



**Chichester City Council**

**FINAL ACCOUNTS 2022/2023**

**FINANCE COMMITTEE 13<sup>TH</sup> JUNE 2023**

**Year End Accounts Summary 2022/23**

The Year End Accounts to 31<sup>st</sup> March 2023 shows a surplus of £27,393. The General Reserve now holds a balance of £544,269.

The City Council's total balances and reserves at the end of the year £2,103,143 plus £490,000 investment in the Local Government Property Fund.

Overall the Earmarked Reserves have increased from £720,790 to £1,637,145. This does include £900,297 Cil funds. During the year we added £39,806 to the Council House Maintenance Reserve to bring the balance to £138,661 and the Allotment Improvements Reserve has reduced to £440. Tree works at allotments can be costly, so it would be wise to increase this reserve.

The Budgets carried forward into 2023-2024 are;

Discretionary Grants £5,886

Public Realm £13,575

**Recommendation**

I would recommend that £15,000 be moved from the Council House Reserve to the Allotments Reserve to ensure we have enough set aside to cover tree works and any expensive equipment that might be needed.

Kim Martin

Deputy Town Clerk and Responsible Finance Officer

**Chichester City Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2023**

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**Chichester City Council**

**Council Information**

**31 March 2023**

**( Information current at 26th June 2023 )**

**Mayor**

Cllr C. Gershater

**Councillors**

Cllr M. Corfield (Deputy Mayor)

Cllr C.M.M. Apel

Cllr E. Butler

Cllr R. Chant

Cllr J. Gershater

Cllr G. Hitchman

Cllr S. Knight

Cllr J. Kondabeka

Cllr S. Loxton

Cllr S. McHale

Cllr R. Miall

Cllr R. Moore

Cllr L. Pratt

Cllr S. Quail

Cllr A.M.D. Scicluna

Cllr K. Squire

Cllr J. Vivian

**Clerk to the Council**

Mrs S. Tate CiLCA

**Responsible Financial Officer (R.F.O.)**

Mrs K. Martin MAAT

**Auditors**

Moore (East Midlands

Rutland House

Minerva Business Park

Lynch Wood

Peterborough

PE2 6PZ

Chichester City Council  
Statement of Responsibilities  
31 March 2023

**The Council's Responsibilities**

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Deputy Town Clerk & Finance Manager, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

**The Responsible Financial Officer's Responsibilities**

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2023 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

**Responsible Financial Officer's Certificate**

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Chichester City Council at 31 March 2023, and its income and expenditure for the year ended 31 March 2023.

Signed: .....

Mrs K. Martin MAAT- Deputy Town Clerk & Finance Manager

Date: .....

## Chichester City Council

### Statement of Accounting Policies

31 March 2023

#### **Auditors**

**The name and address of the External Auditors is provided for information only.**

**These Statements are not subject to audit and the External Auditors have no responsibility for them.**

#### **Accounting Convention**

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

#### **Fixed Assets**

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.



**Chichester City Council**  
**Statement of Accounting Policies**  
**31 March 2023**

**Depreciation Policy**

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 5 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

**Grants or Contributions from Government or Related Bodies****Capital Grants**

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Investments**

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 14.

**Debtors and Creditors**

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**External Loan Repayments**

The council has no long term borrowing. Consequently, there were no external loan repayments made in the year.

Chichester City Council  
Statement of Accounting Policies  
31 March 2023

## **Leases**

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 17.

## **Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 20 to 23.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Revaluation Reserves – hold balances representing unrealised gains on the appropriate asset since 1<sup>st</sup> April 2007.

Capital Financing Account – represent the council's investment of resources in such assets already made.

## **Interest Income**

All interest receipts are credited initially to general funds.

## **Cost of Support Services**

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

## **Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2025 and any change in contribution rates as a result of that valuation will take effect from 1st April 2026.



**Chichester City Council**  
**Income and Expenditure Account**  
**31 March 2023**

	Notes	2023 £	2022 £
<b>Income</b>			
Precept on Principal Authority		737,615	702,156
Grants Receivable		907,298	339,000
Rents Receivable, Interest & Investment Income		88,825	76,360
Charges made for Services		85,435	71,222
Other Income		446	878
		1,819,619	1,189,616
<b>Expenditure</b>			
<b>Direct Service Costs:</b>			
Salaries & Wages		(221,996)	(167,444)
Grant-aid Expenditure		(37,735)	(26,379)
Other Costs	1	(264,873)	(230,698)
<b>Democratic, Management &amp; Civic Costs:</b>			
Salaries & Wages		(206,572)	(253,277)
Other Costs	1	(131,865)	(109,032)
		(863,041)	(786,830)
Total Expenditure			
		956,578	402,786
<b>Excess of Income over Expenditure for the year.</b>			
<b>Exceptional Items</b>			
(Loss) on the disposal of fixed assets		(235)	-
		956,343	402,786
<b>Net Operating Surplus for Year</b>			
<b>STATUTORY CHARGES &amp; REVERSALS</b>			
Capital Expenditure charged to revenue	12	(14,080)	(9,038)
Reverse profit on asset disposals		235	-
Transfer (to) Earmarked Reserves	23	(916,355)	(373,276)
		27,393	20,472
<b>Surplus for the Year to General Fund</b>		<b>943,748</b>	<b>393,748</b>
<b>Net Surplus for the Year</b>			
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	23	916,355	373,276
Surplus for the Year to General Fund		27,393	20,472
		943,748	393,748

The council had no other recognisable gains and/or losses during the year.

*The notes on pages 12 to 21 form part of these unaudited statements.*

**Chichester City Council**  
**Statement of Movement in Reserves**  
**31 March 2023**

Reserve	Purpose of Reserve	Notes	2023 £	Net Movement in Year £	2022 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	19	213,748	-	213,748
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	20	3,026,100	(31,075)	3,057,175
Investment Financing Account	Store of capital resources set aside to purchase investments	21	390,000	-	390,000
Usable Capital Receipts	Proceeds of fixed assets sales available to meet future capital investment	22	21,729	-	21,729
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	23	1,637,145	916,355	720,790
General Fund	Resources available to meet future running costs		544,269	27,393	516,876
<b>Total</b>			<b>5,832,991</b>	<b>912,673</b>	<b>4,920,318</b>

*The notes on pages 12 to 21 form part of these unaudited statements.*

Chichester City Council

Balance Sheet

31 March 2023

	Notes	2023 £	2023 £	2022 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	11		3,371,817	3,408,035
<b>Long Term Assets</b>				
Investments Other Than Loans	14		490,000	490,000
<b>Current Assets</b>				
Debtors and prepayments	15	31,581		22,573
Cash at bank and in hand		<u>2,137,040</u>		<u>1,224,267</u>
		2,168,621		1,246,840
<b>Current Liabilities</b>				
Creditors and income in advance	16	<u>(65,478)</u>		<u>(87,445)</u>
<b>Net Current Assets</b>			2,103,143	1,159,395
<b>Total Assets Less Current Liabilities</b>			5,964,960	5,057,430
Deferred Grants	18		(131,969)	(137,112)
<b>Total Assets Less Liabilities</b>			<u>5,832,991</u>	<u>4,920,318</u>
<b>Capital and Reserves</b>				
Revaluation Reserve	19		213,748	213,748
Capital Financing Reserve	20		3,026,100	3,057,175
Investments Financing Reserve	21		390,000	390,000
Usable Capital Receipts Reserve	22		21,729	21,729
Earmarked Reserves	23		1,637,145	720,790
General Reserve			<u>544,269</u>	<u>516,876</u>
			<u>5,832,991</u>	<u>4,920,318</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2023, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 26th June 2023 .

Signed: .....  
 Cllr C. Gershater  
 Mayor

.....  
 Mrs K. Martin MAAT  
 Responsible Financial Officer

Date: .....

.....

*The notes on pages 12 to 21 form part of these unaudited statements.*

**Chichester City Council**

**Cash Flow Statement**

**31 March 2023**

	Notes	2023 £	2023 £	2022 £
<b>REVENUE ACTIVITIES</b>				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(428,567)		(420,720)
Other operating payments		<u>(439,138)</u>		<u>(455,724)</u>
			(867,705)	(876,444)
<i>Cash inflows</i>				
Precept on Principal Authority		737,615		702,156
Cash received for services		120,190		139,731
Revenue grants received		<u>906,136</u>		<u>339,000</u>
			1,763,941	1,180,887
<b>Net cash inflow from Revenue Activities</b>	26		896,236	304,443
<b>SERVICING OF FINANCE</b>				
<i>Cash inflows</i>				
Interest received		<u>29,367</u>		<u>18,505</u>
<b>Net cash inflow from Servicing of Finance</b>			29,367	18,505
<b>CAPITAL ACTIVITIES</b>				
<i>Cash outflows</i>				
Purchase of fixed assets		(14,080)		(54,482)
<i>Cash inflows</i>				
Sale of fixed assets		1,250		-
Capital grant received		<u>-</u>		<u>20,369</u>
<b>Net cash (outflow) from Capital Activities</b>			(12,830)	(34,113)
<b>Net cash inflow before Financing</b>			<u>912,773</u>	<u>288,835</u>
<b>Increase in cash</b>	27		<u>912,773</u>	<u>288,835</u>

*The notes on pages 12 to 21 form part of these unaudited statements.*

Chichester City Council

Notes to the Accounts

31 March 2023

**1 Other Costs Analysis**

Other Costs reported in the council's Income and Expenditure Account comprise the following:

**Direct Service Costs**

	2023	2022
	£	£
Heritage	2,171	3,206
Community Centres	40,720	36,869
Outdoor Sports & Recreation Facilities	-	204
Community Parks & Open Spaces	8,350	6,895
Allotments	18,194	17,383
Cemeteries	47,661	13,600
Public Conveniences	13,848	12,882
Community Safety (Crime Reduction)	43,296	42,448
Structure & Local	17,187	6,830
Market Undertakings	42	-
Grants from New Homes Bonus	7,000	28,500
Promotion & Marketing of the Area	53,720	46,569
Community Development	37,996	26,535
Routine Repairs (other roads)	12,162	9,491
Investment Properties	261	5,665
Less: Grant-aid Expenditure	(37,735)	(26,379)
<b>Total</b>	<b>264,873</b>	<b>230,698</b>

**Democratic, Management & Civic Costs**

	2023	2022
	£	£
Corporate Management	73,093	40,220
Democratic Representation & Management	33,019	46,442
Civic Expenses	21,753	18,370
Mayors Allowance	4,000	4,000
<b>Total</b>	<b>131,865</b>	<b>109,032</b>

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

**2 Interest and Investment Income**

	2023	2022
	£	£
Interest Income - General Funds	31,494	18,401
	<b>31,494</b>	<b>18,401</b>

Chichester City Council

Notes to the Accounts

31 March 2023

**3 Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

**4 General Power of Competence**

With effect from 20th May 2015 Chichester City Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 20th May 2015 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

**5 Related Party Transactions**

The council entered into no material transactions with related parties during the year.

**6 Audit Fees**

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2023	2022
	£	£
Fees for statutory audit services	2,520	2,000
Total fees	2,520	2,000

**7 Publicity**

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2023	2022
	£	£
Council House Publicity	421	884
	421	884

**8 Members' Allowances**

Members of Council have been paid the following allowances for the year:

	2023	2022
	£	£
Mayors Allowance	4,000	4,000
	4,000	4,000



Chichester City Council

Notes to the Accounts

31 March 2023

**9 Employees**

The average weekly number of employees during the year was as follows:

	2023 Number	2022 Number
Full-time	6	7
Part-time	6	6
Temporary	4	4
	16	17

All staff are paid in accordance with nationally agreed pay scales.

**10 Pension Costs**

The council participates in the West Sussex County Council Pension Fund. The West Sussex County Council Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2023 was £62,003 (31 March 2022 - £59,279).

The most recent actuarial valuation was carried out as at 31st March 2022, and the council's contribution rate is confirmed as being 19.20% of employees' pay with effect from 1st April 2023 (year ended 31 March 2023 – 20.20%). Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as West Sussex County Council Pension Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

**Chichester City Council**

**Notes to the Accounts**

**31 March 2023**

**11 Tangible Fixed Assets**

	<b>Operational Freehold Land and Buildings</b>	<b>Non Operational Land and Buildings</b>	<b>Vehicles and Equipment</b>	<b>Infra- structure Assets</b>	<b>Community Assets</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 31 March 2022	1,385,187	1,558,550	238,143	218,591	679,691	4,080,162
Additions	-	-	14,080	-	-	14,080
Disposals	-	-	(2,473)	-	-	(2,473)
At 31 March 2023	1,385,187	1,558,550	249,750	218,591	679,691	4,091,769
<b>Depreciation</b>						
At 31 March 2022	(333,855)		(225,254)	(111,132)	(1,886)	(672,127)
Charged for the year	(23,924)		(5,262)	(19,453)	(174)	(48,813)
Eliminated on disposal	-		988	-	-	988
At 31 March 2023	(357,779)	-	(229,528)	(130,585)	(2,060)	(719,952)
<b>Net Book Value</b>						
At 31 March 2023	1,027,408	1,558,550	20,222	88,006	677,631	3,371,817
At 31 March 2022	1,051,332	1,558,550	12,889	107,459	677,805	3,408,035

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

**Fixed Asset Valuation**

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2008 by external independent valuers, Messrs The District Valuation Service. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

**Assets Held under Finance Agreements**

The council holds no such assets

**Chichester City Council**

**Notes to the Accounts**

**31 March 2023**

**12 Financing of Capital Expenditure**

	2023	2022
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	14,080	29,407
	<u>14,080</u>	<u>29,407</u>
was financed by:		
Capital Grants	-	20,369
Revenue:		
Equipment Replacement Reserve	14,080	9,038
	<u>14,080</u>	<u>29,407</u>

**13 Information on Assets Held**

Fixed assets owned by the council include the following:

**Operational Land and Buildings**

Council House and Assembly Rooms

**Non-Operational Land and Buildings**

Buttermarket

**Vehicles and Equipment**

Council House furniture and equipment

Sundry office equipment

M U G A Lighting

Allotments Storage Container

Ford Transit

Renault Kangoo Van (Electric)

**Infrastructure Assets**

Fencing

Heritage Lighting

Bus Shelters (5)

Other Street Furniture

**Community Assets**

City Cross

St James Obelisk

Allotments – 7 sites

Litten War Memorial and Burial Ground

Furniture, Painting and Artefacts

Chichester City Council

Notes to the Accounts

31 March 2023

**14 Investments**

	<b>Investments Other Than Loans</b>
	<b>£</b>
<b>Cost</b>	
At 01 April 2022	490,000
At 31 March 2023	<u>490,000</u>
<b>Amounts Written Off</b>	
At 31 March 2023	<u>-</u>
<b>Net Book Value</b>	
At 31 March 2023	<u>490,000</u>
	<u>490,000</u>
At 01 April 2022	<u>490,000</u>
	<u>490,000</u>

At 31 March 2023 the investments included above at a cost of £490,000 had a market value of £457,767 (31 March 2022 - £548,123 ).

**15 Debtors**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade Debtors	8,277	7,525
VAT Recoverable	3,130	-
Other Debtors	700	1,393
Revenue Grant Debtors	1,162	-
Prepayments	11,536	9,006
Accrued Interest Income	6,776	4,649
	<u>31,581</u>	<u>22,573</u>

**16 Creditors and Accrued Expenses**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Trade Creditors	31	-
V A T Payable	-	244
Accruals	18,709	17,500
Income in Advance	46,738	69,701
	<u>65,478</u>	<u>87,445</u>

## Chichester City Council

### Notes to the Accounts

31 March 2023

#### 17 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2023 £	2022 £
Obligations expiring within one year	440	440
Obligations expiring between two and five years	-	-
Obligations expiring after five years	-	-
	440	440
	440	440

#### 18 Deferred Grants

	2023 £	2022 £
<b>Capital Grants Unapplied</b>		
At 01 April	-	-
Grants received in the year	-	20,369
Applied to finance capital investment	-	(20,369)
At 31 March	-	-
<b>Capital Grants Applied</b>		
At 01 April	137,112	121,886
Grants Applied in the year	-	20,369
Released to offset depreciation	(5,143)	(5,143)
At 31 March	131,969	137,112
<b>Total Deferred Grants</b>		
At 31 March	131,969	137,112
At 01 April	137,112	121,886

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

#### 19 Revaluation Reserve

	2023 £	2022 £
Balance at 01 April	213,748	213,748
Balance at 31 March	213,748	213,748
	213,748	213,748

The revised system of accounting for local councils requires the establishment of a Revaluation Reserve. The balance on this account represents revaluation of fixed assets since 1<sup>st</sup> April 2007, less subsequent depreciation charged to revenue on such revaluation elements. This account will increase or reduce as and when assets are revalued or disposed of.

Chichester City Council

Notes to the Accounts

31 March 2023

**20 Capital Financing Account**

	2023	2022
	£	£
Balance at 01 April	3,057,175	3,091,322
Financing capital expenditure in the year		
Additions - using revenue balances	14,080	9,038
Disposal of fixed assets	(2,473)	-
Depreciation eliminated on disposals	988	-
Reversal of depreciation	(48,813)	(48,328)
Deferred grants released	5,143	5,143
Balance at 31 March	3,026,100	3,057,175

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

**21 Financial Instruments Financing Account**

	2023	2022
	£	£
Balance at 01 April	390,000	390,000
Financing Investment Purchases in the year		
Balance at 31 March	390,000	390,000

The Financial Instruments Financing Account represents revenue and capital resources applied to finance the purchase of Available for Sale Investments , less provisions for losses below the original cost of the applicable investment, and the entries necessary to adjust loans made at less than market rates of interest to a Fair Value as reported in the Balance Sheet. It does not represent a reserve that the council can use to support future expenditure.

**22 Usable Capital Receipts Reserve**

	2023	2022
	£	£
Balance at 01 April	21,729	21,729
Balance at 31 March	21,729	21,729

The Usable Capital Receipts Reserve represents capital receipts available to finance capital expenditure in future years.

Under the provisions of the Local Authorities Investment Regulations 2010, Investments in the Local Authority Property Fund are permitted Revenue Investments. Nevertheless, the Investment made in 2016/17 originated from Capital Receipts. At such time as the Investment is realised, the sum of £390,000 will be required to be returned to Usable Capital Receipts Reserve. Any surpluses arising on realisation will be treated as Revenue Income.



**Chichester City Council**

**Notes to the Accounts**

**31 March 2023**

**23 Earmarked Reserves**

	<b>Balance at 01/04/2022</b>	<b>Contribution to reserve</b>	<b>Contribution from reserve</b>	<b>Balance at 31/03/2023</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	19,393	-	(5,040)	14,353
Asset Renewal Reserves	418,575	900,297	(48,888)	1,269,984
Other Earmarked Reserves	282,822	111,913	(41,927)	352,808
<b>Total Earmarked Reserves</b>	<b>720,790</b>	<b>1,012,210</b>	<b>(95,855)</b>	<b>1,637,145</b>

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2023 are set out in detail at Appendix A.

**24 Capital Commitments**

The council had no capital commitments at 31 March 2023 not otherwise provided for in these accounts.

**25 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

**26 Reconciliation of Revenue Cash Flow**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Net Operating Surplus for the year	956,578	402,786
Add/(Deduct)		
Interest and Investment Income	(29,367)	(18,505)
(Increase)/Decrease in debtors	(9,008)	29,531
(Decrease) in creditors	(21,967)	(109,369)
<b>Revenue activities net cash inflow</b>	<b>896,236</b>	<b>304,443</b>

Chichester City Council

Notes to the Accounts

31 March 2023

**27 Movement in Cash**

	2023 £	2022 £
<b>Balances at 01 April</b>		
Cash with accounting officers	30	70
Cash at bank	1,224,237	935,362
	<u>1,224,267</u>	<u>935,432</u>
<b>Balances at 31 March</b>		
Cash with accounting officers	30	30
Cash at bank	2,137,010	1,224,237
	<u>2,137,040</u>	<u>1,224,267</u>
<b>Net cash inflow</b>	<u>912,773</u>	<u>288,835</u>

**28 Reconciliation of Net Funds/Debt**

	2023 £	2022 £
Increase in cash in the year	912,773	288,835
Cash outflow from repayment of debt	-	-
<b>Net cash flow arising from changes in debt</b>	<u>-</u>	<u>-</u>
Movement in net funds in the year	912,773	288,835
Cash at bank and in hand	1,224,267	935,432
Total borrowings	-	-
<b>Net funds at 01 April</b>	<u>1,224,267</u>	<u>935,432</u>
Cash at bank and in hand	2,137,040	1,224,267
Total borrowings	-	-
<b>Net funds at 31 March</b>	<u>2,137,040</u>	<u>1,224,267</u>

**29 Post Balance Sheet Events**

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 26th June 2023), which would have a material impact on the amounts and results reported herein.

## Chichester City Council

### Appendices

**31 March 2023**

#### Appendix A

#### Schedule of Other Earmarked Reserves

	<u>Balance at</u> <u>01/04/2022</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2023</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Buttermarket	13,913			13,913
Allotment Improvements	5,480		(5,040)	440
	<u>19,393</u>	<u>0</u>	<u>(5,040)</u>	<u>14,353</u>
<u>Asset Replacement Reserves</u>				
CIL 2018/19	33,137		(33,137)	0
CIL 2019/20	36,342		(15,752)	20,590
CIL 2020/21	133,517			133,517
CIL 2021/22	215,580			215,580
CIL 2022/23		900,297		900,297
	<u>418,575</u>	<u>900,297</u>	<u>(48,888)</u>	<u>1,269,984</u>
<u>Other Earmarked Reserves</u>				
Allotment deposits	650	2,300		2,950
Elections	38,429	12,000		50,429
Council House Maintenance	98,855	47,000	(7,194)	138,661
Joint Twinning - Chartres	2,075	500		2,575
Joint Twinning - Ravenna	6,832	500		7,332
Painting Restoration	3,700	2,000		5,700
Lift contract	2,000	2,600		4,600
Solar Panels	3,000			3,000
s106 Public Art Woolstaple		1,162	(1,162)	0
Charter Dinner		291		291
International Relations	3,530		(1,686)	1,844
Litten Gardens	3,000			3,000
Computer Improvements	5,610	5,000		10,610
City Cross Conservation	16,117	2,000		18,117
St James Obelisk	1,800	100		1,900
Civic Regalia	9,199	2,000		11,199
War Memorial	6,004			6,004
Disused Burial Ground Maintenance	11,070			11,070
Budget Carry Forwards	30,418	19,460	(30,418)	19,460
Benches	11,938		(1,467)	10,471
Bus Shelters	17,064	15,000		32,064
Henty Field	6,531			6,531
Chichester in Bloom	5,000			5,000
	<u>282,822</u>	<u>111,913</u>	<u>(41,927)</u>	<u>352,808</u>
<b>TOTAL EARMARKED RESERVES</b>	<b><u>720,790</u></b>	<b><u>1,012,210</u></b>	<b><u>(95,855)</u></b>	<b><u>1,637,145</u></b>

Earmarked Reserve Balances

Final Accounts

<u>Earmarked Reserves</u>	Bal 2022/2023	Total
<b>Local Elections</b>	50,429	£12,000 is transferred from the Rev Acc per annum to assist with the cost of elections.
<b>Painting Restoration (Prof fees)</b>	5,700	To assist with Council House Professional fees
<b>Computer Replacement</b>	10,610	Build up a reserve for computer replacement and new laptops
<b>Brewery Field</b>	6,531	To assist with ground works in the future.
<b>Chi in Bloom</b>	5,000	To assist with Chi in Bloom projects, such as cost of weight testing and new brackets.
<b>Council House</b>	138,661	To assist with refurbishment works and five year works programme.
<b>Lift Contract</b>	4,600	To assist with lift repairs
<b>Solar Panels</b>	3,000	To assist with solar panel repairs
<b>Joint Twinning - Chartres</b>	2,575	)Transferred to or from revenue account as required. (Anniversaries)
<b>Joint Twinning - Ravenna</b>	7,332	)Transferred to or from revenue account as required. (Anniversaries)
<b>International Relations</b>	1,844	)Transferred to or from revenue account as required.
<b>City Cross Conservation</b>	18,117	£2,000 put into reserves every year as part of a rolling programme.
<b>St James Obelisk</b>	1,900	£100 transferred into reserve each year for future maintenance.
<b>Civic Regalia</b>	11,199	£2,000 put into reserves every year as part of a rolling programme. (Audit completed 2019)
<b>Litten Gardens</b>	3,000	To assist with costly tree works.
<b>War Memorial</b>	6,004	To assist with restoration works required.
<b>Disused Burial Ground Maintenance</b>	11,070	Grounds maintenance and tree works set aside for emergency works.
<b>Benches</b>	10,471	From WSCC to maintain street furniture
<b>Allotment Improvements</b>	440	Specific reserve set up for Allotment Improvements.
<b>Allotment deposits</b>	2,950	To be paid back to tenants
<b>Bus shelter</b>	32,064	Bus shelter Broyle Rd and Bognor Road - money from S106
<b>The Market House</b>	13,913	Set up to cover Buttermarket professional fees or loss of rent.
<b>Charter dinner</b>	291	payments from cllrs (invoice received new financial year)
	<b>347,700</b>	
<b>Cil Receipts</b>	900,298	Received 2022-23
Earmarked Carry Forwards	13,575	Public Realm
	5,886	Discretionary grants
	<b>19,461</b>	



**CHICHESTER CITY COUNCIL**  
**INTERNAL CONTROL POLICY**  
**FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2024**

**1. SCOPE OF RESPONSIBILITY**

**The Accounts and Audit Regulations 2015 states that there has to be an annual review of, and an annual governance statement on, the authority's system of internal control prepared in accordance with proper practices in relation to the accounts, as defined in section 21 of the Local Government Act 2003.**

Chichester City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

**2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

**Internal control is designed to reduce financial risk to the Council**

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Internal controls are set up by the RFO but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

**3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT**

**3.1 The Council**

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chairman signs the last page of the minutes, and initials all other pages.

Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council.

## AGENDA ITEM 11

The Council reviews its obligations and objectives and approves budgets for the following year at its December meeting. The December meeting of the Council approves the level of precept for the following financial year.

The Council receives a quarterly financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations.

Currently any two nominated councillors namely (Mayor, Deputy Mayor, Chairman and Vice Chairman of Finance Committee and the Chairman of the Community Affairs and Planning & Conservation Committees) must authorise all payments over £1,000. The signatories will ensure that they are satisfied with the payment and are able to check the amount and the payee named on the invoice. All payments under £1,000 are authorised by the Town Clerk.

### **3.2 Responsible Financial Officer**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Finance Manager (Deputy Town Clerk) is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Finance Manager (Deputy Town Clerk) is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Finance Manager (Deputy Town Clerk) also ensures that the Council's procedures, control systems and polices are maintained.

The duties of the RFO are laid down in a Job Description.

The RFO submits all the requested information to the External Auditor by the required date

The RFO arranges for the public notices to be displayed.

The RFO will retain all relevant documents relating the financial year for 7 years (Annual Return, VAT Returns, PAYE/NIC information, Public notices, Fixed Asset register, Risk assessments; accounts and supporting information)

### **3.3 Internal Auditor**

The Council has appointed an Independent Internal Auditor who will report to the Council on the adequacy of its:

- Records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit is reviewed annually, and the council agrees to the appointment of the Internal Auditor. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

The scope of the work of the IA is reviewed annually and the review and the appointment is minuted.

The IA will inspect the accounts at the year end (prior to completion of the Annual Return pages 4 and 4) and will complete page 3 of the Annual Return



## 3.4 External Audit

The Council's External Auditors, appointed by the Smaller Authorities' Audit Appointments Limited, submit an External Auditor's Certificate once the inspection of the accounts is completed, which is presented to the Council.

## 4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work and any issues identified by:

Full Council – identification of new activities

Clerk to the Council/Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks – risks identified. A Local Council Risk Assessment is produced (copy available) and an Action Plan produced for the year and reported to Finance Committee in September/October.

Internal Auditor who reviews the Council's system of internal control. The auditor will make a written report to the Council (in addition to page 3 of the Annual Return.) – action arising from reports.

The Council's External Auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor. The External Auditor approves the Annual Return.

## 5. SIGNIFICANT INTERNAL CONTROL ISSUES

Any Internal Control issues raised during the year are addressed by the RFO and reported to Finance Committee accordingly.

## 6. EXTERNAL AUDIT OPINION

Any matters raised by the External Auditor are addressed by the RFO and reported to the Finance Committee accordingly.

**There were no issues raised by the External Auditor for the Accounts year ended 2021-2022.**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
RFO

28th June 2023

### Appointment of Internal Auditor

- Recommendation that we appoint Internal Auditor Stephen James for the Financial year from 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024

### Audit Plan 2023-2024

- To Report on internal control objectives covering the authority's key financial and accounting systems and governance arrangements, such as signed declarations of office, register of interests,
- Allotment allocation
- Budget code checking and Petty Cash Floats

# AGENDA ITEM 12

Chichester City Council

Internal Audit – Annual Report

2022-2023

## 1. Introduction

- 1.1. At the request of the City Council's Responsible Financial Officer (RFO) an audit of the Chichester City Council main systems was undertaken for the year ending 31<sup>st</sup> March 2023.

## 2. Background & Significance

- 2.1. Regulation 5 of the Accounts and Audit Regulations 2015 sets out the requirements for local authorities to maintain an adequate and effective system of Internal Audit of their accounting records and control systems. A key element for effective internal audit is its independence for the financial management function of the council.

## 3. Objectives & Scope

- 3.1. To ensure that the City Council has suitable controls in place to ensure the accurate recording of income and expenditure, and the proper operation of those controls.
- 3.2. In addition, to ensure that the City Council operated an effective budgetary control system.
- 3.3. Internal Audit should satisfy the Internal Controls that are detailed in the Annual Governance and Accountability return as listed below:
  - Appropriate Accounting Records
  - All expenditure is approved, supported by invoices, VAT accounted for
  - Risks assessed and reviewed
  - Precept resulted from adequate budgetary process
  - Income promptly banked and VAT appropriately accounted for
  - Salaries properly applied
  - Asset and Investment registers were complete
  - Reconciliations properly carried out
  - Accounting statements, agree to the cash book, supported by an audit trail and debtors and creditors

3.4. In order to achieve the objectives, the following tests were conducted:

- A sample of payments were verified against official orders, prior approval and council minutes, authorised signatories and accounting records.
- A sample of income records were verified to invoices and / or official receipts, bank statements and accounting records.
- A sample of petty cash disbursements were verified against prior approval and accounting records (including the correct treatment and coding of VAT).
- A review was carried out of the quarterly VAT returns, and agreement to supporting documentation and accounting records.
- A sample of salaries and wages payments were checked to scales of pay, authorised timesheets, up to date pay rates and accounting records.
- A review was conducted of the budgetary control process and regular monitoring and reporting variances.
- A review of the regular completion of bank reconciliations throughout the 2022-2023 financial year.
- A review of the year-end procedures and accounts.

## AGENDA ITEM 12

<b>Internal Control</b>	<b>Findings</b>
Appropriate Financial Records are maintained	Budgetary control is reported to Finance Committee every meeting under the heading of budget monitoring. Information is held on the finance package (Omega). If any Officer or Councillor requests further financial information an ad hoc report would be run.
Standing Orders and Financial Regulations, Payment Controls are complied with	The City Council hold a copy of Financial Regulations and Standing Orders, which have been updated and were approved by the City Council on the 23 <sup>rd</sup> September 2020. They detail the processes and procedure which need to be followed. Following the update, Tenders up to £1,000 can be authorised by the Property Manager / Finance Manager. From £1,000 to £5,000 the Town Clerk authorises in consultation with the Chairman and the Vice Chairman. Estimates that exceed £5,000 three estimates or written quotations are obtained. Where the contract exceeds £10,000 at least three written tenders are obtained.
Risk management Arrangements are maintained and reviewed on a regular basis	A risk management report is produced annually and reported to Finance Committee. The Finance Committee have reviewed that Risk Management Schedule minute 103 this was detailed in the 30 <sup>th</sup> January 2023 Finance Committee Report. The report was ratified in the Full Council Minutes on the 22 <sup>nd</sup> February 2023 but not with a specific recommendation to Full Council. An annual review is undertaken by the Finance Assistant.
Budgetary Control	Budgets and expenditure are monitored on a quarterly basis or when a query arises to Finance Committee. All budgets and expenditure are reported on a quarterly basis. Virements are reported quarterly to Committee. Should the need arise the Chairman will be emailed in between the quarterly meeting, to support officer action, should the need occur. There have been no virements so for the year being audited.
Income Controls	Card payments are taken principally by the Front of House Supervisor, but there are occasions where other staff can take payments via the square pay website. Cheques and

## AGENDA ITEM 12

	<p>cash are rarely received and since the COVID restrictions have been actively discouraged. BACS payments are also received but the majority of income is received by card payments. Allotment rents are now primarily paid by BACS, the invoices which are sent out have all the necessary bank details to enable this to be done. However, there will be occasions where cash and cheque payments will be made. Followed through entries on the bank statement then onto the Finance package (Rialtas Suite) and then on to the reconciliation statement with accompanying documentation as proof of purchase. All reconciliations are reported to Finance Committee throughout the year.</p>
<p>Petty Cash Procedures</p>	<p>Petty cash procedures are held electronically. The float has been reduced to £30.00. As petty cash is rarely used, any claims that have been made are authorised and payments are made by BACS direct into the individuals bank account. A check of petty cash on the 1st March 2023 revealed that Petty Cash was complete with a float of £30.00.</p>
<p>VAT Returns</p>	<p>An end date of VAT assessment period report is produced quarterly which details the Net VAT that is due to be reclaimed/paid from/to HMRC. This is automatically submitted to HMRC (VAT on-line) via the accounts package Omega.</p>
<p>Payroll Controls</p>	<p>The Payroll function has been outsourced to WSCC but the preparation is undertaken by the Finance Manager and Deputy Town Clerk who is the contact if there any queries. Selected 4 Time &amp; Expenses sheets January 2023, which agreed to wage slip for February 2023. From the sample tested timesheets were checked for authorisation by the Town Clerk or the Deputy Town Clerk. Following a recommendation previously made stating supporting documentation needs to be available to support Custodians pay slips, testing found that this is now in place.</p>
<p>Asset Controls</p>	<p>The City Council holds two asset Asset Registers, one for accounting purposes and the other for mapping of City Council assets. The Accounting Asset Register details the Land and Buildings owned by the City Council which has been prepared by DCK Accounting Solutions who prepare the City Council final accounts.</p> <p>As detailed under the Governance and Accountability for Smaller Authorities explains that most assets should be recorded in the asset register at their actual purchase cost. If this is not known then a proxy cost value can be used. An insurance value may be applied as a proxy value but only where the original value is not known. An asset given as a gift should be recorded in the asset register at a</p>

## AGENDA ITEM 12

	<p>nominal value of £1 and community Assets should be recorded in the same way.</p> <p>DCK Accounting Solutions the City Councils Financial Accountants have stated that fixed assets are valued on the basis recommended by CIPFA in accordance with asset valuation principles issued by RICS i.e. Land and Buildings included at Depreciated Replacement cost, other Assets at estimated realisable value. Community Assets are recorded at nominal value of £1, depreciation is provided on all operational buildings, but not land. BAQUS Construction and Property Consultancy have carried out a re-instatement cost assessment on the Council House and the Market House for insurance purposes. The Market House is the responsibility of Orion Developments who currently have a 87 year lease of the premises and manage the tenants. They are required to furnish the City Council with a copy of the Insurance Certificate on an annual basis. Have had sight of the Insurance cover for the period 6<sup>th</sup> December 2022 to the 5<sup>th</sup> December 2023. Civic Regalia, Furniture, Paintings Clocks and Collectables are detailed in an inventory and an entry can be found in the Asset Register. Re-valuations will be undertaken during 2023-2024 for Insurance Purposes. A sample of ten items were identified from Civic Regalia, Furniture, Paintings Clocks and Collectables were taken from the Inventory and found to be present. A sample of ten items were also tested from the inventory held for plant and equipment held at St James' Yard. The inventory is now and it was possible to locate the items selected. It has been suggested that a further inventory check is undertaken in March of each year. It was also discussed that security makings on plant and equipment need to be made more permanent. A few items that are owned by staff of the City Council were found at St James' Yard these items were not included on the Council's inventory. There does not appear to be a Council Policy on plant and equipment owned by someone other than the City Council being held at the Yard. One recommendation has been repeated from last year, that all of the Candle sticks mentioned in the insurance schedule should be held at one location under lock and key.</p>
<p>Bank Reconciliations</p>	<p>Checked the Bank Reconciliations for the Cashbook 1 Imprest Account, Cashbook 2 Unity Trust Current Account and Credit Card Account for the month of November. Evidenced that the figures selected in Cashbook 1 and Cashbook 2 statements were present on the Finance System (Rialtas Suite) Barclaycard statement also reconciled as a bulk figure on the Finance System (Rialtas Suite evidenced the Journal which was prepared. These</p>



## AGENDA ITEM 12

	reconciliations are reported to the Finance Committee quarterly once reconciled.
Year-end procedures	The process of preparing year-end accounts is undertaken by DCK Accounting Solutions, the City Councils external consultants. From this the Annual Return is completed and this and supporting papers and reconciliations are sent to the External Auditors.
Conclusion	Consideration should be given to the levels of Financial controls that are currently present and making adjustments were staffing or systems change. Separation of duties is currently limited due to the small number of staff available.

Opinion: The Internal Audit opinion is based on discussions with staff the review of records and documentation and testing undertaken on the samples selected. It was felt that appropriate levels of financial controls exist at the City Council and have been operating effectively.

ENTER NAME OF AUTHORITY  
**CHICHESTER CITY COUNCIL**

ENTER ANY AVAILABLE WEBSITE/WEBPAGE ADDRESS  
**ChichesterCity.gov.uk**

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken: **1st April 2022 - 31st March 2023**  
 Name of person who carried out the internal audit: **EN STEPHEN JAMES OF INTERNAL AUDITOR**

Signature of person who carried out the internal audit: **Signature Required**  
 Date: **18/5/2023**

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



We acknowledge as the members of:

CHICHESTER CITY OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

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

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

28th JUNE 2023

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

WWW.CHICHESTERCITY.GOV.UK

CHICHESTER ROYAL NAVY AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	765,647	1,159,395	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	702,156	737,615	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	507,829	1,083,254	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(420,721)	(428,568)	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(395,516)	(448,553)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,159,395	2,103,143	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,224,267	2,137,040	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	4,570,162	4,581,769	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date 06/06/2023

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



**Section 3 – External Auditor’s Report and Certificate 2022/23**

In respect of

ENTER NAME OF AUTHORITY

**1 Respective responsibilities of the auditor and the authority**

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

**2 External auditor’s limited assurance opinion 2022/23**

(Except for the matters reported below)\* 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 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. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

**3 External auditor certificate 2022/23**

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 2023.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

## AGENDA ITEM 15

### Investment Register as at 31<sup>st</sup> March 2023

Contract number	Date purchased	Description	Cost £	Price per unit *	Number of units
85436	28/02/2017	CCLA Local Authorities Property Fund	390,000	306.76p	127,135
36513	30/11/2017	CCLA Local Authorities Property Fund	100,000	315.83p	31,663
					158,798

**\*as at 31st March 2023 the mid market value of one unit in the fund 288.27 pence. The bid market value of one unit in the fund was 283.80 pence**

**£457,767**

for reference

As at 31st March 2022 the mid market value of one unit in the fund 345.17pence. The bid market value of one unit in the fund was 289.08 pence

£548,123

Interest received in the last qtr 2022-2023 £4,900.68

# AGENDA ITEM 16

Description	2022		2021		2020		2019		2018		Year Ended 31 March 2023
	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	
2.70%	851817	333655	23924	0	35779	52498	0	0	0	0	23924
500000	500000	0	0	0	500000	500000	0	0	0	0	501
1385187	0	0	0	0	35779	107405	0	0	0	0	501
Business Land											501
1300850	1300850	0	0	0	1300850	1300850	0	0	0	0	501
200000	200000	0	0	0	200000	200000	0	0	0	0	501
1556550	0	0	0	0	1556550	1556550	0	0	0	0	501

Description	2022		2021		2020		2019		2018		Year Ended 31 March 2023
	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	
20.00%	16162	16162	572	0	16162	0	0	0	0	0	572
20.00%	2862	2862	0	0	2862	0	0	0	0	0	2862
10.00%	130315	130315	0	0	130315	0	0	0	0	0	130315
10.00%	8303	8303	0	0	8303	0	0	0	0	0	8303
10.00%	1200	1200	0	0	1200	0	0	0	0	0	1200
10.00%	0	0	0	0	0	0	0	0	0	0	0
10.00%	4481	4481	0	0	4481	0	0	0	0	0	4481
10.00%	21585	21585	163	0	21585	0	0	0	0	0	21585
10.00%	11896	11896	0	0	11896	0	0	0	0	0	11896
0.00%	3000	3000	0	0	3000	3000	0	0	0	0	3000
10.00%	21306	21306	2131	0	21306	0	0	0	0	0	2131
20.00%	2299	2299	1840	230	2299	450	0	0	0	0	2299
20.00%	3542	3542	3892	0	3542	0	0	0	0	0	3542
10.00%	1225	1225	235	123	1225	0	0	0	0	0	1225
20.00%	9770	9770	0	0	9770	0	0	0	0	0	9770
20.00%	2473	2473	0	0	2473	0	0	0	0	0	2473
Business Land											502
203143	14590	2473	5362	308	225258	12809	20222				502

Description	2022		2021		2020		2019		2018		Year Ended 31 March 2023
	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	
10.00%	9200	9192	0	0	9199	1	1	1	1	1	9200
10.00%	4165	4164	0	0	4164	0	0	0	0	0	4164
10.00%	3622	3622	0	0	3622	0	0	0	0	0	3622
10.00%	3862	3861	0	0	3861	0	0	0	0	0	3861
10.00%	5650	5650	665	0	5650	2530	2264	0	0	0	566
10.00%	2121	2121	1484	212	1636	637	425	0	0	0	212
10.00%	3161	3161	846	316	1294	2213	1897	0	0	0	316
10.00%	1325	1325	0	0	1325	0	0	0	0	0	1325
10.00%	1304	1304	0	0	1304	0	0	0	0	0	1304
0.00%	1	1	0	0	1	0	0	0	0	0	1
0.00%	49817	15160	4982	0	15272	25737	21645	0	0	0	4982
10.00%	57027	48253	5703	0	5703	11403	8700	0	0	0	5703
10.00%	7400	7400	0	0	7400	0	0	0	0	0	7400
10.00%	7444	7444	2320	744	2300	5212	4489	0	0	0	2320
10.00%	25736	25736	8949	2576	10720	18786	18078	0	0	0	2580
10.00%	15522	15522	5477	1529	7836	13715	11756	0	0	0	1559
10.00%	25407	25407	2941	2541	6962	25406	23025	0	0	0	2541
Business Land											501
218591	0	0	18453	19453	0	132545	107459	58005			501

Description	2022		2021		2020		2019		2018		Year Ended 31 March 2023
	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	
0.00%	67100	0	0	0	0	67100	67100	0	0	0	67100
0.00%	1	1	0	0	1	1	1	1	1	1	1
0.00%	1	1	0	0	1	1	1	1	1	1	1
0.00%	1	1	0	0	1	1	1	1	1	1	1
0.00%	1	1	0	0	1	1	1	1	1	1	1
0.00%	1	1	0	0	1	1	1	1	1	1	1
0.00%	1	1	0	0	1	1	1	1	1	1	1
0.00%	1	1	0	0	1	1	1	1	1	1	1
0.00%	1	1	0	0	1	1	1	1	1	1	1
0.00%	1	1	0	0	1	1	1	1	1	1	1
0.00%	1	1	0	0	1	1	1	1	1	1	1
0.00%	1	1	0	0	1	1	1	1	1	1	1
0.00%	1	1	0	0	1	1	1	1	1	1	1
2.00%	6679	6679	1646	174	2095	6793	6619	0	0	0	1646
Business Land											104
67991	0	0	67991	1685	174	0	2000	677605	677631		104

Description	2022		2021		2020		2019		2018		Year Ended 31 March 2023
	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	
2.70%	851817	333655	23924	0	35779	52498	0	0	0	0	23924
500000	500000	0	0	0	500000	500000	0	0	0	0	501
1385187	0	0	0	0	35779	107405	0	0	0	0	501
Business Land											501
1300850	1300850	0	0	0	1300850	1300850	0	0	0	0	501
200000	200000	0	0	0	200000	200000	0	0	0	0	501
1556550	0	0	0	0	1556550	1556550	0	0	0	0	501

# AGENDA ITEM 16

## FULL ASSET LIST

Assets ID	Item	Description	Condition	Acquired Date	Purchase Price	Current Value	Manufacturer	Attac	Retired Date
CCC00040	4 Laser Distance Meter	Serial no. 201610016013	(2) Good	01/02/2017	\$20.00	\$15.00	Titan	0	
CCC00045	5 Infrared thermometer	Serial no. 83638507	(2) Good	01/09/2016	\$35.00	\$30.00	Titan	0	
CCC00038	6 PAT testing kit	Serial no. MPAT-02867	(2) Good	01/09/2017	\$150.00	\$100.00	Quick Test	0	
CCC00005	11 18v strimmer	Serial no. 2016/12/UK/-16-2165	(3) Satisfactory		\$40.00	\$30.00	Einhell	0	
CCC00008	14 18v strimmer	Serial no. 2016/07/UK-16-2067	(3) Satisfactory	23/06/2017	\$40.00	\$20.00	Einhell	0	
CCC00009	19 18v lawnmower	Serial no. 2016/12/UK-16-2163	(3) Satisfactory	01/01/2016	\$150.00	\$50.00	Einhell	0	
	21 18v hedge trimmer	Serial no. 2016/12/UK-16-2165	(3) Satisfactory	01/01/2016	\$50.00	\$20.00	Einhell	0	
CCC00013	23 18v sander	Serial no. 2015/1/UK-14-2095	(3) Satisfactory	01/01/2015	\$35.00	\$15.00	Einhell	0	
CCC00016	24 18v Angle Grinder	Serial no. 2016/06/UK-16-2030	(3) Satisfactory	01/01/2016	\$40.00	\$20.00	Einhell	0	
CCC00017	32 Hammer drill	Serial no. 5880003997972000	(3) Satisfactory	01/01/2014	\$75.00	\$25.00	Bosch	0	
CCC00023	33 Mortar gun	Lifetime warranty. Bought from Screwfix	(3) Satisfactory	01/01/2017	\$10.00	\$0.00	Roughneck	0	
CCC00046	34 Moisture meter		(3) Satisfactory	01/01/2017	\$15.00	\$0.00	Faithfull	0	
CCC00025	35 Stud detector		(3) Satisfactory	01/01/2017	\$10.00	\$0.00	Faithfull	0	
	38 4 shelf storage unit		(2) Good	01/01/2017	\$65.00	\$0.00	Clarke	0	
	53 Screwdriver set (12)		(2) Good	24/05/2018	\$10.00	\$0.00	Screwfix	0	
CCC00043	54 Security driver set		(2) Good	24/05/2018	\$10.00	\$0.00	Robert Dya	0	
CCC00052	68 Webcam	Purchase Order no. 2019/0224	(1) Excellent	09/01/2020	\$24.16	\$24.00		1	
CCC00051	69 Desktop speakers	Purchase order 2020/0007 - Ser. No. V21f	(1) Excellent	16/04/2020	\$10.82	\$10.00	Amazon Ba	1	
CCC00054	70 PC Monitor 21.5"	S/N: GXQKHA023762 - Purchase Order: 2	(1) Excellent	15/04/2020	\$62.89	\$62.89		1	
CCC00061-6	79 Walkie Talkie (pair with base station char	Charger - CCC00061 - Handset 1 - CCC00	(1) Excellent	17/01/2020	\$37.45	\$37.45	Amazon Ba	1	
CCC00109	84 Antibacterial Fogging Machine	Ser. No. 87B0000042	(1) Excellent	10/07/2020	\$205.00	\$205.00	Master Clir	1	
CCC00110	85 Linear tile cutter		(1) Excellent	25/08/2020	\$11.25	\$11.25	Vitrex	1	
CCC00065	86 Carpet Cleaner	S/No. 1113916213012320112791 - 6-Year	(1) Excellent	20/07/2020	\$207.50	\$207.50	Vax	1	
CCC00066	87 Steam Cleaner	S/No. 1113846410012320241534 - 1-Year	(1) Excellent	20/07/2020	\$58.32	\$58.32	Vax Steam	1	
CCC00067	88 Label Maker	Serial No. CD0172620006P - 3-Year warr	(1) Excellent	02/09/2020	\$14.99	\$14.99	Dymo	2	
CCC00074	89 Ladder stand-off		(1) Excellent		\$24.99	\$24.99	MacAllister	0	
CCC00072/7	90 Broadcast Spreader (x2)	Order No. 2018/0106 - CCC00072/73	(1) Excellent	07/08/2018	\$218.50	\$218.50	Sealey	1	
CCC00068/6	91 Snow Plough (x2)	Order No. 2018/0106 - CCC00068/69	(1) Excellent	07/08/2018	\$176.00	\$176.00	Sealey	1	
	92 Lockable grit bin	Order No. 2018/0106	(2) Good	07/08/2018	\$130.00	\$130.00		1	
CCC00076	94 Waterproof clipboard	Order No. 2020/0232 - 18-month Warranty	(1) Excellent	06/01/2021	\$19.99	\$19.99	Paperdry	0	
CCC00110	101 Three Tread steel folding steps	For use on roof to hoist flags - Order No. 2	(1) Excellent	17/06/2021	\$19.99	\$19.99	Macallister	1	
CCC00131	107 Non slip ladder pad		(1) Excellent	14/09/2021	\$69.95	\$69.95	Ladder M8r	0	
CCC0006	12 Petrol hedge trimmer	Serial No. 704ZJ104685	(5) Poor	03/07/2017	\$140.00	\$0.00	Mountfield	0	31/10/2019
	15 Petrol vacuum shredder		(3) Satisfactory	03/07/2017	\$245.00	\$150.00	Stihl	0	
	25 18v drill/driver	Serial no. 2015/07/UK-15-2088	(5) Poor	01/01/2015	\$100.00	\$0.00	Einhell	0	14/02/2018
CCC00041	37 Work bench		(3) Satisfactory	01/01/2017	\$80.00	\$0.00	Clarke	0	
CCC00024	41 Breaker		(2) Good	01/01/2015	\$150.00	\$50.00	Titan	0	
CCC00026	42 Bench grinder		(2) Good	01/01/2017	\$80.00	\$60.00	Titan	0	
CCC00027	43 Generator (petrol)	Serial no. 73008/262/127	(2) Good	01/01/2015	\$400.00	\$250.00	Clarke	0	
CCC00028	44 Access Tower 6.1m		(2) Good	01/01/2016	\$1,500.00	\$1,000.00	Lewis Mini-	0	
	45 21" self-propelled lawn mower	Purchased second-hand from Chichester	(5) Poor	01/01/2016	\$100.00	\$0.00	Hayter	0	13/12/2018
CCC00031	47 Trailer		(2) Good	01/01/2015	\$850.00	\$500.00		0	
CCC00033	51 Tipper Truck	YP61 XXA	(2) Good	30/01/2018	\$9,770.00	\$7,500.00	Ford	3	
	52 Pressure washer	Serial no. 31282/02/2017	(2) Good	24/10/2017	\$110.00	\$50.00	Nilfisk	1	21/08/2020
CCC00036	59 Long-reach telescopic cordless hedge trimmer		(2) Good	01/06/2018	\$90.00	\$50.00	Einhell	0	
CCC00037	60 Angle Grinder	Serial no. 20181321056	(2) Good	20/07/2018	\$85.00	\$50.00	Makita	0	
	62 Tree ladder	Order No. 2019/0087	(1) Excellent	23/07/2019	\$304.16	\$304.16	Henchman	1	
	63 Water bowser	Ser. No. 8054 - O/No. 2017/0260	(1) Excellent	24/04/2018	\$2,193.00	\$2,193.00	Bowser Sup	4	13/02/2023
	64 Wheel clamp		(1) Excellent		\$0.00	\$0.00		0	
CCC00087	96 Pressure washer	PO# 2020/0168 - Inv. # 1069175 - Machin	(2) Good	26/10/2020	\$434.00	\$400.00	Clarke	2	
CCC00081	97 Cement Mixer 110V		(1) Excellent	08/03/2021	\$332.50	\$332.50	Belle	1	
CCC00082	98 Inverter		(1) Excellent		\$0.00	\$0.00		0	
CCC00083/8	99 Leisure batteries x 2		(1) Excellent		\$0.00	\$0.00		0	
CCC00085/8	100 Solar panels x 2		(1) Excellent		\$0.00	\$0.00		0	
CCC00090	106 Strimmer Brush Cutter petrol	Order No. 2021/0040 - Goodrowes - S/N: I	(1) Excellent	17/07/2021	\$283.33	\$283.33	Stihl	0	
	108 Laptop	Order No. 2021/0169 - Serial No: PP345S	(1) Excellent	26/11/2021	\$370.83	\$370.83	Lenovo	0	
CCC00113	109 Masport Petrol Lawnmower		(1) Excellent	01/06/2022	\$1,049.99	\$1,049.99	Masport	2	
	110 BCS 710 tractor unit with Honda engine	PO number - 2022/0265	(1) Excellent	15/02/2023	\$2,265.00	\$2,265.00	BCS/Honda	2	
	111 BCS Rotavator head - 18"	PO number - 2022/0265	(1) Excellent	13/02/2023	\$645.00	\$645.00	BCS	0	
	112 Small electric kettle	Amazon - PO number 2023/0006	(1) Excellent	13/04/2023	\$29.99	\$29.99	HotTopStar	0	
CCC00128	113 EGO Zero turn ride on mower ZT4201E	Asset number - CCC00128	(1) Excellent	21/04/2023	\$3,884.17	\$3,884.17	EGO	2	
		PO 2023/0014							
CCC00114	114 EGO 10Ah battery	Asset number - CCC00114							
		Warranty registered with EGO - 18/5/23	(1) Excellent	21/04/2023	\$357.50	\$357.50	EGO	1	
		PO 2023/0014							
CCC00115	115 EGO 10Ah battery	Asset number - CCC00115							
		Warranty registered with EGO - 18/5/23	(1) Excellent	21/04/2023	\$357.50	\$357.50	EGO	1	



# AGENDA ITEM 16

		PO 2023/0014									
CCC00116	116 EGO 10Ah battery	Asset number - CCC00116 Warranty registered with EGO - 18/5/23	(1) Excellent	21/04/2023	\$357.50	\$357.50	EGO		1		
		PO 2023/0014									
CCC00117	117 EGO 10Ah battery	Asset number - CCC00117 Warranty registered with EGO - 18/5/23	(1) Excellent	21/04/2023	\$357.50	\$357.50	EGO		1		
		PO 2023/0014									
CCC00118	118 EGO 10Ah battery	Asset number - CCC00118 Warranty registered with EGO - 18/5/23	(1) Excellent	21/04/2023	\$357.50	\$357.50	EGO		1		
		PO 2023/0014									
CCC00119	119 EGO 10Ah battery	Asset number - CCC00119 Warranty registered with EGO - 18/5/23	(1) Excellent	21/04/2023	\$357.50	\$357.50	EGO		1		
		PO 2023/0014									
CCC00126	120 EGO Power+ charger	Asset number - CCC00126 Warranty registered with EGO - 18/5/23	(1) Excellent	21/04/2023	\$49.99	\$49.99	EGO		1		
		PO 2023/0014									
CCC00127	121 EGO Power+ Rapid Charger	Asset number - CCC00127 Warranty registered with EGO - 18/5/23	(1) Excellent	21/04/2023	\$0.00	\$0.00	EGO		1		
		PO 2023/0014									
CCC00129	122 EGO Power+ charger	Asset number - CCC00129 Warranty registered with EGO - 18/5/23	(1) Excellent	21/04/2023	\$215.83	\$215.83	EGO		1		
		Asset number - CCC00130									
CCC00130	123 EGO Power+ Backpack Blower	Warranty registered with EGO - 18/5/23	(1) Excellent	21/04/2023	\$0.00	\$0.00	EGO		1		
CCC00001	7 Tool box & assorted small hand tools		(3) Satisfactory	01/01/2014	\$75.00	\$50.00	Stanley		0		
CCC00002	8 Secateurs		(3) Satisfactory	01/01/2019	\$17.00	\$10.00	Screwfix		0		
CCC00003	9 Border fork		(2) Good	31/05/2017	\$20.00	\$15.00			0		
CCC00004	10 Edge shears		(2) Good		\$17.00	\$10.00			0		
CCC00007	13 Petrol hedge trimmer	Serial no. 704ZJ104682	(3) Satisfactory	03/07/2017	\$140.00	\$80.00	Mountfield		0		
CCC00012	17 Petrol brushcutter	Serial no. 201246076001	(3) Satisfactory	01/01/2017	\$300.00	\$150.00	Stihl		0		
CCC00014	18 Petrol brushcutter	Serial no. 2012/46076002	(3) Satisfactory	01/01/2017	\$300.00	\$150.00	Stihl		0		
CCC00010	20 18v hedge trimmer	Serial no. 2014/06/UK-3366	(3) Satisfactory	01/01/2014	\$50.00	\$25.00	Einhell		0		
CCC00015	22 18v chainsaw	Serial no. 2016/8/UK-16-2056	(3) Satisfactory	01/01/2016	\$65.00	\$30.00	Einhell		0		
	26 18v battery	Serial no. 2014/12/EB048420	(3) Satisfactory	01/01/2014	\$30.00	\$0.00	Einhell		0		
	27 18v battery	Serial no. 2015/07/UK-15-2088	(3) Satisfactory	01/01/2015	\$30.00	\$0.00	Einhell		0		
	28 18v battery	Serial no. 2016/12/UK-16-2163	(3) Satisfactory	01/01/2016	\$45.00	\$0.00	Einhell		0		
CCC00044	29 18v battery	Serial no. 2016/12/UK-16-2164	(3) Satisfactory	01/01/2016	\$45.00	\$0.00	Einhell		0		
	30 18v battery	Serial no. 2016/06/UK-16-2056	(3) Satisfactory	01/06/2016	\$50.00	\$0.00	Einhell		0		
CCC00020	31 18v battery	Serial no. 2016/10/EB054062	(3) Satisfactory	01/06/2016	\$50.00	\$0.00	Einhell		0		
CCC00018	36 Socket set		(3) Satisfactory	01/01/2017	\$30.00	\$0.00	Forge Steel		0		
	39 Drill Bit & Screwdriver set		(2) Good	01/01/2017	\$35.00	\$0.00	Faithfull		0		
CCC00022	40 5-1 Petrol multi-tool	Serial no. E1197/68SA2010/26270900 - S	(3) Satisfactory	01/01/2014	\$185.00	\$50.00	Timberpro		0	22/05/2020	
CCC00039	48 Impact Driver 18v	Serial no. 2017/02/EUK -16-2208-BU - 5-y	(2) Good	14/02/2018	\$55.00	\$35.00	Ozito (Einhell)		0		
CCC00030	49 Double barrel foot pump		(2) Good	01/01/2017	\$20.00	\$10.00	Streetwise		0		
CCC00032	50 Hammer Drill	Serial no. 2016/10/EUK-16-2082-BU - 5-y	(2) Good	14/02/2018	\$80.00	\$50.00	Ozito (Einhell)		0		
CCC00034	55 Petrol lawn mower	Bought from Chichester Garden Machinery	(2) Good	14/06/2018	\$500.00	\$300.00	Mountfield		0		
CCC00035	56 Petrol lawn mower	Bought from Chichester Garden Machinery	(2) Good		\$500.00	\$300.00	Mountfield		0		
CCC00006	57 Petrol Hedge Trimmer	Serial no. 804ZJ107807	(2) Good	04/07/2018	\$140.00	\$80.00	Mountfield		0		
CCC00007	58 Petrol Hedge Trimmer	Serial no. 804ZJ107959	(2) Good	04/07/2018	\$140.00	\$80.00	Mountfield		0		
	65 Loading ramp		(1) Excellent	25/03/2020	\$146.95	\$146.95	NRS Health		1		
CCC00091-9	75 EGO 56V Multi-tool Kit	P/O No. 2020/0014 Kit comprises of: PH1400E Power Head (S/N: EPH01191003905X) - CCC00091 STA1500 Line Trimmer attachment (S/N: EAC01191003905X) - CCC00094 PSA1000 Pole Saw attachment (S/N: EAE01191003905X) - CCC00093 EA0800 Edger attachment (S/N: EAA01191003905X) - CCC00092 HTA2000 Hedge Trimmer attachment (S/N: EAD01191003905X) - CCC00095 CH550E Rapid Charger (S/N: ECH02191003905X) - CCC00097 BA2800E 5Ah Battery (S/N: EBA09191003905X) - CCC00098 - Retired. Replaced under warranty	(1) Excellent	01/05/2020	\$670.68	\$670.68	EGO		2		
CCC00099	76 EGO 56V 5Ah Li-ion battery	P/O No. 2020/0014 - S/N: ABA091910007	(1) Excellent	01/05/2020	\$189.05	\$189.05	EGO		2		
CCC00100	77 EGO 56V Double-sided Hedgecutter	PO No. 2020/0014 - S/N: EHT031948351	(1) Excellent	01/05/2020	\$199.00	\$199.00	EGO		2		
CCC00096	78 EGO Carbon Fibre Extension Pole	PO No. 2020/0014 - S/N: EAF011946399	(1) Excellent	01/05/2020	\$69.00	\$69.00	EGO		2		
CCC00101	81 Petrol hedge trimmer	PO# 2020/0064 - Ser.No. 4228-011-2938	(1) Excellent	30/06/2020	\$197.49	\$197.49	Stihl		4		

## AGENDA ITEM 16

		Makita DC18RC 18v battery charger - S/No. CH.P/N:630719i3 (CCC00102) Makita BL1850B 18v 5.0Ah battery x 2 - S/No. D00107 / D00109 (CCC00103/4) Makita DTD152 18v Impact Driver - S/No. 2020.32451275Y (CCC00105) Makita DHP458 18v Drill/Driver - S/No. 20201681851Y (CCC00106) Makita Storage box MUKK02/20 - S/No. 209491Y GBBDLX2145DJ (CC00107)							
CCC00102-7	82 Makita twinpack drill/driver kit DLX2145DJ	Order No. 2020/0082	(1) Excellent	27/07/2020	\$250.00	\$250.00	Makita	1	
CCC00075	93 Waterproof clipboard	Order No. 2020/0232 - 18-month Warranty	(1) Excellent	06/01/2021	\$19.99	\$19.99	Paperdry	0	
CCC00077	95 EGO 56V 5Ah Li-ion battery		(1) Excellent	02/03/2021	\$0.00	\$0.00	EGO	0	
CCC00111	102 Mountfield Mower	Order No. 2021/0039	(1) Excellent	08/06/2021	\$850.00	\$800.00	Mountfield	0	
CCC00112	103 Mountfield Mower	Order No. 2021/0039	(1) Excellent	08/06/2021	\$850.00	\$800.00	Mountfield	0	
CCC00089	104 Angle Grinder 18V	Order No. 2021/0021	(1) Excellent	12/05/2021	\$99.99	\$99.99	Makita	0	
CCC00088	105 Multi-Tool 18v	Order No. 2021/0021	(1) Excellent	12/05/2021	\$99.99	\$99.99	Makita	0	
	1 15.6" laptop		(1) Excellent	21/03/2020	\$357.50	\$357.50	Lenovo	1	
CCC00058	2 15.6" laptop	Serial No. R90R568A - Purchase order; 20	(1) Excellent	12/06/2019	\$274.94	\$250.00	Lenovo	2	
	3 10" Windows 10 tablet		(1) Excellent	03/04/2020	\$141.66	\$141.66	Fusion	1	
	61 Tough smartphone		(2) Good		\$0.00	\$0.00		0	
CCC00048	66 15.6" laptop	Serial No. PF1VYG0X MTM81V5001AUK	(1) Excellent	13/04/2020	\$474.98	\$450.00	Lenovo	0	
CCC00050	67 15.6" laptop	Serial No. PF1X8G59 - Purchase Order Nr	(1) Excellent	16/04/2020	\$357.50	\$357.50	Lenovo	0	
CCC00053	71 15.6" Laptop	S/N: MP1PTQ2P - Purchase Order: 2020/	(1) Excellent	15/04/2020	\$354.17	\$354.17	Lenovo	1	
CCC00056	72 15.6" Laptop	S/N: MP1QE46T - Purchase Order: 2020/	(1) Excellent	15/04/2020	\$354.17	\$354.17	Lenovo	1	
CCC00057	73 15.6" Laptop	S/N: MP1QDZ9T - Purchase Order: 2020/	(1) Excellent	15/04/2020	\$354.17	\$354.17	Lenovo	1	
CCC00055	74 15.6" laptop	S/N: MP1QDYTN	(1) Excellent	15/04/2020	\$354.17	\$354.17	Lenovo	1	
		IMEI: 359137072433953 Ser.No. 4228-011-2938 0332 8 20 704 163 CCC00108 Purchased from Cex - used unlocked any network 2yr warranty RETIRED 28/02/22 - battery dead. PR							
CCC00108	83 iPhone 5s	using own handset.	(2) Good	28/07/2020	\$72.00	\$72.00	Apple	1	28/02/2022
CCC00011	16 46" Petrol lawnmower	Serial no. 400236946	(3) Satisfactory	01/09/2017	\$350.00	\$150.00	Hayter	0	
CCC00019	46 Petrol lawn mower	Second-hand. Donated by Helen Monckton	(5) Poor	01/01/2016	\$0.00	\$0.00	Mountfield	0	

# AGENDA ITEM 16

Item type	Brand	Model	Purchase date	PO number	Purchase price Red = ex VAT	Asset number (if allocated)	Serial number	Allocated to
Audio cable	X Series	Microphone cable - XLR to 1/4" jack - 8m	10/08/2020	2020/0096	£4.99			Council house
Audio cable	Kenable	20m 2 x RCA phono to phono lead	19/08/2020	2020/0105	£11.63			Council house
Audio cable	X Series	Microphone cable - XLR to 1/4" jack - 8m	19/08/2020	2020/0105	£4.99			Council house
Audio cable	deleyCON	3.5mm jack to jack 5m cable	26/02/2021	2020/0275	£8.54			Council House
Microphone	Blue	Yeti blue professional USB microphone	18/02/2021	Credit card	£99.17		2052BAA10HT9	Admin office
Microphone	Blue	Yeti blue professional USB microphone	24/06/2021	2021/0057	£99.17		2052BAB0L9T8	Chamber AV meeting setup
Audio equipment	Denon	DN-312X 12 channel mixer	15/12/2021	2021/0187	£123.33		(21)BT2107193922451	Assembly Room PA system
Audio equipment	Denon	DN-300BR Bluetooth Receiver	16/12/2021	Credit card	£120.50		(21)A42111231706993	Assembly Room PA system
Audio equipment	Sharp	Mini HiFi - XL-B515D	07/02/2023	2022/0259	£70.82		XL-B515DBKV07286479104	Claire Adams
Banner screens	InstantPrint	Transparent pullup banners - 1000mm	29/10/2020	2020/0175	£32.24			Council house
Banners	Unknown	Roller banners - printed for wedding adverts	13/01/2020	2019/0226	£25.00			Council House
Bluetooth headset	Yamay	Bluetooth headset and charging station	25/02/2021	2020/0276	£27.99			Claire Adams
Broadband router	Vodafone	HHG2500	Rec 26/7/19	NA	NA		90130H1009947	Admin office
Camera	Nikon	VBA550K001 - D3500 VR - Digital SLR camera	19/05/2021	Credit card	£407.50		I698KSB05G	Council House
Camera	Wansview	K5 1080P wireless camera for monitoring statue	03/12/2021	2021/0179	£24.99		WVCB5JJQKWGTPSTU	Council House
Camera equipment	Hama	Star 63 Camera tripod - 3 way head - 166cm	18/02/2021	Credit card	£17.99			Admin office
Camera equipment	Hama	Star 63 Camera tripod - 3 way head - 166cm	01/03/2021	Credit card	£17.99			Admin office
Camera equipment - flash	Neeuer	TTL on-camera flash	13/04/2023	2023/0006	£78.32	CCC00132		Admin office
Card payment machine	Square Pay	Terminal	09/05/2023	Credit card	£149.00	CC00171	314CS145B3001131	Front Office
Carry case - laptop	Amazon	Basics laptop case	26/03/2020	2019/0288	£13.32			Anna Whitty
Carry case - laptop	Targus	Classic clamshell laptop case	09/04/2020	2020/0005	£10.89			Gareth Bowen
Carry case - laptop	Targus	Classic clamshell laptop case	15/04/2020	2020/0006	£9.98			Kim Martin
Carry case - laptop	Targus	Classic clamshell laptop case	15/04/2020	2020/0006	£9.98			Marianne Hosken
Carry case - laptop	Targus	Classic clamshell laptop case	15/04/2020	2020/0006	£9.98			Claire Adams
Carry case - laptop	Targus	Classic clamshell laptop case	15/04/2020	2020/0006	£9.98			Peter Roberts
Carry case - laptop	Targus	Classic clamshell laptop case	15/04/2020	2020/0006	£9.98			Admin office
Carry case - laptop	Targus	Classic clamshell laptop case	11/01/2023	2022/0236	£12.49			Sam Tate
Carry case - projector	Xcase	Padded universal projector case	27/02/2020	2019/0267	£22.95			Admin office
CD Player (rack mount)	Denon	DN-500CB	25/11/2022	2022/0211	£229.17		(21)B42207193127144	Green Room (PA racking)
Chair	iTask	24 Hour High Back Ergonomic	02/08/2019	2019/0093	£260.00			Sam Tate
Chair	Office Hippo	High back office chair	14/10/2020	2020/0158	£75.00			Gareth Bowen
Chair	Office Hippo	High back office chair	26/10/2020	2020/0167	£75.00			Kim Martin
Desk	sogesfurniture	Folding office table	14/10/2020	2020/0158	£58.20			Gareth Bowen
Docking station	Amazon	Basics USB 3.0 docking station	09/04/2020	2020/0005	£65.74			Gareth Bowen
Docking station	Wavlink	Universal docking station	15/04/2020	2020/0006	£67.99			Planning Adviser desk
Docking station	Wavlink	Universal docking station	15/04/2020	2020/0006	£67.99			Finance Assistant desk
Docking station	Wavlink	Universal docking station	15/04/2020	2020/0006	£67.99			Sam Tate
Docking station	Wavlink	Universal docking station	15/04/2020	2020/0006	£67.99			Kim Martin
Docking station	Wavlink	Universal docking station	15/04/2020	2020/0006	£67.99			Marianne Hosken
Docking station	Wavlink	Universal docking station	15/04/2020	2020/0006	£67.99		DJ03HL0600168 (from 16/11/21)	Claire Adams
Docking station	Wavlink	Universal docking station	27/06/2022	2022/0109	£79.99		FL16HL0400660	Peter Roberts
Furniture	SoBuy	Kitchen Storage Trolley	04/02/2020	2019/0249	£83.29			Council House
Headset	Logitech	H390 wired USB headset	05/04/2022	2022/0004	£23.32			Various
Headset	Logitech	H390 wired USB headset	08/04/2022	2022/0013	£23.51			Sam Tate
Kettle	Tower	Infinity Rapid Boil	06/09/2019	2019/0017	£17.49			Admin kitchen
Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	29/07/2019	2019/0091	£14.17		2008SY02MBC8	Gareth Bowen
Keyboard and mouse	Microsoft	Wireless desktop 850	11/03/2020	2020/0291	£22.43			Marianne Hosken
Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	15/04/2020	2020/0006	£15.79			Gareth Bowen - desk
Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	15/04/2020	2020/0006	£15.79			Planning Adviser - desk
Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	17/04/2020	2020/0012	£19.17			Sam Tate
Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	17/04/2020	2020/0012	£19.17			Kim Martin - desk
Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	18/05/2020	2020/0030	£23.36			Finance Assistant desk
Keyboard and mouse	Microsoft	Wireless desktop 850	14/10/2020	2020/0158	£22.08			Marianne Hosken
Keyboard and mouse	Logitech	MK295 wireless keyboard and mouse combo	01/11/2020		£24.99		20258Y04VC48	Gareth Bowen
Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	01/11/2020		£16.66			
Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	01/11/2020		£16.66			Admin office
Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	01/11/2020		£16.66			Claire Adams
LAN adapter - USB	Atolla	USB 3.0 buh and LAN connector	03/12/2021	2021/0179	£17.99			Stephen Holman
Laptop	Lenovo	V110-15AST	12/06/2019	2019/0057	£274.95		R90R568A	Administration
Laptop	Lenovo	V145-15AST	24/02/2020	2019/0263	£275.83		MP1PTRCX	Anna Whitty
Laptop	Lenovo	V155-15API 81V5	15/04/2020	2020/0005	£474.98	CCC00048	PF1VYG0X	Gareth Bowen
Laptop	Lenovo	V156-15API	15/04/2020	2020/0006	£357.50		PF1X8G59	Peter Roberts
Laptop	Lenovo	V145-15AST 81MT	15/04/2020	2020/0006	£354.17	CCC00053	MP1PTQ2P	Claire Adams
Laptop	Lenovo	V145-15AST 81MT	15/04/2020	2020/0006	£354.17	CCC00056	MP1QE46T	Elaine Jones
Laptop	Lenovo	V145-15AST 81MT	15/04/2020	2020/0006	£354.17	CCC00055	MP1QDYTN	Mary Ambrose
Laptop	Lenovo	V15G1 IML	26/11/2021	2021/0169	£370.83		PP345S8R	Stephen Holman
Laptop	Lenovo	Thinkpad T480s	19/08/2022	2022/0152	£224.99		PC-0XEAZ 18/08	Chamber AV meeting setup

# AGENDA ITEM 16

Laptop	Lenovo	V15G1 IML		08/03/2022	2021/0242					£348.33			PF345V87	Katie Coffey
Laptop	Lenovo	V15G1 IML		19/10/2022	2022/0191					£332.50			PF3JSE7S	Kim Martin
Laptop	Lenovo	C15G2 ALC		11/01/2023	2022/0236					£345.66			PF3932JW	Sam Tate
Laptop	Lenovo	V15G2 ALC		15/05/2023	2023/0035					£348.33			PF3QC61Z	Claire Adams
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00141		N3N0CV04T421093	Maureen Corfield
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00142		N3N0CV04T369099	Clare Apel
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00143		N3N0CV04T40209A	Sarah Quail
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00144		N3N0CV04T348099	Rhys Chant
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00145		N3N0CV04T41409A	Shiva Knight
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00146		N3N0CV04T43609E	Stuart Loxton
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00147		N3N0CV04T354099	Joanne Kondabeka
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00148		N3N0CV04T40509D	Louise Pramas
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00149		N3N0CV04T406097	Sean McHale
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00150		N3N0CV04T35109A	Gareth Hitchman
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00151		N3N0CV04T423098	James Vivian
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00152		N3N0CV04T409095	Judith Gershater
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00153		N3N0CV04T434090	Craig Gershater
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00154		N3N0CV04T35109A	Anne Scicluna
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00155		N3N0CV04T34509A	Robert Miall
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00156		N3N0CV04T35209B	Kenneth Squire
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00157		N3N0CV04T408093	Rhodri Moore
Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y		21/04/2023	2023/0016					£350.00	CCC00158		N3N0CV04T361097	Ann Butler
Laptop stand	FOGORY	Aluminium foldable desktop laptop holder - black		14/10/2020	2020/0158					£22.49				Gareth Bowen
Laptop stand	FOGORY	Aluminium foldable desktop laptop holder - silver		14/10/2020	2020/0158					£19.16				Admin office
Laptop stand	FOGORY	Aluminium foldable desktop laptop holder - silver		14/10/2020	2020/0158					£19.16				Kim Martin
Laptop stand	FOGORY	Aluminium foldable desktop laptop holder - silver		14/10/2020	2020/0158					£19.16				Marianne Hosken
Laptop stand	FOGORY	Aluminium foldable desktop laptop holder - silver		14/10/2020	2020/0158					£19.16				Claire Adams
Microphone	Yeti	Blue												
Microphone stand	Amazon	Round base adjustable microphone stand		19/08/2022	2022/0152					£20.92				Chamber AV meeting setup
Microwave	Kenwood	K30CSS14 combination microwave		26/02/2020	Credit card					£107.50				Admin kitchen
Microwave	Kenwood	K20GS20 microwave with grill		14/12/2020	2020/0217 (Credit card)					£45.83				Peter Roberts
Mobile phone	Blackview	BV5500Pro		10/09/2019	2019/0125					£108.32	NA			Stephen Holman
Mobile phone	Blackview	BV5500Pro		10/09/2019	2019/0125					£108.32	NA			Claire Adams
Mobile phone	Motorola	Moto e5 Play		17/03/2020	2019/0283					£66.25			355532090363550	
Monitor	AOC	215LM00041		23/04/2019	2019/0022					£49.98			GMFJBHA032068	Kim Martin
Monitor	Hannspsree	HSG1313+		23/04/2019	2019/0022					£62.48			8517P3HT01137	Gareth Bowen
Monitor	AOC	215LM00041		24/04/2019	2019/0023					£49.98			GMFJAHA031785	Kim Martin
Monitor	AOC	215LM00041		03/07/2019	2019/0075					£48.74			GNHK2HA014292	Finance Assistant desk
Monitor	AOC	215LM00041		15/04/2020	2020/0006					£62.89	CCC000054		GXQKAHA023762	Planning Adviser desk
Monitor	Hannspsree	HSG1313+		19/05/2020	2020/0034					£74.98			0027P3HT00017	Gareth Bowen
Monitor	Hannspsree	HS247HPV 23.6"		11/11/2020	2020/0181					£79.16			9027A3JY00433	Gareth Bowen
Monitor	AOC	E2270SWDN		15/05/2023	2023/0035					£49.99	CCC00172		QLCMAHA006416	Sam Tate
Monitor	AOC	E2270SWDN		15/05/2023	2023/0035					£49.99	C000173		QLCMAHA006422	Members Room
Monitor	AOC	E2270SWDN		15/05/2023	2023/0035					£49.99			QLCMAHA006421	Members Room
Monitor arm	Thome	Double twin arm desk mounted		23/04/2019	2019/0022					£21.66			NA	Gareth Bowen
Monitor arm	Thome	Double twin arm desk stand		23/04/2019	2019/0022					£19.58			NA	Kim Martin
Monitor arm	Duronic	DM351X3		03/07/2019	2019/0075					£20.82			NA	Finance Assistant desk
Monitor arm	VonHaus	Full motion monitor mount		09/07/2019	2019/0078					£20.82			NA	Gareth Bowen
Monitor arm	Duronic	DM351X3		15/04/2020	2020/0006					£19.99				Planning Adviser desk
Monitor arm	VonHaus	Single monitor mount - desk clamp bracket		18/05/2020	2020/0030					£20.82				Claire Adams
Monitor arm	VonHaus	Single monitor mount - desk clamp bracket		19/05/2020	2020/0034					£20.82				Members Room
Monitor arm	Duronic	DMG52 double monitor desk mount stand		19/05/2020	2020/0034					£37.49				Katie Coffey/Mary Ambrose
Monitor arm	VonHaus	Dual-arm two monitor mount (desk clamp)		24/02/2021	Credit card					£19.16				Peter Roberts
Monitor arm	VonHaus	Dual-arm two monitor mount (desk clamp)		15/05/2023	2023/0035					£24.99				Sam Tate
Mouse	Anker	A7852M ergonomic mouse		09/02/2022	2021/0218					£19.99			AEAPC91215203349	Mary Ambrose
Network cabinet	LMS Data	6U wall mount network cabinet		27/02/2020	2019/0266					£56.67				Admin office
Network extender	TP-Link	TL-WPA4220 - 2 port powerline range extender		09/03/2020	2019/0279					£23.24				Admin office
Network extender	TP-Link	TL-WPA4220 - 2 port powerline range extender		21/10/2020	2020/0163					£26.65				Admin office
Network patch panel	World of Data	24 port 1U rack mountable patch panel		27/02/2020	2019/0266					£19.79				Admin office
Network patch panel	World of Data	24 port 1U rack mountable patch panel		27/02/2020	2019/0266					£19.79				Admin office
Network powerline adapter	TP-Link	Powerline AV1000 gigabit (TWIN PACK)		04/01/2022	2021/0192					£23.33				Admin office
Network switch	TP-Link	TL-SG108(UN)		23/04/2019	2019/0022					£16.75			220C692A02263	Taken out of active use - July 2022
Network switch	TP-Link	TL-SG108(UN)		23/04/2019	2019/0022					£16.75			218B986003806	Property Office
Network switch	TP-Link	TL-SG1024 24 port		23/04/2019	2019/0022					£59.57			218B986003793	Front Office
Network switch	TP-Link	TL-SG1024 24 port		06/07/2020	2020/0067					£58.32			2189921001142	Admin office
Network switch	TP-Link	TL-SG1005P(UN) v2.0		11/07/2022	2022/0119					£34.99			22020U9000508	Admin office
Pedestal fan	Livivo	16" pedestal fans		23/04/2019	2019/0022					£17.49			22240M2001570	1st floor workroom
Pedestal fan	Igenix	16" pedestal fans		19/07/2022	2022/0131					£20.82				Council house

# AGENDA ITEM 16

People counters	YICOTA	Digital hand tally electronic counter		21/07/2020	2020/0079				£6.66			Council house
Phone	BT	Décor corded		03/08/2019	2019/0094				£19.64			Sam Tate
Phone	BT	Décor corded		03/08/2019	2019/0094				£19.64			Kim Martin
Phone	BT	Décor corded		03/08/2019	2019/0094				£19.64			Peter Roberts
Phone	BT	Décor corded		03/08/2019	2019/0094				£19.64			Gareth Bowen
Phone	BT	Décor corded		03/08/2019	2019/0094				£19.64			FAX line
Phone	BT	Décor corded		13/07/2022	2022/0122				£14.99	2116098202		Workroom - David Jenkins
Phone	BT	Décor corded		13/07/2022	2022/0122				£14.99	2116099391		Workroom - Steve Hawkins
Phone	BT	Décor corded		13/07/2022	2022/0122				£14.99			
Phone	BT	Décor corded		13/07/2022	2022/0122				£14.99			
Portable PA	QTX	QR12PA Portable PA speaker system		19/08/2020	2020/0105				£132.50			Council house
Power supply	Dynamode	6 way horizontal switched power distribution unit		27/02/2020	2019/0266				£17.32			Admin office
Power supply	Skyvast	Laptop power supply - 20V 4.5Amp		09/03/2020	2019/0279				£10.82			Peter Roberts
Power supply	LaVolta	45W-65W laptop charger (rectangular connector)		06/05/2020	2020/0023				£15.82			Planning Adviser desk
Power supply	LaVolta	45W-65W laptop charger (round connector)		06/05/2020	2020/0023				£18.99			Sam Tate
Power supply	LaVolta	45W-65W laptop charger (round connector)		06/05/2020	2020/0023				£18.99			Kim Martin
Power supply	LaVolta	45W-65W laptop charger (round connector)		06/05/2020	2020/0023				£18.99			Marianne Hosken
Power supply	LaVolta	45W-65W laptop charger (round connector)		06/05/2020	2020/0023				£18.99			Finance Assistant desk
Power supply	LaVolta	45W-65W laptop charger (round connector)		06/05/2020	2020/0023				£18.99			Gareth Bowen
Power supply	LaVolta	45W-65W laptop charger (round connector)		06/05/2020	2020/0023				£18.99			Claire Adams
Power supply	LaVolta	45W-65W laptop charger (round connector)		06/05/2020	2020/0023				£18.99			Peter Roberts
Power supply	LaVolta	45W-65W laptop charger (round connector)		03/12/2021	2021/0179				£18.79			Stephen Holman
Printer	Canon	IPF750	Unknown		Unknown							
Projector	Optoma	HD143X		26/02/2020	2019/0263				£349.17	AALW8554		Peter Roberts
Projector stand	FOREST AV	Portable stell adjustable projector stand		24/02/2020	2019/0263				£49.96	QH3X938AAAAAC0499		Admin office
Projector/AV stand	Yaheetech	Mobile TV stand/trolley		19/08/2022	2022/0152				£53.82			Council House
SD RAM card	Integral	128GB SD card		01/10/2020	2020/0142				£13.96			Chamber AV meeting setup
Security devices	Kensington	Microsaver laptop lock - 6ft		27/05/2020	2020/0041				£16.90			Admin office
Security devices	Kensington	Microsaver laptop lock - 6ft		27/05/2020	2020/0041				£16.90			Gareth Bowen
Security devices	Kensington	Microsaver laptop lock - 6ft		27/05/2020	2020/0041				£16.90			Peter Roberts
Security devices	Kensington	Microsaver laptop lock - 6ft		27/05/2020	2020/0041				£16.90			Claire Adams
Security devices	Kensington	Microsaver laptop lock - 6ft		27/05/2020	2020/0041				£16.90			Michelle Carter
Security devices	Kensington	Microsaver laptop lock - 6ft		27/05/2020	2020/0041				£16.90			Marianne Hosken
Solid state hard drives	Integral	V series V2 - 240GB		16/06/2019	2019/0057				£19.89	Various - 7 bought		Admin office
Speaker stands	Gorilla	Tripod PA speaker stands (pair)		19/08/2020	2020/0105				£24.96			Council House
Speakers	Amazon	Basics computer speakers		16/04/2020	2020/0007				£10.82			Admin office
Speakers (soundbar)	Panasonic	SC-HTB100EBK		19/08/2022	2022/0152				£49.99		210703503	Chamber AV meeting setup
Table - folding	Blue Ravine	4ft - steel		18/10/2019	2019/0166				£22.46	NA		Admin office
Tablet	Fusion	Fusion5 10" Windows tablet		02/04/2020	2020/0002				£141.66			Property Team
Toaster	Wahl	ZX515 2 slice		01/05/2019	2019/0030				£12.16			Admin kitchen
Tools	Stanley	STHT070885 multibit screwdriver set		02/07/2020	2020/0066				£7.49			Gareth Bowen
TV	JVC	Fire 65" Smart TV		19/08/2022	2022/0152							
USB memory sticks	MOOCO	8GB swivel memory sticks		04/05/2020	2020/0019				£24.99			Admin office
Wardrobe	ValuFurniture	Regent 2 door		02/08/2019	2019/0093				£112.49			Sam Tate
Washing machine	Hotpoint	Ultima S-Line RD1076JD washer dryer		07/01/2020	2019/0233				£366.66	601936002295		Council House
Webcam	iRush	1080P webcam		09/01/2020	2019/0224				£24.16	CCC00052		Gareth Bowen
Webcam	Jelly Comb	HD USB computer webcam		11/01/2021	2020/0236				£32.40			Sam Tate
Webcam	Jelly Comb	HD USB computer webcam		11/01/2021	2020/0236				£32.40			Kim Martin
Webcam	Jelly Comb	HD USB computer webcam		11/01/2021	2020/0236				£32.40			Peter Roberts
Webcam	Jelly Comb	HD USB computer webcam		11/01/2021	2020/0236				£32.40			Mary Ambrose
Webcam	Jelly Comb	HD USB computer webcam		11/01/2021	2020/0236				£32.40			Admin office
Webcam	Jelly Comb	HD USB computer webcam		11/01/2021	2020/0236				£32.40			Admin office
Webcam	Jelly Comb	HD USB computer webcam		11/01/2021	2020/0236				£32.40			Admin office
Webcam	Microsoft	LifeCam Studio webcam (Business)		18/02/2021	2020/0270				£65.71			Council House
Webcam	Microsoft	LifeCam Studio webcam (Business)		18/02/2021	2020/0270				£65.71			Council House
Webcam	Spedal	4K Denoising Webcam (FF391)		19/08/2022	2022/0152				£82.49			Chamber AV meeting setup
WiFi access point	TP-Link	EAP155(EU) v4.0		14/07/2022	2022/0126				£35.80	B0328	22233K3000177	Old Courtroom
WiFi access point	TP-Link	EAP155(EU) v4.0		19/08/2022	2022/0153				£39.25		22233K3002605	Assembly Room
WiFi router	TP-Link	Archer C6 AC1200 router		22/11/2021	2021/0162				£32.82		22140F5004303	Council house
WiFi router	TP-Link	Archer C50 AC1200 router		17/03/2022	2021/0252				£32.84		2213412003537	Council house





## CHICHESTER DISTRICT COUNCIL SUBSISTENCE ALLOWANCES

### **Rates effective from April 2023**

Please note that in order to claim the following allowances, appropriate and valid receipts must be submitted with all claims. Where a receipt is less than the stated allowance, then the amount of expenditure only will be reimbursed.

<b>BREAKFAST</b>	(Absence less than 24 hours, leaving home before 7a.m.)	£9.90
<b>LUNCH</b>		£13.57
<b>TEA*</b>	(Unable to arrive home before 6.30 p.m.)	£5.40
<b>EVENING MEAL*</b>	(Unable to arrive home before 8.30 p.m.)	£16.41

\*If an overnight stay is necessary and not included in the course fee, normally only bed breakfast and overnight meal are reimbursed. You will however be able to claim up to £25.47 for an evening meal.

Please note that Tea and Evening Meal cannot be claimed on the same day.

### **Guidelines**

For the purpose of equity the following guidelines should be used to determine and approve subsistence claims:

<b>Breakfast</b>	Payable at the discretion of the Director and normally where work/travel has started before 7.00 a.m.
<b>Lunch</b>	For necessary absence of several hours spanning the normal lunch period leaving the office before 11.00 a.m. and returning after 3.00 p.m.
<b>Tea</b>	If unable to return to administrative centre (or home if nearer) by 6.30 p.m.
<b>Evening Meal</b>	If unable to return to administrative centre (or home if nearer) by 8.30 p.m.

**Out of Pocket Allowance** £7.67 per night, £30.66 per week.

### **NOTE**

Subsistence allowances are not paid in respect of absence on calls or at depots or other establishments within or immediately near the vicinity of the town in which the administrative centre is located. As a broad guide to the mileage factor involved take a three mile radius from the centre of the town concerned.

*MILEAGE - CASUAL USER 65p per mile*

*Updated April each year subject to CPI (April 2023)*

Bank Reconciliation Statement as at 28/02/2023  
for Cashbook 1 - Imprest Account

AGENDA ITEM 23a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	28/02/2023	94	14,193.93
			<u>14,193.93</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14,193.93
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,193.93
		<b>Balance per Cash Book is :-</b>	<b>14,193.93</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 15/03/23

Signatory 2:

Name KIM MARTIN Signed  Date 22/03/2023

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/03/2023	95	17,016.37
			<u>17,016.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			17,016.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			17,016.37
		<b>Balance per Cash Book is :-</b>	<b>17,016.37</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name

Signed

27/04/23

Date

M. CARTER

Signatory 2:

Name

K. MARTIN

Signed

Date

27/04/2023




Bank Reconciliation Statement as at 28/02/2023  
for Cashbook 2 - Unity Trust Current Account

AGENDA ITEM 23a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	28/02/2023	117	1,645,176.97
			<u>1,645,176.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,645,176.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,645,176.97
		<b>Balance per Cash Book is :-</b>	<b>1,645,176.97</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 22/03/23

Signatory 2:

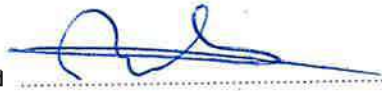
Name KIM MARTIN Signed  Date 22/03/2023

Bank Reconciliation Statement as at 31/03/2023  
for Cashbook 2 - Unity Trust Current Account

AGENDA ITEM 23a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/03/2023	118	1,565,776.37
			<u>1,565,776.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,565,776.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,565,776.37
		<b>Balance per Cash Book is :-</b>	<b>1,565,776.37</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name MICHELLE CARTER Signed  Date 10/05/23

Signatory 2:

Name KIM MARTIN Signed  Date 10/05/23

## Unity Trust Current Account

Payments made between 01/02/2023 and 31/03/2023

AGENDA ITEM 23b

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/02/2023	O2 - Telephonica UK Ltd	DD01	32.40	32.40		501			3 x Mobile Phones
01/02/2023	EE	DD02	-10.70	-10.70		501			Contract end refund-Mobile
02/02/2023	Michelle Carter	BACS01	53.88	53.88		501			Coasters & postcards for Speye
02/02/2023	Chichester Garden Machinery	BACS02	81.87	81.87		501			Repair to lawnmower handle bra
02/02/2023	West Sussex County Council	BACS26	33,220.07	33,220.07		501			January 2023 salaries
06/02/2023	Business Stream	DD07	7.84	7.84		501			Water-PdFmR Allots to 23.11.22
13/02/2023	Chichester District Council	DD03	49.40	49.40		501			Refuse & Recycling Jan23
15/02/2023	SSE Contracting	BACS03	1,569.22	1,569.22		501			Gas for C/Hse for Jan 2023
15/02/2023	Chichester District Council	BACS04	16,800.18	16,800.18		501			50% of Chi Cemetery Qtr 3
15/02/2023	Vodafone Ltd	BACS04	31.45	31.45		501			Broadband C/Hse - Jan 23
15/02/2023	Amazon	BACS25	1,505.25	1,505.25		501			3 x HDMI cable leads
20/02/2023	Drax	DD05	672.12	672.12		501			Elec - City Cross - Jan 23
21/02/2023	Barclaycard	DD	726.89			521		726.89	Barclaycard Feb 2023
23/02/2023	Square	TRANS	20.00			4010	101	20.00	Square Fees for Feb 23
28/02/2023	Renault Finance	DD06	30.00	30.00		501			36 Mnth Battery Lease for Van
01/03/2023	SJI Food & Service	BACS01	1,786.00	1,786.00		501			Catering - SpeyerTwin 06.03.23
01/03/2023	Harbour Hotels	BACS02	2,872.00	2,872.00		501			Accomodation for Speyer guests
06/03/2023	O2 - Telephonica UK Ltd	DD02	42.68	42.68		501			CCC 4 x Mobile Phones
14/03/2023	Chichester District Council	DD03	49.40	49.40		501			Refuse & recycling for Feb23
15/03/2023	West Sussex County Council	BACS03	32,585.80	32,585.80		501			Salaries for Feb 2023
15/03/2023	Vodafone Ltd	DD01	31.45	31.45		501			CCC Broadband - Feb 2023
20/03/2023	Drax	DD04	632.67	632.67		501			Elec - Council House - Feb 23
21/03/2023	Barclaycard	DD	1,211.55			521		1,211.55	Barclaycard March 2023

Subtotal Carried Forward:

94,001.42 92,042.98

0.00

1,958.44

## Unity Trust Current Account

Payments made between 01/02/2023 and 31/03/2023

**AGENDA ITEM 23b****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 Details</u>
22/03/2023	Imprest Account	TRANSFER	10,000.00			201		10,000.00	TRANSFER
23/03/2023	Aspect Electrical Contractors	BACS08	3,408.00	3,408.00		501			Elec Install Condition report
24/03/2023	Zurich Municipal	BACS06	10,124.90	10,124.90		501			Insurance Premium 31.03.24
24/03/2023	West Sussex County Council	BACS07	3,590.70	3,590.70		501			Cont to West St Feas Study
27/03/2023	Square	TRANS	25.11			4010	101	25.11	Square Fees for March 2023
31/03/2023	West Sussex County Council	BACS04	34,091.84	34,091.84		501			Salaries for Mar 23
31/03/2023	Chichester Garden Machinery	BACS05	2,917.40	2,917.40		501			Honda Rotivator & Tractor unit
31/03/2023	Renault Finance	DD08	30.00	30.00		501			36 Mnth Battery Lease for Van
31/03/2023	Unity Bank	TRANS	1.00			4051	101	1.00	Manual Handling Charge
31/03/2023	Unity Bank	TRANS	40.35			4051	101	40.35	Service Charge
<b>Total Payments:</b>			158,230.72	146,205.82	0.00			12,024.90	

## Imprest Account

Payments made between 01/02/2023 and 31/03/2023

## AGENDA ITEM 23b

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/02/2023	C Adams	BACS01	4.59	4.59		501			Bleach & Ketchup
02/02/2023	Luna Clean	BACS02	559.36	559.36		501			Cleaning of C/Hse - Jan 2023
02/02/2023	Amazon	BACS03	56.85	56.85		501			5 x Reams White paper
02/02/2023	Screwfix	BACS04	144.04	144.04		501			Chain for Chainsaw
02/02/2023	City Electrical Factors	BACS05	88.35	88.35		501			Materials re Catering supply
02/02/2023	Amazon	BACS24	154.43	154.43		501			Buffalo Coffee Machine
02/02/2023	PFI GB Sign Solutions Ltd	BACS27	312.00	312.00		501			Sign & 3 x sets of posts
15/02/2023	City Electrical Factors	BACS06	53.67	53.67		501			Parts for repairs gents WCs
15/02/2023	Screwfix	BACS07	30.07	30.07		501			Parts to fix Gent's WCs
15/02/2023	CJS Portsmouth	BACS08	130.45	130.45		501			Hand soap & Cleaning mats.
15/02/2023	Rialtas Business Solutions Ltd	BACS09	158.69	158.69		501			Making Tax dig VAT Ann subs
15/02/2023	Trading Post Coffee Roasters (	BACS10	16.00	16.00		501			1kg ground coffee for machine
15/02/2023	G. Perides	BACS11	13.00	13.00		501			Plants for St Martins Gardens
15/02/2023	Society of Local Council Clerk	BACS12	4.80	4.80		501			Carriage - New Clerks Manual
15/02/2023	Heating Plumbing Supplies	BACS13	182.32	182.32		501			Parts to fix Gent's WCs
15/02/2023	Sindles Caterers	BACS21	1,050.00	1,050.00		501			Supply/serve food - Civic Awar
23/02/2023	Mary Ambrose	BACS14	10.90	10.90		501			Milk, Bisc & Juice for Civic
23/02/2023	Mr G Bowen	BACS15	24.57	24.57		501			Ground Coffee for machine
23/02/2023	GW Shelter Solutions Ltd	BACS16	126.00	126.00		501			Cleaning of 3 x Bus Shelters
23/02/2023	The Dean & Chapter Of Chichester	BACS17	36.00	36.00		501			Cathedral Tour- 6 x Speyer
23/02/2023	Michaels Civic Robes	BACS18	303.30	303.30		501			15 x Umbrellas CCC Logo
23/02/2023	Covers Trade Centre Branch	BACS19	11.32	11.32		501			Box of Woodscrews-Fire Door
23/02/2023	Amazon	BACS20	29.35	29.35		501			4 x A5 pks of cream card
23/02/2023	John Bishop	BACS22	50.00	50.00		501			Mayor's Constable duties 12.02
23/02/2023	NJS Roofing Ltd	BACS23	807.54	807.54		501			Roof Expansion
<b>Subtotal Carried Forward:</b>			4,357.60	4,357.60	0.00			0.00	

## Imprest Account

Payments made between 01/02/2023 and 31/03/2023

AGENDA ITEM 23b

## 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 Details</u>
									joint repairs
01/03/2023	Covers Trade Centre Branch	BACS01	19.18	19.18		501			2 x Black flexitubs for jobs
01/03/2023	Mr S Holman	BACS02	12.39	12.39		501			Batteries for Water leak equip
01/03/2023	PFI GB Sign Solutions Ltd	BACS03	226.61	226.61		501			St Sign for Kingsham Rd
01/03/2023	Arts Society Lavant	BACS04	273.60	273.60		501			Refund for Cancelled bookin
14/03/2023	C Adams	BACS13	41.10	41.10		501			Biscuits, napkins & washing
14/03/2023	Mr G Bowen	BACS14	17.03	17.03		501			Fruit Juice & board for Speyer
15/03/2023	Amazon	BACS05	35.19	35.19		501			10 x Hi Viz Vests - Taskforce
15/03/2023	Visual Hygiene Cleaning Servic	BACS06	180.00	180.00		501			Window cleaningC/Hse 13.02.23
15/03/2023	Luna Clean	BACS07	559.36	559.36		501			Cleaning C/Hse - Feb 23
15/03/2023	SSE Contracting	BACS08	707.97	707.97		501			Gas for Coun Hse - Feb 2023
15/03/2023	Lewis Marquees	BACS09	672.26	672.26		501			Marquee Hire deposit - Gala
15/03/2023	West Sussex County Council	BACS10	114.88	114.88		501			Minibus hire for Speyer visit
15/03/2023	The Woodhorn Group Ltd	BACS11	72.00	72.00		501			Green waste - Feb 23
15/03/2023	South Downs Water Co Ltd	BACS12	21.60	21.60		501			3 x 19L Water bottles less dep
15/03/2023	Screwfix	BACS15	142.91	142.91		501			1 x 15mm bib Union tap
15/03/2023	PFI GB Sign Solutions Ltd	BACS16	114.00	114.00		501			St Sign for Sydney Court
15/03/2023	Microshade Business Consultant	BACS17	725.76	725.76		501			Hosted application service 6 m
15/03/2023	One Parking Solution Ltd	BACS18	36.00	36.00		501			Cancellation of parking ticket
15/03/2023	Knight Fencing Ltd	BACS19	78.00	78.00		501			1 x 1.8m fence panel - WH Allo
15/03/2023	Goodrowes of Chichester Ltd	BACS20	65.92	65.92		501			Parts - repair KI Allot W/leak
15/03/2023	John Bishop	BACS21	100.00	100.00		501			Mayor's Constable duties-Mar23
15/03/2023	Mrs Kim Martin	BACS28	2.50	2.50		501			Tube for Speyer Scroll
15/03/2023	Contact 88	BACS37	35.00	35.00		501			Minibus Hire 06.03.23 - Speyer
<b>Subtotal Carried Forward:</b>			8,610.86	8,610.86	0.00			0.00	

## Imprest Account

Payments made between 01/02/2023 and 31/03/2023

## AGENDA ITEM 23b

## 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 Details</u>
15/03/2023	Marie Boakes	BACS38	50.00	50.00		501			Refund of Allot Deposit
24/03/2023	Amazon	BACS22	197.05	197.05		501			10 x reams of copier paper
24/03/2023	C Adams	BACS23	26.29	26.29		501			Toilet rolls for staff toilets
24/03/2023	Majestic Wine Warehouses Ltd	BACS24	43.92	43.92		501			Wine for Receptions
24/03/2023	Screwfix	BACS25	67.06	67.06		501			Drill bits for bench install
24/03/2023	Machine Mart Limited	BACS26	79.61	79.61		501			Couplins & air hose for W/shop
24/03/2023	Recognition Express Southern	BACS27	328.80	328.80		501			100 x CC Tote bags +100 x Pens
24/03/2023	Christie Intruder Alarms Ltd	BACS33	66.69	66.69		501			20 x Batteries - Intruder Alarm
24/03/2023	South Downs Water Co Ltd	BACS40	15.60	15.60		501			Cooler Rental to 20.06.23
30/03/2023	Positive Lighting Installation	BACS29	336.00	336.00		501			Eyebolt & infra test E & N St
30/03/2023	Helens Airport Cars Ltd	BACS31	708.00	708.00		501			Return Trans to Airport Twinni
30/03/2023	Amazon	BACS32	11.29	11.29		501			1 x 40pk Batteries
30/03/2023	Christie Intruder Alarms Ltd	BACS34	82.80	82.80		501			Opened faulty lock - Murray cab
30/03/2023	Screwfix	BACS35	13.19	13.19		501			Dry lining box & USB socket
30/03/2023	Shepherd & Grantham	BACS36	450.00	450.00		501			Install Sx Heritage Award Plaq
30/03/2023	Nick Cook	BACS39	155.00	155.00		501			Stilt walk & Circus Wshop Gala
31/03/2023	Mr V Gray	BACS30	275.00	275.00		501			Repairs to tassle - Murray Scu
31/03/2023	Unity Trust Bank	DD	18.00			4051	101	18.00	Unity Trust Bank
<b>Total Payments:</b>			11,535.16	11,517.16	0.00			18.00	

**PAYMENTS MADE BY BARCLAYCARD**  
**ANALYSIS OF STATEMENTS FOR FEBRUARY 2023**

<b>Date</b>	<b>Supplier</b>	<b>Detail</b>	<b>Net £</b>	<b>VAT £</b>	<b>Total £</b>
16/01/2023	Zoom	contract	35.97	7.19	43.16
31/01/2023	Smarty	phone contract	8.33	1.67	10.00
13/01/2023	Nisbets	plates and bowls	107.77	21.55	129.32
20/01/2023	Nisbets	plates and bowls	188.88	37.78	226.65
18/01/2023	Training	Cncl Hse Lic	95.00	19.00	114.00
25/01/2023	Art for all	Speyer twinning	80.79	16.16	96.95
02/02/2023	Parcelforce	cctv footage	8.29	1.66	9.95
07/02/2023	M&S	Juice civic awards	3.33	0.67	4.00
07/02/2023	Tameson	Gents WC repairs	69.05	13.81	82.86
07/02/2023	Mace Bearers	Membership	8.33	1.67	10.00
		<b>Total for February 2023</b>	<b>605.74</b>	<b>121.15</b>	<b>726.89</b>



**PAYMENTS MADE BY BARCLAYCARD**  
**ANALYSIS OF STATEMENTS FOR MARCH 2023**

<b>Date</b>	<b>Supplier</b>	<b>Detail</b>	<b>Net £</b>	<b>VAT £</b>	<b>Total £</b>
15/02/2023	Zoom	contract	35.967	7.193	43.16
01/03/2023	Smarty	phone contract	8.333	1.667	10.00
20/02/2023	Piggotts	Flags	50.825	10.165	60.99
28/02/2023	Coop	Milk - Speyer	1.458	0.292	1.75
28/02/2023	The Loft	Fish and Chips Speyer	142.500	28.500	171.00
02/03/2023	The Works	Easel	7.500	1.500	9.00
03/03/2023	The Hole in the Wall	Speyer twinning	91.725	18.345	110.07
03/03/2023	Aldi	Refreshments - Speyer	49.900	9.980	59.88
07/03/2023	Purchases	Speyer twinning	459.467	91.893	551.36
07/03/2023	The Partridge Inn	Speyer twinning	114.750	22.950	137.70
10/03/2023	Post Office	cctv post	2.375	0.475	2.85
13/03/2023	Ebay	pressure washer hose	44.825	8.965	53.79
		<b>Total for March 2023</b>	<b>1009.63</b>	<b>201.93</b>	<b>1211.55</b>