



Chichester City Council

**REPORT to PROPERTY & FINANCE COMMITTEE'S
FROM
PROPERTY & MAINTENANCE MANAGER
ANDREW WATSON
Date: 22/08/2024**

UPGRADING THE COUNCIL HOUSE KITCHENS AND BAR FACILITIES

Executive Summary: The objective of this business plan is to outline the strategy for upgrading the kitchen facilities at our venue to commercial standards. This upgrade will enable caterers and bar teams to provide a higher level of service, complying with health and safety regulations, and meet the growing demand for high-quality catering services at events.

Market Analysis:

- **Industry Trends:** There is an increasing trend for venues to offer premium catering services, with a focus on quality and versatility in menu offerings.
- **Competitive Landscape:** Local competitors with venues with modern, commercial-grade kitchens are outperforming those with outdated facilities.

Proposed Upgrades:

- **Equipment:** Investment in commercial catering grade appliances, refrigeration, and preparation areas conforming to hygiene standards.
- **Design:** A redesign of the kitchens to improve catering facilities for hot food requirements.

Financial Projections:

- **Costs:** The total estimated cost for the upgrade is £22,000+VAT (In-house) or £36,000+VAT (Contractors), including equipment and construction. Decoration is not included in these costs.
- **Revenue Increase:** We project a 10% increase in event bookings and revenue annually.
- **Break-even Analysis:** We anticipate reaching break-even within five years post-upgrade.

Implementation Plan:

- **Timeline:** The upgrade process is expected to take place over two months, with a phased approach to minimize disruption to ongoing operations.
- **Internal Staff, Caterer & Bar Team Training:** Training on equipment and procedures.
- **Marketing Strategy:** A campaign to promote the upgraded facilities, targeting event planners, corporate clients and existing clientele.

Risk Assessment:

- **Operational Risks:** Potential delays in construction or equipment delivery could impact the project timeline.
- **Financial Risks:** Fluctuations in material costs could affect the overall budget a 10% contingency fund has been factored into the costs.

Conclusion:

The proposed upgrade to commercial kitchen standards is a significant but necessary investment that will position our venue centre as a top choice for event hosting in the region. With careful planning and execution, this upgrade will lead to increased revenue, improved customer satisfaction, and a stronger market presence.

Please note that this plan is a high-level overview, and a more detailed document can be prepared, including specific timelines, vendor quotes, and marketing materials, upon request.

Additional Information:

Clientele lost:

- Conservative Association have gone to Rugby Club due to catering facilities to accommodate dinner functions.
- Wheelbarrow Club have gone to Rugby Club due to catering facilities to accommodate dinner functions.
- Weddings 20th September would have stayed for Assembly Room reception but costs for caterers to ship in equipment made it not financially viable.

Booked requiring catering & bar facilities:

- 7th September – Wedding reception (Outside BBQ and internal electric griddle cooking)
- 14th September – Wake (Buffet)
- 16th November – Wedding reception (Awaiting information)
- 3rd December – Mayor's at home (Canape's selected due to kitchen equipment availability)
- 20th December – Staff Party Lewis Brownlee (Awaiting information)

AGENDA ITEM 6

Capital expenditure over years

Current Cil balance
(at Aug 24)

£ 1,822,640.11

Anticipated Cil income to 2029

£ 1,505,736.00

Whitehouse phase 2

£334,804

Remaining City wide 270 housing allocation in Local P

£ 1,840,540.00

Cil Projects	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Purchase electric vehicle	£ 50,000.00						
Streetlights	£ 16,000.00	£ 16,000.00	£ 16,000.00	£ 16,000.00	£ 16,000.00	£ 16,000.00	£ 16,000.00
Traffic schemes	£ 3,000.00	£ 11,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
Improve City signage £20,000	£ 10,462.28	£ 10,000.00					
Cathedral beds -	£ 60,000.00						
Council house entrance project		£ 70,000.00	£ 150,000.00				
Energy Efficiency Schemes 200k	£ 170,467.00		£ 500,000.00				
Pavements - £100,000							
Neighbourhood Plan – up tp £100,000		£ 29,685.52					
Tree planting £3,000	£ 3,000.00						
New Park Centre	£ 50,000.00	£ 50,000.00	£ 50,000.00				
Bandstand		£ 150,000.00					
Community Noticeboards	£ 14,500.00						
Project Manager	£ 26,077.00	£ 52,000.00	£ 52,000.00	£ 52,000.00			
Cathedral Green	£ 20,000.00						
Crane Street	£ 8,000.00						
Brewery Field	£ 2,500.00						
Community Grants	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00
Community Hall (South of city)				£ 1,000,000.00			
Playgrounds		£ 400,000.00					
	£ 484,006.28	£ 838,685.52	£ 828,000.00	£ 1,128,000.00	£ 76,000.00	£ 76,000.00	£ 76,000.00
Cil allocated to identified projects				3,278,691.80			
Potential unallocated Cil funds			£	384,488.31			

Anticipated Cil receipts calculated as follows:

whitehouse farm phase 2	no. homes
Permissions granted	850
% Market housing	70
% Social Housing	30
Average Sq m per dwelling	100
Cil levy rate/ sq m (@ 2024 rates)	£ 168.71
Total levy raised	£ 10,038,245.00
15% neighbourhood receipts	£ 1,505,736.75

City Centre Developments	no. homes
Permissions granted	270
% Market housing	70
% Social Housing	30
Average Sq m per dwelling	70
Cil levy rate/ sq m (@ 2024 rates)	£ 168.71
Total levy raised	£ 2,232,033.30
15% neighbourhood receipts	£ 334,805.00



CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2024/2025
FINANCE COMMITTEE 4th SEPTEMBER 2024

MONITORING REPORT TO 31st JULY 2024

INTRODUCTION

This budget monitor for 2024/2025 reports on the month to the end of July 2024. 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 £79,689 against the budget to the end of July 2024. Much of this surplus relates to budgeted expenditure that is not yet spent, such as staffing budgets including a budgeted pay award of 6% and the remaining balance in the Community 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 2024/25.

VARIANCES

1. We are awaiting a backdated pay award to April 2024 Estimated in the budget at 6% but not yet awarded this year.
2. Increased training costs, specifically the Property Team.

AGENDA ITEM 7

3. Increased BT costs which have doubled, and we have issued 8 phone contracts so that staff do not have to use their personal mobiles.
4. Increased costs for distributing the City Plan.
5. £2,000 spent on equipment to improve Wi-Fi in the Council House.
6. Interest on investments.
7. Hanging basket invoices not yet received.
8. Unspent Large Community Grants balance.
9. Public Realm - 50% of the cost of City Ambassadors £18,726, portico feasibility fees £1,650, lockers for homeless £1,460.70.
10. The costs attributed to running the gala £18,370 less income £4,392 = £13,978.
11. Cemetery income is higher than anticipated. Cemetery space is limited and may only last another 5 years.
12. Costly tree works at St Pauls.
13. Electrical works in the Assembly Room £4,625 and £1,300 solar panel service will be funded from Council House reserve.
14. Energy efficiency schemes funded by Cil. Secondary glazing £12,821.67, lighting upgrades £11,758.75, Air conditioning £21,468.18 and additional solar panels £15,632.
15. Cil receipts received.

Kim Martin

FINANCE MANAGER AND DEPUTY TOWN CLERK

CHICHESTER CITY COUNCIL
FINANCIAL YEAR 2023/2024
SUMMARY MONITORING REPORT TO 31st July 2024

AGENDA ITEM 7

	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
INCOME					
Council House	137,800	45,933	(169,635)	213,956	1,612
Cil receipts			(131,691)	131,691	-
Market House	65,000	21,667	16,667	4,167	833
Allotments	21,750	19,750	21,337	-	(1,587)
Sale of Goods	300	100	4,780	-	(4,680)
Street Name change	3,500	1,167	552	-	615
TOTAL INCOME (Excl. Precept)	228,350	88,617	(257,990)	349,814	(3,207)
EXPENDITURE					
Administration & recharges	332,842	117,597	46,495	39,414	(31,689)
Civic	12,670	5,557	3,926	-	(1,631)
Discretionary	114,900	132,722	112,342	(14,335)	(34,714)
Allotments	39,738	13,246	16,378	-	3,132
Council & Committees	85,344	36,448	20,851	13,529	(2,068)
Community Affairs	2,750	2,137	148	1,989	0
Community Safety/Crime Reduction	49,067	49,067	49,067	-	-
Events	28,020	19,340	22,710	-	3,370
Statutory Expenses	81,020	45,527	39,092	-	(6,435)
Mayoralty	31,560	17,120	16,573	-	(547)
Council House	442,595	192,685	255,112	(63,795)	632
Heritage	440	147	147	-	0
Market House	3,840	447	447	-	0
City Cross	4,690	2,897	1,917	296	(684)
St James Obelisk	100	100	-	100	-
Brewery Field	2,500	1,500	229	-	(1,271)
TOTAL EXPENDITURE	1,232,076	636,535	585,434	(22,802)	(71,903)
NET COST OF SERVICES	1,003,726	547,918	843,424	(372,616)	(75,110)
Reversal of Capital Charges	(47,000)	(15,667)	(15,666)	-	1
Interest and Investment income	(105,000)	(35,000)	(39,579)	-	(4,579)
NET OPERATING EXPENDITURE	851,726	497,252	788,178	(372,616)	(79,689)
AMOUNT TO BE MET FROM PRECEPT	851,726	497,252	788,178	(372,616)	(79,689)
Precept on District Council	851,726	425,863	425,863	-	-
(SURPLUS) / DEFICIT FOR YEAR	-	71,389	362,315	(372,616)	(79,689)

BUDGET MONITORING
To 31st July 2024

Month: 4

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
101 Administration							
4001 Staff Costs	412,892	412,892	137,631	84,859	28,286	(24,486)	1.
4002 Employers NI	49,547	49,547	16,516	8,535	2,845	(5,136)	
4003 Employers Superannuation	79,275	79,275	26,425	14,049	4,683	(7,693)	
4004 Staff expenses	300	300	100	(320)		(420)	
4005 Ill Health Insurance	4,150	4,150	3,600	-	3,600	-	
4007 Staff Recruitment	500	500	167	-		(167)	
4008 Professional Development	1,500	1,500	500	2,516		2,016	2.
4009 Travel and Subsistence	100	100	33	200		167	
4010 Card terminal charges	300	300	100	182		82	
4011 Eye tests	300	300	100	20		(80)	
4020 General Expenses	400	400	133	85		(48)	
4021 Telephone	3,000	3,000	1,000	2,617		1,617	3.
4022 Postage	700	700	233	1,307		1,074	4.
4023 Stationery	800	800	267	362		95	
4024 Subscriptions	50	50	17	-		(17)	
4025 Petty Cash Expenditure	70	70	23	-		(23)	
4026 Printing	300	300	100	9		(91)	
4027 Photocopying	1,100	1,100	367	472		105	
4029 SALC	3,400	3,400	3,300	3,441		141	
4030 South East Employers	240	240	80	280		200	
4031 Nat Allotment Gardens Assoc	60	60	20	-		(20)	
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	128		78	
4038 Computer Improvement/Maint.	16,500	16,500	5,500	8,711		3,211	5.
4039 CHIBAC DTE Subscription	270	270	90	-		(90)	
4050 Office Equipment	1,670	1,670	557	90		(467)	
4051 Bank Charges Payable	400	400	133	203		70	
4055 Professional Fees	3,400	3,400	3,400	2,254		(1,146)	
4057 Audit Fees	2,300	2,300	767	-		(767)	
4059 Payroll Admin Costs	1,500	1,500	500	735		235	
4216 Cleaning Sundries	70	70	23	-		(23)	
4900 Depreciation charged						-	
4700 Accommodation recharge	53,300	53,300	17,767	17,767		0	
Total Expenditure	638,864	638,864	219,605	148,502	39,414	(31,689)	
1075 Sale of Goods	300	300	100	388		(288)	
1176 Precept Received	851,726	851,726	425,863	425,863		-	
1196 Interest Received	105,000	105,000	35,000	39,579		(4,579)	6.
1201 Recharge to other services	638,864	638,864	212,955	212,955		(0)	
Total Income	1,595,890	1,595,890	673,918	678,785	-	(4,868)	
Net Expenditure	(957,026)	(957,026)	(454,313)	(530,283)	39,414	(36,556)	

BUDGET MONITORING
To 31st July 2024

Month: 4

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
102 Civic Expenses						
4020 General Expenses	1,400	1,400	467	-		(467)
4111 Custodian Uniforms	600	600	200	54		(146)
4112 Robes and Hats	250	250	83	32		(51)
4113 Cleaning/Repair Insignia	1,000	1,000	333	729		396
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	58		(109)
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	1,200	1,200	400	-		(400)
4800 Administration recharge	2,910	2,910	970	970		-
4801 C S Ohead recharge	250	250	83	83		(0)
Total Expenditure	12,670	12,670	5,557	3,926	-	(1,631)
Net Expenditure	12,670	12,670	5,557	3,926	-	(1,631)
103 Discretionary Expense Finance						
4172 Flags	1,260	1,260	1,145	320		(825)
4063 Bell Tower Clock	500	500	167	-		(167)
4065 City Band (Gold level)	300	300	100	-		(100)
4182 Blue plaques	1,200	1,200	400	-		(400)
4188 Environment	800	800	267	-		(267)
4195 Chichester in Bloom	15,000	15,000	15,000	-	15,000	-
4308 Cil - Cathedral beds	-	-	-	12,996	(12,996)	0
4178 Owl trail	3,500	3,500	3,500	3,750		250
4204 Walled Town Symposium	1,000	1,000	333	-		(333)
4260 Discretionary grants	50,000	55,164	55,164	49,500		(5,664)
4307 Cil - grants	-	-	-	16,339	(16,339)	(0)
4296 Public Realm Projects	23,000	50,533	50,533	23,491		(27,042)
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	114,900	147,596	132,722	112,342	(14,335)	(34,714)
1030 Delegates Fees	-	-	-	-		-
1059 Admin charge for sale of Banners	-	-	-	138		(138)
1060 Admin charge street name change	3,500	3,500	1,167	414		753
Total Income	3,500	3,500	1,167	552	-	615
Net Expenditure	111,400	144,096	131,555	111,790	(14,335)	(34,099)
104 Allotments.						
4022 Postage	150	150	50	42		(8)
4211 Rates & Water	1,800	1,800	600	230		(370)
4236 Reps/Maint. General	6,000	6,000	2,000	2,598		598
4050 Equipment	-	-	-	-		-
4055 Professional fees	-	-	-	2,913		
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	29,038	29,038	9,679	9,679		(0)
Total Expenditure	39,738	39,738	13,246	16,378	-	3,132
1020 Allotment Rents	21,500	21,500	19,750	20,987		(1,237)
1029 Allotment deposits	250	250	-	350		(350)
Total Income	21,750	21,750	19,750	21,337	-	(1,587)
Net Expenditure	17,988	17,988	(6,504)	(4,959)	-	1,545

BUDGET MONITORING

To 31st July 2024

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		-
4800 Administration recharge	64,580	64,580	21,527	21,527		-
Net Expenditure	69,900	69,900	23,300	23,300	-	-
106 Corporate Management						
4801 C S Ohead recharge	25,090	25,090	8,363	8,363		-
4800 Administration recharge	236,512	236,512	78,837	78,837		-
Net Expenditure	261,602	261,602	87,201	87,201	-	-
110 Council and Committees						
4001 Staff Costs	21,291	21,291	7,097	4,871	1,218	(1,008)
4002 Employers NI	2,555	2,555	852	358	90	(404)
4003 Employers Superannuation	4,088	4,088	1,363	886	222	(255)
4004 Member expenses	1,100	1,100	367	35		(332)
4008 Training	500	500	167	217		50
4009 Travel and Subsistence	400	400	133	-		(133)
4020 General Expenses	150	150	50	-		(50)
4055 Professional fees	-	-	-	-		-
4100 Local Election Expenses	12,000	12,000	12,000	-	12,000	-
4102 Refreshments	100	100	33	-		(33)
4128 Cil - Neighbourhood Plan	-	-	-	98		98
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	85,344	85,344	36,448	20,851	13,529	(2,068)
Net Expenditure	85,344	85,344	36,448	20,851	13,529	(2,068)
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	500	500	250		250	-
4175 Joint Twinning Speyer	500	500	250	-	250	-
4186 Joint Twinning-Chartres	500	500	500	11	489	-
4187 Joint Twinning-Ravenna	500	500	500		500	-
xxxx 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	2,750	2,750	2,137	148	1,989	0
Net Expenditure	2,750	2,750	2,137	148	1,989	0
202 Events						
4164 Other events (Gala)	15,000	15,000	15,000	18,370		3,370
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	28,020	28,020	19,340	22,710	-	3,370
1075 Miscellaneous income	-	-	-	4,392		4,392
Total Income	-	-	-	4,392	-	4,392
Net Expenditure	28,020	28,020	19,340	18,318	-	(1,022)

BUDGET MONITORING**To 31st July 2024**

Month: 4

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
203 Community Safety						
4140 Community Wardens	49,067	49,067	49,067	49,067		-
Total Expenditure	49,067	49,067	49,067	49,067	-	-
Net Expenditure	49,067	49,067	49,067	49,067	-	-
301 Statutory Expenses						
4148 Repairs to War Memorial	2,000	2,000	667	16		(651)
xxxx Statues and memorials	2,000	2,000	667	-		(667)
4144 Contribution to Public Conveniences	20,000	20,000	20,000	20,000		-
4150 Footpath Lighting-Energy	3,700	3,700	1,233	549		(684)
4151 Footpath Lighting Maintenance	3,780	3,780	3,780	3,456		(324)
4152 City Cemetery-Annual Contrib.	38,000	38,000	12,667	10,170		(2,497) 11.
4153 Litten Garden maintenance	2,500	2,500	833	552		(281)
4154 St Pauls-General Maint.	500	500	167	1,845		1,678 12.
4156 Misc Grnd Mtce & Street Furn.	500	500	167	53		(114)
4157 Street Naming & Signage	4,000	4,000	4,000	929		(3,071)
4281 Bus shelters	-	-	-	175		175
4801 C S Ohead recharge	320	320	107	107		0
4800 Administration recharge	3,720	3,720	1,240	1,240		-
Total Expenditure	81,020	81,020	45,527	39,092	-	(6,435)
Net Expenditure	81,020	81,020	45,527	39,092	-	(6,435)
401 Mayoralty						
4009 Travel and Subsistence	1,000	1,000	333	786		453
4020 General Expenses	1,000	1,000	333	137		(196)
4103 Mayors charity	-	-	-	48		48
4125 Mayors Allowance	4,000	4,000	2,000	2,000		-
4130 Mayors at Home	-	-	-	216		216
4131 Mayor at Home-Christmas	2,200	2,200	733			(733)
4132 Receptions Other	1,000	1,000	333	-		(333)
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	16,573	-	(547)
Net Expenditure	31,560	31,560	17,120	16,573	-	(547)

BUDGET MONITORING
To 31st July 2024

Month: 4

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £	
501 Council House							
4001 Staff Costs	39,006	39,006	13,002	9,194	3,064	(744)	
4002 Employers NI	4,681	4,681	1,560	1,041	347	(172)	
4003 Employers Superannuation	7,489	7,489	2,496	1,202	400	(894)	
4012 Overtime	16,430	16,430	5,477	4,763		(714)	
4055 Professional Fees (painting restoration)	2,000	2,000	2,000	-		(2,000)	
4101 Publicity	6,000	6,000	2,000	-		(2,000)	
4145 Maintenance bus shelters	500	500	167	-		(167)	
4201 Wedding licence	710	710	690			(690)	
4206 Bid membership	1,350	1,350	1,020	1,013		(7)	
4211 Rates and Water	48,845	48,845	48,845	54,817		5,972	
4212 Building cleaning and windows	5,000	5,000	1,667	2,483		816	
4214 Electricity	8,000	8,000	2,667	1,892		(775)	
4215 Gas	9,000	9,000	3,000	2,189		(811)	
4216 General Cleaning	2,300	2,300	767	817		50	
4217 Alarm main servicing and monitoring	1,500	1,500	500	825		325	
4218 Lift Service Contract	1,700	1,700	567	1,473		906	
4219 Fire Equipment Service	460	460	153	161		8	
4209 Emergency lighting	1,500	1,500	500	1,830		1,330	
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	3,756		2,256	
4225 Insurance	11,000	11,000	11,000	10,404		(596)	
4227 Licences	510	510	170	551		381	
4231 Council House Improvements	8,000	8,000	2,667	8,576	(5,925)	(16)	13.
4305 Cil - Energy Efficiency	-	-	-	61,681	(61,681)	(0)	14.
4234 CCTV Maintenance Contract	400	400	133	1,061		928	
4238 Cyclical Maintenance budget	3,000	3,000	3,000	-		(3,000)	
4241 Lightning Protection R & M	180	180	60	195		135	
4242 Display Energy Certificate	400	400	133	-		(133)	
xxxx Space equivalent to hire	6,000	6,000	2,000				
4245 Health and Safety	2,000	2,000	667	764		97	
4246 Wedding Expenditure	500	500	167	177		10	
4250 Council house equipment	1,950	1,950	650	2,323		1,673	
4284 MUGA running costs	750	750	750	-		(750)	
4291 Van running costs	1,800	1,800	1,000	846		(154)	
4800 Administration recharge	181,361	181,361	60,454	60,454		0	
4801 C S Ohead recharge	22,773	22,773	7,591	7,591		0	
4900 Capital Charges	39,100	39,100	13,033	13,033		(0)	
Total Expenditure	442,595	442,595	192,685	255,112	(63,795)	632	
1000 Hire Charges-Council Chamber	-	-	-	91		(91)	
1001 Hire Charges-Assembly Room	31,500	31,500	10,500	8,881		1,619	
1002 Hire Charges-Court Room	18,500	18,500	6,167	3,043		3,124	
1011 Solar Panel income	1,800	1,800	600	1,817		(1,217)	
1012 Wedding Income	1,500	1,500	500	2,688		(2,188)	
1014 CIL receipts	-	-	-	131,691	(131,691)	-	15.
1015 small screen	-	-	-	51		(51)	
1016 large screen	-	-	-	357		(357)	
1013 Hanging Basket	2,500	2,500	833	-		833	
1199 Sale of Asset	-	-	-	60		(60)	
1201 Recharges to other services	82,000	82,000	27,333	27,333		0	
Total Income	137,800	137,800	45,933	176,012	(131,691)	1,612	
Net Expenditure	304,795	304,795	146,752	79,100	67,896	2,244	
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		-	

BUDGET MONITORING
To 31st July 2024

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	65,000	65,000	21,667	16,667	4,167	833
			-			
Total Income	65,000	65,000	21,667	16,667	4,167	833
Net Expenditure	(61,160)	(61,160)	(21,220)	(16,220)	(4,167)	833
504 City Cross						
4214 Electricity	300	300	100	218		118
4236 Reps/Maint. General	500	500	167	1,338		1,171
4300 City Cross Conservation	2,000	2,000	2,000	65		(1,935)
4302 Annual Maintenance of Clock	1,000	1,000	333	-		(333)
4801 C S Ohead recharge	70	70	23	23	23	23
4800 Administration recharge	820	820	273	273	273	273
Total Expenditure	4,690	4,690	2,897	1,917	296	(684)
Net Expenditure	4,690	4,690	2,897	1,917	296	(684)
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	229		(1,271)
			-			
Total Expenditure	2,500	2,500	1,500	229	-	(1,271)
			-			
Net Expenditure	2,500	2,500	1,500	229	-	(1,271)
			-			

BUDGET MONITORING
To 31st July 2024

Month: 4

	Original Budget £	Current Budget £	Profiled Budget £	Actual To Date £	Committed Expend. £	Variance To Date £
NET EXPENDITURE	47,000	79,696	87,055	(99,357)	104,722	(79,690)
ADJUSTMENT RE CAPITAL CHARGES	(47,000)	(47,000)	(15,667)	(15,666)	-	1
(SURPLUS)/DEFICIT	-	32,696	71,389	(115,023)	104,722	(79,689)

Notes:

The Current Budget varies from the Original Budget due to budgets brought forward fm 2023/24.

Original budget surplus/deficit

Budgets carried forward from 2023/24

£

-

32,696

32,696

Variances

1. We are awaiting a backdated pay award to April 2024 Estimated in the budget at 6%.
2. Increased training costs, specifically the Property Team.
3. Increased BT costs which have doubled and we have issued 8 phone contracts so that staff do not have to use their personal mobiles.
4. Increased costs for distributing the City Plan.
5. £2,000 spent on equipment to improve wifi in the Council House.
6. Interest on investments.
7. Hanging basket invoices not yet received.
8. Unspent Large Community Grants balance
9. Public Realm - 50% of the cost of City Ambassadors £18,726, portico feasibility fees £1,650, lockers for homeless £1,460.70
- 10 The costs attributed to running the gala £18,370 less income £4,392 = £13,978
11. Cemetery income is higher than anticipated. Cemetery space is limited and may only last another 5 years.
12. Costly tree works at St Pauls.
13. Electrical works in the Assembly Room £4,625 and £1,300 solar panel service will be funded from reserve.
14. Energy efficiency schemes funded by Cil. Secondary glazing £12,821.67, lighting upgrades £11,758.75, Air conditioning £21,468.18 and additional solar panels £15,632.
15. Cil receipts received.

Expenditure on Reserves

to 31st July 2024

Council House Reserve

Description	Actual Expenditure (£)	Committed Expenditure (£)
Strip lighting electrical works (Aspect)	3,537.50	
Replacement distribution board and circuit (Aspect)	1,087.50	
Solar panel service	1,300.00	
<u>Total</u>	5,925.00	0.00

	£	£
Cfwd	198,037.38	
Expenditure	5,925.00	0.00
<u>Total</u>	192,112.38	0.00

Public Realm Budget to 31st July 2024

Description	Actual Expenditure (£)	Committed Expenditure (£)
Tempest lockers	£1,460.70	
City Ambassadors	£18,726.32	
Portico feasibility study	£1,650.00	
Noticeboard Brewery Field	£1,090.00	
West's Garden bin	£213.63	
Graylingwell tree	£350.00	
Total	£23,490.65	£0.00

	£	£
cfwd	50,532.51	
Actual Expenditure	-23,490.65	0.00
Total	27,041.86	0.00

= £23,000 Budget + £27,532.51 Bfw



CHICHESTER CITY COUNCIL

Provision of Internal Audit services 2024/2025

Reappointment of Internal Auditor

The current Internal Auditor is retiring from his role as Principal Auditor at Chichester District Council. He is currently employed by the City Council, which has been an arrangement for over 20 years. It is not normal for an Auditor to be employed by the organisation that it is auditing.

We feel that now is the right time to review the Audit provision for the City Council.

Current provision

2.5 hours a week

Annual salary £2,167.32 Redundancy will cost approximately £1,354.50.

We would expect the existing Internal Auditor to be employed until the end of his 4 week notice period.

Alternative quotes have been sought from 3 Auditors who are experienced with working with Town and Parish Councils.

Alternative Internal Audit provision

Mulberry and Co

2 Audits a year (interim and final audit) Hourly rate £70 + mileage (2024-2025) 6-10hrs pa plus additional compliance testing.

Mulberry and Co complete over 230 audits per annum including 75 in West Sussex

Grahame Brown – Internal Auditor for Selsey Town Council

Hourly rate £30 + mileage (2024-2025)

Southern Internal Audit Partnership

Agreed that they would be able to take on the work. Hourly rate to follow. They currently work in partnership with Hampshire County Council and have a portfolio of over 25 public sector organisations.

Recommendation.

That the new Internal Auditor be employed on a 1 year contract basis to take over the service when the existing Internal Auditor leaves.

Kim Martin

Finance Manager and Deputy Town Clerk

Appointment of Internal Auditor

- Recommendation that we appoint Internal Auditor Stephen James for part of the financial year from 1st April 2024 – end of his notice period October 2024 after which time we reappoint a new Internal Auditor to ensure consistency of service.

Audit Plan 2024-2025

- 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,

List of Council Memberships and Annual Subscriptions 2024-2025

Organisation	Services Provided	Fees (Nett) £
South East Employers (SEEMP)	HR Advice	280.00
Satswana	Data Protection Officer	800.00
National Association of Local Councils (NALC)	National body for parish councils	1,690.98
West Sussex Association of Local Councils (WSALC)		1,750.00
Allotment Society	Advice and support on managing and running allotments	55.00
Chichester Observer	Weekly newspaper	70.72
Association of Accounting Technicians (AAT)	Professional body x 1 for RFO	184.00
Society Local Council Clerks (SLCC)	Professional body for Clerk	416.00
Mace Society	Professional body for Macebearers	10.00
Chichester Business Against Crime (ChiBAC)	City Centre organisation to reduce crime	291.20
Information Commissioner	Data Protection Registration	55.00
PPL/PRS	Annual Music Licence for Assembly Rooms	551.42
TV Licensing	TV License	<u>169.50</u>
		4,573.82

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 2 - Unity Trust Current Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	30/04/2024	130	542,920.62
			<u>542,920.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			542,920.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			542,920.62
		Balance per Cash Book is :-	542,920.62
		Difference is :-	0.00

Signatory 1:

Name KIM MARTIN Signed [Signature] Date 10/6/24

Signatory 2:

Name Michelle Carter Signed [Signature] Date 10/6/24

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 2 - Unity Trust Current Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/05/2024	131	455,587.11
			<u>455,587.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			455,587.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			455,587.11
		Balance per Cash Book is :-	455,587.11
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 26/06/24

Signatory 2:

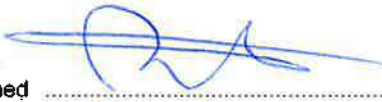
Name Kim MARTIN Signed  Date 26/06/24

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 2 - Unity Trust Current Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	30/06/2024	132	202,208.63
			<u>202,208.63</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			202,208.63
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			202,208.63
		Balance per Cash Book is :-	202,208.63
		Difference is :-	0.00

Signatory 1:

Name Michelle Carter Signed  Date 31/07/24

Signatory 2:

Name Kim Martin Signed  Date 31/07/24

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 2 - Unity Trust Current Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current account-Unity	31/07/2024	133	82,778.82
			<u>82,778.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			82,778.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			82,778.82
		Balance per Cash Book is :-	82,778.82
		Difference is :-	0.00

Signatory 1:

Name Michelle Carter Signed  Date 20/08/24

Signatory 2:

Name Kim Martin Signed  Date 20/08/24

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 1 - Imprest Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	30/04/2024	108	4,293.86
			<u>4,293.86</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,293.86
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,293.86
		Balance per Cash Book is :-	4,293.86
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 31/05/24

Signatory 2:

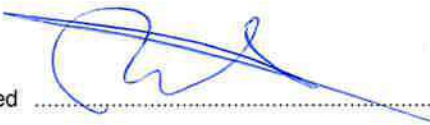
Name KIM MARTIN Signed  Date 31/05/24

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 1 - Imprest Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/05/2024	109	13,559.14
			<u>13,559.14</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			13,559.14
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			13,559.14
		Balance per Cash Book is :-	13,559.14
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 18/06/24

Signatory 2:

Name KIM MARN Signed  Date 18/06/24

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 1 - Imprest Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	30/06/2024	110	6,201.01
			<u>6,201.01</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6,201.01
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,201.01
		Balance per Cash Book is :-	6,201.01
		Difference is :-	0.00

Signatory 1:

Name MICHELE CARROLL Signed [Signature] Date 22/07/24

Signatory 2:

Name KIM MARTIN Signed [Signature] Date 23/07/24

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 1 - Imprest Account

AGENDA ITEM 14a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Imprest Account-Unity	31/07/2024	.111	16,605.58
			<u>16,605.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			16,605.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			16,605.58
		Balance per Cash Book is :-	16,605.58
		Difference is :-	0.00

Signatory 1:

Name MICHELLE CARTER Signed  Date 12/08/24

Signatory 2:

Name KIM MARNIN Signed  Date 12/08/24

List of Payments made between 01/04/2024 and 31/07/2024

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2024	West Sussex ALC Ltd	BACS05	3,440.98		WSALC & NALC Subs 24/25
02/04/2024	Renault Finance	DD10	30.00		Yr 2 - Battery Lease for E Van
02/04/2024	Square	TNSFR	0.44	SQ08	Square Fees - Preston RO10
04/04/2024	St Barnabas Hospices (Sussex)	BACS01	3,750.00		Owl Sculpture Sponsorship 2024
04/04/2024	Chris Simmons	BACS02	6,800.00		Live Music programme for Gala
04/04/2024	O2 - Telephonica UK Ltd	DD05	33.06		Staff Mobile Phones
05/04/2024	Chichester District Council	DD06	107.60		Refuse & Recycle C/Hse Mar 24
12/04/2024	Stride and Son Ltd	BACS03	2,400.00		Inspect/value items for Insure
12/04/2024	Aspect Electrical Contractors	BACS04	2,145.00		Install h/l Emerg lights AR
12/04/2024	Rialtas Business Solutions Ltd	BACS06	1,660.80		Making Tax digital Subs - 3/25
12/04/2024	C S Storage Ltd	BACS07	1,752.84		6 x Tempest 1.8M Lockers
15/04/2024	Chichester District Council	DD01	5,430.00		Business Rates C/Hse 24/25
15/04/2024	Chichester District Council	DD02	100.80		BID Levy for 24/25
16/04/2024	Vodafone Ltd	DD03	12.73		Adjustment re error in charges
17/04/2024	British Telecommunications PLC	DD07	878.34		Line rent & Calls - C/Hse
18/04/2024	Drax	DD08	710.98		Elec - City Cross - Mar 2024
22/04/2024	Barclaycard	DD	658.83		Barclaycard April 2024
23/04/2024	Pitney Bowes Ltd	DD09	90.71		Qtly Rent & Maint Frank mach
25/04/2024	SSE Contracting	BACS08	1,662.90		Gas for C/Hse 29.2-09.4.24
25/04/2024	Chichester Pride	BACS12	2,958.56		Discretionary Grant Apr 24
26/04/2024	Chichester District Council	BACS09	69,067.00		Cont. Toilets in Priory Park
26/04/2024	Transition Chichester	BACS10	1,480.00		Discretionary Grant Apr 24
26/04/2024	Chichester Society	BACS11	1,000.00		Discretionary Grant Apr 24
26/04/2024	Chichester BID	BACS13	1,000.00		Discretionary Grant Apr 24
26/04/2024	Young People's Shop	BACS14	5,000.00		Discretionary Grant Apr 24
26/04/2024	Festival Of Chichester	BACS15	4,500.00		Discretionary Grant Apr 24
26/04/2024	Pregnancy Options Centre	BACS16	5,000.00		Discretionary Grant Apr 24
26/04/2024	Homestart	BACS17	5,000.00		Discretionary Grant Apr 24
26/04/2024	Aspect Electrical Contractors	BACS18	1,305.00		Electrical works at the C/Hse
26/04/2024	Chichester Fringe CIC	BACS19	5,000.00		Discretionary Grant Apr 2024
30/04/2024	Renault Finance	DD11	30.00		Ann Lease for Battery-Elec Van
30/04/2024	Square	TNSFR	131.18	SQ09	Square Fees - Apr 24
01/05/2024	Square	TRANS	6.36		Square Fees for 30.04.24
02/05/2024	O2 - Telephonica UK Ltd	DD11	28.80		Staff Mobiles - Apr 24
03/05/2024	Chichester District Council	DD04	119.40		Refuse & Recycle Apr 24
07/05/2024	Business Stream	DD055	31.92		Water -Pd Fm Rd Allots -7.4.24
07/05/2024	Business Stream	DD06	72.89		Water -St J Allots to 7.4.24
07/05/2024	Drax	DCR01	-292.01		CONTRA -RAISED IN ERROR
08/05/2024	St Richard of Chichester Chris	BACS01	5,000.00		Discretionary Grant - June 24
08/05/2024	Christie Intruder Alarms Ltd	BACS02	1,594.26		Upgrade of external cameras
08/05/2024	B & J Haughey Ltd T/A Dor to D	BACS03	1,297.80		Print & Deliver Bus Plan leaflet
08/05/2024	West Sussex County Council	BACS04	43,942.15		Salaries for April 2024
08/05/2024	Business Stream	DD08	62.60		Water -St P Allots to 8.4.24
08/05/2024	Drax	DD07	170.96		Elec Apr 24 - Unmetered Supply
09/05/2024	Imprest Account	TRANSFER	10,000.00		
09/05/2024	Zurich Municipal	BACS05	10,489.67		Insurance premium to 31.03.24
15/05/2024	Chichester District Council	DD01	5,433.00		Business Rates C/Hse 24/25

List of Payments made between 01/04/2024 and 31/07/2024

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/05/2024	Chichester District Council	DD02	101.30		BID Levy for 24/25
15/05/2024	Vodafone Ltd	DD12	74.78		B/Band C/Hse & St J Apr 24
16/05/2024	Impact Geotechnical Ltd	BACS06	3,495.00		Allotment Soil Testing
16/05/2024	Drax	DD13	911.24		Elec Apr 24 - Council House
21/05/2024	Discount Displays	BACS07	267.26		Banners & Correx boards - Gala
21/05/2024	JRW Rahman Music	BACS08	50.00		Piano performance Mayor Making
21/05/2024	Business Stream	DD09	444.77		Water -C/Hse to 22.01.24
21/05/2024	Barclaycard	DD	415.93		Barclaycard
23/05/2024	Business Stream	DD10	13.29		Water -Wh Rd Allots to 23.4.24
28/05/2024	Imprest Account	TRANSFER	10,000.00		TRANSFER
28/05/2024	Square	TRANS	21.55		Square Fees
29/05/2024	Window Flowers Limited	BACS09	16,423.50		Bracket test x 100 & 2xreplace
29/05/2024	DCK ACCOUNTING SOLUTIONS	BACS10	1,450.92		Prep of Yr End A/c's 23/24
29/05/2024	Device Doctors Repairs & Suppo	BACS11	2,786.78		18 X Licences Subs to 31.5.25
29/05/2024	Selsey Press	BACS12	1,583.60		Print4,000 Raffle Tickets Gala
31/05/2024	Renault Finance	DD03	30.00		Ann Lease for Battery-Elec Van
31/05/2024	Chichester District Council	DD05	119.40		Refuse & Recycle May 24
01/06/2024	O2 - Telephonica UK Ltd	DD02	28.80		Staff mobile phones May24
03/06/2024	Cerberus Networks Limited	DD01	282.72		B/Band C/Hse-Set up
11/06/2024	CCLA Investment	TRANSFER	131,691.25		Transfer to Interest A/C
11/06/2024	Unity Trust Bank	TRANSFER	28.00		Chaps FeeTrans - Interest A/C
12/06/2024	Chichester District Council	BACS01	12,203.51		50%of Chi Cemetery Qt 4 23/24
12/06/2024	Aspect Electrical Contractors	BACS02	14,472.00		Light. upgrades in Coun Hse
12/06/2024	Rayotec Ltd	BACS03	1,560.00		Ann. Solar Main inspect -May24
12/06/2024	Lewis Marquees	BACS04	3,137.52		Bal. of Marquee hire Gala 29.6
12/06/2024	Saunders Specialised Services	BACS05	30,269.26		A/Con Chill unit - C/Hse
12/06/2024	Friends of Aquired Brain Injur	BACS06	3,000.00		Discretionary Grant June 2024
12/06/2024	Think 18	BACS07	3,000.00		Discretionary Grant June 2024
12/06/2024	Ovation Music	BACS08	2,000.00		Discretionary Grant June 2024
12/06/2024	Chichester Boys Club	BACS12	5,000.00		Discretionary Grant June 2024
12/06/2024	West Sussex County Council	BACS12	43,199.11		May 2024 - Salaries
14/06/2024	Vodafone Ltd	DD08	74.78		B/Band for C/Hse & St J
14/06/2024	Barclaycard	DD	1,036.15		Barclaycard June 24
17/06/2024	Chichester District Council	DD03	101.30		BID Levy for 24/25
17/06/2024	Chichester District Council	DD04	5,433.00		Business Rates C/Hse 24/25
18/06/2024	Drax	DD06	235.67		Elec - May 24 Unmetered Supply
19/06/2024	Drax	DD05	604.59		Elec - May 24 C/Hse
21/06/2024	Chichester Cinema at New Park	BACS09	5,000.00		Discretionary Grant June 2024
21/06/2024	Sanctuary in Chichester	BACS110	5,000.00		Discretionary Grant June 2024
21/06/2024	R J Lifts Group Ltd	BACS11	1,767.60		Remedial works to Lift @ C/Hse
21/06/2024	West Sussex Countryside Studie	BACS13	5,000.00		Discretionary Grant June 2024
21/06/2024	West Sussex Scout Council	BACS14	1,000.00		Discretionary Grant June 2024
28/06/2024	Unity Trust Bank	TRANS	3.10		Manual handling charge for CR
28/06/2024	Chichester District Council	DD07	119.40		Refuse & Recycle June 24
29/06/2024	Square	TRANS	13.15		Square Fees - June 2024
29/06/2024	Square	TRANS	-3.21		Square Fee Correction
30/06/2024	Unity Trust Bank	TRANS	102.90		Bank Service charges

List of Payments made between 01/04/2024 and 31/07/2024

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	Square	SQ02	3.21		Square Fees re 01.07.24
01/07/2024	Renault Finance	DD03	30.00		Ann Lease for Battery-Elec Van
01/07/2024	Cerberus Networks Limited	DD05	58.80		B/Band for C/Hse -June24
01/07/2024	Chichester District Council	DD06	74.00		Garden Waste to Jun 25
02/07/2024	DVLA	DD07	335.00		Ann Road Tax for Tipper Truck
03/07/2024	Imprest Account	Transfer	10,000.00		Transfer
03/07/2024	O2 - Telephonica UK Ltd	DD08	131.28		Staff Mobile phones - June 24
09/07/2024	Mobile Stage Ltd	BACS01	2,500.00		Stage, PA, Lighting - Gala 24
09/07/2024	West Sussex County Council	BACS02	42,887.75		Salaries for June 2024
09/07/2024	CRG Direct Ltd	BACS03	5,115.60		Deposit - Solar install C/Hse
09/07/2024	Aspect Electrical Contractors	BACS04	4,245.00		Install Elec strip lighting CH
09/07/2024	Chichester BID	BACS05	22,471.58		50% Cont - City Ambassadors
09/07/2024	Earth Anchors Ltd	BACS06	1,308.00		Noticeboard for Brewery Field
09/07/2024	2 Start Ltd	BACS07	2,100.00		Cat C1 Training & Test - SH
15/07/2024	Chichester District Council	DD01	5,433.00		Business Rates C/Hse 24/25
15/07/2024	Chichester District Council	DD02	101.30		BID Levy for 24/25
16/07/2024	Drax	DD09	833.65		St Light Elec- Unmet - Jun 24
16/07/2024	British Telecommunications PLC	DD10	785.19		Phone Rent & calls to 30/06
16/07/2024	Vodafone Ltd	DD11	74.78		B/Band for C/HSE & St James
18/07/2024	West Sussex County Council	BACS08	4,146.91		St Lighting Maint 23/24
18/07/2024	Fellwood Tree Surgeons Ltd	BACS09	1,425.00		Treeworks -St P disused burial
18/07/2024	Meynell Hayes Ltd	BACS10	1,650.00		Feas Study & design Portico
22/07/2024	Barclaycard	DD	3,431.68		Barclaycard July 2024
23/07/2024	Pitney Bowes Ltd	DD12	90.71		Qtly Rent & Mant Franking
24/07/2024	CRG Direct Ltd	BACS12	13,074.00		2nd Dep for Solar Install CHse
24/07/2024	Subtech Safety Ltd	BACS14	1,410.00		Radiodetection CAT4+ Kit
26/07/2024	Chichester District Council	DD13	119.40		Refuse & Recycle - Jul 24
30/07/2024	Imprest Account	Transfer	10,000.00		Transfer
30/07/2024	Storm Windows Ltd	BACS13	15,386.00		Dep - Secondary glazing C/Hse
31/07/2024	Oliver Bonas Ltd	BACS11	5,425.00		Refund incorrect payment
31/07/2024	Aspect Electrical Contractors	BACS15	1,101.19		Remedial elects - Market Cross
31/07/2024	Amazon	BACS16	2,761.38		3 x 5 pk Stylus pens -Tablets
31/07/2024	Square	TRANS	9.80		Sq07 Square Fees
31/07/2024	Renault Finance	DD04	30.00		Ann Lease for Battery-Elec Van
Total Payments			<u>683,194.68</u>		

List of Payments made between 01/04/2024 and 31/07/2024

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/04/2024	Luna Clean	BACS14	618.60		Cleaning C/Hse March 24
11/04/2024	Toolstation Ltd	BACS01	12.97		2 x S/S Threaded bar-Bike rack
11/04/2024	Allstar	BACS02	102.28		Diesel Fuel for Van
11/04/2024	Growtrain Ltd	BACS03	624.00		Manual Handling course 8Staff
11/04/2024	Chichester Farm Machinery Ltd	BACS04	57.60		10Lt 4T Fuel for Mowers
11/04/2024	Amazon	BACS05	367.03		Lockable Noticeboard 1.8mx1.2m
11/04/2024	South Downs Water Co Ltd	BACS06	21.60		3 x 19L Water bottles -Deposit
11/04/2024	Chichester Enterprises Ltd	BACS07	10.44		200 x Business cards for A.G.
11/04/2024	C Brewer & Sons Ltd	BACS08	80.88		A/Oxide & Eggshell paint
11/04/2024	Goodrowes of Chichester Ltd	BACS09	50.00		Turfing Iron tool
11/04/2024	The Woodhorn Group Ltd	BACS10	158.59		Green Waste 22+26+27.03.24
11/04/2024	C Adams	BACS11	11.36		T/Roll & wash up liquid -Staff
11/04/2024	Dean Floyd	BACS12	70.76		Protective clothing for Course
11/04/2024	Mr D Jenkins	BACS13	3.75		3 x Carex Handwash
12/04/2024	Microsoft	BACS15	1,587.95		E0100QUD80/Microsoft
25/04/2024	Midlands Signs Leicester Ltd T	BACS16	425.52		7 x Street signs
26/04/2024	Visual Hygiene Cleaning Servic	BACS17	180.00		17.04.24 - Window Clean C/Hse
26/04/2024	Canon (UK) Ltd	BACS18	285.17		P/Copies 01.01-31.03.24
26/04/2024	Storm in a Teacup	BACS19	90.00		Deposit - Circus Ent Gala
26/04/2024	Littlehampton Town Council	BACS20	260.00		Role of Civic Head Seminar 3/6
26/04/2024	Screwfix	BACS21	110.29		PPE for Operatives
26/04/2024	St James Rd Allotment Associat	BACS22	400.00		Discretionary Grant Apr24
26/04/2024	Friends of Chartres	BACS23	500.00		Discretionary Grant Apr24
26/04/2024	Amazon	BACS24	5.33		Spraypaint for Leaflet bracket
26/04/2024	South East Employers	BACS25	336.00		Assoc Memb of SEE 24/25
26/04/2024	Mr G Bowen	BACS26	5.80		4 x 4Pt Milk
26/04/2024	Justin Kemp	BACS27	4.00		4 x bottles Washing up liquid
26/04/2024	DJ Elevation - Charles Schrode	BACS28	56.00		DJ for Mayor's Ball 05.10.24
26/04/2024	Recycle Southern Ltd	BACS29	66.00		Tipping of waste - 14.03.24
26/04/2024	Goodrowes of Chichester Ltd	BACS30	238.86		2 x Brenton bolts for Gate
26/04/2024	S & P Tree Specialists Ltd	BACS31	420.00		Tree works St P disued burial
26/04/2024	Vodafone Ltd	BACS32	19.32		B/Band for CCTV Litten - Apr24
03/05/2024	RepTylers	BACS01	750.00		Reptylers Hire Gala 29.06.24
03/05/2024	Craig Gershater	BACS02	786.25		Travel Exp - Chartres May24
03/05/2024	Toolstation Ltd	BACS03	15.69		2 X Spray Paint
03/05/2024	Positive Lighting Installation	BACS04	384.00		Eyebolt& Infrastructure testin
03/05/2024	Amazon	BACS05	446.20		Lenovo V15 Laptop
03/05/2024	Society of Local Council Clerk	BACS06	15.00		Replace Qual Certificate
03/05/2024	Goodrowes of Chichester Ltd	BACS07	38.69		Mesh for LED Gel Foils
03/05/2024	Screwfix	BACS08	134.91		2 x Site Trousers + 1 x Boots
03/05/2024	Beaver Tool Hire	BACS09	122.11		Hire - Tip up Petrol Mixer
03/05/2024	Covers Trade Centre Branch	BACS10	63.48		10 x 20kg bags of Post fix
03/05/2024	Thomas Fattorini Ltd	BACS11	874.38		Past Mayor & Mayoress Badges
03/05/2024	Recycle Southern Ltd	BACS12	179.52		Tip Waste Allots etc 22/04/24
03/05/2024	CJS Portsmouth	BACS13	197.22		Case 200 x Black sacks
03/05/2024	Mr D Jenkins	BACS14	3.50		Rinse Aid & Hand wash
15/05/2024	The Woodhorn Group Ltd	BACS15	38.12		Green Waste - April 24

List of Payments made between 01/04/2024 and 31/07/2024

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/05/2024	C Adams	BACS16	8.50		Refresh for Mayor Making
15/05/2024	Chichester Farm Machinery Ltd	BACS17	41.38		Replacement head for strimmer
15/05/2024	West Sussex County Council	BACS18	881.50		Payroll Admin - 01.10-31.03.24
15/05/2024	South Downs Water Co Ltd	BACS19	21.60		Supply 3 x 19L Water - Returns
15/05/2024	Toolstation Ltd	BACS20	101.41		Mats. Window refurb - C/Hse
15/05/2024	Beaver Tool Hire	BACS21	139.92		Hire of Scaffold Tower - C/Hse
15/05/2024	C Brewer & Sons Ltd	BACS22	457.85		Materials - window refurb C/Hs
15/05/2024	Geosphere Ltd	BACS23	270.00		Ann Subs Parish Online - May25
15/05/2024	Holdens Nursery	BACS24	88.20		Plants for Northgate Underpass
15/05/2024	Mr G Bowen	BACS25	5.80		3 x 4pts Milk
15/05/2024	Screwfix	BACS26	293.75		Makita drill & bit sets
15/05/2024	Luna Clean	BACS27	680.46		Cleaning C/Hse - Apr 24
15/05/2024	Amazon	BACS28	806.71		2 X Motorola G84 -Staff phones
15/05/2024	Dean Floyd	BACS29	36.52		Stop cock cover - Allotment
15/05/2024	Dyson King (Architectural Iron	BACS30	149.88		3 x Padlocks for C/Hse Gates
23/05/2024	Information Commissioner	DD01	55.00		Data Protection Licence -May25
29/05/2024	Kestrel Guards	BACS31	42.00		Call out C/Hse 12.04.24
29/05/2024	Vodafone Ltd	BACS32	19.32		CCTV Litten Gds - May 24
29/05/2024	Alison Gaudion	BACS33	3.70		Crackers for Mayor Making
29/05/2024	Mrs Kim Martin	BACS34	9.14		Milk & Refresh - Fire Ex 20/05
29/05/2024	Amazon	BACS35	273.01		Pk 4 x Clear Storage boxes
29/05/2024	Recycle Southern Ltd	BACS36	300.00		Hire of Skip - St J Allotments
29/05/2024	Sarah Quail	BACS37	2,000.00		1st 1/2 Mayoral Allow 24/25
12/06/2024	Amazon	BACS01	341.11		2 x 32GB Galaxy Tablets
12/06/2024	Chichester Community Developme	BACS02	350.00		Tree Planting - Graylingwell
12/06/2024	R C Cutting & Co Ltd	BACS03	234.00		Lightning protection inspectio
12/06/2024	Dyson King (Architectural Iron	BACS04	61.38		Lock for Mayors Parlour
12/06/2024	Christie Intruder Alarms Ltd	BACS05	352.58		Ann Service Agree Fire Alarm
12/06/2024	Connect Media (Sussex) Ltd	BACS06	288.00		20 x Chi Gala T-Boards
12/06/2024	Goodrowes of Chichester Ltd	BACS07	25.49		Materials - Allotment repairs
12/06/2024	Mr S Holman	BACS08	37.99		1 x Box Coffee sachets
12/06/2024	Recycle Southern Ltd	BACS09	51.00		Waste tip from Brewery Field
12/06/2024	Luna Clean	BACS10	680.46		Cleaning of C/Hse May 24
12/06/2024	Recognition Express Southern	BACS11	17.83		2 x Magnetic Badges
12/06/2024	Satswana Limited	BACS12	960.00		Renewal Of DPO Service
12/06/2024	Society of Local Council Clerk	BACS13	78.00		Themed Summit-10.07.24 ST
12/06/2024	South Downs Water Co Ltd	BACS14	21.60		WaterCooler Rental to 17.09.24
12/06/2024	SSE Contracting	BACS15	595.24		Gas for Council Hse -to29.4.24
12/06/2024	Jane Walker Event Floristry	BACS16	60.00		2 x Registrars flower arrang
12/06/2024	The Woodhorn Group Ltd	BACS17	147.37		Green waste & Topsoil
12/06/2024	Jewson - Stark Building Materi	BACS18	314.17		Cement & Ballast - Council Hse
12/06/2024	Covers Trade Centre Branch	BACS19	155.96		Sq Hopper & Socket - Allots
12/06/2024	Screwfix	BACS20	585.35		Steel Measuring wheel
14/06/2024	Mr D Jenkins	BACS29	6.25		Handwash & disp gloves
21/06/2024	Screwfix	BACS21	105.38		3 x Soap disp + 2 x Wind. stay
21/06/2024	Katie Coffey	BACS22	9.40		Refreshments for Arts Forum
21/06/2024	Viking	BACS	43.74		5 x Reams A4 Copier paper

Imprest Account

List of Payments made between 01/04/2024 and 31/07/2024

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/06/2024	Amazon	BACS23	552.34		2 x Outdoor Sweep brushes
21/06/2024	Vodafone Ltd	BACS25	19.32		B/Band for Litten CCTV
21/06/2024	Mr S Holman	BACS26	20.00		Allowance for Eye Test
21/06/2024	Goodrowes of Chichester Ltd	BACS27	36.74		24" Broom for C/Hse
21/06/2024	Ricara Limited	BACS28	65.16		4 x L/Sleeve grey T-shirts
21/06/2024	Visual Hygiene Cleaning Servic	BACS30	80.00		Window Cleaning - C/Hse
21/06/2024	South Downs Water Co Ltd	BACS31	21.60		3 x 19L Water Bottles
21/06/2024	Steel Pan Duo	BACS32	200.00		Entertainment at Gala on 29/06
21/06/2024	Christie Intruder Alarms Ltd	BACS33	822.67		Alarm Serv Ann maint - 30.4.25
27/06/2024	Midlands Signs Leicester Ltd T	BACS11	159.24		2 x Street signs Sh Rd & CMead
30/06/2024	Unity Trust Bank	TRANS	18.00		Service Chage - Imprest A/c
04/07/2024	Alison Gaudion	BACS01	50.08		Materials for Gala 29.06.24
04/07/2024	DCK ACCOUNTING SOLUTIONS	BACS02	210.00		Add work re Fin State 23/24
04/07/2024	Mr G Bowen	BACS03	35.53		Toilet rolls for Gala +3xMilk
04/07/2024	Applause Rural Touring	BACS04	6.10		Car Park refund for Gala Act
04/07/2024	Allstar	BACS05	103.28		Diesel for Tipper Truck 03/06
04/07/2024	Voxit Limited	BACS06	215.99		Web Hosting & SSSL Cert
04/07/2024	EMS Services	BACS07	770.00		Medical Team - Gala day 24
04/07/2024	SSE Contracting	BACS08	322.60		Gas for Council Hse - May 24
04/07/2024	Jewson - Stark Building Materi	BACS09	25.13		2 x bags of plaster - C/Hse
04/07/2024	Michelle Carter	BACS10	19.69		Items for P/Hamper - Gala
04/07/2024	Luna Clean	BACS12	680.46		Cleaning C/Hse - Jun 24
04/07/2024	Screwfix	BACS13	7.54		Cabin Hook for Green Room
04/07/2024	The Woodhorn Group Ltd	BACS14	38.12		Green waste re FI Rd Allots
04/07/2024	Storm in a Teacup	BACS15	360.00		Balance of Circus Ent - Gala
04/07/2024	GW Shelter Solutions Ltd	BACS16	210.00		Cleaning of 5 x Bus Shelters
04/07/2024	Chichester District Council	BACS17	236.00		Hire of Guildhall - Gala 2024
04/07/2024	C Adams	BACS18	5.98		Materials for Gala + Kit Roll
04/07/2024	Purely Paper	BACS19	221.70		25 x Reams of A4 Copier paper
04/07/2024	GLASDON UK LTD	BACS20	256.36		Miniplaza bin - West's Garden
04/07/2024	Jane Walker Event Floristry	BACS21	50.00		Large Registrars flowers 02/07
04/07/2024	Amazon	BACS22	59.37		2 x Wheelbarrow inner tubes
04/07/2024	PPL PRS Ltd	BACS23	661.71		Music Licence Royalties to 25
04/07/2024	Sussex Property Photogrpher -	BACS24	250.00		Drone footage of Gala 29/6/24
04/07/2024	Mr C J Drewitt	BACS25	300.00		Punch & Judy - Chi Gala 29/06
18/07/2024	Amazon	BACS26	858.58		3 x Monitors for PCs - CAB
18/07/2024	Signquick	BACS27	163.20		Hi Tack Chi CC stickers
18/07/2024	Mr G N Roberts	BACS28	50.00		Refund of Allot Deposit BL5B
18/07/2024	Adrian Wright Magician	BACS29	200.00		Entertainment Gala - 29.06.24
18/07/2024	Smye-Rumsby Ltd	BACS30	70.80		Credit re collection W/Talkies
18/07/2024	Chichester District Council	BACS31	25.87		Use of power P/Pk - Gala 24
18/07/2024	Screwfix	BACS32	19.99		Shockwave T x Bits 32pcs
18/07/2024	Chichester Farm Machinery Ltd	BACS33	158.75		Repair to Rotivator
18/07/2024	Canon (UK) Ltd	BACS34	281.61		P/Copier copies to 30.06.24
18/07/2024	S & P Tree Specialists Ltd	BACS35	780.00		Tree works - FI Rd Allots
18/07/2024	The Selsey Shantymen	BACS36	250.00		Performance at Gala - 29.06.24
18/07/2024	C Brewer & Sons Ltd	BACS37	62.70		Paint, gloss & wood filler C/H

Imprest Account

List of Payments made between 01/04/2024 and 31/07/2024

AGENDA ITEM 14b

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/07/2024	Covers Trade Centre Branch	BACS38	109.65		Postfix to fix Street signs in
18/07/2024	Recycle Southern Ltd	BACS39	210.12		Waste from Gala 29.06.24
30/07/2024	Midlands Signs Leicester Ltd T	BACS40	327.00		3 x St Signs - Stockbridge Rd
30/07/2024	Dean Floyd	BACS41	54.31		Window Bolts, Beading + milk
30/07/2024	South Downs Water Co Ltd	BACS42	21.60		3 x 19L Water Bottles -Empties
30/07/2024	Goodrowes of Chichester Ltd	BACS43	9.65		6 x Chainsaw files
30/07/2024	Vodafone Ltd	BACS44	19.32		B/Band for CCTV in Litten Gds
30/07/2024	Mr D J Pennicott	BACS45	40.00		Signwrite Mayor's Board - SQ
30/07/2024	Mrs Kim Martin	BACS46	59.44		Trophy for G/Wood + Milk
30/07/2024	Jewson - Stark Building Materi	BACS47	567.96		Mot type 1 sub base bk bag
Total Payments			34,868.38		

PAYMENTS MADE BY BARCLAYCARD
ANALYSIS OF STATEMENTS FOR APRIL, MAY, JUNE and JULY 2024

Date	Supplier	Detail	Net £	VAT £	Total £		
15/03/2024	Zoom	contract	38.97	7.79	46.76	4038	101
20/03/2024	Projss.co.uk	training	680.00	136.00	816.00	4008	101
21/03/2024	M&S	supplies	16.50	3.30	19.80	4020	101
22/03/2024	Monday.com	Neighbourhood plan	32.50	6.50	39.00	4128	110
26/03/2024	ZNO inc	Printing wedding album	85.02	17.00	102.02	4246	501
03/04/2024	SP lighthub	Emergency light panel	42.71	8.54	51.25	4209	501
15/03/2024	SLCC	membership	-416.00	0.00	-416.00	4038	101
		Total for April 2024	479.69	179.14	658.83		
15/04/2024	Zoom	contract	38.97	7.79	46.76	4038	101
21/04/2024	Monday.com	Neighbourhood plan	32.50	6.50	39.00	4128	110
26/04/2024	Sum up machine	payment machine	79.00	15.80	94.80	4051	101
03/04/2024	Chi college	photography course	-125.00	-25.00	-150.00	4008	101
05/05/2024	Microsoft	Project software	16.40	3.28	19.68	4038	101
08/05/2024	Morrisons	food deposit	16.67	3.33	20.00	4130	401
10/05/2024	Tescos	supplies	125.21	25.04	150.25	4130	401
19/04/2024	Finishing touch	carpet lift	101.67	20.33	122.00	4231	501
30/04/2024	M&S	wrapping chartres	11.25	2.25	13.50	4186	201
03/05/2024	cablemonkey	leads	49.95	9.99	59.94	4038	101
		Total for May 2024	346.61	69.32	415.93		
14/05/2024	Zoom	contract	38.97	7.79	46.76	4038	101
15/05/2024	M&S	supplies	10.30	2.06	12.36	4130	401
15/05/2024	Morrisons	Mayor making	1.65	0.33	1.98	4130	401
15/05/2024	Morrisons	Mayor making	62.25	12.45	74.70	4130	401
16/05/2024	Hallmaster	software	244.83	48.97	293.80	4038	101
21/05/2024	Bluebeam UK Ltd		250.00	50.00	300.00	4038	101
21/05/2024	Monday.com	neighbourhood plan	32.50	6.50	39.00	4128	110
22/05/2024	M&S	supplies	7.50	1.50	9.00	4020	401
22/05/2024	SP toilet paper	Toilet paper	58.67	11.73	70.40	4216	501
29/05/2024	Houstonglob	Stationery	33.73	6.75	40.48	4023	101
29/05/2024	Bunch florist	flowers Cllr Pramas	35.00	7.00	42.00	4004	110
05/06/2024	Microsoft	Project software	16.40	3.28	19.68	4038	101
14/05/2024	WH Smith	Black marker	6.66	1.33	7.99	4023	101
10/06/2024	SLCC	Planning summit	65.00	13.00	78.00	4008	101
		Total for June 2024	863.46	172.69	1,036.15		
15/06/2024	Zoom	Zoom	38.97	7.79	46.76	4038	101
17/06/2024	Garden supplies	Green gate (st james)	608.91	121.78	730.69	4236	104
21/06/2024	Austen group	Platform truck	245.79	49.16	294.95	4250	501
22/06/2024	facebook advert	Mayors ball 7+7+7+7+12+17	47.50	9.50	57.00	4103	401
27/06/2024	Post Office	Ex Audit papers	3.83	0.77	4.60	4022	101
28/06/2024	tesco	food for gala	17.67	3.53	21.20	4164	202
29/06/2024	Spires	food for gala	83.33	16.67	100.00	4164	202
01/07/2024	Metals4U	Stainless steel bar	26.93	5.39	32.32	4195	103
02/07/2024	Blinds2go	CAB Offcie	103.33	20.67	124.00	4163	202
05/07/2024	Microsoft	2 additional subs	16.40	3.28	19.68	4038	101
19/06/2024	Doodle	computer scheduling software	56.50	11.30	67.80	4038	101
28/06/2024	Mountain Wareh	headtorches gala	44.59	8.92	53.51	4164	202
29/06/2024	Mountain Wareh	headtorches gala	8.33	1.67	9.99	4164	202
04/07/2024	SP Office furnit	2 office chairs (Sam&Gareth)	498.34	99.67	598.01	4250	501
		shipping ins	12.11		12.11		
04/07/2024	KJPlumbing	water heater	115.70	23.14	138.84	4231	501
08/07/2024	M&S	Biscuits(high sheriff)	20.83	4.17	25.00	4020	401
09/07/2024	Spotted Penguir	CAB Office (2desks table)	749.07	149.81	898.88	4163	202
09/07/2024	Booker	Tea/coffee	71.77		71.77	4020	101
11/07/2024	Faronics	software sec (CAB office)	93.82	18.76	112.58	4163	202
		Total for July 2024	2,863.72	555.97	3,419.69		