



CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2023/2024
FINANCE COMMITTEE 5TH SEPTEMBER 2023

MONITORING REPORT TO 31st JULY 2023

INTRODUCTION

This budget monitor for 2023/2024 reports on the month to the end of July 2023. The report shows the current total budget for the year and a profiled budget, (i.e. the amount expected to be expended by the end of July), against which actual income and expenditure is compared. Certain costs are accrued for where the liability is known to have been incurred, such as charges from the District Council for various services provided.

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

SUMMARY

The monitoring report shows a surplus of £105,115 against the budget to the end of July 2022. Much of this surplus relates to budgeted expenditure that is not yet spent, such as the remaining balance in the Discretionary Grants and Public Realm budgets. These budgets will either be spent or balances transferred to earmarked reserves.

The variances listed below are cumulative from the start of the financial year 2023/24.

VARIANCES

1. The underspend on salaries is expected due to a 8% pay ward being built in the budget but not yet awarded this year.
2. Interest on investments is substantially higher than budgeted.
3. Remaining Discretionary Grant budget unspent.

AGENDA ITEM 6

4. Remaining Public Realm budget unspent.
5. Southern Access Road Traffic Study PJA Consultant £5,000
6. Neighbourhood Plan expenditure – Invoice from Feria Ltd £6,539.50 to be funded from set aside Cil.
7. Expenditure on the Gala. An invoice for the hire of Priory Park is still being disputed with CDC £1,280.51
8. Costly tree works have been carried out to Lime trees at Litten Gardens.
9. Repairs carried out to 3 vandalised Bus Shelters.
10. £2,000 set aside for painting restoration. The first painting to be looked for cleaning at the East Street painting by Charles Collins.
11. Bognor Road Bus shelter to be funded from earmarked reserve.
12. £28,000 was included in the Budget for Council House Chamber redecorations.
13. Cil receipts received in April 2023 £345,647.

Kim Martin

FINANCE MANAGER AND DEPUTY TOWN CLERK

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2022/2023
SUMMARY MONITORING REPORT TO 31st July 2023

	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
INCOME					
Council House	122,600	40,867	(511,854)	554,651	(1,930)
Cil receipts			900,298	(900,298)	-
Market House	50,000	16,667	16,667	-	(0)
Allotments	21,250	19,750	21,423	-	(1,673)
Sale of Goods	300	100	4,781	-	(4,681)
Street Name change	8,000	2,667	1,355	-	1,312
TOTAL INCOME (Excl. Precept)	202,150	80,050	432,670	(345,647)	(6,973)
EXPENDITURE					
Administration & recharges	254,120	91,573	83,796	(10,610)	(18,387)
Civic	11,270	5,090	2,946	2,000	(144)
Discretionary	95,800	100,786	49,449	500	(50,837)
Allotments	27,680	9,227	20,402	(10,595)	581
Council & Committees	83,663	35,888	35,810	5,461	5,382
Community Affairs	4,000	1,887	487	983	(417)
Community Safety/Crime Reduction	47,180	47,180	47,180	-	-
Events	24,020	10,340	9,554	1,280	494
Statutory Expenses	74,172	28,924	23,135	10,526	4,737
Mayoralty	31,560	17,120	15,878	-	(1,242)
Council House	371,230	182,697	176,550	(16,427)	(22,573)
Heritage	440	147	147	-	0
Market House	3,840	447	447	-	0
City Cross	4,690	2,897	410	2,000	(487)
St James Obelisk	100	100	-	100	-
Brewery Field	2,500	1,500	1,896	-	396
TOTAL EXPENDITURE	1,036,265	535,801	468,087	(14,782)	(82,496)
NET COST OF SERVICES	834,115	455,751	35,417	330,865	(89,469)
Reversal of Capital Charges	(47,000)	(15,667)	(15,666)	-	1
Interest and Investment income	(19,500)	(6,500)	(22,146)	-	(15,646)
NET OPERATING EXPENDITURE	767,615	433,584	(2,395)	330,865	(105,114)
AMOUNT TO BE MET FROM PRECEPT	767,615	433,584	(2,395)	330,865	(105,114)
Precept on District Council	767,615	383,808	383,808	-	(1)
(SURPLUS) / DEFICIT FOR YEAR	-	49,777	(386,203)	330,865	(105,115)

AGENDA ITEM 6

CHICHESTER CITY COUNCIL

BUDGET MONITORING

To 31st July 2023

Month: 4

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
101 Administration							
4001 Staff Costs	304,802	304,802	101,601	90,015		(11,586)	1.
4002 Employers NI	30,128	30,128	10,043	8,886		(1,157)	
4003 Employers Superannuation	62,364	62,364	20,788	16,682		(4,106)	
4004 Staff expenses	300	300	100	-		(100)	
4005 Ill Health Insurance	3,600	3,600	3,600	4,097		497	
4007 Staff Recruitment	500	500	167	-		(167)	
4008 Professional Development	1,500	1,500	500	60		(440)	
4009 Travel and Subsistence	100	100	33	25		(8)	
4010 Card terminal charges	300	300	100	218		118	
4011 Eye tests	300	300	100	55		(45)	
4020 General Expenses	200	200	67	253		186	
4021 Telephone	3,000	3,000	1,000	1,065		65	
4022 Postage	700	700	233	449		216	
4023 Stationery	800	800	267	417		150	
4024 Subscriptions	50	50	17	-		(17)	
4025 Petty Cash Expenditure	70	70	23	-		(23)	
4026 Printing	300	300	100	106		6	
4027 Photocopying	1,100	1,100	367	443		76	
4029 SALC	3,300	3,300	3,300	3,393		93	
4030 South East Employers	230	230	77	241		164	
4031 Nat Allotment Gardens Assoc	60	60	20	55		35	
4032 Walled Town Friendship	130	130	43	-		(43)	
4033 UNA	40	40	13	-		(13)	
4035 LCAS Subscription	150	150	50	-		(50)	
4036 Publications	150	150	50	-		(50)	
4038 Computer Improvement/Maint.	14,000	14,000	4,667	14,234	(10,610)	(1,042)	
4039 CHIBAC DTE Subscription	270	270	90	-		(90)	
4050 Office Equipment	1,670	1,670	557	873		316	
4051 Bank Charges Payable	400	400	133	164		31	
4055 Professional Fees	3,400	3,400	3,400	3,267		(133)	
4057 Audit Fees	2,300	2,300	767	-		(767)	
4059 Payroll Admin Costs	1,500	1,500	500	-		(500)	
4216 Cleaning Sundries	70	70	23	20		(3)	
4900 Depreciation charged						-	
4700 Accommodation recharge	53,300	53,300	17,767	17,767		0	
Total Expenditure	491,084	491,084	170,561	162,785	(10,610)	(18,386)	
1075 Sale of Goods	300	300	100	133		(33)	
1176 Precept Received	767,615	767,615	383,808	383,808		(1)	
1196 Interest Received	19,500	19,500	6,500	22,146		(15,646)	2.
1201 Recharge to other services	491,084	491,084	163,695	163,695		(0)	
Total Income	1,278,499	1,278,499	554,102	569,782	-	(15,680)	
Net Expenditure	(787,415)	(787,415)	(383,541)	(406,997)	(10,610)	(34,066)	

CHICHESTER CITY COUNCIL

BUDGET MONITORING

To 31st July 2023

Month: 4

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
102 Civic Expenses						
4020 General Expenses	1,000	1,000	333	40		(293)
4111 Custodian Uniforms	800	800	267	77		(190)
4112 Robes and Hats	250	250	83	195		112
4113 Cleaning/Repair Insignia	1,000	1,000	333	347		14
4114 Civic and Heritage Awards	1,000	1,000	333	-		(333)
4115 Civic/Heritage Reception	1,500	1,500	500	-		(500)
4116 Official Gifts	500	500	167	49		(118)
4117 Guild of Mace-Bearers Sub	60	60	20	-		(20)
4119 Civic Regalia Appraisal	2,000	2,000	2,000	-	2,000	-
4127 Freedom Ceremony	-	-	-	1,185		1,185
4800 Administration recharge	2,910	2,910	970	970		-
4801 C S Ohead recharge	250	250	83	83		(0)
Total Expenditure	11,270	11,270	5,090	2,946	2,000	(144)
Net Expenditure	11,270	11,270	5,090	2,946	2,000	(144)
103 Discretionary Expense Finance						
4172 Flags	1,260	1,260	1,145	-		(1,145)
4063 Bell Tower Clock	500	500	167	-		(167)
4065 City Band (Gold level)	300	300	100	-		(100)
4182 Blue plaques	600	600	200	-		(200)
4188 Environment	800	800	267	-		(267)
4195 Chichester in Bloom	15,000	15,000	15,000	12,070		(2,930)
4204 Walled Town Symposium	1,000	1,000	333	-		(333)
4260 Discretionary grants	35,000	40,886	40,886	31,432	500	(8,954)
4296 Public Realm Projects	23,000	36,575	36,575	-		(36,575)
4900 Depreciation charged	6,600	6,600	2,200	2,200		-
4801 C S Ohead recharge	890	890	297	297		0
4199 local historic interest plaque	500	500	167	-		(167)
4800 Administration recharge	10,350	10,350	3,450	3,450		-
Total Expenditure	95,800	115,261	100,786	49,449	500	(50,837)
1030 Delegates Fees	-	-	-	-		-
1059 Admin charge for sale of Banners	-	-	-	301		(301)
1060 Admin charge street name change	8,000	8,000	2,667	1,054		1,613
Total Income	8,000	8,000	2,667	1,355	-	1,312
Net Expenditure	87,800	107,261	98,119	48,094	500	(49,525)
104 Allotments.						
4022 Postage	150	150	50	-		(50)
4211 Rates & Water	1,800	1,800	600	372		(228)
4236 Reps/Maint. General	6,000	6,000	2,000	4,570	(1,711)	859
4050 Equipment	-	-	-	8,884	(8,884)	-
4900 Depreciation Charged	1,300	1,300	433	433		(0)
4801 C S Ohead recharge	1,450	1,450	483	483		(0)
4800 Administration recharge	16,980	16,980	5,660	5,660		-
Total Expenditure	27,680	27,680	9,227	20,402	(10,595)	581
1020 Allotment Rents	21,250	21,250	19,750	21,353		(1,603)
1029 Allotment deposits	-	-	-	70		(70)
Total Income	21,250	21,250	19,750	21,423	-	(1,673)
Net Expenditure	6,430	6,430	(10,523)	(1,021)	(10,595)	(1,092)

CHICHESTER CITY COUNCIL

BUDGET MONITORING

To 31st July 2023

Month: 4

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
105 Democratic Representation						
4801 C S Ohead recharge	5,320	5,320	1,773	1,773		(0)
4800 Administration recharge	62,080	62,080	20,693	20,693		(0)
Net Expenditure	67,400	67,400	22,467	22,466	-	(1)
106 Corporate Management						
4801 C S Ohead recharge	15,090	15,090	5,030	5,030		-
4800 Administration recharge	170,290	170,290	56,763	56,763		(0)
Net Expenditure	185,380	185,380	61,793	61,793	-	(0)
110 Council and Committees						
4001 Staff Costs	20,086	20,086	6,695	6,451		(244)
4002 Employers NI	2,009	2,009	670	472		(198)
4003 Employers Superannuation	4,158	4,158	1,386	1,239		(147)
4004 Members Allowances	1,100	1,100	367			(367)
4008 Training	500	500	167	1,545		1,378
4009 Travel and Subsistence	400	400	133	20		(113)
4020 General Expenses	150	150	50	5,157		5,107
4055 Professional fees	-	-	-			-
4100 Local Election Expenses	12,000	12,000	12,000	-	12,000	-
4102 Refreshments	100	100	33	-		(33)
4128 Neighbourhood Plan	-	-	-	6,540	(6,540)	-
4700 Accommodation recharge	19,800	19,800	6,600	6,600		-
4801 C S Ohead recharge	1,840	1,840	613	613		(0)
4800 Administration recharge	21,520	21,520	7,173	7,173		(0)
Total Expenditure	83,663	83,663	35,888	35,810	5,461	5,382
Net Expenditure	83,663	83,663	35,888	35,810	5,461	5,382
111 Community Development Admin						
4801 C S Ohead recharge	110	110	37	37		0
4800 Administration recharge	1,230	1,230	410	410		-
Net Expenditure	1,340	1,340	447	447	-	0
201 Discretionary Exps C Affairs						
4185 International Relations	2,250	2,250	250			(250)
4175 Joint Twinning Speyer	-	-		333		333
4186 Joint Twinning-Chartres	500	500	500	17	483	-
4187 Joint Twinning-Ravenna	500	500	500		500	-
xxx European Assoc of Historic Towns	300	300	500			(500)
4800 Administration recharge	410	410	137	137		0
4801 C S Ohead recharge	40	40	13	13		(0)
Total Expenditure	4,000	4,000	1,887	487	983	(417)
Net Expenditure	4,000	4,000	1,887	487	983	(417)
202 Events						
4164 Other events (Gala)	11,000	11,000	6,000	5,214	1,280	494
4801 C S Ohead recharge	1,030	1,030	343	343		(0)
4800 Administration recharge	11,990	11,990	3,997	3,997		0
Total Expenditure	24,020	24,020	10,340	9,554	1,280	494
1075 Miscellaneous income	-	-	-	4,648		4,648
Total Income	-	-	-	4,648	-	4,648
Net Expenditure	24,020	24,020	10,340	4,906	1,280	(4,154)

AGENDA ITEM 6

CHICHESTER CITY COUNCIL

BUDGET MONITORING To 31st July 2023

Month: 4

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
203 Community Safety						
4140 Community Wardens	47,180	47,180	47,180	47,180		-
Total Expenditure	47,180	47,180	47,180	47,180	-	-
Net Expenditure	47,180	47,180	47,180	47,180	-	-
301 Statutory Expenses						
4148 Repairs to War Memorial	2,000	2,000	667	16		(651)
4144 Contribution to Public Conveniences	15,232	15,232	5,077		3,808	(1,269)
4150 Footpath Lighting-Energy	3,000	3,000	1,000	977		(23)
4151 Footpath Lighting Maintenance	2,300	2,300	2,300	3,069		769
4152 City Cemetery-Annual Contrib.	40,100	40,100	13,367	6,718	6,718	69
4153 Litten Garden maintenance	2,500	2,500	833	5,206		4,373 8.
4154 St Pauls-General Maint.	500	500	167			(167)
4156 Misc Grnd Mtce & Street Furn.	500	500	167			(167)
4157 Street Naming & Signage	4,000	4,000	4,000	368		(3,632)
4281 Bus shelters	-	-		5,434		5,434 9.
4801 C S Ohead recharge	320	320	107	107		0
4800 Administration recharge	3,720	3,720	1,240	1,240		-
Total Expenditure	74,172	74,172	28,924	23,135	10,526	4,737
Net Expenditure	74,172	74,172	28,924	23,135	10,526	4,737
401 Mayoralty						
4009 Travel and Subsistence	1,000	1,000	333			(333)
4020 General Expenses	1,000	1,000	333	60		(273)
4125 Mayors Allowance	4,000	4,000	2,000	2,000		-
4130 Mayors at Home	-	-	-	12		12
4131 Mayor at Home-Christmas	2,200	2,200	733			(733)
4132 Receptions Other	1,000	1,000	333			(333)
4135 Charter dinner				420		420
4700 Accommodation recharge	8,900	8,900	8,900	8,900		-
4801 C S Ohead recharge	1,060	1,060	353	353		(0)
4800 Administration recharge	12,400	12,400	4,133	4,133		(0)
Total Expenditure	31,560	31,560	17,120	15,878	-	(1,242)
Net Expenditure	31,560	31,560	17,120	15,878	-	(1,242)

AGENDA ITEM 6

CHICHESTER CITY COUNCIL

BUDGET MONITORING

To 31st July 2023

Month: 4

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
501 Council House							
4001 Staff Costs	24,054	24,054	8,018	8,053		35	
4002 Employers NI	2,405	2,405	802	693		(109)	
4003 Employers Superannuation	5,377	5,377	1,792	1,546		(246)	
4012 Overtime	13,000	13,000	4,333	8,807		4,474	
4055 Professional Fees (painting restoration)	2,000	2,000	2,000	-		(2,000)	10.
4101 Publicity	1,200	1,200	400	-		(400)	
4145 Maintenance bus shelters	500	500	167	8,449	(8,449)	(167)	11.
4201 Wedding licence	690	690	690	1,411	(706)	16	
4206 Bid membership	1,020	1,020	1,020	1,304		284	
4211 Rates and Water	42,500	42,500	40,880	47,929		7,049	
4212 Building cleaning and windows	5,000	5,000	1,667	2,353		686	
4214 Electricity	8,000	8,000	2,667	904		(1,763)	
4215 Gas	9,000	9,000	3,000	1,347		(1,653)	
4216 General Cleaning	2,300	2,300	767	1,059		292	
4217 Alarm main servicing and monitoring	1,500	1,500	500	1,087		587	
4218 Lift Service Contract	2,900	2,900	2,900	-		(2,900)	
4219 Fire Equipment Service	460	460	153	-		(153)	
4209 Emergency lighting	1,500	1,500	500	-		(500)	
4210 Fire Extinguishers	1,250	1,250	417	-		(417)	
4221 Automatic Door Service	650	650	217	-		(217)	
4222 Air conditioning system service	4,500	4,500	1,500	325		(1,175)	
4225 Insurance	9,000	9,000	9,000	10,125		1,125	
4227 Licences	510	510	170	248		78	
4231 Council House Improvements	8,000	8,000	2,667	12,460	(7,272)	2,521	
4234 CCTV Maintenance Contract	400	400	133	-		(133)	
4238 Cyclical Maintenance budget	3,000	3,000	3,000	4,015		1,015	
4241 Lightning Protection R & M	180	180	60	-		(60)	
4242 Display Energy Certificate	400	400	133	-		(133)	
4245 Health and Safety	2,000	2,000	667	66		(601)	
4246 Wedding Expenditure	500	500	167	-		(167)	
4250 Council house equipment	1,450	1,450	483	1,456		973	
4279 Benches	-	-	-	-		-	
4283 Council Chamber Redecorations	28,000	28,000	28,000	-		(28,000)	12.
4284 MUGA running costs	750	750	750	-		(750)	
4291 Van running costs	1,000	1,000	1,000	835		(165)	
4800 Administration recharge	134,361	134,361	44,787	44,787		0	
4801 C S Ohead recharge	12,773	12,773	4,258	4,258		0	
4900 Capital Charges	39,100	39,100	13,033	13,033		(0)	
Total Expenditure	371,230	371,230	182,697	176,550	(16,427)	(22,573)	
1001 Hire Charges-Assembly Room	22,000	22,000	7,333	11,291		(3,958)	
1002 Hire Charges-Court Room	13,000	13,000	4,333	2,627		1,706	
1011 Solar Panel income	1,600	1,600	533	484		49	
1012 Wedding Income	1,500	1,500	500	334		166	
1014 CIL receipts	-	-	-	345,647	(345,647)	-	13.
1015 small screen	-	-	-	103		(103)	
1016 large screen	-	-	-	625		(625)	
1013 Hanging Basket	2,500	2,500	833	-		833	
1201 Recharges to other services	82,000	82,000	27,333	27,333		0	
Total Income	122,600	122,600	40,867	388,444	(345,647)	(1,930)	
Net Expenditure	248,630	248,630	141,830	(211,894)	329,221	(24,503)	
502 Market House							
4055 Professional Fees	2,500	2,500	-	-		-	
4801 C S Ohead recharge	110	110	37	37		0	
4800 Administration recharge	1,230	1,230	410	410		-	

CHICHESTER CITY COUNCIL

BUDGET MONITORING
To 31st July 2023

Month: 4

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
Total Expenditure	3,840	3,840	447	447	-	0
1120 Rents Received-Ground Floor	50,000	50,000	16,667	16,667		(0)
			-			
Total Income	50,000	50,000	16,667	16,667	-	(0)
Net Expenditure	(46,160)	(46,160)	(16,220)	(16,220)	-	0
504 City Cross						
4214 Electricity	300	300	100	114		14
4236 Reps/Maint. General	500	500	167	-		(167)
4300 City Cross Conservation	2,000	2,000	2,000	-	2,000	-
4302 Annual Maintenance of Clock	1,000	1,000	333	-		(333)
4801 C S Ohead recharge	70	70	23	23		(0)
4800 Administration recharge	820	820	273	273		(0)
Total Expenditure	4,690	4,690	2,897	410	2,000	(487)
Net Expenditure	4,690	4,690	2,897	410	2,000	(487)
505 St James Obelisk						
4236 Reps/Maint. General	100	100	100	-	100	-
Total Expenditure	100	100	100	-	100	-
Net Expenditure	100	100	100	-	100	-
506 Heritage						
4800 Administration recharge	410	410	137	137		0
4801 C S Ohead recharge	30	30	10	10		-
Total Expenditure	440	440	147	147	-	0
Net Expenditure	440	440	147	147	-	0
508 Brewery Field						
4236 Reps/Maint. General	2,500	2,500	1,500	1,896		396
			-			
Total Expenditure	2,500	2,500	1,500	1,896	-	396
Net Expenditure	2,500	2,500	1,500	1,896	-	396
			-			

CHICHESTER CITY COUNCIL

BUDGET MONITORING

To 31st July 2023

Month: 4

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
NET EXPENDITURE	47,000	66,461	65,444	(370,537)	330,865	(105,115)
ADJUSTMENT RE CAPITAL CHARGES	(47,000)	(47,000)	(15,667)	(15,666)	-	1
(SURPLUS)/DEFICIT	-	19,461	49,777	(386,203)	330,865	(105,115)

Notes:

The Current Budget varies from the Original Budget due to budgets brought forward fm 2022/23.

Original budget surplus/deficit

Budgets carried forward from 2022/23

£

-

19,461

19,461

Variations

1. An estimated 8% pay award was built into the budget. Any pay award will be backdated to April 2023.
2. Interest on our investments has increased substantially particularly from the Public Sector Deposit Fund which has been achieving high returns.
3. Remaining Discretionary budget unspent balance £8,954.
4. Remaining Public Realm budget unspent to date.
5. Southern Access Road Traffic study PJA Consultant £5,000.
6. Neighbourhood Plan invoice from Feria Ltd £6,539.50 to be funded from Cil set aside.
7. Expenditure on the Gala. An invoice for the hire of Priory Park is still being disputed with CDC £1,280.51
8. Costly tree works have been carried out to Lime trees at Litten Gardens.
9. Repairs carried out to 3 vandalised Bus Shelters
10. £2,000 set aside for painting restoration. The first painting to be looked for cleaning at the East Street painting by Charles Collins.
11. Bognor Road Bus shelter to be funded from earmarked reserve.
12. £28,000 was included in the Budget for Council Chamber redecorations.
13. Cil receipts received total £345,647

Expenditure on Reserves

to 31st July 2023

Council House Reserve

Description	Actual Expenditure (£)	Committed Expenditure (£)	Committee	Date RESOLVED
Crush Bar ceiling	1,224.00		Finance	June 2023
Mayor's Car Park	6,048.00		Finance	June 2023
Total	7,272.00	0.00		

	£	£
Cfwd	138,660.79	
Expenditure	7,272.00	0.00
Total	131,388.79	0.00

Bus Shelters

Description	Actual Expenditure (£)	Committed Expenditure (£)	Committee	Date RESOLVED
Bognor Rd	8,449.00		Council	27th Feb 2023
Swanfield legal fees	3,824.34		Council	27th Feb 2023
Total	12,273.34			

	£	£
Cfwd	32,064.00	
Expenditure	12,273.34	0.00
Total	19,790.66	0.00

CHICHESTER CITY COUNCIL
FINANCE COMMITTEE 5th SEPTEMBER 2023

REVIEW OF INVESTMENTS

INTRODUCTION

The City Council invested £390,000 with CCLA The Local Authorities' Property Fund on 28th February 2017. A further £100,000 was invested in November 2017.

We also have £2,454,217.51 held in the Public Sector Deposit Fund.

It is estimated that we might receive around £120,000 this year from investment interest, depending on how rates change.

The Public Sector Deposit Fund

The fund is invested in a diversified portfolio of high-quality sterling denominated deposits and securities. All investments purchased will have the highest available short-term credit rating and a correspondingly strong long-term rating.

The objective is to maximise short-term income consistent with the preservation of capital and liquidity, with instant access.

The current rate of interest achieved from the deposit fund rate is 5.14%

Local Authorities Property Fund (LAPF)

The fund is an actively managed, diversified portfolio of UK commercial property. The fund aims to provide investors with a high-level of income and long-term capital appreciation.

The Fund provides facilities exclusively for local authorities to invest in commercial and industrial property on a collective basis, to obtain a spread of investment risk.

The current property fund yield is at 4.5%

Attached is a Draft Investment Strategy and Policy Policy for consideration and the Investment Register to 30th June 2023.



CHICHESTER CITY COUNCIL

FINANCE COMMITTEE 5th SEPTEMBER

Investment Strategy and Policy

1.0 Introduction

1.1 This Strategy and Policy has been produced with regard to Statutory Guidance on Local Government Investments (3rd Edition) issued by the Secretary of State for the Ministry of Housing, Communities and Local Government under Section 15(1) (a) of the Local Government Act 2003 and is effective for financial years commencing on or after 1 April 2018.

1.2 Where a council builds up balances these must be safeguarded by investing in an appropriate account. Investing balances by local councils should be done prudently and in accordance with the above Guidance.

1.3 The Guidance applies where the Council's total investments exceed or are expected to exceed £100,000 at any time during the financial year.

2.0 Objectives

2.1 The general policy objective is that Chichester City Council will invest prudently the reserves it holds on behalf of the community. Priority is given to security and liquidity.

2.2 The Council will seek the optimum rate of return, consistent with the proper levels of security and liquidity.

2.3 As investments are reviewed, the Council will also have regard to ethical and environmental considerations.

3.0 Specified Investments

3.1 Specified investments are those offering high security and high liquidity. All such investments shall be in sterling and for no longer than one year, unless a decision is made by Finance Committee to continue.

3.2 For the prudent management of its balances, maintaining sufficient levels of security and liquidity, the Council will permit funds which are available for up to six months to be invested in short term deposits with one or more of the UK major clearing banks and/or building societies.

4.0 Non-Specified Investments

4.1 These have greater potential risk, such as investment in stocks and shares and the Council will not participate in such investments, which are considered not to offer the level of security and liquidity required.

5.0 Liquidity of Investments

5.1 The Town Clerk and the Responsible Financial Officer, will determine the maximum period for which funds may be prudently invested, subject to para. 3.1 above, so as not to compromise liquidity.

5.2 The placement of investments shall be delegated to the Town Clerk and the Responsible Financial Officer, in accordance with the Town Council's Financial Regulations.

6.0 Reports

6.1 Investment forecasts for the coming financial year are accounted for when the budget is prepared.

6.2 During each financial year, the Responsible Financial Officer shall report to the Finance Committee any investments made in line with this Strategy.

6.3 Longer term funds are with CCLA Property Fund. The Council uses Unity Bank for its day to day banking. Balances in each account are reported at every Finance Committee meeting.

6.4 Chichester City Council is not a specified protected investor under the Financial Services Compensation Scheme as the scheme only protects local councils with an annual budget of up to 500,000 Euros (Approx. £440,000).

7.0 Review of this Strategy

7.1 The Investment Strategy shall be reviewed annually by the City Council for each new financial year.

7.2 The full Council shall be able to amend or make variations to the Strategy at any time.

Kim Martin

Deputy Town Clerk and Responsible Finance Officer

Investment Register

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**

***as at 30th June 2023 the mid market value of one unit in the fund 287.87 pence. The bid market value of one unit in the fund was 283.41 pence** **£457,132**

Interest received in the last qtr to 30th June 2023 £5326.42

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

Community Infrastructure Levy

to 31st July 2023

Cil Receipts Retained so far;

2023-2024	345,646.72
2022-2023	900,297.66
2021-2022	333,999.67
2020-2021	15,097.06
2019-2020	20,590.03
	1,615,631.14

<u>Cil Projects (completed or ongoing)</u>	Budget	Expenditure
Cycle Racks	25,296.50	25,296.50
Litten Lighting		26,798.21
Neighbourhood Plan	100,000.00	68,786.05
Pavements		8,000.00
Canal bank (£10,000)	10,000.00	10,000.00
Finger posts	20,000.00	9,537.72 (street signage)
Electric van	14,355.00	14,355.00
Boilers		29,533.00 (energy efficiency)
	169,651.50	192,306.48

Future projects

Speed Indicator devices	15,000.00
Improve City signage £20,000	10,462.28
Cathedral beds - up to £12,000	12,000.00
Ride on mower - £10,503	10,503.00
Portico project - £70,000	70,000.00
Energy Efficiency Schemes 200k	170,467.00
Pavements - £100,000	100,000.00
Neighbourhood Plan – up to £100,000	31,213.95
Tree planting £3,000	3,000.00
	422,646.23

others

Replacement Bike Racks
 Improved cycleways
 Provision of slow moving vehicles in the City

Date: 06/06/2023

Chichester City Council

Page 1

Time: 12:02

**Bank Reconciliation Statement as at 30/04/2023
for Cashbook 2 - Unity Trust Current Account**

User: MC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	30/04/2023	119	1,377,826.67
			<u>1,377,826.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,377,826.67
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,377,826.67
		Balance per Cash Book is :-	1,377,826.67
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 06/06/23

Signatory 2:

Name KIM MARTIN Signed  Date 06/06/23

Date: 14/06/2023

Chichester City Council

Page 1


Time: 16:08

Bank Reconciliation Statement as at 31/05/2023
for Cashbook 2 - Unity Trust Current Account

User: MC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/05/2023	120	1,329,358.36
			<u>1,329,358.36</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,329,358.36
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,329,358.36
		Balance per Cash Book is :-	1,329,358.36
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 14/06/23

Signatory 2:

Name KIM MARTIN Signed  Date 14/06/23

Date: 11/07/2023

Chichester City Council

Page 1


Time: 15:19

Bank Reconciliation Statement as at 30/06/2023
for Cashbook 2 - Unity Trust Current Account

User: KM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	30/06/2023	121	190,092.91
			<u>190,092.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			190,092.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			190,092.91
		Balance per Cash Book is :-	190,092.91
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 11/07/23

Signatory 2:

Name KIM MARON Signed allst Date 11/07/2023

Date: 16/08/2023

Chichester City Council

Page 1

Time: 10:16

Bank Reconciliation Statement as at 31/07/2023
for Cashbook 2 - Unity Trust Current Account

User: KM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/07/2023	122	81,216.53
			<u>81,216.53</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			81,216.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			81,216.53
		Balance per Cash Book is :-	81,216.53
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 16/08/23

Signatory 2:

Name KIM MARTIN Signed  Date 16/08/2023

Date: 31/05/2023

Chichester City Council

Page 1

Time: 14:53

Bank Reconciliation Statement as at 30/04/2023
for Cashbook 1 - Imprest Account

User: MC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	30/04/2023	96	8,378.36
			<u>8,378.36</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			8,378.36
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,378.36
		Balance per Cash Book is :-	8,378.36
		Difference is :-	0.00

Signatory 1:

Name Michelle Carter Signed  Date 31/05/23

Signatory 2:

Name Signed Date

Date: 12/06/2023

Chichester City Council

Page 1

Time: 15:05

Bank Reconciliation Statement as at 31/05/2023
for Cashbook 1 - Imprest Account

User: MC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/05/2023	97	8,441.16
			<u>8,441.16</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			8,441.16
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,441.16
		Balance per Cash Book is :-	8,441.16
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 12/06/23

Signatory 2:

Name KIM MARTIN Signed  Date 12/06/23

Bank Reconciliation Statement as at 30/06/2023
for Cashbook 1 - Imprest Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	30/06/2023	98	11,401.69
			<hr/> 11,401.69
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			11,401.69
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			11,401.69
		Balance per Cash Book is :-	11,401.69
		Difference is :-	0.00

Signatory 1:

Name Michelle Carter Signed  Date 03/07/23

Signatory 2:

Name Kim Martin Signed  Date 03/07/23

Date: 01/08/2023

Chichester City Council

Page 1

Time: 12:28

Bank Reconciliation Statement as at 31/07/2023
for Cashbook 1 - Imprest Account

User: MC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/07/2023	99	10,759.61
			<u>10,759.61</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,759.61
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,759.61
		Balance per Cash Book is :-	10,759.61
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 01/08/23

Signatory 2:

Name KIM MARTIN Signed Albat Date 01/08/23

Date: 24/08/2023

Chichester City Council

Page 1

Time: 16:20

Unity Trust Current Account

List of Payments made between 01/04/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2023	O2 - Telephonica UK Ltd	DD03	39.60		4 x Mobile Phones
03/04/2023	Chichester District Council	DD04	389.36		Annual bin empty L/Gds & Brewe
11/04/2023	GW Shelter Solutions Ltd	BACS11	5,349.53		Repairs/upgrade to 3 x Bus She
11/04/2023	West Sussex ALC Ltd	BACS12	3,393.31		WSALC & NALC SUBS 23/24
11/04/2023	Rotary Club of Chichester	BACS13	1,600.00		16 X Landscape P/Park photos
12/04/2023	Chichester District Council	DD02	49.40		Refuse & Recycling - Mar 23
14/04/2023	Public Sector Deposit Fund	TRANS	900,000.00		Deposit Fund Investment
14/04/2023	Unity Bank	TRANS	28.00		CHAPS Fee for Invest PSDFund
14/04/2023	Vodafone Ltd	DD01	31.45		Broadband for Mar 2023
17/04/2023	British Telecommunications PLC	DD06	354.15		Phoneline rent & Calls
17/04/2023	British Telecommunications PLC	DD07	66.79		Redcare & Alarm line
17/04/2023	British Telecommunications PLC	DD08	45.47		Lift & Emerg line
18/04/2023	Chichester District Council	DD10	4,773.35		NND Rates 2023-24
18/04/2023	Chichester District Council	DD11	100.80		BID Levy 2023-24
19/04/2023	CCE Sussex Ltd	BACS10	7,257.60		Refurbishment of Mayor's CPark
19/04/2023	Drax	DD05	658.09		Elec -Council Hse - 31.3.23
21/04/2023	Barclaycard	DD	116.08		Barclaycard April 2023
24/04/2023	Pitney Bowes Ltd	DD09	90.71		Qtly rent Frank Machine
28/04/2023	Parklands Residents' Associati	BACS01	1,250.00		Discretionary Grant - Apr 23
28/04/2023	Embrace	BACS02	1,000.00		Discretionary Grant - Mar 23
28/04/2023	UK Harvest	BACS03	3,000.00		Discretionary Grant - Mar 23
28/04/2023	Chichester BID	BACS04	2,500.00		Discretionary Grant - Mar 23
28/04/2023	Arun & Chichester Citizens Adv	BACS05	900.00		Discretionary Grant - Mar 23
28/04/2023	TS Sturdy of the NTC	BACS06	2,373.00		Discretionary Grant - Mar 23
28/04/2023	Think 18	BACS07	2,500.00		Discretionary Grant - Mar 23
28/04/2023	Chichester Runners & Athletics	BACS08	3,000.00		Discretionary Grant - Mar 23
28/04/2023	Homestart	BACS09	2,489.00		Discretionary Grant - Mar 23
28/04/2023	Festival Of Chichester	BACS14	2,500.00		Discretionary Grant - Apr 23
28/04/2023	Rotary Club of Chichester	BACS15	3,235.00		Discretionary Grant - Apr 23
28/04/2023	Chichester Pride	BACS16	1,745.00		Discretionary Grant - Apr 23
28/04/2023	Square	TRANS	149.52		Square Fees
28/04/2023	Unspecified	TRANS	322.15		Correct Allot tot - £14,118.40
02/05/2023	Square	TRANS	4.37		Square fees for 28-29.04.23
02/05/2023	Renault Finance	DD11	30.00		Yr 2 - Battery Lease for E Van
03/05/2023	Imprest Account	TRANSFER	10,000.00		TRANSFER
04/05/2023	Chichester Garden Machinery	BACS01	1,008.00		Echo Backpack blower +Warranty
04/05/2023	Friends of Chartres Twinning A	BACS02	2,500.00		Disc Grant Apr 23 - Speyer
04/05/2023	S & P Tree Specialists Ltd	BACS03	4,680.00		6 x days - prune Lime trees LG
04/05/2023	Rialtas Business Solutions Ltd	BACS04	1,359.25		Bookings Software Lic 1 x User
04/05/2023	Suspended Ceiling Solutions	BACS05	1,468.80		Replace ceiling tiles Crush Ba
04/05/2023	West Sussex County Council	BACS06	40,273.13		Salaries for April 2023
04/05/2023	O2 - Telephonica UK Ltd	DD08	39.60		4 x Mobile phones
05/05/2023	Chichester District Council	DD01	60.00		Refuse & Recycling for Apr 23
09/05/2023	Business Stream	DD04	102.19		Water -St James Allot to7/4/23
09/05/2023	Business Stream	DD14	27.48		Water - P/Fm Rd Allot to Apr23
15/05/2023	Chichester District Council	DD09	4,778.00		NND Rates 2023-24
15/05/2023	Chichester District Council	DD10	101.30		BID Levy 2023-24
16/05/2023	Vodafone Ltd	DD07	39.77		Broadband -Council House Apr23

Continued on Page 2

Date: 24/08/2023

Chichester City Council

Page 2

Time: 16:20

Unity Trust Current Account

List of Payments made between 01/04/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/05/2023	Business Stream	DD02	33.19		Water-Whyke Rd Allot to23/4/23
22/05/2023	Business Stream	DD03	49.76		Water -St Pauls Allot to8/4/23
22/05/2023	Drax	DD06	412.12		Elec - Unmetered supp - Apr23
22/05/2023	Business Stream	DD13	45.42		Water - K/sham Allot 23.04.23
22/05/2023	Barclaycard	DD	1,835.09		Barclaycard May 2023
26/05/2023	Drax	DD05	19.38		Elec - Unmetered Supp - Apr23
30/05/2023	Square	TRANS	25.67		Square fees 02.05.-24.05.23
31/05/2023	Square	TRANS	0.35		Square Fees 27.05.-31.05.23
31/05/2023	Renault Finance	DD12	30.00		Yr 2 - Battery Lease for E Van
01/06/2023	O2 - Telephonica UK Ltd	DD05	39.60		4 x Mobile phones
02/06/2023	Chichester District Council	DD06	60.00		Refuse & Recycle May 23
05/06/2023	Imprest Account	TRANSFER	10,000.00		TRANSFER
06/06/2023	Christie Intruder Alarms Ltd	BACS01	5,011.06		Fire Alarm Serv Agree 31.5.24
06/06/2023	GW Shelter Solutions Ltd	BACS02	10,138.80		Supply & install Bus Shelt BRd
06/06/2023	Feria Urbanism	BACS04	7,847.40		Neighbourhood Planning service
06/06/2023	Legal & General	BACS05	4,097.09		Ill Health Liability Insurance
06/06/2023	Mulberry and Co	BACS06	1,662.00		Training for new Councillor
06/06/2023	DCK ACCOUNTING SOLUTIONS	BACS07	1,432.92		Closedown of 22/23 A/Cs
06/06/2023	Phil Jones Associates Ltd	BACS08	6,000.00		Prof serv re exam issues SAR
06/06/2023	Craig Gershater	BACS09	2,000.00		Mayoral Allowance - 1st 1/2
07/06/2023	Device Doctors Repairs & Suppo	BACS03	13,073.76		18 X Laptops +setup, train,Lic
07/06/2023	West Sussex County Council	BACS16	34,862.04		Salaries for May 2023
12/06/2023	Unity Bank	TRANS	28.00		Chaps charge for £1M
12/06/2023	Public Sector Deposit Fund	TRANS	1,000,000.00		Transfer to Interest Account
14/06/2023	Vodafone Ltd	DD04	38.40		B/Band + St J Phone
15/06/2023	Chichester District Council	DD08	4,778.00		NND Rates 2023-24
15/06/2023	Chichester District Council	DD09	101.30		BID Levy 2023-24
16/06/2023	Vodafone Ltd	BACS10	1,176.97		Phonecalls & line rental
16/06/2023	West Sussex County Council	BACS11	3,682.61		Street Lighting Maint re 22/23
16/06/2023	Chichester District Council	BACS12	47,180.00		Contrib to Comm Warden 23/24
16/06/2023	Michaels Civic Robes	BACS13	2,220.00		1,000 x Coronation Pin Badges
19/06/2023	Drax	DD01	363.24		Elec - City X to 31.05.23
20/06/2023	Drax	DD02	158.32		Elec - Unmetered 3 to 31.5.23
21/06/2023	Barclaycard	DD	833.30		Barclaycard June 2023
22/06/2023	Drax	DD03	133.80		Elec - Unmetered 1 to 30.4.23
26/06/2023	Lewis Marquees	BACS14	1,568.60		Marquee supply & install Gala
26/06/2023	Window Flowers Limited	BACS15	5,508.00		17 x Summer Planters Maint
28/06/2023	Business Stream	DD10	154.07		Water - C/Hse - to 22.01.23
28/06/2023	Square	TRANS	15.52		Square Fees
29/06/2023	Business Stream	DD11	76.73		Water Allot - Velyn to 8.5.23
30/06/2023	Chichester District Council	DD07	107.60		Refuse & Recycle - Jun23
30/06/2023	Renault Finance	DD12	30.00		Yr 2 - Battery Lease for E Van
30/06/2023	Unity Trust Bank	TRANS	94.20		Bank Service Charges
30/06/2023	Unity Trust Bank	TRANS	8.70		Bank Handling Charges
03/07/2023	DVLA	DD04	320.00		Road Tax for Truck 2023
03/07/2023	Square	TRANS	0.14		Square Fees for 30.06.23
04/07/2023	West Sussex County Council	BACS02	33,332.46		Salaries for June 2023
04/07/2023	O2 - Telephonica UK Ltd	DD05	39.60		4 x Staff Mobile phones

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Unity Trust Current Account

List of Payments made between 01/04/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/07/2023	Imprest Account	TRANSFER	10,000.00		TRANSFER
14/07/2023	Vodafone Ltd	DD06	46.36		B/Band - C/Hse + St James
17/07/2023	Chichester District Council	DD01	4,778.00		NND Rates 2023-24
17/07/2023	Chichester District Council	DD02	101.30		BID Levy 2023-24
17/07/2023	British Telecommunications PLC	DD07	45.52		Lift Emergency Line
17/07/2023	British Telecommunications PLC	DD08	66.31		Redcare and Alarm Line
17/07/2023	British Telecommunications PLC	DD09	372.55		Phone line & Calls C/Hse
19/07/2023	Chichester District Council	BACS01	30,585.10		50% Chi cemetery run costs Qt1
19/07/2023	Drax	DD10	252.36		Elec to 30.06.23 - Unmetered 3
19/07/2023	Pitney Bowes Ltd	DD13	90.71		Qtly rent & maint Franking mac
20/07/2023	Drax	DD12	178.82		Elec to 30.06.23 - C/Hse
21/07/2023	Drax	DD11	28.36		Elec to 30.06.23 - City Cross
21/07/2023	Barclaycard	DD	1,413.29		Barclaycard July 2023
26/07/2023	Lester Aldridge LLP	BACS03	3,543.60		Prof fees re purch land SwanDv
26/07/2023	West Sussex County Council	BACS08	34,400.62		Salaries - July 2023
28/07/2023	Chichester District Council	DD14	107.60		Recycle & Refuse July 2023
29/07/2023	Square	TRANS	22.31		Square Fees for July 2023
31/07/2023	Chichester Garden Machinery	BACS06	10,660.53		Re ECHO PB770 Backpack blower
31/07/2023	Window Flowers Limited	BACS07	15,084.00		Rent & Maintain 151 H/baskets
31/07/2023	Renault Finance	DD03	30.00		Yr 2 - Battery Lease for E Van
Total Payments			<u>2,330,211.80</u>		

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Imprest Account

List of Payments made between 01/04/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/04/2023	PFI GB Sign Solutions Ltd	BACS01	80.98		Orchard Ave Street sign
11/04/2023	The Woodhorn Group Ltd	BACS02	116.44		Green Waste - Mar 23
11/04/2023	Goodrowes of Chichester Ltd	BACS03	132.21		Materials for RAMph water leak
11/04/2023	South East Employers	BACS04	832.92		Ind Relations pay advice
11/04/2023	Amazon	BACS05	14.10		6 x Pks LRAA Batterires
11/04/2023	West Sussex County Council	BACS06	628.32		Personnel Prof Serv to 31.3.23
11/04/2023	Sussex Estate Care Ltd	BACS07	396.00		Grass cut Brewery - Mar 23
11/04/2023	Luna Clean	BACS08	559.36		Coun Hse Cleaning - Mar 23
11/04/2023	Benjamin Graham	BACS09	916.00		Prep for PP Photos @ Rail St
19/04/2023	SSE Contracting	BACS10	774.19		Gas for Council Hse - Mar 23
19/04/2023	Gravel Lane Garage Services Lt	BACS11	117.00		Free up Truck brakes
19/04/2023	Recognition Express Southern	BACS12	58.20		Supp & Eng 2 x Glasses
19/04/2023	C Adams	BACS13	34.25		Cleaning materials & juice
19/04/2023	Mr D Jenkins	BACS14	1.65		Milk for CA Committee Meet
19/04/2023	Visual Hygiene Cleaning Servic	BACS15	80.00		Window Cleaning C/Hse 29.03.23
19/04/2023	Guttersnipe	BACS16	580.00		Clean guttters, d/pipes & s/pa
19/04/2023	Microsoft	BACS17	75.65		Miicrosoft Licence for S.Tate
19/04/2023	Window Flowers Limited	BACS18	690.00		Bracket testing for 150 Baskets
19/04/2023	CHIBAC	BACS19	349.44		ChiBac Membership to 31.03.24
19/04/2023	Vodafone Ltd	BACS20	34.89		Litten Gds CCTV internet
19/04/2023	Bake-Em-Girl	BACS21	510.00		Food for Charter dinner 25.3.23
19/04/2023	Canon (UK) Ltd	BACS22	216.41		P/Copies 01.08.22-31.10.22
28/04/2023	Friends of Chartres	BACS23	500.00		Discretionary Grant - Apr 23
28/04/2023	My Sisters' House	BACS24	440.00		Discretionary Grant - Apr 23
28/04/2023	Words Out Loud	BACS25	500.00		Discretionary Grant - Apr 23
04/05/2023	C Adams	BACS01	9.00		Flowers for Table decor
04/05/2023	Mr G Bowen	BACS02	9.20		Fruit juice for Chartres event
04/05/2023	S Hawkins	BACS03	8.96		Materials for picture hanging
04/05/2023	University of Chichester	BACS04	250.00		Orchestra for Speyer Twining
04/05/2023	Sussex Estate Care Ltd	BACS05	594.00		Grass cut to end Apr23
04/05/2023	City Electrical Factors	BACS06	32.34		Materials for power upgrade CC
04/05/2023	Allstar	BACS07	109.28		Diesel for Truck - Apr 23
04/05/2023	PFI GB Sign Solutions Ltd	BACS08	56.52		Street sign for Priory Rd
04/05/2023	Shaw and Sons Ltd	BACS09	191.94		Scroll for RD Freedom of City
04/05/2023	Pitney Bowes Ltd	BACS10	298.00		Credit for Franking Machine
04/05/2023	Kestrel Guards	BACS11	42.00		Call out to C/HSe 01.04.23
04/05/2023	Goodrowes of Chichester Ltd	BACS12	110.49		Materials - Water leak - RAMP
04/05/2023	Mary Ambrose	BACS13	6.10		Milk & supplies for events
04/05/2023	Amazon	BACS15	549.71		Remote control for TV Screen
04/05/2023	Christie Intruder Alarms Ltd	BACS16	954.00		Serv Ag Main Int A - 30.4.24
04/05/2023	Mr D J Pennicott	BACS17	90.00		Make entry on FH & TC Boards
04/05/2023	Heating Plumbing Supplies	BACS18	26.93		Mats - repairs to w/leak RAMph
04/05/2023	Mr D Jenkins	BACS19	41.20		Braces for Uniform + Milk
04/05/2023	The Nat. Society of Allotment	BACS20	66.00		Local Authority Membership
04/05/2023	South Downs Water Co Ltd	BACS14	27.60		3 X 19L Water bottles - deposi
12/05/2023	Lester Aldridge LLP	BACS21	871.34		Legal fees re Swanfield Bus
16/05/2023	Geosphere Ltd	BACS22	270.00		Digital Mapping 09.05.24
16/05/2023	GW Shelter Solutions Ltd	BACS23	126.00		Cleaning of 3 x Bus Shelters

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Chichester City Council

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Imprest Account

List of Payments made between 01/04/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/05/2023	Luna Clean	BACS24	618.60		Cleaning of C/Hse - Apr 23
16/05/2023	C Adams	BACS25	136.56		T/roll, blue roll, supplies et
16/05/2023	Microshade Business Consultant	BACS26	201.60		Hosted app service 5 x Users
16/05/2023	SSE Contracting	BACS27	546.80		Gas for Council Hse - Apr 23
16/05/2023	Thomas Fattorini Ltd	BACS28	415.91		Past Mayor Silver pendant
16/05/2023	Amazon	BACS29	194.49		500 CL Envelopes & 500 DL Recy
16/05/2023	Screwfix	BACS30	684.95		Water heater & 4 x Hand dryers
23/05/2023	Information Commissioner	DD01	55.00		Data Protect renewal fee -2023
24/05/2023	Vodafone Ltd	BACS31	19.32		Broadband for St James
24/05/2023	Michelle Carter	BACS32	20.50		Robe Alter + Handwash +refresh
24/05/2023	Mr D J Pennicott	BACS33	40.00		Update to Mayoral board
24/05/2023	Selsey Press	BACS35	222.00		5 x Roadside banners for Gala
24/05/2023	Judith Robinson	BACS34	29.56		Allotment refund surrendered p
24/05/2023	PPL PRS Ltd	BACS36	297.55		Music Licence to 05.04.24
24/05/2023	Mrs Kim Martin	BACS37	10.00		Eye Test 18.05.23
24/05/2023	Amazon	BACS38	810.57		3 x 21.5" Monitors for Members
24/05/2023	C Adams	BACS39	5.29		Clip top jar for milk storage
24/05/2023	City Electrical Factors	BACS40	219.67		Cable for C/Chamber Wifi
24/05/2023	Shaw and Sons Ltd	BACS41	668.22		Calligraphy in ROHF Book
05/06/2023	Dyson King (Architectural Iron	BACS01	137.63		5 x keys cut + 3 x padlocks
06/06/2023	Visual Hygiene Cleaning Servic	BACS02	180.00		Window Cleaning C/Hse 17.05.23
06/06/2023	Covers Trade Centre Branch	BACS03	72.88		Wood for Shelving in Office
06/06/2023	Luna Clean	BACS04	618.60		Cleaning for C/Hse - May 2023
06/06/2023	South Downs Water Co Ltd	BACS05	21.60		Water Cooler rental to 19.9.23
06/06/2023	Amazon	BACS06	108.20		HDMI Digital video cable lead
06/06/2023	West Walls Residents Associati	BACS07	500.00		Discretionary Grant - Apr 2023
06/06/2023	Recycle Southern Ltd	BACS08	110.16		Tipping Builders waste 24.5.23
06/06/2023	Seton	BACS09	200.34		Duraguard nameplates x 100
06/06/2023	Chichester Chamber Concerts	BACS10	500.00		Discretionary Grnat - April 23
06/06/2023	Satswana Limited	BACS11	960.00		Renewal of DPO for 1 yr
06/06/2023	The Woodhorn Group Ltd	BACS12	218.81		Green Waste tipping - May 23
06/06/2023	Screwfix	BACS13	16.84		Grey London Brackets
06/06/2023	Fellwood Tree Surgeons Ltd	BACS14	420.00		Fell Holly tree - St P Allot
06/06/2023	Sussex Estate Care Ltd	BACS15	396.00		Grass Cutting Br/Field - May23
06/06/2023	Recognition Express Southern	BACS16	89.77		13 X Magnetic name badges
06/06/2023	Unity Trust Current Account	Correction	1.70		Re P/Photocopying
08/06/2023	Mr S Holman	BACS17	107.76		Plants for Litten Gardens
15/06/2023	SSE Contracting	BACS18	147.96		Gas for C/Hse - May 2023
16/06/2023	SLCC Enterprises Ltd	BACS19	72.00		Planning Summit 05.07.23 ST
16/06/2023	Needapianotuner.co.uk	BACS20	60.00		1 x Piano tuning
16/06/2023	South Downs Water Co Ltd	BACS21	21.60		3 x 19L Water bottles less dep
16/06/2023	Selsey Press	BACS22	222.00		5 x Gala Roadside banners
16/06/2023	City Electrical Factors	BACS23	51.48		Parts for Electric pump connec
16/06/2023	Covers Trade Centre Branch	BACS24	123.88		2 x Brooms & Timber
16/06/2023	Mary Ambrose	BACS25	1.55		Milk for refreshments
23/06/2023	Recognition Express Southern	BACS26	193.32		18 x Laptop sleeves with Logo
23/06/2023	Mrs Kim Martin	BACS27	45.00		Staff Allowance for Glasses
23/06/2023	Goodrowes of Chichester Ltd	BACS28	6.00		Chainsaw sharpening

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List of Payments made between 01/04/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/06/2023	Covers Trade Centre Branch	BACS29	8.23		Wood & cabin hook
23/06/2023	Mr S Holman	BACS30	79.20		Repairs to Pressure Washer
23/06/2023	Vodafone Ltd	BACS31	19.32		B/band for Litten CCTV
23/06/2023	City Electrical Factors	BACS32	264.70		Cable for Extension cable
23/06/2023	Amazon	BACS33	114.22		Coloured sticky tabs
23/06/2023	Mr D Soothill	BACS34	900.00		Music for Family Fun Day Gala
23/06/2023	Screwfix	BACS35	24.03		London brackets & impact adhes
23/06/2023	C Adams	BACS36	8.39		White aerosol Gala line mark
30/06/2023	Unity Trust Bank	TRANS	18.00		Service charges to 03.03.23
04/07/2023	Amazon	BACS02	846.57		2 X 8K Displayport cable
04/07/2023	City Electrical Factors	BACS03	85.75		Elec parts for Ext cables
04/07/2023	Window Flowers Limited	BACS10	51.60		Replace 1 x h/basket bracket
04/07/2023	Chichester District Council	BACS11	150.00		Hire of Guildhall 01.07.23
04/07/2023	Sussex Estate Care Ltd	BACS12	396.00		Grass cutting Brew Field Jun23
04/07/2023	Voxit Limited	BACS13	215.99		Ann. Web Host & SSL Cert
04/07/2023	Rayotec Ltd	BACS14	667.20		Annual solar PV maint.
04/07/2023	Mulberry and Co	BACS15	192.00		2 x New Councillors Training
04/07/2023	Cuttings South Ltd	BACS16	226.80		Inspect lightning protection
04/07/2023	Allstar	BACS17	32.28		Fuel for mowers
04/07/2023	C Adams	BACS18	24.64		Bin liners & Prizes for Gala
05/07/2023	Pestforce	BACS05	90.00		Treat & remove wasps nests x2
10/07/2023	Christie Intruder Alarms Ltd	BACS01	307.88		Re Alarm signalling upgrade
10/07/2023	Michaels Civic Robes	BACS04	162.00		Cleaning of T C Wig & courier
10/07/2023	Saunders Specialised Services	BACS06	389.40		Investigate faulty roof chill
10/07/2023	Luna Clean	BACS07	618.60		Cleaning for Council Hse Jun23
10/07/2023	The Woodhorn Group Ltd	BACS08	108.00		Green waste - June 23
10/07/2023	Heating Plumbing Supplies	BACS09	39.44		3 x Lever Ball valves - Allots
10/07/2023	CJS Portsmouth	BACS19	65.35		Cleaning supplies for C/Hse
10/07/2023	Covers Trade Centre Branch	BACS20	70.69		Wood & cement for Street signs
10/07/2023	PFI GB Sign Solutions Ltd	BACS21	65.93		Kingsham Ave Street sign
19/07/2023	Goodrowes of Chichester Ltd	BACS22	20.72		Plumbing supplies - St J Allot
19/07/2023	South East Employers	BACS23	289.20		SE Emp Assoc. member to Mar24
19/07/2023	SSE Contracting	BACS24	126.58		Gas for C/Hse - June 2023
19/07/2023	City Electrical Factors	BACS25	7.02		Ceiling rose for cellar light
19/07/2023	Michelle Carter	BACS26	56.00		8 x Climbing plants - Car Park
19/07/2023	South Downs Water Co Ltd	BACS27	21.60		3 x 19L Water bottles
19/07/2023	Heating Plumbing Supplies	BACS28	3.37		Connectors for pressure washer
19/07/2023	Pestforce	BACS29	140.00		Treat wasp nest at K/ham Allot
19/07/2023	Nick Cook	BACS30	200.00		Stilt walk & Circus wshop Gala
19/07/2023	C Adams	BACS31	7.90		First Aid supplies
19/07/2023	Covers Trade Centre Branch	BACS32	428.50		2 x boxes of woodscrews
19/07/2023	S Hawkins	BACS33	29.81		Materials & parts for repairs
19/07/2023	Screwfix	BACS34	601.55		2 x taps for St James Allots
19/07/2023	Friends of Chartres	BACS35	183.80		Refund for duplicate payment
19/07/2023	Chichester Enterprises Ltd	BACS36	96.12		8 x 100 Business cards - Counc
19/07/2023	Mr P Arent	BACS37	360.00		Repairs to Chamber Clock
19/07/2023	Amazon	BACS38	136.71		3 x Prs of Scissors
26/07/2023	Amazon	BACS39	10.09		Pk 100 Lever Arch Labels

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Imprest Account

List of Payments made between 01/04/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/07/2023	C Adams	BACS40	30.98		Refreshments for kitchen
26/07/2023	S & P Tree Specialists Ltd	BACS41	840.00		Felling deceased trees WRd All
26/07/2023	Visual Hygiene Cleaning Servic	BACS42	80.00		Window Clean C/Hse 28.06.23
26/07/2023	Covers Trade Centre Branch	BACS43	76.17		Wood to mount Street sign
26/07/2023	Chichester Garden Machinery	BACS44	24.00		Tyre sealant 1 Ltr
26/07/2023	Vodafone Ltd	BACS45	19.32		CCTV at Litten Gardens
26/07/2023	Canon (UK) Ltd	BACS46	315.21		P/Copier copies 01.04-30.06.23
26/07/2023	Goodrowes of Chichester Ltd	BACS47	54.11		25mtr hose pipe & reel
26/07/2023	Screwfix	BACS48	14.99		Bypass shears for C/Hse
26/07/2023	Recycle Southern Ltd	BACS49	142.80		Tipping of waste 12.07.23
26/07/2023	The Selsey Shantymen	BACS50	250.00		Singing performance at Gala
26/07/2023	Rhys Chant	BACS51	20.15		Travel claim to attend
26/07/2023	The Maypole Hire Company	BACS52	150.00		Maypole hire & demo Gala
26/07/2023	MARY WOOD	BACS53	173.00		Refund of payment not CCC
31/07/2023	Sussex Estate Care Ltd	BACS54	396.00		Grass cutting Brew Field - Jul
31/07/2023	PFI GB Sign Solutions Ltd	BACS55	148.66		2 x Street Signs - Nursery Gar
31/07/2023	Pestforce	BACS56	80.00		Treatment of Wasps - Litten
31/07/2023	Covers Trade Centre Branch	BACS57	128.38		Sand & Cement repairs at C/Hse
31/07/2023	City Electrical Factors	BACS58	173.22		Lamps for Foyer display
Total Payments			36,258.46		

PAYMENTS MADE BY BARCLAYCARD
ANALYSIS OF STATEMENTS FOR APRIL, MAY, JUNE AND JULY 2023

Date	Supplier	Detail	Net £	VAT £	Total £
15/03/2023	Zoom	contract	38.967	7.793	46.76
16/03/2023	Smarty	phone contract	8.333	1.667	10.00
30/03/2023	Helloprint	Business cards	14.483	2.897	17.38
06/04/2023	Mol graphics	printing	34.950	6.990	41.94
		Total for April 2023	96.73	19.35	116.08
14/04/2023	SP Ivy and Norn	TC blouse	21.65	4.33	25.98
15/04/2023	Zoom	contract	38.97	7.79	46.76
18/04/2023	Smarty	phone contract	8.33	1.67	10.00
19/04/2023	TDP Ltd	Coronation bench	488.63	97.73	586.36
20/04/2023	Art for all	speyer	83.29	16.66	99.95
20/04/2023	Spires	charter dinner	39.17	7.83	47.00
25/04/2023	Mailboxes	postage (freedom)	14.49	2.90	17.39
26/04/2023	Art for all	Freedom scroll	63.92	12.78	76.70
28/04/2023	Spires	Freedom ceremony	339.58	67.92	407.50
01/05/2023	Spotted pengiur	table and chairs	282.21	56.44	338.65
09/05/2023	Square	square terminal	149.00	29.80	178.80
		Total for May 2023	1529.24	305.85	1835.09
15/05/2023	Zoom	contract	38.97	7.79	46.76
15/05/2023	Smarty	phone contract	8.33	1.67	10.00
16/05/2023	Majestic	Mayor making	37.45	7.49	44.94
23/05/2023	Spotted pengiur	desk	260.22	52.04	312.26
30/05/2023	TLC Direct	lamps	88.71	17.74	106.45
02/06/2023	lightbulbs direct	bulbs	118.03	23.61	141.64
06/06/2023	machine mart	water pump	114.98	23.00	137.97
07/06/2023	Ryman	stationery	27.73	5.55	33.28
		Total for June 2023	694.42	138.88	833.30
14/06/2023	Screwfix	Socket set	30.83	6.17	36.99
15/06/2023	Zoom	Zoom	38.97	7.79	46.76
16/06/2023	Smarty	dongle	8.33	1.67	10.00
21/06/2023	Lenovo	laptop	659.21	131.84	791.05
23/06/2023	Forbes Group	feet for stage	148.00	29.60	177.60
23/06/2023	Ricara	Tshirts gala	216.00	43.20	259.20
29/06/2023	Gift cards	BID	50.00	10.00	60.00
29/06/2023	Post Office	postage	3.49	0.70	4.19
04/07/2023	Replacement ke	replacement keys	8.21	1.64	9.85
30/06/2023	M&S	Tea/coffee/biscuits gal	14.71	2.94	17.65
		Total for June 2023	1177.74	235.55	1413.29