	-	3,850	-
4801 C S Ohead recharge	890	890	519	519		(0)
4199 local historic interest plaque	1,000	1,000	583	583		(0)
4800 Administration recharge	10,350	10,350	6,038	6,038		1
Total Expenditure	96,300	108,709	86,192	62,407	15,471	(8,314)
1030 Delegates Fees	-	-	-	-		-
1013 Chichester in Bloom	-	-	-	5,631		(5,631)
1059 Admin charge for sale of Banners	-	-	-	96		(96)
1060 Admin charge street name change	1,300	1,300	1,300	6,548		(5,248) 3.
Total Income	1,300	1,300	1,300	12,275	-	(10,975)
Net Expenditure	95,000	107,409	84,892	50,132	15,471	(19,289)
104 Allotments.						
4022 Postage	150	150	88	8		(80)
4211 Rates & Water	1,800	1,800	1,050	1,073		23
4236 Reps/Maint. General	6,000	6,000	3,500	3,474		(26)
4900 Depreciation Charged	1,300	1,300	758	758		(0)
4801 C S Ohead recharge	1,450	1,450	846	846		0
4800 Administration recharge	16,980	16,980	9,905	9,905		-
Total Expenditure	27,680	27,680	16,147	16,064	-	(83)
1020 Allotment Rents	18,500	18,500	18,500	20,314		(1,814)
1028 Licence Agreements	250	250	250	750		-
1029 Allotment deposits						-
Total Income	18,750	18,750	18,750	21,064	-	(1,814)
Net Expenditure	8,930	8,930	(2,603)	(5,000)	-	(1,897)

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2021/2022

AGENDA ITEM 5

Month: 7

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
105 Democratic Representation						
4801 C S Ohead recharge	5,320	5,320	3,103	3,103		(0)
4800 Administration recharge	62,080	62,080	36,213	36,213		(0)
Net Expenditure	67,400	67,400	39,317	39,316	-	(1)
106 Corporate Management						
4801 C S Ohead recharge	15,090	15,090	8,803	8,803		1
4800 Administration recharge	170,290	170,290	99,336	99,336		0
Net Expenditure	185,380	185,380	108,138	108,139	-	1
110 Council and Committees						
4001 Staff Costs	17,760	17,760	10,360	10,155		(205)
4002 Employers NI	1,740	1,740	1,015	690		(325)
4003 Employers Superannuation	3,600	3,600	2,100	2,051		(49)
4004 Staff Expenses	1,800	1,800	1,050	-		
4008 Training	500	500	292	155		(137)
4009 Travel and Subsistence	400	400	233	-		(233)
4020 General Expenses	150	150	88	67		(21)
4100 Local Election Expenses	12,000	12,000	12,000	-	12,000	-
4102 Refreshments	100	100	58	-		(58)
4128 Neighbourhood Plan	-	-	-	-		-
4700 Accommodation recharge	19,800	19,800	11,550	11,550		-
4801 C S Ohead recharge	1,840	1,840	1,073	1,073		(0)
4800 Administration recharge	21,520	21,520	12,553	12,553		(0)
Total Expenditure	81,210	81,210	52,373	38,294	12,000	(1,029)
Net Expenditure	81,210	81,210	52,373	38,294	12,000	(1,029)
111 Community Development Admin						
4801 C S Ohead recharge	110	110	64	64		(0)
4800 Administration recharge	1,230	1,230	718	718		1
Net Expenditure	1,340	1,340	782	782	-	0
201 Discretionary Exps C Affairs						
4185 International Relations	250	250	146	-		(146)
4186 Joint Twinning-Chartres	500	500	292	-		(292)
4187 Joint Twinning-Ravenna	500	500	292	-		(292)
4800 Administration recharge	410	410	239	239		(0)
4801 C S Ohead recharge	40	40	23	23		(0)
Total Expenditure	1,700	1,700	968	239	-	(729)
Net Expenditure	1,700	1,700	968	239	-	(729)
202 Events						
4164 Other events	1,000	1,000	583	583		(0)
4801 C S Ohead recharge	1,030	1,030	601	601		0
4800 Administration recharge	11,990	11,990	6,994	6,994		(0)
Total Expenditure	14,020	14,020	8,178	8,178	-	(0)
Net Expenditure	14,020	14,020	8,178	8,178	-	(0)

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2021/2022

AGENDA ITEM 5

Month: 7

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
203 Community Safety							
4140 Community Wardens	40,800	40,800	40,800	42,448		1,648	
Total Expenditure	40,800	40,800	40,800	42,448	-	1,648	
Net Expenditure	40,800	40,800	40,800	42,448	-	1,648	
301 Statutory Expenses							
4148 Repairs to War Memorial	2,000	2,000	1,167	2,333		1,166	4.
4144 Contribution to Public Conveniences	12,456	12,456	12,456	12,882		426	
4150 Footpath Lighting-Energy	3,000	3,000	1,750	1,224		(526)	
4151 Footpath Lighting Maintenance	2,300	2,300	2,300	2,838		538	
4152 City Cemetery-Annual Contrib.	44,000	44,000	25,667	-	25,667	0	
4153 Litten Garden maintenance	2,500	2,500	1,458	1,926		468	
4154 St Pauls-General Maint.	500	500	292	2,021		1,729	5.
4156 Misc Grnd Mtce & Street Furn.	500	500	292	60		(232)	
4157 Street Naming & Signage	4,000	4,000	2,333	2,002		(331)	
4801 C S Ohead recharge	320	320	187	187		0	
4800 Administration recharge	3,720	3,720	2,170	2,170		-	
Total Expenditure	75,296	75,296	50,071	27,643	25,667	3,239	
Net Expenditure	75,296	75,296	50,071	27,643	25,667	3,239	
401 Mayoralty							
4009 Travel and Subsistence	1,000	1,000	583	-		(583)	
4020 General Expenses	1,000	1,000	583	1,166		583	
4123 Charter dinner	-	-	-	-		-	
4125 Mayors Allowance	4,000	4,000	2,000	2,000		-	
4131 Mayor at Home-Christmas	2,200	2,200	1,283	-		(1,283)	
4132 Receptions Other	1,000	1,000	583	50		(533)	
4700 Accommodation recharge	8,900	8,900	3,867	3,867		0	
4801 C S Ohead recharge	1,060	1,060	618	618		(0)	
4800 Administration recharge	12,400	12,400	7,233	7,233		(0)	
Total Expenditure	31,560	31,560	16,752	14,934	-	(1,818)	
Net Expenditure	31,560	31,560	16,752	14,934	-	(1,818)	

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2021/2022

AGENDA ITEM 5

Month: 7

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
501 Council House							
4001 Staff Costs	22,180	22,180	12,938	12,721		(217)	
4002 Employers NI	2,180	2,180	1,272	1,048		(224)	
4003 Employers Superannuation	3,700	3,700	2,158	2,577		419	
4012 Overtime	11,000	11,000	6,417	4,367		(2,050)	6.
4050 Office equipment	-	-	-	-		-	
4055 Professional Fees (painting restoration)	2,000	2,000	1,167	1,015		(152)	
4101 Publicity	1,200	1,200	700	49		(651)	
4145 Maintenance bus shelters	500	500	292	105		(187)	
4201 Wedding licence	690	690	403	770		368	
4206 Bid membership	1,020	1,020	1,020	1,013		(7)	
4211 Rates and Water	42,500	42,500	42,500	41,809		(691)	
4212 Building cleaning and windows	6,400	6,400	3,733	2,183		(1,550)	
4214 Electricity	5,000	5,000	2,917	1,432		(1,485)	
4215 Gas	3,500	3,500	2,042	2,586		544	
4216 General Cleaning	2,300	2,300	1,342	830		(512)	
4217 Alarm main servicing and monitoring	1,500	1,500	875	803		(72)	
4218 Lift Service Contract	2,900	2,900	1,692	-		(1,692)	
4219 Fire Equipment Service	460	460	268	305		37	
4209 Emergency lighting	1,500	1,500	875	89		(786)	
4210 Fire Extinguishers	1,250	1,250	729	-		(729)	
4221 Automatic Door Service	650	650	379	495		116	
4222 Air conditioning system service	4,500	4,500	2,625	1,372		(1,253)	
4224 Portable App. Testing	500	500	292	-		(292)	
4225 Insurance	11,500	11,500	11,500	8,588		(2,912)	
4227 Licences	510	510	298	996		699	
4231 Council House Improvements	8,000	8,000	4,667	2,706		(1,961)	
4299 Save Money Cut Carbon	-	-	-	13,897		13,897	7.
4234 CCTV Maintenance Contract	400	400	233	114		(119)	
4238 Cyclical Maintenance budget	3,000	3,000	3,000	3,718		718	
4241 Lightning Protection R & M	180	180	105	175		70	
4242 Display Energy Certificate	400	400	233	-		(233)	
4245 Health and Safety	2,000	2,000	1,167	442		(725)	
4246 Wedding Expenditure	500	500	292	24		(268)	
4250 Council house equipment	1,450	1,450	846	190		(656)	
4283 Council Chamber Redecorations	20,000	20,000	20,000	-	20,000	-	
4284 MUGA running costs	750	750	438	204		(234)	
4291 Van running costs	1,000	1,000	583	1,314		731	
4823 Tsfr from EMR Council Hse	-	-	-	14,380	(14,380)	-	
4800 Administration recharge	70,887	70,887	41,351	41,351		0	
4801 C S Ohead recharge	12,773	12,773	7,451	7,451		0	
4900 Capital Charges	39,100	39,100	22,808	22,808		(0)	
Total Expenditure	289,880	289,880	201,605	193,926	5,620	(2,059)	
1001 Hire Charges-Assembly Room	3,700	3,700	2,158	9,851		(7,693)	8.
1002 Hire Charges-Court Room	7,500	7,500	4,375	1,488		2,887	
1003 Telephone Income	-	-	-	-		-	
1011 Solar Panel income	1,600	1,600	933	1,121		(188)	
1012 Wedding Income	1,000	1,000	583	167		416	
1013 Chi in Bloom	2,500	2,500	1,458	-		1,458	
1014 CIL receipts	-	-	-	334,000	334,000	-	9.
1015 Hire of screen (small)	-	-	-	51		(51)	
1016 Hire of screen (large)	-	-	-	(29)		29	
1201 Recharges to other services	82,000	82,000	47,833	47,833		0	
Total Income	98,300	98,300	57,342	394,482	334,000	(3,140)	
Net Expenditure	191,580	191,580	144,263	(200,556)	(328,380)	(5,199)	

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2021/2022

AGENDA ITEM 5

Month: 7

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
502 Market House						
4055 Professional Fees	2,500	2,500	2,500	2,425		(75)
4801 C S Ohead recharge	110	110	64	110		46
4800 Administration recharge	1,230	1,230	718	308		(410)
Total Expenditure	3,840	3,840	3,282	2,843		(439)
1120 Rents Received-Ground Floor	50,000	50,000	29,167	29,167		(0)
Total Income	50,000	50,000	29,167	29,167	-	(0)
Net Expenditure	(46,160)	(46,160)	(25,885)	(26,324)	-	(439)
504 City Cross						
4214 Electricity	300	300	175	306		131
4236 Reps/Maint. General	500	500	292	-		(292)
4300 City Cross Conservation	2,000	2,000	1,167	-		(1,167)
4302 Annual Maintenance of Clock	1,000	1,000	583	274		(309)
4801 C S Ohead recharge	70	70	41	41		0
4800 Administration recharge	820	820	478	478		(0)
Total Expenditure	4,690	4,690	2,736	1,099	-	(1,637)
Net Expenditure	4,690	4,690	2,736	1,099	-	(1,637)
505 St James Obelisk						
4236 Reps/Maint. General	100	100	58	-		(58)
Total Expenditure	100	100	58	-	-	(58)
Net Expenditure	100	100	58	-	-	(58)
506 Heritage Account expenditure						
4800 Administration recharge	410	410	239	239	137	137
4801 C S Ohead recharge	30	30	18	18	10	11
Total Expenditure	440	440	257	257	147	147
Net Expenditure	440	440	257	257	147	147
508 Henty Field						
4236 Reps/Maint. General	1,500	1,500	875	1,665		790
Total Expenditure	1,500	1,500	875	1,665	-	790
Net Expenditure	1,500	1,500	875	1,665	-	790

**CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2021/2022****AGENDA ITEM 5**

Month: 7

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
NET EXPENDITURE	47,000	59,409	(179,665)	(603,545)	(272,762)	(27,092)
ADJUSTMENT RE CAPITAL CHARGES	(47,000)	(47,000)	(27,417)	(23,566)	(3,850)	1
(SURPLUS)/DEFICIT	-	12,409	(207,082)	(627,111)	(276,612)	(27,092)

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. This budget has been reduced from £30,000 last year. It is hoped that this years floral decorations will be achieved under budget.
2. Public Realm expenditure including Speed Indicator device and the contribution to City Rangers.
3. Income for street name change now totals £6,548 far exceeding the initial budget.
4. Cleaning/repairs to the War Memorial were carried out in June 2021.
5. £1,470 has been spent on tree works at St Pauls, including removing dead ash.
6. Depending on the hall bookings there may be an underspend on Custodian duties, however this is starting to pick up gradually.
7. £13,897 has been spent on Save Money Cut Carbon initiative for which we will receive Salix grant funding for 75% of the total cost.
8. Assembly Room booking income is higher than anticipated.
9. Cil receipts received so far this year.

Account	Opening Balance	Net Transfers	Closing Balance
311 E/M CIL Receipts 2016-17	0.00		0.00
312 E/M CIL Receipts 2017-18	0.00		0.00
313 E/M CIL Receipts 2018-19	44,038.71		44,038.71
314 E/M CIL Receipts 2019-20	36,341.50		36,341.50
315 E/M CIL Receipts 2020-21	15,097.06		15,097.06
317 E/M Cyclescheme	0.00		0.00
318 E/M CIL receipts	0.00		0.00
319 E/M Allotment deposits	650.00		650.00
320 E/M Street Decoration	0.00		0.00
321 E/M Local Elections	38,429.28		38,429.28
322 E/M Office Equipment	0.00		0.00
323 E/M Council House Maintenance	73,984.85	-14,510.00	59,474.85
324 E/M Joint Twinning-Chatres	1,575.07		1,575.07
325 E/M Joint Twinning Ravenna	6,331.65		6,331.65
326 E/M Florence Road	0.00		0.00
327 E/M Buttermarket	13,913.00		13,913.00
328 E/M Planning Agreement	0.00		0.00
329 E/M Walled Towns Symposium	0.00		0.00
330 DO NOT USE	0.00		0.00
331 E/M Council Hse Redecorations	0.00	0.00	0.00
332 E/M Painting Restoration	3,700.00		3,700.00
333 E/M Lift contract	0.00		0.00
334 E/M Solar panels	3,000.00		3,000.00
335 Revaluation Reserve	0.00		0.00
340 Capital Receipts Reserve	0.00		0.00
341 Cap Receipts Reserve (Allot's)	0.00		0.00
342 DO NOT USE	0.00		0.00
343 DO NOT USE	0.00		0.00
344 E/M Quality Council funding	0.00		0.00
345 E/M Town Plan	0.00		0.00
346 E/M Staff Restructure	0.00		0.00
347 E/M CCTV Litten Gardens	0.00		0.00
348 E/M International Relations	3,279.95		3,279.95
349 E/M Litten Gardens	3,000.00		3,000.00
350 E/M Computer Improvements	3,609.82		3,609.82
351 E/M Office Move	0.00		0.00
352 E/M Playgrounds	0.00		0.00
353 E/M Development/Initiatives	0.00		0.00
354 E/M City Video	0.00		0.00
355 E/M Conservation Area	0.00		0.00
356 E/M Parish Map	0.00		0.00
357 E/M City Cross Conservation	16,116.94		16,116.94
358 E/M Tree works	0.00		0.00
359 E/M St James Obelisk	1,700.00		1,700.00
360 E/M Civic Regalia	7,250.00		7,250.00
361 E/M War Memorial	6,004.00		6,004.00
362 E/M Disused Burial Grounds Mai	11,069.75		11,069.75
363 E/M Allotments Imp	5,480.11		5,480.11
364 E/M Budget Carry Forwards	12,409.00	-12,409.00	0.00
365 E/M Dep Mayor Fundraising	0.00		0.00
366 E/M Footbridge Lighting	0.00		0.00

AGENDA ITEM 6

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
367 E/M CFT Renew Grants	0.00		0.00
368 E/M Benches	11,937.55		11,937.55
369 E/M The general power of compe	0.00		0.00
370 E/M Bus Shelters	17,064.00		17,064.00
371 E/M Staff Restructure report	0.00		0.00
373 E/M Offset reduction tax base	0.00		0.00
374 E/M Richard Glover fees	0.00		0.00
375 E/M Events	0.00		0.00
376 E/M Henty Field	6,531.00		6,531.00
377 E/M S106 Schemes	0.00		0.00
378 E/M Chi In Bloom	5,000.00		5,000.00
379 E/M CIL receipts	0.00		0.00
380 Capital Receipts Reserve	3,023.04		3,023.04
381 Allotment Site (Capital Rsv)	18,705.55		18,705.55
390 Capital Finance Reserve	3,091,322.00		3,091,322.00
391 Revaluation Reserve	213,748.00		213,748.00
392 Investment Financing Account	390,000.00		390,000.00
	<u>4,064,311.83</u>	<u>-26,919.00</u>	<u>4,037,392.83</u>

AGENDA ITEM 7

Public Realm Budget

Description	Actual Expenditure (£)	Committed Expenditure (£)	Committee	Date RESOLVED
Speed Indicator Device	£4,520.00	£4,550.00	Community Affairs	5th Oct 2020
Maintained by sign	£55.00			
Contribution to Rangers	£10,763.80	£10,763.80	Council	23rd June 2021
Total	£15,338.80	£15,313.80		

	£	£
cfwd	35,409.00	35,409.00
Actual Expenditure	-15,338.80	-15,313.80
Total	20,070.20	20,095.20

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			
Fuller	750.00			
thermostatic radiator	7,500.00	7,500.00	Property	01-Sep-21
Total	15,130.00	7,500.00		

	£
Cfwd	73,984.85
Expenditure	15,130.00
Total	58,854.85



CHICHESTER CITY COUNCIL

2022-2023 BUDGET REPORT

FOR FINANCE WORKING GROUP MEETING ON 25th NOVEMBER 2021

Introduction

The 2022/23 Budget attached includes a 5.01% increase in the precept. This is subsequently reduced by the increase in the tax base.

The Draft taxbase figure from the District Council is 11,512.10 which is a 3.19%.

This means that the 5.01% increase in the budget has reduced to **1.79%** equates to a Band D Council Tax of £64.07 which is £1.13 pa more than last year, or an increase of 2.1p per week.

Changes since the Draft Budget.

A few changes have taken place since the Draft budget was reported on 20th October 2020.

- 1) The Council Tax base has been estimated by the District Council to be 11,512.10 an increase of 3.197%
- 2) Chichester Wardens – CDC Cabinet meeting 2nd November 2021 have agreed to fund a further 1 year of the Community Warden service at current levels, so additional funding from CCC will not be required until the following year.
- 3) The amount set aside for the Council House Reserve each year is increased from £20,000 to £28,000 to ensure that we set aside enough money for the bigger projects. The Draft Budget suggested £25,000, but this has been revised.
- 4) A provision has been made in the Budget for £16,000 to be available for Energy Efficiency Initiatives, in particular the Property Manager has identified a need for the boilers to be replaced in the Council House.

- 5) Salaries adjustments have been made to include £10,000 additional funding for a Committees/Communities post (see staffing report).
- 6) Given the additional demands on us all to be technologically efficient and reduce paper, we have added £4,000 to the Computer Replacement budget, in particular, we are hoping to introduce iBabs software for administration of meetings and upgrade the telephone system.
- 7) Membership to the European Association of Historic Towns has been provisionally added to the budget, as reported at Community Affairs on Monday 15th November.
- 8) The Council's budget includes a provision of £300 for contributions staff eye tests and glasses or contact lenses. The contribution towards eye tests was agreed as £17 some years ago. Following a comparison exercise with Chichester District Council and taking into account the average cost of an eye test, it is suggested that this increases to £20 every 2 years. It is unlikely that the budget will need to change.

Recommendation

That it be recommended to full council that the City Council's Budget for 2022/2023 be agreed providing the Tax Base remains unchanged from the Draft figure provided by Chichester District Council of 11,512.10.

A budget of £851,965 be agreed with a Precept Demand £737,615 and a Band D of £64.07 an increase of 1.79%.

Documents to follow

Planned maintenance Programme

Fees and Charges

K. Martin
Finance Manager & Deputy Town Clerk

FEES AND CHARGES**AGENDA ITEM 8**

SERVICE / ACTIVITY	Charges Excluding VAT 2022-23 £	
<u>THE COUNCIL HOUSE</u>		
Room Hire		
The Assembly Room		
Mon-Fri	1/2 Day (3.5hours)	98.67
	Day (9-5 pm)	198.25
	Evening (7-10pm)	198.25
Saturday	1/2 Day (3.5hours)	149.75
	Day (9-5 pm)	300.33
	Evening (7-10pm)	198.25
	Per hour after 10pm	57.83
	Per week (9-5 pm excluding Sunday)	1,166.50
	Dismantle stage (when required)	42.58
	Hire of large screen	29.75
The Old Court Room		
Mon-Fri	1/2 Day (3.5hours)	66.33
	Day (9-5 pm)	132.75
	Evening (7-10pm)	163.33
	Special Hourly Rate	20.00
Saturday	1/2 Day (3.5hours)	124.25
	Day (9-5 pm)	246.75
	Evening (7-10pm)	163.33
	Per hour after 10pm	57.83
	Per week (9-5 pm excluding Sunday)	806.58
	Hire of small screen	10.25
<u>Weddings</u>		
The Council Chamber		
	Special Offer Weekday Ceremony	334.42
	Saturday Wedding Ceremony	501.17
The Assembly Room		
	Wedding Ceremony	671.33
	Ceremony including Reception	997.17
	Assembly Room for Reception	872.92
	Dismantle stage	51.08
	Extra hour	63.00

FEES AND CHARGES**AGENDA ITEM 8**

SERVICE / ACTIVITY	Charges Excluding VAT 2022-23 £
The Old Court Room	
Ceremony including Reception (9.00 - 10.00am)	747.00
Old Court Room for Reception (9.00 - 10.00am)	548.75
Extra hour	63.00
Damage deposit for Receptions	204.20
<u>ALLOTMENT CHARGES</u>	
All Allotments	
- Per rod	10.50
- Per rod (new tenant)	10.50
water charge	1.50
	no vat
New tenancy/tenancy termination admin fee	20.00
New tenancy deposit (returnable)	50.00
Key issue fee	5.00
<u>STREET NAMING AND NUMBERING FEES</u>	
New or amended building name of an existing property	33.46
New or amended building name of an existing property (commercial)	111.68
Letter confirming change of house name/postal number or address.	16.73
Naming/numbering of a new Development/Street	167.29
	per phase
	11.17
	per plot/unit
Changes to Development layout after notification	28.03
	per affected plot
Changes of Street name requested by residents	223.36 plus
	22.33
	per property
<u>BANNERS</u>	
Administration fee	33.46
<u>HANGING BASKETS</u>	
Per basket	46.12

AGENDA ITEM 8

PLANNED MAINTENANCE PROJECTION 2019 - 2029											
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Comments
BIKE RACKS											
Repairs and refurbishment	£ 32,000.00		£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	Cleaning and minor repairs
BUS SHELTERS											
Repairs & Maintenance	£ -		£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	
WHYKE MUGA											
Cleaning & General Repairs/lamp replacement	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	Existing budgets
ST JAMES OBELISK											
General maintenance/ repairs	£ 437.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	Existing budgets
	£ 103,948.45	£ 127,200.00	£ 65,850.00	£ 115,950.00	£ 53,850.00	£ 94,900.00	£ 66,450.00	£ 55,950.00	£ 50,950.00	£ 53,450.00	
		£ 38,200.00									

Key

Existing reserves	
Existing budgets	
Capital budgets	
New Homes Bonus	

CHICHESTER CITY COUNCIL
BUDGET SUMMARY 2022/2023

	2021/2022B udget £	2022/2023 Budget £
INCOME		
Council House	14,700	20,000
Buttermarket	50,000	50,000
Allotments	18,750	19,750
Sale of Goods	300	300
Street name change	1,300	4,700
Other	1,600	1,600
TOTAL INCOME (Excl. Precept)	86,650	96,350
EXPENDITURE		
Recharges to new cost centres	254,120	254,120
Civic	12,270	11,270
Discretionary	96,300	95,800
Allotments	27,680	27,680
Council & Committees	81,210	88,610
Community Affairs	1,700	2,000
Crime & Disorder	40,800	43,385
Events	14,020	19,020
Statutory Expenses	75,296	76,340
Mayoralty	31,560	31,560
Council House	207,880	238,610
Buttermarket	3,840	3,840
City Cross	4,690	4,690
St James Obelisk	100	100
Heritage	440	440
Henty Field	1,500	1,500
TOTAL EXPENDITURE	853,406	898,965
NET COST OF SERVICES	766,756	802,615
Reversal of Capital Charges	(47,000)	(47,000)
Interest and investment income	(17,600)	(18,000)
NET OPERATING EXPENDITURE	702,156	737,615
Transfers (from) / to Earmarked Reserves	0	0
AMOUNT TO BE MET FROM PRECEPT	702,156	737,615
Precept on District Council	(702,156)	(737,615)
(SURPLUS) / DEFICIT FOR YEAR	0	0

5.05%

**Increase in precept after taking into
account the tax base**

1.79%

Expenditure headings	Cost Centre	Description Code	2021/2022 Budget £	2022/2023 Budget £
Administration				
Staff Costs	101	4001	263,380	263,380
Staff Costs	101	4001	0	10,000
Employers NI	101	4002	24,200	24,200
Employers Superannuation	101	4003	50,440	50,440
Staff expenses	101	4004	300	300
Ill Health Insurance	101	4005	3,600	3,600
Eye tests and corrective appliances	101	4011	300	300
Staff Recruitment	101	4007	500	500
Professional Development	101	4008	1,500	1,500
Travel and Subsistence	101	4009	100	100
General Expenses	101	4020	200	200
Telephone	101	4021	3,000	3,000
Postage	101	4022	1,000	700
Stationery	101	4023	1,000	800
SRCC Subscription	101	4024	50	50
Petty Cash Expenditure	101	4025	70	70
Printing	101	4026	300	300
Photocopying	101	4027	1,100	1,100
West Sussex ALC Ltd	101	4029	3,200	3,300
South East Employers	101	4030	200	230
Nat Allotment Gardens Assoc	101	4031	60	60
Walled Town Friendship	101	4032	130	130
UNA	101	4033	40	40
LCAS Subscription (Zurich Municipal)	101	4035	150	150
Shopwatch subscription/CHIBAC	101	4039	270	270
Publications	101	4036	150	150
Computer Improvement/Maint.*	101	4038	10,000	14,000
Office Equipment	101	4050	1,000	1,000
Bank Charges Payable	101	4051	500	500
Card Payment System fees	101	4010	300	300
Professional Fees*	101	4055	2,400	2,400
Professional Fees (staff)	101	4055	1,000	1,000
Audit Fees	101	4057	2,300	2,300
Payroll Admin Costs	101	4059	1,500	1,500
Cleaning Sundries	101	4216	70	70
Accommodation recharge	101	4700	53,300	53,300
Subtotal			427,610	441,240
Recharges to other services	101	1201	-427,610	-441,240

EXPENDITURE

Expenditure headings	Cost Centre	Description Code	2021/2022 Budget £	2022/2023 Budget £
Civic				
Remembrance Sunday	102	4020	800	1,000
Custodian Uniforms	102	4111	1,000	800
Revaluation and Audit of Civic Regalia	102	4119	2,000	2,000
Robes and Hats*	102	4112	250	250
Cleaning/Repair Insignia*	102	4113	1,000	1,000
Civic and Heritage Awards	102	4114	2,000	1,000
Civic/Heritage Reception	102	4115	1,500	1,500
Official Gifts	102	4116	500	500
Guild of Mace-Bearers sub.	102	4117	60	60
C S O'head recharge	102	4801	250	250
Administration recharge	102	4800	2,910	2,910
Subtotal			12,270	11,270
Discretionary				
Flags and Flagpoles	103	4172	1,260	1,260
Chichester Tree Trail	xxx	xxxx	0	0
City Band (Gold level supporter)	xxx	4065	300	300
Keats statue	xxx	xxxx	0	0
Blue plaques	103	4182	600	600
Local Historic Interest plaque	xxx	xxxx	1,000	500
Bell Tower Clock	103	4063	500	500
Discretionary Grants	103	4260	35,000	35,000
Public Realm Projects	103	4296	23,000	23,000
Environmental Initiatives	103	4188	800	800
Chichester in Bloom	103	4195	15,000	15,000
Walled Town Delegates	103	4204	1,000	1,000
Capital Charges	103	4900	6,600	6,600
C S O'head recharge	103	4801	890	890
Administration recharge	103	4800	10,350	10,350
Subtotal			96,300	95,800
Allotments				
Rates & Water	104	4211	1,800	1,800
Postage	104	4022	150	150
Reps/Maint. General	104	4236	6,000	6,000
Capital Charges	104	4900	1,300	1,300
C S O'head recharge	104	4801	1,450	1,450
Administration recharge	104	4800	16,980	16,980
Subtotal			27,680	27,680

EXPENDITURE

AGENDA ITEM 8

Expenditure headings	Cost Centre	Description Code	2021/2022 Budget £	2022/2023 Budget £
Democratic Representation				
C S O'head recharge	105	4801	5,320	5,320
Administration recharge	105	4800	62,080	62,080
Subtotal			67,400	67,400
Corporate Management				
C S O'head recharge	106	4801	15,090	15,090
Administration recharge	106	4800	170,290	170,290
Subtotal			185,380	185,380
Council & Committees				
Staff Costs (Planning)	110	4001	17,760	25,860
Employers NI	110	4002	1,740	1,740
Employers Superannuation	110	4003	3,600	3,600
Councillor Prof Development	110	4008	500	500
Councillor Travel and Subsistence	110	4009	400	400
General Expenses	110	4020	150	150
Local election Expenses *	110	4100	12,000	12,000
Refreshments	110	4102	100	100
C S O'head recharge	110	4801	1,840	1,840
Administration recharge	110	4800	21,520	21,520
Accommodation recharge	110	4700	19,800	19,800
Members allowances	110	xxxx	1,800	1,100
Subtotal			81,210	88,610
C S O'head recharge	111	4801	110	110
Community Develt admin	111	4800	1,230	1,230
Subtotal			1,340	1,340
Community Affairs Committee				
International Relations*	201	4185	250	250
Joint Twinning-Chartres*	201	4186	500	500
Joint Twinning-Ravenna*	201	4187	500	500
European Assoc of Historic Towns	201	xxxx	0	300
C S O'head recharge	201	4801	40	40
Administration recharge	201	4800	410	410
Subtotal			1,700	2,000

EXPENDITURE

AGENDA ITEM 8

Expenditure headings	Cost Centre	Description Code	2021/2022 Budget £	2022/2023 Budget £
Events				
Other Events - civic	202	4164	1,000	6,000
Italy Star Reception	202	4166	0	0
C S O'head recharge	202	4801	1,030	1,030
Administration recharge	202	4800	11,990	11,990
Subtotal			14,020	19,020
Crime and Disorder Initiatives				
Community Wardens	203	4140	40,800	43,385
Subtotal			40,800	43,385
Statutory Expenses				
War Memorial R&M *	301	4148	2,000	2,000
Litten Gardens War Memorial	301	xxxx	0	0
Footpath Lighting-Energy	301	4150	3,000	3,000
Footpath Lighting Maintenance	301	4151	2,300	2,300
City Cemetery-Annual Contrib.	301	4152	44,000	44,000
Contribution to Public Conveniences	301	4144	12,456	13,500
Litten Gardens grounds maintenance contract*	301	4153	2,500	2,500
Disused burial grounds*	301	4154	500	500
Misc. Grnd Mtce & Street Furn.*	301	4156	500	500
Street Naming & Signage*	301	4157	4,000	4,000
C S O'head recharge	301	4801	320	320
Administration recharge	301	4800	3,720	3,720
Subtotal			75,296	76,340

EXPENDITURE

AGENDA ITEM 8

Expenditure headings	Cost Centre	Description Code	2021/2022 Budget £	2022/2023 Budget £
Mayoralty				
Travel and Subsistence	401	4009	1,000	1,000
General Expenses	401	4020	1,000	1,000
Mayors Allowance	401	4125	4,000	4,000
Mayor at Home-Summer	401	4130	0	0
Mayor at Home-Christmas	401	4131	2,200	2,200
Receptions Other	401	4132	1,000	1,000
Accommodation recharge	401	4700	8,900	8,900
C S O'head recharge	401	4801	1,060	1,060
Administration recharge	401	4800	12,400	12,400
Subtotal			31,560	31,560
Council House				
Staff Costs (Custodians)	501	4001	22,180	22,180
Employers NI	501	4002	2,180	2,180
Employers Superannuation	501	4003	3,700	3,700
Overtime	501	4012	11,000	8,000
Professional fees (paintings)	501	4055	2,000	2,000
Publicity	501	4101	1,200	1,200
Rates and Water	501	4211	42,500	42,500
Bid membership	501	4206	1,020	1,020
Electricity	501	4214	5,000	4,000
Gas	501	4215	3,500	4,500
General cleaning	501	4216	2,300	2,300
Cleaning and window cleaning	501	4212	6,400	5,000
Council House equipment	501	4250	1,450	1,450
Alarm main servicing and monitoring	501	4217	800	800
Key holding and call outs	501	4217	700	700
Lift Service Contract and R&M	501	4218	2,900	2,900
Fire Alarm service maintenance and monitor	501	4219	460	460
Emergency Lighting	501	4209	1,500	1,500
Fire Extinguishers	501	4210	1,250	1,250
Automatic door service contract and R&M	501	4221	650	650
Annual electrical test & PAT	501	4224	500	500
Insurance	501	4225	11,500	9,000
Wedding Licences*	501	4201	690	690
Premises Licence	501	4227	510	510
Council House R&M & improvements*	501	4231	8,000	8,000

EXPENDITURE

AGENDA ITEM 8

Expenditure headings	Cost Centre	Description Code	2021/2022 Budget £	2022/2023 Budget £
Cyclical maintenance budget*	501	4238	3,000	3,000
Health and Safety	501	4245	2,000	2,000
CCTV service contract and R&M	501	4234	400	400
Council Chamber redecorations	xxx	xxxx	20,000	28,000
MUGA running costs	xxx	xxxx	750	750
Running costs for van	xxx	xxxx	1,000	1,000
Energy efficiency initiatives (boilers)	xxx	xxxx	0	16,000
Maintenance of bus shelter	501	4154	500	500
Lightning Protection service and R & M*	501	4241	180	180
Heating, ventilation and air conditioning	501	4222	4,500	4,500
Display Energy Certificate*	501	4242	400	400
Wedding expenditure	501	4246	500	500
Budget to offset reduction in tax base	501	4277	0	0
C S O'head recharge	501	4801	12,773	12,773
Administration recharge	501	4800	70,887	84,517
Capital Charges	501	4900	39,100	39,100
Subtotal			289,880	320,610
Accomm. Recharges to other services	501	1201	-82,000	-82,000
Market House				
Professional fees (legal fees)	502	4055	2,500	2,500
C S O'head recharge	502	4801	110	110
Administration recharge	502	4800	1,230	1,230
Subtotal			3,840	3,840
City Cross				
Electricity	504	4214	300	300
Reps/Maint. General	504	4236	500	500
City Cross Conservation *	504	4300	2,000	2,000
Clock service contract and R&M*	504	4302	1,000	1,000
C S O'head recharge	504	4801	70	70
Administration recharge	504	4800	820	820
Subtotal			4,690	4,690
St James Obelisk				
Reps/Maint. General*	505	4236	100	100
Subtotal			100	100
Heritage				
C S O'head recharge	506	4801	30	30
Administration recharge	506	4800	410	410
Subtotal			440	440
Henty Field				
Reps/Maint. General	508	4236	1,500	1,500
Subtotal			1,500	1,500
Transfer from Asset Mgt. Rev. Acc.			-47,000	-47,000
TOTAL EXPENDITURE			806,406	851,965

Income headings	Cost Centre	Description Code	2021/2022 Budget £	2022/2023 Budget £
Council House				
Hire Charges-Assembly Room	501	1001	3,700	9,000
Hire Charges-Court Room	501	1002	7,500	7,500
Wedding Income	501	1012	1,000	1,000
Solar Panel Income	501	1011	1,600	1,600
Street name change	103	1060	1,300	4,700
Hanging Basket Income		1013	2,500	2,500
Subtotal			17,600	26,300
Buttermarket				
Rental income	502	1120	50,000	50,000
Subtotal			50,000	50,000
Allotments				
Allotment rents	104	1020	18,500	19,500
Licence agreements			250	250
Subtotal			18,750	19,750
Sales of Goods / Misc. income	101	1075	300	300
Other				
Precept Received	101	1176	702,156	737,615
Interest Received - General	101	1196	17,600	18,000
CDC Share of grant			0	0
Subtotal			719,756	755,615
TOTAL INCOME			806,406	851,965

AGENDA ITEM 9

Mr R Duggua RD BA (Hons)
Town Clerk, Chichester City Council
The Council House
North Street
Chichester
West Sussex
PO19 1LQ

If calling please ask for: Emma Bishop
ebishop@chichester.gov.uk
01243 534839

Our ref: NHB04/21, 05/21 and 06/21

Your ref:

8th November 2021

Dear Rodney,

New Homes Bonus (Parish Allocations) 2021/22 – Chichester City Council

I write further to my letter of 23rd September 2021, reference the above. You will recall that the proposal, summarised in my letter, to increase the award in reference to Chichester Runners and Athletics Club was to be determined at the Cabinet meeting of 2nd November 2021. I can confirm that Cabinet agreed the recommendation of the Grants and Concessions Panel, and have awarded the sum of £43,000 in respect of the project outlined in your bid (our ref NHB 04/21) for Chichester Runners. A total of £48,000 has now been awarded to Chichester City Council under this year's scheme. A special meeting of the Grants and Concessions Panel was held on Wednesday 15th September 2021 to consider a number of applications made to the New Homes Bonus (Parish Allocations), including three applications from Chichester City Council.

You will recall that for expediency we have already issued an Agreement which was in respect of NHB06/21 (for £5,000) only, and thank you for your timely return of the signed Agreement and supporting paperwork. Hopefully those monies have now been released to you.

The award is made subject to a number of standard conditions. Please find enclosed two copies of a proposed Agreement which have been signed on behalf of Chichester District Council. This replaces the agreement issued on the 23rd September 2021 which has already been signed and returned. Payment against that agreement has been honoured, to facilitate any immediate payments required to your delivery partner for the Men's Shed project.

I would be grateful if you would sign both copies of the enclosed Agreement on behalf of Chichester City Council, accepting the terms of the Agreement, and return one signed copy. It is important that the whole City Council is aware of the terms of the Agreement, particularly the restricted use of the monies and the requirement to seek the Grants and Concessions Panel's authorisation for changes to the project. Accordingly I would also be grateful if you can provide the relevant extract from the City Council minutes where the conditions are accepted and understood by the Council.

Finally I can confirm that Chichester City Council's request that the determination process of the New Homes Bonus (Parish Allocations) Scheme is scrutinised by this Council's Overview and Scrutiny Committee was highlighted at the Cabinet meeting, and the minutes will show that the

continued...

AGENDA ITEM 9

Leader has undertaken to ensure that the Chair of the Overview and Scrutiny Committee is aware of that request.

I look forward to hearing from you in due course, but if you have any questions at any time then please do get in touch.

Yours sincerely

David Hyland
Community Engagement Manager
Enclosed: Agreement (2 copies)

Section 3 - External Auditor Report and Certificate 2020/21

In respect of

Chichester City Council

AGENDA ITEM 10

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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

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

2 External auditor report 2020/21

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

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

NONE

3 External auditor certificate 2020/21

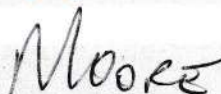
We certify ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

 MOORE

External Auditor Signature



Date

28/09/2021



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
<u>Allotments</u>									
0	Physical	A pandemic	Ensure tenants are instructed to maintain social distancing at all times. Ensure signage is posted on noticeboard, gates and tap locations to remind tenants of hand washing, social distancing, face coverings etc.	Medium Medium	4	The majority of the risk is out of our control; even with the measures we are taking there is still a level of risk involved.	Property Manager	31/03/2022	<input type="checkbox"/>
<u>Bus Shelters</u>									
0	Physical	A pandemic	Ensure regular cleaning of surfaces to prevent infection. Consider taping off seating to prevent use or to indicate safe distancing between users.	Medium Medium	4	The majority of the risk is out of our control; even with the measures we are taking there is still a level of risk involved.	Property Manager	31/03/2022	<input type="checkbox"/>
<u>Employment of Staff</u>									
362	Professional	Lack of Training	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks and colleagues in the area. Maintain appropriate training records.	Medium Medium	4	Regular Staff Appraisals are needed to highlight any training needs. The impact of the Covid-19 Pandemic has caused delays to implementation.	Finance Manager	31/03/2022	<input type="checkbox"/>
<u>Meetings of the Council</u>									



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Physical	A pandemic	<p>Ensure that we are able to hold meetings virtually when necessary. This includes making sure that everyone who wants to attend has the ability to.</p> <p>Attending meetings should be possible by a telephone or Zoom presence.</p> <p>Ensure we follow legislation introduced from May 2020 to May 2021, as a result of the COVID 19 crisis to enable meetings to be held virtually, as opposed to the former requirement for Councillors to be physically present at meetings. Follow Annual Meeting legislation. The requirement for the Annual Meeting of the Council has also been disapplied by the legislation, enabling the current incumbents of Mayor and Deputy Mayor to remain in office until the Annual Meeting in 2022.</p>	Medium	4	<i>The majority of the risk is out of our control; even with the measures we are taking there is still a level of risk involved.</i>	<i>Member Services Support Officer</i>	31/03/2022	<input type="checkbox"/>
Open spaces									
433	Environmental	Fly tipping	<p>Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.</p>	Medium	4	<i>Regularly inspect boundary gates and fences, keep boundary hedges low to maximise visibility to prevent fly tipping. Liaise with CDC/Police regarding intelligence on the movements of traveller groups to inform preventative measures.</i>	<i>Property Manager monitoring</i>	31/03/2022	<input type="checkbox"/>



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
324	Environmental	Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Medium Medium	4	Regularly inspect boundary gates and fences, keep boundary hedges low to maximise visibility to prevent vandalism. Liaise with CDC/Police regarding intelligence on the movements of traveller groups to inform preventative measures.	Property Manager monitoring	31/03/2022	<input type="checkbox"/>
<u>Planning & Development Control</u>									
202	Environmental	Failure to comply within consultation deadline	Ensure adequate number of Planning & Conservation and Planning & Delegation Cttee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.	Medium Medium	4	Make sure an adequate number of Planning Committees go ahead. Currently held at least monthly.	Planning Adviser monitoring	31/03/2022	<input type="checkbox"/>
<u>Provision of Office Accommodation</u>									
0	Physical	A pandemic	Ensure restriction of access to essential staff only and impose strict social distancing for work stations. Ensure working from home where practicable. Ensure meetings are held remotely. Ensure wearing of face coverings where social distancing cannot reasonably be maintained. Ensure frequent hand washing. Ensure items such as stationery, keyboards and mice are not shared.	Medium Medium	4	The majority of the risk is out of our control; even with the measures we are taking there is still a level of risk involved.	Property Manager	31/03/2022	<input type="checkbox"/>

Public buildings and Village hall



LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
0	Physical	A pandemic	<p>Restrict access to offices to essential staff only.</p> <p>Ensure staff work from home whenever possible.</p> <p>Ensure meetings are held virtually.</p> <p>Control public access to the building to ensure appropriate social distancing.</p> <p>Implement a one-way system.</p> <p>Limit occupancy of rooms to ensure adequate social distancing.</p> <p>Ensure face masks/screens are used where adequate social distancing cannot be maintained.</p> <p>Implement Track & Trace system to record contact details of all visitors to building.</p> <p>Clean surfaces frequently with suitable disinfectant.</p> <p>Spray function rooms and public areas with a disinfectant fogger between events.</p> <p>Postpone or cancel any events that cannot be reasonably controlled or breach legislation.</p>	Medium	4	The majority of the risk is out of our control; even with the measures we are taking there is still a level of risk involved.	Property Manager	31/03/2022	<input type="checkbox"/>
Seats									
0	Physical	A pandemic	<p>Consider taping off seats to either prevent use or indicate safe distance between users.</p> <p>Consider weekly or daily sanitation of seats.</p>	Medium	4	The majority of the risk is out of our control; even with the measures we are taking there is still a level of risk involved.	Property Manager	31/03/2022	<input type="checkbox"/>



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date
-----	------	--------	---------	----------------------	-------	--------------------	------------------------------	-------------------

No of issues listed: 10

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - The Mayor of Chichester, Cllr J Hughe _____

Signed by responsible Finance officer - Kim Martin _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

**Bank Reconciliation Statement as at 02/09/2021
for Cashbook 1 - Imprest Account**

AGENDA ITEM 13

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/07/2021	79	18,893.66
			<hr/> 18,893.66
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			18,893.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			18,893.66
		Balance per Cash Book is :-	18,893.66
		Difference is :-	0.00

**Bank Reconciliation Statement as at 02/09/2021
for Cashbook 2 - Unity Trust Current Account****AGENDA ITEM 13**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/07/2021	100	489,475.55
			<hr/> 489,475.55
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			489,475.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			489,475.55
		Balance per Cash Book is :-	489,475.55
		Difference is :-	0.00

**Bank Reconciliation Statement as at 19/09/2021
for Cashbook 1 - Imprest Account**

AGENDA ITEM 13

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/08/2021	80	21,027.37
			<hr/> 21,027.37
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			21,027.37
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			21,027.37
		Balance per Cash Book is :-	21,027.37
		Difference is :-	0.00

**Bank Reconciliation Statement as at 20/09/2021
for Cashbook 2 - Unity Trust Current Account**

AGENDA ITEM 13

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/08/2021	101	414,510.66
			<hr/> 414,510.66
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			414,510.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			414,510.66
		Balance per Cash Book is :-	414,510.66
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2021
for Cashbook 1 - Imprest Account**

AGENDA ITEM 13

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	30/09/2021	81	24,860.53
			<hr/> 24,860.53
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
29/09/2021 300588 Chichester District Council		40.00	
			<hr/> 40.00
			24,820.53
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			24,820.53
		Balance per Cash Book is :-	24,820.53
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2021
for Cashbook 2 - Unity Trust Current Account****AGENDA ITEM 13**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	30/09/2021	101	679,069.04
			<hr/> 679,069.04
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			679,069.04
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			679,069.04
		Balance per Cash Book is :-	679,069.04
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2021
for Cashbook 1 - Imprest Account**

AGENDA ITEM 13

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/10/2021	82	24,754.83
			<hr/> 24,754.83
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
29/09/2021 300588 Chichester District Council		40.00	
			<hr/> 40.00
			24,714.83
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			24,714.83
		Balance per Cash Book is :-	24,714.83
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2021
for Cashbook 2 - Unity Trust Current Account**

AGENDA ITEM 13

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/10/2021	102	843,541.65
			<hr/> 843,541.65
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			843,541.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			843,541.65
		Balance per Cash Book is :-	843,541.65
		Difference is :-	0.00

List of Payments made between 01/07/2021 and 31/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2021	Peter Roberts	BACS27	15.25		Reimbursement extendable duste
01/07/2021	Green Brothers Ltd	BACS30	426.07		Street name signs
05/07/2021	The Woodhorn Group Ltd	BACS12	66.73		Green waste runctons
05/07/2021	Allstar	BACS26	121.01		Van & lawnmowers fuel
05/07/2021	S & P Tree Specialists Ltd	BACS28	660.00		Reduction-2 holly trees-St Pau
08/07/2021	Dyson King (Architectural Iron	BACS17	54.48		Gate keys & spring rings-Allot
08/07/2021	Hampshire Flag Company	BACS19	223.07		St Georges flag with rope&togg
08/07/2021	Luna Clean	BACS31	507.00		Cleaning Council House June 21
09/07/2021	Earth Anchors Ltd	BACS18	612.00		Re-charge of mem bench-C.Harry
09/07/2021	Goodrowes of Chichester Ltd	BACS20	125.56		Second splitter wood grenade
09/07/2021	SSE Contracting	BACS29	763.45		Council House gas bill June 21
09/07/2021	The Natural Mineral Water Ltd	I-000798	21.60		Office water dispenser re-fill
15/07/2021	Visual Hygiene Cleaning Servic	BACS13	80.00		CH Window cleaning-outsides
15/07/2021	Recycle Southern Ltd	BACS14	141.12		Tipping of builders waste-allo
15/07/2021	Society of Local Council Clerk	BACS15	240.00		National Conference 2021-RD
15/07/2021	The Sussex Snowdrop Trust	BACS16	20.00		Mayor&MayoressGardenPartyTicke
15/07/2021	Amazon	BACS25	132.29		Microphone for hybrid meetings
16/07/2021	Office Furniture Online	BACS21	256.80		Meeting table & chairs-Propert
16/07/2021	Covers Trade Centre Branch	BACS24	8.50		Various screws
16/07/2021	Mrs M Hosken	BACS30	4.14		Card for Councillor
16/07/2021	Screwfix	BACS32	9.98		Replacement tap-Whyke allotmen
22/07/2021	Goodrowes of Chichester Ltd	BACS22	340.00		Stihl Brushcutter
22/07/2021	City Electrical Factors	BACS23	176.77		Light fits N/bds under Portico
26/07/2021	Covers Trade Centre Branch	BACS07	29.64		Tiling tools -repairs in D/WC
26/07/2021	Voxit Limited	BACS08	4,320.00		Website Redesign - Bal Project
26/07/2021	Mr S Holman	BACS09	13.19		Protective Shin Guards - Strim
26/07/2021	Mrs M Hosken	BACS10	20.00		Gift from Mayor for Maint Staf
26/07/2021	Mr D Jenkins	BACS11	4.49		Reimburse Sticky Stuff Remover
26/07/2021	Unity Trust Current Account	TRANSFER	4,320.00		
28/07/2021	Kestrel Guards	BACS	36.00		Call out 28.06.21 for Coun Hou
28/07/2021	Peter Roberts	BACS01	13.19		Pair of Strimming Shin Guards
28/07/2021	Heating Plumbing Supplies	BACS02	42.98		Plumbing Fittings for Coun Hou
28/07/2021	Car Parts & Accessories	BACS03	29.62		Van running cost
28/07/2021	Goodrowes of Chichester Ltd	BACS04	59.90		2 x Shear Lawn Edging
28/07/2021	Goodrowes of Chichester Ltd	BACS05	43.92		2 x Breakaway Cables & Vee Bel
28/07/2021	Embrace	BACS06	2,000.00		Disc Grant - Over the Rainbow
28/07/2021	GW Shelter Solutions Ltd	BACS33	126.00		Carry out cleaning - 3 x Bus S

Total Payments	16,064.75
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Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		544,780.40					544,780.40	
INC08	Banked: 02/07/2021	14.29						
INC08	Public Sector Deposit	14.29			1196	101	14.29	Interest
SQ 05/07	Banked: 05/07/2021	31.00						
SQ 05/07	Various	31.00			1075	101	31.00	Book Sales
INC09	Banked: 05/07/2021	44.23						
INC09	VO V	44.23			1020	104	44.23	Allotment SJ 92AA - no Dep
INC10	Banked: 09/07/2021	112.50						
INC10	R Scott	112.50			1020	104	112.50	Allotment St P 11A - £50 Dep
INC11	Banked: 09/07/2021	10.00						
INC11	Mrs K Martin	10.00			1075	101	10.00	Books - 2 x Covid Chronicles
INC12	Banked: 13/07/2021	93.27						
INC12	Mrs Rebecca L Hart	93.27			1020	104	93.27	Allotment SJ 91B - £50 Dep
	Banked: 14/07/2021	0.45						
	Sales Recpts Page 4276	0.45	0.45		101			Sales Recpts Page 4276
INC13	Banked: 14/07/2021	107.88						
INC13	PL Mansergh	107.88			1020	104	107.88	Allotment KA 1A - £50 Dep
	Banked: 19/07/2021	183.00						
	Sales Recpts Page 4279	183.00	183.00		104			Sales Recpts Page 4279
	Banked: 19/07/2021	356.30						
	Sales Recpts Page 4280	356.30	356.30		104			Sales Recpts Page 4280
	Banked: 20/07/2021	20,369.00						
	Sales Recpts Page 4278	20,369.00	20,369.00		101			Sales Recpts Page 4278
000205	Banked: 22/07/2021	29.10						
000205	Various	29.10			1075	101	29.10	Book Sales
SQ 21/07	Banked: 22/07/2021	5.00						
SQ 21/07	Mr N Watts	5.00			1075	101	5.00	Book Sales
000203	Banked: 22/07/2021	64.00						
000203	Re Kims Bookshop	64.00			1075	101	64.00	Book Sales - Retail x 16
000204	Banked: 22/07/2021	2.00						
000204	SSE	2.00			1075	101	2.00	Rental income
000204A	Banked: 22/07/2021	100.00						
000204A	Various	100.00			1075	101	100.00	20 x Copies fo the Covid Chron
	Banked: 22/07/2021	237.90						
	Sales Recpts Page 4284	237.90	237.90		104			Sales Recpts Page 4284
SQ 23/07	Banked: 23/07/2021	5.00						
SQ 23/07	Mr M W Sharp	5.00			1075	101	5.00	Book Sales

Receipts for Month 4**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>
	Banked: 26/07/2021	38.53						
	Sales Recpts Page 4281	38.53	38.53		101			Sales Recpts Page 4281
	Banked: 26/07/2021	4,320.00						
	TRANSFER Imprest Account	4,320.00			201		4,320.00	
	Banked: 26/07/2021	360.40						
	Sales Recpts Page 4282	360.40	360.40		104			Sales Recpts Page 4282
	INC14 Banked: 26/07/2021	109.62						
	INC14 JS & E Downing	109.62			1020	104	109.62	Allotment St P 13A - £50 Dep
	Banked: 27/07/2021	4,999.99						
	Sales Recpts Page 4277	4,999.99	4,999.99		101			Sales Recpts Page 4277
	Banked: 27/07/2021	171.60						
	Sales Recpts Page 4283	171.60	171.60		104			Sales Recpts Page 4283
	INC15 Banked: 28/07/2021	99.23						
	INC15 R O Brewer	99.23			1020	104	99.23	Allotment SJ 88BA - £50 Dep
	INC16 Banked: 30/07/2021	4,549.88						
	INC16 Lamit Property Fund	4,549.88			1196	101	4,549.88	Interest
	Total Receipts for Month	36,414.17	26,717.17	0.00			9,697.00	
	Cashbook Totals	581,194.57	26,717.17	0.00			554,477.40	

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/07/2021	DVLA	DDR	275.00	275.00		501			Vehicle tax for van
05/07/2021	West Sussex ALC Ltd	CREDIT	-175.00	-175.00		501			Revised inv WSALC&NALC subscri
05/07/2021	West Sussex County Council	BACS	31,670.45	31,670.45		501			Inv for Salaries Jun21
05/07/2021	Square Fee - 03/07/21	TNSFR	0.55			4010	101	0.55	Square Fee - 03/07/21
08/07/2021	Chichester District Council	DDR1	47.70	47.70		501			Emptying of bins
08/07/2021	Leander Architectural	BACS01	14,510.40	14,510.40		501			Finger post project
12/07/2021	CHIBAC	Credit	-156.00	-156.00		501			Correction of CN to minus
15/07/2021	Havenpower	DDR2	252.10	252.10		501			StreetLightingElectricityJun2
15/07/2021	British Telecommunications PLC	DDR3	45.49	45.49		501			Lift emergency phone bill
15/07/2021	British Telecommunications PLC	DDR4	62.14	62.14		501			Alarm monitoring phone
15/07/2021	Save Money Cut Carbon	BACS02	4,200.00	4,200.00		501			Carbon neutral roadmap survey
15/07/2021	Legal & General	BACS03	3,373.09	3,373.09		501			Ill Health Liability Insurance
15/07/2021	Chichester District Council	BACS10	101.30	101.30		501			BID Levy 2021/22
15/07/2021	Chichester District Council	DDR9	4,147.00	4,147.00		501			Nat Non-Domestic Rates 2021/22
15/07/2021	Chichester District Council	RATES	-4,147.00	-4,147.00		501			Monthly Rates
15/07/2021	Chichester District Council	RATES1	4,147.00	4,147.00		501			Non-Domestic Rates - Jul 21
16/07/2021	Imprest Account	TRNSFR	10,000.00			201		10,000.00	16/07/2021
19/07/2021	British Telecommunications PLC	DDR8	529.87	529.87		501			Phone Services 01.07-30.09.21
19/07/2021	Havenpower	BACS04	48.75	48.75		501			City Cross Lighting - Jun 12
19/07/2021	British Gas PLC	BACS05	244.88	244.88		501			Council House electricity bill
19/07/2021	Crown Civil Engineering Limite	BACS08	3,000.00	3,000.00		501			Painting works-Council Chamber
21/07/2021	Square Fee -21/07/21	TNSFR	0.13			4010	101	0.13	Square Fee -21/07/21
21/07/2021	Barclaycard	DD	72.77			521		72.77	July payment
23/07/2021	Square Fee - 23/07/21	TNSFR	0.13			4010	101	0.13	Square Fee - 23/07/21
26/07/2021	Chichester BID	BACS06	10,763.80	10,763.80		501			Contribution to City Rangers
26/07/2021	EE	BACS07	42.28	42.28		501			Mobile phones for Jul-Aug 21
26/07/2021	Imprest Account	TRANSFER	8,640.00			201		8,640.00	
26/07/2021	Square Fee	TNSFR	6.31			4010	101	6.31	Square Fee - 26.07.21
27/07/2021	Business Stream	INC05	11.59	11.59		501			Water supply -Flor Rd to 12.07
27/07/2021	Square Fee - 27/07/21	TNSFR	4.29			4010	101	4.29	Square Fee - 27/07/21
Total Payments for Month			91,719.02	72,994.84	0.00			18,724.18	
Balance Carried Fwd			489,475.55						
Cashbook Totals			581,194.57	72,994.84	0.00			508,199.73	

List of Payments made between 01/08/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2021	Gravel Lane Garage Services Lt	BACS	647.03		Supply & Fit Turbo & Oil
02/08/2021	Amazon	BACS01	110.14		IT Docking station & cables
02/08/2021	T V Licensing	BACS35	159.00		TV Licence to 31.07.21
09/08/2021	S & P Tree Specialists Ltd	BACS02	960.00		Tree Works for The Brewery Fie
09/08/2021	CLR Scaffolding Ltd	BACS03	528.00		Scaffold Hire Jun 21 5 x £88
09/08/2021	Chichester District Council	BACS04	1,369.01		50% Chi Cemetery cost 21/22
09/08/2021	Recycle Southern Ltd	BACS05	100.80		Tipping Build Waste - 02.08.21
09/08/2021	Heating Plumbing Supplies	BACS06	29.30		Plumbing Parts - Disabled WC
09/08/2021	Amazon	BACS07	59.97		3 x Wireless Mouse & Keyboards
09/08/2021	Dyson King (Architectural Iron	BACS08	133.87		2 x Padlocks & 4 x Extra keys
09/08/2021	Allstar	BACS09	130.71		Fuel for Van & Brushcutter
09/08/2021	Amazon	BACS10	49.99		Builders bag - One Tonne Bulk
09/08/2021	Amazon	BACS11	21.67		Office Chair for Admin Manager
09/08/2021	Dyson King (Architectural Iron	BACS12	4.09		Extra Key for Cellar
09/08/2021	CLR Scaffolding Ltd	BACS13	422.00		Scaffold Hire Jul21 4 x £88
11/08/2021	Canon (UK) Ltd	BACS14	136.93		Photocopies -May, Jun & Jul 21
11/08/2021	S Hawkins	BACS15	14.28		Easyfix Wall Anchors
11/08/2021	The Woodhorn Group Ltd	BACS16	49.80		Green Waste Runcton 1+16.07.21
11/08/2021	City Electrical Factors	BACS18	43.80		25 x 25mm TBar Clip
11/08/2021	Ricara Limited	BACS19	83.70		4 x Emb Poplin Shirts
11/08/2021	Instant print	BACS20	58.99		2 x PVC Roller Banners
11/08/2021	Recognition Express East Midla	BACS21	10.26		Chi City Council Name Badge
11/08/2021	Initial Washroom Hygiene (Rent	BACS22	424.13		Water Management System
11/08/2021	Recycle Southern Ltd	BACS23	104.16		Tipping Build Waste - 04.08.21
11/08/2021	Luna Clean	BACS17	507.00		Cleaning Service - Jul 21
17/08/2021	Agilico Workplace Technologies	BACS24	376.74		Canon Wide Format
17/08/2021	Chichester District Council	BACS25	47.70		Waste & Recycling - Jul 21
17/08/2021	Element Integrated Systems	BACS26	176.40		Element Integrated Systems
17/08/2021	SSE Contracting	BACS27	126.58		Gas - Council House - Jul 21
17/08/2021	Canon (UK) Ltd	BACS28	132.10		1/4ly Rent P/Copier to Nov21
25/08/2021	Amazon	bacs29	108.32		Office Chair for Admin Manager
25/08/2021	Amazon	BACS30	35.97		Ink Cartridge for Cannon Plot
25/08/2021	Earth Anchors Ltd	BACS31	600.00		Recycled Traditional Seat & PI
25/08/2021	Goodrowes of Chichester Ltd	BACS33	28.85		Chain loop for Chainsaw
25/08/2021	Jane Walker Forge Flowers	BACS34	25.00		Registrar Table Arrange 20/08
25/08/2021	The Sussex Mayors Association	BACS32	50.00		Mayor Assoc Lunch 8/09 & Subs
Total Payments			7,866.29		

List of Payments made between 01/08/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/08/2021	Chichester District Council	BACS10	47.70		Emptying of bins at Council Ho
09/08/2021	Window Flowers Limited	BACS	1,254.00		Hanging Basket Brackets x 30
09/08/2021	Window Flowers Limited	BACS01	14,628.00		127 x Hangin Baskets +12 Plant
09/08/2021	West Sussex County Council	BACS02	32,762.06		Invoice for Salaries for Jul21
10/08/2021	Imprest Account	TRANSFER	10,000.00		TRANS FROM CURRENT A/C
13/08/2021	British Gas PLC	BACS03	346.74		Final Electricity Bill - CH
16/08/2021	Havenpower	BACS04	260.43		Street Lighting - Jul 21
16/08/2021	Chichester District Council	BACS05	101.30		BID Levy 2021/22
16/08/2021	Chichester District Council	BACS06	4,147.00		Nat Non-Domestic Rates 2021/22
16/08/2021	Business Stream	BACS07	180.13		Water -St Pauls Allot 02.08.21
17/08/2021	Square	TNSFR	0.09		Square fees for credit - Books
18/08/2021	Havenpower	BACS08	51.11		Lighting City Cross - Jul 21
23/08/2021	Business Stream	BACS09	30.90		Water - Velyn Ave Allot 06Aug
23/08/2021	Barclaycard	DD	97.77		Aug Barclaycard
24/08/2021	Business Stream	CN Match	-21.61		St James Allotments water bill
24/08/2021	Business Stream	DDR1	39.22		Water -Allots PF Rd to 9.6.21
24/08/2021	Business Stream	CN MATCH	21.61		Water St J Allot to 23.08.21
25/08/2021	Havenpower	DDR2	69.21		Elec Supply -Coun Hse -31.7.21
26/08/2021	EE	BACS11	42.28		Mobile Phones x 4 for Aug 21
27/08/2021	Leander Architectural	BACS12	14,186.40		Finger post signs
27/08/2021	Save Money Cut Carbon	BACS13	2,822.40		Supply of LED Lighting
Total Payments			81,066.74		

List of Payments made between 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/09/2021	Pestforce	BACS15	70.00		Treatment Wasps nest 1/9/21 LG
07/09/2021	The Woodhorn Group Ltd	BACS16	99.60		Green Waste - 4+6+20/08/21
07/09/2021	CLR Scaffolding Ltd	BACS17	316.80		Scaffold Hire 1-22.08.21 Final
07/09/2021	Business Stream	BACS18	11.47		Water - DC Allot to 23.08.21
07/09/2021	Edmundson Electrical Ltd	BACS19	89.68		Ansell 29W Ceiling Light
07/09/2021	C Adams	BACS20	3.00		Flowers for Registrars display
07/09/2021	Amazon	BACS21	23.00		Guide Elec Regs BS 7671:2018
07/09/2021	Amazon	BACS22	22.09		Web Cam for Finance Assistant
07/09/2021	Amazon	BACS23	36.95		Trackball Mouse -Prop Manager
07/09/2021	Amazon	BACS24	51.18		Ivory Textured A4 card
07/09/2021	Amazon	BACS25	69.08		Canon MC-10 - Maint Cartridge
15/09/2021	PPL PRS Ltd	BACS26	840.72		Music Perform Lic - 05/04/22
15/09/2021	Amazon	BACS27	24.87		C4 White boardbacked cert env
15/09/2021	Miller Homes Limited - Souther	BACS28	241.00		Refund of funds rec'd in error
15/09/2021	Michelle Carter	BACS29	5.00		Pk of 9 T/Rolls - Ladies loo
15/09/2021	Griffin Nurseries	BACS30	174.00		1 x Salix tree for Brewery Fie
15/09/2021	Edmundson Electrical Ltd	BACS31	82.81		Elec mat supplies - C/H Maint
15/09/2021	Screwfix	BACS32	75.72		PPE Equip for operatives
15/09/2021	Goodrowes of Chichester Ltd	BACS33	40.56		Plastic Rake Leaf
15/09/2021	Amazon	BACS34	5.70		Gold Seal Labels for embossing
15/09/2021	Amazon	BACS35	36.08		4 x 2022 Diaries for Admin
15/09/2021	Amazon	BACS36	13.77		3 x 2022 Laminated Wall Planne
15/09/2021	Recycle Southern Ltd	BACS37	94.08		Tipping of waste - 06.09.21
15/09/2021	Luna Clean	BACS38	507.00		Cleaning C/H - Aug 21
15/09/2021	S & P Tree Specialists Ltd	BACS39	130.00		Remove Dead Ash Bough - StP Ch
15/09/2021	City Electrical Factors	BACS40	65.66		Elec Materials for Maint - C/H
15/09/2021	Chichester Garden Machinery	BACS41	65.34		3 x Belt drives for Mowers
15/09/2021	Pestforce	BACS42	70.00		Wasps Treatment - Little B All
15/09/2021	Chichester District Council	BACS43	47.70		Emptying & Bin rental -Aug21
23/09/2021	SRS Sales and Services Ltd	BACS	88.80		4 x 5ltr INGEN Disinfec fogger
23/09/2021	Microshade Business Consultant	BACS01	691.20		Hosted Application Service Cit
23/09/2021	Michaels Civic Robes	BACS02	267.00		Mayor Bear Pin Badges x 100
23/09/2021	G Robinson Safety Ltd	BACS03	97.14		Ladderm8Rix antix slip device
23/09/2021	Christian Wade	BACS04	50.00		Return Deposit Allot KA9a
23/09/2021	Tim Smith	BACS05	82.14		H/Towels, T/Tiss, Blue roll et
23/09/2021	Surrey Hills Solicitors LLP	BACS06	570.00		Legal Fees re Allot tenancy
23/09/2021	South Downs Water Co Ltd	BACS07	39.60		WaterCooler Rental to 21.12.21
23/09/2021	Peter Roberts	BACS09	61.21		Step Stool & Courier for FPost
23/09/2021	City Electrical Factors	BACS10	19.31		Materials for Elec Maint
23/09/2021	Screwfix	BACS11	7.36		Parts for Emerg lighting
23/09/2021	Covers Trade Centre Branch	BACS12	77.76		10 x Bags Cement for Signposts
23/09/2021	Recycle Southern Ltd	BACS13	124.32		Tip Commercial waste - 15.9.21
23/09/2021	Amazon	BACS14	14.57		2022 Yearly Calendar
23/09/2021	Southern Electric	BACS08	126.58		Gas - Coun Hse to 31.08.21
29/09/2021	Chichester District Council	300588	40.00		Licence app for Jun 21 Raffle
29/09/2021	Covers Trade Centre Branch	BACS44	21.54		Fixings for Public Benches
29/09/2021	Pitney Bowes Ltd	BACS45	107.00		Credit for Post Franking Mach
29/09/2021	Chichester Garden Machinery	BACS46	40.01		Fuel additive 2 x 5ltr for Mow

List of Payments made between 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/09/2021	City Electrical Factors	BACS47	9.36		Junction Box - Emerg lighting
29/09/2021	Legal & General	BACS48	158.18		Adjustment to Health Ins Prem
29/09/2021	Screwfix	BACS49	26.99		LED Bulkhead for Coun Hse
29/09/2021	S Hawkins	BACS51	27.02		Fuel for Mowers
29/09/2021	Mr S Holman	BACS52	14.11		Fuel for Mowers - 28.09.21
29/09/2021	Amazon	BACS53	93.18		Wireless k/board & Mouse
29/09/2021	South Downs Water Co Ltd	BACS50	21.60		Water Cooler rent to 21.09
30/09/2021	West Sussex County Council	BACS04	33,523.82		Salaries for September 2021
30/09/2021	Unity Trust Bank	TNSFR	18.00		Bank/Service Charges
Total Payments			<u>39,730.66</u>		

List of Payments made between 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/09/2021	Business Stream	DDR02	25.51		Water Allotments-Kingsham Ave
07/09/2021	Chichester Garden Machinery	BACS	1,358.00		2 x Mountfield Mowers less P/X
07/09/2021	Save Money Cut Carbon	BACS01	12,120.00		Solar Panel & Hand Dryer Proj
07/09/2021	Chichester District Council	BACS02	16,897.32		50% of Chi Cemetery 20/21 Qtr4
07/09/2021	West Sussex County Council	BACS03	32,618.24		Salaries & Oncosts for Aug 21
08/09/2021	Sqaure Fees	TNSFR	6.31		Sqaure Fees
10/09/2021	Square Fees	TNSFR	0.04		Square Fees
15/09/2021	Havenpower	DDR03	260.43		Unmet - St Light to 31.08.21
15/09/2021	Chichester District Council	DDR05	101.30		BID Levy 2021/22
15/09/2021	Chichester District Council	DDR06	4,147.00		Nat Non-Domestic Rates 2021/22
15/09/2021	Pitney Bowes Ltd	DDR07	107.90		Lease Agreement from 15.09.21
17/09/2021	Havenpower	DDR01	54.99		City Cross Lighting - Aug 21
23/09/2021	Barclaycard	DD	38.78		Barclaycard Sept 2021
27/09/2021	EE	DDR04	10.60		CCC Mobile Phones - Sept 21
28/09/2021	Square Fees	TNSFR	6.31		Square Fees
29/09/2021	Business Stream	DDR04	6.08		Water - Flor Rd Allot to 14.09
29/09/2021	Imprest Account	TRANSFER	10,000.00		Transfer from Current A/C
30/09/2021	Imprest Account	TRANSFER	33,523.82		Trans to Imprest A/c re WSCC
30/09/2021	Unity Bank	TNSFR	34.80		Service Charge
30/09/2021	Unity Bank	TNSFR	4.00		Manual Credit-Handling Charge
Total Payments			111,321.43		

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		24,820.53					24,820.53	
	Banked: 28/10/2021	10,000.00						
Transfer	Unity Trust Current Account	10,000.00			202		10,000.00	Transfer Top up
Total Receipts for Month		10,000.00	0.00	0.00			10,000.00	
Cashbook Totals		<u>34,820.53</u>	<u>0.00</u>	<u>0.00</u>			<u>34,820.53</u>	

Payments for Month 7

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>
07/10/2021	Lewis Marquees	BACS00	470.24	470.24			501		30% Deposit -Marquee Jun 22
07/10/2021	Screwfix	BACS01	119.98	119.98			501		Batteries - 24 Pk
07/10/2021	Visual Hygiene Cleaning Servic	BACS02	180.00	180.00			501		Window Cleaning - Council Hse
07/10/2021	Smith of Derby Ltd	BACS03	328.80	328.80			501		Service Market Cross Clock
07/10/2021	Car Parts & Accessories	BACS04	50.71	50.71			501		Rear Lamp for Transit van
07/10/2021	Mr S Holman	BACS05	50.00	50.00			501		Return deposit for Allotment
07/10/2021	The Woodhorn Group Ltd	BACS06	121.51	121.51			501		Green Waste Runcton - Sep21
07/10/2021	Allstar	BACS07	101.74	101.74			501		Fuel for van & mowers
07/10/2021	Dyson King (Architectural Iron	BACS08	128.10	128.10			501		Padlocks & keys re Allots
07/10/2021	Saunders Specialised Services	BACS09	261.02	261.02			501		Attend to Leak in Boil/rm
07/10/2021	Chichester Garden Machinery	BACS10	184.92	184.92			501		Spares for rotovator
07/10/2021	Covers Trade Centre Branch	BACS11	116.71	116.71			501		Materials re shed base StJ all
07/10/2021	Chichester District Council	BACS12	295.00	295.00			501		Ann Premises Licence to Oct22
07/10/2021	Recycle Southern Ltd	BACS13	154.56	154.56			501		Commercial Waste - 28.09.21
07/10/2021	Luna Clean	BACS14	507.00	507.00			501		Council Hse Cleaning- Sep21
07/10/2021	Heating Plumbing Supplies	bacs15	30.00	30.00			501		Plumbing Materials
15/10/2021	Unity Trust Current Account	TRANSFER	500.00				202	500.00	RE Embrace Discetionary Grant
15/10/2021	Unity Trust Current Account	Transfer	500.00				202	500.00	RE Friends of Vallet Dis/Gnt
15/10/2021	Unity Trust Current Account	Transfer	329.00				202	329.00	RE My Sisters House Dis/Gnt
19/10/2021	C Adams	BACS07	14.99	14.99			501		Flu Jab
19/10/2021	Southern Electric plc	BACS08	111.48	111.48			501		Gas -Council House - Sept21
19/10/2021	Pestforce	BACS09	80.00	80.00			501		Treat 2 xWasps nest St J Allot
19/10/2021	Screwfix	BACS10	122.89	122.89			501		Paint mats & equip
19/10/2021	Covers Trade Centre Branch	BACS11	83.50	83.50			501		Wood, Felt, screws & nails
19/10/2021	Chichester District Council	BACS12	47.70	47.70			501		Refuse & Recycling collect
19/10/2021	Barbara Latham	BACS13	28.87	28.87			501		Bulbs & Plants St Martins Gd
19/10/2021	GB Sign Solutions Ltd	BACS14	675.84	675.84			501		4 x signs Kings Dr & Barnf Dr
19/10/2021	Element Integrated Systems	BACS15	189.24	189.24			501		Fire Alarm System Maint
19/10/2021	Mr Dixie A Deans	BACS16	50.00	50.00			501		Refund Allotment Deposit
19/10/2021	Brunel Engraving Company Ltd	BACS17	327.42	327.42			501		S/Steel Memorial Tree Plaque
19/10/2021	Beth Seaman	BACS03	54.80	54.80			501		Refund seed payment in error
21/10/2021	The Fishbourne Centre	BACS02	50.00	50.00			501		Deposit for Room Hire 22/11/21
21/10/2021	CCE Sussex Ltd	BACS30	648.00	648.00			501		Supply & install 3 x Bike Rack
28/10/2021	G & J Burnett	BACS01	50.00	50.00			501		Part Refund for Trailer

Payments for Month 7

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>
28/10/2021	The Arts Society City of Chich	BACS04	273.60	273.60		501			Refund for Dec 21 Room cancel
28/10/2021	West Sussex ALC Ltd	BACS05	108.00	108.00		501			Parish Online Subs 21-22
28/10/2021	Voxit Limited	BACS06	720.00	720.00		501			Ann Web Host Maint
28/10/2021	City Electrical Factors	BACS07	18.96	18.96		501			3 X Pks of Cable Ties Rembranc
28/10/2021	Goodrowes of Chichester Ltd	BACS08	191.48	191.48		501			Tree Post & tie + Spade
28/10/2021	The Dean & Chapter Of Chichester	BACS09	500.00	500.00		501			Ann cont for Bell Tower Clock
28/10/2021	West Sussex County Council	BACS10	731.95	731.95		501			Payroll Admin. 01.04-30.09.21
28/10/2021	Kestrel Guards	BACS11	36.00	36.00		501			Call out charge
28/10/2021	Ricara Limited	BACS12	239.32	239.32		501			Uniform for Custodians
28/10/2021	GB Sign Solutions Ltd	BACS13	88.37	88.37		501			Rd Sign for Connelly Way
28/10/2021	Griffin Nurseries	BACS14	234.00	234.00		501			Acer Rubrum Tree-Mayor Plant
Total Payments for Month			10,105.70	8,776.70	0.00			1,329.00	
Balance Carried Fwd			24,714.83						
Cashbook Totals			<u>34,820.53</u>	<u>8,776.70</u>	<u>0.00</u>			<u>26,043.83</u>	

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		679,069.04					679,069.04	
INC17	Banked: 04/10/2021	54.80						
INC17	B.SEAMAN	54.80			1029	104	54.80	Refund re payment in Error
INCOME	Banked: 04/10/2021	10.05						
INC18	PUBLIC SECTOR DEP	10.05			1196	101	10.05	Interest on investments
INCOME	Banked: 04/10/2021	45.77						
INC26	L Mclre & D Ward	45.77			1020	104	45.77	Allotment SP 2B
INCOME	Banked: 05/10/2021	5.00						
INC19	MISC	5.00			1075	101	5.00	Book Sales - Front Desk
INCOME	Banked: 05/10/2021	48.37						
INC25	H Lafoe	48.37			1020	104	48.37	Allotment KA 9B
INCOME	Banked: 06/10/2021	38.53						
	Sales Recpts Page 4313	38.53	38.53		101			Sales Recpts Page 4313
INCOME	Banked: 08/10/2021	159.30						
	Sales Recpts Page 4312	159.30	159.30		104			Sales Recpts Page 4312
INCOME	Banked: 08/10/2021	25.00						
INC24	K ROBERTS	25.00			1020	104	25.00	Allotment BL 6A
INCOME	Banked: 11/10/2021	356.30						
	Sales Recpts Page 4307	356.30	356.30		104			Sales Recpts Page 4307
INCOME	Banked: 11/10/2021	735.90						
	Sales Recpts Page 4308	735.90	735.90		104			Sales Recpts Page 4308
INCOME	Banked: 11/10/2021	307.30						
	Sales Recpts Page 4309	307.30	307.30		104			Sales Recpts Page 4309
INCOME	Banked: 11/10/2021	367.60						
	Sales Recpts Page 4310	367.60	367.60		104			Sales Recpts Page 4310
INCOME	Banked: 11/10/2021	356.30						
	Sales Recpts Page 4311	356.30	356.30		104			Sales Recpts Page 4311
INCOME	Banked: 11/10/2021	25.00						
INC22	V Hawdon	25.00			1020	104	25.00	Allotment BL 26B
INCOME	Banked: 11/10/2021	45.00						
INC23	MJ & JE Evans	45.00			1020	104	45.00	Allotment SP 41A
INCOME	Banked: 13/10/2021	500.00						
	Sales Recpts Page 4306	500.00	500.00		101			Sales Recpts Page 4306
INCOME	Banked: 14/10/2021	49.04						
INC22	S Carville	49.04			1020	104	49.04	Allotment FL 34A
	Banked: 15/10/2021	500.00						
TRANSFER	Imprest Account	500.00			201		500.00	RE Embrace Discretionary Grant

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 15/10/2021	500.00						
Transfer	Imprest Account	500.00			201		500.00	RE Friends of Vallet Dis/Gnt
	Banked: 15/10/2021	329.00						
Transfer	Imprest Account	329.00			201		329.00	RE My Sisters House Dis/Gnt
SQ INCOME	Banked: 15/10/2021	179.70						
	Sales Recpts Page 4318	179.70	179.70		104			Sales Recpts Page 4318
INCOME	Banked: 18/10/2021	31.70						
	Sales Recpts Page 4304	31.70	31.70		104			Sales Recpts Page 4304
INCOME	Banked: 18/10/2021	69.40						
	Sales Recpts Page 4305	69.40	69.40		104			Sales Recpts Page 4305
INCOME	Banked: 18/10/2021	52.69						
	INC20 J BUCKLAND	52.69			1020	104	52.69	Allotment - SJ 48A
INCOME	Banked: 18/10/2021	39.42						
	INC21 J-P Voisin	39.42			1020	104	39.42	Allotment SJ 74B
INCOME	Banked: 22/10/2021	118.40						
	Sales Recpts Page 4316	118.40	118.40		104			Sales Recpts Page 4316
INCOME	Banked: 26/10/2021	38.53						
	Sales Recpts Page 4315	38.53	38.53		101			Sales Recpts Page 4315
000206	Banked: 26/10/2021	5.00						
000206	MISC	5.00			1075	101	5.00	Book Sales - Covid Chronicles
Slip000206	Banked: 26/10/2021	183.80						
	Sales Recpts Page 4317	183.80	183.80		104			Sales Recpts Page 4317
INCOME	Banked: 27/10/2021	4,999.99						
	Sales Recpts Page 4314	4,999.99	4,999.99		101			Sales Recpts Page 4314
INC15	Banked: 27/10/2021	2.00						
INC15	MISC	2.00			1075	101	2.00	Sale of Map
INCOME	Banked: 28/10/2021	25.00						
	INC14 W.Ford	25.00			1020	104	25.00	Allotment BL 7B
INCOME	Banked: 29/10/2021	215,580.11						
	INC12 CDC	215,580.11			1014	501	215,580.11	CIL RECEIPTS
INCOME	Banked: 29/10/2021	4,274.36						
	INC13 Lamit Property Fund	4,274.36			1196	101	4,274.36	Interest
Total Receipts for Month		230,058.36	8,442.75	0.00			221,615.61	
Cashbook Totals		909,127.40	8,442.75	0.00			900,684.65	

Payments for Month 7

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>
05/10/2021	Drax	DD1	271.65	271.65		501			Electricity -Council Hse Aug21
05/10/2021	British Telecommunications PLC	DD2	45.47	45.47		501			Phone - Emerg Line Lift
05/10/2021	Square	TNSFR	0.09			4010	101	0.09	Square Fees
07/10/2021	Microsoft	BACS00	2,583.36	2,583.36		501			Annua lLicence Subscriptions
07/10/2021	Moore Stephens	BACS01	1,920.00	1,920.00		501			External Audit of 20/21 A/C's
07/10/2021	New Park Centre	BACS02	3,000.00	3,000.00		501			Part of New Homes Bonus Grant
15/10/2021	Embrace	BACS00	500.00	500.00		501			Discretionary Grant - Oct 21
15/10/2021	FRIENDS OF VALLETTA	BACS01	500.00	500.00		501			Discretionary Grants -Oct 21
15/10/2021	My Sisters' House	BACS02	329.00	329.00		501			Discretionary Grants - Oct 21
15/10/2021	Chichester Local History Socie	BACS03	1,000.00	1,000.00		501			Discretionary Grants - Oct 21
15/10/2021	Arun & Chichester Citizens Adv	BACS04	2,000.00	2,000.00		501			Discretionary Grants - Oct 21
15/10/2021	Chichester Marks Holocaust Mem	BACS05	2,000.00	2,000.00		501			Discretionary Grants - Oct 21
15/10/2021	City Centre Partnership	BACS06	1,600.00	1,600.00		501			Discretionary Grants - Oct 21
15/10/2021	British Telecommunications PLC	DD3	62.39	62.39		501			Phone Redcare & Alarm line
15/10/2021	Chichester District Council	BACS09	4,248.30	4,248.30		501			BID Levy 2021/22
15/10/2021	SQUARE	TNSFR	4.49			4010	101	4.49	SQ FEES FOR INV 4298
18/10/2021	British Telecommunications PLC	DD0	377.41	377.41		501			Phone line charges - Coun Hse
19/10/2021	Drax	DD6	317.24	317.24		501			Elec - Coun Hse Sep21
21/10/2021	O2 - Telephonica UK Ltd	DD4	32.40	32.40		501			Mobiles - Sept 21
21/10/2021	Barclaycard	DD	119.32			521		119.32	Barclaycard
26/10/2021	EE	DD5	12.54	12.54		501			RD Mobile - Oct 21
27/10/2021	Misc	TNSFR	0.04			4010	101	0.04	Square Fees
28/10/2021	West Sussex County Council	BACS00	34,662.05	34,662.05		501			Salaries for Oct 21
28/10/2021	Imprest Account	Transfer	10,000.00			201		10,000.00	Transfer Top up
Total Payments for Month			65,585.75	55,461.81	0.00			10,123.94	
Balance Carried Fwd			843,541.65						
Cashbook Totals			909,127.40	55,461.81	0.00			853,665.59	

AGENDA ITEM 13c

PAYMENTS MADE BY BARCLAYCARD ANALYSIS OF STATEMENTS FOR JULY, AUG, SEPT, OCT 2021

Date	Supplier	Detail	Net £	VAT £	Total £	
July 2021						
15/06/2021	Zoom	Zoom	23.98	4.80	28.78	
15/06/2021	Smarty	Mobile phone	8.33	1.67	10.00	
15/07/2021	INSTANTPRINT	Business Cards	28.33	5.67	33.99	
		Total for July 2021	60.64	12.13	72.77	72.77
August 2021						
15/07/2021	Zoom	Zoom	23.98	4.80	28.78	
15/07/2021	Smarty	Mobile phone	8.33	1.67	10.00	
07/08/2021	INSTANTPRINT	Banners	49.16	9.83	58.99	
		Total for August 2021	81.48	16.30	97.77	97.77
September 2021						
15/08/2021	Zoom	Zoom	23.98	4.80	28.78	
15/08/2021	Smarty	Mobile phone	8.33	1.67	10.00	
		Total for September 2021	32.32	6.46	38.78	38.78
October 2021						
15/09/2021	Zoom	Zoom	23.98	4.80	28.78	
15/09/2021	Smarty	Mobile phone	8.33	1.67	10.00	
23/09/2021	ASAPSTAMPS	Finance stamp	40.02	8.00	48.02	
30/09/2021	Ticketsource		27.10	5.42	32.52	
		Total for October 2021	99.43	19.89	119.32	119.32
		Total for July to October 2021	273.87	54.77	328.64	